

August 2010

Rogers Fire Department

Summary of Compliance

Key Performance Indicators



Key Performance Indicator 1A: Administration - Policy and Procedure

Description:

In order to effectively manage, the department shall implement standard operating procedures each quarter. Standard operating procedures should be available for review on the department's computer network prior to implementation. After implementation, standard operating procedures should be available for public view on the department's website.

Measurement:

The number and description of standard operating procedures shall be reviewed quarterly. Monthly reports shall indicate which procedures are currently under revision.

Performance:

Procedures currently under revision:

SOP 154 - Department Organization

SOP 101 - Professional Conduct (Revision)

SOP 119 - Medical Quality Assurance (Revision)

SOP 155 - Emergency Vehicle Operations Annual Training

SOP 156 - City Council Meeting Attendance

Key Performance Indicator 1B: Administration - Accreditation

Description:

The department shall support activities designed to improve our rating with the Insurance Service Office. Furthermore, the department shall seek and sustain accreditation with the Center for Public Safety Excellence and Commission on Accreditation of Ambulance Services.

Measurement:

The type of activities occurring each month that support ISO and accreditation shall be detailed and recorded.

Performance:

Regular bi-weekly accreditation meetings have been held throughout August. On August 19, 2010 Chief Jenkins, Chief Skogen, and Chief Rhoades attended the "Heart of America" accreditation meeting in Lenexa, KS. All narrative sections, except for Category 2 have been completed. The Standard of Cover is being completed to accommodate Category 2.

Accreditation Category Assignments:

<i>Category</i>	<i>No. Criterion</i>	<i>Assignment</i>	<i>Status</i>
<i>Category 1</i>	<i>2</i>	<i>Jenkins</i>	<i>Completed and Reviewed</i>
<i>Category 2</i>	<i>4</i>	<i>Hollis / Jenkins</i>	<i>Awaiting SOC Completion</i>
<i>Category 3</i>	<i>3</i>	<i>Jenkins</i>	<i>Completed and Reviewed</i>
<i>Category 4</i>	<i>3</i>	<i>Jenkins</i>	<i>Completed and Reviewed</i>
<i>Category 5</i>	<i>9</i>	<i>Skogen / Hollis / Dean</i>	<i>Completed and Reviewed</i>
<i>Category 6</i>	<i>6</i>	<i>Skogen / Rhoades</i>	<i>Completed - Under Review</i>
<i>Category 7</i>	<i>7</i>	<i>Skogen</i>	<i>Completed - Under Review</i>
<i>Category 8</i>	<i>3</i>	<i>Rhoades</i>	<i>Completed and Reviewed</i>
<i>Category 9</i>	<i>3</i>	<i>Skogen</i>	<i>Completed - Under Review</i>
<i>Category 10</i>	<i>2</i>	<i>Jenkins</i>	<i>Completed - Under Review</i>

Key Performance Indicator 1C: Administration - Regional Government Cooperation

Description:

Regional projects, such as those activities occurring at the city, county, and state-level, shall be supported by the RFD. Legislative, training, and information-sharing committees shall have representatives of the department or input from the department, when appropriate.

Measurement:

The various types of activities occurring each month that support regional government cooperation shall be detailed and recorded.

Performance:

August 3rd - Meeting with Dr. Johnson regarding protocol updates - Captain Earp in attendance

August 9th - Meeting with Northwest Arkansas Regional Airport (XNA) regarding RFD response to various alert levels - Chief Jenkins, Chief Rhoades, Chief Skogen, Captain Earp in attendance

August 16th - Meeting with Arkansas Department of Environmental Quality and citizens of Rogers regarding the Haz-Mert facility (Post Road and 1st Street) - Chief Jenkins, Chief Rhoades, and Emergency Manager Watson in attendance

August 19th - Accreditation Meeting with the Kansas City Metropolitan Area - Chief Jenkins, Chief Rhoades, Chief Skogen in attendance

August 24th - Disaster Drill at Northwest Arkansas Regional Airport (XNA) - Chief Skogen, Chief Rhoades, Captain Earp, Captain Taylor in attendance

August 25th - Northwest Arkansas Training Officers Association - Chief Rhoades in attendance

Key Performance Indicator 1D: Administration - Newsletter

Description:

As a method of improving communication with current and retired staff, the department shall produce a newsletter bimonthly. The newsletter should be distributed to retirees, fire stations, and posted on the internet for public viewing.

Measurement:

A statement regarding the content and distribution status of the most current newsletter should be provided.

Performance:

The September/October newsletter is in development for distribution during the first half of September.

Key Performance Indicator 1E: Administration - Stakeholder Meetings

Description:

The department shall operate with a tiered approach to meetings with stakeholders. The meetings shall serve as problem-solving opportunities and require agendas, when appropriate. The following are the various groups and meeting intervals:

Command Staff: Weekly
Company Officers: Monthly
Department-wide: Quarterly
Mutual Aid Partners: Bi-Annually

Measurement:

The date and type of each meeting that fits the categories above shall be recorded.

Performance:

Department stakeholder meetings occurred within the specified intervals listed above.

Command Staff Meetings: August 2nd, August 9th, August 16th, August 23^d, August 31st

Company Officer Meetings: August 2nd-4th

Department-wide: None during August

Mutual Aid Partners: No meeting required in August.

Key Performance Indicator 1F: Administration - Public Meetings

Description:

The city council and city planning commission serve as elected public representatives of the City of Rogers. The department shall provide adequate representation at all meetings held by these two public bodies. Additional participation should be requested when agenda items, which directly affect the fire department, are present.

Measurement:

The date and type of meeting attended shall be recorded each month.

Performance:

August 10th - City Council Meeting, Chief Jenkins and Chief Rhoades in attendance

August 24th - City Council Meeting, Chief Jenkins and Chief Rhoades in attendance

Key Performance Indicator 1G: Administration - Customer Surveys

Description:

Customer feedback is essentially to improving the service delivered to the citizens of Rogers. Therefore, a survey instrument should be maintained and adequately distributed that allows for unbiased and anonymous feedback from our customers.

Measurement:

The level of participation in the survey instrument and monthly data should be reported.

Performance:

No survey instrument is currently in use. Survey distribution has been placed on hold for the next budget year.

Key Performance Indicator 1I: Administration - Record Keeping

Description:

Records shall be established and modified at appropriate intervals in all applicable categories:

- Training
- Attendance
- Public Education
- Incident
- Staffing
- Promotions
- Transfers
- Inventory
- Apparatus Maintenance

Measurement:

Records in all categories shall be reviewed at appropriate intervals and deficiencies noted in the *Performance* section.

Performance:

Records were established and logged as required by policy.

Key Performance Indicator 2A: Human Resources - Evaluations

Description:

All members (sworn and civilian) shall have annual performance evaluations completed on their appropriate target date. The target date is determined as their date of hire (for non-ranking members) or their last promotion date.

Measurement:

The number of evaluations scheduled for review and successfully completed by the employee's supervisor shall be recorded each month.

Performance:

Ten (10) evaluations were successfully completed as required by policy.

Key Performance Indicator 2B: Human Resources - On-Duty Injuries

Description:

Workers compensation injuries negatively affect the overall effectiveness of the fire department. Injuries shall be reported by the end of each tour to the Citywide Tour Commander with the appropriate paperwork forwarded to the Human Resources department.

Measurement:

The number and type of injuries sustained on-duty shall be recorded and reviewed each month. A report listing potential recommendations for reducing injuries shall be published in December of each year.

Performance:

January 2010 - 2 injuries, lower back

February 2010 - 1 injury, cardiac stress

March 2010 - 2 injuries, back strain and inhalation

April 2010 - 2 injuries, needle stick and leg injury

May 2010 - 0 injuries

June 2010 - 1 injury, ankle sprain

July 2010 - 4 injuries, ankle sprain and a motor vehicle collision (ambulance)

August 2010 - 5 injuries, ankle sprain, thoracic hernia, two back injuries, and a shoulder injury

Key Performance Indicator 2C: Human Resources - Fitness for Duty

Description:

All sworn members shall participate in a department-sanctioned physical fitness program. Physical fitness time shall be recorded for each shift and reviewed, at random, for various members. Physical fitness is designed to minimize injury and improve the overall health of the department.

Measurement:

Each month, the amount of physical fitness time shall be calculated and recorded for each shift.

Performance:

Physical fitness training hours were recorded as follows for August 2010:

A Platoon: 231.47 hours

B Platoon: 204.84 hours

C Platoon: 111.36 hours

Key Performance Indicator 3A: Budgeting and Finance - Prioritization

Description:

The budget serves to formally adopt fiscal policies that address the department's goals and priorities for the fiscal year. Developing budget priorities should occur through department meetings that start in July/August of each year.

Measurement:

The department shall ensure that stakeholder feedback is solicited each year to develop budgetary priorities. This feedback should, at a minimum, include a strategic planning session each year, company officer feedback, and substantial review of the proposed budget from command staff.

Performance:

Budget preparation meetings for fiscal year 2011 were held with Command Staff and Company Officers during the month of August.

Key Performance Indicator 3B: Budgeting and Finance - Expense Monitoring

Description:

The fiscal budget is divided into three main parts: human resources, maintenance and operations, and capital expenditures. The human resources and maintenance and operations budgets require constant monitoring and review to ensure they are only spent at 1/12 increments each month.

Measurement:

The operating and human resources budgets shall be reviewed monthly to determine whether expenditures meet the incremental forecasting desired.

Performance:

With 66% of the year completed, the human resources and operations budgets were at the following levels:

Human Resources: 64% expended

Operations and Maintenance: 75% expended

Key Performance Indicator 3C: Budgeting and Finance - Revenue Monitoring

Description:

The main source of revenue for the fire department is ambulance revenue generating through charging patients and insurance companies for services rendered. The ambulance revenue generated by the department must be reviewed to ensure accurate budget projections.

Measurement:

The revenue generated by ambulance revenue shall be reviewed monthly to ensure it meets the revenue projections for the fiscal budget.

Performance:

With 66% of the year completed, ambulance revenue was at 36% of the forecast amount.

Key Performance Indicator 3D: Budgeting and Finance - Key Account Expenditures

Description:

Key line item accounts within the operating budget require constant review to ensure their proper utilization throughout the year. The line item accounts requiring specific review include:

04-70005, Training
04-70015, Uniforms and Personal Protective Equipment
04-70100, Operating Expenses
04-70105, Emergency Medical Equipment and Supplies
04-70155, Building and Grounds Maintenance
04-70160, Equipment Maintenance
04-70165, Vehicle Maintenance
04-70167, Fuel and Oil

Measurement:

The status of these accounts shall be reviewed monthly and reported.

Performance:

With 58% of the year completed, the following accounts are at the following expenditure status:

*04-70005, Training - 72% expended
04-70015, Uniforms and Personal Protective Equipment - 110% expended
04-70100, Operating Expenses - 74% expended
04-70105, Emergency Medical Equipment and Supplies - 80% expended
04-70155, Building and Grounds Maintenance - 79% expended
04-70160, Equipment Maintenance - 69% expended
04-70165, Vehicle Maintenance - 78% expended
04-70167, Fuel and Oil - 78% expended*

Key Performance Indicator 4A: Professional Development - Chief Officers

Description:

The educational development of chief officers is essential to the operation of the fire department. All chief officers shall attend at least one outside training conference of opportunity each fiscal year. This training conference should be at least eight (8) hours in length.

Measurement:

The completion of this goal shall be monitored monthly for each chief officer.

Performance:

Chief Jenkins, Rhoades, and Skogen attended an accreditation meeting in Lenexa, KS to assist with understanding of the CPSE accreditation process.

Chief Whitlow and Chief Thompson attended Fire Rescue International (IAFC conference) in Chicago, IL held from August 24-28th.

Key Performance Indicator 4B: Professional Development - Officer Development

Description:

Company officers serve as the most important supervisor in the entire fire department. Their knowledge, skill, and ability are of the utmost importance to the success of the department's mission. As part of their on-going training, the department shall provide officer development, each month, during company officer's meetings.

Measurement:

The training topic for each company officers meeting shall be reported monthly.

Performance:

During the August 2010 Company Officer's meeting each company officer received instruction on bunker gear inspection. Each company officer was responsible for inspecting PPE for each assigned member, in accordance with our PPE inspection policy.

Key Performance Indicator 4C: Professional Development - Regional Collaboration

Description:

The executive management of the department (Fire Chief and Deputy Chiefs) shall attend all quarterly Northwest Arkansas Metropolitan Fire Chiefs meeting.

Measurement:

The attendance at NWA Metropolitan Chiefs Meetings shall be monitored quarterly.

Performance:

The Northwest Arkansas Metropolitan Fire Chiefs did not meet during the month of August.

Key Performance Indicator 4D: Professional Development - Hazardous Materials Training

Description:

The department considers hazardous materials response an essential job function of each member. Because of this, all members shall receive 24-hours of hazardous materials training each year pursuant to the requirements of NFPA 472 and the Arkansas Department of Emergency Management.

Measurement:

The completion of this goal shall be monitored monthly for each chief officer.

Performance:

No hazardous materials training occurred during August 2010.

Key Performance Indicator 4E: Professional Development - Probationary Firefighter Training

Description:

All probationary firefighters shall complete a formal twelve-week Rogers Fire Academy prior to their shift assignment. This academy process shall be delivered in accordance with the rules and stipulations of the Arkansas Fire Academy.

Measurement:

Completion of this performance indicator shall be reported throughout the year as probationary firefighters are hired.

Performance:

No probationary firefighters are currently in the academy process.

Key Performance Indicator 4F: Professional Development - Annual Training Plan

Description:

The Deputy Chief of Training and Support Services shall, with the assistance of the standing Training Committee, complete a training needs assessment each fiscal year. This needs assessment shall be the basis for the publication of the Annual Training Plan (ATP). The ATP shall establish the company-level training needs for each month.

Measurement:

The department's adherence to the ATP shall be reviewed monthly. Deviations from the ATP shall be justified.

Performance:

The annual training plan called for two (2) hours of emergency medical training, four (4) hours of hazardous materials training for the month of July.

EMS Skills - Training over altered mental status and stroke patients occurred the week of August 9th.

Hazardous Materials - Training over Haz-Mat Operations to meet the requirements of an annual refresher occurred on August 31, September 1, and September 2.

Key Performance Indicator 4G: Professional Development - Company Standards

Description:

Company standards workbooks serve to ensure that the department's field operations personnel practice basic firefighting skills. Company standards workbooks are distributed quarterly to all field operations personnel.

Measurement:

The percentage of completed company standards workbooks shall be reported.

Performance:

Workbooks for the third quarter are due in September.

Key Performance Indicator 4H: Professional Development - Driver Training Program

Description:

In accordance with NFPA 1002, the department shall ensure that all new apparatus operators complete the Relief Driver Training Program in accordance with policy. This policy also applies to driver certification on new apparatus.

Measurement:

The status of employees participating in the Relief Driver Training Program shall be reported quarterly. New apparatus training shall be reported as a percentage of personnel who completed the training.

Performance:

The following members are required by policy to complete the Relief Driver Training Program. Listed beside each name are the types of apparatus they are currently certified to drive. Ambulances and brush pumpers are not listed because all probationary members receive this certification during their academy.

Butler - Engine 6, Truck 1, Engine 4, Engine 3

Hellard - Engine 6

Jones - Engine 4

Lehman - Engine 4

Miller - Eligible October 2010

Murray - Eligible October 2010

Oehlert - Eligible October 2010

Ardemagni - Eligible October 2010

Carrillo - Eligible October 2010

Nance - Eligible October 2010

Key Performance Indicator 4I: Professional Development - Special Operations Team

Description:

The Special Operations Team provides hazardous materials and technical rescue capability for the fire department. In order to ensure a constant state of readiness and competency for this team, each member will submit to a written and practical examination annually. This examination shall be administered by the SOT coordinator.

Measurement:

The status of this performance indicator shall be reported annually.

Performance:

No action - annual review.

Key Performance Indicator 4J: Professional Development - Aircraft Rescue and Firefighting

Description:

The ARFF team shall successfully complete their FAA required live training burns each year. In addition to the live burns, the team shall also conduct two (2) half-day training sessions.

Measurement:

The completion of live burns shall be reported for each ARFF team member. The completion of the training sessions shall be reported as they are completed each year.

Performance:

Live burn training originally scheduled for this summer, has been postponed by the host agency. Originally the department intended to collaborate with the Fayetteville Fire Department on annual live training burns. However, the department now plans to send the ARFF team this fall.

Key Performance Indicator 4K: Professional Development - Personnel Training Files

Description:

The department shall ensure that training files are kept as accurate as possible. In order to accomplish this, all training files shall be audited for accuracy each year.

Measurement:

The Deputy Chief of Training and Support Services, along with administrative personnel, shall complete a training records audit by December 31st of each year. The status of the audit shall be reported as changes occur.

Performance:

Personnel training files were audited in January 2010.

Key Performance Indicator 4L: Professional Development - National Fire Academy

Description:

The department will send at least three (3) members to the National Fire Academy or Emergency Management Institute for residency courses each year.

Measurement:

The status of employees attending the National Fire Academy or Emergency Management Institute shall be reported monthly and accumulated throughout the year.

Performance:

January 2010 - No attendees

February 2010 - No attendees

March 2010 - No attendees

April 2010 - Three (3) members attended the NFA:

Chief Skogen - R308, Command and Control of Natural and Man-Made Disasters

Chief Rhoades - R306, Executive Analysis of Fire Service Operations in Emergency Management

Captain Earp - R150, Management of Emergency Medical Services

May 2010 - One (1) member attended the NFA:

Firefighter Everhart - R229 Hazardous Materials Operating Site Practices

June 2010 - No attendees

July 2010 - One (1) member attended the NFA/EMI:

PIO Dean - E388, Advanced Public Information Officer

August 2010 - One (1) member attend the NFA:

Capt. Rumsey - R135, Fire Protection for the Built Environment

Key Performance Indicator 4M: Professional Development - Outside Training Opportunities

Description:

The department will send at least six (6) members from each shift to outside training opportunities each year. An outside training opportunity shall be defined as a fire-related class outside of the City of Rogers of at least one (1) day in length.

Measurement:

The number of participants in outside training opportunities shall be reviewed and recorded monthly.

Performance:

August 5th - 8th - Arkansas Emergency Medical Technician Association in Hot Springs, members in attendance were as follows: Deputy Chief Skogen, Captain Earp. Captain Earp was elected as a representative for the Northwest Arkansas area to the AEMTA.

August 16th - 20th - Confined Space Rescue Technician course held at the Training Center. Members in attendance were as follows:

August 24th - 28th - Fire Rescue International Conference held in Chicago, IL, members in attendance were: Chief Whitlow and Chief Thompson

Key Performance Indicator 5A: Field Operations - Special Teams

Description:

Formal communication with the department's specialized teams should occur on a regular basis. A representative of command staff should be present for all regular administrative meetings of the ARFF team, Special Operations Team, and Special Events Task Force.

Measurement:

The participation and attendance of command staff personnel at the administrative meetings of these special teams shall be dated and reported each month.

Performance:

The Special Operations Team met on August 12th. Chief Rhoades and Chief Jenkins were in attendance.

Key Performance Indicator 5B: Field Operations - Maintenance Work Orders

Description:

The department shall prioritize the maintenance of fire stations and apparatus through the maintenance reporting system. Work orders shall be reviewed in weekly command staff meetings and assigned to project managers, when necessary.

Measurement:

The number of work orders submitted each month and the number of work orders successfully cleared from the database shall be reported as a percentage of completion.

Performance:

22 work orders were submitted during the month of August. 26 outstanding work orders remained at the beginning of July. Successful closure rate: -18%

Key Performance Indicator 5C: Field Operations - Minimum Staffing

Description:

The department shall operate with a minimum staffing of three (3) firefighters on each fire apparatus (excluding brush pumpers) and two (2) firefighters on each ambulance. Each ambulance and ALS fire company shall always have at least one certified paramedic.

Measurement:

Daily staffing reports and the Firehouse record system shall be reviewed monthly to ensure 100% compliance with this staffing requirement. Compliance will be reported as a percentage with any violations listed specifically each month.

Performance:

A Platoon: 100% Compliance

B Platoon: 100% Compliance

C Platoon: 100% Compliance

Key Performance Indicator 5D: Field Operations - Turnout and Response

Description:

Field operations personnel will respond quickly when alerted to emergency incident. Acceptable turnout times shall be ninety (90) seconds, 100% of the time. Turnout time shall be defined as the difference between dispatch time and response time.

Measurement:

Turnout times shall be reviewed monthly and distributed to all members of the department for improvement. Excessive turnout times shall be identified and reviewed for improvement. A monthly report showing the department average turnout time shall be provided.

Performance:

Turnout times were reviewed and distributed to all shifts and stations. Average turnouts times are as follows (all shifts):

<i>Company</i>	<i>Average Turnout Time</i>	<i>Company</i>	<i>Average Turnout Time</i>
<i>Battalion 1</i>	<i>0:56</i>	<i>Medic 1</i>	<i>1:21</i>
<i>Truck 1</i>	<i>1:19</i>	<i>Medic 3</i>	<i>1:11</i>
<i>Engine 2</i>	<i>1:13</i>	<i>Medic 4</i>	<i>1:15</i>
<i>Engine 3</i>	<i>1:03</i>	<i>Medic 5</i>	<i>1:10</i>
<i>Engine 4</i>	<i>1:22</i>	<i>Medic 6</i>	<i>1:29</i>
<i>Truck 5</i>	<i>1:20</i>	<i>Medic 7</i>	<i>1:12</i>
<i>Engine 6</i>	<i>1:27</i>	<i>Rescue 5</i>	<i>1:22</i>
<i>Engine 7</i>	<i>1:14</i>	<i>Crash 1 (ARFF)</i>	<i>N/A</i>

Average Turnout Time (Citywide): 1:16

Key Performance Indicator 5E: Field Operations - Sick Leave and Overtime Usage

Description:

The usage of sick leave and overtime are paramount to the effective operation of the fire department. Excessive Sick leave (not including worker's compensation) can indicate underlying problems with morale or abuse by employees. Overtime usage must be monitored to ensure budgetary compliance.

Measurement:

Each shift shall be analyzed monthly for sick leave and overtime usage. This shall be reported as the total number of hours used, by shift.

Performance:

August 2010:

	<i>Sick Leave (Hours)</i>	<i>Overtime (Hours)</i>
<i>A Platoon</i>	<i>64</i>	<i>367.25</i>
<i>B Platoon</i>	<i>448</i>	<i>206</i>
<i>C Platoon</i>	<i>288</i>	<i>214.5</i>

Key Performance Indicator 5F: Field Operations - Post-Incident Analysis

Description:

In order to improve fireground performance, the department shall review incidents in a formal setting according to policy.

Measurement:

The number of type of post-incident analysis conducted each month shall be detailed and reported.

Performance:

Post-Incident Analysis conducted on the following incidents:

August 3, 2010 - Grass fire on Interstate 540 near Bellview Road

August 10, 2010 - 1st alarm fire at 1660 North Dixieland Road (House)

August 12, 2010 - 3^d alarm fire at 2212 West Walnut Street (Commercial Building)

Key Performance Indicator 5G: Field Operations - Staffing Levels

Description:

Human resources are the most important asset to the department. In the field operations division, the Citywide Tour Commander shall monitor staffing levels to ensure minimum staffing occurs per department policy and specialized teams are staffed each day.

Measurement:

The number of non-complaint staffing days shall be reported each month.

Performance:

Minimum Staffing - 100% compliance with minimum staffing policy

Minimum Officers on-duty: 100% compliance with minimum officers policy

Special Operations Team - 100% compliance with SOT staffing policy

Aircraft Rescue and Firefighting Team - 90% compliance with non-compliance on the following dates: August 12, August 15, August 18

Key Performance Indicator 6A: Emergency Medical Services - Intravenous Access Success

Description:

Intravenous access is critical to the management of our patients. The department shall endeavor to have a 80% accuracy rate with IV starts.

Measurement:

Each month the number of successful and unsuccessful intravenous attempts shall be reported as a percentage of success.

Performance:

In August 2010, 189 intravenous access attempts were made with 133 of those attempts being successful. Our percentage of success was 70%.

Key Performance Indicator 6B: Emergency Medical Services - Intubation Success

Description:

Successful intubation allows for proper airway management of our most critical patients. The department shall endeavor to have a 90% accuracy rate with intubations.

Measurement:

Each month the number of successful and unsuccessful intubations attempts shall be reported as a percentage of success.

Performance:

In August 2010, 2 intubation attempts were made with 1 of those attempts being successful. Our percentage of success was 50%.

Key Performance Indicator 6C: Emergency Medical Services - Response Time

Description:

The department shall respond to medical emergencies within a designated time frame. For emergencies occurring inside city limits, the department will attempt to maintain a four (4) minute average response time. For emergencies occurring outside city limits, the department will attempt to maintain an eight (8) minute average response time.

Measurement:

The average response time for inside and outside of city limit medical emergencies shall be reported monthly.

Performance:

Average Response Time, In City Limits: 3 minutes, 46 seconds

Average Response Time, Outside City Limits: 12 minutes, 2 seconds

Key Performance Indicator 6D: Emergency Medical Services - Cardiac Arrest

Description:

Sudden cardiac arrests represent the most critical medical situation to which we respond. The department, through its training and equipment, shall maintain a return of spontaneous circulation (ROSC) rate of 20%. The department shall also publish its cardiac arrest data using an Utstein template.

Measurement:

The return of spontaneous circulation shall be reported monthly as a percentage. Verification of cardiac arrest data reporting shall also be provided.

Performance:

Cardiac arrest data (Utstein Model) was published for the month of August. The percentage of return of spontaneous circulation was 0 percent.

Key Performance Indicator 6E: Emergency Medical Services - New Paramedic Certification

Description:

Maintaining adequate supply of paramedics is essential to the operation of the department. Because of attrition and promotion, regular shortages of paramedics occur. To combat this, the department shall ensure at least three (3) new paramedics graduate annually.

Measurement:

The number of members currently enrolled in coursework and their status shall be reported quarterly.

Performance:

Current paramedic students continued their coursework. Their expected graduation is May 2011. Current paramedic students are:

- 1. Dustin Smith (1C)*
- 2. Josh Whittington (1B)*
- 3. Kyle Jordan (1A)*

One paramedic student was removed from the program in July 2010.

Key Performance Indicator 6F: Emergency Medical Services - ST Elevated Myocardial Infarction Program (STEMI Program)

Description:

The department shall work in conjunction with Mercy Hospital and Northwest Medical Center - Benton County, to treat chest pain patients, particularly those suffering from a STEMI.

Measurement:

The number of chest pain and cardiac rhythm disturbance calls shall be reported each month. Those calls shall be reviewed to determine the number of STEMI alerts issued from those calls.

Performance:

In August 2010 28 patients were treated for cardiac rhythm disturbances or chest pains/discomfort calls. Of those 28 patients, 0 STEMI alerts were called.

Key Performance Indicator 7A: Reporting and Data Collection - Data Sharing and Submission

Description:

The department shall submit required NFIRS and NEMSIS information to the appropriate state agencies in compliance with federal and state grant program requirements.

Measurement:

Verification of data submission shall be provided each month.

Performance:

NFIRS - Data submitted successfully to the Arkansas State Fire Data Center (AFA).

NEMSIS - Changes were made to the State NEMSIS requirements by the vendor. Another 100 data subset will be issued for review in September 2010.

Key Performance Indicator 7B: Reporting and Data Collection - Activity Reports

Description:

A monthly activity report shall be completed by the 10th day of the preceding month and distributed to the Mayor, City Council, City Treasurer, Police Chief, and published on the department's website. A yearly activity report shall be completed by March 1st of the each year. Copies of the yearly activity report shall be distributed to retirees, Mayor, City Council, City Treasurer, Police Chief, selected department heads, and published on the department's website.

Measurement:

Details regarding the creation and distribution of the monthly and yearly activity reports shall be provided each month.

Performance:

Monthly activity report for August 2010 completed and distributed.

Key Performance Indicator 8A: Fire Prevention - Press Releases

Description:

Press releases regarding incidents and newsworthy events shall occur in a timely fashion.

Measurement:

The number of press releases shall be reported each month.

Performance:

In August 2010, 15 press releases were issued by the Public Information Officer.

Key Performance Indicator 8B: Fire Prevention - Fire Investigation

Description:

Incendiary, suspicious, and high loss fires shall be investigated for cause and origin by the Fire Marshal's Office.

Measurement:

The number of formal fire investigations and incendiary fires shall be reported each month.

Performance:

In August 2010, one fire was investigated. This fire was determined to be non-incendiary.

Key Performance Indicator 8C: Fire Prevention - Inspections

Description:

Fire inspections, by trained fire inspectors or firefighters, serve to prevent fires by eliminating unsafe construction and arrangement inside buildings. The department will attempt to increase the level of safety through code compliance.

Measurement:

The number of inspections conducted by RFD inspectors shall be reported each month.

Performance:

In August 2010 the department conducted 55 inspections and six plan reviews. Twenty-two notices of violations was issued to properties and zero citations were issued.

Key Performance Indicator 8D: Fire Prevention - Reoccurring False Alarms

Description:

The department will review false alarms and ensure the false alarm ordinance is enforced, when appropriate.

Measurement:

The number of false alarms, properties with reoccurring false alarms, and number of fines issued will be reported each month.

Performance:

In August 2010, 53 false alarms occurred. Nine false alarms were reoccurring.

Properties with reoccurring alarms:

515 West Sycamore Street
1901 Southeast J Street
1700 North 13th Street
2301 South 1st Street
1901 South 26th Street
503 South 3rd Street
2250 North 8th Street
1201 North Dixieland Road
3303 Pinnacle Hills Parkway

Key Performance Indicator 8E: Fire Prevention - Smoke Detector Installations

Description:

The department will maintain a program to install smoke detectors in private residences, thus improving the safety of citizens.

Measurement:

The number of smoke detectors installed will be reported each month.

Performance:

One (1) smoke detector was installed in residential properties in August 2010.

Key Performance Indicator 8F: Fire Prevention - Website

Description:

The department's website will be used as a public education and public relations tool, highlighting both recent activities and useful information.

Measurement:

The number of page loads, total visitors, and first time visitors will be reported each month.

Performance:

August 2010 -

First time visitors: 889

Returning visitors: 290

Home page loads: 1591

Key Performance Indicator 9A: Emergency Communications - Fireground Communications

Description:

The department embraces incident communications as a critical element of successful emergency operations. Therefore the department will review the audio of major incidents for quality improvement.

Measurement:

The number of 1st alarm fires in which radio and E911 audio was reviewed will be reported and compared to the total number of NFIRS Type 111 (Building Fire) incidents.

Performance:

Radio and E911 audio were reviewed for the following incidents:

1. Grass fire at 3000 South I-540 Northbound - 8/3/2010
2. 1st alarm fire at 1660 North Dixieland Road - 8/10/2010
3. 3rd alarm fire at 2212 West Walnut Street - 8/12/2010

Key Performance Indicator 9B: Emergency Communications - Medical Dispatching

Description:

The department and the city's 911 center will use nationally-recognized emergency medical dispatch (EMD) software to interrogate callers and dispatch appropriate resources. Strict adherence to the EMD script and questioning shall be ensured through the quality review of at least 12% of the E911 calls that were medical in nature.

Measurement:

In cooperation with the city's 911 center, the number of E911 calls received for EMS will be reported, along with the number of calls reviewed for quality.

Performance:

Information regarding the quality assurance program for emergency medical dispatching is not available. Specialized software was scheduled for installation in June. However, the data collection process has not been established. The city's Information Technology department is examining the cause of the issue.

Key Performance Indicator 9C: Emergency Communications - Dispatcher Training

Description:

Because the 911 center operates as a separate entity from the fire department, communication and mutual cooperation must occur between the two entities. Therefore, the department will host dispatcher training at least annually.

Measurement:

The status of annual dispatcher training shall be reported as changes or progress occurs.

Performance:

Annual dispatcher training occurred August 5th and 6th at the fire department training center.

Key Performance Indicator 10A: Physical Resources - Fixed Facilities

Description:

Fixed facilities shall be kept clean and well-maintained. All facilities shall be inspected annually to predict budgetary needs for the upcoming fiscal year.

Measurement:

Information regarding the inspection of all fire facilities shall be reported as changes occur.

Performance:

Inspection of facilities occurred in August. All facilities passed inspection with only minor recommendations for improvement.

Key Performance Indicator 10B: Physical Resources - Fleet Resources

Description:

The emergency response fleet shall be inspected each August to assess life expectancy and forecast needed repairs or modifications for the upcoming year.

Measurement:

Information regarding the inspection of all emergency response apparatus shall be reported as changes occur.

Performance:

Inspection of fleet resources was conducted by Chief Whitlow and Captain Taylor in August.

Key Performance Indicator 10C: Physical Resources - Personal Protective Equipment

Description:

Personal protective equipment (PPE) shall be inspected each August to forecast needed repairs and replacement for the upcoming fiscal year.

Measurement:

Information regarding the inspection of personal protective equipment shall be reported as changes occur.

Performance:

All personal protective equipment (PPE) was inspected by company officers in August.

Key Performance Indicator 10D: Physical Resources - Accident Investigation

Description:

Accidents involving fire department vehicles shall be investigated and reported according to policy.

Measurement:

The number of accidents occurring each month shall be reported.

Performance:

No accidents were reported in August 2010.

Key Performance Indicator 10E: Physical Resources - Annual Testing

Description:

Structural pumping apparatus shall be tested annually in accordance with NFPA standards and ISO recommendations. Fire hose shall be tested and inspected annually in accordance with NFPA standards and ISO recommendations.

Measurement:

Information regarding the inspection and testing of pumping apparatus and hose shall be reported as changes occur.

Performance:

Annual pump testing and certification was completed for all pumping apparatus. All apparatus successfully completed the test.