
FIRE DEPARTMENT



"Serving Our City With Pride"

MISSION:

The mission of the Corona Fire Department is to serve our City with pride, integrity, and professionalism while protecting and enhancing the quality of life for the citizens of Corona.

DEPARTMENT GOALS AND OBJECTIVES:

1. Meet Corona's life safety, property conservation, and environmental protection needs through prevention, preparedness, education, awareness, and emergency response.
2. Evaluate and enhance the Corona Fire Department's service delivery system.
3. Effectively plan in order to identify our immediate and long term objectives and to formulate specific strategies to achieve them.
4. Provide a clear understanding of the department's mission, values, vision, plans, goals, and objectives.
5. Be an organization that is a professional, responsive, and rewarding place to work.
6. Foster positive relationships with all levels of government, the private sector, and professional organizations.
7. Collaborate with all City of Corona departments to accomplish the mission of the City and the Corona Fire Department.
8. Develop a strategy to ensure the health and safety of our employees.
9. To assist the City administration in addressing long term funding and alternative funding in order to maintain and enhance current levels of services.

SCHEDULE OF POSITIONS BY DEPARTMENT

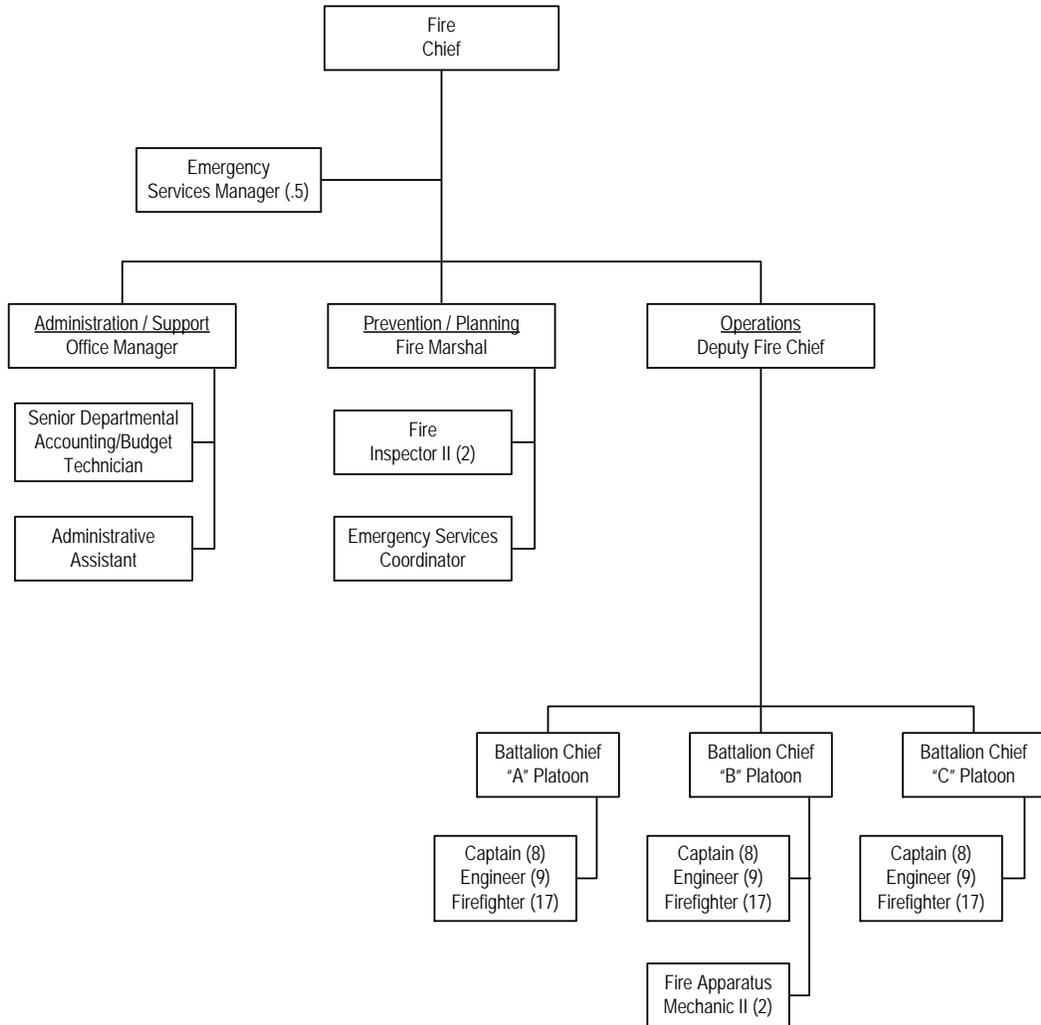
*For historical and salary information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

		<u>Authorized</u> FY 2011-12	<u>Adopted</u> FY 2012-13
<u>FIRE</u>			
Fire Chief	s	1	1
Deputy Fire Chief	s	1	1
Battalion Chief	s	3	3
Emergency Services Manager (Note 1)	s	1	0.5
Fire Captain	s	24	24
Fire Marshal	s	1	1
Emergency Services Coordinator	s	1	1
Fire Engineer	s	27	27
Fire Inspector II	s	2	2
Firefighter	s	51	51
Office Manager		1	1
Fire Apparatus Mechanic II		2	2
Senior Departmental Accounting / Budget Technician		1	1
Administrative Assistant		<u>1</u>	<u>1</u>
<u>Total Fire</u>		117	116.5
s = Sworn Public Safety		112	111.5

Fire Notes:

1 50% of the Emergency Services Manager position moving from Fire to Police in FY 2012-13.

Fire Department



FINANCIAL SUMMARY OPERATIONAL

FIRE

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
<u>BUDGET SUMMARY</u>						
1000 Salaries - Benefits	\$ 21,650,282	\$ 22,082,025	\$ 20,880,995	\$ 20,130,786	\$ 21,819,129	\$ 21,078,173
2000 Services - Supplies	1,235,663	972,557	914,383	1,047,365	1,208,905	944,475
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 22,885,945</u>	<u>\$ 23,054,582</u>	<u>\$ 21,795,378</u>	<u>\$ 21,178,151</u>	<u>\$ 23,028,034</u>	<u>\$ 22,022,648</u>

PROGRAMS

3010 Administration	\$ 1,026,387	\$ 1,135,302	\$ 1,343,694	\$ 1,119,698	\$ 1,158,779	\$ 757,923
3012 Training/Safety	37,910	42,202	16,212	130,394	133,766	16,212
3014 Apparatus Maintenance	514,936	530,663	444,352	381,183	590,901	326,105
3017 Emergency Services	193,242	211,637	156,764	176,185	192,175	277,769
3020 Prevention	828,529	797,253	835,542	732,818	790,363	574,598
3030 Suppression	19,437,806	19,827,919	18,614,161	18,261,705	19,829,002	19,763,116
3031 Facilities Maintenance	193,876	192,121	176,381	176,381	202,172	176,381
3040 Emergency Medical Svcs.	653,259	317,485	208,272	199,787	130,876	130,544
Total Programs	<u>\$ 22,885,945</u>	<u>\$ 23,054,582</u>	<u>\$ 21,795,378</u>	<u>\$ 21,178,151</u>	<u>\$ 23,028,034</u>	<u>\$ 22,022,648</u>

FUNDING SOURCES

110 General Fund	\$ 22,882,494	\$ 23,054,509	\$ 21,795,237	\$ 21,178,010	\$ 23,027,893	\$ 22,022,349
207 Fire Wild Land Mitigation Fund	3,451	73	141	141	141	299
Total Funding	<u>\$ 22,885,945</u>	<u>\$ 23,054,582</u>	<u>\$ 21,795,378</u>	<u>\$ 21,178,151</u>	<u>\$ 23,028,034</u>	<u>\$ 22,022,648</u>

FIRE DEPARTMENT

PROGRAM DESCRIPTION - ADMINISTRATION:

Administration consists of the Fire Chief, Deputy Fire Chief, Office Manager, and clerical support staff. This program provides departmental oversight and planning, sets direction and policy, controls and evaluates the department, and provides direction and oversight for all personnel matters. The program provides clerical support services and customer service for all divisions of the department and coordinates the development and administration of the department's annual operating and capital improvement budgets.

PROGRAM ONGOING OBJECTIVES:

1. Provide clear, concise, and consistent direction to all department employees on policies and procedures, safety, and core values and how they relate to employees' duties and responsibilities.
2. Research facility and staffing needs to keep current with the changing fire protection needs of the community.
3. Continue cooperative relationships with neighboring jurisdictions to the betterment of service provided to the community.
4. Educate and market the public on our multi-faceted capabilities and our commitment to service.
5. Ensure that all department programs foster a cooperative and collaborative effort.
6. Define roles and responsibilities of all functional and organizational levels.
7. Provide planning, assessment, and quality control and improvement functions for the department.

PROGRAM GOALS:

1. Evaluate and identify support staff training needs and develop a cost effective training that meets these needs by December 2012.
2. Continue to evaluate work activities to help identify opportunities to improve efficiencies by June 2013.
3. Complete headquarters records and filing system by June 2013.
4. Complete a support staff procedure manual by June 2013.
5. Continue to cross train support staff personnel by June 2013.
6. Continue to coordinate the use of volunteers to assist in various divisions of the department by June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION – TRAINING/SAFETY:

Training/Safety is responsible for all aspects of training and safety for the department. Work activities include maintaining training records, maintaining all applicable certification/licensing records, course and instructor development, maintaining and updating training materials, administering skills testing and instruction, developing health and safety programs, monitoring safety trends, and implementing programs to reduce risk. The program also assists in standard-setting, recruitment, and promotional testing within the Suppression Division.

PROGRAM ONGOING OBJECTIVES:

1. Ensure that appropriate county, state, and federal mandated training programs and contractually required training programs are established and maintained.
2. Ensure that all training requirements outlined in the Insurance Service Office schedules for a municipal fire protection system are established and maintained.
3. Provide programs for department personnel to meet training, promotional, and certification objectives contained in the fire department's Career Development Plan.
4. Provide programs to ensure that department personnel are capable of providing emergency response to emergencies inside and outside the City of Corona and through the state mutual aid system.
5. Manage the personnel and training record system.
6. Explore and develop alternative sources of revenue and/or funding that will be utilized to provide and enhance training programs.
7. Ensure a safe working environment and safe workplace practices.
8. Continue to collaborate with Human Resources and Risk Management on training and safety matters.

PROGRAM GOALS:

1. Conduct a Fire Captain Promotional by October 2012.
2. Continue to provide training opportunities to meet training mandates and requirements through June 2013.
3. Continue to use "Target Safety" to assist in providing and managing mandated training programs through June 2013.
4. Administer the Santa Ana College training reimbursement contract through June 2013.
5. Make improvements to the fire training classroom by June 2013.
6. Continue to develop the fire department health and safety program by June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION – APPARATUS MAINTENANCE:

Apparatus Maintenance is responsible for the preventive and routine maintenance and repair of twenty-two fire apparatus and other Corona Fire Department emergency units and related equipment.

PROGRAM ONGOING OBJECTIVES:

1. Manage a maintenance standard so that no apparatus and equipment failures will occur as a result of the lack of scheduled preventive maintenance.
2. Perform quarterly preventive maintenance inspections and service on each of the Fire Department apparatus.
3. Perform routine maintenance and repairs on two light-duty staff vehicles.
4. Oversee testing of five aerial devices and all ground ladders.
5. Manage training opportunities to maintain certified emergency vehicle technicians.

PROGRAM GOALS:

1. Oversee the mandatory diesel fleet opacity testing by December 2012.
2. Revise and update the fleet maintenance policies by December 2012.
3. Provide technical information regarding replacement fire apparatus to meet the Corona Fire Department needs by June 2013.
4. Implement the new "AssetWorks" maintenance software by June 2013.
5. Continue to provide monthly safety meetings through June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION – EMERGENCY SERVICES:

Emergency Services is responsible for disaster preparedness and fire safety programs in public education, awareness, and training. The program secures and administers funding for the fire department through grants and other entities. The program also participates in response and recovery activities for major emergencies and disasters in various positions such as public information officer and damage assessment. Public information is provided in the way of press or media contact, social media, and community events keeping citizen's informed of incidents, events, and fire department information and news. Planning, analyzing, and information gathering for the purpose of obtaining goals and objectives in disaster preparedness and fire safety.

PROGRAM ONGOING OBJECTIVES:

1. Provide the public with disaster preparedness and fire safety information through education, printed materials, and community events.
2. Prepare correspondence, plans, reports, and studies related to disaster preparedness and fire safety programs.
3. Maintain liaison and collaboration with state, federal, school, local officials and agencies on matters related to disaster preparedness and fire safety program activities.
4. Represent the fire department with news media and the community as fire department spokesperson and with social media on incidents and events, and to meet department goals and objectives.
5. Assist the Fire Marshal in disaster preparedness and fire safety programs and objectives.
6. Identify, obtain, and administer funding in grants for financial support of the fire department.

PROGRAM GOALS:

1. Provide the community information and education on disaster preparedness and fire safety through June 2013.
2. Assist the Fire Marshal with disaster preparedness and fire safety through June 2013.
3. Provide the public information on incidents and department goals and objectives through June 2013.
4. Provide Community Emergency Response Team training and coordination through June 2013.
5. Provide coordination of financial recovery with the California Emergency Management Agency and the Federal Emergency Management Agency for any federally proclaimed disasters through June 2013.
6. Provide City disaster preparedness and fire safety representation at county and regional meetings through June 2013.
7. Provide fire department financial support by obtaining grant funding through June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION - PREVENTION:

Prevention is responsible for administering the California Fire Code, Titles 19 and 24 of the California Code of Regulations and nationally recognized standards and practices. These relate to compliance with fire and life safety requirements set by local, state, and federal governments and apply to new and existing occupancies. Additionally, the program provides services in the areas of new and improvement construction plan review, construction inspections, hazardous materials disclosures, hazard abatement, weed abatement, fuel modification, juvenile fire setter intervention, novelty lighter eradication, all fire investigations conducted by the department, and community awareness and public education. The Prevention Division strives to minimize potential fire hazards through education, engineering, and enforcement.

PROGRAM ONGOING OBJECTIVES:

1. Coordinate the inspection of occupancies for compliance with fire and life safety requirements.
2. Administer the City of Corona's Hazardous Materials Disclosure Program with a goal to reduce potential emergencies and injuries to first responders from hazardous materials by maintaining accurate inventories, disclosures, and business emergency plans of local businesses.
3. Provide plan review for new and improvement construction projects in compliance with adopted codes and national standards in a timely manner.
4. Represent the fire department in the City's Development Plan Review process for all proposed new development.
5. Reduce natural fire hazards by completing inspections and seeking abatement of properties deemed a fire hazard.
6. Ensure required fuel modification in new developments is reviewed and approved.
7. Provide 24-hour availability to investigate all fires when requested by the Suppression Division.
8. Provide community awareness and prevention education.

PROGRAM GOALS:

1. Provide a Public Information and Education Program for Fire Prevention Week and Public Safety Day by October 2012.
2. Implement the California Environmental Reporting System, or CERS, to electronically report hazardous materials by January 2013.
3. Complete state mandated inspection of all public schools by June 2013.
4. Conduct an annual fire drill for City Hall, Corporation Yard, and the Library by June 2013.
5. Provide customer service at the public counter for plan checks and permits through June 2013.
6. Perform weed abatement as required through June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION - SUPPRESSION:

Suppression protects our citizens and visitors with a well-trained, properly equipped, and professional response force. Our service includes protection of life and property from the destructive forces of fire, and protection of life, environment, and property related to hazardous material releases. Suppression provides both advanced and basic life support at medical emergencies, participates in search and rescue operations, responds to other catastrophic events, and performs other life saving measures as needed. This program participates in the Statewide Master Mutual Aid Plan and provides emergency responses under contractual and automatic aid agreements with the surrounding communities. Suppression conducts fire investigations, fire prevention inspections, and participates in public education programs. Members maintain a constant state of readiness for emergency responses.

PROGRAM ONGOING OBJECTIVES:

1. Continue to provide for firefighter safety while working on emergency incidents and routine duties.
2. Provide a response force at seven stations on a 24-hour basis with a minimum daily staffing of 34 fire suppression personnel and a Battalion Chief, with program oversight by the Deputy Fire Chief.
3. Participate in the Statewide Master Mutual Aid Plan.
4. Provide emergency response per contractual and automatic aid agreements.
5. Participate in public education and fire prevention activities.

PROGRAM GOALS:

1. Respond to emergencies with the first company arriving on scene of priority incidents within six minutes, 85% of the time through June 2013.
2. Maintain facilities, apparatus, equipment, and personnel in a state of readiness for emergency and non-emergency requests for service through June 2013.
3. Continue to analyze department response times to ensure established goals are met through June 2013.
4. Monitor and evaluate mutual aid, automatic aid, and other cooperative response contracts for efficiency and intent of agreements through June 2013.
5. Coordinate fire department related dispatch activities through June 2013.
6. Work cooperatively and collaboratively with other City departments and public safety agencies for emergency response and mitigation through June 2013.
7. Provide Post Incident Reviews of all qualifying incidents through June 2013.
8. Participate in the City's Technical Advisory Safety Team through June 2013.
9. Enhance firefighter safety through incident evaluation and training June 2013.
10. Continue to develop Standard Operating Guideline manual through June 2013.
11. Continue to develop National Fire Incident Reporting System procedures through June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION – FACILITIES MAINTENANCE:

Facilities Maintenance maintains seven fire stations in order to gain maximum longevity of facilities, minimal repair costs, a pleasing appearance, and a safe, effective, and efficient environment for employees and citizens.

PROGRAM ONGOING OBJECTIVES:

1. House the emergency response resources and various support offices of the fire department.
2. Maintain the condition of seven fire station buildings through regular preventive maintenance and minor repair work using station personnel, City personnel, and private vendors.
3. Maintain and track maintenance and repair records.
4. Analyze new and remodel facility plans for maximum maintenance efficiency and functionality prior to final plan approval.
5. Track and control the ordering of routine supplies for facilities via routing through the Administration Division.

PROGRAM GOALS:

1. Collaborate with the Public Works department on the management of capital improvement projects and other large facility projects through June 2013.
2. Ensure the functionality of seven fire station buildings on an ongoing basis through June 2013.
3. Manage and perform periodic preventive maintenance and minor repair work activities on an ongoing basis through June 2013.
4. Conduct and analyze a complete capital improvement needs assessment for each of the seven fire stations by June 2013.

FIRE DEPARTMENT

PROGRAM DESCRIPTION – EMERGENCY MEDICAL SERVICES:

Emergency Medical Services, or EMS, is responsible for maintaining effective and efficient pre-hospital emergency medical services. The program is also responsible for planning, coordinating, and implementing the Continuous Quality Improvement Program, or CQI, for the pre-hospital EMS system in Corona.

PROGRAM ONGOING OBJECTIVES:

1. Participate at the local, regional, and state level in the development and implementation of policies and procedures as they relate to the operational aspects of the pre-hospital care system.
2. Assist the Training Division in identifying necessary training to ensure all department members are meeting local, regional, state, and federal standards for EMS providers.
3. Maintain adequate medical supplies to ensure that all apparatus are fully stocked at all times and that sufficient medical supplies are held in reserve.
4. Research new emergency medical services equipment in order to optimize patient care.
5. Gather, analyze, and distribute EMS system data in order to determine the effectiveness of medical services provided including response time, patient care, injury prevention, and safety.
6. Maintain adopted Infection Control and Communicable Disease Exposure Control Programs.
7. Maintain the highest level of patient care by administering a CQI Program.

PROGRAM GOALS:

1. Become a paramedic preceptor site for Moreno Valley College by June 2013.
2. Reduce staff workload by streamlining Patient Information Worksheet, or PIW, documentation by June 2013.
3. Revise and update CQI plan by June 2013.
4. Re-establish Peer Review Program utilizing Health EMS by June 2013.
5. Implement annual skills testing to meet Riverside County Emergency Medical Services Agency, or REMS, expectations for paramedic skills testing by June 2013.
6. Implement 12 lead EKG transmissions to our local ST-Elevation Myocardial Infarction, or STEMI, centers by June 2013.
7. Implement King Airway skill by June 2013.