



# City Of Kent Fire Department

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5/21/2008

TO: Dave Ruller, City Manager  
FROM: Jim Williams, Fire Chief  
RE: 2007 Priorities

The following issues are considered the four (4) top priorities of the Kent Fire Department during Year 2007:

1. Implementation of and Expansion of the new Record Management System (RMS) process expansion, adaptation, training, and utilization. This issue affects all members of the Department and requires hardware & software modification, coordination of efforts with KSU Police Department, training for all personnel, and having all members become proficient in the use of the system. We will also be expanding the use of the records management to MDT's in the vehicles to allow officers to have critical information available to them while responding to the scene or after arrival at the scene. This information will include building drawings, locations of hazardous material and other fire safety features.
2. Long Term Strategy for Capital Replacement. To establish a more clearly defined criteria for the replacement of capital items, and to expand the capital replacement program to include other minor capital costs for items like self contained breathing apparatus and protective firefighting equipment.
3. Expansion of Fire Safety Programs. As our population continues to age, there is a need to expand our fire safety and other safety programs to the elderly population. By presenting programs for these residents, we believe that we can reduce the number of emergency medical incidents. Additionally we believe we need to improve the fire safety education level in the age group from 18-24 also having a positive impact on reducing incidents.

4. Supervisory and Management Training. Three of nine supervisory/management positions within the fire department will be staffed by probationary supervisors within the next couple of months. In an effort to maintain continuity of command philosophy, and to maintain high professional standards, a commitment must be given to guide, develop and train supervisory and management personnel to meet the operational and personnel needs of the fire department.

Additionally there is a need to begin to develop senior staff to enable them to acquire skills in the administration of the department. Several member's of the departments senior staff could leave, because they have reached the age and service requirements for retirement, within the next 3-6 years

If you would like further information concerning these issues, please feel free to contact me.

cc: W. Lillich  
Chief J. Peach  
Capt. Palmer  
Capt. Tosko  
Capt. Morrison  
Lt. Manthey