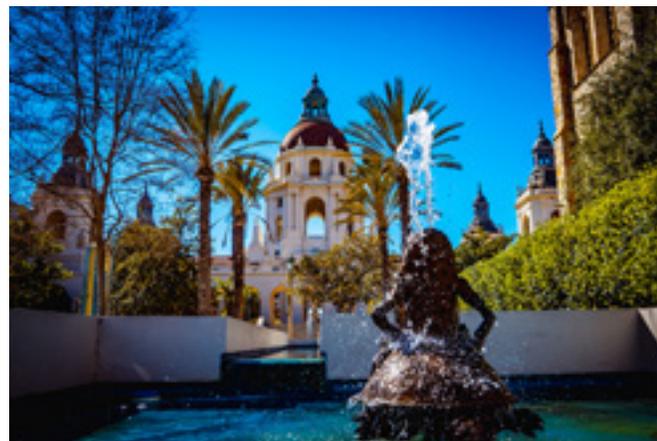
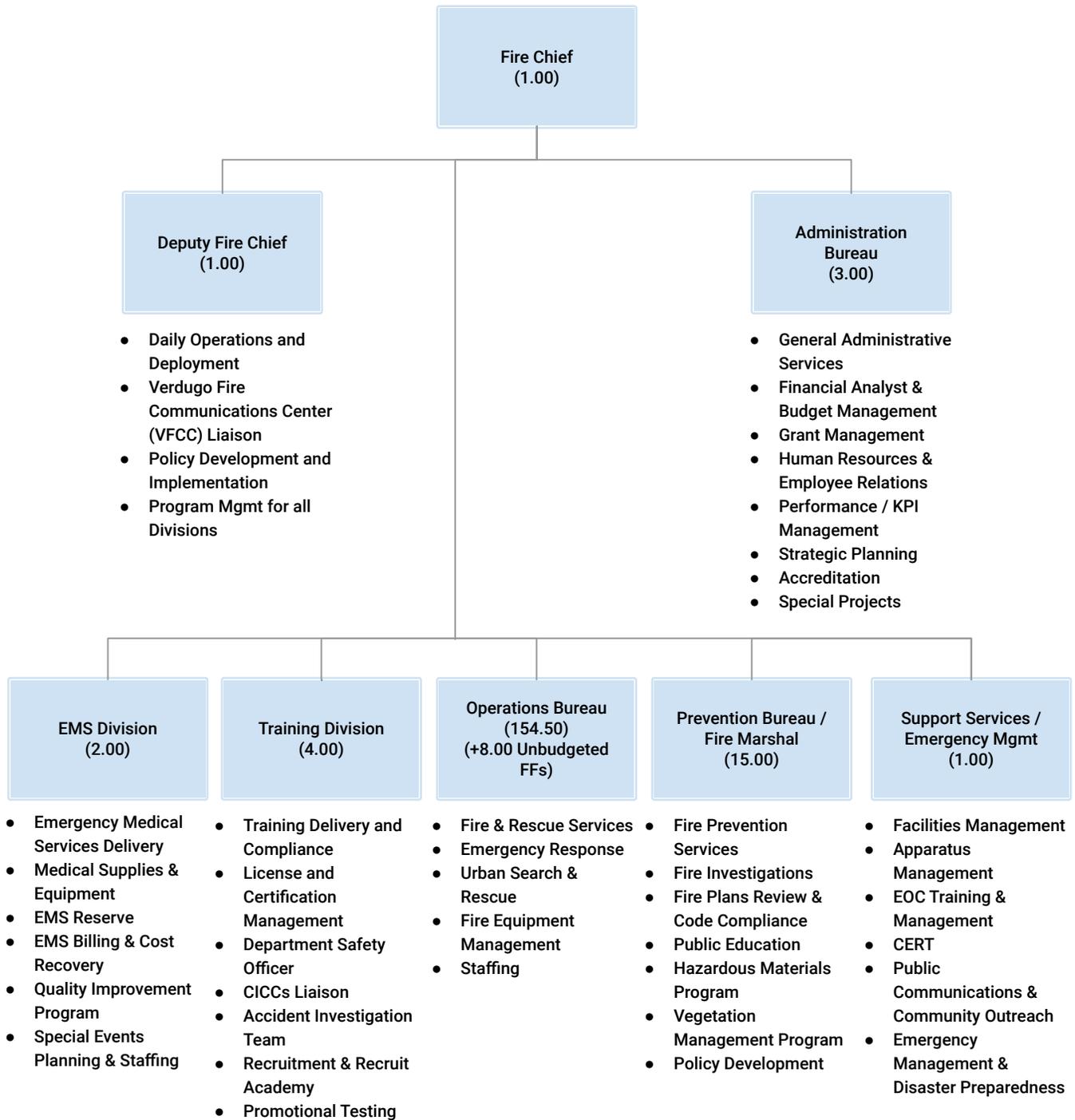


FIRE





MISSION STATEMENT

The mission of the Pasadena Fire Department is to provide protection of life, property, and the environment from the effects of fires, medical emergencies, and hazards; we engage the community in our mission through progressive community outreach.

PROGRAM DESCRIPTION

The Department functions under the delegated authority of the Fire Chief through two Bureaus: Fire Prevention and Administration, and Fire Operations to fulfill its mission, goals, and objectives.

FIRE PREVENTION AND ADMINISTRATION BUREAU

Fire Administration Division

The mission of the Fire Administration Division is to provide leadership and vision for the Department that is consistent with City Council policies and community expectations. The Administration Division oversees budgeting for current and future programs, training opportunities and state-of-the-art equipment, and helps to sustain the Department's efforts to maintain a safe community and contribute to an improved quality of life by providing effective and progressive public safety services. By engaging the community in our mission through open and continuous outreach, the Department seeks to ensure that our services are industry-leading and relevant to the needs of our residents, visitors, and businesses. By applying the core values of Accountability, Integrity and Flexibility, the Department leads Pasadena toward a safer, more secure and prosperous community for the future.

The Fire Administration Division's overall responsibilities include management of fiscal affairs, personnel, emergencies and disasters. The Division is responsible for agenda reports, training records, budgeting, procurement, payroll, information technology management, personnel actions, grants, strategic planning, performance appraisals, and joint-oversight of the Verdugo Fire Communications Center (VFCC). Fire Administration also fosters and maintains partnerships with other City departments, community groups, organizations, neighboring jurisdictions and government agencies in order to contribute the highest levels of services to our community.

Fire Prevention Division

The Fire Prevention Division strives to reduce risks and losses associated with fires, burns, and environmental hazards. The Division uses a customer-centered approach in its public education programs, code development and enforcement initiatives, which are designed to prevent and minimize harm to our community.

Additionally, Fire Prevention provides technical assistance to other City departments for items related to fire codes. Safety and prevention is accomplished through plan reviews, inspections, hazardous vegetation management, monitoring and regulating the storage and use of hazardous materials, fire investigations, and a variety of community awareness programs.

Fire Support Services and Emergency Management Division

The Fire Support Division works under the Fire Administration Bureau to augment the success of our members by managing the department's needs related to facilities construction and maintenance, equipment and apparatus maintenance and replacement. The Division also provides leadership in citywide emergency management and disaster preparedness, and manages public communications. This is a critical component of the fire service as public information provides a vital link between citizens and responders. The Division serves as a liaison with other City departments to coordinate services such as employee relations, workers compensation, recruitment and policy development for the fire department.

FIRE OPERATIONS BUREAU

The Fire Operations Bureau maintains a constant state of readiness for emergency response through training, maintenance of equipment, and a desire to serve our community. The Department is an all-risk fire department and provides the community with emergency medical services (EMS), fire suppression, technical rescue and hazardous materials responses. The Operations Bureau responds to all natural and man-made emergencies and non-emergency public assistance incidents.

The Operations Bureau concentrates on the most traditional elements of the Department's mission and is responsible for all duties relating to emergency responses. The Operations Bureau maintains constant readiness and provides 24-hour care including transportation of the sick and injured to medical facilities.

The EMS Division is responsible for the paramedic program, emergency medical technician (EMT) program, in-service medical training, and operations of EMS coverage for special events. The EMS Division manages custody of records and billing for these services, training for EMTs and paramedics, coordinates with the Mobile Intensive Care Nurses (MICN), and manages the EMS Reserve (EMSR) Unit. The EMSR program augments emergency medical and disaster services with certified EMT volunteers. EMSRs may also operate as a third-person on the RAs and provide medical services at large public events. Emergency medical services are provided to the community through the five RAs each staffed with two Advanced Life Support (ALS) firefighter paramedics, a paramedic on each of the eight ALS engine companies, and two Basic Life Support (BLS) truck companies. The Department also has the capability to staff ALS rescue carts and bike teams. These units are equipped to meet the standards set forth by the Los Angeles County Department of Health Services (DHS) Emergency Medical Services Agency (EMSA). The EMS Division is the liaison for state and local EMSA base station and reserve receiving facilities. The Division works in conjunction with a Nurse Educator and Medical Director from Huntington Memorial Hospital to oversee the Department's Continuous Quality Improvement (CQI) program. The CQI program tracks medical indicators based on patient outcomes across the Pasadena community.

Fire Operations provides fire protection and mitigation services within structures, vehicles, and in vegetation and wildland-urban interface zones. Depending on the risk, type, and location of the incidents, the Department dispatches resources from its eight engines, two trucks, five rescue ambulances (RAs), and shift Battalion Chief. Cross-staffing provides a Type 1 Heavy Urban Search and Rescue (USAR) unit, water tender, brush patrol unit, strike team command vehicle, and rescue support vehicle. The Department has four reserve engines, two reserve trucks, five reserve RAs, and one reserve command vehicle. The reserve RAs are also available for immediate use during special events. The Operations Bureau also carries out various fire prevention programs, hazard abatement services, pre-incident planning, public education programs and in-service training.

DEPARTMENTAL RELATIONSHIP TO CITY COUNCIL GOALS

Ensure Public Safety

The Fire Department supports the City Council's goal of ensuring public safety through its efforts to protect life and preserve property. The Department provides exceptional emergency services, responsive code enforcement, and quality customer-centered public education. The Department continues to focus on community participation in prevention and education efforts.

FISCAL YEAR 2020 ACCOMPLISHMENTS

The Department is honored to be one of only 94 of over 30,000 fire departments in the United States that are both Insurance Services Office (ISO) Class 1 and Accredited by the Center of Public Safety Excellence's (CPSE) Commission on Fire Accreditation International (CFAI). In the State of California, only five (5) fire departments have achieved both distinguished accomplishments (April 2020).

The Department accomplished the following during FY 2020:

- Responded to 19,555 incidents in CY 2019 (3,610 Fire; 15,183 Medical; 718 Service; 44 Other);
- Received approval of our second Annual Compliance Report (ACR) 2019 from the Commission on Fire Accreditation International (CFAI) and maintained Accredited Agency status;
- Updated the Standards of Cover 2019 and Self-Assessment Manual 2020, and applied for Re-Accreditation 2020 through CFAI;
- Maintained ISO Class 1 Public Protection Classification rating. The Class 1 rating is the highest possible given to any fire department nationwide; a Class 1 ISO rating generally offers lower premiums in local business and residential property insurance rates;
- Completed the 2020 - 2025 Strategic Plan through the Technical Advisor Program (TAP) with Center for Public Safety Excellence (CPSE);
- Assisted in eleven (11) strike teams and fire-line deployments between July 2019 to December 2019 as part of the California Fire and Rescue Mutual Aid System to fight fires and assist with regional disasters;
- Continued participation in the City's first Pasadena Outreach Response Team (PORT) to better serve the homeless population and find new ways to help transition them to permanent housing;
- Supported one engineer and two firefighters through Paramedic school completion, with four more in current attendance;
- Obtained State Homeland Security Program (SHSP) and Urban Area Security Initiative (UASI) grant funds for Urban Search and Rescue equipment and training for technical rescue incidents;
- Obtained Community Development Block Grant (CDBG) grants for two (2) emergency monitors/defibrillators, and two (2) thermal imager cameras;
- Participated in grant funded California Regional Task Force 4 (CARTF-4) USAR Mobilization Exercise;
- Inspected and serviced over 2,682 fire hydrants across the City (CY2019);
- Purchased a new Fire Engine and a new RA for FY 2020, and a new RA to be replaced in FY 2021;
- Purchased a new Rapid Extrication Module (REM)/rescue cushion vehicle, a Ranger for use on Special Events, and a Public Education Van;
- Formally implemented the 48/96 work schedule for fire personnel;
- Successfully upgraded and implemented cloud-hosted staffing software, and transitioned all Department personnel to new citywide HR/Payroll program;
- Approved new leadership at the Verdugo Fire Communications Center (VFCC) as one of the three owners;
- Worked collaboratively with VFCC, Glendale and Burbank to implement new computer aided dispatch (CAD) and track performance and activity more effectively;
- Worked with DoIT to replace radio equipment for all fire personnel and apparatus through CIP funds;
- Implemented a geographic information system (GIS) software from Environmental Systems Research Institute's (ESRI) for real-time incident management on 2020 New Year's Day events;

- Completed a third-party assessment study for the Department's Training Division and began to implement recommendations;
- Revised Recruit Training Manual and Program delivery to align with best practices as defined by the Office of the State Fire Marshal State Fire Training;
- Implemented a Learning Management System and Records Management System to document and track Firefighter Training performance and progress in the Recruit Academy;
- Began firefighter training academy in Spring 2020, targeting firefighter paramedics;
- Implemented functional movement scoring screening for Trainees;
- Completed a promotional Engineer testing process and promoted a Battalion Chief, two Captains and one Engineer;
- Provided life safety and emergency care which included planning and developing incident action plans for the Rose Parade and Rose Bowl game, and all special events;
- Re-certified all sworn personnel in basic life support following American Heart Association (AHA) guidelines;
- Completed annual testing of hydraulic rescue tools, apparatus pumps, ladders, and hose;
- Responded to Honor Guard and bag piper requests;
- Completed over 3,000 hours of EMS continuing education across the Department;
- Conducted a Community Emergency Response Team (CERT) training with 24 participants;
- Completed Emergency Operations Center (EOC) training for City staff, including a full EOC Drill and four presentations to the Senior Management Group;
- Provided 8 training sessions to the Operations Bureau on how to review testing and certification documents online through a third-party service;
- Conducted over 1,600 hours of public education events across Department personnel, to over 10,100 adults and 8,240 children;
- Developed and implemented a "fall Prevention" campaign, delivering training to at risk seniors in the community;
- Celebrated Fire Prevention Week, providing 70 staff hours of public education and related materials to over 800 people in the community;
- Held community stakeholder meetings with the Building Owners and Managers Association (BOMA) to discuss fire and life safety concerns and interactions with the fire prevention bureau;
- Continued providing diverse community programs with Pasadena Goes Pink, Spark of Love, the Fire Foundation and others;
- Applied over 10,000 gallons of fire retardant in wildfire prone areas;
- Completed over 8,200 building and property inspections, including the Hazardous Vegetation Mitigation Program with 3,984 properties located in Very High Fire Hazard Severity Zones (CY2019);
- Completed 100 percent of State mandated educational and high rise inspections;

- Reviewed, amended and prepared for adoption the 2019 California Fire Code; and
- Purchased new iPads for the Department to utilize when conducting fire and life safety inspections.

FISCAL YEAR 2021 ADOPTED BUDGET

Operating Budget

The FY 2021 Adopted Budget of \$55,526,647 is \$1,988,000 (3.7 percent) higher than the FY 2020 Revised Budget.

Personnel

A total of 189.50 FTEs are included in the FY 2021 Adopted Budget. This represents the elimination of a Fire Administrator position from FY 2020, which is offset by the addition of a Fire Captain (40hr) position. There are also eight (8) unbudgeted Firefighter positions for administrative and logistic purposes during recruitment of Fire Trainees, and these positions do not have personnel fiscal impacts. Of the total 189.50 FTEs, 184.50 FTEs are budgeted in the Department's General Fund. The remaining 5.00 FTEs are budgeted in the Building Services Fund.

YEAR-OVER-YEAR BUDGET CHANGES

General Fund - 101

The FY 2021 Adopted General Fund Budget of \$ 53,839,755 is \$1,972,000 (3.8 percent) higher than the FY 2020 Revised Budget. The increase is largely the result of contractual increases in salaries and other non-discretionary increases in Personnel costs. Services and Supplies decreased by \$55,000 (1.0 percent). Capital Outlay costs decreased \$98,148 (66.7 percent) due to the transfer of \$50,000 to the Services and Supplies budget, and the completion of a carryforward Capital Outlay project from FY 2019. Internal Service charges reflect an increase of \$278,000 (6.5 percent) resulting mostly from non-discretionary increases to Structural Maintenance and Fleet Equipment Maintenance costs, as well as DoIT Application costs.

Building Services Fund - 204

The FY 2021 Adopted Building Services Fund Budget of \$1,028,492 is \$26,000 (2.6 percent) higher than the FY 2020 Revised Budget. The majority of the increase is from contractual and other non-discretionary increases in Services and Supplies expenses. The Fire Department has three personnel that perform plan checks along with one Senior Fire Inspector and an Office Assistant who charge their time directly to the Building Services Fund, while continuing to report directly to the Fire Chief.

Fire Grants Fund - 230

The amount of grant funds awarded to the Fire Department for FY 2021 of \$25,000 is \$11,000 (30.6 percent) less than the FY 2020 Revised Budget. This fund records all grant activity for Fire, Police and occasionally, the Public Health Department.

New Year's Day General Fund Events – 106

The FY 2021 Adopted Budget is \$93,141, which is the same as the FY 2020 Revised Budget. The fund records all activities for any City department that has a role or responsibility for New Year's Day events.

General Fund Projects Fund - 105

The FY 2021 Adopted Budget is \$540,259 which is the same as the FY 2020 Revised Budget. This fund captures the expected expenses from special events around the City, as well as from Rose Bowl games and activities. This fund also tracks the Department's projected strike team expenses and reimbursements.

FUTURE OUTLOOK

The Fire Department is committed to maintaining its current fire and paramedic rapid responses and our high levels of service to the Pasadena community. We will continue to operate efficiently and effectively while keeping our employees and our community safe. Our Department's top priorities include sustaining high quality paramedic services, and helping to implement the City Council's goals for updating our aging infrastructure and equipment.

- Uphold Accredited Agency status from CFAI through the 2020 Accreditation cycle with CPSE;
- Continue progress towards achieving CFAI's strategic and specific recommendations;
- Continue rehabilitation fire station projects and ensure our facilities meet current operational and seismic safety standards;
- Implement the Department's 2020 - 2025 Strategic Plan;
- Continue to support fire personnel for paramedic school;
- Successfully implement Verdugo Fire Communications Center's new computer aided dispatch (CAD) system;
- Upgrade and replace equipment to maintain industry standards including SCBA's, monitors/defibrillators and attack fire hose;
- Provide training for personnel for the use of new apparatus and equipment placed into service;
- Conduct annual apparatus pump, ladder, and fire hose testing to meet industry standards;
- Place a new fire engine and rescue ambulance into service and specify new fire apparatus for replacement;
- Ensure timely replacement of emergency, command and staff vehicles;
- Maximize grant funding opportunities for equipment purchases;
- Participate in ongoing disaster and risk reduction programs with community stakeholders with the City Manager's Office as needed;
- Train personnel in the role of Basic Life Support (BLS) instructors;
- Certify personnel in the function of Advanced Life Support (ALS) certifications and Pediatrics Advance Support;
- Enhance the ePCR system to ensure more timely and efficient billing;
- Complete annual assessments of properties located within the Very High Fire Hazard Severity Zones throughout the City and explore options to improve tracking and completion of inspections;
- Maintain ISO Class 1 Public Protection rating;
- Enhance the Fire Company Inspection Program;

- Comply with training requirements for all personnel;
- Complete recruitment programs to fill current and anticipated vacancies;
- Continue quarterly appraisals of department programs to evaluate outcomes and measure effectiveness of emergency responses;
- Review and update the Department's Standards of Cover document and assess deployment based on the most current and relevant department data;
- Continue to provide employee health and wellness programs including the Fire Cancer Support Network, Behavioral Wellness Program, and explore a Chaplain Program;
- Enhance local recruitment efforts and hold Pasadena Fire Girl's Camp;
- Develop a Certified Examination Evaluator Cadre;
- Achieve recognition as an Accredited Local Academy under the Office of the California State Fire Marshal State Fire Training (Also ProBoard and IFSAC accredited);
- Complete 20 members Instructor I Task Book and Qualifications;
- Fully implement pre-fire planning for all target hazards in accordance with national standards; and
- Identify and incorporate more specific risks and target audiences into the Department's public education programs to improve risk reduction across the community.

SUMMARY TABLES

SUMMARY OF APPROPRIATIONS BY EXPENSE CATEGORY

(In Thousands)

Expenditure Category	FY 2019	FY 2020	FY 2020	FY 2021
	Actuals	Adopted	Revised	Adopted
Personnel	\$42,566	\$45,111	\$45,001	\$46,674
Services & Supplies	3,735	3,875	4,133	4,281
Internal Service Charges	4,265	4,420	4,242	4,506
Capital Outlay	245	129	150	51
Operating Transfers Out	13	14	14	14
Fire Total	\$50,825	\$53,549	\$53,539	\$55,527

SUMMARY OF APPROPRIATIONS BY DIVISION

(In Thousands)

Division	FY 2019	FY 2020	FY 2020	FY 2021
	Actuals	Adopted	Revised	Adopted
Fire - Outside Events/Jobs	\$750	\$-	\$-	\$-
Fire & Environmental Safety	2,473	3,111	3,111	3,246
Fire Administration	4,400	4,359	4,302	4,445
Fire Operations	43,202	46,079	46,127	47,836
Fire Total	\$50,825	\$53,549	\$53,539	\$55,527

SUMMARY OF APPROPRIATIONS BY FUND

(In Thousands)

Fund	FY 2019	FY 2020	FY 2020	FY 2021
	Actuals	Adopted	Revised	Adopted
101 - General Fund	\$48,554	\$51,878	\$51,868	\$53,840
105 - General Fund Projects Fund	1,145	540	540	540
106 - Now Years Day Genl Fund Events	84	93	93	93
204 - Building Services Fund	742	1,002	1,002	1,028
230 - Homeland Security Grant Fund	301	36	36	25
Fire Total	\$50,825	\$53,549	\$53,539	\$55,527

SUMMARY OF FTEs BY DIVISION

Division	FY 2019	FY 2020	FY 2020	FY 2021
	Adopted	Adopted	Revised	Adopted
Fire & Environmental Safety	14.00	15.00	15.00	15.00
Fire Administration	9.50	8.50	8.50	7.50
*Fire Operations	158.00	166.00	166.00	167.00
Fire Total	181.50	189.50	189.50	189.50

*In FY 2020, previously "non-budgeted" positions were included in the Department's FTE total (8.00 FTE Firefighter trainees). There are no appropriations budgeted for these positions – only the FTE authorization to meet ERP system requirements.