



# POLICY MANUAL

## Daily Operations – Policy Focus Work Schedule

Revised: 1-01-08

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14.0 Purpose: To focus on single activities for a specific period of time, with the intent to complete projects or assignments before implementing new assignments.

14.01 Scope: All Fire Department Personnel

14.02 Definitions: Black – Focus Work  
Blue – Division Training  
Green – In Service Training  
Red – Professional Development

### 14.03 FOCUS WORK / TRAINING ASSIGNMENT SCHEDULE

#### January 2008

Final Budget Preparation	Haz-Mat FRO (Incident Simulations)	Special Apparatus	NWCG
Hearing tests	EMT CE		
Inspections	New Hose Loads		

#### February 2008

Pre-plans/Inspections	RIC Training	Driver's Training	NWCG
TB Tests	Wildland RT-130	(engine cone course)	Fire House World

#### March 2008

Hydrant Spot Checks	EMT-D CE	Co. Evolutions	NWCG
Inspections	Night Drill	(Wildland)	
Awards Ceremony	Prevention Update		
	A/E Exam Class 19		



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#### April 2008

Agency Card Updates (Red Cards)	CHP Driver's Ed. I-700	SCBA	NWCG
Hose Testing			
Inspections			
Captain's Promotional			

#### May 2008

Spring Sta. Cleaning Inspections	Class 19 AIC TK Multi-Co Drill	Ladders	NWCG
PPE Inspection Audit			

#### June 2008

Pressure Wash App. Fire Station Insp. Fireworks Stand Insp. Inspections	Class 19 AIC TK EMT-D CE Vehicle Extrication A/C Exams (Eng Probation)	Search	Auto-Ex.
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#### July 2008

Fireworks Stand Insp. (Bureau and Crews) Program Development (Implement Work Plan) Inspections	EMT CE AIC CE Captain	Building Const.	
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#### August 2008

Program Work Plans Inspections	Driver's Training TK Multi-Co Drill Haz-Mat FRO	Ventilation	
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#### September 2008

Physical Fitness Testing Weigh Apparatus Inspections	T-VII Training CFIT Personnel Evaluation and Discipline Training	Forcible Entry	
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#### October 2008

Fall Sta. Cleaning	EMT CE	Rope Rescue
Fire Prevention Week (Open House)	Night Drill	
City Hall Display (Fire Prevention)		
Pump Testing		
Truck certification		
Accreditation Review		
Inspections		

#### November 2008

Pressure Wash App.	EMT-D CE	Multi Co. Evo.	FRN Symp.
Budget Prep. FY 09-10	Trench Rescue	(Structural)	
Inspections	CPR		

#### December 2008

Budget Prep. FY 09-10	AIC CE Engineer	Portable Power
Fire Station Insp.		Equipment
Inspections		

#### January 2009

Final Budget Preparation	Haz-Mat FRO	Special Apparatus	NWCG
Hearing Tests	EMT CE		
Inspections			

#### February 2009

Pre-plans/Inspections	RIC Training	Driver's Training	NWCG
TB Tests	Wildland RT-130	(Engine Cone Course)	Fire House World



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### March 2009

Hydrant Spot Checks	EMT-D CE	Co. Evolutions	NWCG
Inspections	Night Drill	(Wildland)	
Awards Ceremony	Prevention Update		

### April 2009

Agency Card Updates (Red Cards)	CHP Driver's Ed.	SCBA	NWCG
Hose Testing	Recruit Academy		
Inspections			
Engineer's Promotional			

### May 2009

Spring Sta. Cleaning	Recruit Academy	Ladders	NWCG
Inspections	Multi-Co Drill		
PPE Inspection Audit			

### June 2009

Pressure Wash App.	Recruit Academy	Search	Auto-Ex.
Fire Station Insp.	EMT-D CE		
Fireworks Stand Insp.	Vehicle Extrication		
Inspections			

### July 2009

Fireworks Stand Insp. (Bureau and Crews)	EMT CE	Building Const.	
Program Development (Implement Work Plan)	AIC CE Captain		
Inspections			



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#### August 2009

Program Work Plans	Driver's Training TK	Ventilation
Inspections	Multi-Co Drill	
	Haz-Mat FRO	

#### September 2009

Physical Fitness Testing	T-VII Training	Forcible Entry
Weigh Apparatus	CFIT	
Inspections	Personnel Evaluation and Discipline Training	

#### October 2009

Fall Sta. Cleaning	EMT CE	Rope Rescue
Fire Prevention Week (Open House)	Night Drill	
City Hall Display (Fire Prevention)		
Pump Testing		
Truck certification		
Accreditation Review		
Inspections		

#### November 2009

Pressure Wash App.	EMT-D CE	Multi Co. Evo.	FRN Symp.
Budget Prep. FY 08-09	Trench Rescue	(Structural)	
Inspections	CPR		

#### December 2009

Budget Prep. FY 08-09	AIC CE Engineer	Portable Power
Fire Station Insp.		Equipment
Inspections		