



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: June 10, 2008

SUBJECT: Fire Department Monthly Report for April 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 April 2008.

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Management Analyst

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Fire Chief

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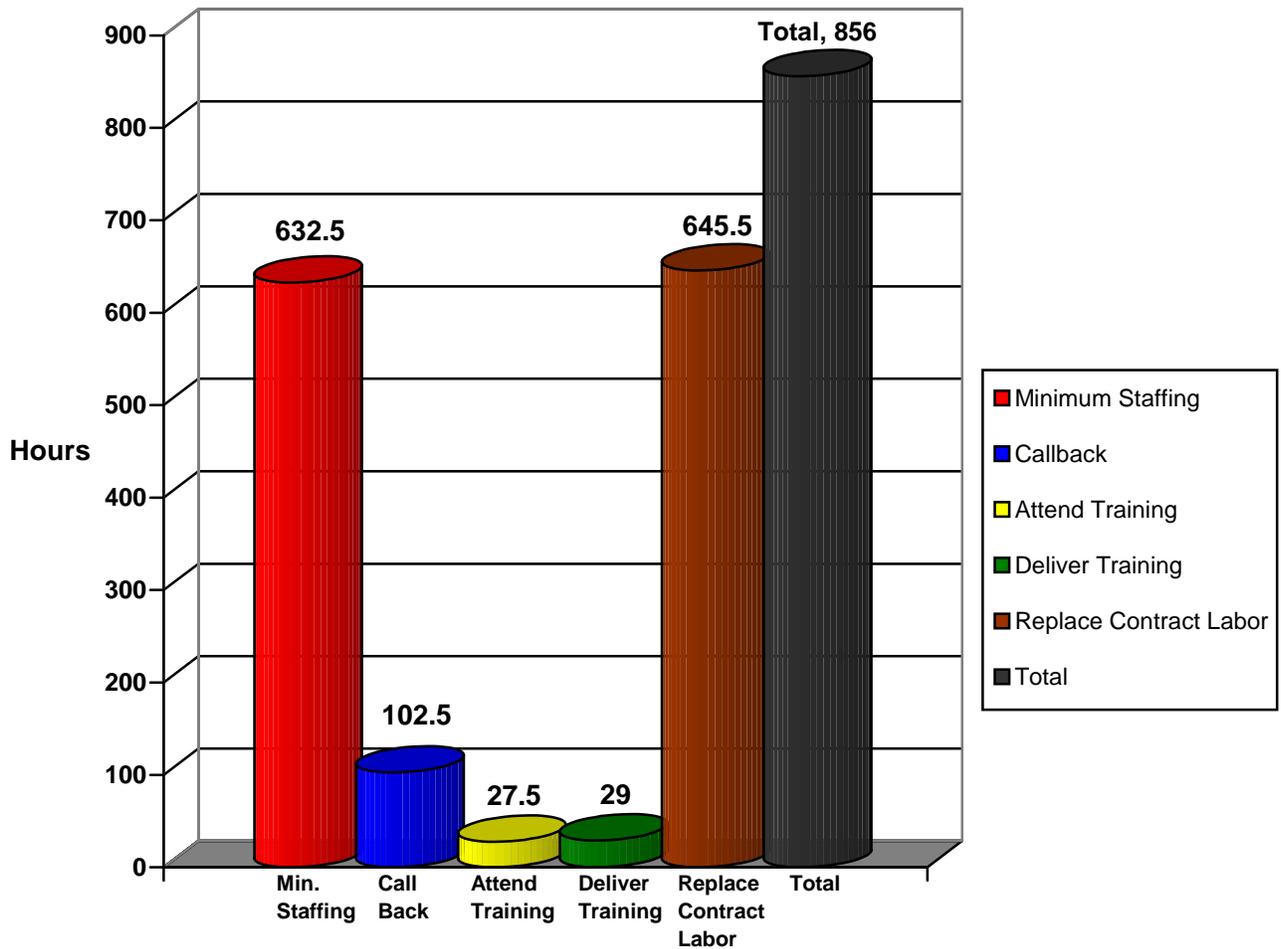
Mark G. Deven  
City Manager

# Woodland Fire Department Monthly Status Report April 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 April was **\$32,94.96**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of April 1, through April 30, 2008.

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

There were a total of **856**-overtime hours worked during the month of April for a total of **\$32,944.96**. They include:

- 632.5-hours of **Minimum Staffing** at a total cost of **24,229.61** for the month of April 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 **793.6** Minimum Staffing overtime hours needed to complete staffing requirements for the period April 2007 – April 2008 at an average cost of **\$28,731.32** per month. Minimum staffing decreased slightly this, but is remaining fairly constant.
- 102.5-hours were needed for **Call Back Staffing** at a total cost of **\$4,095.68** for the month of April 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 April increased due to an increase in call volume. The average of **213** Call Back Staffing overtime hours were needed to complete staffing requirements for the period April 2007 – April 2008 at an average cost of **\$7,319.78** per month.
- 27.5-hours were need for **Attending Training** at a total cost of **\$1,088.59** for the month of April 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 **31.25** hours spent attending training, at an average cost of **\$1,148.30** per month for the period April 2007 – April 2008. The number of classes attended went back to a more normalized schedule.
- 29-hours were needed to **Deliver Training** at a cost of **\$1,105.67** for the month of April 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 **57.42** hours spent delivering training, at an average cost of **\$2,114.76** per month for the period April 2007 – April 2008. Hours in this area increased slightly in the month of April, but remain constant.
- 64.5-hours were needed for **Replacement Labor** at a cost of **\$2,425.41**. (*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 **77.58** hours spent for replacement labor, at an average cost of **\$2,671.60** per month for the period April 2007 – April 2008. There was a slight increase in this area and should remain constant for the rest of the year.

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

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

### *Budget Issues*

Staff reviewed and discontinued services contracts to decrease expenditures. We are now reviewing cost savings and expected expenditures over the next fiscal year.

### *Policy Coordination*

It is the policy of the department to review and update sections of the Operations and Policies (O &P) as changes occur. 14 sections of the O & P are under review at this time.

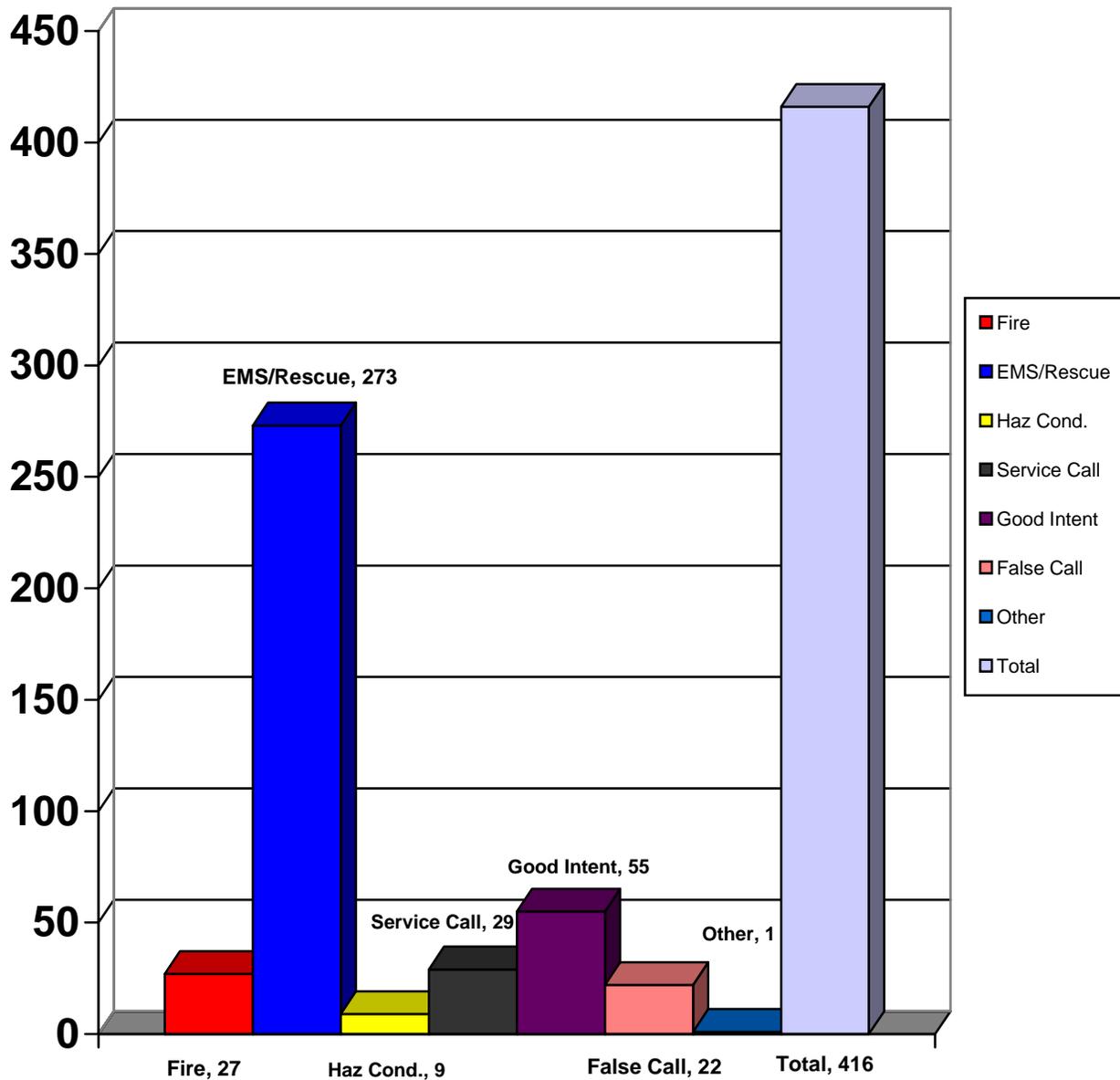
### *Web Page*

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 April 1, through April 30, 2008. This is in comparison to the annual totals of each type of incident.

## OPERATIONS

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

There were a total of **416 Incidents** that the Fire Department responded to in the month of April. They included:

- **27 Fires** that took place in the month of April, for a current annual total of **76**. The **27 fires** included:
  - **6-building fires or structures other than buildings**
  - **2-natural vegetation or grass fires**
  - **3- passenger vehicle fires, road freight or transport vehicle fires**
  - **11-trash, rubbish or waste fire**
  - **5-special outside fire, other**
  
- **273 EMS/Rescues** took place in the month of April, for a current annual total of **1,073**. The EMS/Rescues included:
  - **3-Rescue and Emergency Medical Calls**
  - **63-Calls requiring medical assistance**
  - **177-EMS Calls for people with injuries**
  - **11-vehicle accidents with injuries**
  - **15-motor vehicle accidents with no injuries, and**
  - **3-motor vehicle/pedestrian accidents**
  - **1-extrication, rescue, other**
  
- There were **9** responses that involved **Hazardous Conditions**, bringing the current annual total to **88**. The Hazardous Conditions included:
  - **7-gasoline, oil or chemical spills**
  - **1-vehicle accident, general cleanup**
  - **1-attempted to burn**
  
- There were **29 Public Service Calls** handled in the month of April, for a current annual total of **99**. The Public Services Calls included:
  - **1-lock out**
  - **2-water problem, smoke or odor removal**
  - **7-Calls to assist police or other governmental agencies**
  - **15-calls for public service**
  - **4-invalid public assistance calls**

*(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 April, for a current annual total of **187**. The calls included:
  - **29-calls that were cancelled en route or CAD error**
  - **16-no incident found on arrivals**
  - **7- smoke or odor of smoke**
  - **1-EMA call, party transported by non-fire agency**
  - **1-authorized controlled burning**
  - **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 **22 False Alarm Calls** made in the month of April, for a current annual total of **81**.

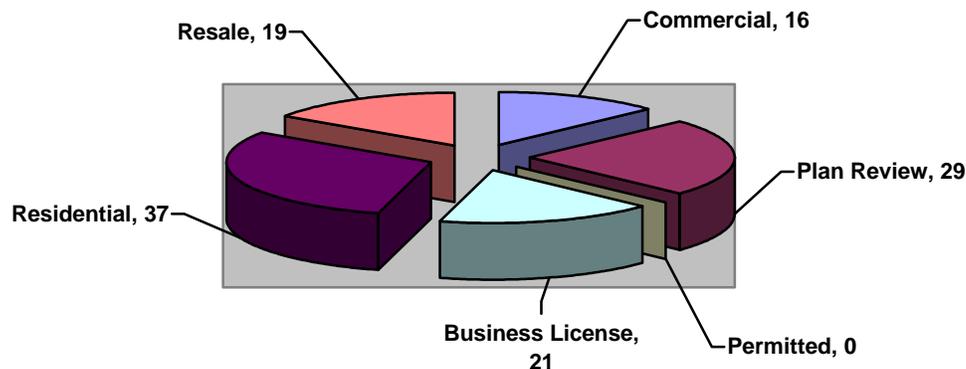
**Total Incidents to Date for 2008 - 1,606**

**Average Response Time for First Due Units: Fire: 4:38 Minutes EMS: 4:53**

## 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 April 2008 the Fire Prevention Specialists conducted the following inspections and plan reviews:

- **16** commercial business inspections;
- **37** residential automatic sprinkler system inspections;
- **0** permitted inspections;
- **21** business license inspections;
- **29** plan reviews, and
- **19** 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 **12** hours on weed abatement projects and **10.5** hours on new development reviews.

### *Arson Investigation*

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

### *Public Education*

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

- Cub Scouts (4/2/08) Station Tour (ages 8-9) 8 kids
- Lee Middle School (4/4/08) Career Day (ages 12-14) 500 people
- Sac/Yolo Mosquito Control (4/11//08) Fire Extinguisher Training (15 Adults)
- Dingle School (4/23/08) Station Tour (ages 5-6) 20 kids
- Day of the Children (4/25/08) 100 people - community event
- Baskin Robbins-31¢ Scoop Night for National Fallen Firefighter Foundation (4/30/08) – community event

### *Mapping*

- Added the Costco/Target Complex to map 91 and 93
- Created a new Woodland Grid Map showing where all the maps are for the captains to click. It is now a lot cleaner and has more locator street to show where you are in the city.
- New Yolo County Grid Map. Much like the city one, this map is a lot cleaner and only shows the main artery streets in the county and which county maps have the different cities in the county.
- On the Main County Map there is now a link connecting us to both the county and the city maps for the Dixon Fire Department.
- New Map for Map 26
- New Map for Map 46
- New Map for Map 48

## **TRAINING**

The following is a summary of training activities conducted in the Fire Training Division during the weeks of April 1, through April 30<sup>th</sup>, 2008. During the month of April the following activities occurred at the Woodland Fire Department Training Division:

A total of 1366.5 hours of training were conducted at the Training Center including:

- 12-hours of Telestaff April 1, 2, & 4<sup>th</sup>, 2008
- 24-hours of Live Burn W. Sacramento Drill April 16, 17 & 19<sup>th</sup>, 2008
- 12-hours of EMS Skills April 14, 15, & 16<sup>th</sup>, 2008
- 12-hours of Ladder Testing April 14, 15, & 17<sup>th</sup>, 2008
- 12-hours of Firefighter Rescue April 21, 22 & 25<sup>th</sup>, 2008
- 8-hours of Wildland Refresher April 28, & 28<sup>th</sup>, 2008
- 12- hours of Hose Streams April 21, 22 & 25<sup>th</sup>, 2008

During the month of April, career staff reported a total of **1366.5** hours of training (App. A), resulting in an average of **31.8** hours of training per person.

The reserve staff reported a total of **127.5** hours of training (App. B) for an average of **10.6** hours of training per person. The reserve staff completed training EMS, Hose Streams, FF Rescue, Wildland Training.

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

**Highlights for the month of April:** Live Burn Training W. Sacramento, Baskin Robbins 31¢ Scoop Night Fund Raiser for National Fallen Firefighters Assoc., Retirement Luncheon for Chief Cahill & Kathy Amen, & Change of Command Ceremony on April 30<sup>th</sup>, 2008.

### **April ~ 2008 Training Hour(s):**

<b>Line staff:</b>	<b>1366.5</b>
<b>Battalion Chiefs:</b>	<b>83</b>
<b>Reserve:</b>	<b>127.5</b>