

AGENDA ITEM SUMMARY

DATE: 02/14/2011    DEPARTMENT: Fire/Admin    DEPT. HEAD SIGNATURE: HD

SUBJECT: Discussion of ESCI Fire Consolidation Study

AUTHORITY:  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

**BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:**

ESCI delivered their fire consolidation feasibility study on January 31, 2011. The following day, the steering committee met with the consultants to discuss the study, and gave direction that the study be amended in two ways:

1. The study should include criteria by which the recommendations were made
2. The study should include cost analyses of the various recommendations.

We do not consider the study completed until these elements are completed to the satisfaction of the steering committee and the elected officials.

Attached are the Chief Chapman's prioritization discussion of the recommended action steps in the study.

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:**

Budget Line Item # _____	YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____	Estimated Completion Date: _____
Staff Contact: _____	Phone # _____
Comments: _____	

**ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)**

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	_____
____ Safety Committee	____ P & Z Commission	____ Police	_____
____ Streets	____ Public Works, Parks	____ Mayor	_____

**RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:**

The steering committee has been comprised of city administrators from Hailey and Bellevue, Fire Chiefs from all three jurisdictions, and an elected official (the chair) from Wood River Fire Protection District.

The numbers of participants from each jurisdiction (2) have been equal, but the roles are not equal. Fire Chiefs and administrative officials are represented on the steering committee from each jurisdiction, but an elected official role is represented only from WRFD.

Additionally, the Blaine County Ambulance Board has suggested that Larry Schoen join the steering committee going forward.

An elected official from the cities of Hailey and Bellevue would be helpful on the steering committee, as it finalizes the study and moves toward implementing action items.

Discussion of the study in general is recommended at this time. A specific discussion item of the study in whole will be scheduled before the Hailey City Council when we receive the amended study, and all city issues will be discussed prior to scheduling further joint meetings of the elected bodies.

**FOLLOW-UP REMARKS:\***

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## Memorandum

**TO:** Heather Dawson, City Administrator  
**FROM:** Mike Chapman, Fire Chief  
**DATE:** February 10, 2011  
**RE:** ESCI Recommendation Review and Comment

Hi Heather,

Listed below are my comments regarding the recommendations provided by ESCI. The first section is the recommendations listed in chronological order with my reply following only the items that include Hailey. When there is staff time or monetary costs involved with acting on the recommendations I have provided estimates.

In the second section, I have arranged the recommendations in a basic time line in which I would recommend them to be completed. Many of these recommendations are dependant on other recommendations. (i.e. It is difficult to have a classroom for 80+ firefighters, or a single fire station with 8 – 12 apparatus bays, without constructing a new station).

Please feel free to contact me should you need any further explanation.

MC

### Section #1

**Recommendation 1:** (Hailey Fire Department and Wood River Fire & Rescue) – An automatic aid agreement for a ladder truck response between the agencies should be re-established as soon as practical. (pg.7)

*The existing 2007 Automatic Aid Agreement provides this compliance with this recommendation. Wood River Fire & Rescue withdrew from this agreement on April 12, 2009. A simple letter from the WRF&R Commissioners requesting reinstatement will accomplish this goal.*

*Est. Cost = 1 hour staff time*

**Recommendation 2:** (Bellevue Fire Department) – Implement an annual performance evaluation process for the position of fire chief. (pg.9)

*Not Applicable*

**Recommendation 3:** (All Agencies) - Establish a written safety program; Develop an OSHA compliant Respiratory Protection Plan. (pg.21)

*Idaho municipal fire departments are exempt from OSHA regulations, however with appropriated funds, HFD can collaborate with WRF&R and Bellevue FD to modify our existing Respiratory Protection Plan to meet OSHA Regulations.*

*Start-up costs estimated at: \$2,900 per department for testing equipment plus 40 Staff hours initial testing*

*Ongoing costs estimated at: 21 Staff hours per year for ongoing testing and maintenance.*

**Recommendation 4:** (Bellevue Fire Department) - Review and revise *Rules and Regulations* to assure that all appropriate content is included; Review existing SOG's and develop additional guidelines, as needed; Take steps to meet Infection Control Program standards; Conduct annual testing of self-contained breathing apparatus and quarterly testing of breathing air. (pg. 21)

*Not Applicable*

**Recommendation 5:** (Hailey Fire Department) - Link the City Personnel Handbook and the HFD Rules and Guidelines to each other in their text to assure that all members are clear on administrative practices; Add effective, revision, and update information to existing SOG's; Establish an SOG detailing the review and update process. (pg. 21)

*Currently in the process of updating. Estimated staff time = 1 hour*

**Recommendation 6:** (Wood River Fire & Rescue) - Review and further develop the existing safety policy to include safety committee practices; Review the SOG manual, update as needed and standardize format. (pg. 21)

*Not Applicable*

**Recommendation 7:** #7 missing in original document

*Not Applicable*

**Recommendation 8:** (Bellevue Fire Department and Wood River Fire & Rescue) – Periodically review and update mission statements. (pg. 39)

*Not Applicable*

**Recommendation 9:** (Bellevue Fire Department) – Initiate regularly scheduled staff meetings with key leadership personnel. (pg. 40)

*Not Applicable*

**Recommendation 10:** (Wood River Fire & Rescue and Bellevue Fire Department) – Produce an annual report of activities and distribute it to the community. (pg. 41)

*Not Applicable*

**Recommendation 11:** (*All Agencies*) – Establish and formalize the decision making process. (pg. 42)

*Currently in the process of development. Estimated staff time = 10 staff hours*

**Recommendation 12:** (*Hailey Fire Department*) – Conduct annual hose and ladder testing (pg.45)

*Annual hose and ladder testing was cut from the operating budget in 2008. Reinstatement of the program is estimated at \$ 3,000 per year, and 8 staff hours.*

**Recommendation 13:** (*Bellevue Fire Department and Hailey Fire Department*) – Detail and codify all financial controls and practices. (pg: 47)

*Not Applicable*

**Recommendation 14:** (*Bellevue Fire Department*) – Consider a strategic planning process in the future; Plan for future replacement needs for fire stations and equipment; Implement pre-incident planning practices. (pg. 50)

*Not Applicable*

**Recommendation 15:** (*Hailey Fire Department*) – Continue annual strategic planning efforts; Place a priority on finding a means by which to fund future capital replacement needs. (pg. 50)

*Annual strategic planning is an annual event at the city. Priority funding of annual fire apparatus replacements and of a new fire station estimated costs are:*

*Perpetual fire apparatus replacement fund = \$65,000 per year*

*Fire Station construction @ South Woodside, = \$80,000/ yr. with 30 year Mortgage.*

**Recommendation 16:** (*Wood River Fire and Rescue*) – Continue efforts to plan for capital replacement and funding of a replacement schedule; Consider strategic planning process in the future. Plan to review and update the existing Master Plan in 2012. (pg. 50)

*Not Applicable*

**Recommendation 17:** (*All Agencies*) – Consider implementing a Length of Service Awards Program. (pg. 56)

*Cost not immediately available. Anticipated cost \$5,000 – \$10,000+*

**Recommendation 18:** (*Bellevue Fire Department*) – Adopt NFPA Firefighter I as the department's baseline training level. (pg. 57)

*Not Applicable*

**Recommendation 19:** (*Bellevue Fire Department*) – Establish a disciplinary policy and grievance process. (pg. 58)

*Not Applicable*

**Recommendation 20:** (*Wood River Fire & Rescue and Bellevue Fire Department*) – Implement an Employee Assistance Program. (pg. 59)

*Not Applicable*

**Recommendation 21:** (*Bellevue Fire Department*) – Implement the use of an CPAT or similar physical assessment process for new hires; Establish a program of annual competency testing and skills assessment; Structure a promotional process; Set employee medical standards and conduct periodic medical examinations. (pg. 61)

*Not Applicable*

**Recommendation 22:** (*Hailey Fire Department*) – Implement the use of a CPAT, or similar, physical assessment process for new hires; Establish a structured process of ability assessment for promotional candidates; Set employee medical standards and conduct periodic medical examinations. (pg. 62)

*Implementing Candidate Physical Agility Testing (CPAT) is a goal for the fire department and we currently implement portions of the testing, however the medical testing can get expensive with recruit turnover. These funds are currently unavailable in our existing budget.*

*Estimated annual cost for full CPAT compliance:*

*Cost for medical exams, and other related costs = \$1,000 per year*

*Total staff time to participate/administer = 125 hours*

**Recommendation 23:** (*All Agencies*) – Develop a health and wellness program. (pg. 63)

*HFD currently has an informal Health and wellness program, with access to limited amounts of weights and aerobic equipment, and are allowed up to 45 minutes of physical training time per day while on duty. Currently our budget does not allow for any formal program or professional instructors. Employee participation is voluntary at this time.*

*Estimated cost for professional Health & Wellness Program = approx. \$1,350/yr*

*Estimated Staff time to administer and participate In a mandated H&W program. = 750 Hours/Yr*

**Recommendation 24:** (*Wood River Fire & Rescue*) – Establish the full-time position of fire marshal. (PG. 73)

*Not Applicable*

**Recommendation 25:** (*Bellevue Fire Department*) – Replace the fire station with a facility with adequate space for fire apparatus, meeting room, and offices. (pg. 81)

*Not Applicable*

**Recommendation 26:** (Hailey Fire Department) – Plan to replace the fire station with a facility with adequate space for fire apparatus, meeting room, and offices. (pg. 81)

*The City of Hailey has a currently approved\* fire station, ready for construction. The construction is on hold pending funding. (See Rec. #15 above) \*(approval is by Hailey D&R)*

**Recommendation 27:** (Bellevue Fire Department) – Replace one fire engine and consider replacing both. (pg. 83)

*Not Applicable*

**Recommendation 28:** (Hailey Fire Department) – Replace Hailey Engine #3

*Engine 3 was scheduled to be replaced in 2008. Funding was reduced in the 2007-8 budget, and eliminated in the 2008-9 budget. (pg. 83)*

*Estimated minimum cost to replace this engine = \$325,000 (\$65,000 per year, in perpetuity)*

*Estimated staff time to develop spec's, inspections and outfitting of the engine = 325+ hours*

**Recommendation 29:** (Wood River Fire & Rescue) – Remove water tender 72 fro service when the replacement is received. (pg. 83)

*Not Applicable*

**Recommendation 30:** (Bellevue Fire Dept.) – Collect and record turnout time statistics (pg. 117)

*Not Applicable*

**Recommendation 31:** (Hailey Fire Dept.) – Collect and record turnout time statistics (pg. 121)

*Turnout times are recorded and obtained by the Blaine County Dispatch Center. The availability of these times is totally dependant on the dispatch center to obtain record and provide to our department.*

**Recommendation 32:** (Hailey Fire Dept. & Wood River Fire & Rescue) – Establish EMS response protocols to address the number and response level of first responder transport units. (pg. 132)

*Clarification needed as neither department responds with "First Responder Transport Units"*

*Cost estimates: Unable to estimate at this time*

**Recommendation 33:** (Wood River Fire & Rescue) – Establish Minimum attendance times for personnel to quality assurance meetings (pg. 134)

*Not Applicable*

**Recommendation 34:** (All Agencies) Appoint a single training officer to coordinate training activities for all agencies. (pg. 138)

*Pending Mayor/City Council direction.*

*Cost estimates: Unable to estimate at this time.*

**Recommendation 35:** (All Agencies) Schedule weekly fire department training on the same night of the week to accommodate joint exercises. (pg. 139)

*HFD & BFD currently coordinate with WRF&R for periodic joint training. We have been unable to identify a suitable classroom that can accommodate the combined personnel of all three departments. The maximum classroom available accommodates only 35 firefighters comfortably. While other classrooms are potentially available (i.e. community campus), the nature of fire and EMS training and the locations and costs associated make this option unfeasible until a new fire station with classroom facilities is developed.*

**Recommendation 36:** (All Agencies) Develop a cooperative training site shared by all three departments.

*The Hailey Volunteer Firefighter's Association has recently approved some funding to initiate the development of a "temporary" training facility at the Friedman Memorial Airport. An offer to all other departments in the county has been made for additional funding and development of this temporary facility.*

**Recommendation 37:** (Bellevue Fire Department & Hailey Fire Department) – Develop defined training program goals and objectives.(pg. 140)

*Hailey has adopted the IFSAC Firefighter I & II standards for all new firefighters. We also have adopted nationally recognized programs for all other targeted training topics taught by certified instructors. These programs are constantly reviewed and revised for effectiveness and currency.*

*Bellevue Fire Department has an open invitation to attend our trainings, but does not yet have the same minimum requirements for its personnel.*

**Recommendation 38:** (All Agencies) Review the required number of annual hours of training to assure adequacy of skills maintenance. (pg. 142)

*Over the past 30 years the fire service has transformed from an entity that only put out structure fires, to that of an "All Hazard Emergency Response Agency." Our mission now includes, but is not limited to: Structure fire, Wildland Fire EMS, Vehicle Extrication, Airport Fire and Rescue, Swiftwater Rescue Confined Space Rescue, High Angle Rescue, Animal Rescue, Salvage Operations, Public Fire Education, CPR, Bike Safety, Fire Protection plan review for new construction, Periodic fire safety inspections of all businesses, just to name a few.*

*Our full time personnel devote at least 25% (500+ hours) of their annual work time to training. Our Volunteers devote over 90% of their time to training. Despite this level of commitment, it is impossible to meet all of the training requirements to become experts in all areas. We rely on our personnel to specialize in a few areas in this manner, we can mitigate most any incident that may arise.*

*Quite frankly, there is no more time to make available for training without reducing training to other areas. Any changes would affect the current level of service that we provide to our citizens, and thus, is a change of the "level of service" that we provide and would require the Mayor and/or councils approval.*

**Recommendation 39:** (Bellevue Fire Department) –Establish minimum training requirements for entry level firefighters, (pg. 142)

*Not Applicable*

**Recommendation 40:** (Hailey Fire Department) Develop a partnership with WRF&R for training of entry level firefighters. (pg. 142)

*In September of 2010, Chief Chapman and WR Fire instructor Mike Huntsman discussed the need to cooperatively conduct a joint Firefighter I Course in 2011-12. The same basic style, length, and scope of the course are envisioned by both agencies. Budget shortfalls have prevented HFD from participating in 2010-11.*

**Recommendation 41:** (All Agencies) Establish a records management system that is a shared effort between the three organizations. (pg. 143)

*Pending Mayor/City Council direction.*

*Cost estimates: Unable to estimate at this time.*

**Recommendation 42:** (Bellevue Fire Department) Establish a sign-off requirement for all new construction plan reviews. (pg. 148)

*Not Applicable*

**Recommendation 43:** (Bellevue & Hailey Fire Departments) Adopt a schedule for frequency of inspections based on risk. (pg.150)

**HFD currently has a schedule based on districts, and target hazards. Due to staff workloads and reductions, this schedule has been impossible to maintain. Several options are available to refine and improve this schedule based on the direction the Mayor/City Council prefers.**

*Cost estimates: Unable to estimate at this time.*

## Section #2

### Recommendations that have been completed:

**Recommendation 26:** (Hailey Fire Department) – Plan to replace the fire station with a facility with adequate space for fire apparatus, meeting room, and offices. (pg. 81)

**Recommendation 15:** (Hailey Fire Department) – Continue annual strategic planning efforts; Place a priority on finding a means by which to fund future capital replacement needs. (pg. 50)

**Recommendation 31:** (Hailey Fire Department) – Collect and record turnout time statistics (pg. 121)

**Recommendation 38:** (All Agencies) Review the required number of annual hours of training to assure adequacy of skills maintenance. (pg. 142)

**Recommendation 37:** (Bellevue Fire Department & Hailey Fire Department) – Develop defined training program goals and objectives. (pg. 140)

### Recommendations that can be completed with little or no cost in a short period of time:

**Recommendation 40:** (Hailey Fire Department) Develop a partnership with WRF&R for training of entry level firefighters. (pg. 142)

**Recommendation 5:** (Hailey Fire Department) - Link the City Personnel Handbook and the HFD Rules and Guidelines to each other in their text to assure that all members are clear on administrative practices; Add effective, revision, and update information to existing SOG's; Establish an SOG detailing the review and update process. (pg. 21)

**Recommendation 11:** (All Agencies) – Establish and formalize the decision making process. (pg. 42)

**Recommendation 1:** (Hailey Fire Department and Wood River Fire & Rescue) – An automatic aid agreement for ladder truck response between the agencies should be re-established as soon as practical. (pg.7)

**Recommendation 32:** (Hailey Fire Department & Wood River Fire & Rescue) – Establish EMS response protocols to address the number and response level of first responder transport units. (pg. 132)

## **Recommendations that rely on additional budget appropriations prior to implementation.**

**Recommendation 43:** (Bellevue & Hailey Fire Departments) Adopt a schedule for frequency of inspections based on risk. (pg. 150)

**Recommendation 12:** (Hailey Fire Department) – Conduct annual hose and ladder testing. (pg. 45)

**Recommendation 3:** (All Agencies) - Establish a written safety program; Develop an OSHA compliant Respiratory Protection Plan. (pg.21)

**Recommendation 17:** (All Agencies) – Consider implementing a Length of Service Awards Program. (pg. 56)

**Recommendation 28:** (Hailey Fire Department). –Replace Hailey Engine #3

**Recommendation 23:** (All Agencies) – Develop a health and wellness program. (pg. 63)

**Recommendation 22:** (Hailey Fire Department) – Implement the use of a CPAT, or similar, physical assessment process for new hires; Establish a structured process of ability assessment for promotional candidates; Set employee medical standards and conduct periodic medical examinations. (pg. 62)

## **Recommendations that depend on a decision to pursue functional or total consolidation, and budget appropriations, prior to implementation:**

**Recommendation 34:** (All Agencies) Appoint a single training officer to coordinate training activities for all agencies. (pg. 138)

**Recommendation 41:** (All Agencies) Establish a records management system that is a shared effort between the three organizations. (pg. 143)

**Recommendation 35:** (All Agencies) Schedule weekly fire department training on the same night of the week to accommodate joint exercises. (pg. 139)

**Recommendation 36:** (All Agencies) Develop a cooperative training site shared by all three departments.

AGENDA ITEM SUMMARY

DATE: 2/14/2011

DEPARTMENT: Legal

DEPT. HEAD SIGNATURE: \_\_\_\_\_

SUBJECT:

Public Comment Policy and resolution

**AUTHORITY:**  ID Code \_\_\_\_\_  IAR \_\_\_\_\_  City Ordinance/Code \_\_\_\_\_  
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

I am enclosing a proposed Public Comment Policy and resolution. After observing comments made during the open session portion of the agenda over the last few years and similar public comment at other public meetings, I felt it was prudent to develop a policy, primarily to establish a time limit for comments. This policy is designed to meet the First Amendment requirements for a traditional public forum.

Ned

**FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS:** Case # \_\_\_\_\_  
Budget Line Item # \_\_\_\_\_ YTD Line Item Balance \$ \_\_\_\_\_  
Estimated Hours Spent to Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_  
Staff Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
Comments: \_\_\_\_\_

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	_____
____ Safety Committee	____ P & Z Commission	____ Police	_____
____ Streets	____ Public Works, Parks	____ Mayor	_____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Motion to approve the attached resolution adopting a public comment policy and to authorize the Mayor to sign.

FOLLOW-UP REMARKS:

**CITY OF HAILEY**  
**RESOLUTION 2011-\_\_**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HAILEY, IDAHO, ADOPTING A POLICY FOR PUBLIC COMMENTS DURING OPEN SESSION FOR PUBLIC CONCERNS.**

**WHEREAS**, the City of Hailey adopted an agenda format for meetings of the Hailey City Council which includes an open session for public concerns;

**WHEREAS**, the Hailey Mayor and City Council believe public comment serves a legitimate public purpose and allows citizens to actively participate in municipal matters, but the Hailey Mayor and City Council believes the public comment session may be abused;

**WHEREAS**, the Hailey Mayor and City Council recognize that the city is strictly limited in its ability to regulate private speech in a traditional public forum such as a public meeting of the Hailey City Council, that reasonable time, place and manner restrictions are allowed in traditional public fora, and that any restriction must be narrowly tailored to serve a compelling government interest;

**WHEREAS**, the Hailey Mayor and City Council find that the attached Policy for Public Comments during Open Session for Public Concerns ("Public Comment Policy") is intended to only reasonably restrict the time, place and manner of speech during the public comment session; and

**WHEREAS**, the Hailey Mayor and City Council find that the time, place and manner restrictions in the Public Comment Policy are narrowly tailored to serve the compelling government interest of conducting public business in an efficient and respectful manner, yet allow citizens to voice issues involving municipal government.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and City Council of the City of Hailey to adopt the Public Comment Policy.

**THIS RESOLUTION** is adopted by the Mayor and Hailey City Council and is in full force and effect upon its adoption this \_\_\_\_\_ day of February, 2011.

\_\_\_\_\_  
Richard L. Davis, Mayor

ATTEST:

\_\_\_\_\_  
Mary Cone, City Clerk

## POLICY FOR PUBLIC COMMENTS DURING OPEN SESSION FOR PUBLIC CONCERNS

The City of Hailey allows members of the public to address the Hailey Mayor and City Council during City Council meeting during the time on an agenda entitled "Open Session for Public Concerns." The comments made during the Open Session for Public Concerns shall:

- Be limited to matters which are not on that meeting's agenda for a public hearing. Public comments for public hearings can be stated during that portion of the meeting.
- Be directed to the Mayor and City Council.
- Be limited to five (5) minutes per person. In the event public comments from the public exceed fifteen minutes, the Mayor, in his/her discretion, may terminate the public comment session.

Depending on the comments, the Hailey Mayor and City Council may or may not discuss the public comment.

In many instances, it may be better for a citizen to communicate with the applicable department to address the particular issue, or set up an appointment with the City Administrator and/or Mayor to discuss the issue. A citizen may better communicate his or her concerns or feel more comfortable in that private setting. If a citizen wishes to propose a legislative measure, the citizen is also able to contact the Mayor and City Council Members to discuss any proposed legislation. Under Idaho law, some communications to the Hailey Mayor and City Council Members must be disclosed in pending zoning and subdivision applications.

