

Foster City Fire Department

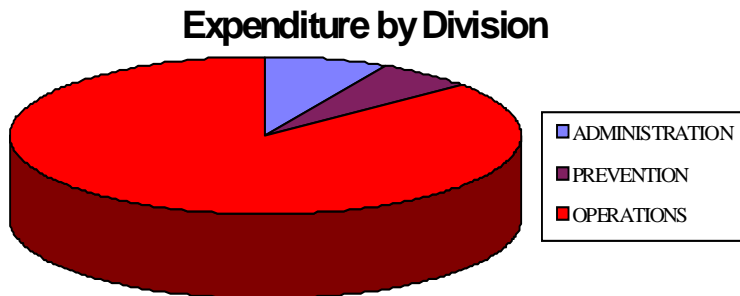


MISSION STATEMENT

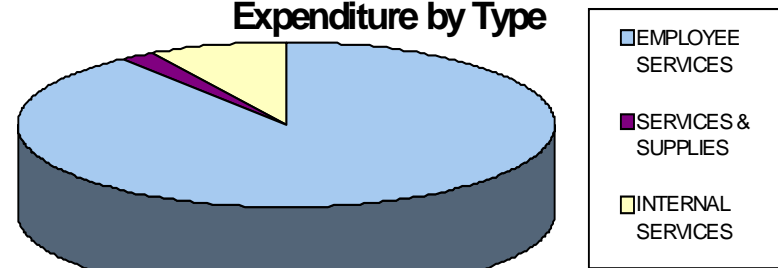
The Fire Department protects lives, property and the environment from fire and exposure to hazardous materials, provides pre-hospital emergency medical care, offers programs which prepare our employees and citizens for emergencies and provides non-emergency services, including fire prevention and related code enforcement, emergency preparedness and fire prevention to residents, businesses and visitors of Foster City.

PROPOSED BUDGET EXPENDITURE DISTRIBUTIONS

Total Department Budget: \$7,884,417



Expenditure by Type



DEPARTMENT PERSONNEL SUMMARY

Position	06-07	07-08	08-09	09-10	10-11	11-12	12-13
FIRE CHIEF	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT FIRE CHIEF	0.0	0.0	0.0	1.0	1.0	1.0	1.0
FIRE MARSHAL	1.0	1.0	1.0	1.0	1.0	1.0	1.0
ASSISTANT FIRE MARSHAL	1.0	1.0	1.0	1.0	1.0	1.0	1.0
BATTALION CHIEF	3.0	3.0	3.0	3.0	3.0	3.0	3.0
FIRE CAPTAIN	9.0	9.0	9.0	9.0	9.0	9.0	9.0
FIREFIGHTER	21.0	21.0	21.0	24.0	24.0	24.0	24.0
MANAGEMENT ASSISTANT	0.0	0.0	1.0	1.0	1.0	1.0	1.0
EXECUTIVE ASSISTANT	1.0	1.0	0.0	0.0	0.0	0.0	0.0
ADMINISTRATIVE SECRETARY	1.0	1.0	1.0	1.0	1.0	1.0	1.0
TOTAL EMPLOYEES	38.0	38.0	38.0	42.0	42.0	42.0	42.0

The Foster City Fire Department consists of three divisions: Administration, Prevention and Operations. The **Administration Division**, which includes the Office of the Fire Chief, provides program direction to all divisions, budget oversight, and manages the city's emergency management program on behalf of the City Manager. The **Fire Prevention Division** works to reduce the factors which contribute to the cause and spread of fire by consulting with the public, educating citizens and businesses about emergency preparedness, issuing permits, checking plans, inspecting for fire code compliance and developing and recommending new or modified codes to the City Council. The **Operations Division** personnel, trained in the most current and modern firefighting and medical techniques, respond to fire, medical, rescue, hazardous materials and citizen assist calls.

CURRENT ACCOMPLISHMENTS

- In 2007, the Fire Department responded to 2025 calls for service, 1021 of which were medical in nature. The Fire Department continues to achieve a 99% JPA compliance response rate for medical responses. This means that we respond to medical calls within 6 minutes, 59 seconds, as defined in the contract, 99% of the time.
- The Assistant Fire Marshal, under the direction of the Fire Chief, continues to manage the CERT (Community Emergency Response Training) program, which promotes partnering efforts between emergency services and the people they serve. The goal is to train citizens, community organizations, or businesses in basic response skills. Along with Chief Reaves and other members of the Department, the Assistant Fire Marshal will have over 206 CERT members by the end of Fiscal Year 2007-2008.



- The Fire Department has also begun a CERT continuing education program for residents who have already completed the basic course. Continuing education offers training opportunities in Incident Command, Ham Radio Communications, CERT Leadership, Fire Extinguisher and Fire Prevention, Terrorism and Weapons of Mass Destruction, Pet Preparedness, Moulage, as well as advanced courses in Utilities, Search and Rescue, Triage, Disaster Medical, and Disaster Preparedness. We also conduct large scale drills to continually enhance the CERT member's skills.
- The Fire Department held its annual Open House, in conjunction with the Police Department, in October of 2007, allowing Foster City residents the opportunity to meet its Fire Department. A Fire Safety Trailer provided an opportunity for kids to learn what to do if there is a fire in their home. Additionally, stove and utility

demonstrations were given and free blood pressure checks by firefighters were offered. Over 700 residents stopped by the Fire Station for our Open House.

- With several high profile disasters affecting our country in the past few years, a major priority for the Fire Department has been disaster preparedness. In March 2008, the Foster City and San Mateo Fire Departments, San Mateo County Office of Emergency Services and San Mateo County Health Department utilized trained CERT members to participate in a Bio-Hazard Field Exercise.
- Due to the efforts of Chief Reaves, all City of Foster City employees completed all FEMA-mandated ICS (Incident Command System) training by December 2007. The NIMS (National Incident Management System) compliance will meet the city's needs as well as federal government requirements. Chief Reaves organizes and schedules ongoing ICS trainings for current and new employees.
- Chief Reaves' participation in the San Mateo County Chief's Association has allowed the Foster City Fire Department to share training, policies, and essential information, allowing for excellent service to Foster City residents.
- The Administration Division continues to administer the Vehicle and Residential lockout program generating revenue for the City.
- The Fire Department continues to sell Disaster Kits to Foster City Residents. To date, over two hundred orders have been filled, with more coming every week.
- The Department continues to train on a daily basis with other San Mateo County fire agencies. This inter-agency relationship allows us to accomplish day-to-day training requirements in an expanded and quality manner, providing resources that might not be readily available in a single agency.
- Chief Reaves oversaw the update of the City of Foster City's Emergency Plan. In November of 2007, the updated plan was adopted by City Council. The Emergency Plan has annexes, plans, procedures and protocols for those personnel assigned to the EOC (Emergency Operations Center) during and following a man-made or natural disaster.
- Every year, the Fire Department provides classes to Foster City residents. Basic Emergency Preparedness gives the residents the opportunity to attend and participate in emergency planning, identify hazards in their homes, and work toward being self-reliant for 72 hours. Cardiopulmonary Resuscitation (CPR) provides valuable information, teaching lay rescuers how to recognize and treat life threatening emergencies, such as cardiac arrest and choking.
- The Fire Marshal contributed at the State level in preparing the State and Foster City for the transition to the new International Code system, which was adopted by Council in January, 2008. The Bureau also continues to provide assistance to other San Mateo County jurisdictions for fire investigation and training.
- During FY 2007-2008 the Fire Department was able to provide professional training that balanced the needs of the organization with a level of fiscal responsibility

appropriate to the current economic times. The training consisted of a continuation of current programs and the ongoing career development of personnel.

- With emphasis on Level 2 Training, which includes Fire and Chief Officer Training, operations personnel attending these specialized classes will enhance the department's succession planning goals.
- The Fire Department continues to successfully participate in the San Mateo County Pre-Hospital Emergency Medical Services Group (JPA). Major components of the system are the provision of engine-based paramedic service to the community and the coordinated dispatch of all fire agencies in the County. Fire and medical responses are dispatched based upon the closest available engine regardless of jurisdiction

PROPOSED SERVICE LEVELS

Service levels to the residents remained high and will continue to remain high in FY 2008-2009.

Administration

- Continue to fund the part-time clerical assistant position at an annual cost of \$11,800. This position enables staff to meet the clerical needs of the Department.

Fire Prevention

- In FY 2008-2009, approximately 50% of the Assistant Fire Marshal's time will be dedicated to Emergency Preparedness, including EOC Drills and the CERT program. The community will not notice changes in the services levels provided by the Fire Prevention Bureau.

- The Fire's Department proposed budget includes a part-time Community Emergency Preparedness intern position to assist Fire Prevention with the management of the CERT program.

Operations

- All regular Emergency Fire and Rescue Services will continue as currently provided (minimum daily truck staffing remains at 3).
- We will continue at the current training levels in FY 08-09, however, we will need to evaluate the training program in future years to accommodate new technologies, training disciplines and City needs.

CHANGES IN RESOURCES REQUIRED

Personnel

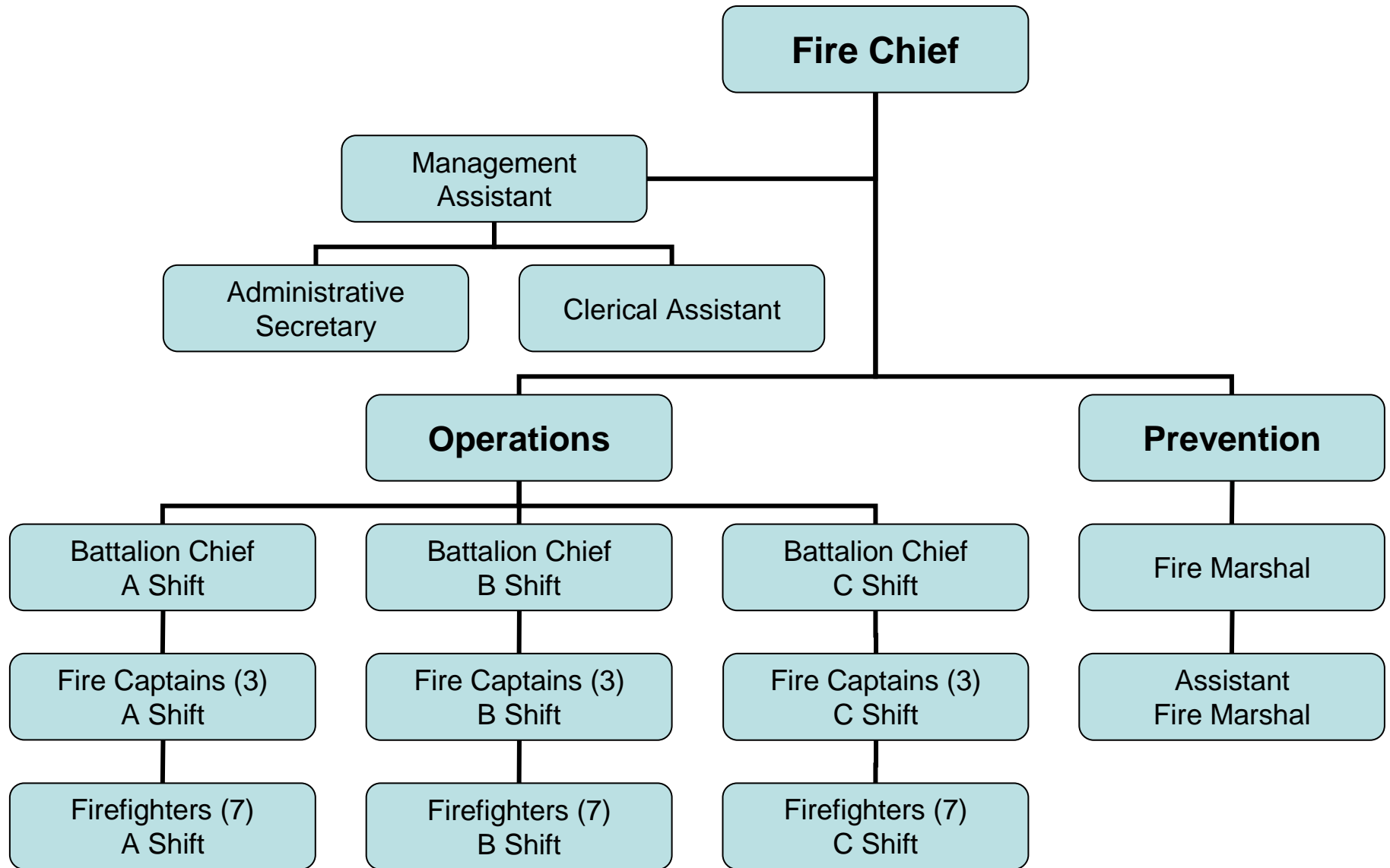
- Add \$25,000 for part-time, non-benefitted intern position

Services and Supplies

- None

Fire Department

FY08-09 Organizational Chart



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DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
FIRE
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
ADMINISTRATION	\$ 613,113	\$ 613,113	\$ 615,904
PREVENTION	452,557	452,557	482,368
TRAINING / OPERATIONS	6,740,525	6,740,525	6,786,145
TOTAL FOR FIRE	\$ 7,806,195	\$ 7,806,195	\$ 7,884,417

DEPARTMENT SUMMARY BY DIVISION
City of Foster City, California
FIRE
GENERAL FUND
Annual Budget Appropriation for Fiscal Year

	2007-2008		2008-2009
	APPROVED	REVISED	REQUESTED
EMPLOYEES SERVICES	\$ 6,963,240	\$ 6,963,240	\$ 7,074,686
SERVICES AND SUPPLIES	143,142	143,142	143,142
CAPITAL OUTLAY	-	-	-
Subtotal (Total Department-Controlled Expenses)	7,106,382	7,106,382	7,217,828
INTERNAL SERVICES	699,813	699,813	666,589
Subtotal (Total Department Expenses before Reallocations)	7,806,195	7,806,195	7,884,417
REALLOCATIONS	-	-	-
TOTAL FOR FIRE	\$ 7,806,195	\$ 7,806,195	\$ 7,884,417

DETAIL LINE ITEM REPORT

FIRE - ADMINISTRATION Account: 001-0710-422

GENERAL FUND

<i>Employee Services</i>		Approved 2007-2008	Requested 2008-2009
001-0710-422-4110	PERMANENT SALARIES	\$326,600.00	\$336,713.00
	Subtotal	\$326,600.00	\$336,713.00
001-0710-422-4111	CLERICAL ASSISTANT	\$11,200.00	\$11,200.00
	Subtotal	\$11,200.00	\$11,200.00
001-0710-422-4120	FRINGE	\$147,500.00	\$151,152.00
	Subtotal	\$147,500.00	\$151,152.00
	Employee Services Total	\$485,300.00	\$499,065.00
<i>Internal Services</i>		Approved 2007-2008	Requested 2008-2009
001-0710-422-4544	VEHICLE REPLACEMENT	\$13,673.00	\$14,181.00
	Subtotal	\$13,673.00	\$14,181.00
001-0710-422-4557	INFORMATION TECHNOLOGY SERVICES	\$91,540.00	\$85,132.00
	Subtotal	\$91,540.00	\$85,132.00
001-0710-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$7,200.00	\$2,126.00
	Subtotal	\$7,200.00	\$2,126.00
	Internal Services Total	\$112,413.00	\$101,439.00
<i>Services and Supplies</i>		Approved 2007-2008	Requested 2008-2009
001-0710-422-4240	OFFICE FURNITURE	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-0710-422-4241	PAPER/COPY SUPPLIES	\$1,000.00	\$1,000.00
	Subtotal	\$1,000.00	\$1,000.00

001-0710-422-4242	GENERAL POSTAGE		\$500.00	\$500.00
		Subtotal	\$500.00	\$500.00
001-0710-422-4243	GENERAL OFFICE SUPPLIES		\$4,000.00	\$4,000.00
		Subtotal	\$4,000.00	\$4,000.00
001-0710-422-4246	OFFICE MACHINE MAINTENANCE		\$1,000.00	\$1,000.00
001-0710-422-4246	SUNPRO UPDATES		\$1,450.00	\$1,450.00
		Subtotal	\$2,450.00	\$2,450.00
001-0710-422-4251	BACKGROUND INVESTIGATIONS		\$1,000.00	\$1,000.00
001-0710-422-4251	LEGAL SERVICES		\$1,000.00	\$1,000.00
		Subtotal	\$2,000.00	\$2,000.00
001-0710-422-4253	CALIFORNIA FIRE CHIEFS		\$150.00	\$150.00
001-0710-422-4253	IAFC		\$200.00	\$200.00
001-0710-422-4253	PROFESSIONAL PUBLICATIONS		\$200.00	\$200.00
001-0710-422-4253	SAN MATEO COUNTY FIRE CHIEFS		\$400.00	\$400.00
		Subtotal	\$950.00	\$950.00
001-0710-422-4254	CONFERENCES AND MEETINGS		\$1,250.00	\$1,250.00
001-0710-422-4254	LEAGUE OF CALIFORNIA CITIES		\$2,000.00	\$2,000.00
001-0710-422-4254	MISCELLANEOUS		\$750.00	\$750.00
		Subtotal	\$4,000.00	\$4,000.00
		Services and Supplies Total	\$15,400.00	\$15,400.00
		ADMINISTRATION Total	\$613,113.00	\$615,904.00

FIRE - PREVENTION Account: 001-0720-422

GENERAL FUND

Employee Services

Approved 2007-2008	Requested 2008-2009

001-0720-422-4110	PERMANENT SALARIES	\$277,700.00	\$286,511.00
	Subtotal	\$277,700.00	\$286,511.00
001-0720-422-4111	COMMUNITY EMERGENCY PREPAREDNESS INTERN	\$0.00	\$25,000.00
	Subtotal	\$0.00	\$25,000.00
001-0720-422-4120	FRINGE	\$152,800.00	\$151,573.00
	Subtotal	\$152,800.00	\$151,573.00
	Employee Services Total	\$430,500.00	\$463,084.00

Internal Services		Approved 2007-2008	Requested 2008-2009
001-0720-422-4544	VEHICLE REPLACEMENT	\$9,692.00	\$10,205.00
	Subtotal	\$9,692.00	\$10,205.00
001-0720-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$6,100.00	\$2,814.00
	Subtotal	\$6,100.00	\$2,814.00
	Internal Services Total	\$15,792.00	\$13,019.00

Services and Supplies		Approved 2007-2008	Requested 2008-2009
001-0720-422-4240	1997 CA CCR	\$300.00	\$300.00
001-0720-422-4240	CODE ADOPTION - UBC	\$300.00	\$300.00
001-0720-422-4240	CODE ADOPTION - UFC	\$920.00	\$920.00
001-0720-422-4240	FIRE PREVENTION MATERIALS	\$1,000.00	\$1,500.00
	Subtotal	\$2,520.00	\$3,020.00
001-0720-422-4243	FILM	\$500.00	\$0.00
001-0720-422-4243	FIRE INSPECTION FORMS	\$500.00	\$500.00
	Subtotal	\$1,000.00	\$500.00
001-0720-422-4253	CCAI MEMBERSHIP	\$150.00	\$150.00
001-0720-422-4253	IFCI	\$75.00	\$75.00
001-0720-422-4253	NATIONAL FIRE CODE UPDATES	\$405.00	\$405.00
001-0720-422-4253	NFPA	\$115.00	\$115.00

001-0720-422-4253	NORCAL FPO	\$100.00	\$100.00
001-0720-422-4253	SMCFPO/FIU	\$100.00	\$100.00
001-0720-422-4253	TITLE 19 UPDATES	\$300.00	\$300.00
	Subtotal	\$1,245.00	\$1,245.00
001-0720-422-4254	FP MEETINGS	\$1,500.00	\$1,500.00
	Subtotal	\$1,500.00	\$1,500.00
	Services and Supplies Total	\$6,265.00	\$6,265.00
	PREVENTION Total	\$452,557.00	\$482,368.00

FIRE - TRAINING/OPERATIONS Account: 001-0730-422

GENERAL FUND

Employee Services		Approved 2007-2008	Requested 2008-2009
001-0730-422-4110	PERMANENT SALARIES	\$3,393,800.00	\$3,501,755.00
	Subtotal	\$3,393,800.00	\$3,501,755.00
001-0730-422-4112	GENERAL OVERTIME	\$250,900.00	\$250,900.00
	Subtotal	\$250,900.00	\$250,900.00
001-0730-422-4116	FLSA	\$51,040.00	\$52,572.00
001-0730-422-4116	TRAINING OVERTIME	\$45,000.00	\$45,000.00
	Subtotal	\$96,040.00	\$97,572.00
001-0730-422-4117	HOLIDAY PAY	\$153,600.00	\$158,215.00
	Subtotal	\$153,600.00	\$158,215.00
001-0730-422-4120	FRINGE BENEFITS	\$2,153,100.00	\$2,104,095.00
	Subtotal	\$2,153,100.00	\$2,104,095.00
	Employee Services Total	\$6,047,440.00	\$6,112,537.00

Internal Services		Approved 2007-2008	Requested 2008-2009
001-0730-422-4544	VEHICLE REPLACEMENT (APPARATUS & ONE STAFF CAR)	\$228,236.00	\$237,622.00
	Subtotal	\$228,236.00	\$237,622.00
001-0730-422-4556	EQUIPMENT REPLACEMENT	\$64,584.00	\$74,284.00
	Subtotal	\$64,584.00	\$74,284.00
001-0730-422-4558	LONGEVITY RECOGNITION BENEFITS FUND	\$72,100.00	\$29,803.00
	Subtotal	\$72,100.00	\$29,803.00
001-0730-422-4569	BUILDING MAINTENANCE	\$206,688.00	\$210,422.00
	Subtotal	\$206,688.00	\$210,422.00
	Internal Services Total	\$571,608.00	\$552,131.00

Services and Supplies		Approved 2007-2008	Requested 2008-2009
001-0730-422-4240	ALS ROLLING STOCK	\$2,000.00	\$2,000.00
001-0730-422-4240	BLS SUPPLIES	\$3,000.00	\$3,000.00
001-0730-422-4240	CPR MANUALS	\$1,000.00	\$1,000.00
001-0730-422-4240	HOSE	\$1,200.00	\$1,200.00
001-0730-422-4240	KITCHEN SUPPLIES	\$500.00	\$500.00
001-0730-422-4240	MATTRESSES & DAYROOM CHAIRS	\$1,000.00	\$1,000.00
001-0730-422-4240	NERT SUPPLIES	\$1,000.00	\$1,000.00
001-0730-422-4240	SAFETY UNIFORMS	\$7,820.00	\$7,820.00
001-0730-422-4240	SAFETY UNIFORMS	\$20,340.00	\$20,340.00
001-0730-422-4240	WILDLAND EQUIPMENT	\$1,800.00	\$1,800.00
	Subtotal	\$39,660.00	\$39,660.00
001-0730-422-4243	Maps	\$500.00	\$500.00
001-0730-422-4243	MISCELLANEOUS	\$1,300.00	\$1,300.00
001-0730-422-4243	OFFICE SUPPLIES	\$700.00	\$700.00
	Subtotal	\$2,500.00	\$2,500.00
001-0730-422-4245	ADAPTERS	\$200.00	\$200.00

001-0730-422-4245	AUDIO VISUAL AIDS	\$700.00	\$700.00
001-0730-422-4245	BATTERIES	\$1,000.00	\$1,000.00
001-0730-422-4245	CHAMOIS	\$100.00	\$100.00
001-0730-422-4245	ELECTRICAL	\$100.00	\$100.00
001-0730-422-4245	FLASHLIGHTS	\$315.00	\$315.00
001-0730-422-4245	FOAM	\$750.00	\$750.00
001-0730-422-4245	HAZMAT SUPPLIES	\$400.00	\$400.00
001-0730-422-4245	MISCELLANEOUS	\$1,500.00	\$1,500.00
001-0730-422-4245	SALVAGE COVERS	\$200.00	\$200.00
001-0730-422-4245	SPECIAL OPERATIONS EQUIPMENT	\$1,500.00	\$1,500.00
	Subtotal	\$6,765.00	\$6,765.00
001-0730-422-4246	AIR CASCADE SYSTEM	\$1,500.00	\$1,500.00
001-0730-422-4246	AIR TESTING	\$400.00	\$400.00
001-0730-422-4246	BOAT MOTOR	\$250.00	\$250.00
001-0730-422-4246	BREATHING APPARATUS	\$2,000.00	\$2,000.00
001-0730-422-4246	BREATHING SUPPORT VEHICLE	\$1,000.00	\$1,000.00
001-0730-422-4246	BUILDING MAINTENANCE	\$2,500.00	\$2,500.00
001-0730-422-4246	EXTINGUISHERS	\$450.00	\$450.00
001-0730-422-4246	GAS MONITORING EQUIP. MAINT.	\$620.00	\$620.00
001-0730-422-4246	HAND TOOLS	\$350.00	\$350.00
001-0730-422-4246	LADDER TESTING	\$1,000.00	\$1,000.00
001-0730-422-4246	LADDERS	\$300.00	\$300.00
001-0730-422-4246	LIGHT EQUIPMENT	\$100.00	\$100.00
001-0730-422-4246	LINEN SERVICE	\$1,800.00	\$1,800.00
001-0730-422-4246	NOZZLES/VALVES	\$100.00	\$100.00
001-0730-422-4246	POWER TOOLS	\$300.00	\$300.00
001-0730-422-4246	RADIO MAINTENANCE	\$5,500.00	\$5,500.00
001-0730-422-4246	RESCUE TOOLS	\$500.00	\$500.00
001-0730-422-4246	SAW BLADES	\$500.00	\$500.00
001-0730-422-4246	SCBA EQUIP CALIBRATION	\$1,150.00	\$1,150.00

001-0730-422-4246	THERMAL IMAGING CAMERA MAINT.	\$1,000.00	\$1,000.00
001-0730-422-4246	TRAINING PROP	\$100.00	\$100.00
001-0730-422-4246	TURNOUT CLEANING & MAINT	\$500.00	\$500.00
001-0730-422-4246	VEHICLE MAINTENANCE	\$2,000.00	\$2,000.00
	Subtotal	\$23,920.00	\$23,920.00
001-0730-422-4251	ALS CERTIFICATION	\$11,240.00	\$11,240.00
001-0730-422-4251	EMT/DEFIB RECERTIFICATION	\$1,200.00	\$1,200.00
001-0730-422-4251	JPA CAD LINK	\$2,700.00	\$2,700.00
001-0730-422-4251	JPA DATA LINK	\$1,430.00	\$1,430.00
001-0730-422-4251	JPA EMS SUPERVISOR	\$6,000.00	\$6,000.00
001-0730-422-4251	JPA SUPERVISOR RATE INCREASE	\$5,852.00	\$5,852.00
001-0730-422-4251	JPA TEA CONTRACT	\$3,400.00	\$3,400.00
001-0730-422-4251	SAN MATEO COUNTY PAGERS	\$4,500.00	\$4,500.00
001-0730-422-4251	TB TESTING	\$560.00	\$560.00
	Subtotal	\$36,882.00	\$36,882.00
001-0730-422-4253	DEPARTMENT LIBRARY	\$100.00	\$100.00
001-0730-422-4253	SMCTO	\$150.00	\$150.00
	Subtotal	\$250.00	\$250.00
001-0730-422-4254	MUTUAL AID WILDLAND	\$500.00	\$500.00
	Subtotal	\$500.00	\$500.00
001-0730-422-4255	OPERATIONAL TRAINING	\$11,000.00	\$11,000.00
	Subtotal	\$11,000.00	\$11,000.00
	Services and Supplies Total	\$121,477.00	\$121,477.00
	TRAINING/OPERATIONS Total	\$6,740,525.00	\$6,786,145.00

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