



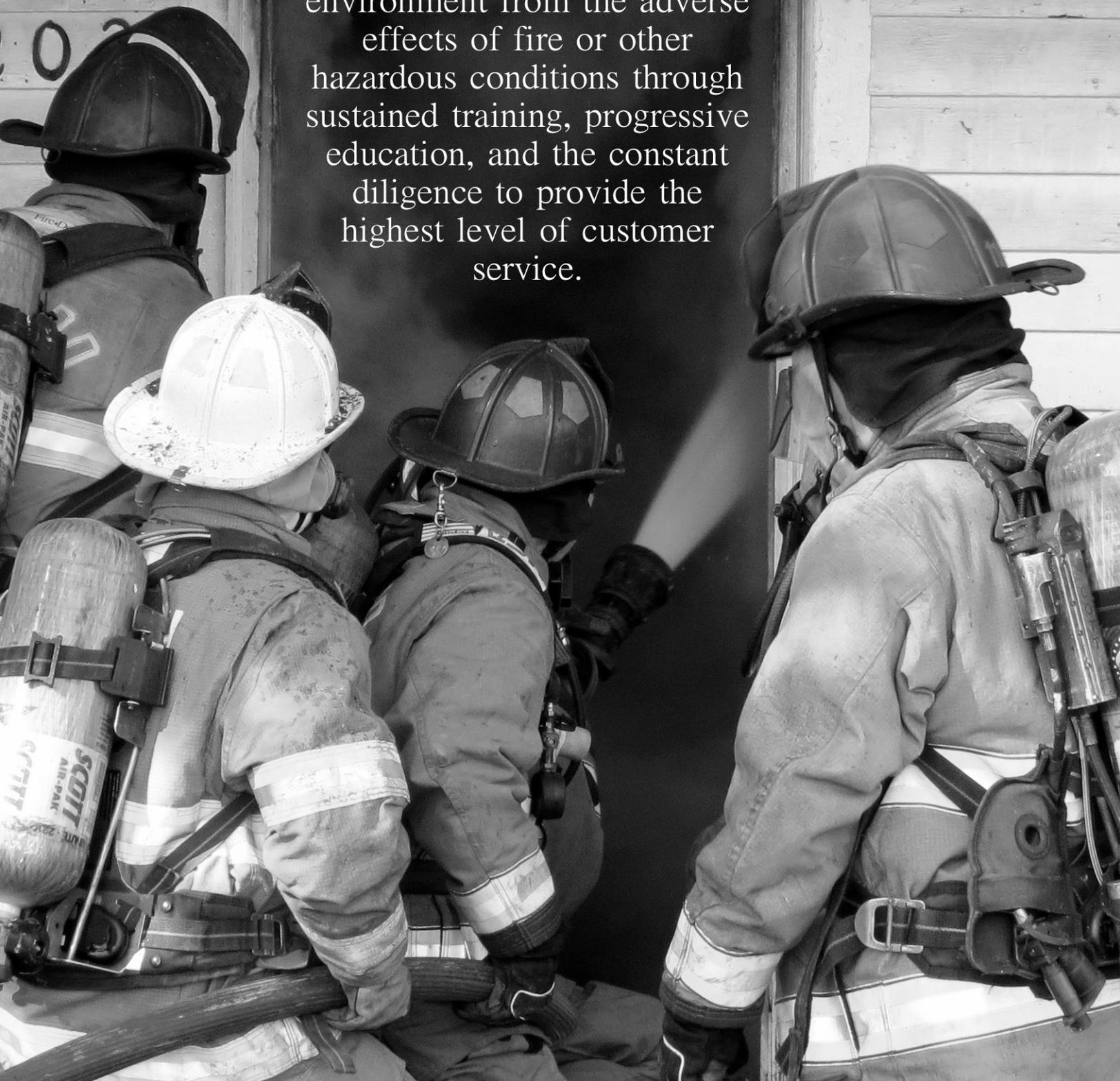
CITY OF OXFORD FIRE DEPT

ANNUAL REPORT 2013



Our Mission

The City of Oxford Fire Department is committed to the preservation and protection of life, property, and the environment from the adverse effects of fire or other hazardous conditions through sustained training, progressive education, and the constant diligence to provide the highest level of customer service.





Message from the Chief

The members of the Oxford Fire Department are pleased to offer you this annual report for the fiscal year of 2012-2013. This is a working document that addresses your fire departments daily activities and accomplishments. It is our goal to offer the highest level of service possible for the citizens and business community of Oxford while honoring the established budget set forth by the reigning Board of Commissioners and the City Manager. It is also our intention, and practice, to function with complete transparency in all that we do.

The Oxford Fire Department has endured a lot of restructuring and change throughout the past year. We have demanded more of our staff and expected more of our volunteers. Throughout this time, the leadership within the organization has been dedicated to holding each other accountable and upholding our institutional goals and values. I would like to thank the membership of the Oxford Fire Department and the Executive Staff, along with our Interim Chief, for standing tall and resilient during this transitional period.

I would also like to thank the Oxford City Council for their support of the Oxford Fire Department over the past years. Without their dedication to the fire department and its mission goals, we would not be able to continue to provide the quality of service to the citizens that they expect from us.

Finally, I would like to thank you for allowing me to be your fire chief. I am blessed to be able to serve in this capacity and lead such a dedicated organization. I value the people I work with and witness their commitment daily. I am honored to be a member of this organization and of this community. I do not take this responsibility lightly, nor the safety of our citizens.

Sincerely,

David Cottrell

David Cottrell
Fire Chief



OXFORD FIRE DEPT.

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OXFORD
FIRE DEPT.



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History of the Oxford Fire Department

I

Several large fires in the mid 1800's prompted some citizens of Oxford to organize the Oxford Hook and Ladder Company (a private company) on January 31, 1876. This organization was primarily a bucket brigade and was intermittently active for the next twenty years. The group was reorganized in 1905 as the Edwards Hose and Ladder Company, which was named after their leader, J. Frank Edwards. It was composed of two companies, one white and one colored. This fire company became the official fire department for the town of Oxford, but retained its' name until it became the Oxford Fire Department in 1915. The colored company, Company #2, was disbanded in the early 1940s.



In 1907, two horses, Big Sam and Mamie, were bought to pull the water wagon and hose reels. These units were previously pulled through the streets by firefighters. In 1916, the first motorized "auto truck" was purchased for \$5500. The most recent engine purchased for the Oxford Fire Department was in 2009 at a cost of \$530,000, including equipment.

Firefighters of the Oxford Fire Department have been called into action by a variety of methods through the years. In the beginning various bells were rung throughout town. In 1904 a fire alarm was placed on the courthouse bell. The town was divided into five (5) districts and the location of the fire was designated by the taps on the bell corresponding to the number of the district. Then a larger bell containing a Gamewell alarm system was installed in the tower of the Opera House. After the Opera House burned in 1921, the bell was replaced with a Diaphone Compressed Air Alarm System. This system was active until a master phone system replaced it in the 1940s. This system would ring every firefighter's home at once with a recorded message of the fire location. The master phone system was retired in 1979 when all firefighters were issued personal pagers that allowed them to be notified of an emergency regardless of time of day or their present location.

The present Oxford Fire Department is located at 112 E. McClanahan St. This station was built in 1993. The original location for the department was on Wall Street behind the present Penny Furniture Company. In 1906, in conjunction with the Granville Grays (the local National Guard unit), a joint fire department, armory, and city hall was rented. Later, in 1908, these agencies moved to a new building on Williamsboro St. behind the courthouse. In 1956, the department moved next door into the old Morgan & Crews Building (formerly known as the Opera House) until its move into the present location.



Over the years, about 250 firefighters have served the citizens of Oxford and it is these people, a cross section of the population, that make the department the respected and dedicated agency it is.



Mission and Values

II

Mission Statement

“The City of Oxford Fire Department is committed to the preservation and protection of life, property, and the environment from the adverse effects of fire or other hazardous conditions through sustained training, progressive education, and the constant diligence to provide the highest level of customer service”

Core Values

- Professionalism Developed Through Training and Self-awareness
- To Acquire the Faith and Trust of the Community, and Continually Work to Deserve That Confidence Through Attitude, Conduct, and Accomplishments
- Responsible Decision Making
- Continuous Improvement and Attentiveness to the Changing Needs of the Community we serve
- Open and Honest Communication

Core Services

- Fire Suppression
- Rescue
- Inspections
- Public Education
- Risk Assessment and Reduction
- Community Service



An early morning house fire in November 2012



Department Structure

III

Administrative Division

The Administration of the Oxford Fire Department is charged with the overall health of the agency. This division has the responsibility of providing leadership to the department membership and managing its' resources in accordance with common and accepted standards and practices. The administrative division also ensures that the integrity of the department's finances is maintained and all department expenditures are kept within the boundaries set in place by its' governing body.



Inside a house during live burn training

Operations Division

The Operations Division of the Fire Department has the primary responsibility for maintaining all equipment owned and operated by the City of Oxford Fire Department. This equipment shall be maintained at all times and in a state of readiness should a call for service arise. This division also responds to and mitigates calls for service including but not limited to: structure fires, car fires, vegetation fires, hazmat incidents, industrial rescues, vehicle extrications, and public education for both children and adults. The operations division also assists with fire inspections and pre-planning of high hazard occupancies.

Inspections Division

The Fire Inspections Division of the Fire Department coordinates and records the activities of fire prevention and fire inspections. This division reviews plans and works directly with contractors and building inspectors to ensure that structures are safe and in compliance. This division of the Oxford Fire Department also participates in Safe Kids NC, whose mission is to prevent accidental childhood injuries from birth to age 14.



2012-2013 Inspections

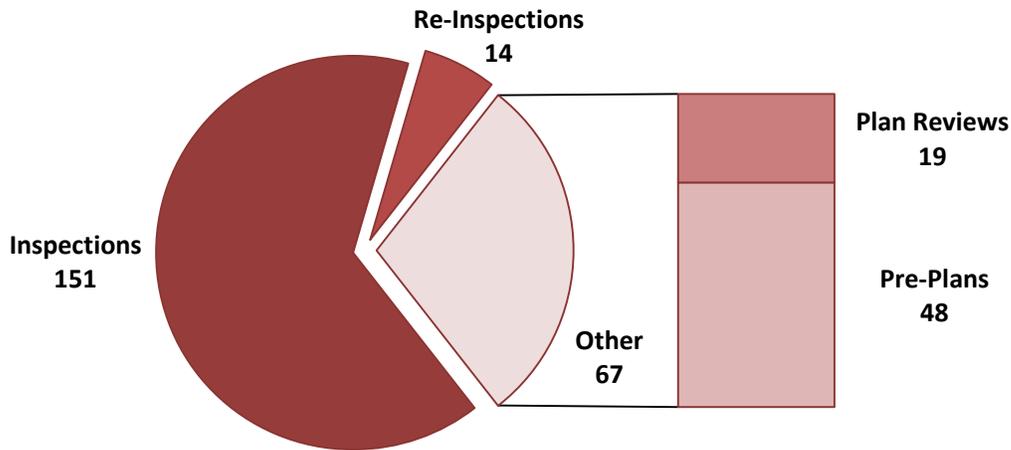


Figure 3-1: 2012-2013 Inspections by Type



Fire Engineer Doug Dickerson trains industry professionals



Portable fire extinguisher training with Inspector Kelley Whitehead

The Oxford Fire Department offered training to multiple organizations during the last year. These classes ranged from simple trips to local schools to all day trainings for industry. We also hosted kitchen safety and fire extinguisher training for daycares and group homes. In order to offer fire education to people who may not normally receive it, and to showcase our fire department, we also hosted an open house and set up a booth at the Strawberry Festival. Through these efforts, we were able to reach a large number of our citizens.



Inspector Kelly Whitehead teaches fire safety at C.G. Credle



Fire Engineer Clifton Peace properly installs a child safety seat

Training Highlights	
Fire Brigade Training	76 Employees
Youth Education	1246 Children
Adult Education	86 Adults (Daycare and Group Home)
Department Open House	350+ Visitors

Training and Safety Division

The Training Division of the Fire Department plans and schedules all training activities for the fire department for the calendar year. This training schedule differs from most career fire departments in that we must coordinate with our volunteers and offer a majority of our training curriculum at night and on weekends in order to accommodate their normal work schedule. The training division strives to offer every opportunity possible for the department's volunteer compliment to have complete access to all classes and certifications. This dedication to maintaining a strong working relationship with our volunteers and part time members has produced more North Carolina State Certified Firefighters and Rescue Technicians than ever experienced by our agency. We currently have a total of 32 firefighters on the department roster with 24 being certified at the level of NCOSFM Firefighter Level I//II. All full time staff are NCOSFM certified to the level of FF I/II, Driver/Operator Pumps, Driver/Operator Aerials, and Hazmat Awareness/Operations Plus.



Types of trainings offered include:

- NFA 1001 Professional Firefighter Qualifications
- NFA 1002 Driver/Operator Professional Qualifications
- NFA 1006 Rescue Technician Professional Qualifications (High-Angle and Confined Space)
- NIMS 100, 200, 700, and 800 for the Incident Command System
- NFA 1500 Fire Department Occupational Health and Safety

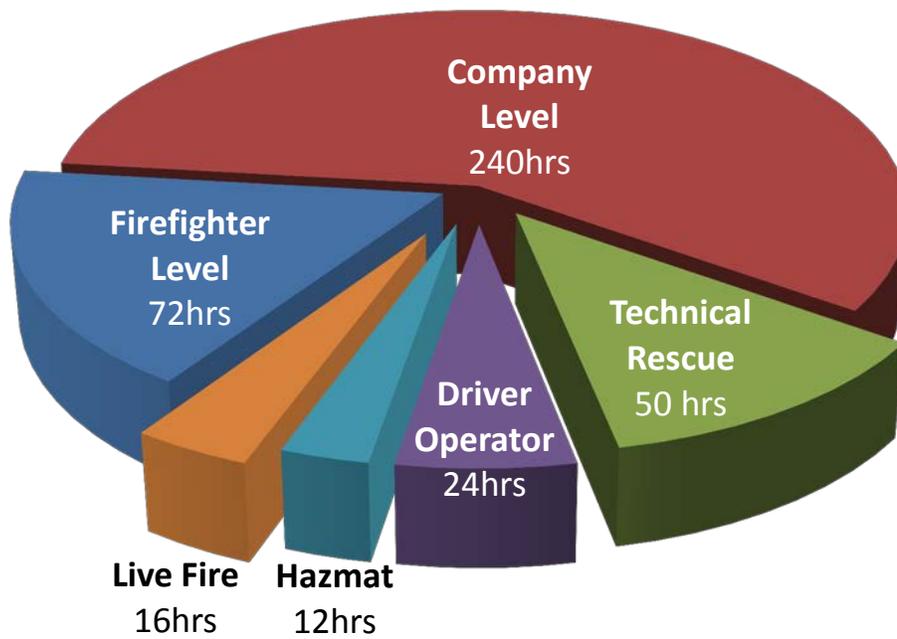


Figure 3-2: Training by Hours Offered



Firefighters battle a burning van during a training exercise



Duke Life Flight lands for a Helicopter Rescue class



Ventilation holes are cut in the roof during a live burn



Firefighters practice saving trapped vehicle passengers



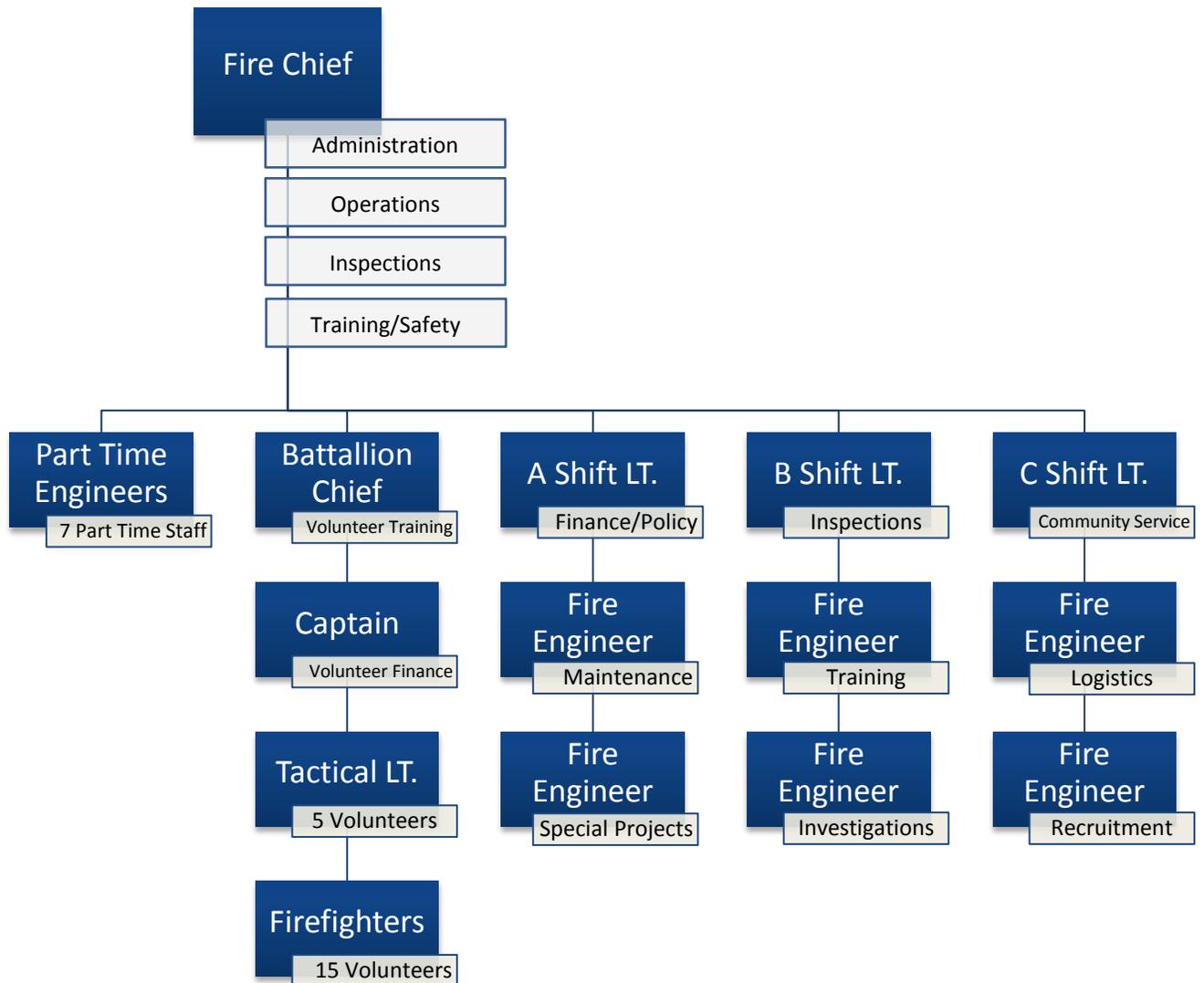
Technical Rescue: Rigging Class



Fire Engineer Scott Allen teaches Cadets how to organize a hose bed



Organizational Chart



The Oxford Fire Department operates on a 3/4/3 shift schedule utilizing nine (9) full time personnel. On-duty Fire Engineers report to work at 7:00am and remain on duty for 24 hours. The Fire Engineer is then off duty for 24 hours before returning to work for another shift. This cycle is repeated three (3) times before the Fire Engineer is off duty for four (4) consecutive days. The Cycle then repeats itself. Fire Engineers work, on average, ten (10) days per month or approximately 240 hours.

Example: WORK:OFF:WORK:OFF:WORK:OFF:OFF:OFF:OFF:WORK:OFF:WORK:OFF:WORK:OFF:OFF:OFF:OFF

All off duty staff are available for emergency call-back should the need arise.



Reports and Statistics

IV

The Oxford Fire Department maintains a database that it uses to evaluate the fire department's performance in terms of run data and member activity. All call information and membership attendance is recorded using multiple data points that can be used to generate query reports, charts, time stamps, and class attendance. Using this information, I have prepared several reports to give you an overall look at the fire department as it relates to the 2012-2013 year. The data range was queried from July 1, 2012 to June 30, 2013.

Incident Breakdown

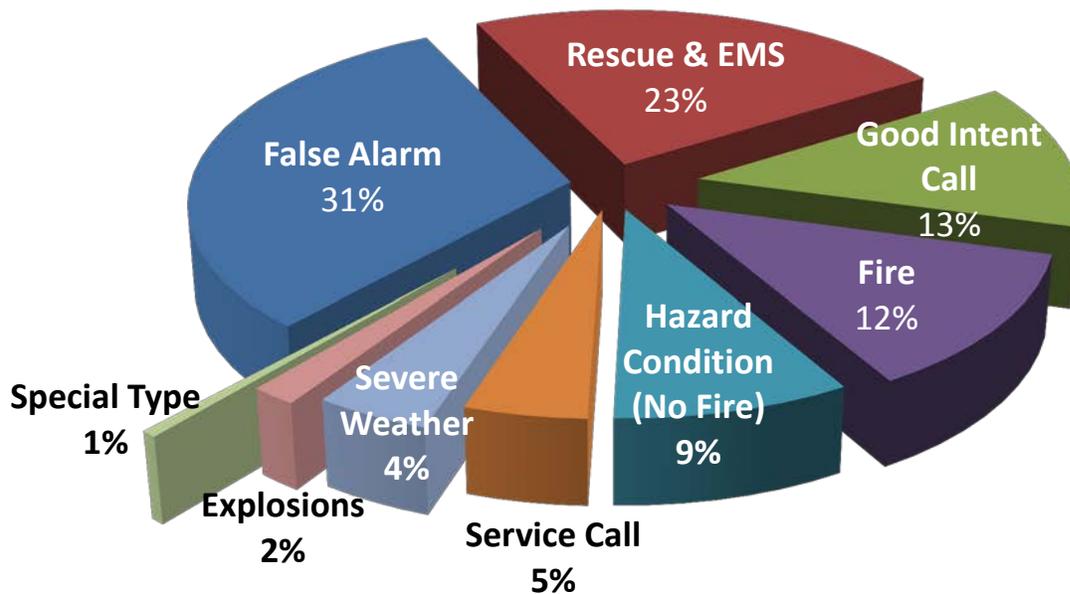


Figure 4-1: 2012-2013 Percentage Incidents by Type

Grand Total: **349**
Type of Incident Most Frequent: **False Alarm**



Incidents by Month

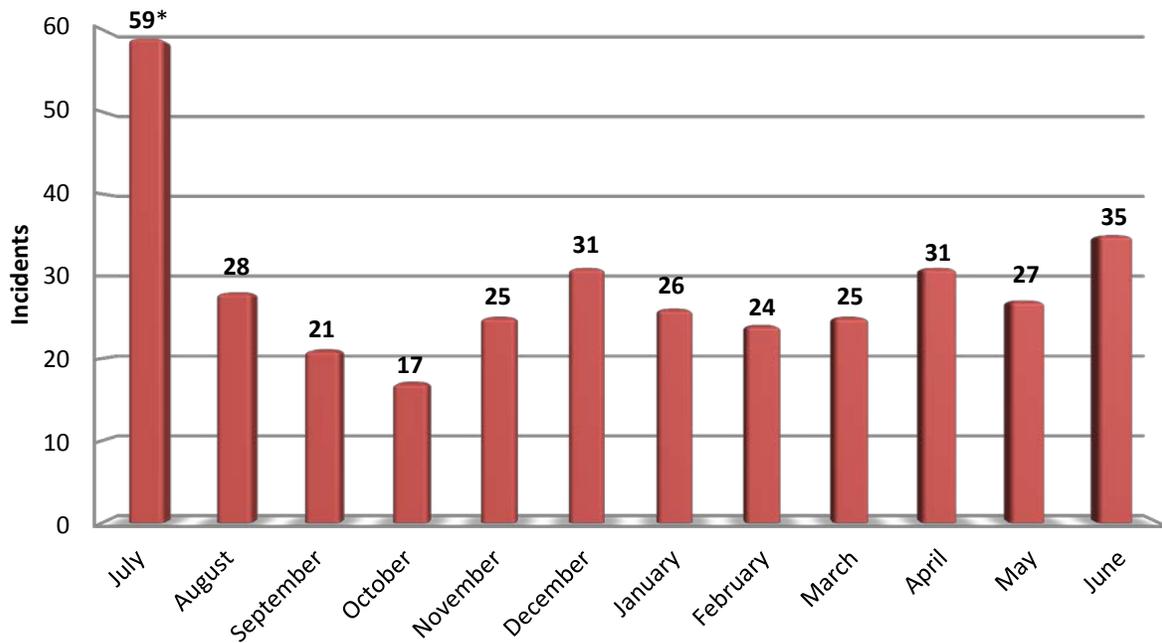


Figure 4-2: 2012-2013 Incidents by month

*July spike is due to high incidents of storm related calls

Incidents by Shift

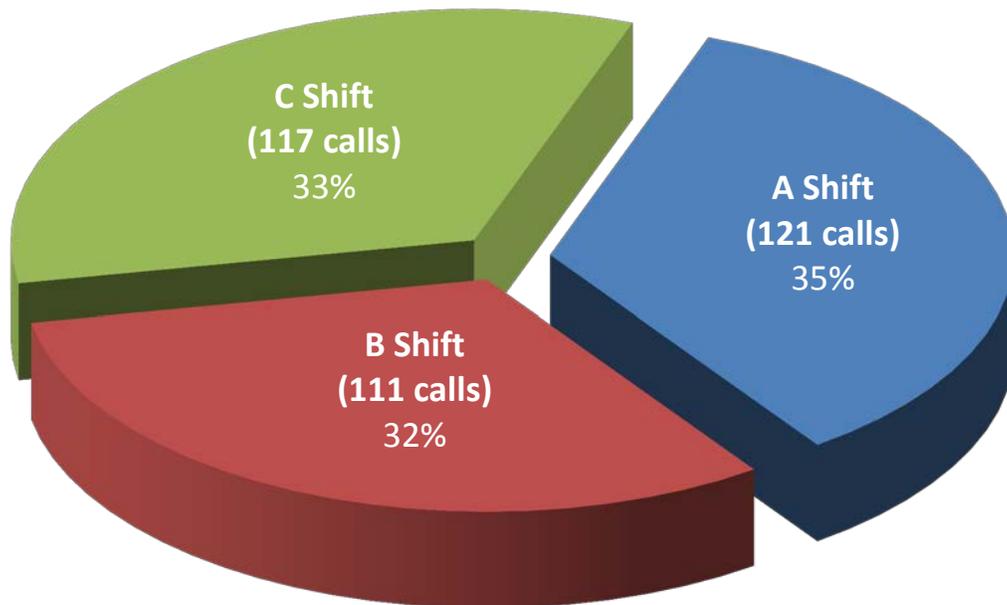


Figure 4-3: 2012-2013 Incidents by shift



Incidents by Hour of Day

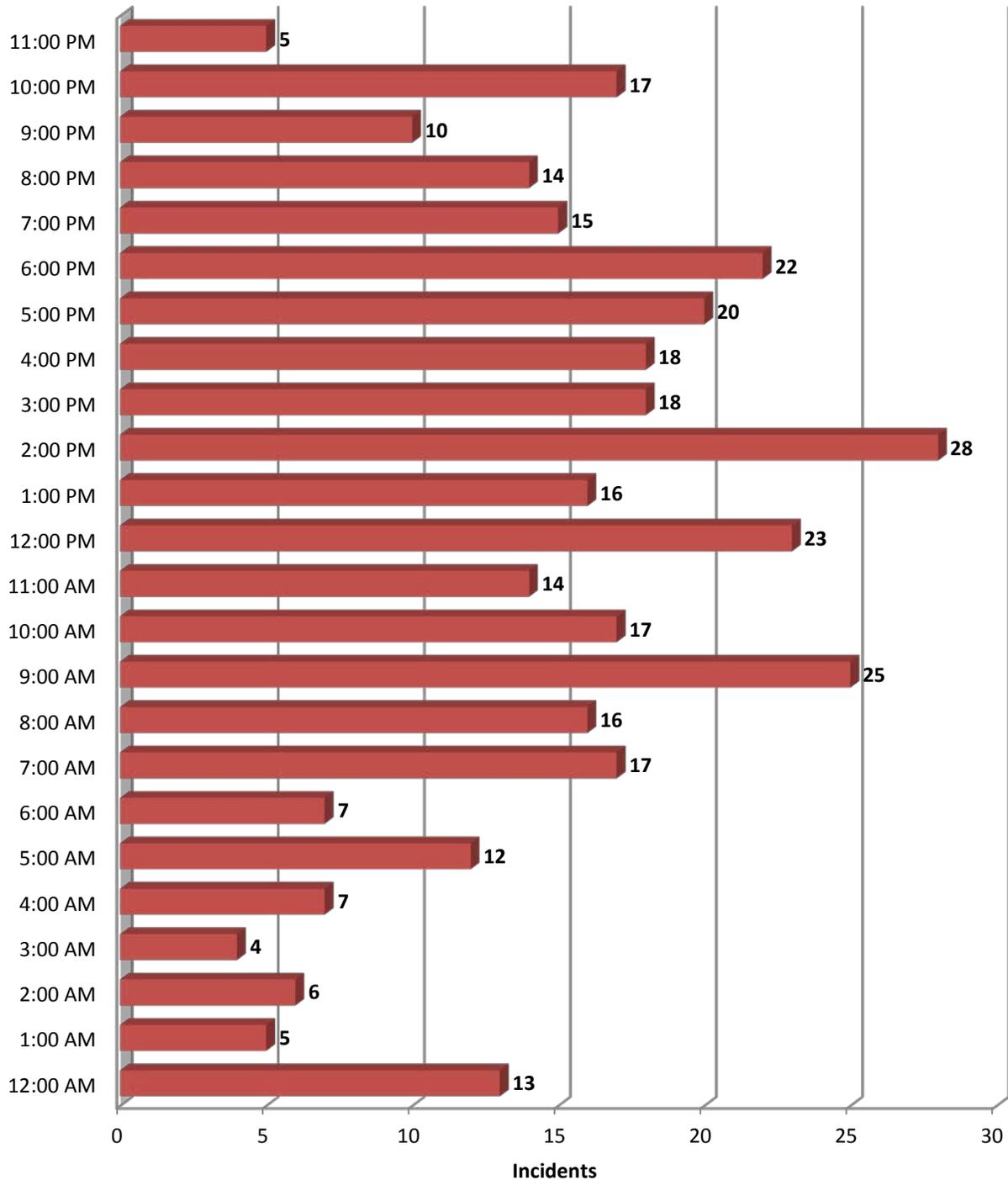


Figure 4-4: 2012-2013 Incidents by Hour of Day



Responders by Hour

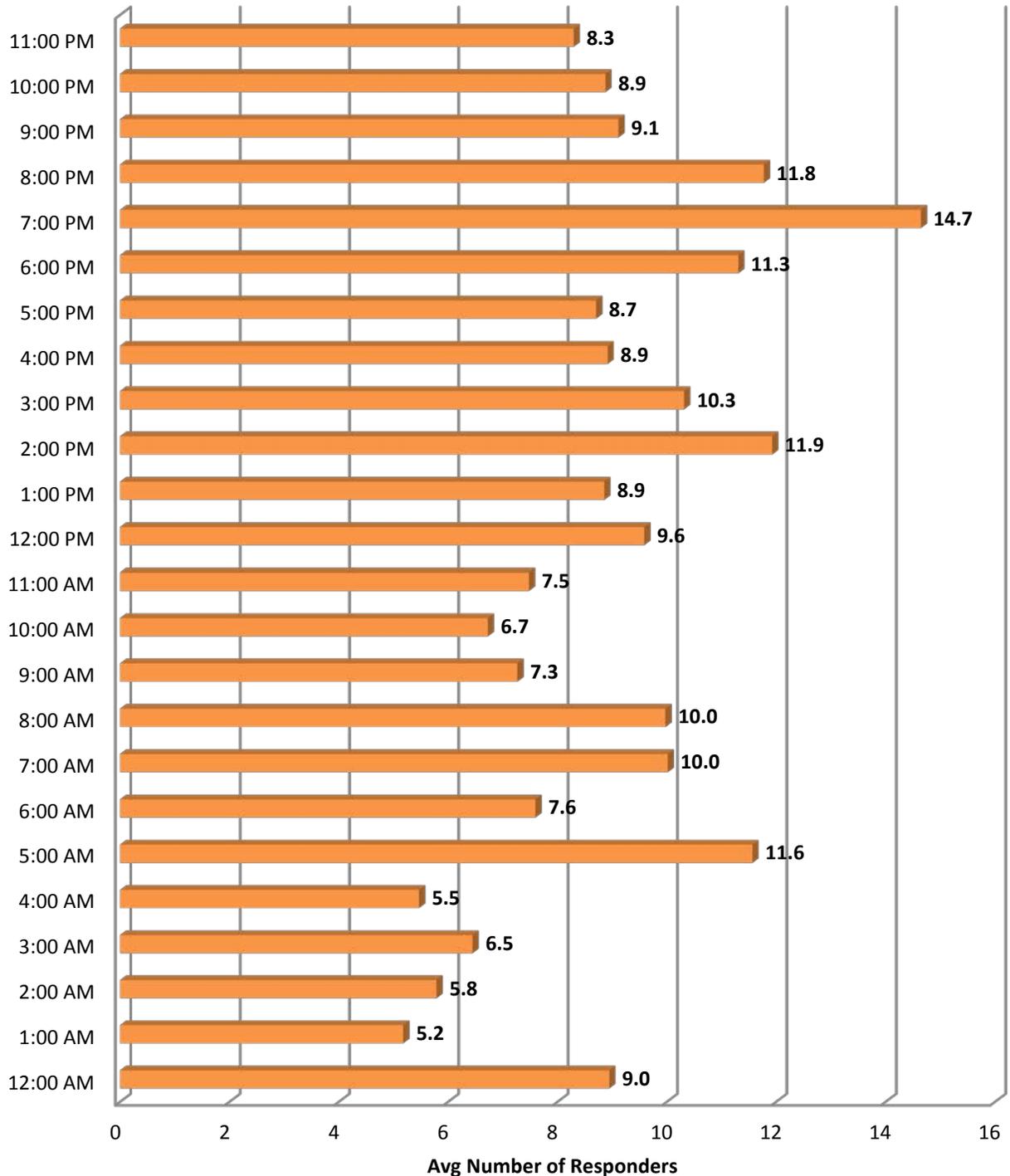


Figure 4-5: 2012-2013 Average number of responders by hour of the day



Staff by Type

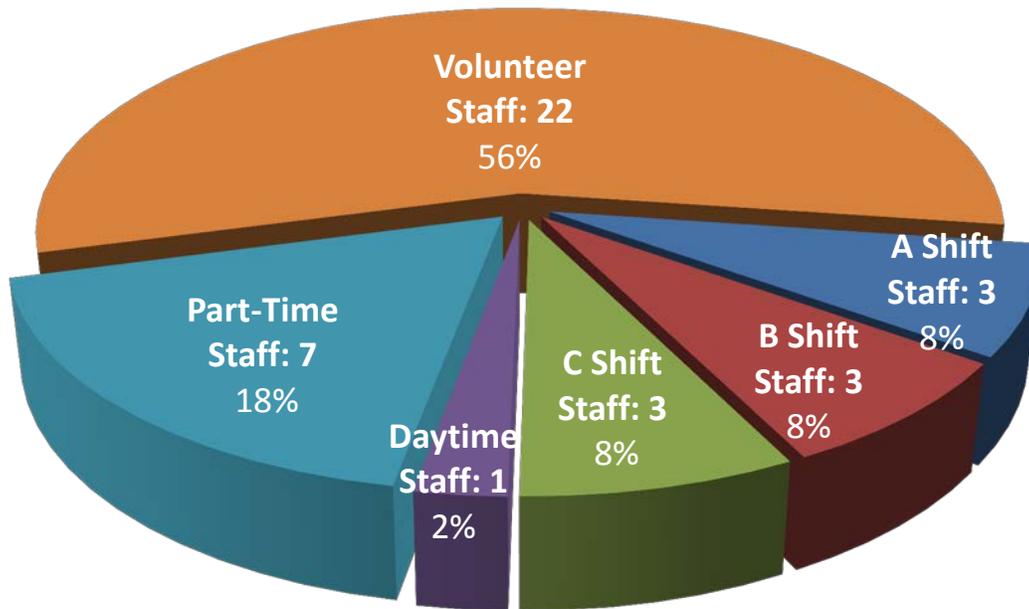


Figure 4-6: 2012-2013 Staff breakdown by type



Live burn training at 202 Granville St.



Coverage Area and Property Loss

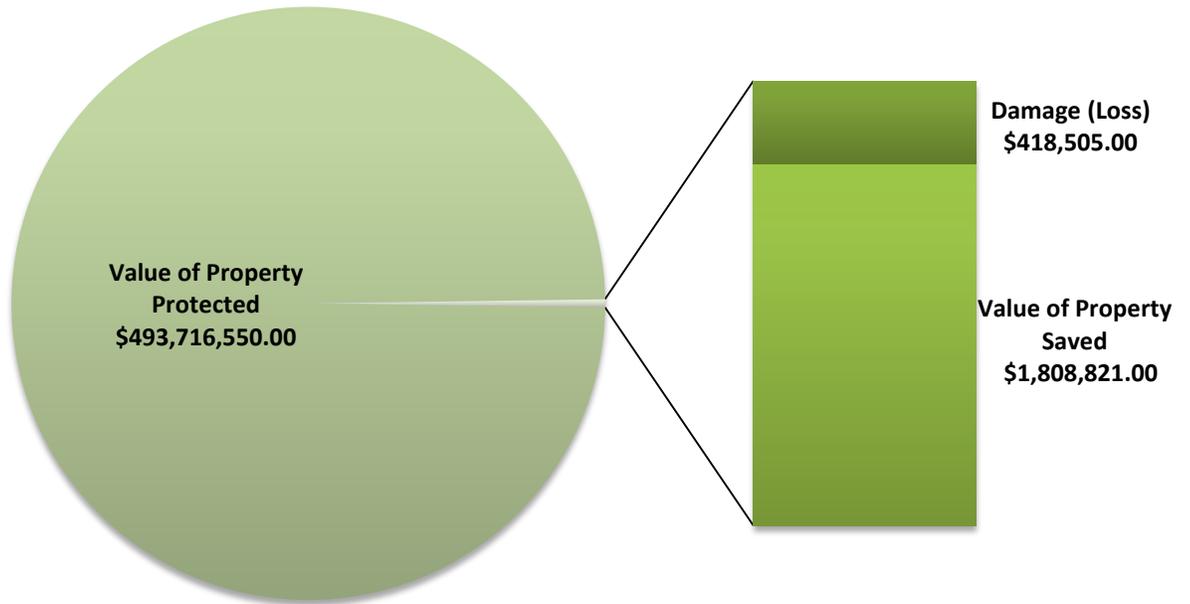


Figure 4-7: 2012-2013 Value of property protected, damaged and saved

The Oxford Fire Department Fire Department protects all property located within the city’s municipal limits and select property outside these boundaries through a contract service agreement. Total value of all property is approximately \$493.7 million dollars and falls within a 6.797 square mile (4350.08 acre) response district. During the last 12 months, the district suffered a property loss of \$418,505.00 directly related to fire, or approximately 0.085% (percent) of its calculated tax value.



Oxford firefighters battle an early morning fire at Pizza Hut



Casualties

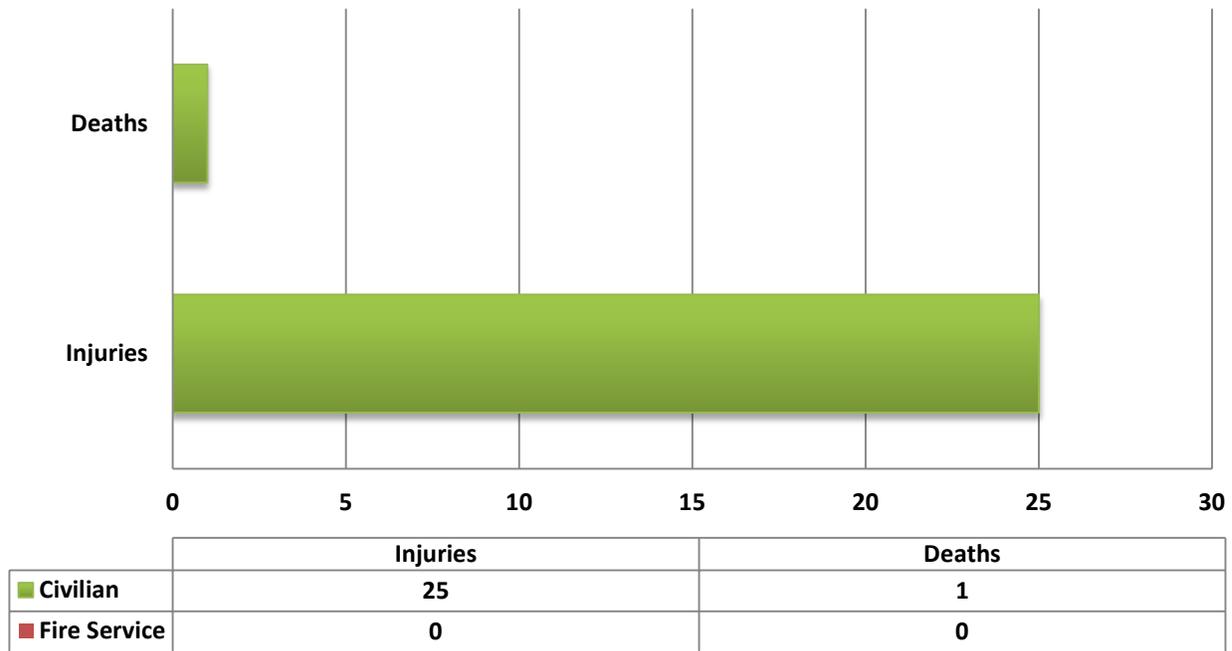


Figure 4-8: 2012-2013 Casualties

The Oxford Fire Department strives to ensure the safety of its membership. This dedication is carried over from the fire ground to departmental training. Personnel safety and injury prevention cannot be traced to a single act but is a combination of many things coming together. Training, situational awareness, incident command, and proper equipment are key ingredients to a successful injury prevention program. The Oxford Fire Department has been blessed to receive multiple grants and have the support of the Board of Commissioner and is able to provide its membership with the equipment to perform their job safely. It is through these efforts that we have been able to remain injury free. The civilian injuries and death listed in this document are primarily from auto accidents and minor burns.



Serious accident on I-85 in April 2013



Mutual Aid

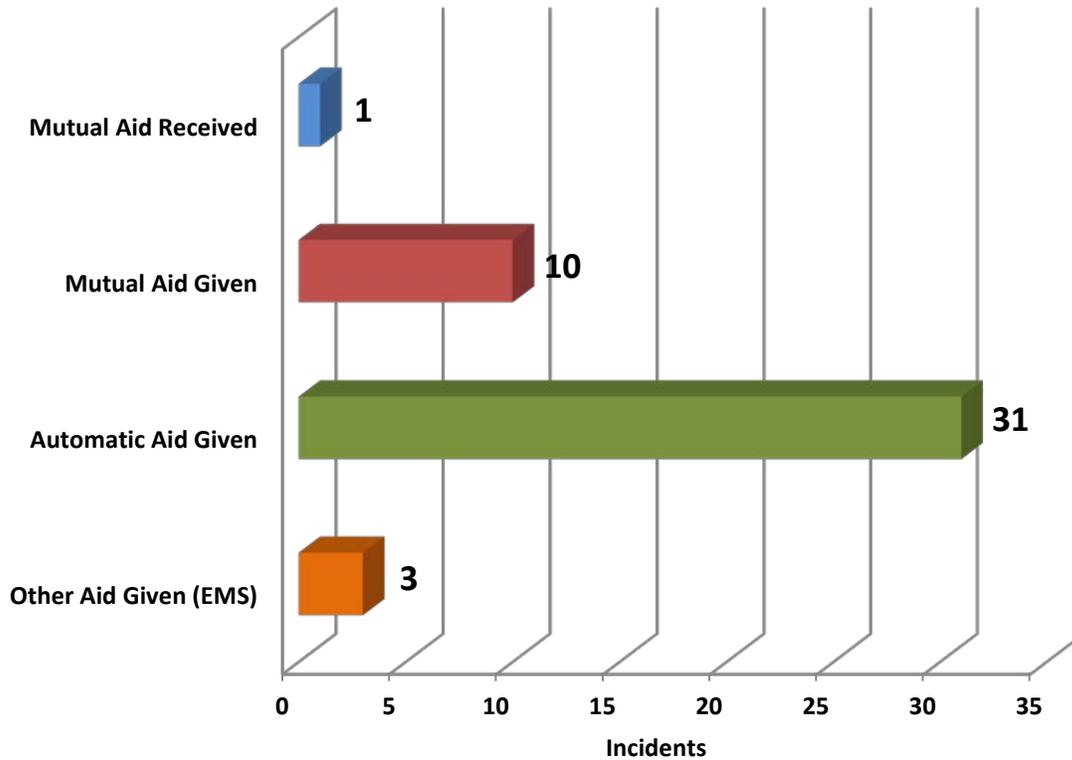


Figure 4-9: 2012-2013 Mutual aid statistics

All responses to industries or businesses participating in contract fire service agreements shall be considered acts of automatic mutual aid. This designation must be used because the effected entity lies in the primary fire district of a surrounding volunteer agency as defined by NCGS§160A-293 and the North Carolina Office of the State Fire Marshal. However, the Oxford Fire Department shall be dispatched upon any request for service and respond accordingly.



Power line sparks in a tree after severe storm in July 2012



Response Time

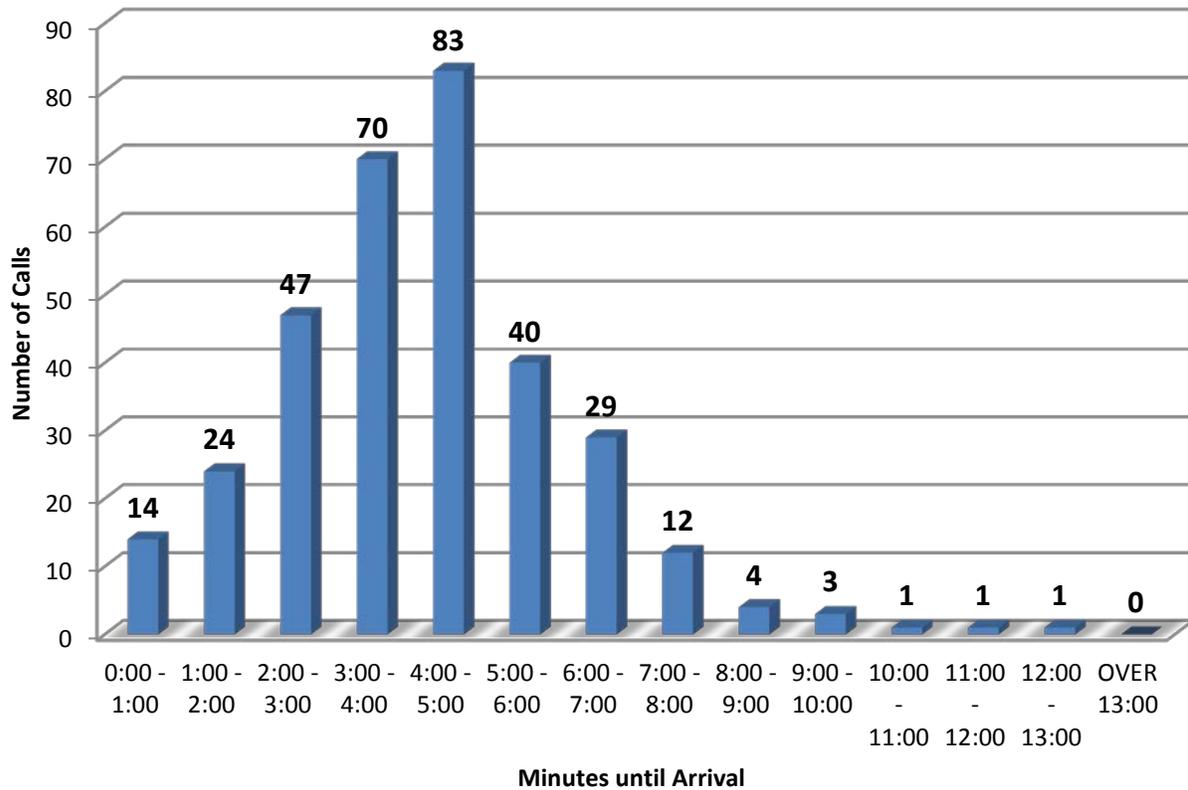


Figure 4-10: Response time statistics 2012-2013

The definition of “response time” depends on the perspective from which one approaches the data. In the fire service, “total” response time is usually measured from when the call is received by the communications center to the arrival of the first apparatus at the scene. Response time components include call processing and dispatch, turnout time, and drive time to the scene. Turnout time is measured from the time the alarm is received to the time the apparatus leaves the station. Drive time starts when the apparatus leaves the fire station and stops when the apparatus is curbside of the address of the incident. Drive time can be affected by traffic patterns, time of day, weather patterns, and distance to the incident. The national average response time to an incident is just less than 5 minutes for a staffed fire department and with 90% of the calls being answered in less than 8 minutes. The average response time for the Oxford Fire Department is 3.95 minutes with 96.9% of the calls answered in less than 8 minutes.



2012-2013 Finance Report

V

ITEM	APPROPRIATION	ACTUAL 2012-2013	UNEXPENDED BAL
Salaries/Wages	\$410,563.00	\$358,967.47	\$51,595.53
Temp Wages	\$45,000.00	\$31,575.01	\$13,424.99
Career Development	\$6,000.00	\$0.00	\$6,000.00
Call Back Pay	\$20,000.00	\$17,427.94	\$2,572.06
Holiday Overtime	\$0.00	\$5,019.20	-\$5,019.20
F.I.C.A.	\$36,840.00	\$29,764.57	\$7,075.43
Retirement	\$30,559.00	\$25,642.31	\$4,916.69
Hospital Insurance	\$78,875.00	\$70,532.59	\$8,342.41
5% Special Retirement	\$0.00	\$71.20	-\$71.20
Workers Comp	\$17,358.00	\$15,311.57	\$2,046.43
Uniform Purchase	\$4,000.00	\$3,900.16	\$99.84
Supplies	\$6,000.00	\$6,354.12	-\$354.12
Small Tools	\$300.00	\$232.28	\$67.72
Association Expenses	\$100.00	\$74.98	\$25.02
Telephone	\$2,500.00	\$2,736.64	-\$236.64
Electricity	\$7,500.00	\$7,562.95	-\$62.95
Natural Gas	\$4,000.00	\$3,712.13	\$287.87
Arson Expenses	\$250.00	\$141.09	\$108.91
Postage	\$100.00	\$92.45	\$7.55
Building Maintenance	\$3,500.00	\$3,472.73	\$27.27
Equipment Maintenance	\$5,000.00	\$6,098.41	-\$1,098.41
Vehicle Maintenance	\$16,000.00	\$15,274.69	\$725.31
Gas and Oil	\$14,260.00	\$10,222.71	\$4,037.29
Schools and Training	\$5,000.00	\$3,982.19	\$1,017.81
Generator Maintenance	\$400.00	\$348.71	\$51.29
Radio Maintenance	\$4,000.00	\$2,081.17	\$1,918.83
Payment on Debt	\$92,099.00	\$92,100.00	-\$1.00
Fixed Asset- Under \$5,000	\$44,700.00	\$47,868.25	-\$3,168.25
FEMA Grant-Equipment	\$42,725.00	\$446.24	\$42,278.76
Fixed Asset- Over \$5,000	\$12,500.00	\$7,200.00	\$5,300.00
FEMA Grant-Volunteer	\$6,000.00	\$2,000.00	\$4,000.00
Special Fire Contribution	\$12,000.00	\$12,000.00	\$0.00
Payment to Fire Company	\$35,000.00	\$35,000.00	\$0.00
SUB-TOTAL	\$963,129	\$817,213.76	\$145,915.24
Transfer to Waste Mgmt.	\$0.00	\$0.00	\$20,000
TOTAL	\$963,129	\$817,213.76	\$125,915.24



Firefighting Apparatus

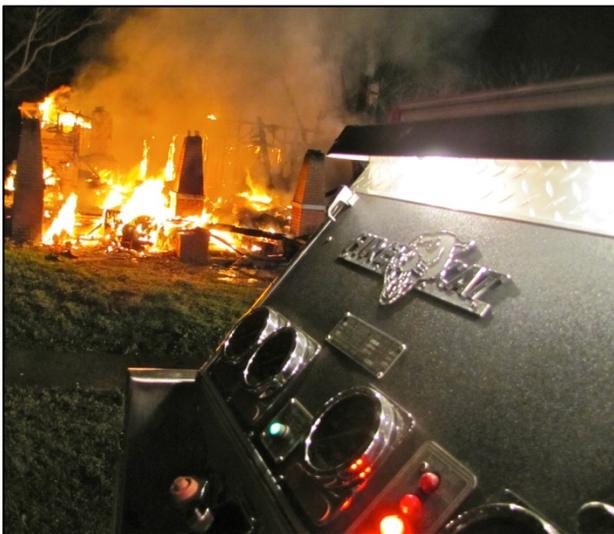
VI

Engine 11



Engine 11 is used primarily as a second-in pumper but it is equipped for primary response if needed.

Engine 11 is a 1989 Grumman FireCat custom cab with a Detroit 6V92 engine and a Waterous CS 1250 gallon per minute pump and top mounted controls. It carries 750 gallons of water, 1300' of 5" supply hose, 200' of 2 ½" attack, and 500' of 1 ¾" attack line.



Engine 11's pump panel during live burn training



E11's deck gun during training burn at Masonic Children's Home



Engine 12



Engine 12 responds to vehicle fires and accidents as well as mutual aid calls.

Engine 12 is a 1999 Sutphen pumper/tanker on an International chassis with Hale QMAX 1250gpm pump, 1000 gallon water tank, and a 30 gallon class A foam cell. It carries a portable dump tank and is equipped with a jet dump for tanker operations.



Engine 12 during cleanup after a live burn



Engine 14



Engine 14 is our primary engine. It responds as the first-out engine on all residential and commercial fire alarms.

Engine 14 is a 2009 Kovatch Mobile Equipment (KME) custom 6 man cab with a Waterous CSU 1500gpm pump with side mounted controls and 750 gallon water tank.

Equipment:

- 30gal class A foam cell
- Waterous Compressed Air Foam System (CAFS) with 240cfm compressor
- 15,000w hydraulic generator
- 6,000w light tower
- Four 1,000w body lights
- Two 750w tripod lights and two 100' cord reels.
- It carries 1,000' of 5" supply, 250' of 2½" attack, 700' 1¾" attack and a 100' rear mounted booster reel.
- It has a rear 6" intake with auto fill and a dedicated primer for drafting operations
- A full ladder compliment of a 24' extension, 14' roof, and 10' attic is stored in a "through the tank" rear access compartment



Engine 14 during an evening live burn on Goshen St.



Rescue 17



Rescue 17 responds to all motor vehicle accidents, working structure fires, and extrications.

Rescue 17 is a 2001 KME rescue on an International chassis.

Equipment:

- 15,000 watt PTO generator
- 6,000 watt light tower
- Four 1,000 watt body lights
- Two 750 watt tripod lights,
- Two 100' cord reels
- Four bottle cascade system with two position explosion proof chamber
- High and low pressure air bags.
- Amkus 10,500 psi electrically driven hydraulic pump
- 10,500 psi gas driven Simo hydraulic pump.
- Genesis 157,000lb. cutter
- Amkus Rescue tools (spreader, cutter and rams)
- Two 100' hydraulic reels



Rescue 17 at the scene of an overturned vehicle



Tower 18



Tower 18 responds to all industrial/commercial alarms and is available anytime an elevated stream or platform is necessary.

Tower 18 is a 1998 Sutphen 95' aerial platform with a Hale QSMG 1500gpm pump and 300 gallon tank. It is our largest apparatus weighing in at nearly 60,000 lbs. with a length of 46'1".

Equipment:

- 12,500 watt diesel generator
- 1000GPM elevated stream nozzles
- 1000' of 5" supply line
- 400' of 1½" attack line
- Confined space rescue equipment



Tower 18's ladder partially extended



Truck 19



Truck 19 is a 1998 Ford F-150 Extended Cab pick-up for general use and inspections.



Truck 19 being unloaded prior to live burn training



Appendix A - Department Staff

A

Full Time Staff

A Shift



Powell Wilkins
Lieutenant



Clifton Peace
Fire Engineer



Brent Stewart
Fire Engineer

B Shift



Kelly Whitehead
Inspector



Doug Dickerson
Fire Engineer



Chase Parrott
Fire Engineer

C Shift



Sheldon Land
Lieutenant



Scott Allen
Fire Engineer



Alan Glover
Fire Engineer



Volunteers and Part-time Staff



Andy Melton
Batt. Chief / Volunteer



Chad Caudle
Part Time / Volunteer



Christopher Wilkins
Part Time / Volunteer



David Glover
Volunteer



Garland Hicks
Part Time



Gill Richardson
Treasurer / Volunteer



Harrison Brooks
Tactical Lt / Volunteer



Harold Slaughter
Safety Officer/Volunteer



Julian Todd
Volunteer



Jimmy Watkins
Volunteer



Keith Newton
Volunteer



Lee Blackwell
Volunteer



Lewis Taylor
Medical Officer/Volunteer



Larry Wilson
Part Time / Volunteer



Matt Jordan
Secretary / Volunteer



Phayboun Keolavahn
Volunteer



Rickey Stainback
Volunteer



Robert Adcock
Volunteer



Robert Cole
Volunteer



Shannon Owens
Part Time / Volunteer



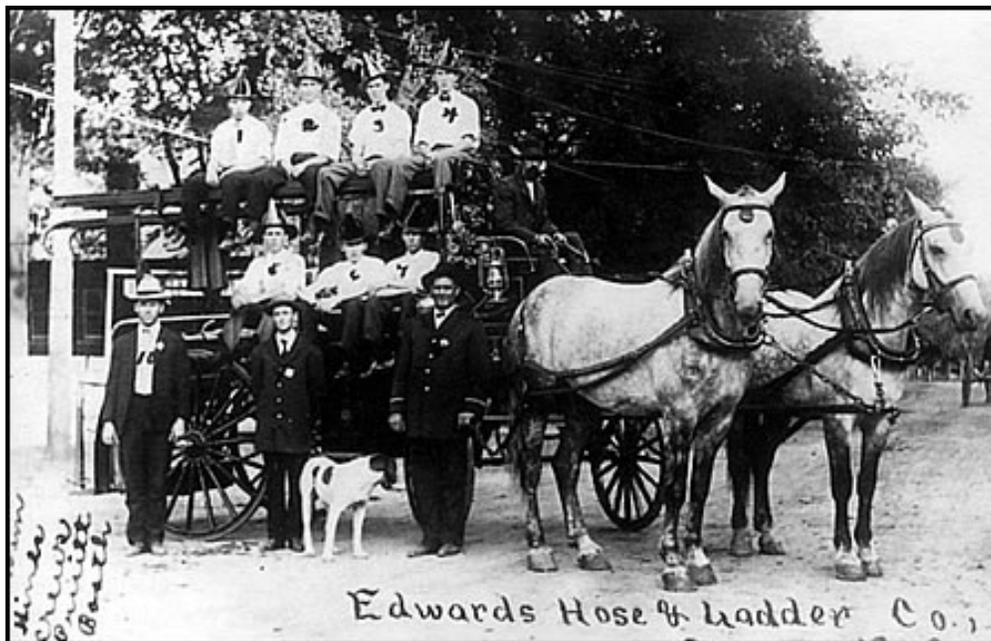
Trent Brummitt
Volunteer



Tim Brummitt
Finance/Volunteer



Group photo at the 2012 open house



Edwards Hose & Ladder Co (later Oxford FD) group photo in 1907



Appendix B – Events and Success Stories

B

- Open House: October 14, 2012 for Fire Prevention Week
- Senior Citizens Fire and Home Safety Presentations (Local Venues)
- Fire Brigade Seminar and Training: CertainTeed-Saint Gobain and Bridgestone-Bandag
- Assistance to Fire Fighter’s Grants: \$42,725 for Breathing Air Compressor System
 - \$34,000 for Recruitment and Retention (over 4 years)
- Donated Laptop from Glenda’s Pawn for Education Presentations
- Smoke Detector Give-away and Installation Program: Granville Senior Center
- Fire Education Materials Award: F.O Finch Insurance Company
- GIS Mapping of All Fire Hydrants within the District
- Implementation of Quick-Text Paging for All Fire Department Calls Along With VHF Paging
- Modified City Hydrant bid Specifications to Include 5” Storz Connections
- Hosted Muscular Dystrophy (MDA) Fill the Boot campaign
- New Mutual Aid Directive Defining Mutual Aid Obligations And Manpower



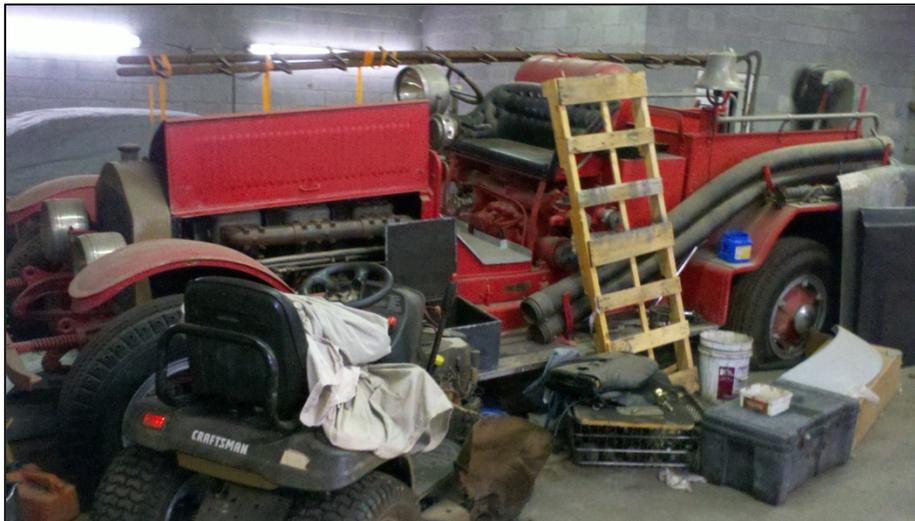
Collecting money for MDA’s Fill the Boot campaign



Appendix C – Current Projects

C

- Hydrant Flow Testing and Color Coding
- Fire Inspection and Permit Billing
- Fire Department Billing for Services
- New Career Development Plan for Non-exempt Employees
- New City of Oxford Disaster Preparedness Plan
- New Identification Badges with Barcodes for Accountability and Emergency Information
- New comprehensive Oxford Fireground Operations Manual
- Establish Training Program and Safety Seminars for all City Departments
- Door-to-Door Community Home Inspections to Include Free Smoke Detectors per State Grant
- Restoration of 1925 American LaFrance Type 12 Triple Combination Pumper

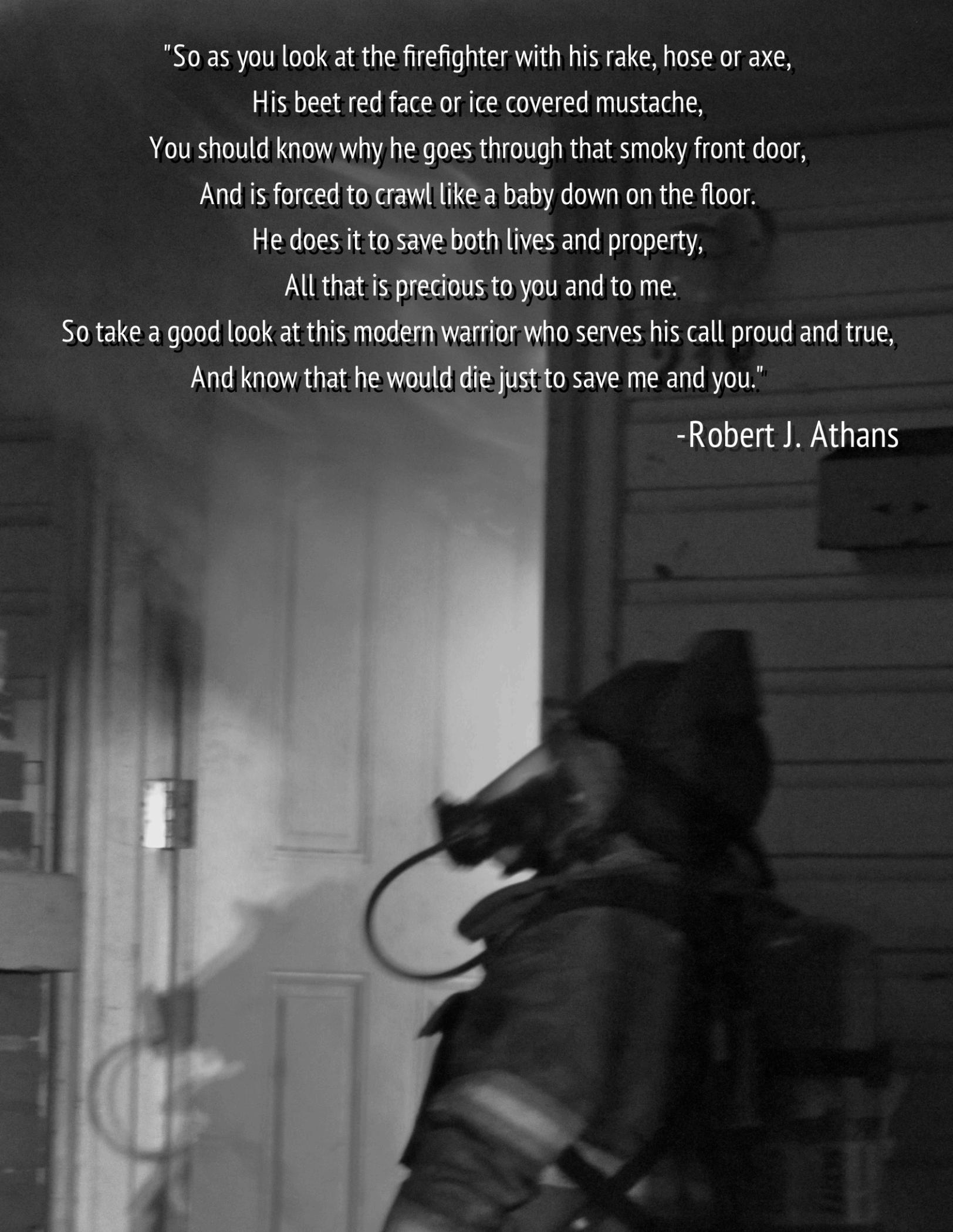


Oxford's 1925 American LaFrance combination pumper in the condition it was found

"So as you look at the firefighter with his rake, hose or axe,
His beet red face or ice covered mustache,
You should know why he goes through that smoky front door,
And is forced to crawl like a baby down on the floor.
He does it to save both lives and property,
All that is precious to you and to me.

So take a good look at this modern warrior who serves his call proud and true,
And know that he would die just to save me and you."

-Robert J. Athans



Oxford Fire Dept 2013 Annual Report

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With contributions by

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Layout/Artwork/Cover Design

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Photography

Matt Jordan, Secretary/Volunteer

Keith Newton, Volunteer

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