

Item #	Strategic Recommendations 1 & 2										
		Fire Chief	Board Clerk	Admin Staff	Board	Firefighters	Captains	B.C.s	Fire Marshall	Contract Out	
Recommendation 1. Executive Staff and Administrative Support											
1.01	Executive-level budget creation, monitoring and reporting. Long-term budget planning										
1.02	Point of contact for the Board, filling role of board clerk, and administrative support for Board										
1.03	Financial and reimbursement tasks, accounts receivable and payable										
1.04	IT and tech support, administrator for technology products used in the fire department										
1.05	Executive support for the fire chief with staff reports and budget support										
1.06	Website and social media administrator										
1.07	Public information officer										
1.08	Scheduling for public education events										
1.09	Labor agreements: negotiations, implementation and compliance										
1.10	Contract administrator										
1.11	Finance backup										
1.12	CalJAC labor/management program support										
1.13	Grants writer										
1.14	Office management										
1.15	Workers Compensation program administration										
1.16	Strategic and long-term planning										
1.17	Point of contact for collaboration with county and local cities										
Recommendation 2. Firefighters and Officers Support Services											
2.01	Human resources including recruitment, hiring process, background, and daily staffing										
2.02	Fire Training Division support including the fire academy, certificate and training compliance administration										
2.03	Community risk reduction to include fire prevention, plan review, inspection program, vegetation management, Knox Boxes, code enforcement and investigations										
2.04	Professional Development, succession planning										
2.05	Privacy and infection control officer supporting EMS										
2.06	Facilities maintenance, planning and point of contact										
2.07	CalOSHA and other State and Federal mandated health and safety programs										
2.08	Professional licensure including EMT and Paramedic, and driver's license compliance										
2.09	Professional standards to include investigation and disciplinary function that comply with California Firefighters' Procedural Bill of Rights investigations										
2.10	Retirement agency and health benefits administration and support										
2.11	Behavioral wellness and mental health programs supporting all RHF members										
2.12	Health screening including annual physicals										
2.13	COVID and other infectious disease monitoring, training and compliance										

Checkmarks indicate the role(s) responsible for the item. **Green** check = being handled well currently. **Yellow** check = needs improvement. **Red** check = not being handled currently.