



GLEN E WEEKS  
FIRE CHIEF

## AMERICAN CANYON FIRE PROTECTION DISTRICT

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MARK R NELSON  
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# FILED

APR - 7 2008

Clerk of the Napa Superior Court  
By: C. B.  
Deputy

The Honorable Francisca P. Tisher  
The Honorable Raymond A. Guadagni  
Superior Court of the State Of California  
County of Napa  
825 Brown Street  
Napa, Ca. 94559

April 2, 2008

Dear Judges Tisher and Guadagni,

As required under section 933(c) of the California Penal Code; the Mayor and City Council of the City of American Canyon sitting Ex Officio as the Board of Directors of the American Canyon Fire District a Subsidiary Special District, have directed the Fire Chief to submit these comments and corrections on the findings and recommendations of the Napa County Grand Jury to the presiding judge of the superior court.

The following are the Grand Jury findings and recommendations along with the said responses:

### **Finding 5 (Safely Surrendered Baby Law)**

That the Safely Surrendered Baby Law program has saved the lives of many infants, one in Napa, and can save the lives of many more.

**Fire District / City Response to Finding 5:** We agree that this law can save lives.

### **Recommendation 5**

That all municipal Fire Departments continue to actively provide information about the Safely Surrendered Baby Law program to the public, including all middle and high schools in Napa County, as a part of their public education programs.

### **Fire District / City Response to Recommendation 5:**

Presently, the Fire District / City does not have the resources to expand the public education program to include the Safely Surrendered Baby Law program to middle and high school students. The Fire District will begin to implement this educational program to the extent that it can in the future. We will obtain public information materials regarding this program to provide to the public. We will provide access to the informational materials by displaying them in public areas of all Fire District and City facilities. We will also make the materials available during public education displays throughout the community.

Received

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**Finding 6 (Emergency Operations Plan)**

That the City of American Canyon, currently operating under the Napa County Emergency Plan, has not established or adopted a disaster response plan specific to American Canyon.

**Fire District / City Response to Finding 6**

We agree that the City of American Canyon should have an Emergency Operations Plan specific to American Canyon.

**Recommendation 6**

That the American Canyon City Council adopt an emergency plan specific to the City of American Canyon and the American Canyon Fire District.

**Fire District / City Response to Recommendation 6**

An Emergency Operations Plan specific to American Canyon is in the process of being drafted. Our goal is to have the plan adopted by the council prior to the August 2008 County-wide Earthquake scenario functional exercise. As a part of the overall Emergency Operations plan, the Fire Chief is also in the process of developing Priority and Mass Medication plans and Flu Pandemic plans specific to the community of American Canyon. With the opening of the new Public Safety Facility in July 2007, the community has its first dedicated Emergency Operations Center (EOC) designed for that function located in an essential services building. The American Canyon Fire and Police Chief's are also participating in a County-wide shared mass emergency notification system.

**Finding 8 (NFPA 1710)**

That while the National Fire Protection Association 1710 recommends each engine responding to a fire call be staffed with four firefighting personnel, Napa Fire Department, American Canyon Fire District, and Calistoga Fire Department frequently respond with three firefighting personnel on each engine.

**Fire District / City Response to Finding 8:** We agree with this finding.

**Recommendation 8:**

That all Municipal Fire Departments conform to the recommendation of the National Fire Protection Association regarding the number of firefighting personnel on engines responding to a fire call.

**Fire District / City Response to Recommendation 8:**

NFPA 1710 is a standard established in 2001 that sets minimum criteria for effectiveness and efficiency of emergency operations to protect the safety of the Public and Fire Department employees. The services covered in 1710 include, but are not limited to, fire suppression and emergency medical operations. The standard describes requirements for delivery of services, response capabilities, incident management, and strategy.

Key points identified in NFPA 1710 are as follows:

- minimum engine and truck staffing
- staffing for BLS response and staffing for ALS response
- Fire departments must be capable of establishing a Rapid Intervention Team (RIT) at all incidents.
- Fire departments must staff chief's aide positions.
- Response times of 4 minutes for the first arriving fire unit and/or the arrival of the full alarm assignment in 8 minutes.
- Fire departments must be capable of establishing incident command, water supply, attacks line(s), backup line(s), search and rescue team(s), ventilation team(s) and RIT at all structural fires; these "benchmark" requirements are based upon a 2000 square foot detached single family dwelling. Urban FD's will have to increase the requirements according to the occupancies & hazards in their community.
- minimum requirements for health and safety, incident management, training, communications and pre-incident planning.
- Fire departments must inform the public about their response capabilities and the consequences of not meeting this specified deployment criteria.

The American Canyon Fire Protection District recognizes the value of complying with NFPA 1710 guidelines and is making efforts to reach all of the benchmarks created by the standard for measuring career fire department performance and staffing levels.

One of the biggest misconceptions about NFPA 1710 is that it requires four-person staffing of every apparatus. In fact, NFPA 1710's definition of company in section 3.8.1 indicates that the engine-company complement may arrive on different pieces of apparatus as long as they are dispatched and arrive at the same time, continuously operate together and are managed by one company officer. For example, a two-person engine and two-person medic dispatched at the same time and arriving together would be in compliance. Mutual aid and automatic-aid agreements also may be used to comply. Due to budget limitations, it is currently necessary to utilize available staffing in a way that enhances our capability to respond to a second simultaneous call in District (72% medical aids) by staffing more than one apparatus.

**The following are corrections to the 2007-2008 Grand Jury Report:**

**Page 9 – American Canyon Fire District Personnel**

- Fire Chief
- Assistant Fire Chief
- "A" Shift     1 Captain  
                    1 Engineer  
                    3 Firefighters
- "B" Shift     1 Captain  
                    1 Engineer  
                    4 Firefighters
- "C" Shift     2 Captains  
                    3 Firefighters
- Reserve Firefighters available as needed

**Corrections**

- Fire Chief
- Assistant Fire Chief
- "A" Shift     2 Captains  
                    3 Firefighters (Driver-operator qualified)
- "B" Shift     2 Captains  
                    3 Firefighters (Driver-operator qualified)
- "C" Shift     2 Captains  
                    3 Firefighters (Driver-operator qualified)
- Reserve Firefighters – maximum of 20

### **Page 9/10 Paragraph 1**

One Administrative Assistant supports the firefighter personnel. Firefighter assignments are one to two Fire Captains per shift, 48 hours on, 96 hours off; five to six firefighters per shift 48 hours on, 96 hours off. A plan is in place to increase to six captains, two per shift. This change would allow for two responding vehicles with three firefighter personnel per vehicle. At the same time, there is a plan to consolidate the firefighter and engineer positions. There is also a plan to increase shift personnel to six firefighters per shift in 2009. Long-range plans call for a second fire facility to be constructed in an area west of Highway 29 in American Canyon.

### **Corrections**

One Administrative Assistant supports the firefighter personnel. Firefighter assignments are 2 Fire Captains and 3 firefighter/driver-operators per shift 48 hours on, 96 hours off. Five personnel are assigned to each shift with a minimum staffing of four. The engineer classification has been eliminated. Long-range plans could call for a second fire facility to be constructed in an area west of Highway 29 in American Canyon.

*A plan to increase shift personnel to six firefighters in 2009 has not been adopted by the Board of Directors.*

### **Page 10 Paragraph 2 – Residency requirement**

There is a residency requirement for firefighters to live within 50 miles and be available for callbacks.

### **Correction**

There is no residency and/or callback requirement.

### **Page 10 Paragraph 2 – Reserve pay**

They are paid according to the percentage of training completed and the percentage of call response.

### **Correction**

They are paid a stipend according to the percentage of training completed, public education/public relations events participated in and call response.

**Page 10 Paragraph 2 – Automatic Aid**

Automatic aid response from Vallejo and Napa provides eight more firefighting personnel and additional equipment in response to an emergency incident.

**Correction**

The Fire District has separate automatic aid agreements with Vallejo and Cal Fire / Napa County that provide additional staffing and equipment in the event of structure fires or major vehicle accidents.

**Page 10 – Equipment**

- 2 swiftwater rescue boats with diving team

**Correction**

- 2 rescue boats and a swiftwater rescue team (*no diving team*)

**Page 10 – Napa Interagency Rescue Team**

Funding was also received from the Napa Interagency Rescue Team.

**Correction**

No funding was received from the Napa Interagency Rescue Team.

**Page 10 – Engine payments**

All equipment is paid for with the exception of two engines which will be paid for by the end of year 2007.

**Correction**

All equipment is paid for with the exception of two engines which will be paid for by the end of year **2009**.

**Page 12 – Mutual aid**

American Canyon Fire District has agreements with the City of Napa, the City of Vallejo and Cal Fire for the provision of assistance when necessary. It also has agreements with Solano County.

**Correction**

American Canyon Fire District has automatic aid agreements with the City of Vallejo and Cal Fire / Napa County for assistance with structure fires and major vehicle accidents. It also participates in the Statewide Mutual Aid agreement. *(There are no specific agreements with the City of Napa or Solano County)*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Glen E. Weeks". The signature is fluid and cursive, with a prominent initial "G" and "W".

Glen E. Weeks, Fire Chief

American Canyon Fire Protection District