NORTHFIELD VILLAGE FIRE DEPARTMENT

2013 ANNUAL REPORT

SUBMITTED BY:

FIRE CHIEF JASON L BUSS

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MISSION STATEMENT

Consistent with the laws of the State of Ohio and the Charter of the Village of Northfield, the primary mission of the Northfield Village Fire Department is to:

- Protect life, health, and property
- Extinguish all fires within the Village of Northfield
- Investigate the cause of all fires
- Answer all calls for emergency medical assistance within the Village of Northfield

Each firefighter is charged with the duty and privilege of providing all citizens of this community with protection from the ravages of fire and with any and all necessary emergency medical assistance, whenever the need may arise.

The primary goal of every member of the Northfield Village Fire Department must be to promote and achieve honorable and dedicated service to this community. If life and property are protected… if destructive fires are prevented… if public security and tranquility are sustained through the efforts of highly motivated firefighters… the mission of the Northfield Village Fire Department shall be fulfilled.

A MESSAGE FROM THE FIRE CHIEF

As the Fire Chief of the Northfield Village Fire Department, it is with great pride that I present you this summary of activities for the year 2013. Our organization continues to accept the challenges presented by the economy, demands for service, and ever changing technology. We constantly evaluate our operational platform to ensure it provides efficient and effective services to the community and make necessary changes when needed. The fire department also continues to collaborate regionally with other fire departments in the areas of training, specialized response teams, purchase of equipment, and mutual aid. These collaborations greatly reduce our overhead costs while at the same time allowing us to provide a broader array of service levels to the community.

We responded to 495 calls for emergency service during 2013. Of the 495 total calls, 432 calls were for EMS, which represents 87% of our total response for emergency service.

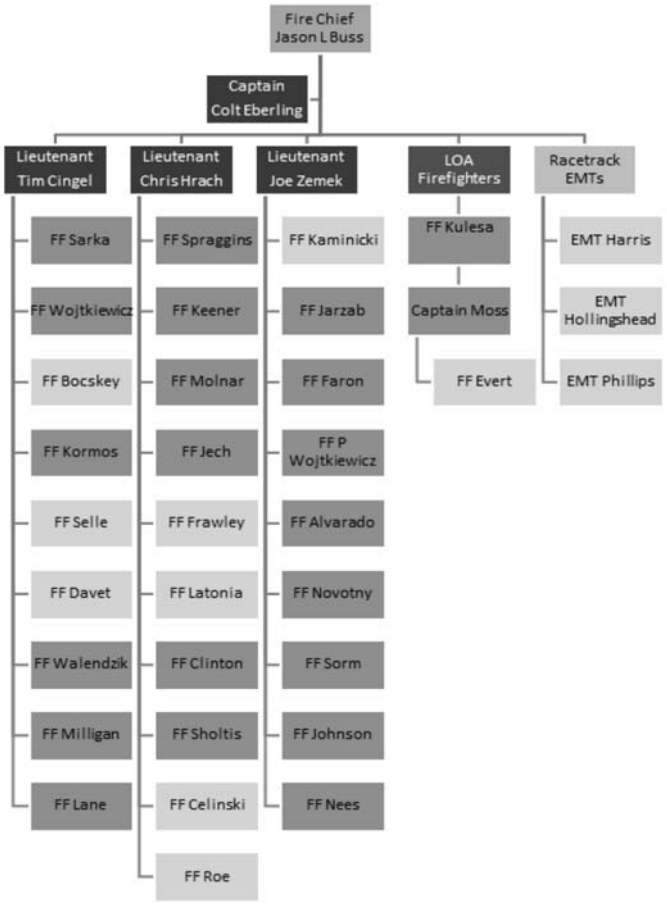
Our firefighters, EMTs, and paramedics are among the best trained in the State. Providing exceptional training to our personnel continues to be at the forefront of our daily operations. We truly believe that our dedication to training directly affects the safety of our citizens and firefighters while helping to ensure positive outcomes to your emergencies.

Members of the Northfield Village Fire Department are committed to providing the best fire, rescue, and emergency medical services while continuing to be proactive in fire safety, prevention, and education. We will continue to pursue excellence while maintaining efficiency and cost effectiveness. I am confident that a review of this annual report will confirm our dedication to this life safety goal. We assure every citizen that our mission will be accomplished in a fashion which reflects this organization's dedication to outstanding customer service.

Respectfully submitted,

Jason L. Buss
Fire Chief

ORGANIZATIONAL CHART



PART-TIME FIRE INSPECTORS

CHIEF JASON L BUSS LT. CHRIS HRACH FF. PAUL NEES

SHIFT INFORMATION

The Northfield Village Fire Department operates out of one fire station, located at 10271 Northfield Road. Housed in the fire station are two fire engines, three paramedic equipment rescue squads, a chase truck and one command vehicle. These vehicles are in service every day to serve the citizens and visitors of our community.

The fire department operates with three (3) firefighters on duty 24 hours a day. Each shift length can vary between 6 to 24 hours depending on department needs.

The Fire Department Administration staff consists of a part-time Fire Chief and a several part-time Fire Safety Inspectors.

APPOINTMENTS, PROMOTIONS, AND RETIREMENTS

APPOINTMENTS

FIRE CHIEF JASON L BUSS
MARCH 13, 2013

PROMOTIONS

JULY 10, 2013

CAPTAIN
COLT EBERLING

CAPTAIN
ERIC MOSS

LIEUTENANT
CHRIS HRACH

LIEUTENANT
JOE ZEMEK

In addition to these appointments and promotions, Northfield Village Fire Department swore on 21 additional members over the course of the year. These new hires are a mix of EMTs, firefighters and paramedics. Many of these firefighters were hired to meet the staffing needs of Northfield Park, the Hard Rock Rocksino and to help ensure the department is compliant with all FLSA Rules. They also replaced members lost due to retirement, resignation, and career advancement.

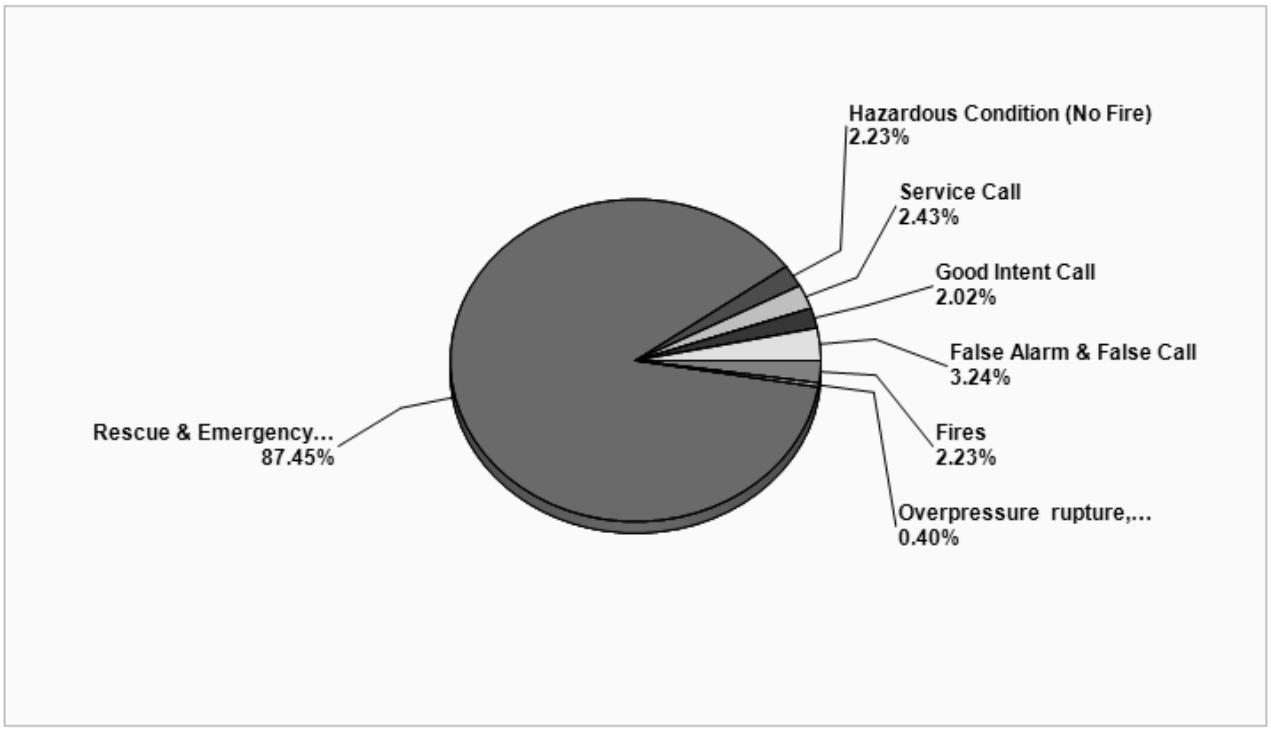
RETIREMENTS

ROBERT KOLACZ, NVFD 1976 - 2013 (33 YEARS)

RICHARD JAMES, NVFD 2008-2013

ALARMS BY CATEGORY

The Division of Fire responded to **495** emergencies in 2013. **432** responses to requests for emergency medical assistance represented **87%** of our total 2013 response volume. The remaining **63** responses (**13%** of the total response volume) were attributable to structure fires, fire investigations, and miscellaneous incidents. Alarms that fall into the miscellaneous category include responses to hazardous material incidents, lightning strikes, carbon monoxide incidents, utility related emergencies, various rescues, and a variety of public service calls.

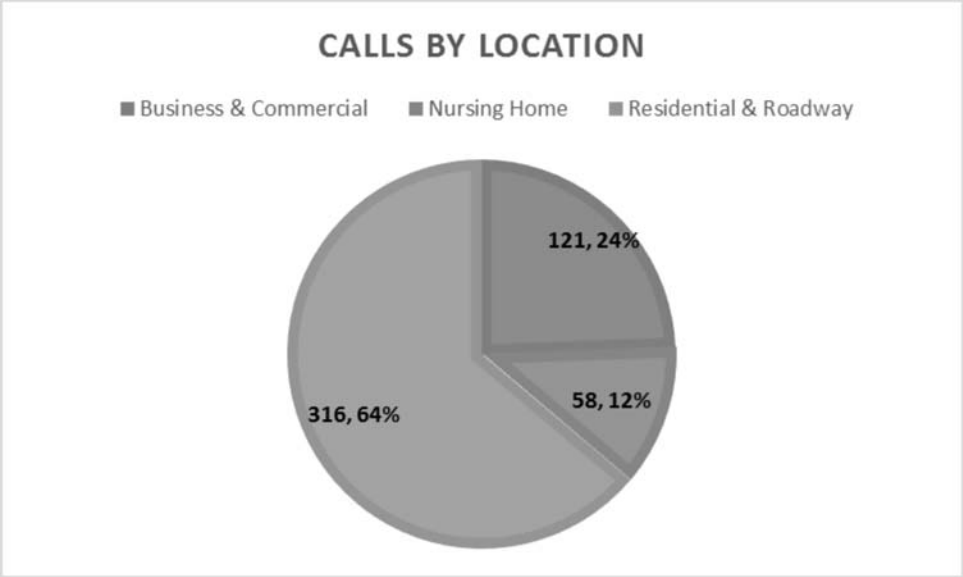


Incident Type	# Incidents	% of Total
Fires	11	2%
Overpressure rupture, explosion, overheat - no fire	2	1%
Rescue & Emergency Medical Service	432	87%
Hazardous Condition (No Fire)	11	2%
Service Call	12	2%
Good Intent Call	11	2%
False Alarm & False Call	16	4%
Severe Weather & Natural Disaster	0	0%
TOTAL RESPONSES	**495**	**100%**

NOTABLE ALARMS

Date	Time	Location	Situation	Incident Number
02/04/13	1605	9134 North Plaza	Structure Fire	13-059
03/18/13		Northfield & Solon Rd	Multicar MVA	13-103
03/28/13		9872 Shepard Road	Structure Fire (Macedonia)	13-116
08/28/13 **08/30/13**		Northfield Road	Several Large Gas Line Breaks	13-315 13-323
09/17/13	0745	115 Ledge Road	School Bus Fire	13-344
11/05/13		Ledge Road Rail yard	Locomotive Fire	13-407
11/14/13		8006 South Bedford	Smoke in N.H.S.	13-410

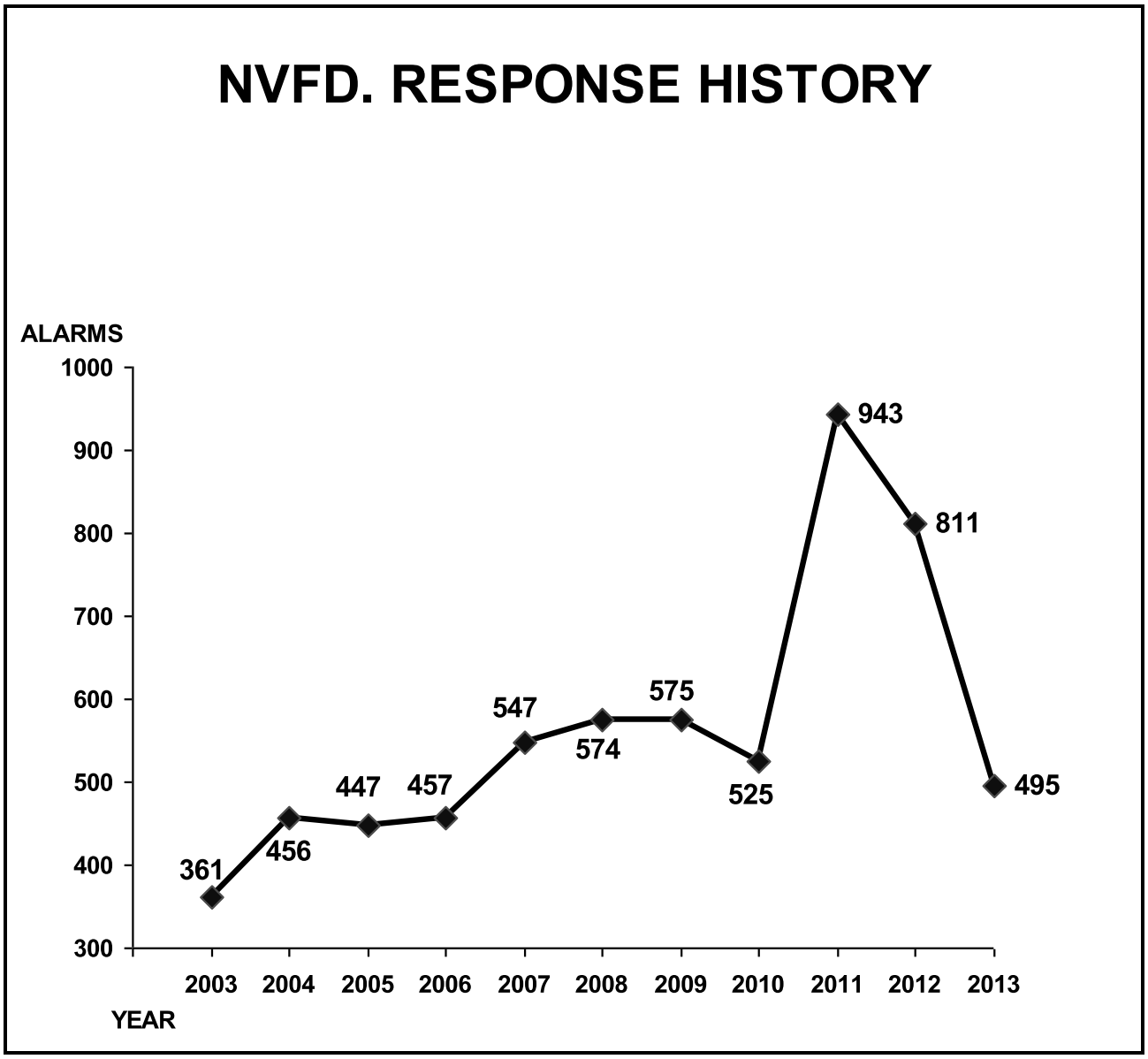
Calls By Location



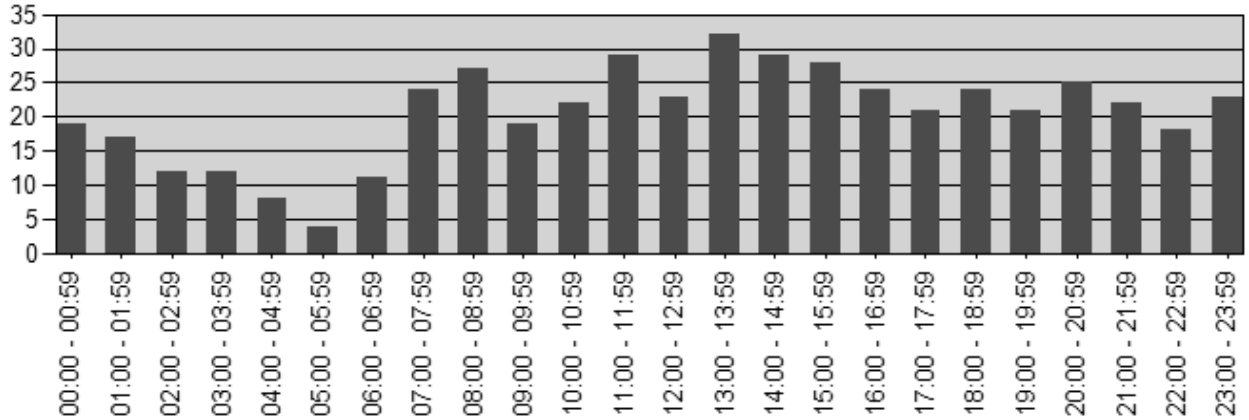
AVERAGE CALL TIMES

Time Type	Average Time	Description
Reaction Time	1:35	En Route Time
Response Time	3:41	Time of Call till On Scene
Scene Time	19:54	Time On Scene
Transport Time	10:50	Driving Time to Hospital
Destination Time	16:41	Time At Hospital
Total Call Length	44:39	Overall Call Length

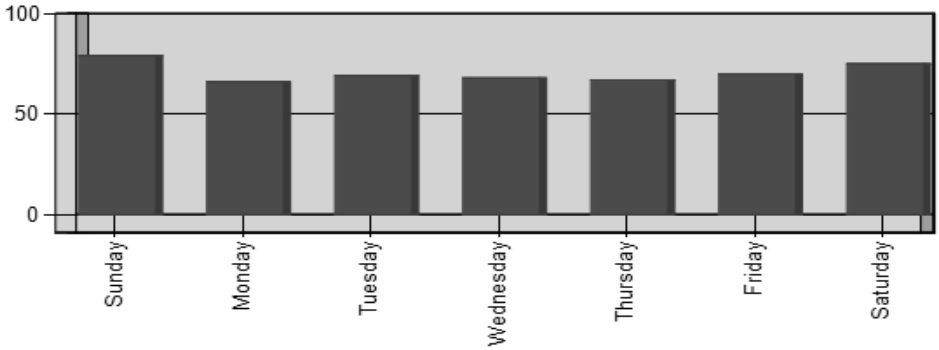
RESPONSE HISTORY: 2003-2013



CALLS FOR SERVICE BY HOUR OF DAY

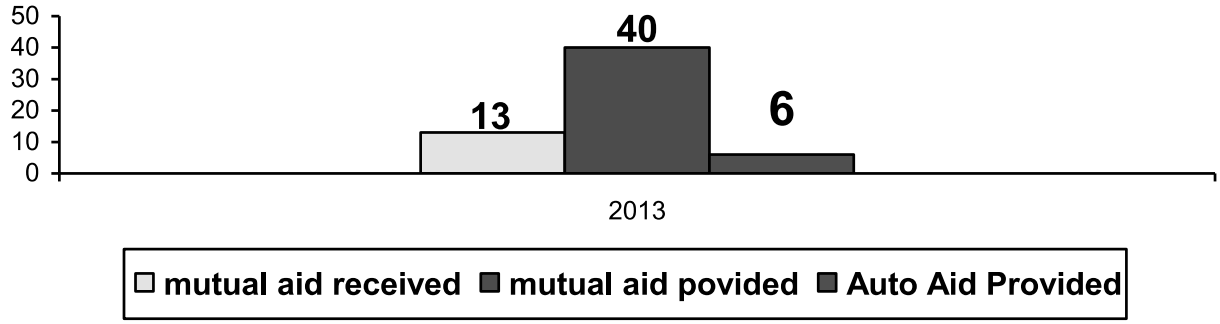


CALLS BY DAY OF WEEK



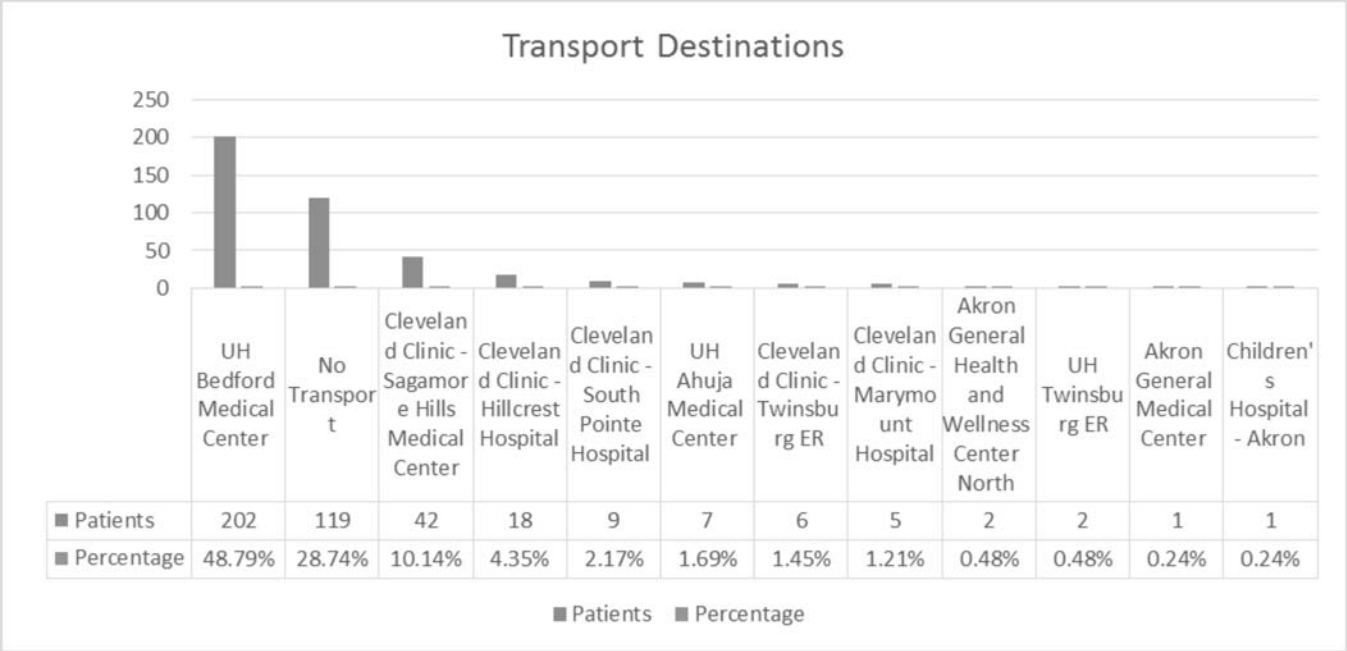
MUTUAL AID

Northfield Village Fire Department responded to 40 requests for Mutual Aid, 6 requests for automatic aid, and received Mutual Aid for 13 calls for service in 2013.



EMERGENCY MEDICAL SERVICES (EMS)

EMS calls continue to be the majority of incident activity for the fire department. Fire Department rescue squads transported 295 patients to area hospitals in 2013. Patients were transported to University Hospital Bedford on 202 occasions (68%). Patients were transported to other area hospitals on 93 occasions (32%).



REVENUE FROM EMS TRANSPORT

The Fire Department bills patients for transportation to medical facilities. The EMS billing system generated $122,292 in 2013. The funds received from Emergency EMS billing are distributed into the fire department's budget for general operations.

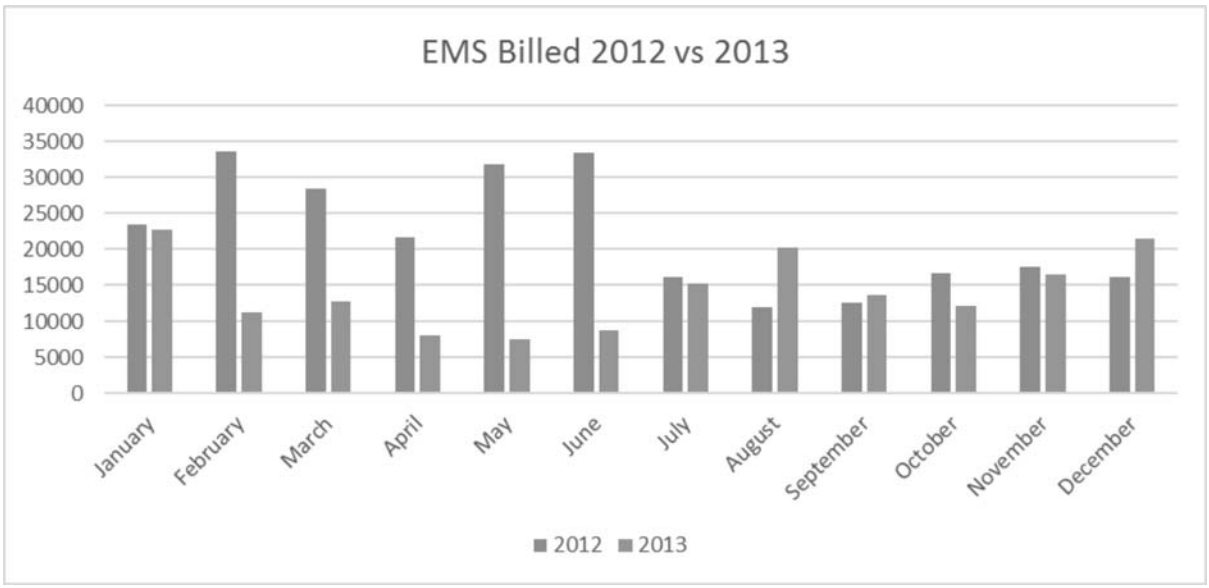
Year	Collection Rate	Billed	Collected
2012	51.10%	$265,437.00	$135,631.00
2013	70.96%	$172,337.00	$122,292.00

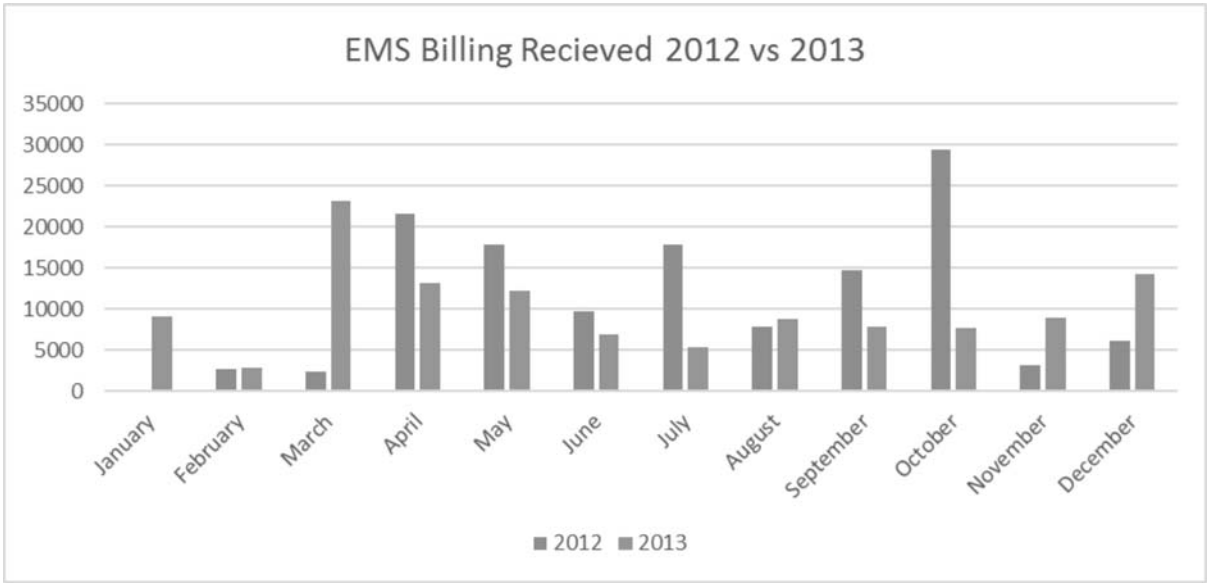
Item	Trips	Amount	Bill per Incident
Non-Transport	62	$9,300.00	$150.00
BLS	78	$35,100.00	$450.00
ALS	196	$107,800.00	$550.00
ALS2	7	$4,900.00	$700.00
Mileage	1322	$13,224.00	$10.00
Totals	343	$170,324.00	

SPECIAL BILLING NOTE:

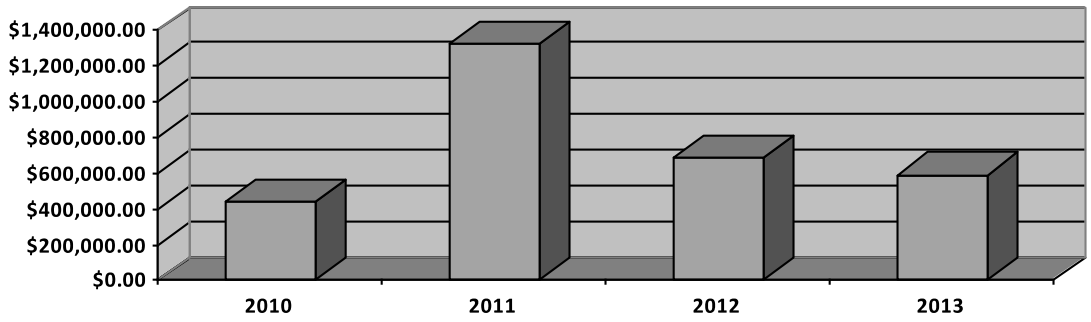
In January and February of 2013, Mayor Nehez, Finance Director Monica James, Chief Jason Buss and Life Force Management worked as a committee to research how to improve our EMS Billing collections. Several efficiencies were developed and many redundancies were eliminated. This led to a 20% increase in EMS Billing collections in 2013.

Billing History



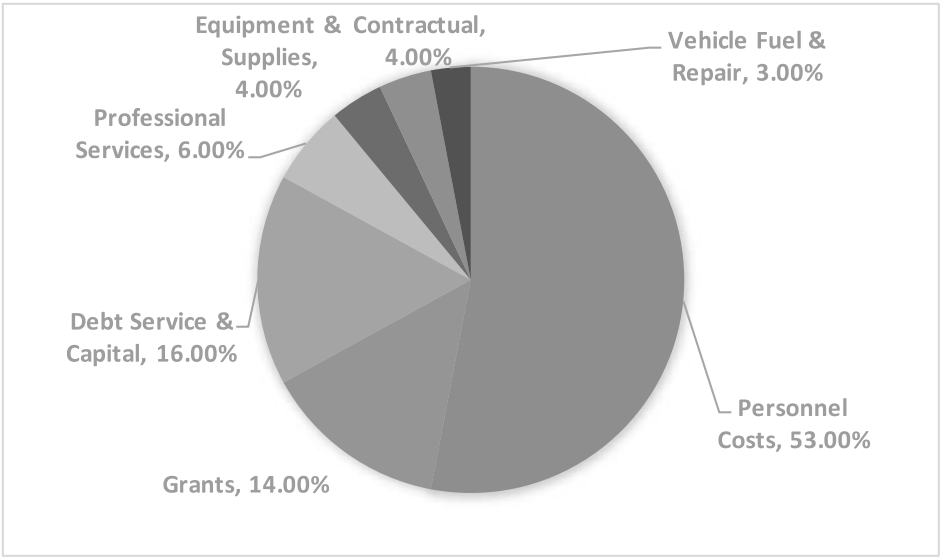


BUDGET HISTORY



2010	2011	2012	2013
$439,476	$1,319,071	$683,688	$585,842

2013 Actual Budget Expenditures



Personnel Costs	Debt Service & Capital	Grants	Professional Services	Contractual	Equipment & Supplies	Vehicle Fuel & Repair
$310,454.45	$96,244.39	$80,958	$35,164.77	$24,289.53	$24,127.04	$14,602.03

2013 Detailed Budget

Fund #	Name	App. Amount	2013 Spent	% Spent
B08-1-A-211	Wages	$345,000.00	$279,244.43	80.94%
B08-1-A-212	Empr Retirement System	$1,200.00	$391.82	32.65%
B08-1-A-214	Uniform Allowance	$9,000.00	$8,996.43	99.96%
B08-1-A-230	Contract Svc / Other	$5,000.00	$5,000.00	100.00%
B08-1-A-231	Utility / Gas	$1,300.00	$843.79	64.91%
B08-1-A-232	Utility / Telephone	$1,500.00	$1,500.00	100.00%
B08-1-A-234	Training	$1,000.00	$1,000.00	100.00%
B08-1-A-235	Repair Building	$775.00	$775.00	100.00%
B08-1-A-236	Insurance Vehicles	$1,000.00	$1,000.00	100.00%
B08-1-A-238	Printing / Reproduction	$500.00	$108.19	21.64%
B08-1-A-239	Contract Svc / Misc	$4,100.00	$4,088.74	99.73%
B08-1-A-240	Supplies / Materials Other	$5,000.00	$4,652.12	93.04%
B08-1-A-241	Office Supplies	$3,900.00	$2,347.60	60.19%
B08-1-A-242	Operating Supplies	$4,000.00	$2,861.35	71.53%
B08-1-A-243	Bldg Repair / Maint Supplies	$4,750.00	$4,623.16	97.33%
B08-1-A-244	Small Tools & Equipment	$3,000.00	$2,750.66	91.69%
B08-1-A-252	Capital Outlay / Equipment	$29,400.00	$24,950.00	84.86%
B08-1-A-261	Debt Service / Principal	$77,000.00	$71,294.39	92.59%
B08-1-A-312	Empr Share Medicare	$6,750.00	$2,421.75	35.88%
B08-1-A-331	Utility / Electric	$2,600.00	$1,300.00	50.00%
B08-1-A-332	Cell Phone	$2,500.00	$2,015.18	80.61%
B08-1-A-334	Ambulance Billing Fees	$12,550.00	$11,466.77	91.37%
B08-1-A-335	Professional Services	$23,950.00	$23,698.00	98.95%
B08-1-A-336	Insurance Building	$1,000.00	$999.00	99.90%
B08-1-A-339	Grants	$110,000.00	$80,958.53	73.60%
B08-1-A-342	Gasoline	$5,620.00	$5,618.33	99.97%
B08-1-A-343	Vehicle Repair / Maint Supplies	$9,000.00	$8,983.70	99.82%
B08-1-A-412	Empr Share SSI	$11,000.00	$3,350.79	30.46%
B08-1-A-431	Utility Water / Sewer	$7,500.00	$6,659.63	88.80%
B08-1-A-432	Radio New / Repair	$4,000.00	$1,380.00	34.50%
B08-1-A-436	Insurance / Liability	$5,380.00	$3,362.75	62.50%
B08-1-A-443	Other Repair / Maint Supplies	$3,000.00	$2,149.40	71.65%
B08-1-A-512	Emple Share Taxes	$1,500.00	$1,317.16	87.81%
B08-1-A-812	Workers Comp	$13,750.00	$13,732.07	99.87%
TOTAL		$717,525.00	$585,840.74	81.65%

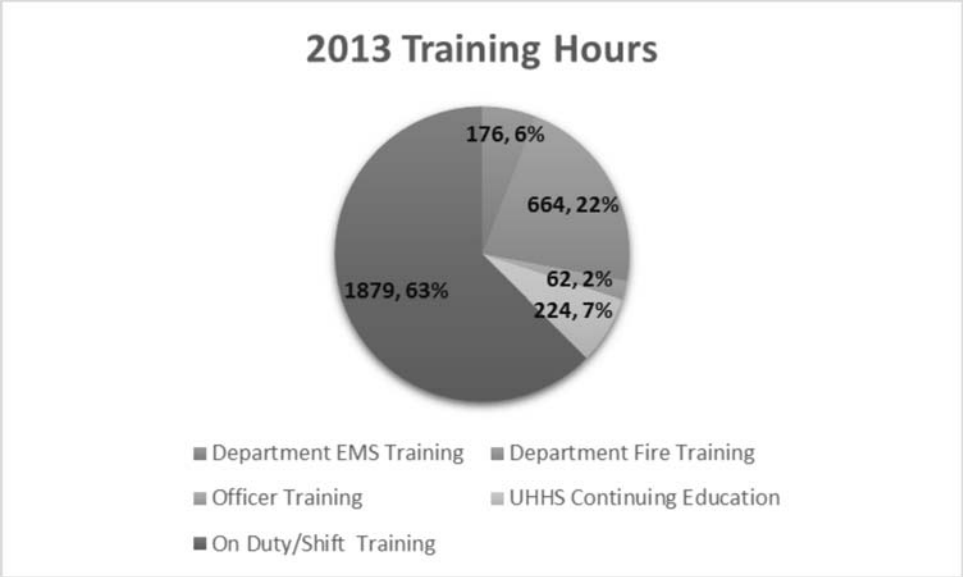
2013 Grant Programs

2013 Grant Funds Received	
FEMA - Assistance to Firefighters Grant	$78,000
Ohio Workers Compensation	$29,500
Ohio EMS Grant	$2,500
Total	**$ 110,000**

In 2013 Northfield Village Fire Department received a number of grants to support their day to day operations. The State of Ohio EMS grant provides for the purchase of small medical equipment on a 100% reimbursement program. The Ohio Bureau of Worker's Compensation Safety Intervention Grant allowed for the purchase of three Stryker Power Pro ambulance cots. This program is a 75% / 25% match program that can be sought every five years. Finally, the Assistance to Firefighters Grants Program allowed NVFD to purchase two LUCAS II CPR machines and two new Physio Control LifePak 15s. This grant is a 95% / 5% match program.

Without these grant opportunities, NVFD would fiscally struggle to obtain these vital pieces of equipment.

TRAINING



OVER 3000 HOURS OF TRAINING COMPLETED IN 2013

DEPARTMENT & SHIFT TRAINING

The following list includes the areas covered by in-service shift training. Firefighters are required to complete monthly training requirements set forth by the Training Officer. These requirements are in line with the requirements set forth by the State of Ohio for firefighter recertification.

Building Construction and Fire Behavior
Company Tours of New Construction
General Driver Training
Fire Control
Strategic and Tactical Operations
Incident Command System
Fire Streams Theories
Fundamentals of Fire Suppression
Hazardous Materials Overview
Rope Rescue Training
Engine and Truck Pump Procedures
General Fire Prevention Training
SCBA Training
Live Fire Burn Training
Air Bag Training
Cold Water Rescue
Rapid Intervention Training
Firefighter Escape Techniques
Ventilation Procedures
Small Equipment Reviews
Ground Ladders

EMS CONTINUING EDUCATION TRAINING

The following list includes the areas covered by monthly run reviews held with University Hospitals, our Medical Direction. Paramedics and Emergency Medical Technicians (EMTs) are required to complete monthly training requirements set forth by the Medical Director. These requirements are in line with the requirements set forth by the State of Ohio for Paramedic and EMT recertification.

Pediatrics
Emergency Runs and Protocol Review
12 Lead EKG Interpretations
Respiratory Emergencies
Stroke
CPR Recertification
Drug Box Exchange Procedure
Geriatrics
CPAP
Trauma
Pharmacology
Altered Mental Status
Hypothermia
ACLS

FIRE HYDRANT TESTING

Fire hydrants in the Village of Northfield are inspected and flow tested annually by the fire department. Fire hydrants and water utilities are owned by the City of Cleveland, Division of Water. Hydrants needing repair are reported to the Division of Water for follow up.

The Service Department is responsible for maintaining the appearance of the fire hydrants. Each year we compile a list of hydrants in need of painting. Painting provides a hydrant protection against rust which “freezes” caps and makes the overall operation of the hydrant difficult.

HOSE TESTING

The annual service pressure testing of fire hose was completed on all in-service fire hose. This testing was completed by a third party vendor, National Hose Testing Specialties, to ensure all NFPA requirements are met and help increase our ISO scores. Defective or failed hose is replaced on an as-needed basis each year. This ensures that serviceable hose is available when needed. Most of our hose has now been replaced since 2010.

NEW EQUIPMENT

Northfield Village Fire was able to acquire a multitude of much needed and vital equipment in 2013. These items were purchased through state and federal grants as well as money received from Ohio from the Racino fund. All of the items have improved NVFD's ability to serve and protect the residents and visitors of the Village of Northfield.

FIRE PREVENTION

2013 marked the formal beginning of Northfield Village's part-time fire prevention program. Lt. Chris Hrach is serving as the lead for this program. Fire Prevention was kept very busy in 2013 with the building of the Hard Rock Rocksino. This project required multiple trips to the site each week and hours of paperwork and research.

In addition to the challenges the Hard Rock brought, Fire Prevention was very busy inspecting all the businesses and apartment buildings in Northfield. Lt. Hrach worked well with business owners to help them get their businesses up to code and NVFD helped improve fire inspection results by being proactive and publishing a guide for business owners showing what we look for during an annual inspection.

Fire Prevention is responsible for annual business inspections, pre occupancy fire inspections, plans review, ensuring compliance testing of fire alarms and suppression systems, special fire related permits, Crowd Manager training, concert safety standbys, and fire cause investigation.

Also in 2013, NVFD instituted a fire permit fee program. This program aims to generate funds to help support staffing the Fire Prevention Division. These fees are very similar to those changed by fire departments across the United States. A fee ranging from $25-225 permit is now required for alarm and suppression system testing, plan reviews, bonfires, firework displays, and certain fire watches.

The goal of NVFD is to staff the Fire Prevention Division 12 hours a week.

LIFE SAFETY EDUCATION

On duty personnel are responsible for providing Life Safety Education to the Village of Northfield. Our programs and tours influence age groups from preschool to high school. The goal is to get helpful safety information to the children in a manner that will "stick" with them as they develop. They also address the needs of seniors, homeowners, and employees in the workplace.

NVFD has increased our ability to reach the public by participating in the quarterly newsletter, establishing email and business cell phone numbers for the Fire Chief and Fire Prevention, and by starting a Facebook group page on which fire safety information is regularly disseminated.

NVFD is proud to now offer a residential lock box program, a variety of CPR classes, Blood Bourne Pathogen and other fire related trainings to the residents and business owners in Northfield. Anyone interested in a specific type of class or additional information can always contact the fire department Monday-Friday from 8AM-5PM.

NORTHFIELD PARK RACE TRACK EMERGENCY MEDICAL SERVICES

In March of 2013, NVFD was approached by Northfield Park to submit a bid for the cost of providing EMS services to the race track on race nights and during qualifiers. NVFD prepared a bid to meet NPRT's needs as well as ensure the residents of Northfield are needs are met. After many hours of negotiating, Northfield Park chose NVFD as their new EMS provider despite NVFD actually having a higher bid than their current provider. Northfield Park Believed NVFD provided a higher level of service and liked the idea of working with local emergency crews.

NVFD provides a basic life support ambulance staffed with two Emergency Medical Technicians for all events. Northfield Park helped NVFD purchase an ambulance to be used at the race track and pays a yearly fee to help pay for fuel, maintenance and supplies.

FREQUENTLY ASKED QUESTIONS

How do I get a copy of a Fire or Medical report?
Call the Fire Department at (330) 467-5355, during our regular business hours of 8:00AM-5:00PM Monday thru Friday, for proper procedures to obtain a report.

Who do I call to learn CPR?
You can call (330) 467-5355 and ask for the Lt. Zemek or Captain Eberling.

What is a "Lockbox" & where can I obtain one?
A "lockbox" is a tamper-proof box mounted on the outside of a structure which contains keys to access the building. This allows the fire department quick access to a home or business even when the building may be secured, i.e. after hours or when occupants have limited mobility. Information to purchase a lockbox can be obtained by calling the Fire Department at (330) 467-5355.

If my carbon monoxide (CO) detector activates, what should I do?
Carbon monoxide is a colorless, odorless gas that is created by the incomplete combustion of carbon based fuels. It also connects to blood cells at a rate 200 times faster than oxygen. It is recommended that you install a carbon monoxide detector on each level of your home. If a detector activates, call 911 and exit your home immediately. The fire department will respond to your home and check the level of carbon monoxide (if any).

How often do you have replace your smoke or carbon monoxide detectors?
Smoke detectors need to be replaced every 10 years and carbon monoxide detectors need to be replaced every 5 – 7 years.

Why do firefighters cut holes in the roof and break windows of a building on fire?
This is called "ventilation." There are two reasons for ventilating a structure. The first is to remove dangerous gases, heat, and smoke which accumulate in a burning building. These gases reduce visibility and can impede rescue and firefighting efforts. Second, ventilation allows firefighters to relieve the structure of superheated gases which spread fire and contribute to dangerous situations such as flashover and back draft explosions.

What should I do with hot fireplace ash?

DO NOT remove hot ashes from the fireplace immediately. Wait 2-3 days before removing the ashes from the fireplace to allow the hot embers time to completely cool. Place the cool ash in a metal container and store outside away from the home and any combustibles.

Why not three 8 hour shifts instead of one 24 hour shift? Wouldn't that be more cost effective?

Actually, it is more cost effective for firefighters to work 24 hour shifts. Firefighters work an average of 56 hours per week. If staffed with 8 hour shift employees, it would require overtime for hours worked per week, exceeding 40. An 8 hour shift schedule would require 30% more firefighters to provide the same daily staffing levels as is currently maintained.

Why do firefighters sleep at the fire station?

Firefighters in Northfield Village, along with most firefighters in North America work 24 hour shifts. Irrespective of the time of day or night, firefighters will respond 24/7/365 days a year. Station duties and training activities are completed throughout the day. At night firefighters are permitted to sleep in order to maintain energy and a sharp mind when requested to respond.