

FAIRFIELD FIRE DEPARTMENT

Annual Report 2004

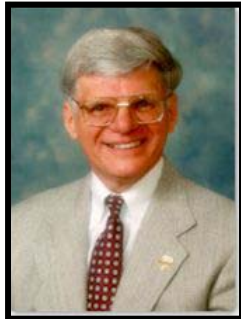


CITY OF FAIRFIELD

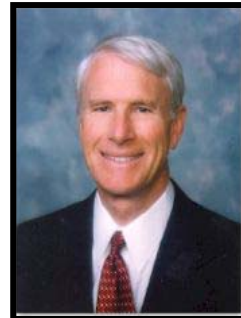
City Council



**Mayor
Karin MacMillan**



**Vice-Mayor
Harry T. Price**



**Councilmember
Jack Batson**



**Councilmember
John English**



**Councilmember
Marilyn Farley**



Annual Report 2004

Fire Chief

Michael E. Smith

mesmith@ci.fairfield.ca.us
707.428.7378

Deputy Fire Chief

Steve Vucurevich

svucurevich@ci.fairfield.ca.us
707.436.7220

Deputy Fire Chief

Vince Webster

vwebster@ci.fairfield.ca.us
707.436.7222

Battalion Chief

Tom McMasters-Stone

tmcmasters-
stone@ci.fairfield.ca.us
707.436.7221

Battalion Chief

Anthony Velasquez

avelasquez@ci.fairfield.ca.us
707.436.7226

Battalion Chief

Jorge Merodio

jmerodio@ci.fairfield.ca.us
707.436.7223

Fire Marshal

Morgana Chan

mchan@ci.fairfield.ca.us
707.428.7550

Assistant Fire Marshal

Brian Hampton

bhampton@ci.fairfield.ca.us
707.428.7341





Table of Contents

Letter from the Chief	Page 1
Mission Statement	Page 2
Organization Chart	Page 3
The Fairfield Way	Page 4
Management Staff	Page 6
Administration Support Staff	Page 7
Department Divisions	Page 8
Committees-Operations	Page 12
Committees-Facilities-Communications	Page 14
Committees-Training-Equipment	Page 16
Committees-Administration	Page 19
Committees-Prevention-Public Education	Page 20
Committees-Health-Safety	Page 25
• Special Teams	Page 27
A Year in Review- Community Events	Page 30
• Special Awards and Honors	Page 32
• Personnel Changes	Page 33
• Employee Associations	Page 34
Statistical Review & Calls for Service	Page 35



Letter from the Fire Chief Chief Michael E. Smith

It is with pleasure that the Fairfield Fire Department presents this 2004 Annual Report. We trust the information contained within this report will give you a better insight into our organization.

The Fairfield Fire Department is managed utilizing a Relationship By Objectives model which establishes a positive relationship between labor and management based on trust and mutual respect. There are several teams chaired by representatives of labor and management that work together to help plan our annual goals and objectives and resolve any issues at the lowest level within the department. The teams and their responsibilities are detailed within this report.

In July 2004, the City Council established the Public Safety Enhancement Fund to address the hiring needs of both the Fire and Police Departments. The fund has already reinstated a battalion chief position and the fire prevention supervisor position which were lost due to budget reductions. We are excited to receive six new firefighter/paramedic positions and a training officer position on July 1, 2005. The reinstated and new positions will allow us to provide a higher level of service to both the citizens of Fairfield and the existing members of our department.

Our philosophy of community based fire protection is a non-traditional approach of working beyond just responding to emergencies. The Fairfield Fire Department truly cares for the well being of this community. We strive to partner with other city departments and community organizations to provide services that help make Fairfield a great place to live and work.

Sincerely,

Michael E. Smith

Fire Chief



**Fairfield Fire Department
Annual Report 2004**



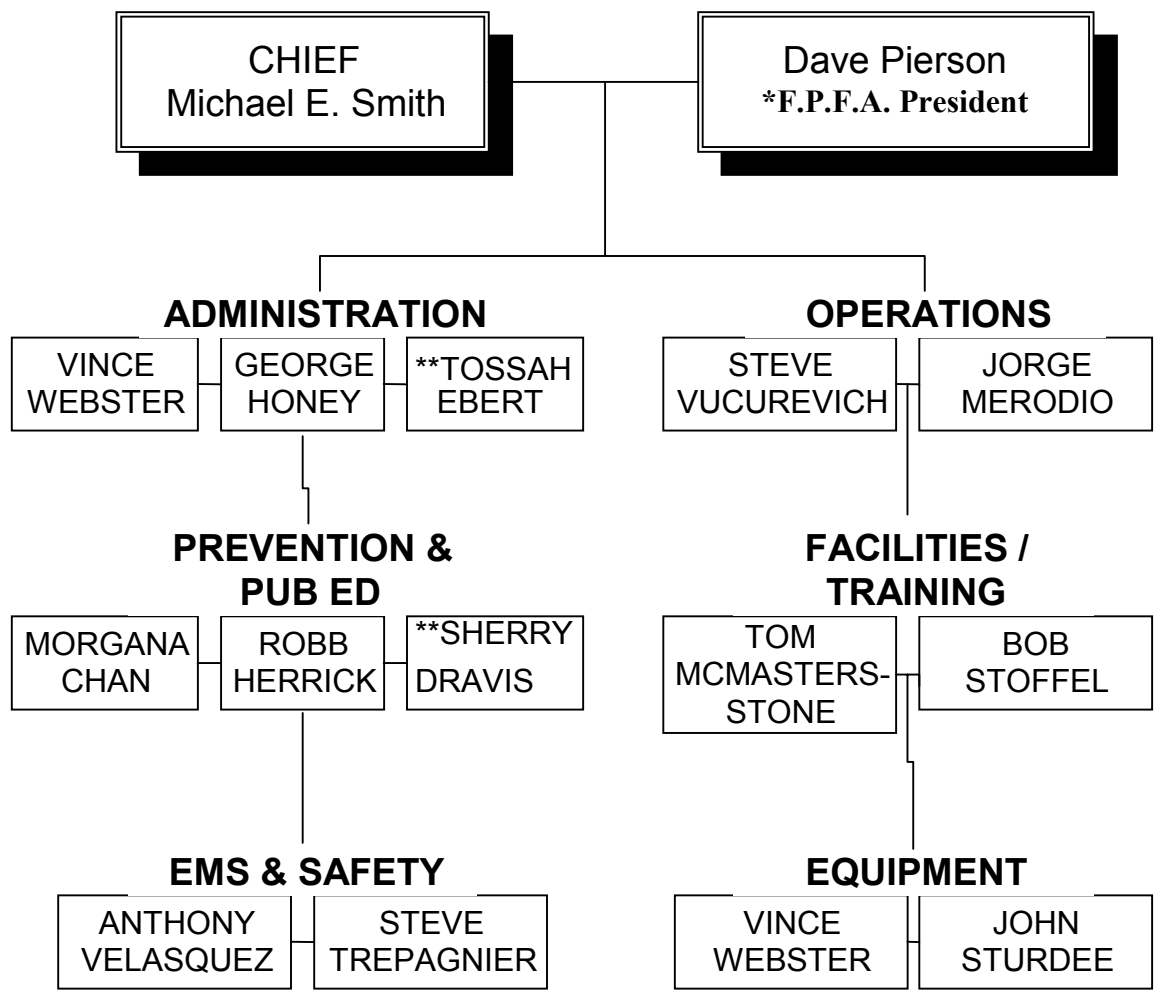
Mission Statement

"The mission of the Fairfield Fire Department is to pursue the highest levels of fire and life safety services for our community in order to minimize loss of life and property."





Organizational Chart Fairfield Way Committees



*Fairfield Professional Firefighters Association

** Fairfield Employees Association



The Fairfield Way

The Fairfield Fire Department Way

Overview

The City of Fairfield is a well-managed community. Its leadership is committed to providing excellent service and has encouraged efforts to improve service quality in all city departments. This approach allows the Fairfield Fire Department (FFD) to positively address our human and physical resources and supports an environment that encourages excellence.

Our fire department has begun a journey that will make us a unique organization, not just within the fire service, but compared to other organizations- public or private. Explaining our philosophy is not so simple – it is our people and our philosophy. The FFD Way was developed with the intent of describing this departmental philosophy. It is also intended to be prescriptive – that is, to describe who we would like our department to be. It is not intended to be a management procedure covering how we should act, but rather a document that describes expectations for positive, constructive interaction. It also sets forth the standards or ideals we, as a department, are dedicated to achieve. When describing any guiding set of principles or underlying beliefs concepts, or attitudes, it is difficult not to sound idealistic. This is just as true in trying to explain our department's philosophy.

As a department, we prize excellence. We are a group with a selective membership and everyone who is a member has to want to belong. If individuals choose to belong, there are expectations and standards of behavior that are not optional. We, individually and collectively, care about the well being of our fellow members and are concerned with preserving the well being of our organization, because it serves the common good of the members and our customers - the public.

We are a close-knit family and are proud of it. The FFD Way attempts to describe the vision and culture of this family. It is a product of the annual labor/management planning process, and represents the input of all department members. It is a dynamic document and will be reviewed periodically for necessary revisions.



The Fairfield Way

The Fairfield Fire Department Way Labor / Management Relations Model

Purpose:

Our mission is “to pursue the highest levels of fire and life safety services for our community in order to minimize loss of life and property.” We exist to protect our community. Both labor and management of the Fairfield Fire Department have agreed the most important aspect of pursuing our mission is to develop and foster strong working relationships.

Our department has been using the Fairfield Fire Department (FFD) Way since the spring of 2001. This model has allowed labor and management to work cooperatively on issues of planning, problem solving and participatory management. The FFD Way does not replace the negotiating process between the city and the unions.

The Fairfield Fire Department Way model is comprised of nine co-chair or tri-chair teams. Each team is made up of representatives of both labor (FPFA and FEA) and management. When all teams meet collectively, the combined group is called the correlation team. The co-chair team comprised of the chief and the union president has oversight responsibility for the correlation team. Of the eight remaining co-chair/tri-chair teams, each represents a major area of the department as follows: administration, operations, fire prevention and public education, facilities and communications, training, equipment, E.M.S. and health and safety.

The correlation team develops short and long range plans at the annual planning retreat. It also meets quarterly to review established plans for progress and to discuss any areas of concern. The co-chair/tri-chair teams meet as needed, typically monthly, to work on plans, share information and receive input from members.

We are committed to excellence internally and externally, not to either doing “just good enough” to get by or to damage and destroy each other as we proceed through our work lives. It is our positive commitment to quality service and to each other that has made us what we are today.



Management Staff

From left to right

Fire Administration

Deputy Chiefs

Steve Vucurevich

Vince Webster



Battalion Chiefs

A Shift
Anthony Velasquez

B Shift
Tom McMasters-Stone

C Shift
Jorge Merodio



Fire Prevention Bureau

Fire Marshal
Morgana Chan

Assistant Fire Marshal
Brian Hampton





Administration Support Staff

From left to right

Sherri Cauchi
Office Specialist

Tossah Ebert
Office Specialist

Kathryn Meredith
Office Specialist



The administration staff provides a host of specialized office and administrative support functions for the fire department. These tasks include:

Employee records, training records, accounts payable, grant writing, payroll, statistical analysis, public-record information, organization and maintenance of various department files, and provides written and electronic correspondence, to name a few.

The administrative staff works various schedules that allow staff coverage Monday through Friday.



Department Divisions Fire Prevention

Fire Prevention Staff

Morgana Chan, Fire Marshal	428.7550
mchan@ci.fairfield.ca.us <i>Fire Prevention Manager, Investigation Team Supervisor, Administrative Staff Supervisor</i>	
Brian Hampton, Assistant Fire Marshal.....	428.7341
bhampton@ci.fairfield.ca.us <i>Prevention Staff Supervisor, Plan Review, Field Fire Inspections</i>	
Mark Hollan, Plans Examiner, Fire Prevention Inspector III.....	428.7322
mhollan@ci.fairfield.ca.us <i>Plan Review, Field Inspections</i>	
Sherry Dravis, Fire Prevention Inspector II.....	428.7657
sdravis@ci.fairfield.ca.us <i>Field Inspection, Code Enforcement, Cooking Fire Suppression Systems /Residential Auto- matic Sprinkler Systems</i>	
Kathy Sawyer-Shishido, Fire Prevention Inspector II.....	428.7744
ksawyer-shishido@ci.fairfield.ca.us <i>Public Education, Weed Abatement, Public Education and Licensed Care Facility Inspec- tions, coordinates visits to the fire stations for schools and private groups</i>	
Gerrie Hooten-Walther,	428.7065
Volunteer, Prevention Technician <i>Weed Abatement Technician</i> ghooten-walther@ci.fairfield.ca.us	

Back row, left to right

Brian Hampton & Mark Hollan

Front Row left to right

Gerrie Hooten-Walther, Kathy Sawyer-Shishido
and Sherry Dravis





Department Divisions Fire Prevention

Fire Prevention Staff

The Fire Prevention Division is staffed by six individuals: Fire Marshal Morgana Chan, Assistant Fire Marshal Brian Hampton, Fire Inspector Mark Hollan, Fire Inspector Kathy Sawyer-Shishido, Fire Inspector Sherry Dravis and seasonal Weed Abatement Technician Gerrie Hooten-Walther. This division is responsible for a variety of fire and life safety functions: weed abatement, open space management, public education, inspection of licensed residential day cares and care facilities for the elderly and developmentally disabled, plan review and field inspection for new construction projects as well as remodel and tenant improvements in existing buildings, plan review and field inspection in fire alarm and fire suppression systems.

Fire Marshal Chan has been with the department for ten years. She started her career as a fire inspector and worked her way up through the ranks to plans examiner, assistant fire marshal and then fire marshal. She is responsible for overseeing the fire prevention division and administrative staff and the fire investigation team.

Assistant Fire Marshal Brian Hampton started his fire service career in 1976 with CDF/Riverside County Fire as a paid called fire apparatus engineer. He has been in fire prevention since 1988 with CDF/Riverside County Fire. In 1997 Brian moved to Windsor, CA and took a position with CDF/Napa County Fire Department in prevention. Brian has State certifications as a firefighter I & firefighter II, fire prevention officer I, II, III, fire protection specialist, plans examiner, fire investigation officer I, fire investigation officer II series classes, public officer, fire information officer, and uniform fire code inspector.

Fire Inspector Mark Hollan has been with the department for nine years. Inspector Hollan has a strong background in the construction, design, and installation of automatic sprinkler systems. He is responsible for plan review and field inspection of automatic sprinkler systems and special hazard fire suppression systems. Inspector Hollan's strong technical skills give him the ability to work well with the development community to provide high levels of life safety.



Department Divisions Fire Prevention

Fire Prevention Staff (continued)

Fire Inspector Kathy Sawyer-Shishido has been with the department since 1996. She oversees the weed abatement program seasonally and is responsible for public education and licensed care facility inspections year-round. She coordinates visits to the fire stations for schools and private groups as well as gives presentations in the community for everyone from pre-school children to residents of assisted living facilities.

Fire Inspector Sherry Dravis has been with the department since 2001. She performs plan review and field inspection on cooking fire suppression systems and residential automatic sprinkler systems. She is also responsible for the majority of the business inspections in the commercial areas of the city, including Westfield Shoppingtown.

Weed Abatement Technician / Volunteer Gerri Hooten-Walther. Mrs. Hooten-Walther has been a volunteer with the department since 2000. Year-round she volunteers her time and energy to help with special events, community tours and interoffice mail delivery. During fire season, Mrs. Hooten-Walther is a paid weed abatement technician. She responds to citizen complaints, issues work orders for the city contractor and does field inspections.

The prevention division strives to provide high levels of customer service across the broad spectrum of citizens they serve; contractors, developers, architects, engineers, local business owners, schools, civic groups and our senior population. The diversity of our staff members and their dedication to the community help ensure we are successful in meeting our service goals.



Department Divisions Fire Suppression

Fire Reserves

Committee members: Battalion Chief Tony Velasquez, Captain Bill Limneos, and Office Specialist Tossah Ebert.

What part of the department do we represent? Operations

Typical tasks: This committee is responsible for the fire department's Reserve Fire-fighter Program. The reserve firefighters have four main tasks. They are as follows:

When possible, they will provide a 4th person on the engine.

They will be used as a hiring pool.

They will help with community service / special events.

They will be used (in addition to off duty personnel) as recall personnel.

Accomplishments of the past year:

- All current and future reserves will possess an EMT certification
- Increased number of reserves to 36.

Fire Explorer Scouts Program

Learning about firefighting-Serving our community-Having Fun.

Post #8651 is currently made up of twenty-three young men and women ranging in age from 14-21 years of age.



Those explorers in high school are required to maintain a G.P.A. of 2.0 and those who are officers are required to maintain a G.P.A. of 2.5. The explorers meet weekly for meetings, training, physical training, and public events, such as, the "Walk For Life" run by the American Cancer Society, "Adopt a Family" Christmas program, and the Fourth of July parade.

The post adviser staff consist of Battalion Chief Tom McMasters-Stone, Committee Chairman and Captain William Limneos, Post Adviser.

Post Associate Advisers, Engineer Dave Pierson, Firefighters Brad Martin and Nick Eisan, Fire Inspector Kathy Sawyer-Shishido, Office Specialist Kathryn Meredith and Volunteers Robert Conklin and Brenda Allen.



Committees - Operations

Co-Chairs Steve Vucurevich—Jorge Merodio

Operations

Committee Co-Chairs: Deputy Chief Steve Vucurevich / Battalion Chief Jorge Merodio

What part of the department do we represent? Operations

Typical tasks: Fire department operations is responsible for all aspects of emergency service delivery. In addition to this broad area of responsibility, fire department operations is also responsible for the design, purchase, repair and maintenance of all fire department emergency apparatus and staff vehicles. Fire department operations has a deputy chief and a labor representative assigned to oversee this area of responsibility.

Accomplishments of the past year:

This past year has been a very exciting one when it comes to fire department operations. Two areas of service delivery enhancement took major steps forward during the past year. These two areas are the establishment of a regional hazardous materials team and the establishment of confined space and technical rescue capabilities within our department. The City of Fairfield, with the help of our lobbyist, was able to secure \$450,000.00 in Congressional Earmark funding to be applied toward the training of a regional hazardous materials team in Solano County. To date, the team has been trained and certified as hazardous materials technicians and hazardous materials specialists. The team will receive additional training funded by the earmark before the end of this fiscal year.

In addition, a hazardous material response vehicle has been ordered. This vehicle is being purchased through grants received by the county and is due to be delivered in early 2005. The team has been meeting and training twice a month under the direction of Gene Dick. Gene is contracted through the county to provide oversight of the team and to help get the team to a fully operational state. The team is made up of 19 members, five of whom are from our fire department - Captains Rob Bartoli and Bob Stoffel, Engineers Matt Luckenbach, Tony McCahon and Doyle Peebles and Officer Dan Hatzell from the Police Department. When the team becomes operational, team members will be paged and will respond to the location of the incident. The hazardous materials response vehicle will be housed at one of our fire stations and will respond to the incident as well. We hope to have the team fully operational by mid 2005.



Committees-Operations

Co-Chairs Steve Vucurevich—Jorge Merodio

Operations (continued)

The other area of service delivery improvement is in fire department rescue capabilities. Under the leadership of Captain Monty Fortney, a fire department rescue team was established. Team members have received specialized training to include confined space rescue operations, trench rescue operations and technical rescue operations (Rescue Systems I). Confined space rescue capabilities are essential and required by California Occupational Health and Safety (O.S.H.A.) in order to legally make a confined space rescue. This is critical both to local industry as well as to our city's water treatment and sewer treatment operations. Because of this need, local industry has stepped up to financially support our fire department team to purchase equipment and provide ongoing support to help pay for training needs.

The summer of 2004 proved to be a challenging year for wildfires. The largest to occur was the 1200-acre Cement Hill fire. While the fire did not start in our city, nor did the majority of the acres burned fall within the city limits, the fire did pose a serious threat to our community. The other large wildland fire incident occurred just west of Hilborn Road and burned 172 acres. Fortunately, neither of these incidents caused any serious injuries or significant property loss. As a result of these incidents, the operations co-chairs developed some revisions to wildland firefighting procedures and worked through the training division in providing some additional specialized training in the area of wildland firefighting operations.

These incidents were a good test for our new countywide mutual aid matrix. While the matrix did work well in getting resources to the scene of the incident quickly, some weaknesses in incident management were identified. Due to these weaknesses, the Solano County Operations Chiefs are developing a proposal to establish a Solano County Incident Management Team to be a resource to the incident commander during major incidents within our county. Deputy Chief Steve Vucurevich is a member of the Solano County Operations Chiefs and is working on the committee to establish this team.

During the past year, the operations co-chairs have been involved in working with the chief and the city in determining the location of the new Station 35. The Apparatus Committee, which is a subcommittee of operations, has been working on the specifications for a new quint aerial apparatus.



Committees-Facilities & Communications

Co-Chairs Tom McMasters-Stone—Bob Stoffel

Facilities and Communications

Committee Co-Chairs: Battalion Chief Tom McMasters-Stone and Captain Bob Stoffel

What part of the department do we represent? Operations

Under its facilities responsibilities, this committee is responsible for planning future fire department facilities; for working with the architects, construction managers, and other city departments to keep the projects on schedule and on budget; for planning and facilitating remodels and upgrades of current FFD facilities; and for the maintenance and repair of current fire department facilities.

Accomplishments of the past year:

There were two major tasks facing the committee as we entered 2004: re-roofing the Union Avenue and Huntington Court fire stations and planning the design of a new station for the Cordelia area of the city. Another task the committee has dealt with is the warranty issues with our two new stations located at 1200 Kentucky Street and 3200 North Texas Street.

The communications responsibilities of the committee involve the maintenance and planning of stationary and mobile radios, stationary and portable computers, facility telephones, and department cell phones and pagers.

Five significant events were set in motion by the committee during 2004.

The first continues as this report is being published, and is the trial of a new style radio that has both UHF and VHF channels in one handheld unit. Historically, the wide variety of frequencies in Solano County has required that multiple handheld radios be used by field units during multi-agency events. The ability to put UHF and VHF channels together in one unit would be a major step forward for the coordination of these incidents. Two stations are conducting these trials, and the technology involved seems solid and promising.

Two other accomplishments were the purchase of two laptop computers for, respectively, the department's mapping personnel and breathing apparatus technicians. The ability to computerize and digitize our mapping process has made a huge improvement in workload and product quality. Likewise, the tracking and testing capabilities made available to the breathing apparatus technicians by the acquisition of a laptop are also significant, and allows us to do things internally that we otherwise would have had to contract out.

The fourth item on the 2004 list is a project called TeleStaffing. Significant time and effort is expended on maintaining staffing minimum levels, and handling vacancies due to vacations, sick leave, training, jury duty, injuries, and a variety of other reasons. TeleStaffing is a program that computerizes and automates the process, including the incorporation of our local rules and regulations. The program actually makes the phone calls, sends the pages, and uses voice communications to advise personnel whether or not they can have vacation, are awarded overtime, or are being kept on duty because of a vacancy. We anticipate the full implementation of the program by July 1, 2005 and it is included in our 2005 goals listed below.

Lastly and also still ongoing, is the full conversion of the Union Avenue station to a fully-functional training and maintenance facility. While much was done this year, much remains to be done in 2005, including a sprinkler system and other fire protection upgrades.

**Fairfield Fire Department
Annual Report 2004**



Facilities - Fire Stations

Station 35

473 A Edison Court
Engine 35-Brush 35
707.863.8306



Station 37

1200 Kentucky Street
707.429.6237

Administration-Fire Prevention
Public Education-Training
Engine 37-Truck 37-Rescue 37



Station 38

(Non-Emergency Staffed)
Emergency Recall
707.428.7071

Vehicle
Maintenance
707.428.7379

Training-Radio
Repair



Station 39

1975 Huntington Court
Engine 39-Grass 39
707.429.6242



Station 40

2255 Vista Grande Drive
Engine 40-Brush 40
707.429.6244



Station 41

3200 North Texas Street
Engine 41-Brush 41-
Airpak Repair/Refilling Sta-
tion
707.429.6243



Fairfield Fire Department
Annual Report 2004



Committees-Training & Equipment

Co-Chairs Tom McMasters Stone—Captain Bob Stoffel

Training

Committee Co-Chairs: Battalion Chief Tom McMasters Stone—Captain Bob Stoffel

What part of the department do we represent? Fire Department Management, Suppression, and Prevention

Typical issues handled by the Training Committee include: coordinating Federal, State and local guidelines and requirements; management of the training budget for the department; and refining, designing and implementing department training curriculum.

The Training Committee represents all members of the Fairfield Fire Department. These factions include day staff, line staff and reserves. The current training budget is \$37,500 and with continual increases in mandated training, the amount of time committed and money invested is expected to rise.

The committee was also overseeing all departmental training, but mid-year, Captain Jorge Merodio was promoted to battalion chief, and assumed the responsibility of management representative for training. Likewise, this responsibility split also resulted in Captain Stoffel joining Battalion Chief Merodio on the training committee and Firefighter-Paramedic Larry Palmer being designated as the labor co-chair for the Facilities and Communications Committee. For simplicity, all of the training activities for the year 2004 and goals for 2005 are contained within the training section of this report authored by Battalion Chief Merodio.

Accomplishments of the past year:

2004 was a year of accomplishments for the Fairfield Fire Department Training Committee. The committee worked with a newly appointed training officer, implemented in-house as well as out of department training, joined the California Firefighter Joint Apprenticeship Committee program in partnership with the State of California, and supported eight employees in beginning the coursework necessary for Master Instructor Certification. As of August 2004 the newly promoted battalion chief was assigned the duties and responsibilities of interim training officer. A permanent training officer position was approved by the City Council during the 2004 Budget Review Session and the position is expected to be funded in the fall of 2005.



Committees-Training & Equipment

Co-Chairs Tom McMasters Stone—Captain Bob Stoffel

Training (continued)

California Occupational Health and Safety (O.S.H.A.) requirements were reviewed and a training schedule and protocol was established for the year including department personnel responsible for implementing training and/or establishing consultants to provide in-house training beyond the scope of current personnel. After meeting with the city's Planning and Development Department, possible hands-on training locations were identified and secured. The department completed multiple training sessions for suppression staff including wildland training (S130, S131, and S190), which will enable department members to participate on 'strike teams' during wildland blazes out of our jurisdiction. Additionally, CAL/OSHA guidelines for training were met with lock-out/ tag-out training involving securing circuits to prevent accidental activation of heavy equipment in the event of an injury.

As of February 2005, eight members of the Fairfield Fire Department will complete the coursework necessary for Master Instructor Certification. The department will benefit from the expertise of this group and will be able to tap into their training capabilities to support further development of the general personnel within the department setting the Fairfield Fire Department apart from the surrounding county departments and, at the State of California level, creating a model to be emulated by other departments of equal size and staffing.

One of the final and, perhaps, most significant accomplishments of the Training Committee this year has been the department's participation in the State of California Joint Apprenticeship Committee (JAC). This participation enables the department to be reimbursed for training hours completed by department personnel by the State of California JAC. The reimbursed funds for training are received after submission of documented training from the Joint Commission. The funds are held in a trust account by the State and are dispersed to the department upon requests of approved training related items and services.



Committees-Training & Equipment

Co-Chairs Vince Webster—John Sturdee

Equipment

Committee Co-Chairs: Deputy Chief Vince Webster, Firefighter-Paramedic John Sturdee.

What part of the department do we represent? Fire Department Management, Suppression, and Prevention

The Equipment Committee is responsible for the research, purchasing, maintenance and replacement of all emergency response equipment used by the fire department. There are several specialized sub-committees which exist within the equipment committee such as Self Contained Breathing Apparatus, Chainsaw Repair, Hose Testing and Maintenance, Personal Protective Equipment, (PPE), Thermal Imaging project, and Wildland Firefighting apparatus.

Sub-Committees

- Personal Protective Equipment

Accomplishments for the past year:

- Purchased required confined space rescue equipment for legal compliance.
- Provided a second set of firefighting equipment (turnouts) for all suppression personnel.
- Upgraded and relocated self-contained breathing apparatus re-filling to an independent building located at Station 41.
- Developed a winter headwear policy.
- Upgraded the self-contained breathing apparatus fit testing process (joint program with the Public Works Department).
- Upgrading the firefighter safety items, such as, "PAK ALERT" safety monitoring devices.
- Upgrading the firefighter safety test bench equipment to maintain the firefighter safety alert alarms.
- Ordered 10 new state of the art self-contained breathing apparatus (SCBA's) .



Committees-Administration

Tri-Chairs

Vince Webster—George Honey—Tossah Ebert

Administration

The Administrative Division has three full-time members. Kathryn Meredith, Sherri Cauchi and Tossah Ebert work to provide administrative support for all of the functions of our department. They answer telephones, greet customers at the front counter, distribute mail, process reports and create statistical reports among their many job duties.

Kathryn Meredith has been with the city for 15 years. She worked for the city during the “Public Safety” years, when the police and fire departments were combined under one chief. She then transitioned with the fire department as they separated into its own city department. Meredith works on procurement of grants, policy and ordinance preparation and maintenance, billing, weed abatement processes and special projects.

Sherri Cauchi has been with the city for 10 years. She is primarily responsible for the Patient Care Reports (PCR's) generated by every medical call. She ensures that the information is complete and then transmits it to the Solano County Emergency Medical Authority. She also handles most aspects of finance for the fire department: accounts payable and receivable, vendor contracts and insurance requirements.

Tossah Ebert has been with the city for five years. Tossah spent a good portion of the past year working hard on the implementation of the fire department's new records management system, FDM. She also is responsible for timekeeping and payroll functions and helps with the weed abatement process.

Meredith, Sherri and Tossah are all cross-trained on each other's major job duties and they work hard to help each other and to keep the fire department running smoothly.



Committees-Prevention & Public Education

Tri-Chairs Morgana Chan– Robb Herrick– Sherry Dravis

Prevention & Public Education Committee

Committee Tri-Chairs: Fire Marshal Morgana Chan, Engineer Robb Herrick, and Fire Inspector Sherry Dravis were tri-chairs during the year 2003-2004. During the year 2005, Assistant Fire Marshal Brian Hampton will join the team and replace the management chair.

What part of the department do we represent? Fire Prevention

Prevention & Public Education Objectives:

The intent of the Prevention & Public Education Committee is to minimize loss of life through enforcement and education. The committee oversees the prevention and public education divisions within the Fairfield Fire Department. The prevention division manages various elements, such as, plan checks of fire detection systems, inspections for existing and new construction, enforcement of weed abatement, permit issuance, conduct fire investigations, development and review of fire safety standards and codes within the City of Fairfield.

A significant part of the Prevention Division is public education. Public education provides the community with fire safety education and victim assistance. This division oversees the juvenile fire setter program, organizes CPR classes, research grants, teaches fire safety practices utilizing our safety trailer and provides on scene fire support.

Sub-Committees

Toy Drive: The toy drive, which is a sub-committee of public education, is a program that runs all year to provide toys to local children during the holiday season. With continued donations from local businesses, such as Wal-Mart, we are able to provide a little more cheer for the less fortunate.

Coat Drive: During the winter season of 2004, the coat drive had its first debut. This program is a sub-committee of the public education committee. The first year of the coat drive showed promise for continued support from the city.



Committees-Prevention & Public Education

Tri-Chairs Morgana Chan– Robb Herrick– Sherry Dravis

Weed Abatement

Accelerant Detection K-9

The newest addition to our fire department team is Sierra. Sierra is a Labrador Retriever owned by Fairfield Firefighter Phil Bailey. She is taking over the reins of our recently retired K-9 Arson Investigator Aly who was trained by Fire Captain Houston Grimm. Aly is going to be greatly missed, but Sierra has passed her arson investigation course and has already showed her abilities at four fire scenes. Sierra is a valuable addition to our fire department family.

The City of Fairfield Fire Department covers 36.7 square miles and is responsible for weed abatement from April through October. The fire department sends out approximately two thousand weed abatement letters and notices each year. The department's personnel are responsible for inspecting and enforcing the City Of Fairfield's weed abatement policies and assisting in maintaining creeks, canals, parks, fire roads and open space properties. During this time of the year, Fire Inspector Kathy Sawyer Shishido and Fire Prevention Specialist Gerrie Hooten-Walther manage the program.

It is the department's goal to reduce the fire hazards surrounding residential properties as well as maintaining a clear and safe firebreak around the perimeter of our commercial structures and our open space areas. It is also important to maintain the integrity of our neighborhoods through compliance with the applicable city ordinances.



Committees-Prevention & Public Education

Tri-Chairs

Morgana Chan– Robb Herrick– Sherry Dravis

Prevention & Public Education Committee

Committee Members: Tri-Chairs: Fire Marshal Morgana Chan, Engineer Robb Herrick, and Fire Inspector Sherry Dravis were tri-chairs during the year 2003-2004. During the year 2005, Assistant Fire Marshal Brian Hampton will join the team and replace the management chair.

What part of the department do we represent? Fire Prevention

Prevention & Public Education Objectives:

The intent of the Prevention & Public Education Committee is to minimize loss of life through enforcement and education. The committee oversees the prevention and public education divisions within the Fairfield Fire Department. The prevention division manages various elements, such as, plan checks of fire detection systems, inspections for existing and new construction, enforce weed abatement, issue permits, conduct fire investigations, update and develop fire safety standards and codes within the City of Fairfield.

Public Education

Our department teaches public education and fire prevention all year long. We try to visit our public and private schools at least once a year and teach prevention classes to all the Head Start schools in Fairfield. We incorporate safety demonstrations with our senior home fire drills. The Public Education Committee also conducts fire station tours at all five of our stations. The personnel assigned to the engine companies assist with the department's public education efforts by conducting show and tell demonstrations of our fire equipment throughout the city. Our public education program is extended to groups of citizens and small businesses through portable fire extinguisher demonstrations. The public education divisions of both the Police and Fire Departments often team together and co-sponsor several events at the city's elementary schools including the proper use of the 911 emergency system and safety in the home as demonstrated in our Kids' Safety House Trailer.

Annual events:

Senior Center Monthly Dinner, Boot Drive for American Cancer Society, EMS week Candy Festival, Fourth of July, Chili Cook-Off, Pig Out at the Pond, Leukemia Foundation and Battens Disease Boot Drive, National Night Out,, Neonatal Intensive Care Unit Birthday Party, Fire Prevention Week, Veteran's Day Parade, Christmas Parade, Toy Drive, Coat Drive, American Cancer Society Relay for Life, City's Annual Safety Barbeque & Fire Prevention Demonstrations.



Committees-Prevention & Public Education

Community Involvement Toy Drive and Coat Drive

Toy Drive Sub-Committee

Sub-Committee members: Firefighter-Paramedic Bobby Silva, Assistant Fire Marshal Brian Hampton, Fire Marshal Morgana Chan, Fire Inspector Kathy Sawyer-Shishido

What part of the department do we represent? Public Education

Typical tasks: The toy drive is an annual time frame focused event beginning in October and ending the first of the New Year. The sub committee accepts and distributes toys and money to local area organizations for underprivileged kids and families.

Accomplishments of the past year:

- Purchase of signs for Stations 37, 40 and 41
- 100% of thank you notes mailed out
- Made new contacts with Scandia Fun Center
- Started a "Golf For Toy" program



*Firefighter-Paramedic Bobby Silva
Toy Drive manager*

Coat Drive Sub-Committee

Sub-Committee members: Firefighter-Paramedic Phil Bailey

What part of the department do we represent? Fire Prevention / Public Education

Typical tasks: The committee collected, cleaned, and delivered coats to various schools in the city for needy children.

Accomplishments of the past year:

- Printed signs placed in front of Stations 37, 40 and 41
- Collected over 200 coats and prepared them for distribution.
- Delivered coats to elementary schools



Prevention & Public Education

Medical Emergency Data System Program

MEDS PROGRAM

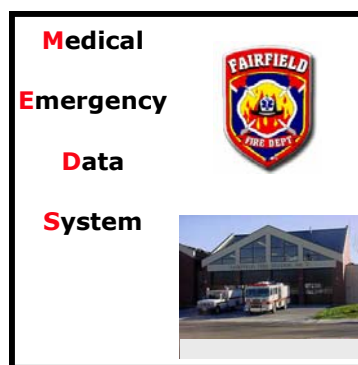
Committee members: Firefighter-Paramedic Steve McGraw, Assistant Fire Marshal Brian Hampton, Fire Marshal Morgana Chan, and Fire Inspector Sherri Dravis

What part of the department do we represent? Public Education

Typical tasks: The members of this committee started up the MEDS program for the department. They worked with the vendor to design the packets for our department and developed a PowerPoint Presentation to present to possible funding sources and to inform local groups and organizations of the MEDS program.

Accomplishments of the past year:

- Designed MEDS packet which included the information form, the wallet/purse information card, the 9-1-1 magnet with local non-emergency department numbers, and the department's decal to identify MEDS participants.
- Purchased 500 MEDS packets with funding from Wal-Mart, our local union organizations, and a few donations were received from local residents.
- Recruited three shift personnel to assist with implementing the MEDS program.





Committees-Health & Safety

Co-Chairs—Tony Velasquez— Steve Trepaginer

Emergency Medical Service Committee

Committee Co-Chairs: Battalion Chief Tony Velasquez / Captain Steve Trepaginer

What part of the department do we represent? All department personnel

Typical tasks: The committee is responsible for all of the fire department's EMS or emergency medical needs. The EMS committee's most important function is the Quality Assurance Review Team, which includes overseeing many different sub-committees within the EMS division.

The sub-committees reporting to the EMS co-chairs include the following:

- Clinical Coordinator, Emergency Medical Directives for dispatcher trainers.
- EMS supplies to the fire stations including equipment, narcotics and controlled substances.
- CPR / First Aid training to the public.
- Automatic External defibrillators.
- EMS Rescue Team, and EMS Hazardous Materials.

Accomplishments of the past year:

- Established the fire department's Quality Assurance Review Team for standards compliance.
- Successfully trained/updated all sworn police officers in the use of automatic external defibrillators for field use.
- Established the fire department's EMS Committee with representatives from all EMS sub-committees.
- Improved the department's Paramedic Preceptor program by increasing the amount of students per year from three to six.
- Updated the Quality Assurance standards to accurately reflect the County Paramedic Protocols.



Committees-EMS & Safety

Co-Chairs Tony Velasquez— Steve Trepagnier

Safety

Committee Members: Firefighter/Paramedic Mike Guerra, Battalion Chief Jorge Merodio, Captain Bill Limneos, Captain Rory Dorrough, Captain John McKenzie, Engineer John Sturdee, Engineer Brad Martin, Engineer Dave Pierson and Office Specialist Kathryn Meredith

What part of the department do we represent? All members of the fire department

Typical tasks: The committee is responsible for the fire department's health and safety. The fire department is required to have as part of the City of Fairfield's Health & Safety program, a procedure that reviews all safety functions within the different fire department's divisions and committees. The Health & Safety Committee oversees the inspections for the fire stations and administration buildings for any possible safety hazards.

The Health & Safety Committee is responsible for updating all policies and procedures related to the health and safety of the fire department. The committee reviews all accidents and injuries occurring in the fire department. Upon completion of the investigation, the committee makes recommendations for avoiding future incidents.

Accomplishments of the past year:

- Updated the seatbelt policy for emergency equipment.
- Improved the policy for wheel chocks.
- Installed back-up alarms for emergency grass vehicles.



Special Teams

Hazardous Materials Team

Confined Space Rescue Team

Fire Investigation Team

Hazardous Materials Team

The City of Fairfield, with the help of our lobbyist, was able to secure \$450,000.00 in Congressional Earmark funding to be applied toward the training of a regional hazardous materials team in Solano County. To date, the team has been trained and certified as hazardous materials technicians and hazardous materials specialists. The team will receive additional training funded by the earmark before the end of this fiscal year.

In addition, a hazardous material response vehicle has been ordered. This vehicle is being purchased through grants received by the county and is due to be delivered in early 2005. The team has been meeting and training twice a month under the direction of Gene Dick. Gene is contracted through Solano County to provide oversight of the team and assist with getting the team to a fully operational state. The team is made up of 19 members, five of whom are from our fire department. They are: Captains Rob Bartoli and Bob Stoffel, Engineers Matt Luckebach, Tony McCahon and Doyle Peebles. One other member is Officer Dan Hatzell, who is a representative from our police department.

When the team becomes operational, team members will be paged and respond to the location of the incident. The hazardous materials response vehicle will be housed at one of our fire stations and will respond to the incident as well. We hope to have the team fully operational by mid 2005.





Special Teams

Hazardous Materials Team

Confined Space Rescue Team

Fire Investigation Team

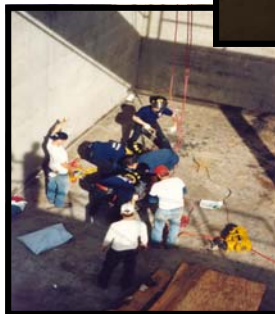
Confined Space Rescue Team

The Confined Space Rescue Team was created out of a need for specialized training in the area of trench rescue, above ground and confined space emergencies. Under the leadership of Captain Monty Fortney, a fire department rescue team was established with the assistance of grants and donations from various organizations in the community. Team members have received specialized training to include confined space rescue operations, trench rescue operations and technical rescue operations (Rescue Systems I), which is recognized by the California State Fire Training Institute.

Confined space rescue capabilities are essential and required by O.S.H.A. in order to legally make confined space rescues. The availability of the Confined Space Rescue Team is critical both to local industry as well as to our city's water treatment and sewer treatment operations. Because of this need, local industry and businesses have stepped up to financially support our fire department team, which has assisted in the purchase of equipment and ongoing training .

Confined Space Rescue Team Members:

*Deputy Chief Vince Webster, Battalion Chief Tom McMasters-Stone
Captains Monty Fortney, Shawn Byrne, Bob Stoffel, Jerry Pagala
Fire Engineers John Sturdee, Jim Willey, Tony McCahon, Rick Paulline, Doyle Peebles
Firefighter-Paramedics Steve McGraw, Larry Palmer, Justin Martin, Doug Hebbard, Tony Prado*



Fairfield Fire Department
Annual Report 2004



Special Teams

Hazardous Materials Team
Confined Space Rescue Team
Fire Investigation Team

Fire Investigation

Committee Members: Firefighter-Paramedic Phil Bailey, Sierra, Assistant Fire Marshal Brian Hampton, Fire Inspector Sherry Dravis, Firefighter-Paramedic Robb Herrick

What part of the department do we represent? Fire Prevention / Public Education

Typical tasks: Perform arson investigations at various fires in Fairfield and surrounding cities and counties when requested.

The California Fire Code charges the fire chief with the responsibility of investigating the cause and origin of every fire. In our department, a team of volunteer investigators performs this function. The fire investigation team is supervised by Fire Marshal Morgana Chan. She is assisted by two captains on the team, Jeff Chandler and John McKenzie. Captains Chandler and McKenzie have many years of investigation experience and are invaluable assets to the team. The other team members are Engineer Don Clark, Engineer Brad Martin, Engineer Tony McCahon, Paramedic Mike Nottingham and Engineer Dave Pierson, Fire Inspector Kathy Sawyer-Shishido and Office Specialist Kathryn Meredith. The majority of fires are investigated and documented by the shift captains and the responding fire crews. However, if there is a fatality, a high dollar loss, or any other unusual circumstance, the fire investigation team will be paged to respond to the scene. These team members volunteer to be part of the team and respond on their days (or nights) off in the event of a call-out.

Another division of the investigation team is the juvenile fire setter program. Captain McKenzie, Captain Chandler and Fire Inspector Kathy Sawyer-Shishido administer the program. Juveniles are referred to our program through the Solano County Juvenile Probation Department and other county fire and law enforcement agencies. The program is used as an intervention tool and is an attempt to prevent the tragic results when kids play with fire.

We are also very fortunate to have Firefighter/Paramedic Phil Bailey take an interest in the accelerant detection canine program. Phil owns Sierra, a beautiful black Lab, who is the county's only accelerant detection canine. Phil and Sierra respond to suspected arson fires and help to determine if accelerants (gasoline, kerosene, etc.) may have been used to set the fire.

Experienced investigators, one of the few county juvenile intervention teams, the county's only accelerant canine and fire investigation trailer have helped to make us leaders in local fire investigation. The skills and dedication of all our members have given us one of the strongest investigation teams in Solano County.



Fairfield Fire Department
Annual Report 2004



A Year in Review Community Events

Community Activities

Martin Luther King Jr. Day

Easter Parade in Cordelia

Senior Center Monthly Dinner

Laurel Creek School—Young Happen-

EMS week

Fourth of July

ACS Relay for Life

Solano County Fair

National Night Out

Pig Out at the Pond

Boot Drives for ACS, & The Leukemia Foundation

Fire Prevention Week

Candy Festival

Chili Cook-Off

Veteran's Day Parade

NICU Party

Christmas Parade

Toy Drive

Coat Drive

City's Annual Safety Barbeque and Demonstrations





A Year in Review

Fairfield Fire Department-2004 Summary

Land Area 36.7 square miles Fairfield Population 103,600*

FIRE STATIONS

Station 35	Station 39	Station 37	Station 40	Station 41
863-8306	429-6242	429-6237	429-6244	429-6243

PERSONNEL

Sworn 50 (48 male / 2 Female) Civilian 8 Total 58

BUDGET

FY 03-04 Estimate \$9,030,000 FY 02-03 \$7,148,000 FY 01-02 \$6,809,000

ACTIVITY	FIRE DOLLAR LOSS	2004 SIGNIFICANT EVENTS
Total calls..... 7381	04.....\$2,023,721	Development of Special Teams
Fire Calls..... 325	03.....\$3,449,975	-Confined Space Rescue
EMS Calls..... 4841	02.....\$2,967,031	-Hazardous Materials Response inter Agency Team
	Arson	-Fire Investigation Team
CIVILIAN FIRE VICTIMS	04..... 25	-Fire Reserve Program
2004	03..... 28	
Fatal 1	02..... 61	UNITS
Injured 4	Juvenile Fire Setters	Battalions 3
2003	04..... 2	Paramedic Staffed Engine Companies 5
Fatal 0	03..... 6	Reserve Engines 3
Injured 7	02..... .10	Aerial Ladder (cross staffed) 1
2002	FIRES INVESTIGATED	Rescue (cross staffed) 1
Fatal 0	04..... 325	Type III Brush Units 3
Injured 15	03..... 321	Type IV Grass Units 5
	02..... 378	



A Year in Review Special Awards

Special Awards and Honors Individual Recognition

*Firefighter of the Year
Firefighter-Paramedic Michael Guerra
Pictured with his 2-1/2 year old daughter Giannia*

Michael was a volunteer firefighter for seven years, one year with the Fairfield Fire Department's Prevention Bureau as the weed abatement officer, and six years as a career firefighter/paramedic, hired on February 16, 1999. Michael is a labor representative for the Health & Safety Committee, union steward and acting engineer.



*Employee of the Year
Tossah Ebert, Office Specialist*

The Fairfield Fire Department chose Tossah Ebert as employee of the year because of the exceptional dedication, skills and conviction she brings to our department. On a daily basis, she juggles being a full-time mother, wife, employee and, recently, a student at St. Mary's College where she expects to receive her B.A. degree in Business Management. Her devotion to the department has recently shined through the launching of our new computer program known as FDM.



*Reserve Firefighter of the Year
Jessica Swift*

The Fairfield Fire Department chose Jessica to be the Reserve Firefighter of the Year as she was the obvious choice. From 1994 - 1997 she was a volunteer firefighter with Fairfield Fire Department. And from 1997 - 2001 she was a member of the United States Marine Corps achieving the rank of sergeant. Presently, she is a reserve with the Fairfield Fire Department. A few of the reasons she was selected are as follows: she has managed to successfully complete paramedic school while raising three young children at the same time, she successfully completed her reserve probationary training early, and she coordinated the Cancer Walk for Life for the fire department. Because of her leadership skills, the Walk for Life was a great success.



**Fairfield Fire Department
Annual Report 2004**



A Year in Review Personnel Changes

Retirements—Promotions

Retirements

- Captain Doug Gammon, (not pictured)
-

Promotions



Jorge Merodio, Battalion Chief



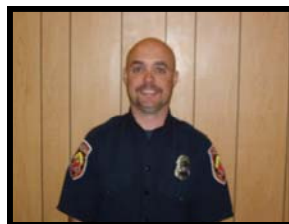
William Limneos, Fire Captain



Jerry Pagala, Captain



Dave Pierson, Fire Engineer



John Sturdee, Fire Engineer



Sherry Dravis, Fire Inspector



Employee Associations

**AFMS—Association of Fire Managers
President Tom McMasters-Stone**



**FPFA—Fairfield Professional Firefighters Association
President Dave Pierson**



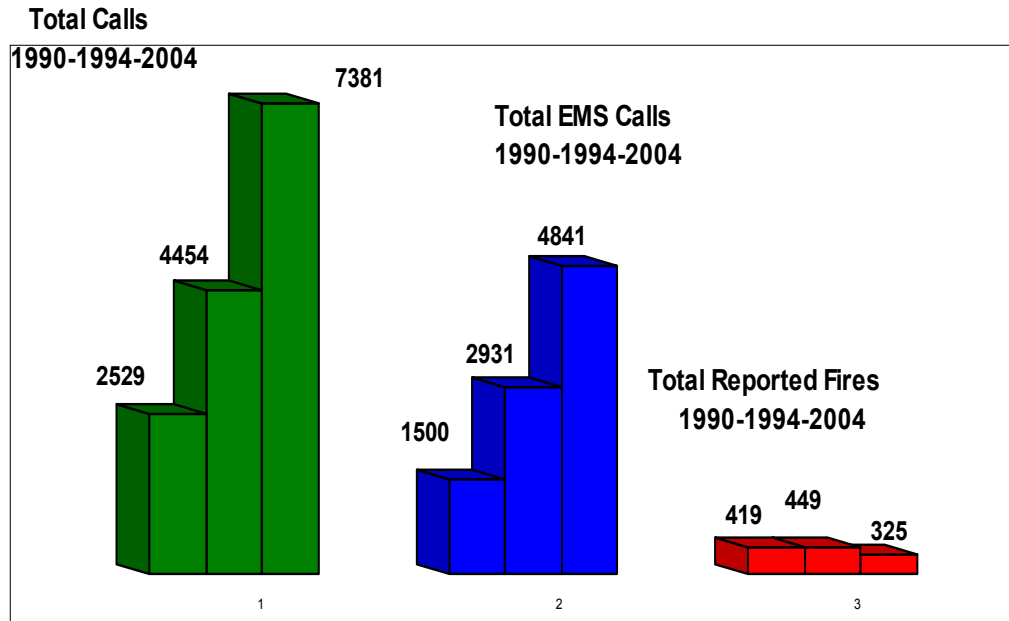
**FEA—Fairfield Employees Association
Vice President and Steward Kathryn Meredith**





Statistical Review

Calls for Service



Population—Calls for Service

