



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**  
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**Date:** January 7, 2022

**To:** Statewide Training and Education Advisory Committee  
State Board of Fire Services

**From:** Caryn Petty, Deputy State Fire Marshal III (Specialist)

**Subject/Agenda Action Item:**

Burbank Fire Department Accredited Local Academy (ALA) Reaccreditation

**Recommended Actions:**

Recommend Burbank Fire Department be reaccredited as an Accredited Local Academy (ALA) in the State Fire Training (SFT) system for an accreditation period of five (5) years.

**Background Information:**

A Reaccreditation Site Evaluation was conducted on November 19, 2021, at the Burbank Fire Department training facilities at 1845 N. Ontario Street in Burbank, CA. Deputy State Fire Marshal III (Specialist) Caryn Petty, State Fire Training, met with Battalion Chief Tray White, Captain Scott Trowbridge, and Intermediate Clerk Channing Reyes to review the Department's Self-Assessment Report (SAR) and address regulatory requirements for supplemental documentation. Said documentation has since been received and has met the requirements as set forth by State Fire Training policies and procedures. The review of the SAR was followed by a review of all classrooms and training facilities.

**Analysis/Summary:**

The training facility indicated sufficient classroom space with a fully functioning and compliant training tower complete with all necessary props, tools, equipment, and vehicles to accommodate a fire academy training program. The Burbank Fire Department utilizes the Fire Fighter (2019) curriculum and possesses all necessary materials for certification testing for its Training Academy. The facility presents appropriate California Fire Code-compliant classrooms equipped with enhanced audio/visual equipment and necessary learning aids. All Academy recruits will be provided sufficient study materials, devices, and equipment for applicable success within the Academy training. Several Registered

Instructors within the agency participate in the Academy delivery and the Department will focus on hosting additional State Fire Training courses at their facility in conjunction with cooperating and neighboring agencies. All student records are maintained in a compliant and confidential manner in accordance with State Fire Training requirements.

- The current staffing is at its capacity with workloads beyond the Academy delivery that would be offset with additional resources and personnel. The Department has identified a specific need for additional clerical personnel to lessen the workload of existing staff and ensure the thorough delivery of the Academy free of peripheral assignments, tasks, and duties.
- Additional SFT course deliveries to meet the needs of the region and agency are recommended.
- Improved locker rooms, shower facilities, decontamination stations, and extractors will serve to accommodate a safe and healthy learning environment. It is recommended that procurement of additional facilities be explored to ensure student and instructor safety.

The Burbank Fire Department provides a robust training program, bolstered by active recruitment and outreach efforts. Well-rounded and experienced personnel provide for expansive response capabilities with a steadfast focus on providing comprehensive training evolutions focused on relevant and timely techniques. The Department has demonstrated a steadfast devotion to training, safety, and standardization.

State Fire Training recommends continued recognition of Burbank Department as an Accredited Local Academy in the State Fire Training system for a Reaccreditation period of five (5) years.