



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: August 9th, 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 September 30, 2018.

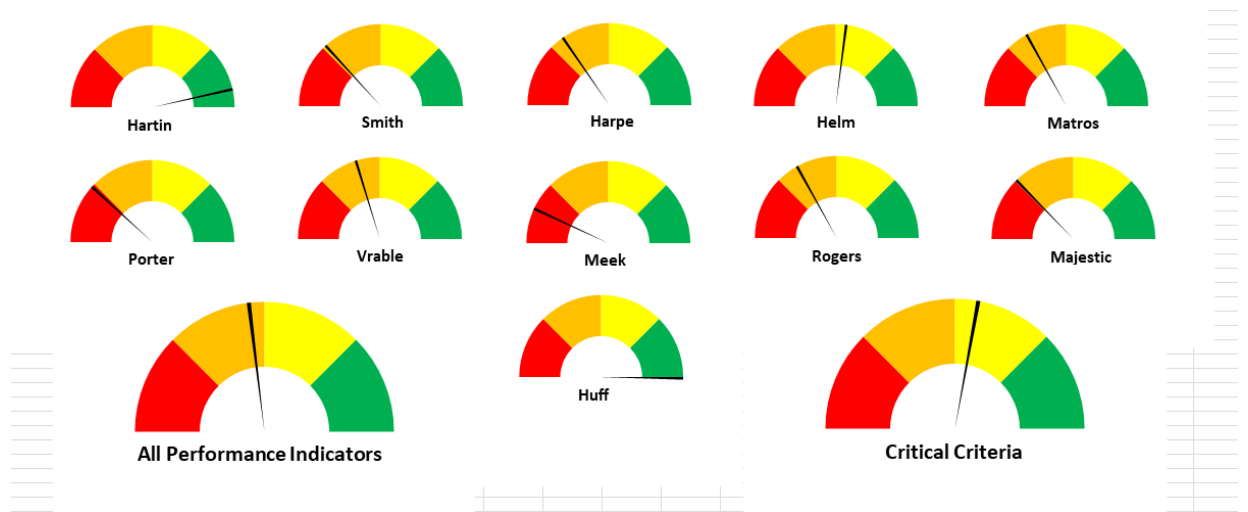
Project Lead: Finance Officer Kim Harpe

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 115 of 252 performance indicators (45.63.85%). Narratives for 47 of 86 critical criteria (55.29.16%) 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.

A dashboard has been developed to provide a visual indicator of progress towards completion of the FESSAM (see below).



Project Lead: Chief Hartin/Category Managers

Other Administrative Activity

The District and IAFF Local 4299 opened negotiations regarding the collective bargaining agreement (expiration at the end of 2018). The Local was not prepared to begin the collective bargaining process and the District is awaiting a proposed schedule for negotiations.

Chief Hartin will be attending the International Fire Instructors Workshop in Revenge, Sweden (at his own expense) August 10-18 and the Underwriters Laboratories Firefighter Safety Research Institute (UL-FSRI) Advisory Board meeting in Lake Tahoe, NV on August 19-23.

Operations

Emergency Response

Central Whidbey Island Fire & Rescue responded to 143 calls for service during the month of July (YTD=897). YTD call volume is 5.4% higher than the same period in 2017. CWIFR experienced 13 instances in which multiple calls for emergency service were received concurrently (total of 36 incidents). There were three instances that included three calls and one incident that included four 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 July 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 draft has been written and is continuing refinement. Firefighter Majestic has worked with the Training Division to research and select a HIPAA training program for CWIFR members to address HIPAA compliance. A review of the Target Solutions HIPAA course will determine if other avenues will need to be evaluated. This project should be completed by October 2018.

Project Lead: Firefighter/EMT Alex Majestic

Operations/B Shift Activity

The following activity was completed in the last month:

- Annual hose purchased arrived, hose tested (Rogers, Meek, Majestic, Lyons). New hose placed on apparatus throughout district to replace expired hose and 2.5" hose
- I-pad, plug adapter, and Motorola radio installed on M5.
- Yard maintenance at Station 52, Station 53, and Station 54
- Operations budget narrative submitted (Meek, Majestic, Huff)
- Hose gaskets ordered (Apparatus standardization)

- Touch a Truck event at Coupeville Library
- HIPAA SOG rough draft completed (Majestic)
- Classic Rd. residential fire

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	6	3	3	50%	42%
B	6	5	6	83%	46%
C	8	7	7	88%	54%

Hydrant Inspection and Testing

A shift has two scheduled inspections that will bring the completion rate for July up to 83%. 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. A shift had scheduling difficulties with Whidbey Water Services that runs Lagoon Point and Admirals Cove.

- Plans Review feedback for Town of Coupeville Elementary addition Fire Alarm system completed
- Fire department access and water supply feedback also given for new building plans at Cobblestone Cottages
- Quarterly car seat check report sent to Skagit/Island Safe kids, CWIFR has received approximately one car seat check request per month

Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete
A	0	0	0	0	0
B	0	0	0	0	40%
C	18	100%	4	100%	20%

Note: Hydrant Testing and Inspection was started in May, 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. A shift is waiting for water manager to give permission to test and inspect hydrants for two major systems; those systems are three months of A shifts hydrants for the year.

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; goal for final completion is October 1.

A request for a six-month extension on this grant has been submitted to the Federal Emergency Management Agency (FEMA).

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. Currently working on needed updates to the GIS software that we are currently using.

Project Lead: Firefighter/EMT Dillon Rogers

Other Community Risk Reduction/A Shift Activity

None to report.

Recruitment & Training

Training Completed

Training & Recruitment Captain Jerry Helm is on vacation. The report of training hours will be updated on his return.

	Total Hours	Target
A Shift		TBD
B Shift		TBD
C Shift		TBD
Day		TBD
Volunteers		TBD
Total		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 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 August and will be reported in September).

Project Leads: Chief Hartin/Lieutenant Derik Vrable

Other Facilities/C Shift Activity

The following activity was completed in the last month:

- Hydro-test six air cylinders.
- Replaced flag halyard Sta. 53
- Facilities budget narrative submitted (Vrable).
- Completed wildland S190 (Vrable, Huff).
- FESSAM project work.

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

Other Fleet Maintenance Activity

FF/Mechanic Matros has been performing routine preventative maintenance activity and preparation for upfit of the new command vehicle.