

Johnston Grimes Metropolitan Fire Department Board
Monday, February 13 , 2017
10:00 a.m.
Johnston City Hall, 6221 Merle Hay Road

1. Roll Call

Mayor Paula Dierenfeld, Councilmember John Temple, Councilmember Matt Brown, Council Member Jill Altringer, Councilmember Jeremy Hamp, City Administrator Jim Sanders, City Administrator Kelley Brown. Also in attendance were Chief Jim Clark, Deputy Chief Ron Schipper, Deputy Chief Mike Gentosi, and HR/Finance Director Teresa Rotschafer.

Absent: Grimes Mayor Tom Armstrong

2. Approval of the agenda

Motion by Temple second by Hamp.

ROLL CALL: Aye: Temple, Brown, Hamp, Altringer, Sanders, Brown,
Dierenfeld

Nay: None

Motion Approved: 7-0

3. Approval of the minutes from the November 22, 2016 meeting

Motion by Altringer second by Temple.

ROLL CALL: Aye: M. Brown, Hamp, Altringer, Sanders, K. Brown, Dierenfeld, Temple
Nay: None

Motion Approved: 7-0

4. Public Comment

None

5. Report on budget implications for sharing the cost of the Fire Marshall based on the funding formula. Consider use of the funding formula for sharing the cost for the Fire Marshall position. Grimes City Administrator Kelley Brown noted that while the Grimes budget hasn't been set, Grimes is willing to fund the Fire Marshall based on the funding formula – 36% Grimes, 64% Johnston.

6. Report on status from each community regarding the FY18 Fire Department budgets
Johnston City Administrator Jim Sanders noted that Johnston would be finalizing their budget at the March 6 meeting, but preliminarily Johnston was approving 2 additional full-time Firefighter/Paramedics, a defibrillator unit, a power cot, and a new ambulance.
Grimes City Administrator Kelley Brown noted that Grimes is still working on finalizing their budget as well, but preliminarily they were recommending approving 3 additional FTEs, 1 paramedic training, and wage stabilization. She also noted that they were continuing to work on their Capital Improvements Plan.

7. Report on a policy regarding the implementation of an updated pay scale for part time staff including removing the blended wage and paying overtime. Consider approval of the policy. Chief Clark reviewed the current process which encompassed the blended wage issue recommended by the Department of Labor as well as the difficulty in tracking staff using this process.

Clark noted that moving each department to their own roster and then reconciling to each city would be simpler and would allow each city to have clearer visibility on their costs.

Motion by Temple second by Hamp to recommend having each city create a roster of their employees which will eliminate the Department of Labor issue and the blended wage.

ROLL CALL: Aye: M. Brown, Hamp, Altringer, Sanders, K. Brown, Dierenfeld, Temple

Nay: None

Motion Approved: 7-0

Motion by M. Brown second by Temple to recommend approval of the wage policy, contingent upon approval by each city's respective labor attorney.

ROLL CALL: Aye: Hamp, Altringer, Sanders, M. Brown, Dierenfeld, Temple, K. Brown

Nay: None

Motion Approved: 7-0

8. Staff reports/updates

- a. Report on the calculation of fire calls for the funding formula, including a report on the township calls

Sanders noted that data had been provided to the GIS Coordinator to allow the tracking of calls in each jurisdiction. He advised that this is a change from how calls were tracked in the past. Sanders noted that using the new process there was a 1% change in the breakdown of calls. He noted that the funding formula is reviewed each year and based on a number of factors.

- b. Report on 2nd and 3rd out calls

Chief Clark provided a breakdown of the 2nd and 3rd out calls and noted that the statistics would continue to be tracked in order to determine when an additional ambulance may be required. Altringer asked if there had been a determination on what that number would be. Chief Clark advised that he was still gathering information on that issue.

- c. Report on a solution for sharing in the fuel usage for Fire Department vehicles.

Chief Clark noted that the Johnston mechanic was requesting that Johnston vehicles fuel in Johnston as that would help track usage and maintenance for the vehicles. Clark noted that to offset the Johnston usage, the chase car and the Chief's vehicle would fuel in Grimes.

9. Receive and file the report on the Johnston-Grimes Metropolitan Fire Department Inventory list.

Chief Clark noted that Grimes had received a \$91,000 grant for the purchase of SCBA units, but that money did not change the number of units in inventory, it just replaced units scheduled for replacement.

10. Review draft By-laws for the Johnston Grimes Metropolitan Fire Department Board.

Sanders noted that he had completed a draft of the bylaws and laid out additional topics for discussion. Temple noted that he would like to see the indemnity language changed to reflect that each respective city would indemnify their members and that he would like to see a conflict of interest policy.

Dierenfeld suggested changing language in Section III to read "the Board will meet at least 4 times per year".

Altringer asked for clarification on appointing alternate members. The Board agreed that alternate appointments should be addressed in the 28E.

Sanders noted that he would provide a redlined copy of the bylaws and the proposed changes in the 28E for review.

11. Report on the current staffing for the departments and proposed future staffing proposal
Chief Clark reviewed the current staffing and the proposal to move to a minimum staffing of 9 at all times. Clark also reviewed the long term staffing goals including the promotion of captains and additional lieutenants. He advised that we currently pay an acting officer differential for nearly all shifts, instead of for just those times when lieutenants are out on vacation or leave. He reviewed the preferred span of control numbers and the budget impacts of promotions.
Sanders asked the Board what they would like to see to help visualize the proposal for future staffing. The Board noted that they would like to see organizational charts of the current structure as well as the proposed structure.
Clark also noted reviewed an additional proposal to add a training officer, which would help with the ISO ratings in each city.
Board members requested additional information on the ISO rating and the benefits that residents would gain.
12. Discuss considering an increase in ambulance fees.
Chief Clark reviewed preliminary research into increasing ambulance fees.
Board members requested additional information on what the fees are as well as the differences between BLS, ALS1 and ALS2, to help clarify the costs associated with the ambulance calls.
13. Dates for future meetings
April 25, 2017 - Grimes - 4:00 to be held prior to the Grimes City Council meeting.
July 17, 2017 - Johnston (FY 19 budget/staff proposals)
October 24, 2017 - Grimes (consider FY19 budget/staff proposals)
14. Other Business
Council Member Temple thanked those in the audience for their interest in the actions of the Board.
15. Adjourn
The meeting adjourned at 11:05 a.m.