



Fire Safety Division 2018 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. 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.

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.

2018 was a challenging year. Despite budgetary challenges and personnel changes, the Fire Safety Division managed to show progress in several areas. We continued to develop our Geographic Information System (GIS) database and utilized it to enhance emergency planning as-well-as several other programmatic areas related to public safety. Our digital records management program continued to expand and produce internal efficiencies. We had seven of our members become Office of the State Fire Marshal certified Fire Prevention Officers. We significantly contributed to the overall fire department Insurance Service Office (ISO) Fire Suppression Rating of Class 1. Our Community Risk Reduction 4.77 bonus points (out of 5.5 possible) placed us in an elite category. Finally, and perhaps most importantly, we documented five lives saved because of our efforts with the Home Safety Visit partnership program. These outcomes are what we had hoped to document as we designed and implemented this extraordinary program!

The Fire Safety Divisional goals for 2018 include: a continued focus on community risk assessment and fire risk assessment throughout the 128 square miles of our primary response area. We will continue to develop our base data layers and utilize mapping analysis to assist in this effort. We will continue and expand our Home Safety Visit program to the extent and resources allow. We will continue advancing our professional development plan. Finally, we will continue to provide high quality service to the entire community.

Fire Safety Staffing

City Fire Marshal

Chris Richmond

Senior Arson Investigator

Captain Larry Daugherty

Public Education Officer

Captain Jim Price

Inspector/Investigator

Captain Cristy Long

Captain Troy Snider

Captain Jim Johnson

Battalion Chief Chris Cole

Captain Ryan Evans

Captain B J Crawford

Administrative Clerk I

Anne Devlin

Duties of the Fire Safety Division

Fire Prevention Inspections	Home Safety Visit Program
Fireworks/Pyrotechnic Safety	Juvenile Fire Setter Intervention
Annual License Programs	Fire Investigations
Knox Box Management	Hazardous Materials Program
Regional Planning	Professional Development
Fire & Life Safety Plan Review	FOIA Request Management
Fire Watch / EMS Standby	Grant Program Management
Fire & Life Safety Education Programs	

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 rank 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 2018 our Fire Prevention Officers provided consistent professional fire prevention inspection services at a high level. The City of Springfield had over 100 million dollars in new commercial construction in 2018 and our Fire Inspectors assured that each of these projects met the life safety needs of our community.

Fireworks/Pyrotechnic Safety

Fireworks permit processing and associated activities were coordinated throughout 2018 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).

In calendar year 2018, the Fire Safety Division processed 20 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. The \$250 permit fee per display is in place to offset costs associated with administration and inspections activities provided by the Fire Safety Division.

Illegal fireworks displays often lead to injuries and property damage. On July 3, 2018 an adult male had a traumatic hand injury due to unpermitted fireworks usage. Two structure fires resulted from illegal fireworks usage during the same week.

Annual License Programs

The Springfield Fire Department Fire Safety Division currently manages three City of Springfield annual license programs: Mobile Home Parks, Movie Theaters, and Dry-Cleaners. The annual fees collected for these license programs total approximately **\$16,000**. Each applicant must submit proof of insurance and/or bond along with the completed license application.

Fire Safety Inspectors conduct the required annual inspections of these locations throughout the city. These annual license applications are generally received in December of each year. They are then assigned to an Inspector and administratively processed within approximately 30 days. Each prevention inspection requires a site visit. Many site visits are scheduled with facility managers. Prevention inspections often require follow-up if safety concerns found during the prevention inspection cannot be resolved during the initial site visit.

Dry Cleaning permits are issued primarily because of the flammable and combustible solvents that are often used in the dry cleaning process. The use and storage of these solvents have been regulated for decades within adopted fire codes (IFC 105.6.12). The \$50 permit fee per facility has not changed for many years.

Movie Theater permits are issued to assembly occupancies with motion picture projection. These permits originated in the Uniform Fire Code (UFC) from concerns that generally do not apply anymore. The use of cellulose nitrate film has been discontinued. Indoor use of smoking materials has been discontinued as-well. The focus for inspections of these facilities is now primarily with egress pathways.

Mobile Home Park permits are issued annually to each mobile home park within the City of Springfield. These locations often have fire department access concerns, addressing concerns, and private fire hydrants that require inspection. Currently, there are 26 active mobile home parks within the city with an estimated 3064 total lots.

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 initiated this safety program more than thirty 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.

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 the past year. We continue to encourage response units to actively conduct key updates in their primary response areas. There are approximately 2500 Knox Box key boxes in our community.

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 2018 Battalion Chief Chris Cole was the Springfield Fire Department appointed committee member and reviewed 26 development plans for fire and life safety compliance. Battalion Chief Chris Cole is a licensed architect (AIA) in Illinois and is the most qualified person the City of Springfield has ever had performing these reviews for our community.

Fire and Life Safety Plan Review

Fire and Life Safety plan reviews for 2018 were completed in the Fire Safety Division office by Battalion Chief Chris Cole and Captain Jim Johnson. They both received their Fire Prevention Officer Advanced certifications this year through the Office of the State Fire Marshal. Battalion Chief Cole is a state licensed architect (AIA). We are very fortunate to have this level of ability available on our staff. Captain Johnson completed his plan review training early in 2018 and has become a significant contributor to our permit and plan review team. 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 2018 we continued to strengthen 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 recognize that these professional relationships are vital to continued economic develop throughout our area.

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, 2018 through December 31, 2018:

2897 Total Inspections Activities

243	Routine Inspections
256	Fire Protection System Compliance Inspections
354	Certificate of Occupancy Inspections
21	Combined Inspections (with B&Z and/or Housing)
52	Complaint Inspections
177	Knox Box Activities
20	Fireworks Site Inspections
1414	Miscellaneous Inspections

694 Violations Cited

440 Total Plan Reviews

291	Building Permit Reviews
26	Resubmitted Reviews
55	Sprinkler Reviews
10	Fire Alarm Reviews
26	Sangamon County Planning Commission Reviews
20	Fireworks Permit Reviews
16	Seasonal/Temporary Permits

Fire Watch/EMS Standby

The Springfield Fire Department (SFD) offers 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. In 2018 we also contracted to provide this service on a regular basis for the UIS Sangamon Auditorium.

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 2018, the Springfield Fire Department provided Fire Watch/EMS Standby service for 12 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 42 work periods for SFD personnel. These work periods resulted in a total of 247.5 hours worked. Event producers paid \$6,722.10 in total wages to SFD personnel for these services in 2018.

Fire & Life Safety Education Programs

The Fire & Life Safety 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.

Captain Jim Price is our Senior Fire Prevention Officer. He provides community-wide safety education that is the best in the region. He is a 20-year fire service veteran and has an extensive background educational programming. Captain Price established the Adopt-A-School model for fire prevention education in Springfield. This program delivers safety education and services to over 15,000 students in 50 local schools annually. We are truly fortunate to have this level of prevention programming in our community.

Springfield Firefighters reached out to the community with our public safety messages by hosting or attending over 131 public events in 2018. A valuable resource for training and education related to Community Risk Reduction continues to be the Children's Safety Village. In 2018, it was used to provide fire safety and home hazard education to children and adults. The Fire Safety Division manages and coordinates all public safety activities for the Springfield Fire Department.

Home Safety Visit Program

The Springfield Fire Department Home Safety Visit Program is a targeted and pro-active fire and life safety prevention program. The program is designed to have trained firefighters conduct home safety surveys in targeted homes and provide free smoke alarm installations. The program aims to reduce the incidents of fire death and injury in the most vulnerable populations of our community.

The SFD Home Safety Visit Program is the model for success in our region. It is supported through a partnership with the American Red Cross and other local community partners along with grant funding from multiple groups. In 2015 the program was designed and initiated. The primary target areas are the eight census tracts in our community that are traditionally underserved. These areas have disproportionately low-income and high-minority populations. Since the program started in September of 2015, over 1500 homes have received Home Safety

visits and over 2600 smoke and carbon monoxide alarms have been installed. In 2018 alone we provided 383 Home Safety Visits and 782 alarms.

The program will continue in 2019 and has a goal of visiting another 500 homes throughout Springfield. We have applied for grant funding to continue this level of service throughout the entire year. The program is now fully established and appointments are accepted on a weekly basis. All fire apparatus in Springfield now carry smoke and carbon monoxide alarms and installation kits. This public safety service is available to all residents every day of the year through the Springfield Fire Department. All Springfield residents can call the Fire Safety Division office at 789-2170 to schedule a Home Safety Visit.

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. Our team of certified Juvenile Fire Setter Interventionists was lead by Captain Ed Canny for the first half of the year. Captain Troy Snider now leads the team.

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 2018, Fire Safety received seven referrals to the program. Referrals most often come from parents, guardians, or school counselors. Two juveniles completed the program. Three juveniles did not participate after referral. Unfortunately, we are unable to make contact with some referrals, and others choose to refuse participation.

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 2018 Captain Ed Canny chose to bid back to the Operations Division. The position was filled by Captain Ryan Evans. He has been a solid addition to our team. He completed his OSFM Fire Investigator certifications in late 2018.

The SFD Fire Investigations Unit conducted **103** fire investigations in 2018. 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, 2018 through Dec. 1, 2018:

52 fires were classified as **Accidental**
29 fires were classified as **Incendiary**
22 fires were classified **Undetermined**
0 fires were classified as **Natural**

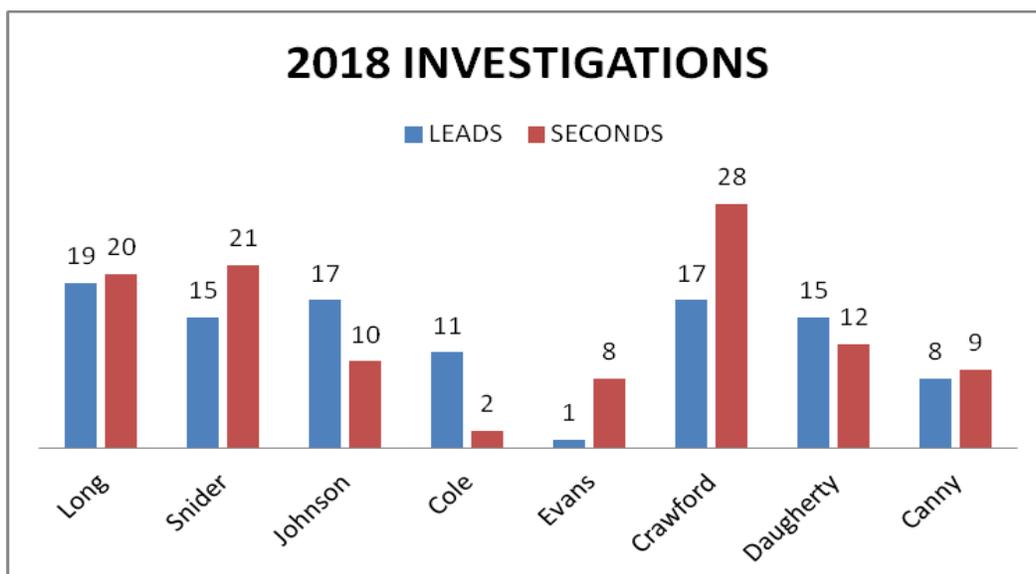
Accidental - The cause does not involve an intentional human act to ignite or spread the fire into an area where the fire should not be.

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

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.

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

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. Eight investigators worked in the Investigations Unit in 2018.



The Fire Investigation Unit had **7** arrests in 2018. There are currently (as of 1/1/19) three cases assigned to the Springfield Police Department and ATF which continue to be investigated.

In 2018, three separate incidents resulted in **3 civilian fatalities**. The first fire related death happened in May. An elderly woman died in her high-rise apartment. The fire was determined to be accidental. The second fire related death occurred in August, the third death occurred in December. Both of these were adult males that died in their homes from accidental fires.

SFD fire incident reports in 2018 indicate that **15** civilians were injured as a result of fire incidents. **47** SFD firefighters sustained injuries at fire incidents in 2018.

In 2017, the Fire Safety Division completed digitization of twenty years worth of SFD Investigations Unit records. With the catalogued information now in a digital spreadsheet, we loaded the information into a Geographic Information System (GIS) format. We now have twenty years of historical investigations data visually formatted and available for use in community risk reduction programming.

In 2018, we hosted a Police Training for Investigators (PTI) certification class in Springfield. Captain Jim Johnson successfully completed the five-week training. This allowed our Fire Investigations Unit to maintain three PTI Certified members despite personnel changes.

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 cataloging 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 was managed within the Fire Safety Division continued into early 2018 when significant personnel changes required suspension of activities. The project promises to be a major step forward for hazardous materials related data integration and emergency planning in our region. We hope that the project can get back on-track in the coming year.

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. Four members of Division II are State Certified Haz-Mat Technicians and are past or current members of the MABAS 48 Haz-Mat Team.

In 2018 the Fire Safety Division had a particularly challenging year due to City budget difficulties and the associated personnel changes that followed. Unfortunately, inspecting hazardous materials locations and coordinating public safety planning related to those sites had to be

largely set-aside. This situation made the year particularly troubling because each of these locations can take months, and sometimes years, of persistent engagement to bring forth a reasonably safe overall outcome. Loss of focus on these projects can have seriously harmful consequences. We certainly hope to get back on-track with our hazardous materials program in 2019.

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 2018:

- 9 Received OSFM Fire Prevention Officer certifications
- 1 Fire Investigations Modules (3-week course)
- 1 Police Training for Investigators (5-week course)
- 1 LETAC Lead Homicide Investigator (5-day course)
- 1 NFA Evidence Technician Training (6-day course)
- 2 Illinois Fire Inspectors Conference (3-day)
- 1 Fire Inspector I (5-day course)
- 1 Fire Inspector II (5-day course)
- 2 OSFM School Inspections (1-day class)
- 1 Fire Plan Review Training (5-day course)
- 2 Fire Sprinkler System Reviews (2-day course)
- 1 NFA Fire Service Financial Management (10-day course)

In 2019 the Fire Safety Division anticipates continued professional development of our team. Captain Ryan Evans will receive his OSFM Fire Prevention Officer certification in 2019. Several other team members will take classes that elevate our capabilities. The Fire Safety Division takes great pride in having the best qualified professionals in all of down-state Illinois. Our training program and organizational model has helped provide our community with the best Fire Prevention Officers in the region.

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 **170** requests were processed in 2018.

January	12
February	16
March	6
April	16
May	20
June	20
July	11
August	22
September	4
October	15
November	13
December	15
Total	170

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 2018 had a difficult year. Staff retirements and changes in personnel resulted in lost opportunities. We did not receive an award in either the AFG application or the FP&S application. These were nearly impossible to coordinate and delivery due to lack of staffing. Additionally, we lost our funding for the IEMA emergency planning grant because of staffing issues. The only bright spot was a Memorial Medical Foundation grant of \$9,320 for needed medical rescue task force equipment.