

FIREWORK TIMELINE

JANUARY			
TASK	DATE COMPLETED	PERSONNEL	ESTIMATED TOTAL HOURS TO COMPLETE
Applications available from vendors on first business day in January			
Pre-meeting with fireworks vendors		Deputy Chief, Supervising Inspector, MA II	3.0 hr
FEBRUARY			
TASK	DATE COMPLETED	PERSONNEL	ESTIMATED HOURS
Applications will be turned in by 3:00 p.m. on the third Wednesday of the month.		Clerical	8.5 hrs
All applications are entered into an Excel spreadsheet to check for duplicates by sorting the excel spreadsheet by tax ID number		MA II	5.0 hrs
Determine if there will be a pre-lottery drawing for duplicates and prepare for the pre-drawing and the lottery. Ping Pong balls and squirrel cage in basement		MA II	1.0 hr
Print the Excel spreadsheet to hand out at the beginning of the lottery drawing to the vendors and Fire Prevention Staff		MA II	.5 hrs
Corrected applications are due on the 4th Monday in February by 4:00pm		MAII	2.0 hrs
MARCH			
Lottery held on the first Wednesday of the month at FFD HQ at 10:00a.m. (Prevention Conference Room or Museum)		MA II	2.0 hrs
APRIL			
TASK	DATE COMPLETED	PERSONNEL	ESTIMATED HOURS

Fireworks Taskforce/Investigators meeting begin in March. Deputy Chief/FFD Authority attends meeting at designated agency's HQ 1. Discuss joint disposal of illegal products 2. Discuss where to have media day		Deputy Fire Marshal	3.0 hrs
Review illegal fireworks citations and make applicable changes Fresno (*Removed NCFPD) Fig Garden		Deputy Chief, MA II	3.0 hrs
Check our supply of firework citations. If less than 50, order 200 forms through Central Print. Copy.center@fresno.gov		MA II	1.0 hr

MAY

TASK	DATE COMPLETED	PERSONNEL	ESTIMATED HOURS
First Wednesday in May all supplemental paperwork is due from the vendor by 3:00 pm. Verification will be completed within 72 hours. All insurance certificates will be pending until Risk Management approves.		MA II, Clerical	16.0 hrs
The third Wednesday in May is the last day for corrections to supplemental paperwork.		MA II	6.0 hrs
Schedule fireworks stand inspections on all inspectors' calendars from 8am-5pm on the last business day before June 28		MA II	.5 hrs
Make arrangements with Clovis and Cal Fire for Media Day Notify: -Engine Company closest to location		Deputy Chief	2.0 hrs
Submit insurance certificates to: -Risk Management for approval (*FG Attorney?)		MA II	3.0 hrs

JUNE

TASK	DATE COMPLETED	PERSONNEL	ESTIMATED HOURS
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Finalize Press Release: Safe and Sane Fireworks and give to PIO		PIO	1.0 hr
Print the Fireworks Stand Initial Inspection Record for each fireworks stand to give to inspectors for initial inspection		MA II	4.0 hrs
Notify City of Kerman once all packets in Kerman are approved (insurance/hold harmless) and send paperwork to City of Kerman.		MA II	2.0 hr
Create spreadsheet with fireworks stand locations indicating first-in stations		MA II	6.0 hrs
Type and print Fireworks Stand Permit		MA II	4.0 hrs
Update and print "Notice of Missed Appointment" card to go with FW Stand Initial Inspection Record		MA II	1.0 hr
Update and print Fireworks Stand Inspection Card		Clerical, MA II	4.0 hrs
Create a Special Notice notifying engine companies where FW stands are located in their areas. This notice should include: -A list of the fireworks stand locations -The station closest to the fireworks stand -Storage of excess fireworks locations		MA II	1.0 hr
Create Special Notice: July 4th Staffing		OPS	1.0 hr
Schedule inspection for any vendor warehouses containing Safe and Sane fireworks located within our jurisdiction.		Clerical, MA II, inspectors	2.0 hrs
Fireworks Media Day -Held by designated agency -Demonstrations (3 year rotation)		Deputy Fire Marshal	1.0 hr
Conduct field inspections starting at 8:00 a.m. on last business day prior to June 28.		All Inspectors	8.0 hrs x number of inspectors

Any booths not inspected on the last business day prior to June 28 will schedule an inspection with inspectors between June 28 and July 1 at noon. Any booths not inspected by that time will not be allowed to operate.		All Inspectors	various
Daily inspections to be conducted by engine companies. Each fire district inspects the stand		Engine Companies	.75 hr
Post July 4th stats complete by 9am on July 5th. (Investigations will give to host agency for news release).		Investigations	1.0 hr
Coordinate final disposal of fireworks with other agencies		Deputy Fire Marshal	2.0 hrs
Post Fireworks media event (Host every 3 years)		Deputy Chief; Deputy Fire Marshal; Lead FW Inspector	4.0 hrs
Uncalculated number of phone calls and email correspondence that may occur during the process.		MAIL	8 hrs estimated throughout the year
Total of hours.			486.5
Hours per permit			8.11