



RODEO HERCULES FIRE DISTRICT

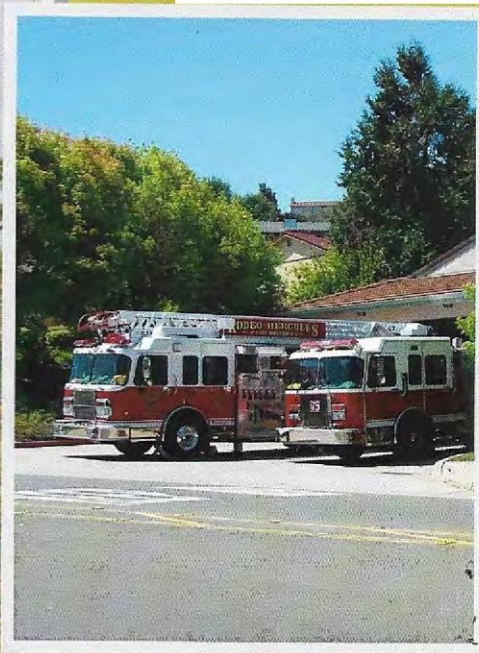
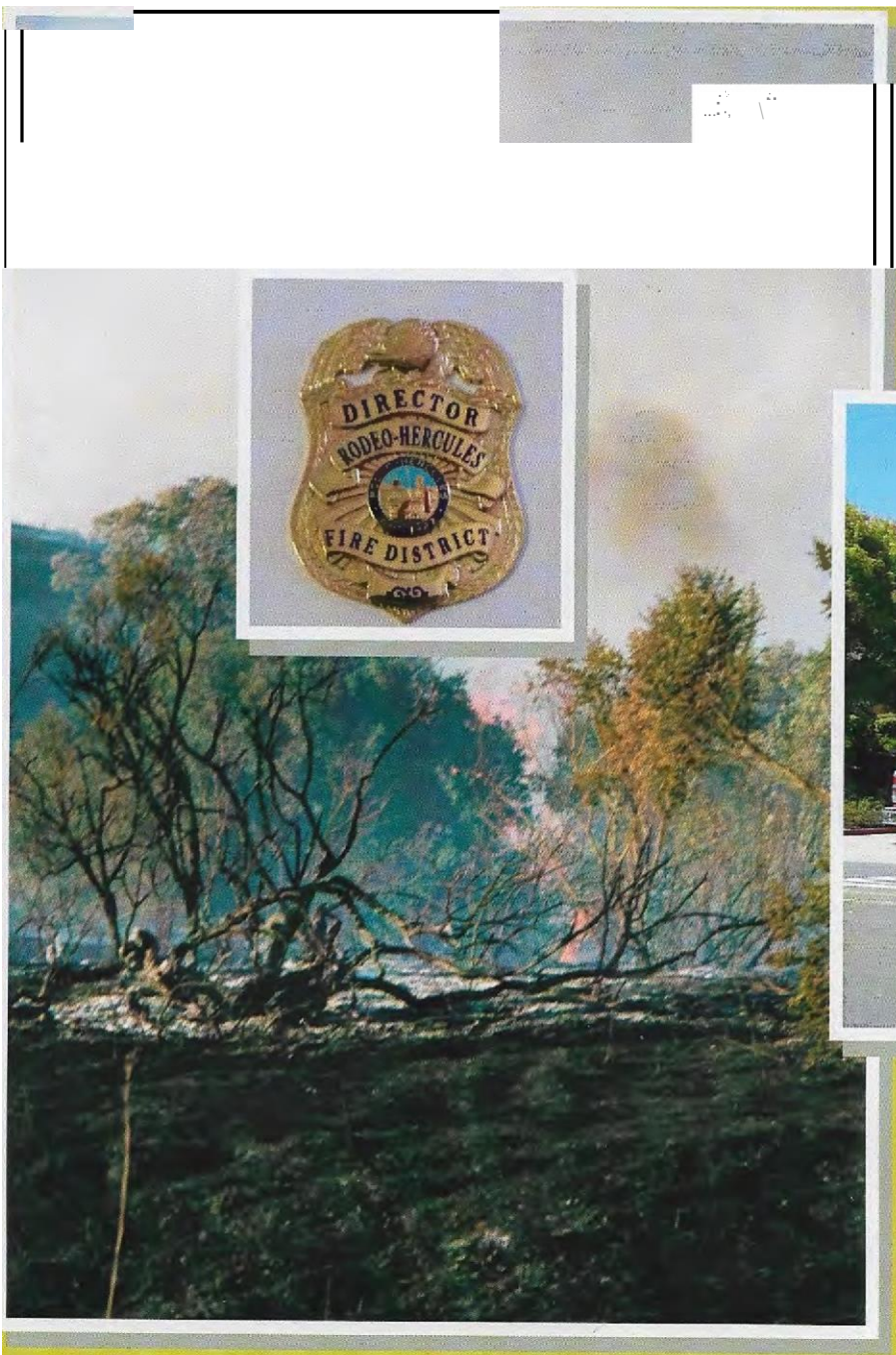
BUSINESS PLAN

MISSION

VALUES

GOALS

- Administration
- Operations
- Prevention
- Focus Areas
- Strategic Initiatives



2012-2016

VISION

It is the vision of this organization to provide leadership, promote change, build relationships and continuously seek improvement. We demand the highest performance from ourselves and strive to meet the expectations of our citizens. Through these efforts, our goal simply stated is to make the community a safer place.



RODEO HERCULES FIRE DISTRICT



RODEO HERCULES FIRE DISTRICT

BUSINESS PLAN

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MISSION, VALUES, GOALS

Focus Area 2012: Administration, Operations, Prevention

- Initiative (Goal) - Ballot Measure & Board Election
- Initiative (Goal) - Fire Station Master Plan
- Initiative (Goal) - Deployment Analysis
- Initiative (Goal) - Truck Academy
- Initiative (Goal) - Promotional Examinations
- Initiative (Goal) - Prevention Program Maintenance

Focus Area 2013: Administration, Operations, Prevention

- Initiative (Goal) - Balanced Budget
- Initiative (Goal) - Ballor Measure
- Initiative (Goal) - Recruit Academy
- Initiative (Goal) - Vehicle Replacement Program
- Initiative (Goal) - Hire Fire Prevention Staff

Focus Area 2014: Administration, Operations, Prevention

- Initiative (Goal) - Migration to CAFR
- Initiative (Goal) - Election
- Initiative (Goal) - Promotional Examinations
- Initiative (Goal) - Non-Resident Reserve Program
- Initiative (Goal) - Firefighter Careers Academy
- Initiative (Goal) - Fire Code Adoption

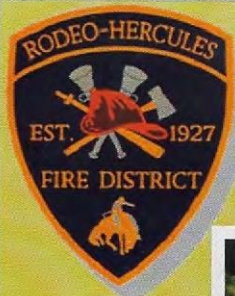
Focus Area 2015: Administration, Operations, Prevention

- Initiative (Goal) - Re ew/Replacement of Information Technology Equipment
- Initiative (Goal) - Implementation of RMS and Telestaff
- Initiative (Goal) - Personal Protective Equipment (PPE) Replacement
- Initiative (Goal) - Investigation Training

Focus Area 2016: Administration, Operations, Prevention

- Initiative (Goal) - Succession Plan
- Initiative (Goal) - Promotional Examinations
- Initiative (Goal) - Election
- Initiative (Goal) - Begin Construction of New Fire Station





RODEO HERCULES FIRE DISTRICT

MISSION STATEMENT

It is the mission of this organization to provide the highest level of service to the community; to mitigate the devastating effects of fires and other disasters; to deliver emergency medical services; to educate the public and maintain a constant state of readiness....



**THE RODEO HERCULES FIRE DISTRICT
DELIVERS SERVICE TO OVER 35,000
PEOPLE IN THE COMMUNITIES OF RODEO,
HERCULES AND UNINCORPORATED
CONTRA COSTA COUNTY**

VALUES

To that end we value

Service to the community

Public Trust

Professionalism

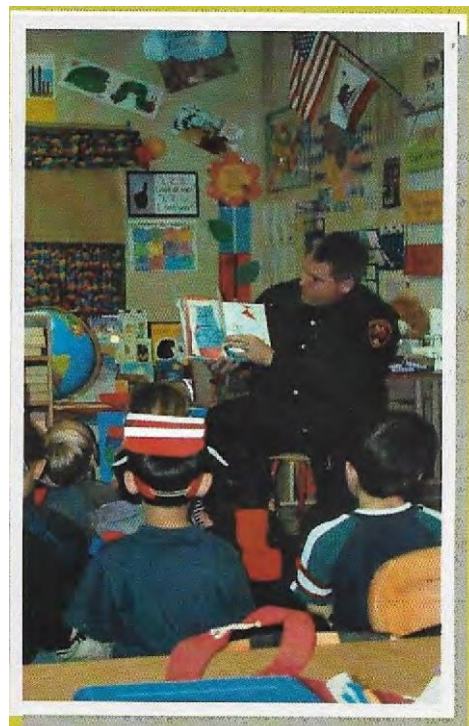
Educated Work Force

Compassion

Team Work

Safety, Health & Welfare of the Organization

**THROUGH A CONTRACT WITH THE CITY
OF PINOLE, THE FIRE DISTRICT
PROVIDES FIRE CHIEF AND
ADMINISTRATIVE SERVICES TO THE
PINOLE FIRE DEPARTMENT**



STRATEGY 2012.1 BALLOT MEASURE

Develop full text, staff report, argument, resolution & ordinance for a revenue measure to create fiscal stability for the organization and ensure the Fire District will continue to operate two fully staffed fire companies designed to meet the needs of the community.

RESPONSIBLE: FIRE CHIEF, CONSULTANT, GENERAL COUNSEL, ADMINISTRATIVE SERVICES OFFICER, BOARD CHAIR

COMPLETION: JULY 20 12

PRIORITY: HIGH



STRATEGY 2012.2 WORKSHOP

Develop options, PowerPoint presentation, community outreach mailer and frequently asked questions (FAQs) for a Board of Directors workshop specifically intended to review revenue options available to the Fire District in 2012-13.

RESPONSIBLE: FIRE CHIEF, CONSULTANT, GENERAL COUNSEL, ADMINISTRATIVE SERVICES OFFICER,

COMPLETION: JULY 2012

PRIORITY: HIGH



STRATEGY 2012.3 BOARD ELECTION

Distribute election requirements, monitor Board of Directors and Fire District responsibilities, develop resolution and request consolidation with 2012 General Election

RESPONSIBLE: FIRE CHIEF, GENERAL COUNSEL, ADMINISTRATIVE SERVICES OFFICER,

COMPLETION: NOVEMBER 2012

PRIORITY: HIGH



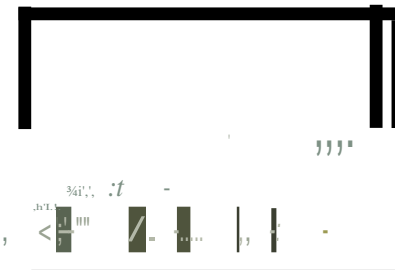
STRATEGY 2012.4 MASTER PLAN

Perform a needs assessment, determine service requirements, establish proposed improvements, create Cost Benefit Analysis, identify projected future maintenance and establish a Capital Improvement Program.

RESPONSIBLE: FIRE CHIEF, CONSULTANT, ADMINISTRATIVE SERVICES OFFICER, 8A ATTALION CHIEF

COMPLETION: JUNE 2013

PRIORITY: HIGH



STRATEGY 2012.5 DEPLOYMENT ANALYSIS

Designate a program manager, identify critical tasks, measure historical emergency response patterns and establish performance measures within the designated boundaries of the Fire District to provide a means for decision makers to assess response effectiveness and determine optimal locations.

RESPONSIBLE: FIRE CHIEF, BATTALION CHIEF, ADMINISTRATIVE SERVICES OFFICER
COMPLETION: DECEMBER 2013
PRIORITY! HIGH



STRATEGY 2012.6 TRUCK ACADEMY

Develop an instructor cadre, lesson plans, training material, props, student behavioral outcomes and deliver a comprehensive battalion wide truck academy including essential tasks, primary functions, support functions and effective use of tools and apparatus.

RESPONSIBLE: FIRE CHIEF, BATTALION CHIEF
COMPLETION: JUNE 20 13
PRIORITY: HIGH



STRATEGY 2012.7 PROMOTIONAL EXAMS

Conduct examinations for the following positions: Battalion Chief, Fire Captain, Engineer and Firefighter in order to fill vacancies within the Fire District, in compliance with applicable laws and procedures.

RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, BATTALION CHIEF, FIRE CAPTAIN (s)
COMPLETION: DECEMBER 20 12
PRIORITY: HIGH



STRATEGY 2012.8 FIRE PREVENTION

Modify the existing Company Inspection Program for one on duty crew, continue code enforcement, plan check and permits/fee collection utilizing existing staff and part time fire inspectors and contract with Contra Costa County Fire Protection District for fire investigation services on a per hora basis.

RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, FIRE INSPECTOR
COMPLETION: JUNE.2012
PRIORITY: HIGH



ADMINISTRATION • OPERATIONS • PREVENTION**STRATEGY 2014.3 PROMOTIONAL EXAMS**

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RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, BATTALION CHIEF, FIRE CAPTAIN (s)

COMPLETION: DECEMBER 2014

PRIORITY: HIGH

**STRATEGY 2014.4 RESERVE PROGRAM**

Establishment of a Non-Resident Reserve Program to replace the existing Reserve Firefighter Program and remove residency requirements. Under direct supervision Reserve Firefighters assist Fire District personnel with some firefighting and emergency medical activities.

RESPONSIBLE: FIRE CHIEF, BATTALION CHIEF, FIRE CAPTAIN (S)

COMPLETION: JANUARY 2014

PRIORITY: HIGH

**STRATEGY 2014.5 CAREERS ACADEMY**

Develop curriculum and conduct a 40 hour Careers Academy that will include classroom instruction as well as an introduction to firefighting techniques and equipment use. The Careers Academy is a high school based program and attendees are evaluated on a consistent basis.

RESPONSIBLE: FIRE CHIEF, BATTALION CHIEF, FIRE CAPTAIN (S)

COMPLETION: JUNE 2014

PRIORITY: MEDIUM

**STRATEGY 2014.6 FIRE CODE ADOPTION**

Adoption of fire codes and standards, as well as increased public awareness of safety practices, have resulted in substantial reductions in loss of life and property. The Fire District works with community partners to adopt and amend the latest version of the California Fire Code in a consistent manner to ensure uniform enforcement throughout Contra Costa County.

RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, FIRE PREVENTION

COMPLETION: JANUARY 2015

PRIORITY: HIGH



ADMINISTRATION- OPERATIONS- PREVENTION

STRATEGY 2013.5 PREVENTION STAFF

Conduct a recruitment for full time or half time fire prevention position to perform plan checks, code enforcement, develop and present public education presentations and oversee the company inspection program.

RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER
COMPLETION: DECEMBER 20 13
PRIORITY: MEDIUM



ADMINISTRATION- OPERATIONS- PREVENTION

STRATEGY 2014.1 MIGRATION TO CAFR

The Fire District is audited annually and follows generally accepted accounting principles (GAAP) for its financial and budgetary practices. A CAFR is a conforming and complete set of financial documents that represents what has occurred in the agency over several decades.

RESPONSIBLE: ADMINISTRATIVE SERVICES OFFICER
COMPLETION: JUNE 20 15
PRIORITY: MEDIUM



STRATEGY 2014.2 BOARD ELECTION

Distribute election requirements, monitor Board or Directors and Fire District responsibilities, develop resolution and request consolidation with 2014 General Election

RESPONSIBLE: FIRE CHIEF, GENERAL-COUNSEL, ADMINISTRATIVE SERVICES OFFICER,
COMPLETION: NOVEMBER 20 14
PRIORITY: HIGH



ADMINISTRATION • OPERATIONS • PREVENTION**STRATEGY 2014.3 PROMOTIONAL EXAMS**

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RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, BATTALION CHIEF, FIRE CAPTAIN (s)

COMPLETION: DECEMBER 2014

PRIORITY: HIGH

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COMPLETION: JUNE 2014

PRIORITY: MEDIUM

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RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, FIRE PREVENTION

COMPLETION: JANUARY 2015

PRIORITY: HIGH



ADMINISTRATION • OPERATIONS • PREVENTION

STRATEGY 2015.1 INFO TECHNOLOGY

Develop policies and procedures for review, upgrade and replacement as necessary of outdated computer equipment and work stations to allow for more predictable on-going costs. This will ensure we are including the predicted software/hardware life cycle when making budget decisions and appropriations.

RESPONSIBLE: ADMINISTRATIVE SERVICES OFFICER
COMPLETION: DECEMBER 2015
PRIORITY: HIGH



STRATEGY 2015.2 RMS & TELESTAFF

An integrated computer based Record Management System and a web accessible staffing program is operationally more efficient and allows consistent flow of information to electronically populate critical legal documents, allow consistent accountability and resource management.

RESPONSIBLE: ADMINISTRATIVE SERVICES OFFICER
COMPLETION: JANUARY 2015
PRIORITY: MEDIUM



STRATEGY 2015.3 PPE

The Fire District is responsible for the repair and replacement of vital firefighting Personal Protective Equipment (PPE). Employees rely on these garments to protect them from the harmful effects of high temperature environments and the harmful products of combustion.

RESPONSIBLE: FIRE CHIEF, BATTALION CHIEF, FIRE CAPTAIN (s)
COMPLETION: JUNE 2015
PRIORITY: HIGH



STRATEGY 2015.4 FIRE INVESTIGATION

The Fire District is responsible for the investigation and cause determination of all fires within its boundaries. Currently the Fire District relies on Contra Costa County Fire Protection District to investigate fires within the communities of Rodeo and Hercules. Fire investigation training will allow Fire District personnel to perform this function.

RESPONSIBLE: FIRE CHIEF, FIRE PREVENTION
COMPLETION: DECEMBER 2015
PRIORITY: MEDIUM



ADMINISTRATION • OPERATIONS • PREVENTION

STRATEGY 2016.1 SUCCESSION PLAN

Develop a comprehensive succession plan and employee development program that provides for a consistent transition of responsibility with the three (3) functional areas of the Fire District (Administration, Operations, Prevention).

RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, BATTALION CHIEF, FIRE CAPTAIN (S)

COMPLETION: DECEMBER 2016

PRIORITY: HIGH



STRATEGY 2016.2 PROMOTIONAL EXAMS

Conduct examinations for the following positions: Battalion Chief, Fire Captain, Engineer and Firefighter in order to fill vacancies within the Fire District, in compliance with applicable laws and procedures.

RESPONSIBLE: FIRE CHIEF, ADMINISTRATIVE SERVICES OFFICER, BATTALION CHIEF, FIRE CAPTAIN (S)

COMPLETION: DECEMBER 2016

PRIORITY: HIGH



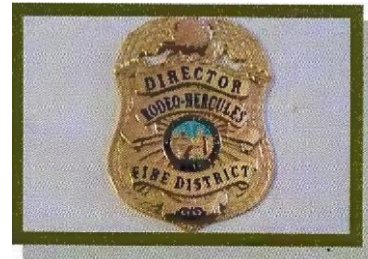
STRATEGY 2016.3 BOARD ELECTION

Distribute election requirements, monitor Board of Directors and Fire District responsibilities, develop resolution and request consolidation with 2016 General Election

RESPONSIBLE: FIRE CHIEF, GENERAL COUNSEL, ADMINISTRATIVE SERVICES OFFICER,

COMPLETION: NOVEMBER 2016

PRIORITY: HIGH



STRATEGY 2016.4 NEW FIRE STATION

Complete environmental assessment, develop plans and specifications and ensure funding for the construction of a new fire station to replace a fire station constructed in 1927. Technology will be utilized to optimize a new facility that would consolidate all Fire District operations on one centralized campus and allow for better response times and service to the communities of Rodeo and Hercules.

RESPONSIBLE: FIRE CHIEF, BOARD OF DIRECTORS

COMPLETION: OCTOBER 2017

PRIORITY: HIGH





RODEO HERCULES FIRE DISTRICT



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1680 Refugio Valley Road, Hercules CA 94547

SIO-799-4561