



**City of St. Helena
Special City Council Meeting
Thursday, March 14, 2019 @ 2:00 PM
St. Helena Fire Department, Training Room,
1480 Main, St. Helena
465 Main Street, St. Helena**

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 four minutes.

Page

1. CALL TO ORDER

2. ROLL CALL

Mayor: Geoff Ellsworth, Vice Mayor: Paul Dohring, City Council Members:
Anna Chouteau, David Knudsen 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 4 minutes.

4. NEW BUSINESS

4.1. Review of Fire Department operations, emergency response performance, and staffing. Discuss and provide direction to the City Manager.

Prepared By: Mark T. Prestwich, City Manager

[SHFD Ops Study Session 2019](#)

3 - 30

5. ADJOURNMENT

The next Regular City Council meeting is scheduled for March 26, 2019, at 6:00 p.m. in the Vintage Hall Board Room located at 465 Main Street.

This agenda was posted at City Hall, 1480 Main Street, St. Helena, California on March 4, 2019.

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) 968-2742. 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.



St. Helena Fire Dept. Operations Study Session

Review of Fire Dept. Operations, Emergency Response, and Staffing

John Sorensen, Fire Chief

St Helena Fire Department

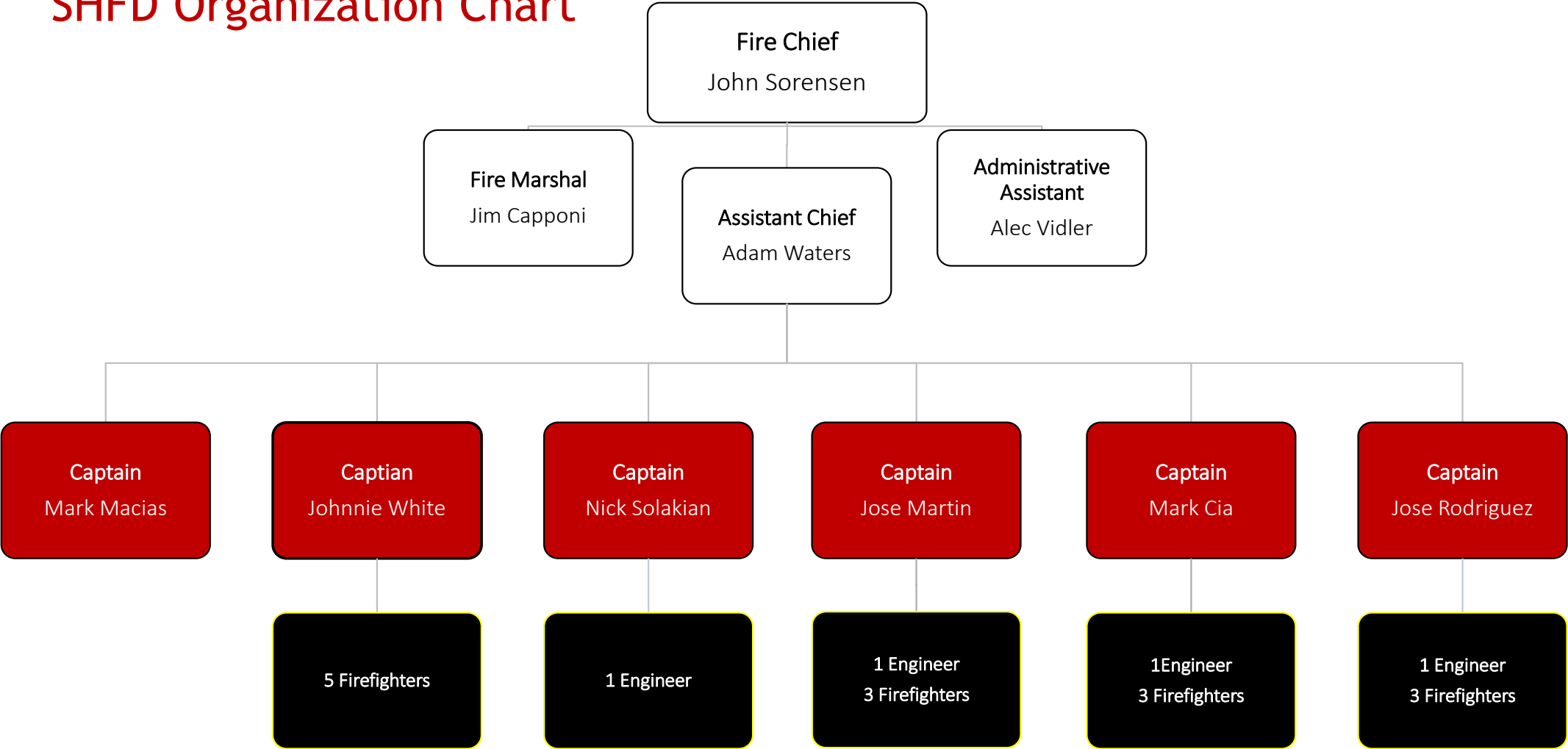


History

- 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)
- Beginning on July 1, 2018 - Two firefighters were hired to cover Station 17 Mon-Fri 8am to 4pm

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 (*housed at station 2*)**
- **Engine 317** **1995 Type I, Pierce**
- **Water Tender 17** **1998 Type I, Peterbilt/Westates**
- **Brush 17** **2007 Type 6, Chevrolet 3500 (*housed at station 2*)**
- **Utility 217** **2009 Ford F350, 1 Ton**
- **Utility 17** **2015 Ford F250**
- **Command Vehicle** **2018 F-250**
- **Brush 217 (on order)** **2018 F-550**
- **Engine 417 (on order)** **2019 Type III**

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



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

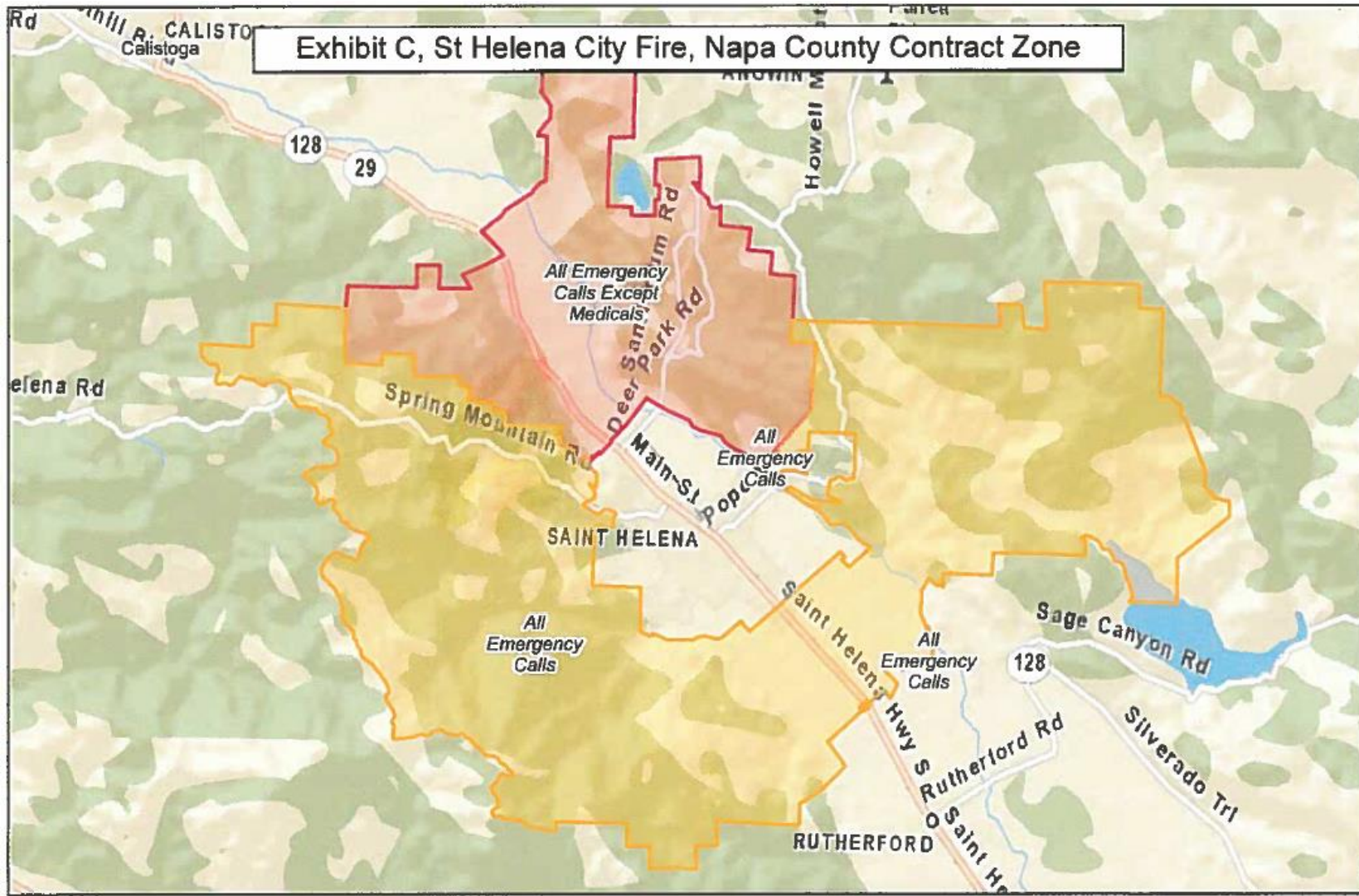


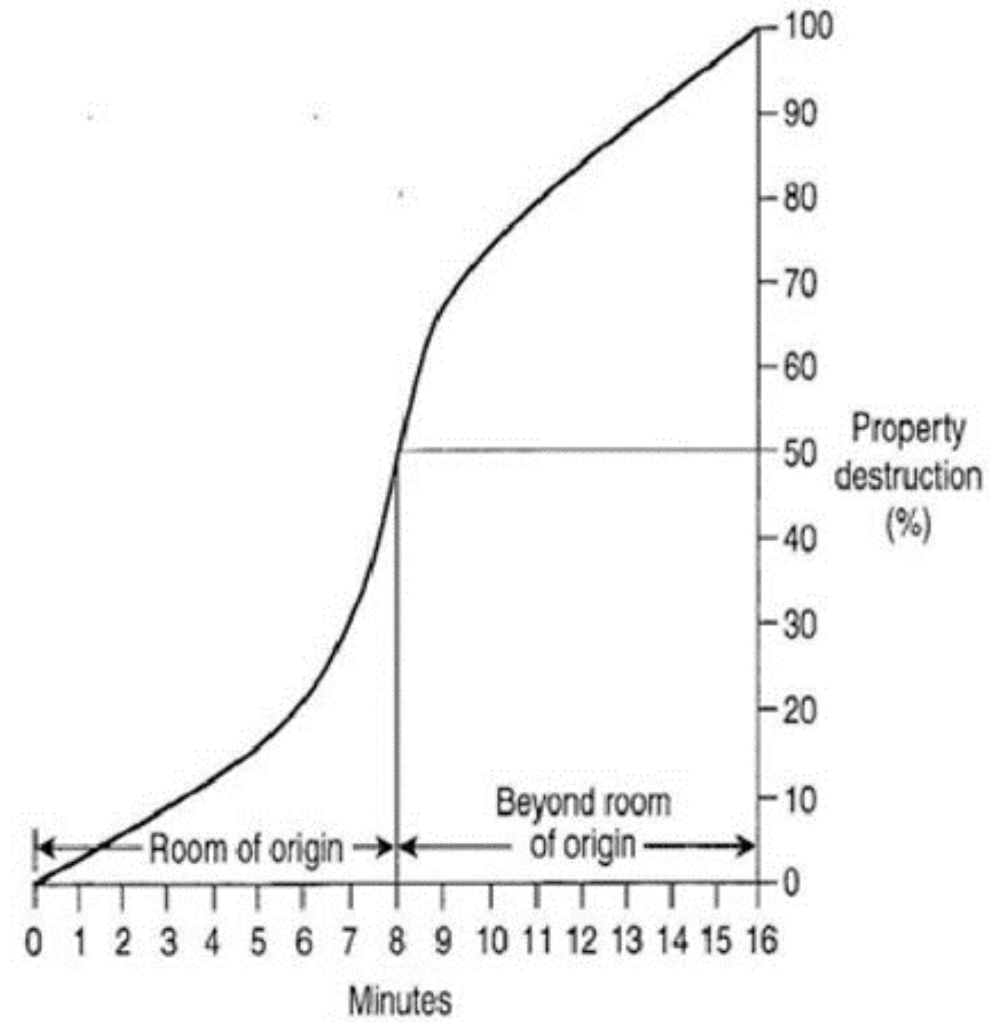
Exhibit C, St Helena City Fire, Napa County Contract Zone

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



Fire Propagation Curve.



Dean York Lane Fire 2018

Video on next slide

St Helena Fire Department





NFPA Guidelines

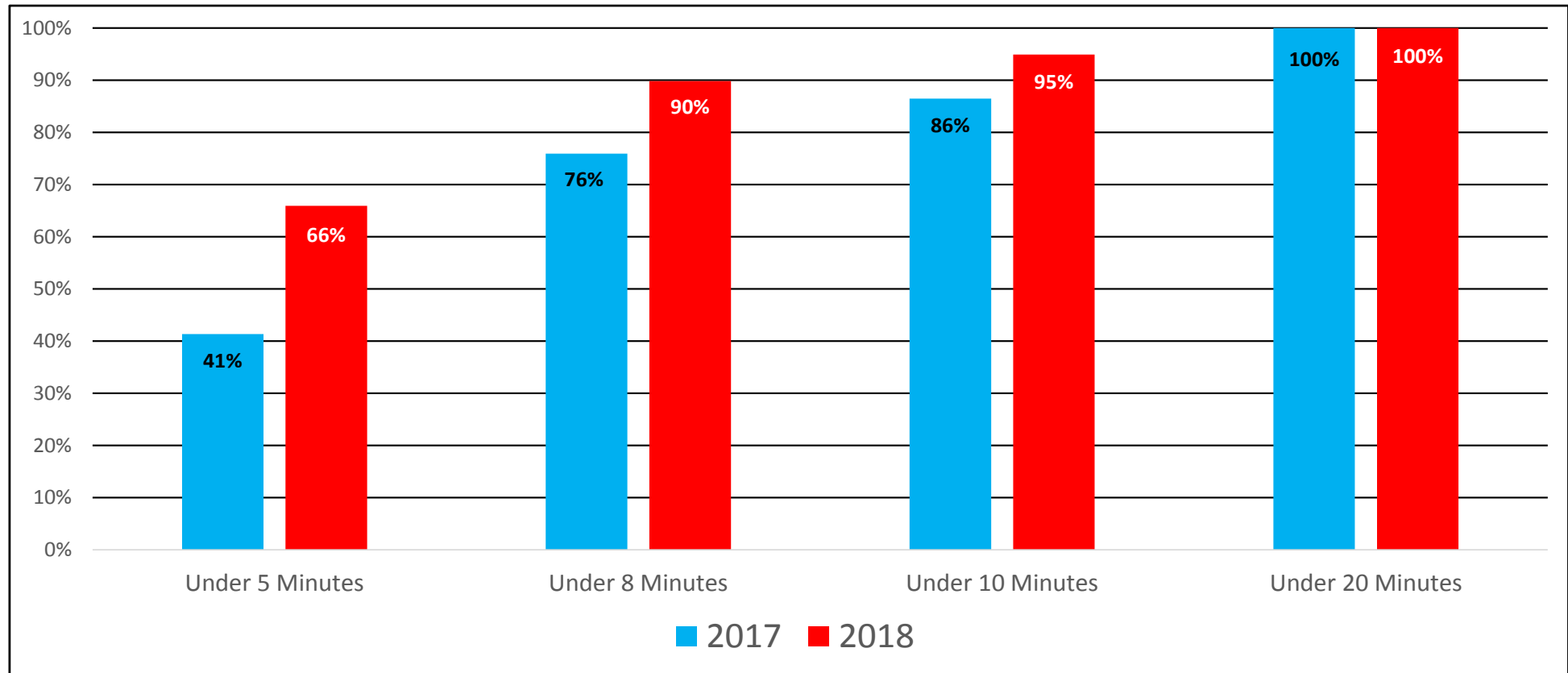
- ***National Fire Protection Association***
- Guideline 1710 recommends FF turnout time - 1 minute
- First fire suppression travel time to scene – 4 minutes
- Full alarm assignment at scene – 8 minutes 90% of the time
- Community must decide which response standards and goals to set

St Helena Fire Department



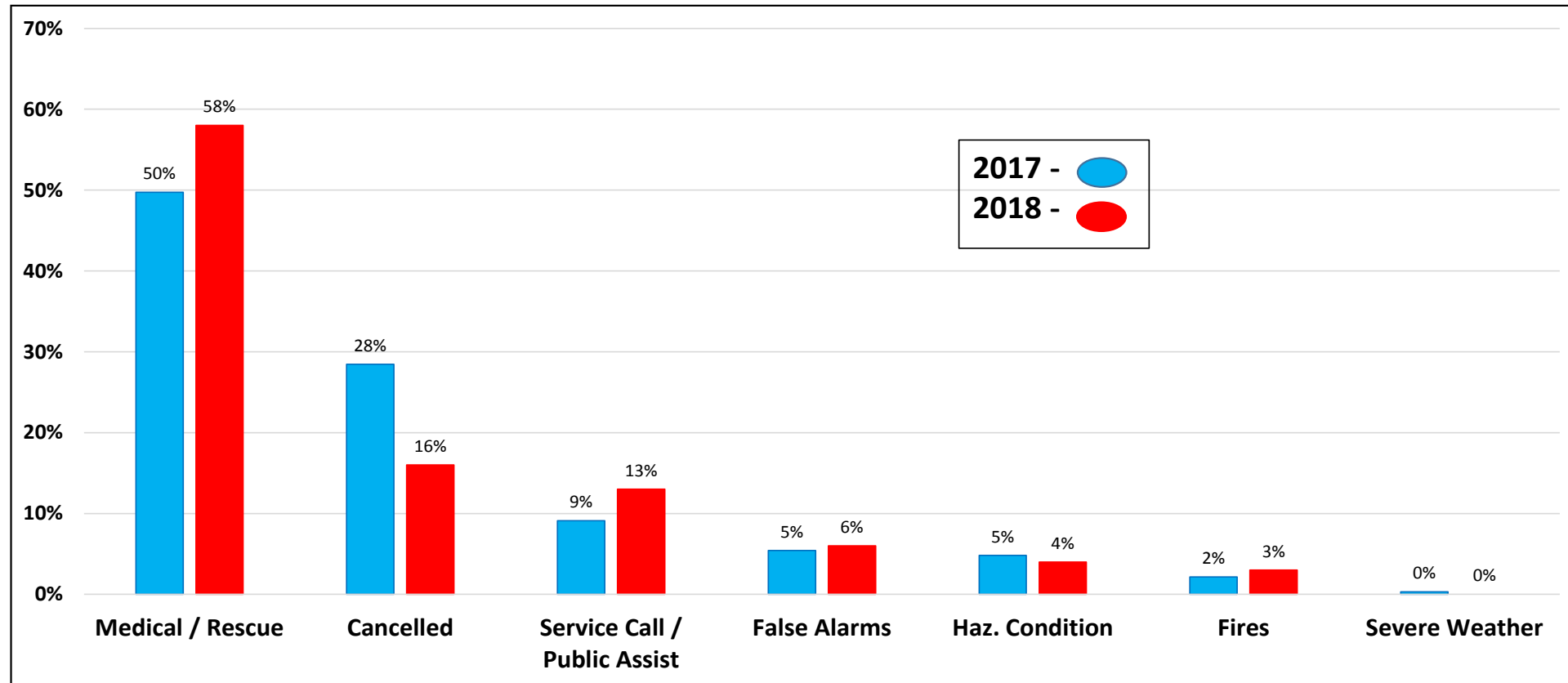
On Scene Time Percentages by Year

(July-December)





Types of Incidents Comparison





Annual Call Volume

2013 – 732 calls

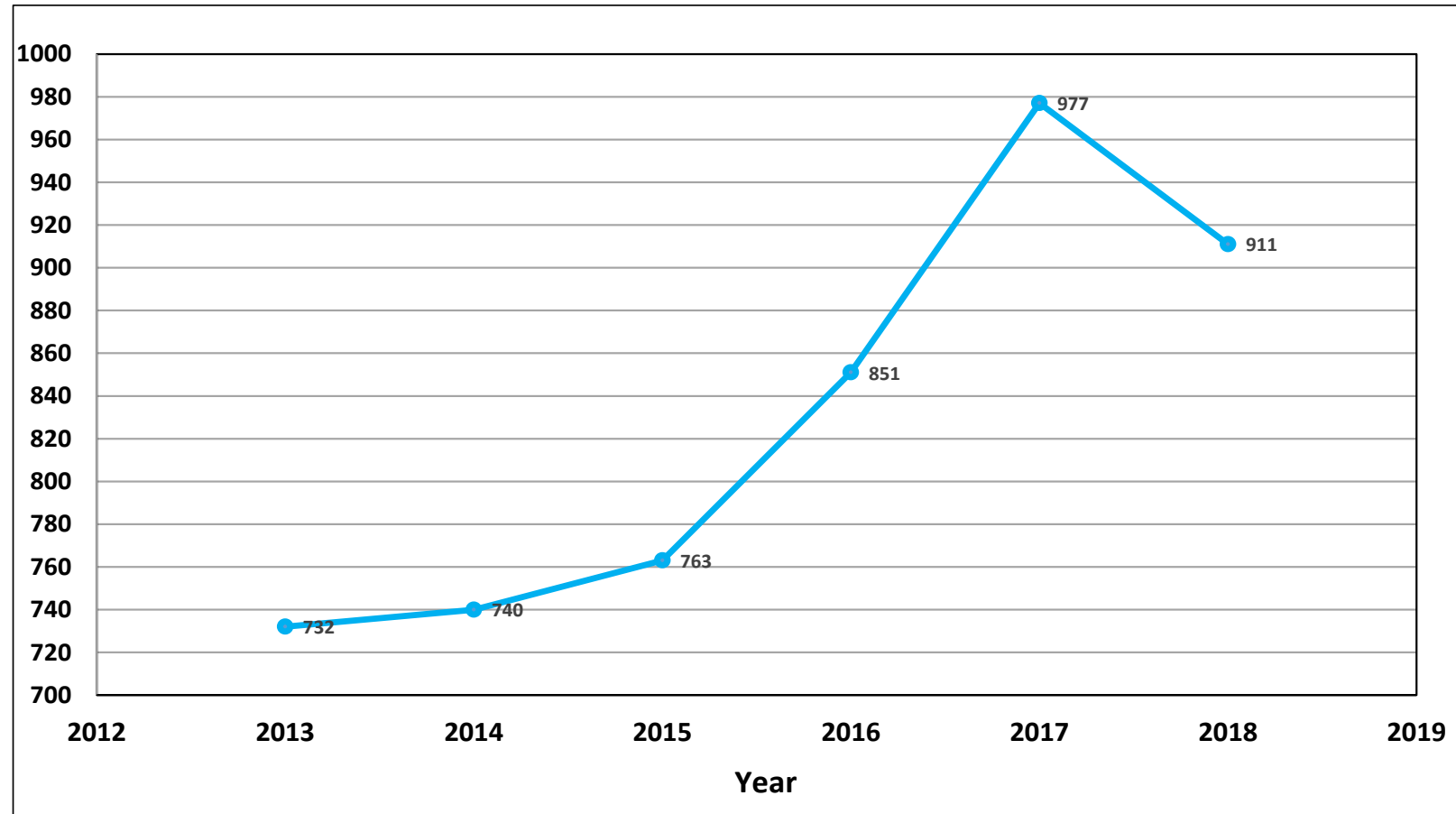
2014 – 740 calls

2015 – 763 calls

2016 – 851 calls

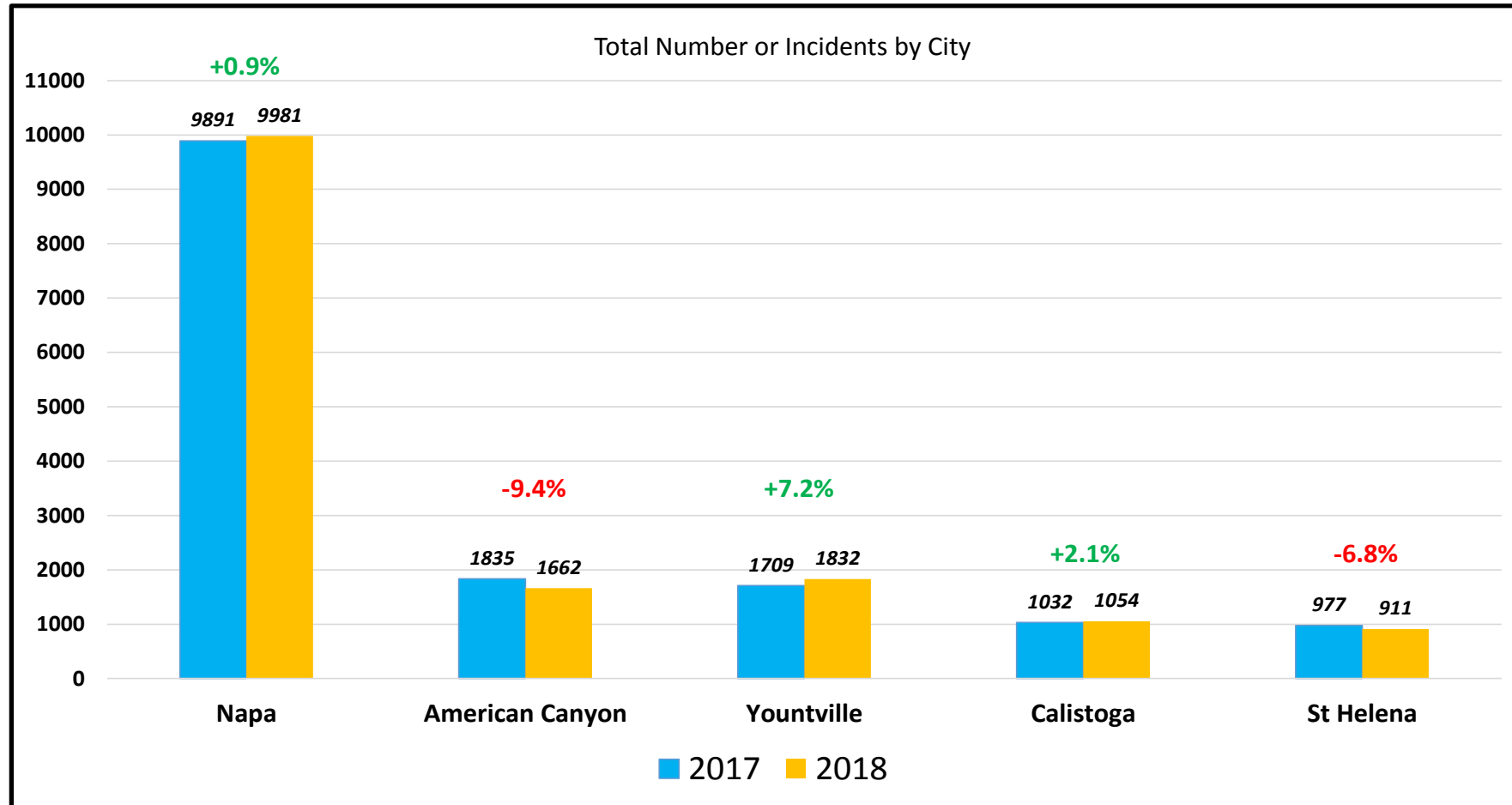
2017 – 977 calls

2018 – 911 calls





Annual Total Incidents – 2017 vs. 2018

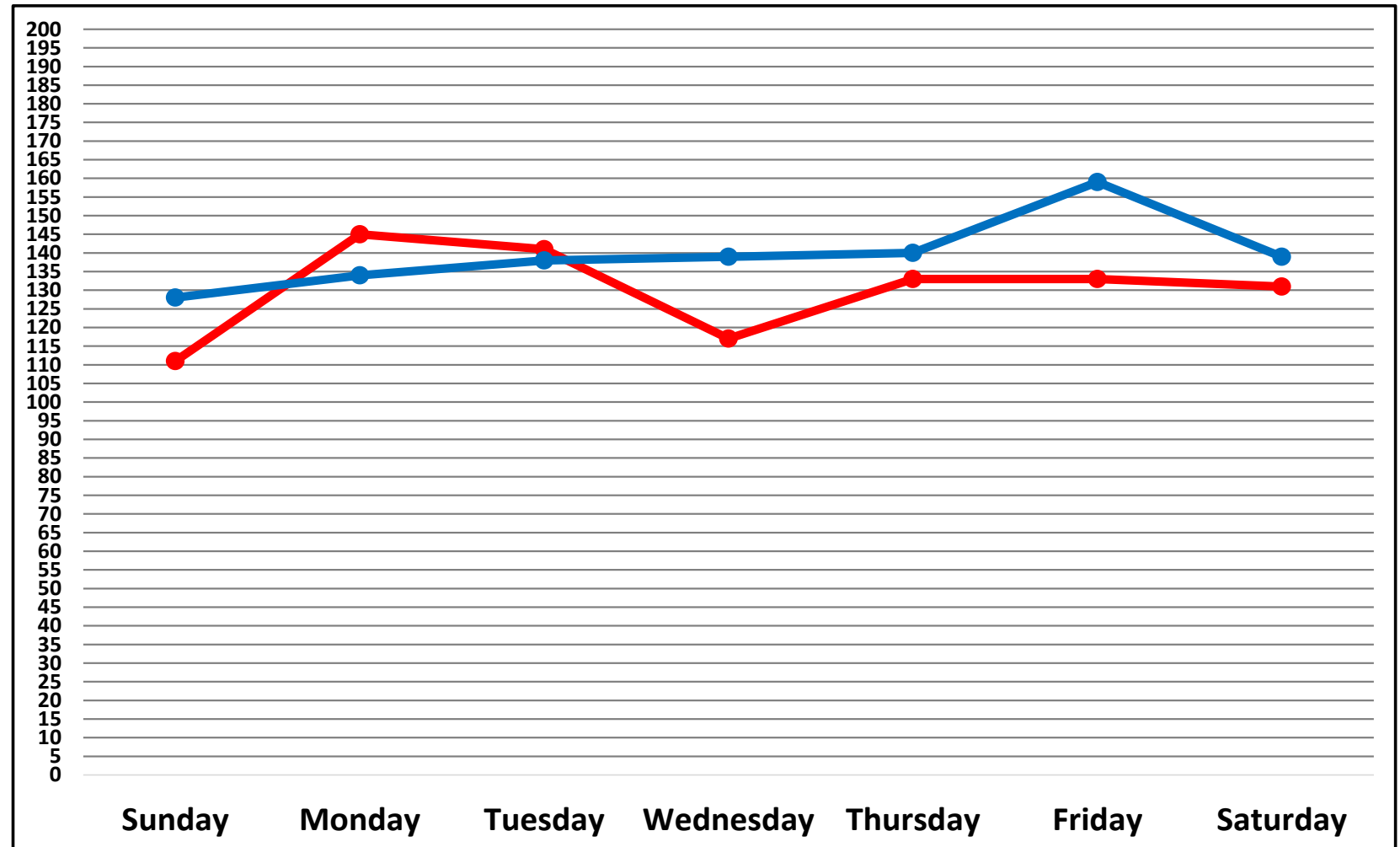




Calls by Day of the Week

2017	
Day of the week	Number of Incidents
Sunday	128
Monday	134
Tuesday	138
Wednesday	139
Thursday	140
Friday	159
Saturday	139
Total:	977

2018	
Day of the week	Number of Incidents
Sunday	111
Monday	145
Tuesday	141
Wednesday	117
Thursday	133
Friday	133
Saturday	131
Total:	911





2018

Challenge

- Maintain or enhance the level of emergency service

Solution

- Hired 2 Firefighters to work Mon-Fri 8am-4pm

Results

- Improved response time
- Routine Station maintenance performed in house
- Greater training opportunities for part-time firefighters and enhanced weekly drill preparation



2019

Challenges

- Saturday call response
- Fire season readiness
- Sufficient staff for night calls

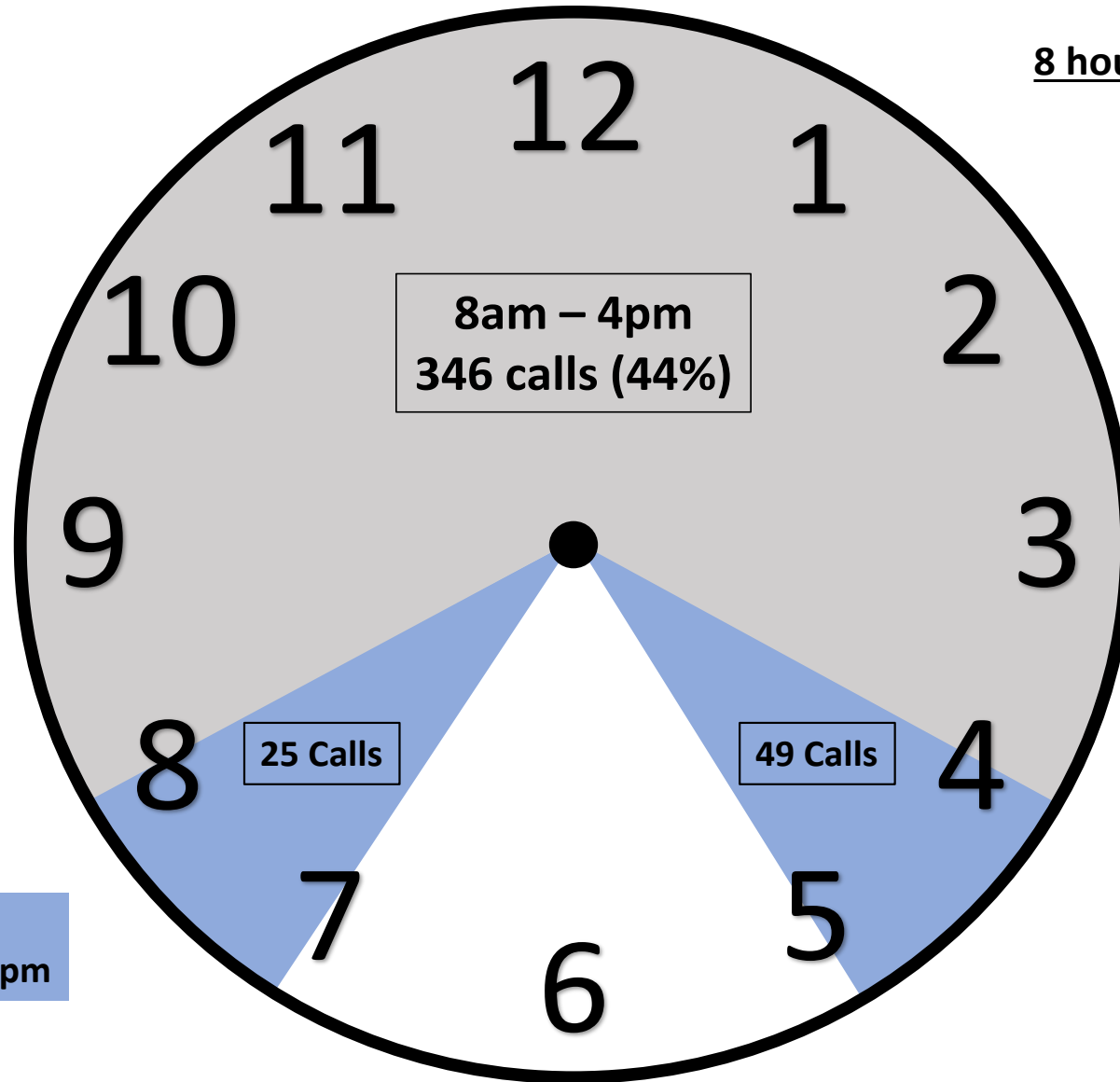
Solutions

- Modify full-time firefighter schedule to include Saturdays
- Make more shifts available for a third firefighter on duty Monday through Saturday, May 1st – December 1st (fire season)
- Offer a nightly stipend for 2 Firefighters to guarantee night coverage



44% of calls Mon-Sat
occur from 8am-4pm

9% of calls Mon-Sat
occur from 7-8am & 4-5pm



8 hour vs. 10 hour shift

792 total calls Mon-Sat
Jan. 1st – Dec. 31st



Current Daily Shift Schedule Mon-Fri 8am-4pm

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nick 8am-4pm Martin 8am-4pm	Nick 8am-4pm Martin 8am-4pm	Nick 8am-4pm Martin 8am-4pm	Nick 8am-4pm Martin 8am-4pm	Nick 8am-4pm Martin 8am-4pm		

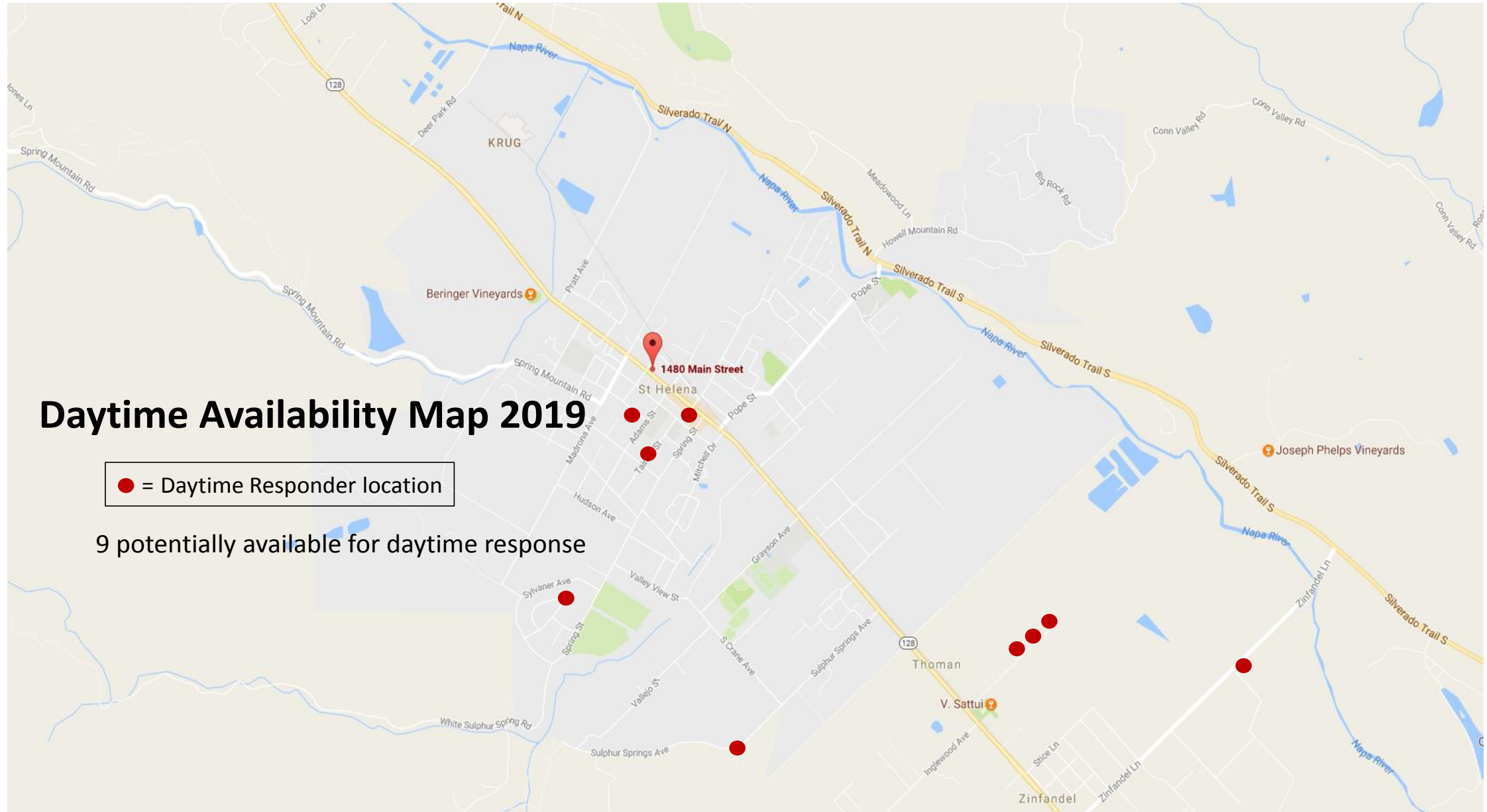
- Nick and Martin currently respond to the majority of calls before and after their shift. They receive overtime pay for these calls.
- 4-10s would reduce overtime pay



Proposed Daily Shift Schedule Mon-Sat 7am-5pm

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Nick 7am-5pm Part-time FF 7am-5pm	Nick 7am-5pm Part-time FF 7am-5pm	Nick 7am-5pm Martin 7am-5pm	Nick 11am-9pm Martin 11am-9pm	Part-time FF 7am-5pm Martin 7am-5pm	Part-time FF 7am-5pm Martin 7am-5pm	

- Staffing Saturday will offer better service during our busy wine tasting season.
- Many volunteers work in the wine industry making Saturday responses difficult to staff.





Night Call Coverage

- Stipend for Firefighters/Engineers (drivers) to cover any night calls
 - \$75 per night for Engineers
 - \$50 per night for Firefighters
- Guarantees coverage for night calls that have been difficult to staff
- Ensures a driver for night calls



Fire Season Readiness

To ensure a staffing of 3 firefighters Mon-Sat 7am-5pm
from May 1st through December 1st annually





Current Costs for Day Shift Staffing

- Currently have 2 Firefighters working Mon-Fri 8am to 4pm.
 - **Gross cost \$102,336.00**
 - They returned after hours for 74 calls between 7am-8am and 4pm-5pm (overtime pay)
 - 2 FF @ \$39.98x1.5/hr. for 74 hours equals **\$5,917.04**
 - 4-10s would pay those hours at straight time (**\$3,944.20**) (a savings of **\$1972.84**)

Changing to a 4-10 schedule and picking up Saturday would require another 40 hours a week to be staffed.

40 extra hours per week for part-time staff equates to 2,080 hours per year – Cost: approx. \$85,000



Association Contributions



Summary

- 40 more staffed hours per week to accommodate 4-10 schedule and cover Saturdays. **Cost: \$104,250**
- Stipend for night call standby coverage. **Cost: \$46,800**
- Seasonal fire fighter on staff May 1st – December 1st.
Cost: \$83,400

Total Cost: \$234,450