***Fire Chiefs Report***

**January 2018**

*Manpower:*

1. (2) new applications were received during the month for employment.
2. Our new 48/ 96 schedule continues with success, with our (12) full-time employees. This was to stabilize our workforce and help our Quality, Productivity and Safety. Additionally, this will drive our Organizational Development and Project Management processes (Preparation, Presentation, Application and Evaluation).

*Facilities/ Equipment:*

1. All annual fire hose testing was completed for 2017.
2. 2017 end of the year reports were completed.
3. Continuing to work with Sheriff Mark Lamb and his teams for RICO funds to acquire a seized vehicle for Fire Prevention activities.
4. Recognition to the entire AZCFD Team for installing and maintaining all of the Christmas decorations and lights throughout Arizona City.

*Training:*

1. District daily training for the month of January is: **EMS Drill**: Patient care assessments. **FIRE Drill**: Second story search & rescue and fire hose maze. Captain Lopez, Holliday, Jarvis and myself will be conducting the trainings.
2. Key Performance Indicators (KPI’s) continue to be tracked for Quality, Productivity and Safety.
3. Organizational Development/ Project Management changes continues to move forward (Preparation, Presentation, Application and Evaluation).

*Procedures/ SOP’s*

1. On-going.: Continuing to develop Policies and SOP’s for the new business model to make our classroom a certified IFSAC Training and Testing facility. This will bring additional revenue to our District.
2. Target Solutions software continues to work well for the District. We are tracking all required OSHA/ NFPA/ ISO/ DHS/ NREMT/ VFIS training. Everything will be captured in the system.
3. Captain Lopez continues to re-writing all of the equipment inspections SOP’s. Once completed, we will have this uploaded to the computer system and Target Solutions for tracking purposes. One policy was routed during the month.
4. Captain Jarvis and EMS Coordinator Nate Oliver are re-writing all of the EMS SOP’s. Once completed, we will have this uploaded to the computer system and Target Solutions for tracking purposes. One new policies were routed during the month.
5. Captain Holliday continue to re-writing all of the Training SOP’s. Once completed, we will have this uploaded to the computer system and Target Solutions for tracking purposes.

*Community Service*

1. On 12/12/17, I attended the Arizona City Chamber of Commerce meetings.
2. On 12/16/17, we hosted the Christmas Adopt-a-Family event.
3. On 12/25/17, we delivered Christmas presents to families in Arizona City.
4. On 12/25/17, we delivered over 50 meals to travel restricted seniors in Arizona City.
5. On 12/25/17, we handed out (6) $150 gift cards to seniors for groceries. Gift cards were donated by the Arizona City Fire District Association.
6. During the month, we assisted 41 citizens with smoke detectors challenges/ batteries and home safety repairs. Residents were not able to perform work on their own. Most of this effort was focused around residents starting up their furnaces.
7. On-going: I’m continuing to work for grant dollars with the several insurance companies to acquire additional Smoke Detectors and batteries for little or no charge. These will be installed free of charge for our financially challenged residents.
8. On-going: I’m continuing to work on a grant for car seats and bicycle helmets. 2 car seats were presented to Arizona City Group Homes.
9. Several new grants have been applied written, including: 100 Club, APS, SRP, Wal-Mart and Wildland.
10. Thank you to all of our contributors and volunteers for making donations and giving time to the Arizona City Fire Districts Christmas activities. Without them, our program would not be where it is today.

*Schools/ Events/ Groups*

1. January’s monthly Fire Drill coordination with the Arizona City Elementary School. We support the Arizona City Elementary School on a monthly basis.
2. On 12/22/17, we hosted our annual Christmas Party at the firehouse.
3. Throughout December we supported the Christmas activities for Arizona City.

*Contracts/ Business Issues*

1. On-going, the Saunders Company bi-annual financial audits that our required by statutes. Draft report has been receieved.
2. On 12/15/17, we added dental insurance for all members starting 01/01/18. This is at no cost to the employees as an incentive.
3. On-going, the transition for copying and internet oversite with Pacific Office Automation (POA) continues to go well with significant cost savings. The findings regarding our server assessment are still being studied for additional actions. The study had never been done before at the AZCFD. Opportunities for improvement exist and will be schedule for completion.
4. On-going: Working to re-finance our Ladder Truck loan with multiple lenders.
5. On-going: Writing contract with Central Arizona College for use of drill tower for exchange of previously donated equipment. New Program manager for CAC.
6. On-going: Writing contract **(Legal Review)** with Central Arizona Valley Institute of Technology for ride-a-along program. This will save us dollars for manpower.
7. The Ascensus 457 Plan and Ascensus 401A Plan are working well! Ascensus 401A is the complement to our 457 Plan.

***2017/2018 Highlights***

1. Full pay rates were established for each full-time position.
2. A defined probationary process period was defined for new members.
3. Life Insurance was increased from $10,000 to $100,000.
4. Disability insurance was established for all employees.
5. Medical Insurance was provided at 100% for employees.
6. Dental Insurance was provided at 100% for employees.
7. 457/401A retirement plans were established for all employees with matching contributions for full-time employees.
8. Tuition payment plans continue for all employees.
9. Multiple employees attended in-state and out-of-state training classes
10. An in-house paramedic class was hosted and funded for (5) full-time employees at no cost to the employees.
11. A 48/96 schedule was created at employees’ request.
12. Being 1/1/18 every employee (excluding the Fire Chief) was given an 8% raise from fully developed salaries.