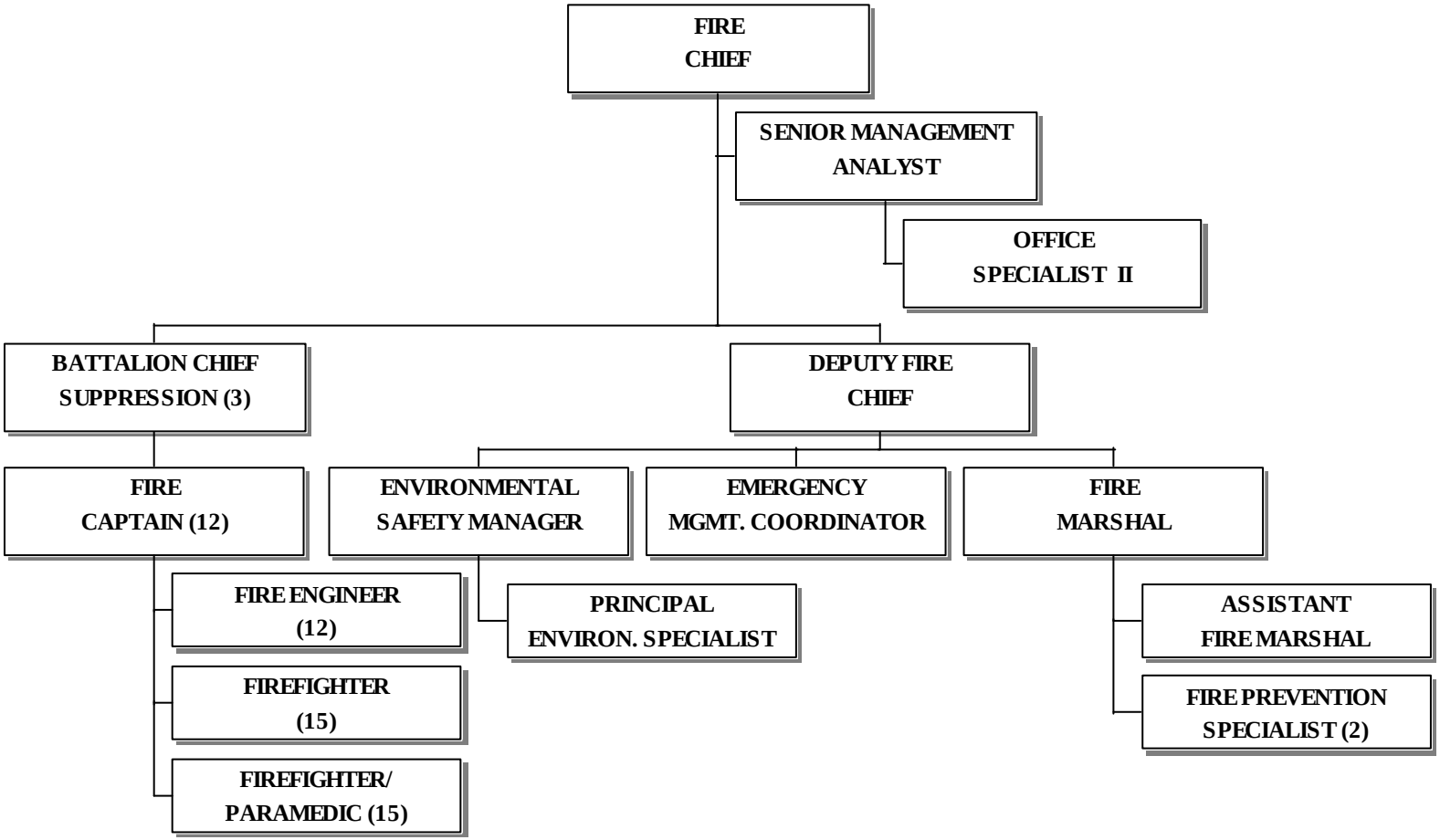
Fire Department



Fire Department

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE					
General Fund					
Administration	539,960	942,794	1,114,600	1,067,400	1,181,200
Suppression	9,869,307	10,103,856	9,795,950	8,895,250	8,846,450
Paramedic	3,235,016	3,129,428	3,643,150	2,882,600	2,976,250
Prevention	476,674	483,804	481,400	468,400	472,250
Environmental Safety	306,673	319,890	408,900	379,050	385,500
Emergency Management	216,095	268,355	262,900	186,200	244,100
Total Fire General Fund	**14,643,725**	**15,248,127**	**15,706,900**	**13,878,900**	**14,105,750**

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 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE ADMINISTRATION					
SALARIES	306,555	525,196	660,200	648,200	718,300
EMPLOYEE BENEFITS	130,227	303,723	354,500	300,300	356,750
SUPPLIES	7,094	7,390	9,000	4,750	9,000
PUBLIC UTILITY SERVICES	18,603	18,647	17,300	35,750	31,250
SERVICE CHARGES	77,481	87,838	73,600	78,400	65,900
TOTAL EXPENDITURES	**539,960**	**942,794**	**1,114,600**	**1,067,400**	**1,181,200**

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, Deputy Fire Chief, Senior Management Analyst, Administrative Specialist, and Office Specialist II.

Accomplishments During FY 2009/10:

- 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).
- Closed out the Urban Areas Securities Initiative Grant Program Year 2006.
- Implemented contract and managed grant award for the Urban Areas Securities Initiative Grant Program Year 2008, in the amount of $158,486.
- 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.
- Completed construction of a new Fire Station # 2.
- Participated in negotiations with the El Segundo Firefighters Association to enter into a three year Memorandum of Understanding.

Goals and Objectives for FY 2010/11:

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

- 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.
- Close out the Urban Areas Securities Initiative Grant Program Year 2008.
- 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, 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	
OFFICE SPECIALIST II	1.0	

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	298,176	516,164	641,200	648,200	668,800
4102	Salaries Part-time	1,513	0	0	0	0
4105	Holiday Pay	6,866	0	0	0	30,500
4112	Compensated Sick Time	0	9,032	19,000	0	19,000
	TOTAL SALARIES	**306,555**	**525,196**	**660,200**	**648,200**	**718,300**
TOTAL EMPLOYEE BENEFITS		**130,227**	**303,723**	**354,500**	**300,300**	**356,750**
SUPPLIES						
5204	Operating Supplies	7,094	7,390	9,000	4,750	9,000
	TOTAL SUPPLIES	**7,094**	**7,390**	**9,000**	**4,750**	**9,000**
PUBLIC UTILITY SERVICES						
6101	Gas	4,515	3,465	3,950	7,300	12,000
6102	Electricity	9,321	10,216	10,250	21,050	10,250
6103	Water	4,767	4,966	3,100	7,400	9,000
	TOTAL PUBLIC UTILITY SERVICES	**18,603**	**18,647**	**17,300**	**35,750**	**31,250**
SERVICE CHARGES						
6203	Copy Machine Charges	522	0	2,200	2,200	2,200
6205	Other Printing & Binding	2,190	2,350	2,350	2,350	2,350
6207	Equipment Replacement Charges	11,300	10,700	9,600	9,600	8,400
6208	Dues & Subscriptions	1,010	1,297	1,350	1,350	1,350
6213	Meetings & Travel	3,671	2,665	3,900	3,900	3,900
6214	Professional/Technical	4,785	6,469	6,500	6,500	0
6215	Repair & Maintenance	10,947	14,519	4,750	4,750	4,750
6219	Network Operating Charge	1,500	1,800	1,800	1,800	1,800
6253	Postage	3,810	5,240	4,950	4,950	4,950
6254	Telephone	32,659	35,549	30,000	34,800	30,000
6260	Equipment Leasing Costs	5,087	7,249	6,200	6,200	6,200
	TOTAL SERVICE CHARGES	**77,481**	**87,838**	**73,600**	**78,400**	**65,900**
	FIRE ADMINISTRATION	**539,960**	**942,794**	**1,114,600**	**1,067,400**	**1,181,200**

Fire Suppression — *Division 3202*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE SUPPRESSION					
SALARIES	6,444,869	6,808,920	6,297,050	5,894,700	5,496,650
EMPLOYEE BENEFITS	2,810,798	2,663,388	2,997,500	2,560,200	2,877,500
SUPPLIES	46,864	63,133	66,500	40,500	66,500
SERVICE CHARGES	552,615	418,756	410,950	399,850	405,800
CAPITAL-FIXED ASSETS	14,161	149,659	23,950	0	0
TOTAL EXPENDITURES	**9,869,307**	**10,103,856**	**9,795,950**	**8,895,250**	**8,846,450**

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 2009/10:

- 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 2,370 NFIRS Reports to the State Fire Marshal's Office for calendar year 2009 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.
- Completed Construction and occupied new Fire Station 2 at 2261 E. Mariposa Avenue.
- Continued to update components and personal protective equipment for strike teams.
- Completed annual physicals for 45 members.
- Three Firefighters completed all testing and requirements for probationary period.
- Upgraded all Self-contained Breathing Apparatus from NXG2 to NXG7 and obtained new units to outfit all uniformed personnel.
- Replaced turnout storage and cabinetry in apparatus bays at Station 1.
- Improved and organized the Department's surplus and storage systems.
- Provided fit-testing of respirators for Police, Water and Fire personnel.

Goals and Objectives for FY 2010/11:

- 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 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.
- Certify one member as a CICCS Radio Communications Technician for wildland incidents and disasters.
- 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.
- Establish USAR Response Protocols for Department and assist with Area G USAR Protocols.
- Obtain new NXG7 Self-Contained Breathing Apparatus units to outfit all staff vehicles personnel.

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 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	4,699,027	4,941,783	5,417,600	4,894,300	4,870,500
4102	Salaries Part-time	11,315	327	0	0	0
4103	Overtime	50,739	85,235	76,300	25,050	14,000
4105	Holiday Pay	227,800	226,307	259,400	235,000	239,350
4107	FLSA Overtime	441,617	372,770	421,800	222,350	147,900
4108	Vacation Buy-Back	58,551	85,652	98,800	195,350	98,800
4110	Leave Replacement	783,882	712,308	23,150	322,650	126,100
4112	Compensated Sick Time	30,300	20,483	0	0	0
	TOTAL SALARIES	**6,444,869**	**6,808,920**	**6,297,050**	**5,894,700**	**5,496,650**
	TOTAL EMPLOYEE BENEFITS	**2,810,798**	**2,663,388**	**2,997,500**	**2,560,200**	**2,877,500**
SUPPLIES						
5204	Operating Supplies	38,018	51,916	54,000	35,300	54,000
5206	Computer Supplies	6,606	5,668	7,000	3,450	7,000
5214	Housing Supplies	2,240	5,549	5,500	1,750	5,500
	TOTAL SUPPLIES	**46,864**	**63,133**	**66,500**	**40,500**	**66,500**
SERVICE CHARGES						
6207	Equipment Replacement Charges	437,450	366,400	341,300	341,000	340,150
6208	Dues & Subscriptions	318	150	0	0	0
6214	Professional/Technical	52,681	2,626	9,000	5,200	7,500
6219	Network Operating Charge	1,800	1,800	1,800	1,800	1,800
6221	Educational Incentive	15,115	11,005	14,700	14,650	14,700
6223	Training & Education	33,401	27,015	27,500	31,000	25,000
6224	Vehicle Operating Charges	0	0	0	0	0
6251	Communication/Mobile Radio	7,339	9,341	9,600	3,550	9,600
6259	Breathing Apparatus	3,318	419	3,450	2,650	3,450
6260	Equipment Leasing Costs	1,193	0	3,600	0	3,600
	TOTAL SERVICE CHARGES	**552,615**	**418,756**	**410,950**	**399,850**	**405,800**
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	11,317	149,659	23,950	0	0
8106	Capital / Communications	2,844	0	0	0	0
	TOTAL CAPITAL-FIXED ASSETS	**14,161**	**149,659**	**23,950**	**0**	**0**
	FIRE SUPPRESSION	**9,869,307**	**10,103,856**	**9,795,950**	**8,895,250**	**8,846,450**

Fire Paramedic — *Division 3203*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE PARAMEDIC					
SALARIES	2,206,992	2,239,688	2,446,700	1,927,750	1,867,000
EMPLOYEE BENEFITS	885,741	775,613	1,077,600	858,650	974,500
SUPPLIES	32,214	41,574	47,900	32,050	47,900
SERVICE CHARGES	89,232	72,553	70,950	64,150	86,850
CAPITAL-FIXED ASSETS	20,837	0	0	0	0
TOTAL EXPENDITURES	**3,235,016**	**3,129,428**	**3,643,150**	**2,882,600**	**2,976,250**

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 and an advanced life support truck, both 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 2009/10:

- During calendar year 2009, El Segundo Firefighter/Paramedics responded to 1,471 emergency medical/rescue incidents.
- Delivered service with exceptional customer service and satisfaction.
- Responded to Customer Service Response surveys.
- Acquired and made available to the public, material for the "Vial of Life Program". This provides emergency medical personnel vital medical information from participating patients to assist in their treatment.
- 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 causality incidents and participated in multi-agency exercises.
- Participated in an ongoing countywide study called Fast-Mag system for stroke patients.
- All Paramedics and Emergency Medical Technicians (EMTs) completed a 2009 required EMS update.
- 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.
- Stocked two multi-casualty medical supply trailers with equipment and supplies to treat multiple patients.
- Paramedic units provided services to the El Segundo High School football games, Joslyn Community Center, and at various community events.
- Immunized employees voluntarily with the H1N1 Flu vaccine.

Goals and Objectives for FY 2010/11:

- 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.

POSITION INFORMATION

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

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	1,497,724	1,488,125	1,870,000	1,445,500	1,625,350
4103	Overtime	38,792	18,302	20,100	19,780	4,500
4105	Holiday Pay	68,338	70,886	92,500	70,890	80,600
4107	FLSA Overtime	199,523	188,190	137,400	130,080	64,350
4108	Vacation Buy-Back	8,724	15,730	51,900	15,800	51,900
4110	Leave Replacement	393,891	456,963	274,800	483,100	40,300
4112	Compensated Sick Time	0	1,492	0	1,492	0
	TOTAL SALARIES	**2,206,992**	**2,239,688**	**2,446,700**	**1,927,750**	**1,867,000**
	TOTAL EMPLOYEE BENEFITS	**885,741**	**775,613**	**1,077,600**	**858,650**	**974,500**
SUPPLIES						
5204	Operating Supplies	**32,214**	**41,574**	**47,900**	**32,050**	**47,900**
SERVICE CHARGES						
6207	Equipment Replacement Charges	53,900	38,200	33,100	33,100	51,000
6214	Professional/Technical	22,050	22,169	22,900	22,050	22,900
6221	Educational Incentive	5,161	7,174	7,000	5,850	7,000
6223	Training & Education	5,553	2,236	5,000	2,150	3,000
6251	Communication/Mobile Radio	2,568	2,774	2,950	1,000	2,950
	TOTAL SERVICE CHARGES	**89,232**	**72,553**	**70,950**	**64,150**	**86,850**
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	20,837	0	0	0	0
	TOTAL CAPITAL-FIXED ASSETS	**20,837**	**0**	**0**	**0**	**0**
	FIRE-PARAMEDIC	**3,235,016**	**3,129,428**	**3,643,150**	**2,882,600**	**2,976,250**

Fire Prevention — *Division 3204*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE PREVENTION					
SALARIES	323,324	328,060	317,750	322,350	316,000
EMPLOYEE BENEFITS	126,938	128,742	133,000	122,800	122,900
SUPPLIES	4,018	3,482	3,200	1,650	3,200
SERVICE CHARGES	22,394	23,520	27,450	21,600	30,150
CAPITAL-FIXED ASSETS	0	0	0	0	0
TOTAL EXPENDITURES	**476,674**	**483,804**	**481,400**	**468,400**	**472,250**

ACTIVITY INFORMATION

The Fire Prevention Division includes one Fire Marshal and two Fire Prevention Specialists who are under the general direction of the Deputy 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 Fire Marshal and the Fire Chief.

Accomplishments During FY 2009/2010:

- Performed over 1,200 construction related inspections within four working days following the request.
- Completed over 900 annual fire inspections in commercial and multi-family occupancies.
- Completed 21 high rise building inspections.
- Identified and issued notices for over 200 fire code violations.
- Performed over 650 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.
- 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 Secretary. Organize meetings and participate, comment and make recommendations on State-wide fire prevention issues.

- Participated on a work group to obtain grant funding, purchase and place in service a regional fire investigation trailer and equipment cache.

Goals and Objectives for FY 2010/11:

- Prepare with the Building Safety Division, the 2010 California Building Standards codes (Building Code and Fire Code) for adoption by January 1, 2011.

- Participate and chair a cooperative endeavor with other South Bay cities to review and adopt, where feasible, consistent local code amendments to the 2010 California Fire Code, providing consistent code requirements for area businesses and building owners.

- Continue to perform an annual fire prevention inspection in each high rise building, commercial building and multi-family occupancies.

- Continue to perform fire and life safety inspections for new construction within two working days of request.

- Continue to perform quarterly 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	

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	265,142	268,955	269,000	277,300	272,150
4102	Salaries Part-time	0	0	0	0	0
4103	Overtime	48,924	56,591	42,600	31,800	37,700
4104	Permanent Contract	2,549	0	3,550	0	3,550
4112	Compensated Sick Time	6,709	2,514	2,600	13,250	2,600
	TOTAL SALARIES	**323,324**	**328,060**	**317,750**	**322,350**	**316,000**
	TOTAL EMPLOYEE BENEFITS	**126,938**	**128,742**	**133,000**	**122,800**	**122,900**
SUPPLIES						
5204	Operating Supplies	4,018	3,482	3,200	1,650	3,200
	TOTAL SUPPLIES	**4,018**	**3,482**	**3,200**	**1,650**	**3,200**
SERVICE CHARGES						
6207	Equipment Replacement Charges	14,050	10,600	14,100	14,100	17,800
6208	Dues & Subscriptions	2,703	2,546	3,600	3,600	3,600
6213	Meetings & Travel	160	275	350	0	350
6214	Professional/Technical	107	5,994	3,000	0	3,000
6219	Network Operating Charge	900	900	900	900	900
6223	Training & Education	3,079	2,740	4,000	1,500	3,000
6257	Public Education	1,395	465	1,500	1,500	1,500
	TOTAL SERVICE CHARGES	**22,394**	**23,520**	**27,450**	**21,600**	**30,150**
CAPITAL - FIXED ASSETS						
8104	Capital/Equipment	0	0	0	0	0
	TOTAL CAPITAL - FIXED ASSETS	**0**	**0**	**0**	**0**	**0**
	FIRE-PREVENTION	**476,674**	**483,804**	**481,400**	**468,400**	**472,250**

Fire Environmental Safety — *Division 3205*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE ENVIRONMENTAL SAFETY					
SALARIES	196,708	192,955	237,100	243,750	241,150
EMPLOYEE BENEFITS	80,716	71,168	107,100	95,150	108,250
SUPPLIES	4,840	3,359	5,450	3,850	5,450
SERVICE CHARGES	24,409	52,408	33,250	28,950	30,650
CAPITAL OUTLAY	0	0	26,000	7,350	0
TOTAL EXPENDITURES	**306,673**	**319,890**	**408,900**	**379,050**	**385,500**

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 2009/2010:

- Hired, trained, and equipped a Principal Environmental Specialist to assist in the inspection of aboveground petroleum tanks, underground tanks, hazardous wastes 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.

- Reviewed and selected software that meets State electronic reporting requirements through a State grant. Grant funds were partially used for initial procurement of software and development of data elements to be used for each environmental program. The deadline to complete the entire electronic reporting program is January 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 reduce Sewer System Overflows and decrease non-storm water runoff into the ocean

- Conducted approximately 125 inspections involving hazardous materials, hazardous wastes, extremely hazardous substances, underground tanks, and emergency release planning.

- Through a State grant, staff conducted 5 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.

- Responded to approximately 8 hazardous materials incidents. Including releases of selenium, hazardous materials and pollutants from a large tank fire.

- 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 meets 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.

- 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.

- Provided HAZWOPER refresher training to approximately 40 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.

- Participated in a law enforcement course entitled "Complex Case Development" held at the National Enforcement Training Institute and sponsored by the Environmental Protection Agency and Western States Project, a non-profit law enforcement organization.

- Conducted an aqueous ammonia hazardous materials drill with Los Angeles County Fire Department's hazardous materials unit at a facility using ammonia for air pollution control. A recording of the exercise was conducted by Community Cable and will be used for training in the future.

Goals and Objectives for FY 2010/2011:

- 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.

- Implement a new software data management system to fully meet California Environmental Report System (CERS) and establish policy and procedures for businesses and agencies to access data through El Segundo.

- Further 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.

- Conduct 175 environmental safety inspections for hazardous materials and hazardous waste documentation to comply with California Environmental Protection Agency standards for frequency of inspections.

- Evaluate 10 petroleum facilities for Spill Prevention Control and Countermeasures (SPCC) for compliance with Aboveground Petroleum Storage Tank requirements.

- Conduct 75 storm water inspections to complete required cycle of 2 inspections every 5 years and enforce City storm water policies.

- Provide two 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.

- Assist Beach Cities CAER with mass notification programs and maintain responsibilities as a CAER Board member, overseeing dues payment, budget, and finances.

- 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 in October, as required in State law and regulations. Program improvements will include an enhanced aboveground tank inspection program, enforcement plan update and area plan additions.

POSITION INFORMATION

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

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	178,742	179,143	216,700	237,600	226,650
4102	Salaries Part-time	12,098	6,419	10,000	5,750	4,000
4103	Overtime	1,932	3,201	6,000	300	6,100
4112	Compensated Sick Time	3,936	4,192	4,400	100	4,400
	TOTAL SALARIES	**196,708**	**192,955**	**237,100**	**243,750**	**241,150**
	TOTAL EMPLOYEE BENEFITS	**80,716**	**71,168**	**107,100**	**95,150**	**108,250**
SUPPLIES						
5204	Operating Supplies	4,840	3,359	5,450	3,850	5,450
	TOTAL SUPPLIES	**4,840**	**3,359**	**5,450**	**3,850**	**5,450**
SERVICE CHARGES						
6206	Contractual Services	770	770	1,400	1,400	0
6207	Equipment Replacement Charges	12,100	12,200	11,100	12,200	10,400
6208	Dues & Subscriptions	1,164	988	1,350	1,350	1,350
6213	Meetings & Travel	678	2,079	800	800	800
6214	Professional/Technical	8,082	32,835	15,000	9,600	15,000
6219	Network Operating Charge	1,300	1,200	1,200	1,200	1,200
6223	Training & Education	199	1,111	1,400	1,400	1,400
6257	Public Education	116	1,225	1,000	1,000	500
	TOTAL SERVICE CHARGES	**24,409**	**52,408**	**33,250**	**28,950**	**30,650**
CAPITAL OUTLAY						
8109	Capital / Computer Software	0	0	26,000	7,350	0
	TOTAL CAPITAL OUTLAY	**0**	**0**	**26,000**	**7,350**	**0**
	ENVIRONMENTAL SAFETY	**306,673**	**319,890**	**408,900**	**379,050**	**385,500**

Fire Emergency Management — *Division 3255*

CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
FIRE EMERGENCY SERVICES					
SALARIES	89,939	97,704	107,000	103,000	103,150
EMPLOYEE BENEFITS	33,394	38,668	44,300	39,400	46,300
SUPPLIES	33,805	28,565	21,600	6,000	14,600
SERVICE CHARGES	51,826	68,058	83,000	37,800	80,050
CAPITAL-FIXED ASSETS	7,131	35,360	7,000	0	0
TOTAL EXPENDITURES	**216,095**	**268,355**	**262,900**	**186,200**	**244,100**

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 Community CPR. 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 2009/2010:

- Achieved StormReady® certification for the City.
- Attained Certified Emergency Manager (CEM®) certification from International Association of Emergency Managers (IAEM).
- Coordinated the 15Th Annual Super CPR Saturday event in cooperation with the El Segundo High School and American Red Cross to train over 300 community members in Adult CPR.
- Assisted Fire Prevention Division with annual High Rise and Mid-Rise Annual Fire Drill Exercises.
- Developed WebEOC® communications tool for the Business and Industry Emergency Preparedness Committee.
- Conducted staff training on the use of WebEOC® to include monthly desktop testing and exercising.

- Gave 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.

- 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 of the El Segundo Amateur Radio Group (ESARG). Members are continually working on the Communications Truck to upgrade the communications workstations and also participated in the event titled Field Day in June.

- Assisted with the El Segundo CERT Association (ESCERTA) to formulate a more cohesive group of CERT volunteers in the community.

- Reconvened the Emergency Preparedness Committee to re-write the Emergency Operations Plan for the City as part of a Comprehensive Emergency Management Plan.

- Conducted 2 CERT classes for residents and 1 for business.

- Implemented a new Mass Notification System (Everbridge) for the City to assist in alerting the public in an emergency. This system is also used to alert employee sub-groups for meetings, notifications, activations, etc.

- Continuous development of WebEOC® as an everyday operations tool for City operations.

- Installed computer and software system for the AM 1040 radio station to help with the coordination of messages, distributed from the El Segundo Cable TV & the PIO broadcast to the radio station, at the same.

- Started using Twitter and Nixle for unofficial notifications for events for the City.

Goals and Objectives for 2010/2011:

- Activate the EOC as part of the Exercise "Great California Shake Out 2010" in response to a massive earthquake in Southern California.

- Expand the capabilities of WebEOC® to include the other Area G cities 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.

- 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.

- Continue to assist Fire Prevention in High Rise and Mid-Rise Evacuation Drills

- Continue to 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 to conduct CERT training classes to the public and to businesses.

- Continue development of Incident Response Annexes (Incident Specific Plans) – long-term, on going project as part of the Comprehensive Emergency Management Plan.

- Achieve TsunamiReady™ certification from the NWS.

- Coordinated the 16Th Annual Super CPR Saturday event in cooperation with the El Segundo High School and American Red Cross to train over 300 community members in Adult CPR.

POSITION INFORMATION

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

	CLASSIFICATION	ACTUAL FY 2007/08	ACTUAL FY 2008/09	ADOPTED FY 2009/10	PROJECTED YEAR END FY 2009/10	ADOPTED FY 2010/11
SALARIES						
4101	Salaries Full-Time	86,946	93,270	103,000	101,600	101,550
4103	Overtime	2,993	4,434	4,000	1,400	1,600
	TOTAL SALARIES	**89,939**	**97,704**	**107,000**	**103,000**	**103,150**
	TOTAL EMPLOYEE BENEFITS	**33,394**	**38,668**	**44,300**	**39,400**	**46,300**
SUPPLIES						
5204	Operating Supplies	29,292	23,832	17,000	3,100	10,000
5255	CPR Class Operating Supplies	4,513	4,733	4,600	2,900	4,600
	TOTAL SUPPLIES	**33,805**	**28,565**	**21,600**	**6,000**	**14,600**
SERVICE CHARGES						
6201	Advertising/Publishing	0	1,033	1,500	1,500	1,500
6207	Equipment Replacement Charges	19,250	28,300	34,900	32,100	29,400
6208	Dues & Subscriptions	267	345	1,000	500	1,000
6213	Meetings & Travel	2,229	934	3,850	100	3,850
6214	Professional/Technical	9,027	20,767	9,000	500	15,000
6217	Software Maintenance	0	0	12,000	500	12,900
6219	Network Operating Charge	5,100	5,100	5,100	100	5,100
6223	Training & Education	2,071	1,635	2,650	750	1,350
6251	Communication/Mobile Radio	1,092	1,781	2,650	750	2,650
6254	Telephone	436	312	3,800	500	3,800
6257	Public Education	12,354	7,851	6,550	500	3,500
	TOTAL SERVICE CHARGES	**51,826**	**68,058**	**83,000**	**37,800**	**80,050**
CAPITAL-FIXED ASSETS						
8104	Capital/Equipment	0	21,863	7,000	0	0
8106	Capital / Communications	7,131	13,497	0	0	0
	TOTAL CAPITAL-FIXED ASSETS	**7,131**	**35,360**	**7,000**	**0**	**0**
	EMERGENCY SERVICES	**216,095**	**268,355**	**262,900**	**186,200**	**244,100**