



2013 Annual Report

Message from the Fire Chief

Much like the last decade, 2013 was another year of change for Kootenai County Fire & Rescue (KCFR) with many great accomplishments because the agency “worked together” to complete projects that had been agreed upon during the Annual Planning Seminar in October. While the 2012-2013 budget was challenging due to a 7% reduction in taxable assessed valuation, the District continued to provide great service in the field, at our Shop and at the Administrative office to our internal and external customers and stakeholders.



The most significant accomplishment in 2013 was the completion of 1,420 annual business inspections – *a team success*. The field inspections were conducted by the Fire Marshal’s Office and the personnel assigned to each of the staffed fire stations with requisite support from the staff assigned to Administration. In contrast, averages of 200 to 250 inspections were completed in prior years.

A second highlight in 2013 was the purchase and implementation of new Self-Contained Breathing Apparatus (SCBA) for the District. In August of 2013 the SCBA were purchased after a rigorous review by a committee comprised of firefighters and officers from the District. On December 6, 2013 after training of all District response personnel, the SCBA’s were placed into service on all District apparatus. The new SCBA’s replaced an outdated SCBA system and puts the latest technology into the hands of the firefighters. The new SCBA will make entry into structure fires and hazardous atmosphere more effective and safer for District personnel.

A third highlight was the completion of the District’s Executive Planning for 2014. In October of 2013 District managers met for one day and outlined activities identified as mandatory in nature and of high priority to mark its completion. The Executive Planning program provides a progress report and transparency to our personnel and the Board of Fire Commissioners.

Planning continues on the Training and Maintenance complex. The asphalt parking lot at Fire Station 1 was replaced and the curb and gutter along Seltice Way at the Training & Maintenance facility was completed opening the door to future improvements as funding becomes available.

I am happy to report that the District completed the 2012-2013 under budget and our annual audit, spearheaded by Jessie Morrow, had no negative findings; something we have come to expect and highly appreciate. The District remains in a good financial position and will continue to do so as we continue to live within our means.

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. Their efforts helping families and children in need or after a fire do not go unnoticed.



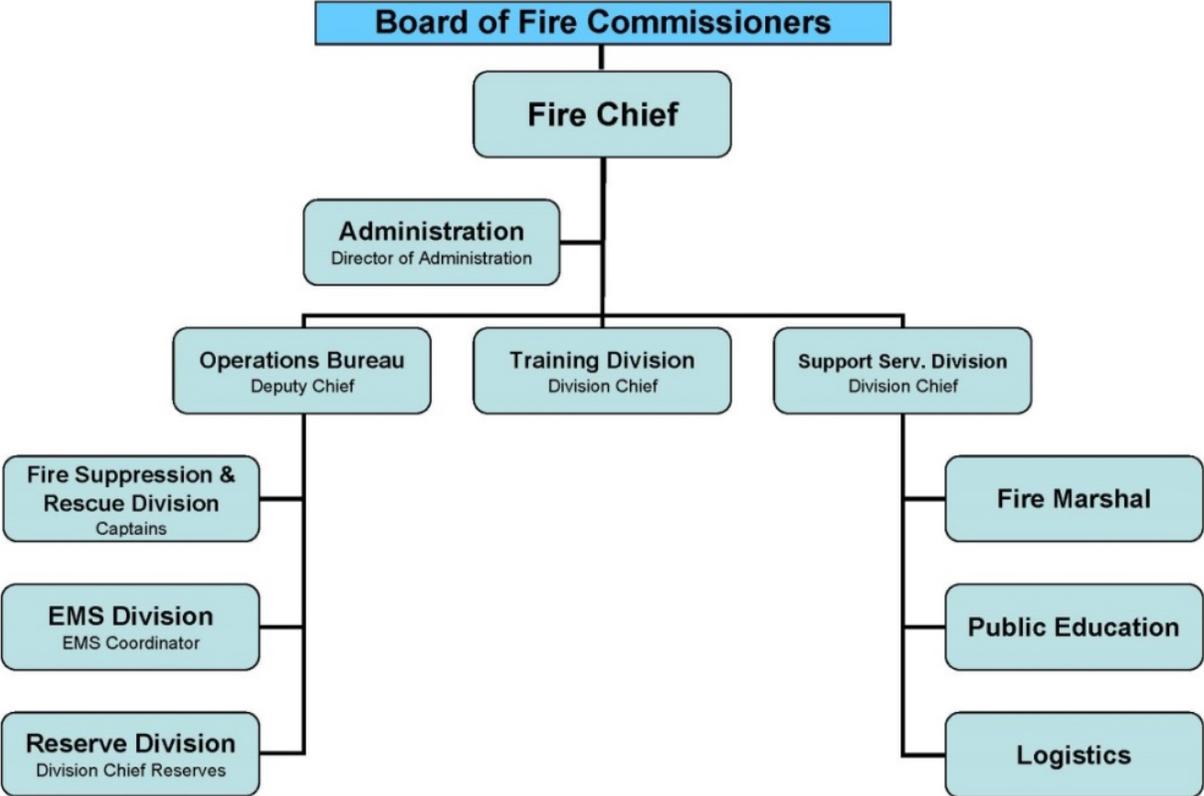
Division Chief Dan Ryan at the “2013 Patriot’s Day”
Remembrance Ceremony at Post Falls City Hall

In 2013 we honored Lt. Bryon Johnson as the District’s recipient of the Dedication and Devotion Award and Jessie Morrow for the Commissioner’s Award. Frank Harwood and Peter Holley were recognized by the American Legion as the Legion’s Firefighter and Paramedic of the Year respectively.

I look forward to working closely with 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 and issuance of burn permits to the public.

Operations

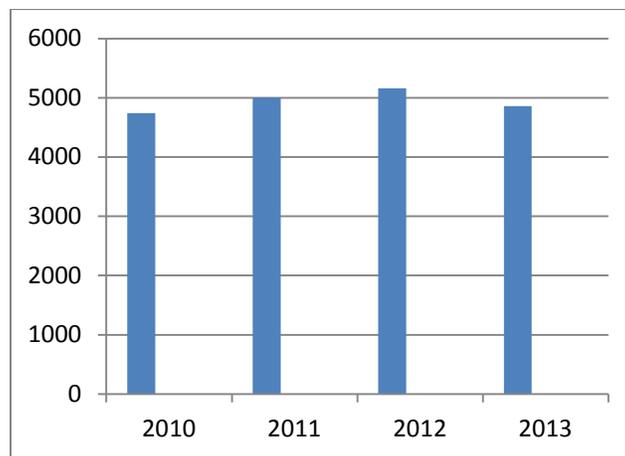
In 2013 fire district personnel responded to a total 4,859 incidents, which represents a 5.84% decrease over 2012; an average of 13 calls each day (includes NET transports). The decrease in

calls was due to a shift in the system's NET transport policy by KCEMSS. Northern Lakes Fire District is now the primary out of area NET provider for the EMS system previously done by KCFR.

The District has 24/7 staffing at three (3) fire stations overseen by the Deputy Chief of Operations (Chief Aaron Jones) and three (3) shift Captains; Captain Larry Sande, Captain Rick Clutter and Captain Ron Graham. 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.

In addition to the on-duty suppression personnel, Deputy Chief Jones and Division Chief's Barrett, Keeley, Sheppard, and Ryan serve as duty chief on one-week rotations; the chief officers are on call 24 hours a day, seven (7) days a week once every five (5) weeks. The District also 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 3,601 requests for emergency medical services; both emergency and non-emergency in nature. EMS represents approximately 74.7% 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.



Calls for Service

KCFR is the lead agency Hazardous Materials Regional Response Team (RRT 1) and RRT 1 is one of six (6) 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 19 members from KCFR on the team and each of them attends training to become hazmat technicians on their own time.

In November 2013 the Idaho Haz Mat Team along with Idaho's 101st Community Support Team (CST) was awarded 1st place in the Urban Shield Haz-mat Team competition. Urban Shield is a national competition that is also a multi-layered training exercise to enhance the skills and abilities of regional first responders, as well as those responsible for coordinating and managing large scale events. This is a significant accomplishment for the team and reflective of the Haz-mat team members and their dedication and the leadership of Lt. Bryon Johnson.

Emergency Medical Services

The EMS Division is directed by the District's EMS Division Chief, Division Chief Bill Keeley. In 2013 one (1) career firefighter completed their paramedic training and four (4) paramedics successfully completed the paramedic precepting process. In addition, eight (8) Advanced EMT's and 14 paramedics were trained and tested and successfully transitioned to the 2011 curriculum. Our leadership in the area of EMS led to KCFR being selected to pilot a "new" Advanced EMT curriculum in Kootenai County.



Paramedics meet regularly to participate in continuing medical education that includes didactic material, run reviews (360 per year), 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 and continues to be monitored.



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. The System also provides Critical Care Transport services to the hospitals within 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.

KCFR staff was pleased to be in attendance at a swearing in ceremony at KCEMSS for its new Chief Officer, Christopher Way (right) in October 2013. Chief Way replaced Chief Lynn Borders who had served KCEMSS for many years, to lead the regional system. KCFR members participated in the development, interviews and selections process. Commissioner Joe Doellefeld is one of five Board members of the Joint Powers Board that oversees KCEMSS and the regional EMS system.



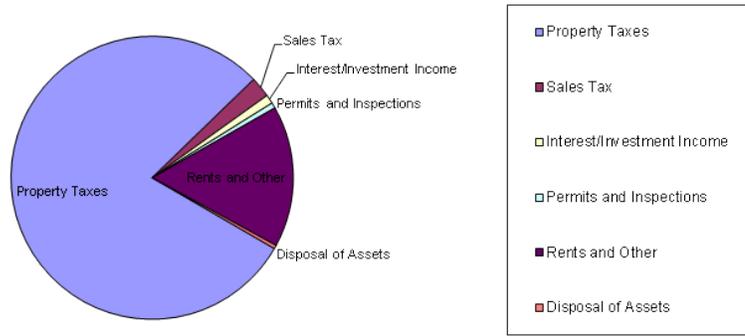
Budget

The budget process is a key activity overseen by Director Babich and Accountant Jessie Morrow. The process is structured in a manner that provides for organizational participation and transparency. KCFR's FY2012-13 original budget of \$7,293,844 was amended and approved by the BOFC to include revenue from the surplus of four vehicles in the amount of \$29,171. The additional revenue was used to complete facility projects that were underway. The approved amended budget was \$7,323,015, and an increase of \$29,171.

The final net taxable property values for KCFR in 2011 were \$3,086,161,310 up \$27,619,310 from the estimated net taxable property values of \$3,058,542,000 and the final 2012 net taxable property values were \$2,894,878,825 up \$21,771,287 from the estimated 2012 net taxable property values of \$2,873,107,538. Although a significant decrease from the previous year, there are signs that property values are now holding and may even have a slight increase. The preliminary estimated net taxable property value for 2013 is \$2,938,543,975 which is up approximately 1.51% if the numbers hold.

Our levy rate for 2013 was 0.001987343, a slight decrease from the previous year which was 0.001995947. Our current FY13-14 budget is \$7,336,282 with a levy rate of 0.0020086930. As you can see from our total revenues by source, we are funded mainly by property taxes. Seventy nine and one half percent (79.5%) of our revenues came from property taxes. Of the remaining 20.5%, almost 16% is from our second major source of income, Rents and Other (see graph on Page 8).

One major source of Rents and Other is the contract we have with Kootenai County Emergency Medical Services Systems. The contract is for emergency services provided by the District for Kootenai County Emergency Medical Services System.



Reserve Program

On October 1, 2013 it was announced that the Reserve Program for KCFR was going to be eliminated due to funding and would officially sunset on April 1, 2014. The program was under a multi-year development plan and it has been a challenge to sustain sufficient reserves to justify the on-going expense. As of December 31, 2013 the District has three (3) active first responders. The defunding of the program will also result in the layoff of the Division Chief of Reserves. The decision was not easy because the reserves have part of the organization and the community for many years. We thank Chief Tom Barrett for his work as the Division Chief of Reserves and the work he will be doing to sunset the program in 2014.

Administrative Team

The response and support operations of the District are enabled by the dedicated team of administrative personnel headed by our Director of Administration, Samantha Babich. This team (Jessie Morrow, Laurie Perkinson and Jayme Nipp) 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 each year is the “Christmas for All” campaign. The administrative staff along with volunteers worked diligently to assist in the distribution of approximately 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

The Training Division is managed by Division Chief Heath Sheppard. Like Support Services there is a significant amount of work done ‘behind the scenes.’ Working with the other KCFR divisions, District personnel recorded 19,839 hours of training in 2013. Much of the training was completed at the 'company level' for our emergency response personnel. The Training Division provided direction and worked closely with training liaisons to develop and coordinate training

for suppression personnel. During the process a new annual training plan was developed and implemented for members assigned to suppression and all the chief officers.

The Training Division worked on multiple projects during 2013 under the direction of the Division Chief of Training. Activities included the implementation of a Training Manual and promotional testing that was coordinated with Administration and Operations. The District also benefited from multiple acquired structures that were used for quality live fire and rescue training. 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 Ginsu Phenomenon, STICO, Paramedic Transitional course, Human resource law, Extrication Ops, EPA Hazmat course, Pride & Ownership, Coeur d'Alene EMS conference, BNSF Hazmat awareness, Hazmat week, Rescue 42, Firefighter rehab, Critical thinking, Brannigan building construction, IC for High-rise, RIT, Ropes II, G-130-190, Trench rescue, ICS 300, ICS 400. The District sent 29 people to Fall Officer Development Academy (FODA).

In 2013 the Training Division implemented a full review of all duty-connected injuries and vehicular incidents. The incidents are reviewed at the bi-monthly Safety Committee meetings followed by communications, where appropriate, to District personnel. The Safety Committee is currently comprised of nine (9) personnel from across the organization.

KCFR continues to play a major role in the North Idaho Emergency Services Academy (NIESA) through the use of our training complex, apparatus, equipment, and instructors. KCFR and its citizenry should be proud of our participation and support of regional training.

Support Services

The Support Services is directed by a Division Chief (Chief Ryan) with a Captain assigned as the District's Fire Marshal (Captain Archer), and a Logistics Manager (Todd English) that oversees one (1) emergency vehicle technician (Matt Dille). 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 2013, KCFR staff and response personnel completed 1,420 annual commercial fire code inspections. 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.

Logistics (Todd English) 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; Eight (8) fire stations, 33 vehicles (Inc. Pumpers, aerial ladder, rescue truck, hazmat vehicle, ambulances and staff support vehicles) and two (2) fire boats. In addition to KCFR assets, the Shop maintains 15 ambulances for KCEMSS. Logistics also does 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 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 continued to meet on a quarterly basis with Spokane Valley Fire Department in 2013 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. The new paging and radio system for Spokane County, once implemented will streamline our automatic aid with Spokane Valley.

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”, Holidays & Heroes 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. It is worth noting that a number of District staff participates in the community outside their regular work. They belong to civic organizations, the Urban Renewal Agency, Senior Center, and the Post Falls Food Bank.



Reserve Firefighters Carl Riegert and Ben Deon
assisting with Holiday's and Heroes

A fundraising and donation of Automatic External Defibrillators (AED's) to the Post Falls School District was completed in June 2013, building on a previous effort from three or four years past. Area businesses, civic organizations, and Local 2856 stepped up to contribute funding of five (5) AED's for the elementary schools and one (1) for the Post Falls Senior Center. Firefighter/Paramedic Ryan Asher provided the in-service training for the school's staff. Division Chief Bill Keeley continues to provide AED training to businesses upon request as AED's are placed into the community. A database is being developed for future use.

A look at 2014...

District staff comprised of chiefs, captains, managers, and our accountant, met in November 2013 and agreed to a work plan for the 2013-2014 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, continued work on the District's Training Manual and officer handbooks, implementation of new mobile computer terminals that will include automatic vehicle location devices in the District's medic units, meet or be under authorized budget, establish recommended budget for 2014-2015 for the BOFC's consideration, fully explore and probably apply to start the Accreditation process, and meet the expectations of our internal and external customers.

I look forward to working with the Board and all members of KCFR in 2014 and beyond. No doubt 2014 will be a busy and productive year for all as we work together to protect and meet the needs of our community.