

Mandate Letter Fire-Rescue Department 2025

Corporate Goals For All Departments

Council Priorities	Work to achieve the priorities established by Mayor & Council.
Municipal Plan	Review the Municipal Plan and incorporate the recommendations into your short and long-term plans.
CAO Goals	Work to achieve the CAO goals and report at year end to the CAO.
Long-Term Financial Plan	Demonstrate support for the Long-Term Financial Plan.
Improvement & Innovation	Demonstrate support for Improvement and Innovation by identifying potential projects, participate in a value stream mapping exercise, commit staff to participate in projects, and to act as facilitators and project team members.
Council Relations	Develop a respectful relationship with Town Council and individual Council members.
Employee Engagement	Support and actively participate in the Employee engagement efforts.
Teamwork	Work cooperatively with your senior management colleagues.
Corporate Leadership	Spend time with your staff, even in remote locations.
Health & Safety	Participate in safety meetings and take a keen interest in the safety in your area.
Fiscally Responsible	Be fiscally responsible by managing your budget, keeping expectations reasonable and working to have an efficient operation by reducing expenditures.
Role Model	Be a role model for staff in attendance, wellness, safety, treatment of staff, respect all Departments and their staff, respect for Council and the public, always speak highly of your colleagues, and discourage gossip and do not participate in it.
Travel	Be aware of the amount of travel you do and work to maintain a reasonable amount of time at work.

Specific Goals for the Fire Department

Goal	Outcomes/Measures	Target Completion Date
Goal #1: Continued implementation of Fire Service Review	Measure against Fire-Rescue Department Strategic Plan	Ongoing
Goal #2: Continued fostering of regional collaboration and mutual aid.	Take part in training sessions with mutual aid partners, Complete service agreement with the City of Saint John for exchange of service regarding response of arial apparatus and actively participate in Regional Public Safety Committee.	Ongoing
Goal #3: Launch Community Connect and pre-incident planning	Community Connect launched and advertised to the public. Pre-Incident plans completed for Town owned facilities.	Q2
Goal #4: Enhance incident command training and capacity	Development of command specific training and regular exercises for Chief Officers.	Ongoing
Goal #5: Evaluate firefighting water supply to meet current and future needs.	Internal review completed to assess operational capacity to meet approved level of service.	Q4
Goal #6: Finalize Emergency Management Response Plan.	Complete revision of plan, evaluate and incorporate staff capacity for emergency management	Q4
Goal #7: Implement water rescue service as per approved Level of Service Policy	Purchase the required equipment, provide training and establish response procedures.	Q3

