

**Brooksville Fire Department**  
**Annual Report**  
**10/1/2018 through 10/1/2019**



## A Message from the Fire Chief

On behalf of all of the members of the City of Brooksville Fire Department, I am pleased and honored to submit this years' Annual Report. This report serves as a reminder and tribute to the excellent personnel that are working 24 hours a day, 7 days a week, 365 days a year. Without question, the fire department personnel are our greatest resource and each member of the department routinely demonstrates care, compassion and community pride. Each shift is staffed with dedicated and committed employees who work hard to provide excellent fire and emergency services within our City and the surrounding areas.

The Brooksville Fire Department is continuing to enhance services while remaining fiscally responsible to the City and the Citizens we serve. The fire department has set its focus towards the key elements associated with professionalism, quality service delivery, personnel recognition, advanced training, operational effectiveness, interagency cooperation and fiscal transparency/responsibility in order to achieve the highest level of organizational success.

This past year, BFD made some very significant accomplishments in terms of service delivery, technology advancement and innovation. Two (2) inter-local agreements were drafted and approved that coordinated and defined our working relationship with Hernando County Fire Rescue Department. One agreement was for automatic and mutual aid, while the other agreement outlined our department transition to move from Basic Life Support to Advanced Life Support provision.

The Fire Department enhanced our ability to provide services in a more efficient, effective and productive manner through a strategic review and re-alignment of fire division workload, assignment and responsibility. In addition, the fire department researched and purchased a Records Management System (RMS) for all department incident reporting, records and data management.

The Fire Department Training Program was redeveloped to incorporate an annual training schedule, orientation training for new hires, career development and a working out of classification program that affords employees the opportunity to be trained to accept higher levels of responsibility within the organization.

In closing, I would like to Thank the City Manager, Mayor, City Council and the citizens for supporting the Fire Department and the efforts that are underway in assuring that the Brooksville Fire Department is ready and prepared to respond to the needs of our community in a very professional, reliable and responsible manner.

## **Mission Statement**

To protect life and property within our community by delivering a professional incident response with a trained and competent staff, who also serve to promote customer service, public safety education, fire prevention, and community risk reduction in an organized and effective manner.

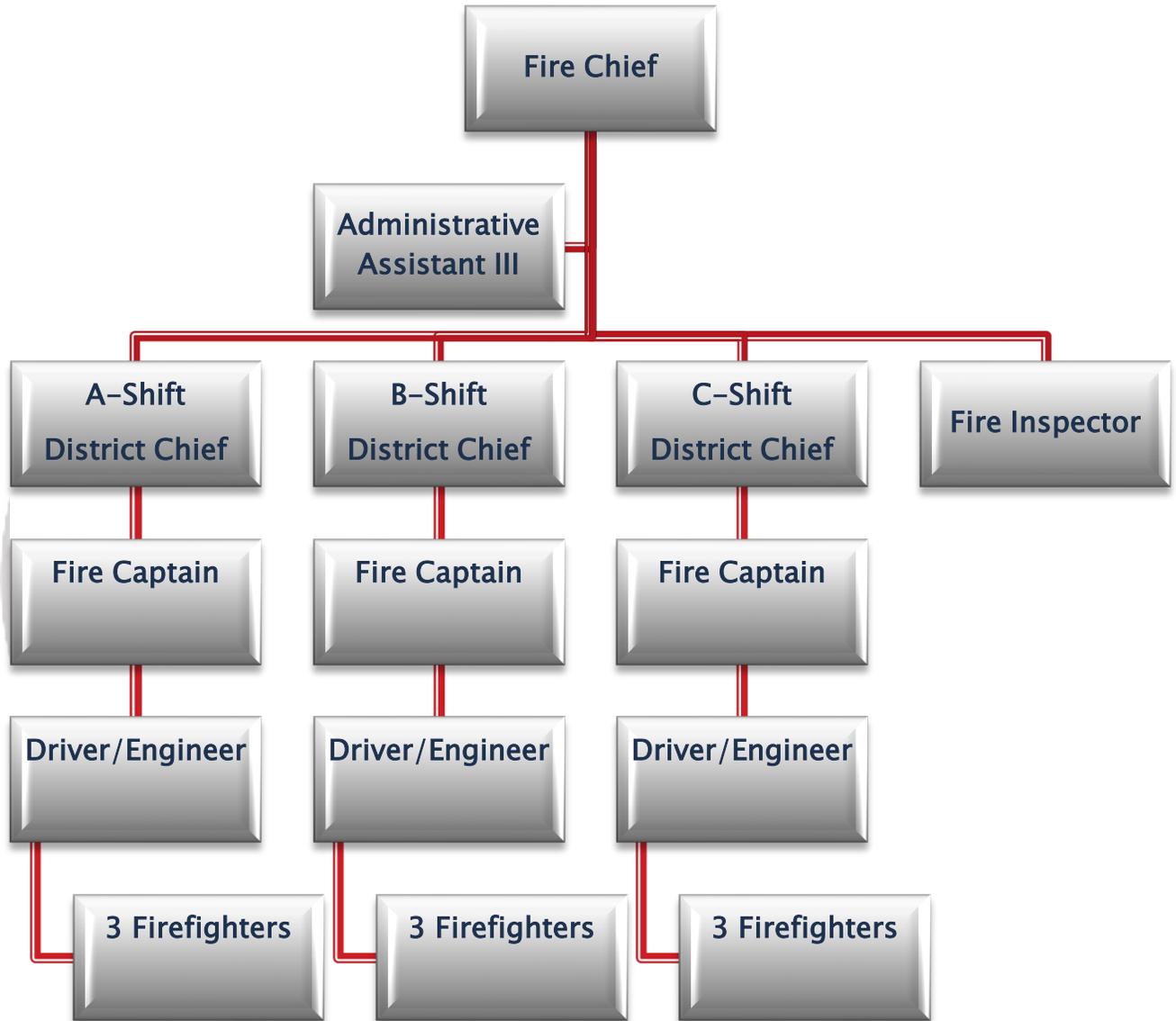
## **Vision Statement**

To be known as a progressive and innovative fire department, made up of personnel who work and serve as a team, dedicated to our mission. We strive to offer and encourage the best available education and training to promote competency at all levels of responsibility within the organization. We desire to have an atmosphere of honesty, open communication and trust. We endeavor to promote the health and wellness of each individual and show compassion for those we serve.

## **Core Values**

**Loyalty, Teamwork, Integrity,  
Dedication, Reliability, Accountability, Compassion**

# Brooksville Fire Department Organizational Chart





# Brooksville Fire Rescue

## Administration

The Fire Department Administration consist of the Fire Chief and an Administrative Assistant. This area of the department is responsible for fire department management, policy development, program establishment, budgeting, expenditure control, data reporting and statistical records, long term planning initiatives, personnel recognition, discipline, and performance evaluation. The Fire Chief manages the day to day operations through the utilization of a command staff. These officers are specifically assigned both operational and divisional responsibilities to include, but not be limited to Incident Command response, Life safety, Logistics, Professional Standards, Communications, Public Education and Community risk reduction.

The annual fiscal year budget for 2018/2019 was \$1,994,152.00. These funds served four primary areas within the fire department. Personnel costs, Capital outlay, Operational costs and Debt services. The funds were allocated through two primary sources, strategically designed to fund fire department services within the City of Brooksville

### 2018/19 Budgetary Highlights

- This past year the fire department ushered in a records management system that will provide for accurate data entry and record keeping. This system processes and manages all fire department activity occurring within the organization. Fire Department Records Management System
- The public spaces, interior offices, dorm rooms, restrooms, kitchen and office spaces of the fire station was completely repainted to assure that the facility continues be maintained and to look presentable to the general public. All tile floors were also stripped and re-waxed as part of this interior project. The fire department reduced the labor costs by requesting HCSO to utilize inmate trustees to perform much of this work.
- The Fire Department sent four of our personnel to receive Paramedic Training to forward our initiative and goal of transitioning the fire department from Basic Life Support to Advanced Life Support. This additional training and effort will assure that the Brooksville Fire Department will be able to provide the highest levels of pre-hospital treatment available within the City.
- All fire department personnel renewed their State licensed Emergency Medical Technician certificates and their Health Care Provider Cardio Pulmonary Resuscitation (CPR) and Automated external defibrillator (AED) licensure



## Brooksville Fire Rescue

- The fire Department repaired our reserve fire apparatus pump that had previously failed pump inspection testing. The reserve unit was tested and now exceeds test pumping capacity. The unit has been placed back in service and serves to fill secondary response needs and front line status when our first run engine is down for repair.
- The department began a comprehensive fire hydrant maintenance program to include, but not be limited to, hydrant GPS location, testing and flow, painting and documentation in the department records management system.
- The department began a comprehensive pre-fire planning program of all commercial facilities in the City. This program requires firefighters to visit commercial buildings and conduct a survey of the building layout, construction features, fire protection systems, occupancy and hazards, closest hydrants and other critical information utilized to benefit fire officers and the department in making critical decisions in a timely manner, if the facility catches fire. This information is loaded into the records management system and accessible to fire officers immediately en-route to the incident.
- Through the City bid process, the fire department solicited for a new roof to be installed on the City fire station. The facility has numerous leaks in the old roof. A contractor was selected and a bid awarded for this project. It is scheduled to begin in late July - early August of 2019.
- Through the City bid process, the fire department solicited for commercial garage Bay Doors to be installed on the City fire station. The current doors have broken and missing panes of glass and numerous mechanical issues with the openers. A contractor was selected and a bid awarded for this project. It is scheduled to begin in late September of 2019.
- This past year the fire department replaced and upgraded all BFD Breathing Apparatus (SCBA) to comply with the new safety standards. SCBA is without question the most important tool used by the firefighter in the performance of their duty. it protects them from smoke inhalation and respiratory compromise.
- The fire department initiated and developed a cancer awareness program for all fire personnel. This program includes new Standard Operating Guidelines for decontamination procedures, protective gear cleaning kits that were issued by the State of Florida as a cancer prevention measure. They have been installed on each fire apparatus in the department. The fire department also acquired cancer barrier protection hoods for all department personnel through the hoods for heroes program and community donations.



## Brooksville Fire Rescue

- The Brooksville Fire Department held its "1st" Employee Annual Awards ceremony to honor and recognize the fire personnel for high levels of performance, years of service, organizational dedication and commitment and emergency response activities.

### Operations

The Operations Division is led by three (3) Fire Captains who provide supervision and oversight of the operational functions associated with both emergency and non-emergency response. Each Captain has also been assigned a specific portion of the operational responsibilities that take place daily within the department.



These specific functions are Emergency Medical Services (EMS), Training/Employee development, and Departmental Safety/Health and wellness. The largest part of our personnel resource are dedicated to the work of Operations.

The normal daily operational staffing consists of six (6) personnel. The department has set the minimum staffing level to (5) which will accommodate one person per shift being allowed off for scheduled leave. If we fall below that level due to unscheduled leave, the department will work trained personnel out of class first, and/or pay overtime to accommodate the minimum



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staffing level. The minimum level of staffing assures proper expertise, response levels and safety.

Personnel typically staff both an Engine with (3) personnel including a line officer and a Rescue unit with (2) personnel. A District Chief officer responds to assume and establish Incident Command and scene safety. The Aerial Apparatus is cross staffed with personnel and required to respond large commercial structures and Target hazard facilities within the City. A Brush Truck is also available and utilized for wild-land rural firefighting in areas of the City that are off-road and undeveloped.

### **FIRE**

This past year the fire department responded to 59 reported fires with 8 of those being structural building fires. One such building fire was the largest in Brooksville History, consuming an outdoor lumber/vehicle warehouse at Builders first source on Jefferson drive.

This fire was fully involved upon arrival. Firefighters were able to save two exposures including the main operation center and another warehouse, so the business could continue to operate in the City.





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Other fire responses consisted of vehicle fires, electrical fires, brush/wild-land fires and fuel fires, etc. Unfortunately there was one civilian death resulting from a gas explosion in a residence, prior to our arrival on the scene.



The fire department responded to 2255 calls for emergency medical services last year. These calls include a wide variety of pre-hospital emergency medical calls that we receive through the communications center.

Patients and victims receive appropriate emergency medical care up to and including transport to the nearby hospital if necessary. Brooksville fire department currently provides basic life support in conjunction and cooperation with HCFR, the ambulance provider.



## Brooksville Fire Rescue

During this past year with the support of the City Manager and City Council, the fire department is transitioning from basic life support to advanced life support. This effort will enhance the emergency medical services currently provided and support the overall EMS system with multiple call management, improved response times and patient care.



### **PUBLIC SERVICE CALLS**

The fire department responds to numerous calls for service within the City. Last year we responded to 526 calls for service from citizens, visitors and businesses within Brooksville. These calls include but are not limited to the following.

- elevator rescue
- hazardous materials mitigation
- fuel spills
- gas/propane leaks
- smoke investigations/removal



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- animal rescues
- unauthorized burning complaints
- burn permit site inspections
- law enforcement assists
- city department assists
- false alarm responses
- alarm system activations
- smoke/carbon monoxide detection
- lightning strikes
- technical rescues - confined space, structural collapse vehicle extrication, high angle rescue, trench collapse etc.





## Brooksville Fire Rescue

### TRAINING

The fire department operations division has an aggressive training schedule. We want to be and do our best, so "practice makes perfect." Personnel entering the fire department have to perform orientation training and learn how BFD operates and functions.

Personnel are routinely tested on knowing the city, fire hydrant locations, streets, landmarks, apparatus operation, equipment function, and department standard operating procedures during their respective probationary period.



The department has an annual training schedule consisting of monthly topics covering all areas of our operational function and performance. All training is targeted towards maintaining and strengthening our personnel's knowledge, skill and abilities.





## Brooksville Fire Rescue

### PUBLIC EDUCATION

BFD spends many hours each year visiting with area schools and public businesses to provide public education on fire and life safety. Our school children are taught all of the aspects associated with home fire safety and the dangers of uncontrolled fire.

We provide classes to area businesses regarding the safe use of fire extinguishers, code requirements for fire protection, and life safety information to assure that their employees and occupants are safe.





## Brooksville Fire Rescue

### FIRE INSPECTIONS



This past year the fire department handled all of the fire inspections for new construction within the city including plans review and fire protection systems. Facilities that are licensed by the State of Florida and require a fire inspection, were also inspected by the department. The department administration spent considerable time planning and preparing to request a new fire inspector position in the upcoming FY 19/20 budget.

This planning included the creation of a fire inspector job description and a comprehensive review of salaries from similar jurisdictions in our area. It also included the review and creation of a fee schedule designed to offset the cost of adding a full time inspector position within the department. This position is key in establishing and meeting the needs of the department relative to conducting required fire inspections of existing commercial facilities within our jurisdiction.

A comprehensive fire inspection program saves lives and future funding expenditures. Fire inspections ensure code compliance including but not limited to, proper site access, early fire warning/detection systems, adequate water supply, proper fire protection/suppression systems, fire resistive construction, adequate building exits, and violation corrections in a timely manner.



## Brooksville Fire Rescue

### COMMUNITY INVOLVEMENT AND INTERACTION

All members of the fire department love serving the City and the Community. Our goal is to be actively engaged, help and support the overall activities occurring and sponsored within the City. Being involved within the Community brings the organization a sense of ownership and pride in Brooksville.





## Brooksville Fire Rescue

### INTERAGENCY COOPERATION

The Brooksville Fire Department prides itself with great communication and cooperation with neighboring public safety agencies. During the past year, we have formed and built partnerships and alliances with the Hernando County Fire Rescue, the Hernando County Sheriff's office, HCSO Communications Center, Hernando County Emergency Management Division, the Hernando County Health department, area hospitals, and many others.

Our ability to exercise seamless teamwork by providing and receiving assistance, assures that we have the appropriate levels of information, equipment, facility and personnel resources available when needed. The Brooksville fire department believes that we are stronger and more capable when we work together. BFD officers are both encouraged and required to spend considerable time networking with area leaders to assure that our organizational needs are communicated and met in a relevant manner.

### AWARDS AND RECOGNITION

Our personnel are our greatest resource. As such we spend time teaching, training, coaching, evaluating and even disciplining employees when it is warranted in order to assure proper performance.

When our employees excel, it is our responsibility and honor to recognize them for the outstanding achievements they obtain throughout the course of their career. As such, last year the BFD implemented the first annual awards ceremony that recognized employees for service to the department and awarded outstanding accomplishments. In short, we are proud of those who serve the department with dedication and commitment.

