



# Central Whidbey Island Fire & Rescue

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Professionalism • Integrity • Compassion • Excellence

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[www.cwfire.org](http://www.cwfire.org)

To: Board of Fire Commissioners  
From: Chief Ed Hartin  
Date: January 9, 2020  
Subject: Chief's Report

## Operational Activity

The District had 120 calls for service in December with 1435 calls in 2019. In comparison, we ran 1599 calls in 2018, a 10% decrease. This decrease likely in part due to the period of time between March and September during which we were not doing interfacility transfers for WhidbeyHealth. The District experienced 14 instances in which calls were received concurrently for a total of 32 incidents affected, two instances involved three concurrent calls and another involving four calls.

| Incident type   | 2018 | 2019 |
|---|------|------|
| 1 - Fire  | 21   | 43   |
| 2 - Overpressure Rupture, Explosion, Overheat (No Fire) | 0    | 1    |
| 3 - Rescue & Emergency Medical Service Incident         | 872  | 824  |
| 4 - Hazardous Condition (No Fire)                       | 14   | 12   |
| 5 - Service Call  | 229  | 187  |
| 6 - Good Intent Call                                    | 302  | 272  |
| 7 - False Alarm & False Call                            | 112  | 90   |
| 8 - Severe Weather & Natural Disaster                   | 47   | 5    |
| 9 - Special Incident Type                               | 1    | 1    |
| Total   | 1598 | 1435 |

## Administrative Activity

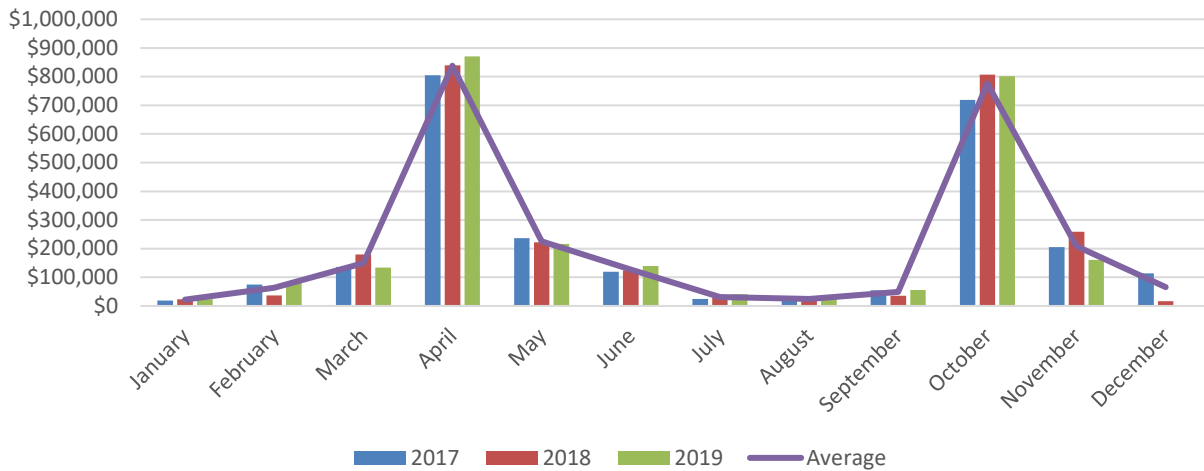
Chief Hartin attended the Northwest Accreditation and Credentialing Consortium meeting in Spokane. Division Chief Pat Schaffer presented their draft community risk assessment and standard of coverage and consortium members discussed the upcoming Quality Improvement Through Accreditation course that will be held in Bellevue in January. Captain Jerry Helm, Lieutenant Meek, and Firefighter Rhodes are currently attending this training program.

Chiefs Smith and Hartin continued work to clean the district's incident data from 2016 through 2019, with significant success in ensuring accurate representation of incident types, locations, and when aid was given and received. Through this process, the chiefs identified training needs for staff related to incident documentation and have developed job aids to assist with ensuring data accuracy. We will be conducting

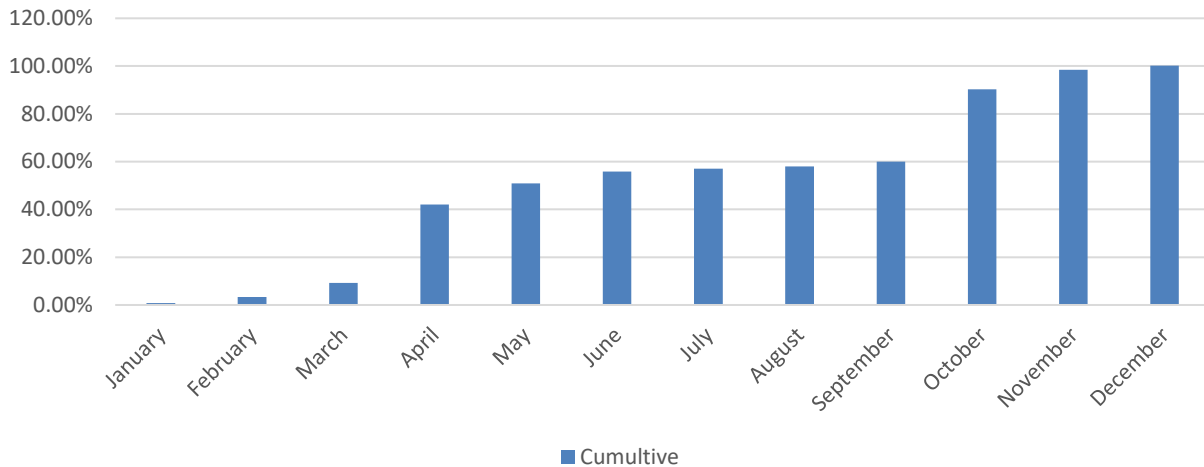
training on the National Fire Incident Reporting System (NFIRS) the third week of January to continue improvement of data quality.

Chief Hartin and Finance Officer Niiro completed reconstruction and revision of the district’s investment standard operating guideline to reflect changes in the county’s investment program. Changes to this standard operating guideline and investment practices should result in a significant increase in investment interest revenue. As part of this revision process, Chief Hartin compiled historical data from the BIAS finance and accounting program to develop and improved understanding of revenue and expenses and the district’s month to month cash flow.

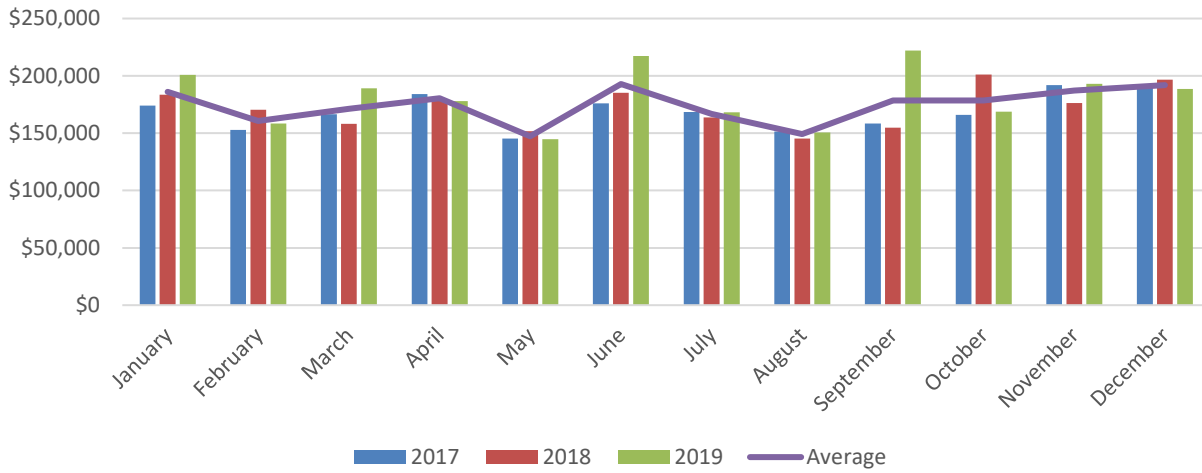
General Fund Revenue



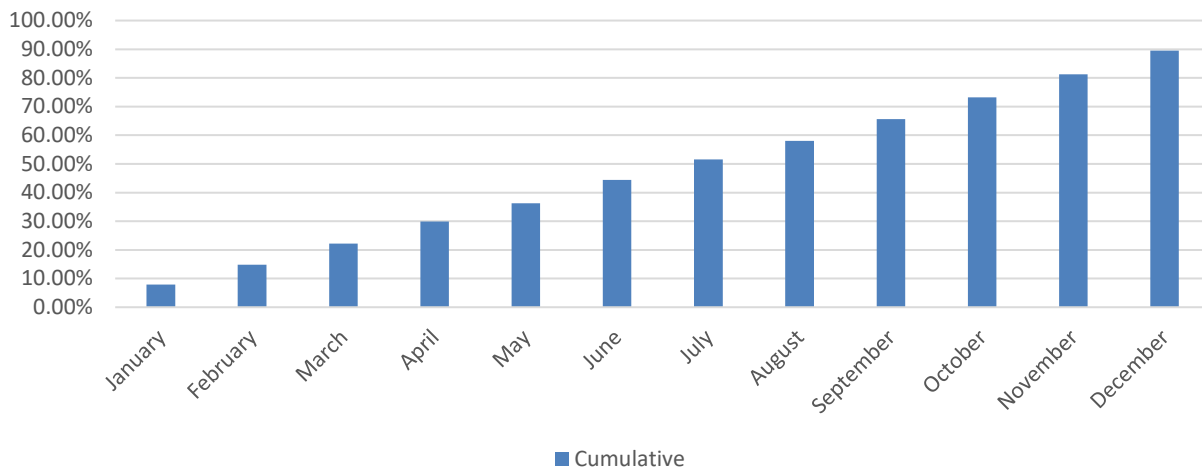
General Fund Revenue % of Budgeted



### General Fund Monthly Expense



### General Fund Expense % of Budgeted



This data will be used to enhance the finance officer’s report to the board of commissioners on a monthly basis beginning in February, comparing year to date with a rolling three-year historical average.

All district desktop computers were upgraded to Windows 10 in anticipation of Microsoft discontinuing support for Windows 7. One challenge encountered in this process was the inability to upgrade the two Panasonic Toughbook computers in Chief Hartin’s and Captain Helm’s command vehicles due to the age of these machines. These computers will be replaced with I-Pads similar to those used in other district apparatus. The district’s current I-Pads have a similar issue in that 12 of 17 I-Pads used by the district cannot be upgraded to the current version of the IOS operating system. This does not present an immediate problem but will likely require replacement in the near future as software applications change and are upgraded. Ategan (IT contractor) has also been working to upgrade all Microsoft Office software to Office 2019 to provide consistency across all district computers.

## Community Risk Reduction (CRR)

**Fire & Life Safety Inspections:** Considerable progress has been made in reducing the inspection backlog on each shift, but continued work will be needed to ensure completion of annual inspections by the end of 2019.

| Shift | Inspections Complete<br>(Past Month) | Inspection Backlog<br>(Prior Months) |
|-------|--------------------------------------|--------------------------------------|
| A     | 6                                    | 7                                    |
| B     | 1                                    | 6                                    |
| C     | 8                                    | 5                                    |

Lieutenant Jen Porter has completed work with BK2 (ImageTrend consultants) for implementation of electronic inspections. Use of the ImageTrend records management system will simplify the workflow for scheduling, conducting inspections, billing, and analysis of inspection data. Lieutenant Porter is pilot testing the system during the month of January and will be conducting training for all other full-time staff before the end of the month.

**Home Safety Surveys & Smoke Alarm Installation:** Nine smoke alarms and one carbon monoxide alarm were installed in December (two hardwired alarms and the carbon monoxide alarm purchased by the homeowner) and batteries were changed in 13 smoke alarms.

**Other Community Outreach:** A huge thank you to Firefighter Holly Slothower for decorating Engine 542. Thanks to Captain Jerry Helm and Firefighter Kolton Kellison for lending their speakers for the music. Thanks to all the drivers and elves and the crews who helped deliver the food bank donation. We really couldn't make the project happen without all of the CWIFR members assistance! Also thanks to Santa who also brought so many Girl Scout elves lead by Christie Messner. This was the first year a community member and son, with no fire department affiliation, came out to help. In addition, we had the largest single food bank donation received by Gifts from the Heart in 2019!

## Training

**In-Service Training:** Training during the month of December focused on handlines and primary search, rope rescue, tire chains (in anticipation of winter weather), cardiac arrest management, medical ongoing training and evaluation makeups, and ladder rescue. In addition, a full-court press was put on completing apparatus operator training for Firefighter/EMT Maletto (now qualified as an apparatus operator) and Firefighter/EMT Justin Burnett (soon to be qualified).

**Recruitment:** Firefighter/EMT Ryan Smith, who transitioned from part-time to full-time status on December 1, 2019 submitted his resignation to accept a full-time firefighter position with the Bothell Fire Department. Firefighter Kolton Kellison completed national certification as an Emergency Medical Technician (EMT) and was made a contingent job offer to transition from volunteer to full-time status pending Washington EMT certification and medical documentation. Firefighter/EMT John Lloyd, who left his part-time position with CWIFR for full-time employment with Naval Region Northwest Fire and Emergency Services has returned to CWIFR as a full-time firefighter/EMT effective January 1, 2020.

### **Facilities**

After many months of processing Island County Requirements our Site Plan review or Conditional Use Permit for the Fire station Replacement has been Received but the County. They are requesting a few other items (which were subsequently provided). Island County has 14 days from acceptance to send us a letter stating this package submittal is deemed complete. Once that is issued, they have 45 days to process the decision and this includes a 14-day public comment period. towards the end of January, we will be meeting with Carletti for a design meeting to review Mechanical and Electrical considerations.

### **Fleet Maintenance**

The big fleet maintenance effort in December focused on completion of specifications for type 1 engines and monitoring progress in the completion of our two type 5 engines. December delivery of the type 5 engines was missed with additional detail work to be completed prior to inspection, acceptance testing, and delivery.