

TARGET DATE	REPORT DUE	MASTER PLAN - ALL TASKS	RESPONSIBLE
1/31	Annually	Explore funding increases within CSA 48	Fire Department Advisory Commission
1/31	Annually	Explore Prop 172 increases of percentage allotted to County Fire	Fire Department Advisory Commission
1/31	Annually	Review fee schedule for plan check and inspection fees and increase where appropriate.	County Fire Marshall's Office
1/31	Annually	Explore other options for "fee for service" revenue, e.g. training programs, and reimbursement from the state for use of county vehicles for out of area incident response.	County Fire Management
1/31	Annually	Determine an appropriate fund reserve based on anticipated changes in revenue and expenditures and potential emergency needs.	County Fire Management
1/31	Annually	Continue the incentive benefit (training stipend) for volunteers participating as trainers in the County Fire training program.	County Fire Management
1/31	Annually	Increase the use of available field personnel to assist the Training Battalion in evaluating basic skills and operational readiness through drills to ensure proper focus for the training program on an on-	County Fire Management
1/31	Annually	Participate in a coordinated effort with other agencies to provide an expanded training schedule to enable volunteers to fulfill training requirements.	County Fire Management
1/31	Annually	Provide California Incident Command Certification System training to Drivers, Engineers and Company Officers (CICCS S-215, S-231)	County Fire Management
1/31	Annually	Formalize a public education plan that identifies audiences, delivery schedules, and information to be presented within County Fire.	County Fire Management/Battalion Chiefs
1/31	Annually	Identify and train professional staff and interested volunteer personnel to deliver public education programs.	County Fire Management /Battalion Chiefs
1/31	Annually	Update and amend the existing volunteer handbook as needed to compile a comprehensive document which contains current rules, regulations, policies and procedures of the Department adopted by the County and enforced by the management staff of the agency. Make this a living document	County Fire Management/Volunteer Company Officers
1/31	Annually	Consider augmenting County Fire wide training with volunteer firefighters as trainers of other fire trainers 'TIT' Train the Trainer).	County Fire Management/Volunteer Company Officers
1/31	Annually	Continued development of the Ben Lomond Training Center in order to provide technical rescue courses.	County Fire Management/Volunteer Company Officers
1/31	Annually	Review annually, and update as needed, the summary of volunteer benefit programs offered by the Department.	County Fire Management/Volunteer Company Officers
1/31	Annually	Encourage all current personnel who are First Responders to become Emergency Medical Technicians by providing information on available classes and associated funding	Volunteer Company Officers
1/31	Annually	Continue a program of station maintenance and inspection for every County Fire facility.	Volunteer Company Officers/County Fire Management
1/31	Annually	Evaluate potential grant programs and apply for funding where appropriate.	Volunteer Company Officers/County Fire Management
5/15	Annually	Maintain and update Volunteer ID cards with incident qualifications listed ("Red Card" criteria).	County Fire Management
6/30	Annually	Consider new mutual/automatic aid agreements, and review existing agreements annually, and expand where possible to improve level of response by closest appropriate resources.	County Fire Management
6/30	Annually	Explore possibility of outsourcing plan checks.	County Fire Management
6/30	Annually	Maintain and Improve Target Safety Training as a delivery tool to ensure that all personnel have received appropriate training and complete records are kept of such.	County Fire Management
6/30	Annually	Provide mandated training for all County Fire personnel	County Fire Management
6/30	Annually	Establish a strong Volunteers In Prevention (VIP) program	CAL FIRE Prevention Staff/Volunteer Company Officers
6/30	Annually	Establish a clear branding of County Fire as a single entity including volunteer firefighters, CALFIRE and county staff	County Fire Management/Volunteer Company Officers
6/30	Annually	Continue to update the County Fire Web site to assure that it is being utilized to its full potential. Encourage personnel to utilize the County Fire web site	County Fire Management/Volunteer Company Officers
6/30	Annually	Ensure information on the critical role played by volunteer staff into ongoing training and new CAL-FIRE employee orientation to ensure that all CAL-FIRE staff understand and support the role of the volunteer staff.	County Fire Management/Volunteer Company Officers
6/30	Annually	Evaluate the - operational interactions of County Fire to improve integration between CAL FIRE and volunteer personnel.	County Fire Management/Volunteer Company Officers
6/30	Annually	Maintain and possibly expand the existing information distribution system to reach all volunteer personnel using available computer technology, and web page features.	Volunteer Company Officers/County Fire Management
6/30	Annually	Maintain accurate records of training received by each individual and operational unit.	Volunteer Company Officers/County Fire Management
8/1	Annually	Develop and implement a recruitment campaign for ensuring a sufficient level of volunteer firefighters in all response areas to effectively and efficiently deliver the requested emergency services.	Volunteer Company Officers/County Fire Management
7/1/12	7/1/12	Formally map pager reception challenged areas within County Fire.	County Fire Management/Volunteer Company Officers
11/15/12	11/15/12	Establish an annual ECC process and review to capture more local knowledge in the CAD's.	County Fire Management/Volunteer Company Officers
12/31/12	12/31/12	Evaluate the structural fire potential within the jurisdiction of the County Fire Department and develop and maintain specific Target Hazard Plans for those locations that pose a particular or unusual operational problem for the Department's fire suppression efforts. Develop standard format and put all plans in that same format.	County Fire Management/Volunteer Company Officers
12/31/12	12/31/12	Examine available approved equipment in relation to improving the effectiveness of Emergency Medical Service delivery.	County Fire Management/Volunteer Company Officers

TARGET DATE	REPORT DUE	MASTER PLAN - ALL TASKS	RESPONSIBLE
1/1/13	1/1/13	Explore the feasibility of participating in the Advanced Emergency Medical Technician program, or "optional Skill" program for EMT's, within the scope of practice set forth by the Santa Cruz County EMSIA.	County Fire Management
2/1/13	2/1/13	Assess the feasibility of establishing an Advanced EMT pilot program.	County Fire Management
6/30/13	6/30/13	Establish a database of specific fire suppression plans to address unusual circumstances.	County Fire Management/Volunteer Company Officers
12/1/13	12/1/13	Establish a committee to develop a County Fire Emergency Plan that addresses all aspects of major emergency response	County Fire Management/Volunteer Company Officers
12/31/13	12/31/13	Develop and improve records management related to equipment maintenance/ replacement, and facilities.	County Fire Management
1/31/14	1/31/14	Evaluate a paid-call program for compensation of volunteer firefighters responding to emergencies.	County Fire Management
1/31/14	1/31/14	Research health coverage for volunteer firefighters.	County Fire Management/Volunteer Company Officers
1/31/14	1/31/14	Evaluate a length of service award for all volunteers.	County Fire Management/Volunteer Company Officers
12/31/14	12/31/14	Develop an Interface between the Santa Cruz Regional 9-1-1CAD and Felton ECC CAD.	County Fire Management
12/31/14	12/31/14	Implement Simulcast capability.	County Fire Management
12/31/14	12/31/14	Formally map radio repeater system reception challenged areas.	County Fire Management
12/31/14	12/31/14	Provide Mobile Data Terminal (MDT) capabilities for all emergency response vehicles enabling true interconnectivity between vehicles and Felton ECC.	County Fire Management
12/31/14	12/31/14	Add GPS vehicle tracking to all vehicles and automate the capability in the ECC to monitor vehicle location.	County Fire Management
12/31/14	12/31/14	Return to staffing on the five career engines of three personnel to comply with Cal/OSHA "two in two out" regulations; to improved fire engine crew safety and effectiveness; and to come into compliance with the Santa Cruz County fire services mutual aid plan.	County Fire Management
As Needed	As Needed	Compare revenue and cost of service in areas which may be annexed to other fire jurisdictions.	County Fire Management
As Needed	As Needed	Review potential annexations and development projects and their resulting effects on revenues and service demand. Develop contingency plans to maintain appropriate levels of service as needed.	County Fire Management
Ongoing	Bi-Monthly	Maintain the system for researching and making recommendations on issues that arise at the regular Company Officers' meetings.	County Fire Management/Volunteer Company Officers

TARGET DATE	REPORT DUE	MASTER PLAN - JANUARY TASKS	RESPONSIBLE
1/31	Annually	Explore funding increases within CSA 48	Fire Department Advisory Commission
1/31	Annually	Explore Prop 172 increases of percentage allotted to County Fire	Fire Department Advisory Commission
1/31	Annually	Review fee schedule for plan check and inspection fees and increase where appropriate.	County Fire Marshall's Office
1/31	Annually	Explore other options for "fee for service" revenue, e.g. training programs, and reimbursement from the state for use of county vehicles for out of area incident response.	County Fire Management
1/31	Annually	Determine an appropriate fund reserve based on anticipated changes in revenue and expenditures and potential emergency needs.	County Fire Management
1/31	Annually	Continue the incentive benefit (training stipend) for volunteers participating as trainers in the County Fire training program.	County Fire Management
1/31	Annually	Increase the use of available field personnel to assist the Training Battalion in evaluating basic skills and operational readiness through drills to ensure proper focus for the training program on an on-	County Fire Management
1/31	Annually	Participate in a coordinated effort with other agencies to provide an expanded training schedule to enable volunteers to fulfill training requirements.	County Fire Management
1/31	Annually	Provide California Incident Command Certification System training to Drivers, Engineers and Company Officers (CICCS S-215, S-231)	County Fire Management
1/31	Annually	Formalize a public education plan that identifies audiences, delivery schedules, and information to be presented within County Fire.	County Fire Management/Battalion Chiefs
1/31	Annually	Identify and train professional staff and interested volunteer personnel to deliver public education programs.	County Fire Management /Battalion Chiefs
1/31	Annually	Continued development of the Ben Lomond Training Center in order to provide technical rescue courses.	County Fire Management/Volunteer Company Officers
1/31	Annually	Update and amend the existing volunteer handbook as needed to compile a comprehensive document which contains current rules, regulations, policies and procedures of the Department	County Fire Management/Volunteer Company Officers
1/31	Annually	Consider augmenting County Fire wide training with volunteer firefighters as trainers of other fire trainers 'TIT' Train the Trainer).	County Fire Management/Volunteer Company Officers
1/31	Annually	Review annually, and update as needed, the summary of volunteer benefit programs offered by the Department.	County Fire Management/Volunteer Company Officers
1/31	Annually	Encourage all current personnel who are First Responders to become Emergency Medical Technicians by providing information on available classes and associated funding	Volunteer Company Officers
1/31	Annually	Continue a program of station maintenance and inspection for every County Fire facility.	Volunteer Company Officers/County Fire Management
1/31	Annually	Evaluate potential grant programs and apply for funding where appropriate.	Volunteer Company Officers/County Fire Management
1/1/13	1/1/13	Explore the feasibility of participating in the Advanced Emergency Medical Technician program, or "optional Skill" program for EMT's, within the scope of practice set forth by the Santa Cruz County	County Fire Management
1/31/14	1/31/14	Evaluate a paid-call program for compensation of volunteer firefighters responding to emergencies.	County Fire Management
1/31/14	1/31/14	Research health coverage for volunteer firefighters.	County Fire Management/Volunteer Company Officers
1/31/14	1/31/14	Evaluate a length of service award for all volunteers.	County Fire Management/Volunteer Company Officers

<i>TARGET DATE</i>	<i>REPORT DUE</i>	<i>MASTER PLAN - FEBRUARY TASKS</i>	<i>RESPONSIBLE</i>
2/1/13	2/1/13	Assess the feasibility of establishing an Advanced EMT pilot program.	County Fire Management

<i>TARGET DATE</i>	<i>REPORT DUE</i>	<i>MASTER PLAN - MAY TASKS</i>	<i>RESPONSIBLE</i>
5/15	Annually	Maintain and update Volunteer ID cards with incident qualifications listed ("Red Card" criteria).	County Fire Management

TARGET DATE	REPORT DUE	MASTER PLAN - JUNE TASKS	RESPONSIBLE
6/30	Annually	Establish a clear branding of County Fire as a single entity including volunteer firefighters, CALFIRE and county staff	County Fire Management/Volunteer Company Officers
6/30	Annually	Continue to update the County Fire Web site to assure that it is being utilized to its full potential. Encourage personnel to utilize the County Fire web site	County Fire Management/Volunteer Company Officers
6/30	Annually	Maintain and possibly expand the existing information distribution system to reach all volunteer personnel using available computer technology, and web page features.	Volunteer Company Officers/County Fire Management
6/30	Annually	Ensure information on the critical role played by volunteer staff into ongoing training and new CAL-FIRE employee orientation to ensure that all CAL-FIRE staff understand and support the role of the volunteer	County Fire Management/Volunteer Company Officers
6/30	Annually	Evaluate the - operational interactions of County Fire to improve integration between CAL FIRE and volunteer personnel.	County Fire Management/Volunteer Company Officers
6/30	Annually	Consider new mutual/automatic aid agreements, and review existing agreements annually, and expand where possible to improve level of response by closest appropriate resources.	County Fire Management
6/30	Annually	Establish a strong Volunteers In Prevention (VIP) program	CAL FIRE Prevention Staff/Volunteer Company Officers
6/30	Annually	Explore possibility of outsourcing plan checks.	County Fire Management
6/30	Annually	Maintain accurate records of training received by each individual and operational unit.	Volunteer Company Officers/County Fire Management
6/30	Annually	Maintain and Improve Target Safety Training as a delivery tool to ensure that all personnel have received appropriate training and complete records are kept of such.	County Fire Management
6/30	Annually	Provide mandated training for all County Fire personnel	County Fire Management
6/30/13	6/30/13	Establish a database of specific fire suppression plans to address unusual circumstances.	County Fire Management/Volunteer Company Officers

<i>TARGET DATE</i>	<i>REPORT DUE</i>	<i>MASTER PLAN - JULY TASKS</i>	<i>RESPONSIBLE</i>
7/1/12	7/1/12	Formally map pager reception challenged areas within County Fire.	County Fire Management/Volunteer Company Officers

TARGET DATE	REPORT DUE	MASTER PLAN - AUGUST TASKS	RESPONSIBLE
8/1	Annually	Develop and implement a recruitment campaign for ensuring a sufficient level of volunteer firefighters in all response areas to effectively and efficiently deliver the requested emergency services.	Volunteer Company Officers/County Fire Management

<i>TARGET DATE</i>	<i>REPORT DUE</i>	<i>MASTER PLAN - NOVEMBER TASKS</i>	<i>RESPONSIBLE</i>
11/15/12	11/15/12	Establish an annual ECC process and review to capture more local knowledge in the CAD's.	County Fire Management/Volunteer Company Officers

TARGET DATE	REPORT DUE	MASTER PLAN - DECEMBER TASKS	RESPONSIBLE
12/31/12	12/31/12	Evaluate the structural fire potential within the jurisdiction of the County Fire Department and develop and maintain specific Target Hazard Plans for those locations that pose a particular or unusual operational problem for the Department's fire suppression efforts. Develop standard format and put all plans in that same format.	County Fire Management/Volunteer Company Officers
12/31/12	12/31/12	Examine available approved equipment in relation to improving the effectiveness of Emergency Medical Service delivery.	County Fire Management/Volunteer Company Officers
12/1/13	12/1/13	Establish a committee to develop a County Fire Emergency Plan that addresses all aspects of major emergency response	County Fire Management/Volunteer Company Officers
12/31/13	12/31/13	Develop and improve records management related to equipment maintenance/ replacement, and facilities.	County Fire Management
12/31/14	12/31/14	Develop an Interface between the Santa Cruz Regional 9-1-1CAD and Felton ECC CAD.	County Fire Management
12/31/14	12/31/14	Implement Simulcast capability.	County Fire Management
12/31/14	12/31/14	Formally map radio repeater system reception challenged areas.	County Fire Management
12/31/14	12/31/14	Provide Mobile Data Terminal (MDT) capabilities for all emergency response vehicles enabling true interconnectivity between vehicles and Felton ECC.	County Fire Management
12/31/14	12/31/14	Add GPS vehicle tracking to all vehicles and automate the capability in the ECC to monitor vehicle location.	County Fire Management
12/31/14	12/31/14	Return to staffing on the five career engines of three personnel to comply with Cal/OSHA "two in two out" regulations; to improved fire engine crew safety and effectiveness; and to come into compliance	County Fire Management