



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 6, 2007

SUBJECT: Fire Department Monthly Report for September 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 September, 2007.

Prepared by: Shannon Collins
Management Analyst

Reviewed by: Michael P. Cahill
Fire Chief

Mark G. Deven
City Manager

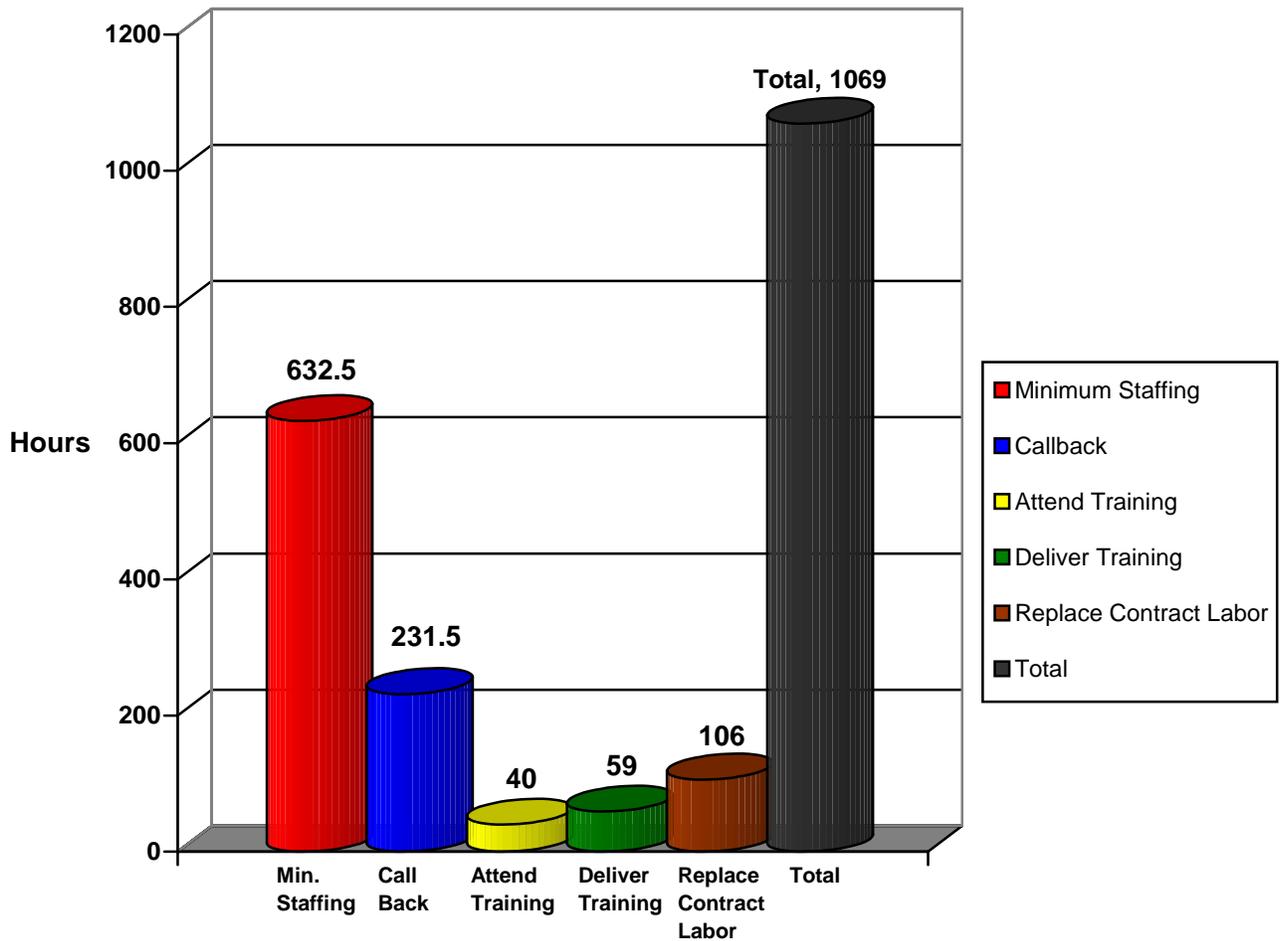
Attachment

Woodland Fire Department Monthly Status Report September 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 September was **\$40,737.36**.



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

ADMINISTRATION *(CONT'D)*

There were a total of **1069**-overtime hours worked during the month of September for a total of **\$40,737.36**. They include:

- 632.5-hours of **Minimum Staffing** at a total cost of **24,624.64** for the month of September 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 **625.04** Minimum Staffing overtime hours needed to complete staffing requirements for the period September 2006 – September 2007 at an average cost of **\$19,840.96** per month. The trend remains consistent, with the average slightly increasing in September due to promotional testing. Should this trend continue, the total average number of hours for the year 2007 will be **8,125.54** at an average annual cost of **\$257,932.49**.
- 231.5-hours were needed for **Call Back Staffing** at a total cost of **\$8,711.96** for the month of September 2007. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
 - There was a slight decrease in the average of **171.17** Call Back Staffing overtime hours needed to complete staffing requirements for the period September 2006 – September 2007 at an average cost of **\$5,245.85** per month. As the year continues, these numbers will possibly continue to decrease unless major incidents occur, which require more personnel coverage to backfill the stations. At present, the total anticipated number of hours should reach **2,225.17** at a cost of **\$68,196.10**.
- 40-hours were need for **Attending Training** at a total cost of **\$1,368.00** for the month of September 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 **16.96** hours spent attending training, at an average cost of **\$493.71** per month for the period September 2006 – September 2007. Training hours have increased as a result of class attendance for certifications and ride-a-longs given to academy participants. The resulting total anticipated hours for Attending Training should reach **203.5** at a total cost of **\$5,924.49**.
- 59-hours were needed to **Deliver Training** at a cost of **\$2,052.01** for the month of September 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 **26.96** hours spent delivering training, at an average cost of **\$846.49** per month for the period September 2006 – September 2007. The slight increase is due to R.O.P. training, which is partially reimbursable. The resulting total anticipated hours for Delivering Training should reach **323.5** at a total cost of **\$10,157.83**.
- 106-hours were needed for **Replacement Labor** at a cost of **\$3,980.75**. (*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 **56.25** hours spent for replacement labor, at an average cost of **\$1,669.77** per month for the period September 2006 – September 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 **675** at a cost of **\$20,037.22**.

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

Budget Issues

Staff is in the process of conducting an analysis of spending trends for the past fiscal year vs. current year budget to determine areas of potential savings.

Policy Coordination

There are no new policy issues at this time.

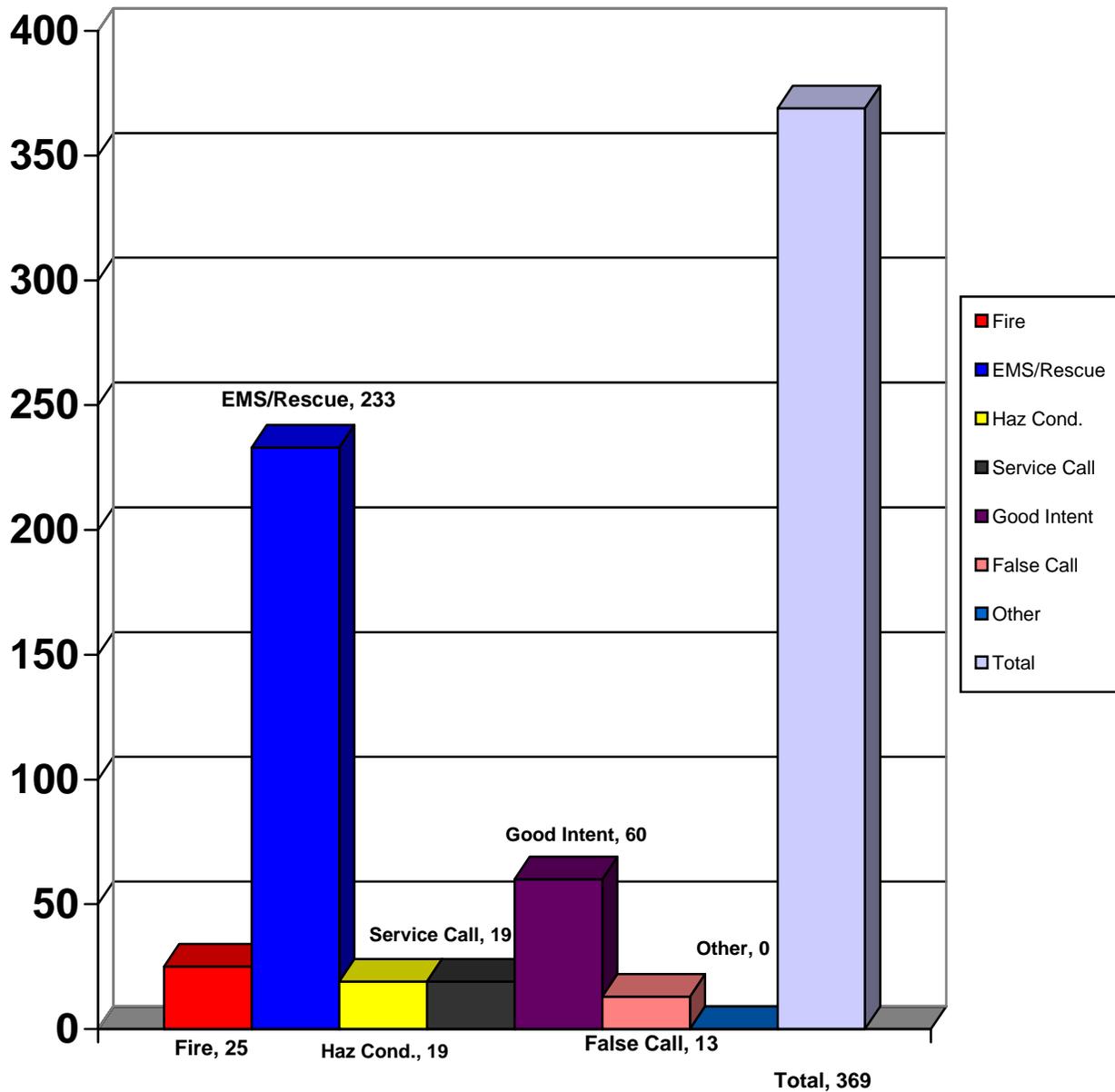
Web Page

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 September 1, through September 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 **369 Incidents** that the Fire Department responded to in the month of September. They included:

- **25 Fires** that took place in the month of September, for a current annual total of **178**. The **25 fires** included:
 - **7-building fires**
 - **2-cooking fires**
 - **1-fire in motor home, camper, recreational vehicle**
 - **2-forest/wildfires**
 - **5-grass fires**
 - **6-rubbish fires**
 - **1-cultivated grain or crop fire and**
 - **1-other fire of unknown origin**

- **233 EMS/Rescues** took place in the month of September, for a current annual total of **2,223**. The EMS/Rescues included:
 - **3-Emergency Medical Calls**
 - **52-Calls requiring medical assistance**
 - **142-EMS Calls for people with injuries**
 - **14-vehicle accidents with injuries**
 - **17-motor vehicle accidents with no injuries, and**
 - **5-motor vehicle/pedestrian accidents**

- There were **19** responses that involved **Hazardous Conditions**, bringing the current annual total to **95**. The Hazardous Conditions included:
 - **6-gasoline, oil or chemical spills**
 - **6-electrical wiring, power lines down, arching, shorted electrical equipment**
 - **3-aircraft standby**
 - **2-vehicle accident cleanups**
 - **2-hazardous condition of unknown origin**

- There were **19 Public Service Calls** handled in the month of September, for a current annual total of **240**. The Public Services Calls included:
 - **1-Person in distress**
 - **1-Lock outs**
 - **6-Calls to assist police or other governmental agencies**
 - **6-calls for public service**
 - **2-invalid public assistance calls**
 - **3-Other Public Assistance calls**

(The public services calls include anything from water problems, to smoke and odor removal).

- **60 Good Intentions** calls were responded to in the month of September, for a current annual total of **431**. The calls included:
 - **31-calls that were cancelled en route**
 - **2-CAD errors**
 - **13-no incident found on arrivals**
 - **3- smoke or odor of smoke**
 - **1- 1-EMS call**
 - **8-Good Intent, other**
 - **2-Hazmat release investigations w/no hazmat**

(These are reports of a fire that turns out to be other things, (i.e.-smoke from dust, etc.).

OPERATIONS

Incident Activity (cont'd)

- There were **13 False Alarm Calls** made in the month of September, for a current annual total of **181**.

| |
|---|
| <u>Total Incidents to Date</u> for 2007 - 2,987 Average Response Time for First Due Units: Fire: 5.21 Minutes EMS: 4.54 |
|---|

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:
 - **22** business license/permit inspections
 - **11** plan reviews, which included hood systems, new business license inspections and new commercial building fire code inspections
 - **9** commercial business inspections

| |
|--|
| <i>(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).</i> |
|--|

Residential Projects

- A total of **268** residential projects have been on-going throughout the year. Of these projects, the Specialists conducted:
 - **86** residential automatic sprinkler system inspections

| |
|--|
| <i>(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).</i> |
|--|

Weed Abatement

- The staff spent **5** hours on weed abatement projects.

Arson Investigation

- No investigations were performed in the month of September.

Public Education

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

- Farmer's Market Health & Safety Fair (9/8/07) – Community Event - all ages
-

FIRE PREVENTION (CONT'D)

- 2007 Nugget Market Annual “Bag Off” competition – Large Community Event (9/13/07)– all ages
- 2007 First Grade Program – (9/24/07)– approximately 198 children – ages 6 -7

Mapping

- This month staff added and removed all **Red** Lines and **Green** Numbers in the list that were there in error. These lines and numbers represent addresses that have either pre-plans or apartment maps. The marks were removed for clarity. Copies of the City of Woodland maps were sent to all rural Fire Departments and Protection Districts within Yolo County. Address confirmations were also received and processed for future updates.

TRAINING

The following is a summary of training activities conducted in the Fire Training Division during the weeks of September 1, through September 30, 2007. During the month of September, the following activities occurred at the Woodland fire Department Training Division:

65-hours of training were conducted at the Training Center during the month of September including:

- 24-hours of **Mutual Aid Drill – Dixon/Technical Rescue** on September 17, 21 and 25.
- 12-hours of **Cal-Card Training** on September 6, 19 and 20.
- 12-hours of **EMS Training** on September 26, 27, and 28.
- 12-hours of **Ladders/Hose Pulls** on September 3, 9 and 11.
- 5-hours of **First Grade Program** on September 24, 25 and 26.

During the month of September, **career staff** reported a total of **682-hours of training** (App. A), resulting in a mean average of **15.5-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 **243-hours of training** (App. B) for a mean average of **15.19-hours** of training per person. The reserve staff completed training in Orientation, EMS, Telestaff, Hose Load-Pulls and SCBA Breathing Apparatus.

Training highlights for the month of September were the **The Yolo County Chief’s Mutual Aid Signing**, the new **ROP Fire Science Academy**, the **Addition of 8 New Reserve Firefighters**, **Explorer’s Open House**, **First Grade Program** and the **Engineer Practical Exam** resulting in the promotion of Eric Zane and Walter Scruggs.