Administration Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin) First Draft by 10/31/16	 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 Met with ICOM to develop description of communications network (Hartin) 	 Risk assessment (Hartin) Description of the district (common with Strategic Plan), need to complete maps (Larson) Complete target hazard matrix (Slothower) 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)	 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 	Generate new document	

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Strategic Plan Revision (Hartin) First Draft by 10/31/16	 Refinement of performance measures and assessment strategy Development of strategic initiatives (and linkage to existing 2017 work plan). 		•
Fire & Emergency Services Self- Assessment (FESSAM) First Draft by 9/30/18		Develop FESSAM pages for the first 10 Accreditation Criteria (Due 12/31/16)	Complete the balance of the FESSAM Pages (more detail to follow)
Lean Process (Hartin/Harpe)	 Schedule participation in MRSC webinar on Lean Process in the Public Sector. 1st webinar session completed. 	2 nd Webinar scheduled for October	Complete webinar Develop an action plan to implement lean process concepts

	Pending Initiatives		Other Accomplishments/Activities	
•	CQI Program (Hartin)	Administration Accomplishments:		
•	Inventory Control RMS (Hartin)	•	Chief Hartin was on PTO and off the Island September 17-October 1, 2016. He was originally schedules to teach Fire Behavior in Brussels, Belgium. And then at the the Polish National Fire Academy, September 26-October 6, 2016. However, his trip to Europe was cut short by a family emergency and he returned to the US on September 21 and was back in the District on October 2, 2016.	
		•	Staff began the process of developing the District's Fire and Emergency Services Self-Assessment Manual.	
		•	Chief Hartin will be on PTO and off the Island from October 17 th until October 19 th dealing with a family emergency. He will also be presenting at the Firehouse Expo Conference on the 20 th and will be back in the District on the 21 st .	
		•	Chief Hartin will be attending the Commission on Public Safety Excellence (CPSE) class Quality Improvement through Accreditation in Kirkland, WA on November 1-3.	
		•	Chief Hartin will be attending a Institution of Fire Engineers (IFE) USA Branch Board of Directors Meeting in Dallas TX on November 4-6, 2016 and will be on PTO from November 7-12, 2016 teaching fire behavior in San Bernardino, CA and presenting at Fire Talk PDX in Portland, OR.	
		•	Chief Hartin will be attending Blue Card Instructor Continuing Education on November 15-16 in Phoenix, AZ.	

Operations Division/B Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
 Standard Apparatus Inventory (Meek) Tender completion (9/1/16) Type 6 Engines (12/31/16) Type 1 Engine (2017→) 	 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)	 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) SOG Completion by 8/31/16 [Past Due]	 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) 	Revision and formatting of draft Standard Operating Guideline (SOG)	

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Respiratory Protection (Huff) SOG Completion by 8/31/16 [Past Due]		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) SOGs Completed by 11/30/16	 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 Increase back up equipment cache – (Behan) 	 Technical Rescue Incident Management SOG (split from rope rescue SOG) Rope Rescue SOG – 2nd 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 114 calls for service during the month of September. CWIFR experienced 7 instances in which multiple calls for emergency service were received concurrently (total of 14 incidents). Reports on incident types and frequency and occurrence of concurrent calls are attached.
		Average response time during the month was 10 minutes and 43 seconds. In this same time period, the 80 th Percentile response time was 14 minutes and 09 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. **Operations Division Accomplishments:**
		 Marine 5 (Safeboat) back in service Marine 5 - New spotlight and emergency lighting installed Received hose quotes for annual hose purchase, working on purchase in October Chief Smith coordinated time with ICOM Tech to troubleshoot Fire5 comm problems in Coupeville area
		FF/EMT Lloyd qualified as light apparatus operator Light apparatus group developed recommendations for revision of the light apparatus replacement schedule

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	•	
Completion by 10/1/16	Flyer complete		
	Data collection form complete		
	Collector App complete		
	• Conduct surveys (8/31)		
	Analyze data & lessons learned		
Hydrant Inspection & Testing	Obtained Missing Water System and	Author Hydrant Program SOG	
(Rogers) Note: This is not routine	Flow Data	Inspection and flow test	
inspection and testing Completion by 7/31/16 [Past Due]		agreement (need to discuss with	
Completion by 7/31/16 [Past Due]		District's Attorney, Rich Davis)	
Preplan Program: Target Hazard &	Identify long driveway	Private road list	Determine long driveway data collection methodology (Jessica)
Long Driveway(Rogers)	characteristics	Complete target hazards matrix	
Completion by 11/1/16	Long driveway list	(SOC)	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)	Actio	Actions (Doing) & Needs Backlog				
Preplan Program: Target Hazard &					Building	outlines (Jes	sica)
Long Driveway-Continued (Rogers)					• Data ent	try into GIS	
Pending Ini	tiatives		Ot	her Accomplis	hments/Acti	vities	
Fire Inspection RMS (Porter)Event Public Education Strategy (Porter)	·)			ctions: Inspection of Coupeville a	•		nthly basis by
Home Safety Survey Implementation (F Wilderwort (Smith)	Porter)	Shif	t	Inspections	% Compl (Month		% Complete (Annual)
Wlprevent (Smith)		А		3/5	60%		91%
		В		3/8	37.5%	6	76%
		С		3/4	75%		98%
			Each shift has been working to complete inspections each month. Currently, each shift has one or more outstanding re-inspections.				
		monthly bas		e sting: Hydrant i its may work ahe cschedule.	•		-
		Shift	Inspections	Monthly % Complete	Flow Tests	Monthly % Complete	Annual % Complete
		А	10	50%	10	50%	25%
		В	6	100%	12	50%	50%
		С	24	100%	0	100%	75%

•

CRR Division Accomplishments:

Home Safety Survey Pilot Terry Mobile data analyzed:

- We were allowed in to survey 23 of 58 homes in the park, that's 40%!
- We installed a total of 18 smoke detectors, no CO detectors.
- Some residents weren't home, 1 requested we follow up a different day, and 3 additional homes allowed us to leave detectors but not to complete the survey.
- The mobile home fire at #11 found no one at home, so no survey was completed.
- Crews went back to Terry Mobile Park Sunday 10/01/16 after the fire and installed/delivered approximately 20 smoke detectors.
- Chief Smith participated in Falls Prevention Awareness Day event (9/22) in conjunction with WhidbeyHealth/Wlprevent
- Chief Smith worked with Dean Manor Apts to correct multiple false alarm systems calls
- 3 volunteer members supported FEMA CERT class as instructors for 20 students

A Shift Accomplishments:

FF/EMT Kyle Louthan qualified light apparatus operator

Visited two homes helping to troubleshoot and corrected smoke detector problems and installed address sign at sunrise park way

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) 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, first draft of documentation and skill sheets completed.	Marine Rescue standard operating guideline (SOG) (Meek)	

Blue Card Implementation (Hartin)	Complete simulation lab (CMD)	On-line training Phase 3
Phase 2 Completion by 8/31/16	CDO completed sim lab	Complete Phase 3 sim labs (D/Vol)
Phase 3 Completion in 2017	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	

Pending Initiatives	Other Accomplishments/Activities
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- 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)

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.

Shift	Shifts with 1 hour or less	Total Hours	Average Hours Per Member	Target
А	0	83.5	3.97	
В	1	73.45	6.67	
С	1	43	3.30	
Volunteers	0	34	1.6	
All Members	2	233.95	3.54	

Recruitment Activity:

- Grant processes moving along, received a work plan and marketing material from VWFS along with online recruit tracker. Monthly reports are due to them regarding numbers, gender, ages of all recruits entering the process.
- Volunteer Applicants in the process:
 - 10- On call (within the District) volunteers
 - 13- On duty (outside the District) volunteers
 - 23- Total!

Accomplishments:

- Completed an analysis on Target solutions on line learning and training tracking software. Will be launching the start date in conjunction with South Whidbey Fire & EMS on Jan 1 2017
 Departments will be linked to allow sharing and consistency of material being delivered.
- Completed a month of Driver training in September, Will be finishing
 the training with the delivery of the rodeo portion in October. When
 complete, 3 new tender operators, 2 new Engine operators, and 2
 new Light apparatus operators will be certified.
- CAPT Helm will be attending Blue Card Instructor course 10/24-10/28

Facilities Division/C Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog			
Facilities Maintenance Plan (Vrable) Completion Date 08/01/16 [Past Due]	 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 [Past Due]	 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 [Past Due]	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: FF/EMT Will Suarez qualified as a Tender Operator Supported up-staffing of Station 51 in anticipation for PSE power outages for Coupeville on 9/8 and 9/29 Facilities Division Accomplishments: 				

Fleet Maintenance Division Monthly Report

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.	Pump Testing and Ladder Testing completed on 9/27/16		 Purpose, Scope, & Policy Procedure for Fire Apparatus Procedure for Staff Vehicles
EVT Training & Certification (Matros)	Passed E0 – Inspection & Testing of Ambulance's Passed E1 – Ambulance Design & Performance	Studying for E2 and E3 along with ASE A4 and A9 tests.	
Mobile Repair Vehicle Up Fit (Matros) Complete by 10/30/16		Install new apparatus body floor	Install oil tanks Install fluid hose reels

Pending Initiatives	Other Accomplishments/Activities
Continuous Improvement (Matros)	Fleet Maintenance Activity:
• Improve Parts Inventory System (Matros)	 Pump testing and ladder testing was completed for the entire fleet. E-51 Repaired the pump engagement valve. Serviced the pump transmission. E-512 Received PM pump transmission service. E-53 Vehicle went to Main Street Collision for cracked welds on the hose bed cover and rear bumper. These repairs were covered under the body and structure warranty. The apparatus also received body work repair to the area just in front of the officers front door due to the door being hyper extended in the wind. The air auto eject also needed repair due to an operator not confirming hose release and driving out of the bay. E-54 Replaced the officer's side pre-connect ball valve due to wear. Serviced the pump transmission. R-51 Valve stem was broken off during vehicle inspection. Brought inside dual to Les Schwab for repair. Brought vehicle to Main Street Collision for cracked weld repair on the driver's side first compartment door. T-54 Brought mobile radio to Jon Beck for programming. Installed mobile radio in apparatus. T-51 Started the 1911 annual inspection process. FF/Mechanic Matros is working with Derik Vrable to install electrical line from ceiling to E-512 at St-51.
	Pending Activity:
	Install open Compartment door warning system on B-53 and B-54.



Annual Fire Situation Report Central Whidbey Island Fire & Rescue From 01/01/2016 To 09/30/2016 Report Printed On: 10/13/2016

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General Class	Jan 16	Feb 16	Mar 16	Apr 16	May 16	Jun 16	Jul 16	Aug 16	Sep 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		4
Controlled burning (63)		2	1		3	1				7
Cover assignment, standby at fire station, move-up (57)	2	3		1		3		3	1	13
Dispatched and cancelled en route (61)	18	12	15	20	17	21	27	26	18	174
Electrical wiring/equipment problem (44)	1		9	1			2	1	1	15
Emergency medical service (EMS) Incident (32)	49	33	43	47	60	49	48	50	57	436
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		2	7
Fire in mobile property used as a fixed structure (12)							1			1
Fire, other (10)									1	1
Flammable gas or liquid condition, other (40)		1	1			1				3
Good intent call, other (60)			2	1			3	2	1	9
HazMat release investigation w/no HazMat (67)			1							1
Lock-In (33)								1		1
Malicious, mischievous false alarm (71)						1				1
Medical assist (31)	16	10	11	11	8	7	10	16	9	98
Mobile property (vehicle) fire (13)	1		1	1		1		1		5
Natural vegetation fire (14)				2		2	3	10	1	18
Outside rubbish fire (15)		1	1	1				1		4
Person in distress (51)			1			1		2		4
Public service assistance (55)	2	2	17	1		3	4	5	4	38
Rescue, emergency medical call (EMS), other (30)						1				1
Search for lost person (34)	1							1	2	4
Service call, other (50)		2	6			2			1	11
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		2
Special type of incident, other (90)			1				1		1	3
Structure Fire (11)		1	2	1		1		2	2	9
System or detector malfunction (73)			2	4	2	3	1	1	1	14
Unauthorized burning (56)							1	2		3
Unintentional system/detector operation (no fire) (74)	5	2	4	5	2	7	5	6	9	45
Water or ice-related rescue (36)				2	1	3	5	3	4	18
Water problem (52)	1						1	1		3
Wrong location, no emergency found (62)	1		1		3		1	1		7
Total	99	73	127	105	97	109	116	138	115	979

Search Criteria

Dates: From 01/01/2016 To 09/30/2016 (mm/dd/yyyy)

Service: Central Whidbey Island Fire & Rescue



Fire Overlapping Calls Report From 09/01/16 To 09/30/16 Report Printed On: 10/13/2016

Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1	0	FMO II	00/00/40 45:04:57	00/00/40 40:04:00
16-CW0880	0 0	EMS call, excluding vehicle accident with injury (321)	09/03/16 15:21:57	09/03/16 19:31:36
16-CW0881	U	EMS call, excluding vehicle accident with injury (321)	09/03/16 19:29:34	09/03/16 19:59:59
			N	linutes of overlap: 2.03
Overlap: 2	_			
16-CW0884	0	EMS call, excluding vehicle accident with injury (321)	09/04/16 10:06:19	09/04/16 10:38:54
16-CW0885	0	Water & ice-related rescue, other (360)	09/04/16 10:38:09	09/04/16 10:58:41
			N	Minutes of overlap: 0.75
Overlap: 3				
16-CW0925	0	Detector activation, no fire - unintentional (744)	09/13/16 22:46:12	09/14/16 00:13:33
16-CW0926	0	EMS call, excluding vehicle accident with injury (321)	09/13/16 23:46:00	09/14/16 00:18:56
			Mi	inutes of overlap: 27.55
Overlap: 4				
16-CW0930	0	EMS call, excluding vehicle accident with injury (321)	09/15/16 19:14:32	09/15/16 19:39:22
16-CW0931	0	Carbon monoxide detector activation, no CO (746)	09/15/16 19:38:52	09/15/16 19:58:08
		` '	N	Minutes of overlap: 0.50
Overlap: 5				•
16-CW0934	0	Cover assignment, standby, moveup (571)	09/16/16 14:30:00	09/16/16 20:25:00
16-CW0933	Ö	EMS call, excluding vehicle accident with injury (321)	09/16/16 17:04:52	09/16/16 17:19:31
		, , , , , , , , , , , , , , , , , , ,		inutes of overlap: 14.65
Overlap: 6				
16-CW0939	0	EMS call, excluding vehicle accident with injury (321)	09/18/16 00:51:01	09/18/16 01:17:24
16-CW0940	0	EMS call, excluding vehicle accident with injury (321)	09/18/16 01:11:46	09/18/16 01:47:27
10 01100 10		Elvic dail, excitating verifice addition with injury (621)		Minutes of overlap: 5.63
Overlap: 7			II.	milates of Overlap. 5.65
16-CW0973	0	EMS call, excluding vehicle accident with injury (321)	09/27/16 18:36:12	09/27/16 18:52:30
16-CW0974	0	EMS call, excluding vehicle accident with injury (321)	09/27/16 18:51:03	09/27/16 18:52:30
10-040974	U	LIVIS call, excluding verticle accident with injury (321)		
			N	linutes of overlap: 1.45

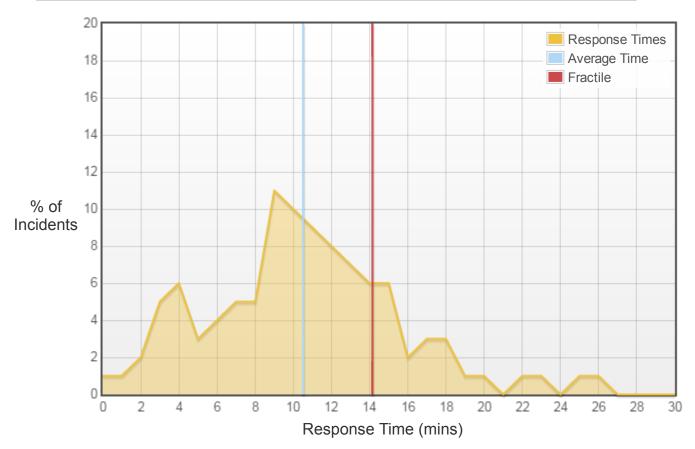
Report Totals:

Occurances of 2 Overlaps: 6

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Fractile Response Times Report for Apparatus Times

Date Range 07/13/2016 to 10/13/2016
Time Frame "Dispatch Time" to "Arrival Time"

Total # of Incidents Fitting Criteria 80% Fractile Response Time Highest Response Time Lowest Response Time Lowest Response Time 4 min 9 sec 26 min 14 sec 26 min 14 sec 26 min 0 sec 4 Average Response Time 5 Service(s) Central Whidbey Island Fire & Rescue 1 Incident Type(s) All Response Mode(s) to Scene Emergency
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Report Description