



# **WHITESTOWN FIRE DEPARTMENT**



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## **2019 Goals and Accomplishments**

*Plan – Implement – Evaluate – Integrate*

### **Administrative:**

- Conduct hiring processes for Lateral Transfers, Battalion Chiefs, and Firefighters to produce hiring lists to utilize as applicable
- Hire lateral transfers to fill upcoming vacancies in the current roster
- Hire 3 Battalion Chiefs
- Hire 6 Firefighters
- Transition department into full career agency
- Evaluate, locate and move the administrative staff to allow for the Battalion Chiefs to be located at Station 71, and to provide more room and merge all administrative staff into one facility
- Develop summary of 2012 strategic plan; publicize and distribute
- Create 5 Year Strategic Plan for the years 2020-2025; include hiring plan, operational development, and strategic station planning appendixes
- Create Capital Improvement Plan that coincides with the 5 Year Strategic Plan and the Town's CIP as applicable; Utilizing 5 Year Framework spreadsheet
- Continue to monitor the final implementation of Locution Alerting/Dispatching along with updating standards of consistency within the region
- Continue Apparatus Spec Committee to monitor the build process for the new tower ladder purchase
- Purchase new truck for training division; Transition current Training Chief vehicle into new Battalion apparatus
- Develop monthly inventory program for all apparatus and their respective equipment
- Develop remaining special position job descriptions; Peer Fitness Trainer, Car Seat Technician, Apparatus Maintenance, Quartermaster, and SCBA Tech



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- Work with the Human Resources department to continue to research improving opportunities in retirement investing and retirement insurance
- Continue implementation of the Headquarters / Station 72 facility planning committee chaired by the Deputy Chief of Administration
- Develop an Emergency Operations Plan, with an integrated temporary evacuation plan along with completing bi-annual exercises
- Implement mentoring / peer evaluation program
- Implement new SOPs / GOs as applicable for new BC position
- Conduct Engineers process; promote 6 new engineers
- Create Bid process for company level positions; implement process as applicable
- Continue to research options for a more efficient, less cumbersome time card / payroll process that fits the FD's unique 21-day system
- Continue to enhance budget evaluation and purchase order management
- Add a "History" site to the department's webpage to inform and honor the many years of WFD service
- Plan and execute 90<sup>th</sup> Anniversary ceremonies to culminate in an Open House celebration to honor the many past members of the department
- Develop detailed analysis of area-wide salaries for more precise compensation planning and proposals

### ***Administrative Annual Continuing Goals:***

- Create and distribute Annual Report
- Create Standard Work for all repeatable administrative processes
- Continue reviews of Standard Operating Procedures / General Orders as applicable



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- Continue Health and Safety Committee meetings at regular intervals, with continuing focus on Wellness and Cancer Prevention Initiatives, and compliance with all applicable regulations, such as OSHA and NFPA
  - Continue development of the Cadet Program and to potentially include a ride-out program for the cadets

## **Operational:**

- Continue development of Special Operations capabilities; specifically rope rescue and confined space rescue
- Implement operational enhancements, emergency operations, EOC development, and training options into the Station 72 / Headquarters Facility Project using review and evaluation of the latest advances in station design and layout. Additionally, implement temporary EOC capabilities into new temporary HQ facility as possible, with a contingency EOC at Station 71
- Implement public information sharing designs and systems, developing a state of the art and cost-effective system of delivery for the new lobby in the WFD HQ building
- Continue to enhance UAV program; Determine feasibility to purchase drone with thermal imaging capabilities
- Work in conjunction with county-wide agencies to develop standardized UAV policies, procedures, and response in the county
- Purchase and install as applicable Knox control systems on all apparatus to ensure security and tracking of all Knox keys
- Redesign entire response grid layout to better suit the needs of the department and the community
- Update all existing run strings in the CAD to match new response grids and the TQC
- Create a regional base response SOG and push for adoption of same practices on the fundamental safety and response aspects of our major mutual aid emergencies. This will include partner agencies from Hendricks, Marion, and Hamilton Counties
- Coordinate, with neighboring counties, a consistent application of Active 911 to share critical information between all agencies (hydrant locations, pre-plans, hazards, etc)
- Analyze historic EMS data to identify key trending and focus for public education



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- Identify all difficult or long approach addresses and make available in Active 911

## ***Operational Annual Continuing Goals:***

- Continue to maintain 100% ALS Transport Coverage
- Continue to maintain minimum staffing levels or higher at 100%
- 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.
- 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
- Continue to submit for applicable equipment and funding of programs through the FEMA Assistance to Firefighters Grant
- Empower Peer Support Unit to provide improved internal support to our member by staying ahead of current trends in first responder mental health; this to include research in the feasibility and necessity of adding a service retainer for on-call certified counselors, in conjunction with the current EAP

## **Training & Safety:**

- Deliver incremental training in high rise operations over the course of 2019 to all members
- Develop a functional hose load for a high-rise pack



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- Continue to train personnel on Fire Operations Guidelines to ensure personnel are familiar with High Rise firefighting operations
- Consistent with High-Rise training, deliver incremental training in wide-rise, large square footage structural firefighting over the course of 2019
- Conduct rope rescue certification training for all personnel
- Conduct ice rescue re-certification for all full-time personnel
- Conduct Stop the Bleed training for all full-time personnel
- Send personnel to become certified Stop the Bleed instructors
- Conduct a minimum of 3 live fire trainings; implementing at least one of these trainings as a night drill
- In coordination with local agricultural industries, create plan for an agricultural training center in Boone County
- Revisit / Revise fire gear equipment replacement schedule

### ***Training and Safety Annual Continuing Goals:***

- Continue implementation of fixed training schedule.
- Continue comprehensive quarterly EMS practical skills training program that exceeds the State of Indiana requirements for both ALS and BLS providers
- Utilize county training committee to expand our training participation with mutual aid agencies.
- Continue development of position task books as applicable
- Continue Officer Development training program with department officers and administrative staff
- Continue to conduct quarterly PSO trainings



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## **Fire Prevention / Public Education:**

- **Conclude development and implement the Fire Prevention Ordinance drafted in 2018**
- **Develop and implement community safety education sessions that will allow free training in key areas of compression-only CPR, First Aid, Stop the Bleed, Narcan Administration, etc.**
- **Continue to assess need and determine feasibility of a residential lock-box program**
- **Support PulsePoint implementation and add all community AEDs into the system**
- **Continue to explore new ways to encourage community involvement in non-emergency capacities, such as Community Cares**
- **Create a business plan and roadmap for the development of a WFD Public Education Center**

## ***Fire Prevention / Public Education 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 town's PR department
- Continue offering quarterly Car Seat installation clinics
- Continue to offer, and enhance, the WFD Firefighter Experience
- Continue development of social media presence via Facebook, Instagram and Website
- Continue to update Code Enforcement Books as applicable
- Continue to update all Quick Action Plans, and create new QAP's as new development continues
- Continue needs assessment for community needs in smoke and CO detectors