



Urbana Fire Department

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Memorandum

DATE: March 30, 2017

TO: Mayor Prussing and City Council Members

FROM: Phil Edwards, Fire Marshal
Jeremy Leevey, Campus Prevention Officer

RE: Urbana Fire Department Prevention and Education Division

INTRODUCTION

The Urbana Fire Department Prevention and Education (P & E) Division is responsible for overseeing all fire prevention, education, and community involvement efforts in the City of Urbana, as well as on the University of Illinois campus. Below is an overview and update on the activities of the Division.

The mission of the P & E division is to save life and property through prevention and education.

STAFF

Phil Edwards is the Urbana Fire Marshal. This position oversees UFD's commercial and multifamily fire inspections, oversees the City's Fire Safety Education program, addresses and resolves problem property issues along with other city staff, and plans and manages the UFD's community involvement efforts.

Jeremy Leevey is the Fire Prevention Officer (FPO). This position oversees the inspections of UI certified housing and University-owned buildings, oversees campus fire safety programs and activities, and oversees fire safety planning and consulting for UI new construction. The position also oversees all fire investigations in the City of Urbana.

Clay Baier is the City's Fire Inspector. This part-time position is responsible for conducting fire inspections for all occupancies requiring a Fire Prevention Permit.

PREVENTION & EDUCATION EFFORTS

Commercial

Commercial and multi-family property prevention efforts focus on inspection and planning. Commercial and multi-family properties are inspected annually or biannually based on fire safety requirements. The P & E Division also conducts initial liquor license inspections for the State of Illinois. Finally, the P & E team reviews Emergency Action Plans; this includes supervised fire drills and extinguisher training.

Residential

Home Fire Life Safety (HFLS) is the Urbana Fire Department's primary residential fire prevention program. Urbana firefighters visit every single family home annually to distribute information on fire safety, check and install smoke detectors, and check fire extinguishers.

Schools

The P & E team visits every preschool and elementary classroom twice annually through the Risk Watch program. The team also conducts fire drills for every school. Finally, Fire Prevention Week activities are held annually at Lincoln Square Mall; this event is open to the entire Champaign-Urbana community.

COMMUNITY INVOLVEMENT

The P & E team views community involvement as an imperative aspect of its duties. The team has a regular presence at community events such as Jettie Rhodes Day, the 8th Grade Career Conference, and Champaign-Urbana Days. The team hosts the annual Shop with a Firefighter event and facilitates the CCFCA Explorer Post #31 to expose youth and community members to the fire service industry.

FPO ACTIVITIES

University Prevention/Education Efforts

The Fire Prevention Officer has a unique role in providing additional prevention and education services to University staff, students, and properties.

The FPO tailors all of the above activities to campus needs and requirements; this includes conducting University building preplans and inspections, fire drills, safety presentations, and an annual Move-In Day event for incoming students, among other important activities. The FPO serves as the primary liaison between the University and the Urbana Fire Department.

City Fire Investigation

In addition to the duties listed above, the FPO serves at the City of Urbana's Chief Fire Investigator, and oversees a team of eleven (11) investigators.