

CORTE MADERA FIRE DEPARTMENT

ANNUAL SUMMARY REPORT

REPORTING PERIOD

January 1, 2007 to December 31, 2007

MISSION STATEMENT

The Corte Madera Fire Department is dedicated to the protection of life, property, and the environment, from the effects of fire, medical emergencies, and hazardous conditions.

GOALS AND OBJECTIVES 2006-2007

- 1. DISASTER PREPAREDNESS**
 - a. Continue our work with the schools in their disaster preparedness efforts, as needed.
 - b. Continue our work with the business community in their preparations for disaster preparedness, as needed.
 - c. With other Ross Valley agencies, as Central Marin CERT, offer Community Emergency Response Training classes for the public, as needed or warranted.
 - d. Offer refresher classes for trained CERT members, including Weapons of Mass Destruction update.
 - e. Conduct training courses for all departments on the functions and responsibilities of the Emergency Operations Center.
 - f. Conduct tabletop exercises on the Emergency Operations Plan and Guide.
 - g. Review and update the resource list of those persons and businesses within the community that have expertise in areas such as engineering, medicine, construction, and sources for food and supplies.
 - h. Complete NIMS training for all Town employees.
 - i. Update Town Disaster Plan.
 - j. Re-write the Emergency Preparedness Handbook.

- 2. FIRE PREVENTION**
 - a. Inspect all commercial and multi-family residential properties.
 - b. Aggressive Vegetation Management Program:
 - Work with allied departments and agencies to reduce wildfire hazards (Corte Madera Ave, Corte Madera Ridge, fire roads, Town properties).
 - Inspect all properties in town for violations of vegetation management standards.
 - Host free chipper days.
 - c. Continue work to increase fire flow in water system (MMWD and Fire Flow Committee).
 - d. Adopt Urban/Wildland Interface Code.

- 3. STATION/EQUIPMENT UPGRADES AND MAINTENANCE**
 - a. Implement Mobile CAD for Engine 14, Medic 41, Engine 13, and Utility 14.
 - b. Hose test all department hose.
 - c. Hydrant maintenance on all hydrants.
 - d. Prepare specs for replacement ambulance.
 - e. Replace two staff vehicles.

- 4. PUBLIC EDUCATION**
 - a. Host CPR and First Aid classes as scheduled and/or requested.
 - b. Update and refine website content.
 - c. Host fire extinguisher training.
 - d. Participate in Fire Prevention Week:

- Hold open house.
- Schedule classroom visits.
- e. Manage school fire drills.
- f. Keep AM radio and billboard signs updated with prevention messages.
- g. AED Program.
- h. Contribute to Town and Chamber of Commerce newsletters.

5. ADMINISTRATION/OPERATIONS

- a. Complete operational guidelines.
- b. GIS project.
- c. Pursue grants, as appropriate.
- d. Produce a strategic plan for the fire department.

6. TRAINING

- a. Meet all federal, state, and other mandated training.

MAJOR ACTIVITIES AND PROJECTS

INCIDENTS

The Corte Madera Fire Department responded to 1,671 calls during 2007. We received mutual aid on 61 calls, and provided mutual aid on 90 calls. We received automatic aid on 49 calls, and provided automatic aid on 586 calls. Calls for the year break down as follows: 1,008 EMS calls (accounting for 57% of all calls), 315 fill-in/standby, 168 investigate/enforcement, 96 provide assistance, 33 extinguish and control, 20 restore systems/services, 14 identify and confine hazardous condition, 11 rescue, and 6 search and rescue. Medic 41 calls totaled 1008. Of these, 403 calls were in Corte Madera and 605 were outside the town limits. Fire loss for the year was \$390,910.00.

TRAINING

In 2007, personnel completed 6,372 hours of training. A Shift completed 1,583, B Shift completed 1,701 hours, and C Shift completed 1,815 hours. Volunteers completed 1,273 hours.

The Corte Madera Fire Department completed the federal, state, and local mandated fire training requirements in accordance with IFSTA, NFPA, NIOSH., and Cal/OSHA. Throughout 2007, the Corte Madera Fire Department trained an average of 297 hours per full-time member.

The following were major activities and topics covered in training:

- The department trained one new battalion chief and two new apprentices last year.
- Six firefighters continued their Emergency Medical Technician training. This also included EMT-D training.
- Corte Madera fire officers completed ICS 300 and ICS 400.
- Two battalion chiefs completed strike team leader training.
- All Corte Madera paramedics completed the protocol update class for 2007, presented by our medical director.
- The department's paramedics attended monthly run reviews held at Kaiser and Marin General Hospitals.

This year we completed more than a dozen pre-plans of high-risk buildings in town. These plans include locations of electrical rooms, sprinkler valve locations, Knox Box locations, hydrants, interior layouts, and other information that will aid us in safely putting out any fires.

Corte Madera Fire Department personnel continued our mandated fire service related training with Larkspur and Kentfield Fire Departments, to address the multi-company training requirement. Additional training included confined space rescue, SCBA confidence course, EMT recertification training, aerial ladder operations, MERA communications training, vehicle extrication training, and fire protection training.

EMERGENCY MEDICAL SERVICES

In 2007, firefighter/EMTs and paramedics made 973 patient contacts, for an average of 81 calls per month.

Each patient received a full medical assessment from our experienced crews, and we transported 731 patients to hospitals, for an average of 61 patients per month. Of these patients, 500 required advanced life support skills, such as oxygen administration, intravenous solutions, or pain medication. Our EMTs and paramedics worked together on several dozen serious cardiac events, and were often able to make a tremendous life-saving difference to our residents.

Training for the year included classes on advanced airway management, review of rarely used skills, and further education on primary and secondary patient assessments, as well as a review of pediatric interventions. Our firefighters were also updated on current legal, medical, and ethical considerations when facing a patient who wants to sign out against medical advice. Our firefighters continued to learn more about their important role in rapid identification, treatment, and transportation of those suffering from life-threatening heart attacks and the critical importance of the field 12-lead.

Our crews also attended classes held by both Marin General Hospital and Kaiser San Rafael, and we hope to increase their participation in these educational opportunities in the future. Education remains a high priority for our EMTs and paramedics, so that their skills can remain sharp for the variety of calls received each day.

FIRE HOSE

All fire hose in the Corte Madera Fire Department is service tested annually. Hose testing reduces the likelihood that unexpected problems will occur. Each shift is assigned a group of hose to be tested each year. This past year we tested over 14,500 feet of hose.

We did in-house repairs on our 4" hose, where many damaged 50-foot lengths were cut down to 25-foot lengths.

Some of our hose is reaching the 20-year mark and has the potential for failure.

No hose was purchased in 2007.

FIRE HYDRANTS

Inventory at the beginning of the year was six hydrants. No new hydrants were purchased this year. The current inventory is six hydrants.

Service and repairs:

- Hydrants serviced: 427
- Hydrants painted: 20
- Blue markers Placed: 40
- Hydrants coded: 15
- Hydrants replaced: 0

Goals for 2008:

- Continue annual servicing.
- Continue painting color faded hydrants throughout the town.
- Replace missing and worn blue markers.
- Install or have retaining walls installed behind hydrants that require protection from erosion.

FIRE PREVENTION AND INSPECTIONS

Fire department personnel conduct fire inspections of every business in Corte Madera annually. In 2007, 591 inspections were assigned and completed. Of these, 19 were self-inspections. Personnel found 155 violations, which required 108 re-inspections. This brings the total number of inspections completed to 699. The department spent 422 hours on company inspections. Special attention was given to maintenance records for automatic fire suppression systems.

During 2007, the fire marshal performed 180 plan checks for the building department and 49 design review plan checks.

FIRE ROAD MAINTENANCE

All of the fire roads within town have been surveyed for any maintenance needs. These roads are surveyed annually in the spring season after the rains have stopped. The roads are inspected for erosion damage and any other damage occurring from the winter storms, in an effort to improve fire protection in the wildland interface and to ensure good service in the event of a wildland fire. All fire road gates are also inspected, to ensure that they open, the locks are in working order, and each gate has a fire department lock on it. This helps ensure fire department access during any emergencies.

The fire roads on the west side of town are in good shape, and were mowed along the shoulders with the town's articulating mower. Marin Open Space personnel mowed the east side fire roads

in the Ring Mountain area. This was a coordinated effort with the fire department and Marin Open Space. We have chosen mowing to reduce the impact on the preserve while still providing a defensible and serviceable road for fighting fire.

The marshland area east and north of The Village shopping mall was also mowed this year. This has been added to the maintenance program. We mowed the levee roads to improve the access and also provide a safer environment for day users. Before we mowed the levees, some of the weeds were taller than a standing adult, causing the footpath to become very narrow and making it difficult for someone to see where they were. We also believe people feel safer walking the levees now. This was done with the town's articulating mower. With the improved access, the appreciation expressed by the frequent patrons of the marshland trails, and the reduced fire danger it provided, this will become a regular practice in the future.

Through an aggressive wildland management program, including home inspections and mowing the public areas and fire roads, the Town of Corte Madera is better prepared to defend against any resulting fire that may occur. Each year we are seeing more and more voluntary cooperation from our citizens. This is, no doubt, due to the public awareness brought about from our continued efforts to educate the citizens of the dangers of wildland fires, and how they can help reduce the threat to their property.

VEGETATION MANAGEMENT

Vegetation management started out this year in May, with the clearing of Corte Madera Avenue, in a cooperative effort between Marin Open Space District, Forster & Kroeger Landscape Company, Corte Madera Public Works, and the Fire Department. The grade was shut down for two days to through traffic, while the City of Mill Valley and the Town of Corte Madera worked jointly to remove the excess vegetation along the road in their proper city/town limits. Road closures were at First Street and Corte Madera Avenue in Corte Madera, and Camino Alto and Overhill Road in Mill Valley.

Vegetation maintenance continued at the fire road gates at the end of Endeavor Drive, Fairview Avenue, and Sausalito Street.

Public works crews completed weed abatement along the roadway on Casa Buena Drive, Sausalito Street, Madrono Avenue, along the 5100 block of Paradise Drive, upper Endeavor Drive, the end of El Camino Drive, and along the frontage road of Casa Buena Drive.

Fire department personnel inspected every lot in town during late spring and early summer 2007. More than 100 were deemed out of compliance with the Town's regulations on hazardous vegetation. These all required initial inspections and at least one reinspection before the hazard was abated. This procedure expends several hundred personnel hours every year in an effort to reduce the hazard from wildfire.

Several hundred cubic yards of flammable vegetation was chipped during the annual "Chipper Week," which was held June 16-24, 2007. Residents were able to bring their wood material to

The Village gravel parking lot and have it chipped for free! This public service is scheduled every spring to help residents dispose of the fire hazards on their property.

PUBLIC EDUCATION

The fire department has logged over 600 hours of community public education this year. These activities include, and are by no means limited to, open house, fire extinguisher training, AED training, CPR and first aid classes, CERT, career day presentations, birthday parties, parades, school fire drills, school safety lectures, disaster preparedness training, and fire prevention fairs.

Other events we participated in this past year were Fire Prevention Week and the Marin Acura Safety Day. These types of events allow us to meet people in the community, answer questions of concern, and give information about our department.

Our fire department doors are always open to citizens and visitors at any time for any reason. This past year we welcomed over 400 people. This year was the sixth year the department held an open house. The open house finished fire prevention week for us. We had over 500 people come to visit. They were treated to hot dogs, snow cones, soda, Freddie the fire engine, Sparky the fire dog, a large fire truck slide, disaster preparedness information, and souvenirs.

We were also available for over 30 blood pressure checks. Also, local schools brought the children to tour the fire station and learn about fire safety. The kids always enjoy seeing our fire engine, ambulance, and what a firefighter looks like all dressed in turnouts.

Children are the main focus of fire prevention and education programs. Most of our contact with school kids is through school fire drills and Fire Prevention Week. Our fire drills at the local schools enable us to reinforce what we teach them during Fire Prevention Week. During Fire Prevention Week, the second week of October, we were able to visit 20 classrooms in town and talked to about 525 students. These visits consisted of a 20-minute lecture on fire safety; handing out coloring books with crayons, stickers, and fire helmets; and flowing water from the fire engine.

Overall, our public education program has had a positive impact on fire safety. We continue to deliver quality education in a comfortable, non-threatening atmosphere.

The Corte Madera Fire Department continued to provide its superior quality public education program to the citizens and businesses within town. The instructors for the classes are all experienced professionals. This feature offers the students the benefit of true-life experience when learning these valuable skills.

As always, we have continued to provide CPR and first aid training to many of the schools within town. The fire department has also trained the recreation department summer staff and public works staff in CPR and first aid this past year.

In 2007, the most current Heart Association CPR standards were taught. A wide variety of new teaching options accompanies these classes, and the public definitely benefits from the new updates. The classes are comprehensive, and the skills are easier to teach and remember. The feedback has been overwhelmingly positive, and we look forward to another great teaching year.

Each CPR class takes an average of three hours to complete. The classes cover choke saving, CPR, and how to use an external defibrillator. We presently offer a "public access" defibrillator class, which was instituted in 2004. Our first class was taught to our own recreation center employees.

The first aid classes average two to six hours. They are tailored to each group receiving instruction. A segment of our CERT class includes a disaster first aid component, which always inspires participants to further their knowledge in first aid and CPR.

We continue to train our volunteers in CPR and first aid. A number of members of the Corte Madera Volunteer Firefighters Association have become CPR and first aid instructors. They have definitely enhanced our teaching capabilities, with several of them coming in on a voluntary basis to support the paid staff in teaching when needed. Our volunteers are greatly appreciated.

We hope to continue to expand this program to meet the needs of the community.

DISASTER PREPAREDNESS

The department embarked on a new citizen preparedness program in 2007. The program, called Get Ready 94925, was the local Corte Madera portion of a countywide program called Get Ready Marin. The program is designed for the direct dissemination of educational information to the general public. It is based on the most reliable hazard awareness and emergency education information that is available. The classes are two hours long, and are meant to be the first step for households to become prepared for self sufficiency for five to seven days after a disaster. The focus of the content is how to develop, practice, and maintain emergency plans that reflect what must be done before, during, and after a disaster to protect people and their property. Also included is information on how to assemble food, water, and other supplies in sufficient quantities for individuals and their families to survive after the event. The program was funded by grants secured by the director of emergency services in the amount of \$235, 000, which was shared by participating agencies.

It is the goal of Get Ready 94925 to train at least one member from each household in disaster preparedness for their families, neighbors, and community. For the year 2007, approximately 750 citizens in Corte Madera were trained in Get Ready during 56 scheduled classes.

A Get Ready citizens committee was formed to become administrators, trainers, and fundraisers. The committee secured \$16,000 in donations from local businesses to provide free disaster kits to eligible Corte Madera citizens who attended the classes and were selected by lottery. The

program will continue into 2008, with the committee setting goals and objectives to be met during that year.

CERT classes continued throughout 2007. Corte Madera continued training with other Central Marin agencies at the College of Marin. During 2007, five classes were completed, with 80 Central Marin citizens trained, 17 of which were Corte Madera residents. One class was cancelled due to lack of registration. Six Central Marin CERT classes are scheduled for 2008. Additional classes may be formed as needed. Each participating agency provides instructors for the classes, to answer specific questions pertaining to individual jurisdictions. In addition to the classes, representatives meet regularly to ensure that the best possible class is provided to the public.

Required National Incident Management System (NIMS) training continued in 2007, with the volunteer firefighters working to complete their requirements. These requirements come from a federal level and are meant to ensure that agencies follow federal guidelines for funding and reimbursement. Paid personnel fulfilled their requirements as well. 2008 will see requirements for all town employees evaluated and forwarded on to the respective department heads to ensure compliance.

In 2007, we held a training session on the disaster trailers. The training was meant to familiarize and set guidelines for the opening and operation of the trailers in a disaster. An operational guideline was developed to assist in this function. Harry Schriebman, Mary O'Malley, and Pati Stoliar were instrumental in the development of the guideline. In 2008, we will hold a CERT festival to continue development of trailer management by CERT members.

During 2007, five Disaster Council meetings were held, with much of the focus on the ongoing programs and the development of Get Ready.

AM RADIO (INFORMATION AND EMERGENCY BROADCAST STATION)

WPGU 994, 1330 AM, continues to operate as the Town's information and emergency broadcast radio station. The fire department administrative assistant updates messages on a regular basis. Messages are also updated on an as-needed basis, to provide information about controlled burns, traffic congestion, flooding and severe weather conditions (winter storms or red flag days), or other emergency situations. Department heads are asked to submit messages to be broadcast, and any other pertinent informational messages are welcome.

VOLUNTEER FIREFIGHTER PROGRAM

The volunteer staff currently stands at 19 suppression members and two associate/support members.

All of the volunteer staff is available for response, to supplement paid staff or provide station coverage when requested. All volunteer staff members are equipped with alphanumeric pagers,

which can be activated by the Marin County communications center and through the fire department's computer system.

Volunteer firefighters are required to reside or work within the town limits. Exceptions can be made at the discretion of the fire chief.

There are currently eight volunteers who are certified emergency medical technicians and two who are licensed paramedics.

Volunteer personnel attend scheduled drills on Wednesday evenings. They have a dinner meeting on the last Wednesday of the month, which provides an opportunity for planning functions, goal setting, and general association business.

Volunteer personnel were involved in many projects and activities throughout the year, including the annual open house held at Station 14, which is always popular with the community. Santa again toured the town on one of the fire engines, with the assistance of several volunteer firefighter elves. Volunteer personnel also assisted at a fire safety day held at Marin Honda, and participated in visiting the local schools with the paid staff during Fire Prevention Week.

Volunteers and public works personnel staffed chipper days. This program provides incentive for residents to clear brush and debris away from their residences to reduce the amount of available fuel and create a defensible space for fire suppression activities. This is timed to occur at around the same time as the weed abatement program.

This year also included the kick off for the Get Ready program. Volunteer staff was very active in teaching courses and assisting with this excellent program.

The annual SCBA championship was held in December. Andrew Lappert is the new reigning SCBA champion. Well done, Andrew! The competition consists of donning a self-contained breathing apparatus, with all safety equipment, in a safe, effective, and timely manner. This event is very competitive and fun.

Volunteer personnel completed over 1,200 hours of training in aggregate for the year.

Andrew Lappert was named Volunteer Firefighter of the Year for 2007.

PERSONNEL

A total of 2,176 shifts were assigned in 2007. Of these, the assigned person worked 1,963. Sick leave was taken for 77.75 shifts, vacation was used for 124.5 shifts, and 4.5 shifts were used for education. Shift personnel worked 4,262.25 hours of overtime in 2007. The high total is due to multiple out-of-county strike teams and personnel out with extended sick time.

VEHICLE MAINTENANCE

The department's vehicle maintenance program focuses primarily on preventative maintenance. Our objective is to maintain all department vehicles in a safe operating condition and keep mechanical breakdowns to a minimum. To accomplish this, all vehicles go through a preventative maintenance schedule throughout the year. This schedule, and the contents of the schedule, is designed around NFPA 1500 (Chapter 4, Sections 1 – 4), manufacturers' service requirements, and service/safety measures outlined by specially trained vehicle mechanics. This year, all department vehicles have completed their preventative maintenance schedule and service/safety inspections.

Listed are the department vehicles and their maintenance repairs and projects for 2007:

Engine 14 – 2006 Pierce: Engine 14 is the first line response engine at Station 14 and logs the most service hours of all our engines. This engine responds to all calls in town, as well as calls to other jurisdictions when needed. Most of the repairs are done locally at Diego Truck Repair, except for the all-wheel steer service and pump test, which are done in Modesto at the Pierce authorized repair shop. Noteworthy repairs that were completed this year are:

- Repairs made were minor and covered by warranty.

Engine 13 – 2002 Pierce: Engine 13 is the first line response engine at Station 13. It is a cross-staffed vehicle with our ALS transport unit (Medic 41) and only responds to calls for service that are fire related when both units are in the station. Because of this, Engine 13 service hours are minimal. Most of Engine 13's repairs are completed locally at Diego Truck Repair. Noteworthy repairs that were completed this year are:

- Rebuilt tank to pump valve and tank filler ball valve.
- Replaced rear brakes.

Engine 142 – 1998 Pierce: Engine 142 is our reserve engine and is located at Station 14. It is used primarily when our other engines are out of service and by the volunteers on their weekly drill night. This engine was bought new and has been a reliable engine for us since 1998. Noteworthy repairs that were completed this year are:

- Repaired rear tires.
- Replaced check valve in foam system.

Medic 41 – 2002 Road Rescue/Ford Chassis: Medic 41 is our ALS transport ambulance. It is, as mentioned above, cross-staffed with Engine 13 at Station 13. However, this unit is always staffed during non-emergency field drills and assignments that do not require a fire engine. Therefore, this vehicle logs a high amount of service hours. Noteworthy repairs that were completed this year are:

- Replaced batteries.
- Replaced fuel filter.

- Replaced front and rear tires.
- Replaced front and rear brakes.

Medic 412 – 1997 Road Rescue/Ford Chassis: Medic 412 is our old Medic 41 and it now sits at Station 14 as a reserve medic unit. It is used as a backup to Medic 41 and placed in service when Medic 41 is out of service. Noteworthy repairs that were completed this year are:

- Replaced batteries.

Utility 13 – 2002 Chevy Pick-up: This department service vehicle is located at Station 14. It is used mainly for non-emergency related details and out-of-county responses when a single paramedic is requested. No noteworthy repairs were completed this year.

BC 14 – 2006 Ford Expedition: This department command vehicle, which is housed at Station 14, is used by the battalion chief as a command vehicle at incidents. Noteworthy repairs made to this vehicle this year:

- Replaced battery.

Chief 14 – 2006 Ford Expedition: This vehicle is assigned to the director of emergency services. Noteworthy repairs made to this vehicle this year:

- Replaced three fuel injectors (warranty).

Chief 13 – 2002 Ford Expedition: This vehicle is assigned to the deputy fire chief. Noteworthy repairs that were completed this year are:

- Replaced alternator.

Goals for Vehicle Maintenance in 2008:

- Complete the pump test for all three engines.
- Complete all service/safety inspections on time.
- Acquire new Chief 13 vehicle and place in service.
- Acquire new ambulance and place in service by the end of the year.

STATION MAINTENANCE

Corte Madera Fire Department has two stations: Station 13 on the Bayside at 5600 Paradise Drive and Station 14 near Old Town at 342 Tamalpais Drive. Station 13 was constructed in 1998. Station 14 was built in 1964.

Both stations are equipped with diesel generators that power the stations 100% in case of a power failure. The generators have a fuel capacity to run, under load, for three days. Generators

are inspected, load tested, and run weekly to minimize the chance for failure during power outages. They are also serviced and tested for electrical output on an annual basis. Other station equipment that is serviced and tested annually are the HVAC systems, fire extinguishers, drinking water filtration systems, and the apparatus room overhead doors.

Noteworthy projects and repairs completed at Station 14 in 2007 included:

- MERA antenna installed
- Back patio remodeled by Color Splash
- Washer, dishwasher, and compressor motors were serviced
- On-going solar panel project
- On-going sprinkler project

Noteworthy projects and repairs completed at Station 13 in 2007 included:

- Dryer motor repaired

Goals for station maintenance for 2008 are:

- Repair dorm lights at Station 13
- Replace HVAC system at Station 14