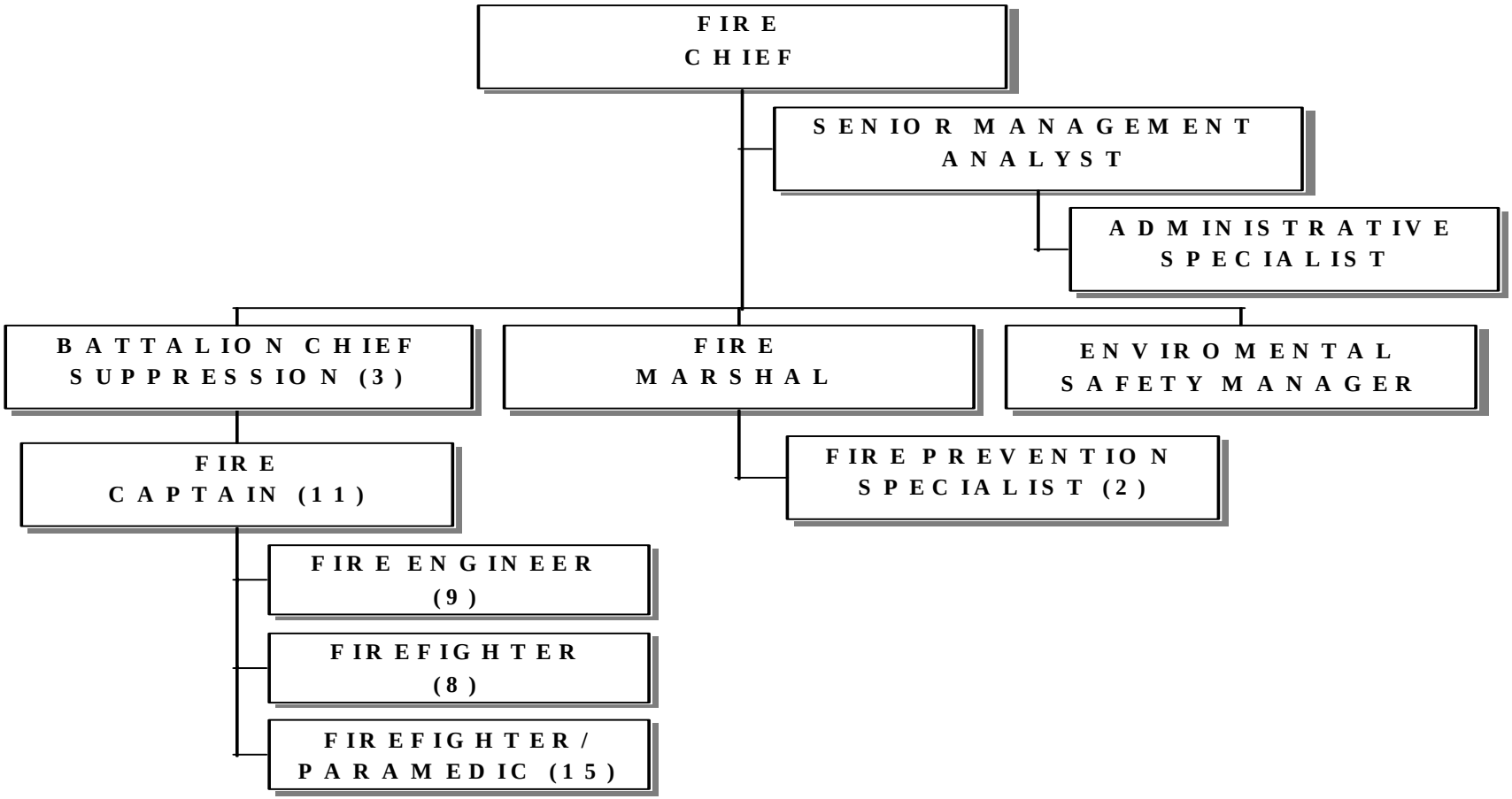
## *Fire Department*



## *Fire Department*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE** | | | | | |
| **General Fund** | | | | | |
| Administration | 1,057,919 | 797,308 | 737,100 | 687,100 | 710,200 |
| Suppression | 8,675,375 | 8,953,445 | 7,311,400 | 8,464,700 | 7,853,600 |
| Paramedic | 2,849,507 | 2,968,129 | 3,154,500 | 3,091,700 | 3,476,700 |
| Prevention | 454,322 | 490,769 | 472,200 | 484,000 | 522,400 |
| Environmental Safety | 368,277 | 238,849 | 207,400 | 206,200 | 266,400 |
| Emergency Management | 186,263 | 219,685 | 276,100 | 159,800 | 88,400 |
| **Total Fire General Fund** | **13,591,663** | **13,668,185** | **12,158,700** | **13,093,500** | **12,917,700** |

### ACTIVITY INFORMATION

The Fire Department is organized into six Divisions: Administration, Suppression, Paramedic, Prevention, Environmental Safety, and Emergency Management.

**Mission Statement:**

The Mission of the El Segundo Fire Department is to serve the City of El Segundo by protecting lives, property, and the environment through quality and excellence in service.

**Value Statement:**

***Professionalism***: We conform to ethical and technical standards while serving the community with competence, creativity and innovation.

***Leadership***: We demonstrate effective leadership as individuals and as an organization by empowering and encouraging others to exercise their best qualities.

***Integrity***: We earn the trust of those we serve by operating ethically and professionally. We treat all individuals with respect and dignity.

***Dedication***: We commit to the goals of the organization and community always striving for improvement and excellence.

***Quality***: We define quality as meeting the needs of the customer and community. We measure quality by community satisfaction.

***Teamwork***: We encourage individuals working together to reach common goals, while maintaining personal identities. We recognize that significant contributions come from the diversity of individuals and ideas.

We believe that putting our values into practice provides the greatest opportunities for service and benefits for the community we serve.

## *Fire Administration* — *Division 3201*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE ADMINISTRATION** | | | | | |
| SALARIES | 648,177 | 454,190 | 420,000 | 406,800 | 389,300 |
| EMPLOYEE BENEFITS | 300,308 | 233,877 | 203,700 | 177,600 | 198,400 |
| SUPPLIES | 4,762 | 5,686 | 9,000 | 7,000 | 10,200 |
| PUBLIC UTILITY SERVICES | 35,886 | 33,203 | 38,500 | 35,500 | 37,000 |
| SERVICE CHARGES | 68,786 | 70,352 | 65,900 | 60,200 | 75,300 |
| **TOTAL EXPENDITURES** | **1,057,919** | **797,308** | **737,100** | **687,100** | **710,200** |

### ACTIVITY INFORMATION

The Administration Division's function is to administer all Fire Department operations, which include: Fire Suppression, Paramedic/Emergency Medical Service, Fire Prevention, Emergency Services, Hazardous Materials Management/Environmental Safety, Training, and Public Education Programs.

Personnel in the Administration Division include the Fire Chief, Senior Management Analyst, and Office Specialist II.

**Accomplishments During FY 2011/12:**

- Conducted three (3) platoon meetings with each shift.
- Conducted an inspection of Department personnel, quarters, and equipment.
- Conducted monthly staff meetings.
- Conducted a meeting of all officers.
- Maintained an emphasis on customer service.
- Represented the City's regional interests through individual and professional association efforts.
- Continued compliance under federal privacy laws – Health Insurance Portability and Accountability Act (HIPAA).
- Provided one platoon training with each shift on software and administrative procedures.
- Participated in the City's Disaster Council in an effort to ensure the City's emergency readiness and capability.
- Implemented Computer-Aided Dispatch data module in the Firehouse Records Management System.
- Continued monitoring and compliance of Urban Areas Security Initiative grant-funded equipment and programs.

**Goals and Objectives for FY 2012/13:**

- Continue to conduct monthly staff meetings.
- Continue to conduct Platoon meetings three times a year per shift.
- Maintain an emphasis on customer service.
- Proceed with program review and continuous quality improvement.
- Conduct an inspection of Department personnel, quarters, and equipment.
- Conduct a meeting of all officers.
- Participate in South Bay organizations improving the service capability of all fire agencies in the area.
- Participate in the City's Disaster Council in an effort to ensure the City's emergency readiness and capability.
- Continue to manage federal grant contract administration, and federal, state and local grant audits.

**POSITION INFORMATION**

| CLASSIFICATION | FULL-TIME | PART-TIME (FTE) |
|---|---|---|
| FIRE CHIEF | 1.0 | |
| SENIOR MANAGEMENT ANALYST | 1.0 | |
| ADMINISTRATIVE SPECIALIST | 1.0 | |

| | CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|---|
| **SALARIES** | | | | | | |
| 4101 | Salaries Full-Time | 648,177 | 443,467 | 376,500 | 396,100 | 379,300 |
| 4102 | Salaries Part-time | 0 | 0 | 6200 | 0 | 0 |
| 4105 | Holiday Pay | 0 | 0 | 0 | 0 | 0 |
| 4112 | Compensated Sick Time | 0 | 10,723 | 37,300 | 10,700 | 10,000 |
| | **TOTAL SALARIES** | **648,177** | **454,190** | **420,000** | **406,800** | **389,300** |
| **TOTAL EMPLOYEE BENEFITS** | | **300,308** | **233,877** | **203,700** | **177,600** | **198,400** |
| **SUPPLIES** | | | | | | |
| 5204 | Operating Supplies | 4,762 | 5,686 | 9,000 | 7,000 | 9,000 |
| 5220 | Computer Refresh Charges | 0 | 0 | 0 | 0 | 1,200 |
| | **TOTAL SUPPLIES** | **4,762** | **5,686** | **9,000** | **7,000** | **10,200** |
| **PUBLIC UTILITY SERVICES** | | | | | | |
| 6101 | Gas | 7,447 | 4,526 | 7,500 | 4,500 | 6,000 |
| 6102 | Electricity | 21,040 | 19,569 | 22,000 | 22,000 | 22,000 |
| 6103 | Water | 7,399 | 9,108 | 9,000 | 9,000 | 9,000 |
| | **TOTAL PUBLIC UTILITY SERVICES** | **35,886** | **33,203** | **38,500** | **35,500** | **37,000** |
| **SERVICE CHARGES** | | | | | | |
| 6203 | Copy Machine Charges | 1,349 | 2,556 | 2,200 | 2,300 | 1,300 |
| 6205 | Other Printing & Binding | 1,295 | 2,361 | 2,400 | 2,400 | 2,350 |
| 6207 | Equipment Replacement Charges | 320 | 8,400 | 10,300 | 8,400 | 0 |
| 6208 | Dues & Subscriptions | 1,213 | 1,313 | 1,300 | 1,300 | 1,350 |
| 6213 | Meetings & Travel | -378 | 941 | 2,000 | 1,000 | 2,000 |
| 6214 | Professional/Technical | 1,576 | 501 | 0 | 500 | 0 |
| 6215 | Repair & Maintenance | 3,297 | 2,447 | 4,700 | 2,300 | 4,750 |
| 6219 | Network Operating Charge | 1,800 | 1,800 | 1,800 | 1,800 | 9,500 |
| 6253 | Postage | 3,664 | 2,799 | 5,000 | 2,800 | 4,950 |
| 6254 | Telephone | 47,281 | 41,183 | 30,000 | 31,900 | 42,000 |
| 6260 | Equipment Leasing Costs | 7,369 | 6,051 | 6,200 | 5,500 | 7,100 |
| | **TOTAL SERVICE CHARGES** | **68,786** | **70,352** | **65,900** | **60,200** | **75,300** |
| | **FIRE ADMINISTRATION** | **1,057,919** | **797,308** | **737,100** | **687,100** | **710,200** |

## *Fire Suppression* — *Division 3202*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE SUPPRESSION** | | | | | |
| SALARIES | 6,014,578 | 5,611,090 | 4,463,000 | 5,350,300 | 5,152,600 |
| EMPLOYEE BENEFITS | 2,560,191 | 2,855,395 | 2,434,200 | 2,714,000 | 2,568,400 |
| SUPPLIES | 42,047 | 46,187 | 66,500 | 65,500 | 58,400 |
| SERVICE CHARGES | 58,559 | 388,384 | 323,700 | 310,900 | 74,200 |
| CAPITAL-FIXED ASSETS | 0 | 52,389 | 24,000 | 24,000 | 0 |
| **TOTAL EXPENDITURES** | **8,675,375** | **8,953,445** | **7,311,400** | **8,464,700** | **7,853,600** |

### ACTIVITY INFORMATION

The primary objective of the Suppression Division is to provide fire, emergency medical, and life safety services to the community of El Segundo and to protect property and the environment. The main components in meeting this objective are extinguishing fires, providing emergency medical treatment and transportation, responding to disasters (natural and human-caused), specialized technical rescue response, control of hazardous materials incidents, and the provision of general public assistance. This division includes Battalion Chiefs, Captains, Engineers and Firefighters, delivering service with a high level of competency, safety, and customer service.

Additionally, the Suppression Division works to prepare for and prevent emergency incidents from occurring by providing public education and awareness information to the community as well as through mitigation efforts with the assistance of fire prevention bureau doing annual inspections on numerous business occupancies in the City.

The Suppression Division is responsible for the supply and maintenance of all fire suppression and emergency-related equipment and administers and coordinates all suppression training needs to meet Area G, county, state and federal mandates. By working with other City departments and staff, the Suppression Division is able to economically and efficiently supply, staff, and perform the duties and functions necessary for the Fire Department to complete its mission.

**Accomplishments During FY 2011/12:**

- Suppression personnel completed 88% of assigned fire prevention inspections.
- Maintained the Automatic External Defibrillator (AED) program and AED stations throughout the City.
- Maintained suppression personnel Emergency Medical Technician-Defibrillator (EMT-1) skills, and also cardio-pulmonary resuscitation (CPR) skills.
- Provided station tours for pre-Kindergarten through third grade students in El Segundo.
- Hosted annual Fire Department Open House.
- Submitted 2,380 NFIRS Reports to the State Fire Marshal's Office for calendar year 2011 incidents.
- Participated in required Federal, State, and County-mandated training.
- Completed quarterly Urban Search and Rescue (USAR) training for all three platoons.
- Recertified personnel in Hazardous Materials First Responder Operations (FRO) training, emphasis on Weapons of Mass Destruction.
- Continued to update components and personal protective equipment for strike teams.
- Completed annual physicals for 45 members.
- Provided fit-testing of respirators for Police, Water and Fire personnel.

**Goals and Objectives for FY 2012/13:**

- Conduct 12 platoon drills to maintain operation proficiency in disciplines of Multi-Casualty Rescue, Fire Suppression, Hazardous Materials and USAR.
- Provide required training to maintain certifications in Hazardous Materials FRO, Emergency Medical Technician, AED and CPR.
- Perform three night drills on fire suppression incidents.
- Complete Federal, State, County and Area G-mandated training within available time and resources.
- Continue to develop a comprehensive policy and procedure manual.
- Provide instruction, in conjunction with Fire Prevention and administrative staff, to citizens and City employees in CPR, CERT and other applicable training to prepare the public and City workers for actions during emergencies.
- Participate in and contribute to program review and continuous quality improvement.
- Conduct Hazardous Materials FRO training, with an emphasis on Weapons of Mass Destruction.
- Conduct three joint training exercises with Chevron Fire Department.
- Evaluate new Mobile Data Computer (MDC) solutions, and replace current MDCs in fleet through equipment replacement purchase.
- Continue to improve and organize the Department's surplus and storage systems.
- Conduct a minimum of four USAR drills and Instructor days.
- Conduct a minimum of two multi-agency training exercises.
- Establish USAR Response Protocols for Department and assist with Area G USAR Protocols.

**POSITION INFORMATION**

| CLASSIFICATION | FULL-TIME | PART-TIME (FTE) |
|---|---|---|
| BATTALION CHIEF | 3.0 | |
| FIRE CAPTAIN | 11.0 | |
| FIRE ENGINEER | 9.0 | |
| FIREFIGHTER | 8.0 | |

| | CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|---|
| **SALARIES** | | | | | | |
| 4101 | Salaries Full-Time | 5,014,191 | 4,767,753 | 3,996,900 | 4,258,800 | 4,079,100 |
| 4102 | Salaries Part-time | 0 | 0 | 0 | 0 | 0 |
| 4103 | Overtime | 25,051 | 21,880 | 17,800 | 27,500 | 41,400 |
| 4105 | Holiday Pay | 234,991 | 198,305 | 196,000 | 230,200 | 204,600 |
| 4107 | FLSA Overtime | 222,363 | 201,245 | 120,700 | 223,000 | 231,600 |
| 4108 | Vacation Buy-Back | 195,336 | 4,529 | 0 | 0 | 0 |
| 4110 | Leave Replacement | 322,646 | 299,045 | 131,600 | 425,800 | 506,900 |
| 4112 | Compensated Sick Time | 0 | 118,334 | 0 | 185,000 | 89,000 |
| | **TOTAL SALARIES** | **6,014,578** | **5,611,090** | **4,463,000** | **5,350,300** | **5,152,600** |
| | **TOTAL EMPLOYEE BENEFITS** | **2,560,191** | **2,855,395** | **2,434,200** | **2,714,000** | **2,568,400** |
| **SUPPLIES** | | | | | | |
| 5204 | Operating Supplies | 36,852 | 40,170 | 54,000 | 54,000 | 44,100 |
| 5206 | Computer Supplies | 3,468 | 4,585 | 7,000 | 6,000 | 3,000 |
| 5214 | Housing Supplies | 1,727 | 1,431 | 5,500 | 5,500 | 5,500 |
| 5218 | Training Materials and Supplies | 0 | 0 | 0 | 0 | 2,000 |
| 5220 | Computer Refresh Charges | 0 | 0 | 0 | 0 | 3,800 |
| | **TOTAL SUPPLIES** | **42,047** | **46,187** | **66,500** | **65,500** | **58,400** |
| **SERVICE CHARGES** | | | | | | |
| 6207 | Equipment Replacement Charges | 11,370 | 340,145 | 259,700 | 259,700 | 0 |
| 6208 | Dues & Subscriptions | 0 | 0 | 0 | 0 | 200 |
| 6214 | Professional/Technical | 5,218 | 7,496 | 5,800 | 2,600 | 2,600 |
| 6215 | Repairs & Maintenance | 0 | 0 | 0 | 0 | 9,800 |
| 6217 | Software Maintenance | 0 | 0 | 0 | 0 | 4,000 |
| 6219 | Network Operating Charge | 1,800 | 1,800 | 1,800 | 1,800 | 9,500 |
| 6221 | Educational Incentive | 14,658 | 8,371 | 14,700 | 10,000 | 14,700 |
| 6223 | Training & Education | 19,334 | 21,193 | 25,000 | 25,000 | 19,700 |
| 6251 | Communication/Mobile Radio | 3,536 | 5,674 | 9,600 | 8,000 | 9,600 |
| 6259 | Breathing Apparatus | 2,643 | 2,740 | 3,500 | 2,800 | 3,400 |
| 6260 | Equipment Leasing Costs | 0 | 964 | 3,600 | 1,000 | 700 |
| | **TOTAL SERVICE CHARGES** | **58,559** | **388,384** | **323,700** | **310,900** | **74,200** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **CAPITAL-FIXED ASSETS** | | | | | | |
| 8104 | Capital/Equipment | 0 | 52,389 | 24,000 | 24,000 | 0 |
| | **TOTAL CAPITAL-FIXED ASSETS** | **0** | **52,389** | **24,000** | **24,000** | **0** |
| | **FIRE SUPPRESSION** | **8,675,375** | **8,953,445** | **7,311,400** | **8,464,700** | **7,983,600** |

## *Fire Paramedic* — *Division 3203*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE PARAMEDIC** | | | | | |
| SALARIES | 1,927,740 | 1,862,692 | 1,952,500 | 1,927,400 | 2,261,100 |
| EMPLOYEE BENEFITS | 858,661 | 987,472 | 1,066,100 | 1,031,400 | 1,127,200 |
| SUPPLIES | 32,042 | 38,456 | 47,900 | 47,900 | 43,400 |
| SERVICE CHARGES | 31,064 | 79,510 | 88,000 | 85,000 | 45,000 |
| CAPITAL-FIXED ASSETS | 0 | 0 | 0 | 0 | 0 |
| **TOTAL EXPENDITURES** | **2,849,507** | **2,968,129** | **3,154,500** | **3,091,700** | **3,476,700** |

### ACTIVITY INFORMATION

The main objective of the Paramedic Division is to provide complete Emergency Medical Service (EMS) to the residents and business community of the City of El Segundo. The Paramedic Division provides the community with two Paramedic rescue ambulances, each of which are staffed by two Firefighter/Paramedics, two advanced life support fire engines and an advanced life support truck, all Paramedic Assessment Units, which are available when ALS personnel are assigned to the units. The department maintains an additional unmanned fully accredited paramedic rescue ambulance utilized as a replacement unit and for transportation of patients during increased call volume.

The Firefighter/Paramedics are licensed by the State and fully accredited by the County of Los Angeles. All Firefighter/Paramedics must complete a minimum of 48 hours of continuing education every two years and complete annual skills and educational updates.

**Accomplishments During FY 2011/12:**

- During calendar year 2011, El Segundo Firefighter/Paramedics responded to 1,599 emergency medical/rescue incidents.
- Delivered service with emphasis on customer service and satisfaction.
- All Firefighter/Paramedics completed mandatory Emergency Medical Service (EMS) skills and information updates.
- Maintained in-house continuing education training and quality assurance program.
- Completed an internal audit conducted by the Los Angeles County Department of Health Services.
- Conducted training on mass casualty incidents and participated in multi-agency exercises.
- Maintained two portable Multi-casualty Incident trailers. Each trailer contains medical supplies needed for large scale incidents.
- Participated in an ongoing countywide study called Fast-Mag system for stroke patients.
- Participated in an ongoing countywide CPR QI Project
- Partnered with Providence Little Company of Mary Hospital, to add the capability to send real time EKG heart rhythms directly to the on call cardiologist during acute patient care.
- All Paramedics and Emergency Medical Technicians (EMTs) completed a 2011 required EMS update.
- Paramedic units provided services to the El Segundo High School football games, Joslyn Community Center, and at various community events.

**Goals and Objectives for FY 2012/13:**

- Complete mandatory EMS skills and information updates.
- Conduct in-house continuing education, quality

assurance, and EMT-D training.

- Participate/contribute to Program Review and Continuing Quality Improvement.
- Complete an internal audit conducted by the Los Angeles County Department of Health Services.
- Continue training on National Incident Management System (NIMS) training as federally required under the National Response plan.
- Continue to streamline the process for ordering and restocking paramedic supplies and medications.
- Maintain vaccinations for all personnel.
- Implement controlled-drug ordering program through Los Angeles County.
- Enhance patient care capabilities by implementing two optional treatments for critical patients approved by the Los Angeles County EMS Agency: Continuous Positive Airway Pressure and Intraosseous Infusion.

**POSITION INFORMATION**

| CLASSIFICATION | FULL-TIME | PART-TIME (FTE) |
|---|---|---|
| FIREFIGHTER/PARAMEDIC | 15.0 | |

| | CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|---|
| **SALARIES** | | | | | | |
| 4101 | Salaries Full-Time | 1,677,737 | 1,626,292 | 1,762,600 | 1,589,200 | 1,801,900 |
| 4103 | Overtime | 5,352 | 3,582 | 4,100 | 0 | 21,300 |
| 4105 | Holiday Pay | 74,089 | 75,748 | 87,400 | 80,900 | 89,300 |
| 4107 | FLSA Overtime | 68,550 | 75,605 | 61,100 | 102,500 | 119,100 |
| 4108 | Vacation Buy-Back | 52,035 | 0 | 0 | 0 | 0 |
| 4110 | Leave Replacement | 49,977 | 72,121 | 37,300 | 145,500 | 191,500 |
| 4112 | Compensated Sick Time | 0 | 9,344 | 0 | 9,300 | 38,000 |
| | **TOTAL SALARIES** | **1,927,740** | **1,862,692** | **1,952,500** | **1,927,400** | **2,261,100** |
| | **TOTAL EMPLOYEE BENEFITS** | **858,661** | **987,472** | **1,066,100** | **1,031,400** | **1,127,200** |
| **SUPPLIES** | | | | | | |
| 5204 | Operating Supplies | **32,042** | **38,456** | **47,900** | **47,900** | **43,400** |
| **SERVICE CHARGES** | | | | | | |
| 6207 | Equipment Replacement Charges | 1,102 | 51,000 | 47,500 | 47,500 | 0 |
| 6214 | Professional/Technical | 22,050 | 22,900 | 25,500 | 25,500 | 25,500 |
| 6215 | Repairs & Maintenance | 0 | 0 | 0 | 0 | 4,500 |
| 6221 | Educational Incentive | 4,775 | 2,850 | 7,000 | 7,000 | 7,000 |
| 6223 | Training & Education | 2,175 | 1,400 | 5,000 | 5,000 | 5,000 |
| 6251 | Communication/Mobile Radio | 962 | 1,360 | 3,000 | 0 | 3,000 |
| | **TOTAL SERVICE CHARGES** | **31,064** | **79,510** | **88,000** | **85,000** | **45,000** |
| **CAPITAL-FIXED ASSETS** | | | | | | |
| 8104 | Capital/Equipment | 0 | 0 | 0 | 0 | 0 |
| | **TOTAL CAPITAL-FIXED ASSETS** | 0 | 0 | 0 | 0 | 0 |
| | **FIRE-PARAMEDIC** | **2,849,507** | **2,968,129** | **3,154,500** | **3,091,700** | **3,476,700** |

## *Fire Prevention* — *Division 3204*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE PREVENTION** | | | | | |
| SALARIES | 322,342 | 335,245 | 323,200 | 332,300 | 377,100 |
| EMPLOYEE BENEFITS | 122,784 | 129,693 | 129,000 | 132,700 | 124,900 |
| SUPPLIES | 1,645 | 2,136 | 3,200 | 3,200 | 4,400 |
| SERVICE CHARGES | 7,551 | 23,695 | 16,800 | 15,800 | 16,000 |
| **TOTAL EXPENDITURES** | **454,322** | **490,769** | **472,200** | **484,000** | **522,400** |

### ACTIVITY INFORMATION

The Fire Prevention Division includes one Fire Marshal, a part-time Assistant Fire Marshal and two Fire Prevention Specialists who are under the general direction of the Fire Chief. The principal tasks of the Fire Prevention Division are to enhance and gain commitment for fire/life safety, environmental protection and reduce the risk to loss of life and property. These tasks are accomplished through an annual fire prevention inspection program for all commercial and multi-residential buildings, the investigation of all fires for origin and cause, technical plan reviews for all proposed construction, inspection activity of all new construction and tenant improvements, and developing and presenting public education programs.

The Fire Prevention Division continuously reviews and studies new code requirements, new fire prevention technologies and new fire prevention techniques in order to execute the fire and life safety philosophy as established by the Fire Marshal and the Fire Chief.

**Accomplishments During FY 2011/2012:**

- Performed over 700 construction related inspections within four working days following the request.
- Completed over 1,100 annual fire inspections in commercial and multi-family occupancies.
- Completed 21 high rise building inspections.
- Identified and issued notices for over 700 fire code violations.
- Performed over 675 plan reviews (approximately 50 % of these plan checks were accelerated).
- Performed over 50 contractor requested off-hours inspections.
- Performed four fire prevention training and fire code updates for suppression personnel.
- Provided fire extinguisher training and emergency evacuation planning for over 20 businesses in the City,
- Chaired meetings of the Industrial Fire Prevention Committee and the High Rise Committee. The committees meet to enhance communications between the Department, High Rise building owners/operators, and Industrial Fire Departments/Fire Prevention Bureaus.
- Continued twice monthly meetings with Boeing Satellite Systems Company, Northrop Grumman Corporation and Raytheon Company to discuss ongoing and future fire prevention projects: provide timely communication and clarification of fire code regulations and requirements.
- Participated in the South Bay Fire Chiefs Association, Fire Prevention Officers Section as Chair and as Secretary / Treasurer, coordinating fire prevention training and networking between South Bay fire departments.
- Participated with the California State Fire Marshals Office Advisory Committees on Automatic Fire Extinguishing Systems and Fire Extinguishers. The advisory committees provide comment and recommendations to the State Fire Marshal on proposed regulations and changes in model codes affecting fire sprinkler systems and fire extinguishers. The Division's participation has provided the Fire Marshals Office with insight on our industry's concerns and costs to comply with recently adopted regulations and proposed

regulations.

- Participated on California Fire Chief's Association Fire Prevention Officers Section, Southern Division, as Treasurer. Organize meetings and participate, comment and make recommendations on State-wide fire prevention issues.
- Assisted with the coordination and training the public in Adult CPR at the Annual Super CPR Saturday training event.

**Goals and Objectives for FY 2012/13:**

- Perform an annual fire prevention inspection in each high rise building, commercial building and multi-family occupancies.
- Perform fire and life safety inspections for new construction within two working days of request.
- Perform quarterly fire prevention training and fire code updates for suppression personnel.
- Provide fire extinguisher training and emergency evacuation planning for businesses in the City.
- Continue meetings with the Industrial Fire Prevention Committee and the High Rise Committee to examine fire prevention and loss prevention programs in industrial facilities and high rise buildings.
- Continue efforts to expand the public education program to incorporate programs that will be conducted in schools on a regular basis.
- Review all fire prevention regulations to verify compliance with current fire prevention laws, regulations and practices.
- Participate on the State Fire Marshals Automatic Fire Extinguishing Systems and Fire Extinguisher Advisory Committees to provide perspectives from the El Segundo Fire Department as well as the industries within the City of El Segundo on proposed regulations and state mandated training.
- Continue to assist with the coordination and training the public in Adult CPR at the Annual Super CPR Saturday training event.
- Assist the Police Department with home fire safety presentations as part of their neighborhood Watch Program.

**POSITION INFORMATION**

| CLASSIFICATION | FULL-TIME | PART-TIME (FTE) |
|---|---|---|
| FIRE MARSHAL | 1.0 | |
| FIRE PREVENTION SPECIALIST | 2.0 | |

| | CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|---|
| **SALARIES** | | | | | | |
| 4101 | Salaries Full-Time | 277,304 | 238,013 | 281,400 | 278,400 | 288,000 |
| 4102 | Salaries Part-time | 0 | 65,339 | 41,800 | 38,100 | 52,000 |
| 4103 | Overtime | 31,776 | 10,067 | 0 | 8,200 | 7,500 |
| 4112 | Compensated Sick Time | 13,262 | 7,623 | 0 | 7,600 | 7,000 |
| 4113 | Reimbursable Overtime | 0 | 14,202 | 0 | 0 | 22,600 |
| | **TOTAL SALARIES** | **322,342** | **335,245** | **323,200** | **332,300** | **377,100** |
| | **TOTAL EMPLOYEE BENEFITS** | **122,784** | **129,693** | **129,000** | **132,700** | **124,900** |
| **SUPPLIES** | | | | | | |
| 5204 | Operating Supplies | 1,645 | 0 | 3,200 | 3,200 | 3,200 |
| 5220 | Computer Refresh Charges | 0 | 0 | 0 | 0 | 1,200 |
| | **TOTAL SUPPLIES** | **1,645** | **0** | **3,200** | **3,200** | **4,400** |
| **SERVICE CHARGES** | | | | | | |
| 6207 | Equipment Replacement Charges | 470 | 17,800 | 4,700 | 4,700 | 0 |
| 6208 | Dues & Subscriptions | 3,161 | 1,787 | 3,300 | 2,000 | 3,200 |
| 6213 | Meetings & Travel | 0 | 90 | 400 | 700 | 800 |
| 6214 | Professional/Technical | 0 | 1,118 | 3,000 | 3,000 | 3,000 |
| 6219 | Network Operating Charge | 900 | 900 | 900 | 900 | 4,800 |
| 6223 | Training & Education | 2,170 | 1,108 | 3,000 | 3,000 | 3,000 |
| 6257 | Public Education | 850 | 893 | 1,500 | 1,500 | 1,200 |
| | **TOTAL SERVICE CHARGES** | **7,551** | **23,695** | **16,800** | **15,800** | **16,000** |
| | **FIRE PREVENTION** | **454,322** | **490,769** | **472,200** | **484,000** | **522,400** |

## *Fire Environmental Safety* — *Division 3205*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE ENVIRONMENTAL SAFETY** | | | | | |
| SALARIES | 243,738 | 146,852 | 109,200 | 135,600 | 163,600 |
| EMPLOYEE BENEFITS | 95,166 | 60,988 | 62,900 | 63,300 | 68,000 |
| SUPPLIES | 3,855 | 5,016 | 5,500 | 5,000 | 6,100 |
| SERVICE CHARGES | 25,518 | 25,992 | 3,800 | 2,300 | 28,700 |
| CAPITAL OUTLAY | 0 | 0 | 26,000 | 0 | 0 |
| **TOTAL EXPENDITURES** | **368,277** | **238,849** | **207,400** | **206,200** | **266,400** |

### ACTIVITY INFORMATION

The primary objective of the Environmental Safety Division is to continually meet or exceed the City's and public's expectations for environmental safety by promoting industry involvement, developing community awareness programs and controlling hazardous conditions through education, engineering and enforcement of Federal and State requirements.

The Environmental Safety Division is comprised of an Environmental Safety Manager. State and Certified Unified Program Agency (CUPA) responsibilities include chemical disclosure programs, Risk Management Plan (RMP) audits and inspections, hazardous waste control, underground tank and aboveground petroleum tank regulation. Industrial wastewater pretreatment and storm water inspections are additional responsibilities required to meet National Pollution Discharge Elimination System (NPDES) water pollution control requirements. The Environmental Safety Division also responds on hazardous materials incidents to assist fire suppression units. The Division is also responsible for annual billings, as well as processing required permits for regulated activities. Finally, providing environmental data for public inquiries and real-time facility chemical information for emergency responders continue to be important elements of the program.

**Accomplishments During FY 2011/2012:**

- Through coordination with Public Works, stormwater inspections are now conducted by the wastewater supervisor and environmental safety manager to meet Los Angeles County inspection frequencies of two inspections every five years. An audit by the State and EPA Contractor indicates that enforcement of stormwater requirements is adequate.
- Conducted approximately 100 inspections involving hazardous materials, hazardous wastes, extremely hazardous substances, underground tanks, and emergency release planning.
- Through a State grant, staff conducted 2 aboveground tank inspections under newly authorized Aboveground Petroleum Storage Tank Act (APSA) requirements. Inspections include an assessment of spill response capabilities and review of engineering practices for the prevention of oil spills. These inspections involved over 200 individual tanks holding hundreds of millions of gallons of petroleum fuel, waste or lubricants.
- Responded to approximately 4 hazardous materials incidents. Including releases of gasoline, bleach, and other toxic substances.
- Participated in semi-annual Community Awareness and Emergency Response (CAER) meetings to provide guidance to industrial facilities in the area of hazardous materials and regulations, as well as managing taxes and budget for non-profit organization.
- Managed Los Angeles County Certified Unified Program

Agency Coordination for the calendar year and met with other local agencies on enforcement issues and technical requirements each agency implements.

- Provided HAZWOPER refresher training to approximately 45 students at the statewide CUPA Conference in Burlingame, California. The annual refresher is held in conjunction with the conference to allow local inspectors to meet training requirements for safety, health and environmental requirements.
- Finalized contract with CUPA Software vendor to provide an electronic database and portal for businesses to report hazardous materials information. The deadline to provide electronic reporting capabilities to the business community is January 2013.

**Goals and Objectives for FY 2012/2013:**

- Coordinate with El Segundo Public Works on stormwater inspections to meet Los Angeles County and State requirements for NPDES compliance.
- Design and coordinate with software developer to improve the City's data management system. The system needs to fully meet California Environmental Report System (CERS) requirements for electronic data submission by January 2013 also requires the establishment of policy and procedures for businesses and agencies to access data through El Segundo.
- Revise Industrial Waste permit process and inspection criteria to address requirements identified during a recent audit of the City's industrial waste through the National Pollution Discharge Elimination System (NPDES) regulations. In addition, a new Fats, Oils and Grease (FOG) element will be considered in conjunction with the Public Works Department.
- Conduct 100 environmental safety inspections for hazardous materials and hazardous waste documentation to comply with California Environmental Protection Agency standards for frequency of inspections.
- Conduct 50 storm water inspections to complete required cycle of 2 inspections every 5 years and enforce City storm water policies.
- Provide one hazardous materials and hazardous waste training for local businesses to meet annual training requirements for safe use and management of hazardous materials. In addition, the training will help educate local businesses on the City's environmental reporting requirements through new software and program elements.
- Improve coordination of Beach Cities CAER to better manage available budget and to provide more outreach tools for the protection of human health and the environment.

**POSITION INFORMATION**

| CLASSIFICATION | FULL-TIME | PART-TIME (FTE) |
|---|---|---|
| ENVIRONMENTAL SAFETY MANAGER | 1.0 | |

| | CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|---|
| **SALARIES** | | | | | | |
| 4101 | Salaries Full-Time | 237,582 | 139,299 | 97,600 | 129,000 | 149,700 |
| 4102 | Salaries Part-Time | 5,767 | 0 | 0 | 0 | 0 |
| 4103 | Overtime | 297 | 1,048 | 7,200 | 100 | 7,900 |
| 4112 | Compensated Sick Time | 92 | 6,506 | 4,400 | 6,500 | 6,000 |
| | **TOTAL SALARIES** | **243,738** | **146,852** | **109,200** | **135,600** | **163,600** |
| | **TOTAL EMPLOYEE BENEFITS** | **95,166** | **60,988** | **62,900** | **63,300** | **68,000** |
| **SUPPLIES** | | | | | | |
| 5204 | Operating Supplies | 3,855 | 5,016 | 5,500 | 5,000 | 4,200 |
| 5220 | Computer Refresh Charges | 0 | 0 | 0 | 0 | 1,900 |
| | **TOTAL SUPPLIES** | **3,855** | **5,016** | **5,500** | **5,000** | **6,100** |
| **SERVICE CHARGES** | | | | | | |
| 6206 | Contractual Services | 0 | 0 | 0 | 0 | 0 |
| 6207 | Equipment Replacement Charges | 370 | 10,400 | -16,700 | -16,700 | 0 |
| 6208 | Dues & Subscriptions | 1,623 | 1,206 | 1,400 | 1,550 | 1,500 |
| 6213 | Meetings & Travel | 916 | 53 | 500 | 300 | 500 |
| 6214 | Professional/Technical | 12,677 | 13,061 | 15,000 | 13,500 | 12,000 |
| 6217 | Software Maintenance | 0 | 0 | 0 | 0 | 6,000 |
| 6219 | Network Operating Charge | 1,200 | 0 | 1,200 | 1,200 | 6,300 |
| 6223 | Training & Education | 1,289 | 1,200 | 1,400 | 1,400 | 1,400 |
| 6257 | Public Education | 118 | 71 | 1,000 | 1,000 | 1,000 |
| 6325 | Above Ground Petroleum Storage | 7,325 | 1 | 0 | 0 | 0 |
| | **TOTAL SERVICE CHARGES** | **25,518** | **25,992** | **3,800** | **2,250** | **28,700** |
| **CAPITAL-FIXED ASSETS** | | | | | | |
| 8109 | Capital/Computer Software | 0 | 0 | 26,000 | 0 | 0 |
| | **TOTAL CAPITAL OUTLAY** | **0** | **0** | **26,000** | **0** | **0** |
| | **ENVIRONMENTAL SAFETY** | **368,277** | **238,849** | **207,400** | **206,150** | **266,400** |

## *Fire Emergency Management* — *Division 3255*

| CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|
| **FIRE EMERGENCY SERVICES** | | | | | |
| SALARIES | 102,999 | 99,957 | 109,400 | 57,800 | 0 |
| EMPLOYEE BENEFITS | 39,394 | 39,912 | 45,900 | 14,200 | 0 |
| SUPPLIES | 6,038 | 10,842 | 28,500 | 8,000 | 14,100 |
| SERVICE CHARGES | 37,832 | 68,974 | 85,300 | 79,800 | 74,300 |
| CAPITAL-FIXED ASSETS | 0 | 0 | 7,000 | 0 | 0 |
| **TOTAL EXPENDITURES** | **186,263** | **219,685** | **276,100** | **159,800** | **88,400** |

### ACTIVITY INFORMATION

The purpose of the Emergency Management Division is to prepare and update and revise the City's Emergency Operations Plan in accordance with local, state, and federal legislation: coordinate and serve as a technical advisor to the City's emergency organization, and the Emergency Operations Center (EOC) activities; assist Department Heads and Coordinators with planning for events/incidents; coordinate emergency response and recovery plans with neighboring cities, local agencies and businesses; participate in mitigation and preparedness programs, plans, and projects. Principal activities ensure compliance with the principles of comprehensive emergency management; coordinates SEMS, NIMS, ICS training and compliance for all City staff; development of response plans, preparedness activities; which include public information, education and training, creation and delivery of exercises, mitigation activities, and recovery activities (providing public assistance and emergency measures); participation in homeland security (domestic terrorism) planning; assisting and educating residential and business community groups; coordinate with local, state, and federal emergency service agencies; serve as program manager for the Community Emergency Response Team (CERT), amateur radio group (RACES/ESARG), and WebEOC®. In declared emergencies, manage the application process for state and federal disaster reimbursement of hazard mitigation funds and facilitate the disaster recovery process.

**Accomplishments During FY 2011/2012:**

- Activated the EOC as part of the "Great California Shake Out 2011" as part of a massive earthquake exercise in Southern California.
- Conducted meetings of the El Segundo Amateur Radio Group (ESARG).
- Established a class start date for new ESCERTA volunteers for September 12, 2012.
- Continuous training of personnel in the Incident Command System, the National Incident Management System and the Standardized Emergency Management System as needed or required under NIMS.
- Assisted Fire Prevention Division with annual High Rise and Mid-Rise Annual Fire Drill Exercises.
- Continuous development of WebEOC® as an everyday operations tool for the city.
- Provided numerous lectures on Emergency Preparedness to local civic groups and to various businesses.
- Maintained a spreadsheet tracking system for training all City personnel for compliance in National Incident Management System (NIMS) which includes documentation of training. The

matrix also includes SEMS and ICS training.
- Conducted training for city personnel in the use of the Everbridge notification system for the City to assist in alerting employees in their respective departments. This system is used to alert employee for meetings, notifications, activations, and emergencies.

- Implemented a citywide Continuity of Operations Plan (COOP).

**Goals and Objectives for 2012/2013:**

- Continue to support the El Segundo Amateur Radio Group (ESARG) to supply alternative communications.
- Continue to support the El Segundo CERT Association (ESCERTA) to bring in more volunteers for the CERT program.
- Complete the revision to the City's Emergency Operations Plan (EOP) to comply with NIMS Initiatives under Presidential Directives and local, state, and federal statutory requirements as may be requested under OES.
- Conduct staff training and orientation on the updates in the City's EOP.
- Continue to conduct CERT training classes to the public and to businesses.
- Continue development of Emergency Operations Annexes (Incident Specific Plans) – long-term, ongoing project as part of the Comprehensive Emergency Management Plan.
- Continue with WebEOC® updates and user training.
- Continue to encourage community participation in the Everbridge Emergency Notification System.
- Work in conjunction with the fire department to re-supply the city's emergency food & water.
- Continue to work with the American Red Cross in their campaign to address emergency sheltering needs during a disaster.

| | CLASSIFICATION | ACTUAL FY 2009/10 | ACTUAL FY 2010/11 | ADOPTED FY 2011/12 | PROJECTED YEAR END FY 2011/12 | ADOPTED FY 2012/13 |
|---|---|---|---|---|---|---|
| **SALARIES** | | | | | | |
| 4101 | Salaries Full-Time | 101,591 | 99,957 | 105,600 | 57,500 | 0 |
| 4103 | Overtime | 1,408 | 0 | 3,800 | 300 | 0 |
| | **TOTAL SALARIES** | **102,999** | 99,957 | **109,400** | **57,800** | **0** |
| **TOTAL EMPLOYEE BENEFITS** | | **39,394** | **39,912** | **45,900** | **14,200** | **0** |
| **SUPPLIES** | | | | | | |
| 5204 | Operating Supplies | 3,117 | 8,292 | 25,000 | 5,000 | 2,500 |
| 5220 | Computer Refresh Charges | 0 | 0 | 0 | 0 | 8,100 |
| 5255 | CPR Class Operating Supplies | 2,921 | 2,550 | 3,500 | 3,000 | 3,500 |
| | **TOTAL SUPPLIES** | **6,038** | **8,292** | **28,500** | **8,000** | **14,100** |
| **SERVICE CHARGES** | | | | | | |
| 6201 | Advertising/Publishing | 49 | 0 | 1,500 | 0 | 1,500 |
| 6207 | Equipment Replacement Charges | 1,163 | 29,400 | 29,800 | 29,800 | 0 |
| 6208 | Dues & Subscriptions | 385 | 703 | 800 | 0 | 0 |
| 6213 | Meetings & Travel | 2,525 | 0 | 2,000 | 0 | 0 |
| 6214 | Professional/Technical | 8,437 | 15,000 | 22,500 | 22,500 | 22,500 |
| 6217 | Software Maintenance | 12,900 | 12,900 | 12,900 | 12,900 | 12,900 |
| 6219 | Network Operating Charge | 5,100 | 5,100 | 5,100 | 5,100 | 27,000 |
| 6223 | Training & Education | 149 | 250 | 700 | 0 | 700 |
| 6251 | Communication/Mobile Radio | 2,336 | 2,420 | 2,700 | 2,200 | 2,400 |
| 6254 | Telephone | 0 | 0 | 3,800 | 3,800 | 3,800 |
| 6257 | Public Education | 4,788 | 3,201 | 3,500 | 3,500 | 3,500 |
| | **TOTAL SERVICE CHARGES** | **37,832** | **68,974** | **85,300** | **79,800** | **74,300** |
| **CAPITAL-FIXED ASSETS** | | | | | | |
| 8104 | Capital/Equipment | 0 | 0 | 7,000 | 0 | 0 |
| | **TOTAL CAPITAL-FIXED ASSETS** | **0** | **0** | **7,000** | **0** | **0** |
| | **EMERGENCY SERVICES** | **186,263** | **219,685** | **276,100** | **159,300** | **88,400** |