MISSION STATEMENT

The mission of the Burbank Fire Department is to protect and serve the community by mitigating the impacts of fires, medical emergencies and hazardous situations on life, the environment and property through prevention, public education and preparedness while adhering to the Department's core values.

ABOUT FIRE

The Fire Department consists of seven Divisions: Fire Prevention, Fire Suppression, Emergency Medical Services (EMS), Emergency Management, Fire Apparatus & Equipment, Training & Safety and Administration. These divisions function in a manner that allows the department to effectively serve the community in emergency and non-emergency situations.

CHANGES FROM PRIOR YEAR

In FY 2016-17 the Fire Department earned the highest possible national recognition by receiving a Class 1 Public Protection Classification rating from the Insurance Services Office (ISO). ISO rates over 48,000 fire protection areas in the U.S. Just 178 received the Class 1 rating. This means the Burbank Fire Department ranks at the top of all fire departments in America and demonstrates quick response to community needs; risk mitigation at the highest possible standard; and a stellar commitment to preserve life, property and environment. In FY 2016-17, the Fire Department also published it's new Five-Year Strategic Plan in accordance with the guidelines set forth by the Center for Public Safety Excellence.

In FY 2017-18, the Fire Department will work on developing a new Standards of Cover document that aligns with the criteria and recommendations set by the Center for Public Safety Excellence. The Standards of Cover is a document that analyzes response resources, deployment strategies, operational elements and overall community risks. In FY 2017-18, the Fire Department will also receive, outfit and place into service three new fire engines as well as conduct a Fire Fighter Recruit Academy.

DEPARTMENT SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>EXPENDITURES FY2015-16</th>
<th>BUDGET FY2016-17</th>
<th>BUDGET FY2017-18</th>
<th>CHANGES FROM PRIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Years</td>
<td>135,000</td>
<td>136,000</td>
<td>136,000</td>
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<td><strong>$33,133,289</strong></td>
<td><strong>$35,048,333</strong></td>
<td><strong>$1,915,044</strong></td>
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</tbody>
</table>
2016-17 WORK PROGRAM HIGHLIGHTS

- Completed development of the new Burbank Fire Department Five-Year Strategic Plan.
- Utilized Federal Urban Areas Security Initiative Grant monies to fund training programs and equipment which will enhance the Burbank Fire Department's capability to respond to incidents.
- Completed the California Office of Emergency Services re-certification process and retained Burbank Fire Department's (BFD) Type 1 Hazardous Materials Team designation.
- Developed a BFD Certified Unified Program Agency Inspection and Enforcement Plan.
- Adopted and transitioned to the 2016 California Fire Code.
- Sent two Burbank Firefighters to the Paramedic Training Institute for paramedic training.
- Obtained a re-evaluation of BFD's Insurance Services Office rating from Class 2 to Class 1.
- Completed the design, specification and bid process for three new fire engines.
- Submitted the Annual Compliance Report to maintain accreditation status with the Center for Public Safety Excellence.
- Developed an off-road driving training program for all members.
- Conducted a Tri-City Hazardous Materials First Responder Operational Training with Glendale and Pasadena.

2017-18 WORK PROGRAM GOALS

- Pursue grant funding to upgrade the automated external defibrillators (AED) used by Paramedics.
- Complete update of the Standards of Cover document for the Burbank Fire Department to reflect the criteria issued by the Center for Public Safety Excellence.
- Complete update of the Burbank Fire Department Policy Manual, which details administrative and operational procedures.
- Take delivery, outfit and place into service three new fire engines and train personnel to properly operate and maintain the new apparatus.
- Utilize grant monies allocated to the Fire Department to fund training programs and equipment in order to enhance the capability to respond to emergency incidents.
- Prepare and conduct an Emergency Operation Center (EOC) drill to test City emergency readiness, including the EOC notification process.
- Continue National Incident Management System (NIMS) 100, 200, 300, 400, 700 and 800 courses for all City Staff members that are assigned duties in the EOC.
- Conduct Engineer, Captain and Battalion Chief promotional exams.
- Conduct a Recruit Firefighter Academy in conjunction with the Glendale Fire Department to train new recruits in the delivery of all-risk emergency services over a fourteen week period.
- Send up to three Burbank Firefighters to the Paramedic Training Institute for paramedic training.
The primary responsibility of the Fire Prevention Division is to anticipate and reduce the potential for fire by enforcing related laws, codes, and ordinances through business license and annual inspections of all occupancies, in addition to providing safety education programs. It is also responsible for the investigation of fires and the prosecution of those individuals found to blame for fires of an incendiary or arson related nature.

**OBJECTIVES**

- Conduct approximately 6,000 commercial, industrial and residential fire inspections.
- Investigate all complaints received.
- Investigate all significant or suspicious fires to determine cause.
- Provide timely review of building fire alarm and fire sprinkler plans for fire code approval.
- Provide guidance and approval to produce film and television programs, including live audience productions.
- Provide plan checks for commercial and residential development and fire prevention system tests.
- Review emergency responses to ensure optimal service and reduction of false alarms.
- Provide fire safety education to students at public and parochial schools.

<table>
<thead>
<tr>
<th><strong>EXPENDITURES</strong></th>
<th><strong>BUDGET FY2015-16</strong></th>
<th><strong>BUDGET FY2016-17</strong></th>
<th><strong>BUDGET FY2017-18</strong></th>
<th><strong>CHANGES FROM PRIOR YEAR</strong></th>
</tr>
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<tbody>
<tr>
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<td>10.900</td>
<td>10.700</td>
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**Salaries & Benefits**

<p>| 2,101,470 | 2,166,725 | 2,165,332 | (1,393) |</p>
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<th>EXPENDITURES</th>
<th>EXPENDITURES FY2015-16</th>
<th>EXPENDITURES FY2016-17</th>
<th>EXPENDITURES FY2017-18</th>
<th>CHANGES FROM PRIOR YEAR</th>
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</thead>
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<td>62895.0000 Miscellaneous Expenses</td>
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<td>13,645</td>
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<td>$3,325,008</td>
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</tbody>
</table>
The Hazardous Materials Program administers the State-mandated Hazardous Materials Disclosure and Underground Storage Tank programs. The budgeted expenses of this program are offset by revenue derived from hazardous materials disclosure and underground storage tank fees.

### OBJECTIVES

- Administer a program of site inspection, records review and storage control of the handling and use of hazardous materials by local business and industry.
- Provide plan review, site inspections and permits to install, remove or operate underground storage tanks.
- Review preliminary site investigation work plans to identify and mitigate contamination from unauthorized release of hazardous materials.
- Generate an estimated $300,000 through the Certified Unified Program Agency (CUPA) Program billing for Hazardous Material handling and storage, permits/installation/removal and upgrades to underground storage tanks, permits, plan check fees and system tests.

<table>
<thead>
<tr>
<th></th>
<th>EXPENDITURES FY2015-16</th>
<th>BUDGET FY2016-17</th>
<th>BUDGET FY2017-18</th>
<th>CHANGES FROM PRIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Years</td>
<td>2.100</td>
<td>2.100</td>
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<td>6,616</td>
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</tbody>
</table>
The Fire Suppression Division is the most visible departmental operation. Providing trained personnel and equipment at all emergency scenes, the Division responds quickly and efficiently to all types of 911 emergencies, including fires (residential, commercial, industrial, high-rise, wildland, chemical, aircraft, railway, vehicle, electrical, etc.), engaging or assisting in any actions necessary to mitigate threats to life, property or the environment.

Suppression personnel also respond throughout the City, providing basic and advanced life support services in support of our paramedics. Additionally, a full service highly trained and certified Hazardous Materials Response Team and equipment are available to respond to all hazardous material incidents both locally and within the region.

**OBJECTIVES**

- Respond to an estimated 9,500 emergencies including fires, HazMat incidents, medical assistance, rescues and miscellaneous calls for assistance annually.
- Maintain an average response time of four minutes for all emergency calls 80 percent of the time.
- Utilize Federal UASI Grant monies allocated to the Burbank Fire Department to fund training programs which will enhance the department's capability to respond to a terrorist incident.

**CHANGES FROM PRIOR YEAR**

The Fire Department has shifted Staff Years between the Fire Suppression and Emergency Medical Services Divisions to better reflect staffing assignments, and as such, the Staff Years and Salaries & Benefits line items have been updated.

In FY 2017-18, one-time funds are being budgeted for the Fire Fighter Recruit Academy beginning in February 2018. Funds for Governmental Services have been increased to meet the contractual obligations of the Verdugo Fire Communications Center.

<table>
<thead>
<tr>
<th>EXPENDITURES FY2015-16</th>
<th>BUDGET FY2016-17</th>
<th>BUDGET FY2017-18</th>
<th>CHANGES FROM PRIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Years</td>
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<td>72,000</td>
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The Emergency Medical Services (EMS) Division provides properly trained personnel and equipment to respond to calls for medical assistance with basic and advanced life support skills, as well as ambulance services to transport sick or injured persons to the appropriate medical facilities. In addition to Emergency Medical Technician (EMT), paramedic, and assessment paramedic duties, divisional personnel also perform regular fire suppression duties.

### OBJECTIVES

- Respond to an estimated 8,000 Emergency Medical calls annually.
- Transport an estimated 4,800 patients to appropriate medical facilities annually.
- Continue to provide a Medical Director and EMS Nurse Specialist to monitor, evaluate, and ensure that Paramedics are delivering the best, up-to-date, pre-hospital medical care to the Burbank community.

### CHANGES FROM PRIOR YEAR

The Fire Department has shifted Staff Years between the Fire Suppression and Emergency Medical Services Divisions to better reflect staffing assignments, and as such, the Staff Years and Salaries & Benefits line items have been updated.

<table>
<thead>
<tr>
<th>EXPENDITURES FY2015-16</th>
<th>BUDGET FY2016-17</th>
<th>BUDGET FY2017-18</th>
<th>CHANGES FROM PRIOR YEAR</th>
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## Emergency Medical Services

### 001.FD03A

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</table>
The Emergency Management Division makes Burbank a safer place in which to live and work. This is done by developing, implementing and maintaining a comprehensive program to ensure that the City and the community are ready for various threats including earthquake, hazardous material incidents, brush fires, plane crash, riot and terrorism. Critical elements of the program include disaster preparedness, hazard mitigation, response procedures and recovery operations.

**OBJECTIVES**

- Ensure effective and efficient community-wide response to disasters and other emergencies.
- Train City employees and residents for a disaster.
- Ensure a well-prepared emergency management organization, including a functional Emergency Operations Center (EOC) and disaster plan.
- Organize and train neighborhood response teams.
- Where possible, mitigate disaster-related hazards.
- Ensure prompt and effective disaster recovery.
- Reduce loss of life and property in the event of a disaster, and return the community to normalcy as quickly as possible.

<table>
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<tr>
<th>EXPENDITURES</th>
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The Fire Equipment Maintenance shop with two highly trained and qualified personnel maintains all fire apparatus and equipment, be it heavy emergency apparatus or utility and staff support vehicles on a continual schedule. They are also on call for unanticipated emergencies on a 24-hour basis.

**OBJECTIVES**

- Remain current on fire equipment technology.
- Train Firefighters as to equipment use.
- Organize and maintain emergency standby equipment.
- Provide 24-hour, on-call response.
- Keep equipment ready for all types of emergencies.
- Maintain working relationships with other fire departments.
- Keep staff well-informed as to fire equipment operations.

<table>
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<th>EXPENDITURES</th>
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<th>BUDGET</th>
<th>CHANGES FROM PRIOR YEAR</th>
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<td>120</td>
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<tr>
<td><strong>Materials, Supplies &amp; Services</strong></td>
<td><strong>18,736</strong></td>
<td><strong>37,280</strong></td>
<td><strong>17,943</strong></td>
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<td><strong>Total Expenses</strong></td>
<td><strong>$265,990</strong></td>
<td><strong>$303,932</strong></td>
<td><strong>$286,228</strong></td>
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</table>
The Fire Department Training and Safety Division ensures that personnel are trained and competency is maintained to effectively, efficiently and safely execute all responsibilities such as individual and company skills, organizational culture and values, and the multiple local, state and federal requirements.

**OBJECTIVES**

- Continue to provide high level training for emergency responders in the areas of “all risk” incidents.
- Conduct a recruit class to fill vacancies from retirements.
- Implement appropriate phases of a flashover training program utilizing the Swede Survival System.

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>BUDGET FY2016-17</th>
<th>BUDGET FY2017-18</th>
<th>CHANGES FROM PRIOR YEAR</th>
</tr>
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<tr>
<td><strong>Staff Years</strong></td>
<td>1.000</td>
<td>1.000</td>
<td>1.000</td>
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<tr>
<td>60002.0000 Salaries &amp; Wages - Safety</td>
<td>$172,309</td>
<td>$173,942</td>
<td>$183,475</td>
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<td>60003.0000 Salaries - Constant Staffing</td>
<td>11,484</td>
<td>10,354</td>
<td>10,772</td>
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<tr>
<td>60007.0000 Overtime - Safety</td>
<td>43,717</td>
<td>106,951</td>
<td>111,272</td>
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<tr>
<td>60012.0000 Fringe Benefits</td>
<td>963</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60016.0000 Fringe Benefits - Safety</td>
<td>14,058</td>
<td>17,182</td>
<td>23,664</td>
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<tr>
<td>60016.1008 Fringe Safety:Retiree Benefits</td>
<td>1,068</td>
<td>1,404</td>
<td>336</td>
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<tr>
<td>60016.1507 Fringe Safety:Prof Dev Non-Taxable</td>
<td>265</td>
<td></td>
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<tr>
<td>60016.1509 Fringe Safety:Employer Paid PERS</td>
<td>43,735</td>
<td>48,005</td>
<td>28,101</td>
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<tr>
<td>60016.1528 Fringe Safety:Workers Comp</td>
<td>45,059</td>
<td>52,130</td>
<td>44,199</td>
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<tr>
<td>60016.1531 Fringe Safety:PERS UAL</td>
<td>28,762</td>
<td>28,762</td>
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<tr>
<td>60023.0000 Uniform and Tool Allowance</td>
<td>600</td>
<td>33</td>
<td>1,000</td>
</tr>
<tr>
<td>60028.0000 Payroll Taxes Safety</td>
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<td>2,660</td>
<td>138</td>
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<table>
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<tr>
<th>Salaries &amp; Benefits</th>
<th>332,190</th>
<th>412,188</th>
<th>435,310</th>
<th>23,123</th>
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</table>

| 62300.0000 Special Dept Supplies | 16,107 | 26,200 | 26,200 |
| 62420.0000 Books & Periodicals | 3,000 | 3,000 |
| 62475.0000 Fund 532 Vehicle Equip Rental Rate | 15,805 | 14,862 | 15,265 | 403 |
| 62496.0000 Fund 537 Computer System Rental | 2,496 | 2,549 | 2,821 | 272 |
| 62700.0000 Memberships & Dues | 729 | 560 | 560 |
| 62710.0000 Travel | 2,862 | 5,000 | 5,000 |
| 62755.0000 Training | 10,705 | 15,000 | 15,000 |
| 62895.0000 Miscellaneous Expenses | 986 | 1,000 | 1,000 |

| Materials, Supplies & Services | 49,779 | 68,171 | 68,846 | 675 |

| Total Expenses | 381,969 | 480,359 | 504,156 | 23,797 |
The Administration Division provides support to the operations of all divisions within the Fire Department. Activities conducted within this Division include financial management and budget preparation, personnel administration, departmental policies and procedures, legislative monitoring, and the coordination of technology improvements and other special projects. The Office of the Fire Chief is also within the Administration Division.

**OBJECTIVES**

- Oversee Department budget, purchasing, grants and other financial systems.
- Recruit for the fire academy and hire qualified applicants to maintain appropriate levels of staffing and ensure safety and security of community.
- Provide administrative support and assistance to other divisions.
- Develop and implement new policies and procedures.
- Coordinate interdivisional and interdepartmental activities and special projects.
- Review and approve all agenda bills, staff reports, resolutions, ordinances and agreements for City Council meetings.
- Monitor and implement City Council goals, priorities and objectives.

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>BUDGET</th>
<th>BUDGET</th>
<th>CHANGES FROM PRIOR YEAR</th>
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<tbody>
<tr>
<td>FY2015-16</td>
<td>FY2016-17</td>
<td>FY2017-18</td>
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</tr>
<tr>
<td><strong>Staff Years</strong></td>
<td>7,000</td>
<td>7,000</td>
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<td>$379,832 ($29,763)</td>
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<td>60006.0000 Overtime - Non-Safety</td>
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<tr>
<td>60007.0000 Overtime - Safety</td>
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<tr>
<td>60012.0000 Fringe Benefits</td>
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<td>53,598</td>
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<td>60016.0000 Fringe Benefits - Safety</td>
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<td>43,386</td>
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<td>60027.0000 Payroll Taxes Non-Safety</td>
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<td>62710.0000 Travel</td>
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<td>62755.0000 Training</td>
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<td>62895.0000 Miscellaneous Expenses</td>
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<td>91,092 78</td>
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<td><strong>Total Expenses</strong></td>
<td>$1,302,045</td>
<td>$1,279,760</td>
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## FIRE

### Authorized Positions

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<tr>
<th>CLASSIFICATION TITLES</th>
<th>STAFF YEARS FY2015-16</th>
<th>STAFF YEARS FY2016-17</th>
<th>STAFF YEARS FY2017-18</th>
<th>CHANGE FROM PRIOR YEAR</th>
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<tr>
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**TOTAL STAFF YEARS**

<table>
<thead>
<tr>
<th>FY2015-16</th>
<th>FY2016-17</th>
<th>FY2017-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>135.000</td>
<td>136.000</td>
<td>136.000</td>
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