



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: February 17, 2009

SUBJECT: Fire Department Monthly Report for December 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 December 2008.

Prepared by: Shannon Collins  
Management Analyst

Reviewed by: Tod Reddish  
Fire Chief

---

Mark G. Deven  
City Manager

Attachment



# Woodland Fire Department Monthly Status Report Summary – December 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>	\$51,793.18	\$37,830.91	<b>\$13,962.27</b>
<b>Total Incident Responses</b>			
Fire	12	13	<b>1</b>
EMS/Rescue	249	267	<b>18</b>
Mutual Aid/Auto Aid/Strike Tm	9	4	<b>-5</b>
Hazardous Cond.	9	12	<b>3</b>
Public Service	29	38	<b>9</b>
Good Intentions	43	67	<b>24</b>
False Alarms	14	25	<b>11</b>
<b>Fire Prevention</b>			
Commercial Inspections	27	13	<b>-14</b>
Plan Reviews	6	40	<b>34</b>
Business License Inspections	17	10	<b>-7</b>
Permitted Inspections	82	63	<b>-19</b>
Residential Inspections	44	49	<b>5</b>
Resale Inspections	1	1	<b>0</b>
Engine Company Inspections	127	124	<b>-3</b>
Weed Abatement	8 hours	0 hours	<b>-8</b>
Arson Investigations	0	15.5	<b>15.5</b>
Pub Ed Events	7	5	<b>-2</b>
<b>Training</b>			
	300 hours	635 hours	<b>335 hours</b>

**Administration:**

Minimum staffing decreased for the second month due to reduced vacation use in the month of December. This trend will likely change however, as a result of constant minimum staffing as the likelihood of illness and injury increase, along with vacation scheduling and the upcoming fire season, which will undoubtedly put a strain on the existing staff.

**Fire Prevention:**

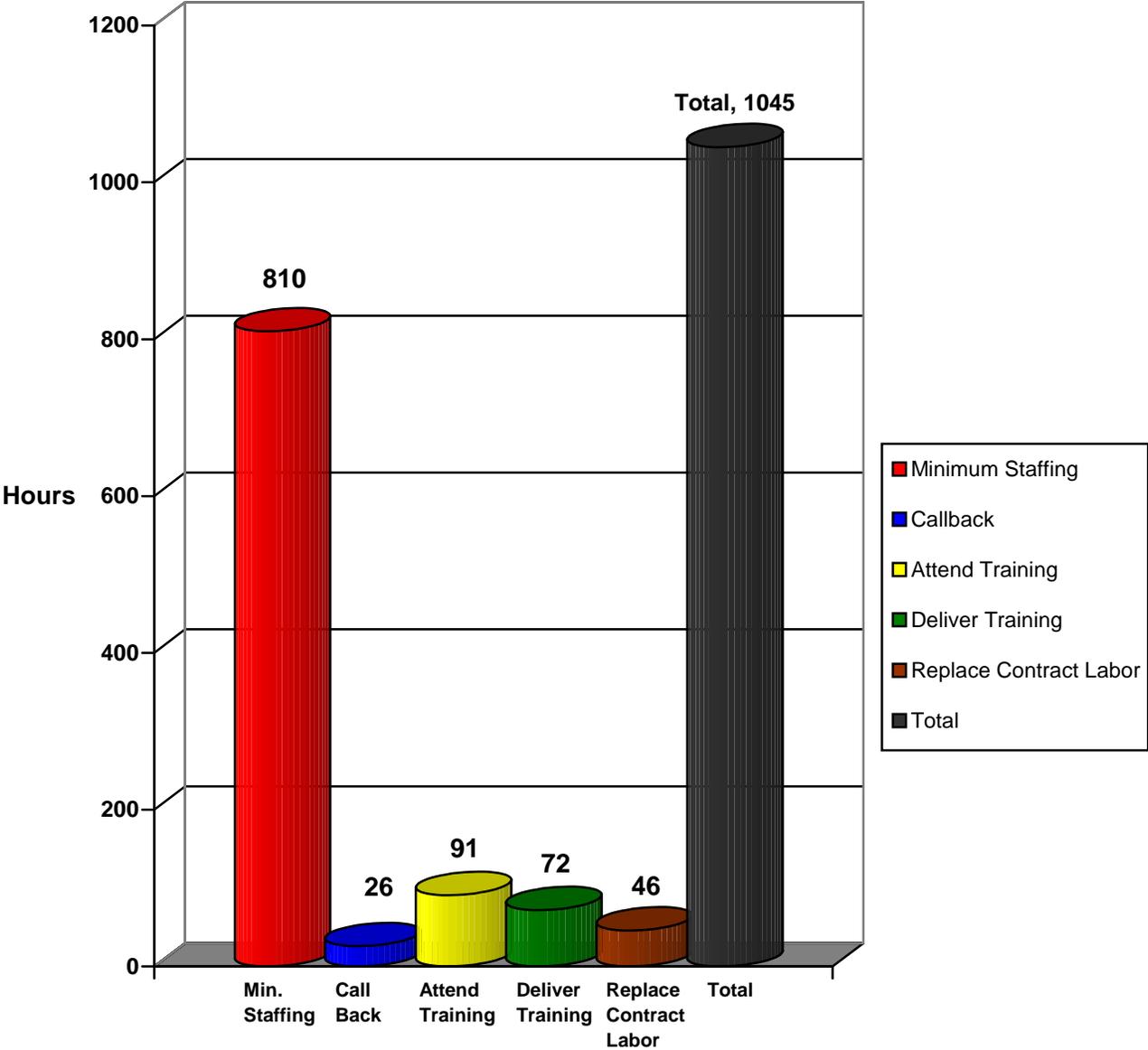
As the availability of new projects continue to decrease, the Prevention staff and Engine Companies continue to perform a large number of permitted, residential, commercial protection systems, business and mercantile inspections.

**Training:**

The Red Cross Hero's Luncheon took place, along with Woodland Fire Dept's "Santa" for all Fire Family's and the Annual holiday party hosted by the WPFA.

# Activity

**ADMINISTRATION** - The Cost of Overtime for the month of December was **\$37,830.91**.



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

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

There were a total of **1,045**-overtime hours worked during the month of December for a total cost of **\$37,830.91**. They include:

- 810-hours of **Minimum Staffing** at a total cost of **\$29,103.39** for the month of December 2008. (*In the City of Woodland, a minimum of 3 Firefighters (Captain, Engineer and Firefighter) have to be available per company at all times to respond to incidents*).
  - Minimum staffing decreased for the second month due to reduced vacation use in the month of December. As we get closer to fire season, these numbers will increase to compensate for the backfilling of staff as they are needed in other areas. The average hours for the period December 2007 to December 2008 was **851.73** hours at a cost of **\$32,578.98**.
- 26-hours were needed for **Call Back Staffing** at a total cost of **\$1,159.38** for the month of December 2008. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
  - Call Back Staffing decreased in the month of December because there was only 1 recall occurrence. There was an average of **153.42** hours used to provide Call Back Staffing at a cost of **\$5,961.57** for the period December 2007 to December 2008.
- 91-hours were needed for **Attending Training** at a total cost of **\$2,935.85** for the month of December 2008. (*Attending Training is necessary to ensure that all mandatory training requirements for both full-time and reserve personnel are completed*).
  - The hours in this area increased in this area due to an increase in company officer meetings and certifications. There were **40.5** average hours used to attend training at a cost of **\$1,565.00** per month for the period December 2007 to December 2008.
- 72-hours were needed to **Deliver Training** at a cost of **\$2,830.31** for the month of December 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 December 2008 costs in this area increased, and were spent on ROP activities. The average of **65.83** hours spent delivering training, at an average cost of **\$2,649.30** per month for the period December 2007 – December 2008.
- 46-hours were needed for **Replacement Labor** at a cost of **\$1,801.98**. (*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 because less hours were needed for computer information services and mapping. There was an average of **76.42** hours spent for replacement labor, at an average cost of **\$2,743.97** per month for the period December 2007 – December 2008.

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

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

### *Budget Issues*

Staff is in the process of developing the upcoming 2009/2010 and 10 year projected budgets for the Fire Department. The most challenging area for the next several years will be the funding and/or replacement of existing fire apparatus, most of which will be up for replacement within the next 3 years. To address this matter, staff is in the process of analyzing all current department apparatus leases, as well as the costs associated with replacement of such vehicles, to determine possible available funding sources.

### *Policy Coordination*

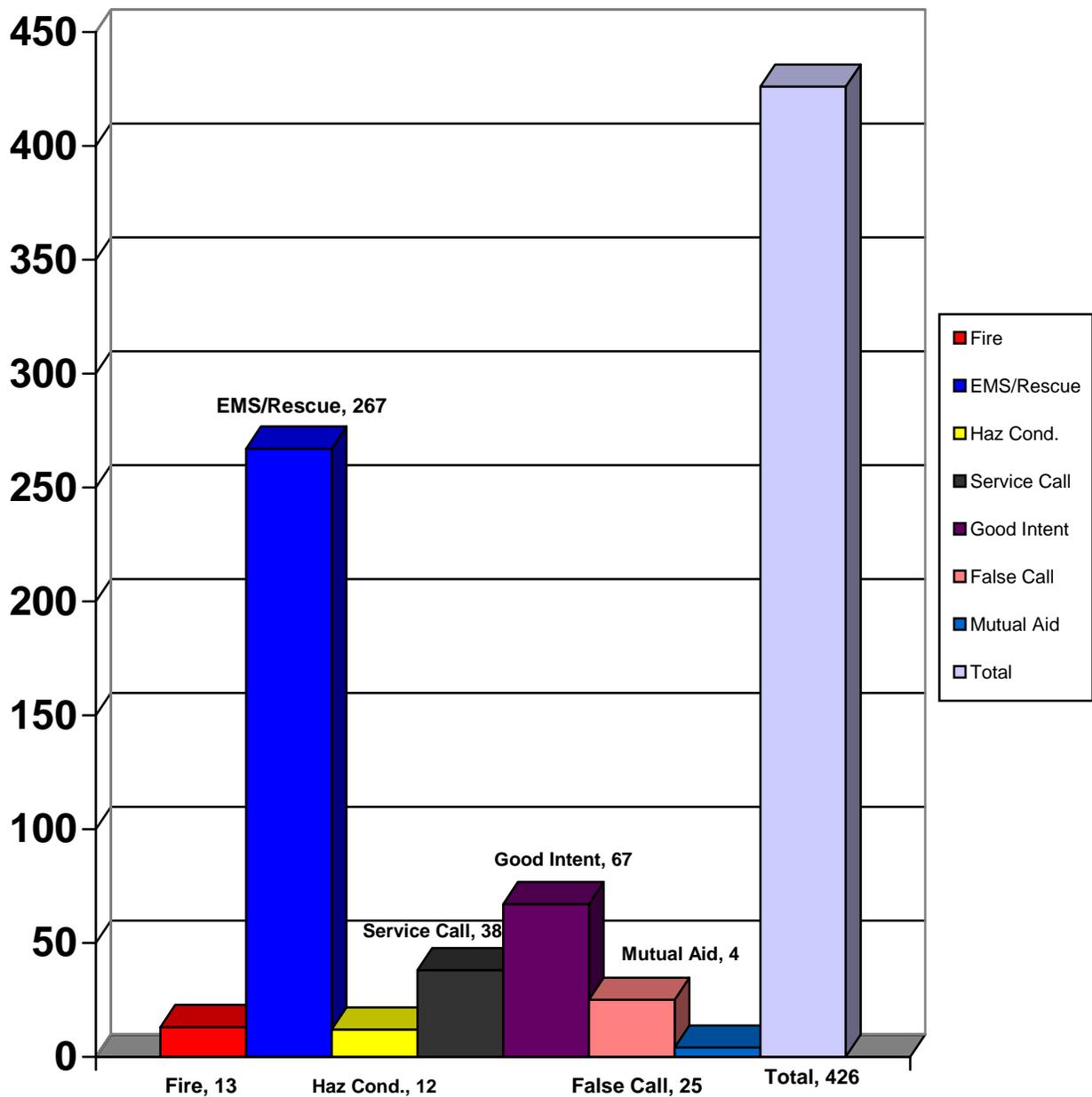
Section 380 01172009 (RS) and Section 590 01172009 (RS) of the department's Operations and Procedures are presently under review.

### *Web Page*

Staff is in the process of updating all web pages.

**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 December 1, through December 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 **426 Incidents** that the Fire Department responded to in the month of December. They included:

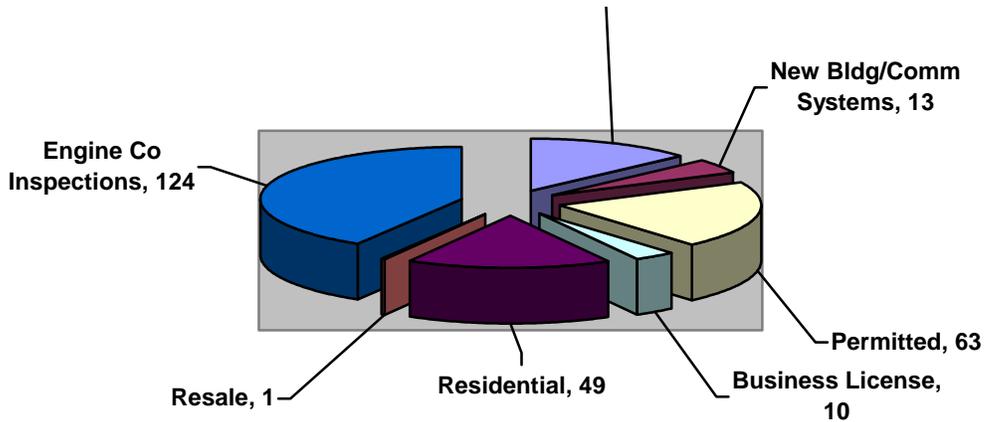
- **13 Fires** that took place in the month of December, for a current annual total of **269**. The **13 fires** included:
  - **2-building fires**
  - **4-cooking fire or chimney fires**
  - **3-passenger vehicle fires**
  - **2-dumpster, outside equipment fires**
  - **1-fire, other**
  
- **267 EMS/Rescues** took place in the month of December, for a current annual total of **3,127**. The EMS/Rescues included:
  - **76-Calls requiring medical assistance**
  - **162-EMS Calls for people with injuries**
  - **8-vehicle accidents with injuries**
  - **21-motor vehicle accidents with or without injuries**
  
- There were **12** responses that involved **Hazardous Conditions**, bringing the current annual total to **196**. The Hazardous Conditions included:
  - **6-gasoline, oil or chemical spills**
  - **3- electrical wiring/power lines, arcing**
  - **2-vehicle accident cleanup, and other hazardous conditions**
  - **1-aircraft standby**
  
- There were **38 Public Service Calls** handled in the month of December, for a current annual total of **328**. The Public Services Calls included:
  - **5-Calls to assist police or other governmental agencies**
  - **23-calls for public service**
  - **7-invalid public assistance calls**
  - **3-public assistance, other**
  
- **67 Good Intentions** calls were responded to in the month of December, for a current annual total of **632**. The calls included:
  - **32-calls that were cancelled en route or CAD error**
  - **22-no incident found on arrivals**
  - **1-hazmat release investigation w/no hazmat**
  - **6-Steam, smoke, odor of smoke, barbeque, authorized burning**
  - **6-Good intent call, other/EMS call, party transported by non-fire agency**
  
- **4 Mutual Aid Calls** were responded to in the month of December, for a current annual total of **112**. The calls included aid to:
  - **3-Yolo Fire Protection District**
  - **1-Elkhorn Fire Protection District**
  
- There were **25 False Alarm Calls** made in the month of December, for a current annual total of **243**.

**Total Incidents to Date for 2008 - 4,918**

**Average Response Time for First Due Units: Fire: 4:58 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 December 2008 the Fire Prevention Specialists conducted the following inspections and plan reviews:

Commercial	
0	New Project Development Reviews
40	Plan Reviews
0	New Building Inspections
13	Commercial Fire Protection Systems
Permit	
63	Fire Permitted Annual Inspections
Business License	
10	Business License Inspections
Residential	
0	Residential Automatic Sprinkler System Plan Reviews
49	Residential Automatic Sprinkler System Inspections
1	Resale Residential Sprinkler Inspections
Engine Company	
124	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*

- **15.5 hours** of investigation were performed in the month of December.

### *Public Education*

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

- Boy Scouts (12/4/08) Station Tour (ages 7-9) 10 kids
- Woodland Christian High School (12/9/08) Ladder Egg Drop (ages 17-18) 50 kids
- Wal-Mart (12/13/08) Shopping with a Firefighter (ages 1-15) 25 kids
- Zamora Schools (12/16-18/08) Station Tour (ages – 6-10) 80 kids
- Cub Scouts (12/18/08) Station Tour (ages 8-10) 20 kids
- Woodland Community College (12/18/08) Fire Extinguisher Training (adults) 12 people

### *Mapping*

- Developed new maps for the Holiday Inn and Hampton Inn on Freeway Drive
- Established a new map grid that expands the current map grid into all directions to capture the growth of the city. This will enable the current County Maps to be more easily converted into a more readable format.

## **TRAINING**

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

Training conducted at the Training Center including:

- 12 hours of Rescue Training (Clark Pacific)
- 12 hours of EMS / Trivia
- 10 + hours Engine Company Inspections
- 12 hours PG & E / Safety
- 80 + hours of Outside Training / Classes

During the month of December, career staff reported a total of **455** hrs of training resulting in an average of **11.7** hours of training per person.

The reserve staff reported a total of **60.5** hours of training for an average of **5.5** hours of training per person. The reserve staff completed training EMS, Rescue Tools and other Misc. Training.

The Battalion Chiefs had a total of **47.5** hours of training for the month of December. The Fire Prevention Staff had **72** total hours of training.

**Highlights for the month of December:** The Red Cross Hero's Luncheon, the Woodland Fire Dept. "Department Santa" for all Fire Family's and the Annual holiday party hosted by the WPFA.

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

<b>Line staff:</b>	<b>455</b>
<b>Battalion Chiefs:</b>	<b>47.5</b>
<b>Fire Prevention</b>	<b>72</b>
<b>Reserves:</b>	<b>60.5</b>