



**CITY OF KIRKLAND**  
**Fire & Building Department**  
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## **MEMORANDUM**

**To:** Dave Ramsay, City Manager  
**From:** Helen Ahrens-Byington, Deputy Chief  
**Date:** October 16<sup>th</sup>, 2007  
**Subject:** Substitute House Bill 1756

### **RECOMMENDATION:**

City Council pass the resolution to adopt the attached performance standards to be compliant with Substitute House Bill 1756

### **BACKGROUND DISCUSSION:**

#### **Introduction**

On April 15, 2005 the Washington State Legislature passed into law SHB 1756. This law impacts every fire organization within the State of Washington.

The law directs Fire Departments in Washington State to determine and develop performance standards and reporting standards relative to response time measurements and first alarm assignments and then to make public a report on how we are doing in relation to those times.

#### **History & Background**

One of the major issues the fire service has been addressing is defining levels of service relative to standards, comparable data and levels of acceptable risk for each community. The Kirkland Fire Department has used response times as part of their performance measures for the City Council for many years.

Response times have long been a standard of measurement of service, within the Fire Service nationally. However this data has never been used in setting standards which can be used on a comparison basis

In 2001 NFPA 1710, the first national standard for response times, was adopted. As a standard it was not legally binding for Fire Departments, though it has and will increasingly carry significant weight in legal actions resulting from incidents attributable to response times.

Establishing standards for the fire service continues to develop momentum and increasingly communities are being directed to establish policies in regards to the delivery of emergency fire and EMS services. SHB 1756 is Washington State's solution to address the issue of setting response time standards.

The Commission of Fire Accreditation International has described a standard of response coverage as "written policies and procedures that establish the distribution and concentration of fixed and mobile resources of an organization".

### **City of Kirkland**

The City of Kirkland already adopted performance standard for Fire Department response times in the "Kirkland Fire and Building Department Strategic Plan 2000". In this standard, the City adopted that the definition of "response time" will be from the time of the 911 call to time the Fire Department arrives on scene.

To meet the requirements of the SHB1756 we will need to divide our current overall response time in to the following categories, turnout time and response time as defined below per the SHB 1756.

### **Definitions from the SHB 1756**

**Dispatch Time:** The time when the dispatcher, having selected appropriate units for response with assistance from the CAD system, initiates the notification of response.

**Turnout Interval:** Measured time between dispatch time and turnout time.

**Turnout Time:** When units acknowledge notification of the event to the beginning point of response time (wheels rolling).

**Travel Interval:** Measured time between turnout time and on scene time of initial company.

**Response Time:** The combined measured time from dispatch time (unit dispatched) to the initial company arrival time (includes turnout interval).

### **SHB 1756 Requirements**

Fundamentally this bill simply requires, through ordinance, a community to determine the level of Fire & EMS services it wishes to provide to its community, and set performance measures that will be annually reported by Fire Departments.

This bill requires the following:

- City Ordinance – Policy Statements
  - ✓ Existence of Fire Department
  - ✓ Services provided by Fire Department

- ✓ Expected number of Fire Department employees
- ✓ Functions performed by employees
- Adopted Standards
  - ✓ Turnout Time
  - ✓ Response Time – Deployment of First Alarm Assignments at Fire Suppression Incidents
  - ✓ Response Time – First arriving unit at Fire Suppression Incidents
  - ✓ Response Time – Emergency Medical Incidents
  - ✓ Response Time – Technical Rescue Incidents
- Annual Fire Department Performance Measures Reporting
  - ✓ Includes Policy Statements
  - ✓ Provides the established standard
  - ✓ Reports on Departments Performance against established standard
  - ✓ Explanations where the standard is not being met.
  - ✓ Predictable consequences of any deficiencies and necessary improvements needed to correct these.

After review by the Public Safety Committee; staff is recommending the following in order to meet the requirements of the SHB1756.

**RECOMMENDATIONS:**

1. Use the standards already developed and adopted in the Strategic Plan as the foundation to develop the report for the SHB1756 compliance.
2. Update the standards to reflect the definitions used in SHB1756
3. Along with the response times divided as required by the SBH1756, also continue to report on the how the response time was defined in the “Kirkland Fire and Building Department Strategic Plan 2000” - Time of 911 call to first arriving unit.
4. The City also needs to adopt a response time standard for the **Initial Full Alarm Assignment** - Defined as the time when all of the personnel, equipment, and resources ordinarily dispatched upon a fire alarm arrive on the scene. The Full alarm assignment for 2006 was 3 Engine companies, 1 Truck company, 1 Battalion Chief.
5. The City also needs to adopt a response time standard for a **the First Arriving Technical Rescue Unit** - Defined as personnel that is trained as Technical rescuers and have a unit with all the equipment to perform a rescue; for the City of Kirkland, Truck 26 is the only unit that meets these requirements.
6. The City needs to adopt a standard for Turnout Time.
7. The City Council should adopt a resolution as prescribed by HB1756 that will out line these recommendations (attached).

**Fire: First Arriving Unit Response**

(Dispatch time)	Turnout time	Travel Interval	Response time	(From 911 – Arrival)
(45 sec)	60 sec	3 min 45 sec	4 min 45 sec	(5 min 30 sec)

(not required to report on)

**Emergency Medical: First Arriving Unit Response**

(Dispatch time)	Turnout time	Travel Interval	Response time	(From 911 – Arrival)
(30 sec)	60 sec	3 min 30 sec	4 min 30 sec	(5 min)

**Fire Suppression Incidents: Deployment of First Alarm Assignments**

(Dispatch time)	Turnout time	Travel Interval	Response time	(From 911 – Arrival)
(45 sec)	60 sec	9 min	10 min	(10 min 45 sec)

**Technical Rescue: First Arriving Technical Rescue Unit**

(Dispatch time)	Turnout time	Travel Interval	Response time	(From 911 – Arrival)
(45 sec)	60 sec	9 min	10 min	(10 min 45 sec)

1. In Parentheses (Not required to report on based on HB1756)
2. Difference in Dispatch time is in relation to the length of time it take Dispatch to assign units for different types of incidents.

RESOLUTION R-4673

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND ADOPTING PERFORMANCE STANDARDS AS THE KIRKLAND FIRE DEPARTMENT'S RESPONSE TIME OBJECTIVES AS REQUIRED IN CHAPTER 35A.92 RCW.

WHEREAS, the Kirkland Fire Department is legally established as a fire department through RCW 35A.01.01 and RCW 35A.11.020; and

WHEREAS, the Kirkland Fire Department has a mission statement and goals and objectives to guide the organization in providing fire and medical services to our community; and

WHEREAS, the Kirkland Fire Department has a basic organizational structure; and

WHEREAS, the Kirkland Fire Department has a certain number of members who now and in the future will perform the tasks required to accomplish our response objectives; and

WHEREAS, the City Council previously adopted performance standards for Kirkland Fire Department response times in the Kirkland Fire and Building Department Strategic Plan 2000; and

WHEREAS, the City of Kirkland is now required by state law to establish Kirkland Fire Department turnout and response time goals for the first arriving basic life support and fire engine responses to fire suppression calls, and response time goals for a full alarm assignment; and

WHEREAS, the Kirkland Fire Department has evaluated all the elements identified in Chapter 35A.92 RCW and included those provisions deemed appropriate in the Department's emergency service delivery; and

WHEREAS, the Kirkland Fire Department has developed written response coverage objectives required to comply with applicable provisions of Chapter 35A.92 RCW;

NOW, THEREFORE, be it resolved by the City Council of the City of Kirkland that the attached performance standards are hereby adopted as the Kirkland Fire Department's response time objectives as required in Chapter 35A.92 RCW.

Passed by majority vote of the Kirkland City Council in open meeting this \_\_\_\_ day of \_\_\_\_\_, 2007.

Signed in authentication thereof this \_\_\_\_ day of \_\_\_\_\_, 2007.

\_\_\_\_\_  
MAYOR

Attest:

\_\_\_\_\_  
City Clerk