Fire Department

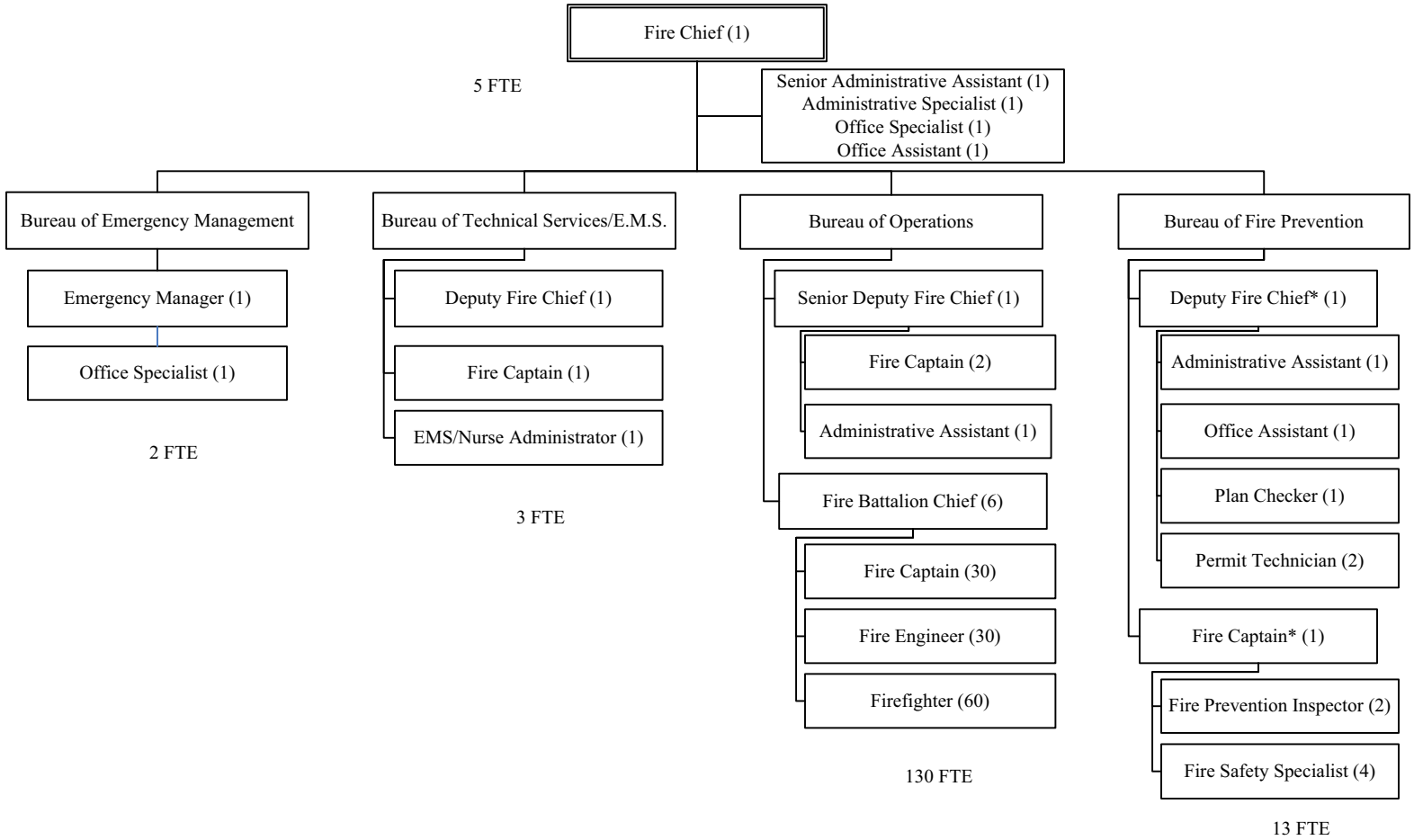
Fire Administration
Bureau of Operations
Bureau of Fire Prevention
Bureau of Technical Services/E.M.S.
Bureau of Emergency Management

2008-09 Organization Chart

Fire Department

Effective July 1, 2008

(153 Full-time Employees)



* Deputy Chief and Captain perform duties associated with Fire Marshal and Deputy Fire Marshal, respectively

City of Ontario
Summary of Personnel and Organizational Changes

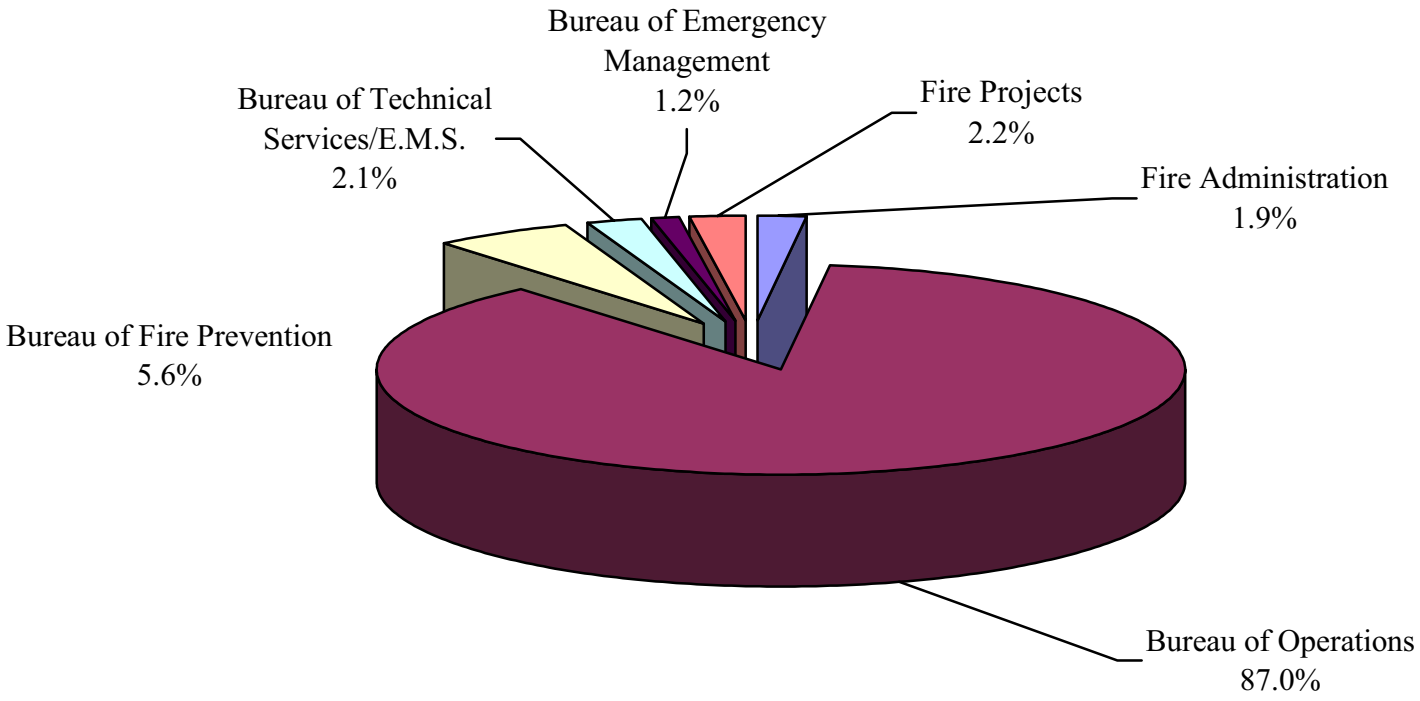
Fire Department	2006-07	2007-08	2008-09
Administration			
Administrative Assistant	1	1	0
Administrative Specialist	0	0	1
Fire Chief	1	1	1
Office Assistant	1	1	1
Office Specialist	0	0	1
Senior Administrative Assistant	1	1	1
	4	4	5
Bureau of Operations			
Administrative Specialist	1	1	0
Deputy Fire Chief	1	1	0
Fire Battalion Chief	0	6	6
Fire Battalion Supervisor	6	0	0
Fire Captain	32	32	32
Fire Engineer	30	30	30
Firefighter	60	60	60
Office Specialist	1	1	0
Senior Deputy Fire Chief	0	0	1
	131	131	129
Bureau of Fire Prevention			
Administrative Assistant	1	1	1
Deputy Fire Chief	1	1	1
Fire Captain	1	1	1
Fire Prevention Inspector	2	2	2
Fire Protection Analyst	1	1	0
Fire Safety Specialist	4	4	4
Office Assistant	1	1	1
Permit Technician	2	2	2

	2006-07	2007-08	2008-09
Plan Checker	2	1	1
	14	14	13
Bureau of Technical Services/E.M.S.			
Administrative Assistant	1	1	1
Deputy Fire Chief	1	1	1
EMS/Nurse Administrator	1	1	1
Fire Captain	1	1	1
Office Specialist	1	1	0
	5	5	4
Bureau of Emergency Management			
Emergency Manager	1	1	1
Office Specialist	0	0	1
	1	1	2
Total Fire Department	***155***	***155***	***153***

Fire Department

Total Funds:	$36,439,989
General Fund:	$35,485,879
Other Funds:	$954,110

OTHER FUNDS CONSIST OF:
General Fund Grants - $156,110
RDA Project Area No. 2 - $648,000
Fire Impact - $150,000



AGENCY SUMMARY FOR FISCAL YEAR 2008-09

Fire Department

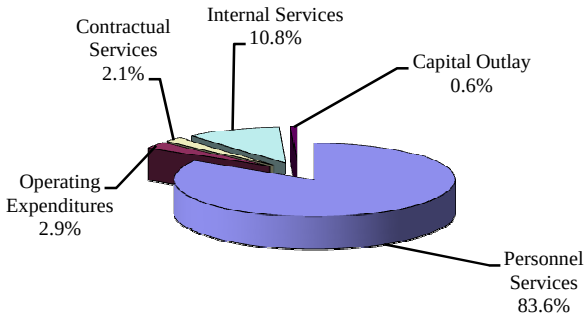
Department provides fire suppression and emergency medical services to the City. The Department consists of Fire Administration, Bureau of Operations, Bureau of Fire Prevention, Bureau of Technical Services-Emergency Management Services (EMS), and Fire Department related projects and/or grants.

Service Objective:

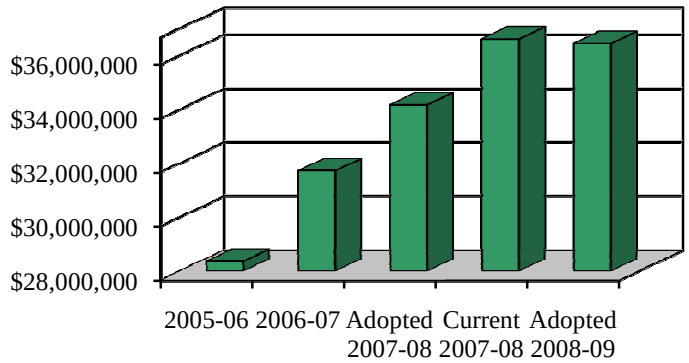
To deliver those services to our community that are necessary to minimize the loss of life and property when exposed to the potential threat or actual hazard from fire, medical emergency, rescue emergency, hazardous material emergency, or catastrophic disaster.

Adopted Budget Expenditures

$36,439,989



Expenditures



Budget

Expenditures Category	FY 2005-06	FY 2006-07	Adopted FY 2007-08	Current FY 2007-08	**Adopted FY 2008-09**	% Change to Adopted 07-08
Personnel Services	$ 24,609,907	$ 26,194,543	$ 27,113,029	$ 27,310,995	**$ 30,448,403**	12.3%
Operating Expenditures	$ 1,033,850	$ 1,526,455	$ 1,698,715	$ 1,797,971	**$ 1,039,076**	-38.8%
Contractual Services	$ 340,561	$ 616,058	$ 1,293,907	$ 1,388,538	**$ 770,750**	-40.4%
Internal Services	$ 2,322,698	$ 3,060,915	$ 3,795,432	$ 3,796,307	**$ 3,952,760**	4.1%
Debt Services	$ -	$ -	$ -	$ -	**$ -**	0.0%
Capital Outlay	$ 63,516	$ 320,501	$ 256,520	$ 2,315,554	**$ 229,000**	-10.7%
Total Expenditures	$ 28,370,532	$ 31,718,472	$ 34,157,603	$ 36,609,365	**$ 36,439,989**	6.7%
Annual Percentage Change		11.8%	7.7%	7.2%	-0.5%	
Annual Amount Change		$ 3,347,940	$ 2,439,131	$ 2,451,762	$ (169,376)	

Historical data may reflect fluctuations due to organizational restructuring.

Fire Department
2008-09 Department Summary

Department Title (Department ID)	Detail Book Page Number	2005-06 Actual	2006-07 Actual	2007-08 Adopted Budget	2007-08 Current Budget	2008-09 Adopted Budget	% Change to Adopted Budget 2007-08
Fire Administration (041)	132	$ 684,214	$ 764,729	$ 883,389	$ 902,309	**$ 687,865**	-22.1%
Bureau of Operations/Emergency Services (043)	134	23,388,953	24,642,217	25,792,161	25,886,916	**28,844,751**	11.8%
Bureau of Operations/Personnel Training & Develop (044)	136	406,836	593,461	675,855	678,910	**739,785**	9.5%
Bureau of Operations/Operations Support Services (047)	138	1,539,052	2,340,325	2,612,981	4,570,231	**2,108,804**	-19.3%
Bureau of Fire Prevention/Fire Prevention Bureau (042)	140	1,577,778	1,814,344	1,944,495	2,028,483	**2,029,269**	4.4%
Bureau of Technical Svcs/E.M.S/E.M.S.-Technical Services (045)	143	227,243	631,333	705,479	724,090	**782,743**	11.0%
Bureau of Emergency Management/Disaster Management (046)	146	373,356	439,566	396,043	504,547	**442,662**	11.8%
Fire Projects (315)	148	173,100	492,497	1,147,200	1,313,879	**804,110**	-32.1%
TOTAL FIRE DEPARTMENT		**$ 28,370,532**	**$ 31,718,472**	**$ 34,157,603**	**$ 36,609,365**	**$ 36,439,989**	6.7%

Historical data may reflect fluctuations due to organizational restructuring.

Fire Department
Major Accomplishments
Fiscal Year 2007-08

Bureau of Operations

- Performed necessary maintenance and repairs to the department's eight fire stations and Administration.
- Placed replacement tiller truck for Fire Station No. 1 into service.
- Placed two air compressors to fill Self Contained Breathing apparatus into service.
- Received and put into service two replacement Battalion Chief Command Vehicles for Battalions 1815 and 1825.
- Completed the remodel project of Fire Station No. 3 on time and within budget.

Bureau of Fire Prevention

- Compiled a list of the "top 20" hazardous occupancies within San Bernardino County and inspected each.
- Maintained the records management system (RMS) incorporating monthly updates from new business licenses received.
- Used RMS statistical data in the application process for both state and federal grants.
- Provided development review and plan check services for nearly 1,700 submittals and re-submittals.
- Recruited, trained and utilized volunteers to assist and augment Bureau staff.
- Provided opportunities for staff members to attain education and the next level of certification in the State Fire Training System.
- Adopted the 2007 California Fire Code and trained shift and bureau personnel in the implementation of that code.
- Developed an Investigation Team Standard Operating Procedure and conducted recruitment of Investigation Team members.
- Computerized fireflow data.

Training

- Completed all ISO Training required to maintain the City's current Class 2 Rating.
- Satisfied CICCS Strike Team Leader requirements.
- Administered the Fire Captain Mentor program.
- Conducted required classes, drills, and exercises with a minimum of at least two courses delivered each month through Target Safety, an internet based training program.
- Completed the draft of the Wide-Rise Firefighting Standard Operating Procedure with the assistance of the Wide-Rise committee.
- Improved station supply and Personal Protective Equipment tracking abilities.

- Completed the donation process for the Rail Dome Hazardous Materials training trailer.
- Completed two new employee Mini-Academies.

Bureau of Technical Services/EMS

- Maintained status as ACLS and EMT-1 Training Centers.
- Replaced two cardiac/defibrillator monitors with advanced technology capability.
- Implemented the advanced Intraosseous (Bone IV) Medication Delivery procedure to enhance medical care in Ontario.
- Worked with the County to develop an Emergency Cardiac Care system within San Bernardino County.
- Participated in the on-going development of Ontario sponsored "Healthy Ontario" project.
- Updated City Emergency Response map books to improve response times.
- Achieved 100% reimbursement on prior year's billable incidents for mutual-aid responses.

Bureau of Emergency Management

- Applied for and received grant funding for projects including: the Arson Shift Investigator Program and Equipment; Regional Driver Simulator and Driver Safety Training Program; Bomb Squad Robot; and the Emergency Management Performance Grant Program EOC equipment.
- Conducted 15 Emergency Operations Center (EOC) training courses for all EOC sections and staff members.
- Trained 75 City staff members in CERT curriculum.
- Successfully activated the EOC for July 4th activities, October 2007 Walker Fires, and January 2008 windstorms.
- Provided public information field support to over 25 incidents.
- Became the first agency in the country to go live with the Disaster Web Portal project providing the community and members of the media with instant emergency information.
- Completed National Incident Management System (NIMS) training to all key EOC City staff, Fire Department staff, and Police Department personnel in order to comply with Federal mandates and maintain eligibility for future Federal funding.
- Designed and received delivery of the City's new Unified Command Vehicle and utilized the vehicle for multiple exercises and actual activations.
- Served on 10 County Operational Area subcommittees and participated as a lead agency on several County-wide projects.

Fire Department
Major Goals
Fiscal Year 2008-09

Fire Administration

Operate in a Businesslike Manner

- Provide overall administration and management of the Fire Department in a businesslike, professional and cost-effective manner.
- Deliver full-service Fire Department programs consistent with the goals and objectives adopted by the Ontario City Council.
- Develop and promote pro-business policies in an effort to promote investment in the growth and evolution of the City's economy.
- Review and revise all sections of the Ontario Municipal Code that apply to the Fire department.

Bureau of Operations

Maintain the Current High Level of Public Safety

- Maintain fire stations and facilities in a state of good repair to enhance service delivery objectives.
- Complete architectural design for the reconfiguration of Fire Administration and Fire Station No. 1.

Training

- Coordinate Fire State Training and Educational Program (FSTEP) training.
- Ensure OSHA, ISO and DMV compliance.
- Participate and coordinate with other agencies and groups to enhance Ontario Fire Department training.
- Develop a new Assigned Monthly Training Program.
- Complete a Fire Engineer Mentor Program and promotional examination.
- Complete assigned portions of the Fire Captain promotional examination.
- Complete construction of a new Roof Prop at the Fire Department Training Center.
- Coordinate and ensure "tillerman" qualification for all personnel in the rank of Firefighter.
- Finalize the SOP on Public Works/Fire Interface during emergency operations and provide training to Public Works employees.
- Provide necessary classes for and coordinate qualification of Strike Team Leaders.
- Align probationary guidebook standardization with grading criteria.
- Provide defensive driving training to all Fire Engineers on a phased schedule.

Fire Department
Major Goals
Fiscal Year 2008-09

Bureau of Fire Prevention

Operate in a Businesslike Manner

- Assure that all appropriate staff receives training to become proficient in the new Fire and Building Codes.
- Continue development of Fire Prevention Development Standards and Public Safety Guide Sheets to be placed on the City website.

Maintain the Current High Level of Public Safety

- Utilize available data and assist the San Bernardino County Fire Hazardous Materials Division to identify target hazards, inspect those locations and provide pre-plans for firefighter safety.
- Increase firefighter training and awareness of basic fire origin and cause determination.

Encourage, Provide or Support Enhanced Recreational, Educational, Cultural and Healthy City Programs, Policies and Activities

- Deliver fire prevention public education programs with primary emphasis on small children and mature adults (based on data from the fire investigation section).
- Enhance community service opportunities through the volunteer program.

Bureau of Technical Services

Maintain the Current High Level of Public Safety

- Maintain status as ACLS and EMT-1 Training Centers.
- Provide timely updates to Emergency Response Map books to keep pace with development.
- Work with the County Radio Shop to develop redundant communications capability in both 800 MHZ and VHF radio systems.

Operate in a Businesslike Manner

- Develop and implement a “Continuous Positive Airway Pressure” (CPAP) capability of Ontario emergency medical services prior to the county mandated deadline.

Ensure the Development of a Well Planned, Balanced, and Self-Sustaining Community in the New Model Colony

- Implement fractal-based response time standards for measuring profiles for emergency fire and medical response.
- Implement a County-based Emergency Cardiac Care Program (STEMI Program) to serve the Ontario area.

Bureau of Emergency Management

Maintain the Current High Level of Public Safety

- Conduct fifteen training courses for City staff in Emergency Operations Center policies and procedures.
- Train 75 City staff members in the City Employee Emergency Response Team training program.
- Provide Disaster Preparedness community education materials to at least 2,000 community members.
- Deploy the Unified Command Vehicle in support of all major City events and large incident activations.
- Provide Public Information support to all major Fire Department incidents and prepare at least five articles for publication in fire service periodicals.
- Complete the revision of the Emergency Operations Plan and submit to Council and County Office of Emergency Services for approval.
- Expand WebEOC capabilities to include all emergency operations protocols and the participation of all City of Ontario community partners.

Fire Department

Performance Measures

Fiscal Year 2008-09

	Page, Goal #	Actual FY 2006-07	Estimated FY 2007-08	Target FY 2008-09
Bureau of Operations - Emergency Services				
Achieve average response time of ten minutes or less from call received to arrival	Pg. xxviii, 2	100%	100%	100%
Bureau of Operations - Training				
Conduct all required drills for maintenance of Class 2 Insurance Service Office (ISO) rating	Pg. xxviii, 2	100%	100%	100%
Conduct required classes, drills and exercises to meet or exceed all applicable State and Federal training standards ensuring a high level of service to the public	Pg. xxviii, 2	100%	100%	100%
Production of Audio/Visual projects to assist in training OFD personnel	Pg. xxviii, 2	3	3	3
Coordinate with Chaffey College to conduct State Fire Training courses		10	5	10
Bureau of Fire Prevention				
Inspect all state-mandated occupancies annually	Pg. xxviii, 2	100%	100%	100%
Provide development review and plan check services with a goal of a ten day turn-around	Pg. xxviii, 2	100%	100%	100%
Deploy the Fire Safety Trailer to elementary schools	Pg. xxviii, 2	10	10	10
Deploy the Fire Safety Trailer to community events	Pg. xxviii, 2	12	12	12
Respond to all requests for field inspections of building and fire protection systems under construction within 48 hours of such requests	Pg. xxviii, 2	100%	100%	100%
Bureau of Technical Services/EMS				
Provide minimum training hours (12 hours of EMT-1, 24 hours of Paramedic)	Pg. xxviii, 2	100%	100%	100%
Provide quarterly ACLS classes	Pg. xxviii, 2	4	4	4
Bureau of Emergency Management				
Participate in two multi-agency exercises each year	Pg. xxviii, 2	3	2	2
Apply for federal and/or private grants	Pg. xxviii, 2	5	5	5
Conduct EOC training classes	Pg. xxviii, 2	10	15	15
Facilitate meetings of the Emergency Management Working Committee	Pg. xxviii, 2	10	6	9