

ANNUAL WORK PLAN – Town of Essex - Special Projects FY24-FY25

Budget year: FY25
Department: FIRE
Budgeted staff: 0
Primary function(s): Saving Lives & Property

Task	Priority Level	Deadline	Progress status	Value	Other departments involved	1st Quarter notes	2nd Quarter notes	3rd Quarter notes	4th quarter notes	End of year update
Build sleeping quarters in current station in place of Admin. Officers.	2 - High	7/1/2024	Not started							
Needs Assessment for Impact Fees	2 - High	9/1/2024	In progress		Mgr, Com Dev	Phase 1 complete, Phase 2 in progress				
Implement Impact Fees	2 - High	12/31/2024	Not started							
Update Town ordinances. To reflect impact fee study, and schedule and process for fines	2 - High	3/1/2025	Not started		Mgr, Legal					
Radio Microwave system replacement project	2 - High	FY24	In progress		PD	Delayed - Parts not arrived				
Fire Department radio base stations replacements at EFD/EPD	2 - High	FY25	In progress		PD	Awaiting Equipment				
Car 10 replacement	2 - High	FY25	In progress		Finance	Ordered but Delayed due to GM Production of SSV Models				
Public safety planning with Essex Rescue and others	2 - High	Open	In progress		PD, Essex Rescue, EJFD, PW	Ongoing				
New Fire Station design, planning, and strategic plan	2 - High		In progress		Mgr, Com Dev, Finance					
Development of training site at Landfill	3 - Medium	7/1/2024	In progress		Public Works					
Aerial Truck planning	3 - Medium	10/1/2024	Not started		Mgr, Finance					
First Responder Study and Staffing Needs Study	3 - Medium	FY25	In progress		Mgr					
Front Landscaping at current station	4 - Low	7/12024	In progress		Vender					

Annual work plan – Regular work

Budget year: FY25

Department: FIRE

Budgeted staff: Zero

Primary function(s): Preservation of Life & Property

Task	Deadline	Progress status	Frequency	Timeframe	Other departments involved	Notes and Updates
Standard operating procedures/guidelines review and update			Annual Review	Q3		
Administrative guidelines update			Annual review	Q3		
Maintenance - PStrac			Daily / Weekly	All Year		
Apparatus repair and maintenance			Monthly	All Year	Multiple Vendors	
Apparatus inspections for readiness			Daily / Weekly	All Year		
Apparatus Annual pump service			Annually	Q3	Vendor	
Apparatus Annual pump test			Annually	Q2	Vendor	
Apparatus Annual DMV inspection and Chassis PM Service			Annually	Q2	Vendor	
Apparatus replacement schedule review			Annually	Q1		
SCBA maintenance and bottle fill			As Needed	All Year		
Small equipment inspections for readiness			Daily / Weekly	All Year		
Small equipment repair and maintenance			As Needed	All Year	Multiple Vendors	
Quartermaster research, repair and maintenance			As Needed	All Year		
Hose Testing			Annually	Q4	Vendor	
Call response – Fire and EMS			24/7/365	All Year		
EMS Call Quality Assurance/Quality Improvement			Monthly	All Year	EMS D3, Medical Advisor, ERS	
Invoices and budget monitoring			Weekly	All Year	Finance	
Training for all members			Weekly	All Year		
Training preparations			Weekly	All Year		
Research – equipment and apparatus			As Needed	All Year		
Research – gear and similar solutions			As Needed	All Year		
Radio maintenance and inspections – on network equipment			Monthly	All Year	Vendor, Police	
Radio communications related work; FCC licensing, technology changes, programming adjustments, strategy, preventative maintenance; supply chain tracking; ordered equipment status;			Monthly	All Year	Vendor, Police	
Staff management – challenging within volunteer environment where staff have other professions. Often dialog and or meetings can take days to address topics			Daily	All Year		

Meetings with other agencies – variety of topics and planning			Weekly	All Year	Multiple Agencies	
County Chief’s meeting – variety of topics and planning			Bi-monthly (variable)	All Year	Chittenden County Fire Agencies	
Town of Essex Department Head meeting			Weekly	All Year	Manager	
Dispatch meetings			Quarterly	All Year	Police	