

**Brooksville Fire Department
Annual Report
10/1/2019 through 10/1/2020**



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 fire and emergency 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.

This past year, COVID-19 has brought numerous, unexpected challenges and concerns to BFD and to the world. All of our lives have been changed or disrupted in some manner by the pandemic. The Department has been extremely busy, working to keep our community safe and BFD faced serious challenges that had to be met in order to keep our personnel safe.

Through it all, BFD has never lost sight of our goal to serve the public in the safest manner possible, regardless of the challenges presented by this pandemic. BFD is fortunate that to date, only one (1) firefighter tested positive, was quarantined, and returned to duty in full health.

Despite the Pandemic, 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.

Rest assured, that your Fire Department (BFD) is now one of the best fire departments in the State of Florida and we are second to none in terms of readiness, knowledge, skill, and ability. The Quality of a fire department is not determined by its size, rather it starts with a team of personnel that have strength of character, dedication and fortitude to accomplish the mission of the organization through established core values. BFD has all that and as a team, we will not take for granted our ability to progress and succeed.

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.

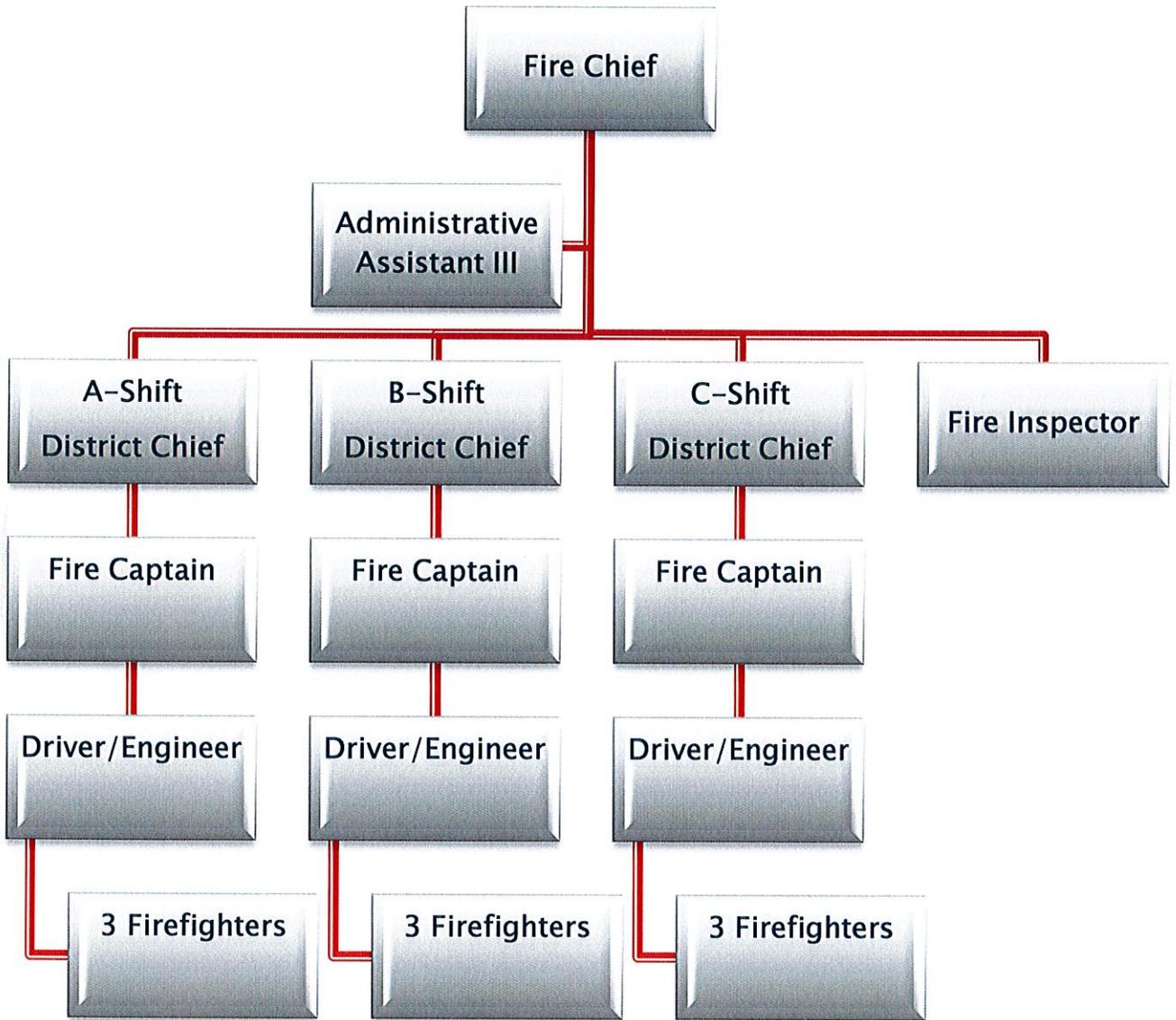
Vision Statement

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 2019/2020 was \$2,328,966.21. 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

2019/20 Budgetary Highlights

- BFD purchased hydraulic extrication RAMS to increase our ability to remove entrapped victims involved in Motor Vehicle accidents and to assist in removal of entrapped victims from structural collapse situations.
- Purchased a new BFD thermal imaging camera, providing firefighters with visibility in zero visibility conditions. While performing firefighting, search and rescue, firefighters are able to see images of any occupants who may be in a structure or trapped, allowing quicker victim access, rescue and removal.
- Purchased a new washing machine extractor and Dryer for removing toxins and products of combustion from firefighter personal protective equipment (PPE) and properly dry the fire gear without destroying the flame protective/retardant properties in the materials.
- Purchased a new staff vehicle to replace one that was 21 years old in order to provide professional/reliable service in the community.



Brooksville Fire Rescue

2019/20 Budgetary Highlights Continued

- 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
- The department continued 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.
- Hired a State certified Fire Inspector to comply with State Law and bring all new and existing commercial facilities into compliance with the fire and life safety code.
- The department continued 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.
- BFD conducted an extensive in-house training program for all employees and sent several employees to external programs to increase knowledge, skill, and abilities.
- The Fire department purchased, tested and replaced outdated /worn fire hose that no longer met current day specifications.
- All fire apparatus received fire pump and ladder tests with passing certification records.
- The Brooksville Fire Department held its "2nd" Employee Annual Awards ceremony on duty due to COVID to honor and recognize the fire personnel for high levels of performance, years of service, organizational dedication and commitment and emergency response activities.
- Purchased new CPR manikins to provide CPR recertification training to firefighters in-house and provide classes for the community.



Brooksville Fire Rescue

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 1) Emergency Medical Services (EMS), 2) Training/Employee development, and 3) Departmental Safety/Health and wellness. The largest part of our personnel resource is dedicated to the work of Operations. This division handled 3076 emergency responses for service during the past year.



Brooksville Fire Rescue

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 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 64 reported fires with 15 of those being structural building fires.





Brooksville Fire Rescue

Other fire responses consisted of vehicle fires, electrical fires, brush/wild-land fires and fuel fires, etc.



EMERGENCY MEDICAL SERVICES (EMS)

The fire department responded to 2323 calls for emergency medical services last year. This comprises approximately 72% of our operations workload. 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 sent four (4) personnel to school to become Paramedics. They have completed the program and are in the process of taking their State examination. Once they pass the exam they will be placed in a provisional program on an ambulance to be cleared by the County Medical Director to function as a Paramedic and provide Advanced Life Support (ALS) services. 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.





Brooksville Fire Rescue

PUBLIC SERVICE CALLS

The fire department responds to numerous calls for service within the City. Last year we responded to 689 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
- 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.

BFD 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

BFD Personnel are also scheduled for courses in conjunction with a career counseling path so that they are continually trained and ready to accept higher levels of responsibility within the organization.





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 INSPECTION PROGRAM

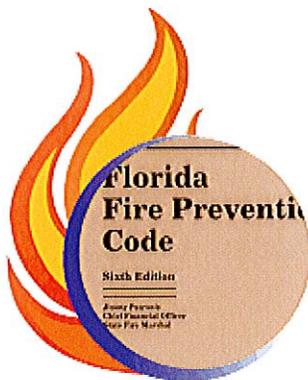


A comprehensive fire inspection program saves lives and future funding expenditures. Fire inspections ensure code compliance including but not limited to, proper site access, early fire warning/detection systems, adequate water supply, proper fire protection/suppression systems, fire resistive construction,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

This past year the fire department hired a state certified fire inspector to assure that all new construction and existing businesses would be inspected in accordance with State law and City ordinance. In addition, a comprehensive fire and life safety plans review process is conducted on all proposed new commercial construction within the City to assure that proper fire protection features are installed within the buildings.

At the beginning of the fiscal year we started an aggressive campaign to schedule and visit all of the commercial businesses within the City for their annual fire inspection. BFD also began utilizing our record management system to record all inspection information about each commercial occupancy.

To date, numerous fire code violations have been corrected citywide and with the cooperation received from business owners, the commercial occupancies in our City are now safer than they have been in years.





Brooksville Fire Rescue

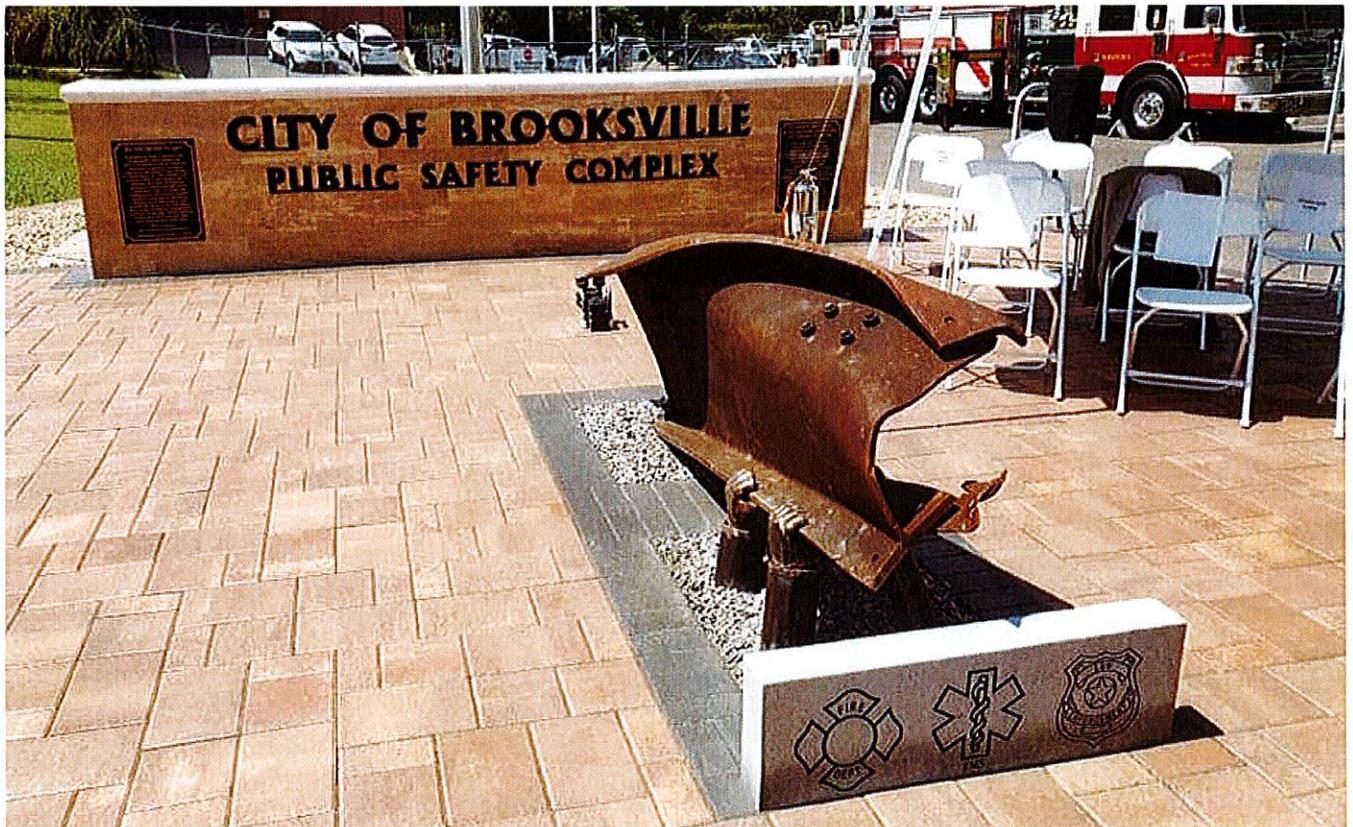
COMMUNITY INVOLVEMENT AND INTERACTION



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 actively 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, participation and cooperation with neighboring public safety agencies.

During the past year, we have formed and built partnerships and alliances with the following organizations; Hernando County Fire Rescue, the Hernando County Sherriff's office, HCSO Communications Center, Hernando County Emergency Management Division, the Hernando County Health department, area hospitals, and many others.

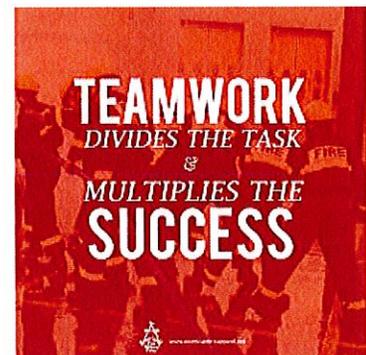


Our ability to exercise seamless teamwork by providing and receiving assistance, assures that we have the appropriate levels of information, equipment, facility and personnel resources available when needed.

BFD aligns itself with outside agencies to assure that we are brining the highest levels of service to our residents and business owners.

The Brooksville fire department believes that we are stronger, more prepared 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.





Brooksville Fire Rescue

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.

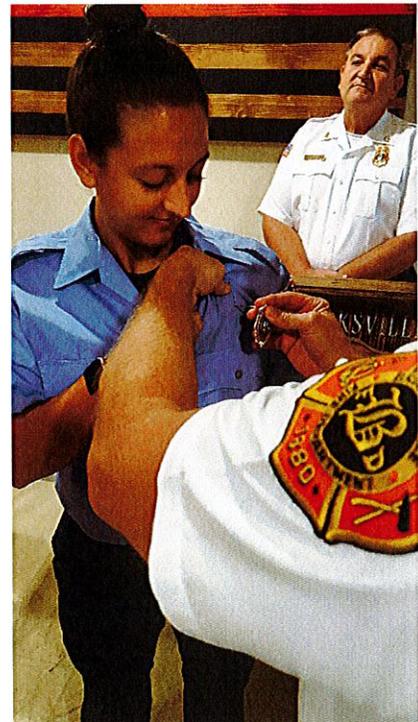
When our employees excel, it is our responsibility and honor to recognize them for the outstanding achievements they obtain throughout the course of their career.



As such, last year the BFD implemented the Second annual awards ceremony that recognized employees for service to the department and awarded outstanding accomplishments.



This year's ceremony was unfortunately held on duty and we could not invite the public because of the COVID-19 precautions, but nevertheless, we recognize the efforts of our people each year! In short, we are proud of those who serve the department with dedication and commitment.





Brooksville Fire Rescue

As we close out this year, we are striving towards excellence in the year ahead. It is our honor and privilege to serve the City of Brooksville with the best fire and emergency services possible. BFD welcomes the new year with a fresh perspective and outlook, one that is filled with enthusiasm, determination, commitment, dedication and teamwork!

