

Fire Rescue Task Force

June 26, 2013

6:30 p.m.

City Manager's Conference Room
City of Whitewater Municipal Building, 2nd Floor
312 W Whitewater Street, Whitewater, Wisconsin

AGENDA

1. Call to Order
2. Set format for ESCI consultant visit on July 24th through July 25th and identify stakeholders to be interviewed.
3. Discussion and possible direction regarding Jim Olsen's resignation from the task force.
4. Adjournment



Evaluation Study Data Elements

The following is a list of information that we request you gather and have available for our first on-site visit to your location.

Please assemble the information in a large 3-ring binder with appropriate tabs corresponding to the numbers on this list or provided data electronically on a flash drive or CD/DVD with folders that correspond to the appropriate tab number. Good clear copies of originals are preferred. Where policy or procedure documents are large, just have them available at the first meeting. We will review those documents and ask you to make copies of specific pages, if necessary. The electronic data files requested, if available, should be provided on CD/DVD or flash drive.

Please utilize the check-off form below and include it in the front of the binder. Check all items as they are included in the binder. Any items that are not included should be left unchecked and a brief explanation should be provided on a sheet of paper under the appropriate tab.

Do not send this compiled information to us unless instructed to do so by the Project Manager, we will obtain it during our first on-site visit. Any questions you have regarding this information request should be directed to your Project Manager.

Agency Information

TAB 1

- Name and contact information of lead contact person (address, phone and e-mail).
- The names and contact information of each board member, pertinent elected officials, and the fire chief.
- The name and contact information of each division or major program manager within the agency, if applicable.
- A current department organizational chart.

TAB 2

- Copy of annual report of agency if available.

TAB 3

- Most current population of your service area and any contract areas served.
- Service area in square miles, separated by types of areas served (city vs. county, etc.)
- Copy of community's comprehensive plan including land use plan.



TAB 4

- Current ISO rating(s) with rating point breakdown and improvement statements (if available).
- In order to obtain detailed electronic data from ISO, please sign the attached letter, copy to your agency letterhead, and mail to the address indicated on the letter.

TAB 5

- Copies of any studies, agency evaluations, or other similar work conducted during the past five years.

TAB 6

- Any existing long-range or strategic plans.

TAB 7

- Any contractual service agreements and/or interagency cooperative agreements, including "dual response" or automatic aid. Do not include standing, regional mutual aid agreements that are implemented on an as-needed basis.

Financial Information

TAB 8

- Copy of the current agency budget, including both revenue and expenditures.
- Summary or description of any major agency expenditures that are NOT included in the agency's published operating budget, but are expended from another municipal budget.
- A 3 to 5 year budget history. Summary-style reports are acceptable provided they include all primary revenue and expenditure categories.

TAB 9

- Current list of all assets including stations, apparatus and major equipment (>\$5,000).

TAB 10

- The most recent agency financial audit report (city or department as appropriate).

TAB 11

- Outline all financial obligations, including bonds, leases and other debt.

TAB 12

- If available, a copy of an approved capital improvement plan along with a description of proposed funding mechanisms.

TAB 13

- All revenue information, including property tax rate, levy amounts, contract fees, or other charges.
- Ordinances or other implementation policies for all service fees charged by the agency.

TAB 14

- Current pay or salary classification plan, include ranges, steps and pay for each position including officer stipends and paid-on-call rates, if applicable.
- List all personnel benefits including retirement, health, life insurance, social security, and any other costs for personnel. This should include any benefit programs for



volunteer personnel, such as length of service awards programs, pay per call rates, or point awards systems.

Emergency Response and Other Service Information

TAB 15

- Response activity per year for the last five calendar years, broken down by major categories of call type (fire, EMS, rescue, misc). DO NOT INCLUDE non-emergency related activities in these figures. NFIRS Summary Reports are acceptable. This is not to replace the electronic files requested later in this document.

TAB 16

- Total number of staff, by position. (use worksheets provided) Include shift schedule worked, along with average weekly hours worked.
- Description of full-staffing deployment plan for operations personnel (number and classification of personnel per shift, by station), if applicable.
- Description of minimum-staffing deployment plan for operations personnel (number and classification of personnel per shift, by station), if applicable.
- Identify any part-time and volunteer positions by classification.

TAB 17

- List of apparatus assigned to each station, including common “name”, year, make, pump capacity, tank capacity and any staffing policies for these apparatus. (Use attached worksheets).
- List of apparatus assigned to each area station operated by other agencies that are available for mutual aid response, including common “name”, apparatus type and typical staffing policies or experience for these apparatus when called. Use a maximum of approximately twenty –minute response. (Use same worksheets as above, but disregard information on make, model, condition, or capacity).

TAB 18

- A list of currently adopted response time performance objectives or targets, and any established standards of coverage developed by the department.
- Critical task analysis (use worksheets provided if needed) by major type of call.
- Description of current response protocols for each call type (initial, secondary, and greater alarm assignments)

TAB 19

- Have available all agency administrative policy manuals and rules and regulations. Private, not-for-profit agencies should include Constitution and By-Laws.
- Have available all agency standard operating guidelines or other operational procedure manuals.

TAB 20

- Name and contact information for key contact for the emergency PSAP/dispatch center.



TAB 21

- Fire prevention inspection information including target frequency, number of inspections conducted previous year, new construction review activity previous year, and overview of public education programs.
- Identification of any state or regional fire prevention codes adopted and enforceable within the jurisdiction and the agency responsible for promulgation of these codes.
- Copy of any local fire prevention codes or similar local ordinances adopted and enforceable within the local jurisdiction.



Electronic Format Incidents Records Data Files

- A data file containing exported records from the agency's Records Management System or NFIRS Program, including all incident records for a minimum of twenty-four consecutive calendar months.
 - The file can be an export to a .dbf, .xls, or other standard database file format or a direct export in NFIRS "State Fire Marshal" export format (as when submitting data to state jurisdiction)
 - Firehouse™ users should call ESCI to request a detailed export query instruction guide.

- A data file containing exported records from the communications center's Computer-Aided Dispatch (CAD) System, including all incident records of the study agency for a minimum of twelve consecutive calendar months.
 - The file can be an export to a .dbf, .xls, or other standard database file format
 - Needed data fields include:
 - Incident ID or record number
 - Incident type
 - Incident location
 - District, beat, reporting area or other geographic designator
 - Time stamps for each responding unit (receive, dispatch, en route, arrival, cleared, etc.)



Electronic Format GIS Data Files

This document is in an effort to define data requirements and specifications in order to expedite accurate analysis and timely delivery of recommendations. As a checklist, it provides the client and the project manager a way to ensure complete inventory of necessary files.¹

****All GIS data should be provided in ArcGIS shapefile or geodatabase feature class format in appropriate NAD83 (Feet) State Plane Coordinate System****

Street Centerlines

- Address Ranges for both sides of street for each segment
- Street Names and Alternate Names (if applicable)
- Speed Limits or CFCC (Census Feature Class Codes)
- A broad category field that delineates whether the road is developed/undeveloped, public/private.

Political Boundary(Boundaries)

- County
- Municipal
- Urban growth Boundaries/annexable areas

Zoning

- Current
- Proposed
- Districts
- *Key table*

Land Use

- Current
- Proposed
- Districts
- *Key table*

Special target hazards

- (nursing homes, hazmat, public assembly, public housing, senior housing, etc.)

Fire/EMS Jurisdictions²

- Response zones
- Reporting districts (CAD, NFIRS)

Fire/EMS Station Locations³

¹ If certain data specifications are omitted, substitute data from other sources (if available) may be utilized to conduct analyses. This may lead to certain errors, omissions, and alignment issues as it is often the local data which is considered most accurate and up-to-date.

² Hard copy maps can be substituted if GIS data is unavailable

³ Tabular information can be substituted if otherwise unavailable.



- Station numbers
- Station names
- Address
- Apparatus in each (Engine, Truck, Ambulance, Quint, etc.)
- Career/Volunteer/Combination
- Neighboring Fire Stations/Districts & staffing types (Vol./Career)

Parcel Data

- Boundaries
- Land use
- Zoning codes
- Structure value
- Number of floors/stories
- Square footage

Hospitals

- Medical treatment centers only
- That serve the area, even if outside jurisdiction

Water Supply

- Hydrant locations
- Water pipelines (pipeline size included)

Mutual Aid Zones

Building Permit History

- Commercial
- Residential
- Approved/pending
- Units and/or square footage

Metadata

- For all the above GIS data

Worksheet #4 - Critical Tasking Analysis

In order to assist in analyzing the Standards of Coverage for your department, the agency should have a completed critical task analysis for the types of call to which it responds. Critical tasks are those activities that must be conducted by firefighters during the initial stages of an emergency incident in order to control the situation, stop loss, perform necessary tasks required for a medical emergency, and establish safe working environments. The critical task analysis will assist in determining the number of firefighters or personnel needed in the response to a particular emergency type and in analyzing the ability of the response system to supply the necessary level of staffing.

If your agency has already completed a critical tasking analysis, you may submit the results in whatever format you have established. If the agency has not completed a critical tasking analysis, please use the following worksheets. You may also produce a similar table in Word or Excel and submit the results in that format if you wish. If your department does not provide a particular response listed, simply delete or cross-through that response table. The tasks provided on the worksheets are examples of those typically submitted. However, tasks may be added, deleted or altered as your department deems necessary.

Fires - Critical tasking for fire operations is the minimum number of personnel to perform the tasks required in the initial stages of the incident to effectively control a fire in the listed risk category. Major fires (beyond first alarm) will require additional personnel and apparatus.

Emergency Medical – Critical tasking for emergency medical incidents is the minimum number of personnel to perform the tasks required support the identified strategy based on the department’s adopted medical protocol.

Low Rise Residential Structure Fire

Task	Number of Personnel
Command/Safety	
Pump Operations	
Attack Line	
Search and Rescue	
Ventilation	
RIT	
Other (hydrant)	
Total	

High Rise Residential Structure Fire

Task	Number of Personnel
Command/Safety	
Pump Operations	
Attack Line	
Search and Rescue	
Ventilation	
RIT	
Other	
Total	



Worksheet #4 - Critical Tasking Analysis (page 2)

Moderate Risk Commercial Structure Fire

Task	Number of Personnel
Command/Safety	
Pump Operations	
Attack Line	
Search and Rescue	
Ventilation	
RIT	
Other	
Total	

High Risk Commercial Structure Fire

Task	Number of Personnel
Command/Safety	
Pump Operations	
Attack Line	
Search and Rescue	
Ventilation	
RIT	
Other	
Total	

Grass/Brush Fire

Task	Number of Personnel
Command/Safety	
Pump Operations	
Attack Line	
Other	
Total	

Car Fire

Task	Number of Personnel
Command/Safety	
Pump Operations	
Attack Line	
Other	
Total	

Emergency Medical

Task	Number of Personnel
Patient Management	
Patient Care	
Documentation	
Total	



Worksheet #4 - Critical Tasking Analysis (page 3)

Motor Vehicle Accident

Task	Number of Personnel	
	Surface street	Freeway
Scene Management		
Patient Care		
Extrication		
Fire Protection		
Documentation		
Other		
Total		

Hazardous Materials

Task	Number of Personnel
Command/Safety	
Entry Team	
Backup Team	
Decontamination	
Research	
Support	
Other	
Total	

PPC Customer Service
Insurance Services Office
4B Eves Drive, Suite 200
Marlton, NJ 08053
Phone (856) 985-5600 ext. 403

PPC-Cust-Serv@iso.com

It is my understanding that ISO has information about the fire protection jurisdiction that my agency is responsible for. The fire protection jurisdiction includes the communities of:

I would appreciate having the following forwarded to me at your earliest convenience:

- The classification details of our last ISO evaluation
- The improvement statements of our last ISO evaluation
- The current (electronic data version) Needed Fire Flow report for each of the communities listed above

In addition to sharing this information with myself, please forward a copy to the following consulting firm that is involved in our current fire protection planning project:

Kent Greene
Emergency Services Consulting International
111 Kilson Drive, Suite 208
Mooresville, NC 28117
Kent.greene@esci.us

Our community's study of fire protection is underway now and this data is an important component in the project. Your timely response to this request is extremely important. Thank you, in advance, for your swift attention.

Sincerely,

City of Whitewater, WI - Fieldwork Itinerary Request

Interviews	Kent	Steve	Length	Day	Time	Topic
Project kick-off meeting	X	X	:30	Wed	9:00am	You determine proper attendees- intro session only
Facility and Apparatus Tours		X	3:00			Should be accompanied to all stations by someone knowledgeable in facilities and equipment
Fire Department Ops Chief(s)	X		1:00			Emergency Operations staffing deployment, SOC's
Fire Department Adm Chief(s)	X		:30			Admin and Support staffing levels, org chart
Fire Prevention Chief/Manager	X		1:00			Fire prevention and code enforcement review
Tech. Rescue/Hazmat Personnel		X	2:00			Technical rescue and hazardous materials response review
Finance Department	X		:30			Department budget, staffing costs, capital financing
Land Use Planning Officials	X		:30			Comprehensive plan, population projections, city growth
City Manager/Administrator	X	X	1:00			General project issues, city growth, service levels
Fire Department Labor Group		X	1:00			Labor perspective on deployment, staffing, service levels
GIS Staff, if necessary	X		:30			Notes or issues regarding GIS data, coordination
Dispatch Supervisor, if necessary	X		:30			Notes or issues regarding CAD data, coordination
Fire Chief	X	X	1:00			General department history and overview, staffing, other
Elected Officials (if City desires)	X		1:00			As needed or desired by City (optional)