



Fire Safety Division 2016 Annual Report

The mission of the Fire Safety Division is to prevent death, injuries, and property loss by promoting a safe living environment through the professional applications of code enforcement, plan review, investigations, education and intervention programs. The Springfield Fire Department Fire Safety Division is organized and guided by the National Fire Protection Association (NFPA) standard 1730: *Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public education Operations*. This national standard is the generally accepted foundational model for Community Risk Reduction (CRR) programming in all fire service organizations.

The Fire Safety Division has a wide range of responsibility within the Springfield Fire Department. Fire code enforcement activities include: building inspections, maintaining Knox Box key access to commercial structures, fireworks permit review and oversight, and records management. Plan review involves working with building design professional and developers to ensure that buildings in our jurisdiction meet or exceed minimum safety standards. Investigations are conducted to determine fire cause and origin. Investigations require excellent communication and documentation skills. Investigations often involve evidence collection, and interactions with property owners, insurance company representatives, police detectives, and the Sangamon County State's Attorney Office. Public education and intervention programs are primarily directed towards children. This requires significant interaction with schools throughout the community. This program area is best served utilizing personnel with a long-term commitment toward building relationships within the community. These areas of responsibility require varying degrees of specialized training, certification, and continuing education.

2016 was a year of challenges and change for the Fire Safety Division. In early January our Deputy Chief position was reassigned to other duties within the Department and was not replaced. Also in January, we had an unanticipated reassignment of an experienced Inspector to the Operations Division. We experienced five employee changes within the Inspector # 2 position throughout the year. These unanticipated personnel moves precipitated a change in priorities and work assignments throughout the Division. 2016 became a year of adjustments within the assigned duties of each member. This change was managed throughout the year with a persistent focus on professional development.

Change occurred in our overall approach to information management as we adapted to a rebalance in job duties for each Inspector within the Division. A comprehensive document management policy was adopted for the Division. Digital recordkeeping is now our primary form of document management rather than paper files in file cabinets. Thousands of documents are now stored and accessed digitally. The new document management policy should allow for an eventual transition to City Works software and better integration with Public Works and other city departments digital records.

The Divisional goals for 2017 include: completion of a full community risk assessment, increased implementation of Community Risk Reduction training and programming throughout the Springfield Fire Department, and continued development of Geographic Information System (GIS) database analysis for emergency planning and prevention programs.

Fire Safety Staffing

City Fire Marshal

Chris Richmond

Senior Arson Investigator

Battalion Chief Jeff Miller

Public Education Officer

Captain Jim Price

Inspector/Investigator

Captain Cristy Long

Captain Troy Snider

Captain Jim Johnson

Captain Chris Cole

Captain Ed Canny

Captain Larry Daugherty

Civilian Secretary

Anne Devlin

Duties of the Fire Safety Division

Fire Code Enforcement	Public Education
Fireworks/Pyrotechnic Safety	Juvenile Fire Setter Intervention
Knox Box Management	Fire Investigations
Regional Planning	Hazardous Materials Program
Fire Plan Review	Professional Development
Fire Watch/ EMS Standby	FOIA Request Management
	Grant Program Management

Fire Prevention Inspection/Code Enforcement

Illinois State Law (425 ILCS 25 / Fire Investigation Act) requires Fire Chiefs to enforce the fire prevention codes adopted by the State Fire Marshal's Office (OSFM) except in those localities that have adopted fire prevention and safety standards "equal to or higher" than the codes adopted by the OSFM. The City of Springfield has adopted the International Fire Code (IFC 2006 edition) and a variety of local ordinances found in Chapter 94 of the Code of City Ordinances. These state and local codes and ordinances are enforced within our jurisdiction by the City Fire Marshal. Members of the Springfield Fire Department Fire Safety Division conduct fire prevention inspections and code enforcement activities under the direction of the City Fire Marshal, also known as the Division II Chief.

The Fire Safety Division is responsible for ensuring public safety through compliance enforcement of the fire codes adopted by the Springfield City Council. Fire prevention inspections are one of the most cost-effective methods of providing fire safety within the community. Fire codes safeguard the public's health, welfare, and life safety. When you enter a building, you expect an alarm to warn you of fire and in the event of an emergency you will be able to safely exit the structure. This is something many take for granted. That is because fire code enforcement officials make public safety their number one priority.

The Fire Safety Division manages the fire prevention inspection and code enforcement program within the City of Springfield. These fire prevention and code enforcement activities (Knox Box, inspections, complaint follow-ups, etc.) are generally carried out by six trained inspectors. These inspectors are all Civil Service ranked Captains on the Springfield Fire Department. As uniformed personnel, their enforcement authority is rarely questioned. These six Captains, also known as Inspectors, split their duties between fire prevention/code enforcement activities (approximately 50%) and fire investigations (approximately 50%).

In 2016 we focused on professional development and new inspector training. Seven members of the Division received formal Inspection Certification training for the first time. This training was a significant improvement to the previous on-the-job model. The Divisional goal is for all uniformed members of the Fire Safety Division to earn the Office of the State Fire Marshal (OSFM) Fire Prevention Officer (FPO) certification. The FPO certification program will help improve our Insurance Service Office (ISO) overall fire class-rating score and help assure consistent professional delivery of service to the community.

Fireworks/Pyrotechnic Safety

Fireworks permit processing and associated activities were coordinated throughout 2016 by our longest serving Fire Inspector, Captain Cristy Long. Fireworks permits are largely regulated by state law and enforced by local fire officials. Each permit is processed according to state and local regulations by the Fire Safety Division. The PDF fill-able permit form is accessible online through the City of Springfield website (Fire Dept tab) or the Springfield City Clerk website (services tab).

In calendar year 2016, the Fire Safety Division processed 25 pyrotechnic display permit applications. Site inspections are required by state law. Required site inspections are conducted prior to as-well-as after each display shoot for public safety. Inspections are conducted by trained Fire Safety Division personnel.

Knox Box Management

The Knox Box entry key system is utilized in the jurisdiction of the Springfield Fire Department. These secure lock boxes are used as a means of access for responders to commercial buildings. Like many other communities nationwide, Springfield adopted the code that allows this safety program more than twenty years ago. The Fire Safety Division has overall management responsibility for this program. The master keys are audited in January of each year. Knox Box key boxes for commercial buildings can be ordered online or purchased in the Fire Safety Division office (Room 315 MCW).

Key updates at commercial building locations have been an activity historically assigned to Fire Safety Inspectors. This is an activity that requires continuous management because commercial buildings often change keys. This is one area of the Fire Safety Division where coordination between Fire Inspectors and Operations Division personnel (who utilize the keys) increased during 2016. Fire Safety provided each Operations Division response unit with key tags in July of 2016. This has helped encourage response units to actively conduct key updates in their primary response areas.

Regional Planning

The Springfield Fire Department has a representative on the Land Subdivision Committee of the Springfield Sangamon County Regional Planning Commission (SSCRPC). The committee reviews development plans in and around Springfield. Reviews are based largely on adopted code (Chapter 153) and are meant to provide a consistent framework for development. The Land Subdivision Committee has regular interaction with architects, engineers, and developers. The Fire Safety Division manages these reviews for the Springfield Fire Department. In 2016 Captain Chris Cole was the Springfield Fire Department appointed committee member and reviewed 38 development plans for fire and life safety compliance. Captain Chris Cole is a licensed architect (AIA) in Illinois and is the most qualified person the City of Springfield has ever had performing fire plan reviews for our community.

Fire and Life Safety Plan Review

Fire and Life Safety plan reviews for 2016 were completed in the Fire Safety Division office primarily by Captain Chris Cole. Captain Cole is a state licensed architect (AIA). We are very fortunate to have this level of ability available on our staff. As a part of the building permit and plan review process initiated in the Office of Public Works, Building & Zoning Department, the fire code compliance portion is now accomplished more efficiently than in the past. In 2017 we are planning for the integration of City Works software into the entire plan review process. As a part of that project, we should again see increases in efficiency over past years.

In 2016 we strengthened our relationships with local developers, designers, and architects. We also worked with the city economic development team and encouraged pre-permit planning meetings. Experience has shown that these meetings generally reduce project development timelines by proactively coordinating all professional interactions. We anticipate continuing to build strategic partnerships throughout the community in 2017.

Code Enforcement Totals

The following totals are from the Fire Safety Division code enforcement and fire and life safety plan review activities from the period of January 01, 2016 through December 31, 2016:

3440 Total Inspections

362	Routine Inspections
221	Fire Protection System Compliance Inspections
494	Certificate of Occupancy Inspections
40	Combined Inspections (with B&Z and/or Housing)
57	Complaint Inspections
316	Knox Box Activities
15	Fireworks Site Inspections
1633	Miscellaneous Inspections

889 Violations Cited

434 Total Plan Reviews

252	Building Permit Reviews
50	Resubmitted Reviews
43	Sprinkler Reviews
8	Fire Alarm Reviews
41	Sangamon County Planning Commission Reviews
18	Fireworks Permit Reviews
20	Seasonal/Temporary Permits
2	Other

Fire Watch/EMS Standby

The Springfield Fire Department (SFD) provides dual purpose Fire Watch/EMS Standby service to enhance public safety. We partner with event producers and coordinators on a regular basis to address this important aspect of public safety. This service is provided because it is directly related to our mission of appropriately managing safety risks and liabilities throughout the community. As a part of code enforcement (IFC Section 403) for public assemblies and events, the Fire Safety Division manages the SFD Fire Watch/EMS Standby program.

The majority of all SFD Fire Watch activities are conducted at the Prairie Capital Convention Center (PCCC). This is the largest assembly building in the Springfield area. Fire Watch conducted by trained firefighters is a State of Illinois requirement for indoor pyrotechnics (fireworks) displays. Along with Fire Watch, the SFD also makes EMS Standby service available to conventions and large events in the Springfield area. EMS protocols require that a minimum of two certified EMT's be present to conduct EMS Standby services. All SFD firefighters are cross trained with fire and EMS certifications. EMS Standby service is also most often provided at the PCCC.

A Fire Watch/EMS Standby should be conducted at any assembly event that is hazardous in nature. These events would include vehicle and motor sports events, pyrotechnics displays, circus acts, rodeo events or other similar dangerous activities. Indoor sporting events or concerts that have a potential capacity of more than 3,500 people should also be required to have a Fire Watch/EMS Standby. Any show using a floor area in excess of 30,000 square feet for display purposes should submit plans of display area and description of the types of displays for review by the Fire Safety Division. The review evaluates the need for a Fire Watch/EMS Standby and provides recommendations for adequate coverage.

In 2016, the Springfield Fire Department provided Fire Watch/EMS Standby service for fourteen events. Events can encompass a wide range of time frames. Some are one performance in a two hour period. Others, such as trade shows, can last for three days or more. This year the events required 52 work periods for SFD personnel. These work periods resulted in a total of 330.5 hours worked and \$8,976.38 in wages paid.

Public Education Programs

The Public Education Programs of the Springfield Fire Department help our community to be safer by helping people through knowledge and training. It goes without saying that preparedness and prevention are keys to avoiding the consequences of fire. This is our main focus. However, since we respond to much more than just fires, our Public Education efforts have also expanded to more than just fire prevention education. Our programs include a wide range of education designed to identify and reduce thinking and behaviors that put our citizens and community at risk.

Community Risk Reduction is the targeted implementation of education and strategies to reduce risk in the community based on specific areas that put the community and its citizens at risk.

In 2015, we took a close look our City's data and identified three areas where improvement could be made in reducing risk. Our program goals included:

1. Reduce fire deaths in areas where a greater than average number of fires and fire deaths occur.
2. Reduce deaths and injuries that result from unintentional Carbon Monoxide poisoning.
3. Increase awareness of appropriate responses to a severe weather or tornado emergency in order to increase preparedness and reduce risk.

To meet these goals, our partnerships with the Central Illinois Chapter of the American Red Cross and was expanded. In 2016, we utilized media, bus ads, campaign signs, and door-to door activity to accomplish our goals by:

1. Providing a free Home Safety Survey which included fire education and prevention strategies.
2. Installing free Smoke and/or Carbon Monoxide alarms as needed to provide the maximum amount of response time and reduce deaths and injuries.
3. Providing Severe Weather and Tornado education including locating safer areas of the home.

In 2016, the program targeted census tracts and neighborhoods with a total population of approximately 5,240 residents. Additionally, 163 scheduled appointments were made with citizens who called in and requested the service which account for 316 more residents. By the end of Spring, the program had installed over 1000 Smoke alarms in homes with the highest need.

Springfield Firefighters also reached out to the community with our public safety messages by hosting or attending over 134 public events. A valuable resource for training and education related to Community Risk Reduction continues to be the Children's Safety Village. In 2016, it was used to provide fire safety and home hazard education to children and adults; it served as a primary training facility for our Springfield Firefighter Recruit Academy; and, it was the host location for special classes related to fire prevention such as those designed for Fire Inspectors and Fire Pump installers.

Juvenile Fire Setter Intervention Program

The goal of The Springfield Fire Department Juvenile Fire Setter Intervention Program is to reduce the frequency and severity of the tragedy and trauma caused by child and youth fire related activities. The Fire Safety Division established this national program locally more than twenty years ago.

The not-for-profit Illinois Fire Safety Alliance was the long-time coordinating agency for this program throughout Illinois. In 2016, that program coordination responsibility changed to the Office of the State Fire Marshal (OSFM). Fire Service certification training and support materials are now provided through the OSFM. Fire Safety currently has two members that are Juvenile Fire Setter Interventionists: Cristy Long, and Larry Daugherty.

The Juvenile Fire Setter Intervention program is an educational tool that is not punitive. Juveniles that are identified as being involved with fire related activities are referred to the program. Once referred, a parent/guardian accompanies the juvenile to meet with one or more Juvenile Fire Setter Interventionist. This meeting is to determine the level of risk a juvenile has at being involved with additional fire setting activity. After that risk level is determined, an educational plan is most often implemented. Occasionally, a juvenile may be referred to a mental health professional based on the level of risk. The program does not purport to be the solution to a juvenile's fire setting tendencies, however, experience with those that have participated in fire setter intervention programs here and throughout the country has shown that incidents of repeat fire setting has been reduced significantly.

In 2016, Fire Safety received eight referrals to the program. Referrals most often come from parents, guardians, or school counselors. Two juveniles completed the program. Six juveniles did not participate after referral. Unfortunately, we are unable to make contact with some referrals, and others choose to refuse participation.

The Fire Safety Division plans to identify and train two new Fire Setter Interventionists in 2017. An anticipated retirement within the Division will require new trained members for the program to continue. We know the program has produced good results in the past and should continue.

Investigations Program

Illinois State Law makes it the responsibility of local fire departments to investigate the cause of fires in their jurisdiction for the purpose of collecting data to predict trends and make the communities safer by apprehending those that set fires intentionally.

(425 ILCS 25/) Fire Investigation Act.

(425 ILCS 25/0.01) (from Ch. 127 1/2, par. 5.9)
Sec. 0.01. Short title. This Act may be cited as the Fire Investigations Act. (Source: P.A. 86-1324.)

(a) The chief of the fire department of every municipality in which a fire department is established and the fire chief of every legally organized fire protection district shall investigate the cause, origin and circumstances of every fire occurring in such municipality or fire protection district, or in any area or on any property which is furnished fire protection by the fire department of such municipality or fire protection district, by which property has been destroyed or damaged, and shall especially make investigation as to whether such fire was the result of carelessness or design.

The Springfield Fire Department accomplishes this through its Fire Safety Division which is comprised of 7 certified Fire Investigators which have been trained in accordance with the guidelines set forth by the Office of the State Fire Marshal of Illinois. These Fire Investigators are collectively known as the Fire Investigation Unit. In 2016, Investigator Ed Canny completed the 200 hour Police Training for Investigators (PTI) certification. We now have three investigators (Miller, Daugherty, and Canny) trained and working within the Fire Investigations Unit as sworn peace officers.

The SFD Fire Investigations Unit conducted **120** fire investigations in 2016. Our investigators also conducted other types of investigations such as those for malicious activations of fire alarm systems and unlawful burning. The results of these investigations are as follows:

SFD Fire Investigation Unit Cause Determinations Figures for Jan. 1, 2016 through Dec. 1, 2016:

46 fires were classified as **Accidental**

41 fires were classified as **Incendiary**

0 fires were classified as **Natural**

33 fires were classified **Undetermined**

Accidental - The cause does not involve an intentional human act to ignite or spread the fire into an area where the fire should not be.

Incendiary - Intentionally ignited under circumstances in which the person knows that the fire should not be ignited.

Natural - Caused without any direct human intervention or action such as lightning, earthquake and winds.

Undetermined - Where the cause cannot be proven to an acceptable level of certainty, or where the fire is still under investigation and cause may be determined later if new information or evidence is discovered.

The Fire Investigation Unit has a lead investigator assigned for each case based on SFD standard operating guidelines. On-scene investigations activities have a minimum of one assistant respond with the lead investigator for safety purposes. Occasionally, complex scenes will have multiple assistants. The Investigations Unit strives to complete investigations reports within two to four weeks. For reasons related to insurance and potential prosecutions, investigations completed in this time frame are preferred. However, based on work load and investigation related factors outside of our control, we recognize that this time frame is more of an ideal than reality.

Seven investigators worked in the Investigations Unit in 2016. The following is a brief summary of their work throughout the year:

<u>Investigator</u>	<u>Lead</u>	<u>Assistant</u>
Miller	17	27
Long	12	25
Snider	2	9
Johnson	25	19
Cole	23	9
Canny	23	28
Daugherty	16	13

8 Adults and **2** Juveniles were arrested in 2016

1 outstanding warrant is on file

There are currently (as of 1/1/17) two cases assigned to the Springfield Police Department which continue to be investigated, and four cases currently in the Court system.

Two fires resulted in **2 civilian fatalities** in 2016. The first fire related death was the result of a fire in a hotel room. The second fire related death occurred in a single family residence.

SFD fire incident reports in 2016 indicate that **27** civilians were injured as a result of fire incidents. **24** SFD firefighters sustained injuries at fire incidents in 2016.

In 2016 the SFD Investigations Unit completed the audit and catalogue of investigations files from 1996 through 2015. With the catalogued information now in a digital spreadsheet, we anticipate loading the information into a Geographic Information System (GIS) format. This will allow us to analyze the historical investigations data for use in future community risk reduction programming.

2017 will be a year of change for the Fire Investigation Unit. We are anticipating the retirement of Senior Arson Investigator Miller early in the year. Our plan is to have Investigator Daugherty move into the senior position. A new Investigator will then need to be identified and certified with 120 hours of basic fire investigations coursework.

Hazardous Materials Program

The Fire Safety Division works with hazardous materials information in several areas. We are the location within the City of Springfield that is responsible for maintaining information related to properties with Tier II reportable quantities of chemicals and storage tanks (both underground and above). We have a seat on the Sangamon Valley Local Emergency Planning Committee (LEPC). The LEPC collects and maintains information related to hazardous materials for the community. Another side of the Fire Safety Division role is to take in and distribute hazardous materials related information to the SFD Operations Division and Haz-Mat team. The Fire Safety Division is a key component of emergency planning in the Greater Springfield Region.

The Fire Safety Division maintains permanent storage tank files and current files of Tier II reports containing hazardous materials. The Tier II reports are produced annually and are delivered to our office from entities (both public and private) with reportable quantities of hazardous materials. This is mandated by Federal law. The Fire Safety Division maintains a close working relationship with the Sangamon Valley LEPC to make this information available and useful for the community. The Office of the State Fire Marshal (OSFM) provides statewide permits and cataloguing of both underground and above ground storage tanks. This information is documented in the Fire Safety Division within our permanent address files. We are often asked about these files in the form of FOIA requests from

developers and prospective owners while conducting environmental assessments for properties. These are required for bank loans and insurance underwriting purposes.

The Fire Safety Division interacts with the Sangamon Valley LEPC on a regular basis. We generally send two representatives from the SFD to each public meeting. The SFD provides hazardous materials response coverage for the entire geographic area of the Sangamon Valley LEPC. A good working relationship with the LEPC is necessary for two-way information sharing along with coordinated emergency planning and response. A significant part of our interaction involves maintaining site specific plans for locations that store hazardous materials throughout the community. We also work with the committee on topics such as hazardous materials transportation (commodity flow studies), hazard and threat analysis, and hazardous materials mapping.

In 2016, the SFD partnered with the Sangamon Valley LEPC and submitted a successful grant application to develop a Geographic Information System (GIS) database for hazardous materials throughout the community. This project is managed within the Fire Safety Division and will continue for the full three year duration of the grant period. This project is a major step forward for hazardous materials related data integration and emergency planning in our region.

Partnership with LEPC members also yielded results in the area of transportation safety. Commodity flow study group meetings identified and documented a dangerous exit ramp on southbound I-55 at the 6th St exit. Documented motor vehicle accidents at this location provided necessary evidence for application and granting of a DOT \$400,000 ramp safety upgrade that was completed in late 2016.

The Fire Safety Division has a responsibility for education and distribution of hazardous materials related information for first responders. This is generally focused at the Operations Division of the SFD and the MABAS 48 Haz-Mat Team. The resource information gathered from inspections activities and the LEPC are relayed regularly to responders. Three members of Division II are State Certified Haz-Mat Technicians and are past or current members of the MABAS 48 Haz-Mat Team.

In 2016, the former Pillsbury facility and associated property became a focus area for hazardous materials site monitoring and documentation. The 18-acre industrial complex on the central eastside of Springfield had been vacant and deteriorating for several years. Illegal demolition of large portions of the complex resulted in hazardous contamination and civil charges being sought by the State of Illinois (on behalf of IEPA) as-well-as federal criminal charges by USEPA. Concerns for public safety associated with the property required site monitoring and documentation efforts by Fire Safety. The end result of these efforts is a scheduled USEPA contamination cleanup of the entire property. This is anticipated to begin in January of 2017 and last for at least six months. Pre-planning for this activity was coordinated within Fire Safety during the latter half of 2016.

Fire Safety Professional Development

The Fire Safety Division encompasses a broad range of public safety services. In addition to the ongoing training and certification requirements of professional firefighters and emergency medical responders, the nine uniformed members of the Fire Safety Division have a wide breadth of specialized training and certifications that must be maintained to meet our responsibilities to the community (as outlined in NFPA 1730). This requires that each Fire Safety member have an individualized training plan. This is recognized as the best approach to meeting the needs of the Springfield Fire Department and the community that we serve.

The following is a summary of Fire Safety specific training/professional development conducted in 2016:

- 7 IFSI Inspector I (5-day course)
- 7 IFSI Inspector II (5-day course)
- 1 Disaster Management for Water/Wastewater Utilities (2 day course)
- 1 National Fire Academy (NFA) Management of Fire Prevention Programs (6-day course)
- 4 Fireworks Training for code Officials (1-day course)
- 1 Police Training for Fire Investigators (5-week course)
- 1 National Fire Academy (NFA) Hazardous Materials for Investigators (6-day course)
- 5 OSFM School Inspections (1-day course)
- 1 National Fire Academy (NFA) Water Based Fire Protection Systems (6-day course)
- 1 Fire Investigations Modules (3-week course)
- 2 Investigations Report Writing (2-day course)

In 2017 the Fire Safety Division anticipates that several members will complete the necessary certifications and requirements to become OSFM certified Fire Prevention Officers (FPO). This will be the first time our Department has had members trained at this level. In addition, our new Senior Arson Investigator will (for the first time) be a Certified Fire Investigator (CFI) through the International Association of Arson Investigators (IAAI). The professionalism of the current team is certainly commendable.

Freedom of Information Act (FOIA)

The Fire Safety Division manages Freedom of Information Act (FOIA) requests for the Springfield Fire Department. The Springfield Fire Department primarily receives FOIA requests for two reasons: Copies of reports for insurance claims, and property records from the Fire Safety Division Address Files for due diligence information related to buying and selling of commercial properties. Other miscellaneous requests are also received: Personnel file information, media requests, etc. We also receive, from City Legal, subpoena requests for information.

This necessary aspect of open government can be time consuming. All records must be organized and accessible to the designated departmental FOIA Officer. Timely processing, generally five days or less, for FOIA requests is mandated by federal law. All document requests must be inspected for sensitive information prior to release. Often, document requests are redacted using AdobePro software to meet the requirements of the federal law. Only employees with FOIA Certification can process requests. A high level of discretion is necessary.

Division Chief Chris Richmond is the Springfield Fire Department FOIA coordinator and has the primary responsibility for processing requests. In October of 2016, SFD Office Manager Denise Beauman became a certified FOIA Officer and trained to process SFD requests. A total of **183** requests were processed in 2016.

January	22
February	10
March	17
April	19
May	16
June	12
July	16
August	15
September	14
October	14
November	12
December	16
Total	183

Grant Program Management

The Springfield Fire Department Grant Program is managed by the Fire Safety Division. Historically, the SFD Grant Program has been coordinated by the Fire Safety Division Chief. All hard copy records relating to the program can be found in the Fire Safety office and on the Fire Department S-Drive in the Grant Information folder. The Grant Information folder was developed as a convenient way for Staff to collect and share grant related documents. Grant writing is a shared Staff responsibility.

The SFD Grant program for 2016 had two successes. We received a FEMA Fire Prevention & Safety grant award (\$11,000) and funding through an IEMA grant for emergency planning (\$54,000 over 3 years). We also applied for a \$25,000 equipment grant from FEMA and have not received an award notice to-date.