

Fire Department

Fire Administration

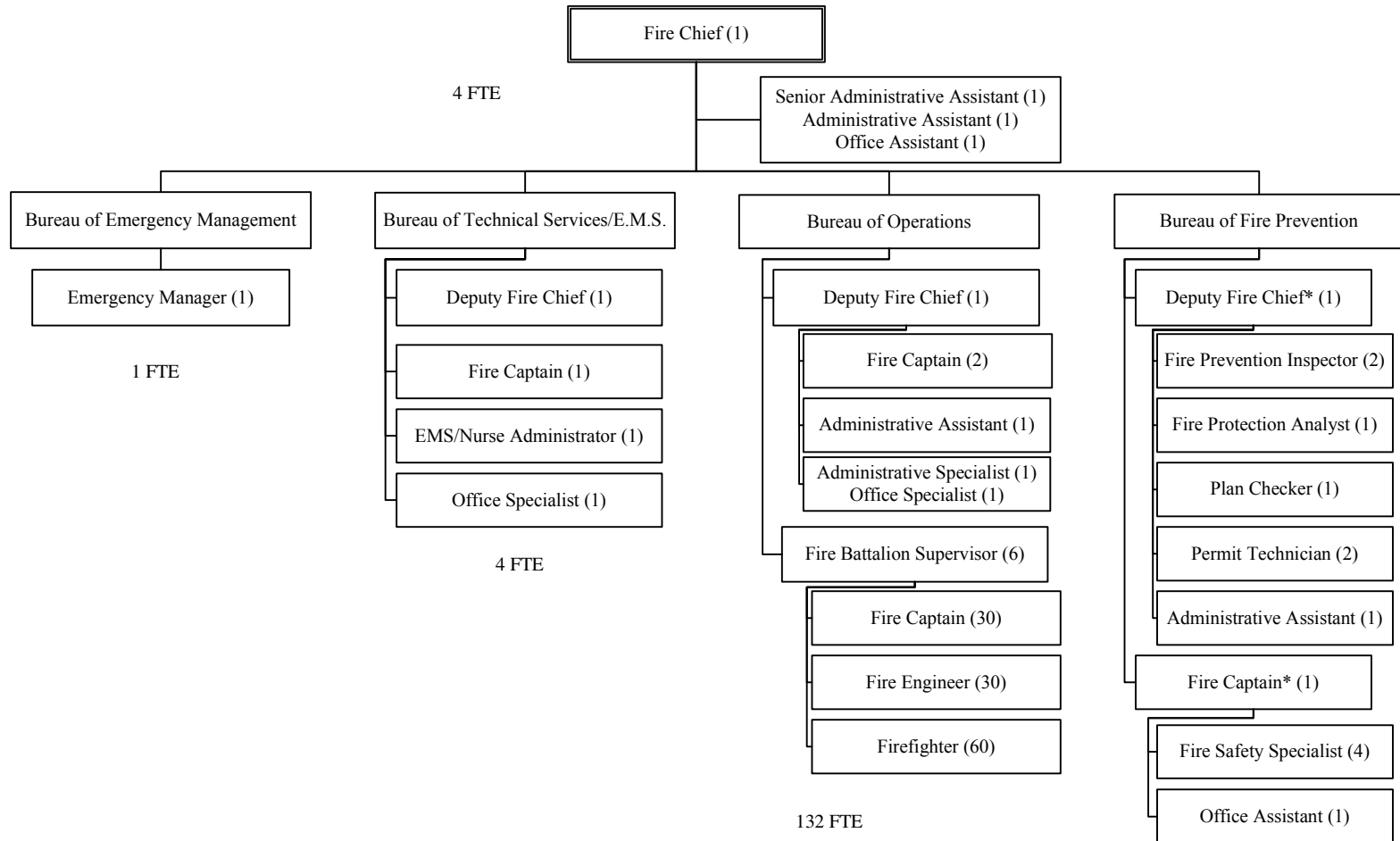
Bureau of Operations

Bureau of Fire Prevention

Bureau of Technical Services/E.M.S.

Bureau of Emergency Management

2007-08 Organization Chart
Fire Department
Effective July 1, 2007
(155 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>2005-06</u> | <u>2006-07</u> | <u>2007-08</u> |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| Administration | | | |
| Administrative Assistant | 0 | 1 | 1 |
| Fire Chief | 1 | 1 | 1 |
| Office Assistant | 1 | 1 | 1 |
| Office Specialist | 1 | 0 | 0 |
| Senior Administrative Assistant | 1 | 1 | 1 |
| | <hr/> 4 | <hr/> 4 | <hr/> 4 |
| Bureau of Operations | | | |
| Account Technician | 1 | 0 | 0 |
| Administrative Assistant | 1 | 1 | 1 |
| Administrative Specialist | 0 | 1 | 1 |
| Deputy Fire Chief | 1 | 1 | 1 |
| Fire Battalion Supervisor | 6 | 6 | 6 |
| Fire Captain | 32 | 32 | 32 |
| Fire Engineer | 30 | 30 | 30 |
| Firefighter | 60 | 60 | 60 |
| Office Specialist | 1 | 1 | 1 |
| | <hr/> 132 | <hr/> 132 | <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 Protection Analyst | 0 | 1 | 1 |
| Fire Safety Specialist | 4 | 4 | 4 |
| Office Assistant | 1 | 1 | 1 |
| Permit Technician | 2 | 2 | 2 |
| Plan Checker | 2 | 1 | 1 |
| | <hr/> 14 | <hr/> 14 | <hr/> 14 |

City of Ontario
Summary of Personnel and Organizational Changes

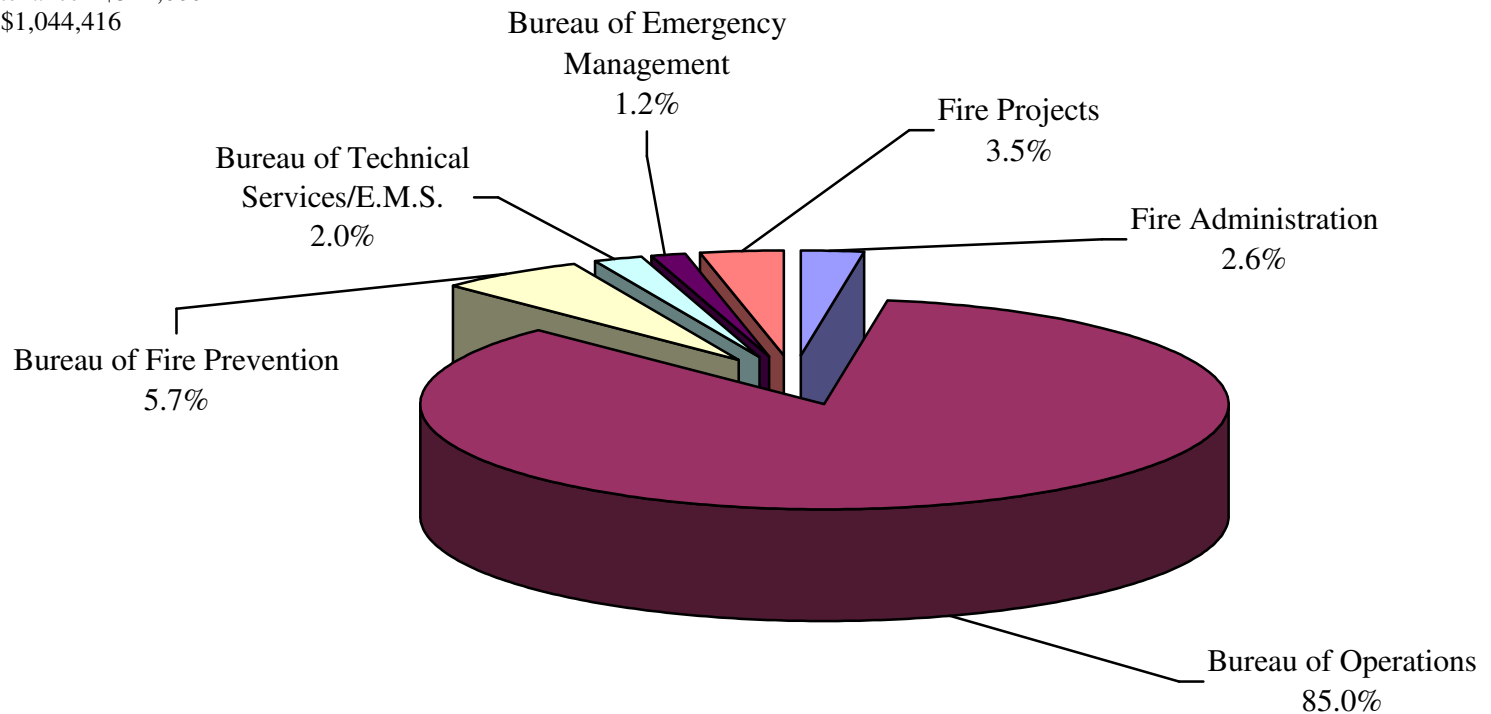
| Bureau of Technical Services/E.M.S. | <u>2005-06</u> | <u>2006-07</u> | <u>2007-08</u> |
|--|-----------------------|-----------------------|-----------------------|
| Deputy Fire Chief | 1 | 1 | 1 |
| EMS/Nurse Administrator | 0 | 1 | 1 |
| Fire Captain | 1 | 1 | 1 |
| Office Specialist | 1 | 1 | 1 |
| | <hr/> 3 | <hr/> 4 | <hr/> 4 |
| Bureau of Emergency Management | | | |
| Disaster Preparedness Analyst | 1 | 0 | 0 |
| Emergency Manager | 0 | 1 | 1 |
| | <hr/> 1 | <hr/> 1 | <hr/> 1 |
| <i>Total Fire Department</i> | <i>154</i> | <i>155</i> | <i>155</i> |

Fire Department

| | |
|---------------|--------------|
| Total Funds: | \$34,195,117 |
| General Fund: | \$32,599,187 |
| Other Funds: | \$1,595,930 |

OTHER FUNDS CONSIST OF:

General Fund Grants - \$30,514
Capital Projects - \$ 7,000
Facility Maintenance - \$514,000
Fire Impact - \$1,044,416



AGENCY SUMMARY FOR FISCAL YEAR 2007-08

Fire Department

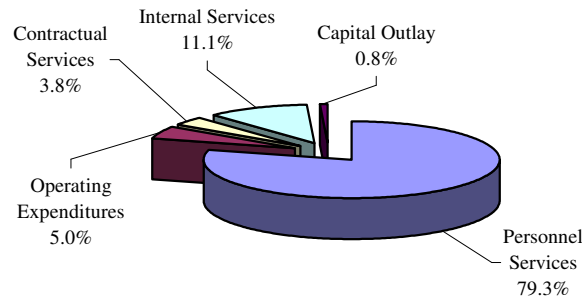
Department provides fire suppression and emergency medical services to the City. The Department consists of Fire Administration, Bureau of Operations, Bureau of Fire Prevention, Bureau of Technical Services-Emergency Management Services (EMS), and Fire Department related projects and/or grants.

Service Objective:

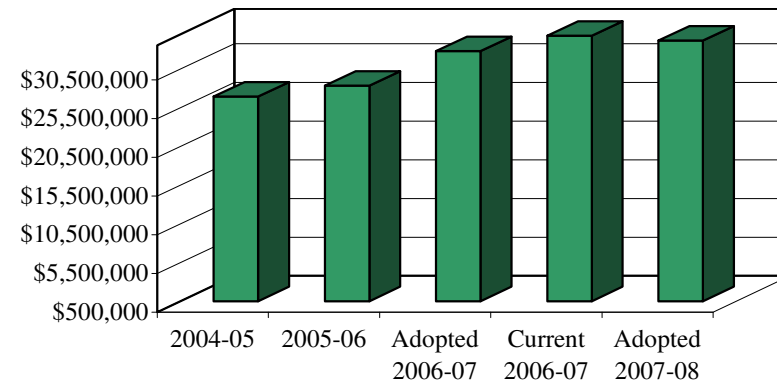
To deliver those services to our community that are necessary to minimize the loss of life and property when exposed to the potential threat or actual hazard from fire, medical emergency, rescue emergency, hazardous material emergency, or catastrophic disaster.

Adopted Budget Expenditures

\$34,195,117



Expenditures



Budget

| <u>Expenditures Category</u> | <u>FY 2004-05</u> | <u>FY 2005-06</u> | <u>Adopted FY 2006-07</u> | <u>Current FY 2006-07</u> | <u>Adopted FY 2007-08</u> | <u>% Change to Adopted 06-07</u> |
|------------------------------|----------------------|----------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------------|
| Personnel Services | \$ 23,441,356 | \$ 24,609,907 | \$ 26,134,562 | \$ 26,073,722 | \$ 27,113,029 | 3.7% |
| Operating Expenditures | \$ 1,020,653 | \$ 1,033,850 | \$ 1,379,704 | \$ 1,895,340 | \$ 1,736,229 | 25.8% |
| Contractual Services | \$ 247,746 | \$ 340,561 | \$ 982,207 | \$ 1,284,103 | \$ 1,293,907 | 31.7% |
| Internal Services | \$ 1,896,304 | \$ 2,322,698 | \$ 3,649,582 | \$ 3,386,122 | \$ 3,795,432 | 4.0% |
| Debt Services | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Capital Outlay | \$ 353,690 | \$ 63,516 | \$ 669,913 | \$ 2,177,847 | \$ 256,520 | -61.7% |
| Total Expenditures | \$ 26,959,750 | \$ 28,370,532 | \$ 32,815,968 | \$ 34,817,134 | \$ 34,195,117 | 4.2% |
| Annual Percentage Change | | 5.2% | 15.7% | 6.1% | -1.8% | |
| Annual Amount Change | | \$ 1,410,783 | \$ 4,445,436 | \$ 2,001,166 | \$ (622,017) | |

Historical data may reflect fluctuations due to organizational restructuring.

**Fire Department
2007-08 Department Summary**

| Department Title (Department ID) | Detail Book Page Number | 2004-05 Actual | 2005-06 Actual | 2006-07 Adopted Budget | 2006-07 Current Budget | 2007-08 Adopted Budget | % Change to Adopted Budget 2006-07 |
|--|------------------------------------|---------------------------|---------------------------|---------------------------------------|---------------------------------------|---------------------------------------|---|
| Fire Administration (041) | 140 | \$ 779,633 | \$ 684,214 | \$ 730,920 | \$ 755,920 | \$ 883,389 | 20.9% |
| Bureau of Operations/Emergency Services (043) | 142 | 22,264,981 | 23,388,953 | 24,875,044 | 24,611,544 | 25,792,161 | 3.7% |
| Bureau of Operations/Personnel Training & Develop (044) | 144 | 292,540 | 406,836 | 632,831 | 650,905 | 675,855 | 6.8% |
| Bureau of Operations/Operations Support Services (047) | 146 | 1,466,713 | 1,539,052 | 2,142,518 | 4,306,362 | 2,612,981 | 22.0% |
| Bureau of Fire Prevention/Fire Prevention Bureau (042) | 148 | 1,446,182 | 1,577,778 | 1,826,966 | 1,869,268 | 1,944,495 | 6.4% |
| Bureau of Technical Svcs/E.M.S.-Technical Services (045) | 150 | 208,484 | 227,243 | 899,327 | 851,178 | 705,479 | -21.6% |
| Bureau of Emergency Management/Disaster Management (046) | 153 | 90,525 | 373,356 | 409,556 | 571,277 | 396,043 | -3.3% |
| Fire Projects (315) | 155 | 410,692 | 173,100 | 1,298,806 | 1,200,680 | 1,184,714 | -8.8% |
| TOTAL FIRE DEPARTMENT | | \$ 26,959,750 | \$ 28,370,532 | \$ 32,815,968 | \$ 34,817,134 | \$ 34,195,117 | 4.2% |

Historical data may reflect fluctuations due to organizational restructuring.

Fire Department Major Accomplishments Fiscal Year 2006-07

Fire Administration

- Provided overall administration and management of the Fire Department in a businesslike, professional and cost-effective manner.
- Delivered full-service Fire Department programs consistent with the goals and objectives adopted by the Ontario City Council.
- Developed and promoted pro-business policies in an effort to invest in the growth and evolution of the City's economy.

Bureau of Operations

- Completed Phase I of the remodeling project at Fire Station No. 4 on time and under budget.
- Received and placed in service a new Heavy Rescue vehicle for Fire Station No. 8.
- Received and put in service the replacement engine for Fire Station No. 5.
- Received engine company and tiller truck for Fire Station No. 9.
- Received replacement tiller truck for Fire Station No. 1.
- Purchased a Hazardous Materials response vehicle for Fire Station No. 9.

Bureau of Fire Prevention

- Compiled a list of "top 20" hazardous occupancies with San Bernardino County and inspected each.
- Used RMS statistical data in the application process for both state and federal grants.
- Provided development review and plan check services for nearly 1,700 submittals and re-submittals.
- Recruited, trained and utilized volunteers to assist and augment Bureau staff.
- Continued the program to digitize all archive materials to increase productivity. This multi-year program is now 60% complete.
- Completed the Fire Prevention Bureau move to temporary offices on South Lemon.

Training

- Completed all ISO Training required to maintain current Class 2 Rating.
- Satisfied CICCIS Strike Team Leader requirements.
- Acquired a new training software for State and Federal required training.
- Produced thermal imaging camera training DVD to enhance skills in use of vital safety equipment.

**Fire Department
Major Accomplishments
Fiscal Year 2006-07**

Bureau of Technical Services/EMS

- Replaced two cardiac/defibrillator monitors with advanced technology capability.
- Maintained status as ACLS and EMT-1 Training centers.
- Participated in County project to increase data collection and utilization for emergency medical services.
- Worked with the Inland Counties Emergency Medical Services Agency (ICEMA) to improve the medical mutual-aid system response within the City.
- Placed 900 MHz pagers into emergency response units to improve emergency response times.
- Issued new City Emergency Response map books to improve response times.
- Developed more accurate response time measuring methods for emergency fire and medical response.
- Achieved 100% reimbursement on billable incidents for mutual-aid responses.

Bureau of Emergency Management

- Participated in three multi-agency exercises including a full functional damage assessment drill, terrorism tabletop exercise, and airport functional exercise.
- Became the first agency in San Bernardino County to install and utilize a new disaster management software system called WebEOC.
- Provided City Employee Response Team training (CERT) to 77 additional employees.
- Developed City Debris Management Plan, Disaster Hotline Plan, and new Temporary EOC Facility Activation Plan.

**Fire Department
Major Goals
Fiscal Year 2007-08**

Fire Administration

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 consistent with the goals and objectives adopted by the Ontario City Council.
- Develop and promote pro-business policies in an effort to invest in the growth and evolution of the City's economy.
- Review and revise all sections of Ontario Municipal Code that apply to the Fire department.
- Develop a Fire Department Master Plan that works within the City's General Plan.

Bureau of Operations

Maintain the Current High Level of Public Safety

- Begin construction of Fire Station No. 9.
- Begin Phase II of the remodeling project at Fire Station No. 4.
- Complete the remodel project at Fire Station No. 3 on time and on budget.
- Begin architectural development for the remodel of the Fire Training Center.
- Complete architectural design for the reconfiguration of Fire Administration and Fire Station No. 1.
- Maintain fire stations and facilities in a state of good repair to enhance service delivery objectives.
- Acquire a site to relocate the Explosive Ordinance Disposal Magazine.

Bureau of Fire Prevention

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

- Adopt the 2007 California Fire Code, which is based upon the 2006 International Fire Code, with amendments that may be necessary to address local conditions.

Operate in a Businesslike Manner

- Cross train sufficient staff to increase capacity for field inspections of buildings and fire protection systems by 50% to prepare for fluctuations in development intensity.

**Fire Department
Major Goals
Fiscal Year 2007-08**

- Continue development of Fire Prevention Development Standards and Public Safety Guide sheets with placement on the City website to facilitate comprehensive communication with the public and our customers.
- Continue to coordinate, assist and develop programs with other City departments which identify undocumented businesses, recoup lost revenue and assist compliance with City requirements.
- Explore grant funding for prevention education and investigation programs.

Maintain the Current High Level of Public Safety

- Utilize available data and assist San Bernardino County Fire Hazardous Materials Division to identify target hazards, inspect those locations and provide pre-plans for firefighter safety.
- Continue the training of OFD personnel, development and implementation of counseling services for juvenile fire setters.
- Increase line firefighter training and awareness of basic fire origin and cause determination.
- Coordinate Fire State Training and Educational Program (FSTEP) training.
- Ensure OSHA, ISO and DMV compliance.
- Participate and coordinate with other agencies and groups to enhance Ontario Fire Department training.

Encourage, Provide or Support Enhanced Recreational, Educational, Cultural and Healthy City Programs, Policies and Activities

- Deliver fire prevention public education programs with primary emphasis on small children and mature adults (based on data from the fire investigation section).

Bureau of Technical Services

Maintain the Current High Level of Public Safety

- Maintain status as ACLS and EMT-1 Training Centers.
- Provide timely updates to Emergency Response Map books to keep pace with development.
- Evaluate the feasibility of implementing a nationally certified Emergency Medical Dispatch program.

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

- Implement fractal based response time standards for measuring profiles for emergency fire and medical response.

**Fire Department
Major Goals
Fiscal Year 2007-08**

Bureau of Emergency Management

Maintain the Current High Level of Public Safety

- Aggressively pursue grant funding from the Federal Emergency Management Agency, Office of Emergency Services, Office of Traffic Safety and other funding sources.
- Conduct three training courses for City staff in Emergency Operations Center policies and procedures.
- Train 75 City staff members in the City Employee Emergency Response Team training program.
- Provide Disaster Preparedness community education materials to at least 2000 community members.
- Complete the construction of the new Mobile Command Center and training of the vehicle operator team.
- Provide public information officer support at all large incidents requiring Fire Department response in the City of Ontario.
- Develop and launch new Disaster Web Portal and updated website for easier access to Fire Department and emergency information.

**Fire Department
Performance Measures
Fiscal Year 2007-08**

| | Page, Goal # | Actual FY 2005-06 | Estimated FY 2006-07 | Target FY 2007-08 |
|--|-----------------|----------------------|-------------------------|----------------------|
| Bureau of Operations - Emergency Services | | | | |
| Achieve average response time of ten minutes or less from call received to arrival | Pg. xxviii, 2 | 100% | 100% | 100% |
| Bureau of Operations - Training | | | | |
| Conduct required drills for maintenance of Class 2 Insurance Service Office (ISO) rating. | Pg. xxviii, 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. xxviii, 2 | N/A | 100% | 100% |
| Production of Audio/Visual projects to assist in training OFD personnel | Pg. xxviii, 2 | 0 | 3 | 3 |
| Coordinate with Chaffey College to conduct State Fire Training courses | Pg. xxviii, 2 | 0 | 10 | 10 |
| Bureau of Fire Prevention | | | | |
| Inspect all state-mandated occupancies annually | Pg. xxviii, 2 | 100% | 100% | 100% |
| Provide development review and plan check services with a goal of a ten day turn-around | Pg. xxviii, 2 | 28 | 10 | 10 |
| Deploy the Fire Safety Trailer to elementary schools | Pg. xxviii, 2 | 7 | 10 | 10 |
| Deploy the Fire Safety Trailer to community events | Pg. xxviii, 2 | 12 | 12 | 12 |
| Respond to all requests for field inspections of building and fire protection systems under construction within 48 hours of such requests. | Pg. xxviii, 2 | N/A | 100% | 100% |
| Bureau of Technical Services/EMS | | | | |
| Provide minimum training hours (12 hours of EMT-1, 24 hours of Paramedic) | Pg. xxviii, 2 | 100% | 100% | 100% |
| Provide quarterly ACLS classes. | Pg. xxviii, 2 | 3 | 4 | 4 |
| Bureau of Emergency Management | | | | |
| Participate in two multi-agency exercises each year. | Pg. xxviii, 2 | 3 | 3 | 2 |
| Apply for federal and/or private grants. | Pg. xxviii, 2 | 3 | 5 | 5 |
| Conduct EOC training classes | Pg. xxviii, 2 | 2 | 10 | 5 |
| Facilitate meetings of the Emergency Management Working Committee | Pg. xxviii, 2 | N/A | 5 | 9 |