

FIRE DEPARTMENT

STATEMENT OF PURPOSE

To ensure that the community's emergency resources and prevention services are effectively and efficiently delivered and managed. The fire department provides Emergency Services, which include pre-hospital emergency medical services at the EMT-1D level (defibrillation); response to structural, vehicular and vegetation fires, hazardous materials response, water rescue, public assistance and other emergencies. The Prevention Services we provide include fire and life safety inspections, plan review services; public education on fire safety and fire prevention; fire investigations, and youth fire diversion program. In order to provide excellent service in emergency and prevention we have a training division that trains and prepares the firefighters to respond to a wide diversity of emergency incidents.

EMERGENCY SERVICES MANAGEMENT— DIVISION 51

Supports all other divisions within the Fire Department in planning, organizing and directing the activities of the Fire Department. Develops policies and procedures consistent with adopted standards and city policy; evaluates service level requirements to ensure efficient delivery.

- Service Delivery Analysis
- Budget Preparation and Implementation
- Goals and Objectives
- Records Management
- Administrative Support to All Divisions
- Coordinate Citywide Emergency Operations

OPERATIONS— DIVISION 52

Provides for the emergency response and management of medical emergencies, fires, hazardous materials spills, natural disasters, public assistance, water rescue and other emergencies.

- Emergency Response
- Emergency Management
- Pre-fire Planning
- Apparatus Management
- Mutual Aid
- Equipment Management
- Automatic Aid
- Map Development
- Station Operations





PREVENTION – DIVISION 53

Ensures enforcement of state and local building and fire codes as they relate to fire safety.

- Fire Safety Inspections
- Fire Investigations
- Plan Review
- Public Education
- Weed Abatement
- Youth Fire Diversion
- Water Supply
- Permits



TRAINING – DIVISION 54

Responsible for the delivery of training programs for the professional development of fire department employees. Prepares the employees to provide an effective response force to mitigate emergencies and potential emergencies. Also prepares the employee to provide prevention services to the public.

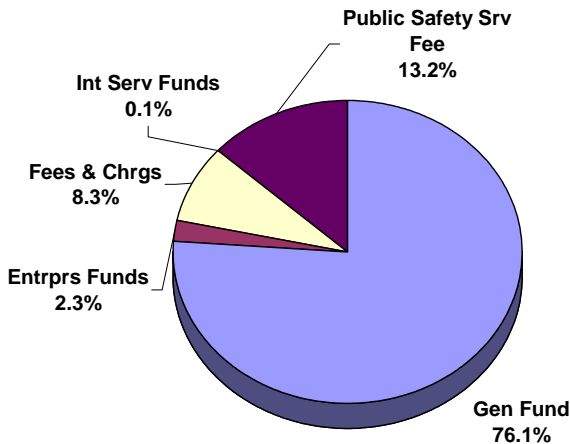
- Professional Development
- Automatic & Mutual Aid Training
- Communications Management
- Occupational Safety
- Volunteer Program

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>Budget</u> <u>2003-04</u>	<u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
General Fund Support	4,183,850	5,011,002	4,819,568	5,467,201
Enterprise Funds	113,477	161,161	130,568	164,130
Fees & Charges	624,282	667,614	691,331	594,585
Grants/Designated Revenue	4,006	80,171	80,977	0
Internal Service Funds	0	0	0	10,000
Public Safety Srv Fee/Tax	718,191	779,081	917,722	949,573
Total Revenues	5,643,806	6,699,029	6,640,166	7,185,489

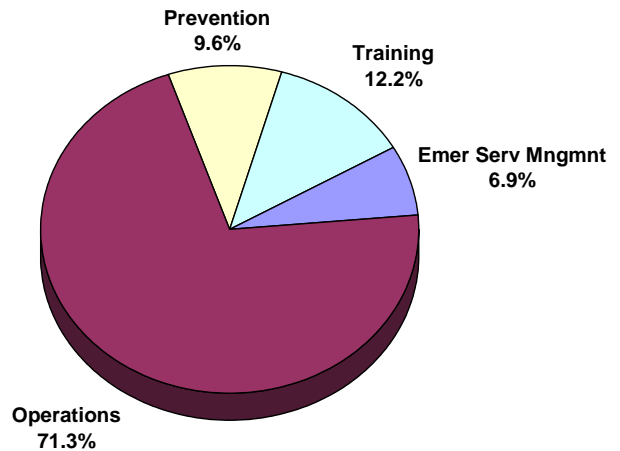
Expenses by Division	Actual	Adjusted	Estimated	Proposed
<u>Division</u>	<u>2002-03</u>	<u>Budget</u> <u>2003-04</u>	<u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
Emergency Services Management	429,455	541,992	520,577	496,057
Operations	4,118,898	4,801,459	4,840,762	5,120,649
Prevention	345,504	546,914	406,845	691,718
Training	749,949	808,664	871,982	877,065
Total Expenditures	5,643,806	6,699,029	6,640,166	7,185,489

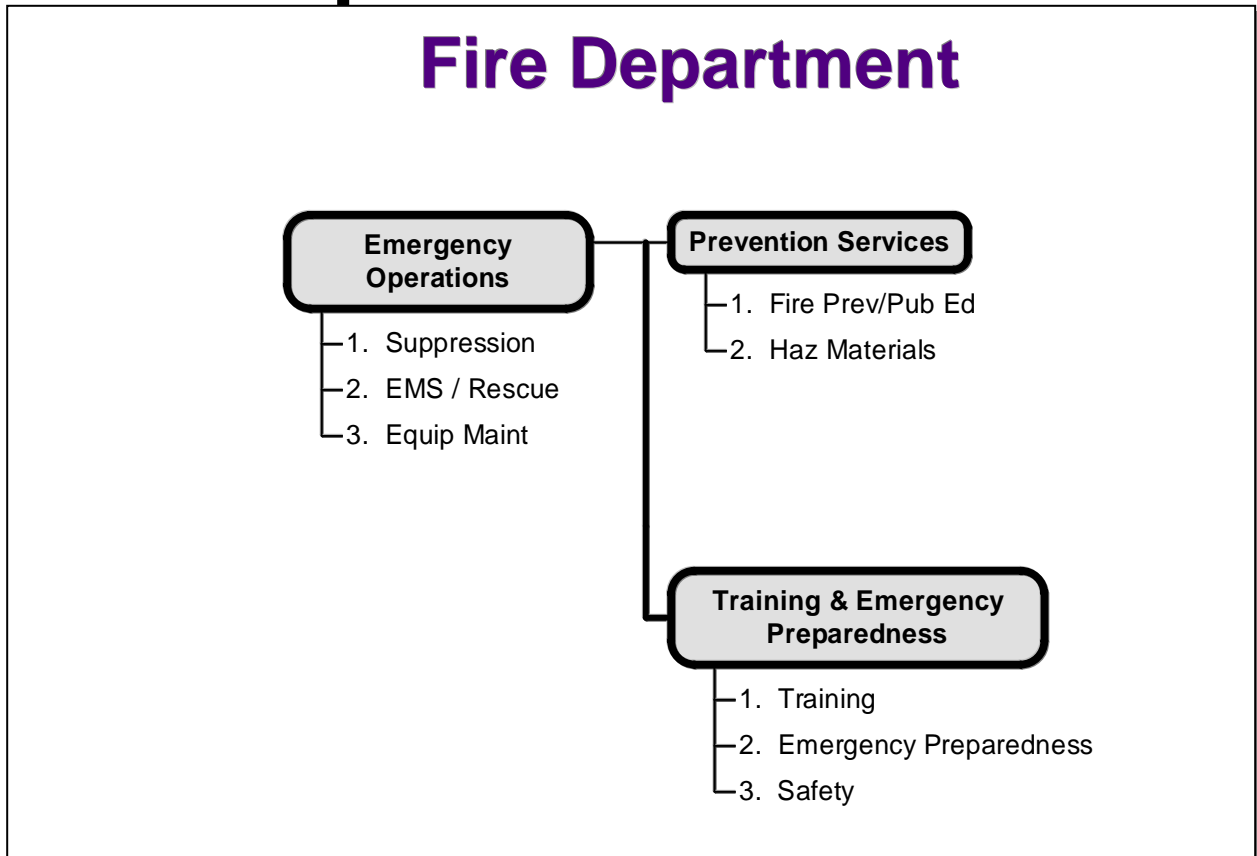
Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>Budget</u> <u>2003-04</u>	<u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
Capital Expenditures	21,017	0	0	10,000
Operating Expenditures	1,034,491	1,240,768	1,215,555	1,113,522
Salaries and Benefits	4,588,298	5,458,261	5,424,611	6,061,967
Total Expenditures	5,643,806	6,699,029	6,640,166	7,185,489

Source of Funds for Proposed Budget 2004-05



Expenses by Division





EMERGENCY SERVICES MANAGEMENT – DIVISION 51

Major Accomplishments in FY 2003-04

- Completed revision of city of Davis Emergency Operations Plan
- Applied for and received a grant for a hazard mitigation plan, including a vulnerability study
- Participated in League of California Cities as president of the fire department section. Additionally, worked on the statewide Wildland Urban Interface issue
- Applied for and received Homeland Security Funding for protective clothing for fire, police and public works employees
- Continued to train city employees in large scale emergency operations
- Participated in bio terrorism training and planning meetings
- Worked with outside agencies to provide effective coordination of terrorism event response
- Initiated a wellness program for emergency responders in the fire department
- Applied for and received a Fire Assistance Grant from the Federal Emergency Management for \$ 408,718 with the assistance of the Grants and Evaluation Coordinator in the Parks and Community Services Department
- Initiated a partnership study with the UC Fire Department

Plans / Goals for FY 2004-05

- Explore the feasibility of a Community Emergency Response Team for the city of Davis
- Start the self assessment process approved by the International Fire Chiefs Association
- Continue to train city employees in large scale emergency operations
- Continue efforts to provide a reliable communication system for emergency notification to the public

Mission Statement:

The Davis Fire Department is a service organization that provides emergency response and preventative services to the City of Davis, East Davis County Fire Protection District, the Springlake Fire Protection District Area "B" and the No Mans Land Fire Protection District. Our mission is to protect the life, property, and environment in our service area. We will deliver these services to the community through an efficient and effective use of our resources, while always providing the highest quality of customer service.

Values:

The members of the Davis Fire Department are guided by the following principles:

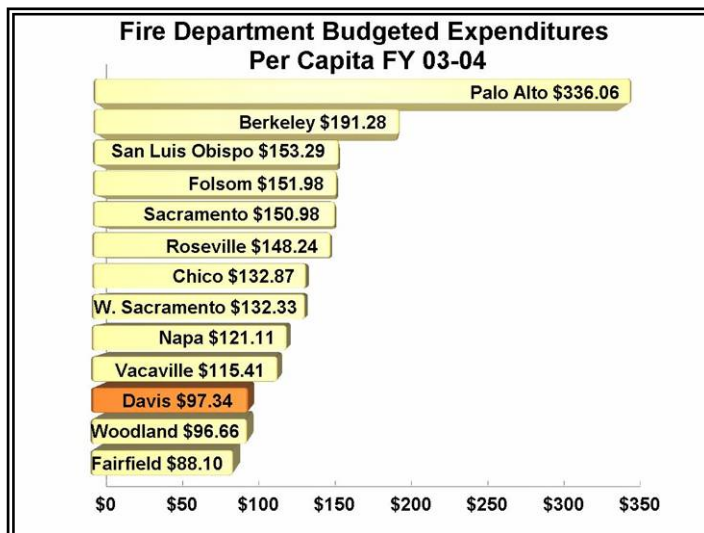
- All employees are valued.
- Employees are encouraged to express opinions and offer suggestions and ideas.
- Responsible behavior and accountability from employees is expected.
- All employees will provide the highest quality of customer service.

How We Measure Up

The city of Davis has 3 fire stations. The administrative and support staff are located at the headquarters station at 530 5th St. Our goal is to respond to citizen requests for information within 3 working days 90% of the time.



The city of Davis Fire Department ranks eleven out of thirteen in expenditures per capita for cities surveyed. The average of all thirteen cities is \$147.38, the median is \$132.87 and the city of Davis is \$ 97.34.



No. 51

Revenues by Fund	Actual <u>2002-03</u>	Adjusted Budget <u>2003-04</u>	Estimated <u>2003-04</u>	Proposed Budget <u>2004-05</u>
General Fund Support	425,214	487,717	465,426	486,057
Fees & Charges	235	31,888	31,958	0
Grants/Designated Revenue	4,006	22,387	23,193	0
Internal Service Funds	0	0	0	10,000
Total Revenues	429,455	541,992	520,577	496,057

Expenses by Category	Actual <u>2002-03</u>	Adjusted Budget <u>2003-04</u>	Estimated <u>2003-04</u>	Proposed Budget <u>2004-05</u>
Capital Expenditures	0	0	0	10,000
Operating Expenditures	104,567	202,039	175,601	125,216
Salaries and Benefits	324,888	339,953	344,976	360,841
Total Expenditures	429,455	541,992	520,577	496,057

OPERATIONS –DIVISION 52

Major Accomplishments in FY 2003-04

- Equipped and put into service the last of the Type 1 Engines
- Completed Confined Space Rescue Program
- Equipped rescue unit with Confined Space Rescue equipment
- Completed Trench Rescue Program
- Put into service a Trench Rescue Equipment Trailer
- Continued to enhance emergency scene operations
- Upgraded Auto-Aid Matrix
- Secured grant to fund and purchase Weapons of Mass Destruction protective equipment
- Introduced new or revised policies and procedures:



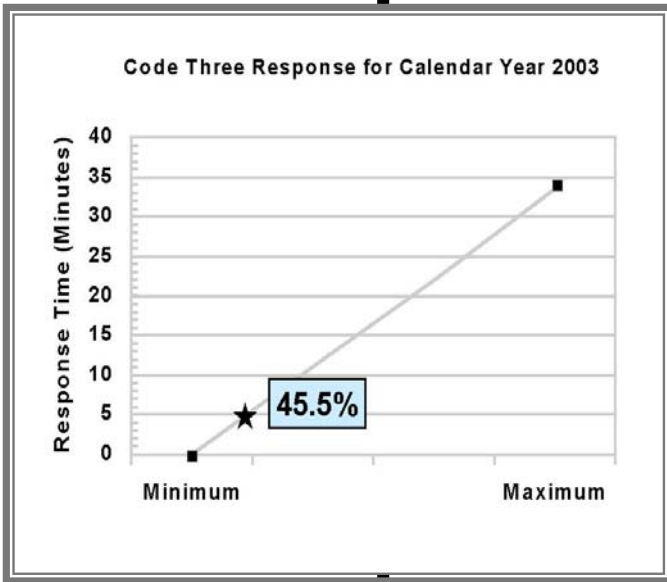
Annual SCBA and Respirator testing program
Use of Protective Equipment procedures
SCBA program
Ladder program
Special Operations program
Civil Disturbance/Terrorism program
Duty Chiefs program
Children Safe Haven

Plans / Goals for FY 2004-05

- Upgrade radio system
- Enhance dispatch procedure
- Continue plan to achieve 5 minute response to 90% of calls with adequate personnel
- Replace and put into service a new water tender
- Purchase and equip a new Special Operations Light/Air Unit
- Apply for grant funding to purchase a marsh/water special rescue craft
- Continue to upgrade and enhance Confined Space and Trench Rescue programs
- Introduce new policies and procedures:
 - Rehab Policy
 - Railroad Transportation Emergency procedures
 - Truck Operation procedures
 - Thermal Image Operation procedures
 - Battalion Chief procedures
 - Wildland Fire procedures

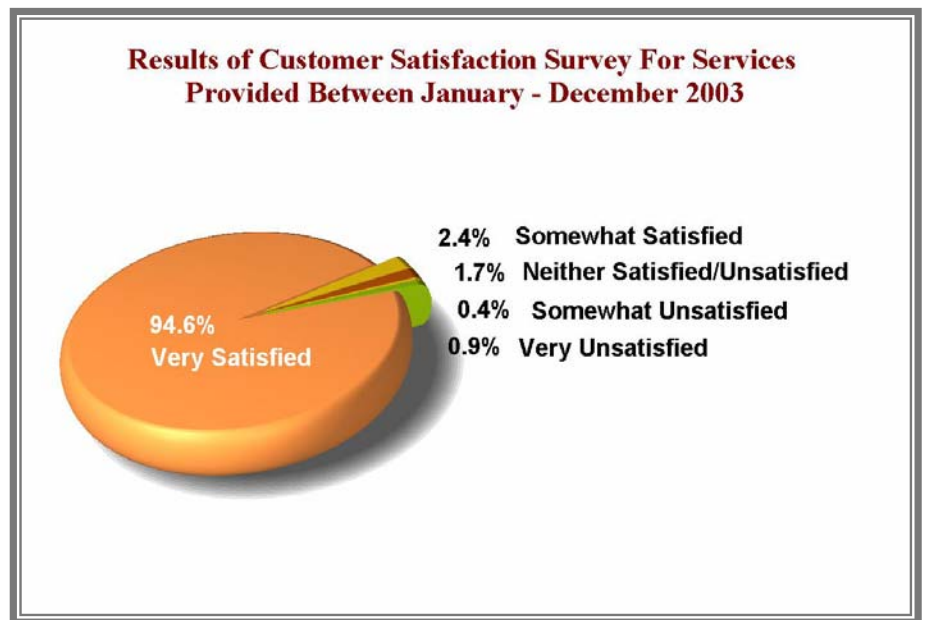
How We Measure Up

In May of 1999, council approved a definition of response time to support the policy statement in the general plan and draft general plan. This definition stated that the Fire Department shall develop and maintain the capacity to reach all areas of the city within a five minute response time for 90% of all code 3 responses.



The graph to the left shows that the Fire Department, with the current three stations, was able to meet this standard 45.5% of the time for calendar year 2003.

Since July 1, 2000, the Fire Department has been sending out surveys to citizens to whom we responded for fire, EMS or other emergency services. With a 24.7% return rate, the results of the survey responses for calendar year 2003 are reflected in the pie chart below.



OPERATIONS DIVISION

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	2,752,694	3,246,507	3,180,793	3,503,051
Enterprise Funds	113,477	161,161	130,568	164,130
Fees & Charges	534,536	556,926	553,895	503,895
Grants/Designated Revenue	0	57,784	57,784	0
Public Safety Srv Fee/Tax	718,191	779,081	917,722	949,573
Total Revenues	4,118,898	4,801,459	4,840,762	5,120,649

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Capital Expenditures	21,017	0	0	0
Operating Expenditures	738,773	790,908	804,804	737,892
Salaries and Benefits	3,359,108	4,010,551	4,035,958	4,382,757
Total Expenditures	4,118,898	4,801,459	4,840,762	5,120,649

PREVENTION – DIVISION 53

Major Accomplishments in FY 2003-04

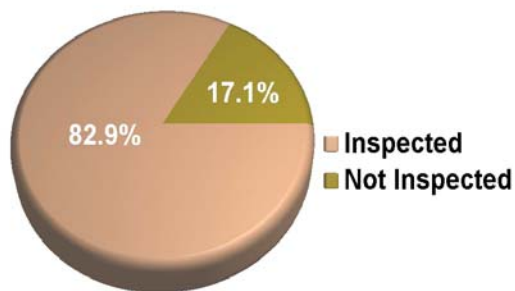
- Fire Prevention Bureau inspected 75% of all public and private schools for fire safety
- Fire suppression (engine company) members inspected 1,180 addresses for compliance with the Fire Code and State Fire Marshal regulations
- Submitted a grant proposal to develop a local ordinance mandating fire sprinklers in all new dwellings in Davis for City Council approval
- Processed building plans to 90% compliance with the Fire Department's 5-working day or 10-working day turnaround goal
- Processed 173 plan reviews for fire and panic safety compliance

Plans / Goals for FY 2004-05

- Fire Prevention Bureau to inspect 90% of all public and private schools for fire safety
- Fire suppression (engine company) members to inspect 90% of all addresses for compliance with the Fire Code and State Fire Marshal regulations
- Continue to turn around building plans on the Fire Department's 5 day or 10 day schedule (depending on plan size)
- Submit a fire protection improvement/remodel plan for each Davis fire station to reduce vulnerability of stations to fire
- Submit a grant proposal to retrofit Davis fire stations with fire sprinklers
- Implement the Federal grant (if funded) and approved by City Council to create a local fire sprinkler ordinance for all single family dwellings in Davis



Engine Company Inspections Completed in Calendar Year 2003



How We Measure Up

Fire safety inspections are performed by uniformed Fire Department members to reduce the number and severity of fires in the department's jurisdiction. This program utilizes suppression personnel assigned to the fire companies, who inspect all properties (except single family dwellings) annually. The program, which emphasizes citizen education regarding fire safety, reduces the incidence of fires in places of assembly, apartment houses and the business community in general.

No. 53

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>Budget</u> <u>2003-04</u>	<u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
General Fund Support	255,993	468,114	301,367	601,028
Fees & Charges	89,511	78,800	105,478	90,690
Total Revenues	345,504	546,914	406,845	691,718

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>Budget</u> <u>2003-04</u>	<u>2003-04</u>	<u>Budget</u> <u>2004-05</u>
Operating Expenditures	66,749	83,767	76,254	86,002
Salaries and Benefits	278,755	463,147	330,591	605,716
Total Expenditures	345,504	546,914	406,845	691,718

TRAINING – DIVISION 54



Major Accomplishments in FY 2003-04

- Conducted new firefighter indoctrination training
- Conducted pipeline safety training
- Conducted confined space awareness with Public Works
- Conducted railroad and rail car safety
- Conducted confined space training
- Conducted trench rescue training
- Conducted flammable liquids pipeline training
- Conducted terrorism consequence management training
- Continued engine company evolutions

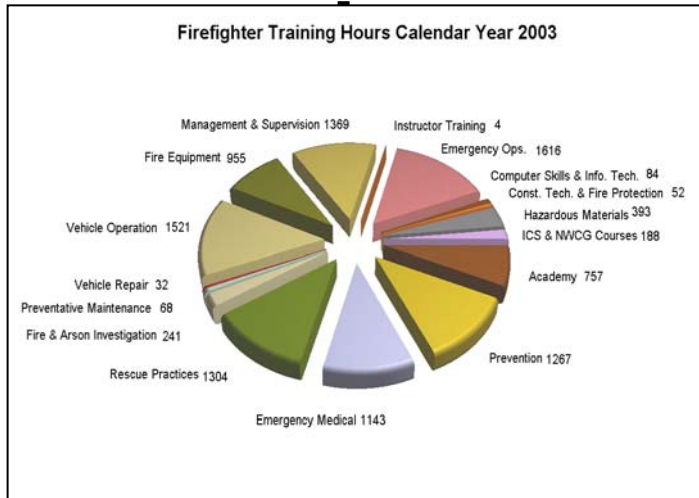


Plans / Goals for FY 2004-05

- Conduct driver safety course training
- Conduct fire investigation-vegetation training
- Conduct water rescue training
- Conduct duty chief training
- Conduct military explosives awareness training
- Conduct candidate physical abilities test
- Conduct acting captain training

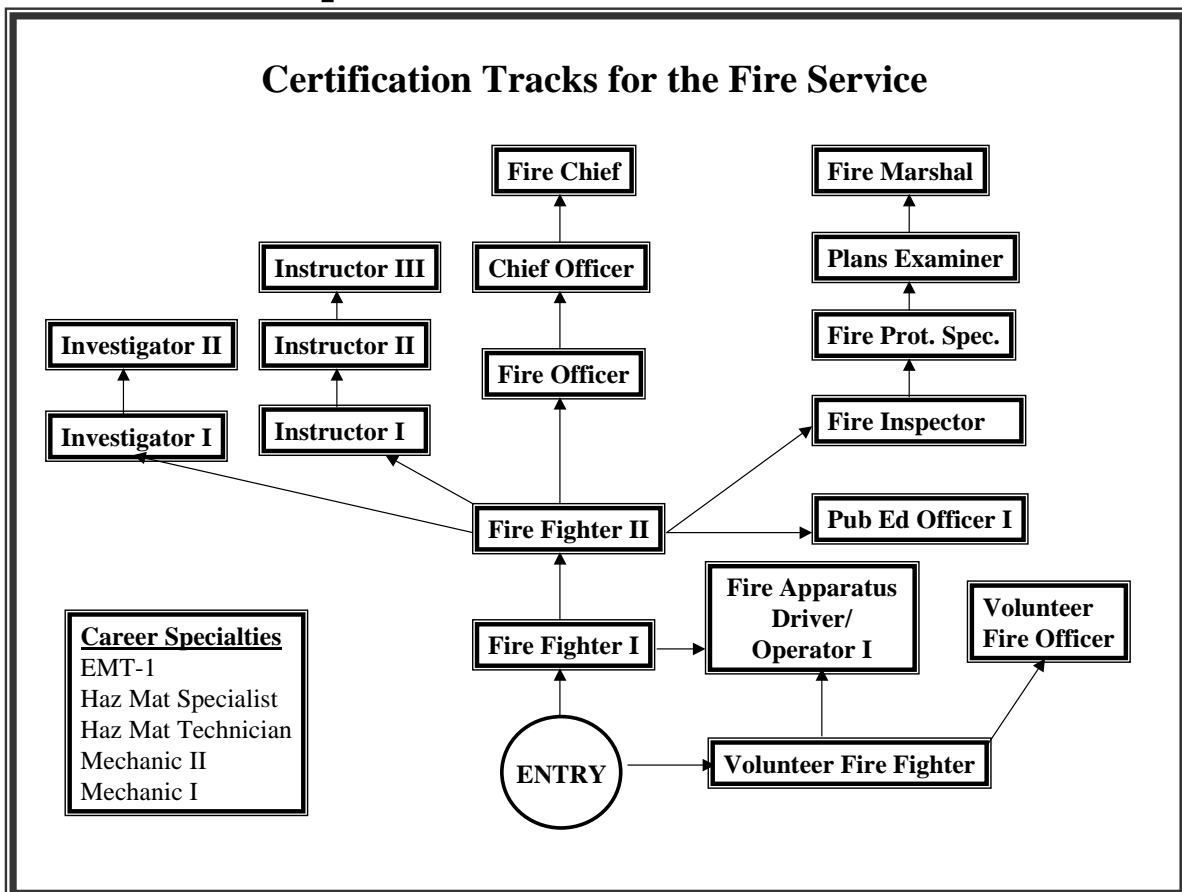


How We Measure Up



Training is provided for all probable risks, the training is both manipulative and cognitive. The number of training hours varies as firefighters move through career development stages.

The State of California has established certification tracks for firefighters to pursue. The office of the State Fire Marshal oversees the educational requirements of all certification tracks.



No. 54

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	749,949	808,664	871,982	877,065
Total Revenues	749,949	808,664	871,982	877,065

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Operating Expenditures	124,402	164,054	158,896	164,412
Salaries and Benefits	625,547	644,610	713,086	712,653
Total Expenditures	749,949	808,664	871,982	877,065



**Fire Department
Human Resources FY 04/05**

Position Title	2004-05 FTE	Step 1	Step 5
Fire Business Manager	1.00	75,889	92,243
Fire Captain	10.00	42,279	51,390
Fire Chief	1.00	99,263	120,655
Fire Division Chief	3.00	82,719	100,545
Firefighter I	11.00	33,419	40,622
Firefighter II	25.00	36,765	44,687
Office Assistant II	1.00	26,752	32,517
Total Regular Full-Time FTE'S	52.00		
Administrative Aide	0.75	35,606	43,280
Office Assistant II - Conf	0.75	26,752	32,517
Total Regular Part-Time FTE'S	1.50		
Intern	0.05	15,065	18,299
Total Temporary Part-Time FTE'S	0.05		
Total Fire Department	53.55		

