

Taylorville Fire Department
End of Year Report
2004

The Taylorville Fire Department has gone through a great deal of flex over the past 12 months. Personnel have experienced the introduction of a Fire Chief from outside of the department, temporary officer upgrades and promotions, and as many as 25% of the career staff unavailable as a result of duty injury. Currently personnel are serving with a firefighter in an Acting Captain position a Captain serving the Acting Assistant Chief position, and a department short by one until this coming April.

As a result of the above dynamics, this report will fall short of some documented details I would prefer to share. One of our goals for 2005 is to develop a more thorough, researchable documentation of record maintenance. Of course the attainment of this goal as well as others in this report will be greatly influenced with a stabilization of staffing.

Runs:

Total Runs for 2004: 1255	Total Runs for 2003: 1280
EMS Calls: 645	
Fire Calls: 259	
Vehicle Accident Calls: 108	
Public Assistant Calls: 55	
Other Calls: 97	

Of the total calls, 153 [12%] occurred within 30 minutes of each other. Taylorville Fire Department holds pride in the fact that we have never been unable to make a response. However, this frequency of back to back response duties combined with current staffing has placed the department in a difficult position. The current minimum staffing of two personnel of the scheduled three person shift requires most of our calls to be a single firefighter response, leaving the second person on shift for the anticipated back to back dispatch.

A minimum staffing of three personnel would enable us to make the first response with two personnel, leaving one in the station for the next call. The firefighter remaining in the station will hopefully gather additional response capability with the call back of volunteer and career personnel.

We are required by the Illinois Office of State Fire Marshal to submit monthly run reports. This is also a condition for federal grant funding. According to the OSFM, they have not received these reports since 2003. We have corrected this matter.

Budget:

The 2004/05 Budget is \$1,121,998. After subtracting projected revenues, the projected expenditures are \$35,074 less than the 2003/04 budget.

As of December 31, 2004, 66.6% into the 04/05 budget year, line items expenditures, for which there is opportunity for fiscal management, range from .62% to 71.78%. Of the 10 manageable line items the average expenditure in relation to appropriation is 45.11%. If not for a few carry over 2003 fiscal expenditures the range between the percent spent VS percent of fiscal year would be broader.

Grants:

We were successful with our federal grant pursuit in 2004. I have shared the details of this Homeland Security Fire Fighter Assistant Grant with the Emergency Services Committee as well as the City Council. Briefly, the total grant project is \$216,149.00. This is a 90% [\$194,534.10] federal share / 10% [\$21,614.00] city matching grant. As previously shared, this grant project focuses on improvement upon our radio communication system as well as our breathing air system.

We conducted a radio communication assessment of our capability to talk with other city departments as well as local agencies. This assessment was shared with the Emergency Services Committee. I would expect with the purchase of radios provided through this grant we will be able to provide some of our existing radios to city departments.

Bidding for the breathing air portion of the grant has been closed. I will submit the bid to committee and council for approval on January 18, 2005

Bidding for the communication system portion of the grant will close on January 18, 2005.

I expect to pursue a dedicated TFD radio frequency in 2005. This may be a \$1,000.00 burden on our budget that will eliminate the current congestion of our primary response frequency. I also expect a need to replace current pagers to adapt to the new frequency. This cost has yet to be fully developed, but should rank high on the 05/06 budget priority list.

We have yet to hear the status of a second Homeland Security grant submitted in September 2004. This grant is the same 90%/10% match. The grant type is "Fire Prevention and Safety". The total grant project is \$45,460. The focus of this grant is to improve upon our public education delivery for the children and senior citizens of our community.

I anticipate an additional HLS grant writing opportunity this spring. At this time I suspect we will be looking at our need to replace turnout gear and fire hose.

Fire Protection District:

The Fire Protection Board has provided support upon request. To date they have expended \$2,855.00 towards fire department equipment. The most significant of these supportive expenditures was a 2,100 gallon porta tank.

Career Staffing:

The Taylorville Fire Department increased it's personnel by one this past September. Career staffing is now 13 personnel. The addition of this 13th member has offered considerable relief toward overtime burdens, as well as enhanced our capability to occasionally move away from the risk and limited service of the single firefighter response.

Expenses contributed to the attendance of the state fire academy, were reduced while maintaining support towards a successful training experience of our newest firefighter. The total of this savings was \$716.40. Details of the academy costs were provided to the Emergency Services Committee.

Within the coming month I will request the approval for movement toward the hiring of another firefighter. This position falls within the current, 2004/05 budget. My review of the current budget status, projected status, as well as discussions with the City Treasure supports the request. With the hiring of this new firefighter the TFD roster will reflect 4 personnel per shift with a minimum manning of 3. While this should hold a positive impact on the overtime burden, the greater benefit is the increase of service and reduction of liability through the availability of two personnel on the first call.

Discussions continue with how to best determine the selection process of the Assistant Chief. The position is currently being filled by Captain Hackney, and is not open for promotion until the April retirement date of Assistant Chief Burnett. I believe the environment holds an opportunity of Union support of a process that will not require or possibly minimize the expense and time of additional testing.

With an implementation date of May 2006, we continue to evaluate an adjustment to current uniforms.

Volunteer Staffing:

As with the career members, our volunteer ranks have also experienced a flux in number of personnel. We have lost and added members with a current volunteer membership of 24. Within this group we have added two departmental photographers.

The application process was reviewed and fully revised. This process was shared with City Council.

Beginning this next month I will meet monthly with the newly elected officers. We have pretty lofty yet attainable goals for the coming year. A few of those are; rewriting the rules and regulations, rewriting and requesting approval for compensation, increase membership with active members, remove those members who are not meeting minimum standards, establish minimum standards respective to the service of the volunteer, establish and obtain a standard uniform, establish a department Woman's Auxiliary (combined Career/Volunteer), assess protective gear needs, increase the membership with personnel who will be available during the business week day, identify fund raising activities that are supportive of the department's mission as well as increase a higher level of a "one department" concept between the career and volunteers.

During 2004 the Career personnel purchased a newly designed t-shirt for each volunteer firefighter. Our Volunteer Firefighters are encouraged to wear these shirts and represent our department during all departmentally approved activities. The current budget appropriates \$100.00 per volunteer towards the purchase of a department t-shirt and or work shirt. I have arbitrarily approved the expenditure for only those volunteers who have proven active in training, callbacks, and group functions.

I have included with this report a sheet titled, "Tracking Costs, Hours, and Calls". This record reflects a decrease in volunteer callback pay, a decrease in volunteer training pay, and a increase in volunteer training hours.

Mid summer I reduced the compensation for the volunteers. Though I support higher recognition and compensation for the volunteer force, current ordinance clearly stated that a previous arbitrary decision to raise the compensation could not continue. This action is reflected on the "Tracking Costs, Hours, and Calls" record.

Our volunteers can never fully replace the career force, and the career force will likely never be staffed to a level whereby the much appreciated services of the volunteers are no longer needed. In 2005 a greater attention will be given to the asset our volunteers offer the department and community.

Training:

I have attached the TFD 2004 Training Report. This report was generated by Acting Assistant Chief Hackney. Please refer to his report for additional information on this section.

Acting Assistant Chief Hackney has provided valued support in gathering training record information. We both acknowledge that his report does not fully reflect all training activities. However, he has diligently worked to improve upon the records, and the useful availability of those records.

Acting Assistant Chief Hackney is working with an individual that will eventually enable us to use a software program designed for record maintenance. This program was purchased by the department a few years ago but never utilized to it's fullest.

Though not fully implemented, at no fault to the shift personnel, we have yet to achieve our minimum goal of no less than two hours of documented training per day. I am optimistic that we not only will meet this minimum standard in 2005, but this time next year we will raise that bar.

We have gathered several thousands of dollars worth of high angle rescue equipment that was previously stored and existence not known by several firefighters. This equipment has now been inventoried, organized, and in a ready for response state on Squad 1 and Engine 3. Personnel continue to need training in this area during 2005.

We changed the volunteer training schedule to better accommodate productive training activities. Training was previously scheduled on Tuesday and Wednesday evenings, and Thursday mornings, each week. This approach to training over the same topic on three dates, resulted in too low of turnout per training session. This limited the type of training activity, plus jeopardized the group working as one experience, that could threaten the efficiency of any response.

Training was moved to Tuesday evening every week, with a promise that if they leave home and family to train, the training session will be worthy of the commitment.

A couple performance standards were set for the Volunteer Firefighters. They all had to pass an in-house incident management exam, and only those who have completed our breathing apparatus training were issued a mask, and would be permitted in a toxic environment.

We do not feel the value of our Volunteer Firefighter is measured by the single activity of wearing a breathing apparatus and entering hazardous environments. This past fall we shifted a new attention to developing pump operation skills of our Volunteer Firefighters. This has gone well, though there is much more training necessary before many of them can relieve a career member at the pump panel.

A month of training was focused on auto extrication skills. While the training offered some benefit to our skill maintenance, the approach will be adjusted to better develop and maintain skills in 2005.

We have benefited from the hands-on training opportunities offered by the house and garage on the corner of Poplar and Walnut streets, as well as an evening training with the rural burning of a barn and hog confinement structure. The hands-on training is the only means we have to offer first time experiences or maintain skills absent of the risks of the fire scene. We hope we will be successful in developing additional opportunities in 2005.

Beginning November 30th, we have hosted a weekly training session provided by the University of Illinois Fire Service Institute. These are four hour sessions ranging from lecture to hands-on activities over the broad range of fire service basics. This training has offered an opportunity to expose career and volunteers to revisit or develop a wide range of skills as a single group. It has also given us an opportunity to welcome and provide training to our mutual aid fire department members. This training is scheduled through the end of March.

Acting Assistant Chief Hackney has projected \$4,000.00, from the 2004 Illinois Office of State Fire Marshal training reimbursement program. The final determination will be made by the OSFM.

Building:

The City Safety Committee conducted a safety survey of the fire department on November 30, 2004.

They identified the following safety concerns.

- 1] #26 electrical breaker keeps tripping
- 2] Exhaust fumes
- 3] Fireproof cabinet for flam/comb. materials
- 4] GFCI receptacle by the dayroom stove
- 5] Overhead light cover in bathroom
- 6] Electrical heaters in bunkroom

We will do our best to correct these concerns early in 2005. However, the likely conclusion will be that #1, #2, and #3 will be very difficult, if possible at all, to correct in the current building. The exhaust fumes is a very serious health hazard for firefighters as well as neighboring offices and visitors in the City Building.

We have been successful in trying to brighten and find space in the fire department. Late last spring some of the tile floors were stripped and waxed with support of Pat Olive. Personnel painted the public view space of stairs and hall leading to the second level private living area. We have repositioned a couple rigs permitting a work station for shift captains. The Operations Office was reorganized to better

accommodate public ed, and training materials as well as provide a congested yet less congested area for PC filing of departmental run reports. Pictures, posters and paneling have been added to the apparatus floor area. We will continue our pursuit of needed space with a philosophy that it comes only inches at a time.

Personnel as well as the much appreciated assistance of the Street Department patched injury risk holes on the back platform.

In the past, a member of the crew would be assigned to take gear, or general laundry to the laundry mat. This not only interfered with our response duties, it added an additional burden to our budget. The department had a washer and dryer donated which is now located on the apparatus floor. For a cost of \$35.01 in materials, and the effort of career personnel, we now have an in-house washer and dryer.

The Foreign Fire Tax Board purchased an Ice Machine that is located on the apparatus floor. This purchase now enables us to meet the urgent need of ice during those high humidity and heat days of summer. We have notified all City Departments of the availability of the ice. We have only asked that they ensure the shift personnel are not shorted of a daily ice maintenance.

The Taylorville Fire Department understands that we are not the only city department in critical need of more space. However, we hope efforts of the past will be renewed early this spring in completing a goal of constructing a building void of the safety issues identified, and missed, by the Safety Committee, offering space for us to house all of our apparatus, and perform our growing daily responsibilities in a less congested, efficient working environment. I believe there may be supportive grant opportunities, but have found this to be a difficult endeavor absent of structural details.

Apparatus / Equipment:

All response apparatus were service tested and pump tested this year. We opted to have Banner Fire Equipment, Inc. conduct these tests. This resulted in a savings over practice of past years.

We did not test all ground ladders based on use of the previous year. Most ground ladders did receive in-house maintenance.

Apparatus Maintenance Expenses over \$100.00

Squad 1: [1997] 314.14 service 209.85 batteries	Squad 2: [1986] 289.75 alternator	Engine 1: [1989] 798.66 pump test, service
Engine 2: [1990] 516.63 service, pump test 239.90 batteries	Tanker 1: [2000] 190.70 repair wiring on pump 435.39 service	Tower: [1999] 551.80 service 595.00 tower testing 227.00 pump test
Engine 3: [2000] 1,389.09 pump seal, pump test, replaced brake retarder, pump test 868.32 service 268.72 rebuild alternator 255.80 repair transfer case seal		
Jeep: [2003] Received annual service	Pick-up: [1999] Received annual service	Car: [1994] Received annual service
Pontoon Boat: [1992]	Jon Boat: [1960's]	Air Trailer: [1980's] Will be evaluated w/ 05 grant support
Haz. Mat. Trailer: [2004]	Dive Trailer: [2004]	Dunk Tank Trailer: [1998] May be used as replacement of vol. cooker trailer
Vol. Cooker Trailer: [Old] Rusted beyond repair		

Engine 2 was damaged from contact with a dumpster in the alley behind the station. Though I am not sure of a solution satisfying everyone holding interest to alley access, it should be noted that a response or return by way of the alley holds congestion risks. The damage to the rig was repaired by shift personnel.

Beginning January 1, 2005 we began utilizing a new daily and biweekly maintenance check form. This revised form will not fully address the attention yet required of a good maintenance program. However, it has resulted in a more thorough check of equipment and is serving as a good awareness approach to an area needing greater attention in 2005.

Public Service:

As of March 20th we began tracking our public service activities. Since this was a new recording duty, I am certain we do not have a full accounting.

The following reflects services as of March 2004.

- Mar. Family Car Seat Check Up. Joint agency activity hosted in the department
- Apr. Healthy Kids Day – YMCA – Estimated 320 children
- Apr. Fire Safety Talk – Library – (15) Preschool through 2nd grade
- Apr. Job Shadow (1)
- Apr. Child/Infant CPR (2)
- Apr. Station Tour – Kindergarten Field Trip, K-West 18 children
- May Station Tours – 182 Children
- Jun. Reestablished relationship with Christian County Fair Board, enabling us to fulfill our responsibilities during fair activities.
- Jun. Adult CPR / 1st Aid – Christian County Senior Citizen Volunteers [9]
- Jun. Participated in Stonington Summer Fest Parade
- Jun. Fire Safety Presentation – Girl Scouts (5)
- July Adult CPR (2)
- July Reestablished our position and participated in AMVET parade
- July EMS and Fire Safety standby status for Optimist 4th of July Fireworks display
- July Fire Safety Presentation – Boy Scout Camp (52)
- July Smoke Detector Awareness Promotion Program – Combined effort with Wal-Mart, Breeze Courier, Pepsi Cola, and four local Pizza Establishments.
- Aug. Smoke detector installations in private home per request
- Aug. Taylorville Estates – Public Education Presentation (33)
- Aug. Taylorville Estates – Fire Extinguisher Training (9)
- Aug. Park Glen Apartments – Public Ed. Program (25)
- Oct. Station Tours – preschool (202)
- Oct. Adult CPR (2)
- Oct. Kroger Health Fair
- Oct. Christian County Health Department – Fire Extinguisher Training
- Oct. TFD Open House – (86 children)
- Oct. Station Tour – preschool (130)
- Oct. School Fire Drills (8 schools)
- Oct. Change The Clock Change The Battery Program
- Oct. Participated in Taylorville Christmas Parade
- Dec. Toured Spurling Title Buildings
- Dec. Began schedule of a regular monthly guest on WTIM 97.3, “Inside Central Illinois”
- Dec. Angel Tree Program – presents for 181 children
- Dec. Christmas For Kids – presents, frozen turkey, bags of treats, meet Santa and Mrs. Claus, 102 children 42 families

Though this listing could have been condensed I felt it was important to specifically list the varied fire department activities often not noted, yet considered very important to all involved.

Mutual Aid:

We certainly provided and received the benefit of mutual aid with our neighboring fire departments and local ambulance companies. Our records simply do not enable us to access exact numbers in a time efficient manner.

Shift personnel as well as the appreciated support of the Water Department constructed two jet siphons, adaptable with all our mutual aid fire department equipment, that will prove beneficial in the event of a rural water shuttle and draft operation.

We hosted a Mutual Aid Fire Chief's meeting and attended one other. Our Christian County Fire Departments offer the largest number of people resource within the county. I hope the start of these meetings will produce a closer and more productive relationship within this group.

In 2004 a TFD training release of liability form was developed. Two signatures are required on this form whenever someone attends a TFD hosted and instructed training session. This form has not been fully accepted by our neighbors, but has moved us in the right direction whereby we are beginning to train together once again. At this time I think the existing expressed concerns with our form result from a residual impact of recent history on this topic. I am confident that this issue will be resolved and we will see a benefit of an increase in mutual aid training in 2005.

MABAS:

We have been accepted into MABAS. However, that does not mean a great deal at this time. A great deal of attention remains to be given. I can be held responsible for some delay with our active MABAS affiliation. I have always supported the MABAS membership, but have prioritized on daily local issues since March. On January 26, the first official local MABAS meeting is scheduled. I would expect this to be the first significant step in moving this process further.

2005 Goals:

- 1] Goals identified under previous sections of this report
- 2] Volunteer identification cards, satisfying a new 2005 state law
- 3] Completions of hazardous material operation level training
- 4] Completion of hazardous material technician level training
- 5] Completion of Vehicle and Machinery OSFM certification level
- 6] Meeting the project goals of the 03/04 HLS Firefighter Assistant Grant
- 7] Positive and decisive movement towards the construction of a fire department facility
- 8] Staffing 4 personnel per shift
- 9] Permanent promotion to the Assistant Chief position
- 10] Contract with the Local 3144
- 11] Active membership with MABAS
- 12] Pursue opportunities in support of an all terrain 4wd vehicle
- 13] Development of complete, accurate, and accessible records
- 13] Training on a daily schedule
- 14] Live structure fire training
- 15] Cooperative relationship with Christian County ESDA towards an available and equipped hazardous material team
- 16] Evaluate placement, inventory and response readiness all tools and hose on each rig
- 17] Pursue the possibility of a shared secretarial position
- 18] Improve upon community relations through more activities
- 19] Successful grant pursuits
- 20] Improve upon the communication relationship with 911 Dispatch
- 21] Increase training with mutual aid departments
- 20] OSFM certification Trench training
- 22] Implement a new approach to addressing the on going requirements of EMS skill levels and licenses
- 23] Develop department SOGs that do not exist and update or remove those that exist
- 24] Develop a 12 month activity calendar
- 25] New approach to school drills
- 26] Public Education position
- 27] Vertical Rescue Training

- 28] Incident Management Training with mutual aid departments
- 29] City Emergency Response Plan
- 30] Incident Management communication training with local agencies
- 31] Send two firefighters to IFSI Academy
- 32] Send personnel to Fire Department Instructor Conference
- 33] Permanent Shift Captain promotion
- 34] Tour downtown businesses
- 35] Community wide Voluntary Fire Safety Inspection Program

Chief's Personal Note:

This is my first end of year report for the Taylorville Fire Department. My experiences with TFD have been consistent since my swearing in on March 15th. There have been bridges to mend, systems to revise, and new standards to develop. I have not always and may not always have the best solutions to the challenges of the past or for the new year of 2005. However, I hold an unwavering confidence in the members of the Taylorville Fire Department. They have shown tolerance, support and initiative since March, and I expect nothing less to come. Though I hope the 2005 report will offer greater service achievements, I recognize any accomplishment within this report and those to follow hold a direct reflection of the commitment of the Taylorville Firefighter.

From the first mention of delivering pizzas, to the hiring of two new personnel from a reduced budget, the members of the Emergency Services Committee as well as the entire City Council have provided the requested support. At times the body language spoke louder than words, and it became clear to me that you were offering trust of a person you had only recently met. For this confidence, on behalf of the members of the Taylorville Fire Department, and at a personal level from me, thank you.

As a final note I want to briefly express appreciation for the shared confidence and much needed support I have received from Mayor Montgomery, City Clerk Peabody, City Treasure France, and Human Resource Manager Schaefer. I can not fully express the appreciation I have for them and their respective staff as they continue to assist me with my introduction into the new responsibilities of the Taylorville Fire Department.

Report Prepared: January 14, 2005
Chief Roger Lunt