



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: December 16, 2008

SUBJECT: Fire Department Monthly Report for October 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 October 2008.

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Reviewed by: Tod Reddish  
Fire Chief

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Mark G. Deven  
City Manager

Attachment



## Woodland Fire Department Monthly Status Report Summary – October 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>	\$37,785.06	\$64,572.79	+\$26,787.73
<b>Total Incident Responses</b>			
Fire	18	32	+14
EMS/Rescue	259	246	-13
Mutual Aid/Auto Aid/Strike Tm	7	15	-8
Hazardous Cond.	12	14	+2
Public Service	29	27	-2
Good Intentions	54	54	0
False Alarms	16	27	+11
<b>Fire Prevention</b>			
Commercial Inspections	25	20	-5
Plan Reviews	13	11	-2
Business License Inspections	25	12	-13
Permitted Inspections	97	70	-27
Residential Inspections	52	43	-9
Resale Inspections	13	5	-8
Engine Company Inspections	116	96	-20
Weed Abatement	0 hours	0 hours	-
Arson Investigations	2	1	-1
Pub Ed Events	2	14	+12
<b>Training</b>			
	917.5 hours	627.5	-290

**Administration:**

This is the second highest YTD month for overtime costs to date, and the trend for increased overtime costs will continue as we are now short staffed. Over half of the overtime costs are from the "B" Shift, who was at **constant minimum staffing** on a daily basis throughout the month.

**Fire Prevention:**

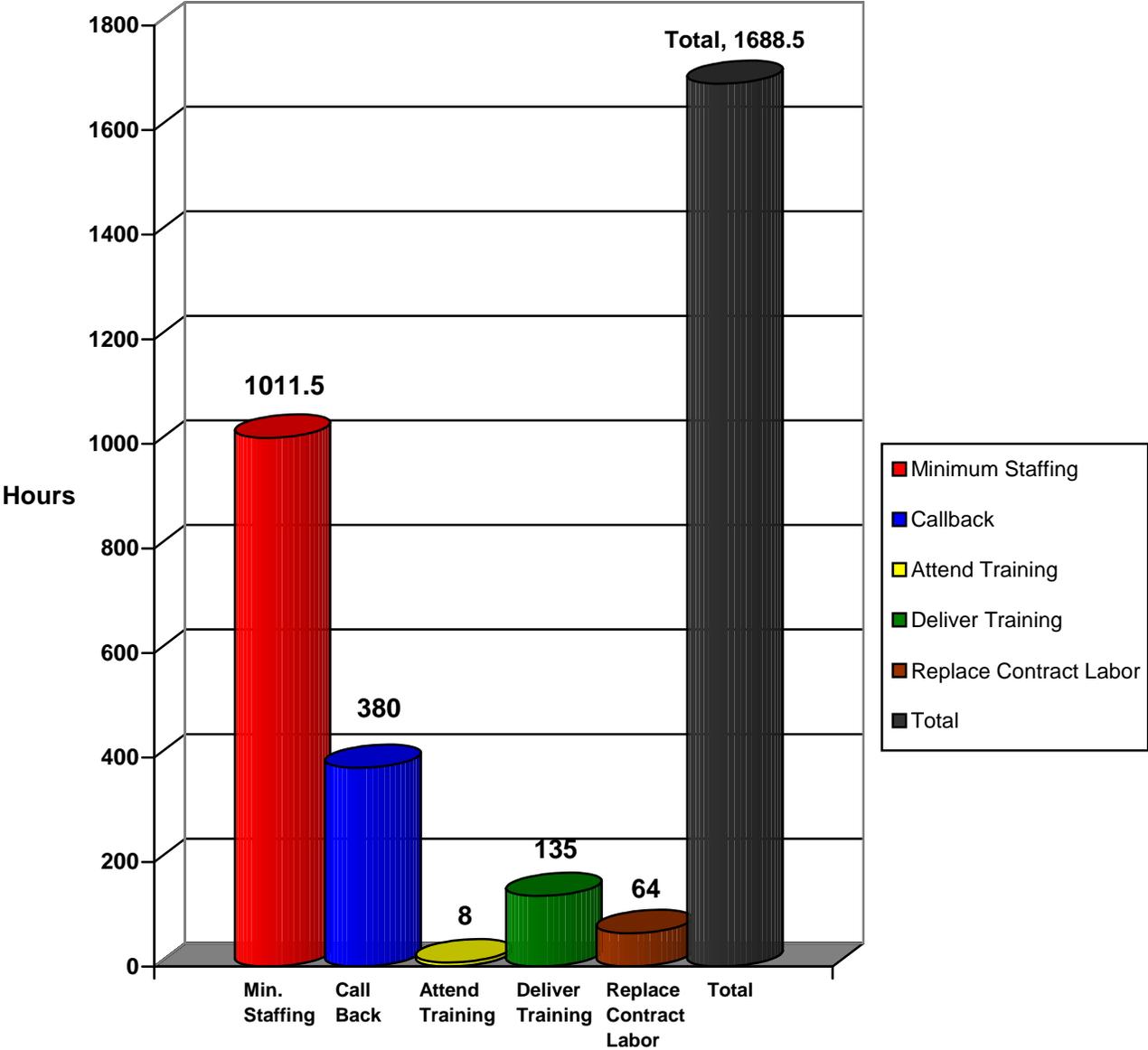
As the members of this division settle into their respective assignment, the number of completed inspections and plan reviews has increased. This trend should remain a constant in the coming months.

**Training:**

Woodland held a POD (Point of Dispense) drill with Yolo County and other safety agencies very successful; Fire Prevention Day & Memorial and Relay for Life community events; Retirement celebrations for Captain Ortiz & BC Loth; Woodland Fire Dept. hosted Driver Operator 1A; and completed the First Grade Program for all local schools.

# Activity

**ADMINISTRATION** - The Cost of Overtime for the month of October was **\$64,572.79**.



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

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

There were a total of **1,688.5**-overtime hours worked during the month of October for a total of **\$64,572.79**. They include:

- 1,101.5-hours of **Minimum Staffing** at a total cost of **\$41,944.09** for the month of October 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*).
  - This is the second highest YTD month for overtime costs to date, and the trend for increased overtime costs will continue as we are now short staffed. Over half of the overtime costs are from the "B" Shift, who was at **constant minimum staffing** on a daily basis throughout the month. The average hours for the period October 2007 to October 2008 was **852.56** hours at a cost of **\$33,000.84**.
- 380-hours were needed for **Call Back Staffing** at a total cost of **\$14,582.09** for the month of October 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
  - Call Back Staffing was also affected by the shortage of staffing with an increase of 284 hours. The increase was also partly due to a strike team response with over \$10,000 being spent. The strike team expenses however are fully recoverable. There was an average of **159.17** hours used to provide Call Back Staffing at a cost of **\$6,098.86** for the period October 2007 to October 2008.
- 8-hours were need for **Attending Training** at a total cost of **\$375.84** for the month of October 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 decreased dramatically as their was no time to attend training that was not mandatory. There were **41.21** average hours used to attend training at a cost of **\$1,593.76** per month for the period October 2007 to October 2008.
- 135-hours were needed to **Deliver Training** at a cost of **\$5,547.65** for the month of October 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*).
  - During the month of October 2008, the department paid for Driver Operator instruction training for one staff member to enable that individual to become an Engineer. Also, the department held ROP classes that we will recover costs for. The average of **74.67** hours spent delivering training, at an average cost of **\$2,897.25** per month for the period October 2007 – October 2008.
- 64-hours were needed for **Replacement Labor** at a cost of **\$2,123.12**. (*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 decreased, as staff continues to work on mapping and special IT projects. There was an average of **82.42** hours spent for replacement labor, at an average cost of **\$2,935.25** per month for the period October 2007 – October 2008.

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

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

*Budget Issues*

There is no new activity to report in this area.

*Policy Coordination*

There is no new activity to report in this area.

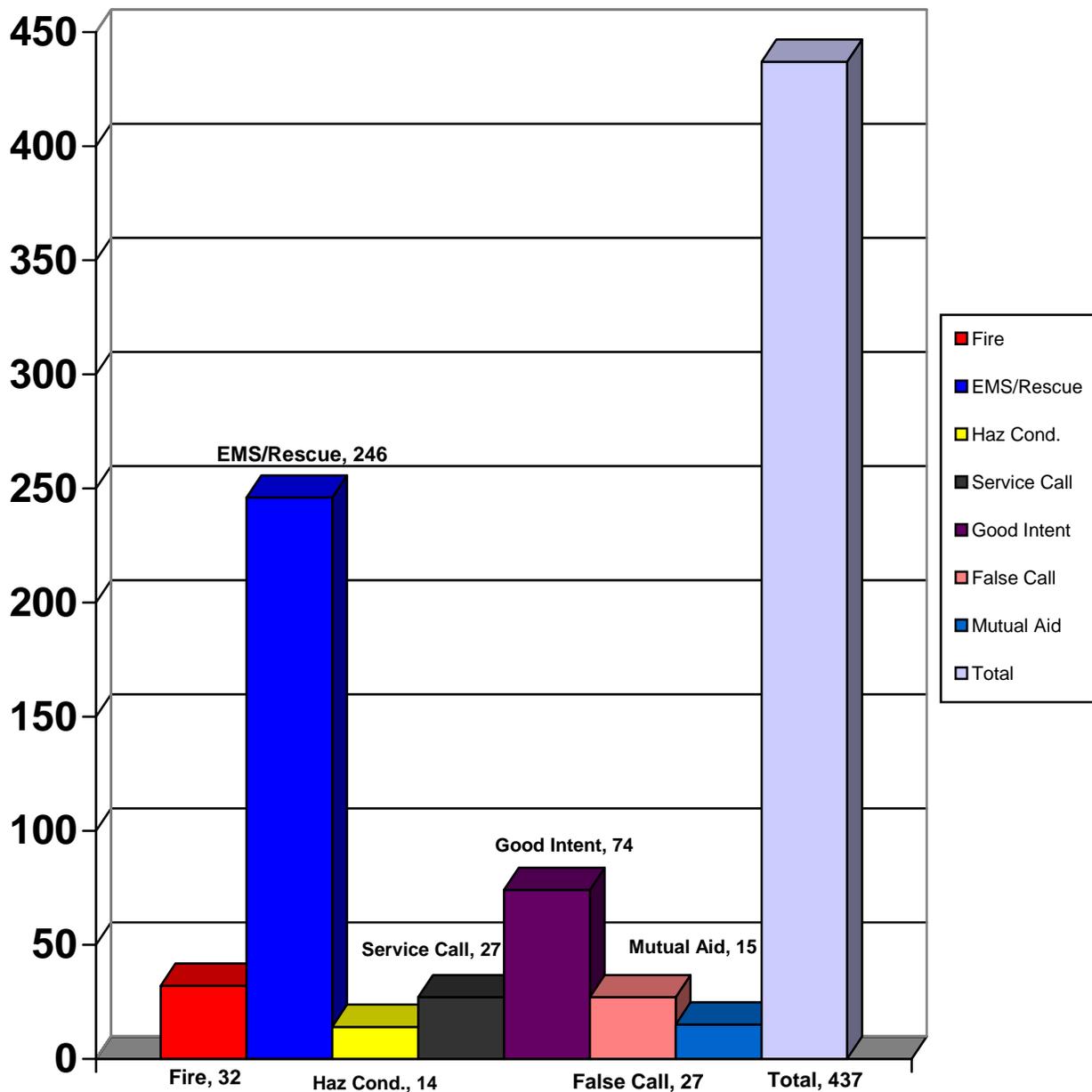
*Web Page*

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 October 1, through October 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 **437 Incidents** that the Fire Department responded to in the month of October. They included:

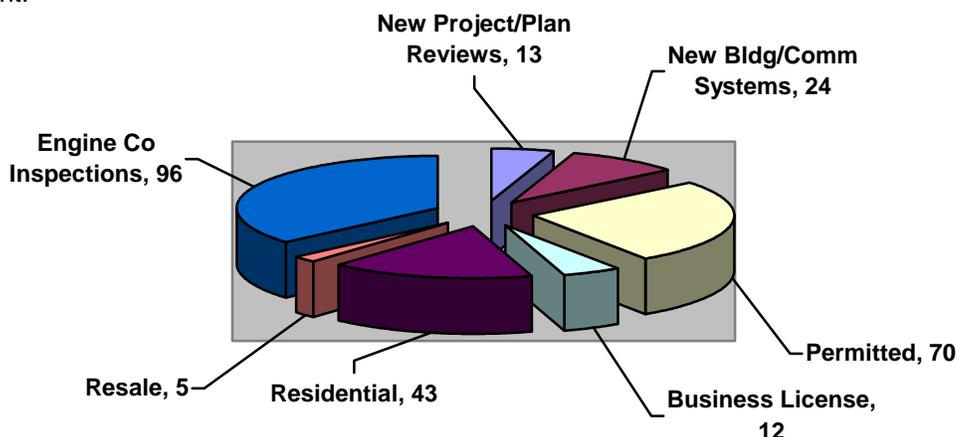
- **32 Fires** that took place in the month of October, for a current annual total of **243**. The **32 fires** included:
  - **5-building fires**
  - **2-cooking fire**
  - **10-vehicle fires**
  - **14-trash, rubbish or waste fire**
  - **1-fire, other**
  
- **246 EMS/Rescues** took place in the month of October, for a current annual total of **2,611**. The EMS/Rescues included:
  - **62-Calls requiring medical assistance**
  - **150-EMS Calls for people with injuries**
  - **8-vehicle accidents with injuries**
  - **26-motor vehicle accidents with or without injuries**
  
- There were **14** responses that involved **Hazardous Conditions**, bringing the current annual total to **175**. The Hazardous Conditions included:
  - **3-gasoline, oil or chemical spills**
  - **5- electrical wiring/equipment, overheated motor**
  - **3-vehicle accident cleanup, and other hazardous conditions**
  - **3-aircraft standby**
  
- There were **27 Public Service Calls** handled in the month of October, for a current annual total of **271**. 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 October, for a current annual total of **448**. The calls included:
  - **29-calls that were cancelled en route or CAD error**
  - **28-no incident found on arrivals**
  - **1-prescribed fires, authorized controlled burns**
  - **8-Steam, smoke, odor of smoke, barbeque**
  - **8-Good intent call, other/EMS call, party transported by non-fire agency**
  
- **15 Mutual Aid Calls** were responded to in the month of October, for a current annual total of **100**. The calls included aid to:
  - **3-Willow Oak Fire Protection District**
  - **2-Yolo Fire Protection District**
  - **1-Dixon Fire Department**
  - **3- Davis Fire Department**
  - **4-Elkhorn Fire Protection District**
  - **1-Williams Fire Protection District**
  - **1-Californai State Mutual Aid-Strike Team**
  
- There were **27 False Alarm Calls** made in the month of October, for a current annual total of **182**.

**Total Incidents to Date for 2008 - 3,707**

**Average Response Time for First Due Units: Fire: 5:25 Minutes EMS: 4:48**

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

Commercial	
2	New Project Development Reviews
11	Plan Reviews
4	New Building Inspections
20	Commercial Fire Protection Systems
Permit	
70	Fire Permitted Annual Inspections
Business License	
12	Business License Inspections
Residential	
0	Residential Automatic Sprinkler System Plan Reviews
43	Residential Automatic Sprinkler System Inspections
5	Resale Residential Sprinkler Inspections
Engine Company	
96	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*

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

### *Public Education*

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

- Alphabet Soup Daycare (10/3/08) Fire Safety (ages 2-5) 20 kids
- ACS Relay for Life (10/4-5/08) ACS/Cancer fundraiser – community event
- Latino Campaign (10/12/08) Health Fair – community event
- California Exceptional People Services (10/13/08) Extinguisher Training – 30 people
- Greengate School for Exceptional Children (10/14/08) Fire Safety (ages 3-5) 40 kids
- Migrant Head Start Program (10/15/08) Fire Safety (ages 1-5) 72 kids
- Woodland United Way (10/18/08) Fair & Carnival – community event
- Great Day Presbyterian Preschool (10/21/08) Fire Safety (ages 3 yrs) 21 kids
- Woodland Parent Nursery School (10/22/08) Station Tour (ages 3-5) 20 kids
- Maxwell School (10/23/08) Fire Safety (ages 3-5) 25 kids
- Great Day Presbyterian Preschool (10/27/08) Fire Safety (age 4 yrs) 30 kids
- Woodland Area Christian Home Education (10/27/08) Station Tour (ages 2-16) 50 kids
- Noah's Ark Preschool (10/28/08) Fire Safety (ages 2-5) 30 kids
- Woodland Residential Services (10/30/08) Fire Safety (ages 20-50) 45 people

### *Mapping*

- Met with the Plant Manager from Clark Pacific in creating a new Fire pre-plan and site map that will help in navigating the site should there be a need to respond there. This is the first site that we will be using our new Pre-Plan Form on.
- Met with PERMI. Completed a Pre-plan and site map for this location, should there be an incident there that we have to respond to.

## **FIRE PREVENTION** *(CONT'D)*

- Both Clark Pacific and PERMI love the fact that we are taking a proactive stance in preparing for possible incidents. They are more than willing and even excited to work with us in training and setting up mock drills to plan for the real thing.
- Due to the increasing amount of calls in the north part of town, and with the arrival of Clark Pacific, new maps were made for districts 85, 27, 47, 67, 87, 29, 49, 69 and 89. This is basically a revision of the whole north-east side of the known map area. By doing this it has become necessary to change our main map to include these new city maps since they use to be county maps. I am also working with YECA (Yolo Emergency Services Agency) to update these addresses in their CAD system so that we are dispatched to the right map page going forward.
- Created a new map for the area of town known as Medowood. This is a gated community on the south-east side of town that has a special gate code and information for entry into the area. This new page was necessary in order to provide this information.

## **TRAINING**

The following is a summary of training activities conducted in the Fire Training Division during the weeks of October 1, through October 31<sup>st</sup>, 2008:

A total of **627.5** hours of training were conducted at the Training Center including:

- 12 hours of Hose Training
- 12 hours of Hazardous Materials (Tip's for First Responders)
- 12 hours of EMS / Bleeding & Shock
- 24 hours of Fire Prevention (NFSA Conference)
- 12 hours of Rescue Training / Extrication
- 10+ hours First Grade Program Local Elementary School

During the month of October, career staff reported a total of **419** hours of training (App. A), resulting in an average of **10.5** hours of training per person.

The reserve staff reported a total of **40** hours of training (App. B) for an average of **4** hours of training per person. The reserve staff completed training EMS, Ladders, Extrication/ Rescue techniques.

Total hours of training for the Battalion Chiefs can be found in Appendix C & Fire Prevention Staff can be found on Appendix D.

### **Highlights for the month of October:**

- Woodland held a POD (Point of Dispense) drill with Yolo County and other safety agencies. It was very successful.
- Fire Prevention Day & Memorial and Relay for Life community events;
- Retirement celebrations for Captain Ortiz & BC Loth;
- Woodland Fire Dept. hosted Driver Operator 1A; and
- Completed the First Grade Program for all local schools.

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

<b>Line staff:</b>	<b>419</b>
<b>Battalion Chiefs:</b>	<b>75.5</b>
<b>Fire Prevention</b>	<b>93</b>
<b>Reserves:</b>	<b>40</b>