

## **FIRE DEPARTMENT**

### **MISSION**

The Richmond Fire Department exists to protect people, property and the environment from the harmful effects of fire, hazardous materials and natural acts, and to provide emergency medical care. We seek opportunities to serve the community and strive to provide the most effective prevention, public education, preparedness and emergency response services.

### **2006/07 DEPARTMENT GOALS**

Develop a new five-year strategic plan  
Reinstate dedicated truck company service  
Develop the new training center site on West Gertrude Avenue  
Increase the number of industrial/commercial/and multi-family inspections  
Conduct a City-wide Emergency Operations Center exercise utilizing the New National Incident Management System

<b>FIRE DEPARTMENT</b>	
<b>ACCOMPLISHMENTS 2005-2006:</b>	
Rehired two laid off firefighters in July 2005 and December 2005.	
Participated in Emergency Operations Center (EOC) exercise, December 2005.	
Promoted one Captain to Battalion Chief in September 2005.	
All fire hoses were tested according to National Fire Protection Association (NFPA) standards in July 2005.	
Engine and truck company performance standards completed in August 2005 and March 2006.	
All fire hydrants in the City of Richmond were surveyed and checked in October 2005.	
The Fire Department received an Assistance to Firefighter grant in the amount of \$338,998 in January 2006.	
Joint training program in place with El Cerrito Fire and Chevron Fire Departments.	
<b>OBJECTIVES 2005-2006:</b>	<b>STATUS</b>
<b>Administration</b>	
Continue reinstating and rehiring personnel affected by the 2004 budget reductions.	<b>Accomplished</b>
Implement Phase I of the Measure "Q" plan (receive new firefighter allocations and reopen all fire stations).	<b>In-Progress</b>
Begin development of a new Fire Department Strategic Plan.	<b>Proposed August 2006</b>
Update the Fire Department administrative bulletins.	<b>In-Progress</b>
Continue discussions with Contra Costa Fire on an automatic aid agreement.	<b>In-Progress</b>
Promote two new Battalion Chiefs.	<b>In-Progress</b>
<b>Emergency Services</b>	
Conduct major emergency and disaster level exercises with industry and various departments of city government.	<b>Accomplished</b>
Evaluate all fire companies twice during the year using established company performance standards.	<b>Accomplished</b>
Test all fire engines for pump capacity per NFPA standards.	<b>In-Progress</b>
Test all fire hoses in the Department to meet NFPA standards.	<b>Accomplished</b>
Survey all fire hydrants in the City and ensure that they are in good working condition.	<b>Accomplished</b>
Respond to all fire calls within six minutes of notification 85% of the time.	<b>In-Progress</b>
Implement Rapid Intervention Team Operations at all fire scenes.	<b>In-Progress</b>

<b>Support Services</b>	
Continue to upgrade and renovate fire stations.	<b>In-Progress</b>
Continue working on the development of a new Fire Training Center site on land donated by Chevron/Texaco.	<b>In-Progress</b>
Continue technology upgrades throughout the Fire Department, working towards total GIS integration and implementation.	<b>In-Progress</b>
Take delivery of new apparatus, e.g. Engines and a Hazardous Material Unit.	<b>In-Progress</b>
Continue managing current grants and seek future grant funding to help the Fire Department improve its services to the community.	<b>Accomplished</b>
<b>Fire Training</b>	
Continue joint training with El Cerrito Fire and Chevron Fire.	<b>Accomplished</b>
Conduct a recruit academy for newly hired firefighters	<b>In-Progress</b>
Continue to complete all training mandates as specified by Federal, State, and County protocols.	<b>In-Progress</b>
Continue training on Rapid Intervention Team operations at each fire scene.	<b>In-Progress</b>
Continue with Hazardous Material Specialist, Technician, and First Responder Operational training.	<b>In-Progress</b>
<b>Fire Prevention</b>	
Hire Programmer Analyst I for continued development of Records Management System (R.M.S.) data base, utilized to improve tracking of various fire inspections.	<b>In-Progress</b>
Develop and implement a self-inspection program for apartment buildings with five or less units.	<b>Proposed February 2007</b>
Continue to identify fire permit revenue sources.	<b>In-Progress</b>
Integrate a new Fire Investigator into the call back rotation.	<b>Dropped</b>
Fill vacant Fire Inspector I position through cost recovery program.	<b>In-Progress</b>
Increase public education presentations by 10%.	<b>In-Progress</b>
Provide fire safety information presentations to City neighborhood councils.	<b>In-Progress</b>

# FIRE DEPARTMENT PROGRAM ORGANIZATIONAL CHART

**Administration  
1000-10038**

\*General Department Management

\*Budget

\*Personnel Oversight

\* Record Keeping

\* Promotions

**Emergency Operations  
1000-10039**

\*Fire Suppression

\*Emergency Medical Services

\*Haz Mat Response

\*Equipment Evaluation and Testing

\* Fire Department Payroll Services

**Support Services  
1000-10041**

\*Apparatus Design and Acquisition

\*Grant Writing

\*Station Maintenance

\* Research and Development

**Training Division  
1000-10042**

\*Fire Trainee Academy

\*EMT Training

\*Fire Suppression Training

\*General Oversight of All Training Programs

**Fire Prevention Bureau  
1000-10040**

\*Fire Safety Code Enforcement

\*Plans Checking

\*Public Education

\* Fire Reports

\*Vegetation Management

**Office of Emergency Services  
1000-11078**

\*REACT/CERT Community Drills

\*Emergency Resonse Plans for Disaster

\*Emergency Preparation Training to Community

\* Public Education

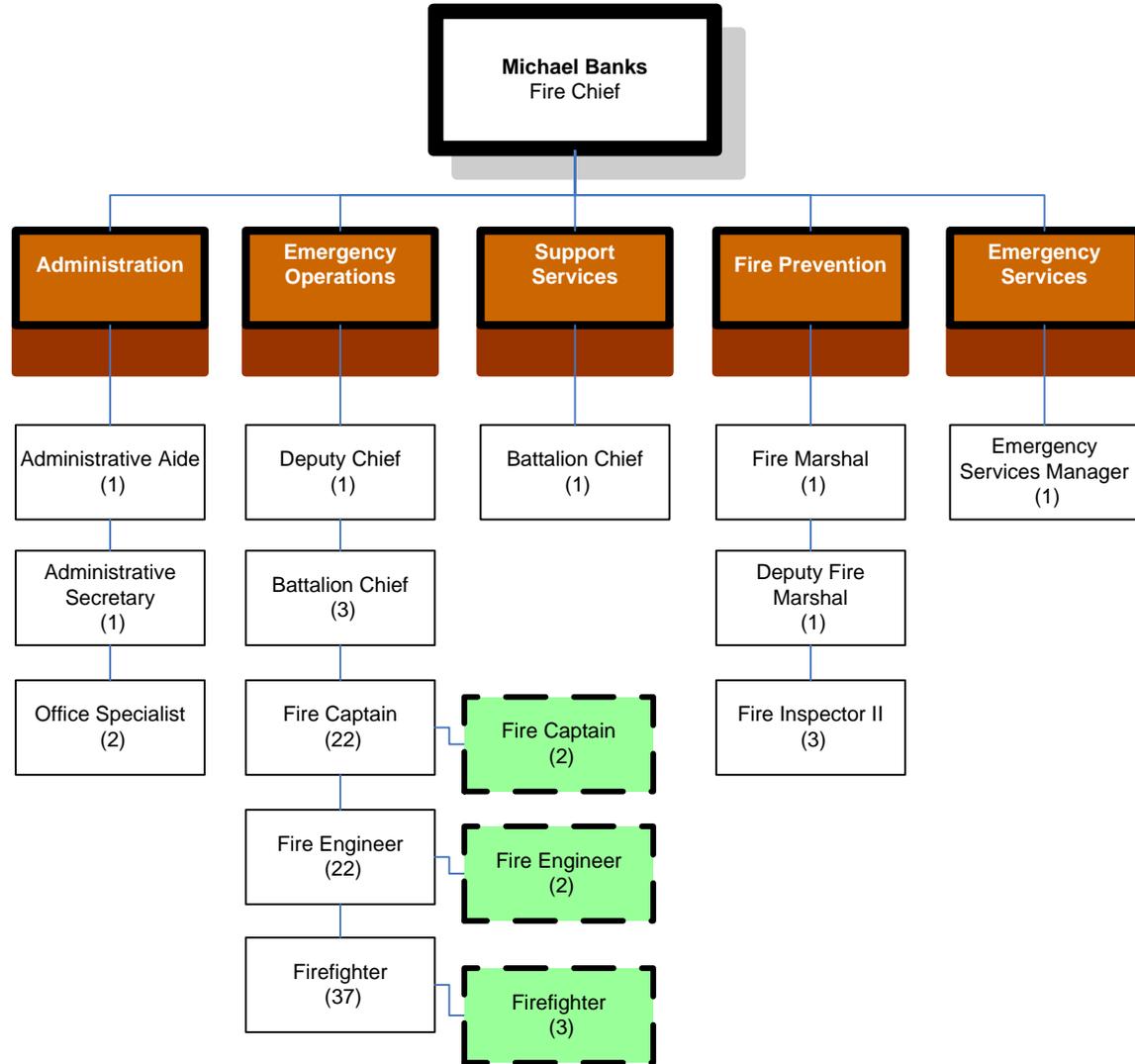


# Fire Department 2007 Organizational Chart

Existing FTE\* = 97, Proposed\*=104

**Legend:**

- Existing Pos. (white box)
- Proposed Pos. (green dashed box)
- Main Program (orange box)
- Sub-Program (grey box)



Department  
Overview

Fire Department

MULTI-YEAR COMPARATIVE POSITION LISTING

<b>Staff Summary</b>	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Administrative Aide				1.0
Administrative Secretary	1.0	1.0	1.0	1.0
Fire Chief	1.0	1.0	1.0	1.0
Office Specialist	3.0	3.0	2.0	2.0
Battalion Chief	4.0	4.0	4.0	4.0
Deputy Chief	1.0	1.0	1.0	1.0
Fire Captain	24.0	18.0	22.0	24.0
Fire Engineer	24.0	19.0	22.0	24.0
Fire Fighter	43.0	34.5	37.0	40.0
Deputy Fire Marshal	1.0	1.0	1.0	1.0
Fire Inspector I	2.0		1.0	
Fire Inspector II	2.0	3.5	3.0	3.0
Fire Marshal	1.0	1.0	1.0	1.0
Emergency Services Manager	1.0		1.0	1.0
<b>TOTAL Full-time Equivalents (FTEs)</b>	<b>108.0</b>	<b>87.0</b>	<b>97.0</b>	<b>104.0</b>

## Fire Department

## DEPARTMENT FINANCIAL SUMMARY

<b>FUNDING SOURCE/S</b>	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Fire Inspection Fees	\$ 85,928	\$ 99,661	\$ 103,788	\$ 100,000
Photocopy Fees	\$ 240	\$ 108		
Hazardous Materials Fees	\$ 362,463	\$ 320,305	\$ 343,729	\$ 349,000
Fire Plan Review	\$ 115,385	\$ 201,204	\$ 215,918	\$ 300,000
Administrative Fees	\$ 11	\$ 214		
Miscellaneous Service Charges	\$ 480			
Labor Services Reimbursement	\$ 244,725	\$ 269,339	\$ 283,565	\$ 283,818
Miscellaneous Other Revenues	\$ 32,707	\$ 106,253	\$ 203,834	\$ 249,000
Refunds	\$ 54			
Returned/ redeposited	\$ (312)	\$ (330)		
Interest Income		\$ (2,753)		
General Fund	\$ 14,789,870	\$ 16,856,449	\$ 20,368,461	\$ 20,983,860
<b>TOTAL FUNDING</b>	<b>\$ 15,631,551</b>	<b>\$ 17,850,450</b>	<b>\$ 21,519,295</b>	<b>\$ 22,265,678</b>

<b>EXPENDITURES</b>	Actual 2003/2004	Actual 2004/2005	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 13,981,132	\$ 14,937,973	\$ 17,949,021	\$ 17,778,215
Contractual Services	\$ 52,904	\$ 83,706	\$ 264,000	\$ 279,099
Other Operating Expenses	\$ 473,062	\$ 239,934	\$ 415,555	\$ 424,665
Capital Outlay		\$ 21,807	\$ 5,000	\$ 19,000
Allocated Costs	\$ 1,124,453	\$ 2,567,031	\$ 2,885,719	\$ 3,764,699
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,631,551</b>	<b>\$ 17,850,450</b>	<b>\$ 21,519,295</b>	<b>\$ 22,265,678</b>
<b>TOTAL BUDGET</b>	<b>\$ 15,631,551</b>	<b>\$ 17,850,450</b>	<b>\$ 21,519,295</b>	<b>\$ 22,265,678</b>

Fire Department

Estimated Budget by Program		Proposed Budget 2006/2007
Fire Administration		\$ 1,282,106
Emergency Operations		\$ 18,709,196
Fire Support Services		\$ 674,681
Fire Training Division		\$ 69,715
Cost Recovery- Fire Prevention		\$ 1,280,176
Fire Office of Emergency Services		\$ 249,804
<b>TOTAL BUDGET</b>		<b>\$ 22,265,678</b>

Program  
 Overview Fire Administration

PROGRAM FINANCIAL SUMMARY		
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
General Fund	\$ 848,320	\$ 1,282,106
<b>TOTAL FUNDING</b>	<b>\$ 848,320</b>	<b>\$ 1,282,106</b>

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 584,585	\$ 568,076
Contractual Services	\$ 36,000	\$ 21,649
Other Operating Expenses	\$ 21,256	\$ 26,607
Capital Outlay		
Allocated Costs	\$ 206,479	\$ 665,774
<b>TOTAL EXPENDITURES</b>	<b>\$ 848,320</b>	<b>\$ 1,282,106</b>
<b>TOTAL BUDGET</b>	<b>\$ 848,320</b>	<b>\$ 1,282,106</b>

Program  
Overview

Fire Training Division

PROGRAM FINANCIAL SUMMARY		
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
General Fund	\$ 29,899	\$ 69,715
<b>TOTAL FUNDING</b>	<b>\$ 29,899</b>	<b>\$ 69,715</b>

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services		
Contractual Services	\$ 15,000	\$ 6,450
Other Operating Expenses	\$ 14,105	\$ 21,864
Capital Outlay		
Allocated Costs	\$ 794	\$ 41,401
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,899</b>	<b>\$ 69,715</b>
<b>TOTAL BUDGET</b>	<b>\$ 29,899</b>	<b>\$ 69,715</b>

## Fire

## Administration

### Service Level

Enable the department to respond in a way that minimizes the impact of fires and significant disasters and provides life saving emergency medical care

Service Level  
Enhancement

Begin entry level Firefighter recruiter academy

Performance  
Measure

Was entry level Firefighter recruiter academy established?

Service Level  
Enhancement

Recruit and hire for all 15 authorized positions to achieve full staffing levels

Performance  
Measure

July 2006 July 2007

Number of vacancies

Service Level  
Enhancement

Complete an automatic aid agreement with Contra Costa Fire District

Performance  
Measure

Was an automatic aid agreement with Contra Costa Fire District completed?

Service Level  
Enhancement

Establish truck company services to add 3 more firefighters able to respond to calls

Performance  
Measure

Was a truck company established?

Number of times new truck company was used in 2006/07

## Fire

## Administration (Con't)

Service Level  
Enhancement

Complete Telestaff implementation so that personnel can do on-line work scheduling

Performance  
Measure

Can personnel do on-line work scheduling?

### Service Level

Ensure that the Department meets the needs of the community and the new types of structures being developed

Service Level  
Enhancement

Conduct required fire inspections of all industrial/commercial/ and multi-family structures annually

Performance  
Measure

Develop a 5-year department strategic plan

Was a 5-year department strategic plan established?

### Service Level

Ensure that fire personnel are prepared for level of effort required for job

Conduct requested fire inspections of all industrial/commercial/ and multi-family structures annually

Service Level  
Enhancement

Increase fitness level of firefighters

Performance  
Measure

2005/06 2006/07

Number of workers' comp claims

Number of on-the-job injuries

Department's total number of sick days used

Amount of work time lost due to injury

## **Fire**

## **Administration (Con't)**

Service Level  
Enhancement

Establish a joint labor/management wellness/fitness committee to develop a plan for improving firefighters' health

Performance  
Measure

Was a joint labor/management wellness/fitness committee established and a plan written for improving firefighters' health?

Program        Emergency  
 Overview      Operations

PROGRAM FINANCIAL SUMMARY		
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
General Fund	\$ 17,646,895	\$ 18,310,196
Labor Services		
Reimbursement	\$ 147,000	\$ 150,000
Miscellaneous Other		
Revenues	\$ 203,834	\$ 249,000
<b>TOTAL FUNDING</b>	<b>\$ 17,997,729</b>	<b>\$ 18,709,196</b>

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 15,440,885	\$ 15,796,978
Contractual Services		
Other Operating Expenses	\$ 28,068	\$ 24,067
Capital Outlay		
Allocated Costs	\$ 2,528,776	\$ 2,888,151
<b>TOTAL EXPENDITURES</b>	<b>\$ 17,997,729</b>	<b>\$ 18,709,196</b>
<b>TOTAL BUDGET</b>	<b>\$ 17,997,729</b>	<b>\$ 18,709,196</b>

# Fire Emergency Operations

## Service Level

Continuously improve the quality of fire suppression services

Service Level  
Enhancement

Monitor type of services being provided

Performance  
Measure

2005/06 2006/07

Number of calls by type:  
emergency medical  
fire  
hazardous materials  
other

Service Level  
Enhancement

Respond to all calls within 6 minutes 85% of the time

Performance  
Measure

How many calls were received?  
How many calls were responded to within 6 minutes?

Service Level  
Enhancement

Evaluate all 7 fire companies twice a year (14 evaluations total)  
to ensure compliance with performance standards

Performance  
Measure

Number of fire companies evaluated twice to ensure compliance  
with performance standards

## Fire

## Emergency Operations (Con't)

Service Level  
Enhancement

Implement Rapid Intervention Team Operations at all fire scenes 100% of the time

Performance  
Measure

Number of fire scenes  
Number of fire scenes that Rapid Intervention Team Operations were implemented

Service Level  
Enhancement

Prevent all loss of life due to fire

Performance  
Measure

Number of fire deaths

2005/06 2006/07

### Service Level

Ensure the reliability of equipment

Service Level  
Enhancement

Test all fire hoses annually

Performance  
Measure

Were all fire hoses tested in 2006/07?

Service Level  
Enhancement

Test all fire engine pump capacities annually

Performance  
Measure

Were all fire engine pump capacities tested in 2006/07?

## **Fire**

## **Emergency Operations (Con't)**

Service Level  
Enhancement

Ensure that all fire hydrants are operational annually

Performance  
Measure

Are all fire hydrants operational?

### **Service Level**

Continuously improve the community's emergency preparedness

Service Level  
Enhancement

Conduct 6 emergency and disaster level exercises with Chevron in 2006/07

Performance  
Measure

Were 6 emergency and disaster level exercises conducted with Chevron in 2006/07?

Service Level  
Enhancement

Conduct 2 Emergency Operation Center exercises in 2006/07

Performance  
Measure

Were 2 Emergency Operation Center exercises conducted in 2006/07?

### **Service Level**

Increase training opportunities for personnel

Service Level  
Enhancement

Offer the following trainings in 2006/07:

High rise rescue

Water rescue

Performance  
Measure

Were these two trainings conducted?

## Fire

## Emergency Operations (Con't)

Service Level  
Enhancement

Increase by 2 the number of personnel trained in hazmat

Performance  
Measure

Has the number of hazardous material specialists in the dept. increased by 2?

Service Level  
Enhancement

Conduct Supervisory, Outlook, and Report Writing training for all shifts

Performance  
Measure

Were trainings conducted for all shifts?

## Service Level

Encourage continuous professional development

Service Level  
Enhancement

Encourage personnel to become certified for promotional positions

Performance  
Measure

Number of personnel who achieved certification

Service Level  
Enhancement

Establish joint labor/management apprenticeship committee to increase training opportunities

Performance  
Measure

Was joint labor/management apprenticeship committee established to increase training opportunities?

## Fire

## Emergency Operations (Con't)

### Service Level

Increase the number of personnel trained in emergency paramedic medical services

Service Level  
Enhancement

Increase by 4 the number of personnel trained in emergency paramedic medical services

Performance  
Measure

Has the number of personnel trained in emergency paramedic medical services in the department increased by 4?

Program  
Overview

Fire Support Services

PROGRAM FINANCIAL SUMMARY		
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
General Fund	\$ 691,218	\$ 674,681
<b>TOTAL FUNDING</b>	<b>\$ 691,218</b>	<b>\$ 674,681</b>

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 265,334	\$ 236,323
Contractual Services	\$ 120,000	\$ 120,000
Other Operating Expenses	\$ 272,661	\$ 272,661
Capital Outlay	\$ 5,000	\$ 5,000
Allocated Costs	\$ 28,223	\$ 40,697
<b>TOTAL EXPENDITURES</b>	<b>\$ 691,218</b>	<b>\$ 674,681</b>
<b>TOTAL BUDGET</b>	<b>\$ 691,218</b>	<b>\$ 674,681</b>

## Fire

## Support Services

### Service Level

Improve fire station working conditions

Service Level  
Enhancement

1. Install new diesel exhaust and emergency generators
2. Renovate certain fire stations
3. Make fire stations Americans with Disabilities Act (ADA) compliant
4. Make fire stations more gender compliant

Performance  
Measure

Were identified fire station improvements made?

### Service Level

Use technology to perform certain job functions more efficiently

Service Level  
Enhancement

Implement GIS system to aid in fire and hydrant locations

Performance  
Measure

Was GIS system implemented?  
Was staff trained to use it?  
Did staff find it useful?

Service Level  
Enhancement

Obtain laptops for fire inspectors

Performance  
Measure

Were laptops obtained for fire inspectors?

## Fire

## Support Services (Con't)

### Service Level

Relocate training site

Service Level  
Enhancement

Develop new Chevron training site

Performance  
Measure

Is Chevron training site nearly operational?

Program  
Overview

Fire Prevention

PROGRAM FINANCIAL SUMMARY		
FUNDING SOURCE/S	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Fire Inspection Fees	\$ 103,788	\$ 100,000
Photocopy Fees		
Hazardous Material Fees	\$ 343,729	\$ 349,000
Fire Plan Review	\$ 215,918	\$ 300,000
Administrative Fees		
Labor Services		
Reimbursement	\$ 136,565	\$ 133,818
General Fund	\$ 895,564	\$ 397,358
<b>TOTAL FUNDING</b>	<b>\$ 1,695,564</b>	<b>\$ 1,280,176</b>

EXPENDITURES	Adopted Budget 2005/2006	Proposed Budget 2006/2007
Personnel Services	\$ 1,501,652	\$ 1,027,715
Contractual Services	\$ 48,000	\$ 86,000
Other Operating Expenses	\$ 31,184	\$ 31,185
Capital Outlay		\$ 14,000
Allocated Costs	\$ 114,728	\$ 121,276
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,695,564</b>	<b>\$ 1,280,176</b>
<b>TOTAL BUDGET</b>	<b>\$ 1,695,564</b>	<b>\$ 1,280,176</b>

# Fire Prevention

## Service Level

Raise the level of fire safety awareness within the community

Service Level  
Enhancement

Increase the number of fire safety presentations by 10%

Performance  
Measure

2005/06    2006/07

Number of presentations

Number of people reached through presentations

Cost per person

Service Level  
Enhancement

Make one presentation to 32 neighborhood councils annually

Performance  
Measure

Number of neighborhood council presentations made in  
2006/07

Service Level  
Enhancement

Implement a self-inspection program for 5 unit or less  
apartment units

Performance  
Measure

Was a self-inspection program for 5 unit or less apartment units  
implemented?

How many landlords participated in the program?

# Fire Prevention (Con't)

## Service Level

Conduct fire inspections to minimize the risk of fire occurrences

Service Level  
Enhancement

Improve tracking of fire inspections by developing a records management system

Performance  
Measure

Was records management system implemented?  
Was staff trained to use it?

Service Level  
Enhancement

Conduct required fire inspections of all industrial/commercial/ and multi-family structures annually

Performance  
Measure

2005/06    2006/07

Number of industrial inspections  
Number of commercial inspections  
Number of residential inspections

Service Level  
Enhancement

Conduct requested fire inspections of all industrial/commercial/ and multi-family structures annually

Performance  
Measure

2005/06    2006/07

Number of inspections requested  
Number of inspections performed  
Net cost per inspection

## **Fire**

## **Prevention (Con't)**

Service Level  
Enhancement

Complete preconstruction plan checks within 5 business days

Performance  
Measure

Number of plan checks performed

Number of plan checks completed within 5 days

Cost per plan check performed

## **Service Level**

Determine the cause of fires

Service Level  
Enhancement

Conduct fire investigations

Performance  
Measure

Number of fires formally investigated

Percentage of fires where the cause is identified

Cost per case investigated

Percentage of arson cases cleared by arrest

Net cost per investigation

Program  
Overview

Fire -Office of  
Emergency Services

PROGRAM		FINANCIAL		SUMMARY	
FUNDING SOURCE/S		Adopted Budget 2005/2006		Proposed Budget 2006/2007	
General Fund		\$	256,565	\$	249,804
<b>TOTAL FUNDING</b>		\$	256,565	\$	249,804

EXPENDITURES		Adopted Budget 2005/2006		Proposed Budget 2006/2007	
Personnel Services		\$	156,565	\$	149,123
Contractual Services		\$	45,000	\$	45,000
Other Operating Expenses		\$	48,281	\$	48,281
Capital Outlay					
Allocated Costs		\$	6,719	\$	7,400
<b>TOTAL EXPENDITURES</b>		\$	256,565	\$	249,804
<b>TOTAL BUDGET</b>		\$	256,565	\$	249,804

# Fire

# Office of Emergency Services

## Service Level

Prepare the City of Richmond for an emergency to minimize the loss of life and property damage

Service Level  
Enhancement

Work with EOC Committee, EOC Section Chiefs, etc. to develop and prioritize items identified as needing improvement from the 12/13/05 EOC exercise

Performance  
Measure

Were items identified as needing improvement developed and prioritized?

Service Level  
Enhancement

Work with Community Awareness Emergency Response (CAER) Community Outreach to develop 2006 All Schools Session Initiation Protocol (SIP) Drill, and work with WCUSD to encourage school participation

Performance  
Measure

Was the 2006 All Schools SIP Drill developed?  
How many schools participated in the Drill?

Service Level  
Enhancement

Complete and submit Emergency Management Planning Group (EMPG) Grant reimbursement request

Performance  
Measure

Was the EMPG Grant documentation and reimbursement funding completed and submitted?

Service Level  
Enhancement

Complete 12/13/06 EOC Exercise After Action Report

Performance  
Measure

Was the 12/13/06 EOC Exercise After Action Report completed?

## Fire

## Office of Emergency Services (Con't)

Service Level  
Enhancement

Conduct Richmond Emergency Action Community Team (REACT)/  
Community Emergency Response Team (CERT) Community Disaster  
Drill

Performance  
Measure

When was the REACT/CERT Community Disaster Drill conducted?

Service Level  
Enhancement

Continue to work with various City Departments and the EOC/EOP  
Committee to enhance and revise the City's EOP

Performance  
Measure

How many collaborative meetings were held to enhance and revise the  
City's EOP in 2006/07?

Service Level  
Enhancement

Work with City Departments and especially Finance Department to  
complete a City-wide Resource Guide/database of equipment available  
within the City that can be utilized during a disaster, as well as identify  
other resources and sources that will be needed in a disaster

Performance  
Measure

Was the Resource Guide/database of equipment completed?  
Were other resources that would be needed in a disaster identified?

Service Level  
Enhancement

Implement "follow up/lessons learned" actions from 12/13/05 EOC  
Exercise

Performance  
Measure

Were "follow up/lessons learned" actions from 12/13/05 implemented?

## Fire

## Office of Emergency Services (Con't)

Service Level  
Enhancement

Work with EOC Committee to assist all departments in developing individual Departmental Operations Plans outlining how they will continue to do business during and after a major disaster

Performance  
Measure

Number of departments  
Number of departments that were assisted in developing individual Departmental Operations Plans

Service Level  
Enhancement

Review, revise and implement the City of Richmond's EOP (Emergency Operations Plan) and EOC training operations according to newly mandated FEMA (Federal Emergency Management Agency) and NIMS (National Incident Command System) standards

Performance  
Measure

Were the City's EOP and EOC training operations reviewed, revised, and implemented according to FEMA and NIMS standards?

Service Level  
Enhancement

Develop and conduct city-wide EOC Staff NIMS Training

Performance  
Measure

Was the city-wide EOC Staff National Incident Management System (NIMS) Training developed and conducted?

Service Level  
Enhancement

Conduct City-wide EOC Exercise with NIMS mandated changes

Performance  
Measure

When was the City-wide EOC Exercise with mandated changes conducted?

## Fire

## Office of Emergency Services (Con't)

Service Level  
Enhancement

Review and revise as needed City's EOP with after action items and lessons learned from 2006 EOC exercise

Performance  
Measure

Was the City's EOP reviewed (and if needed revised with action items and lessons learned from 2006 EOC exercise)?

Service Level  
Enhancement

Review and revise if needed City's Evacuation Plan

Performance  
Measure

Was the City's Evacuation Plan reviewed (and if needed revised)?

Service Level  
Enhancement

Review and revise if needed City's Terrorist Incident Appendix Plan

Performance  
Measure

Was the City's Terrorist Incident Appendix Plan reviewed (and if needed revised)?

Service Level  
Enhancement

Review and revise if needed City's Hazardous Materials Release Notification Plan

Performance  
Measure

Was the City's Hazardous Materials Release Notification Plan reviewed (and if needed revised)?

## Fire

## Office of Emergency Services (Con't)

Service Level  
Enhancement

Continue to Chair Countywide Cities Citizen Corp/CERT Committee in order to expand the community life saving training CERT programs across the county and maintain Homeland Security Grant funding for the same

Performance  
Measure

Does the Department have Countywide Cities Citizen Corps/CERT agendas/minutes documentation?  
Were CERT programs expanded?  
Was grant funding maintained?

Service Level  
Enhancement

Continue to Co-Chair Countywide CAER Emergency Preparedness Committee in order to improve the level of overall preparedness across the county on all issues involving natural disasters as well as hazardous materials awareness and response

Performance  
Measure

How many CAER Emergency Preparedness Committee meetings were attended?  
Does the Department have Countywide CAER agendas/minutes documentation?

Service Level  
Enhancement

Continue to work with CAER Emergency Notification Committee along with industry and other regulatory governmental agencies to improve community awareness and response to hazardous materials releases

Performance  
Measure

How many community awareness activities/documents were developed and disseminated in 2006/07?  
Is the City better prepared to respond to hazardous materials releases?

## Fire

## Office of Emergency Services (Con't)

Service Level  
Enhancement

Work with the County Disaster Operation Area Council on improving and standardizing emergency plans, training, and relations among jurisdictions and industries within the county

Performance  
Measure

Number of collaborative meetings conducted regarding improving and standardizing emergency plans, training, and relations

Service Level  
Enhancement

Continue to work with Federal, State, County, local governmental agencies, as well as the community on compliance and public safety issues to continue to improve the ability of the City to respond to and recover from all types of disasters

Performance  
Measure

Number of collaborative meetings conducted on issues regarding compliance and public safety

Service Level  
Enhancement

Continue to work with business, community, etc. on training, plans and public education presentations as needed and requested

Performance  
Measure

Number of trainings, plans, and public education presentations conducted with various stakeholders

Service Level  
Enhancement

Continue to work towards developing a permanent E.O.C., as well as maintaining operational readiness of the temporary primary and secondary locations to ensure continuity of government and recovery operations

Performance  
Measure

Was a permanent E.O.C. developed?

Is operational readiness maintained?