Administration Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin) First Draft bin 2017	 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 Critical task analysis (Hartin) Develop data for response time analysis (Hartin) 	 Historical performance (Smith) Service level objectives (Hartin) Compliance methodology (Hartin) Evaluation and policy recommendations (Hartin) Generate document (Hartin)
Fire & Emergency Services Self- Assessment (FESSAM)	25 Performance Indicators Complete	Develop FESSAM pages for 10 Performance Indicators (Staff), Due 6/30/17 Develop FESSAM pages for 15 Performance Indicators (Chief Hartin), Due 6/30/17	Complete the balance of the FESSAM Pages (more detail to follow) Develop "Work in Progress FESSAM" for the Board of Fire Commissioners.
2017 Bond Measure	Key Messages PowerPoint Presentation Newsletter (February) Internal presentation on bond measure and related capital projects. Meeting with Dave Fergus to develop visual presentation on the Station 53 project. Validated list of homeowner associations, water associations, and community groups.	Developing first draft of Ballot Title and Resolution (C. Weed) Final approval of public communication display boards. Developing pocket size key message cards. Community presentations (starting in April)	Newsletter (May) Draft resolution regarding placement of the bond measure on the Ballot (June) Schedule open houses at Station 53 (June, July, October) Direct Mail (September, October) Newsletter (October)

Initiative	Conditions (Done)		Actions (Doing) & Needs	Backlog
2017 Bond Measure (Continued)	Identified Bond Attorney (recommendation from the District's Attorney Rich Davis) Timeline for public communications and other critical tasks updated with input from Jim Nelson (DA Davis) and Cynthia Weed (K&L Gates).			
Pending	Projects		Other Accomplis	hments/Activities
 Lean Process Inventory Control RMS Financial Practices Standard Opera Personnel Policies and Procedures Personnel Policies and Procedures Administrative Support Services St Assessment of Occupational Safety 	sting Guidelines Standard Operating Guidelines) Handbook andard Operating Guidelines //, Health, and Risk Management ad Projects for General and Contingency Fund	•	 Chief Hartin and staff have been updating and revising the District's Capital Projects Plan for 2018-2028 and Capital Projects SOG with anticipated completion prior to the Board of Fire Commissioners April work session. Chief Hartin, DC Smith, and Chief Schick (Camano Island Fire) met with Coupeville Marshall/ICSW Sergeant Chris Garden regarding the Island County Joint Operations Protocol for Violent Incidents. The District has implemented social media archiving to comply with Washington State Public Records law and will be increasing our use of Facebook and Twitter to provide public education and information to ou community. 	
Board Adoption of the revised Stra		•	and WA Department of Natural Re community based wildfire prevent Chief Hartin will be assisted the Observational process for Battalion Chief Hartin and Commissioners Er Institution of Fire Engineers (IFE) U and Commission on Public Safety E on March 19-24. The Chief is payin and conference registration. Chief Hartin attended a meeting be and the Hong Kong and USA Brance	ympia Fire Department with a Chief on March 13-14, 2017. Ingle and Hutchinson attended the ISA Branch Annual General Meeting Excellence Conference in Anaheim, CA Ig his own expenses for travel, lodging etween Underwriters Laboratories (UL) hes of the Institution of Fire Engineers less on April 5-10. Travel expenses are

Operations Division/B Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Marine Rescue SOG (Meek) SOG Completed by 3/31/17	SOG is complete with the exception of final edits and formatting.	Final edit and formatting	Submit Purpose, Scope, and Policy to the Board on 5/11/17
 Standard Apparatus Inventory (Meek) Type 6 Engines (3/31/17) Type 1 Engine (2017→) 	Standard Apparatus Inventory complete. Inventory will be implemented in 2018 upon receipt of new brush units. All additional equipment needed to fulfill the brush standardization (meeting NWCG type 6 engine requirements) will be purchased prior to receipt of the new brush units.	Develop standard inventory for Type 1 Engines	 Gap analysis & determination of procurement requirements Procurement of required equipment Development of apparatus inventory documentation
Respiratory Protection (Huff)	Draft Respiratory Protection Program SOG (Hartin/Huff) Purpose, Scope, and Policy of SOG by the Board of Fire Commissioners	Develop recommendation for fireground air supply compressor(s), cylinders, etc.	 Gap analysis (requirements versus current capability). Develop recommendation for SCBA upgrade or replacement. Develop capital budget proposal.

Pending Projects	Other Accomplishments/Activities
Technical Rescue SOGs (Smith/Hartin)	Operations Division:
CQI Program	Annual hose order purchased
HIPAA Compliance SOG/Training	Annual service on M5 completed (Cap Sante)
Wellness Program Improvement (Meek)	Quotes received for purchase of new M5 immersion suits
Completed Projects	Purchase of Fognails and associated hose and wyes
Special Events SOG (Smith)	Anchor package installed on M5
	B Shift:
	Repair of M5 jack stand stabilizer (replaced)
	 PR-took E53 to a house on Denneboom for an 8 year olds birthday. Request by father. 3/27
	• Smith Barn Fire 3/6
	Monthly CPR class instruction 3/25 (Majestic)
	Response Activity: Central Whidbey Island Fire & Rescue responded to 108 calls for service during the month of March (YTD=329). CWIFR experienced 11 instances in which multiple calls for emergency service were received concurrently (total of 23 incidents). Reports on incident types and frequency and occurrence of concurrent calls are attached.
	Average response time during the month was 9 minutes and 36 seconds. In this same time period, the 90 th Percentile response time was 14 minutes and 24 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.
	Note: We have changed from reporting on the 80 th percentile to reporting on the 90 th percentile (this will result in slightly higher time values, but provides a clearer picture of response time performance.

CRR Division/A Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Program		Develop SOGTrain Shift Personnel	Heat map by housing date of construction Identify target areas for delivery
Hydrant Inspection & Testing (Rogers) Completion by 4/1/17		 Inspection and flow test agreement (Discussed with District's Attorney, Rich Davis) Hydrant Inspection and Testing SOG 	
Preplan Program: Target Hazard, Long Driveways, and Water Supply (Rogers) Completion by 4/1/17	 Identify long driveway characteristics Long driveway list Develop Knox and Gate attributes for GIS Base map for water supply preplanning has been completed. Collector App for Knox and Gate data has been completed. Working group for water supply preplanning has been identified (AOs Brent Stevens and Ed Pratt and FF Dillon Rogers). 	 Water supply zones being defined. Primary and secondary water supplies being identified by zone. 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 Building outlines (Jessica) Data entry into GIS

Pending Projects Other Accomplishments/Activities Fire & Life Safety Inspections: Inspections are assigned on a monthly basis by WIprevent shift for both the Town of Coupeville and Island County. Fire Inspection Records Management System % Complete % Complete Fire Investigation Program Plan Shift Inspections (Monthly) (Annual) **Completed Projects** 2/7 29 20 Α В 5/6 83 20 С 6/7 86 19 A shift completed all initial inspections, 5 of 7 for March need re-inspection. B shift completed all initial inspections, 1 re-inspection and one business request for moving to another inspection month. C shift completed all initial inspections with the exception of a business closed until May. **Hydrant Inspection and Testing:** 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. Monthly Monthly Annual % Shift Flow Tests Inspections % Complete % Complete Complete Α В С CRR Division: • Ordered 144 photoelectric smoke detectors in bulk • Completed 5 Home safety surveys • Completed and filed February and March billing-5 hours of work • Corresponded with Whidbey Health construction regarding Radio Antennae coverage • Completed one car seat check request

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	A Shift:
	5 hour inspection at Camp Casey completed
	Correspondence with Simplex and Captain Whidbey Inn due to fire alarm system failure
	Completion of new occupancy inspection for restaurant at the Coupeville Wharf

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Training & Recruitment Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs Backlog					
Training Plan & Schedule (Helm) Completion by 9/30/17	Volunteer rank and role career path documented Single year training schedule integrating on-line and face-to-face training	Documentation of part-time and full- time rank and role career path and integration with volunteer components.		Description of current training program Documentation of training mandat Documentation of training needs based on community risks Gap analysis Establishment of training goals and objectives Multi-year training schedule		ning mandates ning needs sks ng goals and	
Learning Management System (LMS) Implementation (6/30/17)	LMS operational and in use	Data entry procedures for face-to- face training under development (currently being done the Training CAPT)		Data entry to enter data from paper training records		a from paper	
Wildland Firefighting Training and Certification (6/30/17)		Members assigned S-130 and S-190 Wildland skills training on-line training programs					
Pending	Projects		Other Acc	complisi	nments	/Activities	
 Training Records Management Sys New Member Orientation/Initial E 		Shift Shifts with 1 hour or less Total Hours Per Member Target		Target			
Individual and Company Performation	nce Standards	А	0	57.	.75	11.55	
Recruitment PlanProbationary Period		В 0 95		95.	.75	19.15	
,	ed Projects	C 0 4		49	.5	12.375	
	•	Day	0	42	5	10.625	
		Volunteers	0	71.	.75	3.58	
		All Members	0	317	'.25	8.34	
		_	1	ı		· '	

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	FF Chidester editing final footage for the CWIFR Volunteer Recruitment Video.
	 One new application received, one new application sent out, and one new interview completed. (Dalton Martin and Dalton Engle)
	 CAPT Helm taught another 68 hours (outside normal working hours) in March assisting Deputy Chief Moffatt (SWFE) with delivery of the 2017 EMT Class and is completing the requirements for certification as a Senior EMS Instructor (SEI). Classes are primarily Wednesday and Friday nights from 6pm to 10pm, and Saturdays from 8am to 5pm. No overtime incurred due to flexing hours.
	 CWIFR is still on track to have a minimum of 9 new Volunteer Firefighters in the 2017 Academy (along with one returning member who will be attending as refresher training). (UPDATE- Just lost one confirmed fire academy student due to life changes and will be moving to California.)
	 New SCBA confidence course nearing construction completion in the tower. Anticipate another day or two to finalize.
	 Assisted the Island County Sheriffs Officer with SWAT training and forcible entry training at the tower utilizing the forcible entry prop.
	Assisted SWFEMS with Honor Guard presentation at their annual banquet.
	Participated in Monthly Island County Training Officers planning meeting.
	 Finalized first annual advanced marine rescue class with the other surrounding agencies (NWFR,SWFEMS, and CIFR)
	Continued planning process of second annual marine rescue recruit class
	Participated in monthly Company Officers Section monthly teleconference
	Participated in monthly Volunteer Workforce Solutions teleconference.

Facilities Division/C Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Facilities Maintenance Plan (Vrable) Completion Date 4/1/17	 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
Pending	Projects	Other Accomplis	hments/Activities
 Facilities Maintenance System Facilities Storage Solutions Complete	d Projects	 C Shift: C shift completed a tour of the newly constructed wing at WhidbeyHealth Medical Center. LT Vrable and DC Smith attended a meeting with staff of Whidbey Health to discuss maintenance planning at our shared station Sta. 51. 	
		 Facilities Division: The Labor and Industries (L&I) electrical inspector identified that the extractor and drier at Station 53 were incorrectly wired (some years ago) Work was completed adding the required circuit and was approved by L& Station 53 septic system required repair due to settling ground causing a break in the main drain pipe exiting the bunkhouse. Repairs were completed by On-Site Construction. 	

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Fleet Maintenance Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog	
Fleet Maintenance SOG (Matros) (NFPA 1911/Pump Testing)	Pump Testing and Ladder Testing completed on 9/27/16	 Purpose, Scope, & Policy Procedure for Fire Apparatus Procedure for Staff Vehicles Creating an organized painventory area at Station		
Mobile Repair Vehicle Up Fit (Matros) Complete by 04/30/2017	Installed new apparatus body floor	Modifying fluid tanks so that they can be installed.		
Pending	Projects	Other Accomplish	nments/Activities	
 Parts Inventory System EVT Training and Certification (Am) Staffing Level Assessment 	EVT Training and Certification (Ambulance Level III)		arburetor was over fueling into oil, evrolet for fuel tank sending unit	
ŭ	d Projects	 replacement due to fuel gauge dropping out. 1401 – (E-53) - Assisted True North with repairs to E-53. Repairs inclinstalling new ladder rack supports, ladder rack stow stop switch, an repairing leaking pump flange. Various lights were also replaced und Whelen lighting warranty due to water intrusion. 		
		• 9402 (R-51) – Repaired various operator reported compartment lights that were not working.		
		 601 (E-512) – Sent to Freightliner for diagnosis and repair of engine. Vehicle would periodically stall when pulling out of station when engir was cold. Worn injector pump parts were replaced. 		
		Attended RTA Fleet Software annual users conference.		

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Annual Fire Situation Report Central Whidbey Island Fire & Rescue From 01/01/2017 To 03/31/2017 Report Printed On: 04/13/2017

	Report Fillited Off. 04/13/			
General Class	Jan 17	Feb 17	Mar 17	Total by Type
*NA (NA)			3	3
Combustible/flammable spills & leaks (41)			1	1
Dispatched and cancelled en route (61)	32	17	11	60
Electrical wiring/equipment problem (44)	4			4
Emergency medical service (EMS) Incident (32)	54	41	63	158
EMS call where party has been transported (66)	1			1
Extrication, rescue (35)	1			1
False alarm and false call, other (70)	1		1	2
Good intent call, other (60)	1	1	2	4
Malicious, mischievous false alarm (71)	1			1
Medical assist (31)	12	9	9	30
Mobile property (vehicle) fire (13)		1		1
Natural vegetation fire (14)		1		1
Public service assistance (55)	3	10	4	17
Search for lost person (34)			1	1
Service call, other (50)	1		2	3
Smoke, odor problem (53)	1			1
Special type of incident, other (90)	1			1
Structure Fire (11)	2	1	1	4
System or detector malfunction (73)	1	1	1	3
Unintentional system/detector operation (no fire) (74)	6	10	8	24
Water or ice-related rescue (36)	2			2
Water problem (52)	5		1	6
Total	129	92	108	329

Search Criteria

Dates: From 01/01/2017 To 03/31/2017 (mm/dd/yyyy)

Service: Central Whidbey Island Fire & Rescue



Fire Overlapping Calls Report From 03/01/17 To 03/31/17 Report Printed On: 04/13/2017

I FIRE BRIDGE		Report Fillite	eu OII. 04/13/2017	
Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1	0	FMC cell eveluding vehicle conident with injury (224)	02/02/47 45:50:42	00/00/47 46:04:00
17-CW0226 17-CW0227	0 0	EMS call, excluding vehicle accident with injury (321) Detector activation, no fire - unintentional (744)	03/02/17 15:50:12 03/02/17 15:59:07	03/02/17 16:21:30 03/02/17 16:12:26
17-CW0227 17-CW0228	0	Motor vehicle accident with no injuries. (324)	03/02/17 13:39:07	03/02/17 16:12:20
11-0440220	0	Wotor verilee acoucht with no injuries. (024)		utes of overlap: 16.32
Overlap: 2				·
17-CW0236	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 08:41:50	03/05/17 09:11:21
17-CW0237	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 09:08:54	03/05/17 09:48:54
Overlap: 3			Mir	nutes of overlap: 2.45
17-CW0239	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 23:05:50	03/05/17 23:31:10
17-CW0240	0	EMS call, excluding vehicle accident with injury (321)	03/05/17 23:29:56	03/05/17 23:52:46
Overlap: 4			Mir	nutes of overlap: 1.23
17-CW0246	0	Detector activation, no fire - unintentional (744)	03/08/17 14:14:47	03/08/17 14:59:52
17-CW0247	0	Good intent call, other (600)	03/08/17 14:37:42	03/08/17 14:45:40
Overlan: 5			Mir	nutes of overlap: 7.97
Overlap: 5 17-CW0256	0	EMS call, excluding vehicle accident with injury (321)	03/10/17 17:53:25	03/10/17 18:30:25
17-CW0257	0	Combustible/flammable gas/liquid condition, other (410)	03/10/17 18:27:13	03/10/17 19:05:15
0			Mir	nutes of overlap: 3.20
Overlap: 6 17-CW0258	0	Motor vehicle accident with no injuries. (324)	03/10/17 20:25:49	03/10/17 21:13:26
17-CW0259	Ö	EMS call, excluding vehicle accident with injury (321)	03/10/17 21:10:59	03/10/17 22:21:38
			Mir	utes of overlap: 2.45
Overlap: 7 17-CW0297	0	EMS call, excluding vehicle accident with injury (321)	03/22/17 15:25:00	03/22/17 15:38:02
17-CW0298	Ö	EMS call, excluding vehicle accident with injury (321)	03/22/17 15:31:26	03/22/17 15:52:32
				utes of overlap: 6.60
Overlap: 8 17-CW0306	0	EMS call, excluding vehicle accident with injury (321)	03/27/17 08:49:14	03/27/17 10:17:04
17-CW0307	Ö	Dispatched and cancelled en route (611)	03/27/17 10:13:46	03/27/17 10:22:42
			Mir	utes of overlap: 3.30
Overlap: 9 17-CW0311	0	Motor vehicle accident with injuries (322)	03/27/17 17:40:51	03/27/17 18:49:14
17-CW0311	0	Detector activation, no fire - unintentional (744)	03/27/17 17:40.51	03/27/17 18:26:32
		, , ,	Minu	utes of overlap: 11.70
Overlap: 10	0	EMO II	00/00/47 47:05:00	00/00/47 40:40:00
17-CW0315 17-CW0316	0 0	EMS call, excluding vehicle accident with injury (321)	03/28/17 17:35:29 03/28/17 18:10:55	03/28/17 18:13:29 03/28/17 18:35:24
7 00000	<u> </u>	V		nutes of overlap: 2.57
Overlap: 11		ENO. II. 1 II. 1 II. 1 III. (004)	00/04/47 00 40 00	00/04/47 04 00 70
17-CW0327 17-CW0328	0 0	EMS call, excluding vehicle accident with injury (321) EMS call, excluding vehicle accident with injury (321)	03/31/17 20:12:33 03/31/17 20:28:06	03/31/17 21:06:50 03/31/17 20:50:53
1.7 = C.4VVU.3ZO	U	LIVIO GAII. EXCIUUITU VEHICIE AGGIUETTI WIITI ITIIUTV (32.1)	U3/3 I/ I/ ZU.ZO.UD	U3/3 I/ I/ ZU.3U.33

Report Totals:

Occurances of 2 Overlaps: 9
Occurances of 3 Overlaps: 1

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Fractile Response Times Report for Apparatus Times

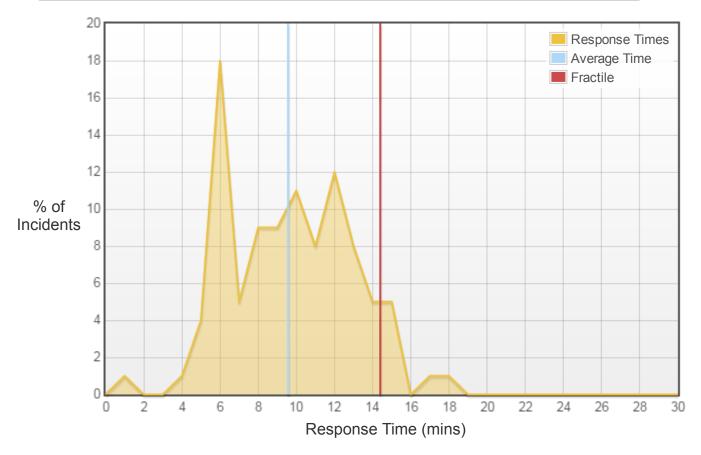
Date Range 03/01/2017 to 03/31/2017
Time Frame "Dispatch Time" to "Arrival Time"

Total # of Incidents Fitting Criteria 52 (76 apparatus records)

90% Fractile Response Time Highest Response Time Lowest Response Time Average Response Time 9 min 34 sec

Service(s) Central Whidbey Island Fire & Rescue Incident Type(s) All

Response Mode(s) to Scene Emergency
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Report Description