



**CITY OF  
WOOSTER**  
**DIVISION OF FIRE**  
Annual Report  
2017

# Executive Summary

Honorable Mayor Breneman, City Council, and the Citizens of Wooster:

I am honored to submit the 2017 Annual Report for the City of Wooster, Division of Fire. This document provides a snapshot of last year's accomplishments and provides an overview of the all-hazard emergency service organization that serves our great City.

After considerable capital improvement deferments, as the City continued to be fiscally responsible through the economic decline, the Fire Division was able to make significant updates to its facilities and apparatus in 2017. The Fire & Police Divisions completed and opened the Wooster Safety Center (Fire Station #2), and a fire engine and medic unit were ordered. These capital improvement updates will allow the fire division to continue to provide the City a rapid and professional response to emergency incidents.



The Fire Division, with the support of City Administration and City Council:

- Completed the construction & opened the Wooster Safety Center (Fire Station #2).
- Facilitated administrative oversight of the Wooster-Ashland Regional Council of Governments regional dispatch center, during the absence of the director.
- Updated the fire department station alerting system to utilize the Ohio MARCS 800 MHz system in St. 1, 2, & 3.
- Completed beta-testing of the Unication 700/800 MHz G5 pagers, in-conjunction with Unication USA Inc. and the State of Ohio MARCS system.
- Spec'ed and ordered a new Road Rescue Medic unit (Delivery-spring of 2018).
- Finalized the Sutphen Fire Engine build project (Delivered 1-8-18).
- Completed Fire/EMS instructor and Fire Investigation training.
- Continued the review and update of the Division's policy and procedure manual.
- Purchased new Genesis battery powered extrication tools.

As we look forward to 2018, the fire division is continuing to monitor the annual increase in emergency calls for service, which are trending upward at a 2-8% pace, annually. Research conducted by Asst. Chief Murphy in 2017, indicates that the Fire Division will see a 20% increase in call volume over the next ten years due to the aging baby boomer generation. The operational changes implemented over the past two years have allowed us to maximize our efficiencies, but if no changes are made over the next ten years, the Fire Division will not be able to maintain its current level of service to the City. To prepare for the potential increase in call volume, the Fire Division will continue to look for opportunities to utilize technology, research, and data to enhance our services and ability to serve the public. We plan to continue to work on the Fire Division's strategic plan and the process of accreditation through the Center for Public Safety Excellence.

The fire division personnel and I look forward to the opportunity to enhance the Fire Division and build upon the outstanding services we provide to the City of Wooster.  
Thank you and be safe,

Barry Saley-Fire Chief

# WFD MISSION AND MOTTO

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## The Mission of the Wooster Division of Fire is:

*To prepare for, respond to, and mitigate all calls for duty, in an efficient and cost-effective manner. This will occur by providing an all-hazards approach to emergency services requested by the citizens, businesses, and visitors of the City of Wooster.*

*To meet this mission, we will aggressively provide fire suppression, emergency medical services, rescue operations, training activities, emergency preparedness, and community risk reduction.*

## Fire Division Motto:



***“SAVE LIVES - FIGHT FIRES”***

# WFD CORE VALUES AND VISION

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## Core Values:

In conjunction with the core values of the City of Wooster: *Accountability, Continuous Improvement, Leadership & Management, Respect & Communication, Honesty & Integrity, Stewardship & Trust, and Safety*, the Division of Fire applies the following additional core values:

***Professionalism***  
***Service Excellence***  
***Customer Service***  
***Hard Work***  
***Trust***  
***Tradition***  
***Valor***

## Vision Statement:

*The Wooster Division of Fire strives to be a professional, efficient, community oriented, all-hazards emergency service provider, which preserves tradition as part of its future, by learning from those that served before us; as we embrace technology, research, data and innovation to become a nationally recognized leader in the fire service.*

# THE FIRE DIVISION

The Wooster Division of Fire provides emergency services to the City of Wooster and a portion of Wayne Twp., via a contractual agreement with Central Fire. Our primary services include fire suppression, emergency medical services, rescue operations, training, emergency preparedness, and community risk reduction. For effective management, the division is broken down into subdivisions and specialty units that are managed by fire officers and firefighters. These subdivisions include Administration, Operations, Fire Prevention, and Training.

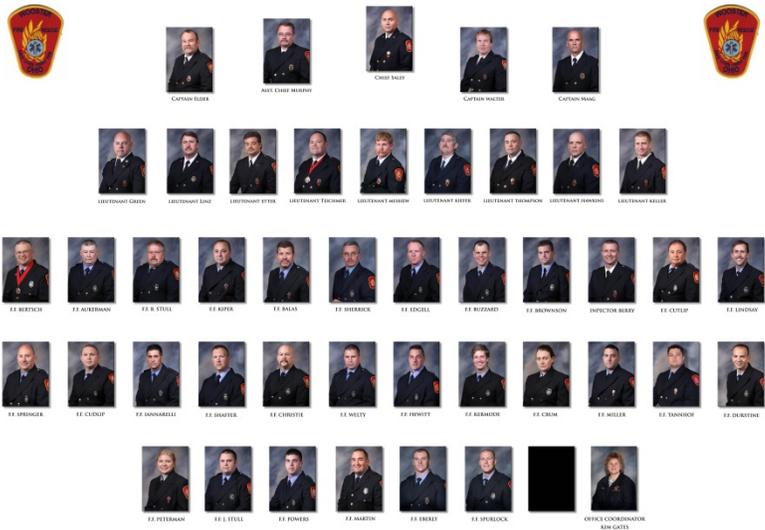
The Wooster Division of Fire is a career fire department staffed 24 hours a day/365 days a year with forty-five (45) uniformed and one (1) civilian personnel. The Administration Division consists of the Fire Chief, Asst. Fire Chief, and Office Coordinator. The Fire Prevention Division is overseen by the Asst. Chief in conjunction with the Fire Inspector. The Operations and Training Division is overseen by the Asst. Chief and is divided into three (3) shifts. Each shift consists of one (1) Captain, three (3) Lieutenants and ten (10) firefighters, for a total of forty-two (42) operational personnel.

The Fire Division currently operates out of three fire stations. Fire St. 1 is located at 510 N. Market St., Fire St. 2 is located at 3333 Burbank Rd. (aka Wooster Safety Center, including FD Administration), and Fire St. 3 is located at 2255 Gateway Dr.

The Fire Division is the primary emergency service responder to all emergency incidents within the City of Wooster. As the scope of the fire service has changed, so has the fire division. We have transformed into an all-hazards emergency service organization.

What does this mean? It means that the fire division does more than respond to fire and medical incidents. Our scope of responsibilities to the community and citizens include:

- Fire Suppression
- Emergency Medical Service
- Community Risk Reduction
- Special Rescue (Confined Space, Water, Ice, Industrial)
- Terrorism / Civil Unrest
- Severe Weather
- Emergency Preparedness
- Radiological
- Health / Infectious Disease

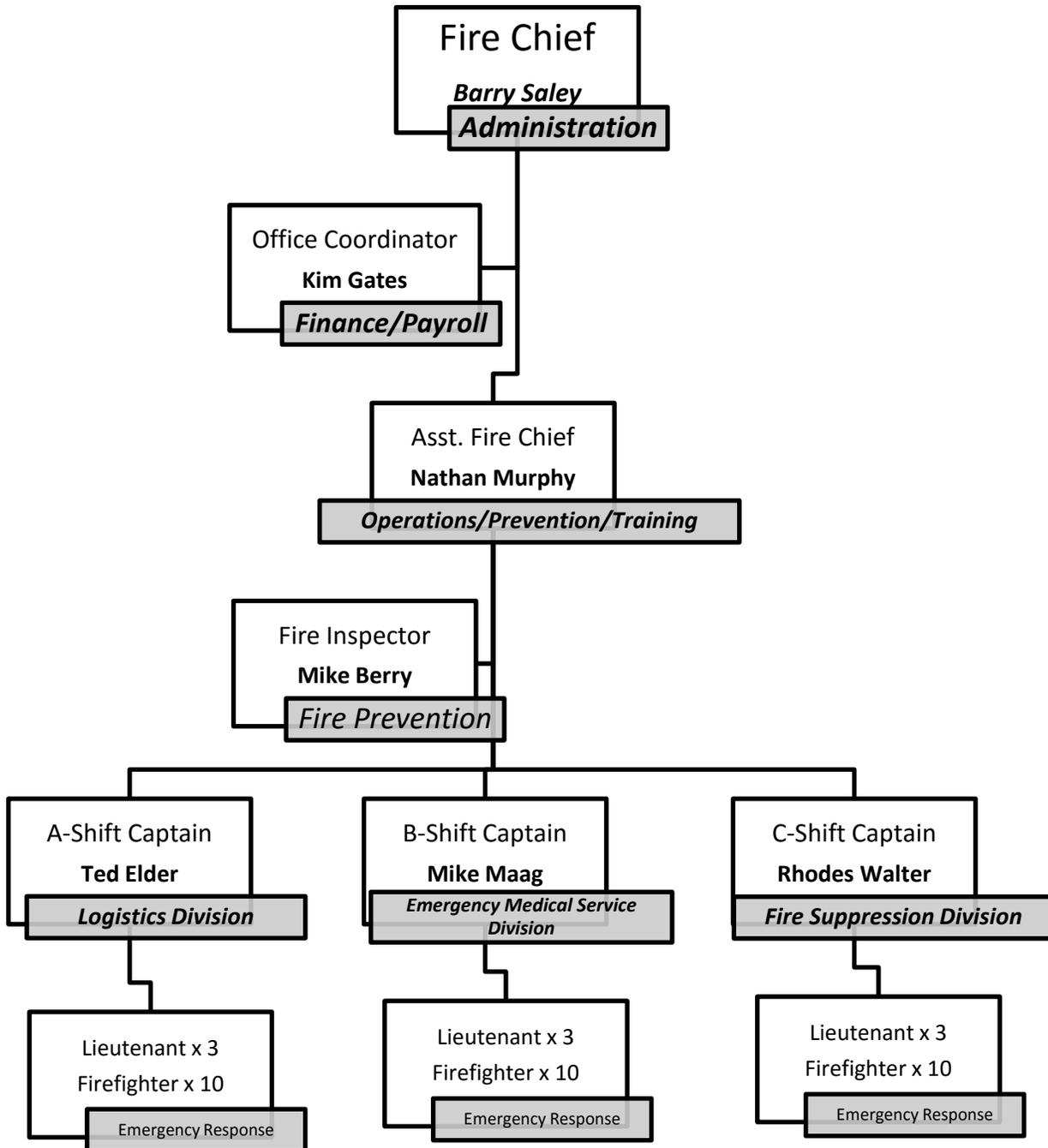


## WOOSTER FIRE DEPARTMENT



# THE FIRE DIVISION

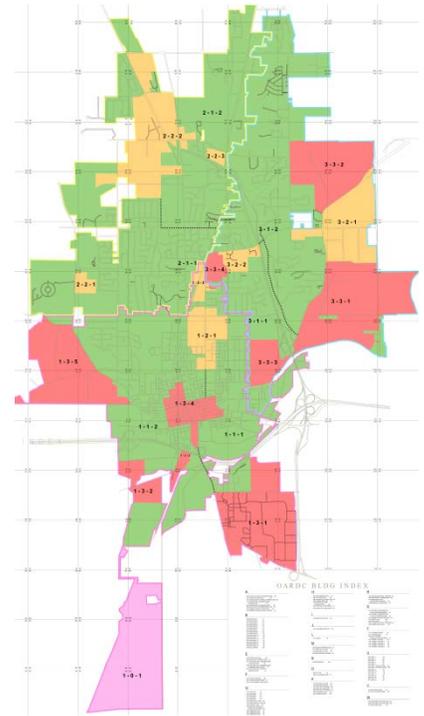
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2017 was the first full year of implementation of the three (3) station operations and the use of a run card dispatch system. A review of the statistical data has documented that our emergency response system is operating more efficiently than in years past.

The first issue that the new operational methodology addressed was unity of command. Currently, there is a lieutenant assigned to every fire station and the captain that oversees all three stations. This simple management concept ensures that each firefighter is only answering to one station supervisor, and each station supervisor answers to only one shift supervisor. This system establishes a direct route of responsibility from the chief to the firefighters and has empowered the lieutenants at each station to take ownership for their crews.

Additionally, the operational reorganization has maximized the division of labor of the firefighting staff. The data shows that the number of emergency calls supervised by a ranked officer has increased by 18%, from the previous two (2) station operations. This increase is a direct reflection of placing frontline supervisors with their emergency response crews, which also provides a secondary impact of a reduced workload to some firefighters, as we have redistributed the number of emergency responses over a more significant number of staff members. The operational reorganization has also allowed the Fire Division to be more resilient, which can be verified by the reduction in requested mutual aid incidents over the past three years. This data indicates that WFD had a 25% reduction in mutual aid requests since 2015. This approach has enabled WFD's staff to more effectively handle the City's own call volume and ensure that the desired level of service, by the City, is maintained a higher percentage of the time, even as calls for service have increased.



The run card system has allowed the Operations Division to utilize its resources more effectively. The Fire Division now sends emergency response staff and apparatus based on the incident call type, location, and hazard. This method keeps more emergency response crews in-service by sending the appropriate resources to the emergency, based on its potential hazard and historical data.

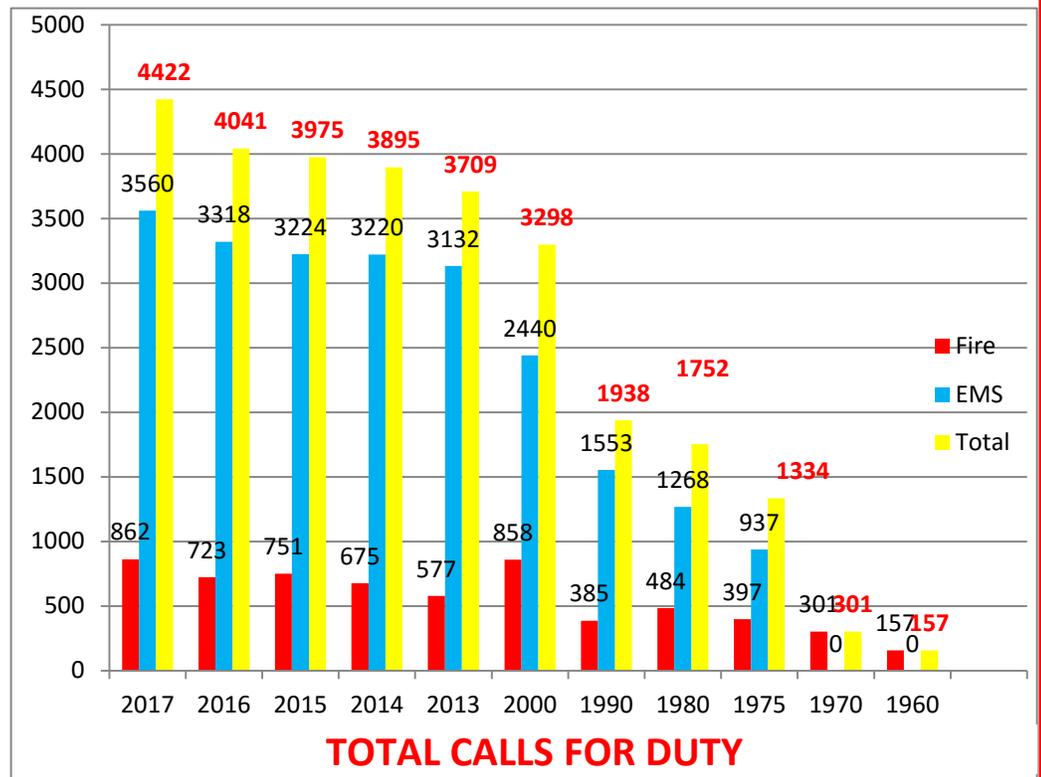
The transition to the WAR COG dispatch center, along with the use of a new computer-aided dispatch (CAD) system, that is integrated into our record management system (IMS), has allowed the Fire Division to conduct more specific data analytics on our emergency response system. This capability allows us to evaluate the performance of the Fire Division down to the specific emergency response unit. These new capabilities will and have allowed us to make performance improvements to specific units, instead of broad strokes across the entire division.

The use of a data-based decision-making process has allowed us to evaluate our administrative and operational processes and make needed changes to meet best practices and enhance our services.

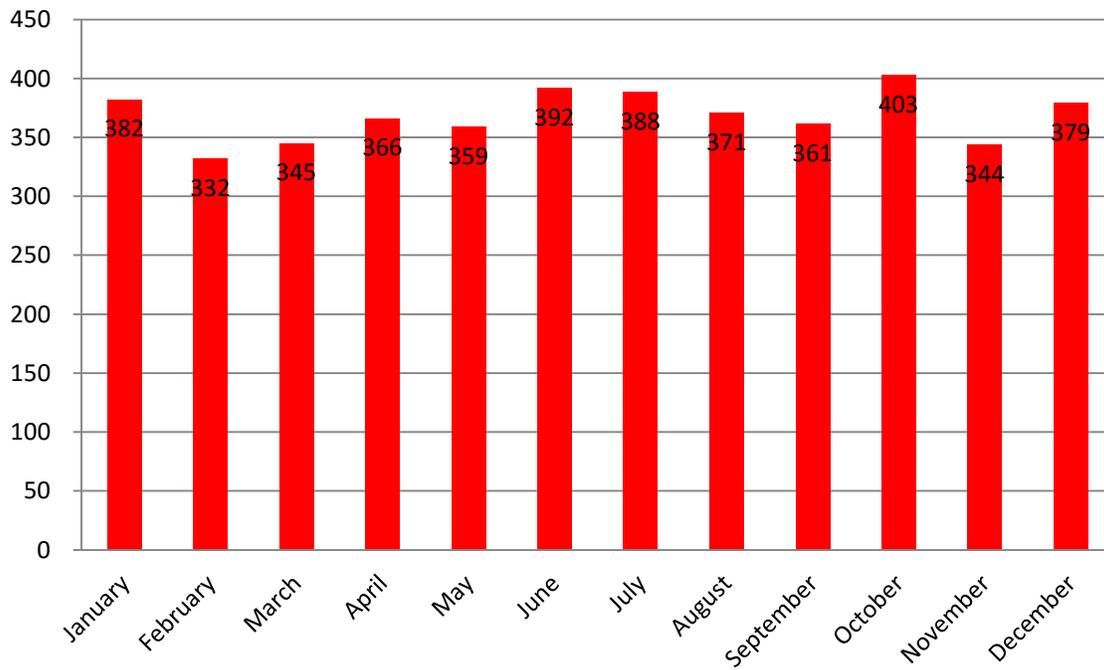
*\*The below tables & charts provide a detailed visual representation of WFD Operations and the diversity of services provided to the community.*

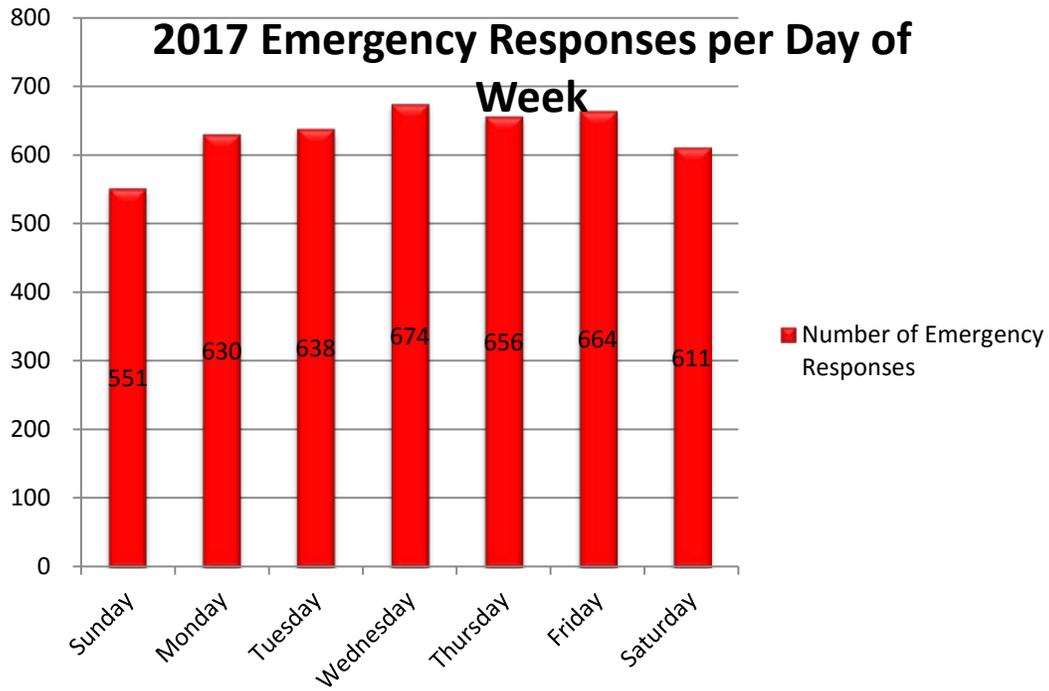
The Fire Division breaks down our incidents into EMS and Non-EMS (FIRE) calls. Each call represented a specific request for service and ran through our dispatch center.

Again in 2017, we have exceeded the previous year's totals. The number of EMS incidents in 2017 was 3560 (80%). The number of non-EMS incidents was 862 (20%), for a total of 4422, which is just over an 8% increase from 2016.

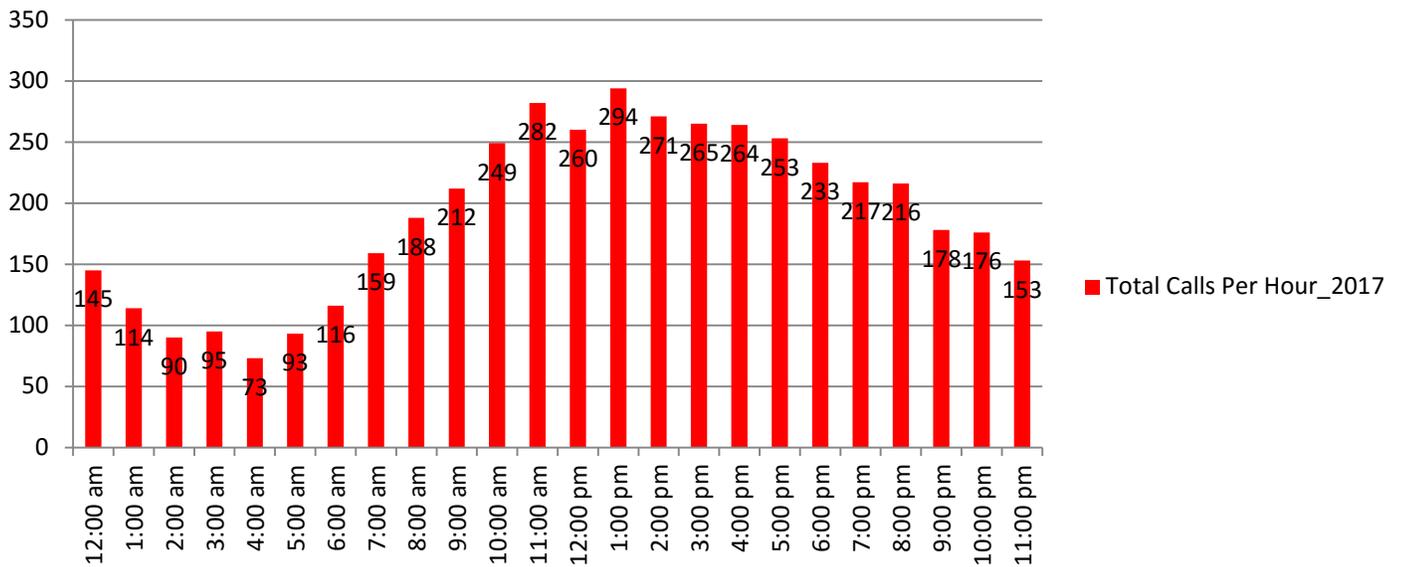


### 2017 Monthly Call Volume

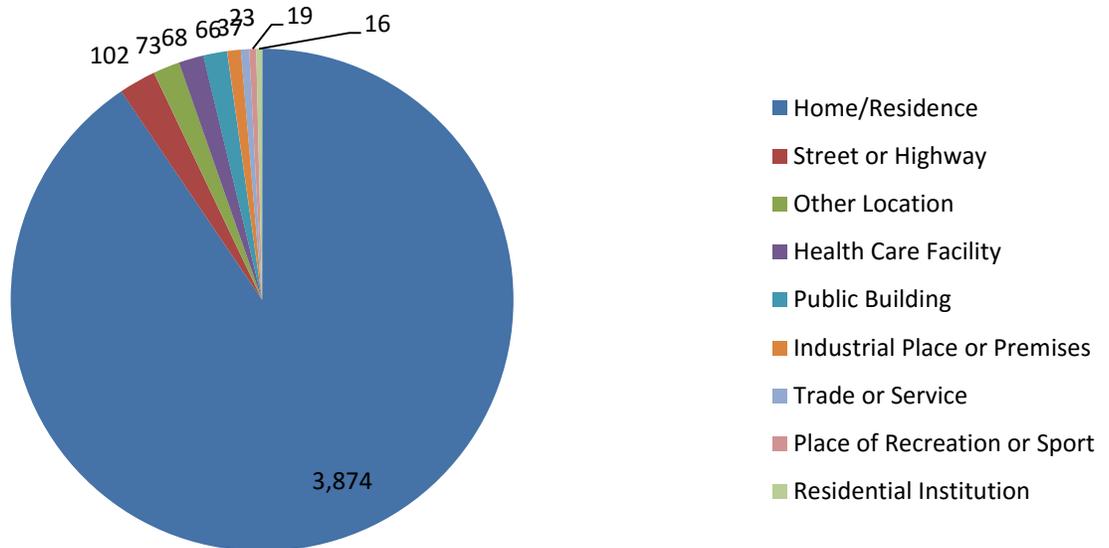




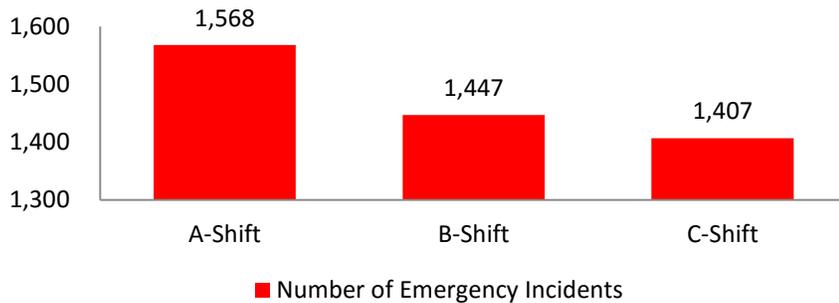
### Total Calls Per Hour\_2017



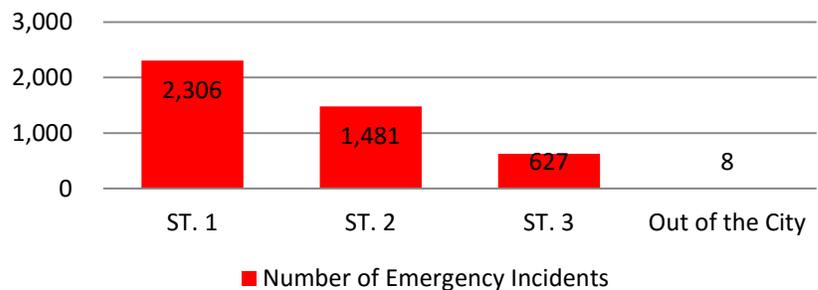
## 2017 Location Type Summary



## 2017 Emergency Responses per Shift



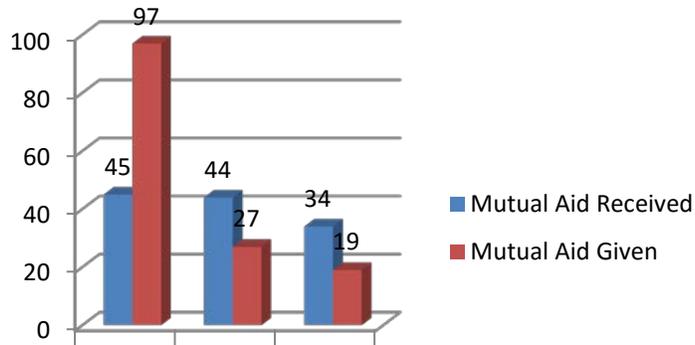
## 2017 Emergency Responses per District





<b>EMS</b>	<b>Column1</b>
321 EMS Call Non-MVA	3560
<b>Non-EMS</b>	
553 Public service	197
611 Dispatched & canceled en route	114
744 Detector activation, no fire - unintentional	62
745 Alarm system activation, no fire - unintentional	45
561 Unauthorized burning	36
322 Motor vehicle accident with injuries	35
740 Unintentional transmission of alarm, other	34
735 Alarm system sounded due to malfunction	33
324 Motor vehicle accident with no injuries.	25
424 Carbon monoxide incident	23
111 Building fire	20
733 Smoke detector activation due to malfunction	19
600 Good intent call, other	19
440 Electrical wiring/equipment problem, other	15
445 Arcing, shorted electrical equipment	14
412 Gas leak (natural gas or LPG)	11
118 Trash or rubbish fire, contained	11
631 Authorized controlled burning	10
622 No incident found on arrival at dispatch address	10
554 Assist invalid	7
551 Assist police or other governmental agency	7
743 Smoke detector activation, no fire - unintentional	6
550 Public service assistance, other	6
311 Medical assist, assist EMS crew	6
131 Passenger vehicle fire	6
113 Cooking fire, confined to container	6
746 Carbon monoxide detector activation, no CO	5
531 Smoke or odor removal	5
323 Motor vehicle/pedestrian accident (MV Ped)	5
143 Grass fire	5
731 Sprinkler activation due to malfunction	4
714 Central station, malicious false alarm	4
552 Police matter	4
444 Power line down	4
400 Hazardous condition, other	4
300 Rescue, EMS incident, other	4
160 Special outside fire, other	4
736 CO detector activation due to malfunction	3
671 HazMat release investigation w/no HazMat	3
520 Water problem, other	3
710 Malicious, mischievous false call, other	2
651 Smoke scare, odor of smoke	2
511 Lock-out	2
411 Gasoline or other flammable liquid spill	2
140 Natural vegetation fire, other	2
132 Road freight or transport vehicle fire	2
100 Fire, other	2
741 Sprinkler activation, no fire - unintentional	1
730 System malfunction, other	1
700 False alarm or false call, other	1
541 Animal problem	1
522 Water or steam leak	1
500 Service Call, other	1
443 Breakdown of light ballast	1
357	1
353 Removal of victim(s) from stalled elevator	1
162 Outside equipment fire	1
151 Outside rubbish, trash or waste fire	1
138 Off-road vehicle or heavy equipment fire	1
121 Fire in mobile home used as fixed residence	1
114 Chimney or flue fire, confined to chimney or flue	1
<b>Total</b>	<b>4422</b>

## Mutual Aid Summary



Mutual Aid Received	45	44	34
Mutual Aid Given	97	27	19



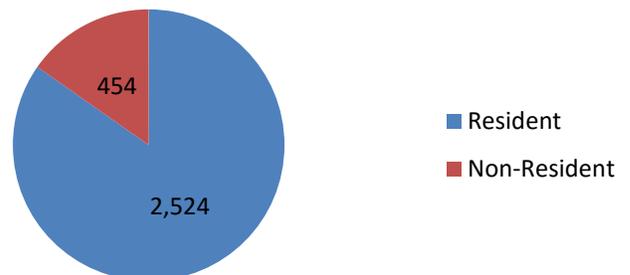
## Wooster Fire

### EMS Level of Service Summary

1/1/2017 - 12/31/2017

BLS Emergency	2,514
ALS Level I Emergency	1,200
ALS Level II	23
Paramedic Intercept	1
<b>Total:</b>	<b>3,738</b>

## 2017 Resident vs. Non-Resident

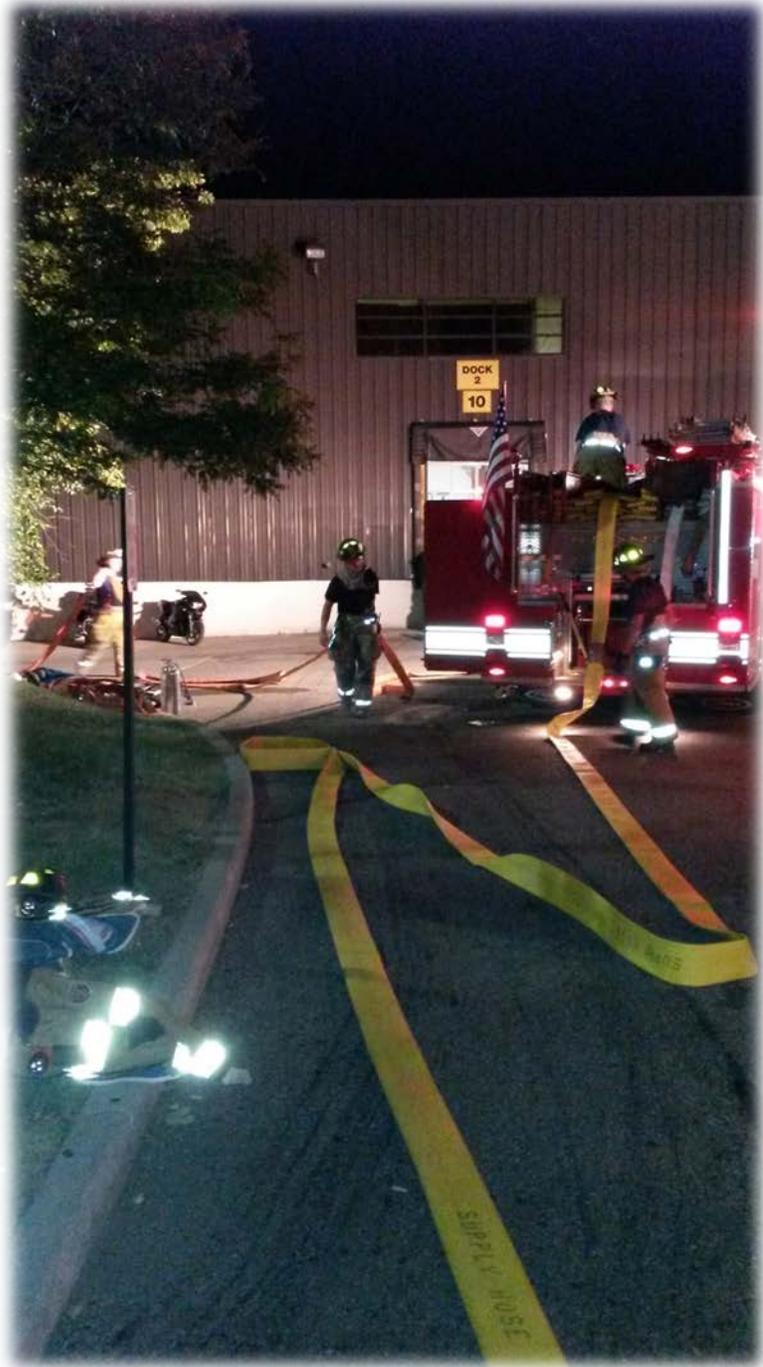


## Wooster Fire

### Apparatus Call Volume

1/1/2017 - 12/31/2017

MEDIC 1	1,698
MEDIC 2	1,494
BATTALION 1	1,163
MEDIC 3	836
ENGINE 2	210
ENGINE 1	189
ENGINE 3	148
LADDER 1	109
CHIEF 2	61
UTILITY 4	38
CHIEF 1	28
UTILITY 2	19
MEDIC 4	14
UTILITY 1	13
BRUSH 1	5
FIRE	3
ENGINE 4	2
UTILITY 3	2
	1
	0
<b>Total</b>	<b>6,033</b>



\*\* Apparatus Call Volume represents a unit that responds to a call. The increase compared to annual call volume, is due to a multi-unit response to an incident\*\*

In 2017, the Fire Division collaborated with our CAD provider (Sundance) and records management provider (IPad Mobile Solutions) to create an interface between the two technologies. This new interface has allowed the Fire Division crews to import the CAD run data and times into the electronic run reporting software. This solution has provided efficiencies to the crews and provided more accurate data for the fire administration to run statistical analyses at a more detailed level. This enhanced data analytic capability will assist in our goal of becoming an accredited agency through the Center for Public Safety Excellence.

Total Incidents	Time of Tone (Time of tone - Time of call)	Turnout Time (Time unit en route - Time of tone)	Travel Time (Time On-scene - Time Enroute)	Response Time (Time On-scene - Time of call)
<b>Count</b>	4552	4533	4479	4452
<b>Mean</b>	0:01:18	0:01:56	0:03:27	0:06:41
<b>Median</b>	00:01:00	00:01:59	00:03:00	00:06:15
<b>Max</b>	00:39:25	00:15:37	00:25:00	00:46:08
<b>Min</b>	00:00:00	00:00:00	00:00:00	00:00:00
<b>Range</b>	00:39:25	00:15:37	00:25:00	00:46:08
<b>Std Dev</b>	0.000960617	0.000764922	0.001422819	0.001902138

EMS Incidents	Time of Tone (Time of tone - Time of call)	Turnout Time (Time unit en route - Time of tone)	Travel Time (Time On-scene - Time Enroute)	Response Time (Time On-scene - Time of call)
<b>Count</b>	3625	3620	3615	3606
<b>Mean</b>	0:01:14	0:02:00	0:03:20	0:06:33
<b>Median</b>	00:01:00	00:02:00	00:02:00	00:05:00
<b>Max</b>	00:02:00	00:04:00	00:05:00	00:09:00
<b>Min</b>	00:00:00	00:00:00	00:01:00	00:01:42
<b>Range</b>	00:02:00	00:04:00	00:04:00	00:07:18
<b>Std Dev</b>	0.000838638	0.000689682	0.001246901	0.001634447

Structure Fire Times	Time of Tone (Time of tone - Time of call)	Turnout Time (Time unit en route - Time of tone)	Travel Time (Time On-scene - Time Enroute)	Response Time (Time On-scene - Time of call)
<b>Count</b>	21	21	21	21
<b>Mean</b>	0:01:11	0:01:29	0:02:48	0:05:28
<b>Median</b>	00:01:00	00:01:00	00:02:28	00:06:00
<b>Max</b>	00:03:12	00:04:00	00:06:00	00:08:00
<b>Min</b>	00:00:00	00:00:00	00:00:00	00:02:00
<b>Range</b>	00:03:12	00:04:00	00:06:00	00:06:00
<b>Std Dev</b>	4.118273989	4.118234481	4.118057481	4.117697254



Medicount Management Inc. is the Fire Division's third-party EMS transport billing company. The graphs below provide a snapshot of the Division's account. EMS transport billing is a cost recovery system that more equitably disperses the cost of providing EMS to its users. The data shows an increased trend in collection rates and revenue, which can be contributed to effective report writing, daily quality assurance reviews by the Bat. Captains, and the electronic interfaces with our EPCR software and Wooster Community Hospital's medical records software.

**CITY OF WOOSTER - 102**  
**1/1/2016 to 12/31/2016 & 1/1/2017 to 12/31/2017**

**1/1/2016 to 12/31/2016**

Charges	\$2,190,973.64
Payments	\$757,269.88
Adjustments	\$1,179,958.35
WriteOffs	\$145,299.05

Collection Rate	88.4%
<b>Net Rev/Run</b>	<b>\$258.54</b>

**1/1/2017 to 12/31/2017**

Charges	\$2,221,850.19
Payments	\$799,958.61
Adjustments	\$1,287,264.98
WriteOffs	\$233,418.19

Collection Rate	93.9%
<b>Net Rev/Run</b>	<b>\$270.17</b>

**Charge Detail**

ALS	\$908,139.00	1,151	39.3%
ALS 2	\$28,850.00	25	0.9%
BLS	\$1,176,173.00	1,753	59.8%
Mileage	\$77,811.64	1.9	
<b>Total</b>	<b>\$2,190,973.64</b>	<b>2,929</b>	

**Charge Detail**

ALS	\$990,984.00	1,256	42.4%
ALS 2	\$26,542.00	23	0.8%
BLS	\$1,128,622.00	1,682	56.8%
Mileage	\$75,702.19	1.8	
<b>Total</b>	<b>\$2,221,850.19</b>	<b>2,961</b>	

**Payment Detail**

Medicaid	\$16,209.96	2.1%
Medicare	\$269,955.71	35.6%
Other	\$91,214.56	12.0%
Primary Ins.	\$375,812.67	49.6%
TPL/Auto	\$4,076.98	0.5%
<b>Total</b>	<b>\$757,269.88</b>	

**Payment Detail**

Medicaid	\$16,421.35	2.1%
Medicare	\$281,783.55	35.2%
Other	\$109,529.31	13.7%
Primary Ins.	\$391,546.06	48.9%
TPL/Auto	\$678.34	0.1%
<b>Total</b>	<b>\$799,958.61</b>	

**Adjustment Detail**

Medicaid	\$105,098.15	8.9%
Medicare	\$322,204.72	27.3%
Other	\$2,383.14	0.2%
Primary	\$750,272.34	63.6%
<b>Total</b>	<b>\$1,179,958.35</b>	

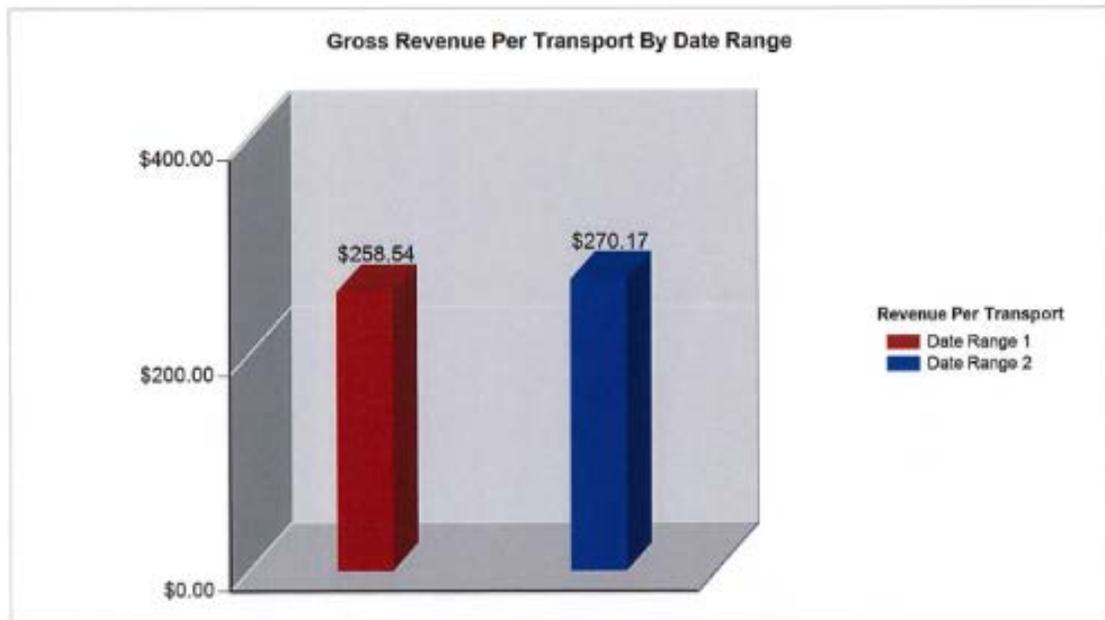
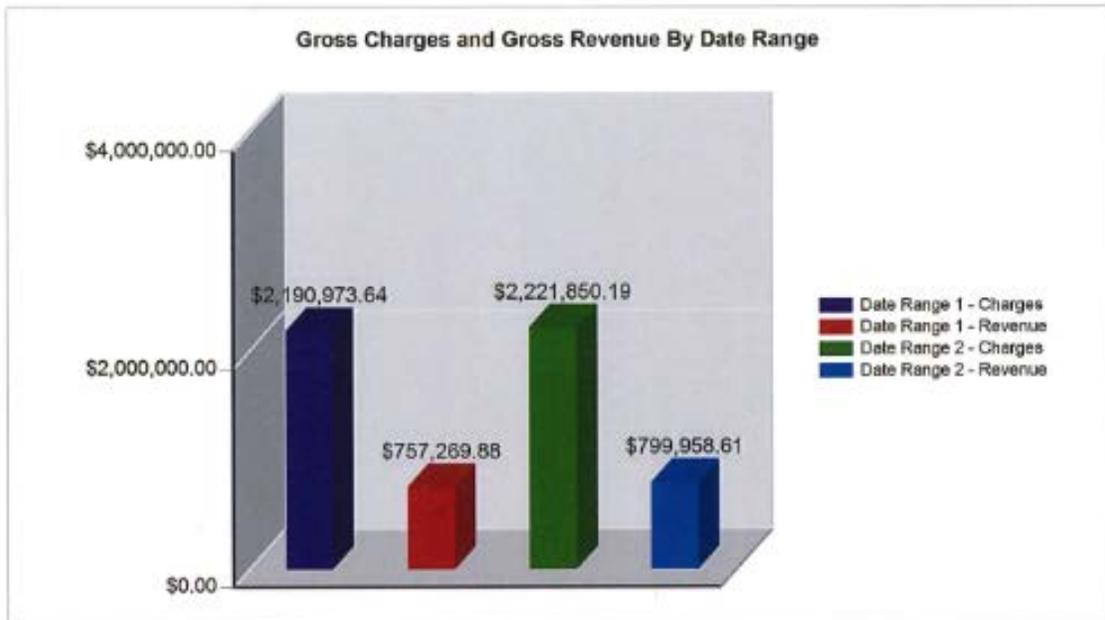
**Adjustment Detail**

Medicaid	\$108,482.43	8.4%
Medicare	\$333,606.98	25.9%
Other	(\$25.00)	0.0%
Primary	\$845,200.57	65.7%
<b>Total</b>	<b>\$1,287,264.98</b>	

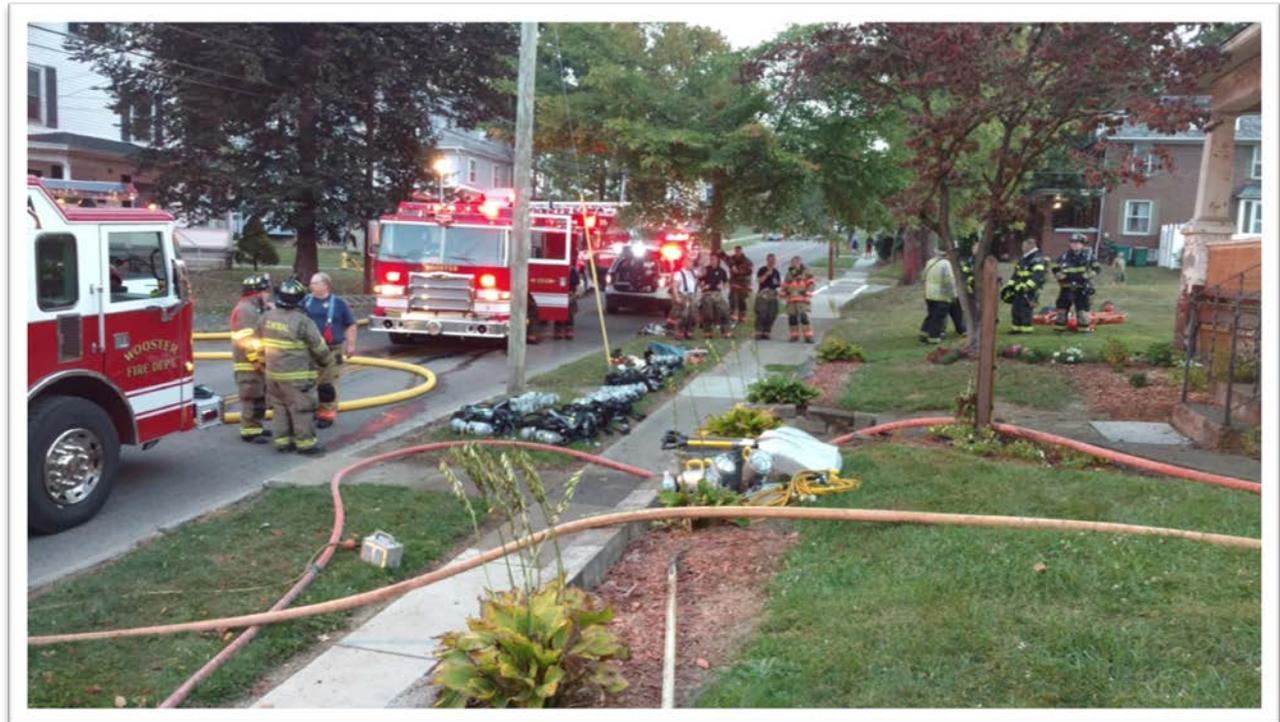
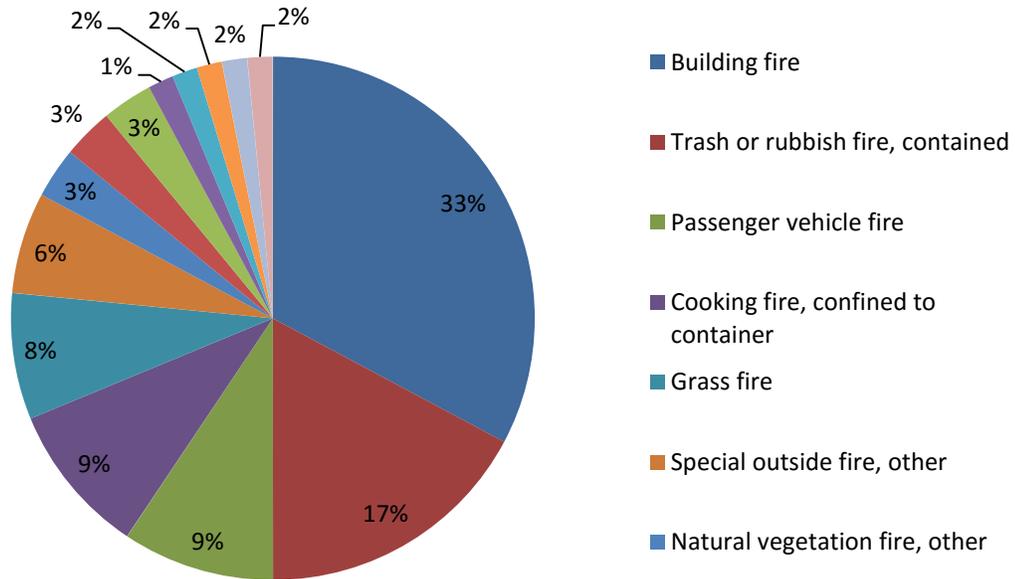
This report is based on Date of Entry. Date of Entry is the date that Medicount enters your runs into our billing software.

Report Date: 1/9/2018 11:34:33 AM

**CITY OF WOOSTER - 102**  
1/1/2016 to 12/31/2016 & 1/1/2017 to 12/31/2017

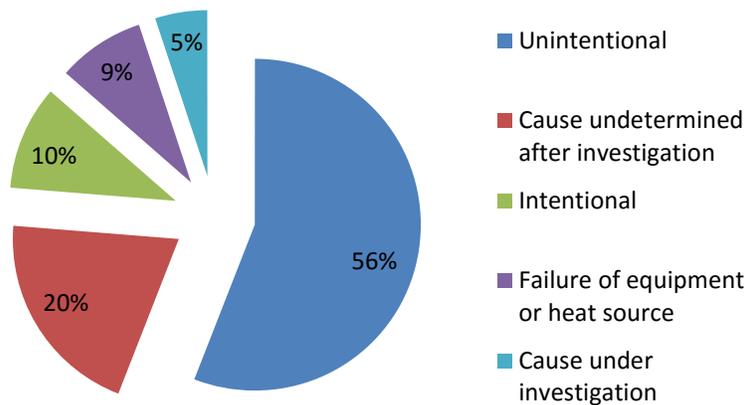


## 2017 Working Fire Type Summary



Incident Number	Date	Property Value	Property Loss	Contents Value	Contents Loss	Total_Loss
17-00169-N	01/14/2017	\$600,000	-\$500	\$5,000	-\$25	-\$525
17-00266-N	01/21/2017	\$95,000	-\$47,000	\$5,000	-\$3,000	-\$50,000
17-00471-N	02/09/2017	\$135,000	-\$125,000	\$25,000	-\$25,000	-\$150,000
17-00494-N	02/10/2017	\$0	-\$1,000	\$0	-\$0	-\$1,000
17-00576-N	02/17/2017	\$2,651,570	-\$2,800	\$0	-\$0	-\$2,800
17-00815-N	03/09/2017	\$69,000	-\$5,000	\$20,000	-\$500	-\$5,500
17-00948-N	03/19/2017	\$390,000	-\$50,000	\$30,000	-\$10,000	-\$60,000
17-01108-N	04/04/2017	\$111,000,000	-\$100,000	\$0	-\$0	-\$100,000
17-01477-N	05/04/2017	\$75,000	-\$75,000	\$0	-\$0	-\$75,000
17-01530-N	05/09/2017	\$0	-\$0	\$100	-\$100	-\$100
17-01622-N	05/18/2017	\$1,000	-\$400	\$0	-\$0	-\$400
17-01684-N	05/23/2017	\$4,500	-\$4,000	\$0	-\$0	-\$4,000
17-01739-N	05/28/2017	\$5,000,000	-\$0	\$180,000	-\$48,000	-\$48,000
17-01773-N	05/30/2017	\$72,000	-\$0	\$35,000	-\$100	-\$100
17-01814-N	06/03/2017	\$74,320	-\$500	\$10,000	-\$250	-\$750
17-02138-N	06/27/2017	\$10,000	-\$500	\$5,000	-\$0	-\$500
17-02220-N	07/04/2017	\$240,000	-\$24,000	\$3,000	-\$1,000	-\$25,000
17-02226-N	07/05/2017	\$79,190	-\$15,000	\$30,000	-\$3,000	-\$18,000
17-02480-N	07/24/2017	\$80,000	-\$0	\$20,000	-\$400	-\$400
17-02762-N	08/17/2017	\$15,000	-\$300	\$0	-\$0	-\$300
17-03041-N	09/09/2017	\$104,530	-\$500	\$0	-\$0	-\$500
17-03113-N	09/15/2017	\$500	-\$50	\$0	-\$0	-\$50
17-03179-N	09/21/2017	\$48,400	-\$24,000	\$16,000	-\$8,000	-\$32,000
17-03307-N	10/01/2017	\$1,000	-\$100	\$0	-\$0	-\$100
17-03649-N	10/27/2017	\$500	-\$500	\$0	-\$0	-\$500
17-03701-N	10/31/2017	\$2,144,270	-\$200	\$5,000,000	-\$0	-\$200
17-03860-N	11/14/2017	\$5,000	-\$5,000	\$0	-\$0	-\$5,000
17-03920-N	11/20/2017	\$65,000	-\$5,000	\$20,000	-\$0	-\$5,000
17-04057-N	12/01/2017	\$123,250	-\$5,000	\$25,000	-\$2,500	-\$7,500
17-04162-N	12/10/2017	\$133,800	-\$10,000	\$0	-\$0	-\$10,000
<b>Grand Totals</b>		<b>\$123,217,830</b>	<b>-\$501,350</b>	<b>\$5,429,100</b>	<b>-\$101,875</b>	<b>-\$603,225</b>
				<b><u>Total Property Saved</u></b>		<b><u>\$128,043,705</u></b>

## 2017 Fire Cause of Ignition



# Training

The Fire Division training unit prepares, provides, and tracks the professional development needs of all personnel.

The training unit, under the direction of Lt. Keller, has made significant strides in 2017. The unit redeveloped the method in which the Fire Division tracks and monitors the staff members training hours and recertification periods. Lt Keller also implemented a “task book” training system. This system provides the on-duty staff a list of required training that must be completed monthly. This system has allowed the training unit to ensure standardized training throughout all three shifts and ensures that specialty training continuing education is completed. The Fire Division utilized CentreLearn Solutions online training system, to supplement its departmental training activities.

The goal of 2017 was to finalize our EMS instructor training and get “back to the basics” for our fire training. To facilitate our “back to basics” approach, the Training Unit utilized the Ohio Fire Academy’s Direct Delivery to train in the mobile search and rescue training lab, firefighting blast trailer, and grain bin rescue trailer. These three trailer’s provided our staff with specialized training that would not be possible for us to provide on our own.

The training division coordinated the following classes/programs:

- EMS Instructor Bridge Class
- Nationally recognized Blue Card incident management training.
- Multi-Company Drill At the Wayne County Training Center
- Ohio Fire Executive (Chief & Asst. Chief)
- Confined Space Rescue refresher
- Haz-Mat Operations refresher
- Ice Rescue
- Fire Investigation training
- Rope Rescue Class

The unit will continue to look for quality training opportunities for our members, to provide the highest level of training possible.



# Training in Detail

In 2017 the total number of training hours was 6275.

## 2017 CE Totals

A-SHIFT	EMS	FIRE
BALAS	80	153
BERTSCH	95	44
CHRISTIE	42	60
CRUM	56	83
CUDLIP	50	83
CUTLIP	82	94
DURSTINE	80	120
ELDER	35	124
ETTER	77	92
KELLER	50	108
KERMODE	64	73
MARTIN	39	91
MESHEW	77	64
SPRINGER	50	81

C-SHIFT	EMS	FIRE
BROWNSON	35	150
GREEN	20	76
HEWITT	42	40
KIPER	29	290
MILLER	48	72
POWERS	51	84
PRIEST	35	46
SHAFFER	66	77
SHERRICK	40	64
STULL,J	48	76
TANNHOF	41	67
TEICHMER	36	43
THOMPSON	62	91
WALTER	34	89

B-SHIFT	EMS	FIRE
AUKERMAN	25	59
BUZZARD	66	88
EBERLY	36	80
EDGELL	60	79
HAWKINS	35	99
IANNARELLI	34	83
KIEFER	38	171
LINDSAY	36	67
LINZ	37	84
MAAG	44	91
PETERMAN	55	77
SPURLOCK	34	73
STULL,B	33	64
WELTY	42	82

Chief/FSI	EMS	FIRE
SALEY	22	84
MURPHY	50	169
BERRY	49	130

EMS	2160
FIRE	4115
<b>GRAND TOTAL</b>	<b>6275</b>



# SPECIAL UNIT SUMMARY

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## Fire Investigation Unit:

In 2017; the fire investigation unit's goal was to update all unit members' portfolios, so they can document their education, training, and experience, and to investigate potential improvement to our investigator's safety during the active investigation process.

All unit members completed and will continue to update their curriculum vitae's into the future. Research on investigator health and safety indicated, for safety reasons, that we consider transitioning our investigation process to daylight hours only. It also indicated the need to ensure that investigators who helped fight the fire are decontaminated of any residual fire soot with potential carcinogens, and a clean set of clothing, including fire boots, before they investigate.



The unit drafted new SOG's and will continue to work closely with Asst. Chief Murphy to make sure we are working towards compliance with NFPA 1500, 1033 and 921.

Multiple unit members are looking into membership in the IAAI. The IAAI offer several classes and a FIT credential, which is a great asset for the members. The IAAI FIT Credential helps keep the investigator's skills up to date, informed on NFPA 921 and 1033, and will strengthen their Curriculum Vitae.

In the next year, this unit has plans to train all members in taking incident photos. This process will ensure that important photos are not missed during the investigation process. Lastly; the unit will be looking to increase the number of investigators per shift, in an attempt to have at least two investigators at every fire scene.

Our main goal is determining the cause and origin of every fire. To accomplish this, we will continue to keep the members trained, educated, and up to date in this field. This way, they will continue to be confident in their abilities to investigate and will continue to show their professionalism during court appearances.

WFD-FIU, LT. Etter

## FIU- Photography Unit

The FIU-PU consists of seven members, all firefighters, and each member works closely with the Fire Investigation Unit. There were no personnel changes in 2017, although considerable discussions continued with the WFD FIU personnel on the needs and trends of photography in regards to the arson investigation process. Research has indicated the need to train our photographers and investigators to a higher level, which should be considered, relatively soon, to be effective in an arson investigation and any related legal processes.

**Mike Sherrick, OIC: C-Shift**

**Ed Edgell, Jeff Buzzard: B-Shift**

**Ron Balas, Mike Springer, Matt Cudlip: A-Shift**

# SPECIAL UNIT SUMMARY

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In 2017, the FIU-PU recorded all incidents digitally and transferred all photos to CD, then backed up all items to the shared file on the City server. The FIU-PU has remained effective by producing quality photographs in a timely and efficient manner for the WFD-FIU and State Fire Marshal Investigators.

Respectfully submitted,

*Michael D. Sherrick*

Michael D Sherrick, OIC  
Fire Investigation Unit - Photography Unit  
Wooster Division of Fire

## Juvenile Fire Setter Program

2017 was the 13th year that the Juvenile Fire Setter program had been offered to Wooster residents with children who exhibit improper behavior dealing with fire. To ensure that our residents are aware of this program, the Division has a brochure available at the fire department website. In addition, the schools and court system have been provided with contact information and a program summary. In 2017, one (1) educational session was handled by the State Fire Marshal's office. Future needs of the unit should be coordinated with the Asst. Chief and then to the Unit leader for continuity.

Respectfully submitted,  
Lt. Chris Green

## SCBA- Breathing Air Apparatus Unit

The Breathing Air Apparatus Unit oversees all Wooster Division of Fire's breathing air apparatus. This includes: the division's Self Contained Breathing Apparatus (SCBA), Rapid Intervention Bags (RIT), Confined Space Escape Packs, Confined Space Supplied Air Fill Stations, the Air Compressor/ SCBA Fill Station located at Station #2, the breathing air cylinders on Ladder 1 (138), and the fit testing of all Fire Division personnel.

The unit consists of the following members:

**Matt Cudlip, OIC; A-Shift**

**Scott Iannarelli; B-Shift**

**Joshua Brownson; C-Shift**

As in 2016, I would again like to acknowledge **FF Jared Durstine (A-Shift)** for his contributions to the unit. During 2017, FF Durstine has assisted the unit numerous times and completed tasks that I have asked of him. He is knowledgeable of the breathing systems used by the division and would be a valued member of the unit.



# SPECIAL UNIT SUMMARY

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In 2017 the breathing air unit received a dedicated room/work area at the new Safety Center. All operations including the relocation of the Scott Revolve Air fill station and compressor, spare equipment and parts were moved in August/ September. The room was fully operational and in use by mid-September. This room provides the unit with ample space to complete minor repairs, maintenance, and storage of all spare parts and equipment.

All fire division members received extensive hands-on training with the fire divisions MSA G1 SCBA that have been in service for two years now. Members were able to use the SCBAs in the Fall of 2017. Each shift spent a day at the Wayne County Fire & Rescue Association Regional Training Facility located in Apple Creek, Ohio. Members trained in the Burn Building practicing the many different firefighting skills while using the MSA G1 SCBA. The SCBA's were also used throughout 2017 for the various monthly training that took place.

## Additions to the Breathing Air Unit:

- Two additional/improved RIT bags were added in Dec. 2017. All front-line engines are now equipped with the same RIT bag for continuity and safety. The two older style RIT bags will be placed on Ladder 1 and Engine 4 in early 2018.
- Five new MSA G1 SCBA's and 10 SCBA air bottles were purchased in conjunction with the new Sutphen engine.
- Six MSA Cadet Escape packs and two MSA twin air carts were purchased in 2017 to update and standardize the respiratory protections for the Confine Space Unit.

## Repairs/Service:

Overall, the fire division's MSA G1 SCBA had minimal repairs for the extensive use received during training and incidents. These SCBAs have performed extremely well during 2017. A minor software/sensor issue arose in the first quarter of 2017. This issue affected half a dozen units. All affected units received a new power module provided by the manufacturer. Fire Safety Services Inc. handled the repairs, which were covered under warranty.

In June of 2017, all fire division SCBA were flow tested by Fire Force Inc. 2017 was the final year of a two-year service, which they provided at no cost per a contract negotiated by Chief Saley. This test is the national standard set forth by 29 Code of Federal Regulation (CFR) parts 1910.134 and 1910.156 and the National Fire Protection Association (NFPA) 1852, Standard on the Selection, Care, and Maintenance of Open-Circuit Breathing Apparatus, and is done on a yearly basis. The test consists of each SCBA being placed on a Sperian Biosystems PosiChek3® breathing machine, which is to ensure the SCBA meets the manufacturer's specifications. Future flow testing will be completed by Fire Safety Services Inc.

One 4500psi 45-minute air cylinder was condemned by the manufacturer due to structural damage received during live fire training at the Wayne County Fire Training grounds in the Fall.



# SPECIAL UNIT SUMMARY

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Changes in the procedure for the unit included the purchase of the 8030 TSI Fit Tester, which will allow the Breathing Air Unit members to perform, in-house, the annual fit testing requirement. The three members of the unit received two hours of training on the operation of the Fit Tester. The purchase of the fit tester benefits the members, fire division, and the city greatly! The 8030 TSI Fit Tester will save the city money over time by allowing the fit testing to be performed by the members of the Breathing Air Unit. It also allows new hires to be fitted the appropriate mask size without having to have a vendor come in to do a single fit test, thus saving money.



Respectfully submitted,  
**FF Matt Cudlip**  
Breathing Air Apparatus Unit

## EMS Operations- Supplies and Procurement Unit

The EMS Division is responsible for licenses and permits, quality assurance, audits, and coordination with the Wooster Community Hospital EMS Coordinator. The division also works with the training division concerning EMS training goals and with the apparatus committees concerning needs about new vehicle purchases. Overseeing purchases and the handling of controlled substances is also the responsibility of the EMS Division.

The Squad Supplies and Equipment Procurement Unit is a subunit of the EMS Division consisting of FF Buzzard (EMS Supplies) and FF Welty (Drug Exchange). The addition of a fourth medic unit and the opening of the new Station 2 highlighted the 2017 activity for this unit. The process of equipping the fourth medic began in 2016 and was completed in 2017, which required everything from a fourth drug bag and the purchase of a new LifePak 15 heart monitor, to more band-aids and tape.

A change of address was requested from the Ohio Board of Pharmacy when Station 2 relocated, which essentially was a reapplication of the drug license and included a site visit from the board. Changes to the location of records were made based upon recommendations during the visit.

All four medic units were equipped with new tactical vests and helmets. The equipment is stored under the bench seats for easy access, and two additional sets are kept in Battalion 1. A policy addressing the use of the equipment has been adopted. Tourniquets were also purchased at the end of 2017 and will be placed in service during the first quarter of 2018.



Respectfully submitted,  
**Capt. Mike Maag**

# SPECIAL UNIT SUMMARY

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## Haz-Mat Unit



In 2017, the Wooster Fire Department facilitated our annual Hazardous Material refresher course provided by CSU in November. All three shifts attended the training over a three day period to maintain their operational skills. Additionally, the unit coordinated the replacement of new MSA gas monitors in December of 2016 and redeployed the older gas monitor to Ladder 138. To protect our staff members from hazardous environments during EMS calls. The Unit worked with Asst. Chief Murphy to place carbon monoxide detectors/monitors on each EMS “jump” bag and in the Bat. 1 vehicle.

Respectfully submitted,  
**LT Scott Meshew**

## Confined Space Unit

The confined space unit has made progress in 2017. We have trained four personnel in Level 1 Rope Rescue, to include Lt Keller, FF Springer, FF Durstine, and FF Powers. The Unit had a successful CS refresher training on every shift with the assistance of Cleveland State University.

The Confined Space unit purchased several new pieces of equipment and placed them into service in 2017. They include:

- Rescue Rope for Engine 4
- Tripod
- Half-back
- SKED
- 7 Helmets
- 7 Helmet lights
- New Pulleys
- Several Carabiners
- Rescue Racks
- Pick-off Straps

Respectfully submitted,  
**FF Jared Durstine**



# FIRE AND LIFE SAFETY

The Fire Prevention Division enforces state and local fire codes, performs fire safety inspections, along with plan reviews and acceptance testing. The members of the division also coordinate public education programs and our smoke detector initiative.

## ***Plan Review & Environmental Assessments***

The fire marshal (Asst. Chief Murphy) reviewed 26 plans and conducted 17 environmental assessments in 2017. AC Murphy formally documented plan reviews that pertained to fire protection. Any other plans received a courtesy review, and any concerns were forwarded to the Building Dept. In addition to the plan review activity, the fire inspector had to conduct multiple on-site inspections and meetings for the majority of these projects.

## ***Life Safety Inspections & Education***

In 2017, the Fire Prevention Division transitioned to new records management software. The fire inspector will now utilize the same vendor and equipment as our current Fire and EMS crews. This transition has provided financial savings and helped to standardize our reporting and share information across multiple divisions. The fire inspector continues to inspect business occupancies and conducts new construction inspection tests. The fire inspector also conducts inspections of state-licensed day care and residential care facilities and all schools. Depending on the building occupancy type, each inspection can last from one hour to multiple days. This inspection activity is in addition to responding to emergencies, conducting public education, and required departmental training activities.

In 2017, the fire inspector conducted:

- 576 Fire Inspections.
- 344 Fire Prevention Activities.
- Trained 272 people on Fire Extinguishers.
- Provided public education to 1,015 people (773 children and 242 adults).
- 90 people attended tours of the fire stations.

The Prevention Division focused on moving to a KNOX Box system in 2017 to secure building access keys. The days of keeping a key in the fire engine are over, as 88 new KNOX Boxes were installed and keys returned to the business occupancies. Additionally; 26 sets of KNOX Locking FDC caps have been installed in various businesses and are required on all new buildings, and we are using KNOX Box tamper switches on access gates. KNOX Key Secure systems have been installed in WFD's apparatus to reduce liability and ensure that the KNOX key is not lost or stolen. This program of switching to a single access key system has allowed the Fire Division to streamline our operation and reduced the time required to access a building during an emergency.

Plan Review & Environmental Assessments	42
Life Safety Inspections and Acceptance Tests	690



# STAFF

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## *Firefighter of the Year*



### **Ed Edgell**

Each year the Wooster Exchange Club honors local emergency service members. This year, Ed Edgell was nominated and selected to receive this award. Ed was presented with the award during a ceremony at the Wooster Inn. With dedication, Ed has served the division and community for 21 years. Ed is a Firefighter-Paramedic on the B-shift and takes every opportunity to fill informal leadership roles and mentor the probationary firefighters. Ed also is actively involved in the Tri-County critical incident stress debriefing team, in which he helps other fellow firefighters to manage the stresses of responding to tragic and emotionally/psychologically difficult calls.

## *Retired*

### **No Retirements in 2017**

## *Promotions*

### **No Promotions in 2017**

# GOALS & OBJECTIVES ACCOMPLISHED

In 2017 the division successfully met multiple goals and objectives.

## ***Stations, Equipment, and Apparatus:***

- The largest accomplishment was the completion of the Safety Center project. This project took a considerable amount of time and effort by all parties to make it a success. Throughout 2017, Fire, Police, Engineering, and Administrative staff worked together with JGJ and Bowen to complete the project on time and transfer operations to the new facility.
- The apparatus committee worked effortlessly to design, order, and complete the purchase of a new Sutphen fire engine and a Road Rescue medic unit. Both will be delivered in early 2018.



- The division finalized the beta-testing of the Unication 700/800 MHz G5 pagers, in-conjunction with Unication USA Inc. and the State of Ohio MARCS system. This beta testing process included personal paging for off-duty staff members and station alerting.

- WFD administration facilitated administrative oversight of the Wooster-Ashland Regional Council of Governments regional dispatch center, during the absence of the director.

- The Fire Division purchased a new set of Genesis battery powered extrication tools.
- The Division completed numerous advanced training sessions for staff development and succession planning purposes.
  - Fire Officer 1 (New Officers)
  - Rope Rescue 1 & 2
  - Fire Investigation- FIT Certification
  - Blue Card- Incident Command Training and Cont. Education
  - Specialized Direct Delivery from the Ohio Fire Academy
  - Year two of the Ohio Fire Executive Program for Saley & Murphy
  - EMS Instructor



- Continued the review and update of the Fire Division's policy and procedure manual.

# LOOKING FORWARD...

The Fire Division continued to work toward the goals of:

- Updating the Fire Division's policy and procedure manual.
- Updating the Fire Division's strategic plan.
- Creating a Standards of Coverage document.
- Becoming accredited by the Center for Public Excellence.
- Continued development of the Division's staff for succession planning purposes.

All of the above goals are living documents and are on-going projects that will need continuous attention and development.

In 2018; the Fire Division plan to:

- Continue to work and develop the above on-going document goals.
- Place in service the new fire engine and a medic unit.
- Prepare and teach a paramedic refresher class.
- Complete the Ohio Fire Executive program (Saley & Murphy).
- Complete advanced training in Rope Rescue, Confined Space, and Haz-Mat.
- Update the Fire Investigation Unit SOG's and FIT certification of the members.
- Obtain Ohio Fire Chief and Ohio Fire Officer Credentials for the Fire Chief, Asst. Fire Chief and Fire Captains, through the Ohio Fire Chiefs Assoc.
- Replace staff vehicles (Utility 3, Chief 1, & Chief 2).
- Purchase and place in-service the Stryker Power Load system in the primary medic units.



2017 has been another exciting year for the Fire Division. We saw the fruition of the operational changes implemented over the past two years, which have allowed us to maximize our efficiencies. The Fire Division is steadily working towards being a nationally recognized organization in the fire service. As we move forward, the Fire Division needs to be diligent in evaluating and creating innovative organizational changes to combat the growing call volume. If no changes are made over the next ten years, the Fire Division will not be able to maintain its current level of service to the City. To prepare for the potential increase in call volume, the Fire Division will continue to look for opportunities to utilize technology, research, and data to enhance our services and ability to serve the public in 2018 and into the future.

The fire division personnel and I look forward to the opportunity to enhance the Fire Division and build upon the outstanding services we provide to the City of Wooster.  
Thank you and be safe,

Barry Saley-Fire Chief