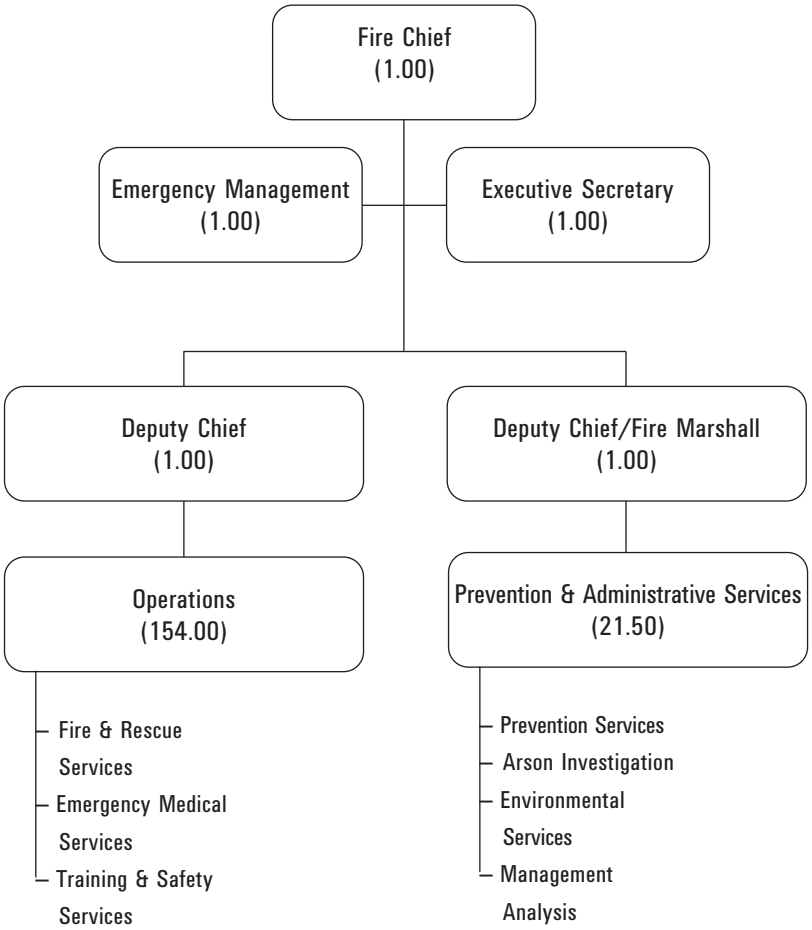
Fire

Barks & Books Program
Hastings Branch Library

CITY OF PASADENA

FIRE



MISSION STATEMENT

The mission of the Pasadena Fire Department is to provide protection of life, property and the environment from the effects of fires, medical emergencies, and hazards; we engage the community in our mission through progressive community outreach.

PROGRAM DESCRIPTION

Fire Administration provides leadership and a vision for the Department that is consistent with City Council policies and community expectations; encourages the success of our members by budgeting for training opportunities and state of the art equipment; and provides leadership in City-wide emergency management. Through Fire Administration and eight strategically-located fire stations, the Department strives to maintain a safe community and contribute to an improved quality of life by providing innovative and progressive public safety services. By engaging the community in our mission through open and continuing community outreach, the Department seeks to ensure that services continue to be industry-leading and relevant to the needs of the residents, visitors and businesses in the community. By applying the core values of Accountability, Integrity and Flexibility, the Department leads Pasadena towards a safer, more secure and prosperous community for the future.

Public safety services provided by the Department include: fire prevention and suppression; emergency medical services (paramedics); elimination of fire and life safety hazard in buildings through the development and enforcement of State and City Fire and Building Codes; inspection of new construction projects; hazardous vegetation management; regulation and disclosure of hazardous materials storage, handling and use; underground chemical storage tank inspections and permits; inspections of public assembly facilities, public and private schools, health care institutions, residential care facilities, day care facilities for both the young and elderly, multi-unit residential housing, mercantile businesses and offices and high rise buildings; maintenance of fire protection equipment and systems; special event planning to ensure the safety of the public; disaster preparedness planning; and training of businesses, City staff, neighborhoods and other citizen groups in fire prevention and disaster preparedness and mitigation.

Fire Administration strives to foster and maintain relationships and partnerships with other City departments, various community groups, professional organizations, surrounding jurisdictions and other governmental agencies in ways that contribute to the best possible service delivery to our customers. Additionally, this Division provides administrative oversight and coordination of emergency management planning, training and operations for the City.

Fire Administration's overall responsibilities consist of sound fiscal management, personnel management, emergency scene management, Department-wide administration and emergency management coordination. Fire Administration provides overall planning, control and administration of all Fire Department activities, including administrative support for all Divisions and sections of the Department. Fire Administration is ultimately responsible for all agenda reports, training approval, budgeting, procurement, payroll, information technology management and personnel actions. The Division participates in administrative oversight of the Verdugo Fire Communications Center.

The Emergency Management Coordinator delivers and coordinates training for all City employees in the areas of emergency management (disaster preparedness) and specific training for Emergency Operation Center (EOC) responders. In addition, the Emergency Management Coordinator provides citizen disaster training through presentations and the Pasadena Emergency Response Team (PERT) program and serves as the Department's public information officer and the City's Area C liaison.

The Fire Operations Division maintains a constant state of readiness to respond to all requests for services through training, maintenance of equipment, and a desire to serve our community.

The Operations Division responds to all natural and man-made emergencies, including but not limited to fire, medical, flood, earthquake, hazardous material and extrication incidents, and also provides non-emergency public assistance. The Operations Division includes fire operations, emergency medical services, training, and liaison to the Verdugo Fire Communications Center.

The Operations Division concentrates on the most traditional elements of the Department's mission, in that Operations is responsible for all duties related to responding to emergencies. While maintaining constant readiness for fire and other emergency responses, this Division provides 24-hour emergency medical services for on-scene emergency medical care and transportation of the sick and injured to medical facilities as necessary. This service is provided through the maintenance of a paramedic program; emergency medical technician program; in-service medical training, planning, staffing, and operation of emergency medical coverage for special events; medical-legal record custody and initiation of service billing orders; field training services for emergency medical technician students and Mobile Intensive Care Nurses (MICN); coordination of a citizens' volunteer Emergency Medical Services Reserve Unit (EMSR); and court litigation process follow-through as required.

The Operations Division's functions also include fire prevention and hazard abatement; pre-fire planning, public education; a considerable amount of in-service training; as well as logistical support in the areas of facility maintenance, communications, equipment maintenance, and apparatus replacement and maintenance. The Training Division administers all Fire Department training and educational activities and issues related to personnel safety.

The Fire Prevention and Administrative Services Division strives to reduce the likelihood of fire, burns, and environmental emergencies, and to mitigate the potential severity of those events that do occur. This Division uses a customer-centered approach to public education, plan review, code development, and inspection, which is designed to prevent harm to our community. In addition, the Division provides service to Department staff through sound financial practices and personnel services. Safety and prevention is accomplished through plan review, inspections of buildings and premises; hazardous vegetation mitigation; monitoring and regulating the storage handling and use of hazardous materials; preparing and revising laws and codes; public education; fire investigation; and the enforcement of fire and hazardous materials regulations.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Ensure Public Safety:

The Department directly supports the City Council's goal of ensuring public safety through its efforts to protect life and preserve property by providing exceptional emergency medical care, superior fire protection, responsive and aggressive code enforcement, and quality customer-centered public education. The Department continues to focus on community participation in prevention and education efforts.

FISCAL YEAR 2014 ACCOMPLISHMENTS

The following depict some of the major accomplishments during Fiscal Year 2014:

- 125 Years of Service Celebration and commemorative badge;
- Second Annual Police/Fire Memorial Ceremony;
- Worked collaboratively with Human Resources to complete an entry level firefighter recruitment process for over 4,000 applicants;
- Hosted a joint Junior Public Safety Academy with the Pasadena Police Department;
- Implemented a Community Emergency Response Team (CERT) program that aligns with the FEMA curriculum;
- Completed incorporation of the State's new California Environmental Reporting System (CERS) in the Hazardous Materials Section's program and provided support to the

regulated businesses required to use the new State system;

- Completed implementation of a new data management system and electronic inspection system for the Hazardous Materials Section;
- Secured grant funding to replace and upgrade all body armor for protection of personnel;
- Expanded Bike Team program;
- Created and implemented a new Emergency Medical Services (EMS) Quality Improvement program;
- Finalized the relocation of fire prevention inspection services from the administrative offices to the Hale Building including the office of the Deputy Fire Marshal;
- Relocated Fire Administration to new office space at 215 N. Marengo Avenue;
- Worked with City GIS (DoIT) to audit the fire prevention occupancy inventory with the City and map out all occupancies;
- Worked collaboratively with other City departments in the LMS replacement project;
- Initiated and completed recruitment process for the position of Fire Inspector;
- Worked collaboratively with the Building Department to complete the 2013 Code Adoption process;
- Coordinated the Hazardous Vegetation Mitigation program and inspected over 3,800 properties located in the Very High Hazard Severity Zone;
- Worked collaboratively with Pasadena Police Department and Public Works to enforce fire code regulations during 4th of July activities;
- Applied over 10,000 gallons of fire retardant to wildfire prone areas surrounding the Arroyo in preparation of July 4th activities;
- Implemented an electronic field fire inspection program for field fire inspectors;
- Continued progress towards accreditation with the Center for Public Safety Excellence;
- The local Hazard Mitigation Plan was approved by City Council after a year of updates by the Federal Emergency Management Agency (FEMA);
- Developed goals and objectives for the Disaster Advisory Council;
- Conducted technology training at the Emergency Operations Center;
- Conducted over 100 disaster preparedness presentations;
- Coordinated/observed several EOC disaster exercises for larger institutions including Kaiser Permanente, Fuller, Caltech and Concord Pasadena Boys & Girls club; and
- Coordinated two full EOC exercises.

FISCAL YEAR 2015 ADOPTED BUDGET

The FY 2015 Adopted Budget of $40,964,326 is $1.5 million or 3.9 percent higher than the FY 2014 Revised Budget.

General Fund:

The FY 2015 Adopted General Fund Budget of $40,394,868 is $1.5 million or 4.0 percent higher than the FY 2014 Revised Budget. The increase is largely the result of contractual increases in salaries and other non-discretionary increases in personnel that resulted in total personnel costs increasing by $1.0 million or 3.1%. Services and Supplies decreased by 3 percent due to a transfer of $50,000 to the Equipment category. Equipment costs increased 85% as a result of the transfer just noted as well as other intra-department transfers from equipment. The increase to equipment will fund an equipment replacement program. Internal service charges reflect an increase of $569 thousand or 19.1% resulting mostly from non-discretionary increases.

Personnel:
A total of 180.50 FTEs are included in the FY 2015 Adopted Budget. Of the total, 178.50 FTEs are budgeted in the Department's General Fund. The difference of 2.00 FTEs represent two Plan-Check staff whose salaries are charged directly to the Building Services Fund instead of the General Fund. These two positions still report to the Fire Chief.

Building Services Fund:
The Fire Department has two Plan Check employees who will charge their time directly to the Building Services Fund while continuing to report to the Fire Department.

Fire Grants Fund:
This fund records all grant activity for Fire, Police and, sometimes, the Public Health Department.

New Year's Day General Fund Events:
This fund records all activities for any City department that has a role or responsibility for New Year's Day events.

General Fund Projects Fund:
This fund captures the expected expenses for the Bowl Championship Series football game.

FUTURE OUTLOOK

- Continue implementation of Department's Strategic Plan;
- Provide training for all new apparatus and equipment placed into service;
- Continue to conduct annual apparatus and fire hose testing to meet industry standards;
- Replace fire apparatus and ambulance units in accordance with the replacement schedule;
- Continue to pursue accreditation through the Center For Public Safety Excellence Commission on Fire Accreditation International;
- Conduct two full EOC exercises and quarterly trainings for EOC responders;
- Expand the Disaster Advisory Council in concert with Disaster Preparedness program;
- Conduct ongoing disaster exercises with community stakeholders;
- Adopt the 18-hour National FEMA CERT model and conduct at least two courses per year. Additionally, we will host a CERT Train-the-Trainer course and will continue to build upon our volunteer Instructor cadre;
- The Fire Department will continue to lead efforts to ensure all City staff maintains the proper level of training in the National Incident Management System (NIMS), as required by FEMA;
- Continue to pursue funding options to complete fire station facility replacement and upgrades;
- Complete the assessment of EMS delivery to ensure maximum effectiveness and efficiency;
- Continue to enhance the ePCR system to ensure more timely and efficient billing;
- Continue annual assessments of properties located within the Very High Fire Hazard Severity Zones throughout the city; and
- Expand the use of the electronic field fire inspection program to all field fire inspectors.

SUMMARY OF APPROPRIATIONS BY EXPENDITURE CATEGORY ($000)

Expenditure Category	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Personnel	$32,526	$32,007	$32,966	$32,966	$33,992
Services & Supplies	4,289	3,907	3,259	3,369	3,218
Equipment	13	376	223	113	209
Internal Service Charges	2,932	2,961	2,975	2,975	3,545
Fire Total	**$39,760**	**$39,251**	**$39,423**	**$39,423**	**$40,964**

SUMMARY OF APPROPRIATIONS BY DIVISION ($000)

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Fire - Administration	$1,071	$1,551	$2,049	$2,049	$2,433
Fire & Environmental Safety	4,082	3,884	3,472	3,472	3,866
Fire Operations	34,316	33,516	33,902	33,902	34,665
Fire - Outside Events/Jobs	291	300	0	0	0
Fire Total	**$39,760**	**$39,251**	**$39,423**	**$39,423**	**$40,964**

SUMMARY OF APPROPRIATIONS BY FUND ($000)

Fund	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
101-General Fund	$38,717	$38,125	$38,824	$38,824	$40,395
105-General Fund Projects Fund	423	449	37	37	37
106-New Years Day Genl Fund Events	48	68	61	61	61
204-Building Services Fund	0	0	288	288	313
230-Fire Grants Fund	572	610	213	213	158
Fire Total	**$39,760**	**$39,251**	**$39,423**	**$39,423**	**$40,964**

SUMMARY OF FTES BY DIVISION

Division	FY2012 Actual	FY2013 Actual	FY2014 Adopted	FY2014 Revised	FY2015 Adopted
Fire - Administration	3.00	9.50	9.50	9.50	9.50
Fire & Environmental Safety	19.00	14.00	14.00	14.00	14.00
Fire Operations	161.50	157.00	157.00	157.00	157.00
Fire Total	**183.50**	**180.50**	**180.50**	**180.50**	**180.50**

PERFORMANCE MEASURES		FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
Council Goal: Ensure Public Safety					
Objective A. Protect property from fire and other hazards					
1.	Fire companies to arrive within 5 minutes of being dispatched to building fires.	90%	90%	85%	90%
2.	Contain fires to the room or area found upon arrival of suppression crew(s).	90%	90%	93%	90%
Objective B. Minimize the effects of illness and injury					
1.	First responders with basic life support (BLS) and an automated external defibrillator capability to arrive within five (5) minutes of being dispatched.	90%	90%	87%	90%
2.	First responders with advance life support (ALS) to arrive within eight (8) minutes of being dispatched.	100%	90%	98%	100%
Objective C. Minimize Fire & Life Safety Hazards in Buildings					
1.a	Number of total high rise structures inspected.	43	43	21	43
1.b	Percent of total high rise structures in compliance of fire and life safety regulations.	90%	100%	100%	90%
2.a	Number of total institutional, educational and residential care facilities inspected.	255	248	169	265
2.b	Percent of total institutional, educational and residential care facilities in compliance of fire and life safety regulations.	90%	100%	100%	90%
3.a	Number of total hazardous material occupancies inspected.	240	240	184	312
3.b	Percent of total hazardous material occupancies in compliance of fire and life safety regulations.	90%	100%	88%	90%
4.a	Number of total public assembly occupancies inspected.	620	415	129	415
4.b	Percent of total public assembly occupancies in compliance of fire and life safety regulations.	90%	100%	100%	90%
5.a	Number of total business and mercantile occupancies inspected.	1,500	1,310	541	1,310
5.b	Percent of total business and mercantile occupancies in compliance of fire and life safety regulations.	90%	100%	100%	90%
6.a	Number of total multi-family residential structures inspected.	2,230	1,316	1,245	1,316
6.b	Percent of total multi-family residential structures in compliance of fire and life safety regulations.	90%	100%	100%	100%
7.a	Percent of total newly constructed buildings during fiscal year inspected.	100%	100%	100%	90%
7.b	Percent of total newly constructed buildings in compliance of fire and life safety regulations.	90%	100%	100%	90%

PERFORMANCE MEASURES	FY 2013 Actual	FY 2014 Target	FY 2014 Mid-Yr Actual	FY 2015 Target
Objective D. Minimize Hazards in City's Brush Areas				
1. Number of homes located in the brush area surveyed and inspected.	2,200	4,100	3,890	3,890
2. Percent of homes in compliance of Hazardous Vegetation Ordinance.	100%	100%	100%	100%
Objective E. Ensure a high level of customer satisfaction with services				
1. Percent of plans checks processed within 30 days of submittal date.	90%	100%	93%	90%