

Western Cass Fire Protection District  
Priority, Effort, and Hours of Post Assessment Activities and Tasks

Assessment Area	Priority	Effort	Rank	Hours	
<b>BOARD OPERATIONS</b>					
Attorney Privilege	2	1	2	1	Draft/implement standing rule
Meeting Agenda and Meeting Schedule Postings	1	2	2	1	Draft/implement standing rule & add to position/role description
Virtual Meetings	1	1	1	1	Draft/implement standing rule after attorney opines
Use of Teams Messaging and Emails	1	1	1	1	
Organizations Providing Resources and Support	3	1	3	2	Propose list of organizations for membership with benefits 1; Complete membership applications 1
Director Oaths/Affirmations of Office and Surety Bonds	1	1	1	3	Attorney opine on public official bond = surety bond 1; source bonds 2
Officer Oaths/Affirmations of Office and Treasurer's Corporate Fidelity Bond	1	1	1	1	Attorney opine on public official bond = corporate fidelity bond ½; source bonds ½
Candidate Filing	3	2	6		Wait until November 2022 (no candidate filing until December 2022)
<b>FACILITIES MANAGEMENT</b>					
Facility Manager*	1	3	3	9	Advertise 2; screen apps 2; interview 4; recommend 1
Americans with Disability Compliance Review*	1	3	3	8	Select consultant 4; tour 2 stations 2; present results 2
Physical Security	1	2	2	3	Draft policy 1; finalize policy 1; source & order signage 1
<b>RECORD KEEPING</b>					
Custodian of Records Designation	1	1	1	1	Designation resolution ½; update website ½; (does not include position/role description)
Record Retention	1	3	3	10	Review retention schedules 1; inventory records 8; dispose of records
Contracts, Agreements, and Memorandums of Understanding	1	3	3	10	Organize records
Resolutions and Ordinances	2	3	6		Potential significant number of hours for limited advantage gain
Offboarding Directors	1	2	2	2	Draft checklist; implement checklist
Offboarding Personnel	1	2	2	2	Draft checklist; implement checklist
<b>COMMUNICATIONS</b>					
Internal communication	2	2	4	2	Issue credentials 1; educate new users 1
Public Information Officer	2	2	4	9	Advertise 2; screen apps 2; interview 4; recommend 1
Website	2	2	4	3	Clone existing site 1; customize cloned site 2
Social Media	3	2	6		Expansion to Instagram, Twitter, etc. secondary to website and Facebook
Non-Internet and Social Media Communication	2	3	6		Printed newsletter/flyer/posters more expensive than current social media
<b>HUMAN RESOURCES</b>					
Personnel Officer*	2	2	4	9	Advertise 2; screen apps 2; interview 4; recommend 1
Organizational Chart and Job Descriptions	1	1	1	20	Draft/Finalize org chart 2; draft/finalize 6 Sr Mgmt 9; draft/finalize 4 Ofcrs 9
Onboarding Directors	1	2	2	2	Draft checklist; implement checklist
Onboarding Personnel*	2	2	4	2	Draft checklist; implement checklist
<b>RISK MANAGEMENT</b>					
Collateralization of Monies	3	1	3	1	Draft policy/role responsibility to ensure future
Insurance Bidding	3	2	6		Wait until December 2022 since March 1, 2022 renewal is done
Accident and Sickness Insurance*	1	1	1	3	Request proposed benefit tiers 1; review proposed tiers & recommendation 2
Contractor Safety Training	1	1	1	2	Draft policy/role responsibility to ensure future
Verification of Contractor Employees Right to Work	1	1	1	2	Draft policy/role responsibility to ensure future
<b>FINANCES</b>					
Additional Revenue Sources: Fees	1	3	3	6	Source billing & collection org 2; set up operational procedure & form 2; train on procedure & form 2
Additional Revenue Sources: Sales Tax	1	3	3	14	Determine list for DoR 4; analyze & prepare presentation 2; ballot preparation 2; campaign ed materials 6
Refund of Over Collected Debt Retirement Taxes	1	2	2	12	Request data 2; request tax rate recs 1; review deposits 4; calculate should \$ 3; comparison 2
2022 Budget Reduction	1	2	2	10	Review budget details 2; request & review 2019-2021 actuals 6; prepare proposed amendments 2
Inventory Management	1	3	3	18	Source labor 2; order labels 1; prepare forms 1; answer inventory questions 10; produce inventory report 4
2023 Budgeting	2	2	4	14	Review 2021 & 2022 actuals 4; prepare proposed budget 4; budget revisions 2; public notice 2; hearing 2
Allowances*	2	2	4	7	Create proposed program 4; review of program with attorney & CPA 1; educate personnel 2
<b>POLICIES</b>					
Privacy	1	2	2	2	Determine if WCFPD must comply 2;
Privacy Officer	1	2	2	9	Advertise 2; screen apps 2; interview 4; recommend 1
Privacy Program	1	2	2	14	Draft policies & procedures 10; train & educate personnel 4
Policy Inventory	1	2	2	50	Review WCFPD policies 50?
Policy Review and Maintenance	1	3	3	29	Source vendor 4; integrate 25?
<b>STRATEGIC PLANNING</b>					
Strategic Planning Sessions	1	2	2	14	Source venue 2; conduct 2 sessions 5; recap sessions 2; prepare draft plan 4; finalize plan 1
Key Performance Indicators	2	2	4	5	Use sessions & draft plan to determine proposed KPIs 2; finalize KPIs 1; implement metric collectdions 2
<b>PUBLIC PROTECTION CLASSIFICATION RATING</b>					
Current Public Protection Classification Rating and Field Audit	1	1	1	1	Request classification & last field audit notes from ISO
Public Protection Classification Rating Improvement	3	3	9		Too many higher priority items; however, priority or effort could change upon receipt of ISO records

\* Could be impacted by presence of employees versus contract for services

Western Cass Fire Protection District  
Priority, Effort, and Hours of Post Assessment Activities and Tasks

Assessment Area	Priority	Effort	Rank	Hours	
Virtual Meetings	1	1	1	1	Draft/implement standing rule after attorney opines
Use of Teams Messaging and Emails	1	1	1	1	Draft/implement standing rule
Director Oaths/Affirmations of Office and Surety Bonds	1	1	1	3	Attorney opine on public official bond = surety bond 1; source bonds 2
Officer Oaths/Affirmations of Office and Treasurer's Corporate Fidelity Bond	1	1	1	1	Attorney opine on public official bond = corporate fidelity bond ½; source bonds ½
Custodian of Records Designation	1	1	1	1	Designation resolution ½; update website ½; (does not include position/role description)
Organizational Chart and Job Descriptions	1	1	1	20	Draft/Finalize org chart 2; draft/finalize 6 Sr Mgmt 9; draft/finalize 4 Officers 9
Accident and Sickness Insurance*	1	1	1	3	Request proposed benefit tiers 1; review proposed tiers & recommendation 2
Contractor Safety Training	1	1	1	2	Draft policy/role responsibility to ensure future
Verification of Contractor Employees Right to Work	1	1	1	2	Draft policy/role responsibility to ensure future
Current Public Protection Classification Rating and Field Audit	1	1	1	1	Request classification & last field audit notes from ISO

35

Attorney Privilege	2	1	2	1	Draft/implement standing rule
Meeting Agenda and Meeting Schedule Postings	1	2	2	1	Draft/implement standing rule & add to position/role description
Physical Security	1	2	2	3	Draft policy 1; finalize policy 1; source & order signage 1
Offboarding Directors	1	2	2	2	Draft checklist; implement checklist
Offboarding Personnel	1	2	2	2	Draft checklist; implement checklist
Onboarding Directors	1	2	2	2	Draft checklist; implement checklist
Refund of Over Collected Debt Retirement Taxes	1	2	2	12	Request data 2; request tax rate recs 1; review deposits 4; calculate should \$ 3; comparison 2
2022 Budget Reduction	1	2	2	10	Review budget details 2; request & review 2019-2021 actuals 6; prepare proposed amendments 2
Privacy	1	2	2	2	Determine if WCFPD must comply 2;
Privacy Officer	1	2	2	9	Advertise 2; screen apps 2; interview 4; recommend 1
Privacy Program	1	2	2	14	Draft policies & procedures 10; train & educate personnel 4
Strategic Planning Sessions	1	2	2	14	Source venue 2; conduct 2 sessions 5; recap sessions 2; prepare draft plan 4; finalize plan 1
Key Performance Indicators	2	2	4	5	Use sessions & draft plan to determine proposed KPIs 2; finalize KPIs 1; implement metric collectdions 2

72

Policy Inventory	1	2	2	50	Review WCFPD policies 50?
------------------	---	---	---	----	---------------------------

Organizations Providing Resources and Support	3	1	3	2	Propose list of organizations for membership with benefits 1; Complete membership applications 1
Facility Manager*	1	3	3	9	Advertise 2; screen apps 2; interview 4; recommend 1
Americans with Disability Compliance Review*	1	3	3	8	Select consultant 4; tour 2 stations 2; present results 2
Record Retention	1	3	3	10	Review retention schedules 1; inventory records 8; dispose of records
Contracts, Agreements, and Memorandums of Understanding	1	3	3	10	Organize records
Internal communication	2	2	4	2	Issue credentials 1; educate new users 1
Public Information Officer	2	2	4	9	Advertise 2; screen apps 2; interview 4; recommend 1
Website	2	2	4	3	Clone existing site 1; customize cloned site 2
Personnel Officer*	2	2	4	9	Advertise 2; screen apps 2; interview 4; recommend 1
Onboarding Personnel*	2	2	4	2	Draft checklist; implement checklist
Collateralization of Monies	3	1	3	1	Draft policy/role responsibility to ensure future
Additional Revenue Sources: Fees	1	3	3	6	Source billing & collection org 2; set up operational procedure & form 2; train on procedure & form 2
Additional Revenue Sources: Sales Tax	1	3	3	14	Determine list for DoR 4; analyze & prepare presentation 2; ballot preparation 2; campaign ed materials 6
Inventory Management	1	3	3	18	Source labor 2; order labels 1; prepare forms 1; answer inventory questions 10; produce inventory report 4
2023 Budgeting	2	2	4	14	Review 2021 & 2022 actuals 4; prepare proposed budget 4; budget revisions 2; public notice 2; hearing 2
Allowances*	2	2	4	7	Create proposed program 4; review of program with attorney & CPA 1; educate personnel 2

124

Policy Review and Maintenance	1	3	3	29	Source vendor 4; integrate 25?
-------------------------------	---	---	---	----	--------------------------------

Candidate Filing	3	2	6		Wait until November 2022 (no candidate filing until December 2022)
Resolutions and Ordinances	2	3	6		Potential significant number of hours for limited advantage gain
Social Media	3	2	6		Expansion to Instragram, Twitter, etc. secondary to website and Facebook
Non-Internet and Social Media Communication	2	3	6		Printed newsletter/flyer/posters more expensive than current social media
Insurance Bidding	3	2	6		Wait until December 2022 since March 1, 2022 renewal is done
Public Protection Classification Rating Improvement	3	3	9		Too many higher priority items; however, priority or effort could change upon receipt of ISO records

\* Could be impacted by presence of employees versus contract for services