



WHITESTOWN FIRE DEPARTMENT



2020 Goals and Accomplishments

Plan – Implement – Evaluate – Integrate

Administrative:

- Conduct a “No Experience Necessary” Hiring Process for Entry Level Firefighter
- Hire 4 Firefighters; 3 additional positions, and 1 position replacement
- Develop and implement a Whitestown Fire Department Recruit Training Academy to incorporate the State of Indiana Certifications for EMT and Firefighter I/II
- Explore opportunities, and implement as applicable; joining regional department(s) into the recruit training academy to combine resources
- Locate and secure property for Station 273, including potential property that would allow for training grounds in addition to the station
- Continue to research and plan for the relocation of Station 271 to the 4000 block of South Main Street, in conjunction with a property swap with the Parks Department
- Research and plan replacement of staff vehicles that are ending their 5 year lease rotation
- Finalize and implement as applicable, retirement plan options in lieu of Civilian PERF for those already collecting from a State Pension Fund
- In coordination with Board, Labor-Management resources, develop 2-3 year salary and benefits plan
- Continue to improve Inventory/Asset management through new ESO software, and new Town budget software program, Civic Systems, to be in service in 2020
- Implement new in-house invoice tracking program
- Develop replacement plan appendix for budget, strategic plan; include apparatus, equipment and furnishings
- Develop maintenance, service, and testing yearly plan to ensure periodic requirements are met and accounted for
- Develop and Implement a monthly administrative newsletter to ensure complete communication from the admin to the company level



WHITESTOWN FIRE DEPARTMENT



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- Complete Lieutenants Promotional Process; creating new 2 year list
 - Research and propose Physical Fitness Evaluation testing for all personnel
 - Begin data collection process for required CMS Ambulance Data Collection for the calendar year of 2020
 - Initiate quarterly meetings between Administration and House Captains to ensure station and apparatus needs are being met and planned for accordingly
 - Research and implement as applicable, re-validation of the Department's Work Performance Evaluation
 - Complete and distribute 5 Year Strategic Plan for the years 2020-2025; include hiring plan, operational development, and strategic station planning appendixes
 - Continue Apparatus Spec Committee to monitor the build process for the new tower ladder purchase; planned to take delivery in early Spring
 - Develop remaining special position job descriptions; Peer Fitness Trainer, Car Seat Technician, Apparatus Maintenance, Quartermaster, and SCBA Tech
 - Continue implementation of the Headquarters / Station 72 facility planning committee chaired by the Deputy Chief of Administration – Plan for Fall move-in date
 - 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.
 - Reassess special positions program

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



WHITESTOWN FIRE DEPARTMENT



- 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

Operational:

- Place new tower ladder into operational service
- Consolidate all tracking software into ESO records management system, including the addition of new software programs to have as close to an “all-in-one” solution as possible
- Implement Rope Rescue Technician capabilities as a provided service
- Complete video project with BACA to develop educational videos geared for autistic individuals
- Complete distracted driving Virtual Reality 360 video / PSA
- 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
- Work in conjunction with county-wide agencies to develop standardized UAV policies, procedures, and response in the county
- Finalize implementation of new grid and response strings for CAD, with forecasting growth built in
- Develop web app and procedures for community first aid response program (REACT)
- Work with BACA to implement ASD comfort kits and training, allowing other agencies access to all resources if desired
- Overhaul current VR video and 360 experiences to work with new hardware
- Implement “Heads Up CPR” protocol with Dr. Gardner



WHITESTOWN FIRE DEPARTMENT



- Evaluate and implement best practices and cost effective AV and IT in the new HQ/Station

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



WHITESTOWN FIRE DEPARTMENT



Training & Safety:

- **Conduct rope rescue certification training for all personnel**
- **Develop lesson plans for Firefighter I/II State Certification Course**
- **Develop lesson plans for Emergency Medical Technician State Certification Course**
- **Conduct 8-10 week recruit school for 4 Firefighter/EMT positions**
- **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**
- **Complete purchase of second set of PPE for all personnel**
- **Complete purchase of Particulate Hoods for all personnel**
- **Develop quarterly Engineer Workshops for development of WFD driver/operators**

All Continuing Goals Completed -

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



WHITESTOWN FIRE DEPARTMENT



- 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**
- **Develop Mobile Eyes Training for company level personnel to assist with annual inspections**
- **Research and purchase and implement as possible, Mobile Eyes Responder for Battalion Chief apparatus**
- **Update Code Enforcement library as applicable**
- **Complete development 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.**
- **Promote Stop the Bleed training and equipment distribution within the district**
- **Continue to plan, design, and implement as possible, an early education / community education center**

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



WHITESTOWN FIRE DEPARTMENT



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- 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