

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 response to structural, vehicular and vegetation fires, emergency services, which include pre-hospital emergency medical services at the EMT-1D level (defibrillation); hazardous materials response, special operations (confined space, trench, low angle, and 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 response and prevention activities we have a training division that trains and prepares the firefighters to respond to a wide range of risks which may occur in the community.

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 fires, medical emergencies, 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/Youth Fire Diversion
- Water Supply
- Weed Abatement
- Fire Code Permits
- Fire and Life Safety Advice



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

Revenues by Fund

<u>Source of Funds</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
General Fund Support	7,007,839	5,871,553	7,137,405	7,161,831
Enterprise Funds	109,540	44,234	138,901	138,675
General Fund Fees & Charges	870,265	862,378	847,361	871,143
General Fund Grants/Desig. Rev	251,464	25,771	0	7,100
Internal Service Funds	0	0	15,000	14,000
Public Safety Srv Fee/Tax	1,180,715	2,181,528	1,226,570	1,271,536
Total Revenues	9,419,823	8,985,464	9,365,237	9,464,285

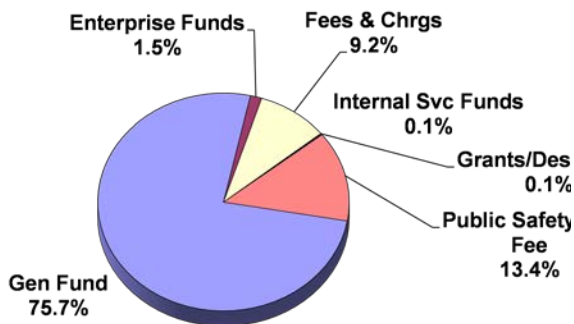
Expenses by Division

<u>Division</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
Emergency Svcs Mgmt	501,702	335,662	391,576	496,601
Operations	7,284,350	7,039,460	7,245,365	7,190,317
Prevention	402,253	434,092	526,433	560,800
Training	1,231,518	1,176,250	1,201,863	1,216,567
Total Expenditures	9,419,823	8,985,464	9,365,237	9,464,285

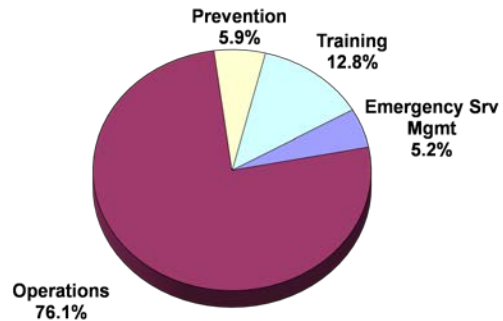
Expenses by Category

<u>Expenditures</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
Capital Expenditures	30,018	0	15,000	14,000
Operating Expenditures	1,479,141	1,356,811	1,612,598	1,629,624
Salaries and Benefits	7,910,664	7,628,653	7,737,639	7,820,661
Total Expenditures	9,419,823	8,985,464	9,365,237	9,464,285

Source of Funds for 2012-13 Budget

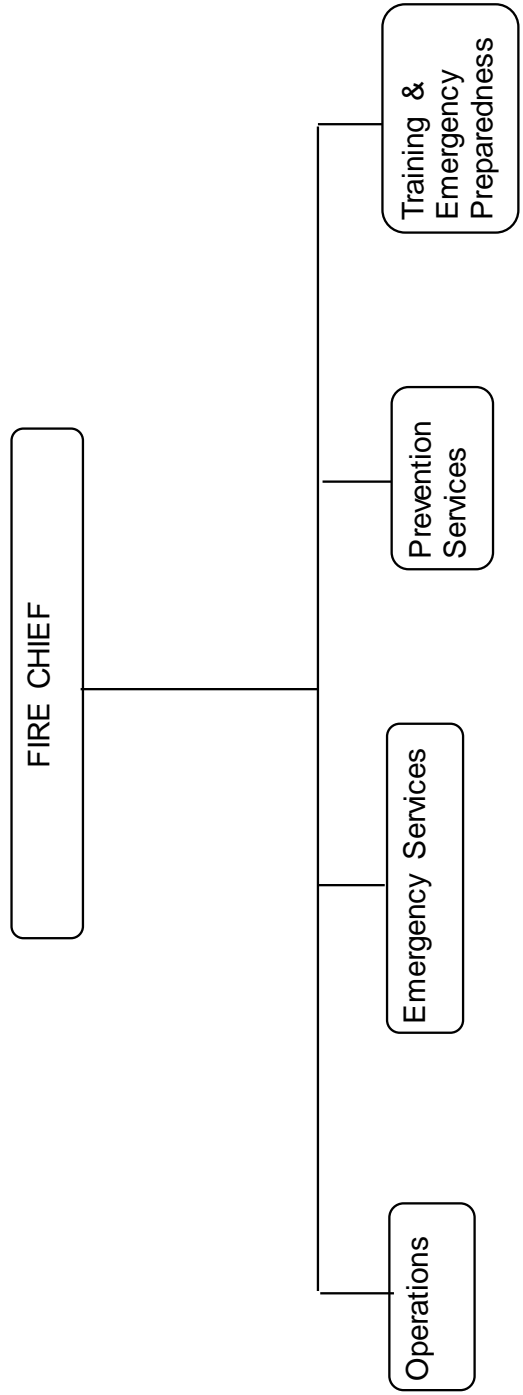


Expenses by Division



		EXPENDITURES BY CATEGORY						FUNDING SOURCES			
Department/Program	Salaries & Benefits w ot	Salaries & Benefits	Overtime	Professional Services	Other Expenses	Program Total	General Fund	General Fund Fees & Charges	General Fund Grants/ Designated Revenue	Total General Fund Support	Other Funds
FIRE											
5101 - Emergency Svcs Mgmt	393,097	393,097	0	0	103,504	496,601	489,461	40	7,100	496,601	0
5201 - Operations	4,910,128	4,662,801	247,327	0	785,967	5,696,095	3,674,716	749,843	0	4,424,559	1,271,536
5226 - Equipment & Facilities Maintenance	1,035,534	1,002,400	33,134	0	320,013	1,355,547	1,341,547	0	0	1,341,547	14,000
5235 - Haz.Mat Clean Up	75,274	65,085	10,189	0	63,401	138,675	0	0	0	0	138,675
5304 - Prevention	177,457	156,797	20,660	1,750	90,490	269,697	269,197	500	0	269,697	0
5305 - Plan Checks & Inspections	274,413	269,774	4,639	14,000	2,690	291,103	170,343	120,760	0	291,103	0
5401 - Training	954,758	919,758	35,000	4,600	257,209	1,216,567	1,216,567	0	0	1,216,567	0
TOTAL FIRE	7,820,661	7,469,712	350,949	20,350	1,623,274	9,464,285	7,161,831	871,143	7,100	8,040,074	1,424,211

FIRE DEPARTMENT



Regular Full Time	48.00
Regular Part Time	0.75
Temporary Part Time	-
Total FTE's	48.75



**FIRE DEPARTMENT
HUMAN RESOURCES FY 12/13**

Position Title	10/11 FTE's	11/12 FTE's	12/13 FTE's
FIRE CAPTAIN	10.00	10.00	9.00
FIRE CHIEF	1.00	1.00	1.00
FIRE DIVISION CHIEF	2.00	2.00	4.00
FIREFIGHTER I	6.00	2.00	1.00
FIREFIGHTER II	30.00	33.00	32.00
OFFICE ASSISTANT II	1.00	1.00	1.00
TOTAL REGULAR FULL-TIME FTE'S	50.00	49.00	48.00
 ADMINISTRATIVE AIDE	 0.75	 0.75	 0.75
TOTAL REGULAR PART-TIME FTE'S	0.75	0.75	0.75
 TOTAL FIRE FTE's	 50.75	 49.75	 48.75



EMERGENCY SERVICES MANAGEMENT – DIVISION 51

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 the 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.

Major Accomplishments in FY 2011-12

- Continued succession planning within the Department through staff development and training
- Conducted advanced training of City employees to strengthen implementation of updated Emergency Operations Plan (EOP)
- Promoted two division chiefs from internal candidates
- Enhanced community preparedness partnership with DJUSD with school-site training and exercises
- Merger of Fire Services with UC Davis placed on hold pending organizational analysis and implementation of a strategic plan for Davis Fire Department
- Continued development of neighborhood-based CERT program in partnership with DJUSD
- Continued cooperative planning efforts in shared resources for large scale emergencies in the operational area; and daily operations of Yolo County automatic and mutual aid partners

Plans / Goals for FY 2012-13

- Continue organizational analysis, development and implementation of a department strategic plan
- Complete recruitments for Fire Chief and Division Chief
- Complete promotional process for the rank of Captain
- Develop and deliver training and education that addresses the organizational culture and management of the department
- Develop and implement a comprehensive set of policies and procedures for the department

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.

No. 51

Revenues by Fund				
<u>Source of Funds</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
General Fund Support	500,839	335,582	376,536	489,461
General Fund Fees & Charges	42	55	40	40
General Fund Grants/Designated	821	25	0	7,100
Internal Service Funds	0	0	15,000	0
Total Revenues	501,702	335,662	391,576	496,601

Expenses by Category				
<u>Expenditures</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
Capital Expenditures	0	0	15,000	0
Operating Expenditures	100,226	86,619	100,610	103,504
Salaries and Benefits	401,476	249,043	275,966	393,097
Total Expenditures	501,702	335,662	391,576	496,601

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

OPERATIONS – DIVISION 52



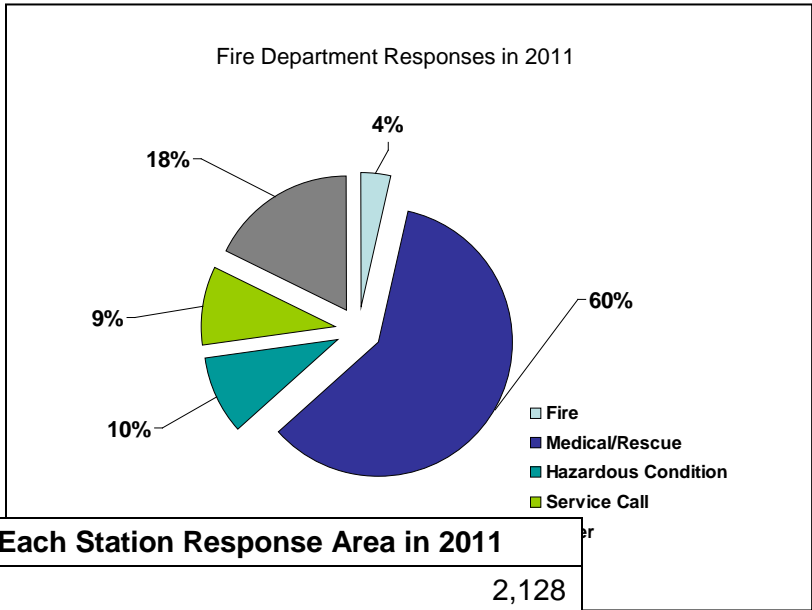
Major Accomplishments in FY 2011-12

- Implemented a 24/7 duty chief coverage program
- Created specifications for new fire apparatus
- Surplused one old Type 1 Engine and replaced it with a reserve apparatus

Plans / Goals for FY 2012-13

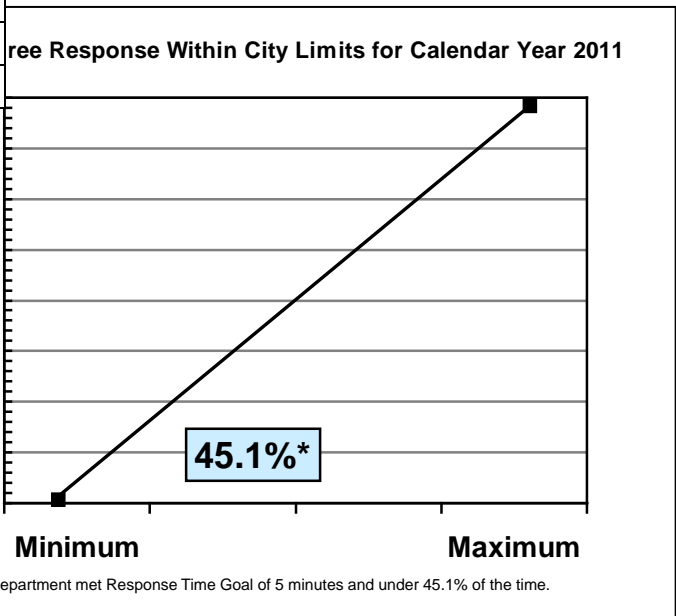
- Participate in the development of a regional training consortium involving the City of Davis, UC Davis, West Sacramento, and Woodland.
- Form committee to study and adopt regional S.O.G's (Standard Operating Guides) to allow for efficient use of shared resources amongst partner agencies.
- Conduct a Fire Captain promotional assessment center and establish a list.
- Order an additional Type 1 and Type 3 Engine
- Review, update and implement DFD Policy and Procedures





Number of Incidents Occurring in Each Station Response Area in 2011	
Station 31 (Fifth St.)	2,128
Station 32 (Arlington Blvd.)	1,015
Station 33 (Mace Blvd.)	889
Out of District	89
Total Number of Incidents	4,121

Calls by Response Code	
Code 3 (Emergency Response)	3,807
Code 2 (Non-Emergency Response)	314



OPERATIONS DIVISION

Revenues by Fund

<u>Source of Funds</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
General Fund Support	4,975,503	4,039,588	5,131,070	5,016,263
Enterprise Funds	109,540	44,234	138,901	138,675
General Fund Fees & Charges	767,949	748,364	748,824	749,843
General Fund Grants/Desig Rev	250,643	25,746	0	0
Internal Service Funds	0	0	0	14,000
Public Safety Srv Fee/Tax	1,180,715	2,181,528	1,226,570	1,271,536
Total Revenues	7,284,350	7,039,460	7,245,365	7,190,317

Expenses by Category

<u>Expenditures</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
Capital Expenditures	30,018	0	0	14,000
Operating Expenditures	1,046,493	972,743	1,138,167	1,155,381
Salaries and Benefits	6,207,839	6,066,717	6,107,198	6,020,936
Total Expenditures	7,284,350	7,039,460	7,245,365	7,190,317

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

PREVENTION – DIVISION 53

Major Accomplishments in FY 2011-12

- Fire Suppression members inspected 1806 addresses (70% of assigned addresses) for compliance with the Fire Code and State Fire Marshal's regulations
- The Fire Investigation Team consisting of 6 engine company members, investigated 7 fires processed 243 plan reviews for compliance with fire and panic safety requirements
- Engine Companies visited 21 of the pre-schools in Davis and gave 70 public education presentations
- With other city departments, participated in 15 significant long range site plan reviews

Plans / Goals for FY 2012-13

- Inspect 100% of all public and private schools by Fire Prevention Bureau personnel
- Inspect 90% of all assigned addresses (by fire suppression members) for compliance with Fire Code and State Fire Marshal's regulations
- Have all Fire Investigator Team members receive Fire Investigator certification from the Office of the State Fire Marshal
- Review building plans within ten working days with a 90% compliance
- Implement fire and life safety presentations for target hazards
- Develop and implement a private hydrant maintenance program
- Provide training to engine company personnel

How We Measure Up

Fire 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 fire engines, as well as Fire Prevention inspectors. All properties except single family dwellings are visited annually. The program, which emphasizes citizen education regarding fire safety, reduces the chance of fire in places of assembly, apartment houses and the business community

This last year the Fire Prevention Bureau was led by the Fire Marshal. The Fire Prevention Bureau, which consists of one Division Chief and a shared Office Assistant, scheduled, processed and/or maintained the following:

- 1700 Engine Company Inspection files
- Four smoke alarm installations by engine companies for residents that could not otherwise obtain them
- 243 plan review documents
- Over 70 Public Education Presentations
- Fire Prevention files and records



Revenues by Fund

<u>Source of Funds</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
General Fund Support	299,979	320,133	427,936	439,540
General Fund Fees & Charges	102,274	113,959	98,497	121,260

Total Revenues	402,253	434,092	526,433	560,800
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Expenses by Category

<u>Expenditures</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
Operating Expenditures	92,726	88,445	103,553	108,930
Salaries and Benefits	309,527	345,647	422,880	451,870

Total Expenditures	402,253	434,092	526,433	560,800
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**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

TRAINING – DIVISION 54



Major Accomplishments in FY 2011-12

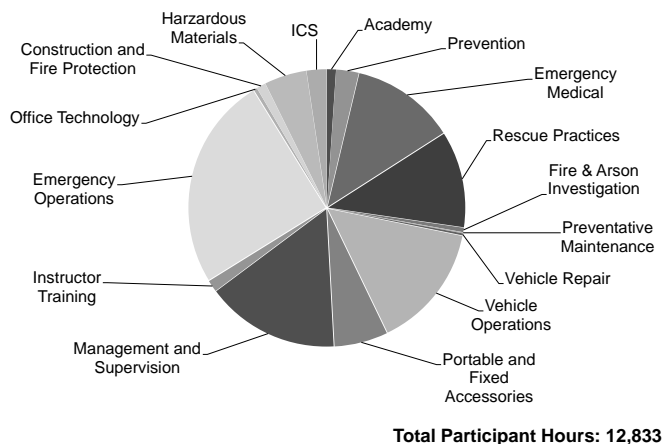
- Conducted CERT recruitment and trained 28 new team members.
- Improved existing roof ventilation training prop.
- Built a Firefighter Bail Out prop and conducted training for all Fire personnel.
- Completed Yolo County Hazardous Materials field exercise training.
- Expanded multi-jurisdiction training with Auto Aid partners.
- Continued to conduct joint operations training with UC Davis.



Plans / Goals for FY 2012-13

- Conduct further CERT recruitment and train additional members.
- Continue to train and develop the capabilities of current CERT team members.
- Review our Trench and Confined Space programs and improve our ability to provide this resource to our Auto Aid partners.
- Revamp our internal Training Group to be more effective while allowing for further Firefighter involvement and development.
- Work much more closely with our Auto Aid partners as we seek to take advantage of shared resources, regional standard operating guides, and improved cooperative relations.

Firefighter Training Hours Calendar Year 2011



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.

Revenues by Fund				
<u>Source of Funds</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
General Fund Support	1,231,518	1,176,250	1,201,863	1,216,567
Total Revenues	1,231,518	1,176,250	1,201,863	1,216,567

Expenses by Category				
<u>Expenditures</u>	09-10 Actual	10-11 Actual	11-12 Budget	12-13 Budget
Operating Expenditures	239,696	209,004	270,268	261,809
Salaries and Benefits	991,822	967,246	931,595	954,758
Total Expenditures	1,231,518	1,176,250	1,201,863	1,216,567

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

