



2012 Annual Report

Message from the Fire Chief

The past year has brought several changes to Kootenai County Fire & Rescue (KCFR). In March 2012, after over 30 years of service and 11 as Fire Chief, Ron Sampert retired. We wish him well and thank him once again for his service. The search for a new fire chief culminated with the selection of five (5) finalists that were introduced and interviewed by staff and the community.

I want to offer my sincere appreciation to the Board of Fire Commissioners (BOFC), District members and partners for being selected as KCFR's Fire Chief. On March 14, 2012 I was proud to be sworn in as Kootenai County Fire & Rescue's second fire chief by President Hutcheson in front of family, friends, District staff and partners. I cannot tell you how excited I am to be here and for the opportunity to work with the excellent staff that has been assembled over the last couple decades.

Many great things have happened in the last 12 months. A key milestone was when the District moved into the new Administration building in January 2012. The new facility enhances the work environment for staff and the professional image of the District with our customers and regional partners. The new Administration building is something to be very proud of and a great result from all those involved in the vision, development and completion.



A second highlight in 2012 was the addition of a second medic unit at Station 3. Funding from Kootenai County Emergency Medical Services System (KCEMSS) was secured and a much needed new ALS ambulance was placed in service on October 1, 2012. The District transitioned the two (2) EMT's assigned to the NET ambulance and moved one uniformed member from the Public Education Specialist position to provide staffing for the new unit.

A third highlight in 2012 was the establishment of the Post Falls Police Department AED (automatic external defibrillation) program. Police officers were trained and five (5) AED's were placed on patrol units in Post Falls. It is not a matter of "if" a life will be saved by the program; it is simply a matter of "when" a life will be saved. I am extremely proud of the support that the Post Falls Police Department provides our personnel in the field each and every day.

In May 2012 I made a modification to the organizational chart and reporting structure of the District. I placed the Reserve Division under the Operations Bureau and Logistics under the Support Services Division. This reduced the direct reports by two (2) for the Fire Chief and functionally aligned resources and responsibilities (see Page 3).

Planning continues on the Training and Maintenance complex. As revenue becomes available, authorized and prioritized, improvements will be made. The replacement funding of our fleet will be an important item that needs to be reviewed to position the District for the future.

We continue to work closely with Local 2856 by meeting on a monthly basis to discuss issues of mutual interest and/or importance. The Local continues to be very active in the community, helping those in need through generous donations from the Local and from the individual members.



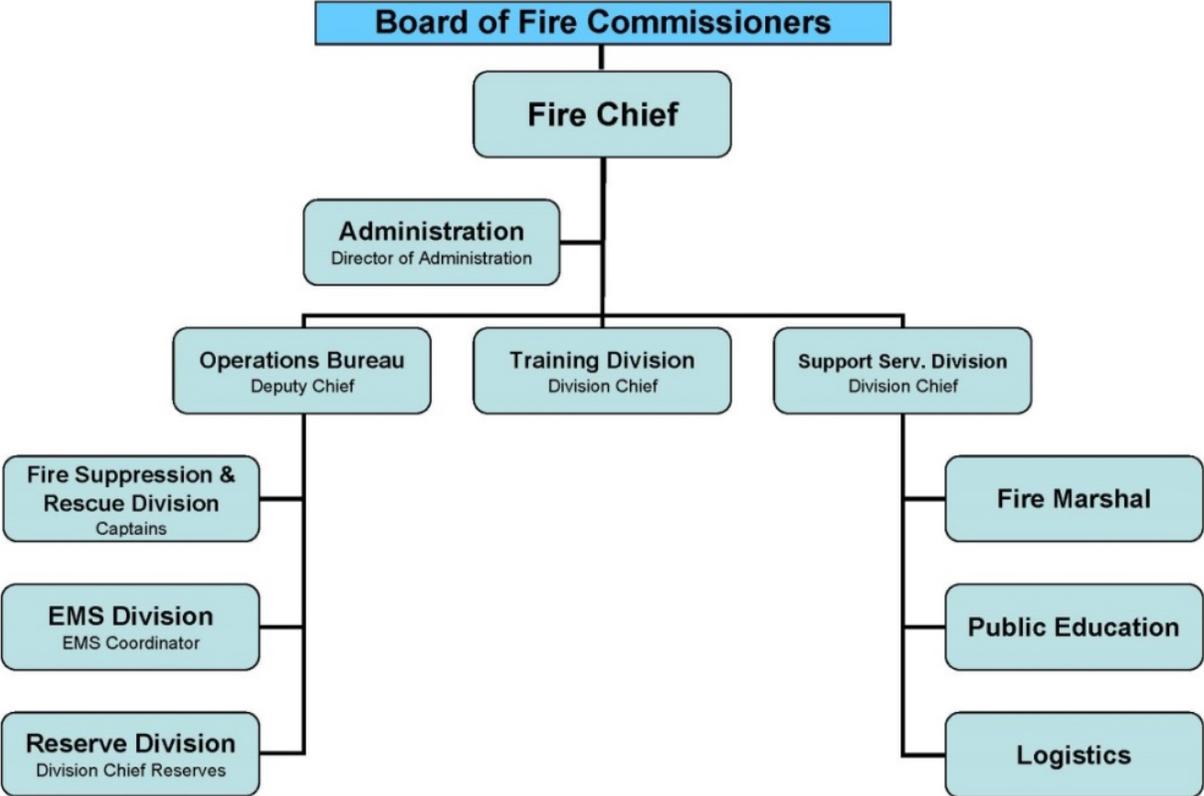
Post Falls Police Department AED Presentation, August 2012

Over the last 12 months the District's staff has met all challenges while continuing to serve the District. Despite budget pressure created by depressed property values and the impact of the seven (7) active Urban Renewal District's within our District boundaries, we continue to meet our core mission.

I look forward to leading the dedicated men and women of Kootenai County Fire & Rescue as we seek to effectively serve our citizens with care and compassion. A primary goal of mine is to continue to build and maintain the public and staff's trust through open communication, transparency in budget, engaged and thoughtful decision making, and enhancing the growth in all of our personnel that builds depth and breadth for the future. Thank you for taking the time to read this report and please don't hesitate to contact me if there is any way I can be of service.

Warren A. Merritt
Fire Chief

Kootenai County Fire & Rescue



Updated 4/20/2012

Our Mission Statement

We serve proudly the changing needs of our community by providing the highest quality Emergency, Safety and Support services with:

Professionalism

Education

Organizational Integrity

Performance

Leadership

Effectiveness

Our people pledge a commitment to preserving quality of life. We protect lives, property, and the environment with compassion, vigilance, and dedication to excellence.



About Kootenai County Fire & Rescue (KCFR)

Kootenai County Fire & Rescue is governed by a board of five (5) Commissioners elected to serve four (4) year terms. These community members have the discretionary powers to manage and conduct the business and affairs of the fire district, according to Idaho State Law.

KCFR was established in 2001 following the consolidation of Kootenai County Fire Protection District # 1 and the Post Falls Fire Protective District # 1. The District provides a full array of services that includes, but not limited to emergency response for fire and medical emergencies, hazardous materials, and technical rescue emergencies such as swift water rescue, confined space emergencies, trench rescue emergencies, rope rescue for citizens in distress on steep embankments or cliffs, ice rescue, and motor vehicle collisions.

Utilizing the same personnel and professional support staff at Administration, the District also provides non-emergency services calls and medical transportation (facility-to-facility), fire code enforcement, public education for children and adults, juvenile fire setter interaction, blood pressure checks, issuance of burn permits and car seat installation upon request.

Operations

In 2012 fire district personnel responded to a total 5,160 incidents, which represents a 3.06% increase over 2011; an average of 14 calls each day (includes NET transports). Since 2007 the District has seen a continual growth in the demand for service that is reflected in Figure 1.

The District has 24/7 staffing at three (3) fire stations overseen by the Deputy Chief of Operations and three (3) shift Captains. Personnel staff three (3) Engine Companies and two (2) Advanced Life Support (ALS) units with firefighter/paramedics. When needed, a Ladder Company utilizing the personnel assigned to the Engine Company at Station 1, can be dispatched to calls requiring the aerial ladder and its equipment and a Rescue Company can be dispatched utilizing the personnel assigned to the Engine Company at Station 4. The District works closely with neighboring agencies, which in turn share their resources for major emergencies and cover emergency calls during busy times regardless of jurisdictional boundary.

The District responded to 3,901 requests for emergency medical services; both emergency and non-emergency in nature. EMS represents approximately 72% of the overall emergency workload (includes NET transports). It is important to note that the same firefighters and firefighter/paramedics are utilized to meet the needs of the community for both fire and emergency medical services.

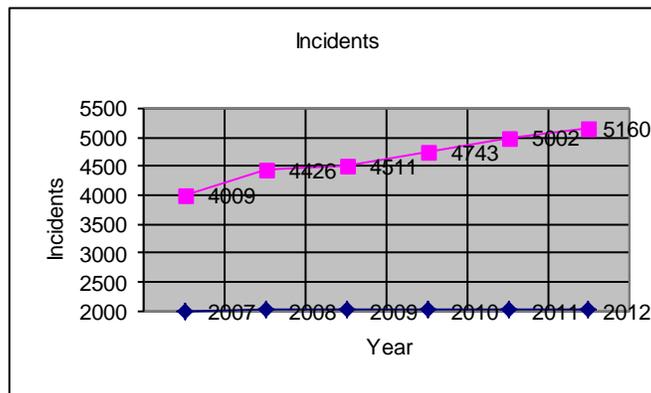


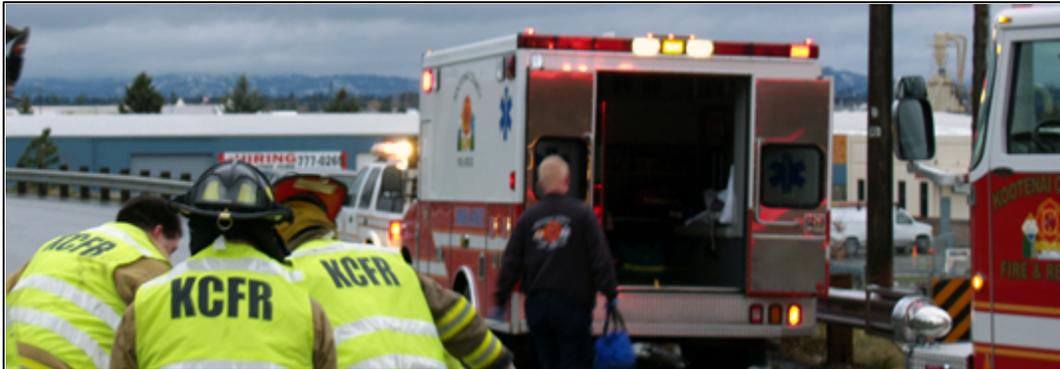
Figure 1

KCFR is the lead agency Hazardous Materials Regional Response Team (RRT) and RRT 1 is one of six regional teams statewide. Hazardous material teams are deployed upon request to mitigate releases of any kind and provide diagnostic services for the local fire agency and/or law enforcement. There are currently 21 members from KCFR on the team and each of them attends training to become hazmat technicians on their own time.

Emergency Medical Services

The EMS Division is directed by the District's EMS Captain. In 2012 four (4) career staff completed their paramedic training, one (1) paramedic successfully completed the precepting process and a second full-time ambulance was placed into service on October 1, 2012. In

addition all Basic and Advanced EMT's (85 total) are being transitioned to the 2011 curriculum. Our leadership in the area of EMS also led to KCFR being selected to pilot a "new" Advanced EMT curriculum in Kootenai County.



Paramedics meet regularly participate in continuing medical education that includes didactic material, run reviews (360), and updates on changes in protocols. A present and continuing issue is the availability of certain medications used in the care of ALS patients. This problem is not isolated to Kootenai County; it is a national problem for providers of advanced life support care.



Kootenai County Emergency Medical Services System (KCEMSS)

KCEMSS is a fire-based ambulance service providing 9-1-1 emergency and facility-to-facility transfers throughout Kootenai County. KCEMSS operates through a network of agencies, including ten fire departments and three (3) non-profit EMS organizations. KCEMSS provides EMS services up to and including paramedic services. It also provides Critical Care Transport services to the hospitals with Kootenai County as well as hospitals in the surrounding counties of North Idaho upon request. When needed, KCFR also does long distant transports that results in taking patients to Seattle or other far away areas for specialized care.

KCFR provides emergency medical services (EMS) and transportation under contract with KCEMSS. In addition to providing excellent medical care, EMS transports are a significant source of revenue for the EMS system that helps keep the EMS Levy, an additional property tax levy, at a low rate. The fees and subsequent collection by itself does not cover the full cost of the service and the revenue is critical to funding the EMS System. The contract the District has with KCEMSS provides funding for 12 career members that staff medic units (ambulances) 24/7.

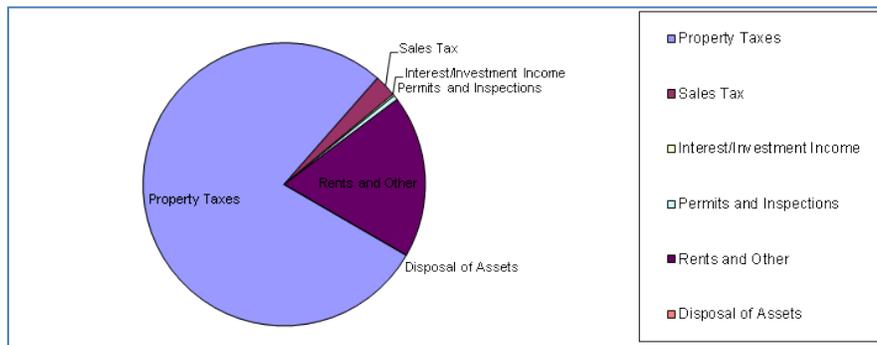
Budget

KCFR's FY2011-12 original budget of \$7,676,941 was amended and approved by the BOFC to include unexpected revenue from the Post Falls Urban Renewal Agency, to complete the purchase of new Self-Contained Breathing Apparatus that were budgeted for, and to complete

the Plant Facility projects that fell behind schedule in the previous fiscal year. The approved amended budget was \$8,128,724, and increase of \$451,783.

Property valuations have dropped dramatically in our District since the recession began. In 2007, our net taxable property values were \$4,363,698,449 and in 2011 it is 30% lower at \$3,058,542,000. With such a large drop, it has been a challenge to keep our levy from rising.

However, 2012-2013 budget was developed and approved by the BOC in August 2012. While needed investments in capital and equipment were cut, the reduced budget maintained current levels of service and also resulted in a minor reduction in our levy rate. Staff rolled up their sleeves and identified the most important priorities. We leveraged previous investments in equipment, training, and capital, placing a high priority on information technology, personal protective equipment and some capital funding to begin to take the next steps in improving the Training and Maintenance facility. On August 28, 2012 the BOFC authorized the FY2012-2013 budget, which included estimated revenue and expenditures at \$7,293,795.



As you can see from our total revenue source, we are funded mainly by property taxes. Seventy eight and one half percent (78.5%) of our revenues came from property taxes. Of the remaining 21.5%, almost 20% is from our second major source of income, Rents and Other; KCEMSS, plans review and permit fees.

On September 30, 2012 the District ended its fiscal year with \$180,000 excess revenue to expenditure. Our financial audit for 2011-2012 was completed in December 2012 with resounding success. In addition to staff being diligent with expenditure accountability, Ms. Morrow's expertise and attention to detail resulted in no negative findings; not an easy task or common result.

Reserve Program

The Reserve Program remains a vital element of the Fire District under the direction of the Division Chief of Reserves. Much has been done by staff to streamline and account for active and inactive reserve personnel. Reserves personnel that have been identified as not meeting District requirements have been asked to leave or were terminated as outlined in District policy.

As of December 31, 2012 there are 32 Reserve personnel; 19 are first responder certified and 13 are functioning in a support role. Support Reserve members help with data entry and historical

preservation projects, public education and support the Training Division. A core of Reserve members are doing an excellent job of meeting all requirements. In 2012 KCFR Reserves recorded over 10,000 hours of service to the community with over 4, 200 for training.

I believe that the Reserve program is vital to KCFR's success. Our current level of paid staffing is being maximized with available funding. While the career staff manages approximately 98% of all emergency activity, a core group of Reserves are needed to meet additional resource needs. These include incident support (salvage truck, air trailer and rehabilitation unit), fire prevention, public education and administrative needs. The success of the Reserve Program will continue to be based on the reserve members' participation.

Administrative Team

The response and support operations of the District are enabled by the dedicated team of administrative personnel, both career and reserve, headed by our Director of Administration. This team ensures payroll, management of benefits, vendor payments, supports the District's information technology needs, greets the public and manages their needs, schedules District facility usage, support District activities, website management, management of assets and District records, ensures compliance with human resources and District policies, and provides direct support to the Board of Commissioners.

A major activity is the “Christmas for All” campaign. The administrative staff along with volunteers worked diligently to assist in the distribution of over 3,000 gift and grocery cards to citizens in need.

This team is critical to the District's success. The workgroup is very efficient and effective and they support the organization's ability to meet our core mission of emergency response. It would be impossible to list everything this team does and be accurate.

Training

District personnel recorded 27,547 hours of training in 2012. Much of the training was completed at the 'company level' for our emergency response personnel. The Training Division worked closely with training liaisons to develop and coordinate training for suppression personnel.

The Training Division worked on multiple projects during 2012 under the direction of the Division Chief of Training. Activities included the development of a training manual, promotional testing, project management related to the training and maintenance complex, and new hose loads for our fire engines. In addition to our own personnel, the training tower is being used consistently by some of our regional partners on a regular basis; Post Falls Police, North Idaho Fire Chiefs Association, the National Guard, Spirit Lake Fire, and the Sheriff's Department.

Classes attended by District personnel include the Boise Safety Symposium, Driver/Operator, EMT B Instructor transitional course, and Instructor Bridge Course. Eight (8) personnel attended

the Hazmat Technician course on their own time and were certified as HazMat technicians to support the regional hazardous materials team. 46 members of the District attended the John Norman class in September 2012 as part of the Fall Officer Development Academy (FODA). KCFR continues to play a major role in the North Idaho Emergency Services Academy (NIESA) through the use of our training complex, apparatus and equipment, and instructors. KCFR and its citizenry should be proud of our participation and support of regional training; now and in the future.

Support Services

The Support Services is directed by a Division Chief with a Captain assigned as the District's Fire Marshal, and a Logistics Manager that oversees one (1) emergency vehicle technician. The Support Services Division works closely with Kootenai County Office of Emergency Management, the Local Emergency Planning Committee and the Wildland Urban Interface Committee. Much of the work done by Support Services is 'not seen' by the public but is absolutely essential to support our core mission of emergency response.

In 2012, KCFR personnel completed 132 annual commercial fire code inspections. The Fire Marshal completed an additional 75 fire code related inspections, 188 building inspections in Dalton Gardens and Hayden Lake, and 38 plan reviews for new construction. The Fire Marshal works closely with Kootenai County and the Cities of Post Falls, Dalton Gardens and Hayden Lake, and other partner agencies with a strong focus on improving community safety through prevention. The Engine Company personnel completed their annually assigned assembly inspections that target occupancies with high occupant loads. The District will begin to participate in a more comprehensive building inspection program in 2013 with a target of 100% completion.

Logistics oversees the District's fleet and facility assets. Regular maintenance is performed on all equipment and apparatus that keeps our operating costs as low as possible while also doing regular maintenance, repairs and installations on all ambulances owned and operated by KCEMSS. In addition to fleet, Logistics also provides repair and maintenance of the District's other physical assets; fire stations, two (2) fire boats, while doing any research and preparation that is necessary for improvements such as pavement work and maintenance of HVAC units. Logistics also manages the distribution of supplies for station maintenance, EMS, and does a majority of the purchasing for small equipment.

Partnerships

The success of KCFR will continue to depend on partnerships. This includes our regional fire agency partners; Coeur d' Alene, Northern Lakes, Timberlake, Spirit Lake, East Side Fire District, Hauser Lake, Mica Kidd Island, and Worley Fire. Mutual Aid occurs almost daily with our contiguous agencies and in addition to saving taxpayer's money, it works very well. Locally we continue to work very close with the Post Falls Police Department (the AED program was mentioned in the Chief's message and the KCFR 2012 Business of the Year), the Sheriff's Department, and KCFR is the lead organization for the Region 1 HazMat Team.

KCFR staff will continue to explore regional partnerships where it makes sense to do so. We met on a quarterly basis with Spokane Valley Fire Department in 2012 working towards mutual and/or automatic aid along Interstate 90 and the State Line area. Spokane Valley has expressed interest in incident support for wildland fires utilizing the tender and brush truck resource we have. Given the project growth on the west side of our District, we see the potential to access Spokane Valley resources to serve that area for significant events.

Community Support

District members worked throughout the year to raise money and collect food for citizens in need. Activities such as the annual “Candy Cane Run”, “Soup Off”, “Christmas for All”, and several fund raising efforts for local charitable organizations defines what the District and its members are all about; service and taking care of our community.



Post Falls Police Department
“2012 Business of the Year”

A look at 2013...

District staff comprised of chiefs, captains, managers, and our accountant, met in November 2012 and agreed to a work plan for the 2012-2013 fiscal period. The material is on the District Share Point site that is accessible to all personnel. The work plan was developed to centralize required work and prioritize projects that need to be completed throughout the year.

Key items will include but are not limited to information technology investments, follow-through on approved capital projects, the completion of the District's training manual, implementation of new mobile computer terminals that will include automatic vehicle location devices in the District's medic units, fully implement the new Advanced EMT (2011) curriculum, meet or be under authorized budget, fill the vacant public education/communications specialist position, assist in the hiring of the new KCEMSS Chief Officer, establish recommended budget for 2013-2014 for the BOFC's consideration, finalize the Employee Handbook, and meet the expectations of our internal and external customers.

I look forward to working with the Board and all members of KCFR in 2013 and beyond. No doubt 2013 will be a busy and productive year for all as we work together to protect and meet the needs of our community.