

NOTICE

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

DISCUSSION ITEMS

1. Agenda Items
2. Budget Discussion
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.

S. B. Farnsworth

By: Susan B. Farnsworth, City Recorder

Posted:
City Offices
Post Office
Zions Bank

**MINUTES OF A COUNCIL WORK SESSION
HELD IN THE COUNCIL CHAMBERS
March 6, 2013**

The meeting was called to order by Mayor James E. DeGraffenried at 6:00 p.m. Council Members attending: Keith Broadhead, Matthew Carr, Kirk Hunsaker, James Linford and Rick Steele.

Others attending: City Manager Ben Reeves, Public Safety Director Dennis Howard, Community Development Director Dennis Marker, Lance Wollebaek.

DISCUSSION ITEMS

Agenda Items – Consent Agenda

Council Member Broadhead said he feels being charged for a ten minute phone call from JUB Engineering seems nitpicky to him. Mayor DeGraffenried agreed that it didn't seem to take much out of their day to take a short phone call. Ben Reeves said he would talk to Lee Camack, JUB's CEO, about the charges.

Agenda Items – Item 11A

Mayor DeGraffenried said 11A item is not ready, and he would like the item tabled. Dennis Marker clarified that what is on the agenda is not indicative of the actual ordinance. He said it will be put on the next agenda in proper form.

Agenda Items – Fire/EMS Proposed Plan

Ben Reeves said the Committee members for the Fire/EMS presentation had spent long hours putting together the plan. At this point it needs to be broken down into manageable pieces, including a timetable and what items need council action. Mr. Reeves said he had spoken to Dan Olson after the meeting, and Mr. Olson felt it was better to make the changes sooner rather than later. The Council is ultimately responsible for employee policies and procedures.

At this point, the Fire department needs direction from the Council on the proposed fire chief position. Mr. Reeves said the EMS department did not have administration issues because the City recorder, Susan Farnsworth, was part of the EMS and took care of issues exceptionally well. The Fire Department is in need of more support. Mr. Reeves suggested financial accounting for the Fire/EMS department be kept separate.

Mr. Reeves asked if a part-time fire chief position should be created. Council Member Broadhead said he had mixed feelings regarding the position. There had been some personnel and training hour issues with the recent department promotion. He said there was a perception that the department was not being run to its best capacity and he could see the need for a part-time chief.

Mr. Reeves said one issue was day time coverage, and the committee had suggested running a fire engine with the ambulance on major calls. The American Fork Fire Chief indicated they did send both because they have two people on each and four gave them the needed lifting capacity. Mr. Reeves said the Santaquin EMS runs with three people, and the fire chief would make four.

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Agenda Items – Fire/EMS Proposed Plan, continued:

Council Member Broadhead said once the Fire Chief was on board he could figure out daytime coverage. He said he was concerned with the City's priorities, subsidizing recreation but not covering a Fire Chief.

Mayor DeGraffenried asked about having two part time people to cover 5 days. Council Member Broadhead said there will be training and night meetings as well that will have to be counted as part of the chief's hours.

Council Member Steele asked about posting for the position. Mr. Reeves said policies do allow for internal promotion, but it would be wise to have external posting as well. Council Member Broadhead said City code states the Council hires the fire chief based on five names selected by the Fire Department personnel.

Council Member Broadhead said the arrangement with Chief Bott had worked well so far, but it was time for the next step. He said he thought Chief Bott would be happy to become a firefighter again if he did not want to apply for the new Chief position.

Mr. Reeves said a public safety fee of \$1 per month could be added to city bills to help pay for the fire chief position. Council Member Broadhead said property taxes are collected for safety issues, and he would rather see recreation add more fees than add to the city bill for this. The Council discussed when the new position would open. After some discussion, council consensus held that the position start July 1, depending on budget considerations.

Mr. Reeves said this would mean the fire chief did not report to Public Safety. Dennis Howard said the Public Safety Director position was originally created so the City could be represented with Dispatch. Since that time all the communication needs have been consolidated. He said the city would need an emergency manager. Mr. Reeves said the City manager could serve as the emergency manager, as it was mainly a political role dealing with policy and communication and organizations such as FEMA.

After further discussion, council consensus held that a 29 hour fire chief position be opened. A hiring committee would be chosen for feedback, perhaps including Santaquin firefighters, fire chiefs from other cities, an EMT representative, and an administration representative. The Mayor would present the name of the person selected to the City Council for approval. The fire chief would report directly to the mayor. The range of pay would be at the sergeant level, starting at around \$22 per hour. The City manager would serve as the Emergency Manager.

Agenda Items - Parlat Technology Mass Communication Software

Mr. Reeves said there are two options for the software, the initial level costing approximately \$4000 and the more extensive level approximately \$7000. He said this is a fantastic product that can route calls to any area of the city or all of it. The contract is based on the number of homes. The cost could be spread around to the departments that use it, and to impact fees.

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Agenda Items – Parlant Technology Mass Communication Software, continued:

Mayor DeGraffenried said his first responsibility is for the safety of the people in the community, and he was in favor of this software if it would increase safety. Council Member Linford said he likes the idea of being able to contact the citizens, but would like to see how it works and where the money would come from. Council Member Carr said this was vital to the community, and public safety was the number one concern. Council Member Steele said he thought it was a great service to the community and the City should go with the best option in the package.

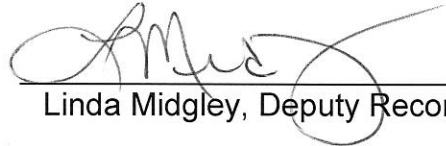
No time was available for further discussions.

The meeting adjourned at 6:55 p.m.

Approved on March 20, 2013.



James E. DeGraffenried, Mayor



Linda Midgley, Deputy Recorder



January 28, 2013

Proposal For: **Santaquin City**

Parlant Mass Communication Service (MCS)

Includes: Unlimited emergency and non-emergency communications using our mass communication service. Also includes unlimited surveys for resident feedback. This proposal also includes implementation and configuration services, initial training, 24 x 7 support, annual web-based refresher trainings, periodic web-based refresher training during each license term, etc.

ITEM#	DESCRIPTION	# HOUSEHOLDS	PRICE	LINE TOTAL
FIRST YEAR				
PL-ASP-CITY/OTHER	Parlant Mass Communication Service (Annual Fee)	2,449	\$1.50	\$3,673.50
PL-IMP-MCS	Implementation and Configuration Services (One-time charge)		\$500.00	\$500.00
	FCC Surcharge not to exceed \$0.07 per household. (Note: The \$0.07 is a maximum price. Actual price may be less.)	2,449	\$0.07	\$171.43
	Total Price			\$4,344.93
SECOND YEAR				
PL-ASP-CITY/OTHER	Parlant Mass Communication Service (Annual Fee)	2,449	\$1.50	\$3,673.50
	FCC Surcharge not to exceed \$0.07 per household. (Note: The \$0.07 is a maximum price. Actual price may be less.)	2,449	\$0.07	\$171.43
	Total Price			\$3,844.93

OPTION-2

Parlant MCS-9

Includes: Everything from Parlant Mass Communication Service plus: Custom City Mobile App, ability for residents to submit maintenance requests, ability for residents to pay bills from smartphone or from a tablet, ability to send alerts and news to the app, ability for residents to follow calendar of events, and more.

ITEM#	DESCRIPTION	# HOUSEHOLDS	PRICE	LINE TOTAL
FIRST YEAR				
PL-ASP-MCS9	Parlant MCS-9 Service (Annual Fee)	2,449	\$2.50	\$6,122.50
PL-IMP-MCS	Implementation and Configuration Services (One-time charge)		\$700.00	\$700.00
	FCC Surcharge not to exceed \$0.07 per household. (Note: The \$0.07 is a maximum price. Actual price may be less.)	2,449	\$0.07	\$171.43
	Total Price			\$6,993.93
SECOND YEAR				
PL-ASP-CITY/OTHER	Parlant MCS-9	2,449	\$2.50	\$6,122.50
	FCC Surcharge not to exceed \$0.07 per household. (Note: The \$0.07 is a maximum price. Actual price may be less.)	2,449	\$0.07	\$171.43
	Total Price			\$6,293.93

This price is valid through: **July 15, 2012**

If you have any questions about this proposal please contact:

Name: Dan Nelson
 Phone: 888-234-7126
 E-Mail: dan.nelson@parlant.com

Santaquin Fire and EMS

Future Growth


Joint Fire/EMS Committee Recommendations

FEB. 2013

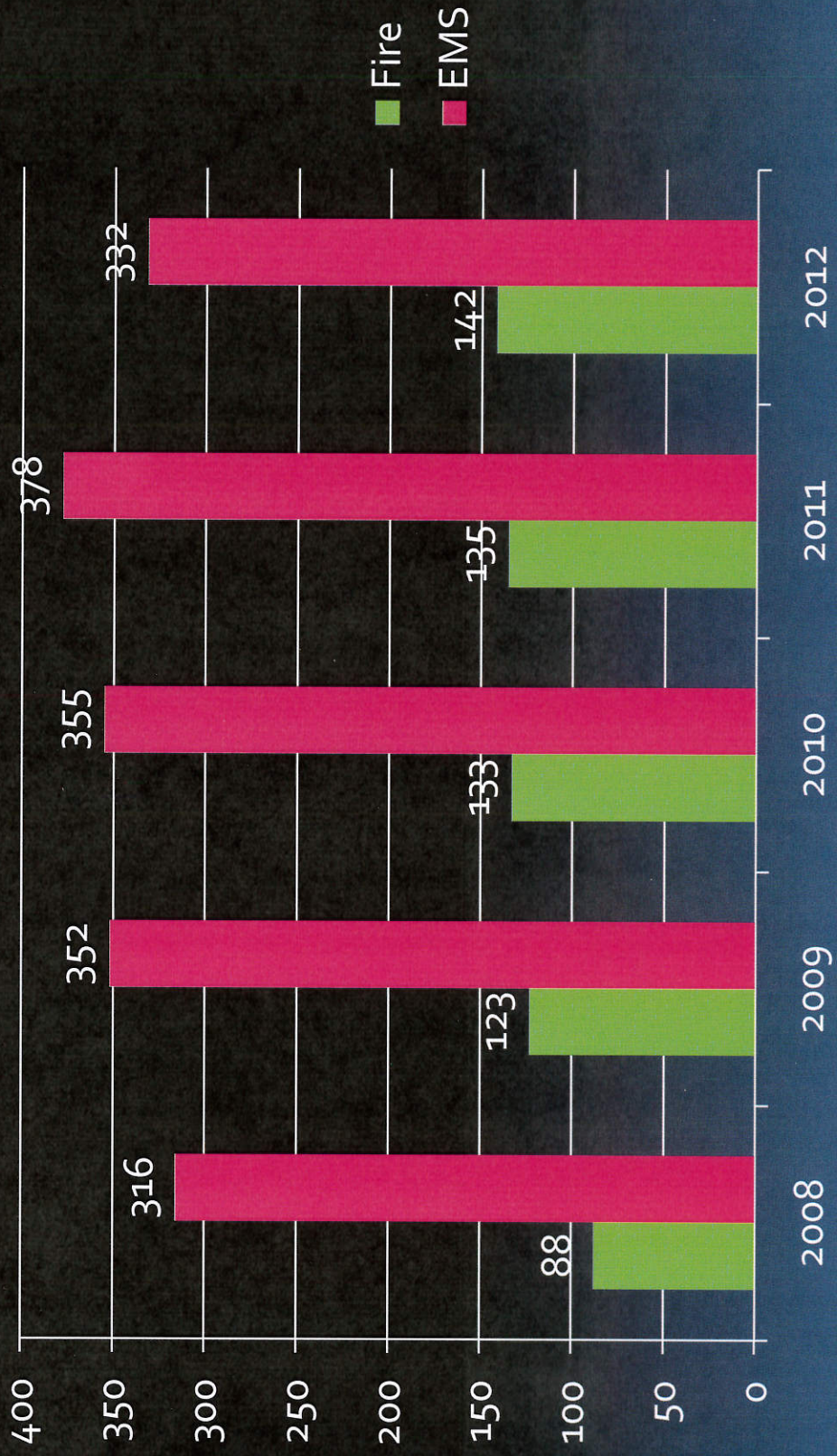




Current Challenges

- Industry is evolving at a rapid pace
 - Prevention , Community Education
 - All-Hazards Preparedness
 - Paramedic service
 - Wildland
 - Public expectations: more services than ever before
 - Population growth
- 

Incident Data



Committee:

- A committee was organized to identify critical needs in the Santaquin Fire and EMS Departments and to make recommendations for future improvement.


Why?

- Keep up with current needs and trends
- Provide adequate service levels
- Provide consistent staffing
- Efficiency

How can we do our job better for the public?




Committee Mission:

- Primary issues and needs:
 - 1) Merging Fire & EMS
 - 2) Restructuring the new organization and leadership positions of the new Fire Department
 - 3) Maintaining minimum staffing levels for emergency response services to Santaquin City.
- 



Committee Mission:

- In the process, several other needs were discovered and suggestions made.
 - The committee was comprised of both Fire and EMS members, from various positions and ranks within the organization.
 - The term '*Fire Department*' applies to newly combined EMS/Fire Organization.
- 

Restructure Recommendations:

- Merge EMS & Fire Department.
- All programs, personnel, responsibilities, operations, and administration will be combined into one organization.
- All employees are “grandfathered” in to new Fire Department.
 - Members will be strongly encouraged to dual-certify as EMTs and Firefighters.
 - No mandatory requirements for dual-certification

Restructure Recommendations:

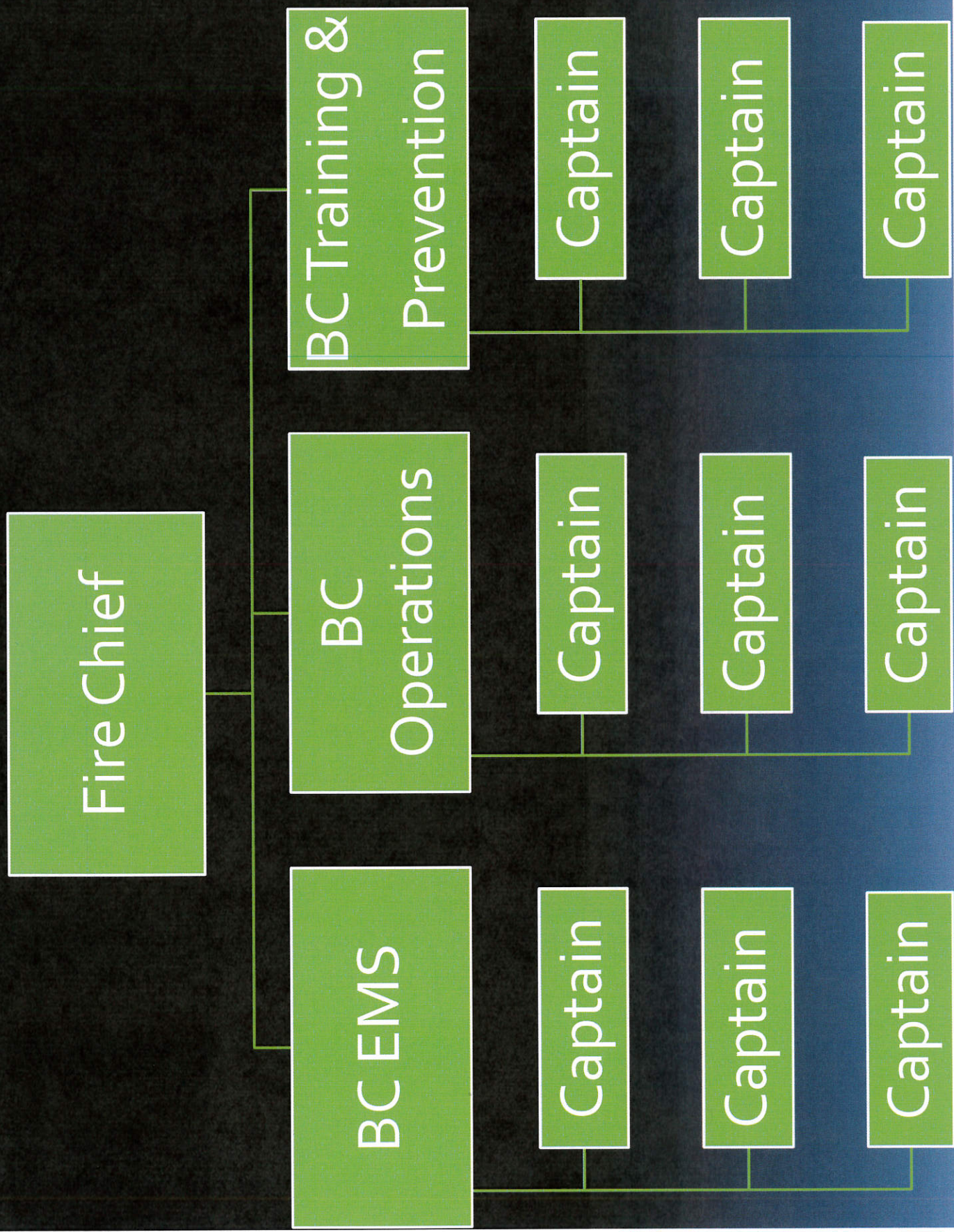
- All members in the organization will fall under a single organizational structure.
- The new organizational strategy will comply with principles of span of control, unity of command, and chain of command.

Policy Recommendations:

- Policy and SOPs/SOGs are in need of revision and update.
 - Policy to be taken from previous EMS and FD policy manual. Policies should be made applicable to new organization and functions.
 - Many policies/SOPs are out of date and are no longer in compliance
 - ICS SOP has not yet been made NIMS compliant.
 - Department Paramedic SOGs are still in draft form; nothing final.
 - Several county-wide policies and SOPs are accepted, but have not been added to current SOP/SOG manual.
 - Changes to Policy and SOP/SOGs will be forthcoming.

Leadership Recommendations:

- Fire Chief to be placed as department head.
 - Part-time position, +/- 24 hours per week.
 - Job description approved by Mayor, Council.
 - Final appointment to be made by Mayor, Council.
- Fire Chief will manage both EMS and Fire responsibilities, duties and personnel.



Leadership Recommendations:

- Phase-in period for changes and new appointments
- Previous officer positions to be dissolved and "white-washed."
 - ▣ All officer positions will be up for reapplication & reappointment; from top to bottom.
 - ▣ Officers & personnel to continue in regular duties until promotions and reassignments are completed.

Promotions:

- Promoted/Appointed officer positions
 - Revise process
 - Qualifications/Job descriptions
 - Required years
 - Interview and testing process
 - Previous 3 year reapplication period no longer in effect.
 - 70% attendance is no longer a requirement for promotion. Members required to meet recertification training hour requirements.
 - Changes to Business Meetings, Training Strategy.

Entry Level Hiring:

- More active recruiting and hiring of entry level positions to fill needed vacancies.
 - Revisit entry level testing/hiring process
 - Probationary period: costs from frequent turnover of new hires

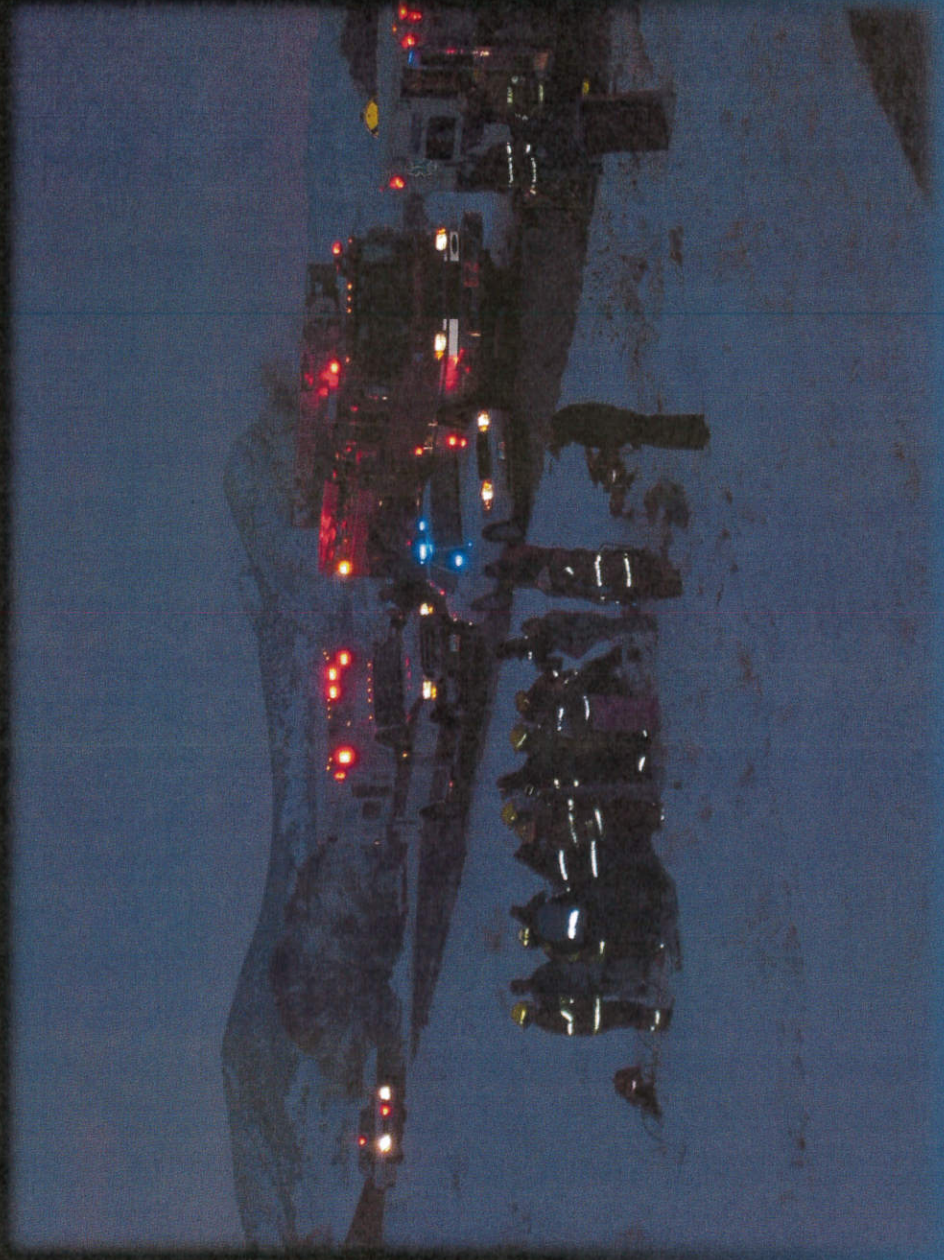
Prevention Recommendations:

- FD will take a more active role in fire prevention activities:
 - fire code enforcement
 - plans review process
 - business inspections
 - hydrant inspections
 - public education
 - CERT

Paramedic Service:

- Provide ALS service 24/7
 - Paramedic License allows improved level of patient care to the public
 - Increased revenue generating ability with bill collections for ambulance transports
- 10 paramedics presently on the EMS roster are all dual certified

Staffing Recommendations:



Staffing Recommendations:

- Maintain consistent staffing levels to cover the City.
 - One ambulance and one fire apparatus will be staffed with on-call crews
 - Engine & Amb. available to respond 24/7.
 - Crews scheduled to fulfill shifts.
 - Daily minimum staffing requirement of 6 personnel; 3 & 3.
 - Potential to staff 2nd ambulance

Staffing Challenges:

- Minimum staffing goal of 6 personnel
- All scheduling must satisfy:
 - Utah EMS transport license requirements (AEMT & EMT)
 - "2 in 2 out" mandate per OSHA 1910.134 (g) (4)
- Ideal would include minimum number certified as EMTs, FFs, and 1 paramedic
- The fire chief will be part of staffing solution.

Additional Staffing:



Expenses & Compensation:

- Employees must be adequately compensated for work performed (i.e. on-call shifts, training, incident response, stipends, etc.)
 - All compensation in compliance with FSLA and 'Obamacare' employment mandates.
 - Payroll changes from one-time annual.
- Employee incentive and retention programs should be established.
 - Incident response, attendance, retirement, etc.

Response Recommendations:

- Ambulance and Fire Apparatus should respond in tandem on most calls within our jurisdiction.
 - This will improve responder safety and provide supplemental personnel during critical incident operations.
- Fire apparatus not likely to respond out of our jurisdiction, unless requested by ambulance crew or mutual aid agency.
 - Our first priority is to protect our city

Funding Recommendations:

- FD will continue to actively pursue fire, EMS, and other available grants for funding.
 - City can benefit greatly from outside funding from federal, state, and county sources

Problems and Solutions

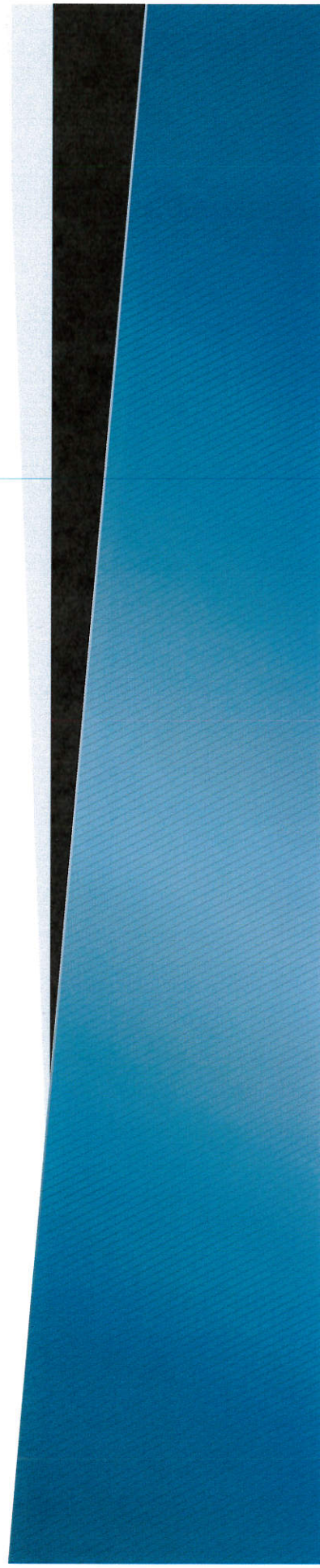


Q & A



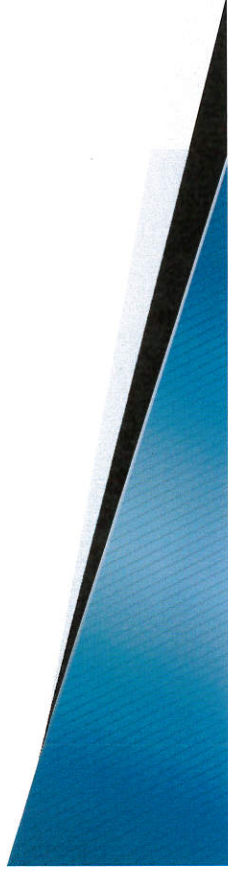
Pavement Management

How to make the most of streets
maintenance dollars



This information and some of the slides come from the following:

- ▶ Local Technical Assistance Program, Utah State University
- ▶ Rocky Mountain West, Pavement Preservation Partnership, an AASHTO & FHWA Initiative
- ▶ City of Bloomington Minnesota Public Works Department



Single Largest Asset of Cities

- ▶ Roadways are the single largest asset of most cities.
- ▶ Santaquin owns about 56 miles of paved streets.
- ▶ The cost to reconstruct the pavement in all of the Santaquin streets is around \$100 million.
- ▶ This pavement is designed to last 20 years.



Pavement Preservation

The Basics of Asphalt Preservation

- Asphalt pavement (or Asphalt cement) is made up of primarily two components:
 - Aggregate – rock
 - Asphalt Binder – by product of refining crude oil



Source: Rocky Mountain West Pavement Preservation Partnership

Pavement Deterioration-- Causes

➤ The environment

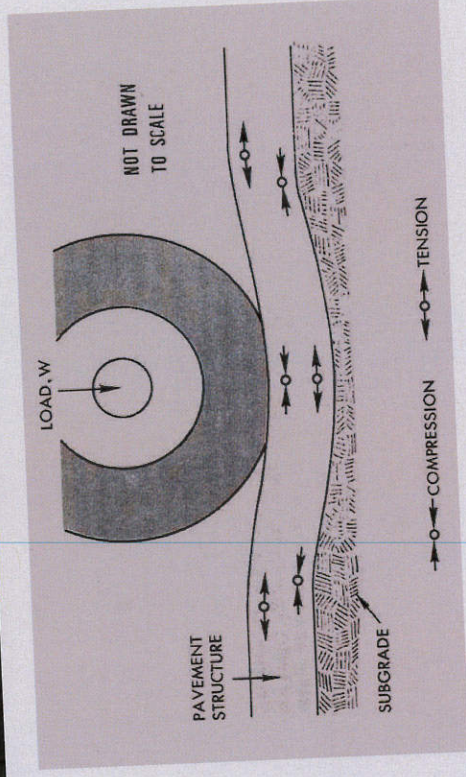
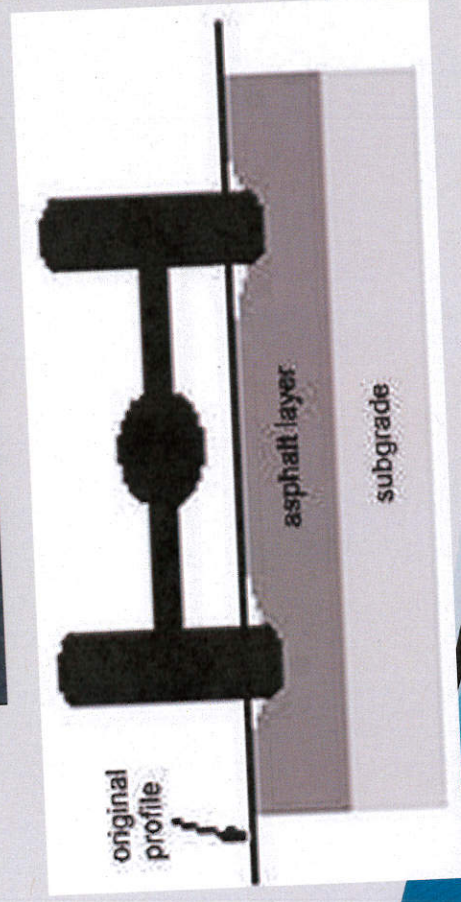
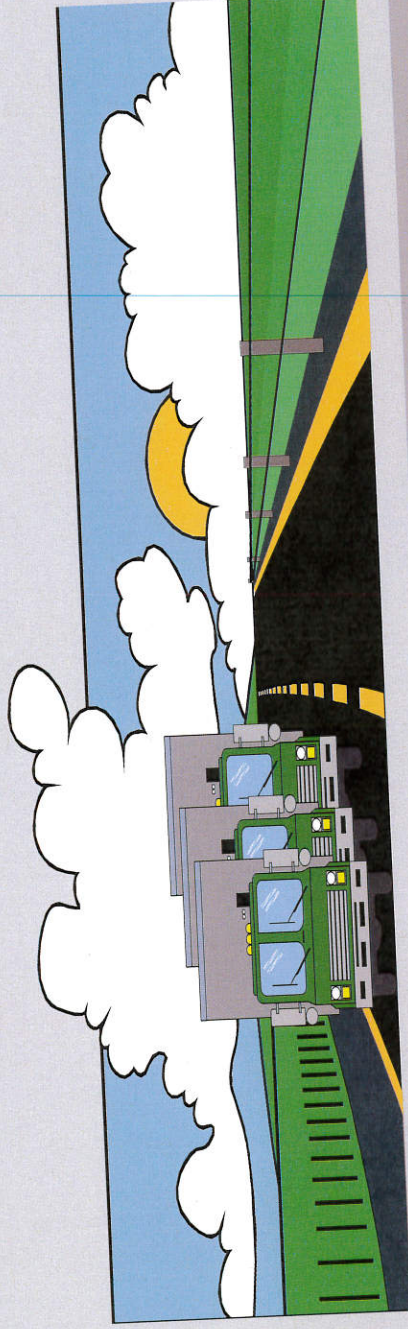
- Sunshine (ultraviolet rays)
 - Oxidation
- Water penetration
 - Hydraulic action
- Temperature and moisture
 - Expansion and contraction (freeze / thaw)



Source: Local Technical Assistance Program, Utah State University

Pavement Deterioration-- Causes

➤ Traffic Loading

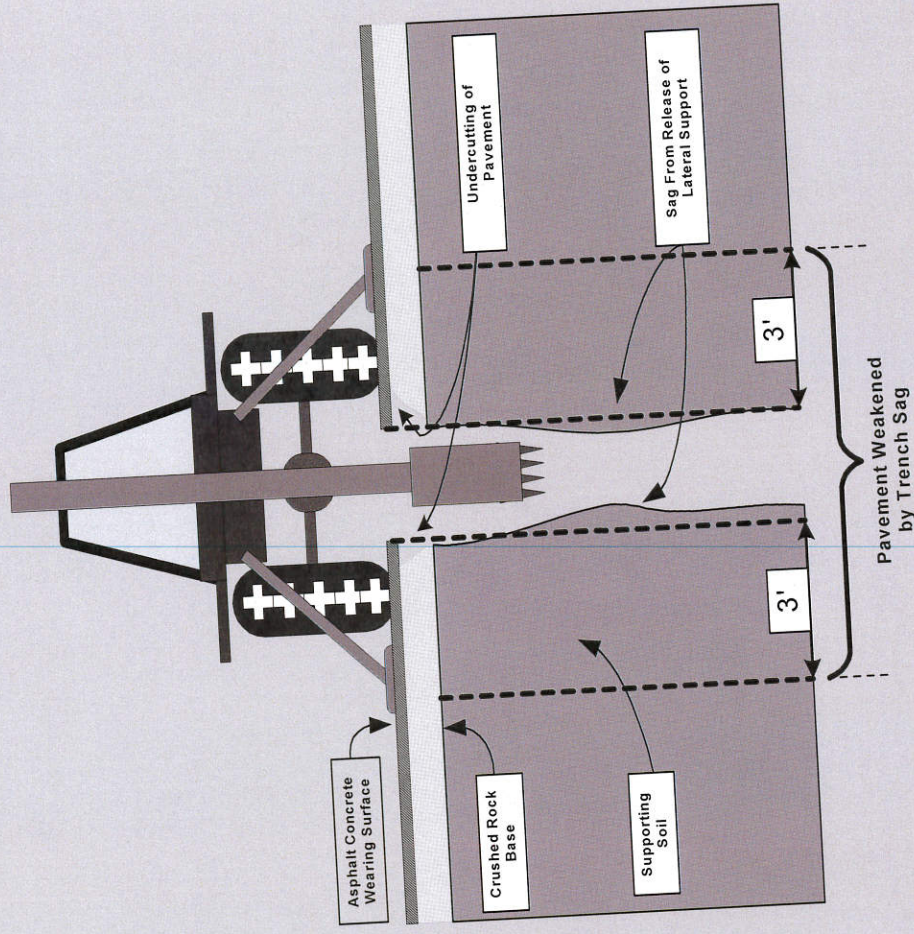


Source: Local Technical Assistance Program, Utah State University

Pavement Deterioration-- Causes

➤ Utility Cuts/Trenching

Pavement Deterioration--
Road cuts reduce a 20 year
pavement by 7 to 10 years



Source: Local Technical Assistance Program, Utah State University