



**To:** Dan Wittington, Trustee and Chair of Public Transportation and Safety Committee  
Scott Niehaus, Village Manager

**From:** Rick Sander, Fire Chief *RS*

**Date:** January 23, 2017

**Subject:** 2018 Budget Options - Fire Department

**Referenced below are proposed 2018 Budget Options as they relate to the Fire Department.**

**Reduction in Staffing**

**Reduce support staff by one (1) part-time Administrative Secretary Position – (\$22,000)**

Consider the reduction of one (1) part-time Administrative Secretary position and reallocate duties. This position is expected to be open due to a retirement in the fall of 2017.

The Fire Department's support staff currently consists of one (1) full-time Administrative Coordinator, one (1) part-time Administrative Secretary at Fire Station One, and one (1) part-time Administrative Secretary at the Village Hall in the Fire Prevention Bureau.

The part-time Administrative Secretary keeps track of and enters all payroll information for the department, produces a variety of monthly and annual reports, and manages emergency medical reports. This position also handles outside agency inquiries, assists with grant applications, administrative projects, and other duties as assigned.

If the part-time position is eliminated, Fire Administration will distribute these duties between both remaining positions with the majority of the workload shifted to the full-time Administrative Coordinator.

The Fire Department supports the reduction in staff and will closely monitor the workloads of the remaining personnel.

## Core vs. Enhanced Services

### Public Education – Core (\$23,000)

We believe this is important for the following reasons:

- The Public Education program provides essential fire and home safety information and instruction to children not currently provided by any other organization or entity in our community. These include 'stop, drop, and roll'; home evacuation plans, home fire safety; how and when to call 9-1-1 and what information to provide to a 9-1-1 operator. Also, the method of delivery reinforces fire safety at home.
- The National Fire Protection Agency (NFPA), International Fire Chiefs, National Safety Council, Federal Emergency Management Agency (FEMA) and other agencies consider fire and home safety education a key component to successful community-wide risk reduction strategies.
- A recent survey revealed that our neighboring community fire departments provide fire safety training. (Survey results of program delivery attached)



*Note: Fire/ Evacuation Drills, and Life Safety Education for citizens other than the schools are provided by part-time Fire Prevention staff.*

The Fire Department is best positioned and most qualified to provide essential fire and home safety through the Public Education program. These programs are delivered utilizing off-duty fire department personnel at a reduced FLSA 7g overtime rate. (Survey results of comparable local Fire Agencies attached).

The Public Education program provides over 800 hours of combined contact time between school programs and other public events.

Our school programs provide age-relevant fire and home safety to all Lombard schools for pre-kindergarten, kindergarten, and third grade school levels, incorporating nationally endorsed content and materials; some programs being delivered in Spanish. Each year, an estimated 1,480 students participate and the parents are also engaged and often 'sign-off' on the fire safety lessons sent home.



The public educators also provide information and answers questions at community events such as Spooktacular, Arts and Craft Fair, National Night Out, various Senior Fairs, and Fire Prevention Week Open House.

This is a "core" service that should be maintained.

### **Core vs. Enhanced Services - continued**

#### **Code Red Emergency Notification System – Enhanced Services (\$20,000)**

To be addressed by the Police Department. The Fire Department has no objections to this reduction in cost from the Fire Department's Budget.

### **Revenue Enhancements**

These may be considered during calendar year 2017 even though they are not currently considered to balance the 2018 budget.

The Fire Department Administration will continue to discover other revenue enhancements by looking at industry standards, and fee or revenues in comparison with similar communities to ensure we are not putting our residents or local businesses at a disadvantage in comparison to other communities. Any and all potential new revenue programs will be brought to the Public Transportation and Safety Committee for review prior to implementation.

Examples of these may include:

1. Increasing ambulance billing to amounts similar to our neighboring Fire Departments. The last increase to our ambulance billing was February 5, 2009.
2. Introducing fire recovery billing where we would bill for motor vehicles accidents, vehicle extrications, vehicle fires, and water rescues similar to neighboring Fire Departments.
3. Tollway billing.

### **Expenditure Reductions and Efficiencies**

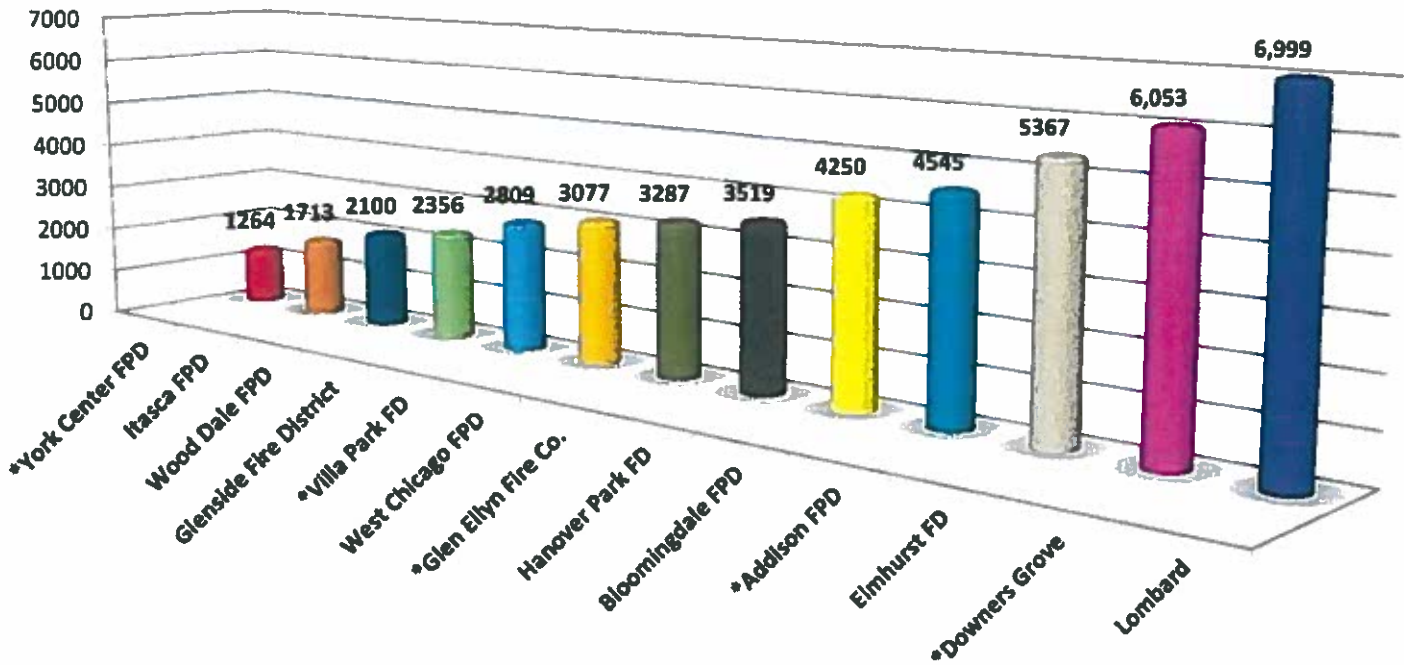
Currently, Village Liquor Code requires a semi-annual Liquor License renewal. The Fire Department currently conducts inspections of these businesses predominately for life safety issues prior to licenses being issued or renewed. During these fire inspections, the Fire Department also records an itemized list of coin operated machines. This list is used to verify the correct fees for the establishment's Village Issued Coin Operated Machines license. The Fire Department is open to assist with any alternatives or suggestions in order to create efficiencies in the license issuance and renewal process.

The Fire Department Administration will continue to analyze the best options to improve efficiencies within the 2018 Budget.

Please feel free to contact me with any additional questions via email or phone at [sanderr@villageoflombard.org](mailto:sanderr@villageoflombard.org) ; 630-620-4008.

Thank you.

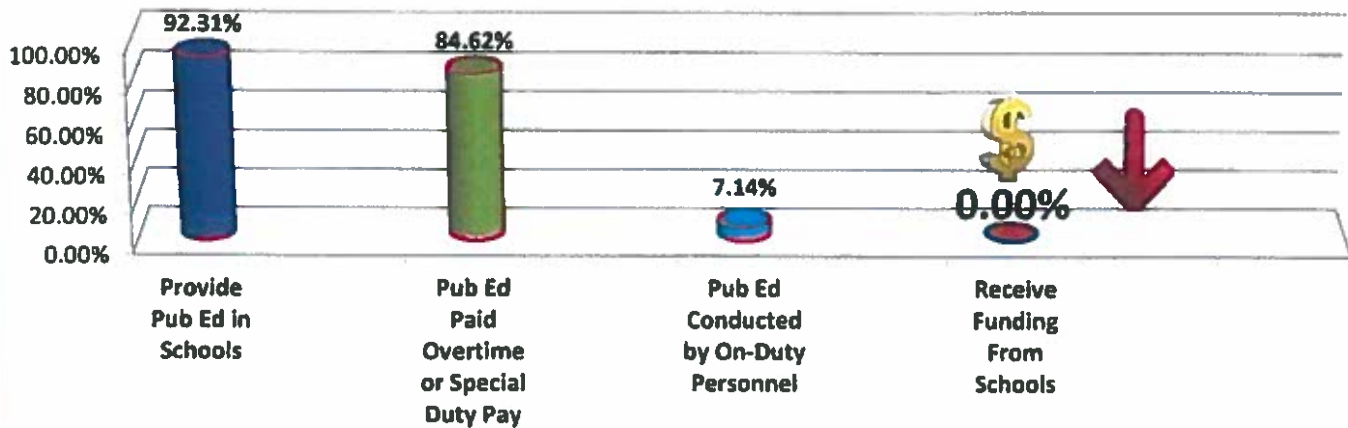
## December 2016 Public Education Survey Comparable Call Volumes Per Year



\*Fire Agencies that border Lombard



## December 2016 Public Education Survey Program Delivery



- Provide Pub Ed in Schools
- Pub Ed Paid Overtime or Special Duty Pay
- Pub Ed Conducted by On-Duty Personnel
- Receive Funding From Schools