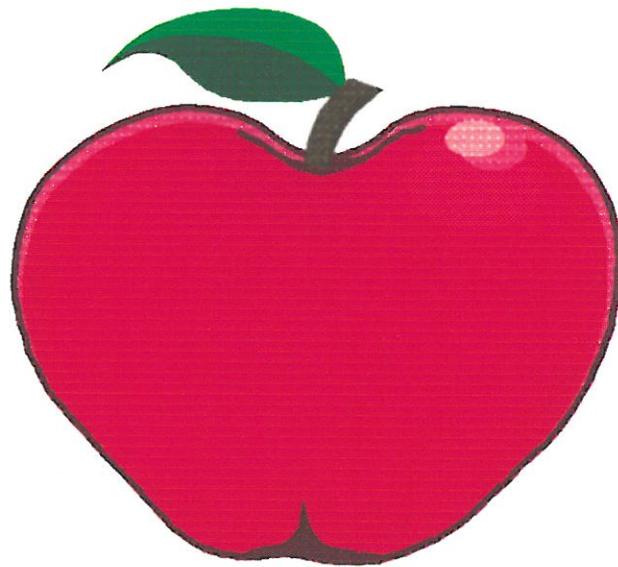


*Winchester Fire & Rescue  
Department  
and  
Emergency Communications  
Center*



*1997 Annual Report*



## *Winchester Fire and Rescue*

L. A. MILLER, FIRE CHIEF  
EDDIE M. LILLIS, SR., CAPTAIN  
FRANK E. WRIGHT, CAPTAIN

126 NORTH CAMERON STREET, WINCHESTER, VIRGINIA 22601  
PHONE (540) 662-2298  
FAX (540) 667-0118  
TDD (540) 665-5645

April 3, 1998

Mr. Edwin C. Daley  
City Manager  
Rouss City Hall  
Winchester, Virginia 22601

Dear Mr. Daley:

The men and women of the Fire & Rescue Department have experienced an extremely active year on all fronts. The Department was involved with the delivery of emergency services during 4,481 incidents in 1997. The delivery of this service has been dependent on a cooperative effort of volunteer and career personnel working together to provide Fire & Rescue services. The utilization of the combined entity is the fabric of the department and the resulting service delivery within the community.

The Winchester Fire & Rescue Department continues to be sensitive to the needs of the community and addresses those needs in the best interest of the community and within the perimeter of the Department. Today the men and women of the Department have formulated a multi-dimensional department, versatile in nature, but focused on quality emergency services. Where once the focus was solely on the response to fire events the focus has now assumed a more diverse personality. Today the Department addresses the delivery of Emergency Medical Services and Hazardous Materials incident mitigation, in addition to Fire Incidents. To support these operational concepts, the Department presents training activities, certification opportunities as well as apparatus testing and certification.

The Department has also become more pro-active in addressing public education and prevention activities within the community. A Public Education Program is conducted within each of the 5th Grade classes of the school system annually. Also programs are conducted at other times within the schools and to various civic organizations at every opportunity. The Department has been active in the area of child safety and particularly in dealing with Child Safety Seats.

The Department hopes to enhance the Public Fire Education Program in the future through the incorporation of additional safety materials. The logic behind this approach is to prevent the event from occurring. This approach has the potential to reduce the trauma experienced by an incident, as well as reduce injuries, fatalities, and property loss. In turn, this approach may have the potential to reduce incident responses.

The Department maintains its posture as a Regional Hazardous Materials Response Team. This is a major commitment involving a large number of personnel hours relating to training. The Response

Team responded to six (6) incidents during the year within the region. The Department plans a review of this program during 1998 so as to redefine its direction and service level.

The Emergency Communications Center (ECC) was realigned and incorporated as a division of the Fire & Rescue Department. Since this incorporation in July of 1997, the scope of services, internal organization, and physical plant have been major issues. The ECC is the point of initiation for the delivery of emergency services within the community. It is a customer based, twenty-four (24) hours per day, seven (7) days per week service where accuracy, dedication, and professionalism are imperative. The men and women of the ECC are an integral component of the community's emergency service team and are professional by every definition.

A renovation/upgrade project of the ECC was undertaken with enthusiasm and some apprehension. This project has improved the capability of the ECC and the service delivery capabilities of the Center. A detailed report of expenditures is attached for informational purposes.

Attached within this report is a statistical report relating to the activities of the Emergency Communications division. This is the first report of this nature and one which will be refined in the coming months.

Within the future it is anticipated that emergency communications will be enhanced through professional training standards and input from the customers served by the Center.

Contained within this report is an Annual Report from four (4) of the Volunteer Stations within the Department. These reports are significant as they provide insight into each of the stations, their activities and the membership. These entities are major contributors to the Emergency Services System and should be acknowledged for their efforts.

I would be remiss if I did not acknowledge the work of the uniformed, career personnel and clerical staff of the Department. These individuals, working as an integral member of the operational team contribute to the efficiency of the delivery of emergency services within the community.

The following information highlights those activities of the Department which have a significant impact on the community and overall service delivery. Also attached is a statistical report and comparative graphics for your review.

#### Statistical Summary

Year	Incidents	+ %<->*	Estimated Property Loss	+ %<->*
1997	4481	- 1%	325,435	- 886%
1996	4561	+ 8%	3,210,091	+ 48%
1995	4186	+ 1%	1,658,405	+ 253%
1994	4157	+ 1%	469,945	+ 50%
1993	4080	+ 14%	233,201	- 86%
1992	3498	+ 5%	1,691,972	- 48%
1991	3337	+ 31%	3,243,855	+ 261%
1990	2314	+ 48%	898,887	- 46%

Note \* Based on previous year

A review of the incident history identifies that 3,319 of the incidents are classified as medical emergencies. This accounts for 74% of the incident history of the Department.

The following highlights other activities in which the Department was involved with, identified by Division.

### **Fire & Rescue**

- The Department's Firefighter Liaison Committee was reactivated at the request of the career firefighters. Scheduling of meetings has been sporadic due to varying reasons. These meetings provide direct input from the career personnel through open, candid communications.
- A committee comprised of volunteer and career personnel was appointed to review 2 In 2 Out OSHA Regulation. This committee has reviewed the potential impact of the regulation and is finalizing recommendations on how to deal with regulations.
- The Department participated in the Shadowing Program sponsored by Daniel Morgan Middle School.
- The 5th Grade Public Education Program within the Public School System was completed for the 20th year. The curriculum was presented to all 5th grade classes and graduated 263 students.
- The Spring Emergency Responder School was conducted on the weekends of April 5, 6 and 12, 13, 1997. Records indicate that 230 individuals from throughout the region attended the training.
- The Department participated in the Annual Doo Dah Day activities and Child Safety Day activities.
- The new EMS Transport Unit purchased by South End Fire Company, Station 5, was licensed as an Advance Life Support Unit and placed in service.
- A new Seagrave 1750 GPM Pumper was purchased and placed in service by Shawnee Fire Company, Station 4.
- The event requiring the single most attention during the month of May 1997 was the 70th Shenandoah Apple Blossom Festival. Preparations for the event were coordinated with several other agencies to ensure a comprehensive public safety plan was initiated. The plan involved maintaining normal services throughout the City while concentrating efforts within the areas where Festival events were taking place. The planned implementation was successful and all emergency events were addressed in an expeditious and professional manner.

The success of this undertaking is a product of many agencies and facilities working together to provide a successful mission. Among these are the Winchester Medical Center, Martin's Food, Winchester Transit, Winchester Police Department, Frederick County Fire & Rescue, and the City's volunteer stations to name a few.

- Pargo's Restaurant hosted a recognition breakfast on June 17th for Fire & Rescue, Police, and Emergency Communications Center personnel. The 17th of June is a significant date as it marks the anniversary of the fire incident at Pargo's. Steve Johnson, Manager of the restaurant, has been and continues to be a supporter of the Public Safety agencies within the City.
- Captain Wright and I attended the Annual Conference of the State Fire Chiefs' Association of Virginia. The conference provided various seminars geared to Professional Development.
- The Department's Annual Family Picnic was conducted Saturday, September 13, 1997. Between 90 and 95 individuals participated in the event.
- The Department hosted a visitor from Romania in cooperation with the Meridian International Center. The Center is affiliated with the State Department and arranges visitations to increase awareness and knowledge. The visitor, Mr. Peter Laszlo Herbert, is a leader in his country as related to the development and delivery of Emergency Services. Mr. Herbert's visit was a learning experience for individuals of this department as well as himself.
- The Department observed National Fire Prevention Week, October 5-11. Fire Prevention activities were scheduled and 2,466 individuals were contacted. Presentations were conducted within each of the schools listed below.

John Kerr, Quarles, Frederick Douglass, Virginia Avenue Charlotte DeHart, Sacred Heart, and Robinson Elementary Schools; Winchester Medical Center Day Care, First Baptist Church Mother's Day Out, Grace Lutheran Church, Winchester Day Nursery, Discovery Preschool, Apple Country Head Start, Stepping Stones, Market Street Scouts, and NREP Pre-School.

- Representatives of the Department attended the meeting of the Training Committee of the Virginia State Fire Services Board in Harrisonburg. The attendance was geared to receiving a report on structural fire training buildings and the status of grants relating to same. It appears as though grants will be available for improvements to the structural buildings and the City will be eligible for the grant.
- The Department, in cooperation with the Northern Virginia Firefighter's Association and the Department of Fire Programs, conducted the Annual Fall Emergency Responder Training School. The school offered a variety of subject material and was open to all Fire & Rescue personnel. The school was conducted the weekends of October 18, 19 and 25, 26, and was attended by 173 participants.
- The Department participated in the Community Leadership Program sponsored by the Chamber of Commerce. During this program an overview of the Department was presented to those individuals in attendance. Programs such as this are extremely beneficial as it permits businesses within the community to become more familiar with the Department and its responsibilities.
- The Department, in conjunction with the City Manager's Office and the Lord Fairfax EMS Council, hosted the Virginia Office of EMS's Financial Advisory Review Committee. This

committee met in Winchester, December 4 and 5, to consider Rescue Squad Assistance Fund Grants for the Fall 1997 cycle.

- The organizational meeting of the Consolidation Committee met on November 12. During this meeting a review of both Fire & Rescue Departments was presented and the methodology adopted.
- An Entrance-Agility test was conducted on December 14. Nineteen (19) applicants began the process with fifteen (15) successfully completing the process.
- Operational Officer Conferences were conducted throughout the year for volunteer and career officers. These meetings are normally conducted monthly and create an opportunity for the volunteer and career leadership to discuss issues and plan for the future delivery of services. An outgrowth of this meeting has been the establishment of several sub-committees designed to focus on specific items. These subcommittees are comprised of volunteer and career personnel and address issues such as Training, Emergency Medical Services, and Safety.

This format provides an open format and has been successful in addressing many issues within the Department.

- City Council adopted the 1996 Edition of the Statewide Fire Prevention Code for utilization within the City. The Code is a maintenance code addressing issues of Fire Prevention within commercial structures. The Code is a minimum code and has had several modifications made to improve adaptability within the City.
- There are several issues which were initiated during 1997 which will continue during 1998. These issues are reflective of personnel safety and are mandated through Occupational Safety and Health Administration (OSHA) Regulations.

Mandates such as these are often difficult to comply with as there is a double standard in how the regulations are or are not applied within the volunteer and career ranks. Additionally, the regulations are often costly in terms of needed equipment and personnel training. It is anticipated that a package will be created addressing Two In Two Out, Personnel Accountability, Respiratory Standards, and a revised Incident Command Structure.

For this package to be successfully reviewed, adopted, and implemented a team effort involving career and volunteer personnel will be created and utilized.

### Emergency Services

- Participated in a review of an operational plan relating to the staging of State resources during winter storms. The meeting was conducted by Curt Nellis, Regional Emergency Services Coordinator, and attended by coordinators from throughout the region.

- The regularly scheduled meetings of the Local Emergency Planning Committee were conducted quarterly. In addition to routine business the Committee hosted a session for members of the public dealing with the provisions of the Clean Air Act. The session was conducted by representatives of the Environmental Protection Agency and was attended by 59 individuals.
- The Annual Staffing Pattern Partnership Agreement pertaining to Emergency Services was completed.
- The annual program paper pertaining to the Emergency Services Program for Federal Fiscal Year 97-98 was completed and submitted to the Department of Emergency Services.
- Business for the Bay is a program sponsored by the Virginia Department of Environmental Quality in conjunction with other states affecting the Chesapeake Bay and the EPA. The program is designed to solicit the cooperation of local government and businesses to help in the task of improving the environmental quality of the Bay by modifying local policies and procedures in regard to the use and disposal of Hazardous Materials.

There is no cost associated with the program which has the potential of improving the quality of life locally and statewide.

Public Safety Committee endorsed the program and the Department has registered the City within the Program.

- The Local Emergency Planning Committee continued the mission of safeguarding the community in accordance with the Superfund Amendment and Re-authorization Act, (SARA-Title III). The Committee conducted quarterly meetings and hosted an information seminar co-sponsored by the Virginia Department of Emergency Services and the Department of Environmental Quality.

During future months the Committee will be updating the SARA-Title III Plan and exercising the plan.

### **Emergency Medical Services**

- The Infectious Disease Policy was reviewed and an evaluation/modification process initiated to address diseases such as tuberculosis.
- A grant application was prepared for submittal through the Rescue Squad Assistance Fund pertaining to mobile and portable radio upgrades to accommodate statewide disaster frequencies. The grant was approved permitting the Department to upgrade 16 mobile and 30 portable radios at a cost to the City of \$22,810 or 50% of the total cost of \$45,620.

### **Emergency Communications Center**

The year, 1997, has been an extremely active year for the Fire & Rescue Department and it's personnel. The Department was reorganized and was assigned the responsibilities associated with the

Emergency Communications Center. The Center is responsible for the receipt and dissemination of all 9-1-1 calls and the dispatch of City Police Units, City Fire & Rescue Units, and County Fire & Rescue Units. In conjunction with the realignment addressing day to day operations, a major renovation/upgrade project of the Center was initiated.

The Center had not been updated for nearly fifteen years. The Center and the equipment were outdated and less than dependable. The project was undertaken and completed during early 1998. The Center is now operating on a 24 hour per day basis with state-of-the-art, dependable equipment. The Center is also self-supporting in relationship to electrical power and internal environmental controls.

The upgrade/renovation project did create a significant investment of time and funding to attain the goal of dependable service delivery.

The project had a budget of \$420,000 and was completed with an expenditure of \$321,319. Enclosed within this report is a breakdown of the expenditures associated with the project.

In 1997 the Communications Center provided communications and certain clerical services to the Winchester Fire & Rescue, Winchester Police, and Frederick County Fire & Rescue Departments. In addition, it provides other related communications services to other city departments and citizens on an emergency and non-emergency basis.

All 9-1-1 calls originating within the City of Winchester or Frederick County are answered within the Communications Center for dispatching or relaying to other jurisdictions as appropriate.

The Communications Center provides radio dispatching and/or telephone communications throughout the City and County as follows:

- |   |   |
|---|---|
| 24 Hour Telephone/Radio Dispatching:                    | Winchester Fire & Rescue Department<br>Winchester Police Department<br>Frederick County Fire & Rescue Department  |
| Nights, Weekend, Holiday Telephone & Radio Dispatching: | Winchester Utilities Department<br>Winchester Engineering Department<br>Department of Social Services   |
| Full-time Monitor/Dispatching:                          | State Interdepartmental Radio<br>Contacting local jurisdictions for exchange of information<br>Emergency Medical Services<br>Full-time monitor and assigning of 3 EMS Channels that provide radio communications between the Winchester Medical Center Emergency Room and the responding units. |

## Incidents Dispatched

Winchester Fire & Rescue	4,481
Winchester City Police	43,586
Frederick County Fire & Rescue	5,413

To assist in the dispatching, the Communications Center's incoming telephone lines presently answered are:

9-1-1	4 Lines
Police Administration	3 Lines
Fire & Rescue	1 Line
Direct to OMNI Alarms	1 Line
Medical Center Emergency Room	1 Line

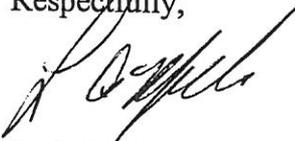
- City Council authorized an upgrade of the current CALLS 9-1-1 System to a full Enhanced E-9-1-1 System. This upgrade will provide the newest technology within 9-1-1 service and will slightly reduce the monthly cost.

The letter of intent to convert to the Enhanced 9-1-1 System was prepared and forwarded to Bell Atlantic.

- Larry Phillips, ECC Supervisor, attended the User Group Meeting sponsored by Applied Micro Technology (AMT). AMT is the vendor for the new Computer Assist Dispatch System utilized within the ECC.

The effectiveness of the Department is not by accident, but due to a team effort which begins with the individual citizens of the Community and extends through City Council, the City Manager, and the Department. This style and type of teamwork has been witnessed and proven to provide positive customer service. Through continual cooperation the service will continue to grow and mature. I thank all individuals for their involvement and look forward to continuing to serve this community.

Respectfully,



L. A. Miller  
Fire & Rescue Chief

**WINCHESTER FIRE & RESCUE DEPARTMENT**

**1997**

CHIEF .....	1
VOLUNTEER BATTALION CHIEFS .....	4
CAPTAINS .....	2
LIEUTENANTS .....	4
FIREFIGHTER/EMT .....	14
FIREFIGHTER/EMS SPECIALIST .....	10
PART-TIME FIREFIGHTER/EMT .....	4
SECRETARIES .....	2
PART-TIME CLERICAL .....	1
VOLUNTEER PERSONNEL ON ROSTERS ...	153

**EMERGENCY COMMUNICATIONS CENTER**

SUPERVISOR .....	1
COMMUNICATION SPECIALISTS .....	12
PART-TIME COMMUNICATION SPECIALISTS .	2

## APPARATUS

### FRIENDSHIP -STATION 1

Engine	1	1987 Seagrave, 1500 GPM
Wagon	1	1997 Seagrave, 1500 GPM
Reserve Wagon	1	1982, Seagrave, 1500 GPM
SERV	1	1991 Ford Centurian
Ambulance	1	1997 Marque

### ROUSS - STATION 2

Tower	2	1978 Pierce, 85' Platform
Truck	2	1969 Pirsch, 100' Aerial
SERV	2	1987 Ford, F250

### WINCHESTER VOLUNTEER RESCUE SQUAD - STATION 3

Medic/Rescue/Ambulance	3-1	1991 Ford Van, 4X4
Medic/Rescue/Ambulance	3-3	1996 Ford, Excellence
Medic/Rescue/Ambulance	3-5	1994 Ford, Excellence
Squad/Crash Truck	3-2	1993 International, Marion
Squad/Crash Truck	3-9	1986 Ford, E-1

### SHAWNEE - STATION 4

Engine	4	1989 Pierce, 1750 GPM
Wagon	4	1997 Seagrave, 1750 GPM
Ambulance	4-1	1994 Ford, Horton
SERV	4	1984 Chevrolet Suburban

### SOUTH END - STATION 5

Engine	5	1992 Seagrave, 1500 GPM
Wagon	5	1987 Seagrave, 1500 GPM
Ambulance	5-1	1996 Horton
SERV	5	1988 Chevrolet Suburban

### CITY TITLED VEHICLES

Haz Mat Unit	1	1991 International, Hackney
Licensed EMS Response	3	Van and 2 Utility Vehicles
Administrative/Response	1	Sedan

**EMERGENCY COMMUNICATIONS CENTER**

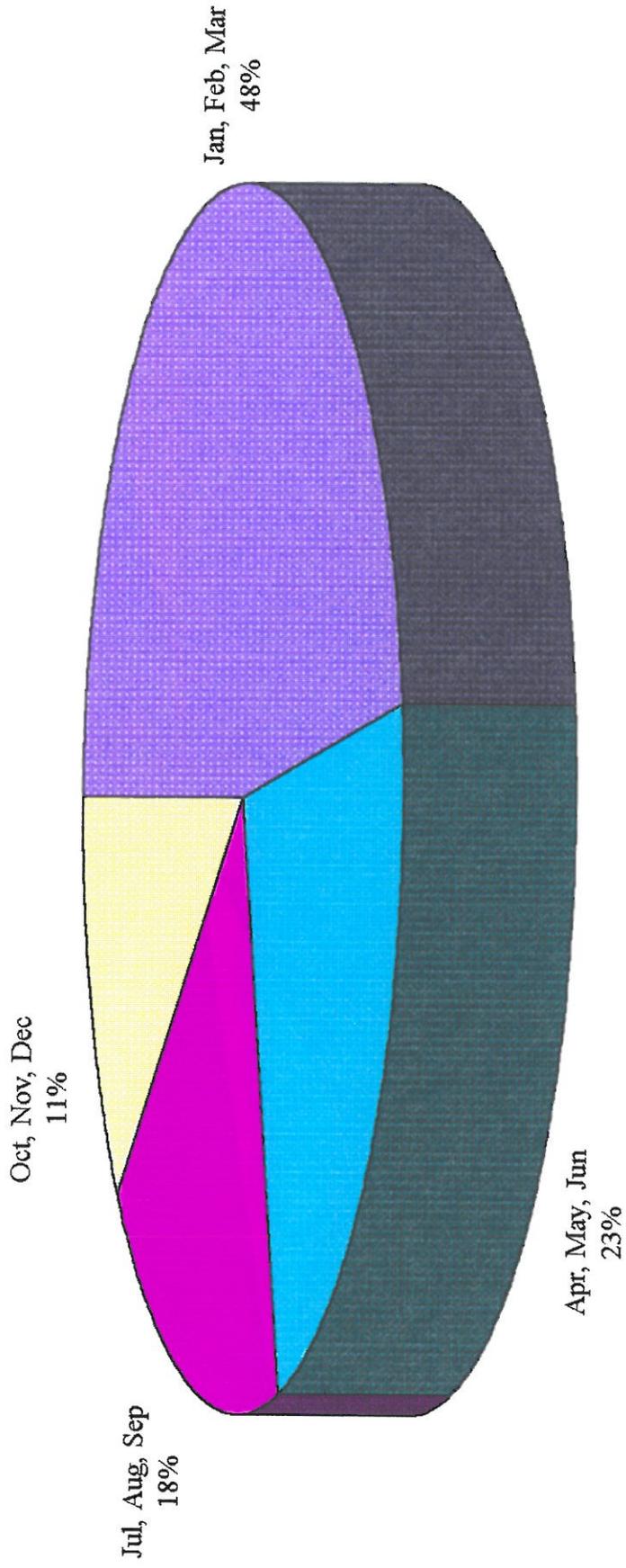
**RENOVATION - UPGRADE PROJECT**

**EXPENDITURE SUMMARY**

Motorola - (Radio Consoles, 9-1-1 ANI-ALI Hardware & Software and Master Clock)	\$240,616
Pifer Office Supply - (Modular Furnishings)	6,517
Dictaphone - (Master Recorder, Pro-Log and Recall)	27,000
Plant Renovations -	7,000
NCIC/VCIN Upgrade	5,500
Stinson Electronics - (UPS, Cable Channel, etc)	682
Custom Computer - (Pcs for Pro-Log and NCIC/VCIN)	2,200
Sub-Total	290,197
<b>SHARED EXPENDITURES FREDERICK COUNTY (50%-50%)</b>	
Applied Micro Technology	23,324
Fiber Optic Cable	2,410
	315,931
<b>OUTSTANDING</b>	
	3,888
	2,500
Grand Total	\$321,319

# PROPERTY LOSS PER QUARTER

1997



### 1997 TRAINING SUMMARY

	TOTAL LOCAL	TOTAL STATE	TOTAL OVERALL
CO. 1	87	375	462
CO. 2	161	252	413
CO. 3	39	567	606
CO. 4	188	965	1,153
CO. 5	305	924	1,229
CAREER PERSONNEL	1,371	3,772	5,143
GRAND TOTALS	2,150	6,855	9,005

### AVERAGE TIME PER INCIDENT 1997

	TOTAL INCIDENTS PER MONTH	PIECES OF APPARATUS	TOTAL MINUTES ON INCIDENTS	AVERAGE PIECES ON SCENE	AVERAGE TIME APPARATUS ON SCENE
JAN	383	721	19054	1.88	49.75
FEB	304	564	18260	1.86	60.07
MAR	380	734	20407	1.93	53.70
APR	360	665	17335	1.85	48.15
MAY	416	719	19672	1.73	47.29
JUN	373	664	18532	1.78	49.68
JUL	373	675	19412	1.81	52.04
AUG	399	711	21315	1.78	53.42
SEP	354	618	17679	1.75	49.94
OCT	422	761	26488	1.80	62.77
NOV	360	671	17908	1.86	49.74
DEC	357	634	18756	1.78	52.54
TOTAL	4481	8137	234818	1.82	52.40

### AVERAGE TIME PER INCIDENT 1996

	TOTAL INCIDENTS PER MONTH	PIECES OF APPARATUS	TOTAL MINUTES ON INCIDENTS	AVERAGE PIECES ON SCENE	AVERAGE TIME APPARATUS ON SCENE
JAN	417	766	22086	1.84	52.96
FEB	337	628	19372	1.86	57.48
MAR	337	612	18743	1.82	55.62
APR	384	665	19345	1.73	50.38
MAY	440	745	22135	1.69	50.31
JUN	360	614	17860	1.71	49.61
JUL	382	662	18946	1.73	49.60
AUG	367	649	18774	1.77	51.16
SEP	395	700	21939	1.77	55.54
OCT	378	665	19078	1.76	50.47
NOV	360	692	17648	1.92	49.02
DEC	404	793	20220	1.96	50.05
TOTAL	4561	8191	236146	1.80	51.78

1997 PROPERTY LOSS AND SMOKE DETECTOR PERFORMANCE

INCIDENT NUMBER	ADDRESS	SITUATION	PROPERTY LOSS	SMOKE DET PERFORMANCE
970023	131 East Cork Street	Structure	0	8
970132	406 North Loudoun Street	Structure	20	4
970317	334 Amherst Street	Structure	1,000	3
970433	806 Pennsylvania Avenue	Structure	200	8
970481	2896 Packer Street	Structure	10,000	8
970484	506 Fox Drive	Structure	0	5
970579	1944 Valley Avenue	Structure	30,000	8
970629	304 North Kent Street #1	Structure	250	0
970634	506 Whitacre Street	Structure	500	5
970727	200 North Cameron Street #405	Structure	500	1
970755	530 North Cameron Street	Structure	20,000	8
970756	530 North Cameron Street	Structure	1,000	8
970767	316 Gray Avenue	Structure	1,000	4
970768	646 Battle Avenue	Structure	20,000	4
970802	200 North Cameron Street	Structure	100	8
970807	919 South Loudoun Street	Structure	1,000	2
970835	304 North Kent Street	Structure	500	8
970874	406 North Loudoun Street #1	Structure	10	2
970961	423 West Lane	Structure	50	8
970989	329 National Avenue	Structure	0	1
971049	109 East Pall Mall Street	Structure	40,000	0
971268	613 South Loudoun Street	Structure	0	2
971287	500 West Cork Street	Structure	500	8
971439	3214 Valley Avenue	Structure	15,000	2
971446	609 Opequon Court	Structure	1,000	0
971471	221 Peppertree Lane	Structure	100	2
971567	249-1/2 West Street	Structure	0	2
971775	206 Baker Street	Structure	500	4
971791	555 Courtfield Avenue	Structure	0	0
971839	216 South Kent Street	Structure	300	2
971842	214 North East Lane	Structure	0	3
971851	600 Smithfield Avenue #1	Structure	1,000	8
971893	1015 Woodland Avenue	Structure	300	1
971919	664 Virginia Avenue	Structure	40,000	3
971942	1016 Franklin Street #1	Structure	0	4
972176	536 Hollingsworth Drive	Structure	500	3
972291	411 Crescent Drive	Structure	8,000	8
972350	7 East North Avenue	Structure	30,000	8
972455	330 Woodstock Lane	Structure	0	0
972683	243 East Fairfax Lane	Structure	0	2
972747	800 Berryville Avenue	Structure	200	8
972756	778 Johnston Court	Structure	20	8
972778	2206 Valley Avenue	Structure	0	8
972790	802 Berryville Avenue	Structure	0	0
972953	1114 Franklin Street #2	Structure	250	5
972958	525 Amherst Street	Structure	10,000	8
972974	503 South Street	Structure	0	8
973260	411 Highland Avenue	Structure	300	2
973549	2204 Valley Avenue	Structure	0	8
973553	2932 Grace Street	Structure	49,300	3
973554	522 South Braddock Street	Structure	300	8
973588	422 Millwood Avenue	Structure	30	0

**1997 PROPERTY LOSS AND SMOKE DETECTOR PERFORMANCE**

<b>INCIDENT NUMBER</b>	<b>ADDRESS</b>	<b>SITUATION</b>	<b>PROPERTY LOSS</b>	<b>SMOKE DET PERFORMANCE</b>
973637	629 Hollingsworth Drive	Structure	0	2
973699	1645 South Braddock Street Apt #4	Structure	4,000	1
973735	506 Armour Dale	Structure	0	8
973797	400 North Loudoun Street Apt B	Structure	0	0
973880	1840 Amherst Street	Structure		0
974217	333 West Cork Street	Structure	5,000	8
974260	216 East Street	Structure	0	1
974307	229 South Loudoun Street	Structure	25	8
974403	105 Bellview Avenue	Structure	10	0
<b>TOTALS</b>			<b>292,765</b>	

**LEGEND FOR SMOKE DETECTOR CODE**

1. Detector in room or space of fire origin - operated
2. Detector not in room or space of fire origin - operated
3. Detector in room or space of origin - not operating
4. Detector not in room or space of origin - not operating
5. Detector in room or space of fire origin but fire too small to operate
8. No detectors present (N/A)
9. Not classified above
0. Undetermined

1997 SUSPICIOUS & INCIDENTAL FIRES

REMARKS

DATE MMDDYY	INC #	ADDRESS	SUSP	INCN	CLERD	PEND	EST LOSS	INV	DAY	TIME	REMARKS
010197	970001	211 Woodberry Lane		X	X		0	160	WED	0019	Trees/Brush/Grass
010697	970077	651 East Leicester Street		X		X	1000	110	MON	2148	Vehicle
011097	970132	406 North Loudoun Street		X		X	20	110	FRI	2110	Structure
020997	970481	2896 Packer Street		X	X		10000	110/46	SUN	2229	Structure/Trailer
030597	970727	200 North Cameron Street		X		X	500	110/46	WED	0044	Structure Fire
030897	970766	North Indian Alley/W Boscawen Street		X		X	0	110	SAT	0003	Refuse Fire
030897	970767	316 Gray Avenue		X		X	1000	110/46	SAT	0011	Structure
030897	970768	646 Battle Avenue		X		X	20000	110/46	SAT	0226	Structure
031197	970802	200 North Cameron Street		X		X	100	110/46	TUE	0056	Structure
031597	970858	2600 South Pleasant Valley Road	X			X	0	110	SAT	1858	Tree/Brush/Grass
033197	971049	109 East Pall Mall Street	X			X	40000	120/46	MON	0424	Structure
040297	971087	207 South Braddock Street		X		X	0	120	WED	1750	Outside of Structure
041697	971260	699 Woodland Avenue		X		X	300	120	WED	0041	Vehicle
041897	971287	500 West Cork Street	X			X	500	180	FRI	1744	Structure
060297	971874	812 Berryville Avenue		X		X	75	120	MON	1613	Trash Can
061197	061197	57 West Jubal Early Drive	X			X	0	110/46	WED	0800	Thrifty Car Rental
062397	972129	North Loudoun/Commercial Streets		X		X	10000	120	MON	2043	Apple Bins
070797	972291	411 Crescent Drive		X		X	8000	120/46	MON	0720	Structure
073197	972588	2812 Papermill Road	X			X	0	110/46	THU	1321	Tree/Grass/Brush
080797	972683	243 East Fairfax Lane		X		X	0	110/46	THU	0502	Structure
080897	972700	1024 Franklin Street		X	X		0	170	FRI	0952	Outside of Structure/Children Playing
081297	972756	778 Johnston Court		X		X	20	110	TUE	1950	Structure
081297	970812	520 North Pleasant Valley Road		X		X	0	110/46	TUE	0900	Trash



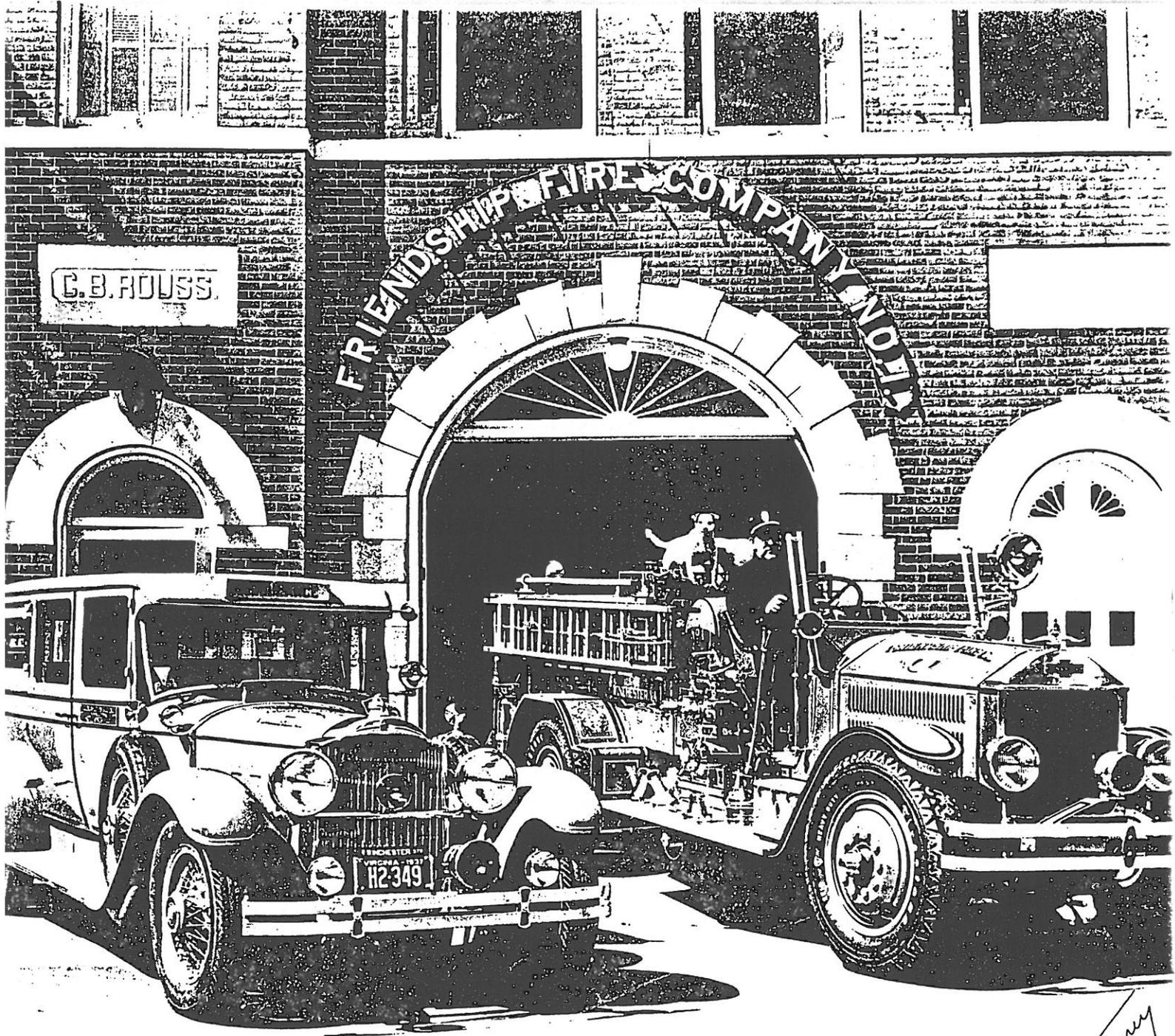
CITY WIDE INCIDENT REPORTS 1997 YEARLY TOTALS

TYPE OF SITUATION FOUND

1ST INC	TTL INC RESP TO	FIRE EXP	OVER-PRESS RUPTURE	RESCUE CALL	HAZ COND STDBY	SERV CALL	GOOD INTENT	FALSE CALL	OTHER SIT. FOUND	PUBLIC ASSY	EDUCATIONAL	INSTITUTIONAL	RESIDENTIAL	STORE/OFFICE	IND UTILITY DEFENSE	MFG	STRG	SPEC
JAN	383	695	10	1	273	19	9	30	0	15	6	31	189	39	1	8	4	50
FEB	304	531	12	0	212	9	12	14	0	7	7	22	160	24	3	5	3	35
MAR	380	694	16	2	277	19	8	22	0	10	3	30	205	33	2	6	6	55
APR	360	617	17	0	280	14	4	16	0	4	5	29	189	27	2	8	3	68
MAY	416	646	24	1	315	16	8	21	0	7	3	18	187	33	4	9	3	125
JUN	373	618	10	0	282	17	4	16	2	11	8	34	181	29	0	9	4	61
JUL	373	632	14	1	284	15	6	10	0	7	5	32	179	26	3	8	4	75
AUG	399	673	17	0	309	14	3	9	1	8	3	34	189	24	1	10	8	84
SEP	354	597	8	0	263	9	11	23	0	18	6	22	144	40	2	13	1	72
OCT	422	723	13	1	300	18	15	20	0	14	4	24	190	32	0	17	6	87
NOV	360	628	5	2	264	12	10	16	0	12	5	34	167	35	3	7	4	46
DEC	357	602	10	0	260	10	4	14	0	7	4	26	174	37	0	8	7	47
TTL	4481	7656	156	8	3319	172	112	211	3	120	54	336	2154	379	21	108	53	805
% OF 1997 CALLS																		
3.48%																		
0.18%																		
74.07%																		
3.84%																		
2.50%																		
4.71%																		
0.07%																		
2.68%																		
1.21%																		
7.50%																		
48.07%																		
8.46%																		
0.47%																		
2.41%																		
1.18%																		
17.96%																		
166.67% +																		
1.61% +																		
8.00% +																		
1.85% -																		
6.67% -																		
27.03% +																		
6.67% +																		
1.60% +																		
1.61% +																		
8.00% +																		
16.67% +																		
6.94%																		
164																		
3																		
75																		
120																		
253																		
7																		
139																		
74																		
315																		
2120																		
373																		
18																		
100																		
54																		
865																		

COUNTY GIVEN ASST	COUNTY RECEIVED ASST	PROPERTY DAMAGE FIRE RELATED		PROPERTY DAMAGE NON-FIRE RELATED		INJURIES		FATALITIES		INCIDENTS	
		FIRE	NON-FIRE	FIRE	NON-FIRE	FIRE	OTHER	FIRE	OTHER	SUSP.	INC.
40	8	6220	0	0	0	1	0	0	0	0	3
43	6	64050	0	0	0	0	1	0	0	0	1
30	14	84660	0	0	0	0	0	0	0	3	5
25	7	2600	0	0	0	0	0	0	0	1	2
27	5	18025	0	0	0	0	1	0	0	0	0
36	7	54875	0	0	0	0	0	0	0	0	0
34	10	41100	0	0	0	1	0	0	0	1	2
38	11	16470	0	0	0	0	0	0	0	2	1
36	9	1650	0	0	0	0	0	0	0	1	5
48	8	26880	0	0	0	1	0	0	0	0	3
47	6	350	0	0	0	1	1	0	0	0	2
47	10	8555	0	0	0	0	0	0	0	0	1
451	101	325,435	0	0	0	3	0	0	0	9	27
10.06%											
2.25%											
100.00% -											
89.86% -											
100.00% -											
66.67% -											
80.00% -											
100.00% +											
28.57% -											
10.00%											
503											
129											
3,210,091											
0											
15											
9											
7											
30											

Friendship Fire  
Company  
Engine Company 1  
Winchester, Virginia  
Annual Report



Taney

March, 15, 1998

Lynn Miller, Chief  
Winchester Fire and Rescue Department  
126 N. Cameron Street  
Winchester, Virginia 22601

Lynn,

The following is an annual report for Friendship Fire Company for 1997-1998. This report includes the following information: suppression responses, EMS responses, training, up-keep and maintenance of turnout gear, operational and administrative officers, listing of apparatus, and station improvements.

- \* Starting from January 1, 1998 to present date, Friendship Fire Company has responded to 104 EMS incidents and 90 suppression incidents. We are anticipating more EMS calls due to the loss of one city fire and rescue station.
- \* Each member is required to have CPR and 12 hours probationary training in order to ride as a new member. Must certify as Firefighter I within one year of membership.
- \* Total training hours from January 1, 1998 to present is 484 hours.
- \* In 1998, we have six new certified EMTs with two pending, for a total of 10 EMTs, one EMT-CT, and one NREMT-P.
- \* Sixteen of our members are FF I or above. Several of our members are instructors, pump operators, aerial operators, EVOC, etc.
- \* We have seventeen active riding members.. Seven of them are volunteer drivers. Those drivers are: Jimmy Williams, Bobby Luttrell, Bill Franklin, Sean Grubbs, Mike Seabright, Matt Mintschenko, and Mike Snapp, and one in driver's training, Byron Hoenig.
- \* Friendship Fire Company has also started construction on a new radio room, modifications on bunkrooms for extra career personnel, and an office upstairs for line officers.

- \* The administrative officers for 1998 are:

**President, Bill Sardelis**  
**Vice President, Ken Estes**  
**Secretary, Matt Mintschenko**  
**Treasurer, Byron Hoenig**

Other Board of Directors:

Mike Seabright  
John Byram  
Phillip Palmer  
Bobby Luttrell  
Jimmy Williams

Line Officers:

**Battalion Chief, Jimmy Williams**  
**Deputy Chief, Bobby Luttrell**  
**Captain, Bill Franklin**  
**Lieutenant, Byron Hoenig**  
**Sergeant, Sean Grubbs**  
**EMS Captain, John Chesek**  
**EMS Sergeant, John Ball**

- \* Each member is issued their own turnout gear and is as follows:

Cairns Classic 1000 helmet  
PBI Turnout coat and pants  
Rubber boots  
Eye protection  
Leather firefighting gloves  
Nomex hood  
Leather Pro boots after one year of membership, zip-up or bunker style  
For a total price of approximately \$2,000.

Gear is also cycled out to Guardian Fire Equipment for cleaning, inspection and repairs.

- \* In 1997-1998, Friendship Fire Company also purchased:

Seagrave Firetruck, \$315,000 without equipment  
Marque Ambulance, \$79,276 without equipment  
Life Pak 11 monitor/defibrillator, \$15,900

- \* All new drivers effective February 1998, must complete a probationary drivers handbook made up by Captain Bill Franklin which consists of the following information:

- Handling apparatus

- Placement of apparatus

- Extensive hydraulics information

- Vehicle information, i.e. weight, length, height, etc.

- City map with hydrant locations

- Copies of the following memos:

- Accident Procedure Memo #A-81-9

- Responding to 10-50's #0-12 SOP

- Backing Procedure #0-91-03

- Utilization of SERV-units #0-90-04

- Protective Gear for Emergency Response #0-88-15 and 0-90-11 SOP

- Apparatus Response to Hospital (Ambulances) #0-91-14 SOP

- Driving Procedures #0-8 SOP

- Safety Policy from Sharon Graumling, November 17, 1993

These volunteer drivers are then given a test consisting of 100 questions, must drive a minimum of 5 calls per piece of apparatus, do one day of daily routine with career staff, and are responsible for all daily activities when covering for career staff.

\* The following is a list of apparatus owned by Friendship Fire Company:

**Wagon 1**

1997 Seagrave that will man a driver and five firefighters in full SCBA  
A full compliment of tools  
Pump type: Waterous single stage and 750 gallons of water  
Pump capacity: 1500 gpm @150 psi

**Engine 1**

1987 Seagrave that will man a driver and five firefighters in full SCBA  
A full compliment of tools  
Pump type: Waterous single stage and 500 gallons of water  
Pump capacity: 1500 gpm @ 150 psi

**Reserve Wagon 1**

1982 Seagrave that will man a driver and five firefighters in full SCBA  
A full compliment of tools  
Pump type: Waterous single stage and 500 gallons of water  
Pump capacity: 1500 gpm @ 150 psi

**Medic 1**

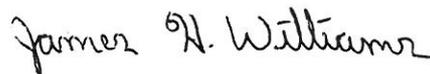
1997 Marque Ambulance  
Fully equipped for Advanced Life Support

**SERV 1**

1990 Ford Centurian  
Fully equipped for First Responder use only

Also stationed at Friendship Fire Company is the Haz-Mat Truck which is owned by the City of Winchester, Fire and Rescue Department.

Respectfully,



James H. Williams, Chief  
Friendship Fire Company



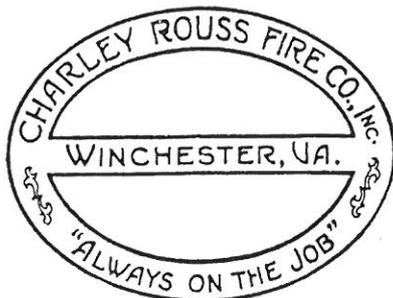
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ORGANIZED PRIOR TO  
MAY 20, 1789

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MOTORIZED  
MAY 3, 1907

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3 SOUTH BRADDOCK STREET

WINCHESTER, VIRGINIA 22601

540 662-5529

March 13, 1998

Lynn A. Miller , Chief  
Winchester Fire & Rescue Department  
126 North Cameron Street  
Winchester, Virginia 22601

Chief Miller,

I am pleased to submit the 1997 annual report for the Charley Rouss Fire Company. During 1997 there was many tasks that were completed successfully by the officers and general membership. Of these, the highlights were our membership drive; fund drive; the selling of Truck 2 (to Lexington MO.); the purchase of a new Pierce Aerial Device (expect delivery in Sept.98); updating of real estate and other general areas; updating our general operation (technology). The planning of *Service Delivery* to the citizens of Winchester due to the transfer of the Winchester Volunteer Rescue Squad, into the Frederick County Fire & Rescue Department.

The Rouss Fire Company responded to a total of 853 Incidents. The membership spent over 600 hours training. The Officers and General Membership has well exceeded my expectations, to provide the best possible service that we are custom too.

I am very *Proud* to say, the overall teamwork with-in the Winchester Fire & Rescue Department (Volunteer and Career) has made great strides in 1997. I am very glad to be a part of that team. The membership of the Charley Rouss Fire Company has stood behind the Officers and myself, during these growing pains. Our manpower / membership has increased dramatically. The Officers and General Membership has showed great interest in the success of not only the company, but also the overall department.

The Rouss Fire Company has *Great Expectations for 1998*. We are looking forward to the implementation of Vehicle Extrication, in addition to Heavy Rescue that we now perform; and also the delivery of our new 1998 Pierce Aerial (\$ 400,000.00 +).

We are hoping to perform more needed upgrades to our real estate. We hope to continue increasing our membership and training hours.

I would like to **Thank** not only the membership of the Charley Rouss Fire Company, but also the members of the Winchester Fire & Rescue Department (Career & Volunteer) for their continued support in myself as Battalion Chief. On behalf of the Charley Rouss Fire Company, I would like to inform the Members of City Council, Members of the Winchester Fire & Rescue Department, and *especially* the Citizens of the Winchester (and surrounding areas) that we are **Very Proud to be a part of this Great Community in which we Live.**

I look forward to working with the Winchester Fire & Rescue Department, Members of City Council, and various others in this up-coming year.

Please feel free to call upon us at any time, if we may be of any assistance....

Respectfully Submitted,

A handwritten signature in black ink that reads "Tim Clark". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Tim Clark  
Battalion Chief  
Charley Rouss Fire Company

Emergency Phone "911"

Business Phone 662-0855

**SHAWNEE VOLUNTEER**  **FIRE DEPARTMENT, INC.**

*2333 Roosevelt Blvd.*

*Winchester, Virginia 22601*

To: Lynn Miller Chief WF&R

From: Russell Kerns Chief Co.4

Subject: Year End Chief's Report

Date: 14 March 1998

Chief Miller,

I'm very pleased to submit the Annual Chief's Report for Shawnee Volunteer Fire Department for the year of 1997. Included in the Report are the following: Responses, Manpower, Training, and Goals for 1997 and 1998.

The year was dedicated to achieve those goals established in 1997. We met and exceeded many of these goals. We developed a minimum training program for fire suppression personnel. A Red hat program was adopted and put in place for those who were not certified as FF 1. This became a good tool to motivate those to pursue the FF1 certification. We increased our level of EMS coverage by establishing the level of EMT-D as a minimum standard. With the help of the City, we were able to put in-service 2000 ft of 4" hose.

In January the Company received a 1996 Seagrave Marauder and was able to place it in-service in the beginning of March. This would not have been completed without the hard work of both the Volunteers and the Career Staff. This piece of apparatus replace the 1977 American LaFrance. This Engine is properly equipped with a 1500 gpm pump and carries 500 gallons of water.

A yearly report is submitted along with this report showing the number of incidents, manpower, training, and vehicle usage. However it does not show the number of hours covered by volunteer personnel. A total of over 485hrs.were covered by Volunteers for either annual or sick leave. As you can see, the dedication of personnel at Station 4 is highly noted and appreciated.

The Company is again faced with many challenges this up in coming year. The 1<sup>st</sup> is to implement and train personnel on the new run procedures, Cad system, and duties created with Station 3 leaving the City. We are attempting to develop duty crews to offset the manning shortage during certain time frames of the work schedule. The addition of 4 new Career personnel in the station will be a great asset. We also will be faced with either specking a new piece of apparatus and possibly a Medic Unit. We need to continue our

pursuit for recruitment and retention and provide the highest quality of trained personnel on the scene. We of course want to continue our positive working relation with both the Staff and Operational personnel of the City.

In conclusion I would like to thank the Volunteers, yourself and your personnel for an outstanding year and hope that 1998 will be an even better year.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Russell Kerns", with a long horizontal flourish extending to the right.

Russell Kerns,  
Chief Co.4

Emergency Phone "911"

Business Phone 662-0855

**SHAWNEE VOLUNTEER**



**FIRE DEPARTMENT, INC.**

2333 Roosevelt Blvd.  
Winchester, Virginia 22601

**END OF THE YEAR**

**I. EMERGENCY ACTIVITIES**

<i>Fire Calls</i>	<i>265</i>	<i>First Due</i>	<i>165</i>	<i>2<sup>nd</sup> &amp; 3<sup>rd</sup> Due</i>	<i>100</i>
<i>EMS Calls</i>	<i>734</i>	<i>Transports</i>	<i>269</i>	<i>First Responder</i>	<i>465</i>
<i>Haz-Mat</i>	<i>2</i>	<i>Mutual Aid</i>	<i>20</i>		
<i>TOTAL</i>	<i>1001</i>				

**II. APPARATUS DATA**

<i>RESPONSES</i>	<i>TOTAL</i>	<i>FIRE</i>	<i>EMS</i>	<i>TRANSPORTS</i>
<i>ENGINE</i>	<i>294</i>	<i>115</i>	<i>179</i>	
<i>WAGON</i>	<i>349</i>	<i>142</i>	<i>107</i>	
<i>AMBULANCE</i>	<i>366</i>	<i>19</i>	<i>347</i>	<i>269</i>
<i>SERV</i>	<i>14</i>		<i>14</i>	
<i>HAZ-MAT</i>	<i>2</i>			

**III. PERSONNEL**

	<i>RESPONSES</i>	<i>STAND-BYS</i>
	<i>1969</i>	<i>844</i>
<i>AVG</i>	<i>1.96</i>	<i>AVG .84</i>

**IV. TRAINING**

<i>STATE</i>	<i>LOCAL</i>	<i>TOTAL</i>
<i>1285</i>	<i>779.5</i>	<i>2062.5</i>

# South End Fire Company

COMPANY 5

17 W. MONMOUTH ST.

WINCHESTER, VIRGINIA 22601

ORGANIZED 1895

VOLUNTEERS SERVING YOU

MOTORIZED 1922

April 2, 1998

Lynn Miller, Chief  
Winchester Fire & Rescue Department  
126 North Cameron Street  
Winchester, Virginia 22601

I am pleased to submit the Annual Chief's report of the South End Fire Company for calendar year 1997. This report depicts South End Fire Company and its volunteers' efforts and dedication to provide the best possible fire and EMS service to the citizens of Winchester.

The year of 1997 brought forth many challenges for South End. A change in operational leadership occurred with Chief Schellhammer stepping down as Chief to become Secretary for the company. Scott Cullers was elected Chief and Billy Moreland as Deputy Chief.

The goal of the leadership of this company is to maintain a core of *quality* firefighters. While this may be at the expense of increasing the number of members, it did increase the effectiveness of the operational members who provide fire and EMS protection on a day to day basis.

During the year, the volunteers at South End Fire Company were credited with 1,187 hours of training in EMS, Hazardous Materials, and Firefighting. This averaged out to 65 hours of training per active member. Of the 3,104 incidents in Winchester, South End Fire Company responded to a total of 1337 incidents in 1997. This number has the potential to at least double in call volume during 1998. This company averaged 3.26 volunteer firefighters per incident during 1997 to supplement the career staff. A total of 4,550 feet of hose was utilized during suppression incidents.

# *South End Fire Company*

COMPANY 5

17 W. MONMOUTH ST.

WINCHESTER, VIRGINIA 22601

ORGANIZED 1895

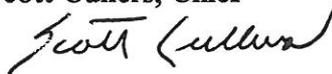
VOLUNTEERS SERVING YOU

MOTORIZED 1922

For 1998, the following have become goals for South End Fire Company:

- \* Increase recruitment and retention of quality members
- \* Increase training hours for each active member
- \* Increase operational readiness of its members and firefighting equipment
- \* Maintain a high level of cooperation between the career and volunteer staff
- \* Provide for a long range plan for firefighting and EMS
- \* Maintain a high level of commitment and working relationships with Friendship, Rouss, & Shawnee Fire Companies
- \* Continue our support to Chief Miller and the Winchester Fire & Rescue Department and to the citizens of Winchester

Respectfully,  
Scott Cullers, Chief



South End fire Company