



WHITESTOWN FIRE DEPARTMENT



2021 Goals

Plan – Implement – Evaluate – Integrate

Administrative:

- Continue evaluating and mitigating the department's response to the pandemic
- Hire EMS Division Chief
- Hire Executive Assistant
- Locate and secure property for Station 273
- Locate and secure property for training grounds
- Continue to research and plan for the relocation of Station 271, still considering the 4000 block of South Main Street, in conjunction with a property swap with the Parks Department
- Replace 5 Staff vehicles up for the 5 year rotation on an equipment lease
- Research, spec, and purchase a new Battalion Chief vehicle
- Develop a spec committee to design a new ambulance to purchase, replacing current ambulance on equipment lease utilizing EMS revenue
- Conclude development and finalize 2-3 year salary and benefits plan for consideration
- Develop and Implement a monthly administrative newsletter to ensure complete communication
- Evaluate and propose implementation of an annual Physical Fitness Evaluation for all personnel
- Begin data collection process for required CMS Ambulance Data Collection for the calendar year of 2021, for reporting in 2022
- Research and implement as applicable, re-validation of the Department's Work Performance Evaluation
- Propose purchase of work performance evaluation equipment to enable the department to conduct WPE's onsite



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- **Complete and distribute 5 Year Strategic Plan for the years 2021-2026; including hiring plan, operational development, and strategic station planning appendixes**
- **Continue implementation of the Headquarters / Station 72 facility planning committee chaired by the Deputy Chief of Administration – Plan for spring move-in date**
- **Review all general orders and benefits in conjunction with police department to ensure parity as applicable**
- **Transition to digital time cards within the ESO records management software**
- **Propose and implement where applicable replacement plans for apparatus, equipment, and furnishings**

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
- 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
- Continuing work with ProTeam Tactical to conduct motion screening (DARI) of all employees with follow up exercise plans to improve performance and reduce injury potential.

Operational:

- **Implement operational enhancements, emergency operations, and training options into the Station 72 / Headquarters Facility Project**
- **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**



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- Develop full Emergency Operations Center (EOC) capabilities at Headquarters / Station 272, including design and implementation of secondary EOC location
- Prepare and host annual EOC drills with Town partners
- Produce 360 station tours of new facility
- Expand base arrival SOG program to neighboring agencies in Hendricks, Marion, and Hamilton Counties
- In coordination with the Boone County Fire Chiefs Association, develop webpage with links to shared policy, jurisdiction info, response capabilities, etc.
- Produce Autism Spectrum Disorder experience videos with BACA
- Propose and implement when applicable coordination of station expansion locations among neighboring agencies
- Work in conjunction with the Lebanon and Zionsville fire departments to expand mutual aid responses to ensure optimal response to all emergency calls
- Explore potential of GPS based response patterns with BCCC, BCFCA, and Caliber
- Transition EMS responsibilities to new EMS Division Chief position
- Continue planning to hire additional personnel to implement second ambulance into service
- Coordinate between Staff and Battalion Chiefs to develop mentoring and succession plan

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.
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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
 - 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:

- **Conduct Machinery Extrication Training for all personnel**
- **Conduct monthly fixed facility training for on-duty personnel**
- **Conduct monthly EMS training for on-duty personnel**
- **Conduct a minimum of 3 live fire trainings; implementing at least one of these trainings as a night drill**
- **Develop quarterly Engineer Workshops for development of WFD driver/operators**
- **Conduct 12 hours of company officer training for each acting and ride-out officer**
- **Conduct fireground command training for all Battalion Chiefs**
- **Conduct large area search training for all personnel**
- **Continue to ensure ISO training requirements are being met**



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Training and Safety Annual Continuing Goals:

- 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

Fire Prevention / Public Education:

- **Conclude development and implement the Fire Prevention Ordinance**
- **Update Fire Investigation supplies and equipment**
- **Continue to research and implement changing codes and designs as applicable**
- **Update code enforcement library as applicable**
- **Ensure all Quick Action Plans are up-to-date, and develop new QAPs for additional businesses in the jurisdiction**
- **Research potential implementation of fire extinguisher training for businesses**
- **Continue to explore community partnerships for a public education annex at Station 272 location**
- **Implement REACT training program as pandemic guidelines allow**
- **Re-engage in prior public education activities as pandemic guidelines allow**



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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 needs assessment for community needs in smoke and CO detectors