



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: March 17, 2009

SUBJECT: Fire Department Monthly Report for January 2009

**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 January 2009.

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## Woodland Fire Department Monthly Status Report Summary –January 2009



(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>	\$37,830.91	\$30,528.73	<b>\$7,302.18</b>
<b>Total Incident Responses</b>			
Fire	13	13	<b>0</b>
EMS/Rescue	267	257	<b>-10</b>
Mutual Aid/Auto Aid/Strike Tm	4	7	<b>3</b>
Hazardous Cond.	12	10	<b>-2</b>
Public Service	38	48	<b>10</b>
Good Intentions	67	65	<b>-2</b>
False Alarms	25	14	<b>-11</b>
<b>Fire Prevention</b>			
Commercial Inspections	13	14	<b>1</b>
Plan Reviews	40	8	<b>-32</b>
Business License Inspections	10	16	<b>6</b>
Permitted Inspections	63	87	<b>24</b>
Residential Inspections	49	35	<b>-14</b>
Resale Inspections	1	6	<b>5</b>
Engine Company Inspections	124	168	<b>44</b>
Weed Abatement	0 hours	5.5	<b>5.5</b>
Arson Investigations	15.5	13.5	<b>-2</b>
Pub Ed Events	5	5	<b>0</b>
<b>Training</b>			
	635 hours	814	<b>179 hours</b>

**Administration:**

Minimum staffing decreased for the second month due to reduced vacation use in the month of January. The firefighters changed their work schedule on January 1 and we have seen a drop in overtime costs since then.

**Fire Prevention:**

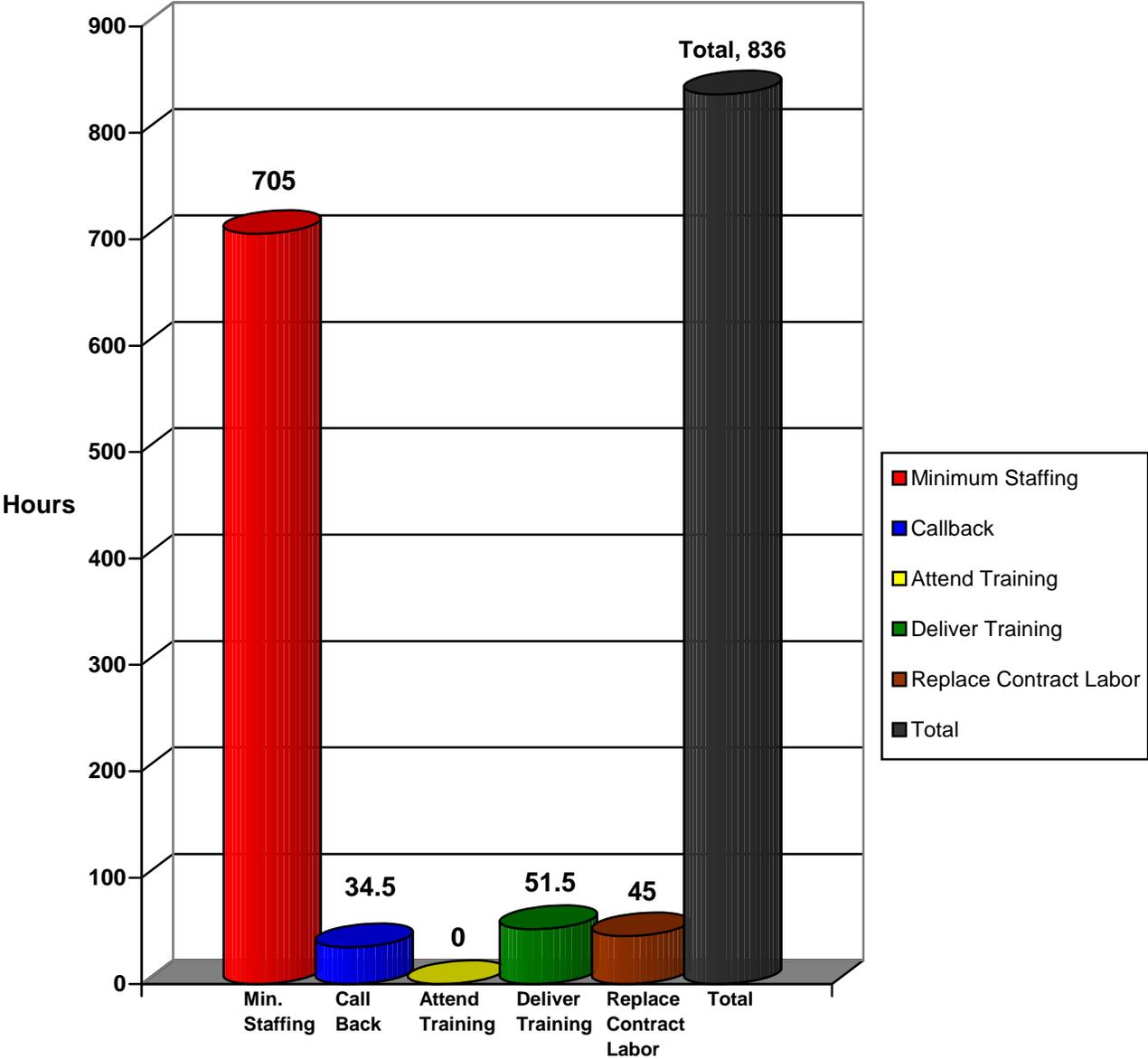
As the availability of new projects continue to decrease, the Prevention staff and Engine Companies continue to perform a large number of permitted, residential, commercial protection systems, business and mercantile inspections. Plan reviews dropped off due to the holidays and fewer projects being submitted during that time.

**Training:**

There was a Yolo County Mutual Aid Drill performed; a live fire training exercise at the Rumsey Rancheria Fire Department North Tree Burn Trailer, a High Angle Rescue drill and Annual Hearing Tests performed.

# Activity

**ADMINISTRATION** - The Cost of Overtime for the month of January was **\$30,528.73**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of January 1, through January 31, 2009.

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

There were a total of **836**-overtime hours worked during the month of January for a total cost of **\$30,528.73**. They include:

- 705-hours of **Minimum Staffing** at a total cost of **\$25,407.87** for the month of January 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 third month due to reduced vacation use in the month of January. 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 January 2008 to January 2009 was **831.4** hours at a cost of **\$31,559.25**.
- 34.5-hours were needed for **Call Back Staffing** at a total cost of **\$1,346.99** for the month of January 2009. (*Call Back Staffing is necessary to backfill the stations when a major incident occurs that depletes the minimum staffing levels*).
  - Call Back Staffing increased in the month of January. There was an average of **138.71** hours used to provide Call Back Staffing at a cost of **\$5,421.96** for the period January 2008 to January 2009.
- 0-hours were needed for **Attending Training** at a total cost of **\$0.00** for the month of January 2009. (*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 January 2008 to January 2009.
- 51.5-hours were needed to **Deliver Training** at a cost of **\$2,096.45** for the month of January 2009. (*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 January 2009 costs in this area decreased, and were spent on ROP activities. The average of **61.96** hours spent delivering training, at an average cost of **\$2,513.14** per month for the period January 2008 –January 2009.
- 45-hours were needed for **Replacement Labor** at a cost of **\$1,677.42**. (*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 **71.5** hours spent for replacement labor, at an average cost of **\$2,576.02** per month for the period January 2008 –January 2009.

*Note: Trends analysis projections derived from actual hours and costs during the period: January 2008 –January 2009.*

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

### *Budget Issues*

Staff is working towards a replacement schedule for Fire apparatus that will hopefully minimize the burden on the General Fund by staggering these costs. At present, several vehicles are in line for replacement at the same time, which would cause an extremely costly hit to the City's Fleet Replacement program. It is our hope that by reviewing the lifespan of these vehicles, possibly holding on to certain types of vehicles longer and then staggering their replacements, we will stagger the costs. By doing this, the Department should be able to purchase a higher quality vehicle, in a timelier manner that will hopefully last longer. This should help to minimize the maintenance costs, as the vehicles will spend more time on the road, not in the shop.

Overtime costs are down despite the reductions in our daily staffing levels due to frozen firefighter positions. Overtime is subject to employee illness, injury and vacation usage, which is fortunately also down right now. One factor that appears to be helping reduce overtime costs is a change in the firefighter's work schedule that started on January 1. This schedule is being evaluated monthly to monitor changes in overtime, productivity and morale.

### *Policy Coordination*

There is no new activity to report in this area.

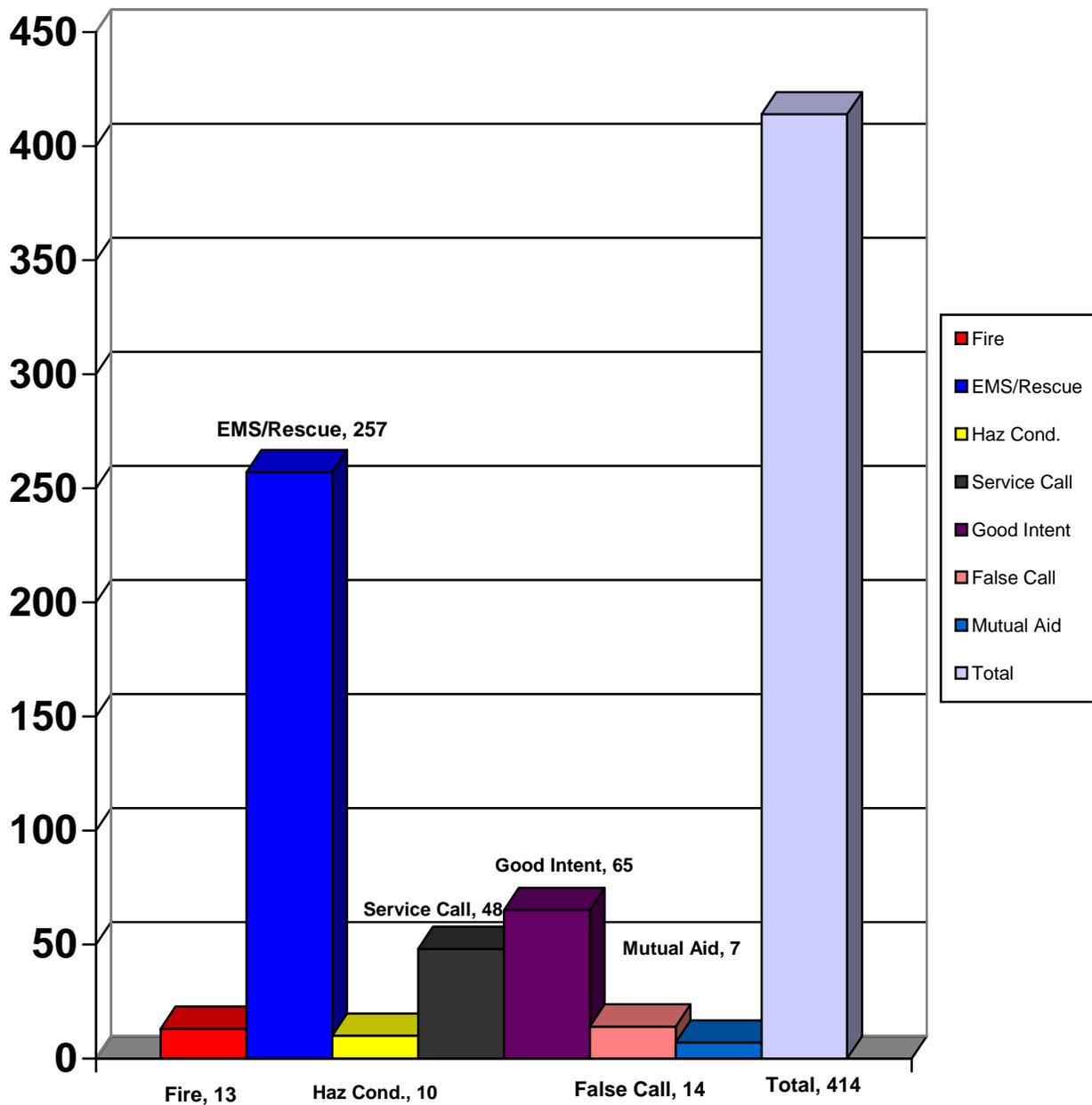
### *Web Page*

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 January 1, through January 31, 2009. This is in comparison to the annual totals of each type of incident.

## **OPERATIONS**

### *Incident Activity (cont'd)*

There were a total of **414 Incidents** that the Fire Department responded to in the month of January. They included:

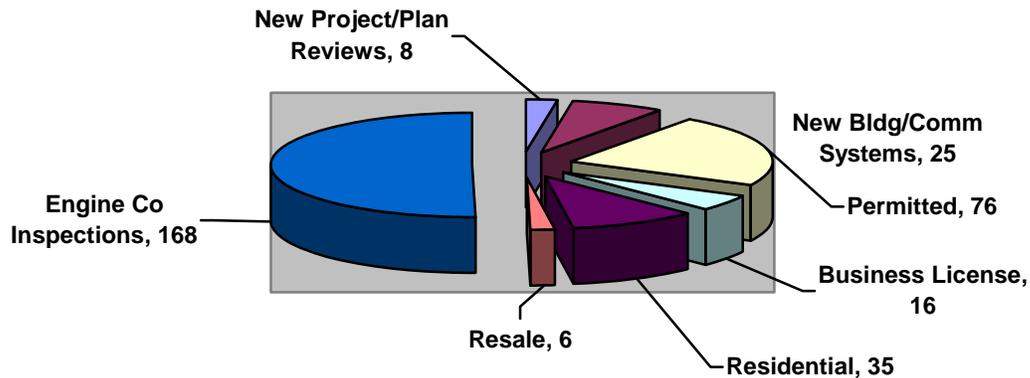
- **13 Fires** that took place in the month of January, for a current annual total of **13**. The **13 fires** included:
  - **3-cooking fire or chimney fires**
  - **1-passenger vehicle fires**
  - **8-dumpster, outside equipment fires**
  - **1-fire, other**
- **257 EMS/Rescues** took place in the month of January, for a current annual total of **257**. The EMS/Rescues included:
  - **72-Calls requiring medical assistance**
  - **165-EMS Calls for people with injuries**
  - **6-vehicle accidents with injuries**
  - **14-motor vehicle accidents with or without injuries**
- There were **10** responses that involved **Hazardous Conditions**, bringing the current annual total to **10**. The Hazardous Conditions included:
  - **5-gasoline, oil or chemical spills**
  - **4- electrical wiring/power lines, arcing**
  - **1-vehicle accident cleanup, and other hazardous conditions**
- There were **48 Public Service Calls** handled in the month of January, for a current annual total of **48**. The Public Services Calls included:
  - **7-Calls to assist police or other governmental agencies**
  - **10-calls for public service**
  - **9-invalid public assistance calls**
  - **22-public assistance, other**
- **65 Good Intentions** calls were responded to in the month of January, for a current annual total of **65**. The calls included:
  - **32-calls that were cancelled en route or CAD error**
  - **24-no incident found on arrivals**
  - **1-hazmat release investigation w/no hazmat**
  - **8-Steam, smoke, odor of smoke, barbeque, authorized burning**
- **7 Mutual Aid Calls** were responded to in the month of January, for a current annual total of **7**. The calls included aid to:
  - **3-Yolo Fire Protection District**
  - **1-Elkhorn Fire Protection District**
  - **1-West Plainfield Fire Protection District**
  - **2-Willow Oak Fire Protection District**
- There were **14 False Alarm Calls** made in the month of January, for a current annual total of **14**.

**Total Incidents to Date for 2009 - 414**

**Average Response Time for First Due Units: Fire: 5:24 Minutes EMS: 4:55**

## 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 January 2009 the Fire Prevention Specialists conducted the following inspections and plan reviews:

Commercial	
0	New Project Development Reviews
8	Plan Reviews
11	New Building Inspections
14	Commercial Fire Protection Systems
Permit	
76	Fire Permitted Annual Inspections
Business License	
16	Business License Inspections
Residential	
0	Residential Automatic Sprinkler System Plan Reviews
35	Residential Automatic Sprinkler System Inspections
6	Resale Residential Sprinkler Inspections
Engine Company	
168	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 **5.5** hour on weed abatement projects.

### *Arson Investigation*

- **13.5 hours** of investigation were performed in the month of January.

### *Public Education*

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

- Woodland High School (1/14/09) Kid's Day (ages 14-18) 1000 kids
- Holy Rosary School (1/22/09) Station Tour (ages 5-6) 20 kids
- Boy Scouts of America (1/27/09) Station Tour (ages 8-9) 15 kids
- Maxwell Elementary School (1/27/09) Station Tour (ages 6-8) 40 kids
- Maxwell Elementary School (1/28/09) Station Tour (ages 6-8) 40 kids

### *Mapping*

- Began development of four maps for the northeast sections of the City.
- Prepared changes to the maps near Kentucky Avenue.
- Verified positioning of all City parks on the maps.

## **TRAINING**

The following is a summary of training activities conducted in the Fire Training Division during the weeks of January 1, through January 31, 2009. During the month of January the following activities occurred at the Woodland Fire Department Training Division:

Training conducted at the Training Center including:

- 12 hours of Telestaff / Computer Training
- 24 hours of EMS / CPR Skills Testing (Renewal)
- 10 + hours Engine Company Inspections
- 10 hours Live Fire Training (Rumsey Rancheria Fire Dept)
- 8 hours of High Angle Training
- 12 hours Yolo County Mutual Aid Drill
- 80 + hours of Outside Training / Classes
- 12 hours "Board Up"

During the month of January, career staff reported a total of **690.5** hours of training, resulting in an average of **17.7** hours of training per person.

The reserve staff reported a total of **57.5** hours of training for an average of **6.39** hours of training per person. The reserve staff completed training Ropes Knots, EMS and Live Fire Training.

The Battalion Chiefs had a total of **60** hours of training, and the Fire Prevention Staff had a total of **6** hours of training in the month of January.

**Highlights for the month of January:** Yolo County Mutual Aid Drill; North Tree Burn Trailer Rumsey Rancheria Fire Dept; High Angle Rescue and Annual Hearing Tests.

### **January ~ 2009 Training Hour(s):**

<b>Line Staff</b>	<b>690.5</b>
<b>Battalion Chiefs</b>	<b>60</b>
<b>Fire Prevention</b>	<b>6</b>
<b>Reserves</b>	<b>57.5</b>