



WHITESTOWN FIRE DEPARTMENT



2023 Goals and Accomplishments

Plan – Implement – Evaluate – Integrate

Administrative:

- **Hire personnel for vacant positions as applicable.**
 - *Hired 3 entry level firefighters, 1 civilian paramedic, and 2 lateral firefighters.*
- **Apply for federal SAFER (Staffing for Adequate Fire and Emergency Response) Grant for additional personnel in 2024.**
 - *Applied for the SAFER grant in hopes of adding an additional 9 personnel in 2024. Unfortunately, we were not awarded the grant.*
- **Complete apparatus and asset inventory value assessment to ensure appropriate levels of insurance.**
 - *Work with Town staff and our insurance providers is ongoing, including regular meetings. This will continue to be an ongoing goal each year as the department grows.*
- **Collect information for 2022 Annual Report; provide it to PR Department for publishing.**
 - *Information was collected and submitted to the PR Department, who created and published an annual report for the entirety of Town departments.*
- **Identify and secure property for Station 273 as availability and funding allows.**
 - *Property has been identified, and Town staff is working to finalize the property acquisition. The property will come from a future development around I-65 and Albert S. White Drive.*
- **Identify and secure property for training grounds, including the consideration of a combined public safety training facility with the WMPD.**
 - *Continuing to assess locations and feasibility of land acquisition in coordination with the WMPD.*
- **Begin design phase for the relocation of Station 271 as funding allows.**
 - *The design phase is in progress and will be completed in early 2024.*
- **Complete annual review of regional salary and benefits to continue to develop a competitive benefits package for employee retention and recruitment.**
 - *In cooperation with WMPD, regional salary and benefit information was collected and comparatively analyzed. A proposal was created and submitted for consideration.*
- **Continue to work with Town staff and accounting to implement and adjust capital improvement planning.**
 - *Working with Town staff and accounting on capital improvement planning is an ongoing task that will continue each year.*
- **Work with Health and Safety committee, HR, and P&C insurance provider to review and analyze workman's comp and accident claims to identify areas of improvement to reduce incidents where possible.**
 - *The WFD administration and the Health and Safety committee have analyzed past and current on-duty injuries and is making a continuing effort to identify and implement best practices to reduce on-duty injuries. Additionally, the WFD continues to work with Town Staff and our insurance providers to supplement the H&S committee efforts.*
- **Create apparatus specification committee to prepare for needed additional Engine and replacement Ladder.**



WHITESTOWN FIRE DEPARTMENT



- Apparatus specification committees have been formed and continue to meet to develop specifications. Early preparation for replacement and additional apparatus will continue to do our best to counteract the extended delivery times that are currently around 3 years.
- **Begin review process cycle for department general orders. Review and apply implementation process.**
 - The review process of the WFD general orders is ongoing. The review of our current GOs is predominantly complete, with the task of needed new GOs to come in 2024.
- **Prepare for and complete ISO evaluation; assumed to take place in fall of 2023.**
 - ISO completed the audit for the WFD in late summer. Evaluation results will come in early 2024.
- **Continue work to evaluate and propose for consideration a Post-Employment Health Plan and Retirement Insurance possibilities.**
 - The WFD is continuing to analyze multiple options for retirement insurance. This goal will continue to be worked on until a sustainable plan can be proposed for consideration.
- **Complete internal audit of equipment testing documentation, creating ease of access when / if necessary.**
 - This goal was completed. Annual evaluations will continue to ensure that all records are up to date.
- **Continue quarterly evaluations of all specific stipend positions and house captains to ensure needs are being met.**
 - This goal has been completed and will be an ongoing goal for the department.
- **Review annual employee physical providers; determine vendor for 2023.**
 - The Health and Safety Committee conducted a review of potential vendors. Due to scheduling and fiscal restraints, the selection of vendor will be proposed in early 2024.
- **Continue to evaluate and implement public education opportunities.**
 - This will continue to be an ongoing goal for the department.

Operational:

- **Complete Development Impact study to assess anticipated amount of emergency incidents by development type and size.**
 - The Development Impact study was completed and will continue to be utilized for department planning purposes.
- **Implement chief-level internship program.**
 - The chief-level internship program was implemented with several employees using the opportunity to learn positions of the administration.
- **Continue to develop and evaluate succession plan; mentoring, officership, internship, and career path framework.**
 - Evaluation of the succession plan will continue to be the focus of the program to ensure it is training our personnel to the highest standards possible. Input from all ranks will continue to be solicited for success.
- **Propose adoption of Town Comprehensive Emergency Management Plan; prepare and host annual EOC drills with Town partners.**
 - This goal is to be moved to 2024.
- **Increase ride out officers and ride out engineers as needed.**
 - Several personnel completed training and evaluation to be cleared to ride-out in officer and engineer positions. This goal will continue to be a priority to prepare employees for their desired next steps in their career.
- **Review, update, and create Standard Operating Procedures.**



WHITESTOWN FIRE DEPARTMENT



- *As our General Order review has taken priority, the review and update of all existing SOPs will continue in 2024. Any SOPs that are crucial to operations have been and will continue to be reviewed and implemented aside from the entire review process.*
- **Complete long-range forecasting for additional stations and their anticipated locations.**
 - *Utilizing national standards, our development impact study, incident mapping, and more, the department has determined the need and location for additional stations in the future. Planning for department growth will continue to be a goal and priority.*
- **Review and implement engine apparatus reintegration for run strings and order of arrival operations.**
 - *The review of implementing engine apparatus into our run strings has been completed. Reintegration will come as we near the potential of adding another fire apparatus and crew to our resources.*
- **Integrate hazardous materials assessment into response mapping.**
 - *This goal will be moved to 2024.*

Emergency Medical Services:

- **Finalize and submit federally mandated CMS Ambulance Data Collection**
 - *Data was successfully compiled and submitted to CMS prior to the deadline. The WFD is compliant with the federal mandate.*
- **Monitor buildout of new ambulance purchase; Estimated delivery of early 2024.**
 - *Delivery has been delayed again to late 2024. Still no VIN number assigned to the project. Options are being sought to potentially purchase a similar demo/stock unit to the specifications desired in the original build.*
- **Purchase demo / stock ambulance to replace Medic 271**
 - *A demo ambulance was purchased and placed into service as Medic 271.*
- **Provide series of recommendations and options to proactively address the possibility of a shortage of ALS providers.**
 - *Research was compiled and analyzed. Currently, our ALS provider levels are increasing with our recent lateral hire and an employee currently enrolled in a Paramedic class. Evaluation will continue to proactively address any foreseeable deficiencies in ALS staff.*
- **Obtain final approval for the management of controlled substances under the Protecting Patient Access to Emergency Medications Act of 2017. Site inspection is still pending.**
 - *The WFD is still waiting for the site inspection from the DEA to finalize this project.*
- **Successfully recertify all BLS and ALS providers in accordance with the IDHS EMS branch requirements. Department common certification date is 9-31-2023.**
 - *All employees were recertified on the common date. This will continue bi-annually to coincide with re-certification requirements.*
- **Conduct required recertification classes – Trauma specific.**
 - *This goal will be moved to 2024.*
- **Plan, develop, and implement multi-agency mass casualty incident training and drill.**
 - *The WFD participated in a mass-casualty drill with multiple county departments. Additionally, a smaller scale MCI training was conducted between ZFD and WFD.*
- **Develop expectations and requirements for potential EMS educational instructor cadre.**
 - *Utilizing the chief-level internship program, expectations and requirements for EMS instructors will be a continuing focus for the division.*



WHITESTOWN FIRE DEPARTMENT



Fire Training & Safety:

- **Implement new personnel into the Northside Fire Academy and provide necessary support and logistics.**
 - *3 personnel successfully completed the Northside Fire Academy. Support was provided by the WFD Division Chief of Training and detailed academy instructor.*
- **Conduct monthly fixed facility training for on-duty personnel.**
 - *Monthly fixed facility training was completed.*
- **Conduct a minimum of 3 live fire trainings; implementing at least one of these trainings as a night drill.**
 - *Multiple live fire training scenarios were completed.*
- **Conduct 12 hours of company officer training for each acting and ride-out officer.**
 - *Company officer training in 2023 exceeded the minimums for each officer.*
- **Continue to ensure ISO training requirements are being met.**
 - *ISO training requirements were met and submitted to ISO. These training requirements are integrated into our annual training requirements to ensure compliance with ISO to the best of our ability.*
- **Review all personnel's certifications and develop a needs list by person/position.**
 - *Review of certifications will continue to be an ongoing process to ensure requirements are met.*
- **Continue to offer state certification courses to allow for successful progress of succession plan career path framework.**
 - *This will continue to be an ongoing goal moving forward.*
- **Continue 5-year rotation of PPE replacement plan.**
 - *This goal has been completed for 2023.*
- **Conduct PPE inspections for all personnel and address any deficiencies.**
 - *PPE inspections were completed.*
- **Ensure all PPE is washed a minimum of 2 times a year.**
 - *All PPE was washed a minimum of 2 times a year.*
- **Evaluate need for additional hazardous materials response training for WFD.**
 - *Evaluation is still being conducted on the need for additional hazardous materials response training.*
- **Utilize Health and Safety committee to develop SCBA replacement plan. Consider potential of realized savings purchasing in conjunction with neighboring departments.**
 - *County-wide committee was developed and completed review of SCBAs. Committee determined to stay with Scott brand air packs. Purchase consideration to be proposed in 2024 for needed replacement in 2025.*

Fire Prevention:

- **Conclude development and implement Fire Prevention Ordinance.**
 - *FPO has been put on hold to allow incoming Council to consider in 2024.*
- **Create fire investigation checklist guidance, update, and add appropriate forms, and review policy.**
 - *This goal is in progress with completion in 2024.*
- **Continue investigation education to remain up to date with any applicable changes.**
 - *Fire Marshal continues to attend multiple continuing education classes to remain in compliance and up to date.*



WHITESTOWN FIRE DEPARTMENT



- **Continue to evaluate and implement Knox Box E-key system as applicable.**
 - *Knox Box E-Key system proposed for consideration to be encumbered purchase in early 2024.*
- **Consider fire alarm equipment and monitoring for Station 272.**
 - *Fire alarm monitoring equipment has been evaluated and will propose for purchase as applicable.*
- **Continue to research and implement changing codes and designs as applicable.**
 - *This is a continuing goal. Currently, all codes are up to date.*
- **Continue to build relationships with community stakeholders to uphold and improve business fire safety.**
 - *This too is a continuing goal. The prevention division continues to build relationships with stakeholders in the community. This, at a minimum, is done during annual inspections of all businesses in the response district.*
- **Identify life safety gaps in current fire code and explore local/county ordinances to address accordingly.**
 - *This goal is still in progress. Any gaps that are noted will be addressed as applicable.*
- **Continue building upon relationships with planning and building departments for new business additions and applicable changes.**
 - *The prevention division continues to work side by side with Town planning and building staff to offer a coordinated approach to new and existing code issues.*
- **Continue education on sprinkler system installations and updates.**
 - *This goal has been completed.*
- **Continue to build community stakeholder relationships and assist local businesses with any fire or code issues.**
 - *This goal has been met with all code issues and any fire loss situations that have been identified.*

Additional Accomplishments:

- **Implemented Pro Team Tactical's Pro Team Wellness program in conjunction with Workman's Compensation as an additional option for mental health assistance.**
- **Completed engineer's certification process necessary for personnel desiring the clearance to drive fire apparatus.**
- **Completed Lieutenant promotional process to develop list of officer candidates.**
- **Completed Work Performance Evaluation re-validation, with every member completing the newly validated course.**
- **Worked with Parks Department to put on the 2nd Annual Battle of the Badges 5K.**
- **Promoted new Division Chief of Training to prepare for retirement of the Deputy Chief of Operations, and the subsequent promotion of the former Division Chief of Training to the Deputy Chief of Operations.**