

Fire Department

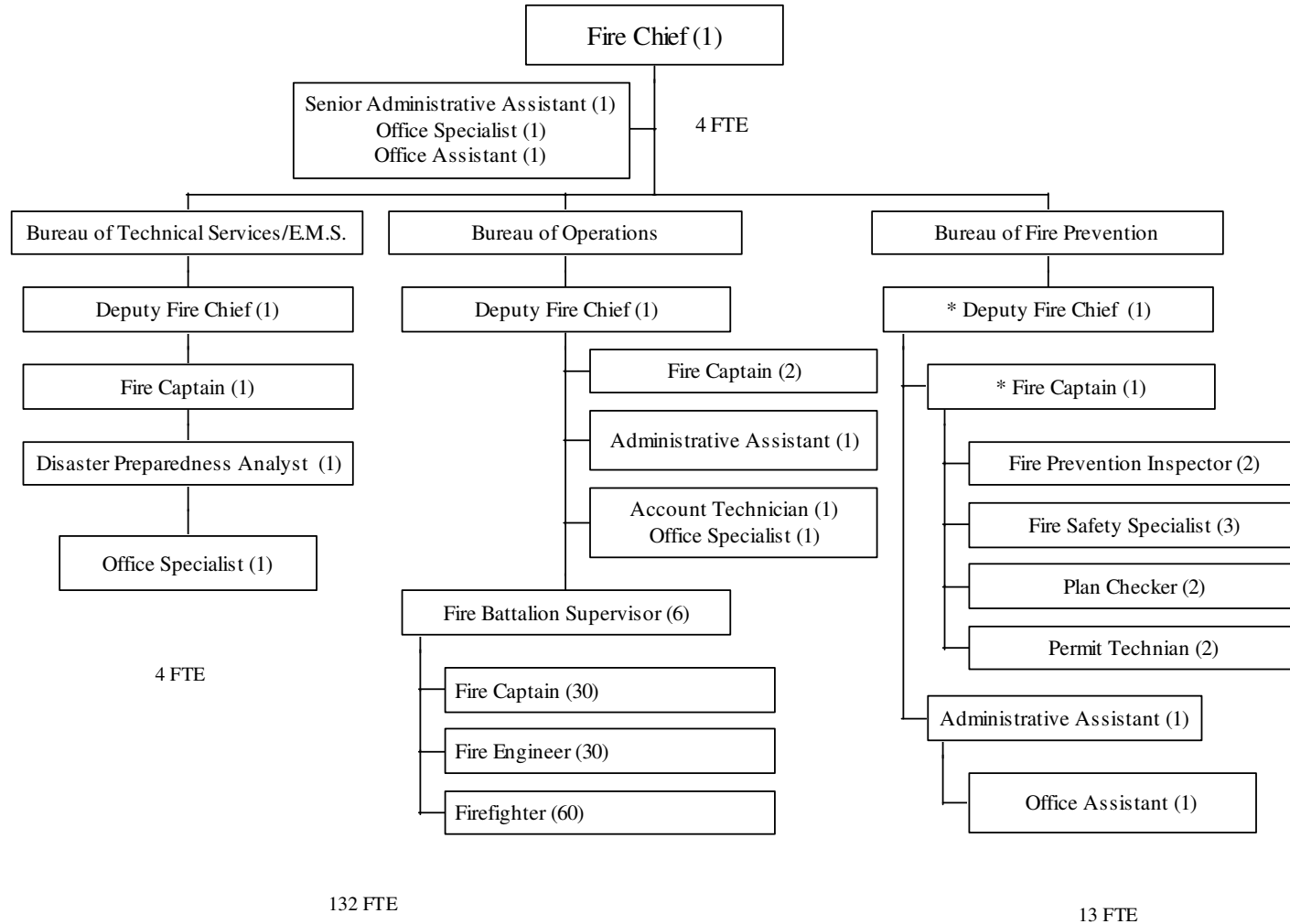
Administration

Bureau of Operations

Bureau of Fire Prevention

Bureau of Technical Services/E.M.S.

2005-06 Organization Chart
Fire Department
Effective July 1, 2005
(153 Full-time Employees)



* Deputy Chief and Captain perform duties associated with Fire Marshal and Deputy Fire Marshal, respectively.

City of Ontario
Summary of Personnel and Organizational Changes

| Fire Department | <u>2003-04</u> | <u>2004-05</u> | <u>2005-06</u> |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| Administration | | | |
| Fire Chief | 1 | 1 | 1 |
| Fire Records Specialist | 1 | 0 | 0 |
| Office Assistant | 1 | 1 | 1 |
| Office Specialist | 0 | 0 | 1 |
| Senior Administrative Assistant | 1 | 1 | 1 |
| | <hr/> 4 | <hr/> 3 | <hr/> 4 |
| Bureau of Operations | | | |
| Account Technician | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 |
| Deputy Fire Chief | 1 | 2 | 1 |
| Fire Battalion Supervisor | 6 | 6 | 6 |
| Fire Captain | 32 | 33 | 32 |
| Fire Engineer | 30 | 30 | 30 |
| Firefighter | 60 | 60 | 60 |
| Office Specialist | 1 | 1 | 1 |
| | <hr/> 132 | <hr/> 134 | <hr/> 132 |
| Bureau of Fire Prevention | | | |
| Administrative Assistant | 1 | 1 | 1 |
| Deputy Fire Chief | 1 | 1 | 1 |
| Fire Captain | 1 | 1 | 1 |
| Fire Prevention Inspector | 2 | 2 | 2 |
| Fire Safety Specialist | 3 | 3 | 3 |
| Office Assistant | 1 | 1 | 1 |
| Office Specialist | 1 | 1 | 0 |
| Permit Technician | 1 | 2 | 2 |
| Plan Checker | 2 | 2 | 2 |
| | <hr/> 13 | <hr/> 14 | <hr/> 13 |

City of Ontario
Summary of Personnel and Organizational Changes

| Bureau of Technical Services/E.M.S. | <u>2003-04</u> | <u>2004-05</u> | <u>2005-06</u> |
|--|-----------------------|-----------------------|-----------------------|
| Deputy Fire Chief | 1 | 0 | 1 |
| Disaster Preparedness Analyst | 0 | 1 | 1 |
| Fire Captain | 0 | 0 | 1 |
| Office Specialist | 1 | 1 | 1 |
| | <hr/> 2 | <hr/> 2 | <hr/> 4 |
| <i>Total Fire Department</i> | <i>151</i> | <i>153</i> | <i>153</i> |

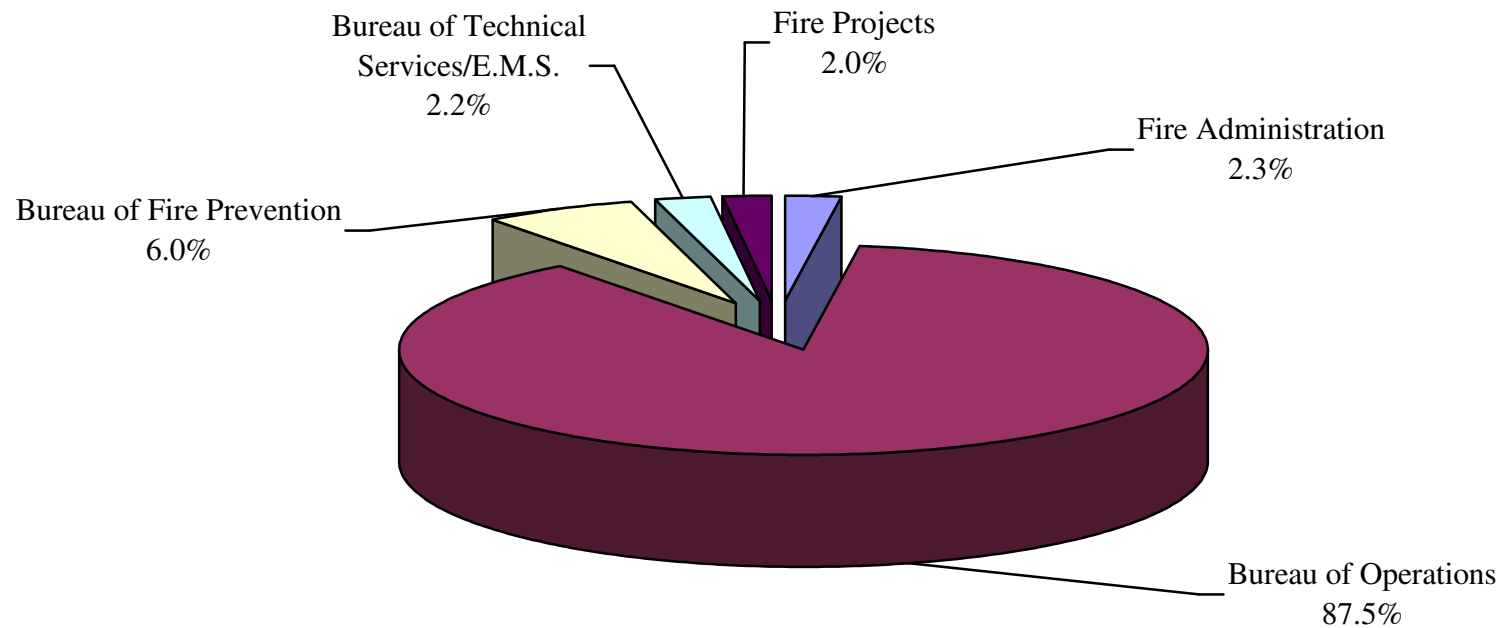
Fire Department

| | |
|---------------|--------------|
| Total Funds: | \$28,370,777 |
| General Fund: | \$27,792,885 |
| Other Funds: | \$577,892 |

OTHER FUNDS CONSIST OF:

General Fund Grants - \$167,302

Capital Projects - \$410,590



AGENCY SUMMARY FOR FISCAL YEAR 2005-06

Fire Department

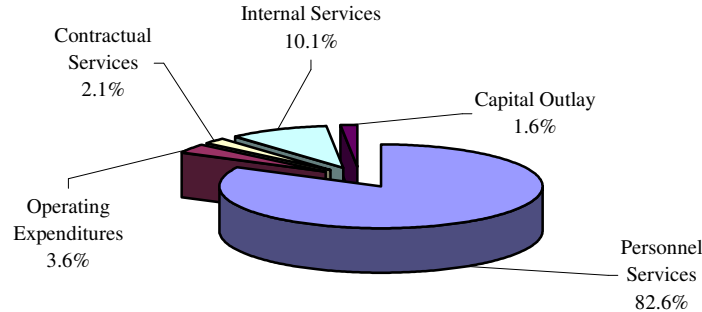
Department provides fire suppression and emergency medical services to the City. The Department consists of Fire Administration, Bureau of Operations, Bureau of Fire Prevention, Bureau of Technical Services-Emergency Management Services (EMS), and Fire Department related projects and/or grants.

Service Objective:

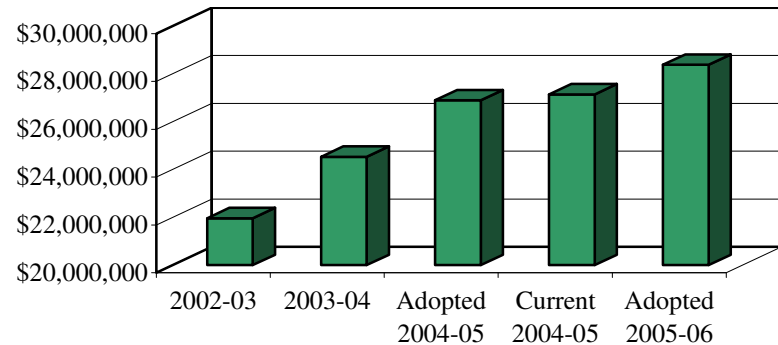
To deliver those services to our community that are necessary to minimize the loss of life and property when exposed to the potential threat or actual hazard from fire, medical emergency, rescue emergency, hazardous material emergency, or catastrophic disaster.

Adopted Budget Expenditures

\$28,370,777



Expenditures



Budget

| <u>Expenditures Category</u> | <u>FY 2002-03</u> | <u>FY 2003-04</u> | <u>Adopted FY 2003-04</u> | <u>Current FY 2004-05</u> | <u>Adopted FY 2005-06</u> | <u>% Change to Adopted 04-05</u> |
|------------------------------|----------------------|----------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Personnel Services | \$ 19,355,791 | \$ 21,662,618 | \$ 22,900,889 | \$ 22,889,556 | \$ 23,438,101 | 2.3% |
| Operating Expenditures | 860,967 | 1,018,257 | 963,102 | 1,117,654 | 1,027,101 | 6.6% |
| Contractual Services | 149,743 | 178,249 | 364,002 | 461,027 | 598,597 | 64.4% |
| Internal Services | 1,501,163 | 1,588,192 | 2,007,165 | 2,004,365 | 2,856,846 | 42.3% |
| Debt Services | - | - | - | - | - | 0.0% |
| Capital Outlay | 89,412 | 76,571 | 651,595 | 658,410 | 450,132 | -30.9% |
| Total Expenditures | \$ 21,957,076 | \$ 24,523,887 | \$ 26,886,753 | \$ 27,131,012 | \$ 28,370,777 | 5.5% |
| Annual Percentage Change | | 11.7% | 9.6% | 0.9% | 4.6% | |
| Annual Amount Change | | \$ 2,566,811 | \$ 2,362,866 | \$ 244,259 | \$ 1,239,765 | |

Historical data may reflect fluctuations due to organizational restructuring.

Fire Department 2005-06 Department Summary

| Department Title (Department ID) | Detail Book Page Number | 2002-03 Actual | 2003-04 Actual | 2004-05 Adopted | 2004-05 Current | 2005-06 Adopted | % Change to Adopted Budget 2004-05 |
|---|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---|
| | | | | Budget | Budget | Budget | |
| Fire Administration (041) | 110 | \$ 690,934 | \$ 685,328 | \$ 686,837 | \$ 689,377 | \$ 653,503 | -4.9% |
| Bureau of Operations/Emergency Services (043) | 112 | 18,469,003 | 20,650,218 | 21,794,959 | 21,794,959 | 22,624,251 | 3.8% |
| Bureau of Operations/Personnel Training & Development (044) | 114 | 202,361 | 215,124 | 210,223 | 290,592 | 407,375 | 93.8% |
| Bureau of Operations/Operations Support Services (047) | 116 | 1,040,989 | 1,263,850 | 1,718,542 | 1,753,256 | 1,777,245 | 3.4% |
| Bureau of Fire Prevention/Fire Prevention Bureau (042) | 118 | 1,229,478 | 1,289,179 | 1,556,408 | 1,565,307 | 1,696,466 | 9.0% |
| Bureau of Technical Svcs-EMS/EMS Training & Develop (045) | 121 | 170,462 | 200,130 | 209,732 | 209,732 | 228,865 | 9.1% |
| Bureau of Technical Svcs-EMS/Technical Support Svcs (046) | 123 | 63,116 | 71,044 | 88,027 | 118,057 | 405,180 | 360.3% |
| Fire Projects (315) | 125 | <u>90,733</u> | <u>149,014</u> | <u>622,025</u> | <u>709,732</u> | <u>577,892</u> | -7.1% |
| Total Fire Department | | <u>\$ 21,957,076</u> | <u>\$ 24,523,887</u> | <u>\$ 26,886,753</u> | <u>\$ 27,131,012</u> | <u>\$ 28,370,777</u> | 5.5% |

Historical data may reflect fluctuations due to organizational restructuring.

**Fire Department
Major Accomplishments
Fiscal Year 2004-05**

Fire Administration

- Provided overall administration and management of the Fire Department in a businesslike, professional and cost-effective manner.
- Developed and promoted pro-business policies in an effort to invest in the growth and evolution of the City's economy.

Bureau of Operations

- Met or exceeded the established response standards for service delivery in all categories.
- Performed necessary maintenance and repairs to Department's eight fire stations and Administration.
- Developed and opened the new permanent Fire Station No. 7.
- Secured grant funding and installed a diesel exhaust removal system at all eight fire stations.
- Purchased a replacement tiller truck for Fire Station No. 8.
- Purchased a replacement Heavy Rescue vehicle.

Bureau of Fire Prevention

- Responded to all requests for field inspections of buildings and fire protection systems under construction within 48 hours of such requests.
- Reorganized the Bureau of Fire Prevention to facilitate appropriate span of control, increased workflow oversight and efficiency.
- Developed the Fire Prevention Bureau Operations Manual.
- Investigated all fire involving loss of life, major injury, those set by juveniles, and those appearing suspicious in origin.
- Provided development review and plan check services for over 1,700 submittals and resubmittals.
- Continued a process to review and update all Bureau forms and policies, as appropriate.
- Recruited, trained and utilized Fire Department Volunteers to assist and augment Bureau staff.
- Provided courses of instruction necessary for staff members to attain the next level of certification in the State Fire Training System.
- Developed and implemented the documentation of the inspection program to the Records Management System (RMS).

**Fire Department
Major Accomplishments
Fiscal Year 2004-05**

Training

- Completed an Engineer Mentor program training manual.
- Completed all required Insurance Service Office Training to ensure maintenance of the Class 2 rating.
- Completed the probationary Firefighter basic skills DVD.

EMS Training & Development

- As an American Heart Association Training Center, trained and certified 300 people in every level, from CPR/Automatic External Defibrillators (AED) to Advanced Cardiac Life Support.
- Provided emergency operations orientation to 67 family practice doctors from Kaiser Hospital.
- Implemented limited Advanced Life Support (ALS) status to Brush Engine 136 and Office of Emergency Services 229 personnel.
- Provided 34 continuing education classes (695 students), consisting of 84.5 hours of education.
- Deployed our Special Events Team 22 times and responded to 35 calls.

Bureau of Technical Services

- Increased Office of Emergency Services (OES) reimbursement for Fiscal Year 2004-05.
- Obtained California Incident Command Certification System status for command level officers and staff.
- Provided Community Emergency Response Team (CERT) training to 249 City employees.

**Fire Department
Major Goals
Fiscal Year 2005-06**

Fire Administration

Invest in the Growth and Evolution of the City's Economy

- Develop and promote pro-business policies in an effort to invest in the growth and evolution of the City's economy.

Operate in a Businesslike Manner

- Provide overall administration and management of the Fire Department in a businesslike, professional and cost-effective manner.
- Deliver full-service Fire Department programs that are consistent with the goals and objectives adopted by the Ontario City Council.
- Develop a Master Plan for the Fire Department.

Bureau of Operations

Maintain the Current High Level of Public Safety

- Strive to achieve an average response time (from receipt of call to dispatch to arrival on scene) to all emergency calls within 8 minutes, 90% of the time. This is to be validated through examination of emergency responses on a quarterly basis.
- Maintain fire stations and facilities in a state of good repair to enhance service delivery objectives.

Pursue City's Goals and Objectives by Working with Other Governmental Agencies

- Aggressively pursue available grant funding in all areas.

Ensure the Development of a Well Planned, Balanced, and Self-Sustaining Community in the New Model Colony

- Identify and complete planning for Fire Station No. 9 in the New Model Colony.

Bureau of Fire Prevention

Invest in the Growth and Evolution of the City's Economy

- Recommend and amend applicable codes and ordinances for negative impacts on businesses, based on loss prevention data from the fire investigation section.
- Investigate all fires and those with loss of life, extensive property loss, or those appearing suspicious in origin.
- Develop and implement updated counseling services for juvenile fire setters.

**Fire Department
Major Goals
Fiscal Year 2005-06**

- Deliver fire prevention public education programs with primary emphasis on small children and mature adults (based on data from the fire investigation section).
- Expand our community-based public education program.
- Initiate background investigations including “Live Scan” technology which will enable volunteers to assist with the Knox Box Program and public education.
- Increase inspection frequency to ensure firefighter safety under fire conditions.
- Develop occupancy lists showing highest to lowest liability.
- Reorganize and implement the Learn Not to Burn program, offering the program to all commercial preschools and Head Start programs.
- Reorganize and implement the Risk Watch program at 10 schools.
- Conduct a Citizen Fire Academy to educate citizens.
- Develop a team of firefighters to assist in major fire investigations, including scene examination and excavation, witness interviews, and case preparation.
- Increase line firefighter training and awareness of basic fire origin and cause determination.

Operate in a Businesslike Manner

- Provide development review and plan check services with a goal of a ten-day turnaround.
- Provide special event plan review and site inspection services.
- Develop integration with mobile data terminals, Bureau and Department information concerning inspections, permitting and community development.
- Obtain facilities for investigations unit to provide evidence storage, meeting area, interview room, work stations for 3-4 investigators, work table and equipment cache storage.

Pursue City’s Goals and Objectives by Working with Other Governmental Agencies

- Explore grant funding for prevention education and investigation programs.

Ensure the Development of a Well Planned, Balanced, and Self-Sustaining Community in the New Model Colony

- Participate in the development of the New Model Colony.

**Fire Department
Major Goals
Fiscal Year 2005-06**

Training

Maintain the Current High Level of Public Safety

- Complete the Company Officer Mentor Training Program.
- Conduct a Bi-Annual Acting Company Officer test and certification.
- Create an Instructor lesson plan and outline file for standardization of training.

Bureau of Technical Services

Maintain the Current High Level of Public Safety

- Expand Automatic External Defibrillator (AED) deployment within City buildings and the community.
- Replace Station 131 Breathing Air Station using grant funding.
- Obtain additional Thermal Imaging Cameras with grant funding.
- Obtain joint command vehicle for Fire and Police Departments to replace Unit 850, using grant funding.
- Complete reintegration of Chino Valley Fire Protection District into West End dispatching.

Operate in a Businesslike Manner

- Develop preliminary plan for relocation and development of Ontario Emergency Operations Center (EOC).
- Complete Records Management System (RMS) reporting system data project.

Pursue City's Goals and Objectives by Working with Other Governmental Agencies

- Obtain an Automatic Aid Agreement with Riverside County Fire for Interstate 15 and Interstate 60 corridor.
- Aggressively pursue Federal Emergency Management Association (FEMA) and Office of Emergency Services grants.

EMS Training & Development

Maintain the Current High Level of Public Safety

- Continue to bring outside instructors who are experts in their specific field to provide quality Emergency Medical Services (EMS) education for all Emergency Medical Technicians (EMT)'s and Paramedics.
- Assist businesses located within the City to establish Public Access Defibrillation (PAD) programs.
- Increase the level of medical training of four firefighters from EMT status to licensed Paramedic.

**Fire Department
Performance Measures
Fiscal Year 2005-06**

| | Page, Goal # | Actual FY 2003-04 | Actual FY 2004-05 | Target FY 2005-06 |
|---|-----------------|----------------------|----------------------|----------------------|
| Emergency Services | | | | |
| Achieve average response times within 8 minutes from call received to arrival | Pg. xxvii, 2 | 90% | 90% | 90% |
| Training | | | | |
| Conduct 12 required drills for maintenance of Class 2 Insurance Service Office (ISO) rating. | Pg. xxvii, 2 | 12 | 12 | 12 |
| Conduct required classes, drills and exercises to meet or exceed all applicable State and Federal training standards ensuring a high level of service to the public | Pg. xxvii, 2 | 100% | 100% | 100% |
| Conduct Citizen's Academy classes | Pg. xxvii, 2 | 0 | 2 | 2 |
| Conduct community oriented Citizen CPR/First Aid Program Classes | Pg. xxvii, 2 | 15 | 15 | 15 |
| Provide a minimum of 24 hours of Paramedic continuing education. | Pg. xxvii, 2 | 80 | 84.5 | 48 |
| Provide a minimum of 12 hours of EMT continuing education. | Pg. xxvii, 2 | 80 | 84.5 | 48 |
| Provide quarterly ACLS classes | Pg. xxvii, 2 | 4 | 2 | 4 |
| Provide quarterly Paramedic skills training | Pg. xxvii, 2 | 5 | 4 | 4 |
| Provide annual SIDS (Sudden Infant Death Syndrome) training | Pg. xxvii, 2 | 1 | 1 | 1 |
| Bureau of Fire Prevention | | | | |
| Respond to all requests for field inspections of buildings and fire protection with systems under construction within 48 hours or sooner. | Pg. xxvii, 2 | 100% | 100% | 100% |
| Reorganize and implement the Learn Not to Burn® Program in 10 elementary schools | Pg. xxvii, 2 | 20% | 20% | 100% |
| Bureau of Technical Services | | | | |
| Update Disaster Plan bi-annually | Pg. xxvii, 2 | 100% | 100% | 100% |
| Update Red Book bi-annually | Pg. xxvii, 2 | 100% | 100% | 100% |
| Conduct EOC Command Staff drill at least once per year. | Pg. xxvii, 2 | 0 | 1 | 1 |
| Participate in two multi-agency field exercises each year. | Pg. xxvii, 2 | 100% | 100% | 100% |