



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: September 16, 2008

SUBJECT: Fire Department Monthly Report for July 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 July 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 – July 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)
<b>Cost of Overtime</b>	\$37,227.55	\$42,488.71	+5,261.16
<b>Total Incident Responses</b>			
Fire	40	20	-20
EMS/Rescue	232	255	+23
Mutual Aid/Auto Aid/Strike Tm	14	7	-7
Hazardous Cond.	16	10	-6
Public Service	31	23	-8
Good Intentions	57	48	-9
False Alarms	22	18	-4
<b>Fire Prevention</b>			
Commercial Inspections	21	18	-3
Plan Reviews	16	23	+7
Business License Inspections	21	10	-11
Permitted Inspections	33	51	+18
Residential Inspections	44	54	+10
Resale Inspections	14	19	+5
Weed Abatement	2.5 hours	3.75 hours	+1.25
Arson Investigations	3	1	-2
Pub Ed Events	8	3	-5
<b>Training</b>			
	634 hours	720 hours	86 hours

**Administration:**

**Minimum Staffing** and **Call Backs** continued to increase in the month of July due to Strike Team activity. **3 State Strike Teams** were dispatched for a total of **1045** hours at a cost of **\$118,416.17**. These costs weighed heavily on the overtime budget, but will be reimbursed at a premium by the Office of Emergency Services.

**Fire Prevention:**

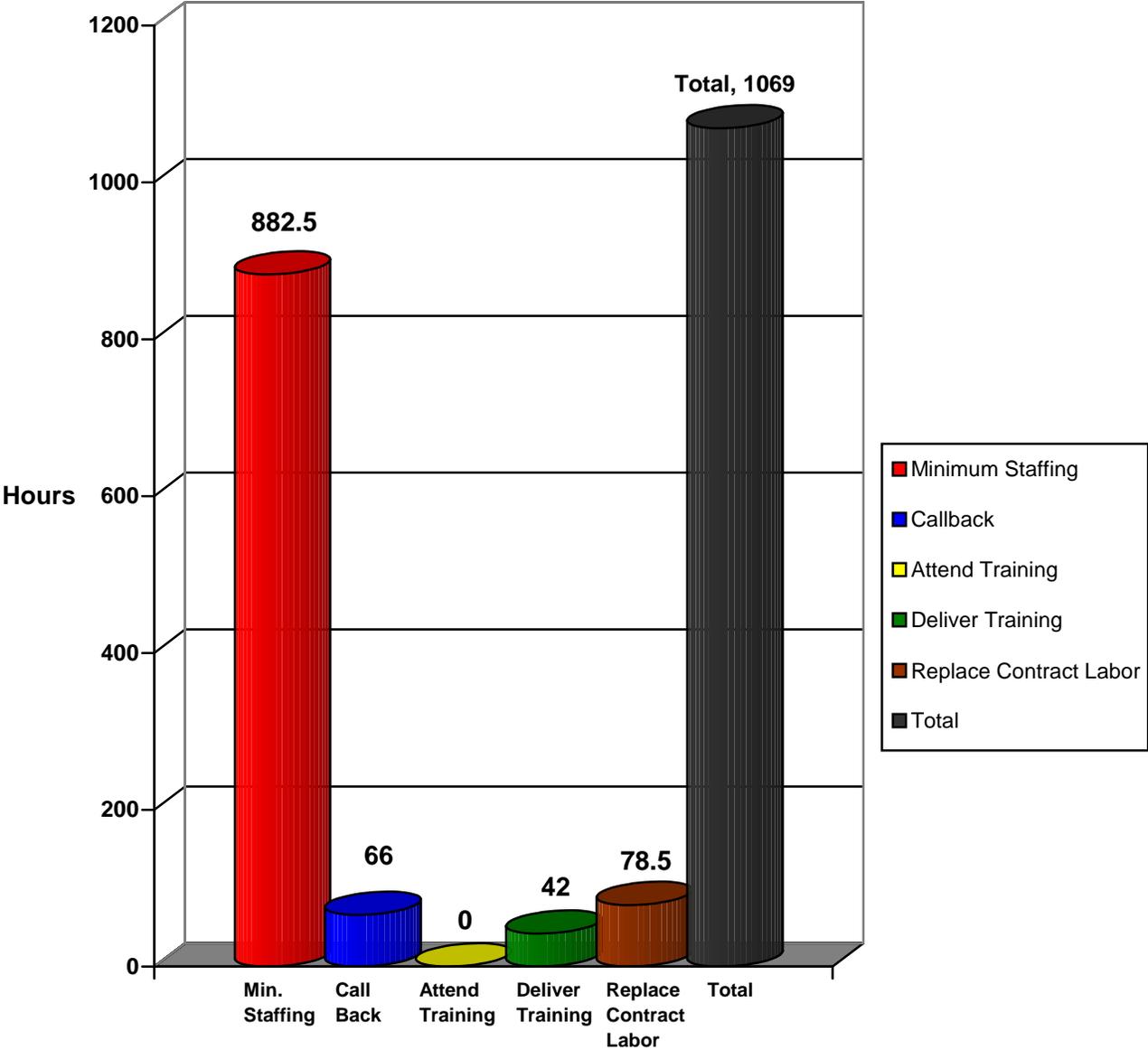
Engine Company Inspection Program is up and running; working the bugs out.

**Training:**

**4<sup>th</sup> of July Pancake Breakfast** was a big success; the WPPFA raised over \$2,500 for the Woodland Music Boosters. Department Swearing in Ceremony for B.C. Burau, Captain Zane, Engineer's Burgess and Leonard and FPS Walton – Congratulations!

# Activity

**ADMINISTRATION** - The Cost of Overtime for the month of July was \$42,488.71.



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

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

There were a total of **1,069**-overtime hours worked during the month of July for a total of **\$42,488.71**. They include:

- 882.5-hours of **Minimum Staffing** at a total cost of **35,479.29** for the month of July 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 were **3 Strike Teams** dispatched in the month of July 2008 that caused the minimum staffing requirements to increase dramatically. Firefighters required **1,045** hours to complete the emergency activities at the BTU and Mendocino Lighting Complexes, at a total cost of **\$38,332.22**. These activities are fully refundable by the Office of Emergency Services.
- 66-hours were needed for **Call Back Staffing** at a total cost of **\$2,579.13** for the month of July 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
  - The 3 Strike Teams dispatched also affected the total number of Call Backs for the month of July 2008. This resulted in a total of **2,067** overtime hours being used at a total cost of **\$80,083.95**. As with the Minimum Staffing costs, the cost for Call Backs is also fully refundable by the Office of Emergency Services.
- 0-hours were need for **Attending Training** at a total cost of **\$0.00** for the month of July 2008. (*Attending Training is necessary to ensuring that all mandatory training requirements for both full-time and volunteer personnel are completed*).
  - There were no classes attended outside of our in-house Training Center for the month of July 2008.
- 42-hours were needed to **Deliver Training** at a cost of **\$1,633.29** for the month of July 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 **68.17** hours spent delivering training, at an average cost of **\$2,554.97** per month for the period July 2007 – July 2008. Hours in this area increased slightly in the month of July, but remain constant.
- 78.5-hours were needed for **Replacement Labor** at a cost of **\$2,797.00**. (*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 **87.08** hours spent for replacement labor, at an average cost of **\$3,064.93** per month for the period July 2007 – July 2008. There was a increase in this area as staff was needed to cover normal duties.

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

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

### *Budget Issues*

Staff is in the process of analyzing projected department financial needs over the next two fiscal years, in order to assure department needs are met, while maximize cost savings.

### *Policy Coordination*

The following section of the Operations and Policies manual was under review and finalized:

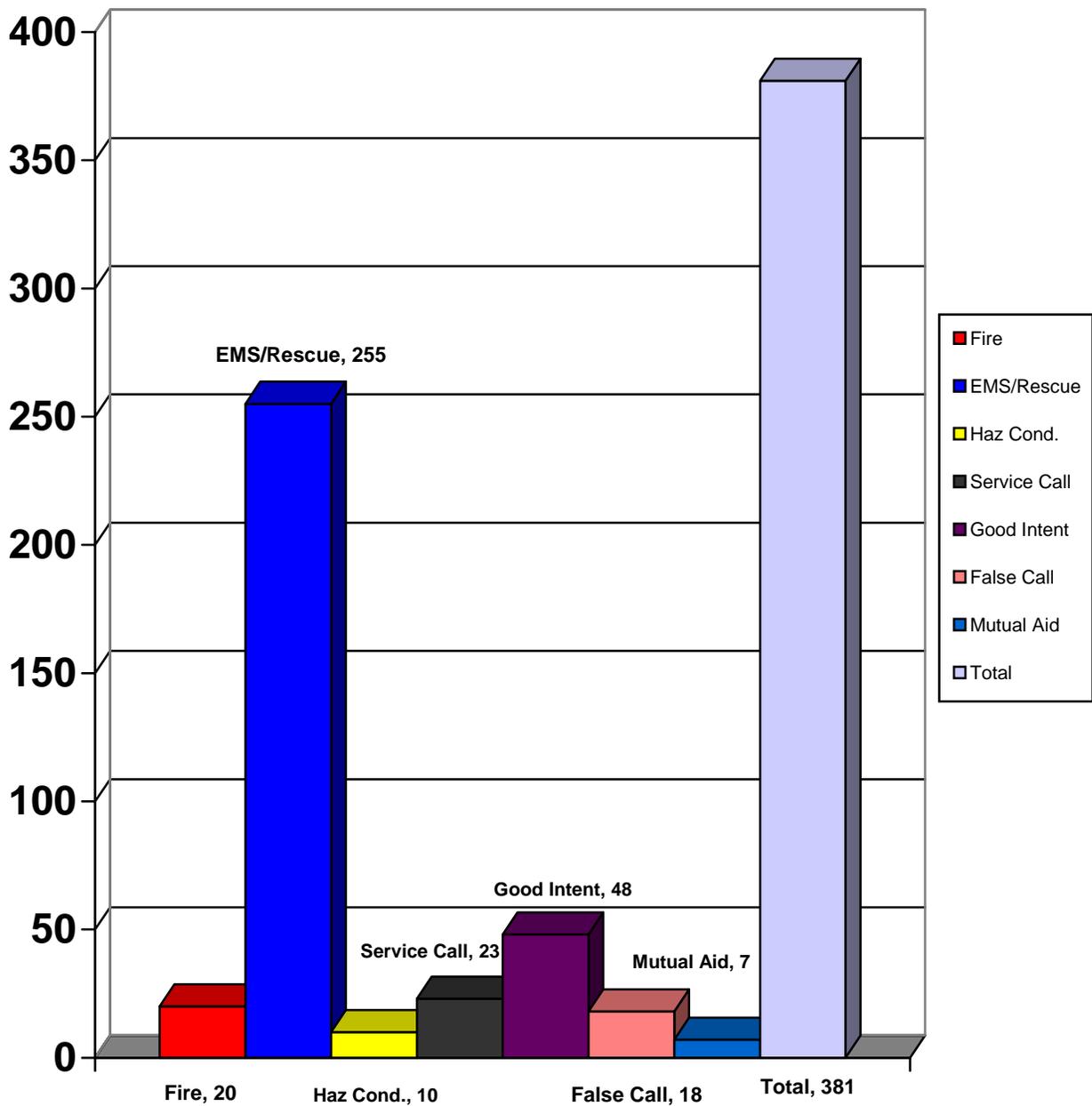
Section 150 2008.doc; Section 160 2008.doc; Section 165 2008.doc  
Section 170 2008.doc; Section 175 2008.doc; Section 50 2008.doc  
Section 532 2008.doc; Section 546 2008.doc. Table of Contents.pdf

### *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 July 1, through July 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 **381 Incidents** that the Fire Department responded to in the month of July. They included:

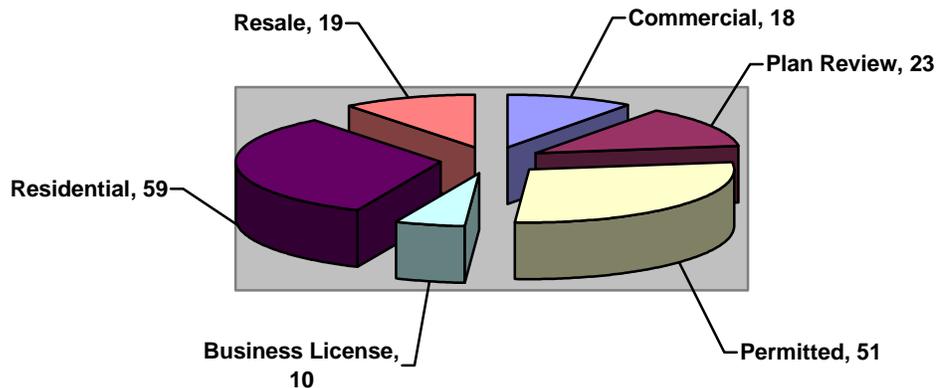
- **20 Fires** that took place in the month of July, for a current annual total of **171**. The **20 fires** included:
  - **1-cooking, chimney or flue fires**
  - **10-forest, wildfire, brush or grass fires**
  - **2- passenger vehicle fires, road freight or transport vehicle fires**
  - **7-trash, rubbish or waste fire**
  
- **255 EMS/Rescues** took place in the month of July, for a current annual total of **1,821**. The EMS/Rescues included:
  - **5-Rescue and Emergency Medical Calls**
  - **74-Calls requiring medical assistance**
  - **149-EMS Calls for people with injuries**
  - **20-vehicle accidents with injuries**
  - **7-motor vehicle accidents with no injuries**
  
- There were **10** responses that involved **Hazardous Conditions**, bringing the current annual total to **136**. The Hazardous Conditions included:
  - **2-gasoline, oil or chemical spills**
  - **4-power line down, arching, electrical wiring/equipment problem**
  - **3-vehicle accident cleanup**
  - **1-hazardous conditions-other**
  
- There were **23 Public Service Calls** handled in the month of July, for a current annual total of **181**. The Public Services Calls included:
  - **11-Calls to assist police or other governmental agencies**
  - **3-calls for public service**
  - **5-invalid public assistance calls**
  - **4-public assistance, other**
  
- **48 Good Intentions** calls were responded to in the month of July, for a current annual total of **347**. The calls included:
  - **25-calls that were cancelled en route or CAD error**
  - **15-no incident found on arrivals**
  - **1-EMS call, party transported by non-fire agency**
  - **5-Steam, smoke, odor of smoke, barbeque**
  - **2-Good intent call, other/haz mat investigations w/no hazmat**
  
- **7 Mutual Aid Calls** were responded to in the month of July, for a current annual total of **63**. The calls included aid to:
  - **1-California State Mutual Aid (Strike Team)**
  - **1-Willow Oak Fire Protection District**
  - **2-Yolo Fire Protection District**
  - **4-Elkhorn Fire Protection District**
  
- There were **18 False Alarm Calls** made in the month of July, for a current annual total of **116**.

**Total Incidents to Date for 2008 - 2,436**

**Average Response Time for First Due Units: Fire: 5:30 Minutes EMS: 5:08**

## FIRE PREVENTION

The Fire Prevention Bureau recruited for a new Fire Prevention Specialist during the month of July with a hiring of the position in July, 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 July 2008 the Fire Prevention Specialists conducted the following inspections and plan reviews:

- 18 Commercial building plan reviews
- 7 Commercial building inspections
- 51 Fire permitted annual inspections
- 10 Business license inspections
- 5 Residential automatic sprinkler system plan reviews
- 54 Residential automatic sprinkler system inspections
- 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 **3.75** hours on weed abatement projects.

### *Arson Investigation*

- **1** investigation was performed in the month of July.

### *Public Education*

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

- Woodland Nursing & Rehab (7/18/08) Station Tour (Adults)
- Yolo County Drug & Alcohol (7/25/08) Friday Night Live – (ages 10-14) 45 people
- Darcy's Preschool (7/26/08) Station Tour (ages 3-5) 10 kids

### *Mapping*

There is no activity to report in this area.

## TRAINING

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

A total of 720 hours of training were conducted at the Training Center including:

- 12 hours of Ladders
- 12 hours of Haz Mat Training
- 12 hours of EMS / Communicable Disease
- 12+ hours of Scene Techniques, Extrication, MCI, Evolutions, Aircraft Systems Telestaff
- 16 hours of Company Inspection Program
- 20+ hours of Wildland (S-130 & S-190)

During the month of July, career staff reported a total of **591.75** hours of training (App. A), resulting in an average of **14.4** hours of training per person.

The reserve staff reported a total of **67.5** hours of training (App. B) for an average of **5.63** hours of training per person. The reserve staff completed training EMS, Extrication Procedures, and Ground Ladders Training.

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

**Highlights for the month of July:** **\*\*4<sup>th</sup>. Of July \*\*** Pancake Breakfast was a big success; the WPFA raised over \$2,500 for the Woodland Music Boosters, Department Swearing in Celebration for: B.C. Burau, Captain Zane, Engineer's Leonard & Burgess – Congratulations! Engine Company Inspection Program is up a running working out the bug's; also due to Large County Support to multiple Strike Teams fighting fires in Northern California the Yolo Burn was cancelled.

### July ~ 2008 Training Hour(s):

Line staff:	591.75
Battalion Chiefs:	60.75
Reserve:	67.50