

ANNUAL REPORT 2017

HUNTINGTON BEACH FIRE DEPARTMENT
FIRE PREVENTION DIVISION

*Annual report for calendar year 2017 on goals and accomplishments
from the Fire Prevention Division.*

TABLE OF CONTENTS

GOALS AND ACCOMPLISHMENTS	1
CODE ENFORCEMENT & INSPECTIONS	3
PLAN REVIEW	5
ARSON INVESTIGATION	5
PUBLIC EDUCATION	6
GOALS FOR 2018	7
SERVICE DELIVERY OBJECTIVES FOR 2018	8

MESSAGE FROM THE FIRE MARSHAL



On behalf of the members of the Huntington Beach Fire Department (HBFD) Fire Prevention Division, I am honored to present our 2017 Annual Report.

I am extremely proud of our Fire Prevention Division and the quality services that we provide to the community. Our highly-trained staff provide Huntington Beach with the highest standard for plan review, fire code enforcement, public education and fire investigation services.

As a team, the Fire Prevention Division is taking steps toward meeting national standards by creating new policies and procedures, and implementing new practices that help achieve community risk reduction goals. Fire Prevention Division is focused on keeping the Huntington Beach community safe by applying fire codes and nationally-recognized standards, addressing hazards associated with new and existing buildings, structures and premises. The Division also provides support to emergency responders by ensuring adequate fire department access, safe entry, access to water, and verifying the installation and maintenance of fire protection systems.

This past year, 2017, was a productive year thanks to all in our HBFD team and to the men and women of the Fire Prevention Division.

A handwritten signature in blue ink that reads "William R. Reardon".

William R. Reardon
Division Chief/Fire Marshal

9-5-18

Date

Approved for distribution.

A handwritten signature in blue ink that reads "David A. Segura".

David A. Segura
Fire Chief

9/5/18

Date

GOALS AND ACCOMPLISHMENTS

Goals and Accomplishments

The following goals were established in 2016 for calendar year 2017:

Goal #1 Strive to meet national standards; evaluate applicability of national standards and implement best practices

Accomplishments: This goal was established based on the National Fire Protection Association (NFPA) 1730, "Standard on the Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation and Public Education Programs" and the accreditation criteria established by the International Accreditation Service accreditation standard AC426, "Accreditation Criteria for Fire Prevention and Life Safety Departments." The Fire Prevention Division used elements of these standards to establish a basis for the Fire Prevention Manual update * (see Goal #2). This goal was not measurable, but will continue to drive Division policy and standard operating procedures development.

Goal #2 * Update Fire Prevention Manual

Accomplishments: It was determined that the Fire Prevention Manual required a complete overhaul. The above standards were used to create the structure of the manual update to ensure all elements of national standards were being met. Portions of the manual that were outdated or irrelevant were rescinded. An outline for the new manual was created and established basic formatting and content. By the end of 2017, draft sections were prepared. This goal was not measurable, but will continue to be a focus of Division activity in 2018.

Goal #3 Establish a Public Education Program

Accomplishments: The Division has been without a Fire Prevention Specialist for Public Education for over eight years. Based on NFPA 1730, it was determined in December 2016 that our Division lacked a formal Public Education Program. While the Division did not achieve its overall objective at establishing a coordinated program in accordance with NFPA 1730 standards, it achieved some lower level goals including participation in events such as having fire prevention booths at Senior Saturday and Dumpster on Parade. Despite lack of funding, the Division is expanding the Senior Home Inspection Program (SHIP) and has attracted dozens of new volunteers. The October 2017 Open

GOALS AND ACCOMPLISHMENTS

House greatly expanded its involvement. Notably, the Open House featured home sprinkler system demonstrations with live fire, a static display exhibit for home sprinkler systems, and an expanded public education table featuring a detailed dollhouse to provide visual aids to youths.

Goal #4 Establish a Quality Program

Accomplishments: One of the accreditation criteria in the AC426, Accreditation Criteria for Fire Prevention and Life Safety Departments, is to establish a Quality Program. The Division accomplishments were made through the participation in a citywide customer survey initiative that was launched in January 2018. The Division will continue to address quality programs through the development of comprehensive Standard Operating Procedures as part of the Fire Prevention Manual project (see Goal #2).

Goal #5 Improved Engagement with the Fire Companies

Accomplishments: Fire Companies perform most of the fire life safety inspections in the City, yet their training on fire prevention requirements is limited to a few hours each year. The Division agreed it needed to engage more with the Fire Companies to assist them with fire prevention related concerns. During 2017, the Division assisted the Fire Companies with fire prevention related concerns by delivering two types of Fire Prevention Friday classes, conducting joint inspections and improving the inspection referral process.

Other Division Accomplishments:

- **Meritorious Award** – Ruben Solorzano received the Meritorious Award at the Annual HBFD Award Ceremony in February 2017.
- **Radios** – Fire Prevention Inspectors were issued 800 MHz radios and provided training.
- **4th Inspector hired** – A fourth Fire Prevention Inspector, Jacob Worthy, was hired to replace an open Hazardous Materials Program Specialist.
- **CFPI** – Four staff were sent to the California Fire Prevention Institute in March 2017 for a weeklong conference including training and networking.
- **Accela** – Several Fire Prevention Division staff were involved with detailed analysis and involvement in the new Accela Enterprise Land Management permit software application that will eventually replace older city data systems. Staff spent time analyzing Fire Department needs for records, scripting, and work flow. Additionally, significant efforts were made to begin cleaning up the data by performing comparisons and performing field verifications of critical data.
- **Fee schedule updates** Master Fee Schedule updates have been requested. The fees for Fire Life Safety inspections were adjusted to recover additional costs.

GOALS AND ACCOMPLISHMENTS

- **Administrative Aide** – The Division acquired a transfer position from Fire Administration with Lisa Kennedy, Administrative Aide. Lisa began implementing new procedures including citation, billing and “unable to inspect” follow up.
- **Using administrative volunteers** – The Division utilizes administrative volunteers to perform more extensive tasks to help bridge the gap with labor needs. Using volunteers, the Division was able to keep up with recordkeeping and filing, scanning signed self-corrects and maintain them both physically and electronically, in addition to legacy file inventory tasks.
- **Off-site file storage boxes reduced** – A record consultant assisted with reviewing 50 boxes that were previously removed from Iron Mountain, the off-site storage. Work will continue into 2018 to reduce additional boxes from storage.
- **Events** – The Division successfully participated in plan review and inspections at several large events including the Air Show, US open and 4th of July parade and fireworks.
- **Official Correspondence procedure established** – Correspondence procedures were established to ensure the quality of work and a new log was established for tracking purposes.
- **EOC in fire prevention** – The Emergency Operations Center (EOC) management was organizationally re-assigned to the Fire Prevention Division.
- **Odor plume work** – The Fire Prevention Division participated in the odor plume working group and a special City Council sub-committee.
- **SoCal FPO representation** – Fire Prevention Division staff participated with the Southern California Fire Prevention Officers monthly meetings. The Assistant Fire Marshal, Janice Van Mullem, was elected to the Executive Board in March 2017 for a six year commitment.
- **Forms updates** – Forms were updated to address new requirements in Code, including the Fire Life Safety Inspection Report and associated reports.
- **Training** – Staff attended multiple training including training offered by SoCal FPO, Orange County FPO, and CFPI.

CODE ENFORCEMENT & INSPECTIONS

INSPECTIONS	2016	2017
<i>High Rise Structures</i>	7	8
<i>Institutional, Educational, Residential Facilities</i>	2,864	2,822
<i>Merchants and Businesses</i>	2,228	2,773
<i>Public Assemblies</i>	354	389
<i>Hazardous Materials Occupancies</i>	454	484
<i>New Construction</i>	1,995	1,664
<i>Oil Wells</i>	349	320
<i>Special Events</i>	49	50
TOTAL INSPECTIONS	8,300	8,510

Source: Fire House Export 2018

GOALS AND ACCOMPLISHMENTS

In 2017, Fire Prevention Division's Fire Inspectors achieved:

- 362 of 365 assigned inspections (99%).
 - Of these, 245 were performed by contract professional services.
- 91 of 91 state mandated school inspections (100%).
- 234 state mandated hazardous material business plan inspections (100%) performed by contract professional services.
- 100% of all oil well inspections, all performed by contract professional services.

Fire Companies achieved:

- 5,078 of 5,200 assigned inspections (98%).
- 100% of state mandated high rise inspections (8).
- 100% of state mandated multi-family housing inspections (2,518).

Fire Inspectors achieved:

- 388 fire final and other inspections for building and combo permits ("B" and "C" permits)
- 1,479 fire system inspections ("F" permits) including:
 - Fire alarm systems.
 - Fire sprinkler systems.
 - Special fire extinguishing systems.
 - Fire underground/water supply inspections.

General accomplishments:

- **2016 Billing** – Fire life safety and permit inspection billings were completed by the end of 2017. New procedures were established and effective follow up for invoice returns due to poor addressing (used water billing data system) to help locate correct owners. New revenue tracking reports were developed. Summary of billing in 2017 (based on date of invoice):
 - Fire Prevention Inspections \$360,602
 - Fire Company Inspections \$624,498
 - Total \$985,100
- **Updated oil map** – An updated oil production map generated from GIS was created to update old data.
- **Private hydrant survey** – A long-term project to identify all private hydrants, including the individuals responsible for maintaining the hydrants was completed.
- **Citations** – Established a new citation process and increased the number of enforcement actions.
- **Unable to inspect program** – Began new procedures, which require three attempts to inspect. The Division is now getting into facilities that have not been inspected for years, resulting in improved community safety and increased billing.

GOALS AND ACCOMPLISHMENTS

- **Re-drawing district boundaries** – The Fire Prevention Districts were re-structured to accommodate the addition of a fourth Fire Inspector.
- **Citations Issued** – In 2017, 68 citations were issued amounting to \$27,750 in citation fees.

PLAN REVIEW

The Division's Fire Protection Analysts performed 1,904 separate plan checks. Targets for turnaround are 5 working days:

	# of plan checks	Avg turnaround (days)	Target turnaround	% Plans within target
Overall	1,904	5.19		96.01%
1st submittal	906	7.26	7	98.68%
2nd submittals	505	3.23	3	98.83%
3rd or more submittals	469	3.16	2	91.04%

Fire Protection Analysts also performed 30 planning application development reviews, including 6 which were re-submitted for a second time and 6 which were re-submitted for a third or more time:

	PLAN CHECKS	2016	2017
<i>Fire Plans</i>		1,020	906
<i>Fire Plan Recheck</i>		1,051	982
<i>Development Review</i>		93	42
	TOTAL PLAN CHECKS	2,071	1,888

Source: CityView Reports 2018

ARSON INVESTIGATION

Fire Department Arson Investigators are sworn Peace Officers and State Fire Marshal certified Fire Investigators who conduct origin and cause investigations for fires within City limits and work with Huntington Beach Police Department for further investigation and arrests.

Arson Investigators responded to 33 incidents in FY2017 which included twelve (12) single family residential fires, two (2) multi-family residential fires, two (2) commercial fires, six (6) vehicle fires, two (2) boat fires, four (4) vegetation fires and five (5) miscellaneous fires. Of these fires, ten (10) were determined to be arson, seventeen (17) were accidental and six (6) were undetermined. Suspects were identified in multiple arson cases that resulted in one arrest and conviction.

GOALS AND ACCOMPLISHMENTS

Fire Department Investigators participate in bi-monthly firearms qualification training, monthly investigation training, annual conferences and are members of the Orange County Arson Task Force and the California Conference of Arson Investigators (CCAI).

PUBLIC EDUCATION

General

- **Open House** – Fire Prevention managed the overall event. Inspector Ruben Solorzano built two outreach items: (1) home sprinkler demonstration burn box, and (2) a home fire sprinkler system demonstration.
- **Spark of Love** – Fire Prevention took over Spark of Love, managed by Inspector Dave Smythe.
- **Door hanger outreach** – Designed door hanger; will be issued to occupants during multi-family residential inspections in 2018.

GOALS FOR 2018

GOALS FOR 2018

The Fire Prevention Division met in December 2017 to establish the goals for the 2018 calendar year.

TEST ACCELA

Fire Prevention staff will dedicate time to the Accela project. The goal is to have 100% staff input on testings and 100% inspector input for operational permit inspection checklists.

TEAMBUILDING

Fire Prevention staff elected to have more teambuilding activities in 2018. The goal is to plan lunch once a quarter. Other teambuilding ideas will be considered.

OPEN VIOLATIONS

Fire Prevention inspectors will decrease the average number of open violation from 2017. *Specific reduction goal TBD.*

PUBLIC EDUCATION

Fire Prevention staff will establish social media committee. Fire Prevention staff plans on doing more FP video outreach. *Specific goal and timeline TBD.*

CROSS TRAINING

Fire Prevention staff will cross train for backup and career advancement. For example, Fire Prevention inspectors have interest in receiving cross training on plan checks. *Specific goal and timeline TBD.*

IMPLEMENT COMPLIANCE ENGINE

By the end of 2018, The Compliance Engine will be available to accept all automatic extinguishing system reports.

ATTEND TRAINING – CFPI/NFPA/ICC

All staff will attend training. *Specific goal and timeline TBD.*

COMPLETE ANNUAL INSPECTIONS BY NOVEMBER 2018

The Fire Prevention Division will complete 100% of annual inspections by November 2018.

SERVICE DELIVERY OBJECTIVES FOR 2018

SERVICE DELIVERY OBJECTIVES FOR 2018

CODE ENFORCEMENT & INSPECTIONS

- **State mandated inspections annually – 100%**
 - *Schools, R2s, high-rise, I's*
- **CUPA inspections – 100% within 3 years (of last inspection)**
- **All other Fire Life Safety/permit and Oil Well inspection – 95%**
 - *Follow risk based inspection frequency (1-4 years)*
- **Open violations/follow up inspections (average) – metrics not available with FH**
 - # days open, 90 day or less
 - Self-correct violations within 90 days
- **Complaint investigation – 2 business days or less for initial response – metrics not available with FH**

PLANS REVIEW

- **Turn-around times**
 - 1st review – 7 days
 - 2nd Review – 3 days
 - 3+ Review – 2 days
 - Overall average – 5 days
- **Response for requests for inspection – future goal with Accela implementation**
 - *e.g., Inspection scheduled within X days of requested inspection*

INVESTIGATION

- **Fire investigation report – time to complete –7 days (average)**

PUBLIC EDUCATION

- **Open House for public – 1 time annual**

EMERGENCY MANAGEMENT

- **EOC training- 1 time annual**
- **Full scale EOC activation exercise – 1 time annual**
- **20 Hour CERT Basic course – 1 time annual**
- **Recruit additional 30 CERT volunteers**