



LOS ANGELES FIRE DEPARTMENT

KRISTIN M. CROWLEY
FIRE CHIEF

April 11, 2022

BOARD OF FIRE COMMISSIONERS
FILE NO. 22-051

TO: Board of Fire Commissioners

FROM:  Kristin M. Crowley, Fire Chief

SUBJECT: FIRE PREVENTION INSPECTION ACTIVITY – CALENDAR YEAR 2021

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 Withdrawn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

This report outlines the fire prevention activities for the calendar year 2021 for all sections in the Fire Prevention and Public Safety Bureau (FPB).

RECOMMENDATION

That the Board:
Receive and File.

DISCUSSION

By utilizing a weekly and monthly FireStat process, FPB has transitioned to 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 2021	17,217	93%
Inspections Completed for 1st Quarter 2021	3,506	19%
Inspections Completed for 2 nd Quarter 2021	5,158	28%
Inspections Completed for 3 rd Quarter 2021	4,306	23%
Inspections Completed for 4 th Quarter 2021	4,247	23%
Re-Inspections Completed for Calendar Year 2021	3,678	
Re-Inspections Completed for 1 st Quarter 2021	724	
Re-Inspections Completed for 2 nd Quarter 2021	931	
Re-Inspections Completed for 3 rd Quarter 2021	1,025	
Re-Inspections Completed for 4 th Quarter 2021	998	
Days of Productivity Lost Due to Days Off	1,639	

*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 2021 calendar year.

Currently, 8,274 (93%) of these inspections have been completed for the 2021 calendar year. Re-inspections or follow up to inspections are critical to ensure compliance is met regarding fire life safety violations.

Inspections Completed												
	District Total	1 st Quarter Goal = 25%		2 nd Quarter Goal = 25%		3 rd Quarter Goal = 25%		4 th Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 100%
		#	%	#	%	#	%	#	%			
Industrial & Commercial Section 44 Members	8,886	1,907	21%	2,443	27%	2,023	23%	1,901	21%	612	8,274	93%
Central Industrial Unit 9 Members	2,084	290	14%	550	26%	511	25%	457	22%	276	1,808	87%
Harbor Industrial Unit 5 Members	714	136	18%	183	25%	170	23%	243	33%	9	732	99%
Harbor Industrial Oil Wells	1,131	413	37%	207	18%	326	29%	166	15%	19	1,112	98%
High-Rise Unit 13 Members	799	200	25%	198	25%	195	24%	162	20%	44	755	94%
Valley Industrial Unit 7 Members	2,276	525	23%	648	28%	450	20%	524	23%	129	2,147	94%
West Industrial Unit 5 Members	1,284	232	18%	503	39%	282	22%	211	16%	56	1,228	96%
Cannabis Unit 5 Members	571	111	19%	154	27%	89	16%	138	24%	79	492	86%

INDUSTRIAL AND COMMERCIAL SECTION Re-Inspections

The following data was collected from FPA and reflects the pending and completed re-inspections for the 2021 calendar year:

	Re-Inspections Completed						
	1 st Qtr	2 nd Qtr	Second Qtr Compared to First Qtr	3 rd Qtr	Third Qtr Compared to Second Qtr	4 th Qtr	Fourth Qtr Compared to Third Qtr
Industrial & Commercial Section	573	688	17% (+)	690	0.29% (+)	726	5% (+)
Central Industrial Unit	85	143	41% (+)	200	29% (+)	135	33% (-)
Harbor Industrial Unit	180	139	23% (-)	137	1% (-)	134	2% (-)
Harbor Industrial Oil Wells	11	19	42% (+)	3	84% (-)	25	88% (+)
High-Rise Unit	101	179	44% (+)	131	27% (-)	206	36% (+)
Valley Industrial Unit	171	169	1% (-)	194	13% (+)	191	2% (-)
West Industrial Unit	9	23	61% (+)	20	13% (-)	23	13% (+)
Cannabis Unit	16	16	0%	5	69% (-)	12	58% (+)

*Industrial and Commercial Section completed 2,677 re-inspections during the 2021 calendar year.

	Re-Inspections Due						
	1 st Qtr	2 nd Qtr	Second Qtr Compared to First Qtr	3 rd Qtr	Third Qtr Compared to Second Qtr	4 th Qtr	Fourth Qtr Compared to Third Qtr
Industrial & Commercial Section	200	435	54% (+)	286	34% (-)	383	25% (+)
Central Industrial Unit	94	133	29% (+)	126	5% (-)	126	0%
Harbor Industrial Unit	9	34	74% (+)	44	23% (+)	56	21% (+)
Harbor Industrial Oil Wells	15	39	62% (+)	0	100% (-)	9	100% (+)
High-Rise Unit	29	63	54% (+)	41	35% (-)	84	51% (+)
Valley Industrial Unit	22	93	76% (+)	4	96% (-)	45	91% (+)
West Industrial Unit	11	18	39% (+)	12	33% (-)	11	8% (-)
Cannabis Unit	20	55	64% (+)	59	7% (+)	52	12% (-)

INDUSTRIAL AND COMMERCIAL SECTION Productivity Lost

The number of days lost reflects the reduced productivity resulting from members' retirements, vacant districts, Injury on Duty (IOD), Sick (SK), Family Illness (FE) and details. The COVID-19 pandemic along with the vaccine mandate further impacted productivity during the third and fourth quarter with the use of COVID-19 Supplemental Pay (QL) and Leave Without Pay (LW).

Productivity Lost													
Industrial & Commercial Section	1 st and 2 nd Quarter						3 rd and 4 th 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	LW	Number of Hours Detailed Out		
Totals	2,144	620	300	960	4,024	402.4	2,850	1,275	400	332	320	5,177	517.7
High-Rise Unit	0	150	130	0	280	28	0	105	70	0	240	415	41.5
Central Industrial Unit	380	0	100	0	480	48	0	100	70	70	0	240	24
Harbor Industrial Unit	990	0	0	0	990	99	650	50	20	122	0	842	84.2
Harbor Industrial Oil Wells Unit	0	40	0	0	40	4	0	0	0	0	0	0	0
West Industrial Unit	334	0	0	0	334	33.4	0	140	10	140	0	290	29
Valley Industrial Unit	0	160	30	0	190	19	0	340	90	0	0	430	43
Brush Clearance Unit	440	250	20	0	710	71	2,200	500	120	0	0	2,820	282
Cannabis Unit	0	20	20	960	1,000	100	0	40	20	0	80	140	14

The Industrial and Commercial Section lost 920.1 days of productivity in the 2021 calendar year.

Industrial & Commercial Section													
1 st and 2 nd Quarter Totals							3 rd and 4 th 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	4,024	41,736	8.79%	44	42	2	45,760	5,177	40,583	11.31%	44	40	4

The Industrial and Commercial Section had a total of 20% productivity lost in the 2021 calendar year.

INDUSTRIAL AND COMMERCIAL SECTION Early Warning Report for Overdue Inspections

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

Early Warning Report for Overdue Inspections											
January 2021 – June 2021											
	Inspections			0-3 Months		3-6 Months		6-12 Months		> 1 Year	
				90 Days		180 Days		365 Days		730 Days	
				4/1/21		1/1/21		6/30/20		7/1/19	
				To		To		To		To	
				6/30/21		6/30/21		6/30/21		6/30/21	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Industrial & Commercial Section	8,886	487	5%	323	4%	530	6%	769	9%	821	9%
Central Industrial	2,084	240	12%	117	6%	240	12%	354	17%	370	18%
Harbor Industrial	741	12	2%	10	1%	12	2%	16	2%	16	2%
Harbor Industrial Oil Wells	1,131	0	0%	0	0%	0	0%	0	0%	0	0%
High-Rise Unit	799	13	2%	8	1%	13	2%	14	2%	14	2%
Valley Industrial	2,276	39	2%	43	2%	82	4%	82	4%	82	4%
West Industrial	1,284	125	10%	99	8%	125	10%	220	17%	240	19%
Cannabis Unit	571	58	10%	46	8%	58	10%	83	15%	99	17%

Early Warning Report for Overdue Inspections											
July 2021 – December 2021											
	Inspections			0-3 Months		3-6 Months		6-12 Months		> 1 Year	
				90 Days		180 Days		365 Days		730 Days	
				10/2/21		7/4/21		12/31/20		1/1/20	
				To		To		To		To	
				12/31/21		12/31/21		12/31/21		12/31/21	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Industrial & Commercial Section	8,886	336	4%	146	2%	152	2%	191	2%	218	2%
Central Industrial	2,084	199	10%	70	3%	35	2%	56	3%	38	2%
Harbor Industrial	741	22	3%	4	1%	5	1%	5	0.67%	8	1%
Harbor Industrial Oil Wells	1,131	4	0%	1	0%	1	0%	1	0.09%	1	0.09%
High-Rise Unit	799	4	1%	4	1%	4	1%	4	0.50%	5	0.63%
Valley Industrial	2,276	49	2%	45	2%	49	2%	52	2%	52	2%
West Industrial	1,284	3	0%	0	0%	3	0%	9	0.7%	32	2%
Cannabis Unit	571	55	10%	22	4%	55	10%	64	11%	82	14%

This report was created to ensure the most overdue properties are inspected first.

Oil Wells Management Plan

In 2021, progress continued on the aggressive training program to augment and provide additional Harbor Industrial Unit (HIU) inspectors. Training multiple inspectors provided the support needed to eliminate any “single point of failure within the Section”.

The separation of Oil Wells inspections from the HIU/FPA annual report yielded the accurate identification of performance and deployment that was expected. The established plan has set the tone for the 2022 expansion of the Oil Wells Unit under the Administrative Section equipped with a Captain I, three additional Inspector I's and a Management Analyst.

INDUSTRIAL AND COMMERCIAL SECTION Brush Inspections

The following data was collected from the Brush Next Generation (Brush NG) program and reflects the stats for 2021 calendar year:

Brush Clearance Unit January 2021 – June 2021							
	Total Secondly Inspections Due	Pass (Completed)	Pass %	*Packages	**Parcels Abated	Fail (Non- Compliant)	Fail %
Private Parcels	12,012	125,396	90%	0	0	0	10%
Government Parcels	2,527	1,260	49%	168	300	967	38%
DWP Parcels	490	398	81%	40	97%	0	0

Brush Clearance Unit July 2021 – December 2021							
	Total Secondly Inspections Due	Pass (Completed)	Pass %	*Packages	**Parcels Abated	Fail (Non- Compliant)	Fail %
Private Parcels	12,129	10,660	88%	466	744	290	2%
Government Parcels	0	0	0%	0	0	0	0%
DWP Parcels	0	0	0%	0	0	0	0%

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

**Parcels Abated: Hazards cleared and removed.

This chart shows the total private, government and Department of Water and Power (DWP) parcels inspected and abated during 2021 calendar year.

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 locations.

The following data was collected from FPA and reflects inspections for the calendar year 2021:

	Inspections Completed 2021											
	District Total	1 st Quarter Goal = 25%		2 nd Quarter Goal = 25%		3 rd Quarter Goal = 25%		4 th Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 100 %
		#	%	#	%	#	%	#	%			
Public Safety Section 44 Members	9,593	1,599	17%	2,715	28%	2,283	24%	2,346	24%	650	8,943	93%
Film Unit 6 Members	481	75	16%	119	25%	114	24%	161	33%	12	469	98%
Institutions Unit 5 Members	883	135	15%	273	31%	176	20%	203	23%	96	787	89%
Public Assemblage 16 Members	2,286	347	15%	740	32%	543	24%	656	29%	0	2,286	100%
Schools & Churches 9 Members	3,465	458	13%	955	28%	787	23%	723	21%	542	2,923	84%
Valley Public Safety 7 Members	2,478	584	24%	628	25%	663	27%	603	24%	0	2,478	100%

*Public Safety Section completed 93% of overall inspections during the 2021 calendar year.

PUBLIC SAFETY SECTION Re-Inspections

The following data was collected from FPA and reflects the pending and completed re-inspections for the 2021 calendar year:

	Re-Inspections Completed						
	1 st Qtr	2 nd Qtr	Second Qtr Compared to First Qtr	3 rd Qtr	Third Qtr Compared to Second Qtr	4 th Qtr	Fourth Qtr Compared to Third Qtr
Public Safety Section	151	243	38% (+)	335	27% (+)	272	19% (-)
Film Unit	0	0	0%	4	100% (+)	0	100% (-)
Institutions Unit	1	22	95% (-)	62	65% (-)	53	15% (-)
Public Assemblage Unit	44	102	57% (+)	111	8% (-)	56	50% (-)
Schools & Churches Unit	76	75	1% (-)	63	16% (-)	91	31% (+)
Valley Public Safety Unit	30	44	31.82% (+)	95	54% (+)	72	24% (-)

	Re-Inspections Due						
	1 st Qtr	2 nd Qtr	Second Qtr Compared to First Qtr	3 rd Qtr	Third Qtr Compared to Second Qtr	4 th Qtr	Fourth Qtr Compared to Third Qtr
Public Safety Section	150	375	60% (+)	336	10% (-)	417	19% (+)
Film Unit	0	0	0%	4	100% (+)	0	0%
Institutions Unit	9	11	18% (+)	26	58% (+)	56	54% (+)
Public Assemblage Unit	42	191	78% (+)	126	34% (-)	145	13% (+)
Schools & Churches Unit	73	129	43% (+)	145	11% (+)	168	14% (+)
Valley Public Safety Unit	26	44	41% (+)	35	20% (-)	48	27% (+)

*Public Safety Section completed 1,001 re-inspections during the 2021 calendar year.

PUBLIC SAFETY SECTION Productivity Lost

The number of days lost reflects the reduced productivity resulting from members' retirements, vacant districts, IOD, SK, FE and details. The COVID-19 pandemic along with the vaccine mandate further impacted productivity during the third and fourth quarter with the use of QL and LW.

Productivity Lost													
Public Safety Section	1 st and 2 nd Quarter						3 rd and 4 th 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	LW	Number of Hours Detailed Out		
Totals	1,940	797	110	320	3,167	316.7	4,070	1,366	90	392	1,550	7,468	746.8
Film Unit	0	30	60	0	90	9	0	458	40	92	0	590	59
Institutions Unit	90	496	20	0	606	60.6	0	40	20	0	610	670	67
Public Assemblage Unit	1,720	110	5	0	1,835	183.5	1,550	576	20	0	0	2,146	214.6
Schools & Churches Unit	130	161	25	320	636	63.6	2,520	282	10	300	0	3,112	311.2
Valley Public Safety Unit	0	0	0	0	0	0	0	10	0	0	940	950	95

The Public Safety Section lost a total of 1,063.5 days of productivity during the 2021 calendar year.

Public Safety Section													
1 st and 2 nd Quarter Totals							3 rd and 4 th 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	3,167	42,593	6.92%	44	42	2	45,760	7,468	38,292	16.32%	44	38	6

The total percent of productivity lost for the Public Safety Section was 23.24% in the 2021 calendar year.

PUBLIC SAFETY SECTION Early Warning Report for Overdue Inspections

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

Early Warning Report for Overdue Inspections											
January 2021 – June 2021											
	Inspections			0-3 Months		3-6 Months		6-12 Months		> 1 Year	
				90 Days		180 Days		365 Days		730 Days	
				4/1/21		1/1/21		6/30/20		7/1/19	
				To		To		To		To	
				6/30/21		6/30/21		6/30/21		6/30/21	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Public Safety Section	9,593	1,773	18%	478	5%	190	2%	439	5%	144	2%
Film Unit	481	72	15%	40	8%	2	0.4%	29	6%	1	0.2%
Institutions Unit	883	122	14%	84	10%	22	2%	16	2%	0	0%
Public Assemblage	2,286	492	22%	109	5%	42	2%	258	11%	86	4%
Schools & Churches	3,465	484	14%	237	7%	102	3%	112	3%	33	1%
Valley Public Safety	2,478	603	24%	8	0%	22	1%	24	1%	24	1%

Early Warning Report for Overdue Inspections											
July 2021 – December 2021											
	Inspections			0-3 Months		3-6 Months		6-12 Months		> 1 Year	
				90 Days		180 Days		365 Days		730 Days	
				10/2/21		7/4/21		12/31/20		1/1/20	
				To		To		To		To	
				12/31/21		12/31/21		12/31/21		12/31/21	
	Total	Overdue	%	Overdue	%	Overdue	%	Overdue	%	Overdue	%
Public Safety Section	9,593	709	7%	230	2%	268	3%	326	3%	497	5%
Film Unit	481	5	1%	6	1%	19	4%	21	4%	27	6%
Institutions Unit	883	90	10%	42	5%	43	5%	52	6%	58	7%
Public Assemblage	2,286	60	3%	19	1%	29	1%	60	3%	143	6%
Schools & Churches	3,465	554	16%	163	5%	177	5%	193	6%	269	8%
Valley Public Safety	2,478	0	0%	0	0%	0	0%	0	0%	0	0%

This report was created to ensure the most overdue properties are inspected first.

FIRE DEVELOPMENT SERVICES SECTION

The 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 construction inspections and tenant improvement inspections.

Due to public counter closures and the development of an electronic plan check process, the counter wait time statistics and data from Q-Matic does not reflect the typical data for the unit. The Q-matic data tables for the 2021 calendar year have therefore been omitted from this report.

Despite public counter closures and longer wait times due to COVID-19, the implementation of the electronic plan check provided virtual counter access to its customers. It increased digital plan submissions, reduced the exchange of physical plans, and streamlined the communication and permit process across city agencies.

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	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
Plan Reviews	Metro	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	Van Nuys	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	West LA	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Back Room Turn Around Time (Calendar Days)													
Hydrants & Access		# of Plan Reviews				1 st & 2 nd Qtr						3 rd & 4 th Qtr	
		1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	25 Days Backroom				63 Days Backroom			
		1,542	1,029	1,454	594	12 Days Expedite				20 Days Expedite			

The backroom turn-around goal is six weeks. Average goals for customers to be seen along with average wait time goals are non-applicable due to the COVID-19 pandemic counter closures.

The following data was collected from the 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	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr
TOTAL:	1,854	1,618	935	656	69%	64%	62%	66%	80%	79%	78%	82%	87%	89%	86%	89%
Central:	698	604	340	188	66%	60%	65%	70%	80%	72%	80%	81%	87%	83%	86%	86%
South:	406	337	189	119	69%	60%	59%	58%	81%	76%	76%	71%	87%	86%	84%	81%
Valley:	350	308	195	192	68%	61%	56%	63%	77%	82%	74%	83%	84%	95%	87%	91%
West:	400	369	211	157	73%	76%	67%	73%	82%	87%	82%	92%	88%	92%	87%	97%

The goal is to complete a scheduled field inspection within 48-hours to align with the Los Angeles Department of Building and Safety (LADBS). The “preferred date” column indicates the percentage of inspections scheduled on the customer’s preferred date or the next working day.

FIRE DEVELOPMENT SERVICES SECTION Productivity Lost

The number of days lost reflects the reduced productivity resulting from members' retirements, vacant districts, IOD, SK, FE and details. The COVID-19 pandemic along with the vaccine mandate further impacted productivity during the third and fourth quarter with the use of QL and LW.

Productivity Lost													
Fire Development Services Section	1 st and 2 nd Quarter						3 rd and 4 th 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	LW	Number of Hours Detailed Out		
Totals	10	243	94	0	347	34.7	360	470	254	100	0	1,184	118.4
Fire/Life Safety Plan Check Unit	0	210	9	0	219	21.9	0	219	9	0	0	228	22.8
Hydrants & Access Unit	10	10	10	0	30	3	0	50	55	100	0	205	20.5
Municipal Unit	0	0	0	0	0	0	0	20	33	0	0	53	5.3
Fire/Life Safety Inspection Unit	0	23	75	0	98	9.8	360	181	157	0	0	698	69.8

The Fire Development Services Section lost a total of 153.1 days of productivity in the 2021 calendar year.

Fire Development Services Section													
1 st and 2 nd Quarter Totals							3 rd and 4 th 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	347	35,013	0.98%	34	33	0	35,360	1,184	34,176	3.35%	34	33	1

The total percent of productivity lost for Fire Development Services Section was 4.33% in the 2021 calendar year.

ADMINISTRATIVE SECTION

The Administrative Section is overseen by a Battalion Chief and is responsible for ensuring compliance with Regulation 4 (Reg. 4) testing, unwanted alarm tracking, illegal storage, court hearings and criminal filings concerning fire and life safety violations. 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 2019	33	7	7
2 nd Quarter 2019	23	21	20
3 rd Quarter 2019	30	37	18
4 th Quarter 2019	16	26	1
2019 Annual Totals	102	91	46

Legal packets are submitted by a member of the FPB or a member of a fire station. There has been a dramatic increase in legal cases submitted as the department emphasizes compliance and holds building owners accountable for deficient fire protection systems and outstanding fire/life safety violations.

The majority of the Reg. 4 hearings relate to fire protection systems out of compliance, and overdue anniversary dates provided by The Compliance Engine (Brycer).

ADMINISTRATIVE SECTION Productivity Lost

The number of days lost reflects the reduced productivity resulting from members' retirements, vacant districts, IOD, SK, FE and details. The COVID-19 pandemic along with the vaccine mandate further impacted productivity during the third and fourth quarter with the use of QL and LW.

Productivity Lost													
Administrative Section	1 st and 2 nd Quarter						3 rd and 4 th Quarter						
	# of Hours Off Due To:					Total Days Off	# of Hours Off Due To:					Total Hours Off	Total Days Off
	IOD	SK	FE	Number of Hours Detailed Out	Total Hours Off		IOD	SK	FE	LW	Number of Hours Detailed Out		
Totals	170	200	20	2,400	2,790	279	0	1,020	90	0	4,500	5,610	561
Legal Unit	170	80	20	2,400	2,670	267	0	240	90	0	3,620	4,040	404
Planning Unit	0	120	0	0	120	12	0	780	0	0	0	780	78
Research Unit	0	0	0	0	0	0	0	0	0	0	880	880	88

The Administrative Section had a total of 840 days of productivity lost in the 2021 calendar year.

Administrative Section													
1 st and 2 nd Quarter Totals							3 rd and 4 th 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	11	2	13,520	1,310	12,210	9.69%	13	11	2

The total percentage of productivity lost for the Administrative Section was 27.51% in the 2021 calendar year.

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 calendar year 2021:

	Inspections Completed 2021											
	District Total	1 st Quarter Goal = 25%		2 nd Quarter Goal = 25%		3 rd Quarter Goal = 25%		4 th Quarter Goal = 25%		Overall Pending Inspections	Overall Complete	Overall Goal= 50 %
		#	%	#	%	#	%	#	%			
R1/R2 Program	54,495	16,000	29%	38,000	70%	495	1%	0	0%	0	54,495	100%

*R1/R2 Inspection Program completed 5,689 re-inspections during the 4th quarter.

ADMINISTRATIVE SECTION FPB Referral Form

To streamline communications between field resources and the FPB, a referral form is utilized to expedite assistance and direction to mitigate fire prevention concerns in the field. The following data reflects the number of referral forms collected during the 2021 calendar year:

Research Unit				
FPB Referral Form				
	1 st & 2 nd Quarter		3 rd & 4 th Quarter	
Research Unit Totals:	24	168	249	77
Total Number of Automatic Alarms:	6	23	35	20
Total Number of Illegal Habitations:	3	15	63	3
Total Number of Cannabis:	2	13	13	13
Total Number of Excessive Storage:	2	5	3	6
Total Number of Miscellaneous:	11	112	135	35

CONCLUSION

To demonstrate our commitment to fire/life safety, the FPB continues to direct focus to fire prevention inspections as a priority Department-wide. Our focused approach and accountability measures both within Emergency Operations and the FPB, are providing positive 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 Orin Saunders, Deputy Chief, Fire Prevention and Public Safety Bureau.