



LOS ANGELES FIRE DEPARTMENT

RALPH M. TERRAZAS
FIRE CHIEF

August 17, 2015

BOARD OF FIRE COMMISSIONERS FILE NO. 15-094
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TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: FIRE PREVENTION BUREAU'S OPERATION CATCH UP

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 Withdrawn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

In the June 1, 2015 Board Report 15-060 titled, Fire Prevention Workflow Analysis and Overview, several challenges were identified that the Fire Prevention Bureau (FPB) has been facing over the last several years. The report analyzed FPB's capacity and strategies to meet its goal of completing all assigned inspections within a one year cycle. The report also addressed the issue of overdue inspections as unacceptable and a challenge that must be addressed.

As Board Report 15-060 was being prepared by the Fire Marshal's staff for presentation to the Board of Fire Commissioners, the Los Angeles Times simultaneously published an article reporting on the FPB's backlog and overdue inspections. "Operation Catch Up" is the plan intended to systemically address the overdue inspection issues based on risk analysis that the oldest overdue inspections create a higher risk of incident, establish bench marks for success, authority, and responsibility.

RECOMMENDATION

That the Board:
Receive and file this report.

DISCUSSION

The inspection backlog will be broken into two phases. Phase I will be all inspections with a last date inspected older than 1/1/2012. The inspections in Phase I will be conducted by a team consisting of eight newly promoted Inspector I's. The team has been identified to address this portion of the backlog and have been provided specific training to help them succeed. The team will move through FPB's backlog one Unit at a time until all inspections in the Unit have backlog dates that are 1/1/2012 or later.

Three Units have been identified as having backlog inspections older than 1/1/2012: Central Industrial Unit, Institutions Unit, and Schools and Churches Unit. Prior to the backlog inspection team moving into a Unit, each Unit shall be directed to prioritize their inspections. Once the team moves into a Unit they will run current reports and take responsibility for completing the remaining inspections for a district or the entire Unit at the Team Leader's discretion. Once the Backlog Team takes responsibility for the inspections, the inspectors assigned to the Unit will adjust their priority to inspections starting with the oldest and working toward current.

Below are the established timelines for this project:

Assignment	Assignment projected date	Responsibility	Status or completed date
Promote 8 new Inspectors	7/26/2015	Fire Chief	7/26/2015
Develop and provide training to the 8 new inspectors	7/27/2015	Inspector Meade	8/3/2015
Develop project Plan/Charter Phase I	7/29/2015	Captain Miller	8/3/15
Start Inspection sweep in Central Industrial Unit	8/3/2015	Captain Milick	8/10/2015
Provide each identified unit with a data clean up list	8/10/2015	Inspector Da Broi	8/10/2015
Start Inspections in the Schools and Churches Unit	8/11/2015	Captain Milick and team	Estimated completion date 10/30/2015
Fire Inspector 1A	8/25-27/2015	Fire Marshal's (FM) office	
Fire Inspector 1B	9/1-3/2015	FM's office	
Fire Inspector 1C	9/8-10/2015	FM's office	
Fire Inspector 1D	9/22 & 23/2015	FM's office	
Phase II inspection complete for all units		All Unit Commanders	Estimated completion date 2/28/2016

Phase II of this project will be all other overdue inspections. An overdue inspection is considered to be today's date minus 365 days for the purpose of this benchmark standard. Phase II of Operation Catch Up is to have each Unit focus on addressing the remaining overdue inspections.

CONCLUSION

FPB has been working on a number of fronts to address backlogged inspections. FPB continues to pursue and implement other approaches to meet its inspection goals.

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