



# **City of Owen Sound**

## **Fire Chief**

# **2025 Individual Workplan**

Section 1: Project Information

Section 2: Core Service Tasks

## Section 1: Project Information

**Project Title: Physician Recruitment Event**

**Project Status: Proceeding as Anticipated**

*Project Rationale (select all that apply):*

- Strategic Priority       Master Plan       Committee or Council Request       Legislated  
 Capital Project       Service Review Action       Policy Review Project       Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter       RACI       N/A

<b>SMART Goal (Description)</b>	<b>Resources</b>	<b>Risks and Mitigation</b>	<b>Milestones</b>
Hosting a Physician Recruitment Event in Owen Sound - August of 2025  Stakeholders Affected: Brightshores Health System Owen Sound Family Health Team	People: Click or tap here to enter text.  Approved Budget: There is currently no approved budget for this project  Other: Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: 2025-08-31

***To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.***

## Project Title: Fire Interest Arbitration

### Project Status: Monitoring Progress

*Project Rationale (select all that apply):*

- Strategic Priority       Master Plan       Committee or Council Request       Legislated  
 Capital Project       Service Review Action       Policy Review Project       Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter       RACI       N/A

<b>SMART Goal (Description)</b>	<b>Resources</b>	<b>Risks and Mitigation</b>	<b>Milestones</b>
Fire Negotiations – Interest Arbitration for 2019 Collective Agreement  Stakeholders Affected: Council, Local 531 Members, Fire Department Staff	People: HR Department Legal Counsel  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text.	Risk(s): Staff/ Legal Counsel Availability Arbitrator Timelines – waiting on award Implementation of Agreement  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: TBD – waiting on decision.

***To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.***

## Project Title: Service Review – Team Lead – Project 1d1

### Project Status: Proceeding as Anticipated

Project Rationale (select all that apply):

- Strategic Priority   
  Master Plan   
  Committee or Council Request   
  Legislated  
 Capital Project   
  Service Review Action   
 Policy Review Project   
 Other: Service Review 2023

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter   
  RACI   
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Complete Fleet Management Strategy including streamlining and standardizing current fleet management practices within the City  Stakeholders Affected: All	People: Lara Widdifield - Sponsor Craig Ambrose, Jeff Follis, Paul Bailey, Mathew Scheifele, Bradey Carbert  Approved Budget: Click or tap here to enter text.  Other: <a href="#">Project Charter - Fleet Management Strategy.docx</a>  <a href="#">Project RACI - Fleet Management Strategy.docx</a>	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Service Review – Sponsor – Project 5b1

### Project Status: Monitoring Progress

*Project Rationale (select all that apply):*

- Strategic Priority   
 Master Plan   
 Committee or Council Request   
 Legislated  
 Capital Project   
 Service Review Action   
 Policy Review Project   
 Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter   
 RACI   
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Undertake a review of winter maintenance including sidewalks to determine an appropriate level of service vs. cost which includes actions recommended by MNP</p> <p>Stakeholders Affected: Click or tap here to enter text.</p>	<p>People: Lara Widdifield - Lead Paul Bailey, Jeff Follis, Pam Coulter, Outside Legal</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: <a href="#">5B1 Winter maintenance RACI Template.docx</a></p> <p><a href="#">5B1 Winter maintenance Project Charter Template.pdf</a></p>	<p>Risk(s): Click or tap here to enter text.</p> <p>Mitigation(s): Click or tap here to enter text.</p>	<p>Project Milestones: Click or tap here to enter text.</p> <p>Procurement Timing: Click or tap here to enter text.</p> <p>Completion Date: Click or tap here to enter text.</p>

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Service Review – Sponsor – Project 1d2

### Project Status: Not Yet Commenced

Project Rationale (select all that apply):

- Strategic Priority    
  Master Plan    
  Committee or Council Request    
  Legislated  
 Capital Project    
  Service Review Action    
 Policy Review Project    
 Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter    
 RACI    
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Extend Automatic Vehicle Locator to all applicable vehicles      Stakeholders Affected: Click or tap here to enter text.	People: Bradey Carbert - Lead Craig Ambrose, Jeff Follis, PW Manager, Parks Manager  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Service Review – Sponsor – Project 1d3

### Project Status: Not Yet Commenced

Project Rationale (select all that apply):

- Strategic Priority     
  Master Plan     
  Committee or Council Request     
  Legislated  
 Capital Project     
  Service Review Action     
 Policy Review Project     
 Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter     
 RACI     
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Investigate on-vehicle data for reporting (software)  Click or tap here to enter text.          Stakeholders Affected: Click or tap here to enter text.	People: Bradey Carbert - Lead Craig Ambrose, Jeff Follis, PW Manager, Parks Manager  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Service Review – Sponsor – Project 1d4

### Project Status: Not Yet Commenced

Project Rationale (select all that apply):

- Strategic Priority    
  Master Plan    
  Committee or Council Request    
  Legislated  
 Capital Project    
  Service Review Action    
 Policy Review Project    
 Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter    
 RACI    
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Add vehicle logs to document vehicle usage and allow distribution of costs to the benefitting departments, and determine if there is the capacity for a particular unit to be eliminated or shared</p> <p>Stakeholders Affected: Click or tap here to enter text.</p>	<p>People: Click or tap here to enter text. Sheyenne Hooghiem - lead Craig Ambrose, Jeff Follis, Parks Manager, Bradey Carbert, Joe Bumstead</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other: Click or tap here to enter text. Click or tap here to enter text.</p>	<p>Risk(s): Click or tap here to enter text.</p> <p>Mitigation(s): Click or tap here to enter text.</p>	<p>Project Milestones: Click or tap here to enter text.</p> <p>Procurement Timing: Click or tap here to enter text.</p> <p>Completion Date: Click or tap here to enter text.</p>

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**



## Project Title: Service Review – Sponsor – Project 1a2

### Project Status: Not Yet Commenced

*Project Rationale (select all that apply):*

- Strategic Priority     
  Master Plan     
  Committee or Council Request     
  Legislated  
 Capital Project     
  Service Review Action     
  Policy Review Project     
  Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter     
  RACI     
  N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Explore the opportunity to realign the responsibilities of the City Switchboard to Police Services (they currently have 2FTE dedicated to administrative phone answering)  Stakeholders Affected: Click or tap here to enter text.	People: Tim Simmonds – Lead Craig Ambrose, Sierra Patino, Chris Hill, Suzanne Bell- Matheson  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Service Review – Sponsor – Project 1c5

**Project Status:** Choose an item.

*Project Rationale (select all that apply):*

- Strategic Priority     
  Master Plan     
  Committee or Council Request     
  Legislated  
 Capital Project     
  Service Review Action     
  Policy Review Project     
  Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter     
  RACI     
  N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Develop a business case to analyze moving from a Bylaw compliance model to a proactive enforcement approach  Stakeholders Affected: Click or tap here to enter text.	People: Briana Bloomfield - lead by-law officer, Kevin Linthorne  Approved Budget: Click or tap here to enter text.  Other: <a href="#">1c5 - RACI - Review of By-law Enforcement Model.docx</a>  <a href="#">1c5 - Project Charter - By-law Enforcement Model.docx</a>	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

**Project Title: Service Review – Sponsor – Project 4c4**

**Project Status: Not Yet Commenced**

*Project Rationale (select all that apply):*

- Strategic Priority       Master Plan       Committee or Council Request       Legislated
- Capital Project       Service Review Action       Policy Review Project       Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter       RACI       N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Click or tap here to enter text.                      Implement a policy that requires any service that is dependent on user fees (Transit, Waste, Building) to incorporate an annual fee review as part of the annual budget process</p> <p>Stakeholders Affected: Click or tap here to enter text.</p>	<p>People: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Approved Budget: Click or tap here to enter text.</p> <p>Other:  <a href="#">4.C.4. User-fee Annual Review Policy RACI.docx</a>   <a href="#">4C4 fee review policy project charter.pdf</a></p>	<p>Risk(s): Click or tap here to enter text.</p> <p>Mitigation(s): Click or tap here to enter text.</p>	<p>Project Milestones: <a href="#">Click or tap here to enter text.</a></p> <p>Procurement Timing: Click or tap here to enter text.</p> <p>Completion Date: Click or tap here to enter text.</p>

***To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.***

## Project Title: Annual Report and Regular Updates to Council

### Project Status: Proceeding as Anticipated

*Project Rationale (select all that apply):*

- Strategic Priority     
  Master Plan     
  Committee or Council Request     
  Legislated  
 Capital Project     
  Service Review Action     
 Policy Review Project     
 Other: Engagement Strategy

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter     
 RACI     
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Complete an Annual Report summarizing the activities of the Fire Department. Design a template to be used for regular update reports to Council throughout the years. This includes changes to format, content, and how often these updates are delivered.  Stakeholders Affected: Firefighters, Mechanical Staff, Fire Prevention Staff, Training Officer	People: Communications, Fire Department Staff  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: February 2025

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Refine 25 year Capital Asset Forecast Budget

### Project Status: Proceeding as Anticipated

*Project Rationale (select all that apply):*

- Strategic Priority    
  Master Plan    
  Committee or Council Request    
  Legislated  
 Capital Project    
  Service Review Action    
 Policy Review Project    
 Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter    
 RACI    
 N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>Fire Service is unique in that much of the equipment required to safely provide service has a legislated service life. (This is typically set by NFPA standards). This equipment can also be very costly to replace. A 25 year forecast budget will capture all equipment replacement needs. Significant work has been completed on this project to date, while continuing to streamline our procurement and asset management and tracking processes to ensure accurate forecasting</p> <p>Stakeholders Affected: Asset Management team, Mechanical Division, Training Officer, rate payers</p>	<p><b>People:</b> Click or tap here to enter text. Fire Mechanics, Training Officer, Fire Admin, Asset Management team</p> <p><b>Approved Budget:</b> Click or tap here to enter text.</p> <p><b>Other:</b> Click or tap here to enter text. Click or tap here to enter text.</p>	<p><b>Risk(s):</b> Incorrect lifespan assigned to equipment could mean we are not compliant with NFPA standards if items are not included in the capital budget</p> <p><b>Mitigation(s):</b> Click or tap here to enter text.</p>	<p><b>Project Milestones:</b> Click or tap here to enter text.</p> <p><b>Procurement Timing:</b> Click or tap here to enter text.</p> <p><b>Completion Date:</b> Click or tap here to enter text.</p>

**Project Title: Complete Simplified Community Risk Analysis**

**Project Status: Monitoring Progress**

*Project Rationale (select all that apply):*

- Strategic Priority
- Master Plan
- Committee or Council Request
- Legislated
- Capital Project
- Service Review Action
- Policy Review Project
- Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter
- RACI
- N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Complete a simplified community risk assessment in house  Stakeholders Affected: Rate payers	<b>People:</b> Click or tap here to enter text. Fire Marshals Office Fire Prevention Staff  <b>Approved Budget:</b> Click or tap here to enter text.  <b>Other:</b> Click or tap here to enter text. Click or tap here to enter text.	<b>Risk(s):</b> Click or tap here to enter text.  <b>Mitigation(s):</b> Click or tap here to enter text.	<b>Project Milestones:</b> Click or tap here to enter text.  <b>Procurement Timing:</b> Click or tap here to enter text.  <b>Completion Date:</b> Click or tap here to enter text.

***To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.***

# Project Title: Refine Fire Station Repair, Maintenance and Design Station Enhancement Plan

## Project Status: Monitoring Progress

Project Rationale (select all that apply):

- Strategic Priority     
  Master Plan     
  Committee or Council Request     
  Legislated  
 Capital Project     
  Service Review Action     
  Policy Review Project     
  Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter     
  RACI     
  N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>The Fire Station turned 50 years old in 2024 and is currently in need of several updates. On Duty members have shown a willingness to complete much of the work required to make the repairs and upgrades. A multiyear plan has been developed and items are being completed within the parameters of the current budget we have available.</p> <p>Stakeholders Affected: Click or tap here to enter text.</p>	<p>People: Click or tap here to enter text. Click or tap here to enter text.</p> <p>Approved Budget: Operating Budget – Building Maintenance</p> <p>Other: Click or tap here to enter text. Click or tap here to enter text.</p>	<p>Risk(s): If repairs and upgrades are not made, equipment will begin to fail and could cause larger more extensive and expensive repairs</p> <p>Mitigation(s): Click or tap here to enter text.</p>	<p>Project Milestones: Click or tap here to enter text.</p> <p>Procurement Timing: Click or tap here to enter text.</p> <p>Completion Date: Click or tap here to enter text.</p>

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Project Title: Team Building Initiatives

### Project Status: Proceeding as Anticipated

Project Rationale (select all that apply):

- Strategic Priority     Master Plan     Committee or Council Request     Legislated  
 Capital Project     Service Review Action     Policy Review Project     Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter     RACI     N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Efforts to improve workplace culture commenced in 2021. Employee engagement included interviews and surveys, these efforts highlighted several areas of improvement. Efforts have continued through 2023 and into 2024 with more opportunities for team work, including collaborating during the Junior Firefighter program  Stakeholders Affected: Fire Department Staff	People: Click or tap here to enter text. <b>Teresa Veenstra</b> <b>Michelle Palmer</b> <b>HR Team</b>  Approved Budget: Approved Budget: Operating Budget  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**



# Project Title: Ontario Fire Marshal – Department Monitoring Evaluation Program

## Project Status: Not Yet Commenced

Project Rationale (select all that apply):

- Strategic Priority
- Master Plan
- Committee or Council Request
- Legislated
- Capital Project
- Service Review Action
- Policy Review Project
- Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter
- RACI
- N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>The Fire Marshal has the delegated authority to issue directives to all fire services within the province.</p> <p>The OFM works to ensure that all fire departments in Ontario provide the right levels of fire prevention and protection based on the needs and circumstances of the areas they serve and the provisions of the FPPA.</p> <p>The OFM monitors service levels for each fire department, provides support, and makes recommendations for improving efficiency or effectiveness of fire protection services.</p> <p>To provide the OFM any information, incident reports, and radio recordings of fires and</p>	<p><b>People:</b> Click or tap here to enter text. Click or tap here to enter text.</p> <p><b>Approved Budget:</b> Click or tap here to enter text.</p> <p><b>Other:</b> Click or tap here to enter text. Click or tap here to enter text.</p>	<p><b>Risk(s):</b> Click or tap here to enter text.</p> <p><b>Mitigation(s):</b> Click or tap here to enter text.</p>	<p><b>Project Milestones:</b> Click or tap here to enter text.</p> <p><b>Procurement Timing:</b> Procurement Timing: 2024-06-01 To commence in 4 months time for a period of 6 months</p> <p><b>Completion Date:</b> Click or tap here to enter text.</p>

explosions for a six month period.  Stakeholders Affected: Fire Department and Rate Payers			
--	--	--	--

***To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.***

## Project Title: Bunker Gear Drying Rack

### Project Status: Monitoring Progress

Project Rationale (select all that apply):

- Strategic Priority       Master Plan       Committee or Council Request       Legislated  
 Capital Project       Service Review Action       Policy Review Project       Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter       RACI       N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
To purchase and install a bunker gear dryer  Stakeholders Affected: Fire department staff	People: Fire department staff Click or tap here to enter text.  Approved Budget: Fire Protection Grant received for a significant portion of the purchase cost  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Summer 2025  Procurement Timing: Procurement Timing: Upon receipt of the approved grant funding Click or tap to enter a date. Click or tap here to enter text.  Completion Date: Click or tap here to enter text.

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

# Project Title: Bunker Gear Replacement

## Project Status: Monitoring Progress

Project Rationale (select all that apply):

- Strategic Priority
- Master Plan
- Committee or Council Request
- Legislated
- Capital Project
- Service Review Action
- Policy Review Project
- Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter
- RACI
- N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
Continue to replace bunker gear for the fire suppression staff as required to meet NFPA standards  Stakeholders Affected: Fire suppression staff	People: Fire department staff Click or tap here to enter text.  Approved Budget: \$30000  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Procurement Timing: Click or tap to enter a date. Click or tap here to enter text.  Completion Date: Fall 2025

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

**Project Title:** Aerial 4 - Commissioning

**Project Status: Proceeding as Anticipated**

*Project Rationale (select all that apply):*

- Strategic Priority
- Master Plan
- Committee or Council Request
- Legislated
- Capital Project
- Service Review Action
- Policy Review Project
- Other: Click or tap here to enter text.

*Identify if a Project Charter or RACI Has Been Completed:*

- Project Charter
- RACI
- N/A

<b>SMART Goal (Description)</b>	<b>Resources</b>	<b>Risks and Mitigation</b>	<b>Milestones</b>
The refurbishment/commissioning of Aerial 4 to our fleet to replace the aging fleet in accordance with NFPA Standards  Stakeholders Affected: Fire department staff	People: Mechanical Division Click or tap here to enter text.  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text. Click or tap here to enter text.	Risk(s): Click or tap here to enter text.  Mitigation(s): Click or tap here to enter text.	Project Milestones: Click or tap here to enter text.  Procurement Timing: Procurement Timing: Click or tap to enter a date. Click or tap here to enter text.  Completion Date: Summer 2025

***To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.***

# Project Title: Physician Recruitment Project - Physician Led Nurse Practitioner clinic

## Project Status: Not Yet Commenced

Project Rationale (select all that apply):

- Strategic Priority
- Master Plan
- Committee or Council Request
- Legislated
- Capital Project
- Service Review Action
- Policy Review Project
- Other: Click or tap here to enter text.

Identify if a Project Charter or RACI Has Been Completed:

- Project Charter
- RACI
- N/A

SMART Goal (Description)	Resources	Risks and Mitigation	Milestones
<p>To recruit and establish a Nurse Practitioner Clinic to serve residents</p> <p>Stakeholders Affected:Rate Payers</p>	<p>People:Chief Eagleson Click or tap here to enter text.</p> <p>Approved Budget:Click or tap here to enter text.</p> <p>Other:Click or tap here to enter text. Click or tap here to enter text.</p>	<p>Risk(s):Click or tap here to enter text.</p> <p>Mitigation(s):Click or tap here to enter text.</p>	<p>Project Milestones:Click or tap here to enter text.</p> <p>Procurement Timing:Procurement Timing: Click or tap to enter a date. Click or tap here to enter text.</p> <p>Completion Date: Click or tap here to enter text.</p>

**To insert another project, click this text, and then click the 'blue +' symbol that appears at the bottom right of this text area.**

## Section 2: Core Service Tasks

**To add another row, click inside the last row and then click the 'blue +' symbol that appears at the bottom right of the table.**

Task Name	Description	Resources	Key Performance Indicators
<b>Emergency Response to Incidents</b>	Oversee and Be prepared to deliver Fire and Emergency Response services. OSFD responds to approximately 800-900 calls per year.  Stakeholder: Rate payers	People: Fire Department Staff, Owen Sound Police Dispatch, Grey County EMS  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text.	Click or tap here to enter text.
<b>Training Division</b>	Responsible for the training of department staff in NFPA standards and specialized equipment and rescue techniques. Facilitates training for members and ensures compliance with NFPA standards across the department <b>Stakeholder:</b> Fire Department Staff Rate Payers Click or tap here to enter text.	People: Click or tap here to enter text.  Approved Budget: Click or tap here to enter text.  Other: Click or tap here to enter text.	Click or tap here to enter text.
<b>Fire Prevention and Public Education Program</b>	Complete annual fire inspections and public education sessions at local businesses, homes, schools, and nursing homes to ensure compliance and understanding of fire prevention methods  Stakeholder:	People: Building Department, Communications team, Fire Prevention Staff, Bylaw team, Public School staff,  Approved Budget: Click or tap here to enter text.	Fire prevention inspections ensure homes and businesses are in compliance with a reduced fire risk. Public education sessions encourage residents to practice fire prevention techniques at home

	Building Owners Schools and Staff Bylaw Department Building Department Rate Payers	<b>Other:</b> Click or tap here to enter text.	
<b>Mechanical Division</b>	Oversee the inspections, maintenance and repair of all Fire Department equipment and apparatus. Responsible for in service equipment with a replacement value of approximately \$10 million dollars. <b>Stakeholder:</b> Fire Department Staff Rate Payers	<b>People:</b> Click or tap here to enter text.  <b>Approved Budget:</b> Click or tap here to enter text.  <b>Other:</b> Click or tap here to enter text.	Properly working and maintained equipment aids staff in completing job tasks