



MONMOUTH COUNTY FIRE ACADEMY

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Chief of Dept. Annual Checklist

Admin

- Meet with other municipal agency heads to plan/discuss goals
- Update all department info with County
- Update personnel contact / emergency info
- Check status of driver's licenses of all personnel
- Check and update DFS certifications of all members
- Check and update all vehicle registrations and insurance cards
- All FF's coming from Academy send in FF1 forms to state
- IMS Level 1: All 3 year members who have had I-200 & FF1 – must send to state in order to be an officer -- NJAC requirement
- Update department roster
- Review / update department Respiratory Protection Plan
- Review / update department Risk Management Plan
- Review / update department Infectious Disease Control Plan
- Review / Evaluate SOP's
- SCBA Bench test
- Hose testing
- Aerial Ladder / ground ladder testing
- Pump service testing
- Apparatus / equipment warranty maintenance
- Equipment / Apparatus inventory update
- Target Hazard / Preplan review updates
- Update RTK info
- Fire Prevention Week activities planning

Training

- Meet with Training Officer / Division to plan training agenda /schedule
- Bloodborne Pathogens / RTK / Haz Mat Refresher
- Fit Test for all members
- Live Burn
- SCBA re-certification for live burn
- 6 hours on-air SCBA training per member documented
- Ensure all member training records up to date
- Ensure all personnel submit copies of courses taken during the year

Be cognizant of the following realities:

- You will be accountable for the sins of your predecessor, accept it
- Understand that the Fire Chief role is vastly different than any other position in the organization. Don't think you understand it until you do it
- No matter who you are or what your gifts are, sooner or later those strengths will be exploited and your limits pushed. It's the nature of the beast
- You will face a period where your desire to do the job is low when compared to all the stressors (The "is it worth it" phase). If you don't feel this eventually, you're probably not listening enough to the organization (and yes, it's worth it)

TRISHA L. WOLFORD, FIRE CHIEF ~ 100 DAY PLAN