

**NOTICE AND AGENDA
SPECIAL COUNCIL MEETING**

Notice is hereby given that the City Council of the City of Santaquin will hold a Special City Council Meeting on Wednesday, February 27, 2013, in the Council Chambers, 45 West 100 South, at 6 pm.


- 1. ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. INVOCATION/INSPIRATIONAL THOUGHT**
- 4. NEW BUSINESS**
 - a. J-U-B Road Maintenance Options
 - b. Stephen Olson – Fire/EMS Restructure
 - c. Budget
 - d. General Discussion
- 5. REPORTS BY MAYOR AND COUNCIL MEMBERS**
 - a. Mayor DeGraffenried
 - b. Council Members
- 6. EXECUTIVE SESSION** (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)
- 7. ADJOURNMENT**

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 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 CENTER
POST OFFICE
ZIONS BANK

® Amendment to the agenda

**MINUTES OF A SPECIAL COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS
FEBRUARY 27, 2013**

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

Others attending: City Manager Ben Reeves, Community Development Director Dennis Marker, Public Safety Director Dennis Howard, Legal Counsel Brett Rich, J-U-B Representative Mark Christensen, Ryan Lind, Stephen Olson, Dan Olson.

PLEDGE OF ALLEGIANCE

Stephen Olson led the Pledge of Allegiance.

INVOCATION/INSPIRATIONAL THOUGHT

Dan Olson offered an Invocation.

NEW BUSINESS

Stephen Olson – Fire/EMS Restructure

Stephen Olson gave a presentation regarding possible changes to the Santaquin Fire and EMS Departments in response to future growth. He said the committee, which was organized to identify critical needs, had come up with some plans, goals and recommendations. The industry is evolving rapidly, with many new challenges including community education, hazard preparedness, paramedic service, technical rescues, vehicle extractions and wild land fire issues. Call volume is also increasing. Goals included keeping up with current needs and trends; providing adequate service levels; efficiency; and providing constant staffing, as most personnel commute out of the City during the day.

Mr. Olson said EMS personnel respond to fire calls as well. The committee felt merging the fire and EMS departments and restructuring leadership positions would help with the goals. All current employees would be grandfathered in. Members would be strongly encouraged to dual certify as EMT's and as firefighters, although this would not be mandatory.

Mr. Olson said the department policies are in need of revision, and it would be a challenge to merge policy manuals. The Committee has recommended a fire chief be placed as the department head, who would manage EMS duties, fire duties, and personnel. This would be a part time position, about 24 hours per week. Mr. Olson presented a possible organizational chart.

The Committee has recommended one ambulance and one fire apparatus be staffed at all times with on call crews. Scheduling would have to satisfy EMS transport license requirements and the OSHA '2 in 2 out' mandate. More active recruiting would probably be necessary. The fire department would have a more active role in fire prevention activities, code enforcement, plans reviews, business inspections, hydrant inspections, public education and CERT.

Mr. Olson said employees would have to be adequately compensated for the work performed, and payroll changes are needed to the annual payout system. Employee incentive and retention programs should also be established.

Stephen Olson – Fire/EMS Restructure, continued:

Mayor DeGraffenried said he had asked the Committee to look into this issue. He said his first concern was to maintain the integrity and tradition of the departments. The things presented tonight will help, as the City will need more coverage as it grows. He said the information was being presented for council input. Council Member Hunsaker asked what was different about the restructuring. Mr. Olson said no changes were being made in response, just in the administrative side. A lot of training was the same, and there would be a single department head to report to. It would also reduce some duplication of efforts.

Council Member Steele asked if the City was in line as far as wages. Ryan Lind said the two departments were paid by different procedures. Fire is paid an hourly wage per call, whereas the EMS personnel were paid a few dollars to carry the pager, and a fee when responding to a call. Guaranteeing benefits will be a problem. Dan Olson said when a fireman does things such as vehicle maintenance they are paid at minimum wage. Council Member Steele said he wanted the City to be up with supply and demand, and compensation might need to be restructured. He said a micro-station in Summit Ridge might need to be looked at.

Stephen Olson said a micro-station has been discussed, but the real issue is staffing. Often cities do not have much success manning a satellite station. Dan Olson said research had shown that it would work out better time-wise to located a station on Highland Drive, as many of the firefighters lived there. Stephen Olson clarified that the fire department was considered part-time, not volunteer.

Council Member Linford asked if the department was currently doing business inspections. Dennis Marker reviewed the business license inspection process, which includes a signature from the fire inspector. Stephen Olson said they were quite a bit behind on annual business inspections. Dan Olson said there were many other inspections done, such as hydrant and hose inspections. Stephen Olson said the unique thing in Santaquin was the paramedics.

Council Member Broadhead said he has been with the department for 28 years, and the work load was getting larger. He felt it was probably time to hire a part-time staff member, but has some concerns about funding. He said fire and EMS are currently under the Department of Public Safety, and asked if the City was ready to sever the relationship between fire and EMS and public safety.

Ben Reeves said he had been doing an analysis of the pay scale for Fire and EMS personnel. He commended the work done by the committee. Mr. Reeves reviewed the budget and clarified that federal regulations would soon require that any persons working 20 hours or more per week would need to have insurance. He said some communities have gone to full time personnel and cut part time. He said quarterly payouts or a stipend for Fire and EMS personnel might be alternate suggestions.

Mr. Reeves said one of the first steps to implementing this restructure would be to create a job description for the head of the combined department. He felt this position should have a contract for security. Policies would be evolved after that. Mr. Reeves said he had some funding ideas, and suggested department funds be kept segregated from the general fund.

Stephen Olson – Fire/EMS Restructure, continued:

Dan Olson said there may be a lot of changes made to the federal insurance mandate in the future. Mr. Reeves said the City had to remain defendable in their policies. (see Attachment "A").

J-U-B Road Maintenance Options

Mark Christensen gave a presentation regarding pavement management. He said the bad news is that roads are expensive, while the good news is that education helps make the most of money spend on road maintenance. He said the City has considerable opportunity to make better use of road dollars. Roadways are the single largest asset of most cities. Santaquin has approximately 56 miles of paved streets, designed to last 20 years.

Asphalt consists of aggregate rock and a binder. Deterioration is caused by sun, water, temperature changes (expansion and contraction), moisture and traffic, particularly heavy trucks. Mr. Christensen reviewed the types of preservation tools, including fog seal, rejuvenators, slurry, high density mineral bonds, micro surface and chip sealing.

He said there are two main criteria for fixing roads, either 'worst first' or politics. The most effective and cheapest preservation is done early. For each \$1 not spent early, costs increase to \$8 - \$10. Mr. Christensen said in order to have maintenance at the lowest cost, good roads should be preserved before really bad ones. There is some funding available for road projects, but not much for local projects. He noted that in 2006, Santaquin had only 44 miles of roads, which meant most roads are now getting to the point where they will deteriorate more rapidly. Council Member Linford said something should be done about keeping semis off of local streets. (see attachment "B")

EXECUTIVE SESSION (May be called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property)

At 7:35 p.m. Council Member Linford moved to enter into an Executive Session to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property. Council Member Carr seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted in favor of entering an executive session.

Those attending the Executive Session: Mayor DeGraffenried, Council Members Broadhead, Carr, Hunsaker, Linford, and Steele, City Manager Ben Reeves, Community Development Director Dennis Marker, Legal Counsel Brett Rich and Deputy Recorder Linda Midgley.

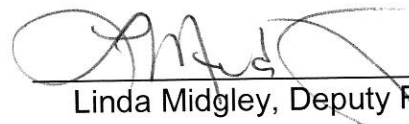
At 7:47 p.m. the Special Meeting resumed.

ADJOURNMENT

At 7:49 p.m. Council Member Carr made a motion to adjourn. Council Member Linford seconded the motion. Council Members Broadhead, Carr, Hunsaker, Linford and Steele voted unanimously in favor of adjournment.

Approved on March 6, 2013.


Mayor James E. DeGraffenried, Mayor


Linda Midgley, Deputy Recorder



CLOSED EXECUTIVE SESSION AFFIDAVIT

I, James E. DeGraffenried, Mayor of Santaquin City, do hereby certify that the Executive Session held on February 27, 2013 was called to discuss the pending or reasonably imminent litigation, and/or purchase, exchange, or lease of real property.


James DeGraffenried, Mayor

2/27/13
Date