

**Strategic Planning Goal Setting Worksheet - Due March 1, 2005**  
**Fire Department**

<b>Goal</b>	<b>Action Steps (Manpower and Financial Requirements)</b>	<b>Reponsible Party</b>	<b>Beginning Date</b>	<b>Goal Date</b>
<b>High Priority</b>				
Establish Mission Statement for the Fire Department	Compose and attach to Strategic Plan	Fire Chief	March 1, 2005	on-going
Establish Standard Operating Guidelines for supplement to the Jefferson County Emergency Management Plan and Annexes	Find existing policy that is current City of Port Neches guideline and re-issue with new cataloging numbers for tacking purposes - Printing Costs only	Fire Chief	Fall of 2005	on-going
Develop new Standard Operating Guidelines addressing Homeland Security issues to add to the Jefferson County Emergency Management Plan and Annexes.	As directed by DHS and State DEM, develop new Standard Operating Guidelines as necessary - Printing Costs Only	Fire Chief	on-going	on-going
Train and implement Emergency Management mandates as required.	Schedule classes in unison with the TEEX Drill	Fire Chief	February, 2005	on-going
Monitor and review Interlocal Agreements to meet requirements for FEMA funding during natural and man made disasters.	Follow-up on any agreements in Jefferson County not completed.	Fire Chief	Fall of 2005	Fall of 2005
Train and certify all Firefighters (10) to Emergency Care Attendant level with the Texas Department of Health (TDH)	10 firefighters at a cost of approximately \$12,500 for tuition, registration with Texas Department of Health, American Heart Association CPR card, and Overtime.	Fire Chief	May 1, 2005	June 1, 2005
Maintain TDH certifications by obtaining required Continuing Education training using internet based training programs	Register Firefighters with Egenesis at a cost of \$100 each for a total of \$1,200 annually.	Fire Chief	October 1, 2005	on-going
Train at least one firefighter to an advanced level to assist Fire Administration with proper protocols and equipment purchases in the Fire Department.	Find funding source to augment Civil Service funding for training at local college for advanced Medical training.	Fire Chief	Calendar Year 2005	until completed.
Re-register Fire Department with the Texas Department of Health as required by TDH rules.	Gather current information and after firefighters have completed ECA training in May 2005.	Fire Chief	Calendar Year 2005	Calendar Year 2005
Continue current fire hydrant maintenance by performing maintenance and painting in the spring.	Check with water department to see if new hydrants are in service to perform flow tests and schedule for painting.	Fire Chief	Calendar Year 2005	Calendar Year 2005