

City of Sycamore Fire Department



FY 2019 Annual Report

**This report is dedicated to the memory of
Honorary Firefighter Matthew J. Listy.**



1977-2018

**A great friend, a Spartan fanatic, and enthusiastic Firefighter
and Fire Department supporter.**

The Sycamore Fire Department Mission Statement:

The mission of the Sycamore Fire Department is to selflessly serve our community with the highest quality professional fire and emergency medical services.

Our value statements:

Preparedness

Our members strive to be best prepared through physical fitness, continued training, and equipment readiness in order to operate in the safest way possible

Dedication

Our members take great pride and honor providing a loyal service to the community, while respecting the traditions of our profession

Honesty/Integrity

Our members perform their duties honestly and ethically striving to maintain the trust given to us by the community

Teamwork

Our members work together to achieve a common goal through mutual trust, respect, and loyalty

Selflessness

Our members are bravely willing to sacrifice our needs to serve the needs of the community in the course of performing our duties

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Executive Summary

The Fire Department budget for FY 19 was \$3,974,654. Personnel accounted for 96% of the budget (\$3,821,654), while commodities, contractual services, other services, and equipment accounted for \$153,000 or 4% of the budget. The Fire Department continued to look for grant opportunities to supplement the operating budget. In FY 19, the Fire Department applied for six grants: received five awards totaling \$457,305; two application decisions are pending, and one grant application was denied.

Requests for emergency service increased significantly (+179 responses) for the fourth fiscal year in a row and has increased in last 8 of 9 years. This continues the overall trend of increasing emergency response activity. Since FY 2010, we have seen an average growth of requests for emergency service at 4.24% per year.

We continue to see a steady increase in citizen assist requests for service (patient lift assist, medical alarm activations, and citizen medical assist requests) over the past five fiscal years. In FY 19, we had 204 responses for patient assist, patient lift assist, or medical alarms. This is an increase of 14.66% (+26 responses) from the previous fiscal year.

In FY 19, requests for emergency services increased significantly by 7.85% (+179 incidents) from the previous year. A large part of the service request increase was the result of an increase in emergency medical service incidents (+228) with a slight decrease in non-fire (-34) and fire activity (-15). Emergency medical responses continue to dominate much of the Fire Department activity with emergency medical responses accounting for almost 82% and fire/non-fire responses accounting for 18% of emergency activity. The majority of the emergency responses (76%) originate in the Fire Station #1 response district (1,884 responses) while the remainder (24%) originate in the Fire Station #2 response district (576 responses).

Some of the most noteworthy emergency responses in FY 19 were: a structure fire at 122 E. Lincoln Street, a structure fire at 2425 Chestnut Lane, a structure fire at 1515 Brickville Road, manufacturing equipment fire at 1631 S. Prairie Drive, a structure fire at 1319 Janet Street, and a structure fire at 1117 Rose Drive.

On the personnel side, we welcomed Drew Diehl and Austin Mereness as a Paid-on-call Firefighter/Interns, and Carolyn Thompson as a Paid-on-call Firefighter.

In FY 19, 8,654 training hours were performed by Fire Department personnel with 7,855 hours performed in-house. As a result of this effort, ten fire department personnel attained 8 fire certifications through the Office of State Fire Marshal.

During this past year, a number of items were placed into emergency service.

- New replacement ambulance
- Structural fire protective clothing dryers
- EMS reporting laptops on the ambulances

Year in review - emergency response activity FY 2019

Requests for Emergency Services		2,460	
Total Emergency Medical Service Responses		2,024	82%
Total Fire and Non-fire Responses		436	18%
EMS Responses		2,024	
Patients seen	2,253		
Patients Transported	1,320		
BLS Transports	569	43%	
ALS Transports	751	57%	
<u>Patients not transported</u>	932		
Care given	54		
Refused care	878		
Advanced life support service upgrade (intercept) provided to neighboring jurisdiction			1
Fire Suppression Responses		63	
Structure Fire	36		
Vehicle / Motor home	11		
Cooking (confined to container)	5		
Outside (rubbish & equipment)	2		
Refuse (dumpster, trash contained)	4		
Brush Fire	5		
Chimney	0		
Non-fire Responses		373	
False / Malicious Alarms	175		
Good Intent	88		
Burning Complaints	3		
Hazardous Conditions	79		
Service Calls	28		
Additional response information			
Motor Vehicle Accidents	217		
Extrications	2		
Mutual Aid & Automatic Aid Given	132		
Mutual Aid & Automatic Aid Received	49		

Total Fire Dollar Loss = \$556,250

Department Overview

The first fire company of the Sycamore Fire Department was officially organized in 1860 just a year after the Town of Sycamore was incorporated in 1859. The Sycamore Town Board approved a \$250 expenditure in May 1860, to buy ladders, hooks, chains, axes, ropes, and buckets necessary to complete the organization of a Hook and Ladder Company. In March 1871, a Special Council Meeting was held to buy land (16' x 62') for \$200 to build a brick firehouse with a \$200 bond sold to fund the building. Later, an appropriation was approved for \$1,500 to fund the firehouse, carriage, ladders, hoses, and rubber buckets for the Hook and Ladder Company.

The Sycamore Fire Department provides Fire Suppression, Rescue, Emergency Medical Services, Hazardous Materials First Responder, Fire Prevention, and Public Education services to approximately 20,000 citizens. This service area includes the City of Sycamore (18,519) and the Sycamore Fire Protection District (approximately 2,500). Overall, we service an area of approximately 62 ½ square miles (City of Sycamore - 9.74 square miles).

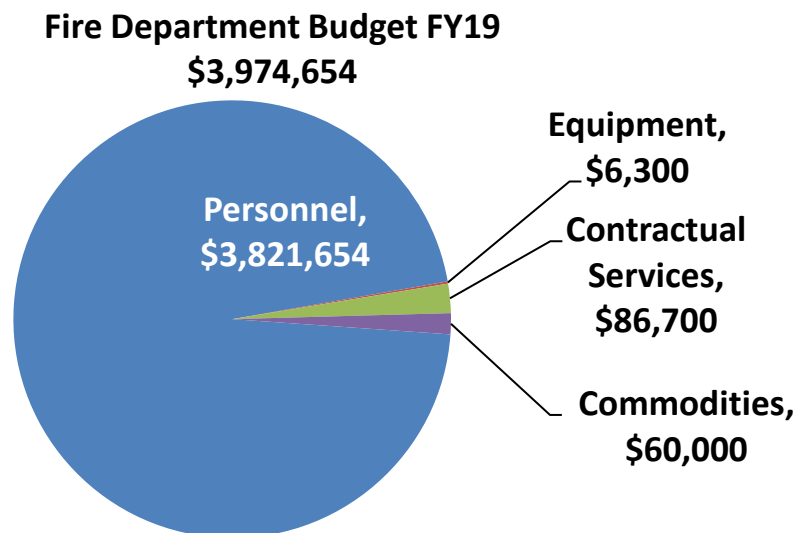
Today, the Sycamore Fire Department is a combination fire department providing 24-hour emergency response, operating out of two fire stations with 36 sworn and 1 civilian employee. The Department is divided into two divisions; an administrative division and an operations division. The Insurance Services Office (ISO) 2016 rating for the City of Sycamore is a Class 4 and the ISO rating for the Sycamore Fire Protection District (unincorporated area outside the city) is a Class 8B.

Fire Department authorized personnel strength and equipment

The Department's authorized personnel strength is as follows: Fire Chief - 1, Assistant Fire Chief - 2, Fire Lieutenant - 7, Firefighter/Paramedic - 19, Paid-on-call Firefighter - 18, and Fire Secretary - 1. The Fire Department maintains four fire engines (two ALS), four Advance Life Support (ALS) Ambulances, a heavy rescue squad, two brush/grass units, three Command vehicles, a utility vehicle, a reserve Command vehicle, and a water rescue boat and trailer.

Fire Department budget

The Fire Department budget for FY 19 was \$3,974,654. Personnel accounted for 96% of the budget (\$3,821,654). Commodities, contractual services, other services, and equipment accounted for \$153,000 or 4% of the budget.



Administrative Division activities



Fire Station #1 - 535 DeKalb Avenue



Fire Station #2 - 2100 Frantum Road

Administrative Division activities

Administrative Division - overview

The Administration Division consists of the Fire Chief, two Assistant Fire Chiefs, and one Administrative Secretary. The Administration Division provides the support for the Operations Division activities which includes: operation budget preparation and administration, grant application and administration, emergency vehicle and equipment repair and maintenance, fire station facility repairs and maintenance, fire and emergency medical service continuing education training, computer system and related software support, fire prevention program including public fire education, and special event planning.

Personnel changes - new hires

In FY 19, the Fire Department welcomed one new member:

- Drew Diehl and Austin Mereness started as a POC Firefighter/Interns on May 14, 2018.
- Carolyn Thompson started as a POC Firefighter trainee on June 7, 2018.

Personnel changes - resignation

- POC Firefighter/Intern Austin Mereness resigned on June 13, 2018.
- POC Firefighter Tylor Lampkins resigned on December 28, 2018 to take full time employment in the Tri-Township Fire Protection District (near Quincy, IL).

Service awards

Annual service awards were presented to City employees at the December 3, 2018 City Council Meeting. The following Fire Department personnel were recognized:

- | | |
|---|----------|
| • Firefighter/Paramedic Pat Dulzo | 15 years |
| • Fire Lieutenant Ryan Gustafson | 15 years |
| • Firefighter/Paramedic Bob Maciejewski | 20 years |
| • Fire Lieutenant Tal Hickey | 30 years |

Grant applications and awards

The Fire Department continues to look for grant opportunities to supplement our operating budget. In FY 19, the Fire Department applied for five grants. The following is a description of the grant application and the disposition of the current or pending grant applications:

- A grant request (\$476,540) was submitted (October 2018) through the Assistance to Fire Fighter Grant (AFG) program for powered stretchers for the four ambulances and for replacement mobile and portable radios. We are currently waiting on a grant award decision on the grant application.
- A grant request (\$83,000) was submitted (January 2018) through the Assistance to Fire Fighter Grant (AFG) program for to install a fire sprinkler system in Fire Station #1. The grant was awarded and we are planning for the sprinkler system install in July 2019.
- A grant request (\$10,000) was submitted (February 2019) to the Monsanto (now Bayer) Corporation for tools and equipment to rescue workers from farm or industrial equipment. We were awarded the \$10,000 grant on May 14, 2019.
- A grant request (\$5,000) was submitted (March 2018) to the Illinois Department of Public Health (IDPH) to purchase a carbon monoxide sensing module for a cardiac monitor-defibrillator. We were denied the grant award.

- A grant request (\$7,500) was submitted (April 2019) to the Illinois Department of Natural Resources (IDNR) to purchase wildland firefighting equipment. We are currently waiting on a grant award decision on the grant application.
- We received a \$3,000 grant (April 2019) from Country Financial for the purchase of a fire extinguisher prop for public fire education training.
- We received a \$400 grant (April 2019) from CHS Elburn for the purchase of a supplies for public fire education training.
- An intergovernmental grant was approved between the City of Sycamore and the Sycamore Fire Protection District (April 2019) for the purchase of a pumper-tender fire engine. The Fire Protection District has approved an allocation of \$360,000 for the purchase of the replacement fire engine.

Career firefighter eligibility list testing

Fire Department Administrative staff assisted the Human Resources Director and Board of Fire and Police Commission with the facilitation of the establishment of the career firefighter eligibility list. This entailed the participation with the written examination and oral interview process. The new eligibility list was established on October 4, 2018 and is established for two years.

Quartermaster program

Lt. Darrin Hepker continues to serve as the Department's Quartermaster. He facilitates the procurement and replacement of Department issued uniforms and firefighting structural fire gear for new and existing employees. In FY 19, we replaced two sets of out of date structural turnout gear and purchased replacement helmet liners, firefighting gloves, and fire helmets from the capital budget.

Vehicle maintenance program

The Fire Department currently has a fleet of four fire engines (2 ALS), four ALS ambulances, two brush fire vehicles, one heavy rescue squad, three Chief (Command) vehicles, one semi-rigid inflatable boat, one reserve Command vehicle, and one utility vehicle. Assistant Fire Chief Art Zern oversees the Department's vehicle maintenance program. Lt. Dan Marcinkowski serves as the Department's Mechanic Coordinator and Lieutenant Adam Honiotes, Firefighter/Paramedics Brad Belanger and Eric Walker serve as the Mechanic Assistants. In FY 19, we performed periodic preventive maintenance in-house on Fire Department vehicles and performed or facilitated repairs as needed to various vehicles in the fleet. The most noteworthy activities were:

- Completed required annual fire pump testing of all fire engines (4)
- Completed required annual NFPA vehicle inspection on all fire engines (4) and Squad #2
- Replaced Brush #2 tires
- Repaired Car #3 tires
- Replaced Engine #2 generator
- Repaired Engine #4 brakes
- Repaired Engine #4 air bag suspension mounts

Tools and equipment maintenance program

Assistant Fire Chief Art Zern oversees the Department's tool and equipment maintenance program. In FY 19, we performed periodic preventive maintenance and repair on most Fire Department tools and equipment. The most noteworthy activities were:

- Completed required annual testing of all ground ladders
- Completed required quarterly air quality tests on breathing air compressor

- Completed required annual service on breathing air compressor
- Completed required annual service on the hydraulic rescue tools
- Completed annual service on the cardiac monitors and automated external defibrillators
- Completed required scheduled high pressure air bag testing
- Completed annual ambulance patient stretcher maintenance
- Completed required scheduled self contained breathing apparatus (SCBA) cylinder hydro testing and recertification
- Completed annual flow test on all SCBA regulators
- Completed required annual portable fire extinguisher maintenance
- Completed required annual electrical glove testing

Fire Station - facility maintenance

Assistant Fire Chief Art Zern oversees the Department's facility maintenance and repair program. Maintenance and repair of the fire station buildings are performed by the Mechanic Coordinator, the Mechanic Assistant, Public Works personnel, and outside contractors. The most noteworthy activities during FY 19 were:

- Facilitated required annual Office of the State Fire Marshal (OSFM) boiler inspection at Fire Station #1
- Facilitated required annual OSFM wheel chair lift inspection at Fire Station #1
- Completed required annual service on emergency generator at Fire Station #2
- Completed required annual testing of sprinkler system at Fire Station #2
- Completed required annual testing of fire alarm system at Fire Station #2
- Completed annual carpet cleaning at Fire Station #1 and #2
- Repaired Station #1 apparatus floor plymovent diesel exhaust system
- Completed Station #1 and #2 spring HVAC system maintenance and fall heating system maintenance
- Completed installation of reduced pressure zone valve (RPZ) at Fire Station #1

Fire Station - facility improvements

As part of the implementation of the recommendations from the Kluber Study, part of the Phase #1 improvements were completed. A reduced pressure zone valve (RPZ) at Fire Station #1 was installed.

Computer system improvement

Fire Chief Peter Polarek oversees the Department's computer system including software and hardware. In FY 19, we continued to maintain the Fire Department computer system working with our IT contractor KMB Computing.

Fire Prevention Program

Assistant Fire Chief Art Zern oversees the Department's Fire Prevention program which includes public fire education. Throughout the year, various fire prevention needs are addressed which include: review of building plans for new construction for fire and life safety code compliance; the management of the Knox Box (secure key box) program, dealing with code enforcement/fire safety issues as they arise, monitoring third party fire alarm, sprinkler system, and hood/duct inspections for compliance and follow up, if needed. We continue to utilize the service of the Compliance Engine. The Compliance Engine collects (at no cost to the city) organizes and categorizes inspection reports from third party contractors who inspect, test, and maintain fire protections systems. This web based computer program allows us to be more efficient in the monitoring of required sprinkler, fire alarm, and hood/duct annual or semi-annual testing requirements. We are

able to track and drive code compliance, reduce false alarm activity, and provide safer communities through third party inspection reporting and maintenance.

Knox Box program - commercial

A Knox Box is a small, wall-mounted safe that holds building keys for Fire Departments to retrieve in emergency situations. Since 1995, any building in Sycamore protected with an automatic fire alarm, automatic fire suppression system (sprinkler system) or is inaccessible as a result of security measures are required to have a Knox Box. In an emergency, Fire Department personnel using the Knox Box can quickly enter a building without having to force entry. With the maturity of the City of Sycamore Knox Box program, building keys potentially can be outdated with the change of owners/occupants or entry door lock changes. The Fire Department's challenge is to keep those building keys current in each Knox Box.

Fire Prevention - public education activities

Firefighter/Paramedic Ian Wheeler serves as the Department's Fire Prevention Education Coordinator. He coordinates all public fire education activities and oversees the six members performing various presentations. Throughout the year, the Public Education group provided presentations to various age groups at outside locations and at each of the fire stations. A significant portion of the public fire education effort is Fire Prevention Week. October 7-13, 2018 was designated as the national Fire Prevention Week. With heavy demand for fire prevention presentations during this five day window, our local fire prevention week has expanded to almost the entire month of October. We use the national Fire Prevention Week theme as the foundation for the various month long activities. This year's theme was "Look. Listen. Learn: Be Aware. Fire can happen anywhere." For a better part of three weeks, the Fire Prevention Team members made presentations to children from pre-K to 5th grade. They visited every Sycamore grade school. During the month of October, we estimate that we make contact with over 3,000 school children. In addition to the presentations, a fire drill was conducted and successfully completed in every elementary school. The group continued to emphasize three main points during the presentations: 1) Test, and if necessary, replace batteries in smoke detectors and carbon monoxide detectors; 2) Talk to parents or guardians about an escape plan in case of fire; and 3) Provide response options to children if confronted by their friends to play with fire. In addition to presentations at schools for children, the public education group did over 30 fire station tours/safety presentations for pre-school and special needs children.

Members of the public education group participated in the following:

- Continued the monthly fire prevention press releases to the local media with various fire safety and seasonal safety messages to the public
- Participated in the Target National Night Out
- Participated in Sycamore Chamber of Commerce, Tuesdays on the Town - Touch a Truck event
- Supported several CPR courses for members of the community

Fire Prevention - Fire Department Open House

For the second year in a row, wet and windy weather challenged the presentation of the fire department open house. But the weather did not dampen the enthusiasm with the Open House on October 20, 2018 at Fire Station #2. Public Fire Education Coordinator Ian Wheeler organized a three-hour open house that featured a variety of activities that kept attendees informed and entertained.

Knox Box program - residential loan program

The Fire Department partnered with the Family Service Agency and the Roberts Family Foundation to establish a residential Knox Box program. This program targets residents of the City of Sycamore and the Sycamore Fire Protection District with existing medical or physical conditions which could render them unable to open a locked door in an emergency. Like the commercial Knox boxes, a residential Knox-Box is a 4" by 5" safe - like device that is designed as a rapid entry system allowing secure emergency access for the fire department. The residential Knox-Boxes are designed to be installed over the top of a resident's front entry door. When a fire breaks out or there is a medical emergency, a Knox-Box device allows for immediate entry into buildings and properties without forced entry, damage, or delay. If an emergency arises, the first responders are able to access the Knox Box for the house keys to allow entry into the house without forcing entry or waiting for a key holder. In FY 19, we loaned nine residential Knox boxes and had two returned to be reissued.

Special event permit review

The City of Sycamore permits approximately 60 special events a year ranging from the temporary closure of a downtown city street to catered events on private property. Assistant Chief Zern provides the Fire Department safety review of all special event permit requests as part of an overall city review during the special event season (May-November).

Firefighter behavioral health presentations

Assistant Fire Chief Art Zern continued to participate with the Illinois Firefighter Peer Support Team which is a group of Illinois firefighters and mental health professionals that serve in a peer driven support network for firefighters. This group's mission is to serve the fire service family by providing trained peer supporters who can give confidential, appropriate, and supportive assistance.

Firefighter cancer prevention efforts continue

Over the past few years, a number of studies have confirmed that firefighters are at greater risk for cancer due to the exposure to the byproducts of combustion. In order to reduce the risk to Sycamore Firefighters, a number of actions were taken to reduce the risk. Those actions are:

- raise the awareness of cancer risk in fire personnel
- review the comprehensive cancer awareness and prevention standard operating guideline and train personnel on how to utilize the supporting equipment and supplies which were placed into service
- implement a number of post fire actions (fire wipes, gross decon) at the scene of the emergency
- implement post fire actions back at the fire station (personnel shower, structural fire gear washing)

Physical Fitness committee continues efforts

In FY 19, the Physical Fitness Committee was tasked to look for ways to see if we can achieve greater employee participation in the daily shift physical fitness training in order to improve employee fitness. The committee decided to provide individual fitness assessments in order to tailor a fitness routine to the individual. In the future it is planned to offer instruction on proper exercise technique along with education on proper fitness equipment use. This effort was partially funded through the Foreign Fire Tax Board.

Operations Division activities

Shift Assignments April 30, 2018

Shift 1

Lt. T. Hickey
Lt. J. Ward (PP)

FF B. Belanger (PP)
FF S. Flatter (PP)
FF J. Pink
FF E. Walker (PP)
FF N. Young
FF D. VanDusen

POC FF J. Turner
POC FF/Intern M. Mathey

Shift 2

Lt. S. Penn (PP)
Lt. A. Honiotes (PP)

FF B. Reynolds (PP)
FF P. Dulzo (PP)
FF D. Ruby (PP)
FF I. Wheeler (PP)
FF M. Hardesty
FF M. Anderson (PP)

POC FF/Intern L. Wright
POC FF C. Thompson

Shift 3

Lt. D. Marcinkowski (PP)
Lt. R. Gustafson (PP)

FF B. Maciejewski
FF B. Thompson (PP)
FF E. Carlson
FF E. Saxton
FF N. Perez
FF C. Conlon

POC FF/Intern D. Diehl

Swing

Lt. D. Hepker
FF A. Powers



Operation Division activities

Emergency operations overview

Requests for emergency services were up by almost 8% (+179) from FY 18. Emergency medical responses increased sharply (+228) in activity, while both fire and non-fire responses decreased slightly (-49).

Significant emergency incidents

The most noteworthy emergency responses in FY 19 were:

- Structure fire at 122 E. Lincoln Street on May 19, 2018
- Structure fire at 2425 Chestnut Lane on June 4, 2018
- Structure fire at 1515 Brickville Road on August 1, 2018
- Manufacturing equipment fire at 1631 S. Prairie Drive on October 2, 2018
- Structure fire at 1319 Janet Street on April 4, 2019
- Structure fire at 1117 Rose Drive on April 9, 2019

Emergency medical services

The Fire Department operates four Advanced Life Support (ALS) ambulances. The Sycamore Fire Department participates with the Kishwaukee Hospital Emergency Medical Services System and operates under the medical direction of the emergency room physicians at Kishwaukee Hospital. Assistant Fire Chief Todd Turner oversees the Emergency Medical Services program with the assistance of Firefighter/Paramedic Bill Reynolds who serves as the Department's Paramedic Coordinator.

Emergency medical services – new ambulance placed into emergency service

In June, 2018, a new ambulance (new Medic #1) was placed into service. The oldest ambulance was traded in on the purchase to reduce purchase costs.

Emergency medical services – new patient care reporting software and tablets for the ambulances (4) and ALS Engines (2)

As a result of the EMS changing software vendors for patient care reporting, Kishwaukee Hospital purchased 4 tablets along with the licenses for the ESO software. The city purchased two additional tablets and four mobile "hotspots" that would allow communication in the field between the reporting tablet and the software main frame.

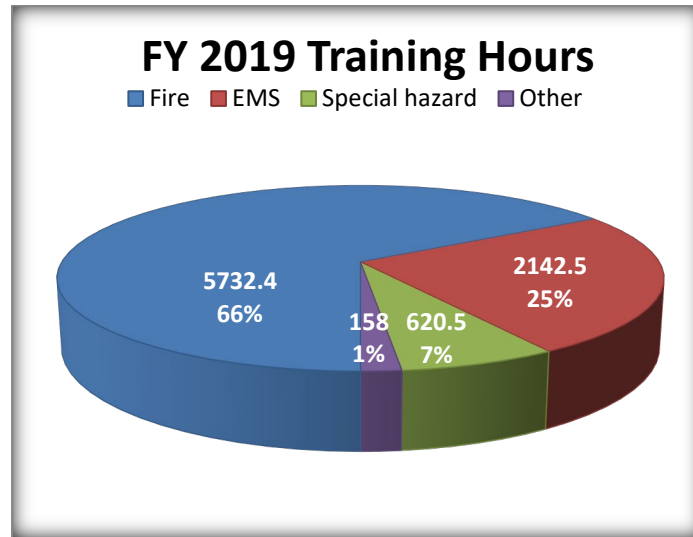
Emergency Medical services continuing training and education

The Illinois Department of Public Health (IDPH) requires all certified paramedics to successfully complete 25 hours of continuing education each year and emergency medical technicians - basic to complete 15 continuing education hours per year. The required continuing medical education is provided to both Fire Department paramedics and emergency medical technician - basics by the Kishwaukee Hospital EMS System staff. In December 2018, all Fire Department certified paramedics successfully completed the Pediatric Advanced Life Support (PALS) recertification course.

Fire basic and continuing training

Assistant Fire Chief Todd Turner oversees the Department's fire training program which includes both in-house and outside training schools. Overall, 8,655 training hours were performed by Fire Department personnel with 7,855 hours performed in-house. Much of this documented training provides reinforcement and refresher (continuing education) training of achieved fire service certifications. For in-house training, Assistant Chief Turner assigns various monthly continuing fire education training topics, provides

supporting training information, and the required training is delivered through training committee instructors and company officers to shift personnel.



Training hours FY 19

Overall, 8,654 training hours were performed by Fire Department personnel. Training hours are divided into four categories:

- Fire training (5,732 hours) - includes fire equipment, fire apparatus, building construction, electric vehicle response, driver's training, fire operations review, fire investigation, and various fire drills.
- Emergency Medical Service (EMS) training (2,143 hours) - includes required continuing monthly medical training in various areas which enable the paramedics to meet the hourly requirements by the Illinois Department of Public Health (IDPH).
- Special hazards training (621 hours) - included hazardous materials and technical rescue response training.
- Other training (158 hours) – this category includes the review of SOG's, Policy, and Procedures, review of streets, required NIMS training, firefighter and officer orientation, and safety training.

Training program - Fire Department Training Committee

In order to continue to improve our in-house training program, Assistant Chief Todd Turner leads the Training Committee which is composed of six shift personnel who are charged with the development of the monthly training calendar as well as assisting with the delivery of monthly in-house training courses.

Training program – outside fire training

While most of the training is performed in-house, some of the training is provided through recognized regional fire training academies.

In FY 19, the following personnel attending outside training (799 hours):

- Fire Lieutenant Jim Ward received Fire Officer II certification.
- Firefighter/Paramedic Bob Maciejewski received Fire Officer I certification.
- Career Firefighter/Paramedic Scott Flatter successfully completed the Fire Service Instructor II course.
- Career Firefighter/Paramedics Christian Conlon and Nick Perez successfully completed the Fire Service Instructor I course.

- Career Firefighter/Paramedic Eric Saxton successfully completed the Fire Prevention Principles course.
- Lieutenant Shaun Penn and Career Firefighter/Paramedics Brad Belanger, Brian Thompson, and David VanDusen successfully completed the Wildland Firefighter training course.
- Career Firefighter/Paramedic Patrick Dulzo successfully completed the Leadership development and decision making course.
- Lieutenant Ryan Gustafson and career Firefighter/Paramedic Scott Flatter successfully completed the Heavy Rescue Academy course.
- Career Firefighter/Paramedic Erik Carlson completed the Response to Radiation/Nuclear WMD Incident course.
- Career Firefighter/Paramedic Bob Maciejewski completed the Incident Response to Terrorist Bombing (IRTB) course.
- POC Firefighter/Intern Logan Wright received Paramedic licensure from the Illinois Department of Public Health (IDPH).
- POC Firefighter/Intern Mike Mathey received Basic Operation Firefighter certification.
- POC Firefighter/Intern Mike Mathey received Hazardous Materials Operations certification.
- POC Firefighter/Intern Mike Mathey received Fire Service Vehicle Operator certification.
- POC Firefighter/Intern Drew Diehl successfully completed the ICS 800 course.
- POC Firefighter Caroline Thompson successfully completed the ICS 100 and 700 courses.

Training certifications

As a result of the training activities, a number of fire department personnel attained fire certifications (8) through the Office of State Fire Marshal (OSFM) in this fiscal year. The newly achieved certifications were for Basic Operations Firefighter (1), Fire Officer 1 (1) Fire Officer II (1), Fire Service Vehicle Operator (1), and Hazardous Materials Operations (1).

Hands on training - acquired structure

On an acquired house slated for demolition on Walnut Street, fire crews participated in numerous training evolutions consisting of fire attack, search and rescue, and peaked roof ventilation.

Hands on training - surface water rescue and ice rescue

The Fire Department facilitated surface water rescue and ice rescue response practice on the small lake/ponds in Sycamore in July 2018 and February 2019. We practiced small boat evolutions with the semi-rigid inflatable boat and practiced victim rescue techniques in the water with simulated near drowning victims. Crews continue to practice with the new Rapid Deployment Craft (RDC) both in the open water and ice covered environment in order to continue to improve our emergency response capability.

Hands on training - active shooter training

The Fire Department continues to work to prepare emergency response personnel and refine operational procedures in order to effectively respond to the active shooter incident. In FY 19, the Fire Department participated in the fourth annual joint exercise with the Police Department in an effort to continue to validate response procedures and continue to develop the needed teamwork for these specialized responses. We continue to build

upon our skill set and experience. The training allows us to build upon the established operational guidelines as well as the continued partnership with the Police Department.

Personnel - POC Firefighter program

The Paid-on-call (POC) Firefighter program is designed to supplement the career staffing of the Fire Department. Paid on call firefighters are required to meet minimum training requirements, minimum activity requirements, and required ride time. The Fire Department currently employs seven POC Firefighters (including one Chaplain classified as a POC Firefighter and three POC Firefighter/Interns). There was one new POC Firefighter hire in FY 19.

Personnel - POC Firefighter/Intern program

The Intern program is a three year commitment where POC Firefighter/Interns agree to work four, 24 hour shifts per month (non-compensated) with an assigned firefighting shift in addition to attending a full college course load. The program requires the POC Firefighter/Interns to complete the following coursework over the course of three years: Basic Operations Firefighter certification, Emergency Medical Technician - Basic licensure, and Emergency Medical Technician - Paramedic licensure. In FY 2019, we advertised and hired one new POC Firefighter/Intern in May 2018. The Fire Department is authorized up to six college interns and we currently have three Interns working through the program. POC Firefighter/Intern Logan Wright received his paramedic license from the Illinois Department of Public Health (IDPH). POC Firefighter/Interns Mike Mathey and Drew Diehl successfully completed the course requirements for Basic Operations Firefighter and received state certification. POC Firefighter/Intern Mike Mathey started paramedic training in September 2018. The paramedic training program encompasses classroom instruction and clinical experience over an 11 month period. In addition, the paramedic students are required to complete 500 hours of ride time on the ambulance to gain field experience. It is anticipated that Mike will complete the paramedic training course and requirements by August 2019, and he will be eligible to challenge the state license exam shortly thereafter.

Special Teams - MABAS Division #6

Fire Department special team (Hazardous Material and Technical Rescue Team) training development continues through grant funding from the Illinois Terrorism Task Force (ITTF). ITTF funding is used to pay tuition and back fill to send members of the Hazardous Materials and Technical Rescue Team to required basic training.

Hazardous Material Response Team continuing training – Team members Firefighter/Paramedics Bob Maciejewski, Scott Flatter, John Pink, Erik Carlson, Nick Young, and Eric Saxton attended MABAS Division #6 continuing education in FY 19. In order to keep the Hazardous Material Technicians up on the latest techniques and to sharpen their skill set, they each have the opportunity annually to attend one of three Department of Homeland Security (DHS) sponsored courses. The three courses are: the Response to Terrorist Bombings (IRTB) Course at New Mexico Tech, Socorro, NM; the Haz Mat Technologies: Sampling, Monitoring, and Detecting for CBRNE course at Anniston, Alabama; and the Response to Radiation/Nuclear Weapons of Mass Destruction Incidents in Mercury, Nevada. In FY 19, Firefighter/Paramedic (and HM Techs) Bob Maciejewski attended the IRTB course at New Mexico Tech and Firefighter/Paramedic Erik Carlson attended the Response to Radiation/Nuclear Weapons of Mass Destruction Incidents. Firefighter/Paramedics Bob Maciejewski and John Pink participated in a one day MABAS Hazardous Materials training exercise in Rock Island, IL in April 2019.

Technical Rescue Team continuing training – Team members Fire Lieutenants Shaun Penn and Adam Honiotes, and Firefighter/Paramedics Bill Reynolds, Dustin Ruby, Andy Powers, Mike Hardesty attended MABAS Division #6 continuing education in FY 19.

Fire Investigation Team continuing training - Team members Lieutenants Dan Marcinkowski, Jim Ward, Ryan Gustafson, and Firefighter/Paramedics Pat Dulzo, Brad Belanger, and Eric Walker attended fire investigator continuing education as part of the fire investigator certification maintenance requirements.

Statewide Urban Search and Rescue Team (IL-TF1)

Fire Chief Peter Polarek (Task Force Leader) and career Firefighter/Paramedic Erik Carlson (Hazardous Material Specialist) continue to serve as members of the State's Urban Search and Rescue Team (IL-TF1).

Fire Station and emergency vehicle maps

Lt. Darrin Hepker continues to maintain all of the Fire Department map books and response maps for both fire stations and fire department emergency vehicles.

SCBA maintenance and repair

Firefighter/Paramedic Scott Flatter oversees the maintenance and repair of all of the Department's self contained breathing apparatus (SCBA). This effort includes the required flow test of all SCBA air packs (28), RIT packs (3), the required annual SCBA face piece testing with each firefighter (37), and the required quarterly breathing air quality testing of the breathing air compressor.

Atmospheric monitoring instruments/thermal imaging camera maintenance and repair

Firefighter/Paramedic Erik Carlson oversees the maintenance and repair of all of the Department's atmospheric monitoring instruments and thermal imaging cameras. He calibrates the atmospheric monitoring instruments quarterly to ensure dependable and accurate response readings.

City emergency planning - implementation of the five year plan continues

FY 19 was the third year of a five-year plan to provide for improvements to the city's capability in responding to disaster events. Improvements focused on city personnel training, physical improvements to the city's designated Emergency Operations Center (EOC), and development of a city emergency operation plan (EOP).

Year three improvements included the following:

- Ensuring that existing and new employees successfully complete the IS 100 and IS 700 on line courses.
- Locally host the ICS 300 and ICS 400 courses for supervisors.
- Continue the development of city department related annexes for the City's Emergency Operation Plan (EOP).
- Made improvements to the designated primary emergency operation center (EOC). Facilitated improvements to the network phone system, purchased phones for EOC uses, and installed wi-fi hardware.

City emergency planning - Sycamore hosts Incident Command courses

As part of the City Emergency Planning improvement plan, the City of Sycamore hosted the delivery of Incident Command system (ICS) 300 and ICS 400 at the Police Department classroom facility on September 25-26, 2018 and October 2-3, 2018. Many Fire Department Officers, Police Department personnel, and City Officials successfully completed these required courses.

Firefighters wear pink in October

For the entire month of October, all on-duty City of Sycamore Firefighters wore a special navy/pink Fire Department uniform t-shirt to show support for Breast Cancer Awareness. The t-shirts featured the traditional pink ribbon and pink lettering of the Breast Cancer Awareness Foundation entwined with the Sycamore firefighters' motto of "Pride and Honor".

Special events - Sycamore "Turning Back Time" Car Show

The Fire Department actively participated in the safety review of the Annual Car Show layout as well as facilitate the event on-site emergency response. On July 29, 2018, the Fire Department oversaw the parking of vintage vehicles to ensure emergency access to the downtown area. It is estimated that the Car Show attracts approximately 10,000 visitors to the downtown area.

Special events - Sycamore Pumpkin Fest

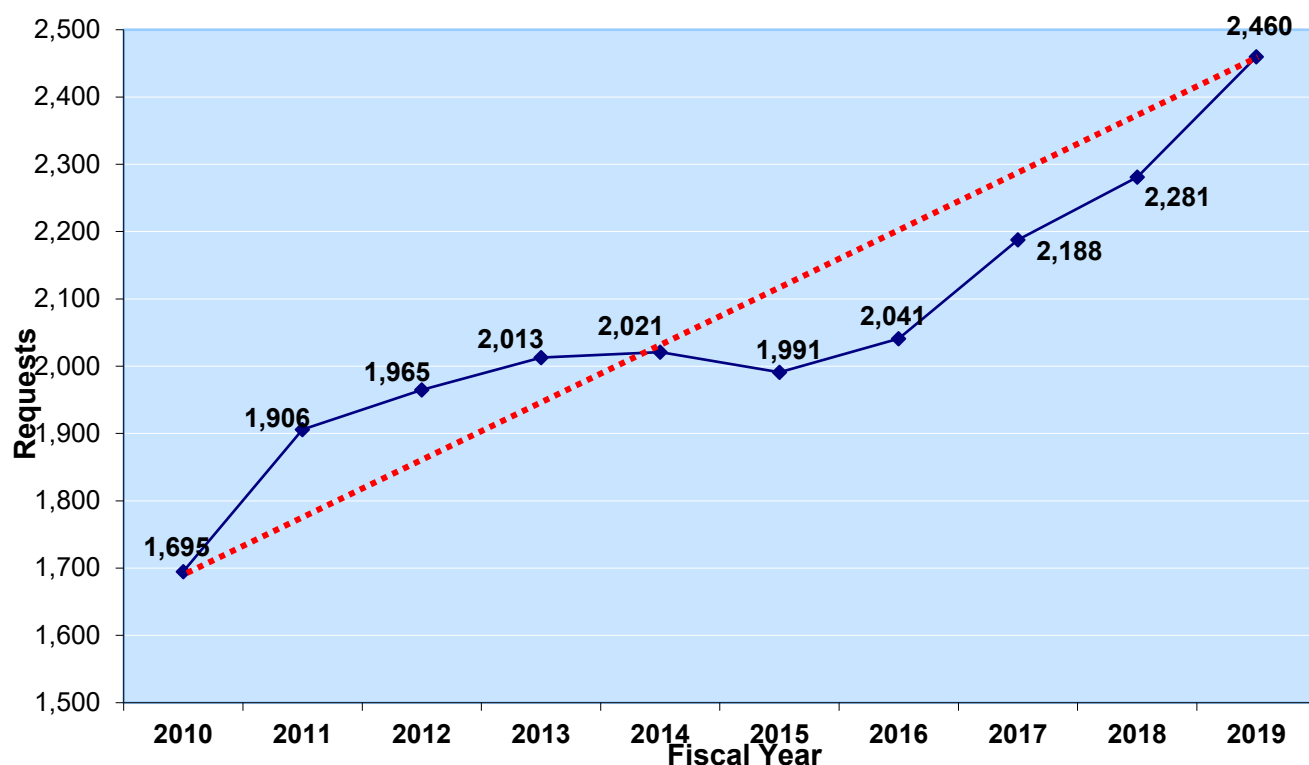
The Fire Department actively participated in the planning and implementation of the emergency response to the annual Sycamore Pumpkin Festival. On October 28, 2018, twelve Fire Department emergency personnel, staffing two ambulances, three staff vehicles, and an all terrain vehicle (ATV) provided emergency response for the Pumpkin Run which drew over 1,300 participants. During the run we experienced two emergency calls for runner injuries.

Later that day, twenty-eight personnel staffing three Chief vehicles, three fire engines, three ambulances, a brush truck, and MABAS ATV provided emergency response capability from three strategically placed staging sites just off of the Pumpkin Parade route. The DeKalb County Sheriff's Office Mobile Command Post provided a platform for the command and control of all first responder assets in the festival area. The Fire Department was prepared to respond to any issues during the Pumpkin Parade. We experienced a capacity crowd that watched 110 entries in the Pumpkin Parade. We experience five medical responses just before and during the parade. It is estimated that the five-day Pumpkin Festival event attracts approximately 150,000 visitors to Sycamore.

Operations - emergency response statistics

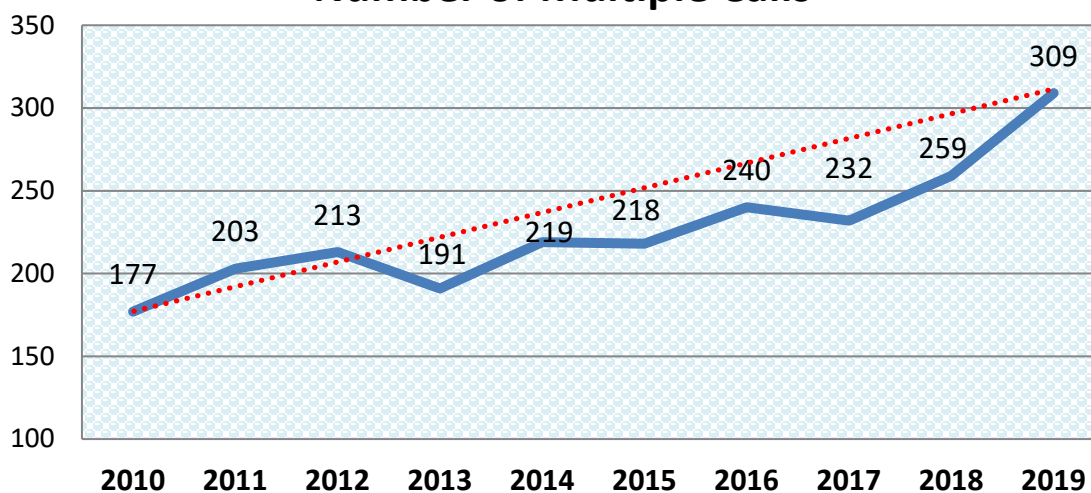


Requests for Emergency Service FY10 – FY 19



In FY 19, we received 2,460 requests for emergency service. This was a 7.85% (+179 incidents) increase from the previous fiscal year. For 8 of the last 9 years, the average increase was 4.24% per year (about 85 calls increase per year).

Number of Multiple Calls



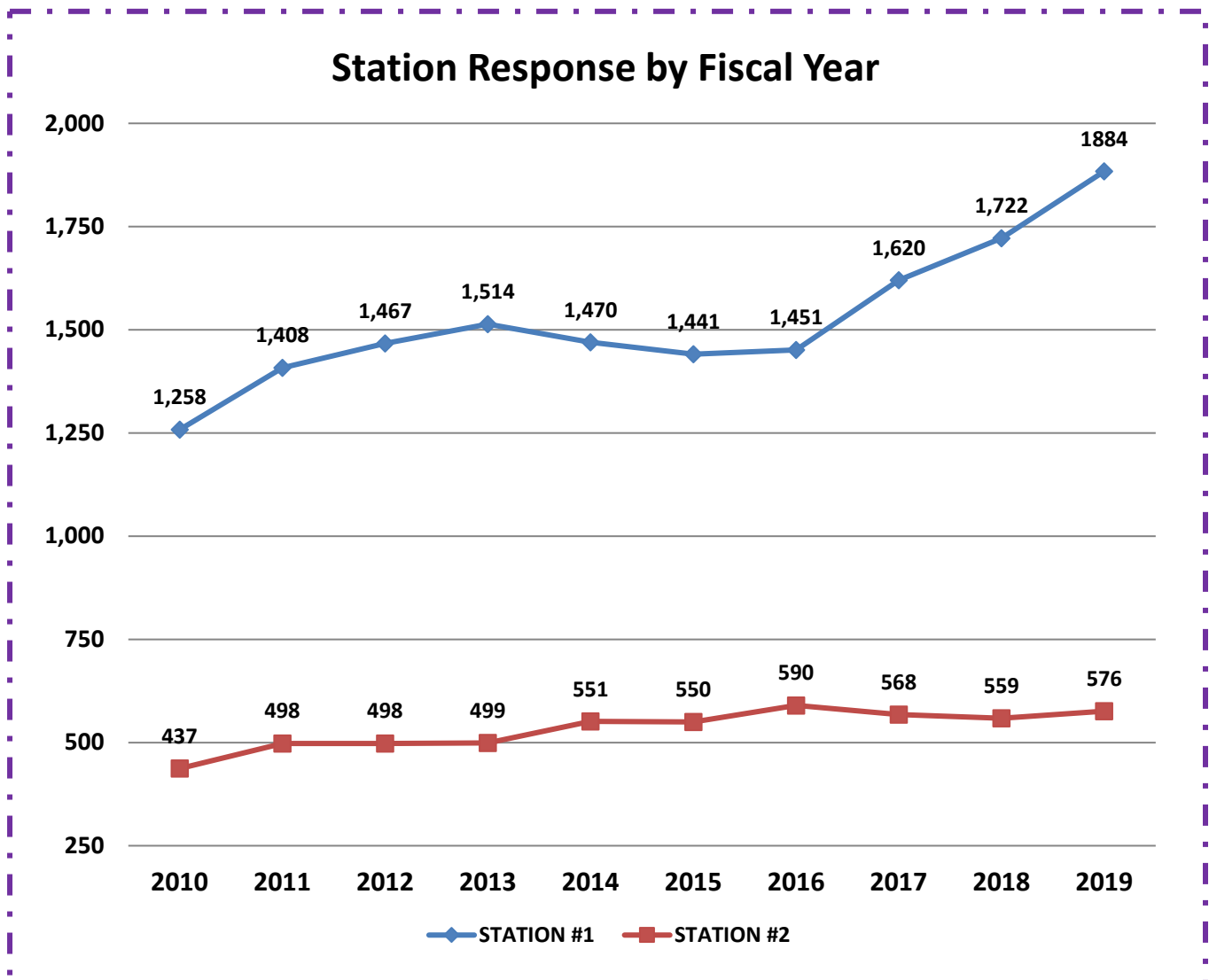
In FY 19, we had 309 occasions where we experienced simultaneous calls for emergency service (both fire stations out on one or separate emergency responses). FY 19 multiple call events were up (+50) from the previous fiscal year. A general upward trend in these events continues. Multiple call events necessitate the recall of off duty career and POC members to staff the fire stations and reserve equipment to meet any additional emergency call needs.

Emergency response by Fire Station location

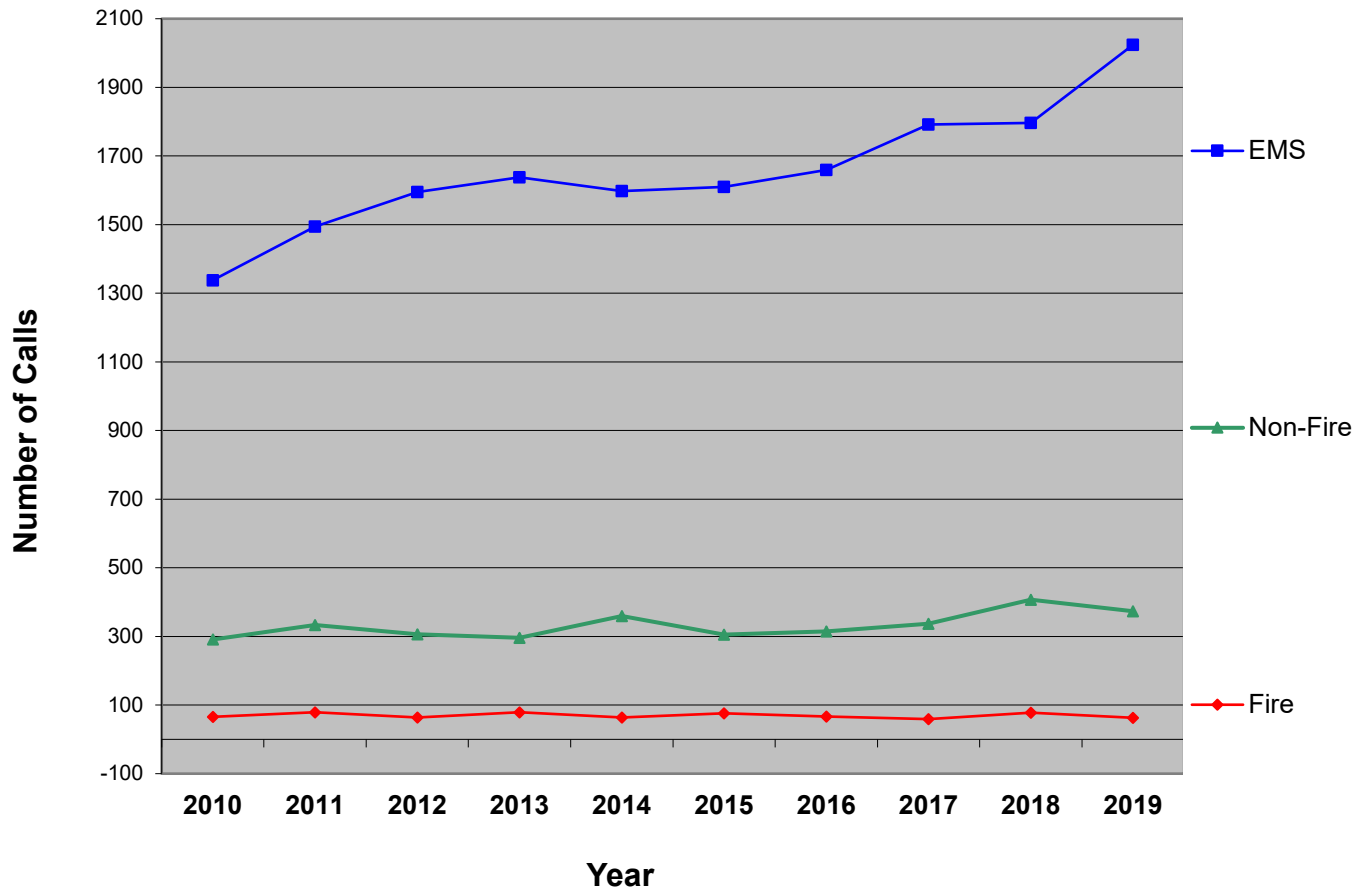
The boundary between Station #1 and #2 runs east and west. Station #2's response area is the north half of the city, while Station #1's response area is the south half. Geographically speaking – the dividing line from the west to the east - all land north of and including Route 64, including the intersection of Route 64 and Peace Road, Peace Road north of Route 64 to the south branch of the Kishwaukee River. The Kishwaukee River east to a point north of the Stone Prairie subdivision and then the line moving east to County Line Road south of Mt. Hunger Road.

Seventy-seven percent of our initial responses were from Station #1, with a call volume of 1,884. This station response area is the most populated and on multiple call occasions, Fire Station #2 duty crew and/or off duty recalled personnel would cover calls in this district. Fire Station #2 received 576 calls (23%) dispatched as the initial response station.

Emergency responses by Fire Station history FY 10-19



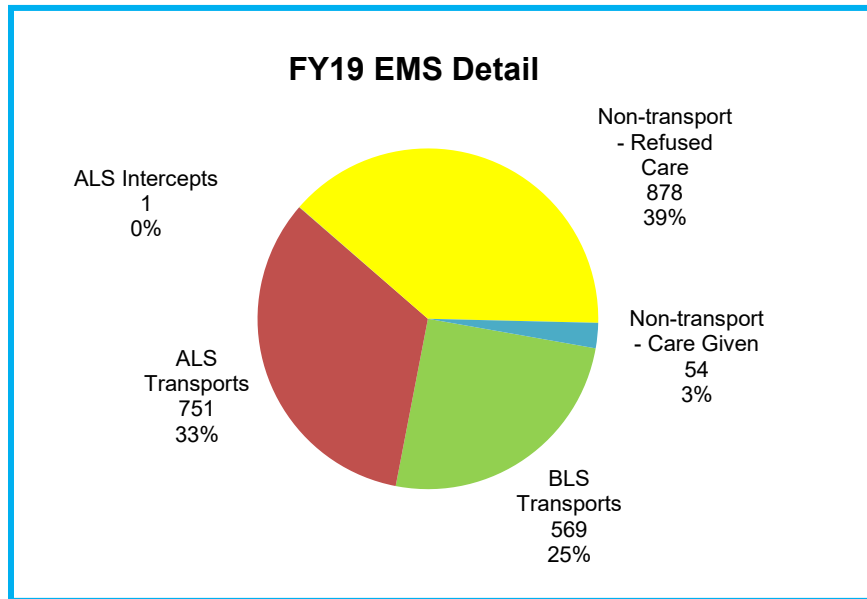
Emergency Medical/ Non-fire/Fire response history FY 10-19



YEAR	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
EMS	1338	1494	1595	1638	1598	1610	1659	1792	1796	2024
Non-fire	291	333	306	296	359	305	315	337	407	373
Fire	66	79	64	79	64	76	67	59	78	63
TOTALS	1695	1906	1965	2013	2021	1991	2041	2188	2281	2460

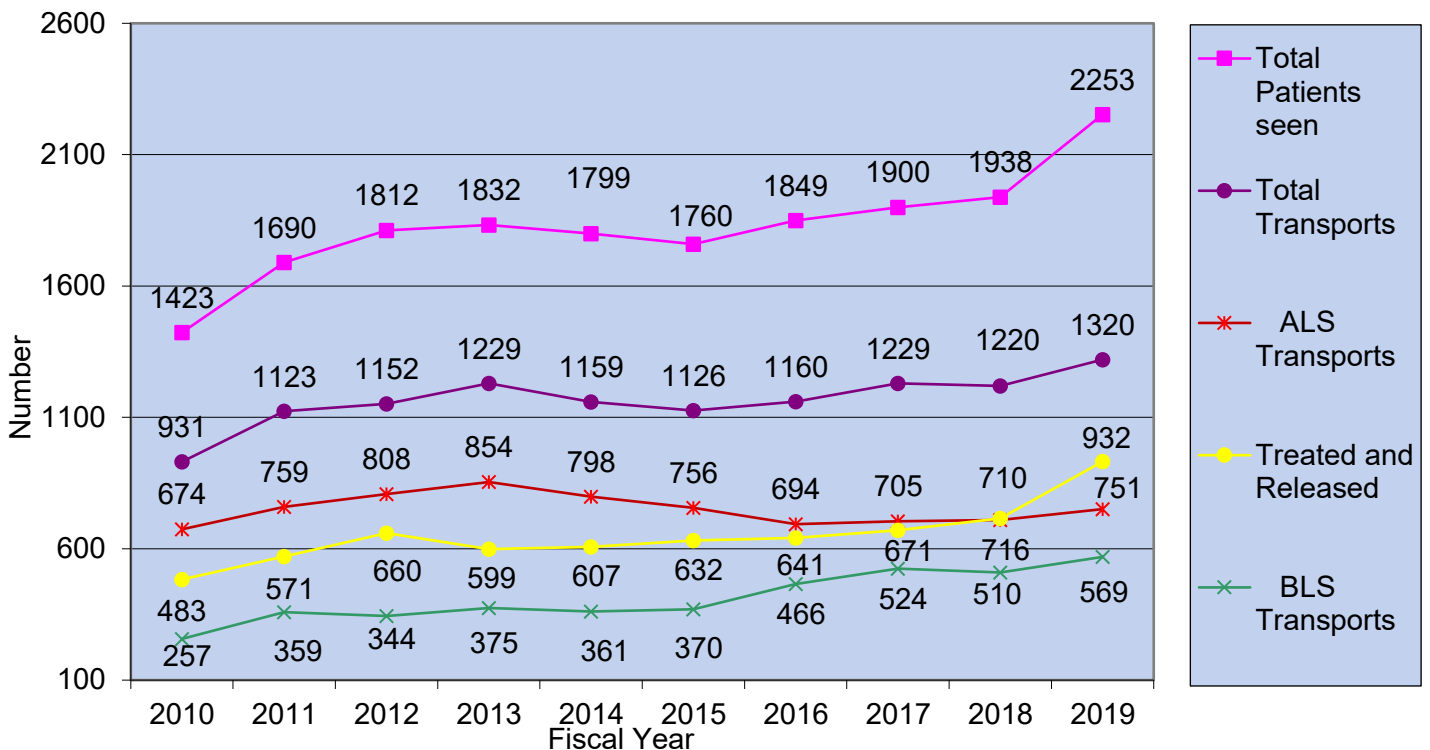
Since FY10, we have seen an average increase of over 76 incidents per year in EMS, fire, and non-fire calls.

Emergency Medical Services activity FY 19



In FY 19, emergency medical requests increased significantly (+228) from the previous fiscal year. We responded to 2,024 emergency medical service requests, encountered 2,253 patients, and transported 1,320 patients to the hospital.

Emergency Medical Services activity FY 10-19



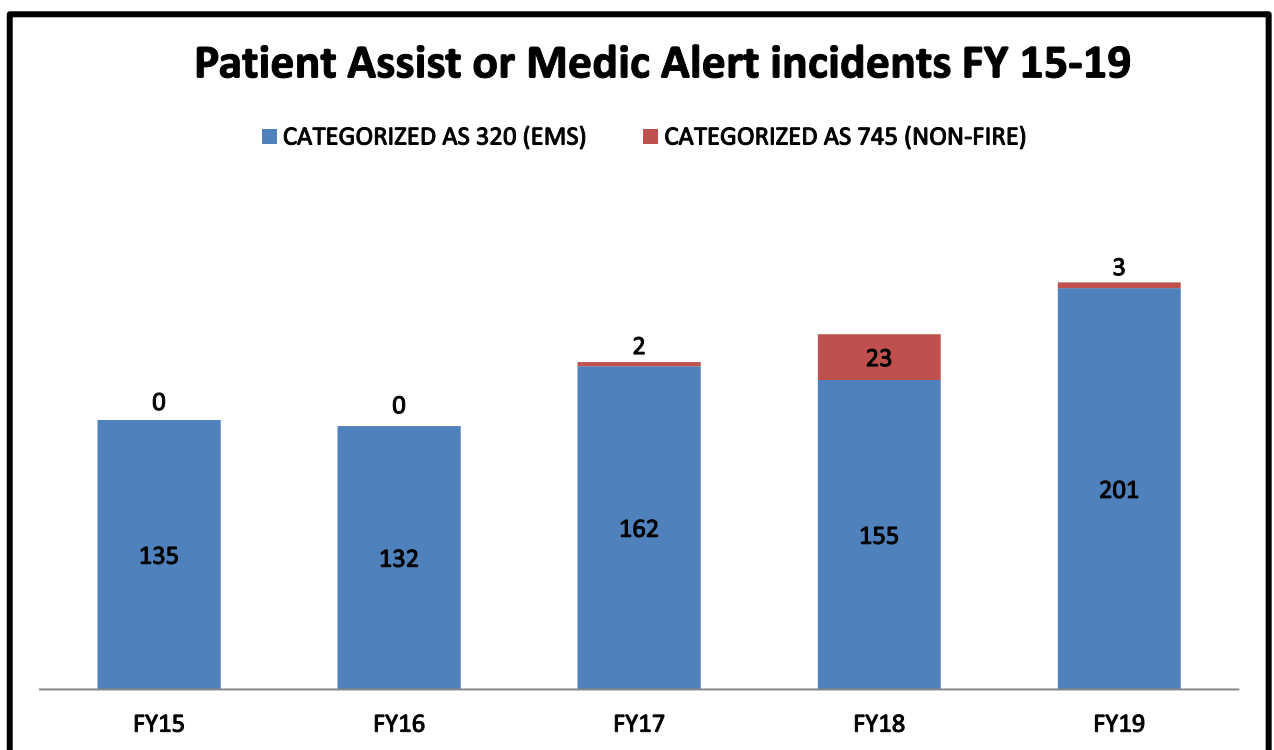
Emergency medical activity continues on an upward trend. In FY 19 the Fire Department experienced a large increase in emergency medical responses (+228) with an additional 315 patients seen and transported 100 additional patients to the hospital from the previous year.

Emergency Medical Services – lift assists/medical alarms

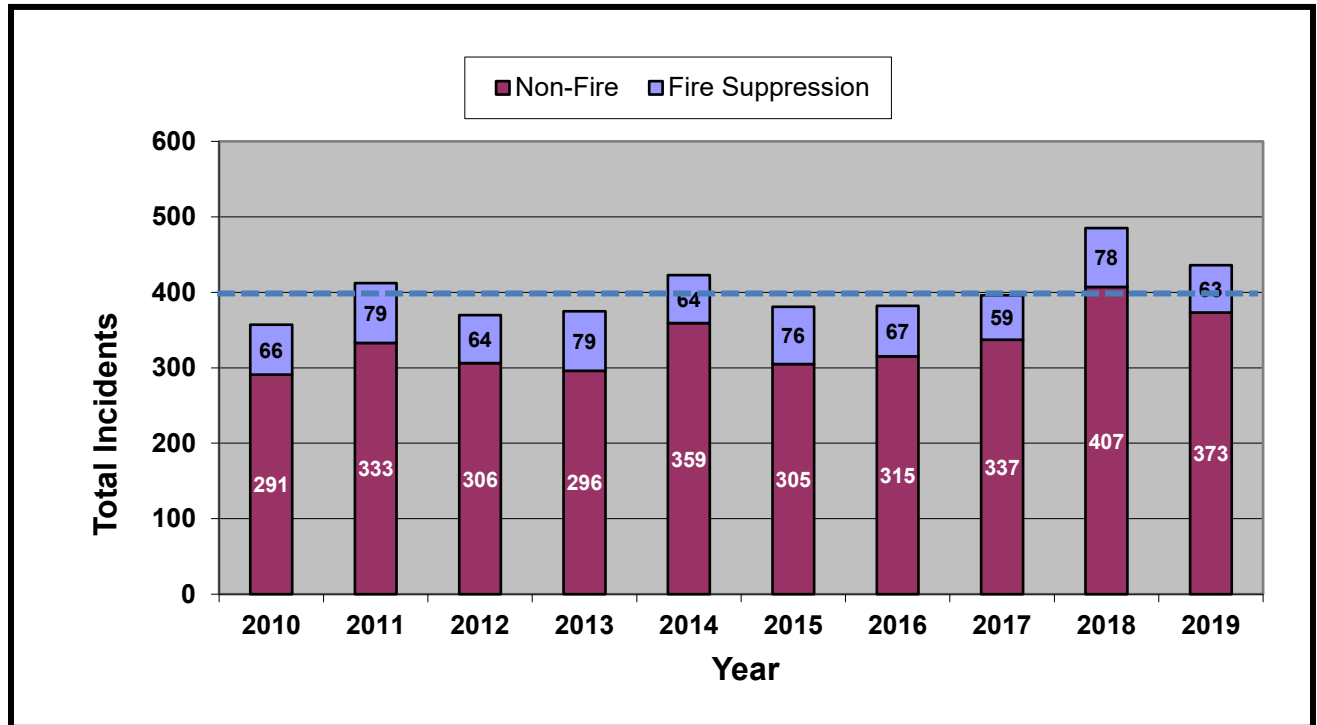
This relatively new category of request for service began approximately ten years ago and has been growing incrementally ever since. This expanding category of non-emergency service request has the potential to negatively impact our ability to deliver emergency services. What began approximately ten years ago as an infrequent request to assist a citizen back into a chair or bed because the spouse or family member could not physically help has evolved into frequent lift assist requests to medical alarm activations and more recently, citizen medical assist requests (a request to assist a citizen to/from an automobile into/out of the home for a medical visit/procedure).

We started to track this category of requests for service over the past five fiscal years and have seen a steady increase in this relatively new area of citizen assist responses (patient lift assist, medical alarm activations, and citizen medical assist requests). In FY 19, we had 204 responses for patient assist, patient lift assist, or medical alarms. This is an increase of 14.6% (+26 responses) from the previous fiscal year. We continue to watch this growing request for service very closely as we believe that it is tied to our senior population (specifically baby boomer generation) who are both living longer (some with some continuing health issues) and living at home much longer than in the past. Many members of this targeted population group do not have a support system of family, friends, or neighbors and thus have come to rely upon the Fire Department for some basic assistance.

Unless there are significant changes in the healthcare delivery system, we anticipate that these types of alarms may continue to steadily increase based upon the size of the targeted resident population that continue to live at home with a limited support system. We continue to monitor the demand for this type of service and are looking for efficient ways to meet the service demand.



Fire and Non-fire Incidents FY10-19



All fire and non-fire activity decreased slightly from FY18. Generally, fire/non-fire responses remain relatively stable (averaging about 402 incidents) over the past ten fiscal years. In FY 19, both fire (-15) and non-fire (-34) responses decreased slightly.

Fire and Non-fire Incidents FY 19

Fire Suppression Responses

63

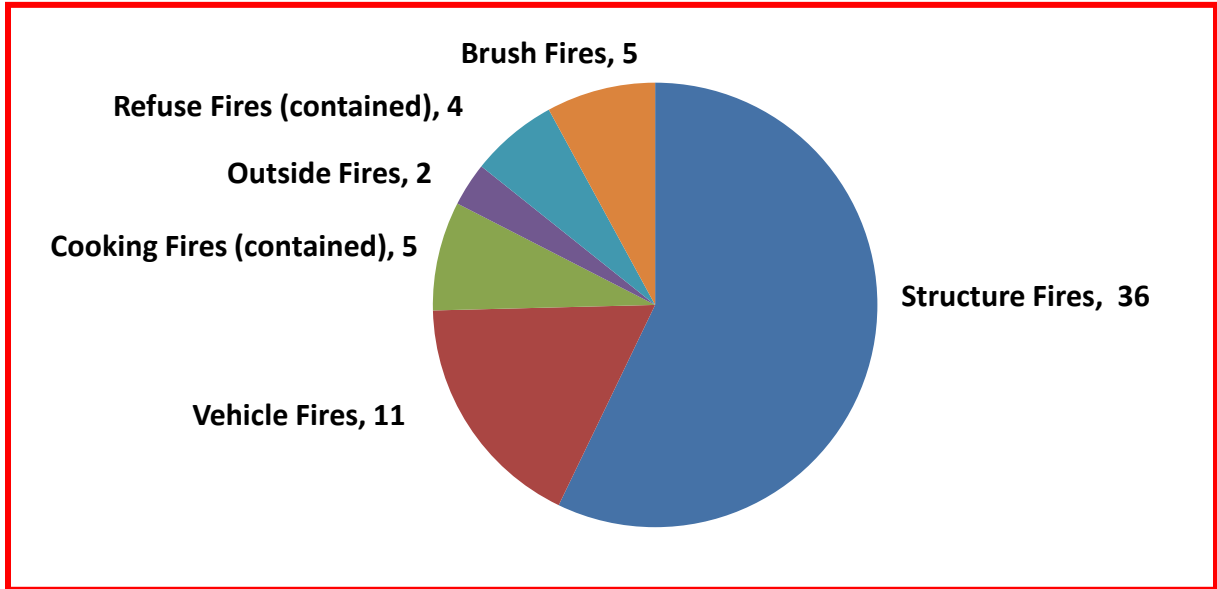
Structure Fire	36
Vehicle / Motor home	11
Cooking (confined to container)	5
Outside (rubbish & equipment)	2
Refuse (dumpster, trash contained)	4
Brush Fire	5
Chimney	0

Non-fire Responses

373

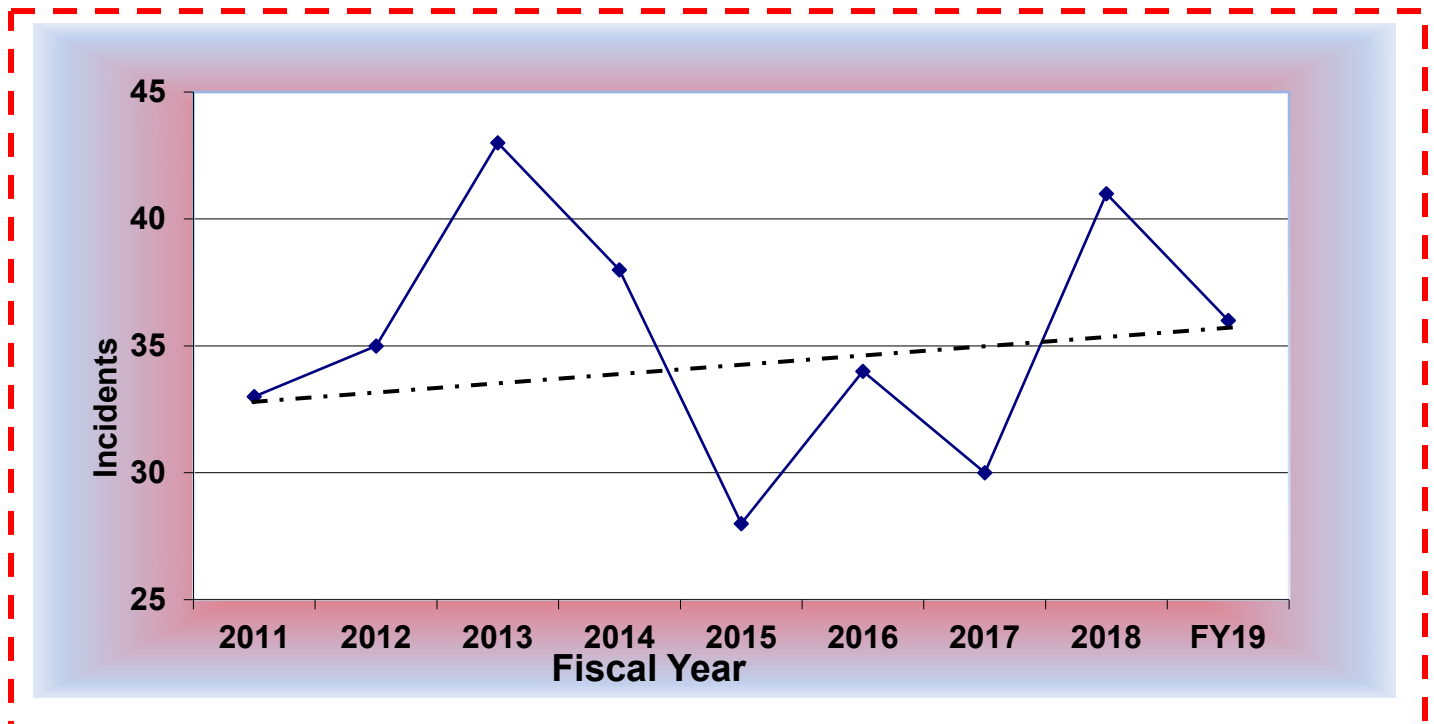
False / Malicious Alarms	175
Good Intent	88
Burning Complaints	3
Hazardous Conditions	79
Service Calls	28

Fire suppression responses FY 19



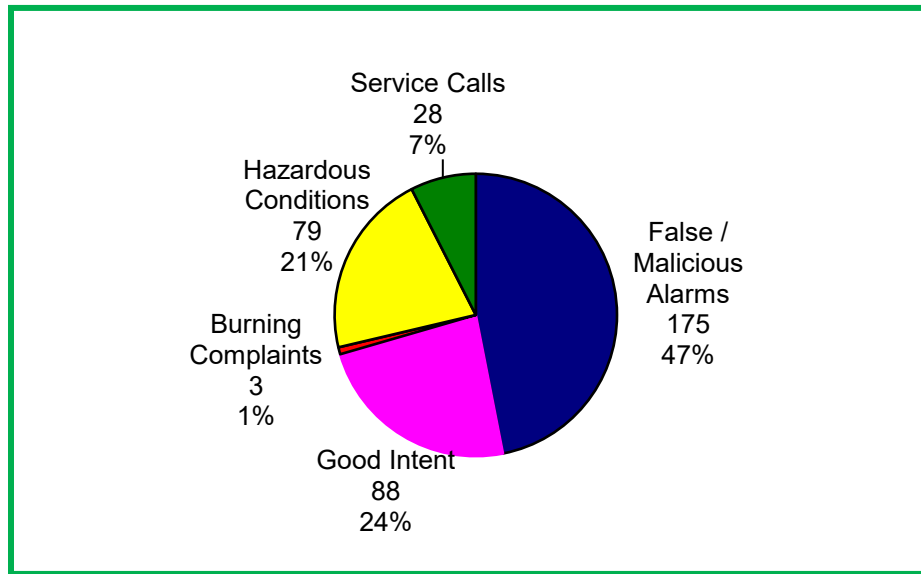
In FY 19, structure, vehicle, refuse, and brush fire responses increased (+24), while cooking fires, outside fires, and chimney fire responses decreased (-5).

Fire suppression responses FY 10-19



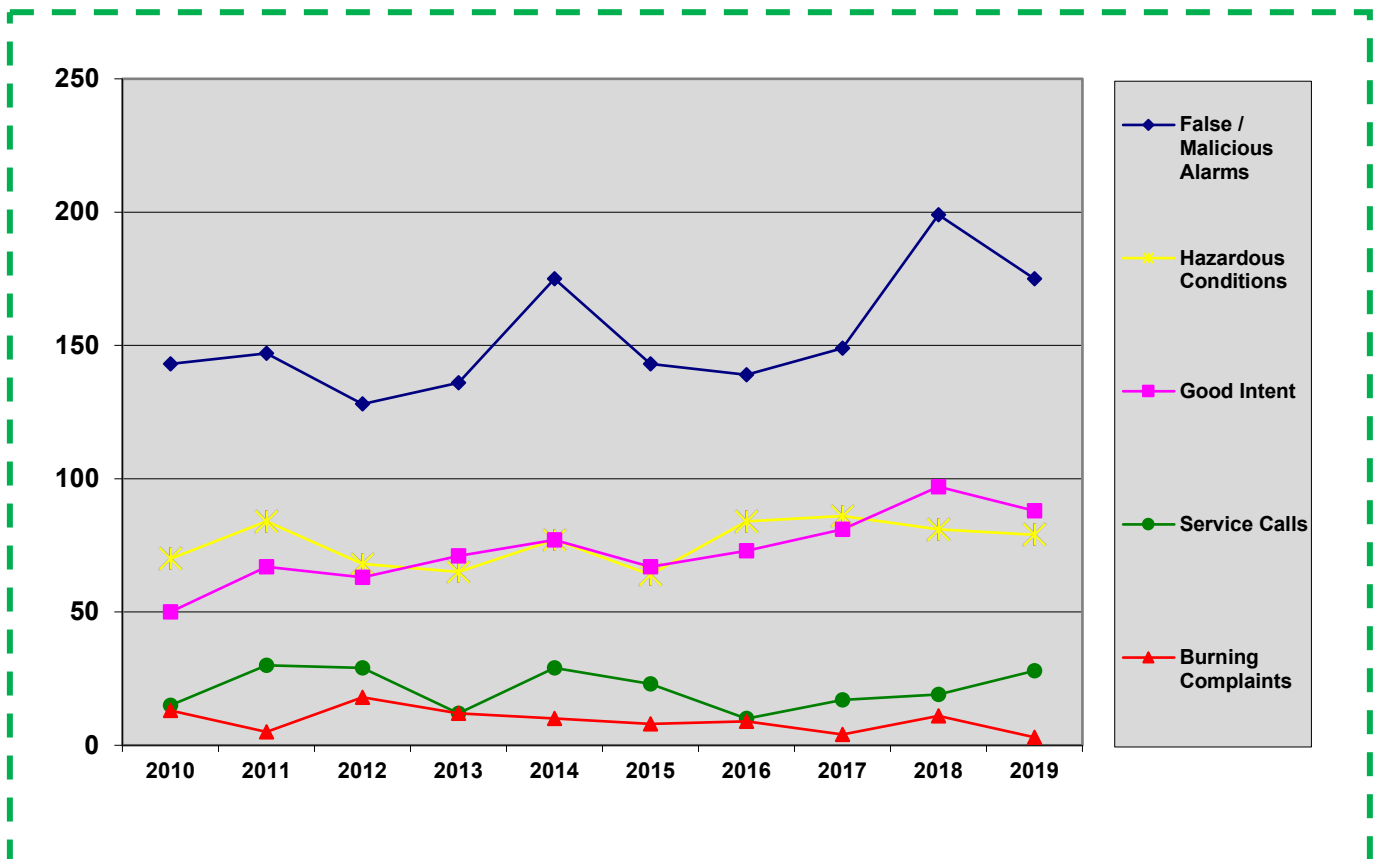
In FY 19, structure fire suppression responses experienced a slight decrease (-5). The jagged line over the last 9 years have shown a slight tendency to go against a nationwide trend of the overall reduction in structure fires.

Non - fire responses FY 19



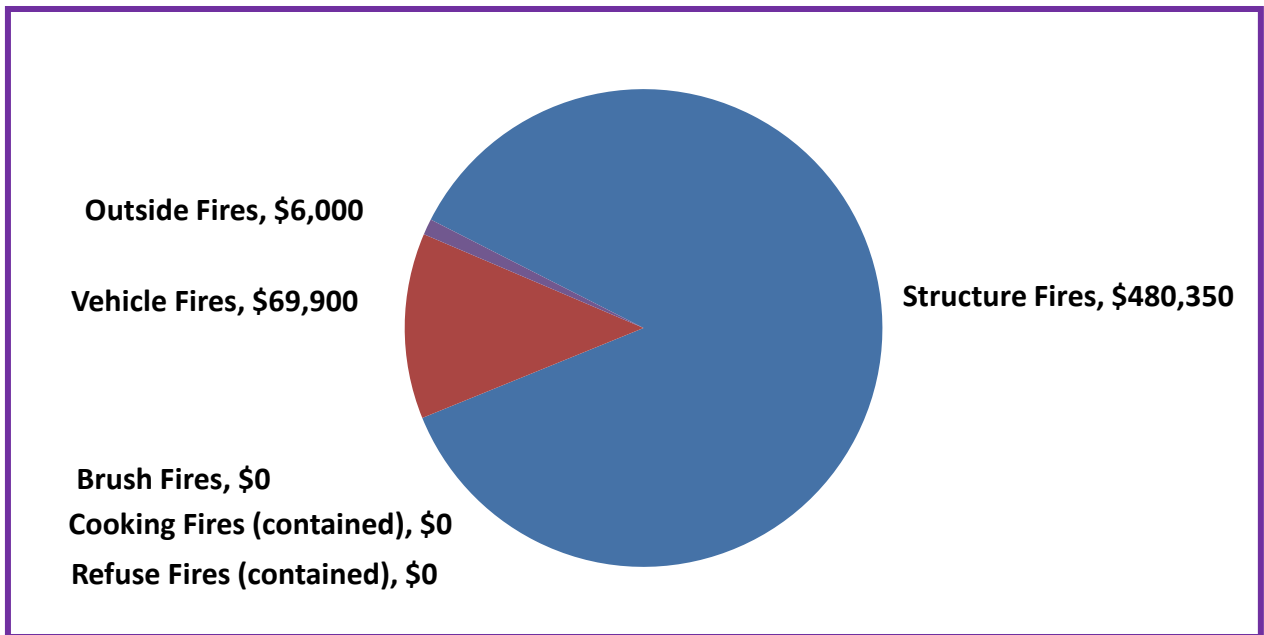
In FY 19, all categories - false/malicious alarms, good intent, burning complaints, hazardous conditions, and service calls increased significantly (+70).

Non - fire responses FY 10-19



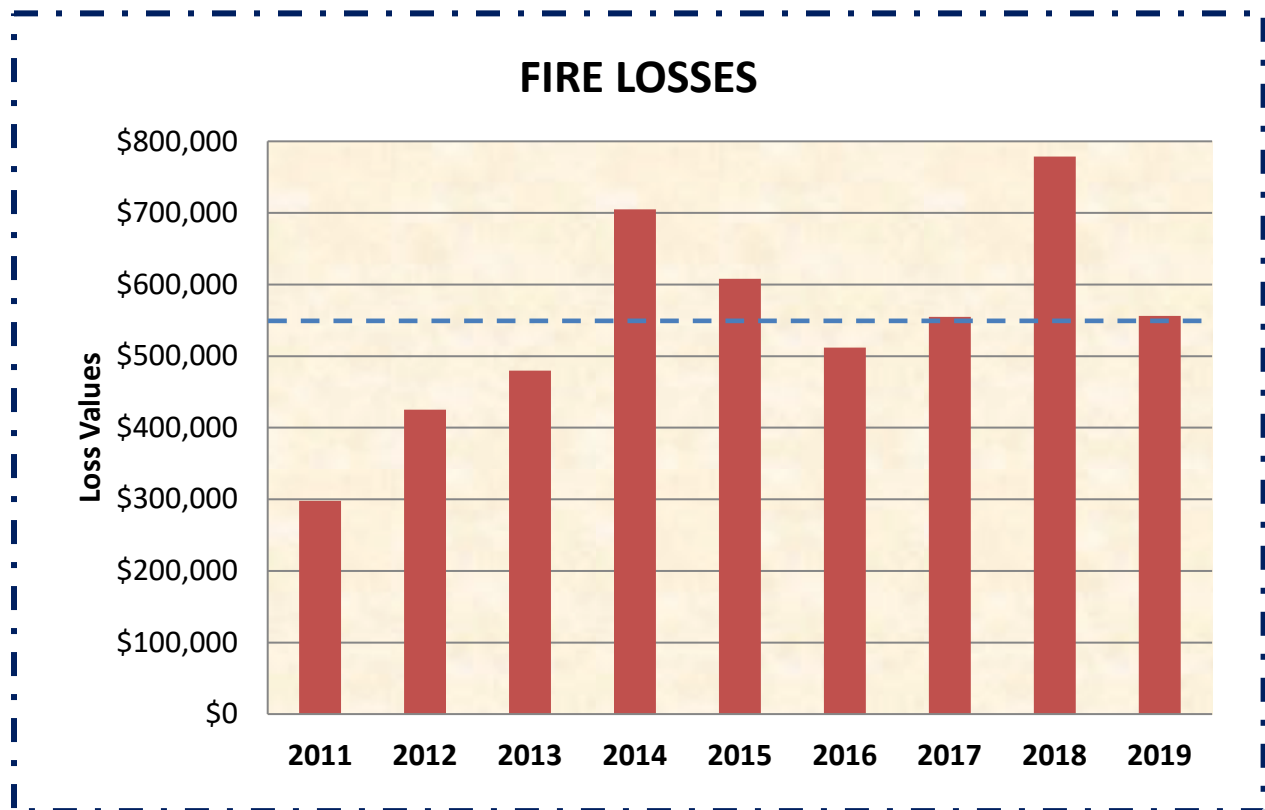
In FY 19, four of five non-fire categories decreased by a total of 43 responses with service calls increasing by 10 from the previous fiscal year. Overall, the various non-fire response category activity level continues to trend in a flat (hazardous conditions, service calls, burning complaints) to slightly upward (false alarms, good intent) manner.

Fire loss FY 19



In FY 19, we had dollar loss of \$556,250 attributed to 26 of the 63 reported fire suppression responses.

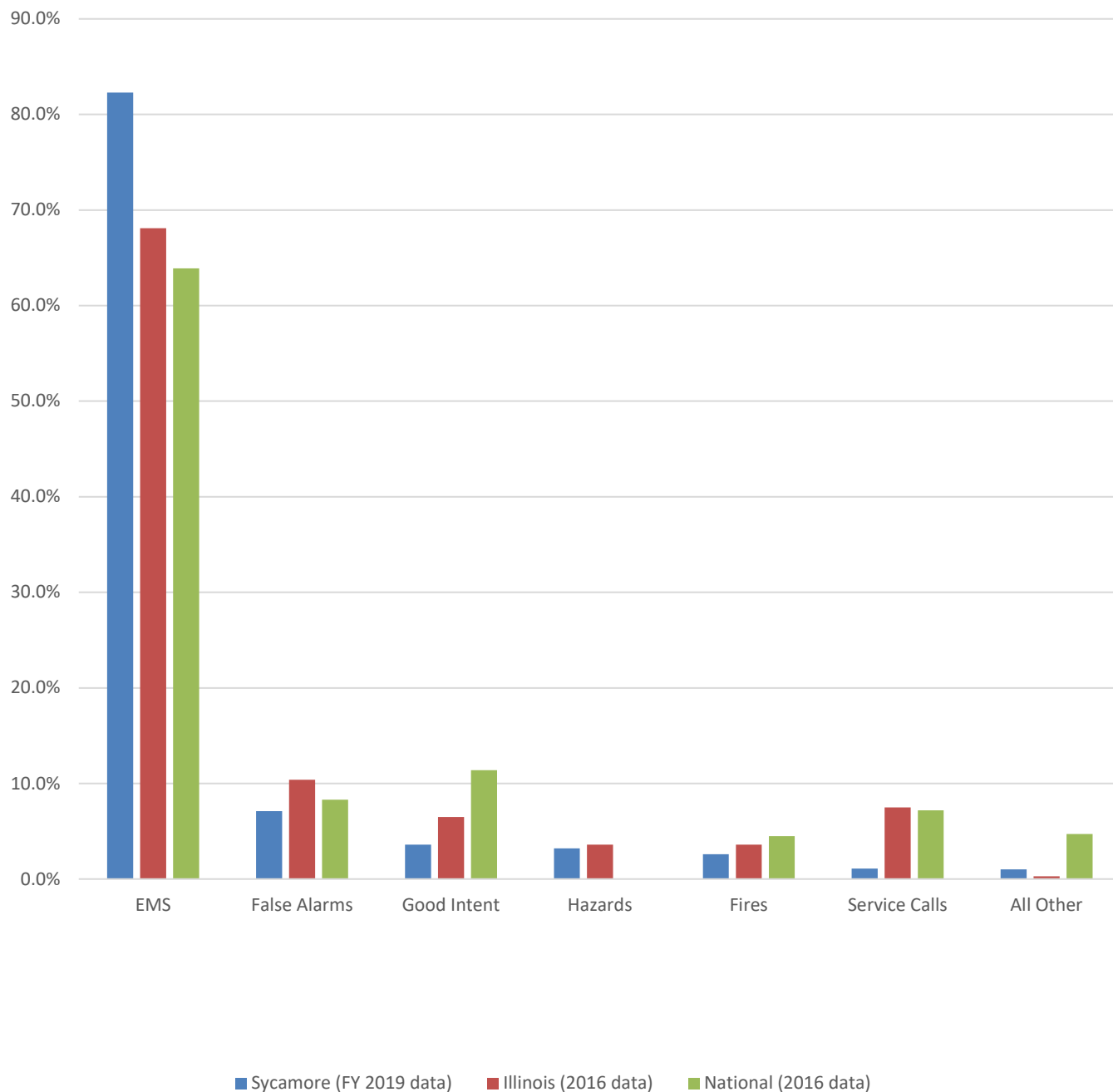
Fire loss history FY11 – FY 19



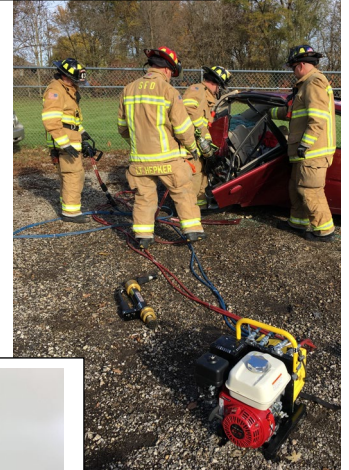
In FY 19, the annual fire loss was \$556,250 which was significantly lower than the FY18 (\$778,525). The average fire loss for the last 9 fiscal years is \$546,318.

How does the Sycamore Fire Department emergency response experience compare to Illinois or National averages?

Incident Type Comparison
Sycamore vs. State and National Averages



Special activities/events



Special activities/events

September 11 Memorial Service

This past year marked the sixteenth anniversary of the terrorist attacks on September 11, 2001. On September 11, 2018, the Sycamore Fire Department participated in a short program at Police Department's flag pole. The small gathering included many active and retired members of the Sycamore Fire Department, members of the Sycamore Police Department, members of the Cortland Fire Department, and citizens from the community.

Firefighter's Honor Guard

The Sycamore Firefighter's Local 3046 Honor Guard is a dedicated group of firefighters that volunteer to help to provide dignified and honorable funeral and memorial services to active and retired firefighters and their families. During FY 19, Sycamore Firefighter's Honor Guard members and Fire Department personnel participated in a number of area fire service funerals.

Foreign Fire Insurance Fund

The Foreign Fire Insurance Fund is set by state law for the benefit and maintenance of all members of the Fire Department. The Sycamore Foreign Fire Insurance Board (commonly known as the 2% Fund) administers tax proceeds collected from insurance companies doing business within the State of Illinois, but physically located outside the State of Illinois. The Sycamore Foreign Fire Board is comprised of seven members who represent the Fire Department membership. The Board administers approximately \$35,000 per year. Listed below is a highlight of some of the larger purchases made in FY 19:

- Shared the cost with city budget for the purchase of Fire Prevention education materials
- Purchased workout room equipment for both fire stations
- Continued to fund the cost of a subscription service for text, voice and app emergency dispatch notification system (eDispatches/I am Responding) for all employees
- Funded firefighting equipment purchase for individual firefighters
- Partially funded physical fitness assessment and training with Northern Illinois Rehab.

Kishwaukee Education Consortium (KEC) Emergency Medical Technician program

The Sycamore Fire Department actively participates with the Kishwaukee Education Consortium (KEC) Emergency Medical Technician (EMT-B) training program. The KEC Fire Emergency Medical Technician program is a vocational training program for High School students interested in the Emergency Medical Service as a possible career. The Sycamore Fire Department provides classroom space use during the school year, provides access to EMS training equipment, and allows the student access to the ambulance vehicles. Firefighter/Paramedic Bill Reynolds serves as the Sycamore Program Coordinator (and Lead Instructor) and the following Sycamore Fire personnel serve as instructors:

- Lt. Shaun Penn
- Lt. Jim Ward
- Firefighter/Paramedic Nick Young
- Firefighter/Paramedic Eric Saxton
- Firefighter/Paramedic Nick Perez
- Firefighter/Paramedic Christian Conlon

Sycamore Firefighter's Pension Fund

The Sycamore Firefighter's Pension Fund Board oversees and manages all of the assets contributed by the firefighter employees and the City of Sycamore. This Fund covers the sworn active and retired career personnel of the Fire Department. The Firefighter's Pension Fund Board consists of five members: President Eric Walker, Secretary John Pink, Trustee Marc Doty, Trustee Paul Neuman, and Trustee Peter Polarek.

Sycamore Fire Preservation Company

The Sycamore Fire Preservation Company was established in 2001 for the purpose of preserving the history of the Sycamore Fire Department. The Preservation Company is made up of active and retired Sycamore firefighters. The Preservation Company's primary mission was to procure and preserve a retired Sycamore Fire Department 1923 Stutz fire engine. Outgoing Preservation Company President, retired Fire Chief Gene Ege and incoming President Nick Perez, continue to lead a group of active and retired Sycamore firefighters in the effort to raise funds to preserve the history of the Fire Department and assure a display site for the Stutz fire engine and hose cart.

In FY 19, the committee held a number of fund raisers to support the restoration of the Stutz fire engine. Fundraisers included:

- Supported the dynamometer testing booth at DeKalb - Sycamore Chevrolet as part of their annual Car Show
- Pancake breakfast for the public at Fire Station #1
- Selling "Restore the Stutz" t-shirts and ball caps

With much of the Stutz fire engine preservation work complete, the Sycamore Fire Preservation Company Committee has focused on the next goal; to raise funds for a display home for the Stutz and for restoration work on the 1890 hose cart. The Committee has been working with the Sycamore History Museum to secure space to display the Stutz fire engine and other Sycamore fire service memorabilia.

Community activities - Sycamore High School Home Coming Powder Puff Football game

As part of the Sycamore High School Homecoming celebration on September 26, 2018, Sycamore Firefighter's Local 3046 members (Lt. Tal Hickey, Firefighter/Paramedic Eric Saxton, and former Sycamore Firefighter Connor Hickey) coached the junior girls for a football game versus the Police Department coached senior girls. Unfortunately, the Fire Department junior girls were defeated by the Police Department senior girls 21-14.

Community activities - Hot dog lunch for elementary school children

On one of the last school days of the year, Sycamore Firefighter's Local 3046 members traditionally sponsor and deliver a hot dog lunch for one of Sycamore's elementary schools. On May 23, 2018, Sycamore Firefighters (and IAFF 3046 members) served over 300 children and teachers at Southeast Elementary School.

Community activities – Local #3046 College Scholarships awarded

In 2018, Sycamore Firefighters Local #3046 awarded four Sycamore High School student graduates with \$500 each to put toward future college costs.

Community activities - Muscular Dystrophy Association (MDA)

Each year, Sycamore Firefighter's Local 3046 members participate in a number of fund raising activities that benefit the Muscular Dystrophy Association (MDA). In the last year, Local 3046 members performed the following:

- For two days, Firefighters stood at intersections in Sycamore collecting money for “Fill the Boot” campaign
- Collected money with “Fill the Boot” at Culvers Restaurant, with Culvers donating up to 25% of the days proceeds to MDA

As a result of these efforts, Sycamore Firefighter’s Local 3046 members collected almost \$4,000 for MDA.

Community activities - Meals on Wheels

During the entire month of November, 2018, a number of Sycamore Fire personnel volunteered to deliver the Voluntary Action Center (VAC) Meals on Wheels to Sycamore residents.

Community activities - Family Service Agency support

In March 2018, two teams of Sycamore Firefighter’s Local 3046 members participated in Bowl for Kid’s Sake fund raiser which netted \$1,000. At Christmas time, Local 3046 members donated complete turkey dinners to 30 local families.

Community activities - escorts to returning military veterans and DeKalb County Marines “Toys for Tots” campaign

On September 29, 2018, the Fire Department participated in the motorcade through parts of DeKalb County which kicks off the annual DeKalb County Marines “Toys for Tots” campaign.

Community activities - honor our senior military veterans

On September 8, 2018, the Fire Department continues to participate in the annual motorcade that travels through DeKalb and Sycamore that stops at nine retirement centers and/or assisted living facilities along the way to honor our senior military veterans. The group usually honors about 100 veterans.

Community activities - support of Opportunity House

Sycamore Firefighters Local #3046 sponsored a team and participated in a volleyball game that benefitted Special Olympics.

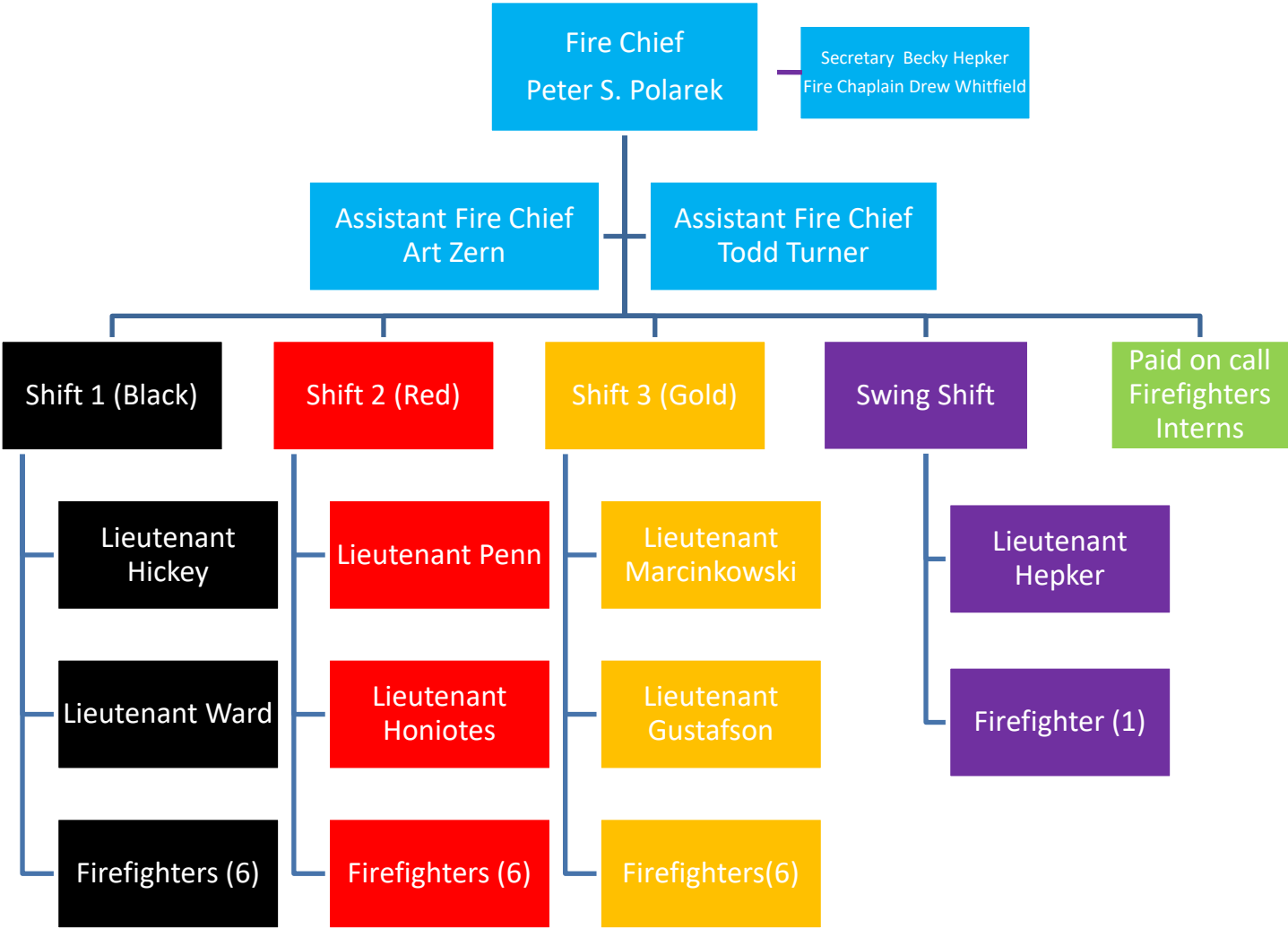
Community activities - support of youth baseball

Sycamore Firefighters Local #3046 continues to sponsor both a youth baseball and youth softball teams.

Community activities – Santa walk

On December 7, 2018, Fire Engine # 1 transported Santa, Mrs. Claus, and Santa’s Elf to downtown Sycamore for the Santa Walk where they were met by a throng of children, families, and friends.

Fire Department Organizational chart



Sycamore Fire Department personnel roster as of April 30, 2018

Administration		
Fire Chief	P	Peter S. Polarek
Asst Fire Chief	B	Art Zern
Asst Fire Chief	P	Todd Turner
Secretary		Becky Hepker
POC Lieutenant		Gene Listy
Chaplain		J. Drew Whitfield
Shift 1 (Black)		
Lieutenant	B	Tal Hickey
Lieutenant	P	Jim Ward
Firefighter	P	Brad Belanger
Firefighter	P	Scott Flatter
Firefighter	P	John Pink
Firefighter	P	Eric Walker
Firefighter	P	Nick Young
Firefighter	P	David VanDusen
POC Firefighter	P	Jacob Turner
Firefighter/Intern	B	Mike Mathey
Shift 2 (Red)		
Lieutenant	P	D. Shaun Penn
Lieutenant	P	Adam Honiotes
Firefighter	P	Bill Reynolds
Firefighter	P	Pat Dulzo
Firefighter	P	Dustin Ruby
Firefighter	P	Ian Wheeler
Firefighter	P	Mike Hardesty
Firefighter	P	Matt Anderson
Firefighter/Intern	B	Logan Wright
Shift 3 (Gold)		
Lieutenant	P	Dan Marcinckowski
Lieutenant	P	Ryan Gustafson
Firefighter	P	Bob Maciejewski
Firefighter	P	Brian Thompson
Firefighter	P	Erik Carlson
Firefighter	P	Eric Saxton
Firefighter	P	Nick Perez
Firefighter	P	Christian Conlon
Swing shift		
Lieutenant	P	Darrin Hepker
Firefighter	P	Andy Powers

