



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

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www.cwfire.org

Report to the Commissioners 02/11/16

The District has implemented a new format for monthly reports for each Division (Administration, Operations, Community Risk Reduction, Recruitment and Training, Facilities, and Fleet Maintenance) and Shift (A, B, C). The Lieutenants on each shift have responsibility for one of the Divisions (LT Porter-A Shift & Community Risk Reduction, LT Meek-B Shift & Operations, LT Vrable-C Shift & Facilities). This new format highlights each Division's current initiatives, who is managing the project, as well as progress being made towards completion. In addition, pending projects (scheduled for later in the year) are listed along with other accomplishments and activities.

The intent of this new report format is to keep our Division managers focused on key performance metrics and managing their projects and making forward progress on each of the initiatives identified in the District's adopted budget.

Submitted by:

Edward E. Hartin, MS, EFO, FIFireE, CFO
Fire Chief

Administration Division Monthly Report

February 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin)		Description of the district (common with Strategic Plan), need to complete maps and target hazard matrix.	<ul style="list-style-type: none"> • Complete review of services • Historical performance • Risk assessment • Critical task analysis • Service level objectives • Compliance methodology • Evaluation and policy recommendations • Generate document
Strategic Plan Revision (Hartin)	Identify strategic planning team	Draft SWOT worksheet (New CFAI Criteria)	<ul style="list-style-type: none"> • Review existing Strategic Plan • Update SWOT (New CFAI Criteria) • Revise strategic goals • Update based on new goals • Generate new document

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Pending Initiatives	Other Accomplishments/Activities
<ul style="list-style-type: none"> • CQI Program (Hartin) • Financial Management Assessment (Harpe) • Inventory Control RMS (Hartin) • Lean Process (Hartin/Harpe) 	<p>Island County EMS Council Meeting: Chief Hartin attended the bi-monthly Island County ICOM Technical Advisory Committee (TAC) and Island County Fire Chief’s Meeting</p> <p>Asia Pacific Forum and Firehouse World: Chief Hartin represented the District and the United States of America Branch of the Institution of Fire Engineers (IFE) at the IFE Asia Pacific Forum and Firehouse World in San Diego on January 31 through February 4, 2016. Chief Hartin gave a presentation welcoming the attendees at the opening ceremony on behalf of the Institution of Fire Engineers. Chief Hartin participated in an international panel discussion on fire research and implementation of tactical best practices on the fireground along with participants from UL, Los Angeles County Fire Department and international participants from Canada, Sweden, and the UK and delivered a presentation on his experiences learning from fire services around the world. Expenses were split between the Chief, IFE and the Firehouse World Conference.</p> <p>Blue Card: Chief Hartin will be attending a Blue Card instructor continuing education session in Phoenix, AZ on February 27th and 28th at his own expense.</p>

Operations Division/B Shift Monthly Report

February 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard Apparatus Inventory (Meek)		Develop standard inventory for Type 1 Water Tenders	<ul style="list-style-type: none"> • Develop standard inventory for Type 6 Engines • Develop standard inventory for Type 1 Engines • Gap analysis & determination of procurement requirements • Procurement of required equipment • Development of apparatus inventory documentation
Special Event Risk Assessment & Planning (Smith)			<ul style="list-style-type: none"> • Complete festival risk assessment (CWIFR, WGH, CMO) • Draft standard contingency plans (CWIFR, WGH, CMO) • Develop event specific deployment strategies. • Draft Standard Operating Guideline (SOG).
Respiratory Protection Program (Huff)		Develop draft Respiratory Protection Program SOG	<ul style="list-style-type: none"> • Assess current self-contained breathing apparatus (SCBA), upgrade and replacement options. • Assess fireground air supply requirements. • Gap analysis (requirements versus current capability). • Develop recommendation for SCBA upgrade or replacement. • Develop recommendation for fireground air supply compressor(s), cylinders, etc. • Develop capital budget proposal.

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Pending Initiatives	Other Accomplishments/Activities
<ul style="list-style-type: none">• CQI Program (Smith)• Wellness Program Improvement (Meek)• Structural Collapse Program Development (Meek/Behan)	<p>Central Whidbey Island Fire & Rescue responded to 99 calls for service during the month of January. CWIFR experienced 5 instances in which multiple calls for emergency service were received concurrently (total of 11 incidents). 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 52 seconds. In this same time period, the 80th Percentile response time was 12 minutes and 43 seconds. This data does not reflect the synergistic relationship between Whidbey General Hospital EMS and CWIFR as calls where WGH EMS arrived first were not included in this response time analysis.</p>

CRR Division/A Shift Monthly Report

February 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Pilot Project (Porter)	Notify Terry Road Mobile Home Park Management		<ul style="list-style-type: none"> • Flyer • Community meeting • Data collection form • Collector App • Schedule & staffing • Conduct surveys • Analyze data & lessons learned
Hydrant Inspection & Testing (Rogers)			<ul style="list-style-type: none"> • Author Hydrant Program SOG • Obtain Missing Water System and Flow Data • Inspection and flow test agreement
Preplan Program: Target Hazard & Long Driveway(Rogers)	<ul style="list-style-type: none"> • Identify long driveway characteristics • Long driveway list 	<ul style="list-style-type: none"> • 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

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog																
<i>Preplan Program: Target Hazard & Long Driveway-Continued (Rogers)</i>			<ul style="list-style-type: none"> • Building outlines (Jessica) • Data entry into GIS 																
Pending Initiatives		Other Accomplishments/Activities																	
<ul style="list-style-type: none"> • Fire Inspection RMS (Porter) • Event Public Education Strategy (Porter) • Home Safety Survey Implementation (Porter) • Wlprevent (Smith) 		<p>WSRB: Chief Hartin and FF Dillon Rogers met with Mr. Daryl Girus of WSRB to debrief on the District’s recent re-rating with an eye to continued improvement. Mr. Girus was extremely complementary of the District in the rating process and identified several areas in which the District could continue to improve. These included: improving documentation of training conducted so that the District receives full credit for training conducted, update and improvement of pre-planning, and more comprehensive use of automatic aid. Most of these elements are part of the District’s current strategic plan.</p> <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" data-bbox="1062 699 1906 919"> <thead> <tr> <th>Shift</th> <th>Inspections</th> <th>% Complete (Monthly)</th> <th>% Complete (Annual)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>1</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>B</td> <td>0</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>C</td> <td>4</td> <td>0.00</td> <td>0.00</td> </tr> </tbody> </table> <p>Process for reporting inspection progress in real time are currently under to development</p> <p>The Coupeville Town Council signed an updated memorandum of understanding (MOU) with the District for provision of Fire Prevention Services to the Town. This update revised references to the current fire code.</p> <p>Public Education: This category of activity includes public education presentations and home safety surveys. One public education presentation was conducted for the Coupeville Neighborhood Emergency Teams.</p> <p>Pre-Incident: Pre-incident activity includes pre-planning (target hazards and long driveways), hydrant inspections and testing, and driveway signs. No activity was reported in the month of January.</p>		Shift	Inspections	% Complete (Monthly)	% Complete (Annual)	A	1	0.00	0.00	B	0	0.00	0.00	C	4	0.00	0.00
Shift	Inspections	% Complete (Monthly)	% Complete (Annual)																
A	1	0.00	0.00																
B	0	0.00	0.00																
C	4	0.00	0.00																

Training & Recruitment Division Monthly Report

February 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Training Plan & Schedule (Helm)		Author introduction, need coaching and collaboration with Chief Hartin	<ul style="list-style-type: none"> • Current state of training • Training requirements • Certification • Training program SWOT • Gap analysis • Delivery system • The way forward
Marine Response Training (Helm & Meek)	<ul style="list-style-type: none"> • Overview and characteristics curriculum development 	Trailering and launching curriculum development, need to finish curriculum and skill sheets	<ul style="list-style-type: none"> • Overview & characteristics • Trailering and launching • Operational characteristics & limitations • Maintenance procedures • Marine Rescue standard operating guideline (SOG)
Blue Card Implementation (Hartin)	<ul style="list-style-type: none"> • Complete simulation lab (CMD) • Command Officers completed sim lab • On-line training Phase 2, four members complete • Portable radios for the sim lab 	<ul style="list-style-type: none"> • Complete sim lab configuration, TV stand • On-line training Phase 2, need two members to complete 	<ul style="list-style-type: none"> • Schedule simulation labs • Complete simulation labs (A/B/C) • On-line training phase 3 • Schedule simulation lab • Complete sim labs (D/Vol) • Programming of portable radios
Low Angle Rescue (Smith)	<ul style="list-style-type: none"> • Ropes, knots, & hardware • Anchors • Lowering systems • Belay systems • Mechanical advantage 	Patient packaging and movement partially completed and need to schedule remaining sessions	<ul style="list-style-type: none"> • Low angle rescue operations • Low angle rescue standard operating guideline (SOG)

Pending Initiatives	Other Accomplishments/Activities
<ul style="list-style-type: none"> • Training RMS (Hartin/Helm) • Firefighter & Crew Leader FTEP (Helm) • Marine Response Training (Helm/Meek) • Initial Entry Training Program (Helm) • Integrated Rank and Role Career Path (Helm) • Individual and Crew Performance Standards (Helm) 	<p>New Training Metric: The Training and Recruitment Division will be changing the format for reporting of training hours beginning in March. Rather than simply reporting hours of training delivered, the Division will be reporting learner hours (hours of learning x the number of participants). This metric more accurately reflects the Districts training and individual learning activity.</p> <p>Training Delivered in January: A Shift-24 hours, B Shift 30 hours, C Shift-25 hours, Volunteers-26 hours (note that this is hours of training delivered, not learner hours)</p> <p>Low Angle Rope Rescue: Low angle rope rescue training continued through the month of January. It is anticipated that this initial training will be completed and the District will begin providing this service to the community by the end of February.</p> <p>Blue Card: Chief Smith and CAPT Helm attended the simulation lab at the Olympia Fire Department Command Training Center and completed Blue Card Incident Commanders certification. CAPT Helm obtained 12 portable radios from the Lynden Fire Department in exchange for Blue Card training and FF Suarez is nearing completion of the rolling stand for the big screen TV used in the simulation lab. Given this progress, the District’s Command Training Center should be operational by mid-March.</p> <p>EMT Field Training and Evaluation Program: Chief Smith and FF Behan have been working on a pilot test of the Districts EMT Field Training and Evaluation Program for use with new EMT’s and probationary Part Time Firefighter/EMTs.</p> <p>Recruitment: One new lateral entry apparatus operator candidate completed his application and will be beginning the entry process in the coming month.</p>

Facilities Division/C Shift Monthly Report

February 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Facilities Maintenance Plan (Vrable)	<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"> • Building and grounds preventative maintenance • Authoring Facilities Maintenance SOG • Budget integration
Station 53 Water System (Vrable)	Preliminary specifications and costs (two options)	Determine course of action, need to discuss with Rice Fergus Miller	<ul style="list-style-type: none"> • Bid process and procurement • Installation of system
Landscaping Assessment (Vrable)	Preliminary discussion with landscape architect	Identify landscape maintenance level of effort (staff hours) and cost for contract service	<ul style="list-style-type: none"> • Identify projects • Procurement • Integration with the Facilities Maintenance Plan and SOG
Pending Initiatives		Other Accomplishments/Activities	
None		No other accomplishments and activities reported for the month.	

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Fleet Maintenance Division Monthly Report

February 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Fleet Maintenance SOG (Matros) (NFPA 1911/Pump Testing)			<ul style="list-style-type: none"> • Purpose, Scope, & Policy • Procedure for Fire Apparatus • Procedure for Staff Vehicles
2015 NFPA 1911 Catch Up (Matros)	Brush 54	Engine 54	Tender 54
Mobile Repair Vehicle Up Fit (Matros)			<ul style="list-style-type: none"> • Install oil tanks • Install new apparatus body floor • Install fluid hose reels
Pending Initiatives		Other Accomplishments/Activities	
<ul style="list-style-type: none"> • EVT Training & Certification (Matros) • Continuous Improvement (Matros) • Improve Parts Inventory System (Matros) 		<p>Fleet Maintenance Activity: Included:</p> <ul style="list-style-type: none"> • 505: Up fit is nearly complete and will be in service on completion of radio programming and computer installation • T 54: Installed SCBA mount and reversed intake manifold handle to insure more efficient use. Fabricated and installed wheel chock mounts • E 54: Installed tether for the Storz cap and repaired wiper arm • E 53: Installed and calibrated new foam level gauge. Main street auto body completed body work repairs from door strike • T 53: Replaced failed multifunction switch • Station 51: Installed air purge valve on shop air compressor • B 54: Received annual service <p>Pending Fleet Maintenance Activity: Includes:</p> <ul style="list-style-type: none"> • Open Compartment door warning system on B 53 and B 54 • Installing electrical line from ceiling to E 512 at Station 51 	

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Annual Fire Situation Report
Central Whidbey Island Fire & Rescue
 From 01/01/2016 To 01/31/2016
 Report Printed On: 02/09/2016

General Class	Jan 16	Total by Type
Cover assignment, standby at fire station, move-up (57)	2	2
Dispatched and cancelled en route (61)	18	18
Electrical wiring/equipment problem (44)	1	1
Emergency medical service (EMS) Incident (32)	49	49
Extrication, rescue (35)	1	1
Medical assist (31)	16	16
Mobile property (vehicle) fire (13)	1	1
Public service assistance (55)	2	2
Search for lost person (34)	1	1
Smoke, odor problem (53)	1	1
Unintentional system/detector operation (no fire) (74)	5	5
Water problem (52)	1	1
Wrong location, no emergency found (62)	1	1
Total	99	99

Search Criteria

Dates: From 01/01/2016 To 01/31/2016 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue



Fire Overlapping Calls Report
 From 01/09/16 To 01/31/16
 Report Printed On: 02/09/2016

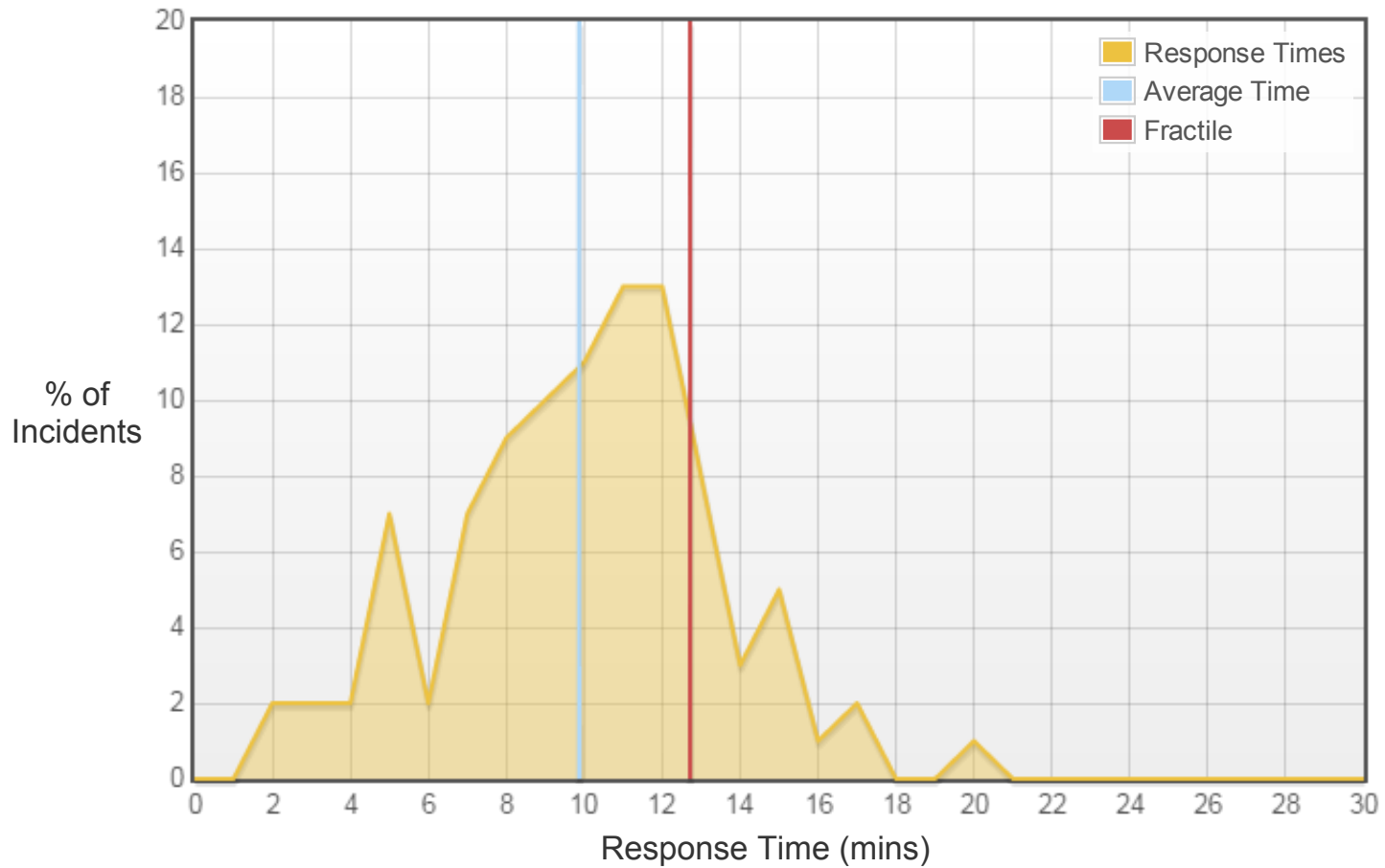
Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
16-CW0025	0	EMS call, excluding vehicle accident with injury (321)	01/09/16 13:57:25	01/09/16 18:30:00
16-CW0026	0	EMS call, excluding vehicle accident with injury (321)	01/09/16 16:44:06	01/09/16 17:03:19
Minutes of overlap: 19.22				
Overlap: 2				
16-CW0033	0	Motor vehicle accident with no injuries. (324)	01/11/16 17:36:44	01/11/16 18:13:13
16-CW0034	0	Medical assist, assist EMS crew (311)	01/11/16 18:11:35	01/11/16 18:23:27
Minutes of overlap: 1.63				
Overlap: 3				
16-CW0039	0	EMS call, excluding vehicle accident with injury (321)	01/13/16 11:44:29	01/13/16 13:08:10
16-CW0040	0	EMS call, excluding vehicle accident with injury (321)	01/13/16 12:07:24	01/13/16 13:05:13
16-CW0041	0	EMS call, excluding vehicle accident with injury (321)	01/13/16 12:52:15	01/13/16 13:18:45
Minutes of overlap: 73.73				
Overlap: 4				
16-CW0040	0	EMS call, excluding vehicle accident with injury (321)	01/13/16 12:07:24	01/13/16 13:05:13
16-CW0041	0	EMS call, excluding vehicle accident with injury (321)	01/13/16 12:52:15	01/13/16 13:18:45
Minutes of overlap: 12.97				
Overlap: 5				
16-CW0051	0	Alarm system activation, no fire - unintentional (745)	01/16/16 16:25:47	01/16/16 16:56:00
16-CW0052	0	Medical assist, assist EMS crew (311)	01/16/16 16:40:39	01/16/16 16:56:15
Minutes of overlap: 15.35				
Overlap: 6				
16-CW0089	0	EMS call, excluding vehicle accident with injury (321)	01/27/16 17:11:31	01/27/16 17:42:46
16-CW0090	0	No incident found on arrival at dispatch address (622)	01/27/16 17:33:37	01/27/16 17:54:24
Minutes of overlap: 9.15				

Report Totals:

Occurrences of 2 Overlaps: 4

Occurrences of 3 Overlaps: 1

Fractile Response Times Report for Apparatus Times	
Date Range	01/01/2016 to 01/31/2016
Time Frame	"Dispatch Time" to "Arrival Time"
Total # of Incidents Fitting Criteria	62 (87 apparatus records)
80% Fractile Response Time	12 min 43 sec
Highest Response Time	19 min 40 sec
Lowest Response Time	2 min 31 sec
Average Response Time	9 min 52 sec
Service(s)	Central Whidbey Island Fire & Rescue
Incident Type(s)	All
Response Mode(s) to Scene	Emergency



 Report Description