

FIRE PREVENTION

Statement of Purpose and Services Provided

The Fire Prevention Division helps protect life and property from fire by:

- Preventing fires before they occur
- Lessening the severity of the fire should one occur (mitigation)
- Protecting firefighters indirectly by removing hazards from buildings and assuring operation of life safety systems

UFA's Fire Prevention Division strives to achieve fire/life safety for our communities by working collaboratively with development stakeholders and city officials to assure codes and standards for safety are achieved. Our aim is to help projects move forward in a cost effective way while assuring safety. Additionally, we seek to promote effective fire safety education for business and property owners we come in contact with. Effective education is accomplished using a consultant like approach, explaining the benefits of fire/life safety hazard abatement. This approach in all our efforts tends to motivate and lessen resistance and time involved in hazard abatement. And more so, this approach to effectively educate and motivate those we contact tends to drastically reduce the recurrence of hazards and secure long-term commitments to fire safety. Thus promoting safer behaviors as well. Indirectly, this protects your firefighters by removing hazards from buildings and assuring operation of life safety systems. We are focused on maximizing these educational and motivational influences.

Fire Prevention Division Services:

- Plan reviews of new construction projects including:
 - Fire protection systems, fire sprinklers, fire alarms, special fire extinguishing systems
 - Site plan reviews for fire department access, placement of fire hydrants, etc.
 - General building plan reviews to ensure occupant safety and exit capacity
- Inspections:
 - Acceptance testing for new fire protection systems
 - Rough in inspections of new fire protection systems
 - Final Inspections for new construction
 - Pressure tests for new fire sprinkler systems
 - Annual inspection of over 250 licensed care facilities
 - New business license inspections
 - Remodel/addition inspections
 - Safety complaints
- Hazardous Materials:
 - Permit program – tracking of storage, use and dispensing of hazardous materials
 - Annual inspection of such facilities, currently 545 inspections annually
- Standby duties:
 - Fire inspectors monitor large gathering events at Salt Air
 - Ensure fire protection systems are working
 - Ensure that adequate exiting is provided and functioning
 - Permit and inspection of fireworks and flame effects for safety
 - Occurs after regular business hours

FIRE PREVENTION

- Fireworks Safety:
 - Issuing of permits for public fireworks displays
 - Inspection of display prior to fireworks shoots
 - (These occur throughout the year – homecomings, special events, with July being the busiest month and all occur after regular hours)

The Hazardous Materials Permit Program serves the health and safety needs of the community by:

- Achieving fire code compliance for storage and use of hazardous materials to minimize chemical and physical hazard events that can negatively affect life and property
- Provides information for our firefighters' preplans for buildings which assists in emergency response helping to promote safety, efficiency and best tactics for our firefighters.
- Provides information for our Local Emergency Planning Committee (LEPC) on hazardous materials amounts and location.
- Helps fulfill Federal Community Right to Know Act for our businesses that use, store or handle hazardous materials of reportable quantities.
- Satisfies SARA TITLE III and TITLE II Federal Regulations.

Division Manager Budget Message

The Fire Prevention Division currently provides effective services for new construction and development. The Fire Prevention Division also performs annual inspections on licensed care facilities – child and adult day care facilities, memory care facilities, hospitals, and hazardous materials facilities.

Looking to the future and next budget cycles, regular fire inspections needs to be seriously addressed. We are reactive in our regular inspection services at this point and this concerns me a great deal. We need to be pro-active in our efforts in this arena to prevent such tragedies as occurred in Oakland California in December of 2016. A fire broke out in a warehouse that had been converted into an artist collective including dwelling units and a small assembly area on the 2nd floor. 36 people died. This building had not been inspected in years.

In an article dated December 2018, it was reported that Alameda Superior Court Judge Brad Seligman stated that “you have to at least attempt to inspect buildings.” The Ghost Ship Warehouse had not been inspected for years. This years' proposal takes action to help prevent such an event in our service area. Becoming pro-active can prevent such events.

STUDY AND RESOLUTION:

We studied 6 fire prevention divisions of similar size as UFA throughout the country. We found several key factors for fire prevention and mitigation success that we need to move forward to.

Similar factors were found in a study from the National Fire Protection Association and the Fire Protection Research Foundation.

These are:

- Fire Prevention personnel performing high hazard occupancy inspections (priority one).
- Software for inspections that tracks and records inspection activities and provides key data for risk analysis for effective planning and risk reduction for our communities.
- Organizational restructure for our Fire Prevention Division to promote best practices for quality service, professional development, and preparation for future growth
- Fire prevention performing high hazard inspections is the best option for quality for our citizens.

FIRE PREVENTION

"The percentage of inspections conducted by full-time inspectors is another measure of inspector quality. Literature and interviews suggest that inspections performed by full-time inspectors yield the highest quality of inspections performed. If this is true, then a high percentage for this measure indicates a high level of quality for inspections in the community."

National Fire Protection Association and the Fire Protection Research Foundation - Measuring Code Compliance Effectiveness for Fire Related Portions of Codes. – Vol. II Page 104.

This could require additional inspectors for fire prevention and needs to be considered given appropriate data to show a need and benefit.

- Software is critical in today's environment for accurate data gathering and analysis. And it helps fire prevention personnel be more efficient. Data can show common fire hazard trends, time to complete inspections, and other data to make accurate plans for hazard abatement keeping our community fire safe.
- Organizational restructure. Provide 2 Deputy Fire Marshal's to run the day to day supervisory duties of fire prevention – manage loss reduction programs, inspections, etc. This would accomplish:
 - Providing critical time for the Fire Marshal to concentrate on strategic planning and goals, best practices, legislative issues, planning and mentoring professional development of staff.
 - Deputy Fire Marshals become the point of contact for Operations Battalions for inspection assistance and other fire code related issues. 4D
 - Provide quality tracking of inspection workload and goals for inspections completed. 5H
 - Providing a path for career advancement. 4D
 - Establishing 2 Deputy Fire Marshal's in the Fire Prevention Division would require the addition of a new inspector.

This change provides continuity of services and programs and consistent fire code interpretation and application. This also serves our communities by fostering economic growth. 5H

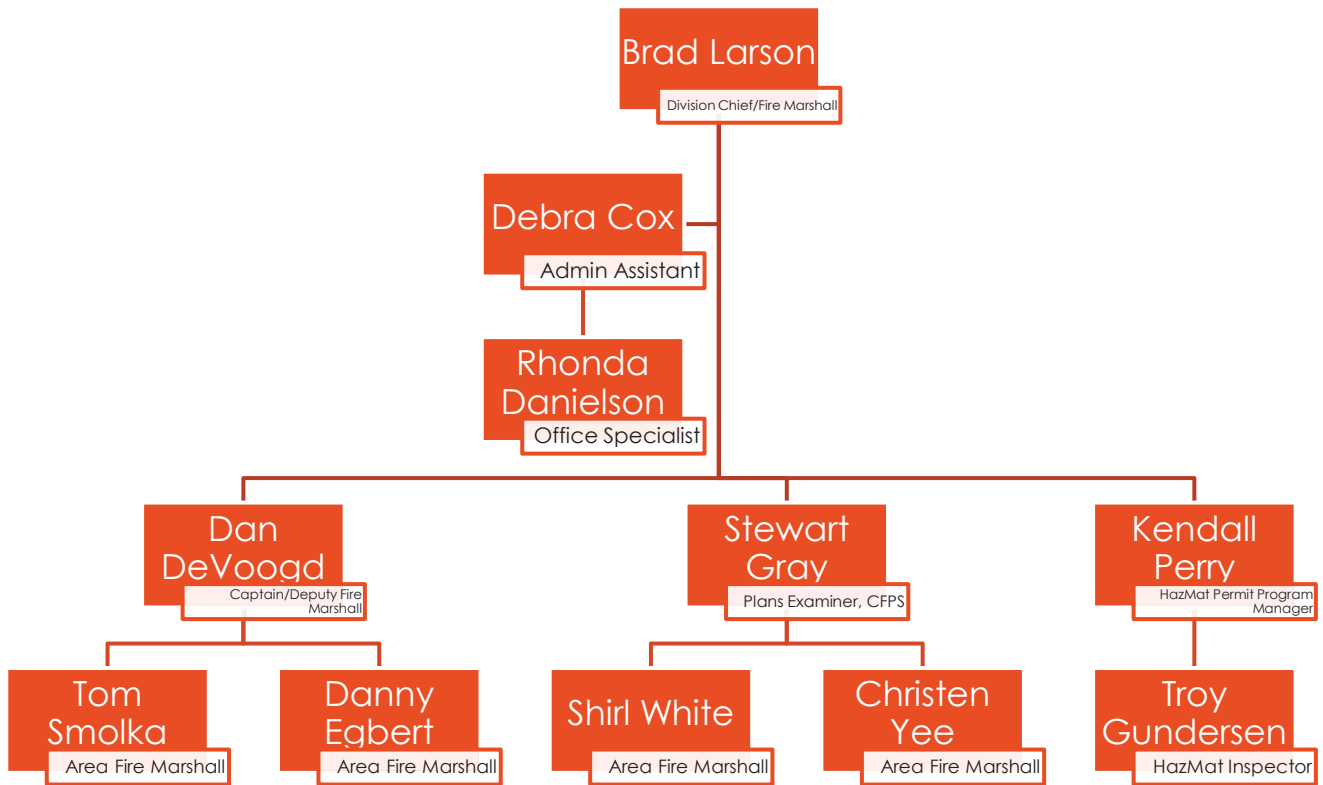
This is the direction we must aim for. Fire Prevention is said by some, to be the most important function of the fire department after emergency response. It takes commitment and planning. To provide the full range of fire prevention services and quality, we must prepare to do so.

The proposed budget for Fire Prevention includes a change in title for its Captain to Deputy Fire Marshall as well as an upgrade from Specialist to Deputy Fire Marshal offset by the reduction of one part-time inspector. The net effect of these changes to the budget is a savings of \$15,600. These personnel adjustments will allow for Deputy Fire Marshals to run daily operations, thus freeing time for the Fire Marshal to concentrate on strategic planning and goals, best practices, legislative issues, planning, and mentoring staff. Deputy Fire Marshals will become the point of contact with Operations for inspection assistance and other fire code-related issues.

Fire Prevention has submitted a request for an additional full-time Inspector position. More details about this request are available in the Chief's Budget Message.

FIRE PREVENTION

Organizational Structure



Note: The FY19/20 budget presented for Prevention includes two Deputy Fire Marshall positions, one to be filled by the existing Captain and one to be filled after an internal promotional process is completed prior to the new fiscal year. At the time that promotions are made, the organizational chart will be updated.

Staffing (FTEs)

Sworn
9

Civilian
2

Part-Time
0

FIRE PREVENTION

Performance Measures

Services Provided	2015 Actual	2016 Actual	2017 Actual	2018 Target	2018 Actual	2019 Target
Occupancy Inspections	3,031	2,840	2,206	2,300	3,371	3,200
Inspector Plan Review	1,730	2,840	2,206	2,300	2,355	2,350
Fire Protection System Reviews	439	443	348	400	456	500
Fire Protection System Inspections	892	1,174	1,060	1,100	1,418	1,425
Complaints Checked	187	126	433	500	1,987	1,800
Meetings Attended	597	578	484	500	736	700
Hazardous Materials Permits	446	394	428	450	547	650
Training Hours (per staff member)					96	96

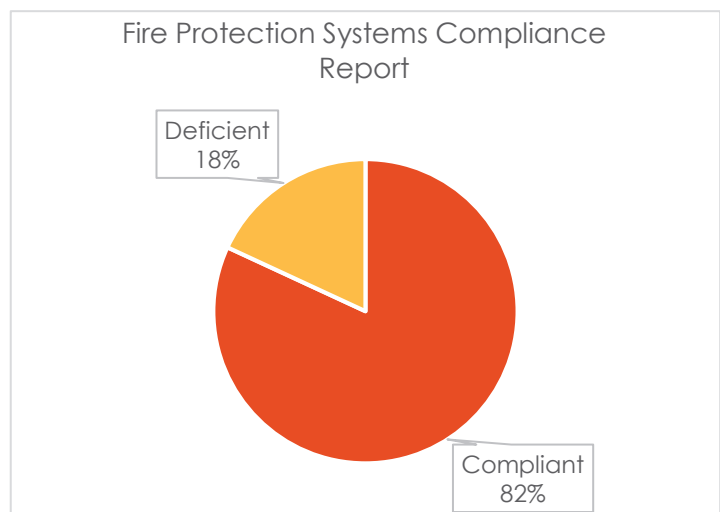
Using the calculation method in *Measuring Code Compliance Effectiveness for Fire-Related Portions of Codes — Vol. I, Page 25 of 164 (TriData)*, we calculated the average inspections per year an inspector can be expected to perform.

- UFA 4 year average inspections per inspector: 563
- Tri-Data calculation of inspections per inspector per year: 424-635
- Increase in number of inspections from 2017: 1,304
- 2018 saw an increase to 186 inspections per inspector for the year

FY18/19 Accomplishments

- 547 hazardous materials permits issued. Increase of 119 from previous year led to a revenue increase of \$19,991 for a total of \$125,619
- Completed beta test of hazard assessment prioritization March 2019
- Completed prioritization of all businesses in Service Area, June 2019
- Courses for fire plans examiner completed ICC EduCode, March 2019, 2 staff members.
- Completed Certifications: 1 ICC Fire Inspector I, 1 ICC Fire Inspector II.
- Baseline January 2018 - 650 fire protection systems tracked. Current systems tracked January 2019 - 1,454.

Brycer is a cloud based program which monitors and tracks working function and compliance with minimum standards of fire protection systems such as: fire sprinkler and alarm systems, fire extinguishing systems of commercial kitchen cooking operations, and so forth. This helps us identify those fire protection systems that are deficient to help us focus our efforts where needed making us more efficient and the public safer. The graph below illustrates that out of 1,454 fire protection systems, 80% passed testing and meet national standards. This program was launched in January 2018 at no cost to UFA.



FIRE PREVENTION

FY19/20 Action Items

- Conduct further analysis to solidify a methodology for permit fee schedule. (Outcome 1-M) (See Appendix A, Permit Fee Schedule)
- Analyze number of high and moderate hazard businesses and develop a pro-active plan for inspections. (Outcome 5-H)
- Meet 4-6 inspections per day per Tri-Data studies. (Outcome 5-H)
- Establish an effective and reasonable inspection policy. (Outcome 5-H)
- Evaluate ISO rating with establishment of an effective pre-plan program. (Outcome 1-Q)
- Foster commercial growth in all areas of our Service Area by working collaboratively with stakeholders to create a safe, commercial friendly environment. (Outcomes 5-H, 3-D)
- Enhance and promote professional knowledge through education and certifications. (Outcome 6-F)

Budget Detail

Revenue

Hazardous Materials Permits, Tank Permits \$135,000

Fee range \$195 - \$485 annually. Permit fees are calculated using an hourly scale based on best estimate for amount of time to complete inspection including travel time and paperwork. The fee does not include re-inspection. We will continue to evaluate fees and justification for amounts.

Fire-watch Reimbursements \$7,000

Fire Prevention personnel monitor large gathering events at Salt Air to help assure adequate exiting, fire protection systems function, fireworks inspection, general fire safety and occupant load control. Reimbursements are \$75 per hour per inspector.

Fireworks Permits \$4,000

Outdoor public display (\$485 per event) covers permit process paperwork, plan review, site visit and fire prevention staff member standby during event. Open Flame before Proximal Audience – Indoor approved pyrotechnics (\$195 per event) charge for paperwork and inspection. If standby is required, fee is \$75 per hour per inspector.

For more detail of fees charged by Fire Prevention, please see the fee schedule on page 10-3.9.

FIRE PREVENTION

Personnel

Eliminate Part-time Inspector \$30,000

The part-time inspector position has been vacant due to attrition and will not be included in the 2019/20 budget. The amount previously budgeted for this position will be utilized to offset the cost of promoting a Specialist to Deputy Fire Marshall.

Promotion of Deputy Fire Marshall \$14,400

To better allow the Fire Marshal to concentrate on strategic planning and goals, best practices, legislative issues, planning and mentoring professional development of staff, we have restructured the division to include two Deputy Fire Marshals – one filled by an existing Captain and one to be filled after an internal promotion process. Deputy Fire Marshals will run the day to day supervisory duties of fire prevention – manage loss reduction programs, inspections, etc. Deputy Fire Marshals become the point of contact for Operations Battalions for inspection assistance and other fire code related issues. This is also expected to provide a path for career advancement as well as a continuity of services and programs and consistent fire code interpretation and application. This serves our communities by fostering economic growth.

Overtime \$42,650

Overtime is utilized for full-time Prevention staff to cover the following needs:

- \$31,000 – Salt Air, various fireworks shoots – 4th, 24th of July, homecomings, etc.
- \$6,050 – Saturday/Sunday travel to attend EduCode training for 8 inspectors
- \$3,200 – Liaison attendance at City Council Meetings
- \$2,400 – 4th and 24th of July patrol. 4 staff members for 5 hours each night

Capital Outlay

None

FIRE PREVENTION

Non-Personnel Detail by Account

Account	Description		Account Total
10-91-215	BOOKS AND PUBLICATIONS		\$2,000
	Purchase of 2018 edition code books, ICC and NFPA		
	Print and Electronic copies for fire prevention staff		
10-91-219	CLOTHING PROVISIONS		\$200
	UFA attire for office staff(2)		
10-91-250	EDUCATION, TRAINING AND CERTIFICATIONS		\$11,275
	EduCode ICC Fire and Building Code training	6,600	
	NFPA Conference/Training	1,000	
	IAAI Training (Maintain Certification)	250	
	ICC & NFPA Certification renewal for 10 staff	1,125	
	Other Training	1,500	
	Fire Inspector I training	800	
10-91-260	FOOD PURCHASES		\$200
	State FM Code Committee meetings		
10-91-345	OFFICE SUPPLIES		\$400
	Storage Boxes, Desk Calendars, File Folders, misc.		
10-91-365	POSTAGE		\$100
	Certified mail for permits		
10-91-370	PRINTING CHARGES		\$1,200
	Inspection reports		
10-91-410	SMALL EQUIPMENT NON CAP		\$4,400
	Misc. (Cell phone protection, equipment replacement, etc.)	2,000	
	Project: Conference room table	2,400	
10-91-415	MEMBERSHIPS / SUBSCRIPTIONS		\$4,225
	NFPA annual standards access subscription (includes annual membership)	1,575	
	ICC annual governmental membership	400	
	Fire Marshals Association of Utah group membership	500	
	Utah International Association of Arson Investigators (Annual memberships to professional organizations or renewals of subscriptions/access to reference materials, including Cloud data storage and other applications)	250	
	Maintenance of smart phone application	1,500	

FIRE PREVENTION

APPENDIX A

Permit Fee Schedule

MATERIAL	SOLID LBS	LIQUID GAL.	GAS CUB. FT	FEE'S UFA
Above Ground Tanks Installation (flammable)			≤ 500 cub. ft. R-3 Occup. Exempt	\$195 \$75/hour
Below Ground Tanks Installation (flammable)			≤ 500 cub. ft. R-3 Occup. Exempt	\$195 \$7 /hour
Above Ground Tanks Installation (flammable)		≥ 500 gal		\$395 \$75/hour
Below Ground Tanks Installation (flammable)		≥ 500 gal		\$395 \$75/hour
Pyroxylin plastics. Cellulose nitrate (pyroxylin) plastics (annually)	≥ 25 lbs			\$195
Body Shop / Garage under 5,000 sq. ft. (annually)				\$195
Fireworks - Outdoor Public Display (per event) Cities, County Exempt				\$485 \$75/hour, per inspector
Open Flame Proximal Audience Indoor Approved Fireworks (per event)				\$195 \$75/hour
Application of Flammable Finishes, Spray or Dip.		More than 9 sq ft for flammable liquid spray application or ≥ 55 gal for dip tank operations		\$195
Hazardous Materials (annually)	≤ 500 lbs	≤ 55	≤ 200 cub. Ft. Corrosive or Oxidizer ≥ 504 cub. Ft. Oxygen	\$195
Hazardous Materials (annually)	≥ 500 lbs	≥ 55	≥ 200 cub. Ft. Corrosive or Oxidizer ≥ 504 cub. Ft. Oxygen	\$240
"H" Occupancy Hazardous Materials Permit Dispense and Use (annually)		≤ 500 gal. tank	≤ 500 cub. Ft.	\$195
"H" Occupancy Hazardous Materials Permit Dispense and Use (annually)		≥ 500 gal. tank	≥ 500 cub. Ft. or any highly toxic gas	\$485
Other Occupancy Hazardous Materials Permit Dispense and Use. (annually)		≥ 500 gal. tank	≥ 500 cub. Ft.	\$195
Aerosol Products (annually)			≥ 500 lbs. Level 2 or 3 Aggregate Qty.	\$195
Flammable Cryogenic Fluid (annually)		Indoors ≥ 1 gal Outdoors ≥ 60 gal.		\$195

FIRE PREVENTION

		ACTUAL	ACTUAL	ACTUAL	BEGINNING	FINAL	PROPOSED	TENTATIVE	ADOPTED	% INCREASE	
	GL	FY15-16	FY16-17	FY17-18	FY18-19	FY18-19	FY19-20	FY19-20	FY19-20	BEGINNING	
		Prev 91	Prev 91	Prev 91	Prev 91	Prev 91	Prev 91	Prev 91	Prev 91	FY19 to FY20	
										BUDGET	
REVENUE											
PREVENTION FEES	1035120										
HAZARDOUS MATERIALS & TANK PERMITS	1035120	108,495	108,918	99,100	115,000	115,000	135,000	135,000	135,000	17.4%	
FIRE WATCH REIMBURSEMENTS	1035121	10,688	5,288	13,050	10,000	10,000	7,000	7,000	7,000	-30.0%	
FIREWORKS PERMITS	1035122	2,165	5,830	6,970	5,000	5,000	4,000	4,000	4,000	-20.0%	
TOTAL REVENUE		121,348	120,036	119,120	130,000	130,000	146,000	146,000	146,000	12.3%	
PERSONNEL EXPENDITURES											
SALARIES	100	848,641	816,501	697,844	800,796	800,796	806,747	816,325	816,325	1.9%	
OVERTIME	120	24,689	30,560	36,298	62,650	62,650	42,650	42,650	42,650	-31.9%	
OTHER BENEFITS	130	351,493	342,006	299,642	6,653	6,653	7,050	7,050	7,050	6.0%	
MEDICAL/DENTAL/LIFE INSURANCE	132	0	0	0	150,438	150,438	137,762	137,762	137,762	-8.4%	
RETIREMENT CONTRIBUTIONS	133	0	0	0	187,719	187,719	185,518	187,726	187,726	0.0%	
PAYROLL TAX	134	0	0	0	21,355	21,355	17,723	17,862	17,862	-16.4%	
WORKERS COMP	135	24,908	21,494	15,385	19,961	19,961	23,014	23,301	23,301	16.7%	
UNIFORM ALLOWANCE	140	7,495	7,700	7,035	6,720	6,720	7,560	7,560	7,560	12.5%	
VAC/SICK PAYOUT	140	0	0	0	0	0	0	0	0	0.0%	
TOTAL PERSONNEL EXPENDITURES		1,257,226	1,218,261	1,056,204	1,256,292	1,256,292	1,228,024	1,240,236	1,240,236	-1.3%	
NON PERSONNEL EXPENDITURES											
BOOKS & PUBLICATIONS	215	4,002	785	1,072	7,300	7,300	2,000	2,000	2,000	-72.6%	
CLOTHING PROVISIONS	219	0	0	0	200	200	200	200	200	0.0%	
COMPUTER COMPONENTS	225	10,761	0	0	0	0	0	0	0	0.0%	
COMPUTER SOFTWARE<5000	235	11	66	598	2,400	2,400	0	0	0	-100.0%	
EDUCATION & TRAINING & CERT	250	1,175	7,315	7,995	11,000	11,000	11,275	11,275	11,275	2.5%	
FOOD PROVISIONS	260	19	0	42	500	500	200	200	200	-60.0%	
MAINT. & REPAIRS OF FIRE HYD	300	34,273	62,096	34,832	0	0	0	0	0	0.0%	
MAINT. OF MACHINERY & EQUIP	305	281	81	0	0	0	0	0	0	0.0%	
OFFICE SUPPLIES	345	1,790	434	233	750	750	400	400	400	-46.7%	
POSTAGE	365	0	12	0	250	250	100	100	100	-60.0%	
PRINTING CHARGES	370	237	1,121	700	1,200	1,200	1,200	1,200	1,200	0.0%	
SMALL EQUIP. NONCAP	410	6,851	5,366	4,379	4,300	4,300	4,400	4,400	4,400	2.3%	
MEMBERSHIPS & SUBSCRIPTIONS	415	1,395	2,849	2,642	3,000	3,000	4,225	4,225	4,225	40.8%	
TRAVEL & TRANSPORTATION	425	26,863	0	0	0	0	0	0	0	0.0%	
TOTAL NON PERSONNEL EXPENDITURES		87,658	80,125	52,493	30,900	30,900	24,000	24,000	24,000	-22.3%	
TOTAL EXPENDITURES		1,344,885	1,298,386	1,108,697	1,287,192	1,287,192	1,252,024	1,264,236	1,264,236	-1.8%	
NET EFFECT ON UFA GENERAL FUND BUDGET		-1,223,537	-1,178,350	-989,577	-1,157,192	-1,157,192	-1,106,024	-1,118,236	-1,118,236	-3.4%	