



# Fire Rescue Department Implementation Plan

Status Report  
January 31, 2021

## **Introduction**

Coconut Creek is in the process of establishing a Coconut Creek Fire Rescue Department to be fully operational by October 1, 2021. In addition, the City is in the process of transitioning Police and Fire Dispatch services from the Broward Sheriff's Office to the City of Coral Springs. These modifications in service delivery will result in increased level of services for our residents and police and fire personnel. This status report is a summary of activities to date.

## **Implementation Team**

An internal operating team consisting of 22 personnel from the following departments has been established to oversee this project:

- City Manager's Office
- City Attorney's Office
- Community Relations
- Finance and Administrative Services
- Fire Administration
- Human Resources and Risk Management
- Information Technology
- Police
- Public Works
- Sustainable Development

Other staff members participate as necessary and appropriate.

## **Vision of the Fire Rescue Department**

Coconut Creek's new Fire Rescue Department is envisioned to be a first class agency providing the highest level of services while focusing on meeting our community's needs with excellent customer service, professionalism and responsiveness. We will use robust data and analyses measured against performance standards for accountability. Core values include great leadership, respect for all people and property, transparency and openness, compassion, and integrity.

## **Accreditation**

Coconut Creek Fire Rescue is being established with the goal of becoming accredited through the Center for Public Safety Excellence (CPSE) and Commission on Accreditation of Ambulance Services (CAAS). The response standards and Fire Department Manual will be developed to enable us to meet our goal of being accredited within three (3) years.

## **ISO Insurance Services Office**

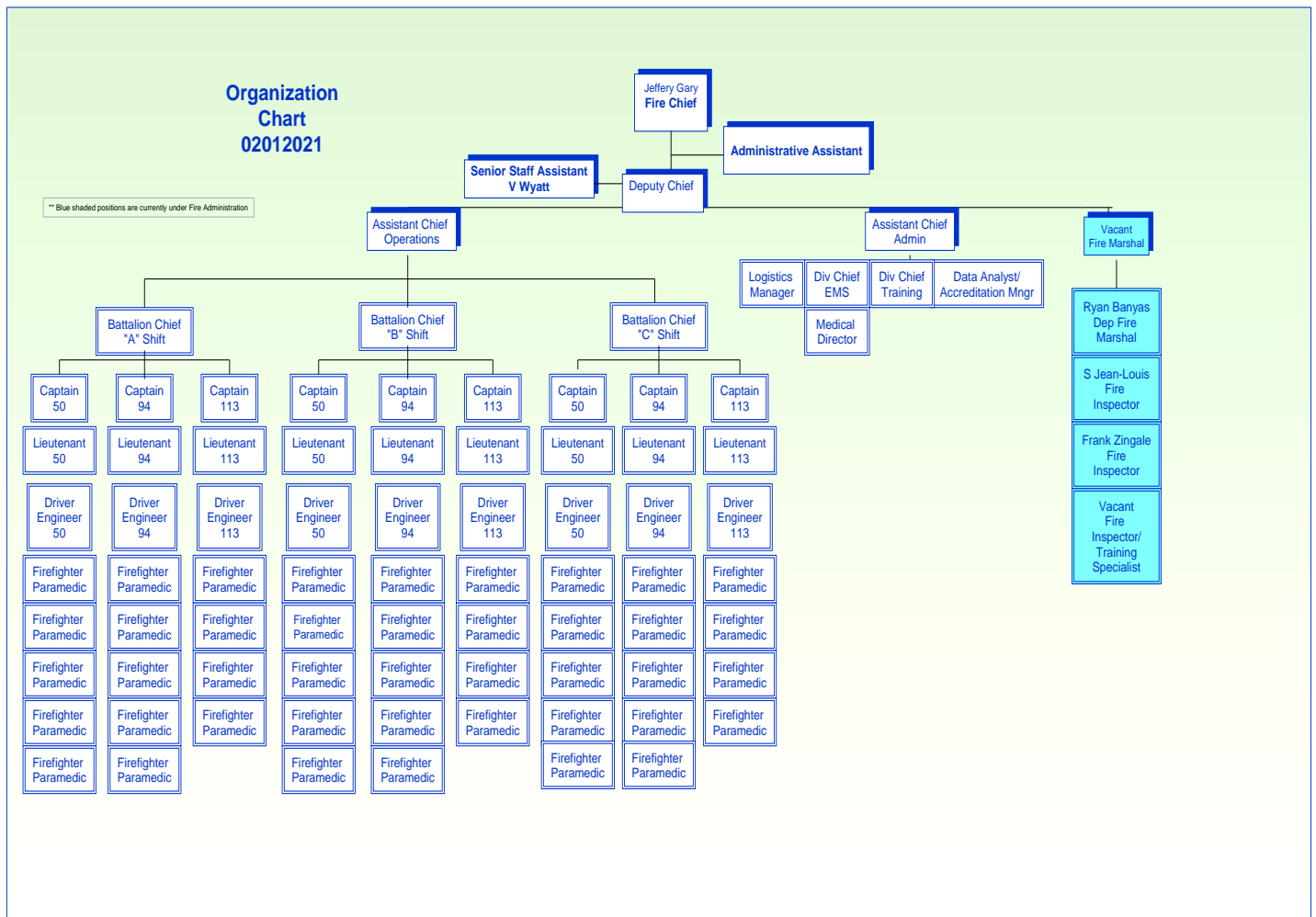
Meetings with the ISO representative are ongoing to coordinate and prepare to maintain ISO class 1 rating through closest unit response, automatic and mutual aid agreements.

## Department Organization

The Coconut Creek Fire Rescue Department will include 88 positions, including 72 certified personnel working the operational shift of 24 hours on-duty and 48 hours off-duty; 11 certified administrative personnel; four (4) non-certified administrative personnel; and one (1) contracted Medical Director. Additionally, four (4) staff members will be added as support positions (Human Resources, Purchasing, Payroll, and IT).

Coconut Creek's contract with Margate calls for Coconut Creek to hire 44 firefighter/paramedics. Coconut Creek will complete the personnel complement from recruitment in order to meet our staffing goal.

## Department Organization Chart



## **Status of Implementation**

### **Staffing**

- From December 14 – January 4, the positions of firefighter/paramedic, Driver/Engineer, Lieutenant, and Captain were opened to Margate employees.
- From January 25 - February 16, the positions of firefighter/paramedic, Driver/Engineer, Lieutenant, Captain, Battalion Chief, Division Chief, and Assistant Chief were opened to the public.
- Numerous quality applications have been received.
- Initial screening has begun and the first interviews are scheduled to begin March 3, 2021.
- Fire Marshal Jeffery Gary has been promoted to the position of Fire Chief.
- A contract with Dr. Craig Kushnir to act as Medical Director for the Coconut Creek Fire Rescue Department has been approved.

### **Stations**

Coconut Creek currently has two fire stations:

- Fire Station 94 located at 4555 Sol Press Boulevard
- Fire Station 50 located at 4500 Coconut Creek Parkway

A third temporary station, Fire Station 113 will be located at 5450 Wiles Road.

- The modular building that will be the temporary fire station is now on site.
- Site preparation is currently underway, including utilities, lighting, and parking.
- Roadway markings to alert motorists to fire apparatus entering Wiles Road will be included. Traffic signalization is also under study.

A permanent Fire Station, Station 113, is planned in the MainStreet area near Monarch High School to be built as MainStreet is developed.

### **Fleet/Equipment**

#### **Large Vehicles**

The City currently owns:

- Engine 50 which is a 2016 Pierce pumper
- Rescue 50 which is a 2016 Wheeled Coach/ambulance
- Quint 94 which is a 2013 E-One 78-foot aerial
- Rescue 94 which is a 2020 Wheeled Coach/ambulance
- Spare rescue truck which is a 2012 Wheeled Coach/ambulance

Coconut Creek has purchased for Fire Station 113:

- Quint 113, which is a 2020 Pierce 75 Aerial (to be delivered November 2021)



- Rescue 113, which is a 2020 Wheeled Coach/Ambulance similar to below (to be delivered July 2021)



- A 2021 Pierce Class A pumper (to be delivered in July 2021)
- A 2021 Braun/ambulance (to be delivered in August 2021)

### Small Vehicles

Vehicles for staff to be delivered in July 2021:

- 1 Ford F250 for the Battalion Chiefs
- 1 Ford F250 and 3 Ford F150's for command staff



- 1 Ford Transit for the Logistics Coordinator.

## **Mutual and Automatic Aid**

ISO requires the use of automatic aid agreements throughout the entire city to ensure prompt fire response to our residents and to meet the ISO requirements.

- The current Automatic Aid agreements in place with Coral Springs and BSO/Deerfield Beach are being updated to remain in effect after October 1, 2021.
- We are currently seeking additional automatic aid agreements with Pompano Beach and Margate for the remaining part of the City.
- We are currently reviewing a proposed countywide automatic aid agreement through the Fire Chiefs Association of Broward County and anticipate signing this agreement at the same time as the other municipalities.

## **Administration**

### **Budget**

The project implementation budget has been derived over multiple years and from various sources of funds including monies from the General Fund, Seminole Tribe and Fire Impact Fees.

	<b><u>FY21 Cumulative Budget</u></b>	<b><u>Actual</u></b>	<b><u>Balance</u></b>
Personnel	\$506,060	-	\$506,060
Operating	802,470	-	802,470
Capital Outlay	653,160	-	653,160
Temporary Station #113	662,740	166,843	495,898
Equipment/Apparatus	2,471,910	493,833	1,978,077
Resources Available/Contingency	818,320	-	818,320
<b>Coconut Creek Fire Rescue Implementation Total</b>	<b>\$5,914,660</b>	<b>\$660,676</b>	<b>\$5,253,985</b>

### **Other**

Coconut Creek is securing service contracts, licenses, and other administrative items needed for operations.

- Coconut Creek is currently in the process of adding additional software and updating the payroll system to handle the unique scheduling that comes with the Fire Rescue Department.
- A training program is being developed that all new Coconut Creek Fire Rescue employees will participate in during the month of September, 2021.
- Coconut Creek staff is in the process of reviewing contracts for a uniform vendor.
- Department Manual, EMS protocols, Administrative Orders, and a Logistics plan are all in varying stages of completion.

- Coconut Creek is in the process of submitting an ALS application to the State of Florida to allow us to begin ALS/BLS transport by October 1, 2021. Our current Broward County Certificate of Convenience and Need is being retitled with the new name of Coconut Creek Fire Rescue.
- Coconut Creek has applied to the State of Florida to re-instate our National Fire Incident Reporting number and Florida Fire Incident Reporting number. This will allow us to begin providing fire service and sending data reports to the State and FEMA beginning on October 1, 2021.
- We are working to have the following contracts in place prior to September 1, 2021:
  - EMS billing
  - Radio maintenance
  - Large vehicle maintenance
  - Medical waste disposal
  - Fire equipment purchase
  - Medical supply purchase
  - Stretcher maintenance
  - Ladder testing and maintenance
  - Hose testing and maintenance
  - SCBA testing and maintenance
  - Medical equipment repair and maintenance
  - Stretcher repair and maintenance
  - Bunker gear cleaning, repair and maintenance
  - Uniform purchase
  - Fire station alerting repair and maintenance



## **Dispatch Transition**

Coconut Creek has contracted with the City of Coral Springs to provide Police and Fire Dispatch services beginning October 1, 2022. The extensive implementation lead-time is necessary for Coral Springs and Coconut Creek to create communication lines and add the hardware and software necessary to transition dispatch services as well as for Coral Springs to hire and train new dispatchers.

- The fiber optic line between Coral Springs and Coconut Creek is complete and ready to be connected.
- Coconut Creek is providing GIS mapping data, response zone data and other necessary data to build up the Coral Springs CAD system to be ready to seamlessly add Coconut Creek in 2022.
- In addition, Coconut Creek is coordinating with Broward County to obtain the needed hardware and software to add the Fire Rescue units to the Broward Regional Dispatch Center in time to begin responding on October 1, 2021.
- All the hardware and software being purchased is designed to work on the Regional System and seamlessly transfer to the Coral Springs system next year.

Software includes:

- Fire Records management system
- EMS reporting
- Automatic vehicle location

