

NOTICE

Notice is hereby given that the Mayor and City Council will hold a Work Session on Wednesday, December 11, 2013 in the Council Chambers, 45 West 100 South, beginning at 6:00 pm.

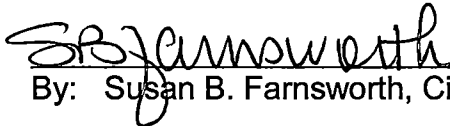
DISCUSSION ITEMS

1. Departmental Budget Review – Police Department
2. Departmental Budget Review – Fire Department
3. General Discussion

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City Office ten or more hours in advance and we will, within reason, provide what assistance may be required.

CERTIFICATE OF MAILING

The undersigned duly appointed City Recorder for the municipality of Santaquin City hereby certifies that a copy of the foregoing Notice and Agenda was e-mailed to the Payson Chronicle, Payson, UT, 84651.


By: Susan B. Farnsworth, City Recorder

Posted:
City Offices
Post Office
Zions Bank

**MINUTES OF A COUNCIL WORK SESSION
HELD IN THE COUNCIL CHAMBERS
DECEMBER 11, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 6:04 pm. Council Members attending: Matthew Carr, Kirk Hunsaker, James Linford, and Rick Steele. Keith Broadhead arrived at 6:40 pm.

Others attending: City Manager Ben Reeves, Director Dennis Howard, Chief Stephen Olson, David Hathaway, Nick Miller, Dan Olson, Mandy Jeffs

DISCUSSION ITEMS

Departmental Budget Review – Police Department

Director Howard led the review of the Police Department (see attachment "A" for a copy of the presentation).

Departmental Budget Review – Fire Department

Chief Olson led the review of the Fire Department (see attachment "B" for a copy of the presentation).

The Council Members were in favor of allowing Chief Olson to complete his presentation past the 7:00 hour. The Council Meeting will begin as soon as his presentation is complete.

Council Member Broadhead was told by Chief Olson that a fire district would be a step in improving efficiency. He reported there is talk of a County wide district. He indicated "I'm a fan of it in short".

Council Member Hunsaker asked how the proposed Engine would be paid for. He was told historically vehicles are paid for through a loan.

City Manager Reeves indicated in the past the Fire and EMS Members have been paid in July and November respectively for their service from the last fiscal year. It is proposed that the department members are paid on a quarterly basis.

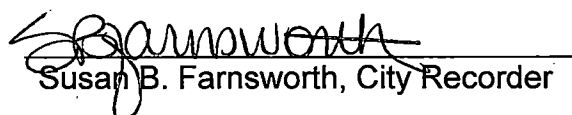
General Discussion

Not enough time to have a general discussion.

At 7:30 pm the meeting adjourned with the Mayor and Council Members taking a short break before the Council Meeting begins.

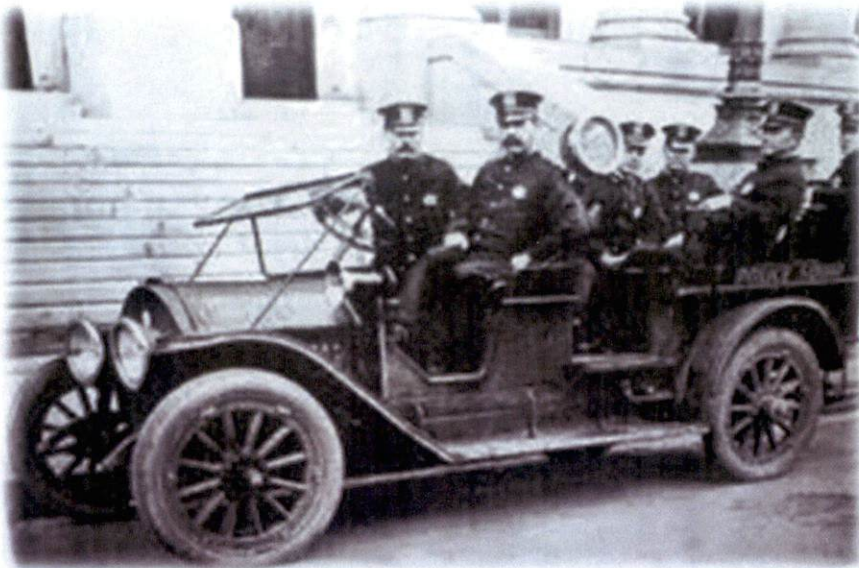
Approved on December 18, 2013.


James E. DeGraffenried, Mayor


Susan B. Farnsworth, City Recorder



Departmental Budget Review Police Department



Prepared by
Dennis Howard, Police Chief
December 11, 2013

Santaquin City Organizational Chart

Citizens of Santaquin City

MAYOR

James DeGraffenried

CITY COUNCIL

Jim Linford
Rick Steele
Keith Broadhead
Matt Carr
Kirk Hunsaker

City Manager

Benjamin Reeves

Police Chief

Dennis Howard

Fire Chief

Stephen Olson

Community Development Director

Dennis Marker

Public Works Director

Wade Eva

Administrative Services Director

Shannon Hoffman

Leisure Services Director

Kevin Schmidt

- Police
- Special Service District Board of Trustees

- Operations Board
- Dispatch
- Detective
- Neighborhood Watch.

- Fire
- Ambulance

- Engineering
- Building Inspection
- Planning & Zoning

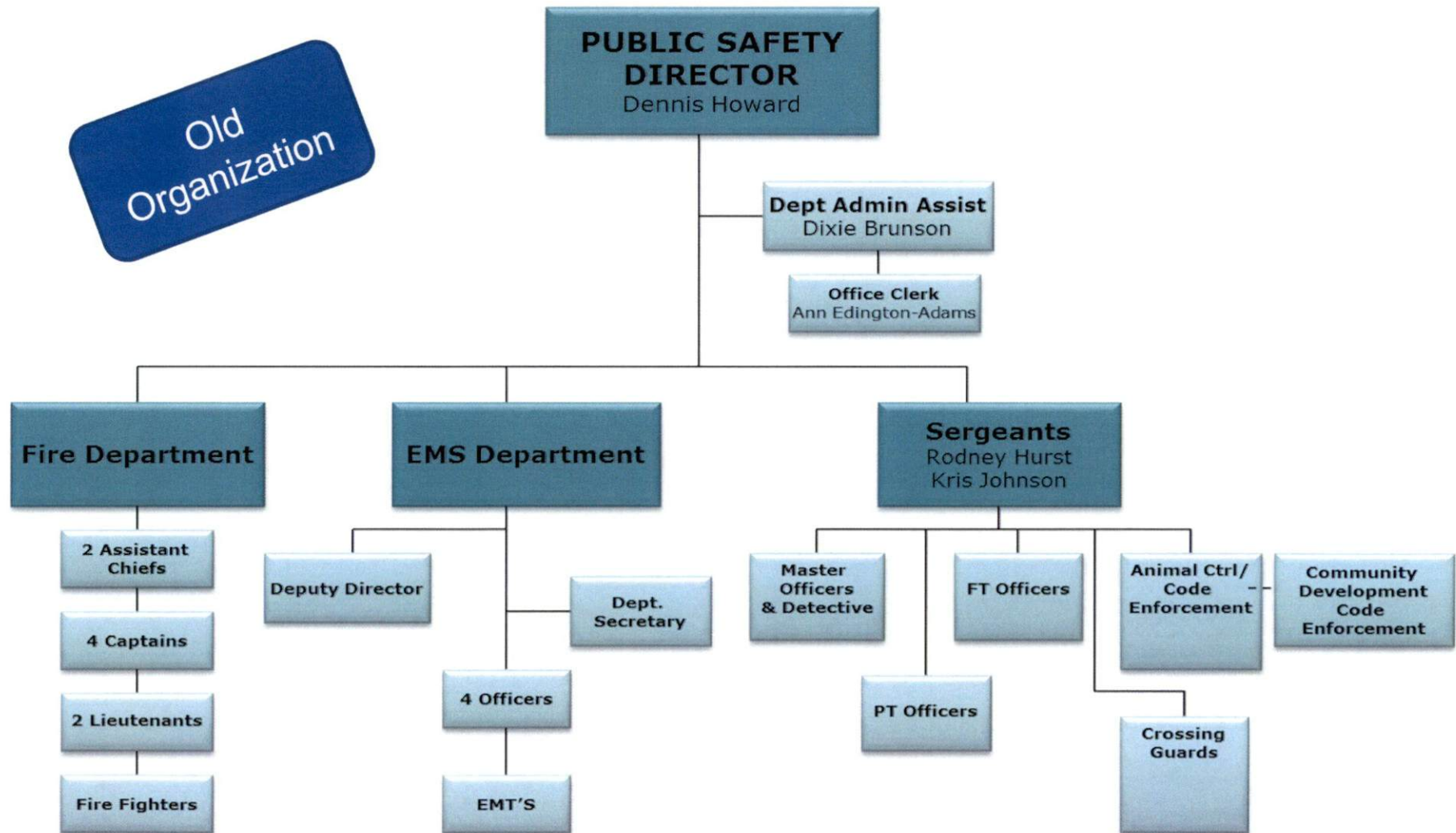
- Water
- Sewer
- Irrigation
- Streets
- Sanitation
- Parks
- Cemetery

- Administration
- Legislative
- Justice Court
- Gen. Govt. Bldgs.

- Recreation
- Special Events (Orchard Days, etc.)
- Museum
- Library
- Senior Citizens

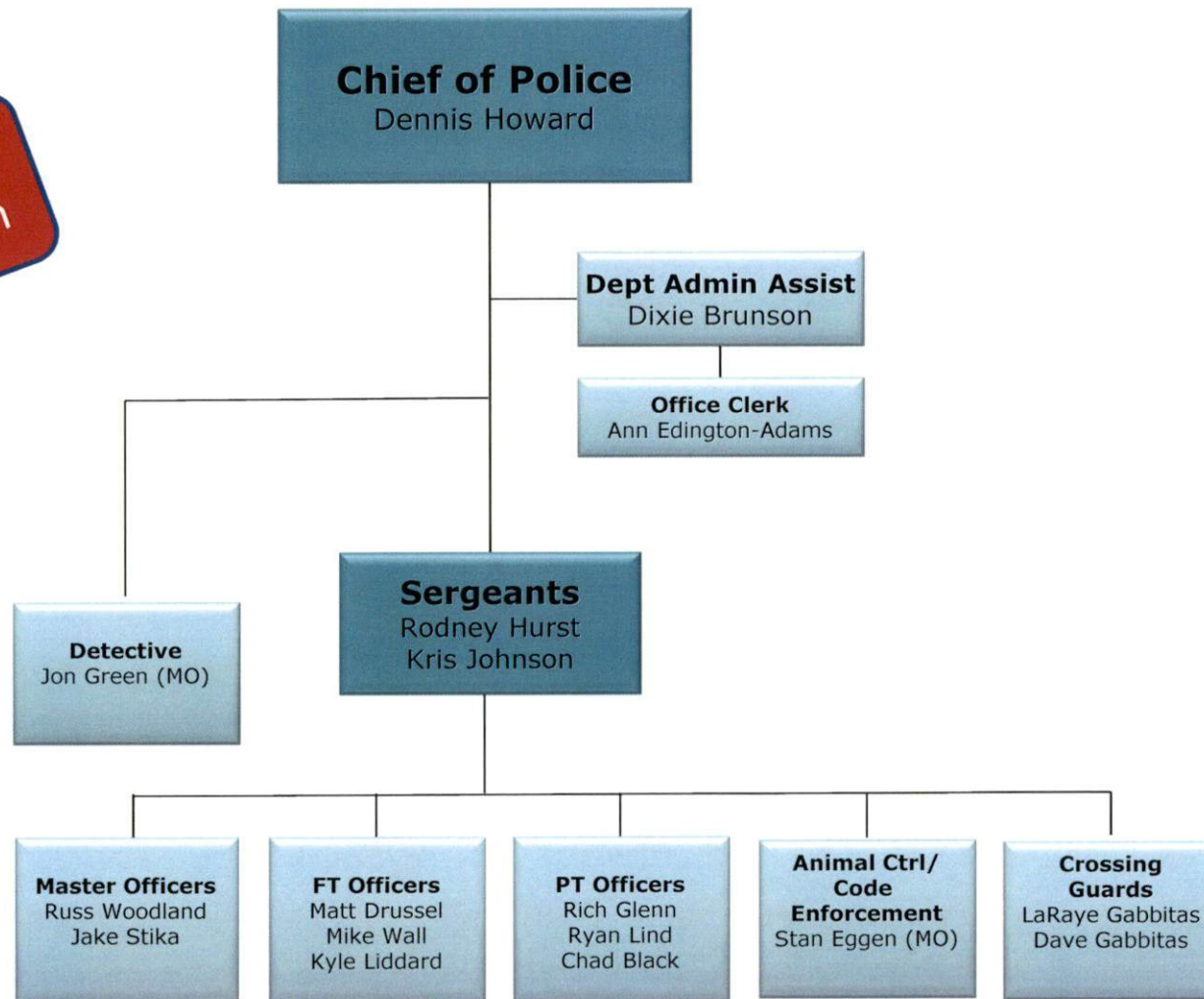
Santaquin City Organizational Chart Public Safety

Old
Organization



Santaquin City Organizational Chart Police Department

New
Organization



(MO) = Master Officer

Santaquin City Budget Review – Police Department

POSITION

DUTIES & RESPONSIBILITIES

Director of Public Safety

Responsible For	17
Direct Reports	7
Indirect Reports	17
Neighborhood Watch Sector leaders	18
Departments	4
Financial Responsibility	
\$1,100,000.00	



Status	Grade
FT	27
Scale	Actual
\$65,456-97,801	\$83,655

AUTHORITY OF CHIEF OF POLICE UTAH STATE CODE 10-3-913

Suppress riots, disturbances, and breaches of the peace.
 Apprehend all persons violating state laws or city ordinances.
 Provide security for the court and obey it's orders.
 May with the consent of the person or body that appointed the Chief
 appoint assistants to the Chief of Police.

SUPERVISION RECEIVED UTAH STATE CODE 10/3/918

Under the direction, control and supervision
 of the person or body that appointed the Chief
ACCOUNTABILITY
 Prepares and submits reports to Mayor and City Council, federal and state
 officials. Meets with elected and appointed officials, other law enforcement
 agencies, community and business representatives and the public in all
 aspects of City Law Enforcement.

POLICE BUDGET

Directs the preparation and administration of departmental budgets.
 Reviews large budget expenditures, verifies costs incurred
 by the department, reviews all time sheets and requests for overtime.
 Ensures payrolls are submitted promptly and accurately.

Santaquin City Budget Review – Police Department

POSITION

**Director of Public
Safety**

DUTIES & RESPONSIBILITIES

POLICIES AND PERSONNEL FUNCTIONS

Establishes department policies and procedures to implement executive and legislative directives from the Mayor and City Council;
Develops organizational structures including lines of authority & responsibility
Supervises personnel functions of the department; hires, fires, promotes, Demotes, transfers evaluates and disciplines department personal. Reviews Citizen complaints of officer misconduct, investigates and reports findings to citizens.

GRANT MANAGEMENT

Grant Writing and Formal Grant Presentations for all police related programs.
Plans law enforcement programs and implements strategies in order to carry out policies and goals, reviews department performance and effectiveness and formulates action to upgrade departmental efficiency and capability as needed.

INTERAGENCY RELATIONS

Attends various state , local, task force, interagency, legal-update, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments, attends conferences and meeting to keep abreast of current trends in law enforcement.

EMERGENCY RESPONSE PLAN

Provide directions to officials of Santaquin City in providing effective and timely response to any manufactured or natural disaster that may befall the city



Santaquin City Budget Review – Police Department

POSITION

DUTIES & RESPONSIBILITIES

Admin Assistant Dixie Brunson

GENERAL PURPOSE

Performs a variety of general administrative, advanced secretarial and complex clerical duties as needed to expedite the administrative processes and procedures of the Police Department. Acts as department evidence officer. Acts as notary public. Alternate Terminal Agency Coordinator.

Responsible For	17
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Direct Reports	1
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Indirect Reports	2
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Professional Service Providers	1
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RECORDS

Keeper of the records, current & past. Reviews, organizes and maintains all record files preparatory to being sent to prosecutors. Maintains Uniform Crime Reports by daily updating, research, correction and verifying for accuracy of all reports. Submits Uniform Crime Reports to the Utah Bureau of Criminal Identification. Generates and maintains confidential police files. Generate reports and distributes to Neighborhood Watch monthly. Completes all court ordered expungements.

OVERTIME REIMBURSEMENT

Schedule all state reimbursement for overtime shifts for DUI, and Seatbelt Enforcement, tracks, reports both programs quarterly.

QUARTERMASTER

Orders uniforms, ammo, guns, Tasers, drug test kits, evidence supplies. Tracks orders and purchase order numbers.

EVIDENCE

Maintains, records and tracks incoming evidence. Ensures chain of evidence. Releases to and returns from Crime Lab & courts. Petitions for destruction of old evidence. Maintains destruction logs.

FRONT LOBBY

Interact with the public/vendors/ other agency officers in front lobby to pre-screen requests, problems & issues. Answers questions, and routes to appropriate officer or other jurisdiction. Resolve most issues at lobby



Status	Grade
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FT	13
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Scale	Actual
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\$14.49-20.73	\$17.27
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Santaquin City Budget Review – Police Department

POSITION

DUTIES & RESPONSIBILITIES

Office Clerk

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	0



SUPERVISION RECEIVED

Works under the general supervision of the Administrative Assistant

CUSTOMER SERVICE

Receives and routes telephone calls, greets the public and directs to appropriate personnel. Responds to questions and disseminates public information. Receives, sorts and distributes mail.

COMPUTER SPECIALTIES

Operates computer as needed to create department forms, over sees the electronic transfer of all citations and accident forms to the state. Copies and burns DVDs and CDs for court use. Terminal Agency Coordinator For the department keeping us compliant with state and federal regulations. Department representative on Spillman users group.

MISCELLANEOUS

Sells dog licenses, work with Codes Officer on maintaining records of Nuisances and sending certified letters to violators. New business background checks.

Status	Grade
PT (29hr)	8

Scale	Actual
\$10.99-15.48	\$11.25

Santaquin City Budget Review – Police Department

POSITION

DUTIES & RESPONSIBILITIES

2 POLICE SERGEANTS

Performs a variety of technical, professional and first-line supervisory law Enforcement duties related to organizing and coordinating the traffic or patrol functions of the City Police Department. Performs day-to-day quality assurance in serving and protecting the citizens of Santaquin.

Responsible For	9
Direct Reports	3
Indirect Reports	6
Professional Service Providers	0

SUPERVISION RECEIVED

Works under the general supervision of the department Lieutenant and in his/her absence under the Chief of Police

SUPERVISION EXERCISED

Provides close general supervision to assigned fulltime and part-time officers. In the absence of the Chief or Lieutenant, serves as department supervisor. Directs day-by-day shift activities and supervises high risk situations.



ADDITIONAL DUTIES

Sergeant one is responsible for shift scheduling including vacation time and all mandatory training for each officer, clearing all reports of officers for each shift Sergeant two is responsible for DARE, School Security, Field training of all new officers, keeping an inventory of all issued equipment in each patrol car, and clearing all reports of officers for each shift.

Status	Grade
FULL TIME	21

Scale	Actual
\$22.56-33.10	\$28.41

Santaquin City Budget Review – Police Department

POSITION

DUTIES & RESPONSIBILITIES

4 MASTER OFFICERS



GENERAL PURPOSE

Performs a variety of full performance technical law enforcement. Specializes in felony investigations & acts as lead investigative officer as assigned.

SUPERVISION EXERCISED

May provide close to general supervision to less experienced officers while in training or on a case by case basis. Functions as the Officer in Charge(OIC) in the absence of a higher-ranking officer or by assignments.

ESSENTIAL FUNCTIONS

Patrols all areas of Santaquin, responds to calls for assistance, secures crime scenes for evidence searches, makes preliminary investigation and interrogates complainants, witnesses and suspects. May be assigned to implement programs unique to Elementary , Jr. high, and High school. May be assigned to participate as a member of special task forces or cooperative agency programs.

MINIMUM QUALIFICATIONS

Graduation from high school, POST certification of LEO, completion of Crime Scene Academy and Advance Officer Training plus three specialty certifications; including but not limited to DARE, POST certified instructor, Firearms Instructor Field Training Officer, K-9 or Drug recognition expert, Tazer Instructor or EMT. Four years experience as a patrol officer or an Equivalent combination of education and experience.

Status	Grade
Full time	19
Scale	Actual
\$20.20-29.45	\$21.34

Santaquin City Budget Review – Police Department

POSITION

3 Police Officers 1

Responsible For	0
Direct Reports	0
Indirect Reports	
Professional Service Providers	

Status	Grade
Full Time	17

Scale	Actual
18.08-26.20	18.49

DUTIES & RESPONSIBILITIES

GENERAL PURPOSE

Performs a variety of entry-level technical law enforcement duties related to enforcing the laws, maintaining the peace, and protecting the citizens of Santaquin.

ESSENTIAL FUNCTIONS

Patrols all areas of Santaquin, checking for unlocked doors, windows and building security; responds to calls for assistance; secures crime scenes for evidence searches; makes preliminary investigation and interviews complainants, witnesses, suspects and victims. Escorts prisoners to and from county jail to court. Subdues unruly prisoners when necessary. Completes comprehensive reports of daily activities and enforcement actions. Prepares for court cases and testifies in court when required.

MINIMUM QUALIFICATIONS

Graduation from high school; plus successful completion of Police Officers Standards and Training Academy (POST). Skill in the use of firearms, the operation of police vehicles and other specialized equipment including breathalyzers, radar units, police batons and restraining device; basic CPR, first aid and emergency response driving.

Santaquin City Budget Review – Police Department

POSITION

DUTIES & RESPONSIBILITIES

ACO/CODE ENFORCEMENT

Responsible For	0
Direct Reports	0
Indirect Reports	0
Professional Service Providers	1



GENERAL PURPOSE

Performs a variety of working level technical duties as needed to assure Compliance with city codes, ordinances, regulations and other legal issues related to weeds, pests, snow, hazards, waste, and signing.
Performs a variety of working level, surveillance and apprehension duties related to enforcement of local animal control laws and ordinances.

ESSENTIAL FUNCTIONS ACO

Performs day to day field activities of animal control and enforcement of city animal ordinances . Investigates citizen complaints concerning ordinance violation through field investigations; investigates complaints related to public treatment of animals; takes corrective action as needed. Assists veterinarians with rabies clinics; follows specific procedures for dog-bite cases and other animal bites; quarantines dogs guilty of biting to observe for rabies and other diseases' makes court appearances as necessary. Remain DEA compliant for use of animal sedation drugs, and maintain inventory log of all control substance.

ESSENTIAL FUNCTIONS CODE ENFORCEMENT

Receives daily complaints from citizens regarding alleged violations of City Ordinances, Codes and Regulations . Conducts field investigations and property inspections to determine extent of violations; checks for clear view on corner lots. Coordinates code enforcement activities with other city departments as necessary; works closely with Planning Department regarding interpretations and enforcement of codes.

Status	Grade
PT (29hrs)	15

Scale	Actual
\$16.19-23.31	

Santaquin City Budget Review – Police Department

POSITION

SANTAQUIN POLICE CERTIFICATIONS

Sergeants

CURRENT CERTIFICATIONS

FBI national Academy graduate, DARE instructor, Field Training supervisor, Radar, Intoxilyzer. FBI Command College, Federal Law Enforcement Training Center Domestic Violence instructor, Advanced Officer, First Line Supervisor, Crime Scene Academy, CPR, Department of Defense Mediations , Dispute Resolution, Associate Degree of General Studies.

Master Officers

CURRENT CERTIFICATION

Crime scene Academy, Marijuana identification Tec, SWAT with specialty as Sniper and Entry team, Search and Rescue , Lead Climber School, First Responder, Man Tracking, Interview and Interrogation, Wire Tap, Narcotics Investigation, Homicide Investigations, Clandestine Lab Investigation and Disposal, Dare Instructor, Nova Instructor, Taser Instructor, Crisis Intervention Team Officer, Patrol Rifle and Pistol Instructor, EMT, Colt Armorer, Rad Kids, Mid Management Certificate, Employee Discipline and Administrative Procedure, POST Supervisory and Leadership Certificate, Children's Forensic Interview Techniques, Background Investigations for Public Safety Positions, Concealed Firearms Instructor

Police Officer

CURRENT CERTIFICATION

Firearms Instructor, Defensive Tactics Instructor, DRE Certified CPR, Edged Weapon Defense Instructor, First Line Supervisor Academy, EMT, Hazmat Awareness, Drug Interdiction.

Santaquin City Budget Review – Police Department

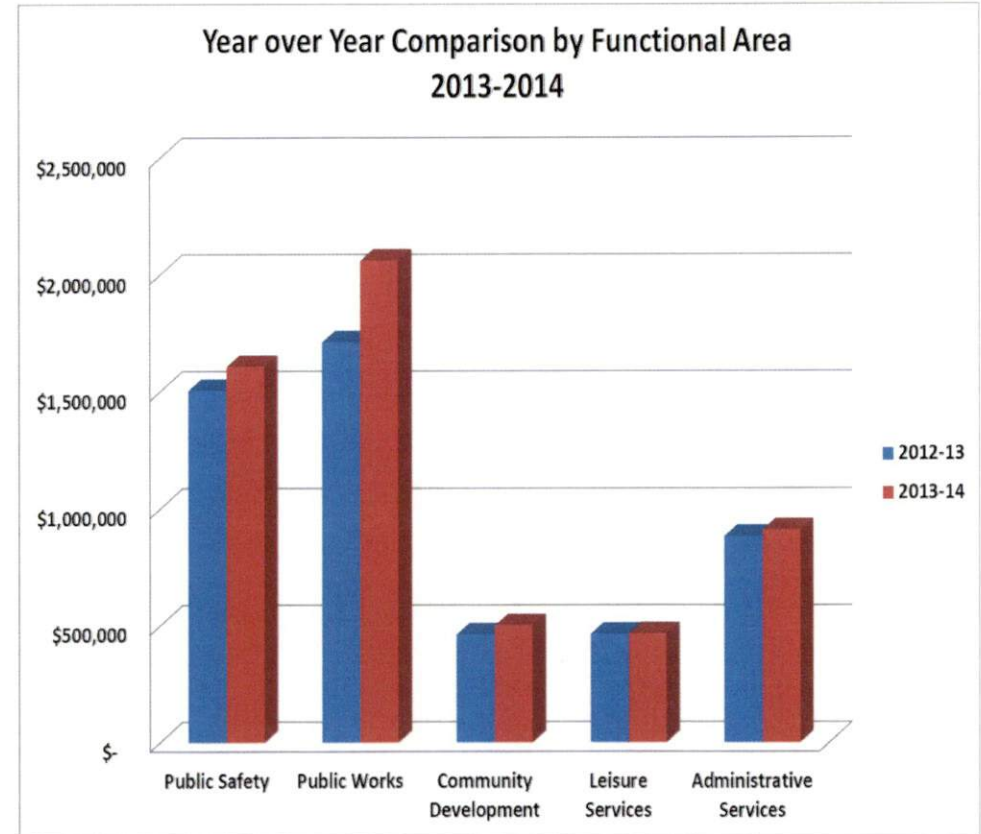
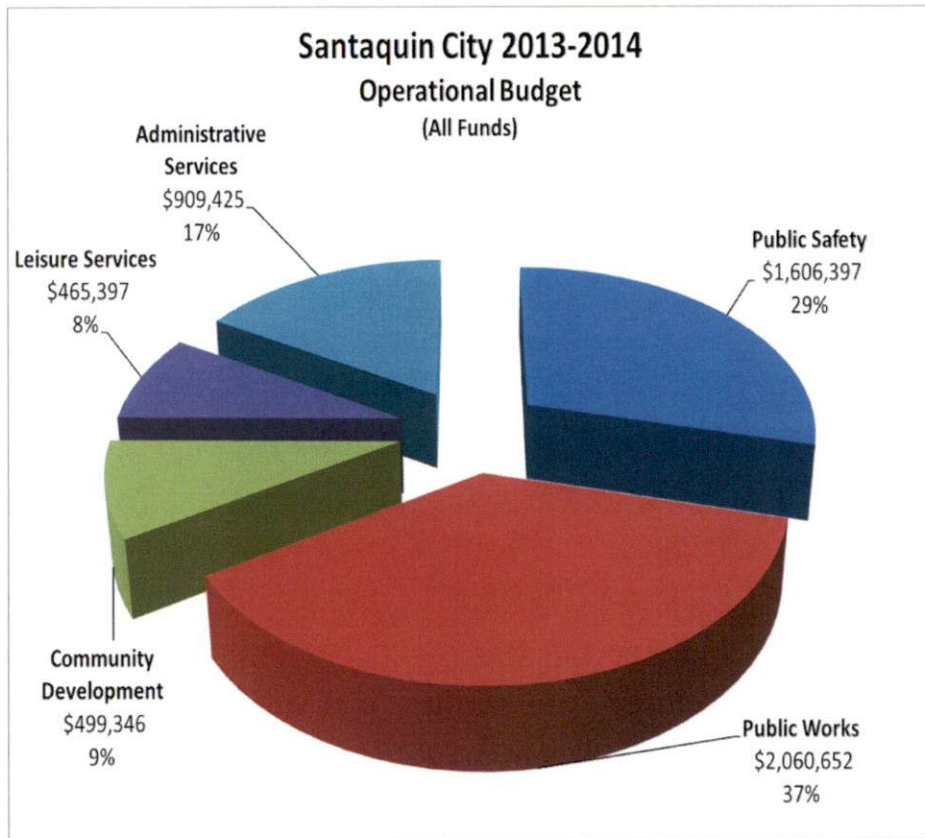
SANTAQUIN POLICE Critical Needs

CURRENT NEEDS

1. Victims Advocate. At the current time we are the only city in Utah County that does not provide a Victim's Advocate. This does not require a full time position but may be provided by contract to an outside agency. The Victim's Advocate assists victims of domestic violence, sex abuse and grief counseling. At the current time our officers provide limited support to victims of violent crimes. We simply do not have the time to follow up with each victim in an appropriate manner.
2. Vehicles. It is becoming more expensive every year to keep the Crown Victoria's in service. At this time we have five Crown Victoria's in service which have a number of problems ranging from transmission failure to the paint falling off. One of the Crown Victoria's had a complete failure of two electronic modules that had come right from Ford. This was an expense of over \$1000.
3. A more diverse career path for officers. Our structure at this time consists of Police Officer, Master Officer and Sergeant. Due to staffing limitations we have been unable to provide alternate career paths. We have not participated in the Major Crimes Task Force other than paying our yearly assessment. This year we have been able to place one officer on the Metro Swat Team. This is a three-year assignment given to Master Officer's only. I would like to be able to do something along the same line with Major Crimes. Providing opportunities along this line prevents officer burnout and reduces the expense of training new officers every year.
4. Office space. At this time the Police Department has less floor space than we had 13 years ago when we were in the basement of the old city office. I know that each city department is in the same shape, however, we have no storage, no place to have citizens come in and write statements. Our Evidence room is over flowing. Limited ability to do interviews with victims or suspects.

Santaquin City Budget – Public Safety

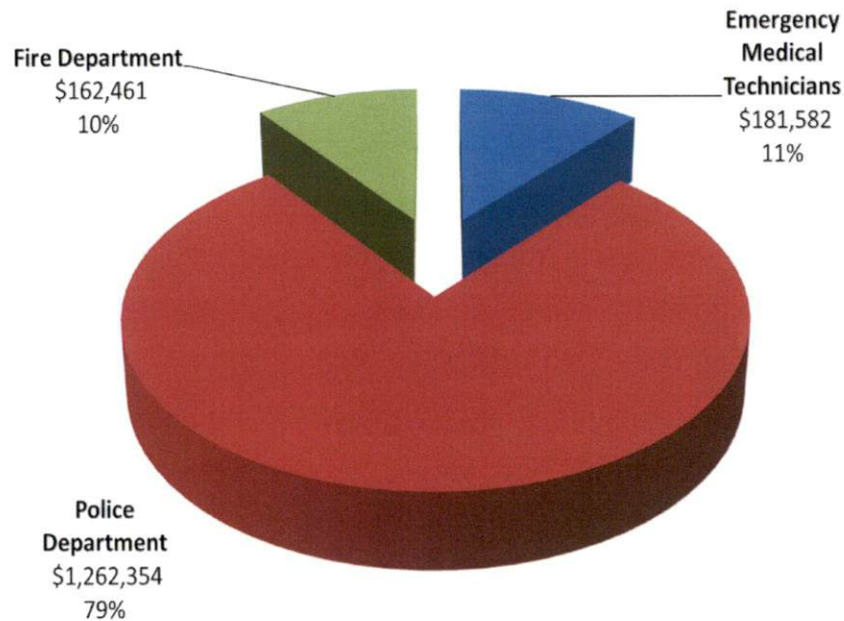
Overall City Budget



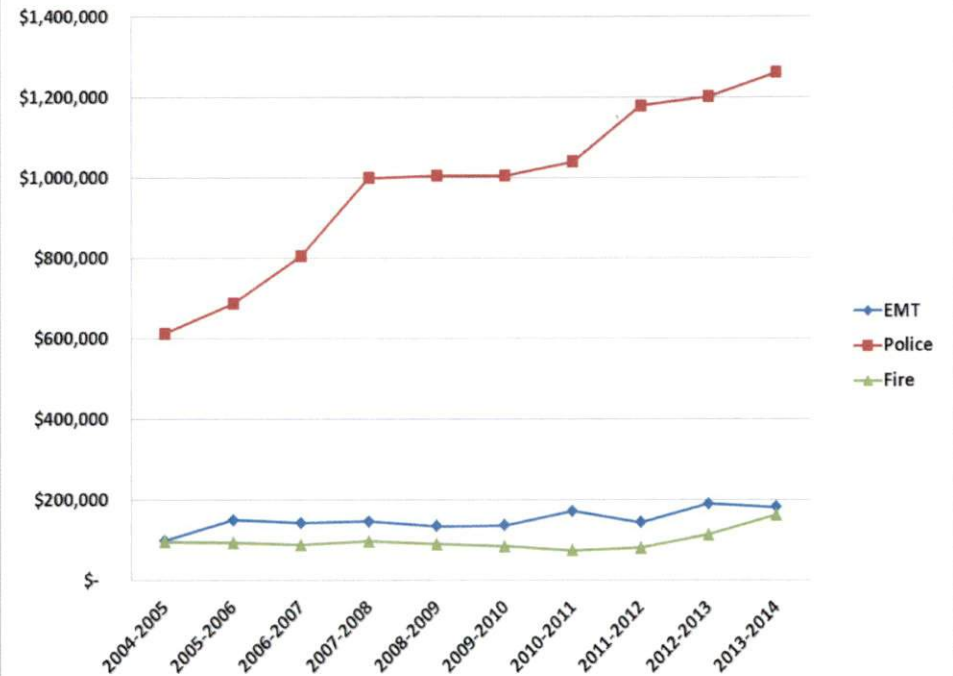
Santaquin City Budget – Public Safety

Departmental Budget

**Public Safety Department
2013-2014**



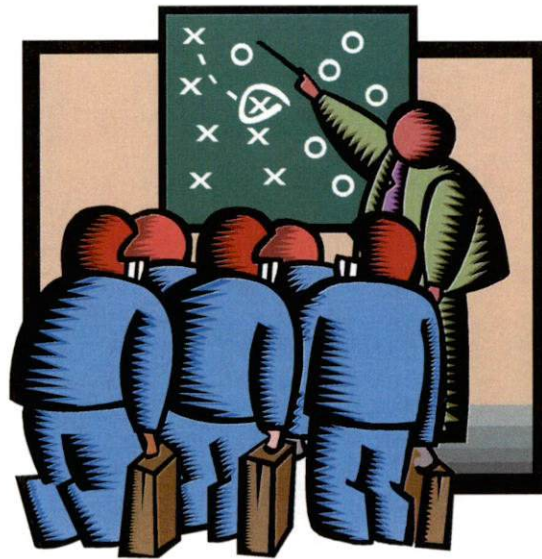
Public Safety by Department



Budget Review by Line Item



Questions, Thoughts, Recommendations



Position		Commission	Hourly	On-call wage
Battalion Chief, Ops	Dan	\$1,200	Below	
Battalion Chief, Prevention	Jesse	\$1,200	Below	
Battalion Chief, EMS	Ryan	\$1,200	Below	
1 Captain, Admin.	Bonnie	\$1,000	Below	
2 Captain, Apparatus	Jeramy	\$800	Below	
3 Captain, EMS Training	Susan	\$800	Below	
4 Captain, Fire Training	Corey	\$800	Below	
5 Captain, Plan/Schedule	Will	\$800	Below	
6 Captain, Wildland	KWB	\$800	Below	
7 Captain, Fire Reports	Scott	\$800	Below	
8 Captain, Equipment/PPE	Vacant	\$800	Below	
Total		\$10,200		
Hourly, Fire	Uncertified		\$7.25	
	FFI		\$13.00	
	FFII		\$14.00	
	Officer I		\$16.00	
Hourly, EMS	FR		\$10.00	\$1.00
	EMT		\$12.50	\$1.25
	AEMT		\$15.00	\$1.50
	A-Lead		\$20.00	\$2.00
	Paramedic	*	\$17.00 proposed	\$2.00
	PM-Lead	*	\$22.00 proposed	\$2.00
Training	Uncertified		\$7.25	
Training, Duties, PT, etc.	Certified		\$10.00	
Physical Training	Instructor		\$12.00	
EMT, AEMT, PM				



Departmental Budget Review Public Safety



Prepared by
Stephen Olson, Fire Chief

December 11, 2013

Santaquin City Organizational Chart

Citizens of Santaquin City

MAYOR

James DeGraffenried

CITY COUNCIL

Jim Linford
Rick Steele
Keith Broadhead
Matt Carr
Kirk Hunsaker

City Manager

Benjamin Reeves

Police Chief

Dennis Howard

- Police
- Dispatch Board

Fire Chief

Stephen Olson

- Fire
- Ambulance
- Emergency Mgt

Community Development Director

Dennis Marker

- Engineering
- Building Inspection
- Planning & Zoning

Public Works Director

Wade Eva

- Water
- Sewer
- Irrigation
- Streets
- Sanitation
- Parks
- Cemetery

Administrative Services Director

Shannon Hoffman

- Administration
- Legislative
- Justice Court
- Gen. Govt. Bldgs.

Leisure Services Director

Kevin Schmidt

- Recreation
- Special Events (Orchard Days, etc.)
- Museum
- Library
- Senior Citizens

Santaquin City Organizational Chart

Fire & EMS Department

*Chief Level
Officers*

Fire Chief

**Stephen
Olson**

Jesse
Smith

Ass't.. Chief

Fire Operations
Maintenance,
Equipment

Dan Olson

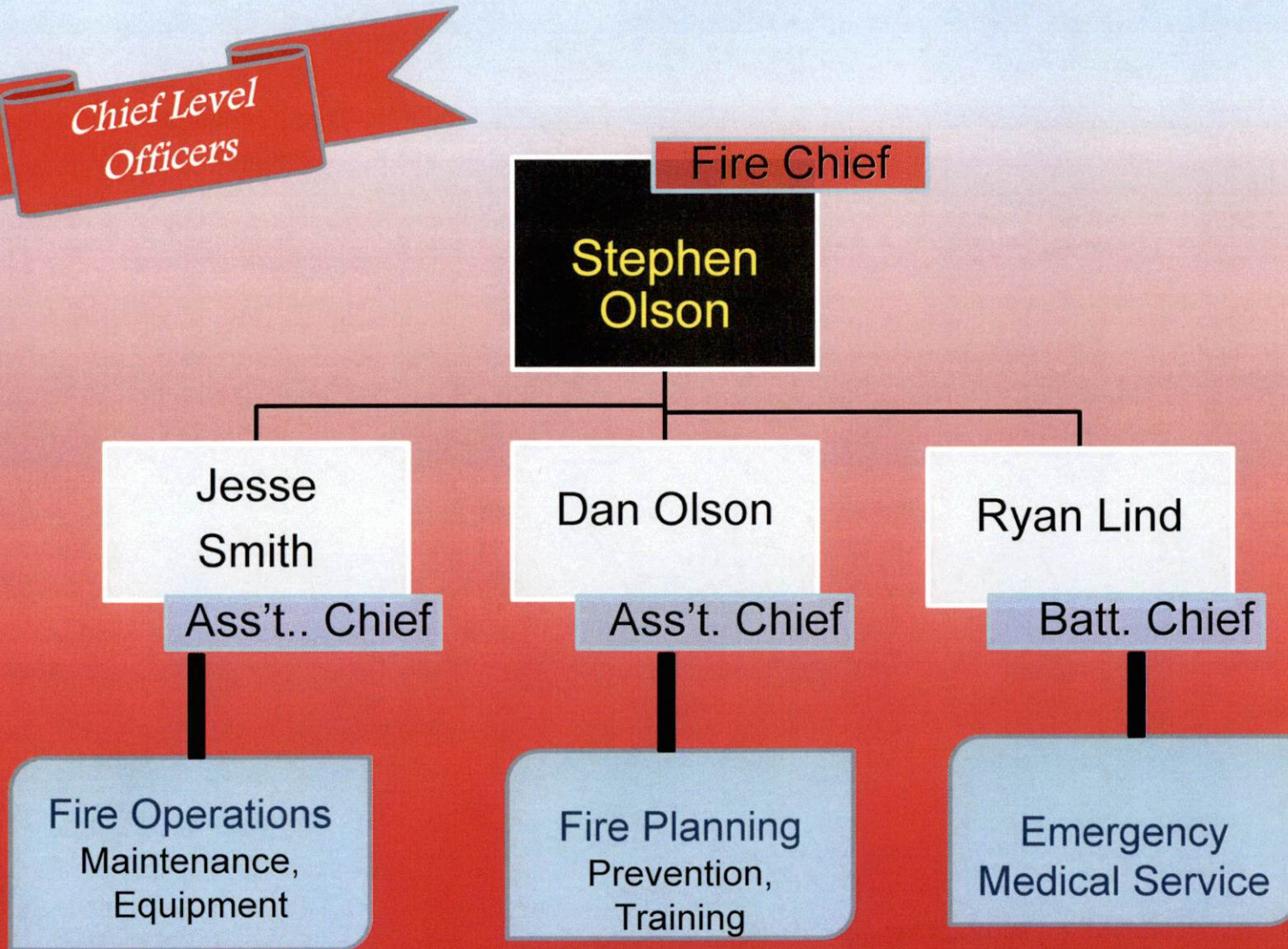
Ass't. Chief

Fire Planning
Prevention,
Training

Ryan Lind

Batt. Chief

Emergency
Medical Service



Santaquin City Budget Review – Fire & EMS Department

Organization

DUTIES & RESPONSIBILITIES

DEPARTMENT OVERVIEW

Total Members	49
Average Call Volume	400+
Certified Firefighters	35
Certified EMTs	33
Certified Paramedics	11
2013 Budget Amount	
	\$344,043.00



Status

Paid-Call / Volunteer

Fire & Rescue:

Structure fires, Wildand fires, vehicle fires, Hazmat, Technical Rescue (vehicle extrication, rope rescue, Confined space)

Emergency Medical Services:

EMT-Advanced Ambulance & Paramedic Rescue-

Cardiac, Breathing problems, traffic accidents, trauma, stroke/CVA, Diabetic emergencies, Drug overdose, poisonings, allergic reactions, etc.

Training & Certifications:

State Bureau of Health/EMS (BEMS),
American Heart Association (AHA),
National Fire Protection Association (NFPA);
provided via Utah Fire & Rescue Academy (UFRA)

Code Enforcement:

Inspections of new businesses, regulation of open burn period, enforce fire code compliance for occupant/visitor safety, Plans review process for new developments/businesses

Public Education/Fire Prevention:

Fire/Safety Presentations to school classes, scout troops, churches, public gatherings. Station tours, Fire Prevention Week activities, Safety Fairs, etc.

Public Service

Powerlines down, flooding, mudslides, person in distress, GLF, fallen trees, etc.

Santaquin City Budget Review – Fire & EMS Department

POSITION

DUTIES & RESPONSIBILITIES

FIRE CHIEF

Fire Operations:

Structure fires, Wildand fires, vehicle fires, search & rescue, vehicle extrication, technical rescue, Confined space, Hazmat.

Supervising 3 Divisions

Average Call Volume 400 +

Financial Responsibility

\$344,043.00

Emergency Medical Services-

Cardiac, Breathing problems, drowning, traffic accidents, trauma, stroke/CVA, Diabetic emergencies, Drug overdose, poisonings, allergic reactions, etc.

Fire Prevention & Planning:

Business Inspection, Code Enforcement, Community Education, Public Safety and Fire Prevention, Training Division

Status: Part-Time

Scale G:21



Emergency Preparedness, Management, & Mitigation:

Preparedness for disaster response; natural and human caused. Facilitate recovery efforts and mitigation. CERT Program

Organizational Administration:

Budget, payroll, Grant writing, personnel actions, promotions, Policy, Standard Operating Procedures

29 Hr / week

\$22.56-\$33.10

\$35,000

Santaquin City Budget Review – Fire & EMS Department

Division

DUTIES & RESPONSIBILITIES

EMS Division

Supervises	3 Captains
Ambulance Paramedic Squad	3 1
Certified EMTs	33
Certified Paramedic	11



EMS Boundaries

SQ City/Canyon, Genola,
Goshen, Go. Canyon, Pole
Canyon, Elberta,
Mosida, West Mt.

Emergency Medical Response, Transport:

Acutely ill, injured, traumatic injuries

County-Wide Protocols

Inter-hospital Network, Trauma System, Specialty service facility

Continued Medical Education:

Immense training hours dedicated to keeping members current on
Medical procedures, knowledge, protocols.
Medication doses, interactions, effects, etc.

MEDICAL RECORDS MANAGEMENT

State compliant documentation protects us from legal issues.
Accurate and timely reporting aids in billing & cost recovery.
Insures agency is HIPPA compliant.

Medical Supply/Inventory:

Bandaging supplies, Neck Collars, Oxygen & Masks,
IV supplies, Medications,

Medical Supervision/Hospital Interface:

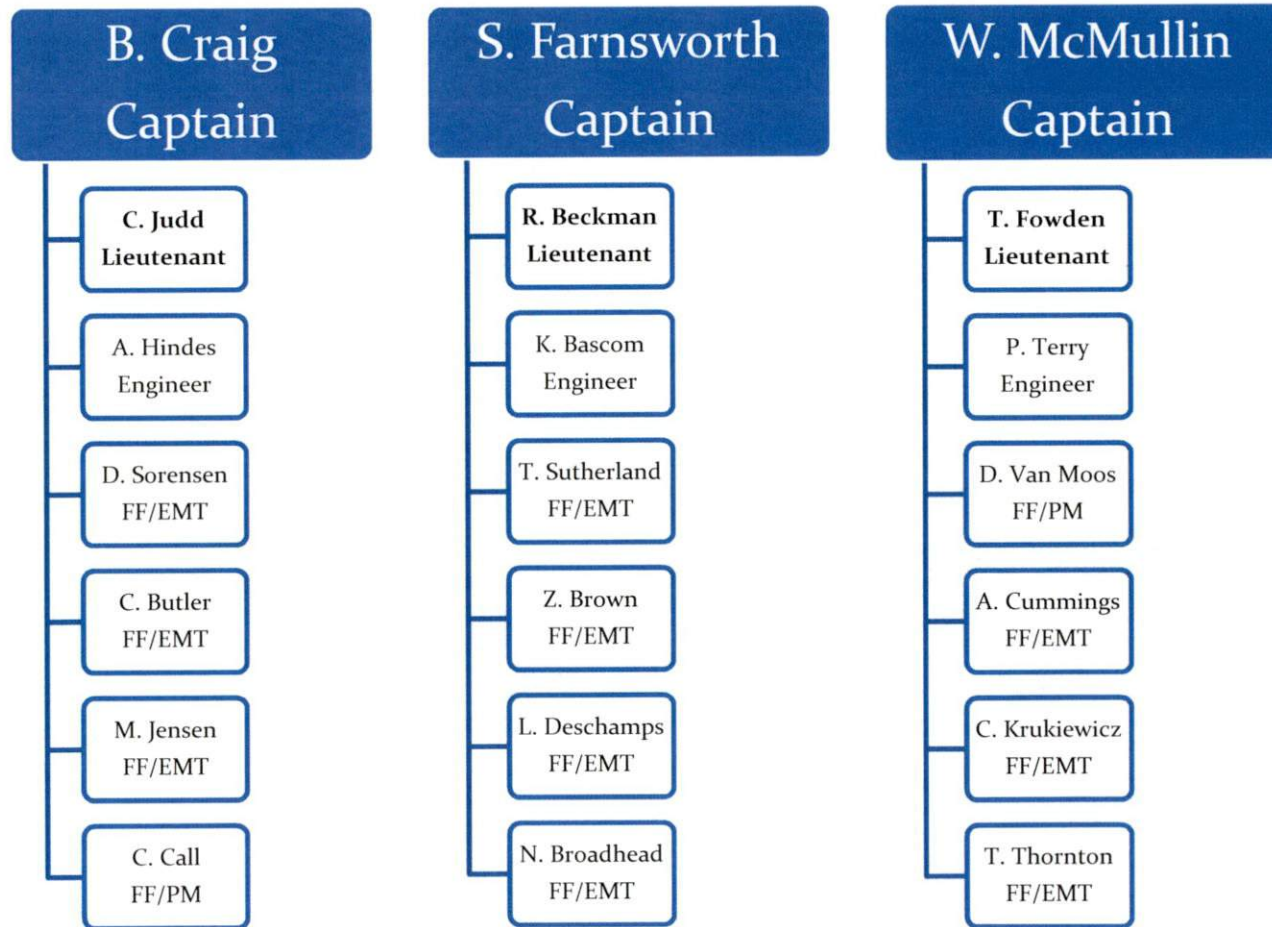
ER Physician; orders and protocols.

EMS Coverage & Boundaries:

Santaquin, Goshen, Genola, Elberta, Mosida, Pole Canyon, SQ Main Canyon.

Battalion Chief R. Lind

Company Assignments



Santaquin City Budget Review – Fire & EMS Department

POSITION

DUTIES & RESPONSIBILITIES

FIRE OPERATIONS



Emergency Response

Fire alarms, Brush Fires, Car accidents, Hazmat, Vehicle fires, Rescue

Apparatus Maintenance/Repairs

Performing regular preventative maintenance helps us catch problems before they become costly. Tires, engine oil, water pumps, equipment

Wildland Readiness:

Ensure crews are available for initial and extended wildland assignments with appropriate equipment, personnel, documentation and training.

Equipment Maintenance/Repairs

Chainsaws, Ventilations fans, generators, extrication equipment, hand tools, etc

Supervises

2 captains

Apparatus

1 Engine

1 Truck

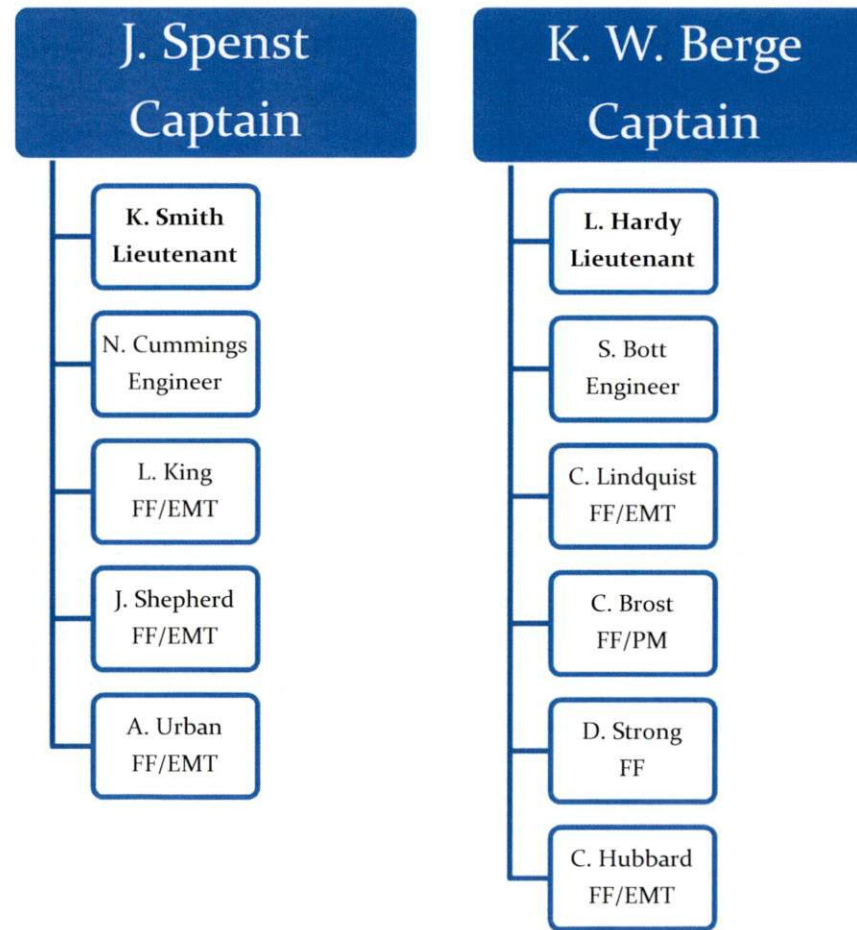
3 Brush trucks

1 Tender



Asst. Chief J. Smith

Company Assignments



Santaquin City Budget Review – Fire & EMS Department

POSITION

Fire Planning & Prevention

Structure Fires	14
Vehicle Fire	9
Brush/Wildland	28
Hazmat	6
Vehicle Crash	45
False alarm, Service call, Other	40

DUTIES & RESPONSIBILITIES

Supervises Fire Training & Certification:

UFRA Certifications courses, In-house Drills, Instructor coordination
State Testers & Instructors.

Fire Prevention:

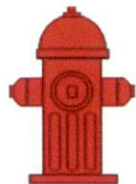
Fire Safety tours, Safety & Fire Prevention, Public Education, CERT,
Business Inspections, Pre-planning, Hydrant Inspections, Hose Testing,
Fire Prevention Week, Development Review Committee (DRC).

Fire Reports:

Maintains report of fire incidents to National Fire Incident Reports database,
Attendance, training records, meeting minutes.

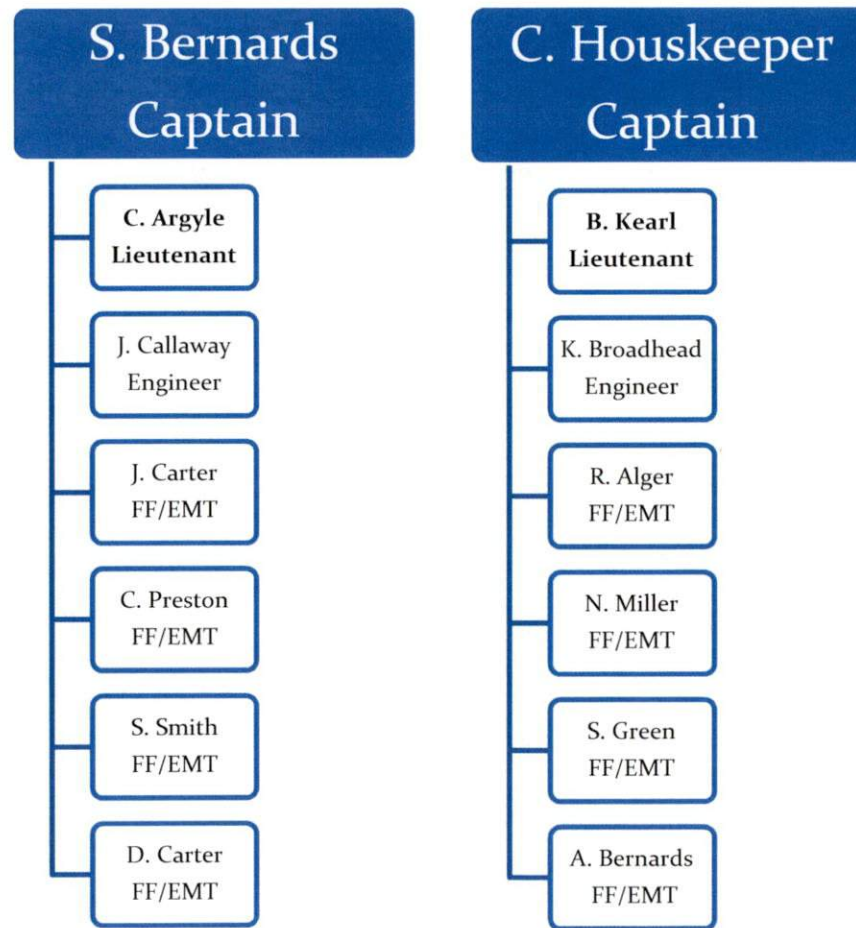
Fire Investigations:

Origin & Cause determination.

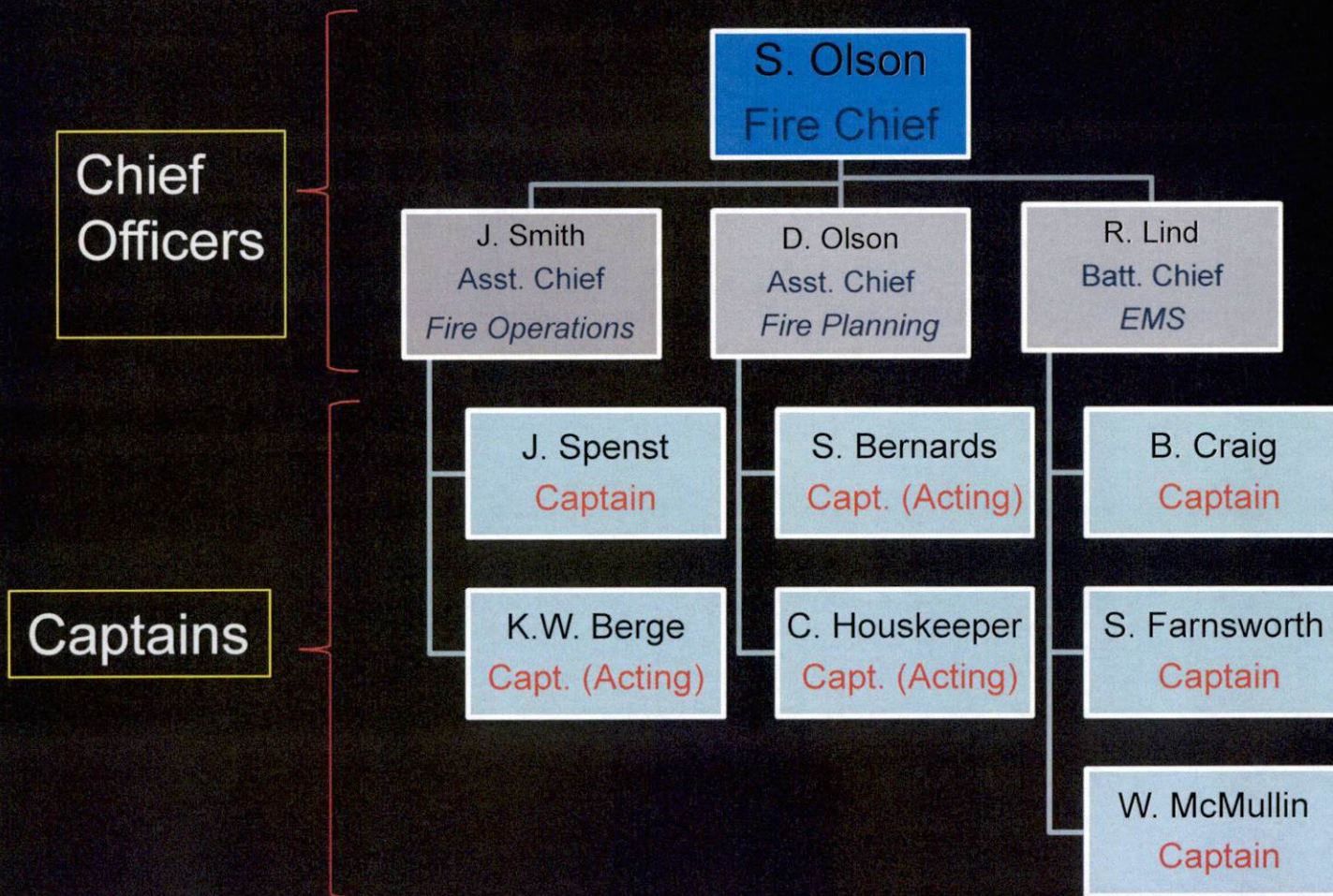


Asst. Chief D. Olson

Company Assignments



Officer Structure



Santaquin City Budget Review – Administrative Services

POSITION

DUTIES & RESPONSIBILITIES

CAPTAINS

Supervises Company of	4-7
Reports to	Battalion Chiefs
Assisted by	1 Lieutenant



8 Captain Positions Total

COMPANY OFFICER

A Company is a crew of Firefighters, EMTs, and Paramedics.
Senior members with advanced

ADVANCED TRAINING, SKILLS:

Captains are veteran members with an array of certifications and expertise in their fields.

INCIDENT COMMAND:

Often the Captains are the first-arriving Incident Commanders of calls.

FULFILL STEWARDSHIP DUTIES

Captains each share in the many responsibilities needed to keep the dept. running day-to-day.

LIEUTENANTS:

Appointed positions. Senior members, Officers in Training.

ENGINEERS:

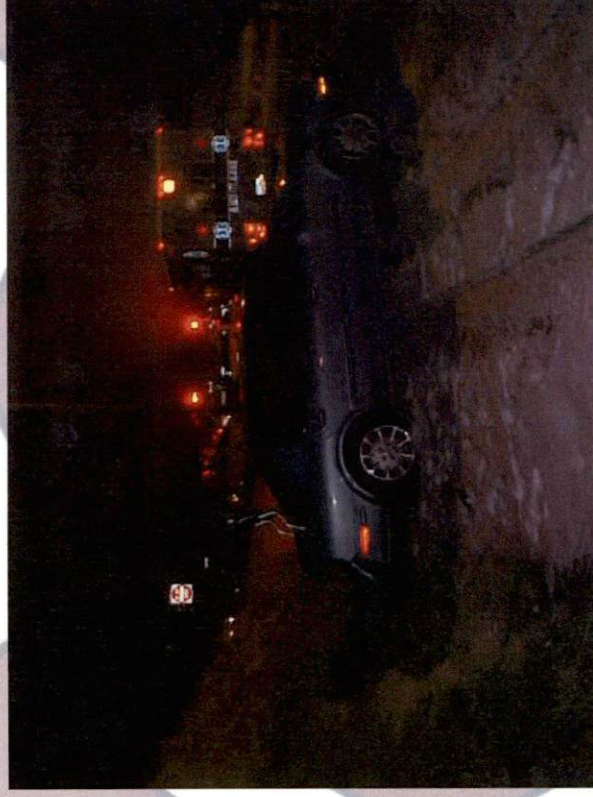
Driver/Operators of the Fire Engines.
Trained in all equipment, tools, and capabilities of the Fire Apparatus.

Payscale

- On-call pay
- Paid-per call status
- Nominal stipends



Major Incidents



12/23/2012--Mobile Home Fire

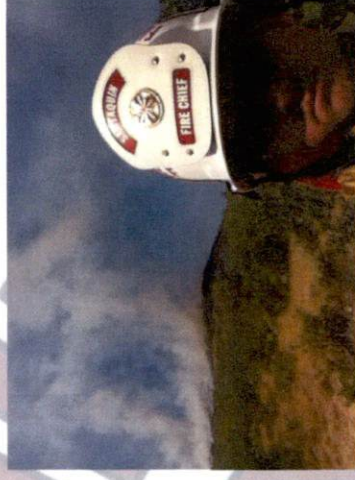


*Wrong date on film

1/4/2013--Structure Fire, Genola



Wildland Fires



9/7/2013

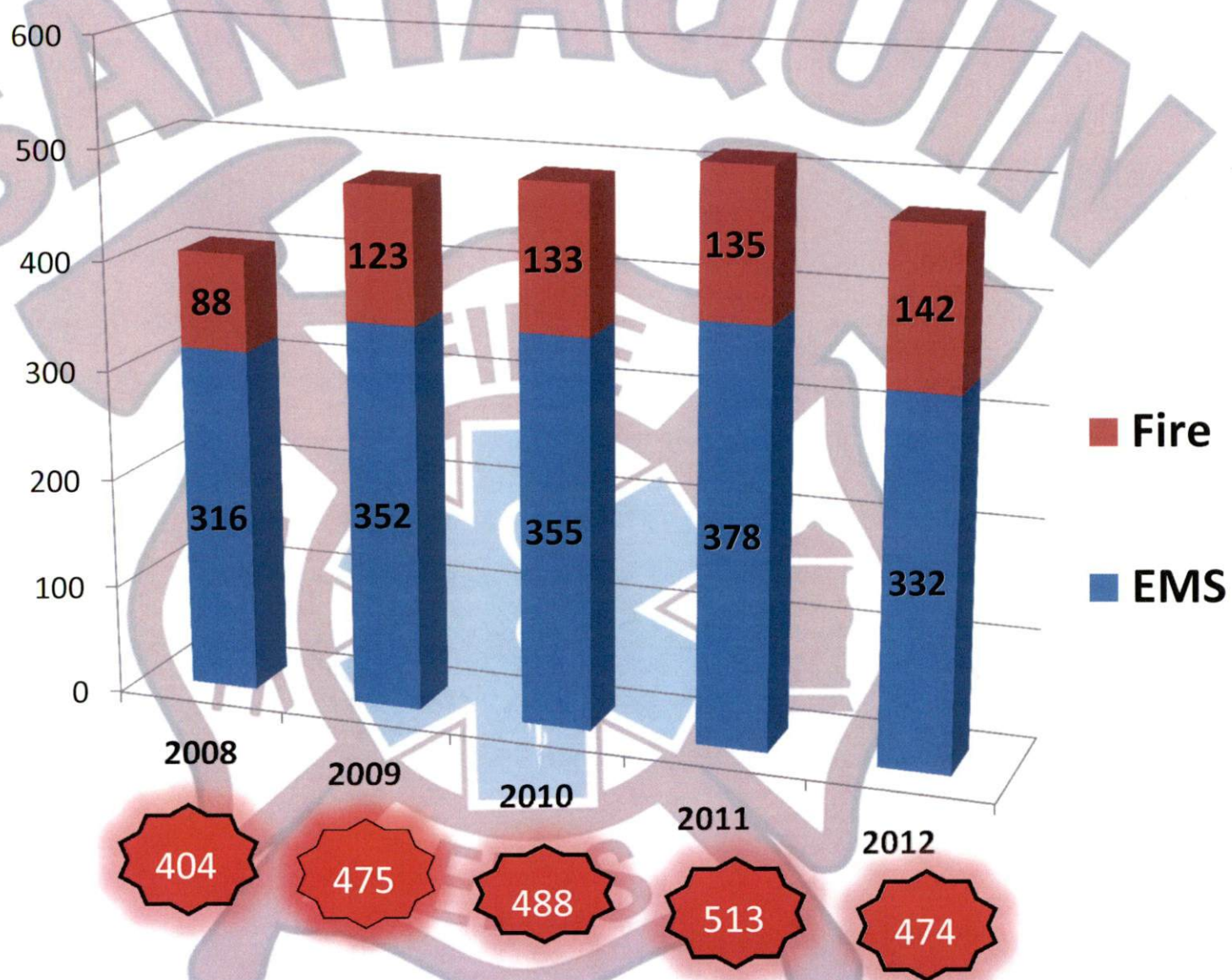
Severe Weather/Flooding



10/14/2013—Structure Fire, Goshen

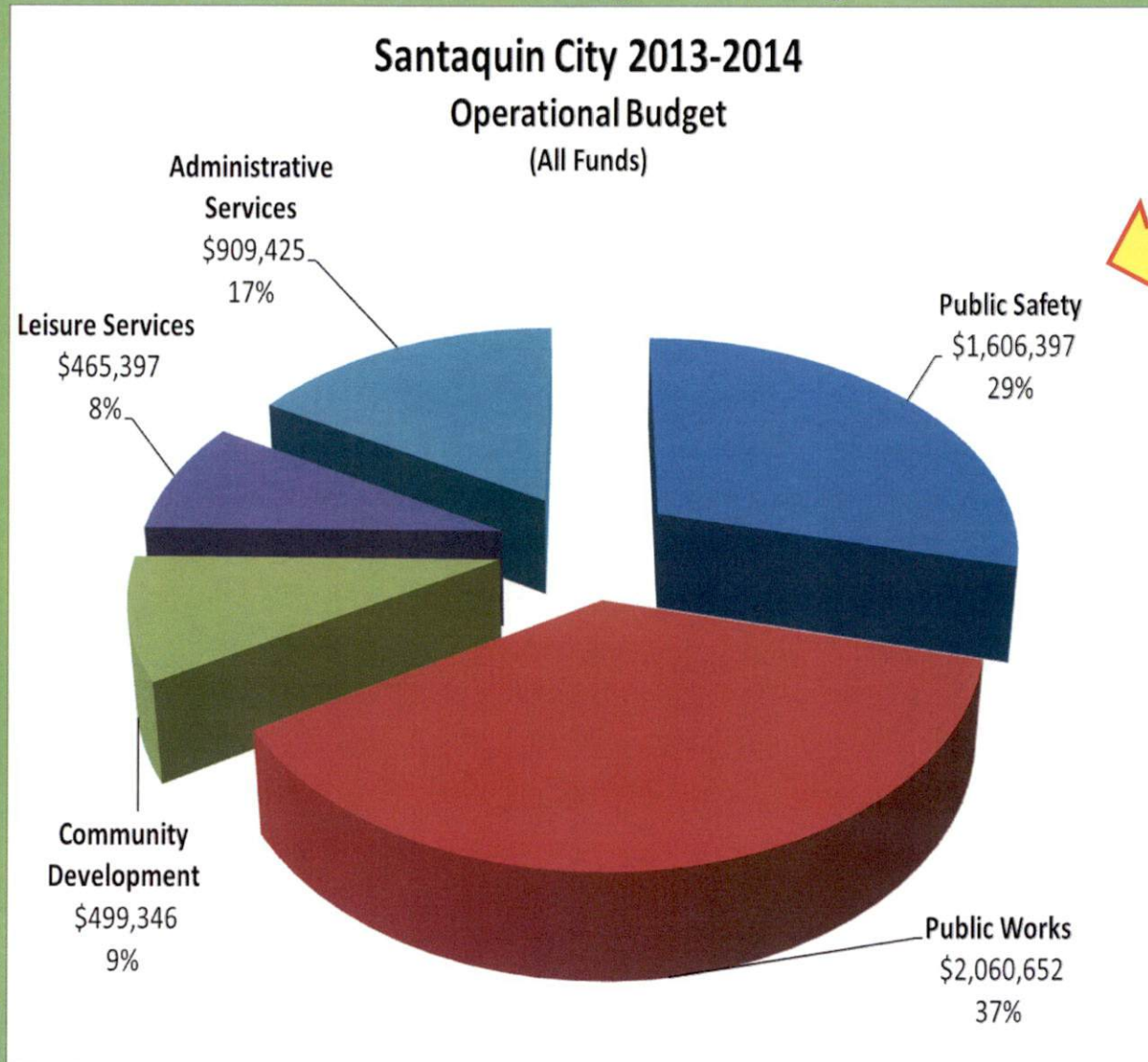


Annual Call Volumes: 2008-2012



Santaquin City Budget – Fire & EMS Department

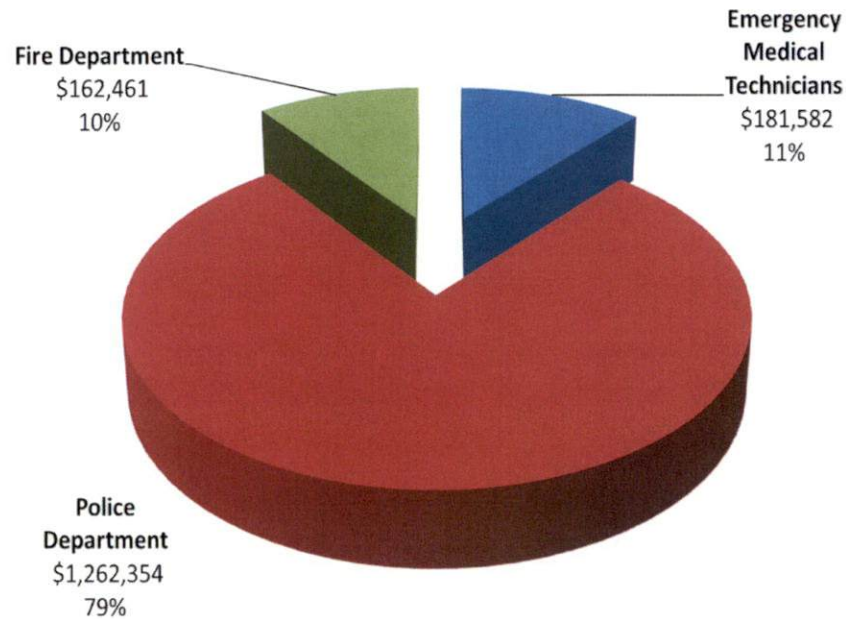
Overall City Budget



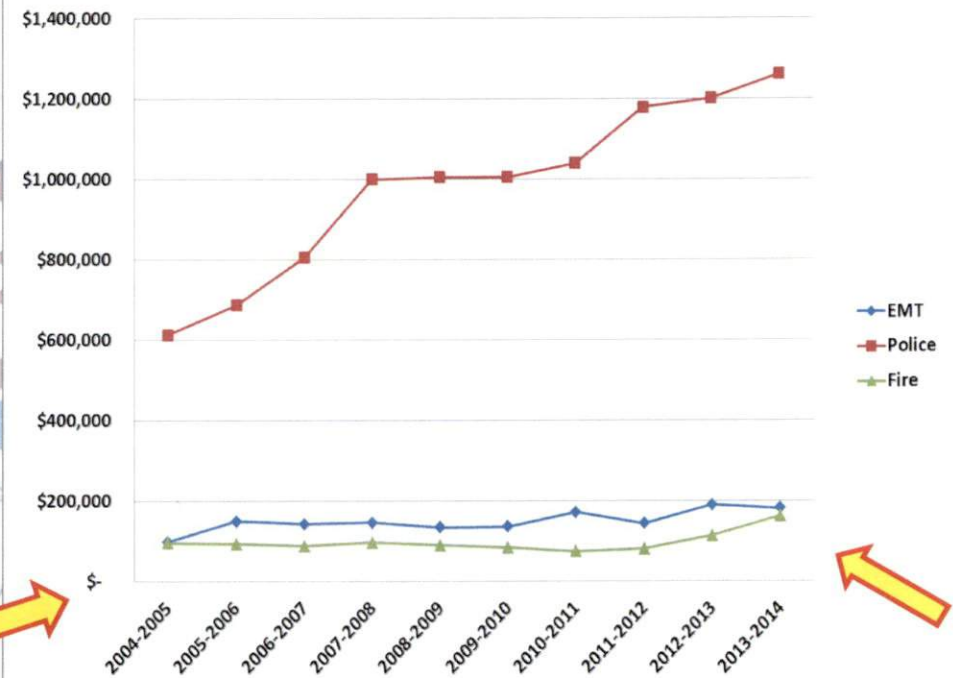
Santaquin City Budget – Fire & EMS Department

Departmental Budget

Public Safety Department
2013-2014



Public Safety by Department



Highlights of Trend Analysis:

Call volume increases gradually each year.

Total Dept. Budget: \$344,043. (6.09% of total city budget)

Wages: \$171,611.00

6.09%

Budget Review





Fiscal Improvements

- Sharing Public Safety facility
- Merging Fire & EMS Departments
 - Consolidating leadership positions
 - Operational efficiency
 - Administrative efficiency
- Receipt of Wildland Reimbursements (\$16,246)
- Grant Funding -- \$30, 214.20
- Ambulance Bill Collections

EMS Billing Summary

Year	Production		Collections		Mcare & Mcaid write offs		Collection
2009	197388.6		133472.6		58194.3		67.61
2010	208587.5		125006.2		71184.04		59.92
2011	245029.5		132518.1		91884.22		54.08
2012	231583.6		126480.8		89560.55		54.61

4 Year Average: \$129,369.25

Santaquin City Budget – Public Safety

Cost Cutting Measures – *In Process*



- Quarterly Pay-periods
 - Previous, Annual Pay-periods were constantly 1 year behind
 - Payroll was in constant debt

Officer Consolidation



- 6 Administrative Position to 4
- Revised Officer Payscale: *see attached.*

Future Needs

- **Apparatus Replacement Plan:**

- New Engine purchase in 2014
- New Ambulance purchase in 2016
- New Brush Truck in 2018

- **Justification:**

- Aging fleet
- Improve ISO standing
- Protect the interface

- **2014 Engine**

Estimated cost:

- \$475,000

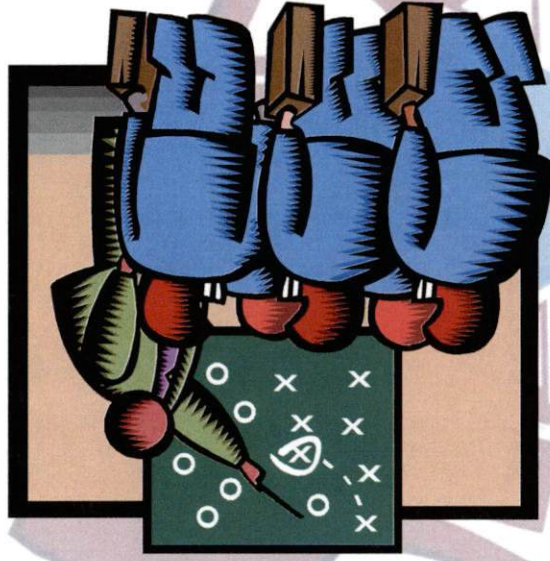


C. Allen 2007

Future Needs

- Structural Turn-outs
- Useful Life 10 years (OSHA, NFPA)
- 36 sets presently issued
 - 11: new this year
 - 18: non-compliant
 - 7: compliant
 - 3 will be out of compliance by 2016.
- Replacement cost: \$2200 each





Questions, Thoughts,
Recommendations