

## **Safety and Health Investment Projects FINAL REPORT REQUIREMENTS**

The purpose of the final report of your SHIP project is to:

1. Evaluate and document the achievements, challenges, and shortcomings of the project for the constructive benefit of others interested in learning from SHIP projects; and
2. Provide the Division of Occupational Safety and Health with information that shows:
  - a. The outcomes specified in the project application were met; and
  - b. The grant was used for the purpose(s) for which it was approved and in accordance with relevant WAC rules and any special conditions or requirements; and
  - c. The outputs of the project have been disseminated as specified in the application.

The report format has four sections:

1. Cover Sheet
2. Narrative Report (part I)
3. Financial Information (part II)
4. Attachments (part III)

Please provide complete and detailed information in the final report. If you have questions, please call your SHIP grant manager.

**REMINDER!!:** All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.

# SAFETY AND HEALTH INVESTMENT PROJECTS FINAL REPORT

Fire Department Safety Calendar, Website & Training Program  
SHIP Grant #2014ZA00288  
November 30<sup>th</sup>, 2014-March 15, 2016

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April 7, 2016

Kathleen Harmon



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Washington Fire Chiefs is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.

## PART I

### *Narrative Report*

**Abstract:**

Present a short overview of the nature and scope of the project and major findings (less than half a page).

The Washington Fire Chiefs Association developed a safety training calendar and dynamic online calendar to assist Fire Departments in implementing safety features and training requirements, including Accident Prevention, Ladder Safety, Fall Protection and Workplace Violence.

Major findings included the need for a standard organized approach to trainings, not only in rural volunteer departments, but also in the large metropolitan paid and combination departments. The program was very well received by all who attended, no matter the department size. A systematic and monthly approach to building a safety culture is much more effective than building an entire program, which then feels “done” and may find its way to a shelf. Integrating accident prevention programs into the existing training cycles is the most effective way to help departments address all required safety topics.

There was also great value in building the final products from the training officers workshops, where crowd sourcing materials and networking between officers saved research time and energy. The evolutions and curriculum developed benefited from the experience and diversity of the attendees.

**Purpose of Project:**

Describe what the project was intended to accomplish.

Many first responders statewide who recieved the training, developed through this grant, are also members of our communities, both urban and rural and represent a larger pool of workers that also work for employers outside of the fire service. Building a “Safety Culture” emphasizing Accident Prevention, Ladder and Fall protection safety and Workplace Violence Prevention will spread to other types of businesses and organizations.

In addition, this project created opportunities for greater safety to many fire agencies throughout the state, who may not have had the nessiscary resources to develop the curriculum or put together a cohesive plan to best implement safety in their fire agency. This project was meant to bring together resources and information so that fire agencies could easily put together and implement a safety & training schedule for their fire agency.

### Statement and Evidence of the Results:

Provide a clear statement of the results of the project include major findings and outcomes and provide evidence of how well the results met or fulfilled the intended objectives of the project.

We provided calendars to each fire agency in the state as well as making them available at WFC events and County Fire Chief Association meetings. We also held an initial free Training Officers Workshop which allowed us to obtain existing resources developed by fire agencies, as well as giving us the opportunity to customize the program, creating a tool that would best fit their needs. Based on response to that workshop, we modified the grant to allow us to offer four more opportunities to share resources and learn about the project.



The focus of the workshops was on best practices for safety in training and in safely implementing aspects of the WAC that are challenging for both combination and volunteer departments. Our objectives for these workshops were to discuss what training "commensurate with duties" and "skill degradation" meant and how to safely accomplish this training with well designed evolutions. Those objectives were met by going page by page through the calendar explaining how they could put the information to use in their own

departments. Time was left open for group discussion of challenges and solutions. There was also an in depth discussion and demonstrations of WAC 296-155 for fall protection above 10 feet. In the afternoon breakout sessions were provided where attendees put to use the information in the calendar to create practical evolutions that would safely train firefighters commensurate with their duties and prevent skill degradation. This demonstrated that a well designed evolution could accomplish more than one objective at a time and the end result would be a confident well trained fire agency that could respond to an emergency with no injuries and every one coming home safe.



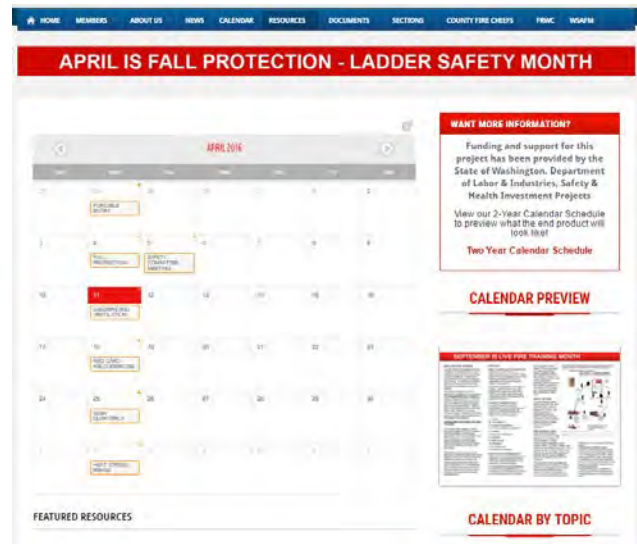
We found this combination of really vital information, the tie in with the safety calendar, and the ability of these attendees to walk away with the printed safety calendar, the link to the online safety calendar and a thumbdrive full of resources, made it a very effective way of ensuring a full room at these workshops, even with historically having a difficult time getting our audience to attend free classes.

Below is the workshop attendance

Attendance		
1/8/2015	Seatac	27
3/6/2015	Moses Lake	22
1/7/2016	Cowlitz	35
1/22/2016	Pullman	33
1/29/2016	Anacortes	36
2/28/2016	TSO Yakima	15
2015 TOTAL		49
2016 TOTAL		119
GRAND TOTAL		168

The online dynamic training calendar was developed to showcase resources, training and a sample training calendar. We optimized the layout to showcase large amount of resources in a small amount of space. This way of showcasing information gave us an alternative to the traditional document library, which can sometimes be viewed as overwhelming.

We set this dynamic web page up with the intent of keeping this updated as a resource long term. All information is pre-loaded for two years and automatically loads a new month of information, new features and a banner for the month to keep it current, timely and fresh.



**Measures to Judge Success:**

If relevant, state what measures or procedures were taken to judge whether/ how well the objectives were met and whether the project or some other qualified outside specialist conducted an evaluation.

The WFC based our judgement of success on feedback provided by fire chiefs in informal settings such as County Fire Chiefs Meetings, as well as the post event survey from the initial Training Officer Workshop. That feedback showed that 93% of respondents believed we should hold additional workshops, 65% of respondents felt like the two year training program would be helpful (based on 4 & 5 star ratings) and 77% of respondents felt that the class was valuable.

We also based our success on the successful completion of the objectives we set at the beginning of the grant:

- *Safety Calendar developed and distributed to each Department*

Each fire agency was mailed a copy of the Safety Calendar.

- *Safety Dynamic Webpage Developed and hosted by the Washington Fire Chiefs*

The grant team successfully launched the dynamic web page and populated it with resources and supplementary materials such as WAC compliant SOP's. This dynamic web page creates a "one stop shop" for training officers looking for resources.

- *50 Training Officers will receive an informational seminar on products developed and how to use*

We exceeded this objective! Due to savings we identified in this grant, we were able to provide this training 4 additional times, resulting in 168 Training Officers participating in these workshops.

- *100 Fire Departments visit the Dynamic Training Webpage Developed by the SHIP program*

The dynamic online safety calendar was visited over 2000 times during the course of this grant. We saw a high level of interest throughout the grant, and we expect that number will continue to climb as awareness of this project grows!

**Relevant Processes and Lessons Learned:**

Specify all relevant processes, impact or other evaluation information which would be useful to others seeking to replicate, implement, or build on previous work

AND

Provide information on lessons learned through the implementation of your project. Include both positive and negative lessons. This may be helpful to other organizations interested in implementing a similar project.

This grant went very smoothly, thanks to great work by our contractor, Forum Consulting. We even were able to find some unexpected savings due to hotel supply donations and volunteered time for technical review. Due to this savings we were able to better utilize those dollars to provide four additional classes. It never hurts to ask for supplies from venues such as pens, note pads and other necessities we had originally budgeted for.

We also learned through this grant to build in extra time for review by the technical review specialist, especially for those items that may need to be reviewed by two different areas of expertise. This process can be unpredictable as it relates to timelines, and it is always better to be ahead of schedule rather than behind.

**Product Dissemination:**

Outline of how the products of the project have been shared or made transferrable.

The printed calendars were mailed to each Fire Agency in the state, as well as handed out at County Fire Chief Association Meetings, major state wide events such as the Training, Safety & Officer Section Conference, and distributed at any other meeting that WFC Staff attended.

The grant team also organized 6 free training officer workshops, to allow us to disseminate this information directly to training officers from around the state who are likely responsible for implementing training programs for their agency.

The digital information was promoted through the free training officers classes, the WFC newsletter and through the WFC website. The dynamic Safety Calendar page on the WFC website received over 2000 hits during the time of this grant. In addition a recorded webinar was developed as an abbreviated version of the class. This is a great way for those who are unable to attend a class in person, to still receive information about the project and how to use the safety calendar.

**Feedback:**

Provide feedback from participants, trainees, individuals who have used your products/processes, as well as any reports from an independent evaluator on the project.

At the last Workshop, given at the Training Officers Conference in Yakima, we had 5 requests to put this training on again state-wide and there was a request to have this class given again at next year's TSO Conference. Also, we heard throughout the classes many

comments to us that this “was just what we needed” and that fire agencies have already begun using the program. The forms for the Live Fire and Training Evolution creation were really appreciated. These classes were a blend of both combination and all volunteer fire agencies. Although our initial intention was to help the smaller rural fire agencies, the positive responses show that the program was equally useful and valuable to all, even larger urban fire agencies.

**Project’s Promotion of Prevention:**

Explain how the results or outcomes of this project promote the prevention of workplace injuries, illnesses, and fatalities?

A firefighter’s job can be very hazardous, and made more so if they are not implementing many of these safety programs such as Fall Prevention, Ladder Safety, Emergency Vehicle Incidents Safety and more. This project made it easy to implement using free resources available to fire agencies, and model SOP’s, all housed in one location. We coupled that with a model timeline for that training. This flexible design allows fire agencies to utilize as little or as much as they need to fill in gaps in their existing training, or to bolster existing training with additional resources.

**Uses:**

How might the products of your project be used within the target industry at the end of your project?

Is there potential for the product of the project to be used in other industries or with different target audiences?

Many fire agencies have already begun using the printed safety calendar as a resource in their training programs. In addition, we plan to continue to grow the online safety calendar, adding additional free training resources as they become available and highlighting state wide and national events such as the “Great Washington Shakeout” for those agencies that may not already know the details of these great statewide and national programs, for which many resources are available.

**Organization Profile:**

For awarded organizations, to include partners and collaborators, provide a brief description of each organization. Mission, vision, and purpose for each of the organizations who applied (this includes partners and collaborators) for the grant.

The Washington Fire Chief was established 81 years ago. The State of Washington has approximately 488 fire agencies, there are 377 current member fire agencies of the Washington Fire Chiefs. At this time, there are approximately 8,000 career firefighters and 17,000 volunteer firefighters in the state. This grant targeted all fire agencies and firefighters across the State of Washington.



## Additional Information

<b>Project Type</b> <input checked="" type="checkbox"/> Best Practice <input type="checkbox"/> Technical Innovation <input checked="" type="checkbox"/> Training and Education Development <input type="checkbox"/> Event <input type="checkbox"/> Intervention <input type="checkbox"/> Research <input type="checkbox"/> Return to Work <input type="checkbox"/> Other (Explain):	<b>Industry Classification</b> (check industry(s) this project reached directly ) <input type="checkbox"/> 11 Agriculture, Forestry, Fishing and Hunting <input type="checkbox"/> 21 Mining <input type="checkbox"/> 22 Utilities <input type="checkbox"/> 23 Construction <input type="checkbox"/> 31-33 Manufacturing <input type="checkbox"/> 42 Wholesale Trade <input type="checkbox"/> 44-45 Retail Trade <input type="checkbox"/> 48-49 Transportation and Warehousing <input type="checkbox"/> 51 Information <input type="checkbox"/> 52 Finance and Insurance <input type="checkbox"/> 53 Real Estate and Rental and Leasing <input type="checkbox"/> 54 Professional, Scientific, and Technical Services <input type="checkbox"/> 55 Management of Companies and Enterprises <input type="checkbox"/> 56 Administrative and Support and Waste Management and Remediation Services <input type="checkbox"/> 61 Educational Services <input type="checkbox"/> 62 Health Care and Social Assistance <input type="checkbox"/> 71 Arts, Entertainment, and Recreation <input type="checkbox"/> 72 Accommodation and Food Services <input type="checkbox"/> 81 Other Services (except Public Administration) <input checked="" type="checkbox"/> 92 Public Administration
<b>Target Audience:</b> All Washington Fire Agencies	
<b>Languages:</b> English	
<b>Please provide the following information - -</b> <i>(information may not apply to all projects)</i>	
# classes/events:	6
# hours trained	48
# students under 18	
# workers	168
# companies represented	
# reached (if awareness activities)	2000
<b>Total reached</b>	2222
<b>List, by number above, industries that project products could potentially be applied to.</b>	
<b>Potential impact (in number of persons or companies) after life of project?</b> This could impact all 488 fire agencies in the state, and the 8000 career firefighters and 17000 volunteer firefighters that serve in those fire agencies.	
<b>Have there been requests for project products from external sources?</b> Yes <i>If Yes, please indicate sources of requests:</i> We have shared this resource with the State Fire Marshal's Office, DNR, and other state agencies we work closely with.	

## PART II

### *Financial Information Budget Summary*

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**Project Title:** Fire Department Safety Calendar, Website & Training Program

**Project #:** #2014ZA00288

**Report Date:** April 7, 2016

**Contact Person:** Kathleen Harmon

**Contact #:** 360-352-0161

**Start Date:** November 30, 2014

**Completion Date:** March 15, 2016

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1.	<b>Total original budget for the project</b>	\$ <u>87,704</u>
2.	<b>Total original SHIP Grant Award</b>	\$ <u>87,704</u>
3.	<b>Total of SHIP Funds Used</b>	\$ <u>87,704</u>
4.	<b>Budget Modifications (= or - if applicable)</b>	\$ <u>0.00</u>
5.	<b>Total In-kind contributions</b>	\$ <u>0.00</u>
6.	<b>Total Expenditures (lines 3+4+5)</b>	\$ <u>87,704</u>

#### Instructions:

- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant.
- Indicate period covered by report by specifying the inclusive dates.
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedule.
- Forms must be signed by authorized person (see last page).
- Forward one copy of the report to **Grant Manager Name, SHIP Grant Manager at PO Box 44612, Olympia, WA 98504-4612**

PART II *(Continued)*

*Financial Information*

*Supplemental Schedules (Budget)*

<b>Project Title:</b>	Fire Department Safety Calendar, Website & Training Program		
<b>Project #:</b>	#2014ZA00288	<b>Report Date:</b>	April 7, 2016
<b>Contact Person:</b>	Kathleen Harmon	<b>Contact #:</b>	3603520161
<b>Total Awarded:</b>	\$87,704		

**ITEMIZED BUDGET:** How were SHIP award funds used to achieve the purpose of your project?

	Budgeted for Project	Amount Paid Out	Difference
<b>A. PERSONNEL</b>	\$18,375.00	\$18,375.00	0.00
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
<b>B. SUBCONTRACTOR</b>	\$52,852.75	\$52,852.75	0.00
Explanation for Difference and other relevant information: We amended our original budget in this category during our 4 <sup>th</sup> milestone to allow for 4 additional training officer workshops.			

	Budgeted for Project	Amount Paid Out	Difference
<b>C. TRAVEL</b>	\$804.26	\$804.26	0.00
Explanation for Difference and other relevant information: We saved a significant amount of funds in this category, and were able to reduce it to actual expenses during our grant amendment and utilize to savings to help fund the additional 4 training officer workshops.			

	Budgeted for Project	Amount Paid Out	Difference
<b>D. SUPPLIES</b>	\$7,411.99	\$7,411.99	0.00
Explanation for Difference and other relevant information: Adjusted through grant amendment to cover actual expenses.			

	Budgeted for Project	Amount Paid Out	Difference
<b>E. PUBLICATIONS</b>	\$8,260.00	\$8,260.00	0.00
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
<b>F. OTHER</b>	0.00	0.00	0.00
Explanation for Difference and other relevant information:			

	Budgeted for Project	Amount Paid Out	Difference
<b>TOTAL DIRECT COSTS</b>	\$87,704.00	\$87,704.00	0.00
	Budgeted for Project	Amount Paid Out	Difference
<b>TOTAL INDIRECT COSTS</b>	\$0.00	\$0.00	0.00
	Budgeted for Project	Amount Paid Out	Difference

<b>TOTAL SHIP BUDGET</b>	\$87,704.00	\$87,704.00	0.00
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	Budgeted for Project	Amount Paid Out	Difference
<b>G. IN-KIND</b>	0.00	0.00	0.00
Explanation for Difference and other relevant information:			

I hereby certify that the expenditures listed on this report were made with my approval:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Manager

### PART III

#### ***Attachments:***

Provide resources such as written material, training packages, or video/ audio tapes, curriculum information, etc. produced under the grant.

Also include copies of publications, news releases, curriculum, posters, brochures, etc.

**The above information should also be provided on a CD or DVD for inclusion in the file.**

- DVD: must be in an MP4 format  
Other video files must be provided in uncompressed source files.
- Publications:  
PDF of publication should be provided. SHIP also needs the original publishing documents (design documents), .eps, and .psd (if any illustrations/graphics are used)

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