



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: July 12th, 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 months of May and June. This project is projected for completion by September 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

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 108 of 252 performance indicators (42.85%). Narratives for 44 of 86 critical criteria (51.16%) have been completed. Note that the critical criteria are included in the total of 252 performance indicators. 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. As such, this project will extend into 2019.

Project Lead: Chief Hartin/Category Managers

Other Administrative Activity

The District and IAFF Local 4299 began negotiations regarding the collective bargaining agreement (expiration at the end of 2018).

Chief Hartin and Commissioner Engle attended the Washington Fire Commissioners Association Saturday Seminar in Chelan on June 2, 2018. In addition, Chief Hartin attended Underwriters Laboratories Firefighter Safety Research Institute (UL FSRI) research burns conducted in Sidney, Ohio June 3-8, 2018.

Operations

Emergency Response

Central Whidbey Island Fire & Rescue responded to 129 calls for service during the month of June (YTD=750). YTD call volume is 7.3% higher than the same period in 2017. CWIFR experienced 9 instances in which multiple calls for emergency service were received concurrently (total of 20 incidents). There were two instances that included three calls.

Due to the migration from ImageTrend's Rescue Bridge to ImageTrend's Elite records management system, the average and 90th Percentile response time reports for the month of June 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 (This may be delayed until 2019 based on Dodge's production capacity for the 5500 Chassis/Cab. Establishment of the Standard inventory for Type 1 Engines will be completed 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: Our HIPAA compliance and policies have been assessed. An SOG is currently in development. Firefighter Majestic is working with the Training Division to research and develop a HIPAA training program for CWIFR members to address HIPAA compliance.

Project Lead: Firefighter/EMT Alex Majestic

Operations/B Shift Activity

The following activity was completed in the last month:

- EMS simulator training conducted, Majestic lead with Laerdal Rep.
- IPAD ordered for M5.
- OOS hose sent back to Firequip
- Assisted with Part-Time Firefighter practical assessments
- Landscaping of hose cart area at 53
- 1 home safety survey
- Station 52 yard work completed

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 to Date)
A	5	0	0	0%	32%
B	7	7	7	100%	46%
C	5	5	5	100%	44%

The target annual to date completion rate for January through June is 54%. Deputy Chief Smith will be working with LT Porter to improve the A Shift inspection completion rate.

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 mangers 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: CWIFR and Red Cross have reached out to 120 homes this month in the Grant Implementation. Teams of 2 Red Cross and 1 fire department member have been active in Coupeville. Joint t-shirts have been made for the teams and two kits were put together. 250 smoke alarms and 20 CO alarms were purchased in bulk packaging. We are purchasing as we go to keep the total amount of stock under the maximum allowed \$5000. Letters have also been mailed to homes letting them know that we will be out. Two focused Survey days are planned in August so we should reach the target goal of 250 homes! Survey 123 is up and running on multiple iPads so progress can be documented. The map data for Survey 123 is not showing accurate location. Follow up on that is in progress so that we will be able to access accurate data. Most of the Home Safety SOG has been completed with the remaining work to be refined in the training procedures.

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 before the end of 2018.

Project Lead: Firefighter/EMT Dillon Rogers

Other Community Risk Reduction/A Shift Activity

A shift met with Town Building official for follow up with Tye and sprinkler acceptance testing at Whidbey Health. A shift reviewed Fireworks stand application. A shift assisted homeowner of SR 525 with smoke alarm problems.

Recruitment & Training

Training Completed

	Total Hours	Target
A Shift	31.25	TBD
B Shift	58	TBD
C Shift	39	TBD
Day	22.5	TBD
Volunteers	25	TBD
Total	175.75	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.

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 the end of 2018.

Wildland Training: The online portion of the training was completed by 7 members who then participated in the hands on portion of the course. We anticipate the physical capacity portion of the course and final certification will be completed by the end of July 2018. The remaining members who are still working on the online portion will be caught up on an ongoing basis.

Other Training Activity

Recruitment & Retention: A number of items were approved for purchase through the International Association of Fire Chiefs Volunteer Recruitment and Retention Grant including computers for Stations 51 and 54, large (TV) monitors for lamResponding in the stations, and public display materials including pop up tent, banners, and a cargo trailer approved for funding and are being purchased. Expected completion of purchasing will be September 2018.

Island County EMT Academy: Two new EMTs completed the Academy in June.

Island County Fire Academy: The Island County Fire Academy has started with 4 new members attending.

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 July 2018 (one month behind schedule).

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 was held on July 6-7 with revenue of \$4073 (additional sales have taken place in July and will be reported in August).

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
- C shift completed annual hose testing documentation.
- 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 we are waiting on delivery of the Chassis/Cabs. However, there has been a significant delay resulting from the inability of Dodge to meet the demand for these vehicles (nationwide). This may delay delivery until release of the 2019 models.

Project Lead: Firefighter/Mechanic Mike Matros