



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: April 1, 2008

SUBJECT: Fire Department Monthly Report for February 2008

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 February 2008.

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Management Analyst

Reviewed by: Michael P. Cahill
Fire Chief

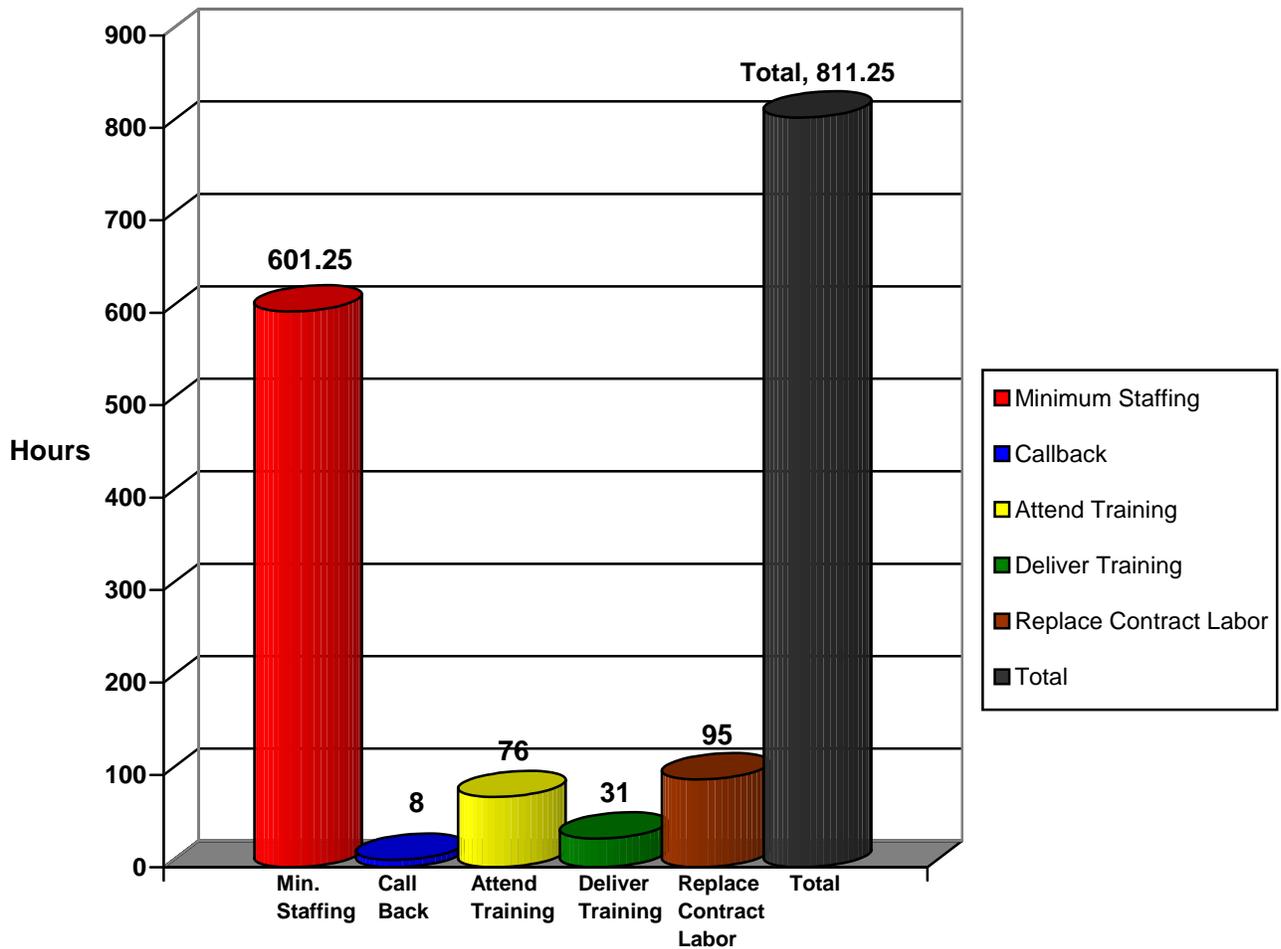
Mark G. Deven
City Manager

Woodland Fire Department Monthly Status Report February 2008



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 February was **\$31,388.76**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of February 1, through February 29, 2008.

ADMINISTRATION *(CONT'D)*

There were a total of **811.25**-overtime hours worked during the month of February for a total of **\$31,388.76**. They include:

- 601.25-hours of **Minimum Staffing** at a total cost of **23,309.63** for the month of February 2008. (*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 **777** Minimum Staffing overtime hours needed to complete staffing requirements for the period February 2007 – February 2008 at an average cost of **\$27,542.77** per month. Minimum staffing decreased this month due to a decrease in the total number of incidents for the month, along with the return of injured and vacationing staff.
- 8-hours were needed for **Call Back Staffing** at a total cost of **\$272.88** for the month of February 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
 - The monthly total for February decreased substantially due to the decrease in call volume. The average of **217** Call Back Staffing overtime hours were needed to complete staffing requirements for the period February 2007 – February 2008 at an average cost of **\$7,235.21** per month.
- 76-hours were need for **Attending Training** at a total cost of **\$3,146.72** for the month of February 2008. (*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 **28.29** hours spent attending training, at an average cost of **\$1,009.10** per month for the period February 2007 – February 2008. Class attendance increased due to mandatory quarterly department and officer meetings.
- 31-hours were needed to **Deliver Training** at a cost of **\$1,182.17** for the month of February 2008. (*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 **51.08** hours spent delivering training, at an average cost of **\$1,854.29** per month for the period February 2007 – February 2008. Hours in this area increased in the month of February, but remain constant as new classes were offered.
- 95-hours were needed for **Replacement Labor** at a cost of **\$3,477.36**. (*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 **73.08** hours spent for replacement labor, at an average cost of **\$2,464.92** per month for the period February 2007 – February 2008. There was a slight increase in this area due higher Pub Ed and Honor Guard events.

Note: Trends analysis projections derived from actual hours and costs during the period: February 2007 – February 2008.

ADMINISTRATION *(CONT'D)*

Budget Issues

Staff is in the process of analyzing remaining funds in the 2007/2008 budget to assure coverage for all expenditures.

Policy Coordination

There are no new policy issues at this time.

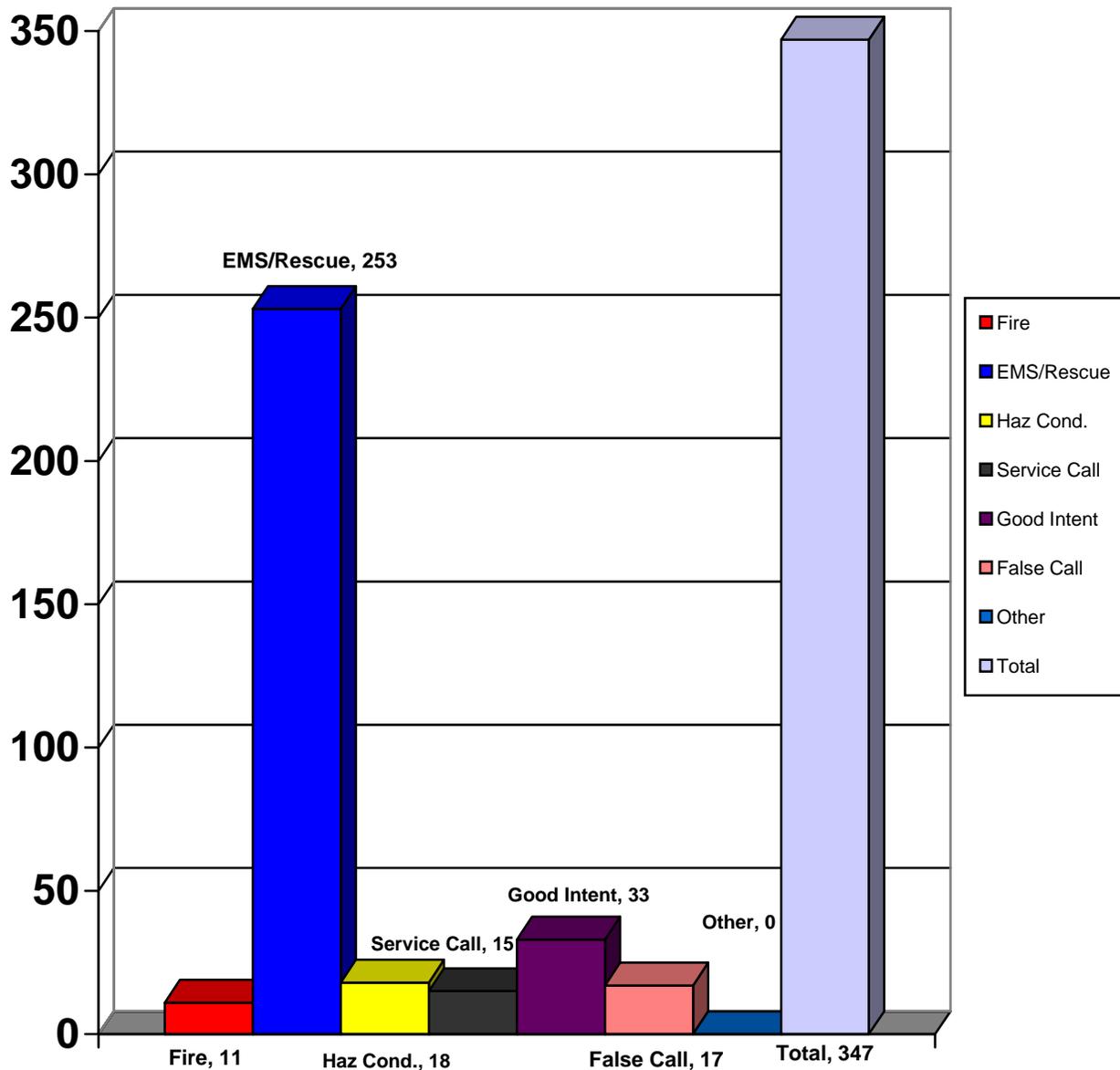
Web Page

There is no new activity to report in this area.

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 February 1, through February 29, 2008. This is in comparison to the annual totals of each type of incident.

OPERATIONS

Incident Activity (cont'd)

There were a total of **347 Incidents** that the Fire Department responded to in the month of February. They included:

- **11 Fires** that took place in the month of February, for a current annual total of **29**. The **11 fires** included:
 - **1-building fires or structures other than buildings**
 - **2-cooking fire**
 - **2-chimney or flue fire, confined to chimney or flue**
 - **6-trash, rubbish or waste fire**
- **253 EMS/Rescues** took place in the month of February, for a current annual total of **533**. The EMS/Rescues included:
 - **4-Rescue and Emergency Medical Calls**
 - **66-Calls requiring medical assistance**
 - **158-EMS Calls for people with injuries**
 - **8-vehicle accidents with injuries**
 - **14-motor vehicle accidents with no injuries, and**
 - **1-motor vehicle/pedestrian accidents**
 - **2-removal of victim(s) from stalled elevator**
- There were **18 responses** that involved **Hazardous Conditions**, bringing the current annual total to **65**. The Hazardous Conditions included:
 - **2-gasoline, oil or chemical spills**
 - **8-electrical wiring, power lines down, arching, shorted electrical equipment**
 - **1-overheated motor**
 - **6-accidents, vehicle cleanups**
 - **1-hazardous conditions, other**
- There were **15 Public Service Calls** handled in the month of February, for a current annual total of **49**. The Public Services Calls included:
 - **1-Persons in distress, other**
 - **4-Calls to assist police or other governmental agencies**
 - **9-calls for public service**
 - **1-invalid public assistance calls**
(The public services calls include anything from water problems, to smoke and odor removal).
- **33 Good Intentions** calls were responded to in the month of February, for a current annual total of **95**. The calls included:
 - **22-calls that were cancelled en route**
 - **5-no incident found on arrivals**
 - **4- smoke or odor of smoke**
 - **1-barbeque, tar kettle**
 - **1-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 **17 False Alarm Calls** made in the month of February, for a current annual total of **36**.

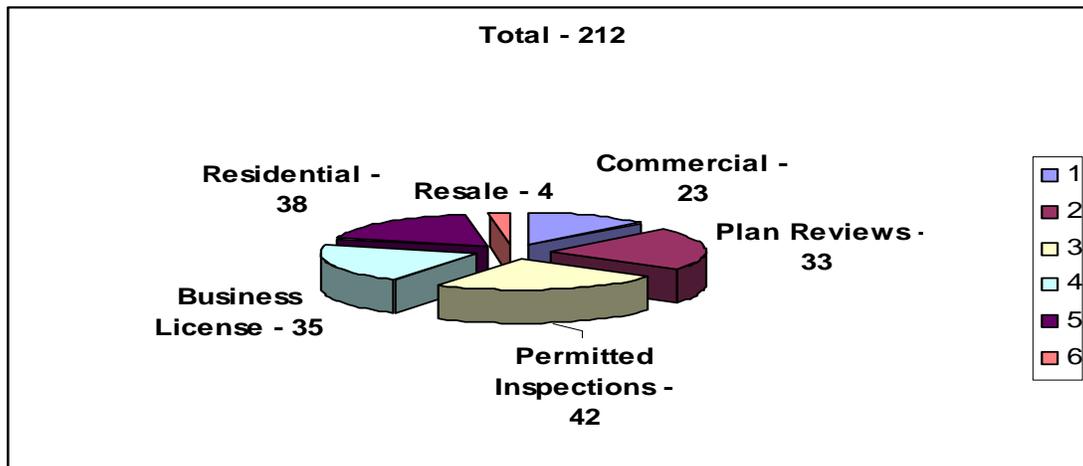
Total Incidents to Date for 2008 - 808

Average Response Time for First Due Units: Fire: 6:11 Minutes EMS: 5.07

FIRE PREVENTION

On-Going Projects

There are a total of **20** on-going commercial and/or industrial developments, and **31** residential projects 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.



For the month of February 2008 the Fire Prevention Specialists conducted the following inspections and plan reviews:

- **23** commercial business inspections;
- **38** residential automatic sprinkler system inspections;
- **42** permitted inspections;
- **35** business license inspections;
- **33** plan reviews, and
- **4** resale residential sprinkler inspections.

*The Fire Prevention Division inspects new businesses and changes of ownership for occupancy usage and compliance of the Fire Codes. **Plan reviews** are what generate initial commercial and residential inspections. The fees for these inspections are included in the plan review fees. 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**. Commercial Tenant Improvements are **\$421.00/riser + \$2.00/sprinkler head**. Residential plan review inspections include the initial plan review, 2 inspections & 1 re-submittal of plans at a cost of **\$354.00/riser**. Residential Tenant Improvement plan reviews are **\$284.00/riser**.*

***Permitted inspections** occur when any occupancy has activities that are either hazardous or considered special. (An example of a hazardous activity is a business that houses or manufactures chemicals, or combustibles such as repair shops, chemical warehouses, or airport hangers. Special activities include places of assembly, tents, and high-pile storage facilities.) The average permitted inspection is **\$150.00/ea**.*

*Lastly, the Fire Prevention Division handles **Business License Inspection**, which carries a fee of **\$165.00/ea** for all new businesses. However, this fee is presently under review. The current amount being collected for Business License Inspections is **\$13.00/ea**.*

FIRE PREVENTION *(CONT'D)*

Weed Abatement

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

Arson Investigation

- **0** investigations were performed in the month of February.

Public Education

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

- Brownies (2/4/08) Station Tour (ages 3-8 – 14 kids; ages 6-9 – 14 kids)
- Interpac (2/6/08) Fire Extinguisher Training (adults) 70-80 participants
- Whitehead School (2/8/08) Interview A Firefighter (ages 7-8) 60 kids
- Walmart (2/27/08) Smoke/Carbon Monoxide Alarm Demo (community event)

Mapping

- Repaired links on the computers that were wrong due to human error.
- Spoke with Chief Reddish about creating maps for the Willow Oak Fire Protection District during regular duty.
- Sent out a survey to the crews to see which buildings they would like to see Pre-Planned first.
- Reviewed files on the 'N' drive that were related to maps and deleted them freeing up a lot of space on the 'N' Drive.
- All of our maps are now saved on flash drives. One kept by map maker; and the other never leaves the station. And once a year all information is burned to CD's and kept in a safe location. While reviewing these files it was found that some files were missing. In the creating of maps we use two separate programs. The first is a program called COREL. This is the program that actually draws the maps and is used to manipulate them when changes are needed. The second is ADOBE. This is the program that we use to create the links between pages that facilitate the use of the maps on the MDC's. Ten maps were on Adobe, not on Corel, so we did not have the ability to manipulate them. Consequently, these maps were redrawn in Corel for future purposes.
- Created a complex map for an apartment complex at 505 Community Lane. This building somehow escaped detection, and was therefore not on previous maps.

TRAINING

The following is a summary of training activities conducted in the Fire Training Division during the weeks of February 1, through February 29th, 2008. During the month of February the following activities occurred at the Woodland Fire Department Training Division:

A total of 1019.25 hours of training were conducted at the Training Center including:

- 12-hours of Fire RMS/Telestaff February 1, 6, & 7th, 2008
- 12-hours of SCBA Training February 11, 12, & 13th, 2008
- 14-hours of EMS Skills & Medical Legal February 20, 21, & 22nd, 2008
- 4-hours of Investigations February 19, & 25th, 2008
- 12-hours of Rescue Training February 26, 27, & 28th, 2008

During the month of February, career staff reported a total of **849.75** hours of training (App. A), resulting in an average of **19.3** hours of training per person.

The reserve staff reported a total of **105.5** hours of training (App. B) for an average of **6.59** hours of training per person. The reserve staff completed training EMS, Rescue Training, and SCBA Training.

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

Highlights for the month of February: CERT (Community Emergency Response Team) Refresher Course, Yolo Co Elections Polling Station #3, Company Officer's Meeting, ROP Fire Science Academy Graduation and Costco Grand Opening upon the Fire Marshal's approval....

February ~ 2008 Training Hour(s):

Line staff:	849.75
Battalion Chiefs:	64
Reserve:	105.5

B.C. Robinson ~ Training Division