

Fund:

GENERAL

Department:

FIRE

Division:

FIRE PROTECTION

Division No.: **40151**

MISSION:

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

SERVICES:

The Fire Department services include educational programs, preventive inspection services and response to emergencies such as fires, technical rescues and hazardous materials 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 progressive 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 that enhances 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

GOAL:

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

Objective:

- 1. Maintain an electronic database of Fire Department records and information systems

Strategies:

- a. Record all fire and hazardous material incidents on computer
- b. Track all pre-planning and inspection schedules with the aid of computer software
- c. Maintain accurate water flow and hydrant maintenance records
- d. Maintain detailed training records to track progress and determine effectiveness
- e. Maintain annual GIS database of fire incidents.

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 apparatus viability and prepare replacement program annually
- c. Review response distance to all segments of the coverage district annually
- d. Complete annual Underwriters Laboratories compliance 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 to appropriate ages 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
- i. Review all site plans on new or remodeled construction projects for code compliance coordinated through Development Services Department

- j. Regularly review existing fire codes to enable proper recommendations for changes or necessity of additional requirements
- k. Maintain citizen awareness of the home safety inspection program
- l. Encourage use of home carbon monoxide detectors

PROGRAM HIGHLIGHTS:

In FY 2016, the administrative offices moved from City Hall to Fire Station 2 located at 401 N. Glenview. Along with the Chief, the Administrative Secretary and the Fire Inspector also moved to this location. This move promotes better interaction between management and staff, places the Fire Chief in the same building as the Emergency Operations Center and allows better communication and effective operations for all department members.

In FY 2016, the department received a 1936 Diamond T. fire truck that belonged to the City of Carbondale Fire Department from June, 1936 until April, 1955. The restored/retired fire truck will be used for fire prevention programs and other community events as well as representing the City of Carbondale in area parades.

In FY 2016, the department began promoting our water and ice rescue capabilities to other area departments to continue to promote good will. Resources include a non-motorized boat, a motorized inflatable boat, as well as various water/ice rescue equipment.

In FY 2016, the pre-fire planning program continued to review pre-incident block planning to formulate fire suppression strategies for incidents in high-risk areas including various Southern Illinois University facilities. 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. The department will continue the program in FY 2017.

In FY 2016, the department will integrate with the Police Department Dispatch's software for mobile use. This software will provide staff with the ability to track assets through a GPS system, place equipment on scene which will aid dispatch during emergencies, and provide police and fire members' access to emergency contact information and pre-fire planning information and drawings.

In FY 2016, Water supply testing 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 hydrants 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. This information is also available to architects, engineers and contractors for use in planning and development.

In FY 2016, the department continued its commitment to education and prevention. In partnership with Elementary School District #95, fire department staff provided formal fire prevention and safety instruction to all fifth grade students in the district. 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 2016, the department once again partnered with the Carbondale Park District in presenting the summer Chill Out in the Park Program.

In FY 2016, the department continued its commitment to community safety by partnering with the Illinois State Fire Marshal's Office in providing a free 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 2016, 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 sessions at the center. The facility is managed by the Fire Department.

In FY 2016, five department members completed Mutual Aid Box Alarm System (MABAS) technical rescue training. Instruction was provided in the areas of high angle, trench, confined space, and structural collapse training. These individuals proudly serve as members of the MABAS Division 45 Technical Rescue Team. In FY 2017, the department hopes to train additional department members.

In FY 2016, three department captains continued toward completing requirements necessary to be Fire Officer I certified by the Office of the State Fire Marshal.

In FY2016, department members participated in a number of additional Illinois Fire Service Institute classes including vehicle and machinery extrication, hazardous materials, trench rescue, fire/arson investigation, fire ground tactics and strategies, senior officer development classes, and basic firefighter academy.

In FY 2016, the department participated in disaster exercises with the Illinois Emergency Management Agency as well as Memorial Hospital of Carbondale and Jackson County Emergency Management Agency.

In FY 2016, the department continued its partnership with other communities in the region through continued participation in the

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 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, mobile compressor truck, and a mobile support unit. All equipment is available for response to emergency incidents within the City of Carbondale, as well as throughout the region.

In FY 2016, the department continued to be part of the State Farm Arson Dog Program. The fire investigation canine and handler team is certified according to guidelines established by the Maine Criminal Justice Academy. The department is proud to be part of a select group of approximately two hundred teams from across the United States, District of Columbia and Canada.

In FY 2016, the department maintained its commitment to health and safety by holding regular Safety Committee meetings in order to review incidents/accidents and will continue this focus for FY 2017.

In FY 2016, the department, with resource help from the Foreign Fire Insurance Board, made improvements to Fire Station #1, located at 600 E. College, with new high efficiency windows, new entry way with a new door, and new carpet in the day room and bunk room. These improvements save energy and reduce road noise in the living quarters.

In FY 2016, the department continued its relationship with the Illinois Fire Service Institute to serve as a regional test facility. This agreement benefits fire departments throughout the region by reducing or eliminating the need for travel outside the region for testing. This arrangement will continue in FY 2017. The department will also continue to serve in a similar manner as a test center for the Office of the Illinois State Fire Marshal.

In FY 2016, all department members participated in hands on training which included water/ice rescue equipment, extrication with cars and trucks donated by local tow companies as well as training with SIUC donated buildings, that included overhaul, ladder practice, search and rescue, forcible entry, ventilation, tactics and fire behavior. In addition, all department members performed fire apparatus driver training at the SIUC airport with cooperation from the airport. A runway was closed for use during this practical. In FY 2017, training will continue using hands on, local and donated resources.

In FY 2017, in an effort to ensure a highly trained and professional staff, department Captains will be enrolled in additional supervisory training. This training, which will cover topics such as tactics and strategies, management and fire prevention principles, will take place at the Illinois Fire Service Institute and will satisfy all State of Illinois requirements for certification at the Fire Officer II level.

In FY 2017, the department will continue to increase citizen awareness by growing partnerships with community schools, Southern Illinois University and various civic organizations. Department members will be encouraged to attend community, school, and other local functions as well as events.

In FY 2017, the department will continue efforts to provide citizens of Carbondale with the highest standard of fire protection and fast, professional rescue.

In FY 2017 the moving of the OEM Coordinator from 50% of the time to 100% of the time is to better represent the time spent by the Assistant Fire Chief/OEM Coordinator. A major portion of this position's time is spent fulfilling state requirements for Emergency Operations Center (EOC) accreditation including meetings, public presentations, drills, weather watches, training, and equipment maintenance.

Also in FY 2017 the moving of the Administrative Secretary to 50% OEM is to better represent the time spent between the Fire and OEM department job duties. Stormwatch overtime hours come from the OEM budget and fire prevention hours come from the fire budget.

PERFORMANCE MEASUREMENTS:

Performance Measurements	Division Goal/ Objective	Actual FY 2015	Authorized Budget FY 2016	Estimated Actual FY 2016	Budget FY 2017
Calls for Service:					
Flammable Spill/Leak Responses	A-3	16	20	20	20
Hazardous Condition Responses	A-3	14	35	35	35
Fires in Structures	D-1	45	65	40	50
Vehicle Fires	D-1	12	20	15	20
Brush/Grass Fires	D-1	13	15	10	15
Rubbish Fires	D-1	27	75	30	50
Rescue/Extrication Responses	D-1	62	35	70	70
Carbon Monoxide Investigations (CO Found)	D-1	7	30	20	20
Service/Good Intent Responses – i.e. Smoke Scares, Open Burning, Assist PD	D-1	170	215	150	175
Malicious False Alarms	D-1	75	65	65	65
System Malfunctions	D-1	137	175	175	175
Carbon Monoxide Investigations (No CO)	D-1	31	50	20	30
Unintentional System Activations	D-1	270	260	270	275
Other Responses	D-1	9	5	9	5
Total Calls for Service:		888	1,060	929	1,005
Training Sessions Conducted (On-Site)	A-1, A-2, B-1	72	60	118	80
Training Sessions Conducted (Off-Site)	A-1, A-2, B-1	45	50	30	50
Arson Investigations	A-2	6	5	6	6
Average Response Time to Incidents (Min.)	A-4, C-1, C-3	3:59	3:30	3:45	3:45
Safety Committee Meetings:					
Site Plans Reviewed	C-2, D-2	7	15	16	15
Preplans Prepared or Revised	C-2, D-2	143	150	150	150
Fire Prevention Lectures Presented	D-1	36	40	30	40
Station Tours Conducted	D-1	19	25	25	25
Business Inspections and Re-Inspections	D-2	209	200	185	200
Restaurants, Clubs, and Bar Inspections and Re-Inspections	D-2	137	120	124	120
Fire Lane Violations Cited	D-2	30	30	27	30

NUMBER OF FULL-TIME EQUIVALENT EMPLOYEES:

POSITION TITLE	ACTUAL FY 2015	AUTHORIZED BUDGET FY 2016	ESTIMATED ACTUAL FY 2016	BUDGET FY 2017	\$ AMOUNT BUDGET FY 2017
Fire Chief	1.00	1.00	1.00	1.00	\$94,723
Assistant Fire Chief	2.95	3.00	2.90	3.00	\$221,034
Fire Captain/Training Officer	0.50	0.50	0.28	0.00	\$0
Fire Captain	3.00	3.00	3.00	3.00	\$183,452
Fire Fighter	20.95	21.00	21.15	21.00	\$1,129,685
Administrative Secretary	1.00	1.00	1.00	0.50	\$19,770
Fire Inspector	1.00	1.00	1.00	1.00	\$48,713
TOTAL	30.40	30.50	30.55	29.50	\$1,697,377

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EXPENDITURE CLASSIFICATION	ACTUAL FY2015	AUTHORIZED		BUDGET FY2017
		BUDGET FY2016	ESTIMATED ACTUAL FY2016	
PERSONAL SERVICES				
100 Employee Salary and Wages	1,721,450	1,703,465	1,785,517	1,697,377
101 Accrued Sick Leave	44,303	0	0	0
102 Accrued Vacation Leave	7,420	0	0	0
103 Accrued Birthday Leave	0	0	0	0
110 Employee Overtime	126,183	99,879	143,503	112,761
112 Employee Premium Payments	109,814	107,996	131,971	108,227
115 Employer Veba Contributions	26,025	0	0	0
130 Employee Health Ins. Benefits	300,445	315,378	311,570	315,759
131 Employee Retirement Benefits	792,240	837,430	840,064	932,266
140 Employee Work. Comp. Benefits	258,403	245,417	237,638	296,769
141 Employee Unemployment Comp. Benefits	3,282	0	14,874	0
150 Special Contractual Benefits	16,810	19,805	13,368	10,225
TOTAL PERSONAL SERVICES	3,406,375	3,329,370	3,478,505	3,473,384
DIRECT OPERATING CHARGES & SERVICES				
200 Professional & Consultant Fees	1,257	500	722	700
220 Communications-Telephone	7,328	9,402	7,095	9,732
222 Communications-Postage	313	500	300	500
231 Utilities-Gas	675	1,500	1,273	1,500
240 Travel, Conferences, Training	39,131	25,150	29,483	14,063
250 Repairs & Maint.-Equip.	14,285	22,041	19,728	23,622
251 Repairs & Maint.-Bldg & Struc.	115	1,833	1,742	6,388
252 Repairs & Maint.-Other Improv.	673	600	600	600
260 Rental Charges	66	75	75	75
270 Outside Printing Services	470	150	150	150
271 Other Outside Services	0	1,045	1,045	0
272 Office Supplies	3,665	3,700	2,170	3,700
273 Operating Supplies & Materials	40,526	18,732	18,882	20,996
275 Motor Fuels and Lubricants	18,817	23,841	16,678	19,760
280 Subscriptions and Memberships	1,149	1,119	1,126	1,156
282 Licenses and Taxes	195	48	48	0
299 Operating Equipment	14,737	16,734	16,720	2,200
TOTAL DIR. OPER. CHRGS. & SRVCS.	143,402	126,970	117,837	105,142
SERVICES AND CHARGES TRANSFERRED IN				
310 Veh. & Equip.-Labor & Overhead	(2)	0	0	0
311 Vehicle & Equipment-Parts	40,806	34,000	34,000	24,000
TOTAL SRVCS. & CHRGS. TRANS IN	40,804	34,000	34,000	24,000

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EXPENDITURE CLASSIFICATION	AUTHORIZED		ESTIMATED	
	ACTUAL FY2015	BUDGET FY2016	ACTUAL FY2016	BUDGET FY2017
CAPITAL OUTLAY				
503 Machinery and Equipment	0	25,484	0	0
TOTAL CAPITAL OUTLAY	0	25,484	0	0
DEBT SERVICE				
640 Other Debt Principal	81,854	84,974	84,974	88,325
641 Other Debt Interest	29,852	26,732	26,732	23,380
TOTAL DEBT SERVICE	111,706	111,706	111,706	111,705
CONTINGENCIES				
801 Division Contingency	0	4,238	0	5,000
TOTAL CONTINGENCIES	0	4,238	0	5,000
TOTAL EXPENDITURES	<u>3,702,287</u>	<u>3,631,768</u>	<u>3,742,048</u>	<u>3,719,231</u>