

APR 15 2008

# LOS ANGELES FIRE DEPARTMENT



DOUGLAS L. BARRY  
FIRE CHIEF



April 8, 2008

BOARD OF FIRE COMMISSIONERS  
FILE NO. 08-045

TO: Board of Fire Commissioners  
FROM: Douglas L. Barry, Fire Chief *DLB*  
SUBJECT: REVISED BOARD RESOLUTION NO. 732

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 Withdrawn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

**Recommendations:** That the Board:

1. Adopt the attached revised Board of Fire Commissioners Resolution No. 732.
2. Authorize the Commission Executive Assistant II to make any modifications to the Resolution as necessary.

**Summary.**

At its meeting of November 20, 2007, the Board directed the Department to revise Fire Commission Resolution No. 732 to reflect the changes approved by the Board to the application process for Fire Line Passes. The revised Resolution incorporates those changes made to the program:

1. Continue the authorization for the Los Angeles Fire Department's (LAFD) Community Liaison Office (CLO) to process and approve Fire Line Pass applications on behalf of the Board of Fire Commissioners.
2. Authorize the LAFD to require that all Fire Line Pass applicants be fingerprinted at a Live Scan Service location of their choice for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) clearance as part of the processing procedure.

3. Authorize the Fire Captain in charge of the CLO's Community Service Unit to continue conducting personal interviews with all Fire Line Pass applicants as part of the final approval process.
4. Provide quarterly reports of Fire Line Passes approved to the Board of Fire Commissioners.
5. The Fire Chief will submit an annual written report to the Board to determine if any changes should be made in the procedures or policies relating to issuance of the passes.

**Conclusion:**

Once the Board approves revised Resolution No. 732, the CLO will proceed with recalling all currently issued Fire Line Passes and will require each Pass Holder to reapply and comply with the new process.

Board report prepared by Blanca E. Perez, Sr. Management Analyst, Community Liaison Office.

Attachment

**BOARD OF FIRE COMMISSIONERS  
RESOLUTION NO. 732**

**DRAFT**

**FIRE LINE PASSES**

Section 57.01.37 of the Los Angeles Fire Code provides the Board of Fire Commissioners with the authority to issue passes which entitle the holders thereof to pass by barriers established at the scene of emergencies, which are under the control of Fire Department Officers. The Board of Fire Commissioners hereby establishes a Fire Line Pass Program within which the methods and requirements of application, issuance and control of such passes are defined.

Fire Line Passes shall be issued by the Community Liaison Office for the following purposes:

1. To recognize and identify Fire Line Pass holders as members of the Los Angeles community who have demonstrated an active and constructive interest toward the Department's aims, programs and operations.
2. To provide Fire Line Pass holders a first-hand opportunity to observe and learn of the Department's emergency operations and programs.
3. To provide Fire and Police personnel at the scene of ongoing incidents with an official means of identifying Fire Line Pass holders as members of the community who merit the Department's recognition and cooperation.

**Categories of Fire Line Passes**

There shall be three categories of Fire Line Passes as described below:

1. One-Year Fire Line Pass -

The initial Fire Line Pass issued to a person shall have duration of one year from date of issuance.

2. Four-Year Fire Line Pass -

Upon expiration of the one-year Fire Line Pass, each person may apply for a four-year Fire Line Pass. In order to receive a four-year Fire Line Pass, an individual must have demonstrated a definitive and active interest in the Department's goals, programs and activities.

3. Lifetime Fire Line Pass -

- A. A lifetime Fire Line Pass may be issued in cases of unusual and distinguished merit. In order to receive a lifetime Fire Line Pass, an individual must have actively demonstrated a high level of interest and involvement toward the Department's goals, programs and activities. A person must have been a Fire Line Pass holder for at least four years prior to being issued a lifetime Fire Line Pass.
- B. In recognition of the dedicated civic services performed by all Fire Commissioners during their term of office, a lifetime Fire Line Pass will be issued to all Fire Commissioners upon leaving the Board of Fire Commissioners.

### Application Procedures

The Board of Fire Commissioners hereby authorizes the Los Angeles Fire Department's Community Liaison Office to process and approve Fire Line Pass applications on behalf of the Board of Fire Commissioners, with notification of such approvals to be made to the Board in the form of a quarterly report, for their information.

1. Persons interested in becoming Fire Line Pass holders must submit a written request to the Community Liaison Office (CLO).
2. Each applicant must agree to be fingerprinted at a Live Scan Service location of their choice for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) clearance as part of the processing procedure. Applicants will bear the cost of the Live Scan background check.
3. Applicant must schedule an interview with the Fire Captain in charge of the CLO's Community Service Unit as part of the final approval process.
4. Applicant must agree to voluntarily forfeit his/her Fire Line Pass in the event that the Department serves a written request for revocation of the Fire Line Pass on the Fire Line Pass Holder.
5. Should the CLO disapprove an application for a Fire Line Pass, a written statement of such decision shall be forwarded to the applicant, with a copy to the Board.
6. All Fire Line Passes shall be signed by the Fire Chief and will be issued by the Community Liaison Office. All files shall be maintained at the Community Liaison Office.

### Conditions of Issuance

No person shall be issued a new Fire Line Pass without having conformed to the application procedures as described herein.

Replacement of lost passes shall not be made until a report stating the date and circumstances of loss has been filed with the CLO. Replacement of worn or mutilated passes shall not be made until such passes have been turned in to the CLO.

The CLO retains the authority to revoke, recall and demand forfeiture of Fire Line Passes, both individually and collectively, at any time the CLO determines such action to be in the best interest of the Department.

Fire Line Pass holders shall acquaint themselves with the requirements of the Los Angeles City Charter Sections 131 and 132 and be aware that possession of a Fire Line Pass does not relieve Fire Line Pass holders of the responsibility to avoid interference with operations at the scene of emergencies.

Adopted this 15<sup>th</sup> day of April 2008

BOARD OF FIRE COMMISSIONERS

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Genethia Hudley-Hayes, President

Attest:

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Blanca Gomez-Revelles, Executive Assistant