CITY OF
WILLISTON
FIRE DEPARTMENT

2023

ANNUAL REPORT



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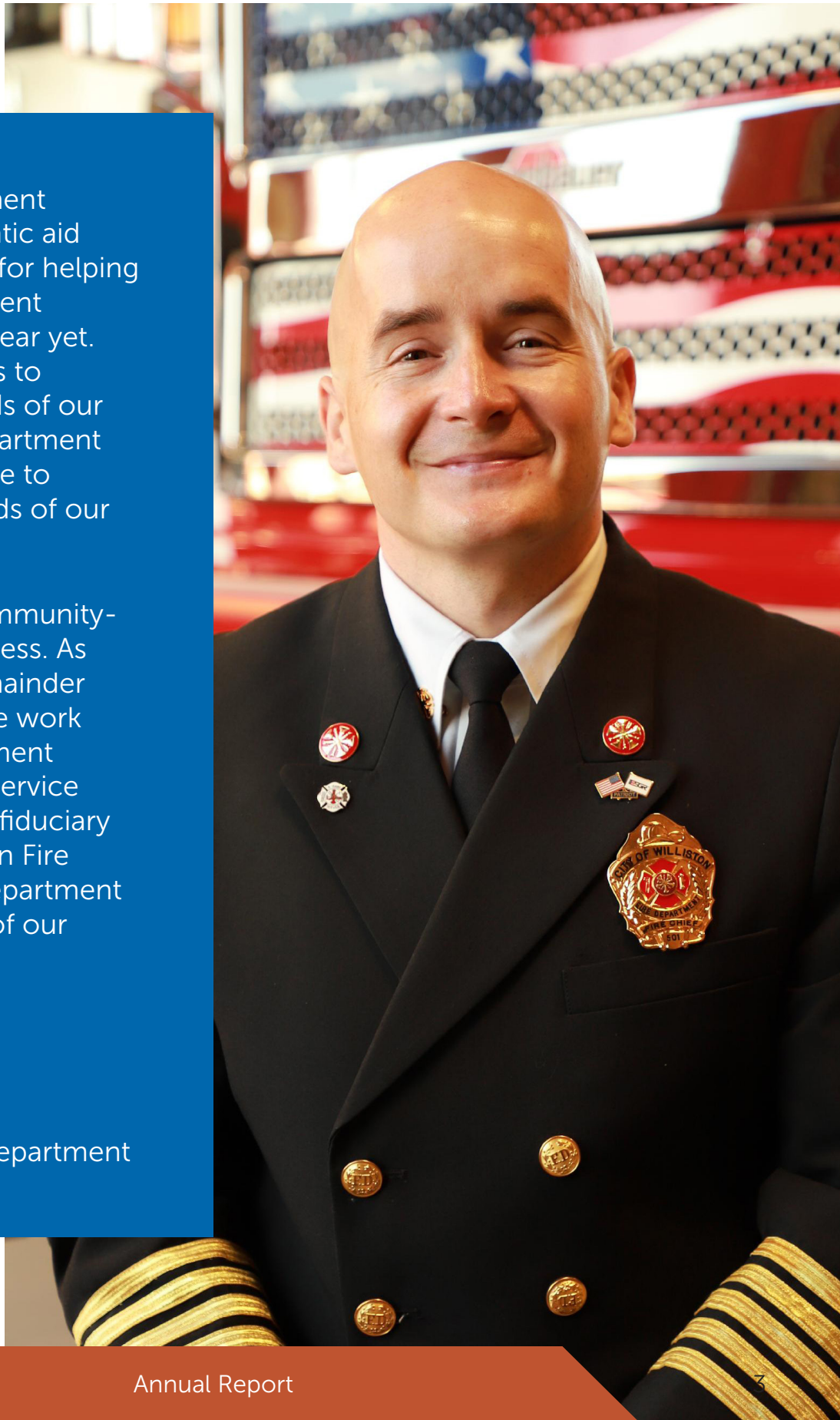
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Letter From the Chief



Thank you to our department members, mutual/automatic aid partners, and community for helping the Williston Fire Department serve through its busiest year yet. Our community continues to grow, along with the needs of our response district. Our department and my office will continue to adapt to meet the demands of our community.

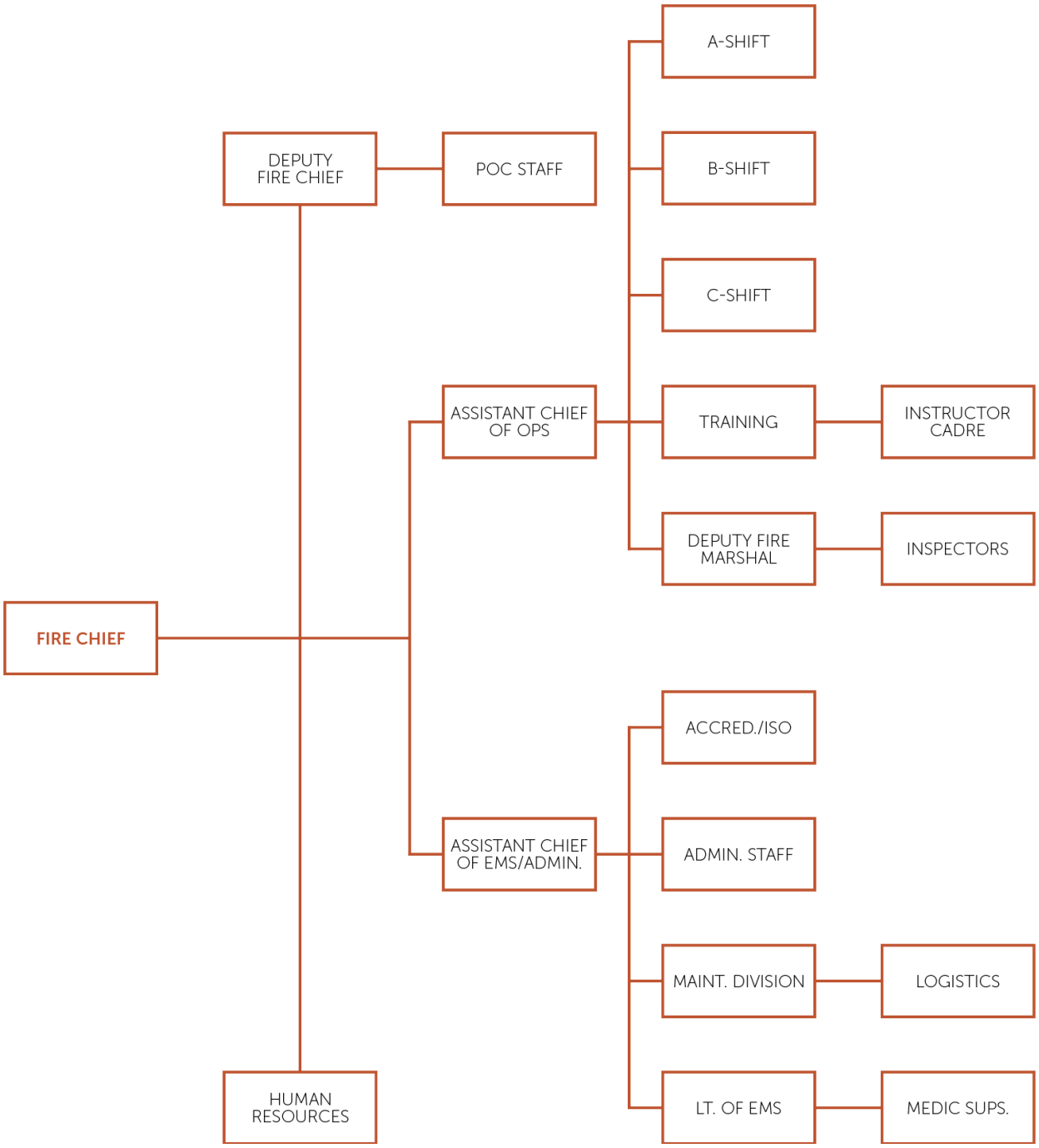
We are dedicated to a community-driven risk mitigation process. As we move through the remainder of 2024, and reflect on the work done in 2023, our department will continue to evaluate service gaps while improving our fiduciary responsibility. The Williston Fire Department is your fire department and is proud to be a part of our driven community.

Sincerely,

Matthew J. Clark

Fire Chief, Williston Fire Department

Organizational Chart



Mission

To provide professional emergency and related services to our community and to those who call on us.

Vision

A professional organization providing a safer community through education, innovation, and community interaction.

Values

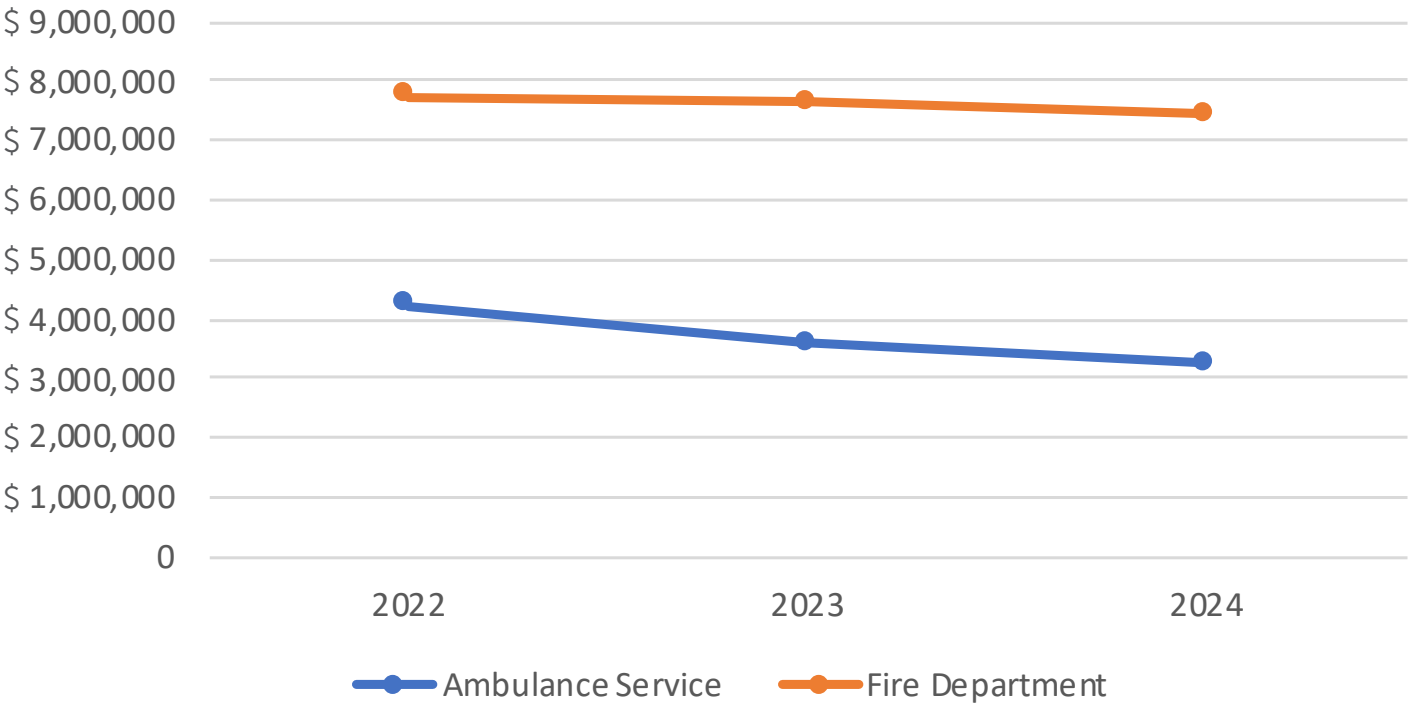
- Compassion
- Cooperation
- Excellence
- Honor
- Integrity
- Professionalism
- Respect



Operations

Budget

	2022	2023	2024
Ambulance Services	$4,223,702	$3,576,602	$3,265,182
Fire Department	$7,737,325	$7,635,407	$7,420,867



Total Staff for Operations

47 Full-Time Firefighters

18 Full-Time EMS Personnel

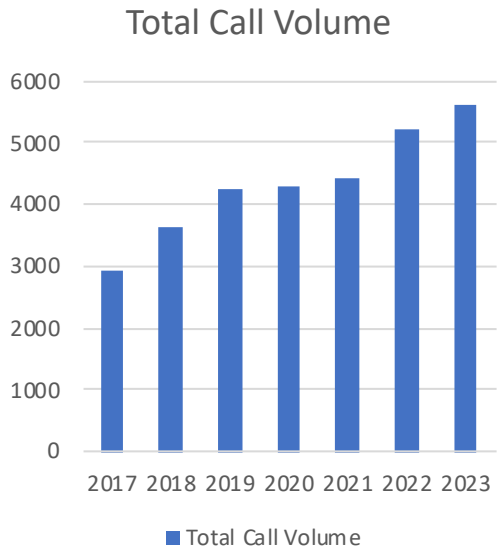
20 Paid-On-Call Volunteer Firefighters

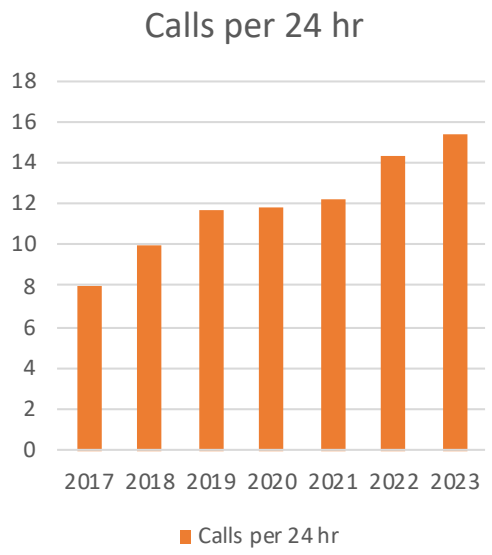
Staffing Comparison

Department	Total FTE Fire Personnel	Maximum Fire Engine Staffing	Minimum Fire Engine Staffing
Williston	47	3	2
Minot	63	4	3
Bismarck	81	4	3
Grand Forks	69	4	3
Dickinson	20	3	3

Total Call Volume and Calls per 24 Hours

Service Year	Total Call Volume	Calls per 24 Hours
2017	2929	8.05
2018	3645	10.01
2019	4234	11.63
2020	4289	11.78
2021	4437	12.19
2022	5235	14.38
2023	5589	15.35

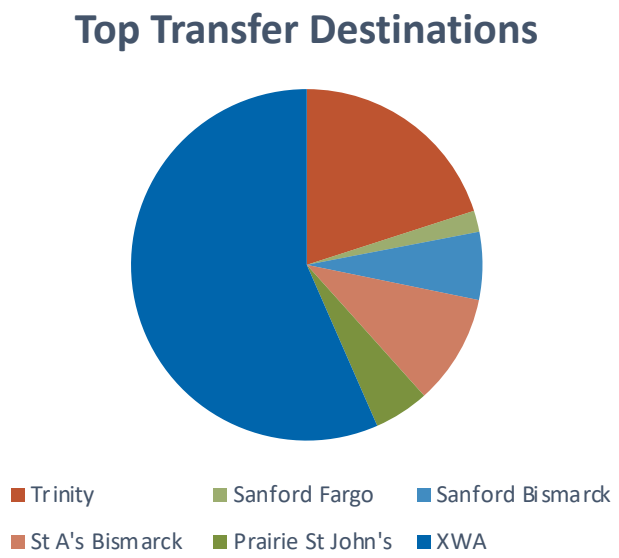




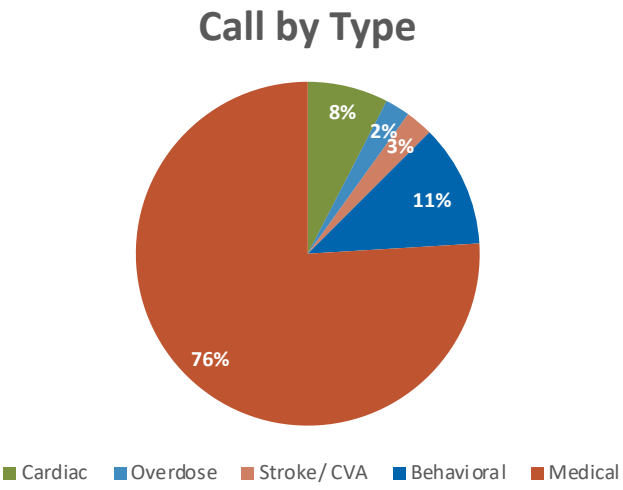
Emergency Medical Services (EMS)

2023 continued to show a steady increase in calls for emergency medical services (EMS) to the Williston Fire Department. With the loss of our local flight service, we saw a dramatic increase in flight crew transports to Williston Basin International Airport (XWA) for patients who required transport to a higher level of care. Dr. Wayne Anderson continued his service as our EMS medical director, and helped us develop strong protocols for better patient care for our citizens and visitors.

2023 Interfacility Transfer Data



EMS Call by Type



2023 Accomplishments

- Completed Centers for Medicare & Medicaid Services (CMS) Medicare Audit
- Finally acquired a remount cab and chassis for our transport ambulance, which has been on order since the COVID-19 pandemic
- Purchased three (3) additional transport ventilators through a grant process
- Two (2) Fire Department personnel completed paramedic training
- Four (4) Fire Department personnel started the Bismarck State College (BSC) paramedic program

Training

Total Training Hours Completed in 2023	
January	1,286
February	1,518.5
March	1,695.56
April	1,479.05
May	2,898.1
June	2,050.15
July	1,815
August	5,440.25
September	2,300.35
October	11,591.4
November	2,742.05
December	2,294
Total Hours	**37,110.41**

Certifications Obtained

1. Firefighter 1 & 2
2. Hazmat Awareness and Operations
3. Auto Extrication
4. Instructor 1 & 2
5. Inspector 1 & 2
6. ARFF
7. Pumper
8. Aerial Operator
9. CPR Instructor
10. Executive Fire Officer
11. Chief Fire Officer-redesignation
12. Managing Fire Officer
13. Executive Chief Officer
14. Advanced Burn Life Support
15. Executive Planning
16. Officer 1
17. Public Information Officer Awareness
18. Work Based Learning as a Talent Pipeline
19. Center for Public Safety Excellence Conference
20. Courage to Be Safe
21. Ropes 1 & 2
22. Ice Rescue
23. AEMT
24. Trench Rescue
25. Hazmat Technician
26. Investigator 1
27. Auto Machine Extrication
28. Liaison Officer
29. Advanced Cardiac Life Support
30. Wildland Qualifications
31. Paramedic
32. EMT

Major Equipment Upgrades

Acquired a trauma and medical simulation manikin through a grant process Completed Centers for Medicare & Medicaid Services (CMS) Medicare Audit

Courses Hosted

American Heart Association (AHA) CPR Courses (bi-monthly)

a. HeartSaver CPR, AED, and First Aid

b. Pediatric HeartSaver CPR, AED, and First Aid

c. Basic Life Support (BLS) for Healthcare Provider

Oil Under Ice (Feb. 21)

a. Partnership with Williams County Emergency Management

Northwest Fire School (Feb. 23 – 26)

North Dakota Firefighter's Association (NDFA)

Williston Fire Department Fire Academy Session 1 (March 13 – May 26)

a. Six (6) Recruit Members

Auto Extrication Class (May 6)

Emergency Medical Technician Course (June 20 – Nov. 18)

Emergency Vehicle Operations Course (EVOC) (July 20 – 21)

Driver/Operator: Pumper Course (July 31 – Aug. 4)

a. Alabama Fire College

Driver/Operator: Aerial Course (Aug. 7 – 11)

a. Alabama Fire College

Auto Extrication Class (Aug. 12)

Civil Support Team HazMat Drill (Sept. 26 – 27)

a. Partnership with Williams County Emergency Management

Ropes 1 and 2 (Nov. 11 – 16)

a. North Dakota Firefighter's Association (NDFA)

Williston Fire Department Fire Academy Session 2 (Nov. 27 – March 28)

a. Five (5) Recruit Members

Advanced Burn Life Support (Nov. 29 – 30)

a. Regions Hospital in Saint Paul, Minn.

Hazmat Detection Class (Dec. 15)

a. Partnership with Williams County Emergency Management

Inspections / Public Education

Prevention Division

The Williston Fire Department Prevention Division is made up of a Deputy Fire Marshal and three (3) inspectors/investigators. Each person within the division completes fire and life safety inspections to help ensure the safety of our citizens, and investigates fires to determine their cause.

The information gathered from both duties help staff determine what educational opportunities may have the highest benefit within the community. Although the department has been filling this role for several years, a specific division was created in 2015 and has been maintained since to help meet the community's needs.

Prevention Division by the Numbers	
Inspection	990
Investigations	28
Plan Reviews	76
School/Daycare Drill Observations	11
Tier 2/Registered Bulk Storage Sites	121

Plan Reviews

2023 Plan Reviews
76
(+21 from 2022)

In addition to on-site fire inspections, the Inspections Division reviews new construction and renovation plans for fire and life safety issues, as well as fire alarm and fire sprinkler plans for proper installation. This is a great time to ensure projects are being held to the proper safety standards. Changes can be made before business owners unnecessarily spend money to fix mistakes that could have been corrected on paper earlier in the process.

Fire Inspection

In 2023, the Williston Fire Department continued to focus on growing and maintaining an effective fire inspection program. During the year, Inspections Division staff completed 990 fire and life safety inspections of buildings within the community. These inspections included identifying fire hazards and life safety concerns, ensuring proper installation of fire alarm and fire sprinkler systems, and spending one-on-one time with business staff, care providers, and building maintenance to provide education on proper fire prevention practices.

Inspection Types	
Annual	748
Assembly Use	12
Complaint	9
Courtesy	82
Fire Alarm and Sprinkler Tests	16
Follow-up	18
Knox Box	1
New Addition/Remodel	29
New Construction	8
Re-Inspections	61
Special Hazards	6
Total	**990**

Tier 2 Reporting and Bulk Storage of Hazardous Materials

2023 Business Bulk Storage Permits
121

Tier 2 Reporting is the federally mandated reporting system for companies who store and handle hazardous materials. It is important for the Williston Fire Department to identify and inspect these locations to help prevent accidents and injuries, as well as to help emergency responders be better prepared when responding to calls.

In addition to Tier 2 reporting, the City of Williston requires businesses who store or distribute large amounts of flammable and combustible liquids and hazardous chemicals to apply annually for and maintain a Bulk Storage Permit. Any businesses with this permit receive a fire and life safety inspection annually.

Evacuation Drill Observations

2023 Evacuation Drills Observed
11

In 2023, the Inspections Division and Operations line staff observed an evacuation drill from all public and private K-12 schools within the City of Williston, as well as all new daycares. These observations are important to provide feedback for safer and more effective evacuation practices, and provide a better picture for emergency responders on how to safely approach and prepare for incident response within our community.

Public Education and Public Relations

2023 Community Outreach Hours
131

In 2023, the Williston Fire Department enjoyed several opportunities to interact with the public at events including:

- Fire Prevention Week
- Trail of Treats
- Life Church Trunk or Treat
- Spring Lake Park Halloween Scavenger Hunt
- Station Tours
- Apparatus Tours
- School Classroom Education for Preschools
- Parade of Lights
- Homecoming Parade
- Middle School and High School Career Day
- Convention & Visitors Bureau Easter Egg Hunt
- Williston Band Day
- National Night Out
- Guns Vs. Hoses Softball Game
- Health Fairs
- Much More!

Fire Investigations

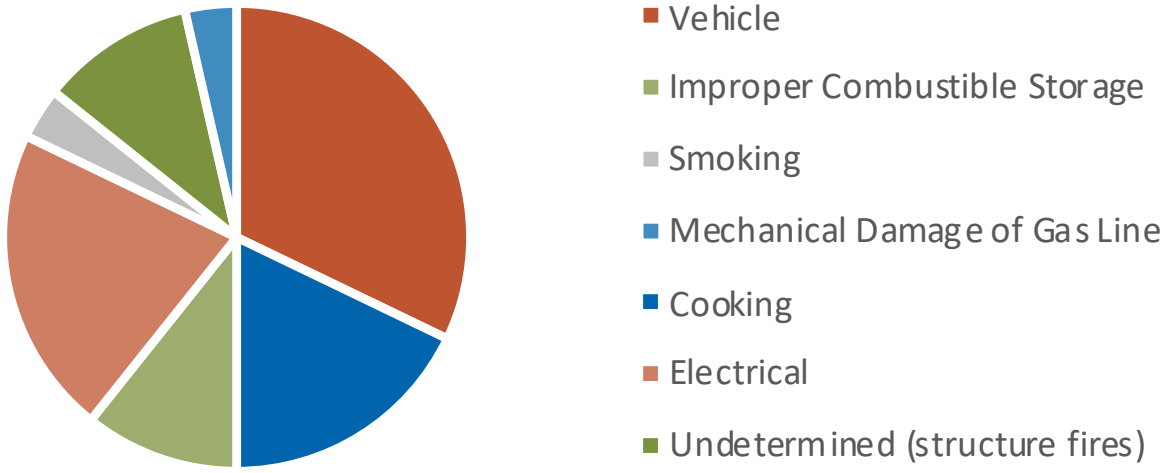
Each time the Williston Fire Department responds to a fire within the city, an investigation is conducted to help determine its cause. These determinations are important as they can lead to product recalls, arsonist convictions, and identified areas where public education may be beneficial for the community.

Firefighters who initially respond to the scene may be able to tell right away what caused the fire and need no assistance from the Inspections Division. If initial responders request assistance, the Inspections Division is contacted to respond and investigate. Any fires that are deemed suspicious in nature are also investigated jointly with the Williston Police Department. In some cases, the cause of the fire is clear and able to be determined. In other cases, many potential causes can be ruled out. If a specific cause for the fire cannot be identified, the case has to be left undetermined/open.

In 2023, the Inspections Division investigated 28 fires (9 vehicle fires and 19 structure fires). Of the structure fires:

- Six (6) were deemed determined as electrical in nature
- Five (5) were due to careless cooking or poor cooking habits
- Three (3) were due to combustible items improperly stored too close to heat sources
- One (1) was determined as caused by smoking
- One (1) occurred due to mechanical damage from a kitchen appliance gas line allowing gas near a fuel source
- Three (3) were left undetermined

2023 Fire Investigations
Determination of Cause



Fire Investigations Overview	
Vehicle Fires	9
Cooking	5
Improper Combustible Storage	3
Electrical	6
Smoking	1
Undetermined (structure fires)	3
Mechanical Damange of Gas Line	1
Investigation Request Totals	**28**

Vehicle Fires	
Incendiary (intentionally set)	1
Spent Fireworks Improperly Stored	1
Undetermined/Turned Over to Insurance for Additional Review	7

Property Loss From Fire

When determining the effectiveness of emergency response during a fire, there are several priorities to consider. Preservation of life is the number one goal, but preservation of property is also a significant goal for responders. In many cases, less loss means less financial strain for the victim, and they can return to their homes more quickly.

To know whether the property preservation goal is being met, the amount of property damage or loss from each fire is determined, and that figure is then compared to the worth of the building as a whole. Multiple local businesses provide construction cost information for both residential and commercial work to help the department ensure numbers are relatable and accurate for the area.

Property Value Saved

Year	Pre-Incident Value of Properties Involved in Fire	Property Loss Value Due to Fire	Property Saved Value From Firefighting Efforts	Property Saved Percentage
2020	$24,731,925	$3,056,650	$21,675,275	87.64%
2021	$42,770,694	$5,277,655	$37,493,039	87.66%
2022	$158,987,110	$7,894,610	$151,092,500	95.03%
2023	$196,255,332	$2,435,373	$193,819,959	98.76%

Technical Rescue

Team Projects/Upgrades

Assisted Emergency Management in outfitting and ordering new Structural Collapse/ Trench Trailer, which will be outfitted to deploy for any structural collapse or trench rescues.

Accomplishments

- Eight (8) personnel successfully completed trench rescue course and received certification
- Six (6) personnel successfully completed Technical Rope Rescue course and received certification
- Potential partnership with Team Wendy and tested new equipment (helmet and radio rig)
- New practices added – large animal rescue (Lieutenant Olson); heavy machinery extrication (Lieutenant Minton)
- Lieutenant Theetge assigned as rope rescue lead
- High angle training completed with new equipment
- Wide are search building markings
- Trench training with Bismarck fire at Bobcat (Minton, Koenig, Arends, Miller, Serrato)

Major Projects

- Ordering and organizing equipment into the new collapse/trench trailer that has been ordered via Emergency Management
- Inventory of all life safety ropes and ensure they are within NFPA compliance
- Organized and color coordinated life safety rope from common utility rope for more efficient responses.
- Coordinating with water treatment plant and local oilfield company to conduct on-site walk throughs and hands-on training.

Deployments/ Standbys

City Limits:	2
County:	2
State:	0
Regional:	0

Personnel Status/ Number of Members

Deployable Personnel

21

A Shift:	7
B Shift:	3
C Shift:	7
D Shift:	4

Hazmat

Currently the Williston Fire Department hazmat team is comprised of 20 technician level members and three operations members, many of which are cross trained EMTs, Paramedics, and Hazmat Incident Commanders. The department responds to all hazardous materials incidents within city limits as well as being available to respond as mutual aid if requested by our surrounding jurisdictions. These responses can be handled up to technician level interventions.

In 2023 the team was requested for several different incidents, including:

Two (2) tractor trailer roll overs in Williams County

- The trucks were transporting highly flammable liquids and both incidents were mitigated successfully.

Williston rail yard

- Report stated there was a leaking rail car loaded with 33,000 gallons of liquid petroleum gas. The car had developed a leak during transport from Tioga to Williston. The team stopped the leak quickly and avoided any need for evacuation

In 2023 the department invested time, effort, and funding to improve the hazmat team. The team continues to expand in numbers, knowledge, and capabilities. The members attended several trainings, including hazmat technician yearly refresher training and full-scale exercises involving clandestine chemical labs with the North Dakota National Guard Civil Support Team (CST). All members of the department are trained to the operations level so in the event of a large-scale incident they can supplement the team. The new Williams County Hazmat response trailer was received, and the process of equipping it was started and scheduled to be completed mid-2024.

In the coming year the team will update the team special operations group and team assignments. The focus will be on getting team members specialized training required for their position, which will allow them to perform at the highest level possible.

The team will also prepare a joint powers agreement (JPA) with Williams County Emergency Management, which will allow for greater response capabilities for both agencies. The new hazmat trailer will be placed in service and the team members will receive familiarization training on the new equipment.

Finally, the team will continue its path to achieving capabilities of a FEMA Type 2 Hazmat Team; work with the Williams County hazardous materials flow study to prepare pre plans for certain common hazardous materials in the region; and develop plans for known facilities in our jurisdiction.

Wildland

Annually the Williston Fire Department wildland team has sent four (4) members to Bowman to work in conjunction with the state. While in Bowman, the team performed fuel mitigation by burning slash piles of excess fuels with the state. The department is also on the state task force for mitigation of wildland emergencies on the state level.

The team is currently working on a community risk reduction plan and evacuation plan for our service area. A mitigation specialist will be teaching a class for Williams County and Williston Fire Department in September 2024.

The entire department completed the National Wildfire Coordinating Group (NWCG) pack test (3 miles with a 45-pound pack in 45 minutes) with the majority of staff being "red card eligible" (i.e., nationally deployable).

The team has gone through the spec process for a new type 3 engine, and the final inspection was conducted in March of 2024. Delivery of the apparatus is expected in May 2024, and was paid for primarily by a federal emissions grant. This engine will specialize in wildland response and is built to aid in mitigation of wildland emergencies both locally and nationally.



Human Resources

Hires/Separations

Hires - 22

Separations – 22

Academy Classes

- Hired - 11/27/2023
  - Jack Gockenback
  - Yance Huhta
  - Dustin Burns
  - Christian Minton (no longer employed)
  - Reghan Haight
- Hired - 06/20/2023
  - Talissa Harris
  - Jaxon Cagle
  - Leah Jorgenson
  - Jackson Patch (no longer employed)
  - Zack Rosebluff (no longer employed)
  - Destiny Vondal (no longer employed)
- Hired – 03/13/2023
  - Travis Rintamaki
  - Justin Olcott
  - Joseph Lieberman
  - Eric Raisanen (no longer employed)
  - Patrick Wallen (no longer employed)
  - Madison Atol (no longer employed)

Promotions

Promotion/Licensure/Recognitions Ceremony

February 21

- Firefighter Aric Arends to the position of Engineer
- Firefighter Grant Niskanen to the position of Engineer
- Firefighter Calley Mann to the position of EMS Supervisor
- Firefighter Kellee Beggs to the position of EMS Supervisor
- Engineer Joshua Larson to the position of Lieutenant
- Firefighter with Paramedic certification, Daniel Flathers
- Firefighter with Paramedic certification, Jared Mackley
- Firefighter with AEMT certification, Kirsti Savela

September 5

- Captain Ryan Miller to the position of Battalion Chief
- Firefighter Daniel Flathers to the position of Engineer
- Engineer with Paramedic certification, Bianca Alvarado
- Captain with AEMT certification, Stephen Clark
- Battalion Chief with AEMT certification, Jason Lewis
- Stork Pin recognition for Captain Wyatt Koenig
- Stork Pin recognition for Lieutenant Brittany Storm
- Stork Pin recognition for Engineer Jared Mackley
- Stork Pin recognition for Engineer Jose Serrato
- Stork Pin recognition for Firefighter Noah Germundson

Oath Ceremony

April 18

- Firefighter Samuel Bauer
- Firefighter Don Buck
- Firefighter Noah Germundson
- Firefighter Anna Glick
- Firefighter Morgan Hongslo
- Firefighter John Lahti
- Firefighter Shawn Sneva
- EMT Kia Hiller
- Paid on Call Firefighter Kerry Andre
- Paid on Call Firefighter Traver Melby
- Paid on Call Firefighter Michael Rizzo

November 21

- Firefighter Britta Hehr
- Firefighter Damon Walker
- Firefighter Emery Averett
- Firefighter Nicholas Priego
- Firefighter Wesley Kindel
- Fire Inspector Isaac O'Driscoll
- EMT Matthew Vanderley

Community Involvement

- Williston High School Choice Ready Day
- Williston High School Job Fair (Spring)
- NWND Semi-Annual Job Fair (Spring)
- NDEMS Conference (Recruitment Booth)
- ASB Career Fair
- Williston High School Job Fair (Fall)
- NWND Semi-Annual Job Fair (Fall)
- Elk's Youth Day

Projects/Involvement

- Williams County Relocation Guide
- EMS Personnel Management Module
- COW Employee Appreciation Event
- WFD Women's Coffee (networking)
- WFD Employee Lunch with Commissioner Bervig
- WFD Compensation Step Plan (Graves Pay Study)
- Globe Life Supplement Insurance
- CPAT Survey/Research
- Open Enrollment
- WFD Compensation Step Plan (Graves Pay Study)
- Overtime Pay (53-hours correction)
- COW HR Department Restructure

Training

- I9 – Open Tentative Non-confirmation
- Fire Service Leadership Enhancement Program
- NDPERS Mandatory Retirement Training
- NDSHRM State Conference
- AI/Recruitment Training
- CISM Training
- IRS Tax Rules & Compliance Training
- Officer/Supervisor Training
  - Performance Management & Employee Coaching
  - FMLA, Light Duty & WSI
  - Kronos & Payroll
  - Succession Planning

CPSE

- 2023 CPSE Excellence Conference
- Quality Improvement for the Fire and Emergency Services Workshop
- Standards of Cover Presentation to the City of Williston City Commission
- CFAI Peer Assessor Training

Strategic Plan Update

The Williston Fire Department 2022-2027 Strategic Plan is a five-year, community-driven road map that establishes department goals, objectives, and a plan for achieving them. The following is a review of the commitments to the community set within the plan and their current completion status as of year-end 2023.

Commitment 1

Develop Improved Financial Organization, Structure and Utilization of the Williston Fire Department Annual Budget

Objective 1A

Identify the different components of the annual budget and current execution schedule.

1. **Outline the different programs within the department** - **COMPLETE**

   Different department programs have been identified. Each of the current department programs have been assigned a program manager and an alternate.

   The program managers have received the department's annual program appraisal form. This form will be used to evaluate the program's status, goals of the program, and what needs exist for the program.

2. **Identify each program's current financial needs – IN PROGRESS**

   To be completed on an annual basis. The team meets monthly to collaborate program needs. This information will then be presented to Chief staff.

3. **Review the current budget cycle feedback process – COMPLETE**

   The budget cycle feedback process was evaluated to include the following elements: Schedule; Internal and External Input; Use of the ClearGov Account; and Evaluation of Past Practices.

Objective 1B

Construct an operational expenditure timeline of budgetary needs throughout the fiscal year.

1. **Develop a fiscal calendar that outlines the department's financial responsibilities on a quarterly basis – IN PROGRESS**

   To be completed on an annual basis. The department has built an expenditure timeline for the fiscal year, and is in the process of evaluating the calendar to ensure timely spending of fiscal funding.

2. **Identify critical components of the timeline versus desired components – IN PROGRESS**

   To be completed on an annual basis. The budget committee is reviewing with annual appraisals.

3. **Prioritize spending execution based on the identified timeline – IN PROGRESS**

   To be completed on an annual basis. Awaiting program presentations and review.

Objective 1C

Communicate financial organization, structure, and utilization findings.

1. **Review and itemize the current list of capital assets – IN PROGRESS**

   Updating a capital asset list in coordination with North Dakota Insurance Reserve Fund (NDIRF).

2. **Determine the service life for assets and an appropriate replacement schedule – COMPLETE**

   A 15-year replacement schedule has been developed for all apparatus. Currently reviewing facility capital needs.

3. **Identify future capital expenditure needs – IN PROGRESS**

   Evaluating department asset needs.

4. **Develop potential long-term capital expenditure planning and budgeting – IN PROGRESS**

   Exploring development of a capital revenue fund through the City of Williston Finance Department.

Objective 1D

Develop a capital expenditure management plan.

1. **Determine key internal stakeholders – COMPLETE**

   Current list of internal stakeholders identified and encouraged to participate on the department budget committee.

2. **Determine key external stakeholders – IN PROGRESS**

   Primary external financial contributors have been evaluated. The department is continuing to assess the fiscal cycle and evaluate future partnerships.

3. **Establish effective communication means via City of Williston Communications – IN PROGRESS**

   Working with consultant, AE2S Communications, for all communications moving into 2025.

4. **Develop and execute a financial communications strategy – NO PROGRESS TO DATE**

   Will discuss with AE2S Communications for a 2025 project.

Commitment 2 | Enhance Department Communication to Both the Community and Internal Stakeholders

Objective 2A

Identify current communication methods utilized for internal stakeholders and potential communications methods to pursue.

1. **Evaluate current communication methods and how they are used – COMPLETE**

2. **Determine critical communication materials for community stakeholders – IN PROGRESS**

   Reviewed internal stakeholder notes and communicated with department staff to determine what information is important to them. Have started distributing monthly communications and department performance statistics to department staff.

3. **Evaluate potential communications methods not used – IN PROGRESS**

   Working with AE2S Communications to develop a communications strategy moving into 2025.

Objective 2B

Identify current communication methods utilized for external stakeholders and potential communications methods to pursue.

1. **Objectives will be evaluated through scope of work with AE2S Communications in 2025 – IN PROGRESS**

Objective 2C

Develop a department communications mater plan.

1. **Review the identified communication methods from the internal and community stakeholders objectives – IN PROGRESS**
2. **Establish future communication methods for implementation into the department communications plan – IN PROGRESS**

   The department is beginning to evaluate and will seek to develop a mater communications plan with AE2S Communications moving into 2025.
3. **Build a master communications plan based on the data – NO PROGRESS TO DATE**
4. **Establish an annual review process of the plan and identify needed pursuits – NO PROGRESS TO DATE**
5. **Review potential training courses for communication improvement of department members – IN PROGRESS**

   Continued advocacy for several members of the department to attend Public Information Officer (PIO) training. The department will transition to a communications strategy and implementation through work with AE2S Communications.
6. **Coordinate training options with the Williston Fire Department Training Division – IN PROGRESS**

   Continue working to build communications and public information into the promotional Standard Operating Guidelines (SOG) and determine PIO-specific training that would be beneficial for City Communications staff.

Objective 2D

Identify communication feedback options from both internal and community stakeholders.

1. **Determine potential methods to collect feedback from internal and external stakeholders – IN PROGRESS**

   Chief staff have initiated monthly "Chief Chat" meetings. This provides opportunities for department members to meet and discuss feedback with the Fire Chief. The department is also seeking to add an information monitor at Station 1, allowing staff to leave anonymous feedback and evaluate the Chief's schedule.
2. **Establish feedback point(s) of contact and use the received data – IN PROGRESS**
3. **Determine effective feedback implementation – IN PROGRESS**

Objective 3A

Review current EMS training requirements.

1. **Outline current EMS certification levels – COMPLETE**

   Identified as EMT, AEMT, Paramedic, and Critical Care Paramedic.

2. **Determine the required continuing education hours for different certification levels for local, state, and national requirements – COMPLETE**

   Requirements have been integrated into the department's annual training plan.

3. **Review current annual training plan and ensure minimum hour requirements are being met – COMPLETE**

   Department's annual training plan has been reviewed and rebuilt. The plan has been sent through the communications department and is in line to ensure that continuing education hours are met.

4. **Adjust as needed based on requirement review – IN PROGRESS**

Objective 3B

Review current firefighter training requirements.

1. **Outline current firefighter certification levels – COMPLETE**

   Identified as Firefighter I, Firefighter II, Engineer, Lieutenant, Captain, Battalion Chief (BC), Assistant Chief (AC), Aircraft Rescue and Fire Fighting (ARFF) Captain, Training Captain, Deputy Fire Marshall, and Inspector.

2. **Determine the required continuing education hours for different certification levels for local, state, and national requirements – COMPLETE**

   Hours have been established in compliance with Insurance Services Office (ISO) and applied to the department's training plan.

3. **Review current annual training plan and ensure minimum hour requirements are being met – COMPLETE**

4. **Adjust as needed based on requirement review – IN PROGRESS**

Objective 3C

Link training needs to both EMS and Fire with the results of the Williston Fire Department Community Risk Assessment (CRA).

1. **Analyze CRA results and provide a comparison of the annual training requirement – COMPLETE**

   The CRA was used to identify training shortfalls and need areas for inclusion in the annual plan.

2. **Based on CRA results, develop a needs assessment for training gaps. – IN PROGRESS**

3. **Develop content-specific training to mitigate CRA performance gaps when integrating EMS and Fire training. – IN PROGRESS**

Objective 3D

Develop integrated annual training plan to meet needs of EMS, Fire, and community findings.

1. **Following the Fire, EMS, and CRA review, determine a list of performance gaps – IN PROGRESS**

   The annual plan for 2024 has been developed and includes EMS and Fire training requirements. The plan is awaiting CRA/SOC development results. Once this is developed, supplementary training evaluations will occur.

2. **Determine effective means for integrated training – IN PROGRESS**

   EMS and Fire have been integrated into monthly training with the intent to fix the lobsided view of fire over EMS.

3. **Inject training needs into the annual training plan as required – IN PROGRESS**

   As training needs are evaluated and identified, they will continue to be injected into the annual training plan. This will be an ongoing need and will be evaluated as the community continues to grow.

Objective 3E

Implement training and plan, and evaluate effectiveness.

1. **Following implementation of training gaps, determine annual review process of EMS and Fire integration – IN PROGRESS**

   The plan will be evaluated in the 4th quarter of the year. The intention is to start building the plan throughout the year in compliance with end-of-year and annual compliance reports.

2. **Develop annual performance feedback measures from different divisions to ensure continued quality improvement – NO PROGRESS TO DATE**

   EMS and Fire have been integrated into monthly training with the intent to fix the lobsided view of fire over EMS.

Commitment 4 | Establish Mutual Aid Agreements and/or Automatic Aid Agreements, Along with Enhanced Inter-Agency Training

Objective 4A

Review current EMS training requirements.

1. **Build a reference of current agreements – COMPLETE**

   Signed agreements included a mutual aid agreement with Williams County Emergency Management and an auto-aid agreement with Trenton Fire.

2. **Evaluate relevance based on department growth and performance gaps identified in the CRA and Standards of Cover (SOC) – IN PROGRESS**

   External partners have been identified. As the SOC is developed, the need for agreements will be assessed.

Objective 4B

Determine and develop needed agreement updates.

1. **Based on initial review of department agreements, evaluate service gaps and potential needs – IN PROGRESS**

   Gaps identified with Williston Rural Fire Department and Epping Fire Protection Districts.

2. **Develop additional agreements to mitigate identified gaps – IN PROGRESS**

   County-wide mutual aid agreement with Williams County Emergency Management has been built and signed. Automatic aid agreement has bee established with Trenton Fire.

3. **Sign and advocate additional agreements – IN PROGRESS**

Objective 4C

Develop annual training requirements to incorporate inter-agency training.

1. **Develop annual training schedule to incorporate inter-agency training based on established agreements – IN PROGRESS**

   Currently partnered with Emergency Management to build an interagency drill schedule. Scheduled/completed events include:

   1. Firefighter I Academy (blended learning)
   2. Hazardous Materials Awareness for First Responders
   3. ICS 100, 200, 300, and 400
   4. Mass Casualty Incident Response Training, multiple sessions
   5. Hazmat Rail Car Training, BNSF
   6. Passenger Rail Car Training, AMTRAK
   7. Williston Regional Fire School
   8. HazMat Mat Tech
   9. BNSF/AMTRAK Functional EX
   10. Mass Casualty EX Airport
   11. XWA Tabletop
   12. Active Assailant
   13. XWA Full Scale
   14. Advanced Burn Life Support
   15. PALS and ACLS

2. **Incorporate and execute inter-agency training – IN PROGRESS**

   These events were scheduled and completed throughout 2023. We will continue to look for ways to incorporate interagency training with our mutual aid and auto aid partners as we sign agreements.

3. **Review annual budgetary requirements to conduct training – IN PROGRESS**

   Currently being conducted throughout the budget committee and program appraisal meetings.

Objective 4D

Inject annual training execution of agreements into the Williston Fire Department Annual Training Plan.

1. **Advertise projected inter-agency training schedule – IN PROGRESS**

   Department trainings have been pushed via social media channels. We will continue to evaluate other communications routes. We have also partnered with North Dakota Firefighter's Association (NDFA) for most events, and they have be advertising.

2. **Advocate for maximum inter-agency participation – IN PROGRESS**

   Continuing to work on these relationships.

Objective 4E

Implement training and plan, and evaluate effectiveness.

1. **Develop agency feedback form to determine effectiveness and evaluate additional training needs – NO PROGRESS TO DATE**

2. **Conduct annual review of inter-agency training schedule to ensure it addresses gaps identified in the CRA and SOC – NO PROGRESS TO DATE**

Commitment 5 | Develop a Mentorship Program for Interdepartmental Growth

Objective 5A

Establish a mentorship program committee.

1. **Review potential rank and mentorship needs within the department – COMPLETE**

   Reviewed rank structure and internal/external feedback. It was determined that primary focus areas are EMS, Fire, Office, and Civilian mentorship programs.

2. **Establish mentorship committee based on interest from within the department – COMPLETE**

   Department was surveyed for interest to serve on the committee, and who they felt would be great mentors. Information was gathered and requests to serve were sent out. The initial committee group was established from various ranks and divisions.

3. **Establish a committee schedule – IN PROGRESS**

   Sub-committees have broken out into their own meeting schedule.

Objective 5B

Determine department leadership and mentoring education needs.

1. **Objectives will be reviewed during the mentorship committee meeting – IN PROGRESS**

Objective 5C

Evaluate effective mentorship program execution avenues.

1. **Based on external review and internal needs, determine potential implementation options – IN PROGRESS**
2. **Develop mentorship delivery means – IN PROGRESS**

   Social events are being scheduled along with different electronic delivery means.
3. **Conduct content review testing with selected department ranks – NO PROGRESS TO DATE**

Objective 5D

Implement mentorship program and establish annual review process.

1. **Communicate the addition of the mentorship program and how it can benefit Williston Fire Department personnel – IN PROGRESS**
2. **Encourage voluntary admission into the program – COMPLETE**

   Requests to participate have been sent, and self/peer nominations were received. All members were made a part of the committee voluntarily.
3. **Incorporate mentorship program into the Williston Fire Department training division – IN PROGRESS**

   Will occur in coordination with the mentorship committee.
4. **Provide an annual review timeframe with the mentorship committee – IN PROGRESS**

   Will occur in coordination with the mentorship committee.



THANK YOU

CITY OF
WILLISTON
FIRE DEPARTMENT