

CENTRAL FIRE STATION

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Saco Fire Department

Annual Report

July 1, 2012—June 30, 2013



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Introduction

On behalf of the members of the Saco Fire Department, I am proud to submit our Annual Report for Fiscal Year 2013: July 1, 2012 through June 30, 2013, (FY 2013).



The following is a summary of activities of the Saco Fire Department for FY 2013. The department responded to 3,212 calls for service during the period. This represents an increase of 134 total calls over FY 2012.

There were 2535 calls for Emergency Medical Services, (EMS); 78.9 % of our total call volume. Southern Maine Medical Center in Biddeford is our primary hospital of destination accounting for 1636 transports. 90% of our calls originate in Saco; the other 10% are calls for which we provide mutual aid to our neighboring towns.

During FY 2013 our department responded to 8 building fires in Saco and assisted neighboring communities at 11 building fires as a part of our automatic mutual aid agreements. Beyond structural fire-fighting and EMS responses, the public relies on the fire department to provide emergency services for a wide range of call types. These significant calls include 167 motor vehicle accidents; 19 ocean and inland water emergencies; 44 Brush, Grass, Woods and outside fires; 11 fire emergencies involving heating appliances including chimney fires; 29 incidents as a result of carbon monoxide detector activations; 13 incidents directly related to cooking fires and 30 incidents involving Hazardous Materials and fuel spills.

Beyond answering emergency calls, we prepare ourselves for the challenges we face through a comprehensive training program that meets or exceeds national standards established for both fire and EMS service. Countless hours are also spent in Fire Prevention and Code Enforcement inspections as well as Public Fire Safety Education activities.

The Saco Fire Department, through its highly trained and dedicated employees, strives to deliver the highest quality fire protection and emergency medical services in the most cost effective manner through quality fire prevention, suppression, and emergency medical services delivery, with the utmost regard for the safety of its citizens, visitors and employees. We are very grateful for the continued support from our community, city administration, other city departments, and elected officials; without your support, meeting our mission would not be possible.

Respectfully submitted,

John L. Duross

Fire Chief

Fire Department Staffing

The Saco Fire Department is a combination department, operating 24 hours per day, 7 days per week and consisting of a 35 member career division, a 44 member on-call division and three civilian members.



The career division is comprised of 35 highly trained and competent firefighters who are all licensed by Maine Emergency Medical Services to provide emergency medical services on a transporting ambulance. Staff positions consist of the Fire Chief and two Deputy Fire Chiefs working a Monday through Friday work shift, as well as on-call time rotating every third week. On-duty staffing is accomplished through 4 eight member shifts working 24 hours on a rotating basis. Leadership of each on-duty shift is provided by a captain and a lieutenant. The remaining crew members are highly proficient firefighters/apparatus operators. The majority of our personnel are licensed at the Paramedic level, while the remaining members are either Basic Emergency Medical Technicians (EMT's) or Intermediate level EMT's. All career members are trained and qualified as Interior Structural Firefighters and operate at the Operations Level in Hazardous Materials Response.

The on-call division of the Saco Fire Department is a long-standing, rich in tradition organization that serves the City with pride and dedication, staffing the fire apparatus at the North Saco and Camp Ellis Fire Stations as well as providing additional firefighting staff at Central Fire Station. As on-call members, they are required to attend monthly training and to respond on all fire related incidents that are 1st Alarm assignments or greater as determined by the Incident Commander. This group also has limited responsibilities as EMS First Responders in the outlying areas of North Saco and Camp Ellis. The goal is to use the sub-stations to provide first aid prior to the arrival of the ambulance out of Central Fire Station.

Our three civilian members consist of a fulltime Administrative Assistant, a medical physician who serves as our Medical Director and our Fire Department Chaplain. The responsibilities of the Administrative Assistant center on office workflow. Duties include processing department payroll, invoices, recordkeeping, filing and serving as the department receptionist. Our Medical Director provides the EMS Division with guidance on training, EMS protocol compliance and Quality Assurance & Quality Improvement. The focus of the department chaplain is centered around providing support services to our department, our membership and our customers.

Future Staffing Needs

The fire department has worked hard over the years to balance the need to grow the organization to meet the growing demands for service against the constraints faced by the community. The need for managed growth of the organization is based on a number of factors: overall increased call volume, Fire District specific increased call volume, program specific increases in requirements/regulations and technological improvements.

Planning for growth is on-going and staffing Camp Ellis and North Saco Station with career firefighters, increasing firefighter and administrative staff at Central Station and the need to advance our capabilities in specialized rescue situations are all needs being considered.

30-year history of Managed Growth

	1980	1985	1990	1995	2000	2005	2010	2013
Number of Fire Calls	494	634	316	990	1667	584	617	684
Number of Ambulance Calls	876	1084	1552	1713	1885	1958	2288	2535
Number of Fire Stations	3	3	3	3	3	3	3	3
Number of Fire Engines	5	5	5	6	6	5	5	5
Number of Ambulances	1	1	2	2	2	2	2	3
	1980	1985	1990	1995	2000	2005	2010	2013
Career Chief Officers	4	4	3	3	3	3	3	3
Career Fire Captains	3	3	4	4	4	4	4	4
Career Fire Lieutenants	0	0	0	0	0	4	4	4
Career Firefighters	12	12	16	16	16	24	24	24
Number of Shifts	3	3	4	4	4	4	4	4
Average Weekly Work Hours	56	56	42	42	42	42	42	42
Call Division Firefighters	30	30	30	30	35	35	40	44

Fire Department Facilities

The Saco Fire Department operates out of three fire stations.

Central Fire Station located at 271 North Street was built in 2011. Staffed 24 hours a day by on-duty members, Central Station is also the home of the administration office and is often frequented by the public who are in need of the non-emergency services that we provide such as obtaining burning permits or Fire Code advice on a particular product or installation.



North Saco Fire Station is located at 37 Rocky Hill Road. A volunteer station that was built in 1975 on land donated to the city by a local resident. The original location of the North Saco Fire Station was at the corner of the Heath and Flag Pond Roads which housed used and donated fire apparatus until 1971 when the City of Saco purchased Engine 7.



Camp Ellis Fire Station is located at 11 Bay View Road. This station was built in 1993 using money from the Federal Jobs Bond. Relocated from its original home that was constantly impacted by coastal storms, the Camp Ellis Volunteer Fire Department has a long history of serving the fishing industry and summer homes of many residents.

Apparatus

The Saco Fire Department Central Fire Station houses;

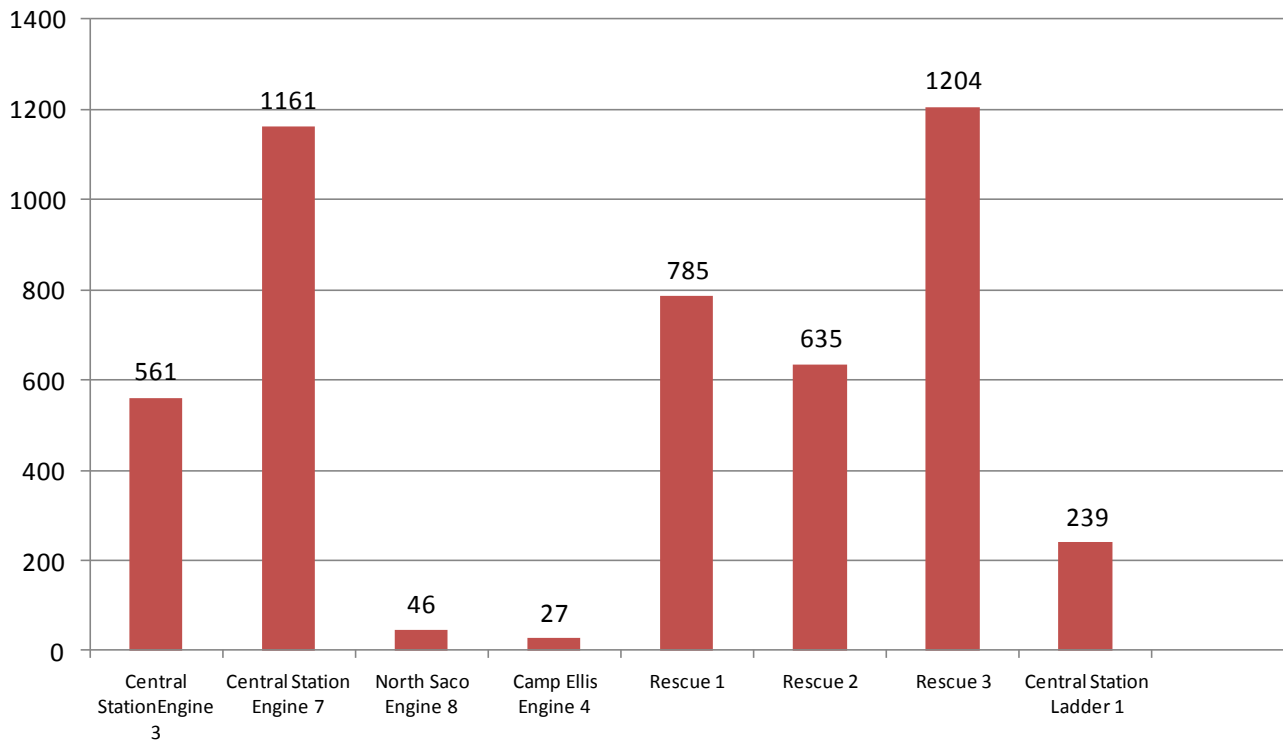
- 2 fire engines,
- 1 aerial ladder truck,
- 3 transporting ambulances,
- 1 pumper/tanker,
- 1 brush truck, and
- 2 marine units that are operated by the on-duty shift.

Each sub-station, North Saco and Camp Ellis, house 1 fire engine that is operated by members of the Call Division assigned to those stations.



Apparatus Response Data

July 1, 2012 - June 30, 2013



Capital Equipment including anticipated replacement schedule

Adopting and using a formal replacement program for fire/EMS vehicles, facilities, and equipment is designed to standardize specifications, prevent excessive age and significant maintenance costs, ensure reliability, eliminate inconsistencies in systems and provide a financial planning tool that can become part of the department's annual budget process.

There are no black-and-white or industry accepted methods for measuring the depreciation of a fire truck, ambulance, or specialized equipment. Replacement is based on a number of factors, including but not limited to:

- Life-to-Date maintenance costs exceeding acquisition costs; M:A Ratio
- Desire to maintain a reliable fleet and equipment to meet the emergency needs of the community
- Technology improvements that increase safety, effectiveness, and efficiency
- First response service time compared to expected time to serve as a reserve unit
- Age, mileage, and engine hours are also considerations

DPW #	DESCRIPTION	Fire Station	MAKE	YEAR	ESTIMATED LIFE	VIN NUMBER	MILES/ENGINE HOURS	REP. DATE	COND.
413	Rescue 3	Central	Chevrolet /PL Custom	2012	3 Yrs Primary /3 Yrs Secondary / 3 Yrs Reserve	1GB6G5CL6L1184307	28,039 Miles / 1444 Hours	FY 2022	New
411	Rescue 1	Central	Ford / Braun	2008	3 Yrs Primary /3 Yrs Secondary / 3 Yrs Reserve	1FDXE45P48DA42684	72,271 Miles / 4950 Hours	FY 2016	Fair
412	Rescue 2	Central	Ford / Braun	2009	3 Yrs Primary /3 Yrs Secondary / 3 Yrs Reserve	1FDXE45P29DA24833	58,441 Miles / 3803 Hours	FY 2019	Good

DPW #	DESCRIPTION	Fire Station	MAKE	YEAR	ESTIMATED LIFE	VIN NUMBER	MILES/ENGINE HOURS	REP. DATE	COND.
407	Engine 7	Central	HME / Ferrara	2001	15 Years based on heavy call volume	44KFT42861WZ19618	43,595 miles / 4246 Hours	FY 2016	Fair
406	Engine 1	Central	Internat'l / Central States	1993	25 Years as a limited use Tanker/Pumper	1FVXJLCB8PL436084	26,587 Miles / 1953 Hours	FY 2018	Fair
404	Engine 4	Camp Ellis	HME / Ferrara	1996	25 Years - Limited use from Sub-Station	44KFT4281TWZ18346	5,900 Miles / 4,038 Hours	FY 2021	Good
408	Engine 8	North Saco	HME / Ferrara	1999	25 Years - Limited use from Sub-Station	44KFT4283YWZ19179	7,424 Miles / 4,262 Hours	FY 2024	Good
401	Ladder 1	Central	Ferrara Custom Chasis	2003	25 Years	1F95075312H140180	28,552 Miles / 3302 Hours	Fy 2027	Excellent
403	Engine 3	Central	Ferrara Custom Chasis	2007	15+ Years based on current usage/assignment	1F94042227H140458	29,773 Miles / 2323 Hours	FY 2030	Excellent

DPW #	DESCRIPTION	Fire Station	MAKE	YEAR	ESTIMATED LIFE	VIN NUMBER	MILES/ENGINE HOURS	REP. DATE	COND.
423	Service 3	Central	Ford Pick Up	2005	9 Years Command Car / 3 years Service Unit	1FTRX14W85NA51070	67,260 Miles	FY 2017	Fair
422	Service 2	Central	Chevelot Pick Up	2007	9 Years Command Car / 3 years Service Unit	1GCEK19B17Z130529	58,357	FY 2020	Good
421	Car - 1	Central	Ford Expedition	2010	9 Years Command Car / 3 years Service Unit	1FMJU1G50AEB54062	35,987 Miles	Fy 2023	Excellent
424	Car - 2	Central	Chevrolet Tahoe	2013	9 Years Command Car / 3 years Service Unit	1GCEK19B05E126752	1,294 Miles	Fy 2026	New
420	Marine 5	CE Pier	Amber Craft	1990	15 Years Ocean Fire/Rescue Operations		N/A	FY 2014	OOS
	Marine 6	Central	Avon	1991	20 Years fresh water Fire/Rescue Operations		N/A	FY 2022	Good
	ATUV	Central	Polaris / Kimtek	2012			35 Hours		New
409	Engine 9	Central	Ford/Northeast	2005		1FDAF57P45EC28012	9,782 Miles / 786 Hours	FY 2025	Excellent

Fire & EMS Equipment

DESCRIP-TION	Station	MAKE	YEA R	EST. LIFE	Description	REP. DATE	COND.
SCBA (65)	All	Scott AP 50	2003	15 Years	Self Contained Breathing Apparatus	FY 2018	Good
Extrication	Central	Holmatro	2002	20 Years	Heavy Duty Auto Extrication Tools	FY 2022	Good
Extrication	Central	Holmatro	2007	20 Years	Medium Duty Auto Extrication Tools	FY 2027	Good
Extrication	North Saco	Code 3 Tool	1993	20 Years	Medium Duty Auto Extrication Tools	FY 2016	Poor
Extrication	Camp Ellis	Kinmond	1988	20 Years	Medium Duty Auto Extrication Tools	FY 2014	Poor
LP 12	Central	Physio Control	2003	15 Years	Cardiac Monitor	FY 2018	Good
LP 15	Central	Physio Control	2012	15 Years	Cardiac Monitor	FY 2027	Excellent
LP 15	Central	Physio Control	2012	15 Years	Cardiac Monitor	FY 2027	Excellent
Stretcher	Central	Stryker	2005	10 Years	Ambulance Cot Stretcher	FY 2015	Good
Stretcher	Central	Stryker	2009	7 - 10 Years	Ambulance Cot Stretcher	FY 2019	Good
Stretcher	Central	Stryker	2009	7 - 10 Years	Ambulance Cot Stretcher	FY 2019	Good
Stair Chair	Central	Ferno	1995	10 Years	Ambulance Stair Chair Stretcher	FY 2015	Poor
Stair Chair	Central	Stryker	2005	10 Years	Ambulance Stair Chair Stretcher	FY 2018	Good
Stair Chair	Central	Stryker	2005	10 Years	Ambulance Stair Chair Stretcher	FY 2018	Good
AED's (4)	All	Cardiac Science	2008	10 Years	Automatic External Defibulator	FY 2018	Good
Compressor	Central	SCBA Compressor	2010	25 Years	Breathing Air Compressor	FY 2035	Excellent
TIC	Central	Thermal Imaging Camera	2000	10 Years	Thermal Imaging Camera	FY 2014	Poor
TIC	Central	Thermal Imaging Camera	2004	10 Years	Thermal Imaging Camera	FY 2017	Good
Floor Machine	Central	Advance	2011	10 Years	Apparatus Floor Cleaning	FY 2021	Good
PPC (75)	All	Morning Pride		10 Years	Firefighter Protective Clothing 75 Sets		Good



Salute to our Retirees

We would like to recognize and thank the following members who have retired during FY '12 for their countless hours of dedicated service.

Ed Dube—served 33 years as a Career Firefighter, retiring as a Deputy Fire Chief

Michael Goulet—served for more than 30 years as a Call Division Firefighter, retiring at the rank of Captain

Michael Flynn —retired after 25 years as Career Firefighter Apparatus Operator

Paul Gallant—Served as a Call Division Firefighter for 25 years

Rick Gallant—served as a Call Division Firefighter for 25 years

Derwood Sawtelle—Served for 20 years, retiring as Call Division Captain in charge of the North Saco Station

Mark Willett—after 50 years of firefighting service, retired at the rank of District Fire Chief in charge of the Call Division.



Welcome to our new members

David Pendleton—Career Division Deputy Fire Chief

Marc Martin—Career Division Firefighter Paramedic

Kaitlin McKechnie—Career Division Firefighter Paramedic

Tucker Trask—Call Division Junior Firefighter

Derek Boissonnault—Call Division Junior Firefighter

Kathleen Lord—Call Division Junior Firefighter

John Armstrong—Call Division Firefighter

Andrew Tolley—Call Division Firefighter

Trevor Nason—Call Division Firefighter

Treabhar McLaughlin—Call Division Firefighter

Joseph Ferrante—Call Division Firefighter

Joseph Demers—Call Division Junior Firefighter

Annual Reporting

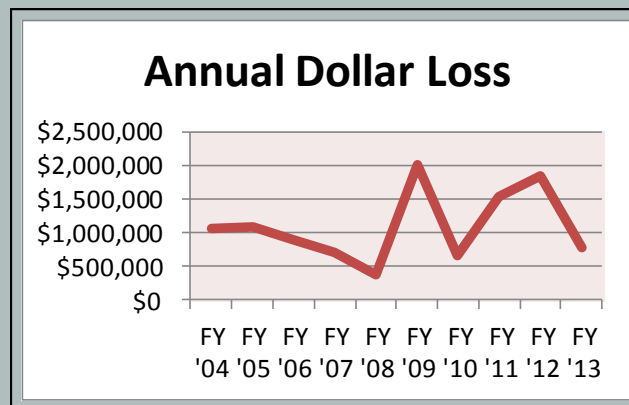
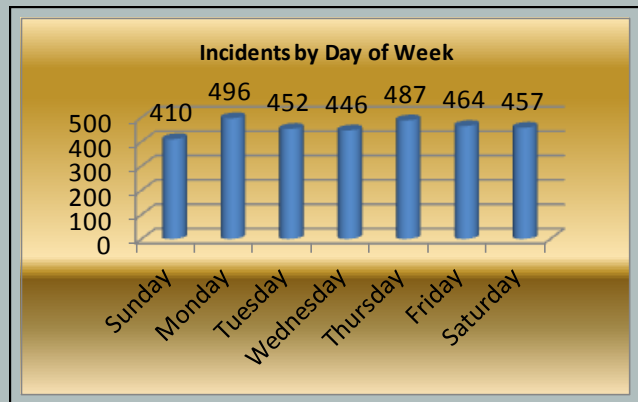
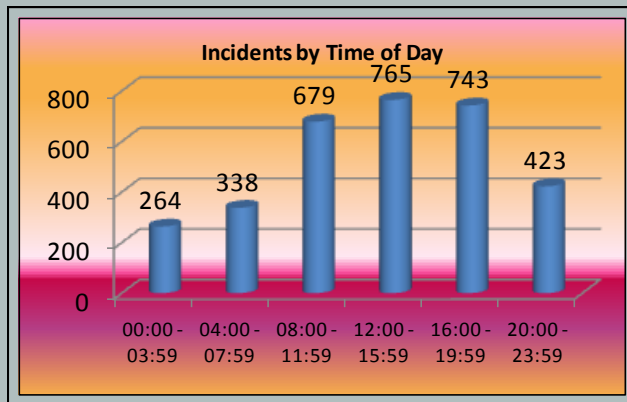
The Saco Fire Department participates in the annual National Fire Incident Reporting System to the Maine State Fire Marshal which becomes part of the United States Fire Administrations Fire Data Analysis. The NFIRS has two objectives: to help State and local governments develop fire reporting and analysis capability for their own use, and to obtain data that can be used to more accurately assess and subsequently combat the fire problem at a national level.

Incident Response Data

Call Type by Department Programs	FY '05	FY '06	FY '07	FY '08	FY '09	FY '10	FY '11	FY '12	FY '13
Operations - Fire Suppression	113	98	100	90	104	93	88	86	79
Operations - Emergency Medical Services	2006	2026	2152	2315	2151	2288	2289	2380	2535
Operations - Special Hazards	512	460	585	454	553	502	447	612	598
TOTAL	2631	2584	2837	2859	2808	2883	2824	3078	3212

Analysis of Call Volume

In FY 2012, we began collecting Calls by Day-of-Week and Hour-of-Day data on Call Volume Periods for the purpose of analyzing our current and future staffing needs. In emergency service, it is impossible to predict where and when you'll be needed next. However, we do know that fires that occur at night tend to cause more significant damage due to delays in being noticed and because occupants are likely to be sleeping; night time fires are



Fire Department Programs

The identification of Fire Department Programs allows us to create an orderly structure and standard method of accountability to all of the events that we respond to or that take place in the course of a Fiscal Budget Year. These programs also create the foundation for our planning, structuring, direction, program development, coordination and evaluation of the services that we deliver.

The Fire Department has identified four Primary Programs that highlight the services that we deliver to the public that we serve:

- **Operations – Fire Suppression**

Structural & Wildland Firefighting, Incident Command, Training, Communications, Incident Reporting and Data Collection

- **Operations – Emergency Medical Services**

Emergency Medical Operations, Incident Command, Training, Communications, Incident Reporting and Data Collection

- **Operations – Special Hazards**

Hazardous Materials, Rescue, Motor Vehicle Accidents, Incident Command, Communications, Training, Incident Reporting and Data Collection

- **Fire Prevention and Loss Reduction**

Planning for Community Fire & Emergency Services, Fire Prevention and Code Enforcement, Public Safety Education and Fire Investigation

Additionally, we have identified four Secondary Programs that are critical to supporting our responders and the services that we provide:

- **Apparatus & Equipment**

Fire Apparatus, Ambulances & Specialty Vehicles to include maintenance and purchasing, Fire & EMS Protective Clothing & Equipment and Fire & EMS Equipment

- **Fire Department Facilities**

Facility Repair and Maintenance, Contracted Services and Design Improvements

- **Safety & Human Resources**

Personnel Administration, Safety & Occupational Health and Training & Education

- **Management**

Office Management and Workflow, Financial Management, Legal Considerations, Insurance Grading of Fire Departments and Leadership & Succession Planning

For each program overall program goals are listed by expected outcomes and Key Measures are established to determine level of achievement. Through Inputs we can track resources that are assigned to each Program and assists us in the planning process as we strive to meet the current and future demands for service.

Program: **Operations—Fire Suppression**

Outcome: To minimize the impact of fires, disasters, and other emergencies on life and property

The Saco Fire Department participates in the United States Fire Administrations uniform reporting of fire incident information system. This system uses a 3-digit classification number to categorize all fire/EMS responses and is extremely beneficial in assisting us with defining our programs, specifically in the Operations – Fire Suppression programs.

Incident Types 100 – 199 best describe our Operations – Fire Suppression program. Included would be:

- Structure Fires to include chimney fires, cooking fires, fires involving heating appliances and trash or rubbish fires.
- Vehicle fires to include passenger vehicles, recreational vehicles, commercial vehicles, railroad freight and passenger cars and off-road vehicles
- Fires in natural vegetation to include brush, grass and woods fires
- Outside refuse fires to include trash dumpsters and outside trash compactors.
- Special outside fires include outside storage, outside equipment and outside gas or vapor explosions.

Key Measures:

- Percentage of 1 -2 family residential structure fires confined to the object or room of origin
- Percentage of 1 -2 family residential structure fires confined to the floor of structure of origin
- Percentage of emergency fire calls responded to in 5 minutes or less, from conclusion of dispatch to arrival

Current Service Levels include;

- 60% of our Career Division members have achieved State of Maine Firefighter 1 Certification, as has 53% of our Call Division membership
- 51% of our Career Division members have achieved State of Maine Firefighter 2 Certification, as has 34% of our Call Division membership
- 26% of our Career Firefighters are certified as Fire Instructors, as is 5% of our Call Division members
- 26% of our Career Division members have achieved the Fire Officer Certification level, and so have 16% of our Call Division members

Inputs:

- Personnel – both career and call divisions
- Personal Protective Clothing and Equipment for all responders
- Adequate training and education
- Fire Stations & facilities to support response
- Response apparatus to include Command, Fire and EMS
- Tools & Equipment for safe operations
- Communications to include dispatch services, radios and computers

Outputs:

- Percentage of 1 -2 family residential structure fires confined to the object or room of origin **In FY '13 damage from fire was confined to the object or room of origin in 89% of all incidents.**
- Percentage of 1 -2 family residential structure fires confined to the floor of structure of origin **IN FY '13, DAMAGE FROM FIRE WAS CONFINED TO THE FLOOR OF ORIGIN IN 95% OF ALL INCIDENTS.**
- Percentage of emergency fire calls responded to in 5 minutes or less, from conclusion of dispatch to arrival. The table below represents our progress on this Output for the last ten years.

FY '04	FY '05	FY ' 06	FY ' 07	FY ' 08	FY '09	FY '10	FY ' 11	FY ' 12	FY '13
56.309%	58.609%	55.625%	55.791%	55.142%	54.142%	58.714%	54.008%	52.408%	58.30%

Program: Operations—Emergency Medical Services

Outcome: To provide out-of-hospital acute medical care and transport to definitive care for patients with illnesses or injury that prevent them from transporting themselves.

The Saco Fire Department participates in the United States Fire Administrations uniform reporting of fire incident information system. This system uses a 3-digit classification number to categorize all fire/EMS responses and is extremely beneficial in assisting us with defining our programs, specifically in the Operations - Emergency Medical Services programs.

Incident Types 300 - 399 best describe our Operations - Emergency Medical Services program. Included would be;

- Medical assist
- Emergency medical call
- Motor vehicle accidents
- Extrications
- Water -or-Ice related rescue
- Rescue or EMS stand by

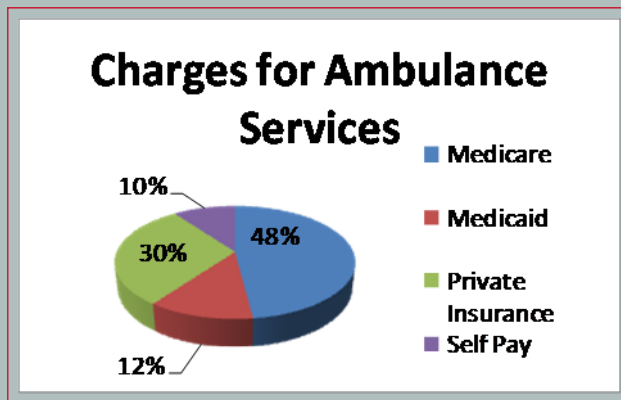
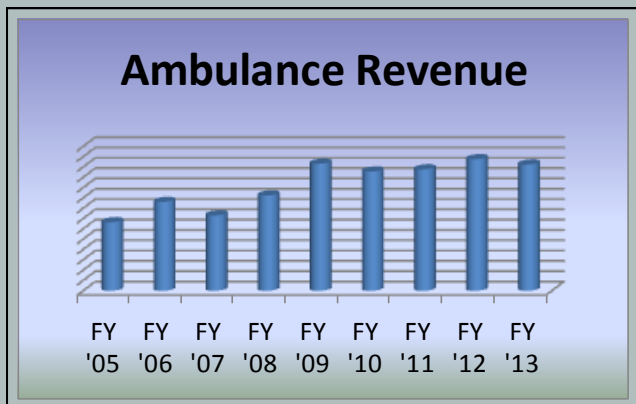
Key Measures:

- Percentage of EMS responses within 8 minutes from conclusion of dispatch to arrival; **In FY '13, 88% of all EMS responses were within 8 minutes of being dispatched.**
- Percentage of cardiac patients delivered to the emergency room with a pulse; **In FY '13, 96.1% of all cardiac patients were delivered to the emergency room with a pulse.**

FY '05	\$332,447
FY '06	\$431,100
FY '07	\$365,602
FY '08	\$462,027
FY '09	\$616,253
FY '10	\$578,231
FY '11	\$588,904
FY '12	\$637,945
FY '13	\$612,507

Inputs:

- Personnel – both career and call divisions
- Personal Protective Clothing and Equipment for all responders
- Adequate training and education
- Fire Stations & facilities to support response
- Response apparatus to include Command, Fire and EMS
- Tools & Equipment for safe operations
- Communications to include dispatch services, radios and computers



Program: Operations—Special Hazards

Outcome: To minimize the impact of fires, disasters and other emergencies on life and property

The Saco Fire Department participates in the United States Fire Administrations uniform reporting of fire incident information system. This system uses a 3-digit classification number to categorize all fire/EMS responses and is extremely beneficial in assisting us with defining our programs, specifically in the Operations- Special Hazards programs. Incident Types 200 – 299 & 400 - 999 best describe our Operations – Special Hazards program. Included would be;

- Overpressure/rupture of containers, pipes, vessels, and/or processes
- Hazardous Materials spill, leak
- Chemical release
- Electrical wiring or equipment problem
- Explosives
- Persons in distress
- Water problems
- Smoke/odor problems
- Calls of Good Intent
- False calls
- System or detector malfunctions
- Unintentional transmission of alarms
- Severe Weather or Natural Disaster
- Citizen complaints

Current Service Levels include;

- All 35 Career Division members hold current certification at the Operations Level of Hazardous Materials training.
- All of our Call Division Firefighters are certified in the Awareness level and 50% of those have gone on to the Operations level of Hazardous Materials Certification
- 7 members of our department are currently training with a regional response group to provide specialized rescue in High Angle & Low Angle Ropes Rescue, Below Grade/Confined Space, and Swift Water Rescue incidents.

Inputs:

- Personnel – both career and call divisions
- Personal Protective Clothing and Equipment for all responders
- Adequate training and education
- Fire Stations & facilities to support response
- Response apparatus to include Command, Fire and EMS
- Tools & Equipment for safe operations
- Communications to include dispatch services, radios and computers

Outputs: In FY13, July 1, 2012 – June 30, 2013, the Saco Fire Department answered a total of 3212 emergency calls for assistance. During the above referenced time frame, 598 of those incidents meeting the Operations – Special Hazards Program category, this number represents 18.6% of our overall call volume.

Program: Fire Prevention and Loss Reduction

Outcome:

To provide effective service delivery in the areas of Public Fire Safety Education, Fire Investigation, and Fire Prevention and Code Enforcement through community planning strategies, construction inspections, fire protection & fire alarm systems installation and use.

Planning for Community Fire & Emergency Services

Involves the concepts of Master Planning

- What are the greatest risks in the community?
- What does the community expect from the fire/EMS service?
- What level of service does the community get from the fire/EMS service?
- Can the levels be improved?
- If improvements are necessary, what will they cost?
- What can the community afford?

Master planning is a process that should result in the establishment of fire prevention and control system that is goal-orientated, long term, comprehensive, provides known cost/loss performance, and adapts continually to the changing needs of our community. It requires involvement and active participation by the fire department in the City of Saco Comprehensive Plan, Economic Development, Planning and Zoning, and Code Enforcement Departments.

Fire Prevention and Code Enforcement

Fire Prevention is our focal point to minimize fire losses in the community. Our main goal is improving the safety and quality of life for the citizens of Saco.

Our Code Enforcement is broken down into two distinct subsections; plans review and inspections.

Plans Review is conducted in conjunction with the Planning Department, Code Enforcement Department, and the Department of Public Works. Our reviews typically focus on;

- Subdivision plans,
- Site Plans,
- Water supply plans, both public right-of-way and private water supply plans,
- Building permit plans, including architectural, mechanical and electrical,
- Automatic sprinkler system and standpipe systems,
- Fire alarm systems, and
- Specialized fire protection plans, including CO2 systems, wet or dry chemical systems and "clean agent" systems.

Our inspections may be in conjunction with other departments or agencies to include the Code Enforcement Department, City Clerk's Office, and State Fire Marshal's Office or may be on our own as part of our Fire Safety Program Management or at the request of the property/home owner.

Types of inspections we conduct include;

- Fire Safety – Pre-fire Planning carried out by on-duty fire companies
- Business License inspections in conjunction with the City Clerk
- Site inspections during construction
- Certificate of Occupancy inspections with the Code Enforcement Office
- Day Care licensing with the State Fire Marshal
- Complaint based inspections
- Wood-Burning appliance inspections for the home owner to satisfy the needs of their insurance company
- Re-inspections of buildings that fail initial inspections
- Fire protection systems inspections for compliance in new or remodeled property

The Fire Department also works with all agencies referenced above to make recommendations for adoption of new codes, regulations and standards to keep our Fire Prevention Division current and to address unique fire hazards in the community.

Public Safety Education

Our Public Safety Education programs are essential programs that are designed to instruct citizens in actions that prevent loss or injury. It should be noted that not all of our Public Safety Education programs are related to fires. Our programs relate to all of the services that we deliver. Non-fire related programs include EMS, CPR-AED's, and children's car seat installation training.

Objectives of our Public Safety Education programs include;

Educate – Educate target audiences in specific subjects in order to change behavior

Instruct – Instructing target audiences in how to do things such as operate portable fire extinguishers or "stop, drop, & roll".

Inform – Inform large groups of people about public safety issues.

Distribute – Distribute information on timely subjects to target audiences.

Types of Public Safety Education programs conducted by the Saco Fire Department include:

- Citizen Fire Academy
- Home escape planning
- Smoke Detectors
- Burns and scalding injuries
- Home fire prevention
- Carbon monoxide
- Children's car seats
- Fire drills
- Fire extinguishers
- Hazardous materials
- CPR & AED's

Fire Investigation

Maine Statutes Title 25: When property is destroyed or damaged by fire, the municipal fire inspector shall investigate the cause, circumstances and origin of the fire, and especially examine whether it was the result of carelessness or of design. The primary reason for this authority is for the collection of information regarding the origin and cause of fires in order to prevent similar occurrences in the future. In cases where cause is not able to be determined or if it is determined that the fire was intentionally set, the investigation will expand to include Saco Police Criminal Investigations and/or the Maine State Fire Marshal. In almost every case, we are working cooperatively with third party investigators who have been assigned by the insurance companies to determine cause and assisting property owners with insurance claims.

A systematic approach to fire investigation includes the following steps:

- Scene examination
- Exterior examination
- Interior examination
- Documentation and collection of evidence
- Analyze observations and findings
- Determine the origin and cause based on available evidence
- Report findings

Key Measures:

- Number of persons attending Public Fire Safety Education programs; school children, elderly, and special interest groups
- Number of fire safety and fire extinguisher classes held for business and industry
- Number of commercial and industrial Fire Safety Inspections conducted
- Number of Code Enforcement and Fire Prevention inspections/consultations

Inputs:

- Dedicated staff position, Deputy Fire Chief, to serve as the Fire Prevention Officer
- Partnerships with Saco Schools to conduct Fire Safety Education programs
- Partnerships with Saco elderly housing to conduct Fire Safety Education programs
- Fire Safety Inspections conducted by on-duty shifts
- Partnerships with local businesses and industry

Outputs:

In FY '13 the Saco Fire Department logged the following Fire Prevention Code Enforcement activities:

43	Site Inspections,
45	Plans Reviews for Code and Ordinance Compliance,
18	Inspections of Heating Appliances to include Wood Stoves, Fire Places, Pellet Stoves, LP Gas and Oil Heating appliances,
19	Inspections and Code Compliance Consultations of Fire Alarm and Automatic Sprinkler Systems,
2	Inspections of Licensed Day Care, After Care, and Adult Day Care Facilities,
8	Complaint Investigations,
14	Code Compliance Consultations,
255	Fire Safety Inspections, and
7	Business License Inspections

Strategic Initiatives

The following initiatives are the foundation for the Fire Department Strategic Plan.

- Analyze and modify the EMS Delivery and Deployment model to meet current and future service delivery requirements.
- Analyze and modify the Fire Officer Staffing model, Line and Staff Officers, to meet current and future service delivery needs
- Develop a comprehensive approach to Fire Prevention and Public Fire Safety Education related to fire department response and service delivery
- Enhance the training system and programs to meet information, knowledge, skills, and overall behavior and performance requirements of the members.
- Create and implement a formula that provides for growth of line and support staff that meets the needs of the organization.
- Create and implement a personnel and officer development program that addresses recruitment, leadership, comprehensive wellness and welfare, mentoring, and defines the value system of the Saco Fire Department.
- Improve internal communications between labor, management, and the general membership
- Develop a data management collection and information system that supports service delivery, training, and administration throughout the organization
- In cooperation with regional and state-wide public safety partners, develop a plan that provides for interoperability between public safety agencies including communications, command, equipment, procedures, relationships, and the response to natural and human-caused disasters.