

Administration Division Monthly Report

August 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin) First Draft by 10/1/16	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Description of the district (common with Strategic Plan), need to complete maps (Larson) Meeting schedule with ICOM to develop description of communications network (Hartin) Complete target hazard matrix (Slothower) 	<ul style="list-style-type: none"> Risk assessment (Hartin) Critical task analysis (Hartin) Historical performance (Smith) Service level objectives (Hartin) Compliance methodology (Hartin) Evaluation and policy recommendations (Hartin) Generate document (Hartin)
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 Update SWOT Revise strategic goals 	Update based on new goals	Generate new document

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Lean Process (Hartin/Harpe)	<ul style="list-style-type: none"> Schedule participation in MRSC webinar on Lean Process in the Public Sector 	1 st webinar session completed.	<ul style="list-style-type: none"> Complete webinar Develop an action plan to implement lean process concepts
Pending Initiatives		Other Accomplishments/Activities	
<ul style="list-style-type: none"> CQI Program (Hartin) Inventory Control RMS (Hartin) 		<p>Administration Accomplishments:</p> <ul style="list-style-type: none"> Deputy Chief Smith attended the ImageTrend Connect Conference in St. Paul, MN July 19-22 to learn about current and future versions of our records management system for fire (NFIRS) and EMS reporting. Chief Hartin and LT Derik Vrable traveled to Perez, Argentina to deliver a week of fire behavior and tactics training for the Perez Volunteer Fire Department July 22-30, 2016. This opportunity to share our knowledge and expertise across borders is a tremendous opportunity for LT Vrable to expand his knowledge and understanding of the international fire service community. All expenses were paid by the Perez Volunteer Fire Department. Chief Hartin and LT Vrable will provide the Board with a presentation on the trip and lessons learned on September 8, 2016. Chief Hartin will be participating in research tests conducted by UL in Delaware County, PA on August 10-11, 2017 and in the UL Advisory Board annual meeting in Jackson WY on August 28-September 1, 2016. Chief Hartin will be on PTO and off the Island August 12-21, 2017. 	

Operations Division/B Shift Monthly Report

August 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard Apparatus Inventory (Meek) <ul style="list-style-type: none"> • Tender completion (9/1/16) • 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 • Standardization of equipment on the tenders complete • Medical bag condensing complete (staying with current configuration) 	Need installation of SCBA seat bracket (see Fleet Maintenance Report)	<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) 8/31/16	<ul style="list-style-type: none"> • 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)	

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Respiratory Protection (Huff) SOG Completion by 8/31/16		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.
Low Angle Rescue (Smith/Hartin) SOG Completed by 8/31/16	<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 Final evaluation drill Rope Rescue SOG 1st draft 	<ul style="list-style-type: none"> Rope Rescue standard operating guideline (SOG) – 2nd draft Increasing back up equipment cache – ordered (Behan) 	

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 116 calls for service during the month of July. CWIFR experienced 9 instances in which multiple calls for emergency service were received concurrently (total of 19 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 19 seconds. In this same time period, the 80th Percentile response time was 14 minutes and 26 seconds. This data does not reflect the synergistic relationship between Whidbey Health EMS and CWIFR as calls where WH EMS arrived first were not included in this response time analysis.</p> <p>LT Meek presented Chief Hartin with an update on the study to examine the District's light apparatus needs (Rescue 51, Brush 53 & 54, A53-MERV). Completion of this project will allow an update to the Capital Projects Plan to ensure that our light apparatus effectively meets the District's needs while minimizing operational and maintenance costs.</p> <p>Operations Division Accomplishments:</p> <ul style="list-style-type: none"> • Purchased new scene lights for M5 • Purchased new webbing for rope rescue program <p>B Shift Accomplishments:</p> <ul style="list-style-type: none"> • John Lloyd certified as light AO • Flow test conducted on new attack hose with MES fire • Light apparatus meeting 7/25

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CRR Division/A Shift Monthly Report

August 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Pilot Project (Porter) Completion by 10/1/16	Notify Terry Road Mobile Home Park Management <ul style="list-style-type: none"> Flyer complete Data collection form complete Collector App complete 	<ul style="list-style-type: none"> Logistics planning and procurement for pilot project Community meeting (8/31) Schedule & staffing for Community Meeting (8/15) Schedule training for CRR/Home Safety Team(tentative August 28th) 	<ul style="list-style-type: none"> Purchase smoke detectors(25-30) Purchase CO detectors(5) Conduct surveys (8/31) Analyze data & lessons learned (9/30)
Hydrant Inspection & Testing (Rogers) <i>Note: This is not routine inspection and testing</i> Completion by 7/31/16 [Past Due]	Obtain Missing Water System and Flow Data	<ul style="list-style-type: none"> Author Hydrant Program SOG Inspection and flow test agreement (need to discuss with District's Attorney, Rich Davis) 	
Preplan Program: Target Hazard & Long Driveway(Rogers) Completion by 11/1/16	<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"> <thead> <tr> <th>Shift</th><th>Inspections</th><th>% Complete (Monthly)</th><th>% Complete (Annual)</th></tr> </thead> <tbody> <tr> <td>A</td><td>3/6</td><td>50%</td><td>90%</td></tr> <tr> <td>B</td><td>3/10</td><td>30%</td><td>66.6%</td></tr> <tr> <td>C</td><td>0/7</td><td>0%</td><td>80%</td></tr> </tbody> </table> <p><i>Megan Rogers working with LT Porter to bill monthly for inspections instead of quarterly. Megan also filing and organizing spreadsheets and file folders, resulting in increased efficiency for crews and less work load for project manager.</i></p> <p>CRR Division Accomplishments:</p> <ul style="list-style-type: none"> Home Safety Survey questions refined and added to Arc GIS collector. Chief Hartin approved and ordered polo shirts for CRR/Home Safety Survey team. Referral form letter drafted. Deputy Chief Smith and LT Porter working with new Town Planner Owen Dennison to bring the Tyee Restaurant inspection referral to completion. FF Rogers completed Hydrant inspection/testing spreadsheet organized by shift and month. <p>A Shift Accomplishments:</p> <ul style="list-style-type: none"> A shift crews working to get new Part time member driver qualified A shift completed residential fire lab for Blue Card certification. 		Shift	Inspections	% Complete (Monthly)	% Complete (Annual)	A	3/6	50%	90%	B	3/10	30%	66.6%	C	0/7	0%	80%
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Training & Recruitment Division Monthly Report

August 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Training Plan & Schedule (Helm) Completion by 12/31/16	<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 Training program SWOT 	<ul style="list-style-type: none"> Gap analysis Delivery system The way forward
Marine Response Training (Helm & Meek) SOG complete by 12/30/16	<ul style="list-style-type: none"> Overview & characteristics Overview and characteristics curriculum development Operational characteristics & limitations training Maintenance procedures training Trailing and launching Marine Rescue Academy Trailing and launching curriculum development, first draft of documentation and skill sheets completed. 		<ul style="list-style-type: none"> Marine Rescue standard operating guideline (SOG)

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

<p>Blue Card Implementation (Hartin)</p> <p>Phase 2 Completion by 8/31/16</p> <p>Phase 3 Completion in 2017</p>	<ul style="list-style-type: none"> • 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 	<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)
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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><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>1</td><td>86</td><td>7.16</td><td></td></tr><tr><td>B</td><td>1</td><td>83.75</td><td>6.97</td><td></td></tr><tr><td>C</td><td>0</td><td>57</td><td>5.18</td><td></td></tr><tr><td>Volunteers</td><td>0</td><td>139.8</td><td>6.99</td><td></td></tr><tr><td>All Members</td><td>2</td><td>366.55</td><td>8.52</td><td></td></tr></table> <p>Recruitment Activity:</p> <ul style="list-style-type: none">• Two new volunteers beginning the entry process. Will be assigned to station 54 and station 51 <p>Accomplishments:</p> <ul style="list-style-type: none">• 5 drills dedicated specifically to Apparatus Operator check offs• This month’s drills focused on SCBA donning efficiency, Hand line efficiency, and Hydrant efficiency.• First draft of skill sheets and training documentation for M5 completed.• 2017 training budget input completed	Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target	A	1	86	7.16		B	1	83.75	6.97		C	0	57	5.18		Volunteers	0	139.8	6.99		All Members	2	366.55	8.52	
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Facilities Division/C Shift Monthly Report

August 2016

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Facilities Maintenance Plan (Vrable) Completion Date 08/01/16 [Past Due]	<ul style="list-style-type: none"> List of Systems Identification of maintenance providers Recommended preventative maintenance schedule, need to document the PM schedule 	Budget integration	<ul style="list-style-type: none"> Building and grounds preventative maintenance Authoring Facilities Maintenance SOG
Station 53 Water System (Vrable) Completion Date 08/01/16 [Past Due]	Preliminary specifications and costs (two options)	<ul style="list-style-type: none"> 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	<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: Facilities Division Accomplishments: Coordination of St 53 bay door motor repair	

Fleet Maintenance Division Monthly Report

August 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)	Brush 54 Engine 54 Tender 54		
Mobile Repair Vehicle Up Fit (Matros) Complete by 9/30/16		<ul style="list-style-type: none"> • Install new apparatus body floor 	<ul style="list-style-type: none"> • Install oil tanks • 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"> • 501 – Received normal P.M. service • A-53 – Received tire rotation • B-53 – Received a new turbo and charge air cooler due to turbo failure and over boost condition. • B-54 – Adjusted pump packing to be within spec. • E-51 – Built temporary shore power cord. • E-53 – Received annual 1911 inspection, new multifunction dash gauge, new TIC installation, ladder rack adjustment, and Honda generator serviced due to rough running. • E-54 – Installed new TIC, received P.M. pump transmission service. • Reserve M-5 – Installed Mobile Radio. • R-51 – Received annual 1911 inspection. • T-53 – Repaired sheet metal around the drop tank door opening. • T-54 – Working with True North to resolve stop light issues. • FF/Mechanic Matros is working with Derik Vrable to install 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. <p>Pending Activity: Install open Compartment door warning system on B-53 and B-54.</p>

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Annual Fire Situation Report
Central Whidbey Island Fire & Rescue
From 01/01/2016 To 07/31/2016
Report Printed On: 08/09/2016

General Class	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 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	2
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	17	21	27	130
Electrical wiring/equipment problem (44)	1		9	1			2	13
Emergency medical service (EMS) Incident (32)	49	33	43	47	60	49	48	329
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			1	5
Fire in mobile property used as a fixed structure (12)							1	1
Flammable gas or liquid condition, other (40)		1	1			1		3
Good intent call, other (60)			2	1			3	6
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	10	73
Mobile property (vehicle) fire (13)	1		1	1		1		4
Natural vegetation fire (14)				2		2	3	7
Outside rubbish fire (15)		1	1	1				3
Person in distress (51)			1			1		2
Public service assistance (55)	2	2	17	1		3	4	29
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	1	6
Special outside fire (16)			1					1
Special type of incident, other (90)			1				1	2
Structure Fire (11)		1	2	1		1		5
System or detector malfunction (73)			2	4	2	3	1	12
Unauthorized burning (56)							1	1
Unintentional system/detector operation (no fire) (74)	5	2	4	5	2	7	5	30
Water or ice-related rescue (36)				2	1	3	5	11
Water problem (52)	1						1	2
Wrong location, no emergency found (62)	1		1		3		1	6
Total	99	73	127	105	97	109	116	726

Search Criteria

Dates: From 01/01/2016 To 07/31/2016 (mm/dd/yyyy)
 Service: Central Whidbey Island Fire & Rescue



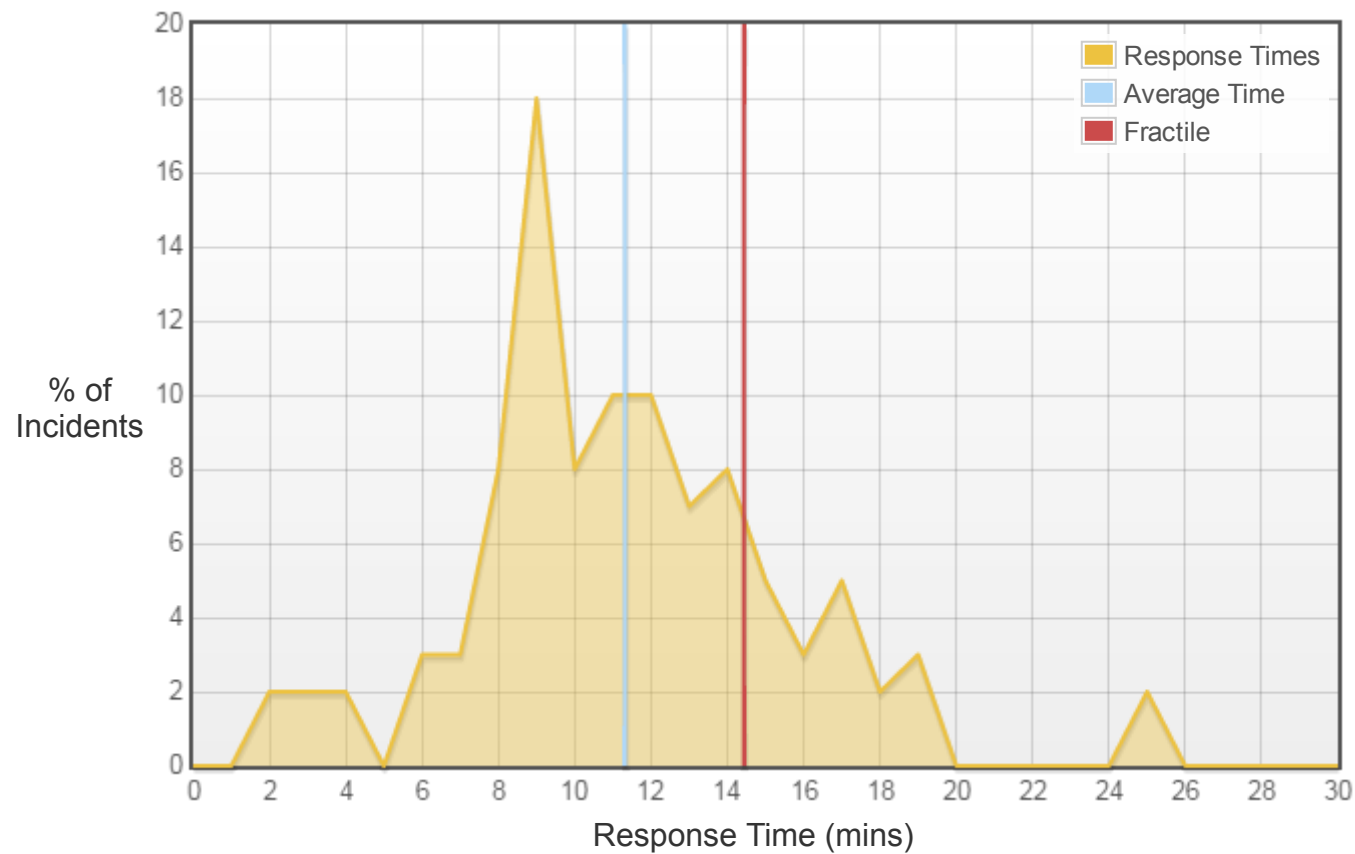
Fire Overlapping Calls Report
From 07/01/16 To 07/31/16
Report Printed On: 08/09/2016

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1				
16-CW0625	0	EMS call, excluding vehicle accident with injury (321)	07/03/16 14:37:15	07/03/16 15:07:41
16-CW0626	0	Dispatched and cancelled en route (611)	07/03/16 14:39:17	07/03/16 14:57:46
				Minutes of overlap: 18.48
Overlap: 2				
16-CW0635	0	EMS call, excluding vehicle accident with injury (321)	07/06/16 11:59:57	07/06/16 12:56:35
16-CW0636	0	Dispatched and cancelled en route (611)	07/06/16 12:07:00	07/06/16 12:09:38
				Minutes of overlap: 2.63
Overlap: 3				
16-CW0651	0	Detector activation, no fire - unintentional (744)	07/11/16 15:57:22	07/11/16 16:16:15
16-CW0652	0	Gas leak (natural gas or LPG) (412)	07/11/16 15:59:52	07/11/16 16:23:12
				Minutes of overlap: 16.38
Overlap: 4				
16-CW0679	0	Dispatched and cancelled en route (611)	07/18/16 13:48:30	07/18/16 14:00:51
16-CW0680	0	EMS call, excluding vehicle accident with injury (321)	07/18/16 13:50:37	07/18/16 14:20:47
16-CW0681	0	EMS call, excluding vehicle accident with injury (321)	07/18/16 13:53:26	07/18/16 14:17:43
				Minutes of overlap: 17.65
Overlap: 5				
16-CW0680	0	EMS call, excluding vehicle accident with injury (321)	07/18/16 13:50:37	07/18/16 14:20:47
16-CW0681	0	EMS call, excluding vehicle accident with injury (321)	07/18/16 13:53:26	07/18/16 14:17:43
				Minutes of overlap: 24.28
Overlap: 6				
16-CW0694	0	EMS call, excluding vehicle accident with injury (321)	07/24/16 09:48:32	07/24/16 10:34:11
16-CW0695	0	Dispatched and cancelled en route (611)	07/24/16 10:10:50	07/24/16 10:12:35
				Minutes of overlap: 1.75
Overlap: 7				
16-CW0697	0	EMS call, excluding vehicle accident with injury (321)	07/24/16 19:54:02	07/24/16 20:25:09
16-CW0698	0	EMS call, excluding vehicle accident with injury (321)	07/24/16 19:54:44	07/24/16 20:34:10
				Minutes of overlap: 30.42
Overlap: 8				
16-CW0701	0	Electrical wiring/equipment problem, other (440)	07/25/16 17:51:09	07/25/16 18:06:09
16-CW0702	0	Smoke detector activation due to malfunction (733)	07/25/16 17:57:31	07/25/16 18:37:46
				Minutes of overlap: 8.63
Overlap: 9				
16-CW0718	0	Medical assist, assist EMS crew (311)	07/28/16 18:21:49	07/28/16 19:40:45
16-CW0719	0	EMS call, excluding vehicle accident with injury (321)	07/28/16 18:35:03	07/28/16 18:55:29
				Minutes of overlap: 20.43
Overlap: 10				
16-CW0726	0	EMS call, excluding vehicle accident with injury (321)	07/30/16 17:35:01	07/30/16 18:52:40
16-CW0727	0	Dispatched and cancelled en route (611)	07/30/16 18:11:17	07/30/16 18:13:48
				Minutes of overlap: 2.52

Report Totals:**Occurrences of 2 Overlaps: 8****Occurrences of 3 Overlaps: 1**

Fractile Response Times Report for Apparatus Times

Date Range 07/01/2016 to 07/31/2016
 Time Frame "Dispatch Time" to "Arrival Time"
 Total # of Incidents Fitting Criteria 46 (61 apparatus records)
 80% Fractile Response Time 14 min 26 sec
 Highest Response Time 25 min 6 sec
 Lowest Response Time 1 min 44 sec
 Average Response Time 11 min 19 sec
 Service(s) Central Whidbey Island Fire & Rescue
 Incident Type(s) All
 Response Mode(s) to Scene Emergency



Report Description