Administration Division Monthly Report

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 Research on records management systems used by accredited agencies (reporting format) Complete services provided 	 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) Historical performance Service level objectives Compliance methodology Evaluation and policy recommendations Generate document
Strategic Plan Revision (Hartin) First Draft by 9/1/16	 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 Revise strategic goals 	Update based on new goals	Generate new document

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Lean Process (Hartin/Harpe)	Schedule participation in MRSC		Complete webinar
	webinar on Lean Process in the Public Sector		Develop an action plan to implement lean process concepts
Pending	Initiatives	Other Accomplish	hments/Activities
CQI Program (Hartin)		Administration Accomplishments:	
Inventory Control RMS (Hartin)		 Chief Hartin attended the International Fire Instructors Workshop in Ottawa, Ontario on May 30 through June 2, 2016. Chief Hartin's experience paid by the Ottawa Fire Services. 	
		Chief Hartin attended the Washingto Saturday Seminar in Chelan, WA on J	
		 Chief Hartin and LT Derik Vrable will be traveling to Perez, Argentin deliver a week of fire behavior and tactics training for the Perez Vo Fire Department July 22-30, 2016. This opportunity to share our kn and expertise across borders is a tremendous opportunity for LT Vo expand his knowledge and understanding of the international fire community. He was selected from six CWIFR members who express interest in participating in this learning opportunity. All expenses a paid by the Perez Volunteer Fire Department. 	
		Chief Hartin will be participating in re Delaware County, PA on August 10-1 annual meeting in Jackson WY on Au	1, 2017 and in the UL Advisory Board
		Chief Hartin will be on PTO and off the control of the contro	ne Island August 12-21, 2017.

Operations Division/B Shift Monthly Report

July 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard Apparatus Inventory (Meek) • Tender completion (9/1/16)	Standard inventory developed (Tenders).	Compact bag for non-aid-licensed vehicle medical kit being identified	Develop standard inventory for Type 6 Engines
 Type 6 Engines (12/31/16) Type 1 Engine (2017→) 	 Need to get BA's repaired in order to have (2) BA's on each Tender Standardized inventory format developed Standardization of equipment on the tenders complete 	 Standard inventory format under revision (tender inventory complete) Need installation of SCBA seat bracket (see Fleet Maintenance Report) 	 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) 7/31/16	 1st meeting - Completed festival risk assessment (CWIFR, WGH, CMO) 2nd meeting - Developed Contingency Plans addressing identified risks Scheduled 3rd meeting to develop event specific deployment strategies (6/29) SOG outline and review 	Draft Standard Operating Guideline (SOG)	

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Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Respiratory Protection Program (Huff) Completion by 8/31/16		Develop draft Respiratory Protection Program SOG	 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.
Low Angle Rescue (Smith/Hartin) SOG Completed by 8/31/16	Ropes, knots, & hardwareAnchors	 Rope Rescue standard operating guideline (SOG) – 2nd draft Increasing back up equipment 	
	Lowering systemsBelay systems	cache	
	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		
	Final evaluation drill		
	Rope Rescue SOG 1 st draft		

Pending Initiatives	Other Accomplishments/Activities
 CQI Program (Smith) Wellness Program Improvement (Meek) Structural Collapse Program Development (Meek/Behan) 	Response Activity: Central Whidbey Island Fire & Rescue responded to 109 calls for service during the month of June. CWIFR experienced 9 instances in which multiple calls for emergency service were received concurrently (total of 16 incidents). Reports on incident types and frequency and occurrence of concurrent calls are attached.
	Average response time during the month was 10 minutes and 13 seconds. In this same time period, the 80 th Percentile response time was 13 minutes and 44 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.
	 Operations Division Accomplishments: Purchased more mats, and foam rollers (wellness improvement) Started process of repairing citizen door after forcible entry needed Volunteer crew staffing for annual Lion's weekend garage sale event New hire orientations Station walk-thu's (Deputy Chief with A, B shifts – St 53 and 54) Chief Smith participated as assessor for SWFE LT testing process (6/4)
	 B Shift Accomplishments: Overhaul of Station 53 (cleaning) New part-time member orientation (Lloyd) Fix of M5 spotlight (Kellison)

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CRR Division/A Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Pilot Project (Porter)	Notify Terry Road Mobile Home Park Management	Logistics planning and procurement for pilot project	Schedule & staffing for Community Meeting (8/15)
Completion by 10/1/16	• Flyer (May 30 th)-Needs Revision		Community meeting (8/31)
	Data collection form (July 5th) (sent to Jessica Larson on 7/6/16)		Conduct surveys (8/31)
	• Collector App (scheduled completion by 7/11/16)		• Analyze data & lessons learned (9/30)
Hydrant Inspection & Testing		Author Hydrant Program SOG	Inspection and flow test agreement
(Rogers) Note: This is not routine inspection and testing		Obtain Missing Water System and Flow Data	(need to discuss with District's Attorney, Rich Davis)
Completion by 7/31/16			
Preplan Program: Target Hazard & Long Driveway(Rogers) Completion by 11/1/16	 Identify long driveway characteristics Long driveway list 	 Private road list Complete target hazards matrix (SOC) 	 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

Initiative	Conditions (Done)	Actions (Doing) & Needs Backlog		cklog		
Preplan Program: Target Hazard &		Building outlines (Jessica)		es (Jessica)		
Long Driveway-Continued (Rogers)		Data entry		Data entry into	ntry into GIS	
Pending I	Pending Initiatives		Other Accomplis	hments/Activities		
Fire Inspection RMS (Porter) Event Public Education Strategy (Porter)			Fire & Life Safety Inspections: Inspections are assigned on a monthly basis by shift for both the Town of Coupeville and Island County.			
Home Safety Survey ImplementationWIprevent (Smith)	(Porter)	Shift	Inspections	% Complete (Monthly)	% Complete (Annual)	
• wiprevent (smith)		А	2/5	40%	89.5%	
		В	3/9	33%	64%	
		С	3/4	75%	97%	
		to Coupe's Village of Tyee Restaurant is the inspection attempts Restaurant over the troubleshoot a wate CRR Division Acco. • Home Safet estimated of 7/5/2016 for Referral form Deputy Chied Dennison are communica A Shift Accomplish • Assisted with A shift crew	by Survey questions to completion date of 7/cor new additions to the moletter drafted. See Smith and LT Porternd Town Clerk Kelly Etion and streamline of the survey of th	due to appt. only tenant of the Town of Coupevil violations. A shift work of them to complete dry reiling. To be reviewed by Ch. 1/5/2016. New timeling he project. The met with new Town Beech to open the ling our inspection processor aining for new Part of at Station 54: remo	at hours. The after 4 re- ed with Tyee The wall repair and The to be updated by The Planner Owen The sees. Time members Time descriptions of the sees.	
		station, pair lot, prepped • A shift comp	nted bollards, pressud for new parking line pleted hose testing for by at Lion's garage sa	re washed station exe e paint. or missing sections o	xterior and parking	

Rev: 1.0

Training & Recruitment Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Training Plan & Schedule (Helm) Completion by 12/31/16	 List of Member Certifications Qualifications requirements by rank and role 	 Author introduction, need coaching and collaboration with Chief Hartin Training requirements Current state of training Training program SWOT 	 Gap analysis Delivery system The way forward
Marine Response Training (Helm & Meek) Trailering &Launching complete by 8/31/16 SOG complete by 12/30/16	 Overview & characteristics Overview and characteristics curriculum development Operational characteristics & limitations training Maintenance procedures training Trailering and launching Marine Rescue Academy 	Trailering and launching curriculum development, need to finish documentation and skill sheets	Marine Rescue standard operating guideline (SOG)
Blue Card Implementation (Hartin) Phase 2 Completion by 8/31/16 Phase 3 Completion in 2017	 Complete simulation lab (CMD) CDO completed sim lab On-line training Phase 2, all members complete Portable radios & programming for the sim lab Schedule simulation labs (April, May, June) Sim lab configuration, TV stand Final draft SOGs Schedule simulation lab Complete 10-Minute Training documentation 	Complete Phase 2 simulation labs, need role players.	 On-line training Phase 3 Complete Phase 3 sim labs (D/Vol)

Pending Initiatives		Other Acc	complishments	/Activities	
 Training RMS (Hartin/Helm) Firefighter & Crew Leader FTEP (Helm) 	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.				
Marine Response Training (Helm/Meek)Initial Entry Training Program (Helm)	Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target
Integrated Rank and Role Career Path (Helm)	А	0	122.25	13.6	
 Individual and Crew Performance Standards (Helm) Out of District Volunteer Opportunities (Helm/Hartin) 	В	0	55.75	4.3	
Out of District volunteer Opportunities (Henry Hartin)	С	0	115.25	10.4	
	Volunteers	0	344.39	16.39	
	All Members	0	637.64	12	
	 Pricing and summer re summer re Accomplishment: 8 voluntee EPI injectio Ladder refr Multi-Com 	olunteer interdadvertising concernitment pusies: r members tracen refresher tracen refresher training pany Heavy Lift focusing on	ost estimates reh. ined and addecaining completed completed fting & Moving	rted into the enti- equested from ve I to the Marine R ed Drill completed scue, and strateg	ndors for escue team

Facilities Division/C Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog	
Facilities Maintenance Plan (Vrable) Completion Date 08/01/16	 List of Systems Identification of maintenance providers Recommended preventative maintenance schedule, need to document the PM schedule 	Budget integration	 Building and grounds preventative maintenance Authoring Facilities Maintenance SOG 	
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 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	 Identify projects Procurement Integration with the Facilities Maintenance Plan and SOG 	
Pending	Initiatives	Other Accomplishments/Activities		
None		C Shift Accomplishments:		
		New hire orientation		
		Facilities Division Accomplishments:		
		Coordination of St 53 bay door motor repair – awaiting parts		

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Fleet Maintenance Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Fleet Maintenance SOG (Matros) (NFPA 1911/Pump Testing)			Purpose, Scope, & PolicyProcedure for Fire Apparatus
Complete by 9/30/16. Pump testing dependent on availability of testing company.			Procedure for Staff Vehicles
2015 NFPA 1911 Catch Up (Matros)	Brush 54		
Complete by 6/30/16	Engine 54		
	Tender 54		
Mobile Repair Vehicle Up Fit (Matros)			Install oil tanks
Complete by 9/30/16			Install new apparatus body floor
			Install fluid hose reels

Pending Initiatives	Other Accomplishments/Activities
EVT Training & Certification (Matros)	Fleet Maintenance Activity:
Continuous Improvement (Matros) Improve Parts Inventory System (Matros)	 505 – Received P.M. maintenance S-593 – Received P.M. maintenance 0501 – Removed equipment in preparation to surplus E-51 – Replaced broken transmission hangar bolt, replaced electric auto eject, serviced pump transmission per P.M. schedule. E-512 – Serviced pump transmission per P.M. schedule E-53 – Worked with True North to replaced foam fill pump per warranty, adjusted ladder rack. M-5 – Installed battery box and all associated wiring for electric winch, rewired 7 pin trailer wire connector, replaced the reverse lockout solenoid and bled the trailer brakes. Repaired the 360 degree spotlight. R -51 – Drilled drain holes in compartment trays to allow drainage. T-54 – Worked with True North to diagnose stop light issues. FF/Mechanic Matros is in the process of installing electrical line from ceiling to E-512 at St-51. FF/ Mechanic Matros is in the process of purchasing the officer's SCBA seats for T-53, and T-54. FF/ Mechanic Matros took the Allison Transmissions and Arial Apparatus EVT exams. Pending Activity: Install open Compartment door warning system on B-53 and B-54.
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1



Annual Fire Situation Report Central Whidbey Island Fire & Rescue From 01/01/2016 To 06/30/2016 Report Printed On: 07/12/2016

	Report Fillited Off. 07/12/2010							
General Class	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 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	1	7	
Cover assignment, standby at fire station, move-up (57)	2	3		1		3	9	
Dispatched and cancelled en route (61)	18	12	15	20	16	19	100	
Electrical wiring/equipment problem (44)	1		9	1			11	
Emergency medical service (EMS) Incident (32)	49	33	43	47	61	51	284	
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			1	3	
Good intent call, other (60)			2	1			3	
HazMat release investigation w/no HazMat (67)			1				1	
Malicious, mischievous false alarm (71)						1	1	
Medical assist (31)	16	10	11	11	8	7	63	
Mobile property (vehicle) fire (13)	1		1	1		1	4	
Natural vegetation fire (14)				2		2	4	
Outside rubbish fire (15)		1	1	1			3	
Person in distress (51)			1			1	2	
Public service assistance (55)	2	2	17	1		3	25	
Rescue, emergency medical call (EMS), other (30)						1	1	
Search for lost person (34)	1						1	
Service call, other (50)		2	6			2	10	
Severe Weather & Natural Disaster (8)		1	5			1	7	
Smoke, odor problem (53)	1		1	2		1	5	
Special outside fire (16)			1				1	
Special type of incident, other (90)			1				1	
Structure Fire (11)		1	2	1		1	5	
System or detector malfunction (73)			2	4	2	3	11	
Unintentional system/detector operation (no fire) (74)	5	2	4	5	2	7	25	
Water or ice-related rescue (36)				2	1	3	6	
Water problem (52)	1						1	
Wrong location, no emergency found (62)	1		1		3		5	
Total	99	73	127	105	97	109	610	

Search Criteria

Dates: From 01/01/2016 To 06/30/2016 (mm/dd/yyyy)

Service: Central Whidbey Island Fire & Rescue



Fire Overlapping Calls Report From 06/01/16 To 06/30/16 Report Printed On: 07/12/2016

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1 16-CW0513	0	EMS call, excluding vehicle accident with injury (321)	06/03/16 01:02:24	06/03/16 01:49:50
16-CW0514	0	Medical assist, assist EMS crew (311)	06/03/16 01:02:24	06/03/16 02:22:53
16-CW0515	0	EMS call, excluding vehicle accident with injury (321)	06/03/16 01:49:35	06/03/16 02:22:57
10-0440010	0	Livio call, excluding vertice accident with injury (621)		nutes of overlap: 6.43
Overlap: 2				•
16-CW0514	0	Medical assist, assist EMS crew (311)	06/03/16 01:43:39	06/03/16 02:22:53
16-CW0515	0	EMS call, excluding vehicle accident with injury (321)	06/03/16 01:49:35	06/03/16 02:22:57
			Min	utes of overlap: 33.30
Overlap: 3 16-CW0519	0	EMS call, excluding vehicle accident with injury (321)	06/03/16 17:35:09	06/03/16 18:16:13
16-CW0520	0	Motor vehicle accident with no injuries. (324)	06/03/16 17:35:09	06/03/16 17:54:05
10 000020		Wolds Veriloic decident with no injunes. (624)		nutes of overlap: 9.07
Overlap: 4				
16-CW0549	0	EMS call, excluding vehicle accident with injury (321)	06/12/16 20:55:43	06/12/16 21:06:54
16-CW0550	0	Dispatched and cancelled en route (611)	06/12/16 21:02:42	06/12/16 21:11:33
0 1 5			Mi	nutes of overlap: 4.20
Overlap: 5 16-CW0550	0	Dispatched and cancelled en route (611)	06/12/16 21:02:42	06/12/16 21:11:33
16-CW0551	0	Motor vehicle accident with injuries (322)	06/12/16 21:02:42	06/12/16 21:50:51
10-0440001	0	Wotor Verlicle accident with injuries (322)		nutes of overlap: 2.52
Overlap: 6				•
16-CW0575	0	EMS call, excluding vehicle accident with injury (321)	06/19/16 20:41:52	06/19/16 21:32:44
16-CW0576	0	Medical assist, assist EMS crew (311)	06/19/16 20:47:07	06/19/16 21:08:54
0			Min	utes of overlap: 21.78
Overlap: 7 16-CW0590	0	Cover assignment, standby, moveup (571)	06/24/16 18:49:19	06/24/16 22:53:19
16-CW0589	0	EMS call, excluding vehicle accident with injury (321)	06/24/16 19:59:12	06/24/16 20:25:28
				utes of overlap: 26.27
Overlap: 8				•
16-CW0599	0	Dispatched and cancelled en route (611)	06/27/16 14:10:04	06/27/16 14:24:40
16-CW0600	0	EMS call, excluding vehicle accident with injury (321)	06/27/16 14:21:59	06/27/16 14:50:56
Overlant 0			Mi	nutes of overlap: 2.68
Overlap: 9 16-CW0602	0	EMS call, excluding vehicle accident with injury (321)	06/27/16 18:08:57	06/27/16 18:32:36
16-CW0603	0	Watercraft rescue (365)	06/27/16 18:08:37	06/27/16 20:13:47
10 0770000	<u> </u>	Trace: 01 art 1 000 at 0 (000)		utes of overlap: 18.13
			IVIIII	iutes of Overlap. 10.13

Report Totals:

Occurances of 2 Overlaps: 7 Occurances of 3 Overlaps: 1

```
Fractile Response Times Report for Apparatus Times

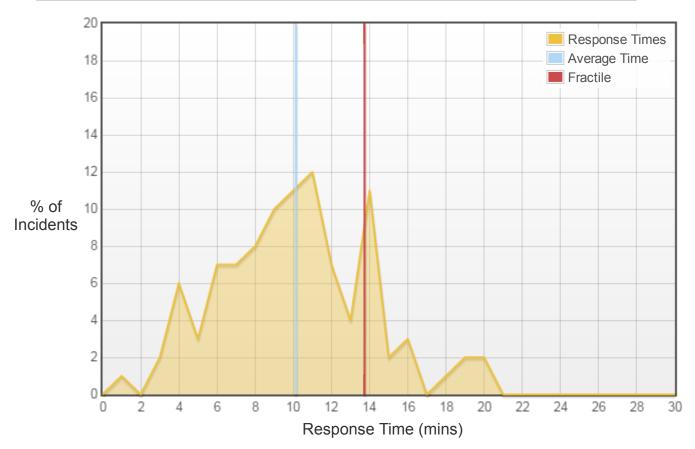
Date Range 06/01/2016 to 06/30/2016
Time Frame "Dispatch Time" to "Arrival Time"

Total # of Incidents Fitting Criteria 80% Fractile Response Time Highest Response Time Lowest Response Time Average Response Time Service(s) Central Whidbey Island Fire & Rescue Incident Type(s) All Response Mode(s) to Scene Incident Service (specific parameters)

Date Range 06/01/2016 to 06/30/2016
Time Frame "Dispatch Time" to "Arrival Time"

(3) (90 apparatus records)

13 min 44 sec
19 min 29 sec
10 min 49 sec
10 min 8 sec
Service(s) Central Whidbey Island Fire & Rescue
Incident Type(s) All
Response Mode(s) to Scene Emergency
```



Report Description