



**RALPH M. TERRAZAS**  
FIRE CHIEF

March 2, 2020

BOARD OF FIRE COMMISSIONERS  
FILE NO. 20-033

TO: Board of Fire Commissioners

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

SUBJECT: FIRE PREVENTION INSPECTION ACTIVITY – THIRD AND FOURTH  
QUARTER OF CALENDAR YEAR 2019

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 Withdrawn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 and fourth quarters of the calendar year 2019 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 2019	17,226	97%
Inspections Completed for 3 <sup>rd</sup> Quarter 2019	4,237	24%
Inspections Completed for 4 <sup>th</sup> Quarter 2019	4,187	24%
Re-Inspections Completed for Calendar Year 2019	3,745	
Re-Inspections Completed for 3 <sup>rd</sup> Quarter 2019	1,069	
Re-Inspections Completed for 4 <sup>th</sup> Quarter 2019	1,115	
Days of Productivity Lost Due to Days Off	2,279	

\*Inspections completed include Industrial and Commercial and Public Safety Sections

## 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 2019 calendar year.

Currently, 8,267 (95%) of these inspections have been completed for the 2019 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.

Inspections Completed												
	District Total	1 <sup>st</sup> Quarter Goal = 25%		2 <sup>nd</sup> Quarter Goal = 25%		3 <sup>rd</sup> Quarter Goal = 25%		4 <sup>th</sup> Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 100%
		#	%	#	%	#	%	#	%			
<b>Industrial &amp; Commercial Section 44 Members</b>	<b>8,674</b>	<b>1,781</b>	<b>21%</b>	<b>2,628</b>	<b>30%</b>	<b>1,966</b>	<b>23%</b>	<b>1,892</b>	<b>22%</b>	<b>407</b>	<b>8,267</b>	<b>95%</b>
<b>Central Industrial Unit 9 Members</b>	<b>2,128</b>	<b>399</b>	<b>19%</b>	<b>498</b>	<b>23%</b>	<b>497</b>	<b>23%</b>	<b>485</b>	<b>23%</b>	<b>249</b>	<b>1,879</b>	<b>88%</b>
<b>Harbor Industrial Unit 5 Members</b>	<b>710</b>	<b>165</b>	<b>23%</b>	<b>143</b>	<b>20%</b>	<b>152</b>	<b>21%</b>	<b>242</b>	<b>34%</b>	<b>8</b>	<b>702</b>	<b>99%</b>
<b>Harbor Industrial Oil Wells</b>	<b>1,216</b>	<b>209</b>	<b>17%</b>	<b>845</b>	<b>69%</b>	<b>144</b>	<b>12%</b>	<b>21</b>	<b>2%</b>	<b>-3</b>	<b>1,219</b>	<b>100%</b>
<b>High-Rise Unit 13 Members</b>	<b>732</b>	<b>204</b>	<b>28%</b>	<b>195</b>	<b>27%</b>	<b>221</b>	<b>30%</b>	<b>121</b>	<b>17%</b>	<b>-9</b>	<b>741</b>	<b>101%</b>
<b>Valley Industrial Unit 7 Members</b>	<b>2,279</b>	<b>488</b>	<b>21%</b>	<b>601</b>	<b>26%</b>	<b>612</b>	<b>27%</b>	<b>608</b>	<b>27%</b>	<b>-30</b>	<b>2,309</b>	<b>101%</b>
<b>West Industrial Unit 5 Members</b>	<b>1,275</b>	<b>242</b>	<b>19%</b>	<b>295</b>	<b>23%</b>	<b>300</b>	<b>24%</b>	<b>367</b>	<b>29%</b>	<b>71</b>	<b>1,204</b>	<b>94%</b>
<b>Cannabis Unit 5 Members</b>	<b>334</b>	<b>74</b>	<b>22%</b>	<b>51</b>	<b>15%</b>	<b>40</b>	<b>11%</b>	<b>48</b>	<b>13%</b>	<b>121</b>	<b>213</b>	<b>64%</b>

\* Industrial and Commercial Section completed 45% of overall inspections during the 3<sup>rd</sup> and 4<sup>th</sup> quarter.

## INDUSTRIAL AND COMMERCIAL SECTION

### Re-Inspections

The following data was collected from FPA and reflects the pending and completed re-inspections for the 2019 calendar year:

	Re-Inspections											
	Completed						Due					
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	Third Qtr Compared to Second Qtr	4 <sup>th</sup> Qtr	Fourth Qtr Compared to Third Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	Third Qtr Compared to Second Qtr	4 <sup>th</sup> Qtr	Fourth Qtr Compared to Third Qtr
<b>Industrial &amp; Commercial Section</b>	478	709	746	5% (+)	910	18% (+)	71	319	139	56% (-)	320	57%
<b>Central Industrial Unit</b>	69	140	205	32% (+)	257	20% (+)	10	43	13	70% (-)	82	84% (+)
<b>Harbor Industrial Unit</b>	70	67	43	36% (-)	87	51% (+)	11	25	1	96% (-)	4	75% (+)
<b>Harbor Industrial Oil Wells</b>	3	90	44	51% (-)	17	61% (-)	3	17	12	29% (-)	55	78% (+)
<b>High-Rise Unit</b>	95	176	150	15% (-)	180	17% (+)	20	75	33	56% (-)	32	3% (-)
<b>Valley Industrial Unit</b>	163	177	220	20% (+)	310	29% (+)	15	99	56	43% (-)	117	52% (+)
<b>West Industrial Unit</b>	76	57	84	32% (+)	58	31% (-)	12	53	16	70% (-)	30	47% (+)
<b>Cannabis Unit</b>	2	2	0	100% (-)	1	100% (+)	0	7	8	13% (+)	0	100%(-)

\* Industrial and Commercial Section completed 2,844 re-inspections during the 2019 calendar year.

### 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.

Productivity Lost												
Industrial & Commercial Section	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter						3 <sup>rd</sup> and 4 <sup>th</sup> Quarter					
	# of Hours Off Due To:				Total Hours Off	Total Days Off	# of Hours Off Due To:				Total Hours Off	Total Days Off
	IOD	SK	FE	Number of Hours Detailed Out			IOD	SK	FE	Number of Hours Detailed Out		
<b>Totals</b>	2,360	1,998	545	690	5,593	559.3	1,080	1,333	286	890	3,589	358.9
High-Rise Unit	860	370	60	320	1,610	161	0	450	80	0	530	53
Central Industrial Unit	600	60	60	370	1,090	109	0	130	20	890	1,040	104
Harbor Industrial Unit	0	253	70	0	323	32.3	300	61	20	0	381	38.1
Harbor Industrial Oil Wells Unit	0	3	0	0	3	0.3	0	0	0	0	0	0
West Industrial Unit	240	130	50	0	420	42	240	130	50	0	420	42
Valley Industrial Unit	630	400	30	0	1,060	106	540	0	20	0	560	56
Brush Clearance Unit	30	732	275	0	1037	103.7	0	502	86	0	588	58.8
Cannabis Unit	0	50	0	0	50	5	0	60	10	0	70	7

The Industrial and Commercial Section had a total of 918 days of productivity lost during the 2019 calendar year.

Industrial & Commercial Section													
1 <sup>st</sup> and 2 <sup>nd</sup> Quarter Totals							3 <sup>rd</sup> and 4 <sup>th</sup> Quarter						
Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
45,760	5,593	40,167	12.2%	44	42	2	45,760	3,589	42,171	7.8%	44	44	0

The total percent of productivity lost for the Industrial and Commercial Section was 20% in the 2019 calendar year.

### 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	
				12/31/19		12/31/19		12/31/19		12/31/19	
				To		To		To		To	
				10/01/19		7/1/19		01/01/19		12/31/18	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
<b>Industrial &amp; Commercial Section</b>	<b>8,674</b>	<b>773</b>	<b>9%</b>	<b>568</b>	<b>7%</b>	<b>169</b>	<b>2%</b>	<b>69</b>	<b>0.8%</b>	<b>37</b>	<b>0.43%</b>
Central Industrial	2,128	326	15%	291	14%	35	1.6%	6	0.28%	8	0.38%
Harbor Industrial	710	56	8%	56	8%	0	0%	0	0%	0	0%
Harbor Industrial Oil Wells	1,216	116	10%	10	1%	70	5.8%	30	2.5%	6	0.49%
High-Rise Unit	732	0	0%	0	0%	0	0%	0	0%	0	0%
Valley Industrial	2,279	121	5%	76	3%	45	1.97%	1	0.04%	1	0.04%
West Industrial	1,275	150	12%	133	10%	17	1.3%	23	1.8%	22	1.73%
Cannabis Unit	334	4	1%	2	1%	2	0.6%	9	2.69%	0	0%

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

### Oil Well Management Plan

For 2020, we have implemented an aggressive training program to augment and provide additional Harbor Industrial Unit (HIU) inspectors to assist with oil well inspections, witnessing of abandonment of oil wells and to address succession planning; as well as the elimination of a known "single point of failure within the Section". In order to help understand and quantify the impact, we elected to remove Oil wells inspections from the categorical HIU/FPA annual report. Oil wells are now showing as a separate category. This allows for a more accurate identification of both performance and resource deployment. The plan will have tenured inspectors currently assigned to the HIU sharing one third of Oil wells and redistricting the remaining work load by one third. In addition, multiple additional Inspectors will be trained to witness the oil well abandonment process.



### INDUSTRIAL AND COMMERCIAL SECTION Brush Inspections

The following data was collected from the Brush Next Generation (Brush NG) program and reflects the stats for 2019 calendar year.

Brush Clearance Unit Private Parcel							
	Total Secondly Inspections Due	Pass (Completed)	Pass %	*Packages	*Parcels Abated	Fail (Non- Compliant)	Fail %
Private Parcels	137,508	137,100	99.7%	325	1,037	11,396	8%

This chart shows the total private parcels inspected during 2019 calendar year and the total number of abated parcels.

\*Packages: A bundle of Parcels with hazards awarded to contractors.

\*Parcels Abated: Hazards cleared and removed.

### 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 3<sup>rd</sup> and 4<sup>th</sup> quarter of 2019. These inspections are on a calendar year.

	Inspections Completed 2019											
	District Total	1 <sup>st</sup> Quarter Goal = 25%		2 <sup>nd</sup> Quarter Goal = 25%		3 <sup>rd</sup> Quarter Goal = 25%		4 <sup>th</sup> Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 100 %
		#	%	#	%	#	%	#	%			
Public Safety Section 44 Members	9,098	2,202	24%	2,191	24%	2,271	25%	2,295	25%	139	8,939	98%
Film Unit 6 Members	480	35	7%	135	28%	130	27%	173	36%	7	473	99%
Institutions Unit 5 Members	892	205	23%	201	23%	297	33%	268	30%	-79	971	109%
Public Assemblage 16 Members	1,583	369	23%	460	29%	287	18%	424	27%	43	1,540	97%
Schools & Churches 9 Members	3,492	864	25%	701	20%	897	26%	822	24%	208	3,284	94%
Valley Public Safety 7 Members	2,651	709	27%	694	26%	660	25%	608	23%	-20	2,671	101%

\* Public Safety Section completed 98% of overall inspections during the 2019 calendar year.

### PUBLIC SAFETY SECTION Re-Inspections

The following data was collected from FPA and reflects the pending and completed re-inspections for the 2019 calendar year:

	Re-Inspections											
	Completed						Due					
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	Third Qtr Compared to Second Qtr	4 <sup>th</sup> Qtr	Fourth Qtr Compared to Third Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	Third Qtr Compared to Second Qtr	4 <sup>th</sup> Qtr	Fourth Qtr Compared to Third Qtr
<b>Public Safety Section</b>	374	308	323	5% (+)	205	37% (-)	108	203	171	16% (-)	195	12% (+)
<b>Film Unit</b>	0	1	0	100% (-)	2	100% (+)	0	1	2	50% (+)	0	100% (-)
<b>Institutions Unit</b>	4	6	10	40% (+)	10	0% (-)	13	15	9	40% (-)	28	68% (+)
<b>Public Assemblage Unit</b>	74	74	60	19% (-)	39	35% (-)	8	34	59	42% (+)	44	25% (-)
<b>Schools &amp; Churches Unit</b>	184	122	132	8% (+)	116	12% (-)	71	104	75	28% (-)	123	39% (+)
<b>Valley Public Safety Unit</b>	112	105	121	13% (+)	38	69% (-)	16	49	26	47% (-)	0	100% (-)

\* Public Safety Section completed 1,210 re-inspections during the 2019 calendar year. 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

Productivity Lost												
Public Safety Section	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter						3 <sup>rd</sup> and 4 <sup>th</sup> Quarter					
	# of Hours Off Due To:				Total Hours Off	Total Days Off	# of Hours Off Due To:				Total Hours Off	Total Days Off
	IOD	SK	FE	Number of Hours Detailed Out			IOD	SK	FE	Number of Hours Detailed Out		
<b>Totals</b>	1,828	415	338	0	2,581	258.1	1,908	411	511.5	0	2,830.5	283.05
<b>Film Unit</b>	1,258	36	10	0	1,304	130.4	1,258	36	10	0	1,304	130.4
<b>Schools, Churches &amp; Institutions</b>	520	205	217.5	0	942.5	94.25	520	205	217.5	0	942.5	94.25
<b>Public Assemblage Unit</b>	50	124	110	0	284	28.4	130	170	274	0	574	57.4
<b>Valley Public Safety Unit</b>	0	50	.5	0	50.5	5.05	0	0	10	0	10	1

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.

The Public Safety Section had a total of 541.15 days of productivity lost during the 2019 calendar year.

Public Safety Section													
1 <sup>st</sup> and 2 <sup>nd</sup> Quarter Totals							3 <sup>rd</sup> and 4 <sup>th</sup> Quarter						
Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
45,760	2,581	43,179	5.64%	44	44	0	45,760	2,831	42,929	6.19%	44	44	0

The total percent of productivity lost for the Public Safety Section was 11.83% in the 2019 calendar year.

### 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	
				12/31/19		12/31/19		12/31/19		12/31/19	
				To		To		To		To	
				10/01/19		7/1/19		01/01/19		12/31/18	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Public Safety Section	9,098	838	9.2%	633	7%	205	2.3%	43	0.5%	5	0%
Film Unit	480	129	26.9%	97	20.2%	32	6.7%	2	0.4%	3	0.014%
Institutions Unit	892	90	10.1%	81	9.1%	9	1%	0	0%	0	0.001%
Public Assemblage	1,583	43	2.7%	36	2.3%	7	0.4%	1	0.1%	0	0%
Schools & Churches	3,492	453	13.0%	302	8.6%	151	4.3%	39	1.1%	1	0.001%
Valley Public Safety	2,651	123	4.6%	117	4.4%	6	0.2%	1	0%	1	0%

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 2019 calendar year.

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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
Plan Reviews	Metro	91%	90%	83%	88%	98%	97%	94%	96%	11	10	14	13
	Van Nuys	85%	83%	87%	86%	96%	94%	99%	97%	12	13	12	13
	West LA	93%	93%	97%	0%	99%	99%	99%	0%	11	8	3	0
											Back Room Turn Around Time (Calendar Days)		
Hydrants & Access	# of Plan Reviews												50 Days Backroom 16 Days Expedite
	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr		4 <sup>th</sup> Qtr								
	1,076	1,130	1,057		1,052								

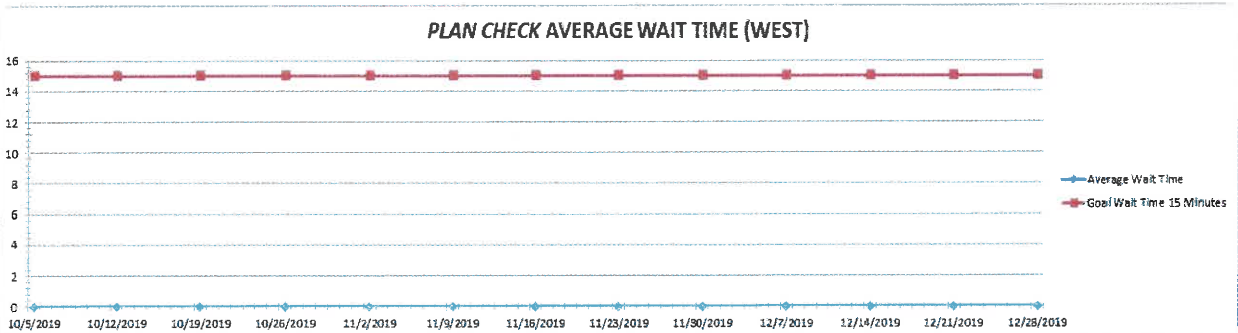
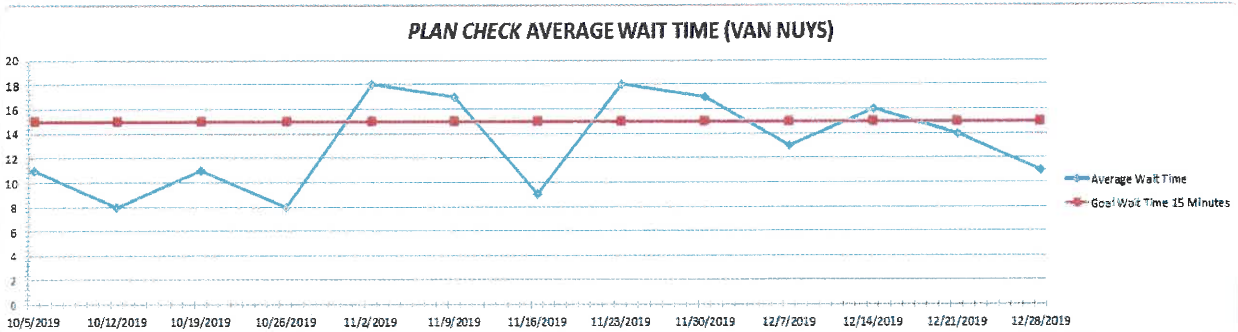
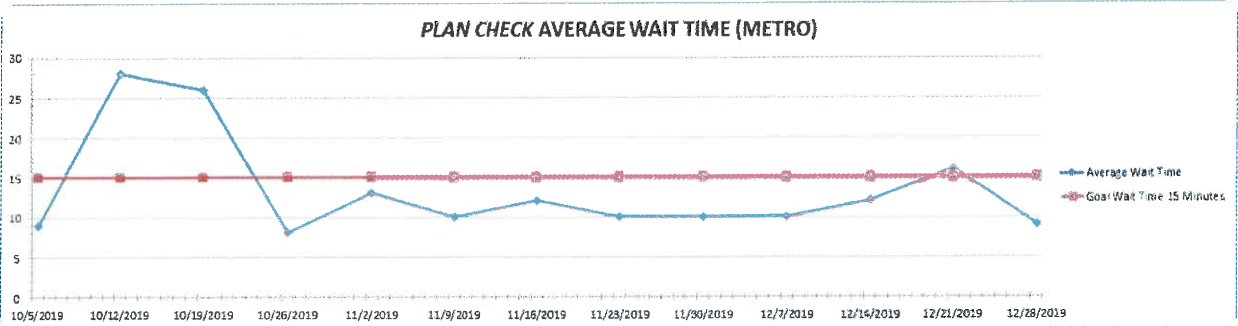
The backroom turn-around goal is six weeks. The average goal for customers to be seen within 30-minutes is 95% and within 60-minutes is 99%. Metro has been adjusted to 85% based on staffing. The average wait time goal is 15-minutes.

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 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr
TOTAL:	2,065	1,158	1,248	2,151	65%	69%	67%	68%	80%	83%	79%	80%	87%	90%	87%	86%
Central:	936	465	532	913	66%	71%	70%	68%	77%	84%	81%	79%	85%	89%	88%	85%
South:	456	243	327	452	60%	62%	70%	65%	80%	75%	86%	79%	86%	85%	93%	87%
Valley:	214	206	132	311	47%	58%	39%	50%	72%	81%	49%	66%	86%	91%	67%	77%
West:	459	244	257	475	78%	76%	72%	81%	89%	88%	82%	92%	93%	93%	89%	95%

The goal is to complete a scheduled field inspection 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:



\*West Los Angeles closed due to staffing beginning August 17, 2019

## 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.

Productivity Lost												
Fire Development Services Section	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter						3 <sup>rd</sup> and 4 <sup>th</sup> Quarter					
	# of Hours Off Due To:				Total Hours Off	Total Days Off	# of Hours Off Due To:				Total Hours Off	Total Days Off
	IOD	SK	FE	Number of Hours Detailed Out			IOD	SK	FE	Number of Hours Detailed Out		
Totals	0	1,031	60	1,530	2,621	262.1	840	348	223	450	1,861	186.1
Fire/Life Safety Plan Check Unit	0	192	0	0	192	19.2	0	243	0	0	243	24.3
Hydrants & Access Unit	0	686	40	0	726	72.6	520	65	133	0	718	71.8
Municipal Unit	0	21	0	0	21	2.1	0	30	10	0	40	4
Fire/Life Safety Inspection Unit	0	132	20	1,530	1,682	168.2	320	10	80	450	860	86

The Fire Development Services Section had a total of 448.2 days of productivity lost in the 2019 calendar year.

Fire Development Services Section													
1 <sup>st</sup> and 2 <sup>nd</sup> Quarter Totals							3 <sup>rd</sup> and 4 <sup>th</sup> Quarter						
Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
35,360	2,261	39,099	6.39%	34	34	0	35,360	1,861	40,299	4.41%	34	30	4

The total percent of productivity lost for Fire Development Services Section was 10.8% in the 2019 calendar year.

## 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 <sup>st</sup> Quarter 2019	25	70	11
2 <sup>nd</sup> Quarter 2019	28	42	14
3 <sup>rd</sup> Quarter 2019	57	35	24
4 <sup>th</sup> Quarter 2019	19	22	17
2019 Annual Totals	129	169	66

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 on compliance 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 in legal cases submitted.

The majority of the Reg. 4 hearings relate to fire protection systems out of compliance, and overdue on anniversary dates provided by 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.

Productivity Lost												
Administrative Section	1 <sup>st</sup> and 2 <sup>nd</sup> Quarter						3 <sup>rd</sup> and 4 <sup>th</sup> Quarter					
	# of Hours Off Due To:				Total Hours Off	Total Days Off	# of Hours Off Due To:				Total Hours Off	Total Days Off
	IOD	SK	FE	Number of Hours Detailed Out			IOD	SK	FE	Number of Hours Detailed Out		
Totals	80	513	57	1,760	2,410	241	80	260	90	1,298	1,310	131
Legal Unit	0	513	57	880	1,450	145	0	260	90	418	350	35
Planning Unit	80	0	0	0	80	8	80	0	0	0	80	8
Research Unit	0	0	0	880	880	88	0	0	0	880	880	88

The Administrative Section had a total of 372 days of productivity lost in the 2019 calendar year.



Administrative Section													
1 <sup>st</sup> and 2 <sup>nd</sup> Quarter Totals							3 <sup>rd</sup> and 4 <sup>th</sup> Quarter						
Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced	Total Possible	Hours Off	Hours Worked	% of Time Off	Fully Staffed	Actual # of Members	# of Members Reduced
13,520	2,410	11,110	17.83%	13	13	0	13,520	1,310	12,210	9.69%	13	13	0

The total percent of productivity lost for the Administrative Section was 27.51% in the 2019 calendar year.

### ADMINISTRATIVE SECTION R1/R2 Inspection Program

All multi-family residential apartment buildings in the state of California consisting of 3 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 calendar year 2019:

Inspections Completed 2019												
	District Total	1 <sup>st</sup> Quarter Goal = 25%		2 <sup>nd</sup> Quarter Goal = 25%		3 <sup>rd</sup> Quarter Goal = 25%		4 <sup>th</sup> Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 50 %
		#	%	#	%	#	%	#	%			
R/R2 Program	53,836	28,103	52%	6,878	13%	18,855	35%	5,691*	0%	0	53,805	100%

\*R1/R2 Inspection Program completed 5,691 re-inspections during the 4<sup>th</sup> quarter.

### 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 2019 calendar year:

Research Unit				
FPB Referral Form				
	1 <sup>st</sup> & 2 <sup>nd</sup> Quarter		3 <sup>rd</sup> & 4 <sup>th</sup> Quarter	
<b>Research Unit Totals:</b>	<b>531</b>	<b>100%</b>	<b>331</b>	<b>100%</b>
Total Number of Automatic Alarms:	278	52%	151	46%
Total Number of Illegal Habitations:	96	18%	39	12%
Total Number of Cannabis:	14	3%	24	7%
Total Number of Excessive Storage:	9	2%	8	2%
Total Number of Miscellaneous:	134	25%	109	33%

**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.

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