
FIRE DEPARTMENT

Department Description: The Santa Paula Fire Department is a combination, full-time/reserve department providing fire suppression and emergency medical services, as well as fire prevention and business hazardous materials regulation functions within the City. The fifteen full-time personnel are the Fire Chief, Assistant Chief, seven Captains, three Engineers and three Firefighters, all of whom are also Emergency Medical Technicians. There are up to 35 Reserve Firefighter/EMTs and one volunteer Fire Chaplain.

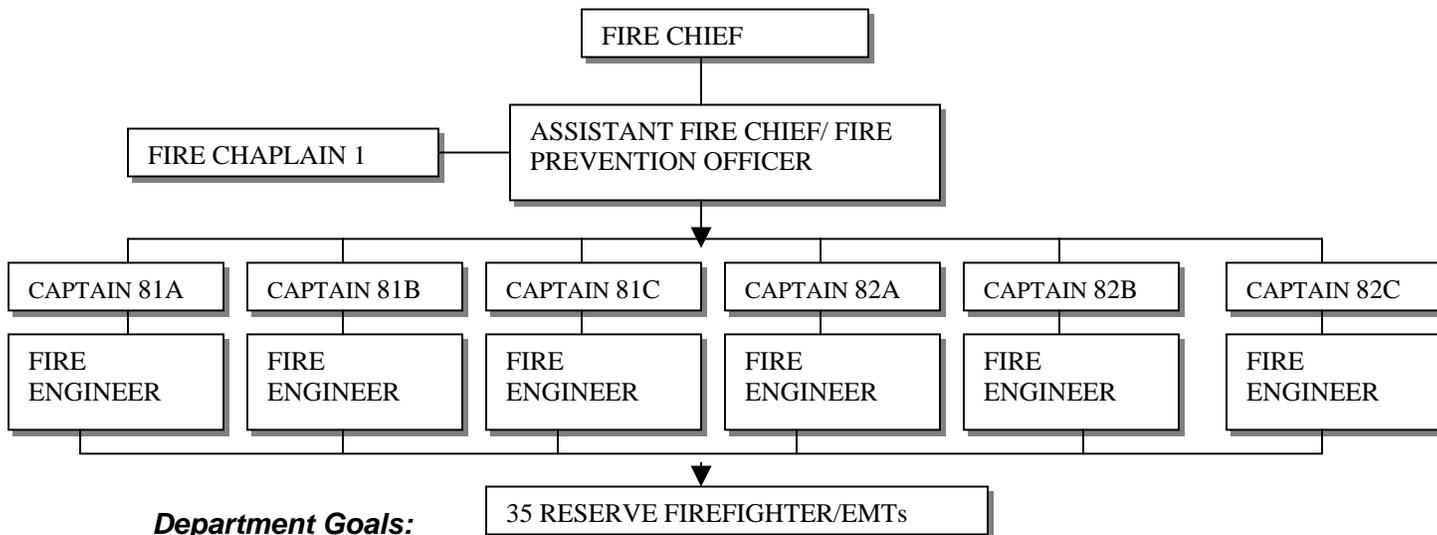
Administration and Prevention offices are at the Community Development Building Annex. Fire Stations 1 and 2 (now called Stations 81 and 82 to avoid confusion in the county-wide regional dispatching system) house most of the department's equipment. Station 81 houses a 2002 Ferrera pumper, a 1988 Ford Pierce Pumper, and a 1986 Ford Pierce Pumper with a 50' "Telesquirt" aerial ladder and monitor. Station 82 houses a 1991 Beck Pumper, a light and air unit and a mass casualty trailer. The Department also maintains a 1954 Mack Pumper as a reserve engine, two command vehicles and two support vehicles. The Public Works Department's Equipment Maintenance Division provides mechanics' services.

Routine fire, medical and other calls are handled by the two on-duty Engine Companies on a rotating 24-hour-shift system. Engine 81 responds out of Station 81 with a full-time Captain, Engineer and Firefighter, and Engine 82 responds out of Station 82 with a full-time captain and at least two Reserve Firefighter/EMTs. All available personnel are dispatched to major emergencies. Station 82's crew is also responsible for responding to mutual aid calls in Santa Paula's Light and Air unit when requested. This duty alternates daily between Santa Paula Fire Department and Fillmore Fire Department.

The seventh Fire Captain is currently serving a special one-year assignment as City Emergency Preparedness Coordinator.

Incoming 911 calls generated within the City are routed to Santa Paula Police Dispatch. Fire and medical calls are transferred to the Ventura County Fire Protection District's Fire Communications Center, which handles fire and medical dispatching for most fire and ambulance agencies within Ventura County. For Santa Paula this dispatching service is provided pursuant to a contract by which SPFD provides certain automatic aid services in exchange. The City also contracts with the District on a fee-for-service basis for hazardous materials responses requiring more than the City's own resources, and for continuing EMT training.

The Santa Paula Fire Department Organizational Chart is show below:



- Minimize the number and impact of fires and hazardous materials emergencies through effective code enforcement and education.
- Respond safely and effectively to minimize injury to persons and property when fires, floods, hazardous materials and other emergencies occur.
- Respond safely and effectively to 911 medical and rescue calls to provide EMT-D level basic life support/pre hospital treatment prior to ambulance transportation.

Budget Commentary: There are three fire department budget programs: 1) Administration (Fire Chief and related administrative expenses), 2) Fire Prevention (Assistant Fire Chief and related prevention and hazardous materials expenses, Emergency Preparedness Coordinator and expenses), and 3) Fire Operations (all other fire department personnel and expenses).

During FY 2004/2005 the City decided to continue to maintain and upgrade the City Fire Department instead of pursuing annexation into the County Fire Protection District. A reorganization occurred which resulted in the creation and filling of three new full-time fire captains' positions to provide 24 hour supervision and response out of Station 82 at the west side of town. As part of the reorganization, the long-standing part-time/paid call firefighter positions were eliminated and a new Reserve Firefighter/EMT program was implemented effective February 1, 2005. Up to 35 Reserve Firefighter/EMT's volunteer to provide a minimum of two additional personnel per shift at Station 82. Each Reserve Firefighter EMT is committed to serving a minimum of three 24-hour shifts per month. This has provided the City with a second fire engine staffed around the clock. As of this time, the program appears successful but not ideal. The next personnel step, depending on future funding, will be to provide 3 full-time Fire Engineer positions for Station 82.

In late 2005, Council authorized the creation of a special one-year position for a Fire Captain to serve as City Emergency Preparedness Coordinator. This includes responsibility for most emergency planning for the City, creation of CERT Teams, updating existing and creating needed emergency plans, implementing an AM emergency radio broadcast system, and other assignments. This Fire Captain's engine company position was backfilled by a temporary promotion.

Fire Administration Program

Program Description: The Chief, who reports directly to the City Manager, administers The Fire Department. The Assistant Fire Chief assists in the administration of the department. The program includes minor expenses of the volunteer Fire Chaplain.

Performance Areas

- Financial: Financial functions include planning the next fiscal year's department budget, ongoing review and approval of expenditures, review and approval of employee time sheets, reviewing revenue for specific fire department services.
- Personnel: Personnel functions include scheduling, supervision and performance review.
- Training: A variety of training programs are coordinated. These include basic training for new personnel, advanced training for senior personnel, semi-monthly engine company drills, emergency medical training, DMV Class B Firefighter Restricted driver license program, participation in mutual aid training and California Fire Academy classes.
- Operations: The Fire Chief acts as Incident Commander at major fire emergencies.
- City Management Team: The Fire Chief assists the City Manager and other Management Team members with a variety of special and long-term projects that cross department lines.
- Emergency Preparedness: Under the general direction of the City Manager, the Fire Department has assumed primary responsibility for coordination of emergency preparedness for the City. This includes the special one-year assignment of a Fire Captain to serve as Emergency Preparedness Coordinator, the budget and expenses for whom are in the Fire Prevention Program.
- The Fire Chief may serve in a special assignment as the City Manager's Business Ombudsman.

Specific Objectives

- Administer an efficient, cost effective fire department with full-time, reserve and volunteer personnel, while planning for the future needs of the community and the department.
- Periodically recruit, promote, and train personnel to fill accumulated vacancies.
- Upgrade the City's state of disaster preparedness.

Budget Commentary: The Fire Administration Budget is limited to the Fire Chief's salary and operating expenses, and minor expenses for the volunteer Fire Chaplain.

Fire Prevention Program

Program Description: under the general supervision of the Fire Chief, the Assistant Fire Chief/Fire Prevention Officer conducts the day-to-day fire prevention activities. These duties include plan checking, fire code enforcement and inspections, fire cause investigation, and public education. The Assistant Chief assigns the on-duty engine companies to conduct school and business inspections, weed abatement enforcement, public education and other related duties. The Fire Department is a Participating Agency in the local Certified Unified Program Agency that is responsible for business hazardous materials inventory and emergency plans. The Assistant Chief is responsible for managing this program. The special one-year position for a Fire Captain to serve as City Emergency Preparedness Coordinator is assigned to this budget program. This includes responsibility for most emergency planning for the City, creation of CERT Teams, updating existing and creating needed emergency plans, implementing an AM emergency radio broadcast system, and other assignments.

Performance Areas

- *Plan Checking* - Plans for development and new construction are received and checked for compliance with the California Fire Code and other applicable regulations.
- *Fire Code Enforcement and Inspections* -This includes investigation of complaints about fire code violations, regular inspections of businesses, schools and public assembly buildings, and conducting the annual summer weed abatement inspection and enforcement program.
- *Fire Cause Investigation* - The causes of fires are investigated and arson fire investigations are coordinated and prepared for prosecution when a suspect can be identified.
- *Public Education* - Children and others are taught fire safety through station tours and school presentations. Fire safety advice and literature is provided to adults upon request.
- *Hazardous Materials* - Approximately 80 businesses in Santa Paula are subject to this program, which includes emergency plans and inspections.
- *Emergency Preparedness Coordinator* - This temporary assignment of a Fire Captain includes responsibility for most emergency planning for the City, creation of CERT Teams, updating existing and creating needed emergency plans, implementing an AM emergency radio broadcast system, and other assignments.

Specific Objectives

- To save property and lives by minimizing the number of uncontrolled and illegal fires through an effective fire prevention program, and by minimizing the destructive effect of fires through an effective plan-checking program that enforces the Uniform Fire Code.
- To provide a high level of customer satisfaction with the professional conduct of the plan checking and enforcement functions.

- To conduct an equitable and comprehensive program utilizing the on-duty engine companies under the supervision of the Assistant Fire Chief to include the following:
 - Identification of all occupancies and properties to be inspected.
 - Establishment of regular periodic inspection schedules.
 - Establish daily, weekly, monthly and yearly inspection goals.
- To make sure that business hazardous materials are properly inventoried and that each business has an emergency plan for dealing with hazardous materials incidents.
- To reduce the potential for hazardous materials emergency incidents by working with affected businesses and with County Environmental Health Agency through the Certified Unified Program Agency to encourage the reduction of hazardous materials inventories, where appropriate, and encourage safe storage, handling and transportation of these materials.
- To continue implementation of a computerized network between the Fire Department and the Environmental Health Agency to facilitate the transfer between agencies of information concerning the hazardous materials inventories and plans.
- The Emergency Preparedness Coordinator (Fire Captain on special assignment) will:
 - update and coordinate City emergency planning
 - develop and train CERT teams
 - implement a Citizen Corps program
 - acquire and implement an emergency AM radio system
 - represent the City in area-wide emergency planning groups and activities, and perform other assignments as needed.

Budget Commentary: The budget includes personnel costs for the Assistant Fire Chief and related expenses associated with this program, plus the remaining personnel costs and expenses for the temporary one-year special assignment of a Fire Captain to work as City Emergency Preparedness Coordinator.

Fire Operations Program

Program Description: The third program is called "Fire Operations". This includes the salaries, benefits and expenses of the 12 full-time line fire personnel, the expenses for the 35 Reserve Firefighter/EMTs, the maintenance and operation of the two fire stations, the fire engines, light and air unit, mass casualty trailer, support vehicles and all other equipment and supplies.

In 2005 the Department was dispatched to 2,271 incidents of all kinds, of which approximately two thirds were emergency medical calls. All full time personnel and all reserves are certified Emergency Medical Technicians.

Effective February 1, 2005 there are two engine companies on duty around the clock, which are dispatched to all fires, rescues, 911 medical calls and other emergencies within the City

Normal staffing at Station 1 (81) is: a full-time captain, engineer and firefighter on 24 hour rotating shifts, and at Station 2 (82): a full time captain and two or three Reserve firefighter/EMTs. When more personnel and equipment are needed, the Chiefs and all available personnel are dispatched to assist. Mutual aid with neighboring departments is provided and received when requested.

Performance Areas

- To respond safely and effectively to fires and other emergencies to save lives and prevent or reduce loss of property.
- To safely and effectively treat victims of 911 medical emergencies at the EMT-D-Basic Life Support level and save lives where possible, and assist the ambulance provider in preparing the victim for transportation to the hospital.

Specific Objectives

- Continue a training program to certify Fire Captains and Engineers as Fire Prevention Officers.
- Maintain CPR, EMT-D, Class B/Firefighter DMV License certifications.
- Implement a public access defibrillator program for City Hall and the Community Services buildings.
- Provide these services without injury to our personnel or other citizens.
- Respond safely and effectively to an estimated 2,500 annual emergency calls.
- Arrive on scene within 5 minutes of being dispatched 90 percent of the time.

Budget Commentary: This budget includes funds to staff Station 81 with a full time Fire Captain, Engineer and Firefighter each shift 24-7 and to staff Station 82 with a full time Fire Captain plus two to three of the 35 Reserve Firefighter/EMTs per shift 24-7. The next phase of staffing Station 82, depending on future funding, will be to add three new Fire Engineers.

**CITY OF SANTA PAULA
 2007 - 2008 BUDGET PLAN
 DEPARTMENTAL SUMMARY**

Department: FIRE

EXPENDITURES	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
SALARIES	757,630	811,026	922,486	925,803	917,588
BENEFITS & OVERHEAD	296,734	405,488	517,994	561,549	537,730
SALARIES AND BENEFITS	1,054,364	1,216,514	1,440,479	1,487,352	1,455,318
SUPPLIES/SRVS/MAINT	172,348	190,351	269,071	232,647	203,647
CAPITAL OUTLAY	3,999	-4,186	33,148	433,700	0
TOTAL COST	\$1,230,711	\$1,402,679	\$1,742,698	\$2,153,698	\$1,658,965
AUTHORIZED POSITIONS:	11.00	13.00	14.00	14.00	14.50
REVENUE/RESOURCES:					
> General Fund	1,230,711	1,402,679	1,742,698	2,153,698	1,658,388
> including fees and reimbursements					
> Homeland Security Grant					577
TOTALS	1,230,711	1,402,679	1,742,698	2,153,698	1,658,965

CAPITAL OUTLAY/SPECIAL PROJECTS
 Explanation and Dollar Impact:

OTHER NOTES:

**CITY OF SANTA PAULA
 2007 - 2008 BUDGET PLAN
 PROGRAM DETAIL**

Department: FIRE
 Program: FIRE OPERATIONS
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EXPENDITURES		04/05 Actual	05/06 Actual	06/07 Estimated	07/08 Adopted
salaries - full time	8001	479,112	584,246	598,881	646,872
salaries - part time	8002	76,437			
salaries - overtime	8003	95,550	127,246	112,000	112,000
salaries - overtime (313)	8003		2,322		577
SALARIES		\$651,099	\$713,814	\$710,881	\$759,449
overhead and benefits	8040	328,494	408,612	432,619	370,667
overhead and benefits (313)	8040		79		
OVERHEAD AND BENEFITS		\$328,494	\$408,691	\$432,619	\$370,667
postage	8101	(14)	64		
supplies-office	8120	513	947	200	200
supplies-clothing/uniforms	8121	13,024	8,672	9,505	9,505
supplies-medical	8122	7,778	8,595	7,500	7,500
supplies-shop & field	8123	7,381	13,794	9,260	9,260
supplies-safety	8124	16,471	19,979	14,750	14,750
supplies-safety (407)	8124		50,860		
supplies-other	8129	306	945	20,500	1,500
special event	8156				
minor equipment -office	8171	1,828			
minor equipment computr	8175	1,676			
minor equipment -other	8179	1,559	1,195	2,500	2,500
minor equipment -other (313)	8179		9,757		
prof/contr svcs - personnel	8205	2,450			
prof/contr svcs - other	8209	1,664	0	1,000	1,000
prof/contr svcs - train EMT/	8212	13,630	0	10,000	
prof/contr svcs - medical	8214	7,559	16,640	4,500	4,500
svcs-Vta. Co. fire communications	8219				
printing and binding -external	8241	167			
svcs-uniform cleaning	8245	824	572	1,000	1,000
utility expense -	8280	6,260	7,509	7,000	7,000
utility exp-tele basic svc	8282	5,451	5,971	4,500	4,500
maint - buildings & improvements	8301	11,033	5,245	4,000	4,000
maint - vehicles & equipment	8304	22,272	17,718	20,000	20,000
maint-vehicle fuel	8305	11,631	18,610	18,000	18,000
equipment maint charges (702.050.5041)	8307	31,481	13,078	49,972	49,972
reserve officer expenses	8321	8,900	21,250	21,550	21,550
training/workshops/meetings	8352	1,539	1,676	4,000	4,000
educational reimbursement	8360	0	353	2,000	2,000
vehicle lease	8370				
SERVICES AND SUPPLIES		\$175,383	\$223,428	\$211,737	\$182,737
equipment - new	8610	0		30,334	
equipment - new (250)	8610			30,000	
equipment - new (313)	8610		33,148		
prior year adj expenditure	8678	(4,186)			
CAPITAL OUTLAY		(\$4,186)	\$33,148	\$60,334	\$0