



# Algonquin-Lake in the Hills Fire Protection District

1020 West Algonquin Road • Lake in the Hills, IL 60156 • (847) 658-8233 • Fax: (847) 854-2609

## MONTHLY REPORT January 2010

### Fire Chief Report for January:

In an effort to better illustrate what the men and women of the Algonquin-Lake in the Hills Fire Protection District provide, I offer this new Monthly Report format. To provide easy access to the public, the report will also be available on our District website.

Although it may seem lengthy at first, I feel it gives elected officials and citizens information they deserve, and quite frankly, are entitled to.

A few highlights I'd like to share are:

As discussed in more detail later in this report, the District arrived at an emergency incident within 6 minutes of dispatch (the time the call actually was "toned out"), **92% of the time**. Realizing we cannot arrive at every emergency incident this fast, we have established a goal of 90% of the time. We accomplished this goal in January!

Nearly 30 of our part-time and full-time personnel met with the Fire Science Program Coordinator from McHenry County College to discuss and plan for their personal advanced education. We hope to partner with McHenry County College to offer on-site classes to support our personnel who desire a college degree.

Since assigning four new part-time personnel to shift effective January 4<sup>th</sup>, we're moving closer to achieving our staffing goal of 16 total personnel on-duty each day. Since January 4<sup>th</sup>, day staffing was at 16 personnel **57%** of the time, and night staffing was at 16 personnel **86%** of the time. With the addition of three more part-time shift personnel anticipated in March, these percentages should increase significantly.

**Congratulations** to Battalion Chief Fred Schau and Lieutenant Bryan Diercks for celebrating 25 years of service on January 9<sup>th</sup>, Assistant Chief Tim Littlefield for 20 years of service on January 19<sup>th</sup>, and Firefighter/Paramedic Patrick Caskey for 10 years of service on January 5<sup>th</sup>.

FIRE CHIEF  
TRUSTEES  
COMMISSIONERS

Kevin J. Rynders  
Virgil J. Corless | Warren E. Olsen | John Bradach | Michael Markowitz | Barbara Read  
Jay Atherton | Tamara Miner-Corso | Jeff Harper

**Congratulations** to the following personnel on attaining advanced certifications from the Illinois Office of the State Fire Marshal:

FF/PM Robb Nieman – Firefighter III  
FF/PM Chris Bremner – Fire Service Vehicle Operator  
FF/PM Greg Jones – Fire Service Vehicle Operator  
FF/EMT Kevin Goers – Fire Service Vehicle Operator  
FF/PM Frank Pelanek – Fire Service Vehicle Operator  
FF/PM Josh Roberts – Fire Service Vehicle Operator  
FF/PM Eric Surmin – Fire Service Vehicle Operator

This month's activities resulted in 398 calls for service; 275 incidents were for emergency medical service, 5 incidents were structure fire related and 117 were other types of incidents.

The following incidents represent significant or interesting incidents:

January 2 – Engine 141 and Car 109 responded to 5215 Walkup Road in Crystal Lake for a MABAS Box Alarm structure fire. Engine company personnel assisted with overhaul operations and Training/Safety Officer Knebl assisted with Incident Safety Officer responsibilities.

January 2 – Truck 181 responded to 13 Lake Shore Drive in Oakwood Hills (Cary Fire Protection District) Automatic Aid for a structure fire. Truck company personnel assisted with ventilation and overhaul.

January 12 – Ambulance 153 responded to Bartlett Fire Protection District for a standby during a structure fire.

January 15 – Engine 141 responded to 791 North Shore Drive in Crystal Lake Automatic Aid for a structure fire. Engine company personnel were assigned as the Rapid Intervention Team during the incident.

January 26 – ALFPD companies responded to Route 62 east of Route 25 for a multiple vehicle accident. Upon arrival, it was determined there were nine potential patients, two that were entrapped and required extrication. A MABAS Box Alarm was requested and assistance was received from Barrington, Carpentersville, Huntley and Crystal Lake. A total of three patients were eventually transported. *It should be noted that during the incident, two other calls were handled within the District by mutual aid departments (Fox River Grove and West Dundee) that were dispatched by MABAS for change of quarters coverage. Also, an off-duty Battalion Chief reported for duty and utilized Car 131 (reserve Command Car) to manage incidents while the on-duty Battalion Chief was committed to the vehicle accident. Planning for major incidents before they happen helped us to cover all the bases during this incident.*

On the following pages is an overview of district activities and emergency response statistics.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kevin J. Rynders". The signature is written in black ink and is positioned above a horizontal line.

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Kevin J. Rynders  
Fire Chief

### **Board of Trustees, Fire Commission and Pension Board activities during January 2010:**

Board of Trustees: Monthly meetings conducted on January 13 and January 27.

Fire Commission: Monthly meeting conducted on January 20.

Pension Board: Meeting conducted on January 20.

Foreign Fire Insurance Board: Meeting conducted on January 29.

- Trustee Bradach and Trustee Markowitz attended an Advanced Trustee Training workshop in McHenry on January 9<sup>th</sup>.
- Trustee Bradach attended the McHenry County Fire District Trustees Association meeting on January 25<sup>th</sup>.

### **Operations Report for January 2010 submitted by Assistant Chief Littlefield:**

Listed below are the current projects and tasks in which the Emergency Medical, MABAS & Dispatch, Safety, Self Contained Breathing Apparatus, Small Tools & Equipment, Special Teams, Training and Apparatus program managers and staff liaisons are engaged.

Our most notable accomplishment during January was for our department to reach the goal of arriving on scene at emergency incidents within six minutes 90% of the time. For the first time we began tracking response times, we accomplished our goal. **We arrived on the scene within six minutes 92% of the time!** In January 2009 the average was 79% of the time.

- On January 4<sup>th</sup> four of our six new part-time hires started. Conducting the hiring process was time consuming and we were hopeful to hire all six new hires. Two applicants did not pass prehire testing. Two of our Firefighter in Training (FIT) candidates are scheduled to complete Firefighter II Academy in February and have done extremely well in the class. With two vacancies un-filled, employment was offered to both candidates and both accepted. Both FIT candidates should be on shift the beginning of March. With the four new hires working shift, **there were only 12 shifts that dropped below our maximum manning of 15.** This should decrease even further when the new hires start in March.
- Reserve Engine 140 was placed in service.
- Report submitted and Board approved the early sale of Truck 181. Staff contacted surrounding departments to notify them of this change and to determine their willingness to assist as needed; all agreed without stipulation. Response plans have been re-designed and will be implemented upon taking Truck 181 out of service. Map books have been prepared for each of the mutual aid departments.
- With the purchase of four new Zoll monitors we completed training and put the new monitors in service. Currently all of our Advanced Life Support apparatus have the same state of the art cardiac monitors.

- A/C Littlefield, Capt. Knebl, FF Neuner and FF Saenz traveled to Goshen, Indiana to inspect our new MedTec ambulance. We hope to place it in service by the end of February! We are evaluating our current ambulance fleet to determine which vehicle to declare as surplus and sell.
- All budgets were due from program managers to get an initial budget amount for 2010-2011 budget years. We have started working with program managers to reduce their initial budget numbers.
- Coordinated clearing of snow from fire hydrants with the Village of Algonquin.
- Worked with Jacobs's High School to schedule students for job shadowing.
- Coordinated the installation of status screens for the Battalion Chiefs office and the day room at Station #1.
- Listed old extrication equipment on I-Bid.
- Continue to work with the County with software issues with the MDB computers in the apparatus.
- Senior Staff Meeting and Shift Officer Meetings were conducted.

**Administrative Report for January 2010 submitted by Assistant Chief Gaughan.**

Administratively, it has been a busy beginning to 2010. Listed below are the current projects and tasks in which the Administrative Support, Facilities, Communications & Information Technology, Employee Wellness & Development, Fire Prevention and Uniforms & Protective Gear (Quartermaster) program managers and staff liaison are engaged.

Further detail and answers to your questions can be presented during 02/10/2010 Board meeting.

**Administrative Support and IT**

- Conversion of payroll system to ADP. Go live date is tentatively planned for first pay period in April.
- Administrative Support staff and liaison attending ADP training sessions.
- Administrative Support staff and IT Manager moving forward with the integration of ADP and PDSI's TeleStaff, our scheduling software, on the implementation and interfacing of these two important administrative functions.
- Staff has been moving forward with the planned integration of TeleStaff and McHenry County's Vision Air software that provides CAD and fire/EMS reporting along with fire department management programs (fire prevention, inspection, training, pre-planning, etc.)

**Administrative Support**

- The implementation of the District's Health Savings Account insurance plan has been completed, thanks to the efforts of Marjean, Baxter Credit Union and Stephanie Shanahan, the District's health insurance broker.

- A/C Gaughan continued to monitor and manage the District's Worker's Compensation insurance plan and will be meeting with Laurel Warren and Illinois Public Risk Fund's (IPRF) premium auditors in February.

#### Communication and Information Technology (IT)

- The installation of an east-side Voter Comparator (radio antenna) will begin as the Inter-Governmental Agreement (IGA) with the Village of Algonquin on use of their water towers (Jacobs Tower and Countryside Standpipe) is nearing completion. (Anticipate presenting the IGA to the Board for consideration at the March 10<sup>th</sup> meeting.)
- Moving forward with implementing a wireless network for Station 1 and upgrades to existing software projects on the District's servers.
- Continue to process a succession plan for the IT department and expect to provide a budget proposal for a "State of the Network" study completed by an independent consultant in 2010.
- Developing IPRF Grant application for Multi-Site Video Conferencing Solution connecting all three fire stations to fulfill stated District goal of keeping first due companies in their respective first response districts.

#### Employee Wellness and Development

- Two additional shift part-time personnel are in the final stage of their pre-hire testing and should be cleared of their conditional offer of employment in time to participate in the next two week orientation class scheduled for early March.
- One additional shift part-time candidate successfully completed several of the pre-hire requirements (psychological and polygraph) and anticipates moving forward to the medical physical phase in time to join the orientation class in March.
- These candidates complete the part-time staffing plan approved by the Board in 2009.
- Annual medical physicals utilizing the District's new occupational health provider, Provena Occupational Health Services, for both full and part time personnel have been completed
- Base-line medical physicals completed through Provena including Cardiac Stress Test at St. Joseph Hospital, completed on all personnel.

#### Fire Prevention

- Retirement of Fire inspector Ron Nelson on February 2, 2010 after 20 years of service to the ALFPD.
- Placed third part-time inspector under the 7G agreement in the Fire Prevention Bureau - FF Bob Haughey.
- FPB finalizing details of a residential Knox Box rental program to be presented to the Board at the March 10<sup>th</sup> meeting.

#### Uniforms & Protective Gear

- Working on documentation requirements for the Office of the State Fire Marshal's equipment grant of \$24,600.00.
- Conducting review of uniform policy and SOG.
- Worked with vendor to establish shipping policy to reduce shipping charges.

#### **Training & Safety Report for January 2010 submitted by Captain Knebl.**

During the month of January, the following Level A Training (required of all personnel) was scheduled:

- Annual Bloodborne Pathogens refresher online training
- Water Rescue Drill that includes Surface Ice Rescue taught by Water Rescue Team
- EMS Standing Medical Orders review
- EMS Continuing Education

During the month of January, the following other training was scheduled:

- SCBA Consumption Drill
- Tool of the Month Review
- Emergency Response to Terrorism online training (Target Safety)
- Firefighter III review – Fire Prevention
- EMS Lecture on Child Abuse presented by Lt. Hoover
- Raging Buffalo orientation program developed by FF Gruenes

Outside training and or conferences attended by personnel during the month:

- FF/PM Seymour attended Instructor I class at Elgin Community College (40 hours)
- FF/PM Seymour attended Leadership I class at NIPSTA (40 hours)
- B/C Schau and FF Neuner attended the Illinois Fire Apparatus Mechanics Association training in Elmhurst (8 hours)
- B/C Greene, Lt. Hoover, FF Escamilla, FF Saenz and FF Teson attended the *Working Together* EMS Conference in Milwaukee, Wisconsin.
- Michele Bauer attended a Business Writing and Grammar Skills class in Oakbrook (16 hours).

#### **Public Education Report for January 2010 submitted by Lt. Didier.**

This month we rolled out our new Smoke Detector Program. Smoke detectors and smoke detector batteries are provided to residents *free of charge*. All personnel are encouraged to check homes (during calls, when appropriate) for adequate smoke detector coverage and working smoke detectors. Installation tool boxes comprised of smoke detectors, batteries and installation tools have been placed on all three front-line engines. The Office of the State Fire Marshal is assisting with this program by providing some free smoke detectors for distribution.

***During the month of January, personnel installed one detector and replaced two batteries.***

During the month the following public education programs were conducted:

- Safety Talks for Westfield School 6<sup>th</sup> Grade Health classes conducted by B/C Greene (3 presentations)
- Station Tour for Tiger Scout groups (2 tours)
- Station Tour for Daisy Scout group (1 tour)
- Fire Safety and Fire Extinguisher Training for Lake in the Hills Emergency Response Team conducted by FF Todd.
- CPR Class for Boy Scout troop conducted by FF Todd.

**Special Teams Reports for January 2010 submitted by Lt. Ciaccio (Water), Lt. Didier (Hazardous Materials), FF Teson (Technical Rescue) and Director Murphy (Investigations).**

All teams participated in Division 2 & 5 drills; no teams were activated for any alarms.

- *Technical Rescue* - Conducted monthly in house training.
- *Hazardous Materials* - Conducted training at our Station #1. Both Divisions 2 & 5 attended with their apparatus.
- *Water Rescue* – Team Leader Lt. Ciaccio is working with all departments that have the Fox River going through their town to determine how our Swift Water Rescue Team can assist with floods and dam rescues. The water rescue team conducted their monthly in house training.
- *Fire Investigations* - Attended the strike force meeting and the Kane County Arson Task Force meeting.

TOTAL FIRE DEPARTMENT RESPONSES

JANUARY 2010			STATION 1		STATION 2		STATION 3		FPB		No Station	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Fire Incidents	5	5	3	3	1	1	1	1	0	0	0	0
Medical Incidents	276	276	105	105	114	114	57	57	0	0	0	0
Other Incidents	117	117	50	50	47	47	19	19	1	1	0	0
TOTAL RESPONSES	398	398	158	158	162	162	77	77	1	1	0	0

FIRE INCIDENTS

JANUARY 2010			STATION 1		STATION 2		STATION 3	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Building Fire	3	3	3	3	0	0	0	0
Cooking Fire	2	2	0	0	1	1	1	1
Vehicle Fire	0	0	0	0	0	0	0	0
Brush and Grass Fire	0	0	0	0	0	0	0	0
Other Fire Incidents	0	0	0	0	0	0	0	0
TOTAL RESPONSES	5	5	3	3	1	1	1	1

MEDICAL INCIDENTS

JANUARY 2010			STATION 1		STATION 2		STATION 3	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Emergency Medical	255	255	95	95	105	105	55	55
Vehicle Accidents	20	20	10	10	9	9	1	1
Patient Assists								
Rescue	1	1					1	1
TOTAL RESPONSES	276	276	105	105	114	114	57	57

AUTO AID/MUTUAL AID GIVEN

JANUARY 2010			STATION 1		STATION 2		STATION 3	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD
Aid to Cary	2	2	2	2				
Aid to Crystal Lake	6	6	5	5	1	1		
Aid to Carpentersville	7	7	1	1			7	7
Aid to East Dundee								
Aid to Fox River Grove								
Aid to Huntley	2	2			2	2		
Aid to All Others	3	3	1	1			2	2
<b>TOTAL RESPONSES</b>	<b>21</b>	<b>21</b>	<b>9</b>	<b>9</b>	<b>3</b>	<b>3</b>	<b>9</b>	<b>9</b>

Historical Comparison of Responses

Month and Year	Total Calls	YTD Calls
January 2010	398	398
January 2009	355	355
January 2008	387	387
January 2007	335	335
January 2006	325	325

RESPONSE TIME ANALYSIS  
ENROUTE TO ON SCENE

The times below indicate total time from enroute time to On Scene time of first apparatus.  
The District goal is to arrive within 4 minutes 90% of the time.

	1-4 MINUTES	4:01-5:00 MINUTES	5:01-6:00 MINUTES	6:01-7:00 MINUTES	7:01-8:00 MINUTES	8:01 + MINUTES	TOTAL INCIDENTS
JANUARY	255 (78.22%)	47 (14.42%)	14 (4.29%)	6 (1.84%)	3 (.92%)	1(.31%)	326
YTD	255	47	14	6	3	1	326
% of Total Incidents	78.22%	14.42%	4.29%	1.84%	0.92%	0.31%	

**RESPONSE TIME ANALYSIS  
DISPATCH TO ON SCENE**

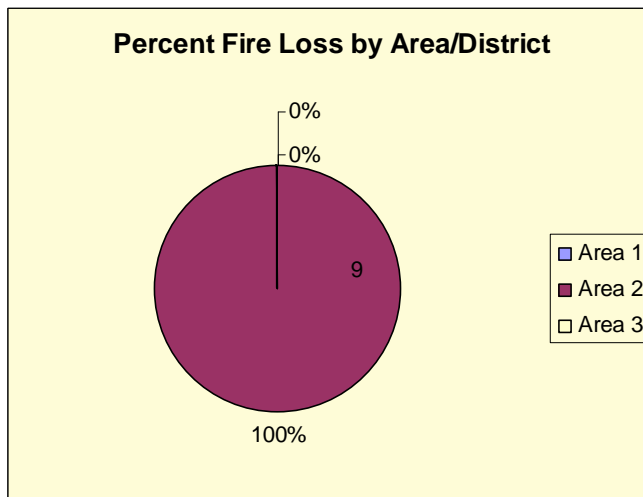
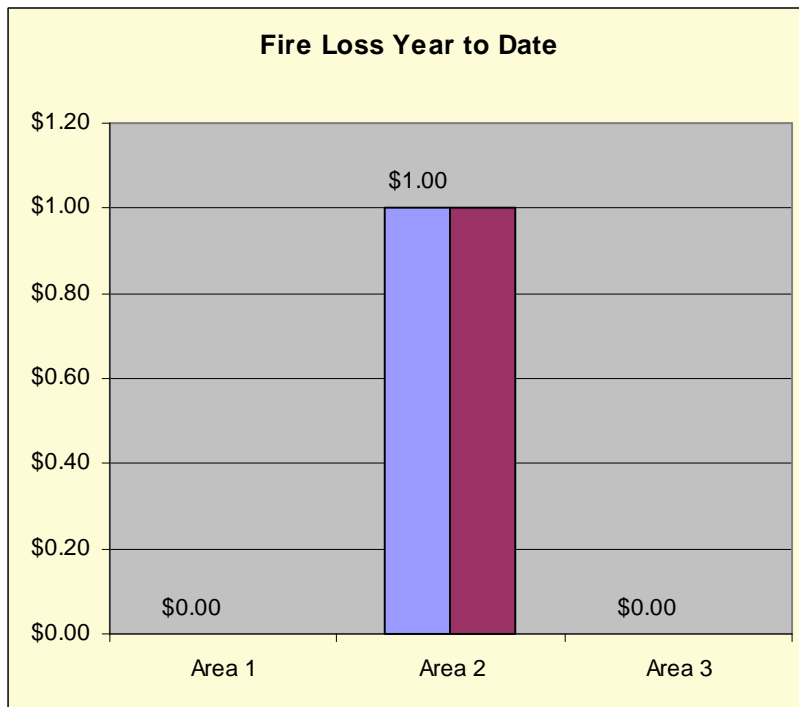
The times below indicate total time from end of call processing time (Dispatch Time) to On-Scene time.  
The District goal is under 6 minutes 90% of the time.

	1-5 MINUTES	5:01-6:00 MINUTES	6:01-7:00 MINUTES	7:01-8:00 MINUTES	8:01 + MINUTES	TOTAL INCIDENTS
JANUARY	268 (82.21%)	32 (9.82%)	15 (4.60%)	8 (2.45%)	3 (.92%)	326
YTD	268	32	15	8	3	326
% of Total Incidents	82.21%	9.82%	4.60%	2.45%	0.92%	

FIRE LOSS JANUARY 2010				
OCCUPANCY TYPE	2010 MONTH	2010 YTD LOSS	2009 MONTH	2009 YTD LOSS
Special Outside		\$0.00		
Public Assembly	\$0.00	\$0.00		
Single Family	\$1.00	\$1.00	\$21,200.00	\$21,200.00
Multi Family		\$0.00		
General Business	\$0.00			
Road,Parking Property	\$0.00	\$0.00		
Storage Property	\$0.00	\$0.00		
Open Land,Field	\$0.00	\$0.00		
Water Vehicle		\$0.00		
Vehicle	\$0.00	\$0.00	\$20,500.00	\$20,500.00
<b>TOTAL</b>	\$1.00	\$1.00	\$41,700.00	\$41,700.00

TOTAL ANNUAL FIRE LOSS

TOTAL FIRE LOSS FOR THE YEAR	
2010	\$1.00
2009	\$210,641.00
2008	\$1,827,139.00
2007	\$972,678.00
2006	\$606,800.00



AMBULANCE RESPONSE ACTIVITY-  
Emergency Only for January 2010

Ambulance 151		Ambulance 152		Ambulance 153		Ambulance 154	
Month	YTD	Month	YTD	Month	YTD	Month	YTD
116	116	105	105	62	62	1	1

\*\* This figure represents the number of responses done irrespective of their district and is gathered by an evaluation of submitted Apparatus reports.

**Patients Treated:**

Month	Residents Treated and Transported	Non-Residents Treated and Transported	Residents Treated and Not Transported	Non-Residents Treated and Not Transported	Total Patients Treated
January	107	63	34	49	253
Year-To-Date	107	63	34	49	253

*Above totals may not include all patient transports conducted during the previous month(s). Monthly totals and YTD totals will be updated in future reports.*

**Patient Transports**

Month	Sherman	St. Joe	McHenry	Woodstock	Good Shepherd	SAMC	Others
January	126	9	5	4	24	2	0
YTD	126	9	5	4	24	2	0

*Above totals may not include all patient transports conducted during the previous month(s). Monthly totals and YTD totals will be updated in future reports.*

**PERSONNEL OVERVIEW**

Sick leave hours used during the month:

Administration	Month: 42.75	YTD: 42.75
Shift Personnel	Month: 102.00	YTD: 102.00

Injured-On-Duty hours used during the month:

Administration	Month: 0	YTD: 0
Shift Personnel	Month: 0	YTD: 0

Light Duty hours worked during the month:

Work Related	Month: 0	YTD: 0
Non-Work Related	Month: 238.75	YTD: 238.75

**TRAINING HOURS**

**Full Time and Part-Time Shift Personnel**

Month	Full-Time Fire Training	Full-Time EMS Training	Full-Time Physical Fitness	Part-Time Fire Training	Part-Time EMS Training	Part-Time Physical Fitness
January	1111.5	380	201	285	239	51
YTD	1111.5	380	201	285	239	51

**RADIO FREQUENCY FIRE ALARM INFORMATION**

Currently, the District has 361 radio transceivers installed and operational:

- 251 installed within the Village of Algonquin
- 104 installed within the Village of Lake in the Hills
- 2 installed within the Cary Fire Protection District
- 2 installed within the Huntley Fire Protection District
- 1 installed within Dundee Township
- 1 installed within the Village of Barrington Hills

- A/C Gaughan, Director Murphy and Inspector Nelson met to discuss the “grandfather” clause of the IGA with the Village of Algonquin. Of the 52 identified “dialer” alarms, 28 were identified compatible with RFFA technology. 15 alarms were determined to be incompatible with RFFA and 9 were unknown at this time. Additional research and verification of the “unknown” alarms will be conducted by the FPB.
- The discussions with Algonquin on the IGA on use of water towers for ALFPD radio antennas, will parallel the RFFA IGA with the Village.
- Compilation of facts and figures continues in order to establish a recommendation on RFFA rates in the future.
- Contact with Chief Macko, Cary Fire Protection District has been attempted.
- Discussions with Chicago Metropolitan Fire Protection on contract renewal are continuing.

**FIRE PREVENTION BUREAU**

**Fire Prevention Inspections**

*Inspections conducted on existing occupancies on an annual or semi-annual basis. These are completed to maintain compliance with approved existing municipal codes.*

	Initial Inspections conducted by Shift Personnel	Re-Inspections Conducted by Shift Personnel	Initial Inspections conducted by Fire Inspectors	Re-Inspections Conducted by Fire Inspectors
January	210	444	134	0
YTD	210	444	134	0

**Construction Inspections and Other Fire Prevention Bureau Assignments**

*Construction inspections are conducted by Fire Inspectors on new and existing occupancies within the District. These inspections range from initial plan reviews to final occupancy approval.*

Type of Inspection	Monthly Total	YTD Total
Shell Inspection	0	0
Build-Out	0	0
Fire Alarm Test	0	0
Sprinkler Final	0	0
Above Ceiling Inspection	3	3
Temporary Occupancy	2	2
Full Occupancy	3	3
Hydro Test	0	0
Knox Keys	4	4
Pre-Stock	0	0
Hood/Duct	0	0
Pump Test	0	0
<b>Total</b>	<b>12</b>	<b>12</b>

**Plan Reviews**

*Plan reviews are completed by the Fire Prevention Bureau for all new or significantly remodeled occupancies within the Fire Protection District.*

	Monthly Total	Yearly Total	Monthly Fees Collected	YTD Fees Collected
Plan Reviews Conducted by FPB	3	3	300.00	300.00
Plan Reviews Conducted by Fire Safety	0	0	0.00	0.00
Total	3	3	300.00	300.00