

NOVEMBER 3, 2015

LOS ANGELES FIRE DEPARTMENT



RALPH M. TERRAZAS
FIRE CHIEF

October 15, 2015

BOARD OF FIRE COMMISSIONERS
FILE NO. 15-120

TO: Board of Fire Commissioners

FROM:  Ralph M. Terrazas, Fire Chief

SUBJECT: FIRE PREVENTION BUREAU ACTION PLAN - QUARTERLY
UPDATE

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 Withdrawn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

Attached for the Board of Fire Commissioners review is the Fire Prevention Bureau action plan report prepared for the Fire Commission meeting on November 3, 2015.

RECOMMENDATION

That the Board:
Receive and file.

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

FPB ACTION PLAN

October 22, 2015

Task Name	Begin	Completed	% Complete	FPB Project Manager	Targeted Completion Date	Status	Update
Redesign Inspector Performance Evaluation	10/01/14	12/31/14	100%	Kenneth Miller	N/A	Complete	Completed / Posted on Portal. New performance evaluation now has rating factors to include duties and responsibilities for an inspection.
Embrace Innovation Center Status and apply for Innovation Grant	10/01/14	05/11/15	100%	John Vidovich	N/A	Complete	Proposal submitted to Mayor's Innovation Fund for leveraging GIS for brush inspections. Approved by Innovation to fund \$50,00 for next generation VMS to leverage GIS technology for brush inspections.
Publish FPB Strategic Plan	10/01/14	03/31/15	100%	Gatewood/Meade	N/A	Complete	Completed forwarded to Fire Marshal. Strategic Plan has been completed and forwarded to the Fire Chief for approval.
Leverage Technology-Inter Agency Sharing	11/01/14	05/01/15	100%	Hani Malki	N/A	Complete	This has been completed for Fire Development Services. All customers are now able to schedule inspections online as of 5/1/15.
Evaluate Inspection Frequency	12/15/14	09/01/15	100%	Scott Miller	N/A	Complete	The frequency which occupancies are inspected by State and local mandates. Working on changing our current business model looking at State mandates and risk based inspections to optimize resources. We have reviewed the current inspection frequencies and made recommendations based on several new building configurations and risk. State mandates are Schools, R1, R2, High-rise are all annual. Jails every 2 years. Recommendations were forwarded to management for review.
Analyze Inspector Workload	12/15/14	06/01/15	100%	Chris DaBrol/Zack Bou	N/A	Complete	5-Step Process: 1. Identify duties, responsibilities of each type of inspection. 2. Determine the total time demand per inspection. 3. Determine the required personnel hours. 4. Calculate the average personnel availability. 5. Calculate the total personnel required.
Implement Supervisor Accountability	12/15/14	06/01/15	100%	Kwame Cooper	N/A	Complete	Changing model for Supervisors to manage inspection scheduling for more accountability and supervisorial oversight.
Special Events Standardization	12/15/14	10/20/15	100%	Jerome Boyd	N/A	Complete	Developing special events template for deployment at major events such as Academy Awards, the Grammy's and USC football games. Draft submitted to Assistant Fire Marshal for review.
Develop Alternative Staffing Proposal	01/05/15	09/01/15	100%	Kwame Cooper		Complete	Through the use of V-hours, members on the current Inspector's promotional list were offered a detail to the FPB for training and inspection support prior to their promotion to assist with backlog inspections. Received minimal response & interest from those on Inspector's promotional list.
Streamline Fire Permit Process & Collection	10/01/14		70%	Rosemarie Barraza	Sep-16	In Progress	Internal policy has been developed and Inspectors training on Fire Department enforcement. On-going meetings w/ Office of Finance to leverage technology to streamline permitting process.
Establish Risk Base Inspection Criteria for brush and maintenance inspections	12/15/14		70%	Wordin	Feb-16	In Progress	Will be partnering with EOPS to prioritize inspections as it falls into newly formed 4-Bureaus concept. Looking into other jurisdictions across the country, fire risk estimates can be used to prioritize occupancy inspections.

FPB ACTION PLAN

October 22, 2015

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Evaluate developing a Special Events Unit	12/15/14		70%	Scott Miller	Jan-16	In Progress	Establish a Inspector Special Events workgroup to analyze concept group met, provided a report back to management now waiting for management direction. Still would need to address logistics of establishing the unit, phones, decentralized work space, office coverage, support staff etc
Develop Community Risk Reduction Program	01/05/15		70%	Kwame Cooper	Jan-16	In Progress	CRR Training completed June 15-19, 2015. Fire Chief approved the formation of a CRR Unit effective July 1, 2015. Received \$75,000 in Grant funding Oct 2015.
Establish Performance Management	11/01/14		75%	John Vidovich	Dec-15	In Progress	On-going discussion with FireStat to finalize performance based metrics.
Right Size Inspection Districts	02/01/15		50%	Scott Miller	Mar-16	In Progress	Right size inspection districts includes identifying duties and responsibilities for Inspectors using predetermined matrix as well as historic data to determine how many inspections can be conducted per day, per month and per year. Identified that an Inspector works an average of 165 days per calendar year. Waiting for direction on Bureau Reconfiguration and Special Events Unit. Still have some data clean up to complete regarding how building/occupancy are recorded.
Reorganize FPB into new business model	02/01/15		50%	Scott Miller	Jan-16	In Progress	Workgroups were established to analyze the 4 Bureau Reconfiguration and Special Events Unit. Reports have been forwarded to the Fire Marshal for action.
Automate Chief Reg 4 Requirements Citywide	02/01/15		50%	Matthew Gatewood	Jan-16	In Progress	Implemented the Compliance Engine on 2/1/2015. Increase in high rise buildings in FLS Systems are up 30% improvement. Pilot for EOPS Battalion 11 on 7/1/2015. Expanded citywide on 7/15/2015.
Establish an Apartment Inspection Fee	01/05/15		0%		N/A	N/A	No longer a viable project
Implement Self Inspection Program			0%		N/A	N/A	No longer a viable project
Implement False Alarm Program	01/05/15		40%	Wordin	Jul-16	In Progress	2 meetings held with LAFD Committee on False Alarms, Working with City Attorney's Office on Ordinance. Working on pilot data project with OCB to clarify False Alarm data to ensure accuracy, reached out to form Stakeholder Group, reached out to Regional Partners on Alarm School, data to be collected on number of Gov. Buildings that will be exempt from Ordinance, working with MIS on pilot data project for the field.
CUPA Evaluation Deficiencies	01/11/15		75%	Anna Olekszyk	Jul-16	In Progress	CUPA will submit the third Deficiency Progress Update on October 23. UST inspection frequencies are on target. Policies and procedures have been updated to meet the state requirements. Participating Agency expectations have been communicated to ensure long-term success. CUPA goal at the end of the Program Improvement Agreement term is full compliance and satisfactory rating.