

WELCOME
To a Regular Meeting of the
Coeur d'Alene City Council
Held in the Library Community Room

AGENDA

VISION STATEMENT

Our vision of Coeur d'Alene is of a beautiful, safe city that promotes a high quality of life
and sound economy through excellence in government.

The purpose of the Agenda is to assist the Council and interested citizens in the conduct of the public meeting. Careful review of the Agenda is encouraged. Testimony from the public will be solicited for any item or issue listed under the category of Public Hearings. Any individual who wishes to address the Council on any other subject should plan to speak when **Item F - Public Comments** is identified by the Mayor. The Mayor and Council will not normally allow audience participation at any other time.

6:00 P.M.

July 3, 2018

A. CALL TO ORDER/ROLL CALL

B. INVOCATION: Pastor Paul Van Noy, Candlelight Church

C. PLEDGE OF ALLEGIANCE

D. AMENDMENTS TO THE AGENDA: Any items added less than forty eight (48) hours prior to the meeting are added by Council motion at this time.

E. PRESENTATION: AIC AWARD ACTIVE SHOOTER INTEGRATED RESPONSE

Presented by: Fire Chief Kenny Gabriel and Police Chief White

F. PUBLIC COMMENTS: (Each speaker will be allowed a maximum of 3 minutes to address the City Council on matters that relate to City government business. Please be advised that the City Council can only take official action this evening for those items listed on the agenda.)

*****ITEMS BELOW ARE CONSIDERED TO BE ACTION ITEMS**

G. CONSENT CALENDAR: Being considered routine by the City Council, these items will be enacted by one motion unless requested by a Councilmember that one or more items be removed for later discussion.

1. Approval of Council Minutes for the June 19, 2018 Council Meeting.
2. Approval of Bills as Submitted.

3. Approval of the General Services Committee Meeting Minutes from the meeting held on June 25, 2018.
4. Setting of General Services and Public Works Committees meetings for July 9, 2018 at 12:00 noon and 4:00 p.m. respectively.
5. Setting a public hearing for July 17, 2018 for various fee amendments including clarifications, increases, and deletions to fees for the Planning, Municipal Services, Wastewater, and Water Departments
6. **Resolution No. 18- 035**
 - a. Approval of Amendments to the City's Personnel Rule V (Compensation) and Rule XI (Attendance and Leaves).
 - b. Approval of Idaho Department of Lands Cooperative Mobilization Agreement
As Recommended by the General Services Committee

H. ANNOUNCEMENTS

1. **City Council**
2. **Mayor** – Appointments of Jennifer Drake, Trudy Elliott, and John Bruning to the Arts Commission.

I. OTHER BUSINESS

1. Atlas Preliminary Urban Renewal District Boundaries Concept

Staff Report by: Troy Tymesen, City Administrator

2. Acceptance of the FY 2018 State Homeland Security Program (SHSP) Grant to purchase 8 new Motorola APX 6000 portable radios for the School Resource Officer Team.

Staff Report by: Police Chief Lee White

J. ADJOURNMENT

This meeting is aired live on CDA TV Cable Channel 19

Coeur d'Alene

CITY COUNCIL MEETING

July 3, 2018

MEMBERS OF THE CITY COUNCIL:

Steve Widmyer, Mayor

Council Members Edinger, English, Evans, Gookin, McEvers, Miller

CONSENT CALENDAR

**MINUTES OF A REGULAR MEETING OF THE CITY
COUNCIL OF THE CITY OF COEUR D'ALENE, IDAHO,
HELD AT COEUR D'ALENE CITY HALL
June 19, 2018**

The Mayor and Council of the City of Coeur d'Alene met in a regular session of said council at the Coeur d'Alene City Library Community Room, June 19, 2018 at 6:00 p.m., there being present upon roll call the following members:

Steve Widmyer, Mayor

Woody McEvers)	Members of Council Present
Loren Ron Edinger)	
Dan English)	
Kiki Miller)	
Dan Gookin)	
Amy Evans)	

CALL TO ORDER: The meeting was called to order by Mayor Widmyer.

INVOCATION was provided by Pastor Steve Massey, Hayden Bible Church.

PLEDGE OF ALLEGIANCE: Councilmember McEvers led the Pledge of Allegiance.

Mayor Widmyer noted that the Atlas Waterfront Update will be a presentation only, and that Council will not be taking any action on it this evening.

PRESENTATION: Atlas Waterfront Update. Phil Boyd, Welch Comer Engineers, updated the Council on the Atlas Waterfront project. He noted that the steering committee for the project is composed of City Council members, the Mayor, city staff, and ignite cda Board members. The steering committee met last week and he was asked to provide an update to council.

Mr. Boyd reviewed the site concept, featuring interior water and public open space. He noted that the active fields have changed to a natural park, which was one of the things that they heard from the workshops and public meetings that were conducted. The real estate advisors recommended neighborhood retail space. The site concept provides for nearly 4,000 feet of waterfront. In order to pay for the property and development, he noted that development must achieve a little higher density. Mr. Boyd also reviewed the project phasing criteria, which includes minimizing infrastructure requirements, improving the public waterfront area, recognizing market absorption, and recognizing long-term site construction impacts. He said that the level of development in the public space will not be as intensely developed because of capital requirements in the first phase. It will be "clean and green," and will include a paved trail, a gravel trail for pedestrians, will be landscaped and irrigated, and then over time as other funding

becomes available, the City can add amenities to the property. Mr. Boyd noted that the entire waterfront is in Phase 1 of the project, and that it has good ingress and egress.

Councilmember McEvers asked where the accessibility to the trail was along the river. Mr. Boyd said that it is located off of Suzanne Street and as part of Phase 1, Suzanne Street will be extended into the parking lot and construct the parking lot into the park.

Mr. Boyd reviewed the additional phases. Phase 4 has subgrade remediation, which is expensive and reiterated that the financial plan is what drives the phasing scenario.

Councilmember Gookin asked for clarification regarding the level of funding for the first phase of the waterfront development. Mr. Boyd said that initially the waterfront would be developed to a level that they can afford, i.e., what capital is available out of the urban renewal district. He noted that Council can look at the base development and amenities and consider other ways to fund them, i.e., General Obligation Bond, or other funding availability. He said that their direction was to develop a project that can be phased and implemented with the available funding.

Mr. Boyd discussed shoreline stabilization and noted that there is a fair amount of erosion. One of their primary objectives is to deal with erosion to stop losing “real estate” and discharging sediment into the Spokane River. They are developing concepts right now and have budgeted about \$1.4 million for stabilization. He also noted that there are grant funding opportunities available. Additionally, Mr. Boyd said that as part of the phasing plan, they also have to consider how the urban renewal district (URD) may be formed. He noted that this is a project update only and that there is a formal process for the formation of a URD, including obtaining approval by the ignite cda Board, presentation and approval to the Planning and Zoning Commission, and approval by the City Council. The URD objectives are to consider the URD life and current financial capacity, consider future valuation, and to follow URD expansion/creation rules. Mr. Boyd reviewed the proposed URD map, and the expansion of the River and Lake districts. The Atlas URD would be a new district with future increment and a longer-life than the River or Lake Districts. He noted that the Lake District has the shortest life.

Councilmember McEvers asked how much time is left on the River District. Mr. Boyd said that the River District sunsets in 2026, and the Lake District sunsets in 2021. He commented that the Lake District has the money to do a portion of the infrastructure along the river, and that the idea on public improvements is (1) the council has made the commitment to reserve that space for public enjoyment and make it available for the public to use in a nice state, and (2) as a potential occupant of that subdivision, one would want to go there and say, “the park is there, I will buy a lot there.” Mr. Boyd noted that none of the proposed URDs are currently in the City. He also commented that districts can loan money to other districts, with some restrictions. They are working through the details with the ignite cda Board.

Councilmember McEvers commented that he doesn’t remember Riverstone having a big conceptual plan. Mr. Boyd said that it is up to the Council and noted that they want the

market to drive the plan and so the opportunity for that to occur is if the URDs are formed. A conceptual plan is fine as long as you are not damaging future phases.

Councilmember Gookin asked if the map shows the entire Atlas URD. Mr. Boyd said not necessarily as it could go west of that area and the Douglas property could be included in it. Councilmember Gookin said that he does want to see a plan and wants to see metrics for success, milestones, etc. He also has a concern about the thin “strip of green” that is below the two districts, and commented that a “shoestring” is expressly forbidden in the code. Mr. Boyd said that there was some criteria used for evaluation and the ignite cda Board does not think that it fits the criteria of a “shoestring.”

Mayor Widmyer asked Mr. Boyd to outline the process going forward. Mr. Boyd explained that they are presenting to Council tonight and seeking feedback, and will present to the ignite cda Board tomorrow, then will go back and develop the pro forma and put the development implementation plan together with cost estimates, infrastructure concept maps, etc. that are needed should the urban renewal agency decide to implement the URD process. He thinks that it is ignite’s objective to finish something before September or October, and then they will be back to the council for the public hearing process.

Councilmember McEvers asked if there was another pathway besides a URD. Mr. Boyd said that they will provide the Council with the content to make that decision. They are estimating the initial phase of the public space and will develop that in a way that will fit the available capital that they believe is available. They will itemize the expense of all of the other improvements and Council will have a number to look at. Council may decide to go with a General Obligation Bond or other sources of funding. He will produce the final report in July or August.

Councilmember Miller confirmed that the expanded portion of the Lake District will sunset at the same time as the Lake District. The idea is to build it so that the public can utilize it now with the forethought that there could be things added, or not. There will be more opportunity for public input when those numbers are put together.

CONSENT CALENDAR: Motion by McEvers, seconded by Evans, to approve the Consent Calendar.

1. Approval of Council Meeting minutes for the June 5, 2018 Council Meeting.
2. Approval of Bills as Submitted.
3. Approval of the Public Works Committee and General Services Committee Meeting minutes from the meetings held on June 11, 2019.
4. Approval of the Financial Report
5. Setting of General Services and Public Works Committee meetings for June 25, 2018 at 12:00 noon and 4:00 p.m., respectively.
6. Approval of Outdoor Eating Facility Application for “Ten/6,” 726 N. 4th Street
7. Setting of public hearing for ZC-2-18: Applicant: Lake City Engineering; Proposed Zone Change from R-3 to C-17, 1820 W. Prairie and 7845 N. Ramsey Road, for July 17, 2018.

8. Resolution No. 18-034

- a. Approval of Changes and Additions to City's Classification and Compensation Plan
- b. Approval of Lease of City-Owned Parking Lots to the Coeur d'Alene Chamber of Commerce on the 4th of July
- c. Approval of School Resource Officer Contract for School Year 2018-2019 with School District No. 217
- d. Approval of Sale of City Property at 601 W. Neider Avenue to Habitat for Humanity of North Idaho
- e. Acceptance of bid and approval of contract with Poe Asphalt & Paving for the 2018 Chip Seal Project
- f. Approval of Change Order No. 1 for 2018 Cured-in-Place Pipe (CIPP) Project with Insituform Technologies, LLC

ROLL CALL: Evans, Aye; English, Aye; Edinger, Aye; Miller, Aye; McEvers, Aye; Gookin, Aye. **Motion carried.**

PUBLIC COMMENTS:

Susie Snedaker, Coeur d'Alene, expressed outrage and that the eligibility report proposal was on tonight's agenda. She feels blindsided and can't recall reading anything about it previously. She commented that the map includes a tremendous amount of property, all of which was developed years ago without a lot of thought. She doesn't think that it is the responsibility of taxpayers, via a URD, to pay for any type of improvements or design criteria. She noted that the hospital has been adding for years, but doesn't see why citizens are responsible for ultimately paying for improvements and planning for that area, as she believes it should have been done a long time ago. She commented that urban renewal is based on blight and there is no blight in the hospital area. Ms. Snedaker commented that this is a huge chunk of property and she was thinking that when the Lake District expired, all the people in the taxing districts in Kootenai County would have some relief on their taxes and maybe some of the agencies would be able to amend their budgets accordingly. When she thinks of the amount of money generated for this area, it seems to her that it will put a tremendous burden on the taxpayers. She asked the Council to think about that before they approve anything, and that they should identify the exact amount of income coming off of it.

Sharon Bosley, Coeur d'Alene, noted that she is representing Kootenai Environmental Alliance (KEA), and that KEA understands that the recycling industry has impacted the world with actions that have taken place in China. She noted that many cities throughout the country are struggling with the same issue, but KEA cannot advocate for a reduction in the types of materials being recycled. KEA wants to work with the City to improve overall sustainability for the community and insure that all options have been explored before they go against their vision for Coeur d'Alene. She asked how KEA can be assured that those materials that are sent overseas are recycled. If there is a modification to the contract to reduce the types of recyclables allowed, KEA has several concerns they

would like to have addressed before the contract is changed. They would like a timeframe included to allow for expansion of the recyclable list, and to know who would be in charge of changing the recyclable list, and to know the plan to get the changes to the recyclables disseminated to the community, as well as, to know how long the City plans to incur the increased cost of \$17,000 per month as this is taxpayer money. They also want clarification of the City paying disposal costs in excess of \$10 per ton. She noted that they are glad to know that Coeur d'Alene Garbage has been a good partner with the City, but asked that the City consider all of the options before taking any action in regard to recycling.

Councilmember Gookin said that he appreciates the KEA and asked if they have any documentation where there are actually things still being recycled. Ms. Bosley said that across the country this is a problem, and she understands that this is a concern for every community. She noted that they do have a MRF facility in our region that actually sells most of their recyclables domestically, although it is at a higher cost. For uncontaminated recyclables it could cost up to \$126 per ton, and for contaminated up to \$176 per ton, but they do recycle 95% - 98% of their recyclables and they are sold domestically, with 75% of that staying in the region. Ms. Bosley noted that they have a unique opportunity, although it is costly, and they advocate for trying to keep the recyclables that they have been able to recycle in the contract. Councilmember Gookin asked what the difference is between something being sold or something being recycled. Ms. Bosley said that they are being sold to entities that recycle. Councilmember Gookin said that he would really like the KEA to help with contamination and asked Ms. Bosley to explain contamination to the public and how we can make an effort as a community to make our recyclables more valuable. Ms. Bosley said that it is a matter of what you put in your recyclables and it has been a problem since going to single stream recycling. A lot of people throw in things that are not usable. Some things that aren't recyclable include paper coffee cups, pizza boxes, etc. Additionally, rinsing out yogurt cups is something that should be done. The biggest problem with China is that they have reduced the amount of contamination that they will accept and so we need to be better about what we put in our recycle bin.

Suzanne Marshall, Coeur d'Alene, said that she works with Sharon Bosley and noted that recycling is important to KEA and to her, individually. She has done a lot of research and noted that human beings are to blame because nobody in the country cleans their recycling properly. They have been trying to educate people how to do that, and would be glad to help provide continued education. Her concern is that Coeur d'Alene Garbage should continue to take plastics as contracted when they find sources to do it. There are ways to do this and companies that go under contract should try their best to do their job. The reason that plastics are a concern is that of the 6.3 billion tons of plastics produced up to 2015, only 9% have been recycled. Plastics can take up to 400 years to break down, and then can become microplastics that get in the ocean and fish eat them. They are also associated with harmful health effects on humans. Ms. Marshall said that country needs to quit using plastics.

Lloyd Stewart, Coeur d'Alene, said that in regards to the Atlas project, nothing is mentioned in the presentations that the current Centennial Trail in Riverstone Park is going to be turned into a two lane road. He commented that it will be totally decimating to the handicapped population and will take away their ability to use that flat, straight piece of road. He noted that he lives in the Riverstone community and that they purposefully moved there and had a wheelchair-accessible house built because they knew they were going to be on the Centennial Trail. Mr. Stewart said that he sees up to 10 wheelchairs a day on that stretch of trail, and also sees people with walkers and canes and people taking their companion and/or service dogs down to the dog park where they can exercise. People in wheelchairs cannot get their dogs across a two-lane road and down an incline to the proposed dog waterpark. He also commented that mothers with strollers trying to get from the apartment buildings to the park will not be able to because of the road. Mr. Stewart said that the City would be taking a very large section of the population, about 10% who have disabilities, and cutting them off from access to a trail. He also commented that they were sold the houses in Riverstone as having direct trail access. He went directly to the City after they moved in and went through five departments and paid for a permit. Five different department heads, including legal, gave him direct access from his patio to the trail. He feels that this needs to be looked at further and is sure that there are other access points and that you don't need to put a road past Riverstone Park and destroy the park. Mr. Stewart said that wedding parties also use the river and the trail as a backdrop for photos, which won't happen anymore. He feels that it is a great disservice to an immense amount of people in Coeur d'Alene.

Mayor Widmyer commented that the Atlas presentation isn't a plan, but is just a concept that was thrown out there. None of the Council has weighed in on it. It was simply an idea that was drawn on a map and no decisions have been made and noted that he appreciates Mr. Stewart's feedback.

Randy Colbert, Coeur d'Alene, thanked the Council for their service and dedication. He noted that he sees Mr. Stewart at the park daily, and suggested giving the Atlas Waterfront project a real name – to personalize it now so that it guides the thought process of how it goes together. He encouraged the Council to integrate Riverstone to the park and Douglas properties and noted that it is a spectacular piece of property.

Kirk Katzer, Coeur d'Alene, said that he is a resident of Riverstone and is concerned about how conceptual plans become reality and the inconsistencies between what was presented to Riviera Walk homeowners and the plans presented to the public. He commented that he represents many owners and users who object to replacing the Centennial Trail with a road. They see it turning into an extremely busy collector road, and asked about doing a traffic study. In regard to safety, the Centennial Trail alignment would force trail users to cross two busy roads on a grade. Currently there are no road crossings on this portion of the trail. A busy road would require park users to cross a road to access the trail. Riverstone residents would no longer have direct access to the trail from their homes or apartments which would result in loss of enjoyment and property value. The homes in Riviera Walk were marketed as having private access to

the trail. Mr. Katzer said that they support the promotion of healthy lifestyles by connecting neighborhoods with trails.

COUNCILMEMBER ANNOUNCEMENTS:

Councilmember Miller said that she will be attending the Association of Idaho Cities Annual Conference tomorrow. She asked Council to let her know if there is anything that they want her to attend and come back and share.

REQUEST FOR TEMPORARY RATE INCREASE, CHANGES TO THE ACCEPTABLE MATERIAL LIST, AND MODIFICATION OF CONTRACT IN REGARD TO COLLECTION PROCEDURES FOR NORTHERN STATE PAK, LLC, d/b/a COEUR D'ALENE GARBAGE SERVICE.

STAFF REPORT: Troy Tymesen, City Administrator, said that the City has spent time with KEA on this issue. Mr. Damiano, of Coeur d'Alene Garbage Service, included in the Council's packet a comprehensive look at what is going on in the world of recycling. Mr. Tymesen said that this is not just a local challenge, and noted that the City has an opportunity to open up the contract with Coeur d'Alene Garbage in conjunction with KEA and constituents to look for solutions to the ongoing cost. In addition, Mr. Tymesen said that he would like to educate folks about clean recyclables and noted that unclean recycling is basically worthless. The glass recycling is also not a perfect process. He noted that the City, in conjunction with Coeur d'Alene Garbage, acquired a glass crusher. When they crushed the glass that came out of the glass depot bins, the City wasn't able to use that material as structural fill for the Seltice Way bus stops which they had hoped to do.

Mr. Tymesen said that on April 19, 2016, Council approved the Solid Waste Services Contract (hereinafter "Contract") with Northern State PAK, LLC, d/b/a Coeur d'Alene Garbage Services (hereinafter "CDA Garbage"). The contract was effective July 1, 2016, and CDA Garbage has fully performed in accordance with terms and conditions of the contract since then. This contract provided for the collection of solid waste and single stream recycling materials, and included a glass reuse/recycle program. In May 2018, CDA Garbage requested an increase in compensation for single stream recycling and a modification in the type of recycling which must be accepted under the contract. The estimated additional cost to the City would be approximately \$17,000 per month. However, due to savings experienced with respect to the current contract, the cost will not result in any rate increase to the customers. Mr. Tymesen noted that the City has not had any rate increases in two years.

Mr. Tymesen said that it is undisputed that significant changes have occurred in this industry. In late 2017, China, the world's largest consumer of recycled materials, began to limit the quantity of recycled material it purchased. Beginning on January 1, 2018, China banned twenty-four types of foreign recyclables, including mixed paper, low-grade plastics, certain metals, and waste textiles. An additional thirty-two items will be banned beginning later this year and in 2019. The estimated value of the banned materials comes

to at least \$400 million per year nationwide. Also in early 2018, China drastically reduced the contamination limit for recycled materials it would accept from 12-15% to 0.5%. The costs have been borne by Coeur d'Alene Garbage, which have resulted in about an 1,100% increase in recycling for one year.

Mr. Tymesen said that going to single stream recycling has not assisted this industry. It is easier for the consumer, but they are now putting contamination into the recycling program, which is costing money.

Amendments to the contract are specifically allowed pursuant to paragraph 5.3 of the Base Contract: "No amendment shall be construed to release either party from any obligation of the Contract except as specifically provided for in such amendment. All amendments shall be in writing, signed by both parties thereto." In addition, paragraph 5.8 of the Base Contract requires both parties "to use their best efforts and diligence in mutual good faith to promote the best interests of City." Staff recommends that paragraph 4.3 of the Base Contract be amended to add a paragraph stating that CDA Garbage will be responsible for the entire cost of hauling recyclables plus the first \$10 per ton charged for disposal by one of the vendors identified in paragraph 3.6 of Schedule B to the Base Contract. The City will pay the disposal costs in excess of \$10 per ton. Staff further recommends that paragraph 3.3 of Schedule B to the Base Contract be modified to implement a more effective tagging program when a customer includes non-recyclables in the recycling bin. As part of the new program, customers will be provided a more comprehensive notice which will direct them to call the City or visit the City's website for information on what is recyclable and what is not, and they will be provided the option to remove the non-recyclables from the bin and either call for a special pickup (at the customer's cost), or wait for the next regular pick-up date. In addition, due to the volatility of the recycling industry, staff recommends that the following language be added to the definition of "Recyclable Materials" in paragraph 1 of Schedule B to the Base Contract: "The list of recyclable materials is subject to change with the consent of the City based on market conditions.

Mr. Tymesen said that the cost increase works out to about a dollar per house, and commented that thanks to the contract they wrote, they have savings enough to cover the expense. He noted that they are also paying out of that fund to cover the glass that they are picking up, but they still do not have an outstanding recycling program for glass. It is a reuse program as inert fill material.

DISCUSSION: Councilmember McEvers asked if cities have figured out how to avoid contamination of recyclables. Mr. Tymesen said it is a matter of education and not allowing contamination to be in the carts. There are many communities that take it to a policing level. The garbage hauler and drivers would be their eyes on the street. Councilmember Evans asked if they currently tag recycling bins if they see inappropriate material. Mr. Tymesen said that they do, but the number of tags they have put on bins has not been very significant and there will be a little bit of pain before they have the gain. Councilmember Evans asked if most people are following the proper protocol. Mr. Tymesen said no, and that it is much different than garbage. Some people are doing a

phenomenal job, but it is not across the community. Councilmember Evans said that she would think that tagging inappropriate bins would help and would be an important piece of education for the citizens. Mr. Tymesen said that if you don't think it is recyclable, it is probably not recyclable. Councilmember Evans asked if there are records kept on complaints and resolutions and if they are provided on a monthly basis pursuant to the contract. Mr. Tymesen said that the information is available and he would be the recycling coordinator. He noted that he has looked into the complaints and handles them directly when they come to the City. He said that Coeur d'Alene Garbage has been very conservative in regard to issuing tags.

Councilmember Evans asked what else the \$17,000 monthly, coming from the utility fund, could be used for if it weren't spent on this. Mr. Tymesen said that their plan is to bring forward an improvement plan for the alleys since the sanitation company primarily uses alleys for access. They were looking to partner on education, and to partner with industry on the use of glass, offsetting future increases to constituent fees going forward. He noted that it is a 10 year contract with two, three year options, for a total of 16 years maximum. Mayor Widmyer confirmed that the plan was to still move ahead with the alley improvement program.

Councilmember English said that he has not seen much effort on the education front and is hopeful that if the City really puts some effort into educating people that they could see quite a difference. He commented that people want to have recycling, but they are also willing to pay something to have that, and maybe pay a little bit more, but they need to be really clear that we shouldn't end up having to pay more than we really need to just because people aren't tuned in. Councilmember English asked how "temporary" is defined. Mr. Tymesen said that they are looking at a quarterly update on what the commodity market is doing. He would propose to report back to council in a year, and noted that Coeur d'Alene Garbage is willing to partner on the education. Mr. Tymesen said that they provide a great service at a reasonable price with an industry that has totally changed. Councilmember Gookin asked how much savings was in the Sanitation Fund. Mr. Tymesen said that there is about \$1 million in the fund and the goal is to get that fund healthy so the increase to Coeur d'Alene Garbage this year on July 1st will be the maximum 2.75%. He would propose a time limit in the contract amendment language, and the education piece would also be an expense out of the Sanitation Fund as well. Councilmember Gookin said that people won't be happy to see the tags and won't be happy for the cost to come and pick up the trash. He is hoping that they can work well to educate people on what to do. Councilmember Miller said that there was really no market for glass when they started talking about it and there is still no market. She asked if it was part of the education plan to continue to educate people on how to clean, prep, and deposit their glass. Mr. Tymesen confirmed that it was. He commented that the City hopes to use that glass on 15th Street as structural fill material and noted that the glass that the City is receiving at the glass bins is actually being processed and used as inert fill material and not being placed in the landfill. Councilmember Miller commented that education is a much larger piece that hasn't been very successful in the past, so it should probably have a lot more allotted to it. She asked who would be doing it and Mr. Tymesen responded that they have proposed that KEA take on that task and they will be

discussing it at their board meeting this month. Councilmember Miller said that the time frame to review the contract is too long and should probably be monthly. She commented that having the City take that flat fee of a subsidy without some negotiated percentage with the contractor and that long of a period of time seems to have the “pencil sharpened” a little bit. Mr. Tymesen responded that they want to look at what the cost is, which can move monthly, and the proposal was to come back with a formula. He would like to put a “stop gap” in there as well. Councilmember Evans asked if there were any other options other than China for recyclables and asked if the provider and the City have explored every other option for recycling those items. Mr. Tymesen said that they count on the entities that handle the recycling to find ways in which to make money from handling them. He is hoping that the markets will come up with some reuses so that they can continue to add product back in. He noted that they are just paying a lot of money to landfill a lot of the material in a different state. Councilmember Evans said that she wants to make sure that they have explored all of the options available. Mr. Tymesen said that he has met with KEA, and has offered up the glass to a number of different entities. Councilmember Evans asked if there was an industry norm for cities to absorb this burden, versus the provider. Mr. Tymesen said that many of the cities have been passing the costs on to the persons paying the fees and the haulers have been coming in to open up their contracts. He noted that it has gotten to be commonplace with contracted haulers not being able to absorb the cost increases. Councilmember McEvers commented that the worst case scenario would be that it would cost citizens a dollar more a month to cover the cost, and that they are trying not to do that for the opportunity to provide education. He would like to see what KEA and others can do. Mr. Tymesen confirmed that the renegotiated contract will come back to the Council for their approval. Councilmember English commented that for a period of time he lived in Twin Lakes and didn’t have access to garbage pickup. He noted that it is still a pretty good bargain for the convenience. Councilmember Edinger asked about any other rate increases in the contract. Mr. Tymesen said that the contract was written in such a manner that the only increase that they were aware of when they wrote it was the fuel and annual labor increases, which were built into the contract. He was hoping not to have to come back for any changes or expense, but the industry has changed so much.

MOTION: Motion by McEvers, seconded by Gookin, to recommend staff move forward with contract negotiations with Northern State PAK, LLC, d/b/a Coeur d’Alene Garbage Service. **Motion carried.**

DISCUSSION: Councilmember Evans asked if the motion could be amended or make a strong recommendation to ask staff to come back with options for not eliminating the recyclables. She clarified that she would like more information and to have staff explore all of the possible options when they bring the contract back for discussion.

Mayor Widmyer thanked Mr. Tymesen and noted that he spent an enormous amount of time working on this issue and meeting with people.

ELIGIBILITY REPORT PROPOSAL FOR HEALTH CORRIDOR AND EAST SHERMAN

RECUSAL: Mayor Widmyer recused himself from the discussion for the reason that he owns property in the areas being discussed.

STAFF REPORT: Hilary Anderson, Community Planning Director, presented the staff report. She reviewed the history of the East Sherman master planning area and noted that it was one of the spotlight actions in the CDA 2030 Implementation Plan. They started working hard in 2015 in an effort to engage community members and received a lot of great feedback. They also received technical assistance from Community Builders and will be finishing up the master plan in 2018, updating the zoning code and coming up with incentives. After that, they will hopefully start to see some short-term, mid-term and long-term improvements along the corridor.

One of the things they have been hearing was that urban renewal is probably their best tool for seeing this area revitalized. Ms. Anderson reviewed the East Sherman area and noted that it is approximately 106 acres. Several commercial property owners on East Sherman have indicated that they are waiting to do anything in regard to revitalizing their properties until they see what the master plan says, once the zoning code is updated, and to see if urban renewal and/or other funding options will be pursued. There are also some investors and entrepreneurs looking at East Sherman and waiting until the City takes the next step.

Ms. Anderson reviewed the health corridor area and noted that Kootenai Health approached CDA 2030 in 2017, and asked for assistance in looking at the area. They requested that CDA 2030 bring in the Urban Land Institute to review the area, and their technical advisory committee prepared a report and recommendations, and one of the models used was urban renewal, which had the most “pros” and the least “cons.” Kootenai Health has asked the City and some other partners to assist in the funding of the eligibility report. Ms. Anderson said that the eligibility report is the first step in the process of determining if an area even qualifies for urban renewal. The next step would be the Council adopting the eligibility report by resolution and directing ignite cda to move forward with the urban renewal plan, which includes a financial feasibility report and master planning. She noted that last May the Council adopted an eligibility report for the Atlas property and directed ignite cda to move forward with the urban renewal plan.

DISCUSSION: Councilmember McEvers asked when the East Sherman master plan is due. Ms. Anderson said that it will be done in 2018, probably within the next couple of months, and will be brought to the Council for adoption. They are also looking at which changes need to happen to the zoning code to implement the master plan for East Sherman.

Councilmember McEvers said that his experience with urban renewal is “dirt,” and asked what an urban renewal district could do. Ms. Anderson responded that some of the improvements and ideas they have been looking at on the Sherman corridor are potentially expanding the sidewalks on the north side of the street and adding some areas for stormwater. They are looking at a stormwater project in the street itself that will help

offset the requirements for development projects. They are also looking at some possible upgrades to sewer infrastructure, maybe a traffic circle or roundabout, and opportunities to purchase some of the blighted properties and assist with redeveloping or acquiring land for parking lots. Some other things could be pedestrian level streetlights, trying to create a walkable destination.

Councilmember Gookin commented that this is the first time he has heard of it, and that this is the stuff that Council needs to know before they jump the gun and form an urban renewal district. He noted that the subject came up during the Council's strategic planning workshop last month, and the Mayor mentioned that Council should probably have a discussion on priorities for urban renewal districts. He commented that Council has not discussed their priorities and have not even had a meeting where they could discuss what is necessary in a health district. He would like to see a lot more transparency in the process because his experience with government is when they do eligibility reports, they always recommend moving forward. He would like to see more information presented to Council and a chance to digest it in a public forum so they can evaluate it. Councilmember Gookin commented that there is nothing in the Idaho Code that talks about an eligibility report for creating an urban renewal district. He noted that according to Idaho Code 50-2905, the first step is the urban renewal agency comes up with a report. Councilmember Gookin said that he is not opposed to discussing all of the opportunities that are available and would like to see more information before they move forward with urban renewal as the designated solution.

Councilmember McEvers commented that the property owners carry the brunt of whatever happens as it is their money. Ms. Anderson said that the property owners have been involved and that is what they have been hearing through the master planning process. If Council were to follow the eligibility report, the next step would be to dive into more economic feasibility and master planning. Councilmember Gookin asked if they could wait until the master plans are done before they discuss urban renewal. Ms. Anderson responded that they could, but it delays the timing, because creating a district is not a quick process. The eligibility study is just to keep the ball moving forward to show that they are committed to making progress and to determine if urban renewal is viable or not in these two areas.

Ms. Anderson commented that the health corridor wants to know if it is even eligible before they put money into a master plan. Councilmember Gookin said that the City Council determined in 1997 when they created the urban renewal agency that there were areas of blight in the City. Ms. Anderson said that if they were to move forward with eligibility reports, the consultant would make sure that it was not going to impact the city as a whole and they would have to stay under 10% of current City valuation per Idaho Code. The Atlas property would not be impacted by any other potential districts as it is a priority of the council. Ms. Anderson further commented that eligibility reports have a shelf life of two to three years and the timing seems good right now to move forward with this step.

Councilmember Evans asked Ms. Anderson to expand on the thoughts behind Community Builders and some of the funding mechanisms they are recommending to the City. Ms. Anderson said that they are still helping to develop that list, but from the beginning have said that urban renewal is the best option, in conjunction with a Local Improvement District (LID) and a Business Improvement District (BID) for ongoing maintenance. There may also be some federal grants, which are very hard to qualify for, and also some smaller ones. She noted that in Idaho they are very limited on the tools available for economic development.

Councilmember Evans asked for more information regarding the eligibility reports and if they would be done by the same agency at the same time. Ms. Anderson responded that there is a range of prices and if a firm did both studies, they would save on travel and other cost savings.

Councilmember Miller said that she is wrestling with the timing of doing this right now and commented that if it is a housekeeping item that gives information to potential investors, etc., it is not a huge amount of money. In regard to the community outreach piece, it feels like a lot of it is driven by the grant funding entities' process. Ms. Anderson said the eligibility study does not commit the Council or ignite cda to move forward in creating districts. She also noted that she has money in her Professional Services line item to cover the costs.

Councilmember Gookin said that the eligibility report is not necessary and that the entire City was declared eligible for urban renewal in 1997. He stated that this is propaganda from LCDC [ignite cda] who wants the City to pay for a report that they would otherwise do. He commented that ignite cda is "gun shy" because they want Council to preapprove an urban renewal district, and that there is no text in the statutes called "eligibility report." Council can petition the urban renewal agency to create a new district, but they are the ones who pay for a study and do the study. He stated that they did not do an eligibility report for Atlas and it is wrong and completely non-transparent, and they are talking about districts that could last up to 20 years. Councilmember Gookin said that he wants to see something done on East Sherman and something done in the hospital district, but he thinks that they are jumping the gun right now because they are being manipulated and Council has not done what they said in the strategic planning workshop, which was to explore the master plan. He would like to wait until the master plan is done and look at the options. He commented that once they do an eligibility report, it will come back positive and say "go for it." He thinks that Council needs to discuss the master plan and then discuss what they want to accomplish.

Mike Gridley, City Attorney, said that there is nothing in Idaho code that prevents the City from deciding to fund an eligibility report and it is totally legal. He noted that the eligibility report would be required as background information for a plan to ever be proposed and brought forward for approval. This is more of a preliminary step that really needs to be done if there is any support for going forward and looking at these districts. Mr. Gridley also commented that things have changed quite a bit in Coeur d'Alene since the 1997 declaration.

Councilmember Miller said that she wonders about the cost being borne by the City versus born by the urban renewal agency. Ms. Anderson said that Idaho Code doesn't preclude anyone from being a proponent, so it makes a lot of sense for them to take that step. She noted that Kootenai Health is willing to offer up funding for their eligibility study. The thought would be that the eligibility reports would be paid for, and then ignite cda would be asked to fund the next studies if the Council wants to move forward.

Councilmember English commented that he is still a fairly new member of the ignite cda Board, and it seems like Councilmember Gookin is ascribing all kinds of motives and behaviors to the agency that as a board member he doesn't see. He said that he sees the request for the eligibility study as a routine kind of thing and commented that people want to have information and want to know what the options area. He further commented that it seems very transparent to him. Councilmember English said that the City does a lot of partnering with the urban renewal agency and there is an agenda item on their agenda tomorrow talking about the Memorial grandstand and four corners area. Ignite cda has spent a lot of money on things that benefit the City. He commented that the request makes sense to him as the next logical step to find out what some of the questions are.

MOTION: Motion by Evans, seconded by English, to direct staff to (1) move forward with selecting a qualified team and enter into a contract to prepare the eligibility report for East Sherman in an amount not to exceed \$10,000 from the Planning Department budget this current fiscal year; and (2) partner on funding a portion of the Health Corridor eligibility report by contributing \$3,750 from the Planning Department budget this current fiscal year.

DISCUSSION: Councilmember Miller asked about the time frame for the reports and when they would be available. Ms. Anderson said about two or three months, and she can report back to the Council and make them available on the website. Councilmember Evans confirmed that this doesn't commit Council to form a district but only provides guidance. Councilmember Gookin asked if Ms. Anderson had received any bids or offers for people to do the eligibility report. Ms. Anderson said that, for the health corridor report, Nicole Kahler of CDA 2030 contacted three entities. After that had that information, she contacted Kushlan for the East Sherman Study. Councilmember Gookin asked if they would chose a consultant based on the lowest bid. Ms. Anderson said no, they would probably choose the most qualified. Councilmember Gookin asked if they were going to be transparent or is this already a done deal for the consultant. Ms. Anderson said that the recommendation would probably be to use Kushlan. Councilmember Gookin commented that they are spending public money and should take the lowest qualifying bid. He further commented that it doesn't seem fair and the whole thing is non-transparent and he cannot support it. He would support a meeting regarding the master plan. Councilmember Evans said that Councilmember Gookin was making strong accusations in a forum. Councilmember Gookin responded that he cannot support something that is completely opaque. He commented that the "skids are greased on this, it is going to happen," and we are going to be handing buckets of cash to developers who

are waiting for the public money to finish their projects. Ms. Anderson said that in terms of commercial property owners, investors and entrepreneurs, they also want to see the master plan and zoning, etc. Councilmember Miller said that professional services agreements are not to the lowest bidder pursuant to state code. A low bid process would be inappropriate. She commented that she thinks there have been a lot of people involved in the technical assistance program and outreach on the medical corridor, and is not sure that this was opaque and it even came up in some of the Atlas public meetings and has been in the community conversation. She would love to see a report come back and say that one of the districts was not eligible, or not eligible at that size, and would love to have the information to weigh it positively. She further commented that they are working within the statute and she said that it is creating a necessary piece of data that all entities involved need to have in front of them.

ROLL CALL: English, Aye; Edinger, No; Miller, Aye; McEvers, No; Gookin, No; Evans, Aye. **Motion failed due to a tie vote.**

MOTION by Gookin, seconded by Edinger, to direct staff to hold a workshop on the future development of East Sherman and the Hospital Corridor area, invite all interested parties, and hold the meeting in the evening and televise it so they can be as transparent as possible.

DISCUSSION: Ms. Anderson noted that they can hold the workshops but it may be more challenging for the Health Corridor as they are wanting to move forward. Councilmember Gookin said that he wants to slow it down so they all have time to breathe, and discuss what the big picture is and get input. He noted that there are four funding options for East Sherman and wants to talk about them, what would work best, and get some feedback from Council. He wants the information that he does not have and to be able to evaluate it. Councilmember English said that he is all for more information and thinks that if they do this, they should break the workshops apart because the areas of town are so different. Ms. Anderson said that it would probably be easier to coordinate two separate workshops. Councilmember English suggested scheduling the Health Corridor workshop first.

MOTION TO AMEND: Motion by Gookin, seconded by Edinger, to modify the motion to direct staff to hold workshops on the future development of East Sherman and the Hospital Corridor area, invite all interested parties, and hold the meeting in the evening and televise it so they can be as transparent as possible.

DISCUSSION: Councilmember Miller clarified that the workshop would be held to provide more information on the master planning process and if it should include an eligibility study.

Motion carried.

RECESS: Mayor Widmyer called for a 10 minute recess at 8:11 p.m. The meeting resumed at 8:18 p.m.

PUBLIC HEARING: ZC-1-18: APPLICANT: JOSEPH HAMILTON, PILGRIM'S MARKET; A PROPOSED ZONE CHANGE FROM R-17 TO C-17 AT 1315 & 1325 N. 5TH.

Mayor Widmyer read the rules of order for this quasi-judicial public hearing.

STAFF REPORT: Senior Planner, Sean Holm, presented the staff report, including a review of parking, prior land use, previously approved zone changes and special use permits, required findings, land use, Comprehensive Plan policies for consideration, physical characteristics, and neighborhood character. He noted that the zone change request is for property adjacent to and partially include the applicant's business, Pilgrim's Market. Mr. Holm commented that the Planning Commission unanimously voted to approve the zone change. He also explained the special use permit for a market garden that was approved in 2015.

Councilmember Gookin asked about parking. Mr. Holm said that they meet the parking requirement as they currently exist, but if they do expand they would need to add some parking. He commented that there is parking that exists behind the building that is largely used by staff.

APPLICANT PRESENTATION: Mr. Joseph Hamilton, the applicant, stated that he was granted a special use permit in 2015 for a market garden on one of the three lots. His rezone request conforms to the general nature of the Comprehensive Plan and supports policies that support our natural environment. In regard to economic environment, the general goal of the Comprehensive Plan aims to promote opportunities for economic growth. Mr. Hamilton noted that Pilgrim's Market employs nearly 90 people, providing nearly \$2.5 million in wages in a year. The zone change will create even more jobs. As of April 1, 2018, Pilgrim's Market has directed \$246,973 since they opened in 1999 to local nonprofit organizations. All pedestrians enjoy looking at the beautiful gardens and they are comforting. In regard to their prior special use permit application, three local nonprofit organizations had previously provided a statement of support for their gardening and educational efforts. Mr. Hamilton provided an update of the garden and indicated that they have now completed construction of the 36 x 60 hoop house and are growing tomatoes, peppers, chilies, lettuce, spinach, beets, radishes, kale and arugula. They are especially designing the foods they grow to minimize competing with local suppliers, and are also designing educational and interactive field trips for students. The rezone will only create more positive changes. They have also designed an outdoor dining experience for customers of Pilgrim's in the garden area. This new use resulting from the zone change will be consistent with the Comprehensive Plan. Mr. Hamilton presented a draft plan of the outdoor garden and dining areas and commented that the plan is to completely close off access to their space from the residential streets to minimize people walking into their property and garden, but also to minimize traffic and activity on the adjoining residential street. The plan is for staff and customers to only enter the area through the store. Employees working on the property would gain access from the existing parking lot and customers would come through the store to dine in the

picnic area during the summer months. Mr. Hamilton read a letter in support from Lee Ray.

DISCUSSION: Councilmember Gookin asked why Mr. Hamilton was requesting the C-17 zoning change and not just another special use permit. Mr. Hamilton explained that a special use permit would not allow dining. Councilmember Miller asked if there was currently a sidewalk on the 5th Street residential side, and asked Mr. Hamilton what he was planning in regard to closing off the space. Mr. Hamilton said that it would just be a fence and he confirmed that they would still maintain the sidewalk on the other side.

PUBLIC COMMENTS: The mayor opened the meeting for public testimony.

Michael Bennett said that she is a resident of Coeur d'Alene and a former employee of Pilgrims. She has had a lot of in-depth experience with the store and the Hamilton family and what they want to see accomplished in this community. Even with all of the growth, they have kept a deep connection with the community in regard to the opportunities that they have provided for the community and employees and the area has improved dramatically. Ms. Bennett has been gone for three years, and her husband is currently the market garden manager. She has been able to receive and see on the shelves at Pilgrim's the results of her husband's long and tiring hours working in the garden and it is beautiful. She thinks that it is another step in the direction of contributing back to the community in a special and unique way.

Public testimony was closed.

Councilmember McEvers read an anonymous letter that was received into the record that was against the proposed zone change. Mr. Gridley said that since the letter was anonymous, the weight would not be very much.

COUNCIL BILL NO. 18-1014

AN ORDINANCE AMENDING THE ZONING ACT OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, KNOWN AS ORDINANCE NO. 1691, ORDINANCES OF THE CITY OF COEUR D'ALENE, BY CHANGING THE FOLLOWING DESCRIBED PROPERTY FROM R-17 TO C-17, SAID PROPERTY BEING DESCRIBED AS FOLLOWS, TO WIT: SIX EXISTING PARCELS ALONG THE WEST SIDE OF 5TH STREET BETWEEN E. WALNUT AVENUE AND E. SPOKANE AVE; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

MOTION: Motion by Edinger, seconded by Miller, to dispense with the rule and read Council Bill No. 18-1014 once by title only.

ROLL CALL: Edinger, Aye; Miller, Aye; McEvers, Aye; Gookin, Aye, Evans, Aye, English, Aye. **Motion carried.**

MOTION: Motion by Edinger, seconded by Gookin, to adopt Council Bill 18-1014.

DISCUSSION: Councilmember McEvers asked Mr. Hamilton to remember that when he gets old and gray and goes away, the zoning is C-17 so it could impact the neighborhood. All of the buildings that are along that are commercial are almost all the back doors are on 5th Street. He commented that he thinks the business fits in there and is cool, and if they can make it work, they have accomplished a lot.

ROLL CALL: Edinger, Aye; Miller, Aye; McEvers, Aye; Gookin, Aye, Evans, Aye; English, Aye. **Motion carried.**

COUNCIL BILL NO. 18-1015

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, VACATING A PORTION OF THE SELTICE WAY RIGHT-OF-WAY, GENERALLY DESCRIBED AS A PARCEL OF LAND ADJOINING THE NORTHERLY BOUNDARY OF LOTS 3 AND LOT 4, BLOCK ONE OF THE GLACIER NORTHWEST-SELTICE SUBDIVISION TO THE CITY OF COEUR D'ALENE, LOCATED IN THE NORTHWEST QUARTER OF SECTION 11, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

The mayor read the rules for this legislative hearing.

STAFF REPORT: Dennis Grant, Engineering Project Manager, presented the staff report. He noted that the applicant, Glacier NW Blvd-Seltice, LLC, is requesting the vacation of a portion of Seltice Way right-of-way that adjoins the northeasterly boundary of their property on Seltice Way. The requested right-of-way was relinquished to the City of Coeur d'Alene through an agreement with the Idaho Transportation Department effective on December 30, 2004. The vacation of the requested right-of-way would not have any financial impact on the City and would add approximately 0.046 Acres (1,986 Square Feet) to the County tax roll. The purpose of the request is to provide for additional developable area on the referenced parcel. The applicant has provided an easement to the City to accommodate a portion of the planned multi-use trail along Seltice Way. With the multi-use path construction this year, the additional right-of-way will not be needed by the City. All utilities are existing and in place. The Development Review Team was informed about this vacation and did not have any concerns.

Mr. Grant said that he sent out four certified mailers, with zero responses being received.

DISCUSSION: Councilmember Gookin said that he met with the City Engineer yesterday

and noted that this is part of the trail that came in overbid and this is to clear up some road for that trail.

PUBLIC COMMENT: The mayor opened the meeting for public comment. There was none. Public comment was closed.

MOTION: Motion by McEvers, seconded by English, to dispense with the rule and read Council Bill No. 18-1015 once by title only.

ROLL CALL: Miller, Aye; McEvers, Aye; Gookin, Aye; Evans, Aye; English, Aye; Edinger, Aye. **Motion carried.**

MOTION: Motion by McEvers, seconded by Evans, to adopt Council Bill 18-1015.

ROLL CALL: Miller, Aye; McEvers, Aye; Gookin, Aye; Evans, Aye; English, Aye; Edinger, Aye. **Motion carried.**

COUNCIL BILL NO. 18-1016

AN ORDINANCE OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, VACATING A PORTION OF PUBLIC RIGHT-OF-WAY RECORDED IN BOOK F, PAGE 351, RECORDS OF KOOTENAI COUNTY, GENERALLY DESCRIBED AS THE NORTH FORTY-ONE FEET (41') OF LOT 4, BLOCK 1, ANN'S ADDITION IN THE CITY OF COEUR D'ALENE, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 02, TOWNSHIP 50 NORTH, RANGE 4 WEST, BOISE MERIDIAN; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR THE PUBLICATION OF A SUMMARY OF THIS ORDINANCE AND AN EFFECTIVE DATE HEREOF.

STAFF REPORT: Dennis Grant, Engineering Project Manager, presented the staff report. The applicant, Miller Stauffer Architects on behalf of the Kootenai County Board of County Commissioners, is requesting the vacation of right-of-way, the North 41' of Lot 4, Block 1, Ann's Addition in the City of Coeur d'Alene. The requested right-of-way was originally dedicated to the City of Coeur d'Alene in the Ann's Addition Plat in 1991. It stated on the plat that the final right-of-way would be determined by the City of Coeur d'Alene upon the final determination of the location of the collector street. With the Water Department's future building going in on Howard Street and the Compost Facility to the north, the proposed vacated right-of-way has no foreseeable use for the City of Coeur d'Alene. The vacation of the requested right-of-way would not have any financial impact on the City. The purpose of the request is to provide for additional developable area on the referenced parcel. This portion of right-of-way is the last remaining portion of land from an old right-of-way that ran east-west from Ramsey Road to Howard Street. The right-of-way to the east and west is developed with homes. All utility easements will remain in place. The Development Review Team was informed about this vacation and did not have any concerns.

The mayor read the rules for this Legislative hearing.

PUBLIC COMMENT: The mayor opened the meeting for public comment. There was none. Public comment was closed.

MOTION: Motion by McEvers, seconded by Evans, to dispense with the rule and read Council Bill No. 18-1016 once by title only.

ROLL CALL: McEvers, Aye; Gookin, Aye; Evans, Aye; English, Aye, Edinger, Aye; Miller, Aye. **Motion carried.**

MOTION: Motion by McEvers, seconded by Miller, to adopt Council Bill 18-1016.

ROLL CALL: McEvers, Aye; Gookin, Aye, Evans, Aye; English, Aye, Edinger, Aye; Miller, Aye. **Motion carried.**

ADJOURNMENT: MOTION by McEvers, seconded by Evans, that there being no other business, this meeting be adjourned. **Motion carried.**

The meeting adjourned at 8:56 p.m.

Steve Widmyer, Mayor

ATTEST:

Amy C. Ferguson, Deputy City Clerk

GENERAL SERVICES COMMITTEE
MINUTES
June 25, 2018
12:00 p.m., Library Community Room

COMMITTEE MEMBERS

Councilmember Ron Edinger, Chairperson
Councilmember Dan Gookin
Councilmember Amy Evans

STAFF

Juanita Knight, Senior Legal Assistant
Melissa Tosi, Human Resources Director
Kenny Gabriel, Fire Chief
Randy Adams, Chief Civil Deputy City Attorney

***THE FOLLOWING ITEMS ARE ACTION ITEMS:

Item 1. Approval of Amendments to Rule V (Compensation) and Rule XI (Attendance and Leaves) of the Personnel Rules.
(Consent Resolution)

Melissa Tosi, Human Resources Director is requesting Council approve amendments to Rule V and XI, specific to vacation leave, sick leave and overtime.

Amending Rule V: Compensation

- Section 4. Overtime:
 - delete language regarding classifications that are not allowed to receive overtime. This is outdated language.
 - add language to provide clarity that employee shall not postpone the date of separation by utilizing comp-time leave past the actual month of the employee's last physical day worked.

Amending Rule XI: Attendance and Leaves

- Section 2. Work Week. Separating out the definition of an employees work week with the City of Coeur d'Alene for clarification.
- Section 3. Vacation Leave.
 - (e) Vacation Leave Advance: delete language, this has never been utilized and advancing leave is not a good practice.
 - (f) Vacation Leave Balance at Separation: add language to provide clarity that employee shall not postpone the date of separation by utilizing vacation leave past the actual month of the employee's last physical day worked.
- Section 4. Sick Leave: add language to provide clarity that employees shall not postpone the date of separation by utilizing sick leave past the employee's last physical day worked.

Mrs. Tosi noted in her staff report that besides the basic housekeeping changes, the main purpose for the added language to these sections is to clearly state that an employee is not allowed to postpone their separation date into additional months past their last working day with the City. The City considers accrued leave as worked hours. As a result, allowing an employee to utilize their leave into additional months past their final working day would result in the City being required to continue all benefit expenses for the employee (i.e. medical, dental, Persi, Veba, etc.) which is a significant expense and liability for the City.

At the beginning of 2018, a clear directive was given from administration to department heads to not approve vacation and/or comp-time to postpone the employee's separation date into subsequent months. By adding this policy information to the Personnel Rules, it will provide the clarity and consistency for all employees to follow.

MOTION: by Evans, seconded by Gookin, to recommend that Council approve the proposed amendments to Rule V and XI specific to vacation leave, sick leave and overtime. Motion Carried.

Item 2. Approval of Idaho Department of Lands Cooperative Mobilization Agreement.
(Consent Resolution)

Kenny Gabriel, Fire Chief, is requesting Council approve an agreement with Idaho Department of Lands (IDL).

Chief Gabriel noted in his staff report that the Coeur d'Alene Fire Department has been a part of the IDL immobilization plan for Wildland fires for nearly twenty (20) years. They have annually adopted their Rate Book and agreement for wildland response. The City within the last few months entered into a five (5) year agreement with them. Since that time they have changed the name of the agreement to the Idaho Cooperative Mobilization Agreement. This agreement is a mirror of the recently approved agreement with the exception of a personnel roster and an apparatus list. These were deemed necessary to expedite check in processes and reimbursement in the case we were part of a major fire, either in or out of our response area. The agreement covers our expenses in the event we send an apparatus and personnel to a Wildland fire in or out of the area.

MOTION: by Gookin, seconded by Evans, to recommend that Council approve the Idaho Cooperative Mobilization Agreement with Idaho Department of Lands. Motion Carried.

The meeting adjourned at 12:15 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Juanita Knight", is written over a horizontal line.

Juanita Knight
General Services Committee Liaison

RESOLUTION NO. 18-035

A RESOLUTION OF THE CITY OF COEUR D'ALENE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE BELOW MENTIONED AGREEMENT AND OTHER ACTION OF THE CITY OF COEUR D'ALENE, INCLUDING APPROVAL OF AMENDMENTS TO THE CITY'S PERSONNEL RULE V (COMPENSATION) AND RULE XI (ATTENDANCE AND LEAVES), AND APPROVAL OF AN IDAHO COOPERATIVE MOBILIZATION AGREEMENT WITH THE IDAHO DEPARTMENT OF LANDS (IDL).

WHEREAS, it has been recommended that the City of Coeur d'Alene enter into the agreement and take the other action listed below pursuant to the terms and conditions set forth in the agreement and other action documents attached hereto as Exhibits "A" through "B" and by reference made a part hereof as summarized as follows:

- A) Approval of Amendments to the City's Personnel Rule V (Compensation) and Rule XI (Attendance and Leaves);
- B) Approval of an Idaho Cooperative Mobilization Agreement with the Idaho Department of Lands (IDL);

AND

WHEREAS, it is deemed to be in the best interests of the City of Coeur d'Alene and the citizens thereof to enter into such agreements or other actions;

NOW, THEREFORE,

BE IT RESOLVED by the Mayor and City Council of the City of Coeur d'Alene that the City enter into agreement and take the action for the subject matter, as set forth in substantially the form attached hereto as Exhibits "A" through "B" and incorporated herein by reference, with the provision that the Mayor, City Administrator, and City Attorney are hereby authorized to modify said agreements or other actions so long as the substantive provisions of the agreements or other actions remain intact.

BE IT FURTHER RESOLVED that the Mayor and City Clerk be and they are hereby authorized to execute such agreements or other actions on behalf of the City.

DATED this 3rd day of July, 2018.

Steve Widmyer, Mayor

ATTEST

Renata McLeod, City Clerk

Motion by _____, Seconded by _____, to adopt the foregoing resolution.

ROLL CALL:

COUNCIL MEMBER ENGLISH Voted _____

COUNCIL MEMBER EVANS Voted _____

COUNCIL MEMBER MILLER Voted _____

COUNCIL MEMBER MCEVERS Voted _____

COUNCIL MEMBER GOOKIN Voted _____

COUNCIL MEMBER EDINGER Voted _____

_____ was absent. Motion _____.

To: General Services

From: Melissa Tosi; Human Resources Director

Re: Personnel Rule Amendment

Date: June 25, 2018

Decision Point: The City Council is requested to approve the below amendments to Rule V and XI, specific to vacation leave, sick leave and overtime.

Amending Rule V: Compensation

- Section 4. Overtime:
 - delete language regarding classifications that are not allowed to receive overtime. This is outdated language.
 - add language to provide clarity that employee shall not postpone the date of separation by utilizing comp-time leave past the actual month of the employee's last physical day worked.

Amending Rule XI: Attendance and Leaves

- Section 2. Work Week. Separating out the definition of an employees work week with the City of Coeur d'Alene for clarification.
- Section 3. Vacation Leave.
 - (e) Vacation Leave Advance: delete language, this has never been utilized and advancing leave is not a good practice.
 - (f) Vacation Leave Balance at Separation: add language to provide clarity that employee shall not postpone the date of separation by utilizing vacation leave past the actual month of the employee's last physical day worked.
- Section 4. Sick Leave: add language to provide clarity that employees shall not postpone the date of separation by utilizing sick leave past the employee's last physical day worked.

History: Besides the basic housekeeping changes, the main purpose for the added language to these sections is to clearly state that an employee is not allowed to postpone their separation date into additional months past their last working day with the City. The City of Coeur d'Alene considers accrued leave as worked hours. As a result, allowing an employee to utilize their leave into additional months past their final working day would result in the City being required to continue all benefit expenses for the employee (i.e. medical, dental, persi, veba, etc.) which is a significant expense and liability for the City.

At the beginning of 2018, a clear directive was given from administration to department heads to not approve vacation and/or comp-time to postpone the employee's separation date into subsequent months. By adding this policy information to the Personnel Rules, it will provide the clarity and consistency for all employees to follow.

These proposed amendments have been discussed with the executive team, emailed to all three employee groups and posted for all employees to review.

Financial Analysis: There are no hard costs associated with these Personnel Rule Amendments.

Performance Analysis: The purpose of these amendments is to provide an accurate and consistent policy for all employees to follow.

Recommendation: The Council is requested to approve the proposed amendments to Rule V and XI, specific to vacation leave, sick leave and overtime.

RULE V: COMPENSATION

SECTION 1. Preparation of Plan

The Human Resources Director or the person or agency employed for that purpose shall prepare a pay plan covering all classes of positions in the competitive service. In arriving at salary rates or ranges, consideration shall be given to prevailing rates of pay and consideration of working conditions for comparable work in other public agencies and in private employment, to current costs of living, to suggestions of Department Heads, to the City's financial conditions and policies, and to other relevant factors. The Human Resources Director or the person or agency employed for that purpose shall thereafter make such further studies of the pay plan as may be requested by the City Council. The pay plan presently in operation shall be designated as Exhibit "C," on file in the Human Resources Department.

SECTION 2. Adoption of Plan

The pay plan shall be adopted and may be amended from time to time by action of the City Council. At the time of consideration any interested party may appear and be heard. Amendments and revisions of the plan may be suggested to the City Council by any interested party and shall be submitted to the City Council through the Human Resources Director. Notice of City Council consideration of the proposed pay plan, amendments or revisions shall be publicly posted in City Hall and distribution to all departments, at least ten (10) consecutive days prior to City Council action. Thereafter, no position shall be assigned a salary not in conformance with the salary schedule unless the salary schedule for the class is amended in the same manner as herein provided for its adoption.

SECTION 3. Emergency Personnel

All part-time, temporary personnel on an emergency basis, not included in the pay plan, shall be paid in accordance with rates of pay established by the Human Resources Director, which rates shall not exceed the prevailing rates for similar classes within the area. Such rates may be established upon any reasonable basis, such as hourly, weekly or monthly, and may be modified from time to time by the Human Resources Director as may be required by economic conditions.

SECTION 4. Overtime

It shall be the duty of all Department Heads to operate their respective departments with a minimum amount of overtime, however, in cases of emergency or mandatory classes and meetings or when otherwise necessary, an employee of the City may be required to work overtime. Overtime work is that work performed by an employee during periods of time other than normally scheduled for his or her specific employment. Work in excess of forty (40) hours per week, in excess of an eight (8) or ten (10) hour designated shift per day for police department employees, in excess of fifty-six (56) hours per week for firefighters, and in excess of ten (10) hours forty (40) minutes per day for police officers assigned to the patrol division, shall be

considered overtime work for the purposes of this section. All employees, ~~with the exception of those classifications listed below,~~ shall be paid overtime at a rate of time and one-half the base pay for hours worked over the normal schedule or will receive equivalent time, off at a rate of time and one-half for each hour of overtime worked (compensatory ("comp") time). The decision whether an individual employee shall receive pay or compensatory time off shall be based upon the recommendation and approval of the Department Head. ~~Personnel in the following classifications shall not be entitled to receive pay for overtime worked, but may receive compensatory time off for overtime worked at the above stated rate:~~

~~Accountant~~

~~Code Enforcement/Claims/Risk Coordinator~~

~~Park Superintendent~~

~~Recreation Superintendent~~

In no event shall an employee work overtime without authorization from his/her immediate supervisor or Department Head. Pursuant to the Fair Labor Standards Act (FLSA), an employee shall not accrue more than 240 hours of compensatory time, except eligible police and fire positions, which shall not accrue more than 480 hours of compensatory time. All hours of compensatory time worked beyond 240 hours must be paid over time, however eligible police and fire positions shall be paid overtime beyond 480 hours (as set forth by the FLSA). Upon termination, employees shall receive monetary compensation for accumulated compensatory time up to two hundred forty (240) hours, except for eligible police and fire positions as established by FLSA. Time off from work must be allocated as compensation for overtime worked and should be encouraged during the same month that the compensatory time was earned. Time off will be allocated by the Department Head at the convenience of the workload in each department.

Compensatory time shall not be used for the purpose of postponing the date of separation, retirement or other predetermined separation or termination of employment past the actual month of the employee's last physical work day. For example, an employee who submits a notice of resignation will not be allowed to use leave to postpone their last day with the City into the subsequent month, separation of employment needs to be in the same month as the last day worked. Any eligible compensable leave will be paid out to the employee in their final check.

SECTION 5. Temporary Appointment to Higher Class

Any person temporarily appointed to serve in a higher classification and serving continuously in said classification for thirty (30) calendar days, shall receive the compensation established for the higher classification for the entire period of service in said classification; provided that vacation relief time shall not be counted in computing days of service for said purposes.

SECTION 6: Pay Periods

- (a) Semi-monthly Pay: Except as provided in subsection (b) of this Section, wages shall be disbursed semi-monthly on the 7th and 22nd day of each month. Wages earned between the 16th day of the previous month and the last calendar day of the previous month shall

be paid on the 7th. Wages earned between the 1st day of the month and the 15th day of the month shall be paid on the 22nd.

- (b) Exceptions: If a payday falls on a Saturday, wages will be disbursed on the preceding Friday. If a payday falls on a Sunday, wages will be disbursed on the following Monday. If a payday falls on a designated City holiday, wages will be disbursed on the preceding day unless the holiday falls on a Monday, in which case wages will be disbursed on the following Tuesday.

RULE XI: ATTENDANCE AND LEAVES

SECTION 1. Hours and Days of Work

All employees, except as otherwise provided in this section, shall work forty (40) hours per week. The employees in the Fire Department assigned to a fire company shall work on a shift basis, as scheduled by the Fire Chief. Each such employee shall work an average of approximately fifty-six (56) hours per week on duty as computed over a one (1) year period. The employees assigned to the patrol division in the Police Department shall work on a shift-rotating basis. Each such employee shall work ten (10) hours forty (40) minutes per day.

SECTION 2. Work Week

The work week for the City of Coeur d'Alene shall commence and end at midnight Friday, unless an alternate workweek is established by the Department Head or by contract arrangement in accordance with Fair Labor Standards Act Regulations.

SECTION 32. Vacation Leave

- (a) Purpose: Vacation leave is provided to give employees a break in year-round routine and to attract, motivate, and retain quality employees.
- (b) Vacation Leave: All employees in the competitive service, shall be eligible to accrue and use vacation leave with pay, only as specifically allowed by the rules contained in this section.
- (c) Vacation Leave Accruals: Unless otherwise provided by contract or written agreement, vacation leave will be accrued in accordance with the following schedule. Eligible employees who work less than full time, but more than one thousand forty (1040) hours during a fiscal year, shall accrue vacation on a pro-rated basis.
 - (1) Vacation Leave Accrual Schedule -
 - (i) First through third year of service - Eight (8) hours for each month of service; accrued at a rate of four (4) hours per pay period.
 - (ii) Fourth through fifth year of service - Twelve (12) hours for each month of service; accrued at a rate of six (6) hours per pay period.
 - (iii) Sixth through tenth year of service - Sixteen (16) hours for each month of service; accrued at a rate of eight (8) hours per pay period.
 - (iv) After ten (10) or more years of service - Twenty (20) hours for each month of service; accrued at a rate of ten (10) hours per pay period.
 - (2) No vacation leave shall accrue after sixty (60) consecutive days of absence.
- (d) Vacation Requests/Use: With approval of the Department Head/Supervisor an employee may take vacation leave up to the amount of vacation leave accrued at the time of such leave. Provided however, that the vacation leave may not be used in the same pay period in which it is accrued, ~~unless a vacation leave advance is approved~~. Vacation leave requests shall be made to the Department Head/Supervisor for approval. Insofar as is practical, and unless otherwise provided by contract or agreement, employees will be scheduled for vacation leave based upon their preference. In the event one or more

municipal holidays fall during the period of leave, such holiday shall not be charged as vacation leave. While utilizing approved vacation leave, leave shall not be charged to sick leave upon return, unless otherwise provided by contract or written agreement. Unless otherwise approved by their Department Head, an employee may not use vacation or other leave in any manner that would result in the employee exceeding the number of hours in their regular work day/shift.

~~(e) Vacation Leave Advance: A non-probationary employee may request an advance of up to forty (40) hours of vacation leave for good cause. The request must be approved in writing by the employee's Department Head and the Human Resources Director before the advanced vacation leave is taken.~~

~~(f)~~(e) Maximum Allowable Balance: Unless otherwise provided by contract or other written agreement, a forty (40) hour-a-week employee with more than two hundred and ~~forty~~ eighty (280~~40~~ hours vacation leave and a fifty-six (56) hour-a-week employee with more than two hundred eighty-eight (288) hours of vacation leave as of October 1 (the first day of the City's fiscal year) shall utilize the excess leave before January 15 of the following calendar year, unless otherwise approved in writing by the employees Department Head and by the Human Resources Director.

~~(g)~~(f) Vacation Leave Balance at Separation: All employees with accrued vacation leave, who leave employment ~~of~~ with the City, for any reason, shall receive payment for their balance of vacation leave accrued through the effective date of separation.

Vacation leave shall not be used for the purpose of postponing the date of separation, retirement or other predetermined separation or termination of employment past the actual month of the employee's last physical work day. For example, an employee who submits a notice of resignation will not be allowed to use leave to postpone their last day with the City into the subsequent month. Separation of employment needs to be in the same month as the last day worked. Any eligible compensable leave will be paid out to the employee in their final check.

SECTION 43.

Sick Leave

- (a) Purpose: All employees in the competitive service are eligible to accrue and use sick leave with pay only as specifically allowed by the rules contained in this section. Sick leave shall not be considered as a right, which an employee may use at his/her discretion.
- (b) Accrual Method: Unless otherwise provided by contract or other written agreement, Sick leave will be accrued as: ten (10) hours for each month of service, accrued at a rate of five (5) hours per pay period, for Forty (40) hour a week employees.
 - 1) No sick leave shall accrue after sixty (60) consecutive days of absence.
- (c) Allowable Use: Accrued sick leave hours may be used for the following reasons that prevent an employee from working during a regularly scheduled workday/shift:
 - (1) Personal illness;
 - (2) Personal injury.
 - (3) Illness or quarantine of employee's immediate family necessitating the employee's absences from work. Unless otherwise provided by contract or other written agreement, immediate family is defined as spouse, child, mother, and father. A child is defined as the biological, adopted, foster, stepchild or a child of an individual acting in the parent's stead, who is under the age of eighteen unless

- an eligible IRS dependent.
- (4) Personal or medical related appointments, including annual wellness exams, counseling, dental check-up, etc. (including the employee's immediate family).
 - (5) Conditions qualifying for leave under the Family and Medical Leave Act as provided under Section 10 of this Rule.
 - (6) Sick leave may not be used in the same pay period in which it is accrued.
 - (7) Notification Requirement: Unless otherwise specified by contract or written agreement, an employee who seeks to receive compensation while absent on sick leave, must notify his/her immediate supervisor or the Human Resources Director within four (4) hours prior to scheduled work shift, or as specified by the Department Head. If the employee is incapable of providing the required notice, the employee must provide notice as soon as possible.
 - (8) Documentation of Illness/Injury: When the absence is for more than three (3) consecutive workdays, the Department Head/Supervisor or Human Resources Director may require a report from a medical provider stating that the employee is/was unable to perform his/her duties or is/was needed for the care of an immediate family member's illness or injury, or other qualified, allowable uses, as noted in this rule. Additionally, if in the Department Head's/Supervisor's opinion the employee is unable to perform their job duties, a medical report may be required at any time.
 - (9) Conservative Sick Use: To be eligible for conservative sick use, employees must be employed for the entire quarter of the fiscal year (eligible hours will be pro-rated for part-time employees). All employees with less than seven hundred twenty (720) hours of accumulated sick leave shall be eligible to receive four (4) hours of vacation for each quarter of the fiscal year in which they did not use any sick leave. Employees represented by IAFF, who work a fifty-six (56) hour week with less than fourteen hundred forty (1440) hours of accumulated sick leave shall be eligible for six (6) hours of vacation for each quarter of the fiscal year in which they did not use any sick leave.
 - (10) Maximum Usable Balance: As of October 1 of each year, a forty (40) hour a week employee may not have a usable balance of sick leave exceeding seven hundred and twenty (720) hours.
 - (11) Compensation for Excess Sick Leave: Unless otherwise provided by contract or other written agreement, employees who have accrued more than the maximum usable balance of sick leave must select one of the following options for compensation of their excess sick leave. Once an employee has selected an option upon reaching eligibility, that selection may not be changed.
 - (i) Option One: Employees having accrued more than the usable balance of sick leave shall forfeit all sick leave in excess of the maximum on October 1 of each year. The employee will be paid, in November of the same year for one third (1/3) of the forfeited sick leave. Upon retirement from the City of Coeur d'Alene, employees will be paid for one-third (1/3) of their accrued sick leave balance at the date of retirement up to a maximum of two hundred forty (240) hours.
 - (ii) Option Two: Employees having accrued more than the usable balance of sick leave, will bank the excess sick leave on October 1 of each year.

Upon retirement from the City of Coeur d'Alene pursuant to the provisions of Idaho Code, the termination of an employee due to that employee's job being abolished, or the death of the employee, the employee or their beneficiary will be paid for thirty-five percent (35%) of the employee's banked excess sick leave. Banked excess sick leave balance cannot be converted back into usable sick leave. Excess sick leave will continue to be banked each October 1 of each year.

- (12) Sick Leave Balance upon Separation: No payment shall be made for accumulated sick leave at the time of separation of employment, except those employees who retire from the City of Coeur d'Alene pursuant to the provisions of the Idaho Code. If a sick leave option has been selected, the selected option shall be applicable, see Section 11 entitled "Compensation for Excess Sick Leave" of this rule.

Sick leave time shall not be used for the purpose of postponing the date of separation, retirement or other predetermined separation or termination of employment. For example, an employee who submits a notice of resignation will not be allowed to use sick leave to cover the last days of employment instead of working.

- (13) Long Term Disability: Unless otherwise provided by contract or other written agreement, employees utilizing the City provided disability insurance shall not receive vacation or sick leave accruals after sixty 60 consecutive days of absences.

City of Coeur d'Alene

FIRE DEPARTMENT

"City of Excellence"

Staff Report

Date: June 19, 2017

From: Kenny Gabriel, Fire Chief

Re: Idaho Department of Lands Cooperative Mobilization Agreement

DECISION POINT: Should Mayor and City Council approve a new Agreement with Idaho Department of Lands (IDL)?

HISTORY: The Coeur d'Alene Fire Department has been a part of the IDL immobilization plan for Wildland fires for nearly twenty (20) years. We have adopted annually their Rate Book and agreement for wildland response. The City within the last few months entered into a five (5) year agreement with them. Since that time they have changed the name of the agreement to the Idaho Cooperative Mobilization Agreement. This agreement is a mirror of the recently approved agreement with the exception of a personnel roster and an apparatus list. These were deemed necessary to expedite check in processes and reimbursement in the case we were part of a major fire, either in or out of our response area.

FINANCIAL ANALYSIS: This agreement covers our expenses in the event we send an apparatus and personnel to a Wildland fire in or out of the area.

PERFORMANCE ANALYSIS: The City of Coeur d'Alene has been a long standing partner with IDL. This does not change any agreements we had in place. This agreement is vital to the planning for a wildland fire in or around the City as it gives us a mechanism to request assistance from IDL.

DECISION POINT/RECOMMENDATION: For the Mayor and City Council to approve the Idaho Cooperative Mobilization Agreement with IDL.

Fire Dept Name: Coeur d'Alene Fire Dept.
Agreement #

Idaho Cooperative Mobilization Agreement 2018-2022



Developed by the Idaho Department of Lands (IDL) in conjunction with the Idaho Office of Emergency Management and Idaho Fire Chiefs Association.

This publication, and electronic documents, is available at www.idl.idaho.gov. Published copies of this document may be obtained from Area IDL Forest Protective District and Timber Protective Association offices throughout the State, or the IDL Bureau of Fire Management, 3284 West Industrial Loop, Coeur d'Alene, ID, 83815-6021, (208) 769-1525.

Direct comments or questions to:

Wendy J. Walter
Fire Business Program Manager
Bureau of Fire Management
3284 West Industrial Loop
Coeur d'Alene, ID 83815-6021
firebusiness@idl.idaho.gov
Office: (208) 666-8648
Mobile: (208) 755-2924

Evenings/Weekends: IDL Duty Officer: 208-769-1530

IDAHO COOPERATIVE MOBILIZATION AGREEMENT (ICMA)

- A. The equipment listed in the Idaho Cooperative Mobilization Agreement (ICMA), formerly known as the Fire Service Organization Rate Book (FSO Rate Book), meets all of the minimum requirements for use and operation of the equipment type identified.
- B. Failure to accurately classify the equipment as described in the ICMA shall result in an adjustment of type and rate to the type the equipment meets as set forth in the ICMA.
- C. It is agreed that the hiring agency may inspect the listed equipment and the appropriate training records. These inspections may be done preseason and/or at the incident during fire season.
- D. It is agreed that IDL may request additional documentation from the FSO to support the billing for FSOs hired with an Unoperated Agreement, if necessary for audits.
- E. A copy of this agreement shall be provided to the Finance Section Chief, or their designated representative, upon arrival at an incident. **No other agreement (or EERA) is necessary.**
- F. The individuals listed on the Personnel Roster Appendix, meet all of the requirements for the position(s) listed in accordance with National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualifications System Agreement, PMS 310-1, or NFPA Equivalency, and Idaho EMS License. Operators must possess a valid Driver's License and have the knowledge, skills, and abilities to operate the type and class of equipment listed. IDL may audit training and experience records upon written request.
- G. Experience records and completed task books must be submitted to IDL or Timber Protective Association no later than **December 31** annually. Exceptions to the deadline may be granted by the local IDL representative for special circumstances.
- H. Work capacity tests and fireline refreshers with shelter training shall be submitted to the local IDL Area or Timber Protective Association no later than **April 30** annually in order to get qualification cards prior to fire season.
- I. The Fire Apparatus/Equipment Rates shall be reviewed and updated, as needed, by **May 30**, annually.
- J. The ICMA is a five-year agreement; however, appendices may be updated annually no later than **May 30**.
- K. All billing for reimbursement will be submitted to the local IDL Area/District/Association office within 45 days of being released from the incident.
- L. This Agreement shall remain in effect until December 31, 2022, unless terminated by either party with 30-day written notice.

My signature below certifies that the equipment and personnel listed herein meet the minimum resource typing and standards as required by the Idaho Cooperative Mobilization Agreement (ICMA) and agree to all terms and conditions of said agreement. Furthermore, I certify that I am authorized to sign on behalf of my agency.

Fire Chief (Signature)

Date

Fire Chief Name (Printed)

Steve Widmyer, Mayor

Coeur d'Alene Fire Dept.

Fire Department Name (Printed)

Renata McLeod, City Clerk

My signature certifies that I am an authorized agent of Idaho Department of Lands and have authority to enter into this agreement.

IDL Fire Warden or Area Manager (Signature)

Date

IDL Fire Warden or Area Manager (Printed)

**Idaho Cooperative Mobilization Agreement (ICMA)
Personnel Roster**

Name	Qualification(s)/Licenses		
	NWCG	NFPA	EMS
Anderson, Robert	FFT1	FF1	AEMT
Bates, Don	ENGB(T)	FF1	EMTP
Benz, Keith	FFT1	FF1	EMTB
Bieker, Jake	ENGB(T)	CA	AEMT
Butcher, Jeff	ENGB(T)	FEO	AEMT
Caballero, Nekoli			
Canfield, Jeff	ICT4(T)	BC	EMTB
Church, Matt	FFT1	FF1	AEMT
Clark, Dylan	FFT1	FEO	AEMT
Craven, Jack	FFT1	FF1	EMTB
Deruyter, Bill	ICT4(T)	BC	EMTP
Dietruch, Scott	FFT1	FF1	EMTP
Dodd, Bill	FFT1	FEO	EMTB
Eckert, Gabe	FFT1	FF1	EMTP
Etherton, Craig	INVESTIGATOR	CA	EMTB
Fletcher, Jeff	ENGB(T)	CA	EMTP
Fredrick, Mike	FFT1	FF1	AEMT
Freije, Jesse	FFT1	FEO	AEMT

I certify that the personnel listed herein meet the minimum standards for their positions listed as required in the terms of the ICMA and I am authorized to sign for my agency.

FSO Fire Chief or Designee Initials: _____ Date: _____

**Idaho Cooperative Mobilization Agreement (ICMA)
Personnel Roster CONTINUED**

Name	Qualification(s)/Licenses		
	NWCG	NFPA	EMS
Gabriel, Kenny			
Georgius, Travis	FFT1	FF1	EMTB
Glenn, Matt	FFT1	FF1	EMTB
Gonder, Bobby	INVESTIGATOR	CA	EMTB
Goodsell, Andy	FFT1	FF1	EMTB
Greif, Tom			EMTP
Hamilton, Bob	FFT1	FEO	EMTP
Hector, Ben	FFT1	FEO	AEMT
Hilttenbrand, Tom	ENGB(T)	CA	EMTP
Holbrook, Lee	ICT4(T)	BC	EMTP
Hoston, Josh	FFT1	FEO	AEMT
Hyder, Nate	ENGB(T)	FEO	EMTP
Ivey, Colby	FFT1	FF1	EMTP
Jones, Steve	ENGB(T)	CA	EMTP
Judge, Brian	FFT1	FF1	EMTP
Kaiser, Ben	FFT1	FF1	EMTB
Kieres, Chris	FFT1	FF1	EMTP
Latscha, Keven	FFT1	FF1	EMTP

I certify that the personnel listed herein meet the minimum standards for their positions listed as required in the terms of the ICMA and I am authorized to sign for my agency.

FSO Fire Chief or Designee Initials: _____ Date: _____

**Idaho Cooperative Mobilization Agreement (ICMA)
Personnel Roster**

Name	Qualification(s)/Licenses		
	NWCG	NFPA	EMS
Lind, Joe	ENGB(T)	CA	EMTB
Loney, Erik	FFT1	FF1	EMTP
Matchell, Chad	FFT1	FF1	EMTB
McAuliff, Eric	FFT1	FF1	EMTB
McCormick, Max			
McKeirnan, Kelan	FFT1	FEO	AEMT
Moore, Cody	FFT1	FF1	EMTP
Morrison, John	ICT4(T)	BC	EMTP
Paul, Eric	ENGB(T)	CA	EMTP
Pichette, Luke		CA	EMTB
Pickett, Chris	FFT1	FF1	EMTB
Porter, Blaine	FFT1	FF1	AEMT
Robinson, Scott	FFT1	FF1	EMTP
Rod, Greg	ENGB(T)	CA	EMTB
Sells, Jeff	ENGB(T)	CA	EMTP
Shovald, Bob	ENGB(T)	CA	EMTB
Smith, Matt	FFT1	FEO	EMTB
Sowa, Matt	FFT1	CA	EMTP

I certify that the personnel listed herein meet the minimum standards for their positions listed as required in the terms of the ICMA and I am authorized to sign for my agency.

FSO Fire Chief or Designee Initials: _____ Date: _____

**Idaho Cooperative Mobilization Agreement (ICMA)
Personnel Roster CONTINUED**

Name	Qualification(s)/Licenses		
	NWCG	NFPA	EMS
Sutherland, Josh	ENGB(T)	CA	AEMT
Thaxton, Greg	FFT1	FF1	EMTP
Torfin, Justin	FFT1	FF1	EMTB
Tortorelli, Chd	FFT1	FF1	EMTB
Tosi, Matt	ENGB(T)	CA	AEMT
Tysdal, Dave	FFT1	FEO	AEMT
Washko, Jim			
Wearne, Justin	FFT1	FEO	AEMT
Weihert, Joe	FFT1	FF1	AEMT
Whitelaw, Ryan	FFT1	FF1	EMTP

I certify that the personnel listed herein meet the minimum standards for their positions listed as required in the terms of the ICMA and I am authorized to sign for my agency.

FSO Fire Chief or Designee Initials: _____ Date: _____

Personnel Qualifications/Job Title

National Wildfire Coordinating Group (NWCG)

FFT2 Firefighter 2 (Basic)
FFT1 Firefighter 1 (Advanced)
WTOP Water Tender Operator
ENGB Engine Boss
CRWB Crew Boss
HEQB Heavy Equipment Boss
STEN Strike Team Leader Engine
TFLD Task Force Leader
DIVS Division Supervisor
ICT5 Incident Commander Type 5
ICT4 Incident Commander Type 4
ICT3 Incident Commander Type 3
ICT2 Incident Commander Type 2
STPS Structure Protection Specialist
FAL1 Advanced Faller
FAL2 Intermediate Faller
FAL3 Basic Faller

“(T)” after the qualification designates trainee in that position. Example: ENGB(T)

National Fire Protection Association (NFPA)

FF1 Firefighter 1 (Basic)
FF2 Firefighter 2 (Advanced)
FEO Engineer (Operator/Driver)
FADO Fire Apparatus Driver Operator
CA Captain (A-D)
BC Battalion Chief

Emergency Medical Services (EMS)

EMTP Paramedic (ALS)
EMPF Paramedic Fireline (ALS)
AEMT Advanced Emergency Medical Technician (ILS)
AEMF Advanced Emergency Medical Technician Fireline (ILS)
EMTB Emergency Medical Technician (BLS)
EMTF Emergency Medical Technician Fireline (BLS)

This list is not all-inclusive. Standard/universal acronyms shall be used for positions not listed herein.

Idaho Cooperative Mobilization Agreement (ICMA) Equipment Roster

1. IDL AREA/DISTRICT/ASSOCIATION a. Name and Address:		b. E-mail Address: c. Phone: Cell Phone:	2. EFFECTIVE DATES OF CERTIFICATION a. Beginning: June 1, 2018 b. Ending: December 31, 2022
3. COOPERATING AGENCY /FIRE DEPARTMENT a. Name and Address:		b. E-mail Address: c. Phone: Cell Phone:	4. ORDERING DISPATCH CENTER
5. THE FOLLOWING EQUIPMENT IS BEING PROVIDED: <input type="checkbox"/> Operated (Includes Personnel & Equipment) <input type="checkbox"/> Unoperated (Personnel Costs Billed Separately) <input type="checkbox"/> FSO bills payroll costs portal-to-portal			6. VEHICLE OPERATING SUPPLIES (Fuel, oil, DEF, etc.) <input checked="" type="checkbox"/> Provided by Incident
7. ITEM DESCRIPTION - Provide: Make, Model, Year, VIN, License Plate No., and List NWCG Equipment Type			8. SPECIAL List FEPP and other Typing
Description	NWCG Type	Minimum Staff	
2016 Pumper/Engine Rosenbauer Commander Pumper 54F2DB616GWM11549 License #F3011 (E-2 / 324)			
2016 Pumper/Engine Rosenbauer Commander Pumper 54F2DB616GWM11550 License #F3012 (E-3 / 325)			
2016 Pumper/Engine Rosenbauer Commander Pumper 54F2DB616GWM11551 License #F3013 (E-4 326)			
Reserve 2003 Pumper/Engine Spartan Cabover Pumper 4S7AT32903C043246 License #F1630 (323)			
Reserve 2007 Pumper/Engine Spartan Cabover Pumper 4S7AU2C977C057351 License #F1207 (322)			
2016 Ladder Truck Rosenbauer Commander Quint 54F3EF611GWM11547 License #F3054 (L-1 / 342)			
Reserve 1999 Ladder Truck E-1 Cyclone II Quint 4EN3ABA86X1001037 License #F408 (341)			
2016 Type 6 Brush Dodge RAM 5500 4x4 Truck 3C7WRNEJ8GG373598 License #F2971 (B-1 / 353)			

Idaho Cooperative Mobilization Agreement (ICMA) Equipment Roster CONTINUED

7. ITEM DESCRIPTION - Provide: Make, Model, Year, VIN, License Plate No., and List NWCG Equipment Type			8. SPECIAL List FEPP and other Typing
Description	NWCG Type	Minimum Staff	
2006 Type 6 Brush GMC 5500 Series 1GDE5C3246F416107 License #F1981 (B-3 / 354)			
2016 Utility Truck – tow Ford, F350, 4x4 CB P/U Truck 1FT8W3BT8HEB14417 License #F2984 (357)			
2016 Utility Truck - plow Ford, F350, 4x4 P/U Truck 1FTRF3B68HEB14416 License #F2985 (358)			
1995 Utility Truck Dodge Ram Flatbed 4-WD 1B7KF26W1SS163634 License #F1701 (350)			
2006 Heavy Rescue Rig Spartan "Big Easy" 4S7HT2B956C054658 License #F2030 (380)			
2006 ITRT Utility Truck Ford F350 Flatbed 1FDWF37P06ED67713 License #C17830 (386)			
2017 Deputy Chief 303 Ford Explorer 1FM5K8AR8HGC96184 License #F413 (388)			
2017 Deputy Chief 302 Ford Explorer 1FM5K8AR2HGC96181 License #F1702 (390)			
2017 Fire Chief 301 Ford Explorer 1FM5K8AR6HGC96183 License #F409 (391)			
2017 Deputy Chief 304 Ford Explorer 1FM5K8AR4HGC96182 License #F3069 (394)			
9. SPECIAL PROVISIONS – When equipment is hired at a Type other than what is listed in this agreement, the payment rate shall match its use while under hire for the incident. See rates in Appendix. <i>Example: Agreement lists a Type 1 Engine but is ordered as a Type 2 Engine; payment will be made at the Type 2 rate.</i> Upon release from the incident, original payment documents shall be given to the FSO including Incident Time Reports OF-288, Crew Time Reports SF-261 (when OF-288's are not completed at the incident), Emergency Equipment Shift Tickets OF-297 and Emergency Equipment Use Invoices OF-286.			
I certify that the personnel listed herein meet the minimum standards for their positions listed as required in the terms of the ICMA and I am authorized to sign for my agency.			
FSO Fire Chief or Designee Initials: _____ Date: _____			

Idaho Cooperative Mobilization Agreement (ICMA) Equipment Roster CONTINUED

7. ITEM DESCRIPTION - Provide: Make, Model, Year, VIN, License Plate No., and List NWCG Equipment Type			8. SPECIAL List FEPP and other Typing
Description	NWCG Type	Minimum Staff	
2016 Inspector 306 Ford Super Cab XL 1FT7X2B67GEB33150 License #F6 (396)			
2016 Inspector 305 Ford Super Cab XL 1FT7X2B60GEB33149 License #F407 (397)			
2008 Utility Vehicle Chevy Tahoe LL 1GNFK03098R171599 License #F2218 (398)			
2005 Utility Vehicle Ford, F250 4X4 1FTSW21Y95EB87482 License #F1842 (399)			
2016 Battalion Chief 3 Ford, F150 4x4 P/U Truck 1FTFX1EG2GKE84804 License #F2986 (393)			
2008 Back Up BC Vehicle Chevy Tahoe LL 1GNFK03058R171311 License #F2219 (392)			
2014 Rescue Boat Mercury Inflatable Boat & Motor USA46496D414 License #ID3190AV (395)			

9. SPECIAL PROVISIONS – When equipment is hired at a Type other than what is listed in this agreement, the payment rate shall match its use while under hire for the incident. See rates in Appendix. *Example: Agreement lists a Type 1 Engine but is ordered as a Type 2 Engine; payment will be made at the Type 2 rate.* Upon release from the incident, **original payment documents shall be given to the FSO** including Incident Time Reports OF-288, Crew Time Reports SF-261 (when OF-288's are not completed at the incident), Emergency Equipment Shift Tickets OF-297 and Emergency Equipment Use Invoices OF-286.

I certify that the personnel listed herein meet the minimum standards for their positions listed as required in the terms of the ICMA and I am authorized to sign for my agency.

FSO Fire Chief or Designee Initials: _____ Date: _____

Appendix 3 – Fire Apparatus/Equipment Rates

<i>Class or Type</i>	<i>Minimum Staffing</i>	<i>Unoperated Hourly Rate</i>	<i>Operated Hourly Rate</i>	<i>FEPP Unoperated Hourly Rate</i>	<i>FEPP Operated Hourly Rate</i>
Structure Engines					
E1	4	\$123	\$215	\$82	\$174
E2	3	\$108	\$177	\$72	\$141
Wildland Engines					
WE3	3	\$88	\$161	\$59	\$132
WE4	2	\$78	\$125	\$52	\$101
WE5	2	\$69	\$115	\$46	\$93
WE6	2	\$62	\$109	\$41	\$90
WE7	2	\$52	\$98	\$35	\$81
Tactical Water Tenders					
T1	2	\$132	\$178	\$88	\$134
T2	2	\$116	\$164	\$77	\$125
Support Water Tenders					
S1	1	\$120	\$143	\$80	\$103
S2	1	\$106	\$129	\$71	\$94
S3	1	\$86	\$109	\$57	\$80
Agency Owned Support Vehicles					
SUV		\$6			
1/2 Ton 4 x 4		\$6			
3/4 Ton 4 x 4		\$8			
Ambulances					
ALS	2	\$66	\$140	\$44	\$118
ILS	2	\$64	\$130	\$43	\$109
BLS	2	\$60	\$122	\$40	\$102
EMS Kits					
ALS Kit		\$21			
ILS Kit		\$18			
BLS Kit		\$14			
Aircraft Rescue and Firefighting Apparatus (ARFF)					
ARFF 1	3	\$204	\$278	\$136	\$210
ARFF 2	3	\$154	\$226	\$103	\$175
ARFF 3	3	\$112	\$186	\$75	\$149
Portable Pumps					
P1		\$10			
P2		\$6			
P3		\$4			
Medical Trailers					
		\$86	\$155		
Personnel Rates when exceed Minimum Staffing Requirements					
When staffing levels exceed the minimum levels listed herein, the additional staffing must be authorized on the Resource Order. The additional staff shall be paid in accordance with the Agreement. See Hiring Method.					
Rates Revised 3/2018					

Fire Apparatus/Equipment Rates

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1. INTRODUCTION

A. Purpose

The Idaho Cooperative Mobilization Agreement (ICMA) describes the required procedures for certifying, mobilizing, and reimbursing FSOs throughout the state of Idaho. The ICMA also establishes standard rates for equipment and personnel while mobilized in support of extended attack assignments, or while hired under local agreements.

Authority for policies and procedures contained herein are granted by the *Idaho Cooperative Fire Protection and Stafford Act Response Agreement*.

1. Fire Service Organization (FSO): includes (1) county or municipal (e.g., town or city) equipment and personnel, (2) volunteer and paid personnel, from fire service organization(s), and (3) county and fire service organization equipment and apparatus.
2. Cooperation with Fire Service Organizations: Fire Service Organizations are made available to the federal agencies through the State within the Northern Rockies and the Great Basin geographic areas. Cooperation with Fire Service Organizations at the city or county government level is desirable. Local Cooperative Fire Agreements for initial attack mutual assistance can be entered into with Fire Service Organizations by any agency. It is the State's responsibility to be the single hiring point for equipment and personnel obtained from Fire Service Organizations for all dispatches outside their jurisdictional responsibility.

B. Scope

The requirements within this document are designed for FSO mobilization. These assignments typically:

1. Require a Resource Order generated by the Interagency Dispatch Center responsible for support of an incident, or a Mission Assignment from the Idaho Office of Emergency Management (IOEM).
2. Have an anticipated duration of 24 hours up to 14 days, or more with proper approvals.
3. Initial Attack or Mutual Aid Exclusion

This document does not supersede local **Initial Attack or Immediate Need Response** assistance agreements. Initial attack agreements can be entered into between FSOs and any wildland fire agency.

In areas where an FSO and a wildland fire protection agency(s) have common jurisdictional fire responsibilities, the entities should enter into agreements to define operational guidelines and payment terms. When a payment is made to an FSO through a local agreement, the rates from this Agreement shall be used.

FSOs responding to incidents under their jurisdictional responsibility should not expect to be placed in paid status.

C. Hiring Methods

There are three hiring options for FSO equipment:

1. Operated – This is the preferred method of hire. This hiring method is intended for Volunteer Fire Departments (VFD) and combination VFD and Career-Staffed Fire Service Organizations. Under this option, the FSO is paid a single rate for personnel and equipment. The FSO is responsible for all payroll costs, including payroll tax and Workers' Compensation. Backfill will not be reimbursed under this process.
2. Unoperated – The intent of this process is for Municipal Fire Service Organizations. This method is used when mobilizing resources from career-staffed departments or combination career and volunteer/part-time departments when the Operated Agreement is cost prohibitive.

FSOs with a Collective Bargaining Agreement (CBA) the equipment will be hired at the unoperated rate and actual payroll costs for personnel will be reimbursed.

Combination career-staff and volunteer/part-time departments with an Employee Agreement (EA), as defined below, may be reimbursed for actual payroll costs or no more than the hourly rate listed in the current USFS AD Pay Plan for the position listed on the resource order, including trainee positions.

Fire departments with Unoperated Agreements may be reimbursed for backfill costs and portal-to-portal when obligated by their agreement. See Requirements for Reimbursement.

When an FSO bills portal-to-portal or for more hours than what is authorized on the Crew Time Report (SF-261) or Incident Time Report (OF-288) to meet the terms of the Collective Bargaining Agreement, and they are billing for more than one incident in a single day (0001 hours to 2400 hours), payroll costs shall be prorated based upon the number of hours actually worked on each incident as documented on the SF-261 or OF-288.

Example: A Firefighter worked 8 hours on Fire A and 8 hours on Fire B. Each fire will be billed 50 percent (50%) of the actual payroll costs for the firefighter.

Definitions

Collective Bargaining Agreement (CBA) – An agreement negotiated between employers and a group of employees aimed at reaching agreements to regulate working conditions. The interests of the employees are commonly presented by representatives of a trade union to which the employees belong.

Employee Agreement (EA) – An agreement negotiated between employers or elected officials and a group of employees that regulate working conditions. The interests of the employees are commonly presented by representatives of an employee association or other recognized body.

3. Unoperated - Personnel hired as IDL casuals: This option will only be utilized if the department does not have payroll capabilities or there is an extenuating circumstance. Under this option, the equipment will be hired at the unoperated rate and the personnel will be hired as an IDL casual, in accordance with IDL policy. IDL casuals are covered by the State Workers' Compensation policy and required to complete all necessary hiring paperwork through the local IDL Area/District office prior to mobilization.

4. Single Resources:

a. Volunteer or Part-time Firefighters:

- (1) When VFD personnel are mobilized as single resources under this agreement, rate of pay shall not exceed the current USFS AD Pay Plan for the position listed on the Resource Order.
- (2) When VFD personnel are mobilized as single resources under this agreement in a "trainee" position, rate of pay shall not exceed one classification lower than the qualified rate listed in the current USFS AD Pay Plan for the position listed on the Resource Order. *Example: The rate for a qualified Task Force Leader (TFLD) is Classification Level AD-H; the trainee rate of pay shall not exceed Classification Level AD-G.*
- (3) Reimbursement for personnel time shall be for actual hours worked as reflected on the Crew Time Report (SF-261) or Incident Time Report (OF-288) and approved at the incident.

b. Full-time Career-staff Personnel:

- (1) When single resource career-staff personnel are mobilized, payroll costs shall be reimbursed in accordance with the terms and conditions of their agreement.

5. Additional Staffing:

When staffing levels exceed the minimum levels listed herein, additional staffing must be authorized on the Resource Order. Staffing rate of pay shall be:

a. Volunteer or Part-time Firefighters:

Volunteer or part-time firefighter's rate of pay shall not exceed the current USFS AD Pay Plan for the position listed on the Resource Order.

b. Full-time Career-staff:

Full-time Career-staff payroll costs shall be in accordance with their agreement.

2. QUALIFICATION AND CERTIFICATION REQUIREMENTS

Local FSO resources operating within their jurisdiction are responsible for establishing and meeting their own local standards. When being mobilized for extended attack, all equipment and personnel must be certified by the procedures established in this agreement through the IDL. Certification should take place preseason so that any issues can be addressed. It is the responsibility of the FSO Fire Chief, or their designee, to ensure resources meet all minimum requirements. All equipment and personnel training and experience must be certified by the FSO Chief or their designee as meeting the requirements and standards of the agreement.

There are two acceptable systems for wildland certification:

1. Skills Crosswalk - Wildland Training for Structural Firefighters (Crosswalk). The Crosswalk recognizes the skills developed through the National Fire Protection Association (NFPA) structural fire training and identifies additional wildland fire training needs to meet National Wildfire Coordinating Group (NWCG) minimum qualifications. The Crosswalk is designed to facilitate wildland and structural cross training. Currently the Crosswalk is limited to Wildland Firefighter Type 2 (FFT2), Wildland Firefighter Type 1 (FFT1), Engine Boss (ENGB), and Strike Team Leader, Engines (STEN). For detailed information see: <https://www.usfa.fema.gov/training/other/>

2. National Incident Management System Wildland Fire Qualifications System Agreement, PMS 310-1, published by the National Wildfire Coordinating Group.
<https://www.nwcg.gov/?q=publications/310-1>

A. Position Task Books

Position Task Books are required for all wildland fire positions listed in the PMS 310-1. FSO Fire Chiefs or their designee may initiate any task book, but can only certify task books for wildland FFT2 and FFT1. When Position Task Books are initiated for Single Resource Boss, a copy of the completed Position Task Book cover page for FFT2 and FFT1 with supporting documentation for training, experience, and qualification records shall be provided to IDL for the individual's training records and entry into Incident Qualification System (IQS). Training records will be maintained at the Bureau of Fire Management in Coeur d'Alene.

B. Incident Qualification Cards (Red Cards)

Incident Qualification Cards are required when working on wildland fire incidents under the terms of this agreement. Incident Qualification Cards for FFT2 and FFT1 will be issued by the FSO Fire Chief or their designee to persons in their district/department that meet all qualifications, including Annual Fireline Safety Refresher (RT-130) and NWCG fitness requirements. Incident Qualification Cards for single resource positions **must be issued by the IDL Bureau of Fire Management**. Qualification Cards (Red Cards) issued by private contractors will not be recognized.

For positions listed in the PMS 310-1 that require an EMS license, i.e. Medical Unit Leader (MEDL), a copy of the cover letter from the Idaho EMS Bureau that grants the licensing and includes the license information shall be provided to IDL when initiating the Position Task Book and updated as necessary.

Personnel utilized for structural protection on wildland incidents need to be trained to meet NFPA standards for their respective structural firefighting positions. This includes personnel staffing Type 1 or Type 2 structure engines. Qualifications for these positions will be certified by the FSO Fire Chief or their designee. **Wildland fire qualification cards are not required.**

If an individual who is a member of an FSO contracts themselves, or their privately-owned equipment, under a separate agreement they are considered a private contractor and do not fall under any policy or rules pertaining to FSOs or this agreement.

3. WATER HANDLING EQUIPMENT CLASSIFICATION AND PERSONNEL REQUIREMENTS**A. Engine Equipment Standards and Typing**

Requirements	Engine Classification						
	Structural		Wildland				
	1*	2*	3	4	5	6	7
Tank Minimum Capacity (gal)	300	300	500	750	400	150	50
Pump Minimum Flow (GPM)	1,000	500	150	50	50	50	10
At rated pressure (PSI)	150	150	250	100	100	100	100
Hose, 2 ½" (feet)	1,200	1,000	--	--	--	--	--
1 ½" (feet)	500	500	1,000	300	300	300	--
1" (feet)	--	--	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	--	--	--	--	--
Master Stream 500 gal/min.	Yes	--	--	--	--	--	--
Pump and Roll	--	--	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lb)	--	--	--	--	26,000	19,500	14,000
Personnel (minimum)	4	3	3	2**	2**	2**	2**
* Type 1 and 2 Structural Engines must also meet minimum equipment and PPE specifications of NFPA 1901, Standard for Automotive Fire Apparatus.							
** Type 4 through 7 Engines may be ordered with an additional crewmember at the request of the host agency.							

1. All types shall meet federal, state, and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating (GVWR) when fully loaded.
2. Type 4 through Type 7 Engines shall be able to prime and pump water from a 10-foot lift. Portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.

B. Tactical and Support Water Tender Equipment Minimum Standards and Typing

Requirements	Water Tender Type				
	S1	S2	S3	T1	T2
Tank capacity (gal)	4,000	2,500	1,000	2,000	1,000
Pump minimum flow (gal/min)	300	200	200	250	250
At rated pressure (psi)	50	50	50	150	150
Maximum refill time (minutes)	30	20	15	--	--
Pump and Roll	--	--	--	Yes	Yes
Personnel (minimum)	1	1	1	2	2

Support Water Tenders may be ordered with an additional crewmember at the request of the host agency. FSO policy may require two personnel for off-district response, but must be authorized by the ordering agency and be documented on the Resource Order. Adjustments to the hourly rate shall be done in accordance with this agreement.

1. All types shall meet federal, state, and agency requirements for motor vehicle safety standards, including all gross vehicle weight rating (GVWR) when fully loaded.
2. All water tenders shall be able to prime and pump water from a 10-foot lift. Portable volume pump with a minimum capacity to pump 100 gallons per minute is acceptable.
3. A Support Water Tender is intended for use in support of fire suppression activities, water transfer, unloading into port-a-tank or engine, and dust abatement. When spray bars are required by an incident it should be specified at time of order. If required to work on or near the fireline, personnel must meet fireline qualifications or be escorted by someone who does.
4. Tactical Water Tenders may be used in direct fire suppression missions such as pumping hoselays, live reel use, running attack, and use of spray bars and monitors to suppress fires. Spray bars may be required by an incident, in such cases, it should be ordered with those specifications.

C. Personnel Training, Qualification, and Fitness Standards

Classification	Physical Fitness Test	Fireline Safety Refresher (5)	Personal Protective Equipment (PPE)
Support Water Tenders (1)	No	Yes	Yes
Tactical Water Tenders (2)	Arduous or NFPA 1001 or 1500	Yes	Yes
Engines, Types 1 and 2 (3)	Light or NFPA 1001 or 1500	Yes	Yes
Engines, Type 3-7 (4)	Arduous or NFPA 1001 or 1500	Yes	Yes
<p>(1) Support Water Tenders will <u>not</u> be used for direct fire suppression activity.</p> <p>(2) Must be fireline-qualified.</p> <p>(3) Need to meet the requirements of NFPA 1001, Standard for Firefighter Professional Qualifications, and NFPA 1021, Standard for Fire Officer Professional Qualifications.</p> <p>(4) Single Resource Boss (Engine) required.</p> <p>(5) Annual Fireline Safety Refresher Training is required for all personnel participating in fire suppression activities who may be subject to assignments on the fireline. Refresher training shall minimally consist of fire shelter purpose and use, practice deployments, and any pertinent fire safety related topics such as: Fire Orders and Watch-Out Situations; Lookouts, Communications, Escape Routes, and Safety Zones (LCES); Look Up, Look Down, and Look Around.</p>			

D. Personal Protective Equipment (PPE) Standards

It is required that all individuals who engage in fire suppression activities, under this Agreement, have and use appropriate Personal Protective Equipment (PPE). A list of required PPE for unique equipment is provided in this Agreement. PPE and other gear shall not be replaced with suppression funds except through the claims process.

STANDARD PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR FIRE PERSONNEL

1. Boots: All leather, lace-up type, minimum 8 inches high with lug-type soles in good condition (steel toe boots are unacceptable).
2. Hard Hat: Plastic, Class B, ANSI Z89.1, 1986, OSHA approved, with chin strap.
Note: Hard hat meeting NFPA Standard 1977, 2005 Edition, is required.
3. Gloves: One pair of heavy-duty leather per person.
4. Eye Protection: One pair per person (meets standards ANSI Z87.1, latest edition).
5. Head Lamp: One lamp per person with batteries and attachment for hard hat.
6. Canteen: Quart size, two per person required, four per person recommended (filled prior to arrival at incident).
7. New Generation Fire Shelter: One serviceable shelter for each person.
8. Flame Resistant Clothing: Shirt and trousers for routine fireline duties, flame resistant clothing must:
 - a. Self-extinguish upon removal from heat source.
 - b. Act as an effective thermal barrier by minimizing conductive heat transfer.
 - c. Not melt or shrink to any appreciable degree upon decomposition during exposure to a high heat source.
 - d. Be manufactured from flame retardant treated (FRT) cotton, FRT rayon, FRT wool, aramid (Nomex), or other similar fabric.
9. Turnout Gear: Structural engines only.
10. Line Gear (Day Pack)
11. Current Incident Response Pocket Guide (IRPG), NFES 001077

E. Portable Pumps Classification

Class	Remarks
P1	Trailer-mounted low-pressure/high-volume pump producing a minimum volume of 500 GPM. FSO provides intake and discharge hose.
P2	Small low-volume/high-pressure portable pumps with intake hose, capable of being transported by one or two people. Pumps in this category are the Mark 26, Mark III, and Gorman Rupp, or similar type pumps.
P3	Small low-pressure/high-volume portable pump that can be transported by one or two people. These pumps are similar to a Homelite or Honda trash pump.

F. Federal Excess Personal Property (FEPP)

Federal Excess Personal Property (FEPP) is made available to local government agencies through IDL. FEPP rates are calculated at .666 percent of the unoperated equipment rate. The FEPP rate covers operating expenses only for the equipment. There is no allowance for depreciation.

FEPP equipment listed in this agreement shall be designated in the Special block of ICMA Equipment Roster.

G. Commercial Driver's License

It is recommended, but may not be required, that FSOs accepting assignments outside the state of Idaho with equipment that is over 26,000 lbs. Gross Vehicle Weight (GVW) or has air brakes, have drivers with an Interstate Commercial Driver's License (CDL) and all applicable endorsements. An incident may demobilize a resource if the operators do not have the applicable license and endorsements to satisfy the requirements of a particular state.

H. Department of Transportation (DOT) Inspections

It is recommended, but may not be required, that FSOs accepting assignments outside the state of Idaho with a piece of equipment over 10,000 lbs. GVW, have a DOT Equipment Inspection on all vehicles. An incident may demobilize a resource if the equipment does not have this inspection to satisfy the requirements of a particular state.

I. Equipment Complement and Inventory

For the required complement, see References. At the time of hire, the FSO shall provide a complete inventory of the firefighting accessories on the vehicle. A copy of the inventory shall be provided to the inspector and the procurement unit each time the vehicle is hired or reassigned to an incident.

J. Tank Baffling

The water tanks must be equipped with partitions that reduce the shifting of the water load. Engines and water tenders shall have the water tank baffled in a manner that conforms to the NFPA Standards for Mobile Water Supply Apparatus, the American Society of Mechanical Engineers standards, or other industry-accepted engineering standards.

K. Gross Vehicle Weight

Fully-loaded water handling equipment (including operators and accessory equipment) must conform to manufacturer's gross vehicle weight rating (GVWR). This includes balancing the load in a manner that all axle weights comply with the manufacturer's gross axle weight rating. Certification will require the unit to be fully loaded, with the FSO providing weight tickets for the load from a certified scale. The weight tickets will be by individual axle weight. An exception to the GVW requirements may be made for Type 1 Tenders, designed for off-highway construction where the GVW is less than the GVWR.

4. AIRCRAFT RESCUE AND FIREFIGHTING APPARATUS (ARFF), EQUIPMENT AND PERSONNEL REQUIREMENTS

A. Standards and Regulations

Applicable National Fire Protection Association (NFPA) standards, Federal Aviation Administration (FAA) regulations, Occupational Safety and Health Administration (OSHA) requirements and National Wildland Coordination Group (NWCG) requirements.

This specification was derived from the pertinent NFPA and NWCG standards, and FAA and OSHA regulations. The intent herein is to align this specification with existing, validated industry standards for ARFF apparatus, equipment and trained personnel to the extent possible to meet federally mandated regulations and to assure these specifications are not in conflict with existing federal interagency Aviation policies and guidelines.

B. FSO Obligations

FSO shall:

1. Provide qualified, knowledgeable, and skilled ARFF personnel.
2. The FSO shall furnish all labor, equipment/tools, transportation, lodging if needed, and incidentals necessary to accomplish the project.
3. Have required licenses and certifications.
4. FSO employees are expected to follow the rules of conduct established at the work site that apply to all (both Government and non-Government) personnel.
5. The FSO may be required to replace employees who are found to be in noncompliance with Government rules of conduct.

C. Operational Readiness and Response Time

From time of initial notification FSO shall be operational ready to respond within one (1) minute, unless otherwise authorized by the Helibase Manager. FSO personnel shall attend operational briefings as directed by the Government.

D. Apparatus Specifications

- 500-gallon (minimum) water tank, in accordance with NFPA 1901.
- Apparatus must be maintained in accordance with NFPA 1911 and must comply with current U.S.D.O.T. regulations.
- Apparatus shall be able to prime and pump water from a 10-foot lift.
- 150 GPM at 250 PSI rated capacity pump in accordance with NFPA 1901.
- Documentation of annual pump service test in accordance with NFPA 1911 by a qualified vendor is required.
- High visibility and contrasting markings in accordance with NFPA 1901.
- Adequate code 3 lighting/warning devices including siren with minimum 120 DB rating, and PA system.
- Two adjustable cab mounted spotlights.

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- All threaded connections shall be National Hose threads (NH).
- One (1) 2 ½ inch intake valve with (NH) threads.
- 500' double jacket 1.5" or 1.75" synthetic hose, coupled with 1.5" NH in 50 ft. lengths. 300' or 400' of which will be configured as pre-connected attack hose lines in hose trays; immediately available for rapid initial attack.
- 300' double jacket, 2.5" or greater supply hose.
- Ability to refill from static water source.
- Two universal spanner wrenches.
- One adjustable hydrant wrench.
- Assorted adapters, reducers, increasers, double male and double female connectors to facilitate re-filling and inter-engine operations. One (1) 2 ½ "camlock to 2 ½ "NH adapter.
- One 6' pike pole or trash hook.
- One Halligan tool or other comparable prying tool.
- Two wheel chocks.
- Minimum AFFF foam supply for 500 gallons of water:
 - 6%: 30 gallons or
 - 3%: 15 gallons or
 - 1%: 5 gallons

E. Aircraft Rescue and Firefighting Apparatus (ARFF)

Apparatus Equipment Minimum Requirements

- Three (3) complete Self Contained Breathing Apparatus (SCBA), meeting NFPA Standard 1981, with one extra air cylinder per pack.
- Two (2) 20lb. Aqueous Film Forming Foam (AFFF) compatible dry chemical portable fire extinguishers.
- One (1) portable reciprocating saw with power and a minimum of five (5) metal cutting blades.
- One ladder, combination or roof ladder, a minimum of 14 feet in length.
- ARFF Vehicle Radio
 - One (1) programmable VHF-AM portable radio.
 - Two (2) narrow band programmable VHF-FM portable radios.
 - A VHF-FM two-way mobile radio, with a matched broadband antenna (Antenna Specialists ASPR7490, Maxrad MWB5803, or equivalent), shall be installed in the ARFF unit. The radio's operational bandwidth shall include the 150 MHz to 174 MHz frequency band, with user-programmable channels. Selection of either wideband (25.0 kHz) or narrowband (12.5 kHz) channel spacing is required on each channel. The radio shall be frequency- synthesized, equipped with a CTCSS sub-audible tone encoder having a minimum of 32 selectable tones meeting the current TIA/EIA-603A standard, and develop a minimum of 30 watts carrier output power.
 - The use of appropriate portable VHF-FM radios (Relm BK EPH/GPH/DPH series; Motorola XTS3000 & XTS5000; Thales Racal 25; EF Johnson 5100; and Datron Guardian 25, or equivalent) with suitable output power booster units is permissible.
 - Transceivers shall be set to operate in the narrowband mode unless local requirements dictate otherwise. All radios must have the ability to be programmed in the field by the operator without the aid of a computer or radio shop.
 - The following mobile radios are known to meet the above requirements:

- BK Radio EMH, GMH, or KNG ("Smartmic" option required)
- ICOM IC-F320*
- Kenwood TK-760H*
- Relm APCO 25*

Note: *Dealer modification required for programmability.

- One (1) portable aircraft rescue extrication kit, which may be used independently of the CR apparatus. Kit to include as a minimum:
 - Hack saw w/ 5 spare metal cutting blades
 - Seatbelt cutter
 - Serrated fire axe/metal cutting hatchet
 - 3' Pry bar
 - Pry Axe
 - Bolt cutters (30" handle or greater)
 - One flat head axe
 - One 8# sledge hammer
 - One rubber mallet (minimum 2# head)
 - One round point, long handled shovel
 - Four (4) step chocks
 - Two (2) portable battery powered handheld flashlights.
- Medical Equipment - minimum
 - Two (2) long backboard with straps.
 - Various size c-collars.
 - One full D cylinder of oxygen and regulator with two (2) non re-breather masks, one (1) bag valve mask.
 - Assorted airways.
 - One burn kit.
 - One First Aid kit with BP cuff and stethoscope.
- Jumper cables (commercial grade)
- Hazardous Materials spill kit – minimum
 - Equivalent of five gallons of absorbent for spills of hydrocarbon and polar solvents.
 - Twenty (20) sorbent pads.
 - One boom capable of spill containment up to 25 gallons of hydrocarbons or polar solvents.
 - Two (2) constant flow rated nozzles with manual gallonage adjustment and full-flow waterway ball shutoff valves.
 - One (1) piercing applicator (nozzle) rated GPM shall match the rated GPM of the eductor.
 - Complete inventory list for all equipment on the apparatus.

F. Foam Generating Requirements

- Pump at a minimum, 95 GPM foam solution for 5 minutes utilizing one 1.5" or 1.75" hose line.
- Performance is predicated upon deployment of double jacket all polyester hose rated and U.L. approved for 300 PSI service test and 600 PSI burst test.

- Performance is predicated upon deployment of combination, constant flow rated nozzles with manual gallonage adjustment and full-flow waterway ball shutoff valves.
- Performance is predicated upon deployment of in-line or by-pass discharge side eductors or an around-the-pump proportioner designed for flow rates cited and equipped with adjustable metering devices with ball checks located at the venturis.
- The use of aspirating nozzles on handlines will not be permitted for initial attack operations.
- Only AFFF synthetic foam concentrate is permitted. The use of hydrocarbon / polar solvent combination AFFF (Alcohol Resistant Concentrate (ARC) / Alcohol Type Concentrate (ATC) is permissible.
- When utilizing inline or by pass eductors rated at 95 GPM, 1.5" hose lines may not exceed 100 feet in overall length.
- When utilizing inline or by pass eductors rated at 95 GPM, 1.75" hose lines may not exceed 200 feet in overall length.

G. Additional Requirements

1. At IDL's request the FSO may be required to perform periodic training evolutions using suppression agents. IDL will reimburse or replace suppression agents. Training evolution will demonstrate readiness to don PPE with SCBA, engage apparatus, and ability to produce adequate foam.
2. FSO must have a signed copy of their ICMA, Employee qualifications worksheet, apparatus inventory list, and a copy of the apparatus specifications on the apparatus at all times during this agreement period and provide copy to the helibase manager upon arrival at the helibase.

H. Personnel Minimum Training and Qualifications

Training

- Hazardous Materials Awareness and Operations – First Responder and recurrency in compliance with CFR1910.120.
- S-130 and S-190, Annual Fire Shelter deployment training in accordance with NWCG 310-1, and proof of successful completion of the Work Capacity Test - Arduous.
- I-101 and I-200 Incident Command System in accordance with NWCG 310-1.
- Personnel must meet recurrency training in accordance with NFPA 405, Chapter 12. Documentation of live fire training within the last 2 years must be provided.
- One member of the ARFF crew must be currently certified as a EMT.
- Blood borne pathogens training in accordance with OSHA 1910.1030.
- Annual SCBA qualitative fit testing and training in accordance with OSHA 1910. Proof must be provided.

Qualifications

Driver/Operators must meet current licensing requirements for the state in which the apparatus is licensed.

I. Minimum Staffing Requirement

At a minimum any ARFF apparatus assigned to an aircraft base for ARFF responsibilities must have three fully trained and qualified personnel available and remain on site at all times or as directed by the base manager that meet the following.

- One Firefighter trained and qualified in accordance with NFPA 1001.
- One Driver Operator trained and qualified in accordance with NFPA 1002.
- One Fire Officer I trained and qualified in accordance with NFPA 1021.

FSO shall provide a manifest of all employees, along with proof of qualifications for each crew member upon arrival to the assigned incident helibase.

J. Personal Protective Equipment (PPE) in Accordance with NFPA 1971

Each crewmember shall have the following serviceable and properly fitted equipment:

- Structural Firefighting boots.
- Structural Firefighting Helmet with shield or goggles.
- Structural Firefighting gloves.
- Nomex or other "approved" structural hood.
- Structural firefighting turnout coat and pants.
- Approved federal fire shelter.
- Personnel are required to wear cotton or Nomex under garments against skin under clothing.

Note: A full complement of serviceable and properly fitted NFPA standard 1976 Protective Ensemble for Proximity Fire Fighting is acceptable as an alternative to the NFPA 1971 standard.

5. EMERGENCY MEDICAL SERVICES (EMS) EQUIPMENT AND PERSONNEL REQUIREMENTS

EMS providers must arrive at incidents with "Minimum Equipment Standards" as set forth by the Idaho EMS Bureau, in accordance with the providers EMS license. Medical supplies used on the incident shall be restocked at the incident, or the cost of the supplies will be added to final invoice at time of billing. Reimbursement of medical supplies not replaced at the incident must be billed at actual replacement cost. See Incident Replacement. NWCG recommended items are not required, but may be requested by the host agency at the time of mobilization.

All EMS personnel must have a minimum training of Annual Fireline Safety Refresher (RT-130) including fire shelter.

When hired to work on the fireline, personnel must meet minimum standards for NWCG Basic Firefighter (FFT2).

A. Ambulances

When ordering an Ambulance, the Resource Order must specify whether ordering a Type 1 Advanced Life Support (ALS), Type 3 Intermediate Life Support (ILS), or Type 3 Basic Life Support (BLS) Ambulance. The license level of staffing must match the equipment ordered.

1. Personnel and Staffing Licensure Requirements

- | | |
|--------|--|
| Type 1 | Ambulance (ALS Transport) – 1 Paramedic, 1 EMT |
| Type 3 | Ambulance (ILS Transport) – 1 AEMT, 1 EMT |
| Type 3 | Ambulance (BLS Transport) – 2 EMTs |

The minimum staffing listed above is for wildland fire incidents and meets or exceeds the minimum standard for licensing in the state of Idaho. If an incident requests a specific license level for personnel, it will be documented on the Resource Order.

If the ambulance crew exceeds work/rest guidelines while transporting a patient to a medical facility, the crew may seek lodging after delivering the patient to said facility. Cost for lodging shall be reimbursed by the incident but must be authorized in writing by the Incident Commander, their designee, or host agency. When ordered for 24-hour shift coverage, a second crew must be ordered to meet work/rest requirements.

2. Patient Care and Transports

When ambulances are under hire and assigned to an incident, patient transports are included in the established hourly rates. When transporting a patient from an incident to a medical facility, they are still under hire by the incident and shall not bill the patient. Medical transports shall be documented on an Emergency Equipment Shift Ticket OF-297.

If the ambulance transports individuals other than those assigned to the incident, the transporting agency shall follow their standard billing procedures. The incident shall not be responsible for personnel or equipment costs for such transports, including medical supplies or equipment used. A negotiated reduction in payment shall be done at the incident for the timeframe the ambulance was not available to the incident.

Patient care reporting shall follow the standard procedures in accordance with the Idaho EMS Bureau.

It is the responsibility of the licensed EMS Provider at the incident to make arrangements for the Patient Care Integration Agreement with the local EMS Jurisdiction.

B. Single Resource EMS Providers

Single resource EMS provider vehicles must be off-road 4x4 vehicles capable of maneuvering steep, rocky terrain. For Agency Owned Vehicles (AOV) see Appendix for rates. If a rental vehicle is authorized, refer to Rental Vehicles for reimbursed procedures.

ALS, ILS and BLS Kits are paid an hourly rate. See Appendix.

Vehicle and kit use shall be documented on an Emergency Equipment Shift Ticket OF-297.

C. ALS Medical Trailers

Medical trailer staffing level shall meet the minimum requirements as an ALS Ambulance.

Vehicle used to transport the medical trailer, to/from the incident, is included in the rate of the trailer. A separate Resource Order is not required, as they are a single unit. Once at the incident, if the vehicle is hired for another use, it must be authorized on a separate Resource Order.

Medical trailer operating supplies, i.e. electricity, propane, potable water, will be provided at the incident or reimbursed at actual cost.

The incident will provide disposal of grey and black water.

For supplies not replaced at the incident, see Incident Replacement.

Medical Trailer use shall be documented on an Emergency Equipment Shift Ticket OF-297.

D. Requirements for Check-in at Incident

EMS resources shall provide the IMT or host agency the following:

1. Letter from the EMS provider's Medical Director giving them authority to work on the wildland fire incident outside their home jurisdiction. The letter should include any restrictions, if applicable.
2. Copy of EMS License for personnel.
3. Copy of Agency License and Cover Letter, if applicable, for EMS agency.
4. Qualification (Red) Cards issued by IDL shall not include EMS license levels. The EMS license level shall be listed on the ICMA Personnel Roster for individuals. Individuals shall provide a copy of their EMS license at check-in.
5. EMS providers must furnish medical supply inventory upon arrival at the incident and maintain minimum equipment standards established by the Idaho Department of Health and Welfare, EMS Bureau, throughout the deployment and for reimbursement purposes at the end of the incident.

6. MOBILIZATION

A. Standard Fire Mobilization

Resource Orders will typically be generated by the interagency dispatch center responsible for support of an incident. The dispatch center will go through the usual resource procurement process to fill the order. If an FSO resource is used to fill the order, the FSO will provide the dispatch center the detail of equipment unique identifier and names of personnel being mobilized. This information will be input into the Resource Ordering and Status System (ROSS) at the dispatch center for tracking purposes. A Resource Order which includes Resource Order number, incident name and location, responsible agency, reporting location, date and time needed, and other pertinent information will be sent, by fax or email, to the FSO office. A copy of the Resource Order must accompany the resource when checking in at the incident. The FSO will ensure a copy of the Resource Order has been sent to their local IDL office for tracking purposes.

B. County and State Disaster Mobilization

Local, city and county government agencies can request assistance for resources through the Idaho Office of Emergency Management (IOEM) Mission Request System once declarations of disaster have been made by both the county and State. IOEM will issue a Mission Assignment to IDL for the requested resources. If the Mission Assignment is accepted, IDL will fill the request through the normal interagency dispatching procedure or other process as determined.

C. Travel to/from Incidents

All resources under the control of the incident or incident agency will follow incident agency requirements when staying at incident base or other location. Individuals are not automatically entitled to stay in a hotel/motel, eat meals at restaurants, or claim per diem. When resources are required to be self-sufficient, they must have written approval from the IMT or host agency and is required for reimbursement. Individuals who deviate from incident agency requirements will not be reimbursed for unauthorized expenses. Most incidents utilize a base camp to provide for resource needs through the use of a caterer, local restaurants, other food providers and issuance of a sleeping bag.

When FSO equipment is transported to/from an incident via heavy equipment transport (not being driven) the equipment rate will be reduced by one-half.

D. Check-In at Incident

When checking into the incident it is important to have all needed documentation. See Reference.

E. Length of Assignment

When mobilized under this agreement, FSO personnel should be prepared for a 14-day assignment, excluding travel days. Depending on incident location, one or more days may be necessary for travel, increasing the total assignment time. When assignments are extended, the process will be in accordance with the Interagency Incident Business Management Handbook (IIBMH), Chapter 10. If provided paid days off at an incident to extend, documentation with approvals must be provided for reimbursement.

Administrative Paid Days off upon return to the home unit will not be reimbursed.

F. Crew Rotations

In order to maintain consistency, accountability, and safety, crew rotations are discouraged. However, it is recognized that rotations may be necessary. Compensation for expenses associated with rotations will be at the FSO's expense unless authorized in writing by the Incident Management Team (IMT) or host agency. When rotating crews, incoming and demobing crew members must work with the IMT or host agency to ensure proper tracking of work/rest.

G. Demobilization from Incident

During demobilization ensure the Finance Section provides the FSO with original documentation required for reimbursement. This includes original Incident Time Report OF-288, Emergency Equipment Shift Ticket OF-297, and Emergency Equipment Use Invoice OF-286. When OF-288's are not provided at the incident, original Crew Time Reports OF-288 shall be returned to the FSO.

7. TIME KEEPING

Personnel and equipment time for resources with an Operated Agreement will be documented on an Emergency Equipment Shift Ticket OF-297 or a combined Emergency Personnel and Equipment Shift Ticket available from the Coeur d'Alene Interagency Fire Cache (CDK) and

recorded on an Emergency Equipment Use Invoice OF-286. Original documents shall be given to the FSO at demobilization.

Personnel time for resources with an Unoperated Agreement will be documented on a Crew Time Report SF-261 or combined Emergency Personnel and Equipment Shift Ticket available from CDK and recorded on an Incident Time Report, OF-288. Original OF-288 shall be given to the FSO at demobilization.

Equipment time for resources with an Unoperated Agreement will be documented on an Emergency Equipment Shift Ticket, OF-297, or a combined Emergency Personnel and Equipment Shift Ticket available from CDK and recorded on an Emergency Equipment Use Invoice OF-286. Original documents shall be given to the FSO at demobilization.

A. Hourly Rate

Hours worked in excess of 16 must have written approval from the Incident Commander (IC), as per Interagency Incident Business Management Handbook (IIBMH).

Unoperated equipment shall be paid from the start of shift until the end of shift for each day.

B. Double Shift

Double shift is defined as being staffed with two operators or two crews (one per shift). IMT personnel at the Section Chief level, or host agency, may authorize a second operator/crew. In order to be compensated for two operators/crews, a resource order is required. *It is a rare occasion that an operator or crew is required to work a double shift without rotating personnel. This will not be paid unless authorized in writing by the Incident Commander.*

C. Rental Vehicles

Use of rental vehicles while assigned to an incident must be authorized by the incident agency and documented on a Resource Order. The itemized receipt from the rental company is required prior to reimbursement. Use of the vehicle must be documented on an Emergency Equipment Shift Ticket OF-297.

D. Other Equipment Rate Determination

When an FSO has unique items or equipment not included in this publication, the local IDL Area/District/Association office will work in cooperation with the IDL Fire Business Program to determine a rate. Rates shall be negotiated on a case-by-case basis. Typically, rates are determined by reducing the rates published in the appropriate Geographic Area's Supplement to the IIBMH, Chapter 20, Acquisition, by 20 percent. This reduction accounts for costs to contractors that are not applicable to FSOs.

E. Operating Supplies

FSO equipment will be reimbursed for fuel and operating fluids (transmission fluid, Diesel Exhaust Fluid (DEF), etc.) as required by manufacturer for safe operation of equipment during an assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt). Normal wear and tear and maintenance will be the FSO's responsibility, as the rates for equipment are calculated to cover such costs.

F. Foam Units

The amount of foam used at an incident must be documented daily on the Emergency Equipment Shift Ticket (OF-297), and have appropriate approvals. If the foam available at the incident, or by host agency, is not compatible with FSO equipment, the FSO may be reimbursed upon return to the home unit. If replacing at the home unit the incident must approve an Incident Replacement Requisition (OF-315). Refer to IIBMh, Chapter 30.

A Supply Resource Order is required for replacing items at the home unit.

No additional compensation will be given for equipment with foam units.

G. Incident Replacement

Incident replacement shall be in accordance with IIBMh, Chapter 30. The incident agency should limit replacement to those items that are consumed, lost, damaged or rendered unserviceable on the incident. These items can be replaced at the incident or the incident can approve an Incident Replacement Requisition (OF-315) for replacement of items by a cache or at the home unit.

A Supply Resource Order is required for replacing items at the home unit.

H. Claims

Equipment furnished under this agreement may be operated in and subjected to extreme environmental and/or strenuous operating conditions. These could include, but are not limited to: unimproved roads; steep, rocky, hilly terrain; dust; heat; and smoky conditions. As a result, by entering into this agreement, the FSO agrees that what is considered wear and tear under this agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment.

All claims for lost or damaged equipment should be properly reported and documented through the Finance Section at the incident. If a claim is made after return to the home unit, the host agency must approve the claim in writing.

A Supply Resource Order and appropriate approval documentation is required prior to reimbursement.

I. Agency Owned Support Vehicles

The cost of support vehicles will not be reimbursed without a Resource Order. See Appendix for rates.

J. Repairs

No further payment will accrue during any period that equipment is not in a safe or operable condition. Payment will be based on the hours the resource was operational during the assigned shift. Personnel are entitled to eight hours in pay status while equipment is being repaired.

K. Tires

Tire minimum tread shall be 4/32" on the front axle (steer axle), and 2/32" on the remaining tires. Tire load ratings should be in accordance with the vehicle GVWR.

8. REQUIREMENTS FOR REIMBURSEMENT

Payment for all FSO resources mobilized under the terms of this agreement is transacted through IDL. The IMT, or host agency, must complete the normal timekeeping functions for the FSO while assigned to the incident.

For those FSOs that have entered into agreements with neighboring state or federal agencies for initial attack, mutual aid, or other fire protection services, payment will be processed through the respective agencies.

Operated Agreements: When FSOs with Operated Agreements submit costs for single resource personnel, they shall submit an invoice with a summary of their fire costs in addition to the other required documentation. The invoice must be signed by the Fire Chief or their designee.

Unoperated Agreements: FSOs with Unoperated Agreements shall submit an invoice with a summary of their fire costs in addition to other required documentation. The invoice must be signed by the Fire Chief or their designee.

Invoices shall not contain more than one Resource Order unless the personnel and equipment are requested as a unit and assigned separate Resource Orders.

IDL will not reimburse administrative costs.

A. Requirements for Backfill Reimbursement

The reimbursement for backfill will only be for the shifts that the mobilized employee was scheduled to work at their home unit. Reimbursement shall be for the backfill costs only, while the costs of the mobilized employee for the same shift is not reimbursable. All backfill costs shall be itemized by date on the FSO Invoice.

EXAMPLE for billing backfill: If an employee is brought in on a regularly scheduled day off to cover the shift of the mobilized employee, IDL will pay the costs for that individual. The costs for the mobilized employee are covered by the FSO.

EXAMPLE:

	Mobilized Firefighter 1 John Doe	Backfill Firefighter 2 James Smith
Day 1: John Doe is mobilized to Big Ben Fire. He is scheduled to work at the fire station this day.	Incident does not reimburse for these payroll costs.	Incident is billed for these payroll costs.
Day 2: John Doe is on assignment Big Ben Fire. This is his scheduled day off.	Incident is billed for these payroll costs.	
Day 3: John Doe is on assignment to Big Ben Fire. This is his scheduled day off.	Incident is billed for these payroll costs.	
Day 4: John Doe is on assignment at Big Ben Fire. This is a scheduled work day at the fire station.	Incident does not pay for these payroll costs.	Incident is billed for these payroll costs.
Day 5: John Doe is demobilized from Big Ben Fire. This is a scheduled day off.	Incident is billed for payroll costs to point of return to home unit.	

REQUIRED COMPLEMENT (OR AS REQUIRED BY NWCG)

A. Engines

- 2 each – Nozzles, combination fog/straight stream, 1" National Pipe Straight Hose (NPSH) female
- 2 each – Nozzles, combination fog/straight stream, 1 ½" National Hose (NH) female
- 20 feet – Suction hose with strainer or screened foot valve
- 2 each – Shovels, size 1
- 2 each – Pulaski
- 1 each – Spanner wrench, combination 1" – 1 ½"
- 2 each – Gated wyes, 1 ½", NH
- 4 each – Reducers, 1 ½" NH female to 1", NPSH male
- 2 each – Increaseers 1" NPSH female to 1 ½" NH male
- 1 each – Double male 1 ½" NH
- 1 each – Double female 1 ½" NH
- 2 each – Adapters 1 ½" NH female to 1 ½" NPSH male
- 2 each – Adapters 1 ½" NPSH female to 1 ½" NH male
- 1 each – Fire hose clamp
- 1 each – First Aid Kit (5 person)
- 1 each – Five (5) gallon container, or equivalent, for drinking water
- 1 each – Set of three (3) reflectors
- 1 each – Fire extinguisher (5 lb. or better)
- 1 each – Set of wheel chocks (meets industry standards)
- 1 each – Pump for water fill or have drafting capability
- 300 feet – Hose, synthetic ¾" – 50 foot sections
- 300 feet – Hose, 1" NPSH
- 300 feet – Hose, 1 ½" NH
- 4 each – Reducer, 1" NPSH to ¾" hose
- 2 each – Adjustable nozzles, ¾"
- 1 each – Mop-up wand, ¾" receptor for hose
- 4 each – Gated wye, ¾"
- 5 each – Inline ball valves, ¾"
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

B. Tactical Water Tenders

- 1 each – Nozzle, 1" – combination; fog/straight stream
- 20 feet – Suction hose (minimum) with strainer or screened foot valve
- 2 each – Shovels, size 1
- 2 each – Pulaski
- 1 each – Spanner wrench, combination
- 1 each – Hydrant wrench
- 2 each – Adapters, 1 ½" NPSH female to 1 ½" NH male
- 2 each – Adapters, 1 ½" NH female to 1 ½" NPSH male
- 2 each – Reducers, 2 ½" NH female to 1 ½" NH male
- 1 each – Double male, 1 ½" NH
- 1 each – Double female, 1 ½" NH
- 1 each – Gated wye, 1 ½" NH
- 1 each – Fire hose clamp
- 1 each – First Aid Kit (5 person)
- 1 each – Set of three (3) reflectors
- 1 each – Fire extinguisher (5 lb. or better)
- 2 each – Portable hand lights
- 100 feet – Hose, 1 ½" NH
- 50 feet – Hose, 2 ½" NH with nozzle
- 2 each – Discharge outlets: 1 ½" NH
- 1 each – Discharge outlet: 2 ½" NH
- 1 ½" NH to 1" NPSH reducer
- Frame or self-standing portable water tank - 1,000 gallon minimum
- Wheel Chocks (meets industry standards)
- Fuel to operate pump and engine for 12 hours (minimum five (5) gallons)

C. Support Water Tenders

- Wheel Chocks (meet industry standards)
- Fire Extinguisher (5 lb. or better)
- Drafting Hose (20 ft. w/strainer)
- First Aid Kit (5 person)
- Reflectors (set of 3)

MOBILIZATION/DEMOB CHECKLIST

Documentation to Take with You:

- ☐ Resource Order (RO) – Two (2) copies.
- ☐ Two copies of the Idaho Cooperative Mobilization Agreement (ICMA).
- ☐ Emergency Equipment Shift Ticket Book, OF-297, or equivalent. Time shall be recorded daily.
- ☐ Crew Time Reports, SF-261. Time shall be recorded daily for personnel.
- ☐ Evaluation Forms – Single Resource, ICS225 or Crew, ICS224. Required for experience records to maintain qualifications.
- ☐ Inventory of apparatus/EMS equipment.
- ☐ Incident Qualification Cards. Indicates wildland fire qualifications for personnel.
- ☐ Position Task Books for trainee positions.
- ☐ Other personnel qualification documentation (Certifications, Licenses, CDL, EMS, etc.).
- ☐ Credit Card for fuel, lodging, etc.
- ☐ Personal Items. Tent, sleeping bag, warm clothing, personal hygiene items, etc. for a 14-day assignment.
- ☐ Other, as needed to be self-sufficient.

Documentation to Bring Back with You:

- ☐ Payment documents, including signed original Emergency Equipment Use Invoice OF-286, original (Pink) Emergency Equipment Shift Tickets OF-297, original Incident Time Report OF-288. Obtain from Finance during demobilization.
- ☐ All pre and post inspections.
- ☐ Receipts for fuel, lodging, and other miscellaneous expenses not provided at the fire. Reimbursement determination will be made upon return to your home unit.
- ☐ Evaluations. An evaluation must be completed by your immediate supervisor at the fire. Required for recertification of positions.
- ☐ Claims, Incident Replacement documentation, if applicable.
- ☐ Other documents provided to you at the fire.
- ☐ Supply Resource Orders, if applicable.

FIRE SERVICE ORGANIZATION (FSO) PAYMENT CHECKLIST

FSO: _____ Resource No.: _____
 Fire Name: _____ Inclusive Dates: _____
 Fire No.: _____ Project Code: _____

Arrange payment package in order of FSO Payment Checklist.

UNOPERATED

- ☐ FSO Invoice with summary of fire costs
- ☐ Emergency Equipment Use Invoice, OF-286, with Original Signatures
- ☐ Emergency Equipment Deductions and Additions (Attachment to OF-286), if provided
- ☐ Emergency Equipment Shift Tickets, OF-297, Original (Pink)
- ☐ Receipts (Fuel, Lodging, Rental Vehicle, etc.)
- ☐ Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
- ☐ Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
- ☐ Signed copy of ICMA (with Appendices 1, 2, and 3)
- ☐ Incident Time Report, OF-288 (or Original Crew Time Report, SF-261, if no OF-288)
- ☐ FSO Payroll Reports (all personnel costs)
- ☐ Resource Order
- ☐ Incident Evaluation
- ☐ Request for Taxpayer Identification Number & Certification, W-9
(<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

FOR FISCAL/FIRE BUREAU USE ONLY

<input type="checkbox"/> Revised Invoice to Area
To:
Date:
By:

OPERATED

- ☐ Emergency Equipment Use Invoice, OF-286, With Original Signatures
- ☐ Emergency Equipment Deductions and Additions (Attachment to OF-286), if provided
- ☐ Emergency Equipment Shift Tickets, OF-297, Original (Pink)
- ☐ Receipts (Fuel, Lodging, Rental Vehicle, etc.)
- ☐ Emergency Equipment Fuel & Oil Issue, OF-304, if applicable
- ☐ Vehicle/Heavy Equipment Pre and Post Inspection Checklist, OF-296
- ☐ Signed copy of ICMA (with Appendices 1, 2, and 3)
- ☐ Resource Order
- ☐ Incident Evaluation
- ☐ Request for Taxpayer Identification Number & Certification, W-9
(<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)

DO NOT WRITE BELOW THIS LINE

Approved:		Inv Date:		
Vendor#:		Inv#:		
Description:				
SUBOBJ	PCA	TC	AMT	PROJ/PH

EMERGENCY EQUIPMENT SHIFT TICKET OF-297

Shift tickets must be completed for each operational period. Shift tickets may be obtained from a Division Supervisor or the Finance Section. The Fire Service Organization and the person responsible for directing the work of the equipment are responsible to see that shift tickets are completed and approved. All crew members shall be listed on the CTR or Shift Ticket. **Any known defects or damage to equipment going on or off shift must be documented in the "14. Remarks" section.**

EMERGENCY EQUIPMENT SHIFT TICKET						E-52
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.						
1. AGREEMENT NUMBER IDL-230-xx-05			2. CONTRACTOR (name) Fire District One			
3. INCIDENT OR PROJECT NAME Bad One		4. INCIDENT NUMBER ID-SWS-23010		5. OPERATOR (name) Bob Builder, Engine Boss		
6. EQUIPMENT MAKE Ford		7. EQUIPMENT MODEL WE6		8. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT		
9. SERIAL NUMBER ID32146567		10. LICENSE NUMBER KB 1234		11. OPERATING SUPPLIES FURNISHED BY <input type="checkbox"/> CONTRACTOR (wet) <input checked="" type="checkbox"/> GOVERNMENT (dry)		
12. DATE MO/DAY/YR		13. EQUIPMENT USE HOURS/DAYS/MILES (circle one)		14. REMARKS (released, down time and cause, problems, etc.)		
		START STOP WORK SPECIAL				
8/15/xx		0600 1800 12		Franklin McDonald, Crew Member Leonardo Giordino, Crew Member		
				15. EQUIPMENT STATUS <input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor		
				16. INVOICE POSTED BY (Recorder's initials)		
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE Bob Builder			18. GOVERNMENT OFFICER'S SIGNATURE Tinder Dry, DIVS		19. DATE SIGNED 8/15/xx	
NSN 7540-01-119-5628 50297-102						

Write
Resource
Order
Number in
upper
corner of
the Shift
Ticket

All crew
members
are listed
on the Shift
Ticket

[illegible]

EMERGENCY PERSONNEL AND EQUIPMENT SHIFT TICKET

This booklet is only available through the Coeur d'Alene Cache.

EMERGENCY PERSONNEL & EQUIPMENT SHIFT TICKET									
3. OWNER/CONTRACTOR DRY CREEK F.P.D.				4. CONTRACT/AGREEMENT NUMBER IDL-610-17-105				1. DIVISION A / ZULU	
6. TYPE OF RESOURCE GOVERNMENT <input checked="" type="checkbox"/> CONTRACT <input type="checkbox"/> PRIVATE <input type="checkbox"/>				7. HIRED WET <input type="checkbox"/> DRY <input checked="" type="checkbox"/>				2. SHIFT DAY SINGLE	
8. INCIDENT NAME BIG HOT FIRE				5. RESOURCE REQ NUMBER E-157					
10. EQUIPMENT TYPE WE3				11. EQUIPMENT MAKE/MODEL BME INTL 1996				12. REMARKS (released, down time and cause, problems, etc.) JON SNOW REPLACED MORTON GLOCKNER AT END OF SHIFT ON 7/11/2017. GLOCKNER WAS RELEASED AT 2100 ON 7/11/2017	
13. VIN (LAST 5) 74836				14. LICENSE # F2011					
15. DATE MONTH/YEAR		16. EQUIPMENT USE (hours/miles) HOURS / MILES		18. TOTAL HOURS/MILES		20. OPERATOR/PERSONNEL NAMES		21. POSITION	
17. BEGINNING		19. ENDING				22. BEGINNING		23. ENDING	
7/11/17		0600		2200		16		ENGB	
								0600	
								1200	
								1230	
								2200	
								1230	
								2100	
								1830	
7/12/17		0600		2200		16		ENGB	
								0600	
								1200	
								1230	
								2200	
								1230	
								2200	
24. AUTHORIZED AGENT SIGNATURE <i>Jack J. Black</i>				27. GOVERNMENT OFFICER SIGNATURE <i>Walter Frey</i>				28. DATE SIGNED 7/12/17	
								29. INVOICE POSTED BY recorder's initials T.U.L.	

FINANCE
EQUIPMENT TIME RECORDER
CONTRACTOR
RETAIN IN BOOK

TRAVEL AND PER DIEM MEAL RATE AGREEMENT

Travel Reimbursements

All travel costs being submitted for reimbursement will be itemized on the **FSO Invoice**. Supporting documentation such as receipts for fuel, rental vehicles, etc., shall be provided with the FSO Invoice. All meal reimbursements shall be in accordance with the Idaho State Board of Examiners and Idaho Department of Lands policies and procedures, unless FSO policy differs.

Travel To/From Fire Suppression Assignments

The GSA domestic per diem daily meal rates will be used while traveling to/from incidents. The rates are found at: <http://www.gsa.gov/portal/category/100120>. Per diem rates are based upon destination.

Example: Traveling to Missoula, MT, for fire assignment. Per diem rates used for mobilization and demobilization period will be at the rate for Missoula, MT, or \$59, as seen below.

The following rates apply for Missoula / Polson / Kalispell Montana														
		Max Lodging by Month (excluding taxes)												
		2015			2016									
Primary Destination (1, 2)	County (3, 4)	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	M&IE (5)
Missoula / Polson / Kalispell	Missoula / Lake / Flathead	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$95	\$136	\$136	\$95	\$59

NOTE: The Idaho Department of Lands uses the GSA per diem rates strictly for obtaining daily meal rates. The GSA breakdown of meal rates is NOT used. Following the Idaho State Board of Examiners policy, a partial-day reimbursement, or breakdown by meal for per diem shall be paid to the traveler at the maximum rate set within the following limitations:

Breakfast: If the actual departure time is 7:00 a.m. or before, or if the return time is 8:00 a.m. or after. Paid at 25% of Federal Rate.

Lunch: If the actual departure time is 11:00 a.m. or before, or if the return time is 2:00 p.m. or after. Paid at 35% of Federal Rate.

Dinner: If the actual departure time is 5:00 p.m. or before, or if the return time is 7:00 p.m. or after. Paid at 55% of Federal Rate.

Per Diem for travel will not be paid in excess of the full daily rate allowed. When meals are furnished by the incident or host agency, individuals may not seek per diem or daily incidental reimbursement.

TRAVEL EXPENSE WORKSHEET

TRAVELERS' NAME(S)	RO #	AGENCY VEH LIC #

FIRE NAME	RED FERN				
RO#	E-9				
INCIDENT #	UT-UWF-000543				
FROM CITY	BOISE				
DATE	8/4/17				
COUNTY	ADA				
STATE	ID				
DEPARTURE TIME	0600				
MILEAGE START	85000				
TO CITY	OGDEN				
DATE	8/5/17				
COUNTY	CALAVARAS				
STATE	UT				
ARRIVAL TIME	1000				
MILEAGE END	85496				

MEALS X= MEALS NOT PROVIDED AT ICP O = MEALS PROVIDED AT ICP

DATE	8/4	8/5							
BREAKFAST	X	X							
LUNCH	X	O							
DINNER	X	O							

DATE									
BREAKFAST									
LUNCH									
DINNER									

CREDIT CARD CHARGES – (LODGING – FUEL – FOOD)

DATE	VENDOR	DESCRIPTION	AMOUNT
8/4	Holiday Inn Express	Lodging crew 6 3 rooms 1 night	343.00

COMMENTS:	
------------------	--

Optional Form

INVOICE AND REPORT SAMPLES

Fire Service Organization Invoice

Electronic Version

From: Smith Fire Department
P.O. Box 377
Smith, ID 89999

To: Idaho Department of Lands
(local IDL office address)

Date: 7/15/2015

Invoice #: 12345

Agreement No: ID-000-11-11

Fire Name	Fire Incident Number	Resource Order Number
Endless Fire	ID-BOF-123456	E-346

[illegible]

My signature below certifies these are true and accurate costs billed in accordance with the current Idaho FSO Rate Book.

Signature

Ace Jones
Print Name

7/15/2015
Date

Fire Chief
Title

Reference 6 – Invoice and Report Samples

EXAMPLE OF PAYROLL REPORT																		
IDAHO BUSINESS INTELLIGENCE SOLUTION																		
Payroll Hours and Dollars by Project																		
For Agency 320 - DEPARTMENT OF LANDS																		
FED070																		
GRANT	EMPLOYEE NAME	Pay Date	G PH	P PH	PCA	Paid Ot Hrs	Reg Hrs	Total Hrs	OT Rate	Ot Earnings	OT Benefit	Reg Rate	Reg Earnings	Reg Benefit	Total Earnings	Total Benefits	Benefit Rate	Total Payrl Costs
	Frederen, John	8/12/16	16	72003		19.5	21.0	40.5	12.29	239.86	18.99	12.29	258.09	20.46	497.75	39.45	7.93%	537.20
	Smith, Dave		16	72003		19.5	20.0	39.5	16.82	327.99	104.80	16.82	336.40	107.49	664.39	212.29	31.95%	876.68
	Frederen, John		16	72003		19.5	21.0	40.5	11.08	216.06	17.15	11.08	232.68	18.47	448.74	35.62	7.94%	484.36
	Looper, Jake		16	72003		19.5	21.0	40.5	11.08	216.06	17.17	11.08	232.68	18.50	448.74	35.67	7.95%	484.41
	Lister, Mick		16	72600		6.0	0.0	6.0	18.86	113.16	40.50		0.00	0.00	113.16	40.50	35.79%	153.66
	Davis, Lisa		16	72003		19.5	21.0	40.5	12.29	239.86	18.99	12.29	258.09	20.46	497.75	39.45	7.93%	537.20
	Linder, Luke		16	72600		2.3	2.5	4.8	33.83	77.81	27.21	33.83	84.58	29.58	162.39	56.79	34.97%	219.18
	Compton, Lee		16	72003		19.5	21.0	40.5	11.08	216.06	17.15	11.08	232.68	18.47	448.74	35.62	7.94%	484.36
Total						125.3	127.5	252.8	13.14	1,646.46	248.54	12.83	1,635.20	246.85	3,281.66	495.39	15.10%	3,777.05
Total FED070						125.3	127.5	252.8	13.14	1,646.46	248.54	12.83	1,635.20	246.85	3,281.66	495.39	15.10%	3,777.05
Summary						125.3	127.5	252.8	13.14	1,646.46	248.54	12.83	1,635.20	246.85	3,281.66	495.39	15.10%	3,777.05

ANNOUNCEMENTS

Memo to Council

DATE: June 28, 2018

RE: Appointments to Boards/Commissions/Committees

The following reappointments are presented for your consideration for the July 3rd Council Meeting:

JENNIFER DRAKE
TRUDY ELLIOTT
JOHN BRUNING

Arts Commission
Arts Commission
Arts Commission

Copies of the data sheets have been placed by your mailboxes.

Sincerely,

Amy Ferguson
Executive Assistant

cc: Renata McLeod, Municipal Services Director

OTHER BUSINESS

**CITY COUNCIL
STAFF REPORT**

DATE: July 3, 2018
FROM: Troy Tymesen, City Administrator
SUBJECT: Atlas Preliminary Urban Renewal District Boundaries

=====

DECISION POINT:

Are the proposed urban renewal district (URD) boundaries, shown in the attached URD exhibit and developed based on the strategy described below, acceptable in concept to the City Council?

HISTORY:

ignite cda in partnership with the City, is completing the Atlas Development Feasibility Study ("Feasibility Study") that is intended to identify the potential Atlas site development that will result in:

1. Preservation of the waterfront as public open space.
2. Development of sufficient land sales and tax increment revenues to re-pay the City for all, or a portion of the City's land purchase cost and fund necessary site infrastructure improvements that will facilitate land sales.
3. Creation of a unique and desirable development that reflects our community values and balances the economic realities of the site.

ignite cda will use the Feasibility Study to develop the URD Plans for expanding the existing River and Lake URD's and creating a new Atlas URD. To expand/create the URD's the URD plans must be:

1. Approved by the ignite cda Board and presented to the City Planning and Zoning Commission
2. Approved by the City Planning and Zoning Commission and presented to the City Council.
3. Approved by the City Council.

The URD boundaries are a key element of the URD plans. Ignite cda is presenting, below, the strategy for establishing the preliminary URD boundaries shown in the URD exhibit. For efficiency, ignite cda is seeking the City Council's approval in concept of the preliminary boundaries to confirm, early in process, that ignite cda and the City's strategy for URD boundaries are in alignment. If the preliminary boundaries are acceptable, City Council is requested to approve the boundaries in concept. Final City Council consideration of the boundaries will occur in step 3, above.

ignite cda's strategy for developing the URD boundaries is as follows:

1. The Lake District is expanded to cover the waterfront public space because that area will generate a very small amount of tax increment and the Lake District's term will expire in 2021.

2. The River District, which currently has the largest funding capacity, is expanded to cover a portion of Phase 1 (see attached phasing exhibit) to fund Phase 1 site improvements. Phase 1 site improvements will allow a variety of product type (townhomes, single family, apartment, and commercial) to develop which the market study has determined can be more quickly absorbed than a single product type. Phase 1 land sales and River District tax increment will be used to fund future phase infrastructure improvements and repay the City's land purchase cost.
3. The new Atlas District covers a portion of Phase 1, all subsequent phases and the proposed River's Edge development. The Atlas District will have the longest life providing the greatest opportunity for anticipated tax increment, along with land sales revenue, to fund infrastructure improvements and re-pay the City's land purchase costs.

FINANCIAL ANALYSIS:

The URD Boundaries are established to provide the highest probability for generating land sales and tax increment funding to re-pay the City's land purchase cost and fund site improvements.

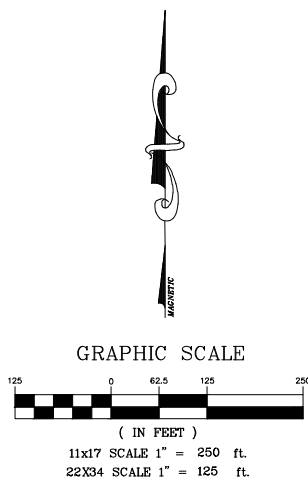
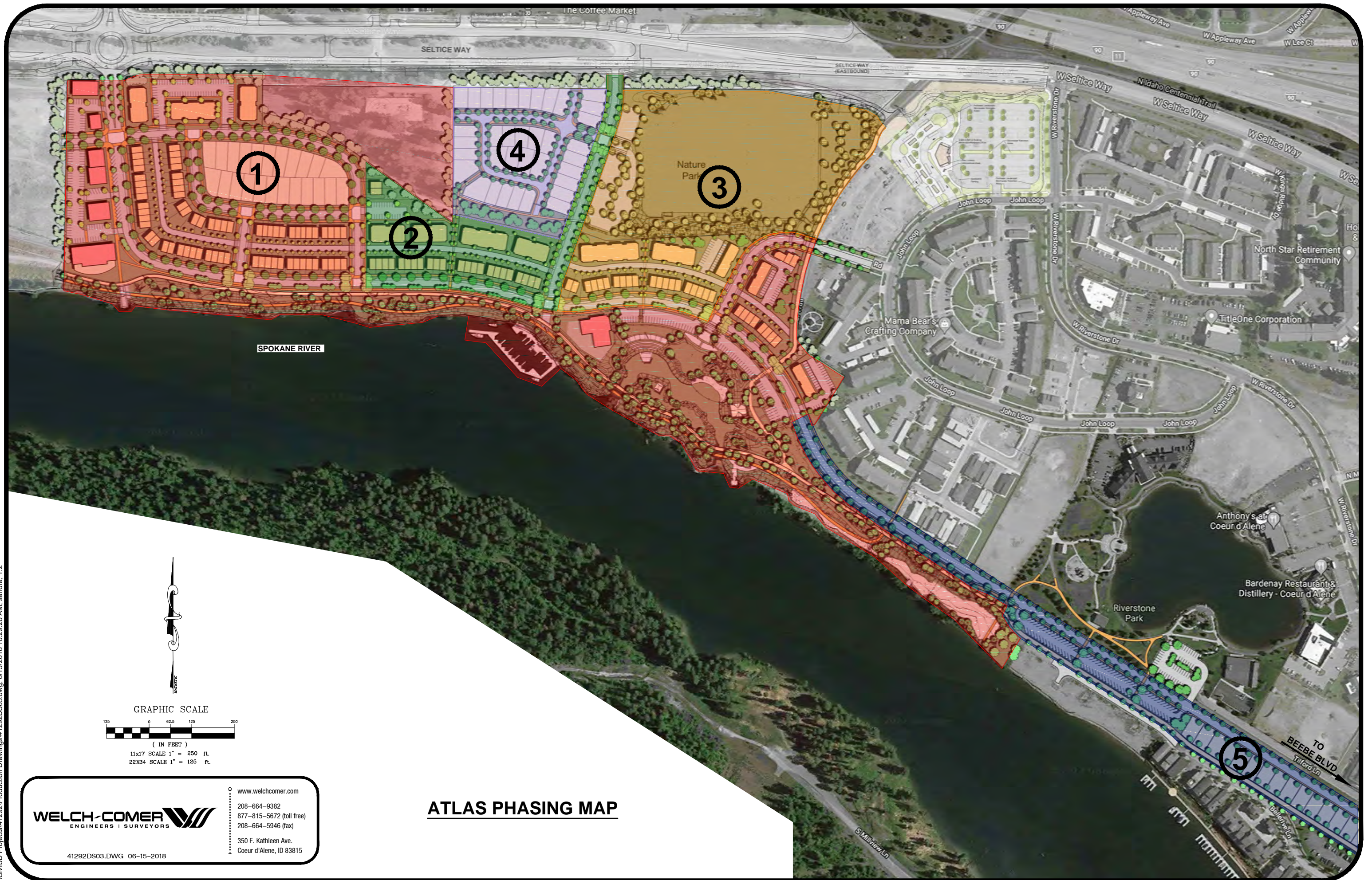
PERFORMANCE ANALYSIS:

Receiving the City Council URD Boundary approval in concept allows ignite cda to move forward with a higher level of confidence that the City and ignite cda's strategy for establishing URD boundaries are generally in alignment. ignite cda understands approval in concept is not final approval of the URD boundaries.

DECISION POINT/RECOMMENDATION:

Staff has reviewed the URD boundary in a meeting with members of the Atlas Committee (Mayor Widmyer, Councilmembers Miller and Evans, City Administrator Tymesen, Planning Director Anderson, ignite cda Chairman Hoskins, Board Member Armon, Executive Director Berns) and the ignite cda consulting team (Welch Comer Engineers and Heartland) and recommends approval in concept of the proposed URD boundaries.

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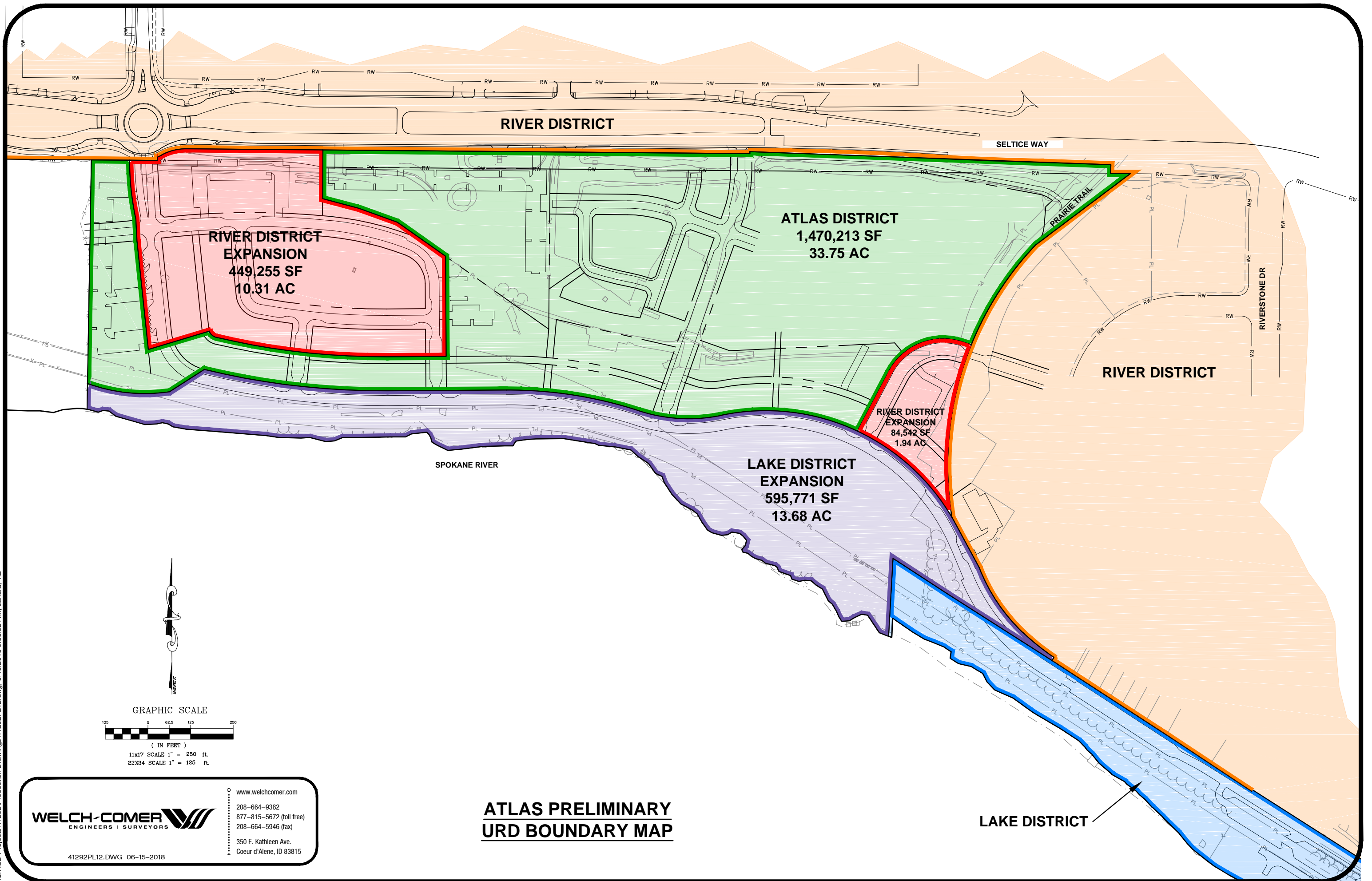
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877-815-5672 (toll free)
208-664-5946 (fax)
350 E. Kathleen Ave.
Coeur d'Alene, ID 83815

41292DS03.DWG 06-15-2018

ATLAS PHASING MAP

N:\Civ\3D Projects\41292\Production Drawings\41292PL12.dwg, 6/15/2018 9:58:52 AM, sandra, 1:2



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41292PL12.DWG 06-15-2018

Atlas Project Update

Coeur d'Alene City Council

June 19, 2018

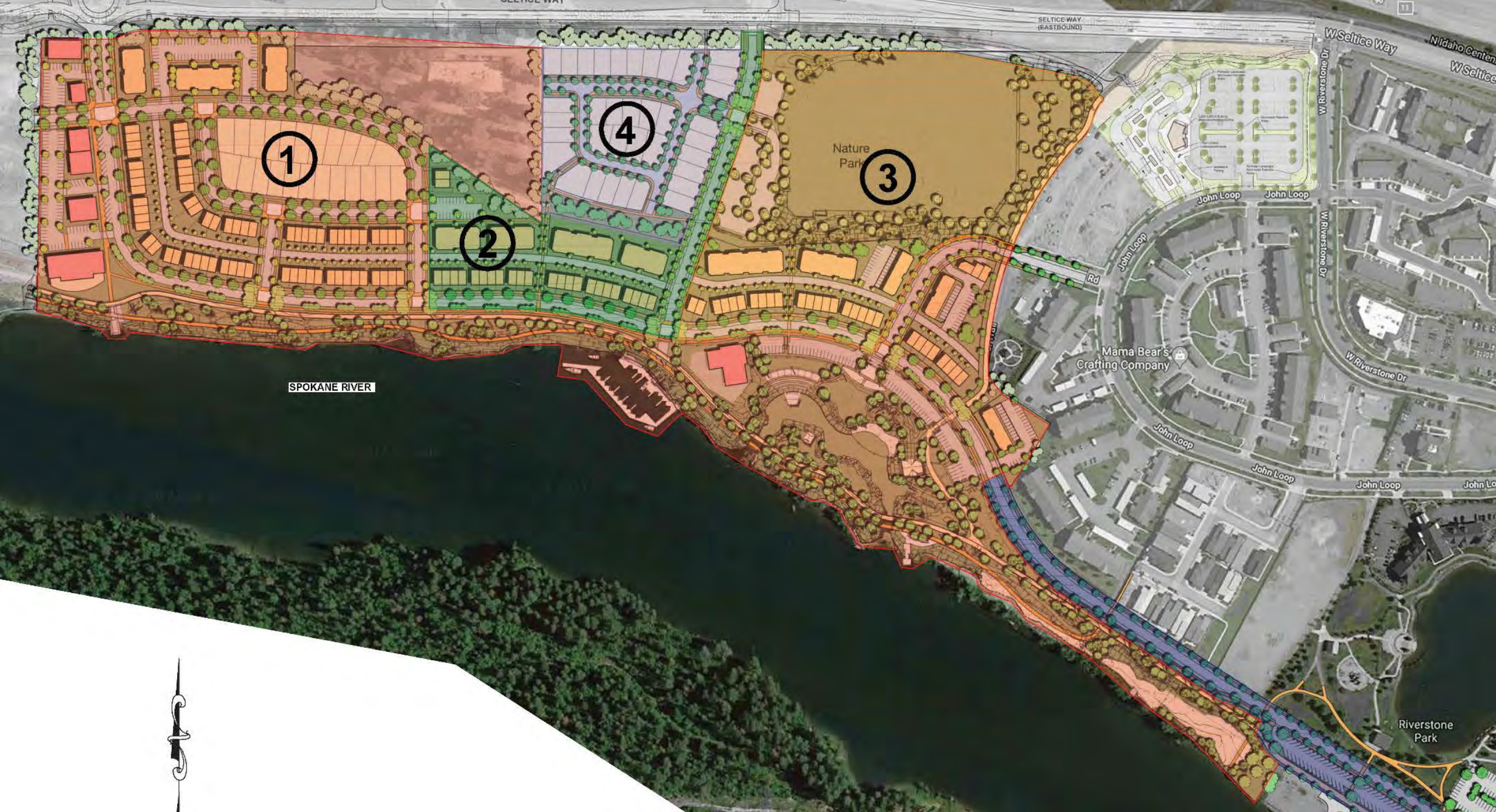
Project Update

- Project Phasing
- Proposed Urban Renewal District Boundaries



Project Phasing

- Objectives
 - Minimize infrastructure requirements – less upfront capital
 - Maximize developable area and product types – more income
 - Improve the public waterfront area
 - Recognize market absorption
 - Recognize long term site construction impacts



1

2

4

3

SPOKANE RIVER

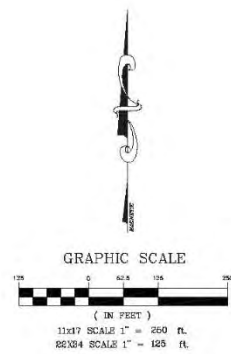
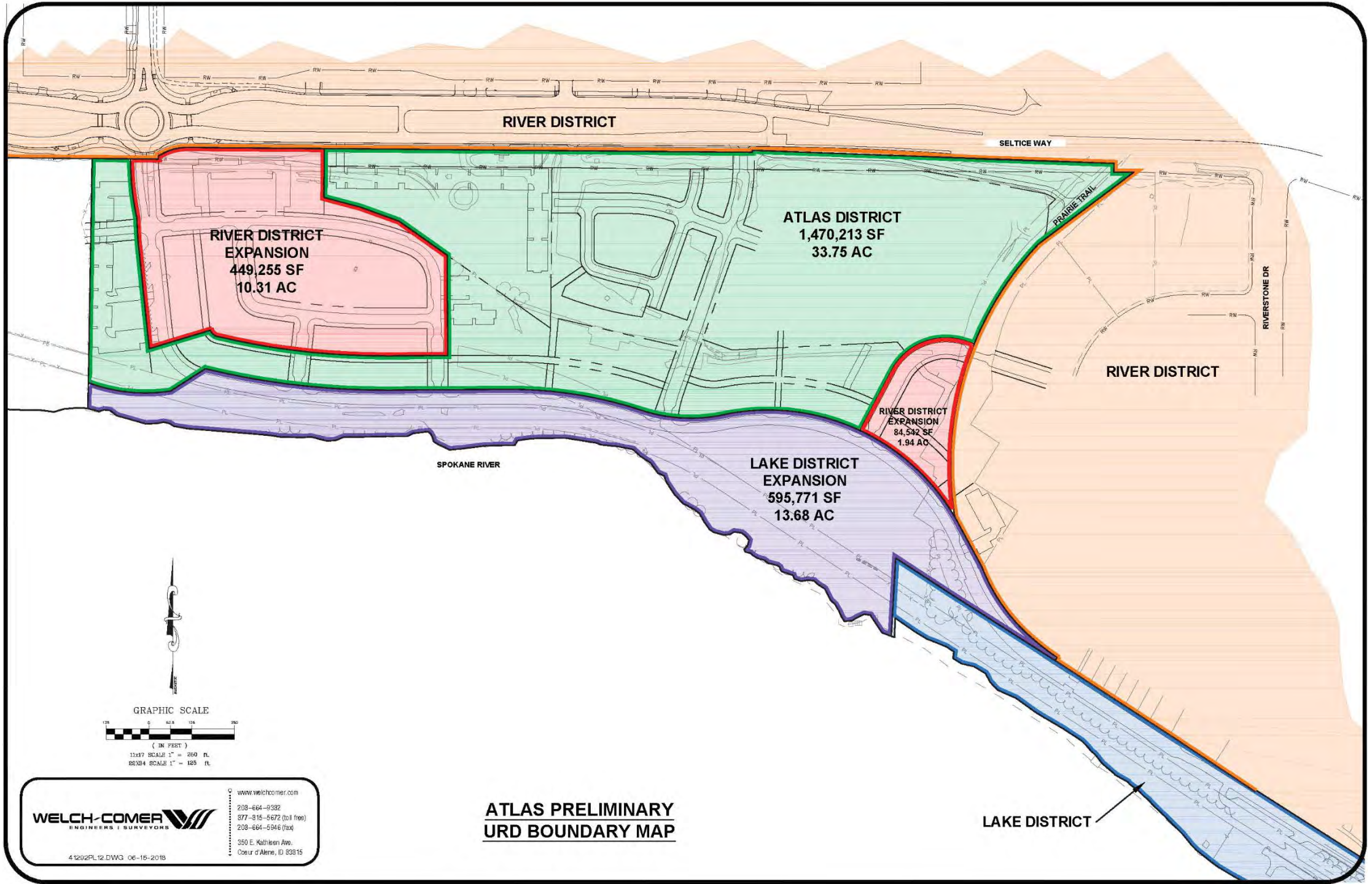
Nature Park

Mama Bear's
Crafting Company

Riverstone
Park

Urban Renewal District (URD) Boundaries

- Objectives
 - Consider the URD “life” and current financial capacity
 - Consider future valuation
 - Follow URD expansion/creation rules



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Coeur d'Alene, ID 83815

**ATLAS PRELIMINARY
URD BOUNDARY MAP**

Thank you

**PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: June 28, 2018
FROM: Lt. Bill Tilson Jr.
SUBJECT: Apply for and Accept if Awarded FY 2018 SHSP Grant

=====

DECISION POINT: Staff requests that Council allow the Coeur d'Alene Police Department to apply for and accept, if awarded, a 2018 State Homeland Security Program (SHSP) Grant through the Kootenai County Office of Emergency management to purchase 8 new Motorola APX 6000 portable radios for the School Resource Officer Team. The request will be for \$48,313 including accessories and factory programming).

HISTORY: The Department has long relied on two-way radio communications as part of the daily duties and tasks. A majority of the current radios are obsolete and will soon be considered "end of life" which means no repairs or replacement parts will be available. The SHSP Grant has specific objectives of which replacing portable radios for the SRO program would qualify. SROs are stationed in the majority of public schools including the middle and high schools. Schools are considered "soft targets". SROs who are properly equipped to handle threats along with effective communications to connect them to other resources including police, fire, and EMS make their critical mission easier to accomplish, particularly in the event of an emergency.

FINANCIAL ANALYSIS: The Department will have a need to change out all antiquated portable radios in the upcoming months. This grant will allow the Department to start the process sooner while aiding in the protection of the City's schools. There is no match to the grant. All funding allocated goes towards the purchasing of the radios, programming, and accessories.

PERFORMANCE ANALYSIS: If awarded, the Department will acquire the capability to equip the School Resources Officers with the new radios quickly. All programming / trunking can be done in-house using our staff. The old radios have had difficulty transmitting / receiving in the school buildings but the new APX radios will be able to overcome this obstacle (pre-tested prior to this request). In addition, some internal training will occur to show SRO personnel on how to use the radio along with programming them in a way that is specific and beneficial to each officer.

DECISION POINT/RECOMMENDATION: Staff requests that the Council allow the Police Department apply for and if awarded, accept the FY 2018 SHSP grant for the purchase of 8 APX 6000 police radios for the approximate amount of \$48,313.



Quote Number: QU0000445118

Effective: 29 JUN 2018

Effective To: 28 AUG 2018

Bill-To:

COEUR D'ALENE POLICE DEPT
3818 SCHREIBER WAY
COEUR D'ALENE, ID 83815
United States

Attention:

Name: Bill Tilson
Phone: (509)484-1400

Sales Contact:

Name: Steven Fontaine
Email: sfontaine@daywireless.com
Phone: 5094841400

Contract Number: NASPO ValuePoint
Freight terms: FOB Destination
Payment terms: Net 30 Due

Item	Quantity	Nomenclature	Description	Your price	Extended Price
1	8	H98UCF9PW6BN	APX6000 700/800 MODEL 2.5 PORTABLE	\$2,208.98	\$17,671.84
1a	8	Q806BM	ADD: ASTRO DIGITAL CAI OPERATION	\$375.95	\$3,007.60
1b	8	HA00022AC	ADD: 3Y ESSENTIAL ACCIDENTAL DAMAGE	\$284.00	\$2,272.00
1c	8	QA02756AA	ADD: 9600 TRUNKING OR 3600 DIGITAL TRUNKING	\$1,146.10	\$9,168.80
1d	8	QA05570AA	ALT: LI-ION IMPRES 2 IP68 3400 MAH	\$73.00	\$584.00
1e	8	H869BZ	ENH: MULTIKEY	\$240.90	\$1,927.20
1f	8	Q629AK	ENH: AES ENCRYPTION	\$346.75	\$2,774.00
1g	8	G996AU	ADD: PROGRAMMING OVER P25 (OTAP)	\$73.00	\$584.00
1h	8	H38BT	ADD: SMARTZONE OPERATION	\$876.00	\$7,008.00
1i	8	Q361AR	ADD: P25 9600 BAUD TRUNKING	\$219.00	\$1,752.00
2	8	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$109.50	\$876.00
3	8	PMMN4062A	IMPRES RSM, NOISE CANC. EMERGENCY BUTTON 3.5MM JACK IP54	\$85.92	\$687.36

Total Quote in USD

\$48,312.80

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)