



2016



Annual Report



SOUTHERN



MANATEE  
FIRE RESCUE





# **SOUTHERN MANATEE FIRE & RESCUE DISTRICT 2016 ANNUAL REPORT**

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### Mission Statement

Protecting lives and property by providing a superior level of service through prevention and emergency response to the public.

### Vision Statement

We will be recognized as leaders in our profession by setting the standards of excellence while providing World Class Public Safety Services through integrity, innovation and professionalism.

### Slogan

***“PRIDE THROUGH PERFORMANCE”***

### Values

As members of the Southern Manatee Fire Rescue District we take pride in our commitment to professional service by maintaining our skills, knowledge and abilities. All members of the Southern Manatee Fire Rescue District are committed to conducting ourselves in an ethical manner, conforming to a moral standard of right versus wrong by treating each other and the citizens we serve humanely, professionally and honestly. We ascribe to the following Values.

**Accountability and Fiscal Responsibility** – Members of the Southern Manatee Fire Rescue District are accountable to each other and the community we serve. We accept responsibility for our decisions and actions. Accountability applies not only to the professional manner in which the District meets its primary goals but also to the efficiency, effectiveness and fiscal responsibility which guides all of our actions.

**Integrity and Trust** – Members of the Southern Manatee Fire Rescue District are honest and fair in our dealings with our citizens and each other. We are honorable to our profession, and we inspire each other to maintain trustworthiness, openness and sincerity.

**Honor and Respect** – We are “fire department” family. We are committed and accountable to each other because our lives depend on it. We value the role each member plays in our organization. We respect those that came before us, and will strive to make the organization better for those who follow. We will place a special and high regard on the premise of treating others as we would like to be treated.

**Teamwork and Discipline** – We seek out and value the input and opinions of our members at all levels of the organization. Teamwork is the building block that drives the Fire District’s labor/management process. We work as a team to cooperate locally, regionally and nationally to improve service to our citizens and maintain a safe and effective work environment. We value a professional attitude with high moral work ethic that can enhance our team.

**Service Excellence and Competency** – We do all we can to ensure the best possible service to our internal and external customers/communities through smart, well trained, humble, dedicated, competent, hard-working, safe members. We are active participants in the communities where we live and work.

**Innovation and Flexibility** – We recognize the value of change in responding to and meeting the ever-evolving needs of our customers and members. We are committed to seeking out effective methods and progressive thinking toward change. We recognize the value of ongoing education and training. We adapt to the ever-changing needs of our community, the organization, and the environment.

**Professionalism and Dedication** – Providing service with a high standard of ethics, behavior and competence.

**Compassion** – Providing service with empathy and sympathy for the suffering of others.

**Readiness and Motivated** – We value preparedness, training and education, safety and wellness, dedication and an understanding that lives are more valuable than property.

**Family** – We will support coworkers, their families and our community.

# SOUTHERN MANATEE FIRE & RESCUE DISTRICT

## Administrative Division

### OVERVIEW

The Southern Manatee Fire & Rescue District was formed June 1, 1990 with the merger of the Oneco-Tallevast Fire Control District and the Samoset Fire Control District. The combination department provides fire protection to a population of approximately 55,000 permanent residents and grows to 60,000 with winter residents in a 34 square mile area. Geographically, the District includes the areas south of the City of Bradenton, east of First Street, west of the Braden River and north of University Parkway, the Sarasota County line. Major transportation routes within and adjacent to the District include U.S. 41, U.S. 301, State Road 70, University Pkwy and I-75.

In addition, the District is served by two railroad lines, Seminole Gulf Railroad and Seaboard Coast Line. The southwestern portion of the District borders on the Sarasota-Bradenton International Airport. The Southern Manatee Fire & Rescue District protects the largest industrial area in Manatee County. The total value, as of 2016, of commercial and residential properties protected is \$4,190,945,001.

The Southern Manatee Fire & Rescue District operates five (5) fire stations that are staffed 24 hours a day, a training facility, and an administrative office that also houses our Fire Prevention Division. The District employs 86 full time employees and ten volunteer Firefighter/EMT's.

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Administration                | 2451 Trailmate Drive              |
| • Station 1                     | 6100 15 <sup>th</sup> Street East |
| • Station 2                     | 1911 30 <sup>th</sup> Avenue East |
| • Station 3                     | 7611 Prospect Road                |
| • Station 4                     | 5228 45 <sup>th</sup> Street East |
| • Station 5                     | 7301 Honore Avenue                |
| • Training Facility             | 7611 Prospect Road                |
| • Building Maintenance Facility | 1911 30 <sup>th</sup> Avenue East |



In addition, we have an extensive mutual and automatic aid response system with all neighboring fire departments and agencies, including all Manatee County Fire Districts, Manatee County EMS, City of Bradenton Fire Department, and Sarasota County Fire Department.

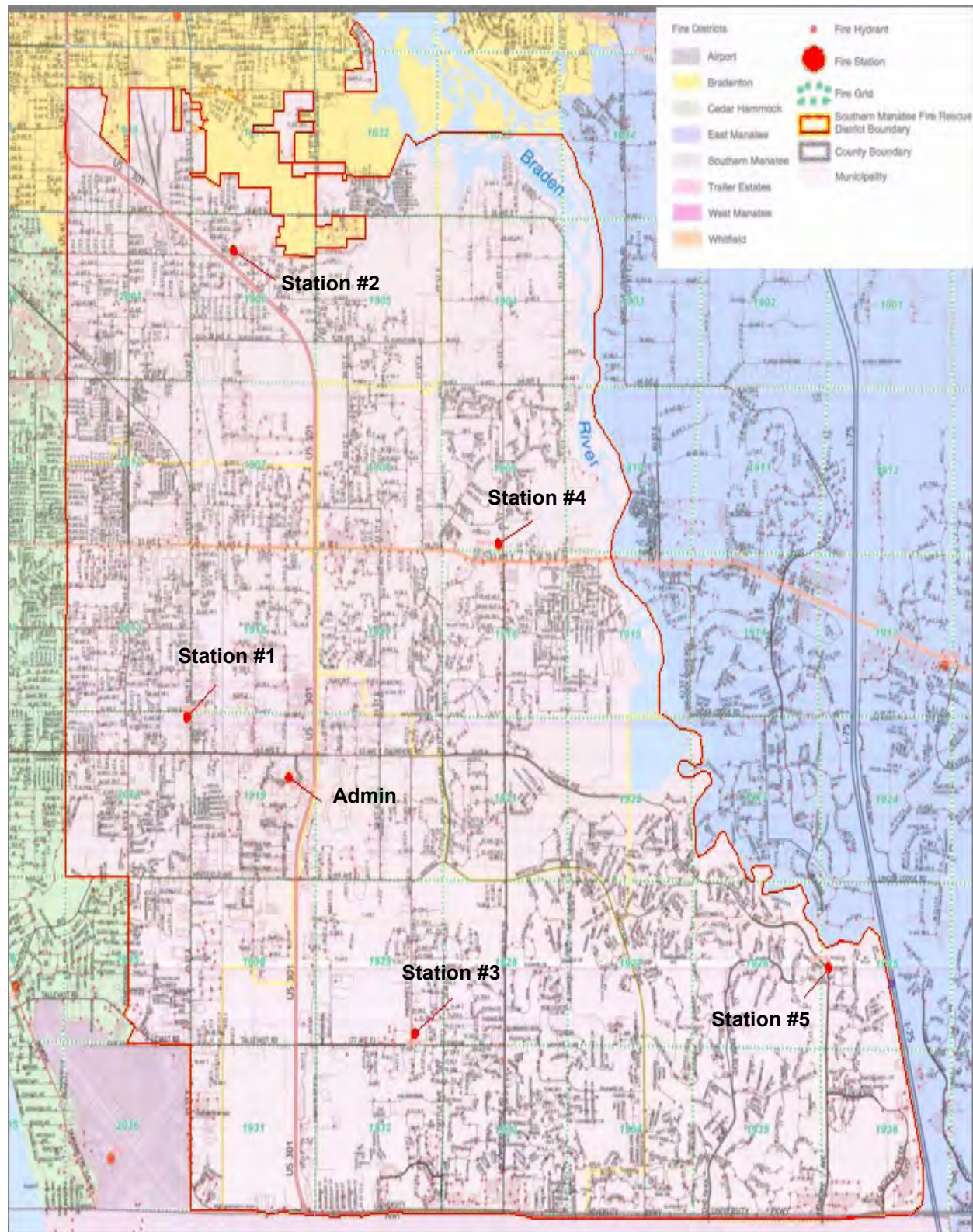
Southern Manatee Fire & Rescue District holds a Class **3** rating from the Insurance Services Office (ISO). The lower the rating the greater the possibility that property owners could see a reduction in their insurance premiums.

Daily activities include interaction with the following agencies:

- Manatee County Department of Public Safety
- Manatee County Sheriff's Office
- Manatee County Government
- Manatee County Building/Planning Department
- School Board of Manatee County
- Florida State Highway Patrol
- Manatee and Sarasota Emergency Management



Southern Manatee Fire & Rescue Administrative Complex



## Southern Manatee Fire & Rescue District



## **FIRE COMMISSIONERS**

Charles Durant

Daniel Center

Melanie Marken

James Cena

Anthony Evans

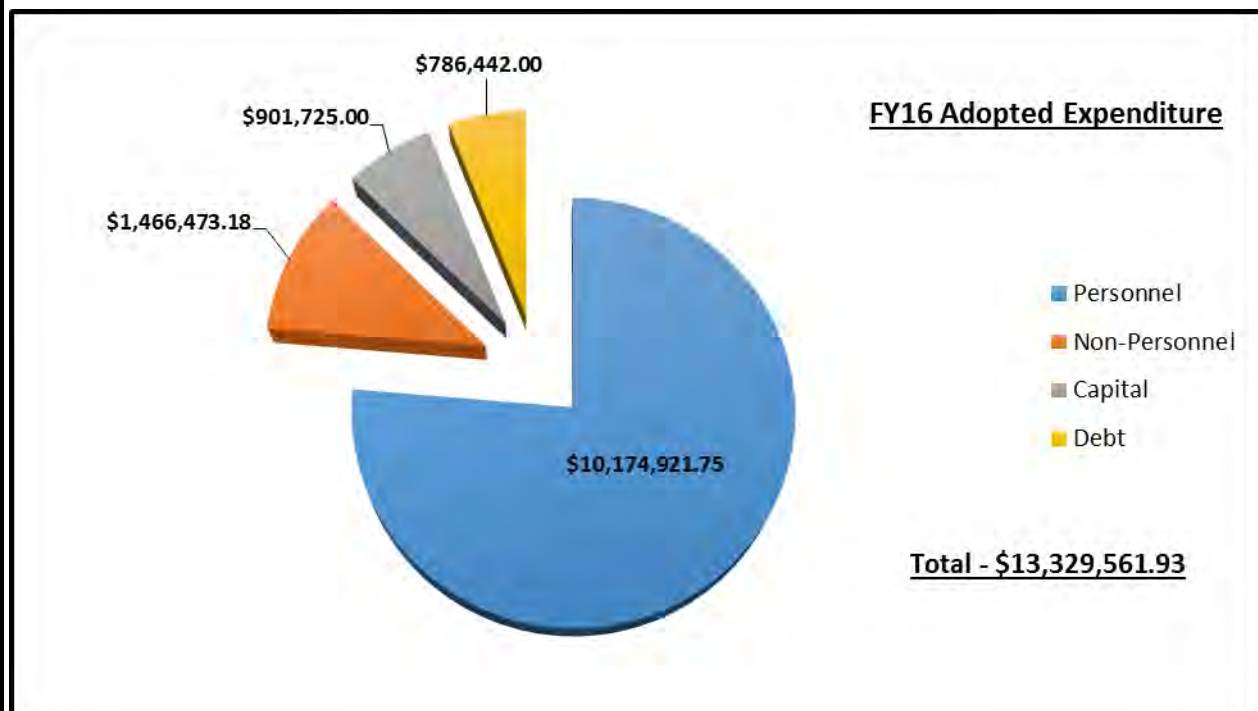
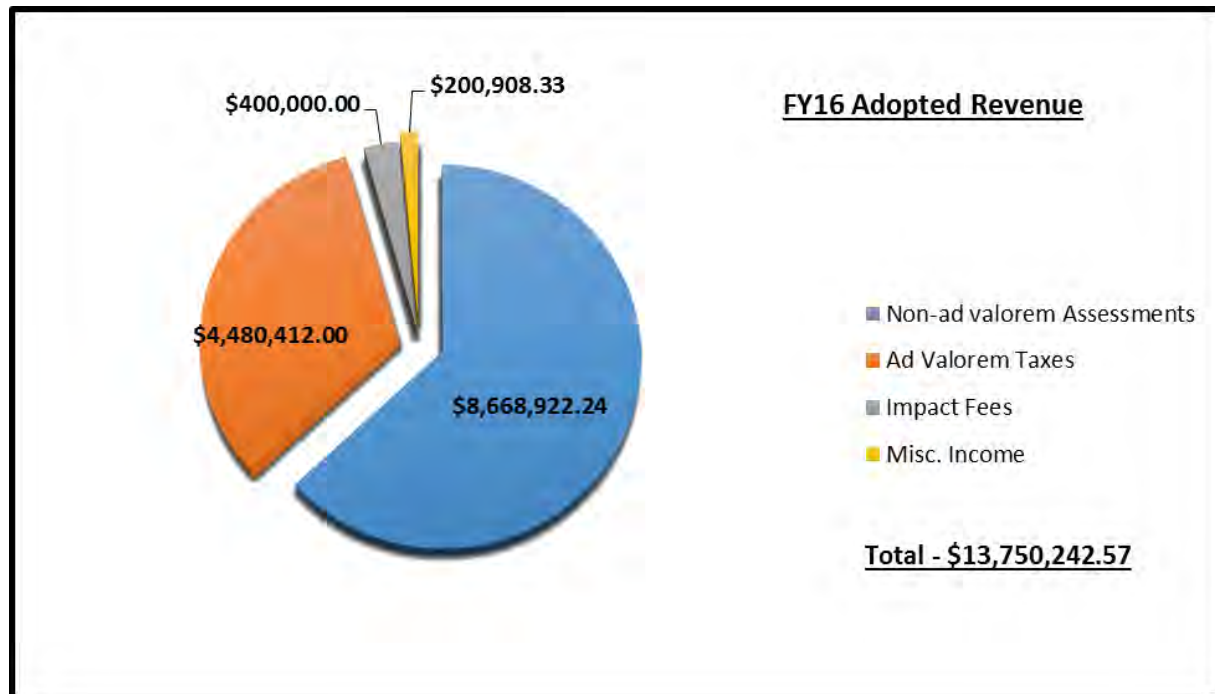
The Administration Division is directed by a Board of Fire Commissioners who are elected by the District's community. The Administration Division consists of the Fire Chief, Deputy Chief of Administration/Finance, Executive Management Assistant and Accountant. The operations include overseeing various administrative support services:

- Daily business operations
- Management of personnel policy and procedure
- Develop and maintaining the District's financial operating plan
- Building and ground maintenance
- Purchase and distribution of supplies
- Maintenance and repair of equipment

The District has been ever changing with the rapid growth of Southwest Florida. The District is committed to provide the best fire protection available and to raise the awareness of fire prevention education within our community. We have established a process of positive interaction of all employees, working together to meet the needs and objectives of the District.



## FY16 Budget Analysis



## Accomplishments Achieved in 2016

The Southern Manatee Fire Rescue District strives to perform at the highest level of service to its citizens. Our members are always ready to take on new challenges. It is through the dedication of each department member and the outstanding support from the community and the Board of Fire Commissioners that allows the District to be successful.

The District continues to use the Strategic Planning Process as a means to guide the organization through economic and political times. Our plan outlines the District's goals and objectives for the present and future and allows us to track their accomplishments while delivering the most cost effective level of service to the citizens of Southern Manatee.

The following is a list of a few of our accomplishments that were achieved during the year 2016:

- On August 16, 2016, all personnel assigned to Operations are now EMT certified, we now have 100% compliance that all of our Firefighters are either crossed trained as an Emergency Medical Technician (EMT) or Paramedic. The minimum standard for employment is Firefighter/EMT or Firefighter/Paramedic.
- In 2016 the District will take delivery of another Class A Engine with a class A foam system and drafting capabilities that will replace another older first out Engine. The District also replaced all of our Inspector Vehicles, which were 2004 Envoy's with 2016 Ford F-150 pickups.
- In 2016 the District replaced 15 radios that were old and non P-25 compliant and they would not be able to be used on the new 800 MHz system.
- In 2016 all first out apparatus received brand new Mobile Data Terminals (MDT's), which allows communication between the apparatus and dispatch of vital dispatch information.
- On May 12, 2016, the District through the work and input of all employees updated their five (5) year strategic plan. The Strategic Plan is updated on an annual basis.
- In 2013 through a committee, the District began updating, revising, deleting for creating new SOP's, Rules and Regulations, Position Descriptions and Directives. Our Committee is now in the maintenance mode and will keep these documents updated on an annual basis.
- The District revised/updated their Exposure Control Plan as well as developing treatment protocols for exposures to ensure proper treatment for a significant exposure.
- The District implemented the newly revised BLS Medical Treatment Protocols and placed in service new equipment and medical supplies that allows for a much higher level of care to our citizens. Additionally, changes in Florida Laws allows EMT's to carry and administer Epi-Pens and Narcan. Because of these changes, protocol revisions occurred that allows our personnel to administer an Epinephrine in an allergic reaction and Narcan in a narcotic overdose.

- In September 2016 the District submitted and was awarded another grant for the donation of the EVZIO Naloxone (Narcan) Auto-Injectors. We received 200 doses and these were distributed to all of the Fire Districts in Manatee County based on 2015's Overdose stats.
- In December 2016 the District did an interview with the Bradenton Herald that appeared in the paper and on their website over the Heroin problem here in Manatee County.
- The District is now using Krono's-Telestaff software 100% for scheduling of time off and for computing payroll. This is a fully automated paper-less system. With the implementation of this system it will increase efficiency, reduce errors and save the District money.
- On October 1<sup>st</sup>, we had over 300 citizens participate in various Fire, EMS, and Haz-mat demonstrations as well as Fire Prevention classes to kick off the start of the annual Fire Prevention Week. This Open House was held at Fire Station #3 and was a huge success!
- Fire Inspector Larry Betts was honored by Congressman Vern Buchanan 16<sup>th</sup> District Congressional Fire and Rescue/EMS Awards Ceremony. Inspector Betts was honored with the "Dedication and Professionalism Service Award" for his outstanding commitment and tireless efforts to the citizenry and firefighters of the Southern Manatee Fire Rescue District.
- The District received free over \$15,000 in EMT and Paramedic text books and workbooks that were brand new still wrapped in the plastic. The reason, Sarasota Technical College could not use these due to new editions being out so they were going to dispose of these. They were only 1 edition behind and are still valid and are perfect resources for our personnel to use when completing their EMS continuing education training modules through Target Solutions. These were shared with other Fire Districts.
- The District received notification that its application for the Preferred Training Incentive Program for Safety (TIPS) grant had been accepted and was awarded \$3600.00. This grant program is a reimbursement program with incentives up to \$5000.00 and we received it due to the recent purchase of our Driving Simulator.
- The District became a member of the Public Surplus Agency and has received used but in some cases new equipment, office supplies, furniture, and computers from Sarasota County Government. As one example, we received over 15 laptop computers that were actually only a few years old and Chief Bounds took these and loaded the operating software and some programs and put these in the Stations so they could have multiple computers to do their Target Solutions EMS training, Telestaff, or anything else. These computers have been deployed and are working great in all of our Stations.
- The Southern Manatee Fire Rescue District Hazardous Materials Team received about \$75,000 of donated equipment and supplies from the military branch 498<sup>th</sup> Civil Support Team to enhance our capabilities for mass decon.
- On October 16, 2016, SMFR participated in Morton's Market 17<sup>th</sup> Annual Chili Cook-off and won 1<sup>st</sup> Place and won People's Choice. Our Chili was prepared by Fire-fighter/EMT Chuck Moonen and it was the famous "Haz-mat Chili".

- April 2016 SMFR participated at the Annual Safe Kids event at the Ellenton Outlet Mall.
- During the month of October 2106, Manatee County EMS implemented their new Community Paramedicine Program and provided in-service training to all of our personnel over this program and how to refer a patient to this program.
- SMFR participates in a hurricane deployment with an Engine with personnel for Hurricane Matthew.
- On December 17, 2016 the District held their first Annual Awards Banquet which was held at the Administration Building and the food was provided by Sonny's BBQ. For winning 1<sup>st</sup> place at this year's Chili Cook-off one of the prizes was a gift certificate from Sonny's BBQ for food up to 200 people – again thank you Chuck Moonen!
- During the early morning hours of June 17, 2016, SMFR responded with two (2) Engines to assist Sarasota County Fire Department on a 7 Alarm structure fire – Warehouse/Packing House that was fully involved.

On June 9, 2016 SMFR Station 4-B Shift competed in a "Hoagie Building Competition" at the grand opening of the new WaWa's in our District. Our personnel competed against two other Teams, one from the Manatee County Sheriff's Department and the other Team was from the Bradenton Police Department. Each Team had 3 minutes to build as many Hoagies that could. Each Team received \$1000.00 donation to a charity of their choice. SMFR donated this \$1000.00 to the Manasota BUDS (Bringing Up Down Syndrome), this organization provides resources to families with children that have Down Syndrome.

- During August 2016 SMFR purchased a Drone with high tech camera equipment, such as HD camera and Thermal Imaging which allows for the rapid deployment in searching for a victim both during the day and at night, plus it allows for rapid response to incident for determining the size up during a hazardous materials incident. Our Drone has the capability to carry and report chemical detection as well as carry a payload. Many uses for Fire-EMS Operations. Our Drone is licensed through the FAA and our operators have completed a course at the Fire College.
- On September 9, 2016 SMFR Haz-Mat Team participated in a Regional Drill down in Charlotte County at the Stadium. The drill – "Operation Stone Crab" was sponsored by the Department of Homeland Security and agencies, both Fire-EMS and Law Enforcement participated in this drill. Our new Drone was used in this drill.
- During the months of April and July, both SMFR and Sarasota County Fire Department Haz-mat Teams did numerous Haz-mat drills together.
- During May 2016 all SMFR personnel attend the new "S.A.V.E. Swift Assistance Victim Extraction" training that was conducted at our Administration Center. Our personnel were trained to work with law enforcement side-by-side during an active shooter event in reaching patients and providing care while getting the patient out of the hot zone.





### **Human Resource Achievements in 2016**

- Completed a Request for Proposal for an Insurance Broker and signed a 3 year commitment with The Gehring Group. This company has exceeded our expectations in every aspect and has been instrumental in acting as a liaison between the District/personnel and the insurance provider. Additionally, this group negotiated a rate that was less than our previous broker while providing increased services and quicker response times.
- Completed the change of medical, vision and dental insurance providers from Blue Cross/ Blue Shield and The Principal to Cigna. This change required many hours of work from not only the HR Department, but quite literally every member of the District. The District was able to realize a significant savings with no reduction in benefits. Also, with Cigna the District will be entitled annually to a wellness program that provides seed money for the District to initiate a program that promotes overall health.
- Expanded the budget to include more specific cost centers. This expansion will allow us to better identify areas of the budget that can be improved. Along with the expansion the “project managers” are able to see monthly the percentage of their appropriated budget that has been spent/remains. This allows for better forecasting of future needs and more accurate budgeting.
- Began to expand the use of the Automated Clearing House (ACH) method of payment to vendors. ACH is the electronic clearing and settlement system used for financial transactions by US commercial banks and other institutions. This method of payment is electronic with no paper check issued. Not only does it reduce the number of checks we have to print/sign it also allows vendors to receive their funds much quicker, resulting in better working relationships between them and the District.
- Substantially increased Interest income through better cash management and projections. By limiting the amount of idle funds remaining in the checking account we are able to realize greater returns in our investment accounts by leaving those funds in higher yield accounts.

- Began to identify and project the impact of future retirees/ new hires. This allows the District to see which employees will be eligible for retirement, their age at retirement and number of years with the District. Those calculations will allow the District to budgetarily establish the necessary funds, reducing the unfunded liability associated with employee separations.
- Created annual Human Resources calendar that identifies specific filings (state & Federal), statutory requirements and major repeating events by month to ensure continuity.
- Identified succession plan needs. Began cross-training of specific areas of responsibility to allow for continued completion of required items.
- Began working with Manatee County in regards to cost recovery as a result of a hazardous materials incident.
- Entered into the second year of a three year contract for auditing services. This year was far more successful due to mutual familiarity with personnel and systems.
- Telestaff (payroll) is working tremendously and will soon be the catalyst for a totally digital payroll system. This includes the creation of a custom payroll conversion program specifically for Southern Manatee Fire Rescue that may have national implications.
- The scanning project continues to be a huge success. Records that have been digitized so far include Historical, Human Resources, Personnel and Payroll. In 2017 we will begin to convert all fire prevention records and bank records. This will eliminate approximately 75 percent of paper records and gives us the ability to locate records in seconds versus hours or days.

## Customer Satisfaction Survey Program

The Southern Manatee Fire Rescue District is committed to providing high quality and efficient services to our community. One tool that we employ to insure that we are fulfilling our mission is through our Customer Satisfaction Survey Program. We mail a survey to randomly selected customers who have been served by our personnel. We compile the results and use the data to monitor the quality of our service and its impact. This data can be used to make changes in our service delivery if necessary.

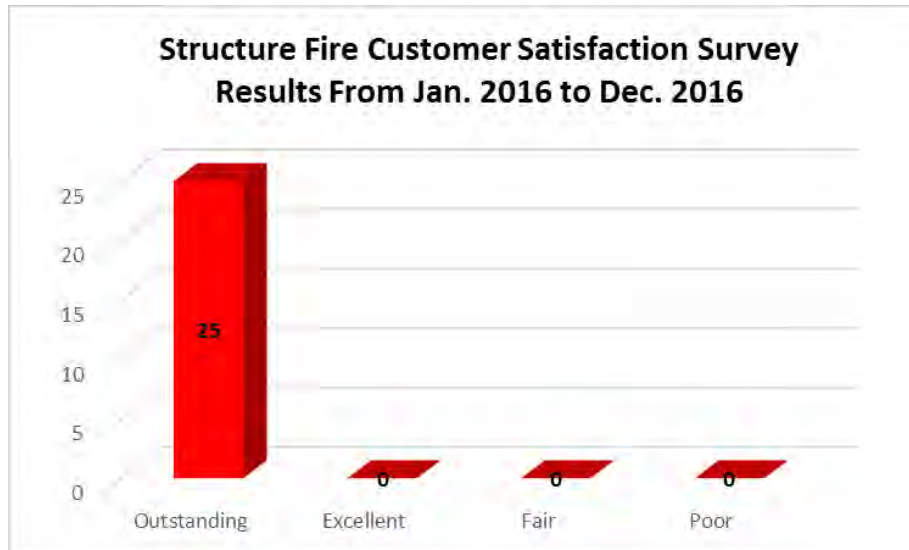
We implemented our Customer Satisfaction Survey Program in December 2012. From this date to December 31, 2016 we mailed out 597 surveys and had 549 surveys returned, which represents a return rate of 92%. The rating is on a scale of 1 (Poor) to 5 (Outstanding). The survey looks at the following categories:

- Was the call handled in a prompt, courteous and competent manner
- Response time to the emergency was prompt
- Firefighters actions reduced property damage or resolved situation
- Firefighters acted in a concerned, caring and professional manner
- Firefighters provided customer service beyond my expectations
- The assistance provided to me was
- Rate the overall experience with the services provided by FD

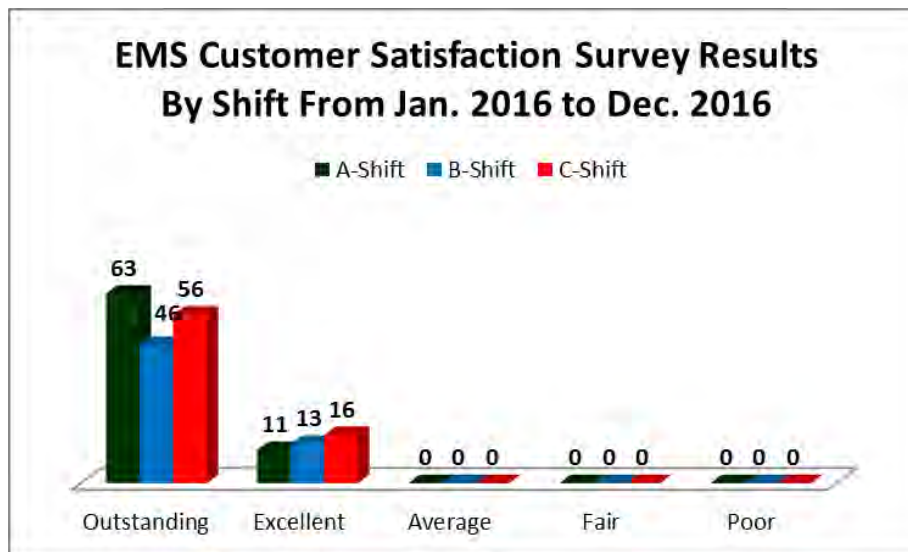
The graph below are the results of all three shifts for EMS Related Calls:



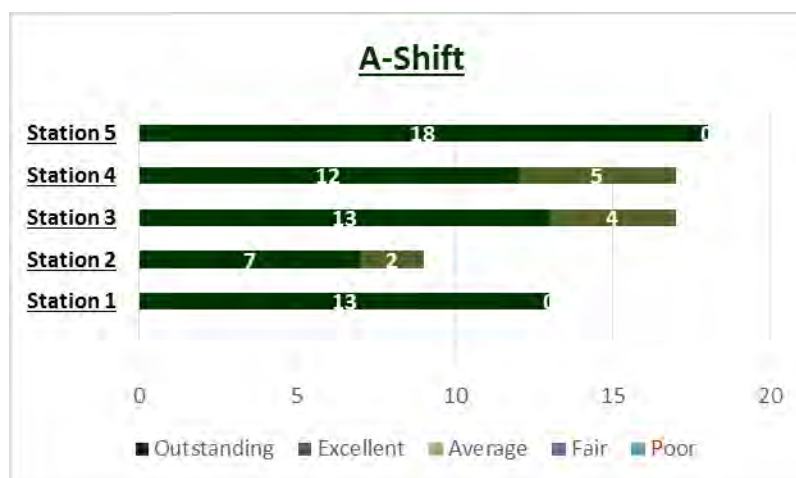
The graph below are the results of all three shifts for Structure Fire Calls:



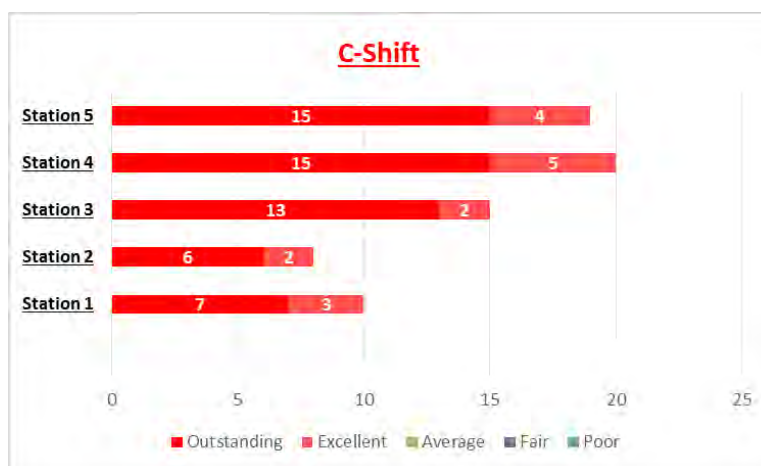
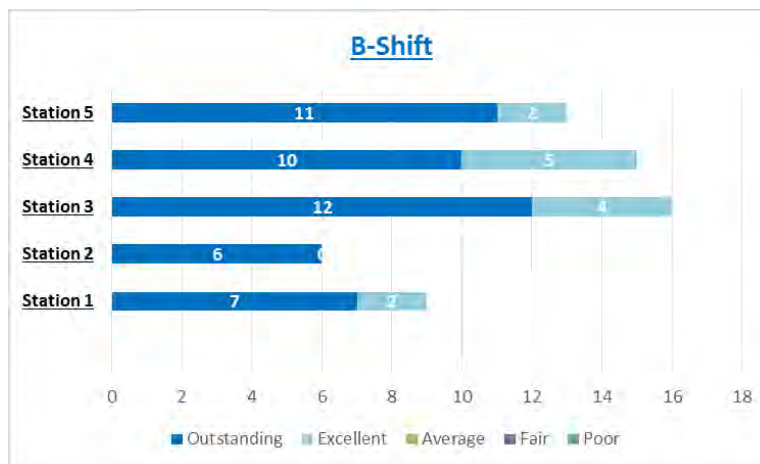
The graph below are the results broken down by our three (3) shifts:



The graphs below are by each shift and station and the results are combined EMS and Fire Customer Satisfaction survey results for 2016:







Listed below are some of the written feedback provided by our customers for 2016:

**01/02/16** – “The response Team was amazing. They even installed an additional smoke detector. Thank you for all that you do to serve our community. You deserve honor & recognition.”

**01/02/16** – “Everything was outstanding”.

**01/13/16** – “Keep up the good work, we are very happy with our Manatee Fire Rescue District.”

**01/07/16** – “All was professional, courteous & skilled. Thank you!”

**01/14/16** – “Your staff & Rescue Team, are very outstanding. I can’t praise them enough. Thank you, Thank you, they are very professional & compassionate!”

**01/16/16** – “Thanks for what you do!”

**01/22/16** – “They response team did a great job and were very upbeat and friendly”

**01/25/16** – “All was past all expectations, very qualified personnel”

**01/29/16** – “They were great”

**01/30/16** – “The fire crew arrived before EMS and had begun to help my wife, which put me at ease. OUTSTANDING!”

- 02/05/16** – *“These are the best guys, my grandson would not make it without them.”*
- 02/05/16** – *“If you provide the same service to all of your emergencies, you have a Fantastic Dept.”*
- 02/07/16** – *“Thank you all!”*
- 02/10/16** – *“I think your people did a great job, I have had you 3 times recently, Thanks!”*
- 02/14/16** – *“EMS was outstanding and I am very grateful. I feel I wouldn’t be here today if it weren’t for you guys. Thank you!”*
- 02/21/16** – *“Everything they did was great. Such a comfort when they come here!”*
- 02/26/16** – *“Your services were excellent/outstanding, thanks so much for everything.”*
- 03/01/16** – *“Everything was great!”*
- 03/05/16** – *“Service was excellent!”*
- 03/06/16** – *“Keep up the good work!!!!”*
- 03/17/16** – *“The team on shift B were outstanding, prompt, efficient, professional yet friendly and reassuring. A+ in this Teachers book!”*
- 03/22/16** – *“Your Team is the best!”*
- 03/25/16** – *“Prompt, Polite, effective, provided peace of mind before EMS arrived – thank you!”*
- 04/06/16** – *“They were very professional”*
- 04/22/16** – *“The men and women of the Fire Co. and EMS has been life savers for pulling my grandson out of diabetic seizures. The Doctor is going to try his best to get on top of this disease. I thank everyone of them for their service!”*
- 04/22/16** – *“The quick arrival and treatment of my husband most likely saved his life. These 3 men and the two who arrived shortly after from EMS did an outstanding job.”*
- 04/26/16** – *“Always have been very kinds & professional”*
- 04/29/16** – *“Grateful for prompt service and calming care.”*
- 05/20/16** – *“Service is perfect – our angels.”*
- 05/20/16** – *“Your service has assisted me several times. I think you are all outstanding.”*
- 05/22/16** – *“Thank you all for your service – God Bless.”*
- 05/31/16** – *“I was very happy with the response time – beat EMS by a good minute or two!”*
- 06/04/16** – *“I would like to thank all those who responded their great response and action got him the help he needed, our sincere thanks!”*
- 06/05/16** – *“I was completely satisfied.”*
- 06/06/16** – *“The response to my medical emergency was just great, thank you so much!”*
- 06/08/16** – *“We are grateful for your service, my husband 92 years old has been falling in the house recently, we thank you!”*
- 06/14/16** – *“I cannot say enough good things about your department – thank you!”*
- 06/18/16** – *“I was having chest pains and you got me feeling better and gave me comfort so I quit being afraid, thank you!”*
- 06/21/16** – *“Everything was professional and caring, thanks!”*

**06/30/16** – *“There is nothing that you could do to improve your services because they were outstanding. I cannot thank you enough for everything that you did to help my dying husband. He passed away that afternoon but you made him more comfortable, thank you so much!!”*

**06/22/16** – *“Everyone was fantastic, please give them my thanks!”*

**06/23/16** – *“We can’t express our sincere appreciation for the fast, caring service provided – thank you!”*

**07/05/16** – *“We could not have asked for better service. Thank you for the quick response and having all levels of the department on site, it made us feel that any future issues will be managed by the best team in Florida, thank you very much!”*

**07/13/16** – *“We were very happy with everything, the men were wonderful and thorough, very good experience despite the fact that it’s scary to need the F.D.”*

**07/14/16** – *“We were very satisfied about how quickly you arrived and took such good care to get him to the hospital, we are so grateful to have you, you helped an old Fire Chief, thank you!”*

**07/14/16** – *“Everything was handled fine. We would like to thank those that responded for how prompt the response was and making everything comfortable.”*

**07/15/16** – *“They were perfect!”*

**07/17/16** – *“Your service was/is very efficient and effective!!”*

**07/22/16** – *“You did just great, I was very happy with them and what they did to help my friend in need they came right away and very helpful to him very happy with them!”*

**07/24/16** – *“Care was excellent”*

**08/07/16** – *“Everyone was great – thanks a lot!”*

**08/09/16** – *“All good – keep the consistency”*

**08/18/16** – *“Response time was quick, patient was given excellent care and kept me posted as his caregiver, thank you.”*

**08/20/16** – *“The firefighters were excellent, very gentle and caring”*

**08/22/16** – *“Keep up the great work!”*

**08/30/16** – *“Thank you for prompt service”*

**08/30/16** – *“You were super! Don’t know how you could have done any better, you saved my life, I will always remember your help, I am sincerely appreciative!”*

**09/08/16** – *“They were kind, compassionate, professional and knowledgeable, I am so grateful to them for their help!”*

**09/16/16** – *“Outstanding response and assistance to our house guest”*

**09/20/16** – *“They were very professional & caring”*

**09/23/16** – *“What an outstanding team of professionals, thank you!”*

**09/25/16** – *“I could not wait to tell you all how happy I was with your response and professionalism, let’s not forget friendliness. Thank you gentlemen for a job well done and doing it with a smile!”*

**09/26/16** – *“They were great and got me up and going, they arrived quickly and went right to work, thanks to all of them!”*

**09/27/16** – *“They were excellent”*

**09/28/16** – *“Thank you for helping to save my husband’s life!”*

**10/12/16** – *“Great response according to my mother-in-law who was there. Thank you so much for being there and doing what you do!”*

**10/15/16** – *“The EMT’s did a great job!”*

**10/15/16** – *“They were great!! Thank you”*

**10/15/16** – *“Always prompt and excellent service, kind and friendly people as well as knowledgeable”*

**10/18/16** – *“The service I received was excellent!”*

**10/29/16** – *“EMT’s was at my home very quickly. They checked me out carefully and helped me, thank you!”*

**10/29/16** – *“Service was very good!”*

**11/11/16** – *“Everything was taken care of including having ambulance read to take me to the hospital if needed.”*

**11/03/16** – *“You all are very professional. You have saved my father’s life 3 times now. Please keep up the good work. We truly appreciate your service to the community.”*

**11/06/16** – *“Excellent Outstanding Perfect, they saved his life, please give all the responders my thanks!”*

**11/08/16** – *“Everything and all 3 firefighters were wonderful, very kind and thoughtful for my mom, great guys of 4A!”*

**11/12/16** – *“The first responders were beyond excellence and acted in a most professional way, my many thanks!”*

**11/16/16** – *“The EMT’s were caring and professional at all times.”*

**11/22/16** – *“Firemen/women and EMT’s were all great!”*

**11/23/16** – *“You guys were all great, thank you again!”*

**12/08/16** – *“Thank you for your quick response and very professional manner and care.”*

**12/10/16** – *“Super job guys!”*

**12/25/16** – *“Hard to suggest improvement when service provided was outstanding!”*

**12/25/16** – *“The prompt response was very much appreciated. All personnel were very courteous!”*

**12/25/16** – *“I was totally pleased with the services provided, thank you!”*

**12/25/16** – *“All of the professionals that arrived were amazing, thanks for a great team effort!”*

**12/28/16** – *“I forgot their names, but they were so comforting to me and assured I had no heart attack”.*

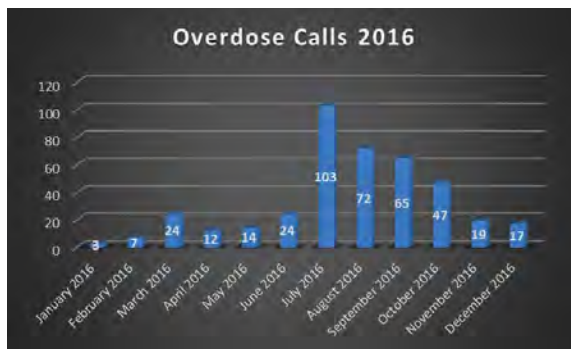


## Emergency Medical Services

The Southern Manatee Fire Rescue District responded to 4,046 medical responses during 2016, which represents 69% of our total responses. Since Emergency Medical Services represents the majority of our responses and since Southern Manatee Fire Rescue is on scene first 49% of the time before Manatee County Emergency Medical Services, the District partnered with MCEMS and the Manatee County Medical Director, Dr. Nonell, and implemented a set Basic Life Support (BLS) Medical Treatment Protocols.

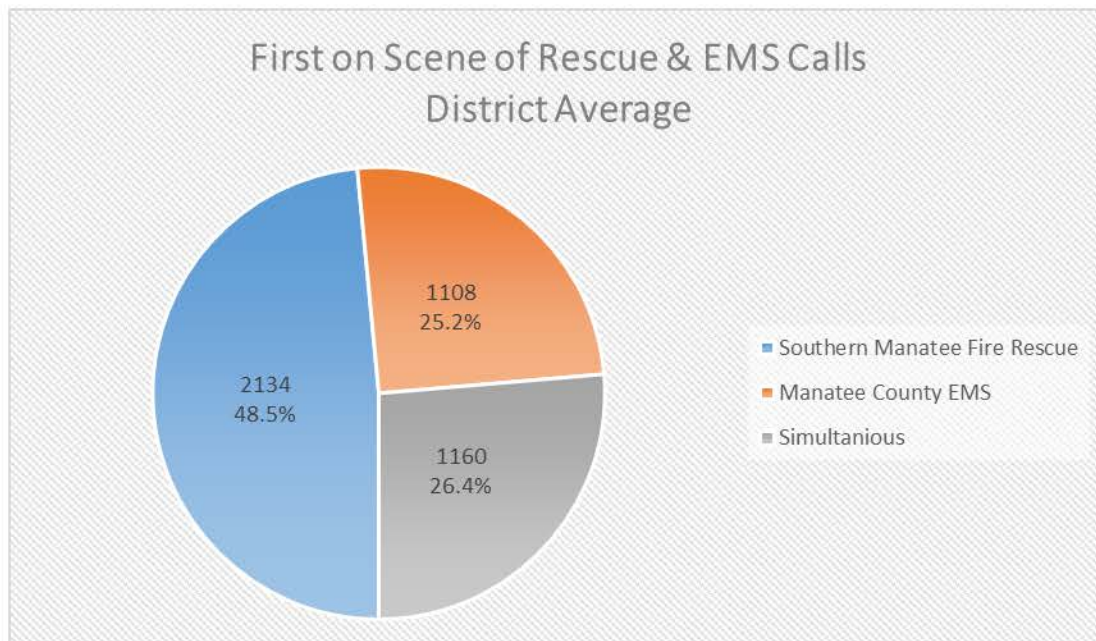
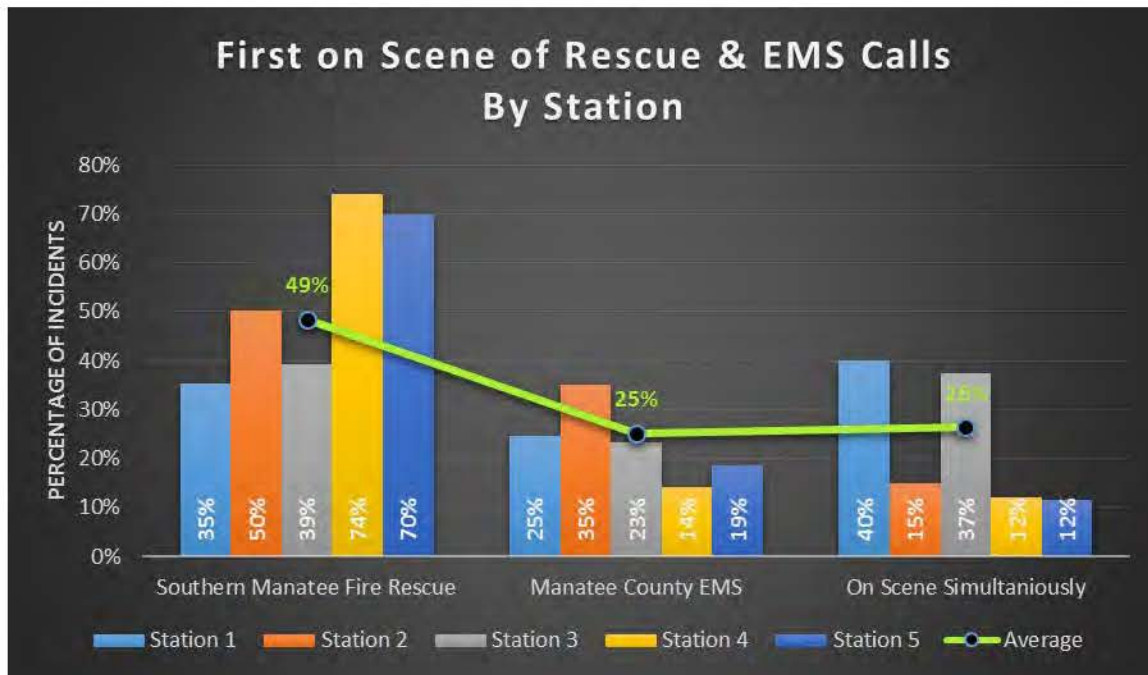
From January 2016 through December 2016 the information provided on page 23 is a breakdown of the incident types as well as the appropriate protocol that our personnel utilized prior to the arrival of Manatee County Emergency Medical Services.

In 2016 our responses (407) to overdoses continue to increase compared to 2015 (258) with the majority of these cases involving overdoses on Heroin and Heroin lanced with another powerful opioid such as Fentanyl or Dilaudid.

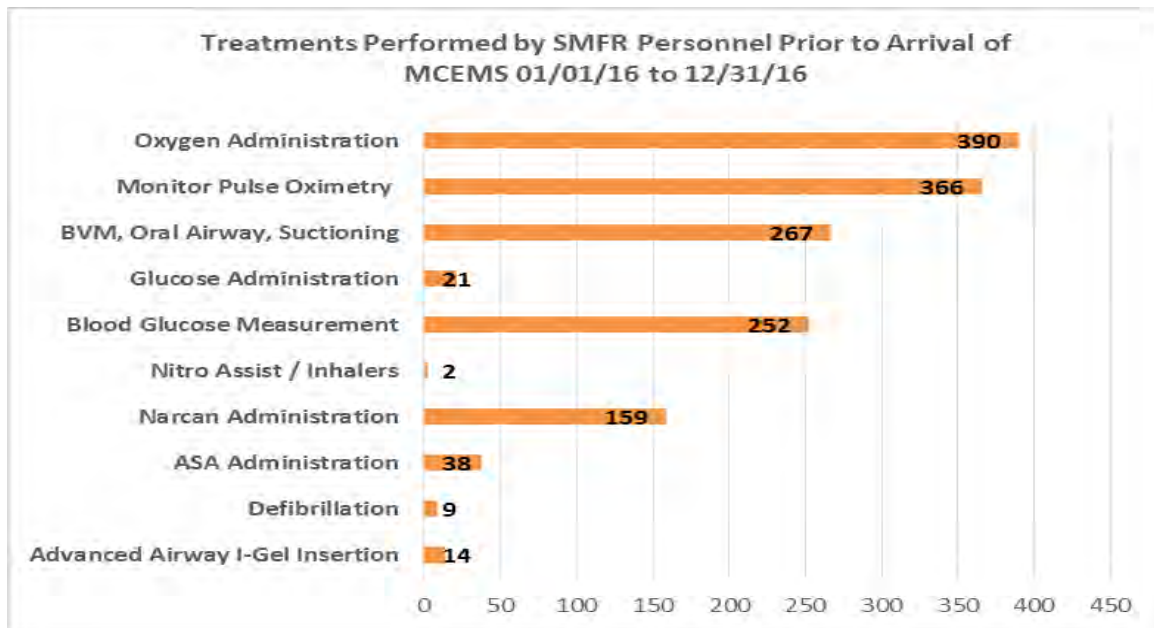


In spring of 2016 our Treatment Protocol was revised to allow everyone to either use the .4mg Narcan Auto-Injector or the new 4mg Narcan Nasal Spray. When our auto-injectors reached their expiration dates we changed over to the 4mg Narcan Nasal Spray and began utilizing this new device with success until we could submit another grant request to Kaleo Pharmaceuticals for their Narcan Auto-Injectors. We did receive another 200 doses through this grant in the fall of 2016 and it was distributed among all of the Fire Districts with the bulk of it going to Southern Manatee Fire Rescue and Cedar Hammock Fire District due to high call volume of overdoses that our Districts respond to.

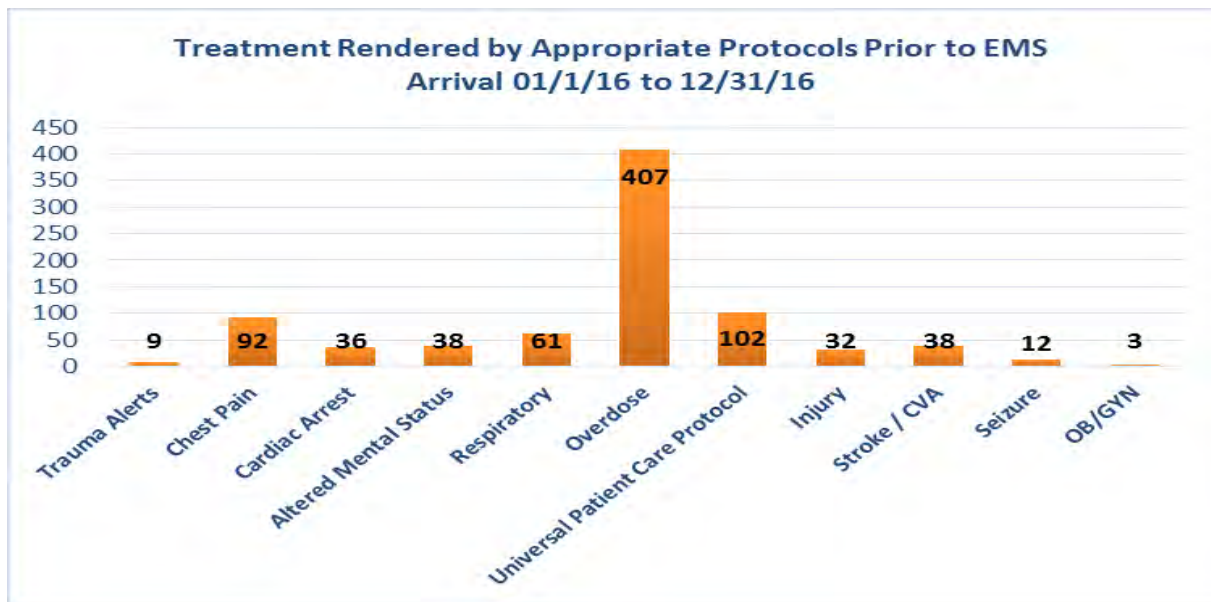
During September 2016, all personnel went through in-service hands on training on the use of Epi-pens and on our Allergic Reaction protocol. After completion by all personnel, all first out fire apparatus now carry both adult and pediatric Epi-pens.



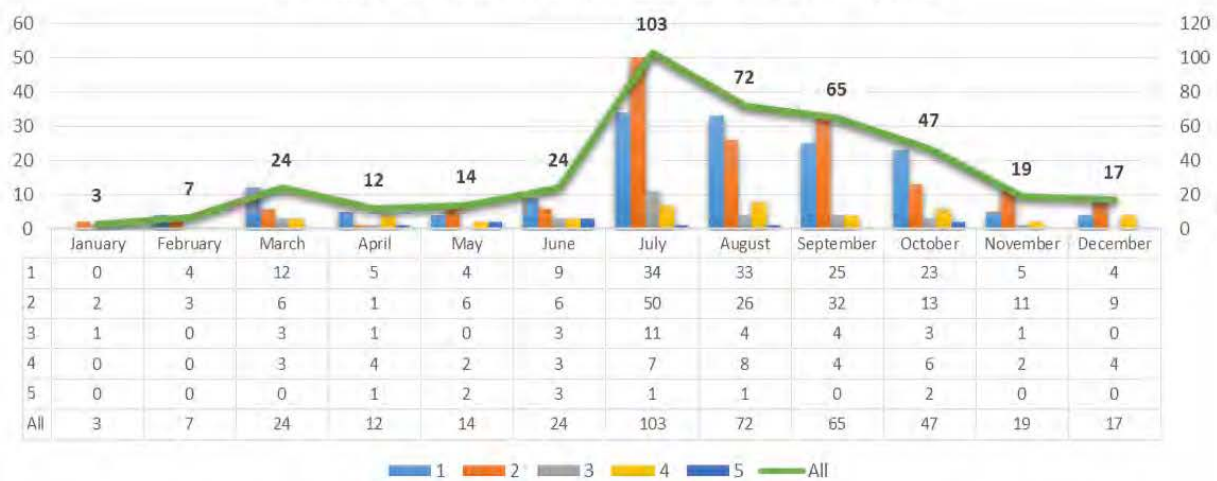
The graph below are the results over the use of this equipment during the time period of January 1, 2016 to December 31, 2016 for all three shifts:



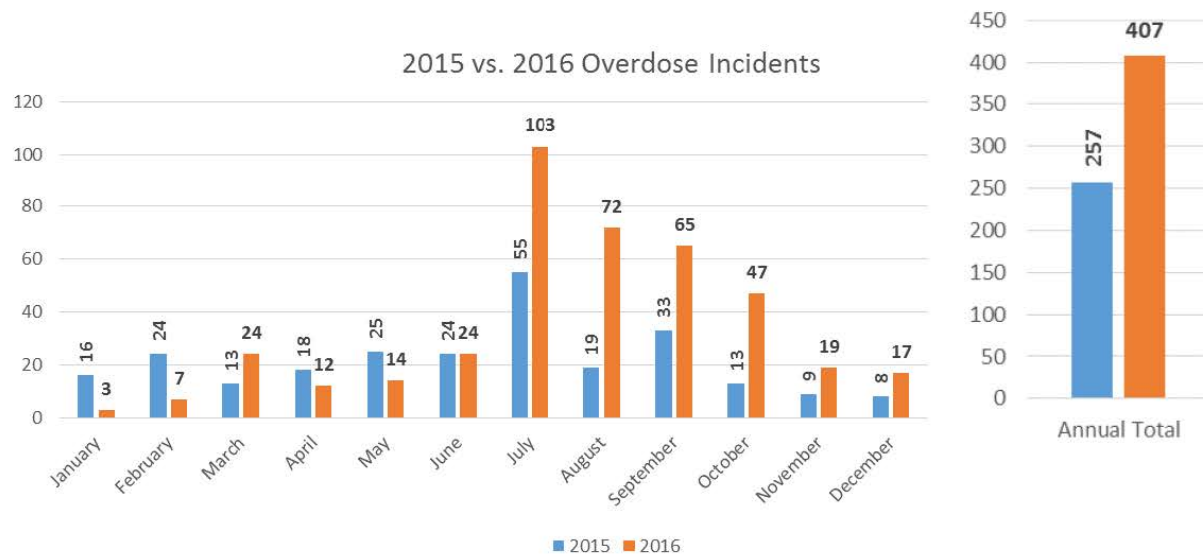
The graph below identifies the treatment protocols that were used during January 1, 2016 to December 31, 2016:



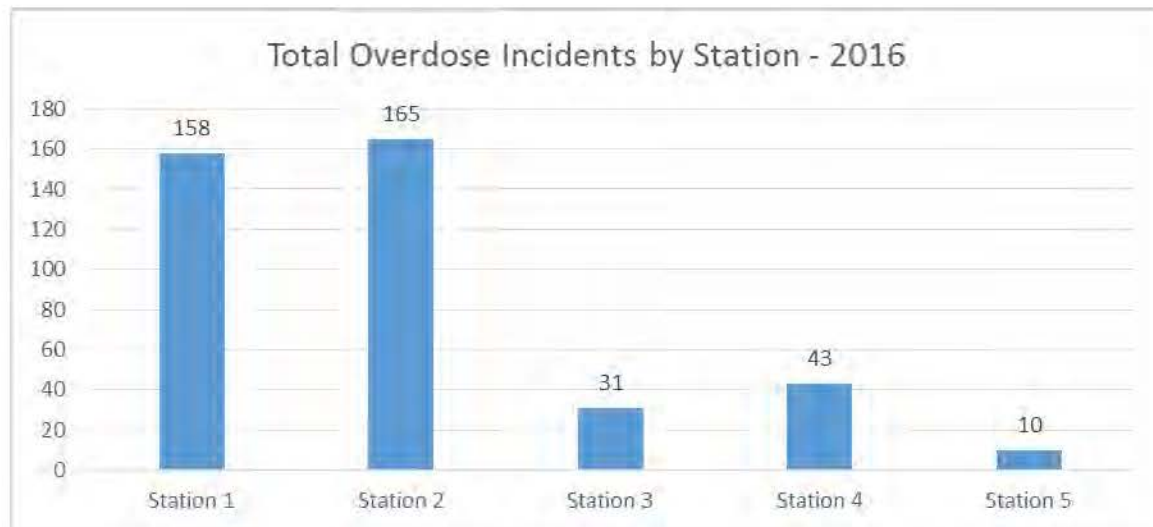
### Monthly Overdose Incidents by Station - 2016



### 2015 vs. 2016 Overdose Incidents







## Cardiac Arrest Statistics

Annually, 326,200 people experience out-of-hospital cardiac arrests in the United States. Of those treated by emergency medical services, 10.6 percent survive. Of the 19,300 bystander-witnessed ventricular fibrillation cardiac arrests, 31.4 percent survive.

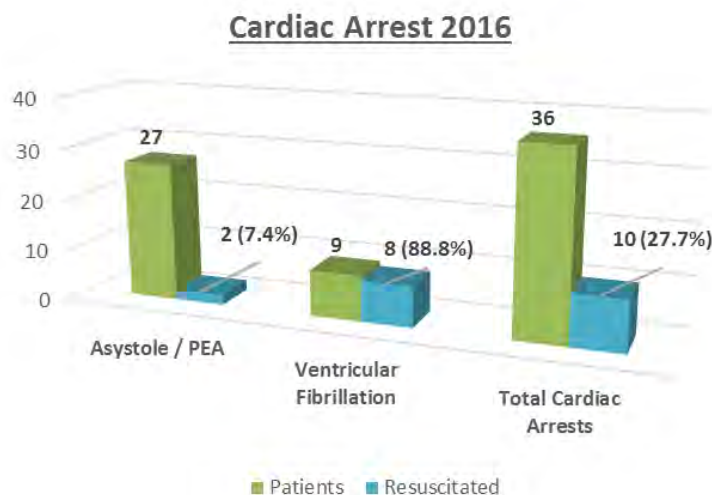
Out-of-hospital cardiac arrest patients in ventricular fibrillation has a greater chance of survival if the event is witnessed by the public with immediate calling of 9-1-1, starting BLS-CPR, and rapid deployment of an Automatic External Defibrillator (AED), rapid response of both Basic Life Support and Advanced Life Support.

It is statistically proven that for every minute that goes by when the heart is in ventricular fibrillation the chances of converting to sinus rhythm with pulses decreases by 10 percent and in 10 minutes, the chances of resuscitation drops to 0%. That is why it is imperative to immediately call 9-1-1, start CPR, deploy an AED and ensure a rapid response of Fire and EMS.

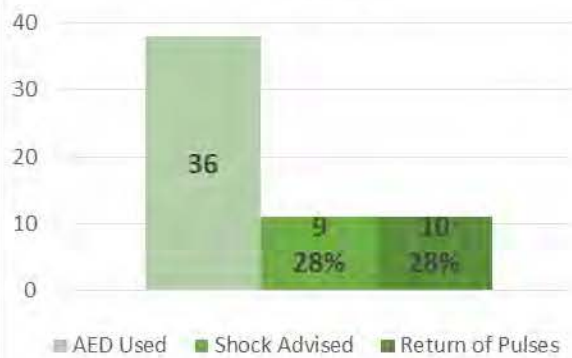
From January 1, 2016 to December 31, 2016, the Southern Manatee Fire Rescue responded to 36 cardiac arrest events. Out of 36 cardiac arrest events, the District along with Manatee County EMS resuscitated 28%, meaning restored pulses. Listed below is a breakdown of the type of events:

Ventricular Fibrillation – 9

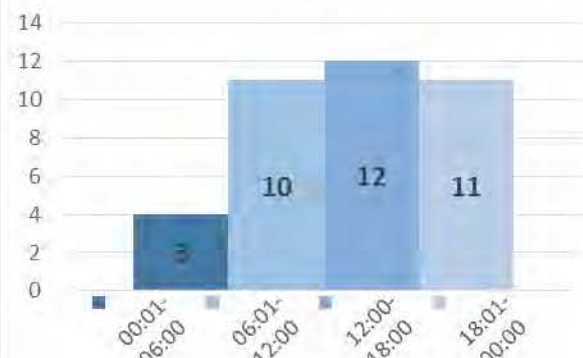
Asystole / PEA (Pulseless Electrical Activity) – 27



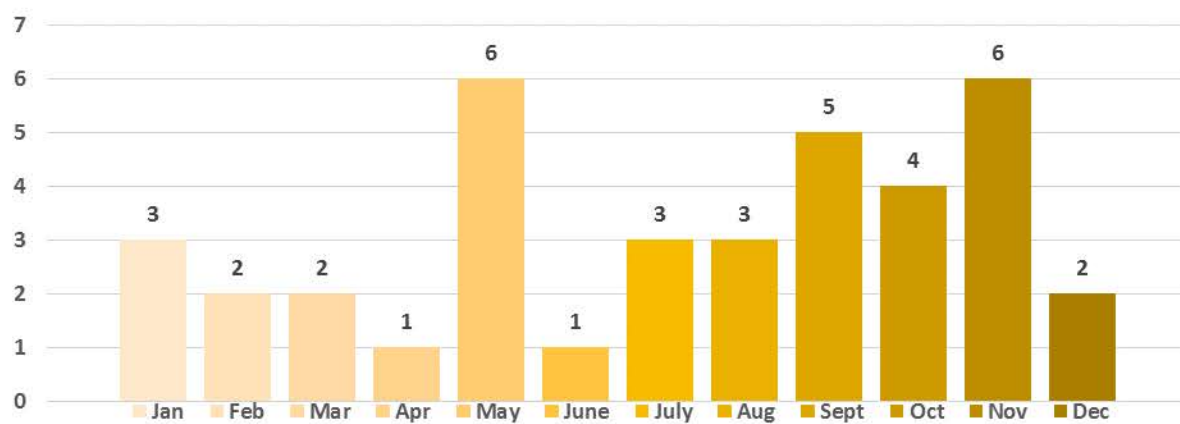
AED Utilized



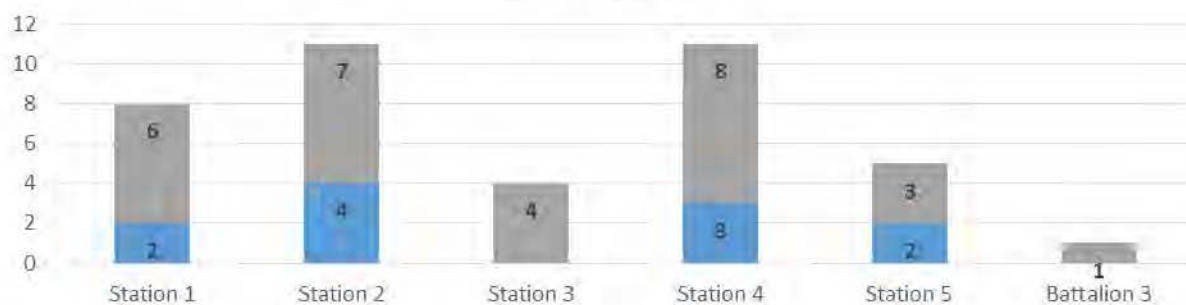
Time of Use



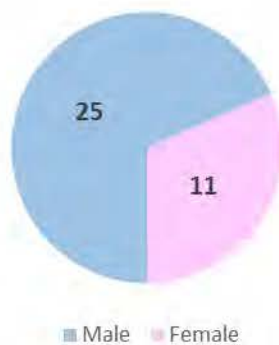
AED Use by Month



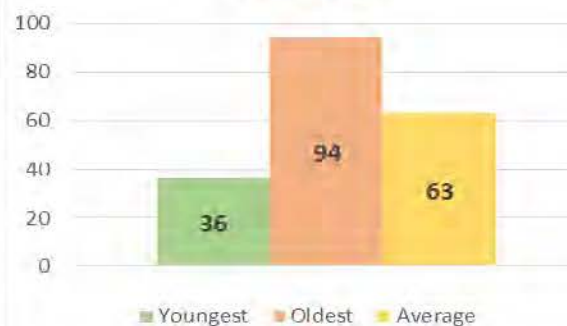
Use by Station



Patient Gender



Patient Age



## Operations Division

The Operations Division's foremost responsibility is responding to and mitigating emergencies by providing essential services in the areas of fire suppression, hazardous materials response and emergency medical services.

In addition our firefighters are trained in other facets of the fire service such as vehicle extrication, water rescue, building collapse, victim rescue, hydraulics, incident command and many other disciplines.

The Operations Division is headed by three Battalion Chiefs who report directly to the Fire Chief and is comprised of 75 full time personnel and 3 Volunteer firefighters. The Operation Division is divided in to three branches Suppression, Training and Maintenance. The Suppression Branch is divided into three shifts, with each shift working a 24/48 hour schedule and is comprised of a Battalion Chief, 6 Lieutenants and 17 full time firefighters. Suppression personnel work out of 5 fire stations staffing six first out fire apparatus along with a Hazardous Materials response unit and are supported by a Training Captain, a Hazardous Materials Team Training Captain, a Maintenance Officer and 3 volunteer firefighters. This year SMFR responded to over 5,800 emergencies with an average response time being just under 5 minutes and has seen a 36% increase in call volume since 2011.

Southern Manatee Fire Rescue is an ISO Class 3.0 fire department and is committed to providing our community with prompt, effective and a fiscally responsible service by efficiently utilizing available resources from both within the department and from outside agencies. SMFR actively seeks and has obtained grant funding for equipment, supplies and training. To help recoup equipment costs SMFR has implemented a system to sell its decommissioned equipment after it has served its useful life and also recoups expenses for Hazardous Materials responses from the responsible parties. Service fees are charged for services such as plans review, nuisance alarms and new construction pays impact fees.

Each day we strive to improve the level of service we provide to the community. With this in mind it has been determined that patient survival is directly related to the amount of time it takes to receive treatment. The majority of time fire crews are the first emergency response personnel to arrive to the scene of a dispatched medical emergency. Currently fire departments in Manatee County are limited as to which medical interventions they can perform. SMFR has been working with Manatee County's Medical Director, other fire departments and Manatee County EMS to increase the level of care we can provide by implementing Advanced Life Support procedures and equipment on the fire trucks. Once in place this will allow firefighters to perform the same advanced lifesaving medical interventions that are provided by the ambulance crews. By expanding our capabilities and placing medications and other equipment on the fire truck medical treatment can be started without delay rather than having to wait for the ambulance to arrive on scene. SMFR also enhances its service to the public through a series of agreements which allow our organization to cooperate with local and state agencies to provide and receive additional crews and resources during disasters and in times of need. SMFR cooperates with our neighboring fire departments and have agreements in place which provide for "Move-Ups" from nearby fire departments to help cover the district during times of exceptionally high call volume so you as a resident are never left unprotected. We are honored to be your fire department.



# SOUTHERN MANATEE FIRE & RESCUE DISTRICT

## OPERATIONS DIVISION

### Annual Activities Report for 2016

#### Type of Call

100 Series - Fire	221
200 Series - Explosion	4
300 Series - Rescue & EMS	4,046
400 Series - Hazardous Conditions (No fire)	204
500 Series - Service Call	187
600 Series - Good Intent Calls	512
700 Series - False Alarm & False Call	672
800 Series - Severe Weather & Natural Disasters	8
900 Series - Special Type	2

<b>TOTAL CALLS</b>	<b>5,856</b>
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Total Calls - 2015	5,311
--------------------	-------

Percentage Increase/Decrease 2015 to 2016	10.3%
---	-------

Average Responses Per Day	16.0
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<b>Value of Property Saved</b>	<b>\$31,551.632</b>
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<b>Fire Loss - 2016</b>	<b>\$1,226,101</b>
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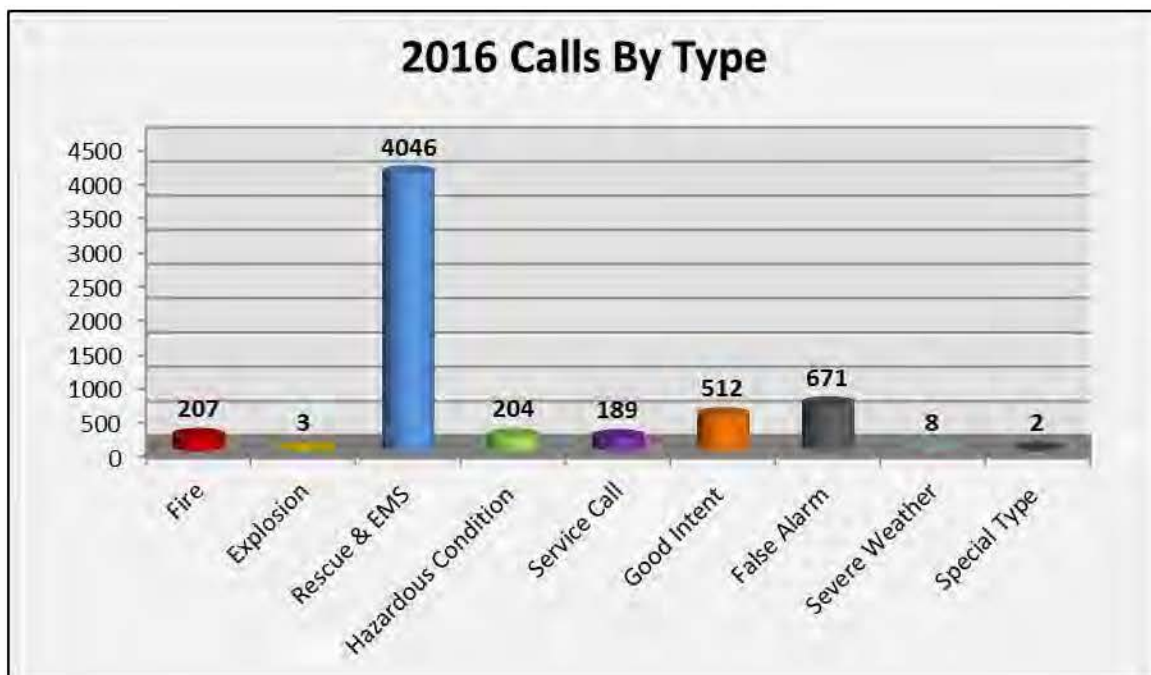
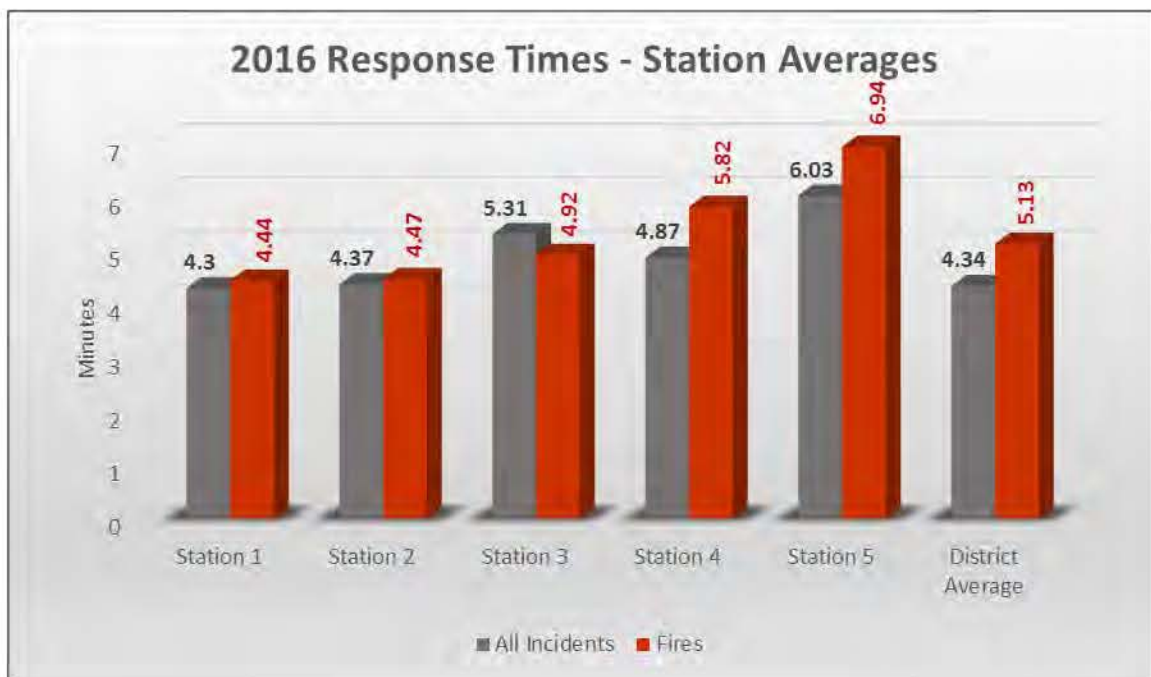
Fire Loss - 2015	\$2,003,508
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Percentage Increase/Decrease 2015 to 2016	-38.8%
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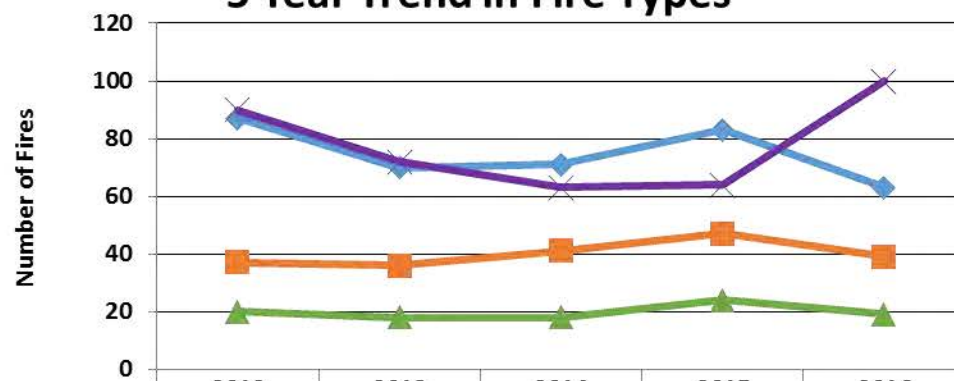
\*Mutual & Automatic Aid Received: 46 calls

\*Mutual & Automatic Aid Given: 71 calls

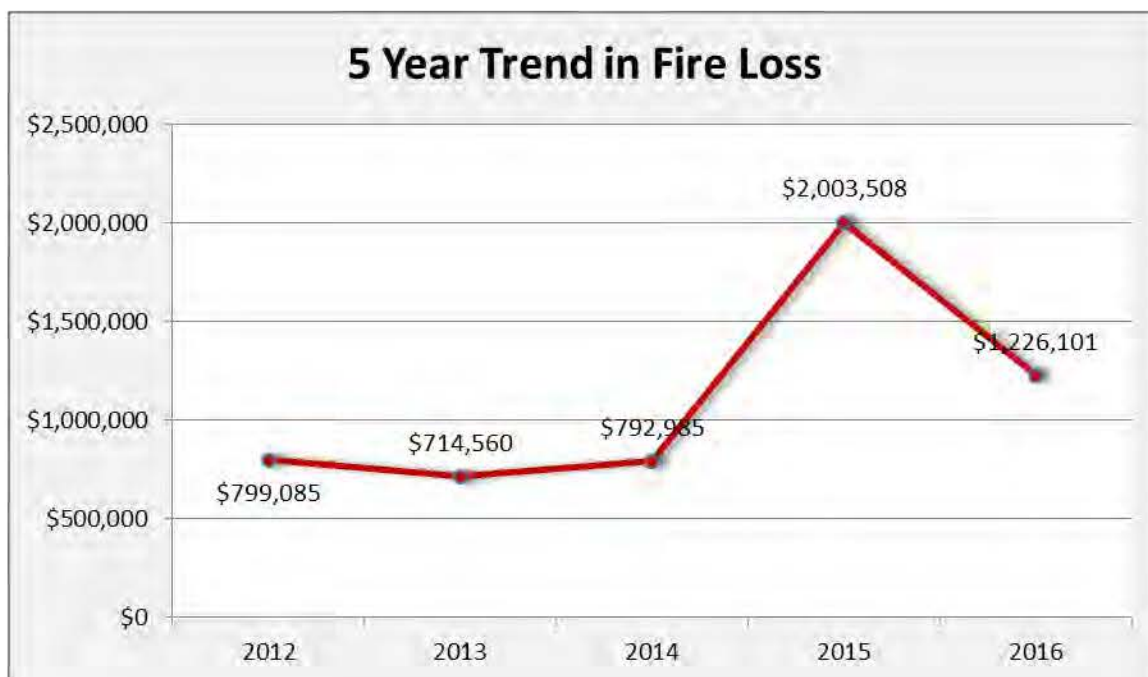




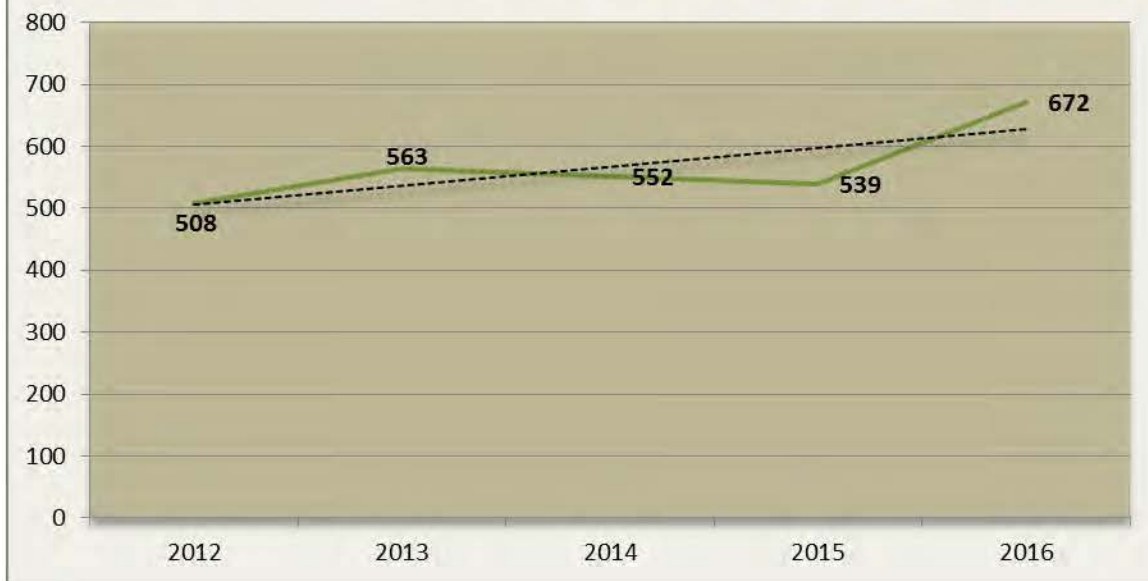
### 5 Year Trend in Fire Types



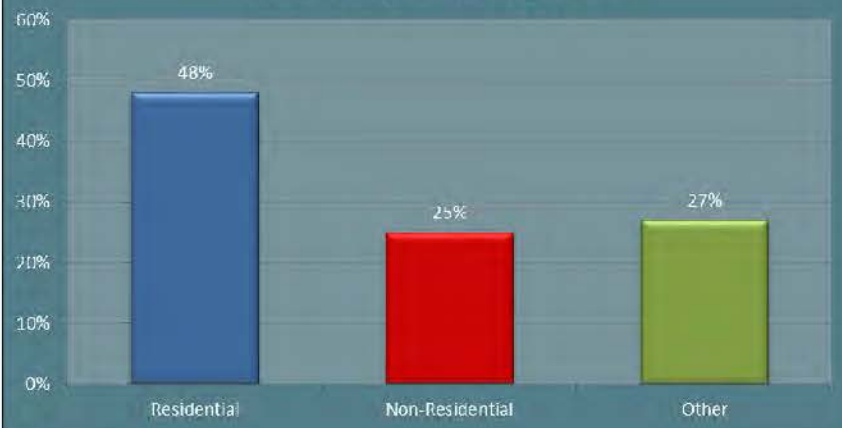
	2012	2013	2014	2015	2016
Structure Fires	87	70	71	83	63
Vehicle Fires	37	36	41	47	39
Brush Fires	20	18	18	24	19
Other Fires	90	72	63	64	100



### 5 Year Trend of False Alarm Incidents



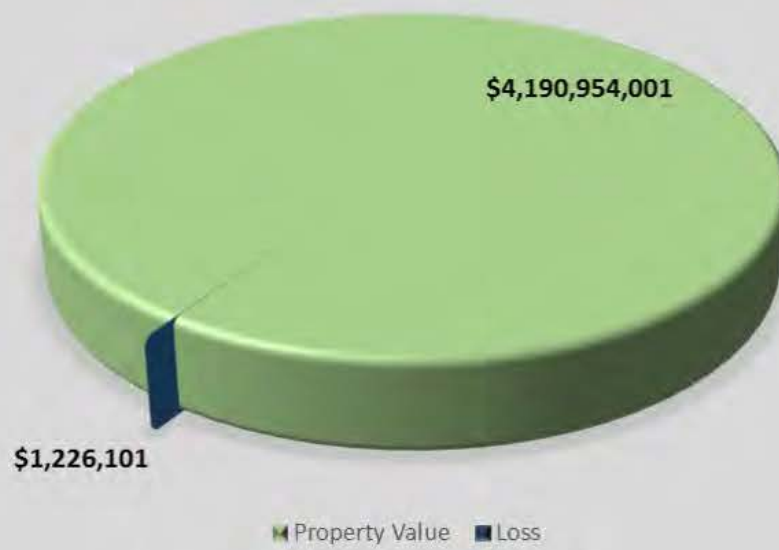
### All Calls by Property Type



### Incidents by Property Type



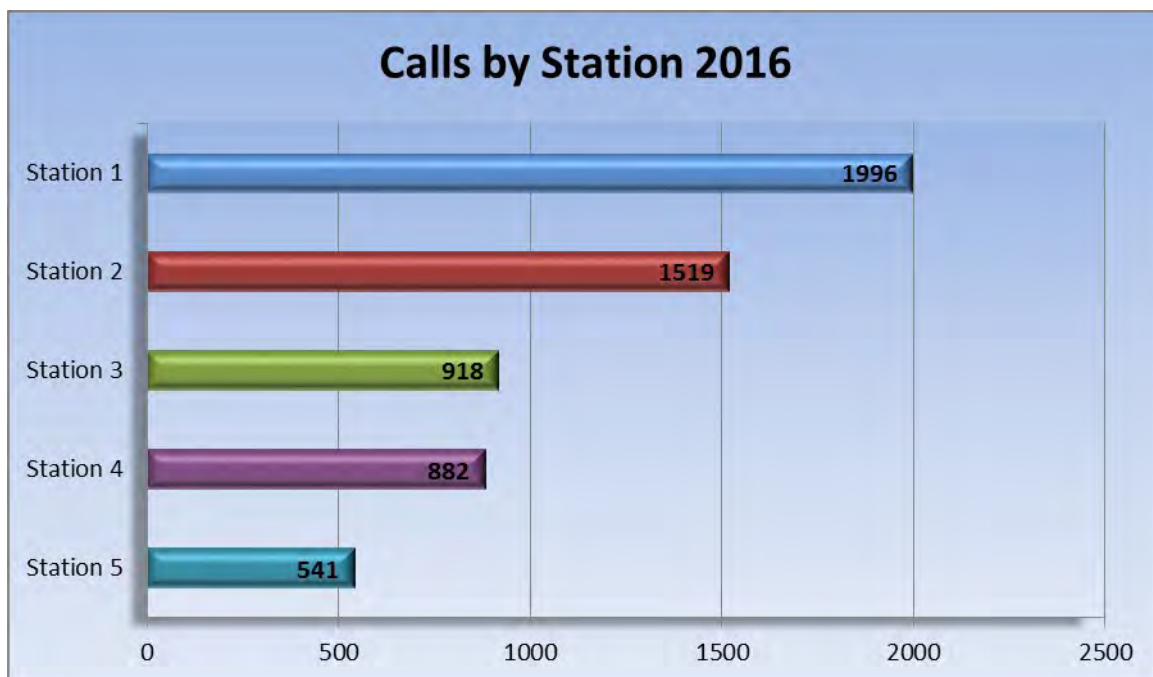


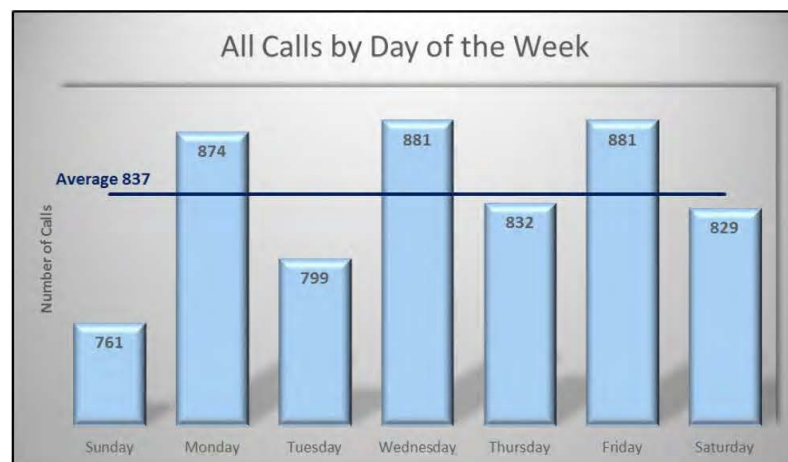
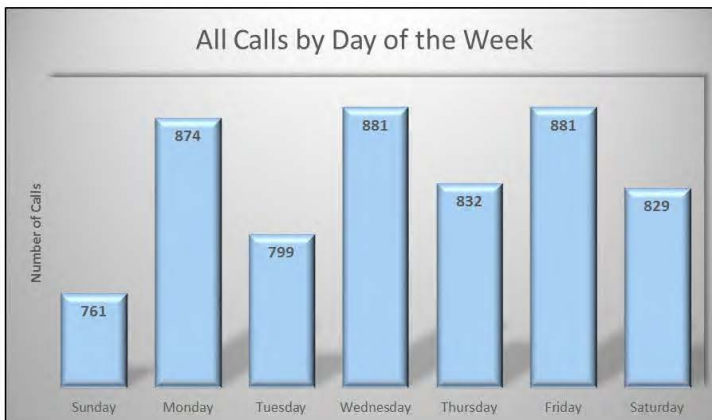
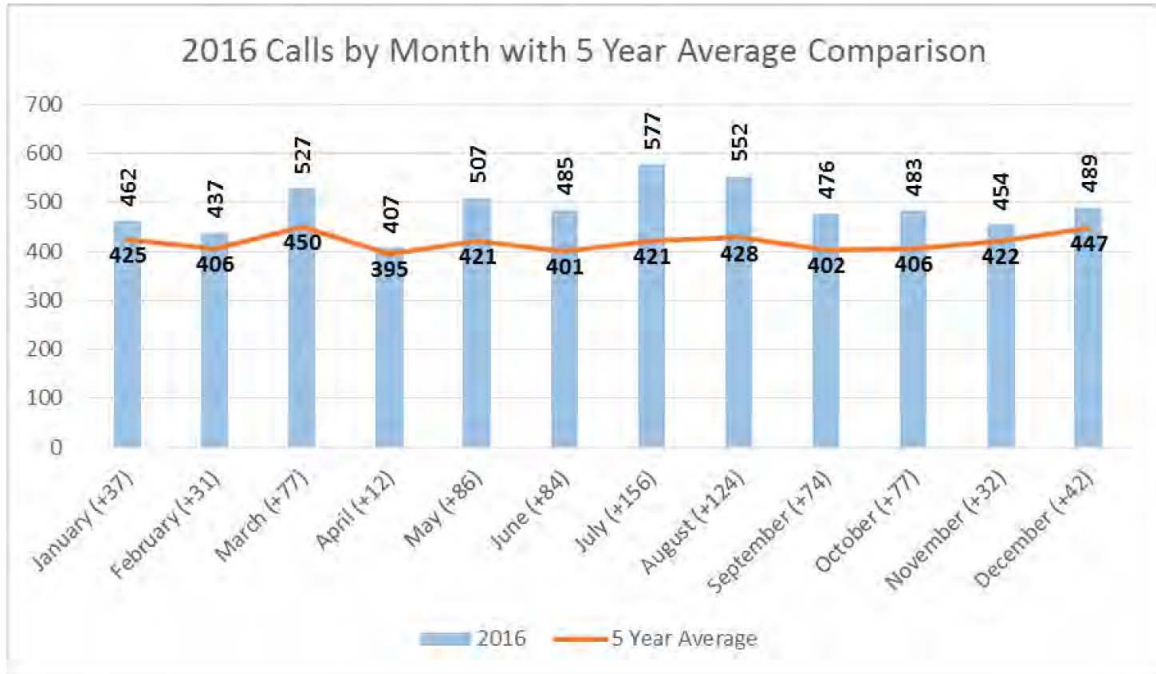
**PROPERTY PROTECTED vs. PROPERTY LOSS**



### Calls by Month and Station - 2016

	Station 1	Station 2	Station 3	Station 4	Station 5	Monthly	YTD Total
January	167	101	76	72	46	462	462
February	134	117	64	78	44	437	899
March	171	140	79	82	55	527	1426
April	135	110	66	53	43	407	1833
May	185	135	76	69	42	507	2340
June	164	113	90	71	47	485	2825
July	189	159	95	82	52	577	3402
August	192	149	70	89	52	552	3954
September	170	137	74	60	35	476	4430
October	175	138	69	61	40	483	4913
November	144	107	81	81	41	454	5367
December	170	113	78	84	44	489	5856
						Grand Total	
<b>Total</b>	<b>1996</b>	<b>1519</b>	<b>918</b>	<b>882</b>	<b>541</b>	<b>5856</b>	





## All Calls by Time of Day



## Structure Fires by Time of Day



## 2016 Response Data by Box Number

(Emergency Response Only)

Box Number	Number of Calls (All)	Response Time (All calls)	Number of Calls (Structure Fires)	Response Time (Structure Fires)
0936	136	4:28	1	5:00
1029	5	8:29	0	n/a
1031	58	3:50	0	n/a
1032	63	5:43	0	n/a
1033	18	5:49	0	n/a
1034	0	n/a	0	n/a
1903	5	4:00	0	n/a
1904	29	5:31	0	n/a
1905	69	4:47	0	n/a
1906	267	3:49	5	4:00
1907	218	4:39	2	5:00
1908	159	4:36	2	4:30
1909	95	4:15	0	n/a
1910	3	5:00	0	n/a
1915	57	4:57	1	7:00
1916	210	4:12	1	7:00
1917	161	5:09	0	n/a
1918	219	4:20	3	4:00
1919	130	3:43	1	1:00
1920	43	4:55	0	n/a
1921	47	5:06	1	4:00
1922	40	6:33	0	n/a
1923	3	4:00	1	7:00
1925	15	3:50	0	n/a
1926	58	5:50	0	n/a
1927	90	6:08	0	n/a
1928	97	4:50	1	4:00
1929	48	3:52	0	n/a
1930	76	5:01	2	4:30
1931	65	5:22	1	4:00
1932	114	4:46	0	n/a
1933	321	5:03	3	4:40
1934	133	7:08	1	7:00
1935	68	6:07	0	n/a
1936	149	5:11	2	4:00
2001	499	4:01	5	4:24
2012	415	4:46	1	4:00
2013	571	3:52	10	3:30
2024	305	3:27	2	3:30
2025	97	4:26	1	4:00
2036	7	2:59	0	n/a

## SMFR Special Ops- Hazardous Materials Response Team



The Manatee County Hazardous Materials Incident Response team was created in the late 80's to provide the first of its kind response to hazardous materials incidents in a growing Manatee County. Over the years, the community has expanded and grew with a larger amount of hazardous materials that is present in our county. The team has also changed from being under the Department of Public Safety to 30-member Fire Department based organization. In 2015, team management was brought under Southern Manatee and has grown to a 3 first out response vehicles with



SMFR responding to a 7,500-gallon Gasoline Tanker spill on I-75 in Dec. 2016

support from over 7 other pieces of equipment. At the center of our response is our 1994 Freightliner with attached Technician trailer dispatched as Hazmat-1. Contained within Hazmat-1 is over 20,000 pieces of response equipment to assist with a wide range of hazmat incidents. Now, the team responds to a wide series of different incidents that range from intentional releases, accidental releases, and domestic terrorism. In the past three years SMFR has received an increasing number of requests for specialized responses for hazardous materials incidents from county and regional fire districts, law enforcement (bomb squad, narcotics) and community health care.



Block of deactivated Nitro Cellulose explosive found in Dec. 2016 on Hazmat call out.

Southern Manatee had 73 responses in 2016 to a large range of incidents involving hazardous materials. Those responses ranged from chemical spill release investigation, natural gas leaks, suspected biological agent release, and radioactive substance investigation. Since assuming management of the team, our team has been deployed 43 times in the last two years to assist agencies outside of SMFR jurisdiction with 13 of those calls being in 2016. Since its re-establishment with SMFR, the Hazardous Materials Team has continually progressed and increased its capability to deal with special emergencies. Equipment has been tested and selected that most effectively protects personnel, detects and identifies released agents and contains them.

### Training:

At the core of the team are the response team members that are trained as Hazardous Materials Technicians and Specialists. In 2016, the team conducted over 2,141 hours of cumulative training for improvements. This works out to an average of 70 hours of annual training for each Technician on the team meeting the State Emergency Response guidelines for continued competencies. This training was required training on existing policies for response and new equipment placed into service. Some of the training that was conducted included:



- Continued support of the Manatee County Fire Chief's 24hr. Operational Response for each of the fire districts. This class is hosted by Manatee Technical College as new training for firefighters entering the fire service with over 110 students participating. In addition, 7 Firefighters from local agencies participated in this introductory training to become familiar with SMFR Hazmat Team operations.
- In March of 2016, SMFR hosted the Hazmat IQ 8-hour course that incorporates trademarked innovative street smart 'Cheat Sheets' that enable responders to safely and efficiently respond to any known or unknown chemical or mixture.
- In May, SMFR conducted the first ever regional training on MC 306/DOT 406 Gasoline tanker emergency class. In this class, we used a prop loaned from the Southwest Florida LEPC to simulate drilling into a tanker to begin offloading procedures.
- In June, SMFR hosted an 8-hour Chlorine Refresher class with over 25 students attending from the region. Students attended from as far as Citrus County, Florida to this class hosted at the Manatee EOC center.
- In September, SMFR hosted an 8-hour class presented over three days at our administration on Ammonia awareness. This class was instructed by ammonia industry professionals that was attended by a wide range of students that included the Florida Department of Environmental Protection and local fire agency inspectors.
- In September, SMFR hosted another in service class Carbon Dioxide Awareness class with the inception of our CO2 meter placed into service on Hazmat-1. This was a 3-hour class hosted in two sessions that had attendance that included our local sheriff's department.
- In early 2016, SMFR crossed trained for the first time in the county with Sarasota Fire Department in two classes. The first class served as opportunity for both teams to meet each other and look at equipment that could be used by both agencies. The second class dealt with firefighting foam training that would be used responding to flammable liquid events.
- SMFR also created a new compressed Natural Gas Vehicle responders class that was given to county personnel to deal with the new CNG powered vehicles that are now in service with different companies in our area.
- In December 2016, SMFR participated in the annual ICS drill with Tropicana Industries. SMFR hazmat crews were heavily involved in searching a million-gallon warehouse for potential patients. In addition, the drone was used to assist technical rescue crews in patient recovery.



SMFR Hazmat Technicians reviewing Sarasota's Squad 8 Hazmat Response Vehicle.



Cross training with Sarasota at the Sarasota Dog Track on Foam Production from Manatee County.



### **Equipment and Resources:**



Southern Manatee Hazmat made several improvements to equipment and inventory in the past year. Most notably is the acquisition of two sUAS (Small Unmanned Aerial Systems) commonly referred to as Drones. This cutting-edge technology is the first vehicle regionally that allows the team to survey the site from the air giving a better understanding of the scene, reducing recon time and limiting our personnel's exposures to Hazardous Materials. Our drones are equipped with two cameras: the first is a high optical lens that lets us see in real

time, displayed on an HD screen, an overall picture from as high as 400 feet. The second is a powerful thermal infrared camera that allows us to view temperature and heat differentials in containers. This is a powerful new tool to have in investigation with only a handful of departments operating sUAS in Florida. In addition, our drone has been configured to allow a payload of up to 2lbs of monitoring devices thus allowing real time air monitoring of the environment as far as a ½ mile away from the command post. This also allows a payload delivery of equipment such as an application of taking personal floatation devices out to a stranded patient in water rescue application. The sUAS program is managed in the SMFR Special Operations Division with three firefighters training to become FAA (Federal Aeronautical Agency) Part 107 certified sUAS pilots.



SMFR Drone operations using FLIR camera to view a LPG burn off during the SMFR open house.

### **Some other notable accomplishments in 2016 include:**



Lt. Tumolo and FF Saxman drill into the side of an overturn fuel tanker to transfer diesel fuel to an awaiting tanker.

- The West Foam Trailer has been setup for a tanker/ flammable liquid response. This has included the addition of a pneumatic air compressor and pump that could be used to transfer liquid on scene. This gives capability of mission driven mitigation to transfer liquids on scene in any hazmat event. This capability was sent to the December 2016 I-75 Tanker Rollover
- A spill response trailer was completed that stores extra material to handle large spills that overrun the capacity of Hazmat-1 to handle on scene. This trailer is stored at SMFR Station 3 and can be deployed quickly if needed.
- The SMFR Hazmat Team upgraded our communication equipment by adding a satellite transmitter and receiver to Hazmat-1. This allows for GPS similar system to transmit data and voice if other forms of communication are off line.

- We have had 100% compliance on cost recovery from responsible parties that we have expended cost for operations. SMFR recovered \$28,945 in expenses that was placed back into the budget for equipment improvements or repairs.
- In addition, the sale of surplus goods totaled \$69,108. This money was placed back into the budget for equipment purchases or upgrades.
- We also received an estimated \$75,000 in surplus hazmat/CBRNE equipment from the 48<sup>th</sup> Civil Support Team donated to the department. This equipment donated filled an enclosed trailer with serviceable equipment that has been placed onto Hazmat-1 and other vehicles.
- SMFR received \$38,000 from Manatee County Public Safety to fund hazmat response. It is highly expected that this funding will cease in the near future.
- Regional Asset-On Sept. 14<sup>th</sup>, SMFR Special Operations participated with regional responders for Operation Stone Crab that was held as a one day HSEEP exercise in Charlotte County. Over 6 agencies participated in the drill that exercised Law Enforcement, Emergency Management, and Fire/ Hazmat response to a suspected simulated terrorist act. Over 40 live actors were involved to simulate exposure patients. That scenario then led to a simulated chemistry lab that the suspect created that modeled two live biological agents. SMFR worked with the 48<sup>th</sup> WMD team to enter and survey, then transferred into sample gathering. This was a successful complex drill with many great lessons learned. This was also the first opportunity to place our hazmat drone that was used operationally for a simulated hazmat incident.
- SMFR also worked with our state partner, the 48<sup>th</sup> CST for a brief exercise that was held at the Manatee County Fairgrounds. This was a support drill to observe the 48<sup>th</sup> CST deploying rapidly to a mass decontamination event.



Lt. Questionati prepares to enter a simulated WMD lab during Operation Stone Crab

***Below are some notable responses out of the seventy-three SMFR Hazmat responses in 2016:***



A clandestine Methamphetamine lab dismantled by SMFR crews in 2016

- During 2016, SMFR responded to over 23 Natural Gas leaks in the district.
- On Jan. 19, 2016, SMFR crews responded mutual aid to North River Fire District on a reported explosion with injuries at the Tri-Ag chemical facility. SMFR responded and made entry with our new Z500 level A suits to determine that no toxic or flammable conditions existed. Crews also investigate a transport container that landed 300 feet away in a field that ruptured during the accident. This was a 5-hour operation that we worked closely with Florida Department of Environmental Protection to monitor run-off and contamination of the property.
- On Feb. 20, 2016, SMFR responded mutual aid to Myakka Fire Control District to assist with a leaking diesel tanks on a tractor trailer. SMFR quickly responded to stop the leak and conducted transfer operations of the remaining diesel left in the tank.

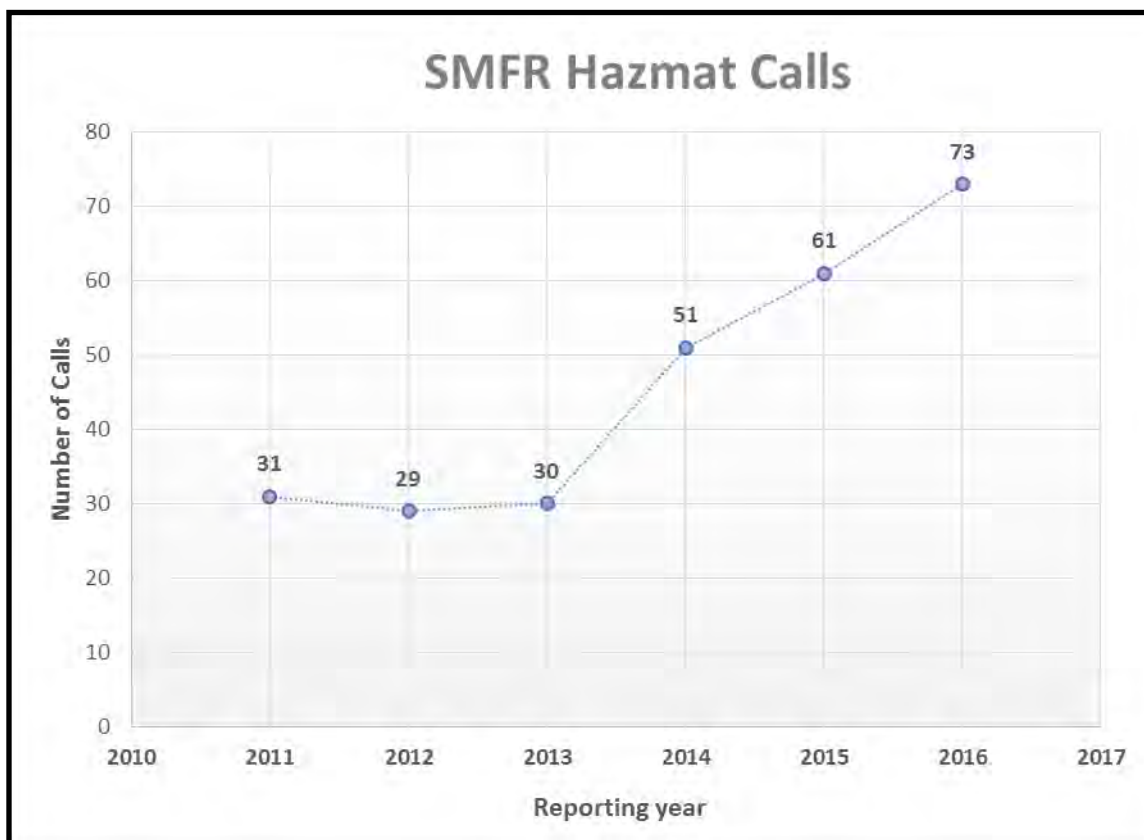
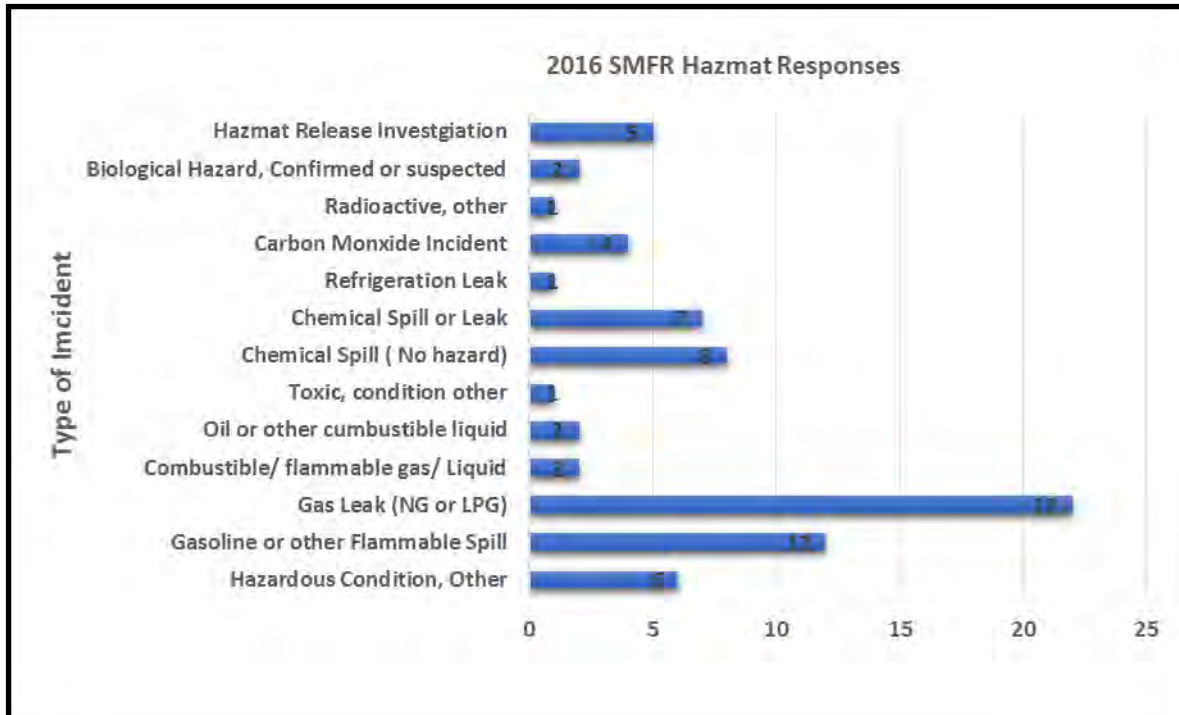
- On Feb. 21, 2016, SMFR responded mutual aid to I-75 in Northport, Florida to assist Sarasota County with a burning Gasoline Tanker Fire. The lessons learned that evening led to more cross training with Sarasota Fire on firefighting foam operations during 2016.
- On May 16, 2016, SMFR responded to North River Fire District at the Riverside Marina for a large boat leaking gasoline into the Manatee River. Crew worked quickly to stop the leak which had an estimated 50 gallons leak into the bilge area. Upon entry to vessel, SMFR hazmat mitigated the hazards that would have led to an explosive situation. It was the first time that Hazmat crews worked with U.S. Coast Guard Environmental Response Agency.
- On May 23, 2016, SMFR responded mutual aid to Sarasota County Fire Department to the Planned Parent Center over a report of unknown airborne vapors. Sarasota Fire responded to the scene with multiple patients and upgraded to a major hazmat response. As employees were evacuated an unknown substance was reported in the building leading SMFR hazmat crews to enter the building and identify the substance as non-toxic using the FTIR detection machine. This quick entry quickly prevented escalation of a news event that was carried nationally by major news sources.
- On August 15, 2016, SMFR responded mutual aid to the Cedar Hammock Fire District to assist with a possible biological incident at the U.S. Post Office sorting facility. An unknown powder was found leaking from package in this large facility forcing evacuation of 250 employees. A combination crew quickly entered the building using the FTIR and Raman scanning and determined the substance as non-toxic. This quick response exemplified our technology that prevented the sorting facility to quickly reopen in less than 45 minutes not delaying postal operations to the area.



SMFR Hazmat responding mutual to CHFR for a leaking liquid oxygen cylinder found in a truck.

- On September 6, 2016, SMFR was requested to respond mutual aid to Bradenton Fire Department for a suspected unknown powder received at a medical business office. SMFR crews entered and using FTIR equipment determined that there was no harmful substance and the package was empty. This quick action deescalated the event preventing an evacuation of the building with patients.
- On Oct. 3, 2016, SMFR was requested by a private citizen to monitor a piece of surplus equipment received from a business. A radioactive scan was conducted and determined the equipment was not a hazard.
- On Nov. 11, 2016, SMFR units responded to the assistance of Cedar Hammock Fire Rescue for a boat leaking gasoline in a storage facility. Team members worked quickly to transfer gasoline to a storage unit eliminating the flammable atmosphere.

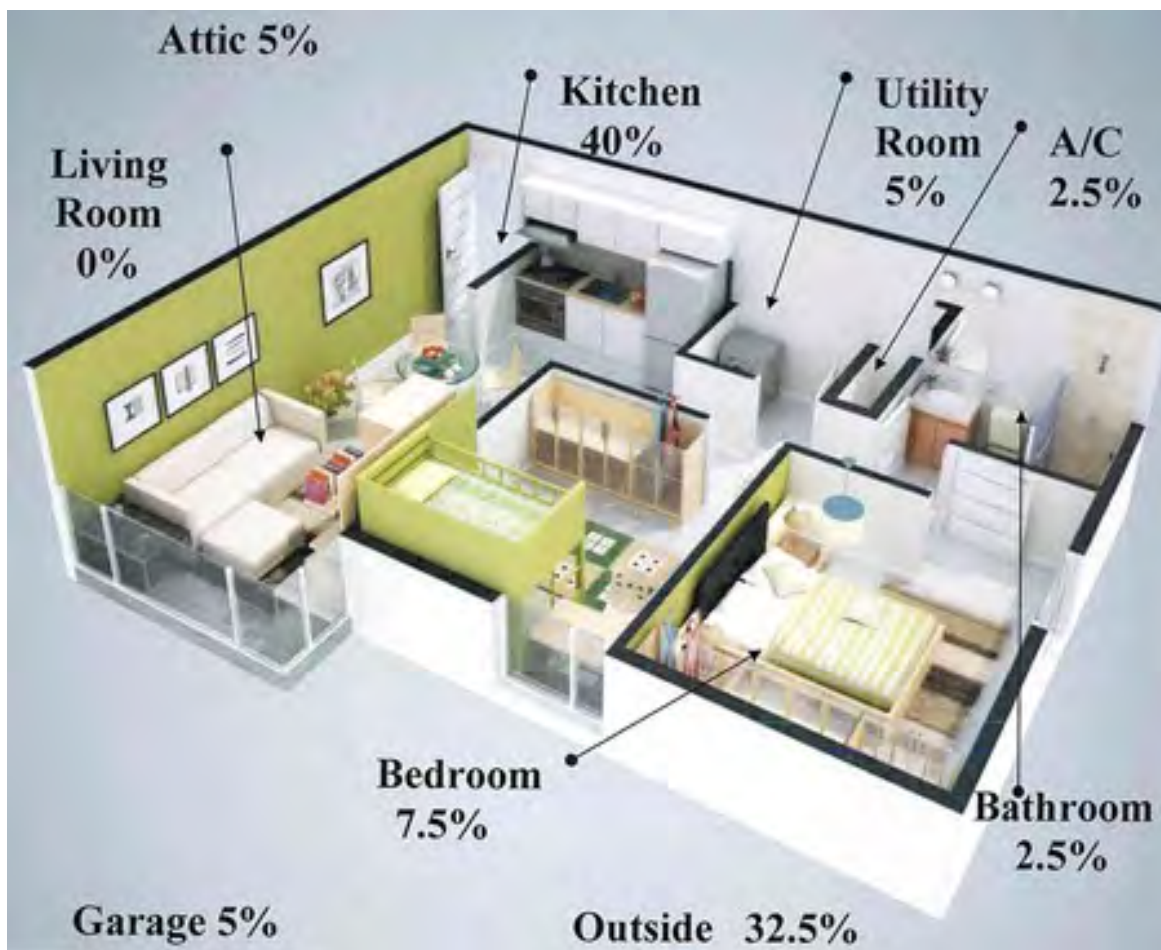
- On Dec. 12, 2016, SMFR responded to a @7,500gallon Gasoline Tanker roller over on I-75 at mile marker 215. SMFR worked with East Manatee Fire Rescue for 10 hours to mitigate one of the largest transportation spills in Manatee County history. SMFR units on scene have been recommended for the Manatee County Fire Chief's Unit Citation for work performed during that 10- hour event.





## Fire Prevention Division

### Area of origin and fire cause percentages for residential structures for 2016



## Fire Prevention

Southern Manatee Fire & Rescue District has a very active Fire Prevention Division responsible for the regulatory and code enforcement segment of the fire service. The Inspectors duties include a broad spectrum of responsibilities and are not limited to: Annual Fire Safety Inspections, Fire Investigations, Public Education, Youth Fire Setters Program, Smoke Alarm Program, Plans Review (Site, Construction and Systems), Construction Site Visits, as well as other enforcement issues.

The Fire Prevention Division is responsible for plans review. This includes but is not limited to site, construction and system drawings. The district had experienced another good year of growth with new construction. A good portion of this growth is with single family residential subdivisions. During the past year, 62 site plans, 450 construction plans and 204 system plans were reviewed by Fire Prevention. This means the division must keep up with current codes and standards to make the structure safe for those who enter.

The Fire Prevention Division is responsible for Public Education. Meeting the public and educating them on fire safety is one of the most important services we offer. From fire extinguisher training to fire drills, talking about smoke alarms or installing them and teaching children how to get out of a burning building. These are some of the services we offer at Southern Manatee Fire Rescue.

In an effort to increase our Public Protection Classification Rating with ISO (Insurance Services Office) the Fire Prevention Division has incorporated new programs to improve our service and keep up with growth demand. One new program is the Southern Manatee Fire Rescue Newsletter. The newsletter reaches out to residents in mobile home parks, apartment complexes, residential subdivisions and condos. The newsletter discusses important subjects that range from prevention of cooking fires to fires in a fire place. Other topics include weather emergencies and what precautions to take. And how fireworks should be left to the professional and that sky lanterns are illegal. We give our citizens safety tips on how to make their home safe from emergencies. The news letter reaches over 15,500 residents each time it is sent out.



When specific incidents occur within the District a Safety Message is generated to cover the causes and/or the necessary steps to prevent the same incident from happening again.

As part of our superior level of service to the community, the Prevention Division is working to improve our ISO rating. The rating directly reflects insurance rates for both residential and commercial properties. For our commercial buildings we have a sketch of each of the structures in our district. These sketches are then computer generated and placed in the ISO folder as well as being carried on each first out fire apparatus. The project is on going with new structures being added to the district each year.

On October 1<sup>st</sup>, 2016, Southern Manatee Fire Rescue hosted an Open House at our Station 3. Over 300 residents enjoyed demonstrations on the Haz Mat Dragon, our new Drone and vehicle extrication. Plans for next year's Open House are in the works and we are making it bigger and better!



The Fire Prevention Division has been using a paperless inspection program over the past three years. The program allows the Inspector to use a tablet or computer and the internet to complete the annual inspection of a business. The electronic files are updated immediately into a data base that can be accessed easily by anyone in the fire department. A copy of the inspection form is emailed to the business. If a re-inspection necessary, the date automatically comes up on the computer. The program also allows for the collection of information as it pertains to individual property. The program is very cost effective and has helped the department go "green".

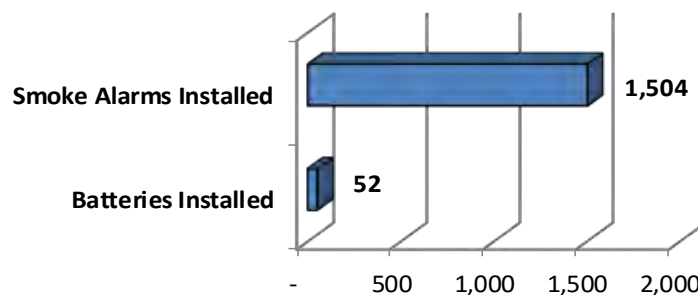
## Smoke Alarm Installations

Throughout the years, Southern Manatee Fire & Rescue has been very proactive with our Smoke Alarm Program. Most of the alarms installed have been from the generosity of grants from other organizations. Once again this year, we were able to participate in the Focus on Fire Prevention Grant, which has over the years awarded Southern Manatee Fire Rescue over 4,200 smoke alarms. These alarms were installed for free in many of our resident's homes that could not install or could not afford this life saving device!

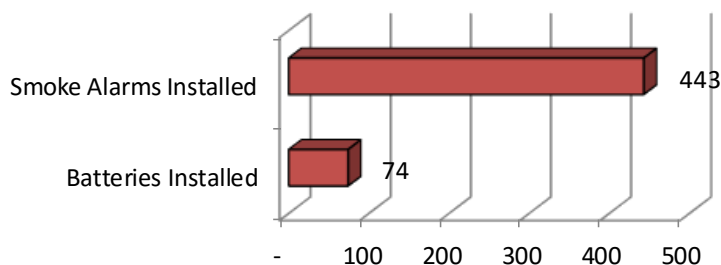
As in the past, Southern Manatee Fire Rescue follows National Trends with kitchen fires / unattended cooking being the leading cause of residential fires. Our alarms have saved countless lives and property as a result of this early warning device.

With the efforts of our Fire Prevention Division and Firefighters, over one thousand alarms were installed this year. Working smoke alarms assist in keeping our community safe from fires in their home!

### 2016 Smoke Alarm Program



### 2015 Smoke Alarm Program



## **Risk Analysis 2016 (Through December 2016)**

### **Overview:**

The Southern Manatee Fire & Rescue District is an independent special district with taxing authority and the responsibility to "Protect lives, property and the environment by providing prompt, skillful and cost effective fire safety education, fire protection and life saving services to the citizens of our community." The District provides fire protection for mobile home parks, condominiums, single family dwellings, various types of businesses, shopping centers, malls, storage facilities and a heavy industrial section.

### **Review 2012 - 2016 fire reports**

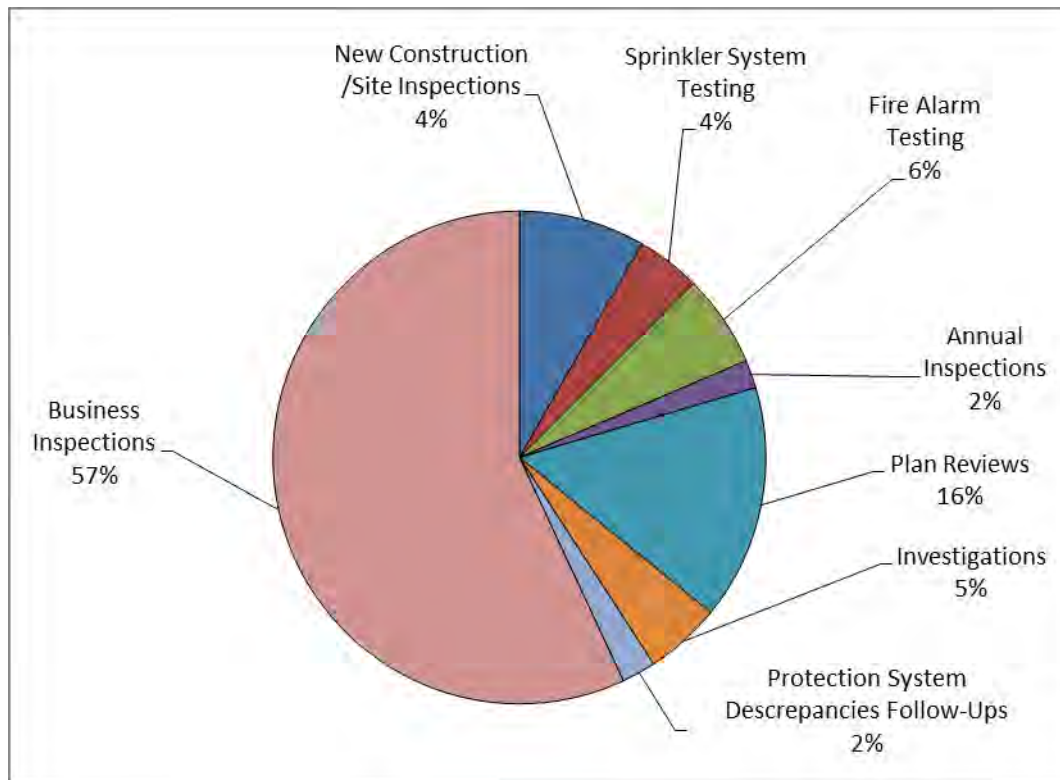
<b>Reported Structure Fires - Residential</b>			
Year	# 1&2 Dwelling	# Mobile Home Fires	Age of Citizen 50 yr +
2012	31	4	5
2013	24	4	4
2014	34	2	1
2015	43	4	4
2016	40	1	1

<b>Smoke Alarms</b>			
Year	Notified Occupant	Failed to Notify	Unknown
2012	9	9	13
2013	4	7	13
2014	11	18	7
2015	8	15	9
2016	6	7	17

**Fatal Fires:** In 2016 Southern Manatee Fire Rescue experienced NO fire fatalities.

<b>Injuries</b>			
Year	Number of Injuries	Alarms Present	# of Alarms not working
2012	2	1	1
2013	1	0	0
2014	1	1	1
2015	2	1	Unknown
2016	2	1	0

## 2016 Fire Prevention Additional Responsibilities



### **FPB Business Inspections:**

Initial  
Vacant/ No Access  
Reinspection  
Completed

### **New Construction/ Site Inspections:**

Courtesy Inspection  
Fire Walls/Tenant Sep. /Penetration  
C.O. Finals  
Hood (Mechanical) Light Test, General  
Suppression System Final

### **FPB Sprinkler System Testing:**

Visual/Pipe Check  
Hydro/ Pressure Test  
System Flush  
Final Acceptance

### **FPB Fire Alarm Testing:**

Final/ Acceptance  
Follow-ups

### **FPB Annual Inspections:**

Sprinkler System  
Fire Alarm System  
FPB Plan Reviews:  
Site Plans Reviews

### **Construction Plans Reviews**

System Plans Review

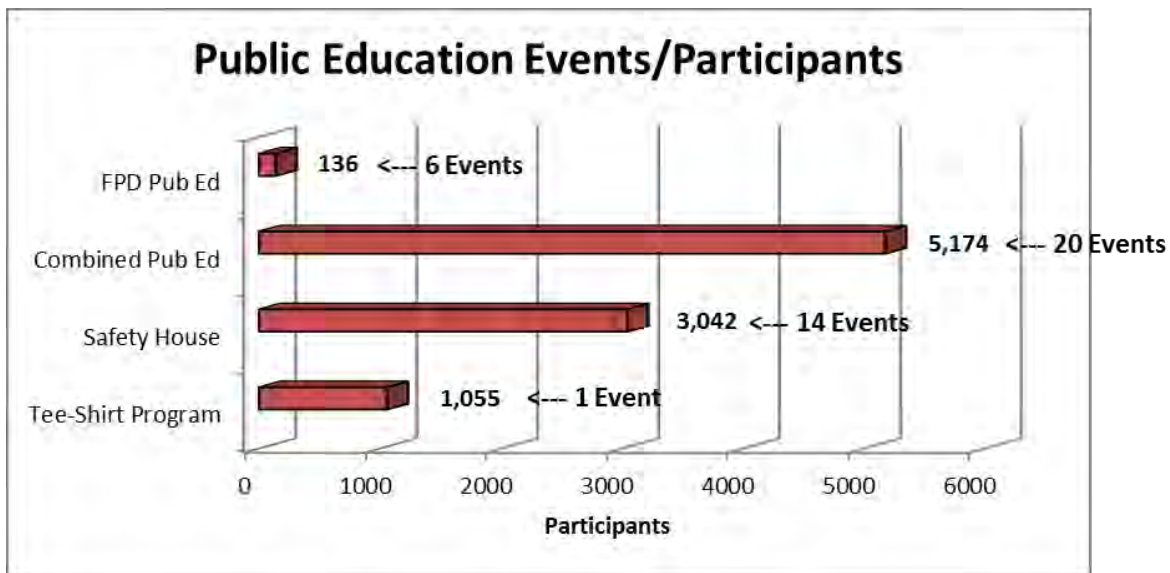
### **FPB Investigations:**

Fire  
Complaints  
Code Research

### **FPB Protection System Discrepancies Follow-Ups**

Fire Alarm Systems  
Sprinkler Systems

\* See separate charts for Public Education Programs, Safety House Events,  
Smoke Alarm Installations and Youth Fire Setters Information



# Pub Ed



## Home Safety Survey 2016

Each year the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades classes are asked to take home a Safety Survey. The survey asks the parent and child to "Hunt for Home Hazards". A list is provided for the student and parent to follow and allows them to correct any safety issues they find. After the survey is turned into the school, Fire Prevention collects the survey's and provides the student with a gift for completing the task. In 2016, over 1,100 surveys were returned and each student received a metal water bottle with the Southern Manatee Fire Rescue logo on it. This is a wonderful teaching tool that allows the student and parents to learn safe practices at home and how to safely correct these hazards.

## **Youth Fire-Setters Program**

### **ANNUAL REPORT**

#### ***YOUTH FIRESETTER PREVENTION & INTERVENTION PROGRAM***

The Manatee County Youth Fire-Setter program is an educational intervention program presented by the local fire departments of Manatee County. It was designed for children and their families that were involved with fire or show an interest in fire-setting. The program is strictly an educational program for first time setters and is not meant to replace professional counseling.

This program was started in the early 1990's and has been ever changing and improving the delivery of the program with assistance from other local agencies. The other agencies include but are not limited to: Manatee County Sherriff Office (MSO), Manatee County Juvenile Justice, Florida State Fire Marshal's Office and Corner Stone (Manatee Behavioral Health).

The mission of the program is Prevention and Intervention to reduce death, injury and property loss caused by Juvenile Fire Setting. The program has many facets which include identification, evaluation, intake, interview, referral and education.

During the calendar year of 2016, the program had a total of twenty six (26) referrals. More than half of the referrals completed the required 90 minute intervention class. The parents of those students will receive follow-up letters or phone calls throughout the course of the next year. This procedure helps to reinforce safe behavior for juveniles and their families. It also helps us to know the effectiveness of the program by reducing involvement in fire-setting.



## Training

### 2016 Training Data

Total in-house training hours:	24688.62
Per Person yearly Average:	320.64
Per Person monthly Average:	26.72
In-house Classes:	6
Rider Certs:	18
Outside Classes Completed:	118
Target Classes Completed:	3003
Promotions:	9
State Certifications:	10
Daily Training Subjects:	53

In 2016, Southern Manatee Fire & Rescue (SMFR) personnel conducted training on a daily basis, and logged over 24,000 hours. Southern Manatee Fire & Rescue has 3 Field Training Officers (FTO's), 1 for each shift and a Fire / EMS Training Captain, as well as a Hazmat Training Captain.. The FTO's conduct hands-on-trainings with their respective crews, and the Training Captains over-see department wide training and compliance of State, Federal and Insurance Services Office requirements.

A few notable trainings include a 2 hour Cancer in the Fire Service class. Cancer has become a very hot / debatable topic in the fire service over the last several years. This class was presented to all personnel to show tips to reduce cancer exposure. An 8 hour Ammonia Emergency class was presented to all personnel on the immediate actions to be taken by our personnel. The next month we ran a 4 hour class on Carbon Dioxide emergencies. Both of the chemicals are widely used in our district by different companies.

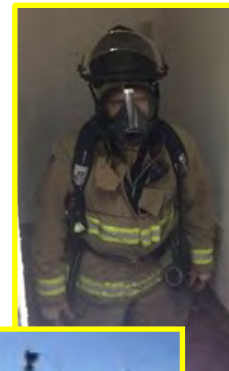
Our personnel also hosted some in-house classes this year. We completed an Aerial Operations class for our new hires. This class was presented while personnel were on duty with one of our officers. The class saved the district roughly \$500.00 by using our own instructors, and equipment. We also renewed all personnel's BLS and ACLS provider CPR cards. By using again our personnel and our own equipment. This saved the district roughly \$2,500.00; this was required to maintain our EMS licensure. The division also hosted a National Grid map reading class. This class was given to personnel to be able to navigate response out of county or state where all mapping and GPS systems are down. By using an in-house instructor we save about \$1,500.00. Finally Battalion Chief Gould created a CNG course that was presented to our personnel. This class was extremely important as commercial vehicles are now running on compressed natural gas. This presentation also was presented on a national level at Fire Rescue East at the beginning of 2017. Finally this year our personnel were taught SAVE. This is a class on active shooter calls where personnel enter into the building with law enforcement and EMS in a team format, for swift victim removal. By using our own instructors and equipment we save roughly \$4,500.00.

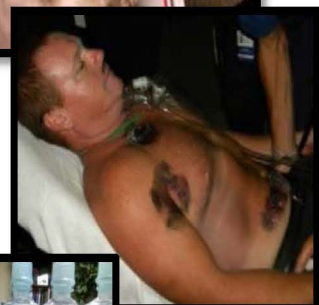
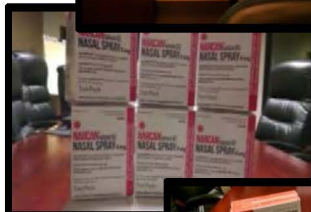
The district this year received a new driving simulator. This unit cost the district \$7,200.00, however we applied for and was approved for a PGIT grant which paid for ½ the cost of the unit. This simulator will be used both for new drivers as well as existing drivers to complete different scenarios. We are excited to have this simulator and we will implement a policy in mid 2017.

SMFR new on-line platform Target Solutions was in full use for its first year in 2016. The district uses this platform as a sole provider for CEU requirements for our EMS renewals. Our personnel also have the ability to renew other state licensure with this platform, which will save the district thousands of dollars in tuition cost.

### **In-house Classes**

- New Engine Training
- Husky Foam System Training
- Firefighter Survival Training at the Old MTI Building
- New Vetter Air Bag Practical Training
- Hazmat Truck and Trailer Training
- ALS & BLS Protocol Classes
- Multiple Target Solutions Classes for
  - Emergency Medical Technician Recertification
  - State Instructor Recertification
  - State Fire Safety Inspector Recertification
  - Insurance Services Office Credited Fire Related Training







## Vehicle Maintenance 2016



Southern Manatee Fire Rescue District's fleet consists of 7 fire engine pumpers, 1 aerial Quint-pumper and 12 staff vehicles of various types. We have recently added a new fire pumper to the fleet, E-311, and currently have an older aerial Quint-pumper for-sale to the general public. All of the fire apparatus and staff vehicles are maintained by the district using outside agencies to perform all preventive maintenance and repair work. All work is performed within the Fire District at various locations. The repair and preventive maintenance for fire apparatus is performed at Ten-8 Fire Equipment which employees certified Emergency Vehicle Technician as required by National Fire Protection Association and Callaghan Tires of Bradenton, while the staff vehicles are serviced and repaired at Superior Automotive Inc. both locations offer full technical mechanical services.

Vehicle repairs are conducted by scheduled appointment on an as needed basis or repairs are handled during the preventive maintenance services. The frequency of preventive maintenance services varies from fire apparatus to staff vehicles. The apparatus go through a preventive maintenance service every 150-200 hours of operating time, while staff vehicles go through their services every 3000 miles. We inspire to maintain all vehicles at a superior level in order for the District to provide emergency services without interruptions.



Fire apparatus require special preventive maintenance for specific areas of the apparatus, which is not the case for staff vehicles. Some of these special maintenance areas include annual pump testing, annual pump service and the annual aerial testing. These specifics are performed once a year and are scheduled by our service provider. The main types of apparatus preventive maintenance include level 1 and level 2



### Level 1 Preventive Maintenance:

Full vehicle inspection, Oil change, Filter replacement, Fluid checks, Tire gauging, Pump packing, Safety inspection

### Level 2 Preventive Maintenance:

Full vehicle inspection, Oil change, Filter replacement, Fluid checks, Tire gauging, Pump packing, Safety inspection, Air filter, Transmission service, Brake inspection, Chassis lube, Cooling system, Ac system, Fuel system,

These maintenance services are performed at every other interval and are scheduled in by our own personnel whom manage the vehicle apparatus maintenance program in house at Southern Manatee.



## Vehicle Maintenance Cost FY16

<u>Equipment Vehicle Type</u>	<u>Year Purchased</u>	<u>Purchase Cost</u>	<u>Vehicle #</u>		<u>Vin#</u>	<u>Maintenance Cost 2016</u>
Hazmat Truck	1994	Donated	E-16		1FV6HFBBXRL546602	\$3,910.51
2015 Pierce Pumper	2015	\$483,894.00	E-15		4P1BAAFF2FA015195	\$8,785.40
2015 Pierce Pumper	2015	\$483,894.00	E-14		4P1BAAFFOFA015194	\$6,680.93
Pierce Engine	2010	\$397,105.00	E-13		491CC01HZAA011206	\$12,357.27
Pierce Engine	2010	\$397,105.00	E-12		491CC01H0AA011205	\$18,052.58
Pierce Engine	2004	\$351,151.00	E-11		4P1CT02S44A004061	\$21,011.26
Pierce Aerial	2004	\$491,710.00	E-8		4P1CT02S04A004060	\$5,998.43
Pierce Engine	2004	\$354,571.00	E-10		4P1CT02S24A004062	\$10,156.17
Pierce Aerial	2004	\$479,017.00	E-9		4P1CT02S34A004019	\$18,826.61
Sierra (maintenance truck)	2007	\$17,012.00	T-2		1GTHC24K77E520520	\$2,231.94
Sierra (safety tow truck)	2003	\$9,050.52	T-3		1GTJC33153F201444	\$1,518.00
Yukon (Haz Com 2)	2004	\$42,293.70	C-3		1GKEK13ZX4R150932	\$846.68
Yukon (Fire Marshal)	2004	\$38,389.02	C-2		1GKEK13Z44R151025	\$660.76
Yukon (Available)	2004	\$39,009.08	C-4	SOLD	1GKEK13Z34R111275	\$130.49
Yukon (Training)	2007	\$41,290.51	C-14		1GKFK13047R314217	\$502.89
Envoy (Inspector)	2004	\$30,866.00	C-7	SOLD	1GKDS13S242289329	\$451.17
Envoy (Inspector)	2004	\$28,238.00	C-8	SOLD	1GKDS13S342290487	\$28.22
Envoy (Inspector)	2004	\$30,865.00	C-10	SOLD	1GKDS13SX42287814	\$1,038.90
Envoy (Inspector)	2004	\$24,832.00	C-12	SOLD	1GKDS13S042127327	\$56.08
Yukon (B/C Reserve)	2004	\$43,884.00	C-11		3GKFK16ZX4G203371	\$1,264.56
Yukon (Battalion)	2008	\$49,416.41	C-15		1GKFK16328R227276	\$4,968.16
Yukon (Fire Chief)	2007	\$41,290.51	C-13		1GKFK13057R314257	\$1,157.59
Ford F150 (Insspector)	2016	\$22,341.00	C-16		1FTEX1C8XGFB37656	\$0.00
Ford F150 (Insspector)	2016	\$22,341.00	C-17		1FTEX1C83GFB37658	\$0.00
Ford F150 (Insspector)	2016	\$22,341.00	C-18		1FTEX1C88GFB37655	\$30.13
Ford F150 (Insspector)	2016	\$22,341.00	C-19		1FTEX1C81GFB37657	\$0.00
					<b>TOTAL</b>	<b>\$120,664.73</b>

## Volunteers

According to the National Fire Protection Association, 85% of fire departments in the United States are Volunteer or have a Volunteer element. Southern Manatee Fire Rescue is a combination department with the majority of personnel being full-time. Most of the full-time firefighters at Southern Manatee Fire Rescue began their careers as Volunteers. There were seven active Volunteers in 2016 that supplemented our manpower and assisted with various activities with a combined total of 556 hours; equivalent to 23 twenty-four hour shifts. 280 hours of that were training related. These individuals dedicate many hours of their time to our community.

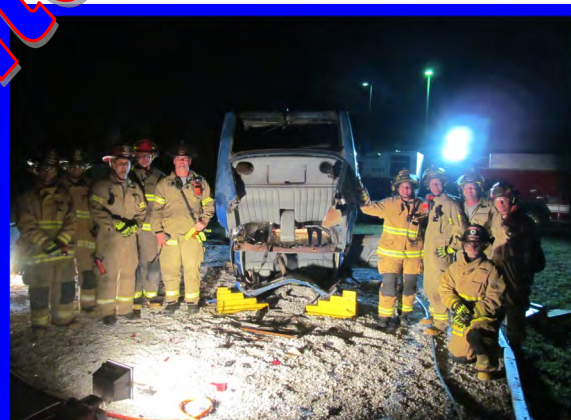
The requirements to become a Volunteer firefighter include Firefighter II (600 hours), Emergency Medical Technician (400 hours), National CPAT and FireTEAM certifications, and approved drivers license and background review. Southern Manatee Fire Rescue is certified through the National Testing Network (NTN). The NTN sets both physical and cognitive standards for State certified firefighters who are seeking employment with a fire department.

*FF Vidoli participates in a "challenge" drill which tests memory and cognitive skills*



The Southern Manatee Volunteer Firefighter's Association is a non-profit organization made up of both career and Volunteer personnel. They host the annual fund raising golf tournament at University Park Country Club, and also rely on donations from the community. Proceeds help support training, the purchase of firefighting and cardio equipment, and community assistance.

# Volunteers



*Firefighters conduct nighttime advanced vehicle extrication at Station 4*



## Union

The year 2016 was an impactful one not only nationally with the Presidential election, but it was also for Southern Manatee as a District and its Supervisory and Rank-n-File Bargaining Units. It appears that every year is busier than the previous, but it helps us remain focused on serving our citizens with the superior service they deserve and have come to expect.

In February, the District and Union met with the Gehring Group, who is the District's health insurance brokerage firm to discuss bidding for health insurance. At the time all SMFR employees were covered by Florida Blue Cross/Blue Shield. After extensive research and reviewing comparable health insurance plans, it was collectively decided to switch the department's health, dental and vision insurance to Cigna. By switching health insurance coverage, the District saved over \$100,000 without compromising quality coverage.

In March, all the Bargaining Units affiliated with Local 2546 combined their efforts to collect money for MDA. This was the first year of a Local-wide MDA Boot Drive and it proved to be successful. On March 4-6, the Local collected \$68,000 for MDA. This success is not only contributed to the Fire Fighters, friends and families who help collect the money, but more importantly to our generous residents' donations. The Local plans to continue this endeavor with the Local wide MDA Boot Drive during the first full weekend in March of every year.

In June, the District and Union entered into contract negotiations. After five separate meetings, the District and Union agreed to a (3) year contract from October 1, 2016 to September 30, 2019. The contract included numerous quality benefits that provided ample security for the District and department employees as a whole. This contract's short negotiation process can be attributed to the harmonious relationship between the District and Union coupled with open communications.

In October, Chief Gorski renewed his contract for another (3) years which will sunset on September 30, 2019. Chief Gorski started his career with Southern Manatee December 17, 2012 and immediately hit the ground running in effort to lead the department and District in a positive direction. We at Southern Manatee consider this the "renaissance period". Since Chief Gorski took his position, Southern Manatee has become the icon of Manatee County through his leadership and team building characteristics. Under Chief Gorski's direction, Southern Manatee has improved its services to its citizens with the implementation of a Hazardous Materials Team, purchasing new apparatus, adding additional medical equipment to all first out apparatus and obtaining grants to secure hundreds of Narcan auto-injectors for County-wide use just to name a few. We look forward to continuing our success as a department under Chief Gorski's direction.

In summary, 2016 has been a very busy, productive and positive year. It has become customary at Southern Manatee that everyone works TOGETHER to accomplish the department's goals from the rookie Fire Fighter to the Fire Chief. In doing so, it instills pride and ownership which results in total success for all employees and the citizens we protect.

## **Car Seat Program**

All 50 states and the District of Columbia have child safety seat laws. Child safety seat laws require children to travel in approved child restraints or booster seats and some permit or require older children to use adult safety belts. The age at which belts can be used instead of child safety seats differs among the states. Young children usually are covered by child safety seat laws, while safety belt laws cover older children and adults.

The Insurance Institute For Highway Safety reports that motor vehicle crashes are a leading cause of death for children younger than 13. Most crash deaths occur among children traveling as passenger vehicle occupants, and proper restraint use can reduce these fatalities. Restraining children in rear seats instead of front seats reduces fatal injury risk by about three-quarters for children up to age 3.



Southern Manatee Fire Rescue has six Certified Car Seat Technicians who became Certified voluntarily. Collectively they installed 64 car seats in 2016. They are all passionate about child safety and continue to educate themselves on new techniques and pertinent information related to car seat safety.

Southern Manatee Fire Rescue has partnered with Safe Kids to promote all aspects of safety for infants through teens. They assisted us with the purchase of the car seats that we install.

## Citizen and Employee Recognition Program

Southern Manatee Fire Rescue recognizes the value of the services and sacrifices made to protect the lives and property of Manatee County citizens by its Firefighters and members of the public. The dedication of these individuals is recognized at the Commission meetings. In addition to the "Years of Service" awards, other categories include the Phoenix award for those who assisted with a cardiac arrest with the patient regaining a pulse, Genesis awards for those who assisted with the delivery of a baby, and the "End of the Year" awards. Here are the recipients from 2016:

**Officer of the Year:**

Lieutenant Sean Connor

**Firefighter of the Year:**

Firefighter Chuck Moonen

**Rookie of the Year:**

Firefighter Jordan Velazquez

**Staff Employee of the Year:**

Administrative Secretary Suz Ann Moore



*Chief Gorski, Lt. Sean Connor, B/C Gould*



*FF Chuck Moonen*



*Chief Gorski and Suz Ann Moore*



*FF Valazquez receives his award from B/C Blanco*

<u>Years of Service</u>	<u>#</u>	<u>Phoenix Award</u>	<u>Genesis Award</u>	<u>Exceptional Customer Service</u>
Rick Blanco	25	Seth Burnett	Matt Garcia	Dan Reisdorf
Danny Burton	25	Duane Ely	Tony Lear	Chad D'agostino
Robert Bounds	20	Steve Gibson	Justin Markey	Brandon Ellis
Robby Moore	20	Brian Hodges	Rich McGinley	
Bill Pratt	15	Tony Lear	Robby Moore	
Derek Foss	15	Justin Markey	Adam Perry	
Matt Yoder	15	Rich McGinley		
Shawn McMullen	15	Marc Morgan		
Ed Tumolo	10	Adam Perry		
Matt Garcia	10	Bill Pratt		
Dustin Daughtrey	10	Pete Saxman		
Brian Godden	10	Chris Snider		
Sam Collins	10	Justin Sperko		
Ronnie Washington	5	Bobby Thayer		
Travis Dowell	5	Jason Weissman		
Mike Murphy	1			
Jordan Velazquez	1			
Chris Burghdurf	1			

On December 17<sup>th</sup> at the awards ceremony, Cheryl Gaynor was presented with the **Exceptional Duty Commendation** award by Chief Gorski for her heroic efforts on December 4<sup>th</sup>. Mrs. Gaynor heard a vehicle accident and realized that a car had driven into the pond behind her house. The driver of the car, Mary Anne Smith, was still inside and the car was slowly sinking. Mrs. Gaynor, having lifeguard experience, jumped into the water and swam to the vehicle to assist Mrs. Smith exit out of the rear hatch of her SUV. She then assisted Mrs. Smith to the shore of the pond where she was treated by Manatee County EMS. They were both reunited under better circumstances.









## INFORMATION TECHNOLOGY

### Digital Inventory and Truck Check Program

In conjunction with a 3<sup>rd</sup> party vendor SMFR created a two part app. that allows for digital inventory of medical supplies and uniforms. Using an “order point” methodology the existing inventory is taken on a tablet and then automatically creates a monthly stocking order based the defined stock quantities. In staying with our mission of a near paperless system we now conduct daily truck/ equipment checks utilizing tablets in lieu of paper forms. When completed the system automatically uploads the truck check to the shared drive where they are archived, thus eliminating any paper documents. These documents are able to be reviewed by the Battalion Chief in charge of the program as well as the program manager. The individual conducting the check has a unique sign-on and password and then simply chooses the particular piece of apparatus or equipment they are checking. Once completed the electronic document is signed by the person and locked. This prevents others from accidentally making changes to the incorrect piece of equipment/ apparatus, creating a more thorough and accurate check-off procedure.



### Expanded Access Points

These points were necessary to facilitate the inventory and truck check program, allowing for complete Wi-Fi coverage throughout the bay floor area. The expanded points will allow us to stay on the cutting edge of technology as the world moves to a greater wireless society. This expansion also allows for the use of the Telestaff (scheduling) phone application, giving personnel the ability to see the roster, seat assignments or even schedule days off or exchange of duties from anywhere in the station.





### **Computer Replacement Program**

We are entering the 4<sup>th</sup> year of our replacement program. Eighty (80%) of our computers District wide have been replaced and upgraded with newer technology. Our maintenance costs related to computer repair has reduced to nearly zero. The newer computer also reduce down-time and have the ability to access the internet and all of our cloud based programs through either hard-wired connections or Wi-Fi.



### **Training Laptops**

Beginning last year we were able to acquire dozens of surplus laptops from Sarasota County Government. These laptops were re-configured to fit SMFR's needs. The first successful roll-out was our EMT renewals which were completed as a group in the training room. Each employee was able to have their own laptop and complete their renewals as an instructor walked them through the process. The successful test confirms that future classes can be held in similar formats with no lag and sufficient band width to support in excess of twenty (20) users.



### **Scanning Program**

The scanning program is moving from its 3<sup>rd</sup> of five phases. We have begun to cull the prevention files and set the dates of retention based on the Division of Libraries (DOL) Records Retention Schedule(s). The records are being stored digitally and can be accessed via the Stevens & Stevens Cloud Portal. Access to records are tiered so that individuals only see the records they have been given specific rights to. Secure records, such as personnel information can only be accessed by three (3) people within the department. Records are set to be eliminated per the DOL schedules and require a final email authorization to proceed.

### **Expanded Automated Clearing House (ACH) Payments**

In partnership with Harbor Community Bank SMFR has expanded our ACH payments to various vendors. ACH payments are electronic payments that are created when the customer gives an originating institution authorization to debit directly from the customer's checking for the purpose of bill payment. This process reduces the number of checks to be printed/signed and adds an additional layer of security by preventing "washed" checks. When using this process we are able to satisfy vendor debts more quickly and efficiently. This not only saves administration time/effort, but creates a far improved working relationship with our vendors by getting them the money within approximately 48 hours versus waiting up to a couple of weeks for checks to be processed. Our previous banking institution did not allow us to utilize this feature to its fullest potential. We continue to advocate this payment method to vendors with the hope that we will one day produce less than 30 checks per month.



### **Payroll Conversion Program**

This program is a revolutionary concept in payroll in conjunction with Telestaff Scheduling Program. This application, developed in partnership with SMFR, could prove to be a "game changer" in regards to how payroll is processed by companies/organizations who use Telestaff. This program has the potential to reduce payroll processing time by approximately 75%. Our current payroll process takes somewhere between 4-6 hours and with this program it potentially will reduce that number to an hour and a half. That would save over 234 administrative hours per year or nearly six (6) full weeks of a full time employee.



**This annual report is a courtesy of the Southern Manatee Fire & Rescue District. We strive daily to provide the best fire-rescue protection and fire safety education to the citizens of our Community. If you have any questions or comments about this report or would like any information about the programs discussed, please do not hesitate to contact us.**

**Southern Manatee Fire and Rescue District (941) 751-7675**