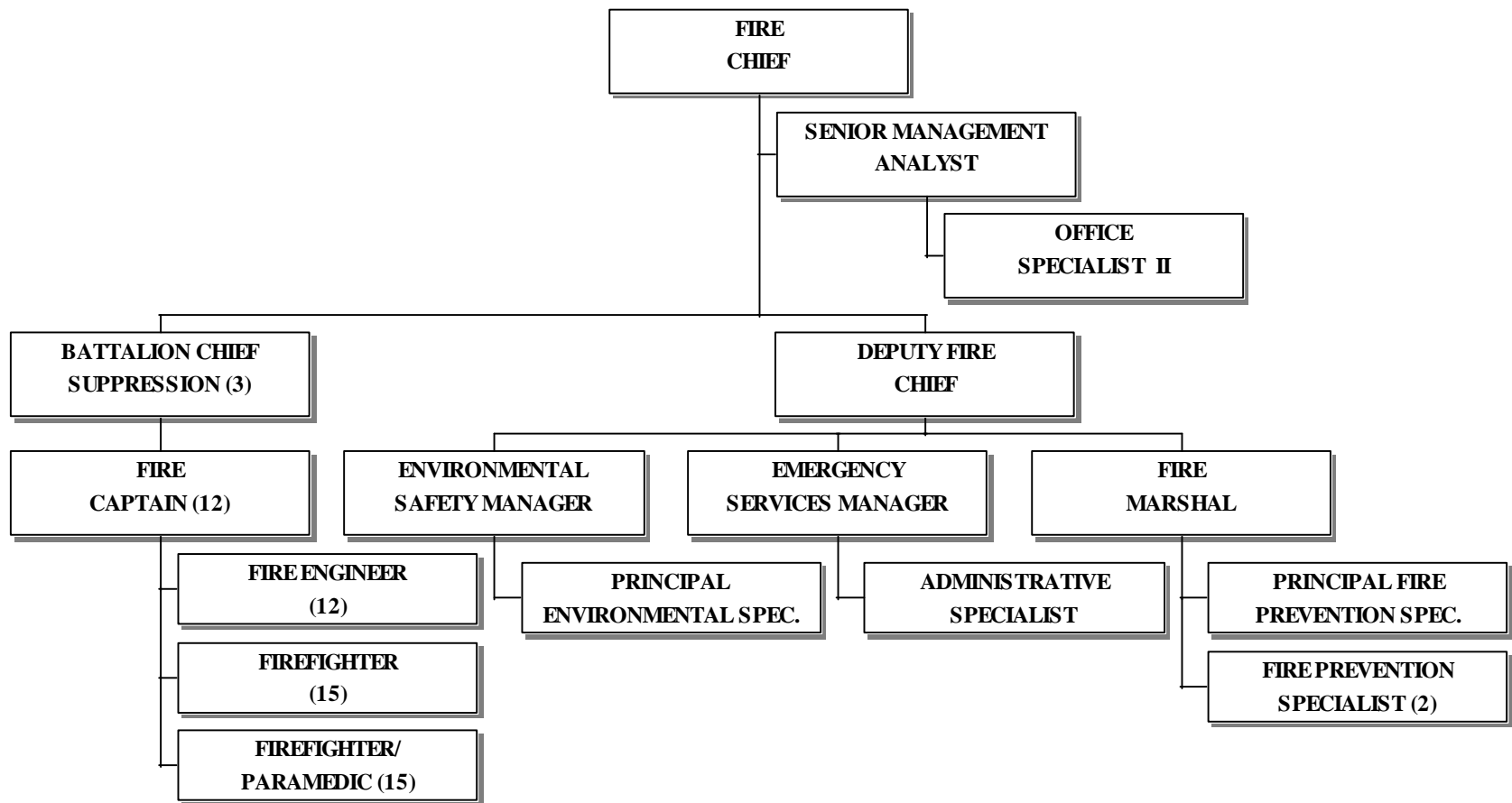


Fire Department



**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Department

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FIRE					
General Fund					
Administration	327,711	451,903	477,450	478,700	503,500
Suppression	8,673,183	8,981,731	8,470,750	8,689,150	9,773,600
Paramedic	2,622,200	2,962,914	3,000,800	3,154,150	3,122,550
Prevention	393,516	436,135	420,800	426,350	536,050
Environmental Safety	285,371	295,768	300,950	297,100	398,650
Emergency Services	609,497	434,299	250,850	249,600	279,500
Total Fire General Fund	12,911,478	13,562,750	12,921,600	13,295,050	14,613,850

ACTIVITY INFORMATION

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

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.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Administration

Division 3201

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FIRE ADMINISTRATION					
SALARIES	190,574	272,476	281,800	281,800	289,400
EMPLOYEE BENEFITS	64,629	87,661	97,600	97,600	115,700
SUPPLIES	8,661	8,535	9,000	9,000	9,000
PUBLIC UTILITY SERVICES	16,490	16,706	17,300	18,850	17,300
SERVICE CHARGES	47,357	66,525	71,750	71,450	72,100
TOTAL EXPENDITURES	327,711	451,903	477,450	478,700	503,500

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 and Management Analyst.

Accomplishments During FY 2007/2008:

- Conducted three platoon meetings with each shift.
- Conducted an inspection of department personnel, quarters, and equipment.
- Conducted a meeting of all officers.
- Maintained a high emphasis on customer service.
- Implemented a customer service survey form.
- Effectively represented the City's regional interests through individual and professional association efforts.
- Completion of FY 2006/2007 Single Audit for multiple federal grants.
- Continued compliance under federal privacy laws – Health Insurance Portability and Accountability Act (HIPAA).
- Complete grant administration, coordinate equipment purchases, and develop equipment inventories for multiple grant projects.
- Managed the close-out of Urban Area Security Initiative (UASI) Grant Program Year 2005, and administered the contract for UASI Grant Program Year 2006, in the

amount of \$205,500.

- Continued improvement of statistical accuracy in Firehouse for transport, incident and unit data.
- Participated in the City's Disaster Council in an effort to ensure the City's emergency readiness and capability.
- Prioritized development of updated department policies and procedures.
- Worked with architect to complete construction drawings for new Fire Station # 2.
- Successful completion of local audits for State Homeland Security Grant Program Year 2005, and UASI Grant Program Year 2005.
- Coordinated the development of a Hazard Mitigation Plan for the City.
- Purchased and installed document imaging software in tandem with the existing Citywide system.

Goals and Objectives for FY 2008/2009:

- Continue to conduct monthly staff meetings.
- Continue to conduct Platoon meetings three times a year per shift.
- Implement and manage approved grant projects.
- Maintain a high emphasis on customer service.
- Analyze the results and feedback received from customer service survey forms.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

- Proceed with program review and continuous quality improvement.
- Maintain HIPAA-related programs as required by law.
- Monitor revenue and customer service related to inspections and transport program.
- Conduct an inspection of department personnel, quarters, and equipment.
- Conduct a meeting of all officers.
- Participate in area and regional organizations improving the service capability of all fire agencies in the area and region.
- Participate in the City’s Disaster Council in an effort to ensure the City’s emergency readiness and capability.
- Continue federal grant contract administration; federal, state and local grant audits; and successful completion of FY 2007/2008 Single Audit.
- Begin the development of a strategic plan for the department.
- Continue to prioritize development of department policies and procedures.

POSITION INFORMATION

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

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES					
4101 Salaries Full-Time	185,418	252,149	281,800	281,800	289,400
4102 Salaries Part-time	5,156	3,463	0	0	0
4105 Holiday Pay	0	8,431	0	0	0
4112 Compensated Sick Time	0	8,433	0	0	0
TOTAL SALARIES	190,574	272,476	281,800	281,800	289,400
TOTAL EMPLOYEE BENEFITS	64,629	87,661	97,600	97,600	115,700
SUPPLIES					
5204 Operating Supplies	8,661	8,535	9,000	9,000	9,000
TOTAL SUPPLIES	8,661	8,535	9,000	9,000	9,000
PUBLIC UTILITY SERVICES					
6101 Gas	3,653	3,930	3,950	3,950	3,950
6102 Electricity	9,913	8,832	10,250	10,250	10,250
6103 Water	2,924	3,944	3,100	4,650	3,100
TOTAL PUBLIC UTILITY SERVICES	16,490	16,706	17,300	18,850	17,300

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SERVICE CHARGES					
6203 Copy Machine Charges	278	368	800	500	800
6205 Other Printing & Binding Equipment Replacement	2,200	2,175	2,200	2,200	2,350
6207 Charges	4,300	4,300	11,300	11,300	10,700
6208 Dues & Subscriptions	1,400	1,243	1,050	1,050	1,350
6213 Meetings & Travel	1,087	1,675	3,700	3,700	3,900
6214 Professional/Technical	2,729	14,033	6,500	6,500	6,500
6215 Repair & Maintenance	104	7,425	4,750	4,750	4,750
6219 Network Operating Charge	1,500	1,500	1,500	1,500	1,800
6253 Postage	3,112	2,689	4,950	4,950	4,950
6254 Telephone	25,865	27,870	30,000	30,000	30,000
6260 Equipment Leasing Costs	4,782	3,247	5,000	5,000	5,000
TOTAL SERVICE CHARGES	47,357	66,525	71,750	71,450	72,100
FIRE ADMINISTRATION	327,711	451,903	477,450	478,700	503,500

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Suppression

Division 3202

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FIRE SUPPRESSION					
SALARIES	5,880,973	6,303,231	5,813,400	6,028,200	6,654,500
EMPLOYEE BENEFITS	2,257,806	2,280,893	2,038,100	2,038,100	2,606,200
SUPPLIES	61,008	52,380	56,500	56,500	66,500
SERVICE CHARGES	463,866	345,227	548,100	551,700	436,450
CAPITAL-FIXED ASSETS	9,530	0	14,650	14,650	9,950
TOTAL EXPENDITURES	8,673,183	8,981,731	8,470,750	8,689,150	9,773,600

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 an Administrative Battalion Chief, Battalion Chiefs, Captains, Engineers, Firefighters and an Office Specialist, 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 2007/2008:

- Suppression personnel completed 98% of assigned fire evention inspections.
- Maintained the Automatic External Defibrillator (AED) program and AED stations throughout the City.
- Recertified suppression personnel Emergency Medical Technician-Defibrillator (EMT-D) skills, and also cardio-pulmonary resuscitation (CPR) skills.
- Provided station tours for pre-Kindergarten through third grade students in El Segundo.
- Hosted annual Public Safety Open House in conjunction with the Police Department.
- Assisted in Super CPR Saturday
- Submitted 2,454 NFIRS Reports to the State Fire Marshal's Office for calendar year 2007 incidents.
- Completed upgrade of the Firehouse Record Management System software to Version 7.
- Conducted 12 platoon drills in addition to routine training.
- Participated in required Federal, State, and County-mandated training.
- Placed into service new fire apparatus, Engine 33.
- 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.

CITY OF EL SEGUNDO ADOPTED OPERATING BUDGET

PUBLIC SAFETY

- Certified two Captains as Engine Boss qualified for wildland strike teams.
- Certified one Battalion Chief as Strike Team Leader qualified for wildland strike teams.
- Certified four members to USAR Heavy level.
- Obtained OES Type 1 status for the USAR vehicle as a Heavy Rescue.
- Completed a training session for Department USAR instructors.
- Continued to update components of strike team equipment.
- Completed annual physicals for 45 members.
- Hired four new Firefighters.
- Promoted one Battalion Chief and one Captain.
- Trained 55 Police, Fire and City Management staff in National Incident Management Systems (NIMS) I-300 class.
- Implemented video-based fire training program.
- Implemented new laundering system for Department safety gear, structural turnouts, and wildland brush gear.
- Provided fit-testing of respirators for Police, Water and Fire personnel.
- Completed numerous policies for the Department Policy and Procedure Manual.

Goals and Objectives for FY 2008/2009:

- 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.
 - Complete annual physicals for all members over 35 years of age and biennial physicals for all members less than 35 years of age.
- 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.
 - Train three members to Heavy Level USAR.
 - Train three Captains as Engine Boss qualified for wildland strike teams.
 - Train two Battalion Chiefs as Strike Team Leaders qualified for wildland incidents.
 - Conduct Hazardous Materials FRO training, with an emphasis on Weapons of Mass Destruction.
 - Conduct three joint training exercises with Chevron Fire Department.
 - Train 18 City Department Heads, and Police and Fire personnel in NIMS I-400 class.
 - Certify one member as a CICCIS Radio Communications Technician for wildland incidents and disasters.
 - Purchase equipment to fully equip two reserve fire apparatus: Engine 34 and Engine 35.
 - 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.
 - Purchase PortaCount system for fit-testing of self-contained breathing apparatus (SCBA) masks, gas masks, and particulate masks for Department members and other City employees.
 - Conduct a minimum of two multi-agency USAR drills.
 - Conduct a minimum of two "All Instructors" training days in USAR.
 - Replace turnout storage and cabinetry in apparatus bays at Station 1.
 - Replace kitchen cabinetry and countertops at Station 1.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
BATTALION CHIEF	4.0	
FIRE CAPTAIN	12.0	
FIRE ENGINEER	12.0	
FIREFIGHTER	15.0	
OFFICE SPECIALIST II	1.0	

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES					
4101 Salaries Full-Time	4,467,741	4,699,027	4,425,500	4,425,500	4,931,400
4102 Salaries Part-time	1,621	11,315	0	0	3,000
4103 Overtime	67,575	50,739	64,400	64,400	87,050
4105 Holiday Pay	208,000	227,800	216,900	216,900	241,600
4107 FLSA Overtime	306,213	441,617	322,400	402,300	427,450
4108 Vacation Buy-Back	98,093	58,551	109,200	109,200	109,200
4110 Leave Replacement	707,104	783,882	644,700	779,600	854,800
4112 Compensated Sick Time	24,626	30,300	30,300	30,300	0
TOTAL SALARIES	5,880,973	6,303,231	5,813,400	6,028,200	6,654,500
TOTAL EMPLOYEE BENEFITS	2,257,806	2,280,893	2,038,100	2,038,100	2,606,200
SUPPLIES					
5204 Operating Supplies	49,424	41,472	44,000	44,000	54,000
5206 Computer Supplies	6,084	5,734	7,000	7,000	7,000
5214 Housing Supplies	5,500	5,174	5,500	5,500	5,500
TOTAL SUPPLIES	61,008	52,380	56,500	56,500	66,500
SERVICE CHARGES					
6207 Equipment Replacement Charges	288,050	288,050	437,450	437,450	366,400
6208 Dues & Subscriptions	600	80	400	400	400
6212 Laundry & Cleaning	0	0	0	0	0
6214 Professional/Technical	5,444	6,728	59,000	59,000	9,000
6219 Network Operating Charge	1,800	1,800	1,800	1,800	1,800
6221 Educational Incentive	9,362	14,798	8,400	12,000	16,800
6223 Training & Education	29,390	24,994	26,500	26,500	27,500
6224 Vehicle Operating Charges Communication/Mobile	117,310	250	0	0	0
6251 Radio	8,842	4,779	9,600	9,600	9,600
6259 Breathing Apparatus	2,933	3,450	3,450	3,450	3,450
6260 Equipment Leasing Costs	135	298	1,500	1,500	1,500
TOTAL SERVICE CHARGES	463,866	345,227	548,100	551,700	436,450

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

CLASSIFICATION		ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	9,530	0	12,900	12,900	9,950
8106	Capital / Communications	0	0	1,750	1,750	0
TOTAL CAPITAL- FIXED ASSETS		9,530	0	14,650	14,650	9,950
FIRE SUPPRESSION		8,673,183	8,981,731	8,470,750	8,689,150	9,773,600

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Paramedic

Division 3203

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FIRE PARAMEDIC					
SALARIES	1,771,046	2,097,260	2,052,200	2,203,300	2,111,800
EMPLOYEE BENEFITS	767,873	781,358	804,600	804,600	886,800
SUPPLIES	35,422	35,563	35,750	38,000	47,900
SERVICE CHARGES	47,859	48,733	87,400	87,400	76,050
CAPITAL-FIXED ASSETS	0	0	20,850	20,850	0
TOTAL EXPENDITURES	2,622,200	2,962,914	3,000,800	3,154,150	3,122,550

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, an advanced life support fire engine with a 4 person crew, one of which is a paramedic. 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 2007/2008:

- During calendar year 2007, El Segundo Firefighter /Paramedics responded to 1,506 emergency medical /rescue incidents.
- Delivered service with exceptional 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 National Incident Management System (NIMS).
- Participated in an ongoing countywide study called Fast-Mag system for stroke patients.
- All Paramedics and Emergency Medical Technicians (EMTs) completed a 2007 required EMS update.
- Two personnel certified as Paramedics and assigned to vacant staff positions.
- Upgraded reserve Rescue 33 to an un-manned accredited paramedic unit, recognized by Los Angeles County Emergency Medical Services Agency (EMSA).
- Utilized Measure B funds to acquire an additional 12 ECG unit with cardiac pacing.
- Participated in a joint response team with the El Segundo Police Department (ESPD) for tactical enforcement activities. Paramedics will respond as part of a team with ESPD to provide rapid treatment of personnel if needed.
- Acquired and administered the flu vaccine to department members from the Los Angeles County Department of Public Health at no cost.

Goals and Objectives for FY 2008/2009:

- Complete mandatory EMS skills and information updates.

**CITY OF EL SEGUNDO
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PUBLIC SAFETY

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.

- In cooperation with the Planning and Building Safety Department, adopted the new California Building and Fire Codes.
- Completed a Citywide fee study for the Fire Prevention Division.

Goals and Objectives for FY 2008/2009:

- Continue to perform an annual fire prevention inspection in each high rise building, commercial building and multi-family occupancy.
- Continue to perform fire and life safety inspections for new construction within two working days of request.
- Continue to perform regular fire prevention training and

fire code updates for suppression personnel.

- 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.
- Continue to 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.

POSITION INFORMATION

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

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

CLASSIFICATION		ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES						
4101	Salaries Full-Time	241,426	253,736	269,200	269,200	333,450
4102	Salaries Part-time	2,269	(72)	0	0	0
4103	Overtime	51,998	71,278	28,000	40,000	42,600
4104	Permanent Contract	1,558	0	3,550	3,550	3,550
4112	Compensated Sick Time	4,332	5,935	5,950	0	0
	TOTAL SALARIES	301,583	330,877	306,700	312,750	379,600
	TOTAL EMPLOYEE BENEFITS	79,417	89,671	80,500	80,500	119,300
SUPPLIES						
5204	Operating Supplies	3,200	1,991	3,200	3,200	3,200
	TOTAL SUPPLIES	3,200	1,991	3,200	3,200	3,200
SERVICE CHARGES						
	Equipment Replacement					
6207	Charges	4,600	4,600	14,050	14,050	10,600
6208	Dues & Subscriptions	598	3,522	3,600	3,600	10,600
6213	Meetings & Travel	136	308	350	350	350
6214	Professional/Technical	0	0	6,000	6,000	6,000
6219	Network Operating Charge	900	0	900	900	900
6223	Training & Education	1,658	3,915	4,000	4,000	4,000
6257	Public Education	1,424	1,251	1,500	1,000	1,500
	TOTAL SERVICE CHARGES	9,316	13,596	30,400	29,900	33,950
CAPITAL - FIXED ASSETS						
8104	Capital/Equipment	0	0	0	0	0
	TOTAL CAPITAL - FIXED ASSETS	0	0	0	0	0
	FIRE-PREVENTION	393,516	436,135	420,800	426,350	536,050

Fire Environmental Safety

Division 3205

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FIRE ENVIRONMENTAL SAFETY					
SALARIES	189,584	203,713	206,050	202,200	267,750
EMPLOYEE BENEFITS	68,792	69,654	62,600	62,600	95,100
SUPPLIES	8,752	4,197	3,950	3,950	5,450
SERVICE CHARGES	18,243	18,204	28,350	28,350	30,350
TOTAL EXPENDITURES	285,371	295,768	300,950	297,100	398,650

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 includes the Environmental Safety Manager and an Administrative Specialist. 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 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.

Accomplishments During FY 2007/2008:

- Hired temporary part-time staff to address required storm water inspections of industrial waste dischargers, chemical storage facilities and food establishments for

- compliance with State and Federal regulations.
- Conducted and tracked all inspections utilizing a CUPA DMS computer database program to better document inspections and violations.
- Part-time staff conducted approximately 95 Storm Water inspections at various restaurants and industrial facilities for compliance with State and County NPDES ocean water quality discharge requirements and prepared applicable reports to County and State representatives.
- Conducted approximately 110 inspections involving hazardous materials, hazardous wastes, extremely hazardous substances, underground tanks, and emergency release planning. In addition, industrial waste facilities were inspected pursuant to NPDES wastewater pre-treatment requirements.
- Responded to approximately 12 hazardous materials incidents. Nine of these incidents involved the release of hazardous materials into streets or storm drain system, resulting in penalties and/or remediation of the released chemical.
- Maintained and revised policy and procedure documents for the inspection of industrial facilities that generate hazardous wastes or use hazardous materials.
- Participated in bi-monthly Community Awareness and Emergency Response (CAER) meetings to provide guidance to industrial facilities in the area of hazardous materials and regulations, as well as assistance in routine public outreach efforts.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

- Evaluated CUPA program and made corrections to inspection data review and continuous quality improvement through improved project tracking and organization of files.
 - Finalized Risk Management Plan elements for two facilities involving dangerous anhydrous and aqueous ammonia.
 - Competed for a Hazardous Materials Emergency Planning (HMEP) grant for the identification of all above ground petroleum storage tanks to assess impact of anticipated regulations and fees associated with inspections. The Department was ultimately awarded a California Environmental Protection Agency (CalEPA) grant of \$52,483.58 over a two-year timeframe.
 - Trained approximately 25 owners and operators of 20 different businesses handling hazardous materials to meet annual hazardous waste training requirements.
 - Completed a Citywide fee study for the Environmental Safety Division.
 - Completed and implemented required program improvements identified during State audits of both the CUPA and industrial waste pretreatment programs.
 - Received National Incident Management System (NIMS) certification through federally required training under the National Response Framework.
 - Awarded 2007 National Notable Achievement Award from the Environmental Protection Agency for demonstrated leadership of Local Emergency Planning Committee (LEPC). This meritorious award is the first received by any California LEPC.
- Goals and Objectives for FY 2008/2009:**
- Conduct one hazardous materials exercise at an El Segundo facility to test facility response capabilities to a hazardous materials incident and emergency response resource capabilities to mitigate the release of a hazardous material.
 - Design and develop an Aboveground Petroleum Storage Tank inspection and enforcement program that meets all elements of the State requirements and complies with California Code of Regulations, Title 27.
 - Hire and train staff to conduct Certified Unified Program Agency (CUPA) inspections that enforce State and Federal laws and regulations related to hazardous materials, hazardous wastes and water protection requirements.
 - Revise Industrial Waste permit process and inspection criteria to meet or exceed requirements established by Los Angeles City Bureau of Sanitation for National Pollution Discharge Elimination System (NPDES) compliance.
 - Conduct 3 Risk Management Program (RMP) audits and inspections to evaluate facility compliance with Office of Emergency Services (OES) Safety and Health guidelines.
 - 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 75 storm water inspections to complete required cycle of 2 inspections every 5 years and enforce City storm water policies.
 - Provide hazardous materials and hazardous waste training for local businesses to meet annual training requirements for safe use and management of hazardous materials.
 - Maintain CAER-sponsored Rapid Notify community alert system and ensure sustainability of system until a more permanent system is selected.
 - Continue to provide leadership to Local Emergency Planning Committee (LEPC) to ensure grant funds for emergency planning and training are available to the Department.

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
ENVIRONMENTAL SAFETY MANAGER	1.0	
PRINCIPAL ENVIRONMENTAL SPECIALIST	1.0	
ADMINISTRATIVE SPECIALIST	1.0	

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PUBLIC SAFETY

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
SALARIES					
4101 Salaries Full-Time	170,584	184,720	183,600	183,600	234,550
4102 Salaries Part-time	12,573	9,293	10,000	10,000	10,000
4103 Overtime	3,031	5,780	8,600	8,600	23,200
4112 Compensated Sick Time	3,396	3,920	3,850	0	0
TOTAL SALARIES	189,584	203,713	206,050	202,200	267,750
TOTAL EMPLOYEE BENEFITS	68,792	69,654	62,600	62,600	95,100
SUPPLIES					
5204 Operating Supplies	8,752	4,197	3,950	3,950	5,450
TOTAL SUPPLIES	8,752	4,197	3,950	3,950	5,450
SERVICE CHARGES					
6206 Contractual Services	700	700	1,400	1,400	1,400
Equipment Replacement					
6207 Charges	5,600	5,600	12,100	12,100	12,200
6208 Dues & Subscriptions	1,450	853	1,350	1,350	1,350
6213 Meetings & Travel	39	153	800	800	800
6214 Professional/Technical	8,681	8,810	9,000	9,000	11,000
6219 Network Operating Charge	1,300	1,300	1,300	1,300	1,200
6223 Training & Education	473	525	1,400	1,400	1,400
6257 Public Education	0	263	1,000	1,000	1,000
TOTAL SERVICE CHARGES	18,243	18,204	28,350	28,350	30,350
ENVIRONMENTAL SAFETY	285,371	295,768	300,950	297,100	398,650

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PUBLIC SAFETY

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Emergency Services

Division 3255

CLASSIFICATION	ACTUAL FY 2005/06	ACTUAL FY 2006/07	ADOPTED FY 2007/08	PROJECTED YEAR END FY 2007/08	ADOPTED FY 2008/09
FIRE EMERGENCY SERVICES					
SALARIES	79,154	57,325	92,900	92,900	103,400
EMPLOYEE BENEFITS	19,247	14,773	19,800	19,800	27,800
SUPPLIES	8,874	30,763	54,650	54,650	29,600
SERVICE CHARGES	35,373	26,485	73,650	72,400	78,700
CAPITAL-FIXED ASSETS	466,849	304,953	9,850	9,850	40,000
TOTAL EXPENDITURES	609,497	434,299	250,850	249,600	279,500

ACTIVITY INFORMATION

The purpose of the Emergency Services Division is to prepare and maintain the City's emergency plans 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; 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; implement emergency services training program for all city staff; update and revise the City's Emergency Operations Plan as needed; serve as program manager for the Community Emergency Response Team (CERT), amateur radio group (RACES/ESARC), and Community CPR and First Aid; manage the application

process for state and federal disaster reimbursement or hazard mitigation funds; in declared emergency – facilitate the disaster recovery process.

Accomplishments During FY 2007/2008:

- Coordinated the purchase, delivery and storage of a second phase of City-wide emergency food and water supplies.
- Purchased and installed the Emergency Manager's Weather Information System (EMWIN) system which is the first such system in the four County area covered by the National Weather Service office in Oxnard.
- Completion of the Tsunami Incident Response Annex to the City's Emergency Operations Plan.
- Completion of the Severe Weather Annex to the City's Emergency Operations Plan.
- Applied to the National Weather Service for StormReady®/TsunamiReady™ certification for the City.
- Purchased and installed, in all City Public Buildings, NOAA Weather Radios as part of StormReady® certification..

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PUBLIC SAFETY

- Completed the CERT Train-the Trainer program to help expand the capabilities of the Fire Department to train the public.
- As Program Manager, expanded the CERT program from 4 classes per year to 8 classes per year.
- Participated as part of the evaluation team in the Buffer Zone Protection Program (BZPP) which provides grants to build security and risk-management capabilities at the State and local level in order to secure pre-designated Tier I and Tier II critical infrastructure sites, including chemical facilities, financial institutions, nuclear and electric power plants, dams, stadiums, and other high-risk/high-consequence facilities.
- As Program Manager, purchased and installed a web-based Crisis Information Management System called WebEOC® for use by all City staff during day-to-day operations and most importantly in a disaster. Set-up and designed the customized functional tools that are used by City personnel.
- Selected as one of 18 people nation-wide to serve on the ESi WebEOC® Users Advisory Board (UAB).
- Facilitated training for Citywide personnel in the use of WebEOC®.
- Participated with the City of Los Angeles for the ESiWebFUSION demo project which has now been released for implementation nation-wide.
- Gave over 12 presentations to various City Businesses, Service Groups and Associations about preparing for disasters. Also spoke to the Los Angeles County Hotel and Motel Association about “Partnering for Success”.
- Coordinated the City-wide participation in the County-wide exercise “Operation Higher Ground”. Activated the Emergency Operations Center (EOC) in reference to the Alert and Warning phase of an impending Tsunami. Also maintained communications with Los Angeles County for the Response and Recovery phases over a several day period.
- Coordinated the 13Th Annual Super CPR Saturday event in cooperation with the El Segundo High School and American Red Cross to train over 320 community members in Adult CPR.
- Assisted Prevention Division with annual high-rise and mid-rise annual fire drill exercises.
- 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.
- Became a certified instructor by Los Angeles County Office of Emergency Management for the NIMS, IS-100 through IS-800 and SEMS.
- Became a Department of Homeland Security instructor for the ICS 100 through ICS 400 Levels.
- Trained 30 City personnel in IS-700 NIMS.
- Trained 30 City personnel in the Incident Command 100 Level.
- Trained over 6 City personnel in the Incident Command 200 Level.
- Trained over 5 City personnel in the National Response Plan, which is now the National Response Framework.
- Put on training and refresher training for over 35 City personnel in the SEMS.
- Trained 50 personnel in the Incident Command 300 Level.
- Trained 20 personnel in the Incident Command 400 Level.
- Assisted with training for ICS, 2 classes, at Northrop-Grumman.
- Assisted with the implementation of the City’s element of the Hazard Mitigation Plan in accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 51650). Coordinated plan integration with lead agencies, staff and departments, special districts and allied personnel.
- Completed the Initial Damage Assessment Plan by mapping out the City for use as the windshield survey in a disaster.
- Held regular meetings of the Business & Industry Emergency Preparedness Committee so that partnerships at all levels can be achieved. The roster now contains over 60 names and more are added regularly.
- Initiated a CERT Program Response Plan for the development of an Area Command and coordination structure and identification of lead CERT resident coordinators (liaisons/block captains) to the City of El Segundo. The first refresher was held in April to start the process. More refreshers and advanced training were held during the summer.
- Re-organized the Radio Amateur Civil Emergency Services (RACES) program.

Goals and Objectives for 2008/2009:

- Activate the EOC as part of the exercise “Operation Golden Guardian 2008” in response to a massive earthquake in Southern California.
- Expand the capabilities of our WebEOC® to include building a board for use of the Business & Industry partners for communicating significant events in an emergency.
- Complete the CERT Program Response Plan for the development of an Area Command and coordination structure and identification of lead CERT resident coordinators (liaisons/block captains) to the City of El Segundo.

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- Continue to train personnel in the Incident Command System, the National Incident Management System and the Standardized Emergency Management System as needed or required under NIMS.
- Update and revise 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.
- Initiate development of an Earthquake Incident Response Annex (Incident Specific Plan) – long-term, on going project with City departments and County of Los Angeles.
- Initiate Development of a Pandemic Incident Response Annex (Incident Specific Plan) – long-term, on going project in coordination with the County of Los Angeles, State of California, and U.S. Department of Homeland Security, and City departments.
- Initiate revisions to the Aviation Emergency Response Annex (Incident Specific Plan) - long-term, on going, in coordination with the Federal Aviation Administration, and City departments.
- Obtain storm-ready/tsunami-ready certification for the City.

