

1. Agenda

Documents:

[PUBLIC SAFETY COMMITTEE MEETING AGENDA 4-26-2018.DOC](#)

2. Meeting Materials

Documents:

[1ST QUARTER REPORT 2018.PDF](#)  
[AGENDA STAFF REPORT, 1ST QUARTER 2018 REPORT.PDF](#)  
[AGENDA STAFF REPORT, RFA PLAN AMENDMENT.DOC](#)  
[RFA PLAN AMENDMEN.DOC](#)



**STANWOOD POLICE/FIRE  
PUBLIC SAFETY COMMITTEE  
AGENDA  
4-26-2018**

**(Stanwood School Administration Building / 6:00 pm)**

**Fire:**

- 1. 1<sup>st</sup> Quarter Report 2018**
- 2. RFA Plan Amendment**



**CITY OF STANWOOD  
PUBLIC SAFETY COMMITTEE**

**DATE:** April 26, 2018  
**SUBJECT:** 1<sup>ST</sup> QUARTER REPORT 2018  
**CONTACT PERSON:** JOHN C CERMAK  
**ATTACHMENTS:** A – 1<sup>ST</sup> QUARTER REPORT- 2018

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**ISSUE:**

Per Exhibit 3- Performance Standards/ Levels of Service within the Stanwood ILA the North County Regional Fire Authority is required to provide a quarterly report.

**SUMMARY STATEMENT:**

Attached is a copy of the 1<sup>ST</sup> Quarter Report for 2018.

**FISCAL IMPACT:**

None



North County Regional Fire Authority  
1st Quarter, 2018

# Memo

TO: City of Stanwood & NCFE Board of Commissioners

FROM: John C. Cermak, Fire Chief  
BY: Don Bartlett, Assistant Chief

DATE: April 03, 2018

RE: Quarterly Report in accordance with the 2012 I.L.A. between the City of Stanwood and North County Regional Fire Authority

## **NORTH COUNTY REGIONAL FIRE AUTHORITY DEPARTMENT OVERVIEW/RECAP**

2017 witnessed a large amount of growth, progress and continued positive change for the North County Regional Fire Authority.

With all of the accomplishments and programs of 2017 having taken place, 2018 is shaping up to be another year of firsts, accomplishments, and growth on a level never witnessed by the agency in the past. As a recap, many of the existing programs have continued to function very well to include, but not limited to NCRFA Academy, EMT class, continued probation for two firefighters (FF Blake Branstrom & FF Alexander Woofenden), and the continued refinement of each of the aforementioned.

This first quarter 2018 officially marks the completion of the first of its kind, Trimester based probation process for FTE's. Firefighter's (EMT) Robert Freedman, Don Huffman (FF/PM), and Firefighter (EMT) Ian Phipps are the very first personnel to complete this process. All three individuals did a very good job and completed the process with only minor make up testing to be completed. This will be corrected with the adjustment of ongoing probation timetables.

Each of the individuals stated that although very challenging, they learned a tremendous amount of new material, improved their abilities dramatically, and changed significantly both professionally and personally. Currently, we have Firefighter/EMT Blake Branstrom and Firefighter/EMT Alexander Woofenden beginning their third trimester.

This quarter also marks the beginning of the first ever Snohomish County Fire Training Academy. This academy began on March 19, 2018, and is the culmination of many departments' work and cooperation. It is with great pride that I can report that the North County Regional Fire Authority played a significant role in the creation and launch of this first of its' kind academy. This was achieved on our end by the unwavering support of Chief Cermak at the County Chiefs level, Participation by A.C. Bartlett, that included being one of four personnel assigned to three days of interviewing over 75 plus applicants interested in being involved with the academy; the full time enrollment of (Newly promoted) Battalion Chief Joel Smith as a full time Company Officer, and lastly, FF/PM Shaughn Rice threw his name in the hat to participate as an instructor, and was subsequently moved to the top Cadre of program developers and Instructors. This academy is poised to become a model process for others to emulate. Stand by for more great information on this exciting topic to come.

The county fire academy increases firefighter safety by training them to the same standard as those throughout the region that we interact with regularly on mutual aid calls. It reduces costs as we don't have to send our personnel to North Bend, away from their families for four months, to be part of the training cadre and those being trained. Finally, it will also lend to increased efficiencies and unified standards amongst area agencies, insuring we have like equipment and operations. This is a great example how regionalization helps us to be better stewards of public funds while insuring the highest level of safety for our firefighters.

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- Continued forward progress with the annexation of the City of Stanwood into the R.F.A. for emergency services.
- Continued talks with the City of Arlington on opportunities to increase efficiencies.
- Completion of NCRFA's first FTE Probation process. FF's Freedman, Huffman, and Phipps all completed the process with very good results.
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- The arrival of two new ambulance units
- Re-submission of Federal Firefighter assistance grants for all new SCBA's, and for a Tender/Pumper apparatus.

## ADMINISTRATION, PERSONNEL AND STAFFING TEAMS

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NCRFA's Fire Commissioners fill the valuable role of representing the taxpayers in NCRFA's district. Through their direction and voice, the Fire Chief acquires the direction and goals of the commission that he then brings to fruition via his organizational staff.

In the execution of his duties, Chief Cermak operates in a capacity similar to that of a C.E.O. (As do the vast majority of Professional Fire Chiefs). His role is to determine the overall direction for the organization; establish, maintain or enhance the core values, mission statement and basic philosophies of the organization as well as to maintain and improve the financial health of the organization. In addition to the above tasks and roles, the Fire Chief also looks to secure and/or acquire additional funding for the organization in terms of additional programs, an enhancement to community risk reduction practices and enhancements to staffing and equipment resulting in superior delivery of service to its' customers.

Chief Cermak is aided in the execution of these tasks as well as that of the general operation of the organization by the following individuals:

- ✚ **Donald Bartlett, Assistant Fire Chief.** The role of the Assistant Fire Chief is to work with, for and in addition to the Fire Chief, as well as functioning as the Acting Fire Chief in case of extended absence or another issue. Some of the duties of the Assistant Fire Chief include:
  - a. General operations of the organization to include providing direction to three Station Captains that manage their respective stations and personnel.
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  - c. Closely working with the Human Resources Officer, Finance Director and Administrative Assistant.
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  - e. Oversight and operation of the NCRFA Recruit Academy.
  
- ✚ **Katie Ellis, Executive Assistant / Human Resources Director.** The role of the Human Resources Director is to work in conjunction with the Fire Chief and Administrative staff regarding all aspects of:
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  - b. Personnel acquisition,
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- ✚ **Randy Krumm, Finance Director.** The role of the Finance Director is to manage the organizations' budget, calculate and balance all BARS line items in addition to:
  - a. Working closely with the Fire Chief
  - b. Working closely with Human Resources
  - c. Working closely with The Assistant Fire Chief

- d. Working closely with Shift Captains relating to projects and purchases
- e. Assistance with grant writing & data collection

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## **STATION STAFFING (SUPPRESSION & EMS) / EQUIPMENT**

**Station 90** staffed 24 hrs. / 7 days (Engine 90, Tender 90 and Medic 90)

Cross-staffed Engine and Medic Unit with one Fire Officer, one Firefighter/EMT, and one Firefighter/Paramedic

**Station 92** Volunteer staffed only when dispatched for calls or drills  
(Engine 92 and Brush 92)

**Station 96** staffed 24 hrs. / 100% of the 92 days in October, November, and December (Tender 96, Aid 96 and Brush 96) Cross-staffed Tender and Aid Unit with two Firefighter/EMTs; on occasion an EMT staffs to maintain staffing.

**Station 97** staffed 24 hrs. / 7 days (Engine 97, Tender 97, Medic 97, Boat 97)

Cross-staffed Engine and Medic Unit with a Fire Officer, one Firefighter/Paramedic, and one Firefighter. As of February of 2017, this staffing has increased from three personnel to four with the addition of three new full-time employees acquired from a SAFER grant.

**Station 99** staffed 24 hrs. / 7 days (Engine 99, Ladder 99, Medic 99 and A99)

Cross-staffed Engine, Ladder and Medic Unit with an Officer, Paramedic, and one Firefighter  
Fully staffed A99 with 2 Firefighters



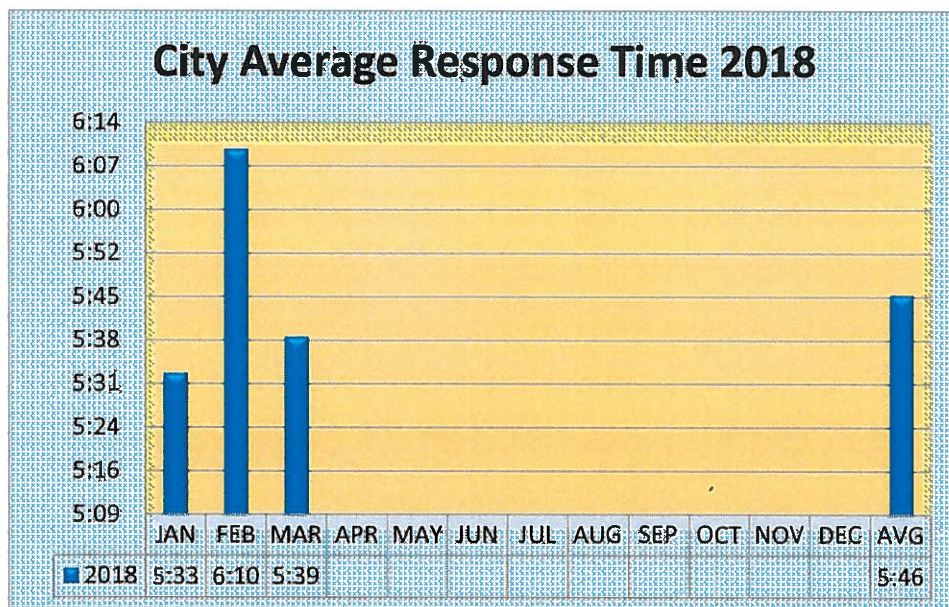
## PERFORMANCE MEASURES

The North County Regional Fire Authority takes great pride in providing the communities it serves with excellent services in a prompt and professional manner. The following segments illustrate this care and determination in the categories of response time, training hours, response activities and fire inspections.

### AVERAGE RESPONSE TIMES

North County Regional Fire Authority maintains an average response time of fewer than six minutes and thirty seconds (06:30 minutes) for all Fire and EMS calls within the City of Stanwood. Average response times are calculated by summing the time of dispatch to arrival on the scene. Cumulatively for 2018, the average response time for City calls is 5:46.

City:



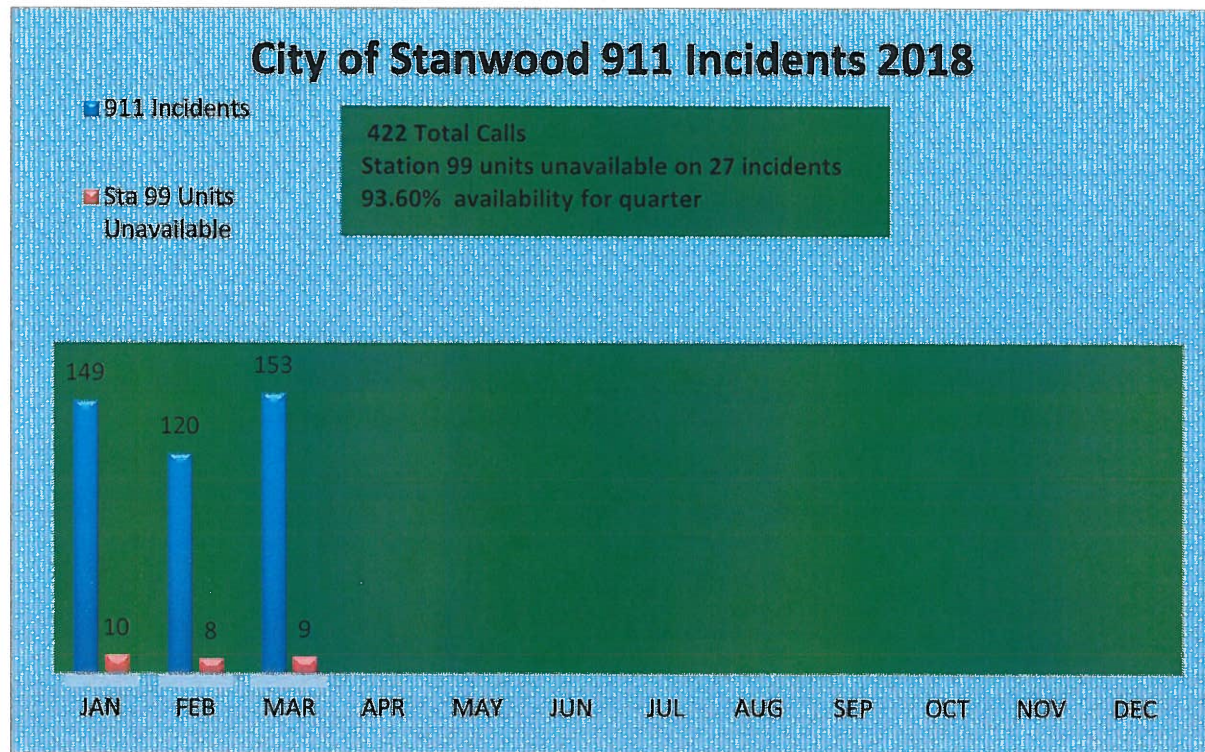
### GENERAL EMERGENCY RESPONSE ACTIVITY

This first quarter report is the continuation and analysis portion of using both “New World” dispatch & “First Watch” systems. This will be the second report in which we have been continuing to define and ensure the accuracy of the metrics from this organization. Thus far, there has been good progress achieved in terms of call volumes, response times, average times, and the segregation of specific incident types. Etc.

| SUPPRESSION                | 1st QRT | 2nd QRT | 3rd QRT | 4th QRT | 2018 YTD |
|----------------------------|---------|---------|---------|---------|----------|
| Hazardous Condition        | 1       |         |         |         | 1        |
| Service Calls              | 23      |         |         |         | 23       |
| District EMS Calls (Total) | 345     |         |         |         | 345      |
| City (Only) Medical        | 380     |         |         |         | 380      |
| City (Only) Fire           | 18      |         |         |         | 18       |
| City ALS Calls             | 216     |         |         |         | 216      |
| City BLS calls             | 164     |         |         |         | 164      |

## AVAILABILITY OF SERVICE CALL PERCENTAGE

The Fire Authority shall provide sufficient manpower and equipment to maintain an out of service calls percentage for the City. The following chart shows total city calls and the number of calls a 99 unit did not respond due to being out of service on a previous call. These calls were, however, responded to by next nearest available units. (Below includes Jan-Mar 2018.)



## MUTUAL AID INFORMATION

Mutual aid by definition is the rendering of services for another organization's needs, typically agreed to in advance. Mutual aid can be received or provided. This is an important area to track as it will provide information on the availability of your own response district as well as those around you that you have agreements with.

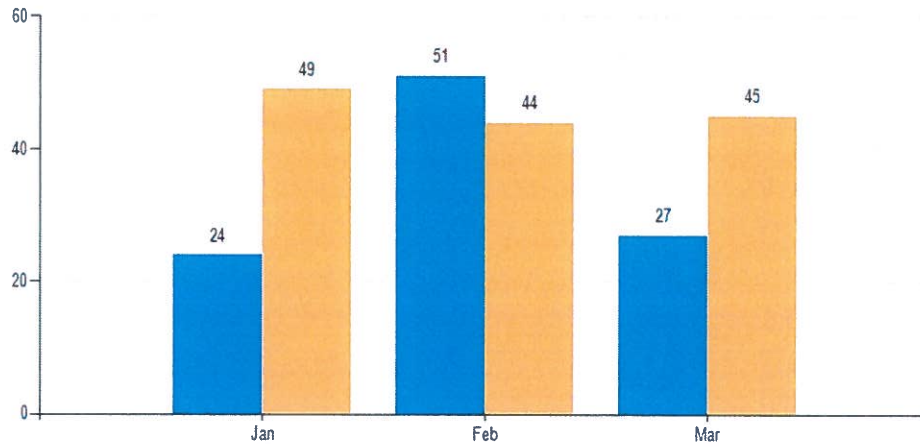
The charts on the following page represent the overall statistics that have been gathered over a quarters' period of time through "First Watch" who gathers the data from SNO911 and assembles it into the requested parameters.

This program is becoming more and more effective as our organization and First Watch work together to assemble a tool that incorporates all of the requested information into a clear and easy to read tool, chart, or graph.

Another very large benefit to this program is that it extrapolates data straight from dispatch which basically eliminates any lost or missing information. Since its "Go Live" in 2017, our data has been getting more and more accurate with the history we are building.

# North County Regional Fire Authority Mutual Aid

Mutual Aid Received Mutual Aid Given



## Mutual Aid Received:

Received

|                                    | 102             | 34:06:56        |
|------------------------------------|-----------------|-----------------|
| Aid FROM                           | Total # of Resp | Total Task Time |
| Arlington Fire Department          | 41              | 19:24:11        |
| Camano Island Fire Rescue          | 10              | 0:54:45         |
| Lake Stevens Fire                  | 1               | 0:10:45         |
| Marysville Fire District           | 13              | 6:31:37         |
| Snohomish County Fire District #19 | 29              | 6:22:27         |
| Snohomish County Fire District #21 | 6               | 0:43:11         |
| Snohomish County Fire District #22 | 1               |                 |
| Snohomish County Fire District #25 | 1               |                 |

## Mutual Aid Given:

Given

|                                    | 138             | 56:47:48        |
|------------------------------------|-----------------|-----------------|
| Aid TO                             | Total # of Resp | Total Task Time |
|                                    | 1               |                 |
| Arlington Fire Department          | 23              | 3:01:57         |
| Camano Island Fire Rescue          | 27              | 10:36:11        |
| Everett Fire Department            | 1               | 0:03:37         |
| Marysville Fire District           | 40              | 24:14:37        |
| Snohomish County Fire District #15 | 17              | 4:52:27         |
| Snohomish County Fire District #17 | 2               | 0:15:29         |
| Snohomish County Fire District #19 | 19              | 9:32:54         |
| Snohomish County Fire District #21 | 5               | 1:03:06         |
| Snohomish County Fire District #25 | 2               | 1:29:25         |
| Snohomish County Fire District #4  | 1               |                 |

## **TRAINING ACTIVITY:**

Over the course of the first quarter of 2018, the personnel in the organization have logged 3,508.38 hours of training into Target Solutions.

Many topics are covered on a "Training Card" that shows the type/category of the required training as well as the required number of hours per category. Types of training include classroom study, hose work, ladders, SCBA, search, area familiarization, apparatus use and knowledge, medical training, and policy and directive review to name a few.

As of February 01 2018, Captain Joel Smith promoted into the Battalion Chief of Training position working day shift. This is a great asset to both the Administrative staff as well as the ability to gain even more valuable time to develop and assign more training opportunities & topics to the suppression crews. With our organization, the community and the number of calls for service growing, there has never been a more important time for training to be a paramount activity.

Chief Smith is currently attending the County's first-ever full-time Recruit Academy that began March 19, 2018. His role is that of a daily company officer and instructor. This is a valuable tool not only for his growth, but for the organization as well since there will be many hours spent learning and utilizing the latest types of training, techniques, and style that are taking place outside of our organization.

## **FIRE INSPECTIONS**

Fire inspections are completed based upon national and adopted criteria as delineated by the I.F.C. (International Fire Code), U.F.C. (Uniform Fire Code), I.B.C. (International Building Code), U.B.C (Uniform Building Code) and local ordinances.

As of January 1, 2018, we have begun a department-wide training course on how to conduct fire inspections. The first phase of this training took place at a mandatory all Officers' meeting on Wednesday, January 10, 2018. The second phase was conducted at the all Officer's meeting on Wednesday, April 04. This was / will be on the basics of fire inspections: Customer service, presentation, knowledge of violation types, mitigation skills, ability to understand the IFC and follow up. In addition, all new fire inspection and note forms have arrived and were introduced at the March 04 meeting.

Another goal will be to determine the best program to keep track of, store information and schedule inspections. Currently, the Aegis Fire software does not appear to be very user-friendly. Other options are being considered. In the meantime, an electronic folder option is going to be implemented until the software issue is decided upon.

The following chart depicts the year's progress. New from this point forward will be the inclusion of personnel hours invested in these activities.

| Inspections                                                                      | 1 <sup>st</sup> Quarter<br>2018 | 2 <sup>nd</sup> Quarter<br>2018 | 3 <sup>rd</sup> Quarter<br>2018 | 4 <sup>th</sup> Quarter<br>2018 | YTD<br>2018 |
|----------------------------------------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|-------------|
| Initial Inspections                                                              | 33                              |                                 |                                 |                                 |             |
| Re-Inspections                                                                   | 16                              |                                 |                                 |                                 |             |
| Total Inspections                                                                | 49                              |                                 |                                 |                                 |             |
| Target-Hazard Emphasis<br>(Pre-fire walkthrough,<br>familiarization & training.) | 15                              |                                 |                                 |                                 |             |
| Total Personnel Hours for<br>Above                                               | 27.0 Hrs                        |                                 |                                 |                                 |             |

## **PUBLIC EDUCATION/COMMUNITY OUTREACH**

This section concerns the many hours on topics that cover a wide variety of areas to include fire safety, 911 information, smoke detector information, stop, drop, and roll, and many other safety issues. All of these contacts are a great opportunity to get to know, work with and interact with the people that we protect and serve on a daily basis.

### **January 2018**

- 01/03/2018 Fire Safety Class @ Port Susan Middle School 1.0 Hr.
- 01/8, 9, 10/2018 Ride to school coloring/drawing winners. 1 hr. each.
- 01/16/2018 CPR/First Aid class Port Susan Middle School 1.0 Hr.
- 01/18, 19/2018 Pre School Station tours, Jan. 18 & 19. 1.0 hr. each.

### **February 2018**

- 02/08/2018 Fire extinguisher class taught to local dentist office, 10 students, 1.5 Hrs.

### **March 2018**

- 03/18/2018 Smoke detector inspection and replacement program at the Warm Beach Assisted Living Mobile Home Park. Station 96 & 97 participated in this. 48 homes & customers contacted over 3.5 hrs. (Kudos to K. Cruse for setting up.)

The aforementioned items typically begin to pick up with the arrival of Spring and Summer.

Some items to look forward to in 2018 include:

- April 28<sup>th</sup>: Association. Pancake Feed @ Station 90 (C-Shift)
- May 5<sup>th</sup>: Stanwood Touch A Truck – Capt. Davis (C-Shift)
- Date TBA: Stillaguamish Casino Safety Day – Lt. Wilbur
- Date TBA: Stillaguamish Children Fire Safety – Lt. Wilbur
- July 4<sup>th</sup>: Arlington and Stanwood Parades – Lt. Johnson (C-Shift)
- Aug 2-5: Stanwood Fair – Captain's Davis, Lingel, Johnsen (C/A-Shift)
- Aug 7<sup>th</sup>: Stanwood National Night Out Against Crime – Captain's Davis, Johnsen (B-Shift)
- Date TBA: School Fire Prevention – Lt. Fleischbein
- December Dates TBA: Santa Run – Lt. Wilbur
- December Dates TBA: Warm Beach Lights of Christmas – Lt. Westerman



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**Station 92** Volunteer staffed only when dispatched for calls or drills  
(Engine 92 and Brush 92)

**Station 96** staffed 24 hrs. / 100% of the 92 days in October, November, and December (Tender 96, Aid 96 and Brush 96) Cross-staffed Tender and Aid Unit with two Firefighter/EMTs; on occasion an EMT staffs to maintain staffing.

**Station 97** staffed 24 hrs. / 7 days (Engine 97, Tender 97, Medic 97, Boat 97)

Cross-staffed Engine and Medic Unit with a Fire Officer, one Firefighter/Paramedic, and one Firefighter. As of February of 2017, this staffing has increased from three personnel to four with the addition of three new full-time employees acquired from a SAFER grant.

**Station 99** staffed 24 hrs. / 7 days (Engine 99, Ladder 99, Medic 99 and A99)

Cross-staffed Engine, Ladder and Medic Unit with an Officer, Paramedic, and one Firefighter  
Fully staffed A99 with 2 Firefighters



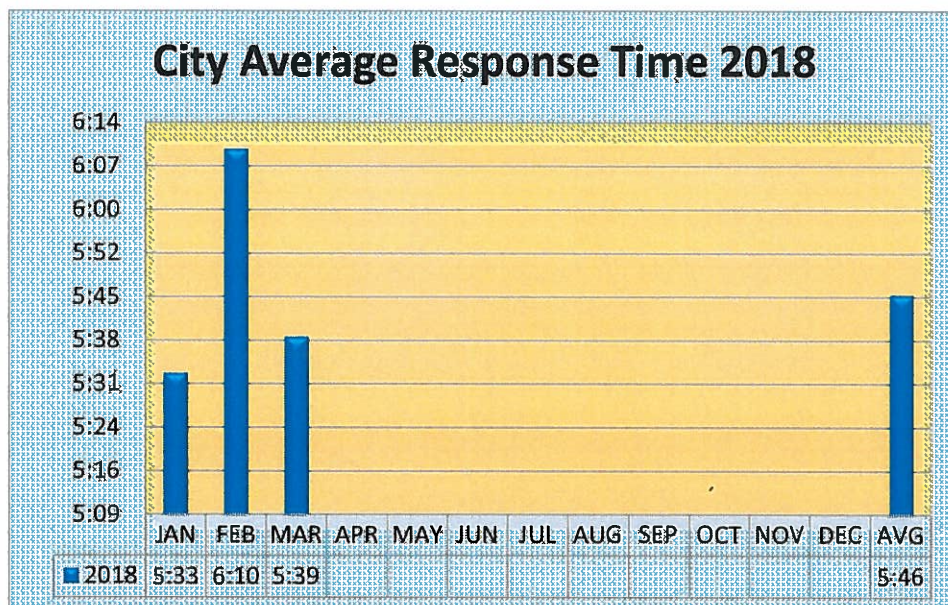
## PERFORMANCE MEASURES

The North County Regional Fire Authority takes great pride in providing the communities it serves with excellent services in a prompt and professional manner. The following segments illustrate this care and determination in the categories of response time, training hours, response activities and fire inspections.

### AVERAGE RESPONSE TIMES

North County Regional Fire Authority maintains an average response time of fewer than six minutes and thirty seconds (06:30 minutes) for all Fire and EMS calls within the City of Stanwood. Average response times are calculated by summing the time of dispatch to arrival on the scene. Cumulatively for 2018, the average response time for City calls is 5:46.

City:



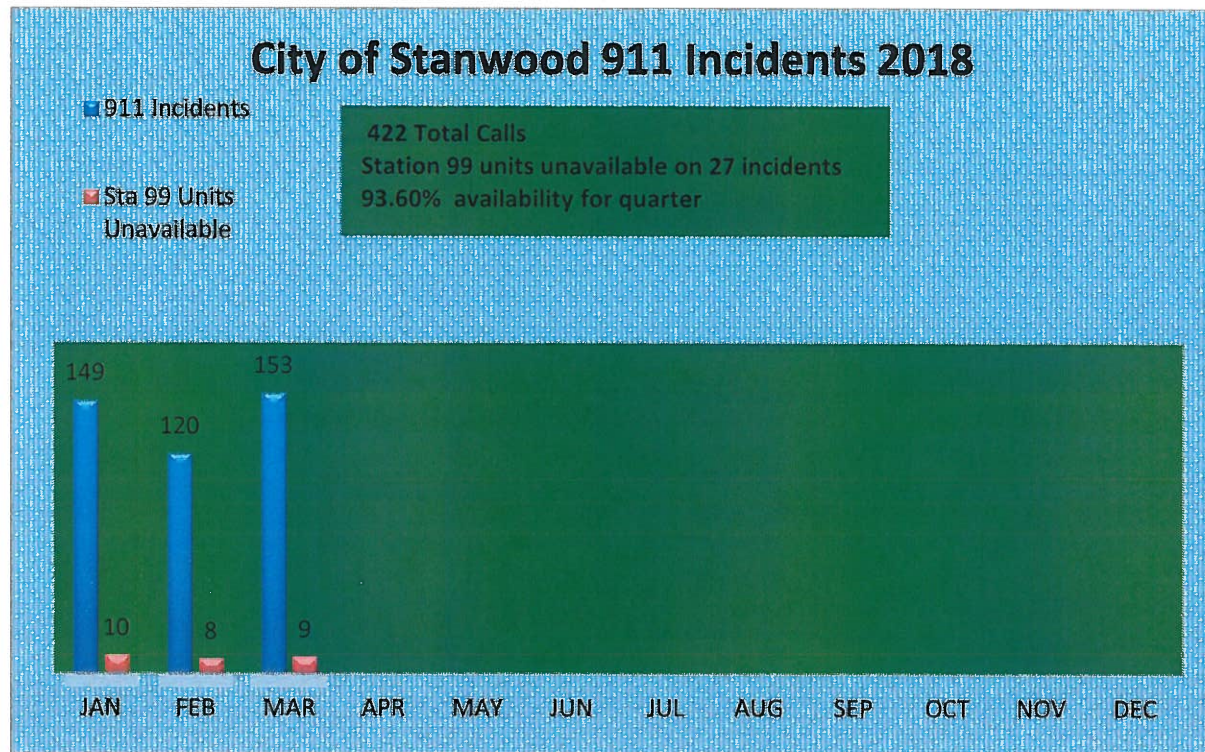
### GENERAL EMERGENCY RESPONSE ACTIVITY

This first quarter report is the continuation and analysis portion of using both “New World” dispatch & “First Watch” systems. This will be the second report in which we have been continuing to define and ensure the accuracy of the metrics from this organization. Thus far, there has been good progress achieved in terms of call volumes, response times, average times, and the segregation of specific incident types. Etc.

| SUPPRESSION                | 1st QRT | 2nd QRT | 3rd QRT | 4th QRT | 2018 YTD |
|----------------------------|---------|---------|---------|---------|----------|
| Hazardous Condition        | 1       |         |         |         | 1        |
| Service Calls              | 23      |         |         |         | 23       |
| District EMS Calls (Total) | 345     |         |         |         | 345      |
| City (Only) Medical        | 380     |         |         |         | 380      |
| City (Only) Fire           | 18      |         |         |         | 18       |
| City ALS Calls             | 216     |         |         |         | 216      |
| City BLS calls             | 164     |         |         |         | 164      |

## AVAILABILITY OF SERVICE CALL PERCENTAGE

The Fire Authority shall provide sufficient manpower and equipment to maintain an out of service calls percentage for the City. The following chart shows total city calls and the number of calls a 99 unit did not respond due to being out of service on a previous call. These calls were, however, responded to by next nearest available units. (Below includes Jan-Mar 2018.)



## MUTUAL AID INFORMATION

Mutual aid by definition is the rendering of services for another organization's needs, typically agreed to in advance. Mutual aid can be received or provided. This is an important area to track as it will provide information on the availability of your own response district as well as those around you that you have agreements with.

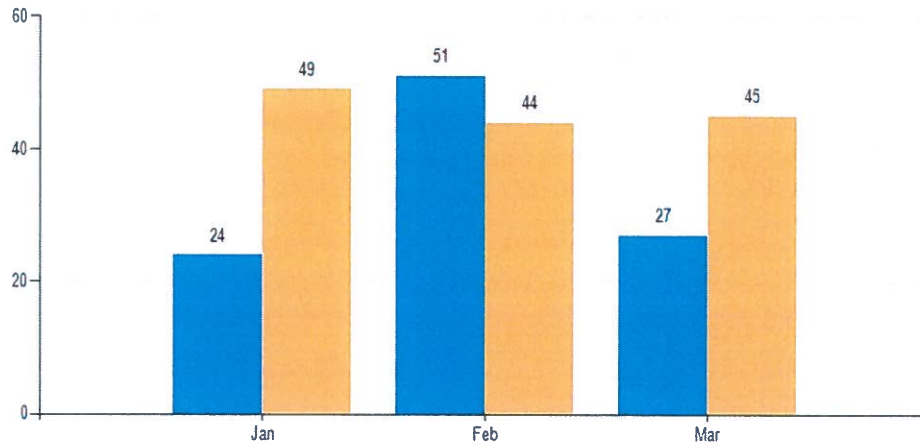
The charts on the following page represent the overall statistics that have been gathered over a quarters' period of time through "First Watch" who gathers the data from SNO911 and assembles it into the requested parameters.

This program is becoming more and more effective as our organization and First Watch work together to assemble a tool that incorporates all of the requested information into a clear and easy to read tool, chart, or graph.

Another very large benefit to this program is that it extrapolates data straight from dispatch which basically eliminates any lost or missing information. Since its "Go Live" in 2017, our data has been getting more and more accurate with the history we are building.

# North County Regional Fire Authority Mutual Aid

Mutual Aid Received Mutual Aid Given



## Mutual Aid Received:

Received

|                                      | 102             | 34:06:56        |
|--------------------------------------|-----------------|-----------------|
| Aid FROM                             | Total # of Resp | Total Task Time |
| ⊞ Arlington Fire Department          | 41              | 19:24:11        |
| ⊞ Camano Island Fire Rescue          | 10              | 0:54:45         |
| ⊞ Lake Stevens Fire                  | 1               | 0:10:45         |
| ⊞ Marysville Fire District           | 13              | 6:31:37         |
| ⊞ Snohomish County Fire District #19 | 29              | 6:22:27         |
| ⊞ Snohomish County Fire District #21 | 6               | 0:43:11         |
| ⊞ Snohomish County Fire District #22 | 1               |                 |
| ⊞ Snohomish County Fire District #25 | 1               |                 |

## Mutual Aid Given:

Given

|                                      | 138             | 56:47:48        |
|--------------------------------------|-----------------|-----------------|
| Aid TO                               | Total # of Resp | Total Task Time |
| ⊞                                    | 1               |                 |
| ⊞ Arlington Fire Department          | 23              | 3:01:57         |
| ⊞ Camano Island Fire Rescue          | 27              | 10:36:11        |
| ⊞ Everett Fire Department            | 1               | 0:03:37         |
| ⊞ Marysville Fire District           | 40              | 24:14:37        |
| ⊞ Snohomish County Fire District #15 | 17              | 4:52:27         |
| ⊞ Snohomish County Fire District #17 | 2               | 0:15:29         |
| ⊞ Snohomish County Fire District #19 | 19              | 9:32:54         |
| ⊞ Snohomish County Fire District #21 | 5               | 1:03:06         |
| ⊞ Snohomish County Fire District #25 | 2               | 1:29:25         |
| ⊞ Snohomish County Fire District #4  | 1               |                 |

## **TRAINING ACTIVITY:**

Over the course of the first quarter of 2018, the personnel in the organization have logged 3,508.38 hours of training into Target Solutions.

Many topics are covered on a "Training Card" that shows the type/category of the required training as well as the required number of hours per category. Types of training include classroom study, hose work, ladders, SCBA, search, area familiarization, apparatus use and knowledge, medical training, and policy and directive review to name a few.

As of February 01 2018, Captain Joel Smith promoted into the Battalion Chief of Training position working day shift. This is a great asset to both the Administrative staff as well as the ability to gain even more valuable time to develop and assign more training opportunities & topics to the suppression crews. With our organization, the community and the number of calls for service growing, there has never been a more important time for training to be a paramount activity.

Chief Smith is currently attending the County's first-ever full-time Recruit Academy that began March 19, 2018. His role is that of a daily company officer and instructor. This is a valuable tool not only for his growth, but for the organization as well since there will be many hours spent learning and utilizing the latest types of training, techniques, and style that are taking place outside of our organization.

## **FIRE INSPECTIONS**

Fire inspections are completed based upon national and adopted criteria as delineated by the I.F.C. (International Fire Code), U.F.C. (Uniform Fire Code), I.B.C. (International Building Code), U.B.C (Uniform Building Code) and local ordinances.

As of January 1, 2018, we have begun a department-wide training course on how to conduct fire inspections. The first phase of this training took place at a mandatory all Officers' meeting on Wednesday, January 10, 2018. The second phase was conducted at the all Officer's meeting on Wednesday, April 04. This was / will be on the basics of fire inspections: Customer service, presentation, knowledge of violation types, mitigation skills, ability to understand the IFC and follow up. In addition, all new fire inspection and note forms have arrived and were introduced at the March 04 meeting.

Another goal will be to determine the best program to keep track of, store information and schedule inspections. Currently, the Aegis Fire software does not appear to be very user-friendly. Other options are being considered. In the meantime, an electronic folder option is going to be implemented until the software issue is decided upon.

The following chart depicts the year's progress. New from this point forward will be the inclusion of personnel hours invested in these activities.

| <b>Inspections</b>                                                                            | <b>1<sup>st</sup> Quarter<br/>2018</b> | <b>2<sup>nd</sup> Quarter<br/>2018</b> | <b>3<sup>rd</sup> Quarter<br/>2018</b> | <b>4<sup>th</sup> Quarter<br/>2018</b> | <b>YTD<br/>2018</b> |
|-----------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|---------------------|
| <b>Initial Inspections</b>                                                                    | <b>33</b>                              |                                        |                                        |                                        |                     |
| <b>Re-Inspections</b>                                                                         | <b>16</b>                              |                                        |                                        |                                        |                     |
| <b>Total Inspections</b>                                                                      | <b>49</b>                              |                                        |                                        |                                        |                     |
| <b>Target-Hazard Emphasis<br/>(Pre-fire walkthrough,<br/>familiarization &amp; training.)</b> | <b>15</b>                              |                                        |                                        |                                        |                     |
| <b>Total Personnel Hours for<br/>Above</b>                                                    | <b>27.0 Hrs</b>                        |                                        |                                        |                                        |                     |

## **PUBLIC EDUCATION/COMMUNITY OUTREACH**

This section concerns the many hours on topics that cover a wide variety of areas to include fire safety, 911 information, smoke detector information, stop, drop, and roll, and many other safety issues. All of these contacts are a great opportunity to get to know, work with and interact with the people that we protect and serve on a daily basis.

### **January 2018**

- 01/03/2018 Fire Safety Class @ Port Susan Middle School 1.0 Hr.
- 01/8, 9, 10/2018 Ride to school coloring/drawing winners. 1 hr. each.
- 01/16/2018 CPR/First Aid class Port Susan Middle School 1.0 Hr.
- 01/18, 19/2018 Pre School Station tours, Jan. 18 & 19. 1.0 hr. each.

### **February 2018**

- 02/08/2018 Fire extinguisher class taught to local dentist office, 10 students, 1.5 Hrs.

### **March 2018**

- 03/18/2018 Smoke detector inspection and replacement program at the Warm Beach Assisted Living Mobile Home Park. Station 96 & 97 participated in this. 48 homes & customers contacted over 3.5 hrs. (Kudos to K. Cruse for setting up.)

The aforementioned items typically begin to pick up with the arrival of Spring and Summer.

Some items to look forward to in 2018 include:

- April 28<sup>th</sup>: Association. Pancake Feed @ Station 90 (C-Shift)
- May 5<sup>th</sup>: Stanwood Touch A Truck – Capt. Davis (C-Shift)
- Date TBA: Stillaguamish Casino Safety Day – Lt. Wilbur
- Date TBA: Stillaguamish Children Fire Safety – Lt. Wilbur
- July 4<sup>th</sup>: Arlington and Stanwood Parades – Lt. Johnson (C-Shift)
- Aug 2-5: Stanwood Fair – Captain's Davis, Lingel, Johnsen (C/A-Shift)
- Aug 7<sup>th</sup>: Stanwood National Night Out Against Crime – Captain's Davis, Johnsen (B-Shift)
- Date TBA: School Fire Prevention – Lt. Fleischbein
- December Dates TBA: Santa Run – Lt. Wilbur
- December Dates TBA: Warm Beach Lights of Christmas – Lt. Westerman



**CITY OF STANWOOD  
PUBLIC SAFETY COMMITTEE  
STAFF REPORT**

**DATE:** April 26, 2018  
**SUBJECT:** RFA PLAN AMENDMENT  
**CONTACT PERSON:** JOHN C.CERMAK, FIRE CHIEF  
**ATTACHMENTS:** N/A

**ISSUE**

NCRFA was tasked with providing an RFA Plan Amendment to annex the City of Stanwood into the Regional Fire Authority.

**RECOMMENDATION**

Provide direction on governance and ILA parameters that would be agreeable to both Public Safety Committee and the Fire Authority Governance Committee to continue discussions for the May 24 meeting and eventually acceptance to both Board and Council.

**SUMMARY**

The City of Stanwood provided Resolution 2018-02 to the NCRFA Fire Commissioners requesting a proposal of annexation into the RFA. NCRFA has developed a plan amendment for discussion on key points to be addressed by the City of Stanwood and NCRFA Governing Board.

**DISCUSSION**

Discussion points included real estate transfer of Station 99, governance, future use of Fire Station 99 meeting room by the City of Stanwood, payment for RFA Fire and EMS Services in 2019, outstanding fire station debt, fire department impact fees, fire marshal and emergency management services, and SERS/ SNO911 assignment. All discussion points have been included in the plan amendment, however the first meeting will address three key areas including, transfer of Station 99 ownership, governance, and ILA for fire prevention, fire investigation, and emergency management. The plan amendment and ILA will be brought back for the May 24 meeting for final discussion before moving to the Board for a resolution and acceptance by City Council.

## **STATION 99 OWNERSHIP:**

**1.1. City Assets.** On the Effective Date, the City shall immediately transfer to the RFA the following assets:

- a. The real property identified in Appendix C and any building fixtures, furniture and contents thereof. The transfer of Station 99 to the RFA shall contain a reversionary interest providing that the title to the land and the station will return to the City if the fire station ever ceases to be used for fire and/or emergency medical services by the RFA. The amount of compensation to be paid to the RFA for such reversion shall be negotiated by the RFA and the City.

## **GOVERNANCE:**

### **Option A**

#### **3 Districts, 4 At-Large**

**2. Governing Board.** Upon the Effective Date, the Governing Board shall include seven (7) voting members, consisting of five (5) seated elected Commissioners from the RFA and two (2) elected officials from the City to be appointed by the City Council.

**Position 1 (Commissioner District No. 1).** This position will be initially filled by the RFA Commissioner currently serving in RFA Position No. 2 and will expire on December 31, 2019. Thereafter, this position will be filled by a registered voter residing within Commissioner District No. 1.

**Position 2 (Commissioner District No. 2).** This position will be initially filled by a City elected official appointed by the City and will expire on December 31, 2019. Thereafter, this position will be filled by a registered voter residing within Commissioner District No. 2.

**Position 3 (Commissioner District No. 3).** This position will be initially filled by a City elected official and will expire on December 31, 2019. Thereafter, this position will be filled by a registered voter residing within Commissioner District No. 3.

**Position 4 (At-Large).** This position will initially be filled by the RFA Commissioner serving in RFA Position No. 3 and will expire on December 31, 2019. Thereafter, this position shall be filled by a registered voter residing anywhere within the boundaries of the RFA.

**Position 5 (At-Large).** This position will initially be filled by the RFA Commissioner serving in RFA Position No. 5 and will expire on December 31, 2021. Thereafter, this position shall be filled by a registered voter residing anywhere within the boundaries of the RFA.

**Position 6 (At-Large).** This position will initially be filled by the RFA Commissioner serving in RFA Position No. 1 and will expire on December 31, 2023. Thereafter, this position shall be filled by a registered voter residing anywhere within the boundaries of the RFA.

**Position 7 (At-Large).** This position will initially be filled by the RFA Commissioner serving in RFA Position No. 4 and will expire on December 31, 2023. Thereafter, this position shall be filled by a registered voter residing anywhere within the boundaries of the RFA.

**2.1.** Not later than sixty (60) days prior to the filing period for the 2019 general election, the Governing Board shall establish the geographical boundaries of the three (3) commissioner districts (Positions 1, 2 and 3). In determining the geographical boundaries of such commissioner districts, the Governing Board shall be guided by the following principles: (i) the population of each commissioner district shall be relatively equal; and (ii) one (1) commissioner district shall include the City of Stanwood.

**2.2.** Concurrently with the establishment of commissioner districts for Positions 1, 2 and 3, the Governing Board shall assign "Initial Elected Terms" of office for those commissioners elected in 2019 to Positions 1, 2, 3 and 4; provided, however, that one position shall have an abbreviated Initial Elected Terms of two (2) years. In assigning such Initial Terms to each Position, the Governing Board may provide that the candidate receiving the lowest number of votes shall be assigned to the Initial Elected Term of two years.

**2.3.** Except as provided above, all commissioner terms shall be six (6) year terms.

**2.4.** If the RFA Plan is later amended to expand the Governing Board, the total number of voting members shall be an odd number no greater than nine (9) in number.

## **Option B**

### **3 Districts with 2 commissioners per district, 1 At-Large**

**2. Governing Board.** Upon the Effective Date, the Governing Board shall include seven (7) voting members, consisting of five (5) seated elected Commissioners from the RFA and two (2) elected officials from the City to be appointed by the City Council.

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**COMMITTEE RECOMMENDATION**

To be determined and continued to the May 24 meeting.



**CITY OF STANWOOD  
PUBLIC SAFETY COMMITTEE  
STAFF REPORT**

**DATE:** April 26, 2018  
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