



## EDMONDS FIRE DEPARTMENT MEMORANDUM

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**Date:** March 17, 2009  
**To:** Edmonds Citizens  
**From:** Thomas J. Tomberg, Fire Chief  
**Subject:** 2009-2010 Fire Department Work Plan

The City Council discussed the City Strategic Plan at the March 2006 Retreat. On June 27, 2006, Council approved adding to the plan *Policy Objective II. Council Public Safety Statement* with five objectives, one of which, *Objective D. Develop Public Safety Plans* has four tasks, four deliverables, due dates, and assigned team responsibilities.

After a November 14, 2006 presentation, the Public Safety Committee directed Fire Staff to place the initial Fire Department Work Plan (2007-2008) on the Council consent agenda with a recommendation to approve. Council approved the initial Work Plan on November 28, 2006.

At the March 17, 2009 meeting, the Council unanimously approved the second biennial work plan for 2009-2010. The document appears below.

### Administration

1. Align the annual work plans of the Fire Chief, Assistant Chief, Fire Marshal, Battalion Chiefs, and Executive Assistant with the Mayor's annual goals and objectives, policies that emerge from the annual Council Retreat, and majority policy directives received from elected officials through the Mayor.
2. Align the Fire Work Plan with other City departments and pertinent outside agency work plans.
3. Inculcate the workplace safety ethic into every aspect of Department operations. Complete list of outstanding safety programs in Department standard operating procedure format.
4. Develop and distribute a Fire Department Customer Service Survey. Evaluate responses and implement changes to improve Department operations as appropriate.
5. Complete negotiations with Snohomish County Fire District 1 on a new contract to provide Fire/EMS services to Esperance.

6. Provide internal and external stakeholders with information about Council-approved initiative(s) that will improve and/or stabilize the City's long-term financial future to include a levy lid lift, internal city reorganization, regionalization, consolidation, elimination, or others means yet to be determined.
7. Acquire a site to construct a Fire Administration building consistent with City Council intent when the voters passed the 1996 Public Safety Bond. Located on the third floor of City Hall since 1997, Fire Administration is the only City department administration not located with the primary group of employees it leads and manages.
8. Work with the Mayor, Council, Directors, and appropriate outside others on city-wide environmental stewardship and energy conservation issues through the Fire Department Conservation Program Committee.
9. Through City and fire service channels, advise lobbyists and industry spokespersons on legislation that improves the City's financial condition and Fire Department employees' health and safety, respectively.
10. Perform an internal evaluation and consult with the City Attorney on whether to invite Washington Labor & Industries to conduct a Voluntary Protection Program inspection of safety and health management inside the Department.
11. Implement the peer-driven and self-governing career development plan for interested employees under International Fire Service Accreditation Congress (IFSAC) auspices. Company Officers and acting Company Officers will certify as Fire Officer I in Year One (2009) of the program; Battalion Chiefs and acting Battalion Chiefs (Fire Officer II) will certify in Year Two (2010).
12. Work on the long-term plan to purchase a single, shared SNOCOM-SNOPAC Computer-Aided Dispatch System (CAD).
13. Work on the long-term plan to purchase a single, shared SNOCOM-SNOPAC Fire Records Management System (RMS).
14. Implement the Mandatory Physical Fitness Program (SOP 503.01).
15. Improve the City's Washington State Rating Bureau rating, over time and within budget, from Class 4 to Class 2.
16. Work with the Snohomish County law enforcement and fire consortium to implement a wireless network.
17. Actively seek grant opportunities.
18. In 2010, negotiate a new collective labor agreement with IAFF Union Local 1828.

#### Operations and Training

19. Acquire Personal Protective Equipment (PPE) for use in fire suppression operations consistent with National Fire Protection Standard 1971, Standard on Protective Ensembles for Structural Firefighting and Proximity Firefighting.
20. Replace the Self-Contained Breathing Apparatus (SCBA) compressor that provides breathing air for Firefighters wearing personal protective equipment and a SCBA during interior fire suppression operations.
21. Replace fire hoses in three diameters – 4 inches, 2½ inches, and 1¾ inches and three lengths – 100 feet, 50 feet, and 25 feet.
22. Acquire sufficient tools and equipment to equip Engine 20 and Ladder 20 the same, obviating the need to move equipment from one apparatus to the other. The vehicles are cross-staffed by the same crew.
23. Develop a fund program to replace expensive individual or in aggregate tools and equipment that exceed their useful life.
24. Work with Public Works to develop a fire hydrant acquisition program, and an installation policy.
25. Acquire a training site that allows on-duty crews to remain in the City. See #7 above.

#### Emergency Medical Services

26. Acquire electronic Patient Care Reporting hardware and software as identified in the EMS Transport User Fees White Paper presented to the Mayor and Council on September 12, 2008.
27. Provide Advanced Life Support (Paramedic) equipment for the back-up vehicle.
28. Evaluate January 1, 2009 implementation of EMS Transport User Fees program.

#### Fire Prevention and Public Education

29. Add one staff person to the Fire Prevention Division to perform fire inspector and public educator duties. Address vehicle and space needs. The Department has long sought to bring the Daytime staff up to the 7.5 positions recommended by the Council-commissioned Ewing & Company Study published in 1997. The Department currently has six daytime staff.
30. Work with local Fire Marshals – Edmonds, Snohomish County Fire District 1, Lynnwood, and Mukilteo – to establish safe and temporary Cold Weather Shelters in area churches that comply with life and safety codes.

