



July 1, 2025

RONNIE R. VILLANUEVA
INTERIM FIRE CHIEF

June 10, 2025

BOARD OF FIRE COMMISSIONERS
FILE NO. 25-034

TO: Board of Fire Commissioners

FROM: **Rv** Ronnie R. Villanueva, Interim Fire Chief

SUBJECT: PLANNING SECTION OVERVIEW

FINAL ACTION:	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Corrections	<input type="checkbox"/> Withdrawn
	<input type="checkbox"/> Denied	<input type="checkbox"/> Received & Filed	<input type="checkbox"/> Other

SUMMARY

The Los Angeles City Fire Department (LAFD) is organized into two Bureaus led by a Chief Deputy for Emergency Operations and a Chief Deputy for Administrative Operations. Additional Deputy Chief Bureau Commanders provide oversight and direction. The Administration Bureau reports directly to the Fire Chief, operates in the office of the Fire Chief, and is commanded by a Deputy Chief known as the Chief of Staff. Within the Administration Bureau is the Planning Section. This report will provide an overview of the duties, responsibilities, and current and future deliverables of the Planning Section.

RECOMMENDATIONS

That the Board:
Receive and file.

DISCUSSION

The Planning Section has been in place for many decades. Currently, it is staffed by a Battalion Chief as the Section Commander, four (4) Captain II positions, and three (3) civilian staff members of the FIRESTAT LA Unit. The Section is further organized into five categories of responsibility that align with a traditional Incident Command System (ICS) structure. Each Captain of the Planning Section is broadly responsible for topics related to Finance, Logistics, Operations, or Planning. The Section commander retains the Command role.

As outlined in the Manual of Operations, the Planning Section is responsible for the management of current department policy, and the revision and updating of future department policy. In the simplest terms possible, the Planning Section balances “the now” and “the next”. The Section interprets and manages current policies while preparing for and anticipating future policies. In-depth studies of departmental objectives and metrics support the decision-making of the Fire Chief and command

staff. The management of the FIRESTAT LA Unit provides detailed metrics that inform decision-making with accurate historical data.

In addition to policy management, the staff of the Planning Section serves as the Chief's staff. The Section is responsible for daily writing projects, logistical support, research, fact gathering, and communication via the Information Portal. As custodians of the LAFD Library and Portal, the Section is responsible for maintaining internal department communications. A bonus is given to each Captain assigned, and should be taken as an indication of the expected workload for the Planning Captains. Additional large-scale projects are assigned to the Section.

The 2023-2026 Strategic Plan has assigned thirteen (13) Tactics directly to the Planning Section. The following chart outlines the Tactics and provides an update on progress.

Strategic Plan Tactic Number and Language	Planning Section Progress
1.1.1 Complete a citywide Standards of Coverage analysis to identify the greatest opportunities for resource allocation improvement	Standards of Cover are complete. Board reports delivered (BOFC 24-116 & 25-020)
1.1.2 Redeploy and add resources based on the needs identified in the Standards of Coverage analysis in order to improve response times	Recommendations for additional resources proposed (BOFC 25-010).
1.3.1 Assign a committee responsible for regularly (three-year minimum) negotiating, revising, and updating automatic and mutual aid agreements	Thirty-Two (32) agreements in various phases of revision. Battalion Chief Adam Knabe to be recognized for his excellent support of this initiative (BOFC 22-086, 22-087, 22-031, 23-014, 24-059, 24-060, 25-017).
1.3.2 Create a methodology and official document to process and codify automatic and mutual aid agreements	
4.2.1 Increase employee involvement through multiple communication platforms to disseminate information	Chat with the Chief, LAFD Think Tank, Fire Chief's Messages, Portal Notices, NSS messages, and FIRESTAT publications deliver information.
4.2.2 Appoint a Department Communications Officer to ensure the clear and efficient flow of information within the organization	Planning Section Captain assigned to internal communications that include speech writing, notice writing, and policy updates. <u>LAFD correspondence guide in draft form.</u>
4.2.3 Maintain an up-to-date and easily accessible Department digital library	LAFD Library Vision delivered for approval internally.

5.3.1 Utilize City population demographics and Department retirement projections to predict future staffing needs, scheduling the size and frequency of training academies accordingly

Planning Section delivered a 2050 vision of the LAFD that included retirement projections (BOFC 25-010). Internal communications to AOPs/ISTS support projections for promotions and vacancies.

5.3.2 Evaluate the staffing models and workloads of dispatch and field resources in comparison to national standards (e.g., NFPA 1710, NENA, etc.)

The Planning Section works in close coordination with EOPs and AOPs to make policy recommendations based on metrics, SOC, and NFPA standards.

5.3.8 Review Standards of Coverage analysis regarding Unit Hour Utilization criteria

IAFF SOC and FIRESTAT dashboards provide an analysis of UHU. Internal reports filed.

6.4.1 Implement an electronic signature and document management product for chain-of-command approvals and information tracking

In alignment with Information Technology Agency Digital Signature movement the LAFD digitized the approval process of LAFD forms.

6.4.6 Develop processes to systematically manage and revise the Department's electronic library

Library vision delivered. LAFD Library under revision.

7.2.6 Update the internal Department Library to include Community Resilience reference material

Community Resiliency addressed. Planning supporting the development of the LAFD CWPP.

The Planning Section has long recognized the need for more staff. A Library Unit composed of Civilian staff has been proposed in numerous budget cycles. This Unit would be responsible for the long-term maintenance of the LAFD Library. Supporting the Section with additional clerical staff could enable the sworn staff to better allocate finite resources to the interpretation and development of policy. The Section recognizes the need for an improved Information Portal and Library. Additional resources are required to deliver these necessary services.

CONCLUSION

The Planning Section exists to manage current LAFD policy, provide necessary data used to inform current decisions, and propose future policy based on reasonable predictions of LAFD metrics. Supporting the expansion of the Planning Section will better position the LAFD to minimize the reactionary nature of policy development. A Library Unit will minimize department liability payouts due to conflicting and outdated policies. Full support of the FIRESTAT LA Unit will ensure that the LAFD makes decisions on accurate, reliable, repeatable data. The Planning Section has been a key part of the success of the LAFD for many years, and if supported, will continue to contribute to the effectiveness of the LAFD.

Board Report prepared by Battalion Chief Eric Roberts, Planning Section.