**Template for writing a S.M.A.R.T. Goal**

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal** (*Write the goal you have in mind*):

*I need to do a better job marketing the fire department to the Board of Selectmen, Finance Committee, and community at large.*

1. **Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal*?)

*I want to make the community more aware of the current and future needs of the department in an effort to provide understanding of the need for sufficient funding for staffing, supplies, equipment and facility improvements. This information should be shared with the Board of Selectmen, Finance Committee, and the community.*

2. **Measurable** (*How can you measure progress and know if you’ve successfully met your goal?*):

*Developing a capital improvement plan to include needed staffing, equipment and facilities improvement along with a timeline for needs based on priority will allow this goal to become measurable although not all elements may be achieved within one calendar year.*

3. **Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

*I believe this goal is achievable in a step fashion with financial benchmarks set and priorities established. Financial approval will be the measurement of whether or not the goal can be achieved.*

4. **Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

*With the town’s continued growth and development, the growth of the fire department has not kept up. Demand for services is at an all-time high, and it is a real challenge meet the demand with current staffing needs. Apparatus, except for the ladder truck and new ambulance are* *outdated, and most are becoming non-compliant with current NFPA specifications. Equipment is dated, with structural turnout gear and self-contained breathing apparatus reaching the end of their useful life. The fire station is in need of upgrades, especially if people are going to be staying there overnight. The sleeping area lacks emergency egress other than having employees exit through the apparatus bays.*

5. **Time-bound** (*What’s the deadline and is it realistic?*):

*Although set as an initial annual goal, this goal is a multi-year approach with the key in setting priorities for needs. The top three priorities are to replace Engine2/Rescue 1 with a combined rescue/pumper (1 year), increase full-time staffing to meet current call demand (1 year), replace outdated equipment (1 year, hopefully with federal grant support) and improve facilities (3 year).*

Employee’s Signature Date

(This signature does not imply agreement or disagreement with the evaluation but only indicates the employee has read it and been provided an opportunity to respond if he/she chooses to do so. The employee also understands that the Performance Evaluation will be placed in their Employee File.)

Matt Mecum, Chair Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Seth Ridinger Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)

Jamie Underwood Date

(This signature indicates that the supervisor has met in person with the employee, reviewed last year’s performance and discussed future goals and development)