



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: July 8, 2008

SUBJECT: Fire Department Monthly Report for May 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 May 2008.

Prepared by: Shannon Collins
Management Analyst

Reviewed by: Tod Reddish
Fire Chief

Mark G. Deven
City Manager



Woodland Fire Department Monthly Status Report Summary – May 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.)

	Previous Month	Current Month	Difference (+ increase/- decrease)
Cost of Overtime	\$32,944.96	\$28,136.73	-\$4,808.23
Total Incident Responses			
Fire	27	35	+8
EMS/Rescue	273	261	-12
Hazardous Cond.	9	22	+13
Public Service	29	28	-1
Good Intentions	55	55	0
False Alarms	22	17	-5
Fire Prevention			
Commercial Inspections	16	17	1
Plan Reviews	29	40	11
Business License Inspections	21	25	4
Permitted Inspections	0	31	31
Residential Inspections	37	26	-11
Resale Inspections	19	11	-8
Weed Abatement	12 hours	5.5 hours	-6.5 hours
Arson Investigations	0	3	3
Pub Ed Events	6	16	10
Training	1366.5 hours	1091 hours	-275.5 hours

Administration:

The month of May, 2008 saw the **lowest amount of overtime** used to maintain level of service for the entire year. The savings occurred due to a decrease in Minimum Staffing needs, and there were **no** Call Backs for the entire month.

O & P:

8 sections of the **O & P** (Operations and Policies manual) were under review in the month of May.

Fire Prevention:

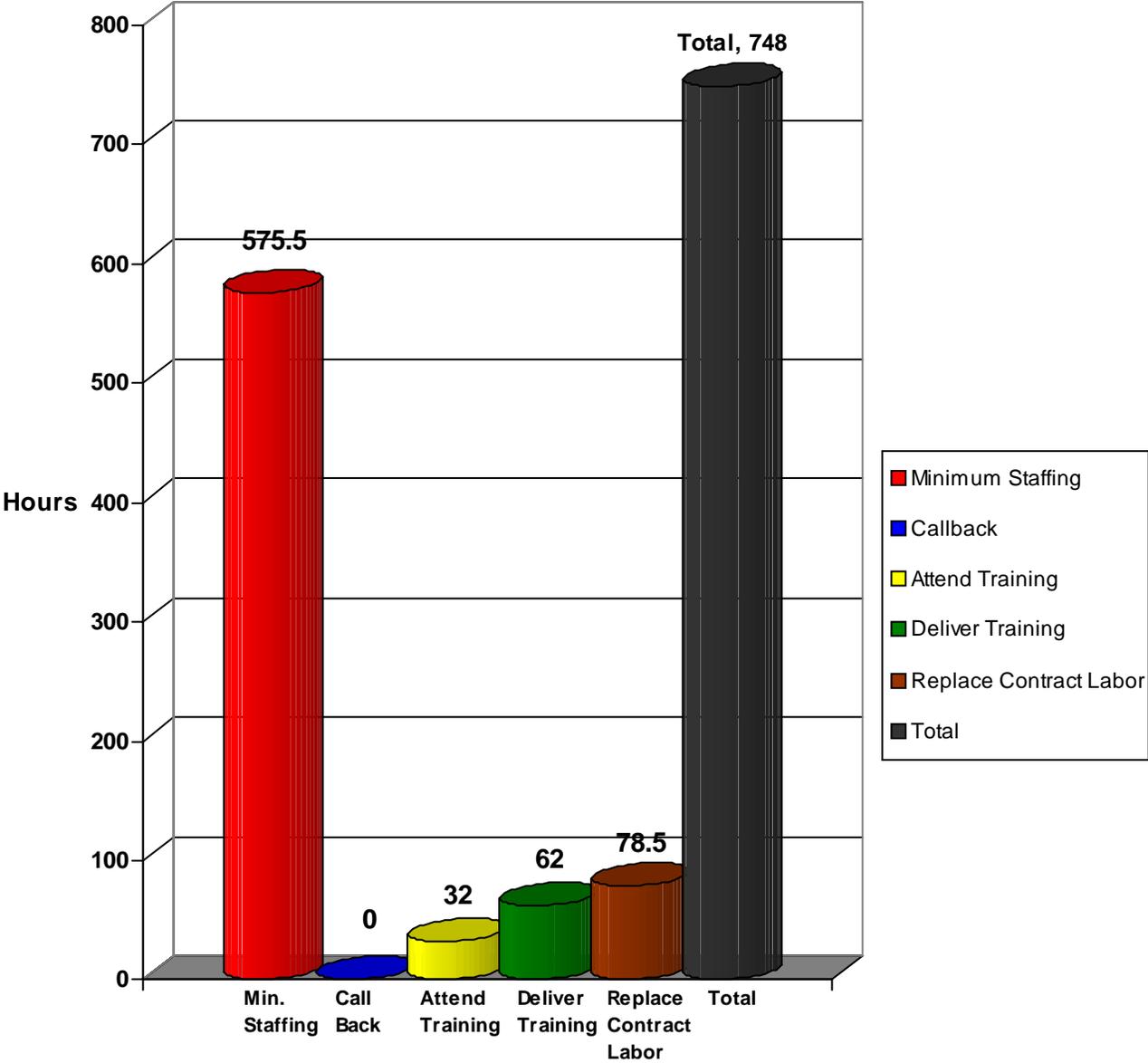
The Fire Prevention Division has seen many changes over the past year. As the learning curve decreases, staff is able to handle an increased number of **Inspections** and **Plan Reviews**. With the addition of a new staff member and the **Company Inspection Program** on the horizon, these numbers should continue to grow.

Training:

In the Training Division this month there was a Mutual Aid Drill with West Sacramento, Wildland Training, Ventilation, Vehicle Fire, and Rescue Training. The Quarterly Officer's Meeting was hosted by the Training Division and we bid farewell to Battalion Chief Wyatt Cline upon his retirement.

Activity

ADMINISTRATION - The Cost of Overtime for the month of May was **\$28,136.73**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of May 1, through May 31, 2008.

ADMINISTRATION (CONT'D)

There were a total of **748**-overtime hours worked during the month of May for a total of **\$28,136.73**. They include:

- 575.5-hours of **Minimum Staffing** at a total cost of **21,736.99** for the month of May 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 **787.31** Minimum Staffing overtime hours needed to complete staffing requirements for the period May 2007 – May 2008 at an average cost of **\$28,807.78** per month. Minimum staffing decreased slightly this, but is remaining fairly constant.
- 0-hours were needed for **Call Back Staffing** at a total cost of **\$0.00** for the month of May 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
 - There were **no** Call Backs in the month of May. The average of **204** Call Back Staffing overtime hours were needed to complete staffing requirements for the period May 2007 – May 2008 at an average cost of **\$7,055.77** per month.
- 32-hours were need for **Attending Training** at a total cost of **\$1,191.60** for the month of May 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 **32** hours spent attending training, at an average cost of **\$1,191.60** per month for the period May 2007 – May 2008. The number of classes attended went back to a more normalized schedule.
- 62-hours were needed to **Deliver Training** at a cost of **\$2,608.04** for the month of May 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 **62.6** hours spent delivering training, at an average cost of **\$2,608.04** per month for the period May 2007 – May 2008. Hours in this area increased slightly in the month of May, but remain constant.
- 78.5-hours were needed for **Replacement Labor** at a cost of **\$2,600.10**. (*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 **82.5** hours spent for replacement labor, at an average cost of **\$2,842.48** per month for the period May 2007 – May 2008. There was an increase in this area due to the Honor Guard's participation in the Change of Command ceremony and the Fire RMS update, which included the inspection program configuration.

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

ADMINISTRATION (CONT'D)

Budget Issues

Staff is in the process of reconciling the year end budget vs. actual expenditures.

Policy Coordination

The following sections of the Operations and Policies manual are under review:

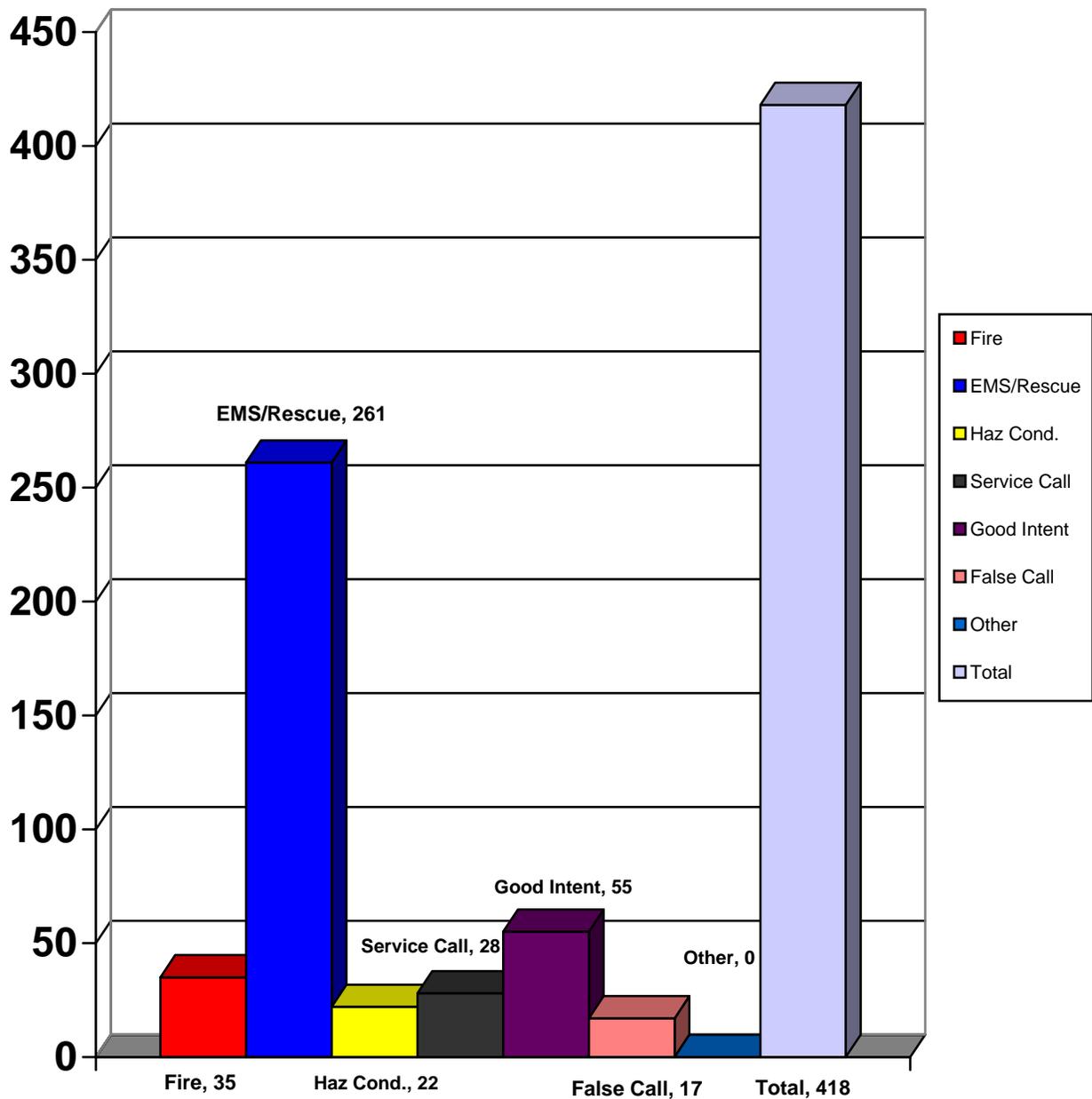
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Section 140 2008 doc;	Section 135 2008 doc;
Section 130 2008 doc;	Section 120 2008.doc;
Section 110 2008.doc;	Section 510 04182008.doc and;
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Web Page

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 May 1, through May 31, 2008. This is in comparison to the annual totals of each type of incident.

OPERATIONS

Incident Activity (cont'd)

There were a total of **418 Incidents** that the Fire Department responded to in the month of May. They included:

- **35 Fires** that took place in the month of May, for a current annual total of **111**. The **35 fires** included:
 - **5-building fires or structures other than buildings**
 - **5-cooking, chimney or flue fires**
 - **3-natural vegetation or grass fires**
 - **2- passenger vehicle fires, road freight or transport vehicle fires**
 - **14-trash, rubbish or waste fire**
 - **6-special outside fire, other**

- **261 EMS/Rescues** took place in the month of May, for a current annual total of **1,334**. The EMS/Rescues included:
 - **1-Rescue and Emergency Medical Calls**
 - **70-Calls requiring medical assistance**
 - **164-EMS Calls for people with injuries**
 - **11-vehicle accidents with injuries**
 - **13-motor vehicle accidents with no injuries, and**
 - **2-motor vehicle/pedestrian accidents**

- There were **22** responses that involved **Hazardous Conditions**, bringing the current annual total to **110**. The Hazardous Conditions included:
 - **6-gasoline, oil or chemical spills**
 - **10-electrical wire, power line, arcing, shorted electrical equipment**
 - **1-attempted to burn**
 - **2-aircraft standby**
 - **3-hazardous conditions-other**

- There were **28 Public Service Calls** handled in the month of May, for a current annual total of **127**. The Public Services Calls included:
 - **1-water problem, smoke or odor removal**
 - **8-Calls to assist police or other governmental agencies**
 - **9-calls for public service**
 - **10-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 May, for a current annual total of **242**. The calls included:
 - **25-calls that were cancelled en route or CAD error**
 - **16-no incident found on arrivals**
 - **2-EMA call, party transported by non-fire agency**
 - **1-authorized controlled burning**
 - **8-Steam, smoke, odor of smoke, barbeque**
 - **3-Good intent call, other/haz mat investigations w/no hazmat**

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

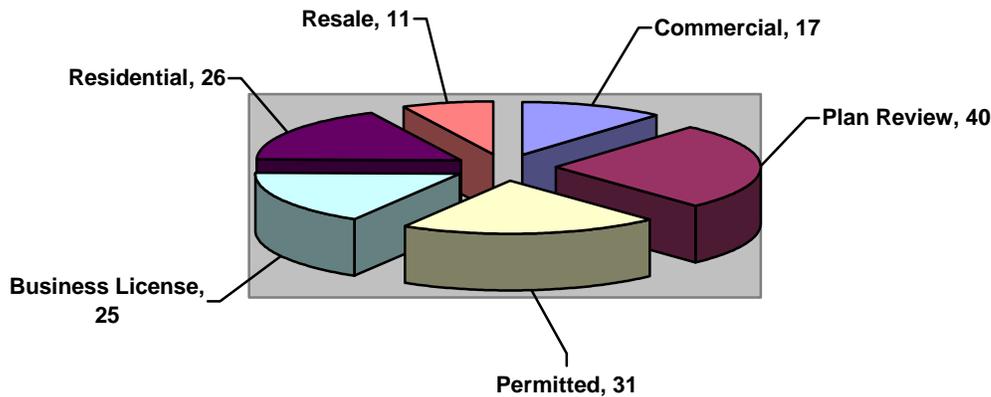
- There were **17 False Alarm Calls** made in the month of May, for a current annual total of **98**.

Total Incidents to Date for 2008 - 2,024

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

FIRE PREVENTION

The Fire Prevention Bureau recruited for a new Fire Prevention Specialist during the month of May with a hiring of the position in June, 2008. The Bureau concentrated on the inspections of permitted occupancies and weed abatement. As the number of construction projects slow down this provides the Bureau time to concentrate on our multi-family residential mandated inspections.



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

- 21 Commercial building plan reviews, and 9 Commercial automatic sprinkler system plan reviews
- 12 Commercial building inspections, and 5 Commercial automatic sprinkler system inspections
- 31 Fire permitted annual inspections
- 25 Business license inspections
- 10 Residential automatic sprinkler system plan reviews
- 26 Residential automatic sprinkler system inspections
- 11 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 **5.5** hours on weed abatement projects.

Arson Investigation

- **3** investigations were performed in the month of May.

Public Education

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

- Woodland Pre-School (5/6/08) Visit to school (ages 4-5) 40 kids
- Prairie Pre-School (5/6/08) Visit to school (ages 4-5) 30 kids
- Dingle School (5/8/08) Station Tour (ages 5-6) 20 kids
- Beamer School (5/9/08) Fire Safety (ages 6-7) 60 kids
- LDS Church (5/10/08) ER Prep Fair - 50-100 people – community event
- Douglas Middle School (5/16/08) Career Day (ages 12-14)
- Woodland Health Clinic (5/17/08) Health Fair – 700 people – community event
- Zamora (5/19/08) Station Tour (ages 7-8) 20 kids
- Zamora (5/20/08) Station Tour (ages 7-8) 20 kids
- Woodland Preschool (5/21/08) Visit to School (ages 3-4) 44 kids
- Gibson School (5/22/08) Visit to School (ages 10-11) 30 kids
- Lee Middle School (5/23/08) Project Safe (ages 12-15) 800 kids
- Dingle School (5/27/08) Station Tour (ages 5-6) 20 kids
- Gibson School (5/29/08) 3 Station Tours (ages 5-6) 63 kids
- Play School (5/30/08) Station Tour (ages 3-11) 10 kids
- Plainfield School (5/30/08) 2 Station Tours (ages 7-8) 45 kids

Mapping

- Updated all computers.
- Made minor repair found through the month.
- Fixed some addresses on California that didn't fit
- Linked the county maps back to the City of Woodland Grid.
- Contacted all other departments to let them know that we are having map orientation classes in June.

TRAINING

The following is a summary of training activities conducted in the Fire Training Division during the weeks of May 1, through May 31st, 2008. During the month of May the following activities occurred at the Woodland Fire Department Training Division:

A total of 1091 hours of training were conducted at the Training Center including:

- 8-hours of Wildland
- 16-hours of Mutual Aid Drill
- 12-hours of Ventilation
- 12-hours of Rescue Training
- 12-hours of Vehicle Fire
- 12-hours of EMS
- 12- hours of Haz Mat

During the month of May, career staff reported a total of **936** hours of training (App. A), resulting in an average of **21.8** hours of training per person.

The reserve staff reported a total of **86** hours of training (App. B) for an average of **7.16** 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 May: Mutual Aid Drill - W. Sacramento, Wildland Training, Ventilation & Vehicle Fire & Rescue Training, Quarterly Officer's Meeting and we bid Farewell to BC Wyatt Cline upon his retirement.

May ~ 2008 Training Hour(s):

Line staff:	936
Battalion Chiefs:	69
Reserve:	86