

Administration Division Monthly Report

March 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) Establishment of accreditation reference documents folders on the server.	<ul style="list-style-type: none"> • Review existing Strategic Plan • Update SWOT (New CFAI Criteria) 	<ul style="list-style-type: none"> • 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>UL Firefighter Safety Research Institute (FSRI): Chief Hartin attend the full-scale, live fire experiments conducted by UL FSRI in Northbrook, IL on February 27-28, 2016 at his own expense. This project is part of a large research project on the effectiveness and efficiency of interior and exterior fire streams and the impact of both fire conditions and water application on occupant survivability.</p> <p>IFE-USA Branch AGM & CPSE Excellence Conference: Chief Hartin and Commissioner Engle will be attending the IFE-USA Branch Annual General Meeting (AGM) and CPSE Excellence Conference in Orlando, FL on March 13-18, 2016. Chief Hartin will be sworn in as the 2016-17 President of the Branch at the AGM in Orlando, FL and will serve in this role until March 2017. Chief Hartin is attending the AGM & conference at his own expense.</p> <p>Blue Card: Chief Hartin will be attending a Blue Card instructor continuing education session in Phoenix, AZ on March 22nd and 23rd at his own expense.</p> <p>Health Department Workshop: Chief Smith attended an all day workshop for the IC Health Dept., working to prioritize initiatives that were identified during their recent public survey.</p> <p>FEMA Workshop: Chief Smith attended a FEMA workshop related to possible funding reimbursement opportunities related to the November 2015 windstorms.</p>

Operations Division/B Shift Monthly Report

March 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard Apparatus Inventory (Meek)	Standard inventory developed.	Formatting inventory onto document and need assistance with formatting	<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)		Complete festival risk assessment (CWIFR, WGH, CMO), 1 st meeting scheduled	<ul style="list-style-type: none"> • 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 73 calls for service during the month of February. CWIFR experienced 2 instances in which multiple calls for emergency service were received concurrently (total of 4 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 58 seconds. In this same time period, the 80th Percentile response time was 12 minutes and 29 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> <p>ICOM: Chief Smith coordinated with ICOM for clarification of dispatching procedures regarding two of CWIFR emergency responses.</p> <p>Wellness Program: Chief Smith completed his annual physical in support of the CWIFR Wellness Program, using the opportunity to identify issues and refine the process for future participation.</p> <p>E51 Damage: Chief Smith investigated and coordinated the repairs of E51 due to a backing incident.</p> <p>Operations Chiefs/EMS Chiefs meetings: Chief Smith coordinated and attended two separate meetings of Island County Chiefs. The inaugural Operations Chiefs meeting was attended by every fire agency in IC (NWF, CWIFR, SWF, OHFD, NAS, CIFR) with the goal of identifying issues common to all agencies and determining solutions, to include coordination with other public safety entities.</p>

CRR Division/A Shift Monthly Report

March 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>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 435 1906 651"> <thead> <tr> <th>Shift</th> <th>Inspections</th> <th>% Complete (Monthly)</th> <th>% Complete (Annual)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>5</td> <td>100%</td> <td>100%</td> </tr> <tr> <td>B</td> <td>2</td> <td>28.5%</td> <td>22%</td> </tr> <tr> <td>C</td> <td>0</td> <td>0%</td> <td>31%</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • LT Porter completed recertification of Car Seat Technician • LT Porter performed 2 requested car seat checks • FF Rogers/Chief Hartin met with WSRB to discuss recent re-rating • A shift installed 3 address signs • A shift installed smoke detector batteries at 1 residence • Chief Smith attended first meeting for upcoming Coupeville Water Festival 			Shift	Inspections	% Complete (Monthly)	% Complete (Annual)	A	5	100%	100%	B	2	28.5%	22%	C	0	0%	31%
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Training & Recruitment Division Monthly Report

March 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 • Schedule simulation labs (April, May, June) 	<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"> • Complete simulation labs (A/B/C) • On-line training phase 3 • Schedule simulation lab • Complete sim labs (D/Vol) • Programming of portable radios

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

<p>Low Angle Rescue (Smith)</p>	<ul style="list-style-type: none"> • Ropes, knots, & hardware • Anchors • Lowering systems • Belay systems • Mechanical advantage systems • Patient packaging and movement • Low angle rescue drills with all crews at Ft. Casey 	<p>Mounting and placement of rope rescue equipment on apparatus</p>	<ul style="list-style-type: none"> • Low angle rescue standard operating guideline (SOG) • Increase equipment cache 																								
<p>Pending Initiatives</p>		<p>Other Accomplishments/Activities</p>																									
<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>Learning Activity: Total learning hours are being collected and analyzed to determine appropriate metrics to provide data to the Washington Survey and Rating Bureau (WSRB) and for internal assessment of the training program. This training report will be expanded to differentiate between categories of training and average hours per member and target training hours will be determined beginning with the April report.</p> <table border="1" data-bbox="1062 769 1906 1086"> <thead> <tr> <th>Shift</th> <th>Total Hours</th> <th>Average Hours Per Member</th> <th>Target</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>35.25</td> <td></td> <td></td> </tr> <tr> <td>B</td> <td>73.7</td> <td></td> <td></td> </tr> <tr> <td>C</td> <td>76.7</td> <td></td> <td></td> </tr> <tr> <td>Volunteers</td> <td>48</td> <td></td> <td></td> </tr> <tr> <td>All Members</td> <td>233.65</td> <td></td> <td></td> </tr> </tbody> </table> <p>College Courses: Deputy Chief Smith completed latest college term, started final term for completion of BS degree.</p> <p>EMT Testing: Chief Smith took and passed the National Registry-EMT (NREMT) challenge test in Bellingham, to complete process of obtaining WA EMT cert.</p> <p>Ropes Rescue Drills: Chief Smith lead the crews in a final low-angle ropes evolution at the Ft. Casey Lighthouse. This brings together the culmination of the ropes training that has been taking place over the last few months, allowing the crews to see the evolution in a real-life scenario.</p>		Shift	Total Hours	Average Hours Per Member	Target	A	35.25			B	73.7			C	76.7			Volunteers	48			All Members	233.65		
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A	35.25																										
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Facilities Division/C Shift Monthly Report

March 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		<p>Cable Replacement: Work crews from WAVE coordinated with CWIFR for upgrade/replacement of communications cable from Race Road to the station. Replacement and hook up have been completed.</p>	

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Fleet Maintenance Division Monthly Report

March 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"> • E-53: Installed new emergency light bar. • B-54: Completed annual service to the apparatus and fire pump. Replaced inoperative electric auto eject. Removed wheel simulator's and painted wheels to match the truck. This will improve the efficiency of monthly apparatus inspections. • E-51: Installed new fire pump cooling valve. Installed a new driver's side intake valve. Serviced the fire pump transmission in accordance to the recommended service interval. Received its annual windshield wiper replacement. • E-512: Repaired the officer's side mid ship wig wag light wiring. Replaced three pump panel gauge's due to inaccuracy. Received annual windshield wiper replacement. • E-54: Replaced the pressure relief control valve assembly due to hard water corrosion causing it to fail. Replaced three clearance lights on the rear of the apparatus with a low profile LED light bar. Received its annual windshield wiper replacement. • R-51: Received its annual windshield wiper replacement. • S -591: Received normal P.M. service. • S-593: Replaced the officer's side rear tail light assembly. • T-51: Replaced the officer's side compartment fan. Received its annual windshield wiper replacement. <p>Pending Fleet Maintenance Activity: Includes:</p> <ul style="list-style-type: none"> • Officer's SCBA seats for T-53, and T-54. • Open Compartment door warning system installation on B-53 and B-54. • Installing electrical line from ceiling to E-512 at St-51. • Work truck tank installation.



Annual Fire Situation Report
Central Whidbey Island Fire & Rescue
From 01/01/2016 To 02/29/2016
Report Printed On: 03/10/2016

General Class	Jan 16	Feb 16	Total by Type
Chemical release, reaction, or toxic condition (42)		1	1
Controlled burning (63)		2	2
Cover assignment, standby at fire station, move-up (57)	2	3	5
Dispatched and cancelled en route (61)	18	12	30
Electrical wiring/equipment problem (44)	1		1
Emergency medical service (EMS) Incident (32)	49	33	82
EMS call where party has been transported (66)		1	1
Extrication, rescue (35)	1		1
False alarm and false call, other (70)		1	1
Flammable gas or liquid condition, other (40)		1	1
Medical assist (31)	16	10	26
Mobile property (vehicle) fire (13)	1		1
Outside rubbish fire (15)		1	1
Public service assistance (55)	2	2	4
Search for lost person (34)	1		1
Service call, other (50)		2	2
Severe Weather & Natural Disaster (8)		1	1
Smoke, odor problem (53)	1		1
Structure Fire (11)		1	1
Unintentional system/detector operation (no fire) (74)	5	2	7
Water problem (52)	1		1
Wrong location, no emergency found (62)	1		1
Total	99	73	172

Search Criteria

Dates: From 01/01/2016 To 02/29/2016 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue



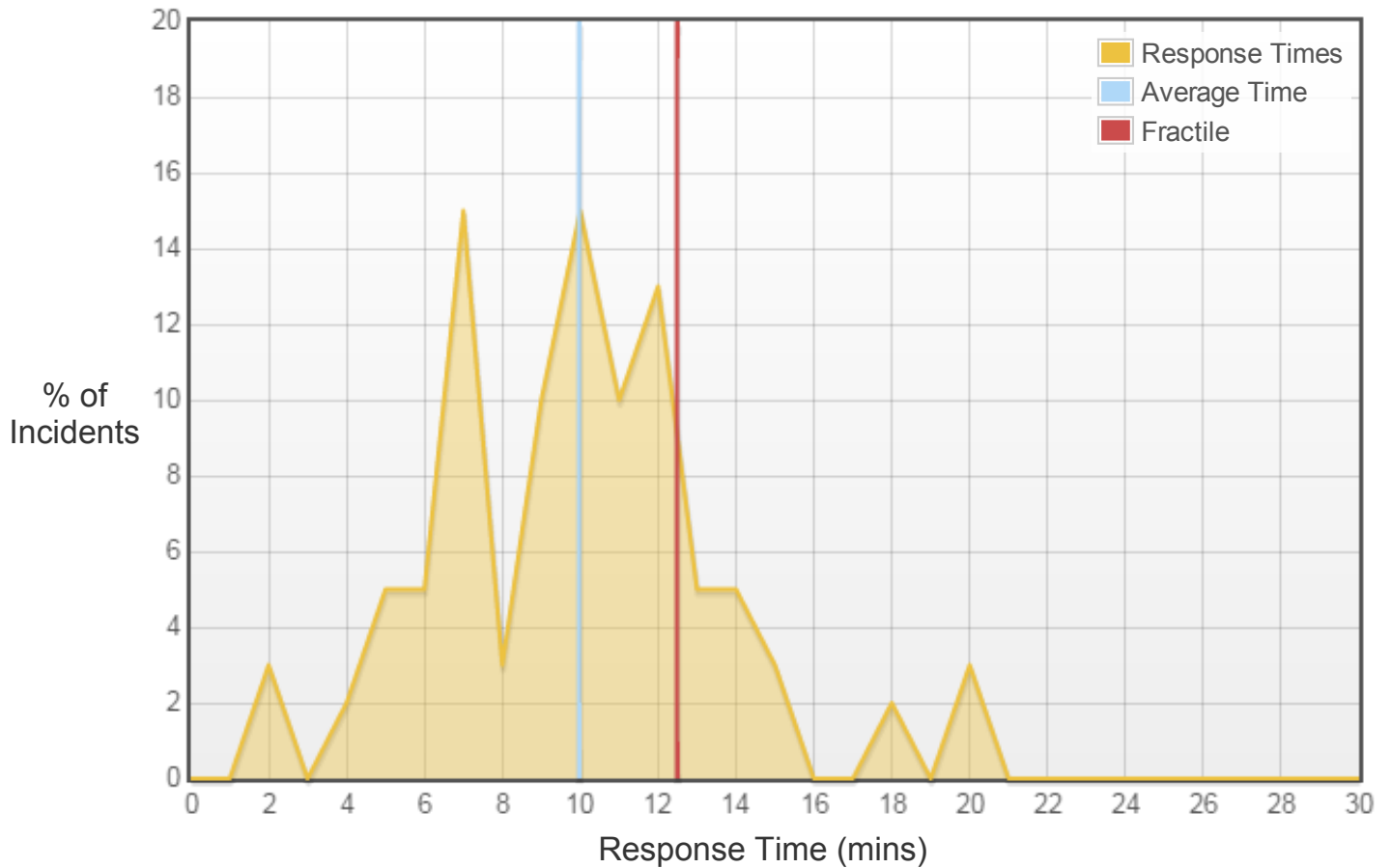
Fire Overlapping Calls Report
 From 02/01/16 To 02/29/16
 Report Printed On: 03/10/2016

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
16-CW0113	0	EMS call, excluding vehicle accident with injury (321)	02/04/16 23:03:17	02/04/16 23:40:51
16-CW0114	0	Detector activation, no fire - unintentional (744)	02/04/16 23:16:40	02/04/16 23:55:34
Minutes of overlap: 24.18				
Overlap: 2				
16-CW0118	0	Building fire (111)	02/07/16 09:09:40	02/07/16 09:31:14
16-CW0119	0	EMS call, excluding vehicle accident with injury (321)	02/07/16 09:25:10	02/07/16 09:54:07
Minutes of overlap: 6.07				
Overlap: 3				
16-CW0140	0	Cover assignment, standby, moveup (571)	02/16/16 05:11:22	02/16/16 06:26:11
16-CW0141	0	Dispatched and cancelled en route (611)	02/16/16 05:33:46	02/16/16 05:43:34
Minutes of overlap: 9.80				
Overlap: 4				
16-CW0164	0	Cover assignment, standby, moveup (571)	02/24/16 21:25:00	02/24/16 23:14:00
16-CW0163	0	Medical assist, assist EMS crew (311)	02/24/16 21:58:19	02/24/16 22:31:29
Minutes of overlap: 33.17				
Overlap: 5				
16-CW0165	0	EMS call, excluding vehicle accident with injury (321)	02/25/16 12:50:21	02/25/16 13:56:21
16-CW0166	0	Cover assignment, standby, moveup (571)	02/25/16 12:52:00	02/25/16 19:52:43
Minutes of overlap: 64.35				

Report Totals:**Occurrences of 2 Overlaps: 4**

Fractile Response Times Report for Apparatus Times

Date Range 02/01/2016 to 02/29/2016
Time Frame "Dispatch Time" to "Arrival Time"
Total # of Incidents Fitting Criteria 45 (60 apparatus records)
80% Fractile Response Time 12 min 29 sec
Highest Response Time 20 min 48 sec
Lowest Response Time 2 min 17 sec
Average Response Time 9 min 58 sec
Service(s) Central Whidbey Island Fire & Rescue
Incident Type(s) All
Response Mode(s) to Scene Emergency



 [Report Description](#)