



WHITESTOWN FIRE DEPARTMENT



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**
 - *Completed 3 different hiring processes as noted above to hire for 3 different positions*
- **Hire lateral transfers to fill upcoming vacancies in the current roster**
 - *Hired Josh Mast, Caleb Fox, and Jason Weilein as lateral transfers to fill vacancies left by experienced personnel*
- **Hire 3 Battalion Chiefs**
 - *Hired 3 Battalion Chiefs in August to fill the new positions. This coincided with the movement to a full time agency*
- **Hire 6 Firefighters**
 - *6 firefighters were hired and placed into the companies after completion of recruit training. This completed the transfer to a full time agency.*
- **Transition department into full career agency**
 - *Completed on August 19th, 2019 when the 3 BC's and 6 FF's were active in the companies on shift*
- **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**
 - *The administration moved into the old utility office on Lexington Circle in Royal Run to utilize as a temporary HQ until the new facility is built*
- **Develop summary of 2012 strategic plan; publicize and distribute**
 - *Completed and distributed the summary documenting what was accomplished in accordance with the 2012 plan and beyond*
- **Create 5 Year Strategic Plan for the years 2020-2025; include hiring plan, operational development, and strategic station planning appendixes**
 - *5 Year Plan for 2020-2025 is completed in draft form. Final document to be completed by the end of 2019, or January 2020*



WHITESTOWN FIRE DEPARTMENT



- **Create Capital Improvement Plan that coincides with the 5 Year Strategic Plan and the Town's CIP as applicable; Utilizing 5 Year Framework spreadsheet**
 - *CIP documents were given to the Town as requested; the Town distributed the information in working with Reedy Financial – additional CIP information will be included in the 5 year Plan.*
- **Continue to monitor the final implementation of Locution Alerting/Dispatching along with updating standards of consistency within the region**
 - *Locution was fully implemented in early summer of 2019 – continual monitoring of the system and building into local FD infrastructure will continue*
- **Continue Apparatus Spec Committee to monitor the build process for the new tower ladder purchase**
 - *Ladder build is underway with an estimated April completion date. The chassis and ladder have been paid for in advance to capture savings as approved by Council on initial execution*
- **Purchase new truck for training division; Transition current Training Chief vehicle into new Battalion apparatus**
 - *Purchased Ford F350 pickup truck for the training division. The old training chief truck was turned into the Battalion Chief vehicle.*
- **Develop monthly inventory program for all apparatus and their respective equipment**
 - *Apparatus equipment checks are conducted daily; the inventory program is on hold awaiting new Town software system – Will continue as 2020 goal, in coordination with new software implementation*
- **Develop remaining special position job descriptions; Peer Fitness Trainer, Car Seat Technician, Apparatus Maintenance, Quartermaster, and SCBA Tech**
 - *Special Position job descriptions are in draft. Will be completed by 1st quarter of 2020*
- **Work with the Human Resources department to continue to research improving opportunities in retirement investing and retirement insurance**
 - *Conducted meetings with personnel with Edward Jones company; it will always be a goal to continue improvement of retirement opportunities for employees*
- **Continue implementation of the Headquarters / Station 72 facility planning committee chaired by the Deputy Chief of Administration**
 - *Station committee is still active; construction is underway and will continue through late 2020*
- **Develop an Emergency Operations Plan, with an integrated temporary evacuation plan along with completing bi-annual exercises**
 - *Worked with Boone County EMA and its' third party vendor to update the county plan; WFD will still continue to work in conjunction with the EMA regarding this*



WHITESTOWN FIRE DEPARTMENT



- **Implement mentoring / peer evaluation program**
 - *Program implemented; program includes periodic peer and officer reviews, including laying groundwork to provide mentoring opportunities.*
- **Implement new SOPs / GOs as applicable for new BC position**
 - *BC guidelines and general orders completed; as with every SOG/GO, these will be periodically reviewed to maintain quality and purpose*
- **Conduct Engineers process; promote 6 new engineers**
 - *Completed Engineer's process; process included written testing and practical evolutions. Top 6 were promoted to engineer*
- **Create Bid process for company level positions; implement process as applicable**
 - *Bid process completed for all company level positions; process was determined by the assistance of the Bid Process Committee, with oversight and execution by the Operations Division*
- **Continue to research options for a more efficient, less cumbersome time card / payroll process that fits the FD's unique 21-day system**
 - *ESO, our EMS and Fire electronic reporting system has added another software program that addresses time tracking and payroll. The movement to this system is being proposed in December of 2019 for a early 2020 implementation*
- **Continue to enhance budget evaluation and purchase order management**
 - *Through the use of google forms, and in-house spreadsheet management, enhancement to our budget tracking has taken place*
- **Add a "History" site to the department's webpage to inform and honor the many years of WFD service**
 - *A history section has been added to the department's website*
- **Plan and execute 90th Anniversary ceremonies to culminate in an Open House celebration to honor the many past members of the department**
 - *Conducted a 90th Anniversary Celebration during fire prevention week in October. Past members were honored as cornerstone members to preserve the past history of this department*
- **Develop detailed analysis of area-wide salaries for more precise compensation planning and proposals**
 - *The detailed analysis was completed and utilized for the 2020 salary structure proposal; the analysis detailed averages of high wage departments vs. comparable sized entities*



WHITESTOWN FIRE DEPARTMENT



All Continuing Goals Completed -

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
- Continue development of the Cadet Program and to potentially include a ride-out program for the cadets
 - *Cadet program on hold*

Operational:

- **Continue development of Special Operations capabilities; specifically rope rescue and confined space rescue**
 - *Approved to purchase rope rescue equipment in November; ensuring capital funds are available and will begin purchase at end of 2019, early 2020*
- **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**
 - *Station 272/HQ designed with the latest tech and layout designs included; the conference room will be equipped to double as an EOC // Station 271 contingency to be determined with new future facility*
- **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**
 - *Utilizing videos and VR programs, the new lobby is planned to have this system included; even if it is built in the most basic form to be added to in the future*
-



WHITESTOWN FIRE DEPARTMENT



- **Continue to enhance UAV program; Determine feasibility to purchase drone with thermal imaging capabilities**
 - *Purchased a new Mavic Pro drone that has the capability of thermal imaging/FLIR; continuing consideration of adding multiple drones in service at the same time through C7703 and BC207*
- **Work in conjunction with county-wide agencies to develop standardized UAV policies, procedures, and response in the county**
 - *Continuing work with Boone agencies to develop; including coordination with the BCCC in regards to deployment opportunities*
- **Purchase and install as applicable Knox control systems on all apparatus to ensure security and tracking of all Knox keys**
 - *Purchased new lock boxes for all apparatus that includes personalized keyed entry with access tracking ability*
- **Redesign entire response grid layout to better suit the needs of the department and the community**
 - *New response grid layout completed*
- **Update all existing run strings in the CAD to match new response grids and the TQC**
 - *Response strings have been updated; in addition, WFD was given access to be able to change our own strings and such in the CAD without having to rely on outside agencies to complete*
- **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**
 - *A standard company function and order of arrival SOG was completed and agreed upon by the WFD, LFD, and ZFD; a continual push to include surrounding out-of-county mutual aid agencies will move forward*
- **Coordinate, with neighboring counties, a consistent application of Active 911 to share critical information between all agencies (hydrant locations, pre-plans, hazards, etc)**
 - *All regional entities using the Active 911 application now share critical information across the board*
- **Analyze historic EMS data to identify key trending and focus for public education**
 - *Continuing to focus on these trending stats and additional occurrences to navigate our Public Education outreach; CPR, First Aid, REACT training coming soon, Stop the Bleed, Distracted driving*
- **Identify all difficult or long approach addresses and make available in Active 911**
 - *Identified and made available on the Active 911 application*



WHITESTOWN FIRE DEPARTMENT



All Continuing Goals Completed -

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**
 - *Extensive high rise training was conducted for all personnel*
- **Develop a functional hose load for a high-rise pack**
 - *Through the high rise training, several loads were tested, with a determination made*



WHITESTOWN FIRE DEPARTMENT



- **Continue to train personnel on Fire Operations Guidelines to ensure personnel are familiar with High Rise firefighting operations**
 - *Multiple trainings were conducted on the FOG / HOG manuals*
- **Consistent with High-Rise training, deliver incremental training in wide-rise, large square footage structural firefighting over the course of 2019**
 - *Training on wide-rise facilities were conducted*
- **Conduct rope rescue certification training for all personnel**
 - *Due to delay of capital purchase of rope equipment, certification training will be conducted in 2020*
- **Conduct ice rescue re-certification for all full-time personnel**
 - *Completed for all personnel at the time; will continue on an as-needed basis as additional personnel are hired*
- **Conduct Stop the Bleed training for all full-time personnel**
 - *Stop the Bleed training was conducted for all personnel*
- **Send personnel to become certified Stop the Bleed instructors**
 - *Several personnel completed the Stop the Bleed Train the Trainer course to become instructors; the instructors will be utilized for both personnel and for civilian public education*
- **Conduct a minimum of 3 live fire trainings; implementing at least one of these trainings as a night drill**
 - *Conducted 3 live fire trainings, one night drill, with all shifts. Several days of live fire trainings were conducted in addition due to recruit classes completed this year*
- **In coordination with local agricultural industries, create plan for an agricultural training center in Boone County**
 - *The ag training center is still in the development phase; a definitive location has not been determined, which is a vital component of the project*
- **Revisit / Revise fire gear equipment replacement schedule**
 - *The fire gear replacement schedule was modified from an every five year lease purchase to a year-to-year purchase system made possible by a dedicated line item for PPE*

All Continuing Goals Completed -

Training and Safety Annual Continuing Goals:

- Continue implementation of fixed training schedule.



WHITESTOWN FIRE DEPARTMENT



- 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

Fire Prevention / Public Education:

- **Conclude development and implement the Fire Prevention Ordinance drafted in 2018**
 - *Implementation was initially delayed in local board review; currently being reviewed by FD for any changes and to be re-submitted for approval in 2020*
- **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.**
 - *A new program called REACT, touching on CPR, First Aid, Stop The Bleed, Narcan, etc. has been developed – 2020 rollout*
- **Continue to assess need and determine feasibility of a residential lock-box program**
 - *At this point in time, there hasn't been a prevalent need for a residential lock-box program. However, the WFD will continue to assess as the community grows*
- **Support PulsePoint implementation and add all community AEDs into the system**
 - *The WFD supported the implementation of PulsePoint at the BCCC, a benefit for all Boone County jurisdictions; all known AEDs were added for the WFD jurisdiction*
- **Continue to explore new ways to encourage community involvement in non-emergency capacities, such as Community Cares**
 - *The firefighter experience was utilized this year to conduct random civilian surveys to determine need of non-emergency programs for the community. Results from the survey and trending ems stats will be used as a benchmark in developing any future programs*
- **Create a business plan and roadmap for the development of a WFD Public Education Center**
 - *A concept remains active, but at this point in time, capital and infrastructure doesn't support the idea. As growth continues, the aspect will continue*



WHITESTOWN FIRE DEPARTMENT



All Continuing Goals Completed -

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

Additional Accomplishments

Established Chaplain committee / Appointed Chaplain Rob Jankowski

Changed apparatus numbers to 3 digit regional numbering system

Created BC office at Station 271

Created PR Calendar on Web Page

Began video PSA project with BACA to be completed in 2020

Upgraded all mobile data computers to work with Interact Mobile (CAD)

Upgraded 2 Defibrillators



WHITESTOWN FIRE DEPARTMENT



Completed State-wide survey of fire department demographics and metrics to allow for better planning and decision making based on similar sized department / Information was consolidated and shared with 127 Indiana fire departments

Began "Distracted Driving" Virtual Reality Project

As of November 1st, our new ISO Class 2 PPC Rating took effect

Continuing Wellness / Injury prevention initiative; Worked with ProTeam Tactical to conduct motion screening (DARI) of all employees with follow up exercise plans to improve performance and reduce injury potential

Continuing the Cancer Prevention Initiative; moved fire gear washer from the weight room area of the firehouse to the bay area; eliminating having to bring contaminated gear into living quarters

Conducted 2 Recruit Schools for our 6 new hires

Delivered 3 Officer Development Workshops

Conducted Rescue Task Force Training (active shooter) for WFD and WMPD Members

Conducted quarterly trainings with mutual aid departments

Completed task books for Probationary Firefighter and Driver Operator