

May 3, 2016

# LOS ANGELES FIRE DEPARTMENT



RALPH M. TERRAZAS  
FIRE CHIEF

April 13, 2016

BOARD OF FIRE COMMISSIONERS  
FILE NO. 16-042

TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: FIRE PREVENTION BUREAU ACTION PLAN - QUARTERLY UPDATE

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 Withdrawn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

Attached for the Board of Fire Commissioners review is the Fire Prevention Bureau action plan report prepared for the May 3, 2016 Fire Commission meeting.

## RECOMMENDATION

That the Board:  
Receive and file.

Board report prepared by John N. Vidovich, Deputy Chief, Bureau of Fire Prevention and Public Safety.

# FPB ACTION PLAN

March 13, 2016

Task Name	Begin	Completed	% Complete	FPB Project Manager	Targeted Completion Date	Status	Update
Redesign Inspector Performance Evaluation	10/01/14	12/31/14	100%	Kenneth Miller	N/A	Complete	Completed / Posted on Portal. New performance evaluation now has rating factors to include duties and responsibilities for an inspection.
Embrace Innovation Center Status and apply for Innovation Grant	10/01/14	05/11/15	100%	John Vidovich	N/A	Complete	Proposal submitted to Mayor's Innovation Fund for leveraging GIS for brush inspections. Approved by Innovation to fund \$50,00 for next generation VMS to leverage GIS technology for brush inspections.
Publish FPB Strategic Plan	10/01/14	03/31/15	100%	Gatewood/Meade	N/A	Complete	Completed forwarded to Fire Marshal. Strategic Plan has been completed and forwarded to the Fire Chief for approval.
Leverage Technology-Inter Agency Sharing	11/01/14	05/01/15	100%	Hani Malki	N/A	Complete	This has been completed for Fire Development Services. All customers are now able to schedule inspections online as of 5/1/15.
Evaluate Inspection Frequency	12/15/14	09/01/15	100%	Scott Miller	N/A	Complete	The frequency which occupancies are inspected by State and local mandates. Working on changing our current business model looking at State mandates and risk based inspections to optimize resources. We have reviewed the current inspection frequencies and made recommendations based on several new building configurations and risk. State mandates are Schools, R1, R2, High-rise are all annual, Jails every 2 years. Recommendations were forwarded to management for review.
Analyze Inspector Workload	12/15/14	06/01/15	100%	Chris DaBroi/Zack Bou	N/A	Complete	5-Step Process: 1. Identify duties, responsibilities of each type of inspection. 2. Determine the total time demand per inspection. 3. Determine the required personnel hours. 4. Calculate the average personnel availability. 5. Calculate the total personnel required.
Implement Supervisor Accountability	12/15/14	06/01/15	100%	Kwame Cooper	N/A	Complete	Changing model for Supervisors to manage inspection scheduling for more accountability and supervisorial oversight.
Special Events Standardization	12/15/14	10/20/15	100%	Jerome Boyd	N/A	Complete	Developing special events template for deployment at major events such as Academy Awards, the Grammy's and USC football games. Draft submitted to Assistant Fire Marshal for review.
Develop Alternative Staffing Proposal	01/05/15	09/01/15	100%	Kwame Cooper		Complete	Through the use of V-hours, members on the current Inspector's promotional list were offered a detail to the FPB for training and inspection support prior to their promotion to assist with backlog inspections. Received minimal response & interest from those on Inspector's promotional list.
Automate Chief Reg 4 Requirements Citywide	02/01/15	11/30/15	100%	Matthew Gatewood	Jan-16	Complete	Implemented the Compliance Engine on 2/1/2015. Expanded Citywide on 7/15/2105.
Evaluate developing a Special Events Unit	12/15/14	12/23/15	100%	Scott Miller	N/A	Complete	Special Events Unit will be implemented upon the completion of the FPB Reorg which will allow for a single point of entry for all events Citywide.
Establish Performance Management	11/01/14		100%	John Vidovich	Dec-15	Complete	On-going discussion with FireStat to finalize performance based metrics for 2016. 4/7/16 Performance based metrics have been established for 2016.
Establish an Apartment Inspection Fee	01/05/15		0%		N/A	N/A	No longer a viable project
Implement Self Inspection Program			0%		N/A	N/A	No longer a viable project

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March 13, 2016

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Develop Community Risk Reduction Program	01/05/15		70%	Kwame Cooper	N/A	N/A	The Fire Chief approved the CRR Leadership team to move forward with two Pilot Programs. Implementation plan is being completed with Step 1 of the 5-Step process is scheduled to be completed by February 15, 2016. As of 3/21/16, CRR has been moved to Homeland Security.
Streamline Fire Permit Process & Collection	10/01/14		70%	Rosemarie Barraza	Sep-16	In Progress	Internal policy has been developed and Inspectors training on Fire Department enforcement. On-going meetings w/ Office of Finance to leverage technology to streamline permitting process.
Establish Risk Base Inspection Criteria for brush and maintenance inspections	12/15/14		95%	Thomas Gikas	Feb-16	In Progress	Will be partnering with EOPS to prioritize inspections for 2016 Brush Inspection Program. The program will use a 3-tier risk based inspection prioritization model based on terrain, fuels and historical inspection data. 4/11/16 In process of implementation.
Right Size Inspection Districts	02/01/15		50%	Scott Miller	Mar-16	In Progress	Right size inspection districts includes identifying duties and responsibilities for Inspectors using predetermined matrix as well as historic data to determine how many inspections can be conducted per day, per month and per year. Identified that an Inspector works an average of 165 days per calendar year. Waiting for direction on Bureau Reconfiguration and Special Events Unit. Still have some data clean up to complete regarding how building/occupancy are recorded. 4/7/2016 The initial 4 Bureau plan has been put on hold pending direction from Fire Marshal/Fire Chief. Right sizing of the districts was included as an element of the 4 Bureau configuration.
Reorganize FPB into new business model	02/01/15		50%	Scott Miller	Jan-16	In Progress	Workgroups were established to analyze the 4 Bureau Reconfiguration and Special Events Unit. FPB Reorg has been approved and is in the process of moving towards implementation. 4/7/2016 The initial 4 Bureau plan has been put on hold pending direction from Fire Marshal/Fire Chief.
Implement False Alarm Program	01/05/15		70%	Andrew Wordin	Jul-16	In Progress	2 meetings held with LAFD Committee on False Alarms, Working with City Attorney's Office on Ordinance. Working on pilot data project with OCB to clarify False Alarm data to ensure accuracy, reached out to form Stakeholder Group, reached out to Regional Partners on Alarm School, data to be collected on number of Gov. Buildings that will be exempt from Ordinance, working with MIS on pilot data project for the field. First week of OCB Pilot complete, data analysis sent to Fire Marshal, false alarm enforcement trial through the ACE Program, approval for ACE by Public Safety Committee preparation starting for Commission Board Report for March 2016. 4.11.16 - New NFIRS codes have been requested with ITA/MIS. Developing Curriculum for city-wide implementation. Meeting with Commissioner Glazier on Wed. 4.13.16. Development of Bulletin and Board Report.

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CUPA Evaluation Deficiencies	01/11/15		75%	Royce Long	Mar-17	In Progress	CUPA submitted the fourth Deficiency Progress Update on January 21, 2016. The next update is due April 23, 2016. UST inspection frequencies are on target. Policies and procedures have been updated to meet the state requirements and inspection staff were trained on the new procedures. Participating Agency expectations have been communicated to ensure long-term success. A contract is being developed with a environmental consultancy to develop the Area Plan. LA County has caught up with the overdue hazardous waste inspections within the City's boundaries. The CUPA goal at the end of the Program Improvement Agreement term is full compliance and satisfactory rating. Out of the 19 deficiencies, five have been corrected and 14 are a work-in-progress.