

Administration Division Monthly Report

January 2017

| Initiative   | Conditions (Done)  | Actions (Doing) & Needs  | Backlog  |
|--|--|--|--|
| Standard of Coverage (Hartin)<br>First Draft bin 2017                                    | <ul style="list-style-type: none"> <li>Format as an element of the District's Integrated Comprehensive Plan</li> <li>Research on records management systems used by accredited agencies (reporting format)</li> <li>Complete services provided</li> <li>Met with ICOM to develop description of communications network (Hartin)</li> </ul> | <ul style="list-style-type: none"> <li>Risk assessment (Hartin)</li> <li>Description of the district (common with Strategic Plan), need to complete maps (Larson)</li> <li>Complete target hazard matrix (Slothower)</li> <li>Critical task analysis (Hartin)</li> <li>Develop data for response time analysis (Hartin)</li> </ul> | <ul style="list-style-type: none"> <li>Historical performance (Smith)</li> <li>Service level objectives (Hartin)</li> <li>Compliance methodology (Hartin)</li> <li>Evaluation and policy recommendations (Hartin)</li> <li>Generate document (Hartin)</li> </ul> |
| Strategic Plan Revision (Hartin)<br>Submitted to the Board of Fire Commissioners 12/8/16 | Done, pending adoption by the Board of Fire Commissioners 01/12/17   |  |  |
| Fire & Emergency Services Self-Assessment (FESSAM)                                       | Develop FESSAM pages for the first 10 Performance Indicators (Staff)<br>Develop FESSAM pages for the first 15 Performance Indicators (Chief Hartin)  | Develop FESSAM pages for 10 Performance Indicators (Staff) , Due 3/31/17<br>Develop FESSAM pages for 15 Performance Indicators (Chief Hartin), Due 3/31/17   | Complete the balance of the FESSAM Pages (more detail to follow)   |
| Lean Process (Hartin/Harpe)  | <ul style="list-style-type: none"> <li>Schedule participation in MRSC webinar on Lean Process in the Public Sector.</li> <li>1<sup>st</sup> webinar session completed.</li> <li>2<sup>nd</sup> webinar session completed</li> <li>3<sup>rd</sup> webinar session completed</li> </ul>  | Develop an action plan to implement lean process concepts  |  |

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

| Pending Initiatives   | Other Accomplishments/Activities  |
|---|---|
| <ul style="list-style-type: none"><li>• CQI Program (Hartin)</li><li>• Inventory Control RMS (Hartin)</li></ul> | <p><b><i>Administration Accomplishments:</i></b></p> <ul style="list-style-type: none"><li>• Chief Hartin is presenting on the State of the District at the Greenbank Progressive Club on January 12, 2017</li><li>• Chief Hartin will be off the Island presenting a workshop on effective use of exterior streams at the annual International Fire Instructor’s Workshop in Hong Kong, China January 14 through 21, 2017. Chief Hartin is paying his own travel expenses and all other expenses are being paid by Hong Kong Fire Services.</li><li>• Chief Hartin will be attending Firehouse World in San Diego on February 5 through 8, 2017. The Chief will be facilitating a workshop on reducing firefighter toxic exposure during structural firefighting along with Dr. Stefan Svensson from Lund University in Sweden and Dr. Gavin Horn from the University of Illinois.</li></ul> |

Operations Division/B Shift Monthly Report

January 2017

| Initiative   | Conditions (Done)   | Actions (Doing) & Needs  | Backlog   |
|--|---|--|---|
| <p>Standard Apparatus Inventory (Meek)</p> <ul style="list-style-type: none"> <li>• Tender completion (12/31/16)</li> <li>• Type 6 Engines (3/31/17)</li> <li>• Type 1 Engine (2017→)</li> </ul> | <ul style="list-style-type: none"> <li>• Standard inventory developed (Tenders).</li> <li>• Need to get BA's repaired in order to have (2) BA's on each Tender</li> <li>• Standardized inventory format developed</li> <li>• Standardization of equipment on the tenders complete</li> <li>• Medical bag condensing complete (staying with current configuration)</li> <li>• Installation of SCBA seat brackets</li> <li>• Standardization of Tender toolboxes (Lloyd)</li> </ul> | <ul style="list-style-type: none"> <li>• Develop standard inventory for Type 6 Engines</li> <li>• Develop standard inventory for Type 1 Engines</li> </ul> | <ul style="list-style-type: none"> <li>• Gap analysis &amp; determination of procurement requirements</li> <li>• Procurement of required equipment</li> <li>• Development of apparatus inventory documentation</li> </ul> |
| <p>Special Event Risk Assessment &amp; Planning (Smith)</p> <p>SOG Completion by 12/31/16</p>  | <p>Complete, pending approval of Purpose, Scope, and Policy by the Board of Fire Commissioners on February 9, 2017</p>  |  |   |

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

| Initiative   | Conditions (Done)   | Actions (Doing) & Needs  | Backlog   |
|--|---|--|---|
| Respiratory Protection (Huff)<br>SOG Completion by 12/31/16  | Develop draft Respiratory Protection Program SOG (Hartin/Huff)  | <ul style="list-style-type: none"> <li>• Approval of Purpose, Scope, and Policy of SOG by the Board of Fire Commissioners on February 9, 2017.</li> <li>• Assess fireground air supply requirements.</li> <li>• Develop recommendation for fireground air supply compressor(s), cylinders, etc.</li> </ul> | <ul style="list-style-type: none"> <li>• Assess current self-contained breathing apparatus (SCBA), upgrade and replacement options.</li> <li>• Gap analysis (requirements versus current capability).</li> <li>• Develop recommendation for SCBA upgrade or replacement.</li> <li>• Develop capital budget proposal.</li> </ul> |
| Low Angle Rescue (Smith/Hartin)<br>SOGs Completed by 3/31/17 | <ul style="list-style-type: none"> <li>• Ropes, knots, &amp; hardware</li> <li>• Anchors</li> <li>• Lowering systems</li> <li>• Belay systems</li> <li>• Mechanical advantage systems</li> <li>• Patient packaging and movement</li> <li>• Low angle rescue drills with all crews at Ft. Casey</li> <li>• Mounting and placement of rope rescue equipment on apparatus</li> <li>• Final evaluation drill</li> <li>• Rope Rescue SOG 1<sup>st</sup> draft</li> <li>• Increase back up equipment cache – (Behan)</li> </ul> | <ul style="list-style-type: none"> <li>• Technical Rescue Incident Management SOG (split from rope rescue SOG)</li> <li>• Rope Rescue SOG – 2nd draft</li> </ul>   |   |

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

| Pending Initiatives  | Other Accomplishments/Activities   |
|--|--|
| <ul style="list-style-type: none"> <li>• CQI Program (Smith)</li> <li>• Wellness Program Improvement (Meek)</li> <li>• Structural Collapse Program Development (Meek/Behan)</li> </ul> | <p><b>Response Activity:</b> Central Whidbey Island Fire &amp; Rescue responded to 106 calls for service during the month of December (YTD=1312). CWIFR experienced 10 instances in which multiple calls for emergency service were received concurrently (total of 22 incidents). 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 54 seconds. In this same time period, the 80<sup>th</sup> Percentile response time was 13 minutes and 16 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><b>Operations Division Accomplishments:</b></p> <ul style="list-style-type: none"> <li>• Tender standardization completed</li> <li>• M5 SOG written (revision process)</li> <li>• Light apparatus proposal completed</li> </ul> <p><b>B Shift Accomplishments:</b></p> <ul style="list-style-type: none"> <li>• Flow tested (4) hydrants</li> <li>• Installed (3) smoke detectors in Commissioner Engle’s res.</li> <li>• Alex McMahon tender qualified</li> <li>• Home safety survey completed Ft. Casey Rd.</li> </ul> |

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**CRR Division/A Shift Monthly Report**

**January 2017**

| Initiative  | Conditions (Done)  | Actions (Doing) & Needs   | Backlog  |
|---|--|---|--|
| Home Safety Survey Pilot Project (Porter)<br>Completion by 12/31/16   | Complete   |   |  |
| Hydrant Inspection & Testing (Rogers) <i>Note: This is not routine inspection and testing</i><br>Completion by 4/1/17 | Obtained Missing Water System and Flow Data  | <ul style="list-style-type: none"> <li>• Author Hydrant Program SOG</li> <li>• Inspection and flow test agreement (need to discuss with District's Attorney, Rich Davis)</li> </ul> |  |
| Preplan Program: Target Hazard & Long Driveway(Rogers)<br>Completion by 4/1/17  | <ul style="list-style-type: none"> <li>• Identify long driveway characteristics</li> <li>• Long driveway list</li> <li>• Develop Knox and Gate attributes for GIS</li> </ul> | <ul style="list-style-type: none"> <li>• Private road list</li> <li>• Complete target hazards matrix (SOC)</li> <li>• Develop Collector App for Knox and Gate data</li> </ul>       | <ul style="list-style-type: none"> <li>• Determine long driveway data collection methodology (Jessica)</li> <li>• Focus group</li> <li>• Develop long driveway markings</li> <li>• Letter to long driveway owners</li> <li>• Develop door hangers</li> <li>• Preplan SOG</li> <li>• Long driveway staffing plan &amp; schedule</li> <li>• Long driveway data collection</li> <li>• Determine target hazard data requirements</li> <li>• Simple versus complex plan requirements</li> </ul> |
| <i>Preplan Program: Target Hazard &amp; Long Driveway-Continued (Rogers)</i>  |  |   | <ul style="list-style-type: none"> <li>• Building outlines (Jessica)</li> <li>• Data entry into GIS</li> </ul>   |

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

| Pending Initiatives   | Other Accomplishments/Activities   |                      |                     |                    |                   |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
|---|--|----------------------|---------------------|--------------------|-------------------|--|-------|-------------|----------------------|---------------------|--|--|---|------|-----|-----|--|--|---|-----|------|-----|--|--|---|-----|------|------|--|--|-------|-------------|--------------------|------------|--------------------|-------------------|---|----|------|----|------|-----|---|---|-----|---|-----|-----|---|---|------|---|------|------|
| <ul style="list-style-type: none"> <li>• Fire Inspection RMS (Porter)</li> <li>• Event Public Education Strategy (Porter)</li> <li>• Home Safety Survey Implementation (Porter)</li> <li>• Wlprevent (Smith)</li> </ul> | <p><b>Fire &amp; Life Safety Inspections:</b> Inspections are assigned on a monthly basis by shift for both the Town of Coupeville and Island County.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Shift</th> <th>Inspections</th> <th>% Complete (Monthly)</th> <th colspan="3">% Complete (Annual)</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>5/11</td> <td>45%</td> <td colspan="3">83%</td> </tr> <tr> <td>B</td> <td>9/9</td> <td>100%</td> <td colspan="3">98%</td> </tr> <tr> <td>C</td> <td>1/1</td> <td>100%</td> <td colspan="3">100%</td> </tr> </tbody> </table> <p>A shift is working toward end of year completion- October has Coupeville Elementary, Middle, and High school all needing to correct violations before re-inspection. A shift was re-assigned to help re-key Knox boxes when trying to complete monthly assignment.</p> <p style="text-align: center;">End of Year Totals</p> <p>A shift was assigned 64- working with 11 businesses to complete re-inspections<br/>                     B shift was assigned 80 inspections- working to complete 2 re-inspections<br/>                     C shift was assigned 58 inspections-no re-inspections</p> <p>A shift averaged 1.3 violations per inspection<br/>                     B shift averaged .6 violations per inspection<br/>                     C shift averaged .3 violations per inspection</p> <p><b>Hydrant Inspection and Testing:</b> Hydrant inspections and flow tests are assigned on a monthly basis by shift. Shifts may work ahead on inspections to aid in managing workload and the flow test schedule.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Shift</th> <th>Inspections</th> <th>Monthly % Complete</th> <th>Flow Tests</th> <th>Monthly % Complete</th> <th>Annual % Complete</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>39</td> <td>100%</td> <td>10</td> <td>100%</td> <td>70%</td> </tr> <tr> <td>B</td> <td>6</td> <td>20%</td> <td>6</td> <td>20%</td> <td>90%</td> </tr> <tr> <td>C</td> <td>0</td> <td>100%</td> <td>0</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table> |                      |                     |                    |                   |  | Shift | Inspections | % Complete (Monthly) | % Complete (Annual) |  |  | A | 5/11 | 45% | 83% |  |  | B | 9/9 | 100% | 98% |  |  | C | 1/1 | 100% | 100% |  |  | Shift | Inspections | Monthly % Complete | Flow Tests | Monthly % Complete | Annual % Complete | A | 39 | 100% | 10 | 100% | 70% | B | 6 | 20% | 6 | 20% | 90% | C | 0 | 100% | 0 | 100% | 100% |
| Shift   | Inspections  | % Complete (Monthly) | % Complete (Annual) |                    |                   |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| A   | 5/11   | 45%                  | 83%                 |                    |                   |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| B   | 9/9  | 100%                 | 98%                 |                    |                   |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| C   | 1/1  | 100%                 | 100%                |                    |                   |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| Shift   | Inspections  | Monthly % Complete   | Flow Tests          | Monthly % Complete | Annual % Complete |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| A   | 39   | 100%                 | 10                  | 100%               | 70%               |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| B   | 6  | 20%                  | 6                   | 20%                | 90%               |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |
| C   | 0  | 100%                 | 0                   | 100%               | 100%              |  |       |             |                      |                     |  |  |   |      |     |     |  |  |   |     |      |     |  |  |   |     |      |      |  |  |       |             |                    |            |                    |                   |   |    |      |    |      |     |   |   |     |   |     |     |   |   |      |   |      |      |



| Pending Initiatives | Other Accomplishments/Activities   |
|---------------------|--|
|                     | <p><b><i>CRR Division Accomplishments:</i></b></p> <ul style="list-style-type: none"> <li>• Performed car seat check 12/14/2016</li> <li>• Performed 2 home safety surveys per request</li> <li>• Installed 2 smoke detectors and 2 CO detectors</li> <li>• Coordinated Santa mobile schedule</li> <li>• Changed smoke detector batteries for a resident off SR 525</li> </ul> <p><b><i>A Shift Accomplishments:</i></b></p> <ul style="list-style-type: none"> <li>• Re-keyed 20 knox boxes</li> <li>• Decorated Santa mobile/undecorated- 7 shifts total</li> <li>• Behan put together Healthcare Provider refresher course</li> <li>• Currently collaborating with Town Planner Owen Dennison to enforce International Fire Code at the Tye Restaurant</li> <li>• Responded to 3 businesses with Fire Code questions</li> </ul> |

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**Training & Recruitment Division Monthly Report**

**January 2017**

| Initiative   | Conditions (Done)  | Actions (Doing) & Needs   | Backlog  |
|--|--|---|--|
| Training Plan & Schedule (Helm)<br>Completion by 12/31/16          | <ul style="list-style-type: none"> <li>• List of Member Certifications</li> <li>• Qualifications requirements by rank and role</li> </ul>  | <ul style="list-style-type: none"> <li>• Author introduction, need coaching and collaboration with Chief Hartin</li> <li>• Training requirements</li> <li>• Current state of training</li> <li>• Training program SWOT</li> </ul> | <ul style="list-style-type: none"> <li>• Gap analysis</li> <li>• Delivery system</li> <li>• The way forward</li> </ul> |
| Marine Response Training (Helm & Meek)<br>SOG complete by 12/30/16 | <ul style="list-style-type: none"> <li>• Overview &amp; characteristics</li> <li>• Overview and characteristics curriculum development</li> <li>• Operational characteristics &amp; limitations training</li> <li>• Maintenance procedures training</li> <li>• Trailering and launching</li> <li>• Marine Rescue Academy</li> <li>• Trailering and launching curriculum development, first draft of documentation and skill sheets completed.</li> </ul> | <ul style="list-style-type: none"> <li>• Marine Rescue standard operating guideline (SOG) (Meek)</li> </ul>   |  |

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

| Initiative   | Conditions (Done)   | Actions (Doing) & Needs  | Backlog   |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
|--|---|--|---|--------|--|--|-------|----------------------------|-------------|--------------------------|--------|---|---|----|------|--|---|---|-------|------|--|---|---|----|------|--|------------|--|----|-----|--|-------------|--|--------|------|--|
| Blue Card Implementation (Hartin)<br>Phase 2 Completion by 8/31/16<br>Phase 3 Completion in 2017   | <ul style="list-style-type: none"> <li>• Complete simulation lab (CMD)</li> <li>• CDO completed sim lab</li> <li>• On-line training Phase 2, all members complete</li> <li>• Portable radios &amp; programming for the sim lab</li> <li>• Schedule simulation labs (April, May, June)</li> <li>• Sim lab configuration, TV stand</li> <li>• Final draft SOGs</li> <li>• Schedule simulation lab</li> <li>• Complete 10-Minute Training documentation</li> <li>• Complete Phase 2 simulation labs</li> </ul> | <ul style="list-style-type: none"> <li>• On-line training Phase 3 (Volunteer Officers &amp; Firefighter Mechanic)</li> </ul>   | <ul style="list-style-type: none"> <li>• Complete Phase 3 sim labs (D/Vol)</li> </ul> |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| Pending Initiatives  |   | Other Accomplishments/Activities   |   |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| <ul style="list-style-type: none"> <li>• Training RMS (Hartin/Helm)</li> <li>• Firefighter &amp; Crew Leader FTEP (Helm)</li> <li>• Marine Response Training (Helm/Meek)</li> <li>• Initial Entry Training Program (Helm)</li> <li>• Integrated Rank and Role Career Path (Helm)</li> <li>• Individual and Crew Performance Standards (Helm)</li> <li>• Out of District Volunteer Opportunities (Helm/Hartin)</li> </ul> |   | <p><b>Learning Activity:</b> 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" data-bbox="1062 930 1906 1245"> <thead> <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> </thead> <tbody> <tr> <td>A</td> <td>0</td> <td>87</td> <td>7.90</td> <td></td> </tr> <tr> <td>B</td> <td>0</td> <td>82.25</td> <td>7.47</td> <td></td> </tr> <tr> <td>C</td> <td>1</td> <td>77</td> <td>5.92</td> <td></td> </tr> <tr> <td>Volunteers</td> <td></td> <td>28</td> <td>1.3</td> <td></td> </tr> <tr> <td>All Members</td> <td></td> <td>274.25</td> <td>4.89</td> <td></td> </tr> </tbody> </table> |   |        |  |  | Shift | Shifts with 1 hour or less | Total Hours | Average Hours Per Member | Target | A | 0 | 87 | 7.90 |  | B | 0 | 82.25 | 7.47 |  | C | 1 | 77 | 5.92 |  | Volunteers |  | 28 | 1.3 |  | All Members |  | 274.25 | 4.89 |  |
| Shift  | Shifts with 1 hour or less  | Total Hours  | Average Hours Per Member  | Target |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| A  | 0   | 87   | 7.90  |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| B  | 0   | 82.25  | 7.47  |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| C  | 1   | 77   | 5.92  |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| Volunteers   |   | 28   | 1.3   |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |
| All Members  |   | 274.25   | 4.89  |        |  |  |       |                            |             |                          |        |   |   |    |      |  |   |   |       |      |  |   |   |    |      |  |            |  |    |     |  |             |  |        |      |  |

CENTRAL WHIDBEY ISLAND FIRE & RESCUE

| Pending Initiatives  | Other Accomplishments/Activities   |
|--|--|
| <ul style="list-style-type: none"> <li>• Training RMS (Hartin/Helm)</li> <li>• Firefighter &amp; Crew Leader FTEP (Helm)</li> <li>• Marine Response Training (Helm/Meek)</li> <li>• Initial Entry Training Program (Helm)</li> <li>• Integrated Rank and Role Career Path (Helm)</li> <li>• Individual and Crew Performance Standards (Helm)</li> <li>• Out of District Volunteer Opportunities (Helm/Hartin)</li> </ul> | <p><b>Recruitment Activity:</b></p> <ul style="list-style-type: none"> <li>• 1 panel interviews completed</li> <li>• 4 new members completed the process and have begun training.</li> <li>• Total of 26 volunteer applicants currently in the process</li> </ul> <p><b>Accomplishments:</b></p> <ul style="list-style-type: none"> <li>• Week of Safety/Efficiency Training during National safety stand down week</li> <li>• Grant site visit completed with lots of good feedback on process</li> <li>• 6Hr Marine MCO Training session with US Coast Guard, Navy, and North Whidbey Fire &amp; Rescue</li> <li>• Captain Helm delivered Job Fair presentation to Senior Class of Coupeville High School</li> <li>• Captain Helm participated as assessor for new Lieutenant position for the City of Burlington Fire Department</li> </ul> |

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Facilities Division/C Shift Monthly Report

January 2017

| Initiative   | Conditions (Done)   | Actions (Doing) & Needs   | Backlog   |
|--|---|---|---|
| Facilities Maintenance Plan (Vrable)<br>Completion Date 4/1/17 | <ul style="list-style-type: none"> <li>List of Systems</li> <li>Identification of maintenance providers</li> <li>Recommended preventative maintenance schedule, need to document the PM schedule</li> </ul> | Budget integration  | <ul style="list-style-type: none"> <li>Building and grounds preventative maintenance</li> <li>Authoring Facilities Maintenance SOG</li> </ul> |
| Station 53 Water System (Vrable)<br>Completed 11/19/16         | Done  |   |   |
| Landscaping Assessment (Vrable)<br>Completed Date 12/19/16     | Done  |   |   |
| Pending Initiatives  |   | Other Accomplishments/Activities  |   |
| None   |   | <p><b>C Shift Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Smoke detectors installed 3744 Steelhead DR.</li> <li>Performance review completed for FF Huff, FF, Chedister, FF Suarez.</li> </ul> <p><b>Facilities Division Accomplishments:</b></p> <ul style="list-style-type: none"> <li>Carpets cleaned at Sta. 51 and Sta. 53.</li> <li>Water softener and iron filter installed Sta. 53.</li> <li>PM completed on bay doors.</li> <li>PM completed on HVAC.</li> </ul> |   |

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**Fleet Maintenance Division Monthly Report**

**January 2017**

| Initiative  | Conditions (Done)                                    | Actions (Doing) & Needs   | Backlog |
|---|--|---|---------|
| Fleet Maintenance SOG (Matros)<br>(NFPA 1911/Pump Testing)<br>Complete by 9/30/16. Pump testing dependent on availability of testing company. | Pump Testing and Ladder Testing completed on 9/27/16 | <ul style="list-style-type: none"> <li>• Purpose, Scope, &amp; Policy</li> <li>• Procedure for Fire Apparatus</li> <li>• Procedure for Staff Vehicles</li> </ul>  |         |
| EVT Training & Certification (Matros)   | Done, Certified as Master EVT for Fire Apparatus     |   |         |
| Mobile Repair Vehicle Up Fit (Matros)<br>Complete by 03/31/17   |  | Install new apparatus body floor  |         |
| Pending Initiatives   |  | Other Accomplishments/Activities  |         |
| <ul style="list-style-type: none"> <li>• Continuous Improvement (Matros)</li> <li>• Improve Parts Inventory System (Matros)</li> </ul>        |  | <p><b>Fleet Maintenance Activity:</b></p> <ul style="list-style-type: none"> <li>• 505 – Performed scheduled P.M. maintenance.</li> <li>• A-53 – Performed scheduled P.M. maintenance.</li> <li>• R-51 – Repaired minor electrical issues in the lighting system. Repaired #7 compartment door latch.</li> <li>• T-51 – Performed scheduled P.M. maintenance.</li> <li>• T-54 – Performed scheduled P.M. maintenance.</li> <li>• Aid - 503 – Diagnosed and coordinated repair of the EGR system.</li> </ul> <p><b>Pending Activity:</b></p> <ul style="list-style-type: none"> <li>• Install oil tanks</li> <li>• Install fluid hose reels</li> </ul> |         |

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**Annual Fire Situation Report**  
**Central Whidbey Island Fire & Rescue**  
 From 01/01/2016 To 12/31/2016  
 Report Printed On: 01/12/2017

| General Class   | Jan 16    | Feb 16    | Mar 16     | Apr 16     | May 16    | Jun 16     | Jul 16     | Aug 16     | Sep 16     | Oct 16     | Nov 16     | Dec 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          |            |            |            |            | 2          |            | 9             |
| Cover assignment, standby at fire station, move-up (57) | 2         | 3         |            | 1          |           | 3          |            | 3          | 1          | 1          |            | 4          | 18            |
| Dispatched and cancelled en route (61)                  | 18        | 12        | 15         | 20         | 17        | 21         | 27         | 26         | 18         | 21         | 14         | 17         | 226           |
| Electrical wiring/equipment problem (44)                | 1         |           | 9          | 1          |           |            | 2          | 1          | 1          |            | 1          | 1          | 17            |
| Emergency medical service (EMS) Incident (32)           | 49        | 33        | 43         | 47         | 60        | 49         | 48         | 50         | 58         | 51         | 46         | 46         | 580           |
| 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          | 2          | 3          |            | 12            |
| 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          |            |            |            |            |            | 1          | 4             |
| Good intent call, other (60)                            |           |           | 2          | 1          |           |            | 3          | 2          | 1          | 2          | 2          |            | 13            |
| 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          | 12         | 15         | 11         | 136           |
| Mobile property (vehicle) fire (13)                     | 1         |           | 1          | 1          |           | 1          |            | 1          |            | 1          |            |            | 6             |
| 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          |            |            |            | 1          | 5             |
| Public service assistance (55)                          | 2         | 2         | 17         | 1          |           | 3          | 4          | 5          | 3          | 11         | 14         | 6          | 68            |
| Rescue, emergency medical call (EMS), other (30)        |           |           |            |            |           | 1          |            |            |            |            |            |            | 1             |
| Search for lost person (34)                             | 1         |           |            |            |           |            |            | 1          | 2          | 1          |            |            | 5             |
| Service call, other (50)                                |           | 2         | 6          |            |           | 2          |            |            | 1          | 3          | 2          | 3          | 19            |
| Severe Weather & Natural Disaster (8)                   |           | 1         | 5          |            |           | 1          |            |            |            | 4          |            |            | 11            |
| 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          | 1          | 2          |            | 12            |
| System or detector malfunction (73)                     |           |           | 2          | 4          | 2         | 3          | 1          | 1          | 1          |            |            | 1          | 15            |
| Unauthorized burning (56)                               |           |           |            |            |           |            | 1          | 2          |            |            |            |            | 3             |
| Unintentional system/detector operation (no fire) (74)  | 5         | 2         | 4          | 5          | 2         | 7          | 5          | 6          | 9          | 2          | 5          | 10         | 62            |
| Water or ice-related rescue (36)                        |           |           |            | 2          | 1         | 3          | 5          | 3          | 4          |            | 1          |            | 19            |
| Water problem (52)                                      | 1         |           |            |            |           |            | 1          | 1          |            | 3          | 2          | 4          | 12            |
| Wrong location, no emergency found (62)                 | 1         |           | 1          |            | 3         |            | 1          | 1          |            | 2          | 1          | 1          | 11            |
| <b>Total</b>  | <b>99</b> | <b>73</b> | <b>127</b> | <b>105</b> | <b>97</b> | <b>109</b> | <b>116</b> | <b>138</b> | <b>115</b> | <b>117</b> | <b>110</b> | <b>106</b> | <b>1312</b>   |

**Search Criteria**

Dates: From 01/01/2016 To 12/31/2016 (mm/dd/yyyy)

Service: Central Whidbey Island Fire &amp; Rescue



Fire Overlapping Calls Report  
From 12/01/16 To 12/31/16  
Report Printed On: 01/12/2017

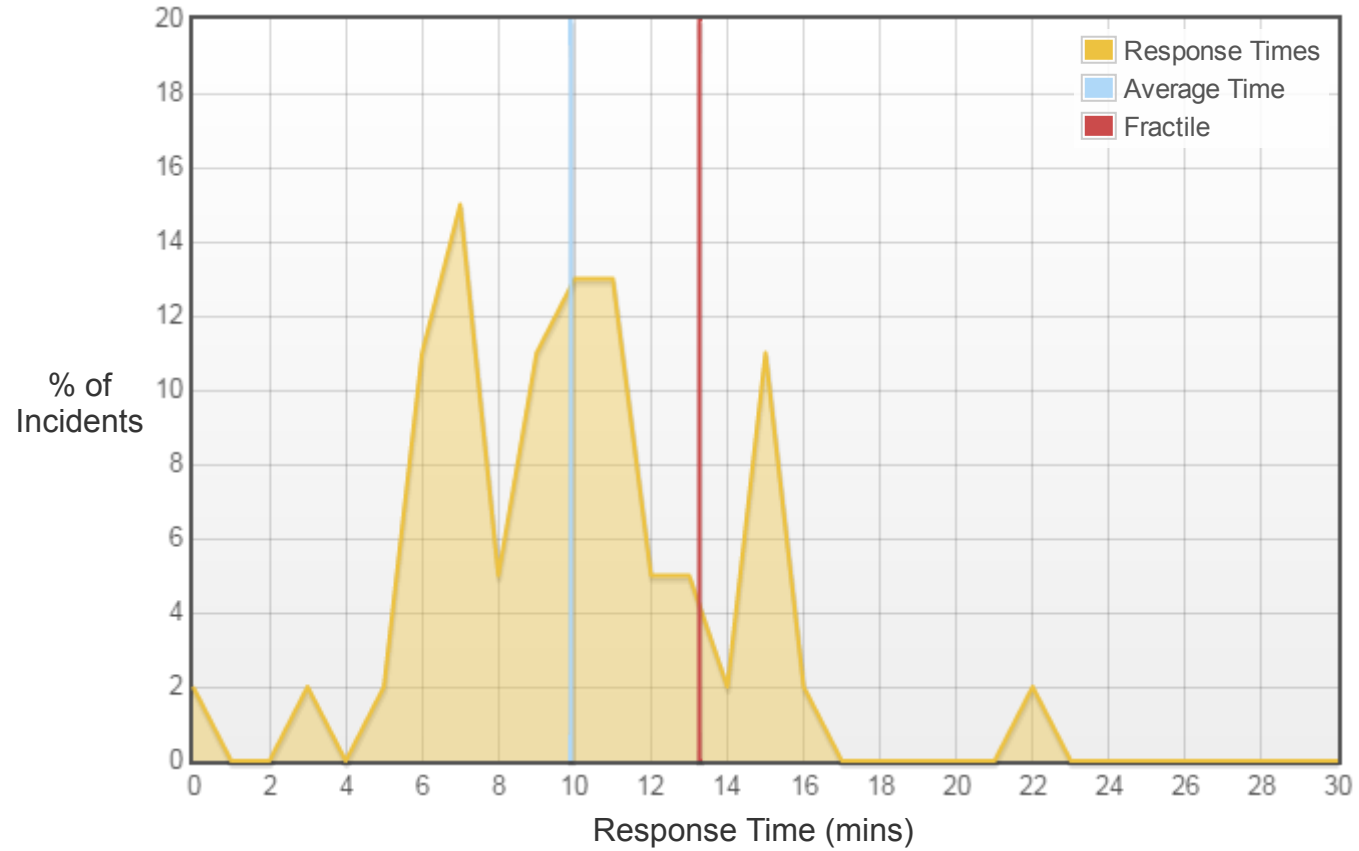
| Incident Number                  | Exposure | Incident Type  | Alarm Date/Time   | Clear Date/Time   |
|----------------------------------|----------|--|-------------------|-------------------|
| <b>Overlap: 1</b>                |          |  |                   |                   |
| 16-CW1215                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/01/16 09:22:26 | 12/01/16 09:48:42 |
| 16-CW1216                        | 0        | Dispatched and cancelled en route (611)                | 12/01/16 09:29:19 | 12/01/16 09:38:20 |
| <b>Minutes of overlap: 9.02</b>  |          |  |                   |                   |
| <b>Overlap: 2</b>                |          |  |                   |                   |
| 16-CW1218                        | 0        | Detector activation, no fire - unintentional (744)     | 12/01/16 20:21:14 | 12/01/16 20:45:05 |
| 16-CW1219                        | 0        | Detector activation, no fire - unintentional (744)     | 12/01/16 20:32:36 | 12/01/16 21:01:53 |
| <b>Minutes of overlap: 12.48</b> |          |  |                   |                   |
| <b>Overlap: 3</b>                |          |  |                   |                   |
| 16-CW1224                        | 0        | Medical assist, assist EMS crew (311)                  | 12/03/16 01:54:48 | 12/03/16 02:13:10 |
| 16-CW1225                        | 0        | Assist invalid (554)                                   | 12/03/16 02:11:33 | 12/03/16 02:38:36 |
| <b>Minutes of overlap: 1.62</b>  |          |  |                   |                   |
| <b>Overlap: 4</b>                |          |  |                   |                   |
| 16-CW1247                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/12/16 03:53:33 | 12/12/16 04:32:01 |
| 16-CW1248                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/12/16 04:01:55 | 12/12/16 04:34:47 |
| <b>Minutes of overlap: 30.10</b> |          |  |                   |                   |
| <b>Overlap: 5</b>                |          |  |                   |                   |
| 16-CW1254                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/13/16 14:40:01 | 12/13/16 14:59:16 |
| 16-CW1255                        | 0        | Detector activation, no fire - unintentional (744)     | 12/13/16 14:41:26 | 12/13/16 15:01:26 |
| 16-CW1256                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/13/16 14:51:05 | 12/13/16 15:05:07 |
| <b>Minutes of overlap: 26.02</b> |          |  |                   |                   |
| <b>Overlap: 6</b>                |          |  |                   |                   |
| 16-CW1255                        | 0        | Detector activation, no fire - unintentional (744)     | 12/13/16 14:41:26 | 12/13/16 15:01:26 |
| 16-CW1256                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/13/16 14:51:05 | 12/13/16 15:05:07 |
| <b>Minutes of overlap: 10.35</b> |          |  |                   |                   |
| <b>Overlap: 7</b>                |          |  |                   |                   |
| 16-CW1261                        | 0        | Cover assignment, standby, moveup (571)                | 12/14/16 13:55:00 | 12/14/16 17:55:00 |
| 16-CW1259                        | 0        | Medical assist, assist EMS crew (311)                  | 12/14/16 14:25:48 | 12/14/16 14:49:36 |
| 16-CW1260                        | 0        | Smoke detector activation due to malfunction (733)     | 12/14/16 14:45:27 | 12/14/16 15:06:01 |
| <b>Minutes of overlap: 44.37</b> |          |  |                   |                   |
| <b>Overlap: 8</b>                |          |  |                   |                   |
| 16-CW1259                        | 0        | Medical assist, assist EMS crew (311)                  | 12/14/16 14:25:48 | 12/14/16 14:49:36 |
| 16-CW1260                        | 0        | Smoke detector activation due to malfunction (733)     | 12/14/16 14:45:27 | 12/14/16 15:06:01 |
| <b>Minutes of overlap: 4.15</b>  |          |  |                   |                   |
| <b>Overlap: 9</b>                |          |  |                   |                   |
| 16-CW1273                        | 0        | Cover assignment, standby, moveup (571)                | 12/17/16 13:42:00 | 12/17/16 14:31:40 |
| 16-CW1272                        | 0        | Dispatched and cancelled en route (611)                | 12/17/16 14:13:36 | 12/17/16 14:22:50 |
| <b>Minutes of overlap: 9.23</b>  |          |  |                   |                   |
| <b>Overlap: 10</b>               |          |  |                   |                   |
| 16-CW1278                        | 0        | EMS call, excluding vehicle accident with injury (321) | 12/19/16 01:59:10 | 12/19/16 02:39:35 |
| 16-CW1279                        | 0        | Assist police or other governmental agency (551)       | 12/19/16 02:38:32 | 12/19/16 02:56:49 |
| <b>Minutes of overlap: 1.05</b>  |          |  |                   |                   |
| <b>Overlap: 11</b>               |          |  |                   |                   |
| 16-CW1280                        | 0        | Water problem, other (520)                             | 12/19/16 03:51:33 | 12/19/16 05:15:10 |
| 16-CW1281                        | 0        | Medical assist, assist EMS crew (311)                  | 12/19/16 03:52:49 | 12/19/16 04:28:51 |
| <b>Minutes of overlap: 36.03</b> |          |  |                   |                   |
| <b>Overlap: 12</b>               |          |  |                   |                   |
| 16-CW1307                        | 0        | Motor vehicle accident with no injuries. (324)         | 12/28/16 06:37:43 | 12/28/16 07:12:51 |
| 16-CW1308                        | 0        | Motor vehicle accident with no injuries. (324)         | 12/28/16 06:54:09 | 12/28/16 07:23:21 |
| <b>Minutes of overlap: 18.70</b> |          |  |                   |                   |

**Report Totals:**

**Occurrences of 2 Overlaps: 9**

**Occurrences of 3 Overlaps: 2**

| Fractile Response Times Report for Apparatus Times |                                      |
|--|--------------------------------------|
| Date Range   | 12/01/2016 to 12/31/2016             |
| Time Frame   | "Dispatch Time" to "Arrival Time"    |
| Total # of Incidents Fitting Criteria              | 43 (55 apparatus records)            |
| 80% Fractile Response Time                         | 13 min 16 sec                        |
| Highest Response Time                              | 21 min 51 sec                        |
| Lowest Response Time                               | 0 min 0 sec                          |
| Average Response Time                              | 9 min 54 sec                         |
| Service(s)   | Central Whidbey Island Fire & Rescue |
| Incident Type(s)                                   | All                                  |
| Response Mode(s) to Scene                          | Emergency                            |



 Report Description