

NIXA FIRE PROTECTION DISTRICT



2003 - YEAR END REPORT

ADMINISTRATION, Chief Sebree

I am very proud to present an overview of the accomplishments for the Nixa Fire Protection District for 2003. These accomplishments reveal the hard work and efforts of the entire districts staff.

The organization went through some major changes and restructuring this year. The following report gives an overview of the accomplishments and statistics for the year. The report is broken down into four areas, Administration, Operations, Training and Fire Prevention.

The District began by rewriting the Policies and Procedures of the entire organization. These policies and procedures have set forth a new understanding of the organization and the personnel who carry out the Mission of the Department. To meet the needs of the district we restructured the department and instituted new mid-level supervisors and a new division. These new supervisors added a necessary dimension to help develop employees and department structure. We instituted the Fire Prevention Division. This division oversees a wide range of issues, which are further explained later in the report.

The organization negotiated a Labor/Management Agreement, a first for the department. This agreement helps sets boundaries and expectations for the work force and the district.

The City and the Fire District developed a Community Emergency Operations Plan. This plan identifies roles and responsibilities of community leaders in the event of a disaster. Recently, this plan was molded into a County Wide Plan to cover all of Christian County.

As you will notice as you proceed through this report the Nixa Fire Protection District does much more than respond to calls for service. The organization is very involved through out the community, region and the state. The organization realizes the importance of community involvement and active participation. The organization is involved with approximately 50 outside organizations and agencies. This ranges from active participation to indirect contact through other organizations. These contacts, committees and groups require a significant amount of time and effort. However, this involvement is necessary to remain on top of what is happening within the community and abroad. We are proud of our involvement, commitment and support throughout the community.

In November we asked the community to support the district with a \$.35 levy increase. The issue passed and money will become available in 2005. This increase will staff two stations with three personnel around the clock. The district will purchase equipment and apparatus to support the new operations. Once we get everything in place we will request another rating from ISO, looking to drop to a class four rating, which should reduced homeowner insurance premiums.

As you review this report further please feel to contact the department or myself if you have any questions, concerns or comments for the district. Thank you for your support.

Jimmy Sebree

OPERATIONS DIVISION, Assistant Chief Duffy

As the operations division is the largest and most visible division by being charged with the actual delivery of equipment and personnel to mitigate the situation we have to be able to provide the citizens with the most reliable equipment and the best personnel available. The District hired an Administrative Secretary and a full-time firefighter, bringing the full-time staff to 12 employees.

In 2005 we will be doubling the staff in the operations division, which increases our ability to provide the services demanded by the tremendous growth of this district. As the Operations Chief I intend to meet or exceed the goals and objectives of the district in 2004 and expand on those for the growth into 2005.

Specific areas of interest are provided that were attained this year. As well as statistics attached that provide very interesting information about the year 2003.

Pump Tests – Pump testing was performed on all applicable apparatus this year. All apparatus tested passed and this will be a function that is performed every year.

Aerial Tests – Aerial testing was performed on all applicable apparatus this year. All apparatus tested passed.

Ladder Tests – Ground ladder testing was performed this year on all ground ladders. This was a new test performed this year, previously ladder tests had not been performed. All ladders passed certification.

Inventory – This year a standard inventory was developed for all engines, tankers and brush units. This inventory currently has been implemented on Engine 1, Tankers 1 & 4 and Brush 1 & 4. We will make efforts to standardize the inventory of the remaining engines in 2004. This inventory makes the process of purchasing equipment easier as apparatus comes into the district. It also standardizes what is carried on the apparatus so that each unit is the same.

Equipment – This year marked several changes in the fleet. We purchased 2 new brush units, 4 new staff vehicles and 2 new tankers.

Rance Duffy

TRAINING DIVISION, Assistant Chief Trent

There were 100 in house training classes provided by the Fire District for personnel in the organization. The contact hours for these classes would be 4,205 hours a 20% increase from 2002. Mid 2003 a weekly company drill was assigned to the shift personnel. This brings the minimum number of training sessions conducted in a week to four.

District personnel attended classes provided by the University of Missouri 96 times in FY 2002-2003 according to a report issued by the University.

Certified Classes -The following classes were conducted as certified programs with the University of Missouri Fire and Rescue Training Institute, The Missouri Division of Fire Safety or The American Heart Association:

Building Construction (Non-Combustible)
Basic Firefighter
First Responder
Hazardous Materials Awareness
Hazardous Materials Operations
Heartsaver CPR
Basic Healthcare Provider

Certifications Completed - There were 12 new certifications obtained by District personnel this year, bringing the following totals:

Investigator-2
Inspector-2
Instructor-5
Firefighter I- 21 (75% of Operational Personnel)
Firefighter II- 17
EMT- 16
Hazardous Materials Technician-2
Hazardous Materials Operations- 18
Hazardous Materials Awareness- 22
Driver/Operator-1
Fire Officer I -6
Fire Officer II -2
American Heart Association Instructor -2

Continuing Education - The Christian County Ambulance District began a monthly CEU class in 2003. The class started out on a rotational basis prior to the Fire district being selected as a permanent location on a monthly basis. Combining the computer based CEU program and the in house classes an EMT could easily obtain 60 hours of credited continuing education in a year.

A new Drivers Training Program was developed with all District drivers re-certified using the newly developed testing process. The program will be continuing on a permanent basis to train and certify apparatus drivers.

The following required annual refresher courses were delivered:

Hazardous Materials
Infectious Disease and Blood Borne Pathogens
Personal Protective Equipment
Emergency Medical Legal Concerns
Career Development - A Career Development Plan was created and is currently in the final approval stage. This document outlines the training required for advancement from Recruit

Firefighter through Assistant Chief. This will additionally serve as the guideline for personnel regarding minimum training levels that must be maintained in any of the positions within the organization.

Public Education - There were 32 educational classes conducted for businesses or organizations in the Fire District ranging from 24 to 2 hours. A total of 127 persons were in the classes. These are educational programs provided by the District at no charge or at a minimal charge for supplies:

Community Emergency Response Team - 24 hr.

Heartsaver First Aid - 8 hours

Heartsaver CPR - 4 hr.

Using Portable Fire Extinguishers - 2 hr.

Business Disaster Evacuation Planning - 2 hr.

Station Tours and Site Visits – There were 23 tours conducted with a total 320 persons attending. Fire District personnel completed 30 visits to various locations throughout the district for apparatus and equipment demonstrations reaching 600 persons.

Special Events - There were 10 events that were recorded as special events. These would be events such as the Halloween open house at Station 1. These are defined as events where more than 300 persons were in attendance.

Fire Safety Education - District personnel attended 104 separate Public Education/Fire Prevention events. The most active session of the year was a 45-day period around Fire Prevention Month. During this 45-day period, there were 43 separate events were conducted by fire district personnel. The total number of contacts during that period was 3,500 persons. For the year the total number of contacts would approach 10,000 persons.

Jon Trent

FIRE PREVENTION DIVISION, Assistant Chief Newberry

With several items and descriptions of the accomplished tasks in 2003 the Prevention Bureau is tasked with improving in great stride in 2004. Statistics and program areas are provided for clarification of effort and time spent for the investment in the Bureau.

As the Bureau Chief I hope to move even further with the intended goals and objectives set for 2004. I know with the cooperation of the Office of the Fire Chief these goals and objectives will be reached with great stride. As I interpret the Prevention Bureau as only a fledgling in growth, the next three years will show the capabilities of a properly funded and maintained Bureau reaching its' full capability.

New Maps – Updated maps were revised to meet the GPS mapping of the E-911 District and are currently in use. A request for maps of hydrant locations, water main sizes and map book sections was processed and the anticipated arrival is early 2004.

Open Burning – The Fire Prevention Bureau received 72 requests for permitted burning. This includes recreational burning, development burning, and yard waste disposal. The City has an ordinance that open burning within the city is only permitted for land clearing for development. All permits were site surveyed for compliance and issued for either land development in the City of Nixa or vegetative waste burning in the County.

Web Page – The web page was completely rebuilt and significantly upgraded to support the use of online materials and forms for our personnel and patrons of the District. Inspection forms, press releases, the Fire District Application, policies and procedures, to name a few are now online.

Investigations –

1. The Prevention Bureau conducted 16 fire investigations.
 - a. Causes of Fire

i. Accidental	7
ii. Equipment Failure	2
iii. Incendiary	1
iv. Undetermined	4
v. Open under Invest.	2
 2. Number of Intentionally Set Fires in Structures & Vehicles

a. Structure Fires – Intentionally Set	2
b. Vehicle Fires – Intentionally Set	0
3. Number of Civilian Injuries as result of Fire 0
4. Number of Civilian Deaths as result of Fire 1
5. Number of Fire Service Injuries as result of Fire 0
6. Number of Fire Service Deaths as result of Fire 0

Plans Review – The Bureau received 20 sets of plans to review. With an average of 2 plans submitted a month a current turn around time of 10 days was used to match the City of Nixa’s process. Also, 14 preliminary plats have been reviewed with an average of 2 per month submitted.

Planning –

1. Christian County Planning and Zoning – We have been present at 95% of all Christian County Planning and Zoning Commission meetings and participated in the Development Code review process.
2. The City of Nixa Planning and Zoning Commission – We have been present at 100% of the Nixa Planning and Zoning Commission meetings and participated in several development and code issues throughout the city.
3. The Prevention Bureau currently administers and tracks along with the City of Nixa and the County area projects under development for significant fire code violations.

Prevention and Preparedness –

1. This year forms and a layout of a schedule for inspections was developed to begin the transition to start inspections and occupancy reviews.
2. All 1596 incidents entered in the computer reporting system were quality assured to check completeness and correctness.
3. For the first time in the organizations history the District enrolled in the National Fire Incident Reporting System (NFIRS) and currently reports on a monthly basis.
4. A filing system for prevention, investigation and inspections was developed.
5. The Accountability System was upgraded to meet NFPA and organizational standards.
6. Fire Act Grant award from 2002 was administered and placed into operation (35 - 2002 NFPA, SCOTT 4.5, 4500 psi SCBA units)
7. Several new forms were created to build a foundation for tracking and record keeping. They are:
 - a. Burn Permits
 - b. Fire and Life Safety Inspection
 - c. Occupancy Review
 - d. Fire Code Compliance Form
 - e. Customer Complaint Form
 - f. Fireworks Inspection Form
 - g. Fire Drill Form
 - h. Consent to Search
 - i. After the Fire
 - j. Business Self-Inspection
 - k. Residential Fire Safety Survey
 - l. Inspection Items Explanation Sheet
 - m. PSA Standard Format and Release
 - n. On the Floor Publication
8. The Prevention Bureau developed and maintained the Physical Agility Entrance Test and records.
9. 22 requests for records or reports were processed.
10. A Knox Box program was initiated and developed.
11. 9 Inspections of Fireworks stands were completed.
12. A minimum additional 27 hours of meetings a month for Prevention Bureau/Inter-Governmental Meetings and Inner-Organizational meetings.

Public Relations –

1. In 2003 30 press releases have been distributed for public safety and organizational events. We continuously release interviews and articles. There are various amounts of information being exchanged with risk safety as the main concern.
2. A public information liaison was dedicated as the Prevention Bureau Chief.

Important Statistics –

1. Average Dollar Loss by Property Type
 - a. 1 or 2 Family Dwelling \$77,302
 - b. Multifamily Dwellings \$1000
 - c. Motor vehicles/boats/etc \$500
 - d. Storage \$100
 - e. Outbuilding or sheds \$10,000
2. Total Dollar Loss by Property Type
 - a. Residential \$694,620
 - b. Public Assembly \$0
 - c. Schools & Colleges \$0
 - d. Health Care & Penal Inst. \$0
 - e. Stores & Offices \$500
 - f. Industry/Manufacturing \$0
 - g. Storage \$10,100
 - h. Other Structures \$0
3. Total Structure Loss \$705,220
4. Total Loss for All Fires \$708,320
5. Percentage of Structure Fires by # of Incidents
 - a. 58.82% in a 1 or 2 Family Dwellings
 - b. 8.82% in Multifamily Dwellings
 - c. 2.94% in Motor Vehicle or boat
 - d. 2.94% in Manufacturing/Processing
 - e. 17.65% in Outside or Special Property
6. Breakdown of False Alarm Responses

a. Malicious, Mischievous, False Call	2
b. System Malfunctions	21
c. Unintentional	12
d. Other	1
7. There were 0 Large Loss Fires in 2003.
8. Zero (0) dollar loss in Sprinklered Buildings.
9. Percentage of Incidents by Smoke Detector Performance
 - a. 62.5% of incidents occupants responded to detector performance
 - b. 12.5% of incidents had no occupants when the detector performed
 - c. 12.5% of incidents was undetermined
 - d. 12.5% of incidents occupants failed to respond
10. Dollar Loss by Smoke Detector Performance
 - a. 47.47% dollar loss occurred in an undetermined detector performance
 - b. 40.63% dollar loss occurred when detectors alerted occupants who responded
 - c. 11.3% dollar loss occurred when there were no occupants
 - d. 0% of dollar loss occurred when occupants failed to respond
11. Smoke Detector Performance Summary

<u>Detector Performance</u>	<u>Dollar Loss</u>	<u># of Incidents</u>
Alerted occupants & responded	\$269,620	5

Occupants failed to respond	\$4,000	1
No occupants	\$75,000	1
<u>Undetermined</u>	<u>\$315,000</u>	<u>1</u>
Total for all incidents	\$663,620	8

These are the most notable accomplishments and statistics within the Prevention Bureau. There were many more ancillary projects that were completed alongside other bureaus in the Fire District.

Bryan Newberry

The following pages review several operational issues through quick reference charts and graphs.