

November 6, 2018



RALPH M. TERRAZAS
FIRE CHIEF

October 18, 2018

BOARD OF FIRE COMMISSIONERS
FILE NO. 18-121

TO: Board of Fire Commissioners

FROM: *RMT* Ralph M. Terrazas, Fire Chief

SUBJECT: FIRE PREVENTION INSPECTION ACTIVITY - THIRD QUARTER OF
CALENDAR YEAR 2018

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 Withdrawn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 information in this report outlines the fire prevention activities for the third quarter of the calendar year 2018 for the Sections in the Fire Prevention Bureau (FPB).

RECOMMENDATION

That the Board:
Receive and file.

DISCUSSION

By utilizing a weekly and monthly FireStat process, we have transitioned into a data driven and metric based Bureau by capturing and tracking efficiency levels. These actions have provided the FPB and Emergency Operations with the ability to plan, organize and project fire prevention metrics on a weekly, monthly, quarterly, or annual basis.

FIRE PREVENTION AND PUBLIC SAFETY BUREAU Overview

Fire Prevention and Public Safety Bureau		
Inspections Completed for Calendar Year 2018	13,148	71%
Inspections Completed for 3 rd Quarter 2018	4,157	26%
Re-Inspections Completed for Calendar Year 2018	3,870	
Re-Inspections Completed for 3 rd Quarter 2018	1,497	
Days of Productivity Lost Due to Days Off	532	

Inspections completed include Industrial and Commercial and Public Safety Sections. Currently 13,148 (71%) of these inspections have been completed for the 2018 calendar year.

Re-inspections or follow up to inspections have become a priority with the FPB to ensure that compliance is met regarding fire life safety violations.

INDUSTRIAL AND COMMERCIAL SECTION Inspections

The Industrial and Commercial Section Battalion Chief is responsible for ensuring compliance with the fire code during maintenance and enforcement inspections of all industrial and commercial occupancies, high-rise buildings and brush inspections. Data was collected from the Fire Prevention Application (FPA) and reflects inspections completed for the 3rd quarter of 2018.

Inspections Completed										
	District Total	1 st Quarter Goal = 25%		2 nd Quarter Goal = 25%		3 rd Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 75%
		Inspections Completed	Percentage Complete	Inspections Completed	Percentage Complete	Inspections Completed	Percentage Complete			
Industrial & Commercial Section 39 Members	8,654	1,795	21%	2206	25.49%	1,781	21%	2,872	5,782	67%
Central Industrial Unit 9 Members	2,183	472	22%	678	31%	495	23%	538	1,645	75%
Harbor Industrial Unit 5 Members	2,202	275	12%	425	19%	232	11%	1,270	932	42%
High-Rise Unit 13 Members	721	187	26%	231	32%	201	28%	102	619	86%
Valley Industrial Unit 7 Members	2,269	571	25%	571	25%	594	26%	533	1,736	77%
West Industrial Unit 5 Members	1,279	290	23%	301	24%	259	20%	429	850	66%

Data Collected from FPA

* Industrial and Commercial Section completed 21% of overall inspections during the 3rd quarter.

INDUSTRIAL AND COMMERCIAL SECTION Re-Inspections

The following data was collected from FPA and reflects the pending and completed re-inspections for the 3rd quarter of 2018:

	Re-Inspections						
	Completed				Due		
	1 st Qtr	2 nd Qtr	3 rd Qtr	% (+/-) Compared to 2 nd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr
Industrial & Commercial Section	559	909	634	30% (-)	198	346	272
Central Industrial Unit	155	300	115	62% (-)	89	77	47
Harbor Industrial Unit	83	115	112	3% (-)	17	71	65
High-Rise Unit	127	226	177	22% (-)	32	63	61
Valley Industrial Unit	131	131	162	24% (+)	28	68	50
West Industrial Unit	63	137	68	50% (-)	32	67	49

Data Collected from FPA

* Industrial and Commercial Section completed 634 re-inspections during the 3rd quarter.

INDUSTRIAL AND COMMERCIAL SECTION Productivity Lost

The number of days lost reflects the reduction of productivity in days due to long term vacancies resulting from members' retirements, vacant districts, IOD, SK, FE and details.

Industrial & Commercial Section	# of Hours Off Due To					Total Hours Off	Total Days Off
	IOD	SK	FE	Vacant District	Number of Members Detailed Out		
Totals	1290	1583	277	0	80	3150	315
High-Rise Unit	0	290	50	0	0	340	34
Central Industrial Unit	0	500	0	0	80	500	50
Harbor Industrial Unit	280	80	40	0	0	400	40
West Industrial Unit	0	120	8	0	0	128	12.8
Valley Industrial Unit	520	240	0	0	0	760	76
Brush Clearance Unit	490	353	179	0	0	1022	102

The Industrial and Commercial Section had a total of 315 days of productivity lost during the 3rd quarter of 2018.

Industrial & Commercial Section	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
Totals	34,650	3,150	31,500	9.09%	55	53	2

The total percent of productivity lost for the Industrial and Commercial Section was 9.09%, this equates to losing five members working during the 3rd quarter of 2018.

INDUSTRIAL AND COMMERCIAL SECTION Early Warning Report for Overdue Inspections

The following data reflects overdue inspections for the Industrial and Commercial Section:

	Inspections			0-3 Months		3-6 Months		6-12 Months		> 1 Year	
				90 Days		180 Days		365 Days		730 Days	
				09/30/18		09/30/18		09/30/18		09/30/18	
				To		To		To		To	
				07/01/18		04/01/18		09/30/17		09/30/16	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Industrial & Commercial Section	8,602	1022	12%	436	5%	198	2%	162	1.88%	0	0.0%
Central Industrial	2,129	150	7%	110	5%	28	1.3%	15	0.70%	0	0.0%
Harbor Industrial	2,194	742	34%	266	12%	170	8%	145	6.61%	0	0%
High-Rise Unit	730	17	2%	17	2%	0	0.0%	0	0.00%	0	0%
Valley Industrial	2,270	20	1%	20	1%	0	0.00%	2	0.09%	0	0%
West Industrial	1,279	93	7%	23	2%	0	0.0%	0	0.00%	0	0%

This report was created to ensure our Inspectors are inspecting the properties with the oldest date first.

*Harbor Industrial Unit overdue 6-12 months: Staffing shortages. The plan for improvement is to have Inspectors from Central Industrial Unit work their regular day off in Harbor Industrial Unit. In addition, Inspectors that have completed 100% of their inspections will be detailed to Harbor Industrial Unit for the remainder of the calendar year to increase inspections.

INDUSTRIAL AND COMMERCIAL SECTION Brush Inspections

The following data was collected from the Brush Next Generation (Brush NG) program and reflects the stats for the 3rd quarter of 2018. These inspections are on a calendar year:

Brush Clearance Unit								
	Total Secondly Inspections due	Pass (Completed)	Pass %	Pending (2nd Inspection Due)	Pending %	Fail (Non-Compliant)	% Fail	TOTAL
Private Parcel	15,664	10,949	70%	2,531	16.16%	2,184	14%	15,664

Total Cleared Parcel
330

This chart shows the total private parcels inspected during the 3rd quarter of 2018 and the total number of cleared parcels.

PUBLIC SAFETY SECTION

The Public Safety Section is overseen by a Battalion Chief and is responsible for ensuring compliance with the fire code during maintenance and enforcement inspections of all public assemblage occupancies, schools, churches, institutions and filming inspections.

Inspections completed data was collected from FPA and reflects inspections completed for the 3rd quarter of 2018. These inspections are on a calendar year.

Inspections Completed 2018										
	District Total	1 st Quarter Goal = 25%		2 nd Quarter Goal = 25%		3 rd Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 75 %
		Inspections Completed	Percentage Complete	Inspections Completed	Percentage Complete	Inspections Completed	Percentage Complete			
Public Safety Section 44 Members	9,779	2,417	24.63%	2,573	26%	2,376	24%	2,449	7,366	75%
Film Unit 6 Members	483	65	13%	151	31%	121	25%	143	337	70%
Institutions Unit 5 Members	891	247	28%	224	25%	196	22%	227	667	75%
Public Assemblage 16 Members	2,279	451	20%	547	24%	599	26%	707	1,597	70%
Schools & Churches 9 Members	3,501	982	28%	853	24%	918	26%	760	2,753	79%
Valley Public Safety 7 Members	2,625	672	26%	798	30%	542	20%	610	2,012	77%

Data Collected from FPA

* Public Safety Section completed 24% of overall inspections during the 3rd quarter.

PUBLIC SAFETY SECTION Re-Inspections

The following data was collected from FPA and reflects the pending and completed re-inspections for the 3rd quarter of 2018:

	Re-Inspections						
	Completed				Due		
	1 st Qtr	2 nd Qtr	3 rd Qtr	% (+/-) Compared to 2 nd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr
Public Safety Section	444	461	863	87% (+)	289	326	287
Film Unit	0	0	0	0	0	0	0
Institutions Unit	53	40	86	115% (+)	17	21	13
Public Assemblage Unit	108	97	143	47% (+)	52	39	171
Schools & Churches Unit	122	113	414	266% (+)	150	174	70
Valley Public Safety Unit	161	211	220	4% (+)	70	92	33

Data Collected from FPA

* Public Safety Section completed 863 re-inspections during the 3rd quarter. With increased training and emphasis placed on follow-up inspections there has been a steady increase in the numbers of re-inspections completed.

PUBLIC SAFETY SECTION Productivity Lost

The number of days lost reflects the reduction of productivity in days due to long term vacancies resulting from members' retirements, vacant districts, IOD, SK, FE and details.

Public Safety Section	# of Hours Off Due To					Total Hours Off	Total Days Off
	IOD	SK	FE	Vacant District	Number of Members Detailed Out		
Totals	690	450	362	0	0	1502	150.2
Film Unit	0	20	20	0	0	40	4
Schools, Churches & Institutions	350	260	142	0	0	752	75.2
Public Assemblage Unit	0	140	200	0	0	340	34
Valley Public Safety Unit	340	30	0	0	0	370	37

The Public Safety Section had a total of 150.2 days of productivity lost during the 3rd quarter of 2018.

Public Safety Section	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
Totals	27,720	1,502	26,218	5.42%	44	44	0

The total percent of productivity lost for the Public Safety Section was 5.42%, this equates to losing 2.38 members working during the 3rd quarter of 2018.

PUBLIC SAFETY SECTION Early Warning Report for Overdue Inspections

The following data reflects overdue inspections for the Public Safety Section:

	Inspections			0-3 Months		3-6 Months		6-12 Months		> 1 Year	
				90 Days		180 Days		365 Days		730 Days	
				09/30/18		09/30/18		09/30/18		09/30/18	
				To		To		To		To	
				07/01/18		04/01/18		09/30/17		09/30/16	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Public Safety Section	9814	678	6.9%	535	5.5%	91	0.9%	36	0.4%	1	0.01%
Film Unit	479	87	0.9%	69	14.4%	8	1.7%	12	2.5%	1	0.21%
Institutions Unit	894	59	0.6%	38	4.3%	1	0.1%	2	0.2%	0	0.00%
Public Assemblage	2261	191	1.9%	128	5.7%	47	2.1%	16	0.7%	0	0.0%
Schools & Churches	3525	239	2.4%	199	5.6%	34	1.0%	6	0.2%	0	0.00%
Valley Public Safety	2655	102	1.0%	101	3.8%	1	0.0%	0	0.0%	0	0.00%

Data Collected from FPA

This report was created to ensure our Inspectors are inspecting the properties with the oldest date first.

FIRE DEVELOPMENT SERVICES SECTION

Fire Development Services Section is overseen by a civilian Senior Fire Protection Engineer and is responsible for ensuring compliance with the fire code during plan reviews, new constructions inspections and tenant improvement inspections.

Data from Q-Matic reflects the status of the plan check counter wait time for the 3rd quarter of 2018.

Fire Development Services Section	Area Served	Counter Wait Time								
		% Seen Within 30 Minutes			% Seen Within 60 Minutes			Average Wait Time (Minutes)		
		Goal = 95% Metro = 85%			Goal = 99%			Goal = 15 Minutes		
		1 st Qtr	2 nd Qtr	3 rd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr
Plan Reviews	Metro	86.73%	84.77%	85.86%	98%	97.83%	96.32%	13.3	14.75	14.7
	Van Nuys	92.1%	87.01%	86.69%	100%	97.97%	98.53%	11	13	15
	West LA	96.78%	96.63%	96.78%	100%	99.71%	100%	9	8	8
								Back Room Turn Around Time (Calendar Days)		
Hydrants & Access		# of Plan Reviews								
		1 st Qtr	2 nd Qtr	3 rd Qtr						
		1,105	1,131	1,085						
								60 Days Backroom 14 Days Expedite		

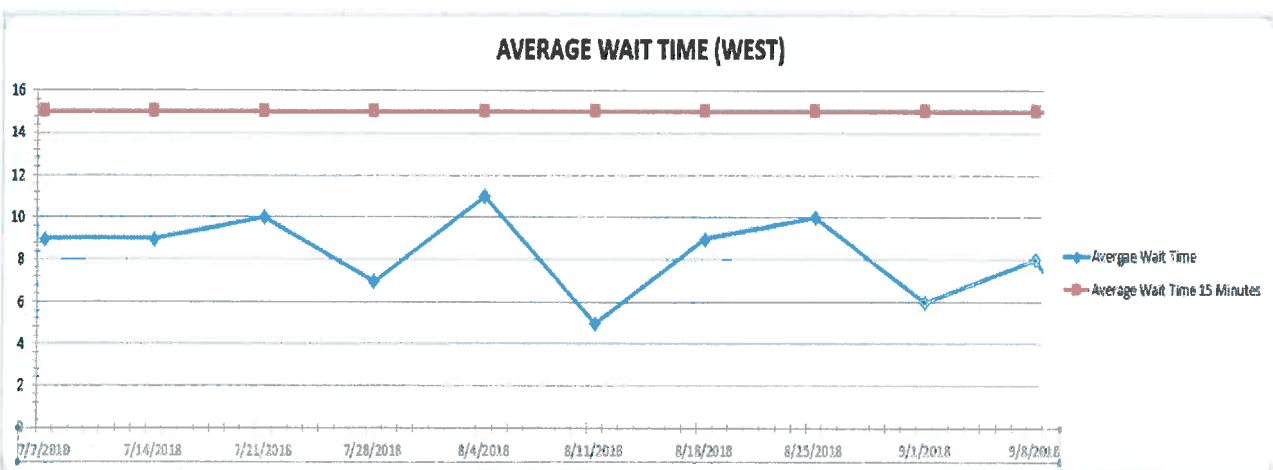
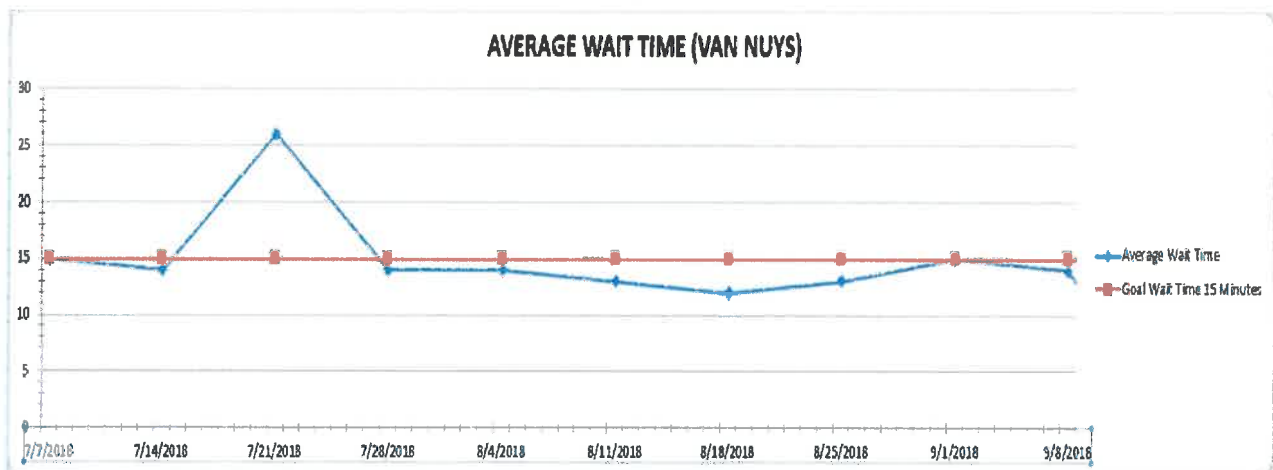
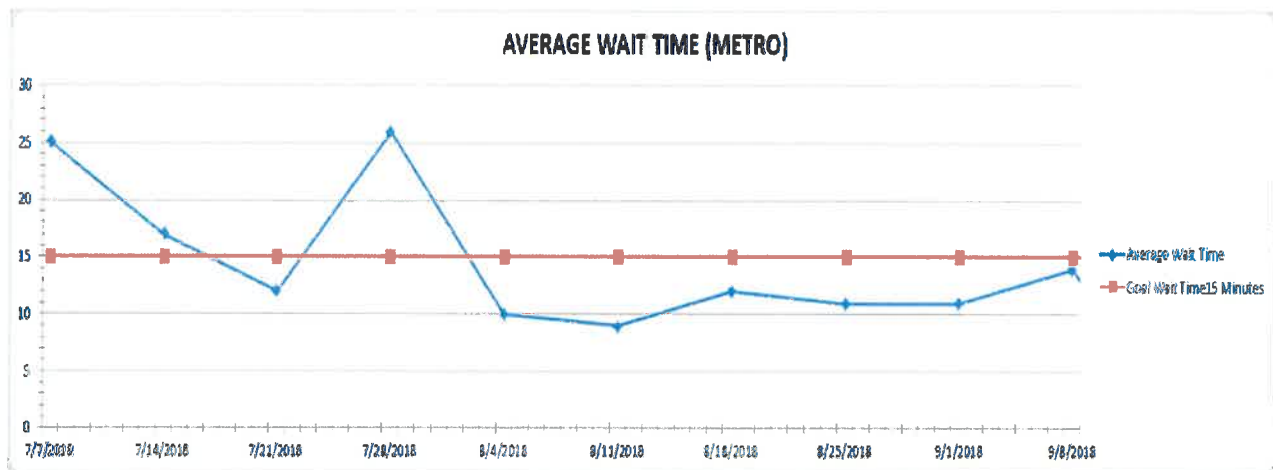
The backroom turn-around goal is six weeks. The average goal for customers to be seen within 30-minutes is 95% and within 60-minutes is 99%. Metro has been adjusted to 85% based on staffing. The average wait time goal is 15-minutes.

The following data was collected from Fire Inspection Management System (FIMS) and reflects the status of field inspection requests and scheduling:

Field Inspections	# of Inspections Requested			Scheduled Inspection Date								
				Preferred Date			Next Working Day			Within 48 hours Goal is 85%		
	1 st Qtr	2 nd Qtr	3 rd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr
TOTAL:	2,204	2,590	2200	68.2%	62.3%	63.18%	81.4%	75.9%	77.86%	88.1%	84.1%	85%
Central:	1,015	1,184	948	64.8%	60.5%	62.45%	76.7%	72.3%	73.21%	84.6%	82.2%	80%
South:	457	580	500	67.0%	57.8%	59.40%	80.3%	72.5%	75.20%	85.4%	79.1%	91.6%
Valley:	275	304	297	72.5%	48.8%	56.57%	88.8%	70.3%	79.80%	96.1%	83.7%	92.26%
West:	446	487	379	74.8%	79.4%	71.77%	88.5%	92.1%	90.24%	93.8%	94.7%	94.46%

Field inspection goal is to be seen within 48-hours. This will put LAFD in alignment with LADBS. The “preferred date” column on previous page indicates the percentage of inspections scheduled on the customer’s preferred date or the next working day.

The data for the following graphs was collected from Q-Matic and reflect counter wait times at the three area offices in the Fire Development Services Section:



FIRE DEVELOPMENT SERVICES SECTION Productivity Lost

The number of days lost reflects the reduction of productivity in days due to long term vacancies resulting from members' retirements, vacant districts, IOD, SK, FE and details.

Fire Development Services Section	# of Hours Off Due To					Total Hours Off	Total Days Off
	IOD	SK	FE	Vacant District	Number of Members Detailed Out		
Totals	0	245	208	1040	0	453	45.3
Fire/Life Safety Plan Check Unit	0	108	28	1040	0	136	13.6
Hydrants & Access Unit	0	47	20	0	0	67	6.7
Municipal Unit	0	1	0	0	0	1	0.1
Fire/Life Safety Inspection Unit	0	89	160	0	0	249	24.9

The Fire Development Services Section had a total of 45 days of productivity lost.

Fire Development Services Section	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
Totals	21,420	453	20,967	2.11%	34	34	0

The total percent of productivity lost for Fire Development Services Section was 2.11%, this equates to losing 0.72 members working during the 3rd quarter of 2018.

ADMINISTRATIVE SECTION

The Administrative Section is overseen by a Battalion Chief and is responsible for ensuring compliance with Regulation No. 4 tests, illegal storage and criminal issues regarding fire and life safety violations, court hearings and unwanted alarm tracking. The Legal Unit works closely with the City Attorney's Office to bring building owners into compliance for all fire and life safety violations.

Legal Unit			
	Legal Packets Submitted to the Legal Unit	Reg 4 Hearings Processed	Reg. 4 Hearings Completed
1 st Quarter 2018	18	63	0
2 nd Quarter 2018	48	59	15
3 rd Quarter 2018	24	63	23
2018 Quarter Totals	90	185	38

Legal packets may enter the Legal Unit from either a member of the FPB or members from a fire station. With more emphasis being placed by the fire department and holding building owners accountable for deficient fire protection systems and outstanding fire/life safety violations there has been a dramatic increase of legal cases submitted.

The majority of the Reg. 4 hearings relate to fire protection systems out of compliance, and overdue on anniversary dates via the compliance engine (Brycer).

ADMINISTRATIVE SECTION

The number of days lost reflects the reduction of productivity in days due to long term vacancies resulting from members' retirements, vacant districts, IOD, SK, FE and details.

Administration Section	# of Hours Off Due To					Total Hours Off	Total Days Off
	IOD	SK	FE	Vacant District	Number of Members Detailed Out		
Totals	100	50	60	0	2	210	21
Legal Unit	100	50	30	0	2	180	18
Planning Unit	0	0	0	0	0	0	0
Research Unit	0	0	30	0	0	30	3

The Administrative Section had a total of 21 days of productivity lost.

Administration Section	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
Totals	8,190	210	7,980	2.56%	13	13	0

The total percent of productivity lost for the Administrative Section was 2.56%, this equates to losing 0.33 members working during the 3rd quarter of 2018.

ADMINISTRATIVE SECTION R1/R2 Inspection Program

All multi-family residential apartment buildings in the state of California consisting of three or more units up to 15 shall be inspected by the local fire authority. The following data reflects the compliant and non-compliant inspections for the 1st, 2nd and 3rd quarters of 2018:

Research Unit		
R1/R2 Inspection Program 1 st Quarter		
R1/R2 Total Inspections	53,826	Total Percentage
Battalion 18 Total Number of Inspections	8,283	100%
Compliant	7,282	88%
Non- Compliant (Re-Inspect required)	1,001	12%

This chart shows the number of residential inspections conducted in all of Battalion 18.

Research Unit				
R1/R2 Inspection Program 2 nd Quarter				
R1/R2 Total Inspections	Fire Station 11 Total	Total Percentage	Fire Station 13 Total	Total Percentage
Battalion 11 Total Number of Inspections	520	100%	563 (Out of 1395)	40%
Compliant	462	89%	524	93%
Non-Compliant (Re-Inspect required)	58	11%	39	7%

This chart shows the number of residential inspections conducted by two fire stations from Battalion 11.

Research Unit		
R1/R2 Inspection Program 3 rd Quarter		
R1/R2 Total Inspections	Battalion 11 Total	Total Percentage
Battalion 11 Total Number of Inspections	7,117	100%
Total Number Inspected	3,236	45%
Compliant	2,510	90%
Non-Compliant (Re-Inspect required)	726	10%

This chart shows the number of residential inspections conducted in Battalion 11.

ADMINISTRATIVE SECTION FPB Referral Form

In an effort to streamline communications between field resources and the FPB, a one page fillable referral form has been developed. This referral form has allowed the FPB to expedite assistance and direction to mitigate field fire prevention concerns and complex issues. The following data reflects the number of referral forms collected during the 3rd quarter of 2018:

Research Unit					
FPB Referral Form					
Third Quarter Total of Referral Forms:	114	100%	YTD Totals:	417	100%
Total Number of Automatic Alarms 3 rd Quarter:	71	62%	Total Number of Automatic Alarms:	255	63%
Total Number of Illegal Habitations:	14	12%	Total Number of Illegal Habitations:	47	12%
Total Number of Cannabis:	4	4%	Total Number of Cannabis:	15	4%
Total Number of Excessive Storage:	8	7%	Total Number of Excessive Storage:	26	6%
Total Number of Miscellaneous:	17	15%	Total Number of Miscellaneous:	59	15%

CONCLUSION

Through the efforts of the FPB personnel and the Department's overall commitment to fire/life safety, we have aggressively moved the fire prevention inspections as a priority Department-wide. Our focused approach and accountability measures both within Emergency Operations and the FPB, are providing results. As we seek opportunities to improve efficiency and enhance service levels we continue to rely on the commitment of all involved.

Board report prepared by Kristin M. Crowley, Deputy Chief, Fire Prevention and Public Safety Bureau.