

Fund: GENERAL
Department: FIRE
Division: FIRE PROTECTION
Division No.: 40151

MISSION:

The mission of the Fire Department is to promote fire safety, protect property and preserve life.

SERVICES:

The Fire Department provides services including educational programs, preventive inspection services and response to emergencies such as fires and rescue incidents in our community.

SIGNIFICANT GOALS AND OBJECTIVES:

GOAL:

- A. Provide the citizens of Carbondale with the highest standards of professionalism in regards to emergency response and related Fire Department services

Objective:

- 1. Improve knowledge and proficiency of all department members

Strategies:

- a. Assign additional training duties to shift captains and shift firefighters
- b. Utilize the Illinois Fire Service Institute for available training
- c. Increase on-site training through the Illinois Fire Service Institute, National Fire Academy and independent educators
- d. Enhance extrication and technical rescue capabilities through more defined, specialized training

Objective:

- 2. Maintain aggressive posture in cause and origin determination of all fire incidents

Strategies:

- a. Conduct refresher training for all fire command officers in origin and cause investigation techniques
- b. Provide refresher training to all firefighters in basic cause and origin investigations
- c. Provide refresher and new techniques training in evidence retention practices for fire investigators

Objective:

- 3. Expand Fire Department hazardous materials incident capabilities

Strategies:

- a. Conduct refresher training at first responder and operations level of incident management
- b. Provide specialized technician level training to four MABAS Division 45 Hazardous Materials Team members
- c. Maintain inventory of materials to assist in confinement and control of hazardous materials incidents
- d. Refine the Hazardous Materials Incident Response Plan

Objective:

- 4. Deliver emergency services in a safe and efficient manner to all areas of the community

Strategies:

- a. Continue to monitor, report, and analyze emergency response times
- b. Work to enhance dispatch services and resources
- c. Encourage automatic aid agreements with neighboring agencies to reduce risk and provide for more efficient deployment of resources

GOAL:

- B. Promote an atmosphere enhancing the health and safety of all Department personnel

Objective:

- 1. Reduce the incidence of injury and maximize improved health by managing associated risks

Strategies:

- a. Emphasize periodic medical exams for Department personnel

- b. Encourage participation of department personnel in health and fitness training
- c. Continue providing Self Contained Breathing Apparatus (SCBA) fit testing and proficiency exercises
- d. Continue infectious disease exposure training
- e. Provide appropriate safety equipment and apparatus
- f. Maintain a comprehensive apparatus preventive maintenance program
- g. Maintain a standing safety committee for review of any incidents or safety concerns and interaction with the City's insurance carrier

GOAL:

- C. Keep Carbondale attractive for economic development and residential growth by working to improve the City's insurance classification rating

Objective:

- 1. Maintain computerization of Fire Department's records and information systems

Strategies:

- a. Record all fire and hazardous material incidents on computer
- b. Track all preplanning and inspection schedules with the aid of computer software
- c. Maintain accurate water flow and hydrant maintenance records
- d. Maintain training records on computer to aid in attaining goals and to track progress

Objective:

- 2. Identify problem areas for fire suppression water supply within the present City limits and planned annexation areas

Strategies:

- a. Research and plan required waterline and hydrant placement within the parameters of the Five Year Community Investment Program

- b. Work in conjunction with the Public Works Department to maintain annual water flow testing and hydrant maintenance programs
- c. Cooperate with water districts that serve our present and planned annexation areas in regard to water flow and hydrant testing
- d. Disseminate water flow results to the Public Works Department - Water Distribution Division and other water districts to inform them of areas needing improvement
- e. Review required maintenance with the Public Works Department - Water Distribution Division to ensure water system is maintained and functional at all times

Objective:

- 3. Provide serviceable and adequate pumper and ladder companies in proper fire station placement

Strategies:

- a. Maintain apparatus at a high level of readiness and continue preventive maintenance programs through the City Maintenance Division
- b. Review annually, apparatus viability and prepare replacement program
- c. Review annually, response distance to all segments of the coverage district
- d. Maintain annual Underwriters Laboratories testing of all aerial devices as required by Insurance Services
- e. Conduct pump certification testing of all engines as required by Insurance Services

GOAL:

- D. Reduce the number of actual and false emergency response incidents

Objective:

- 1. Increase the community's fire prevention awareness level

Strategies:

- a. Expand fire prevention programs to increase juvenile contact at the preschool, elementary school, middle school and high school levels

- b. Increase diversified areas of fire prevention education activities to as many alternate sites as possible
- c. Maintain "Fire Safety House" educational programs at all schools attended by children living in the City
- d. Maintain regularly scheduled station tours and lectures
- e. Maintain media coverage of Fire Department activities, incidents and progress with regularly scheduled press releases and public service audio and video releases
- f. Continue enforcement of false fire alarm ordinances for all occupancies
- g. Cooperate with Southern Illinois University to reduce false fire alarms in campus facilities
- h. Maintain the Juvenile Fire Setter Intervention Program to support families and individuals affected by children engaged in unsafe fire related activities

Objective:

- 2. Maintain a proactive approach to pre-incident planning for occupancies within the corporate boundaries

Strategies:

- a. Preplan and review all commercial, business and industrial occupancies, as well as schools, hospitals and churches within the corporate limits
- b. Maintain annual inspections of commercial, business and industrial occupancies
- c. Review all site plans on new or remodeled construction for code compliance coordinated through Development Services Department
- d. Regularly review existing fire codes to enable proper recommendations for changes or necessity of additional requirements
- e. Maintain citizen awareness of the home safety inspection program
- f. Encourage use of home carbon monoxide detectors

PROGRAM HIGHLIGHTS:

During FY 2013, the Fire Department continued to make significant progress in achieving departmental goals and objectives.

In FY 2013, the pre-fire planning program continued to review pre-incident block planning to formulate fire suppression strategies for incidents in high-risk areas. These pre-plans are incorporated into laptop computer systems that are available to the officer in the command vehicle as well as two primary engines for immediate on-scene application. In addition, the command vehicle is equipped with internet capabilities making online resources available at fire scenes.

In FY 2013, the hydrant testing program continued with bi-annual visits to fire hydrants. The first visit tests the flow of the hydrant and the second visit tests the flow of any hydrant that was missed due to construction as well as any hydrant that had a twenty-five percent reduction variance in flow results. All hydrants have been tagged for identification purposes and test results recorded in a database available for immediate on-scene application.

In FY 2013, the department continued its commitment to education and prevention. In partnership with Elementary School District #95, fire department instructors provided formal fire prevention and safety lessons to all fifth grade students. Staff members participated in this year's Senior Fair at the Carbondale Civic Center and provided informational talks for the Carbondale Senior Citizens Center.

In FY 2013, the department continued its commitment to community safety with its fire smoke detector and battery replacement program. Under program guidelines, the department will provide and install, free of charge, a smoke detector or replacement battery to citizens that cannot afford to purchase one.

In FY 2013, the Illinois Fire Service Institute Regional Fire Training Center continued to improve course delivery for firefighters throughout Southern Illinois. The facility provides for both classroom training as well as practical exercises. The Illinois Fire Service Institute holds regular training courses at the center. The facility is managed by the Fire Department.

In FY 2013, the department participated in major disaster exercises with the Illinois Emergency Management Agency,

as well as Southern Illinois University and Jackson County Emergency Management Agency.

In FY 2013, the department continued its partnership with other communities in the region through continued participation in the Mutual Aid Box Alarm System, MABAS Division 45. Member agencies have worked to develop standards of operation, communication, incident command, equipment and safety. Area departments have developed pre-designated mutual aid protocols to improve communications and response to emergencies. MABAS Division 45 is also home to technician level rescue and hazardous materials teams, both of which have been funded through the Illinois Terrorism Task Force. These special teams are comprised of members from throughout the area including the City of Carbondale. The Fire Department continues to serve as the base for the MABAS Division 45 mobile generator and lighting unit. Other MABAS resources positioned within the Southern Illinois area include a mobile warehouse trailer, technical rescue trailer, hazardous materials decontamination unit, ventilation truck, six-wheel all-terrain vehicle, and mobile compressor truck. All equipment is available for response to emergency incidents throughout the region.

In FY 2013, the department's fire investigation canine team recertified, under guidelines established by the Maine Criminal Justice Academy. The team is one of only two hundred from across the United States, District of Columbia and Canada.

In FY 2013, four department members participated in MABAS technical rescue training. Instruction consisted of rope, trench, confined space, and structural collapse operations training. These individuals are now members of the MABAS Division 45 Technical Rescue Team.

In FY 2013, the department completed updating communications to comply with Federal Communications Commission narrowband requirements, which became effective January 1, 2013. Narrowband frequencies allow increased band width for public safety communications.

In FY 2013, the department was audited by the Insurance Services Office (ISO) and successfully defended its Class 4 Public Protection Classification (PPC) rating. ISO is an independent company that serves insurance companies, communities and fire departments by providing information about risk. In each community ISO analyzes data such as water supply, dispatch facilities, and fire suppression capabilities and assigns a PPC – a number from 1 to 10. Class 1 represents an exemplary fire

suppression program and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria. Insurance companies then use PPC information to help establish premiums for homeowners and commercial fire insurance.

In FY 2013, the department partnered with the Carbondale Park District to present the summer Chill Out in the Park Program.

In FY 2013, the department benefitted from a number of Illinois Fire Service Institute grant funded classes covering subject areas such as emergency vehicle operations, new car technologies, hydraulics and hazardous materials training.

In FY 2013, two Fire Captains completed the Senior Officer Development Program through the Office of the Illinois State Fire Marshal.

In FY 2013, the department maintained its commitment to health and safety by holding regular Safety Committee meetings.

In FY 2014, the department will continue the pre-fire planning program targeting high risk occupancies.

In FY 2014, the department will continue to increase citizen awareness by growing partnerships with Community schools and civic organizations.

In FY 2013, construction of a new fire station began and will be completed in FY 2014. The new facility will be a 12,400 square foot single-story brick building. This facility is designed to meet the present and future needs of the department with four apparatus bays, seven bunk rooms, living and kitchen space, a workout room, a training room and office space for the Assistant Fire Chiefs and Training Officer. There will also be space to relocate the city's Emergency Operations Center and Storm Watch Center. The building has been designed to be energy efficient and meets or exceeds all relevant energy codes as well as seismic standards. Some design features will include a backup generator capable of powering the entire building, geothermal heating and air-conditioning for the living area and provisions for the addition of future solar equipment.

In FY 2014, the department will continue efforts to provide the citizens of Carbondale with the highest standard of fire protection possible.

In FY 2014, a new Building Maintenance Division (40330) was added to the Public Works Department. This division

will provide for the maintenance and repair of all City buildings and facilities. This new division will allow for centralized oversight of expenses and allow expenses to be aggregated for additional cost savings. Such expenses will include utilities, repairs, fire suppression and extinguisher

system inspection, security and fire alarm monitoring contracts and elevator contracts. As a result, certain expenses in this division's budget have been reduced and aggregated into the new Building Maintenance (40330) budget.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Calls for Service:					
Flammable Spill/Leak Responses	A-3	9	20	18	20
Hazardous Condition Responses	A-3	30	35	36	35
Fires in Structures	D-1	56	65	65	65
Vehicle Fires	D-1	12	20	12	20
Brush/Grass Fires	D-1	11	15	42	15
Rubbish Fires	D-1	74	75	59	75
Rescue/Extrication Responses	D-1	30	30	42	30
Carbon Monoxide Investigations (CO Found)	D-1	26	30	14	30
Service/Good Intent Responses	D-1	216	200	212	215
Malicious False Alarms	D-1	70	65	59	65
System Malfunctions	D-1	165	175	149	175
Carbon Monoxide Investigations (No CO)	D-1	38	50	33	50
Unintentional System Activations	D-1	267	260	257	260
Other Responses	D-1	5	5	3	5
Total Calls for Service:		1,009	1,045	1,001	1,060
Training Sessions Conducted (On-Site)	A-1/A-2/B-1	32	30	50	50
Training Sessions Conducted (Off-Site)	A-1/A-2/B-1	35	30	35	35
Arson Investigations	A-2	2	5	5	5

PERFORMANCE MEASUREMENTS CONT'D:

Performance Measurements	Division Goal/ Objective	Actual FY 2012	Authorized Budget FY 2013	Estimated Actual FY 2013	Budget FY 2014
Average Response Time to Incidents (Min.)	A-4/C-1/C-3	3:13	3:30	3:30	3:30
Safety Committee Meetings	B-1	3	3	3	4
Fire Prevention Lectures Presented	D-1	38	40	30	40
Station Tours Conducted	D-1	16	25	15	25
Business Inspections and Re-Inspections	D-2	185	200	184	200
Restaurants, Clubs, and Bar Inspections and Re-Inspections	D-2	129	120	135	120
Fire Lane Violations Cited	D-2	28	30	25	30
Site Plans Reviewed	D-2	18	15	20	15
Preplans Prepared or Revised	D-2	176	150	150	150

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2012	AUTHORIZED BUDGET FY 2013	ESTIMATED ACTUAL FY 2013	BUDGET FY 2014	\$ AMOUNT BUDGET FY 2014
Fire Chief	1.00	1.00	1.00	1.00	\$93,104
Assistant Chief	3.00	3.00	3.00	3.00	\$217,494
Fire Captain - Training Officer	0.50	0.50	0.50	0.50	\$28,501
Fire Captain	3.00	3.00	3.00	3.00	\$173,597
Firefighter	21.00	21.00	21.00	21.00	\$1,062,772
Administrative Secretary	1.00	1.00	1.00	1.00	\$37,396
Fire Inspector	1.00	1.00	1.00	1.00	\$46,126
TOTAL	30.50	30.50	30.50	30.50	\$1,658,990

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EXPENDITURE CLASSIFICATION	ACTUAL FY2012	AUTHORIZED		BUDGET FY2014
		BUDGET FY2013	ESTIMATED ACTUAL FY2013	
PERSONAL SERVICES				
100 Employee Salary and Wages	1,585,831	1,627,047	1,633,970	1,658,990
101 Accrued Sick Leave	468	0	0	0
102 Accrued Vacation Leave	4,394	0	0	0
103 Accrued Birthday Leave	0	0	0	0
110 Employee Overtime	198,185	196,559	149,199	143,301
112 Employee Premium Payments	0	0	102,360	109,474
115 Employer Veba Contributions	21,990	9,408	4,467	4,598
130 Employee Health Ins. Benefits	353,626	399,484	339,864	298,588
131 Employee Retirement Benefits	882,916	816,663	817,333	776,123
140 Employee Work. Comp. Benefits	285,740	286,970	279,262	240,657
141 Employee Unemployment Comp. Benefits	6,208	0	0	0
150 Special Contractual Benefits	9,381	11,013	10,013	10,225
TOTAL PERSONAL SERVICES	3,348,739	3,347,144	3,336,468	3,241,956
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	1,220	900	612	500
220 Communications-Telephone	6,648	6,516	6,600	7,122
222 Communications-Postage	338	500	294	500
230 Utilities-Electric	10,894	10,324	9,874	0
231 Utilities-Gas	5,139	8,065	4,281	1,762
232 Utilities-Water and Sewer	2,393	2,710	2,655	0
240 Travel, Conferences, Training	24,069	29,503	27,527	24,625
250 Repairs & Maint.-Equip.	14,721	13,783	13,821	13,674
251 Repairs & Maint.-Bldg & Struc.	3,122	4,214	2,705	600
252 Repairs & Maint.-Other Improv.	146	600	200	600
260 Rental Charges	65	165	165	165
270 Outside Printing Services	0	150	100	150
271 Other Outside Services	112	112	415	0
272 Office Supplies	3,199	3,400	3,302	3,400
273 Operating Supplies & Materials	13,461	17,229	18,503	12,698
275 Motor Fuels and Lubricants	21,504	24,251	21,767	24,261
280 Subscriptions and Memberships	1,224	1,142	1,157	1,157
299 Operating Equipment	43,245	47,980	47,990	8,820
TOTAL DIR. OPER. CHRGS. & SRVCS.	151,500	171,544	161,968	100,034
SERVICES AND CHARGES TRANSFERRED IN				
311 Vehicle & Equipment-Parts	26,283	26,684	21,000	37,000
315 Building & Structure-Maint.	1,174	512	589	0
TOTAL SRVCS. & CHRGS. TRANS IN	27,457	27,196	21,589	37,000

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2012	BUDGET FY2013	ACTUAL FY2013	BUDGET FY2014
CAPITAL OUTLAY				
503 Machinery and Equipment	9,190	14,505	6,800	0
504 Licensed Vehicles	<u>0</u>	<u>0</u>	<u>0</u>	<u>386,500</u>
TOTAL CAPITAL OUTLAY	9,190	14,505	6,800	386,500
DEBT SERVICE				
640 Other Debt Principal	36,213	37,736	37,736	55,268
641 Other Debt Interest	<u>21,786</u>	<u>20,263</u>	<u>20,263</u>	<u>26,211</u>
TOTAL DEBT SERVICE	57,999	57,999	57,999	81,479
CONTINGENCIES				
801 Division Contingency	<u>0</u>	<u>3,591</u>	<u>0</u>	<u>5,000</u>
TOTAL CONTINGENCIES	0	3,591	0	5,000
TOTAL EXPENDITURES	<u>3,594,885</u>	<u>3,621,979</u>	<u>3,584,824</u>	<u>3,851,969</u>