



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: October 2, 2007

SUBJECT: Fire Department Monthly Report for August 2007

### **Report in Brief**

The Woodland Fire Department's Monthly Status Report includes a wide variety of information in an effort to better inform the public and the City Council. This report summarizes four specific areas of the Fire Department's operation: Overtime, Incident Response, Fire Prevention and Training. This year, the Fire Department updated its Monthly Status Report format to include a wider variety of information. The report is formatted by division (Administration, Operations, Fire Prevention and Training) and covers the key projects and/or activities for the month.

Attached for the City Council's review is the Fire Department's Monthly Report for August, 2007.

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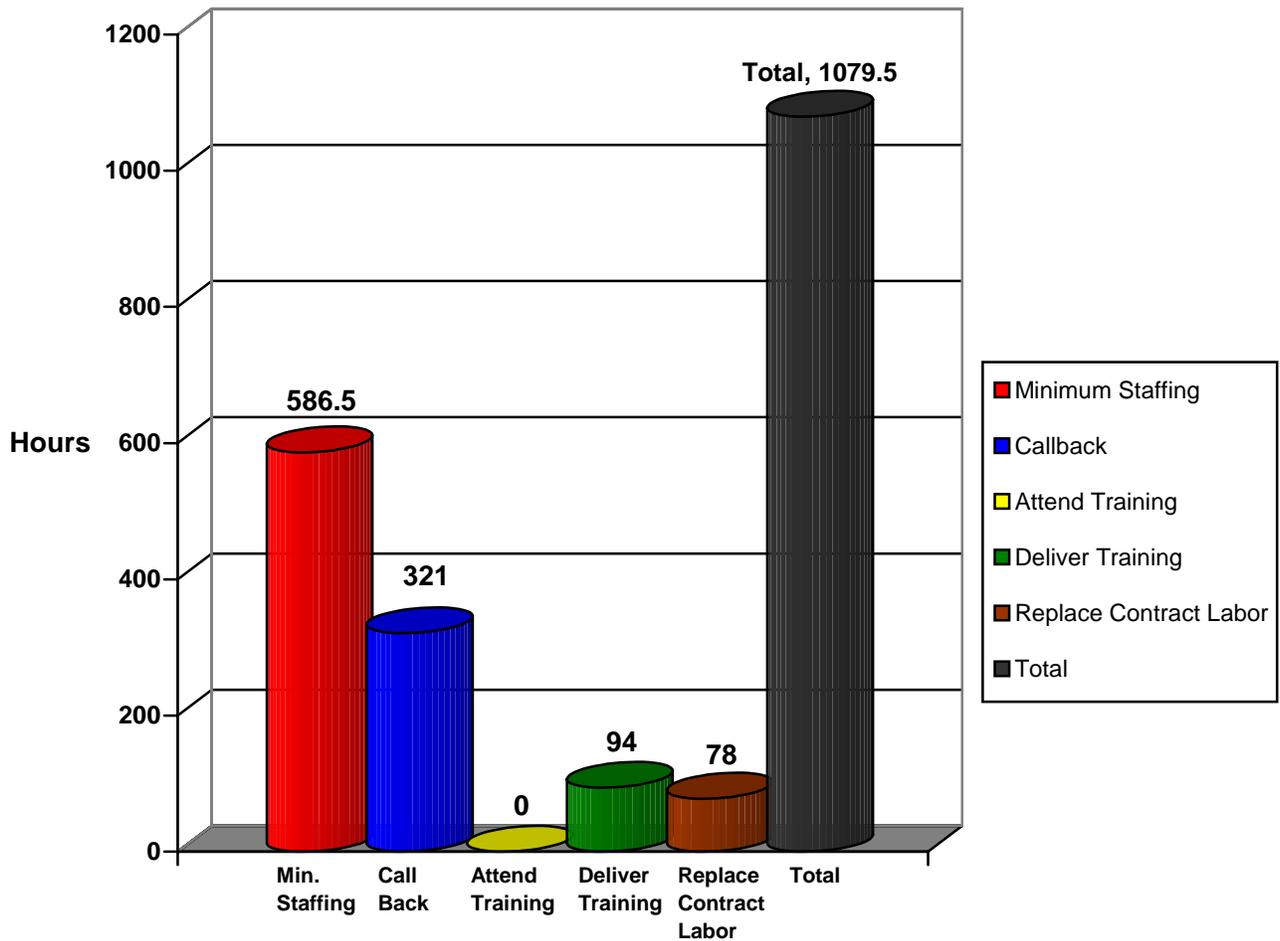
Attachments

# Woodland Fire Department Monthly Status Report August 2007



The Woodland Fire Department Monthly Status Report includes a wide variety of information in an effort to better inform the public and assist decision makers.

**ADMINISTRATION** - The Cost of Overtime for the month of August was **\$42,134.81**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of August 1, through August 30, 2007.

## **ADMINISTRATION** (CONT'D)

There were a total of **1079.5**-overtime hours worked during the month of August for a total of **\$42,134.81**. They include:

- 586.5-hours of **Minimum Staffing** at a total cost of **23,845.79** for the month of August 2007. (*In the City of Woodland, a minimum of 3-4 Firefighters (Captain, Engineer and Firefighters) have to be available per company at all times to respond to incidents*).
  - There was an average of **612** Minimum Staffing overtime hours needed to complete staffing requirements for the period August 2006 – August 2007 at an average cost of **\$18,961.14** per month. The only month that was outside these parameters was July 2007, which required **1131** hours at a cost of **\$33,144.57**. July 2007 was unique due to the **3 Strike Team** deployments that occurred within that month. Should this trend continue, the total average number of hours for the year 2007 will be **7,863** at an average annual cost of **\$241,717.11**. Presently, this trend is driven by the number of vacant positions currently open at this time. However, there should be a decrease starting in 2008, as new employees are hired to fill vacant positions.
- 321-hours were needed for **Call Back Staffing** at a total cost of **\$12,034.01** for the month of August 2007. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
  - There was an average of **159** Call Back Staffing overtime hours needed to complete staffing requirements for the period August 2006 – August 2007 at an average cost of **\$4,725.70** per month. October and November, 2006 and July and August 2007 were outside the normal parameters due to a large number of structure fires, several major auto accidents and the strike team responses. Call Backs are necessary to fill depleted minimum staffing when all station personnel are sent out in response to major incidents. Should this trend continue, the total anticipated number of hours should reach **2371.5** at a cost of **\$69,968.68**. Since these hours are derived as a direct result of major occurrences, the trends and therefore averages will remain the same.
- 0-hours were need for **Attending Training** for the month of August 2007. (*Attending Training is necessary to ensuring that all mandatory training requirements for both full-time and volunteer personnel are completed*).
  - There was an average of **16** hours spent attending training, at an average cost of **\$447.80** per month for the period August 2006 – August 2007. Due to the contract negotiations between the City and the Firefighters during 2007 there was a 4 month period in which training, both in attendance and delivery was conducted during the normal course of business, resulting in straight time usage only. The result created a lower than average number of hours spent for this area. The resulting total anticipated hours for Attending Training should reach **195** at a total cost of **\$5,525.38**.
- 94-hours were needed to **Deliver Training** at a cost of **\$3,452.08** for the month of August 2007. (*On-going training beyond the recruit level keeps skills current, enhances teamwork among crew members, and encourages the introduction of new ideas and techniques to the Department*).
  - There was an average of **22** hours spent delivering training, at an average cost of **\$688.65** per month for the period August 2006 – August 2007. In the month of August, this year's R.O.P. (Fire Science Academy) Program began. The R.O.P. program was developed to give would-be firefighter the necessary training needed in order to become Volunteer Firefighters. The program will generate approximately \$15,000.00 in revenue back to the City by the end of the year. The resulting total anticipated hours for Delivering Training should reach **252** at a total cost of **\$7,830.15**.

## **ADMINISTRATION** *(CONT'D)*

- 78-hours were needed for **Replacement Labor** at a cost of **\$2,802.93**. (*Replacement Labor is necessary when employees work in areas outside their normal duties, (i.e., installation of new and upgraded hardware and software for computerized systems)*
  - There was an average of **55** hours spent for replacement labor, at an average cost of **\$1,548.90** per month for the period August 2006 – August 2007. As these duties are not in the normal realm of business, the average time spent will remain consistent. The total anticipated hours for Replacement Labor should reach **672** at a cost of **\$18,770.48**.

*Note: Trends analysis projections derived from actual hours and costs during the period: August 2006 – August 2007.*

### *Budget Issues*

Staff members are in the process of the developing internal controls to ensure all activities are being properly recorded. We are also analyzing the processes by which fees are collected for inspections performed by the Fire Prevention Department to determine if the methodology renders accurate data.

### *Policy Coordination*

There are no new policy issues at this time.

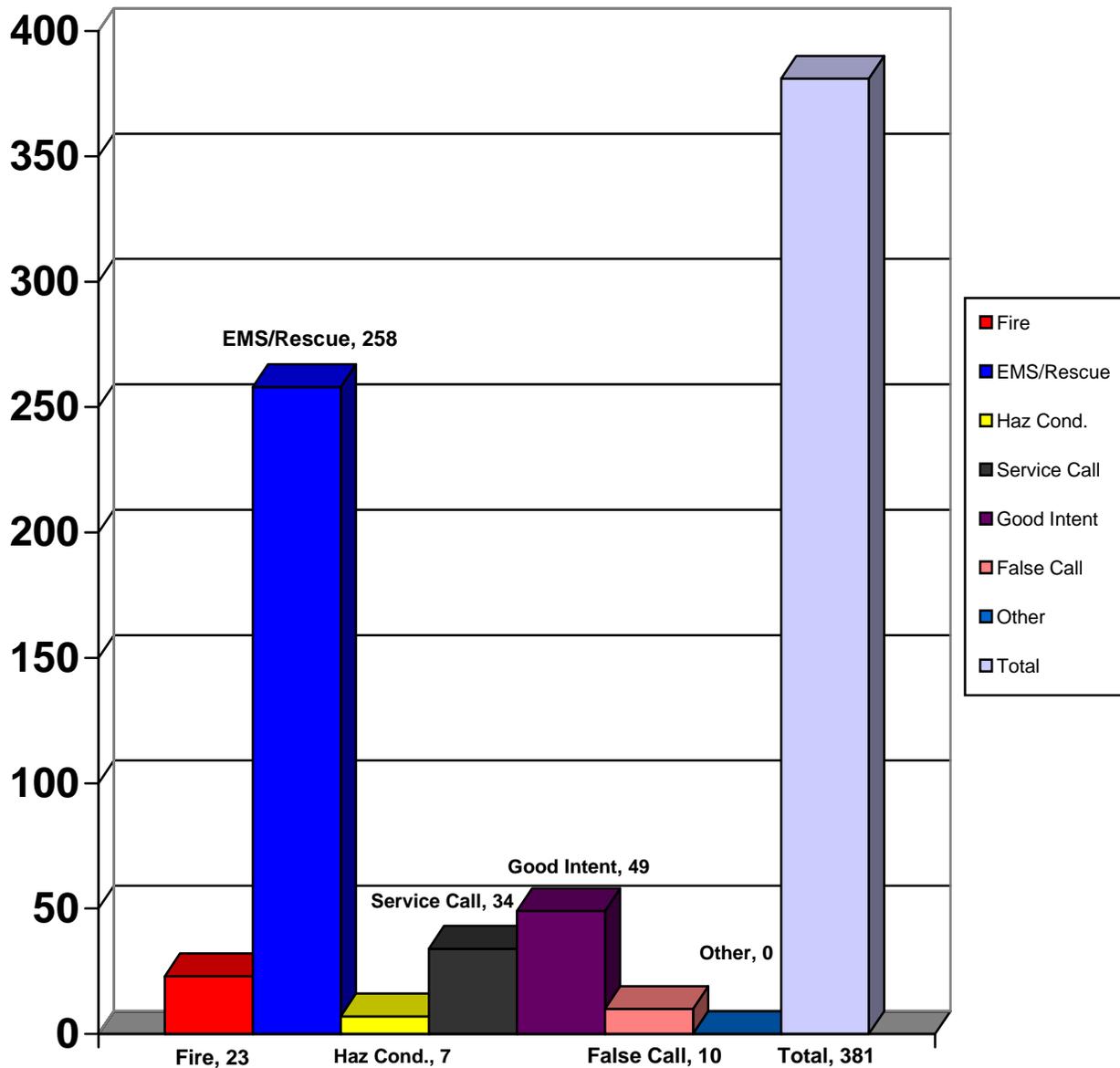
### *Web Page*

Staff members are working with the webmasters for the City to assure proper transition of the Fire Department web page items. This process is on-going.

## OPERATIONS

### Incident Activity

# Current Month By Incident Type



The graph above is a visual summary of the number of incidents that the Fire Department responded to during the weeks August 1, through August 31, 2007. This is in comparison to the annual totals of each type of incident.

## OPERATIONS

### *Incident Activity (cont'd)*

There were a total of **381 Incidents** that the Fire Department responded to in the month of August. They included:

- **23 Fires** that took place in the month of August, for a current annual total of **153**. The **23 fires** included:
  - **6-building fires**
  - **2-cooking fires**
  - **2-passenger vehicle fires**
  - **2-forest/wildfires**
  - **8-grass fires**
  - **1-rubbish fires**
  - **1-special outside fires** and
  - **1-other fire of unknown origin**
  
- **258 EMS/Rescues** took place in the month of August, for a current annual total of **1,990**. The EMS/Rescues included:
  - **2-Emergency Medical Calls**
  - **60-Calls requiring medical assistance**
  - **169-EMS Calls for people with injuries**
  - **15-vehicle accidents with injuries**
  - **11-motor vehicle accidents with no injuries**, and
  - **1-search for a person in water**
  
- There were **7** responses that involved **Hazardous Conditions**, bringing the current annual total to **76**. The Hazardous Conditions included:
  - **6-gasoline, oil or chemical spills**
  - **1-accident and 1 hazardous condition of unknown origin**
  
- There were **34 Public Service Calls** handled in the month of August, for a current annual total of **221**. The Public Services Calls included:
  - **2-Person in distress**
  - **3-Lock outs**
  - **2-Calls to assist police or other governmental agencies**
  - **12-calls for public service**
  - **13-invalid public assistance calls**
  - **2-Other Public Assistance calls**  
*(The public services calls include anything from water problems, to smoke and odor removal).*
  
- **49 Good Intentions** calls were responded to in the month of August, for a current annual total of **371**. The calls included:
  - **24-calls that were cancelled en route**
  - **1-CAD errors**
  - **16-no incident found on arrivals**
  - **2- smoke or odor of smoke**
  - **1- 1-EMS call**
  - **5-Good Intent, other**  
*(These are reports of a fire that turns out to be other things, (i.e.-smoke from dust, etc.).*
  
- There were **10 False Alarm Calls** made in the month of August, for a current annual total of **168**.

<b>Total Incidents to Date for 2007 - 2,618</b> <b>Average Response Time for First Due Units: Fire: 5.26 Minutes EMS: 4.54</b>
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## **FIRE PREVENTION**

### *Commercial Projects*

- There have been a total of **231** on-going commercial developments/plan reviews that are in various stages of completion within the City of Woodland. Fees for large commercial projects are collected at the beginning of the project, and on an interim basis as the project progresses. The Fire Prevention Division receives a percentage of the total fees collected to offset inspection costs. Specialists conducted:
  - **13** business license/permit inspections
  - **43** plan reviews, which included hood systems, new business license inspections and new commercial building fire code inspections
    - **11** commercial business inspections

*(Plan review inspections for commercial projects include the initial plan review, 4 inspections & 1 re-submittal of plans at a cost of \$717.00/riser + \$2.00/sprinkler head. Business License inspections are \$165.00/ea. Permits inspections are determined by the type of permit needed. Tenant Improvements are \$421.00/riser + \$2.00/sprinkler head).*

### *Residential Projects*

- A total of **268** residential projects have been on-going throughout the year. Of these projects, the Specialists conducted:
  - **68** residential automatic sprinkler system inspections
    - **1** resale inspections in the month of August.

*(Plan review inspections include the initial plan review, 2 inspections & 1 re-submittal of plans at a cost of \$354.00/riser. Tenant Improvement plan reviews are \$284.00/riser).*

### *Weed Abatement*

- The staff spent **5** hours on weed abatement projects, including the forced process at 1490 E. Main Street.

### *Arson Investigation*

- Performed and completed **23** fire investigations.

### *Public Education*

The Fire Department provides public education to the citizens of Woodland. In the month of August, the following Public Education events took place:

- Station #1 Tour – Through Parks & Rec Dept. (8/1/07) – approximately 15 children – ages 4-7
- Back Pack For Kids – Large Community Event (8/4/07)– all ages
- National Night Out – Large Community Event (8/7/07)– all ages
- Holy Rosary Pre-School – Fire Safety presentation (8/21/07) – approximately 80 children – ages 2-5
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## **FIRE PREVENTION** (CONT'D)

- Supervised the Woodland Fire Department booth at the Yolo County Fair. The booth was manned by both Fire Prevention and Operations personnel. Hats and stickers were distributed to community children.

### *Mapping*

- Created maps for the areas of map pages 17, 19, 37 & 39. These maps include the new Senior Center and complete the area south of town that will be built over the next few years. Also created were map pages 93, 95, 97 & 99. These areas are east of County Road 102. This area has been populated for quite some time and has several construction projects ongoing. Updated the maps on all Engine Mobile Data Computers.

## **TRAINING**

The following is a summary of training activities conducted in the Fire Training Division during the weeks of August 1, through August 31, 2007. During the month of August, the following activities occurred at the Woodland fire Department Training Division:

56-hours of training were conducted at the Training Center during the month of August including:

- 12-hours of **District & alley Familiarization** on August 8, 14 and 16.
- 12-hours of **Off Road Driving** on August 27, 28 and 29.
- 12-hours of **EMS-Cardiac Care Training** on August 21, 23, and 24.
- 12-hours of **Firefighter Basic's** on August 8, 9 and 13.
- 4-hours of **Air Ambulance O & P Training** on August 30.
- 4-hours of **Special Equipment R-3 Familiarization** on August 3.

During the month of August, **career staff** reported a total of **802-hours of training** (App. A), resulting in a mean average of **18.2-hours** of training per person. Total hours of training for the Battalion Chiefs can be found in Appendix C.

The **reserve staff** reported a total of **60-hours of training** (App. B) for a mean average of 3.56-hours of training per person. The reserve staff completed training in EMS-Patient Assessment, Water Supply Operations/Rural Water Tenders.

Training highlights for the month of August were the **Station #1 Dedication**, the **Firefighter Basics – Tactics & Strategy**, **Off Road Driver Training (Horgan Ranch)** and the continuation of the **Fire Engineer** and **Captain Qualification Program**: that included driver's training and manipulative exercises.

**"Fill the Boot Fundraiser"** on August 11, 2007: the Woodland Fire Department raised over \$11,000 for Jerry's Kids. Great Job!