

# **“To Be Delivered” Material**

**For**

## **City of Sacramento**

**City Council  
Housing Authority  
Redevelopment Agency  
Economic Development Commission  
Sacramento City Financing Authority**

## **Agenda Packet**

**Submitted:** January 28, 2005

**For the Meeting of: February 1, 2005**

**The attached materials were not available at the time the Agenda Packet was prepared.**

**Subject:** Municipal Fire Alarm System Removal  
(Proposed Removal of Fire Pull Boxes)

For further information, please contact:

Joe Cherry, Fire Chief  
Fire Department  
433-1601

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Approved By:

Please include this “To Be Delivered” material in your agenda packet. This material will also be published to the City’s Intranet.  
For additional information, contact the City Clerk Department at Interim City Hall, 730 I Street, Suite 211, Sacramento, CA 95814-2671 – (916) 808-7200.



SACRAMENTO FIRE DEPARTMENT  
*"An All-Risk Organization"*

JULIUS J. CHERRY  
FIRE CHIEF

CITY OF SACRAMENTO  
CALIFORNIA

January 3, 2005

5770 FREEPORT BLVD  
SUITE 200  
SACRAMENTO, CA  
95822

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FAX 916-433-1629

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: MUNICIPAL FIRE ALARM SYSTEM REMOVAL**

**LOCATION AND COUNCIL DISTRICT:** Citywide, All Districts.

**RECOMMENDATION:** This report is for information only.

**CONTACT PERSON:** Julius Cherry, Fire Chief, 433-1601  
Steve Ferguson, Chief Information Officer, 808-8600

**FOR COUNCIL MEETING OF:** February 1, 2005

**SUMMARY:**

The FY2004/05 Budget includes funding for the removal of the City's Municipal Fire Alarm System. This report provides a summary of the project scope, efforts to date, City-owned buildings impacted, project assumptions, communication plan, and a high-level project timeline.

**COMMITTEE/COMMISSION ACTION:** None

**BACKGROUND INFORMATION:**

The City Municipal Fire Alarm System consists of 562 fire alarm/street call boxes hooked directly to the Regional Fire Dispatch Center, where an alert is received if the arm is pulled on the box. The system includes approximately 120 miles of underground cable and 200 miles of aerial cable located on approximately 4,000 utility poles. Thirty-three buildings are currently hooked into the system. Built in the 1930s, the system was originally designed for downtown and outlying business districts that cover approximately 20% of the City's current streets and population. It has not been upgraded or expanded since its inception. Our statistics show that approximately 80% of calls from fire alarm call boxes are false alarms.

As the system continues to age, it requires increasing maintenance and support. This includes tree trimming, line work, testing, inspections, call box painting and daily underground service alert (USA) markings. If kept intact, the system will require a major overhaul, a large investment and more resources to keep it running.

### Project Scope

The scope of this project consists of:

- Ensuring that no building currently hooked into the system is left without a means to alert Regional Fire in an emergency;
- Communication with residents, businesses and public agencies impacted by this effort;
- Removal of 562 fire alarm call boxes and approximately 50 City utility poles;
- Disconnection and removal of 43 auxiliary transmitters;
- Removal of approximately 3,000 cross-arms and 200 miles of aerial cable on SMUD' s and SBC' s utility poles;
- Dismantling and terminating at manholes or pull boxes approximately 20 miles of fire alarm cable located in SBC's underground conduit;
- Replacing damaged and worn out fire alarm pull box lids;
- Per our agreement with SBC, when SBC conduit donated for use by the City is no longer to be used for Fire Alarm service, it shall be returned to SBC; and
- Disposal of fire alarm call boxes, transmitters, cross-arms, wires, and other equipment and materials.

The project scope does not include:

- Converting any parts of the Municipal Fire Alarm System into the City's infrastructure;
- Utilizing any parts of the Municipal Fire Alarm System for the City's data network; or
- The cost of local businesses and non-City-owned public buildings converting to other fire alarm monitoring systems.

### Efforts To Date

- Development of project scope (Attachment A);
- Field survey to assess location and connectivity of call boxes (Attachment B);
- Preliminary technical discussions with SBC and SMUD;
- Development of communication plan;
- Communication Timeline (Attachment C); and
- Project timeline (Attachment D).

### Impacted City-owned Buildings

The following City-owned buildings will need to convert from the Municipal Fire Alarm System to a private service provider:

- Crocker Art Gallery
- History Center
- Capitol Mall
- Miller Park
- Animal Control headquarters building
- Reserve Fire Station 70
- Sierra II Community Center
- Public Safety Administration Building (Freeport Square)
- Rooney Police Substation
- Coloma Community Center

### Project Assumptions

The scope, deliverables and schedule as defined in the project charter are dependent upon the following assumptions:

- The initial inspection of buildings connected to the system identified all potential technical problems;
- Sutter Memorial, Sutter General Hospital, Mercy General Hospital and the Sacramento City Unified School District will be able to convert their fire alarm systems to private fire alarm services providers within 18 months;
- An agreement with SBC is reached that allows the City to terminate Fire Alarm cables/wires at their communication vaults, manholes, or pull boxes without removing these materials from their underground ducts/conduits; and
- City staff (Fire, IT, Development Services, General Services) is available to participate in this project as planned.

### Communication Plan

Communication Schedule:

- December 2004 - Prepare informational preliminary presentation.
- December 2004 - Prepare informational flier for distribution at various meetings and locations during project (to be distributed after City Council approval).
- December 2004 - Present presentation to Area Directors and City Council Staff at weekly staff meeting.
- February 2005 - Conduct a workshop with City Council.

- February 2005 - Prepare informational packet for City Operators and IT Help Desk for assistance with inquiries from public and business sectors. All technical questions to be forwarded to IT.
- February 2005 - Dedicate telephone line and supply informational material for Municipal Fire Alarm System Removal Project Hot Line, 433-1690, to be attended by Fire Department personnel.
- February 2005 - Develop informational website with access from City and Fire Dept home pages.
- February thru December 2005 - Develop press releases to coincide with the Municipal Fire Alarm System IT Project schedule.
- February thru December 2005 - Conduct meetings/presentations with Municipal Fire Alarm System users to develop mitigation plans and schedules.
- February 2005 - Conduct presentations with neighborhood groups, neighborhood associations and business associations in coordination with Neighborhood Services Areas in the City.

### Communication Strategy

The communication schedule will be modified as necessary to coincide with the City Council Workshop and Municipal Fire Alarm System Project schedules.

The informational presentation has been prepared, along with an informational flier for future distribution. Presentations were made to Area Directors and District Directors/Staff in mid-December 2004. The purpose of these presentations, were to inform Staff with information necessary to address inquiries before this communication plan and the Municipal Fire Alarm System project actually goes public.

Contact with citizen and business groups, Municipal Fire Alarm System users, activation of phone lines and website, and press releases will begin after the Council workshop and we have received direction from Council and Staff.

### Timeline

The project timeline (Attachment D) is estimated to extend eighteen-months. In order to achieve the budgetary savings identified in the SOAP project and reflected in the FY2004/05 budget, the team needs to be assembled and authorized to proceed right away.

An opportunity to pilot the approach identified in the project plan currently exists due to a Regional Transit project to expand Light Rail and connect to Amtrak downtown. This project, which runs through the downtown area bounded by 7<sup>th</sup> and 8<sup>th</sup> and H and K Streets, requires the removal or relocation of ten call boxes and associated cabling and circuits. This project, due to begin in January, can be used to refine our resource estimates and communication plan for the remainder of the project.

**FINANCIAL CONSIDERATIONS:**

The FY2004/05 budget includes \$563,000 in one-time outside services costs for this project.

**ENVIRONMENTAL CONSIDERATIONS:**

The Environmental Services Manager has determined that the information report of the Municipal Fire Alarm System Removal is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15061(b)(3) of the CEQA Guidelines. Exemption 15061(b)(3) consists of an activity covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

**POLICY CONSIDERATIONS:**

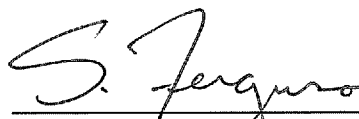
The Municipal Fire Alarm System Removal project was identified in the Sacramento Organizational Assessment Project (SOAP) process and is funded in the FY2004/05 budget. The project is consistent with the City Council's goal of implementing organizational improvements.

**ESBD CONSIDERATIONS:**

Any goods and services will be purchased in accordance with established City policy.

Respectfully submitted,

  
\_\_\_\_\_  
Julius J. Cherry  
Fire Chief

  
\_\_\_\_\_  
Steve Ferguson  
Chief Information Officer

**FOR CITY COUNCIL INFORMATION:**

  
\_\_\_\_\_  
ROBERT P. THOMAS, City Manager

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- 4) Attachment D-page 9
- 5) Slides-pages 10 - 21

## ATTACHMENT A

### Project Scope

<b>Project Name:</b> Municipal Fire Alarm System Removal		<b>Project Source:</b> Costs Avoidance/Savings		<b>Project Sponsor:</b> Joe Cherry	
<b>Project Description:</b> The City Municipal Fire Alarm system consists of 562 Fire Alarm/Street boxes, approximately 120 miles underground and 200 miles of aerial cables, on approximately 4,000 utility poles. As the system continues to age, the eroding system requires very heavy and increasing on-going 24 X 7 X 365 maintenance support, including lots of tree trimming and line works, USA markings, GO 95/128 compliance/inspections, etc. In addition, our statistics have shown more than 75% of calls from Fire Alarm Call Boxes were false alarms. While this system covers approximately 20% of City Streets; it creates a huge liability to the City. This project focuses on decommissioning the City Municipal Fire Alarm system.					
<b>Project Objectives:</b> Remove 562 Fire Alarm Call boxes, approximately 4,000 cross-arms and 200 miles of aerial cable on SMUD's and SBC's utility poles; Disconnect 43 Auxiliary Transmitters from various buildings/facilities; Dismantle and terminate at manholes/pull boxes approximately 20 miles of Fire Alarm cables in SBC's underground conduits; And return conduits and utility pole to SMUD/SBC.			<b>Project Deliverables:</b> - 1) Preliminary Assessment/Feasibility Study; 2) Communication Plan; 3) City Council Report/Presentation; 4) Stakeholders Agreements; 5) SBC's Engineering Specifications; 6) Fire Alarm Removal RFP; 7) Fire Alarm Removal Contract Awarding; 8) Fire Alarm Removal Project Workplan; 9) Fire Alarm Removed Per Approved Schedule; 10) Sign-off From SMUD & SBC For Returning Their Facilities; 11) Fire Alarm Budget Elimination; 12) Involved Staff Transferring To Other Projects		
<b>Benefits:</b> Eliminate 1) under ground service alerts (USA) marking; 2) Maintenance, Inspection, and Testing of Fire Alarm Circuits/Call Boxes; 3) Emergency response 24 X 7 X 365; 4) Fire Alarm Call Boxes Painting; 5) Manholes cleaning; 6) Fire Alarm Call Boxes rerouting; 7) Tree trimming and Lineman work; 8) False Alarms responses; 9) and Vandalism. Overall, by decommissioning this unequal and eroding Fire Alarm system, the City could save up to 1 million dollars a year in operating, maintaining, and supporting costs.			<b>Master Milestone Schedule:</b> See Attachment 'D' A Very Preliminary Estimate that reflects 18 months to remove - dependent upon sites' ability to replace.		
<b>Dependencies:</b> City Council Approval and Stakeholders Buy-in (Neighborhood Services Department will coordinate education forums with their monthly neighborhood meetings)			<b>Risks:</b>		
Estimate: \$Ks		Confidence of Estimate: +/- 5%		Benefits: \$Ks	
External Hardware: \$0 Software: \$0 Contractor: \$563 Other: \$0		Internal Labor Dept      Hours      Dollars IT            1,952      \$104 P&B/FD    1,000      \$ 12 PW/IT       1,700      \$ 35		Other Cost Travel: \$0 Other: \$0	
Total: \$563		Total: 4,652      \$151		Total: \$0	
		Total Estimate: \$714			
Annual Costs: FTEs: 3		Labor \$s: \$0		External \$s: \$0	
				Total Annual: \$0	
				Payback in approx a year	
				Confident of Benefit Est: +/-5%	
				Headcount*	
				Annual \$Ks	
				Onetime	
				0	
				\$ 30	
				\$ 48	
				\$ 70	
				\$ 60	
				\$ 240	
				\$ 620	
				0	
				\$1,068	
				\$0	

\*Note: Currently 3 FTEs: Proposed eliminate 1 FTE position and redeploy 2 FTEs to the new City Hall A/V and Fiber Management. Net Benefit: \$908,000

**ATTACHMENT B**  
**Field Survey Summary**

Total Fire Alarm Call Boxes: 562

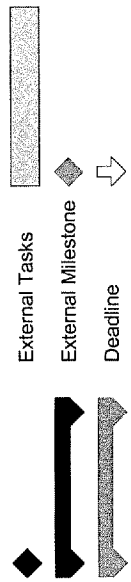
Auxiliary Connections

<b>Facilities</b>	<b>Total</b>	<b>Active</b>	<b>Inactive</b>
City buildings	16	9	7
Hospitals	12	11	1
Schools	46	3	43
Federal	2	0	2
State	17	5	12
County	3	1	2
Library	4	0	4
Private	14	4	10
	114	33	81

Includes 8 at Cal Expo area

# Municipal Fire Alarm System Communication Plan Timeline

ID	Task Name	Duration	Start	Finish	2005	2006
1	Prepare Info Prelim Presentation	30 days	Mon 11/1/04	Fri 12/10/04	Nov	Dec
2	Filers Preparation	1 day?	Mon 11/1/04	Mon 11/1/04	Nov	Dec
3	Presentation Review & Approval	4.5 days	Wed 12/8/04	Tue 12/14/04	Jan	Feb
4	Fire Chief	1 day	Wed 12/8/04	Wed 12/8/04	Jan	Feb
5	Reviser/Update	0.5 days	Thu 12/9/04	Thu 12/9/04	Jan	Feb
6	CMO	1 day	Thu 12/9/04	Fri 12/10/04	Jan	Feb
7	Reviser/Update	2 days	Fri 12/10/04	Tue 12/14/04	Jan	Feb
8	Present Presentation	1.5 days?	Tue 12/14/04	Wed 12/15/04	Jan	Feb
9	Area Directors	1 day	Tue 12/14/04	Wed 12/15/04	Jan	Feb
10	City Council Staff	0.5 days?	Wed 12/15/04	Wed 12/15/04	Jan	Feb
11	Council Workshop	6 days	Tue 2/1/05	Tue 2/8/05	Feb	Mar
12	Conduct Workshop	1 day	Tue 2/1/05	Tue 2/1/05	Feb	Mar
13	Reviser/Update Comm Plan	5 days	Wed 2/2/05	Tue 2/8/05	Feb	Mar
14	Reviser/Update Filers	5 days	Wed 2/2/05	Tue 2/8/05	Feb	Mar
15	Prepare Informational Packets	14 days	Wed 2/9/05	Mon 2/28/05	Feb	Mar
16	City Operators	14 days	Wed 2/9/05	Mon 2/28/05	Feb	Mar
17	IT Help Desk	14 days	Wed 2/9/05	Mon 2/28/05	Feb	Mar
18	Hot Line Personnel	14 days	Wed 2/9/05	Mon 2/28/05	Feb	Mar
19	Develop Website	10 days	Wed 2/9/05	Tue 2/22/05	Feb	Mar
20	Develop Press Release	3 days	Wed 2/9/05	Fri 2/11/05	Feb	Mar
21	Activate Hot Line	1 day	Tue 3/1/05	Tue 3/1/05	Mar	Apr
22	Meetings/Presentations w/ System U	13 days	Wed 2/9/05	Fri 2/25/05	Feb	Mar
23	Develop a Game Plan	2 days	Wed 2/9/05	Thu 2/10/05	Feb	Mar
24	Schedule a Meeting w/ System U	10 days	Fri 2/11/05	Thu 2/24/05	Mar	Apr
25	Conduct a Presentation	1 day	Fri 2/25/05	Fri 2/25/05	Mar	Apr
26	Meetings/Presentations W/ Resident	32 days	Mon 2/28/05	Tue 4/12/05	Mar	Apr
27	Distribute Filers To Area Directors	5 days	Mon 2/28/05	Fri 3/4/05	Mar	Apr
28	Neighborhood Groups	7 days	Tue 3/15/05	Wed 3/23/05	Mar	Apr
29	Neighborhood Associations	7 days	Thu 3/24/05	Fri 4/1/05	Mar	Apr
30	Business Associations	7 days	Mon 4/4/05	Tue 4/12/05	Apr	May
31	Conduct Press Conf. & Distribute Pres	359 days	Mon 2/28/05	Thu 7/13/06	Mar	Apr



Project: FD Comm Plan  
Date: Thu 1/27/05

Task Split Progress

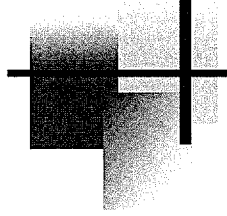
Milestone Summary Project Summary

External Tasks External Milestone Deadline





**MUNICIPAL  
FIRE ALARM  
SYSTEM**



**REMOVAL PROJECT**

*Workshop Presentation*

*February 1, 2005*

# What is the Municipal Fire Alarm System?

- Created in the 1930's
- Allowed residents to alert the fire department of a fire
- Covers 20% of the City

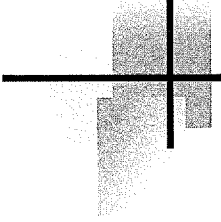
**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**

# What is the Municipal Fire Alarm System?

- Made up of 562 call boxes connected to the Regional Fire Dispatch Center
- An alert is received if the arm is pulled on the box



**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**



# What is the Municipal Fire Alarm System?

562 call boxes

50 utility poles

43 auxiliary transmitters

200 miles of aerial cables

120 miles of underground cable

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**

# Why Remove the System?

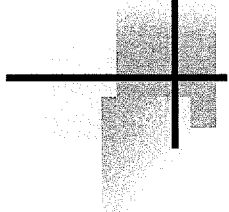
- Many alarms are false, decreasing operational efficiency
- Only a portion of the City is connected to the system
- Most buildings are hooked up to a private service provider

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**

# Why Remove the System?

- System has not been upgraded or expanded since inception; would require major overhaul to bring system to current standards
- Requires 24/7 monitoring and costly maintenance

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**




# Project Scope

- Communicate with those potentially impacted by project
- Ensure that no building hooked into system is left without a means to alert  
Fire Dispatch
- Disconnect and remove system call boxes, utility poles, cables, transmitters, etc.

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**

# **Must convert to a Private Service Provider**



**11 Hospitals**

**4 Private Businesses**

**5 State, 1 County, and 9 City Bldgs**

**3 Schools**

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**

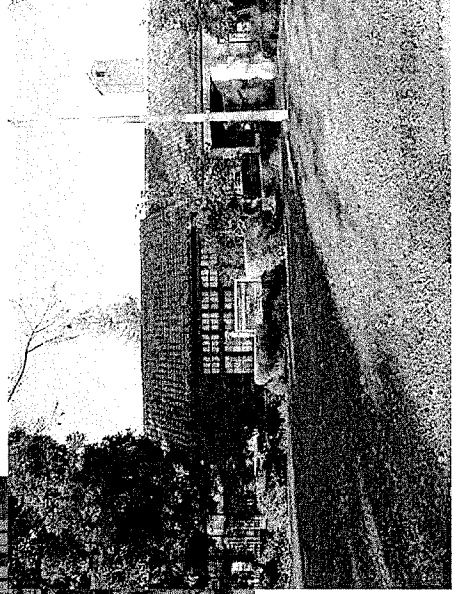
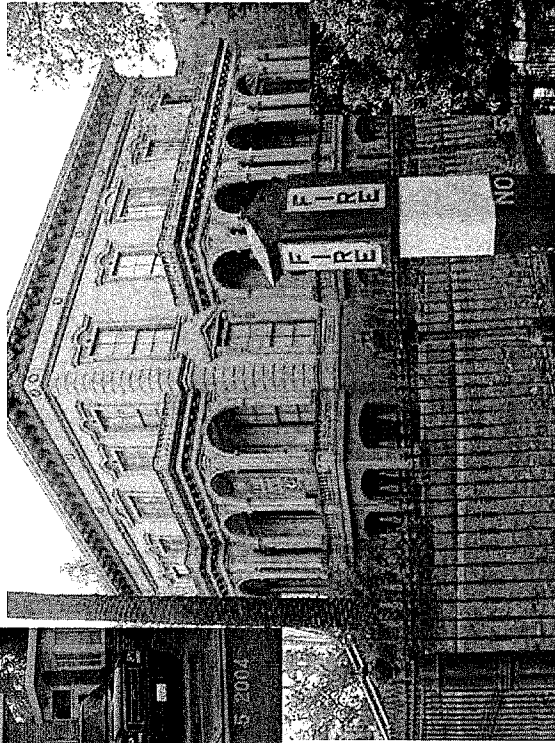


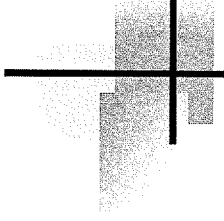
# City Buildings

- Animal Control HQ
- Coloma Community Center
- Crocker Art Gallery
- History Center
- Miller Park
- Public Safety Admin Bldg
- Reserve Fire Station 70
- Rooney Police Substation
- Sierra II Community Center

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**

# City Buildings

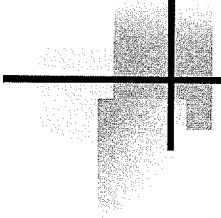




# Efforts to Date

- Scope and Timeline Developed
- Field Survey Conducted
- Technical Discussions Initiated
- Communication Plan Developed

**MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT**



# Timeline

## Pilot Project Opportunity

- 7<sup>th</sup> & 8<sup>th</sup> at H & K Streets
- Requires removal/relocation of 10 boxes, cabling, etc.
- Due to start in January

## Estimated Timeline:

- 18 months to complete

*MUNICIPAL FIRE ALARM SYSTEM REMOVAL PROJECT*