



**LAKE FOREST**  
FIRE DEPARTMENT

# Annual Report

## FY 2017

May 1, 2016 to April 30, 2017

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### Letter from Fire Chief Pete Siebert

Residents of Lake Forest-

I am honored to have the privilege to submit the Lake Forest Fire Department's FY 2017 Annual Report. The following report is a summary of the activities and achievements of your firefighter/paramedics, and the organization as a whole. The content of this report is designed to provide insight into how our efforts are focused on providing the highest level of customer-centered emergency services, while also maintaining accountability and fiscal responsibility.

As the fire service, our community, and the world around us continue to change, we are constantly presented with unique challenges which require collaboration, critical thinking, and innovation from our staff that delivers your emergency services. I continue to be impressed by our personnel's ability to adapt to this environment, as well as the changing needs of those they serve. The City of Lake Forest is fortunate to have an excellent group of highly trained and highly motivated people that respond 24-7 to a wide array of emergency calls.

On behalf of the entire Lake Forest Fire Department, thank you for taking time to review our organizational highlights from FY 2017. We are honored to serve you, and remain dedicated to providing the highest level of emergency service.

Respectfully,

Fire Chief Pete Siebert

## Department Profile

The City of Lake Forest's Fire Department was established in 1893 as a volunteer department. The City began hiring full-time employees in 1913, who would get the needed equipment to the scene and were then assisted by volunteers. Today, the Lake Forest Fire Department occupies two stations. Station 1 is located in the north central area of the City, just west of the main business district. Station 2 is on the southwest side of the City, just outside the west business district. Both stations were originally placed in these locations because of available property and proximity to the business districts. The department is led by a Fire Chief, with support from a Deputy Chief and an Administrative Division Chief, and one (1) Administrative Assistant working a 40-hour week, along with five (5) part-time Fire Prevention Inspectors. Shift personnel consists of three (3) Battalion Chiefs, six (6) Lieutenants and 21 Firefighter/Paramedics who work the traditional 24/48 shift (10 assigned per shift) supplemented occasionally with three (3) POP (Paid on Premise) Firefighters. The department is a full service fire and emergency medical service agency delivering suppression services, EMS as an advanced life support transport agency, emergency management, fire prevention inspections, post fire investigations, pre-plans review, public fire and life safety education, and specialized response team members consisting of hazardous materials, dive, technical rescue, side scan sonar and mechanics.

# **Lake Forest Fire Department**

## **Mission Statement**

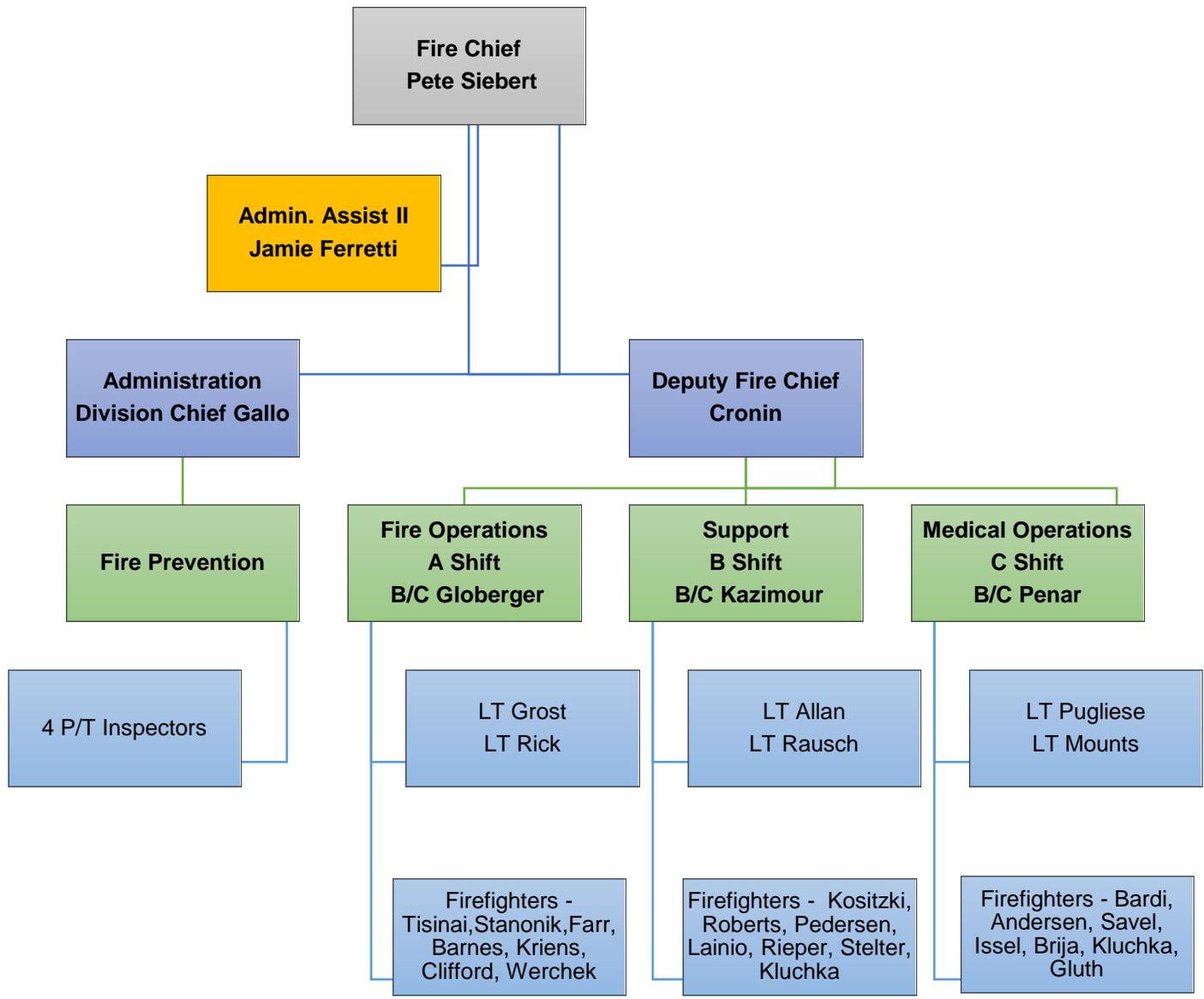
The Lake Forest Fire Department will protect the lives and property of the citizens from natural and manmade hazards and acute medical emergencies, through prevention, education and active intervention.

# **Lake Forest Fire Department**

## **Vision Statement**

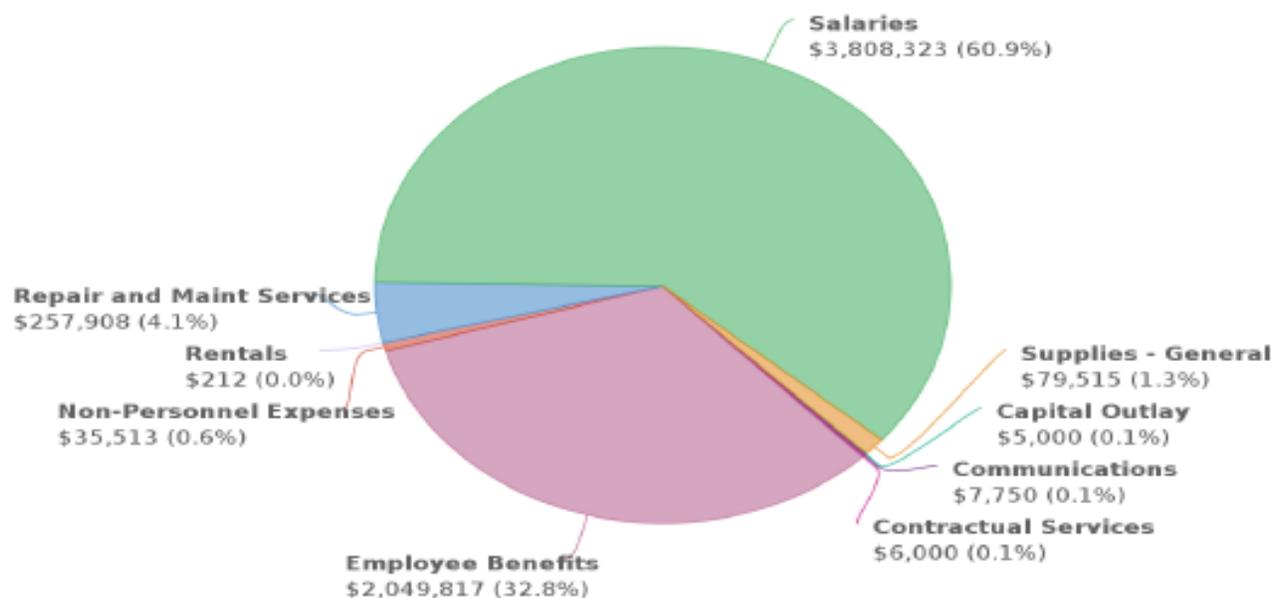
It is the vision of the Lake Forest Fire Department to become a premier public safety organization, accomplished through dedication to public service, and an uncompromising concern for the welfare of all people.

# Organizational Chart



# Budget FY17

## FY17 EXPENSES



### Budget Data

|                         |             |
|-------------------------|-------------|
| FY2016 Amended          | \$6,166,908 |
| FY2017 Budget           | \$6,250,038 |
| Change from Prior Year: | \$83,130    |

| <u>FIRE</u>                | <u>FY2016 Amended</u> | <u>FY2017 Budget</u> | <u>Change</u> |
|----------------------------|-----------------------|----------------------|---------------|
| Personnel & Administration | \$6,033,408           | \$6,130,523          | 1.61%         |
| Suppression                | \$100,500             | \$92,015             | -8.44%        |
| EMS                        | \$33,000              | \$27,500             | -16.67%       |
|                            | <u>\$6,166,908</u>    | <u>\$6,250,038</u>   | 1.35%         |

An overall increase is largely driven by personnel costs.

# Budget FY17

## THE CITY OF LAKE FOREST

Fiscal Year: 2017

Fund- General

Department - Fire Administration

| Account Number     | Description                    | FY 2015<br>Actuals | FY 2016<br>Budget | FY 2016<br>Est. Actual | FY 2017<br>Budget |
|--------------------|--------------------------------|--------------------|-------------------|------------------------|-------------------|
| 101-7552-422-10-10 | Salaries                       | \$ 3,376,172       | \$ 3,431,462      | \$ 3,428,146           | \$ 3,453,697      |
| 101-7552-422-10-20 | Temporary                      | \$ 68,839          | \$ 65,857         | \$ 115,495             | \$ 86,294         |
| 101-7552-422-10-30 | Overtime                       | \$ 212,145         | \$ 238,698        | \$ 206,733             | \$ 238,698        |
| 101-7552-422-10-40 | Longevity                      | \$ 25,051          | \$ 30,340         | \$ 24,035              | \$ 29,634         |
| 101-7552-422-20-10 | Insurance Medical              | \$ 582,760         | \$ 670,833        | \$ 625,919             | \$ 714,045        |
| 101-7552-422-20-11 | Insurance Dental               | \$ 18,328          | \$ 21,188         | \$ 20,054              | \$ 21,424         |
| 101-7552-422-20-12 | Insurance Life                 | \$ 5,315           | \$ 5,976          | \$ 5,475               | \$ 5,788          |
| 101-7552-422-20-20 | Social Security                | \$ 63,497          | \$ 64,821         | \$ 66,139              | \$ 66,552         |
| 101-7552-422-20-30 | IMRF                           | \$ 22,981          | \$ 22,102         | \$ 21,409              | \$ 22,026         |
| 101-7552-422-20-40 | Flexi                          | \$ 6,033           | \$ 6,260          | \$ 6,260               | \$ 6,260          |
| 101-7552-422-21-10 | Contra Accounts                | \$ (14,789)        | \$ -              | \$ -                   | \$ -              |
| 101-7552-422-29-01 | Training and Development       | \$ 9,653           | \$ 4,000          | \$ 6,500               | \$ 4,000          |
| 101-7552-422-29-02 | Employee Tuition               | \$ -               | \$ 3,600          | \$ 3,600               | \$ 4,013          |
| 101-7552-422-29-03 | Membership Dues                | \$ 4,619           | \$ 2,289          | \$ 5,500               | \$ 3,000          |
| 101-7552-422-29-10 | Meetings and Exp Reimbursement | \$ 14,744          | \$ 9,226          | \$ 16,000              | \$ 11,000         |
| 101-7552-422-35-10 | Contractual Services           | \$ 10,420          | \$ -              |                        |                   |
| 101-7552-422-35-11 | SRT Assessment                 | \$ 6,030           | \$ 6,000          | \$ 6,000               | \$ 6,000          |
| 101-7552-422-35-14 | Emergency Siren Maint.         | \$ -               | \$ -              | \$ -                   | \$ 5,000          |
| 101-7552-422-43-01 | Fleet Rental                   | \$ 126,077         | \$ 151,567        | \$ 151,567             | \$ 162,895        |
| 101-7552-422-43-10 | Maintenance of Equipment       | \$ 12,724          | \$ 9,000          | \$ 9,000               | \$ 8,000          |
| 101-7552-422-43-16 | IT Maintenance                 | \$ 39,924          | \$ 49,686         | \$ 49,686              | \$ 47,013         |
| 101-7552-422-44-25 | Equipment Rental               | \$ -               | \$ 212            | \$ 212                 | \$ 212            |
| 101-7552-422-53-11 | Cell Phones                    | \$ 7,588           | \$ 8,589          | \$ 8,589               | \$ 7,750          |
| 101-7552-422-60-10 | Office Supplies                | \$ 8,548           | \$ 5,000          | \$ 7,500               | \$ 5,000          |
| 101-7552-422-60-13 | Printing                       | \$ 1,064           | \$ 1,000          | \$ 1,000               | \$ 1,000          |
| 101-7552-422-60-20 | Minor Equipment                | \$ 8,100           | \$ 8,000          | \$ 8,000               | \$ 7,500          |
| 101-7552-422-66-10 | Assets under \$10,000          | \$ 12,161          |                   |                        |                   |
| 101-7552-422-95-04 | Fire Pension Levy              | \$ 1,168,287       | \$ 1,217,702      | \$ 1,217,702           | \$ 1,213,722      |
|                    | TOTAL-Administration           | \$ 5,796,271       | \$ 6,033,408      | \$ 6,010,521           | \$ 6,130,523      |

# Budget FY17

**THE CITY OF LAKE FOREST**

Fiscal Year: 2017

**Fund- General**
**Department - Fire Suppression**

|                    |                          | FY 2015   | FY 2016    | FY 2016     | FY 2017   |
|--------------------|--------------------------|-----------|------------|-------------|-----------|
| Account Number     | Description              | Actuals   | Budget     | Est. Actual | Budget    |
| 101-7553-422-29-01 | Training and Development | \$ 14,393 | \$ 10,000  | \$ 10,000   | \$ 8,000  |
| 101-7553-422-29-04 | Publications             | \$ 804    | \$ 500     | \$ 800      | \$ 500    |
| 101-7553-422-43-10 | Maintenance of Equipment | \$ 25,684 | \$ 32,000  | \$ 32,500   | \$ 29,500 |
| 101-7553-422-60-19 | Clothing                 | \$ 24,538 | \$ 25,000  | \$ 25,000   | \$ 25,000 |
| 101-7553-422-60-20 | Minor Equipment          | \$ 28,548 | \$ 32,000  | \$ 32,000   | \$ 28,015 |
| 101-7553-422-65-11 | Chemicals                | \$ 827    | \$ 1,000   | \$ 1,000    | \$ 1,000  |
|                    |                          |           |            |             |           |
|                    | TOTAL                    | \$ 94,794 | \$ 100,500 | \$ 101,300  | \$ 92,015 |

**THE CITY OF LAKE FOREST**

Fiscal Year: 2017

**Fund- General**
**Department - Fire EMS**

|                    |                          | FY 2015   | FY 2016   | FY 2016     | FY 2017   |
|--------------------|--------------------------|-----------|-----------|-------------|-----------|
| Account Number     | Description              | Actuals   | Budget    | Est. Actual | Budget    |
| 101-7555-422-29-01 | Training and Development | \$ 6,710  | \$ 7,000  | \$ 8,500    | \$ 5,000  |
| 101-7555-422-43-10 | Maintenance of Equipment | \$ 5,963  | \$ 12,000 | \$ 12,000   | \$ 10,500 |
| 101-7555-422-60-13 | Printing                 | \$ 150    | \$ 500    | \$ 500      | \$ 500    |
| 101-7555-422-60-20 | Minor Equipment          | \$ 7,578  | \$ 13,000 | \$ 17,000   | \$ 11,000 |
| 101-7555-422-65-11 | Chemicals                | \$ 1,886  | \$ 500    | \$ 1,700    | \$ 500    |
|                    |                          |           |           |             |           |
|                    | TOTAL                    | \$ 22,287 | \$ 33,000 | \$ 39,700   | \$ 27,500 |

Fire Department Responses  
May 1, 2016 thru April 30, 2017

**Total Responses FY '17      3320**

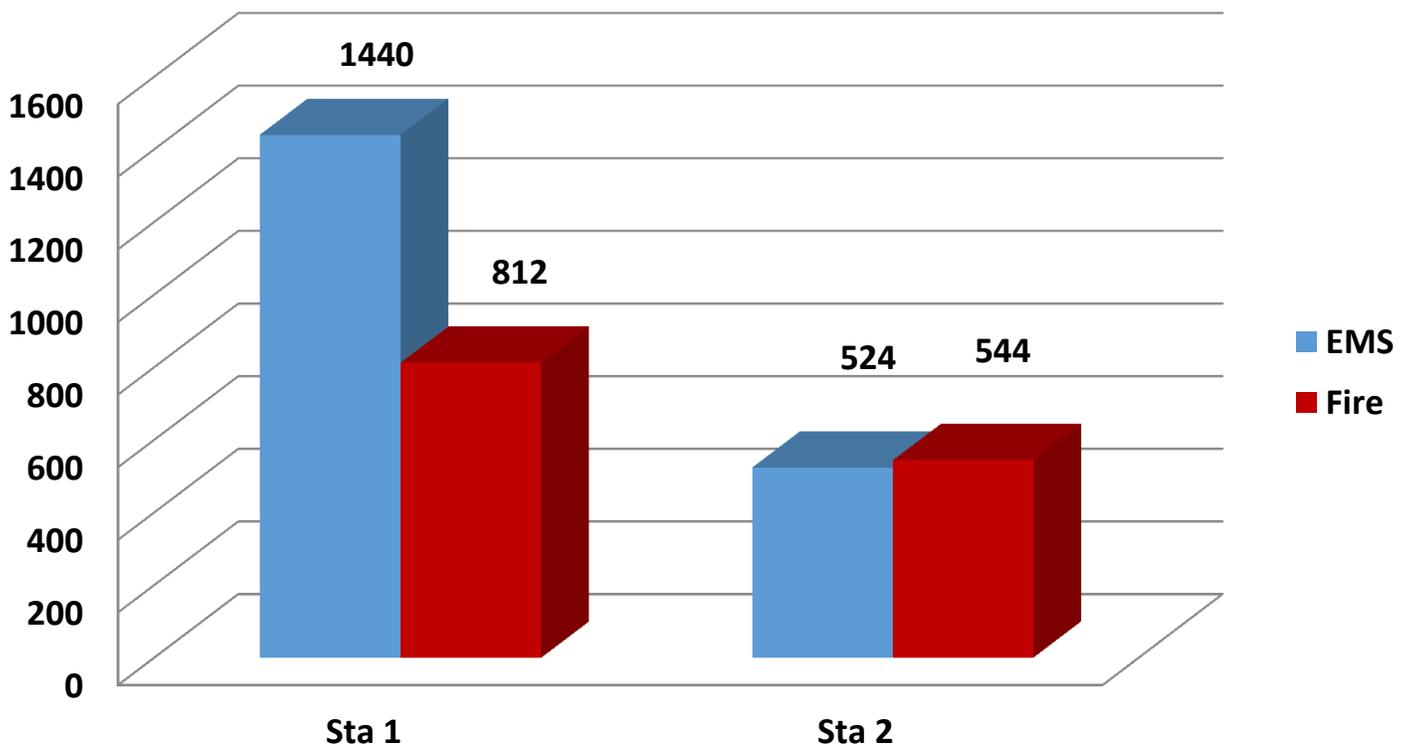
**Total EMS Calls FY '17      1964**

**Total FIRE Calls FY '17      1356**

**Station 1 68% of TOTAL Responses**

**Station 2 32% of TOTAL Responses**

**EMS & Fire Calls by Station**

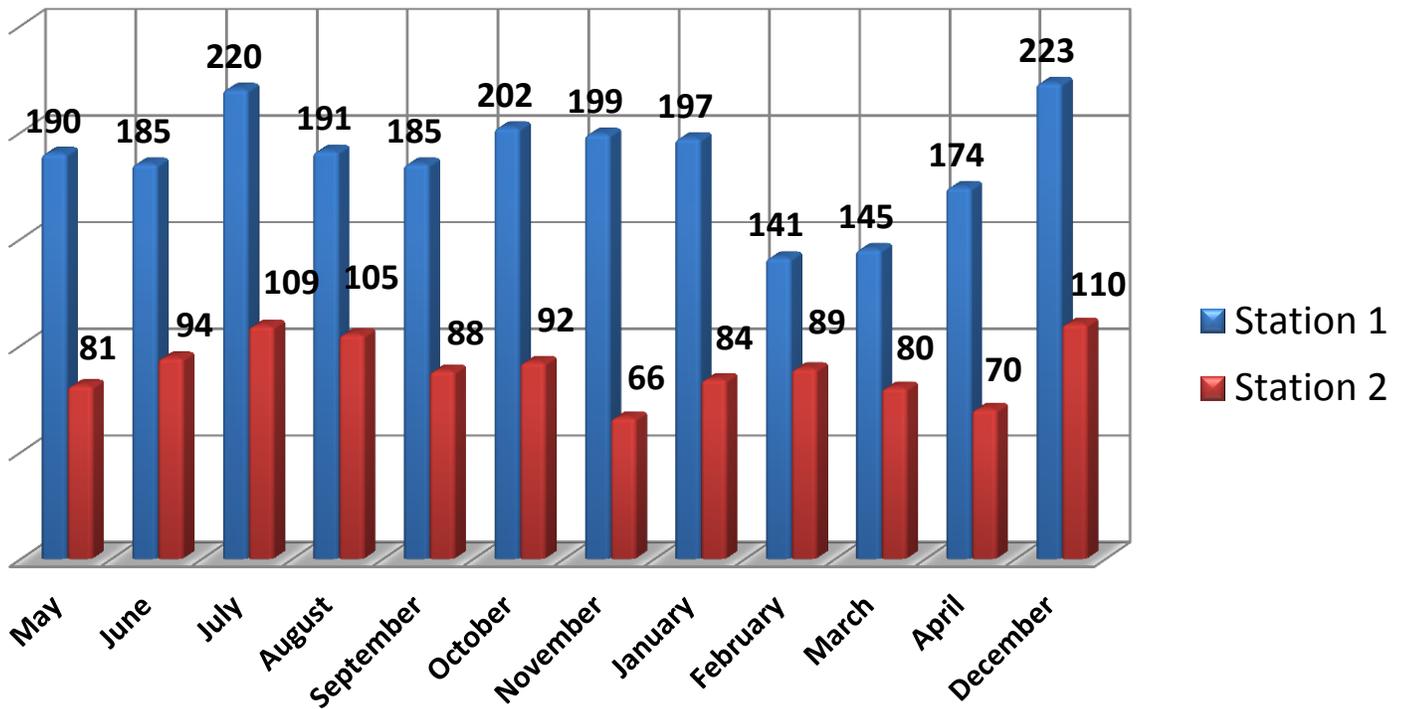


# Fire Department Responses

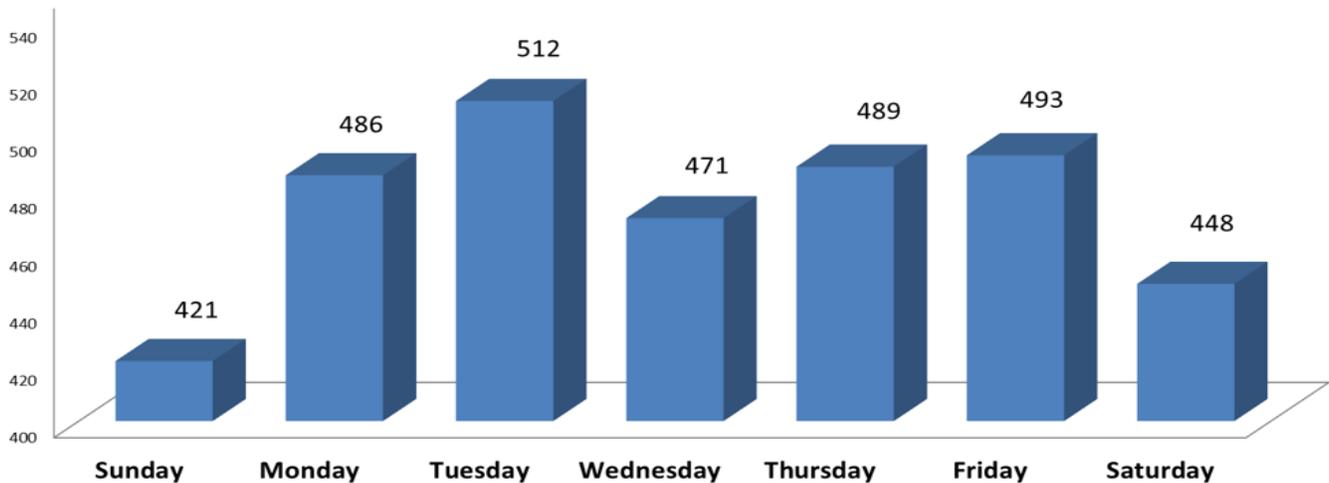
May 1, 2016 thru April 30, 2017

Station 1    HIGH 223 (Dec.)    LOW 141 (Feb.)  
 Station 2    HIGH 110 (Dec.)    LOW 66 (Nov.)

**Monthly Fire Station Responses**

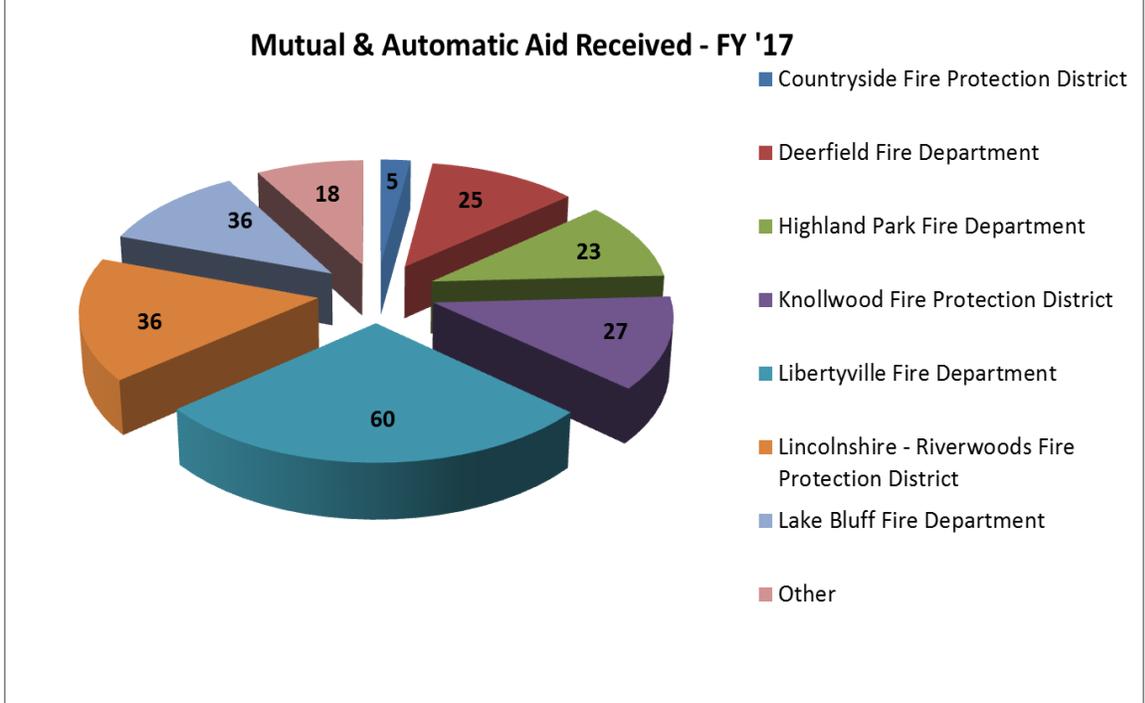
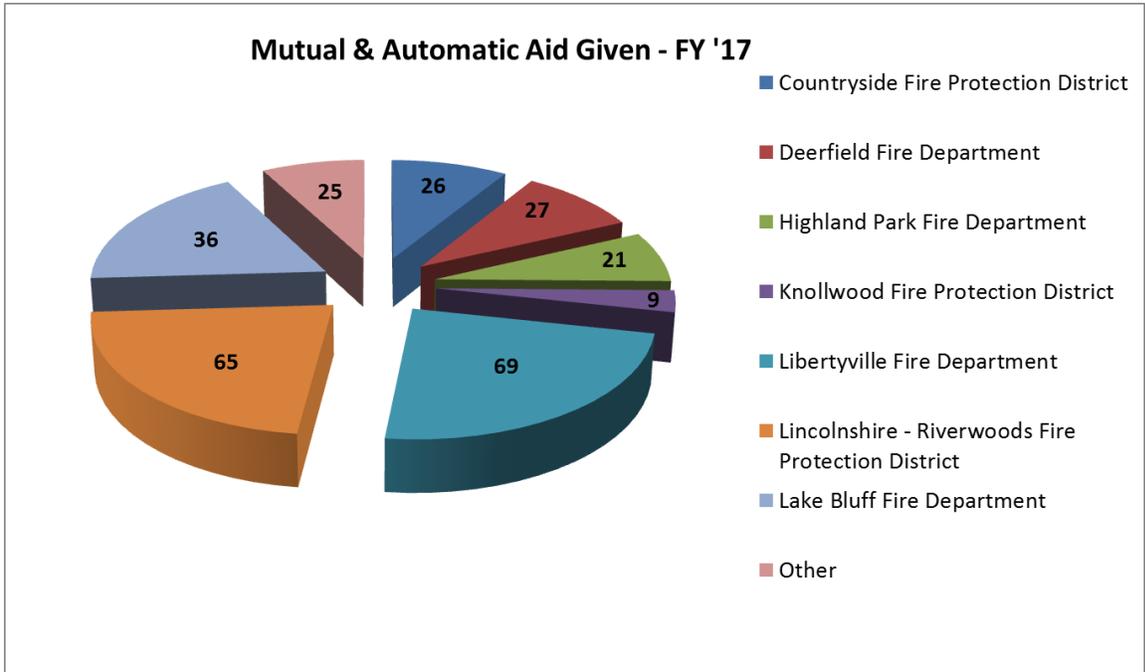


**FY '17 Incidents by Days of the Week**



# Fire Department Responses

## May 1, 2016 thru April 30, 2017

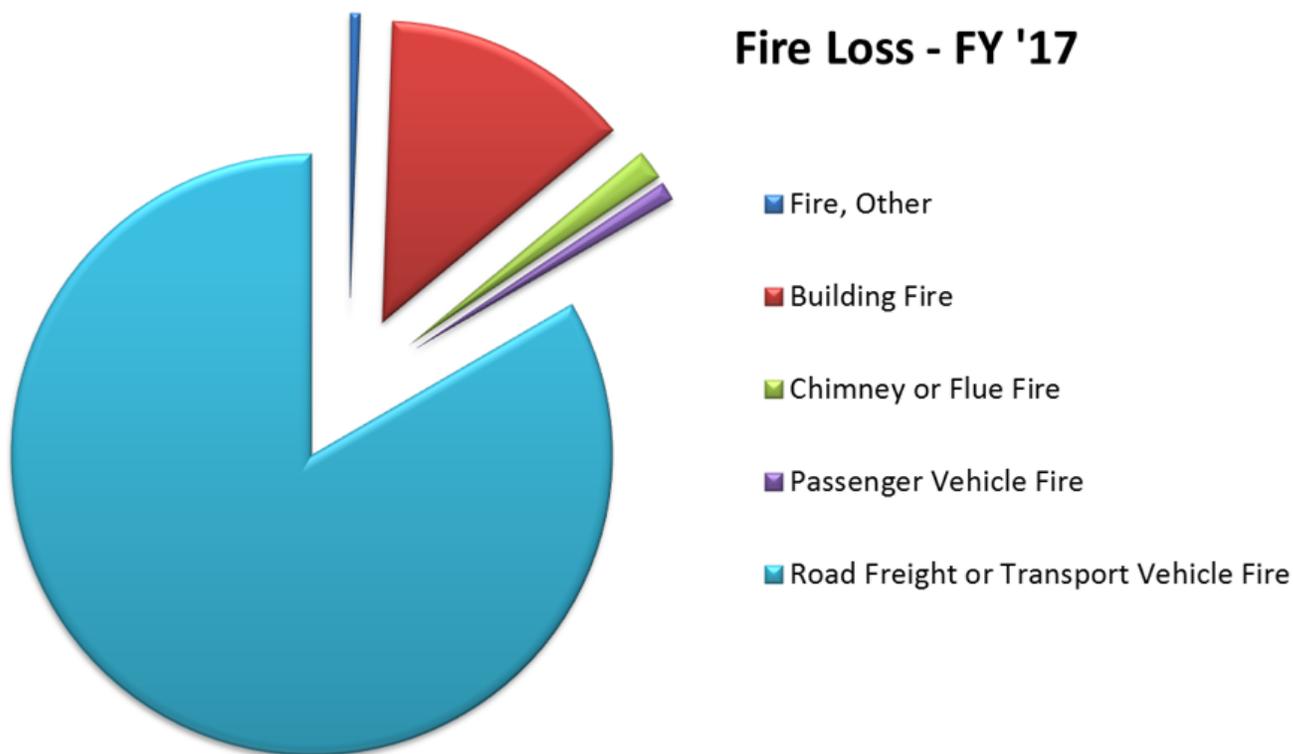


## Fire Department Responses

### May 1, 2016 thru April 30, 2017

| Incident Type | Incident Type Description              | Number | Property Value | Property Loss | Property Saved | Content Value  | Content Loss   | Content Saved |
|---------------|--|--------|----------------|---------------|----------------|----------------|----------------|---------------|
| 100           | Fire, Other                            | 3      | \$3,700.00     | \$3,500.00    | \$200.00       | \$1,000.00     | \$1,000.00     | \$0.00        |
| 111           | Building Fire                          | 6      | \$3,269,000.00 | \$194,000.00  | \$3,075,000.00 | \$81,500.00    | \$56,500.00    | \$25,000.00   |
| 114           | Chimney or Flue Fire                   | 1      | \$1,258,000.00 | \$5,000.00    | \$1,253,000.00 | \$250,000.00   | \$25,000.00    | \$225,000.00  |
| 131           | Passenger Vehicle Fire                 | 5      | \$41,700.00    | \$18,700.00   | \$23,000.00    | \$450.00       | \$450.00       | \$0.00        |
| 132           | Road Freight or Transport Vehicle Fire | 2      | \$150,000.00   | \$50,500.00   | \$99,500.00    | \$1,500,000.00 | \$1,500,000.00 | \$0.00        |

### Fire Loss - FY '17



## Fire Training



The Lake Forest Fire Department is dedicated to having highly skilled firefighters to respond to the needs of the community. This is accomplished by providing extensive training throughout the year on a weekly basis to all members of the department. Some of the topics covered during training are self-contained breathing apparatuses, fire apparatus engineer, deploying hose lines, ventilation and auto extrication. Along with the training provided at the fire department, many of our members also attend outside classes through different organizations. Some topics covered during these training classes are vehicle machinery operations, hazardous material operations, tower rescue and many fire officer classes.

The Lake Forest Fire Department participated in 10,321 hours of Fire training in FY17.

## EMS Training



The Lake Forest Fire Department operates with thirty-three (33) full time firefighter/ paramedics and three (3) paid on premise firefighter/paramedics. All paramedics are required to receive thirty (30) hours of continuing education provided to the department by the Condell EMS system. The department requires its paramedics to train on a weekly basis adding in approximately one hundred fifty (150) additional training hours a year. Some examples of topics that are covered in the trainings are cardiac emergencies, trauma, pediatrics, medication administration and respiratory emergencies.

The Lake Forest Fire department had a total of 2,037 hours of EMS training in FY17.

## Public Education



The Lake Forest Fire Department holds various public education sessions throughout the year. The Risk Watch program brings in one of our firefighters to talk to the elementary schools about fire and life safety. We also give station tours on a regular basis to different organizations in the community like the Boy Scouts and CROYA. We encourage residents to stop by and meet the firefighters and see some of the unique equipment that the department has. The Fire Department also participates at many block parties and other functions in the community to offer fire safety tips and engine demonstrations.

The Lake Forest Fire Department reached out to more than 7,000 citizens through our public education programs in FY17.

## Fire Prevention



The Lake Forest Fire Prevention Bureau is managed by Division Chief Mike Gallo and is staffed with four part-time inspectors. The Bureau conducts annual fire code inspections at every commercial building in Lake Forest, looking for any hazards or code violations that could endanger the occupants of the building. The Bureau also does tent and fireworks inspections for special events throughout the community.

The Fire Prevention Bureau completed over 1,500 inspections in FY17.

## Fire Prevention/Public Education

### LFFD FY '17 - Public Education Summary

| Row Labels              | Count of Pub Ed Activities | Sum of Hours | Sum of Adults | Sum of Children |
|-------------------------|----------------------------|--------------|---------------|-----------------|
| PUB ED - CLASSES OTHER  | 1                          | 0.5          | 15            | 0               |
| PUB ED - FIELD EVENTS   | 13                         | 18.83        | 198           | 206             |
| PUB ED - FIRE DRILLS    | 16                         | 10           | 1955          | 3646            |
| PUB ED - OTHER          | 1                          | 0.42         | 20            | 20              |
| PUB ED - RISK WATCH     | 5                          | 25.5         | 0             | 785             |
| PUB ED - STATION EVENTS | 14                         | 11.5         | 48            | 150             |
| <b>Grand Total</b>      | <b>50</b>                  | <b>66.75</b> | <b>2236</b>   | <b>4807</b>     |

### Lake Forest Fire Prevention Bureau *FY '17 INSPECTION Stats*

|  |         |         |         |
|--|---------|---------|---------|
| Total # of Scheduled Inspections (Occupancies) | 1035    |         |         |
| Total # of COMPLIANT Inspections               | 1035    |         |         |
| Inspections Completed                          |         | 1465    |         |
| Percentage of Compliant Occupancies            | 100.00% |         |         |
| Number of 1st Inspections Compliant            | 763     | 73.72%  | 73.72%  |
| Number of 2nd Inspections Compliant            | 210     | 20.29%  | 94.01%  |
| Number of 3rd Inspections Compliant            | 39      | 3.77%   | 97.78%  |
| Number of 4+ Inspections Compliant             | 23      | 2.22%   | 100.00% |
| Total of Compliant Inspections (Occupancies)   | 1035    | 100.00% |         |

\* Important HIGHLIGHTS: 94% of inspected occupancies are compliant by the 2nd inspection!

\* 1035 TOTAL Occupancies inspected

\* 1465 TOTAL Inspections performed by LFFD Inspectors (Mostly by 3 Inspectors, Average inspection per inspector = 488/Inspector)

\* 51 OTHER Inspections Performed (ex. Tents, Fireworks, Special Events)

## Phone Numbers

### Addresses

Lake Forest Fire Station One

255 W. Deerpath

Lake Forest, Illinois 60045

Lake Forest Fire Station Two

1111 S. Telegraph Rd.

Lake Forest, Illinois 60045

### Phone Numbers

Fire/EMS Emergency: 911

Fire Department: (847) 234-2600

Fire Chief Siebert: (847) 810-3864

Poison Control: (800) 222-1222

## Life Safety Tips:

- Have a working smoke alarm outside every sleeping area, in every bedroom, and on every level of your home.
- Always check electrical cords for cracking and fraying.
- Create a home escape plan for family members to use in the event of an emergency
- Every home should have a working carbon monoxide detector
- Do not hesitate to call “911”. If something feels like an emergency, treat it like an emergency!