



Central Whidbey Island Fire & Rescue

1164 Race Road
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

www.cwfire.org

To: Board of Fire Commissioners
From: Chief Ed Hartin
Date: March 8th, 2018
Subject: Chief's Report

Administration

Projects

Financial Practices Standard Operating Guidelines (SOGs): Developed SOGs addressing the District's application for, use of, and administration of grants and the District's process and procedures for establishing fees for services. This accomplishment addressed the District's Strategic Goal to be fiscally responsible and operate with transparency. In addition, this accomplishment supported achievement of CFAI Accreditation Criteria 4B Financial Practices (4B.9 Grant Program Policies and 4B.10 Fee Policies).

Project Status: Drafts of two SOGs, dealing with Debt, Investments, General Financial Guidance, and Financial Reserves have been completed. Remaining work includes completion of SOGs addressing Transparency and Accountability, Revenue, Grants and Grant Management, and Financial Risk Management. This project is projected for completion by June 30, 2018.

Project Lead: Chief Hartin

Administrative Support Services Standard Operating Guidelines (SOG): Developed SOGs addressing dissemination and release of information to the public and the maintenance, availability, retention and destruction of district records in accordance with local, state and federal legal mandates. This accomplishment addressed the District's Strategic Goal to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this accomplishment supported achievement of CFAI Accreditation Criteria 9C Administrative Support Services (9C.4 Public Information and C.7 Public Records).

Project Status: A draft of the SOG dealing with public records has been completed with final revisions anticipated by February 28, 2018. Remaining work includes completion of a SOG defining the District's records retention policies and procedures. This project is projected for completion by April 30, 2018.

Project Lead: Finance Officer, Kim Harpe

Image Trend Elite Migration: Complete migration from current version of ImageTrend Records Management System to Elite. This includes integration with WhidbeyHealth EMS to allow a single PCR to be completed on all medical responses and implementation of the fire inspections module. This project addresses the District's strategic goal to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this initiative supports achievement of CFAI Accreditation Category 2

Assessment and Planning and Category 5 Programs. This project supports a great many of the CFAI performance indicators requiring the use of incident and response time data.

Project Status: A project team comprised of Deputy Chief Charlie Smith and Firefighter/EMTs Jeff Rhodes and Jesse Leyva has been established to complete migration to ImageTrend Elite. The team has had two phone meetings with ImageTrend staff, which gave direction for building of the new version of the ePCR (electronic patient care report). This report will be able to be shared electronically with our WhidbeyHealth partners. Work is currently underway to define the full scope of work required and timeline for completion. The timeline for completion of this project will be determined by no later than March 8, 2018.

Project Lead: Deputy Chief Charlie Smith

Fire & Emergency Service Self-Assessment Manual: Finalize the written description, appraisal, and plan (single page) for all 252 of the performance measures specified in the self-assessment manual. This project will address the District's Strategic Goal to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this initiative supports achievement of all CFAI Accreditation Criteria.

Project Status: Description, Assessment, and Plan sections have been completed for 71 performance indicators (28.17%). Completion of the narrative for all 252 performance indicators by December 31, 2018 will require a considerable increase in pace of completion (mean of just over 18 performance indicators per month). It is likely that this project will extend into 2019.

Project Lead: Chief Hartin/Category Managers

Other Administrative Activity

Chief Hartin and Finance Officer Kim Harpe worked with each of the Division Managers to review 2017 accomplishments and develop the 2018 Work Plan. In addition, the District's Executive Staff held a retreat to discuss succession planning and develop a preliminary framework for defining a succession plan for anticipated retirements occurring within the next 10 years.

Chief Hartin will be presenting at Firehouse World in San Diego, CA March 6-8, 2018. Chief Hartin and Commissioners Engle and Hutchinson will be attending the Commission on Public Safety Excellence (CPSE) conference in Orlando, FL March 11-16, 2018. Chief Hartin will be attending Blue Card Instructor CE in Phoenix, AZ on March 21-23, 2018. The cost of the Chief's travel to Firehouse World is paid by the conference and participation in the CPSE conference and Blue Card Instructor CE is at his own expense. The expense for Commissioners Engle and Hutchinson to attend the CPSE conference is paid by the District.

Operations

Emergency Response

Central Whidbey Island Fire & Rescue responded to 116 calls for service during the month of February (YTD=269). YTD call volume is 18.2% higher than the same period in 2017. CWIFR experienced 19 instances in which multiple calls for emergency service were received concurrently (total of 36 incidents). There was one instance that included three calls.

Average response time during the month was 8 minutes and 16 seconds. In this same time period, the 90th Percentile response was 13 minutes and 16 seconds.

Projects

Marine Operations Standard Operating Guideline (SOG): Develop a comprehensive SOG for the District's marine operations. This project addresses the District's strategic goal of identifying and applying best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, this project addresses CFAI Criteria 5J Marine and Shipboard Rescue and Firefighting (5J.1 Standards of Cover Compliance and 5J.2 Annual Appraisal).

Project Status: This project has been completed.

Project Lead: Lieutenant James Meek

Standard Equipment Inventory: The District will achieve standardization of equipment carried on Type 6 Engines in 2018. Standard inventory for Type 1 Engines will be established in 2018 (implementation will be accomplished in 2019 with purchase of three Type 1 Engines). Implementation of a standard equipment inventory will improve tactical functionality and simplify training and maintenance requirements. This project addresses the District's strategic goal of reducing incident frequency and severity as well as Commission on Fire Accreditation International (CFAI) Accreditation Criteria 6E (6E.1 Small Tools and Equipment).

Project Status: Type 6 engines have been re-inventoried as of 02/18 and a list of equipment needed to standardize our new brush units have been updated. Acquisition of equipment will be concurrent with acquisition of new B53/B54.

Type 1 engine standardization has begun. Engines will be inventoried by end of second quarter. Standard inventory complete by end of 2018.

Project Lead: Lieutenant James Meek

HIPAA Compliance: HIPAA compliance and continued training of personnel of its importance are an essential component of our EMS delivery. A HIPAA compliance and policy evaluation, along with the development of an annual training program, will assessed to enhance our knowledge and procedures regarding best practices related to EMS delivery and HIPAA compliance. This project addresses the District's strategic goal of identifying and applying best practice to achieve continuous improvement of effectiveness, efficiency and value. In addition, this project addresses CFAI Criteria 5F Emergency Medical Services (5F.5 HIPAA Compliance).

Project Status: Work will begin on this project in March of 2018 with anticipated completion no later than May 30, 2018.

Project Lead: Lieutenant James Meek

Other Operations Activity

The following Operations Division activity was completed in the last month:

- Quotes for fire hose were requested and received in preparation for the annual hose replacement order.
- Winch cable for M5 replaced with strap, repair of winch electrical completed.
- Marine 5 front scene light (50") remounted on brackets to give higher angle.
- Hydraulic equipment from B53 removed and distributed to B54 and E53. Spare equipment placed at 52.
- Pelican cases received. Replacing current med kits and for standardization with South Whidbey Fire/EMS (SWFE). SWFE is replacing their current airway kits for standardization with CWIFR.
- 35" ladder that failed annual testing has been replaced.
- Equipment layout for new brush unites initialized.

Community Risk Reduction

Fire & Life Safety Inspections

Inspections are assigned on a monthly basis by shift for both the Town of Coupeville and Island County.

Shift	Inspections Complete	Initial Complete	% Complete (Monthly)	% Complete (Annual)
A	4/7	4	57%	0%
B	5/8	5	88%	0%
C	7/8	7	92%	0%

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.

Shift	Inspections	Initial Complete	% Complete (Monthly)	% Complete (Annual)
A				
B				
C				

Note: Hydrant Testing and Inspection is generally scheduled from April-October

Projects

Home Safety Survey Grant: Using grant funds received from the Department of Homeland Security, perform at least 250 home safety surveys focused on homes built prior to 1984 and in the 25th percentile for assessed

value of improvements (buildings). This would reach approximately half of the homes meeting these criteria (N-508). This project addresses the District's strategic goal to reduce the incident frequency and severity, and to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, it addresses CFAI Accreditation Criteria 5B Public Education Program (5B.4 High Risk Potential and High Risk Audiences).

Project Status: Work on this project has been delayed due to Lieutenant Jen Porter's maternity leave. Completion of the Home Safety Survey Standard Operating Guideline (SOG), training program, and survey implementation anticipated no later than May 30, 2018.

Project Lead: Lieutenant Jen Porter

Hydrant Inspection & Testing SOG: Develop a SOG to address policy and procedure for inspection and testing of hydrants throughout the District. This project addresses the District's strategic goal to reduce incident frequency and severity, and to identify and apply best practice to achieve continuous improvement of effectiveness, efficiency, and value. In addition, CFAI Accreditation Criteria 9A Water Supply 9A.3 Communication with Water Purveyors and 9A.4 Water Supply & Hydrant Maps).

Project status: The majority of the work on the SOG has been completed with a final draft anticipated by March 31, 2018.

Project Lead: Firefighter/EMT Dillon Rogers

Other Community Risk Reduction Activity

Monthly open enrollment CPR class delivered (B Shift-Majestic).

Recruitment & Training

Training Completed

	Total Hours	Target
A Shift	36.5	TBD
B Shift	57.85	TBD
C Shift	50.25	TBD
Day	22.5	TBD
Volunteers	50.6	TBD
Total	217.7	TBD

Projects

Training Plan: Developed a multi-year integrated training plan that addresses the District's current and future training needs for volunteer, part-time and full-time staff. This initiative focused on the District's strategic goal of ensuring adequate staffing. In addition, this accomplishment addressed SFAI Accreditation Criteria 8A Training and Education Program Requirements.

Project Status: Captain Helm and Chief Hartin have developed the organizational concept, delivery system, and distribution for the multi-year training plan. In addition, they have been working closely with South Whidbey Fire/EMS to integrate this plan across both agencies (maximizing efficiency and interoperability). The 2018 Training Schedules is being built on an ongoing basis using the framework of the multi-year training plan. The multi-year training plan is scheduled for completion by April 30, 2018.

Project Lead: Captain Jerry Helm

Facilities

Projects

Renovation and Expansion of Station 53: Selection of an architect, development of final building design, development of plans and specifications, bid process to select a contractor for this major facilities project, and permitting. This project focuses on the District's Strategic Goal o—to maintain adequate infrastructure to support operations. In addition, it addresses Commission on Fire Accreditation International (CFAI) Accreditation International (CFAI) Accreditation Criteria 6B: Fixed Facilities on a comprehensive basis.

Project Status: The Station 53 Renovation and Expansion Working Group, comprised of Commissioner Paul Messer, Chief Ed Hartin, Captain Andy Griffin, Lieutenant Derik Vrable, and Firefighter/EMTs Aron Nolte and Keith Andrews, has completed review of proposals submitted by architectural and engineering firms and has provided a recommendation to the Board of Fire Commissioners for selection for this project. Next steps will include negotiation with the firm selected by the Board to establish a scope of services and cost.

Project Lead: Captain Jerry Helm

Fleet Maintenance

Projects

Type 6 Engines: Develop specifications and manage the procurement of two Type 6 Engines scheduled for replacement in 2018 as specified in the District's Capital Projects Plan (CWIFR, 2017b). Manage surplus and sale of the District's two existing Type 6 Engine apparatus. This project focuses on the District's Strategic Goals to maintain adequate infrastructure to support operations and be fiscally responsible and operate with transparency. This project also addresses CFAI Accreditation Criteria 6C Apparatus and Vehicles on a comprehensive basis.

Project Status: Performance characteristics for the Type 6 Engines have been identified and specifications are under development. Completion of specifications initiation of the bid process is scheduled for no later than March 31, 2018.

Status Update: LT Meek, FF Kellison, FF Lloyd and I have had several meetings and the Type 6 engine spec is coming together nicely. We are on schedule to have a bid specifications package completed by the end of March. We are designing these trucks to be extremely user and maintenance friendly in addition to being able to meet the demands of possible east side mobilization if needed. The last outstanding piece of the bid specification to be addressed is the lighting package which will be started on March 8, 2018.

Project Lead: Firefighter/Mechanic Mike Matros