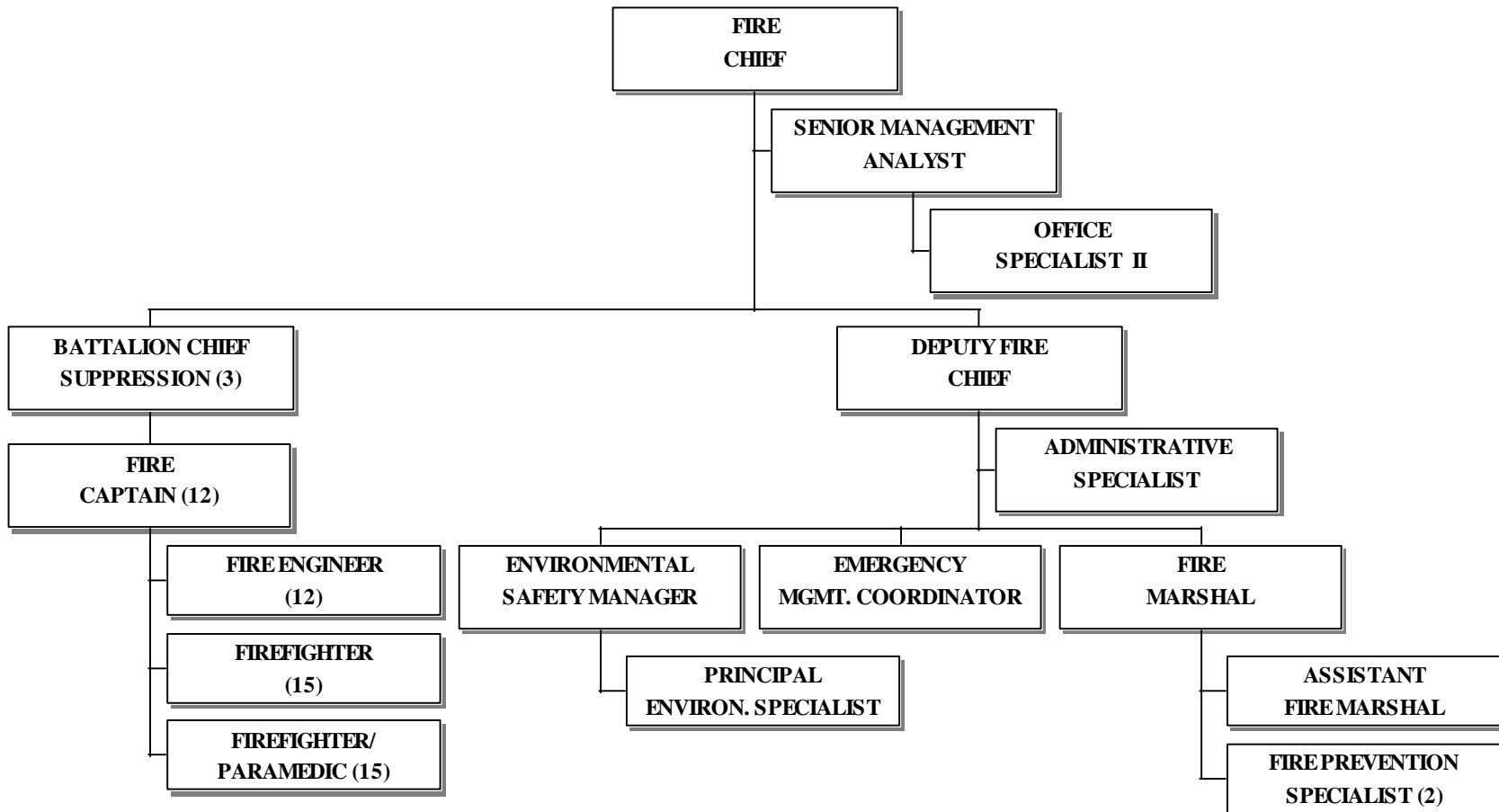


Fire Department



**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Department

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
FIRE					
General Fund					
Administration	451,455	539,947	503,500	897,938	1,114,600
Suppression	8,958,644	9,869,294	9,773,600	9,746,140	9,795,950
Paramedic	2,949,429	3,235,005	3,122,550	3,041,277	3,643,150
Prevention	425,881	476,665	536,050	464,477	481,400
Environmental Safety	295,768	306,665	398,650	309,475	408,900
Emergency Management	434,299	216,085	279,500	264,988	262,900
Total Fire General Fund	13,515,476	14,643,661	14,613,850	14,724,295	15,706,900

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.

**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 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
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FIRE ADMINISTRATION

SALARIES	272,476	306,553	289,400	520,606	660,200
EMPLOYEE BENEFITS	87,213	130,223	115,700	276,205	354,500
SUPPLIES	8,535	7,093	9,000	9,000	9,000
PUBLIC UTILITY SERVICES	16,706	18,602	17,300	19,027	17,300
SERVICE CHARGES	66,525	77,476	72,100	73,100	73,600
TOTAL EXPENDITURES	451,455	539,947	503,500	897,938	1,114,600

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 Management, Hazardous Materials Management/Environmental Safety, Training, and Public Education Programs.

Accomplishments During FY 2008/2009:

- Conducted three (3) 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.
- Effectively 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).
- Administered the extended contract for the Urban Areas Securities Initiative Grant Program Year 2006, in the amount of \$205,500.
- Continued improvement of statistical accuracy in

Firehouse Records Management System 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.
- Began construction of a new Fire Station # 2.
- Received approval from the Federal Emergency Management Agency for the City's Hazard Mitigation Plan.
- Participated in negotiations with the El Segundo Firefighters Association to enter into a three year Memorandum of Understanding.
- Implemented the Firefighters Procedural Bill of Rights as required by Assembly Bill 220.

Goals and Objectives for FY 2009/2010:

- Continue to conduct monthly staff meetings.
- Continue to conduct Platoon meetings three times a year per shift.
- Maintain a high emphasis on customer service.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

- Analyze the results and feedback received from customer service survey forms.
- Proceed with program review and continuous quality improvement.
- Implement new 2009-2010 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.
- Implement contract and manage grant award for the Urban Areas Securities Initiative Grant Program Year 2008, in the amount of \$158,486.
- Continue federal grant contract administration, and federal, state and local grant audits.
- 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	
DEPUTY FIRE CHIEF	1.0	
SENIOR MANAGEMENT ANALYST	1.0	
ADMINISTRATIVE SPECIALIST	1.0	
OFFICE SPECIALIST II	1.0	

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

CLASSIFICATION		ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES						
4101	Salaries Full-Time	252,149	298,175	289,400	488,100	641,200
4102	Salaries Part-time	3,463	1,512	0	0	0
4105	Holiday Pay	8,431	6,866	0	0	0
4112	Compensated Sick Time	8,433	0	0	32,506	19,000
	TOTAL SALARIES	272,476	306,553	289,400	520,606	660,200
	TOTAL EMPLOYEE BENEFITS	87,213	130,223	115,700	276,205	354,500
SUPPLIES						
5204	Operating Supplies	8,535	7,093	9,000	9,000	9,000
	TOTAL SUPPLIES	8,535	7,093	9,000	9,000	9,000
PUBLIC UTILITY SERVICES						
6101	Gas	3,930	4,514	3,950	3,950	3,950
6102	Electricity	8,832	9,321	10,250	10,250	10,250
6103	Water	3,944	4,767	3,100	4,827	3,100
	TOTAL PUBLIC UTILITY SERVICES	16,706	18,602	17,300	19,027	17,300
SERVICE CHARGES						
6203	Copy Machine Charges	368	521	800	800	2,200
6205	Other Printing & Binding	2,175	2,190	2,350	2,350	2,350
6207	Equipment Replacement Charges	4,300	11,300	10,700	10,700	9,600
6208	Dues & Subscriptions	1,243	1,009	1,350	1,350	1,350
6213	Meetings & Travel	1,675	3,670	3,900	3,900	3,900
6214	Professional/Technical	14,033	4,784	6,500	6,500	6,500
6215	Repair & Maintenance	7,425	10,947	4,750	4,750	4,750
6219	Network Operating Charge	1,500	1,500	1,800	1,800	1,800
6253	Postage	2,689	3,809	4,950	4,950	4,950
6254	Telephone	27,870	32,659	30,000	30,000	30,000
6260	Equipment Leasing Costs	3,247	5,087	5,000	6,000	6,200
	TOTAL SERVICE CHARGES	66,525	77,476	72,100	73,100	73,600
	FIRE ADMINISTRATION	451,455	539,947	503,500	897,938	1,114,600

**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 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
FIRE SUPPRESSION					
SALARIES	6,303,231	6,444,865	6,654,500	6,600,470	6,297,050
EMPLOYEE BENEFITS	2,257,806	2,810,794	2,606,200	2,634,820	2,997,500
SUPPLIES	52,380	46,862	66,500	66,500	66,500
SERVICE CHARGES	345,227	552,612	436,450	434,450	410,950
CAPITAL-FIXED ASSETS	0	14,161	9,950	9,900	23,950
TOTAL EXPENDITURES	8,958,644	9,869,294	9,773,600	9,746,140	9,795,950

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 2008/2009:

- Suppression personnel completed 98% of assigned fire prevention 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 2,490 NFIRS Reports to the State Fire Marshal's Office for calendar year 2008 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.
- Completed quarterly Urban Search and Rescue (USAR) training for all three platoons.
- Added key technical equipment to USAR vehicle.
- Recertified personnel in Hazardous Materials First Responder Operations (FRO) training, emphasis on Weapons of Mass Destruction.
- Certified two Captains as Engine Boss qualified for wildland strike teams.
- Certified three members to USAR Heavy level.

CITY OF EL SEGUNDO ADOPTED OPERATING BUDGET

PUBLIC SAFETY

- Completed two training sessions for Department USAR instructors.
- Continued to update components and personal protective equipment for strike teams.
- Completed annual physicals for 45 members.
- Hired three new Firefighters.
- Promoted two Captains and two Engineers.
- Trained 55 Police, Fire and City Management staff in National Incident Management Systems (NIMS) I-300 class.
- Replaced turnout storage and cabinetry in apparatus bays at Station 1.
- Improved and organized the Department's surplus and storage systems.
- Purchased PortaCount system for fit-testing of self-contained breathing apparatus (SCBA) masks, gas masks, and particulate masks for Department members and other City employees.
- Provided fit-testing of respirators for Police, Water and Fire personnel.
- Added new chainsaw to Truck 32 inventory and implemented new two-saw ventilation technique.
- 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.
- Conduct a minimum of two multi-agency USAR drills.
- Conduct a minimum of two "All Instructors" training days in USAR.
- Replace kitchen cabinetry and countertops at Station 1.
- Upgrade Self-Contained Breathing Apparatus from NXG2 to NXG7, and obtain new units to outfit all uniformed personnel.

Goals and Objectives for FY 2009/2010:

- 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 two Captains as Engine Boss qualified for wildland strike teams.
- Train one Battalion Chief as Strike Team Leader 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.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
BATTALION CHIEF	3.0	
FIRE CAPTAIN	12.0	
FIRE ENGINEER	12.0	
FIREFIGHTER	15.0	

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES					
4101 Salaries Full-Time	4,699,027	4,941,783	4,931,400	4,831,000	5,417,600
4102 Salaries Part-time	11,315	327	3,000	16,000	0
4103 Overtime	50,739	85,235	87,050	106,350	76,300
4105 Holiday Pay	227,800	226,307	241,600	242,800	259,400
4107 FLSA Overtime	441,617	372,770	427,450	411,000	421,800
4108 Vacation Buy-Back	58,551	85,652	109,200	82,700	98,800
4110 Leave Replacement	783,882	712,308	854,800	840,940	23,150
4112 Compensated Sick Time	30,300	20,483	0	69,680	0
TOTAL SALARIES	6,303,231	6,444,865	6,654,500	6,600,470	6,297,050
TOTAL EMPLOYEE BENEFITS	2,257,806	2,810,794	2,606,200	2,634,820	2,997,500
SUPPLIES					
5204 Operating Supplies	41,472	38,018	54,000	54,000	54,000
5206 Computer Supplies	5,734	6,605	7,000	7,000	7,000
5214 Housing Supplies	5,174	2,239	5,500	5,500	5,500
TOTAL SUPPLIES	52,380	46,862	66,500	66,500	66,500
SERVICE CHARGES					
6207 Equipment Replacement Charges	288,050	437,450	366,400	366,400	341,300
6208 Dues & Subscriptions	80	317	400	400	0
6214 Professional/Technical	6,728	52,680	9,000	7,000	9,000
6219 Network Operating Charge	1,800	1,800	1,800	1,800	1,800
6221 Educational Incentive	14,798	15,115	16,800	16,800	14,700
6223 Training & Education	24,994	33,401	27,500	27,500	27,500
6224 Vehicle Operating Charges	250	0	0	0	0
6251 Communication/Mobile Radio	4,779	7,338	9,600	9,600	9,600
6259 Breathing Apparatus	3,450	3,318	3,450	3,450	3,450
6260 Equipment Leasing Costs	298	1,193	1,500	1,500	3,600
TOTAL SERVICE CHARGES	345,227	552,612	436,450	434,450	410,950
CAPITAL-FIXED ASSETS					
8104 Capital/Equipment	0	11,317	9,950	9,900	23,950
8106 Capital / Communications	0	2,844	0	0	0
TOTAL CAPITAL-FIXED ASSETS	0	14,161	9,950	9,900	23,950
FIRE SUPPRESSION	8,958,644	9,869,294	9,773,600	9,746,140	9,795,950

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Paramedic

Division 3203

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
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FIRE PARAMEDIC

SALARIES	2,097,260	2,206,987	2,111,800	2,166,642	2,446,700
EMPLOYEE BENEFITS	767,873	885,737	886,800	750,685	1,077,600
SUPPLIES	35,563	32,214	47,900	47,900	47,900
SERVICE CHARGES	48,733	89,230	76,050	76,050	70,950
CAPITAL-FIXED ASSETS	0	20,837	0	0	0
TOTAL EXPENDITURES	2,949,429	3,235,005	3,122,550	3,041,277	3,643,150

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 and an advanced life support truck which is available when ALS personnel are assigned to the 4 person unit. 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 2008/2009:

- During calendar year 2008, El Segundo Firefighter/Paramedics responded to 1,511 emergency medical/rescue incidents.
- Delivered service with exceptional customer service and satisfaction.
- Responded to Customer Service Response surveys.
- Developed and made available Bereavement material to assist family members.

- 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 2008 required EMS update.
- One personnel certified as a Paramedic and assigned to vacant staff position.
- Participated in joint response team incidents with the El Segundo Police Department (ESPD) for tactical enforcement activities. Paramedics respond as part of a team with ESPD to provide rapid treatment of personnel if needed.
- Upgraded Truck 32 to a Paramedic Assessment Unit with Advanced Life Support (ALS) equipment and certification from Los Angeles County EMS Agency.
- Acquired two multi-casualty medical supply trailers.
- Paramedic units provided services to the El Segundo High School football games, Joslyn Community Center, and at various community events.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Goals and Objectives for FY 2009/2010:

- 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.
- Upgrade an additional Fire unit at Fire Station # 1 to an accredited Paramedic Assessment Unit recognized by Los County EMS Agency.
- Certify one Paramedic to fill a vacant staffing position.
- Provide equipment for two (2) multi-casualty medical supply trailers, and place trailers into service.
- Test all members for TB and Hepatitis B vaccination status. Secure booster shots for needed personnel.

POSITION INFORMATION

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

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES					
4101 Salaries Full-Time	1,425,521	1,497,722	1,552,700	1,445,500	1,870,000
4103 Overtime	10,294	38,792	20,100	19,780	20,100
4105 Holiday Pay	75,545	68,336	76,800	70,890	92,500
4107 FLSA Overtime	182,248	199,523	137,400	130,080	137,400
4108 Vacation Buy-Back	23,142	8,723	50,000	15,800	51,900
4110 Leave Replacement	380,510	393,890	274,800	483,100	274,800
4112 Compensated Sick Time	0	1	0	1,492	0
TOTAL SALARIES	2,097,260	2,206,987	2,111,800	2,166,642	2,446,700
TOTAL EMPLOYEE BENEFITS	767,873	885,737	886,800	750,685	1,077,600
SUPPLIES					
5204 Operating Supplies	35,563	32,214	47,900	47,900	47,900
SERVICE CHARGES					
6207 Equipment Replacement Charges	20,700	53,900	38,200	38,200	33,100
6214 Professional/Technical	22,050	22,050	22,900	22,900	22,900
6221 Educational Incentive	1,287	5,160	7,000	7,000	7,000
6223 Training & Education	2,151	5,553	5,000	5,000	5,000
6251 Communication/Mobile Radio	2,545	2,567	2,950	2,950	2,950
TOTAL SERVICE CHARGES	48,733	89,230	76,050	76,050	70,950
CAPITAL-FIXED ASSETS					
8104 Capital/Equipment	0	20,837	0	0	0
8106 Capital / Communications	0	0	0	0	0
TOTAL CAPITAL-FIXED ASSETS	0	20,837	0	0	0
FIRE-PARAMEDIC	2,949,429	3,235,005	3,122,550	3,041,277	3,643,150

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Prevention

Division 3204

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
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FIRE PREVENTION

SALARIES	330,877	323,322	379,600	312,664	317,750
EMPLOYEE BENEFITS	79,417	126,934	119,300	121,662	133,000
SUPPLIES	1,991	4,017	3,200	3,200	3,200
SERVICE CHARGES	13,596	22,392	33,950	26,950	27,450
CAPITAL-FIXED ASSETS	0	0	0	0	0
TOTAL EXPENDITURES	425,881	476,665	536,050	464,477	481,400

ACTIVITY INFORMATION

The Fire Prevention Division includes one Fire Marshal, Assistant Fire Marshal, and two Fire Prevention Specialists who are under the general direction of the Deputy 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, technical plan reviews for all proposed construction, inspection activity of all new construction and tenant improvements, performing fire investigations for origin and cause, 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 Administrative Battalion Chief and the Fire Chief.

Accomplishments During FY 2008/2009:

- Performed over 1,200 construction related inspections within four working days following the request.
- Completed over 860 annual fire inspections in commercial and multi-family occupancies.
- Completed 21 high rise building inspections.
- Identified and issued notices for over 600 fire code violations.
- Performed over 1,000 plan reviews (approximately 50 %

of these plan checks were accelerated).

- Performed over 80 contractor requested off-hours inspections.
- Performed four fire prevention training and fire code updates for suppression personnel.
- 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

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

with recently adopted regulations and proposed regulations.

- Participated on California Fire Chief’s Association Fire Prevention Officers Section, Southern Division, as Operations Director. Organize meetings and participate, comment and make recommendations on State-wide fire prevention issues.

Goals and Objectives for FY 2009/2010:

- 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	
ASSISTANT FIRE MARSHAL	1.0	
FIRE PREVENTION SPECIALIST	2.0	

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES					
4101 Salaries Full-Time	253,736	265,142	333,450	264,000	269,000
4102 Salaries Part-time	(72)	0	0	0	0
4103 Overtime	71,278	48,924	42,600	42,600	42,600
4104 Permanent Contract	0	2,549	3,550	3,550	3,550
4112 Compensated Sick Time	5,935	6,707	0	2,514	2,600
TOTAL SALARIES	330,877	323,322	379,600	312,664	317,750
TOTAL EMPLOYEE BENEFITS	79,417	126,934	119,300	121,662	133,000
SUPPLIES					
5204 Operating Supplies	1,991	4,017	3,200	3,200	3,200
TOTAL SUPPLIES	1,991	4,017	3,200	3,200	3,200
SERVICE CHARGES					
6207 Equipment Replacement Charges	4,600	14,050	10,600	10,600	14,100
6208 Dues & Subscriptions	3,522	2,702	10,600	3,600	3,600
6213 Meetings & Travel	308	160	350	350	350
6214 Professional/Technical	0	106	6,000	6,000	3,000
6219 Network Operating Charge	0	900	900	900	900
6223 Training & Education	3,915	3,078	4,000	4,000	4,000
6257 Public Education	1,251	1,396	1,500	1,500	1,500
TOTAL SERVICE CHARGES	13,596	22,392	33,950	26,950	27,450
CAPITAL - FIXED ASSETS					
8104 Capital/Equipment	0	0	0	0	0
TOTAL CAPITAL - FIXED ASSETS	0	0	0	0	0
FIRE-PREVENTION	425,881	476,665	536,050	464,477	481,400

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

Fire Environmental Safety

Division 3205

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
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FIRE ENVIRONMENTAL SAFETY

SALARIES	203,713	196,705	267,750	201,800	237,100
EMPLOYEE BENEFITS	69,654	80,713	95,100	71,875	107,100
SUPPLIES	4,197	4,840	5,450	5,450	5,450
SERVICE CHARGES	18,204	24,407	30,350	30,350	33,250
CAPITAL OUTLAY	0	0	0	0	26,000
TOTAL EXPENDITURES	295,768	306,665	398,650	309,475	408,900

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 a Principal Environmental 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 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 2008/2009:

- Hired, trained, and equipped a Principal Environmental Specialist to assist in the inspection of aboveground petroleum tanks, underground tanks and chemical disclosure, including program management and enforcement. It is anticipated all program elements will be included in responsibilities for this position in the future.
- Upgraded existing inspection tracking software (CUPA DMS) and initiated a full review of new software available from all CUPA vendors that meet State reporting requirements for electronic data transfer of all environmental data by 2013.
- Through coordination with Public Works, established a Fats, Oil, and Grease manual to meet State and Federal National Pollution Discharge Elimination System (NPDES) requirements to prevent Sewer System Overflows and decrease non-storm water runoff into the ocean
- Conducted approximately 150 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

CITY OF EL SEGUNDO ADOPTED OPERATING BUDGET

PUBLIC SAFETY

wastewater pre-treatment requirements.

- Responded to approximately 7 hazardous materials incidents. Including spills of mercury, diesel fuel and other hazardous materials released into the environment.
 - Provided a hazardous materials and waste management class for local businesses and provided updated information on hazardous waste controls and management of aboveground tanks. Information will meet State and Federal requirements for annual refresher training.
 - 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.
 - Competed for and won a hazardous materials emergency planning grant from the Federal Department of Transportation for emergency notification system analysis and pilot test of selected system. The system complements existing notification systems available to the City and County.
 - Conducted 3 Risk Management Plan inspections and audits to ensure all plan requirements are met and safety equipment is incorporated in all aspects of risk planning and analysis. Chemicals audited include ammonia, hydrogen sulfide, sulfur oxides, and flammable gases.
 - The Division began implementation of an aboveground tank program for the regulation of aboveground tanks in the City. Approximately 30 businesses will be regulated for the storage of petroleum and are required to prepare Spill Prevention Control and Counter-measure plans for their respective facilities.
 - Provided HAZWOPER refresher training to approximately 35 students at the statewide CUPA Conference in Garden Grove. The annual refresher is held in conjunction with the conference to allow local inspectors to meet training requirements for safety, health and environmental requirements.
 - Implement the Aboveground Petroleum Storage Tank inspection and enforcement program to meet all elements of the State requirements and comply with California Code of Regulations, Title 27. This will also prepare the Division to meet audit requirements scheduled for mid-2010.
 - 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 4 Risk Management Program (RMP) audits and inspections to evaluate facility compliance with CalEMASafety and Health guidelines.
 - Conduct 150 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 or other community alert system to 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.
 - Prepare and plan for a triennial audit of the Division, as required in State law and regulations. Program improvements will include an enhanced aboveground tank inspection program, enforcement plan update and area plan additions.
- Goals and Objectives for FY 2009/2010:**
- 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. It is anticipated the exercise will involve aqueous ammonia at a power generation facility.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

POSITION INFORMATION

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

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES					
4101 Salaries Full-Time	184,720	178,741	234,550	187,200	216,700
4102 Salaries Part-time	9,293	12,097	10,000	8,050	10,000
4103 Overtime	5,780	1,931	23,200	2,350	6,000
4112 Compensated Sick Time	3,920	3,936	0	4,200	4,400
TOTAL SALARIES	203,713	196,705	267,750	201,800	237,100
TOTAL EMPLOYEE BENEFITS	69,654	80,713	95,100	71,875	107,100
SUPPLIES					
5204 Operating Supplies	4,197	4,840	5,450	5,450	5,450
TOTAL SUPPLIES	4,197	4,840	5,450	5,450	5,450
SERVICE CHARGES					
6206 Contractual Services	700	770	1,400	1,400	1,400
6207 Equipment Replacement Charges	5,600	12,100	12,200	12,200	11,100
6208 Dues & Subscriptions	853	1,163	1,350	1,350	1,350
6213 Meetings & Travel	153	678	800	800	800
6214 Professional/Technical	8,810	8,082	11,000	11,000	15,000
6219 Network Operating Charge	1,300	1,300	1,200	1,200	1,200
6223 Training & Education	525	199	1,400	1,400	1,400
6257 Public Education	263	115	1,000	1,000	1,000
TOTAL SERVICE CHARGES	18,204	24,407	30,350	30,350	33,250
CAPITAL OUTLAY					
8109 Capital / Computer Software	0	0	0	0	26,000
TOTAL CAPITAL OUTLAY	0	0	0	0	26,000
ENVIRONMENTAL SAFETY	295,768	306,665	398,650	309,475	408,900

Fire Emergency Management

Division 3255

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
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FIRE EMERGENCY SERVICES

SALARIES	57,325	89,938	103,400	94,400	107,000
EMPLOYEE BENEFITS	14,773	33,389	27,800	36,425	44,300
SUPPLIES	30,763	33,804	29,600	14,600	21,600
SERVICE CHARGES	26,485	39,470	78,700	80,100	83,000
CAPITAL-FIXED ASSETS	304,953	19,484	40,000	39,463	7,000
TOTAL EXPENDITURES	434,299	216,085	279,500	264,988	262,900

ACTIVITY INFORMATION

The purpose of the Emergency Management 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 2008/2009:

- Achieved StormReady® certification for the City.
- Coordinated the Citywide participation in the Countywide exercise "Operation Golden Guardian" and activated the Emergency Operations Center (EOC) in reference to the Response Phase of a 7.9 Earthquake.
- Coordinated the 14Th 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 Fire Prevention Division with annual High Rise and Mid-Rise Annual Fire Drill Exercises.
- Coordinated a SKYWARN™ class for CERT members, RACES members, and Dispatchers, as part of the STORMREADY™ process.

CITY OF EL SEGUNDO ADOPTED OPERATING BUDGET

PUBLIC SAFETY

- 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.
 - Applied for Certified Emergency Manager certification from International Association of Emergency Managers (IAEM).
 - Trained 24 personnel in the Incident Command 400 Level.
 - 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.
 - Re-organized the RACES program and held regular monthly meetings. Members are continually working on the Communications Truck to upgrade the communications workstations.
 - Conducted 6 CERT classes.
- Goals and Objectives for 2009/2010:**
- Activate the EOC as part of the Exercise “Operation Golden Guardian 2009” in response to a massive earthquake in Southern California.
 - Expand the capabilities of our WebEOC® to include the use of the Business & Industry partners and RACES for communicating significant events during an emergency.
- 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.
 - Continue development of an Earthquake Incident Response Annex (Incident Specific Plan) – long-term, on going project with city departments and County of Los Angeles.
 - Continue Development of a Pandemic Incident Response Annex (Incident Specific Plan) – long-term, on going project in coordination with the County of Los Angeles, and city departments.
 - Continue revisions to the Aviation Emergency Response Annex (Incident Specific Plan) - long-term, on going, in coordination with the Federal Aviation Administration, and city departments.
 - Achieve TsunamiReady™ certification from the NWS.

**CITY OF EL SEGUNDO
ADOPTED OPERATING BUDGET**

PUBLIC SAFETY

POSITION INFORMATION

CLASSIFICATION	FULL-TIME	PART-TIME (FTE)
EMERGENCY MGMT. COORDINATOR	1.0	

CLASSIFICATION	ACTUAL FY 2006/07	ACTUAL FY 2007/08	ADOPTED FY 2008/09	PROJECTED YEAR END FY 2008/09	ADOPTED FY 2009/10
SALARIES					
4101 Salaries Full-Time	55,956	86,945	99,400	90,400	103,000
4103 Overtime	1,369	2,993	4,000	4,000	4,000
TOTAL SALARIES	57,325	89,938	103,400	94,400	107,000
TOTAL EMPLOYEE BENEFITS	14,773	33,389	27,800	36,425	44,300
SUPPLIES					
5204 Operating Supplies	28,941	29,291	25,000	10,000	17,000
5255 CPR Class Operating Supplies	1,822	4,513	4,600	4,600	4,600
TOTAL SUPPLIES	30,763	33,804	29,600	14,600	21,600
SERVICE CHARGES					
6201 Advertising/Publishing	125	0	2,450	2,450	1,500
6207 Equipment Replacement Charges	9,600	19,250	28,300	28,300	34,900
6208 Dues & Subscriptions	333	267	1,500	1,500	1,000
6213 Meetings & Travel	110	2,228	2,250	2,250	3,850
6214 Professional/Technical	5,388	9,027	21,000	21,000	9,000
6217 Software Maintenance	0	0	0	0	12,000
6219 Network Operating Charge	5,100	0	5,100	5,100	5,100
6223 Training & Education	593	5,100	2,650	2,650	2,650
6251 Communication/Mobile Radio	0	2,071	1,900	1,900	2,650
6254 Telephone	2,729	1,092	6,550	6,550	3,800
6257 Public Education	2,507	435	7,000	8,400	6,550
TOTAL SERVICE CHARGES	26,485	39,470	78,700	80,100	83,000
CAPITAL-FIXED ASSETS					
8104 Capital/Equipment	304,953	12,353	22,400	21,863	7,000
8106 Capital / Communications	0	7,131	17,600	17,600	0
TOTAL CAPITAL-FIXED ASSETS	304,953	19,484	40,000	39,463	7,000
EMERGENCY SERVICES	434,299	216,085	279,500	264,988	262,900

