



# LOS ANGELES FIRE DEPARTMENT

RALPH M. TERRAZAS  
FIRE CHIEF

October 9, 2015

BOARD OF FIRE COMMISSIONERS FILE NO. 15-116
--

TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: PROPOSED FISCAL YEAR 2016-17 BUDGET

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 Withdrawn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 Department's Proposed Fiscal Year (FY) 2016-17 Budget is being developed, to the extent possible, based on the guidelines provided by the Mayor's Office and City Administrative Officer (CAO). The Proposed Budget is due November 20, 2015.

The development of the proposed budget is guided by the Mayor's four priority outcomes, listed below, as well as strategic plan and administrative priorities:

- Make Los Angeles the best run city in America
- Promote creation of good jobs for Angelenos all across Los Angeles
- Create a more livable and sustainable city
- Ensure our communities are the safest in the nation

As shown on the attached list of proposed budget requests, the Department's focus is on improving response times and mobilizing innovations, such as the Fast Response and Nurse Practitioner programs, to optimize efficiencies in the delivery of emergency services. Ultimately, a properly staffed Fire Department with the resources to address a broad range of needs is essential in ensuring that our communities are the safest in the nation.

Another significant component of the Proposed Budget is funding for four new recruit classes and two classes that overlap from FY 2015-16. This level of hiring is necessary to meet anticipated vacancies due to exits from the Deferred Retirement Option Plan (DROP) and other service retirements.

The Proposed Budget totals approximately \$729 million, broken down as follows: \$688 million for the operating budget and \$42 million for MICLA capital requests.

A summary comparison to the FY 15-16 Budget is provided in the table below.

	<b>Estimated Proposed Budget FY 2016-17</b>	
Salary Base		\$ 591,139,390
Expense Base		35,058,116
Delete One-Time Funding	(1,000,000)	
New Service Enhancement Packages:		
Salary Obligatory Changes	30,700,000	
New Requests	<u>31,806,865</u>	
	61,506,865	
Operating Proposed Budget		\$ 687,704,371
Proposed MICLA – Fleet Replacement	41,615,270	<u>41,615,270</u>
<b>Total FY 2015-16 Estimated Funding Request</b>		<b>\$729,319,641</b>
<b>FY 2015-16 Adopted Budget</b>		
Operating Budget		\$ 626,197,506
MICLA – Fleet Replacement		<u>20,046,815</u>
Total Budget		\$ 646,244,321

The operating budget request is estimated at \$62 million above the FY 2015-16 budget. The additional resources, technology and other funding requirements are necessary to achieve the goals and expectations established by the Mayor and the Department's own strategic priorities.

The Proposed Budget identifies only the most critical Department needs to maintain operations, and ensure that Department programs provide the City of Los Angeles with the highest level of service. While the Department continues to review and evaluate its various programs which can change the overall budget, there are also many variables the Mayor and Council will have to consider before a final FY 2016-17 Budget is adopted.

## RECOMMENDATION

That the Board:

1. Approve the Proposed FY 2016-17 Budget and authorize the Department's Financial Management Division to make technical adjustments, as necessary, to implement the Board's intention, and,
2. Authorize the Department to transmit the Proposed Budget to the Mayor and the Office of the City Administrative Officer, with a final copy submitted to the Board.

Board report prepared by Emilio Rodriguez, Senior Management Analyst II,  
Administrative Services Bureau.

Attachments

## LAFD FY 16-17 PROPOSED BUDGET REQUESTS

Priority	Request Description
1	<b>Obligatory Changes: Salaries \$29,700,000; Expenses TBD</b> Delete one-time expense funding: (\$1,000,000) Salaries Sworn and General due to MOUs/COLA: 17,700,000 Sworn Overtime for Mutual Aid: \$1,000,000 Overtime Constant Staffing (Dispatchers, 7(k) ineligibility; field vacancies): \$12,000,000
	<b>NEW REQUESTS</b>
2	<b>Recruit Training Drill Tower 81: \$6,941,032</b> a) Add funding for two 20-week training classes of 65 firefighter recruits.* b) Add funding for expenses. *Request will be revised to also include pro-rated funding for one class overlapping from FY 16.
3	<b>Recruit Training Drill Tower 40: \$5,329,965</b> a) Add funding for two 20-week training classes of 50 firefighter recruits. b) Add position authority for one Clerk Typist required for the daily operations of Recruit Services Section and the Drill Tower. c) Add funding for expenses. *Request will be revised to also include pro-rated funding for one class overlapping from FY 16.
4	<b>SCBA Face Pieces &amp; Cylinders: \$3,904,712</b> Add funding to upgrade 3,500 Face Pieces, annual replacement of 336 cylinders and additional 1,000 V-hours to accommodate SCBA changeover.
5	<b>IT Consulting Services: \$1,100,000</b> Add funding for various IT consulting needs including project management and quality assurance services on large IT implementations, evaluations of existing IT systems and the development of an IT roadmap and strategic plan, contract IT programmers, engineers and analysts to supplement existing IT staff in the development, and implementation and testing of IT systems.
6	<b>Staffing for two Engine Companies: \$1,339,191</b> Restore two engine companies (24 positions). Add position authority for six Captain I, six Engineer and twelve Firefighter III positions.
7	<b>Emergency Incident Technicians (EITs): \$474,881</b> Restore EITs to three battalions as part of a multi-year phase-in plan: Add position authority for nine Firefighter III positions.
8	<b>Nurse Practitioner Response Unit (NPRU): \$603,601</b> Add one EMS Nurse Practitioner Supervisor, three EMS Nurse Practitioners and four PMs to provide coverage in each of four Geographic Bureaus. The NPRU was initiated under an Innovation Grant proposal, and the added staffing would provide appropriate citywide coverage.
9	<b>Fast Response Unit: \$641,115</b> Add four Firefighter and four PM positions to staff four Fast Response Vehicle (FRV) teams operating as mobile triage units to service high volume areas. A pilot team was implemented as part of Innovation Grant proposals. The requested staffing will continue the existing team and add three additional units to provide coverage in each of four Geographic Bureaus.
10	<b>Sobriety Unit for Skid Row Support: \$141,922</b> Add one PM and one Social Worker to assist in homelessness re-entry efforts in the Skid Row area by providing emergency medical assistance and referral to a local sobriety center and resources. An Innovation Grant proposal is pending for this project.
11	<b>Upgrade to Paramedic Resource: \$132,030</b> Upgrade 6 FF III positions to Paramedics as the first year of a four-year plan to upgrade 25 non-rotational resources. This is necessary to meet Emergency Medical Services workload needs.
12	<b>UCLA Paramedic Training: \$250,000</b> Add funding to cover the current volume of paramedic training performed by UCLA. The Department currently certifies 45 paramedics through three training classes per year (15 students per class). The total tuition cost through UCLA is approximately \$450,000 annually and is partially offset by VET funds.
13	<b>Paramedic State Reaccreditation: \$83,750</b> Add funding to cover the current volume of paramedic reaccreditations that the Department is billed by Los Angeles county. The Department performs 650 paramedic re-certifications and 55 initial certifications annually.

## LAFD FY 16-17 PROPOSED BUDGET REQUESTS

Priority	Request Description
14	<b>Software Integration of Training Records: \$36,000</b> Add funding to acquire custom software and API's to integrate several systems that track training to create one master training database that would provide accurate and timely records for reimbursement. Current systems are not integrated, resulting in inefficiencies and workload issues for MIS personnel and loss of revenue due to missed opportunities for reimbursement.
15	<b>Community CPR Unit: \$288,278</b> Add one Captain I and one Firefighter III positions to provide hands-on CPR training to approximately 50,000 students annually in the Los Angeles Unified School District. The Department will also utilize temporary workers to offset the need for additional staff.
16	<b>Public Safety Education Staffing: \$118,500</b> Add one Battalion Chief to centralize public education components for various operations including CRR, CERT, HART and PAD. This item also includes a paygrade request for Captain I to Captain II.
17	<b>Fire Inspection Management System (FIMS): \$1,200,000</b> Add funding to develop a Fire Inspection Management system to better manage LAFD inspection activity and to integrate other data resources critical to field inspections such as Building and Safety.
18	<b>Fire Development Services (FDS) Technical Support and Resources: \$95,859</b> Add one Systems Analyst to support FIMS and standard equipment needed for Plan Check and Acceptance inspectors including tablets, mobile printers and data plans.
19	<b>Fire Prevention Bureau Mobile Inspection Equipment: \$179,140</b> Add funding for standard equipment needed for field inspections including cell phones, tablet devices and data plans.
20	<b>Fire Psychologist and Support: \$167,157</b> Add one Fire Psychologist with the intent of aligning this and an existing position to the paygraded class of Police Psychologist I and II. The positions would play critical roles in defusing incidents and participate in debriefings, peer support, teams management, training, etc. The request also includes one Clerk Typist and expense funding for administrative support.
21	<b>Mobile Technology Equipment: \$80,000</b> Add funding for data plans and training and support for 50 iPads to be equipped with Incident Command System (ICS) Software.
22	<b>Communications Equipment: Radio Telephones &amp; Parts, Mobile Satellite (MSAT) Phones: \$842,400</b> Add funding to provide communications capability for the 4-Bureau configuration; enhance inter-operability communication capability with local, state and federal agencies during major emergencies; enhance communication capability on remote locations/areas.
23	<b>Body Armor - 2nd Year: \$600,000</b> Add funding for the replacement of body armor for five battalions - Year 2 of a 3-Year program.
24	<b>Second Set of Turnouts - 2nd Year: \$1,003,738</b> Add funding for the issuance of the second set of turnouts - Year 2 of a 3-Year program.
25	<b>LifePak Defibrillators: \$603,586</b> Add funding for annual service for approximately 530 units and to increase replacement cycle from 21 to 26 units annually.
26	<b>Life Line Rescue Kit Replacements: \$160,000</b> Add funding to align rope and hardware components for Life Line Rescue Kits to a ten-year replacement cycle (ropes have a service life of ten years).
27	<b>Designated Employer Representative (DER): \$104,815</b> Add one Fire Captain I position to employ a DER which is a Department of Transportation requirement. The position manages and tracks Department members on contract or who serve as liaisons between PSD, MLU, MSD, etc. Other significant responsibilities include fulfilling CPRA requests and assisting with Controller audit resolution.

## LAFD FY 16-17 PROPOSED BUDGET REQUESTS

Priority	Request Description
28	<b>Fire Prevention Bureau Plan Check Operations: \$91,233</b> Add one Fire Prevention Engineering Associate position to meet increased demands in plan check operations.
29	<b>Target Solutions Contract for On-Line Training: \$210,000</b> Add contract funding to continue service contract with provider in order continue receiving reimbursements from CFFJAC and VET programs. This vendor provides EMS safety and recertification training.
30	<b>DMV/Driver Training Program Support: \$39,291</b> Add one Clerk Typist to manage DMV driver information for sworn personnel, including data entry for 150 employee daily updates, handling high volume of phone calls regarding licensing, and addressing current backlog of 1,000 member files requiring update of documentation.
31	<b>Youth Fire Programs Coordination: \$66,532</b> Add one Project Coordinator position to coordinate all youth programs, including the Fire Magnet, Cadet and Youth Fire Academy programs. The Project Coordinator is a civil service-exempt position.
32	<b>Fire Prevention Bureau Inspections: \$274,400</b> Add three Fire Inspector positions to maintain yearly inspection requirements and mitigate future backlogs.
33	<b>Brush Clearance Administrative Support: \$124,981</b> Add one Management Analyst I position to administer Brush Clearance contracts and RFQs, perform expense tracking, prepare Board reports and related support. Add one Accountant II position to manage accounts receivable for Brush fees, address the processing of Brush Clearance expenditures, and perform reconciliation of accounts in collection.
34	<b>CUPA Workload Realignment: \$306,285</b> Add one Risk Management Prevention Program Specialist to address additional inspection responsibilities; add one Management Assistant to administer grants and fees; and, civilianize three CUPA inspectors.
35	<b>Fire Prevention Bureau Systems: \$233,018</b> Add one Senior Systems Analyst I, one Programmer Analyst III and one Systems Analyst II positions to support IT systems for Fire Prevention Bureau mobile applications, inspection systems and CUPA records management.
36	<b>Disaster Response Section: \$38,835</b> Add one Management Assistant and one Storekeeper positions to provide administrative support for LAFD specialized units and to properly maintain the Department's disaster response cache as recommended by FEMA. One Captain I position is deleted to offset salary costs.
37	<b>Fire Code Publication: \$75,000</b> Add one-time expense funding for required publication of the updated Fire Code.
38	<b>Hazardous Waste Generator Fees: \$900,000</b> Add funding to cover waste oil and hazardous chemical storage fees for the Department's 106 fire stations.
39	<b>Diesel Exhaust Capturing System (DECS) "Plymovent": \$100,000</b> Add funding for the upgrade of DECS in all 106 fire stations to accommodate firefighting apparatus/equipment, and reconfiguration of systems where resource has been altered. This request represents the first year of a five-year phase-in plan.
40	<b>Extractor Installations: \$120,000</b> Add funding for four extractor washing machines for personal protective equipment (PPE) to limit ongoing exposure to carcinogens that pose health risks to firefighters.
41	<b>Replacement of Appliances at Fire Facilities: \$95,000</b> Add funding for the replacement of aging/malfunctioning stoves and ice machines at various fire stations.
42	<b>Planning Section Support: \$103,500</b> Add one Fire Captain II position to fulfill Planning Section administrative duties, including preparing policies and procedures for the LAFD Manual of Operations, managing Department Library publications, providing analytical support for high priority projects including emergency medical services pilot programs, and participating in working groups and committees for various research projects.

## LAFD FY 16-17 PROPOSED BUDGET REQUESTS

Priority	Request Description
43	<b>Revenue Accounting Support: \$89,329</b> Add one Principal Accountant II to provide oversight over EMS, Receipts, Brush/FMS/CUPA Receivables and reporting requirements, and the new Prepayment process for Fire Development Services and Uniform Fire Safety
44	<b>Audit Support: \$79,696</b> Add one Senior Auditor to manage audit staff proposed for consolidation under Accounting.
45	<b>Hardware and Software Upgrades for Aging and Obsolete Systems: \$450,000</b> Add funding for IT hardware, software and systems, including replacement and upgrades of end-of-life and obsolete servers, storage and licensing that support various systems throughout the LAFD.
46	<b>LAFD Website Support: \$192,456</b> Add funding for contract hosting services and one Systems Analyst II position for technical support of LAFD's web site.
47	<b>ITB Administrative and Technical Support Team: \$177,183</b> Add one Senior Systems Analyst II and one Programmer Analyst III to manage the administrative responsibilities for the new Information Technology Bureau. The PA III will also support the continued development and maintenance of Assignment Tracking and Reporting System (ATARS). A Geographic Information Systems Specialist is reallocated to GIS Supervisor for in-house GIS application development for reference maps and Opendata portal support.
48	<b>Cyber Security Enhancements: \$100,000</b> Add funding to build the Department's cyber security defense with end-point tools, monitoring service and threat intelligence resources.
49	<b>Lifecycle Replacement of Workstations and Printers: \$532,750</b> Add funding for replacement of workstation computers and printers and network printers at various fire stations and facilities.
50	<b>Fire Commission Support: \$78,848</b> Add one Senior Project Coordinator position for administrative support to the Commission Chair and Board.
	<b>False Fire Alarm Program: \$TBD</b>
	<b>Obligatory Changes: \$29,700,000</b> <b>New Requests: \$30,899,829</b> <b>Total Budget Increase: \$60,599,829</b>

## FY 2016-17 Proposed Budget Service Enhancement Requests Summary

Fiscal Year 2016-17 Total Estimated Funding Requests  
 Fiscal Year 2015-16 Adopted Budget  
**Total Estimate Increase for Operating Budget Requests**

\$ 686,797,335  
 \$ 626,197,506  
**\$ 60,599,829**

Request No.	Description	GM Priority Goal Addressed	New Positions Sworn	New Positions Civilian	Estimated Salaries	Estimated Expenses/ Equipment Costs	Estimated Vehicles Costs	Estimated Total
1	<b>Delete one time FY 2015-16 funding for one time purchases/expenses</b>				\$ -	\$ (1,000,000)	\$ -	\$ (1,000,000)
	<b>Other salary increases to properly fund Constant Staffing Overtime and Sworn Salary accounts</b>							
1	Salary changes due to MOU or other obligatory changes - TBD				\$ -			\$ -
1	Salaries General - Account 001010 - TBD				\$ 2,700,000			\$ 2,700,000
1	Sworn Salaries - Account 001012 - TBD				\$ 15,000,000			\$ 15,000,000
1	Overtime Constant Staffing - Account 001093 - TBD				\$ 3,000,000			\$ 3,000,000
1	Overtime Sworn - Account 001092				\$ 1,000,000			\$ 1,000,000
1	Overtime Constant Staffing - Account 001093 - FLSA 7(k) ineligibility				\$ 5,000,000			\$ 5,000,000
1	Overtime for Dispatchers				\$ 4,000,000			\$ 4,000,000
	<b>Salary account changes</b>				\$ 30,700,000			\$ 30,700,000
2	Recruit Training for DT 81	C			\$ 5,903,820	\$ 1,037,212	\$ -	\$ 6,941,032
3	Recruit Training for DT 40	C		1	\$ 4,580,602	\$ 749,363	\$ -	\$ 5,329,965
4	SCBA Face Pieces & Cylinders				\$ -	\$ 3,904,712	\$ -	\$ 3,904,712
5	IT Consulting Services					\$ 1,100,000	\$ -	\$ 1,100,000
6	Staffing for two Engine Companies	A	24		\$ 1,339,191	\$ -	\$ -	\$ 1,339,191
7	Emergency Incident Technicians (EITs)	B	9		\$ 474,881	\$ -	\$ -	\$ 474,881
8	Nurse Practitioner Response Unit	B	4	4	\$ 603,601	\$ -	\$ -	\$ 603,601
9	Fast Response Unit	B	8		\$ 641,115	\$ -	\$ -	\$ 641,115
10	Sobriety Unit for Skid Row Support	B	1	1	\$ 141,922	\$ -	\$ -	\$ 141,922
11	Upgrade to Paramedic Resource (6 FF III to FF III/Paramedic)	B			\$ 7,200	\$ 124,830	\$ -	\$ 132,030
12	UCLA Paramedic Training	B			\$ -	\$ 250,000	\$ -	\$ 250,000
13	Paramedic State Reaccreditation	B			\$ -	\$ 83,750	\$ -	\$ 83,750
14	Software Integration of Training Records				\$ -	\$ 36,000	\$ -	\$ 36,000
15	Community CPR Unit	G	2		\$ 288,278	\$ -	\$ -	\$ 288,278
16	Public Safety Education Staffing	G	1		\$ 118,500	\$ -	\$ -	\$ 118,500
17	Fire Inspection Management System (FIMS)	E		0	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000
18	Fire Development Services Technical Support and Resources			1	\$ 70,639	\$ 25,220	\$ -	\$ 95,859
19	Fire Prevention Bureau Mobile Inspection Equipment				\$ -	\$ 179,140	\$ -	\$ 179,140
20	Fire Psychologist and Support			2	\$ 156,996	\$ 10,161	\$ -	\$ 167,157
21	Mobile Technology Equipment				\$ -	\$ 80,000	\$ -	\$ 80,000
22	Communication Equipment: Mobile Satellite (MSAT), Radio Telephones & Parts				\$ -	\$ 842,400	\$ -	\$ 842,400
23	Body Armor - 2nd Year of 3-Year Purchase Plan				\$ -	\$ 600,000	\$ -	\$ 600,000
24	Second Set of Turnouts - 2nd Year of 3-year Purchase Plan				\$ -	\$ 1,003,738	\$ -	\$ 1,003,738
25	LifePak Defibrillators				\$ -	\$ 603,586	\$ -	\$ 603,586
26	Life Line Rescue Kit Replacements				\$ -	\$ 160,000	\$ -	\$ 160,000
27	Designated Employer Representative		1		\$ 99,101	\$ 5,714	\$ -	\$ 104,815
28	Fire Prevention Bureau Plan Check Operations	E		1	\$ 86,459	\$ 4,774	\$ -	\$ 91,233
29	Target Solutions Contract (online EMS training)	C			\$ -	\$ 210,000	\$ -	\$ 210,000
30	DMV/Driver Training Program Support	C		1	\$ 39,291	\$ -	\$ -	\$ 39,291
31	Youth Fire Programs Coordination	D		1	\$ 66,352	\$ -	\$ -	\$ 66,352
32	Fire Prevention Bureau Inspections	E	3		\$ 260,078	\$ 14,322	\$ -	\$ 274,400
33	Brush Clearance Administrative Support	E		2	\$ 115,633	\$ 9,348	\$ -	\$ 124,981
34	CUPA Workload Realignment	E		5	\$ 296,737	\$ 9,548	\$ -	\$ 306,285

Request No.	Description	GM Priority Goal Addressed	New Positions Sworn	New Positions Civilian	Estimated Salaries	Estimated Expenses/ Equipment Costs	Estimated Vehicles Costs	Estimated Total
35	Fire Prevention Bureau Systems	E		3	\$ 227,567	\$ 5,451	\$ -	\$ 233,018
36	Disaster Response Section	G	(1)	2	\$ 4,232	\$ 34,603	\$ -	\$ 38,835
37	Fire Code Publication				\$ -	\$ 75,000	\$ -	\$ 75,000
38	Hazardous Waste Generator Fees				\$ -	\$ 900,000	\$ -	\$ 900,000
39	Diesel Exhaust Capturing System (DECS) "Plymovent" - 1st Year of 5-Year Plan				\$ -	\$ 100,000	\$ -	\$ 100,000
40	Extractor Installations				\$ -	\$ 120,000	\$ -	\$ 120,000
41	Appliance Replacement at Fire Facilities					\$ 95,000	\$ -	\$ 95,000
42	Planning Section Support		1		\$ 103,500	\$ -	\$ -	\$ 103,500
43	Revenue Accounting Support			1	\$ 84,755	\$ 4,574	\$ -	\$ 89,329
44	Audit Support			1	\$ 75,122	\$ 4,574	\$ -	\$ 79,696
45	Hardware and Software Upgrades for Aging and Obsolete Systems				\$ -	\$ 450,000	\$ -	\$ 450,000
46	LAFD Website Support			1	\$ 70,639	\$ 121,817	\$ -	\$ 192,456
47	ITB Administrative and Technical Support Team			2	\$ 173,549	\$ 3,634	\$ -	\$ 177,183
48	Cyber Security Enhancements				\$ -	\$ 100,000	\$ -	\$ 100,000
49	Lifecycle Replacement of Workstations and Printers				\$ -	\$ 532,750	\$ -	\$ 532,750
50	Fire Commission Support (Senior Project Coordinator)			1	\$ 78,848	\$ -	\$ -	\$ 78,848
	False Fire Alarm Program				\$ -	\$ -	\$ -	\$ -
	<b>Total New/Incremental Requests</b>		<b>53</b>	<b>30</b>	<b>\$ 16,108,608</b>	<b>\$ 14,791,221</b>	<b>\$ -</b>	<b>\$ 30,899,829</b>
	<b>Total Estimated Increase for Budget Request</b>		<b>53</b>	<b>30</b>	<b>\$ 46,808,608</b>	<b>\$ 13,791,221</b>	<b>\$ -</b>	<b>\$ 60,599,829</b>

#### Off Budget

Request No.	Description	Estimated Expenses/ Equipment Costs	Estimated Vehicles Costs	Estimated Total
1	Fleet Replacement & Communications equipment	\$ 3,138,256	\$ 38,477,014	\$ 41,615,270
	<b>Total Estimated Requests for MICLA</b>			<b>\$ 41,615,270</b>

#### Key GM PRIORITY GOALS

- A Meet NFPA standards for average response times
- B Implement EMS Efficiencies by the end of 2015
- C Continue Hiring (5 Recruit Classes in FY15/16)
- D Complete a new Recruitment Plan by January 2016 to increase workforce diversity
- E Reduce the fire inspection backlog by 75%
- F Begin CAD Feasibility Study
- G Implement Community Risk Reduction Strategy
- H Complete Standards of Cover