

Administration Division Monthly Report

May 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
<p>Standard of Coverage (Hartin) First Draft in 2017</p>	<ul style="list-style-type: none"> • Format as an element of the District’s Integrated Comprehensive Plan • Research on records management systems used by accredited agencies (reporting format) • Complete services provided • Met with ICOM to develop description of communications network (Hartin) 	<ul style="list-style-type: none"> • Risk assessment (Hartin) • Description of the district (common with Strategic Plan), need to complete maps (Larson) • Complete target hazard matrix • Critical task analysis (Hartin) • Develop data for response time analysis (Hartin) 	<ul style="list-style-type: none"> • Historical performance (Smith) • Service level objectives (Hartin) • Compliance methodology (Hartin) • Evaluation and policy recommendations (Hartin) • Generate document (Hartin)
<p>Fire & Emergency Services Self-Assessment (FESSAM)</p>	<p>39 Performance Indicators Complete</p>	<ul style="list-style-type: none"> • Develop FESSAM pages for 10 Performance Indicators (Staff) , Due 6/30/17 • Develop FESSAM pages for 15 Performance Indicators (Chief Hartin), Due 6/30/17 	<ul style="list-style-type: none"> • Complete the balance of the FESSAM Pages (more detail to follow) • Develop “Work in Progress FESSAM” for the Board of Fire Commissioners.
<p>2017 Bond Measure</p>	<ul style="list-style-type: none"> • Key Messages • PowerPoint Presentation • Newsletter (February) • Internal presentation on bond measure and related capital projects. • Meeting with Dave Fergus to develop visual presentation on the Station 53 project. • Validated list of homeowner associations, water associations, and community groups. 	<ul style="list-style-type: none"> • Community presentations (starting in April) • Newsletter (May) 	<ul style="list-style-type: none"> • Schedule open houses at Station 53 (June, July, October) • Direct Mail (September, October) • Newsletter (October)

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
2017 Bond Measure (Continued)	<ul style="list-style-type: none"> • Identified Bond Attorney (recommendation from the District’s Attorney Rich Davis) Timeline for public communications and other critical tasks updated with input from Jim Nelson (DA Davis) and Cynthia Weed (K&L Gates). • Developing first draft of Ballot Title and Resolution (C. Weed) • Final approval of public communication display boards. • Developing pocket size key message cards. 		
Pending Projects		Other Accomplishments/Activities	
<ul style="list-style-type: none"> • Lean Process • Inventory Control RMS • Financial Practices Standard Operating Guidelines • Personnel Policies and Procedures Standard Operating Guidelines) • Personnel Policies and Procedures Handbook • Administrative Support Services Standard Operating Guidelines • Assessment of Occupational Safety, Health, and Risk Management 		<ul style="list-style-type: none"> • The District has implemented social media archiving to comply with Washington State Public Records law and will be increasing our use of Facebook and Twitter to provide public education and information to our community. • Chief Hartin met with staff from the Whidbey Island Conservation District and WA Department of Natural Resources to collaborate on Firewise, a community based wildfire prevention program. • Chief Hartin attended a meeting between Underwriters Laboratories (UL) and the Hong Kong and USA Branches of the Institution of Fire Engineers to discuss firefighter safety initiatives on April 5-10. Travel expenses are were paid by the Chief and all other expenses are being paid by UL. • Chief Hartin met with District Executive Staff to develop financial assumptions for the 2018 budget process. • Chief Hartin & Deputy Chief Smith met with Roger Meyers and ICOM staff to discuss methods for improving the performance of Fire 5. • Chief Hartin & Deputy Chief Smith met with Coupeville Marshal Chris Garden regarding the Island County Joint Operations Protocol for Violent Incidents. 	
Completed Projects			
<ul style="list-style-type: none"> • Establishing a Minimum Set Aside for General and Contingency Fund Beginning Balance (20170112_r001) • Board Adoption of the revised Strategic Plan (20170112_r002) 			

Operations Division/B Shift Monthly Report

May 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Marine Rescue SOG (Meek) SOG Completed by 5/31/17	SOG is complete with the exception of final edits and formatting.	Final edit and formatting	Submit Purpose, Scope, and Policy to the Board on 6/8/17
Standard Apparatus Inventory (Meek) <ul style="list-style-type: none"> Type 6 Engines (3/31/17) Type 1 Engine (2017→) 	Standard Apparatus Inventory complete. Inventory will be implemented in 2018 upon receipt of new brush units. All additional equipment needed to fulfill the brush standardization (meeting NWCG type 6 engine requirements) will be purchased prior to receipt of the new brush units.	Develop standard inventory for Type 1 Engines	<ul style="list-style-type: none"> Gap analysis & determination of procurement requirements Procurement of required equipment Development of apparatus inventory documentation
Respiratory Protection (Huff)	<ul style="list-style-type: none"> Draft Respiratory Protection Program SOG (Hartin/Huff) Purpose, Scope, and Policy of SOG by the Board of Fire Commissioners 	Develop recommendation for fireground air supply compressor(s), cylinders, etc.	<ul style="list-style-type: none"> Gap analysis (requirements versus current capability). Develop recommendation for SCBA upgrade or replacement. Develop capital budget proposal.

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Pending Projects	Other Accomplishments/Activities
<ul style="list-style-type: none"> • Technical Rescue SOGs (Smith/Hartin) • CQI Program • HIPAA Compliance SOG/Training • Wellness Program Improvement (Meek) 	<p>Operations Division:</p> <ul style="list-style-type: none"> • Purchased new Health and Wellness testing equipment • Scheduled health and wellness assessments for June • Procurement of fog nails and associated appliances/hose
Completed Projects	
<p>Special Events SOG (Smith)</p>	<p>B Shift:</p> <ul style="list-style-type: none"> • Wildland fuel reduction at 53 for Firewise demonstration • FF Lloyd completed heavy AO qualification • Held Birthday party at Station 53 for Robinettes 4/29 <p>Response Activity: Central Whidbey Island Fire & Rescue responded to 114 calls for service during the month of April (YTD=443). CWIFR experienced 8 instances in which multiple calls for emergency service were received concurrently (total of 17 incidents). One overlapping occurrence involved three calls, and one overlapping occurrence involved four calls. Reports on incident types and frequency and occurrence of concurrent calls are attached.</p> <p>Average response time during the month was 9 minutes and 18 seconds. In this same time period, the 90th Percentile response time was 12 minutes and 54 seconds. This data does not reflect the synergistic relationship between Whidbey Health EMS and CWIFR as calls where WH EMS arrived first were not included in this response time analysis.</p> <p>Note: We have changed from reporting on the 80th percentile to reporting on the 90th percentile (this will result in slightly higher time values, but provides a clearer picture of response time performance).</p>

CRR Division/A Shift Monthly Report

May 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Program	<ul style="list-style-type: none"> • Identify target areas for delivery (homes built before 1984, Olympic View, & Tye mobile park) • Heat map by housing date of construction 	<ul style="list-style-type: none"> • Develop SOG • Train Shift Personnel • Application for Home Safety Survey Grant 	
Hydrant Inspection & Testing (Rogers) Completion by 7/1/2017		<ul style="list-style-type: none"> • Inspection and flow test agreement (Discussed with District’s Attorney, Rich Davis) • Hydrant Inspection and Testing SOG 	
Preplan Program: Target Hazard, Long Driveways, and Water Supply (Rogers) Completion by 7/1/2017	<ul style="list-style-type: none"> • Identify long driveway characteristics • Long driveway list • Develop Knox and Gate attributes for GIS • Base map for water supply preplanning has been completed. • Collector App for Knox and Gate data has been completed. • Working group for water supply preplanning has been identified (AOs Brent Stevens and Ed Pratt and FF Dillon Rogers). 	<ul style="list-style-type: none"> • Water supply zones being defined. • Primary and secondary water supplies being identified by zone. • Private road list • Complete target hazards matrix (SOC) 	<ul style="list-style-type: none"> • Determine long driveway data collection methodology (Jessica) • Focus group • Develop long driveway markings • Letter to long driveway owners • Develop door hangers • Preplan SOG • Long driveway staffing plan & schedule • Long driveway data collection • Determine target hazard data requirements • Simple versus complex plan requirements • Building outlines (Jessica) • Data entry into GIS

Pending Projects	Other Accomplishments/Activities																													
<ul style="list-style-type: none"> • W/prevent • Fire Inspection Records Management System • Fire Investigation Program Plan 	<p>Fire & Life Safety Inspections: Inspections are assigned on a monthly basis by shift for both the Town of Coupeville and Island County.</p>																													
<p style="text-align: center;">Completed Projects</p>	<table border="1" data-bbox="1062 305 1911 526"> <thead> <tr> <th>Shift</th> <th>Inspections</th> <th>% Complete (Monthly)</th> <th colspan="3">% Complete (Annual)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>8/8</td> <td>100</td> <td colspan="3">93</td> </tr> <tr> <td>B</td> <td>5/10</td> <td>50</td> <td colspan="3">74</td> </tr> <tr> <td>C</td> <td>3/6</td> <td>50</td> <td colspan="3">83</td> </tr> </tbody> </table>						Shift	Inspections	% Complete (Monthly)	% Complete (Annual)			A	8/8	100	93			B	5/10	50	74			C	3/6	50	83		
Shift	Inspections	% Complete (Monthly)	% Complete (Annual)																											
A	8/8	100	93																											
B	5/10	50	74																											
C	3/6	50	83																											
	<ul style="list-style-type: none"> • A shift has been unsuccessful in resolving fire code issues at the Captain Whidbey Inn; Island County will be sending a letter and imposing a fine. • The Tye restaurant in process of installing required hood system. • Camp Casey working to clear out overfull storage. • B shift completed 8/10 inspections and has 3 re-inspections. • C shift completed 5/6 inspections with 2 needing re-inspection. 																													
	<p>Hydrant Inspection and Testing:</p> <p>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.</p>																													
	<table border="1" data-bbox="1062 922 1911 1138"> <thead> <tr> <th>Shift</th> <th>Inspections</th> <th>Monthly % Complete</th> <th>Flow Tests</th> <th>Monthly % Complete</th> <th>Annual % Complete</th> </tr> </thead> <tbody> <tr> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>C</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete	A						B						C					
Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete																									
A																														
B																														
C																														

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	<p>CRR Division:</p> <ul style="list-style-type: none">• Fire extinguisher class prep with Bonny Abney for CERT team• FF Rogers finished compiling and checking hydrants for each shift's upcoming yearly assignment beginning in May <p>A Shift:</p> <p>Installed 1 new detector and replaced batteries for renter on Marine Drive.</p>

This page intentionally blank

Training & Recruitment Division Monthly Report

May 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog																																				
Training Plan & Schedule (Helm) Completion by 9/30/17	<ul style="list-style-type: none"> Volunteer rank and role career path documented Single year training schedule integrating on-line and face-to-face training 	Documentation of part-time and full-time rank and role career path and integration with volunteer components.	<ul style="list-style-type: none"> Description of current training program Documentation of training mandates Documentation of training needs based on community risks Gap analysis Establishment of training goals and objectives Multi-year training schedule 																																				
Learning Management System (LMS) Implementation (6/30/17)	LMS operational and in use	Data entry procedures for face-to-face training under development (currently being done the Training CAPT)	Data entry to enter data from paper training records																																				
Wildland Firefighting Training and Certification (6/30/17)		Members assigned S-130 and S-190 on-line training programs	Wildland skills training																																				
Pending Projects		Other Accomplishments/Activities																																					
<ul style="list-style-type: none"> Training Records Management System New Member Orientation/Initial Entry Training Program Individual and Company Performance Standards Recruitment Plan Probationary Period 		<table border="1"> <thead> <tr> <th>Shift</th> <th>Shifts with 1 hour or less</th> <th>Total Hours</th> <th>Average Hours Per Member</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>0</td> <td>75.25</td> <td>15.05</td> <td></td> </tr> <tr> <td>B</td> <td>0</td> <td>62.5</td> <td>12.5</td> <td></td> </tr> <tr> <td>C</td> <td>0</td> <td>69.5</td> <td>17.3</td> <td></td> </tr> <tr> <td>Day</td> <td>0</td> <td>55</td> <td>13.75</td> <td></td> </tr> <tr> <td>Volunteers</td> <td>0</td> <td>31.5</td> <td>1.57</td> <td></td> </tr> <tr> <td>All Members</td> <td>0</td> <td>293.75</td> <td>7.73</td> <td></td> </tr> </tbody> </table>			Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target	A	0	75.25	15.05		B	0	62.5	12.5		C	0	69.5	17.3		Day	0	55	13.75		Volunteers	0	31.5	1.57		All Members	0	293.75	7.73	
Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target																																			
A	0	75.25	15.05																																				
B	0	62.5	12.5																																				
C	0	69.5	17.3																																				
Day	0	55	13.75																																				
Volunteers	0	31.5	1.57																																				
All Members	0	293.75	7.73																																				
Completed Projects																																							

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	<ul style="list-style-type: none"> • FF Chidester editing final footage for the CWIFR Volunteer Recruitment Video. • CAPT Helm taught finished teaching the EMT Class. Both CWIFR members passed the class awaiting NREMT test results • CWIFR is still on track to have a minimum of 9 new Volunteer Firefighters in the 2017 Academy (along with one returning member who will be attending as refresher training). • New SCBA confidence course nearing construction completion in the tower. Anticipate another day or two to finalize. • Participated in Monthly Island County Training Officers planning meeting. • Participated in monthly Company Officers Section monthly teleconference • Participated in monthly Volunteer Workforce Solutions teleconference. • Participated in Monthly Island County Marine Rescue planning meeting. • Blue Card Certification Lab conducted for AIC LTs Raavel & Moore

Facilities Division/C Shift Monthly Report **May 2017**

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Facilities Maintenance Plan (Vrable) Completion Date 5/1/17	<ul style="list-style-type: none"> List of Systems Identification of maintenance providers Recommended preventative maintenance schedule, need to document the PM schedule 	<ul style="list-style-type: none"> Budget integration Authoring Facilities Maintenance SOG – Draft I complete, Draft II in progress 	Building and grounds preventative maintenance
Pending Projects		Other Accomplishments/Activities	
<ul style="list-style-type: none"> Facilities Maintenance System Facilities Storage Solutions 		<p>C Shift:</p> <ul style="list-style-type: none"> FF Chidester completed his Engine Operator qualification. <p>Facilities Division:</p> <ul style="list-style-type: none"> LT Vrable completed the Operations and Maintenance Class through the International Facility Management Association in pursuit of obtaining a Facilities Maintenance Professional credential. Sta. 54 training center water system was repaired due the freezing of exterior pipes. New pipes were installed as well as a water drain to avoid having another burst pipe section. 	
Completed Projects			

This page intentionally blank

Fleet Maintenance Division Monthly Report

May 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Fleet Maintenance SOG (Matros) (NFPA 1911/Pump Testing)	Pump Testing and Ladder Testing completed on 9/27/16	<ul style="list-style-type: none"> • Purpose, Scope, & Policy • Procedure for Fire Apparatus • Procedure for Staff Vehicles 	Creating an organized parts inventory area at Station 52
Mobile Repair Vehicle Up Fit (Matros) Complete by 05/30/2017	Installed new apparatus body floor	Modifying fluid tanks so that they can be installed.	
Pending Projects		Other Accomplishments/Activities	
<ul style="list-style-type: none"> • Parts Inventory System • EVT Training and Certification (Ambulance Level III) • Staffing Level Assessment 		<ul style="list-style-type: none"> • 0602 (B-53) – Replaced Faulty Fuel Injection control Module. Performed 1911 annual inspection on vehicle. • 0605 (Kubota) – Replaced faulty thermostat and radiator cap due to overheating issues. Replaced missing pieces on the 5 point hitch. • 1101 (S-591) – Received scheduled P.M. service. • 9401 (E-51) – Received scheduled pump transmission P.M. service. • 9501 (S-593) – Received scheduled P.M. service and front brake service. • 9601 (E-512) - Received scheduled pump transmission P.M. service. • 9602 (E-54) - Received scheduled pump transmission P.M. service. • 0701 (T-53) – Sent to Freightliner for diagnoses on stumbling when coming to a stop when cold. 	
Completed Projects			

This page intentionally blank



Annual Fire Situation Report
 Central Whidbey Island Fire & Rescue
 From 01/01/2017 To 04/30/2017
 Report Printed On: 05/11/2017

General Class	Jan 17	Feb 17	Mar 17	Apr 17	Total by Type
*NA (NA)				1	1
Combustible/flammable spills & leaks (41)			1	1	2
Controlled burning (63)				1	1
Cover assignment, standby at fire station, move-up (57)				1	1
Dispatched and cancelled en route (61)	32	17	11	19	79
Electrical wiring/equipment problem (44)	4			1	5
Emergency medical service (EMS) Incident (32)	54	41	63	57	215
EMS call where party has been transported (66)	1				1
Extrication, rescue (35)	1				1
False alarm and false call, other (70)	1		1		2
Good intent call, other (60)	1	1	2	1	5
Malicious, mischievous false alarm (71)	1				1
Medical assist (31)	12	9	10	11	42
Mobile property (vehicle) fire (13)		1			1
Natural vegetation fire (14)		1			1
Public service assistance (55)	3	10	4	9	26
Search for lost person (34)			1	1	2
Service call, other (50)	1		3	3	7
Smoke, odor problem (53)	1				1
Special type of incident, other (90)	1				1
Structure Fire (11)	2	1	1	2	6
System or detector malfunction (73)	1	1	2	1	5
Unintentional system/detector operation (no fire) (74)	6	10	8	4	28
Water or ice-related rescue (36)	2			1	3
Water problem (52)	5		1		6
Total	129	92	108	114	443

Search Criteria

Dates: From 01/01/2017 To 04/30/2017 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue

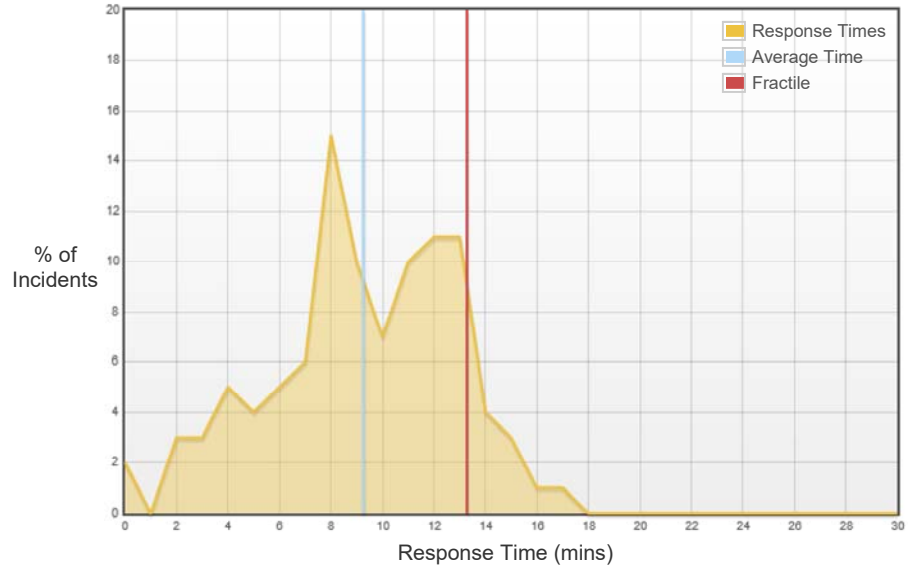


Fire Overlapping Calls Report
 From 04/01/17 To 04/30/17
 Report Printed On: 05/11/2017

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
17-CW0336	0	EMS call, excluding vehicle accident with injury (321)	04/03/17 16:36:14	04/03/17 17:02:58
17-CW0337	0	Dispatched and cancelled en route (611)	04/03/17 17:01:25	04/03/17 17:11:14
Minutes of overlap: 1.55				
Overlap: 2				
17-CW0350	0	Assist police or other governmental agency (551)	04/07/17 13:00:46	04/07/17 13:34:23
17-CW0351	0	EMS call, excluding vehicle accident with injury (321)	04/07/17 13:13:48	04/07/17 13:31:03
17-CW0352	0	EMS call, excluding vehicle accident with injury (321)	04/07/17 13:32:05	04/07/17 13:36:53
17-CW0353	0	Assist invalid (554)	04/07/17 13:33:38	04/07/17 13:46:13
Minutes of overlap: 20.30				
Overlap: 3				
17-CW0352	0	EMS call, excluding vehicle accident with injury (321)	04/07/17 13:32:05	04/07/17 13:36:53
17-CW0353	0	Assist invalid (554)	04/07/17 13:33:38	04/07/17 13:46:13
Minutes of overlap: 3.25				
Overlap: 4				
17-CW0355	0	Smoke detector activation, no fire - unintentional (743)	04/07/17 18:31:57	04/07/17 19:42:48
17-CW0356	0	EMS call, excluding vehicle accident with injury (321)	04/07/17 18:55:32	04/07/17 19:20:41
Minutes of overlap: 25.15				
Overlap: 5				
17-CW0377	0	EMS call, excluding vehicle accident with injury (321)	04/12/17 13:38:23	04/12/17 14:30:33
17-CW0378	0	Detector activation, no fire - unintentional (744)	04/12/17 14:11:23	04/12/17 14:27:12
Minutes of overlap: 15.82				
Overlap: 6				
17-CW0381	0	Search for person in water (342)	04/13/17 12:00:10	04/13/17 13:16:04
17-CW0382	0	Smoke detector activation, no fire - unintentional (743)	04/13/17 12:29:12	04/13/17 12:43:50
Minutes of overlap: 14.63				
Overlap: 7				
17-CW0405	0	Dispatched and cancelled en route (611)	04/21/17 08:10:44	04/21/17 08:23:45
17-CW0406	0	EMS call, excluding vehicle accident with injury (321)	04/21/17 08:20:42	04/21/17 08:45:20
Minutes of overlap: 3.05				
Overlap: 8				
17-CW0408	0	EMS call, excluding vehicle accident with injury (321)	04/21/17 19:36:09	04/21/17 20:12:35
17-CW0409	0	EMS call, excluding vehicle accident with injury (321)	04/21/17 20:00:13	04/21/17 20:27:54
17-CW0410	0	EMS call, excluding vehicle accident with injury (321)	04/21/17 20:09:05	04/21/17 20:48:48
Minutes of overlap: 15.87				
Overlap: 9				
17-CW0409	0	EMS call, excluding vehicle accident with injury (321)	04/21/17 20:00:13	04/21/17 20:27:54
17-CW0410	0	EMS call, excluding vehicle accident with injury (321)	04/21/17 20:09:05	04/21/17 20:48:48
Minutes of overlap: 18.82				
Overlap: 10				
17-CW0432	0	Medical assist, assist EMS crew (311)	04/29/17 11:49:05	04/29/17 13:22:27
17-CW0433	0	EMS call, excluding vehicle accident with injury (321)	04/29/17 12:54:28	04/29/17 13:19:16
Minutes of overlap: 24.80				

Report Totals:
 Occurrences of 2 Overlaps: 7
 Occurrences of 3 Overlaps: 1
 Occurrences of 4 Overlaps: 1

Fractile Response Times Report for Apparatus Times	
Date Range	04/01/2017 to 04/30/2017
Time Frame	"Dispatch Time" to "Arrival Time"
Total # of Incidents Fitting Criteria	67 (106 apparatus records)
90% Fractile Response Time	13 min 17 sec
Highest Response Time	16 min 24 sec
Lowest Response Time	0 min 0 sec
Average Response Time	9 min 15 sec
Service(s)	Central Whidbey Island Fire & Rescue
Incident Type(s)	All
Response Mode(s) to Scene	Emergency



[Report Description](#)