

Administration Division Monthly Report

May 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin) First Draft by 9/1/16	Format as an element of the District's Integrated Comprehensive Plan	<ul style="list-style-type: none"> • Description of the district (common with Strategic Plan), need to complete maps (Larson) • Complete target hazard matrix (Slothower). • Risk assessment (Hartin) • Critical task analysis (Hartin) 	<ul style="list-style-type: none"> • Complete review of services • Historical performance • Service level objectives • Compliance methodology • Evaluation and policy recommendations • Generate document
Strategic Plan Revision (Hartin) First Draft by 9/1/16	<ul style="list-style-type: none"> • Identify strategic planning team • Draft SWOT worksheet (New CFAI Criteria) • Establishment of accreditation reference documents folders on the server. • Format as an element of the District's Integrated Comprehensive Plan • Draft layout for revised Strategic Plan • Review existing Strategic Plan • Preliminary Assessment- New CFAI Criteria • Develop Public Input Strategy • Public Input 	<ul style="list-style-type: none"> • Update SWOT • Revise strategic goals 	<ul style="list-style-type: none"> • 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>Administration Accomplishments:</p> <ul style="list-style-type: none"> • Chief Hartin attended the Congressional Fire Service Institute Symposium, Dinner, and National Advisory Council meeting in Washington, DC on May 4-6, 2016. Chief Hartin was representing the USA Branch of the Institution of Fire Engineers (as its President). Chief Hartin paid for his own airfare and lodging expenses. • Chief Hartin will be attending the International Fire Instructors Workshop in Ottawa, Ontario on May 30 through June 2, 2016. Chief Hartin's expenses will be paid by the Ottawa Fire Services. • Chief Hartin will be attending the Washington Fire Commissioners Association Saturday Seminar in Chelan, WA on June 4, 2016.

Operations Division/B Shift Monthly Report

May 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard Apparatus Inventory (Meek) <ul style="list-style-type: none"> • Tender completion (05/15/16) • Type 6 Engines (12/31/16) • Type 1 Engine (2017→) 	<ul style="list-style-type: none"> • Standard inventory developed (Tenders). • Need to get BA's repaired in order to have (2) BA's on each Tender • Standardized inventory format developed. 	<ul style="list-style-type: none"> • Inserting data into standard format • Standardization of equipment on the tenders 90% complete. • Need assistance with formatting • Need to standardize med bags (discussion w/Majestic) • Few more items to order 	<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) (Jun 15 th)	Completed festival risk assessment (CWIFR, WGH, CMO) after 1 st meeting	Develop Contingency Plans to address Risks - Schedule 2 nd meeting	<ul style="list-style-type: none"> • 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>Response Activity: Central Whidbey Island Fire & Rescue responded to 105 calls for service during the month of April. CWIFR experienced 10 instances in which multiple calls for emergency service were received concurrently (total of 20 incidents). Reports on incident types and frequency and occurrence of concurrent calls are attached.</p> <p>Average response time during the month was 11 minutes and 00 seconds. In this same time period, the 80th Percentile response time was 14 minutes and 55 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>Operations Division Accomplishments:</p> <p>Purchase of WODfitters rehabilitation/workout bands (Wellness Program Improvement)</p> <p>B Shift Accomplishments:</p> <ul style="list-style-type: none"> • Repair and servicing of Kubota mower deck • Replacement of Kubota's rear fiberglass body • Medical standby of Roller Derby in Oak Harbor • Inspected or made contact with all remaining past due inspections for 2016 (annual completion of inspections went from 33.3% in the month of March to 72.7% at the end of April). • Replacement of red trailer's decking and re-painting of trailer (C Shift/B Shift joint project). • Coordination/scheduling of rope rescue assessment at Youderian gravel pit. • Completion of rope rescue assessment. • Scheduling of light apparatus workgroup meetings. • Physical training every B shift in April (Wellness Program Improvement)

CRR Division/A Shift Monthly Report

May 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Pilot Project (Porter) (Oct 1 st)	Notify Terry Road Mobile Home Park Management	<ul style="list-style-type: none"> Flyer (May 30th) Data collection form (June 15th) (then will be sent to Jessica Larson to update collector app) 	<ul style="list-style-type: none"> Collector App (coordinate with J. Larson – June 15th?) Schedule & staffing for Community Meeting (Aug 15th) Community meeting (Aug 31st) Conduct surveys (Aug 31st) Analyze data & lessons learned (Sep 30th)
Hydrant Inspection & Testing (Rogers) <i>Note: This is not routine inspection and testing</i> (Jun 1st)		<ul style="list-style-type: none"> Author Hydrant Program SOG Obtain Missing Water System and Flow Data 	<ul style="list-style-type: none"> Inspection and flow test agreement
Preplan Program: Target Hazard & Long Driveway(Rogers) (Nov 1 st)	<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> <tr> <th>Shift</th><th>Inspections</th><th>% Complete (Monthly)</th><th>% Complete (Annual)</th></tr> <tr> <td>A</td><td>5/7</td><td>71</td><td>95</td></tr> <tr> <td>B</td><td>7/9</td><td>77</td><td>72.7</td></tr> <tr> <td>C</td><td>5/5</td><td>100</td><td>100</td></tr> </table> <p>CRR Division Accomplishments:</p> <ul style="list-style-type: none"> Inspection numbers look different because as of April we are not counting them as complete until the re-inspection is complete. Each shift is working with local businesses to complete several re-inspections. Inspection reporting spreadsheet reconfigured for each shift. <p>A Shift Accomplishments:</p> <ul style="list-style-type: none"> A shift invited Fire Safety Week Winners to Station 51 to have lunch and a station tour. Completed testing of used 5" hose, moved to station 52 Completed rope rescue assessment 		Shift	Inspections	% Complete (Monthly)	% Complete (Annual)	A	5/7	71	95	B	7/9	77	72.7	C	5/5	100	100
Shift	Inspections	% Complete (Monthly)	% Complete (Annual)																
A	5/7	71	95																
B	7/9	77	72.7																
C	5/5	100	100																

Training & Recruitment Division Monthly Report

May 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Training Plan & Schedule (Helm) <i>Tentative timeline for completion will be December 2016 for implementation in 2017</i>	<ul style="list-style-type: none"> List of Member Certifications Qualifications requirements by rank and role 	<ul style="list-style-type: none"> Author introduction, need coaching and collaboration with Chief Hartin Training requirements Current state of training 	<ul style="list-style-type: none"> Training program SWOT Gap analysis Delivery system The way forward
Marine Response Training (Helm & Meek) <i>Initial timeline for in-service deployment was March 31st 2016, but after evaluation, Tentative in service date moved to May 1st 2016</i>	<ul style="list-style-type: none"> Overview & characteristics Overview and characteristics curriculum development Operational characteristics & limitations training Maintenance procedures training Trailer and launching 	<ul style="list-style-type: none"> Trailer and launching curriculum development, need to finish documentation and skill sheets 	<ul style="list-style-type: none"> Marine Rescue standard operating guideline (SOG)
Blue Card Implementation (Hartin) Phase 2 Completion by 7/1/16 Phase 3 Completion in 2017	<ul style="list-style-type: none"> Complete simulation lab (CMD) Command Officers completed sim lab On-line training Phase 2, all members complete Portable radios for the sim lab Schedule simulation labs (April, May, June) Sim lab configuration, TV stand Final draft Blue Card and related SOGs Programming of portable radios Schedule simulation lab Complete 10-Minute Training documentation 	Complete Phase 2 simulation labs, need role players.	<ul style="list-style-type: none"> On-line training Phase 3 Complete Phase 3 sim labs (D/Vol)

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Low Angle Rescue (Smith) Operational Capability by 4/30/16 SOG completed by 6/30/16	<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• Mounting and placement of rope rescue equipment on apparatus		<ul style="list-style-type: none">• Low angle rescue standard operating guideline (SOG)• Increase equipment cache																														
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>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><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><tr><td>A</td><td>3</td><td>42.75</td><td>4.275</td><td></td></tr><tr><td>B</td><td>0</td><td>115</td><td>8.21</td><td></td></tr><tr><td>C</td><td>0</td><td>160.5</td><td>13.37</td><td></td></tr><tr><td>Volunteers</td><td>0</td><td>189.15</td><td>9.007</td><td></td></tr><tr><td>All Members</td><td>3</td><td>507.4</td><td>11.8</td><td></td></tr></table> <p>Program Development: No activity reported for the month of April</p> <p>Recruitment Activity: Developing Conceptual ideas for Out of District Volunteer program. Have contacted multiple outside agencies from Oregon who are using a similar program with efficiency.</p> <p>Captain Helm will be attending the International Association of Fire Chiefs, Volunteer and Combination Chief Officers conference in Reno, NV as part of the pilot recruitment project. Expenses paid by the IAFC’s grant.</p>		Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target	A	3	42.75	4.275		B	0	115	8.21		C	0	160.5	13.37		Volunteers	0	189.15	9.007		All Members	3	507.4	11.8	
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All Members	3	507.4	11.8																														

Facilities Division/C Shift Monthly Report

May 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Facilities Maintenance Plan (Vrable) Completion Date 07/01/16	<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) Completion Date 08/01/16	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) Completion Date 10/01/16	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		C Shift Accomplishments: Successfully completed rope rescue assessment Facilities Division Accomplishments: Gathered bids for Station 53 bunkhouse crawl space repair.	

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Fleet Maintenance Division Monthly Report

May 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Fleet Maintenance SOG (Matros) (NFPA 1911/Pump Testing) Complete by 9/30/16. Pump testing dependent on availability of testing company.			<ul style="list-style-type: none"> Purpose, Scope, & Policy Procedure for Fire Apparatus Procedure for Staff Vehicles
2015 NFPA 1911 Catch Up (Matros) Complete by 6/30/16	Brush 54	Engine 54 Tender 54	
Mobile Repair Vehicle Up Fit (Matros) Complete by 9/30/16			<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) 		Fleet Maintenance Activity: <ul style="list-style-type: none"> 500 - Received a new passenger's side window regulator and motor due to the regulator failing. The vehicle also had a parasitic battery drain which was diagnosed and repaired. The alley lights were converted to LED and the emergency light switch was replaced due to switch failure. 501 - Received radio work due to bad coaxial cable ends causing bad transmission and reception. The vehicle was also sent to Main Street Collision for body damaged due to a deer strike. 502 - Had a recall addressed by Frontier Chevrolet. 505 - Received the correct radio programming to place this vehicle fully in service. The vehicle also had a recall addressed by Frontier Chevrolet and had its auto eject replaced under warranty. 	

Pending Initiatives (Continued)	Other Accomplishments/Activities (Continued)
	<p>Fleet Maintenance Activity (Continued)</p> <ul style="list-style-type: none"> • B-53 - Received its 1911 annual service along with new front brakes, batteries, and an electric auto eject. • B-54 - Received repair to the right rear bumper due to an incident with the gator trailer. • E-512 - Operator stated that the speedometer was not working. No repair needed. The pump engage lever was not fully pushed in and locked causing the ecm to register pump engagement. • E-53 - Repair was made to the rear tank fill drain valve after it was scraped on the ground and torn loose from its mounts. • Passed the Gasoline Engine and HVAC ASE tests for Level III EVT Certification. <p>Pending Activity:</p> <ul style="list-style-type: none"> • Install officer's SCBA seats for T-53, and T-54. • Install open Compartment door warning system on B-53 and B-54. • Install 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 04/30/2016
 Report Printed On: 05/12/2016

General Class	Jan 16	Feb 16	Mar 16	Apr 16	Total by Type
Animal problem or rescue (54)				1	1
Chemical release, reaction, or toxic condition (42)		1			1
Controlled burning (63)		2	1		3
Cover assignment, standby at fire station, move-up (57)	2	3		1	6
Dispatched and cancelled en route (61)	16	12	15	20	63
Electrical wiring/equipment problem (44)	1		9	1	11
Emergency medical service (EMS) Incident (32)	49	33	43	47	172
EMS call where party has been transported (66)		1			1
Extrication, rescue (35)	1		1	1	3
False alarm and false call, other (70)		1		3	4
Flammable gas or liquid condition, other (40)		1	1		2
Good Intent call, other (60)			2	1	3
HazMat release investigation w/no HazMat (67)			1		1
Medical assist (31)	16	10	11	11	48
Mobile property (vehicle) fire (13)	1		1	1	3
Natural vegetation fire (14)				2	2
Outside rubbish fire (15)		1	1	1	3
Person in distress (51)			1		1
Public service assistance (55)	2	2	17	1	22
Search for lost person (34)	1				1
Service call, other (50)		2	6		8
Severe Weather & Natural Disaster (8)		1	5		6
Smoke, odor problem (53)	1		1	2	4
Special outside fire (16)			1		1
Special type of incident, other (90)			1		1
Structure Fire (11)		1	2	1	4
System or detector malfunction (73)			2	4	6
Unintentional system/detector operation (no fire) (74)	5	2	4	5	16
Water or ice-related rescue (36)				2	2
Water problem (52)	1				1
Wrong location, no emergency found (62)	1		1		2
Total	99	73	127	105	404

Search Criteria

Dates: From 01/01/2016 To 04/30/2016 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue



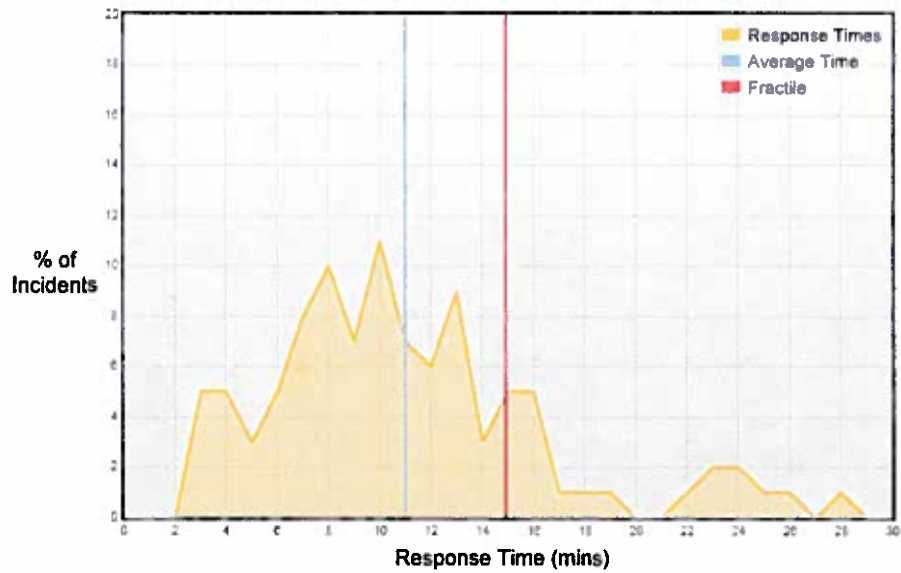
Fire Overlapping Calls Report
From 04/01/16 To 04/30/16
Report Printed On: 05/12/2016

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
16-CW0310	0	EMS call, excluding vehicle accident with injury (321)	04/02/16 19:51:25	04/02/16 20:28:17
16-CW0311	0	EMS call, excluding vehicle accident with injury (321)	04/02/16 19:58:38	04/02/16 20:29:16
Minutes of overlap: 29.65				
Overlap: 2				
16-CW0320	0	False alarm or false call, other (700)	04/08/16 21:42:27	04/08/16 22:20:51
16-CW0321	0	Dispatched and cancelled en route (611)	04/08/16 22:05:43	04/08/16 22:23:03
Minutes of overlap: 15.13				
Overlap: 3				
16-CW0326	0	EMS call, excluding vehicle accident with injury (321)	04/07/16 16:37:39	04/07/16 16:43:00
16-CW0327	0	Medical assist, assist EMS crew (311)	04/07/16 18:08:46	04/07/16 18:31:50
Minutes of overlap: 25.07				
Overlap: 4				
16-CW0329	0	EMS call, excluding vehicle accident with injury (321)	04/08/16 03:26:20	04/08/16 04:34:58
16-CW0330	0	EMS call, excluding vehicle accident with injury (321)	04/08/16 03:35:00	04/08/16 03:58:22
Minutes of overlap: 23.37				
Overlap: 5				
16-CW0342	0	Smoke detector activation due to malfunction (733)	04/12/16 18:33:11	04/12/16 18:54:50
16-CW0344	0	Detector activation, no fire - unintentional (744)	04/12/16 18:40:18	04/12/16 19:03:51
16-CW0343	0	Dispatched and cancelled en route (611)	04/12/16 18:44:01	04/12/16 18:52:36
16-CW0345	0	EMS call, excluding vehicle accident with injury (321)	04/12/16 18:53:52	04/12/16 19:16:15
Minutes of overlap: 24.08				
Overlap: 6				
16-CW0344	0	Detector activation, no fire - unintentional (744)	04/12/16 18:40:18	04/12/16 19:03:51
16-CW0343	0	Dispatched and cancelled en route (611)	04/12/16 18:44:01	04/12/16 18:52:36
16-CW0345	0	EMS call, excluding vehicle accident with injury (321)	04/12/16 18:53:52	04/12/16 19:16:15
Minutes of overlap: 18.57				
Overlap: 7				
16-CW0356	0	Natural vegetation fire, other (140)	04/15/16 14:56:41	04/15/16 15:56:09
16-CW0357	0	EMS call, excluding vehicle accident with injury (321)	04/15/16 15:34:49	04/15/16 16:04:57
Minutes of overlap: 21.33				
Overlap: 8				
16-CW0376	0	EMS call, excluding vehicle accident with injury (321)	04/21/16 01:17:35	04/21/16 01:33:20
16-CW0377	0	Dispatched and cancelled en route (611)	04/21/16 01:29:15	04/21/16 01:45:58
Minutes of overlap: 4.08				
Overlap: 9				
16-CW0390	0	High-angle rescue (356)	04/25/16 16:46:50	04/25/16 17:08:10
16-CW0391	0	Dispatched and cancelled en route (611)	04/25/16 16:58:13	04/25/16 17:03:34
Minutes of overlap: 5.35				
Overlap: 10				
16-CW0392	0	EMS call, excluding vehicle accident with injury (321)	04/26/16 11:00:00	04/26/16 11:45:44
16-CW0393	0	Dispatched and cancelled en route (611)	04/26/16 11:13:03	04/26/16 11:20:18
Minutes of overlap: 7.25				

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	04/01/2016 to 04/30/2016
Time Frame	"Dispatch Time" to "Arrival Time"
Total # of Incidents Fitting Criteria	61 (100 apparatus records)
80% Fractile Response Time	14 min 55 sec
Highest Response Time	27 min 39 sec
Lowest Response Time	2 min 30 sec
Average Response Time	11 min 0 sec
Service(s)	Central Whidbey Island Fire & Rescue
Incident Type(s)	All
Response Mode(s) to Scene	Emergency



Report Description