



**City of St. Helena
Special City Council Meeting
Thursday, May 3, 2018 @ 3:00 PM
St. Helena Fire Department, 1480 Main
Street, St. Helena (Entrance on Railroad
Avenue)**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "public comment" portion of the agenda may do so, but please observe the time limit of three minutes.

Page

1. CALL TO ORDER

2. ROLL CALL

Mayor: Alan Galbraith, Vice Mayor: Peter White, City Council: Paul Dohring, Geoff Ellsworth and Mary Koberstein

3. PUBLIC COMMENT:

Under California law, public comments at special meetings are limited to subjects on the agenda only. Therefore public comment will take place during consideration of the item. Each person's comments shall be limited to 3 minutes.

4. NEW BUSINESS

4.1. St. Helena Fire Department Operations Study Session

3 - 34

CEQA Determination: Not a CEQA project

Prepared By: John Sorensen, Fire Chief

Recommendation:

Review and discuss.

[Staff Report - St. Helena Fire Department Operations Study Session - Pdf Presentation](#)

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for May 8, 2018, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall and Fire Department, 1480 Main Street, St. Helena, California on April 20, 2018.

Cindy Tzaopoulos, City Clerk

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the City Clerk's Office (707) 967-2792. Notification 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act will enable the City to make reasonable arrangements to ensure accessibility to this meeting.



Report to the City Council
Council Meeting of May 3, 2018

Agenda Section: **New Business**

Subject: **St. Helena Fire Department Operations Study Session**

CEQA **Not a CEQA project**
Determination:

Prepared By: John Sorensen, Fire Chief

Reviewed By: April Mitts, Finance Director

Approved By: Mark T. Prestwich, City Manager

BACKGROUND

The St. Helena Fire Department has been a volunteer model since its inception in 1911. In the 1970s the firefighters began to receive \$1.00 for emergency calls answered resulting in a 1099 issued by the City each year end. Over the years pay per calls raised by \$1.00 - \$2.00 periodically and peaked at \$16.00 per call in 2015. In the early 2000s, the Fire Department began to have difficulties with staffing day to day operations as well as maintenance of vehicles. For example, when repairs are necessary to the ladder truck it must be taken to the dealer in Modesto, this requires two firefighters to take a day off work that was not compensated by the City of St. Helena or their employer, to drive the ladder truck with another vehicle for the return trip back to St. Helena. Likewise, it takes two firefighters to pick-up the ladder truck when the repairs are completed. This situation prompted the City to begin paying the firefighters "Duty Pay" of \$30.00 per hour, which was also the posted rate the firefighters received for strike teams.

On January 1, 2016, the City of St. Helena began paying firefighters \$25.00 hourly per emergency call; thus, lowering their hourly duty rate from \$30.00 per hour to \$25.00 per hour. The Fire Department remains a 100% paid per call/per hour station (no staffing during normal business hours unless it is Tuesday or Thursday when the Chief may be at the station and is not on local Department business, out-of-town training, attending monthly County Chief meetings, etc.).

DISCUSSION

CURRENT ROSTER:

1. One Fire Chief working two days per week at the station.
2. One Fire Marshal working two days at the station.
3. One Administrative Assistant working a full time 9/80 schedule at the station.
4. 25 paid per call/per hour Firefighters consisting of 2 Assistant Chiefs, 6 Captains, 3 Engineers, and 13 Firefighters

APPARATUS RESPONSE GUIDELINES:

Medical Aid	One apparatus
Vehicle Accident	Duty Chief and two apparatus
Alarm Sounding	Duty Chief and one apparatus
Vegetation Fire	Duty Chief and three apparatus
Structure Fire	Duty Chief and four apparatus

Required apparatus staffing is a minimum of three firefighters per apparatus with a maximum of four firefighters per apparatus. In the case of a structure fire, staffing would require the response of 12 to 16 firefighters.

FLEET INVENTORY:

Engine 17	2013 Type I, Spartan
Rescue 17	2008 Rescue, International
Truck 17	2002 Type I, Pierce
Engine 217	2006 Type II, Pierce
Engine 317	1995 Type I, Pierce
Water Tender 17	1998 Type I Water Tender, Pet
Brush 17	2007 Type 6, Chevy 3500
Chief Vehicle	2009 Ford F350, 1 Ton
Utility 17	2015 Ford F250

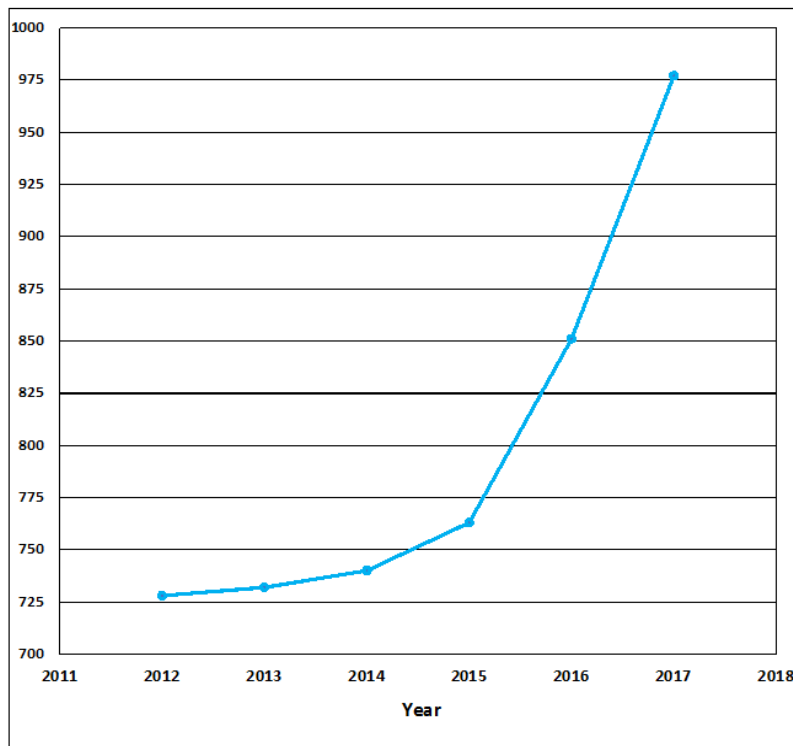
CALL VOLUME:

From 2012 through 2015, St. Helena Fire Department call volume increased modestly from 728 calls in 2012 to 763 in 2015 (5%). The department experienced a significant increase in 2016 of 88 additional calls (11%) for a total of 851 calls. Another significant increase occurred in 2017 of an additional 126 calls (15%) resulting in a total call volume of 977, nearly identical to the City of Calistoga's 2017 call volume of 1,032. Calistoga transitioned from a volunteer model to a combination staffing model in 1996.

Total Number of Incidents by Year

Date Range: 2012-2017

Year	Number of Incidents
2012	728
2013	732
2014	740
2015	763
2016	851
2017	977

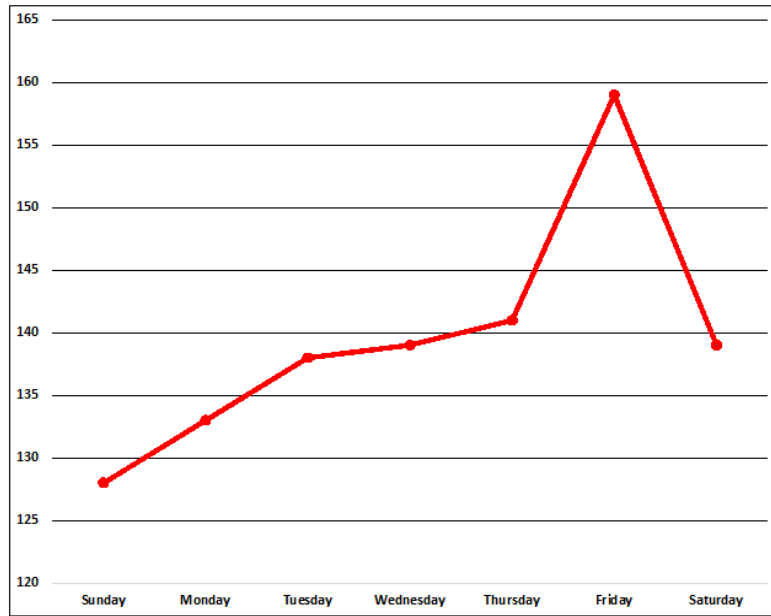


Source: Zoll Database

Incidents by Day of the Week

Date Range: From 1/1/2017 To 12/31/2017

Day of the week	Number of Incidents
Sunday	128
Monday	133
Tuesday	138
Wednesday	139
Thursday	141
Friday	159
Saturday	139

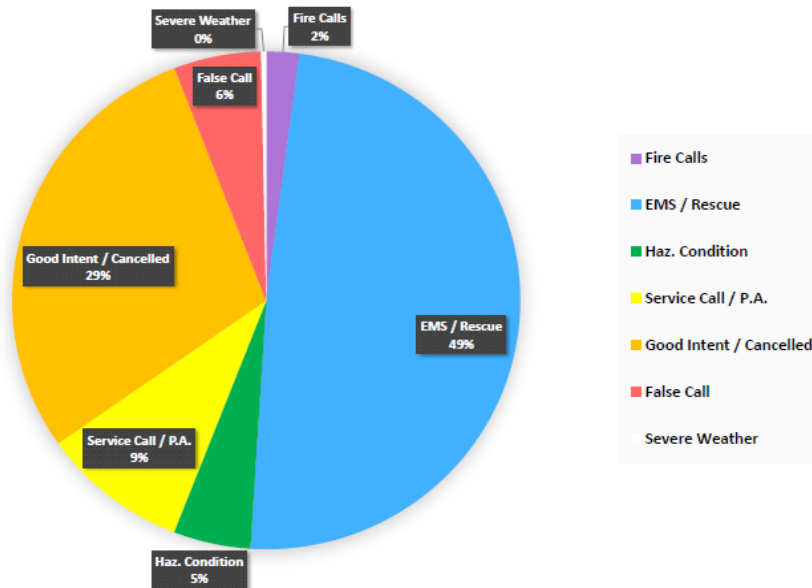


Source: Zoll Database

Incidents by Type of Incident 2017

Date Range: From 1/1/2017 To 12/31/2017

Type of Call	Number of Calls
Fire Calls	20
EMS / Rescue	466
Haz. Condition	47
Service Call / P.A.	89
Good Intent / Cancelled	275
False Call	53
Severe Weather	3



Source: Zoll Database

NFPA GUIDELINES:

The National Fire Protection Association's (NFPA) Guideline 1710 provides recommendations for firefighter turnout time of one minute, first fire suppression travel time of four minutes, and an initial full alarm assignment at a fire suppression incident of eight minutes at least 90 percent of the time. It is important to note, however, that NFPA recommendations for response times are just that: *recommendations*. Each community must decide which response time standard and goals to use.

ON SCENE TIMES:

In 2017, SHFD responded to a total of 977 calls. Below is the breakdown of response times. This is the time it takes from the moment of dispatch to the apparatus arriving at the scene.

0-5 minutes 364 calls (37%)

5-7 minutes 194 calls (20%)
7-10 minutes 164 calls (17%)
10+ minutes 83 calls (8%)

172 (18%) of the 977 were calls canceled while responding. Most are alarm soundings canceled by the reporting party due to accidental activation and Medical Aids (the medical unit arriving prior the engines arrival cancelled the engine due to the lengthy arrival time or the medical unit could handle the call without an engine response).

FIREFIGHTER RESPONSE DAYTIME (7:00 A.M. TO 6:00 P.M.):

Out of the 977 calls in 2017, 602 (62%) were made during the day. Four people responded to between 300-406 calls, six people responded to between 201-299 calls, nine people responded to between 100-200 calls, and seven people responded to less than 100 calls. Overall, the Department has an average of four people responding to 61% of the calls, six people responding to 39% of the calls, nine people responding to 26% of the calls, and seven people responding to 8% of the calls. This response time is the response to the station and not necessarily those who are dispatched on an apparatus.

ANNUAL							
NO. OF DAY CALLS	% OF DAY CALLS	NO. OF NIGHT CALLS	% OF NIGHT CALLS	% OF ALL CALLS	% OF ALL DRILLS	# OF ALL CALLS	ON APPEALS
406	69%	137	38%	57%	87%	543	355
377	64%	73	20%	47%	80%	450	253
347	59%	144	40%	51%	82%	491	184
307	52%	109	30%	44%	82%	416	323
251	42%	53	15%	32%	62%	304	32
239	40%	81	22%	34%	73%	320	79
239	40%	121	33%	38%	51%	360	48
229	39%	97	27%	34%	73%	326	193
219	37%	116	32%	35%	87%	335	177
215	36%	203	56%	44%	89%	418	326
198	34%	216	60%	43%	89%	414	185
183	31%	159	44%	36%	82%	342	49
179	30%	82	23%	27%	36%	261	82
176	30%	97	27%	29%	73%	273	104
155	26%	34	9%	20%	67%	189	29
154	26%	32	9%	19%	51%	186	61
119	20%	30	8%	16%	38%	149	61
118	20%	79	22%	21%	64%	197	33
113	19%	42	12%	16%	47%	155	6
80	14%	77	21%	16%	49%	157	35
62	10%	40	11%	11%	56%	102	19
61	10%	29	8%	9%	67%	90	29
55	9%	40	11%	10%	62%	95	23
31	5%	21	6%	5%	9%	52	7
27	5%	40	11%	7%	16%	67	3
24	4%	32	9%	6%	18%	56	26
	602		375	977	45	977	

Source: Zoll Database

CITY PAID FIREFIGHTER AND ASSOCIATION VOLUNTEER ASSIGNMENTS:

Assignments for firefighters are divided between City paid assignments and Association volunteer assignments and are as follows:

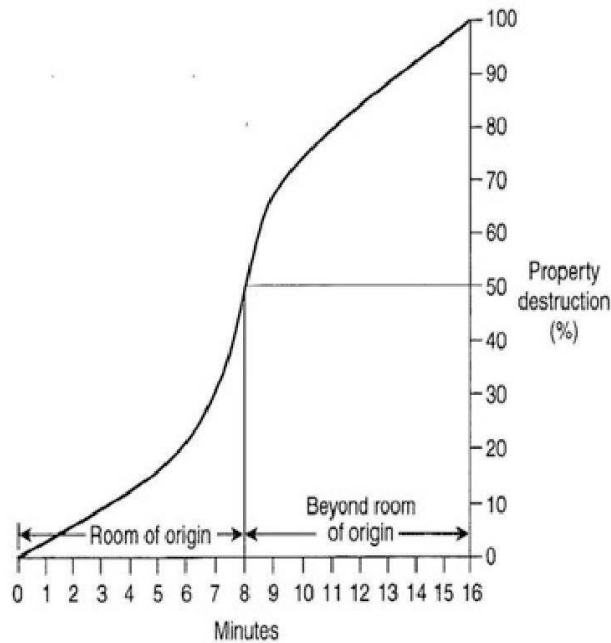
City Paid

Open House	Bagels and Buddies	High School Fire Extinguisher Training
Million Minutes Read	Napa Valley Wine Auction	Carpy Gang Coverage
Homecoming	High School Bonfire	Kiddie Tours
City Council Meetings (City Business)	City Fireworks Display Coverage	Biannual AB1825 Training
Court Appearances	New Firefighter Training	Driver Training
Engineer Training	County Training Officer Meetings	EMS Meetings
EMCC Meetings	Skills Training	Outside Training
Hose Testing	Ladder Testing	Pump Testing
SCBA Testing	Monthly NIRT Training	Annual Countywide NIRT Training
Equipment Maintenance	Facility Maintenance	Misc. Community Events

Association Volunteer

Easter Bunny/Egg Hunt	Lobster Feed	Cioppino Feed
Ladies Night	Holiday Party	Father's Day Car Show
9-11 Flag over Main Street	Fourth of July Parade	American Legion Memorial Day Flag Ceremony
BBQ at RLS	Blue Mass	Hometown Harvest Festival/Pet Parade
Holiday Decoration Setup	Chamber of Commerce Santa in Town	Calistoga Tractor Parade
Council Meetings (Association Business)	Miscellaneous Community Events	

PROPAGATION CURVE:



Fire Propagation Curve.

CALL INCREASE CAUSE:

1. Population is living longer with more health issues.
2. Repeat medical calls to elderly to able to afford or approved for home health care 24 hours per day.
3. Elderly not having family or friends nearby to simply help them back into bed after an uninjured fall.
4. More homes and businesses installing smoke and CO detectors resulting in false alarms.
5. Increase of local and visitor traffic resulting in an influx of people in the response area.

THE DEPARTMENT'S CHALLENGE:

The existing staffing model is creating challenges for the City's Fire Department, particularly due to the limited availability of firefighters during the daytime when the City experiences increases in call volume. In an effort to proactively address emerging concerns about the City's ability to maintain service levels, the Fire Chief is recommending the City consider migrating to a combination staffing model consisting of two full-time firefighters supported by the existing paid per call firefighters.

The concept would be to hire two daytime Apparatus Engineers staffing the station 10-12 hours per day Monday – Saturday working opposite shifts. In addition to likely improving response times, this will enhance the City's ability to:

1. Provide qualified apparatus engineer (driver) during the day for responding paid per call firefighters.
2. Perform weekly checks of apparatus now only performed once a month.
3. Manage the training of new and existing firefighters.
4. Be available for walk in medical aids at the station.
5. Will have apparatus warmed up, radio answered and location of call verified before the first part time firefighter arrives at station.
6. Assist with business fire inspections
7. Instruct fire prevention instructional tours for local schools Kindergarten through 12 grade

BUDGET INFORMATION:

Currently, \$1,080,331 or 8% of the City's General Fund budget is allocated to support Fire Operations (see table below).

Description	Budget	% of General Fund Budget
Non-Departmental	1,807,542	13%
Council	268,184	2%
City Manager	804,817	6%
Finance	375,853	3%
Attorney	470,000	3%
Planning/Building	1,395,220	10%
Library	973,376	7%
Parks & Recreation	203,395	1%
Fire	1,080,331	8%
Police	3,252,869	24%
Public Works	3,170,969	23%
Grand Total	13,802,556	

This is substantially lower than most public agencies due to the affordable design of this staffing model. The addition of two firefighters would increase department expenses by approximately \$200,000 per year and remains a cost-effective service delivery model.

FISCAL IMPACT

The addition of two firefighters would increase department expenses by approximately \$200,000 per year and remains a cost-effective service delivery model.

RECOMMENDED ACTION

Review and discuss.



St. Helena Fire Dept. Operations Study Session

By: John Sorensen, Fire Chief

St Helena Fire Department

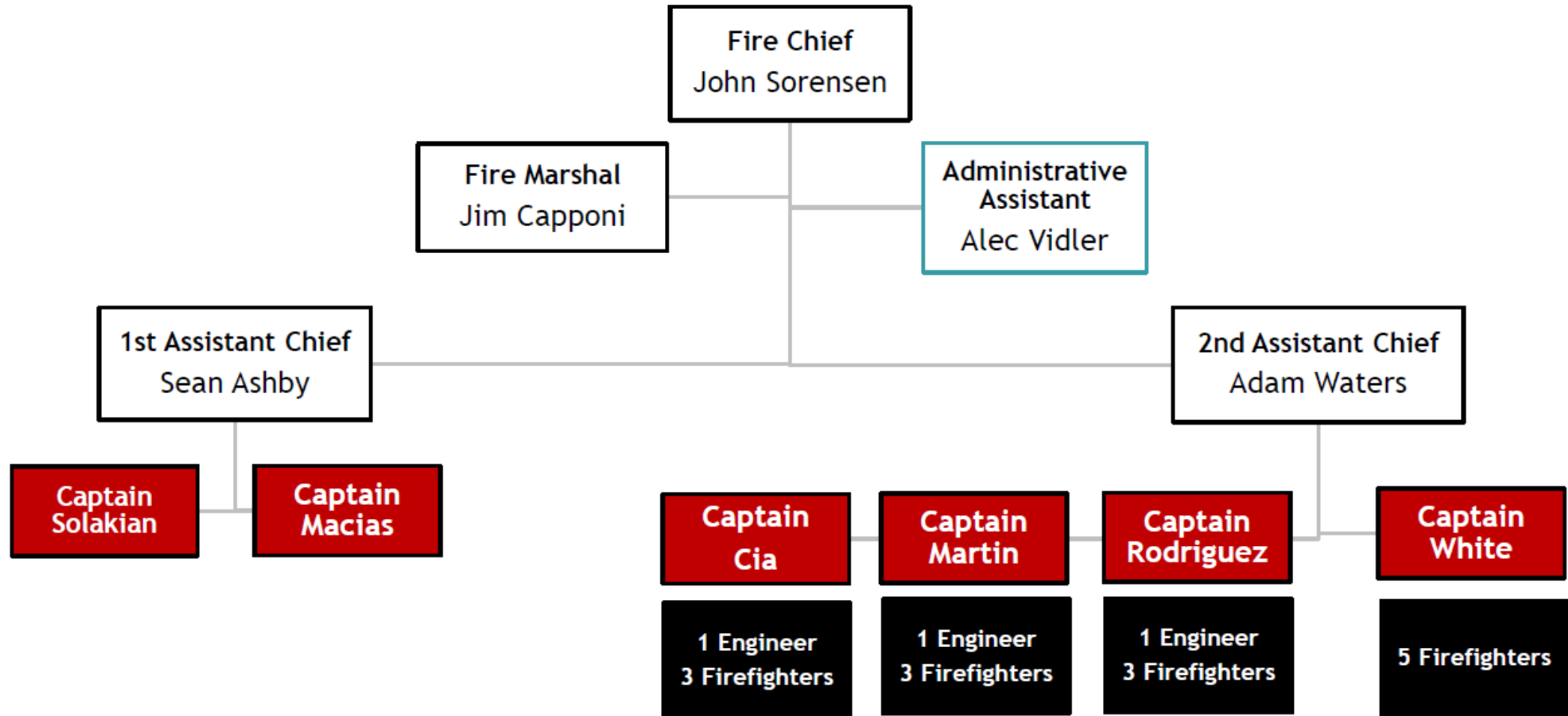


History

- Volunteer model since 1911
- Starting in 1970s, Firefighters received \$1.00 per call
- Pay per call increased annually. Peaked at \$16.00 in 2015
- Early 2000s - “Duty Pay” instituted to aide in maintenance duties/staffing (\$30.00 per hr.)
- January 2016 – St Helena began paying FFs \$25.00 per call or hourly duty pay.
- St Helena staffing is 100% on call. (No staffing, except when Chief is on site Tuesday & Thursday 8am-5pm)

St Helena Fire Department

SHFD Organization Chart





Apparatus Inventory

- Engine 17 2013 Type I, Spartan
- Rescue 17 2008 Rescue, International
- Truck 17 2002 Type I, Pierce
- Engine 217 2006 Type II, Pierce
- Engine 317 1995 Type I, Pierce
- Water Tender 17 1998 Type I, Peterbuilt/Westates
- Brush 17 2007 Type 6, Chevy 3500
- Chief Vehicle 2009 Ford F350, 1 Ton
- Utility 17 2015 Ford F250

St Helena Fire Department



Response Guideline

- | | |
|--------------------|---------------------------------|
| • Medical Aid | -One apparatus |
| • Alarm Sounding | -Duty Chief and one apparatus |
| • Vehicle Accident | -Duty Chief and two apparatus |
| • Vegetation Fire | -Duty Chief and three apparatus |
| • Structure Fire | -Duty Chief and four apparatus |

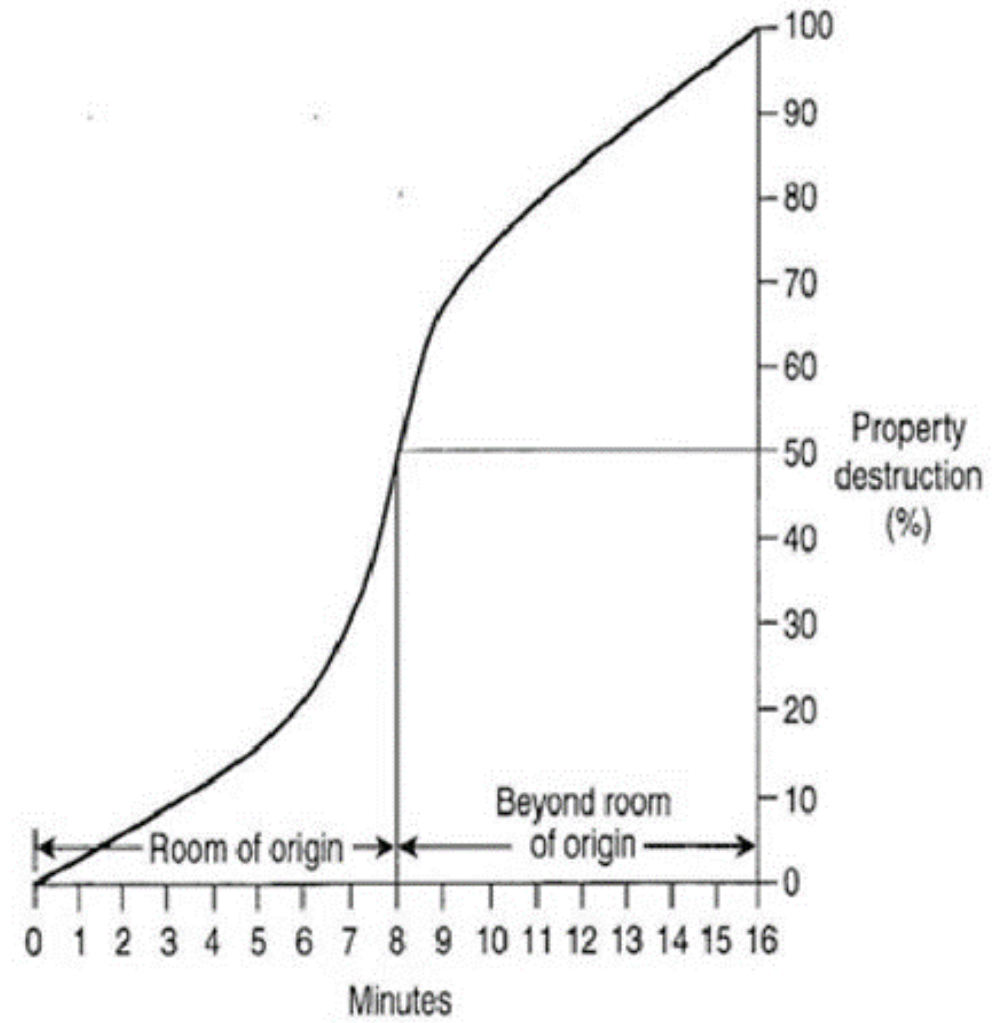
St Helena Fire Department



NFPA Guidelines

- ***National Fire Protection Association***
- Guideline 1710 recommends FF turnout time - 1 minute
- First fire suppression travel time to scene – 4 minutes
- Full alarm assignment at scene – 8 minutes 90% of the time
- Community must decide which response standards and goals to set

St Helena Fire Department



Fire Propagation Curve.



Dean York Lane Fire 2018

Video on next slide

St Helena Fire Department





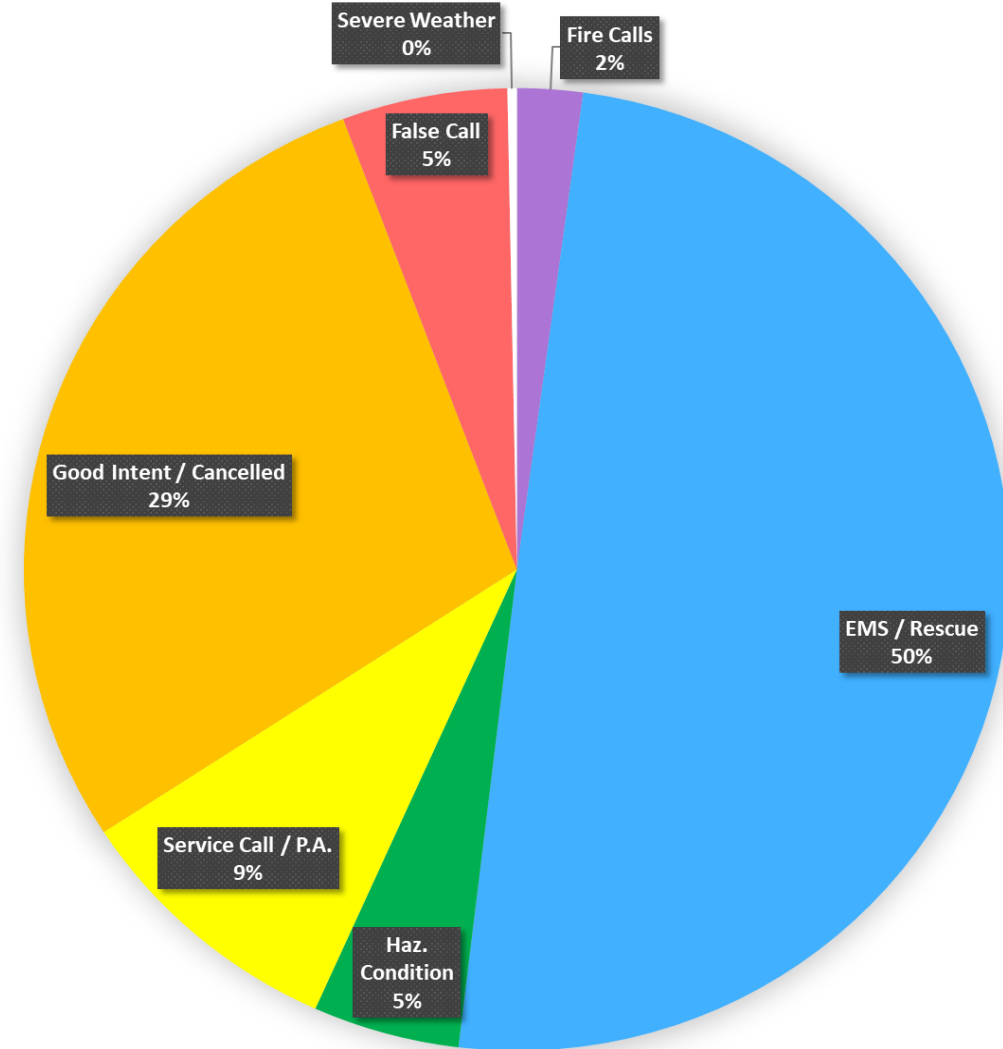
Response Times 2017

Total calls: 977	0-5 Minutes	5-7 Minutes	7-10 Minutes	10+ Minutes
No. of Calls	366	194	164	83
Percentage	45%	24%	20%	10%



Types of Incidents

Type of Call	No. of Calls	% of calls
Fire Calls	21	2%
EMS / Rescue	486	50%
Haz. Condition	47	5%
Service Call / P.A.	89	9%
Good Intent / Cancelled	278	29%
False Call	53	5%
Severe Weather	3	>1%
Total:	977	





Location of Calls

804 City Calls

149 County Contract Calls

24 Mutual Aid Calls

977 Total Calls

St Helena Fire Department

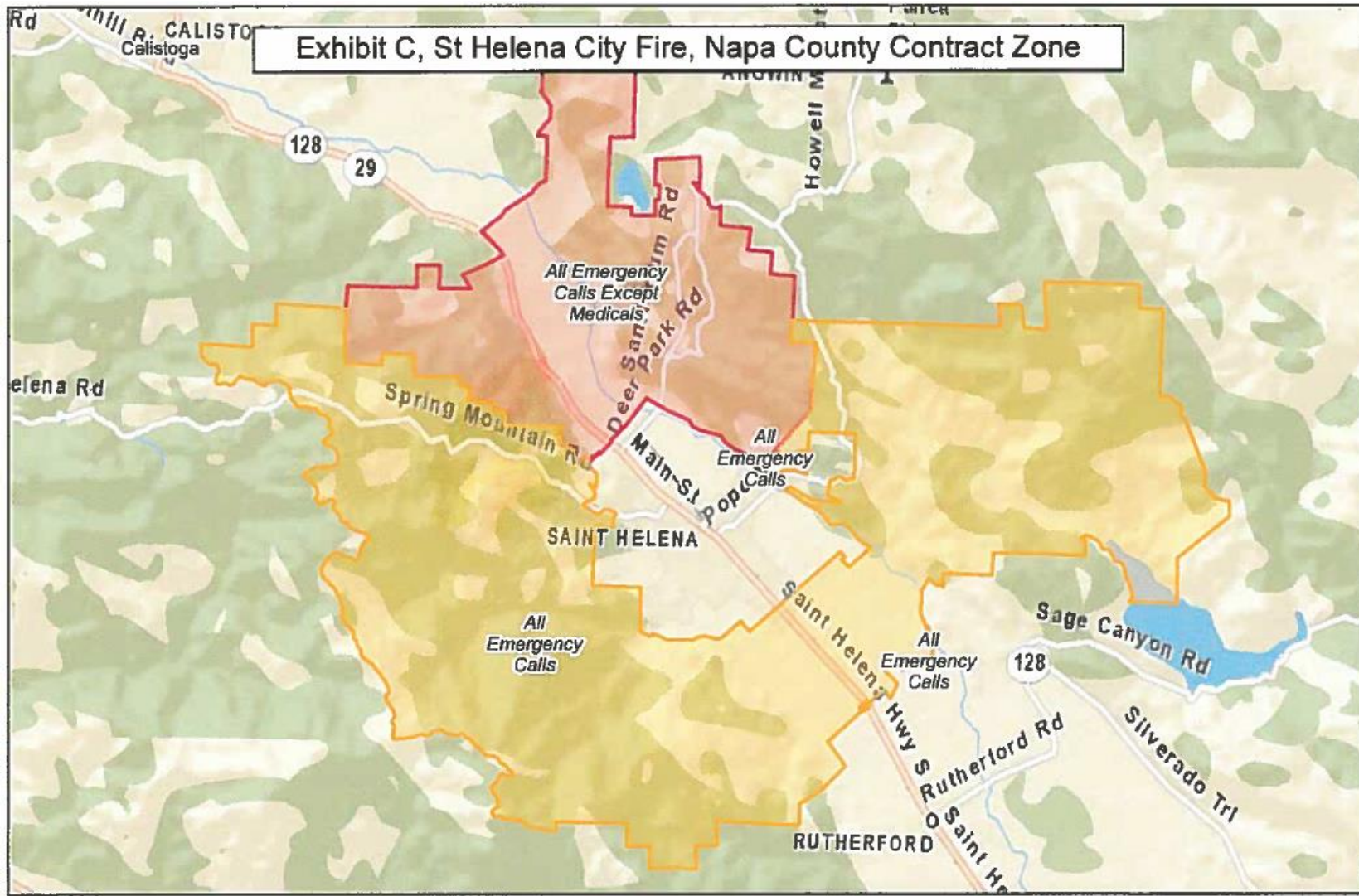


Exhibit C, St Helena City Fire, Napa County Contract Zone

Map Created By: Emily Smith, PG-PTS
04/2016, NAD 1983, Map not to scale.

Map Legend

- Section A, All Code 3 Emergency Calls
- Section B, All Code 3 Emergency Calls Except Medicals

LNU
1:92,500
1 in = 1 miles



County Contract Agreement

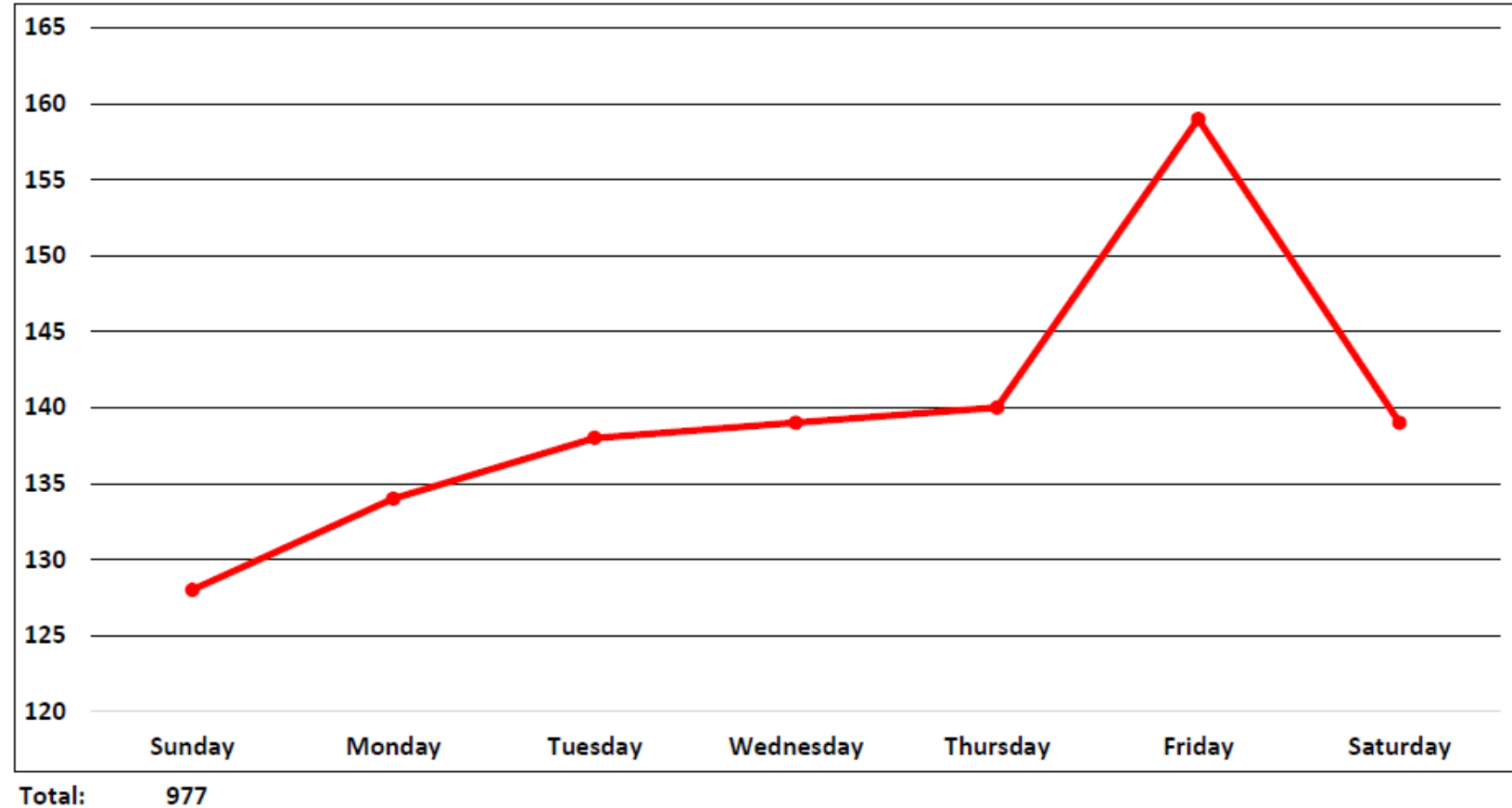
- City provides emergency protection for County area
- City does not respond to alarm soundings, tree downs, and public assists in the County area
- County compensates City \$48,855 per fiscal year for dispatch and annual maintenance costs (apprx. \$327 per call in 2017)
- If calls exceed 220 per year in contract area, County compensates City \$400 per call

St Helena Fire Department



Calls by Day of the Week

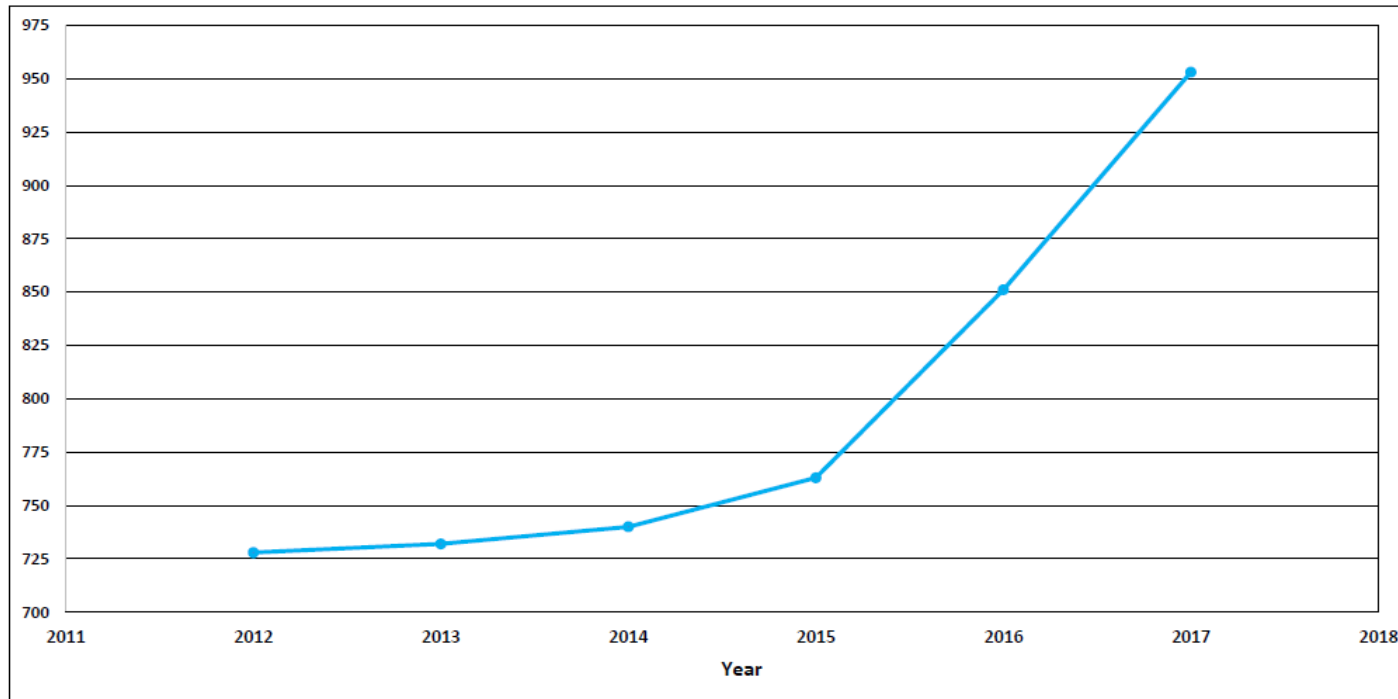
Day of the Week	Number of Incidents
Sunday	128
Monday	134
Tuesday	138
Wednesday	139
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Friday	159
Saturday	139





Call Volume

- St Helena has seen a significant increase in calls over the past 5 years:



2012 – 728 calls

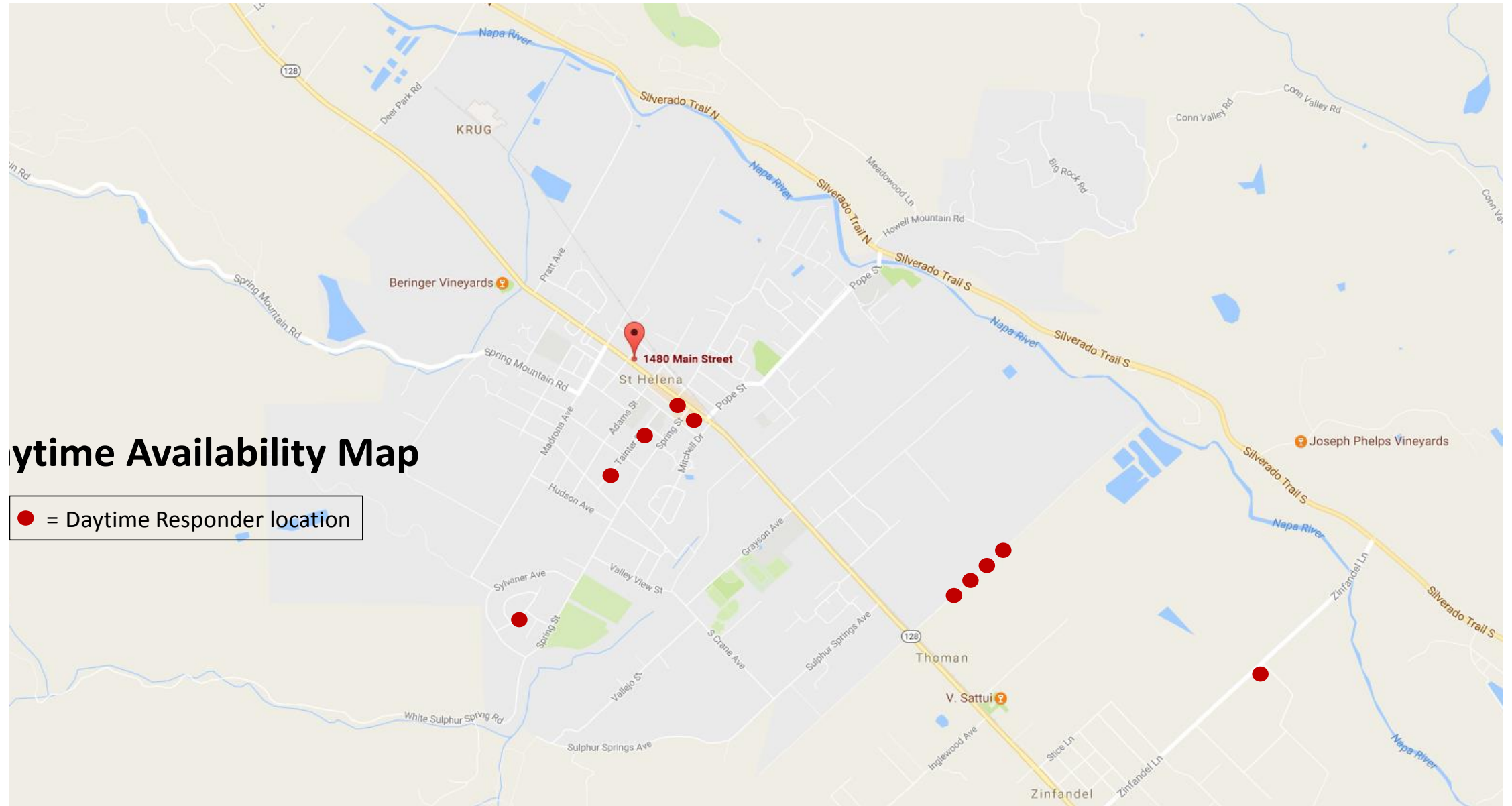
2013 – 732 calls

2014 – 740 calls

2015 – 763 calls

2016 – 851 calls
(increase of 88 calls from 2015)

2017 – 977 calls
(increase of 126 calls from 2016)





Captain *	214
Firefighter	191
Engineer*	174
Captain*	92
Firefighter	75
Chief Officer*	70
Firefighter	64
Firefighter	51
Captain*	43
Chief Officer*	38
Captain*	36
Captain*	29
Firefighter	25
Engineer*	22
Chief Officer*	18
Firefighter	14
Captain*	12
Firefighter	8
Engineer*	
Firefighter	

Calendar Year 2017

7am – 5pm Monday – Saturday

- Top two daytime responders have the same employer
- 6 Newest Firefighters began responding to calls in late July 2017

Firefighter	26
Firefighter	14
Firefighter	11
Firefighter	10
Firefighter	7
Firefighter	2

Cost Comparison

	City of St. Helena	City of Calistoga	City of American Canyon	City of Napa	County of Napa
Population:	6,154	5,155	20,452	76,915	28,356 (unincorporated)
General Fund Budget:	\$14.2M	\$11.7M	\$21.3M	\$90.4M	\$84.3M
Annual Fire Budget:	\$1M (7%)	\$1.4M (12%)	\$4.3M (20%)	\$17.6M (19%)	\$15.9M (19%)
# Engines & Personnel Per Station:	10 Personnel (avg.) (17-29 for major incidents)	1 Engine 3 Personnel	2 Engines 5 Personnel	1 Engine 3 Personnel	N/A
Cost per Capita:	\$167	\$276	\$210	\$229	\$537



Department Challenge

Limited availability of daytime Firefighters and increase in call volume is prompting the question:

How can the City maintain or enhance the service level?