



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

To: Board of Fire Commissioners

From: Chief Ed Hartin

Date: November 8th, 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. Work on this project was deferred due to focus on updating the District's Long Term Financial Plan and Capital Projects Plan and development of the 2019 Proposed District Budget. This project is projected for completion by October 31, 2018.

**Project Lead: Chief Ed Hartin**

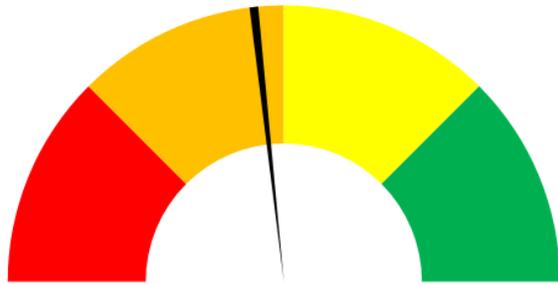
**Administrative Support Services Standard Operating Guidelines (SOG):** Develop SOGs addressing dissemination and release of information to the public and the maintenance, availability, retention and destruction of district records in accordance with local, state and federal legal mandates. This project 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 November 30, 2018.

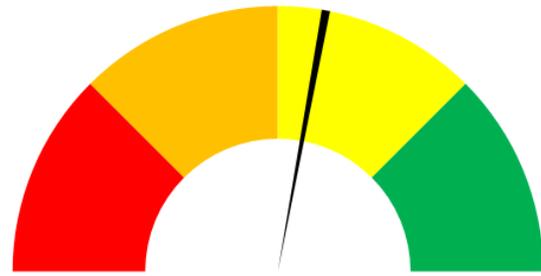
**Project Lead: Finance Officer Kim Harpe**

**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.



**All Performance Indicators**



**Critical Criteria**

*Project Status:* Description, Assessment, and Plan sections have been completed for 118 of 252 performance indicators (46.83%). Narratives for 48 of 85 critical criteria (56.47%) have been completed. Note that the critical criteria are included in the total of 252 performance indicators. Chief Hartin has recently reviewed the completed performance indicators and critical criteria to determine not only completion of the narratives, but compliance with the criteria. The District is compliant with 48.24% of critical criteria and with 23.41% of non-critical performance indicators. Compliance could not be assessed on narratives that are yet to be completed. Progress has been made over the last month. This project will extend into 2019.

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

***Other Administrative Activity***

The Local 4299 negotiations team has not returned to the table to bargain changes in the collective bargaining agreement. The current agreement remains in effect until December 31, 2018.

Chief Hartin will be presenting at Firehouse Expo in Nashville on October 18-21, 2018 with all expenses paid by Firehouse. Chief Hartin will also be attending a Commission on Fire Accreditation International Consortium meeting in Clackamas County, Oregon on October 29, 2019 Chief Hartin, Captain Helm, and AO Brent Stevens will be attending the International Association of Fire Chiefs Volunteer and Combination Officers Section conference in Clearwater, Florida on November 6-11, 2018. Expenses for Chief Hartin, Captain Helm and part of the expenses for AO Stevens are being paid by the IAFC as part of the closeout of the volunteer recruitment and retention grant..

**Operations**

***Emergency Response***

Central Whidbey Island Fire & Rescue responded to 134 calls for service during the month of September (YTD=1177). CWIFR experienced 19 instances in which multiple calls for emergency service were received concurrently (total of 43 incidents). There were five instances that involved three or more simultaneous calls.

Due to the migration from ImageTrend's Rescue Bridge to ImageTrend's Elite records management system, the average and 90<sup>th</sup> Percentile response time reports for the month of September are not accessible. Work continues with ImageTrend to capture that information for 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 31, 2018.

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

### **B Shift Activity**

The following activity was completed in the last month: No report

### **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	7	6	6	86%	73%
B	3	8	3	38%	65%
C	7	4	4	57%	70%

**Hydrant Inspection and Testing**

Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete
A	1	10%	0	100%	11%
B	19	100%	0	100%	100%
C	0	0%	0	0%	30%

*Note:* Hydrant Testing and Inspection was started in May, 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 has had no success gaining permission from water manager to test and inspect hydrants for two major systems; those systems are three months of A shifts hydrants for the year. Chief Hartin and FF Rogers have drafted a letter to the water systems board of commissioners asking for permission to inspect and test hydrants on an annual basis. Crews will flow test Town of Coupeville hydrants the week of October 15<sup>th</sup>-19<sup>th</sup>.

**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:** 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 SOG completion is October 31.

A request for a six-month extension on this grant has been submitted to the Federal Emergency Management Agency (FEMA). The request was not granted. Development of the closeout report on this grant is in progress.

**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**

**Additional A Shift Activity**

The following activity was completed in the last month: No Report

**Recruitment & Training**

**Training Completed**

The following training was completed in the month of September.

	<b>Total Hours</b>	<b>Target</b>
A Shift	31	TBD
B Shift	80	TBD
C Shift	109	TBD
Day	11	TBD
Volunteers	32	TBD
<b>Total</b>	<b>263</b>	<b>TBD</b>

**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. The physical portion of the test will be concluded by the end of October 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:** As you were shown outside, a large number of items that were approved for purchase through the International Association of Fire Chiefs Volunteer Recruitment and Retention Grant including Ipads for Stations 51,53 and 54, large (TV) monitors for lamResponding in the stations, public display materials including pop up tent, banners, and a cargo trailer approved for funding have been purchased and delivered. Computers were ordered two weeks ago and should be delivered for set up in November.

**Island County Fire Academy:** The Island County Fire Academy is nearing completion a little over a month away. Written Exams were done on Monday September 17<sup>th</sup> and practical exams done on September 22<sup>nd</sup>. The Hazmat course began on September 24<sup>th</sup> and will run through October 27<sup>th</sup>. North Whidbey will be supplying the Hazmat instructor for us. We have 3 new members attending and 2 current members testing to the Firefighter 2 level.

**Heavy Lifting Training:** CWIFR completed a series of Heavy lifting drills with assistance from Island County Road Department. Drills focused on air bag use and cribbing needed to lift various types of heavy equipment and machinery. Topics also included treatment of patients with crushing injuries.

**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:** Preliminary floor plans have been developed and Carletti Architects is working with Firefighter Mechanic Mike Matros to finalize the apparatus maintenance functional area. In addition, a pre-application conference with Island County Planning and Community Development was completed on September 27, 2018. Final draft plans for review and comment by CWIFR members is underway and will be completed by Friday, October 12, 2018 with a follow up meeting with Carletti Architects on Monday.

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

#### **Other Facilities/C Shift Activity**

The following activity was completed in the last month: No Report

## 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 complete. However, there has been a significant delay resulting from the inability of Dodge to meet the demand for these vehicles (nationwide). This will 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 up fit of the new command vehicle.