

ELK GROVE VILLAGE FIRE DEPARTMENT
STAFF MEETING MINUTES
January 3, 2020 @ 8:45 a.m. - Fire Admin Conference Room

Attendance: Chief Mikel, Deputy Chief Harris, BC Gac, BC Sharp, BC Cunz, BC Keenan, BC Percudani, Lt. Hoppe, Lt. Denna, FF Albert, Debbie Weber, John Ferraro.

1. Chief's Report

A. Discussion with John Ferraro, Director of Northwest Central Dispatch

Our accreditation model currently has benchmarks that were established by NFPA and we are currently not meeting those benchmarks. The fire service has always been—you call, we get out the door, and get there *right away*. But, as we consider resources, we are also trying to temper that a little by determining the true need. What calls solicit a true emergency response, and on what calls can we take a breath before heading out the door without negatively impacting the people or property waiting? We will be looking at establishing some new realistic benchmarks for our department based on the nature of calls.

Following the assessor's site visit, it was recommended that the department formally communicate time based performance objectives for alarm handling with NWCD. DC Harris along with BC Percudani, and FF Foster met with John Ferraro and Jeb Lions (Operations Manager) on Dec. 16th to review alarm handling times, particularly keying in on four calls that took longer than 90 seconds for call handling. John Ferraro advised that a report is auto-generated each day at NWCD listing any emergent calls taking greater than 90 seconds (call pickup to dispatch). The Operations Manager meets with the individual telecommunicator on any call greater than 90 seconds to listen to the call and determine why it took so long to process. Also, NWCD provides a monthly report to fire chiefs which includes bar graphs and details the reason for each call.

Some reasons are for delayed dispatches are language barrier, uncooperative caller, cell phone issues/connectivity, difficulty in determining a location, or radio/phone activity. Of the 5000 calls that NWCD handled in November, 266 fell in the >90 second category.

There are occasionally instances where a call is pushed out before all information is gathered. Their protocol allows for changes midstream. That is why we sometimes see calls bump from Alpha/Bravo to Charlie/Delta.

NWCD welcomes feedback regarding dispatch inaccuracy and any occurrence brought to their attention will be reviewed. They are happy to engage and work with us on all of the topics discussed today.

B. Regroup for 2020

- i) Chief Mikel will be reaching out to identify a team to determine realistic benchmarks that we should meet.
- ii) The Department will be developing new response standards to deliver the needed amount of equipment, at the proper pace, to meet the needs of the incident. The deeply-rooted culture of sending several pieces of equipment running on every call with lights and sirens, will be changing. Department policies and benchmarks will be

adjusted accordingly. These changes will likely be implemented in conjunction with the new CAD system in the second quarter of this year.

- iii) The Department has several projects in progress, directly associated with the great work being done by several members. Keep up the great work!

C. **Preview Upcoming Events**

- i) Foreign Fire Meeting Monday
- ii) Mikel out Wednesday & Thursday. DC Harris off all next week
- iii) Lieutenant Oral Interviews: January 7 & 8
- iv) Lieutenant Chief Points: January 13-24
- v) Accreditation Recommendation Updates: Due February 1, 2020
This meeting is a huge step in that direction. Our deadline rapidly approaching.

D. **Special Teams Preliminary Discussion**

We will be scheduling meetings with team leaders to gather information:

- i) Where are we going with teams?
- ii) What do we need from our Special Teams? EGV team needs vs. Division 1 team.
- iii) How much training is required to meet those needs?
- iv) How much equipment is needed to meet those needs?

This is preliminary! We are just making sure we are doing the right thing for the Department, moving forward, and that we are all on the same page.

E. **Preparation for Budget Review with Village Manager**

- i) We need to be prepared to defend our budget in the very near future. Get comfortable with items requested so that we can have intelligent discussions.

2. **Deputy Chief's Report**

A. **Personnel**

- i) Lt. Fordon out until at least February 17th.
- ii) FF Gedutis out until March.
- iii) Lt. Naida out until April 1st.
- iv) No update from Dora at this time.

B. **Communications**

- i) Bad color indicator in bunk room at Station 8; new one is on order.
- ii) DC Harris and Lt. Denna are working with DigiComm for upgrading alert systems at all three stations with foreign fire money.
- iii) APX7500 desk set at Station 7 failed. Our spare is in service at Station 8. We are waiting on Motorola to return repaired desk set. BC Percudani will switch it out with the workout room temporarily.

C. **Buildings & Grounds**

- i) New red/green glass installed on St. 10 front light fixtures; timers will be reprogrammed.
- ii) Jensen's will be out to Station 10 the week of January 6th to test the radiant heat system for leak(s).
- iii) DC Harris, Chief Mikel and the Deputy Village Manager are developing plans for the Station 7 remodel with Nicholas and Associates.
- iv) Libertyville Tile was out and cleaned the tile at Station 10. It looks much better.
- v) Douglas Flooring will be coming to clean the tile at Station 8.
- vi) During emergency generator preventative maintenance, all pilot lights at both stations were lost. This occurred because the system is designed with a cut-off safety feature to prevent any gas leaks.
- vii) Change of Quarters Box has been added at Station 8 with map book and radio.

D. **Fleet**

- i) Apparatus Committee met on December 13th at Station 10. Foster Coach brought ambulance demo for all to look at.
 - ii) New Apparatus Committee Members: Welcome FF Nick Iossi and FF Chris Polich!
 - iii) New Engine Ordered
 - iv) New Ambulance and Administrative Vehicle in budget for next year.
 - v) New MP 70's, new antennas and new Getac will be placed in all apparatus starting with A9 on January 6th. Looking at three days per ambulance, and two days for each engine and quint.
- E. **Executime:** Shift adjustments for 2020 will be entered by DC Harris on the 14th. Overtime and manual entries made before the 14th may be deleted and need to be re-entered. Please carefully check Executime at the end of the week/pay period for accuracy. As a side note—good news...Finance reports that FD is the only department that has not overused benefit days this year!

3. Training Battalion Chief Report

- A. **Monthly Training Outlook** for January is attached.
- B. **Probationary Employee Daily Evaluations Form**
A new fillable form has been provided to the Chief Officers.
- C. **Pump Simulator Purchase:** We are going to NIPSTA to take a look.
- D. **Conflicts for the week of 2/24:** Numerous training classes have been scheduled. Late additions cannot be accommodated.
- E. **Training at Groot Ind.** (garbage truck/natural gas) coming up. Training will be 15 minutes outside and the remainder in the garage. Details were sent out by BC Gac.

4. Continuous Improvement

- A. **Continuous Improvement Program Responsibilities**
We are looking for people to take on an annual review of each of the accreditation categories. Examples of how to do it and a check list of expectations will be provided. The Fire Chief will be contacting people to take this on.
- B. **Benchmark Committee**
We are going to examine and change each of the time performance benchmarks (call handling, turn out, travel...) to be achievable and justifiable. A small committee of D/C Harris, B/C Percudani and a mix of 2-4 FF's and Lt's will set the new benchmarks.

5. EMS Battalion Chief Report

- A. **Continuing Education**
 - i) FF Derouin has made up November's mandatory Con Ed. All EGVFD are completed.
 - ii) Heads-up CPR device deployments: 3 since the trial began.
 - iii) Complete 3rd quarter intubations in January, February March. If you still need a 2nd quarter intubation (Oct/Nov/Dec) insure that it is dated correctly.
- B. **Equipment/Supplies**
 - i) Chief's Ballistic Vests have arrived and will be distributed shortly.
 - ii) Medixsafe demo for securing controlled substance drugs status. We will install the demo that we have for A9.
 - iii) Hospitals have a shortage of ResQPods.
- C. **Documentation**
 - i) New Policy: Completed drugs logs must now include paramedic license number. A list of license numbers is located in the binder.

- ii) We are presently working on translating our 'After-a-Death' Condolence Brochures into additional languages (Spanish and Polish).

D. EMS Training

- i) Paramedic Students: Cymon Wind's Preceptor advised BC Sharp that Connie didn't like the fact his father was on the Department and removed him from being sponsored by us. We have not received official notification directly from her yet, but Cymon did advise that he was not being replaced with another student as a rider. BC Sharp will discuss with Connie.

E. Nursing

- i) Village November Blood Drive: Saturday, January 11 (2nd shift day). We encourage participation by all off-going personnel. You can make appointments in advance or walk in. Blood drive opens at 8:00 a.m.

6. ISD Report (Fire Marshal)

- A. **ISD Report** (Inspections & Plan Reviews) Report was reviewed.
- B. **Kellie Beranek**, our new Customer Service Assistant will be starting on January 6th.
- C. **ISD reporting** officially switched over to ImageTrend on January 2nd.

7. Financial & Performance Reports (Mgmt. Analyst)

- A. **Financial Report** was reviewed.
- B. **Performance Reports** were reviewed.

8. Shift Command Reports

BC Cunz: Just returning from vacation; scheduling completed.

BC Keenan: OT sheets are in the book; Polich is now officially Quint certified.

BC Percudani: Shift changes start next week; New CDR in effect. Reports will need to be recreated. Probationary FF Kotowski is doing very well.

9. Public Education

- A. **NFA Class February 2020** – Community Risk Reduction Lt. Denna and FF Bryl will be participating.
- B. **Smoke Detector Program**
 - i) 256 installed in 2019; 451 since program inception; 101 homes visited. Program is going very well. We currently have 17 residents on our wait list.
- C. **Social Media Update**
 - i) FF Bryl is coordinating all content in order to have clear design and message consistency. If you have any pictures or suggestions to submit, please send them to PublicEducation@elkgrove.org.
- D. **Upcoming Details**
 - i) Various CPR/First Aid classes scheduled at Public Works during the month of January
 - ii) Jan. 15 – My ID Event at Hattendorf with Dr. Glick
 - iii) Jan. 16 – Cub Scout First Aid Presentations (1st shift)
 - iv) Jan. 17 – EGHS Program

10. Foreign Fire Insurance Board

- A. **Drone Purchase in Process**
- B. **Station Alerting Upgrades** for Stations 7 and 10: Awaiting updated quote from DigiComm.
- C. **RAM Air Gear Dryers** have been delivered to all stations and are in service.
- D. **FAE Pump Simulator** vote passed.

11. **SOG Committee**

- A. **Committee Year End Report** (attached).
Reports reflects successes and challenges.

12. **Adjournment** 10:42

13. **Executive Session:** none

Elk Grove Village Fire Department Training

Elk Grove Village Fire Department Training Summary January 2020

Upcoming Drills (January):

- Ice Rescue Refresher
- Natural Gas Truck and Filling Station Operations
- Pension Training
- OSHA Compliance (via TargetSolutions)

Upcoming Classes (January):

- Inspector 1 (11 People in class)- This will be a challenge, but Chief Officers discussed the situation back in November and agreed it could be managed.

New Employee:

- The daily probationary employee evaluation has been sent out. Please use it and contact the B/C of Training with improvement ideas.
- The tentative start date for the next new employee is February 3. That is one week before the start of the Romeoville Fire Academy.

Record Keeping:

All special team members will achieve the required Con-Ed for the year.

All eligible Firefighters/Officers will achieve at least 90% of the ISO required training hours for the year. We have a few members that missed significant time due to injury or deployment and those situations can be excluded.

MABAS Training Officers:

- The TargetSolutions Enterprise site is being built out. This is shared platform among Division 1 and will allow for continuity of training across our Division one partners. We will likely start small with Operating Policy training and grow from there.

Training Committee:

We will meet in January. Training understands there are several members waiting to begin Quint Training we will have a program in place by the end of the month.

Pump Simulator-Thank you to the FFIB and membership for voting to approve the Pump Simulator. The committee will be visiting a version of this product in Orland Park and potentially one at NIPSTA for evaluation. After hands on evaluation and interviews with local end users the committee and the FFIB will decide if this is a responsible purchase.

Classes attended last month (December):

- Advanced Tech Firefighter
- Instructor 2
- Company Fire Officer

Elk Grove Village Fire Department Training

Drills conducted last month (December):

- New Employee Orientation
- NFRIS via TargetSolutions
- Behavioral Health (B/C Sharp)
- ICMA Presentations (B/C Sharp)

Certifications Earned:

- Erik Gambino-Rope Tech
- Mike Liska-Rope Tech
- Joe Thompson-Rope Tech
- Max Simik-Instructor 1
- Todd Rishling- Incident Safety Officer

ISD Monthly Totals

TYPE OF INSPECTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
101 Fire Pump	0	0	0	2	1	0	1	0	1	2	0		7
102 Sprinkler Test	15	16	27	12	23	19	14	18	13	13	10		180
103 Fire Alarm	12	15	19	8	14	15	10	23	13	13	10		152
104 Occupancy	13	12	11	6	19	12	4	13	8	5	3		106
105 Storage Racks	0	2	9	3	2	5	1	5	4	5	8		44
106 Tanks	0	1	0	0	4	0	0	1	0	0	1		7
109 Knox Box	1	7	5	4	6	5	6	3	0	6	1		44
111 Misc.	1	0	0	0	2	5	0	0	1	5	1		15
112 Consultations	7	6	6	3	11	4	7	6	6	3	5		64
113 Complaints	1	3	1	3	3	0	1	1	2	0	2		17
201 ISD Pass	21	72	94	50	55	46	30	28	62	44	23		525
202 ISD Fail	65	108	94	65	69	31	82	41	68	36	25		684
203 ISD Re-Inspection Pass	32	11	27	59	85	21	45	32	52	19	34		417
204 ISD Re-Inspection Fail	33	7	8	41	50	20	27	16	40	13	39		294
254 Shift Pass	0	17	0	29	13	6	0	0	0	0	0		65
255 Shift Fail	1	1	0	12	7	5	0	1	0	0	0		27
256 Shift 1st Re-Insp Pass	0	8	0	0	0	1	0	0	0	0	1		10
257 Shift 1st Re-Insp Fail	0	0	0	0	1	0	0	0	0	0	0		1
258 Shift 2nd Re-Insp Pass	0	0	0	3	0	0	0	0	0	0	0		3
259 Shift 2nd Re-Insp Fail	0	0	0	0	0	0	0	0	0	0	0		0
Specialty Inspections	50	62	78	41	85	65	44	70	48	52	41	0	636
Annual Inspections	87	198	188	156	144	88	112	70	130	80	48	0	1301
Re-Inspections	65	26	35	103	136	42	72	48	92	32	74	0	725
New Plan Reviews	17	14	24	18	28	15	24	24	16	22	23		225
Re-Reviews	35	27	25	18	20	14	23	11	13	9	10		205

Fire Department Financial Status as of 12-27-19 (66% of Year Lapsed)

DIVISION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
200 Fire Administraton	5,913,095	4,378,006	52,068	1,483,021	74.92% ¹
201 Fire Operations	3,645,195	2,205,866	34,635	1,404,694	61.46%
202 Emergency Medical Services	9,792,691	6,233,193	21,951	3,537,547	63.88%
203 Fire Communications	394,468	257,824	53,066	83,578	78.81% ²
204 Inspectional Services	392,640	216,879	21,927	153,834	60.82%
205 Public Education	68,328	53,998	362	13,968	79.56%
206 Fire Building Maintenance	108,595	48,094	26,179	34,322	68.39%
208 Emergency Management	47,680	8,099	2,682	36,899	22.61% ³
Grand Total	20,362,692	13,401,959	212,870	6,747,863	66.86%

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
1000 Personnel	17,788,259	12,026,956	0	5,761,303	67.61%
2000 Supplies	435,866	178,141	66,669	191,056	56.17%
3000 Communications	54,080	33,004	1,355	19,721	63.53%
4000 Training and Professional	172,055	53,971	14,800	103,284	39.97% ⁴
5000 Maintenance Services	201,795	82,548	30,159	89,088	55.85%
6000 Professional Services	657,650	333,064	88,404	236,182	64.09%
7000 Operating Capital	297,915	190,893	11,483	95,539	67.93%
9000 Non-Operating (CRF)	755,072	503,384	-	251,688	66.67%
Grand Total	20,362,692	13,401,961	212,870	6,747,861	66.86%

OVERTIME (through 12-20-19 PR)	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
Fire Operations	100,000	68,886	N/A	31,114	68.89%
Emergency Medical Services	720,000	533,342	N/A	186,658	74.08%
Operations/EMS Total	820,000	602,228	N/A	217,772	73.44%

PENSION EXPENSES	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCE	AVAILABLE BUDGET	% USED
Pension - Property Tax Expense	3,475,673	3,392,883	N/A	82,790	97.62%
Pension - PPRT Expense	401,430	302,209	N/A	99,221	75.28%
Pension - Fire Supplemental	730,000	-	N/A	730,000	0.00%

Additional Information:

- ¹ Expense realized due to pension property tax receipts
- ² Annual amount of NWCDS dues encumbered. Accounts for most of division budget.
- ³ Annual payment for JEMS participation billed on calendar year. Accounts for most of division budget.
- ⁴ See below for detail on training expenses

Training Highlights:	REVISED BUDGET	YTD EXPENDED	% USED
Administration*	21,750	3,252	14.95%
Operations	74,010	34,425	46.51%
EMS	42,145	10,843	25.73%
ISD	20,000	3,170	15.85%

*\$7,000 xfr'd to CPSE/accreditation expenses

Fire Suppression - By District

November

Fire Suppression			Benchmark	District 7	District 8	District 9	District 10
All Area - 90th Percentile Times							
Baseline Performance							
Alarm Handling	Pick-up to Dispatch	Urban	1:04	2:01		1:52	
				n=2	n=0	n=2	n=0
Turnout Time	Turnout Time 1st Unit	Urban	1:20	1:59		2:33	
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	2:49		5:43	
	Travel Time ERF Concentration	Urban	8:00	10:15		20:02	
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:24	5:11		8:55	
	Total Response Time ERF Concentration	Urban	10:24	13:21		24:14	

Fire Suppression (all area response)

November

Fire Suppression All Area - 90th Percentile Times Baseline Performance			Benchmark	Low	Moderate	High
Alarm Handling	Pick-up to Dispatch	Urban	1:04	1:19	1:55	2:07
				n=2	n=1	n=1
Turnout Time	Turnout Time 1st Unit	Urban	1:20	1:43	2:39	1:59
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	5:45	2:45	1:05
	Travel Time ERF Concentration	Urban	8:00	7:51	33:00	12:19
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:24	8:42	7:19	5:12
	Total Response Time ERF Concentration	Urban	10:24	11:40	36:41	15:51

Moderate Fire: Q7 and Q8 with excessive recorded travel times

EMS (all area response)

EMS All Area 90th Percentile Times Baseline Performance			Benchmark	November
Alarm Handling	Pick-up to Dispatch	Urban	1:30	2:43
				n=297
Turnout Time	Turnout Time 1st Unit	Urban	1:00	1:57
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	4:37
	Travel Time ERF Concentration	Urban	n/a	5:57
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:30	8:11
	Total Response Time ERF Concentration	Urban	n/a	9:24

Haz Mat (all area response)

Haz Mat All Area 90th Percentile Times Baseline Performance			Benchmark	November
Alarm Handling	Pick-up to Dispatch	Urban	1:30	2:34
				n=5
Turnout Time	Turnout Time 1st Unit	Urban	1:20	2:42
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	4:01
	Travel Time ERF Concentration	Urban	8:00	5:41
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:50	9:55
	Total Response Time ERF Concentration	Urban	10:50	10:51

TRT (all area response)

TRT All Area 90th Percentile Times Baseline Performance			Benchmark	November
Alarm Handling	Pick-up to Dispatch	Urban	1:30	1:32
				n=2
Turnout Time	Turnout Time 1st Unit	Urban	1:20	1:21
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	3:15
	Travel Time ERF Concentration	Urban	8:00	5:16
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:50	5:41
	Total Response Time ERF Concentration	Urban	10:50	10:01

Water (all area response)

Water Rescue All Area 90th Percentile Times Baseline Performance			Benchmark	November
Alarm Handling	Pick-up to Dispatch	Urban	1:30	
				n=0
Turnout Time	Turnout Time 1st Unit	Urban	1:20	
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	
	Travel Time ERF Concentration	Urban	8:00	
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:50	
	Total Response Time ERF Concentration	Urban	10:50	

Other (all area response)

November

Other All Area 90th Percentile Times Baseline Performance			Benchmark	Other Emergent	Other Non- Emergent
Alarm Handling	Pick-up to Dispatch	Urban	1:30	2:18	3:31
				n=65	n=28
Turnout Time	Turnout Time 1st Unit	Urban	1:20	2:19	2:02
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	6:25	7:10
	Travel Time ERF Concentration	Urban	8:00	7:09	7:05
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:50	9:45	10:27
	Total Response Time ERF Concentration	Urban	10:50	10:59	10:18

Note: Non-emergent total response time 1st unit higher than ERF due to small data set

EMS - By District

November

EMS All Area 90th Percentile Times Baseline Performance			Benchmark	District 7	District 8	District 9	District 10
Alarm Handling	Pick-up to Dispatch	Urban	1:30	2:44	2:33	2:31	2:53
				n=142	n=40	n=42	n=73
Turnout Time	Turnout Time 1st Unit	Urban	1:00	1:39	2:18	2:14	1:52
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	3:57	4:52	6:42	4:34
	Travel Time ERF Concentration	Urban	n/a	5:19	6:56	7:25	5:07
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:30	7:06	8:33	9:47	8:21
	Total Response Time ERF Concentration	Urban	n/a	8:50	9:29	10:35	8:59

Fire Suppression - By Shift

November

Fire Suppression All Area - 90th Percentile Times Baseline Performance			Benchmark	Shift 1	Shift 2	Shift 3
Alarm Handling	Pick-up to Dispatch	Urban	1:04	2:07	1:19	1:55
				n=1	n=2	n=1
Turnout Time	Turnout Time 1st Unit	Urban	1:20	1:59	1:43	2:39
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	1:05	5:45	2:45
	Travel Time ERF Concentration	Urban	8:00	12:19	7:51	33:00
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:24	5:12	8:42	7:19
	Total Response Time ERF Concentration	Urban	10:24	15:51	11:40	36:41

Moderate Fire: Q7 and Q8 with excessive recorded travel times

EMS - By Shift

November

EMS All Area 90th Percentile Times Baseline Performance			Benchmark	Shift 1	Shift 2	Shift 3
Alarm Handling	Pick-up to Dispatch	Urban	1:30	2:47	2:46	2:40
				n=84	n=104	n=109
Turnout Time	Turnout Time 1st Unit	Urban	1:00	1:54	2:00	1:49
Travel Time	Travel Time 1st Unit Distribution	Urban	4:00	4:29	4:36	5:01
	Travel Time ERF Concentration	Urban	n/a	5:39	5:33	6:29
Total Response Time	Total Response Time 1st Unit on Scene Distribution	Urban	6:30	7:49	8:12	8:29
	Total Response Time ERF Concentration	Urban	n/a	8:45	9:15	9:48

Incident Type and Count By District

District 7

Incident Type	November	2019
Fire Incidents	2	25
EMS Incidents	142	1,658
Haz Mat Incidents	1	31
Tech Rescue Incidents	0	19
Water Rescue Incidents	0	0
Other Calls	22	335
Total	167	2,068

2,068

November

District 8

Incident Type	November	2019
Fire Incidents	0	16
EMS Incidents	40	684
Haz Mat Incidents	0	8
Tech Rescue Incidents	1	11
Water Rescue Incidents	0	3
Other Calls	17	249
Total	58	971

971

District 9

Incident Type	November	2019
Fire Incidents	2	24
EMS Incidents	42	512
Haz Mat Incidents	3	21
Tech Rescue Incidents	0	10
Water Rescue Incidents	0	0
Other Calls	36	439
Total	83	1,006

1,006

District 10

Incident Type	November	2019
Fire Incidents	0	17
EMS Incidents	73	860
Haz Mat Incidents	1	21
Tech Rescue Incidents	1	12
Water Rescue Incidents	0	0
Other Calls	18	217
Total	93	1,127

1,127

All Department

Incident Type	November	2019
Fire Incidents	4	78
EMS Incidents	297	3,417
Haz Mat Incidents	5	76
Tech Rescue Incidents	2	50
Water Rescue Incidents	0	2
Other Calls	93	1,147
Total	401	4,770

SOG COMMITTEE YEAR END REPORT

2019

Elk Grove Village Fire Department



Elk Grove Fire Department SOG Committee Year End Report 2019

In March 2019, the Command Staff was tasked with the reorganization of the current SOG Committee. The Committee was reconvened with a mix of prior committee members and some new faces.

Over the past year the Committee has worked to evaluate, reorganize and create SOG's within the scope of the Fire Department. The Committee has also created a separate category of directives, called department Policies.

This report will highlight the Committees work and will address successes and struggles within the process.

COMMITTEE MEMBERS

The Committee currently consists of thirteen members across all three shifts and one member from the administrative staff. The members are listed below.

Lt. Matt Bonilla	FF Ryan Bruess	Lt. David Hoppe	FF David Johnson
FF Mike Liska	Lt. John Lodewyck	FF Pat McManus	Lt. Ron Naida
Lt. Matt Reidy	Lt. Todd Rishling	Lt. Kyle Seegers	Sec. Debbie Weber

MEETINGS

The Committee met for the first time on March 15, 2019. Since the initial meeting the committee has met 8 times over the past year, with no meeting in December and a cancelled meeting in September. The team has concluded that 11 meetings per year should continue to move the process forward in 2020. The meetings consist of discussions on policies or SOGs that are then provided to the command staff for the following month's Chiefs meeting.

COMMITTEE POLICY

Once the team evaluated the previous SOG process, a decision was made to not only create SOGs, but also create Policies. In order to delineate the difference between the two, an internal policy was created by the committee. The document is attached to this report.

COMMITTEE SUCCESSES

Since the re-creation of the committee, there have been some successful situations which we would like to highlight.

- The committee has created a process that has allowed the department to evaluate any and all Policies and SOGs. This was completed by creating a header for each SOG/Policy stating the date of approval, date of evaluation and creation.

- The committee also created a process for keeping track internally of the SOGs/Policies That are under review or have been approved.
- The committee was able to get thirty-two policies and procedures approved by command staff to date.

Approved Policies & Procedures:

- SOG 109 – SOG development and revisions
- Policy- Fire Risk Analysis
- Policy- Response Performance Benchmarks
- Policy - Plan for Maintaining and Improving Response Capabilities
- SOG- Fire Investigations
- SOG- Haz Mat Response
- SOG- Water Rescue
- Policy- Fire Inspectors Con- Ed
- Policy- Fire Investigators Con- Ed
- Policy- TRT Training Requirements
- Policy- NIMS and ICS training
- Policy ALS BLS Vehicle Guidelines
- Policy Training Directive
- Policy Training Logs.
- Policy- Youth Fire Setters Program
- SOG 900 Public Education Division.
- Policy Awards and Recognition
- Policy- Chief Notification of Incident
- Policy- Outside Training Expenses
- Policy – Passport Accountability
- Policy- Sick and Injury Report
- SOG 103 Daily Apparatus Staffing
- SOG 113 Company Officer Fire Officer 1 Certification 1 (RETIRED)
- Policy –Duty Trades
- Policy- Emergency Communications
- Policy- Benefit Day Off Selection
- SOG- Daily Apparatus Staffing
- SOG- Advanced Fire Officer / Fire Officer 2 Certification (RETIRED)
- Policy -Ambulance 9 Hireback
- SOG- Out of Service for EMS Training.
- Policy- ¾ Boots
- Policy- Uniforms

Policies or SOGs Still Under Consideration:

- Policy- Funeral Procedures
- SOG- Post Fire Decon
- Policy- Reflective Safety Jackets
- Policy- Paramedic Decertification
- Policy- Controlled Substance Log
- Policy – Radio Signatures

COMMITTEE STRUGGLES

Organization & Research

Over the past year the committee has worked through the all the existing (approved and non-approved) SOG's that were worked on by previous committees. We have found this to be a very daunting task. While the past committees had done great work, there seemed to be a void where things came to a halt. It was also realized that there are multiple versions of the same SOGs in with multiple places. We have worked to correct this issue but are still addressing to clean up some of these issues. We believe that by next year we should have this issue reconciled.

SOG/Policy Location

We have worked to create a place where members are able to see what has been approved but at this time members are only aware of the Target Solutions app and not the S drive folder. The committee will need to come up with a better process to make the members aware of our approved SOG's and Policies.

Communication with Staff

There is a slight disconnect between the command staff and the committee when it comes to feedback and approval. The committee generally gets its information from Secretary Weber but if she is not at the monthly meeting the only feedback comes from the monthly report. We would like to come up with a process for communication or have a member of the committee attend the monthly meeting. This would be a great advantage to both the committee and the command staff by reducing any confusion or lag time in answers or approvals.

TASKS FOR 2020

Accreditation

The committee will need to work with the Accreditation Manager to complete policies or SOGs required based on the evaluation. We will work on the sections based on the monthly review of the PI's:

- Continue working through past SOGs.
- Reviewing last year's approved policies and SOGs.
- Present approved policies and procedures to the membership.
- Create a color coding system for Policies and SOGs.

CONCLUSION

I would like to thank all the members of the committee for all their hard work and dedication. They have completed a large amount of work in a short amount of time.

Committee Chair
John Lodewyck

The mission of the Elk Grove Village Fire Department is to minimize the loss of life and property resulting from fires, medical emergencies, and other disasters.

The Chief of the Department will create rules and regulations consistent with nationally recognized standards and practices within the constraints of Federal, State, and Municipal laws for the administrations and operations of the Fire Department.

The application of Fire Department rules and regulations will be applied uniformly to all Department members and staff.

The Policies and Standard Operating Guidelines of the Elk Grove Village Fire Department defines the rules, regulations, and procedures for EGVFD.

To eliminate the possibility of conflicts between published materials, the following Procedures are established:

- The EGVFD approved Policy Manual and Standard Operating Guidelines will have precedence over other materials.
- Only exception to this is when those areas covered under applicable federal, state, and municipal laws, as well as those covered under the Union Collective Bargaining Agreement in effect at the time.

DEFINITIONS:

Policy: Rules and regulations are based on national standards and common practices of the fire service. These policies may follow or be based upon Federal, State, and Municipal laws and standards as well as The Collective Bargaining Agreement between the Village and Local 2340.

Standard Operating Guidelines (SOGs): Procedures and or guidelines that shall be adhered to unless there is compelling and reasonable cause for deviation.

SOGs are written guidelines that explain what is expected and required of fire service personnel in performing their jobs. A comprehensive set of SOGs define how the department intends to operate.

SOGs describe and document what is expected of personnel in the performance of their official duties. As such, they provide a benchmark for personnel, an objective mechanism for evaluating operational performance, and a tool for promoting a positive organizational culture. SOPs identify planned and agreed-upon roles and actions.

A Standard Operating Guidelines (SOGs) is a set of written instructions that document a routine or repetitive activity followed by an organization.

RESPONSIBILITIES:

The Chief of the Fire Department is responsible for the development, administration, interpretation, and enforcement of Fire Department rules and regulations.

It will be the responsibility of all members of EGVFD to become familiar with, and abide by, the Policies and Standard Operating Guidelines of the Department.