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The mission of the Corona Fire Department is to prevent or minimize the loss of life, damage to the environment, and loss of property from the adverse effects of fire, medical emergencies, and hazardous conditions.

***“Serving Our City with Pride”***

## Summary of Services

### **Administration**

The Administration Division consists of the Fire Chief, Deputy Fire Chief, Public Safety Administrative Supervisor, and administrative support staff. The Division provides leadership, departmental oversight and planning, and policy direction. The Administration Division is responsible for the overall management of the Fire Department including fiscal management, strategic planning, personnel matters, labor relations, and special projects. Additionally, the Administration Division provides support services for all Fire Department Divisions and customer service to the public.

### **Training/Safety**

Training/Safety is responsible for all aspects of training and safety for the Department. Work activities include maintaining training and 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 Division is responsible for recruitment and promotional testing within the Operations Division, and administering training contracts.

### **Emergency Services**

The Emergency Services Division is responsible for the City's readiness to respond to and recover from extraordinary emergencies and disasters that impact the City of Corona. The Division provides oversight of mitigation, preparedness, response and recovery pertaining to these disasters. Emergency Services ensures the City's training is consistent with the National Incident Management System, as well as the State of California's requirements. Emergency Services provides community outreach to the public with education in fire safety, disaster preparedness and awareness, as well as public information. The Division is also responsible for the coordination and administration of the Community Emergency Response Team, or CERT, program, which allows for the education of citizens of Corona, through training and preparation, and increases self-sufficiency and survivability of residents, businesses, and government for all foreseeable disasters.

### **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 Division 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, existing occupancy inspections, and all fire investigations conducted by the Department. The Prevention Division strives to minimize potential fire hazards through education, engineering, and enforcement.

## **Grants**

The Grants Division secures and administers funding to improve the Department's response capabilities through state and federal grant programs. Grants are monitored quarterly to ensure expenditures are allowable and documentation and records management are accurate and reliable. The Division is responsible for preparing Council Actions, grant reimbursements, and modifications to funding agencies, as well as ensuring projects are completed on schedule.

## **Operations**

The Operations Division safeguards Corona citizens and visitors with well-trained and equipped, professional firefighters. The suppression force provides protection from any type of emergency that threatens life, property, or the environment. A total of 35 firefighters provide a constant state of readiness from seven fire stations 24/7. The Division also provides Advanced and Basic Life Support at medical emergencies, participates in search and rescue operations, responds to catastrophic events, and provides other life saving measures as needed. Specialized teams include Hazardous Materials, Swift Water Rescue, Rope Rescue, Auto Extrication, Multiple Casualty Response, and Confined Space Rescue. The Operations Division participates in the Statewide Master Mutual Aid Agreement and responds to emergencies under contractual and automatic aid agreements with surrounding communities. Suppression members also conduct fire investigations, fire prevention inspections, and public education programs.

## **Emergency Medical Services**

Emergency Medical Services, or EMS, is responsible for the administration and delivery of effective and efficient pre-hospital emergency medical services to individuals in time of critical need. This includes responding to the emergency, assessing the sick and injured, and providing treatment to stabilize for transport to the appropriate medical facility. The Division is also responsible for planning, coordinating, and implementing the Continuous Quality Improvement Program for the pre-hospital EMS system in the City of Corona.

## Department Accomplishments for Fiscal Year 2013-14

- Responded to 10,808 calls for service, of which 7,963 were emergency medical calls and rescues and 385 were confirmed fires.
- Completed 997 fire inspections and 55 fire investigations.
- Administered a Fire Engineer promotional exam and our first Firefighter recruitment in more than six years, resulting in over 1,300 applicants.
- Began utilizing the acquired structures that were made available from the SR91 Freeway Widening Project for live training.
- Developed the Fire Prevention Master Plan, which will provide a road map for the Prevention Division for years to come.
- Trained and certified all fire suppression personnel in fire ground survival techniques.
- Developed a system to allow Fire Department personnel the ability to audit emergency medical services for quality assurance.
- Began the process of purchasing two new fire engines, which are expected to be received in 2015.
- Continued expanding our Community Volunteer Program, with volunteers having served 2,846 hours throughout the year.

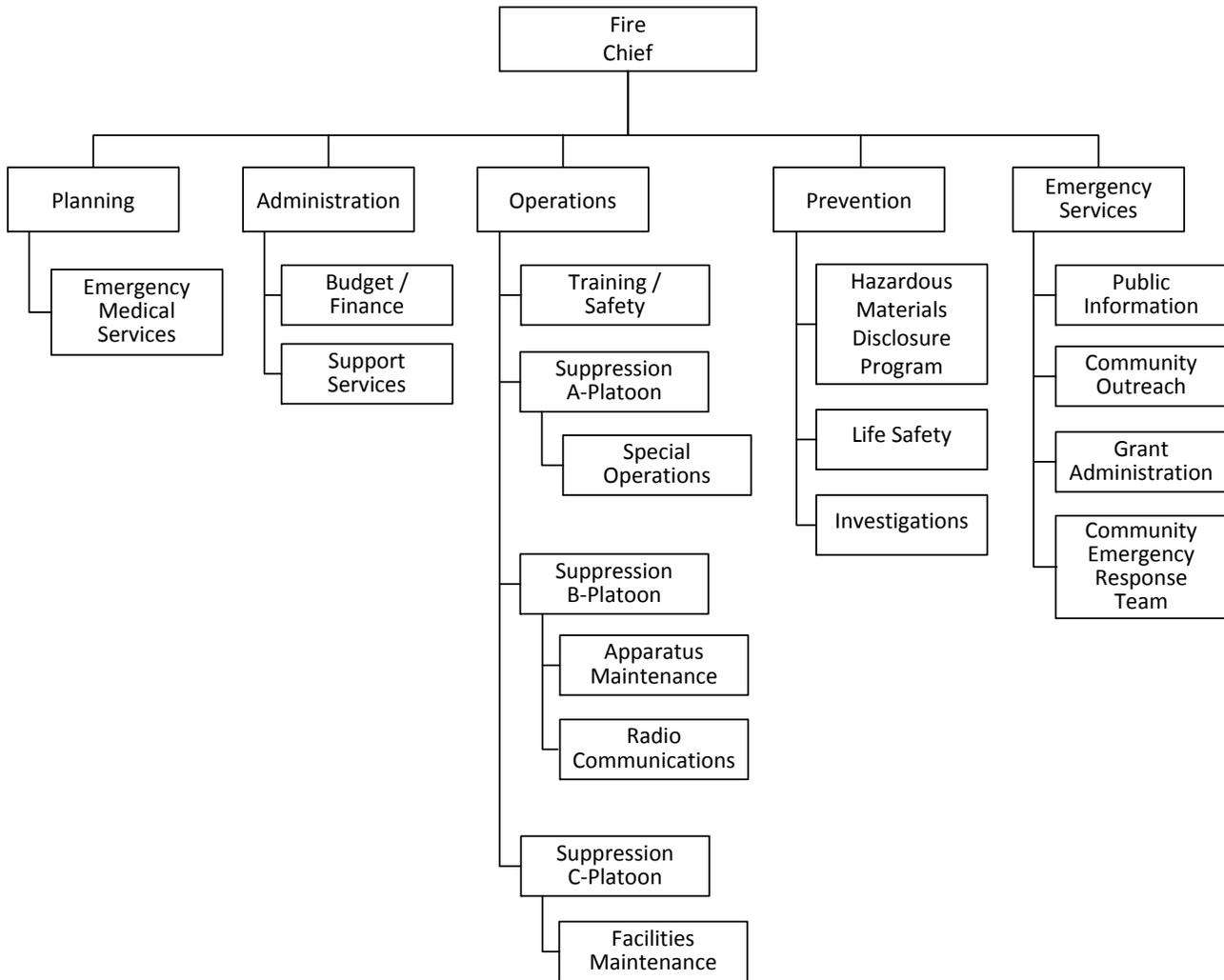
## Department Goals for Fiscal Year 2014-15

- Establish a City Council approved response time standard based on call type and population density by June 2015.
- Improve the Department's data collection and reporting system to provide meaningful, real-time data through June 2015.
- Evaluate the findings of the Fire Prevention Master Plan and develop an implementation plan by June 2015.
- Develop a process to ensure all Business Emergency Plan reviews and on-site inspections are completed and recorded in the required three year period by June 2015.
- Improve the EMS education and training system through June 2015.
- Increase effectiveness of City staff in Emergency Operations Center, or EOC, readiness through June 2015.
- Develop an Administration Division Plan by June 2015.

# Department Organizational Chart by Function

## Fire Department

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# Financial Summary Operational

**FIRE**

<u>Account/Description</u>	Actual Expenditures FY 2011-12	Actual Expenditures FY 2012-13	Adopted Budget FY 2013-14	Cumulative Budget FY 2013-14	Adopted Budget FY 2014-15
<b>BUDGET SUMMARY</b>					
1000 Salaries - Benefits	\$ 21,442,133	\$ 21,515,541	\$ 22,324,928	\$ 22,568,413	\$ 22,620,947
2000 Services - Supplies	1,396,654	1,416,694	978,206	1,044,592	579,912
5000 Capital Outlay	-	-	-	-	-
Total Department	<u>\$ 22,838,787</u>	<u>\$ 22,932,235</u>	<u>\$ 23,303,134</u>	<u>\$ 23,613,005</u>	<u>\$ 23,200,859</u>

**PROGRAMS**

3010 Administration	\$ 1,081,759	\$ 802,991	\$ 819,079	\$ 741,112	\$ 776,898
3012 Training/Safety	156,521	77,598	53,629	272,146	388,077
3014 Apparatus Maintenance	624,259	502,883	443,655	436,144	-
3017 Emergency Services	209,555	325,612	411,906	298,958	181,147
3020 Prevention	714,227	602,880	620,417	625,304	621,644
3025 Fire Dept. Grants	-	-	-	65,559	-
3030 Suppression	19,626,655	20,166,295	20,711,198	20,930,523	20,755,706
3031 Facilities Maintenance	233,064	225,458	44,738	44,738	-
3040 Emergency Medical Svcs.	192,747	228,518	198,512	198,521	477,387
Total Programs	<u>\$ 22,838,787</u>	<u>\$ 22,932,235</u>	<u>\$ 23,303,134</u>	<u>\$ 23,613,005</u>	<u>\$ 23,200,859</u>

**FUNDING SOURCES**

110 General Fund	\$ 22,838,646	\$ 22,931,936	\$ 23,302,915	\$ 23,612,786	\$ 23,200,494
207 Fire Wild Land Mitigation Fund	141	299	219	219	365
Total Funding	<u>\$ 22,838,787</u>	<u>\$ 22,932,235</u>	<u>\$ 23,303,134</u>	<u>\$ 23,613,005</u>	<u>\$ 23,200,859</u>