

# Mt. Lebanon Fire Department

*Pride, Professionalism, Personalized Delivery*



## Annual Report

2011

Nicholas W. Sohyda  
Fire Chief, EFO

Dear Residents, Elected Officials, and Staff Members:

The 2011 Annual Report is a reflection of the Mt. Lebanon Fire Department's commitment to continuous organizational improvement and the delivery of superior customer service. Recently, the Department was recommended by a four-person peer assessment team from the Commission on Fire Accreditation International (CFAI) for Accredited Agency status. As such, this recommendation will be presented to the Board of the CFAI in March of 2012 for final approval, making the Mt. Lebanon Fire Department one of approximately 160 fire departments internationally, and the only non-federal fire department in Pennsylvania, to currently hold this elite status.

As part of this accreditation process, the Department continued to compare its service levels and performance against industry best practices, conduct annual evaluations of all departmental programs, identify areas of strength and weakness, and encourage professional growth. Some of the comments from the peer assessment team's final report categorized the Department as providing "an aggressive and thorough approach to fire protection," "a well-developed emergency management program," "a positive employee climate," "an adequate, efficient, and effective fire suppression program meeting the highest standards," and "the department's financial management practices exhibit sound budgeting and control."

In order to retain accreditation, the department will submit annual compliance reports and repeat the entire process at the end of five years. This continuous self-evaluation will ensure that the department maintains credibility in all operational areas while providing validation to the members of the organization and the community.

These organizational successes continue to be a direct result of the pride and dedication of both career and volunteer staff and the support of municipal leadership and residents. In 2011, the Department met or exceeded many of its benchmarks, including improving departmental baseline (90<sup>th</sup> percentile) structural fire turnout times (time of alarm to time en route) from 2:33 in 2008 to 1:01 in 2011, total response time, including call handling time, from 8:09 to 7:20, and effective response force (15 personnel on scene) assembly time from 15:02 to 13:17.

Finally, the Department is in the process of placing a new 105' rear mount Smeal Ladder Truck into service. The truck was partially purchased with a \$585,000.00 Assistance to Firefighters Grant that the Department received in December of 2010. The new ladder truck will have the capability to also serve as a pumper and will serve the community for approximately 15 years.

The accomplishments of the Mt. Lebanon Fire Department continue to be possible only through the hard work and dedication of our members. I thank them for their contributions and dedication to our community. I would also like to thank our elected officials, municipal manager, department heads, municipal employees, business owners and residents for their continued support.

*Nicholas W. Sohyda*

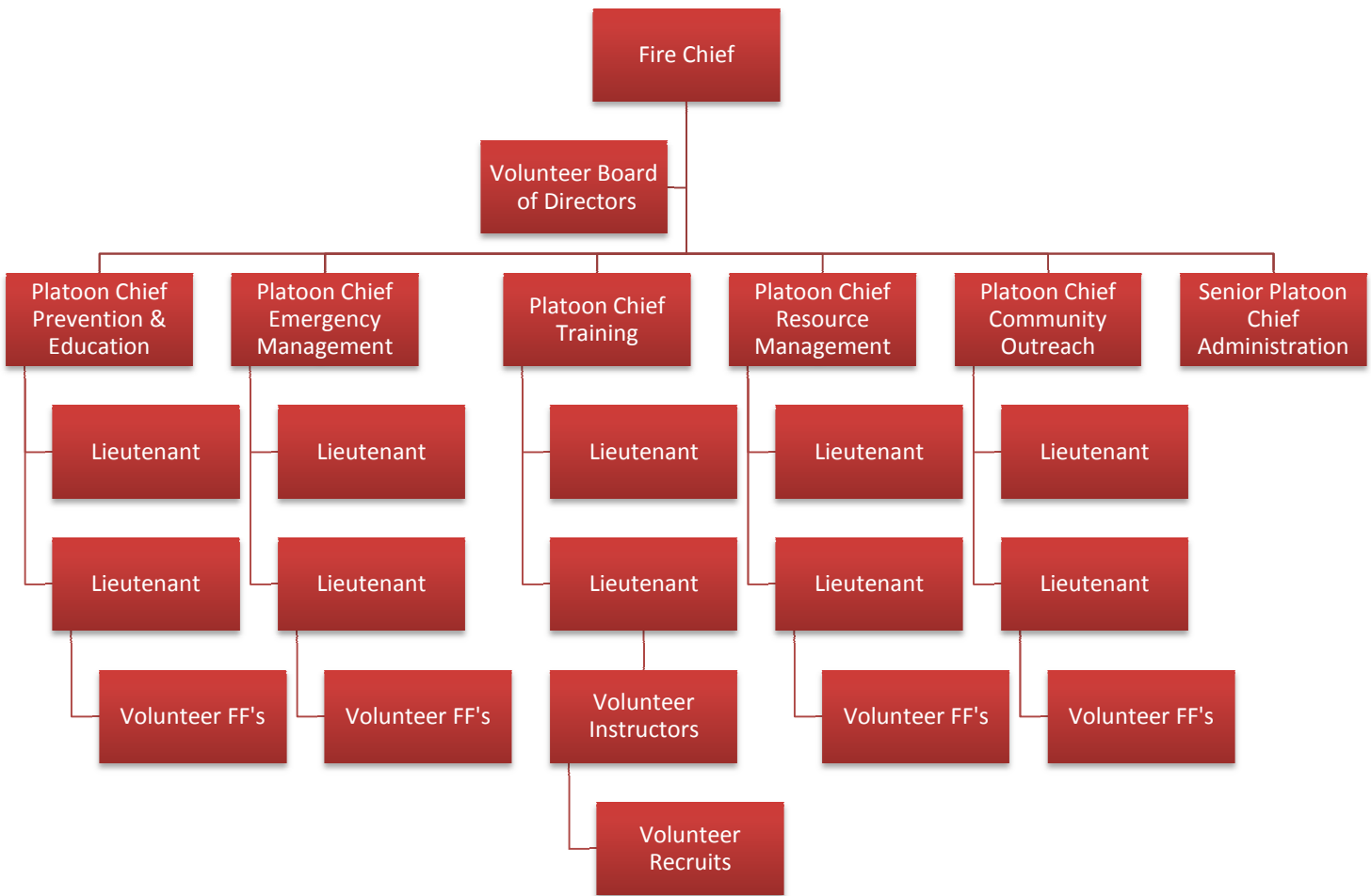
Fire Chief, EFO

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*It is the mission of the Mt. Lebanon Fire Department to serve and safeguard our diverse community through the delivery of professional, efficient and effective services protecting life, property and the environment.*

# ORGANIZATION



The Mt. Lebanon Fire Department is a combination fire department consisting of 17 full-time, 2 civilian, and 52 volunteer staff. The advantages of an all career department include immediate response to emergencies and the ability to deliver other essential services / programs to the community. The primary advantage of an all-volunteer organization is the availability of a large manpower pool at little cost. In combination fire departments, a limited full-time staff is on duty around the clock. The staff quickly responds to emergencies and provides training, inspections, public education, maintenance and other community-related services between alarms. The volunteer members are called out to emergencies that are beyond, or potentially beyond, the capabilities of the on-duty force in addition to attending training and participating in numerous community events and non-emergency activities.

Mt. Lebanon is fortunate to have a dedicated, hard working staff of professional people who have a real devotion to the community and the residents they serve.

**PERSONNEL**

Nichols W. Sohyda	Fire Chief
Glenn A. Wallace	Platoon Chief
Christopher A. Buttlar	Platoon Chief
Kevin S. Maehling	Platoon Chief
Timothy A. Brown	Platoon Chief
Rodger Ricciuti	Platoon Chief
Joseph W. Thuransky	Platoon Chief
John Mokricky	Lieutenant
Steven R. Lane	Lieutenant
Robert D. Gaetano	Lieutenant
Loren Hughes	Lieutenant
Kevin Abbott	Lieutenant
Christopher Switala	Lieutenant
Sean Daniels	Lieutenant
Edgar Davies	Lieutenant
Michael Stohner	Lieutenant
Kurt Christofel	Lieutenant
Beth Ann Rose	Secretary
Roxanne Eger	Quality Control
Robert Fischer	President/ Firefighter
Charlie Wehrum	Vice President/ Master Firefighter
Frank R. Duranti	Secretary/Firefighter
Terry H. Gruneberg	Treasurer/Fire Inspector
Dave Fagan	Director / Firefighter 1 <sup>st</sup> Class
Dave Tickel	Director/ Firefighter 1 <sup>st</sup> Class
Rick Fischler	Director/ Firefighter
Steve Lane	Director / Lieutenant



### **Volunteer Staff**

Richard Bean  
David E. Berry  
Raymond Bichler  
Chris Brown  
Drew Brown  
Carlos Caminos  
Trevor Colwes  
Matt Davis  
Michael Davis  
Frank R. Duranti  
Sean Engel  
Mike Elphinstone  
David Fagan  
Robert Fischer  
Rick Fischler  
Russell Flynn  
Geoffrey Fournier  
George M. Galbraith  
Terry H. Gruneberg  
Michael P. Hudson  
Matthew Kelsey  
William Kirkpatrick  
Stuart Kurland

Jeffrey Lancaster  
Ken Loy  
John Lufburrow  
Conor McCaskey  
Edward Meyer  
Daniel Miller  
Donald Musilek  
Joseph M. Polk  
Andrew Reith  
Michael Rooney  
Kristopher Seigert  
Aaron T. Skrbin  
William Smith  
David Tickel  
Todd Tischendorf  
Steve Toussaint  
Elizabeth Towns  
Charles Wehrum  
Mark Weitzman  
David Westhead  
Matthew Wilson

### **2011 Firefighter of the Year**

Dave Fagan

### **2011 Fire Officer of the Year**

Kevin Abbott

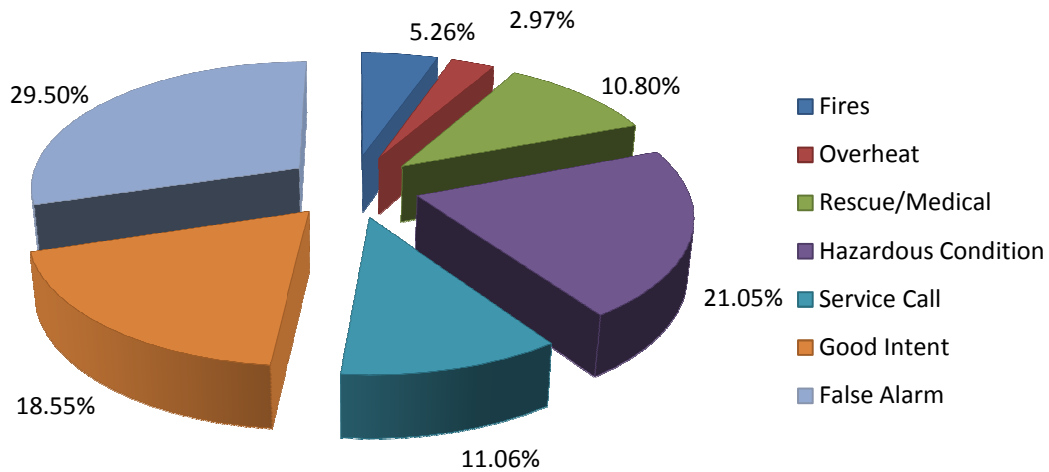
## DEPARTMENTAL HIGHLIGHTS

- Developed specifications for and ordered a new aerial to replace the 20-year old aerial, partially funded by an Assistance to Firefighter's Grant in the amount of \$585,000.00.
- Recruited five (5) new volunteers and two (2) CERT team members from another successful Citizen's Fire Academy.
- Received an award for outstanding performance in community fire prevention education from the Volunteer Firemen's Insurance Services.
- Received a favorable recommendation from a four-member peer assessment team for Accredited Agency Status. Some of the comments from the accreditation report include "an aggressive and thorough approach to fire prevention was found to be in place;" "the department's financial management practices exhibit sound budgeting and control, proper recording, reporting, and auditing;" "it was evident that the department makes every attempt to reach out to its local and regional partners in an effort to best utilize the funding they are granted;" and "the department operates an adequate, effective, and efficient fire suppression program as the documented loss of property from fire throughout the community has been historically low and the department has been able to hold many structural fires to the room of origin."
- Recertified by the Pennsylvania Department of Health as both a Quick Response Service and an Advanced Rescue Service.
- Certified all members of the Fire Prevention & Life Safety Education Platoon to the Fire & Life Safety Educator I Level.
- Promoted two (2) volunteer suppression firefighters to Firefighter 1<sup>st</sup> Class.
- Tested and implemented a mobile dispatch program along with County 9-1-1 that is tied into the department's pre-planning software.
- Developed and published a new web site which includes a "Kids Station" that allows children and their parents to review what they learned in school and provides links that further build upon lesson plans.
- Conducted a multi-department structural fire training weekend at the Pennsylvania State Fire Academy with participation from 26 members.
- Certified 7 staff members to the Fire Fighter II Level, 4 staff members to the Fire Officer I Level, 2 staff members to the Fire Officer II Level, 1 staff member to the Fire Officer III Level, 5 members to Trench Rescue Technician, and two members in Advanced Emergency Management.
- Certification of 10 Community Emergency Response Team members in Red Cross Sheltering.
- Partnered with the PTA to implement a Campus Fire Safety Program for prospective college students and their parents and updated the Senior Fire & Life Safety Program.
- Reorganized shift responsibilities to place greater emphasis on the management and administration of special operations, including technical rescue, EMS, and hazardous materials training and mitigation.
- Increase in the number of fire inspections, community outreach activities, and maintenance activities.
- Increased efficiency by integrating mobile tablet computers into fire prevention inspections, company inspections, and fireplace inspections.

### INCIDENT SUMMARY

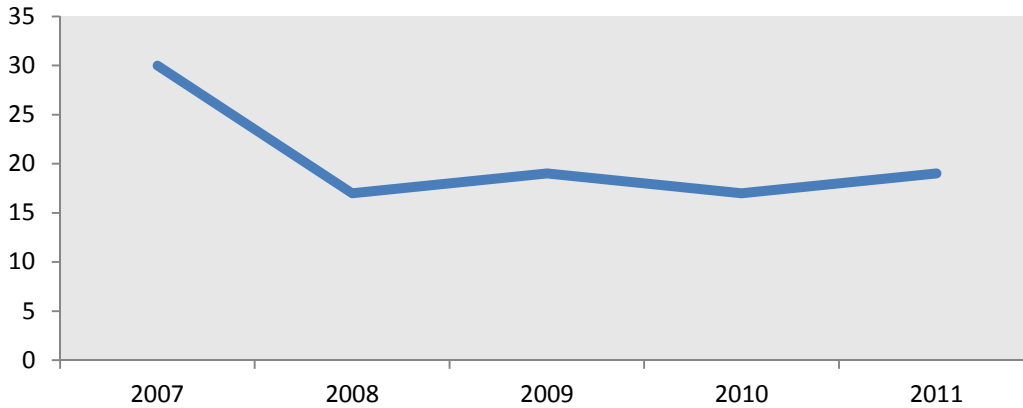
**Calls** – The department responded to 1,444 calls in 2011, its lowest annual call volume since 1997. Fifteen percent (15%) of the calls required a response by the entire department while eighty-five percent (85%) were handled by the on-duty force.

**Percentage of Calls by Incident Type  
2011**



**Structure Fires** - The department responded to 19 structure fires in Mt. Lebanon. Eighty-four percent (84%) of these fires were confined to the room/area of origin, as compared to sixty-five percent (65%) nationally. The department provided mutual aid to neighboring communities on an additional 13 structure fires.

**Structure Fires  
2007 - 2011**

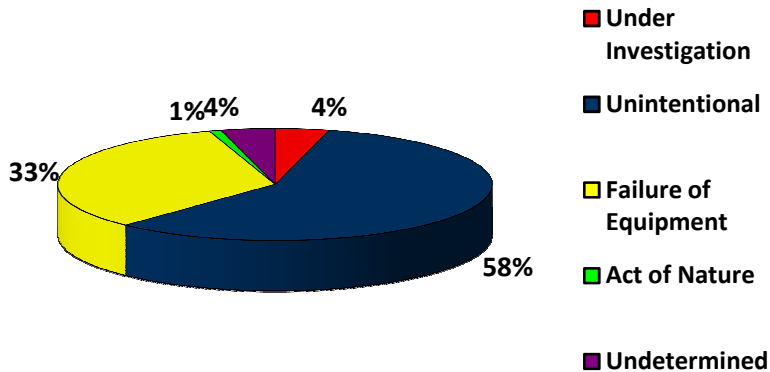


Year	Structure Fires
2007	30
2008	17
2009	19
2010	17
2011	19

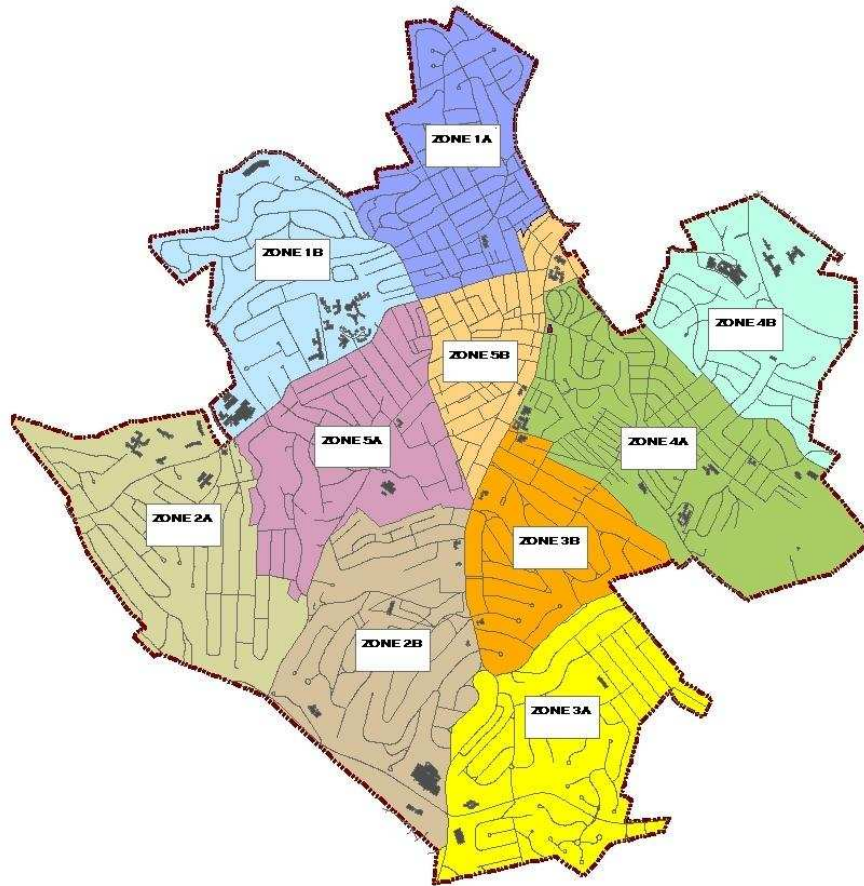
**Fire Loss** – The total fire loss for 2011 was \$722,433.00. Fire loss per capita was \$21.80, less than half the national per capita fire loss of \$48.60 and slightly below the department's benchmark of \$25.00 per capita.



**Cause of Ignition** – Over the previous five-year period (2007 – 2011), the cause of ignition of 58% of structure fires was unintentional. There were no intentional (arson) fires during that time period.



**Call Locations** – In order to analyze and evaluate hazards and service delivery, the community has been divided into ten planning zones, two per electoral ward.



**Call Distribution** - The distribution of calls, by type and planning zone, for 2011 was:

Zone	False	Fire	Good Intent	Hazard	Overheat	Rescue	Service	Total
1A	25	8	26	38	7	11	14	129
1B	89	4	27	20	5	14	7	168
2A	36	3	14	25	3	11	13	105
2B	63	8	24	29	3	20	13	160
3A	27	6	25	22	2	8	7	97
3B	16	6	24	27	3	11	11	98
4A	24	4	27	38	4	8	14	119
4B	27	2	14	9	2	3	8	65
5A	12	3	15	26	1	7	9	73
5B	99	18	63	63	12	56	62	373
OUT	8	14	9	7	1	7	9	56

## RESPONSE BENCHMARKS

The fire department has established the following emergency response objectives:

- First engine en-route in 80 seconds or less 90% of the time for all emergency responses. The first engine was en route in 80 seconds or less 89% of the time in 2011 and 93% of the time over the previous 3-year period.
- Arrive on scene in 6:50 or less total response time (includes 9-11 call handling time) 90% of the time for all structural fire incidents. The first engine arrived on scene in 6:50 or less 84% of the time in 2011 and 88% of the time over the previous 3-year period.
- Capability to initiate fire attack within 1:00 of arrival 90% of the time. The department had the capability to initiate fire attack within 1:00 of arrival 84% of the time in 2011 and 86% of the time over the previous 3-year period.
- Assembly of an effective response force of 15 firefighters within 10:50 or less minutes from time of alarm 90% of the time with the capability of establishing a fire flow of 1,500 gpm for moderate risk structures. The department assembled an effective response force of 15 firefighters within 10:50 sixty-four (64%) of the time in 2011 with the capability of establishing a fire flow of 1,500 gpm for moderate risk structures. The baseline effective response force assembly time was 12:17 over the previous 3-year period.
- Contain fires to the compartment of origin 75% of the time. Structure fires were contained to the compartment of origin 84% of the time in 2011 and 91% of the time over the previous 3-year period.
- Maintain per capita fire loss under \$25 per capita. The per capita fire loss was \$21.80 was slightly below the established benchmark of \$25 per capita for 2011 but significantly below the most recent national average of \$48.60 per capita.
- 0 civilian fire deaths annually. There were 0 fire deaths in 2011.
- 0 firefighter deaths annually. There were 0 firefighter deaths in 2011.
- 0 time-lost firefighter injuries annually. There were 0 time-lost firefighter injuries in 2011.

## SUMMARY OF SYSTEM PERFORMANCE

**Response Time (All Emergency Responses)** - The fire department responded to emergency calls in 5:20 or less, not including call processing time, 81% of the time with a baseline performance of 6:01. Call processing times at the Allegheny County 911 Center continue to be above the 1:30 benchmark.

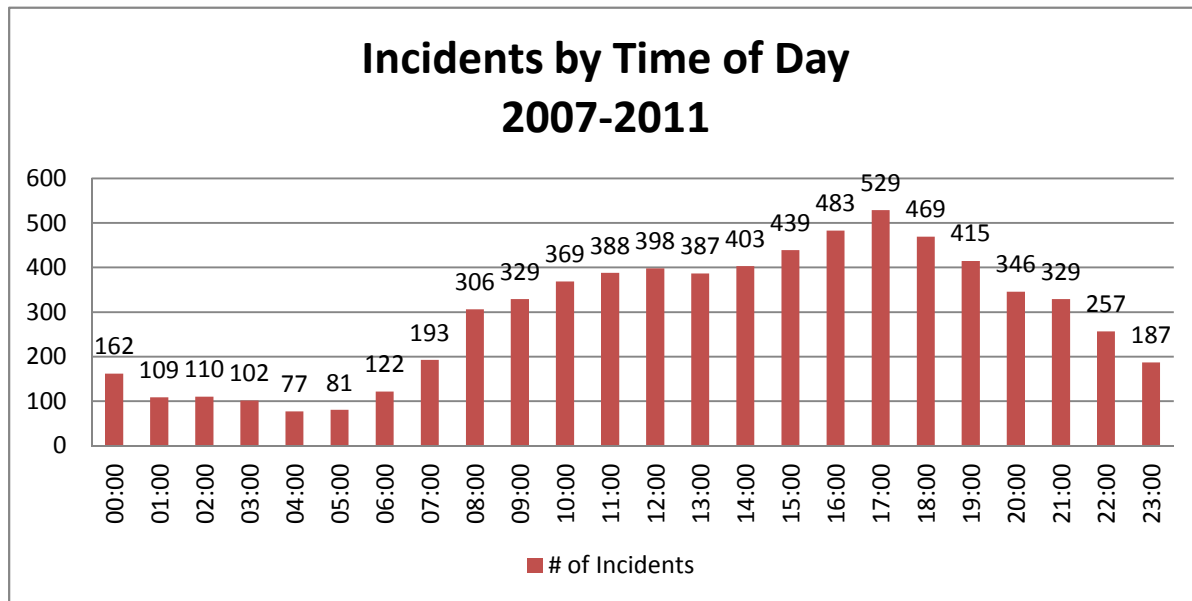
All Emergency Responses– 90 <sup>th</sup> Percentile Times		2011	2010	2009	2008
Baseline Performance					
Call Processing	Pick-up to Dispatch	3:41	3:35	3:18	3:14
Turnout	Turnout Time 1 <sup>st</sup> Unit	1:25	1:22	1:51	2:15
Travel Time	1 <sup>st</sup> Unit	5:02	4:37	4:58	5:06

**Structural Fire Response Time** - The department's 90<sup>th</sup> percentile structural fire response benchmarks for fires in moderate risk structures include call processing times of 90 seconds or less, turnout times of 80 seconds or less, travel times of 4 minutes or less, the assembly of a 4 personnel within 1 minute of the arrival of the 1<sup>st</sup> due engine, and the assembly of 15 personnel in 10:50 or less.

*Structure Fires – 90 <sup>th</sup> Percentile Times		2011	2010	2009	2008
Baseline Performance					
	Pick-up to Dispatch	2:58	1:53	2:20	2:44
	Turnout Time 1 <sup>st</sup> Unit	1:01	1:21	1:47	2:33
	Turnout Time 2 <sup>nd</sup> Due	2:47	2:53		
	Travel Time 1 <sup>st</sup> Unit Distribution	4:43	4:41	4:45	5:24
	Travel Time 2 <sup>nd</sup> Unit Concentration	5:50	5:57	6:12	
	Travel Time Balance 1 <sup>st</sup> Alarm – ERF Assembly	10:59	11:00	10:39	
	Total Response Time Capability after 1 <sup>st</sup> Due Arrival	0:57	1:04	1:00	
	Total Response Time 1 <sup>st</sup> Unit On Scene Distribution	7:20	7:07	7:32	8:09
	Total Response Time ERF Concentration	13:17	15:02	14:24	

In 2011, the Department met its 3-person staffing benchmark 79% of the time, responded with 500 gallons of water and 1,500 gpm pump capacity 100% of the time, and had the capability to initiate attack within 1 minute of arrival 84% of the time.

- **Personnel** – An average of 6 firefighters responded per incident. An average of 27 firefighters responded per structural call. A total of 5,626 staff hours were spent on incidents.
- **Staffing** - Average on-duty staffing (career and volunteer) was five firefighters. Staffing/1,000 population of 0.65 remains significantly lower than the national average of 1.51.
- **Casualties** – There were no civilian or firefighter fatalities. There were seven civilian injuries; all due to exposure to fire products. There were seventeen firefighter injuries; primarily strains and sprains. There were no lost-time firefighter injuries.
- **Frequency** – Calls were evenly distributed by time of day, day of week, and hour of day.



There were 136 occurrences (9%) where incidents overlapped.

	2011	2010	2009	2008	2007
<b>Overlapping Incidents</b>	<b>136</b>	<b>158</b>	<b>176</b>	<b>192</b>	<b>170</b>
<b>% of Total Calls</b>	<b>9%</b>	<b>8%</b>	<b>11%</b>	<b>12%</b>	<b>10%</b>

- **Reliability** - There were zero (0) occurrences where no Mt. Lebanon Fire Department units were available and a mutual aid company was relied upon as the sole responding unit. There were twenty-five (25) occurrences (0.03%) over the previous five-year period where no Mt. Lebanon Fire Department units were available and a mutual aid company was relied upon as the sole responding unit.

**Vehicle Extrication** – The most common type of technical rescue incident the Department encounters is vehicle extrication. The Department’s vehicle extrication benchmark is to respond to all entrapment events in 7 minutes and 20 seconds or less, total response time, 90% of the time. The first-due unit(s) shall be staffed with a minimum of three (3) firefighters and be capable of determining the scope of and stabilizing the incident until additional resources arrive. An effective response force of at least 6 firefighters shall be assembled in 10 minutes or less and be capable of extricating the patient within 20 minutes of the arrival of the 1<sup>st</sup> due unit.

Vehicle Extrication – 90 <sup>th</sup> Percentile Times Baseline Performance		2011	2010	2009	2008
Call Processing	Pick-up to Dispatch	2:53	2:36	2:56	1:41
Turnout	Turnout Time 1 <sup>st</sup> Unit	0:24	1:24	2:00	
	Turnout Time 2 <sup>nd</sup> Due	1:48	3:13	2:24	
Travel	Travel Time 1 <sup>st</sup> Unit Distribution	2:52	3:44	6:10	
	Travel Time ERF Concentration	4:56	5:33	5:15	
Total Response Time	Total Response Time 1 <sup>st</sup> Unit On Scene Distribution	8:09	6:33	9:49	6:33
	Total Response Time ERF Concentration	5:20	7:56	9:33	6:33
	Total Response Time SHACOG Tech Rescue Team	N/A	N/A	N/A	N/A
Effectiveness	Extrication Time From Call Received	8:59	18:11	23:20	

**Emergency Medical** - The Mt. Lebanon Fire Department's 1<sup>st</sup> unit benchmark is to respond to all emergency medical incidents in 6 minutes or less, total response time, 90% of the time. The first due unit shall be staffed with a minimum of two emergency medical technicians and be capable of providing basic life support until advanced life support arrives. The Department will continue to assist MRTSA and provide basic life support as requested/necessary.

*First Responder – 90 <sup>th</sup> Percentile Times Baseline Performance	2011	2010	2009	2008
Pick-up to Dispatch	1:18	1:56	0:54	2:14
Turnout Time 1 <sup>st</sup> Unit	1:05	1:05	1:39	1:52
Travel Time 1 <sup>st</sup> Unit Distribution	5:28	5:05	2:34	5:14
Total Response Time 1 <sup>st</sup> Unit On Scene Distribution	5:53	5:56	3:39	6:03

Emergency medical services are provided to Mt. Lebanon residents by the Medical Rescue Team South Authority (MRTSA). Organized in 1977, MRTSA is a multi-community emergency medical service serving the communities of Mt. Lebanon, Castle Shannon, Whitehall, Dormont, Green Tree, and Baldwin Township. MRTSA is governed by a Board with each community appointing a representative. Emergency medical calls handled by MRTSA in Mt. Lebanon in 2011 were as follows:

Incident Type	Mt. Lebanon Municipality
Cancelled Enroute	76
Cancelled On scene	180
Cancelled Prior to Response	4
Dead at Scene	22
Lift Assist	59
No Patient Found	101
No Treatment Required	70
Patient Refused Care	21
Standby	18
Treated and Released	98
Treated, Refused transport	174
Treated, Transported	3,078
Treated, Transported by Law Enforcement	2
Treated, Transported by Private Vehicle	9
<b>Total:</b>	<b>3,912</b>

## **FIRE ADMINISTRATION**

Fire Administration is comprised of the fire chief, administrative platoon chief, department secretary, and quality control / data entry clerk. Administration's responsibility is to ensure that services provided by the fire department are administered within the guidelines set forth by the Municipality. Administration informs the Commission, Manager, and residents of activities the department is involved with; recommends hiring and promotions; administers budget processes; manages grants, purchases materials, supplies, and services; and provides support to all levels of the fire department.

The fire department is principally funded by the Municipality's general fund. Some services generate revenues to offset a portion of the departmental budget. Examples of revenues include fire inspection permits, operational permits, fines, fees for vehicle accident cleanups, grants, and funds received from the State's Volunteer Firefighters Relief Association Act.

## **FIRE PREVENTION & LIFE SAFETY EDUCATION**

The goal of the Fire Prevention & Life Safety Education Platoon is to provide the citizens of Mt. Lebanon protection against loss of life and property by fire through:

### **Fire Prevention Inspections & Code Enforcement**

- Fire safety inspections scheduled in all commercial, multi-family residential, health care, church, and school buildings.
- Life safety inspections of state licensed care and daycare facilities.
- Review of building fire alarm, sprinkler, and life safety system plans for all new construction and renovations to ensure compliance with fire code requirements.
- Site plan review for fire department access and life safety issues.
- Acceptance testing of all new or modified fire alarm, sprinkler, and life safety systems.
- Maintenance of the Knox Box program, which controls emergency access to buildings and other secured areas for fire operations.
- Permitting and inspection of regulated activities defined in the international and municipal fire codes.
- Investigation of reports of potential fire code violations.

In 2011, 1,253 inspections were conducted, an increase of 20% over 2010, with 2,538 violations found and corrected. An additional 1,778 permits were issued, generating approximately \$52,000 in revenue.

## School Fire Prevention and Life Safety Education Program

Public fire and life safety education has been shown to be one of the most efficient and cost effective methods of reducing not only the numbers of fires, but also the number of deaths and injuries that result from fires. Three hundred and seven (307) public education sessions were delivered in Mt. Lebanon's public and private schools, reaching over 3,000 students.

Kindergarten Sessions – 62

1<sup>st</sup> Grade Sessions – 48

2<sup>nd</sup> Grade Sessions – 44

3<sup>rd</sup> Grade Sessions – 46

4<sup>th</sup> Grade Sessions – 67

5<sup>th</sup> Grade Sessions – 37

Home School Sessions – 2

Tech Theatre Sessions - 1

Additionally, firefighters conducted twenty-five (23) fire apparatus visits to pre-schools and summer camps and conducted five (5) pre-school station tours.

## Staff Training

Firefighters provide on-going fire and life safety training on fire and life safety practices and procedures to employees of health care facilities, group homes, and other community businesses. This training often includes the safe use of fire extinguishers, rescue and evacuation procedures, and a review of facility fire alarm and fire suppression systems. Twenty-four (24) sessions were delivered in 2011. Five (5) fire extinguisher classes were delivered. In addition, fire prevention and emergency management staff observed (14) fourteen building evacuation drills.



## COMMUNITY OUTREACH & SPECIAL OPERATIONS

The Community Outreach Division was created in 2001 in response to recommendation made in the Mt. Lebanon Comprehensive Plan, adopted December 11, 2000. One of the goals of the plan was to reevaluate current levels of community services, based on 2000 US Census Data to address the changing needs of the community. To meet the needs of Mt. Lebanon's aging population and to attract young professionals and families, the Community Outreach Division was created to develop and/or expand several community-oriented programs.

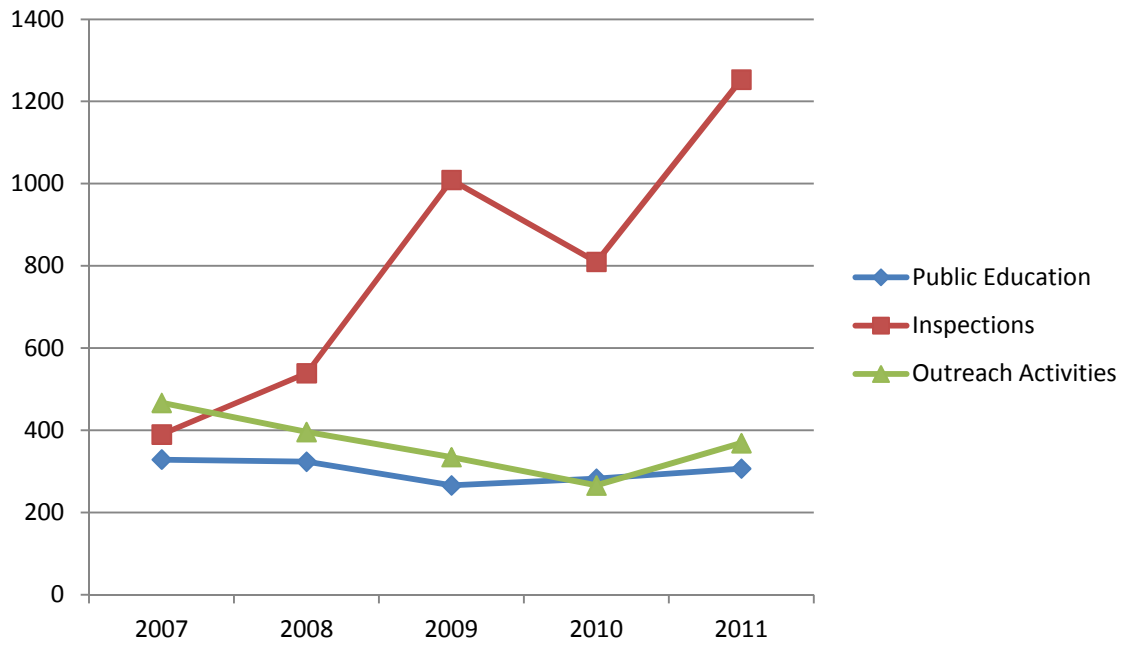
Special operations (hazardous materials, technical rescue, and emergency medical services) became an additional function as it was apparent during the accreditation process that, while generally low frequency events, the Department was not focusing enough time, training, or resources in these areas. Today, part of the division's responsibility is to ensure compliance with state and federal regulations, deliver specialized training, track resources, and work closely with the SHACOG Technical Rescue Team, providing training and administrative support.

In 2011, the Community Services and Outreach Platoon developed a program for high school seniors and their families addressing college campus fire safety and began visiting neighborhoods following structural fire incidents to talk with residents and provide fire safety information.

A total of 369 community outreach programs/activities were delivered by the Department in 2011:

- Installed fifty-seven (57) **Smoke Detectors** in resident's homes to provide an early warning signal in the event of fire. Installed an additional thirty-three (33) smoke detectors as part of routine responses where no smoke detectors were found in the home.
- Delivered four (4) **Senior Fire Life Safety** presentations to educate Mt. Lebanon's large senior population about the dangers of fire and to instill fire safe behaviors.
- Participated in four (4) **Safety Fairs** to provide educational information to seniors and other target groups regarding safe cooking, home heating, smoke detectors and evacuation procedures.
- Conducted seven (7) **Home Safety Inspections** to provide residents with recommendations to improve safety conditions while offering safety awareness advice.
- Performed 129 **Fireplace Inspections** to ensure that they are clean and safe to use and to reduce the potential for chimney and/or residential structure fires.
- Attended thirty-six (36) **Block Parties** to provide residents with fire and life safety information and to educate them about fire department programs and services.
- Conducted seven (7) **Juvenile Fire Setter Intervention** Programs for at-risk children.
- Participated in twenty-four (24) **Community Events** including First Fridays, July 4<sup>th</sup> Celebration, Car Show, Bon Fires, and Memorial Day and Halloween parades.
- Conducted eighty-nine (89) **Station Tours**, both scheduled and walk-in, for residents, community groups, and visitors.
- Delivered a nine-week **Citizen's Fire Academy** for fourteen (14) residents.

### Summary of Non-Emergency Activities 2007-2011



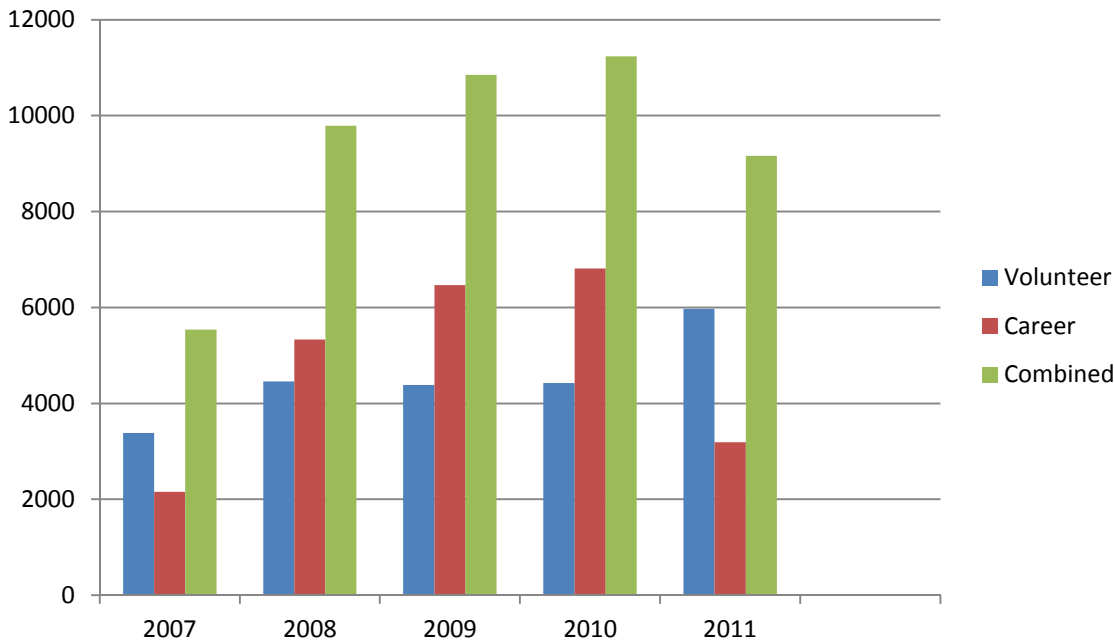
### TRAINING

The Training Division is responsible for the initial and on-going training of all volunteer and career staff members. With the numerous requirements placed upon the fire service today by the many regulatory agencies, (NFPA, ISO, OSHA, ANSI, CCR, Regional EMS), the Training Platoon coordinates the department’s training to comply with established regulations.

It is the mission of the Training Division to provide the highest quality training, instruction and evaluation to our members. This is intended to prepare our department to serve our community in the most efficient and effective means possible, and to ensure personal safety as we deliver this service. This is accomplished by:

- Encouraging individual and company training.
- Keeping abreast of all training requirements.
- Maintaining comprehensive training records.
- Delivering the most meaningful and realistic training possible while ensuring personal safety.

**Training Hours** - Staff members averaged 137 hours of training in 2011 for a total of 9,162 hours. Sixty-two percent (62%) of the training received was conducted in-house while thirty-eight percent (38%) was outside training.



## **OPERATIONS & EMERGENCY MANAGEMENT**

In accordance with State Law, the Mt. Lebanon Emergency Management Agency was created for the purpose of preventing, minimizing and alleviating injury or damage resulting from man-made or natural disasters.

The agency is maintained and operated on a daily basis by the fire department's Operations and Emergency Management Division. These staff members are available to set up the emergency management center and implement the municipal emergency operations plan. They also maintain the emergency management website where residents can obtain emergency preparedness suggestions and information about local emergencies, the municipal emergency warning system, and the fire department mobile emergency management unit.

In February, members of the newly formed Mt. Lebanon Community Emergency Response Team (CERT) attended 16-hours of American Red Cross Shelter Operations Training to prepare them to manage shelter operations effectively and sensitively as a team, while meeting the needs of people displaced as a result of a disaster. Members of the Team were also utilized at community events and are in the process of building disaster kits that will be made available for the public to purchase. The kits include a hand crank emergency flashlight that also serves as a cell phone charger and an AM Radio, light sticks, a multi-purpose tool, first aid kit, meals ready to eat (MRE's), duct tape, dust masks, and rubber gloves.

Kevin Abbott, a Lieutenant assigned to Operations and Emergency Management, served as the Department's Accreditation Manager, guiding the Department's efforts towards Accreditation through the Commission on Fire Accreditation International (CFAI). In 2011, the Department became a candidate agency. A candidate agency's completed documents are uploaded to the CFAI website for peer review. Once the documents were approved, an on-site peer assessment was conducted. The four-person assessment team included Chief Jim White, Winter Park, Florida, Fire Department; Assistant Chief Davis White, Culver City Fire Department, California; Deputy Chief Craig Golden, Hill Air Force Base Fire Department, Utah; and Firefighter Jason Bonney, Central Jackson County Fire Protection District, Missouri. Following the site visit, the peer assessment team submitted a final report to the CFAI recommending accredited agency status. Members of the Department will appear before the CFAI in March for final approval.

## **RESOURCE MANAGEMENT**

The Resource Management Division is responsible for providing necessary maintenance, supply and support for the fire department. Several functions of the division include maintenance of fire department vehicles; annual fire hose, ladder, and pump testing of all fire apparatus; equipment inventory; small equipment maintenance and repairs; and maintenance of protective clothing and equipment.

Overall, there were 4,225 maintenance activities performed in 2011.

## 2012 GOALS & OBJECTIVES

The following departmental goals & objectives have been developed based upon the department's strategic plan, economic and demographic considerations, Standards of Cover, CFAI Peer Assessment Report, and response data analysis:

1. Complete Fire Fighter II Certification Program for remaining suppression staff.
2. Develop continuing education plan for fire investigators.
3. Provide first responder training for volunteer staff.
4. Establish formal procedure for reporting, documenting, and addressing workplace hazards.
5. Perform annual update of Risk Management Program.
6. Provide training on and place new ladder truck in service.
7. Develop specifications for, award bid, and receive new pumper.
8. Conduct annual update of Standards of Cover per CFAI 8<sup>th</sup> ed.
9. Conduct annual evaluation of all departmental programs.
10. Achieve Accredited Agency Status through CFAI.
11. Pass ordinance to adopt updated Fire Code.
12. More clearly define role of volunteer board in policy and planning.
13. Improve ISO Rating to Class 2.
14. Conduct analysis of hazardous materials response program.
15. Update Training Needs Assessment.
16. Secure appropriate data from EMS provider for deployment analysis.
17. Implement and administer EmFinders Program.
18. Conduct large-scale disaster drill.
19. Complete departmental Business Continuity Plan.
20. Begin updating Emergency Operations Plan.