

ISSUE: 12/29/2017

CENTRAL KITSAP FIRE & RESCUE

# CKFR WEEKLY



*Happy New Year!*



# UPCOMING EVENTS

## January 1

New Year's Day  
Admin Office Closed

## January 8

BOC Regular Meeting  
Admin Office (4pm)

## January 15

Martin Luther King Jr. Day  
Admin Office Closed

## January 22

BOC Study Session  
Admin Office (4pm)

## February 12

BOC Regular Meeting  
Admin Office (4pm)

## Subject: New FF/EMT's for CKFR

**From:** Eileen McSherry

**Sent:** Thursday, December 28, 2017 12:15 PM

**To:** All Personnel

We are pleased to announce the hiring of three (3) new FF/EMT's to our organization:

**Giancarlo (John) Dalle Angelini**

**Joseph (Joey) Werlech**

**Sidney (Jamie) Monroe**

They will be reporting on February 8, 2018 to the Deputy Chief and beginning attendance at the West Pierce Fire Academy in Tacoma on February 12, 2018. Please join me in welcoming them to CKFR!

A detailed shift roster table for CKFR, effective January 1, 2018. The table lists various personnel and their assigned shifts, including day, afternoon, and night shifts. It includes columns for names, titles, and shift assignments. The table is titled 'CKFR SHIFT ROSTER effective January 1, 2018' and includes a footer with contact information for Eileen McSherry.

## NOTICE:

There will be an updated Shift Roster coming out on January 2, 2018 from the BC's.



This week, IT Tech Levi Cook installed the new wall-mounted tablets for the Admin meeting rooms! The iPads are running the Teem application which will streamline our booking processes for the meeting rooms.

Learn more about the application here:

<https://teem.com/>



Central Stage Theatre (CSTOCK) put on a performance of "A Christmas Story—The Musical" earlier in December at the Central Kitsap Middle School. The production was directed by Jeffrey Bassett. There was a special thanks to Central Kitsap Fire & Rescue for a costume donation (pictured right). Pictured above, Phil Cook, the Kitsap County Assessor played 'Old Man'.





# Christmas Day with C-Shift!



Station 56 crews received this card from a gentleman who recently experienced a significant cardiac event. He was very appreciative of PM Luke Bugg's expertise!

To Luke and the team  
at Kitsap Fire & Rescue,

...for people like you.

Thank you so much for responding so quickly and saving my life. As I found myself drifting into unconsciousness and sure I couldn't make it to Bremerton Harrison, your call to "Keep breathing" kept me going.

Thanks to you guys and the dedicated team at Harrison, I am recovering quickly and look forward to many more years with my family.





## ***Subject: Baby Luna visits Medic 51!***

**From:** Gregory Platz

**Sent:** Wednesday, December 27, 2017 8:49 PM

Baby Luna and her family visited PM Jeff Wildes and the Station 51 crews. This was a chance for the CKFR crews to meet the baby that they delivered in Medic 51 on October 2, 2017.

# WHAT ARE YOUR GOALS FOR THE NEW YEAR?

## **Fire Chief**

- Position CKFR with a sustainable financial future and share this vision during 'State of District' presentations in early 2018
- During fall 2017, facilitate Economic Summit meetings to identify funding for 2020 and beyond
- Review the adopted CKFR Strategic Plan during 2018
- Pursue collaborative opportunities with other Kitsap County fire agencies
- Focus on succession planning activities with Staff
- Resolve vendor relationships and determine future direction of JMG/Readiness Center

## **Finance**

- Adopt 2018 budget – Provide BOC high-level forecast of revenue and expenditures for 2019
- Update existing Finance SOPs including Travel, Charity Care and Capital Assets
- Procure and implement software solution to update the purchase order process
- Adopt a new budget document format to assist decision making of District services and capital assets
- Explore acceptance of electronic payments and credit cards
- Evaluate the cost benefit and feasibility of implementing a remote check deposit system
- Plan for GEMT reimbursement implementation to enhance EMS transport revenue

## **Human Resources**

- Update all position descriptions
- Complete internal staff function audit and reassign workflow to improve efficiency
- Provide annual performance evaluations for all employees & volunteers
- Negotiate successor CBA with non-uniform employees
- Conduct exit interviews for all members leaving CKFR
- Create and implement personnel action form that tracks changes in pay and benefits for placement into employees' files
- Select and Implement HR software to increase efficiencies
- Continue recruiting and hiring top talent for administrative and suppression vacancies

## **Operations**

- Produce a comprehensive Marketing/Branding Plan by August 1, 2018
- Complete all Apparatus Bond purchases
- Update runs cards for all Emergency Response Zones
- Implement Performance Benchmarks for Fire Ground Operations
- Implement Mobil CAD and AVL in all response Apparatus
- Restructure Burn Permit Application and Enforcement process
- Complete County Tech Rescue ILA Project

## **EMS**

- Provide annual HIPAA and high performance CPR training for all members
- Develop methods to share EPCR Data with County EMS to facilitate standardized reporting
- Ensure recertification documentation for all EMT's and Paramedics in July 2018

## **Safety**

- Enhance our employee health and wellness program
- Conduct appropriate annual ergonomics and lifting technique training for all members
- Focus the role of the safety committee to investigate injuries and strategies to reduce on-the-job injuries
- Develop and implement a Rehab SOP and improve Rehab response capabilities

## **Fleet**

- Develop fleet maintenance performance goals and SOP's
- Implement new fleet RMS software to increase recordkeeping, communication and inventory controls
- Maintain an updated 10-year capital apparatus plan

## **Training**

- Ensure all members meet and document minimum WAC annual training requirements
- Collaborate to provide regional ICS and accountability training
- Provide career path opportunities for future leaders including outside training
- Conduct annual safe driving training for all members
- Organize quarterly MCO drills with mutual aid partners
- Obtain the use of one acquired structure for training annually
- Conduct annual promotion processes to establish adequate lists

## **Facilities**

- Secure land for future fire station locations
- Develop a capital facilities improvement plan including new construction of facilities
- Develop plans to relocate facility maintenance and central supply to Admin campus
- Research mobile options to provide a pump test pit at Admin campus to increase efficiency

## **Volunteers/Grants**

- Revise volunteer and resident program recruitment, retention, and performance requirements
- Evaluate Chaplain Program and recruit additional Chaplains
- Revise/re-write/review all Volunteer SOP's
- Rewrite the current volunteer entry process including on-boarding checklist

## **Central Supply**

- Plan and implement an inventory control system for capital assets
- Provide outside evaluation of current purchasing and delivery processes to increase efficiency
- Consider establishing a central purchasing agent

## **Public Education**

- Assemble a District Style Guide with standardized logo and brand specifications
- Continue annual Citizen's Advisory Committee meetings
- Continue public education in District schools and public involvement in community events
- Expand participation in our Kid's Day community safety event
- Improve disaster preparedness on the CKFR website

## **Information Technology/Records**

- Maintain network data reliability and improve disaster recovery plan
- Increase employee efficiency through software implementations across all divisions
- Develop ITS hardware/software replacement schedule to ensure sustainability of network
- Upgrade and replace District server and storage hardware
- Upgrade Office applications across all District computers
- Continue rolling migration of computer desktop replacements
- Implement single sign on to reduce password complexities
- Improve use and functionality of CKFR SharePoint or replacement software
- Improve IT relationships between local fire agencies, find common areas to collaborate

## **Health and Wellness**

- Implement a comprehensive cancer prevention program
- Conduct annual wellness physicals for all line Staff
- Implement a comprehensive infectious disease prevention program
- Conduct planning for next flu pandemic

# **CKFR ORGANIZATIONAL GOALS**

Adopted by the CKFR Board of Commissioners on August 14, 2017