

City of Redlands  
2014-2015  
Adopted Budget

Fire

**Mission Statement:**

The vision of the Redlands Fire Department is to be a progressive organization that leads the community in public safety. The service we provide will be of the highest quality and recognized as "The Redlands Way."

Our mission is to provide a safe, professional, and courteous team that strives to exceed the expectations of our community and our organization. This mission requires our members to be part of a capable, aggressive, all-risk fire department that is focused on "Preserving the Past and Protecting the Future" of those we serve. We will hold true to the core values of honor, loyalty, pride, and courage while pursuing the ideals of compassion, respect, efficiency and innovation to accomplish our mission.

**Department Goals:**

- Automate electronic Patient Care Records in accordance with Inland Counties Emergency Medical Agency requirements.
- Automate Fire Prevention Inspection procedures.
- Work toward a permanent home for Fire Station 264
- Continue to safeguard the community from fire through effective fire suppression, programs ensuring adherence to fire codes, public education, and mitigation
- Continue to deliver skilled and empathetic advanced life support pre-hospital care by well-trained personnel, as well as to meet the education and delivery standards required by the State of California and County of San Bernardino to ensure this level of service
- Provide for proper disposition of hazardous materials and E-Waste that might otherwise impact landfills or wastewater treatment facilities; and to provide personnel with proper training and equipment to mitigate a leak, spill or other release of toxic material in our jurisdiction, through our Hazardous Materials Response, Household Hazardous Waste and, E-Waste Programs

**Sustainability Efforts:**

- Operates the Household Hazardous Waste Program for the City of Redlands while implementing a California State Grant of \$37,007.
- Operates the E-Waste Program for the City of Redlands
- Operates the Sharps Disposal program for residents who use and must properly dispose of hypodermic needles. Including the implementation of granted materials in support of Household Hazardous Waste and Sharps disposal program
- We continue to strive to automate all administrative functions so as to limit the need for hard copy documentation.

**Significant Program Changes:**

- Continue efforts to implement automated fire prevention permitting and inspection tracking software.
  - More accurate tracking of fire prevention workload
  - More timely billing for permitting fees
  - More efficient use of personnel to accomplish required inspections.
- Expand Reserve Firefighter Program

- Augment three person crews to include a fourth crew member
- Provide avenue for prospective firefighters to acquire additional knowledge skills and abilities
- Provide the opportunity to gain firsthand observation of prospective employees under routine and emergency conditions.
- Expand Volunteer Fire Prevention Inspector Program
  - Provide more compliance with fire prevention regulations
  - Provide more timely inspections and re-inspection of occupancies
  - Free Fire Marshal and Fire Company time for more appropriate functions.
- Automation of emergency medical patient care recording system.

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REVENUE DETAIL

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>FIRE DEPARTMENT</u></b>				
3124 Plan Check	58,592	70,000	87,447	95,000
3185 Special Fire Permits	23,435	13,000	20,015	25,000
3186 Fire Permits	47,682	62,000	65,000	75,000
3250 Federal Grants	1,540	73,571	73,571	0
3300 Fire Alarms	5,797	6,500	3,010	5,500
3301 Fire Department Reports	105	100	53	100
3302 Inspections	111,335	125,000	145,000	150,000
3303 Fire Prevention Services	310	400	191	400
3304 Mutual Aid Reimbursement	155,632	150,000	199,761	200,000
3305 Cost Recover/Reimb Expenditure	5,489	45,000	15,000	40,000
3306 Weed Abatement	12,723	30,000	18,524	20,000
3308 State Mandated Inspections	9,520	10,000	6,861	7,000
3320 Depositions	0	150	0	150
3326 City Classes/Programs	91,182	18,000	38,815	50,000
3432 False Alarm Fees	26	25	0	0
3516 Sale of Surplus Property	1	15,000	2,828	3,000
3530 Miscellaneous Receipts	4	0	0	0
3590 Donations	1,238	53,000	70,944	20,000
3760 Bad Debt Recovery	95	0	0	0
<b>TOTAL FIRE DEPARTMENT</b>	<b>524,706</b>	<b>671,746</b>	<b>747,020</b>	<b>691,150</b>
<b><u>EMERGENCY SERVICES (205)</u></b>				
3000 Current Secured Taxes	1,103,680	1,100,000	1,050,345	1,100,000
3305 Cost Recover/Reimb Expenditure	0	0	3,261	3,000
3327 Non-Resident Fees	11,895	1,000	11,000	12,000
3590 Donations	0	70,306	70,306	30,000
<b>TOTAL EMERGENCY SERVICES</b>	<b>1,115,575</b>	<b>1,171,306</b>	<b>1,134,912</b>	<b>1,145,000</b>
<b><u>HOUSEHOLD HAZ WASTE (206)</u></b>				
3200 State Grants	240	45,507	45,720	0
3376 Recycled Material	10,881	10,000	6,969	7,000
3535 Program Income	108,954	90,000	108,000	108,000
<b>TOTAL HOUSEHOLD HAZ. WASTE</b>	<b>120,075</b>	<b>145,507</b>	<b>160,689</b>	<b>115,000</b>

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Fire  
Administrative Services

**Program Description:**

Administrative Services consists of the Fire Chief who oversees all Fire Department activities. The Fire Chief is supported by one (1) Senior Administrative Technician. The Redlands Fire Department operates and maintains four separate fire stations, Fire Headquarters, and a Household Hazardous Waste collection station. Administrative Services is responsible for the overall management of the various programs of the department and to ensure overall requirements and program goals and objectives are successfully accomplished.

**Program Objectives:**

- Adapt organization to effectively administer and manage the resources of the department given the ongoing reductions in headquarters staff
- Integrate Fire Corps volunteers into as many functions as may be possible to maximize administrative and logistics capabilities
- Restructure office staff functions and procedures to be more efficient and productive
- Administer and communicate personnel policies and procedures to all department personnel
- Seek to maintain administrative support for all programs of the department
- Demand fiscal management for all programs of the department
- Continue managing the wildland interface contract with Cal-Fire
- Provide administrative oversight of materials management and fleet services
- Monitor and modify all duties, as necessary, to ensure an efficient Fire and Emergency Medical service delivery system
- Continue the pursuit of funding mechanisms to complete Fire Station 264 construction
- Seek funding for remodel of Fire Station 262 to accommodate both male and female crew members
- Pre-employment screening and background investigations

**Significant Program Changes:**

- This division has utilized approximately 30 staff hours per week of volunteer activity by Fire Corps members to address administrative support needs
- University of Redlands interns have proven to be a welcome addition to headquarters staff.

**Accomplishments for Fiscal Year 2013-2014:**

- Developed specification for Type 1 (Structural) fire engines, facilitated bid process and award to Pierce Manufacturing. Small work group is actively engaged in pre-build design process.
- Refined intranet, calendar, email and file sharing capability.
- Further developed and maintain an active Facebook site sharing fire, emergency medical and safety information with the public.

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Fire  
Fire Suppression

**Program Description:**

This division operates under the direction of the Fire Battalion Chiefs and consists of the 54 personnel assigned to line or operational responsibilities. The department staffs four 3 person engines, one 3 person ladder truck, one 2 person medic squad and one battalion chief per 24 hour shift.

**Program Objectives:**

- Suppress structural, wildland, urban interface, vehicle and other fires as may be necessary to insure the health and safety of the community.
- Conduct technical search, rescue, and recovery activities within the City of Redlands or as requested on a mutual aid basis.
- Respond to, contain, and oversee mitigation of hazardous materials incidents.
- Conduct in-service training in support of the knowledge, skills, and abilities required to respond in a safe and proficient manner.
- Support logistical and administrative functions as required to insure the proper equipping, training, operations, and safety of the members of the Redlands Fire Department.

**Significant Program Changes:**

- Operational personnel continue to absorb traditionally administrative and support functions as the department adapts to the headquarters staffing level.
- Redlands Fire Department units responded on 8634 individual emergencies in 2013. This represents a 2.3% increase in emergency responses over 2012.
- Department is routinely using Type 3 (Brush) engines to fill for Type 1 (Structure) engines when vehicles are out for maintenance and/or repairs.

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**DEPARTMENT/DIVISION**  
FIRE SUPPRESSION

**FUND**  
GENERAL FUND

**ORGKEY**  
101250

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	3,828,350	3,919,503	3,821,002	3,903,650
4002 Labor Code Section 4850	87,562	0	109,500	0
4005 Salaries: Part Time	10,179	11,000	3,707	11,000
4010 Overtime Salaries	210,037	170,000	243,143	97,930
4011 Overtime:Reimbursable	109,457	0	100,000	0
4013 Constant Staffing OT	938,510	900,000	881,335	900,000
4015 Banked Leave Buy Back	128,928	139,925	231,008	149,504
4018 Holiday: FLSA	67,541	85,000	68,924	180,843
4050 Pension Contributions	2,258,961	2,014,683	1,985,404	2,142,506
4051 Fica/Medicare	77,076	83,582	85,530	97,043
4053 Deferred Compensation	12,091	11,730	11,766	12,867
4055 Health/Dental Insurance	656,611	622,606	607,669	612,658
4056 Worker's Comp Insurance	587,629	470,000	470,000	328,400
4057 Disability Insurance	32,058	41,069	35,161	36,698
4058 Unemployment Insurance	11,073	16,834	11,168	16,492
4059 Life Insurance	2,384	2,394	2,363	2,631
4081 Eyecare Reimbursement	6,245	8,550	7,492	8,550
4082 Clothing Allowance	19,000	18,500	18,500	18,500
4084 Clothing Cash Payment	0	200	0	200
4085 Other Taxable Benefits	5,308	600	600	750
<b>TOTAL SALARIES AND BENEFITS</b>	<b>9,049,000</b>	<b>8,516,176</b>	<b>8,694,272</b>	<b>8,520,222</b>
<b><u>SERVICES</u></b>				
5034 Collection Agent/Bank Fees	25	25	25	25
5103 Software Support & Maint	0	5,150	5,405	6,550
5104 Hardware Maintenance-Replace	0	0	0	5,000
5140 Legal Services	13,391	15,000	15,000	35,000
5180 Medical/Physicals	0	1,520	500	1,520
5190 Other Professional Services	2,766	2,500	2,500	12,280
5240 Meeting & Professional Devlpmt	361	2,000	2,000	2,500
5255 Travel Reimbursement	454	2,500	1,000	3,000

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**DEPARTMENT/DIVISION**  
FIRE SUPPRESSION

**FUND**  
GENERAL FUND

**ORGKEY**  
101250

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5270 Printing and Binding	1,299	1,700	1,000	2,750
5275 Postage	890	600	900	1,100
5303 Telephone	18,930	18,000	18,000	19,750
5340 Office Equipment Maintenance	19	0	0	2,500
5350 Building/Grounds Maintenance	0	0	0	10,000
5360 Machinery & Equip Maint	1,467	1,500	500	4,500
5392 License & Permits	233	2,850	250	2,850
5395 Info Technology Services Charge	52,964	52,964	52,964	52,964
5396 City Garage Charges	326,123	326,123	326,123	326,123
5530 Clothing and Linen Rent	5,372	5,521	4,695	7,488
5570 Office Equip & Furn Rent	3,366	3,500	3,500	3,500
5580 Communications Svs & Rental	223,085	367,136	367,136	381,859
5590 Other Rentals	388	5,400	3,867	6,000
5722 Penalties and Interest	2	0	2	0
5800 Subscriptions & Memberships	584	885	885	1,160
5840 Training	1,011	1,000	930	1,000
5880 Special Contractual Services	6,345	73,006	73,006	75,000
5950 Bad Debt Expense	620	750	0	0
<b>TOTAL SERVICES</b>	<b>659,695</b>	<b>889,630</b>	<b>880,188</b>	<b>964,419</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	0	0	250
6140 Office Supplies	10,394	12,250	12,000	12,000
6145 Awards/Recognition Program	818	1,500	2,000	1,700
6160 Medical Supplies	2,538	3,000	2,000	3,100
6180 Turnouts/Uniforms/Sfty Clothing	51,921	112,393	93,791	107,580
6190 Photo & Copying Supplies	0	0	0	500
6210 Repair/Maintenance Supplies	982	1,000	1,000	2,500
6310 Janitorial Supplies	11,169	13,000	13,000	14,500
6410 Motor Vehicle Supplies	494	500	250	500
6500 Office Equipment & Furniture	852	2,000	2,000	17,000

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**DEPARTMENT/DIVISION**  
FIRE SUPPRESSION

**FUND**  
GENERAL FUND

**ORGKEY**  
101250

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SUPPLIES (CONTD)</u></b>				
6510 Small Tools & Equipment	35,086	37,000	40,000	24,800
6560 Food	1,922	2,000	3,100	2,500
6590 Special Departmental Supplies	21,347	30,000	29,000	31,500
TOTAL SUPPLIES	137,523	214,643	198,141	218,430
<b><u>DEBT SERVICE</u></b>				
8100 Principal	190,484	102,628	102,628	207,018
8200 Interest	27,208	19,057	19,057	51,590
TOTAL DEBT SERVICE	217,692	121,685	121,685	258,609
DIVISION TOTAL	10,063,910	9,742,134	9,894,286	9,961,679



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Fire  
Fire Prevention Bureau

**Program Description:**

This division operates under the direction of the Fire Chief and consists of the Fire Marshal, an Administrative Assistant I a part-time fire inspector. Operating under the guidelines of the International Fire Code (IFC) as adopted by the State of California and the City of Redlands, the Fire Prevention Bureau provides an all hazards approach to fire prevention safeguarding the community from fire and other hazards through programs ensuring compliance with fire and life safety code regulations.

The Fire Prevention Bureau is also responsible for the investigation of all fires and determination of their cause and origin. This function is accomplished by three Operations personnel who have additional training in arson investigation. These personnel work closely with the Redlands Police Department to insure that any required criminal investigations are complete and submitted to the District Attorney in a timely and effective manner.

**Program Objectives:**

- Provide efficient, timely review of development plans related to fire code requirements.
- Authorize issuance of annual operational fire permits.
- Conduct annual fire safety inspections in a timely manner.
- Provide administration of the Vegetation Management Program.
- Provide logistical support for major emergencies to assist Suppression personnel.
- Conduct and enforce the fire code as adopted by the City of Redlands.
- Oversee special events to insure proper safety (Assemblies, fireworks, etc.)
- Determine the cause and origin of all fires experienced within the City of Redlands.
- Investigate and submit reports to the District Attorney on fires determined to be arson.
- Conduct juvenile fire setters interventions

**Significant Program Changes:**

- Vegetation management program (weed abatement) is now automated using esri software
- The 2013 California Fire Code was formally adopted with local amendments
- Community education and outreach was conducted for vegetation management
- Community Risk Reduction (fire prevention) education at community events
- Department participation in the Ready Set Go program
- Volunteer inspectors trained to assist in weed abatement inspection.

**Accomplishments for Calendar Year 2012:**

- 320 plans were submitted for review
- 437 hours performing construction inspections
- 2366 annual fire inspections were conducted
- 7 residential housing developments were approved for construction
- Conducted 1,400 weed abatement inspections
- Inspected and oversaw 10 public fireworks displays

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**DEPARTMENT/DIVISION**  
FIRE PREVENTION

**FUND**  
GENERAL FUND

**ORGKEY**  
101251

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	122,540	115,134	114,143	127,553
4005 Salaries: Part Time	13,379	29,120	23,834	21,420
4010 Overtime Salaries	6,130	3,000	2,539	4,000
4015 Banked Leave Buy Back	3,577	1,921	0	2,944
4050 Pension Contributions	22,191	19,180	21,686	23,355
4051 Fica/Medicare	10,936	11,265	11,355	11,746
4053 Deferred Compensation	860	885	860	860
4055 Health/Dental Insurance	21,901	17,457	16,408	13,822
4057 Disability Insurance	525	1,216	293	390
4058 Unemployment Insurance	1,118	1,311	1,611	1,302
4059 Life Insurance	122	126	116	126
4081 Eyecare Reimbursement	450	450	432	450
4082 Clothing Allowance	0	500	500	500
4084 Clothing Cash Payment	200	200	200	200
4085 Other Taxable Benefits	75	150	150	930
<b>TOTAL SALARIES AND BENEFITS</b>	<b>204,004</b>	<b>201,915</b>	<b>194,127</b>	<b>209,597</b>
<b><u>SERVICES</u></b>				
5103 Software Support and Maintenance	18,560	4,760	7,261	14,200
5190 Other Professional Services	558	1,275	1,000	4,650
5240 Meeting & Professional Devlpmt	272	3,300	2,865	2,700
5255 Travel Expense Reimbursement	0	500	113	3,600
5270 Printing and Binding	702	1,800	1,800	3,800
5275 Postage	2	500	250	500
5280 Advertising	2,077	1,450	1,422	3,450
5303 Telephone	0	100	100	1,012
5360 Machinery & Equip Maint	0	500	500	500
5395 Info Technology Services Charges	2,210	2,210	2,210	2,210
5490 Other Insurance	0	375	375	375
5580 Communications Svs & Rental	9	19,642	19,642	30,147
5800 Subscriptions & Memberships	235	685	685	695

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**DEPARTMENT/DIVISION**  
FIRE PREVENTION

**FUND**  
GENERAL FUND

**ORGKEY**  
101251

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SERVICES (CONT)</u></b>				
5840 Training	795	1,740	1,639	6,190
5880 Special Contractual Services	16,670	26,580	24,580	34,780
5950 Bad Debt Expense	6,758	10,000	10,000	10,000
<b>TOTAL SERVICES</b>	<b>48,848</b>	<b>75,417</b>	<b>74,442</b>	<b>118,809</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	850	850	2,000
6140 Office Supplies	416	500	517	2,500
6145 Awards/Recognition Program	191	650	650	700
6180 Turnouts/Uniforms/Sfty Clothing	478	1,750	1,750	4,800
6190 Photo & Copying Supplies	0	250	250	250
6375 Computer Components	0	0	2,000	0
6510 Small Tools & Equipment	4,021	3,600	3,600	1,000
6560 Food	296	0	0	200
6590 Special Departmental Supplies	3,562	500	476	500
<b>TOTAL SUPPLIES</b>	<b>8,964</b>	<b>8,100</b>	<b>10,093</b>	<b>11,950</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	0	33,000	33,000	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>33,000</b>	<b>33,000</b>	<b>0</b>
 <b>DIVISION TOTAL</b>	 <b>261,816</b>	 <b>318,432</b>	 <b>311,662</b>	 <b>340,356</b>

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Fire  
Fire Training Program

**Program Description:**

The Training function is administered by one Operations Battalion Chief. He oversees all aspects of training related to fire suppression to establish and maintain an acceptable fire control, chemical emergency and rescue capability through professional development of the department's personnel resources. No dedicated staff is assigned to this function.

**Program Objectives:**

- Administer and ensure all minimum mandated training is provided for all members of the Fire Department.
- Assure that each Company meets an average of 20 hours training per person, monthly.
- Compile and maintain training records for all field operational personnel.
- Conduct regularly scheduled performance standard drills to enhance individual skills. Fire Company's functions and multi-company coordination for emergency application, including technical training, team training, officer training programs and specialized equipment training.
- Schedule and conduct mandated Hazardous Materials 1st Responder training.
- Schedule and conduct mandated Wildland Fire Training.
- Schedule additional training as mandated by Federal and State requirements.

**Significant Program Changes:**

- Most of the training function has been placed under the auspices of an Operational Battalion Chief. Some duties have been delayed or temporarily suspended based on current workloads.
- Improvement to training related budget has partially restored historical training opportunities.
- Inclusion of Quality Assurance Nurse in Emergency Medical Services budget freed additional time for non-EMS training workload.

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**DEPARTMENT/DIVISION**  
FIRE TRAINING

**FUND**  
GENERAL FUND

**ORGKEY**  
101255

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4010 Overtime Salaries	18,637	15,000	10,000	15,000
4051 Fica/Medicare	459	370	370	370
4057 Disability Insurance	133	150	150	106
4058 Unemployment Insurance	140	140	140	140
<b>TOTAL SALARIES AND BENEFITS</b>	<b>19,369</b>	<b>15,660</b>	<b>10,660</b>	<b>15,616</b>
<b><u>SERVICES</u></b>				
5103 Software Support and Maintenance	0	0	0	5,500
5190 Other Professional Services	0	10,000	8,553	10,000
5240 Meeting & Professional Development	0	1,800	0	1,800
5255 Travel/Expense Reimbursement	895	1,250	1,310	3,950
5270 Printing and Binding	0	500	0	500
5800 Subscriptions & Memberships	50	500	500	650
5840 Training	5,671	10,000	10,000	11,634
5880 Special Contractual Services	0	5,500	4,500	1,500
<b>TOTAL SERVICES</b>	<b>6,616</b>	<b>29,550</b>	<b>24,863</b>	<b>35,534</b>
<b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	1,000	715	1,600
6140 Office Supplies	0	0	0	1,000
6510 Small Tools & Equipment	0	250	250	1,250
6560 Food	0	0	0	500
6590 Special Departmental Supplies	2,556	5,000	5,000	5,000
6630 Audio-Visual Materials	0	500	425	500
<b>TOTAL SUPPLIES</b>	<b>2,556</b>	<b>6,750</b>	<b>6,390</b>	<b>9,850</b>
<b>DIVISION TOTAL</b>	<b>28,541</b>	<b>51,960</b>	<b>41,913</b>	<b>61,000</b>

City of Redlands  
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**DEPARTMENT/DIVISION**  
FIRE DEPARTMENT GRANTS

**FUND**  
GENERAL FUND

**ORGKEY**  
101256

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SERVICES</u></b>				
5880 Special Contractual Services	0	73,571	73,571	0
<b>TOTAL SERVICES</b>	<b>0</b>	<b>73,571</b>	<b>73,571</b>	<b>0</b>
<b><u>FIXED ASSETS</u></b>				
7100 Motor Vehicles	1,238	0	0	0
7140 All Other Equipment	0	16,657	16,657	0
<b>TOTAL FIXED ASSETS</b>	<b>1,238</b>	<b>16,657</b>	<b>16,657</b>	<b>0</b>
DIVISION TOTAL	1,238	90,228	90,228	0
DEPARTMENT TOTAL	10,355,505	10,202,755	10,338,089	10,363,036

City of Redlands  
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Fire  
Emergency Medical Services Program

**Program Description:**

This program is responsible for ensuring the delivery of a high level of advanced life support pre-hospital care by well-trained personnel, as well as to meeting the education and delivery standards required by the State of California to ensure this level of service. The highly-trained paramedic functions as an extension of the emergency room doctor and with his or her regulatory control, is able to administer the necessary medical treatment in order to stabilize the patient prior to transport to the hospital. Paramedics presently respond from all fire stations. An Operations Battalion Chief is responsible for Emergency Medical Services.

**Program Objectives:**

- Promote the highest standards of rapid response, patient evaluation and emergency care possible.
- Provide on-going training, recertification and paramedic licensure oversight to ensure uninterrupted program delivery.
- Function as liaison for the City with County and State health care agencies.
- Provide strategic, tactical judgments regarding Citywide EMS resource coordination and delivery.
- Monitor and coordinate Safety Employee Blood-borne Pathogen/Exposure/Infection Control program.
- Continue to monitor and evaluate emergency medical technician and paramedic training and operations as set forth by policy, procedure, and mandated protocol.
- Provide staff recommendations with respect to EMS and related incident management functions.
- Coordinate City EMS functions with Department Medical Director.
- Evaluate, monitor, and coordinate the Fire Department Paramedic program.
- Continue to certify members at the EMT level of medical care through the State Emergency Medical Agency.
- Complete T/B mask fitting for personnel per OSHA regulations.
- Continue to monitor and evaluate Citywide Automatic External Defibrillator Program.
- Administer, monitor and oversee Paramedic Quality Improvement Program.
- Coordinate specific medical training with local ambulance provider.
- Continue to provide advanced life support to the community in the most economical way feasible.
- Continue to provide input at the County level with regional changes effecting EMS.

**Significant Program Changes:**

- A part-time nurse has conducted post incident quality assurance review and training for paramedic and emergency medical technician personnel.
- Implementation of electronic patient care record keeping system in coordination with Inland Counties Emergency Medical Agency is continuing.
- In-house paramedics have been certified to instruct both Advanced Cardiac Life Support and Pediatric Life Support to Paramedics, saving the City money.

City of Redlands

2014-2015

Adopted Budget

**DEPARTMENT/DIVISION**  
EMERGENCY MEDICAL SERVICES

**FUND**

EMERGENCY MEDICAL SERVICES FUND

**ORGKEY**

205254

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4000 Full Time Salaries	1,479,937	1,572,590	1,544,392	1,620,345
4002 Labor Code Section 4850	16,649	0	40,000	0
4005 Salaries: Part Time	0	30,000	15,208	32,000
4010 Overtime Salaries	85,339	75,000	95,868	43,234
4011 Overtime Reimbursable	12,466	0	78,291	0
4013 Constant Staffing OT	427,081	550,000	355,799	400,000
4015 Banked Leave Buy Back	8,252	17,516	14,585	22,743
4018 Holiday: FLSA	24,381	77,787	29,919	80,149
4050 Pension Contributions	854,257	816,210	816,210	901,410
4051 Fica/Medicare	29,233	37,820	37,820	28,850
4053 Deferred Compensation	425	450	450	450
4055 Health/Dental Insurance	283,404	288,330	293,509	280,456
4056 Worker's Comp Insurance	28,407	23,000	23,000	22,713
4057 Disability Insurance	13,529	17,190	15,083	17,697
4058 Unemployment Insurance	4,625	8,408	5,943	7,812
4059 Life Insurance	1,086	1,134	1,134	1,134
4081 Eyecare Reimbursement	1,428	4,050	4,050	4,050
4082 Clothing Allowance	9,000	9,000	8,500	9,000
4085 Other Taxable Benefits	7,040	8,000	1,030	1,560
<b>TOTAL SALARIES AND BENEFITS</b>	<b>3,286,539</b>	<b>3,536,485</b>	<b>3,380,791</b>	<b>3,473,604</b>
<b><u>SERVICES</u></b>				
5103 Software Support & Maintenance	0	7,038	4,988	7,038
5180 Medical/Physicals	0	720	280	720
5190 Other Professional Services	16,276	18,000	15,000	19,000
5240 Meeting & Professional Devlpmt	0	1,000	790	4,910
5255 Travel Expense Reimbursement	0	0	0	3,000
5270 Printing and Binding	0	850	750	1,800
5360 Machinery & Equip Maint	12,952	11,000	11,000	12,500
5392 License & Permits	456	6,056	1,000	8,056
5395 Info Technology Services Charge	9,011	9,011	9,011	4,377



City of Redlands  
2014-2015  
Adopted Budget

**DEPARTMENT/DIVISION**  
EMERGENCY MEDICAL SERVICES

**FUND**

EMERGENCY MEDICAL SERVICES FUND

**ORGKEY**

205254

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SUPPLIES (CONT)</u></b>				
5580 Communications Svs & Rental	322,649	176,780	176,780	190,929
5720 Taxes	3,325	4,000	4,000	4,000
5722 Penalties and Interest	0	0	300	0
5800 Subscriptions & Memberships	2,137	600	3,300	600
5840 Training	5,002	2,000	2,000	5,000
5870 General Govt Service Charge	173,030	173,030	175,280	177,033
5880 Special Contractual Services	0	0	0	6,000
<b>TOTAL SERVICES</b>	<b>544,838</b>	<b>410,085</b>	<b>404,479</b>	<b>444,962</b>
 <b><u>SUPPLIES</u></b>				
6130 Books & Supplies	0	500	500	500
6140 Office Supplies	268	2,500	2,500	1,000
6145 Awards & Recognition	0	0	0	500
6160 Medical Supplies	35,250	25,100	25,100	35,150
6180 Turnouts/Uniforms/Safety Clothin	660	1,100	1,100	10,800
6210 Repair/Maintenance Supplies	0	500	500	1,050
6310 Janitorial Supplies	249	250	250	2,250
6410 Motor Vehicle Supplies	47	100	100	500
6510 Small Tools & Equipment	5,992	4,000	4,000	7,000
6580 Damaged/Theft/Obsolete Stock	566	0	0	0
6590 Special Departmental Supplies	0	57,806	57,806	10,000
<b>TOTAL SUPPLIES</b>	<b>43,032</b>	<b>91,856</b>	<b>91,856</b>	<b>68,750</b>
 <b><u>FIXED ASSETS</u></b>				
7140 All Other Equipment	0	12,500	12,500	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>0</b>

City of Redlands

2014-2015

Adopted Budget

**DEPARTMENT/DIVISION**  
EMERGENCY MEDICAL SERVICES

**FUND**

EMERGENCY MEDICAL SERVICES FUND

**ORGKEY**

205254

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>DEBT SERVICE</u></b>				
8100 Principal	35,245	37,265	37,265	39,400
8200 Interest	7,089	5,069	5,069	2,934
TOTAL DEBT SERVICE	42,334	42,334	42,334	42,334
 FUND TOTAL	 3,916,743	 4,093,260	 3,931,960	 4,029,650

**City of Redlands  
2014-2015  
Adopted Budget**

**Fire  
Household Hazardous Waste Program**

**Program Description:**

The Household Hazardous Waste Program provides for proper disposition of hazardous materials that might otherwise end up in landfills or wastewater treatment facilities, and provides personnel with the proper training and equipment to properly evaluate, accept, document, and recycle household hazardous waste. An Operations Battalion Chief is assigned to program oversight, coordination, personnel training and certification related issues. Approximately 3200 citizens use the facility annually.

**Program Objectives:**

- Continue operation and maintenance of the Household Hazardous Collection site each Saturday, 9:30 a.m. to 12:30 p.m., for the citizens of Redlands.
- Continue the safe collection, categorization, lab packaging and storage of household hazardous waste collection for proper disposal.
- Provide training and equipment to operate an Emergency Hazardous Material Response Team.
- Continue to operate a safe Used Needle Collection Exchange Program for citizens with medical conditions requiring at home injections.
- Recertify all department personnel in Household Hazardous Waste site procedures.
- Continue to provide plastic basins for citizens who bring used motor oil to the site.
- Seek State and/or Federal grants to help fund programs.
- Site inventory control and monitoring.
- Coordinates inter-agency waste disposal programs.
- Maintains State and County mandated certification/program elements.

**Significant Program Changes:**

- The Department is managing two Cal-Recycle grants received in support of Household Hazardous Waste recycling.
- The Household Hazardous Waste Program exemplifies the City of Redlands environmentally friendly approach by collecting and recycling hazardous substances and electronic equipment.

**Accomplishments for Calendar Year 2012:**

- The program collected and properly disposed of 225,425 pounds (112.7 Tons) of Household Hazardous and Electronic Waste.
- The Department successfully implemented two Cal-Recycle grants to support the program.
- Through one of the grants the Household Hazardous Waste program has deployed a trailer equipped with to improve comfort and operations during hot summer months.

City of Redlands

2014-2015

Adopted Budget

**DEPARTMENT/DIVISION**  
HOUSEHOLD HAZARDOUS WASTE

**FUND**

HOUSEHOLD HAZARDOUS WASTE FUND

**ORGKEY**

206250

	2012-13 ACTUAL (AUDITED)	2013-14 ADJUSTED BUDGET	2013-14 12 MONTH ESTIMATED	2014-15 COUNCIL ADOPTED
<b><u>SALARIES AND BENEFITS</u></b>				
4010 Overtime Salaries	0	8,000	0	8,000
4011 Overtime Reimbursable	0	3,500	0	3,500
<b>TOTAL SALARIES AND BENEFITS</b>	<b>0</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>
<b><u>SERVICES</u></b>				
5103 Software Support & Maintenance	0	4,823	4,823	0
5180 Medical/Physicals	400	3,250	1,000	2,250
5240 Meetings & Professional Develop	0	1,000	0	1,000
5360 Machinery & Equip Maint	0	500	500	500
5800 Subscriptions & Memberships	115	315	200	315
5840 Training	4,823	5,000	5,000	5,000
5870 General Govt Service Charge	5,146	5,250	5,213	5,281
5880 Special Contractual Services	102,682	126,252	120,000	120,600
<b>TOTAL SERVICES</b>	<b>113,166</b>	<b>146,390</b>	<b>136,736</b>	<b>134,946</b>
<b><u>SUPPLIES</u></b>				
6140 Office Supplies	0	0	0	1,000
6350 Building Supplies	0	1,000	0	1,000
6510 Small Tools & Equipment	7,005	15,000	15,000	15,000
6590 Special Departmental Supplies	0	0	0	5,500
<b>TOTAL SUPPLIES</b>	<b>7,005</b>	<b>16,000</b>	<b>15,000</b>	<b>22,500</b>
<b><u>FIXED ASSETS</u></b>				
7150 Other Betterments/Improvements	0	37,007	37,007	0
<b>TOTAL FIXED ASSETS</b>	<b>0</b>	<b>37,007</b>	<b>37,007</b>	<b>0</b>
<b>FUND TOTAL</b>	<b>120,171</b>	<b>210,897</b>	<b>188,743</b>	<b>168,946</b>