



City of Woodland

REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: November 18, 2008

SUBJECT: Fire Department Monthly Report for September 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 September 2008.

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Fire Chief

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City Manager



Woodland Fire Department Monthly Status Report Summary – September 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	\$34,954.23	\$37,785.06	+2,830.83
Total Incident Responses			
Fire	22	18	-4
EMS/Rescue	285	259	-26
Mutual Aid/Auto Aid/Strike Tm	15	7	-8
Hazardous Cond.	13	12	-1
Public Service	34	29	-5
Good Intentions	47	54	+7
False Alarms	23	16	-7
Fire Prevention			
Commercial Inspections	17	25	+8
Plan Reviews	22	13	-9
Business License Inspections	17	25	+8
Permitted Inspections	64	97	+33
Residential Inspections	51	52	+1
Resale Inspections	17	13	-4
Engine Company Inspections	130	116	-14
Weed Abatement	1 hours	0 hours	-1
Arson Investigations	0	2	+2
Pub Ed Events	2	2	0
Training			
	833.5 hours	917.5 hours	+84 hours

Administration:

Minimum Staffing requirements were at the lowest level in 4 months in September 2008.

Fire Prevention:

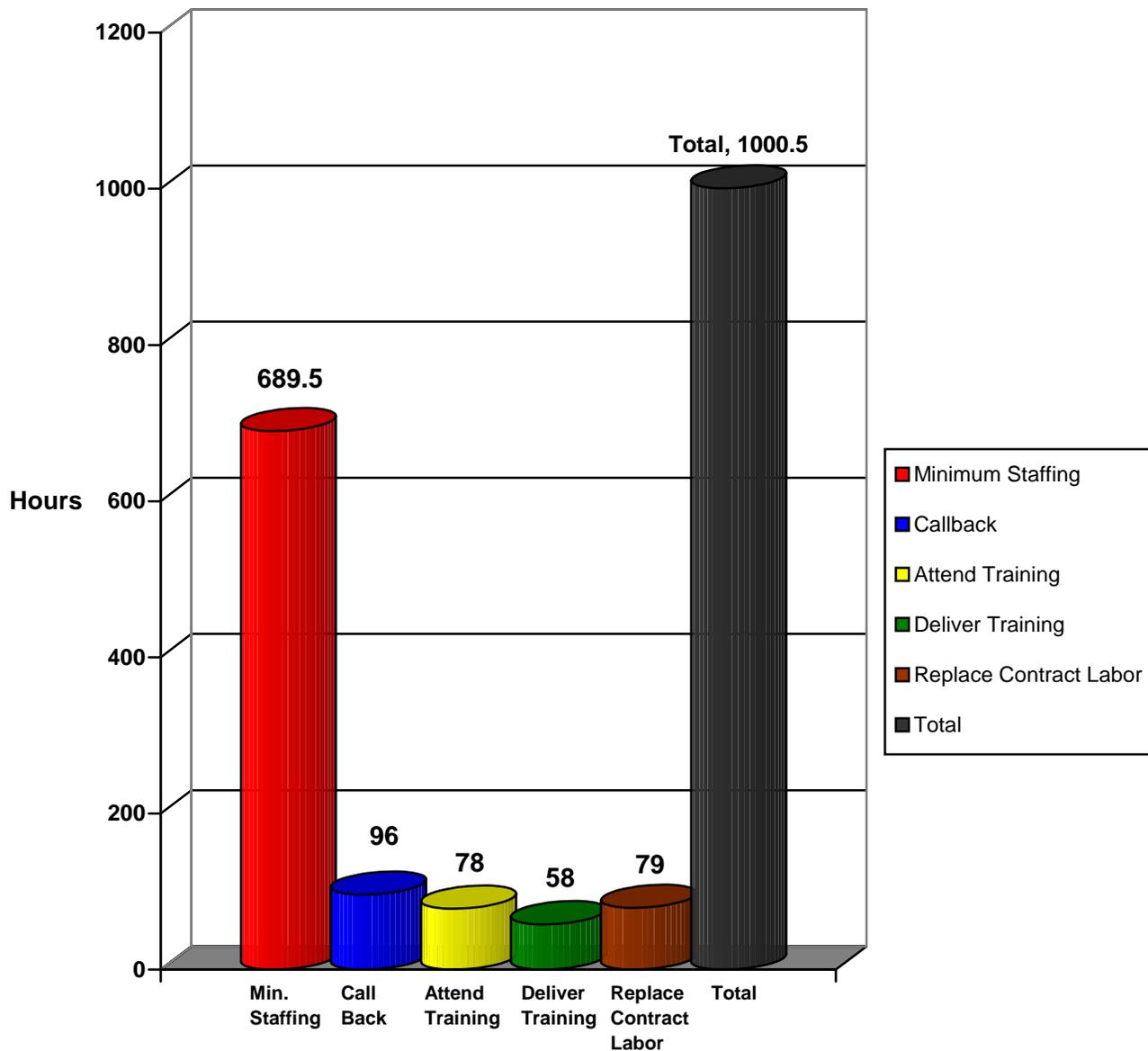
As the members of this division settle into their respective assignment, the number of completed inspections and plan reviews has increased. This trend should remain a constant in the coming months.

Training:

Woodland held an Auto Extrication Drill with the Railroad (Train vs. Vehicle). This was a great drill that made the news. The ROP Fire Science had an Open House, the Explorers had an Open House, there was a CERT Volunteer refresher course, the Training Division hosted a Driver Operator 1A class and we kicked off the First Grade Program for all schools

Activity

ADMINISTRATION - The Cost of Overtime for the month of September was **\$37,785.06**.



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

ADMINISTRATION (CONT'D)

There were a total of **1000.5**-overtime hours worked during the month of September for a total of **\$37,785.06**. They include:

- 689.5-hours of **Minimum Staffing** at a total cost of **25,461.50** for the month of September 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*).
 - The total number of Minimum Staffing overtime hours needed for September 2008 was the lowest required for the last 4 months. There was an average of **813.48** hours used to provide minimum staffing at a cost of **\$31,557.55** for the period September 2007 to September 2008.
- 96-hours were needed for **Call Back Staffing** at a total cost of **\$3,801.89** for the month of September 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
 - Call Back Staffing requirements increased in the month of September 2008 due to 3 Call Backs with an exceptional response from off duty personnel. There was an average of **146.79** hours used to provide Call Back Staffing at a cost of **\$5,609.69** for the period September 2007 to September 2008.
- 78-hours were need for **Attending Training** at a total cost of **\$3,203.08** for the month of September 2008. (*Attending Training is necessary to ensuring that all mandatory training requirements for both full-time and volunteer personnel are completed*).
 - The hours in this area increased dramatically due to a Company Officer meeting and the Telestaff Conference. There were **43.88** average hours used to attend training at a cost of **\$1,676.44** per month for the period September 2007 to September 2008.
- 58-hours were needed to **Deliver Training** at a cost of **\$2,325.66** for the month of September 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 increase in this area, as the curriculum has broadened, and more opportunities for teaching have presented themselves. The average of **68.33** hours spent delivering training, at an average cost of **\$2,605.95** per month for the period September 2007 – September 2008.
- 79-hours were needed for **Replacement Labor** at a cost of **\$2,992.93**. (*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)*)
 - This category saw a marked increase, as the Fire IS staff worked diligently to repair the Mobile Data Computer on the engines, and assisted the Fire Prevention staff with the Engine Company Inspection Program. Also, staff worked on the Fire Map Program to complete and distribute various mapping projects. There was an average of **85.92** hours spent for replacement labor, at an average cost of **\$3,090.05** per month for the period September 2007 – September 2008.

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

ADMINISTRATION *(CONT'D)*

Budget Issues

There is no new activity to report in this area.

Policy Coordination

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

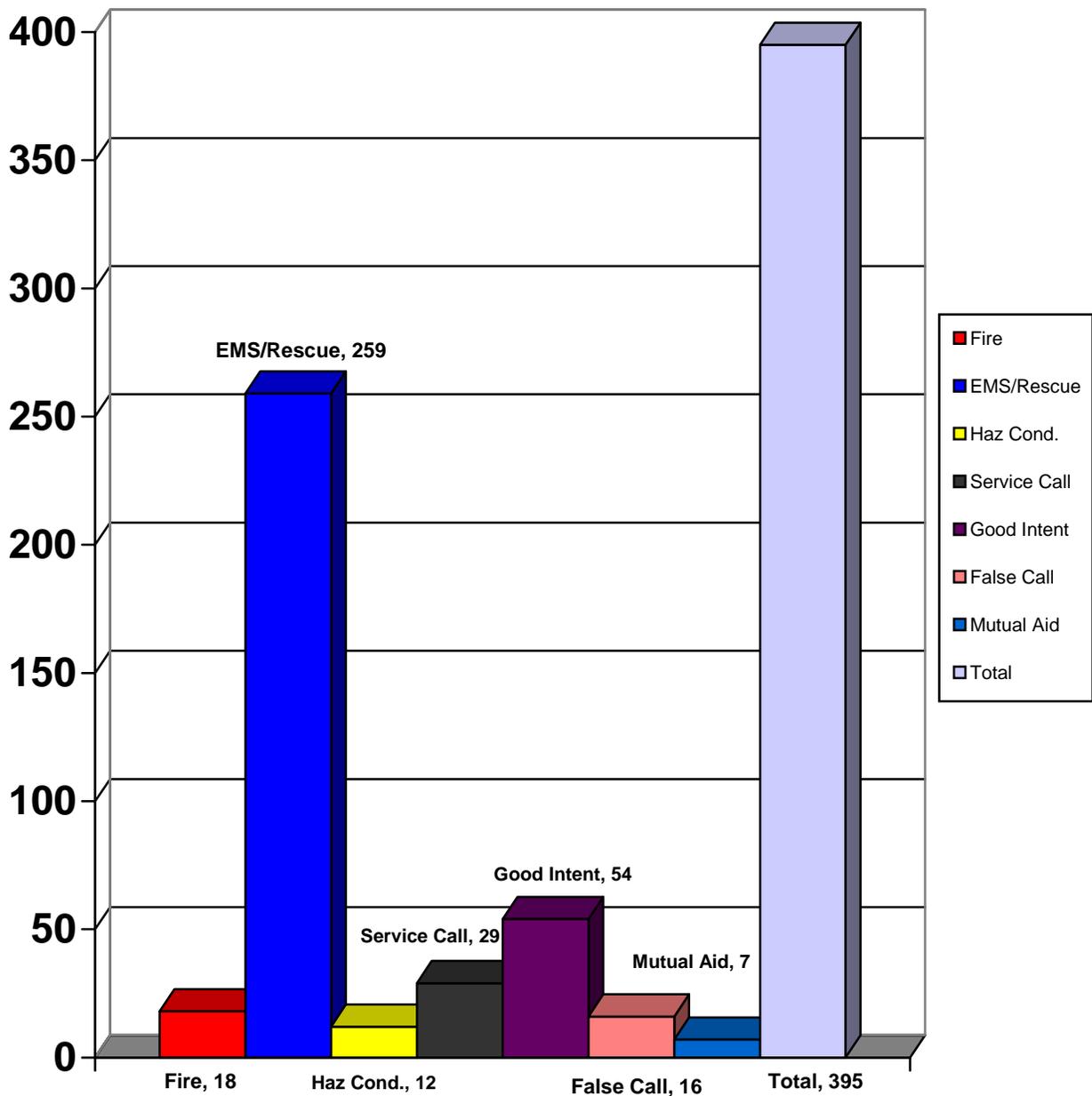
Section 340 2008.doc; Section 345 2008.doc; Section 350 2008.doc
Section 355 2008.doc; Section 360 2008.doc;

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 September 1, through September 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 **395 Incidents** that the Fire Department responded to in the month of September. They included:

- **18 Fires** that took place in the month of September, for a current annual total of **211**. The **18 fires** included:
 - **2-building fires**
 - **1-cooking fire**
 - **13-trash, rubbish or waste fire**
 - **2-fire, other**

- **259 EMS/Rescues** took place in the month of September, for a current annual total of **2,365**. The EMS/Rescues included:
 - **10-Rescue and Emergency Medical Calls**
 - **49-Calls requiring medical assistance**
 - **175-EMS Calls for people with injuries**
 - **7-vehicle accidents with injuries**
 - **17-motor vehicle accidents with or without injuries**
 - **1- lock-in**

- There were **12** responses that involved **Hazardous Conditions**, bringing the current annual total to **161**. The Hazardous Conditions included:
 - **4-gasoline, oil or chemical spills**
 - **5- electrical wiring/equipment, overheated motor**
 - **2-vehicle accident cleanup, and other hazardous conditions**
 - **1-aircraft standby**

- There were **29 Public Service Calls** handled in the month of September, for a current annual total of **244**. The Public Services Calls included:
 - **12-Calls to assist police or other governmental agencies**
 - **5-calls for public service**
 - **7-invalid public assistance calls**
 - **5-public assistance, other**

- **54 Good Intentions** calls were responded to in the month of September, for a current annual total of **448**. The calls included:
 - **19-calls that were cancelled en route or CAD error**
 - **20-no incident found on arrivals**
 - **1-prescribed fires, authorized controlled burns**
 - **12-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 September, for a current annual total of **85**. The calls included aid to:
 - **1-Willow Oak Fire Protection District**
 - **4-Yolo Fire Protection District**
 - **1-Sacramento Fire Department**
 - **1-U.C. Davis Fire Department**

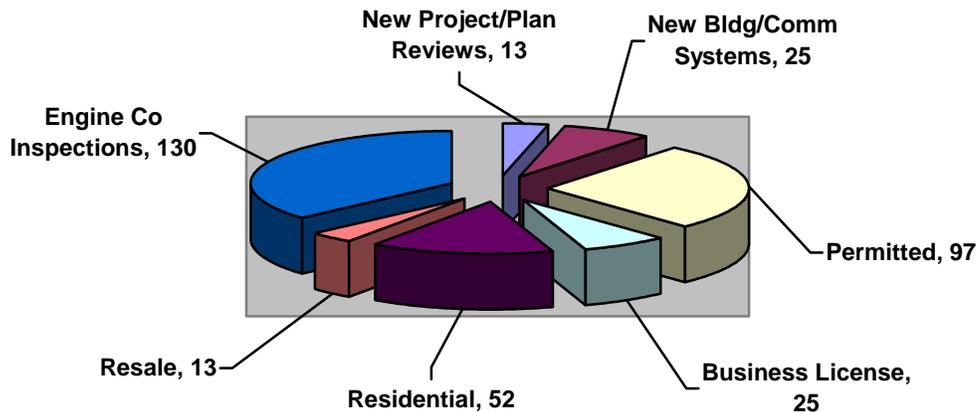
- There were **16 False Alarm Calls** made in the month of September, for a current annual total of **155**.

Total Incidents to Date for 2008 - 3,270

Average Response Time for First Due Units: Fire: 5:26 Minutes EMS: 5:00

FIRE PREVENTION

The Fire Prevention Bureau conducts several types of inspections and plan reviews. The Bureau concentrates on New Project Development, Civil Drawing Plan Reviews, Building Inspections, On Site Water Systems, Commercial Fire Sprinklers, Residential Fire Sprinklers, Fire Alarm Inspections, Specialized Fire Protection Systems, Fire Permits, Licensed Care Facilities, Business License Inspections, Resale Inspections, Fire Investigation and Code Enforcement, Public Education and Weed Abatement.



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

Commercial	
1	New Project Development Reviews
12	Plan Reviews
5	New Building Inspections
20	Commercial Fire Protection Systems
Permit	
97	Fire Permitted Annual Inspections
Business License	
25	Business License Inspections
Residential	
1	Residential Automatic Sprinkler System Plan Reviews
51	Residential Automatic Sprinkler System Inspections
13	Resale Residential Sprinkler Inspections
Engine Company	
116	Business and Mercantile 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 **0** hour on weed abatement projects.

Arson Investigation

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

Public Education

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

- Costco (9/16/08) Safety Day (Adults) community event
- Walgreens Store (9/27/08) Engine on-site for pictures – (ages -various)

Mapping

- Obtained, created and visited every school in Woodland in order to gather the information to create site maps for each of them.
- Completed the map for the Yolo County Fairgrounds
- Made a pre-plan for the new site at Clark Pacific, and will continue working with them to improve the plan over time as they continue to grow. This pre-plan is the first of a new methodology presently being utilized.

TRAINING

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

A total of 917.5 hours of training were conducted at the Training Center including:

- 12 hours of Hose Training
- 12 hours of MCI Drill (prep)
- 12 hours of EMS / Abdomen Pain
- 12 hours of Inspection Practices / Training
- 12 hours of Aerial Apparatus
- 8+ hours of Hose Evolutions General
- 4 Auto Extrication / Train vs. Vehicle

During the month of September, career staff reported a total of **772.5** hrs of training (App. A), resulting in an average of **19.3** hours of training per person.

The reserve staff reported a total of **85** hours of training (App. B) for an average of **7.73** hours of training per person. The reserve staff completed training EMS, Low Angle, Interview Skills and Firefighting Rope Rescue techniques.

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

Highlights for the month of September: Woodland held a Auto Extrication Drill with the Railroad (Train vs. Vehicle) great drill made the news, ROP Fire Science Open House, Explorer's Open House, CERT Volunteer Refresher Course, host agency for Driver Operator 1/A class and kicked off the First Grade Program for all local schools.

September ~ 2008 Training Hour(s):

Line staff:	772.5
Battalion Chiefs:	60
Reserves:	85