

## DISTRICT MONTHLY REPORT: APRIL 2016

### ADMINISTRATIVE:

- 1) On April 1<sup>st</sup>, changes to District administrative and managerial functions took effect. Chief VanCamp evaluated current workloads and demands due to an increased focus on Night-Weekend staffing growth, and made the following adjustments: 1) re-prioritized Chief LeMay's responsibilities for marketing, recruiting, selecting & training new volunteers (along with current training responsibilities), then to balance workloads for Chief LeMay, 2) transferred the District Safety & Health program management to Chief McBride, then to balance workloads for Chief McBride, 3) transferred management of the Night-Weekend IR&R Group to Chief Kilpatrick, who was promoted to Assistant Chief for Volunteer Services. Other adjustment may be made as strategic staffing priorities demand.

### Action Item Summary List:

No.	Topic	Date	Priority	Action/Status
2	North-end Firestation Project Master Plan	Ongoing	Medium	<u>VanCamp:</u> <ul style="list-style-type: none"> <li>▪ Subject included in strategic planning workshop discussion (13 May)</li> </ul>
44	District Training Center	Ongoing	Medium	<u>Kessel (and Vector Engineering):</u> <ul style="list-style-type: none"> <li>▪ Change Order 2: repairs to underground electrical line: legal counsel review &amp; Chief recommendation for 5/19;</li> <li>▪ Change Order 3: costs for delay to contractor: legal counsel review &amp; Chief recommendation for 5/19;</li> <li>▪ Briefing @ 19 May meeting for soil conditions under paving area.</li> </ul>
52	Verizon Wireless Tower at Station 8-3 (Boston Harbor)	Ongoing	Medium	<u>Gleckler:</u> <ul style="list-style-type: none"> <li>▪ Subsequent to Verizon's application denial by Thurston County, new design being developed (mono-pole) and beginning process of review &amp; comment again</li> </ul>
53	Organizational performance management system	Ongoing	High	<u>Board Chair/VanCamp:</u> <ul style="list-style-type: none"> <li>▪ Basic system discussion at 1 Dec Board meeting; draft set of performance measures being developed by VanCamp</li> </ul>
59	IR&R Staffing Planning	Ongoing	High	<u>VanCamp:</u> <ul style="list-style-type: none"> <li>▪ Facilitated workshop on 13 May discussed:                             <ul style="list-style-type: none"> <li>▪ Review of previous work on Mission, Vision, Values &amp; Goals (primarily staffing)</li> <li>▪ Three firestation deployment model;</li> <li>▪ Guiding principles for planning purposes (staffing)</li> <li>▪ Proposal for interim staffing goal (3 stations);</li> <li>▪ Constraints for growth to volunteer staffing;</li> <li>▪ Volunteer retention;</li> <li>▪ Benchmarks for attaining interim staffing goal.</li> </ul> </li> <li>▪ PRODUCTS: 1) establish benchmark dates, 2) estimate costs for career staffing increase, 3) alternative options for accelerated implementation.</li> </ul>

### PLANNING SERVICES:

- 1) Secretary Stumpf acted as host to BIAS Software for their annual workshop at Station 8-1 on April 27<sup>th</sup> and 28<sup>th</sup>.
- 2) On April 21<sup>st</sup>, Chief VanCamp met with Jim Broman (retired Fire Chief of Lacey Fire District 3) on the *Vision 20 20 Community Risk Reduction* planning process.

- 3) District staff continues to work on the final submittals of information to the Washington Survey & Rating Bureau for its evaluation and grading for the District's public protection classification.

**PUBLIC RELATIONS & COMMUNITY SERVICES:**

- 1) On April 2<sup>nd</sup>, the Johnson Point Homeowners Association met at Station 8-1.
- 2) On April 5<sup>th</sup>, Chief Lemay participated in the St Martin's University Career Fair as part of the District's recruitment efforts.
- 3) On April 29<sup>th</sup>, Lieutenant Osborne and Firefighter Friar hosted a tour of Station 8-1 for the Girl Scouts Troop 100.
- 4) During the month, Chief VanCamp and Chief LeMay began making personal contacts with local businesses as a friendly "show of the faces" and requesting them to post District recruitment information (as part of the District marketing plan).

**EMERGENCY RESPONSE:** Total of 298 calls to date; 304 for 2008-15 average (composite for pre-merger FD7 and FD8); (see attached Monthly Call Summary Report)

- 1) Type of responses for the month of April:

	Fire	ALS	BLS	Pub Svc	False	Total
<b>2016</b>	3	27	46	7	0	<b>83</b>
<b>2015</b>	8	65	(Tot EMS)	8	2	<b>83</b>
<b>Average</b> <small>NOTE 1</small>	5	56	(Tot EMS)	7	3	<b>71</b>

- 2) Average number of responders-per-incident for April:

	Total	Daytime	Night	Weekend
<b>2016</b>	<b>3.7</b>	3.2	3.7	4.5
<b>2015</b>	<b>3.4</b>	3.3	3.3	5.4
<b>FD7</b> <small>NOTE 2</small>	<b>3.4</b>	3.0	4.2	3.6
<b>FD8</b> <small>NOTE 3</small>	<b>4.1</b>	3.3	5.0	4.7

- 3) Performance measures to *Target Levels of Service\** for the month/year:

Response Zone	EMS			Fire		
	Total	Meet	Pct	Total	Meet	Pct
Station 8-1	27	19	70%	1	1	100%
Station 8-2/8-6	15	3	20%	0	0	0%
Station 8-3	23	12	52%	1	1	100%

Average	EMS			Fire		
	Total	Meet	Pct	Total	Meet	Pct
Avg 2016 To Date	<b>52.0</b>	<b>29.3</b>	<b>56%</b>	<b>3.3</b>	<b>3.0</b>	<b>92%</b>
Avg 2015	<b>54.5</b>	<b>34.3</b>	<b>63%</b>	<b>4.6</b>	<b>3.5</b>	<b>76%</b>
Avg 08-15 <small>NOTE 4</small>	<b>50.1</b>	<b>32.6</b>	<b>65%</b>	<b>3.8</b>	<b>2.5</b>	<b>67%</b>

*\*KEY: EMS targets: minimum 2 responders on scene within 8 minutes  
 Fire targets: minimum 4 responders on scene within 10 minutes  
 Does not include false alarms, service calls, mutual aid outside District*

*NOTE 1: Combination of pre-merger FD7 and FD8, for April 2008-2015 (average)*

*NOTE 2: Average for pre-merger FD7, for April 2008-2014*

*NOTE 3: Average for pre-merger FD8, for April 2008-2014*

*NOTE 4: Combination of pre-merger FD7 and FD8, average for 2008-2015*

**IR&R STAFFING:** Staffing levels for the month:

Position (Night/Weekend)	Station 8-1		Station 8-3	
	Target	Actual	Target	Actual
Battalion Chief (Vol)	1	33%		
Company Officer (Vol)	1	69%	1	18%
Driver-Operator (Vol)	Y/N	95%	Y/N	56%
Firefighters (Vol)	4	97%	3	66%
EMTs (Vol)	2	92%	2	66%
Shifts, less than 3 FFs:		8%		33%
Shifts, less than 2 EMTs:		2%		33%
Shifts, less FF & EMT:		0%		26%

**Notes:**

- a) Shifts Station 8-3 unstaffed *night/weekend*: 10 (2015 Average: 19%)
- b) Shifts Station 8-3 with Aid only *night/weekend*: 4 (2015 Average: 4%)
- c) Station 8-2 staffed: *daytime*: 0
- d) Station 8-2 staffed: *nights/weekend*: 0
- e) Average *daytime* daily on-duty staffing, Assistant Chiefs: 1.8
- f) Average *daytime* daily on-duty staffing, Lieutenants/Firefighters: 4.2
- g) Average *daytime* daily on-duty staffing, total: 6.0

**PERSONNEL MANAGEMENT, SAFETY & TRAINING:**

- 1) Drills for the Month:
  - Quarterly skills required:
    - S-130 Wildland Firefighting
    - SCBA quarterly timed-donning
    - Quarterly Cardiac Arrest Review
    - Standard Evolution Drill
    - Fire Control Operations
    - Search & Rescue Operations
    - Two-Hour Drive Time (Driver/Operators)
  - Medic-One OTEP: Abdominal (April 11, 12, 18)
- 2) Chief McBride, Chief LeMay and Lieutenant Osborne worked on the transition of the management of the District Health & Safety Program. Based on audit results (*see below*), Chief McBride will evaluate any changes that may be indicated for policy, procedures and priorities. He is also continuing the general review and updating of all District health & safety policies/procedures.
- 3) Chief Dickson from Lacey Fire District 3 conducted the regular (annual) audit of the District's compliance with its Health & Safety Program rules and regulations. A report will be issued in May.
- 4) On April 27<sup>th</sup>, Chief VanCamp attended training on the implementation of the newly adopted *2015 International Fire Code*; while the District does not enforce this code, it works with the Thurston County Fire Marshal and local citizens who often have code related questions.

**PERSONNEL MANAGEMENT, RELATIONS:**

- 1) Three new volunteers have signed on to the District's Reception-Administrative staff: Amy Hatfield, Joann Johnson and Holly Palmer. Welcome aboard!
- 2) Firefighters Stoda and Williams have taken a leave of absence for seasonal employment reasons.

- 3) On April 14<sup>th</sup>, the first session of negotiations for the District collective bargaining agreement with IAFF Local 2903 was held. Chiefs VanCamp and McBride, Local 2903 President Chris Ross and District lead negotiator Dave Luxenberg were in attendance. The current CBA is set to expire on December 31<sup>st</sup>.

**EQUIPMENT & FACILITIES:**

- 1) Apparatus & Equipment:
- a. The 1996 Spartan (old E-71) was shopped for its quarterly safety inspection and service, including new front tires and front-end alignment.
  - b. The Milnor PPE cleaning extractor at Annex 8-3 was repaired.
- 2) Facilities:
- a. Station 8-1: The control panel for the new SCBA fill-station has arrived and is ready for installation by SeaWestern.
  - b. Station 8-1: the septic system is scheduled for pumping & inspection in May.
  - c. Training Center Project: All underground work and the retention pond is complete; while preparing for paving, the sub-grade soils were determined to be too wet for paving; Vector will provide a report at the next Board meeting.
- 3) Maintenance & Repair Work Orders:
- a. Work Orders generated in the month: 6
  - b. Work Orders completed in the month: 9

**FINANCIAL:** (see also Budget Reports provided by the District Secretary)

Cash Balance	Fund 6680 Operations	Note	Fund 6681 CR&R	Note	Fund 6683 Reserve	Note	Fund 6685 Cap Fac Proj	Note
<b>Beg. 1 Jan 16</b>	\$ 1,077,381		\$ 1,075,949		\$ 1,033,189		\$ 1,662,409	
<b>Current Month</b>	\$ 1,316,788	1	\$ 1,009,816	1	\$ 1,035,590	1	\$ 1,642,215	1
<b>Est. End 31Dec16</b>	\$ 1,110,728	2,4	\$ 514,802	2,4	\$ 1,036,500	2	\$ 1,217,700	2

**Notes:**

- 1: As of 1 May 2016.
- 2: Estimate based upon preliminary tax revenue calculations & fully accounted expenses for remaining budget year.
- 3: Interest rates for current period:  
 LGIP Pool: 0.23 %  
 TCIP Pool: 0.82 %.
- 4: Includes transfer of \$231,000 from Fund 6680 to Fund 6681 (November 2016).

## MONTHLY RESPONSE RECORD

Number		Date	Sta Zone	Grid	Location	Alarm Time	Resp Time	Type	Resp	Shift #
FD8	Med-1									
218		1 Apr 16	83A	F16	5721 Boston Harbor Rd NE	14:34	8.54	Structure Fire	6	
219	7454	1 Apr 16	81E	I20	6913 32nd Ct NE	17:27	10.23	BLS Assault	2	
220	7460	1 Apr 16	81A	I17	3323 South Bay Rd NE	19:10	2.39	ALS DLoC	4	7
221	7466	1 Apr 16	83A	G16	4610 Boston Harbor Rd NE	20:23	4.15	ALS Sick Person	4	7
222	7500	2 Apr 16	85A	C18	8716 Libby Rd NE	07:38	11.30	ALS Illness	5	8
223	7506	2 Apr 16	85A	C18	8716 Libby Rd NE	09:14	13.08	BLS Bleeding	5	8
224	7514	2 Apr 16	81F	H19	4820 Foxhall Dr NE	11:43	14.27	BLS Fall	5	8
225		2 Apr 16	85A	C18	8716 Libby Rd NE	11:48	0.00	Service Call	4	8
226	7536	2 Apr 16	84A	D16	7701 Zangle Rd NE	16:51	11.55	BLS Patient Assist	4	8
227	7558	2 Apr 16	86B	H20	6808 Prairie Ridge Dr NE	20:01	11.43	ALS Breathing Prob	4	8
228	7562	2 Apr 16	307	J17	2725 26th Ave NE	21:06	6.15	ALS Breathing Prob	4	8
229	7572	3 Apr 16	83A	H16	4345 Canter Ln NE	01:04	10.18	BLS Diabetic Prob	4	8
230	7588	3 Apr 16	81H	G18	4728 Sleater Kinney Rd NE	08:24	4.16	ALS Chest Pain	4	9
231	7610	3 Apr 16	83A	H16	1721 46th Ave NE	15:17	5.02	BLS Weakness	5	9
232	7636	3 Apr 16	81F	H19	3932 Foxhall Dr NE	21:00	6.04	ALS Chest Pain	4	9
233	7691	4 Apr 16	83A	H16	1240 38th Ln NE	17:08	6.44	BLS Abdom Pain	2	
234	7692	4 Apr 16	81B	G17	3214 46th Ave NE	17:19	3.55	ALS Bleeding	3	
235	7698	4 Apr 16	81A	G17	4925 Shincke Rd NE	18:07	5.44	BLS CVA	3	1
236		4 Apr 16	81C	H16	3825 Libby Rd NE	21:12	6.20	Fire Alarm Activation	8	1
237	7728	5 Apr 16	81B	G17	5316 Lemon Rd NE	01:00	8.20	BLSY Swelling	4	1
238	7806	6 Apr 16	83A	G15	4806 Cushman Rd NE #126	02:18	13.26	ALS Chest Pain	5	2
239	7808	6 Apr 16	81E	H20	6804 Falcon Wy NE	02:23	9.43	BLS Hip Pain	5	2
240	7825	6 Apr 16	83A	H15	4446 Boston Harbor Rd NE	10:26	6.07	BLS Bleeding	2	
241	7864	6 Apr 16	82A	F19	5501 63rd Ave NE	20:18	7.40	ALS Trauma	4	3
242	7870	6 Apr 16	86A	F21	7620 Sandy Point Rd NE	21:17	13.00	BLSY Illness	6	3
243	7871	6 Apr 16	81A	I17	3030 South Bay Rd NE	21:31	20.41	BLS Illness	2	3
244	7880	7 Apr 16	81F	G19	4625 Johnson Point Rd NE	03:19	7.45	ALS Breathing Prob	3	3
245	7883	7 Apr 16	83A	H16	4341 Canter Ln NE	05:39	8.46	BLSY Fall	3	3
246	7899	7 Apr 16	307	J17	2908 Lindell Rd NE	10:12	6.15	ALS Unconscious	4	
247	7917	7 Apr 16	81A	H17	4211 Shincke Rd NE	15:21	3.17	ALS Fall	7	
248	7996	8 Apr 16	83A	G16	4615 Bellwood Dr NE	12:28	3.18	BLS Leg Pain	2	
249	8093	9 Apr 16	81E	H20	6431 Hawks Prairie Rd NE	17:36	2.34	BLS MVA	7	6
250		9 Apr 16	81H	H18	3800 Sleater Kinney Rd NE	18:56	4.43	BLSY Patient Assist	4	6
251	8133	10 Apr 16	81G	H20	Carpenter @ Hawks Prairie Rd NE	09:03	9.65	BLS MVA	7	7
252	8143	10 Apr 16	81C	I16	3109 Friendly Grove Rd NE	13:28	3.51	BLS Illness	3	7
253	8172	11 Apr 16	81H	F18	5722 Sleater Kinney Rd NE	05:00	9.25	ALS Chest Pain	3	7
254	8184	11 Apr 16	81C	I16	3109 Friendly Grove Rd NE	09:09	4.25	ALS ALoC	3	
255	8222	11 Apr 16	83A	F16	6600 Libby Rd NE	15:35	0.00	BLS MVA	6	
256	8263	12 Apr 16	83A	G16	2306 46th Ave NE	09:49	5.55	ALS Allergic Reaction	2	
257	8269	12 Apr 16	82B	E20	6925 Marvin Rd NE	11:17	9.51	ALS Unconscious	4	
258		12 Apr 16	83A	G15	4806 Cushman Rd NE #164	17:06	0.00	Service Call	2	
259	8308	12 Apr 16	307	J17	2640 Lindell Rd NE	22:38	9.04	ALS Unconscious	3	9
260	8364	13 Apr 16	82A	D19	8043 Johnson Point Rd NE	15:45	8.34	ALS Fall	4	
261	8407	14 Apr 16	83A	H15	Boston Harbor @ 38th Ave NE	10:14	6.25	BLS Unk Med Prob	2	
262	8434	14 Apr 16	O3E	J17	1523 Lilly Rd NE #5	13:46	5.42	Structure Fire (MA)	2	
263		15 Apr 16	85A	C17	3432 Fishtrap Lp NE	02:05	16.51	BLSY Patient Assist	4	2
264	8488	15 Apr 16	86B	F21	6034 Butterball Ln NE	07:37	12.21	BLS Fall	3	
265	8532	15 Apr 16	82A	E18	7525 Kerbaugh Rd NE	16:58	10.16	ALS Fall	3	
266	8538	15 Apr 16	311	M20	3621 Carpenter Rd SE	18:10	7.32	BLS Back Pain	3	3
267	8546	15 Apr 16	81A	I17	3323 South Bay Rd NE	21:09	3.20	ALS Fall	4	3
268	8609	16 Apr 16	86B	G20	5539 St Charles Lp NE	17:37	10.12	BLS Stroke	5	4

## MONTHLY RESPONSE RECORD

Number		Date	Sta Zone	Grid	Location	Alarm Time	Resp Time	Type	Resp	Shift #
FD8	Med-1									
269	8741	18 Apr 16	307	J17	2429 South Bay Rd NE	11:10	3.29	BLS Unk Med Prob	3	
270		18 Apr 16	81A	H18	4388 Shincke Rd NE	13:49	4.20	Brush Fire	4	
271		18 Apr 16	81C	I16	2710 Friendly Grove Rd NE	19:26	9.29	Smoke Investigation	4	6
272		19 Apr 16	83A	H16	1240 38th Ln NE	00:31	9.29	BLS Back Pain	3	6
273	8821	19 Apr 16	86A	F21	7620 Sandy Point Rd NE	11:15	10.09	BLS Dizziness	3	
274	8969	21 Apr 16	86B	G20	7147 Deerfield Park Dr NE	05:48	10.29	ALS Bleeding	4	8
275	8791	21 Apr 16	84A	D15	524 75th Wy NE	06:04	7.04	BLS Bleeding	2	
276	9079	22 Apr 16	81J	I16	1222 26th Ave NE	13:09	4.55	BLS Weakness	3	
277	9093	22 Apr 16	81H	I18	Sleater Kinney @ 26th Ave NE	16:31	4.11	ALS Unk Med Prob	4	
278	9099	22 Apr 16			<i>Dispatcher Error</i>					
279	9107	22 Apr 16	307	K17	2828 8th Ave NE	18:54	6.07	BLSY Swelling	4	1
280	9114	22 Apr 16	86B	H20	6808 Prairie Ridge Dr NE	21:32	11.13	ALS Chest Pain	4	1
281		23 Apr 16	307	J16	12th @ Wilson St NE	03:21	5.06	BLS MVA	4	1
282	9175	23 Apr 16	86C	G19	5025 Puget Rd NE	14:28	7.22	BLS Poisoning	5	2
283	9178	23 Apr 16	83A	G15	4806 Cushman Rd NE #134	14:42	10.57	ALS Chest Pain	5	2
284	9184	23 Apr 16	81A	G17	5149 Shincke Rd NE	16:02	4.53	BLSY Back Pain	5	2
285	9193	23 Apr 16	83A	H15	3838 Boston Harbor Rd NE	18:40	6.48	BLS Medical Alarm	4	2
286	9245	24 Apr 16	81E	H20	6945 Osprey Dr NE	06:17	6.53	BLS Breathing Prob	4	3
287	9309	24 Apr 16	85A	D17	7930 Shore Acres Dr NE	22:39	11.35	BLS Fall	3	3
288		25 Apr 16	86B	G20	5249 Deerfield Park Ct NE	07:51	10.48	Smoke Investigation	6	
289	9339	25 Apr 16	81A	I17	2937 27th Ln NE	10:00	3.42	BLS Stroke	2	
290	9420	26 Apr 16	81E	H20	3608 Eagle Dr NE	13:13	13.07	ALS Chest Pain	2	
291	9477	27 Apr 16	81A	I17	3031 36th Ave NE	05:30	6.34	BLS Bronchitis	4	5
292	9530	27 Apr 16	326	O19	6008 Illinois Ln SE #C	19:16	5.27	Chaplain Call	1	6
293	9553	28 Apr 16	82A	E18	7012 Kellogg Dr NE	03:48	14.37	BLS Breathing Prob	2	6
294	9554	28 Apr 16	83A	G15	5241 Cushman Rd NE	04:01	13.15	BLSY Patient Assist	2	6
295	9641	29 Apr 16	86A	F20	7130 Sandy Point Rd NE	06:04	11.08	BLSY Patient Assist	2	
296	9643	29 Apr 16	81A	I17	3318 33rd Ln NE	08:02	2.33	BLS Unk Med Prob	2	
297	9651	29 Apr 16	82A	E19	5524 70th Ave NE	09:14	7.52	ALS Heart Prob	3	
298	9703	29 Apr 16	317	J21	1401 Galaxy Dr NE	21:34	11.23	BLS Fall	4	8
299	9711	30 Apr 16	83C	G17	5428 Libby Rd NE	01:11	11.42	BLS Allergic Reaction	4	8
300	9724	30 Apr 16	83C	G17	5428 Libby Rd NE	08:20	7.40	BLS Illness	3	9
301		30 Apr 16	85A	D17	8302 Leap Frog Ln NE	18:47	16.06	Burn Ban Violation	5	9

## 2016 BUDGET VS ACTUAL, CASH BALANCE

