



# Central Whidbey Island Fire & Rescue

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Professionalism • Integrity • Compassion • Excellence

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To: Board of Fire Commissioners  
From: Chief Ed Hartin  
Date: May 10th, 2018  
Subject: May Chief's Report

## Administration

### Projects

**Financial Practices Standard Operating Guidelines (SOGs):** Develop SOGs addressing the District's application for, use of, and administration of grants and the District's process and procedures for establishing fees for services. This project addresses the District's Strategic Goal to be fiscally responsible and operate with transparency. In addition, this accomplishment supported achievement of CFAI Accreditation Criteria 4B Financial Practices (4B.9 Grant Program Policies and 4B.10 Fee Policies).

*Project Status:* Drafts of SOGs, dealing with Debt, Investments, General Financial Guidance, Financial Reserves, Transparency and Accountability, Use of District Resources and Revenue have been completed. Remaining work includes completion of SOGs addressing Grants and Grant Management, and Financial Risk Management. This project is projected for completion by June 30, 2018.

**Project Lead: Chief Ed Hartin**

**Administrative Support Services Standard Operating Guidelines (SOG):** Develop SOGs addressing dissemination and release of information to the public and the maintenance, availability, retention and destruction of district records in accordance with local, state and federal legal mandates. This project addresses the District's Strategic Goal to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this accomplishment supported achievement of CFAI Accreditation Criteria 9C Administrative Support Services (9C.4 Public Information and C.7 Public Records).

*Project Status:* An initial draft of the public records SOG has been completed and is under revision. Records retention remains to be addressed. This project is projected for completion by May 30, 2018.

**Project Lead: Finance Officer Kim Harpe**

**ImageTrend Elite Migration:** Complete migration from current version of ImageTrend Records Management System to Elite. This includes integration with WhidbeyHealth EMS to allow a single PCR to be completed on all medical responses and implementation of the fire inspections module. This project addresses the District's strategic goal to identify and apply best practice to achieve continuous

improvement of effectiveness, efficiency, and value. In addition, this initiative supports achievement of CFAI Accreditation Category 2 Assessment and Planning and Category 5 Programs. This project supports a great many of the CFAI performance indicators requiring the use of incident and response time data.

*Project Status:* Imagetrend Elite has been implemented live as of April 4, 2018. This interface is currently being used to enter both electronic patient care reports and National Fire Incident Reporting System (NFIRS) incident reports. Some data cleaning remains to be done (for incidents entered during the transition between systems). Testing and refinement of the live system is anticipated for the next month with project completion by May 30, 2018.

**Project Lead: Deputy Chief Charlie Smith**

**Fire & Emergency Service Self-Assessment Manual:** Finalize the written description, appraisal, and plan (single page) for all 252 of the performance measures specified in the self-assessment manual. This project will address the District's Strategic Goal to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this initiative supports achievement of all CFAI Accreditation Criteria.

*Project Status:* Description, Assessment, and Plan sections have been completed for 93 performance indicators (36.9%). Narratives for 39 of 86 critical criteria (45.6.5%) have been completed. Note that the critical criteria are included in the total of 252 performance indicators. Significant progress has been made over the last month. However, completion of the narratives for all 252 performance indicators by December 31, 2018 would require a considerable increase in pace of completion (mean of just over 22 performance indicators per month. As such, this project will extend into 2019.

**Project Lead: Chief Hartin/Category Managers**

#### ***Other Administrative Activity***

Chief Hartin completed an orientation webinar for Commission on Fire Accreditation International Registered Agencies which was extremely informative regarding the process of accreditation and timelines for registered, applicant, and candidate agencies.

Finance Officer Kim Harpe completed the District's Annual Report for the Washington State Auditor and compensation studies for executive staff and part-time firefighters.

Chief Hartin will be performing an accreditation site visit in Bowling Green, KY for the Commission on Fire Accreditation International (CFAI) May 13-17, 2018 and will also be attending the Underwriters Laboratories Firefighter Safety Research Institute (UL FSRI) combined fire attack experiments in Sidney, OH June 4-7, 2018. Expenses for travel will be paid by the Bowling Green Fire Department and UL respectively. Chief Hartin and Commissioner Engle will be attending the Washington Fire Commissioners Association Saturday Seminar in Chelan on June 2, 2018. Chief

## Operations

### *Emergency Response*

Central Whidbey Island Fire & Rescue responded to 114 calls for service during the month of April (YTD=504). YTD call volume is 14% higher than the same period in 2017. CWIFR experienced 12 instances in which multiple calls for emergency service were received concurrently (total of 25 incidents). There was one instance that included three calls.

Due to the migration in April from ImageTrend's Rescue Bridge to ImageTrend's Elite records management system, the average response time and 90<sup>th</sup> Percentile response time reports for the month of April are not accessible. Work is being done with ImageTrend to capture that information for next month's reporting.

### *Projects*

**Standard Equipment Inventory:** The District will achieve standardization of equipment carried on Type 6 Engines in 2018. Standard inventory for Type 1 Engines will be established in 2018 (implementation will be accomplished in 2019 with purchase of three Type 1 Engines). Implementation of a standard equipment inventory will improve tactical functionality and simplify training and maintenance requirements. This project addresses the District's strategic goal of reducing incident frequency and severity as well as Commission on Fire Accreditation International (CFAI) Accreditation Criteria 6E (6E.1 Small Tools and Equipment).

*Project Status:* Type 6 engines have been re-inventoried as of 02/18 and a list of equipment needed to standardize our new brush units has been updated. Acquisition of equipment will be concurrent with acquisition of new B53/B54.

Type 1 engine standardization has begun. Engines will be inventoried by end of second quarter. Standard inventory complete by end of 2018.

**Project Lead: Lieutenant James Meek**

**HIPAA Compliance:** HIPAA compliance and continued training of personnel of its importance are an essential component of our EMS delivery. A HIPAA compliance and policy evaluation, along with the development of an annual training program, will be assessed to enhance our knowledge and procedures regarding best practices related to EMS delivery and HIPAA compliance. This project addresses the District's strategic goal of identifying and applying best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this project addresses CFAI Criteria 5F Emergency Medical Services (5F.5 HIPAA Compliance).

*Project Status:* Work will begin on this project in May 2018 with anticipated completion no later than May 30, 2018.

**Project Lead: Firefighter/EMT Alex Majestic**

**Operations/B Shift Activity**

The following activity was completed in the last month:

- Towing mirrors ordered for APP 1201 (in preparation for its conversion to tow vehicle)
- M5 in for trailer brake work (Flowers Marine)
- Ashe CPR program initiated for CPR instructors at CWIFR

**Community Risk Reduction**

**Fire & Life Safety Inspections**

Inspections are assigned on a monthly basis by shift for both the Town of Coupeville and Island County.

Shift	Monthly Inspections	Initial Complete	Inspections Complete	% Complete (Monthly)	% Complete (Annual)
A	10	4	4	40%	21%
B	9	8	5	55%	27%
C	8	3	3	42%	24%

Inspections have fallen behind schedule over the first three months of the year. Deputy Chief Smith will continue to work with LT Porter to identify causal factors and a plan of action to complete annual commercial inspections on schedule.

**Hydrant Inspection and Testing**

Hydrant inspections and flow tests are assigned on a monthly basis by shift. Shifts may work ahead on inspections to aid in managing workload and the flow test schedule.

Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete
A					
B	13				
C					

*Note:* Hydrant Testing and Inspection was started in April, complete data will be reported beginning in June.

**Projects**

**Home Safety Survey Grant:** Using grant funds received from the Department of Homeland Security, perform at least 250 home safety surveys focused on homes built prior to 1984 and in the 25<sup>th</sup> percentile for assessed value of improvements (buildings). This would reach approximately half of the homes meeting these criteria (n-508). This project addresses the District's strategic goal to reduce incident frequency and severity, and to identify and apply best practice to achieve continuous

improvement of effectiveness, efficiency, and value. In addition, it addresses CFAI Accreditation Criteria 5B Public Education Program (5B.4 High Risk Potential and High-Risk Audiences).

*Project Status:* A rough outline has been put together for the project addressing SOG completion, volunteer resources, neighborhood identification, and supply acquisitions. Completion of the Home Safety Survey Standard Operating Guideline (SOG), training program, and survey implementation anticipated no later than May 30, 2018.

**Project Lead: Lieutenant Jen Porter**

**Preplanning:** Integrate development of GIS based target hazard preplans for major target hazards within the District into normal shift workflow. Begin physical inventory and inspection of long driveways and integrate an inventory of long private roads (serving multiple homes). Develop water supply preplans for all major response routes. This project addresses the District's strategic goal to reduce incident frequency and severity, and to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, it addresses CFAI Accreditation Criteria 2B All Hazard Risk Assessment and Response Strategies (2B.1 Risk Classification Methodology).

*Project Status:* Preliminary planning has been done, workflow and data collection methodology will be developed over the next several months.

**Project Lead: Firefighter/EMT Dillon Rogers**

**Other Community Risk Reduction/A Shift Activity**

The following activity was completed in the last month:

- Hydrant Inspection & Testing SOG Project Completed

**Recruitment & Training**

**Training Completed**

	<b>Total Hours</b>	<b>Target</b>
A Shift	83.5	TBD
B Shift	90.5	TBD
C Shift	46.75	TBD
Day	50.5	TBD
Volunteers	82.5	TBD
Total	353.75	TBD

**Projects**

**Training Plan:** Developed a multi-year integrated training plan that addresses the District's current and future training needs for volunteer, part-time, and full-time staff. This initiative focused on the District's strategic goal of ensuring adequate staffing. In addition, this accomplishment addressed CFAI Accreditation Criteria 8A Training and Education Program Requirements.

*Project Status:* Captain Helm and Chief Hartin have developed the organizational concept, delivery system, and distribution for the multi-year training plan. In addition, they have been working closely with South Whidbey Fire/EMS to integrate this plan across both agencies (maximizing efficiency and interoperability). The 2018 Training Schedule is being built on an ongoing basis using the framework of the multi-year training plan. The multi-year training plan is scheduled for completion by May 30, 2018.

**Project Lead: Captain Jerry Helm**

## Facilities

### Projects

**Renovation and Expansion of Station 53:** Selection of an architect, development of final building design, development of plans and specifications, bid process to select a contractor for this major facilities project, and permitting. This project focuses on the District's Strategic Goal to maintain adequate infrastructure to support operations. In addition, it addresses Commission on Fire Accreditation International (CFAI) Accreditation Criteria 6B: Fixed Facilities on a comprehensive basis.

*Project Status:* A timeline has been received from Carletti Architects for the initial phase of the renovation project (inclusive of structural and civil engineering assessments and development of conceptual plan options for selection of final design by the District). This initial work is scheduled to be complete by the end of June 2018.

**Project Leads: Chief Hartin/Lieutenant Derik Vrable**

### Other Facilities/C Shift Activity

The following activity was completed in the last month:

- Procured a new push mower for Sta. 53 grounds maintenance
- Installed a new dishwasher in the Sta. 53 bunkhouse.
- FF Huff completed recertification as an ICC Fire Inspector.

## Fleet Maintenance

### Projects

**Type 6 Engines:** Develop specifications and manage the procurement of two Type 6 Engines scheduled for replacement in 2018 as specified in the District's Capital Projects Plan (CWIFR, 2017b). Manage surplus and sale of the District's two existing Type 6 Engine apparatus. This project focuses on the District's Strategic Goals to maintain adequate infrastructure to support operations and be fiscally responsible and operate with transparency. This project also addresses CFAI Accreditation Criteria 6C Apparatus and Vehicles on a comprehensive basis.

*Project Status:* Two Dodge 5500 cab and chassis were ordered off the State of Washington Contract for construction of the Type 6 Engines. Specifications for the construction of the Type 6 apparatus on District provided chassis are in final revisions and will be sent out for bid as soon as the bid is complete.

**Project Lead: Firefighter/Mechanic Mike Matros**