



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: June 14th, 2018

Subject: 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: Remaining work includes completion of SOGs addressing Grants and Grant Management, and Financial Risk Management. Limited progress was made on this project during the month of May. 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: The implementation of Elite is complete as of May 30, 2018 with the exception of generation of the annual fire situation report, concurrent incidents report, and response time reports in the same or similar format as previously used. Work continues to address this issue.

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 103 performance indicators (40.87%). Narratives for 43 of 86 critical criteria (50.00%) have been completed. This is a significant milestone! 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 over 24 performance indicators per month). As such, this project will extend into 2019.

Project Lead: Chief Hartin/Category Managers

Other Administrative Activity

Chief Ed Hartin and IAFF Local 4299 Vice President Jerry Helm completed the salary study for represented members and Chief Hartin will be meeting with the Board at their Regular Meeting on June 14, 2018 to receive guidance and direction for upcoming collective bargaining with the local.

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

Operations

Emergency Response

Central Whidbey Island Fire & Rescue responded to 110 calls for service during the month of May (YTD=622). YTD call volume is 8% higher than the same period in 2017. CWIFR experienced 5 instances in which multiple calls for emergency service were received concurrently (total of 12 incidents). There were two instances that included three calls.

Due to the migration in April from ImageTrend's Rescue Bridge to ImageTrend's Elite records management system, the average and 90th Percentile response time reports for the month of May are not accessible. Work continues 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: Acquisition of equipment for Type 6 Engines 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: No work was completed on this project in the Month of May with anticipated completion no later than July 31, 2018.

Project Lead: Firefighter/EMT Alex Majestic

Operations/B Shift Activity

The following activity was completed in the last month:

- Hose testing completed.
- Pelican cases placed on all apparatus (Majestic)
- Patient simulator purchase completed.
- Hose testing quotes received
- Annual hose replacement purchase completed
- Wildland On-Line training complete (Meek, Majestic)
- FESSAM 6E.3 completed (Meek)
- Physical testing quotes sought
- Mustang suit ordered for Porter
- Majestic completed ASHE CPR instructor certification (online)
- Station 51 cleanup, C/B shift

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	9	3	3	33%	32%
B	7	6	4	57%	35%
C	7	5	5	71%	89%

Inspection work for January-April continues to have forward progress. Also not reflected by A shift is follow up and inspections of troublesome inspections from 2017. Re-inspection follow up continues to be a problem when a business doesn't contact us to notify of readiness to re-inspect, we need to find time to correspond to ensure they are working on their corrections. Coupe's Village businesses' are constantly changing. A shift has had difficulty scheduling those as reflected for May due to the businesses being used as offices that aren't usually occupied. A shift completed Camp Casey (from February) this month and Tyee (from November of 2017) this month. Chiefs and LT Porter met with the Town Planner and Building Official May 23rd and discussed the scope of work currently included in the Interlocal agreement with the town and the town's desire to have a higher level of service (e.g., to have the District serve as the Town's Fire Code Official). LT Porter corresponded with the town and county building officials to complete Tyee Restaurant and Captain Whidbey Inn annual inspections both require re-inspections. LT Porter also inspected a tent structure at Prairie Center/Red Apple and reviewed a Fireworks stand permit. LT Porter answered an extinguisher question for a local business owner and provided follow up for an extinguisher self-inspection program similar to what a few other fire departments have.

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	0	0	0	0	0
B	22	100%	0	0	20%
C	0	0	0	0	0

Note: Hydrant Testing and Inspection was started in April, complete data will be reported beginning in June. A shift has been working with water system managers on scheduling times to test or inspect hydrants on systems that we have little or out dated information. No flow testing was scheduled for the month of May.

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 25th 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) and training program is still in progress, during the upcoming training with Red Cross this SOG will be tested to ensure it's inclusive of all necessary training. Survey implementation is also in progress. LT Porter is working with Kidde to procure the necessary supplies and working with Red Cross to get volunteers trained and ready to complete surveys by the end of June. Work is being done to refine the list of homes to make a map that will allow for surveys to be done in close proximity. LT Porter is working with Red Cross to share supplies and come up with t-shirts that show our partnership.

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

LT Porter performed a requested car seat check 5/29/18

Recruitment & Training

Training Completed

	Total Hours	Target
A Shift	60.5	TBD
B Shift	89.25	TBD
C Shift	27.5	TBD
Day	9.0	TBD
Volunteers	18.5	TBD
Total	204.75	TBD

Projects

Training Plan: Developing 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: The 2018 Training Schedule was completed using the framework of the multi-year training plan. The multi-year training plan is scheduled for completion by July 30, 2018.

Grant Funding Proposal: The Volunteer Grant funding proposal has been identified and all but two items have been approved for purchasing by the International Association of Fire Chiefs and the SAFER grant oversight team. For recruitment, this grant will include new public event pop up displays, for indoor and outdoor events, signs, banners, flags, and other items to draw people into the booth at these events. For retention, grant funding has been approved for three new computers and TVs to display CAD information at each station to allow members quick access to call location and details, three new iPads for mobile access to call info in response vehicles at volunteer staffed stations, and special custom made baseball hats for member recognition of participation awards. We are still waiting on approval for funding of a gas cooktop for station open house pancake feeds and a generator for powering the outdoor display booths.

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.

As part of the Station 53 project, Station 52 is being cleared out so that it functions as storage during construction. Surplus items will be sold via online advertising as well as a station yard sale to be held on July 7-8.

Project Leads: Chief Hartin/Lieutenant Derik Vrable

Other Facilities/C Shift Activity

The following activity was completed in the last month:

- Station 51 cleanup B/C shift
- Spring maintenance schedule 80% complete.
- FF Huff completed FESSAM 6F.4
- LT Vrable completed FESSAM 5K.4
- C shift completed annual hose testing.
- Meeting with Carletti May 23rd

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: Specifications for the construction of the Type 6 apparatus on District provided chassis are in final revisions and will be sent out by June 30, 2018.

Project Lead: Firefighter/Mechanic Mike Matros