



# City of Woodland

## REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: May 5, 2009

SUBJECT: Fire Department Monthly Report for February and March 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 February and March 2009.

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Reviewed by: Tod Reddish  
Fire Chief

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Mark G. Deven  
City Manager

Attachments



## Woodland Fire Department Monthly Status Report Summary – February 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>	\$30,528.73	\$16,017.77	<b>\$14,510.96</b>
<b>Total Incident Responses</b>			
Fire	13	8	-5
EMS/Rescue	257	242	-15
Mutual Aid/Auto Aid/Strike Tm	7	4	-3
Hazardous Cond.	10	10	0
Public Service	48	38	-10
Good Intentions	65	40	-25
False Alarms	14	7	-7
<b>Fire Prevention</b>			
Commercial Inspections	14	34	+20
Plan Reviews	8	14	+6
Business License Inspections	10	9	-1
Permitted Inspections	87	53	-34
Residential Inspections	35	66	+31
Resale Inspections	6	15	+9
Engine Company Inspections	168	220	+52
Weed Abatement	5.5 hours	.5 hours	-.5 hours
Arson Investigations	13.5 hours	20.25 hours	6.75 hours
Pub Ed Events	5	1	-4
<b>Training</b>			
	814 hours	713.5	100.5 hours

**Administration:**

Overtime costs for minimum staffing decreased to its lowest point in the past year during the month of February. These costs will increase as we enter into the 2009 fire season.

**Fire Prevention:**

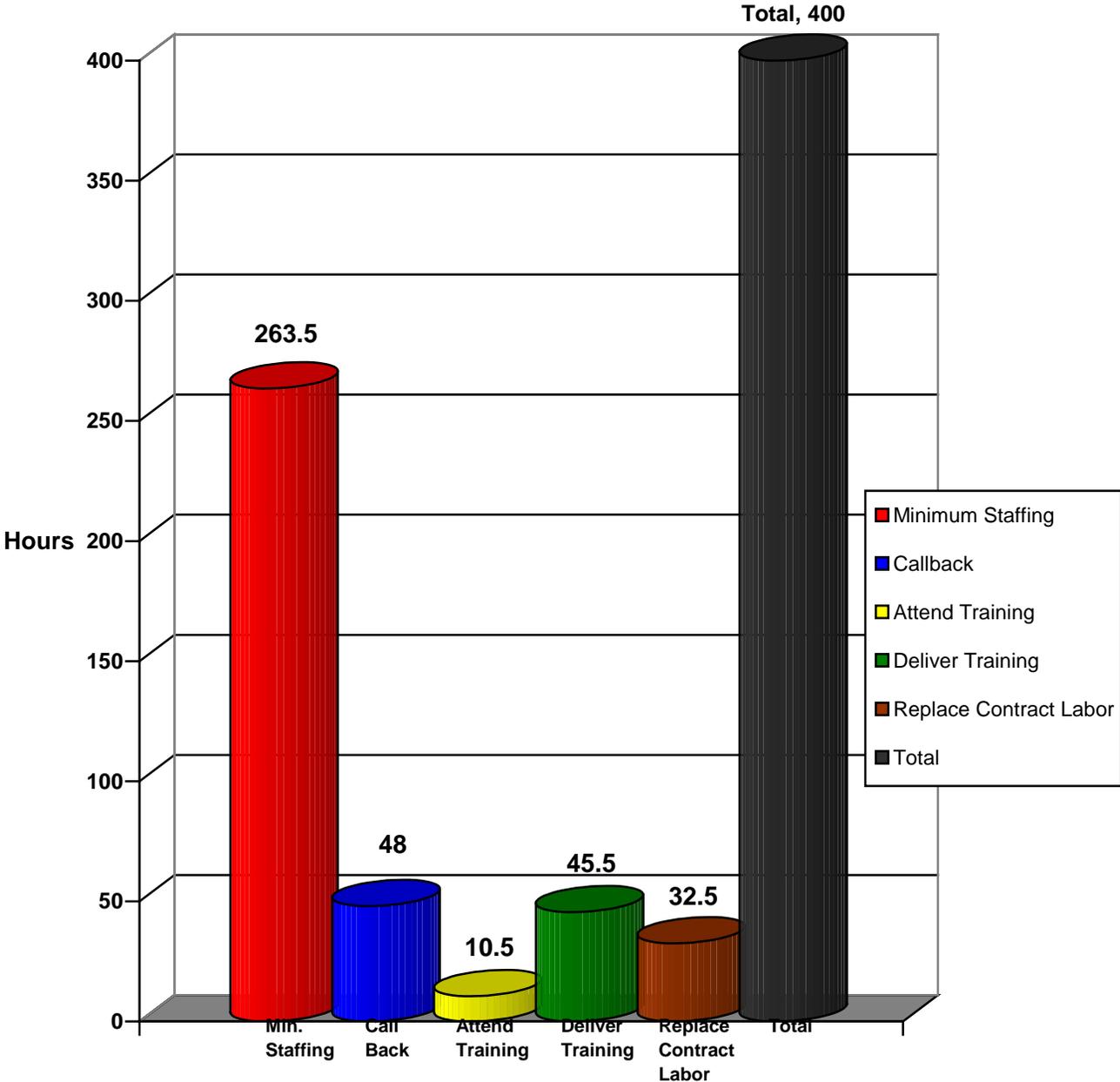
The Prevention staff and Engine Companies continue to perform a large number of permitted, residential, commercial protection systems, business and mercantile inspections.

**Training:**

The month of February brought a CERT (Community Emergency Response Team) Refresher course and the Red Cross hosted CPR Saturday.

# Activity

**ADMINISTRATION** - The Cost of Overtime for the month of February was **\$16,017.77**.



The graph above is a visual summary of the overtime staffing needs for the Fire Department during the weeks of February 1, through February 28, 2009.

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

There were a total of **400**-overtime hours worked during the month of February for a total cost of **\$16,017.77**. They include:

- 263.5-hours of **Minimum Staffing** at a total cost of **\$10,361.24** for the month of February 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 to its lowest level in the month of February. 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 February 2008 to February 2009 was **776.35** hours at a cost of **\$29,427.82**.
- 48-hours were needed for **Call Back Staffing** at a total cost of **\$2,031.30** for the month of February 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 February. There was an average of **134.29** hours used to provide Call Back Staffing at a cost of **\$5,259.45** for the period February 2008 to February 2009.
- 10.5-hours were needed for **Attending Training** at a total cost of **\$493.29** for the month of February 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 due to an increase participation in the CPR re-certifications. There were **38** average hours used to attend training at a cost of **\$1,463.52** per month for the period February 2008 to February 2009.
- 45.5-hours were needed to **Deliver Training** at a cost of **\$1,912.83** for the month of February 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 February 2009 costs in this area decreased, and were spent on ROP activities. The average of **64.33** hours spent delivering training, at an average cost of **\$2,613.39** per month for the period February 2008 –February 2009.
- 32.5-hours were needed for **Replacement Labor** at a cost of **\$1,219.11**. (*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)*)
  - Hours in this category decreased as administrative staff took on more activities that were previously done by line staff. There was an average of **67.67** hours spent for replacement labor, at an average cost of **\$2,442.20** per month for the period February 2008 –February 2009.

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

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

### *Budget Issues*

Staff is diligently analyzing work flow processes in order to identify all possible cost savings and/or revenue generation. One focus of the analysis is on the costs associated with the replacement and maintenance of the department's fleet apparatus.

### *Policy Coordination*

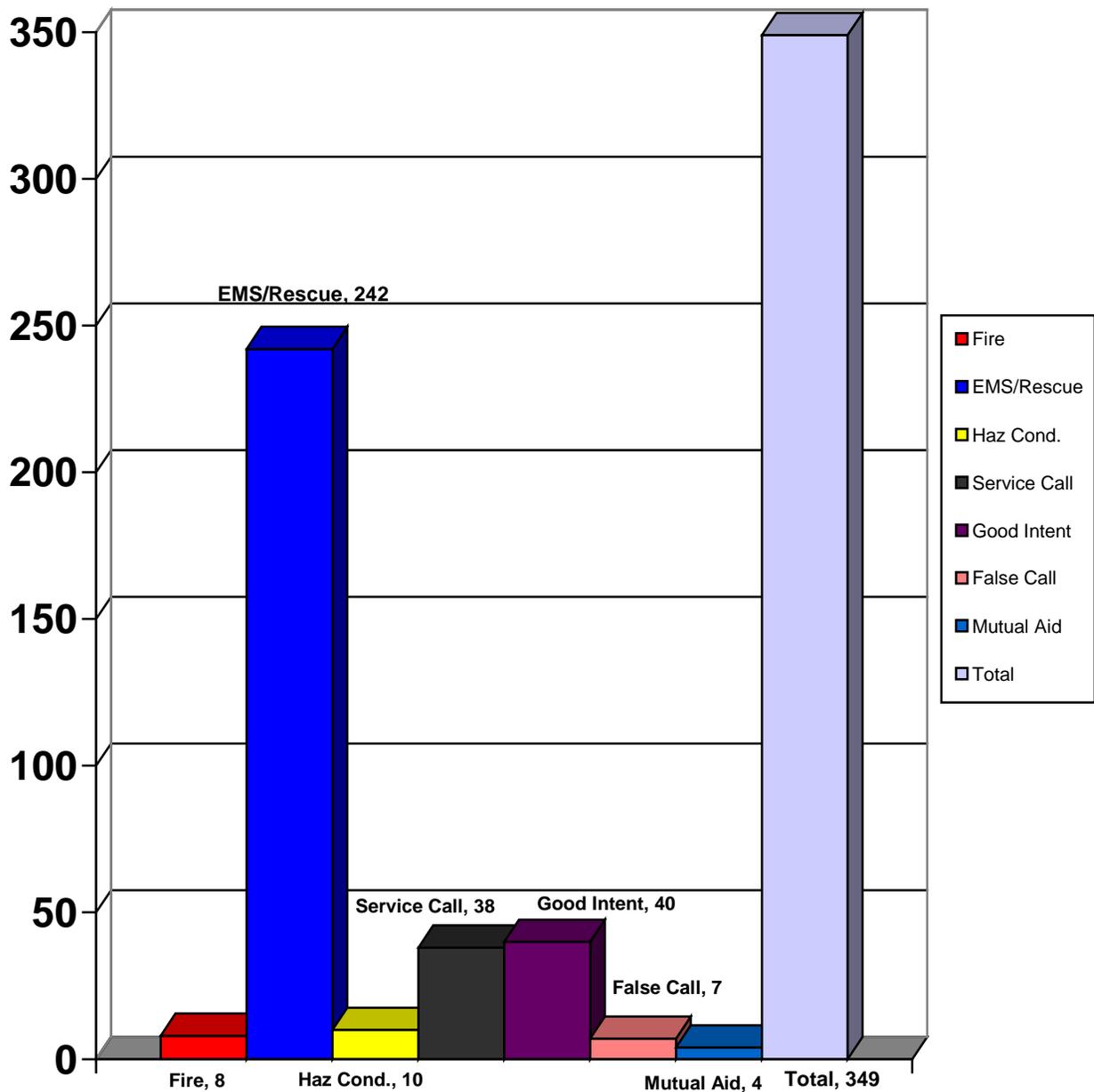
There is no new activity to report in this area.

### *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 February 1, through February 28, 2009. This is in comparison to the annual totals of each type of incident.

## **OPERATIONS**

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

There were a total of **349 Incidents** that the Fire Department responded to in the month of February. They included:

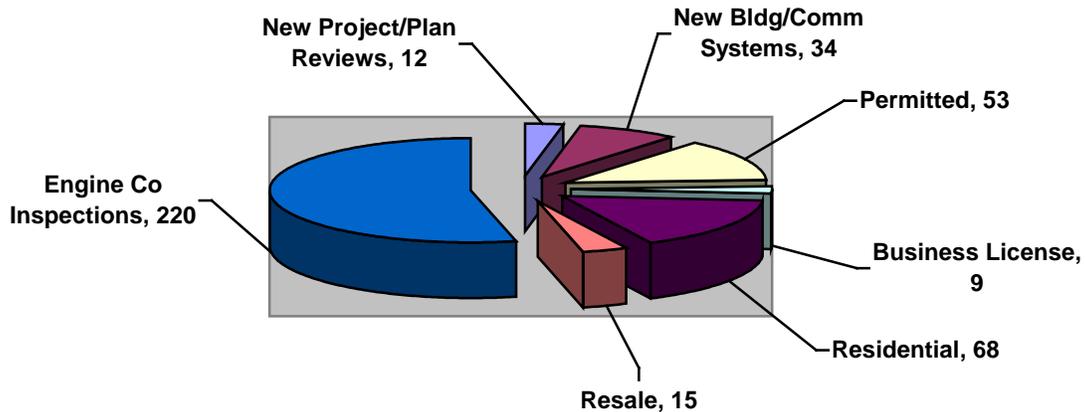
- **8 Fires** that took place in the month of February, for a current annual total of **21**. The **8 fires** included:
  - **1-cooking fire or chimney fires**
  - **2-passenger vehicle fires**
  - **3-dumpster, outside equipment fires**
  - **2-rupture/explosions**
  
- **242 EMS/Rescues** took place in the month of February, for a current annual total of **499**. The EMS/Rescues included:
  - **65-Calls requiring medical assistance**
  - **152-EMS Calls for people with injuries**
  - **7-vehicle accidents with injuries**
  - **17-motor vehicle accidents with or without injuries**
  - **1-extrication of victim(s) from machinery**
  
- There were **10** responses that involved **Hazardous Conditions**, bringing the current annual total to **20**. The Hazardous Conditions included:
  - **3-gasoline, oil or chemical spills**
  - **5- electrical wiring/power lines, arcing**
  - **1-vehicle accident cleanups**
  - **1-attempted burning, illegal action, other**
  
- There were **38 Public Service Calls** handled in the month of February, for a current annual total of **86**. The Public Services Calls included:
  - **10-Calls to assist police or other governmental agencies**
  - **11-calls for public service**
  - **2-invalid public assistance calls**
  - **14-cover assignment, standby, move up**
  - **1-unauthorized burning**
  
- **40 Good Intentions** calls were responded to in the month of February, for a current annual total of **105**. The calls included:
  - **24-calls that were cancelled en route or CAD error**
  - **9-no incident found on arrivals**
  - **1-hazmat release investigation w/no hazmat**
  - **3-Steam, smoke, odor of smoke, barbeque, authorized burning**
  - **1-EMS call, party transported by non-fire agency**
  - **2-Good intent call, other**
  
- **4 Mutual Aid Calls** were responded to in the month of February, for a current annual total of **11**. The calls included aid to:
  - **1-Yolo Fire Protection District**
  - **1-U.C. Davis Fire Department**
  - **2-Willow Oak Fire Protection District**
  
- There were **7 False Alarm Calls** made in the month of February, for a current annual total of **21**.

**Total Incidents to Date for 2009 - 763**

**Average Response Time for First Due Units: Fire: 5:56 Minutes EMS: 4:51**

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

Commercial	
1	New Project Development Reviews
11	Plan Reviews
8	New Building Inspections
26	Commercial Fire Protection Systems
Permit	
53	Fire Permitted Annual Inspections
Business License	
9	Business License Inspections
Residential	
2	Residential Automatic Sprinkler System Plan Reviews
66	Residential Automatic Sprinkler System Inspections
15	Resale Residential Sprinkler Inspections
Engine Company	
220	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 hour on weed abatement projects.

### *Arson Investigation*

- **20.25 hours** of investigation were performed in the month of February.

### *Public Education*

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

- Mosquito Vector Control (2/3/09) Extinguisher Training 20 adults

### *Mapping*

- Created 4 new map pages to complete the Northern part of the City's response districts. Until now the department used County maps for this area, which were hard to read and not consistently updated. We now have maps 211, 213, 411 and 413, which represent this district.
- Added and verified missing parks on all map pages
- Made minor repairs to map pages 66, 29, 49, 53 and 73
- Created 4 small response area maps for each Engine Company, specifically designed for their response districts. These new maps were developed to assist the crews in finding map pages quicker and easier.
- Conducted a map by map quality control check, verifying all links, addresses, changes and small clerical changes to be sure each map was correct and up to date.

## **TRAINING**

The following is a summary of training activities conducted in the Fire Training Division during the weeks of February 1, through February 28<sup>th</sup>, 2009. During the month of February the following activities occurred at the Woodland Fire Department Training Division:

Training conducted at the Training Center included:

- 12 hours of On-line UL Training
- 12 hours of EMS / OBGYN
- 10 + hours Engine Company Inspections
- 12 hours Evolutions
- 12 hours of Fire Prevention / Exits
- 8 hours CPR Saturday
- 80 + hours of Outside Training / Classes

During the month of February, career staff reported a total of **542.5** hours of training resulting in an average of **13.9** hours of training per person.

The reserve staff reported a total of **42** hours of training for an average of **4.67** hours of training per person. The reserve staff completed training on Hose Evolutions, and EMS.

The Battalion Chiefs had a total of **81** hours of training, and the Fire Prevention Staff had a total of **48** hours of training in the month of February.

**Highlights for the month of February:** CERT Refresher (Community Emergency Response Team); Red Cross / CPR Saturday and All Staff Meeting with Mark Deven, City Manager on City of Woodland Budget challenges.

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

<b>Line staff</b>	<b>542.5</b>
<b>Battalion Chiefs</b>	<b>81</b>
<b>Fire Prevention</b>	<b>48</b>
<b>Reserves</b>	<b>42</b>



## Woodland Fire Department Monthly Status Report Summary – March 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>	\$16,017.77	\$21,525.44	\$5,507.67
<b>Total Incident Responses</b>			
Fire	8	21	+13
EMS/Rescue	242	217	-25
Mutual Aid/Auto Aid/Strike Tm	4	4	0
Hazardous Cond.	10	13	+3
Public Service	38	27	-11
Good Intentions	40	40	0
False Alarms	7	24	+17
<b>Fire Prevention</b>			
Commercial Inspections	34	21	-13
Plan Reviews	14	19	+5
Business License Inspections	9	13	+4
Permitted Inspections	53	59	+6
Residential Inspections	66	29	-37
Resale Inspections	15	12	-3
Engine Company Inspections	220	64	-156
Weed Abatement	.5 hours	5.5 hours	+5 hours
Arson Investigations	20.25 hours	14.75 hours	-5.5 hours
Pub Ed Events	1	8	+7
<b>Training</b>			
	713.5 hours	1,057 hours	+343.5 hours

**Administration:**

Overtime costs for minimum staffing increased slightly in the month of March due to illness and training delivery.

**Fire Prevention:**

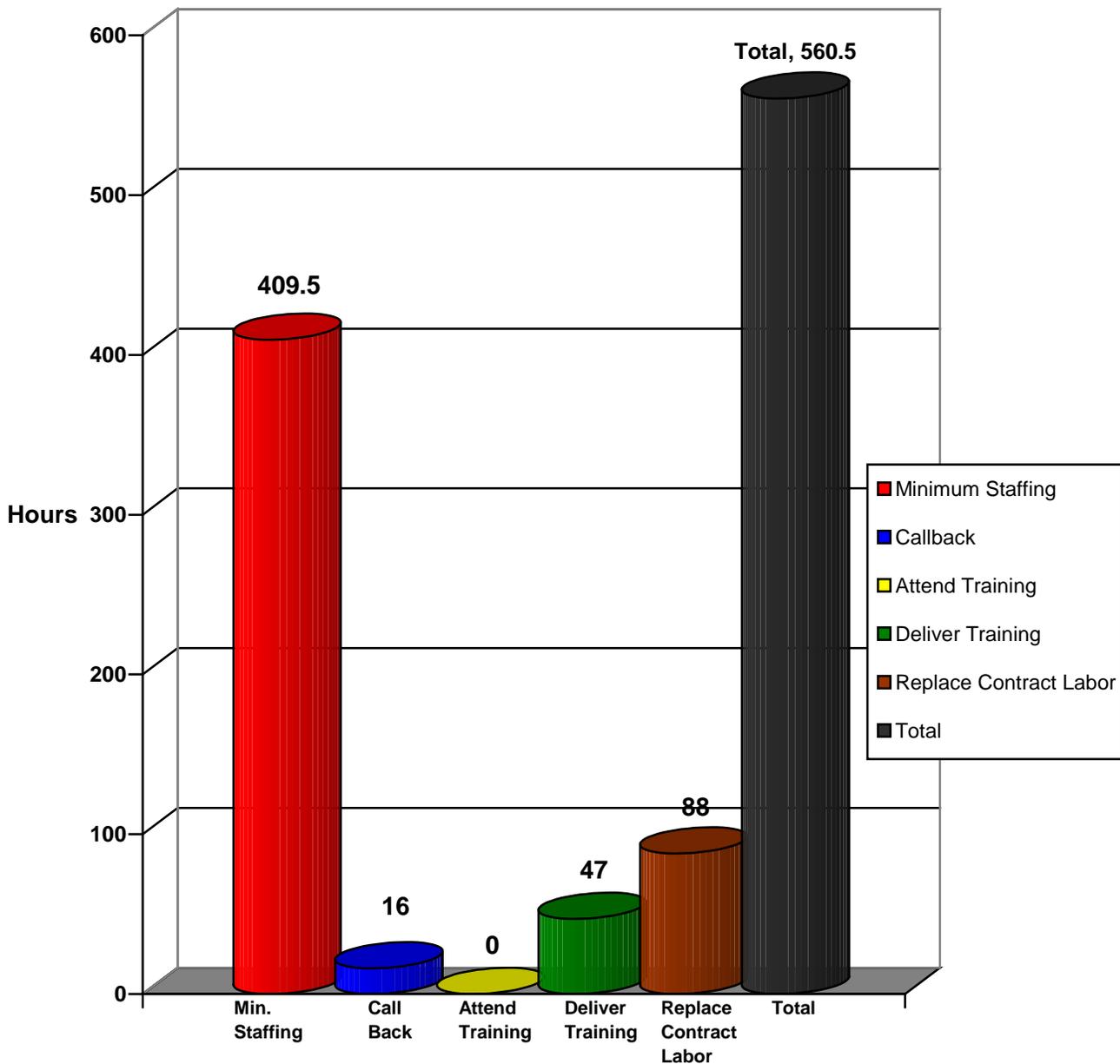
The Prevention staff and Engine Companies continue to perform a large number of permitted, residential, commercial protection systems, business and mercantile inspections.

**Training:**

The month of March brought the Yolo County Office of Education ROP Fire Science Academy Graduation and the delivery of the new SCBAs (Self Contained Breathing Apparatus).

## Activity

**ADMINISTRATION** - The Cost of Overtime for the month of March was **\$21,525.44**.



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

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

There were a total of **560.5**-overtime hours worked during the month of March for a total cost of **\$21,525.44**. They include:

- 409.5-hours of **Minimum Staffing** at a total cost of **\$15,620.84** for the month of March 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 increased slightly in the month of March. 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 March 2008 to March 2009 was **760.38** hours at a cost of **\$28,787.09**.
- 16-hours were needed for **Call Back Staffing** at a total cost of **\$583.68** for the month of March 2009. (*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 March. There was an average of **134.96** hours used to provide Call Back Staffing at a cost of **\$5,285.35** for the period March 2008 to March 2009.
- 0-hours were needed for **Attending Training** at a total cost of **\$0.00** for the month of March 2009. (*Attending Training is necessary to ensure that all mandatory training requirements for both full-time and reserve personnel are completed.*)
  - There were **31.67** average hours used to attend training at a cost of **\$1,201.30** per month for the period March 2008 to March 2009.
- 47-hours were needed to **Deliver Training** at a cost of **\$1,978.32** for the month of March 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 March 2009 costs in this area increased slightly. The average of **65.67** hours spent delivering training, at an average cost of **\$2,679.74** per month for the period March 2008 –March 2009.
- 88-hours were needed for **Replacement Labor** at a cost of **\$3,342.60**. (*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)*)
  - Hours in this category increased due to the RMS update and the Honor Guard usage. There was an average of **67.08** hours spent for replacement labor, at an average cost of **\$2,430.97** per month for the period March 2008 –March 2009.

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

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

### *Budget Issues*

Overtime increased slightly in March due to illness and training delivery. These costs will begin to increase as we near fire season due to minimum staffing requirements and our current staffing level.

### *Policy Coordination*

There is no new activity to report in this area.

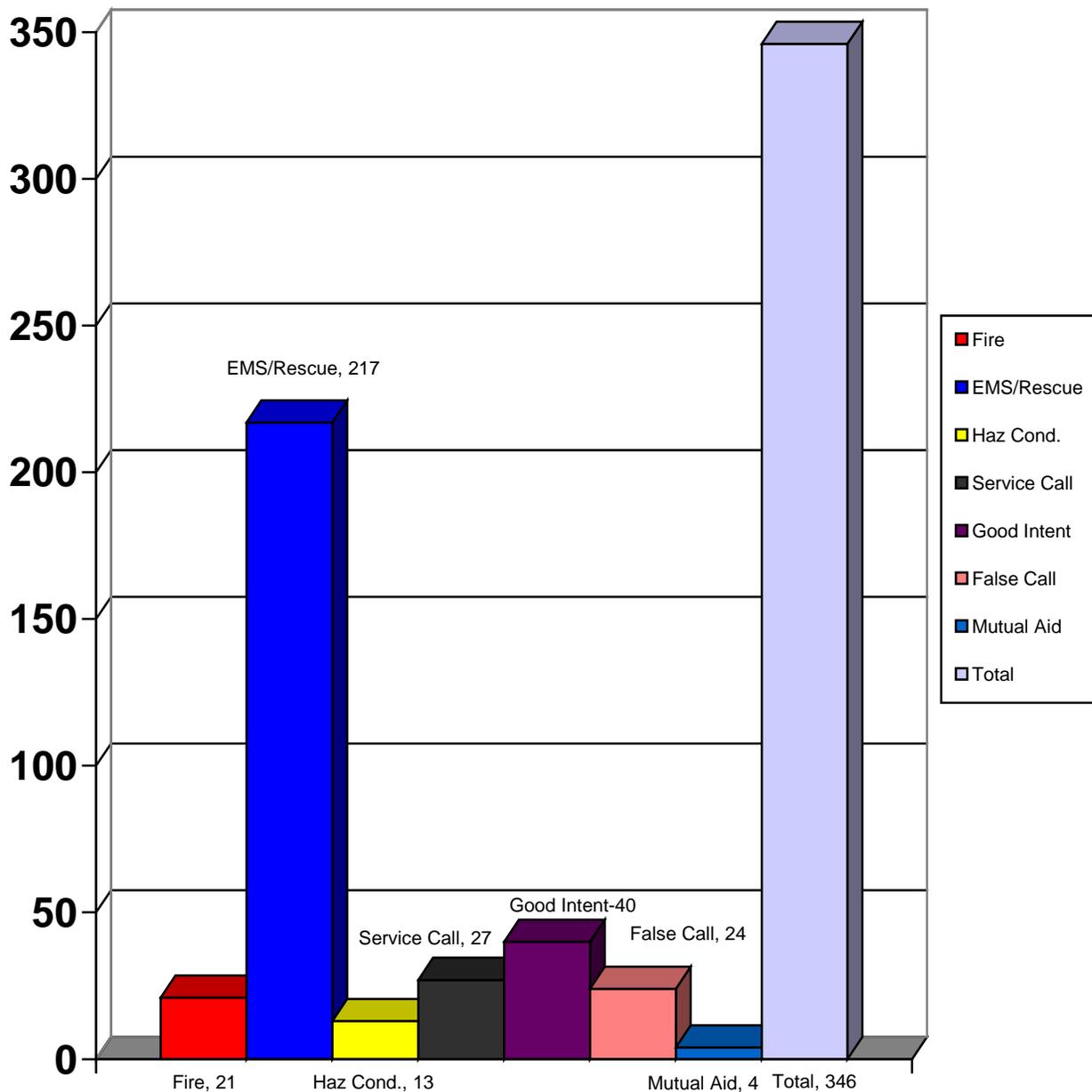
### *Web Page*

Many updates occurred in March, including updates to staff biographies, new FAQ's, new photos added to the archived pages and additional links added to local, state and national fire related sites.

## 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 March 1, through March 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 **346 Incidents** that the Fire Department responded to in the month of March. They included:

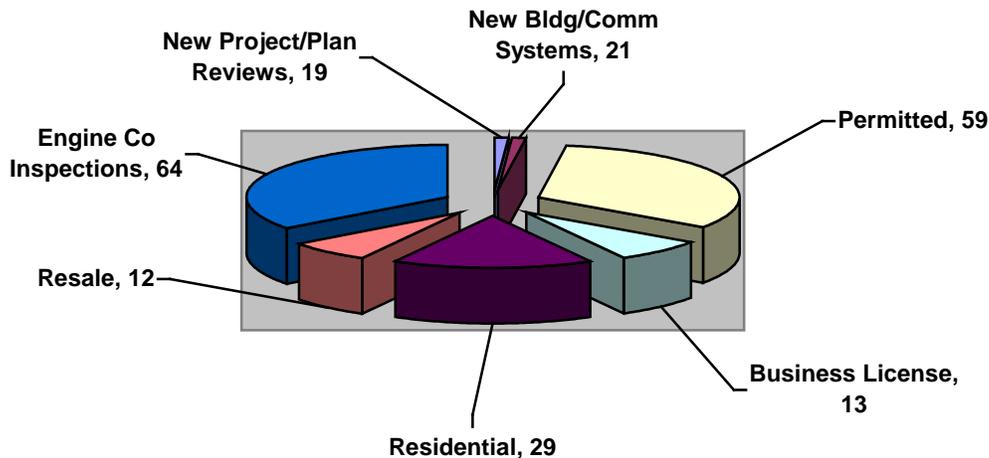
- **21 Fires** that took place in the month of March, for a current annual total of **42**. The **21 fires** included:
  - **3-cooking fire or building fires**
  - **6-passenger or road freight vehicle fires**
  - **11-dumpster, outside equipment fires**
  - **1-fire, other**
  
- **217 EMS/Rescues** took place in the month of March, for a current annual total of **716**. The EMS/Rescues included:
  - **53-Calls requiring medical assistance**
  - **151-EMS Calls for people with injuries**
  - **2-vehicle accidents with injuries**
  - **9-motor vehicle accidents with or without injuries**
  - **2-mother vehicle/pedestrian accident (MV Ped)**
  
- There were **13** responses that involved **Hazardous Conditions**, bringing the current annual total to **33**. The Hazardous Conditions included:
  - **5-gasoline, oil or chemical spills**
  - **6- electrical wiring/power lines, arcing**
  - **1-aircraft standby**
  - **1-attempted burning, illegal action, other**
  
- There were **27 Public Service Calls** handled in the month of March, for a current annual total of **113**. The Public Services Calls included:
  - **1-Calls to assist police or other governmental agencies**
  - **9-calls for public service**
  - **5-invalid public assistance calls**
  - **9-cover assignment, standby, move up**
  - **3-lock-out, ring/jewelry removal/water problem, other**
  
- **40 Good Intentions** calls were responded to in the month of March, for a current annual total of **145**. The calls included:
  - **23-calls that were cancelled en route or CAD error**
  - **11-no incident found on arrivals**
  - **1-hazmat release investigation w/no hazmat**
  - **1-Steam, smoke, odor of smoke, barbeque, authorized burning**
  - **4-Good intent call, other**
  
- **4 Mutual Aid Calls** were responded to in the month of March, for a current annual total of **15**. The calls included aid to:
  - **1-Yolo Fire Protection District**
  - **2- Davis Fire Department**
  - **1-Willow Oak Fire Protection District**
  
- There were **24 False Alarm Calls** made in the month of March, for a current annual total of **45**.

**Total Incidents to Date for 2009 - 1,109**

**Average Response Time for First Due Units: Fire: 6:18 Minutes EMS: 4:45**

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

Commercial	
2	New Project Development Reviews
17	Plan Reviews
2	New Building Inspections
19	Commercial Fire Protection Systems
Permit	
59	Fire Permitted Annual Inspections
Business License	
13	Business License Inspections
Residential	
1	Residential Automatic Sprinkler System Plan Reviews
28	Residential Automatic Sprinkler System Inspections
12	Resale Residential Sprinkler Inspections
Engine Company	
64	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*

- **14.75 hours** of investigation were performed in the month of March.

### *Public Education*

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

- Boy Scout – Pact 166 (3/23/09) Station Tour – (ages 10-11) 7 kids
- Latino Campaign (3/7/09) Health Fair (ages 1-18) 400 kids
- Woodland Community College (3/9-10/09) Career Day (ages 14-18) 200 kids
- Douglas Middle School (3/13/09) Career Day (ages 12-15) 800 kids
- Sarah Duncan – B Day (3/15/09) Station Tour (ages 1-7) 15 kids
- Ark Preschool – Station Tour (ages 3-5) 15 kids
- Beamer Elementary (3/26/09) Fire Safety (ages 5-6) 60 kids

### *Mapping*

- Taught a map class to all fire personnel to show updates to the maps from the last quarter.
- Updated maps on all the computers on the engines.

## TRAINING

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

Training conducted at the Training Center including:

- 12 hours of Apparatus (Quint) Check-out Procedures
- 12 hours of EMS / Cardiac Emergencies
- 10 + hours Engine Company Inspections
- 12 hours MCI Drills
- 12 hours of Maps
- 12 hours SCBA Training
- 12 hours STRUT Training
- 12 hours of Ladder Training
- 80 + hours of Outside Training / Classes

During the month of March, career staff reported a total of **844.5** hours of training, resulting in an average of **21.7** hours of training per person.

The reserve staff reported a total of **46** hours of training for an average of **5.11** hours of training per person. The reserve staff completed ladder training, EMS and SCBA Training.

There were a total of **86.5** hours of training for the Battalion Chiefs, and **80** total hours of training for the Fire Prevention Staff.

**Highlights for the month of March:** ROP Fire Science Academy Graduation and the delivery of the "New" SCBA (Self Contained Breathing Apparatus).

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

<b>Line staff</b>	<b>844.5</b>
<b>Battalion Chiefs</b>	<b>86.5</b>
<b>Fire Prevention</b>	<b>80</b>
<b>Reserves</b>	<b>46</b>