

City of
Sycamore



Fire Department

FY 2016 Annual Report

Table of Contents

Department overview	2
Year in review emergency response activity.....	4
Administrative Division activities	5
Operations Division activities	12
Training hours FY16	14
Operations Division response statistics.....	19
Requests for emergency service history FY07 -16.....	20
Multiple call incidents history FY07 -16	20
Emergency response by Fire Station location	21
Emergency response by Fire Station history FY08 -16	21
Emergency Medical/Fire/non-fire response history FY07 -16...	22
Emergency Medical Service activity FY16.....	23
Emergency Medical Service activity history FY07 -16.....	23
Fire and non-fire incidents FY16.....	24
Fire and non-fire incident history FY07 -16.....	24
Fire suppression responses FY 16.....	25
Fire suppression response history FY07 -16.....	25
Non - fire responses FY16.....	26
Non - fire responses history FY07 -16.....	26
Fire loss history FY16	27
Fire loss history FY07 -16.....	27
Special activities/events	28
Fire Department organizational chart	32
Fire Department roster of personnel	33

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. An appropriation was approved for \$1,500 to fund the firehouse, carriage, ladders, hoses, and rubber buckets for the Hook and Ladder Company.

The City of Sycamore is located approximately 60 miles west of the City of Chicago in the center of DeKalb County. 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 (17,519) and the Sycamore Fire Protection District (approximately 2,500). Overall, we service an area of approximately 62 ½ square miles (City of Sycamore - 5.57 square miles).

The Sycamore Fire Department is a combination fire department providing 24-hour emergency response, operating out of two fire stations with 40 sworn and 1 civilian employee. The Department is divided into two divisions; an administrative division and an operations division. The Insurance Services Organization (ISO) 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.

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 proving 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

Fire Department budget and authorized personnel strength

The Fire Department budget for FY 16 was \$2,992,018. Personnel accounted for 95% of the budget (\$2,848,518). Commodities, contractual services, other services, and equipment accounted for \$143,500 or 5% of the budget. 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.

Overview of emergency activity

Requests for emergency service increased slightly in FY 16. This continues an overall trend of increasing activity. We experienced a slight down turn of emergency activity in FY2015 (-30 incidents) with the previous four years of steadily increasing emergency activity.

In FY 16, requests for emergency services increased by 2.5% (+ 50 incidents) from the previous year. This brings us back on an upward track with an increase in 6 of the last 7 years. Since FY 2011, we have seen an average growth of 1.43% per year. The majority of the emergency responses (71%) originate in the Fire Station #1 response district (1,451 responses) while the remainder (29%) originate in the Fire Station #2 response district (590 responses).

In FY 16, we experienced an increase in emergency medical service incidents (+49) and a decrease in fire (-11) responses. Non-fire (+10) incidents increased slightly from the previous fiscal year. Emergency medical responses continue to dominate much of the Fire Department activity. Emergency medical responses account for 81% and fire/non-fire responses account for 19% of all Fire Department emergency activity.

The Fire Department responded to 1,659 ambulance requests, treated 1,849 patients, and transported 1,160 patients to the hospital. While the number of EMS incidents increased (+49), the total number of patients seen by the Fire Department also increased (+89 patients), as well as the number of patients transported to the hospital increased by 2.9% (+34). For those patients (1,160) transported to the hospital, the Fire Department provided Advanced Life Support (ALS) care 60% (694 patients) to 40% (466) Basic Life Support (BLS) care.

Advanced Life Support (ALS) care includes a number of advanced skill techniques such as cardiac monitoring, CPR, mechanical ventilation (using a bag-valve mask), establishment of an IV line, medication administration, and advanced airway interventions. Basic Life Support (BLS) care routinely uses basic skills such as patient assessment, bleeding control, and splinting (including spinal immobilization).

The Fire Department responded to 67 fire suppression responses and 315 non-fire responses. In FY 16, the fire suppression responses have shown a slight decrease in structure fire responses (-6). The overall fire activity level has remained fairly constant for the past six fiscal years. In FY 16, the annual fire loss was \$511,700 which was lower than the FY15 (\$607,860) and is slightly below the ten year average fire loss of just under a million dollars (\$982,563). However, when you delete the extremely high FY 2010 fire loss (\$4,101,000), the baseline average of fire loss for the past 9 years is \$636,070. Therefore, our FY 16 fire dollar loss (\$511,700) is down approximately \$100,000 from the adjusted nine year average.

Year in review emergency response activity
Fiscal Year 2015 – 2016

Requests for Emergency Services	2,041
Total Emergency Medical Service Responses	1,659
Total Fire and Non-fire Responses	382
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EMS Responses	1,659
Patients seen	1,849
Patients Transported	1,160
BLS Transports	466
ALS Transports	694
<u>Patients not transported</u>	689
Care given	48
Refused care	641
Advanced life support provided to neighboring jurisdiction	0
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Fire Suppression Responses	67
Structure Fire	34
Vehicle / Motor home	9
Cooking (confined to container)	3
Outside (rubbish & equipment)	12
Refuse (dumpster, trash contained)	2
Brush Fire	7
Chimney	0
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Non-fire Responses	315
False / Malicious Alarms	139
Good Intent	73
Burning Complaints	9
Hazardous Conditions	84
Service Calls	10
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Additional response information	
Motor Vehicle Accidents	177
Extrications	8
Mutual Aid & Automatic Aid Given	81
Mutual Aid & Automatic Aid Received	53

Total Fire Dollar Loss = \$511,700

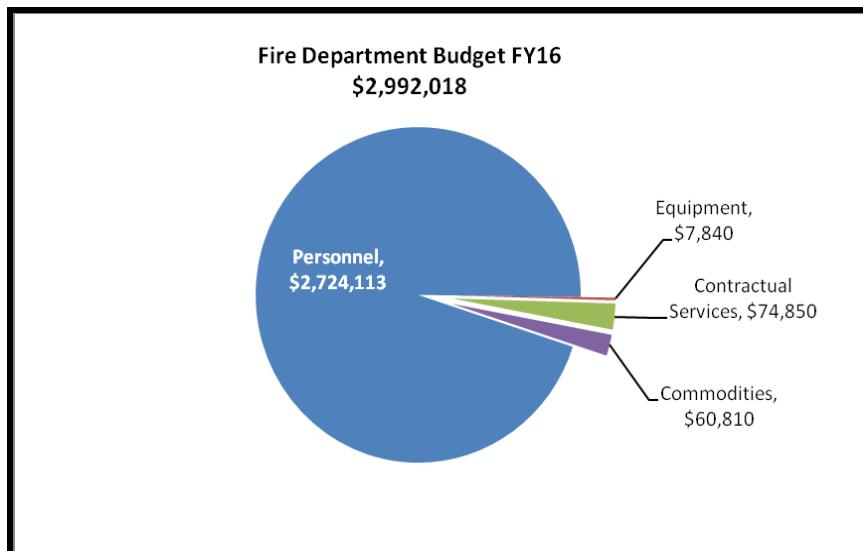
Administrative Division activities



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: fire station facility repairs and maintenance, emergency vehicle and equipment repair and maintenance, computer system and related software support, fire prevention program including public fire education, grant application and administration, special event planning, and fire and emergency medical service continuing training.

Personnel changes - new hires

In FY 16, the Fire Department welcomed some new faces:

- Casey Garvey and Alyssa McLaughlin started as POC Firefighter/Interns on May 15, 2015.
- David VanDusen started as a career Firefighter/Paramedic on August 17, 2015.
- David Bartelt and Tylor Lampkins started as POC Firefighter-Trainees on January 16, 2016.

Personnel changes - resignation

- POC Firefighter/Intern David Zern resigned to take fulltime employment as a career Firefighter/Paramedic on May 6, 2015. David served from May 1, 2013 to May 6, 2015.
- POC Firefighter Zach Wright resigned on May 18, 2015.
- POC Firefighter Vinny Laudicina resigned on June 22, 2015.
- POC Firefighter/Intern Evan Rhule resigned on October 5, 2015
- POC Firefighter/Intern Casey Garvey resigned on February 9, 2016.

Personnel changes - retirements

- Career Fire Lieutenant Kurt Mathey retired on June 17, 2015. Kurt served from March 1, 1988 to June 17, 2015.
- POC Firefighter Steve Carlson retired on October 12, 2015. Steve served from November 22, 1988 to October 12, 2015.
- Assistant Fire Chief Marc Doty retired on May 3, 2016. Marc served from May 3, 1993 to May 3, 2016.

Personnel changes - promotions

- Career Firefighter/Paramedic Jim Ward was promoted to Fire Lieutenant on July 15, 2015.

Retired Fire Lieutenant Jack Spartz passed away on June 29, 2015. Jack served in the Fire Department from October 1, 1974 to November 11, 2010.

Career firefighter deployed to Afghanistan

Career Firefighter/Paramedic Pat Dulzo was called to active duty with the US Air Force in early June 2015. He was deployed to Kuwait for almost 6 months and returned to work on March 8, 2016.

Service awards

Annual service awards were presented to City employees at the December 7, 2015 City Council Meeting. The following Fire Department personnel were recognized:

• Fire Chief Peter Polarek	5 years
• Firefighter/Paramedic Eric Walker	10 years
• Firefighter/Paramedic Brad Belanger	10 years
• Firefighter/Paramedic Brian Thompson	10 years
• Fire Lieutenant Paul Rubeck	30 years
• Fire Lieutenant Todd Turner	35 years

Grant applications and awards

The Fire Department continues to look for grant opportunities to supplement our operating budget. In FY 16, the Fire Department applied for 5 grants. The following is a description of the grant application and the disposition of the grant application:

- A grant request (\$5,000) was submitted (May 2015) to the Illinois Department of Public Health (IDPH) for fiber optic laryngoscopes which was denied.
- A grant request (\$13,000) was submitted (July 2015) to the Illinois Department of Natural Resources (IDNR) for rural firefighting equipment which was denied.
- A grant request (\$70,700) was submitted (January 2016) through the Assistance to Fire Fighter Grant (AFG) program for fire alarm system at Fire Station #1, bail out bags, and two chest compression devices. We received a grant award of \$52,700 for the fire alarm system and two chest compression devices on May 20, 2016.
- A grant request (\$10,000) was submitted (January 2016) to the Enbridge Company for self contained breathing apparatus communication equipment. We received a grant award of \$1,000 for the purchase of two self contained breathing apparatus face piece voice amplifiers.
- A grant request (\$20,000) was submitted (March 2016) through the Motorola Solutions Public Safety Grant program for the funding of the development of a CERT team which was denied.

Fire Department Officer's Retreat

For the 3rd consecutive year, in early December 2015, all of the Fire Department leadership gathered together for one full day to discuss issues affecting the Fire Department. This year, the officers focused on organizational challenges and potential solutions. The five goals that were established at the 2014 Officer Retreat were reevaluated and revised for 2015.

Replacement emergency equipment - cardiac monitor/defibrillator

The Fire Department maintains four Advance Life Support (ALS) ambulances. One of the key pieces of the Advanced Life Support (ALS) emergency equipment is the cardiac monitor/defibrillators. We continued to implement the multi-year cardiac monitor/defibrillator replacement plan. In early May 2015, bids were solicited for a replacement Physio Control Lifepak 15 cardiac monitor/defibrillator and the low bid was received from Midwest Pre-Hospital Sales, Chicago, Illinois. The new cardiac monitor/defibrillator was placed into service in July 2015.

Quartermaster program

Lt. Darrin Hepker serves as the Department's Quartermaster. He facilitates the procurement of Department issued uniforms and structural fire gear for new and existing employees. In FY 16, we replaced four sets of older structural turnout gear from the capital budget.

Vehicle maintenance program

The Fire Department currently has a fleet of four fire engines, four ambulances, two brush fire vehicles, one rescue squad, three Chief (Command) vehicles, one semi-rigid inflatable boat, and one reserve Command vehicle. Assistant Fire Chief Art Zern oversees the Department's vehicle maintenance program. Lt. Dan Marcinkowski serves as the Department's Mechanic Coordinator and Firefighter/Paramedic Brad Belanger serves as the Mechanic Assistant. In FY 16, we performed periodic preventive maintenance in-house on all Fire Department vehicles and performed or facilitated repairs as needed to various vehicles in the fleet. The most noteworthy activities were:

- Completed annual fire pump testing of all fire engines (4)
- Replaced Engine #3 alternator and batteries
- Repaired Medic #1 air conditioner
- Repaired Medic #2 air conditioner
- Repaired Medic #4 air conditioner
- Repaired Medic #4 fuel system
- Repaired Car #3 brakes
- Repaired Car #4 brakes
- Repaired Car #4 electrical system
- Repaired Engine #2 electrical generator
- Repaired Engine #2 transmission
- Repaired Engine #3 primer motor
- Repaired Engine #2 diesel engine
- Replaced front tires on Engine #1 and #2

Tools and equipment maintenance program

Assistant Fire Chief Art Zern oversees the Department's tool and equipment maintenance program. In FY 16, we performed periodic preventive maintenance and repair on most Fire Department tools and equipment. The most noteworthy activities were:

- Completed annual ground ladder testing of all ground ladders
- Completed semi-annual breathing air quality tests on breathing air compressor
- Complete annual service on breathing air compressor
- Completed annual service on the hydraulic rescue tools
- Completed annual service on the cardiac monitors
- 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
- Replaced the EMS first in bags on all chief and brush vehicles
- Replaced thermal imaging camera batteries

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 16 were:

- Facilitated annual Office of the State Fire Marshal (OSFM) boiler inspection at Fire Station #1
- Facilitated annual OSFM wheel chair lift inspection at Fire Station #1
- Completed annual service on emergency generator at Fire Station #2
- Completed annual testing of sprinkler system at Fire Station #2
- Completed annual testing of fire alarm system at Fire Station #2
- Completed annual carpet cleaning at Fire Station #1 and #2
- Completed annual service on emergency generator at Fire Station #2
- Replaced one boiler circulating pump at Fire Station #1
- Repaired fire gear washer at Fire Station #1
- Repaired HVAC condenser at Fire Station #1
- Repaired hose tower exhaust fan at Fire Station #1
- Repaired diesel exhaust system (plymovent) at Fire Station #1
- Repaired fire gear washer at Fire Station #2
- Replaced refrigerator at Fire Station #2
- Replaced washing machine at Fire Station #2
- Repaired boiler at Fire Station #2

Fire Station - facility improvements

- Installed floor tile in the common areas in the administrative area of Fire Station #1
- Completed the installation (Phase #2) of electronic eyes for three overhead garage doors
- Purchased bulletin board, white erase board, flat screen television, and lateral file cabinets for newly remodeled break out room

Computer system improvement

Fire Chief Peter Polarek oversees the Department's computer system including software and hardware. In FY 16, 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 prevention 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. This allows us to be more efficient in the monitoring of required sprinkler, fire alarm, and hood/duct annual or semi-annual testing requirements. The Compliance Engine is a web-based service for Fire Prevention Bureau's to track and drive code compliance, reduce false alarm activity, and provide safer communities through third party inspection reporting and maintenance. The Compliance Engine collects, organizes and categorizes from third party contractors who inspect, test, and maintain fire protection systems at no cost to the City.

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. In FY 16, the Fire Department physically audited many of the existing participating Knox Box customers to determine if their entry keys locked up in the Knox box were current.

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 of six firefighters provides 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 4-10, 2015 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 "Hear the beep Where you sleep." 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 four key points during the presentations: 1) Test, and if necessary, replace batteries in smoke detectors; 2) Test, and if necessary, replace batteries in carbon monoxide detectors; 3) Talk to parents about an escape plan in case of fire; and 4) What would you do if your friends wanted you 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.
- Provided a number of senior and adult fire safety presentations which included fire extinguisher training, senior fire safety, and senior health safety.
- Provide fire safety presentations for special needs individuals.
- Provided two fire safety presentations (Coffee with the Chiefs) for residents of the Sycamore Civic Apartments.
- Participated in the Target National Night Out.
- Participated in Tuesdays on the Town - Touch a Truck event.
- Participated in Sycamore Park District - Touch a Truck event.
- Supported several CPR courses for members of the community.

Fire Prevention - Juvenile Fire Setter Program

Fire Lieutenant Jim Ward continues to lead a coalition of eight agencies concerned with juvenile fire setters. Lieutenant Ward chairs the quarterly meetings as the coalition works together to deal with this growing issue. The Juvenile Fire Setter Coalition is comprised of members of the Sycamore and DeKalb Fire and Police Departments, the DeKalb County Sheriff's Department, the DeKalb County State's Attorney's office, local

mental health agencies, Sycamore School District staff, local chapter of the Red Cross, and the Youth Services Bureau. During FY 16, Sycamore Fire Department trained Juvenile Fire Setter Interventionists provided support to outside agencies that were dealing with juvenile fire setters in their jurisdictions.

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 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 responding crews 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.

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 Chiefs Marc Doty and Art Zern continued to participate with the Illinois Fire Fighter 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.

Operations Division activities



Operation Division activities

Emergency operations overview

Requests for emergency services were up by 2.5%. Emergency medical responses continue to increase (+49) in activity, while fire and non-fire responses have remained relatively flat.

Significant emergency incidents

The most noteworthy emergency responses in FY 16 were

- Multiple homes (5) seriously affected by electrical service issue on May 17, 2015
- Mutual Aid Box Alarm System (MABAS) response to Woodhaven Lakes, Sublette, IL for a tornado touchdown on June 22, 2015.
- Medical response to male injured after he was momentarily trapped in an antique gasoline-powered engine at the Sycamore Steam Show and Threshing Bee on August 14, 2015
- 341 W. Exchange Street structure fire on October 17, 2015
- 315 W. Perry Court structure fire on January 17, 2016

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 Marc Doty 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 continuing training

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 2015, all Fire Department certified paramedics successfully completed the Advanced Cardiac Life Support (ACLS) recertification course.

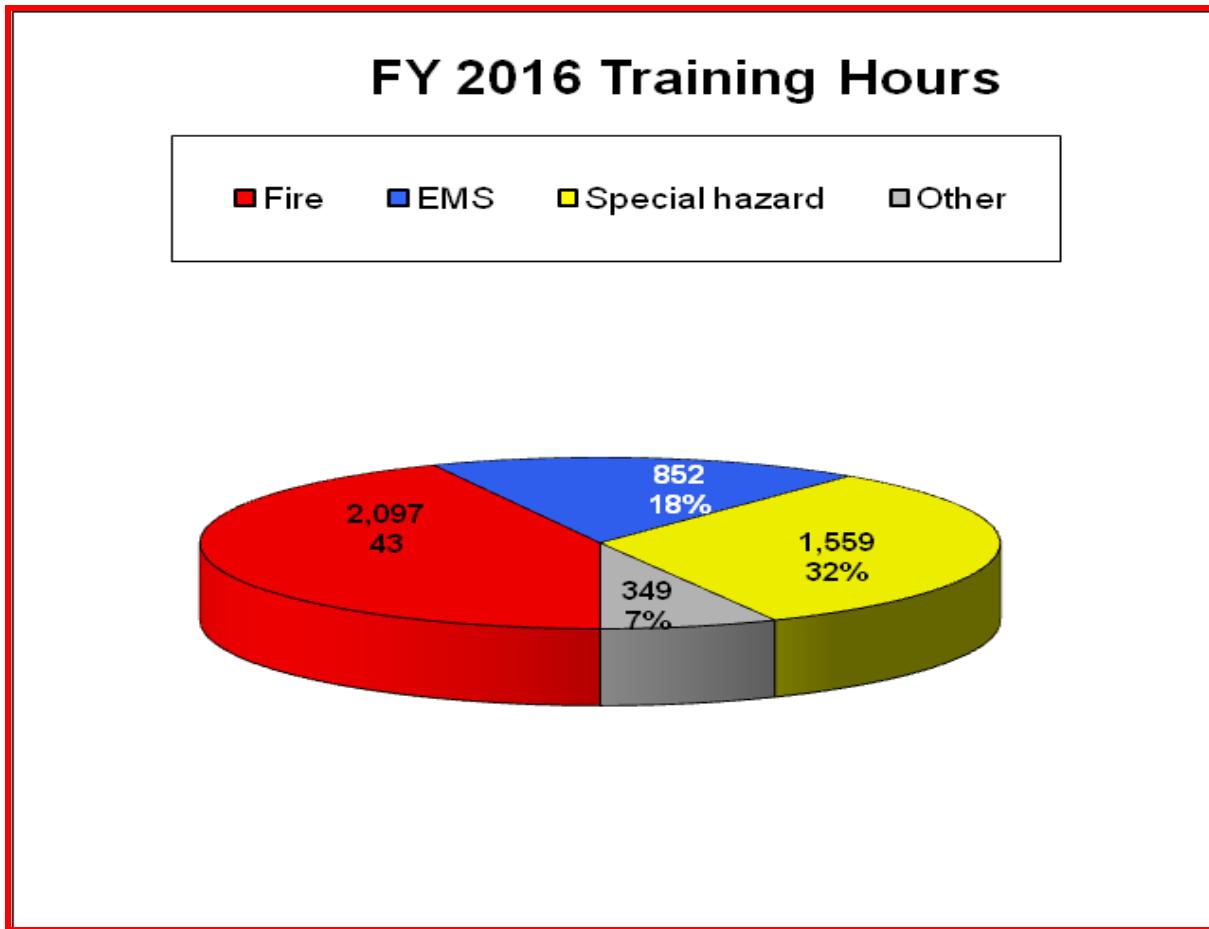
Fire basic and continuing training

Assistant Fire Chief Marc Doty oversees the Department's fire training program which includes both in-house and outside training schools. Overall, 4,856 training hours were performed by Fire Department personnel with 3,249 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 Doty assigns various monthly continuing fire education training topics, provides supporting training information, and the required training is delivered through the company officers to shift personnel.

Training hours FY 16

Overall, 4,857 training hours were performed by Fire Department personnel. Training hours are divided into four categories:

- Fire training - 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 - 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 - included hazardous materials and technical rescue response training.
- Other training – this category includes the review of SOG's, Policy, and Procedures, review of streets, required NIMS training, firefighter and officer orientation, and safety training.



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

In FY 16, the following personnel attended outside training:

- Career Fire Lieutenant Paul Rubeck completed the Strategy and Tactics I course as part of the completion of their Fire Officer 1 certification.
- Career Fire Lieutenant Jim Ward completed the Leadership II course as part of the completion of his Fire Officer 1 certification.
- Career Firefighter/Paramedic Bill Reynolds successfully completed the Engine Company Operations course.
- Career Fire Lieutenant Jim Ward and career Firefighter/Paramedic Adam Honiotes completed the Fireground Company Officer course.

As a result of the training activities, a number of fire department personnel attained fire certifications (47) through the Office of State Fire Marshal's (OSFM).

Training certifications

Our fire department members attained 47 fire certifications in this fiscal year. The newly achieved certifications were for Basic Operations Firefighter (1), Confined Space Operations (2), Fire Investigator (2), Fire Officer I (1), Fire Service Vehicle Operator (4), Hazardous Materials Operations (1), Hazardous Materials Incident Command (12), Hazardous Materials Technician A (2), Hazardous Materials Technician B (2), Rope Operations (2), Structural Collapse Operations (1), Structural Collapse Technician (6), Technical Rescue Awareness (2), Trench Operations (1), Trench Technician (5), Vehicle and Machinery Operations (1), Vehicle and Machinery Technician (1), and Vertical II (1).

Hands on training

As part of the update of new water rescue response procedures, the Fire Department facilitated surface water rescue response practice on the small lake at the Sycamore RV Park in late July 2015. In addition, we continued to validate the recently revised ice rescue response procedures through practical exercises at the pond at the former Evergreen Village Trailer Park in early March 2016.

Active shooter training

As a result of a number of national events, the Fire Department recognized the need to become better prepared to respond to this type of incident. After considerable research, the Fire Department developed a draft standard operating guideline, purchased some basic personal protective equipment, and participated in a joint exercise with the Police Department to validate the new procedures. As a result, the Fire Department is much better prepared and plans to continue to build upon the established operational guidelines as well as the partnership with the Police Department.

Sycamore hosts Hazardous Materials Incident Command class

On November 2-3, 2015, the Fire Department hosted the Hazardous Materials Incident Command course at Fire Station #1. All Fire Department Officers, Hazardous Material Response Team members and Technical Response Team members successfully completed the course.

Training scholarship award winners

In May 2015, the Illinois Fire Chiefs Association Educational and Research Foundation announced that two Sycamore firefighters were awarded scholarships. Career Firefighter/Paramedics Erik Carlson (\$1200) and Brian Thompson (\$1,000) were awarded scholarships. Firefighter/Paramedic Carlson is planning to use his scholarship to pursue Fire Officer II certification and Firefighter/Paramedic Thompson is planning to use his scholarship to continue to pursue an MPA Degree.

Personnel - POC Firefighter program

The Paid-on-call (POC) Firefighter program is designed to supplement the career staffing of the Fire Department. In FY 2016, we advertised and hired two new POC Firefighters in January, 2016. Paid on call firefighters are required to meet minimum training requirements, minimum activity requirements, and required ride time. Under the

improved program, The Fire Department currently employs twelve POC Firefighters (including one Chaplain classified as a POC Firefighter and three POC Firefighter/Interns). In September, 2015, POC Firefighters Connor Hickey and Christian Conlon successfully completed the required hours (500) of clinical time and passed the State of Illinois Paramedic examination. They are both now licensed paramedics.

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 2016, we advertised and hired two new POC Firefighter/Interns in May 2015. The Fire Department is authorized up to six college interns and we currently have three Interns working through the program. POC Firefighter/Interns Mike Tomsovic, Jake Turner, and Alyssa McLaughlin started paramedic training in September 2015. 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. They are all scheduled to take the State of Illinois Paramedic examination in September 2016.

Special Teams

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 training - Firefighter/Paramedics Nick Young and Eric Saxton successfully completed Hazardous Materials Technician A, Hazardous Materials Technician B, and Hazardous Materials Incident Command courses as part of their development for the Hazardous Materials Response team. Firefighter/Paramedics Bob Maciejewski, Scott Flatter, Erik Carlson, Nick Young, and Eric Saxton attended MABAS Division #6 continuing education in FY 16.

Technical Rescue Team training - Fire Lieutenant Shaun Penn and career Firefighter/Paramedics Bill Reynolds, Adam Honiotes, Dustin Ruby, Andy Powers, Mike Hardesty, successfully completed various required technical rescue basic training courses including Confined Space Operations, Structural Collapse Operations, Trench Operations, Confined Space Technician, Vertical II, Structural Collapse Technician, Trench Technician, and Hazardous Materials Incident Command as part of their development for the technical rescue team. Fire Lieutenant Shaun Penn and Firefighter/Paramedics Bill Reynolds, Adam Honiotes, Dustin Ruby, Andy Powers, Mike Hardesty attended MABAS Division #6 continuing education in FY 16.

Fire Investigation Team training - Firefighter/Paramedic Ryan Gustafson successfully completed the final course for the completion of the Fire Investigation certification. Firefighter/Paramedic Eric Walker successfully completed the first two of three required courses for Fire Investigation certification. Lieutenants Dan Marcinkowski and Jim Ward, Firefighter/Paramedics Pat Dulzo and Brad Belanger attended a fire investigator conference as part of the fire investigator certification maintenance requirements.

Fire Station and emergency vehicle maps

Lt. Darrin Hepker maintains 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 (24), 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 of dependable and accurate response.

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 the implementation of an event first responder emergency response. On July 27, 2015, the Fire Department provided two fire personnel strategically placed in the middle of the downtown area, which provided an event first aid station along with ability to provide first response within the car show area. It is estimated that the Car Show attracts approximately 10,000 visitors to this event.

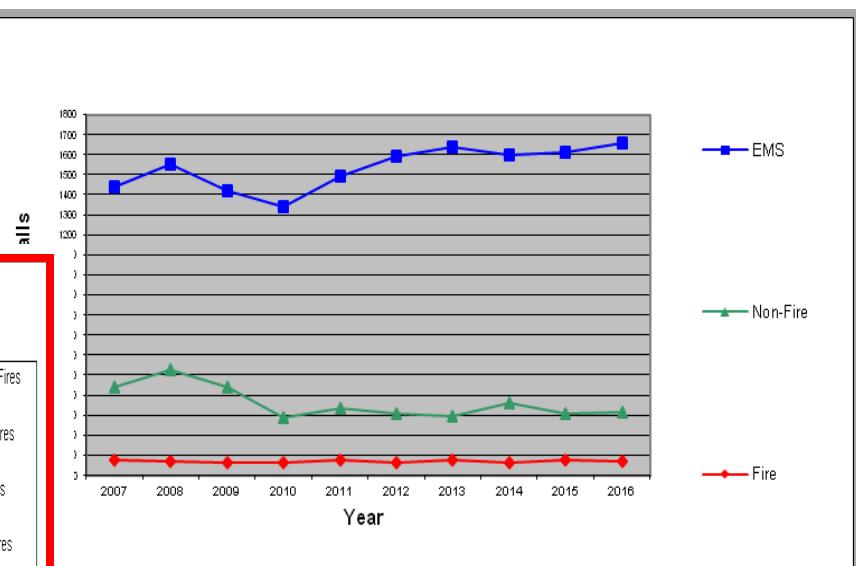
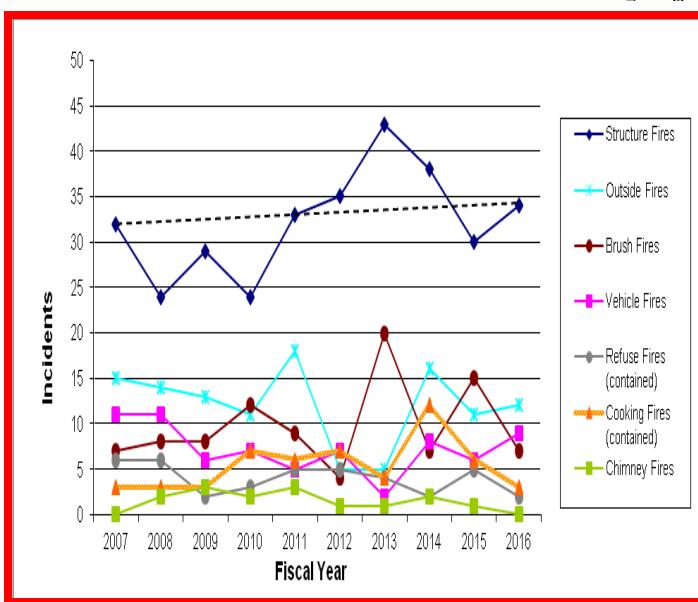
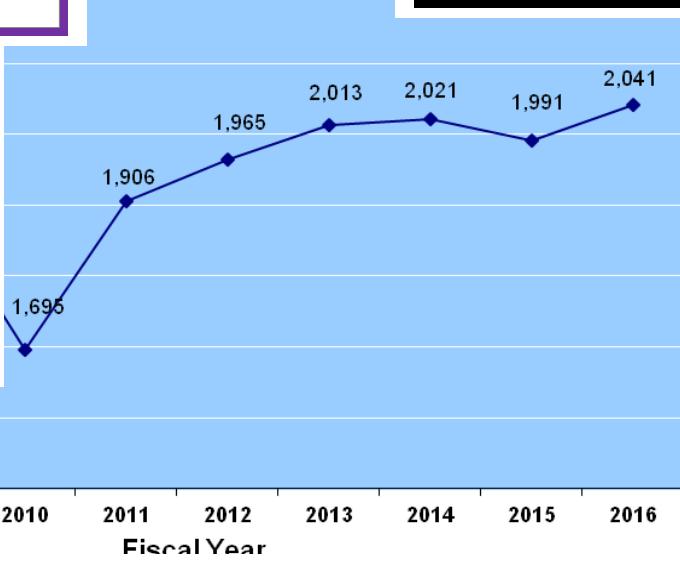
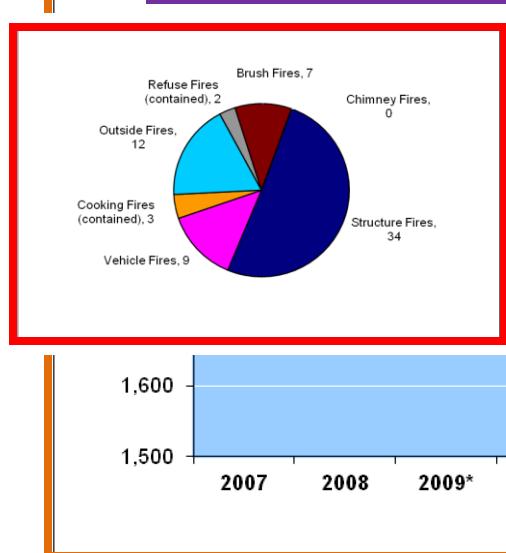
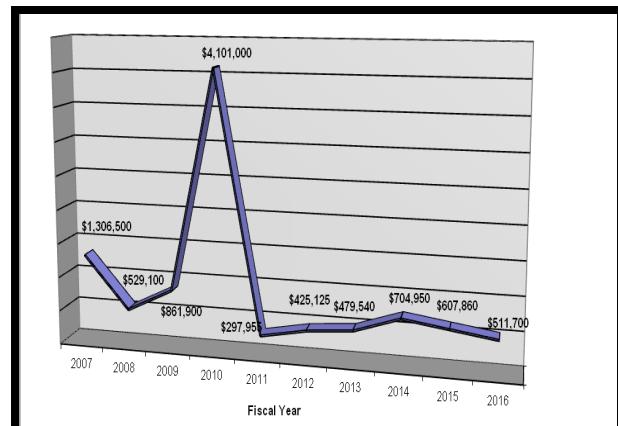
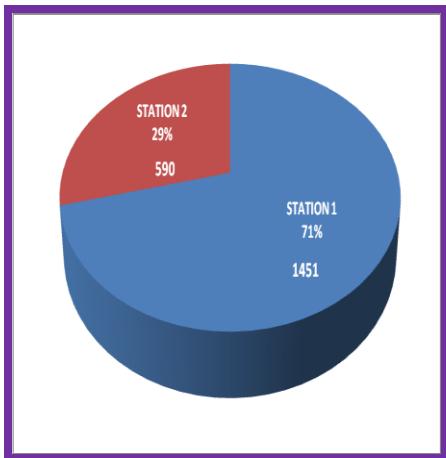
Special events - Sycamore Pumpkin Fest

The Fire Department actively participated in the planning and implementation of the emergency response to the annual Sycamore Pumpkin Fest special event. On October 25, 2015, ten Fire Department emergency personnel, staffing two staff vehicles, and an all terrain vehicle (ATV) provided emergency response for the Pumpkin Run which drew over 1,800 participants. During the run we experienced no emergency calls for any runner injuries. However, the finish line crews saw one runner after completion of the run, which resulted in a patient refusal.

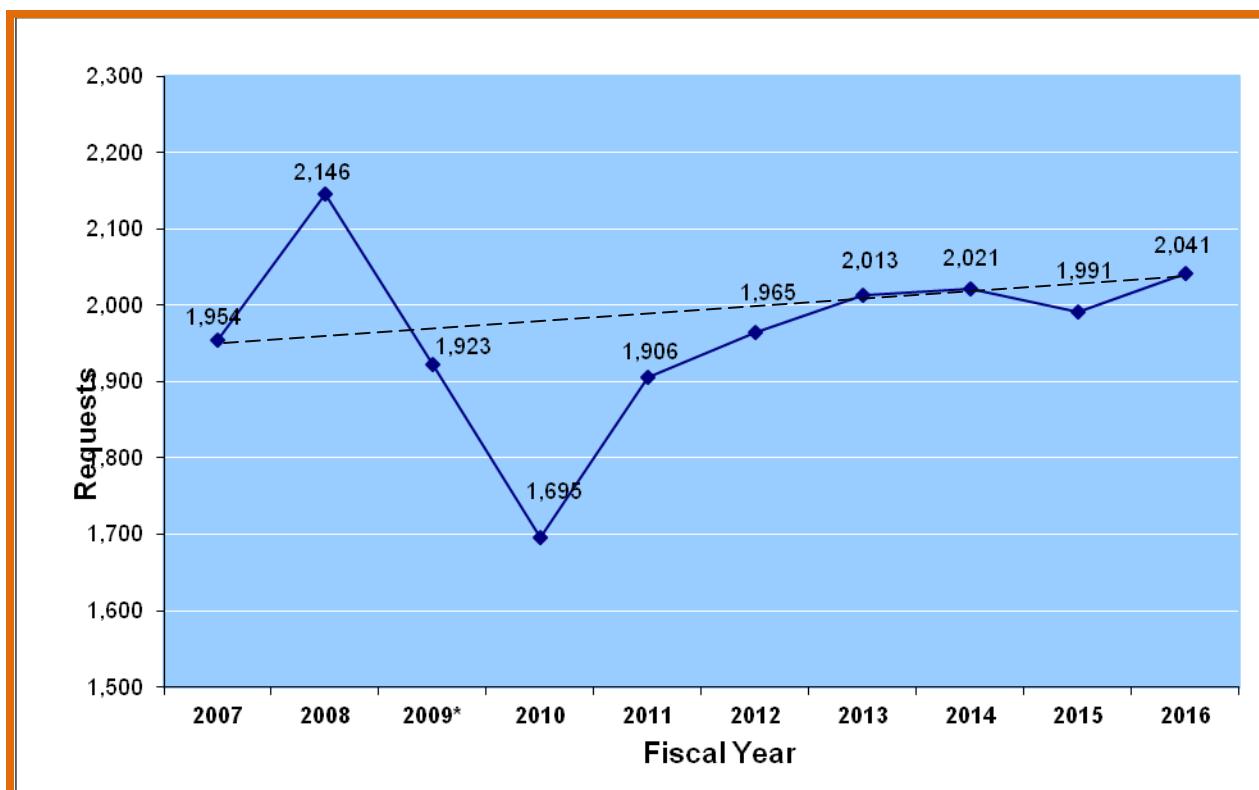
Later that same day, twenty-seven personnel staffing three Chief vehicles, three fire engines, three ambulances, a rescue squad, brush truck, ATV, and the DeKalb County Sheriff's Office Mobile Command Post provided emergency response capability from three strategically placed staging sites just off of the Pumpkin Parade route. The Fire Department was prepared to respond to any issues during the weeklong Festival including the Pumpkin Parade. We experienced a capacity crowd that watched a record 138 entries for the Pumpkin Parade. Emergency activity began just as the parade was to kick off and continued sporadically throughout the afternoon. In the festival area, we saw four patients and transported one to the hospital. During the parade, we also responded to an ambulance request outside the festival area which resulted in a

transport to the hospital. It is estimated that the five day Pumpkin Festival event attracts approximately 150,000 visitors to Sycamore.

Operations - emergency response statistics

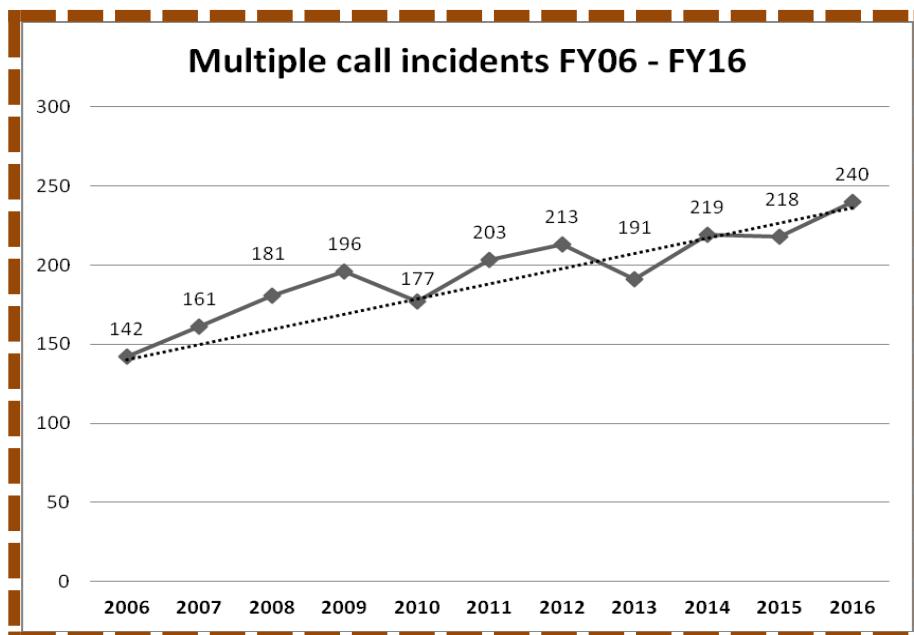


Requests for Emergency Service FY07 – FY 16



2009 * On January 1, 2009, the Fire Department changed its Dispatch Guidelines. This change was made to conform to the National Fire Incident Reporting System (NFIRS). Prior to 2009, we would give separate incident numbers for a fire and EMS unit dispatched to an emergency. In FY09, this change reduced our incident numbering by 153. This means that we responded to 70 fewer emergency calls in FY 2009 than in FY 2008.

In FY 16, we received 2,041 requests for emergency service. This was a 2.5% (+50 incidents) increase from the previous fiscal year.



In FY 16, we had 240 occasions where we experienced simultaneous calls for emergency service (both fire stations out on one or separate emergency responses).

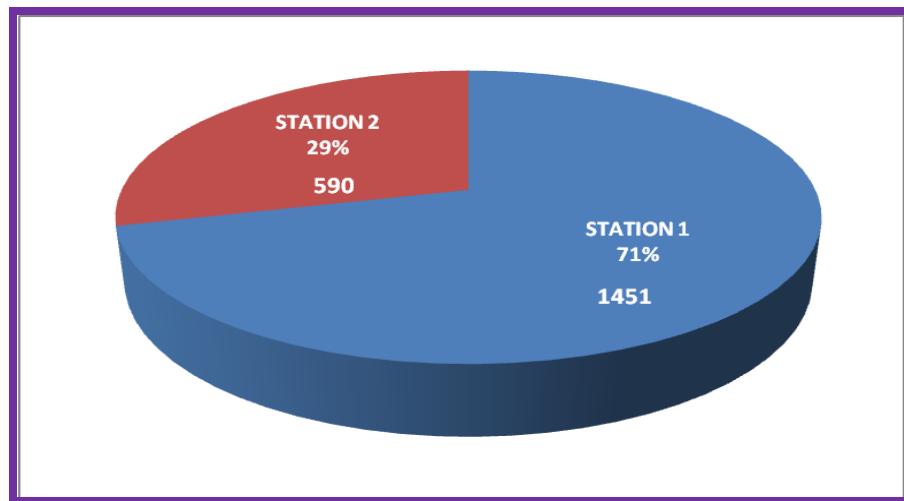
Emergency response by Fire Station location

Seventy-two percent of our initial responses were from Station 1, with a call volume of 1,451. This station response area is the most populated, and this station is dispatched for Automatic Aid and Mutual Aid fire calls.

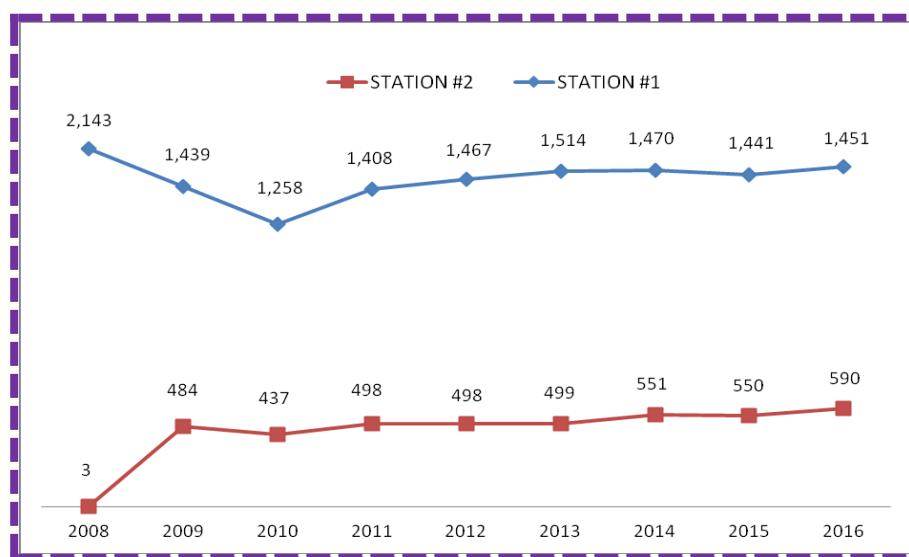
The dividing line between Station #1 and #2 runs east and west. From the west heading east - all land north of and including Route 64, including the intersection of Route 64 and Peace Road, Peace Road north of Route 64 to the south branch of the Kishwaukee River. The Kishwaukee River east to a point north of the Stone Prairie subdivision and then the line moving east to County Line Road south of Mt. Hunger Road.

Station 2 received 590 calls dispatched as the initial response station. This number does not reflect all incident responses from this station, only the calls originally dispatched to this station.

Emergency responses by Fire Station district FY 16

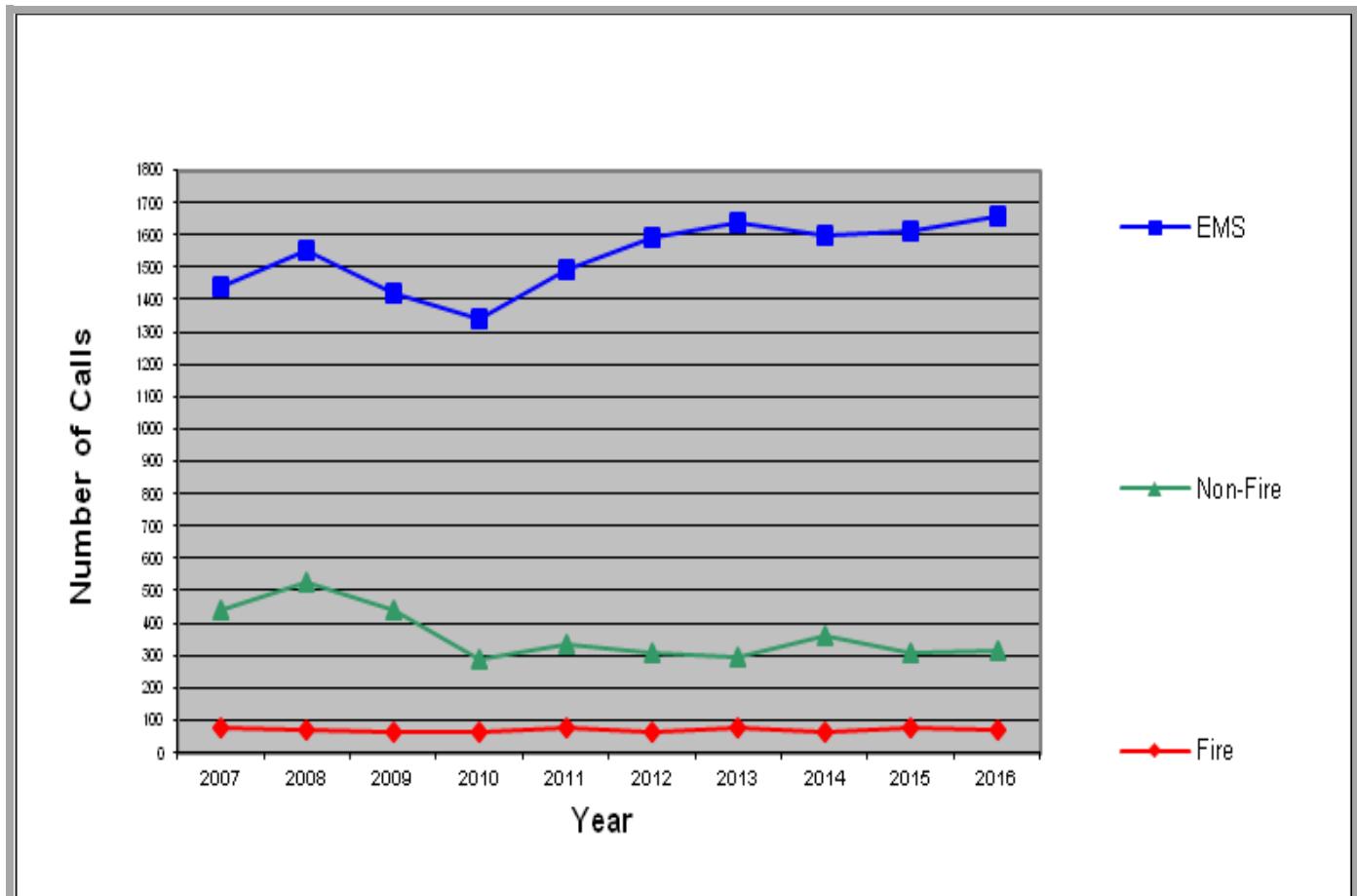


Emergency responses by Fire Station history FY 08-16



*Fire Station #2 opened on June 2, 2008

Emergency Medical/ Fire/ non-fire response history FY 07-16

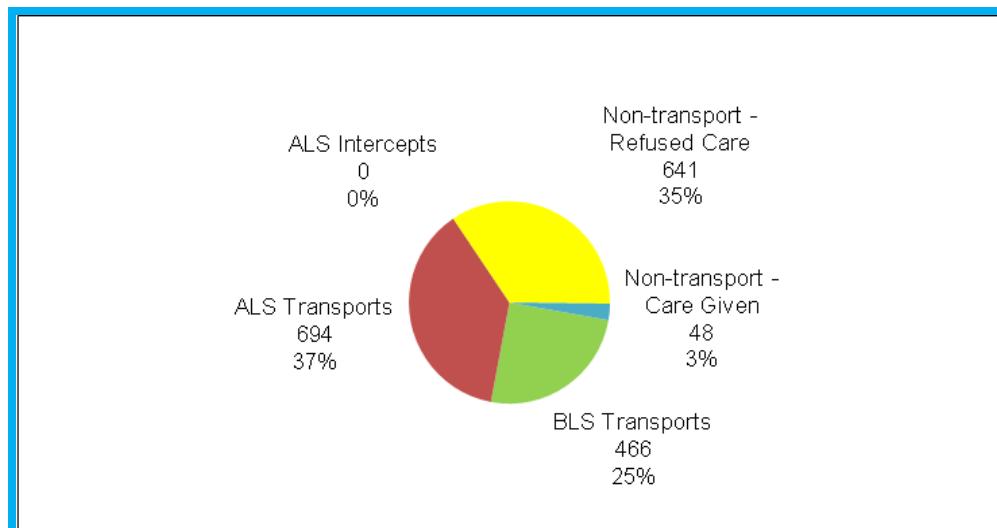


YEAR	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
EMS	1438	1554	1421	1338	1494	1595	1638	1598	1610	1659
Non-fire	442	524	438	291	333	306	296	359	305	315
Fire	74	68	64	66	79	64	79	64	76	67
TOTALS	1954	2146	1923	1695	1906	1965	2013	2021	1991	2041

Incident numbering change occurred after FY 2009.

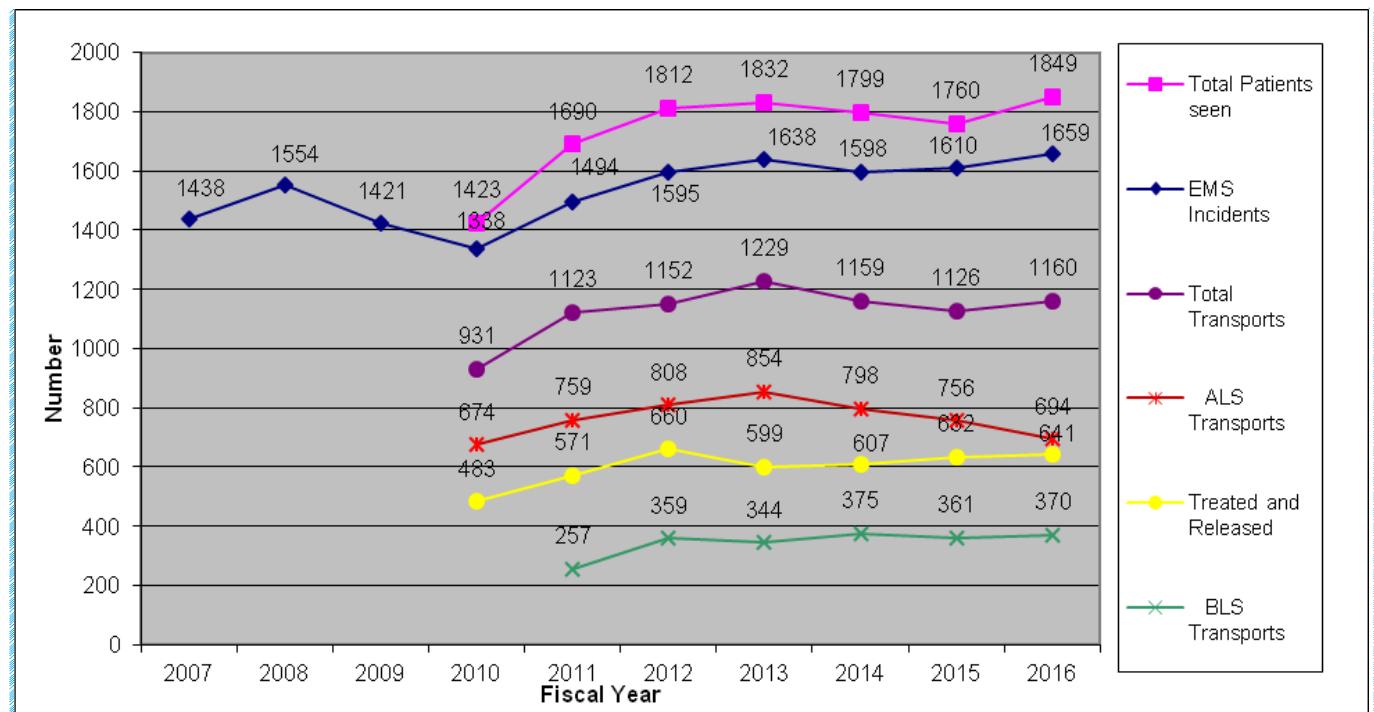
Since FY10, we have seen an average increase of 54 incidents per year in EMS incidents, while fire and non-fire calls remained relatively flat for the past four fiscal years.

Emergency Medical Services activity FY 16



In FY 16, emergency medical requests increased (+49) from the previous fiscal year. We responded to 1,659 emergency medical service requests, encountered 1,849 patients, and transported 1,160 patients to the hospital.

Emergency Medical Services activity FY 07-16



We began tracking the level of service given for ambulance transports, treat and no transports, and patient counts in fiscal year 2010.

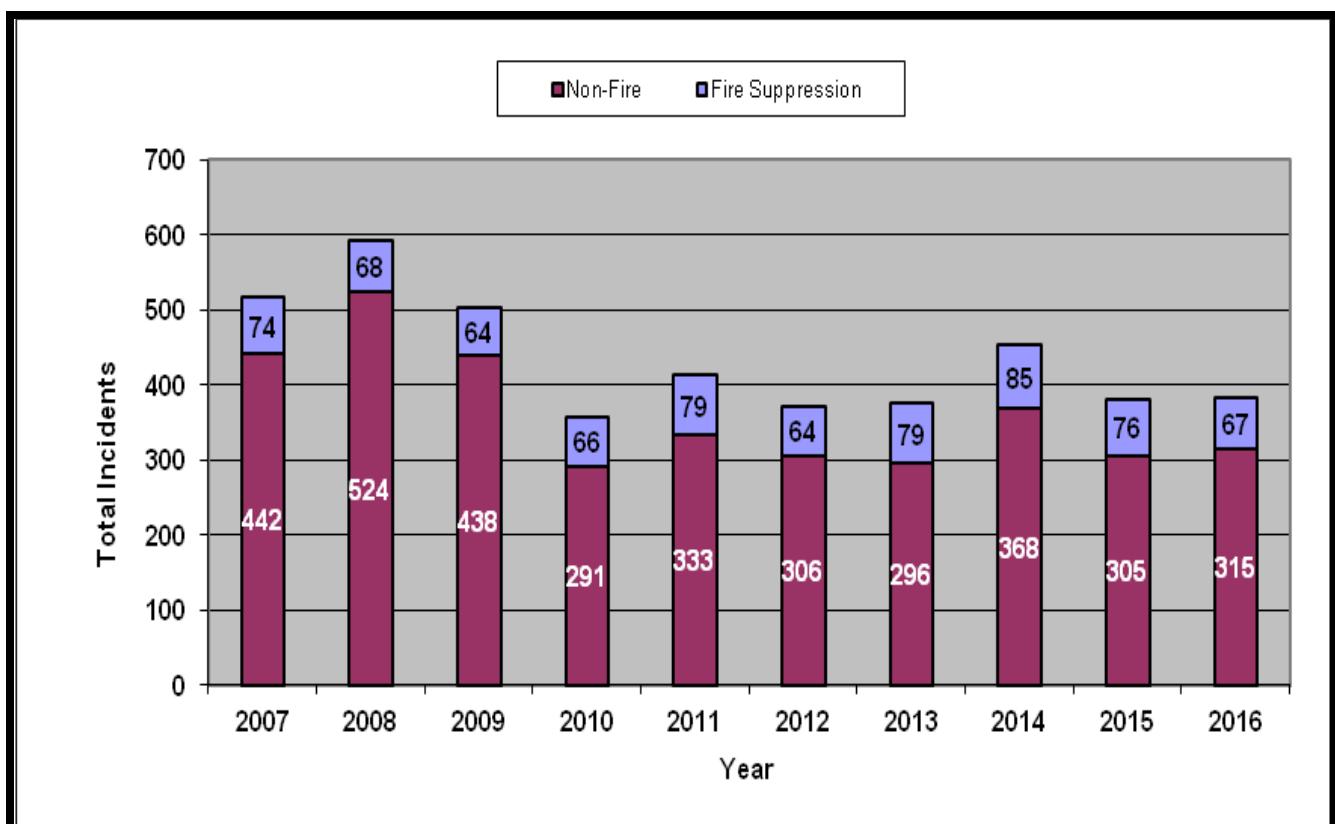
Generally, emergency medical activity has been trending upward. In FY 16 the Fire Department experienced a slight increase in emergency medical responses (+49) with an additional 89 patients, and transported 34 more patients to the hospital than last fiscal year.

Fire and Non-fire Incidents FY 16

Fire Suppression Responses	67
Structure Fire	34
Vehicle / Motor home	9
Cooking (confined to container)	3
Outside (rubbish & equipment)	12
Refuse (dumpster, trash contained)	2
Brush Fire	7
Chimney	0

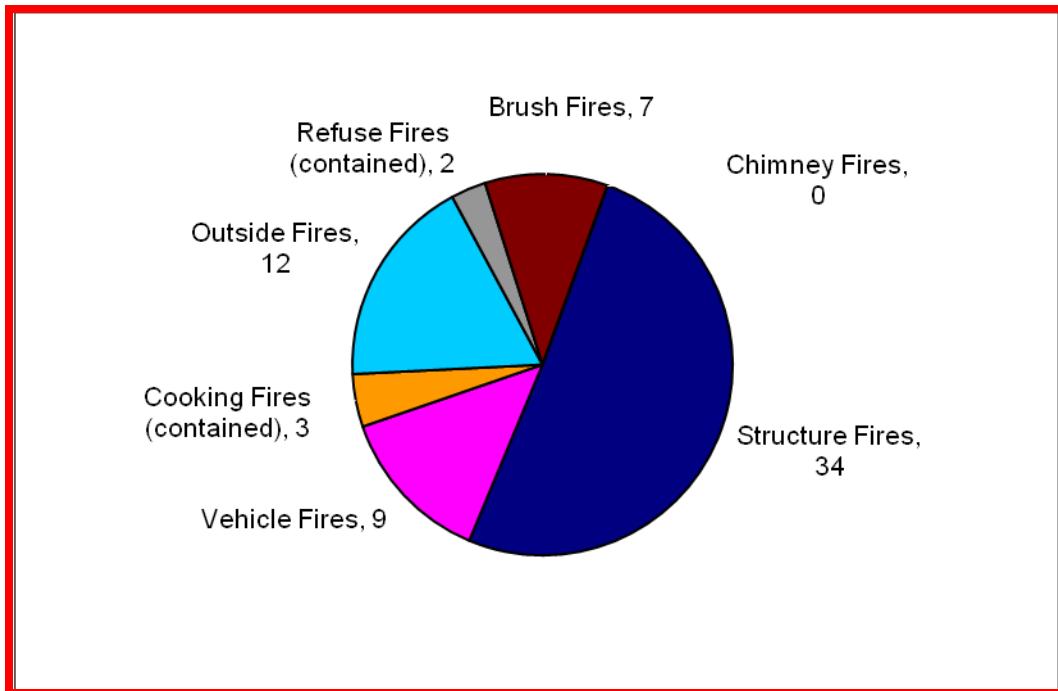
Non-fire Responses	315
False / Malicious Alarms	139
Good Intent	73
Burning Complaints	9
Hazardous Conditions	84
Service Calls	10

Fire and Non-fire Incidents FY07-16



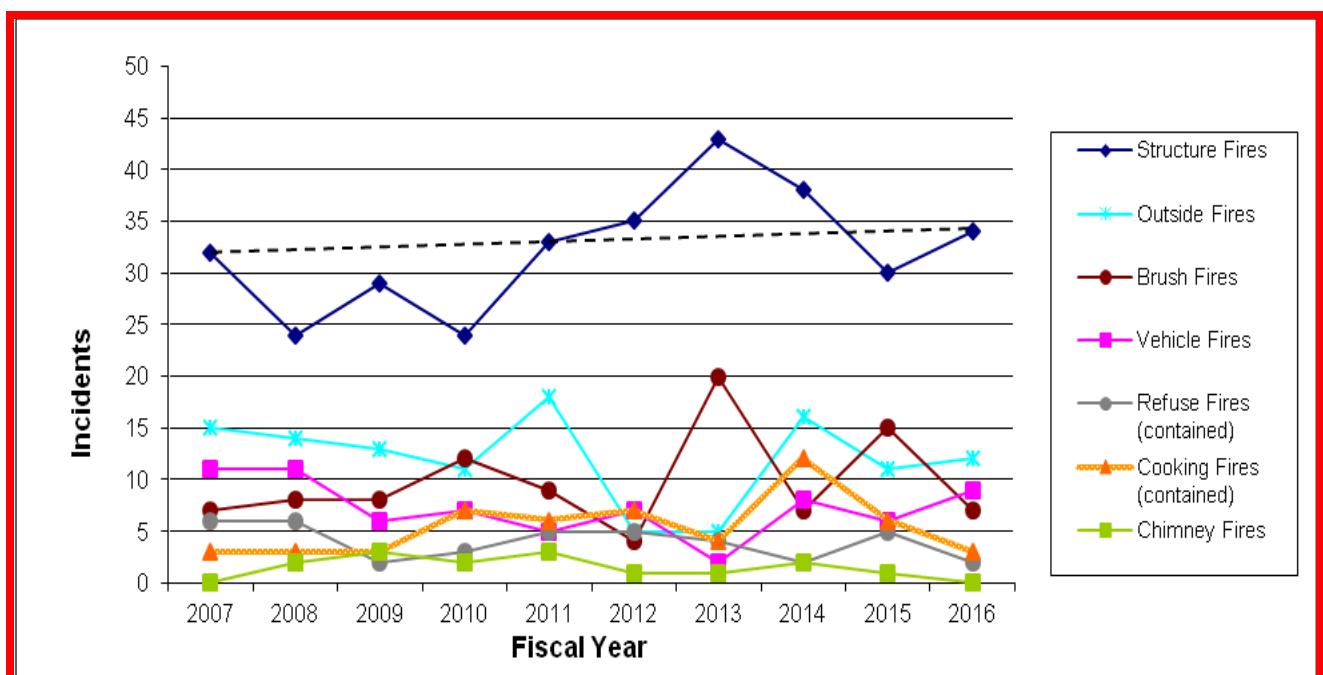
Fire and non-fire activity has remained pretty consistent for the past six fiscal years. In FY 16, fire responses decreased slightly (-9) while non-fire responses increased slightly (+10).

Fire suppression responses FY 16



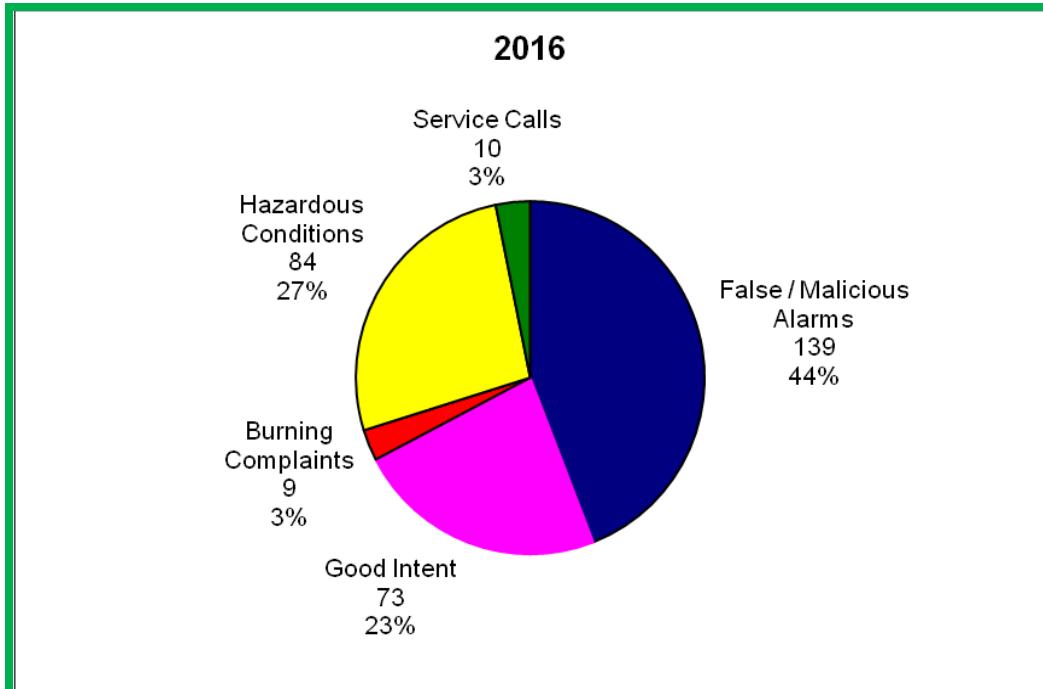
In FY 16, structure, vehicle, and outside fire responses increased (+8) while cooking, refuse, brush, and chimney fire responses decreased (-15).

Fire suppression responses FY 07-16



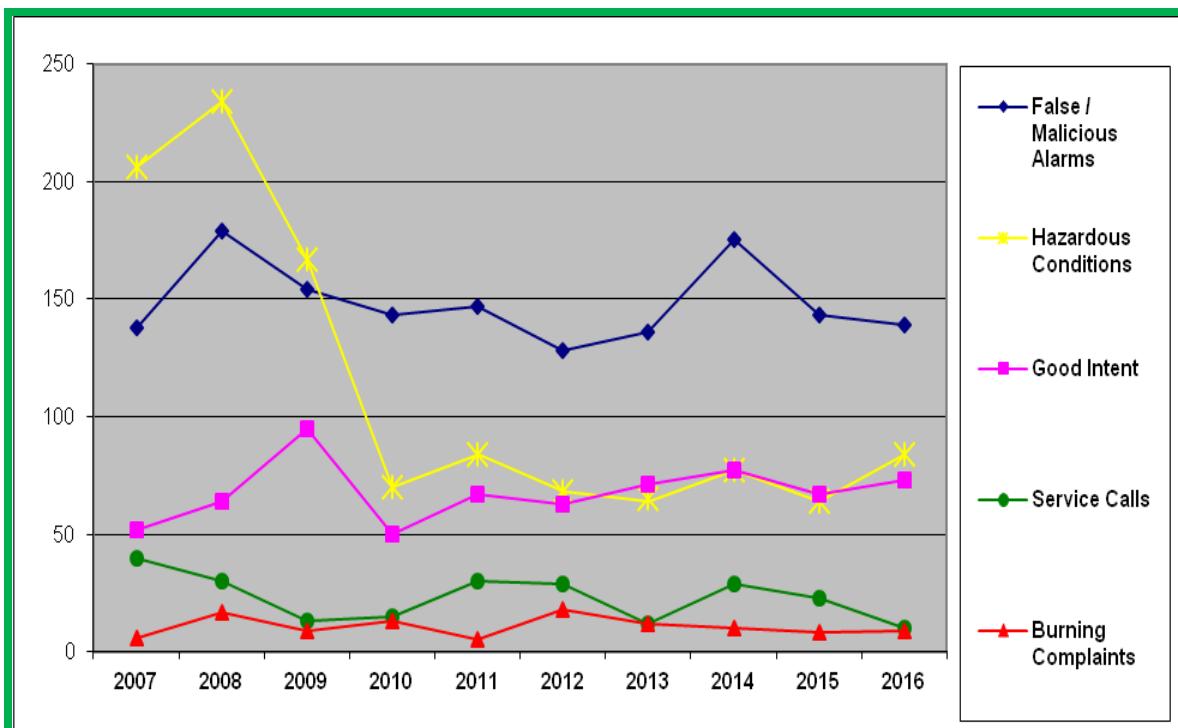
In FY 16, overall fire suppression responses experienced a slight decrease (-7).

Non - fire responses FY 16



In FY 16, false/malicious alarms and service calls decreased (-17), while good intent, burning complaints, and hazardous conditions increased (+27).

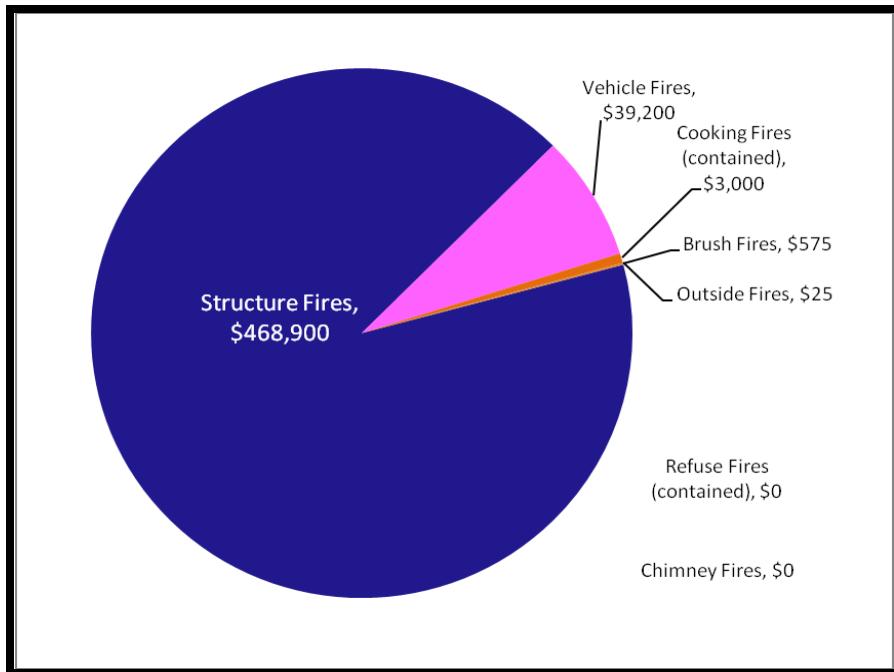
Non - fire responses FY 07-16



Hazardous condition related responses were better defined in 2010, which resulted in an appearance of a significant drop in these type of responses. Since then, the responses have leveled off.

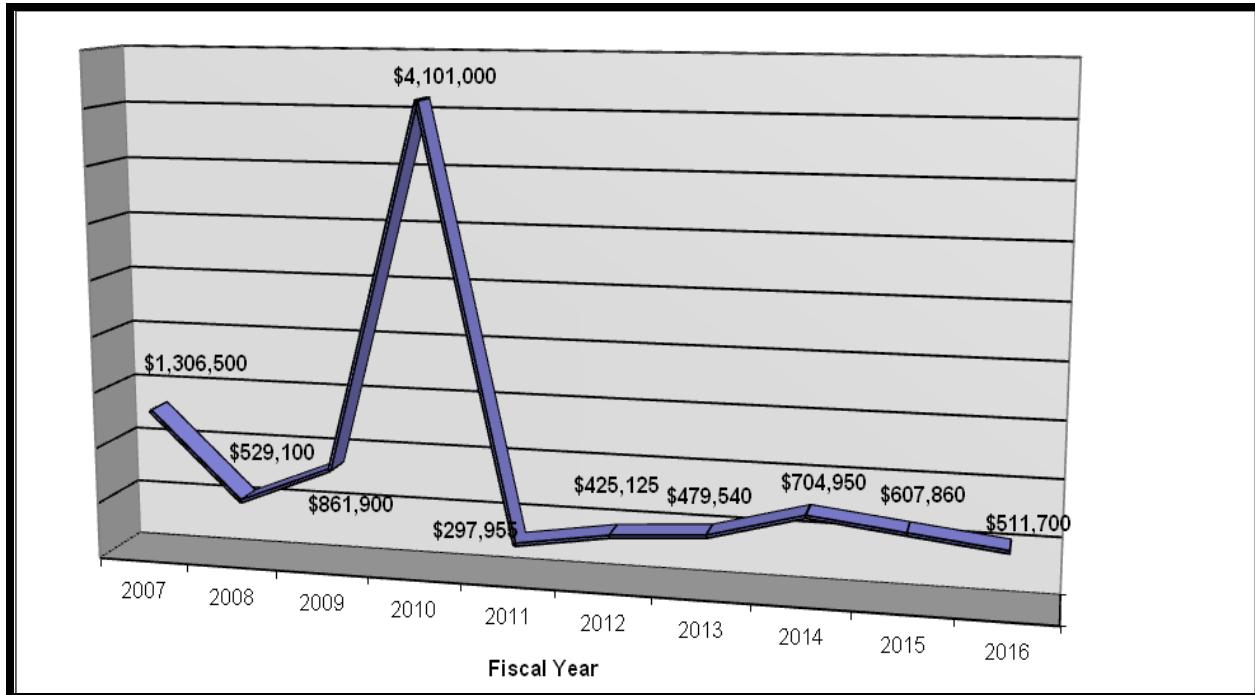
In FY 16, overall non-fire activity increased slightly (+10). Generally, non-fire response activity level has remained fairly constant for the past six fiscal years.

Fire loss FY 16



In FY 16, we had dollar loss of \$511,700 attributed to 25 of the 67 reported fires

Fire loss history FY07 – FY 16



In FY 16, the annual fire loss was \$511,700 which was lower than the FY15 (\$607,860) and is slightly below the ten year average fire loss of just under a million dollars (\$982,563). However, when you delete the extremely high FY 2010 fire loss (\$4,101,000), the baseline average of fire loss for the past 9 years is \$636,070. Therefore, our FY 16 fire dollar loss (\$511,700) is down approximately \$100,000 from the adjusted nine year average.

Special activities/events



Special activities/events

Community activities - Operation Prom

Fire Department personnel participated in mock motor vehicle accident event held at Sycamore High School on May 14, 2015. This event is intended to create awareness on the dangers of driving while intoxicated. Students are exposed to a mock motor vehicle accident scene caused by a high school age intoxicated driver. As part of a larger program, the Fire Department provided a responding fire engine, ambulance, and command officer and demonstrated the extrication of patients from severely damaged vehicles.

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 or more Sycamore elementary schools. On June 2, 2015, firefighters served over 450 children and teachers at North Elementary School.

Community activities - Breast cancer awareness fundraising

Sycamore Fire Department members participated with the DeKalb County Relay for Life event by staffing an ambulance and first aid booth on June 27, 2015.

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 15% of the days proceeds to MDA.

As a result of this effort, Sycamore Firefighter's Local 3046 members collected almost \$5,800 for MDA.

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

As part of the Sycamore High School Homecoming celebration on October 7, 2015, Sycamore Firefighter's Local 3046 members Lt. Tal Hickey, Firefighter/Paramedic Eric Saxton, and POC Firefighter Connor Hickey coached the senior girls for a football game versus the Police Department coached junior girls. The Fire Department senior girls handily defeated the Police Department junior girls 34-10.

Community activities - Meals on Wheels

During the entire month of November, 2015, a number of Sycamore Fire personnel volunteered to deliver the Voluntary Action Center Meals on Wheels to Sycamore residents.

Community activities - Family Service Agency support

In November, three teams of Sycamore Firefighter's Local 3046 members participated in Bowl for Kids Sake fund raiser. 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

Periodically throughout the year, the Fire Department participates in the escort of returning military veterans to their home in the Sycamore area. The Patriot Guard Riders and Warrior Watch Riders organize a number of Welcome Home Veteran events with the returning veteran escorted by a Sycamore fire engine along with a Fire Department staff vehicle. Additionally, we also participate in a motorcade which kicks off the annual DeKalb County Marines “Toys for Tots” campaign.

Community activities - honor our senior military veterans

In late September, on the annual Veterans Weekend, the Fire Department continues to participate in a motorcade that travels though DeKalb and Sycamore with the motorcade making stops at nine retirement centers and/or assisted living facilities to honor our senior military veterans. The group usually honors about 100 veterans.

Community activities - support of youth baseball

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

Community activities - blood drive

In August 2015 and in March 2016, Sycamore Firefighters Local #3046 sponsored two blood drives. Local #3046 members organize and facilitate the blood drives.

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 16, 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 (six are elected) members who represent the Fire Department career membership. The board administers approximately \$29,000 per year. Listed below is a highlight of some of the larger purchases made in FY 16:

- Shared the cost of the purchase of Fire Prevention education materials.
- Purchased office chairs for break out room and secretary office at Fire Station #1.
- Purchased two flat screen televisions for break out room at Fire Station #1.
- Funded the materials for conference table for break out room at Fire Station #1.
- Purchased work out bench, squat rack, and stereo for fitness room at Fire Station #1.
- Shared the cost of replaced refrigerator at Fire Station #2.
- Provided \$500 donation to the restoration of the 1923 Stutz fire engine.
- Funded the cost of a subscription service for text, voice and app emergency dispatch notification system for all employees

Kishwaukee Education Consortium (KEC) Fire Science program

The Sycamore Fire Department actively participates with the Kishwaukee Education Consortium (KEC) Fire Science II program. The KEC Fire Science program is a vocational training program for High School students interested in the fire service as a possible career. The Sycamore Fire Department provides classroom use during the school year, provides garage storage space for the KEC Fire Science trailer and training equipment, and allows the student use of the facility and access to the fire apparatus. FF/P Scott Flatter serves as the Sycamore Program Coordinator and the following Sycamore Fire personnel serve as instructors:

- Lt. Tal Hickey
- Firefighter/Paramedic Jim Ward
- Firefighter/Paramedic Bill Reynolds
- Firefighter/Paramedic Ryan Gustafson
- Firefighter/Paramedic Nick Young
- POC Firefighter/Paramedic Connor Hickey

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 six members: President Eric Walker, Secretary Marc Doty, Trustee Cary Niewold, Trustee Jeff Rolczynski, and Trustee Peter Polarek.

Recognition of Honorary Firefighter Matt Listy

On April 4, 2016, at a regular City Council meeting, members of the Sycamore Fire Department, the Sycamore City Council, the Listy family, and friends celebrated the 20th Anniversary of Matt Listy as a Honorary Sycamore Firefighter. Matt was very surprised by the honor and was presented with a customized fire helmet, a firefighter job shirt, and his 20 years of service certificate.

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. Retired Fire Chief Gene Ege continues the lead a group of active and retired Sycamore firefighters in the effort to raise funds to preserve the fire engine.

In FY 16, 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.
- "Fill the boot" with the Stutz as a static display at the 2015 Car Show.
- Selling "Restore the Stutz" t-shirts and ball caps.

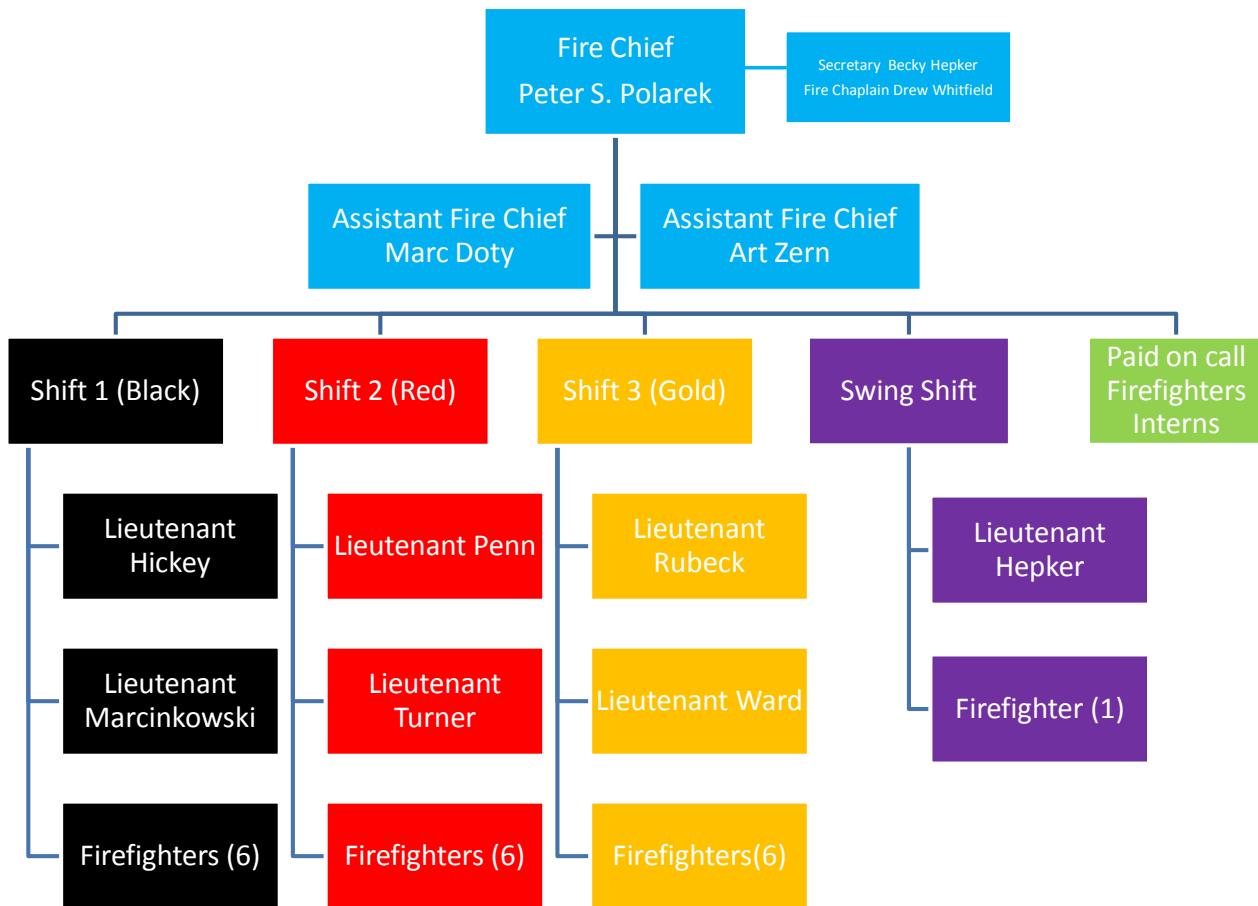
For almost 16 months (since December, 2014), the restoration of the Stutz fire engine has been in process at Marty and Sons Body Shop in Sycamore. The restoration is expected to be completed in June, 2016 with the Stutz moved back to the Fire Department Shops for electrical work which will allow for the engine to be started. The

Sycamore Fire Preservation Company Committee plans to continue to raise funds for a display home and for restoration work on the hand cart.

September 11 Memorial Service

This past year marked the fourteenth anniversary of the terrorist attacks on September 11, 2001. On September 11, 2015, Assistant Fire Chief Marc Doty coordinated a short program at the Police Department 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.

Sycamore Fire Department



Sycamore Fire Department personnel roster

Administration

Fire Chief	P	Peter S. Polarek
Asst Fire Chief	P	Marc Doty
Asst Fire Chief	B	Art Zern
Secretary		Becky Hepker
POC Lieutenant		Gene Listy
Chaplain		J. Drew Whitfield

Shift 1 (Black)

Lieutenant	B	Tal Hickey
Lieutenant	P	Dan Marcinkowski
Firefighter	P	Brad Belanger
Firefighter	P	Scott Flatter
Firefighter	P	Erik Carlson
Firefighter	P	Nick Young
Firefighter	P	Matt Anderson
Firefighter	P	Eric Saxton
POC Firefighter	P	Scott Miller
Firefighter/Intern	B	Evan Rhule
Firefighter/Intern	B	Alyssa McLaughlin

Shift 2 (Red)

Lieutenant	P	D. Shaun Penn
Lieutenant	P	Todd Turner
Firefighter	P	Bill Reynolds
Firefighter	P	Pat Dulzo
Firefighter	P	Adam Honiotes
Firefighter	P	Dustin Ruby
Firefighter	P	Ian Wheeler
Firefighter	P	Mike Hardesty
POC Firefighter		Steve Carlson
POC Firefighter	B	Christian Conlon
POC Firefighter	B	Jonathan Carcamo
Firefighter/Intern	B	Jacob Turner

Shift 3 (Gold)

Lieutenant	P	Paul Rubeck
Lieutenant	P	Jim Ward
Firefighter	P	Bob Maciejewski
Firefighter	P	Brian Thompson
Firefighter	P	John Pink
Firefighter	P	Eric Walker
Firefighter	P	Ryan Gustafson
Firefighter	P	David VanDusen
POC Firefighter	B	Connor Hickey
POC Firefighter		Owen Wilkins
Firefighter/Intern	B	Michael Tomsovic
Firefighter/Intern	B	Casey Garvey

Swing shift

Lieutenant	P	Darrin Hepker
Firefighter	P	Andy Powers

In memoriam - retired Fire Lieutenant Jack Spartz passed away on June 29, 2015.

Jack served the citizens of Sycamore from October 1, 1974 to November 11, 2010.

