



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: January 22, 2008

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

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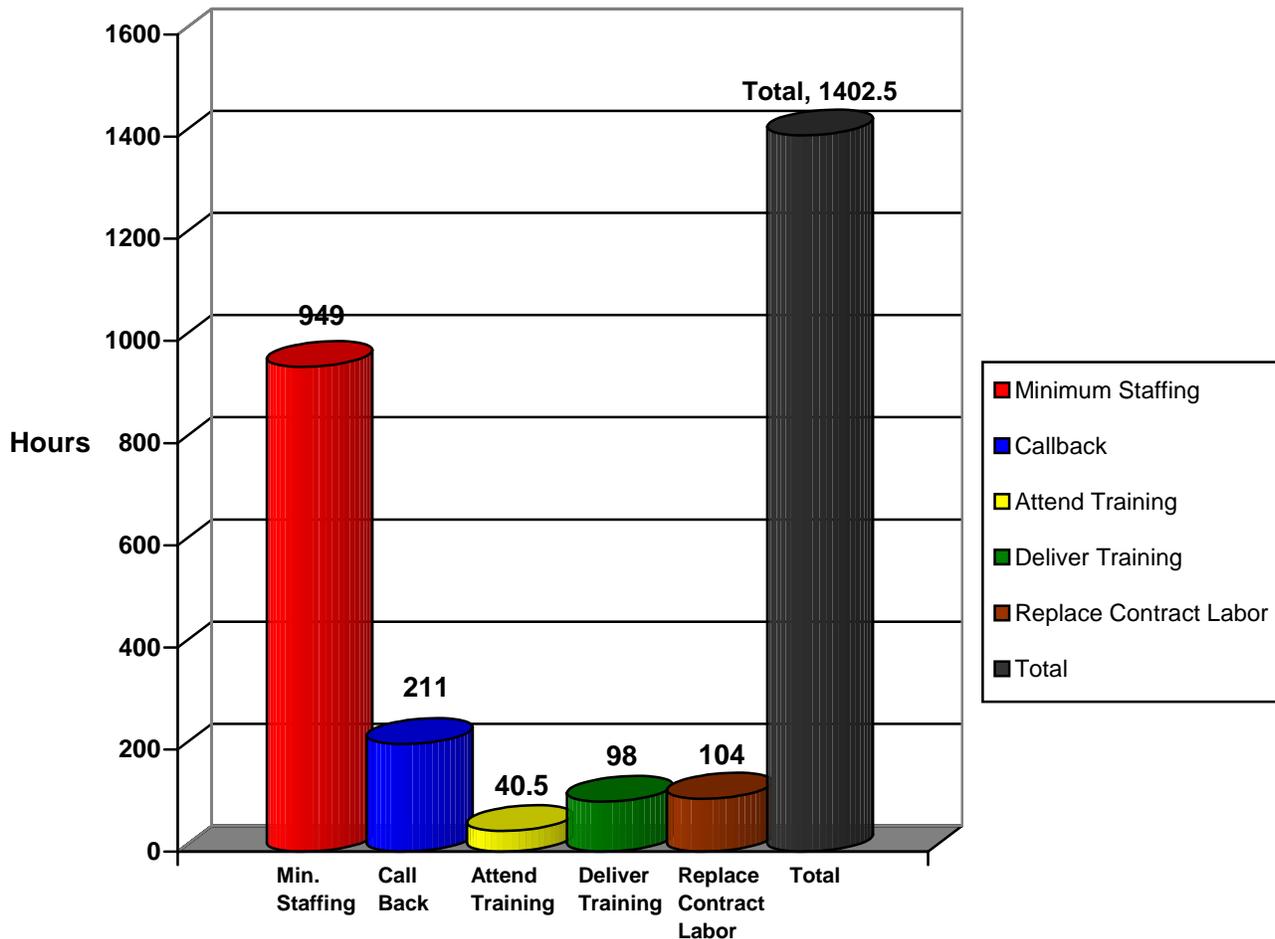
Mark G. Deven
City Manager

Woodland Fire Department Monthly Status Report December 2007



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

ADMINISTRATION - The Cost of Overtime for the month of December was **\$54,601.09**.



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

ADMINISTRATION (CONT'D)

There were a total of **1402.5**-overtime hours worked during the month of December for a total of **\$54,601.09**. They include:

- 1016.5-hours of **Minimum Staffing** at a total cost of **37,644.61** for the month of December 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 **949** Minimum Staffing overtime hours needed to complete staffing requirements for the period December 2006 – December 2007 at an average cost of **\$37,644.61** per month. Minimum staffing was affected this month due to increased use of vacation compounded by the lack of regular staffing from injuries and loss of personnel. This brings the total average number of hours for the year 2007 to **8,947** at an average annual cost of **\$305,646.84**.
- 211-hours were needed for **Call Back Staffing** at a total cost of **\$7,822.31** for the month of December 2007. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
 - Call Backs in December 2007 were due to 4 major incidents where it was mandatory for personnel to return. This caused an increase in the average of **211** Call Back Staffing overtime hours needed to complete staffing requirements for the period December 2006 – December 2007 at an average cost of **\$7,822.31** per month. At present, the total anticipated number of hours should reach **2629.5** at a cost of **\$86,237.74**.
- 40-hours were need for **Attending Training** at a total cost of **\$1,711.07** for the month of December 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 **23.88** hours spent attending training, at an average cost of **\$796.41** per month for the period December 2006 – December 2007. December saw an increase as a result of class attendance by personnel who will in turn train other department personnel. The resulting total anticipated hours for Attending Training should reach **286.5** at a total cost of **\$9,556.96**.
- 98-hours were needed to **Deliver Training** at a cost of **\$3,730.33** for the month of December 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 **50.75** hours spent delivering training, at an average cost of **\$1,814.51** per month for the period December 2006 – December 2007. Hours in this area decreased in the month of December, but should remain constant as new classes are offered. The resulting total anticipated hours for Delivering Training should reach **609** at a total cost of **\$21,774.12**.
- 104-hours were needed for **Replacement Labor** at a cost of **\$3,692.77**. (*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 **60.25** hours spent for replacement labor, at an average cost of **\$1,984.84** per month for the period December 2006 – December 2007. There was a slight increase in this area due to the work of the department's computer and mapping personnel. The total anticipated hours for Replacement Labor should reach **723** at a cost of **\$23,818.02**.

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

ADMINISTRATION *(CONT'D)*

Budget Issues

Staff is in the processes of researching and developing the new 2008/09 budget.

Policy Coordination

There are no new policy issues at this time.

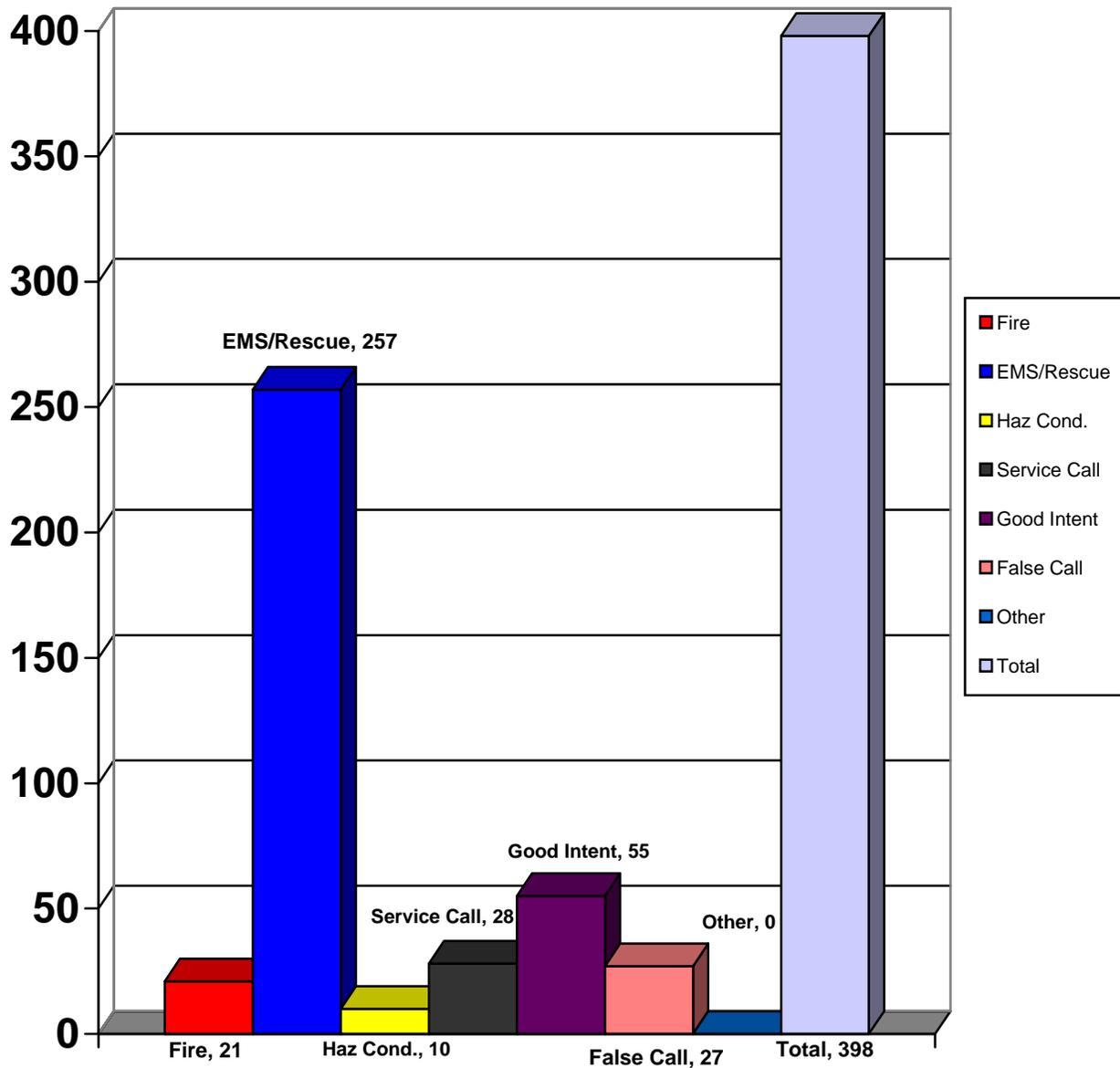
Web Page

Staff members transferred all data from the old intranet to the new intranet.

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 December 1, through December 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 **398 Incidents** that the Fire Department responded to in the month of December. They included:

- **20 Fires** that took place in the month of December, for a current annual total of **227**. The **20 fires** included:
 - **5-passenger, road freight or transport vehicle fires**
 - **7-building fires or structures other than buildings**
 - **1-cooking fire**
 - **2-cultivated vegetation, crop fire**
 - **1-grass fire**
 - **4-rubbish fires**
- **257 EMS/Rescues** took place in the month of December, for a current annual total of **3,016**. The EMS/Rescues included:
 - **1-Rescue and Emergency Medical Calls**
 - **74-Calls requiring medical assistance**
 - **157-EMS Calls for people with injuries**
 - **5-vehicle accidents with injuries**
 - **19-motor vehicle accidents with no injuries, and**
 - **1-motor vehicle/pedestrian accidents**
- There were **10** responses that involved **Hazardous Conditions**, bringing the current annual total to **123**. The Hazardous Conditions included:
 - **5-gasoline, oil or chemical spills**
 - **2-electrical wiring, power lines down, arching, shorted electrical equipment**
 - **2-vehicle accident cleanups**
 - **1-aircraft standby**
- There were **28 Public Service Calls** handled in the month of December, for a current annual total of **307**. The Public Services Calls included:
 - **2-Persons in distress, other**
 - **5-Calls to assist police or other governmental agencies**
 - **14-calls for public service**
 - **6-invalid public assistance calls**
 - **1-unauthorized burning**

(The public services calls include anything from water problems, to smoke and odor removal).
- **55 Good Intentions** calls were responded to in the month of December, for a current annual total of **600**. The calls included:
 - **28-calls that were cancelled en route**
 - **1-CAD errors**
 - **12-no incident found on arrivals**
 - **8- smoke or odor of smoke**
 - **1-EMS call, party transported by non-fire agency**
 - **5-Good intent call, other**

(These are reports of a fire that turns out to be other things, (i.e.-smoke from dust, etc.).
- There were **27 False Alarm Calls** made in the month of December, for a current annual total of **232**.

Total Incidents to Date for 2007 - 4,174

Average Response Time for First Due Units: Fire: 6.18 Minutes EMS: 4.57

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:
 - **18** business license/permit inspections
 - **33** plan reviews, which included hood systems, new business license inspections and new commercial building fire code inspections
 - **9** 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:
 - **30** residential automatic sprinkler system inspections

(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.

Arson Investigation

- **2** investigations were performed in the month of December.

Public Education

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

- Woodland Wal Mart Store (12/15/07) Shopping with a Firefighter (25 kids – ages 2-14)
- Woodland Christian School (12/11/07) Egg Drop (11 kids – ages 17-18)

Mapping

This month the maps for the apartments located at 1620 Mickle Avenue are out. This was an important addition since we have already begun to receive calls in these apartments. The Safe Harbor maps on Kentucky Avenue have also been prepared. New map pages for the binders located on the Engines and at the Stations were distributed.

TRAINING

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

A total of **409.5** hours of training were conducted at the Training Center including:

- 16-hours of Mutual Aid Drill December 3rd & 6th, 2007
- 16-hours of Hose Training December 4th, 5th, & 17th, 2007
- 12-hours of EMS Training December 10th, 11th, & 12th, 2007
- 12-hours of Rescue Training December 20th, 21st, & 28th, 2007

During the month of December, career staff reported a total of **409.5** hours of training (App. A), resulting in an average of **9.3** hours of training per person.

The reserve staff reported a total of **85.5** hours of training (App. B) for an average of **5.16** hours of training per person. The reserve staff completed training EMS, Hose & Rescue Training and, completed ICS 100/ 700 certificates.

Total hours of training for the Battalion Chiefs can be found in Appendix C.

Highlights for the month of December: The announcement of the Promotions to Captain Kanzler & Engineer Minges, also New Hire Fire Prevention Specialist Jose Colin starting early Jan-2008 Congratulations! WPFA hosted a Christmas Celebration with "Santa" full of Family Fun... The Woodland Fire Department also Hosted ICS 100/700 classes for City of Woodland Employees in order to be OES Compliant by 12/31/07.

2007 YTD Training Hour(s):

Line staff:	9291.5
Battalion Chiefs:	631.5
Reserve:	983