

ANNUAL WORK PLAN – Town of Essex

Budget year: FY24

DEPARTMENT: Fire Department

Budgeted staff: Paid on-call, per diem (2 per day)

Primary function(s): Provide fire safety and emergency response in Essex and surrounding communities through mutual aid

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
Per diem program review and enhancements – Staffing needs, equipment needs.	Monthly review	First or second week of each month	N/A, however, may solicit ERS input on program impact to their service
Standard operating procedures/guidelines review and update	Annual review	January – note changes at any time will drive new policies	
Administrative guidelines update	Annual review	January - note changes at any time will drive new policies	
Maintenance - PSTRac	Daily / Weekly		
Apparatus repair and maintenance	Monthly		
Apparatus inspections for readiness	Daily / Weekly		
Apparatus Annual pump service	Annually	February	Vendor service
Apparatus Annual pump test	Annually	October	Vendor service
Apparatus Annual DMV inspection and Chassis PM Service	Annually	December	Vendor service
Apparatus replacement schedule review	Annually	Sept	
SCBA maintenance and bottle fill	As Needed		
Small equipment inspections for readiness	Daily / Weekly		
Small equipment repair and maintenance	As Needed		

Fire Department work plan for FY23 – FY24

Quartermaster research, repair and maintenance	As needed		
Hose Testing	Annually	May	Vendor service
Call response – Fire and EMS	24/7/365	Any time	
EMS Call Quality Assurance/Quality Improvement	Monthly	4 hours +/-	UVMCC, EMS D3, Essex Rescue
Invoices and budget monitoring	Weekly	3:30pm – 6:30pm	
Training for all members	Weekly	Monday evenings 7pm – 9pm	
Training preparations	Weekly	Two to four days	
Research – equipment and apparatus	As Needed		
Research – gear and similar solutions	As Needed		
Radio maintenance and inspections – none network equipment	Monthly	One – two days	
Radio communications related work; FCC licensing, technology changes, programming adjustments, strategy, preventative maintenance; supply chain tracking; ordered equipment status; inventory management; battery maintenance	Monthly	Minimum 2 – 4 hours up to several days	
Staff management – challenging within volunteer environment where staff have other professions. Often dialog and or meetings can take days to address topics	Daily	Any hour	
Meetings with other agencies – variety of topics and planning	Monthly	1 – 2 hours	
County Chief’s meeting – variety of topics and planning	Bi-monthly (variable)	2 hours	
Town of Essex Department Head meeting	Monthly	2 hours	
Dispatch meetings	Quarterly	2 hours	EPD/ERS/EJFD

FY23 – FY24 Special projects

TASK	Frequency	Timeframe	Other departments involved	Priority
Radio Microwave system replacement project	Ongoing currently	Completion projected for Fall 2023	EPD (testing)/Radio North vendor/Tower Services Company	High

Fire Department work plan for FY23 – FY24

Fire Department radio base stations replacements at EFD/EPD	Ongoing currently	Completion projected for late summer 2024	EPD/EFD/Radio North vendor/EFD Staff assisting with testing	High
New Fire Station design, planning, and strategic plan	Ongoing	Completion date TBD	SB/Town Leadership/Facilities/Architect	High
Car 12 replacement	Ongoing	Completion projected for Summer 2023		High
Car 10 replacement	Ongoing	Completion summer 2024		High
Aerial Truck	Ongoing	3 – 5 Years	Manager/ Finance	Medium
Development of training site – planning stage	Ongoing	TBD	Town Highway, Facilities Manager	Medium
Staffing Needs	Ongoing	Monthly	Manager/Finance	Medium
Needs Assessment for Impact Fees	Beginning	Completion by June 30, 2023	Manager/Comm. Dev./ Finance/ Regional Planning	High
Implement Impact Fees	Pending Needs Assessment	TBD	Manager/Comm. Dev./Finance	High
Update town Ordinances	Pending Needs Assessment	TBD	Manager/Comm. Dev./ Finance/EPD/Highway	High
Public safety planning with Essex Rescue and others	Ongoing	Year-long	Admin, Police	High