**Purpose:** To provide an overview and accountability of the coordination efforts, objectives, timelines and benchmarks to ensure an effective interim transition for the continuity of Operations and the selection of a new full-time fire chief.

**Objectives:** 1) define the immediate and on-going needs (capital or otherwise) of the District, 2) identify specific recruitment efforts for fire personnel and the chief, and 3) ensure a calendar of events for deliverables.

**1 – Interim Command Staff Members:**

*Interim Chief – Jay Ziolkowski*

*A Platoon Captain – Jason Brown*

*B Platoon Captain – Kirk Arnolds*

*C Platoon Captain – Chris Unsworth*

*District Administrator – Cassandra Ray*

**2 – Interim Management Plans:** *Elements within each of these sections will be addressed and initiated by the Team, but not all may be fully implemented prior to the selection of the new Chief – nor should they be considered comprehensive in scope.*

* Administrative
	+ Community and stakeholder engagement & outreach
	+ Review of policies, standards, & best practices
	+ Grant submissions
	+ Dispatch & communication
	+ Budget review
	+ Legal counsel and protocols as deemed
	+ IT (hardware, software) – if needed
* Personnel and Development
	+ Recruitment of personnel
	+ On-boarding (paperwork, physicals, training, etc.)
	+ Training
	+ Organizational chart – roles and responsibilities (scope/size)
* Capital Plan
	+ Fleet – maintenance & future purchases
	+ Facilities – dorm room & office space
	+ Communication – mobile and portable radios, phones, cameras
	+ Monitors/AED’s

**3 – Calendar and Deliverables:**

December

* Internal/External stakeholder introductions
* Assessment of immediate needs and pressing issues
* Weekly Command Staff meetings
* Development of Charter/Timeline

January

* Weekly Command Staff meetings
* General Staff meeting: Chat with the Chief
* Grant submissions (AFG, SHSP, State FM)
* Personnel Evaluations (Captains & Staff)
* Apparatus RFP (Type I and Aux)
* New Hires: 3 firefighters, 1 engineer, part-time
* Board: Determined chief selection process
* Review of Intern and Apprentice programs (full implementation discussion)
* Monitor procurement (RFP, recommendations)
* Recruitment announcement for full-time chief

February

* On-boarding of full and part-time personnel
* Policy reviews and updates (as appropriate)
* Leadership training for Command Staff
* Repost & advertise for part-time & volunteer positions
* Research CARES funding & allocation(s)
* Selection process for new chief
* Solidify apparatus purchases

March

* Hire and on-boarding of new chief