

Administration Division Monthly Report

July 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin) First Draft in 2017	<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)
Fire & Emergency Services Self-Assessment (FESSAM)	49 Performance Indicators Complete (increase of four from the preceding month)	<ul style="list-style-type: none"> Develop FESSAM pages for 10 Performance Indicators (Staff) , Due 9/30/17 Develop FESSAM pages for 15 Performance Indicators (Chief Hartin), Due 9/30/17 	<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.
2017 Bond Measure	<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 <ul style="list-style-type: none"> CW Lions 7/20/17 CPV Lions TBA Schedule open houses at Station 53 (October) Vote on the Bond Resolution and Ballot Title on 7/13/17 	<ul style="list-style-type: none"> 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. • Newsletter (May) • Letters sent to community groups offering presentations • June guided tours scheduled for June 21, 22, and 24 		

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

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"> • Chief Hartin Lead Paramedic Chris Tumblin met (online) with Jenny Shin of CARES (Cardiac Arrest Registry for Enhanced Survival) to enroll Whidbey Island EMS agencies in the cardiac arrest registry. This will allow us to track cardiac arrest outcomes. • Chief Hartin provided guided tours of Station 53 to explain the proposed bond. Attendance was limited, but the message was well received.
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

July 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. Purpose, Scope, and Policy submitted to the Board on 6/8/17	Final edit and formatting of procedure	
Standard Apparatus Inventory (Meek) <ul style="list-style-type: none"> Type 6 Engines (3/31/17) Type 1 Engine (2017→) 	Standard Apparatus Inventory for Type 6 Engines is 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 adopted 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.
ImageTrend Elite Transition (Smith)	<ul style="list-style-type: none"> Received/reviewed Migration Guide - 6/2017 Elite “kick-off call” scheduled - 9/2017 Coordinated CAD data flowing to new Elite site – 6/2017 	<ul style="list-style-type: none"> Learning system Reviewing/establishing set up requirements 	<ul style="list-style-type: none"> Kick-off call-9/2017

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"> • Physical fitness assessments conducted June 7th, 8th, 9th and 10th. • Budget established for Type 6 engine standardization. •
Completed Projects	<p>B Shift:</p> <ul style="list-style-type: none"> • Overhanging limbs removed from around bunkhouse. • Held EMS practical make-up session on June 25th for members recertifying in 2017. <p>Response Activity: Central Whidbey Island Fire & Rescue responded to 124 calls for service during the month of June (YTD=699). YTD call volume is 14.42% higher than the same period in 2016.</p> <p>CWIFR experienced 14 instances in which multiple calls for emergency service were received concurrently (total of 31 incidents). One occurrence involved three calls and one 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 10 minutes and 3 seconds. In this same time period, the 90th Percentile response time was 15 minutes and 17 seconds. This is the second month that we have included first unit response times for WhidbeyHealth EMS and our auto aid partners.</p>
<p>Special Events SOG (Smith)</p>	

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CRR Division/A Shift Monthly Report

July 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Program (Porter)	<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 • Application for Home Safety Survey Grant 	<ul style="list-style-type: none"> • Develop SOG • Train Shift Personnel 	
Fire Investigation Program Plan (Smith)	<ul style="list-style-type: none"> • 4 out of 5 FESSAM Performance Indicators for Fire Investigation completed. • Met with Chief Ray Merrell to discuss fire investigator training requirements and participation in the Region 3 Fire Investigation Taskforce 	List of interested members created to support Region 3 Fire investigation Task Force	<ul style="list-style-type: none"> • Complete basic training for fire investigator (one member) • Develop comprehensive (multi-year) plan to implement a fire investigation program
Hydrant Inspection & Testing (Rogers) Completion by 9/1/2017		<ul style="list-style-type: none"> • Inspection and flow test agreement (Discussed with District's Attorney, Rich Davis) • Hydrant Inspection and Testing SOG 	

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

<p>Preplan Program: Target Hazard, Long Driveways, and Water Supply (Rogers) Completion by 03/1/2018 Water Supply Preplan Completion by 12/1/2017</p>	<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
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CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Pending Projects	Other Accomplishments/Activities																																																					
<ul style="list-style-type: none"> • Wiprevent • Fire Inspection Records Management System 	<p>Fire & Life Safety Inspections: Inspections are assigned on a monthly basis by shift for both the Town of Coupeville and Island County.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>4/8</td> <td>50</td> <td colspan="3">82</td> </tr> <tr> <td>B</td> <td>1/7</td> <td>14</td> <td colspan="3">64</td> </tr> <tr> <td>C</td> <td>0/9</td> <td>0</td> <td colspan="3">63</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Captain Whidbey Inn is still in the hands of Island County, haven't heard any updates. The Tye restaurant in process of installing required hood system. • Camp Casey working to clear out overfull storage. • Low inspection numbers due to low staff, hose testing, and grant writing projects that took place in May/June <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" style="width: 100%; border-collapse: collapse; text-align: center;"> <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>5</td> <td>20%</td> <td>0</td> <td>100%</td> <td>5%</td> </tr> <tr> <td>B</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>C</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>						Shift	Inspections	% Complete (Monthly)	% Complete (Annual)			A	4/8	50	82			B	1/7	14	64			C	0/9	0	63			Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete	A	5	20%	0	100%	5%	B	0	0	0	0	0	C	0	0	0	0	0
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Completed Projects																																																						

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	<p>CRR Division:</p> <ul style="list-style-type: none"> • Completed 4 Home Safety Surveys • Installed 2, 10 year detectors <p>A Shift:</p> <ul style="list-style-type: none"> • Participated in Station 53 cleanup-recycled old barbeque, moved stacks of chairs outside station 53 back to station 54, delivered old hose to station 52 • Attended monthly staff meeting-met 6/30 goal of completing budget narratives • Participated in one station open house • Completed 50% of monthly inspections-attempted 3 times to gain access to building D at Coupe’s Village-unable to contact businesses there

Training & Recruitment Division Monthly Report

July 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 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"> • 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>59.75</td> <td>14.93</td> <td></td> </tr> <tr> <td>B</td> <td>0</td> <td>90.5</td> <td>22.62</td> <td></td> </tr> <tr> <td>C</td> <td>0</td> <td>42.5</td> <td>10.62</td> <td></td> </tr> <tr> <td>Day</td> <td>0</td> <td>18.5</td> <td>4.62</td> <td></td> </tr> <tr> <td>Volunteers</td> <td>0</td> <td>15</td> <td>.75</td> <td></td> </tr> <tr> <td>All Members</td> <td>0</td> <td>226.25</td> <td>6.28</td> <td></td> </tr> </tbody> </table>			Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target	A	0	59.75	14.93		B	0	90.5	22.62		C	0	42.5	10.62		Day	0	18.5	4.62		Volunteers	0	15	.75		All Members	0	226.25	6.28	
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Completed Projects																																							

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	<ul style="list-style-type: none">• Chief Hartin & CAPT Helm conducted cardiac arrest management training for WhidbeyHealth EMS.• Participated in monthly Company Officers Section monthly teleconference• Participated in monthly Volunteer Workforce Solutions teleconference.

Facilities Division/C Shift Monthly Report

July 2017

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Facilities Maintenance Plan (Vrable) Completion Date 8/1/17	<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 Facilities Plan - Draft I and II complete, Draft III in finalization process 	<ul style="list-style-type: none"> Building and grounds preventative maintenance assignments Authoring Facilities Maintenance SOG
Pending Projects		Other Accomplishments/Activities	
<ul style="list-style-type: none"> Facilities Maintenance System Facilities Storage Solutions 		C Shift: Facilities Division:	
Completed Projects			

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Fleet Maintenance Division Monthly Report

July 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
Pending Projects		Other Accomplishments/Activities	
<ul style="list-style-type: none"> • Parts Inventory System • Staffing Level Assessment 		<ul style="list-style-type: none"> • T-51 (0603) – Installed new officer’s side seat belt. • M-5 (1502) – Repaired trailer winch charging system. • R-51 (9402) – Performed annual P.M. along with suspension work and generator repair. • 505 (1501) – Received bumper repair at Main Street Collision. • 502 (1402) – Received tire repair from Les Schwab. • 9501 (S-593) – Work on finishing installation of fluid tanks and reels, and compressor. 	
Completed Projects			
Mobile Repair Vehicle Up Fit Completed Master EVT Certification for Fire Apparatus & Ambulances			

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Annual Fire Situation Report
Central Whidbey Island Fire & Rescue
 From 01/01/2017 To 06/30/2017
 Report Printed On: 07/13/2017

General Class	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Total by Type
Combustible/flammable spills & leaks (41)			1	1	1	1	4
Controlled burning (63)				1			1
Cover assignment, standby at fire station, move-up (57)				1			1
Dispatched and cancelled en route (61)	32	17	12	19	25	21	126
Electrical wiring/equipment problem (44)	4			1	3		8
Emergency medical service (EMS) Incident (32)	54	40	64	58	64	50	330
EMS call where party has been transported (66)	1						1
Extrication, rescue (35)	1						1
False alarm and false call, other (70)	1		1			3	5
Good intent call, other (60)	1	1	2	1		2	7
Malicious, mischievous false alarm (71)	1						1
Medical assist (31)	12	9	10	11	19	22	83
Mobile property (vehicle) fire (13)		1			1		2
Natural vegetation fire (14)		1			2		3
Outside rubbish fire (15)						1	1
Public service assistance (55)	3	10	3	9	7	8	40
Rescue, emergency medical call (EMS), other (30)						1	1
Search for lost person (34)			1	1			2
Service call, other (50)	1		3	3	2	1	10
Smoke, odor problem (53)	1					1	2
Special outside fire (16)						1	1
Special type of incident, other (90)	1						1
Steam, other gas mistaken for smoke (65)						1	1
Structure Fire (11)	2	1	1	2		1	7
System or detector malfunction (73)	1	1	2	1	1	2	8
Unintentional system/detector operation (no fire) (74)	6	10	7	4	5	6	38
Water or ice-related rescue (36)	2			1	2	2	7
Water problem (52)	5		1				6
Wrong location, no emergency found (62)						1	1
Total	129	91	108	114	132	125	699

Search Criteria

Dates: From 01/01/2017 To 06/30/2017 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue

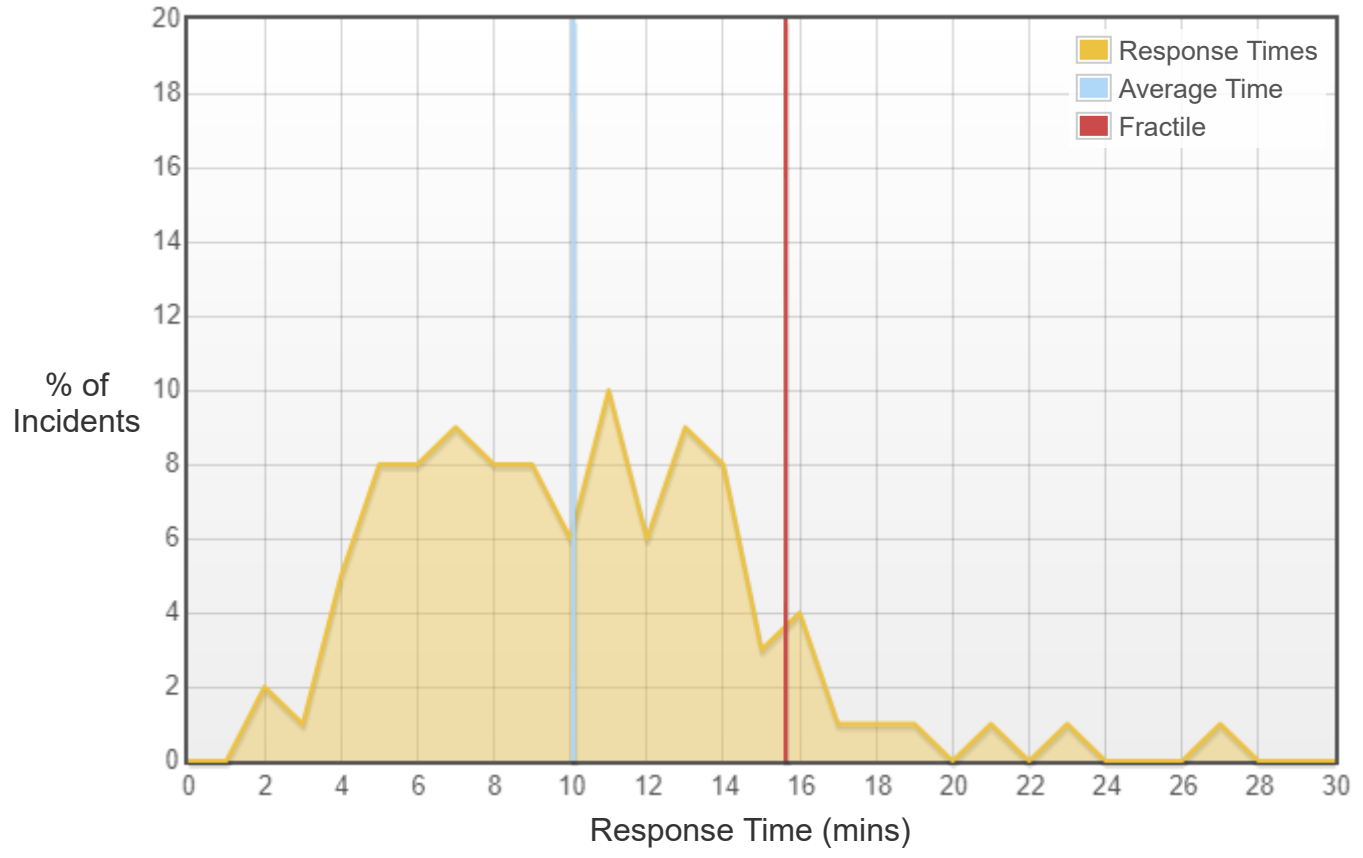


Fire Overlapping Calls Report
From 03/01/17 To 03/31/17
Report Printed On: 04/13/2017

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
17-CW0226	0	EMS call, excluding vehicle accident with injury (321)	03/02/17 15:50:12	03/02/17 16:21:30
17-CW0227	0	Detector activation, no fire - unintentional (744)	03/02/17 15:59:07	03/02/17 16:12:26
17-CW0228	0	Motor vehicle accident with no injuries. (324)	03/02/17 16:18:30	03/02/17 16:27:45
Minutes of overlap: 16.32				
Overlap: 2				
17-CW0236	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 08:41:50	03/05/17 09:11:21
17-CW0237	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 09:08:54	03/05/17 09:48:54
Minutes of overlap: 2.45				
Overlap: 3				
17-CW0239	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 23:05:50	03/05/17 23:31:10
17-CW0240	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 23:29:56	03/05/17 23:52:46
Minutes of overlap: 1.23				
Overlap: 4				
17-CW0246	0	Detector activation, no fire - unintentional (744)	03/08/17 14:14:47	03/08/17 14:59:52
17-CW0247	0	Good intent call, other (600)	03/08/17 14:37:42	03/08/17 14:45:40
Minutes of overlap: 7.97				
Overlap: 5				
17-CW0256	0	EMS call, excluding vehicle accident with injury (321)	03/10/17 17:53:25	03/10/17 18:30:25
17-CW0257	0	Combustible/flammable gas/liquid condition, other (410)	03/10/17 18:27:13	03/10/17 19:05:15
Minutes of overlap: 3.20				
Overlap: 6				
17-CW0258	0	Motor vehicle accident with no injuries. (324)	03/10/17 20:25:49	03/10/17 21:13:26
17-CW0259	0	EMS call, excluding vehicle accident with injury (321)	03/10/17 21:10:59	03/10/17 22:21:38
Minutes of overlap: 2.45				
Overlap: 7				
17-CW0297	0	EMS call, excluding vehicle accident with injury (321)	03/22/17 15:25:00	03/22/17 15:38:02
17-CW0298	0	EMS call, excluding vehicle accident with injury (321)	03/22/17 15:31:26	03/22/17 15:52:32
Minutes of overlap: 6.60				
Overlap: 8				
17-CW0306	0	EMS call, excluding vehicle accident with injury (321)	03/27/17 08:49:14	03/27/17 10:17:04
17-CW0307	0	Dispatched and cancelled en route (611)	03/27/17 10:13:46	03/27/17 10:22:42
Minutes of overlap: 3.30				
Overlap: 9				
17-CW0311	0	Motor vehicle accident with injuries (322)	03/27/17 17:40:51	03/27/17 18:49:14
17-CW0312	0	Detector activation, no fire - unintentional (744)	03/27/17 18:14:50	03/27/17 18:26:32
Minutes of overlap: 11.70				
Overlap: 10				
17-CW0315	0	EMS call, excluding vehicle accident with injury (321)	03/28/17 17:35:29	03/28/17 18:13:29
17-CW0316	0	()	03/28/17 18:10:55	03/28/17 18:35:24
Minutes of overlap: 2.57				
Overlap: 11				
17-CW0327	0	EMS call, excluding vehicle accident with injury (321)	03/31/17 20:12:33	03/31/17 21:06:50
17-CW0328	0	EMS call, excluding vehicle accident with injury (321)	03/31/17 20:28:06	03/31/17 20:50:53
Minutes of overlap: 22.78				

Report Totals:**Occurrences of 2 Overlaps: 9****Occurrences of 3 Overlaps: 1**

Fractile Response Times Report for Apparatus Times	
Date Range	06/01/2017 to 06/30/2017
Time Frame	"Dispatch Time" to "Arrival Time"
Total # of Incidents Fitting Criteria	74 (158 apparatus records)
90% Fractile Response Time	15 min 38 sec
Highest Response Time	26 min 58 sec
Lowest Response Time	2 min 16 sec
Average Response Time	10 min 5 sec
Service(s)	Central Whidbey Island Fire & Rescue
Incident Type(s)	All
Response Mode(s) to Scene	Emergency



 Report Description