LETTER FROM THE CHIEF

To our citizens,

I am pleased to introduce the 2023 – 2028 Strategic Plan for the Collinsville Fire Department. This plan is a roadmap for our leaders to ensure we are taking the department in the direction expected by our customers, the citizens of Collinsville, TX. In developing our Strategic Plan, we had to ask ourselves four questions:

- 1. What are we doing?
- 2. Why are we doing it?
- 3. Are we doing it well?

And...

4. How can we do it better?

These questions were answered by stakeholders from within our department as well as external stakeholders from the community. The information was compiled and summarized to create the document contained within this Plan.

Our goal is to have a flexible and highly trained department that can respond to emergencies within our response area with the utmost of professionalism and abilities. We will need to adapt to the changes that come from technology as well as changes from industry data and best practices based on data gathered from research.

The most valuable asset of our department is our people. With the effort of these fine men and women, we will achieve our vision as it is found in this plan. We will continue to maintain the high level of emergency services that our customers have grown to expect and appreciate.

With these things in mind, I proudly present the 2023 – 2028 Strategic Plan for the Collinsville Fire Department.

Sincerely,

Damon V. Stewart

Damon V. Stewart Fire Chief/Fire Marshal Collinsville Fire Department

INTRODUCTION

The Collinsville Fire Department (CFD) provides fire suppression, emergency medical first response, technical rescue, as well as fire prevention and education for the Collinsville school district. CFD is consistently working to achieve and maintain the highest level of professionalism and efficiency on behalf of the citizens of Collinsville. This strategic plan is designed to detail goals for the CFD over the next five years.



As an organization, CFD needs to have a roadmap to let all personnel understand the direction in which the department is moving and their role in shaping the future of the department. With input from community members and internal stakeholders, ten goals were identified for the period. These goals were divided into four categories to help organize the goals and objectives. Here is a brief look at the categories and goals for this strategic plan.

CATEGORY #1 - STANDARDS AND TRAINING

Ensure Collinsville Fire Department services meet or exceed recognized state and international standards. Achieve consistent, safe, and effective performance in all areas of operations and management through a comprehensive training program.

CATEGORY #2 – FACILITIES AND EQUIPMENT

Acquire and maintain the facilities, equipment and apparatus that are needed to deliver service. Improve the efficiency and condition of department resources.

CATEGORY #3 – PROGRAMS

Achieve Texas Department of State Health Services – Advance Life Support status, Develop Community Risk Reduction & Life Safety Education Program, Maintain highest level of response in Special Operations – Safety, and Technical Rescue.

CATEGORY #4 – INTERNAL DEVELOPMENT

Increase professionalism and promote leadership at all levels within the Collinsville Fire Department. Hire staff to answer the demands of increased call volume, promote and develop health and wellness initiatives within the Collinsville Fire Department. Increase individual ownership in morale and organizational development.

This Strategic Plan will address these categories and goals in depth and will assign objectives and tasks to meet these goals. Each task or objective is assigned to a person or group of people to insure accountability for achieving the task. Each task has a targeted time frame for completion. The strategic plan will be evaluated annually to keep it current and on target.

SWOT ANALYSIS

The department has performed a Strength, Weakness, Opportunity, and Threat (**SWOT**) analysis to determine the internal or external forces that could affect the successful achievement of the goals and objectives set by the department.

The **SWOT** analysis was performed on each of the four categories set by the department:

Category 1 – Standards and Training

Strengths

- Community perception of a well-trained department
- Organizational and community transparency
- Insight gained through self-evaluation process
- Level of training achieved by the department personnel

Weaknesses

- Efforts to achieve overall member buy-in are ongoing
- Staffing levels are not 100% compliant with TCFP, NFPA or industry standards

Opportunities

- Personnel can review operations in detail
- Service to the community can be increased through the processes involved
- Deficiencies and gaps can be identified, creating opportunities for improvement

- Cost associated
- Time required to develop and implement programs
- Resources required

Category 2 – Facilities and Equipment

Strengths

- Community perception of a well-equipped department
- Member pride in facilities and equipment
- Apparatus replacement plan

Weaknesses

- Continual upkeep on facilities and equipment
- Presence of health and safety concerns in aging facilities
- Ability to expand/replace facilities limited by locations
- Lack of space for equipment/apparatus storage
- Lack of communications interoperability with other agencies
- Dispatch "communications center" (countywide)

Opportunities

- Potential for new and updated facilities and equipment can be a recruitment tool
- The community's perception of the department can be increased through facility and equipment upgrades
- New and improved technology can be implemented into facilities and equipment
- Communication interoperability can be achieved through interagency cooperation
- Automatic aid agreements can be used to provide additional equipment
- Shared policies, guidelines, and response strategies can be used with other agencies to increase effectiveness of automatic/mutual aid

- Increased out of service times as facilities, apparatus, and equipment age
- Apparatus meeting end of life if not replaced
- Change in demand for service due to changing demographics
- Gaps in the capabilities of equipment and apparatus created by changing technology
- Cost to maintain and retain facilities, equipment, and apparatus

Category 3 – Programs

Strengths

- Special operations capabilities
- Depth of personnel (special operations)
- Specialty equipment
- Level of personnel training and certification
- AHJ support (Mayor, City Administrator and City Council)
- Leadership in development of community risk reduction/education programs
- Interagency cooperation (Whitesboro, Gunter, and Tioga Fire Departments)
- Personnel talent
- Use of countywide accountability system
- Leadership team knowledge and abilities
- Adopted mission, vision, and core values statements

Weaknesses

- Inaccuracy of data/limitation
- Cost to support wide variety of programs
- Member attrition/potential loss of talent

Opportunities

- Potential for more community involvement through programs
- Additional interagency cooperation
- Ability to positively impact other agencies
- Opportunity to take a leadership role in the area
- Use of programs for recruitment
- Reduced risk for community and City employees
- Educational incentives

- Overextension of personnel as city grows
- Personality conflicts (internal/external)
- Time required to implement/maintain programs
- Cost associated with program offerings

Category 4 – Internal Development

Strengths

- Professional development opportunities provided through budget funding
- Number/variety of training opportunities
- Member assistance program for outside training opportunities
- Blue Card Command Program

Weaknesses

- Lack of staffing to cover 911 calls
- Lack of staffing for special assignments
- · Lack of diversity in staffing
- Lack of motivation by some members
- Time required for professional development
- Lack of succession training
- · Lack of formal officer training
- · Lack of step-up training
- Lack of chaplaincy program
- · Lack of physical fitness reimbursement program

Opportunities

- Increased membership diversity
- Increased member buy-in
- Utilization of informal leaders in a positive way
- Development of succession plan

- Member stubbornness/egos
- Cost involved with promoting internal development programs
- Time involved with implementing internal development programs
- Challenge of sustaining leadership vision over time as administration staff grows and changes
- Potential for tunnel vision

Conclusion

The Collinsville Fire Department acknowledges that both internal and external forces could affect the success of achieving the department's goals and objectives. While negative effects exist in the form of weaknesses and threats, the strengths and opportunities provide the department with positive reinforcement. The Mission, Vision, and Core Values provide a moral and ethical guide for the Collinsville Fire Department that will empower the organization to achieve true success.









MISSION STATEMENT

To serve our City and surrounding rural area in times of need, assist surrounding Cities when called upon, and to do so with pride, integrity, and dedication. Always strive to improve in the areas of professionalism and training.

VISION STATEMENT

The Collinsville Fire Department will work diligently to provide efficient emergency response services to our city and surrounding rural area by maintaining excellence in all areas of service and by faithfully serving the community with compassion, courage, and commitment.

CORE VALUES

The Collinsville Fire Department will fulfill its Mission Statement and Vision Statement by:

Exhibiting honesty and integrity in our every action,

Helping others with compassionate service no matter their social or economic standing,

Being accountable and responsible for all our actions,

Striving for excellence in every facet of our calling,

Pursuing the most up-to-date knowledge and training available, and

Showing dignity and respect to those with whom we interact, both inside and outside the department.

ORGANIZATIONAL CHART

Collinsville Fire Department is currently comprised of the following classifications/positions

Administration

- 1. Fire Chief/Fire Marshal and Emergency Management Coordinator
- 2. Assistant Fire Chief/Assistant Emergency Management Coordinator

Training/Public Fire Education

1. Training Officer

Fire Prevention/Investigations

- 1. Fire Marshal
- 2. Arson Investigator
- 3. Code Compliance Officer

Storm Spotter Coordinator

1. Storm Spotter Volunteers

Operations (In descending authority)

- 1. Assistant Fire Chief
- 2. Captains
- 3. Sr. Drivers
- 4. Drivers
- 5. Sr. Firefighter
- 6. Firefighter
- 7. Probationary Firefighter

CATEGORY #1 – STANDARDS AND TRAINING

Goal 1-A: Ensure that the department's emergency services meet or exceed recognized state

and national standards.

This will be accomplished by evaluating national standards and benchmarks to ensure compliance and by achieving an ISO Class 2 designation, national accreditation through the Center for Public Safety Excellence and international accreditation through the Commission on Fire Accreditation International.

Goal 1-B: Achieve consistent, safe and effective performance in all areas of operations and management through a comprehensive training program.

This will be accomplished by identifying levels of training needed to maintain the highest proficiency, performing a gap analysis to determine our training needs and developing a training program to meet those needs.



CATEGORY #2 – FACILITIES AND EQUIPMENT

Goal 2-A: Acquire and maintain the facilities, equipment and apparatus needed to deliver service.

This will be accomplished by performing a needs analysis for facilities, firefighting equipment, apparatus and Personal Protective Equipment.

Goal 2-B: Improve the efficiency and allocation of department resources.

This will be accomplished by utilizing technology to improve emergency response and efficiencies and by creating a new position dedicated to quality assurance and ensuring accurate data for future decision making.

CATEGORY #3 – PROGRAMS

Goal 3-A: Achieve Texas Department of State Health Services Advanced Life Support medical response status.

This will be accomplished by creating a new position to monitor and ensure compliance with all applicable medical regulations.

Goal 3-B: Develop Community Risk Reduction and Life Safety Education Program.

This will be accomplished by creating a new position to coordinate the department's community risk reduction and education efforts, including identifying the needs and the resources available to fund the program.

Goal 3-C: Expand Special Operations – Safety, Hazmat and Technical Rescue.

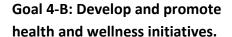
This will be accomplished by conducting a needs assessment to identify gaps between the department's current level of service and the expectations of external stakeholders.



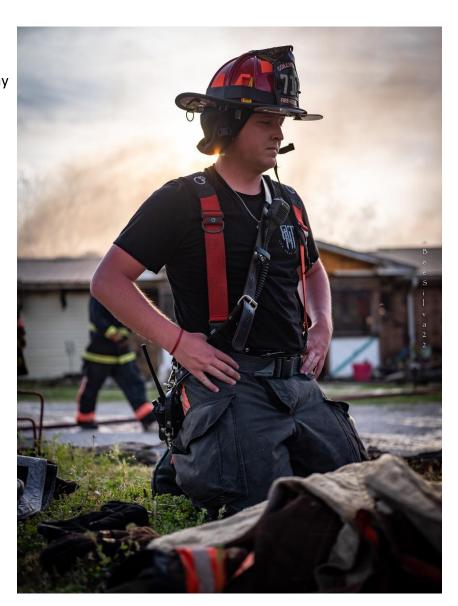
CATEGORY #4 – INTERNAL DEVELOPMENT

Goal 4-A: Increase paid staffing, professionalism, and promote leadership at all organizational levels.

This will be accomplished by recognizing the importance of increasing paid staffing and company level officers in the successful implementation of the department's strategic plan and by fostering their professional development through training, including the Blue Card Program, education and mentoring.



This will be accomplished by implementing a department-wide physical fitness program as we transition to part-time and fulltime members, which will include a peer fitness program developed by the International Association of Fire Fighters and the International Association of Fire Chiefs.



Goal 4-C: Increase member buy-in and morale and encourage individual ownership in organizational development.

This will be accomplished by creating a member recognition program to recognize and reward individuals who make significant contributions to the department and the city and by developing various channels of communication between department members.

APPENDIX 1: TIMETABLES

Standards and Training

Goal 1-A: Ensure Collinsville Fire Department emergency services meet or exceed recognized national standards.

Objective 1: Obtain an ISO Class 2 Fire Department rating.

Timetable: 24 months

Specific Tasks:

- 1. Schedule ISO evaluation
- 2. Gather data to complete evaluation
- 3. Interview with ISO evaluator
- 4. Make suggested corrections, if needed

Objective 2: Obtain international accreditation through the Commission on Fire Accreditation International.

Timetable: 36 months

Specific Tasks:

- 1. Develop Strategic Plan for CFD Accreditation
- 2. Determine Standard of Cover for CFD
- 3. Perform Self-Assessment for Accreditation.

Objective 3: Evaluate applicable national standards to identify benchmarks for the department.

Timetable: 36 months-ongoing

Specific Tasks: Maintain annual training requirements.

- 1. Advanced Life Support Medical Department of Health and National Registry
- 2. Officer Development by Achieving Blue Card ICS certification.
- 3. All supervisors attain Fire Officer Certification.
- 4. Create Officer Development / Mentoring program.

- 5. Practices for Firefighter Safety and Health
- 6. Peer Fitness program implemented
- 7. Firefighter Development
- 8. Ensure as many members meet TCFP Firefighter I and II certification requirements as possible
- 9. Ensure all members meet ISO and NFPA 1021, 1001, & 1002 training requirements
- 10. Develop training programs to meet state and national best practices.
- 11. Certify members as Instructors to meet training needs.

Fire Prevention Department

- 1. Ensure all members meet all requirements by TCFP.
- 2. Ensure all members meet requirements for Fire Marshal's Office.
- 3. Ensure all members meet Fire Investigation certification requirements.
- 4. Develop Community Risk Reduction / Fire and Life Safety Educator Program and meet certification requirements.

Objective 4: Review all response policies to ensure we are effectively responding to fires and other emergencies in order to minimize the loss of life and property while balancing hazards and risk.

Timetable: Annually

Specific Tasks: Develop annual program to review and update all policies and procedures.

- 1. Develop annual program to review SOP's to ensure they meet all state and national standards.
- 2. Review all future facility locations to ensure placement meets needed coverage of areas.

Goal 1-B: Achieve consistent, safe, and effective performance in all areas of operations and management through a comprehensive training program.

Objective 1: Ensure that department members are trained in the necessary skills to respond to emergency situations as safely as possible.

Timetable: Annually

Specific Tasks: Identify the courses needed by personnel for advancement and retention.

- 1. Identify all current and potential instructors.
- 2. Determine programs that can be taught by current instructors.
- 3. Complete a gap analysis.

Objective 2: Based on the findings of the gap analysis, implement programs to address training deficiencies, instructors, equipment, and facility needs.

Timetable: 12-36 months

Specific Tasks: Utilize currently available resources to deliver needed training programs.

1. Identify necessary additional personnel needed to meet training needs.

- 2. Implement new training with instructors, facilities, and equipment through the annual budget process, grants, partnerships, and alternative sources.
- 3. Periodically re-evaluate training programs through quarterly testing, annual 360-degree evaluations and a training resource gap analysis.

Facilities and Equipment

Goal 2-A: Acquire and maintain the facilities, equipment and apparatus that are needed to deliver service.

Objective 1: Conduct an analysis and evaluation to determine facility needs.

Timetable: Continual

Objective 2: Replace or relocate existing facilities and construct additional facilities as deemed necessary by the analysis.

Timetable: Continual

Objective 3: Locate a qualified repair facility closer to our city.

Timetable: 24 months

Objective 4: Conduct an annual analysis and evaluation to determine firefighting equipment and apparatus needs.

Timetable: Annual

Objective 5: Repair or replace existing PPE, firefighting equipment, and apparatus determined by current equipment replacement program.

Timetable: Annual

Objective 6: Maintain comfortable and healthy workspaces for employees.

Timetable: Ongoing

Specific Tasks: Complete a monthly station facility safety check sheet to evaluate the condition of current facilities.

- 1. Prioritize the changes and improvements needed in facilities based on the Safety Committee findings.
- 2. Enhance the furniture, fixture, and equipment replacement budget.

Objective 7: Determine the facilities required to deliver necessary training programs.

Timetable: 12 months

Specific Tasks: Determine facility and equipment requirements to deliver current and future training programs.

- 1. Complete an inventory of training equipment.
- 2. Purchase or build a training facility to enable moving of props and staging of scenarios.
- 3. Assess the capabilities and limitations of the current training room and equipment.
- 4. Complete a gap analysis of training equipment and training room.
- 5. Acquire funding for new training facilities/classroom.
- 6. Acquire funding to build a classroom, burn building, and restroom facilities at training facility.

Goal 2-B: Improve the efficiency and allocation of department resources.

Objective 1: Ensure that department members are trained in the necessary skills to respond to emergency situations as safely as possible.

Timetable: Ongoing

Specific Tasks: Continue to work with City Administrator to improve and prepare the annual budget.

- 1. Pursue alternate sources of funding to supplement the annual budget.
- 2. Continue routine budget monitoring reports and practices to track expenditures throughout the year.
- 3. Encourage the creation of a Grant Manager position within the Collinsville Fire Department to pursue alternate funding and reduce the financial burden on the community.

Objective 2: Provide technology and equipment to support delivery of emergency services.

Timetable: 12 months

Specific Tasks: Continue to research new and improved technologies that improve emergency response and efficiencies within the department.

1. Coordinate with the City of Collinsville (IT) Department to develop an IT equipment review and replacement program throughout the Collinsville Fire Department.

Objective 3: Develop a position to monitor quality assurance and ensure accurate data collection and storage to facilitate future decision making.

Timeframe: 6 months

Specific Tasks: Ensure a standardized method of recording all calls for service, collection and documentation of safety inspections, pre-fire planning information and tracking of daily activities.

1. Provide standardized training to all personnel regarding data entry and the records management system (ESO).

- 2. Implement quality control measures to ensure accurate data collection and entry.
- 3. Analyze data to ensure responses and allocation of resources are appropriate.
- 4. Develop the ability to track and account for all apparatus, tools, equipment, PPE and other department-owned supplies.

Programs

Goal 3-A: Achieve Texas Department of State Health Services Advanced Life Support (ALS) medical response status.

Objective 1: Develop position for Medical Coordinator.

Timetable: 6-12 months

Specific Tasks: Develop job description and qualifications for position.

1. Develop programs to achieve full benefit of BLS and ALS actions.

Objective 2: Conduct a research and feasibility study for TDHS certification for BLS and ALS first responder designation.

Timetable: 12-24 months

Objective 3: Develop strategic plan for implementation of TDHS certified BLS and ALS first responders.

Timetable: 24 months

Objective 4: Identify cost and timeline for implementation of ALS program.

Timetable: 12 months

Objective 5: Offer incentive program for personnel based on level of certifications.

Timetable: 18-24 months

Objective 6: Identify alternate sources of funding to develop program.

Timetable: 18-24 months

Goal 3-B: Develop Community Risk Reduction & Life Safety Education Program

Objective 1: Develop position for Community Risk Reduction / Fire Safety Education Coordinator.

Timetable: 24 months

Objective 2: Develop job description and qualifications for position.

Timetable: 18 months

Objective 3: Develop programs to achieve full benefit of CRR actions.

Timetable: 12-24 months

Objective 4: Identify cost and timeline for implementation of CRR program.

Timetable: 6 months

Objective 5: Research alternate funding sources for CRR program.

Timetable: 6 months

Goal 3-C: Special Operations – Safety and Technical Rescue

Objective 1: Conduct a needs assessment of services for department and community.

Timetable: 24 months

Objective 2: Identify current level of service and required personnel to deliver service.

Timetable: 12 months

Objective 3: Develop program to meet gap from analysis.

Timetable: 24 months

Objective 4: Identify cost and timeline associated with implementation of needed services.

Timetable: 24 months

Objective 5: Increase incentives for Special Operations to increase participation from members.

Timetable: 12 months

Internal Development

Goal 4-A: Increase paid staffing, professionalism and promote leadership at all levels within the Collinsville Fire Department.

Objective 1: Recognize the importance of Increasing paid staffing.

Timetable: Ongoing

Specific Tasks: Provide a plan to city officials that outlines the need for paid personnel.

1. Develop PRN Program

- 2. Develop Incentive programs for paid members of Collinsville Fire Department
- 3. Mentorships

Objective 2: Develop incentive programs for volunteers and improve retention.

Timetable: 12 months

Specific Tasks: Create incentives (stipend program) for volunteers.

- 1. Training stipend for volunteers
- 2. 911 response stipend for volunteers
- 3. Insurance program (Life and/or Disability) for volunteers

Objective 3: Recognize the importance of and strengthen the role of company officers.

Timetable: Ongoing

Specific Tasks: Training

- 1. Blue Card Certification
- 2. Education
- 3. Mentorships

Objective 4: Empower members to become involved and shape the future of the department.

Timetable: Ongoing

Specific Tasks: Develop programs that involve all members assisting in the department's future.

- 1. Mentorships
- 2. Education

Objective 5: Develop strategies to continue to improve the diversity of our members.

Timetable: 6-12 months

- 1. Training
- 2. Recruitment
- 3. Outside Resources

Goal 4-B: Promote and develop health and wellness initiatives within Collinsville Fire Department.

Objective 1: Develop and implement the Collinsville Fire Department Health and Wellness Plan.

Timetable: 12 months

Specific Tasks: Prioritize funding to implement health and wellness programs.

- 1. Develop pre-employment and annual medical exams for paid personnel in accordance with NFPA 1582.
- 2. Develop Physical Ability Test (PAT) for all applicants as part of pre-employment testing.
- 3. Create a recognition program for firefighters who have shown great improvement in their physical fitness and yearly physical evaluations.
- 4. Develop a firefighter post-injury rehabilitation program in conjunction with medical oversight and physical therapy.
- 5. Explore instituting periodic physical fitness evaluations at the department level.

Objective 2: Develop a program to ensure physical training is being completed as expressed in the daily activity schedule.

Timetable: 24 months

Specific Tasks: Provide specific physical training to help firefighters achieve fitness goals based on individual assessments.

- 1. Instill health and wellness behaviors starting with the new hires.
- 2. Develop introductory, intermediate, and advanced physical training objectives based on individual assessments.

Objective 3: Continue to make available to members information about firefighter selfcare including weight control, cardio-vascular exercise, and other areas with proven benefits.

Timetable: Ongoing

- 1. Encourage members to work out regularly.
- 2. Encourage members to participate in the TCFP guidelines for Fitness and Wellness.
- 3. Routinely distribute information regarding available programs.

Goal 4-C: Increase individual ownership in morale and organizational development.

Objective 1: Create member recognition programs.

Timetable: 12 Months

- 1. Develop a departmental citation program.
- 2. Develop a department annual awards and recognition ceremony.

Objective 2: Create multiple paths of communication among department members.

Timetable: 12 months

Specific Tasks: Redesign the Collinsville Fire Department method of delivery of information.

1. A member only source of information.

- 2. Update and monitor bulletin boards and other tools to promote open communication.
- 3. Cultivate social networking sites to disseminate official department information in real time.

APPENDIX 2:

The Human Factor:

From the entry level member to our most senior member, our personnel are our greatest asset and most valuable resource. We ensure compliance with all City and department policies regarding recruitment, hiring, organizational development, and promotional advancements.

Customer Service:

All members of CFD are community problem solvers. They provide non-emergency support at community events and they assist citizens in need with everything from keys locked in vehicles to helping stranded motorists. Our members care for the citizens of Collinsville as though they were family.

Emergency Response:

As a well-versed fire department, we respond whenever our citizen's call. Members respond to all types of fires, vehicle accidents, and rescues wherever they arise, from the inner city to the surrounding areas of both Grayson and Cooke Counties. CFD also responds to medical incidents, providing both Advanced and Basic life support.

Fire Prevention and Investigation:

These services range from the education of our most vulnerable citizens to fire code enforcement and fire investigations. The professionals in the Fire Marshal Office are well-versed, and they review building plans and inspect new and existing structures. These personnel are also responsible for investigations and property assessments.

Medical Services:

CFD provides Advanced and Basic life support. Our community's health is of the utmost priority to the fire department and it's personnel. CFD's personnel work to find more effective and efficient solutions to our citizens' pre-hospital healthcare needs. In collaboration with the Whitesboro Fire Department's EMS division, we also address the needs of patients in a behavioral health crisis, providing them options which appropriately address their healthcare concerns.

Emergency Planning and Recovery:

Personnel from CFD's Office of Emergency Management work entails planning for incidents, logistical assistance for planned events, and supporting information to groups in planning stages for events in and around Collinsville.

