

**Tempe Fire Department Policies and Procedures**  
**Yearly Activity Planning Calendar**  
**110.03**  
**Rev 5-11-07**

**PURPOSE**

To provide a schedule of constant activities occurring within a year to assist with future planning of Department training and activities.

**PROCEDURE**

The activities listed below are consistently ongoing and will be scheduled within each quarter and in some cases each month:

- . Trng Division Qtrly Training Objectives
- . Physical Training
- . Company Inspections
- . Public Education
- . Pre-Fire Planning

Semiannually	Annually	As Needed
EOC Drill	Air Port Disaster Drill Fire Prevention Training Physical Ability Course Medical Exams Fire Hydrants	Testing-New Hires

**1st Quarter**

Flex Scheduled Items within the Quarter			
Company Development/MCS Chief Officer Training Labor-Management Meeting			
	January	February	March
C O M P A N Y	P R O M O T I O N S  Apparatus Monthly Captain Meetings Communication and Goals Meetings Driver Training (Saturday)	Apparatus Monthly Promotional Test Captain-odd years Apparatus Inspections	Apparatus Monthly Promotional Test Captain-odd years Mgt Dist Insp Planning
C O N T I N U I O N G	E M T T R A I N I N G  Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	E M T T R A I N I N G  Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE - every Tuesday Dive Team CE – every Monday	E M T T R A I N I N G  Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Safety Team Meeting – first Tuesday	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – Planning Group for quarterly calendar Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting – second Thursday at 9:00 a.m.	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter

**2nd Quarter**

Flex Scheduled Items within the Quarter			
Company Development/MCS Chief Officer Training Labor-Management Meeting			
	April	May	June
C O M P A N Y	P R O G R A M S  Apparatus Monthly Captain Meetings Paramedic Test – even years Driver Training (Saturday)	Apparatus Monthly Performance Development Plan	Apparatus Monthly Mgt Dist Insp Planning State EMT Recertification-even years Station Inspections
C O N T I N U I O N	E M T T R A I N I N G  EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	E M T T R A I N I N G  EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	E M T T R A I N I N G  EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Pre- Hospital Care Committee - third Tuesday at 9:00 a.m. Safety Team Meeting – first Tuesday	Staff Briefing – every Wednesday at 8:00 a.m. Staff Meeting - last Wednesday at 8:30 a.m. - Planning Group for quarterly calendar R &D Meeting – second Thursday at 9:00 a.m.	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter Pre-Hospital Care Committee - third Tuesday at 9:00 a.m.

**3rd Quarter**

Flex Scheduled Items within the Quarter			
Company Development/MCS Chief Officer Training Labor-Management Meeting			
	July	August	September
C O M P A N Y	P R O G R A M S  Apparatus Monthly Captain Meetings State EMT Recertification-even years Driver Training (Saturday)	Apparatus Monthly Apparatus Inspections State EMT Recertification-even years	Apparatus Monthly Mgt Dist Insp Planning State Fire School
C O N T I N U I O N G	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Safety Team Meeting – first Tuesday	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – Planning Group for quarterly calendar Pre-Hospital Care Committee - third Tuesday at 9:00 a.m. R & D Meeting – second Thursday at 9:00 a.m.	Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter

**4th Quarter**

Flex Scheduled Items within the Quarter			
Company Development/MCS Chief Officer Training Labor-Management Meeting Haz Mat/Confined Space Exercise			
	October	November	December
C O M P A N Y	P R O M O T I O N A L T E S T S  Apparatus Monthly Captain Meetings Fire Prevention Week/Month Promotional Test Engineer - odd years Driver Training (Saturday)	P R O M O T I O N A L T E S T S  Apparatus Monthly Performance Development Plan follow up Promotional Test Engineer - odd years	P R O M O T I O N A L T E S T S  Apparatus Monthly Mgt Dist Insp Planning Station Inspections
C O N T I N U I O N I N G	E M T T R A I N I N G  EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	E M T T R A I N I N G  EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday	E M T T R A I N I N G  EMT Training Multi Company Drill Paramedic CE – third Thursday Haz Mat CE – every Monday TRT CE – every Tuesday Dive Team CE – every Monday
M E E T I N G S	S T A F F B R I E F I N G  Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review accomplishments from previous quarter Pre-Hospital Care Committee – third Tuesday at 9:00 a.m. Safety Team Meeting – first Tuesday	S T A F F B R I E F I N G  Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. - planning group for quarterly calendar R & D Meeting – second Thursday at 9:00 a.m.	S T A F F B R I E F I N G  Staff Briefing – every Wednesday at 8:30 a.m. Staff Meeting – last Wednesday at 8:30 a.m. – review goals for next quarter Pre-Hospital Care Committee – third Tuesday at 9:00 a.m.