



## **INFORMATIONAL MEMORANDUM**

**TO:** Tukwila City Council  
**FROM:** Jay C. Wittwer, Fire Chief  
**BY:** Jay C. Wittwer, Fire Chief  
**CC:** Allan Ekberg, Mayor and David Cline, City Administrator  
**DATE:** 06/04/20  
**SUBJECT:** Fire Department 1<sup>st</sup> Quarter Report

### **ISSUE**

The City of Tukwila Fire Department is transmitting the 1<sup>st</sup> Quarter Report to the City Council.

### **BACKGROUND**

Since 2017, the Fire Department has presented an Annual report to the City Council and community. During the end of 2018, the Fire Department Management Team set a goal within the City Work Plan process for 2019 to adopt the Standards for reporting data as outlined by the State of Washington RCW 35A.92.030. During the past year the Fire Department with assistance from the Finance Department presented data and information to assist the City Council to better understand the operations, revenues and expenditures for the Fire Department. On December 2, 2019, the City Council formally adopted performance policy, standards and objectives in accordance with RCW 35A.92.030.

### **DISCUSSION**

The Fire Chief and the City Management Team met regularly in the first quarter of 2020 to ensure that data has been collected and prepared using RCW 35A.92.030 as a guide and is included in the attached annual report. Many important processes including this report were postponed because of the COVID-19 issues that the city faces. The Fire Chief is prepared to answer questions regarding this report.

### **FINANCIAL IMPACT**

There is no direct financial impact regarding this report.

### **RECOMMENDATION**

The TFD is requesting that the City Council review this report and provide feedback.

### **ATTACHMENTS**

Fire Department 1<sup>st</sup> Quarter Report





# **Tukwila Fire Department**

**1<sup>st</sup> Quarter Report**

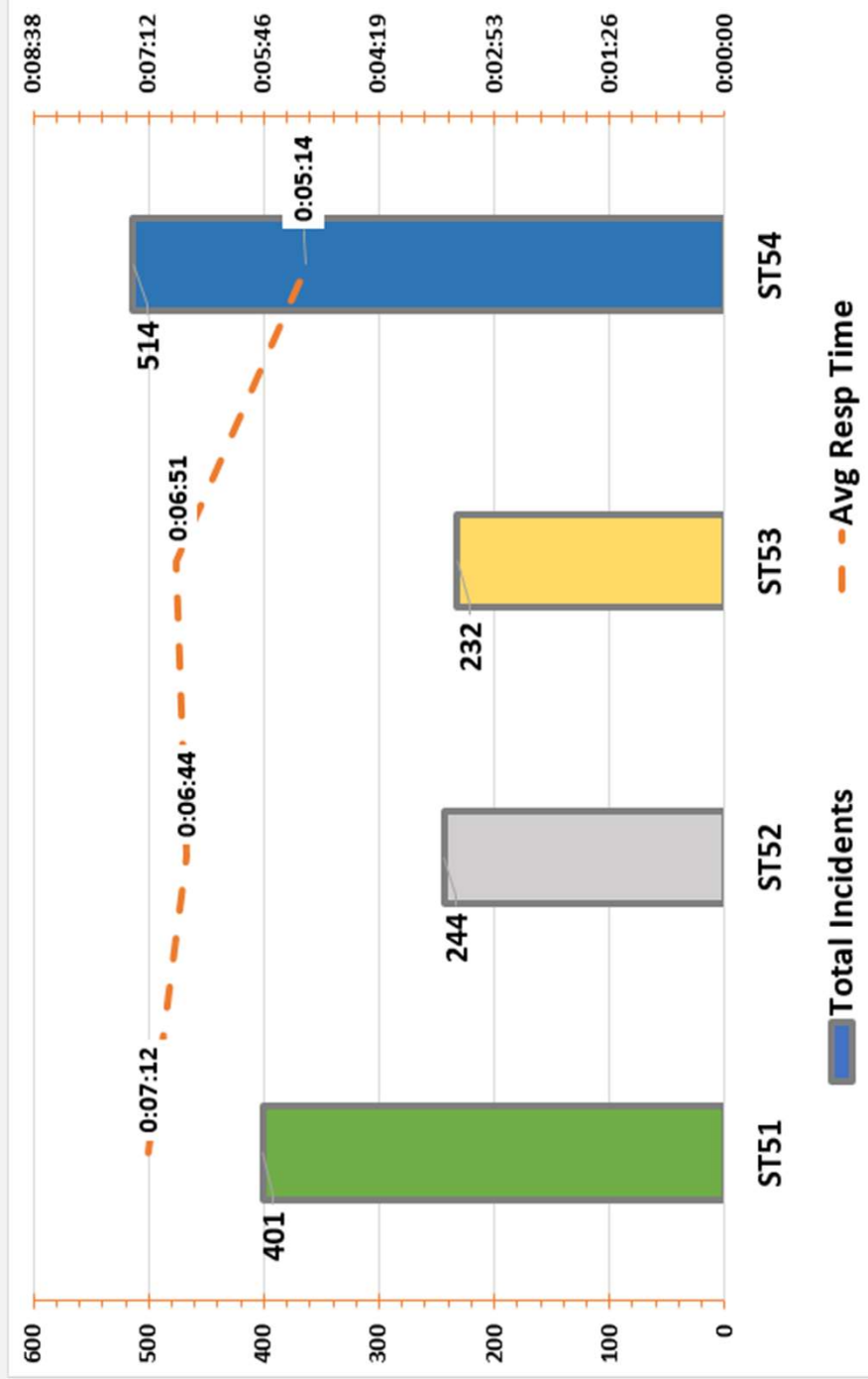
**2020**

# **Contents**

- Call Volume & Average Response Times
- Response Type
- Apparatus' Call Volume
- Response Times by Station for EMS and Fire
- COVID19 Highlights
- Administration
- Fire Marshal's Office
- Operations
- Overtime Usage – Minimum Staffing, FMO, Meetings, Trainings
- Goals for the year
- Adjusted COVID Goals
- Emergency Management



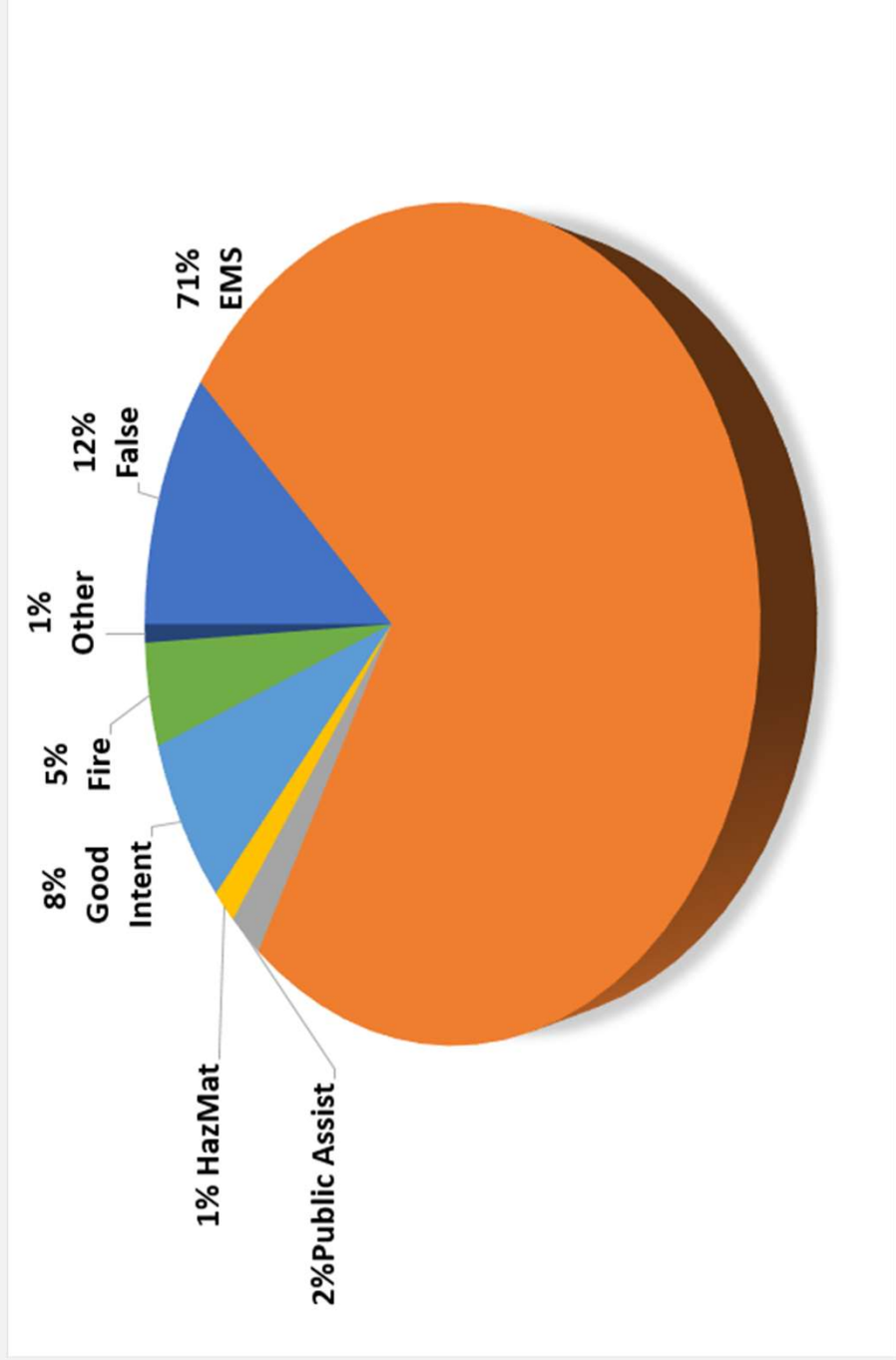
# 1st Quarter 2020: Call Volume & Average Response Times



YEAR	Station	#	Avg Resp Tm
2020	51	401	0:07:12
1st QTR	52	244	0:06:44
	53	232	0:06:51
	54	514	0:05:14
Total Inc & Avg Resp Tm*		<b>1391</b>	<b>0:06:30</b>

Station	Total Incidents	Avg Resp Time
ST51	401	0:07:12
ST52	244	0:06:44
ST53	232	0:06:51
ST54	514	0:05:14

# Response Type

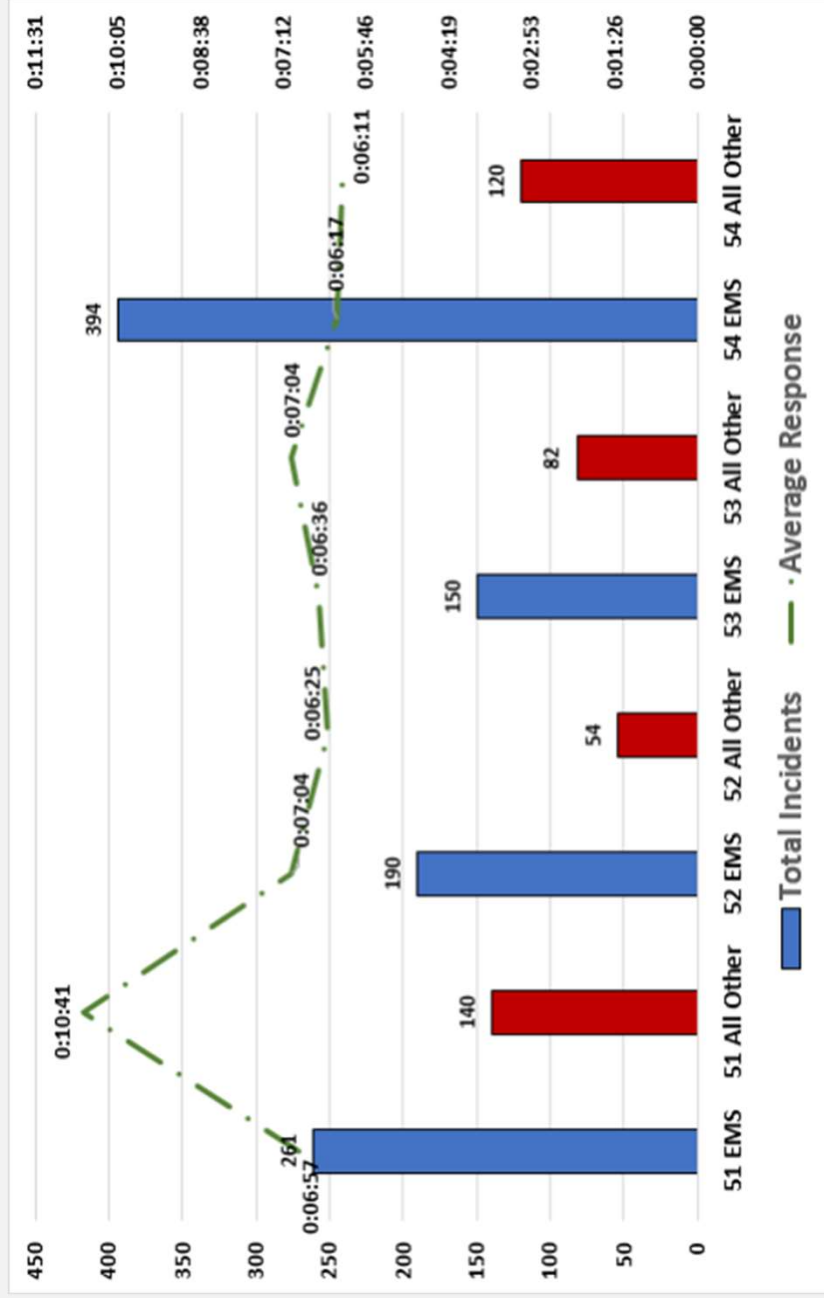


## 1st Quarter 2020

Call Types	Number of Responses*
FALSE	163
EMS	995
Pub Asst	28
HazMat	21
Good Int	105
Fire	67
Other	12
Grand Total	1391

(\*In and Out of Service Area)

# 1st Qtr 2020: Response Times by Stn. for EMS & All Other



Station & Type	Total Incidents	Average Response
51 EMS	261	0:06:57
51 All Other	140	0:10:41
52 EMS	190	0:07:04
52 All Other	54	0:06:25
53 EMS	150	0:06:36
53 All Other	82	0:07:04
54 EMS	394	0:06:17
54 All Other	120	0:06:11

# COVID<sub>19</sub> Highlights



Total TFD Call Volume in April 2020 represented a decrease of 27% compared to April 2019. (Jan, Feb, and March averaged an 8% decrease.  
 Most of April's drop resulted from a marked decrease in EMS responses, which fell 28% compared to 2019. Fire and Service call both fell but each carry far less weight due to comparatively low volumes.

Tukwila Fire Department has fallen 12% compared to the same time frame in 2019.  
 Station 51 volume has dropped 47% April 2019 vs April 2020

## % Change in Case Volume Metrics ('20 vs '19)

### Change in Total Case Volume

Station	% Change '20 vs '19					YTD
	January	February	March	April	May	
51	-12%	11%	-19%	-47%	-47%	-23%
52	5%	-1%	0%	-35%	-35%	-13%
53	6%	-23%	-8%	-32%	-24%	-16%
54	-11%	-14%	-11%	-27%	-25%	-18%
All TFD	-7%	-6%	-10%	-27%	-26%	-15%

### Change in EMS Case Volume

Station	% Change '20 vs '19					YTD
	January	February	March	April	May	
51	-11%	26%	-12%	-50%	-49%	-20%
52	3%	12%	-1%	-35%	-59%	-17%
53	-6%	-7%	9%	-29%	-31%	-14%
54	-7%	-12%	-13%	-31%	-24%	-17%
All TFD	-7%	4%	-6%	-28%	-32%	-14%

### Change in Fire Case Volume

Station	% Change '20 vs '19					YTD
	January	February	March	April	May	
51	-5%	-4%	-42%	-20%	-52%	-27%
52	-7%	-22%	0%	-11%	19%	-4%
53	83%	-9%	-44%	-10%	-24%	-5%
54	-35%	11%	63%	7%	-41%	-10%
All TFD	3%	-8%	-22%	-9%	-21%	-12%

### Change in Service Case Volume

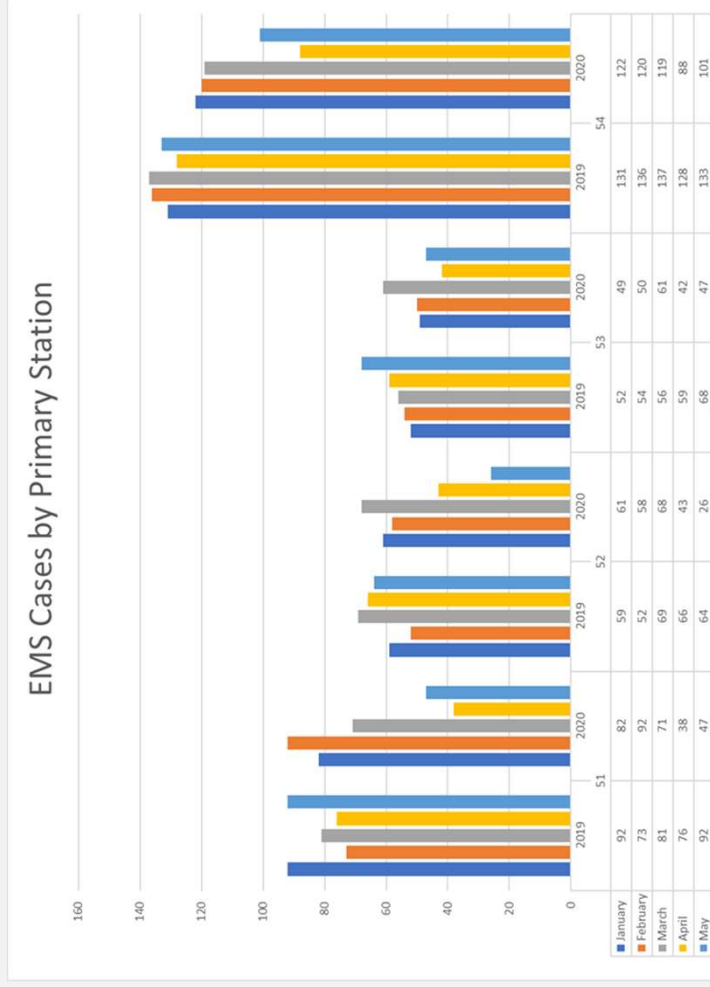
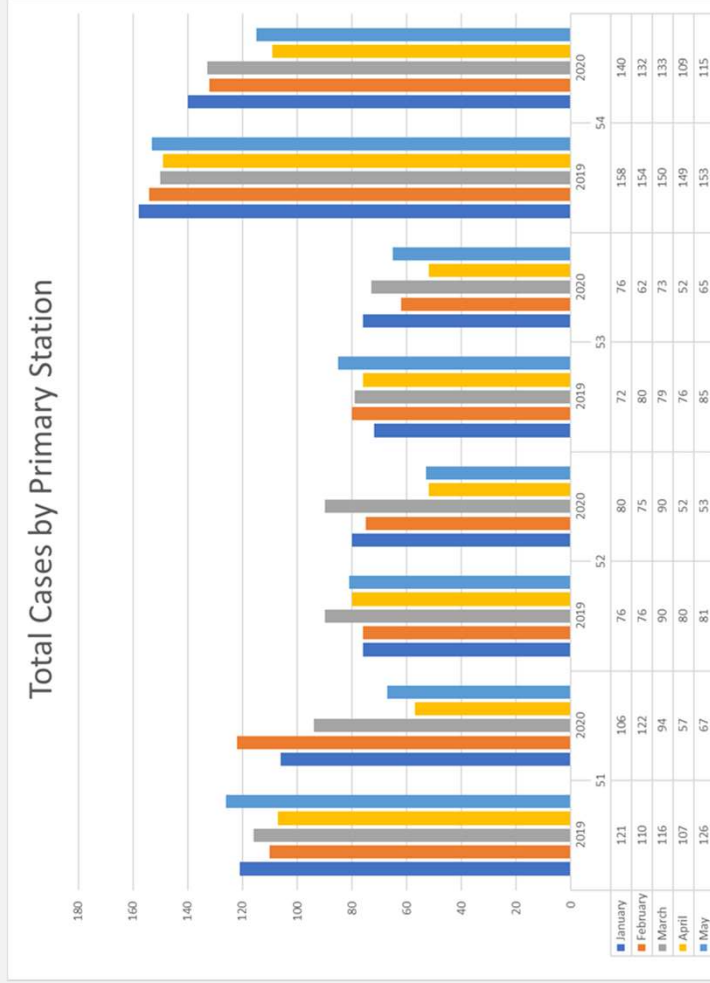
Station	% Change '20 vs '19					YTD
	January	February	March	April	May	
51	-50%	-42%	100%	-73%	17%	-36%
52	100%	-50%	50%	-80%	700%	24%
53	-38%	-87%	-57%	-86%	N/A	-57%
54	-29%	-78%	-80%	-14%	33%	-42%
All TFD	-32%	-69%	-35%	-61%	100%	-37%



# COVID19 Highlights



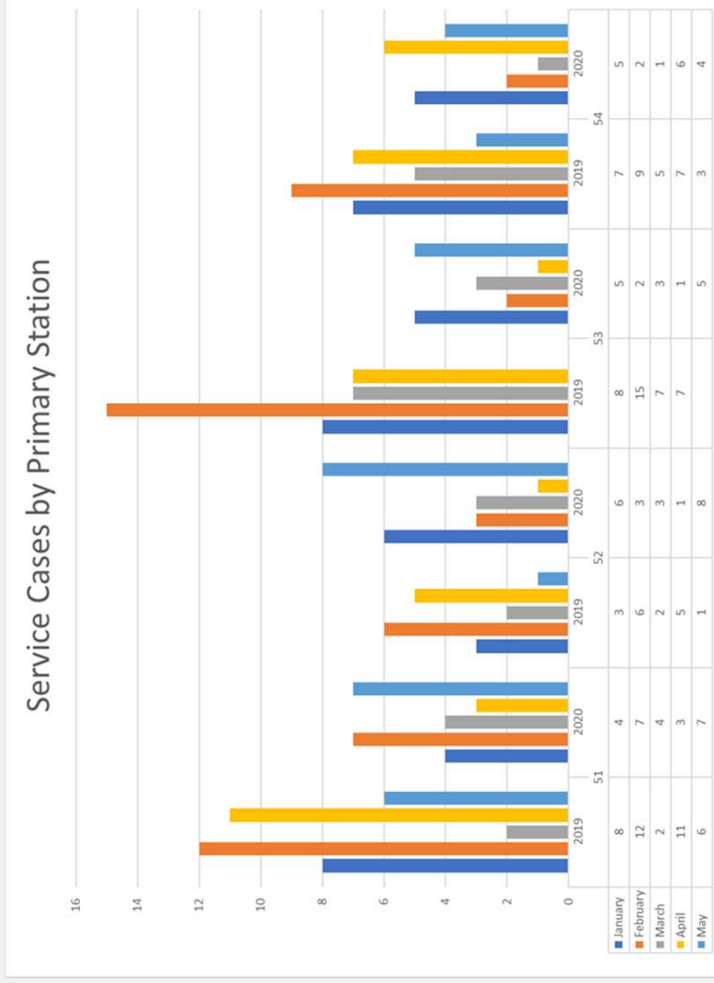
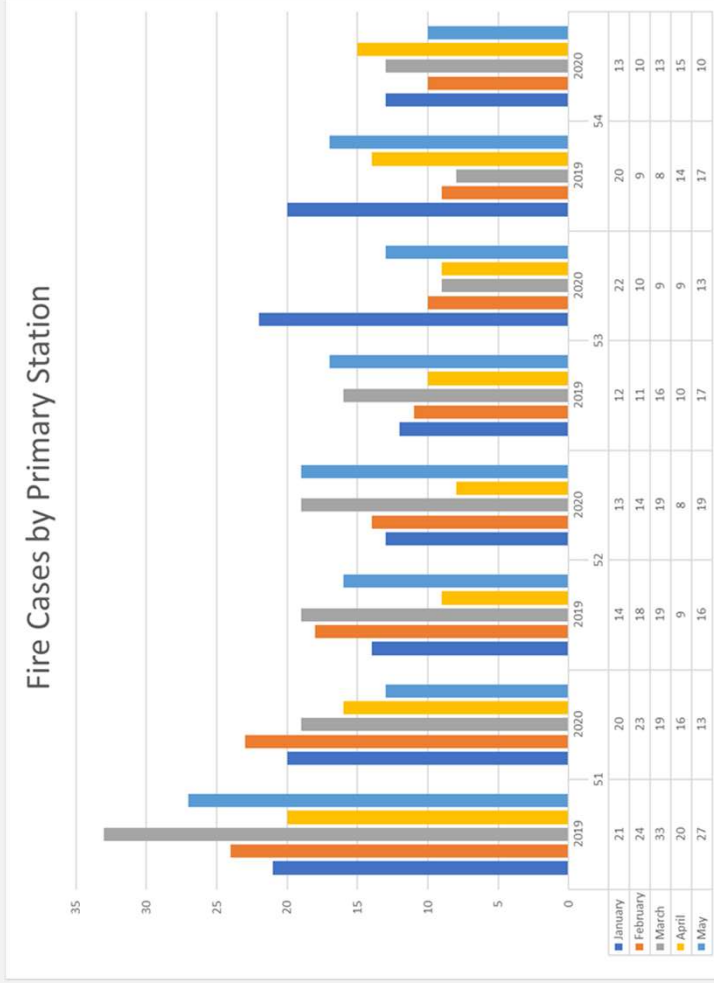
Break down of EMS and Total responses: By Fire Station for 2019 and 2020 ( January to April )



# COVID19 Highlights



Break down of Fire and Service responses: By Fire Station for 2019 and 2020 ( January to April )



# Administration

## Public Safety Bond Update:

- Apparatus: ~ Ladder & 2 Engines in service
- ~ 2 Pickup Trucks delivered (Training Dev)
- ~ 1 Pickup Truck ordered (Battalion Chief)

Stations: ~ **Stn 51:** Final Stages – opening Aug 17, 2020

~ **Stn 52:** Behind City Hall, midway - opening 1st qtr 2021

~ **Design Team:** Captain Judkins, BC Konieczka, Rachel B., Fire Chief

## Policies:

- Completing review and updating of Fire Department Policies
- Firefighter Contract: Completed and ratified by City Council, went into effect 1st Qrt.

## Strategic Plan:

- Updating 2014 Edition; process underway for 2020-2025



# Administration

## Staffing Software:

- Telestaff Integration w/new PA codes
- Preparing for Fire ESO Integration

## Regional Service:

- Valley Comm Finance Committee
- Training Consortium Governance Board Chair
- King County Fire Chiefs' Finance Oversight Committee
- King County Fire Chiefs' Education Committee
- FDCARES/EMS work groups - on hold because of COVID-19

## Revenue Sources:

- EFR HazMat & Vehicle Incident Responses
- EMS Service Contracts - TriMed Ambulance
- False Alarm Billing



# Fire Marshal's Office



**Chief Ben Hayman taken action with many processes in the FMO:**

Fire Plan Reviews	162
Special Event Projects	6
Addressing Projects	13
Fire Investigator Projects	24
Fire Code Enforcement Issues	16
Public Record Requests	11
Revenues Received for FMO Services	\$71,253
Operational Permits Inspections Conducted	0
Life Safety Inspections Conducted	0

# Operations



## Covid-19 Response:

PPE

Training

Isolation x 2

Quarantine x 10

## Trainings Attended:

- Pump Academy
- JATC
- Driver Training

## New Hires in Academy:

- January 1<sup>st</sup> One new Employee in Academy / June graduation

## Mentorship Program

## Staffing Adjustments



# Overtime Usage – Minimum Staffing

Fire Department Overtime (Salaries Only)

	January	February	March	April	YTD TOTAL	% of Total Overtime	% of Annual Budget Spent	Annual Budget
<b>1-Min Staffing</b>								
Suppression - Shift A	9,953	3,053	3,411	-	16,417	16.4%		
Suppression - Shift B	2,245	5,821	6,256	276	14,598	14.6%		
Suppression - Shift C	3,722	7,565	7,884	141	19,313	19.3%		
<b>Total</b>	<b>15,921</b>	<b>16,439</b>	<b>17,550</b>	<b>417</b>	<b>50,327</b>	<b>50.2%</b>		
<b>2- Training</b>								
Suppression - Shift A	885	261	-	-	1,146	1.1%		
Suppression - Shift B	1,773	-	-	-	1,773	1.8%		
Suppression - Shift C	2,353	176	-	-	2,529	2.5%		
Training	-	890	2,537	2,055	5,482	5.5%		
<b>Total</b>	<b>5,012</b>	<b>1,326</b>	<b>2,537</b>	<b>2,055</b>	<b>10,930</b>	<b>10.9%</b>		
<b>3.0- Other</b>								
Suppression - Shift A	-	389	3,141	27	3,557	3.5%		
Suppression - Shift B	399	1,588	889	114	2,990	3.0%		
Suppression - Shift C	-	622	1,812	61	2,495	2.5%		
Emergency Management	-	-	3,407	-	3,407	3.4%		
<b>Total</b>	<b>399</b>	<b>2,599</b>	<b>9,249</b>	<b>201</b>	<b>12,448</b>	<b>8.9%</b>		
<b>3.2-Equip Test/Maint</b>								
Suppression - Shift A	408	833	-	-	1,242	1.2%		
<b>Total</b>	<b>408</b>	<b>833</b>	<b>-</b>	<b>-</b>	<b>1,242</b>	<b>1.2%</b>		
<b>3.3-Meetings</b>								
Suppression - Shift A	1,261	-	158	172	1,591	1.6%		
Suppression - Shift B	647	178	-	396	1,221	1.2%		
Suppression - Shift C	2,336	79	-	-	2,416	2.4%		
Training	528	-	-	-	528	0.5%		
Emergency Management	303	-	-	-	303	0.3%		
<b>Total</b>	<b>5,075</b>	<b>258</b>	<b>158</b>	<b>568</b>	<b>6,059</b>	<b>6.0%</b>		
<b>4-Prevention</b>								
Prevention and Investigation	3,960	4,373	1,123	857	10,313	10.3%		
<b>Total</b>	<b>3,960</b>	<b>4,373</b>	<b>1,123</b>	<b>857</b>	<b>10,313</b>	<b>10.3%</b>		
<b>5-Emergency Response</b>								
Suppression - Shift C	248	-	-	-	248	0.2%		
<b>Total</b>	<b>248</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>248</b>	<b>0.2%</b>		
<b>6-Billable</b>								
Suppression - Shift B	299	-	230	-	528	0.5%		
Prevention and Investigation	2,024	1,557	3,504	-	7,085	7.1%		
Training	1,078	-	-	-	1,078	1.1%		
<b>Total</b>	<b>3,401</b>	<b>1,557</b>	<b>3,734</b>	<b>-</b>	<b>8,692</b>	<b>8.7%</b>		
<b>Grand Total</b>	<b>34,426</b>	<b>27,386</b>	<b>34,349</b>	<b>4,098</b>	<b>100,259</b>	<b>100%</b>	<b>18.8%</b>	<b>534,184</b>

# Goals For The Year (provisos)

1. 2019 Annual report - RCW 35A.92.030
2. Quarterly reports
3. Mid-year report
4. Third-party consultant budget and management practices
5. Additional revenues
6. To remain within the 2020 adopted budget





# Adjusted COVID -19 Goals

1. Health of our responders – PPE, education, safety
2. Reduce training, except for mandatory or required
3. Scrub Fire Budget - approximately \$80,000
4. Reduce Overtime
5. 12 vs 13 Minimum staffing / Aid354 in service
6. Hiring Freeze - 2 positions (Administration/Support)
7. Working with Local IAFF Local #2088
8. No Travel



## **Emergency Management / Support Services**



**The Future of Emergency Management:** The first quarter of 2020 was supposed to be transition from the Fire Department to the Mayor's Office for emergency management. With the COVID-19 pandemic, everything was quickly re-prioritized, and the focus was instead shifted on safely dealing with the deadly virus instead of transitioning the office.

**COVID-19:** With the sweeping changes across the entire City, it was clear that we would have to change the way we do business to make it through this pandemic. This meant allowing employees work from home if possible, with only essential employees reporting to work. Those that did report to work took their temperature upon arrival and used social distance practices.

**Social Media/PIO:** Tukwila is one of 6 departments in Zone 3 (South King County) that is going to be part of a PIO (Public Information Officer) response team. We will be taking our turn on a 24-hour rotation to provide coverage for any large emergency when information is requested or needs to be shared with the public through social media or more traditional means.