



WHITESTOWN FIRE DEPARTMENT



2021 Goals and Accomplishments

Plan – Implement – Evaluate – Integrate

Administrative:

- **Continue evaluating and mitigating the department's response to the pandemic**
 - *The response and operational protocols regarding the pandemic will continue to adjust as needed with any changes warranted.*
- **Hire EMS Division Chief**
 - *Hired Division Chief Martin Wilkey in April of 2021*
- **Hire Executive Assistant**
 - *Hired Executive Assistant Jenna Chamberlain in April of 2021*
- **Locate and secure property for Station 273**
 - *This will be a goal that will continue into 2022. The regional location has been determined, and several potential properties have been identified as possibilities.*
- **Locate and secure property for training grounds**
 - *This goal will continue into 2022 as well. We are actively keeping an eye out for any location suited for this purpose.*
- **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**
 - *Property has been secured for the new location of Station 271 in the 4000 block of South Main Street.*
- **Replace 5 Staff vehicles up for the 5-year rotation on an equipment lease**
 - *5 Chevrolet Tahoes were purchased on a 5-year lease to replace some of the current staff vehicles and Battalion Chief vehicle.*
- **Research, spec, and purchase a new Battalion Chief vehicle**
 - *One of the Tahoes from the above goal has been purposed for a BC vehicle.*
- **Develop a spec committee to design a new ambulance to purchase, replacing current ambulance on equipment lease utilizing EMS revenue**
 - *A spec committee was formed for the proposed ambulance lease purchase and a spec was developed. Bids will be reviewed in December 2021, and then proposed to the Fire Board and Council for consideration.*



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- **Conclude development and finalize 2-3 year salary and benefits plan for consideration**
 - *This goal will be moved to 2022. A one-year plan was proposed and adopted with the 2022 budget.*
- **Develop and Implement a monthly administrative newsletter to ensure complete communication**
 - *Framework has been designed, and the first release will take place in December of 2021.*
- **Evaluate and propose implementation of an annual Physical Fitness Evaluation for all personnel**
 - *Evaluation was completed in conjunction with another Fire Department's PFE program. A review was conducted, and it was determined that the PFE will not be implemented in 2021, as focus is being placed on the re-validation of our Work Performance Evaluation.*
- **Begin data collection process for required CMS Ambulance Data Collection for the calendar year of 2021, for reporting in 2022**
 - *The CMS has delayed this requirement for another year. CMS collection will take place in 2022 for reporting in 2023*
- **Research and implement as applicable, re-validation of the Department's Work Performance Evaluation**
 - *A consultant was approved in October to assist with the re-validation. A committee was established, and meetings are taking place to complete this task by spring of 2022.*
- **Propose purchase of work performance evaluation equipment to enable the department to conduct WPE's onsite**
 - *Purchasing of equipment cannot take place until a new course and performance tasks are approved in the re-validation process. This goal will move to 2022.*
- **Complete and distribute 5 Year Strategic Plan for the years 2021-2026; including hiring plan, operational development, and strategic station planning appendixes**
 - *With other projects absorbing more time than expected and anticipated, this official document will be moved to a 2022 goal. However, steps have continued to be taken to implement the planning framework that has been completed. This includes the hiring of 6 personnel in 2022 to place a second transporting ambulance into service for the community.*
- **Continue implementation of the Headquarters / Station 272 facility planning committee chaired by the Deputy Chief of Administration – Plan for spring move-in date**
 - *The project is 98% complete, with only a couple of items left for the contractor to complete. The staff and companies were moved into the station in August-September of 2021.*
- **Review all general orders and benefits in conjunction with police department to ensure parity as applicable**
 - *This goal is in the early stages and will continue to be a goal to complete in 2022.*
- **Transition to digital timecards within the ESO records management software**
 - *All timecard submissions and tracking are operating in the ESO RMS software*



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- **Propose and implement where applicable replacement plans for apparatus, equipment, and furnishings**
 - *Implementation of these plans are in progress. The plans will continue to be fluid as the department continues to grow.*

Administrative Annual Continuing Goals:

All Continuing Goals have been completed

- *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**
 - *Multiple training locations and aspects were incorporated into the project, including a stair tower with roof access and rope rescue training capability, removable railings, a training area on the mezzanine level that includes a dedicated training window for exterior ladder access, and the administrative conference room has the technology to double as an Emergency Operations Center.*
- **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**
 - *A dedicated touch screen kiosk for information sharing and public education was placed in the lobby, along with another large wall monitor for additional capabilities. This area will continue to be developed in the future.*



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- **Develop full Emergency Operations Center (EOC) capabilities at Headquarters / Station 272, including design and implementation of secondary EOC location**
 - *The conference room of the new headquarters has been set up to serve as the EOC. There are several other areas of the station that can be used to expand as needed, including the training room, small conference room, collaboration space, and administrative offices. Station 271 has the capability to serve as a secondary location as necessary.*
- **Prepare and host annual EOC drills with Town partners**
 - *EOC supplies have been purchased and are in storage. Now that the Station / HQ is completed and operational, we can proceed with planning and implementing the training and drills.*
- **Produce 360 station tours of new facility**
 - *360 VR photo tours are online and available. A walking tour will be filmed and uploaded soon.*
- **Expand base arrival SOG program to neighboring agencies in Hendricks, Marion, and Hamilton Counties**
 - *This goal will continue into 2022. The framework is in place to be discussed, but operational meetings have not taken place.*
- **In coordination with the Boone County Fire Chiefs Association, develop webpage with links to shared policy, jurisdiction info, response capabilities, etc.**
 - *The webpage has been built and applicable SOGs are ready to upload. Due to Covid and other extenuating circumstances, the BCFCA has not met for over a year, delaying the progress of this goal.*
- **Produce Autism Spectrum Disorder experience videos with BACA**
 - *BACA is still onboard with assisting, but Covid has placed a hold on this project.*
- **Propose and implement when applicable coordination of station expansion locations among neighboring agencies**
 - *Operations Chief level discussions have taken place regarding this goal. We are hoping the discussions have a positive effect for any applicable decisions made in the future.*
- **Work in conjunction with the Lebanon and Zionsville fire departments to expand mutual aid responses to ensure optimal response to all emergency calls**
 - *This goal has been completed and will continue to be constant discussion with all operations level chiefs as time goes on to ensure optimal protection for all communities.*
- **Explore potential of GPS based response patterns with BCCC, BCFCA, and Caliber**
 - *Repeated attempts continue to be made regarding GPS based responses. Although there is resistance to this, we feel progress is being made.*
- **Transition EMS responsibilities to new EMS Division Chief position**
 - *This goal was completed after hiring the EMS Chief, and an assessment was made.*



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- **Continue planning to hire additional personnel to implement second ambulance into service**
 - *6 personnel were proposed to be hired in 2022 to allow for implementation, along with a new ambulance purchase.*
- **Coordinate between Staff and Battalion Chiefs to develop mentoring and succession plan**
 - *A mentoring and succession plan has been drafted. Implementation has been delayed until 2022.*

Operational Annual Continuing Goals:

All Continuing Goals have been completed

- *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*
- *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*



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Training & Safety:

- **Conduct Machinery Extrication Training for all personnel**
 - *This training was conducted in January of 2021 utilizing the District 5 machinery and extrication training prop.*
- **Conduct monthly fixed facility training for on-duty personnel**
 - *Fixed facility training was conducted at the training tower, acquired training house, or WFD stations each month.*
- **Conduct monthly EMS training for on-duty personnel**
 - *Monthly EMS training was conducted by the EMS Chief, shift training personnel, or utilizing online resources for multiple topics related to re-certification requirements, equipment use, protocol changes, audit and review case studies, and more.*
- **Conduct a minimum of 3 live fire trainings; implementing at least one of these trainings as a night drill**
 - *5 live fire trainings were conducted in 2021. March, May, July, September, and November. The November live fire training was conducted at night.*
- **Develop quarterly Engineer Workshops for development of WFD driver/operators**
 - *Engineer based trainings were conducted in March, April, and December*
- **Conduct 12 hours of company officer training for each acting and ride-out officer**
 - *Officer development training was conducted in March, April, October, and December for a total of 13 hours of training. Topics included Size-Up, Case Study of the Athletic Club Fire in Indianapolis, Building Construction, and Decision Making.*
- **Conduct fireground command training for all Battalion Chiefs**
 - *Our Battalion Chiefs provided command functions during all live fire training drills. During these trainings, there performance was monitored and discussed.*
- **Conduct large area search training for all personnel**
 - *Training for large area search was conducted in December.*
- **Continue to ensure ISO training requirements are being met**
 - *All ISO training requirement progress is monitored in our ESO record management software*



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Training and Safety Annual Continuing Goals:

All Continuing Goals have been completed

- *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**
 - *The proposed Fire Prevention Ordinance was updated to adjust for changes since last submitted for Council review. The FPO will be submitted to legal for further review before submitting to the Fire Board and Council in 2022.*
- **Update Fire Investigation supplies and equipment**
 - *Purchased investigation books for updates; NFPA 921 (2021 ver.) NFPA 1033 (2022 ver.) and 2021 electrical reference*
- **Continue to research and implement changing codes and designs as applicable**
 - *No changing in codes and designs were determined to need change at this time.*
- **Update code enforcement library as applicable**
 - *Purchased updated residential code book, 2020 version*
- **Ensure all Quick Action Plans are up-to-date, and develop new QAPs for additional businesses in the jurisdiction**
 - *All QAPs are up to date*
- **Research potential implementation of fire extinguisher training for businesses**
 - *Researched a couple virtual reality options for fire extinguisher training for non-firefighter personnel. We will continue to weigh the community need vs. cost. A few extinguisher trainings were provided by the Fire Marshal with resources that were available.*



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- **Continue to explore community partnerships for a public education annex at Station 272 location**
 - *No action has been taken towards this goal due to delay in moving in. We will continue to explore this possibility.*
- **Implement REACT training program as pandemic guidelines allow**
 - *Continued to be Covid delayed this year. This goal will be moved to 2022*
- **Re-engage in prior public education activities as pandemic guidelines allow**
 - *Some public education opportunities have been reinstated. We visited several schools, attended parks events, gave station tours and attended touch-a-truck events.*

Fire Prevention / Public Education Annual Continuing Goals:

*All Continuing Goals have been completed**

- *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*
 - *Covid Hold*
- *Continue development of social media presence via Facebook, Instagram and Website*
- *Continue needs assessment for community needs in smoke and CO detectors*



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Additional Accomplishments:

Completed Civilian Medic Hiring Process; hired one Civilian Paramedic

Completed Lateral Firefighter-Paramedic Hiring Process

Receive approval to purchase a reserve ambulance

Completed Engineer Certification Process

3 Firefighters accepted to Paramedic School

1 Firefighter graduating Paramedic School

Worked with PR department for the creation of a WFD Promotional Video

Hosted Open House and Dedication Ceremony for Station 272 / Headquarters