Administration Division Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Standard of Coverage (Hartin) First Draft in 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)	61 Performance Indicators Complete	 Develop FESSAM pages for 10 Performance Indicators (Staff), Due 9/30/17 Develop FESSAM pages for 15 Performance Indicators (Chief Hartin), Due 9/30/17 Develop "Work in Progress FESSAM" for the Board of Fire Commissioners. 	Complete the balance of the FESSAM Pages (more detail to follow)

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
2017 Bond Measure	Key MessagesPowerPoint PresentationNewsletter (February)	• Direct Mail (10/20/17)	•
	 Internal presentation on bond measure and related capital projects. 		
	 Meeting with Dave Fergus to develop visual presentation on the Station 53 project. 		
	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).		
	Developing first draft of Ballot Title and Resolution (C. Weed)		
	Final approval of public communication display boards.		
	Developing pocket size key message cards.		
	Newsletter (May)		
	 Validated list of homeowner associations, water associations, and community groups. 		
	Letters sent to community groups offering presentations		

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
2017 Bond Measure (Continued)	 June guided tours scheduled for June 21, 22, and 24Vote on the Bond Resolution and Ballot Title on 7/13/17 Community presentations CW Lions 7/20/17 CPV Lions 9/13/17 Honeymoon Lake 10/3/17 News release 9/13/17 Schedule open houses at Station 53 10/24 & 28/17 Letter to community groups (9/27/17) Newsletter (10/27/17) 		
Financial Practices Standard Operating Guidelines	Board adoption of purpose, scope, and policies of comprehensive financial practices SOGs.	 SOG 1.3.6 Use of District Resources SOG 1.3.11 Debt SOG 1.3.10 Capital Projects 	 SOG 1.3.15 General Financial Guidance SOG 1.3.14 Transparency and Accountability SOG 1.3.7 Revenue SOG 1.3.8 Investment SOG 1.3.9 Reserve SOG 1.3.12 Grants and Grant Management SOG 1.3.13 Financial Risk Management

	Pending Projects		Other Accomplishments/Activities
•	Lean Process Inventory Control RMS Personnel Policies and Procedures Standard Operating Guidelines) Personnel Policies and Procedures Handbook Administrative Support Services Standard Operating Guidelines Assessment of Occupational Safety, Health, and Risk Management	•	Chief Hartin has been performing a majority of the Training Officer's duties while he is on vacation. Completed Proposed 2018 District Budget
	Completed Projects		
•	Establishing a Minimum Set Aside for General and Contingency Fund Beginning Balance (20170112_r001)		
•	Board Adoption of the revised Strategic Plan (20170112_r002)		

Operations Division/B Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Marine Rescue SOG (Meek) SOG Completed by 5/31/17	SOG is complete with the exception of final edits and formatting. Purpose, Scope, and Policy submitted to the Board on 6/8/17	Final edit and formatting of procedure	
Standard Apparatus Inventory (Meek) Type 6 Engines (3/31/17) Type 1 Engine (2017→)	Standard Apparatus Inventory for Type 6 Engines is 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 adopted 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.
ImageTrend Elite Transition (Smith)	 Received/reviewed Migration Guide - 6/2017 Elite "kick-off call" - 9/2017 Coordinated CAD data flowing to new Elite site - 6/2017 	 Learning system Reviewing/establishing set up requirements Entering initial datasets 	Second instructional call-TBD

Pending Projects	Other Accomplishments/Activities
Technical Rescue SOGs (Smith/Hartin)	Operations Division:
CQI Program	M5 electronics system final spec and quote requests sent
HIPAA Compliance SOG/Training	New mustang suits arrived at Westmarine, members sent for fit testing
Wellness Program Improvement (Meek)	Rope rescue equipment ordered (spare equipment)
Completed Projects	(7) Mustang suits ordered from Westmarine
Special Events SOG (Smith)	Epinephrine kits built and placed on licensed aid vehicles (Majestic/Hartin)
	B Shift:
	Assisted with hands only CPR/AED training at Nordic Lodge 9/14
	Majestic instructed CPR class
	10 hydrants inspected
	Blade replaced on PPV fan E53, hydraulic hose replaced on B53
	Participated in Volunteer interviews
	Response Activity: Central Whidbey Island Fire & Rescue responded to 115 calls for service during the month of September (YTD=1109). YTD call volume is 13.28% higher than the same period in 2016.
	CWIFR experienced 17 instances in which multiple calls for emergency service were received concurrently (total of 32 incidents). Reports on incident types and frequency and occurrence of concurrent calls are attached.
	Average response time during the month was 9 minutes and 18 seconds. In this same time period, the 90 th Percentile response time was 15 minutes and 09 seconds.

Rev: 1.0

CRR Division/A Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Home Safety Survey Program (Porter)	 Identify target areas for delivery (homes built before 1984, Olympic View, & Tyee mobile park) Heat map by housing date of construction Application for Home Safety Survey Grant Grant Awarded by DHS/FEMA 	 Develop SOG-in progress Train Shift Personnel 	
Fire Investigation Program Plan (Smith)	 5 out of 5 FESSAM Performance Indicators for Fire Investigation completed. Met with Chief Ray Merrell to discuss fire investigator training requirements and participation in the Region-3 Arson Task Force List of interested members created to support region 3 Arson Task Force Develop comprehensive (multiyear) plan to implement a fire investigation program 		Complete basic training for fire investigator (one member) – Course is currently under development by Region-3 ATF, awaiting dates-Dates for October class put on by Oak Harbor Fire Dept are stalled pending course outline by Chief Merrill, he will keep us in the loop on his progress Checked in 9/15/2017
Hydrant Inspection & Testing (Rogers) Completion by 9/1/2017		 Inspection and flow test agreement (Discussed with District's Attorney, Rich Davis) Hydrant Inspection and Testing SOG 	

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog
Preplan Program: Target Hazard, Long Driveways, and Water Supply (Rogers) Completion by 03/1/2018 Water Supply Preplan Completion by 12/1/2017	 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 Inspections % Complete % Complete **Completed Projects** Initial complete (Monthly) (Annual) Shift Complete Α 4/4 4/4 100% 95% В 4/4 4/4 100% 87% С 5/6 6/6 83% 98% • Currently working with the Town Building Official to bring Tyee Restaurant into compliance-scheduled install of hood 9/29/2017 • WAIF working to correct violation for C shift re-inspection • Porter completed all shift inspections for the month of Septembertotaling 16 inspections • Notified by building official that Captain Whidbey Inn has installed new fire alarm system **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 Inspections Flow Tests % Complete % Complete Complete Α 38 100% 8 100% 95% 9 В 75% 0 100% 70% C 0 0% 2 25% 30%

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)
	CRR Division:
	Porter completed 3 Home Safety Surveys: replaced 8 smoke alarm batteries, installed 4 hardwired smoke alarms
	Porter installed 3 address signs on: Rhodena, Pheasant Run, and Sunrise View Court
	FF Holly Slothower participated in September's Safe Kids car seat check event, earning 3 seat check CEU's toward recertifying
	 Porter set up Fire Safety Week plans for October 9th -13th at Coupeville Elementary School: this year's message "Every Second Counts, Plan 2 Ways Out!"
	Porter organized a working group to improve Santa mobile planning and execution
	KnoxBox - installed at Coupeville mini-storage
	KnoxBox – keys/proxcards placed for WhidbeyHealth – more to come
	HSS for Whidbey Isl. Campers Haven with follow-up referral to FireWise program
	 Hands-only CPR/AED training – 3 classes for Nordic Lodge (over 20 trained)
	AED installed/mounted at Nordic Lodge
	AED installed/mounted at Living Hope Church
	A Shift:

Training & Recruitment Division Monthly Report

Initiative	Conditions (Done)	Actions (De	oing) & 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 mandates Documentation of training needs based on community risks Gap analysis Establishment of training goals and objectives Multi-year training schedule 		training training needs ty risks aining goals	
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 from paper training records		
Wildland Firefighting Training and Certification (6/30/17)		Members assigned S-130 and S-190 on-line training programs			Wildland skills training		
Pending	Projects		Other Acc	complish	hments/Activities		
New Member Orientation/Initial EnIndividual and Company Performan		Shift Shifts with 1 Total Hours Per Member		Target			
Recruitment Plan		A	0	59.7	75	14.93	
Probationary Period		B 0 90		90.	.5	22.62	
Completed Projects		С	0	42.	.5	10.62	
		Day	0	18.	.5	4.62	
		Volunteers	0	15	5	0.75	
		All Members	0	226.	.25	6.28	

Completed Projects (Continued)	Other Accomplishments/Activities (Continued)				
	 Training/Recruitment Captain on Vacation Chief Smith taught 3 classes of Operational Ropes Rescue to SWF/E and CWIFR personnel (6 classes total in series) in support of joint ropes rescue endeavor 				

Facilities Division/C Shift Monthly Report

Initiative	Conditions (Done)	Actions (Doing) & Needs	Backlog		
Facilities Maintenance Plan (Vrable) Completion Date 8/1/17	 Draft four submitted List of Systems Identification of maintenance providers Recommended preventative maintenance schedule, need to document the PM schedule 	Budget integration Facilities Plan - Draft I, II, III complete, Draft IV in finalization process	 Building and grounds preventative maintenance assignments Authoring Facilities Maintenance SOG 		
Pending	Projects	Other Accomplis	hments/Activities		
Facilities Maintenance System		C Shift:			
Facilities Storage Solutions		C Shift assisted two home owners in replacing their residential smoke			
Complete	d Projects	detectors.			
Facilities storage shed and work bench	es for sta. 51 and sta. 54 identified and	• Derik Vrable attended the Finance and Business class as part of obtaining a Facilities Management Professional credential.			
budgeted for in the 2018 budget.		Facilities Division:	indi di Cacintian		
		down hoses.With the hard work and help of Kir a fall pruning.	noved hose reels and added new drop m Harpe and Jen Porter Sta. 51 received aste to Sta. 54 for grounds and burn		

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 Scheduled for 9/20 – 9/21	Pump Testing and Ladder Testing completed on 9/21/17-9/22/17.	 Purpose, Scope, & Policy Procedure for Fire Apparatus Procedure for Staff Vehicles 	Creating an organized parts inventory area at Station 52			
Pending	Projects	Other Accomplishments/Activities				
Parts Inventory System		Attended the annual Fire Mechanics Conference				
Staffing Level Assessment		0601 (B-54) - Replaced cracked coolant surge tank.				
Complete	d Projects	• 9401 (E-51) – Repaired sticking pressure relief valve and adjusted tank to				
Mobile Repair Vehicle Up Fit		pump valve.				
Completed Master EVT Certification for Fire Apparatus & Ambulances		9601 (E-512) – Performed pump transmission service				
		Aided Fire Service Repair in performing annual pump and ladder testing.				
		 1401 (E-53) – Aided Cummins tech in performing warranty work which included replacing engine head gasket and lift pump. Performed PM service on Engine. 				

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Annual Fire Situation Report Central Whidbey Island Fire & Rescue From 01/01/2017 To 09/30/2017 Report Printed On: 10/12/2017

			Kebu	JI L L I III I GU	O11. 10/12/	2017				
General Class	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Total by Type
*NA (NA)							1			1
Accident, potential accident (46)							1			1
Combustible/flammable spills & leaks (41)			1	1	1	1	3	1		8
Controlled burning (63)				1						1
Cover assignment, standby at fire station, move-up (57)				1			2	5	3	11
Dispatched and cancelled en route (61)	32	17	12	19	25	21	24	25	21	196
Electrical wiring/equipment problem (44)	4			1	3				2	10
Emergency medical service (EMS) Incident (32)	54	40	64	58	64	50	62	57	50	499
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		1			3	4	1	1	11
Good intent call, other (60)	1	1	2	1		2		4		11
HazMat release investigation w/no HazMat (67)								1	1	2
Lock-In (33)								1		1
Malicious, mischievous false alarm (71)	1									1
Medical assist (31)	12	9	10	11	19	22	21	22	14	140
Mobile property (vehicle) fire (13)		1			1		1		1	4
Natural vegetation fire (14)		1			2		5	2	1	11
Outside rubbish fire (15)						1	2			3
Public service assistance (55)	3	10	3	9	7	8	5	3	4	52
Rescue, emergency medical call (EMS), other (30)						1				1
Search for lost person (34)			1	1						2
Service call, other (50)	1		3	3	2	1	1	1	3	15
Smoke, odor problem (53)	1					1			2	4
Special outside fire (16)						1	2	1		4
Special type of incident, other (90)	1						1			2
Steam, other gas mistaken for smoke (65)						1	2	2	1	6
Structure Fire (11)	2	1	1	2		1	2	4		13
System or detector malfunction (73)	1	1	2	1	1	2	1		1	10
Unauthorized burning (56)							1	1	1	3
Unintentional system/detector operation (no fire) (74)	6	10	7	4	5	6	5	7	7	57
Water or ice-related rescue (36)	2			1	2	2	4	2	2	15
Water problem (52)	5		1				2	1		9
Wrong location, no emergency found (62)						1				1
Total	129	91	108	114	132	125	153	142	115	1109

Search Criteria

Dates: From 01/01/2017 To 09/30/2017 (mm/dd/yyyy)

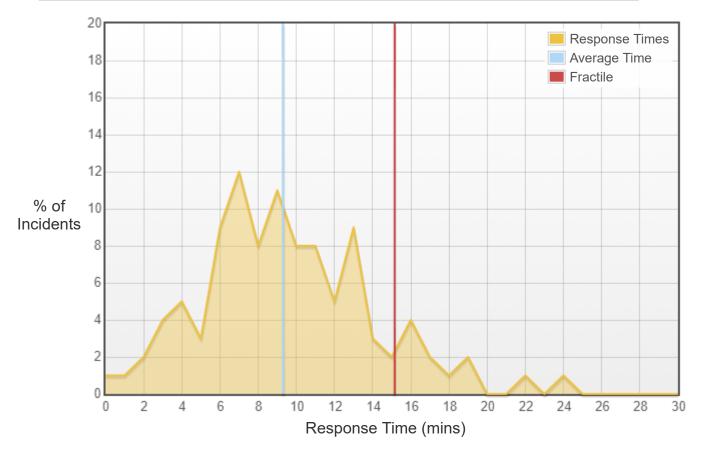
Service: Central Whidbey Island Fire & Rescue

```
Fractile Response Times Report for Apparatus Times

Date Range 09/01/2017 to 09/30/2017
Time Frame "Dispatch Time" to "Arrival Time"

Total # of Incidents Fitting Criteria 68 (130 apparatus records)

90% Fractile Response Time 15 min 9 sec
Highest Response Time 23 min 55 sec
Lowest Response Time 0 min 9 sec
Average Response Time 9 min 18 sec
Service(s) Central Whidbey Island Fire & Rescue
Incident Type(s) All
Response Mode(s) to Scene Emergency
```



Report Description



Fire Overlapping Calls Report From 09/01/17 To 09/30/17 Report Printed On: 10/12/2017

🚄 FIRE BRIDG	S E	Report Prin	ted On: 10/12/2017	
Incident Number	Exposure	Incident Type	Alarm Date/Time	Clear Date/Time
Overlap: 1	_			
17-CW1003 17-CW1004	0 0	EMS call, excluding vehicle accident with injury (321)	09/02/17 06:13:01	09/02/17 06:35:47
17-6001004	U	Medical assist, assist EMS crew (311)	09/02/17 06:13:46 Min	09/02/17 06:44:54 utes of overlap: 22.02
Overlap: 2				atto of overlap. 22.02
17-CW1012	0	Cover assignment, standby, moveup (571)	09/04/17 16:48:47	09/04/17 17:09:31
17-CW1011	0	Cover assignment, standby, moveup (571)	09/04/17 16:48:47	09/04/17 17:09:31
0			Min	utes of overlap: 20.73
Overlap: 3 17-CW1011	0	Cover assignment, standby, moveup (571)	09/04/17 16:48:47	09/04/17 17:09:31
17-CW1012	Ö	Cover assignment, standby, moveup (571)	09/04/17 16:48:47	09/04/17 17:09:31
			Min	utes of overlap: 20.73
Overlap: 4 17-CW1034	0	December vehicle fire (424)	09/10/17 13:14:35	09/10/17 14:07:50
17-CW1034 17-CW1035	0 0	Passenger vehicle fire (131) EMS call, excluding vehicle accident with injury (321)	09/10/17 13:14:35	09/10/17 14:07:50
	<u> </u>			utes of overlap: 29.00
Overlap: 5	_			
17-CW1048 17-CW1049	0 0	EMS call, excluding vehicle accident with injury (321) Assist invalid (554)	09/15/17 16:54:21 09/15/17 18:05:27	09/15/17 18:52:50 09/15/17 18:27:26
17-0001049	U	Assist IIIvaliu (004)		utes of overlap: 21.98
Overlap: 6				
17-CW1053	0	Medical assist, assist EMS crew (311)	09/16/17 14:28:09	09/16/17 15:25:39
17-CW1054	0	Dispatched and cancelled en route (611)	09/16/17 15:23:21	09/16/17 15:41:37
Overlap: 7			MII	nutes of overlap: 2.30
17-CW1060	0	EMS call, excluding vehicle accident with injury (321)	09/17/17 21:47:34	09/17/17 23:17:23
17-CW1061	0	Dispatched and cancelled en route (611)	09/17/17 23:00:02	09/17/17 23:43:14
0			Min	utes of overlap: 17.35
Overlap: 8 17-CW1065	0	Dispatched and cancelled en route (611)	09/19/17 21:49:53	09/19/17 22:43:00
17-CW1066	ŏ	EMS call, excluding vehicle accident with injury (321)	09/19/17 22:33:58	09/20/17 00:07:54
			Mi	nutes of overlap: 9.03
Overlap: 9 17-CW1066	0	FMC cell, evaluating vehicle assident with injury (221)	09/19/17 22:33:58	09/20/17 00:07:54
17-CW1067	0	EMS call, excluding vehicle accident with injury (321) Detector activation, no fire - unintentional (744)	09/19/17 22:55:12	09/19/17 23:15:38
		,		utes of overlap: 20.43
Overlap: 10	_			
17-CW1079 17-CW1080	0 0	Medical assist, assist EMS crew (311) Medical assist, assist EMS crew (311)	09/22/17 13:45:17 09/22/17 14:17:04	09/22/17 14:31:18 09/22/17 15:00:42
17-0441000	0	Modical assist, assist Line Grew (CTT)		utes of overlap: 14.23
Overlap: 11				
17-CW1080	0	Medical assist, assist EMS crew (311)	09/22/17 14:17:04	09/22/17 15:00:42
17-CW1081	0	EMS call, excluding vehicle accident with injury (321)	09/22/17 14:35:38	09/22/17 15:10:01 utes of overlap: 25.07
Overlap: 12			Milit	utes of overlap. 25.07
17-CW1090	0	Dispatched and cancelled en route (611)	09/24/17 21:12:39	09/24/17 21:54:41
17-CW1091	0	EMS call, excluding vehicle accident with injury (321)	09/24/17 21:43:47	09/24/17 22:19:44
Overlan: 42			Min	utes of overlap: 10.90
Overlap: 13 17-CW1097	0	Dispatched and cancelled en route (611)	09/27/17 09:01:24	09/27/17 09:34:22
	•	2.5ps.5od drid odrioonod on rodio (011)	33/27/17 33.31.24	00/21/11 00.0-1.22

0	EMS call, excluding vehicle accident with injury (321)	09/27/17 09:08:54	09/27/17 10:02:28
		Min	utes of overlap: 25.47
			-
0	EMS call, excluding vehicle accident with injury (321)	09/27/17 10:40:02	09/27/17 11:34:36
0	EMS call, excluding vehicle accident with injury (321)	09/27/17 10:47:07	09/27/17 11:31:59
	• • • •	Min	utes of overlap: 44.87
0	EMS call, excluding vehicle accident with injury (321)	09/27/17 13:32:57	09/27/17 14:44:16
0	Medical assist, assist EMS crew (311)	09/27/17 13:50:27	09/27/17 14:26:47
	. , , ,	Min	utes of overlap: 36.33
0	Motor vehicle accident with no injuries. (324)	09/28/17 16:31:49	09/28/17 18:07:20
0	EMS call, excluding vehicle accident with injury (321)	09/28/17 17:44:19	09/28/17 18:07:05
		Min	utes of overlap: 22.77
0	Watercraft rescue (365)	09/29/17 11:32:32	09/29/17 13:27:34
0	Motor vehicle accident with no injuries. (324)	09/29/17 12:44:10	09/29/17 14:08:38
		Min	utes of overlap: 43.40
0	Motor vehicle accident with no injuries, (324)	09/29/17 12:44:10	09/29/17 14:08:38
Ō	EMS call, excluding vehicle accident with injury (321)	09/29/17 13:41:16	09/29/17 14:28:24
	, , , , , , , , , , , , , , , , , , , ,		utes of overlap: 27.37
	0 0 0 0	0 EMS call, excluding vehicle accident with injury (321) 0 EMS call, excluding vehicle accident with injury (321) 0 EMS call, excluding vehicle accident with injury (321) 0 Medical assist, assist EMS crew (311) 0 Motor vehicle accident with no injuries. (324) 0 EMS call, excluding vehicle accident with injury (321) 0 Watercraft rescue (365) 0 Motor vehicle accident with no injuries. (324)	Min

Report Totals: Occurances of 2 Overlaps: 17