

Johnston Grimes Metropolitan Fire Department Board
Monday July 17, 2017
4:30 p.m.
Johnston City Hall, 6221 Merle Hay Road

Tentative Agenda

1. Roll Call – The meeting convened at 4:34 p.m.
Present: Mayor Paula Dierenfeld, Mayor Tom Armstrong, Councilmember John Temple, Councilmember Matt Brown, 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: Council Member Jill Altringer
2. Approval of the agenda
Motion by M. Brown second by Hamp. Unanimously approved.
3. Approval of the minutes from the May 9, 2017 meeting
Motion by Armstrong second by Sanders. Unanimously approved.
4. Public Comment
Councilmember Temple noted that 3 weeks ago he had broken his leg and the JGMFD responded and provided excellent service. He complimented their professionalism and thanked them.
5. Consider approval of the Conflict of Interest Policy
Dierenfeld noted that she still had concerns about the language and would like time to work through the concerns. Temple noted that he concurred with that approach and suggested that changes be submitted to Sanders who would compile them and send out a redline version.
6. Staff reports/updates
 - a. Report on the activities of the Fire Marshal
Chief Clark noted a continuing increase in activity, and advised that Lt. Ver Huel continues to grow into the role. He also noted that this position was taking stress off command.
 - b. Report on the bid results for the ambulance
Chief Clark provided an update on the ambulance bids and discussed the cost split for the new ambulance build.
 - c. Other updates
Chief Clark provided an update on payroll tracking including the number of hours, overtime and unfilled shifts.
Chief Clark also provided an update on apparatus changes within the JGMFD noting that there equipment would be housed at the location that made the most sense, so you may see Grimes equipment rolling out of Station 39, or Johnston equipment in the Grimes station.
Chief Clark advised that FEMA was complimentary of the recordkeeping related to the SCBA units in Grimes. He noted that it would probably be a year until the FEMA grant was closed out.
Chief Clark updated the Board on the quarterly reports, noting that items would be coded to track according to the formula and that this would prevent Grimes receiving one big bill every 6 months from Johnston with little to no detail.
7. Consider using the funding formula for the purchase of a water rescue boat and motor.
Chief Clark advised that a rescue boat had been purchased to be housed at Station 39 which will add rescue capabilities for all water rescues, including along the creek. He inquired as to whether or not the Board would be interested in using the formula to pay for the boat. The consensus was that Grimes is not likely to have many water rescues, so the formula should not be applied to the boat.

8. Discuss preparation of the FY 19 budget and staff proposals
 - a. Statistics comparing other metro departments and when they started staffing ambulances full-time (review 2nd and 3rd out calls)
Chief Clark noted that JGMFD has begun tracking 2nd out and 3rd out calls. He advised that the trend showed a 13% increase in 2nd outs by 2020.
9. Discuss fee schedules
 - a. Review terminology regarding services and fees; what Basic Life Saving (BLS), Advanced Life Saving (ALS) 1 and ALS 2 services entail and how they relate to establishing ambulance rates
 - b. Review fees charged by other metropolitan communities
 - c. Discuss adjusting the fee schedule
Chief Clark reviewed the fees for BLS and ALS 1 and 2. Discussion ensued regarding the potential increase in fees. There was no motion by the Board to raise fees. The Board noted that they would like to continue to evaluate fees. They also questioned whether or not fire related fees are calculated into building permit fees, and if not should they be. Councilmember Brown noted that he would support raising fees for re-inspections and Hazardous Material responses. Chief Clark advised that he would continue reviewing fees and further research what other metro communities are doing.
 - d. Discuss staffing and promotions
Chief Clark noted that there are times when there are no officers on shift. He advised that the NFPA recommends one officer per shift and that using a Firefighter in Charge is not the same, as many times that firefighter is inexperienced.
He advised that when compared to the command structure in other departments, JGMFD was asking Lieutenants to work way above their pay grades. Clark noted that he was looking for a way to retain and reward staff for their efforts. Clark provided a future staffing layout so the Board could begin talking and thinking about the budget impacts in preparation for the October meeting.
10. Insurance Services Office (ISO) Ratings
 - a. Explanation of the ISO rating scale as it relates to the Fire Departments performance and areas for improvement (Johnston currently has a 4 rating and Grimes has a 3 rating, we are working toward a 2 for both communities)
 - b. Information on what a better ISO rating means in relation to business and home owners insurance premium rates.
Chief Clark provided an update on ISO ratings and noted that he expected Johnston and Grimes to receive their updated classifications sometime in September.
11. Dates for future meetings
October 24, 2017 - Grimes (consider FY19 budget/staff proposals)
January 15, 2018 - Johnston
April, 24, 2018 - Grimes
July, 16, 2018 - Johnston (FY20 budget/staff proposals)
October 23, 2018 - Grimes (consider FY20 budget/staff proposals)
12. Other Business
Chief Clark noted that he would like to see the cities have an Emergency Vehicle Technician who would be able to work on equipment outside of that handled by mechanics.
Clark also noted that the JGMFD would be holding their first Firefighter's Ball on November 10, and that invitations would be sent out soon.
13. Adjourn – The meeting adjourned at 5:56 p.m.