

City of LeClaire, Iowa
Committee of the Whole Meeting Minutes
Monday, May 17, 2021 – 6:22 p.m.
Council Chambers
325 Wisconsin St
LeClaire, IA

Mayor: _____ Ball: _____ Blair: _____
Gerard: _____ Gravert: _____ Long: _____
Salvador: _____ Laserfiche: _____

Mayor Ray Allen called the City Council Meeting to order at 6:22 p.m. in the City Hall Council Chambers, 325 Wisconsin Street. Present: Council Members Amy Blair, Dennis Gerard, Sara Gravert, Barry Long and Ryan Salvador, City Administrator Chris Ball, City Clerk Tracy Northcutt, Police Chief Shane Themas, Library Director Ellen Miller, Fire Chief Jim Bradley and City Engineer Leo Foley. Absent: None.

Discussion Items:

A. Fire Department Employee

Council Member Barry Long, Public Safety Liaison, expressed his opinion that Automated Traffic Enforcement revenues could help fund Public Safety in LeClaire by creating full time staff in the Fire Department. Jim Bradley, Fire Chief, introduced Neil Vining, Assistant Deputy Fire Chief. Vining gave an overview of the attached proposal. Council directed staff to investigate the formation of a committee to review and recommend costs, structure and feasibility of this proposal.

B. Dog Park Grant

Council Member Amy Blair, Parks & Rec Liaison, stated that Parks & Rec is seeking the Council's support to participate in the 2021 Bark for Your Park contest. A Facebook campaign is underway and has collected over \$700 for the dog park that is planned for Hollyhock Park where the old playground equipment was located. Council has no objection to participating in the contest.

C. Cody Road ADA Sidewalk Project

Chris Ball, City Administrator, gave an overview of the proposal from Iowa DOT regarding the ADA Sidewalk Approaches on Cody Road. Ball will continue communication with DOT officials and report back what type of materials should be used to be durable and a consistent design in the area.

D. Mask Guidelines

Mayor Allen stated that he issued a proclamation in the Fall of 2020 mandating masks be worn in City Buildings. In light of the CDC's change in mask usage, he requested input from Council. Council agreed that updating the City's proclamation to be reflective of that of the CDC's would allow for any further changes. Ellen Miller, Library Director, indicated that the Library Staff prefers to stay consistent with the schools and require masks in the Library for another month and then revisit. Council had no objections to the Library continuing the requirement of mask use and the rest of the City's buildings be consistent with CDC Guidelines.

E. Finance Consultant Resignation

Mayor Allen indicated that Dennis Bockenstedt, Finance Consultant, submitted his resignation. Mayor expressed disappointment and hopes to be able to continue to utilize his expertise on some projects. Additionally, the Finance Committee is recommending hiring a Deputy City Clerk to relieve the City Clerk of the abundance of current workload.

Adjournment

Moved by Gerard, seconded by Blair, to adjourn at 7:29 p.m. Motion carried unanimously on voice vote.

Attest:

Ray C. Allen, Mayor

Tracy A. Northcutt, City Clerk

Proposal for full time LeClaire Fire Dept staff.

The purpose of this document is to create an outline of duties and responsibilities to be performed by full time staff of LeClaire Fire to ensure departmental readiness for day to day operations of the department as well as the requirements to be satisfied by the personnel as it pertains to professional development.

All duties performed shall be provided in a timely manner to ensure station and personnel readiness for emergency calls.

Qualifications:

FF1 and FF2 within first year

Hazmat Ops within first year

NIMS 100, 200, 700, and 800 within first 6 months

Class D chauffer drivers license at the time of hire

Minimum National and Iowa EMT-B at the time of hire

Candidates must complete pre-employment physical and drug screening

Job responsibilities:

Station cleaning and upkeep

Property maintenance (mowing/snow removal) freeing up PWD resources for other projects

Small engine routine maintenance and repair

Daily truck checks/Ems bag checks

Maintaining personnel files and updating as needed

Plan and implement training courses for volunteer staff for weekly trainings

Maintain inventory status for station equipment and gear

Make purchases and handle invoices and purchase order pursuant of city codes

Provide help to volunteer staff with scheduling and record keeping as it pertains to volunteer hour tracking.

Test fire hose on yearly basis

Assist with ladder testing on yearly basis

Schedule maintenance of station vehicles through Alexis fire for yearly inspections and other maintenance issues

Perform EMS run audits

Attend department required meetings

Provide inspections throughout the City of LeClaire to ensure code compliance

Provide knox box inspections to ensure proper installation and verify knox keys are current

Respond to emergency calls for service; fire, ems, rescue, river related

Candidates should be able to read and understand blueprint drawings

Create and implement community outreach opportunities (CPR, Stop the Bleed, Car seats, detector checks)

Required up front

Uniforms: 2 short sleeve polo uniform shirts, 2 pair of duty pants, 1 baseball style cap, 1 winter coat provided at time of hire. (roughly 600 dollars)

Full PPE turnout gear shall be provided for candidates at the time of hire to include, helmet with shield, nomex protective hood, turnout coat, structural firefighting gloves, extrication gloves, turnout pants, and structural firefighting boots. (roughly 3500 dollars)(can utilize existing equipment)

Radio and pager (roughly 4500 dollars)(can utilize existing equipment)

Candidates would be required to provide black leather duty boots, duty gear belt, and wrist watch upon hire

Potential additional expenses for future

Command truck or suv for transport of staff to meetings, incidents, inspections, transport of used fire hose from fire scenes. (Grant has been applied for through the Scott County Regional Authority)

The cities of Princeton, Iowa and Riverdale, Iowa (both volunteer) struggle with staffing during the day. This could potentially, positively impact our ability to secure additional funding for the costs incurred when hiring paid personnel. The city of LeClaire Fire Department would be in a position to provide emergency services for both locales during their lowest staffed times during the day. The city of LeClaire could potentially create a contract of service with both cities to provide these services. Additional funding for this proposal could come through inspection services provided by the full time staff. Cost savings to the city can be found in the maintenance of small engine equipment and through routine maintenance of apparatus performed by full time staff. The fire department would need to rely less on public works department for things like lawn care, parking lot snow clearing, minor interior repairs and maintenance as station staff would be tasked with these duties. Cleaning services for the station would no longer be needed from an outside business for the same reason.

The need for constant emergency service coverage has been a topic of discussion for many years. Recent expansion of the City of LeClaire residential districts and increased tourism traffic through the downtown area has shown significant change in the type and most importantly times of incidents within the city. Recent years incident trends have moved to a more daytime heavy incident occurrence. This shift from previously overnight to daytime response has taken a significant toll on the department as a whole. Volunteer staffing numbers have decreased in recent years and those that do still volunteer typically work outside of the City of LeClaire and work during the day. This proposal for paid staff focusses on the need to employ full time staff that would be stationed in quarters during the daytime hours when volunteer response is the hardest to maintain. These 2 personnel would be responsible for emergency response during the day as well as maintaining departmental readiness and also aiding with station maintenance and developing and implementing structured training for our volunteers to ensure LCFD is ready to respond at a moments notice. The additional costs associated with employing 2 full time staff could be partially offset by creating agreements with neighboring communities for contract of services. Other funding opportunities include code enforcement and illegal burn policing. Financial offsets can also be found in station staff relying less on other departments and services to maintain and repair and the cost savings of performing these tasks independently.

Impact on ISO rating

Staffing is a major portion of the ISO rating. Having paid staff to ensure peak response coverage will put the city and its residents and businesses in a better position when it comes to insurance rates. Through the daily duties of the paid staff additional ISO points could be obtained to help lower our ISO rating. Examples include but are not limited to; inspection and code enforcement services, hydrant location and flow testing, as well as community outreach programs like smoke detector installation to create a proactive policy compared to a reactive service policy.