

Administration Division Monthly Report

June 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
<p>Standard of Coverage (Hartin) First Draft by 9/1/16</p>	<p>Format as an element of the District's Integrated Comprehensive Plan</p>	<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) • Research on records management systems used by accredited agencies (reporting format) 	<ul style="list-style-type: none"> • Complete review of services • Historical performance • Service level objectives • Compliance methodology • Evaluation and policy recommendations • Generate document
<p>Strategic Plan Revision (Hartin) First Draft by 9/1/16</p>	<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 • Update SWOT 	<ul style="list-style-type: none"> • 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) • Inventory Control RMS (Hartin) • Lean Process (Hartin/Harpe) • The Financial Management Assessment program was discontinued by the GFOA and has been removed from the Administration Division list of initiatives for 2016 (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 attended the International Fire Instructors Workshop in Ottawa, Ontario on May 30 through June 2, 2016. Chief Hartin’s expenses were paid by the Ottawa Fire Services. • Chief Hartin attended the Washington Fire Commissioners Association Saturday Seminar in Chelan, WA on June 4, 2016. • Coordination and preparation for successful CWIFR annual Banquet • Prepared for new hires integration and arrival

Operations Division/B Shift Monthly Report

June 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
<p>Standard Apparatus Inventory (Meek)</p> <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. • Tender inventory document formatted (revision(s) in progress) 	<ul style="list-style-type: none"> • Standardization of equipment on the tenders 90% complete. • Need to standardize med bags (discussion w/Majestic) • A few more items to order to fully equip the Tenders with the standard inventory. 	<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
<p>Special Event Risk Assessment & Planning (Smith) (Jun 15th)</p>	<ul style="list-style-type: none"> • Completed festival risk assessment (CWIFR, WGH, CMO) after 1st meeting • Scheduled 2nd Meeting for 6/2 • Contingency Plans developed to address Risks - during 2nd meeting 	<p>Develop event specific deployment strategies.</p>	<p>Draft Standard Operating Guideline (SOG).</p>

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

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 97 calls for service during the month of May. CWIFR experienced 8 instances in which multiple calls for emergency service were received concurrently (total of 13 incidents). One prolonged call was a Split-crew to staff WGH-8 for an off island transport (otherwise there would have been 6 instances, affecting 12 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 57 seconds. In this same time period, the 80th Percentile response time was 13 minutes and 31 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> <ul style="list-style-type: none"> • Tender inventory document formatted and in revision process (with Hartin) • SafeBoat (M5) in service • Supported 3-day CERT class with Volunteer instructors • Supported Coupeville Water Festival & Canoe Races with staffing of R51 and the new M5 for support of the races, with 5 Volunteers. <p>B Shift Accomplishments:</p> <ul style="list-style-type: none"> • Removal of brush/trees from communications area at 53. • Completion of Blue Card Incident Commander Program. • Completion of hose testing (B-shift's assigned hose). • Reorganization and clean-up of workbench area at 53. • Conducted first light apparatus group meeting and assigned tasks to members of group for June 3rd meeting. • Submitted a M5 electronics proposal. • McMahan heavy AO qualified.

CRR Division/A Shift Monthly Report

June 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) 	<ul style="list-style-type: none"> Data collection form (June 15th) (then will be sent to Jessica Larson to update collector app) Collector App (coordinate with J. Larson – June 15th) 	<ul style="list-style-type: none"> 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 15th)		<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 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>1/7</td> <td>14</td> <td>77.4</td> </tr> <tr> <td>B</td> <td>3/6</td> <td>50</td> <td>65.5</td> </tr> <tr> <td>C</td> <td>8/8</td> <td>100</td> <td>100</td> </tr> </tbody> </table> <p><i>Low monthly inspection numbers due to shifts working to coordinate inspections with businesses who requested June inspections. Also shifts are working with businesses to complete reinspections for larger violation items; some include Camp Casey drywall and electrical, Tyee Café roof repair and electrical.</i></p> <p>CRR Division Accomplishments: Flyer 1st draft complete for Home Safety Survey this August</p> <p>A Shift Accomplishments:</p> <ul style="list-style-type: none"> • Completed assigned hose testing assignment. • Completed all Part time Member Values based feedback. • Assisted CERT team setup at Station 54 • Pressure washing Station 54 entrance. • Participated in Senior Walk a Thon and assisted with loading supplies. • Promotional materials for festivals ordered. Plans in place to distribute Festival information kit to Station 51 for use during local events. • Prepared E53 for Memorial Day Parade. • Assisted with roof prop repair for return to SWFR. • Response time for CPR call to Shangri La Shores in 1 minute, after less than 1 minute on scene: quality compressions were being performed and king airway tube had been placed. • Installed smoke detector batteries for customer in Crockett Lake. • LT Porter turned in EMT recertification documentation. 			Shift	Inspections	% Complete (Monthly)	% Complete (Annual)	A	1/7	14	77.4	B	3/6	50	65.5	C	8/8	100	100
Shift	Inspections	% Complete (Monthly)	% Complete (Annual)																	
A	1/7	14	77.4																	
B	3/6	50	65.5																	
C	8/8	100	100																	

Training & Recruitment Division Monthly Report

June 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
<p>Training Plan & Schedule (Helm)</p> <p><i>Tentative timeline for completion will be December 2016 for implementation in 2017</i></p>	<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
<p>Marine Response Training (Helm & Meek)</p> <p><i>Initial timeline for in-service deployment was March 31st 2016, but after evaluation, Tentative in service date moved to May 1st 2016</i></p>	<ul style="list-style-type: none"> Overview & characteristics Overview and characteristics curriculum development Operational characteristics & limitations training Maintenance procedures training Trailing and launching 	<ul style="list-style-type: none"> Trailing and launching curriculum development, need to finish documentation and skill sheets Marine Rescue Academy completed 6/5/16 	<ul style="list-style-type: none"> Marine Rescue standard operating guideline (SOG)
<p>Blue Card Implementation (Hartin)</p> <p>Phase 2 Completion by 7/1/16</p> <p>Phase 3 Completion in 2017</p>	<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 	<p>Complete Phase 2 simulation labs, need role players.</p>	<ul style="list-style-type: none"> On-line training Phase 3 Complete Phase 3 sim labs (D/Vol)

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
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) • Out of District Volunteer Opportunities (Helm/Hartin) 	<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.</p>																																		
	<table border="1"> <thead> <tr> <th data-bbox="1056 344 1251 407">Shift</th> <th data-bbox="1253 344 1398 407">Shifts with 1 hour or less</th> <th data-bbox="1400 344 1566 407">Total Hours</th> <th data-bbox="1568 344 1738 407">Average Hours Per Member</th> <th data-bbox="1740 344 1915 407">Target</th> </tr> </thead> <tbody> <tr> <td data-bbox="1056 409 1251 456">A</td> <td data-bbox="1253 409 1398 456">3</td> <td data-bbox="1400 409 1566 456">110.25</td> <td data-bbox="1568 409 1738 456">12.25</td> <td data-bbox="1740 409 1915 456"></td> </tr> <tr> <td data-bbox="1056 457 1251 505">B</td> <td data-bbox="1253 457 1398 505">0</td> <td data-bbox="1400 457 1566 505">214.9</td> <td data-bbox="1568 457 1738 505">15.35</td> <td data-bbox="1740 457 1915 505"></td> </tr> <tr> <td data-bbox="1056 506 1251 553">C</td> <td data-bbox="1253 506 1398 553">3</td> <td data-bbox="1400 506 1566 553">64.5</td> <td data-bbox="1568 506 1738 553">7.2</td> <td data-bbox="1740 506 1915 553"></td> </tr> <tr> <td data-bbox="1056 555 1251 602">Volunteers</td> <td data-bbox="1253 555 1398 602">0</td> <td data-bbox="1400 555 1566 602">235.5</td> <td data-bbox="1568 555 1738 602">11.21</td> <td data-bbox="1740 555 1915 602"></td> </tr> <tr> <td data-bbox="1056 604 1251 651">All Members</td> <td data-bbox="1253 604 1398 651">9</td> <td data-bbox="1400 604 1566 651">581.15</td> <td data-bbox="1568 604 1738 651">14.75</td> <td data-bbox="1740 604 1915 651"></td> </tr> </tbody> </table>					Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target	A	3	110.25	12.25		B	0	214.9	15.35		C	3	64.5	7.2		Volunteers	0	235.5	11.21		All Members	9	581.15	14.75	
Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target																															
A	3	110.25	12.25																																
B	0	214.9	15.35																																
C	3	64.5	7.2																																
Volunteers	0	235.5	11.21																																
All Members	9	581.15	14.75																																
	<p>Recruitment Activity:</p> <ul style="list-style-type: none"> • Captain Helm attended the VOCS Symposium in the West put on by the IAFC. This was the introduction and kick off meeting for the VWFS Volunteer Recruitment Grant that we received. All expenses paid by the IAFC • 6 interest applications in for Out-of-District Volunteer consideration. • 2 interest applications in for In-District Volunteer consideration, with applications sent out. 																																		
	<p>Accomplishments:</p> <p>At Direction from Island County Chiefs, Marine Rescue Academy planning completed.</p>																																		

This page intentionally blank

Facilities Division/C Shift Monthly Report

June 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		<p>C Shift Accomplishments: Supported Coupeville Water Festival</p> <p>Facilities Division Accomplishments:</p>	

This page intentionally blank

Fleet Maintenance Division Monthly Report

June 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) 		<p>Fleet Maintenance Activity:</p> <ul style="list-style-type: none"> • FFII written test completed • E-54 – Annual 1911 Inspection • T-54 – Annual 1911 Inspection • 502 – Normal PM work • S-591 – Normal PM work • M-5 – Installed shore power charging system. <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. 	

This page intentionally blank



Annual Fire Situation Report
Central Whidbey Island Fire & Rescue
From 01/01/2016 To 05/31/2016
Report Printed On: 06/09/2016

General Class	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Total by Type
Animal problem or rescue (54)				1		1
Chemical release, reaction, or toxic condition (42)		1				1
Combustible/flammable spills & leaks (41)					1	1
Controlled burning (63)		2	1		3	6
Cover assignment, standby at fire station, move-up (57)	2	3		1		6
Dispatched and cancelled en route (61)	18	12	15	20	16	81
Electrical wiring/equipment problem (44)	1		9	1		11
Emergency medical service (EMS) Incident (32)	49	33	43	47	61	233
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	8	56
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	2	8
Unintentional system/detector operation (no fire) (74)	5	2	4	5	2	18
Water or ice-related rescue (36)				2	1	3
Water problem (52)	1					1
Wrong location, no emergency found (62)	1		1		3	5
Total	99	73	127	105	97	501

Search Criteria

Dates: From 01/01/2016 To 05/31/2016 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue

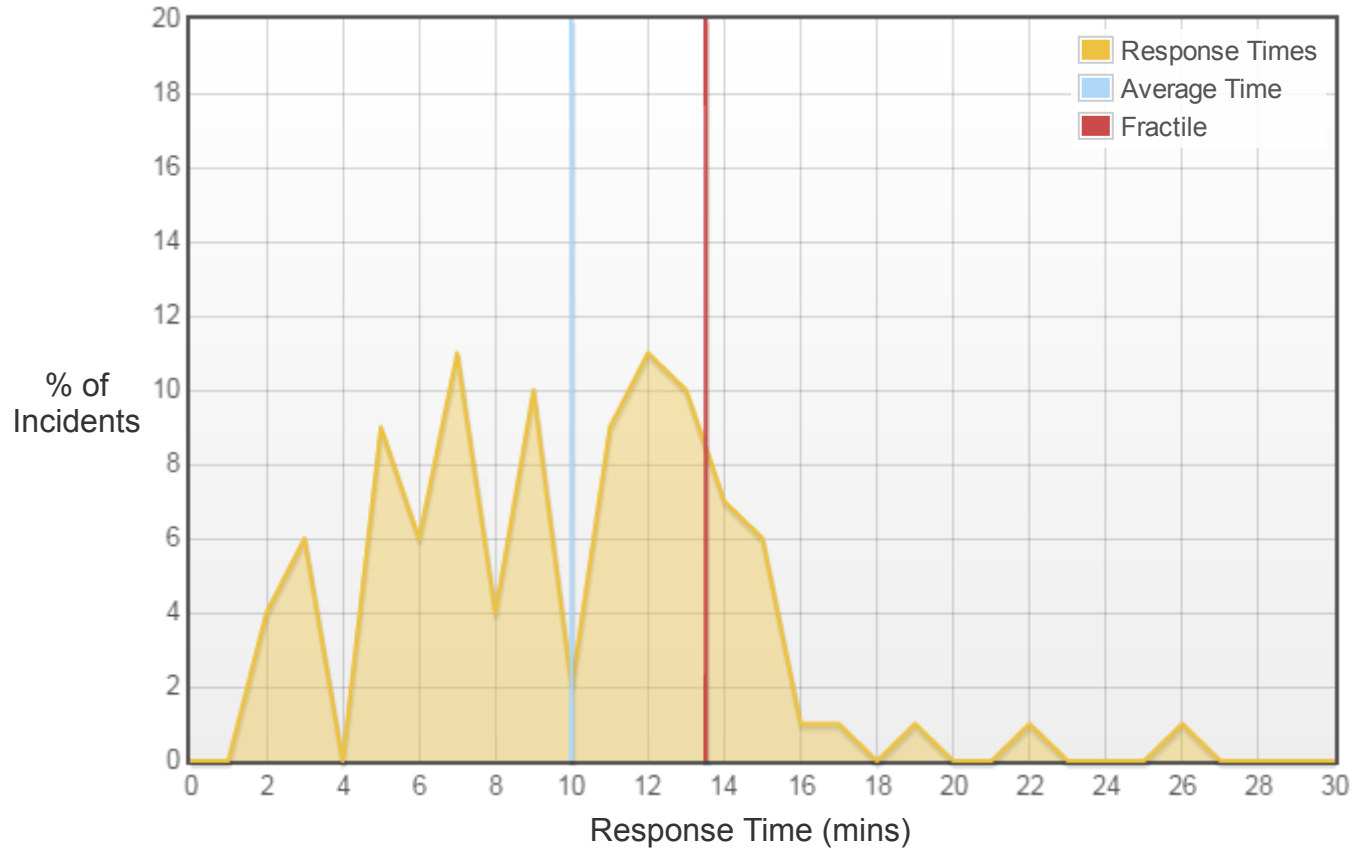


Fire Overlapping Calls Report
From 05/01/16 To 05/31/16
Report Printed On: 06/09/2016

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
16-CW0417	0	EMS call, excluding vehicle accident with injury (321)	05/03/16 01:33:56	05/03/16 02:16:36
16-CW0418	0	Alarm system activation, no fire - unintentional (745)	05/03/16 02:15:06	05/03/16 02:56:39
Minutes of overlap: 1.50				
Overlap: 2				
16-CW0431	0	Medical assist, assist EMS crew (311)	05/07/16 07:23:44	05/07/16 07:42:49
16-CW0433	0	EMS call, excluding vehicle accident with injury (321)	05/07/16 07:30:00	05/07/16 10:41:52
Minutes of overlap: 12.82				
Overlap: 3				
16-CW0433	0	EMS call, excluding vehicle accident with injury (321)	05/07/16 07:30:00	05/07/16 10:41:52
16-CW0432	0	EMS call, excluding vehicle accident with injury (321)	05/07/16 10:27:39	05/07/16 10:35:08
Minutes of overlap: 7.48				
Overlap: 4				
16-CW0435	0	EMS call, excluding vehicle accident with injury (321)	05/07/16 15:15:00	05/07/16 16:03:03
16-CW0436	0	EMS call, excluding vehicle accident with injury (321)	05/07/16 15:58:37	05/07/16 16:23:45
Minutes of overlap: 4.43				
Overlap: 5				
16-CW0450	0	Motor vehicle accident with injuries (322)	05/12/16 13:31:14	05/12/16 14:45:11
16-CW0451	0	Dispatched and cancelled en route (611)	05/12/16 14:04:09	05/12/16 14:11:22
Minutes of overlap: 7.22				
Overlap: 6				
16-CW0459	0	EMS call, excluding vehicle accident with injury (321)	05/15/16 02:48:20	05/15/16 03:05:15
16-CW0460	0	EMS call, excluding vehicle accident with injury (321)	05/15/16 02:57:36	05/15/16 03:12:59
Minutes of overlap: 7.65				
Overlap: 7				
16-CW0482	0	EMS call, excluding vehicle accident with injury (321)	05/23/16 15:06:19	05/23/16 15:33:20
16-CW0483	0	EMS call, excluding vehicle accident with injury (321)	05/23/16 15:10:46	05/23/16 15:33:05
Minutes of overlap: 22.32				
Overlap: 8				
16-CW0491	0	Alarm system sounded due to malfunction (735)	05/27/16 12:27:12	05/27/16 13:03:05
16-CW0492	0	Dispatched and cancelled en route (611)	05/27/16 12:38:03	05/27/16 13:58:57
Minutes of overlap: 25.03				

Report Totals:**Occurrences of 2 Overlaps: 7**

Fractile Response Times Report for Apparatus Times	
Date Range	05/01/2016 to 05/31/2016
Time Frame	"Dispatch Time" to "Arrival Time"
Total # of Incidents Fitting Criteria	56 (82 apparatus records)
80% Fractile Response Time	13 min 31 sec
Highest Response Time	26 min 25 sec
Lowest Response Time	1 min 22 sec
Average Response Time	10 min 0 sec
Service(s)	Central Whidbey Island Fire & Rescue
Incident Type(s)	All
Response Mode(s) to Scene	Emergency



 Report Description