



WHITESTOWN FIRE DEPARTMENT



WFD Monthly Report – March 2016 Meeting

- February Run Statistics – See chart
- Training:
 - All shifts completed multi-company standard company function drills
 - January training stats: 86 Hours of EMS / 364 Hours of Fire-Rescue (450 Combined Hours)
- Hiring Process
 - All candidates have completed their physicals; once results are received, the PERF board will meet for approval
- Fire Marshal Position Vacancy
 - On March 2nd, the Fire Board unanimously approved the Fire Department to hire Steve Milstead as the new fire marshal.
- Ambulance Transport Service Stats
 - February Stats not in as of date of submitting this report
- Captain Promotions
 - Promoted Levi Kendall and Greg Hedge to station captains – They will be pinned at a council meeting once their badges come in
- Social Media Outreach
 - Facebook – 22,084 total outreach / 47,961 engagement / 240 new likes
- Goals update:
 - Providing monthly update on the status of the WFD Goal Completion

Whitestown Fire Department - Monthly Run Statistics

Month: February 2016

Total Runs:	68	<i>YTD</i>	124
Fire	22	<i>YTD</i>	45
<i>Notes:</i>	Working Residence - LFD / Working Residence - Whitestown Working Semi-Trailer - Whitestown		
EMS	36	<i>YTD</i>	63
<i>Notes:</i>			
Rescue	10	<i>YTD</i>	16
<i>Notes:</i>			

District	TOWN	TWP.	STA. 71	STA.72	I-65
Fire	17	0			
<i>YTD</i>	31	2			
EMS	35	0			
<i>YTD</i>	61	1			
Rescue	6	1			
<i>YTD</i>	11	1			
TOTALS	58	1			
<i>YTD</i>	103	4			

Mutual Aid	ZFD	LFD	PTFD	CTFD	Other
Fire	1	4			
<i>YTD</i>	4	8			
EMS	1				
<i>YTD</i>	1				
Rescue	3	0			
<i>YTD</i>	3	1			
TOTALS	5	4			
<i>YTD</i>	8	9			



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2016 Goals

Plan – Implement – Evaluate – Integrate

Administrative:

- Conclude development and implement mentoring program for the department
- Hire additional Full Time firefighters as applicable to meet staffing needs
 - As of 3/2016, 9 candidates have completed their physicals
- Hire Fire Marshal to replace the current vacancy
 - Fire Board approved hiring of Steve Milstead as new Fire Marshal on 3/2/2016
- Continue progressive implementation of the WFD's formalized wellness-fitness initiative program to ensure safety and wellness of all employees. This shall include the addition of a mental health initiative which would include drug abuse and overdose reduction in cooperation with other town agencies
- Implement an evaluation system for all levels of employees that provides a basis of progress for the mentoring program created
- Update 5-year growth plan to account for rapid growth within the fire department and the community
- Develop and implement inventory program, working with the town staff where applicable, to account for all apparatus and equipment, while encompassing the WFD's asset list
- Distribute analysis of ISO rating change. Identify the areas needing improvement, and address as applicable
- Re-evaluate and implement as necessary an Engineer's position. Create and implement processes and procedures as applicable
- Complete Station Captain process, appoint a Captain for each fire station, and implement the job description and all procedural changes related to the addition of a captain's position
 - Promoted Levi Kendall and Greg Hedge to station captain
- Review and create, where necessary, job descriptions for special position assignments. (i.e. SCBA, Buildings and Grounds, EMS, PFC, etc.)



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- In coordination with the town manager and staff, develop a capital plan for the department
- Create formal replacement plans for applicable equipment, to include PPE, Station Furnishings, Apparatus, etc.
- Continue evaluation, planning, and implementation as applicable for a Headquarters / Station 72 facility including the implementation of a station planning committee
 - Continuing to have meetings in relation to purchasing of property for the facility
- Increase administration interaction with Peer Fitness Trainers on station equipment needs, exercise programs, and PT for recruit school
- Develop system for increased efficiency in ordering of office supplies
- Continue to develop and implement enhancements for the New Hire Packet system
- Conduct quarterly assessments of the department's public education and outreach programs

Annual Continuing Goals:

- Continue work with the Whitestown Police Department evaluating and improving the Public Safety Officer program
- Create Standard Work for all repeatable administrative processes
- Continue reviews of Standard Operating Procedures / General Orders as applicable
 - Finalizing review of new GO that will reflect new ordinance concerning smoking on town property
- Continue Hiring of Part Time Personnel as needed to supplement the roster of FTEs
- Continue Health and Safety Committee meetings at regular intervals, with continuing focus on compliance with all applicable regulations
- Continue development of Cadet Program and Citizens Academy with the PD that was developed in 2015, to potentially include a ride-out program for the cadets



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Operational:

- Research and implement operational enhancements, emergency operations, EOC development, and training options into the Station 72 / Headquarters Facility Project
- Submit FEMA AFG grant to acquire an SCBA fit testing machine for annual OSHA requirements, and for two Bull-Ex digital fire training system panels to enhance and facilitate fire training when live burning is not an option
 - Grant submitted – Awaiting process of the AFG
- Maintain 100% ALS ambulance transport coverage, 24/7
 - To date - Successful
- Maintain 100% minimum staffing of 6 personnel, 24/7
 - To date – 95% Successful
- Develop and utilize increased data collection for EMS response and billing
- Reevaluate and implement a new EMS supply tracking system to ensure proper stock with focus on cost efficiency
- Replace current defibrillator / monitors to ensure ease of data transfer, as well as better patient care and tracking
 - Replaced monitors and in service on Medic 71, Engine/Ladder 71, and Ladder 72
- Replace current cot on Medic 71 with a powerlift cot in an effort to reduce potential back injuries of employees
 - Replaced and in service in February
- Research and evaluate additional equipment replacement needs on Medic 71 to ensure best possible patient care and employee safety measures
 - Completed the needs assessment / Most all of the equipment desired has been placed in service or ordered. Continuing evaluation will occur as we have just got our start in the transport service.



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- Standardize and replace as applicable, firefighting nozzles and deployment selections throughout all fire apparatus
 - Scheduling product demonstrations in the month of March
- Explore possibility of streamlining additional computer systems to increase ease of use for employees
 - Beta testing a fire report system that is made by the same company as our EMS reporting system / Demo being conducted of a responding app for incidents
- Explore possibility of replacing outdated current Mobile Data Computer units with a much more reliable / cheaper / efficient tablet-based solution
 - Utilizing iPad currently for Medic 71 computer / reporting system – Conducting research and feasibility for the remainder of the apparatus and staff
- Review and update as necessary, all clothing and gear policies to include potential changes to Quartermaster system
- Implement replacement of all staff vehicles
 - Vehicles are in / Finalizing lease docs / Equipment installation will follow after pick-up from dealership
- Evaluate first year of transporting ambulance service
- Begin needs-assessment, including potential implementation plan for the addition of a second transporting ambulance
- Continue, in cooperation with BCFCA and the BCCC/HCSO, the push for a computer voiced dispatch system

Annual Continuing Goals:

- Continue cooperative effort between Boone County fire departments to address common critical operational and safety issues through the development of standard fire ground procedures, dispatch protocols and training programs.



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- Continue to complete yearly routine maintenance, service contracts, and mandated testing for all applicable apparatus and equipment and place on a fixed schedule.
- Continue to work with the BCFCA communications and training committee to continue to provide continuing education to communications officers of the BCCC on operational guidelines and procedures.
- Continue evaluation and updating of GIS services for the town in reference to WFD's needs
- Continue evaluation of the department's run orders and grid assignments within the response area

Training:

- Develop a collaborative and expanded recruit school program and syllabus for new hires
 - A four-week program has been created, with implementation coming in May with the newest group of employees
- Implement a comprehensive quarterly EMS practical skills training program that exceeds the State of Indiana requirements for both ALS and BLS providers
- Secure resources for, and conduct no less than two live fire trainings with continuing focus on order of arrival and standard company functions
 - Currently completing agreement with a property owner for an acquired structure to conduct live fire training in
- Conduct quarterly multi-company level training drills that include the PSO's and their functions on the fire ground
- Development and implementation of specific training qualifications for ride-out officers
 - Completed
- Recommend and purchase if applicable an enclosed trailer for training props, materials, and equipment
- Implement an EMS run report Quality Assurance program that systematically evaluates all signature of release, cardiac arrest, trauma and medical alert reports, while providing the Medical Director with required feedback
- Research, plan, and implement hosting an outside instructor seminar / conference
- Conduct needs assessment for, and provide as applicable State of Indiana Fire / Rescue / EMS certification classes



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Annual Continuing Goals:

- Continue implementation of fixed training schedule.
- Provide officer development trainings with staff officers and outside speakers as applicable.
- Utilize county training committee to expand our training participation with mutual aid agencies.
- Continue development of position task books as applicable

Fire Prevention / Public Education:

- Research feasibility of developing a community outreach program; e.g. Firefighter for a Day, Workout/Play Summer Fitness Camp, or Teen Fire Camp with possibility of cooperation with the Boys' and Girls' Club
- Research and develop a formal WFD Investigations Program, including involvement with the WPD
- Continue development of new Quick Action Plans, and updating existing QAP's for the WFD's response area
- Implementation of homeowner inspection checklist
- Conduct feasibility study and implement as applicable, a rental property smoke detector inspection program
- Determine need, and implement as possible, a smoke / CO detector drive for the community
- Research and evaluate need for Part Time Fire Inspector
- Continue needs assessment of developing a fire extinguisher training program for civilians
- Review current fire prevention ordinances, and revise or create as necessary
- Complete annual inspections for all applicable businesses



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- Complete needs assessment and feasibility study, implementing as applicable, the residential Knox Box home system
- Completely implement the FH Inspector RMS program
- Create and implement monthly PSA announcements to be advertised via social media
- Update fire prevention and public education Q&A
- Continue development of Car Seat Inspection Program

Annual Continuing Goals:

- Continue development of education programs in fire safety, farm safety, and CPR.
- Continue to provide fire prevention and safety discussions to schools and daycares within the Whitestown response area, with a focus on enhancing the current program
- Continue to offer quarterly CPR classes to the public at reduced costs, and advertise in coordination with the assistant town manager / town PIO
- Continue development of social media presence via Facebook, Instagram and Website
- Updating of Code Enforcement Books