

Presented to the  
Central Yavapai Fire District  
Board of Directors



# DIVISION REPORTS

Agenda Item 6-D

August 8, 2011

## CHIEF'S REPORT By Chief Nies

District staff has nearly completed the work on our re-accreditation packet. This process includes the creation or review of more than 250 performance indicators. The accreditation process is a valuable tool of self evaluation that is then validated by outside third party fire service professionals. The submission process will be complete by the end of August.

Construction has commenced on Station 58 and CYRTA. Site work at both locations started in late July.

The voice-over-internet-protocol (VOIP) project is underway. It is dependent on some infrastructure that has yet to be installed in the communications building. The projected completion of this project is estimated to be mid-October. Until the VOIP is functional, the District offices are receiving voice mail services from Qwest.

Staff has decided to start the strategic planning process in December, after accreditation recommendations have been received. I believe postponing this process until after we receive the recommendations will help align our strategic goals and objectives with our self-evaluation.

CYFD will institute the process of resolution by objective (RBO) this September. RBO has been a very successful labor management tool in many fire departments around the state. CYFD staff and labor leaders are excited to add this to our labor management environment.

Several Yavapai County fire chiefs met to discuss practical considerations of the state-wide mutual aid plans. I am the backup contact for the Prescott basin region of the state and county mutual aid system. While the state-wide system is newer and somewhat more complex, the county mutual aid plan is very simple, straight forward and effective. The county-wide plan divides the county into two basic regions, Prescott Basin and Verde Valley. A pre-designated set of resources will be deployed upon request from one area to the other for a period of no more than 24 hours.

Area fire service organizations have created a plan to coordinate the transition of our radio frequencies to narrow band technology. This process will occur over a two-month period starting in mid 2012.

Assistant Chief Dalton and I attended the Arizona Fire District Association



[www.centralyavapaifire.org](http://www.centralyavapaifire.org)

# CHIEF'S REPORT Continued

(AFDA) conference in Tucson. There were several excellent topics including public / private ambulance partnerships, a review of legislative issues, and a presentation on the shooting last year in the Northwest Fire District.

## OPERATIONS By Assistant Chief Bliss

Although we exceeded 600 calls for the month of July, it was a relatively slow month in terms of large fires or EMS calls in the District. The arrival of the monsoon rains has ended the normal wildland season for Arizona and most of the Southwest. The forecast for the rest of the West predicts lower chances of fire than normal with the exception of Southern California later in the season. Chief Small, Captains Steward and Abel, and I responded to the Las Conchas Fire in New Mexico at the beginning of the month and are now back

CYFD is nearing the deadline for submitting re-accreditation paperwork.

This process forces us to take a close look at many aspects of the District to ensure that we are providing the service we claim. The review requires substantial work but is worth the effort.

Electronic Patient Care reporting is now being used on all CYFD engines. This has not been a painless switch and some troubleshooting is still occurring. Thank you to Captain Tharp for his work on this large project. This switch away from paper charts will allow CYFD to remain compliant with some new laws that take effect in 2013 as well as giving the District a data source to better evaluate our delivered service.

REQUEST FOR SERVICE PRESCOTT REGIONAL COMMUNICATIONS CENTER								
	PFD	CYFD	CVFD	GCFD	WV	OD	WK	TOTAL
APR	541	586	184	6	4	8	1	1,330
MAY	592	604	221	8	7	3	1	1,436
JUNE	629	654	210	11	5	3	11	1,523
JULY	755	641	186	13	6	2	3	1,606
TOTAL	2,517	2,485	801	38	22	16	16	5,895

# ADMINISTRATION

by Assistant Chief Dalton

Administrative Manager Judy Wright has spent the last month preparing for our upcoming Accreditation Peer Review Site Visit by reviewing all of the submitted self-assessment performance indicators. This is a huge undertaking as there are approximately 300 documents to be reviewed. Firefighter Chris Vredeveld, who is currently on light duty assignment, has been invaluable assisting with checking, printing and filing the performance indicator references. Administrative Manager Wright has also been working with Chief Cordes to prepare for our upcoming Battalion Chief testing. Lastly, Administrative Manager Wright is proceeding with the evaluation of all administrative staff's workload in order to determine if any duty assignments need to be modified.

Records Management Specialist Leona Jaeger is still extremely busy verifying that all of our data is up-to-date and accurate for our upcoming ISO grading. She has also been working with the crews on inputting all of our water usage appropriately so that our various water companies receive precise reports as to the total number of gallons being taken from various hydrants throughout our District. She also quality checks our electronic incident reports and then completes the National Fire Incident Report System (NFIRS) submissions, which are now complete through June 2011. The electronic NFIRS submission is a basic requirement to be eligible for many of our fire related grants.

Office Assistant Teresa Frawley has been working for the past month on the conversion of EMS reports to the new electronic system. She has had multiple lengthy training sessions with Captain Tharp and the Zoll representatives. There are

numerous issues to iron out and she is diligently trying to get this new process up to speed. Once this is complete, it will be a significant time saver from our previous paper process.

Administrative/IT Assistant Laura Mowrer has been working on fire protection agreements; verifying owner information and property values for the annual billing. We have also received three requests for agreements; one for a property that was already under contract and was sold and the other two are new agreements.

Office Assistant Bosick and Administrative Assistants Mowrer and Ayars attended an important records management class conducted by the Arizona State Library. This class covered the traditional records retention requirements and also new requirements for emails, social networking, websites, YouTube videos, etc. Records retention is a legal requirement and is based on the records content, not the format of the record. The record retention legal requirements apply to all data generated by our personnel, as well as the Fire Board. Attorney Bill Whittington will be preparing a class on this for the Fire Board in the coming months.

Finance Manager Toni Golden, Finance Assistant Sue Tucker and Office Assistant Karen Butler have been compiling a host of financial reports and records for our annual audit including: written financial procedures; organizational charts and board member names; asset inventory reports in compliance with GASB 34; accrued expenses, revenues, vacation and sick leave; prior year and current year-end financial statements; copies of adopted and modified budgets and quarterly

## ADMINISTRATION Continued

payroll reports. The auditors were here all last week reviewing all Board meeting minutes, leases, bonds, IGA's, contracts, pension plans or other retirement agreements, actuarial reports for pension plans, payments, receivables, capital asset records, wildland billing and all adopted or amended policies which address pay, or benefit issues or procurement processes. They will need a letter from Bill Whittington regarding any potential or pending lawsuits. They also pull a variety of payroll and vendor checks to verify the accuracy and compliance with our policies. Once the audit is complete, management, typically the Fire Chief or Administrative Chief, prepares the

Management Discussion and Analysis (MD&A) which is attached to the audit.

This past month Fire Chief Pat Moore and I taught a Fire District 101 class for new fire chiefs and board members at the AFDA Conference. The class was well received and will be offered at future conferences. I have been working with Bill Whittington on an extensive list of legal issues, many of which will be brought to the Fire Board this month and next month. I have also continued to work with the other AFDA Executive Board Members and the AFDA Legislative Committee to prepare for this coming legislative session.

*3rd Annual*  
*Northern Arizona*  
*National Fallen Firefighters*  
*Foundation Golf Tournament*  
*September 17, 2011*

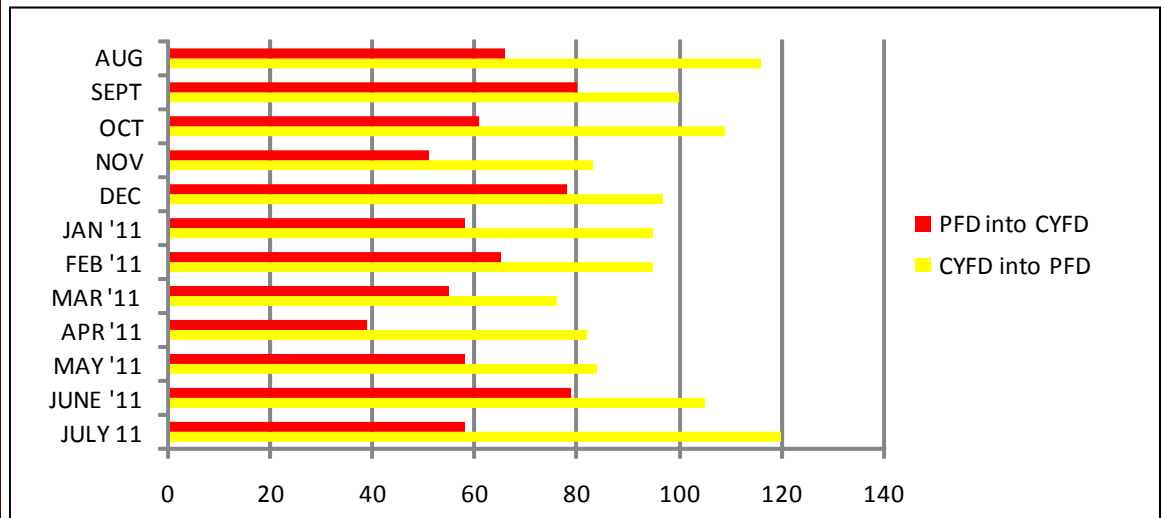


<http://golf.firehero.org/az/northernaz>

## SITUATION FOUND

2011	Apr	May	June	July
<b>FIRE</b> -- 1.56% of call volume	<b>10</b>	<b>22</b>	<b>18</b>	<b>10</b>
BLDG FIRE	0	8	3	1
BLDG CONTAINED	3	1	0	3
MOBILE HOME/PORTABLE BLDG	0	0	0	0
VEHICLE	3	2	1	1
BRUSH	3	9	10	3
OTHER	1	2	4	2
<b>EMS</b> -- EMS & Search/Rescue 62.91% of call volume	<b>396</b>	<b>411</b>	<b>416</b>	<b>402</b>
<b>Other type incidents</b> 35.52% of call volume				
<b>OVERPRESSURE</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>
<b>HAZMAT</b>	<b>6</b>	<b>6</b>	<b>20</b>	<b>11</b>
<b>SERVICE</b>	<b>77</b>	<b>75</b>	<b>97</b>	<b>93</b>
<b>GOOD INTENT</b>	<b>79</b>	<b>68</b>	<b>80</b>	<b>94</b>
<b>FALSE ALARM/OTHER</b>	<b>18</b>	<b>20</b>	<b>24</b>	<b>29</b>
<b>TOTAL # OF CALLS</b>	<b>586</b>	<b>602</b>	<b>656</b>	<b>639</b>

## AUTOMATIC AID



# COMMUNITY RISK MANAGEMENT

By Assistant Chief Cook

I was notified in mid-July by the parents of a young girl who were claiming their child was burned by fallout from the 4th of July fireworks show at Mountain Valley Park. I was asked by the fireworks contractor to meet with him and a detective from PVPD to review fallout evidence collected and discuss the situation and fallout distances. The fallout distance required by code for the show in Prescott Valley is 560 feet. Detective Ed Bills and I measured where the child was allegedly burned to where the fireworks were shot off and it measured 625 feet. When comparisons were done of the shells that are allowed to be shot at the 4th of July show and the fallout evidence collected, the evidence was much smaller and appeared to be “consumer fireworks” which are now legal to sell in Arizona but its use is banned in Prescott Valley. The only logical explanation was that someone in the crowd near the child illegally lit a consumer firework and threw it into the crowd striking the girl and burning her arm. We are unsure where this incident will go now, but I will keep everyone up to date on the outcome.

brochures and fire safety literature. I shared about our upcoming ISO rating and the benefit that it will have on our community. Chief Nies attended the event and was introduced as the “new kid on the block”. Firefighter Rob Duplessis also attended and shared about our newly organized Honor Guard and the long standing tradition that Honor Guards have had in the fire service.

Administrative Assistant Ayars and I attended a Firehouse Software update at the City of Glendale Fire Department on July 28th to demo the new fire inspection iPads. CRMD has been considering going to hard books or iPads for some time to cut down the duplication of efforts and improve productivity when performing business inspections. This was also a recommendation by the accreditation committee when the District was originally accredited. If we see that the new iPads are a tool that will improve the proficiency of the CRMD office, we will be pursuing grants to purchase the iPads for the CRMD fire inspectors.

CYFD was asked by Western Newspapers to be part of their PV Chamber of Commerce mixer on July 27th. CRMD displayed

## JULY CRMD ACTIVITIES

<b>115</b>	<b>Field Inspections</b>
<b>11</b>	<b>New Construction Inspections</b>
<b>1</b>	<b>Building Plan Reviews</b>
<b>13</b>	<b>Alarm / Sprinkler System Plan Review / Inspections</b>
<b>8</b>	<b>Pre-Construction Meetings</b>
<b>5</b>	<b>Fire Investigations</b>
<b>1</b>	<b>Public Talks</b>
<b>0</b>	<b>Fire Pal Classes</b>

## MAINTENANCE By Fleet Services Manager Scaife



Pump Panel

Our new water tender has been delivered to maintenance and is currently being outfitted for service. Usually, we will have about a month or so outfitting a new piece of apparatus. This includes any modifications we need to make along with mounting all of the appropriate equipment on it. This unit in particular will receive a remote control bumper turret and a booster reel with a high pressure redline on it. On July 18<sup>th</sup> we opened bids on a new utility unit, a proposal and purchase recommendation will be in this Board packet. This unit is a new unit to replace Utility 53, a 1992 Ford F-700. Our current utility will be moved to Station 533 to replace Support 533, and Support 533 will be given to the TRT team to be used as a response unit.

As I mentioned in our report for June, T-533 had its annual inspection. One of the issues brought to our attention was rear air bags in the suspension that had some signs of wear. Even though this was not a problem that would remove the truck company from service, we thought it would be a good idea to replace these as soon as possible. The truck was taken out of service and the rear suspension was removed for replacement of the air bag system and shocks. This work should be completed by the end of July.

One of our frontline pumpers went to Cummins for some warranty repairs to the engine. After disassembly of the engine, it was determined that the problem was something caused by faulty assembly of the motor at the factory. This truck went out of warranty coverage on July 20, 2011. Fortunately, Cummins was able to

get the truck in to their service center and covered by factory warranty. If not covered, the repairs, even if done in-house would have cost us over \$10,000.00. Now that we have the truck back from Cummins, we need to perform an acceptance pump test which is a little more involved than our typical annual pump test. Anytime one of our units has major work performed to the engine, transmission, or pump it must be acceptance tested. This verifies that the repairs have been performed in a way that the reliability of the unit has not been compromised. If the unit does not pass our acceptance test, it can't go back into front-line service.



New Water Tender

With this being the first month of the new year, outside revenue accounts have been slow to bring in repair work for us. This has given us an opportunity to get an early jump start on our annual generator services at the stations and on the mountain top communication sites. By servicing these units annually we are able to catch any issues before we have a problem and make the appropriate repairs. One of the units had been having an oil consumption issue, so the mechanics had to perform some in-depth engine repairs. We will monitor the performance of this unit and verify that the problem has been addressed.

The other project we have been dealing with is modifying the docking stations for the new EPCR units. After these went into service the first of July, we have had some issues with the units overheating. Mechanic Beck has been making some modifications to the units to help with this issue. This will be closely monitored to make sure we have remedied the situation.



# TRAINING

By Chief Small



The Training Division has completed an Annual Training Plan. This plan is a requirement for our accreditation process and allows CYFD to put a year's worth of operational training in one document for ease of use (see attached document). This training document will guide CYFD's operational training so that all members know and understand what training is going to take place over the next year. It will also allow CYFD to formally link its operational training plans to strategic goals and regional cooperative efforts.

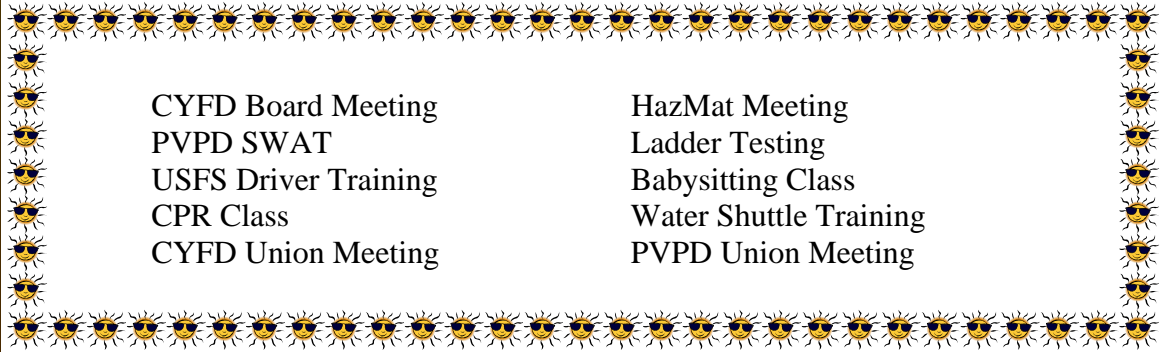
Office Assistant Nanci Bosick has created an internal training resource web site for CYFD's company officer's to use. This web site will have most, if not all CYFD training material on one web page that our captains can bring up on their computers. As an example, when company officers want to see when their engine company has scheduled CYRTA training, all they have to do is bring up the Training web page and open up the training calendar. This web site will also host the Annual Training Plan and will have links to other popular training and safety websites. Our goal is to provide one stop shopping for our company officers in regard to their training material and support needs.

This month's drop-in drivers training on CYRTA's road system has been well received by the engine company crews. This training gives the crews the opportunity to practice a driving obstacle course and utilizes a check list process for both non-emergency and emergency

driving techniques on a closed course environment. Next month's drop-in training is search and rescue techniques utilizing our confined space hose crawl prop.

Captain Kelahan has been preparing for next month's Arizona X-Treme Extrication School (A.X.E.S.). Last year 50 students attended and this year we hope to have up to 75 students. Captain Kelahan has added additional sections on extrication and stabilization practices needed for school buses and overturned large commercial vehicles (cement truck). As you can see, he continues to try to improve the quality of the class. He has also increased the marketing of the class this year by staffing an A.X.E.S. booth at the Arizona Fire Chiefs' conference this last month. While staffing the booth, he fielded over 200 inquires and gave out several hundred A.X.E.S. CDs showing promotional videos and power point presentations. I am very proud of Captain Kelahan's efforts in creating this class and conducting it for the third year in a row and turning CYFD into a leader of heavy extrication training in the Western U.S. Training classes such as A.X.E.S also help train our own personnel in advanced fire service skills as well as distinguish CYFD as a professional fire service organization striving to put on high quality training classes and events.

# TRAINING EVENTS



CYFD Board Meeting  
PVPD SWAT  
USFS Driver Training  
CPR Class  
CYFD Union Meeting

HazMat Meeting  
Ladder Testing  
Babysitting Class  
Water Shuttle Training  
PVPD Union Meeting

## INTERNAL TRAINING WEBSITE

### TRAINING CENTER RESOURCES



#### **Training Library**

[Books to Loan](#)  
Drop in Lesson Plans  
EMS Lesson Plans  
52 Drills  
[SOG's](#)  
EVOC

#### **Training Calendar**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

[2011-2012 Annual Training Schedule](#)

#### **Training & Safety Forms**

[CYRTA Organizational Training Chart](#)  
Drilling at Vacant Buildings  
[CYRTA Use Agreement](#)  
Near Miss Procedures  
Live Fire Check List

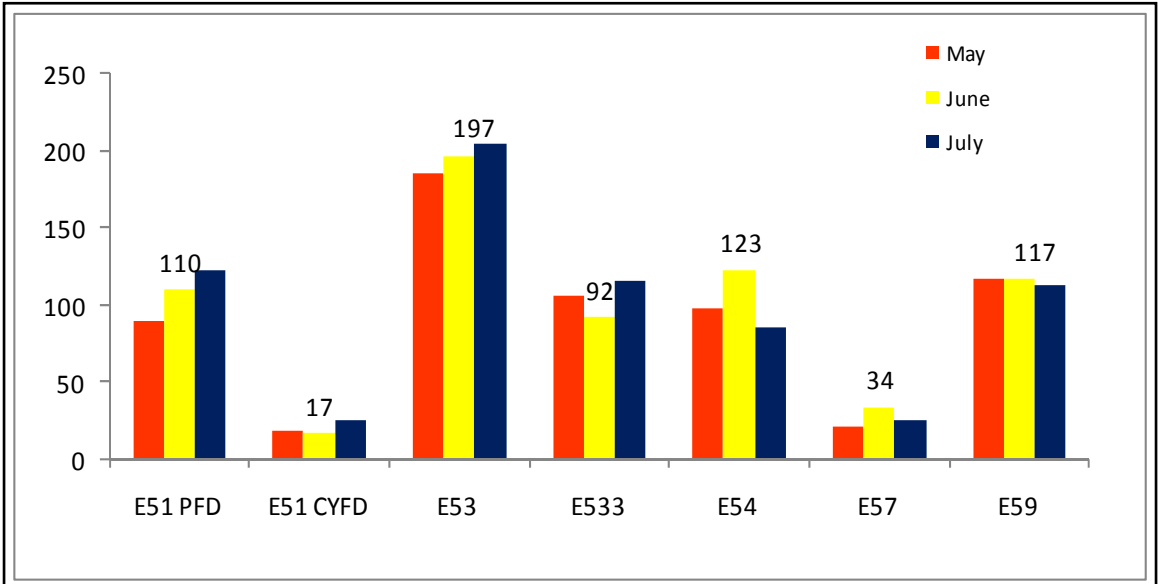
#### **Training Announcements & Websites**

[Announcements](#)  
[Training Websites](#)  
**Training Information & FAQ**  
[FAQ](#)  
[IFSTA Video List](#)  
Simulation Scenarios

## Monthly Alarm Comparison May - July 2011

### Calls by Station

Calls by station are calculated by counting the number of calls that occur in each first due station area.



### Unit Responses July 2011

Unit responses are calculated by counting each unit that responds to an incident (1:1 or 1:multiple)

