SECTION 6:
FIRE DEPARTMENT

The Fire Department's mission is to enhance community safety by reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters. The Department achieves this mission by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.

DEPARTMENT OVERVIEW

The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The Department receives payment from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30 percent of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District and the City of Albany Fire Department. These active partnerships utilize the combined resources of all three agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self sufficient in the event

of an emergency. The Department also conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

Training/EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness component of the Department's public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

Operations Division

Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

Support Services Division

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department's Health and Wellness program.

Chart 6-1 provides an organizational overview of the Fire Department:

Chart 6-1
Fire Department Organization Chart

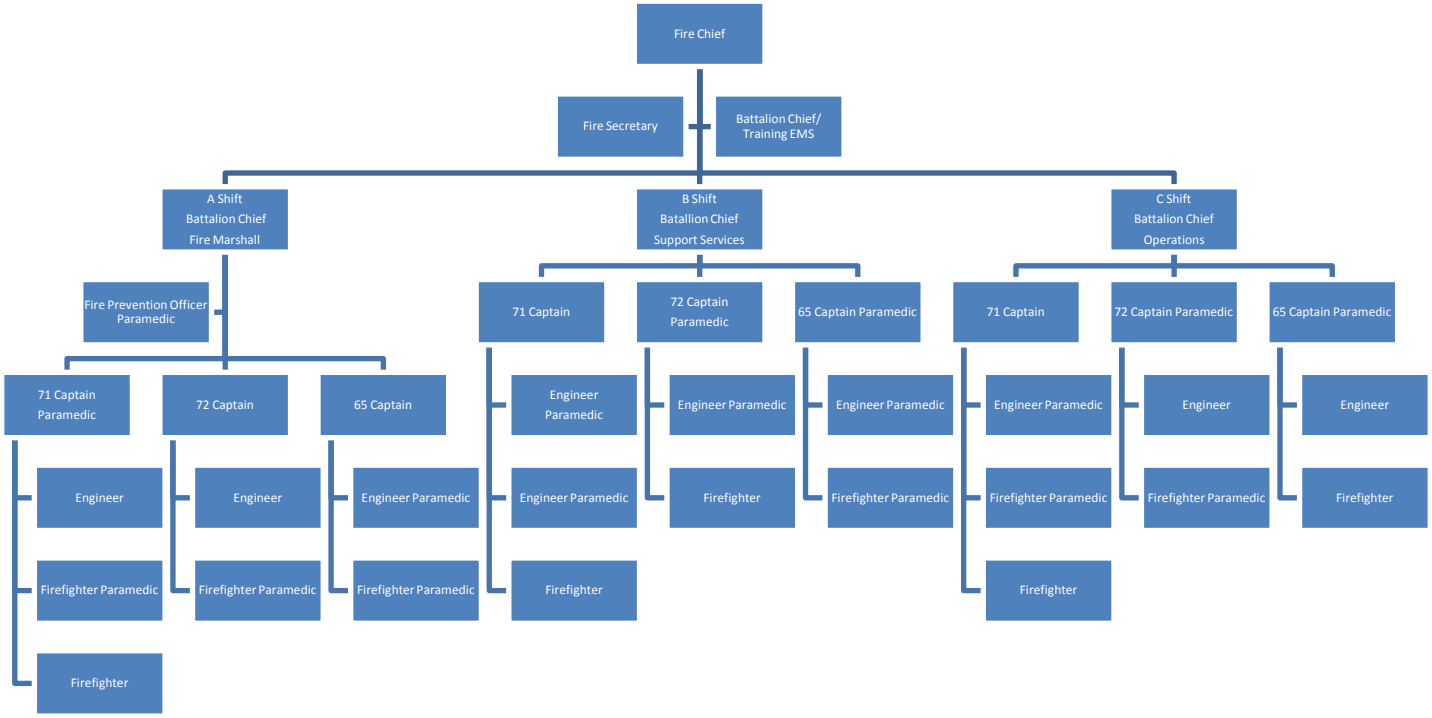

Table 6-1 shows the adopted personnel authorization for the Department. In FY 2013-14, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

Table 6-1
Fire Department Position Listing

FIRE DEPARTMENT	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14
Battalion Chief	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1
Fire Captain	4	4	4	4
Fire Captain/Paramedic	5	5	5	5
Fire Captain/Paramedic/FPO	1	1	1	1
Fire Chief	1	1	1	1
Fire Engineer	2	2	2	2
Fire Engineer/Paramedic	10	10	10	10
Fire Secretary	1	1	1	1
Firefighter	4	4	4	4
Firefighter/Paramedic	5	5	5	5
FIRE DEPARTMENT TOTAL	**37**	**37**	**37**	**37**

FY 2012-13 ACCOMPLISHMENTS
Received a Department of Homeland Security Assistance to Firefighter Grant in the amount of $2 million for the purchase of self-contained breathing apparatus.
Trained three firefighters to the level of Rescue Systems II funded by a Department of Homeland Security grant.
Completed the process for the community of Kensington to achieve the Heartsafe Community designation from Contra Costa County and the American Heart Association.
Completed a promotional exam for the position of Battalion Chief and Fire Captain.
Developed a digital supply tracking program for all advanced life support equipment.
Completed a firefighter recruitment process and hired three new firefighters.
Managed the execution of a Department of Homeland Security Assistance to Firefighter Grant for the purchase and distribution of portable radios for all of the fire departments within Contra Costa County.

Strategic Plan Alignment

Table 6-2 shows the services performed by the Fire Department as aligned to the Strategic Plan. Dark blue indicates the primary goal the program/service is aligned to; light blue indicates secondary goal(s).

Table 6-2
Fire Department Strategic Plan Alignment

Program or Service	Deliver Exemplary Government Services	Achieve Long-Term Financial Sustainability	Deepen a Sense of Place and Community Identity	Develop and rehabilitate public facilities as community focal points	Ensure the public's health and safety.	Foster environmental sustainability citywide
All Risk and EMS Response						
Automatic Aid Agreements						
Code Development and Enforcement						
Project Vegetation Management Program						
Staff Development						
CERT Program						
Emergency Plan Review and Exercise						
Grant Writing						
Facility and Equipment Maintenance						
Maintenance and Testing for Apparatus and Equipment						
Wellness/Fitness Program						

Program or Service	Deliver Exemplary Government Services	Achieve Long-Term Financial Sustainability	Deepen a Sense of Place and Community Identity	Develop and rehabilitate public facilities as community focal points	Ensure the public's health and safety.	Foster environmental sustainability citywide
Grant Management - Self-Contained Breathing Apparatus						
Continued Evaluation and Adjustment of Programs to Maximize Organizational Effectiveness						

Service Indicators

Based on a review of Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2013-14 with current staffing levels as shown in the proposed budget. **Table 6-3** lists six response types, depicted graphically in **Chart 6-2**:

- Fire: Structure fire, fire in mobile property, wildland fire
- Emergency Medical Service/Rescue: Rescue, medical assistance, vehicle accident
- Hazardous Condition: Toxic condition, electrical arcing, flammable gas or liquid condition
- Service Call: Person(s) in distress, water problem, odor problem, unauthorized burning
- Good Intent: Hazardous material investigation/no hazard found, EMS call/ patient self transported
- False Calls: Unintentional alarm, system malfunction, malicious, bomb scare; no hazard

Table 6-3
Emergency Response Workload

Response Type	2008	2009	2010	2011	2012
Fires	124	110	103	113	112
EMS/Rescues	1610	1624	1536	1529	1537
Hazardous Conditions	83	72	64	69	69
Service Calls	299	264	255	256	251
Good Intent	596	605	663	693	835
False Calls	169	148	143	160	172

Chart 6-2
Emergency Response Workload

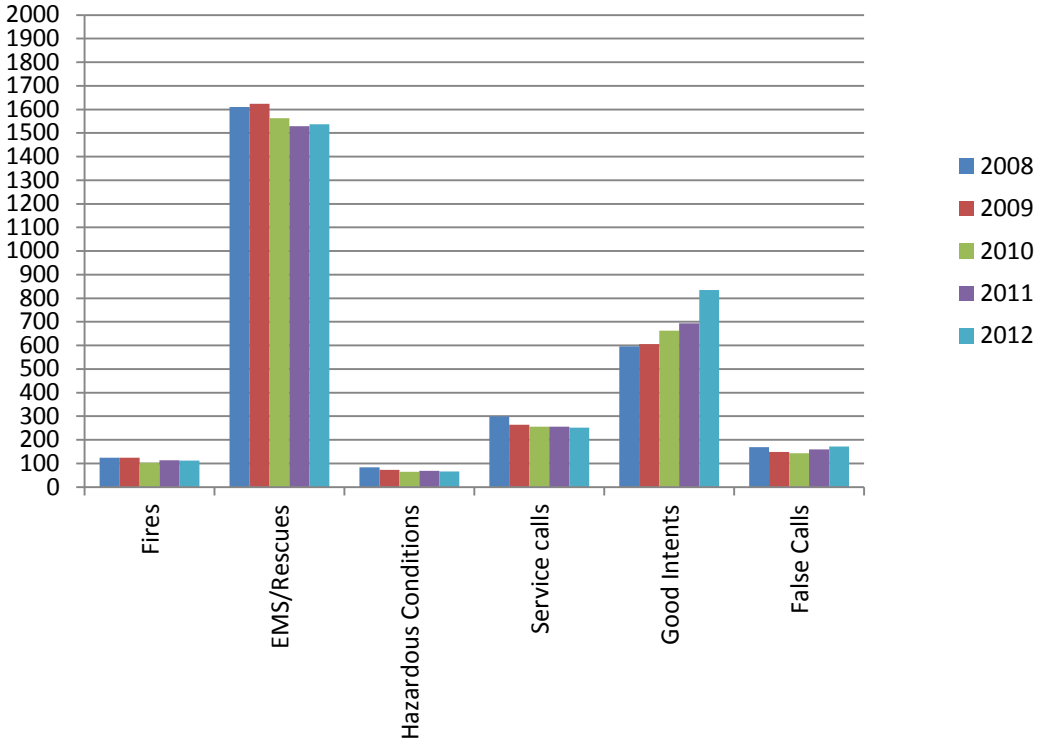

Table 6-4 shows that the Department responds to nearly 3,000 calls per year. Fire loss over this five-year period averages $484,464 per year. However, fire loss averages remain very low compared to cities with similar demographics. In 2011 the Fire Department showed a slight increase in fire loss due to a pair of unintentionally caused structure fires for a combined fire loss of $850,000. The Department anticipates that requests for service will remain flat over the next calendar year.

Table 6-4
Total Responses, by Year

Year	Number	Dollar Loss
2008	2,881	$181,425
2009	2,823	367,250
2010	2,764	561,445
2011	2,820	883,950
2012	2,973	428,250
Average	**2,852**	**$484,464**

Tables 6-5 through **6-8** illustrate the Department's commitment to continued training and education and public outreach:

Table 6-5
Training Hours

Type	2007	2008	2009	2010	2011	2012
Medical – EMS	540	875	950	887	782	760
Operations	17,280	16,348	13,785	13,882	12,907	12,172
Physical Fitness	1,372	1,372	1,285	1,349	1,113	979
Online	N/A	N/A	967	815	840	826
Total	**19,912**	**18,594**	**16,987**	**16,933**	**15,642**	**14,737**

Table 6-6
Fire Prevention Activities

Inspection Type	2008	2009	2010	2011	2012
Fire Inspections (Fire Company)	468	488	440	495	471
Mandatory (Schools/Jails/Convalescents)	16	18	18	23	23
Self-Inspection	223	202	217	252	254
Construction Plan Checks	83	92	70	59	64
Construction Inspections	111	80	63	232	200
Vegetation Management Inspections	12,059	12,059	15,351	14,270	14,270
Vegetation Management Re-inspections	131	100	237	329	283
Total	**13,091**	**13,039**	**16,396**	**15,660**	**15,565**

Table 6-7
Current Certifications Held

Type	2008	2009	2010	2011	2012
Chief Officer	1	1	1	1	1
Fire Officer	18	20	22	22	21
Firefighter II	31	34	34	34	33
Firefighter I	36	34	34	34	33
Driver Operator I	29	32	32	34	31
CERT Instructors	8	9	9	10	8
Rescue Systems I	23	25	25	26	27
Rescue Systems II	N/A	N/A	N/A	7	10
EMT	17	16	16	16	12
Paramedic	18	18	18	18	18
Total	**181**	**189**	**191**	**202**	**194**

Table 6-8
Public Education Contacts

Contact Type	2008	2009	2010	2011	2012
Station Tours	245	245	331	150	177
Preschool Programs	407	430	516	477	493
Open Houses	400	400	35	201	147
School Age Programs K-4	373	350	456	830	606
School Age Programs 5-8	238	205	239	672	497
Senior Programs	27	29	58	25	63
First Aid/ CPR	59	108	230	140	169
Car Seats	N/A	N/A	N/A	56	49
Public Functions	4,591	3,520	7,050	7,000	7,000
Total	**6,340**	**5,287**	**9,915**	**9,495**	**9,201**

FIRE DEPARTMENT BUDGET SUMMARY

Fire Department Expenditures

All Funds	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Personnel Services	$ 6,580,291	$ 7,412,529	$ 7,373,445	$ 7,429,746
Purchased Professional & Technical Services	21,520	28,512	33,000	11,500
Purchased Property Services	329,068	261,019	340,600	322,183
Other Purchased Services	64,879	84,975	85,000	81,000
Supplies	109,472	119,409	107,400	107,300
Property & Capital	176,191	336,137	25,000	65,000
Other Objects	49,091	32,590	49,017	129,532
Other Financing Uses	-	2,706,596	2,027,997	-
Total Expenditures	$ 7,330,512	$ 10,981,768	$ 10,041,459	$ 8,146,261

General Fund (101)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Personnel Services	$ 6,580,291	$ 7,412,529	$ 7,373,445	$ 7,429,746
Purchased Professional & Technical Services	21,520	27,536	33,000	11,500
Purchased Property Services	329,068	261,019	340,600	322,183
Other Purchased Services	64,879	84,975	85,000	81,000
Supplies	109,472	119,409	107,400	107,300
Property & Capital	28,426	29,181	25,000	25,000
Other Objects	1,073	450	1,000	1,000
Total Expenditures	$ 7,134,729	$ 7,935,101	$ 7,965,445	$ 7,977,729

Grants Fund (221)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Property & Capital	$ 147,765	$ 306,956	$ -	$ -
Other Financing Uses	-	2,433,596	2,027,997	-
Total Expenditures	$ 147,765	$ 2,740,552	$ 2,027,997	$ -

Equipment Replacement Fund (601)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Purchased Professional & Technical Services	$ -	$ 975	$ -	$ -
Property & Capital	-	-	-	40,000
Other Objects	48,018	32,140	48,017	128,532
Other Financing Uses	-	273,000	-	-
Total Expenditures	$ 48,018	$ 306,115	$ 48,017	$ 168,532

Fire Department Revenues

All Funds	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Intergovernmental Revenues	$ 2,357,613	$ 2,725,121	$ 2,458,862	$ 2,483,128
Charges for Services	45,686	74,771	55,000	50,000
Other Financing Sources	-	546,000	-	-
Total Revenues	$ 2,403,299	$ 3,345,892	$ 2,513,862	$ 2,533,128

General Fund (101)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Intergovernmental Revenues	$ 2,209,848	$ 2,496,321	$ 2,458,862	$ 2,483,128
Charges for Services	45,686	74,771	55,000	50,000
Total Revenues	$ 2,255,534	$ 2,571,092	$ 2,513,862	$ 2,533,128

Grants Fund (221)	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Amended	FY 2013-14 Proposed
Intergovernmental Revenues	$ 147,765	$ 228,800	$ -	$ -
Other Financing Sources	-	546,000	-	-
Total Revenues	$ 147,765	$ 774,800	$ -	$ -