



## WESTMINSTER

### Staff Report

TO: The Mayor and Members of the City Council

DATE: December 18, 2013

SUBJECT: Briefing and Post-City Council Briefing Agenda for December 23, 2013

PREPARED BY: J. Brent McFall, City Manager

*Please Note: Study Sessions and Post City Council briefings are open to the public, and individuals are welcome to attend and observe. However, these briefings are not intended to be interactive with the audience, as this time is set aside for City Council to receive information, make inquiries, and provide Staff with policy direction.*

Looking ahead to Monday night's Briefing and Post-City Council meeting briefing, the following schedule has been prepared:

Dinner 6:00 P.M.  
1. Mr. Baker regarding WURP project

Council Briefing (*The public is welcome to attend.*) 6:30 P.M.

POST BRIEFING (*The public is welcome to attend.*)

#### PRESENTATIONS

1. Request for Economic Development assistance for Northview Shopping Center (*verbal*)
2. Fire Dept. Briefing: Functions, Responsibilities and Issues

#### CITY COUNCIL REPORTS

None at this time.

#### EXECUTIVE SESSION

1. Obtain direction from City Council regarding a proposed Economic Development Agreement with Northview Shopping Center pursuant to W.M.C. 1-11-3(C)(4), W.M.C. 1-11-3(C)(7) and CRS 24-6-402

#### INFORMATION ONLY

None at this time.

Items may come up between now and Monday night. City Council will be apprised of any changes to the post-briefing schedule.

Respectfully submitted,

J. Brent McFall  
City Manager



WESTMINSTER

## Staff Report

City Council Study Session Meeting  
December 23, 2013



**SUBJECT:** Fire Department Overview of Responsibilities

**PREPARED BY:** Doug Hall, Fire Chief

### Recommended City Council Action

City Council is requested to listen to Staff's overview of the Fire Department operations, responsibilities and upcoming opportunities and issues that might be coming to City Council for direction in the future.

### Summary Statement

Staff will provide an oral presentation during the work session to overview the Westminster Fire Department.

**Expenditure Required:** \$0

**Source of Funds:** N/A

**Policy Issue**

None at this time.

**Alternative**

None at this time.

**Background Information**

The Westminster Fire Department responds to about 9,000 emergency calls a year providing emergency services including fire suppression, emergency medical services (EMS), hazardous materials response, water rescue, technical rescue, wild land fire, public assist and mutual aid. In addition, the Fire Department provides fire prevention including business inspections and plan review, fire and life safety public education, child car seat installations, a juvenile fire setter program, fire investigation services. The Department also participates in numerous community/charitable events. The Department consists of one division with five major sections: Fire Administration, Fire Operations, EMS, Training and the Fire Prevention Bureau.

Attached to this document is the Department Description and Responsibilities and an organizational chart. Both of these documents are included in the New Councillor’s Guidebook and provided here as a reference to City Council as part of tonight’s presentation.

The Westminster Fire Department’s Mission is to:

1. Protect the community from fire damage and loss;
2. Preserve and enhance the health of residents;
3. Promote, regulate and enforce a safe and sustainable living environment for residents and businesses;
4. Respond to and mitigate all identified hazards to minimize risk to the community;
5. Respond to calls from residents; and
6. Engage residents and businesses as partners for community safety.

The function of the Fire Department supports all of City Council’s Strategic Plan Goals & Strong Balance of Local Economy; Safe & healthy Community; Financially Sustainable City Government Providing Exceptional Services; Vibrant neighborhoods in One Livable Community; and Beautiful & Environmentally Sensitive City.

Respectfully submitted,

J. Brent McFall  
City Manager

Attachments – Fire Department Description  
Fire Department Organizational Chart

# Department Descriptions & Responsibilities

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## **FIRE DEPARTMENT**

The Fire Department provides service from six Fire Stations strategically located throughout the City and from the Fire Administration offices located in the Public Safety Center. The Department is undergoing a strategic leadership change through the integration of a services delivery philosophy embracing the principles and concepts of Community Risk Reduction. This systematic and programmed approach identifies hazards and associated risks specific to the City of Westminster. This enables Staff to identify and implement risk reduction strategies and outcome focused measures to identify the effectiveness, efficiency and proficiency in delivering Fire Department activities programs and services to the community.

- Strives to minimize civilian and firefighter casualties and property loss due to fire or other life/property threatening events.
- Provides an advanced life-support ambulance transport program and a high quality emergency medical care delivery system.
- Provides a responsible plan review and code enforcement program that assures a high level of fire and life safety in the community. Issues and monitors fire permits for operating special hazards such as open burning, flammable liquid storage and use, tents and canopies for public use, and special uses incorporating public assembly.
- Provides an aggressive system of fire investigation and enforcement. Through cooperation with the Westminster Police Department, strategic fire personnel are designated as sworn peace officers for purposes of determining the origin and cause of fires from a criminal investigative aspect.
- Delivers community outreach through public information and public education campaigns on fire and life safety, specialty education for such groups as seniors and children, child car seat inspections, first-aid and CPR, home and business safety inspections, emergency preparedness programs, and a Citizens Fire Academy and a Fire Academy alumni group (CFIRE).
- Participates in special community outreach programs such as smoke and carbon monoxide detector giveaways, senior citizen home safety surveys, a fishing derby and fireworks on July 4th, Holiday Santa visits to Westminster homes, Christmas charity drive, Orchard Art Festival, Muscular Dystrophy Drive, Summer Solstice, and other City sponsored celebrations.
- Participates in charitable fundraising activities through active fund raising, sponsorships, and participation including the Westminster Public Safety Recognition Foundation, Westminster Firefighter's Burn Victims Fund, and the Fire Chief's Ale and Chili Cook-off fundraising events.
- Manages the citywide emergency management program including incident management training, public education and information, and liaison work with metro area jurisdictions, the State of Colorado, and the Federal government.
- Provides administrative and managerial leadership in effectively and efficiently managing departmental operations including policy development, budgets administration, purchasing, personnel management, record keeping, and incident data collection and reporting to State and Federal agencies.
- Participates in a wide range of various collaborative efforts with neighboring jurisdictions in terms of emergency response, in-service training, shared use of resources, recruit firefighter training academies, officer development programs and automatic or mutual aid.

- Participates in several metro-wide and/or regional special teams. These special teams include, but are not limited to hazardous materials response, Colorado Task-Force 1, dive-rescue, trench and confined space rescue, high-angle rescue, and the wildland firefighting team.
- Provides a wide variety of coordinated fire service and emergency medical training programs supporting community agencies, Denver metro area hospital systems and Colorado Department of Public Health and Environment emergency medical education programs.
- Supports a high level of employee wellness to reduce on-the-job injuries, increase work productivity and provide a combat-ready workforce capable of meeting today's emergency incident challenges. Several fire personnel are members of an internationally recognized Scott Combat Challenge Team.

