



MEETING AGENDA

January 23, 2019
WFC Office “Pete Spiller Conference Room”
605 11th Avenue SE
Olympia, WA 98501

*To join via conference call:
Conference Line: 888-289-4573
Access Code: 3328221*

WFC Board of Directors Meeting – 10:00 AM to 2:00 AM

- I. CALL TO ORDER; 10:00 AM**
 - A. Introduction of Guests**
 - B. Approval of Agenda**
 - C. Approval of Previous Meeting Minutes ***

- II. CONSENT AGENDA;**
 - A. CHIEF PAC Financial Report ***

- III. EXTERNAL AGENCIES – REPORT OF ACTIVITIES**
 - A. Washington State Fire Marshals Office (Chuck LeBlanc) ***
 - B. Washington State Association of Fire Marshals (Dave Kokot/Hank Teran) ***
 - C. Emergency Management Division (Alysha Kaplan/Tabitha Laird)**
 - D. Department of Natural Resources (Gary Berndt/Dave LaFave)**
 - E. Washington State Firefighters Association (Larry Creekmore)**
 - F. National Fire Protection Association (Gary Honold)**

“” next to an item means there are inclusions in the WFC Board Packet for this item.*

IV. INTERNAL – REPORT OF ACTIVITIES

- A. Western Fire Chiefs Report (Brian VanCamp)**
 - Western President’s Forum, May 13-15, Sisters, OR

- B. Sections Reports**
 - EMS (John Sinclair/Mark Corriera)
 - Public Fire Educators (Melanie Taylor/Aaron Markham)
 - Training, Safety and Officers (Jake Fouts/Rocky Eastman)
 - Mechanics (Elliot Courage/Nick Swinhart)
 - Administrative Support/IT (Ashley Becker/Harold Scoggins) *

- C. Committee Reports**
 - Hazardous Materials (Scott Lancaster/Bryan Collins)
 - Legislative (Dylan Doty)
 - Legislative Update Report *
 - CFSI April 24-25 2019 Update (Wayne Senter)
 - Joint Legislative Day January 24th Update (Wayne Senter) *
 - Financial Committee (Mark Correira)
 - WFC Year End Financial Report *
 - WFC 1st Quarter Financial Report *
 - Draft Board Resolution *
 - Fire Defense Committee (Steve North) *
 - SERC (Bill Whealen) *
 - CBRNE Update
 - Washington Survey & Rating Bureau (Nathan Craig /Robert Ferrell) *

- D. Region Representative Reports**
 - Clallam, Grays Harbor, Jefferson, Mason & Kitsap (Hank Teran) *
 - Spokane, Stevens, Lincoln, Pend Oreille, Whitman (Bryan Collins)
 - Snohomish, Skagit, Whatcom, San Juan, Island (Mark Correira)
 - Okanogan, Grant, Kittitas, Chelan, Douglas, Ferry, Yakima (Aaron Markham) *
 - King, Pierce & Thurston (Harold Scoggins)
 - Lewis, Clark, Cowlitz, Skamania, Wahkiakum, Klickitat, Pacific (Nick Swinhart)
 - Walla Walla, Benton, Adams, Franklin, Columbia, Asotin, Garfield (Rocky Eastman)

V. EXECUTIVE SESSION

- A.**

VI. ACTION ITEMS

A.

VII. DISCUSSION ITEMS

- A. Executive Director Performance Appraisal (Keith Wright)
- B. 2019 Leadership Seminar (Wayne Senter)
- C. 2020-2024 Strategic Plan Update (Wayne Senter) *
- D. RFA Guide Update (Kathleen Harmon/Wayne Senter)
- E. LNI FF Technical Review Committee Update (Wayne Senter)
- F. Washington Fire Service Coalition Update (Wayne Senter)
- G. WFC Annual Conference Update (Kathleen Harmon) *
- I. No Secrets Conference Planning Committee November 2019 (Wayne Senter)

VIII. OTHER BUSINESS

- A. Correspondence

IX. GOOD OF THE ORDER

- A. 2018 - 2019 meetings (Steve Wright)
 - February 6, WFC Executive Committee – Virtual
 - March 27, WFC Board Meeting – Virtual
 - April, WFC Executive Committee – Virtual
 - May 20 WFC Board Meeting – Kennewick

X. ADJOURNMENT



MEETING MINUTES

November 6, 2018
WFC Office “Pete Spiller Conference Room”
605 11th Avenue SE
Olympia, WA 98501

*To join via conference call:
Conference Line: 888-289-4573
Access Code: 3328221*

WFC Board of Directors Meeting – 10:00 AM to 2:00 AM

I. CALL TO ORDER; 10:00 AM

A. Introduction of Guests

In attendance was Steve Wright, Kathleen Harmon, Mark Correira, Hank Teran, Nick Swinhart, Gary Honold, Wayne Senter, Jay Summerlin, and Brian VanCamp. Attending via phone: Dave LaFave, Jim Walkowski, Dave Kokot, Nathan Craig, Melanie Taylor, and Bryan Collins.

B. Approval of Agenda

MOTION: Nick Swinhart motioned to approve the agenda, Mark Correira seconded and the motion was approved.

C. Approval of Previous Meeting Minutes *

MOTION: Mark Correira motioned to approve the previous meeting minutes, Hank Teran seconded and the motion was approved.

II. CONSENT AGENDA;

A. CHIEF PAC Financial Report *

MOTION: Nick Swinhart motioned to approve the consent agenda, Mark Correira seconded and the motion was approved.

III. EXTERNAL AGENCIES – REPORT OF ACTIVITIES

- A. **Washington State Fire Marshals Office (Chuck LeBlanc) ***
Report is in the packet.
- B. **Washington State Association of Fire Marshals (Dave Kokot/Hank Teran) ***
Report is in the packet. FPI went really well. They received great feedback regarding their keynote and arson investigation track. This year had record attendance and they have now outgrown Campbells and will be looking at other venues for 2021. IFMA institute was held in September. Pilot class went really well. They are continuing efforts on the adult family home legislative efforts. Food trucks are becoming a problem across the state. Looking for solutions on this issue. FPI fire marshal of the year award was presented to Heidi Scarpelli, Life Member Award was presented to Hank Teran.
- C. **Emergency Management Division (Alysha Kaplan/Tabitha Laird)**
No report.
- D. **Department of Natural Resources (Gary Berndt) ***
Gary is the new outreach person for DNR. He's unable to make this meeting, but plans to make it to future meetings.
- E. **Washington State Firefighters Association (John Ostergard) ***
Report in packet. One correction, it should say Don Fortier, not Dave LaFave.
- F. **National Fire Protection Association (Gary Honold)**
Gary Honold plans to teach a class at the WFC Conference. WFC staff will coordinate with him to determine a good subject.

IV. INTERNAL – REPORT OF ACTIVITIES

- A. **Western Fire Chiefs Report (Brian VanCamp)**
No report.
- B. **Sections Reports**
 - **EMS (John Sinclair/Mark Correira)**
No report. They are exploring the possibility of a TSO EMS track.
 - **Public Fire Educators (Melanie Taylor/Aaron Markham) ***
Report is in the packet. Some board changes. Jeff Pfaff will be serving on the WSFAM board. Kelly Hawks from VRFA will serve in the open position. Shawnarie Guzman will also be stepping into a vacant position. They will be offering Educator 1, swapping east/west side each year. They are working on a name change, and are working to update protocols and submit at a future board meeting.
 - **Training, Safety and Officers (Jake Fouts/Rocky Eastman)**
Working on conference. FDIC is ending when TSO is starting which is making speaker contracting challenging, however, all the information should be available by the end of the month, and registration should be launched shortly after.
 - **Mechanics (Elliot Courage/Nick Swinhart)**
No report.

- **Administrative Support/IT (Ashley Becker/Harold Scoggins) ***
Report is in packet.

C. Committee Reports

- **Hazardous Materials (Scott Lancaster/Bryan Collins)**
No report.
- **Legislative (Dylan Doty)**
 - **Legislative Update Report ***
Report in packet. Legislative executive committee submitted a report forecasting what is likely to happen this next session. Will be available on the website.

NFPA is continuing to work on the food truck issue, and may end up with a legislative bill. Health department is looking at health concerns, but not addressing the potential fire hazards.

- **WFC Legislative Committee Chair Appointment (Wayne Senter)**
Eric Robertson is the current chair of the leg committee. He will be retiring as of the end of this year. Chief Steve Brooks has agreed to take on the role of legislative chair. Steve has been very involved in hearings and the committee.
- **CFSI April 24-25 2019 Update (Wayne Senter)**
Eric Robertson was one of the leads for this program, along with Chief Peterson. Chief Rick Marshall has agreed to assist with this going forward.
- **Joint Legislative Day January 24th Update (Wayne Senter) ***
In packet.
- **SERC (Bill Whealen) ***
 - **CBRNE Update**
Money for EMD to update CBRNE. They are finding it difficult to figure out how to update the CBRNE plan for the funding available.
 - **Brian Schaeffer appointment to EMD ***
Appointed by the WFC to represent us as an alternate on EMD.
- **Washington Survey & Rating Bureau (Nathan Craig /Robert Ferrell)**
Meeting was held Sept. 27. The WSRB presented Guy Allen with a plaque. Rolling out the new schedule, hopefully by March. WSRB did offer educational opportunities on the new schedule. Any departments that were schedule should have received a time and date.

D. Region Representative Reports

- **Clallam, Grays Harbor, Jefferson, Mason & Kitsap (Hank Teran) ***
WSAFM: Outstanding conference. They appreciate the WFC's support. One of the smoothest conferences. Will meet with Kathleen and WSAFM

leadership to fine tune support for next year's FPI.

Mason County, Chief Baaken asked about regional academies, and the funding is not available again until July 2019. This is a problem since they will not offer an opportunity for most volunteers to take advantage of that funding until 2020.

Kitsap County, Chief Weninger Retiring, Chief of Bremerton was released.

SBCC: Fire code work is just about done.

- **Spokane, Stevens, Lincoln, Pend Oreille, Whitman (Bryan Collins)**
Strategic Planning, met with Chief Bucy, still struggling with L&I.
Ongoing issue. Bryan asked that he keep the WFC apprised.
- **Snohomish, Skagit, Whatcom, San Juan, Island (Mark Correira)**
Snohomish Radio system sales tax ballot measure. King County is facing renumbering issues. Mark attended a conference call on the 24th for the IAFC Bylaws. They are updating language that has to deal with removal of board members. It has to comply with NY state law.
- **Okanogan, Grant, Kittitas, Chelan, Douglas, Ferry, Yakima (Aaron Markham)**
No report.
- **King, Pierce & Thurston (Harold Scoggins) No report.**
- **Lewis, Clark, Cowlitz, Skamania, Wahkiakum, Klickitat, Pacific (Nick Swinhart) ***
Report in packet.
- **Walla Walla, Benton, Adams, Franklin, Columbia, Asotin, Garfield (Rocky Eastman)**
No report.

V. EXECUTIVE SESSION

A.

VI. ACTION ITEMS

A. Executive Committee Board Position (Wayne Senter)

The WFC is attempting to keep the Executive Committee balanced with both West side and East side representation. With Jim Walkwoski moving to a Jefferson agency, that has put the committee out of balance. Dave LaFave has agreed to step down from the executive committee position. There has been some discussions with Rocky Eastman. ***MOTION: Brian VanCamp motioned to appoint Rocky Eastman to the Executive Committee subject to Rocky's approval, Mark Correira seconded and the motion was approved.***

VII. DISCUSSION ITEMS

- A. **2018 Leadership Seminar Update (Wayne Senter)**
Will kick off tomorrow morning at the Lacey Community Center. This seminar will be similar to what was provided in Yakima. Sponsored by Enduris and WCIA – please take a moment to thank them.
- B. **2020-2024 Strategic Plan Update (Wayne Senter)**
Had a group of about 40 attend. All the information that was recorded will now be fine tuned and staff will meet to develop objectives that will meet those goals. Will bring that to the board for final approval. We started this process early, and this Strategic Plan will be released by 2020.
- C. **EVIP Program Update (Kathleen Harmon/Wayne Senter) ***
Letter in packet. Formally approved.
- D. **RFA Guide Update (Kathleen Harmon/Wayne Senter)**
Converting the booklet to an online portal. Looking to have that finalized by the end of the year, and be disseminated starting the first of the year.
- E. **LNI FF Technical Review Committee Update (Wayne Senter) ***
Disk regarding appeal was handed out to all present. Issues is that L&I's interpretation of when you can legally make a rescue requires 3 people. Legally silent on rescue situations. Part of assessing risk vs. reward. If this was an OSHA state, they would have written a deminimis citation to ensure that this is an exception to the rule, but no fine or corrective action would be required. Next step is a third party hearing, then on to court. Wayne will be meeting with Dennis Lawson this week to clarify the WFC's position.
- F. **Washington Fire Service Coalition Update (Wayne Senter)**
Need to boil down issues to a point where all the groups agree. Starting with residential fire sprinklers. Will be looking to start this next December, and initially do some internal education. This group will be reporting at the Leadership Forum as well.
- G. **WFC Annual Conference Update (Kathleen Harmon)**
Conference is in progress with General Sessions from Rich Gasaway and Navy Captain Doug Kunzman.
- H. **2018 Annual Performance Reviews (Wayne Senter)**
Will be doing the same as last year. Will send out to board for input.
- I. **No Secrets Conference Planning Committee November 2019 (Wayne Senter)**
Looking to raise the bar for next No Secrets. Committee – board member interest? Speaker recommendations?
- J. **JOPS Annual Meeting November 29th (Wayne Senter)**
They will be touring security at Safeco, tour the underground tunnel, Amtrak derailment presentation, and possibly a guest speaker. Mark Correira, Steve Wright, Keith Wright and Harold Scoggins are representing the WFC.

VIII. OTHER BUSINESS

- A. **Correspondence**
In packet.

IX. GOOD OF THE ORDER

A. 2018 - 2019 meetings (Steve Wright)

- **December WFC Executive Committee - Virtual**
- **January 23rd WFC Board Meeting - Olympia**
- **February WFC Executive Committee – Virtual**
- **March WFC Board Meeting - Virtual**
- **April WFC Executive Committee – Virtual**
- **May 20 WFC Board Meeting – Kennewick**

X. ADJOURNMENT

MOTION: Mark Corriera motioned to adjourn, Hank Teran seconded and the meeting adjourned 11:33am.

Washington Fire Chiefs

1/17/2019 3:57 PM

Register: 8296 · PAC 8296

From 01/01/2019 through 01/17/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/14/2019			-split-	Deposit		50.00	331.90



SFM Chuck LeBlanc
January 23, 2019
STATE FIRE MARSHAL'S OFFICE

The following activity report covers the months of November and December 2018.

MEETINGS

• **Prevention Division**

- November 5, 2018, Training and Education Workgroup meeting
- November 29, 2018, Joint Operations Policy meeting was attended

ACTIVITIES

• **Prevention Division**

- 24 Mobilizations in the 2018 season with estimated cost of over \$9.125 million.

• **Fire Training Division**

- Recruit Academy 19-01 begins Jan 24 (32 Recruits) Graduating April 19.
- Weekend Academy 19-04 begins offsite in Wenatchee, January 11 (16 Recruits). Graduation date TBD (dependent on completion of HMA/HMO).

INTERESTS & CONCERNS

• **Prevention Division**

- The Training and Education Workgroup met on November 5, 2019, to further discuss the scope and direction of the group. The next meeting is scheduled January 29, 2018, at Puget Sound Regional Fire Authority Station 73 beginning at 9 am.
- The SFM Newsletter is now being published on a quarterly basis. The latest newsletter was released on December 31. Those not currently receiving the newsletter should e-mail fbpio@wsp.wa.gov to sign up.
- There are two vacant Deputy State Fire Marshal positions currently available.
 - Professional Development and Response Section – this position has primary Mobilization responsibilities, but also supports the International Fire Service Accreditation Congress program as well as other duties as assigned. Interviews are scheduled January 30.
 - Licensing Section – this position supports the licensing programs as well as having Mobilization duties. Interview will be scheduled in the future.
- There is one Office Assistant Senior position vacant in the Licensing Section. Interviews are scheduled for the week of January 14.
- 2018 NFIRS Data – Fire agencies should submit their 2018 NFIRS data no later than January 31 for inclusion in the annual report. The annual report is slated for publication on April 1, 2019.

- **Fire Training Division**

- Update on Fire Training Water Treatment Project:
 - There is currently discussions to reduce the project scope. This reduction in scope could shorten the period of impact to the FTA and allow services at the FTA to continue sooner than anticipated.
 - Project will add aeration to the FTA settling pond, integrate dissolved air filtration and upgrade the oil water separation system.
 - Additionally, the upper campus and ARFF prop will be included in the treatment upgrade.
- Update on Burn Building Project:
 - The permitting process for the Burn Building is progressing through the King County Special use permit process.
 - Full permitting and construction start is anticipated in the Fall of 2019
- The FTA has developed a survey for WFC to send out through their ListServ distribution requesting a list of facilities/agencies willing to allow facility use by departments needing to meet WAC 296-305-05502 (live-fire training).



*David F. Kokot, P.E. – WSAFM President
January 1, 2019
Washington State Association of Fire Marshals*

The following activity report covers the months November-December of 2018.

MEETINGS

- The Board met on December 11th. The meeting focused on a discussion regarding adult family homes, and the position of the Association. A letter to the Legislative Committee has been prepared and will be forwarded prior to the Committee meeting. Training opportunities for 2019 was discussed, as well as a debrief of the Fire Prevention Institute. It was the most attended since the inception, and the Board received a number of complements.
- WSAFM participated in the WFC Legislative Committee meetings, as well as the Washington State Fire Coalition and the Washington State Fire Service Forum.
- Dave Kokot participated with the IFMA Chapter Presidents teleconference on December 4th. The Chapter Presidents meeting will be in San Antonio on June 16th.

ACTIVITIES

- The Association will be having two classes regarding kitchen hoods. The first will be March 12-14th in Moses Lake.
- The Association had the IFMA Management Institute on September 25-26th in Marysville. We will be having a repeat of the class for Eastern Washington in 2019.
- The Winter Newsletter was issued for the membership.
- The Board is reviewing potential bylaw changes that will be brought to the membership.

INTERESTS & CONCERNS

- The 2018 International Residential Code TAG is meeting. It is anticipated that multiple proposals will be submitted regarding residential fire sprinklers.
- Registration and certification of food trucks continues to be an item of concern. No single agency is taking the lead, so most of this is left to the local jurisdictions.
- The Association is looking for other locations for the Fire Prevention Institute for 2020. Campbells is getting to be too small for the event and overcrowding was an issue for some of the sessions in 2018.



Washington
PUBLIC FIRE EDUCATORS
"Ignite Awareness, Extinguish Risk"

Washington Public Fire Educators

Melanie Taylor, WPFE chair

January 2019

SERVICE

The WPFE Board continues to look at the needs of the members AND the citizens that we serve. The WPFE Board is AND will continue to recruit fire educators/Community Risk Reduction Specialist to join the organization.

EDUCATION

This year WPFE offered the following education opportunities (The board is actively engaged in participating in the planning AND implementing of the events):

- IMPACT – Young Driver Safety Program Train the Trainer Class is scheduled for January 29th 2019, 10:00a-2:00p, Training Consortium, Kent WA
- Educator I Class, April 29-May2 2019, 8:00a-5:00p, Snohomish County Fire District 7, Administration Building, 953 Village Way, Monroe WA 98272
- Training w/ Cynthia Tobias, learning styles - working with children AND adults, April 4th 2019, Training Consortium, Kent WA \$75.00 per student
- Washington Safety Summit, UW Tacoma Campus
- Colorado Conference, April 2019
- Fire Chief's Conference May 2019
- Fire Prevention Institute, October 2019
- WPFE Bi-State Meeting w/ Oregon-TBD
- Monthly Webinars with a small registration fee
- Contribute articles for newsletters/websites to the following for the Washington Chiefs AND Washington Fire Marshals.

LEADERSHIP

The WPFE board 2019 theme or focus will be NFPA's theme – "Look.Listen.Learn".

WPFE 2019 Officers/Board Members. The following actively serve on the Board:

- Chair: Melanie Taylor, Puget Sound Fire
- Vice Chair: Ben Shearer, Pasco Fire
- PIO: Jeff Pfaff, Yakima Fire (Jamie McIntyre, Spokane Fire)
- Secretary: Shawneri Guzman, Snohomish Fire District 1
- Board Members:
 - Kelly Hawks, Valley Regional Fire Authority
 - Erica Little, Burlington Fire
 - Jamie McIntyre, Spokane City Fire

*Currently recruiting for 2020 Board Chair, Vice Chair, PIO position.

*Recruiting for Washington State Fire Marshal Board Member – 2020 open position

The WPFE board has set a goal for 2019/2020 to provide the following leadership training:

Additional topics/trainings WPFE board will address:

- . Stop the Bleed - completed
- . Programs for middle school students – Cynthia Tobias
- . Distracted Driving Program – Impact – January 2019
- . Partnership with King County Fire AND Life Safety AND Spokane Coalition
- . Workshops AND provide trainings/leadership
- . Actively engage in obtaining membership names AND contact information.
(Recruiting members from other departments that are not currently enrolled.)

2018/2019 WPFE Project

Currently working on name change to Community Risk Reduction WASHINGTON. New logo, update website AND Facebook, along with promoting the change. Proper protocols will be followed to make the change.

Currently working on bi-laws AND updating officer AND board members duties AND commitment/responsibilities serving on the board.

Respectfully Submitted by: *Melanie Taylor, WPFE chair*

WASHINGTON FIRE ADMINISTRATIVE SUPPORT

A SECTION OF THE WASHINGTON FIRE CHIEFS ASSOCIATION



WASHINGTON FIRE ADMINISTRATIVE SUPPORT

January 23, 2019

ASHLEY BECKER, CHAIR

The following Section activity report covers the months of November 2018 – January 2019.

SERVICE

- The Board is brainstorming ideas to get more members involved in the section.
- New Member Packets are being created and put together to for those new to the fire service and the section, as well as packets for new Board/Committee members.

EDUCATION

- The Board is working on filling in the agenda with speakers for the 2019 Conference in October. Save the Dates went out with dates and location to all section members.

LEADERSHIP

- In December the Board met to continue planning for the 2019 Conference, including a timeline for registration and other important dates. We are hoping for a live registration date of Feb 1st. The Board recently met at Alderbrook for the site visit and planning retreat.
- The Section is working on getting the new Board & Committee members on board and learning their roles.

Respectfully Submitted by: *Ashley Becker, Section Chair*



SAVE THE DATE
WFAS ANNUAL CONFERENCE
OCTOBER 7-8, 2019
ALDERBROOK RESORT, UNION, WA



Washington Fire Chiefs

2019 Legislative Priorities

- All-risk mobilization sunset
 - WFC, in collaboration with the WFCA, strongly supports SB 5019 (Takko/Rivers) and HB 1170 (Griffey/Goodman) to extend to July 1, 2024 (another 5 years) the July 1, 2019 sunset on all-risk mobilization to allow for mobilization in the event of any disaster to which fire service personnel would typically respond.
- Stable funding & incentives for regionalization
 - In conjunction with other fire service partners, WFC is exploring various options such as eliminating the Constitutional super-majority requirement for M&O levies, moving fire districts outside the \$10 Constitutional property tax limit (mirroring port districts), restructuring the 1% property tax cap, raising the EMS levy cap from \$0.50 to \$0.75, and other creative proposals to better fund and improve fire service efforts throughout Washington State.
- Wildland fire funding
 - WFC strongly supports DNR's request for \$55 million in funding for a variety of issues surrounding wildland fire that would lead to quicker, more robust response, increased prevention efforts, and better forest health practices.
- Fire incident cost reimbursement
 - In conjunction with other partners, the WFC supports HB 1169 (Peterson/Griffey) to clarify state law regarding cost reimbursement from insurance carriers for services and supplies used in the cleanup and removal of debris and hazardous substances that go beyond what taxpayers fund for fire department readiness.
- No-man's land coverage
 - The WFC supports SB 5010, concerning the ability for fire service jurisdictions to more easily annex or otherwise serve "islands" of unprotected land falling within their boundaries.
- Volunteer pension benefits
 - WFC is supporting an effort by the WSFFA/BVFF to increase the pension benefit for volunteer firefighters in 2019. A bill is forthcoming that will increase the base pension by \$50, up to \$350/month, for all current and future retirees; remove the cap of 25 pension payments; increase the annual pension fee from \$60 to \$90; and increase the annual disability fee from \$30 to \$50. There will be no increase in administrative costs to the agency.



Joint Legislative Day AGENDA January 24, 2019

8:30AM - 9:00AM	Registration
9:00AM - 9:10AM	Welcome & Introductions Gerry Gustafson, President of WFCA Keith Wright, President of WFC
9:10AM - 9:30AM	Washington Fire Commissioners Association Executive Director Roger Ferris & Lobbyist Ryan Spiller
9:30AM - 9:40AM	Washington Fire Chiefs Chief Steve Brooks & Lobbyist Dylan Doty
9:40AM - 9:55AM	Comments from the Governor's Office Lieutenant Governor Cyrus Habib
9:55AM - 10:10AM	Washington State Council of Fire Fighters Dean Shelton, Vice President, WSCFF Bud Sizemore & Nich Gullickson
10:10AM - 10:25AM	Washington State Firefighters Association Andrew Schaffran, Immediate Past President, WSFFA TJ Nedrow, Legislative Chair, WSFFA Tamara Warnke, WSFFA Lobbyist
10:25AM - 10:40AM	Washington State Fire Marshal's Office Chuck LeBlanc, State Fire Marshal
10:40AM - 10:55AM	DNR Legislative Report Hilary Franz, Commissioner of Public Lands
10:55AM - 11:10AM	AWC Legislative Report Candice Bock
11:10AM - 11:25AM	Q and A / Logistics Wayne Senter, Executive Director of WFC
11:25AM - 5:00PM	Visit Legislators
12:00PM - 2:00PM	Luncheon with Legislators

Year End 2017/2018 Budget Report
10/1/2017-9/30/2018

40120: ID Cards – We’ve reduced our expectations for this program looking ahead, as 4 agencies contacted us regarding large full agency orders last year but did not end up ultimately placing orders.

40210: Scholarships – This is a transition year. The monies generated by raffles at both the FAS and Fire Mechanics conferences that fund their scholarship, will now be available to them the next fiscal year. For this transition year, this means it will show \$0 income as that money was put into retained earnings for 2018-19 fiscal budget year.

40240: Sponsorships – Sponsorships were slightly lower this budget cycle than expected and staff have a plan moving forward to encourage greater participation including revised and more consistent sponsorship benefits both for the WFC and Sections.

40250: Vendor/Exhibitor – Despite the environment of a struggling Expo market, vendors like the Three Rivers Convention Bureau facility, and we saw a strong showing at the 2018 Expo.

40320: Associate – The WFC is still struggling with finding the right way to make the Bugle program successful.

40330: Department – We came close to meeting our budget amount for Department membership. Due to the staffing transitions that occurred early in this budget, it was difficult to maintain the necessary follow up to ensure we are maximizing our potential in this line item.

40510: Event Management – This line includes \$44,720 in event revenue collected on behalf of the WSFFA. This line is offset by line 61610 Event Management in expenses. This line also includes \$2400 collected on behalf of the Stevens County Fire Chiefs Association for assistance with their conference registration.

40530: WSFFA – This line includes \$25,970 in membership revenue collected on behalf of the WSFFA. This line is offset by line 61610 Event Management in expenses. This line also includes \$10,040 for the WFC staffing contract and name badges for their annual conference.

40560: WSAFM – This line includes the updated contract amount of \$16,000, as well as some additional work hours and conference support.

40600: Miscellaneous - Other – This line includes a number of reimbursements, and WSAFM charges made out to the WFC that were reimbursed through the 61600, Miscellaneous Expenses line, as well as a \$5000 payment to supplement lobbying services from the GPO and reimbursement by Triton for some GEMT class expenses incurred in late 2017.

40700: EVIP – Originally it was expected we would realize a bit more of the 2018 EVIP program income in this budget cycle, but due to the approval date, the revenue has mostly come in during the 2018-19 fiscal budget.

60300: Awards – This line includes brick certificates, conference awards and flowers sent because of fatalities or injuries. In 2018 two “Chief of the Year” awards were given out, causing a greater expense. We also saw several new legislative recognitions and an unfortunate number of injuries and brick certificates causing this line to be over budget.

61020: Copier Lease – This year the WFC had additional printing on behalf of the WSFFA for their membership and invoicing, as well as grant copies that caused this line to be higher than expected.

61060: Office Supplies – WFC Staff has been diligent about ordering price comparison and thrifty shopping this year, and that resulted in a significant savings over the budgeted amount.

61110: A/V – The TSO Conference saw higher than budgeted A/V charges in Yakima this year.

61120: Catering/Food – Despite the complication of hosting the WFC banquet offsite in 2018, and some additional spending (that was offset by sponsorships) for catering at the Fire Mechanics conference, staff was able to keep this line to a minimal overage.

61140: Hospitality – FAS spent a significant amount over what they had originally budgeted in this area. They chose to host a wine tour as well as host their banquet off site and have asked that both those items be recognized in this line item. This caused a significant overage.

61150: Instructors – TSO and Fire Mechanics both struggled to stay within their budgets for instructors in 2018. Despite working with staff to try and offset increasing costs, we still saw a significant overage in this area.

61160: Location Fees – Both the WFC Conference and the FAS conference had location fees higher than expected this year which resulted in an overage on this line.

61190: Travel – This line includes busses for the FAS social, as well as the busses for the WFC offsite banquet which were not originally budgeted for.

61100: Event Expenses – Other – The cost in this area was for the booth at the NW Fire Expo that the Fire Mechanics traditionally attend. This cost was higher than in previous years.

61610: Event Management – This is the line that offsets income from lines 40510 and 40530 collected on behalf of the WSFFA.

**Washington Fire Chiefs
YEAR END FINANCIAL REPORT
October 2017 through September 2018**

Ordinary Income/Expense	Oct '17 - Sep 18	Budget	\$ Over Budget	% of Budget
Income				
40000 · Advertising				
40050 · Website	525.00	500.00	25.00	105.0%
Total 40000 · Advertising	525.00	500.00	25.00	105.0%
40100 · Association Services				
40110 · Printing	594.65	750.00	-155.35	79.29%
40120 · ID Cards	108.25	1,000.00	-891.75	10.83%
Total 40100 · Association Services	702.90	1,750.00	-1,047.10	40.17%
40200 · Event Income				
40210 · Conference Scholarship	0.00	1,125.00	-1,125.00	0.0%
40220 · Attendee	297,215.00	287,500.00	9,715.00	103.38%
40230 · Merchandise Sales	6,876.50	7,100.00	-223.50	96.85%
40240 · Sponsorships	27,050.00	26,500.00	550.00	102.08%
40250 · Vendor/Exhibitor	40,190.00	37,000.00	3,190.00	108.62%
40260 · Car Show	0.00			
40200 · Event Income - Other	0.00	200.00	-200.00	0.0%
Total 40200 · Event Income	371,331.50	359,425.00	11,906.50	103.31%
40300 · Fellowship Dues				
40320 · Associate	41,975.00	50,000.00	-8,025.00	83.95%
40330 · Department	196,842.00	220,000.00	-23,158.00	89.47%
40340 · Affiliate	800.00	450.00	350.00	177.78%
40350 · Section Dues	16,001.00	16,001.00	0.00	100.0%
Total 40300 · Fellowship Dues	255,618.00	286,451.00	-30,833.00	89.24%
40400 · Grants				
40410 · SHIP Grant	14,695.09	15,000.00	-304.91	97.97%
Total 40400 · Grants	14,695.09	15,000.00	-304.91	97.97%
40500 · Management Fees				
40505 · FRWC	600.00	600.00	0.00	100.0%
40510 · Event Management	47,295.00	1,750.00	45,545.00	2,702.57%
40520 · KCFCA	650.00	600.00	50.00	108.33%
40530 · WSFFA	35,970.00	12,000.00	23,970.00	299.75%
40540 · Sections	34,164.00	34,310.21	-146.21	99.57%
40550 · Sections Website	3,000.00	3,600.00	-600.00	83.33%
40560 · WSAFM	16,600.00	14,600.00	2,000.00	113.7%
40570 · CAMP Program	0.00	0.00	0.00	0.0%
Total 40500 · Management Fees	138,279.00	67,460.21	70,818.79	204.98%
40600 · Miscellaneous				
40610 · County Chiefs Insurance	0.00	500.00	-500.00	0.0%
40630 · Memorial	0.00	2,850.00	-2,850.00	0.0%
40640 · PAC Contribution	2,242.00	3,000.00	-758.00	74.73%
40650 · Section Incentives	0.00	0.00	0.00	0.0%
40600 · Miscellaneous - Other	36,785.10	23,000.00	13,785.10	159.94%
Total 40600 · Miscellaneous	39,027.10	29,350.00	9,677.10	132.97%

**Washington Fire Chiefs
YEAR END FINANCIAL REPORT
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	<u>Oct '17 - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
40700 · Products & Services				
40710 · Book Store	0.00	500.00	-500.00	0.0%
40720 · EVIP	1,385.00	2,000.00	-615.00	69.25%
40730 · GPO	3,650.64	3,500.00	150.64	104.3%
Total 40700 · Products & Services	5,035.64	6,000.00	-964.36	83.93%
41100 · Interest Income	346.33	200.00	146.33	173.17%
Total Income	825,560.56	766,136.21	59,424.35	107.76%
Gross Profit	825,560.56	766,136.21	59,424.35	107.76%
Expense				
60100 · Admin Management				
60120 · Section Dues	16,001.00	16,001.00	0.00	100.0%
60100 · Admin Management - Other	34,164.00	34,126.70	37.30	100.11%
Total 60100 · Admin Management	50,165.00	50,127.70	37.30	100.07%
60200 · Association Expense				
60210 · Strategic Plan	0.00	0.00	0.00	0.0%
60220 · Licenses & Fees	95.00	165.00	-70.00	57.58%
Total 60200 · Association Expense	95.00	165.00	-70.00	57.58%
60300 · Awards/Recognition/Gifts	4,025.86	3,000.00	1,025.86	134.2%
60400 · Bank Fees				
60410 · Bank Service Fees	607.71	200.00	407.71	303.86%
60420 · Credit Card Processing	8,082.72	5,200.00	2,882.72	155.44%
Total 60400 · Bank Fees	8,690.43	5,400.00	3,290.43	160.93%
60500 · Board Expense				
60510 · Board Meetings	6,526.49	9,896.77	-3,370.28	65.95%
60520 · Professional Development	0.00	0.00	0.00	0.0%
60500 · Board Expense - Other	0.00	100.00	-100.00	0.0%
Total 60500 · Board Expense	6,526.49	9,996.77	-3,470.28	65.29%
60600 · Building & Occupancy				
60640 · Telephone	5,536.18	5,000.00	536.18	110.72%
60650 · Utilities, Bldg Mntc & Repairs	7,223.30	10,000.00	-2,776.70	72.23%
60600 · Building & Occupancy - Other	150.00	300.00	-150.00	50.0%
Total 60600 · Building & Occupancy	12,909.48	15,300.00	-2,390.52	84.38%
60720 · Committee Expense				
60740 · Legislative Committee	3,825.97	4,250.00	-424.03	90.02%
60720 · Committee Expense - Other	0.00	300.00	-300.00	0.0%
Total 60720 · Committee Expense	3,825.97	4,550.00	-724.03	84.09%
60800 · Dues & Subscriptions	430.00	250.00	180.00	172.0%
60900 · Employee Benefits				
60910 · HSA Account	3,789.00	3,000.00	789.00	126.3%
60930 · Dental Insurance	913.40	1,300.00	-386.60	70.26%
60940 · Incentives	1,425.00	1,000.00	425.00	142.5%
60960 · Medical Insurance	8,647.84	8,600.00	47.84	100.56%
60970 · Retirement	4,521.44	4,206.18	315.26	107.5%
60900 · Employee Benefits - Other	10,000.00	10,000.00	0.00	100.0%

**Washington Fire Chiefs
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	<u>Oct '17 - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 60900 · Employee Benefits	29,296.68	28,106.18	1,190.50	104.24%
61000 · Equipment & Supplies				
61010 · Computer	0.00	500.00	-500.00	0.0%
61020 · Copier Lease	10,026.14	9,000.00	1,026.14	111.4%
61030 · Maintenance & Repair	0.00	300.00	-300.00	0.0%
61040 · Office Equipment	480.24	500.00	-19.76	96.05%
61060 · Office Supplies	6,263.27	7,500.00	-1,236.73	83.51%
61070 · Postage Machine Lease	4,433.81	6,500.00	-2,066.19	68.21%
61080 · Trailer	482.95	50.00	432.95	965.9%
61000 · Equipment & Supplies - Other	-63.10			
Total 61000 · Equipment & Supplies	<u>21,623.31</u>	<u>24,350.00</u>	<u>-2,726.69</u>	<u>88.8%</u>
61100 · Event Expenses				
61110 · AV/Technology	8,428.58	6,700.00	1,728.58	125.8%
61120 · Catering/Food	123,138.34	135,000.00	-11,861.66	91.21%
61130 · Event Supplies	1,342.44	1,750.00	-407.56	76.71%
61140 · Hospitality	9,706.76	2,450.00	7,256.76	396.19%
61150 · Instructors	89,033.43	83,116.64	5,916.79	107.12%
61160 · Location Fees	30,707.90	31,000.00	-292.10	99.06%
61170 · Lodging	16,410.79	16,750.00	-339.21	97.98%
61175 · Merchandise	6,511.94	5,250.00	1,261.94	124.04%
61180 · Give Aways	4,939.02	5,050.00	-110.98	97.8%
61185 · Printing	124.46	100.00	24.46	124.46%
61190 · Travel	4,886.39	5,250.00	-363.61	93.07%
61195 · Vendor Show	4,545.00	4,100.00	445.00	110.85%
61100 · Event Expenses - Other	665.00	200.00	465.00	332.5%
Total 61100 · Event Expenses	<u>300,440.05</u>	<u>296,716.64</u>	<u>3,723.41</u>	<u>101.26%</u>
61200 · Insurance	13,316.07	14,500.00	-1,183.93	91.84%
61300 · Lobbying/Advocacy				
61310 · GEMT	833.33			
61320 · Consulting Services	40,437.87	40,283.00	154.87	100.38%
61330 · Expenses	5,713.39	6,000.00	-286.61	95.22%
61340 · PAC Contributions to Campaigns	2,700.00	3,000.00	-300.00	90.0%
Total 61300 · Lobbying/Advocacy	<u>49,684.59</u>	<u>49,283.00</u>	<u>401.59</u>	<u>100.82%</u>
61500 · Memorial Expense	1,835.08	3,800.00	-1,964.92	48.29%
61600 · Miscellaneous Expenses				
61610 · Event Management	69,820.00	800.00	69,020.00	8,727.5%
61660 · SHIP Grant	1,718.08			
61600 · Miscellaneous Expenses - Other	1,139.47	100.00	1,039.47	1,139.47%
Total 61600 · Miscellaneous Expenses	<u>72,677.55</u>	<u>900.00</u>	<u>71,777.55</u>	<u>8,075.28%</u>
61800 · Payroll Expenses	2,054.44	1,900.00	154.44	108.13%
61900 · Payroll Taxes				
61910 · FUTA	203.76	300.00	-96.24	67.92%
61920 · Labor & Industries	1,459.16	1,300.00	159.16	112.24%
61930 · Medicare	2,887.41	2,800.00	87.41	103.12%

**Washington Fire Chiefs
YEAR END FINANCIAL REPORT
October 2017 through September 2018**

	<u>Oct '17 - Sep 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
61940 · Social Security	12,345.53	12,000.00	345.53	102.88%
61950 · State Unemployment	616.70	300.00	316.70	205.57%
Total 61900 · Payroll Taxes	17,512.56	16,700.00	812.56	104.87%
62000 · Postage/Mailing				
62010 · UPS	0.00	400.00	-400.00	0.0%
Total 62000 · Postage/Mailing	0.00	400.00	-400.00	0.0%
62100 · President Expense	464.66	1,500.00	-1,035.34	30.98%
62300 · Professional Services				
62310 · Accounting	2,213.75	2,000.00	213.75	110.69%
62340 · Legal	850.00	750.00	100.00	113.33%
62350 · Tax	1,100.00	1,200.00	-100.00	91.67%
62360 · Website	3,682.50	4,000.00	-317.50	92.06%
Total 62300 · Professional Services	7,846.25	7,950.00	-103.75	98.7%
62500 · Staff Expense				
62510 · Executive Director Expense	4,936.74	5,000.00	-63.26	98.74%
62520 · Employee Education	1,510.60	1,360.00	150.60	111.07%
62530 · Travel	359.14	500.00	-140.86	71.83%
62500 · Staff Expense - Other	778.97	400.00	378.97	194.74%
Total 62500 · Staff Expense	7,585.45	7,260.00	325.45	104.48%
62600 · Taxes				
62620 · Property Taxes	3,574.44	3,400.00	174.44	105.13%
Total 62600 · Taxes	3,574.44	3,400.00	174.44	105.13%
62700 · Technology	5,817.58	9,000.00	-3,182.42	64.64%
62800 · Wages				
62830 · General Support	25,839.45	26,000.00	-160.55	99.38%
62840 · Financial Support	25,458.19	26,000.00	-541.81	97.92%
62850 · Office Manager	59,654.58	59,305.92	348.66	100.59%
62860 · Executive Director	78,169.73	78,220.30	-50.57	99.94%
Total 62800 · Wages	189,121.95	189,526.22	-404.27	99.79%
Total Expense	809,518.89	744,081.51	65,437.38	108.79%
Net Ordinary Income	16,041.67	22,054.70	-6,013.03	72.74%
Net Income	16,041.67	22,054.70	-6,013.03	72.74%

Washington Fire Chiefs

1st Quarter Financial Report

October through December 2018

	<u>Oct - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
40000 · Advertising				
40050 · Website	25.00	500.00	-475.00	5.0%
Total 40000 · Advertising	<u>25.00</u>	<u>500.00</u>	<u>-475.00</u>	<u>5.0%</u>
40100 · Association Services				
40110 · Printing	825.11	500.00	325.11	165.02%
40120 · ID Cards	24.75	500.00	-475.25	4.95%
Total 40100 · Association Services	<u>849.86</u>	<u>1,000.00</u>	<u>-150.14</u>	<u>84.99%</u>
40200 · Event Income				
40210 · Conference Scholarship	1,164.00	1,039.00	125.00	112.03%
40220 · Attendee	34,205.00	271,000.00	-236,795.00	12.62%
40230 · Merchandise Sales	845.00	6,100.00	-5,255.00	13.85%
40240 · Sponsorships	875.80	19,750.00	-18,874.20	4.43%
40250 · Vendor/Exhibitor	2,775.00	38,750.00	-35,975.00	7.16%
40260 · Car Show	235.00			
Total 40200 · Event Income	<u>40,099.80</u>	<u>336,639.00</u>	<u>-296,539.20</u>	<u>11.91%</u>
40300 · Fellowship Dues				
40320 · Associate	26,900.00	50,000.00	-23,100.00	53.8%
40330 · Department	97,810.00	225,000.00	-127,190.00	43.47%
40340 · Affiliate	0.00	350.00	-350.00	0.0%
40350 · Section Dues	0.00	16,000.00	-16,000.00	0.0%
Total 40300 · Fellowship Dues	<u>124,710.00</u>	<u>291,350.00</u>	<u>-166,640.00</u>	<u>42.8%</u>
40500 · Management Fees				
40505 · FRWC	0.00	600.00	-600.00	0.0%
40510 · Event Management	150.00	40,000.00	-39,850.00	0.38%
40520 · KCFCA	0.00	600.00	-600.00	0.0%
40530 · WSFFA	395.00	35,000.00	-34,605.00	1.13%
40540 · Sections	13,085.70	30,619.20	-17,533.50	42.74%
40550 · Sections Website	750.00	3,000.00	-2,250.00	25.0%
40560 · WSAFM	0.00	14,600.00	-14,600.00	0.0%
40570 · CAMP Program	423.66	15,000.00	-14,576.34	2.82%
Total 40500 · Management Fees	<u>14,804.36</u>	<u>139,419.20</u>	<u>-124,614.84</u>	<u>10.62%</u>
40600 · Miscellaneous				
40630 · Memorial	0.00	1,500.00	-1,500.00	0.0%
40640 · PAC Contribution	100.00	3,000.00	-2,900.00	3.33%
40650 · Section Incentives	0.00	8,624.24	-8,624.24	0.0%
40600 · Miscellaneous - Other	5,027.83	8,000.00	-2,972.17	62.85%
Total 40600 · Miscellaneous	<u>5,127.83</u>	<u>21,124.24</u>	<u>-15,996.41</u>	<u>24.28%</u>
40700 · Products & Services				
40720 · EVIP	154.00	2,000.00	-1,846.00	7.7%
40730 · GPO	598.88	3,500.00	-2,901.12	17.11%
Total 40700 · Products & Services	<u>752.88</u>	<u>5,500.00</u>	<u>-4,747.12</u>	<u>13.69%</u>
41100 · Interest Income	115.96			

Washington Fire Chiefs

1st Quarter Financial Report

October through December 2018

	Oct - Dec 18	Budget	\$ Over Budget	% of Budget
Total Income	186,485.69	795,532.44	-609,046.75	23.44%
Gross Profit	186,485.69	795,532.44	-609,046.75	23.44%
Expense				
60100 · Admin Management				
60120 · Section Dues	0.00	16,000.00	-16,000.00	0.0%
60100 · Admin Management - Other	13,085.70	30,095.85	-17,010.15	43.48%
Total 60100 · Admin Management	13,085.70	46,095.85	-33,010.15	28.39%
60200 · Association Expense				
60210 · Strategic Plan	1,016.26	7,400.00	-6,383.74	13.73%
60220 · Licenses & Fees	0.00	165.00	-165.00	0.0%
Total 60200 · Association Expense	1,016.26	7,565.00	-6,548.74	13.43%
60300 · Awards/Recognition/Gifts	74.05	2,125.00	-2,050.95	3.49%
60400 · Bank Fees				
60410 · Bank Service Fees	140.49	300.00	-159.51	46.83%
60420 · Credit Card Processing	934.35	6,500.00	-5,565.65	14.38%
60400 · Bank Fees - Other	18.00			
Total 60400 · Bank Fees	1,092.84	6,800.00	-5,707.16	16.07%
60500 · Board Expense				
60510 · Board Meetings	502.89	7,500.00	-6,997.11	6.71%
60520 · Professional Development	200.00	8,624.24	-8,424.24	2.32%
60500 · Board Expense - Other	0.00	100.00	-100.00	0.0%
Total 60500 · Board Expense	702.89	16,224.24	-15,521.35	4.33%
60600 · Building & Occupancy				
60640 · Telephone	1,374.74	5,000.00	-3,625.26	27.5%
60650 · Utilities, Bldg Mntc & Repairs	2,882.79	10,000.00	-7,117.21	28.83%
60600 · Building & Occupancy - Other	0.00	300.00	-300.00	0.0%
Total 60600 · Building & Occupancy	4,257.53	15,300.00	-11,042.47	27.83%
60720 · Committee Expense				
60740 · Legislative Committee	3,656.23	4,000.00	-343.77	91.41%
60720 · Committee Expense - Other	0.00	300.00	-300.00	0.0%
Total 60720 · Committee Expense	3,656.23	4,300.00	-643.77	85.03%
60800 · Dues & Subscriptions	479.00	450.00	29.00	106.44%
60900 · Employee Benefits				
60910 · HSA Account	1,000.00	4,500.00	-3,500.00	22.22%
60930 · Dental Insurance	374.05	2,200.00	-1,825.95	17.0%
60940 · Incentives	1,750.00	1,750.00	0.00	100.0%
60960 · Medical Insurance	2,477.50	14,400.00	-11,922.50	17.21%
60970 · Retirement	1,796.76	5,766.18	-3,969.42	31.16%
60900 · Employee Benefits - Other	0.00	10,000.00	-10,000.00	0.0%
Total 60900 · Employee Benefits	7,398.31	38,616.18	-31,217.87	19.16%
61000 · Equipment & Supplies				
61010 · Computer	0.00	500.00	-500.00	0.0%
61020 · Copier Lease	3,838.96	9,000.00	-5,161.04	42.66%
61030 · Maintenance & Repair	0.00	300.00	-300.00	0.0%

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	Oct - Dec 18	Budget	\$ Over Budget	% of Budget
61060 · Office Supplies	1,238.83	5,000.00	-3,761.17	24.78%
61070 · Postage Machine Lease	1,952.59	4,250.00	-2,297.41	45.94%
61080 · Trailer	0.00	50.00	-50.00	0.0%
Total 61000 · Equipment & Supplies	7,030.38	19,100.00	-12,069.62	36.81%
61100 · Event Expenses				
61110 · AV/Technology	32.68	6,750.00	-6,717.32	0.48%
61120 · Catering/Food	2,734.54	79,500.00	-76,765.46	3.44%
61130 · Event Supplies	41.51	1,100.00	-1,058.49	3.77%
61140 · Hospitality	105.16	1,000.00	-894.84	10.52%
61150 · Instructors	13,023.00	80,369.00	-67,346.00	16.2%
61160 · Location Fees	1,759.00	13,500.00	-11,741.00	13.03%
61170 · Lodging	476.48	19,000.00	-18,523.52	2.51%
61175 · Merchandise	1,456.26	5,500.00	-4,043.74	26.48%
61180 · Give Aways	0.00	4,000.00	-4,000.00	0.0%
61185 · Printing	0.00	200.00	-200.00	0.0%
61190 · Travel	248.40	1,000.00	-751.60	24.84%
61195 · Vendor Show	0.00	4,350.00	-4,350.00	0.0%
61100 · Event Expenses - Other	0.00	200.00	-200.00	0.0%
Total 61100 · Event Expenses	19,877.03	216,469.00	-196,591.97	9.18%
61200 · Insurance	5,405.52	13,500.00	-8,094.48	40.04%
61300 · Lobbying/Advocacy				
61320 · Consulting Services	10,075.80	45,283.00	-35,207.20	22.25%
61330 · Expenses	2,154.21	6,000.00	-3,845.79	35.9%
61340 · PAC Contributions to Campaigns	0.00	3,000.00	-3,000.00	0.0%
Total 61300 · Lobbying/Advocacy	12,230.01	54,283.00	-42,052.99	22.53%
61500 · Memorial Expense	0.00	2,000.00	-2,000.00	0.0%
61600 · Miscellaneous Expenses				
61610 · Event Management	1,935.00	40,000.00	-38,065.00	4.84%
61600 · Miscellaneous Expenses - Other	323.70	500.00	-176.30	64.74%
Total 61600 · Miscellaneous Expenses	2,258.70	40,500.00	-38,241.30	5.58%
61800 · Payroll Expenses	567.16	1,900.00	-1,332.84	29.85%
61900 · Payroll Taxes				
61910 · FUTA	0.00	300.00	-300.00	0.0%
61920 · Labor & Industries	236.59	1,300.00	-1,063.41	18.2%
61930 · Medicare	767.05	2,800.00	-2,032.95	27.4%
61940 · Social Security	3,279.60	12,000.00	-8,720.40	27.33%
61950 · State Unemployment	128.45	600.00	-471.55	21.41%
Total 61900 · Payroll Taxes	4,411.69	17,000.00	-12,588.31	25.95%
62000 · Postage/Mailing				
62010 · UPS	0.00	100.00	-100.00	0.0%
Total 62000 · Postage/Mailing	0.00	100.00	-100.00	0.0%
62100 · President Expense	0.00	1,000.00	-1,000.00	0.0%
62300 · Professional Services				
62310 · Accounting	412.50	2,200.00	-1,787.50	18.75%

Washington Fire Chiefs 1st Quarter Financial Report October through December 2018

	<u>Oct - Dec 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
62340 · Legal	75.00	750.00	-675.00	10.0%
62350 · Tax	0.00	1,100.00	-1,100.00	0.0%
62360 · Website	880.55	7,000.00	-6,119.45	12.58%
Total 62300 · Professional Services	1,368.05	11,050.00	-9,681.95	12.38%
62500 · Staff Expense				
62510 · Executive Director Expense	2,847.77	3,000.00	-152.23	94.93%
62520 · Employee Education	0.00	750.00	-750.00	0.0%
62530 · Travel	33.48	500.00	-466.52	6.7%
62500 · Staff Expense - Other	25.00	500.00	-475.00	5.0%
Total 62500 · Staff Expense	2,906.25	4,750.00	-1,843.75	61.18%
62600 · Taxes				
62620 · Property Taxes	0.00	5,000.00	-5,000.00	0.0%
Total 62600 · Taxes	0.00	5,000.00	-5,000.00	0.0%
62700 · Technology	1,962.71	9,000.00	-7,037.29	21.81%
62800 · Wages				
62830 · General Support	7,733.63	31,200.00	-23,466.37	24.79%
62840 · Financial Support	7,583.33	31,200.00	-23,616.67	24.31%
62850 · Office Manager	15,410.89	61,025.79	-45,614.90	25.25%
62860 · Executive Director	22,169.22	79,393.60	-57,224.38	27.92%
Total 62800 · Wages	52,897.07	202,819.39	-149,922.32	26.08%
Total Expense	142,677.38	735,947.66	-593,270.28	19.39%
Net Ordinary Income	43,808.31	59,584.78	-15,776.47	73.52%
Net Income	43,808.31	59,584.78	-15,776.47	73.52%



A resolution by the Washington Fire Chiefs Board of Directors

Passed on
March 27, 2019 in Olympia, Washington

Whereas, the Washington Fire Chiefs (WFC) receives dues from its members who public agencies subject to state over-sight and audit and;

Whereas, The WFC members expect the WFC to maintain the highest standards of fiscal responsibility and;

Whereas, The WFC has policies and procedures that require its sections to submit an annual balanced budget that is part of the WFC annual budget and;

Whereas, The WFC Board of Directors is the approving authority for the WFC annual budget and;

Whereas, The WFC has policies and procedures that require its sections to submit conference, workshop and seminar balances budgets and;

Whereas the WFC Executive Director is the approving authority for its section's budgets for conferences, workshops and seminars and;

Whereas, The WFC through its policies and procedures authorizes the WFC Executive Director or his designee as the sole entity to secure and approve speaker, venue, lodging, banquet, catering and other contracts for its sections and;

Whereas, the WFC policies and procedures allow for sections to seek amendments to the approved conference, seminar or workshops budget as formally approved by the WFC Executive Director or his designee and;

Whereas, The WFC has consistently seen its sections create a financially liability for the WFC through unauthorized expenditures at conferences, workshops and seminars and;

Whereas, The WFC will not continue to pay for unauthorized expenditures, now therefore be it;

Resolved, that the WFC Board of Directors gives notice to all its sections leaders that any unauthorized expenditures, contracts, or other financial burdens placed upon the WFC shall be the responsibility of the section, its leadership or the individual who caused the unauthorized expenditure and therefore be it further,

Resolved, that the WFC Executive Director shall cause a timely investigation for all future unauthorized expenditures from section conferences, workshops and seminars and shall develop a reimbursement plan from the responsible party and be it further;

Resolved, that the WFC Executive Director shall report the investigation, reimbursement plan and recommendations at the next WFC Board of Directors meeting after the investigation is complete.

DRAFT

**WASHINGTON STATE FIRE DEFENSE COMMITTEE
MEETING MINUTES
December 21, 2018
Conference Call
09:00-09:20**

PRESENT:

OLYMPIC
CENTRAL
SOUTH PUGET SOUND
LOWER COLUMBIA
SOUTHWEST
MID-COLUMBIA
NORTHEAST
NORTHWEST
SOUTHEAST
WSP-FIRE PROTECTION BUREAU
WA EMD

Leonard Johnson, Steve North
Tim McKern, Dan Smith
John Sinclair
James Graham, Ben Peeler
Kelly O'Brien, Phil Mosher
Randy Johnson
Eric Andrews, Travis Hots
Lonnie Click
Bill Slosson
Chris Utzinger

GUESTS:

Tabitha Laird, Elisha Chaplin

AGENDA ITEMS

❖ **City of Seattle – Regional support for AMR strike**

Dan Smith provided an overview of South Puget Sound Region efforts to support the City of Seattle in the event of an AMR strike. Support for Seattle is being provided by activation of the Regional Plan which also serves as the mutual aid plan for the county. Central Region is also being tasked to support the effort through regional mobilization. The City prefers to provide compensation using the regional plans rather than establishing MOU's with each supporting agency. The problem is the regional plans specifically state that under the regional plan, agencies will not bill each other for services.

Steve North suggested that model language be approved that can then be included into Regional Plans. Once regional plans are updated, they would then be sent to the Fire Marshal's office for distribution.

It was moved, seconded and approved that the FDC recommend the following language be included in regional plans as desired:

"Planned or emerging events that require the allocation of county or regional resources for an extended period (multiple operational periods) may seek reimbursement from the host agency. This will only occur in situations where activation of the Washington State Mobilization Plan was not requested or request for activation is denied. Agency reimbursement under this provision shall be in accordance with State Fire Services Mobilization guidelines".

Bill Slosson requested that any region that includes the language in their plan send him a letter and a copy of the updated plan.

❖ Adjourn



Washington State Emergency Response Commission Meeting

Meeting Minutes

Wednesday, October 31, 2018

10:00 AM – 12:00 pm

Building 91

Camp Murray, WA

MEMBERS PRESENT

Chief William “Bill” Whealan, SERC Chair
Melissa Gannie, Washington State Patrol, Primary
Bill Slosson, Washington State Patrol, Alternate
Rob Dengel, Department of Ecology, Primary
Kasia Pierzga, Department of Ecology, Alternate
Alysha Kaplan, Military Department, Primary
John Himmel, Department of Transportation, Primary
Gregory McKnight, Department of Health, Alternate
Chandra Fox, Local Emergency Manager, Primary
Sandi Duffey, Local Emergency Planning Committee-Eastside, Alternate
Willie Barrington, Local Emergency Planning Committee-Westside, Alternate
Joe Root, Local Emergency Planning Committee-Westside, Alternate

GUESTS PRESENT

Jennifer Rosenberger, King County
Ernie Schnabler, Cowlitz County
Luis Torres, 10th Homeland Response Force (HRF)

SUPPORT STAFF PRESENT

Susan Forsythe, State Emergency Management Division
Scott Lancaster, State Fire Marshal’s Office
Kim Mask, State Emergency Management Division
Diane Fowler, Department of Ecology
T.J. Rajcevich, State Emergency Management Division
Stephanie Hakala, State Emergency Management Division
Shontieka Adeogun, State Emergency Management Division
Kent R. Catlin, State Emergency Management Division (by conference bridge)

CALL TO ORDER and INTRODUCTIONS

Chief Whealan, Chair of the SERC, called the meeting to order at 10:01 AM with introductions.

REVIEW AND APPROVAL OF SEPTEMBER 17, 2018 MEETING MINUTES

Chandra Fox motioned for the September 17, 2018 meeting minutes to be approved as written. Sandi Duffey seconded the motion. The motion stands to approve the minutes as written.

WORKGROUPS AND STANDING REPORTS

Training Coordination (Hazmat Training) – Scott Lancaster / Stephanie Hakala

Stephanie would like to remind anyone who would like training from EMD or the National Domestic Preparedness Consortium to email her at stephanie.hakala@mil.wa.gov.

EPCRA Compliance and Outreach – Kasia Pierzga

- The EPCRA viewer continues to run smoothly. For password information, contact Diane Fowler: diane.fowler@ecy.wa.gov or 360-407-6171. Tier 2 reports will be begin coming in in November/December.

SERC Budget Report – T.J. Rajcevich

- The SERC operating budget is available for use through the end of state fiscal year 19 (June 30, 2019). The SERC voted and approved the following expenditures (adjustments can be made as needed):
 - SERC Chair travel
 - Western States SERC Conference
 - 2019 LEPC-Tribal Conference
 - SERC Member Workshops (Roles and Responsibilities / SERC-LEPC Goals)

HMEP Grant Update – T.J. Rajcevich for Tirzah Kincheloe

- 16HMEP cost savings from year 2 and year 3 (~\$50,000) will be reallocated to statewide training needs. The SERC will discuss training needs and assist in identifying the appropriate courses to fund during the remaining nine months of the grant performance period.

16HMEP LEPC Projects

- Cowlitz County
 - \$15,500
 - Bi-county project: Anhydrous Ammonia TTX / HazMat Operations Drill
 - Exercise Date 11/14/18
- Grays Harbor County
 - \$2,400
 - Multi-agency TTX and Functional Exercises
 - Test response and warning plans
- Pend Oreille County
 - \$4,224
 - Full-scale exercise Oleoresin Capsicum discharge, large fuel tank leak, contaminated river
- Puget Sound Regional Fire Authority
 - HazMat IQ Above the Line/Below the Line training (2 sessions), technicians and incident commanders, ~50 students from 3 jurisdictions in South King County
- Seattle Fire Department
 - \$8,000
 - Update Seattle Hazardous Materials Response Plan; additional appendices for Marine, Highway, and Pipeline
 - Selected consultant, scheduled several workgroup meetings with stakeholders to review proposed changes
- Snohomish County
 - \$4,388
 - AristaTek Software - commodity analysis of HazMat and TTX

- Purchased and installed software; requested information of DOE, BNSF, Port of Everett; Conducting initial setup and Tier II data upload

19HMEP Report

Proposed 19HMEP Funding Percentages (SERC voted and approved)

- Management and Administration 9% (currently funded at 5%)
- HazMat Workshop 6% (currently funded at 10%)
- LEPC Conference 6% (currently funded at 10%)
- WSP-FPB 70% (currently funded at 75%)
- LEPCs 9% (currently, there is no set-aside % for LEPCs)

Projected 1-year / 3-year amounts (Total annual award \$314,999)

- M&A \$28,350 / \$85,050
- HazMat Workshop \$18,900 / \$56,700
- LEPC/Tribal Conference \$18,900 / \$56,700
- Passthrough WSP-FPB \$220,499 / \$661,497
- Passthrough LEPCs \$28,350 / \$85,050

Note: Cost savings from year one will be reallocated to LEPC passthrough projects. Cost savings after year two will be reallocated to statewide training initiatives.

LEPC Planning Status – Susan Forsythe

Fifteen plans currently complete. Five plans are in the review/approval stage with the most recent plan submitted by Thurston County.

WAC 118-40-180 Update – (Follow up)

The preference is to ~~have~~ have the electronic version sent instead. This would allow acknowledgement/received receipt with an email follow up.

This item has been on the agenda for some time and we need to decide if there is a reason to try and change the WAC or leave it as it is.

With the pending Federal Court lawsuit and the public wanting access to plans, LEPCs would like to know who is getting the plan information.

Chandra will do an EPRCA training session at the next meeting.

OLD BUSINESS

CBRNE Study Update – Susan Forsythe

Looking to hire a contractor. Will work with the Fire Chiefs Association to work with the contractor. Going to ask Department of Ecology to assist with information gathering.

SERC SharePoint Site Update – Susan Forsythe

External site has been created. Susan is reaching out to everyone on how to use it. Users will need to have a Microsoft email address to access site.

Update on House Bill 6269 – Susan Forsythe

The Guard is working with Department of Ecology to develop “Just in Time” Train-the-Trainer for the guard and First Responders. The SERC will review ~~with~~the Ecology ~~to~~ ensure courses are approved before sending out.

PRESENTATION

Open Public Meeting Act Training - RCW 43.30

(<https://youtu.be/9yTtVGToW1A>)

Everyone in attendance at the meeting watched the required video. SERC Members who were not in attendance will need to watch the 15-minute training video on their own and submit documentation by sending an email to Kim Mask at kim.mask@mil.wa.gov.

NEW BUSINESS

- LEPC Conference – The LEPC Conference is scheduled for April 30 – May 2, 2019. It will be held in Leavenworth, WA at the Icicle Village Resort. A “Save the Date” informational is included at the bottom of the minutes.
- NASTTPO Conference 2018 – Susan and Scott Lancaster attended the recent NASTTPO Conference in Houston, TX. One speaker was interested in speaking at the LEPC Conference and will be available for the dates of the conference.
- Public Information Requests – Following up from the last meeting, on the EPRCA request to Ecology in July for all the available data. Kasia contacted Chief Whealan to clarify the request and fulfil the notification to the SERC. By notifying the SERC, Ecology thought the SERC would notify the Fusion Center.
 - Ecology recently developed a new process to avoid confusion in future requests and ~~ha~~ shared this process with EMD’s Public Records Officer.

GOOD OF THE ORDER

2019 Meeting Schedule – The committee agreed to the proposed dates for the 2019:

NEXT MEETING

February 6, 2019	Camp Murray	9:00 AM – 12:00 PM
In conjunction with 2019 LEPC Conference		Apr 30-May 2, 2019
In conjunction with 2019 WSEMA Conference		TBD
November 6, 2019	Camp Murray	10:00 AM – 12:00 PM

ADJOURN

Meeting was adjourned at 4:30 PM.

SAVE THE DATE

WASHINGTON STATE LEPC-TRIBAL CONFERENCE APRIL 30– MAY 2, 2019

**The 2019 LEPC Conference
will be held in**

Icicle Village Resort,

Leavenworth, WA

Lodging will be provided for two
representatives from each
Washington State LEPC and Tribal
Jurisdiction on the nights of April
30 and May 1, 2019.



To register for this year's conference, please click on the link below:

<https://www.surveymonkey.com/r/2019LEPC-TribalConference>

Directions to book rooms at the Icicle Village Resort will be provided during the online registration process.

Draft Agenda will be sent out soon



WSRB Committee Update:

Meeting held 1/16/19-

The updated protection class schedule has been approved by OIC and is now being used for grading, the new schedule is attached.

WSRB has submitted information to CPSE to be able to use your water supply information during an accreditation process. At this point it is up to CPSE to decide if they will allow that.

Upcoming WSRB seminars: Skagit County 1/25/19, Public Education Conference May 21 or 22 and King County Fire Commissioners in May. If your area would like a seminar, contact Robert.

Departments being rated in 2019 should have all received notice, if you have please contact WSRB to schedule your visit.

Discussed issues of insurance companies not using the correct rating in some Districts, if questions come up WSRB has customer service open during normal business hours year-round to assist.

Next Meeting will be May 20th in conjunction with the Chiefs conference.



WSRB COMMUNITY PROTECTION CLASS GRADING SCHEDULE

INTRODUCTION

The Grading Schedule is a means of classifying communities with reference to their fire defenses. The word “community” is used in this schedule in a broad sense to include cities, towns, fire districts, or other similar jurisdictions.

The insurance classification developed under the schedule is only one of several elements used in the development of fire insurance rates. Although the schedule provisions may be helpful to community officials when used in conjunction with their analysis of local needs, capabilities, and priorities, the schedule is not intended to serve as a primary planning guide for local fire protection.

The Grading Schedule measures the fire protection capabilities of a community by means of a point system or, for communities without a recognized water supply, by comparison with minimum criteria.

Under the point system, pertinent items are evaluated against the standards set forth in this schedule and points are assigned for each deviation from these standards, depending on the importance of the item and the degree of deviation.

Table 1 shows the four major features considered under the point system, as well as the relative value allocated to each.

Additional point consideration is given to communities where the water supply is considerably better than the fire department, or vice versa, such that the better feature cannot be utilized to full value. See section titled DIVERGENCE IN CLASS BETWEEN WATER SUPPLY AND FIRE DEPARTMENT for more details.

When used in this Grading Schedule as applied to buildings, complexes, or districts, “residential” refers to one- to four-family dwellings, and “commercial” refers to business, industrial, warehouse, institutional, educational, hotel, apartment, and other non-residential occupancies.

The Protection Class (PC) for communities without a recognized water supply and having an established fire department will be determined by comparing the fire defenses provided with the minimum criteria for a PC 8 and PC 9. If these minimum criteria are not met, PC 10 will be assigned to the community. Minimum criteria for PC 8 and PC 9 communities are listed at the end of this schedule.

The Protection Class produced by this schedule is the overall class of the community, not the classification of all property located in the community. The rules of the applicable Public Protection Classification Manual must be applied to the Community Protection Class to determine the PC of an individual property located within the community.

This Grading Schedule supersedes all previous Protection Class Grading Schedules used by WSRB.

TABLE 1
RELATIVE VALUES

Feature	Relative Value
Water Supply	35%
Fire Department	40%
Emergency Communications	9%
Fire Safety Control	<u>16%</u>
	100%

TABLE 2
POINT SCALE

POINTS CORRESPONDING TO PERCENT DEFICIENT

	0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
0%	0	10	25	45	67	90	112	134	156	178	200
1%	1	12	27	47	70	92	114	136	158	180	POINTS
2%	2	13	29	50	72	94	116	138	160	182	
3%	3	15	31	52	74	97	119	141	163	185	
4%	4	16	33	54	77	99	121	143	165	187	
5%	5	18	35	57	79	101	123	145	167	189	
6%	6	19	37	59	81	103	125	147	169	191	
7%	7	21	39	61	83	105	127	149	171	194	
8%	8	22	41	63	85	108	130	152	174	196	
9%	9	24	43	65	88	110	132	154	176	198	

WATER SUPPLY

Minimum Recognized Water Supply. In order to be recognized for grading purposes, a water supply system must be (1) capable of delivering at least 250 gpm for a period of 2 hours at a residual water pressure of 20 psi for fire protection plus consumption at the maximum daily rate, (2) of approved frost-proof design, available for use in all seasons of the year, (3) equipped with hydrants having at least two standard 2-1/2 inch hose outlets, and (4) supplied by pipe not less than 4 inches in diameter.

Storage. Because storage usually fluctuates, the normal daily minimum maintained is the amount that will be considered as available. Because of the decrease in pressure when water is drawn down in standpipes, only the portion of this normal daily minimum storage that can be delivered at the required residual pressure at the point of use will be considered as available.

In determining the credit that can be allowed for storage, it is necessary to calculate the rate of delivery from storage during a specified period; although the amount of storage may be relatively large, the rate of delivery may be limited.

Multiple Systems or Services in One Area. Where there are two or more systems or services supplying the same general area, consideration will be made on the basis of the joint protection provided by all systems or services available.

Consideration of Suction Sources. Where there is a recognized water supply system, utilizing bays, rivers, canals, streams, ponds, wells, cisterns, or other similar sources, available, functional, and acceptable as suction supply for fire department pumpers within the same area, the suction supply may be considered. The credit given for any delivery from a suction supply will not exceed the pumper capacity available.

Emergency Supplies. The ability to utilize emergency supplies through connections from other systems or from separate sources, storage, or equipment not normally used will be considered in determining the available water supply. Only emergency supplies that are provided automatically will be considered.

Fire Department Provided Water. Water provided by the fire department to a location that meets the above minimum water supply requirements will be credited. The minimum flow rate of 250 gpm must be obtained within 5 minutes of arrival at a location and must be maintained for the duration of the required fire flow. If the rate of flow can be increased within 15 minutes of arrival at the location and maintained for the duration of the required fire flow, the higher flow rate will be credited. Travel time for apparatus will be calculated by using the following formula:

$T = 0.65 + 1.7D$, Where T is time in minutes to the nearest tenth of a minute, 0.65 is a vehicle-acceleration constant for the first 0.5 mile traveled, 1.7 is a vehicle-speed constant, and D is the one-way distance traveled.

Final credit flow rate will be the minimum water available for the required duration.

Consumption. The average daily consumption is the average of the total amount of water used each day during a one-year period. The maximum daily consumption is the maximum total amount used during any 24-hour period. (In determining this figure, records for at least the past 3 years should be studied, but high consumption that will not occur again due to changes in the system or that was caused by unusual operations, such as refilling of a reservoir after cleaning, should not be considered.)

In each case, the actual consumption will be used; where no figure for maximum daily consumption is available, it will be estimated to be at least two times greater than the average daily consumption. The consumption rate considered will be the total maximum daily consumption rate that passes through the pumps, filters, mains, or other facilities being considered. Where a system is in two or more services, consumption in these services will be considered as the amount that passes through the service in question.

Required Fire Flow. The required fire flow of a building is the amount of water (gpm) needed for firefighting purposes at a building. The determination of this flow depends on the square footage, construction, occupancy, and exposure of buildings. The required fire flow will be determined using the following formula:

Required Fire Flow = $18C(A)^{1/2}$

C = Construction Class Coefficient

- = 1.5 for Construction Class 1 – Frame
- = 1.0 for Construction Class 2 – Joisted Masonry
- = 0.8 for Construction Class 3 - Noncombustible
- = 0.8 for Construction Class 4 – Masonry Noncombustible
- = 0.6 for Construction Class 5 – Modified Fire Resistive
- = 0.6 for Construction Class 6 – Fire Resistive

A = Total floor area of building measured in square feet. The area shall exclude any basements. For buildings of Construction Class 5 or 6 only count the six largest consecutive floor areas if vertical openings are unprotected. If vertical openings are protected, count only the three largest consecutive floor areas.

Minimum Required Fire Flow using the above formula is 500 gpm and the maximum is 8,000 gpm for Construction Class 1, 2 and 3 and 6,000 gpm for Construction Class 4, 5 and 6.

The Required Fire Flow shall be modified for occupancy and exposure conditions as follows:

Fire Flow adjustment based on occupancy classification:

- C-1 – Noncombustible.....-25%
- C-2 – Slow-burning, limited combustibles.....-15%
- C-3 – Moderate-Burning..... 0%
- C-4 – Free-Burning.....+15%
- C-5 to C-7 – Quick, Intense, Flash-Burning.....+25%

Fire flow adjustment based on structural exposures to the subject building. For buildings that create a risk of exposure, apply the following table to determine the percent increase to the required fire flow.

Distance to Exposure	Size of Exposure	Exposing wall		
		Combustible & -R.1 hour	Noncombustible R 1 hour	Masonry with openings
0 -10 feet	Small	11%	9%	3%
	Medium	12%	11%	5%
	Large	15%	14%	8%
11 – 30 feet	Small	7%	5%	0%
	Medium	8%	7%	2%
	Large	12%	10%	5%
31 – 60 feet	Small	3%	0%	0%
	Medium	4%	3%	0%
	Large	7%	5%	2%

Total percentage increase due to exposure is limited to 50%.

Credit for automatic sprinkler systems installed to NFPA 13 requirements will be up to 75%. Credit for automatic sprinkler systems installed to NFPA 13R requirements will be up to 25%.

Required Fire Flow amount will be round to the nearest 250 gpm. Minimum Required Fire Flow, after all adjustments, is 500 gpm and the maximum is 12,000 gpm. Fire flow duration is 2 hours for Required Fire Flows up to 2,750 gpm, 3 hours for Required Fire Flows of 3,000 to 3,750 gpm and 4 hours for Required Fire Flows of 4,000 gpm and greater.

For residential properties, the Required Fire Flow is 1,000 gpm at 20 psi for a duration of 1 hour. For residential properties protected with a sprinkler system installed to NFPA 13D requirements, the Required Fire Flow is 500 gpm at 20 psi for a duration of 1 hour. For residential properties larger than 3,600 square feet use the above formula to calculate the Required Fire Flow.

Basic Fire Flow. The basic fire flow is the fifth highest of the required fire flows determined for the community. The Basic Fire Flow is used to set the requirements for applicable items under the Fire Department section of the schedule.

WATER SUPPLY ITEMS TO BE EVALUATED:

Final point score for the following items will be determined by calculating a percent deficiency for the item, converting the percentage to points using Table 2, located in the introduction, and multiplying the points by the point scale indicated under each item.

1. ADEQUACY OF WATER SUPPLY

Water supplies must be sufficient to deliver the required fire flows with consumption at the maximum daily rate. Adequacy of the water supply will be determined by an analysis of the water system, using as primary factors the results of fire flow tests made at locations throughout the community and the capacity of storage, pumps, filters, mains and hydrants. Capacity of suction supplies and water provided by the fire department will also be analyzed where applicable.

For inadequate water supply:

Use 5.00 Point Scale (1,000 point total).

2. HYDRANTS – SIZE, TYPE, AND INSTALLATION

Hydrants must conform to American Water Works Association Standards. Hydrants must have at least 3 outlets: 1 outlet must be a pumper outlet with quick connect fitting and other outlets must be a least 2½-inch nominal size. Connection main must be at least 6 inches in diameter.

Determine percent of unsatisfactory hydrants based on the following:

Hydrants of inadequate size, less than 6-inch connection to main or inadequate pumper outlet.....90%

For hydrants without quick connect fittings on pumper port.....10%

For unsatisfactory hydrants:

Use .5 Point Scale (100 point total).

3. HYDRANTS – INSPECTION AND CONDITION

Hydrants must be inspected at least annually; inspection must include operational check, and a flow test every 5 years. Hydrants must be kept in good condition (suitable records of inspections and repairs must be maintained). Hydrants must be painted so that they are conspicuous. There should be no obstruction that could interfere with operation. Improperly located or placed hydrants will be considered as in unsatisfactory condition.

Apply percentage corresponding to conditions listed below:

Inspection Frequency:

Annual.....0%
2 years.....20%
3 years.....40%
4 years.....50%
5 years or more.....70%

Lack of flow tests every 5 years.....15%

Hydrants not identified for amount of available water.....5%

Hydrants with obstructions to operation, in poor condition, in need of paint, caps missing, difficult to operate, etc.....10%

For inadequate inspection and/or unsatisfactory condition:

Use 1.0 Point Scale (200 point total).

5. ARRANGEMENT, OPERATION, AND MAINTENANCE OF WATER SYSTEM COMPONENTS

Water system components, including pumps, tanks, reservoirs, mains, and valves, will be evaluated as follows to determine the adequacy of their arrangement, operation, and maintenance. Apply percentage corresponding to conditions listed below for the water system.

a. Arrangement & Operation:

Water sources:

Water system supplied from multiple water sources, tanks, reservoirs, etc.	0%
Water system supplied from two water sources, tanks, reservoirs, etc. at different location.....	10%
Water system supplied from two water sources, tanks, reservoirs, etc. at same location.....	20%
Water system supplied from single water source, tank, reservoir, etc.....	40%

Telemetry system:

System monitoring and controlling system components with remote control capability.....	0%
System monitoring and controlling system components without remote control capability.....	5%
Basic system with monitoring only	10%
None.....	15%

Gravity/Pump systems:

Water system flow achieved from gravity, no pumps.....	0%
Water system flow dependent on pumps with backup power tested weekly.....	10%
Water system flow dependent on pumps with backup power tested monthly.....	20%
Water system flow dependent on pumps without backup power.....	40%

Water system management:

Certified water distribution manager.....	0%
No certified water distribution manager.....	5%

Use .5 Point Scale (100 point total).

b. Maintenance:

Water System Components visit frequency:

Daily.....	0%
Weekly.....	10%
Other	25%

Water storage tank or reservoirs internal inspection frequency:

3 year.....	0%
5 year.....	5%
Over 5 year.....	25%

Pressure Regulating, Altitude, Float Control Valves Inspection Frequency:

Monthly	0%
Quarterly.....	5%
Semi-Annually.....	10%
Annually.....	15%
Over 1 year	25%

Water main control/isolation valve inspection frequency:

10-inch and larger twice per year, all other yearly.....	0%
All yearly.....	5%
Every 2 years.....	10%
Every 3 years.....	15%
Every 4 years.....	20%
Every 5 years or more.....	25%

Use 1.0 Point Scale (200 point total).

FIRE DEPARTMENT

Minimum Recognized Fire Department. In order to be recognized for grading purposes, a fire department must meet the following minimum requirements:

Organization. The department must be organized on a permanent basis under applicable state and/or local laws, have a defined service area, and provide service to all structures in the service area. The organization must include one person (usually with title of chief) responsible for operation of the department.

Membership. The department must have an active membership which provides a response of at least 4 firefighters to incidents for Protection Class 9 communities and at least 6 firefighters for Protection Class 8 and better graded communities.

Training. Structural fire suppression training must be conducted for all firefighters, at least 2 hours every 2 months for Protection Class 9 communities and at least 2 hours every month for Protection Class 8 and better graded communities.

Apparatus. Response to any fire must be with at least one pumper apparatus meeting the general requirements of National Fire Protection Association (NFPA) standard 1901. Provisions must be made for the housing of the apparatus. For details see Protection Class 8 and 9 minimum criteria at the end of this schedule. Apparatus criteria listed on the minimum criteria for Protection Class 8 communities also apply to better graded communities.

Notification. Means must be provided for 24-hour notification of fires and immediate dispatch of firefighters and apparatus.

Any community which cannot meet these minimum requirements will be assigned a Community Protection Class 10.

Determination of Companies Required. The number of engine and ladder companies must be sufficient to provide effective protection to the community.

In determining the number of companies required, consideration will be given to the number of existing fire stations, the basic fire flow of the community, the response of companies outside the community, and frequency of incidents.

The total number of needed engine and ladder companies considering basic fire flow is shown in Table 3 below.

TABLE 3

Number of Engine and Ladder Companies Needed Considering Basic Fire Flow

Fire Flow	Total	
	Eng. No.	Lad. No.
GPM		
1,000	2	1*
2,000	2	1*
2,500	2	1*
3,000	3	1*
3,500	3	1*
4,000	4	1
4,500	4	1
5,000	5	2
5,500	5	2
6,000	6	2
6,500	6	2
7,000	7	3
7,500	8	3
8,000	9	3
8,500	9	3
9,000	10	4
10,000	12	5
11,000	14	6
12,000	15	7

* Where there are fewer than 5 buildings with a required fire flow of 4,000 gpm or greater or 3 stories (35 feet) in height, a ladder truck will not be needed to provide ladder service.

When more than 10% of the incidents responded to are outside the community and less than 50% of the needed companies remain within the community limits, additional companies are needed to bring the number of companies remaining in the community up to 50% of the required number.

High frequency of incidents reduces the number of available companies for response. A reasonable workload for a company is 2,500 incidents per year, above which additional companies are needed. As an alternative to using 2,500 incidents to determine the need for additional companies, the community may provide the results of a utilization study of existing companies. A utilization rate of 30% or less will not require additional companies.

Automatic Aid. Apparatus and personnel from outside the community within 15 road miles travel distance of structures in the community and operating under an automatic aid agreement may be credited. To be considered as automatic aid, the apparatus and personnel must be dispatched on a first alarm basis and documented as such at the dispatch center. The automatic aid area must be well defined. Credit for automatic aid will be determined by totaling the applicable percent credit in the following categories:

a. Emergency Communications:

- Community and automatic aid units dispatched at the same time through a common Emergency Communication Center.....20%
- Community and automatic aid units not dispatched at the same time or dispatched from different Emergency Communication Centers.....0%

b. Inter-Department Training:

- Quarterly half-day, multiple company drills with automatic aid companies.....45%
- Semi-annual half-day, multiple company drills with automatic aid companies ...25%
- Annual half-day, multiple company drills with automatic aid companies.....10%
- No multiple company drills with automatic aid companies.....0%

c. Standard Operating Procedures (SOPs):

Common written SOPs for incidents with automatic aid departments.....20%

d. Standard Fire Department Equipment:

Common equipment with automatic aid departments.....15%

Common equipment shall be detail in a written document between the departments and include equipment such as radios, SCBA's, hose and ladders.

Automatic Aid within 5 road miles travel distance will have a maximum credit of 100%.

Automatic Aid over 5 road miles and within 15 road miles travel distance will have a maximum credit of 33%.

FIRE DEPARTMENT ITEMS TO BE EVALUATED:

Final point score for the following items will be determined by calculating a percent deficiency for the item, converting the percentage to points using Table 2, located in the introduction, and multiplying the points by the point scale indicated under each item.

1. PUMPERS

The number of pumpers in service and regularly responding to incidents must be sufficient to properly protect the community.

A pumper-ladder truck will be credited as follows:

When regularly operated as a pumper-ladder truck, credit as a pumper in this item and as 1/2 a ladder truck in Item 2, or as 1/2 a pumper in this item and as a ladder truck in Item 2.

Reserve Pumpers. To maintain the required number of companies in service, there must be in reserve at least 1 pumper for every 8 pumpers required to be in service, but not fewer than 1. Reserve pumpers can be shared between bordering communities if there is a written agreement between the communities and number of reserve apparatus for all parties sharing apparatus meets above requirements.

Automatic Aid. Pumpers from outside the community, operating under an automatic aid agreement and meeting the requirements of automatic aid detailed at the beginning of this section, may be credited.

a. For inadequate number of pumpers in service:

Use 1.0 Point Scale. (200 point total).

b. For inadequate number of reserve pumpers:

Use .2 Point Scale. (40 point total).

2. LADDER TRUCKS/LADDER SERVICE

The number of ladder trucks and/or vehicles with ground ladders in service and regularly responding to incidents must be sufficient to properly protect the community.

A ladder truck is required when a community has at least 5 buildings with a required fire flow of 4,000 gpm or greater or 3 stories (35 feet) in height.

In those communities not considered to require a standard ladder truck, adequate ladder truck equipment and sufficient ground ladders to reach the roofs of buildings must be carried on pumpers or other apparatus.

Pumper-ladder trucks: see Item 1.

Reserve Ladder Trucks. To maintain the required number of companies in service, there must be in reserve at least 1 ladder truck for every 5 ladder trucks required to be in service, but not fewer than 1. Reserve ladder trucks can be shared between bordering communities if there is a written agreement between the communities and number of reserve apparatus for all parties sharing apparatus meets above requirements.

Automatic Aid. Ladder trucks from outside the community, operating under an automatic aid agreement and meeting the requirements of automatic aid detailed at the beginning of this section, may be credited.

Credit for ladder truck and/or ground ladders will be limited to not more than 80% if no acceptable test results for the aerial or the ground ladders are available.

- a. For inadequate number of ladder trucks in service:

Use .5 Point Scale. (100 point total)

- b. For inadequate number of reserve ladder trucks:

Use .1 Point Scale. (20 point total)

- c. For inadequate ground ladder service:

Use .25 Point Scale. (50 point total)

3. DISTRIBUTION OF COMPANIES

Engine and ladder companies must be distributed to provide effective protection to the community. Structures should be within 1.5 road miles of a first alarm engine company and 2.5 road miles of a ladder company.

An alternative to using the above road-mile analysis, the results for a performance evaluation may be used. This type of evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial engine company arrives within 320 seconds and initial ladder company arriving within 480 seconds.

Pumper-ladder companies may be considered as providing both engine and ladder company protection under this item when operated to furnish both classes of service.

Automatic Aid. Pumpers and ladder trucks from outside the community, operating under an automatic aid agreement and meeting the requirements of automatic aid detailed at the beginning of this section, may be credited.

For inadequate distribution of existing companies:

Use 1.0 Point Scale. (200 point total)

4. PUMPER CAPACITY

There must be provided, on the first alarm, a total pumper capacity of not less than the basic fire flow. Additional capacity may be needed when there are individual buildings or groups of buildings requiring a higher fire flow.

In determining total pumper capacity, the capacity of reserve pumpers and of pumps on other apparatus not credited under Item 1 may be included if available for immediate service when needed. One-half capacity on pumps on pumper-ladder trucks given full credit as ladder trucks under Item 2 may also be included. Where fireboats can be used to help meet the required fire flow, up to ½ their actual capacity may be credited; delay in getting into service will be considered.

Pumper capacity is determined by the results of tests (by a recognized testing authority) at rated pressure, but shall not exceed the rated capacity indicated by purchase specifications. Credit will be limited to not more than 80% of the rated capacity of a pumper if no acceptable data on test capacity is available.

Automatic Aid. The capacity of pumpers from outside the community, operating under an automatic aid agreement and meeting the requirements of automatic aid detailed at the beginning of this section, may be credited.

Reserve Pumper Capacity. The total pumper capacity, including reserve pumpers, with 1 for each 8 required pumpers (but not fewer than 1 and including the largest) out of service, must be sufficient to maintain the total pumper capacity required. Shared reserve pumpers meeting the criteria under Item 1 will also be considered in this item.

- a. For inadequate pumper capacity:
Use 1.0 Point Scale. (200 point total)
- b. For inadequate reserve pumper capacity:
Use .1 Point Scale. (20 point total)

5. MAINTENANCE AND CONDITION OF APPARATUS

Apparatus must be maintained in good condition.

A suitable preventive maintenance program must be in effect; this includes apparatus checks, inspections and service tests. The age of apparatus will be considered in determining condition.

Apply percentage corresponding to conditions listed below.

a. Preventative Maintenance:

Apparatus check frequency:

Daily.....	0%
Weekly.....	3%
Monthly.....	7%
Less than monthly.....	10%

Apparatus inspection frequency:

Semiannual.....	0%
Annual.....	5%
Less than annual.....	10%

Inspection Personnel - EVT master level certified.....	0%
Inspection Personnel - EVT Level I or II certified.....	5%
Inspection Personnel - ASE certified.....	10%
Inspection Personnel - not certified.....	15%

Annual testing, in accordance with NFPA standards, of Pumps, Aerials Devices, Foam Systems; Apparatus Road Test, Apparatus Weight Verification and quarterly air quality testing of Breathing Air Compressors: Testing records for the previous five years will be reviewed.

No missing tests.....	0%
One missing test.....	6%
Two missing tests.....	12%
Three missing tests.....	18%
Four missing tests.....	24%
Five missing tests.....	30%

b. **Age of Apparatus:**

For apparatus more than 15 years old, apply the following percentages:

Pumpers where ladder truck is not provided	20%
Pumpers where ladder truck is provided.....	10%
Ladder Trucks.....	10%
Support vehicles.....	5%
For pumper and ladder apparatus more than 25 years old	10%

If the community being evaluated has apparatus more than 15 years old and there are reserve apparatus greater in number than required by Item 1 and 2 the above percentages may not be applied. This option will apply if there is 2 reserve pumpers for every 8 pumpers in service, but not fewer than 2, if 2 or more are in service; 2 reserve ladder trucks for every 5 in service, but not fewer than 2, if 2 or more are in service and reserve support vehicles must be available including tenders, command vehicles, rescues, medics and brush trucks.

For inadequate maintenance and unsatisfactory condition of apparatus:

Use .75 Point Scale. (150 point total)

6. NUMBER OF OFFICERS

There must be a chief officer in charge of the department. The chief (assistant chief or other chief officer in charge in the absence of the chief) must be on duty at all times but need not sleep at a fire station to be considered on duty, provided there are adequate means for notification of and response to alarms.

For communities with over 8 required companies, there must be, in addition to the chief and assistant chief, sufficient battalion or district chiefs to provide one on duty in a fire station at all times for each 8 companies or fraction thereof required. Chief Officers will not be credited in the department staffing.

There must be sufficient company officers to provide one on duty at all times with each required engine or ladder company. Company officers will be credited in department staffing.

Two active volunteer officers may be considered equivalent to one full on-duty officer, up to half the number of officers required.

a. For inadequate number of chief officers:

Use .25 Point Scale. (50 point total)

b. For inadequate number of company officers:

Use .25 Point Scale. (50 point total)

7. DEPARTMENT STAFFING

There must be 6 firefighters on duty for each of the required engine and ladder companies.

Note A: On-Duty. The total number of firefighters on duty will be taken as the yearly average factoring in vacation periods and sick leave.

Only personnel who participate in actual firefighting operations will be credited.

Firefighters on apparatus not credited under Items 1 and 2 who regularly respond to incidents to aid other companies may be included in this item as increasing total department staffing. Personnel staffing medic units or other similar units may be credited, the amount depending on the extent to which they are available and are used for response to fire incidents to perform firefighting duties.

Note B: On-Call and Volunteer. In departments having on-call or volunteer firefighters, 3 on-call or volunteer firefighters, on the basis of the average number responding to incidents, may be considered as equivalent to 1 on-duty firefighter, but the number of such equivalent on-duty firefighters may not exceed half the required strength of required companies. If fully satisfactory records of response are not kept, such credit will be limited to 1 on-duty member for each 6 claimed to respond. On-call or volunteer firefighters working defined shifts at fire stations may be considered as equivalent to on-duty firefighters in determining total department strength. Off-shift career firefighters responding voluntarily on first alarms may be credited on the same basis as call and volunteer firefighters.

Note C: Automatic Aid. Firefighters from outside the community, operating under an automatic aid agreement and meeting the requirements of automatic aid detailed at the beginning of this section, may be credited. The firefighters of those companies with apparatus credited as automatic aid under Items 1 and 2 may be considered as the combined least number of on-duty members normally responding with these companies. If these companies are staffed by volunteers, 3 volunteers may be considered equivalent to 1 on-duty firefighter, and the number of firefighters may be taken as the combined least number of equivalent on-duty firefighters responding with these companies, but the total of these equivalent firefighters and those considered under Note B will not exceed half the required strength of the department receiving aid.

Computation of Points. Determine the average number of firefighters available for each required company by applying Notes A, B and C.

For inadequate number of firefighters

Use 2.0 point Scale. (400 point total)

8. ENGINE AND LADDER COMPANY UNIT STAFFING

The unit staffing for engine and ladder companies will be determined by considering only those companies with apparatus in service in the community being evaluated and credited in Items 1 and 2. The amount by which the required 6 on-duty firefighters per company exceeds the on-duty firefighters (as determined in Item 7), divided by the number of in-service companies, equals the average deficiency per company.

For deficiency in engine and ladder company unit staffing apply the following points:

Average 1 member deficient.....	10 points
Average 2 members deficient.....	20 points
Average 3 members deficient.....	40 points
Average 4 members deficient.....	80 points
Average 5 members deficient.....	160 points
Average 6 members deficient.....	320 points

9. STREAM DEVICES

Master stream devices, foam equipment, nozzles and, where required, elevated stream devices must be provided on pumpers and ladders. The following list will be used as guide for this item.

	Engine	Ladder	Quint
Master Streams	Number	Number	Number
Elevated stream where required	0	1	1
Turret/Deck gun w/ tips (1,000 gpm +)	1	0	1
Portable Monitor w/ tips (500 gpm +)	1	0	1
Large spray nozzle for master stream	1	1	1

Foam Systems			
Proportioning System/CAFS	1	0	1
Foam on engine - 10 gallons	10	0	10
Spare Foam at station - enough to refill engine, minimum of 10 gallons	10	0	10

Nozzles			
2 1/2" Combination spray w/ shut off	2	0	2
1 1/2" Combination spray w/ shut off	2	0	2
Extra 1 1/2" or 2 1/2" nozzles	3	0	3
Broken Stream i.e. piercing or distributing nozzle	1	0	1

Credit for stream devices will be limited to not more than 80% if no acceptable maintenance records are available including annual inspection, flow testing and hydrostatic testing of master stream devices and nozzles.

For inadequate stream devices:

Use .25 Point Scale. (50 point total)

10. EQUIPMENT FOR PUMPERS AND LADDER TRUCKS

This item will consider equipment for existing pumpers and ladder trucks except for such equipment considered in Items 2c. Ground ladders, Item 9. Stream Devices and Item 11. Hose. The following list will be used as a guide for this item.

Equipment	Engine	Ladder	Quint
	Number	Number	Number
Electric generator (3000 watts)	1	1	1
Floodlights - portable	2	3	3
Hand lights - portable	2	4	4
First Aid Kit	1	1	1
Salvage covers (12' x 14')	2	10	10
Salvage tools and materials	1	1	1
Smoke ejector or PPV fan (Min 5,000 cfm)	1	1	1
Thermal Imaging Camera	1	1	1
Mobile Data Terminal	1	1	1
Radios: Portable	4	4	4
Radios: Mounted	1	1	4
SCBA's (1 per firefighter on apparatus, 4 min.)	4	4	4
Spare SCBA cylinders (1 per FF, 4 min.)	4	4	4

Note: SCBA's and spare cylinders must be inspected and tested in accordance with standards to receive full credit.

Suction hose (20 ft.)	1	0	1
Suction hose strainer	1	0	1
Hydrant fittings	1	0	1
Gated wye 2 1/2" x 1 1/2" x 1 1/2"	1	0	1
2 1/2" double male adapter	1	0	1
Hydrant hose gate (2 1/2")	1	0	1
2 1/2" double female adapter	1	0	1
Rubber mallet	1	0	1
Combination spanner wrenches	4	4	4
Hydrant wrenches	2	2	2
Prying tools (crowbar, halligan, etc.)	3	4	4
Pike poles or plaster hook 3', 4', 6', 8'	2	6	6
Bolt cutters	1	1	1
Flathead Axe	1	2	2
Pickhead Axe	1	3	3
Sledgehammer	1	2	2
Shovels	2	4	4
Portable Extinguishers- ABC type	2	2	2
Rope 125 ft.	1	1	1
Power chain saw	1	1	1
Power rotary saw	1	1	1
Tool box w/ hammer, wrenches etc.	1	1	1
Wheel chocks	2	2	2

For inadequate equipment

Use .5 Point Scale. (100 point total)

11. HOSE

Carried on apparatus:

Each pumping apparatus must have the following amount of hose, exclusive of suction hose, on the apparatus:

Large Diameter Hose (LDH = 3½-inch or larger).....	800 feet
2½-inch +	600 feet
1½-inch +	400 feet
Pre-connected 1½-inch+.....	300 feet

Excess 2½-, 2¾-, or 3-inch hose can serve as supply hose if an inadequate amount of LDH is provided. The amount of hose credited as supply line considers a dual lay.

Reserve:

Each pumping apparatus must have the following amount of hose in reserve:

Large Diameter Hose (LDH = 3½-inch or larger).....	400 feet
2½-inch +	300 feet
1½-inch +	350 feet

Reserve hose can be carried on pumping apparatus. Excess hose in the fire station can serve as reserve hose for 3 apparatus if needed. This hose should be regularly tested and ready to use.

Each size of hose will be valued as 90% of on-apparatus hose and 10% reserve hose.

- a. For inadequate supply hose:
Use .4 Point Scale. (80 point total)
- b. For inadequate 1½ and 2½ -inch attack hose:
Use .2 Point Scale. (40 point total)
- c. For inadequate pre-connected hose:
Use .1 Point Scale. (20 point total)

12. CONDITION OF HOSE

All hose must be maintained in good condition and tested annually in accordance with NFPA Standards. Suitable facilities and procedures must be provided for washing, drying, and storing hose.

Apply percentage corresponding to conditions listed below:

- a. **Hose Testing:** Testing records for the previous five years will be reviewed:

No missing tests.....	0%
One missing test.....	16%
Two missing tests.....	32%
Three missing tests.....	48%
Four missing tests.....	64%
Five missing tests.....	80%

- b. **Hose Washing, Drying, and Storage Facilities:**

Adequate washing, drying and storage facilities.....	0%
Inadequate washing, drying and storage facilities.....	20%

For unsatisfactory condition of hose:

Use .4 Point Scale. (80 point total)

13. TRAINING

There must be a comprehensive schedule of regular training on structural firefighting and related topics.

Apply percentage corresponding to conditions listed below:

- a. **Supervision.** Training must be under the guide of a training officer with at least 10 years of direct incident command experience and certified as a Fire Instructor II. Personnel in charge of training sessions must be certified as fire instructors.

For inadequate supervision:

Apply 5%.

- b. **Company Training.** Minimum of 20 hours per firefighter per month. This amount can be reduced by 25% if firefighters are FF1 certified and by 50% if firefighters are FF2 certified.

For inadequate company training:

Apply 30%.

- c. **Training Center Training.** Minimum of 6 half-day (3 hour) drills per year, including 2 drills at night and 2 multiple-company drills for all firefighters.

Department operated training center should provide the following facilities. Percent credit for each facility is listed below:

Drill Tower at least 3 stories in height.....	30%
Fire Building including smoke room.....	50%
Training Aids & Props including forcible entry, ventilation, sprinkler system, flammable liquid or gas prop.....	10%
Training Area at least 2 acres in size and equipped with fire hydrants.....	10%

Calculation of credit for Training Center Training will involve the multiplication of the percent credit for actual drills by the percent credit calculated for training facilities provided.

For inadequate training center training:

Apply 40%.

- d. **Officer Training.** Minimum of 2 days per year (16 hours) for all officers. This amount can be reduced by 25% if officers are FO1 certified and by 50% if firefighters are FO2 certified.

For inadequate officer training:

Apply 5%.

- e. **Driver Training.** Minimum of 1 day (8 hours) per year for current personnel. Current EVIP certification can serve in lieu of annual training.

For inadequate driver training:

Apply 5%.

- f. **Recruit Training.** New members should receive a minimum of 240 hours of training before responding as an active firefighter to structure fires.

For inadequate recruit training:

Apply 5%.

- g. **Pre-Fire Planning.** An annual update to all commercial or similar type building pre-fire plans. Pre-fire information should be readily available on responding apparatus.

For inadequate pre-fire planning:

Apply 10%.

For inadequate training:

Use 1.5 Point Scale. (300 point total)

14. RESPONSE TO ALARMS

Adequate response to fire incidents must be established.

- a. **Commercial Districts.** At least 1 chief officer and the required number of engine and ladder truck / ladder service companies based on the community basic fire flow and Table 3 are required.

For inadequate first alarm response to commercial districts:

Apply 40%.

- b. **Residential Districts.** At least 1 chief officer, 2 engine companies and adequate ladder equipment are required.

For inadequate first alarm response to residential districts:

Apply 40%.

- c. **Multiple Alarms.** Engine and ladder company response to each additional alarm for the same fire should approximate the number of engine and ladder companies required for the first alarm.

For inadequate response to multiple alarms:

Apply 10%.

- d. **Cover Plan.** Response areas in the community must have a cover plan for when the first due companies are out of service.

For inadequate cover in response:

Apply 10%.

For inadequate response to alarms:

Use .5 Point Scale. (100 point total)

15. FIRE OPERATIONS

Consideration will be given to the ability of the department to operate effectively at fires. Effectiveness is dependent on response, staffing and training; however, others factors can also affect fire operations.

Percentage for this item will be determined by taking the average of the percentages from Items 3, 7, 8, and 13 and adjusting as conditions warrant. The following can be used as a guide:

Inadequate Standard Operating Procedures (SOP).....	increase 10%
Inadequate Incident Management System (IMS).....	increase 10%
Large Diameter Hose (LDH) not used.....	increase 5%
Lack of ladder truck where required.....	increase 5%
Compressed Air Foam System (CAFS) available for use.....	decrease 5%

An alternative to using the above analysis, the results for a performance evaluation may be used. This type of evaluation would analyze computer-aided dispatch records of fire incidents to determine the percentage of time an initial full alarm assignment arrives at a fire incident within 560 seconds (690 seconds for high-rise building).

For inadequate fire operations:

Use 1.6 Point Scale. (320 point total)

16. SPECIAL PROTECTION

A fireboat, suitably staffed, equipped, and maintained, must be in service where there is occupied wharf frontage totaling at least 1 mile with buildings or open storage necessitating firefighting operations from the water side. No such frontage may be more than 1½ miles response distance from a fireboat.

a. For insufficient fireboats in service:

Use 1.0 Point Scale. (200 point total)

Conditions in the community that require special fire department protection in addition to that covered elsewhere in this schedule will be considered in this item. Conditions to be considered include, but are not limited to: waterfront properties needing some special protection but not requiring a conventional fireboat, wildland urban interface areas, extensive bulk oil and other hazardous storage, etc.

For communities with wildland urban interface areas apply the following percentages:

Fire department not training to NWCG standards for firefighters and incident command....	30%
Insufficient Type 3, 5 or 6 wildland apparatus.....	30%
Inadequate wildland personal protective equipment.....	20%
Inadequate tender operations.....	20%

b. For lack of other needed special protection:

Use .5 Point Scale. (100 point total)

17. FIRE STATIONS AND COMMUNITY CONDITIONS

a. **Fire Stations.** All stations must be of substantial construction and properly equipped.

Apply percentage corresponding to conditions listed below:

Wood frame construction.....	30%
Joisted masonry construction.....	20%
Noncombustible construction.....	10%
Fire resistive construction.....	0%

If building is equipped with an automatic sprinkler system, reduce above percentages by 75%.

There must be two separate means for receiving alarms from the communication center. At least one means must be supervised. If the firefighters are not on duty at a station, firefighters must be equipped with the means to receive alarms.

Apply the following percentages for equipment not meeting requirements:

Two separate means for receiving alarms with one supervised.....	0%
Two separate means for receiving alarms without one supervised.....	10%
One means for receiving alarms, supervised.....	20%
One means for receiving alarms, not supervised.....	40%

Fire Stations must be equipped with adequate means of communication. Apply applicable percentages below:

Apply the following percentages for radios not meeting requirements:

No two-way radios in stations.....	5%
No spare portable radios in stations.....	5%

Fire stations without means for the public to report fires to the dispatch center.....10%

Fire stations not provided with a secondary power source.....10%

For fire stations not meeting requirements:

Use .5 Point Scale. (100 point scale)

- b. **Fuel.** Fuel must be available in sufficient quantities. Suitable arrangements must be made for delivery of fuel to apparatus at fires of long duration.

Apply percentage corresponding to conditions listed below:

Fuel available at fire station(s) or from a fuel facility with back-up power and within 5 road miles of fire station.....	0%
No refueling provisions provided at fire stations.....	75%
No provision for delivery of fuel to fires scenes.....	25%
Commercial fuel delivery to fire scenes.....	10%
Fire department has provisions for fuel delivery to fire scenes.....	0%

For inadequate refueling arrangements:

Use .1 Point Scale. (20 point total)

- c. **Delays in Response.** The possibility of delays due to poor condition of roads, including snow and ice, steep grades, vehicle parking, traffic, railroad grade crossings, and similar features within a community, will be considered.

Apply percentage corresponding to conditions listed below:

Poor conditions of roads.....	20%
Traffic and parking.....	20%
Railroad crossings.....	20%
Snow and ice.....	10%
Steep grades.....	10%
Drawbridges.....	10%
Other.....	10%

For possibility of delays in response:

Use.5 Point Scale. (100 point total)

EMERGENCY COMMUNICATIONS

Final point score for the following items will be determined by calculating a percent deficiency for the item and multiplying the percentage by the points indicated under each item or deducting the points indicated from the point total under each item.

1. COMMUNICATION CENTER

- a. **Building Construction, Exposures, and Communicating Openings.** Communication centers should be in fire resistive, separate buildings without exposures. Table 4 is to be used as a guide in determining the percentage for this item.

TABLE 4

Arrangements	Type of Construction			
	Fire-Resistive	Non-Combustible	Ordinary Masonry	Wood Frame
Separate building — no exposures, or exposure protected	0%	10%	20%	75%
Separate building and with exposures within 150 feet	5%	15%	25%	85%
Not in separate building and properly cut off	10%	25%	35%	100%
Not in separate building and not properly cut off	20%	35%	50%	100%

For building construction, exposure, or communication openings:

Use 50 Points.

- b. **Fire Protection.** Communication centers must be provided with fire protection.

Apply the following percentages for systems not provided or not meeting requirements:

Portable Fire Extinguishers.....	30%
Automatic Fire Detection, Alarm, and Notification.....	20%
Automatic Sprinkler System.....	30%
Suppression System for computer and data processing equipment.....	20%

For fire protection:

Use 30 Points.

- c. **Security.** Communication centers must be provided with security.

Apply the following percentages for security not meeting requirements:

Restricted access.....	25%
Self-closing and locking doors.....	25%
Bullet-resistant windows.....	25%
Restricted parking near center.....	25%

For security:

Use 10 Points.

- d. **Emergency Lighting.** Communication Centers must be provided with emergency lighting.

Apply the following percentages if emergency lighting does not meet requirements:

Emergency lighting will be immediately placed in service upon a power failure and be independent of the normal power source.....	75%
Redundant emergency lighting provided by individual unit equipment in the operations room, communications equipment room and at the generator.	25%

For emergency lighting:

Use 10 Points.

2. COMMUNICATION CENTER EQUIPMENT

- a. Computer Aided Dispatch (CAD) and telephone equipment used in Communication Centers.

Use the following to determine percentages for features not provided:

Basic 911 capability.....	20%
Enhanced 911 capability with automatic number identification (ANI) and automatic location identification (ALI).....	10%
Wireless Phase I capable.....	7%
Wireless Phase II capable.....	10%
Voice over Internet Protocol (VoIP) capable.....	15%
Backup sever for CAD.....	10%
Automatic switchover to backup server.....	5%
Transmitting call information to responders and other communication centers....	4%
Units for dispatch are selected and recommended.....	5%
Geographical Information System (GIS).....	5%
Automatic vehicle location.....	5%
Management Information System.....	4%

For equipment:

Use 70 Points.

- b. **Recording.** Communication Centers must have a voice recorder.

Apply the following percentages for recording not meeting requirements:

Each incoming line not recorded.....	25%
Each dispatched circuit not recorded.....	25%
Instant playback at each telecommunicator position not provided.....	25%
Date and time not recorded.....	25%

For recording:

Use 10 Points.

- c. **Telephone Service.** The number of needed telephone lines is shown in Table 5.

TABLE 5

Number of Reserved Phone Lines		Population
Fire	Business	
1	1	<50,000
2	2	50,000–100,000
3	3	100,000–300,000
4	3	>300,000

Note 1. If emergency calls other than fire are received, double the number of needed lines.

For telephone service:

Use 20 Points.

Additional lines:

One outgoing-only line must be provided.

One line for receipt of central station alarms must be provided.

For additional lines:

Use 10 Points.

Note 2. Credit for progression of business lines to fire lines should be considered if excess business lines are available.

Note 3. If call information is transmitted through more than one communication center, reduce credit by 50%.

- d. **Supervision.** Primary dispatch circuits and devices must be monitored for integrity.

Apply the following percentages for supervision not meeting requirements:

All dispatch circuits, devices, primary and secondary power not supervised.....80%

Audible and visual trouble signals to telecommunicator not provided.....20%

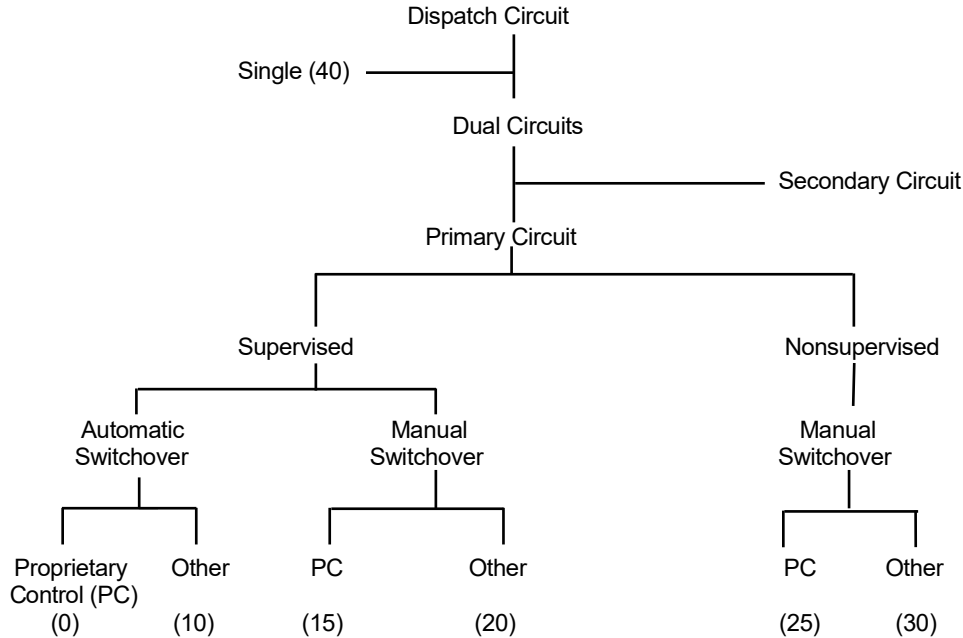
For supervision:

Use 20 Points.

- e. **Dispatch Circuits.** The Communication Center must have separate primary and secondary dispatch circuits. The flow chart below can be used as a guide to determine the point score for this item.

For dispatch circuits:

Use 40 Points.



- f. **Emergency Power.** Communication Centers must be provided with an emergency power source.

For emergency power:

Use 30 points.

Determine final point score by deducting the points for the conditions below from 30 points:

Automatic start generator.....	10 points
Manual start generator.....	5 points
Batteries system/ UPS.....	10 points
Generator testing/maintenance on a weekly basis.....	5 points
Generator fuel supply for 72 hours.....	5 points

3. TELECOMMUNICATORS

- a. **Training.** Telecommunicators must successfully complete a comprehensive training program prior to active employment. The training program should be a minimum of 480 hours and include both general and specific dispatch procedures. General dispatch procedures should be at least 240 hours, and specific fire dispatch procedures should also be at least 240 hours.

For inadequate initial training:

Use 35 Points.

In addition, at least 40 hours of continuing education for each telecommunicator should be administered annually. This amount can be reduced to 30 hours if personnel are certified as Telecommunicator I and to 24 hours if personnel are certified as Telecommunicator II.

For inadequate continuing education training:

Use 15 Points.

- b. **Number of Telecommunicators on duty.** The average number of telecommunicators on duty at all times must meet the requirements of Table 6 below.

TABLE 6

No. of Calls Received per year	No. of Telecommunicators Required	No. of Supervisor Requirements
0–730	1*	0
731–10,000	2	0
10,001–25,000	3	1 ++
25,001–50,000	4	1 ++
50,001–100,000	5	1 ++
100,001–150,000	6	1 ++
150,001–200,000	7	1 ++
200,001–250,000	8	1 ++
250,001–300,000	9	1 ++
Over 300,000 #	10	1 ++

* Communication Centers that provide emergency medical dispatching (EMD) protocols need two telecommunicators on duty.

++ Supervisor is required to be in dispatch room.

For every additional 87,600 calls per year, one additional telecommunicator is required.

Staffing that is less than required in the above table will be acceptable if data can be provided showing the Communication Center is meeting the call answering and dispatching times set forth by NFPA Standard 1221.

For number of telecommunicators on duty:

Use 100 Points.

FIRE SAFETY CONTROL

This section reviews the provisions provided for fire code enforcement, public education, fire investigations, and building code enforcement.

Final point score for the following items will be determined by calculating a percent deficiency for the item and multiplying the percentage by the points indicated under each item.

1. FIRE CODE ENFORCEMENT

- a. **Fire Marshal.** An experienced and certified fire marshal must oversee fire code enforcement.

Apply the following percentages:

Less than 10 years' of code enforcement experience.....	25%
Not certified as a fire marshal.....	50%
Less than 16 hours of continuing education per year.....	10%

For Fire Marshal staffing:

Use 20 Points.

- b. **Fire Plan Review.** Review of plans for fire code compliance must be done by experienced, certified personnel.

Apply the following percentages:

Less than 5 years' experience in plan review.....	10%
Not certified as fire plan reviewer.....	30%
Certified as a fire plan reviewer.....	10%
Registered design professional.....	0%
Less than 16 hours of continuing education per year.....	10%
Insufficient staff levels to ensure comprehensive plan review.....	20%

For fire plan review:

Use 50 Points.

- c. **Fire Code Inspections.** Fire code compliance inspections must be done by experienced, certified personnel for new and remodeled buildings.

Apply the following percentages:

Less than 5 years' experience in inspections.....	10%
Not certified as a fire inspector.....	30%
Less than 16 hours of continuing education per year.....	10%
Insufficient staff levels to ensure comprehensive inspections.....	20%

For inspections of fire code permits:

Use 50 Points.

- d. **Fire Code Inspections of existing occupancies.** Use Table 7 as a guide and apply the corresponding percentages. A 5-year history will be reviewed.

TABLE 7

Frequency of Inspections	Non-certified Inspector	Certified Fire Inspector	Certified Fire Inspector +5 years exp.
No Inspections	100%	100%	100%
One Inspection @ 3 Years	70%	60%	50%
One Inspection @ 2 Years	50%	40%	30%
Annual Inspection	30%	10%	0%

Staffing levels must be sufficient to ensure comprehensive inspections. A maximum of 10 inspections per day per inspector will be used in reviewing staffing levels. If staffing levels are insufficient, increase the percentage from the above table by the product of the percentage and the ratio of the number of deficient inspectors/number of needed inspectors.

Inspectors must receive 16 hours of continuing education per year. If training is inadequate, increase the percentage from the above table by 20% times the deficiency in training hours.

For fire code inspection of existing occupancies:

Use 340 Points.

- e. **Confidence testing of fire protection systems.** Fire protection systems including sprinkler systems, alarm systems, standpipes, private hydrants, suppression systems, restaurant hood and vents, and fire doors must be inspected and tested in accordance with the applicable NFPA standards. A program must be in place to monitor these inspections and ensure deficiencies found with systems are corrected. A 5-year history will be reviewed.

For confidence testing of fire protection:

Use 50 Points.

2. PUBLIC FIRE EDUCATION

Fire safety education must be provided to the general public. Use Tables 8 & 9 and apply the corresponding percentages for children and adult programs. A 5-year history will be reviewed.

a. Children Programs.

TABLE 8

Number of Programs	Non-certified Educator	Certified Public Educator	Certified Public Educator + 5 years exp.
0	100%	100%	100%
1	90%	75%	70%
2	80%	65%	60%
3	70%	55%	50%
4	60%	45%	40%
5	50%	35%	30%
6	40%	25%	20%
7	35%	20%	15%
8	30%	15%	10%
9	25%	10%	5%
10	20%	5%	0%

Note 1. Examples of programs are as follows. These are not the only programs that may be creditable. Any program that teaches fire safety is eligible. Programs established from a current Community Risk Assessment will be counted as two programs.

- Pre-school/Daycare Programs
- Elementary School
- Jr. High/Middle School Programs
- High School Programs
- Assembly Programs/Fire Drills
- Specific Needs Programs
- Station Tours with Safety Message
- Juvenile Fire-setter Intervention
- Newsletter/Media Information
- Presentations to youth groups

For children programs:

Use 45 Points.

b. Adult Programs.

TABLE 9

Number of Programs	Non-certified Educator	Certified Public Educator	Certified Public Educator + 5 years exp.
0	100%	100%	100%
1	95%	80%	75%
2	60%	45%	40%
3	50%	35%	30%
4	30%	15%	10%
5	20%	5%	0%

Note 2. Examples of Programs are as follows. These are not the only programs that may be creditable. Any program that teaches fire safety is eligible. Programs established from a current Community Risk Reduction analysis will be counted as two programs.

- Senior Citizen Education
- Business Education
- Newsletter/Media Information
- Wildland Urban Interface Program
- Smoke Detector Program
- Home Safety Inspections

For adult programs:

Use 25 Points.

Educators must receive 16 hours of continuing education per year. If training is inadequate, increase the applicable percentages from the above tables by 20% times the deficiency in training hours.

3. FIRE INVESTIGATIONS

Fire Investigations must be done by experienced, certified personnel to determine the cause and origin of all fires.

Apply the following percentages for personnel:

- Less than 5 years' experience in fire investigations.....20%
- Not certified as fire investigator.....20%
- Not a commissioned law enforcement officer.....20%
- Less than 16 hours of continuing education per year.....10%
- Insufficient staff levels to ensure adequate response20%
- All fires not reported to NFIRS.....2%

If all fires are not investigated, increase the percentage from above by the product of the percentage and the ratio of fires not investigated/total number of fires.

For fire investigations:

Use 30 Points.

4. BUILDING CODE ENFORCEMENT

Current building codes must be adopted and effectively enforced. The score for this item will be based on the Building Code Classification for the community.

Apply the corresponding percentages for the current Building Code Class of the community:

Class 1.....	0%
Class 2.....	10%
Class 3.....	20%
Class 4.....	30%
Class 5.....	40%
Class 6.....	50%
Class 7.....	60%
Class 8.....	70%
Class 9.....	80%
Class 10 or 99.....	100%

For Building Code Enforcement:

Use 40 Points.

DIVERGENCE IN CLASS BETWEEN WATER SUPPLY AND FIRE DEPARTMENT

Excessive difference between the class of the Water Supply and the class of the Fire Department prevents the more effective feature from being utilized to its full relative value. An additional number of points are assigned to the grading of the community to recognize this divergence.

For the calculation of divergence, the difference in class between the Water Supply and Fire Department is determined. The class of the Water Supply will be determined by dividing the points obtained under the Water Supply section of the schedule by 125; the class of the Fire Department will be determined by dividing the points obtained under the Fire Department section of the schedule by 195. For divergence in class between Water Supply and Fire Department in excess of 2 classes, add in (.15) times the difference in classes, in excess of 2, to the final calculation of the Community Protection Class.

FINAL CALCULATION OF THE COMMUNITY PROTECTION CLASS GRADE

Credit for each of the four sections evaluated will be calculated as using the following formula:

$$\text{Section Credit} = (1 - \text{points scored} / \text{maximum points}).$$

Maximum points for each section are: Water Supply – 1,250; Fire Department – 1,950; Emergency Communications – 450; Fire Safety Control – 650.

Credit for each of the four sections evaluated will be inserted into the following formula to determine the total credit.

$$[(\text{Water Supply credit} \times 3.5) + (\text{Fire Department credit} \times 4.0) + (\text{Emergency Communications credit} \times 0.9) + (\text{Fire Safety Control credit} \times 1.6)] = \text{Total Credit}$$

The Protection Class Grading of the community is then calculated from the following formula, with any decimal number raised to the next higher whole number:

$$\text{Community Protection Class (PC) Grade} = (10 - \text{Total Credit}) + \text{divergence score}$$

PROTECTION CLASS 8 COMMUNITY

MINIMUM CRITERIA

FIRE DEPARTMENT

There must be an organized fire department with a minimum of 6 firefighters assigned to each recognized station. Only those firefighters residing within 5 road miles of a station will be counted as assigned to that station.

TRAINING

There must be 2 hours of structural firefighting training per month. Training records indicating the date, topic, duration, and attendees for each session must be provided.

FIRE STATION

Apparatus must be housed in a heated building to provide protection from weather.

FIRE REPORTING SYSTEM

There must be some means established to report a fire and to ensure that there is no delay in the receipt of alarms and the dispatch of firefighters and apparatus.

EQUIPMENT

Each fire station must have a fire pumper meeting the requirements of NFPA 1901, including at least 750 gpm pumping capacity at 150 psi, 300 gallon water tank size, and equipment listed below. Proof of a successful pump service test must be provided. Each firefighter must have personal protection clothing meeting the requirements of NFPA.

- 800 feet of 2¹/₂-inch or larger fire hose (1,000 feet if there are fire hydrants)
- 400 feet of 1¹/₂-, 1³/₄- or 2-inch fire hose including two 150-foot lengths of preconnect
- 20 feet of suction hose
- One suction strainer
- Two 2¹/₂-inch handline nozzles
- Two 1¹/₂-inch handline nozzles
- One 2¹/₂-inch double female adapter
- One 2¹/₂-inch double male adapter
- One 14-foot roof ladder with hooks
- One 24-foot extension ladder
- One 10-foot folding ladder
- Two axes: one flathead and one pickhead
- Two portable hand lights
- Two fire extinguishers for use on A, B, and C fires

- Four SCBA and four spare cylinders
- Four Combination spanner wrenches
- One rubber mallet
- Two hydrant wrenches
- One crowbar
- Two pike poles, 6 and 8 feet
- Forcible entry tools
- Two salvage covers, 12 x 14 feet
- Two-way radio
- One first aid kit
- Two wheel chocks

PROTECTION CLASS 9 COMMUNITY

MINIMUM CRITERIA

FIRE DEPARTMENT

There must be an organized fire department with a minimum of 4 firefighters assigned to each recognized station in the district. Only those firefighters residing within 5 road miles of a station will be counted as assigned to that station.

TRAINING

There must be 2 hours of structural firefighting training every 2 months. Training records indicating the date, topic, duration, and attendees for each session must be provided.

FIRE STATION

Apparatus must be kept in a heated building to provide protection from weather.

FIRE REPORTING AND ALERTING SYSTEM

There must be some means established to report a fire and to ensure that there is no delay in the receipt of alarms and the dispatch of firefighters and apparatus.

EQUIPMENT

Each fire station must have an initial attack fire apparatus meeting the requirements of NFPA 1901, including at least 250 gpm pumping capacity at 150 psi, 200 gallon water tank size and equipment listed below. Proof of a successful pump service test must be provided. Each firefighter must have personal protection clothing meeting the requirements of NFPA.

- 300 feet of 2¹/₂-inch or larger fire hose
- 400 feet of 1¹/₂-, 1³/₄- or 2-inch fire hose
- 20 feet of suction hose
- One suction strainer
- Two 1¹/₂-inch handline nozzles
- One 2¹/₂-inch double female adapter
- One 2¹/₂-inch double male adapter
- One 12-foot extension ladder
- One pickhead axe
- Two portable hand lights
- Two fire extinguishers for use on A, B, and C fires
- Two SCBA and two spare cylinders
- Two combination spanner wrenches
- One rubber mallet
- One pike pole
- Forcible entry tools
- Two-way radio
- One first aid kit
- Two wheel chocks

Washington Fire Chiefs Position 1 Report

January 2019

- A meeting was held with WSAFM leadership to review the WSAFM Fire Prevention Institute conference held in October. The meeting centered on finetuning registration and logistics to support this important conference for fire prevention and risk management professionals.
- I will be attending the WSAFM Board retreat in March to represent WFC interest and to show support for WSAFM.
- Central Kitsap Fire & Rescue Fire Chief John Oliver will be testifying in Olympia regarding No Man's Land issues.
- I participated in the Washington Fire Service Coalition meeting. The discussion centered around developing a residential fire sprinkler presentation for legislators in December.
- I continue to represent WFC and our interest in the State Building Code Council code review and adoption process.

Submitted by:

Hank Teran
Position # 1
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Aaron Markham
January 8, 2019
Region 3

The following activity report covers the months November and December 2018

MEETINGS

Attended the WFC Strategic Planning Meeting in Ellensburg, Nov. 1, 2018
Attended the WFC meeting virtually via conference call on Nov. 6, 2018
Attended the Yakima County Fire Chief's meeting on Nov. 15, 2018
Attended the Yakima County Fire Commissioner's Meeting Nov. 15, 2018
Attended Okanogan County Fire Chief's meeting in Omak, Dec. 6, 2018
Attended Yakima County Fire Chief's meeting on Dec. 20, 2018

ACTIVITIES

On November 6, 2018 contacted Al Gillespie with First Net to discuss service issues that were encountered during a fire in Region 3 in Okanogan County where no cell coverage was available. The agencies involved during this large fire requested satellite cell service from Verizon but this was cost prohibitive. No request for assistance was asked for from FirstNet or AT&T.

INTERESTS & CONCERNS

Okanogan Fire Chief's and Commissioners are still concerned with fire protection in large areas of no-man's land in their county.

I was elected to serve another two year term as the President of the Yakima County Fire Chief's Association.

WFC STRATEGIC GOALS

Draft
2020-2025

Goal 1: Increase membership values in the eyes of current and potential members as measured by membership recruitment and retention data.

Objective A: Promote the purpose of the WFC

Objective B: Provide education to members on how to use existing resources (2020)

Objective C: Support members in their advocacy of the WFC (2020)

Goal 2: Increase revenues through partnerships with vendors, fire service stakeholders and the FRWC as measured against historic annual revenues.

Objective A: Recruit new Bugle members

Objective B: Identify entrepreneurial opportunities (2021)

Objective C: Explore alternative revenue sources

Objective D: Retain Bugle members

Goal 3: Increase proactive communication and contact with members on critical issues as measured by feedback from internal stakeholders.

Objective A: Explore the feasibility of improving communications (2022)

Objective B: Measure the effectiveness of current regional representation and find areas of improvement (2021)

Objective C: Implement a more efficient & inclusive voting process (2021)

Goal #4: Provide relevant & timely professional development opportunities as measured by event surveys, event attendance and event profit.

Objective A: Ensure that presentations synchronize with target audience

Objective B: Conduct a needs assessment to develop presentation topics

Objective C: Expand and improve training delivery methods (2022)

Objective D: Explore the feasibility and applicability of section/committee structure. (2023)

Objective E: Ensure relevance of professional development opportunities to career, combination and volunteer organizations (2021)

Goal 5: Strengthen & improve external relationships as measured by feedback from board members and staff from those organizations.

Objective A: Focus on key organizations including, WFCA, WSFFA, WSCFF, WSAFM, WSRB, DNR, Military Department-EMD & SFMO/WSP

Objective B: Coordinate with external stakeholders to improve communications (2022)

Objective C: Optimize the exchange of resources with external stakeholders (2023)

WFC STRATEGIC GOALS

Draft
2020-2025

Goal #6: Build on existing legislative relationships to maximize influence in the legislative process as measured by our effectiveness on a collective fire service agenda.

Objective A: Evaluate and improve the effectiveness of the legislative priority development process (2024)

Objective B: Foster a collaborative legislative process that considers our membership variance (2022)

Objective C: Lead the effort to support the Washington State Fire Service Coalition

Goal #7 Strengthen support staff relationships and office systems in an environment that is positive and continues to meet the needs of our customers as measured by staff/customer feedback during annual reviews.

Objective A: Provide opportunities for timely, regular and proactive communication for staff (2021)

Objective B: Provide ongoing professional development for staff

Objective C: Create opportunities for collaborative problem solving (2021)

Goal #8: Provide resources and assistance to members when they are facing a crisis as measured by customer satisfaction feedback

Objective A: Create a file to collect and store resources provided to members in crisis (2021)

Objective B: Create a tool to assist fire agencies in improving community perception of the fire service (2024)

Objective C: Providing training to prevent and manage conflict and crisis



Conference Agenda

2019 Washington Fire Chiefs Conference

Track 1	Health & Safety, Room W
Track 2	Emergency Response & Credentialing, Room X
Track 3	Professional Development, Room Y
Track 4	Leadership, Room Z

MONDAY, May 20th, 2019

10:00 am - 5:00 pm	Registration				
9:00 am - 12:00 pm	WFC Board of Directors Meeting				
9:00 am - 10:00 pm	BVFF Meeting				
10:00 am - 12:00 pm	WSRB Meeting				
1:00 pm - 2:00 pm	Opening Ceremonies & Memorial Service				
2:00 pm - 3:00 pm	Break				
3:00 pm - 5:00 pm	Apparatus Move In 5pm-6pm	Firstnet (TBD) *	Wildland Strategic Plan, DNR *	WAC 296.305 Jay Havener *	Leadership Challenges Brian Schaeffer
		CAMP, Jeff Griffin			
5:00 pm - 6:00 pm	Attendee Reception				
6:00 pm - 7:00 pm	Board Dinner				

TUESDAY, May 21, 2019

7:00 am - 5:00 pm	Registration				
7:00 am - 8:00 am	Breakfast - CAMP				
8:00 am - 9:45 am	Exhibitor Setup - 1-3pm, Tear Down 6-9pm	General Session: Situational Awareness, Rich Gasaway			
9:45 am - 10:00 am		Break			
10:00 am - 12:00 pm		Healthy In, Healthy Out, WSCFF	Homeland Defense, Brian Schaeffer	Understanding the Barriers that Flaw Situational Awareness, Rich Gasaway	High Risk Employment Practices, Janice Corbin
		Presumptive PTSD, Labor & Industries *			
12:00 pm - 1:00 pm		Bugle Member Showcase Luncheon			
1:00 pm - 2:45 pm		PTSD & Mental Health, Scott Dorsey	FMAG Program, EMD	Barriers that Flaw Situational Awareness, Rich Gasaway	TBD, Janice Corbin
			CBRNE Update, TBD		
2:45 pm - 3:00 pm		Afternoon Break			
3:00 pm - 6:00 pm		WFC Expo & Dinner			

WEDNESDAY, May 22, 2019

7:00 am - 5:00 pm	Registration			
7:00 am - 8:00 am	Breakfast: Dupont Train Derailment, Steve Brooks			
8:00 am - 9:45 am	Safety Officer, TBD	PFE Speaker, TBD	Dupont Train Derailment, JBLM	Labor Management Initiative, Mike Brown
9:45 am - 10:00 am	Break			
10:00 am - 12:00 pm	What to do when faced with an LODD? Pat Ellis	PFE Speaker, TBD	Issues Facing California, California Fire Chiefs Association	Fire Chief Survival Larry Dibble
12:00 pm - 2:00 pm	Business Meeting & Luncheon			
2:00 pm - 3:00 pm	CPSE Credentialing, Greg Rogers		NFIRS, SFMO	
3:00 pm - 5:00 pm	General Session: Leadership, Captain Doug Kunzman			
5:00 pm - 6:00 pm	President's Reception			
6:00 pm - 9:00 pm	WFC Banquet (Tegaris)			

THURSDAY, May 23, 2019

7:00 am - 5:00 pm	Registration			
7:00 am - 8:00 am	Breakfast: Legislative Breakfast			
8:00 am - 9:45 am	Firefighter Suicide, Steve Brooks	Mobilization, SFMO	Developing Future Leaders, Bruce Kroon	Ethics, Karl Oles
9:45 am - 10:00 am	Break			
10:00 am - 12:00 pm	PTSD Topic, Beth Murphy	Accreditation in the Fire Service, Matt Morris	Sleep Deprivation, TBD	Legal Issues Facing the Fire Service, John Murphy
12:00 pm - 2:00 pm	IAFC Luncheon & Closing Words			