

ATTACHMENTS

ATTACHMENT A – ADDITIONAL AGENCY INFORMATION

Attachment A provides additional tables which were developed during the initial stages of the project. The consultant met with each agency to collect data which provided an overview of the agency and its operation, and included information relating to budget, staffing, programs, apparatus and equipment, as well as workload. Key tables are provided in chapter three of the report. This attachment provides additional agency information that was not presented in the report. It should be noted that the agency information provided here presents an overview and might not present data that will allow for easy comparisons to be made among the agencies.

1. CITY OF GILROY

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Provides overall management and leadership to the department. Develops organizational priorities and budget for implementing same. Establishes fire department policies and procedures. Responsible for tasks of "Operations Section Chief" in the City of Gilroy Emergency Operations Center during large-scale events/disasters.
Fire Division Chief	3	2	Manages overall field operations in emergency responses. Responsible for one of 3 functional divisions of the Fire Department: Field Operations, Training/Education, and EMS.
Fire Captain	12	8	Supervises companies on assigned shift. Enforces department policies and procedures. Responds to requests for service and provides company level supervision and management. Interacts with community, conducts inspections and provides public education opportunities.
Fire Engineer	6	6	Drives and operates fire apparatus and equipment. Provides daily testing and maintenance of assigned equipment. Develops response maps.

LAFCO OF SANTA CLARA COUNTY
Countywide Fire Protection Study

Position	Number		Principal Responsibilities
	Auth.	Actual	
Firefighter	6	6	Required to maintain and operate all relevant equipment. Responds to emergencies and requests for service. Acts under the direction of Fire Captain. Follows all policies and procedures. Conducts daily station maintenance and participates in training and public education activities.
Firefighter/ Paramedic	12	16	
Paid/Call Firefighters	7	7	Required to participate in monthly drills and provide monthly station time. Under supervision, provide assistance to companies in basic emergency operations. Maintain a general knowledge of apparatus and equipment. Responsible for responding to requests for emergency callback.
Fire Education Specialist	1	1	Designs and provides fire, EMS and life safety prevention and education programs. Provides training for community in CPR and first aid. Prepares media releases on fire and EMS issues.
Fire/EMS Analyst	1	1	Responsible for collection and analysis of relevant EMS, Fire, and other life safety risk data in the community. Identify and recommend improvements to operational, support, and administrative functions. Provides management of the departmental Records Management System (RMS). Develops measures of operational effectiveness and assists with financial analysis and procurement.
Secretary	1	1	Responsible for entry of daily payroll and processing of overtime hours. Responsible for financial transactions including processing purchase orders, invoices and pay requests. General administrative support for fire department including mail processing, document processing for management staff. Supervises Office Assistant and answers phones as needed.

Fire Station Survey
Apparatus Assigned and Normal Staffing Configuration

Station Name/Number and Location	Apparatus
1 – Chestnut Station	Front Line: Engine 61 (1999) Min. Staffing – 4 Truck 61 (1982) Not Staffed Min. Staffing – 0 Reserve: Engine 62 (1987)
2 – Las Animas Station	Front Line: Engine 71 (2001) Min. Staffing – 4 Brush 73 (1999) Cross Staffed with E-2 Reserve: Engine 72

Station Name/Number and Location	Apparatus
3 – Sunrise Station- Temporary Facility New Station Under Construction	Front Line: Rescue Ambulance Min. Staffing – 2 Reserve: None
4 – Santa Teresa – Station Planned	Front Line: N/A Reserve:

Response Policies and Capabilities

Incident Type	Response	How Provided												
Structure Fire	<p>Response Description:</p> <p>The standard structure response is a response that includes Fires endangering structures, commercial or multi-family dwellings, smoke/gas investigations inside of structures, or aircraft crashes.</p> <p><u>Level 1 Response:</u> 3 Engines 1 Rescue Ambulance 1 Duty Chief</p>	<p>The Level 1 Response yields the following staffing configuration:</p> <table><tr><td>Engine</td><td>4</td></tr><tr><td>Engine</td><td>2 (SSCCFPD)</td></tr><tr><td>Engine</td><td>4</td></tr><tr><td>Rescue</td><td>2</td></tr><tr><td>Duty Chief</td><td>1</td></tr><tr><td>Total</td><td>13 Personnel</td></tr></table> <p>A “second alarm” is achieved utilizing the Santa Clara Mutual Aid System and call back of local, off-duty personnel.</p>	Engine	4	Engine	2 (SSCCFPD)	Engine	4	Rescue	2	Duty Chief	1	Total	13 Personnel
Engine	4													
Engine	2 (SSCCFPD)													
Engine	4													
Rescue	2													
Duty Chief	1													
Total	13 Personnel													
Emergency Medical Services	<p>Response Description:</p> <p>The standard EMS Response includes EMS calls not related to Motor Vehicle or Industrial Accidents.</p> <p>EMS Response:</p> <p>1 Unit – Closest appropriate engine or Rescue.</p>	<p>The EMS Response yields the following staffing configuration:</p> <p>Engine, staffed with 4, or Rescue, staffed with 2, or Automatic Aid from SSCCFPD with Engine Staffed with a minimum of 2.</p> <p>This results in a minimum of 2 personnel if responding unit is a City resource. Apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>												

Incident Type	Response	How Provided
Rescue Responses	<p>Response Description: The standard Rescue Response includes: MVA's with victims trapped, rollovers, accidents and other rescues.</p> <p>Rescue Response:</p> <p>2 Engines 1 Duty Chief</p>	<p>The Rescue response yields the following staffing configuration:</p> <p>2 Engines, staffed with 4, and a Duty Chief</p> <p>This results in a minimum of 9 responding personnel if responding units are City resources. Apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>
Brush Fire Responses	<p>Response Description: The standard Brush Response includes: Grass Fires and Tree/Forest Fires. Brush Alarm Response is variable based upon fire season. In Season the typical response is:</p> <p>3 Engines, and 2 Duty Chiefs</p> <p>For incidents outside of fire season standard dispatch is a Single Unit dispatch involving the closest engine company.</p>	<p>The Brush Alarm Response yields the following staffing configuration:</p> <p>Engine, staffed with 4, and an Engine, staffed with 4, and a SSCCFPD Units staffed with a minimum of 2, and 2 Duty Chiefs.</p> <p>This results in a minimum of 12 responding personnel.</p> <p>A "2nd Alarm Brush" is achieved through the Santa Clara County Mutual Aid system and the call back of local, off-duty personnel.</p>
Alarms -	<p>Response Description:</p> <p>Alarms are dispatched as Structure Fire response – See Structure Response above.</p>	<p>See description of Structure Fire Response above.</p>

Major Department Programs

Program	Description
Training for Paid Staff and Volunteers	<ul style="list-style-type: none"> • Paid Staff <ul style="list-style-type: none"> - Entry Level Training includes Basic 400 Academy through the Joint Fire Academy, 80 of Local Agency specific training, and an additional 80 hours of Driver/Operator training and certification - Prior to deployment, new members have received 580 hours of academy training and have achieved the didactic portion of Firefighter I and Driver/Operator Certification - In-service training is provided through a schedule of training activities produced by the Training Division. - Minimum performance standards for both Company and Individual tasks are identified and measured on a consistent basis. • Paid/Call Staff: <ul style="list-style-type: none"> - Entry level training is provided by the Department. It involves academy type training supplemented by volunteer drills and station activities. - Required to attend 3-Drills/quarter. There are regular, monthly scheduled drills. - PCF's may request ride-alongs, and act under supervision of Captains in limited capacity. They are not utilized to fill scheduled vacancies or shift positions. • Training Facilities: Interactive television technology is currently not utilized within the District. However, a subscription is maintained to the Fire Education and Training Network (FETN) and its programming is available in the current stations.
Fire Prevention/Public Education	<ul style="list-style-type: none"> • Fire Prevention inspection and construction inspection is the responsibility of the Community Development Department. ▪ <i>Public Education:</i> Public Education programs are designed and coordinated through a Public Education Specialist in the Fire Department. Activities involve both fire suppression and public education personnel.
Mutual/Automatic/ Other Inter-agency agreements.	<ul style="list-style-type: none"> • The City is signatory to the County Master Mutual Aid Agreement. This agreement is signed by all relevant fire agencies in Santa Clara County with the exception of CDF.¹ ▪ The City has an automatic aid agreement with the South Santa Clara Fire District.

¹ South Santa Clara County Fire Protection District, which is staffed by CDF is a signatory to the agreement and CDF's lack of participation is a standard statewide issue relating to statutory responsibilities and authorities.

Program	Description
Apparatus Maintenance and Replacement	<ul style="list-style-type: none">• The City has an adopted vehicle and apparatus replacement plan and funds same on an annual basis:<ul style="list-style-type: none">- Staff Autos - 10 Years- B/C Vehicles - 10 Years Front line, 5 Years Reserve- Engines - 20 Years- Aerials/Trucks - 20 Years▪ Vehicle and Fleet maintenance is provided either by City shop or contract services. Basic vehicle maintenance (non-invasive and top-off of fluids only) is done with on-duty suppression personnel.

2. CITY OF MILPITAS

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Responsible for overall management and administrative direction of the Department. Recommends fire, emergency medical, and emergency management policies and programs to the City Council and City Manager.
Secretary	1	1	Executive Secretary to the Fire Chief. Supervises the Office Assistant.
Office Assistant	1	1	Primary responsibility is receptionist and departmental support activities at the headquarters.
Emergency Response Services			
Assistant Chief	1	1	Assistant Chief ensures that the Department responds with appropriate resources in a timely manner to all emergency incidents and service calls. Position supervises the three shift Battalion Chiefs, the Training Battalion Chief and the Fire Mechanic. Oversees ALS, Operations, and Community Fire Aide Programs. Serves as department head in Chief's absence.
Battalion Chief	3	3	The Battalion Chief positions have two primary functions: 1) incident commander on first alarm and greater fire, and 2) oversee the day-to-day operations of the fire services staff, including ensuring minimum staffing levels are met. As incident commander on first alarm or greater incidents, the battalion chief is automatically dispatched on all reported structure fires. The battalion chief responds to the incident scene and supervises operations. In overseeing the day-to-day operations of the fire services response staff, the following is accomplished: <ul style="list-style-type: none"> • Overall management of a 24-hour shift, which consists of 20 firefighting positions. • Ensures all companies are staffed at the minimum target levels. This includes coordinating vacation schedules and requests, shift trades, training schedules, and unanticipated absences. • Manages operations, monitors workload performance, manages personnel and discipline on assigned duty shift. Other staff assignments include overseeing facilities, apparatus, communications and support services.
Captain I Engineer/Paramedic FF/Paramedic	15 21 24	15 21 24	Each platoon has as a compliment of 20 positions — excluding the Battalion Chief. Minimum daily staffing is 15 positions — excluding the Battalion Chief — which includes 5 captains and 10 engineers/FF/Medics. Each response unit is staffed with a minimum of 3 positions.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Mechanic	1	1	Responsible for all repairs provided on Department fleet, including scheduling and performing preventive maintenance, routine repairs and appropriate outsourcing of specialized repairs.
Office of Emergency Services			
Battalion Chief	1	1	The primary function of this position is to develop and maintain an emergency plan consistent with the State Emergency Plan and the California Master Mutual Aid Agreement.
Prevention			
Fire Marshal	1	1	Primary duties include management of the City's Fire Prevention Bureau, including inspection, code enforcement, hazardous materials regulation, and development review. The position has the primary responsibility of adopting, modifying and enforcing the Fire code and associated ordinances.
Assistant Fire Marshal	1	1	Oversees and directs staff performing all plan checking activities and inspections of permitted and state mandated occupancies.
Office Specialist	1	1	Provides clerical support for Bureau Operations, which includes processing billings for various plan checking, inspections and business plan activities as well as routine administrative support.
Fire Inspector/ Captain	2	2	Performs Fire & Life Safety inspections, which includes primarily permitted/state mandated inspections (521 annually) and inspection of new construction and tenant improvements (1,000 annually). Also, positions perform fire cause investigations.
Haz Mat Inspector/ Captain	3	3	Performs all aspects of the City's Hazardous Materials regulation and enforcement which include inspecting and permitting hazardous materials handlers, generators and underground tanks. Responsibilities include the following: <ul style="list-style-type: none"> • Identifies businesses handling hazardous materials/waste. • Reviews business inventories and business plans. • Inspects permitted occupancies. • Performs plan review for hazardous materials regulation compliance on new construction and tenant improvement project submittals.
Plan Check Engineer	2	1	Non-sworn positions review all plans for new construction — including civil, building, fire and life safety regulation compliance and other related plan checks. In addition, these positions conduct pre-occupancy inspections for as adjunct to Life Safety Inspectors buildings.

Response Policies and Capabilities

Incident Type	Response	How Provided
Structure Fire	First Alarm Assignment for Structure Alarm is: <ul style="list-style-type: none"> • (3) Engine companies • (1) Ladder Truck • (1) USAR Truck • (1) Duty Chief Total personnel is 17 positions.	Total daily staffing is 20 positions— minimum daily staffing is 15 — plus the Battalion Chief. Initial response is provided with existing on-duty staff.
High-Rise Alarm	Same as above.	Same as above.
Hazardous Materials Release	Assignment includes: <ul style="list-style-type: none"> • (2) Engine companies • (1) Duty Chief 	Typically includes Engine 4 and Haz Mat 4 — a total of 3-4 personnel plus the Duty Chief.
Hillside — Grass Fire Season	First Alarm Assignment includes the following: <ul style="list-style-type: none"> • (2) Engine Companies • (1) Patrol Tanker • (1) Brush Patrol • (1) Duty Chief 	Initial response is 7-9 positions. In addition, a CDF/Mutual Aid request (full 1 st alarm assignment: 5 engines, helitac, dozer, B/C) for Zone 200/201 is made (request a Threat Zone Response) and a response from the Spring Valley Volunteer Fire Department is requested by CDF.
Grass, Brush and Miscellaneous Outside Fire — non-grass fire season	One engine company	Response is 4 positions, provided by Milpitas.
Vehicle Fire	One engine company	Response is 3-4 positions, provided by Milpitas.
Vehicle Accidents	First Alarm Assignment includes the following: <ul style="list-style-type: none"> • (1) Engine Companies • (1) Ladder Truck • (1) USAR Truck • (1) Duty Chief 	Initial response is 7-9 positions, provided by Milpitas Fire Department.
Vehicle Accidents — minor injury, confirmed one patient only	One engine company and ALS unit.	Response is 3-4 positions, provided by Milpitas.

Incident Type	Response	How Provided
Emergency Medical	One engine company	If the first-in company is unavailable when a medical aid request is received, the Truck/USAR company may be utilized if they are closer than the next due engine. If the Truck/USAR is not ALS, the next due engine company shall also be dispatched.

Major Department Programs

Program	Description
Training for Paid Staff	<p>Characteristics of trained staff are as follows:</p> <ul style="list-style-type: none"> • All shift personnel must hold an EMT I certification. • All firefighters are FF-I certified after completion of the Academy. FF-II is achieved during the probationary period • Paramedic requirements: Same as all Santa Clara County fire agencies. Completion of accredited ALS didactic, clinical and internship program; successful completion of National Registry exam, FBI fingerprint and background, and Santa Clara County protocol certification. <p><u>Training Staff Requirements:</u></p> <p><i>EMS Priorities:</i> EMT program administration, delivery, in-service training & re-certification: CPR, AED, C-spine Management and Extrication and patient packaging.</p> <p>Paramedic program administration, delivery in-service training & re-certification (An additional 24 hours per employee/per year required of Paramedics): 12-lead EKG, ACLS, PALS, BCLS, PHTLS, and BTLs.</p> <p><i>Training Priorities:</i> 260 hours of mandated continuing education/re-certification/skills training per employee/per year, accomplished with an average of 240 hours available for training:</p> <ul style="list-style-type: none"> • DMV Class B Operator's Licensing Program: Medical, Pull Program, Pre-trip Inspection, Road & Driving Skills Course • Santa Clara County All-risk Operational protocol training: ICS, Hazardous Materials, High-rise, Rescue Systems/USAR, Wildland, and WMD • California Incident Command Certification System • Communicable disease, blood-borne pathogen, vaccination/inoculation program administration and compliance: Hepatitis B/C, Tuberculosis, Meningitis, HIV, AIDS, SARS, and Smallpox • California Fire Service Training and Education Standards: Firefighter-I/II, Company Officer, Prevention Officer and Chief Officer.

Program	Description
Training for Paid Staff (continued)	<p>Training Facility Finally, the Department maintains a 25 student classroom with rear-screen: LED, slide, and opaque projection capability; full videotape production/editing capability; live and tape broadcast capability; alternate Emergency Operations center (EOC) capability.</p>
Fire Prevention	<p>The City of Milpitas has adopted the Uniform Fire Code for the year 2000 and has adopted specific local amendments related to security bars on residential occupancies and commercial/industrial building uses. As noted above, staff from the Fire Prevention Bureau performs the following:</p> <ul style="list-style-type: none"> • Plan Checkers review all plans for new construction, including civil, building, fire alarm and other related plans. In addition, pre-occupancy inspections for all buildings with related plans are handled by these positions. Approximately 450 plans were reviewed this fiscal year, plus another 100 OTC reviews. • Fire Inspectors/Captains staffed in the Fire Prevention Bureau perform inspection of all permitted occupancies in the City — approximately 900 inspections were completed. • Conduct annual inspections of E, H and I occupancies. • Companies inspect A, B, F, and S occupancies. There are approximately 2,350 of these non-permitted facilities completed annually. • Approximately 10,000 Public Education contacts are made annually. The clerical staff coordinates scheduling of the activity and contacts are made by engine company personnel and the non-paid Fire Company Aides. • Finally, there are approximately 100 business plans reviewed by the Hazardous Materials Inspectors, 150 construction inspections and about 530 annual inspections are performed each year.
Mutual/Automatic/ Other Inter-agency agreements.	<p>Various inter-agency agreements are as follows:</p> <ul style="list-style-type: none"> • Automatic Aid response to the City of San Jose's Newby Island Sanitary Landfill area. Engine 3 is typically the first responder. • The City of San Jose responds to Zone 200 under a Mutual Aid agreement with two patrol tankers. • The City of Fremont responds to Zone 201 under a Mutual Aid agreement with two brush patrols. • Under a mutual aid agreement, the City of San Jose responds to Hazardous Materials incidents on the Milpitas/San Jose border. • The City of Fremont provides Fire apparatus as required/ requested for the northern and northeastern borders. In addition, the City responds to major hazardous materials incidents. • Milpitas provides one engine to the Department of Forestry upon request. The Forestry Department reciprocates for wild-land fires in the 200 and 201 zones.

Program	Description
Mutual/Automatic/ Other Inter-agency agreements (continued)	<ul style="list-style-type: none">• The City of Milpitas gives and receives Mutual Aid under the following local and State agreements:<ul style="list-style-type: none">– Santa Clara County Ambulance Provider Sub-contract administration and compliance– Santa Clara County Mutual-Aid Agreement administration and compliance– Santa Clara County All-risk Operational protocol administration and compliance: ICS, Hazardous Materials, High-rise, Rescue Systems/USAR, Wildland and WMD– FEMA/USAR Task Force 3 Mutual Aid Agreement administration and compliance– California Master Mutual Aid Agreement administration and compliance. California Fire Assistance Mutual Aid Agreement administration and compliance.
Apparatus Maintenance and Replacement	Apparatus are funded through an equipment replacement fund, and amortized/depreciated over the projected service life of the equipment. The fund is managed by the Finance Department with a modest reserve. There are no short, or unfounded needs. All equipment is current and on schedule for replacement.

3. CITY OF MOUNTAIN VIEW

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Provides a professional level of fire protection, rescue, hazardous materials control, emergency medical, emergency planning and preparedness, and emergency communications (911) telephone, Police and Fire radio) services to the community through directing the Fire Department.
Battalion Chief	4	4	Leads and manages Fire Suppression Division personnel and programs associated with disaster preparedness, fire protection, hazardous materials incident prevention and response, emergency medical response and the training of Firefighters, other City employees and citizens.
Fire Marshal	1	1	Plans, coordinates and directs the code enforcement and investigation programs through the Fire and Environmental Protection Division. Responds to major emergencies and serves as a technical advisor to the incident commander. Works with other agencies in Santa Clara County to: coordinate priority projects, provide uniform enforcement and review and participate in new legislation directly affecting the City and County.
Senior Administrative Analyst	1	1	Conduct s special studies, surveys and research assignments in a variety of administrative and operational procedures and topics; performs duties related to budget and revenues; responsible for information dissemination; prepares annual and special reports; conducts self assessment process toward accreditation
Executive Assistant	1	1	Performs a variety of highly responsible and complex clerical, secretarial and administrative duties for a department, and may assign and review the work of assigned personnel.
Office Assistant III	2	1	Performs moderate to difficult office and administrative support functions; responsible for interpreting, carrying out and enforcing existing City methods and procedures in connection with office operations; makes routine contacts with other department employees and the public.
Fire Captain	13	13	Supervises and participates in a Fire Company, fire suppression and rescue activities, and performs training and fire prevention-related tasks.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Engineer	13	13 5 are medics	Suppresses fires by operating fire suppression equipment and apparatus and performs other rescue, suppression, prevention, and related duties. This class represents a firefighting specialty in that it focuses on operation and maintenance of fire apparatus. Like firefighters, Fire Engineers work under the supervision of a Fire Captain. When qualified and assigned, Fire Engineers may perform in the capacity of a Fire Captain.
Firefighter	4	6	Suppresses fires, provides life-saving and rescue services, and performs fire prevention and other duties in the fire service. This entry level position is assigned to a company in the Suppression Division. Firefighters work under the supervision of the Fire Captain. Some Firefighters are additionally assigned to the Rescue Company. When qualified and assigned, Firefighters may perform in the capacity of Fire Engineer or Fire Captain.
Firefighter Paramedic	21	19	Suppresses fires, provides advanced life saving and rescue services, and performs fire prevention and other duties in the fire service. The position reports to the Fire Captain. In addition to the typical tasks required for the appropriate fire suppression classifications, firefighters/paramedics perform Advanced Life Support (ALS), pre-hospital emergency medical care and emergency medical assistance to victims of accidents, injuries or illness.
Fire Captain HazMat I	2	2	Performs duties as a Captain and is backup to HazMat II.
Fire Captain HazMat II	3	3	Performs duties as a Captain and is assigned to the HazMat team.
Fire Engineer HazMat I	2	2	Performs duties as an Engineer and provides backup to HazMat II.
Fire Engineer HazMat II	3	3	Performs duties as an Engineer and is assigned to the HazMat team.
Firefighter HazMat I	2	0	Firefighter is backup to HazMat II.
Firefighter HazMat II	3	2	Performs duties as firefighter and is assigned to the HazMat team.
Deputy Fire Marshal	2	2	Contributes to fire prevention by ensuring that minimum fire protection standards are met and works in other fire prevention and investigation areas.
Fire Protection Engineer	1	1	Performs review of plans and specifications for buildings, building modifications, fire protection equipment and systems for adherence to Federal, State and local fire safety laws and codes; and make inspections of buildings, structures, and premises and enforces compliance with fire codes and regulations.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Environmental and Safety Protection Inspector	2	2	Administers, implements and enforces the following codes and ordinances related to the evaluation and control of water discharge quality: 1. The City's Sewer Use Ordinance; 2. The City's NPDES Storm Water Discharge Permit; 3. The Tiered Permitting Program requirements of Health and Safety Code, Division 20, Chapter 6.5 and Division 4.5, Title 22, CCR. Also performs a combination of fire inspections.
Building Inspector III	2	2	Inspects multi-family and rental units and CDBG-funded rehabilitated housing units within the City in accordance with local ordinances; maintains records and prepares reports pertaining to units inspected; ensures the public health and safety; development and maintenance of residential property.
Hazardous Materials Specialists	2	2	Implements and enforce the local and State Hazardous Materials and Fire Protection Codes and "Ordinances in effort to bring private industry into compliance. Responds to hazardous materials spills, fires and other emergency situations involving hazardous materials. Trains first responders in methods of identification and control of hazardous materials. Receives general direction from the Fire Marshal.
Urban Runoff Coordinator	1	1	Manages and coordinates all aspects of compliance with the City's NPDES storm water discharge permit. This includes numerous subprograms such as public education and outreach, plan review, training of City staff, enforcement of NPDES provisions, coordination with other City departments and divisions, etc.

Fire Station Survey
Apparatus Assigned and Normal Staffing Configuration

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 1 251 South Shoreline Boulevard	<u>Engine 1:</u> Captain, Engineer, Firefighter (One must be a paramedic) <u>Ladder Truck:</u> Captain, Engineer, Firefighter <u>Rescue:</u> Firefighter, Firefighter <u>Incident Command:</u> Battalion Chief 2 Firefighters for leave liability-"Floaters" Station 1 Total Daily Staffing=11 Minimum=9	(1) Type I Seagrave Engine 1990 (1) Seagrave Tiller Truck 1990-Type I when combined with Rescue (1) Rescue Vehicle (Chassis is 1990 and Box 1983) (1) Incident Command Vehicle Suburban 2000 (1) Utility Truck GMC 4 wheel drive ¾ Ton 2002 Reserve	Centrally located in the City. Engine 1 has the highest call volume of all Department engine companies, responding to 1,642 incidents in 2002. The station covers the downtown area and high density corridors in FDZ s 66 and 67 (See attached map). Engine 1 Response Times for 2002: Average- 3 minutes 48 seconds. Responded within 6 minutes 93% of the time
Station 2 160 Cuesta Drive	<u>Engine 2:</u> Captain, Engineer, Firefighter (One responder must be a paramedic) Station 2 Total Daily Staffing=3	(1) Type I Seagrave Engine 2002 (1) Type I Seagrave Engine 1990 Reserve 6 wildland gear ready to go	Located in the southern end of the City, Station 2 originally opened to cover El Camino Hospital. Engine 2 ran 1,111 calls in 2002. Engine 2 Response Times for 2002: Average-4 minutes 15 seconds Responded within 6 minutes 86% of the time
Station 3 301 North Rengstorff Avenue	<u>Engine 3:</u> Captain, Engineer, Firefighter (One responder must be a paramedic) Station 3 Total Daily Staffing=3	(1) Type I Seagrave Engine 1990 (1) Type I Seagrave Engine 7 2000 Reserve-	Located in the western side of the City. Station 3 is a very busy station responding to 1,423 calls in 2002. FDZs 62 and 65 have high EMS call volume. Engine 3 Response Times for 2002: Average-3 minutes 55 seconds Responded within 6 minute 92% of the time

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 4 229 North Whisman Road	<u>Engine 4:</u> Captain, Engineer, Firefighter (One responder must be a paramedic) Station 4 Total Daily Staffing=3	(1) Type I Seagrave Engine 1990 (1) Quint Shared reserve with Palo Alto	Located in the eastern side of the City. Engine 4 ran 928 calls in 2002. Station 4 is the Department's training station. The busiest FDZs are 25, 26, 81, and 82. Station 4, just as with Station 5, protects hi-tech industry (particularly in the Middlefield, Ellis and Whisman areas). Engine 4 Response Times for 2002: Average-4 minutes 22 second Responded within 6 minutes 87% of the time
Station 5 2195 Shoreline Boulevard	<u>Engine 5:</u> Captain, Engineer, Firefighter (One responder must be a paramedic) <u>HEAT Van:</u> No additional staffing/Cross Staff	(1) Type I Seagrave Engine 1990 (1) Hazardous Materials Response Vehicle (1) Zodiac Boat-Water Rescue Note: HazMat and Rescue Boat are cross-staffed with Engine Company personnel	Located in the northern part of the City, north of the Bayshore Freeway. Has the Amphitheatre, lake, hi-tech industry, Century 16 Theaters and mobile home park in FDZ 12. This station was originally opened because of unacceptable response time to this area. Call volume is lower than the other stations with Engine 5 responding to 600 calls in 2002. Response Times for 2002: Average: 4 minutes 30 second Responded within 6 minutes 84% of the time.

Response Policies and Capabilities

Incident Type	Response	How Provided
Structure Fire	A structure fire is called a third level response. This response includes three engines, one truck, one rescue and the duty BC. Refereed to as a three-engine alarm assignment. This response level is used for structure fires (report of fires involving any portion of a building interior, exterior or contents), smoke showing (reported smoke showing from interior or exterior of any building), any incident or fire alarm at El Camino Hospital or 240 Monroe Dr. that would normally receive a full assignment, and unknown fires inside a structure.	One Incident Commander (Battalion Chief) 3 Engine Companies-9 Personnel 1 Truck Company: 3 Personnel 1 Rescue Unit: 2 Personnel Total Personnel on scene: 15 As an incident escalates past the first alarm assignment, mutual aid companies are dispatched according to the Santa Clara County Local Mutual Aid Plan. These mutual aid companies are used at the incident. Call back of off duty personnel to staff reserve apparatus is conducted. In addition BC's routinely move up companies as needed to centrally locate companies during periods of unusually high activity.
Emergency Medical Call	The standard EMS response is defined as a First Level response (with the exception of CPR) and includes a single unit, usually an engine. Other First Level Responses: vehicle, dumpster, vegetation fires not endangering structures. Smoke and Odor investigations outside, Level I (minor) Haz-Mat spills or releases, wire down or arcing, Fire alarms, (not involving high-rises), broken fire hydrants, citizens complaint, service requests, Invalid assist, lockout or lock ins, and CO alarms.	A First Level response yields the following staffing configuration: Engine staffed with 3 or Truck Staffed with 3. Staffing includes at least one paramedic. Other responders are EMT-D qualified. AMR provides transport.
Emergency Medical Call (CPR)	The standard CPR call is a Sixth Level response and includes one engine and one rescue. This response level is also used for vehicle accidents with injuries (with BC notified).	A Sixth Level response yields the following staffing configuration: Engine staffed with 3 or Truck staffed with 3 with at least one paramedic , and a Rescue vehicle staffed with 2 personnel. A second engine can replace the Rescue vehicle.

Incident Type	Response	How Provided
Second Level Responses	This response includes two engines, one truck, one rescue and the duty BC. This type of response is referred to as a first alarm assignment. This response level is used for vehicle versus buildings, any fire endangering a structure, fire alarms at high-rise buildings (not including El Camino Hospital), City Hall or the City library, unknown type fires outside, smoke or odor investigation inside a structure, Level II (major) Haz-Mat spill or release (HEAT also responds), explosion, special rescues situations, including: water rescue, trench rescue, vertical rescue, building collapse, confined space rescues (HEAT also responds), persons trapped in machinery, and transportation emergencies, including airplane crashes, bus or train accidents.	One Incident Commander (Battalion Chief) 2 Engine Companies-6 Personnel 1 Truck-3 Personnel 1 Rescue-2 Personnel Total Personnel on scene-12
Freeway Injury Accidents	The fourth level is also a multi-company response. This response includes two engines, one rescue, and the duty BC.	One Incident Commander (Battalion Chief) 2 Engine Companies: 6 Personnel 1 Rescue: 2 Personnel Total Personnel on scene: 9 Note: Second engine responds in opposite direction of travel from the report
Freeway Vehicle Fires or EMS	This response includes two engines. This type of response is referred as a joint freeway response.	2 Engine Companies: 6 Personnel Note: Second engine responds in opposite direction of travel from the report
Water Evacs	The Seventh level is a response that includes on engine and one truck. This type of response is used for water evacuations.	1 Engine Company: 3 Personnel 1 Truck: 3 Personnel Total Personnel on scene: 6

Major Department Programs

Program	Description
Training for Paid Staff (Suppression)	<p>All candidates must be EMT qualified before hire. All candidates complete fire academy training, 480 hours. Part of the training is FRO hazardous materials level response. Prior to deployment, new members have received 500 hours of academy training and have achieved the didactic portion of Firefighter I. In service training is provided through a schedule of training activities produced by the Training Division and Company Officer. Within 6 months, all firefighters must be signed off at FF I Within 12 months, firefighters must be signed off at FF II Must complete ICS 200</p> <p>Training Facility: Station 4 has a classroom (49 max capacity), training tower (5 story), propane prop, drill grounds, rescue props.</p> <p>The Department has a Chief Training Officer who is a Battalion Chief. This is a full-time, 40 hour per week position that has the following duties:</p> <ul style="list-style-type: none"> • Supervises 3 Training Captains staffed at Station 4 • Coordinates firefighter recruitments • Coordinates the Department's and Inter-Department training programs, • Maintains the Department's Training Manual, • Coordinates promotional exams, • Liaison for communicable disease control • Coordinates efforts to create a safe work environment in compliance with CAL-OSHA training mandates, • Maintains DMV Employer Testing Program for Class B driver licenses, • Conducts work related accident and injury investigations • Maintains the Department's training facility at Station 4 • Serves as the Department's Safety Officer and back-up PIO
<p>Fire and Environmental Protection Division</p> <p>1. Environmental Safety Section</p>	<p>The City of Mountain View's Fire and Environmental Protection Division consists of two sections: an Environmental Safety section and a Fire Prevention Bureau section.</p> <p>The Environmental Safety section consists of two Hazardous Materials Specialist inspectors, two Water Environment Specialist inspectors, one Urban Runoff Coordinator and one half-time Program Assistant.</p> <p>Hazardous Materials Specialist inspectors focus on prevention of hazardous materials spills, fires and explosions through management and enforcement of the Hazardous Materials Storage Ordinance. They are responsible for the following:</p> <ul style="list-style-type: none"> • Conducting hazardous materials inspections on all facilities using or storing hazardous materials to ensure compliance with the hazardous materials storage ordinance (385 annual inspections);

Program	Description
<p>Fire and Environmental Protection Division</p> <p>1. Environmental Safety Section (continued)</p>	<ul style="list-style-type: none"> • Conducting closure inspections of hazardous materials facilities no longer using hazardous materials (31 annual inspections); • Review of Hazardous Materials Management Plans (plans required by law to be submitted to the Fire Department showing amounts of hazardous materials and where they are stored) (525 annually); • Issuing of hazardous materials and fire code permits (525 hazardous materials permits issued annually and 336 fire permits issued annually); • Conducting inspections of underground tanks to ensure leak detection systems are functioning (81 annual inspections); • Conducting fire code inspections at hazardous materials facilities to ensure fire-life safety issues are addressed (399 annual inspections); • Conducting inspections of toxic gas facilities to ensure compliance with the Toxic Gas Ordinance (3 inspections annually); • Plan check of new/remodeled hazardous materials facilities or underground tank facilities (100 annually). <p>Water Environment Specialist inspectors are responsible for minimizing harmful discharges to the sanitary sewer which could affect the operations of the Palo Alto Treatment Plant and be subsequently discharged into San Francisco Bay. They are responsible for the following:</p> <ul style="list-style-type: none"> • Conducting industrial pretreatment inspections on all facilities discharging process wastewater to the sanitary sewer system (248 annual inspections); • Conducting tiered permitting inspections on all facilities that treat their hazardous waste before discharging it to the sanitary sewer (13 annual inspections); • Issuing wastewater discharge permits (84 annually); • Plan check of new/remodeled facilities that discharge process wastewater to the sanitary sewer (130 annually) <p>The Urban Runoff Coordinator is responsible for city-wide compliance of Mountain View's NPDES storm water discharge permit issued by the Regional Water Quality Control Board. This permit limits the types and amounts of materials that can be discharged directly to the storm drain (and eventually to San Francisco Bay). Duties include:</p> <ul style="list-style-type: none"> • Conducting urban runoff inspections on all facilities that may discharge chemicals, metals or sediments into the storm drain (243 inspections annually) • Conducting inspections of construction sites to assure construction debris and sediments are kept off the streets and out of storm drains (114 annually); • Responding to illegal dumping incidents and follow up (approx. 80 annually); • All city-wide compliance, including: compliance with IPM (Integrated Pest Management) policy; public education and outreach to residents regarding best management practices to keep pesticides, fertilizers, etc. out of the storm drain; and implementing source controls for new construction projects.

Program	Description
Environmental Safety Section (cont'd)	<p>The half-time Program Assistant is responsible for:</p> <ul style="list-style-type: none"> • Data entry of hazardous material chemical inventories, maps, etc. • Data entry of all inspection results from inspectors; • Filing • Oversight of public record review
2. Fire Prevention Bureau	<p>The Fire Prevention Bureau consists of two Deputy Fire Marshal inspectors, two Multi-Family Housing inspectors, and two Fire Protection Engineers.</p> <p>Deputy Fire Marshals focus on preventing fires and loss of life and property through management and enforcement of the Uniform Fire Code and associated codes. They are responsible for:</p> <ul style="list-style-type: none"> • Conducting fire code inspections at licensed facilities (day cares, convalescent homes, etc.) (30 inspections annually); • Conducting fire code inspections at R1 (residential apartments and condominiums) facilities (1200 inspections annually) • Conducting fire codes inspections at special events such as Art N' Wine, St. Joseph's Carnival and Shoreline Amphitheatre concerts using pyrotechnics) (20 inspections annually); • Respond to requests for services (weed abatement, parking in fire lanes, fire vehicle access, etc.) (50 annually) • Issuing fire permits (150 annually) • Fire (arson) investigations (30 annually) <p>Multi-Family Housing inspectors focus on maintaining quality rental property through enforcement of Building, Mechanical and Plumbing codes. They are responsible for Interior inspections of rental units (120 complexes or 1200 units annually)</p> <p>The two Fire Protection Engineers work under the City Building Official and are physically housed in the Building Department. They are responsible for reviewing new or remodel construction plans for fire protection systems (fire sprinklers, alarm systems, private hydrants, standpipe systems, etc.) to ensure applicable codes for life safety are complied with. If compliance is met then the plans are signed and returned to the applicant. On-site inspections are done during construction by both the Building Inspectors and the Fire Protection Engineers to insure the construction is completed in accordance with the approved plans.</p>

Program	Description
Mutual/Automatic/ Other Inter-agency agreements.	<ul style="list-style-type: none"> The Fire Department is signatory to the Santa Clara Local Fire Service and Rescue Mutual Aid Plan which is an extension of, and supportive document to, the California Fire Service and Rescue Emergency Mutual Aid Plan. This agreement is signed by the following agencies: Gilroy, Milpitas, Mountain View, Moffett, Palo Alto, San Jose, Santa Clara County, Santa Clara City, Saratoga Fire Protection District, South Santa Clara County Fire District, and Sunnyvale DPS FD. <p>The Department has three automatic aid agreements in place:</p> <ol style="list-style-type: none"> 1. Palo Alto (for border areas in both cities and freeway responses on Hwy 101). 2. County Fire (for border areas in Los Altos and Mountain View) 3. Sunnyvale (for freeway responses on Hwys 85, 101, and 237)
Apparatus Maintenance and Replacement	<p>The City's Equipment Replacement Reserve is maintained for the replacement of capital equipment. The City's Fleet Services Manager budgets for replacement of City vehicles, including fire apparatus. Fire apparatus replacement is based on a 15 year life. However, this can be extended through maintenance. The Fleet Services Manager appraises the City of the costs related to deferral. He also works with Fire Department staff with all purchases and has examined new fire apparatus to ensure quality. He will start the purchasing process two years before the fleet is due for replacement in order to ensure completion on time.</p>

4. CITY OF PALO ALTO

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Provides overall direction and leadership to the Department.
Deputy Chief	3	3	One Deputy Chief assigned to each of the following divisions: Fire Prevention, Operations, and Support Services.
Environmental Coordinator	1	1	Oversees the operation of the Hazardous Materials Inspection programs. Supervises staff, maintains database, coordinates inspection program.
Hazardous Materials Specialist	1	1	Conducts all fire protection and hazardous materials plan reviews
Fire Inspector	4	2	Performs fire related inspections. Follows up on annual inspections conducted by the engine companies as needed.
Battalion Chief	6	5	<p>There are 3 Battalion Chiefs, which oversee one of three shifts. They are responsible for daily operations, as well as implementing shift training and coordinating annual inspections.</p> <p>There is one Battalion Chief oversees emergency medical services. This BC is responsible for tracking certification and continuing education needs of staff, as well as coordinating required training and quality assurance activities.</p> <p>One Battalion Chief is assigned to the Stanford Linear Accelerator Center (SLAC). In addition to overseeing operations at SLAC, this BC also coordinates all recruitment, selection and hiring activities.</p> <p>There is one Battalion Chief assigned to the Office of Emergency Services. This position is responsible for the coordination of emergency and disaster services for the City. This position will be vacant due to a retirement and will not be filled.</p>
Fire Captain	35	27	<p>There are 31 assigned to a shift. Fire Captain serve as the front line supervisors for each of the stations. Fire Captains also coordinate and schedule the annual inspections conducted by field units.</p> <p>There are also 4 Fire Captains assigned to the Training Division who assist with coordinating and providing training to field personnel.</p>

Position	Number		Principal Responsibilities
	Auth.	Actual	
Operator	33		There are 30 assigned to one of three shifts. Operations are responsible for driving the apparatus. There are 33 Operators assigned to the Training Division who assist with coordinating and providing training to field personnel.
Firefighter / Paramedic	48	48	There are 45 Firefighters assigned to a shift that provide fire suppression and emergency medical services. Staff also conduct annual fire inspections. Paramedics staff the Ambulance units, as well as fire suppression apparatus. Currently, there are 22 Paramedics / Fire Fighters. There are 3 Firefighters who are assigned to the Training Division who assist with coordinating and providing training.
Disaster Coordinator	1	1	This position reports to the Battalion Chief assigned to the Office of Emergency Services.
Administrative Assistant	1	1	Provides administrative and clerical support to the Fire Chief.
Office Specialist	4	3	There are four Office Specialist positions that provide administrative support to their assigned divisions. Office Specialists are assigned as follows: Support Services (1), Operations (2), and Fire Prevention (1).

Fire Station Survey
Apparatus Assigned and Normal Staffing Configuration

Station Name/Number and Location	Apparatus	Response Area Characteristics
1 – Station 1 301 Alma Street Palo Alto 94301	Front Line: Engine 1 (1999) Min. Staffing – 3 Paramedic 1 (1998) Min. Staffing – 2 Reserve: Engine (1987)	Station One responds to the downtown area, which consists of residential and commercial properties, as well as Stanford Medical Center.

Station Name/Number and Location	Apparatus	Response Area Characteristics
2 – Station 2 2675 Hanover Palo Alto 94304	Front Line: Engine 2 (1999) Min. Staffing – 3 Paramedic Unit 2 (1993) Min. Staffing – 2 Rescue 2 (1992) Min. Staffing – 3 Crossed Staff: Patrol 8 (2001) Hazardous Materials Trailer Reserve: None	Station Two responds to Stanford University, Stanford Industrial Park, and College Terrace, a residential area.
3 – Station 3 799 Embarcadero Rd. Palo Alto 94303	Front Line: Engine 3 (1989) Min. Staffing – 3 Rescue Boat (1992) Min. Staffing – Crossed staffed Engine 3 personnel Reserve: None	Station Three's response area consists of light industry, the freeway, residential properties, the Baylands, the airport, and treatment plants.
4 – Mitchell Park 3600 Middlefield Rd. Palo Alto 94303	Front Line: Engine 4 (1991) Min. Staffing – 3 Reserve: Engine (1987)	Station Four's responds to mostly residential properties in addition to the freeway.
5 – Station 5 600 Arastradero Road Palo Alto 94306	Front Line: Engine 5 (1992) Min. Staffing – 3 Aerial Truck (1999) Crossed staff with Engine 5 Reserve: Engine 8 (1987)	Station Five's response area includes the Veterans Hospital, residential properties, and some wild land areas.

Station Name/Number and Location	Apparatus	Response Area Characteristics
6 – Station 6 711 Sierra Street Stanford 94305	Front Line: Command Vehicle (1999) Min. Staffing – 1 Engine 6 (1992) Min. Staffing – 3 Truck 6 (1999) Min. Staffing – 3 Patrol 6 (2001) Cross staffed with Engine 6 Confined Space Trailer Crossed staffed with Truck 6 Reserve: Engine 9 (1991)	Station Six's response areas includes some industry, scientific research laboratories, and residential properties. This Station serves as the headquarter for command staff, as well as training personnel.
7 – SLAC 2575 San Hill Road, Menlo Park 94025	Front Line: Engine 7 (1996) Min. Staffing – 3 Patrol 7 (1988) Crossed staffed with Engine 7 Reserve: None	Station Seven is responsible for the Stanford Linear Accelerator Center. In addition to SLAC, there is a biological reserve and other wild land to which this Station responds.
8 – Foothills Foothills Park Palo Alto	Front Line: Engine 8 Min. Staffing – 3 Reserve: None This Station is only staffed during the summer months.	Station Eight's response area is primarily wild lands and high value residential properties. Summer only

Response Policies and Capabilities

Incident Type	Response	How Provided
Structure Fire	<p>Response Description: The standard structure response for fires endangering structures, commercial or multi-family dwellings is: 3 Engines 1 Truck 1 Rescue 1 Paramedic 1 Battalion Chief</p> <p>For an unconfirmed structure fire, such as smoke / gas investigations, one less engine is dispatched.</p>	<ul style="list-style-type: none"> The Structure Fire response yields the following staffing configuration: Engine 3 Engine 3 Engine 3 Truck 3 Rescue 3 Paramedic 2 Battalion 1 Total 18 Personnel A “second alarm” sends an additional two engine companies and one mutual aid truck.
Emergency Medical Services	<p>Response Description: The standard EMS response for all medical calls is: 1 Engine 1 Paramedic</p>	<ul style="list-style-type: none"> The standard Medical response yields the following staffing configuration: Engine 3 Paramedic 2 Total 5 Personnel The Department has 39 authorized Paramedic positions of which 32 are filled. The Paramedic Unit is staffed with 2 paramedics. Other responding apparatus have a minimum of BLS training. Some engine companies can provide ALS.
Rescue Responses	<p>Response Description: The standard Rescue Response is: 1 Engine 1 Paramedic 1 Truck 1 Rescue 1 Battalion Chief</p>	<ul style="list-style-type: none"> The standard Rescue Response yields this staffing configuration: Engine 3 Paramedic 2 Truck 3 Rescue 3 Battalion Chief 1 Total 12 Personnel

Incident Type	Response	How Provided
Brush Fire Responses	<p>Response Description: Brush Fire Responses are categorized as low, medium, or high, and require varied responses depending on weather conditions and location.</p> <p>Brush Alarm Response:</p> <p>Low 2 Engines 1 Battalion Chief</p> <p>Medium 2 Engines 1 Engine Type III 2 Patrol 1 MA Truck 1 Battalion Chief</p> <p>High 5 Engine 2 Patrol 1 Water Tender 1 Battalion Chief</p> <p>In addition to Brush Fire Response categorized as low, medium or high, the system is also three tiered depending on the severity of the fire.</p>	<ul style="list-style-type: none"> The Brush Fire Response (Low) yields the following staffing configuration: Engine 3 Engine 3 Battalion Chief 1 Total 7 Personnel The Brush Fire Response (Medium) yields the following staffing configuration: Engine 3 Engine 3 Engine Type III 3 Patrol 2 Patrol 2 Truck (MA) 3 Battalion Chief 1 Total 17 Personnel The Brush Fire Response (High) yields the following staffing configuration: Engine 3 Engine 3 Engine 3 Engine 3 WT 2 Patrol 2 Patrol 2 Truck (MA) 3 Battalion Chief 1 Total 22 Personnel

Major Department Programs

Program	Description
Training for Fire and EMS	<ul style="list-style-type: none"> Fire Suppression <ul style="list-style-type: none"> The Deputy Chief of Support Services oversees the fire suppression skills training and coordinates new recruit training. The City, in conjunction with other local agencies, offers a Joint Fire Academy twice per year for new recruits. New hires also participate in a field training program for an additional three weeks. This Division develops an annual training calendar to address topics required by OSHA. OSHA training is also provided to staff through an online program. In addition to annual OSHA requirements, this Division develops seasonal classes, which target specific skill sets needed by field personnel, such as wildland fires, mass casualties incident, and high rise evacuations. Field personnel also have access to the tuition reimbursement program.

Program	Description
Training for Fire and EMS (continued)	<ul style="list-style-type: none"> – Management and supervisory training is provided by the City's Human Resources Department. Additionally, managers receive \$1,500 per year to attend outside training. – This Division also provides instruction to fire personnel as well as private industry with regard to confined space / technical rescue, • EMS <ul style="list-style-type: none"> – Training is coordinated by the EMS Battalion Chief and is divided into two program areas: Basic Life Support and Advanced Life Support. – BLS is provided Firefighter Is / EMTs, who are required to have 24 hours of continuing education every two years. Through Mission College, the Department provides a twelve hour video refresher course. In-house and contracted instructors provide additionally courses. – Off duty training for Advanced Life Support is provided to paramedics, who are required to complete 48 hours of continuing education every two years. Classes are provided by staff as well as outside certified instructors. • Training Facilities: <ul style="list-style-type: none"> – Located at Station 6, the Training facility consists of a rescue tower in which rescue and repelling techniques are practice. – There are two sites at the Stanford Linear Accelerator Center in which personnel at practice confined space rescue techniques. – Coordinate with private industry or local property owners for donated buildings to conduct trainings.
Fire Prevention	<ul style="list-style-type: none"> • The Fire Prevention Division is responsible for code enforcement, plan reviews, construction inspections, Hazardous Materials management, fire investigations and public education activities. • As a result of staffing reductions, the Division will extend its standards with regard to plan review turnaround times and inspections. The standard for plan review turnaround times will be extend from 28 days to 40 days. The standard for field inspections will extend from 48 to 72 hours (i.e. the length of time from request of an inspection to the actual inspection will be completed within 72 hours). • Field personnel perform annual inspections. The Fire Prevention Division coordinates with the shift Battalion Chiefs, who assign inspections to the engine companies. Additionally, Station 8, the Foothills station, is responsible for conducting brush inspection. ▪ Fire Prevention staff, field personnel (on a volunteer basis), and the SLAC Battalion Chief perform Public Education activities. There is an annual poster contest, bike safety program, a Junior Fire Setters program, and public demonstrations. The SLAC Battalion Chief coordinates all public demonstrations, which are performed on the company level. • This Division also oversees all hazardous materials inspection and permitting within the City, as well as construction and plan reviews relating to hazardous materials. This Division conducts plan reviews, as well as field inspections. This Division also monitors the database, which contains a listing of all hazardous materials stored by any entity within the City. This database allows industry to report all chemical storage online.

Program	Description
Emergency Services	<ul style="list-style-type: none">• This Division is responsible for coordinating emergency disaster preparedness for the community. This Division also works with community groups and members to provide them with necessary emergency preparedness training.
Mutual/Automatic/ Other Inter-agency agreements.	<ul style="list-style-type: none">• Part of the County's mutual aid plan.• Specific agreements for response to neighboring communities – Mountain View, Menlo Park FPD.
Apparatus Maintenance and Replacement	<ul style="list-style-type: none">• The Department has an adopted policy on vehicle and apparatus replacement:<ul style="list-style-type: none">– Vehicles or equipment must be operated a minimum of 2,500 miles or 50 hours or 75% of annual work days.– Ambulance 4 years or 85,000 miles– Engines 20 Years or 85,000 miles– Aerials/Trucks 15 Years or 50,000 miles

5. CITY OF SAN JOSE

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
OFFICE OF THE CHIEF			
Fire Chief	1	1	Current position is “acting”, responsible for overall management and administrative direction of the Department. Recommends fire, emergency medical, and emergency management policies and programs to the City Council and City Manager.
Administrative Assistant	1	1	Serves as the executive secretary to the Fire Chief.
Public Information Officer	1	1	The position handles various media communications, including providing press releases, responding to the press/media and directing various communications.
Assistant Fire Chief	1	1	An acting position, the Assistant Chief directly manages five Deputy Chief positions and day-to-day operations.
BUREAU OF FIELD OPERATIONS			
Deputy Fire Chief	1	1	Acting position oversees and directs the day-to-day activities of Field Operations. This includes the daily staffing of 31 fire stations and 43 response companies.
Administrative Captain	1	1	Supports the BFO Director, as well as the Fire Chief and Assistant Fire Chief. Responds to second-alarm fires. Responsible for various projects, programs, and meetings.
Wildland Captain	1	1	Responsible for the Wildland Program, including providing information to citizens, ensuring public cooperation, and support of the Fire Department with regards to Wildland.
Secretary	1	1	Reports to BFO Director and assists other members of Senior Staff with administrative tasks. Administers vacation calendar.
Senior Office Specialist	1	1	This position tracks and distributes Bureau related documents. Major participant in managing Telestaffing program database (overtime).
Battalion Chief	18	13	Five chiefs per shift, positions manage each of the five battalions in the City — 1, 2, 10, 13 and 29 on a 24-hour basis.
Captain	123	118	Eight vacancies are filled by positions acting-up and the rest are filled by relieve positions and overtime. Captains serve as company supervisors for the 43 companies.
Captain	28	28	Shift relief positions.
Engineer	199	175	Currently, seventeen vacancies filled under overtime and by relief positions.
Engineer	29	29	Shift relief positions.
Firefighter	105	102	Currently, three vacancies filled under overtime and by relief positions.
Firefighter	19	19	Shift relief positions.
Paramedic	126	106	Currently, twenty vacancies filled by relief positions and under overtime.
Paramedic	22	20	Shift relief positions — two vacancies.

LAFCO OF SANTA CLARA COUNTY
Countywide Fire Protection Study

Position	Number		Principal Responsibilities
	Auth.	Actual	
BUREAU OF SUPPORT SERVICES			
Deputy Chief	1	1	Acting position oversees and directs all support activities, including facilities, supplies and the emergency communications division.
Secretary	1	1	Provides administrative and clerical support to the Deputy Chief and Bureau.
Fire Protection Engineer	1	1	The position is responsible for fire station location analysis and response mapping, along with fire protection determination.
Network Technician/Engineer	2	0	Manages Department computer network for 34 worksites. Currently vacant/frozen.
Infrastructure and Supplies Division			
Battalion Chief	1	1	Directs the Infrastructure and Supplies Division. Directly manages five positions.
Fire Equipment Technician	1	1	Staffs Air Room.
Fire Equipment Technician	1	1	Manages the Company Store.
Captain	1	1	Oversees Apparatus maintenance acquisition.
Captain	1	1	Oversees Facilities maintenance and operations.
Administrative Analyst	1	1	Oversees and develops Bureau budget.
Communications Division			
Battalion Chief	1	1	Responsible for Communications staff and operations, including dispatching, training and systems support.
Senior OS	1	1	
Supervising Public Safety Dispatcher	3	3	Supervise Communications staff and operations, including dispatching, training and systems support.
Operations			
Senior Public Safety Dispatcher	6	6	Positions provide 24-hour emergency dispatch services for fire suppression operations.
PSD II	29	29	
Training			
Senior Public Safety Dispatcher	2	2	Assist in-house academies, on-going Emergency Medical Dispatching training and quality assurance and chairs the Emergency Contingency Committee.
Systems Support			
Senior Public Safety Dispatcher	1	1	Position responsible for CAD development, GIS mapping, MIS reporting and communications hardware.
BUREAU OF FIRE PREVENTION			
Deputy Chief	1	1	Primary duties include management of the City's Fire Prevention inspection, code enforcement, hazardous materials, and development review programs. The position has the primary responsibility of adopting, modifying and enforcing the Fire code and associated ordinances.
Battalion Chief	1	1	Manages and oversees the day-to-day activities of the Bureau.

LAFCO OF SANTA CLARA COUNTY
Countywide Fire Protection Study

Position	Number		Principal Responsibilities
	Auth.	Actual	
Senior Haz Mat Inspector	1	1	Currently assigned a special project, the Integrated Data Tracking System, which will provide a one-stop approach within the Fire Department for various services.
Special Occupancies Unit			
Captain	1	1	Annually inspects all special occupancies — including Hospitals, Day Care, High-Rise, A, E, I, R's, etc.
Inspector	4	3	
Arson Unit			
Captain	1	1	Unit is dedicated to Arson and Fire investigations. All positions operated out of Station 10. The Captain and one Investigator are 40-hour/week positions and the other three work a platoon shift.
Arson Investigator	4	4	
Plan Review Unit — Architectural			
Supervising Fire Protection Engineer	1	0	Handles architectural review of all new construction and improvements — focusing on proper access, fire flow, construction material (walls/doors — UBC/UFC recommended), exiting, fire rate assemblies, and the like.
Fire Protection Engineer	7	4	
Inspector	1	1	
Permit Specialist	1	1	
Plan Review Unit — Systems			
Supervising Fire Protection Engineer	1	1	This unit handles the plan check, inspection and permitting of all new construction and improvements, focusing on fire systems — e.g., wet/dry sprinklers, hood/duct ventilation, halon systems, fire alarms, and the like.
Fire Protection Engineer	5	5	
FP Assistant	2	2	
Permit Specialist	1	1	
Inspector	2	1	
Permitted Occupancies			
Captain	1	1	Handles inspections of all other Permitted facilities, including auto body shops, car maintenance facilities, paint/body, laundry/ dry cleaning, and other non-complex occupancies handling and generating hazardous materials and waste.
Inspector	5	4	
Hazardous Materials			
Senior Haz Mat Inspector	1	1	Positions handle inspection and permitting of all businesses involved in hazardous materials handling and generation, underground tanks, plan review, and the like. Specific responsibilities include the following:
Haz Mat Inspector	7	7	
Inspector	1	1	
			<ul style="list-style-type: none"> • Underground Storage Tank (UST) inspections. • Inspecting and permitting complex facilities — about 400 in San Jose. • Inspecting and permitting less complex facilities — approximately 2,700. • Processing applications for renewal — 950 short forms and 1,750 long forms. • Plan reviews for new construction/ improvements with a “Haz Mat” element — about 850 annually.
Support Staff			
Principal Office Specialist	1	1	Provides clerical support to all Prevention Bureau staff and operations.
Senior OS	1	1	
Office Specialist II	5	5	

LAFCO OF SANTA CLARA COUNTY
Countywide Fire Protection Study

Position	Number		Principal Responsibilities
	Auth.	Actual	
BUREAU OF EDUCATION AND TRAINING			
Deputy Chief	1	1	Directs Training Division, Emergency Medical Services Division. Oversees and directs all training activities, including all federal, state and local mandated training. Also responsible for all medical training (Basic and Advanced), AED and Citizen CPR training. Directs Public Education Division.
Training Specialists	1	2	Produce training materials in various formats. Schedule and broadcast training drills. One position over strength.
Office Specialist II	1	1	Provides clerical support to all Divisions.
Training Division			
Battalion Chief	1	1	Responsible for overseeing all department wide training programs, development of new training, manage new/probationary employees.
Training Captain	4	4	Conduct training during new recruit academies, fire engineer academies and officer academies. Manage facilities and reserve fire apparatus.
Staff Specialist	1	1	Provides clerical and analytical support to Training Division.
Fiscal Unit			
Analyst II	1	1	Provides clerical and analytical support to Training Division.
Office Specialist II	1	1	Provides clerical support to entire Bureau.
EMS Division			
Battalion chief	1	1	Directs all medical services including training, certification, quality assurance, contract compliance and WMD updates.
Captain EMS Field Coordinator	3	3	Three Captains (Med 30). Field supervision of on-duty EMS staff. Monitor training, treatment and supplies. Respond to emergency calls for aid.
Captain CQI	1	1	Responsible for review or critical emergency calls, review policies and procedures, ensure treatment compliance.
Captain Training Coordinator	1	1	Monitors ongoing medical training. Develops new training programs.
Captain BLS Coordinator	1	1	Responsible for EMT compliance for line personnel.
Medical Director	1	1	Responsible for direct medical control of all medical services and treatment. Contract position.
EMS Nurse	1	1	Develops training programs for ongoing EMS training and updates WMD policies and protocols.
Staff Specialist	1	1	Provides clerical and analytical support to EMS Division.
Office Specialist II	1	1	Provides clerical support to EMS Division.
Public Education Division			
Training Specialist	1	2	Coordinate all requests for public outreach including station tours, school presentations, seniors' Program, prevention and trade shows. One grant funded over strength.

LAFCO OF SANTA CLARA COUNTY
Countywide Fire Protection Study

Position	Number		Principal Responsibilities
	Auth.	Actual	
BUREAU OF ADMINISTRATIVE SERVICES			
Deputy Chief	1	1	Oversees and directs Bureau operations and activities.
Internal Affairs — Analyst	1	1	Position leads all internal investigations and evaluations.
Administrative Officer	1	1	Directs all fiscal activities/manages capital bond project budget.
Fiscal Division — Senior Analyst	1	1	Oversee departmental payables and receivables.
Account Payable/ Receivable Supervisor	1	1	Administers payables and receivables. Provide Analytical Support for special projects and department operational performance measurement.
Accounting Staff	6	6	Responsible for day-to-day accounts receivable and payables operation. Perform timekeeping function.
Budget Division — Senior Analyst	1	1	Overall responsibility for the development of the annual budget, which includes taking the lead on development, attending budget meetings, ensuring adherence, etc.
Budget Staff	4	4	Provide day-to-day Budget Development/Monitoring/Reporting
Personnel Division — Senior Analyst	1	1	Responsible for all administrative tasks associated personnel issues, including workers compensation administration, benefits assessment and evaluations, and the like.
Personnel Staff	2	2	Support Department personnel functions, including hiring and testing. Also manage Departmental Worker's Compensation program
Office Specialist	1	1	Supports personnel function and serves as department receptionist.

Fire Station Survey
Apparatus Assignment and Normal Staffing Configuration

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 1 225 N. Market St	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>Aerial Truck</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS <u>Rescue Unit</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– BLS <u>Battalion Chief</u> <ul style="list-style-type: none"> • (1) BC 	Brush patrol, 250 4wd gal 1988 Ford Brush patrol, 250 4wd gal 1988 Ford Pumper, 600 1500 gpm gal 1998 Hitech Rescue unit, Ford 20 kw 1988 800 85' elevating aerial platform, 200 Simon/ 2000 gpm gal 1992 lti	Battalion 1 Downtown station, serves the downtown core, including the arena and the new City Hall.
Station 2 2933 Alum Rock	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>Aerial Truck</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS • (1) FF - BLS <u>Rescue Unit</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– BLS <u>Battalion Chief</u> <ul style="list-style-type: none"> • (1) BC 	Brush 250 patrol, 4wd gal 1997 Ford Brush 250 patrol, 4wd gal Pumper 600 1500 gpm gal 1994 Hitech Rescue unit, 35 kw 1992 Ford 65' aerial 500 Westate telesquirt gal 1992 s Water tender, 2500 tandem gal 1977 Intl	Battalion 2 Located in the northeast section of the City, somewhat abutting the east hills.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 3 98 Martha Ave.	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>Aerial Truck</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS <u>Rescue Unit</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– BLS 	Brush 250 patrol, 4wd gal 1988 Ford Brush 250 patrol, 4wd gal 1988 Ford Pumper, 600 1500 gpm gal 1998 Hitech Rescue UNIT, 20 KW 1981 INTL Truck, 100' aerial 1998 Simon	Battalion 1 Located just south of the 280 Freeway, east of Guadalupe Parkway.
Station 4 710 Leigh Avenue	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>Aerial Truck</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS <u>Rescue Medic Unit</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– BLS 	Pumper, 600 1500 gpm gal 1998 Hitech 100' truck simon/lti 1995 Simon Rescue Medic 2002 Lafran	Battalion 10 Located just south of I- 280, between Hwy 17 and Hwy 87.
Station 5 1380 Leigh Avenue	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>USAR</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS <u>Rescue Tender</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF – BLS 	Flat bed 250I, 250d 1985 Ford Brush 250 patrol, 4wd gal 1988 Ford Brush 250 patrol, 4wd gal 1988 Ford Pumper, 600 1500 gpm gal 1998 Hitech Usar tender, 35 kw 1991 Ford USAR. Heavy 1996 Salsbr	Battalion 29 Located just east of I-880 and north of Hwy 101.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 6 1386 Cherry Avenue	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF - BLS <u>Hosewagon</u> • (1) Engineer • (1) FF - ALS <u>Air Unit</u> Unstaffed	Air unit, 40 c.f.m. 1988 Ford 800 Pumper, 600 gal 1998 Hitech 1500 gpm Pumper, 500 gal 1990 Westate 1500 gpm	Battalion 10 Directly south of Fruitdale and east of Meridian.
Station 7 800 Emory Street	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF- BLS • (1) FF- ALS	Pumper, 1500 gpm 600 gal 1998 Hitech	Battalion 1 Directly south of the Hwy 17/Hwy 87 intersection as well as the Hedding/Coleman intersection.
Station 8 802 E. Santa Clara Street	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF- BLS • (1) FF- ALS	Pumper, 1500 gpm 600 gal 1998 Hitech	Battalion 1 West of 101 Freeway on Santa Clara.
Station 9 3410 Ross Street	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF- BLS • (1) FF- ALS <u>Aerial Truck</u> • (1) Captain • (1) Engineer • (1) FF- ALS <u>Rescue Unit</u> • (1) Engineer • (1) FF- BLS	Pumper 600 gal 1994 Hitech 1500 gpm Rescue unit, 20 kw Ford 1988 800 75' truck 600 gal 1998 Simon simon lti	Battalion 10 Located in the south central portion of the City, just north of Hwy 85 between Hwy 17 and Hwy 87.
Station 10 511 S. Monroe Street	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF- BLS • (1) FF- ALS <u>Battalion Chief</u> • (1) Battalion Chief	Pumper, 600 gal 1998 Hitech 1500 gpm	Battalion 10 Located just north of I-280 and west of Hwy 17.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 11 2840 The Villages Parkway	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS	Pumper 750 gal 1993 Pierce 2000 gpm	Battalion 2 The eastern most station in the City, located in the east hills.
Station 12 502 Calero Avenue	<u>Engine</u> • (1) Captain • (1) Engineer <u>Brush Patrol</u> • (1) Engineer • (1) FF– ALS	Brush patrol, 4wd 250 gal 1997 Ford Pumper 600 gal 1994 Hitech 1500 gpm	Battalion 13 Located just south of Hwy 85, and north of the Saint Teresa/Snell intersection. It is one of four stations identified for re-location.
Station 13 4380 Pearl Avenue	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>USAR</u> • (1) Captain • (1) Engineer • (1) FF– ALS <u>USAR Tender</u> • (1) Engineer • (1) FF – BLS <u>Battalion Chief</u> • (1) BC	Pumper 600 gal 1994 Hitech 1500 gpm strike team Usar tender, 20 kw 1981 Intl U.s.a.r. medium 1996 . Water tender, 2500 gal 1977 Intl tandem	Battalion 13 Located just north of Branham Lane and east of the Almaden Expressway.
Station 14 1201 San Tomas Aquino Road	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>Aerial Truck</u> • (1) Captain • (1) Engineer • (1) FF– ALS <u>RESCUE Unit</u> • (1) Engineer • (1) FF– BLS	Pumper 600 gal 1994 Hi-tech 1500 gpm strike team Rescue unit, 35 kw 1991 Ford 75' truck 600 gal 1998 Simon simon lti	Battalion 10 Situated in the northwest corner of the Hwy 17/I-280 intersection.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 15 1248 Blaney Avenue	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF – BLS • (1) FF– ALS 	Pumper, 500 gal 1988 Pierce 1500 gpm	Battalion 10 The western-most station in the City, located between Hwy 85 and I–280.
Station 16 2001 S. King Road	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>USAR</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS <u>USAR Tender</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– BLS 	Pumper 600 gal 1994 Hitech 1500 gpm Usar tender, 20 kw Ford 1988 800 U.s.a.r. medium 1996 Slsbry	Battalion 2 Located just northeast of Hwy 101.
Station 17 1494 Ridgewood Drive	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF – BLS • (1) FF – ALS 	Pumper, 600 gal 1998 Hitech 1500 gpm	Battalion 13 Located south of Hwy 85, this station has been identified for relocation.
Station 18 4430 S. Monterey Road	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>Aerial Truck</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– ALS <u>Rescue Medic</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– ALS <u>Water Tender</u> Cross Staffed	Pumper, 1500 gpm 600 gal 1998 Hitech 75' truck simon 1998 Iti 5 Simon Water tender Single axle 1300 198 All wheel drive gal 1 Intl Rescue medic 200 2 Lafran.	Battalion 13 Located on Monterey Road, south of the Capitol Expressway and north of Branham Lane.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 19 1025 Piedmont Road	<u>Engine</u> • (1) Captain • (1) Engineer <u>Brush Patrol</u> • (1) Engineer • (1) FF- ALS	Brush patrol, 250 gal 1997 Ford 4wd Pumper 1500 gpm strike team 600 gal 1994 Hi-tech	Battalion 2 Located in the northeast portion of the City and east of I-680.
Station 20 1433 Airport Blvd.	<u>Airport Crash Rescue (3)</u> • (1) Captain • (3) Engineer • (1) FF- BLS • (1) FF- ALS	Airport crash rescue 3000 GAL 1992 t-3000 Oshkosh Airport crash rescue 1500 GAL 1996 t-1500 Oshkosh Airport crash rescue 1500 GAL 190 GAL, 500LBS H 1988 t-1500 Oshkosh Rescue pumper 250 GAL 1999 Ford	Battalion 29 This is the airport fire station.
Station 21 1749 Mt. Pleasant Road	<u>Engine</u> • (1) Captain • (1) Engineer <u>Brush Patrol</u> • (1) Engineer • (1) FF - ALS	Brush patrol, 250 gal 1997 Ford 4wd Pumper 1500 gpm strike team 600 gal 1994 Hi-tech	Battalion 2 Located east of White Road.
Station 22 6461 Bose Lane	<u>Engine</u> • (1) Captain • (1) Engineer <u>Medic Unit</u> • (1) Engineer • (1) FF- ALS <u>Water Tender</u> Cross Staffed	Pumper, 600 gal 1998 Hitech 1500 gpm Medic Unit 2000 LaFrance Water Tender 2000	Battalion 13 Situated just west of the Almaden Expressway and south of Camden.
Station 23 1771 Via Cinco De Mayo	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF - BLS • (1) FF - ALS	Pumper, 600 gal 1998 Hitech 1500 gpm	Battalion 29 In the northeast section of the City, this station is identified for re-location.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 24 2525 Aborn Road	<u>Engine</u> • (1) Captain • (1) Engineer <u>Brush Patrol</u> • (1) Engineer • (1) FF – ALS	Brush 250 patrol, 4wd gal 1997 Ford Pumper 600 1500 gpm gal 1994 Hitech	Battalion 2 Just west of King Road.
Station 25 1590 Gold St. Alviso	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF – BLS • (1) FF – ALS	Pumper, 500 1500 gpm gal 1990 Westates	Battalion 29 The northern most station in the City, located north of Hwy 237.
Station 26 528 Tully Road	<u>Engine</u> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF – ALS	Pumper, 600 1500 gpm gal 1998 Hitech	Battalion 1 Near the Curtner/ Senter Road intersection.
Station 27 6027 San Ingacio Road	<u>Engine</u> • (1) Captain • (1) Engineer <u>Brush Patrol</u> • (1) Engineer • (1) FF - ALS	Brush 250 patrol, 4wd gal 1997 Ford Pumper 600 1500 gpm gal 1994 Hitech	Battalion 13 Just west of the Santa Theresa/ Berust intersection.
Station 28 1991 McKean Road	<u>Engine</u> • (1) Captain • (1) Engineer <u>Brush Patrol</u> • (1) Engineer • (1) FF – ALS	Brush 250 patrol, 4wd gal 1997 Ford Pumper 600 1500 gpm gal 1994 Hitech	Battalion 13 The southernmost station in the City.

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Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 29 199 Innovation Drive	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS <u>HIT</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– BLS <u>Truck</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS <u>Rescue Medic</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– ALS <u>Battalion Chief</u> <ul style="list-style-type: none"> • (1) Battalion Chief 	Foam unit 750 gal 1989 Ford Hit unit 1992 Hitech Pumper, 600 gal 1998 Hitech 1500 gpm 85' platform, 200 gal 1993 Simon/Iti 2000 gpm Rescue Medic (medic ambulance) 2002 Lafrance	Battalion 29 Near the Zanker/ Tasman intersection.
Station 30 454 Auzerais	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer • (1) FF– BLS • (1) FF– ALS 	PUMPER, 600 GAL 1998 HITECH 1500 GPM	Battalion 1 Northwest of the I-280/Hwy 87 intersection.
Station 31 3100 Ruby Avenue	<u>Engine</u> <ul style="list-style-type: none"> • (1) Captain • (1) Engineer <u>Rescue</u> <ul style="list-style-type: none"> • (1) Engineer • (1) FF– ALS 	Pumper, 500 gal 1983 Mack 1500 gpm Pumper, 500 gal 1988 Pierce 1500 gpm Rescue Unit (medic ambulance) 2000 LaFrance	Battalion 2 East of Hwy 680, near Alum Rock Avenue.

Response Policies And Capabilities

Incident Type	Response	How Provided
Structure Fire	A structure fire triggers a first alarm assignment, which is two engine companies, one truck company (two units) and a battalion chief — 14 emergency personnel including the battalion chief.	Responses are provided with on-duty staffing. Since eleven of the 31 stations house and staff truck companies, nine (4-person engine plus 5-person truck) response personnel may in fact be able to respond in-quarters as first in.
Other Fire	The following types of fires in a single family dwelling or a duplex generated a single engine response — appliances, dryer, dishwashers, toasters, ovens, microwave ovens, counter-top broilers, electrical shorts, televisions, irons, furnaces, stove tops, water heaters and all gas leaks.	Closest single engine company provided by San Jose Fire Department.
Emergency Medical Incident	Closest Available Company (default response is the engine).	All engine companies and truck companies are staffed with at least one paramedic. The closest/first responding company provides ALS.
Hazardous Incidents	Single/Closest Engine and the Hazardous Incident Team (HIT).	The Hazardous Incident Team is staffed and located at Station 29 — designated HIT 29. HIT 29 staff are both Haz/Mat Technician (160 hours) and Specialist (80 additional hours) certified.

Major Department Programs

Program	Description
Training	<u>Firefighter Training</u> Nearly all-initial training mandated for firefighters is completed during entry-level academies. The Department currently runs a 14-week Recruit Firefighter Academy (will increase to 16 weeks starting in the next recruit academy), including Emergency Medical Technician training and a 6-week Lateral Firefighter Academy, no EMT training involved. Between academy training and probationary training, Firefighters complete State Firefighter I and Firefighter II requirements.

Program	Description
Training	<p><u>Emergency Medical Services (EMS) Training</u> The Department delivers all mandated EMT training and refresher training. The Department currently delivers an initial EMT-I course during a 14-week Recruit Academy, unless all Recruits are certified as EMTs or Paramedics. In the latter case, the Department delivers an EMT Refresher course, including all other currently identified mandated EMS training. EMT and defibrillator continuing education requirements are completed via the fire training broadcasts and through field delivery. The Department does not train incumbent employees as Paramedics, but hires Recruit and Lateral Firefighters who are already licensed as Paramedics. Once hired required Continuing Education (CE) for department Paramedics is completed using overtime funding.</p> <p><u>Driver Training</u> At present, the Department conducts a Class B licensing program for non-probationary personnel that includes NAPD driver training. The program offers training for firefighters who want a Class B Commercial Driver's License to enable them to drive fire apparatus, work higher class when needed, and prepare for promotion to Engineer.</p> <p><u>Fire Engineer Academy</u> The Department delivers a two-week Fire Engineer Academy (fully funded) twice a year that meets State certification standards for Apparatus Driver/Operator IA and IB. In the five years of operating this Academy, the Department has trained all but a few of its incumbent Engineers, and recently graduated 20 individuals participating in the Fire Engineer promotional exam. However, the length of the existing Academy does not allow training on all the different types of Department apparatus</p>
Fire Prevention	<p>The City of San Jose has adopted and employs the 2001 California Fire Code. Amendments to the code include that all buildings (single-family dwellings and duplexes excluded) over 6,200 square feet are required to be sprinklered.</p> <p>As noted above, a 45-person Prevention Bureau handles all aspects of prevention activities — inspections, permitting, plan check, hazardous materials, etc. — with the exception of about 7,000 R-1's (apartment with 3 or more units), and 180 E-1's (elementary schools). These are handled by engine company staff.</p>
Mutual/Automatic/ Other Inter-agency agreements.	<p>Agreements are as follows:</p> <ul style="list-style-type: none"> • San Jose has automatic aid agreements with all surrounding agencies, including Central Fire, Santa Clara and Milpitas. • The City of San Jose participates in the Santa Clara County mutual aid agreements with both police and fire agencies. • The City of San Jose provides mutual aid response for CDF.

Program	Description
Apparatus Maintenance and Replacement	Typical replacement cycles for apparatus would be 15 years for front line equipment. Funding for replacement is largely driven by the economic climate of the City and may be affected by special programs, location assignment of the apparatus and any development issues. Typical replacement is a capital planning process funded by the General Fund.

6. CITY OF SANTA CLARA

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Responsible for overall management and administrative direction of the Department. Recommends fire, emergency medical, and emergency management policies and programs to the City Council and City Manager.
Administrative Secretary	1	1	Executive Secretary to the Fire Chief and supervises the Office Assistants.
Typist Clerk	4	4	Clerical support to the Fire Department.
EMERGENCY SERVICES			
Deputy Fire Chief	1	1	Chief oversees and directs the day-to-day activities of Emergency Services. This includes the daily staffing of 10 fire stations and 15 response units.
Fire Protection Division			
Battalion Chief	3	3	<p>The Battalion Chief positions have two primary functions: 1) incident commander on first alarm and greater fire, and 2) overseeing the day-to-day operations of the fire services staff, including ensuring minimum staffing levels are met.</p> <p>As incident commander on first alarm or greater incidents, the chief is automatically dispatched on all reported structure fires. The chief travels to the incident scene and supervises operations.</p> <p>In overseeing the day-to-day operations of the fire services staff, the following is accomplished:</p> <ul style="list-style-type: none"> • Overall management of a 24-hour shift, which consists of 38 firefighting positions. • Ensures all companies are staffed at the minimum target levels. This includes coordinating vacation schedules and requests, shift trades, training schedules, and unanticipated absences. <p>Other staff assignments include overseeing facilities, apparatus, communications and support services.</p>
Captain	39	39	Each platoon has as a compliment of 38 positions — excluding the Battalion Chief.
Driver/Engineer	45	45	
Firefighter	55	55	
EMS Division			
Battalion Chief	1	1	Directs EMS operations including coordinating training and ensuring certifications for ALS and BLS personnel. Provides quality assurance review of EMS responses/incidents.
Training Division			

Position	Number		Principal Responsibilities
	Auth.	Actual	
Battalion Chief	1	1	Responsibilities include identifying training needs and legal requirements, establishing goals, objectives and standards, and oversight of the program. To accomplish the goals, the position interacts with shift Battalion Chiefs, other agency training chiefs, formulates drill schedules, and prepares performance standards and training evolutions.
Assistant Training Officer	3	3	Responsibilities include identifying training needs and legal requirements, establishing goals, objectives and standards, and oversight of the program. Officer in charge of the assigned fire department suppression division when the assigned shift Battalion Chief is not on duty.
ADMINISTRATIVE – TECHNICAL SERVICES			
Deputy Fire Chief	1	1	Deputy Chief oversees and directs the day-to-day activities of Administrative and Technical Services. Responsible for Fire Prevention Bureau and Hazardous Materials Division.
Fire Graphics Technician	0.5	0.5	As needed 20 hour position that creates run cards, complex cards, and hazardous materials cards for emergency responders
Administrative Division			
Staff Aide	1	1	Prepares department budget. Department procurement. Performs analysis of data collected and assists in the preparation of clear, comprehensive and accurate reports.
Fire Prevention Division			
Fire Marshal	1	1	Primary duties include management of the City's Fire Prevention Bureau, including inspection, code enforcement, hazardous materials, and development review. The position has the primary responsibility of adopting, modifying and enforcing the Fire code and associated ordinances.
Deputy Fire Marshal	6	6	Duties include including inspection, code enforcement. Investigates the causes of fires.
Fire Inspector	3	3	Duties include inspection and plan reviews including sprinkler installations, hood and duct systems and halon systems.
Fire Protection Technician	1	1	Duties include plan reviews.
Non-Point Source Fire Inspector	0.5	0.5	Eliminate unauthorized discharges to the storm water drain system; investigates complaints and answers questions relating to non-point source activities; maintains reports and records.
Hazardous Materials Division			

Position	Number		Principal Responsibilities
	Auth.	Actual	
Hazardous Materials Administrator	1	1	<p>Overall responsibility for all aspects of the City's Hazardous Materials Program needs which include inspecting and permitting hazardous materials handlers, generators and underground tanks. Responsibilities of the Administrator, staff and the program are as follows:</p> <ul style="list-style-type: none"> • Identifies businesses handling hazardous materials/waste. • Reviews business inventories and business plans. • Inspects permitted occupancies. • Performs plan review for hazardous materials regulation compliance on new construction and tenant improvement project submittals.
Hazardous Materials Specialist	4	4	<p>Provide leadership in the areas of hazardous materials training or legislation and new regulations, program revisions and enforcement requirements. Responds to hazardous material emergency incidents to serve on command staff as technical reference. Inspect hazardous occupancies to insure compliance with codes. CUPA/Waste inspections.</p>

Fire Station Survey
Apparatus Assignment and Normal Staffing Configuration

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 1 777 Benton Street	<u>Engine 1</u> 1 Captain 1 Driver/ Engineer 1 FF/Paramedic <u>Medic 1</u> 2 Paramedics. A mix of Captain, Driver/Engineer, or Firefighter <u>Battalion Chief</u>	1999 3D/LaFrance 1500 GPM Pumper 1995 E-One Freightliner Ambulance 2000 Ford Expedition	Located in the Southeast section of the city, the response area is bordered by San Jose on the East and South, Station 2 to the North and Stations 3 and 4 to the West. Station 1 serves a mix of commercial and residential properties.
Station 2 1900 Walsh Avenue	<u>Truck 2</u> 1 Captain 1 Driver/ Engineer 1 Firefighter <u>Rescue 2</u> 1 Driver/ Engineer	1993 E-One 110ft Aerial 1500 GPM Pumper 1991 International / Super Vac	Station 2 is bordered by San Jose to the East, Station 1 to the South, Stations 5 & 9 to the West, and Station 6 to the North. Station 2 serves a mix of residential and industrial properties.

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 3 2821 Homestead Road	<u>Engine 3</u> 1 Captain 1 Driver/ Engineer 1 Firefighter	1999 3D/LaFrance 1500 GPM Pumper	Station 3 is located in the Southwest section of the city and is bordered by San Jose to the South, Sunnyvale to the West, Station 7 to the North, and Stations 1 and 4 to the East. Station 3 serves a mix of commercial and residential properties.
Station 4 2323 Pruneridge Road	<u>Engine 4</u> 1 Captain 1 Driver/ Engineer 1 Firefighter	1996 Hi-Tech /Spartan 1500 GPM Pumper	Station 4 is bordered by San Jose to the South and East, Station 3 to the West and North, and Station 1 to the North. Station 4 serves a mix of commercial and residential properties.
Station 5 1912 Bowers Ave.	<u>Engine 5</u> 1 Captain 1 Driver/ Engineer 1 FF/Paramedic <u>Medic 5</u> 2 Paramedics. A mix of Captain, Driver/Engineer, or Firefighter	1999 3D/LaFrance 1500 GPM Pumper 1995 Ford (ambulance)	Station 5 is centrally located and bordered by Stations 3 and 7 to the South, Sunnyvale to the West, Station 9 to the North, and Station 2 to the East. Station 5 serves a mix of commercial and residential properties.
Station 6 3575 De La Cruz Blvd.	<u>Engine 6</u> 1 Captain 1 Driver/ Engineer 1 Firefighter	1996 Hi-Tech /Spartan 1500 GPM Pumper	Station 6 is bordered by San Jose to the East, Station 2 to the South, Station 8 to the West, and Station 10 to the North. Station 6 serves a mix of residential and industrial properties.
Station 7 3495 Benton Street	<u>Engine 7</u> 1 Captain 1 Driver/ Engineer 1 Firefighter	1996 Hi-Tech /Spartan 1500 GPM Pumper	Station 7 is bordered by Sunnyvale to the West, Station 5 to the North, Station 3 to the South and East. Station 7 serves a mix of commercial and residential properties.

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 8 2400 Agnew Road	<u>Engine 8</u> 1 Captain 1 Driver/ Engineer 1 FF/Paramedic <u>Medic 8</u> 2 Paramedics. A mix of Captain, Driver/Engineer, or Firefighter	1996 Hi-Tech /Spartan 1500 GPM Pumper 1995 E-One Freightliner Ambulance	Station 8 is bordered by Sunnyvale to the West, Station 10 to the North, Station 6 to the East, and Station 9 to the South. Station 8 serves a mix of residential and industrial properties.
Station 9 3011 Corvin Dr.	<u>Engine 9</u> 1 Captain 1 Driver/ Engineer 1 Firefighter <u>Haz Mat 9</u> 1 Driver/ Engineer	1999 3D/LaFrance 1500 GPM Pumper 1997 3D/Spartan	Staffed by trained to Haz Mat Technician and Specialist Levels. Crew responses to all Haz Mat Incidents and may be requested for Mutual Aid.
Station 10 5111 Stars & Stripes Drive.	<u>Truck 10</u> 1 Captain 1 Driver/ Engineer 1 Firefighter	1998 3D/LaFrance e/AL 250 GPM Pumper 1997 3D/Spartan	Station 10 is bordered by San Jose to the North and East, Stations 6 & 8 to the South and Sunnyvale to the West

Response Policies And Capabilities

Incident Type	Response	How Provided
Structure Fire	Response criteria for structure fire incidents include three engines, one truck, one hazardous materials unit, one rescue squad, one medic unit and one Battalion Chief — 17 firefighting personnel.	The City of Santa Clara has an on-duty staff level of 38 positions, aboard eight engines (3 are paramedic engines), 3 medic transport vehicles, two trucks, one hazardous materials unit and one rescue squad. Initial response provided with in-house staff and units.
Grass Fire	Initial response is one engine, with possible upgrade under the direction of the first due officer.	Initial response with three firefighting personnel handled with existing on-duty staffing.
Auto Fire	Initial response is one engine, with possible upgrade under the direction of the first due officer.	Same as above.

Incident Type	Response	How Provided
Emergency Medical Call	One ALS unit and one BLS unit.	There are six ALS units in the Santa Clara Fire Department — Engine 1, Medic 1, Engine 5, Medic 5, and Engine 8, and Medic 8. One of these units is always first- or second-in on all emergency medical incidents.

Major Department Programs

Program	Description
Training	<p><u>Academy Training Plan</u></p> <ul style="list-style-type: none"> • All new Firefighters must successfully complete a 10-week Santa Clara County Joint Fire Academy (JFA) which is based on the State Fire Marshal Firefighter I curriculum. Although the complete SFM curriculum is not completed during the JFA, most of the remaining classes are completed during the Firefighter's one-year probationary period. • All new Firefighters were required to be State Certified EMT's when filing their applications for the job. • Upon completion of the JFA, all new Firefighters spend the remainder of their first year of employment on probation. During this time they are trained and tested on all aspects of their job. The testing is broken down into five modules that include: Engine, Truck, Hazardous Materials and acting Driver/Engineer, EMT and Policy. The tests are written, manipulative and oral interview and shall be passed by a score of 80% or higher. • Training is provided by their respective crews and by Department-wide regularly scheduled training (mandates).
Training (continued)	<p><u>Volunteer/Reserve</u></p> <ul style="list-style-type: none"> • All V/R training is provided by the paid-professional Firefighters. • Such training is scheduled three times per week — drills are held every Saturday at the drill grounds and mid-week at the fire stations. • V/R are required to have a minimum of 12 hours of training per month. They must also have been in the V/R program for one year before being eligible to perform station duty and ride with paid-professional Firefighters on the apparatus. <p><u>Staff Assigned to Volunteer/Reserve</u></p> <ul style="list-style-type: none"> • The V/R program is run as a separate Division in the Santa Clara Fire Department. They work under the Deputy Chief of Operations with support from the Training Division. There are three V/R Battalion Chiefs in charge of six V/R companies. Each company has a Captain and Lieutenant in charge of the Firefighters within that particular company. <p>Training Facilities</p> <ul style="list-style-type: none"> • There are currently no facilities dedicated to the V/R program. They share the facilities with the Fire Department for their meetings. They also share the drill grounds for their training.

Program	Description
Fire Prevention	<p>The following are the Codes and Ordinances that are enforced by the Santa Clara Fire Department:</p> <p>Uniform Fire Code, 2000 Edition – Amended and adopted as the Santa Clara Municipal Fire and Environmental Code, Uniform Building Code, 1997 Edition, California Code of Regulations, Title 19, Public Safety Code, Uniform Plumbing Code, 2000, Uniform Mechanical Code, 2000, National Electric Code, 1999, NFPA 13, Installation of Fire Sprinklers, 1999, NFPA 72, National Fire Alarm Code, 1999, California Health and Safety Code, California Labor Code, California Penal Code, Santa Clara Municipal Code.</p> <p>Fire Marshal:</p> <ul style="list-style-type: none"> • Coordinates and manages the activities of the Division of Fire Prevention. Conducts inspection as necessary. <p>Deputy Fire Marshals:</p> <ul style="list-style-type: none"> • Conduct Annual Inspections that include High-rise, Hazardous Occupancies, Assembly Occupancies, Storage Occupancies, and Education Occupancies. • Conduct Permit Inspections that include fire sprinkler installations, fire alarm installations, emergency alarm installations, building inspections, hood and duct extinguishing systems, tools utilizing hazardous materials, emergency generators, hazardous materials storage tanks and hazardous facility closure plans. • Conduct investigations of fire, hazardous material incidents, industrial accidents. • Issue citations. • As required may conduct plan reviews. • Conduct public education presentations as needed. <p>Fire Prevention Specialists:</p> <ul style="list-style-type: none"> • Conduct Annual Inspections that include High-rise, Assembly, Storage, Educational and Residential Occupancies. • Conduct Permit Inspections that include fire sprinkler installations, fire alarm installations, emergency alarm installations, building inspections and hood and duct extinguishing systems. • Conduct inspections of fire lanes. • Perform plan reviews. • Conduct public education presentations as needed. <p>Fire Prevention Aide:</p> <ul style="list-style-type: none"> • Organizes and coordinates public education presentations. • Assists with the inspections assigned to the Fire Prevention Specialists. <p>Fire Inspector Aide;</p> <ul style="list-style-type: none"> • Coordinates and conducts home business license inspections. • Performs public education presentations when necessary. • Conducts new business license inspections in high-rise and multi-story buildings.

Program	Description
<p>Fire Prevention (continued)</p>	<ul style="list-style-type: none"> • Handles weed complaints. • Assists with the inspections assigned to the Fire Prevention Specialists. <p>Fire inspections are typically conducted on an annual basis. The purpose of a fire inspection is the systematic evaluation of the level of fire and life safety for a business. Violations are noted during the inspection and a written notice of the violation is provided to the business responsible party. The violation notice provides a time frame for the responsible to correct any violations.</p> <p>While the Santa Clara Fire Department has the goal of inspecting every business on an annual basis certain businesses are mandated to be inspected on an annual basis. The following occupancies or businesses are mandated to be inspected on an annual basis:</p> <ul style="list-style-type: none"> • Any businesses that are issued an annual fire permit as required by Section 105 of the Fire Code. • High-Rise buildings. • Schools. • R-1 Occupancies including multi-family occupancies with 3 or more dwelling units, hotels and motels. • Large Quantity Hazardous Waste Generators. • Jails. • Underground Hazardous Materials Storage Tanks. <p>Certain activities (such as the installation of a fire alarm system) require the issuance of a fire permit. The fire permit process includes the plan review process where project is reviewed to ensure that all applicable code requirements are included in the plans. The plan reviews are typically completed within 3 weeks. In order to verify compliance with the plan review comments, a field inspection is conducted. In 2002, the Division of Fire Prevention conducted 1,792 Permit Inspections and 1,178 plan reviews.</p> <p>In 2002, the number of inspections and plan reviews conducted were as follows:</p> <ul style="list-style-type: none"> • Annual Inspections conducted by the Division of Fire Prevention- 3,386 • Permit Inspections conducted by the Division of Fire Prevention- 1,792 • Plan Reviews conducted by the Division of Fire Prevention- 1,178 • Annual Inspections conducted by Fire Suppression Crews- 3,128 • Total number of Annual Inspections conducted by the Fire Department- 6,514 <p>Fire Suppression personnel are assigned lower hazard type occupancies, which include public assembly, mercantile, business, residential (hotels and motels), auto repair and service stations.</p>

Program	Description
Fire Prevention (cont'd)	<p>Inspections are scheduled on an annual basis. The typical violations reported include fire extinguisher servicing and improper use of extension cords. The more complicated violations and hazards are referred to the Division of Fire Prevention as activity reports for follow-up.</p> <p>The Fire Department offers a number of public education programs ranging from the H.E.A.T. (Home Emergency Assistance Team) to senior citizen programs to school programs that include preschoolers. The H.E.A.T. program and fire station tours are administered and coordinated by the fire suppression crews. The Division of Fire Prevention coordinates all other public education programs that include school programs and senior citizen programs. Programs utilize the use of the fire safety trailer as well as a puppet show that targets fire and life safety. Home safety surveys as well as a smoke detector replacement program are also offered. The Division of Fire Prevention also offers organizes special programs for businesses as well as organizing the Annual Fire prevention Week kick-off Day at Paramount's Great America.</p> <p>In 2002, the Division of Fire Prevention conducted 73 public education presentations to over 6,700 persons. The events ranged from fire safety talks to presentations that included use of our fire safety trailer.</p>
Mutual/Automatic/ Other Inter-agency agreements.	<p>Santa Clara participates in a Statewide, all risk mutual aid program. There is a similar program with Santa Clara County that the City also participates. Finally, the City has agreements with all bordering agencies for cross boundary purposes.</p>
Apparatus Maintenance and Replacement	<p>The City's Automotive Services Division does equipment maintenance and repairs. Routine maintenance takes place every 90 days. Sedans are replaced every ten years and fire apparatus are replaced every twenty years at the maximum.</p>

7. SANTA CLARA COUNTY CENTRAL FIRE PROTECTION DISTRICT

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Provides overall direction and leadership to the District. Directly accountable to the Board of Supervisors (sitting as the dependent district Board). Appointed position.
Assistant Fire Chief	1	1	Provides direct assistance to, and represents as needed, the Fire Chief. Acts as Fire Chief in his/her absence. Equivalent to the Chief Operating Officer with responsibilities for day-to-day operations of the department and specific, high profile, projects.
Director of Business Services	1	1	Manages administrative functions of the District including budgetary matters, accounts payable, accounts receivable and information technology, and health and welfare benefits. Manages the "Business Services Division" which has 8 positions currently assigned to it including secretaries, office assistants, administrative support personnel, and information systems management.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Deputy Chief	4	4	<p>Responsible for the management of 1 of 4 operating divisions of the District. These are Fire Prevention, Operations, Training, and Support Services.</p> <p>Operations, Training and Support Services are supported with an Administrative Captain assigned to those divisions.</p> <p>Training is responsible for the management of the Volunteer Firefighter (VFFP) Program, EMS, and Public Education.</p> <p>EMS and Arson Investigation are under the responsibility of the Operations Division as are all emergency response related activities, stations, and equipment.</p> <p>Fire Prevention is responsible for Public Education as well as Hazardous Materials Inspections and CUPA responsibilities where applicable. Plan reviews are conducted by Associate Fire Protection Engineer(s) (FPE) within the Fire Prevention Division.</p> <p>Additionally, the Fire Prevention Division is responsible for carrying out the responsibilities of "County Fire Marshal" for unincorporated areas of the County and County Weed Abatement Programs.</p> <p>Fire Apparatus and vehicle maintenance is provided by Fire District Staff under the direction of the Support Services Division. The vehicle maintenance program is staffed with 3 Fire Mechanics and 1 Master Mechanic.</p>
Personnel Services Manager	1	1	<p>Responsible for the Human Resource service needs of the District, including workers compensation insurance. This position is supported by 1 Management Analyst position.</p>

Position	Number		Principal Responsibilities
	Auth.	Actual	
Battalion Chief	9	9	<p>1 Position assigned as EMS Coordinator supporting the Operations Deputy Chief.</p> <p>6 positions assigned as Shift Battalion Chiefs providing shift supervision and management of major incidents while working a standard suppression shift schedule. Special projects are assigned to these positions as necessary.</p> <p>1 position assigned to administer the accreditation project.</p> <p>1 position assigned to the Morgan Hill/South County area provides liaison with City of Morgan Hill and supervision of the 2 stations and personnel in the Morgan Hill area.</p>
Firefighter/Engineers (FFE)	148	148	<p>The District does not maintain a separate classification of "Engineer" or "Driver/Operator." Initial training involves driver/operator certification.</p> <p>Most new-hires have paramedic certification.</p> <p>District has 2 Special Operations Task Forces that are comprised of individuals specially training in technical rescue, hazardous materials mitigation (Specialist Level), and other specialties.</p> <p>Minimum Staffing within the District is 3/Engine, 4/Truck and 4/Rescue.²</p>
Associate Public Education Officer B	1	1	<p>Supports the Public Education Officer. Schedules department personnel to participate in fire and life safety education events. Assists with the preparation of fire and life safety educational and mass media materials, as well as presentations.</p>
Senior Deputy Fire Marshal	3	3	<p>Responsible for the supervision and technical support of 8 Deputy Fire Marshals within the Fire Prevention Division. All of the Deputy Fire Marshal positions, including the Senior position, are "civilian/non-sworn" employees.</p>
Senior Hazardous Materials Specialist	1	1	<p>Responsible for the supervision and technical support of 2 Hazardous Materials Inspectors within the Fire Prevention Division.</p> <p>District is the CUPA for the Cities of Morgan Hill, Cupertino, Campbell and Los Gatos.</p>

² There are minor exceptions to this as in Morgan Hill where a truck is actually cross-staffed with a 3-Person Engine. Generally, however, this staffing level is found throughout the service area.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Associate Fire Protection Engineer	2	2	1 position assigned to the County Fire Marshal's Office, with 1 assigned to the Bureau. Responsible for review of appropriate plans for construction and fire suppression/detection systems. Enforces codes and develops solutions for fire safe practices within the development community.
Assistant County Fire Marshal	1	1	Responsible for supervising 7 members assigned to the County Fire Marshal's Office (4 DFMs, 1 Associate FPE, 1 Senior DFM and 1 Weed Abatement Officer). Conducts inspections and other duties that fall under the responsibility of the County in unincorporated areas.
Emergency Services Coordinator	1	1	Responsible for the development of Community wide disaster and major incident preparedness.
Fire Captains	64	64	Responsible for performing, directing, and supervising activities of the fire station on assigned shift, including: fire suppression, emergency rescue, inspection, investigation, training, and support functions.
Administrative Captains	3	3	Assigned to the Training Division, the Operations Division, and the Support Services Division, the role of these positions is to support and supervise the functions within those divisions. In the Training Division, the Captain supervises 3 Training Assistants and 2 FFE's also assigned to that division. In the Support Services Division, this position directly supervises 2 Maintenance Craftworkers.
Volunteer Division	40	35	Volunteer Firefighters are used to supplement on-duty workforce. PCF's can carry out full functions of Firefighter I's, but are not permitted to drive or operate any apparatus. Not used to fill scheduled slots. These division members are paged to respond to incidents and conduct training. This program is described as "active" and is utilized by many "pre-employment" candidates to gain experience and exposure.
Supply Services Specialist	1	1	Responsible for inventory and logistics management of station supplies and equipment. This position is supported by 1 Supply Services Assistant.
Supply Services Assistant	1	1	Supports the Supply Services Specialist. Assists with supplies, inventory and the like.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Public Education Officer	1	1	Responsible for the management, design and delivery of community focused education efforts. Position is supported by one Associate Public Education Officer.
Administrative Support Officer III	1	1	Responsible for the supervision of the Business Services Division which includes accounting and budgetary control. Provides supervision to office support staff of 4 Office Assistants and 3 Secretaries. Position is supported in financial management by 1 Business Services Associate.
Management Analyst	1	1	Conducts analytical studies and surveys on organizational, procedural requirements, personnel management and other related management functions. Gathers and analyzes information and does completed staff work, including proposing recommendations on administrative, fiscal, organizational, personnel and other related management problems.
Business Services Associate	1	1	Performs account and statistical record keeping work in connection with the maintenance of financial records, such as accounts payable and accounts receivable. Provides work direction and training to a support position.
Information Systems Manager	1	1	Responsible for the monitoring and improvement of the information systems and technology found within the District.
Arson Investigator	1	1	Conducts arson and cause and origin investigations.
Master Mechanic	1	1	Responsible for the management of the fleet maintenance program. Is supported by 3 Fire Mechanics.
Fire Mechanic	3	3	Responsible for the maintenance and repair of District apparatus and equipment.
Construction Coordinator	1	1	Provides project coordination, contract administration, and acts as liaison for the design, construction and modification of County Fire buildings and structures.
General Maintenance Craftworker	2	2	Performs a variety of skilled and semi-skilled duties in maintaining District structure, equipment and grounds.
Deputy Fire Marshal II	13	13	Conducts inspections and other duties that fall under the responsibility of the County in unincorporated areas.
Hazardous Materials Specialists	2	2	Conducts inspections of hazardous materials permitted facilities and performs related activities.
Office Assistant II	4	4	Provides basic clerical support to division staff, including typing and proofreading routine correspondence, reports and other communications documents and forms.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Secretary	4	4	Performs secretarial and administrative detail work for assigned division head and staff. Provides training on specific functions and equipment to office assistant positions and other general clerical staff.

Fire Station Survey
Apparatus Assigned and Normal Staffing Configuration

Station Name/Number and Location	Apparatus
1 – Cupertino Station 20215 Stevens Creek Blvd. Cupertino 95014	Front Line: Engine 1 (1992) Min. Staffing – 3 Truck 1 (2003) Min. Staffing – 4 Reserve: Patrol 1 (1991) OES 289
2 – Seven Springs Station 2100 Seven Springs Pkwy. Cupertino 95414	Front Line: Engine 2 (2000) Min. Staffing – 3 HazMat 2 (1988) Min. Staffing – 4 Reserve: Engine 102 (1988)
3 – Los Gatos Station 306 University Ave. Los Gatos 95030	Front Line: Engine 3 (2003) Min. Staffing – 3 Rescue 3 (1996) Min. Staffing – 4 Battalion 3 (2001) Min. Staffing – 1 Reserve: None
4 – Redwood Station 21452 Madrone Dr. Redwood Estates 95030	Front Line: Engine 4 ((2001) Min. Staffing 3 Reserve: Engine 104 (1985)

Station Name/Number and Location	Apparatus
5 – Winchester 14850 Winchester Blvd. Los Gatos 95030	Front Line: Truck 5 (2002) Min. Staffing – 4 Patrol 5 (1991) Cross Staffed with Truck 5 USAR 5 (2003) Cross Staffed with Truck 5 Reserve: None
6 – Shannon 16565 Shannon Rd. Los Gatos 95030	Front Line: Engine 6 (1992) Min. Staffing – 3 Reserve: None
7 – Monta Vista 22620 Stevens Creek Blvd. Cupertino 93014	Front Line: Engine 7 (1992) Min. Staffing – 3 Battalion 7 (2001) Min. Staffing – 1 Reserve: None
8 – Quito 18870 Saratoga/Los Gatos Rd. Los Gatos 95030	Front Line: Engine 8 (2003) Min. Staffing – 3 Reserve: Engine 108 (1990)
9 – West Valley 19800 Cox Ave. Saratoga 95070	Front Line: Engine 9 (2002) Min. Staffing – 3 Reserve: None
10 – Sunnyoaks 485 W. Sunnyoaks Ave. Campbell 95008	Front Line: Engine 10 (2000) Min. Staffing – 3 Reserve: Engine 110 (1988)
11 – Campbell 123 Union Ave. Campbell 95008	Front Line: Engine 11 (2002) Min. Staffing – 3 Reserve: Truck 111 (1993)

Station Name/Number and Location	Apparatus
12 – El Toro 18300 Old Monterey Rd Morgan Hill 95037	Front Line: Engine 12 (2000) Min. Staffing – 3 Truck 12 (1992) Cross-staffed with Eng. 12 Battalion 12 (1995) Min. Staffing – 1 Reserve: Patrol 12 (2002) Engine 112 (1988)
13 - Dunne-Hill 2100 E. Dunne Ave. Morgan Hill 95037	Front Line: Engine 13 (1992) Min. Staffing – 3 Reserve: Patrol 13 (1988)
14 – El Monte 12355 El Monte Rd. Los Altos Hills 94022	Front Line: Rescue 14 (2002) Min. Staffing – 4 Truck 14 (1996) Cross Staffed with Rescue 14 Patrol 14 (1997) Cross Staffed with Rescue 14 Reserve: None
15 – Los Altos 10 Almond Ave. Los Altos 94022	Front Line: Engine 15 (1993) Min. Staffing – 3 Reserve: Engine 115 (1990)
16 – Loyola 769 Fremont Ave. Los Altos 94022	Front Line: Engine 16 (2000) Min. Staffing – 3 Reserve: Engine 116 (1990)

Response Policies and Capabilities

Incident Type	Response	How Provided												
Structure Fire	<p>Response Description:</p> <p>The standard structure response is defined as a Level 1 Response that includes Fires endangering structures, commercial or multi-family dwellings, smoke/gas investigations inside of structures, or aircraft crashes.</p> <p><u>Level 1 Response:</u> 2 Engines 1 Truck 1 Battalion Chief 1 HazMat or Rescue Unit</p> <p>In “No Truck Zones,” or areas where topography renders utilization of Trucks impossible, Engine resources are substituted for truck response.³</p>	<p>The Level 1 Response yields the following staffing configuration:</p> <table><tr><td>Engine</td><td>3</td></tr><tr><td>Engine</td><td>3</td></tr><tr><td>Truck</td><td>4</td></tr><tr><td>Battalion</td><td>1</td></tr><tr><td>HazMat/Res.</td><td>4</td></tr><tr><td>Total</td><td>15 Personnel</td></tr></table> <p>A “second alarm” duplicates the resources of the Level 1 response summarized above.</p>	Engine	3	Engine	3	Truck	4	Battalion	1	HazMat/Res.	4	Total	15 Personnel
Engine	3													
Engine	3													
Truck	4													
Battalion	1													
HazMat/Res.	4													
Total	15 Personnel													
Emergency Medical Services	<p>Response Description:</p> <p>The standard EMS Response is defined as a Level 4 Response that includes: EMS Calls, Service calls, Accident with minor or unknown injuries and wires down.</p> <p>Level 4 Response:</p> <p>1 Unit – Closest appropriate engine, truck, rescue or HazMat.</p>	<p>The Level 4 Response yields the following staffing configuration:</p> <table><tr><td>Engine</td><td>3</td></tr><tr><td>Or</td><td></td></tr><tr><td>Truck</td><td>4</td></tr><tr><td>Or</td><td></td></tr><tr><td>Support Unit</td><td>4</td></tr><tr><td>Total</td><td>3 Personnel</td></tr></table> <p>This results in a minimum of 3 responding personnel. All apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>	Engine	3	Or		Truck	4	Or		Support Unit	4	Total	3 Personnel
Engine	3													
Or														
Truck	4													
Or														
Support Unit	4													
Total	3 Personnel													

³ Level 1 Response is not applicable to Morgan Hill. Morgan Hill receives 2 engines or 1 engine and 1 truck in addition to South Santa Clara County Fire Protection District. The South Santa Clara County Fire Protection District guarantees a minimum of 2 people and an engine on this response.

Incident Type	Response	How Provided										
Rescue Responses	<p>Response Description: The standard Rescue Response is defined as a Level 2 Response that includes: MVA's with victims trapped, rollovers, accidents involving 3 or more persons and other rescues.</p> <p>Level 2 Response:</p> <p>1 Engine 1 Truck or Rescue 1 Battalion Chief</p>	<p>The Level 2 Response yields the following staffing configuration:</p> <table><tr><td>Engine</td><td>3</td></tr><tr><td>Truck or Rescue</td><td>4</td></tr><tr><td><u>Battalion</u></td><td><u>1</u></td></tr><tr><td>Total</td><td>8 Personnel</td></tr></table> <p>This results in a minimum of 8 responding personnel. All apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>	Engine	3	Truck or Rescue	4	<u>Battalion</u>	<u>1</u>	Total	8 Personnel		
Engine	3											
Truck or Rescue	4											
<u>Battalion</u>	<u>1</u>											
Total	8 Personnel											
Brush Fire Responses ⁴	<p>Response Description: The standard Brush Response is defined as a "Brush Alarm Response" which includes: Grass Fires and Tree/Forest Fires.</p> <p>Brush Alarm Response:</p> <p>2 Engines, and 1 Patrol, and 1 Battalion Chief</p> <p>For small incidents, outside of fire season, standard dispatch is a "Level 6 Response" which involved only 1 Engine or Rescue.</p>	<p>The Brush Alarm Response yields the following staffing configuration:</p> <table><tr><td>Engine</td><td>3</td></tr><tr><td>Engine</td><td>3</td></tr><tr><td>Patrol</td><td>2</td></tr><tr><td><u>Battalion</u></td><td><u>1</u></td></tr><tr><td>Total</td><td>9 Personnel</td></tr></table> <p>This results in a minimum of 9 responding personnel.</p> <p>A "2nd Alarm Brush" will result in a duplication of the first alarm assignment.</p>	Engine	3	Engine	3	Patrol	2	<u>Battalion</u>	<u>1</u>	Total	9 Personnel
Engine	3											
Engine	3											
Patrol	2											
<u>Battalion</u>	<u>1</u>											
Total	9 Personnel											
Alarms -	<p>Response Description:</p> <p>For Commercial/Industrial and Multi-family dwellings – See Structure Response above.</p> <p>Alarms to residential structures results in a "Level 3 Response" which is 1 "water carrying" resource – either an engine, truck, or rescue.</p>	<p>The "Level 3 Response" (Single Family Residential Alarm) yields the following staffing configuration:</p> <p>Engine, staffed with 3.</p> <p>This results in a minimum of 3 responding personnel.</p>										

⁴ The Fire District provides variable responses to Brush Fires dependant upon weather conditions. In a Low Level the district responds a single unit, in a high level a double brush response and a safety officer are automatically dispatched.

Major Department Programs

Program	Description
Training for Paid Staff and Volunteers	<ul style="list-style-type: none"> • Paid Staff <ul style="list-style-type: none"> - Entry Level Training includes Basic 400 hour Academy through the Joint Fire Academy, 80 hours of Local Agency specific training, and an additional 80 hours of Driver/Operator training and certification. - Prior to deployment, new members have received 580 hours of academy training and have achieved the didactic portion of Firefighter I and Driver/Operator Certification - In-service training is provided through a schedule of training activities produced by the Training Division. - Minimum performance standards for both Company and Individual tasks are identified and measured on a consistent basis. ▪ <i>Public Education:</i> Public Education programs are designed and coordinated through a Public Education Specialist in the Fire Prevention Division. Activities involve both fire suppression and public education personnel. Approximately 486 Public Education experiences were presented in calendar year 2002. Of these, 139 (29%) were Fire and Life Safety Education Programs and 145 (43%) were related to station tours and apparatus demonstrations or displays. • Volunteer Staff: <ul style="list-style-type: none"> - Entry level training is provided by the District. It involves a 40-hour class taught over a 2-week period and includes didactic and manipulative sections. - Required to attend 6-Drills/quarter. There are regular, weekly scheduled drills. - PCF's may request ride-alongs, but cannot fill vacant scheduled positions. - District produces comprehensive "Volunteer Action Guide" and "Training Schedules." • Training Facilities: <ul style="list-style-type: none"> - District has and maintains it's own training facility including tower and classroom. - Interactive television technology is currently not utilized within the District.
Fire Prevention	<ul style="list-style-type: none"> • Fire Prevention Division is responsible for code enforcement, public education, plan checks, construction inspection and Hazardous Materials management. Section 2 for Organizational Structure discussion. ▪ Each geographic sub-area within the District's service area is assigned a Deputy Fire Marshal (DFM). They keep "office hours" and are a resource to that specific community/region. • <i>Plan Checks and Construction Inspections:</i> Building and System Plan Checks are conducted by Fire Protection Engineer. Minor projects can be reviewed by Deputy Fire Marshals.

Program	Description
Fire Prevention (continued)	<p>Through agreement with contract cities and the County, building permits are not issued until final plan approval is obtained which includes fire department approval.</p> <p>Construction related to Hazardous Materials storage or processing is handled by the Hazardous Materials section.</p> <p>Approximately 4,014 plan reviews and 4,944 construction inspections were conducted in calendar year 2002 by Fire Prevention Division members.</p> <ul style="list-style-type: none"> ▪ <i>Inspections/Code Enforcement and Education:</i> The inspection services of the District can be summarized in 6 distinct categories: <ul style="list-style-type: none"> – Occupancy Inspections - It is the goal of the District to inspect all occupancies under its authority on an annual basis. Occupancies regulated by State Law (i.e. E, I-3, R, and High Rise) as well as complex commercial/industrial occupancies are inspected by DFMs. The remainder of the commercial occupancies are the responsibility of fire suppression crews (i.e. engine, truck and/or rescue companies). – Construction Inspections – The description of Construction inspections is presented in the discussion of Plan Check Services above. – Brush Inspections – Conducted by both Engine Companies and DFMs each spring. Hillside and urban interface areas are inspected and properties not meeting fire safe standards are referred to the Weed Abatement section within the Fire Prevention Division for compliance. – Complaint Inspections – Complaints are assigned to a DFM. District has established goal of 48-hour response to all complaints. – Fire Hydrant Testing/Inspections – Fire Suppression companies are responsible for annual inspection of assigned Fire Hydrants. Every hydrant is visually inspected and a minor maintenance inspection is conducted annually. Flow testing occurs on a once/four-year basis. – The District has 4 major purveyors of water within its service area. – Urban Runoff Prevention - Fire Suppression companies and DFMs conduct this as part of annual commercial inspection practices. This is provided under contract with the cities of Campbell, Saratoga and Town of Los Gatos.

Program	Description
Mutual/Automatic/ Other Inter-agency agreements.	<ul style="list-style-type: none"> • The District is signatory to the County Master Mutual Aid Agreement. This agreement is signed by all relevant fire agencies in Santa Clara County with the exception of CDF.⁵ • The District has a Boundary Drop Agreement with the Saratoga Fire Protection District. • Automatic Aid agreements with San Jose, Mountain View, Palo Alto, Sunnyvale, CDF, and Santa Cruz County Fire Departments. • Agreement to provide truck company to Scotts Valley in 2nd Alarms. ▪ Threat zone agreements with CDF ▪ District and South County Fire interact on a boundary drop basis in and around the City of Morgan Hill, but no formal agreement (outside of mutual aid) exists with respect to this arrangement. ▪ The District is dispatched through Santa Clara County Communications. However, no formal agreement exists with respect to this relationship and no performance requirements are defined for dispatch functions.
Apparatus Maintenance and Replacement	<ul style="list-style-type: none"> • The District has an adopted policy on vehicle and apparatus replacement: <ul style="list-style-type: none"> – Staff Autos – 8 Years or 100,000 miles – B/C Vehicles – 5 Years Front line, 5 Years Reserve – Brush Patrols – 15 Years – Special Rescue – 12 Years – Engines – 12 Years or 100,000 miles – Aerials/Trucks – 10 Years of 75,000 miles ▪ All vehicle maintenance is done with in-house staff. There is an adopted Preventative Maintenance plan that involves daily, weekly and monthly checks and evaluations. • The District has not established a separate vehicle replacement budget or fund. Historically, apparatus replacement has been accomplished by utilizing “reserve” funds” and obtaining needed resources on a cash basis.

⁵ South Santa Clara County FPD which is staffed by CDF is a signatory to the agreement and CDF’s lack of participation is a standard state-wide issue relating to statutory responsibilities and authorities.

8. SARATOGA FIRE PROTECTION DISTRICT

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Chief	1	1	Provides overall direction and leadership to the District. Directly accountable to the Chief of the Unit of CDF.
Assistant Chief	1	1	Provides direct supervision of fire suppression company. Supervises between 1 and 3 people. Responsible for managing activities and emergency operations of an engine company or equivalent. May act as Battalion Chief in the absence of same.
Fire Captain	6	6	Provides direct supervision of fire suppression company. Supervises between 6 and 7 people. Responsible for managing activities and emergency operations of an engine company or equivalent. May act as Battalion Chief in the absence of same.
Fire Engineer	9	9	Responsible for the maintenance and operation of a single company (usually an engine company.) Provides Basic/Advanced Life Support care to victims of emergency medical situations including trauma.
Firefighter I	9	9	Participates in Fire suppression, response to emergency situations, station and equipment maintenance, assists with general housekeeping.
Business Manager	1	1	Responsible for maintenance of accounts including payroll and accounts payable. General responsibility for oversight of administrative staff and support to District Board and management staff.
Administrative Assistant	1	1	Responsible for providing clerical and administrative support to the management of the District. Duties include secretarial support and reception responsibilities.
Fire Inspector	1	1	Responsible for conducting plan check reviews and construction inspections. Additionally responsible for conducting occupancy inspections within the District. Provides support to engine companies in carrying out pre-incident plans and related fire prevention activities.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Volunteer Division	25	15	<p>On-Call Firefighters are utilized to supplement existing staffing on fire scenes and conduct fire suppression, salvage, and overhaul operations.</p> <p>The program has no maximum allocated positions but usually is staffed with a complement of between 15 and 25 personnel.</p> <p>The On-Call Firefighters receive what is considered re-imbursement of their expenses in the form of an hourly stipend ranging from \$3.50/hour to \$6.00/hour for training and emergency incidents.</p> <p>Goal of program involvement is to achieve the requisites for Firefighter I Level Certification within the first year of involvement.</p> <p>Program is utilized by pre-employment candidates to gain experience and mandatory service hours toward professional certification and ultimate full-time hiring within the Saratoga Fire Protection District</p>

Fire Station Survey
Apparatus Assigned and Normal Staffing Configuration

Station Name/Number and Location	Apparatus
1 – Saratoga 14380 Saratoga Ave Saratoga, CA 95037	<p>Front Line: Engine 30 (1994) Min. Staffing – 3</p> <p>Rescue 30 (2003) Min Staffing – 4</p> <p>Patrol 30 (2003) Cross-staffed with Rescue 30 personnel</p> <p>Reserve: Engine 31 (1990)</p>

Response Policies and Capabilities

Incident Type	Response	How Provided												
Structure Fire	<p>Response Description: The standard structure response is defined as a First Alarm Response that includes Fires endangering structures, commercial or multi-family dwellings, smoke/gas investigations inside of structures, or aircraft crashes.</p> <p><u>First Alarm Response:</u> 4 Engines 1 Battalion Chief</p>	<p>The First Alarm Response yields the following staffing configuration:</p> <table><tr><td>Saratoga Engine</td><td>4</td></tr><tr><td>Saratoga Engine</td><td>4</td></tr><tr><td>CNT Engine</td><td>3</td></tr><tr><td>CNT Engine</td><td>3</td></tr><tr><td><u>Battalion Chief</u></td><td><u>1</u></td></tr><tr><td>Total</td><td>15</td></tr></table> <p>A “second alarm” provides 1 additional CNT Engine, 1-San Jose Truck, 1-San Jose Engine, and another San Jose BC</p>	Saratoga Engine	4	Saratoga Engine	4	CNT Engine	3	CNT Engine	3	<u>Battalion Chief</u>	<u>1</u>	Total	15
Saratoga Engine	4													
Saratoga Engine	4													
CNT Engine	3													
CNT Engine	3													
<u>Battalion Chief</u>	<u>1</u>													
Total	15													
Emergency Medical Services	<p>Response Description: The standard EMS Response includes: EMS Calls, Service calls,</p> <p>EMS Response:</p> <p>1 Unit – Closest appropriate engine.</p>	<p>The EMS Response yields the following staffing configuration:</p> <p>Engine, staffed with 4</p> <p>This results in a minimum of 4 responding personnel. All apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>												
Alarms -	<p>Response Description:</p> <p>For Commercial/Industrial and Multi-family dwellings – See Structure Response above.</p> <p>Alarms to residential structures results in a “Fire Alarm” which is a single engine response.</p>	<p>The Alarm Response (Single Family Residential Alarm) yields the following staffing configuration:</p> <p>2 Engines, staffed with 4, 1 engines staffed with 3 and 1 Battalion Chief.</p> <p>This results in a minimum of 12 responding personnel.</p>												

Incident Type	Response	How Provided
Rescue Responses	<p>Response Description: The standard Rescue Response includes: MVA's with victims trapped, rollovers, accidents involving 3 or more persons and other rescues.</p> <p><u>Rescue Response:</u> 1 Engine 1 Rescue 1 Battalion Chief</p>	<p>The Rescue Response yields the following staffing configuration: 1 Engine, staffed with 4, 1 Rescue/Patrol staffed with 4 and a Battalion Chief with 1</p> <p>This results in a minimum of 9 responding personnel. All apparatus are staffed with at least 1 Paramedic providing ALS level responses.</p> <p>Motor Vehicle Accidents are responded to with 1-Engine, staffed with 4 people.</p>
Brush Fire Responses ⁶	<p>Response Description: The standard Brush Response is defined as a "Brush Alarm Response" which includes: Grass Fires and Tree/Forest Fires.</p> <p>Brush Alarm Response: 2 Engines, and 1 Patrol, and 1 Battalion Chief</p> <p>For small incidents, outside of fire season, standard dispatch is a "Level 6 Response" which involved only 1 Engine or Rescue.</p>	<p>The Brush Alarm Response yields the following staffing configuration: Engine, staffed with 3, and an Engine, staffed with 3, and a Patrol staffed with 2, and a Battalion Chief, staffed with 1.</p> <p>This results in a minimum of 9 responding personnel.</p> <p>A "2nd Alarm Brush" will result in a duplication of the first alarm assignment.</p>

⁶ The District provides variable responses to Brush Fires dependant upon weather conditions. In a Low Level the district responds a single unit, in a high level a double brush response and a safety officer are automatically dispatched.

Major Department Programs

Program	Description
Training for Paid Staff and Volunteers	<ul style="list-style-type: none"> • Paid Staff <ul style="list-style-type: none"> - New employees are almost exclusively hired through the District's On-Call Firefighter program. This results in minimum Firefighter I and EMT-D Certification. - In-service training is provided through a Schedule of training activities produced by the Assistant Chief in his role as Training Officer. This includes all mandated training and Continuing Professional Training as identified by the District. - District is participating in CICCIS (California Integrated Certification of Command Structure) - Minimum performance standards for both Company and Individual tasks are identified and measured on a consistent basis. These standards are aligned with County Fire Performance standards for unity of operations. - District policy is to hire only firefighters with paramedic certifications. • Paid/Call or Volunteer Staff: <ul style="list-style-type: none"> - Goal of program training is to achieve didactic and manipulative hours sufficient to achieve Firefighter I by the end of one year. - District sponsors 2 Drills/month. On-Call personnel required to attend 70%-Drills/quarter in addition to 6 mandatory drills scheduled each year. - Personnel may make up attendance deficiencies by participating in "Station Program Hours" which includes working in fire station and attending calls for service. - OCF's may request ride-alongs, but cannot fill vacant scheduled positions. - OCF's can and do fully staff reserve apparatus in large incidents or periods of high demand. - PCF/Volunteer Training is coordinated through a Captain working in coordination with the Asst. Chief. • Training Facilities: <ul style="list-style-type: none"> - District utilizes training facilities of County fire when necessary, but most of manipulative training and performance standard demonstration is conducted in District - Interactive television technology is currently not utilized within the District.

9. SOUTH SANTA CLARA COUNTY FIRE PROTECTION DISTRICT

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Battalion Chief	1	1	Provides overall direction and leadership to the District. Directly accountable to the Chief of the Unit of CDF.
Fire Captain (ALS)	6	6	Provides direct supervision of fire suppression company. In addition, is accredited to provide Advance Life Support care to patients/victims of medical emergencies including trauma. Supervises between 1 and 3 people. Responsible for managing activities and emergency operations of an engine company or equivalent. May act as Battalion Chief in the absence of same.
Fire Engineer (ALS) Fire Engineer (BLS)	6 6	6 6	Responsible for the maintenance and operation of a single company (usually an engine company.) Provides Basic/Advanced Life Support care to victims of emergency medical situations including trauma.
Firefighter I	3	3	Participates in Fire suppression, response to emergency situations, station and equipment maintenance, assists with general housekeeping.
Communications/ Dispatch Clerk	2.75	2.75	Provides dispatch and communications support services. Answers calls for 911 assistance, dispatches appropriate units and provides direct interface with other responding agencies.
Mechanic	1	1	Provides maintenance and preventative maintenance services to apparatus and fleet vehicles.
Account Clerk	.5	.5	Responsible for maintenance of accounts including payroll and accounts payable.
Office Technician	1	1	Responsible for providing clerical and administrative support to the management of the District. Duties include secretarial support and reception responsibilities.
Volunteer Division	25	25	Paid/Call Firefighters are used to supplement on-duty workforce. PCF's can carry out full functions of Firefighter I's, including the operation of apparatus. Not used to fill scheduled slots. These division members are paged to respond to incidents and conduct training. This program is described as "active" and is utilized by many "pre-employment" candidates to gain experience and exposure.

Fire Station Survey
Apparatus Assigned and Normal Staffing Configuration

Station Name/Number and Location	Apparatus	Response Area Characteristics
1 – Morgan Hill 15670 Monterey St. Morgan Hill, CA 95037	Front Line: Engine 1 (1994) Min. Staffing – 2 Water Tender 1 (2000) Min Staffing – 0	80% Residential 15% Retail 5% Industrial
2 – Masten 10810 No Name Uno Gilroy, CA 95020	Front Line: Engine 2 (1998) Min. Staffing – 3 Water Tender 2 (2001) Reserve: Engine 171 (1980) Engine 217 (1986)	80% Rural residential 18% Agricultural 2% Commercial
3 – Treehaven 3050 Hecker Pass Rd. Gilroy, CA 95020	Front Line: Engine 3 (2002) Min. Staffing – 2 Reserve: Engine 172 (1984)	95% Rural residential 5% Commercial
4 – Pacheco “Amador” 6 Months	Front Line: Engine (2000) Min. Staffing Summer - 3 Min. Staffing Winter - 2	95% Rural ranching range land 5% Commercial

Response Policies, Capabilities

Incident Type	Response	How Provided
Structure Fire	Response Description: The standard structure response is defined as a First Alarm Response that includes Fires endangering structures, commercial or multi-family dwellings, smoke/gas investigations inside of structures, or aircraft crashes. First Alarm Response: 3 Engines 1 Battalion Chief	The First Alarm Response yields the following staffing configuration: Engine Engine Engine Battalion <u>Support Unit</u> Total 8 Personnel A “second alarm” duplicates the resources of the First Alarm response summarized above.

Incident Type	Response	How Provided
Emergency Medical Services	<p>Response Description: The standard EMS Response includes: EMS Calls, Service calls,</p> <p>EMS Response:</p> <p>1 Unit – Closest appropriate engine.</p>	<p>The EMS Response yields the following staffing configuration:</p> <p>Engine, staffed with 2. This results in a minimum of 2 responding personnel. All apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>
Rescue Responses (All Vehicle Accidents)	<p>Response Description: The standard Rescue Response includes: MVA's with victims trapped, rollovers, accidents involving 3 or more persons and other rescues.</p> <p>Rescue Response: 2 Engines 1 Battalion Chief</p>	<p>The Rescue Response yields the following staffing configuration:</p> <p>2 Engines, staffed with 2, and a Battalion Chief, staffed with 1.</p> <p>This results in a minimum of 5 responding personnel. All apparatus are staffed with at least 1 Paramedic providing ALS level responses to all EMS demands for service.</p>
Brush Fire Responses	<p>Response Description: The standard Brush Response is defined as a "Brush Alarm Response" which includes: Grass Fires and Tree/Forest Fires.</p> <p>Brush Alarm Response: 3 Engines, and 1 Battalion Chief</p>	<p>The Brush Alarm Response yields the following staffing configuration:</p> <p>Engine, staffed with 3, and an Engine, staffed with 2, and an Engine staffed with 2, and a Battalion Chief, staffed with 1.</p> <p>This results in a minimum of 8 responding personnel. A "2nd Alarm Brush" will result in a duplication of the first alarm.</p>
Alarms -	<p>Response Description: For Commercial/Industrial and Multi-family dwellings – See Structure Response above.</p> <p>Alarms to residential structures results in a "Fire Alarm" which is 3 Engines.</p>	<p>The Alarm Response (Single Family Residential Alarm) yields the following staffing configuration: Two Engines, staffed with 2, One engine , staffed with 3, One Battalion Chief.</p> <p>This results in a minimum of 8 responding personnel.</p>

Major Department Programs

Program	Description
Training for Paid Staff and Volunteers	<ul style="list-style-type: none"> • Paid Staff <ul style="list-style-type: none"> - Entry Level Training includes Basic 400 Academy through the State Fire Academy. This does not include EMT-1 level certification. - New Employees are enrolled/assigned to the Joint Apprenticeship Program (JAC) for 3 years. Completion as Journey level Engineer. - In-service training is provided through a Schedule of training activities produced by the Training Division. By contract, each employee is required to receive 1-hour/day of in-service training. - Minimum performance standards for both Company and Individual tasks are identified and measured on a consistent basis. - The Santa Clara Unit maintains a standard of EMT-D for all employees at Engineer Rank through Battalion Chief. • Paid/Call or Volunteer Staff: <ul style="list-style-type: none"> - Entry level training is provided by CDF/District. It involves a 67-hour class that provides didactic background for State Firefighter I Certification. - Required to attend 6-Drills/quarter. There are regular, weekly scheduled drills. - PCF's may request ride-alongs, but cannot fill vacant scheduled positions. - PCF/Volunteer Training is coordinated through an Engineer assigned to the District. • Training Facilities: <ul style="list-style-type: none"> - District utilizes training facilities of the City of San Jose. Classroom space is available at the Monterey Blvd. Station Campus. - Interactive television technology is currently not utilized within the District.
Fire Prevention	<ul style="list-style-type: none"> • Fire inspections, and code enforcement issues are conducted by the County Fire Marshal's Office. • Engine companies are responsible for pre-plans of target hazard occupancies (i.e. schools, industrial occupancies, etc.) • <i>Plan Checks and Construction Inspections:</i> These are conducted through the County Fire Marshal's Office within the Santa Clara County Fire District. <ul style="list-style-type: none"> ▪ <i>Public Education:</i> The SSCCFPD Stations do the following school education programs annually: <ul style="list-style-type: none"> <u>Station 1:</u> Career day at Gwinn Elementary School. The engine company has contact with approximately 400 students during this one day event. <u>Station 2 :</u> The engine company visits Rucker Elementary School once a year and contacts approximately 150 students. <u>Station 3:</u> The engine company visits Gilroy Headstart once a year and has contact with approximately 30 children.

Program	Description
Fire Prevention (continued)	<p>Station 1 gives approximately 50 station tours during the year. These tours come from schools, birthday parties, and Cub Scout troops. The tours average between 15-20 children. In a one-year period, Station 1 personnel could have contact with as many as 1000 children. The personnel at Station 1 also give 3-5 counseling sessions per year for children who have been playing with matches, these are drop-ins by concerned parents. A session would be typically 1 hour. Repeat offenders are sent to CDF Fire Prevention.</p> <p>While conducting business in their respective areas, the three engine companies average one public contact per week. These generally consist of parents bringing their children to the engine. The engine companies will give a tour of the engine, and give the children stickers. A tour usually takes 30 minutes. This gives us contact with about 300 children per year.</p> <p>Total personnel hours on the above programs: School programs: 24 hours Station tours: 150 hours Counseling: 5 hours Casual contacts: 78 hours</p> <p><i>Arson Investigations:</i> The District can avail itself of the resources of the California Department of Forestry and Fire Protection with respect to Fire/Arson investigation and related law enforcement matters.</p>
Mutual/Automatic/ Other Inter-agency agreements.	<ul style="list-style-type: none"> • The District is a signatory to the County Master Mutual Aid Agreement. This agreement is signed by all relevant fire agencies in Santa Clara County with the exception of CDF.⁷ ▪ The District has automatic aid or related inter-agency response agreements with the following agencies: <ul style="list-style-type: none"> - City of Morgan Hill / Santa Clara County Central Fire District under contract. - City of San Jose (Coyote Valley) - City of Gilroy - Pajaro Valley Fire District - City of Hollister - San Benito County

⁷ South Santa Clara County FPD which is staffed by CDF is a signatory to the agreement and CDF's lack of participation is a standard state-wide issue relating to statutory responsibilities and authorities.

Program	Description
Apparatus Maintenance and Replacement	<ul style="list-style-type: none">• The District has an adopted policy on vehicle and apparatus replacement:<ul style="list-style-type: none">- Staff Autos 8 Years or 100,000 miles- B/C Vehicles 5 Years Front line, 5 Years Reserve- Brush Patrols 15 Years- Special Rescue 12 Years- Engines 12 Years or 100,000 miles- Aerials/Trucks 10 Years of 75,000 miles▪ All vehicle maintenance is done with in-house staff. There is an adopted Preventative Maintenance plan that involves daily, weekly and monthly checks and evaluations.• The District has not established a separate vehicle replacement budget or fund. Historically, apparatus replacement has been accomplished by utilizing “reserve” funds” and obtaining needed resources on a cash basis.

10. CITY OF SUNNYVALE

Position Summary and Staffing Plan

Position	Number		Principal Responsibilities
	Auth.	Actual	
Public Safety Director	1	1	Oversees and directs Police and Fire services in Sunnyvale.
Fire Field Operations			
Captain II — Bureau of Fire Field Operations	1	1	Captain II position is equivalent to an Assistant/ Deputy Chief position for Fire Operations and Commander/Captain position in the Law Enforcement side. A 40/hour a week position, the Captain II has overall responsibilities for all fire suppression staff and operations.
Captain I	3	3	Equivalent in rank and responsibilities to a Battalion Chief, the three Captain I's provide direct management oversight of the three platoon shifts/teams.
Lieutenant	21	21	Equivalent in rank and responsibilities to a Captain in terms of serving as duty officers on response units and also administering company inspection programs. Six positions staff the six stations daily, each assigned to the primary response engine. A seventh position per shift/team is staffed to provide relief/coverage for any planned and unplanned vacancies.
Lieutenant	2	1	<ul style="list-style-type: none"> • FTO Lieutenant — oversees fire academy training and new officer training program in the fire stations. • Training Lieutenant — plans & coordinates all in-service training, special skills training, certifications, etc.
Public Safety Officer	60	60	Twenty positions are staffed daily — eighteen positions on the 12 pieces of equipment and two available for relief. The PSO position serves both fire operations and law enforcement — functioning as police officer and firefighter/engineer/driver operator. All PSO's can operate the apparatus and perform all related tasks.
Lieutenant	1	1	Functions as the EMS Coordinator for the Department, which includes ensuring certifications BLS personnel and providing quality assurance review of EMS responses/ incidents.
Staff Maintenance Officer	1	0	Currently unfilled. The responsibilities of this position include overseeing and directing maintenance of Fire Field operations fleet.
Prevention			
Captain II	1	1	Oversees and manages the Bureau of Special Operations, which includes inspection activities, hazardous materials program and plan checking.
Lieutenant	1	1	Position fulfills the responsibilities of the Fire Marshal and oversees inspections of permitted and state mandated facilities and plan checking for all new construction.

Position	Number		Principal Responsibilities
	Auth.	Actual	
Fire Protection Engineer	4	3	Non-sworn positions; review all plans for new construction — including civil, building, fire alarm and other related plans. In addition, these positions conduct pre-occupancy inspections for all buildings.
Public Safety Officer	4	3	One positions is vacant. These PSOs inspect all permitted occupancies — approximately 1,000 —and about 900 non-permitted facilities annually.
Hazardous Materials Supervisors	1	1	Oversees the Hazardous Materials Program, which includes haz mat handling, haz waste generation, underground tanks, and emergency response. Primary functions include the following: <ul style="list-style-type: none"> • Oversees the identification of businesses handling of hazardous materials/waste. • Manages review of business inventories and business plans. • Manages the inspection of occupancies.
Hazardous Materials Inspector	3	3	The inspectors handle all inspections — generators, handlers, underground tanks — business plan reviews and complaint investigations.

Fire Station Survey **Apparatus Assignment and Normal Staffing Configuration**

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 1 171 North Mathilda Ave.	Four personnel on-duty daily, including: <u>Engine</u> <ul style="list-style-type: none"> • (1) Lieutenant • (1) Public Safety Officer <u>Truck</u> <ul style="list-style-type: none"> • (2) PSO's 	Engine: 1998 Am. LaFrance 1500 GPM pumper Truck: 2000 Freightliner/Am. LaFrance (quints) Reserve: 1982 Crown 1500 GPM Pumper	Located in the west/central portion of the City. Response boundaries are the areas west of Wolfe and Borregas, east of the City of Mountain View, south of the 101, and north of El Camino.
Station 2 795 East Arques Ave.	Six personnel on-duty daily, including: <u>Engine</u> <ul style="list-style-type: none"> • (1) Lieutenant • (1) PSO <u>Aerial Truck</u> <ul style="list-style-type: none"> • (2) PSO's <u>Rescue/Haz Mat/All Risk</u> <ul style="list-style-type: none"> • (2) PSO's 	Engine: 1998 Am. LaFrance 1500 GPM pumper Truck: 2000 Freightliner/Am. LaFrance (quints) Rescue: 1993 Salsbury (no pump)	Located east of Station Area 1, in the east/central portion of the City. Boundaries include Borregas and Wolf to the west, 101 Freeway to the north, the City of Santa Clara to the east and Old San Francisco Road/Reed Ave to the south.

Station Name/Number and Location	Assigned Staff Units	Apparatus	Response Area Characteristics
Station 3 910 Ticonderoga Drive	Four personnel on-duty daily, including: <u>Engine</u> <ul style="list-style-type: none"> • (1) Lieutenant • (1) PSO <u>Squad</u> <ul style="list-style-type: none"> • (2) PSO's 	Engine: 2000 Am. LaFrance 1500 GPM pumpers Squad: 1987 Pierce 1500 GPM pumper	Located in the southwest section of the City. Response boundaries include Los Altos to the west, Sunnyvale/Saratoga to the east and El Camino to the north.
Station 4 996 Wolfe Road	Four personnel on-duty daily, including: <u>Engine</u> <ul style="list-style-type: none"> • (1) Lieutenant • (1) PSO <u>Squad</u> <ul style="list-style-type: none"> • (2) PSO's 	Engine: 2000 Am. LaFrance 1500 GPM pumpers Squad: 1987 Pierce 1500 GPM pumper	East of Station Area 3 in the southeast section of the City, boundaries are Old San Francisco Road/Reed Ave to the north, the City of Santa Clara to the east, Cupertino to the south and Sunnyvale/Saratoga to the west.
Station 5 1120 Lockheed Way	Two personnel on-duty daily, including: <u>Engine</u> <ul style="list-style-type: none"> • (1) Lieutenant • (1) PSO 	Engine: 1986 Pierce 1000 GPM pumpers Reserve - 1974 Crown 1500 GPM Pumper	Northwest portion of the City. Boundaries include US 101 to the south, Moffet Air Field to the west, the bay (salt evaporators) to the north, and Wolfe/Grossman to the east.
Station 6 1282 North Lawrence Station Road	Four personnel on-duty daily, including: <u>Engine</u> <ul style="list-style-type: none"> • (1) Lieutenant • (1) PSO <u>Squad</u> <ul style="list-style-type: none"> • (2) PSO's 	Engine: 1993 Quality 1500 GPM pumper Squad: 1986 Pierce 1000 GPM pumper	Northeast portion of the City, station area includes Wolfe/Grossman to the west, the bay (salt evaporators) and County Park to the north, US 101 to the South, and Santa Clara to the east.

Major Department Programs

Program	Description
Training for Paid Staff	<p><u>Training:</u></p> <ul style="list-style-type: none"> • All PSO's are trained to the Firefighter I/EMT – D level. • All PSO's are trained firefighters and police officers. New employees are sent to a six-month police academy and four month fire academy. New officers also complete a police FTO program. This basic training takes about 17 months to complete. • Police in-service training is provided throughout the year — approximately 78 hours each year. This includes annual cross training from fire skills. Fire in-service training is provided monthly at organized training days and by each supervisor at the station. This includes annual cross training for police skills. • The City recruits personnel at all levels — i.e., experienced police officers, experienced firefighters, academy graduates (police and fire), no experience at all, etc. • The Department recently built a state-of-the-art fire training tower and facility.
Fire Prevention	<p>The City of Sunnyvale has adopted the Uniform Fire Code for the year 2000 and has adopted specific local amendments related to the handling and generation of toxic and hazardous substances. Staff from the Fire Prevention Bureau handle the following:</p> <ul style="list-style-type: none"> • Fire Protection Engineers review all plans for new construction, including civil, building, fire alarm and other related plans. In addition, pre-occupancy inspections for all buildings with related plans are handled by the FPE's. • Public Safety Officers staffed in the Fire Prevention Bureau handled all permitted occupancies in the City. • In addition, the PSO's in this Bureau inspect approximately 900 non-permitted facilities. These facilities are handled by Prevention staff because there exists a "logical link/connection" to permitted sites. Companies inspect the remaining approximately 5,000 non-permitted facilities annually. • Currently, minimal public education due to temporary staff vacancies that may become permanent.
Mutual/Automatic/ Other Inter-agency agreements.	<p>Agreements are as follows:</p> <ul style="list-style-type: none"> • Sunnyvale participates in the Santa Clara County mutual aid agreements with both police and fire agencies. • Sunnyvale also provides mutual aid response for CDF. • Automatic aid agreements exist with the Mountain View Fire Department and Santa Clara County Fire for adjoining freeways. • Automatic aid with Santa Clara County Fire for a small area on the south side of the City that adjoins Cupertino and Los Altos.
Apparatus Maintenance and Replacement	<p>The Department pays rental rates to the Fleet Division of the Public Works Department which funds operation maintenance and replacement costs. There are two reserve apparatus kept in fire stations. The Department is replacing two fire rigs this year and one next year.</p>

ATTACHMENT B – GLOSSARY

Aerial Ladder(s)	Large ladder affixes to a truck or ladder company. Usually ranging in height from 55 feet to 105 feet.
ALS (Advanced Life Support)	Level of care that involves administrations of drugs, medications and invasive procedures. Paramedic level of training is consistent with ALS level of care.
Battalion Chief	Chief officer in the fire department usually responsible for 5 to 7 stations. Responsible for management of moderate to large scale operations until relieved by a higher-ranking chief officer.
BLS (Basic Life Support)	Level of care rendered by trained personnel not including advanced life support techniques. Emergency Medical Technician (EMT) level of training is consistent with BLS level of care.
Cross Staffing	A practice in which two or more pieces of apparatus are staffed by the same crew. When dispatched, the crew responds on the most appropriate piece of apparatus, leaving the others in the station.
Dependent District	Special district that receives its governance from the County Board of Supervisors sitting as the Board of that district.
EMS (Emergency Medical System)	A coordinated system designed to deliver the appropriate level of emergency care to the sick and injured. In California, it is coordinated on a Countywide basis.
EMT (Emergency Medical Technician)	Certification that provides an appropriate level of care to the sick and injured. Ranges from Basic to Advanced Life Support.
Engine Company	Fire Apparatus that pumps water and carries water and hose. Usually staffed with between 2 and 4 people.
Fire Personnel	For purposes of this report, refers to employees of a fire protection agency engaged or potentially engaged in fire suppression or rescue activities.
Front Line	Refers to apparatus (Engines, Trucks, Rescues or Patrols) that are staffed in a primary response role.
Independent District	Special district that has a Board of Directors directly elected by the voters of that district.
Ladder Company	Fire Apparatus that has an aerial ladder attached to it. Responsible for rescue, ventilation and salvage operations. Usually staffed with between 2 and 5 people. Same as "Truck Company."
Paramedic(s)	Refers to personnel who have achieved certification to provided Advanced Life Support (ALS) care and who are accredited to practice within Santa Clara County.
Quint	Fire apparatus that has an aerial ladder, pump, water carrying capacity, ground ladders and hose.

Truck Company	Fire apparatus that has an aerial ladder attached to it. Responsible for rescue, ventilation and salvage operations. Usually staffed with between 2 and 5 people.
Water Tenders	Fire apparatus that carry large amounts of water usually utilized for brush fires or fires in areas outside of existing municipal water supplies.
Out-of-class Assignment	The temporary filling of a superior position by an employee of a lesser rank or position.
Schedule A	In contracts with the California Department of Forestry and Fire Protection relates to the specification of staffing services offered to the contracting entity.
Schedule B	In contracts with the California Department of Forestry and Fire Protection relates to the specification of equipment and additional services offered to the contracting entity.
Patrol	Fire Apparatus that has off-road capability and is utilized primarily for insertion into high hazard fire areas for quick response into brush fires.
CERT Programs	Community Emergency Response Training. Programs to help neighborhoods and communities to prepare for emergencies including natural disasters and terrorist incidents.