

A3410 Fire

12/31/11

Sub-Account	Item	10-11 Actual Expenditure	11-12 Budget Adopted	11-12 Budget Amended	10-11 YTD Actual Expenditure	12-13 Budget Requested Department Head	12-13 Budget Recommended City Manager
.110	SALARIES & LONGEVITY						
	Fire Chief		-			93,227	-
	4 Assistant Chiefs		-			316,597	-
	4 Fire Captains		-			280,008	-
	12 Fire Lieutenants		-			791,724	-
	Training Officer (Lieutenant)		-			66,178	-
	Fire Inspector		-			61,755	-
	51 Firefighters		-			2,974,716	-
	Fire & Safety Educator		-			61,755	-
	Longevity Day Buy-Out		-			60,000	-
	Secretary		-			52,199	-
	TOTAL	\$ 4,428,901	\$ 4,598,205	\$ 4,598,205	\$ 2,405,517	\$ 4,758,159	\$ -
.120	INCENTIVE						
	Certified First Responder		-			600	-
	Sick Pay Incentive		-			-	-
	EI/WT certificate		-			42,600	-
	NYS Code certified		-			600	-
	Mechanic		-			1,250	-
	Fire Dept Inspector		-			1,250	-
	Fire Dept Instructor		-			1,500	-
	TOTAL	\$ 44,100	\$ 49,800	\$ 49,800	\$ 42,600	\$ 47,800	\$ -
.140	HOLIDAY	\$ 190,235	\$ 192,000	\$ 198,232	\$ 198,230	\$ 205,000	\$ -
.149	OVERTIME - reimbursible	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
.150	OVERTIME - contractual	\$ 296,081	\$ 240,000	\$ 236,768	\$ 224,394	\$ 220,000	\$ -
.155	OVERTIME - emergency	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
.170	UNIFORM ALLOWANCE	\$ 120,094	\$ 122,000	\$ 119,000	\$ 114,949	\$ 120,000	\$ -
.210	FURNITURE & FIXTURES						
1	Shelving for records storage		-				-
	Chairs		-				-
	Station 3 Furniture		-				-
	Gear storage lockers (3)		-				-
2	Work Stations (3)		-				-
	Cabinet for Investigator Supplies		-				-
	Folding Tables		-				-
	TOTAL	\$ 2,282	\$ 10,800	\$ 10,800	\$ 209	\$ -	\$ -
.220	OFFICE EQUIPMENT						
	2 Laptop computers		-			1,200	-
	2 Replacement PCs w/o Monitors		-			-	-
	Portable Smart board system		-			-	-
	Portable easels		-			-	-
	1 Color printer - Chief		-			-	-
	Replacement desk phone		-			-	-
	Computer and phone supplies		-			-	-
	TOTAL	\$ 2,975	\$ 3,500	\$ 3,500	\$ -	\$ 1,000	\$ -
.230	VEHICLES	\$ 37,354	\$ 50,000	\$ 50,000	\$ 45,000	\$ 2,200	\$ -
	4x4 Pickup Truck						

A 3410 Fire

Sub-Account	Item	10-11 Actual Expenditure	1-12 Budget Adopted	1-12 Budget Amended	10-11 YTD Actual Expenditure	12-13 Budget Requested Department Head	12-13 Budget Recommended City Manager
250	OTHER EQUIPMENT				12/31/11		
	Firefighter PPE (20 sets)					3,000	-
	Emergency Escape Systems(75)					10,125	-
	30 mask mounted regulators					3,000	-
	Misc parts for SCBA, repairs						-
	15 SCBA cylinders						-
	Confined Space/Techn Rescue						-
	Basestation radio - Station 2					500	-
	Hazardous Materials Equipment					1,300	-
	Technical Rescue PPE (6)					500	-
	Misc. dive gear and PPE					500	-
	Nozzles, Appliances & Adaptors					2,000	-
	Fire Investigation Equipment					200	-
	Swift water rescue Ppe (6)						-
	Fire extinguishers					900	-
	Flashlights(6) & repair parts						-
	4 Overhead Doors - St. 3						-
	Roof Replacement - St. 2					2,400	-
	Replace overhead door openers(2) St. 1						-
	Pavement repair - Market Street						-
	Walk-in doors(2) - St. 2						-
	Binoculars						-
	Dry Hydrants(3)						-
	Radio system components					1,500	-
	Tarps(4)					900	-
	Replacement air bag rescue system					7,000	-
	Reinstall vehicle exhaust - St. 2					6,500	-
	Hand Tools & Equipment					2,000	-
	1 3/4" Attack hose					2,500	-
	5" Supply Hose					44,825	-
	TOTAL	\$ 286,272	\$ 150,707	\$ 194,906	\$ 36,641	\$ 44,825	\$ -
.411	OFFICE SUPPLIES					1,500	-
	Office Supplies	698	1,100	1,100	358		
.412	OPERATING SUPPL & MATL					750	-
	Patches & badges					1,500	-
	Textiles					2,500	-
	Paint, Hardware & Supplies					7,000	-
	Hose adaptors & parts					2,000	-
	Medical supplies					1,000	-
	Misc tools					2,000	-
	Dive gear maintenance					2,000	-
	Haz Mat Expendables					2,500	-
	Emergency operating supplies					150	-
	Thermal imaging camera batteries					1,200	-
	Portable airway suction units (2)					500	-
	Investigation software					1,000	-
	Oxygen cylinders (8)					1,000	-
	J-Fire material					1,000	-
	HVAC filters					3,000	-
	Custodial supplies					600	-
	Calibration gas for meters					600	-
	OSHA PPE-blood borne, ect.					2,000	-

Peer fitness supplies	1,000
Hydrant testing supplies	1,000
Foam supplies	1,500
Computer/phone supplies	1,000
Voice amplifiers (3)	900
Fire boots (10 sets)	1,250
SCBA facepiece bags (5)	100
SCBA disinfectant	100
SCBA face pieces (5)	1,625
Helmets (6)	900
Extrication equip. annual maint.	900
Small engine annual maint.	500
Chains for eco quick vent saws	750
Gear repair	1,500
Gloves, hoods & disposables	1,700
Truway E-Z pass tolls	50
Short spine immobilizers (2)	2,200

TOTAL \$ 36,878 \$ 39,100 \$ 39,100 \$ 17,657 \$ 44,675 \$ -

		12/31/11						
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A 3410	File							
Sub-								
.420	GAS	\$ 8,038	\$ 10,000	\$ 10,000	\$ 1,305	\$ 12,000	\$ -	
.425	ELECTRIC	\$ 28,787	\$ 45,000	\$ 45,000	\$ 10,284	\$ 40,000	\$ -	
.430	TELEPHONE & OTHER UTILITIES							
	Telephone					2,400		
	Internet for Reporting Sys					2,400		
	Phone Card					-		
	Cell Phones					3,300		
	Notification Contract					1,000		
	Pager Contract					-		
	TOTAL	\$ 8,286	\$ 9,450	\$ 9,450	\$ 3,927	\$ 9,100	\$ -	
.440	SERVICES							
	New World Maintenance					6,000		
	Copier Lease					2,780		
	Pest Control					1,800		
	Vehicle exhaust system maintenance					4,000		
	Overhead door repairs					1,500		
	Fire extinguisher svc & recharge					1,200		
	Lab cost evid anal-arson team					500		
	Recalibration of elect equip					1,500		
	Breathing air testing					1,500		
	Breathing air comp maint.					4,000		
	SCBA annual testing					1,200		
	Arson equip repair & maint					300		
	Boiler inspections					150		
	Aerial device testing					2,000		
	Plumbing & heating supplies					2,000		
	Hydro static testing of cylinders					450		
	Misc building repairs					2,500		
	Annual state roof repairs					2,000		
	Generator Service					600		
	Medical waste removal					1,300		
	HVAC stations #1,2 &3					15,000		
	Electrical improvements					2,500		
	TOTAL	\$ 45,561	\$ 31,500	\$ 31,500	\$ 9,287	\$ 46,000	\$ -	
.450	FEES							
	Pre-employment physicals (3)					1,200		
	Annual medical evals (75)					20,625		
	207 resolutions					-		
	Nurse case manager					3,000		
	Attorney fees					-		
.460	TRAINING & PROF DEVEL	\$ 17,775	\$ 22,500	\$ 22,500	\$ 3,701	\$ 24,825	\$ -	
	Haz Mat Training					2,000		
	Recruit training-NYS fire academy(3)					9,000		
	Fire prevention handouts					1,500		
	Memberships & conferences					2,000		
	Firefighter classes @ NYS fire academy					3,500		
	Peer Fitness In-Service					1,000		
	Training materials					2,000		
	Officer Development					3,000		
	Fire Investigator In-Service					1,200		

A 3410 Sub- Account	Fire Item	12/31/11					
		10-11 Actual Expenditure	1-1-12 Budget Adopted	1-1-12 Budget Amended	10-11 YTD Actual Expenditure	12-13 Budget Requested Department Head	12-13 Budget Recommended City Manager
.481	FUEL	\$ 22,276	\$ 28,000	\$ 28,000	\$ 16,523	\$ 33,600	\$ -
.482	VEHICLE REPAIRS/MAINTENANCE Incl Vehicle Stipend for Chief - 3000	\$ 74,384	\$ 77,000	\$ 77,000	\$ 48,663	\$ 86,000	\$ -
.800	DISABILITY	\$ 36,520	\$ 36,000	\$ 36,000	\$ 4,571	\$ 70,000	\$ -
.801	RETIREMENT-CSEA	\$ 6,610	\$ 7,200	\$ 6,730	\$ 6,730	\$ 9,076	\$ -
.803	RETIREMENT-FIRE	\$ 916,145	\$ 924,100	\$ 988,226	\$ 988,226	\$ 1,366,000	\$ -
.811	SOC SECMEDICARE	\$ 369,869	\$ 382,700	\$ 382,700	\$ 218,818	\$ 408,429	\$ -
.821	WORKERS COMP-PREMIUM	\$ 124	\$ 163	\$ 163	\$ 85	\$ 204	\$ -
.824	WORKERS COMP-MEDICAL	\$ 28,727	\$ 40,000	\$ 40,000	\$ 7,893	\$ 40,000	\$ -
.841	HEALTH INSURANCE	\$ 698,778	\$ 886,992	\$ 822,336	\$ 330,966	\$ 798,000	\$ -
.842	DENTAL INSURANCE	\$ 38,679	\$ 40,000	\$ 40,000	\$ 23,279	\$ 56,006	\$ -
.844	VISION-FIRE	\$ 8,232	\$ 7,500	\$ 7,500	\$ 2,688	\$ 8,500	\$ -
.846	VISION-CSEA	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ -
DEPARTMENT TOTAL		\$ 7,728,614	\$ 8,039,467	\$ 8,086,542	\$ 4,772,261	\$ 8,487,349	\$ -

Vacant Building Registration

Draft Document

April 2012

Purpose:

Vacant buildings are a significant cause and source of blight to our community. Vacant structures, both residential and commercial, often attract transients and criminals. Vacant buildings pose a significant risk of fire that impacts adjacent structures and endangers the occupants of those adjacent structures. Fires in vacant buildings pose a significantly increased risk to firefighters, as these structures often have structural deficiencies, lack features that limit fire spread, and inhibit normal ventilation and emergency escape paths. Vacant buildings and the parcels they occupy often fall into disrepair and neglect that impacts the health, safety, value, and appeal of our neighborhoods.

It is often difficult to contact the owners or managers of vacant properties in emergency situations, when the property has been compromised, or when a violation of our local codes or ordinances needs attention.

Due to the negative impact of vacant buildings on our community and neighborhoods it is necessary to monitor these properties to protect the health, welfare and safety of the public. The periodic inspection of these properties discourages trespassing and helps to identify unsafe situations. These periodic inspections are conducted by the Fire Department on a regular basis and by the Police Department as part of their community policing and through complaints. These inspections require administrative time, personnel time for the inspections, as well as fuel and vehicle wear and tear.

A vacant building registration program can help to increase the City's ability to communicate with property owners to ensure that properties are maintained in a manner that reduces the negative impact on the neighborhoods that surround them. Better communication between property owners and City Officials can help to identify programs and options for property owners to either reoccupy, sell, or demolish vacant properties and improve our neighborhoods.

A vacant building registration program with an accompanying fee can help to recover the costs associated with monitoring these properties.

Definitions:

Vacant Building: A residential building that has not been inhabited for a period in excess of six months or any building, commercial or residential, that is either unsecured or that has been secured by means other than those typically designed or intended for permanent use such as boarding or barricading.

Unoccupied Building: A building that is temporarily (less than six months) not inhabited but remains intact, complete, secure and compliant with local codes and ordinances.

Condemned Building: A building that has been declared unfit or unsafe for human occupancy due to health, safety, or structural issues; or due to lack of required utilities such as gas, electric, water or sewer.

Owner: The person or entity on record as the owner and responsible legal party for a property.

Property Manager: The person or entity on record as the party responsible for the care and maintenance of a property.

Enforcement Officer: A duly authorized agent of the City of Auburn.

Vacant Building Registration Program (VBRP):

The Vacant Building Registration Program is intended to help City staff monitor vacant properties to:

- Improve communications with vacant property owners and managers.
- Work with vacant property owners to find affordable solutions to restore the properties to an attractive and useful status and to reduce the negative impact on neighborhoods during the restoration process.
- Expedite the rehabilitation, repair, and return of structures to an occupied status.
- Expedite the demolition of structures that are beyond repair and are hazardous or blight on a neighborhood.
- Improve or restore the character of our neighborhoods.
- Protect the safety and security of our neighborhoods, especially the properties adjacent to vacant structures.

The Vacant Building Registration Program would require that:

- Owners of buildings that are currently vacant register each of their properties with the City of Auburn utilizing the prescribed form and process.
- Owners of buildings are condemned shall register their property with the City of Auburn within 30 days of the building being condemned.
- Owners of buildings that have been vacant for a period exceeding six months shall register their property with the City of Auburn.
- Owners of buildings that are required by this ordinance to register with the City of Auburn shall:
 - Provide their physical address.
 - Provide 24 hour contact information.
 - Provide a physical address of the vacant property and a brief description.

- Provide a brief description of the circumstances of the vacancy.
- Provide the name and contact information of a local property manager (30 miles).
- Provide the name and contact information of any lien holders to the registered property.
- Provide the name and contact information of any insurer of the property.
- Provide a plan for the return of the property to an occupied status.
- Provide a demolition plan as necessary.
- Update any and all of the above information with the City immediately upon a change.
- Maintain their vacant property in a manner that does not adversely impact the character of the neighborhood in accordance with local codes and ordinances.
- Allow the City of Auburn to conduct periodic exterior evaluations of the safety and security of the structure.
- Allow the City of Auburn to attach placards near the front entrance of the structure identifying unique hazards to firefighters as necessary.

The Vacant Building Registration Program will ensure that the City of Auburn:

- Conducts an initial inspection of the property to evaluate the safety and security of the structure.
- Conducts exterior inspections of the safety and security of the structure approximately once every two weeks.
- Conducts exterior inspections of the safety and security of the structure as may be required based upon inquiries or reports from the public.
- Communicates with the owner or manager of each vacant property any new issue related to the safety and security of their property.
- Provides the owners of vacant properties with information on programs that may assist them in returning their property to an occupied status, selling their property, or demolishing their property if necessary.
- Provides and places a placard on the front entrance way of structures that have been determined to pose unique hazards to firefighting personnel such as significant structural deficiencies, obstructed egress, or conditions that allow for unimpeded fire spread.

The Vacant Building Registration Fee:

The Vacant Building Registration Fee shall be applicable to:

- Any building that has been documented as vacant for more than twelve months based on the City's current list of vacant buildings.
- Any building that is registered pursuant to this ordinance.

- Any building that is identified as meeting the criteria that would require it to be registered under this ordinance. Failure to register a building that meets the criteria of the ordinance does not release the owner from the responsibility to pay the fee for service.

The Vacant Building Registration Fee structure:

- The Registration Fee shall be:
 - \$300 for the initial registration
 - \$600 for the second year of registration
 - \$900 for the third year of registration
 - \$1,200 for the fourth year of registration
 - \$1,500 for the fifth and all future years of registration
- The Registration Fee shall be paid in full at the time of registration for each property.
- The Registration Fee shall be paid on each one year anniversary of the date of registration.
- The Registration Fee shall be imposed for each property. Multiple structures located on one parcel shall be charged as one structure for the purposes of this ordinance. Structures located on separate parcels shall be charged as individual structures.
- The Registration Fee that has been paid for any current twelve month period shall be prorated and or fully refunded upon return of a property to an occupied code compliant status.
- Any unpaid Registration Fees shall be applied to the local property tax of a property. Any unpaid Registration Fees for properties listed as non-taxable will be added to the City water bill.
- Unpaid Registration Fees shall be the responsibility of the seller of a property.
- No Certificate of Occupancies shall be granted until all Registration Fees have been settled.

City of Auburn Fire Department

Administrative Assignments

January 2012

Chief Dygert – Administration

Linda Spinosa – Department Secretary

Capt. Morabito & Lt. Quill – Aegis System, Computer System

Capt. Deyneka & Lt. Scanlan – Radio System & 911 Center, I Am Responding

Capt. Deyneka – EMS Administration

Lt. Amodei – MTO, Time tracking, Shift Management

Lt. Scanlan – Vacation Time Calculation, LODD Committee

Lt. Donovan – Policy and SOG Review and Update

Lt. Quill – Media Relations

FF Rotko – City Safety Officer, Emergency Operations Center, NIMS/ICS

FF Jessie – Website Maintenance and Design

A/C Lattimore – Logistics

Capt. Tinti – Supply Officer

Lt. Reynolds – Hose Inventory, Supply and Testing

Lt. Kerr – Tools and Equipment

Lt. Clark – Apparatus

Lt. Stabinsky – Building Maintenance

FF Snelson – Department Mechanic

FF DeLuca – EMS Supplies

A/C Fritz – Operations

Lt. DiFabio – Apparatus Operations, Rehab. Operations

Lt. Logue – EMS Operations

Lt. Shaw – Air Supply (SCBA, Cylinders, Cascade)

Lt. Parker – Fire Investigation Team Leader

FF Burns – EMS CQI

FF Dahl & FF Pysnack – Infection Control Program

A/C Mendillo – Haz-Mat Operations, Fire Prevention

Capt. Sherman – Haz-Mat Team Leader

Capt. Tinti, Lt. Grady, FF Stewart – J-Fire Program

Lt. Logue – Haz-Mat Team Training

Lt. Grady – Smoke Detector Program

FF Netti – Fire Inspector

FF Pelc – Fire & Life Safety Educator

A/C DeJoy – Training, Water Supply and Technical Rescue

Capt. Tinti, Capt. Deyneka, Lt. Amodei, FF Burns – Confined Space and Rope Rescue

Lt. Amodei – Municipal Training Officer, Peer Fitness Coordinator

Lt. DiFabio & Lt. Shaw – Extrication

Lt. Clark & FF DeLuca – Water Rescue Operations

Lt. Parker, Lt. Stabinsky & Lt. Scanlan – Trench and Structural Collapse

FF Giannettino – EMS Training Coordinator

Auburn Fire Department

2012-2013

Budget Impacts on Staffing

The original proposed budget for FY 2012-2013 was \$8,711,799. Department heads were requested to trim 12% from their budgets to help balance the overall budget. This would require cutting \$1,045,415 from the Fire Department budget.

I have reviewed the Fire Department budget and trimmed most if not all non-essential items as described in the accompanying packet. These items result in a total savings of \$224,450 (about 2.5%). The only places to make further cuts would be to reduce staffing, not perform maintenance on buildings and equipment, or to reduce or eliminate safety related issues that are required by law. As putting off maintenance or falling out of compliance with labor and safety regulations would most likely just result in increased costs by necessity or mandate at a later time, I have attempted to calculate the amount of staffing that would need to be cut to achieve the desired 12% reduction in budget.

As my revised budget shows a 2.5% reduction compared to the original budget that was presented, the following figures will show the impact of a 9.5% budget cut on Fire Department staffing. 9.5% of the original budget is \$827,620. If we eliminate the \$9,000 in the budget for anticipated training of three replacement firefighters next year we end up with \$827,611. By taking into account the tiered salaries and other benefits, including pension and health insurance costs; it will require reducing the Fire Department staff by 11 positions.

Losing eleven positions in the Fire Department would result in closing one Engine Company. The reduction in staffing and loss of the company would result in failure to comply with NFPA standards, lower ISO rating and higher insurance rates, inability to respond to multiple incidents simultaneously, severely decreased effectiveness at emergency incidents especially fires. Other functions provided by the Fire Department would also be impacted, such as fire prevention education and inspections and emergency medical response.

It should also be noted that there are labor agreements in effect that stipulate minimum on-duty staffing. If the City were to fill 11 vacancies utilizing overtime to meet that obligation, the additional cost would be about \$878,424. If the City chose to dispute the minimum staffing provision of the labor agreement there would almost definitely be legal costs involved. In most of these cases the final decision comes back to the municipality's "ability to pay" or meet the contractual agreement. This is usually determined by examining whether the municipality has increased taxes to its limit and whether it has funding available in reserve.

I offer these thoughts in an attempt cover all of the possible outcomes. As always, the Auburn Fire Department will continue to provide the highest level of service possible to the community. However such severe reductions will no doubt have a significant negative impact on the level and number of services that we provide the community.

City of Auburn, NY

Vacant Building Registration Form

Building Address: _____

Date Building Became Vacant: _____

Building Description: _____

Brief Explanation of Cause of Vacancy: _____

Owners Name: _____

Owners Physical Address: _____

Owners Contact Information (including 24 hour emergency number):

Home:

Cell(or 24 hour number):

E-mail:

If owner resides more than 30 miles away a local property manager (residing within 30 miles) must be identified.

Property Manager's Contact Information (including 24 hour emergency number)

Property Manager Name: _____

Physical Address: _____

Home/Business Number: _____

Cell (or 24 hour number): _____

E-mail: _____

List the Names, Addresses and Contact Information for any Lien Holders associated with this property: _____

List the Names, Addresses and Contact Information for Insurance Company that Holds a Policy on this Property: _____

Provide a Brief Rehabilitation or Demolition Plan for the Property: _____

I, _____, the owner of property located at _____

_____ Auburn, NY grant permission for the City to periodically inspect this property and to place a placard on the property identifying it as uniquely hazardous for firefighting operations if deemed necessary by Fire Department Officials. I agree to update this registration and to maintain current contact information in the event of an emergency. I agree to maintain the property in accordance with local codes and ordinances.

Signature of Property Owner: _____ Date: _____

Auburn Fire Department

2011 Annual Report

Activities and Capabilities

The Auburn Fire Department's staff of 76 firefighters, officers and administrative staff provide a multitude of services to the Auburn community and are responsible for maintaining organizational compliance with many laws and standards from various regulatory agencies. The following report will provide a brief overview of Auburn Fire Department operations as well as some historical comparisons related to our operations and the standards that affect our organization.

FIRE PREVENTION: Fire prevention should be a prime focus of any modern fire department. Prevention efforts of the Auburn Fire Department take place at all levels and are quite varied.

- **Fire Prevention Education:** The Auburn Fire Department provides fire prevention training to our local schools, adult living facilities and to some local companies. The bulk of the training is provided to the local elementary schools between September and November each year. In 2011 on-duty crews provided fire safety education to 2355 elementary school students in kindergarten through sixth grade. A portion of each year's budget is dedicated to this elementary fire safety training.
- **Fire Prevention Inspections:** Each year on-duty crews perform inspections of high hazard occupancies within the City. In addition, the full-time fire inspector is NYS certified and provides overall program administration and guidance. The full-time inspector also works with the codes department providing fire safety related guidance during plans review, as part of the Certificate of Occupancy process and on other projects. In 2011 crews inspected 46 service stations, 90 restaurants, 59 places of public assembly, 16 foster homes, 10 schools, and 21 other businesses with special hazards. The full-time inspector also worked with the City Safety Officer in 2011 to conduct safety inspections of 42 City-owned buildings. These inspections are intended to identify safety issues that could result in injuries, fire and/or loss of property. By identifying and correcting issues identified by these inspections the City should also realize some

savings in insurance related to buildings and workers compensation, as well as maintain compliance with applicable PESH (NYS Public Employees Safety and Health) regulations.

- **Vacant Building Inspections:** Vacant buildings pose a significant risk of fire and injury. They are often a target for juveniles and arsonists. Fires in these structures often go undetected in the early stages resulting in significant fires that can spread to adjacent occupied properties. Vacant building fires are regarded as more hazardous to firefighters than most fires as they often are buildings that are compromised due to previous fires, incomplete demolition, incomplete remodeling and lack of maintenance. Like many other departments, we have a regular schedule of vacant building inspections to identify hazards and track the conditions of these structures. Currently we inspect an inventory of 133 vacant structures. On duty crews inspect half of these one week and the remaining half the opposite weeks. The department would like to pursue a vacant building registration and placarding program in 2012.
- **Fats, Oils, and Grease (FOG) Inspections:** Although these are not fire safety related, the fire inspector worked with Carl Castiglione in 2011 to implement this new program and conduct 213 inspections plus follow ups and public education related to the program.
- **Pre-fire Planning:** Each year in-service companies visit and update our pre-fire plans on every commercial building in the city (643 buildings). This process is a recommended practice from NFPA (National Fire Protection Association) and a requirement of ISO (Insurance Services Office). This is just one of many requirements that the department must meet to maintain our ISO Class 2 rating. This rating is used by most insurance companies to rate local fire protection capabilities and set insurance rates for homeowners and businesses. Pre-plans provide us with an overview of each building's critical components related to fire suppression: size, construction, layout, installed fire protection and detection systems, occupancy, fire load, and anticipated fire-flow just to name a few. The information collected is available to us electronically, in hard copy and via the dispatch center for immediate use during an emergency.
- **Juvenile Fire Setters Intervention Program (J-Fire):** It is the mission of the Auburn Fire Department's Juvenile Fire Setter Intervention program to reduce the loss of lives and property from juvenile set fires. We accomplish our goal through a community based program that evaluates children whom have shown an interest in fire, and their families. The child and family are then offered focused fire prevention education provided by six line-firefighters with special training in counseling children with a propensity towards fire. This includes homes escape plans, home fire safety inspections and referral to other services as needed. The program is open to residents of Cayuga County. Children are referred to the program by teachers, law enforcement, fire investigators or concerned family members. There is currently a relationship with Hillside Children's center to provide these services to their residents in need.

- **Smoke Detector Program:** The department has been able to implement a residential smoke detector program utilizing CDBG grant funding. The program is intended to put smoke detectors into the homes of residents with limited financial means. All fire apparatus are supplied with new smoke detectors and educational material on home fire safety. The program is not advertised due to limited funding. Typically a fire crew will notice a lack of detectors while conducting other services at a residence, normally an emergency medical call, and offer to install smoke detectors for the resident.
- **City Safety Educator:** The Fire Department has a firefighter assigned to the position of City Fire and Safety Educator. This full time position works with the City Safety Committee and Department Heads to create policies and deliver educational programs aimed at reducing worker injuries, loss of productivity, preserving capital assets, reducing insurance rates, maintaining compliance with NYS Department of Labor and PESH standards, and even enhancing employee security. The Safety Educator also helps to keep all City staff up to date on the National Incident Management System (NIMS) as required by State and Federal laws, as well as our emergency services grant programs.
- **Fire Department Webpage:** A firefighter is assigned additional duties to upgrade and update the Auburn Fire Department webpage that is accessible through the City's website. We are working to get more information out to the public regarding our operations and safety issues including but not limited to fire.
- **Industrial Education:** The department provides fire safety training to several local manufacturers and institutions to help them comply with their regulations and create a safer work environment. The department also takes part in and helps to design some joint training programs for the mutual benefit of all parties and to enhance our interoperability with other agencies such as the local hospital.
- **Fire Department Connections (FDC):** Fire Department Connections are the point at which the fire department pumps water into a building's fire sprinkler or standpipe system. There are code requirements for the placement and maintenance of FDCs. In 2011 every FDC in Auburn was inventoried and inspected. In many cases the connections were in disrepair or were obscured from view. Fire department staff worked with 118 building owners to bring the systems into compliance and to provide the required signage when necessary.
- **Lock Box Program:** The Fire Department has a Lock Box Program for commercial buildings. The recommended but voluntary system has the building owner or occupant fasten a secure steel vault or "lock Box" to their building at one or more points. The vault contains the keys to that individual property. Every lock box is keyed alike and only the fire department has the key to open them. This allows firefighters access to the business outside of regular business hours quickly and without damage to investigate alarms. In 2011 there were 218 lock boxes in operation throughout the city.

- **Fire Hydrant Inspections:** Twice each year in an effort to ensure proper operation during emergencies the department works with the water department to check the flow and operation of every fire hydrant in the City. This is also a significant part of the ISO rating.
- **Thoughts for the Future:** There are many programs that have been implemented by municipalities designed to both encourage redevelopment of vacant buildings and to recover costs by charging a variety of fees to the owners of vacant structures. These programs should be explored and considered locally.

New York State requires that all commercial buildings receive a fire safety inspection minimally once every three years. Again, some municipalities have instituted a fee structure for these inspections to offset the costs of personnel and administration of these programs.

FIRE SUPPRESSION: Fire suppression operations of a fire department are some of the least frequent yet most dangerous operations conducted. The standards set forth by NFPA provide the benchmark for our response to incidents and the way we manage those incidents. Changes in standards as well as OSHA regulations which are enforced by PESH in NYS have changed the way we operate. The ISO takes into account many factors when determining the local fire suppression rating. Our most recent rating was based largely upon the Auburn Fire Department's staffing, apparatus capabilities, documented training, pre-fire planning, water supply, and response times. We are scheduled for an ISO audit of our operations in 2012.

- **Response to Structure Fires:** A typical response to a structure fire in Auburn is three fire engines (staffed with three firefighters) and one aerial truck (staffed with four firefighters) and one Chief Officer (total fourteen personnel).
- The first engine on the scene supplies water for fire suppression. The second engine is responsible for supplying water to the first engine and acts as a backup in case of a mechanical failure of the first engine. The third engine secures a secondary water supply as recommended by NFPA. The aerial device is utilized for rescues and for applying water from an elevated point when required. The aerial trucks do not have pumps and must be supplied water by the second or third due engine.
- Upon arrival at a structure fire the driver of the first engine functions as the pump operator for the entire incident until relieved and cannot leave the pump. The officer and remaining firefighter stretch a hoseline to attack the fire. The second due engine's driver secures the water source from a fire hydrant utilizing five inch diameter hose. This water source is vital as each engine carries just 500 gallons of water; about a three minute supply. The second due officer and firefighter stretch a backup hoseline as required for safety. When the four person truck arrives they typically split into two

teams. One team is responsible for searching the interior of the building for victims and the other takes care of exterior operations such as ventilation and putting up ladders. The third due engine is assigned as the Rapid Intervention Team as required by law to assist firefighters in trouble. They may also help the Incident Commander with safety and accountability of personnel in the early stages of an operation. The Chief Officer is the Incident Commander and is responsible for the entire operation, accountability of personnel, and scene safety. This deployment model is very common as a basic response to a single to two room fire and is the basis for the NFPA recommendation of 15-16 firefighters initially responding to an incident.

- As an incident grows in size, complexity, or duration additional personnel are required to fill other roles. NFPA recommends a separate operations officer, safety officer, and accountability officer at significant events. It is also recommended that due to the extreme physical stress of firefighting that firefighters receive on-scene rehabilitation after using two air cylinders (about 40 minutes working time) before returning to firefighting activities.
- **New Hazards:** Due to changes in materials used to build and furnish our structures, today's fires have been scientifically documented to burn nearly twice as hot and burn faster than similar sized fires in similar sized and furnished structures from 30 years ago. New construction materials and methods, whether used for a new build or a remodel typically cause structural failures within minutes of the start of a fire.
- **Fire Investigation:** The department has six firefighters trained as fire investigators. These investigators often work as a team of two to investigate the cause of fires in structures, motor vehicles and in rare cases outside. When all natural or accidental causes have been ruled out or when arson is suspected they will include the police investigators to handle the criminal aspect of the investigation. Any fire related fatality also includes the police department and often the NYS Office of Fire Prevention and Control. The fire investigations team's work is now so highly regarded that often insurance carriers rely on our findings rather than send their own investigators.
- **Red Cross and Other Support Agencies:** The department works closely with the Red Cross and other agencies to address the needs of victims of fire especially children.

EMERGENCY MEDICAL RESPONSE (EMS): The Auburn Fire Department has provided basic Emergency Medical Technician (EMT) level first response to the community since the early 1970's. Currently, all but two firefighters are EMT's.

- **Emergency Medical Calls:** In 2011 the department responded to 3471 medical calls. A typical EMS call receives the response of an engine company with three firefighters. These firefighters are trained and equipped to begin life saving measures at critical calls until Advanced Life Support trained personnel arrive from Auburn City Ambulance.

Often times when a patient is critical; our personnel will assist the ambulance crew with patient care during transport to the hospital. Many patients are large and / or require removal from upper floors with no elevators; requiring several personnel to accomplish the task. Occasionally we are asked why we respond in a fire truck. Simply put; our firefighters serve many functions and need to be prepared for the next call without returning to the station to retrieve equipment to deal with the next incident. In larger cities they just call the next available crew to fill in from an adjacent district. The City of Auburn often has two EMS calls happening simultaneously and three occurring at the same time is not at all uncommon. We make every attempt to keep companies available for a fire or critical EMS call. Nation-wide as the population ages it is expected that the need for emergency medical services will continue to increase.

HAZARDOUS MATERIALS: The department has an agreement with Cayuga County to provide hazardous materials response throughout the county.

- **Haz Mat Team:** Thirty-five members of the department belong to the Haz-Mat Team along with three volunteers from adjacent departments. All new firefighters receive operations level training as part of their curriculum at the academy. We now have 64 members at the operations level, 39 technicians, and three specialists.
- **Funding:** The majority of funding for the team has come from the state and federal government through grants administered through Cayuga County. Each year a small portion of the fire department budget is allocated to support the haz-mat mission. There is a significant amount of initial training and refresher training required to keep proficient in this area. Again, grant funding makes it possible for us to get reimbursement for the overtime created due to training.
- **Reimbursement for Responses:** The department has been authorized to bill the responsible party for hazardous materials responses. Over the last several years we have been very successful collecting from those responsible for the releases and covering the cost of our response.
- **Consortium:** The department team is part of a ten-county hazardous materials consortium. Due to the extreme cost of outfitting and training multiple teams; these counties have joined together to share some of the costs of training and equipment, and to gain more leverage for grant funding with great success.
- **Capabilities:** The Haz-Mat Team can and will respond with a moment's notice to spills, leaks and releases both accidental and intentional. The team is equipped with metering equipment to measure and detect radiation; identify unknown solids, liquids and gases; and measure the quantity of gases and vapors in the air to determine hazard areas and evacuation zones. The team is equipped to cap, plug and seal a variety of leaks; and to decontaminate our crews as well as individuals or large groups of civilians.

- **Future:** The team is currently well equipped and will need occasional upgrades and replacements. The primary need of the team is continuing training to keep up with the ever-changing chemical world and the technologies utilized to detect those chemicals. We anticipate that funding will be available to offset training costs into the foreseeable future.

TECHNICAL RESCUE: The department has provided technical rescue services for years. Like many fire departments we responded to any incident and did the best we could with what we had to solve the presenting problem. Many responders across the country have been injured and killed due to attempting to accomplish very dangerous technical rescues with inappropriate training and equipment. The department started to get more serious about technical rescue in the late 1990's by purchasing equipment and obtaining some training. State and Federal grant programs aimed at increasing the capabilities of local responders have helped us to greatly improve our preparedness to handle many technical rescue incidents. The vast majority of training that has been received in the following areas was done on member's own time and only cost the City the registration cost.

- **Rope Rescue:** Firefighters have long been trained to utilize ropes for rescue especially in an urban setting with tall buildings. Auburn Fire Department began acquiring more specialized rope equipment in the 1980's. This cache of gear has been updated in the years since and is currently undergoing another overhaul due to changes in standards and technology. Several members are trained to the technician level and 40 are trained to the operations level. Rope rescues, although not numerous do happen on occasion in the city. The county also has a volunteer rope rescue team, its membership is declining and we have been discussing jointly tackling these incidents as has been done occasionally in the past.
- **Confined Space Rescue:** The department's first exposure to confined space rescue happened as a response to mandates associated with the big sewer upgrade in the 1990's. This program has grown ever since. Most local industries that require workers to access OSHA designated permit required confined spaces are required to name and notify a confined space rescue team before they can make entry. We are the only certified team in Cayuga County and fill this role. We have been provided equipment through Cayuga County grant funding to provide this service.
- **Water Rescue:** Auburn Fire Department has one of the few fully equipped and staffed Swift Water Rescue Teams in the state. This began as a response to the potential dangers associated with the Owasco River and flooding in the immediate area. Flooding is the most common and lethal natural disaster world-wide. Again, the majority of our equipment has been provided through grant funding administered by Cayuga County.

- **SCUBA:** Several years ago members of the Auburn Fire Department were called upon to provide dive services at three local drownings. These members were highly trained recreational divers with specialty training. Cayuga County once had a dive team but it disbanded. During the drownings, local volunteer departments were not able to assemble enough divers to support their mission without help. In the following months an effort was made and extensive training was provided to certify six of our divers as public safety divers. We are currently the only known certified public safety divers in the county; with training in zero visibility, deep water, cold water, and ice diving. We are attempting to grow this program as there is certainly a need from a rescue and recovery stand point as well as law enforcement (our divers have been trained and utilized by local law enforcement to search for and document evidence in local crimes). Currently we are working with Owasco Fire Department to acquire funding to better equip the current team and to try to increase the level of training and interoperability of their divers.
- **Trench Rescue:** We currently have 52 firefighters special trained to handle trench rescue incidents. This again is a very specialized area requiring extensive training and specialized equipment. The majority of equipment to support this mission has been supplied by grants administered through Cayuga County. We are the only team with these capabilities in the county.
- **Future:** Our technical rescue team has made great strides in the last few years. Most of the expensive equipment has been obtained and lower cost items remain to fill in some needs. Our biggest struggle will be to continue training and refreshing our skills. There are just a few very competitive grant programs out there that apply to these teams and we will be looking into those. Our deployments during the 2011 floods enhanced our relations with several local volunteer departments. We are currently jointly exploring various ways that we can support each other and provide these specialized services for the community.

TRAINING: The department has a full time Municipal Training Officer (MTO) responsible for creating training programs, delivery of training, training records and compliance with standards. Some of the agencies that require specific amounts of minimum training in various areas are the Federal Government (through legislation), New York State Government (through legislation), NYS Department of Labor (OSHA, PESH), NYS Department of Health, FEMA, NFPA, and ISO.

- **Recruit Firefighter Training:** Career firefighters in New York State are required to have a minimum of 229 hours of entry level firefighter training. This is a very old standard and

is currently undergoing revision. The NYS Fire Academy's Recruit FireFighter Training Program consists of eleven forty hour weeks of instruction plus morning physical training prior to class (440 hour curriculum). The curriculum has been enhanced throughout the years by input from the career fire chiefs of NYS expressing their needs and desires of the qualifications of an entry level firefighter. In addition to this firefighting training, Auburn firefighters are required to obtain certification as an Emergency Medical Technician by the NYS Department of Health. This process takes 130 hours plus additional clinical time typically completed at the local hospital. All of this training combined is required for an entry level firefighter; further department specific training is required to get a new hire to a point that they are a fully functioning firefighter.

- **Annual Training:** Each firefighter is required by state and federal standards as well as ISO, OSHA, PESH, and NYSDOH to complete mandatory minimum refresher training in a wide variety of topics. Our personnel documented nearly 17,000 hours of in-service training in 2011. Annual figures of in-service training show an average of about 18,000 hours per year over the last eight years.
- **EMS Training:** The NYSDOH requires annual refresher training and every third year EMT's are required to recertify by way of a 50 hour course accompanied by written tests and skills evaluations. Auburn Fire Department is its own course sponsor for this process and is reimbursed by the DOH to provide this service. We utilize our own certified instructors to deliver the curriculum.
- **Haz-Mat Training:** State and federal regulations mandate that certain topics are refreshed on and documented to maintain certification as a haz-mat technician and as a haz-mat team. This is accomplished through training conducted internally every other month as well as some external training typically received at the NYS Fire Academy. The majority of the costs associated with this training are reimbursed by grant funds administered by Cayuga County.
- **Officer Training:** NYS Law requires that all career fire officers attend First Line Supervisor Training conducted over the course of one month at the NY City Fire Department training academy. Other national standards required that officers receive further training based upon their ranks and responsibilities. The department is focusing more on officer development as way to improve our safety and effectiveness, with a desire to see this education passed along to firefighters.
- **Other Training:** Many of our firefighters and officers have specialty training in various technical rescue fields, fire investigation, apparatus maintenance, instructor certification, and other unique fields. The majority of this training has been sought out and attended on their own time to further develop their expertise and knowledge of a particular subject.

FIRE APPARATUS: The Auburn Fire Department maintains a fleet of five fire engines, two aerial ladder trucks, one heavy rescue, one light rescue, a command vehicle and three administrative vehicles. The make-up of the fleet has evolved with the type and level of service the department provides as well as in response to national standards and ISO requirements.

- **Engines:** There are five engines in the inventory, three are in service at any given time and staffed with three firefighters. The remaining two are in reserve and utilized to fill in when a frontline engine is being repaired or during multiple alarms. The oldest engine is a 1999 model and is in reserve; the newest is a 2011 model and is housed at the main station serving the downtown area.
- **Aerial Trucks:** There are two aerial trucks. One truck is staffed daily with four firefighters and the other is a reserve unit. The oldest is a 1990, the newest is a 2007. The 1990 apparatus is due for replacement or refurbishment. The rough estimated cost of replacing this apparatus is about a million dollars. As part of a recent attempt to get a grant to refurbish the truck we came up with figures in the 150-200 thousand dollar range for a refurbishment that would extend the life of this piece by about ten years. This option should continue to be explored despite the recent denial of the grant funds.
- **Rescue One:** The department purchased its first heavy rescue vehicle in 2011. It is a 1989 model and was purchased used for a very reasonable price. This vehicle is a support vehicle and does not see everyday use. It is intended to support our special operations such as haz-mat, technical rescue, fire investigation, on-scene rehabilitation, incident command for major incidents, scene lighting, and on-scene air cylinder refilling.
- **Rescue Two:** This 2001 vehicle is a small rescue vehicle that used to run on medical calls with a crew of two along with an engine company. It was removed from service several years ago and repurposed. We are currently exploring options to reutilize this vehicle in our daily operations and create some flexibility when responding to certain call types.
- **Car One:** This 2010 model SUV is assigned to the Duty Chief each day and supports our command functions. It carries radio equipment that function on four different frequencies and systems to allow our chiefs to communicate with our mutual aid partners. It also carries computer equipment for on-scene reference of pre-plans, maps and hazardous materials. It is also equipped with devices to track firefighters lost or missing in a structure.
- **Car Two:** This 2002 model compact SUV is utilized daily by the fire inspector.
- **Car Three:** This 2002 model full size SUV is utilized as a back up to Car One and by day staff as needed.
- **Car Four:** This is a 2003 ½ ton pickup truck. It was a hand me down from the dog catcher. It is utilized by day staff as needed and to transport equipment especially

during training and fire incidents. This vehicle should be considered for replacement with a four door version as we typically work in teams and cannot transport an appropriate number of people in this vehicle. This vehicle also lacks the capacity to haul the trailers containing our hazardous materials equipment. It could be repurposed for another department.

- **Apparatus Replacement Plan:** The department worked with previous councils to develop an apparatus replacement plan that would stabilize maintenance costs, enhance the fleet, enhance safety, and ensure that our apparatus have fair residual value at the time of retirement beyond scrap value as has been the case in the past.
- **Apparatus Maintenance:** The department pays a firefighter a small stipend to oversee the maintenance needs of the fleet, conduct small repairs, and maintain documentation. He is our designated mechanic. Pumps and aerial devices require annual third party testing and each vehicle receives annual third party NYS DMV inspections. Repairs outside the capabilities of our mechanic are contracted out to other mechanical shops with a preference towards local vendors based on their capabilities and pricing. The trucks are also required by NFPA to have an annual preventive maintenance inspection and service by certified Emergency Vehicle Technicians. This service is conducted by a third party vendor.

BUILDINGS: The department currently provides emergency response out of two fire stations and has some equipment stored at a decommissioned fire station on Frederick Street as well as an old water department building on Logan Street.

- **Station One:** This building on Market Street, referred to as Headquarters, was constructed in about 1930. It is a historically significant building that has undergone relatively few changes. In the 1990's the apparatus floor was reconstructed due to deterioration. About five years ago a geo-thermal climate control system was installed. Last year the bathrooms received their first update and provided for separate rooms for males and females. As fire apparatus has grown larger over the last 80 years there continue to be concerns about the structural integrity of the apparatus floor which is constructed over a basement area that is also utilized by personnel. The height and width of the apparatus overhead doors has caused difficulties in the past finding apparatus that could fit in the building; thereby limiting the number of potential bidders for those trucks. The administrative portion of the building will be getting a new flat roof in the spring of 2012. The existing roof is in excess of thirty years old, leaks and is saturated with water. Since the closing of Station Two in 2008, Station One has been

extremely crowded and we have added additional weight to an already burdened floor system.

- **Station Two:** This station, built in 1966 and located on Frederick Street, was closed as a fire station in 2008. The local ambulance service provider utilized the building for a short time under a lease / rental agreement with the city. This station is small and only housed one engine company. Currently the station sits mostly vacant and is being used to store communications equipment related to the new radio system. The building is structurally sound but is in need of roof repairs before structural damage occurs. Currently the fire department has been paying for the maintenance of utilities, heating systems, and the back-up generator for this building. This building is currently under-utilized. Aside from the cost of roof and some other minor repairs, the increase in utility expense is estimated to be very minor, about \$3000, to fully utilize this building. Reopening this station would relieve some overcrowding at headquarters, reduce response times in that area, and help to meet our ISO response time requirements. This district as it was previously laid out was first due to the High School, East Middle School, several elementary schools, the college, what has become the City's newest and most affluent neighborhoods.
- **Station Three:** This two bay station on Clark Street currently houses one Engine Company and a spare engine. It was built in 1974 and remains in good condition requiring occasional repairs as would be expected.
- **Logan Street:** This old water department building is utilized by both the police and fire departments for storage since the building adjacent to the fire station on Franklin Street was removed a few years ago. This building is not very secure and inconvenient to access. Typical fire apparatus will not fit in this building. We currently store some small equipment and a trailer in this building.
- **Fire Training Tower:** The fire training facility is located on Quarry Road and was constructed by Cayuga County for use by all County fire departments. The Auburn Fire Department provides some oversight to the facility. The training grounds allow us to keep up on the hands-on training required by several organizations. In 2011 NUCOR steel offered to construct a four story confined space and high angle rope rescue training tower on this sight for our use and joint training. This project has just cleared some legal hurdles and should be constructed and available for use in June 2012.
- **Future:** As with most municipal fire departments, Auburn has taken on many additional roles and responsibilities in the community. Changes in technology, standards, and community expectations continue to shape the services provided. The current Headquarters building has served the department well for over 80 years and is full of great history and tradition. However, the building has functioned beyond what could have ever been expected and falls far short of complying with many standards that

would apply to a new structure. A new structure should begin to be designed to meet the needs of a modern emergency services organization in the future. Consideration should be given to a dual role building that incorporates other City or County Functions into the building as well. Informal discussions between the end-users and administrators of both the City and County Emergency Services have revealed a desire on both sides to explore a joint facility to increase economic as well as service efficiencies.

Auburn Fire Department

FY 2012-2013

Budget Definitions

Comparison with previous years:

2010-11 actual	2011-12 budgeted	2012-13 proposed
\$ 7,728,614	\$ 8,085,542 (+4.5%)	\$8,487,349 (+5%)

2010-11 labor	2011-12 labor	2012-13 labor
\$ 7,173,235	\$ 7,869,481 (+10%)	\$8,105,324 (+3%)

2010-11 pension	2011-12 pension	2012-13 pension
\$ 916,145	\$ 1,243,665	\$ 1,365,000

Notes:

- The current CBA's call for a 3% salary increase for fire department employees for 2012-13. There is also a projected pension increase of about \$120,000 for the next fiscal year for fire employees. These two increases account for about 4.5% increase over the current budget.
- Additional costs are anticipated due to the increase in fuel and utility costs.
- The proposed budget includes salaries and maintenance items with virtually no additional purchases.

Staffing:

Fire Chief (1): The Fire Chief is the administrative head of the Fire Department and is responsible for the budget, deployment of personnel, oversight of the municipal ambulance service, training, response to emergencies, compliance with applicable laws and standards, public education and safety programs, personnel management, and coordination with other city departments, other government bodies, and organizations.

Assistant Fire Chief (4): One Assistant Fire Chief is assigned to each of four shifts or platoons. The Assistant Chiefs act as the shift supervisor, coordinating emergency and non-emergency operations 24 hours a day. Each Assistant Chief is assigned administrative functions to support the Fire Chief in his duties. The Assistant Chiefs perform as the Incident Commander at emergency incidents involving multiple companies. When personnel are operating in Immediately Dangerous to Life and Health (IDLH) atmospheres an Incident Commander (IC) is required. The IC is required to focus on the scene safety, personnel accountability, and incident stabilization; and not to be involved with tactical hands-on activities that might distract their attention. (Reference NFPA and OSHA)

Captains (4): One Captain is assigned to each of four fire companies (three engine companies and one truck company). There is one Captain on each shift. The Company Captains are responsible for the overall administration of each company, including training, maintenance, and planning. Each Captain also is assigned various administrative duties to support the department's mission. In the field Captains function similar to Lieutenants but are often relied upon as the next level of authority below the Assistant Chief and can be responsible for multiple companies at an operation.

Lieutenants (12): Each company has an assigned Officer. Those companies that do not have a Captain assigned have a Lieutenant assigned. The Lieutenant functions as the crew leader and is responsible company reporting, training, response to emergency and non-emergency calls for service. All Lieutenants also have administrative assignments to support the department's mission and maintain compliance with applicable laws and standards.

Municipal Training Officer (1): There is one Lieutenant assigned as the Municipal Training Officer (MTO). The MTO plans, coordinates, and delivers department level training to maintain compliance with applicable standards and enhance the safety of our operations. The MTO also assumes other duties to support the department's mission.

Fire Inspector (1): The Fire Inspector is responsible for maintaining community compliance with applicable Fire Safety Codes. The Inspector works with on-duty fire crews, the codes department, the NYS Office of Fire Prevention and Control, the NYS Education Department, and building owners to complete inspections, educate, and promote fire safe buildings in the community.

Department Secretary (1): The Fire Department Secretary is tasked with documenting payroll, department level accounting, records management, internal and external correspondence, purchasing oversight, and compliance with reporting regulations.

Fire and Safety Educator (1): The Fire and Safety Educator performs functions as the City Safety Officer. He provides educational programs to all city staff, as well as internal inspections, to promote a safe work environment, limit worker injuries, limit property loss or damage, reduce city liability, and achieve compliance with applicable worker safety laws and standards.

Fire Fighters (51): Fire fighters are divided among four shifts and four tactical companies. Fire fighters are trained to provide professional level response to medical emergencies, fires, motor vehicle accidents, hazardous materials incidents, technical rescue incidents, and practically any type of incident that arises. They provide inspection services as well as educational programs throughout the community. Many Firefighters also perform additional functions to support the mission of the department.

Notes:

- The department currently operates with a minimum staffing of fourteen firefighters on duty at all times. This number is specified in the current CBA. This number is also based on national standards (NFPA), and is a significant component in the City's Public Protection Classification (PPC) assigned by ISO to quantify a local fire department's ability to provide fire protection. The PPC is utilized by insurance companies to develop insurance rates for individual properties in the community.

Budget Line Explanations:

Salaries and Longevity: These items are defined within the three CBA's that cover Fire Department employees.

Incentive: These items are also defined within the CBA's.

Holiday: Defined in the CBA's.

Overtime: Parameters are defined in the CBA's. When fully staffed, the department can expect about \$220-240k in annual overtime costs. Overtime can be impacted by long term illness or injury, prolonged vacancies, lack of timely promotion, and significant emergencies requiring additional personnel. Overtime is also occasionally impacted by training requirements. Most of the overtime related to training is reimbursable through grants.

Uniform Allowance: This line is a provision of the CBA's.

Furniture and Fixtures: All items in this category have been eliminated in the latest revision. Items originally budgeted are needed but can be deferred for a while.

Office Equipment: This line includes two laptops or tablets that were included but not purchased in the last budget. These items are necessary to improve our ability to access pre-fire data in the street, as well as hydrant location data, and hazardous materials response data during emergencies. This line also includes computer supplies which includes cables, drives etc.

Vehicles: All items in this category have been eliminated in the latest revision. This line originally included funding for a four door, four wheel-drive, $\frac{3}{4}$ - 1 ton pickup truck that could transport personnel as well as safely move our trailers. It was to replace a 2002 model, $\frac{1}{2}$ ton, 2 seat truck that was a hand-me-down years ago and does not adequately fulfill our needs. The 2002 truck could have been handed off to another department.

Other Equipment: Most of the items listed here have been eliminated in the current revision.

- **Fire Fighter PPE:** is the protective clothing worn by firefighters. NFPA standards call for this gear to be replaced ten years after the manufacture date. The manufacturers and repair centers will not repair gear after the ten year anniversary. We had 20 sets in the current budget, as well as 20 sets planned for the new budget in hopes of incrementally phasing in gear to avoid one-time large purchases. If this item is deferred again this year it will need to be included most likely as a capital expense as nearly all 75 sets of gear will be out of date in 2013.
- **Emergency Escape Systems:** are required by NYS law for every firefighter . These systems are designed to provide firefighters a means of escape from multi-story buildings in the event their normal escape route is blocked. These systems require modification to the PPE and have been put-off until the purchase of new gear.
- **Misc. Parts for SCBA Repairs:** Self-Contained Breathing Apparatus (SCBA) are required to be inspected and maintained to certain Federal standards. They are arguably the most vital piece of protective equipment for firefighters and cannot be used unless they are fully functioning.
- **SCBA Cylinders:** These cylinders are required to be retired at 15 years of service. We have an inventory that allows us to periodically replace these cylinders to spread the expense over each year.
- **Confined Space/Tech Rescue:** The department provides these services to the community in addition to our obligation to provide them for our own municipal workers. The equipment used to provide these services requires occasional replacement and upgrades. A large portion of our equipment has been obtained through grant funding.
- **Hazardous Materials Equipment:** Although a large amount of our Haz-Mat equipment has been secured through grants, small items are occasionally needed to fill in the gaps.
- **Technical Rescue PPE:** Certain rescue specialties require PPE that is unique from firefighting PPE or other disciplines. This funding would provide some basic enhancements to employee safety in this area.
- **Nozzles, Appliances, & Adapters:** This line takes into account the periodic need to replace our water supply and water application equipment.
- **Fire Investigation Equipment:** This line is to support the needs of our fire investigators.

- **Swift Water Rescue PPE:** This line is specific to our swift water program. The characteristics of the Owasco Outlet require a well trained and equipped team to safely and efficiently provide rescue services along the waterway. Much equipment has been grant-funded, this line would allow for us to fill in some gaps in our safety gear.
- **Fire Extinguishers:** These items have a finite life span and require occasional replacement.
- **Flashlights and Repairs:** These items are necessities for night-time and smoky operations and are typically considered to be part of our PPE. Changes in technology, wear and tear, damage from use require that these items receive occasional maintenance and replacement.
- **Station 2 Repairs:** These items have been removed from this revision. They still need to be considered as further neglect of this building will soon lead to structural damage and further diminish its value to the city or a potential purchaser.
- **Radio System Components:** The new radio system will require occasional repairs, especially in the abusive environment of interior firefighting.
- **Tarps:** Property conservation during and immediately after a fire is an important part of the departments attempt to reduce the effects on families from fire. These items become worn and require periodic replacement.
- **Replacement Air Bag System:** The high pressure air bags that we utilize for vehicle and machinery extrication and for lift heavy loads are recommended to be replaced at 10-15 years of age for safety reasons. Our bags date back to the 1980's.
- **Hand Tools and Equipment:** This is a catch-all line for the items that require maintenance and or replacement during the normal course of business.
- **1 ¾" Attack Hose:** This line is for the replacement of hose that is damaged or fails its annual test.
- **5" Supply Hose:** This line is for replacement of hose that is damaged or fails its annual test.
- **Gear Washer:** This item was approved in last year's budget but has not been purchased yet. I am working on a cooperative agreement with the Sennett Fire Department to share the cost of a new washer and save both departments' money.

Office Supplies: This line is funding for stationary supplies.

Operating Supplies and Maintenance:

- **Patches and Badges:** Departmental patches, NYS DOH patches, badges etc.
- **Paint, Hardware, & Supplies:** Basic supplies for building maintenance.
- **Hose Adapters & Parts:** This line is for supplies to repair our water delivery equipment in those instances when it can be repaired rather than replaced.
- **Medical Supplies:** Replacement consumable medical items and replacement of damaged or worn equipment.
- **Misc. Tools:** This line covers building and apparatus maintenance tools or equipment.
- **Dive Gear Maintenance:** This line covers the required annual inspection of diving gear.

- **Haz-Mat Expendables:** This line covers expendable items that are utilized during haz-mat responses and training. These items are normally back billed to the responsible party, occasionally certain items require periodic replacement to ensure accuracy.
- **Emergency Operating Supplies:** This line covers unplanned items such as broken plumbing and electric fixtures.
- **Thermal Imaging Camera Batteries:** Thermal Imaging Cameras are a vital firefighter safety and public safety tool, they require period battery replacements.
- **Portable Airway Suction Units:** These devices are used to clear the airways of critical patients in the field. Several of our units are no longer serviceable and we have used up the spares in our inventory.
- **J-Fire Material:** The department Juvenile Fire Play Intervention Program is an important educational program. This small line item is intended to restock the educational and promotional material related to the program.
- **HVAC Filters:** This line is to cover the semi-annual cost of replacing the in the individual wall units of the department's geo-thermal system.
- **Custodial Supplies:** This line is for the maintenance chemicals and supplies needed to keep our buildings operational and sanitary.
- **Calibration Gas for Meters:** The department maintains meters to detect and measure a multitude of hazardous substances. Many of these meters require regular calibration utilizing controlled gas sources to ensure accuracy.
- **OSHA Blood Borne PPE:** This line provides funding for required protection against communicable diseases and illnesses and includes things like latex gloves, masks and gowns.
- **Peer Fitness Supplies:** The department provides a peer fitness program to encourage physical fitness for firefighters. The program requires some operating and maintenance supplies for sustained operations.
- **Hydrant Testing Supplies:** The department works with the water department to check city fire hydrants twice each year to ensure they function in an emergency. These supplies include food grade grease, replacement gaskets, replacement caps, etc.
- **Foam Supplies:** The department utilizes Class A Foam to enhance water's capabilities during fire suppression. These supplies require periodic replenishment.
- **Computer and Phone Supplies:** Replacement components for desk and cell phones, laptops and PC's, also toner and accessories.
- **Voice Amplifiers:** Each on-duty firefighter is provided with a mask mounted voice amplifier to improve communications. These items are subject to significant harsh environments and require periodic replacement.
- **Fire Boots:** Required PPE that needs periodic replacement.
- **SCBA Face Piece Bags:** Utilized to store each fire fighters assigned mask in a clean and safe manner.
- **SCBA Disinfectant:** Utilized to disinfect SCBA face pieces and shared regulator assemblies to limit the transmission of illness between members.
- **SCBA Face Pieces:** Required PPE that needs periodic replacement.

- **Helmets:** Required PPE that needs periodic replacement.
- **Extrication Equipment Annual Maintenance:** Annual maintenance on the power plants and hydraulic systems of our vehicle extrication equipment.
- **Small Engine Annual Maintenance:** Annual maintenance on our small gas engine equipped tools. New gasoline formulas have made it necessary to provide more frequent maintenance.
- **Chains for Saws:** Carbide tipped chains for emergency work.
- **Gear Repair:** For the repair of firefighter PPE necessitated by damage or wear.
- **Gloves, Hoods, Disposables:** These items are subject to high wear and require more frequent replacement than most PPE.
- **Thru-way EZ Pass Tolls**
- **Short Spine Immobilizers:** These are patient care devices required when PT's have suspected spinal injuries. Current models have limited capabilities and are not appropriate for all incidents.

Gas: Natural gas used to provide heat and hot water to our buildings.

Electric: Used to provide power to our buildings and equipment.

Telephone and Other Utilities: This line includes land-line telephone and fax lines, internet, cell phones, a notification contract used to recall off-duty members for emergencies.

Services:

- **New World Maintenance:** This is for updates to our reporting software.
- **Copier Lease:** Lease on used copier.
- **Pest Control:**
- **Vehicle Exhaust System Maintenance:** These systems are required to remove vehicle exhaust from the building and require occasional maintenance.
- **Overhead Door Repairs:** This is based on our historic need for door repairs. Four doors were included in last year's budget, but put off to cover other overages (roof).
- **Fire Extinguisher Maintenance:** Refills, recharge and hydrostatic testing of extinguishers.
- **Fire Investigation Lab Costs:**
- **Recalibration of Meters:** Some meters require calibration by authorized service centers.
- **Breathing Air Testing:** Our breathing air is required to be tested periodically to ensure it is not contaminated.
- **SCBA Annual Testing:** SCBA are required to pass a functional test each year.
- **Arson Equipment Repair and Maintenance:**
- **Boiler Inspections:**
- **Aerial Device Testing:** Aerial Devices are required to pass an annual third party test.
- **Plumbing and Heating Supplies:** Parts supplied and installed by vendors.
- **Hydrostatic Testing of Cylinders:** SCBA air cylinders are required to pass a hydrostatic test every 5 years.

- **Misc. Building Repairs:**
- **Annual Slate Roof Repairs:**
- **Generator Service (Stationary Bldg Units):**
- **Medical Waste Removal:**
- **HVAC:** This line is to cover the cost of maintenance on our heating and air conditioning equipment.
- **Electrical Improvements:** Occasional upgrades to building electric to accommodate new equipment.

Fees:

- **Pre-Employment Physicals:** required by OSHA
- **Annual Employee Medical Evaluations:** required by OSHA
- **Nurse Case Manager:** Expedites treatment and return to work of injured employees.

Training:

- **Haz-Mat:** To maintain proficiency in subjects that cannot be addressed locally.
- **Recruit Firefighter Training:** NYS Academy for typical number of new employees.
- **Fire Prevention:** Covers the cost of educational material for public fire safety education.
- **Memberships and Conferences:** For professional organizations and access to reference material.
- **NYS Fire Academy Classes:** For classes not available locally.
- **Peer Fitness In-Service:** To maintain certification of our already trained staff.
- **Training Materials:** Reference materials to be maintained in-house and reused.
- **Officer Development:** Includes NYS required First Line Supervisor Training, and other training not available locally.
- **Fire Investigator:** In-service training required to keep our investigator properly credentialed.
- **Tech Rescue Training:** To cover costs associated with in-house, and other tech rescue training.
- **J-Fire Training:** To maintain the certification of our J-Fire Staff.
- **Haz-Mat Study Package:** A training package that can be utilized for years for basic hazardous materials response training.
- **Incident Safety Officer Training:** To provide training for our staff to begin coming more in compliance with national guidelines for Incident Safety Officers.
- **Bloodborne Pathogen Training:** OSHA required annual training.
- **Training Equipment:** Supplies related to providing in-house training.

Fuel: Vehicle, mower, snow blower, and small engine fuel.

Vehicle Repairs and Maintenance: Covers the cost of all vehicle repairs whether in-house or third party, including required annual preventive maintenance and inspection of fire apparatus.

Commercial Building Fire Inspection Program

Draft Proposal April 2012

Purpose:

The goal of this proposed fire inspection program is to enhance the safety of commercial properties in the City of Auburn. Fires in commercial structures not only endanger lives and threaten adjacent properties; they have the potential to force business to close and the create job losses. The loss of any business due to fire not only can affect jobs, but also the collection of sales and property tax revenue in the short term during reconstruction and long term in instances where the businesses do not rebuild. The proposed fire inspection program will bring the City into compliance with New York State Law. The proposed fire inspection program can become a part of the Fire Department's current fire inspection and pre-fire planning programs. The Fire Department's pre-fire planning program is an integral part of our ISO rating which is used by insurers to set insurance rates for both commercial and residential properties in the City.

Related Legislation:

The New York State Uniform Fire Prevention and Building Code (the "Uniform Code") took effect January 1, 1984 and prescribes the minimum standards for both fire prevention and building construction. It is applicable to every municipality in New York State.

Executive Law § 381 requires every city, town and village to administer and enforce the law within its boundaries.

19 NYCRR Part 1203 contains the minimum standards for a municipal program including the requirement for fire safety and property maintenance inspections of all buildings which contain an area of public assembly, all multiple dwellings, and all nonresidential occupancies. The interval between inspections of multiple dwellings and nonresidential occupancies cannot exceed three years.

Insurance Services Office (ISO): ISO recommends that local fire departments physically visit every commercial property in their jurisdiction twice each year to familiarize firefighters and to update pre-fire plans. Pre-fire plans are documents that provide information to responders on the dimensions, construction, occupancy, fire load, required fire flow, hazards, utilities, and contacts in sufficient detail as to aid in the safe and effective mitigation of fire in each occupancy. The pre-plan program is one of several factors considered by ISO when it assigns a Public Protection Classification (PPC) to a local fire department. The PPC is utilized by insurers to establish rates for residential and commercial property insurance.

Current Practice:

The Auburn Fire Department currently works with the City Code Enforcement Office to provide Fire Safety Inspections to several different occupancies. Restaurants, places of public assembly, and service stations are all inspected by in-service companies once each year. The Fire Inspector and Code Enforcement also work together to conduct required inspections on hotels, motels and other temporary residences. The Fire Inspector and Code Enforcement also work together during plans review for new construction and major alterations of existing structures.

In-service companies also conduct pre-fire plan updates on a regular basis. We are currently exploring some tablet based programs that may allow us to automatically update all fire companies immediately and reduce and nearly eliminate binders that contain information on every city business.

Proposed Practice:

The Auburn Fire Department would continue the current practice of annual fire safety inspections of restaurants, places of public assembly, service stations, and temporary residences. The fee structure for these annual inspections would be readjusted to conform to a new schedule. The fees for these inspections have been in place without change for at least 17 years.

The Auburn Fire Department would continue its current practice of pre-fire plan updates twice each year. These pre-plan visits can be used to provide safety information to businesses in the years between their official fire inspections.

The Auburn Fire Department would add a fire inspection component for all commercial buildings within the City. These inspections would be conducted once every three years except in those cases that the law requires annual inspections. These inspections would be conducted by in-service companies as is the current practice. In an effort to recapture the administrative, fuel, personnel and training costs associated with these inspections a fee for the service would be charged. The charge could be set up as a flat fee or based on a sliding scale related to the size and complexity of the inspection.

As is the current practice, failure to correct violations would result in additional charges each month.