



# OLATHE FIRE DEPARTMENT

## Progress Report

### YEAR 2012 PLAN OF ACTION

The 2012 Plan of Action and its items were derived from the Olathe Fire Department 2011-2016 Strategic Plan, which is at [OlatheKS.org/Fire/KeyDocuments](http://OlatheKS.org/Fire/KeyDocuments). The department focused on each action item and tracked its progress in 2012:

#### 1. Maintain a continuous and systematic process of improvement

**Standard of Cover (SP Objective 7B):** Conduct a community hazards and risk assessment and publish a Standard of Cover document.

**Verification:** The department published the Community Risk and Emergency Services Analysis and Standard of Cover ([OlatheKS.org/Fire/KeyDocuments](http://OlatheKS.org/Fire/KeyDocuments)) in March of 2012.

**Self-Assessment Document (SP Objective 7C):** Conduct and document a self-assessment appraisal of the department using the Center for Public Safety Excellence criteria.

**Verification:** The department completed the self-assessment manual in March of 2012.

**Preparatory Site Visit from CPSE:** With the Standard of Cover document and Self Assessment in place, we will host a CPSE preparatory site visit.

**Verification:** The department hosted a preparatory site visit, made up of four peer assessors, in January of 2012.

**Achieve Accreditation (SP Objective 7D):** Achieve agency accreditation by the Commission on Fire Accreditation International.

**Verification:** The department received “accredited agency status,” from CFAI, in August of 2012.

#### 2. Focus on our Operational Readiness and strengthen our methods for Knowledge Transfer

**Fire Administration Training Space:** We will develop outdoor and indoor spaces for training that will improve our skills and bridge the department as we continue to work towards a Fire Training Center.

**Verification:** The department constructed the outdoor training prop, behind Fire Administration, and used the “dirty training” for in-house education.

**Chief Officer Mentoring Initiative:** Transferring knowledge is a key for learning organizations. We will maintain this formal mentoring initiative.

**Verification:** The department continued the mentoring program

**Damage Assessment Guide:** Create a practical Damage Assessment Guide for the City.

**Verification:** Emergency management technicians are finalizing a “rapid damage assessment” process. This “windshield” survey, to be completed within hours after an event, will provide City key leaders with initial damage information immediately following a disaster.

**Emergency Operations Plan:** We will finalize the update to the City Emergency Operations Plan and move to an electronic format in 2012.

**Verification:** The department updated the EOP, which was approved by City key leaders in December of 2012.

**Company Performance Standards:** Establish a series of incident-based company evolutions.

**Verification:** There are four evolutions, which were used during company evolution training. These company performance benchmarks are under review by command staff. Chief Hart is also working on the administrative policy guide for “company performance benchmarks.”

### 3. Enhance Service Quality and promote a Progressive Safety Environment

**Focus on Fire Analysis & Matching Service to Demand:** We will increase our reliance on data based decision making.

**Verification:** The CRESA-SOC process used data to comprehensively analyze historical incident information and it reviewed department baselines service program. Data and information has also been used in real time for command level decision making via applications such as FirstWatch®, FireView™, WebEOC, etc.

**Update the Fire Code:** Seek to update the fire code to enhance community safety.

**Verification:** The City Council adopted the 2012 International Code package, with minor amendments, which included the fire code.

**Be Safe (SP Objective 2A, 2B, 2C, 2D):** Evaluate and analyze current safety programs, policies, PPE, staffing, deployment and practices.

**Verification:** All APGs were reviewed in 2012. In addition, a deployment analysis was conducted as part of the CRESA-SOC. Safety Committee revisited charter and activities.

### 4. Communicate, Collaborate, Integrate and Recognize

**Communicate (SP Objective 1A, 1B, 1C, 1D):** We will maintain frequent, open, honest communication in the department (internal and external) at all levels in a spirit of cooperation looking for the solutions that are best for our members and those we serve.

**Verification:** The department continued open two-way communication.

**Fire Safety House:** Use the Fire Safety House to provide targeted fire and life safety education to elementary age children.

**Verification:** The Fire Safety House visited 34 schools last spring and attended a couple of community events. The FSH reached over 2,200 children in 2012.

**Fire Pre Plans:** Update all Fire Pre Plans utilizing the new software, policy and procedures.

**Verification:** New pre-plan program introduced.

**After the Fire connection with Public Education:** Capitalize on the opportunity to educate the community after working fires.

**Verification:** Community Risk Management distributed informational door hangers (smoke alarms, etc.) to homes in the neighborhood surrounding six significant house fires. Information and safety tips were also shared with the media following significant house fires.

**Smoke Alarm Hotline:** Create a process for assisting the public with smoke alarm issues.

**Verification:** The department reviewed and revised the smoke alarm assistance process and created a non-emergency, Smoke Alarm Helpline webpage. The department also requested a smoke alarm helpline telephone number and webform, which will be incorporated into the webpage as other ways for residents to contact us about non-emergency smoke alarm help.

## Other 2012 Notable Accomplishments

Active with the City's Leadership Team.  
All Hazards Section courses: Finance/Admin, Incident Commander and Logistics.  
Annual physicals.  
Anti-Bully program with the Olathe School District  
Applied for and received state grant for the purchase of a two new storm sirens.  
Assisted with outside promotional assessments.  
Attend EFO Graduate symposium.  
Attended County Operations Chiefs meetings.  
Attended the ICC annual conference.  
Attended the Leadership Mirror Training.  
Attended the Microsoft Worldwide Public Safety Symposium.  
Attended the NFPA Annual Conference.  
Beta DOC training with select command staff.  
Bronto sale.  
Building Codes assumed the responsibility of review, issuance, and inspection of sign permits from the City Planning Division.  
Building codes staff achieved numerous professional certifications.  
Building codes staff member earned the City of Olathe Leadership Through Service Award VVM.  
Building Codes was certified in CPR.  
Building inspector was recognized for assisting a resident with heat stroke.  
Championed two county model procedures: Mayday Model Procedure and Staging for Known and Unknown Hostile Incidents.  
Chief officer got the first Fire Marshal designation in Kansas.  
Chief officers began Blue Card IC Certification Program.  
City Employee Development Committee.  
City safety fair at OMS.  
Co-hosted an Olathe Chamber coffee.  
Co-hosted EMS and Fire Symposium.  
Command Staff meetings.  
Communicated internally using Vimeo.  
Community Assist Program.  
Community CPR.  
Completed 2013 training plan.  
Completed human trafficking training.  
Completed SCBA fit testing.  
Conducted a captain's promotional process.  
Conducted BC promotional process.  
Conducted live burns in May.  
Conducted peer fitness indicator testing.  
Coordinated the City's tornado table top exercise.  
Council Member Jim Terrones ride-along .  
County LEPC training planning meeting.  
Department received the Kansas Safe Kids Outstanding Partnership in Child Safety Award.  
Digital vehicular repeater training.  
Forecasted 2013 outside training (travel).  
FRA (Olathe) executive board.  
FRA conference.  
Grant helped purchased a driving simulator.

Great Save event at OPR.  
Held post-incident reviews.  
Helmet Head Bike Rodeo.  
Hired a new chief building official.  
Hired six firefighters.  
Honor Guard attended several events.  
Hose testing completed on all apparatus.  
Hosted blood donor event.  
Hosted Blue Valley CAPs program.  
Hosted French students.  
Hosted Olathe high school interns.  
Hosted speaker and FDNY Captain Stephen Marsar (Can they be saved?).  
Hosted the second annual department awards ceremony.  
Hydrant color coding for MDT project.  
IAFC Conference.  
IAP and standbys at special events (Old Settlers, BalloonFest, high school football, 4th of July, Summer Concert Series, etc.)  
Implemented 700 MHz radio system for City staff.  
Implemented a new wireless phone program for the City.  
Implemented the Prather conference room technology.  
In-house EMS and fire training.  
Initial certifications on new 100' Platform.  
Installed card access system at Station 1.  
Installed fencing around fire admin training prop.  
Installed storm siren #37.  
Installed WeatherBug weather station.  
Interview process for JCCC Fire Academy students.  
Made progress on resolution for two unsafe structures.  
Maintained an open and positive relationship with the media.  
MARC region luncheon.  
Metro LEPC training subcommittee.  
MLK Day dinner and awards.  
Modified the cisco load on all apparatus.  
Mounted equipment on two engines and one aerial.  
National committee representation (IAFC Emergency Vehicle Management, ICC, NFPA, etc.).  
New contract of ALS monitor/defibrillators.  
Numerous service awards.  
Olathe School District annual breakfast.  
Open House.  
Organized a building official Meet & Greet Luncheon and the 2012 Code Informational Luncheon.  
Participated in an EPA celebration of success related to the Chemical Commodities Incorporated site.  
Participated in the funeral procession for PFC Cale Miller.  
Participated in the JCCC Fire Academy Advisor Board.  
Participated with the JOCO Training Chiefs Committee.  
Participated with the KCTEW.  
Placed in-service two replacement BC units.  
RDIT.  
Received grant to create a special events bike team.  
**Other 2012 Notable Accomplishments, cont'd.**  
  
Recruit academy.

Regularly communicated externally via social media.  
Rehabilitation project at Station 1.  
Renewed DEA license for narcotics.  
Renewed FCC radio license.  
Repaired concrete ramps at Station 1 and 3.  
Replacement apparatus acceptance and training.  
Replacement fire trucks designed and purchased.  
Retirements.  
Staff became the secretary for the Johnson County Building Officials Organization.

Staff chaired the KC Metro ICC Chapter Taskforce.  
Staffed the squad for special events and training coverage.  
Step plan updated.  
UASI training classes.  
Updated Safety Committee.  
Visited Pierce plant during apparatus manufacturing.  
Welcomed a new chaplain.  
Worked with KCTEAM on metro ID card system.