



Effingham Fire Department Annual Report – 2018

Message from Fire Chief Bob Tutko:



On behalf of Mayor Schutzbach, City Administrator Steve Miller, Deputy Administrator Kelsey Lock and Commissioners Merv Gillenwater, Hank Stephens, Larry Micenheimer, and Libby Moeller, I would like to present the Effingham Fire Department Annual Report for 2018.

The Effingham Fire Department consists of 15 Full-Time Firefighters, 15 Paid-On-Call Firefighters, a Fire Chief and Assistant Chief. The Department has one (1) Executive Secretary and the Part-Time Emergency Management Coordinator is assigned to the Fire Department.

The Effingham Fire Department provides Fire Suppression, Rescue, and Hazardous Materials response to the City and is also part of the Mutual Aid Box Alarm System (MABAS) Division 54, which provides those services to area departments as part of an approved Inter-Government Agreement. The Department operates 2 Fire Stations – Station 1, located at 505 West Fayette and Station 2, located at 2401 South Banker. The Fire Department is recognized as an Insurance Services Organization (ISO) Class 2.

The Effingham Fire Department also provides Fire and Life Safety Inspections to all commercial, industrial and assembly properties within the City. While the Fire Department is not authorized to provide Fire and Life Safety Inspections to residential properties, the Fire Department does inspect the “common areas” of apartment buildings. Fire and Life Safety Inspections as well as Plan Reviews are under the Direction of Assistant Fire Chief Matt Kulesza. The City Utilizes the National Fire Protection Association (NFPA) 2015 Edition of the Fire and Life Safety Code as well as the 2015 International Fire Code (IFC) for Reference of its Fire Protection and Building Codes.

In addition, the Fire Department also delivers Public Safety Education as part of an overall Community Risk Reduction Strategy (CRR) that features School Safety visits, Fire Detector Installation program, Stop The Bleed Training, and participation in various community wide safety events. Firefighter Ken Hayes who also possesses an Illinois Secondary Education Certificate serves the Fire Department Public Education Coordinator.

The following report is designed to provide an overview of Fire Department activities in 2018 and is not intended to be all-inclusive of our activity. Please feel free to contact me if you require any additional information concerning your Fire Department.

Thank you for allowing me to serve the Community as your Fire Chief; it is an honor to be part of a truly wonderful community.

Sincerely,
Bob Tutko
Bob Tutko- Fire Chief

Fire Department Highlights:

2018 was a busy year for the Effingham Fire Department in terms of both call volume and overall Operations. After 14 years as Fire Chief, Joseph Holomy retired from the Department. In Addition, Executive Secretary Joan Buzzard also retired from the Department after serving 25 years.

With the City Administrator leaving his position for a similar position in Kentucky, City Clerk Kelsey Lock was installed as Interim City Manager and was immediately tasked with finding not only a Fire Chief, but an Executive Secretary to manage one of the top 3 departments in the City. In fairly short order Interim City Administrator Kelsey Lock along with Commissioners Don Althoff and Kevin Willis hired Jenn Alwardt as Executive Secretary and Bob Tutko as Interim Fire Chief. After serving nearly 3 months as Interim Chief, Tutko was hired as the Full Time Fire Chief on October 12, 2019.

Calls for Service in 2018 totaled 632, which was an increase over the previous year. Call Response Summary is as follows:

2018 Calls for Service:

Description	Count	Percentage of Activity
Fire Incidents	86	13.60%
Overheating Incidents	12	1.89%
Rescue-Emergency Medical Service	138	21.83%
Hazardous Conditions	40	6.32%
Service Calls	55	8.70%
Good Intent Calls	74	11.70%
False Alarms	212	33.54%
Severe Weather Calls	3	0.47%
Special Incidents	12	1.89%

Total Dollar Loss Estimate: \$2,801,160.00 – 23 Building Fires, 35 Cooking Fires, 14 Vehicle Fires, 7 Brush Fires, 3 Outside Storage Fires, 1 Chimney Fire, 3 Misc. Type Fires.

The Department took delivery of Updated Extrication Equipment – replacing equipment that was over 12 years of age. Training was accomplished with assistance from Heartland Towing-Recovery at their storage yard in Effingham.

The Department conducted an Open House as part of Fire Prevention Week Activities and hosted over 300 visitors to the Saturday afternoon event.



Fire Prevention Summary - Assistant Chief Matt Kulesza:



2018 was another busy year for the Fire Prevention Bureau in terms of both Plan Reviews and Fire/Life Safety Inspections.

Plans for new business and remodels were received at a consistent pace by the Fire Prevention Bureau Office. Despite the unusually large number of plans received, we were averaging a 4 to 6 week “turn-around” for the plan reviews by the Fire Prevention Bureau Office. This in turn has a positive effect on the economic impact to the City of Effingham.

In addition, I was tasked with administrative duties due to the retirement of the former Fire Chief. I was heavily involved in the transition of the former Fire Chief to the Interim Fire Chief, who was ultimately chosen as the permanent Fire Chief. The current Fire Chief has continued to involve me in various administrative duties in an effort to improve department operations and create a mentoring and resiliency program for the Fire Department.

The City adopted the 2015 edition of the National Fire Protection Life Safety Code and The International Fire Code. This process involved the education of our contractors and builders on the various code changes associated with the updated Fire-Life/Safety and Building Codes.

Fire Prevention Bureau Activity For 2018:

Activity	
Inspections	934
Re-Inspections	196
Property Use Inspections	2,113
Plan Reviews	166
Administrative Meetings	163
Mobile Food Vendor Inspections	52
Occupancy Permits	44
Consulting	137
Legal Actions	5
Violations Noted	1,449
Violations Corrected	1,397



Public Education Summary- Firefighter Ken Hayes-Public Education Coordinator:



The Public Education Division participates in many educational opportunities within our community throughout the year. This division is responsible for school fire drills, station tours, smoke detector installation programs, car seat safety checks, hosting the fire department's annual open house as well as attending various community events.

With the guidance of Chief Tutko and the assistance of the department as a whole, Firefighter Ken Hayes has organized each public education opportunity to fit the need of the expected audience all while keeping the safety of our citizens as the primary goal at every opportunity.

Our 2018 events are as follows:

Annual Fire Department Open House	This event is held each October during Fire Prevention Month. Activities included a demonstration of the department drone, Blood Pressure Screening from HSHS St. Anthony Memorial Hospital, Touch a Truck sponsored by Heartland Towing, Tri-Power Towing, Effingham Public Works, and Abbot Ambulance allowing children to take a peek at bigger pieces of equipment, a drone demonstration from the Fire and Police Departments, as well as a 911 Call Center demonstration. Our 2018 Open House reached over 350 citizens.
School Fire Drills	In 2018, we conducted 10 timed fire drills for our Effingham schools. This program reached approximately 2,300 students and provided essential education in the event of an emergency evacuation.
Central Fire Station Tours	Station tours are given at the request of the public with a goal of providing those participants an understanding of how a working fire station operates. This is an excellent opportunity for Firefighters to explain the tools and gear that we use in emergencies. Basic fire safety is also discussed including Stop, Drop & Roll as well as Escape Plans, Meeting Places, Smoke Detectors and Vehicle Safety. Station tours conducted in 2018 involved 146 adults and 587 children.
Display Events	These events are when the department is invited to "show and tell" our various pieces of apparatus. At these events, the Firefighters have the opportunity to explain how our engines operate and answer questions from the public regarding fire safety. Approximately 482 adults and 1,577 children attended these events in 2018.
Smoke Detector Program	In partnership with the American Red Cross, Walmart and the Office of the State Fire Marshal, the fire department was given the ability to install smoke detectors in homes within Effingham. 65 smoke Detectors and 11 Carbon Monoxide detectors were installed through this program ensuring the safety of our citizens.
Car Seat Safety	Care Seat Safety checks are offered through the department as well. This program gives parents and grandparents the safest location to have car seats installed and give the department the ability to educate individuals on the proper method of installation for their young loved ones. 22 car seats were installed in 2018.
Speaking Events	These events are specialized training for the public and include Fire Extinguisher Training, Fireworks Safety, Business Fire Drills, and school related topics.



Department Training Summary- Firefighter Matt Carpenter –Training Officer:



In 2018, the Training Division covered many topics including firefighting operations, vehicle extrication, and driver's training along with mandatory trainings required by law and/or Illinois Fire Service Institute. After multiple members attended the Vehicle/Machinery Technician course through IFSI in 2017 & 2018, we realized we had a deficit with our stabilization equipment. This deficit was corrected by purchasing new Paratech Rescue Struts and we trained in depth on passenger vehicle, as well as, commercial vehicle stabilization.

2018 was a year of transition for the Training Division. Firefighter Matt Carpenter took over the Training Division from Captain Jason Lee, after he served in this role for many years. We completed 3,831 total hours of training.

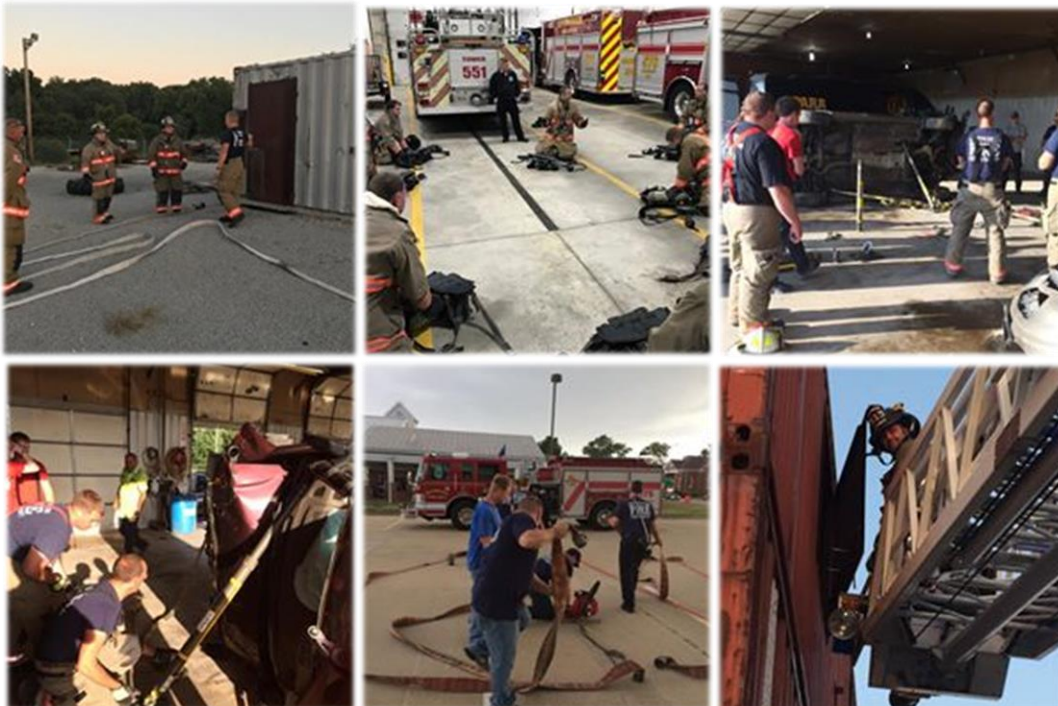
The Training Division also transitioned to an online-based tracking system called Target Solutions. This will help track hours and uncompleted training. This system also allows members to complete training online, which offers great flexibility for our training needs.

Training outside the department included:

Course	Attendees
Vehicle/Machinery Technician	Captain Jason Lee & Firefighter AJ Tackett
Management I	Firefighter AJ Tackett
Fire Department Instructor's Conference	Captain Jason Lee
Illinois Fire Department Instructor's Conference	Captain Jason Lee
Fire College	Captain Jason Lee & Firefighter Blake Poe

Future Goals

In 2019, we are looking "Back to the Basics" on firefighting operations and skills. We have been blessed with a couple of acquired structures to use for training purposes. One structure will be used for Live Fire evolutions, while also training with mutual aid departments. We have many members scheduled to attend outside trainings, including Officer Development and Rapid Intervention Team courses.



Emergency Management Overview - Coordinator Kim Tegeler:



The Emergency Management Division experienced another busy year as well. With an additional storm siren added to Effingham, emergency mutual aid response to the aftermath of a winter tornado, maintaining NIMS compliance training for Effingham city employees, attending local community events, and attending various trainings throughout the year, Kim continues to be an asset to the City of Effingham and the citizens she serves.



EMA Highlights:

- Increased the number of Effingham Storm Sirens with a new siren placed on South Route 45 bringing the total to 9.
- Emergency Response for mutual aid to Taylorville following devastation from a tornado.
- Worked with Effingham High School, St. Anthony High School, St. Anthony Grade School, Sacred Heart School, Divata Health Care and HSHS St. Anthony Memorial hospital creating Emergency Response Plans and participated in evaluations of emergency drills.
- Attended monthly meetings with the Effingham County Health Care Coalition created by Karen Feldkamp, City EMA and Effingham County EMA to assist local facilities affected by new IDPH requirements.
- Submitted and accepted After Action Report for the PSAP/City Hall Generator drill during construction of the new City Police Department. This resulted in training credit for the City of Effingham during a real-life planned event testing the function of the Emergency Operations Plan.
- Hosted MGT 341 Disaster Preparedness, which is taught by Texas A&M Engineering Extension Service, for hospitals and healthcare organizations within the community infrastructure.
- Updated the emergency notification system to Hyper Reach and coordinated training and documentation for community signups for both the citizens of the city of Effingham as well as Effingham County.
- Participated in the External Advisory Committee meetings to plan the IEMA Training Summit.
- Assisted Shumway Fire Department, Effingham County Engineering and the Trek Trail Committee with a plan to implement trail markers on the Trek Trail to easily provide locations for emergency situations.
- Hosted and organized 5k Run/Fun Walk to raise funds for Effingham Fire Department Public Education Division.



Administrative Review- Executive Secretary Jenn Alwardt:



In 2018 there were two (2) major retirements in the Administration section of the Fire Department, the Fire Chief and the Executive Secretary. Both a new Executive Secretary and Fire Chief were hired in August of 2018. The new Administration Team met with the department and city staff to determine what programs were working and what programs needed attention. Some programs were modified, while others were discarded – despite these changes the organization continued to move forward and continued to serve the citizens of Effingham.

The administration team has participated in the training and implementation of the new financial software as well as the new time-keeping and payroll software. In addition, Executive Secretary Jenn Alwardt attended an education conference focusing on the fire department reporting software. This training will be vital in preparing the department for the future. In addition, the Chief and the Executive Secretary have insured proper documentation and follow –up have taken place concerning billing out of town recipients of fire department services as allowed by City Ordinance. This has translated to recovery of over \$30,000.00 in fees that help to off-set Fire Department Operating costs.

The Administrative Team continues to review “best practices” and “nationally recognized” programs in an effort to insure the Fire Department is operating at peak performance. The Administrative Team also continues to focus on retainment and recruitment of our Paid-On-Call staff.

2018 Completed Tasks:

Time Clock Plus	Assisted with training and implementation of the City’s new payroll software.
Paid on Call Hiring Process	In collaboration with the Fire Chief, updated application process for Paid on Call members to the Fire Department.
Annual Open House	Participated with the organization and planning of our annual Open House held in October during Fire Prevention Month.
Accounts Receivable	Re-organized accounts receivable process to best meet the needs of the City and the Fire Department.
Illinois Fire Service Administrative Professionals	Became a member of IFSAP, a division of the Illinois Fire Chiefs Association, which provides valuable support with other Administrative Assistants in the state of Illinois.



EFFINGHAM FIRE DEPARTMENT:

Department Mission Statement – *To Protect The Residents And Visitors Of The City Of Effingham From The Adverse Effects Of Fire And Natural Or Man-Made Emergencies Through Nationally Recognized Best Practices And Methods.*

Department Vision Statement – *The Effingham Fire Department Is A Progressive And Innovative Organization, Recognized As An Active Community Partner Contributing To A Safer And More Secure Community.*

