

CATAGORY	TASK	OWNER	COMPLETE BY	DETAILS	STATUS
OFD DUTY CREWS					
	Limit crews to 4 in Vector	Shea			
	Place appropriate limits on the first two slots for LLFD members	Shea			
	Place appropriate limits on the second two slots for OFD members	Shea	ASAP	OFD members are already freely signing up for that slot	
	The first shift M-F is 5 hours vs. 4. Is our \$80 stipend going to remain for these shifts?	Mike		Changing the stipend should be a pain for LLFD payroll	
	Develop notification process for OPD	Shea			
	Develop training criteria for LLFD members who serve on crews. Should include details for driver, officer, and crew members	Shea			
	Determine new DC hours and shifts	Shea		M-F 7a-8p, Sat 8a-4p, none on Sun	Complete
	Load all LLFD members into Vector	Shea			Complete
	Train crews to wait to check into service until they are in the apparatus prepared to roll	Shea		This should coincide with the June 1 update	
	Meet with Steve P. to provide update on progress	Shea/Mike/ Cody	5/29/25		
LLFD DUTY CREWS					
	Limit crew slots to 2 per shift?	Mike		No. limitless	Complete
APPARATUS & EQUIPMENT					
	Move L-1 to station 1	Ryan			Complete
	Move T-1 to station 2	Ryan/Jackson			
	Empty and move R-12 to HQ	Ryan			
	Move T-12 to HQ	Ryan			
	Is there a known issue with the pump on L-1? when is it scheduled to be fixed?	Shea			
	Create an equipment list with equipment ownership	Ryan			
TRAINING					
	Update the driving booklets to be more printer/user friendly and include T-1, E-1	Cody			
	Create a ladder truck booklet.	Cody/Shea			

Make a plan for moving all non-shift training to Monday nights	Scott/Shea
Evaluate % tracking for part time firefighters	Shea
Update driving matrix and confirm credentials	Scott
Get LLFD members signed off on T-1	
Get LLFD members signed off on driving L-1	
Get LLFD members signed off on pumping L-1	
Distribute planning efforts for Monday trainings	Scott/Shea

OPERATIONS

Update the rollout matrix to include T-1, L-1, and E-1 (during DC hours)	Mike	Draft complete, will be reviewed in the next Chiefs meeting
Determine a new location for ice rescue gear	Ryan / John	Separate lockers in the apparatus bay?
Develop response procedures for LLFD for when OFD duty crews are on shift	Mike/John	
Make a decision on smooth bore vs. fog	John	
Make a decision on hose loads	John	

TRANSITION COMMITTEE

Collect volunteers and notify them	Cody / Shea	Adams, Veach, Hoster, Johnsrud, Spinks, Brooks, Flerimoen, Hayden	Complete
Assign them the task of selecting a new name	Cody	6/18/2025 for 5 options	
Establish a Chief liaison	Mike	Mike can be the committee's point of contact	

DISPATCH AND PAGING

Notify dispatch of desired changes	Ryan	ASAP	Can the changes be affective 6/1/25?
Do we switch LL area daytime call to OFD DC only?	Mike	ASAP	

DUTY OFFICER

Make sure the old DO phone has cell service and put it back in C2 with a charger.	Mike	put a label on the phone displaying the phone number. Phone does not have service.
Get all DOs set up in Vector	Cody	Still waiting on a couple
Update DO shifts with recurring names	Cody	Need all DOs to get set up before this can happen

ADMINISTRATION

Make sure all members get logged into Vector	Mike
Enable LLFD to see OFD in Active 911 maps and vice versa	Ryan/ Tom D.
Email an LLFD roster with contact info to OFD	Mike
Email an OFD roster with contact info to LLFD	Shea

JPA PLANNING

Paging between DC vs POC vs Station 1 vs Station 2	
Finish on-boarding packet	Cody
Make recruiting plans and timeline	