

Category 5: Community Risk Reduction Program

This category represents the community risk reduction program for the organization and community served. The intent is to define, develop, execute and measure the program as it relates to enforcement, education, economic incentive, engineering technology and emergency response. The program is a direct output of the Community Risk Assessment or Standards of Cover document. The program, while tracking traditional performance metrics, should focus on outcomes that identify the impact within the community.

The key elements used to evaluate these services are adequacy, deficiency, effectiveness, methods and results of programs. For purposes of accreditation, these terms are defined within the glossary.

The agency's mission, goals and objectives should determine the applicability of all the listed programs. The agency should decide the relevancy of each criterion in its self-assessment manual. For criteria in Category 5 that are not applicable to the agency, the agency should briefly explain why it does not provide this program.

Category 5

Criterion 5A: Prevention Program

The agency operates an adequate, effective and efficient program as identified in the community risk assessment and standards of cover. The approach is comprehensive and includes both prevention and mitigation strategies such as life safety, hazard risk reduction, plan review, code compliance, and the detection, reporting and control of fire and non-fire risks. The agency should conduct a thorough risk assessment as part of activities in Category 2 to determine the need for specific prevention programs.

Summary:

The department is committed to reducing the incidence and severity of fire loss through public education, application of the fire code, building and protection system plans review, life safety inspections, and investigations. The City of Lawrence currently has adopted the 2018 International Fire Code and has amended it as contained in Chapter 8, Article 2 of the Code of the City of Lawrence. Additional programs include Knox security, multi-family residential fire inspections, home safety inspections, and nighttime public assembly inspections (night consultants).

The department's prevention program works with the City's Municipal Services and Operations Department to process code enforcement and inspections. The department utilizes an incentive program

Performance Indicators:

CC 5A.1 The authority having jurisdiction has an adopted fire prevention and building code(s).

Description

The department, by City ordinance 9636, has adopted the 2018 International Fire Code as the basis of its fire prevention code. This code, supplemented and amended by the Fire Code Board of Appeals, addresses issues specific to Lawrence, Kansas. Some of these amendments require installation of fire sprinklers in existing congregate living structures, monitored smoke detection, fire alarm systems for animal housing facilities, and fire alarm systems for mixed occupancies containing a residential occupancy.

Appraisal

Review of the department's codes and amendments has occurred as needed, and at the publication of new international fire codes. Previously, the Fire Code Board of Appeals, comprised of a representative from IAFF Local 1596 and four citizens at-large appointed by the mayor, conducted the review. As of July 2019, the consolidation of all trade boards responsible for individual ICC code sets was established as the Building Code Board of Appeals.

Plan

The Building Code of Appeals board will continue to review all new and existing code sets for the City of Lawrence. The department will continue in its commitment to fire safety and prevention through the adoption and amendment of codes as needed to address public fire safety issues.

References

2018 International Fire Code (available on-site)

[Ordinance No. 9636: Adopting the 2018 International Fire Code](#)

[Code of the City of Lawrence, Kansas Chapter 8, Article 2](#)

[City of Lawrence Fire Code Board of Appeals Roster](#)

[Fire Code Board of Appeals Rules and Regulations](#)

CC 5A.2 **The code enforcement program ensures compliance with applicable fire protection law(s), local jurisdiction, hazard abatement, and agency objectives as defined in the community risk assessment/standards of cover.**

Description

The department’s Prevention Division ensures compliance with all fire safety, prevention, and related building codes. This division receives support from Operations Division personnel and together they provide annual inspections of commercial, industrial, and multi-family residential occupancies. The Prevention Division works jointly with the City of Lawrence Planning and Development Services Department with site planning, building and mechanical, and electrical code inspections.

Appraisal

All commercial, industrial, and multi-family residential occupancies are scheduled to receive annual fire and life safety inspections relevant to the requirements of the adopted fire code. When violations are found, re-inspection of occupancies occur to ensure adequate compliance with codes and often requires support from other city departments. The department expanded the re-inspection grace period to 30-days, 60-days, and 90-days to facilitate compliance for the businesses affected by the COVID-19 pandemic in 2020 and 2021. These years presented many additional challenges to accomplish all required inspections as scheduled during this timeframe. These challenges were coupled with increased call volume affecting the Operations Division's ability to assist the already task-saturated Prevention Division with inspections.

Plan

The department will continue to review the enforcement program to determine the types and frequency of inspections needed based on specific occupancy hazards. The Prevention Division will review this program by the end of 2023. Alternative frequencies have been proposed to the department’s ISO rating schedule for future opportunities. The department will continue to examine the opportunities for allocation of additional staffing to the Prevention Division to absorb all annual inspections and allow the Operations Division to preplan for emergencies within the city.

References

2018 International Fire Code (available on-site)

2022 CFAI Annual Compliance Report

[Code of the City of Lawrence, Kansas Chapter 8, Article 2](#)

SOP 302.10 Plan Review

SOP 303.10 Community Risk Reduction Program

CC 5A.3 The prevention program has adequate staff with specific expertise to meet the goals, objectives and identified community risks.

Description

The department's Prevention Division is staffed by a Division Chief serving as the Fire Marshal, as required by City Ordinance. Two sworn FTEs (one captain and one lieutenant) serve as plan reviewers, fire inspectors, and investigation program managers. The Prevention Division's captain and lieutenant are scheduled to work a 2080 schedule. In addition, all Operations Division members operate in the capacity of fire inspectors on a daily basis.

Appraisal

The use of Operations Division members to complete inspections limits response readiness and creates starts/stops during the inspection process. This has created delays in customer service outcomes for both services. In 2021, 68% of all commercial and multifamily inspections assigned to Operations Division were completed. This was an outcome of the challenges presented from the COVID-19 Pandemic, as well as increased call volumes. In March of 2021 and 2022, the Prevention Division provided supporting documentation for needed improvements to the Community Risk Reduction Program for the department during the 2022 and 2023 budget planning processes. The proposal requested several FTEs that would be able to improve the efficiency in prevention program services including: one civilian fire inspector, one civilian fire plans examiner, one administrative staff, and a public educational specialist. This request was not fulfilled for the budget year 2022, nor in 2023. The Prevention Division has only been able to complete 69% of plan reviews within the required 15-day review timetable.

Plan

The department will continue to use the Prevention Division along with Operations Division members to meet fire prevention and life safety inspection needs. It will become necessary to allocate additional staffing for the Prevention Division to shift all annual inspections from the Operations Division to meet inspection needs and the mission of the department. This reorganization will also require a dedicated fire plans examiner and the

permit inspector to facilitate meeting review timetables and facilitate the inspections needed for certificate of occupancy.

References

SOP 102.10 Department Organization Chart

ESO Properties and Inspections (available on site)

2021 Program Improvement Request Form LDCFM Community Risk Reduction

2022 Program Improvement Request Form LDCFM Community Risk Reduction

2023 Program Improvement Request Form LDCFM Community Risk Reduction

5A.4 A plan review process ensures that adopted codes and ordinances determine the construction of buildings and infrastructure (such as hydrants, access, and street width).

Description

The department takes an active role in the plan review process and works jointly with the City of Lawrence's Planning and Development Services (PDS) department. Involvement begins with the initial project inquiry and continues through to final development plan, zoning, public improvement, site planning, and throughout the construction period. This is to ensure the planning and installation of appropriate fire and life safety features such as the adequate numbers of fire hydrants, access into and around the building for fire apparatus, fire detection and alarm systems, sprinkler systems, standpipe systems, and other fire protection systems. The department conducts plan reviews following SOP 302.10 Plan Reviews, and utilizing the 2018 International Fire Code and adopted code sets.

Appraisal

The department's system of involvement from initial inquiry to a final inspection for occupancy has ensured that all buildings constructed in the City of Lawrence receive the appropriate and necessary fire prevention and life safety features. The need for an examination of the current practices has been determined to improve timelines and expectations of the customers served.

Plan

The department will continue to work with the PDS department to review and evaluate all renovation and new construction plans. All appropriate fire prevention and life safety features necessary will continue to be required to ensure the safety of responders and citizens.

References

Plans Review Job Aid (available on-site)

SOP 302.10 Plan Reviews

2018 International Fire Code (available on-site)

5A.5 The prevention program identifies the frequency that occupancies are inspected.

Description

The department conducts annual fire and life safety inspections of all commercial and multi-family residential occupancies. The frequency of inspections for all types of occupancies is outlined within the department’s SOP 303.10 Community Risk Reduction Program. The department has assigns and schedules annual inspections for inspection districts. The department’s ISO evaluation designates that these are to be completed annually.

Appraisal

Following the 2013 CFAI accreditation recommendations, inspection districts were redistributed, and the Prevention Division assumed responsibility for all moderate to high hazard occupancy inspections, while the remaining inspections were distributed among Operations Division crews. In addition to inspection redistribution, a comprehensive review and update of the SOP 303.10 Community Risk Reduction Program were performed to capture current practices and provide guidance for tracking inspections and managing inspection districts.

Plan

The department will review the Community Risk Reduction Program annually to identify needs and opportunities to improve effectiveness and efficiency. The distribution of inspections will be reviewed every three years to ensure equity among crews. Inspection district reviews will be completed on an annual basis by Operations Division crews to verify occupancies and capture undocumented occupancies. Due to historically low staffing levels, workflow challenges, and increased demand for services, the department is currently exploring an updated inspection frequency based upon occupancy type and risks associated.

References

- SOP 303.10 Community Risk Reduction Program
- 2016 ISO Public Protection Classification Summary Report (the 2022 ISO publication is expected to be completed this fall; it will be available on-site)

5A.6 The agency sets specific, targeted, and achievable annual loss reduction benchmarks for fire incidents and fire casualties based upon the community risk assessment and baseline performance.

Description

The department reviews incident reporting to identify trends in fire causation and compares annual NFPA Fire Experience Survey reports for numbers of fires and losses. These reviews have led to changes in the adopted code and updates to standard operating procedures for fire and life safety inspections. For example, from 2013 to 2019, the department identified the incidence of high property loss associated with trash can fires. The department collaborated with the City of Lawrence Solid Waste Division to create an informational flier to be posted on the web as well as working with them to communicate with all of the City's residents.

Appraisal

These reviews have been effective for identifying trends that have led to amendments, ordinances, and partnerships to reduce the risk or incidents of fire. The public education communication campaign from 2019 to 2021 has had a direct reduction in high loss fires due to improper disposal causing trash can fire incidents.

Plan

The department will continue to review incident data and NFPA Fire Experience Survey reports for trends and develop programs or effect code changes to address problem areas.

References

SOP 303.10 Community Risk Reduction Program

[City of Lawrence Ordinance 8900 Outdoor Furniture Use](#)

[City of Lawrence Ordinance 7594 Regulation of Fireworks](#)

[City of Lawrence Ordinance 8534 Smoking](#)

Fact Sheet - Grilling on Balconies

STOP Trash Can Fires Flier

CC 5A.7 **The agency conducts a formal and documented program appraisal, at least annually, to determine the program’s impacts and outcomes, and to measure performance and progress in reducing risk based on the community risk assessment/standards of cover.**

Description

The department conducts a formal and documented program appraisal annually that summarizes the program’s impacts, outcomes, and effectiveness in the prior year. New goals are outlined for the upcoming year within this document.

Appraisal

The department’s assigned program manager and supportive staff have been able to complete an annual program appraisal. These appraisals are provided to the AHJ for review, as well as posted on the department’s external /internal website for employee review as part of the Annual Compliance Report.

Plan

The department will continue to utilize these appraisals to improve performance within the program as well as develop more efficient operational procedures based on the prior year’s performance.

References

- 2022 CRASOC
- 2021 Community Risk Reduction Program Appraisal
- 2022 CFAI Annual Compliance Report (pages 52-57)
- SOP 303.10 Community Risk Reduction Program