

City of Emmett Council Meeting

April 23, 2019

The Emmett City Council held a regular meeting at 501 E. Main Street, Emmett, Idaho.

Mayor Gordon Petrie called the meeting to order at 7:00 p.m.

Mayor Gordon Petrie led the **Pledge of Allegiance**

Lance Zagaris offered the **Community Invocation**

Council Present: Council President Michelle Welch, Councilman Shawn Alder, Councilman Gary Resinkin, Councilman Steve Nebeker, Councilman Mike Stout. Absent – Councilman Tona Henderson

Staff Present: Steve Kunka, Clint Seamons, Mike Knittel, Lyleen Jerome, Curt Christensen.

Public Present: Krista Seitz, 866 W. Apache St; Marta Henry, 209 W. Main; Jani Stroud, 815 Williams Rd; Wayne Rush, 2000 S. Alberta; Diana Jacobs, 658 Monte Vista Dr.

Amendments to the Agenda: None

Councilman Nebeker **MADE A MOTION TO APPROVE THE AGENDA AS PRESENTED, SECONDED, 5 AYES, 0 NOES. Motion Carried.**

Declaration of Conflicts of Interest: None

Declaration of Council Members' Discussion Outside an Open Meeting: None

CONSENT AGENDA:

A. Approval of Minutes – April 9, 2019

B. Approval of Permits - None

C. Approval of Water Charge Waivers – None

D. Approval of Accounts Payable

Councilman Henderson made a **MOTION TO ACCEPT THE CONSENT AGENDA AS PRESENTED, SECONDED, 5 AYES, 0 NOES. Motion Carried.**

ELECTED OFFICIALS:

A. Mayor

1. In recognition of National Volunteer Week, Mayor awarded the Gem Community Gem Award to Diana Jacobs for her outstanding volunteer contributions.

B. Announcements

C. City Council

Non-Consent Agenda

BUSINESS:

A. Blue Cross of Idaho Foundation for Health Grant and Agreement. Councilman Stout made a **MOTION TO APPROVE THE BLUE CROSS OF IDAHO FOUNDATION FOR HEALTH GRANT AGREEMENT IN THE AMOUNT OF \$30,000 AND THE MAYOR TO SIGN, SECONDED. Roll Call vote – Council President Welch – AYE, Councilman Stout – AYE, Councilman Nebeker- AYE, Councilman Alder – AYE, Councilman Resinkin – AYE. Motion Carried.**

B & C. Approval of Road Closure for Gem County Recreation District Children Parade – Kristin Seitz presented a request to close roads for the Children's Parade on June 14th from 4:30 – 6:45 p.m. and closure of roads for the Gem County District Holiday Magic Parade on November 30, 2019 from 5:00 p.m. to 7:00 p.m. Councilman Nebeker made a **MOTION TO APPROVE THE GEM COUNTY RECREATION DISTRICT CHILDRENS PARADE AND THE GEM COUNTY RECREATION DISTRICT HOLIDAY PARADE ROAD CLOSURE CONTINGENT ON DEPARTMENT HEADS APPROVAL. SECONDED. 5 AYES, 0 NOES. Motion Carried.**

D. Approval of Quarterly Financial Report – City Clerk Lyleen Jerome presented the first quarter financial report for 2019. Councilman Nebeker made a **MOTION TO APPROVE THE 2019 1ST QUARTER FINANCIAL REPORT. 5 AYES, 0 NOES. Motion Carried.**

E. Approval to Waive Sidewalk, Curb & Gutter Requirements for Sunny Acres LLC Subdivision. Superintendent Bruce Evans presented a request from Kelsey Peterson to waive curb, gutter, sidewalk and storm drains on his property located on 12th Street. Councilman Stout made a **MOTION TO APPROVE THE WAIVER REQUEST FOR KELSEY PETERSON FOR SUNNY ACRES LLC SUBDIVISION FOR SIDEWALK, CURB, & GUTTER REQUIREMENTS AND TO FOLLOW PUBLIC WORKS & KELLER ASSOCIATES REQUIREMENTS FOR UP-DATED APPROACH REQUIREMENTS FOR EACH BUILDING LOT TO MATCH 2019 ITD CHILD SAFETY GRANT WALKING PATH AND THE MAYOR TO SIGN. 5 AYES, 0 NOES. Motion Carried.**

REPORTS:

Building Official/City Planner – Brian Sullivan – absent

City Clerk – Lyleen Jerome – presented monthly report

Fire – Fire Chief – Curt Christensen –

Presented monthly report and an information power point on the Modern Day Fire Service.

Library – Librarian Alyce Kelley – absent

Police – Chief Kunka – presented monthly report

Public Works – Clint Seamons – presented monthly report

System Administrator – Mike Knittel – presented monthly report

Economic Development – Krista Cole - absent

Engineer – None

Councilman Alder **MADE A MOTION TO ADJOURN, SECONDED, 5 AYES, 0 NOES. Motion Carried.**

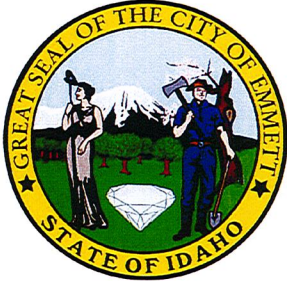
Meeting Adjourned at 8:25 p.m.

City of Emmett Council Meeting

April 23, 2019

Mayor Gordon Petrie

Lyleen Jerome, City Clerk



CITY OF EMMETT

Office of the Mayor

501 East Main Street
Emmett, Idaho 83617

Gordon Petrie, Mayor
Lyleen Jerome, Clerk
Jake Sweeten, Attorney

Council President: Michelle Welch
Councilmen: Shawn Alder
Eltona Henderson
Steve Nebeker
Gary Resinkin
Mike Stout

23 May 2019

Bruce Evans
Superintendent, Emmett Public Works
601 East Third Street
Emmett, Idaho 83617

Re: Resignation Letter Acceptance and Announcement of New Appointment

Dear Bruce,

I have received your Letter of Resignation as Superintendent of Public Works, which you request to be effective on June 2, 2019. I honor your request for the reasons set out in your letter, and by this letter, I further accept the terms of your resignation. Your resignation will be effective as of one minute after midnight on June 2, 2019. I thank you for your years of dedicated service to the city, and look forward to many more years in your preferred reduced capacity with the Water Department.

In accordance with Emmett City Code 1-6D-1, I take this occasion to further accept your recommendation of Clint Seamons and appoint Mr. Seamons as the new Superintendent of Public Works, effective one minute after midnight on June 2, 2019.

Best Regards,

A handwritten signature in black ink, appearing to read "Gordon W. Petrie", is written over the typed name and title.

Gordon W. Petrie
Mayor

cc: Lyleen Jerome, City Clerk
Clint Seamons, PW Superintendent, Select

Emmett Fire Department

501 E. Main St.

Emmett, ID 83617



May 22, 2019

Re: A motion to approve the surplussing of Fire Department Equipment

Mayor, City Council:

Attached is a spreadsheet of equipment.

I recommend the following motion: **"Motion to allow the Fire Chief Curt Christensen to surplus the equipment as specified in the attached spreadsheet."**

Thank you for considering,

Curt Christensen
Chief Emmett Fire Department

Integrated 4.5 SCBA Pack	18	Idaho State Fire Marshal Web site	Possibly Cascade Fire Department
4.5 SCBA Pack no buddy	3	Idaho State Fire Marshal Web site	
4.5 SCBA Wire Pack	5	Emmett Fire Auxiliary	
2.2 SCBA Wire Pack	5	Idaho State Fire Marshal Web site	
45min 4.5 SCBA bottle	31	Idaho State Fire Marshal Web site	
35min 4.5 SCBA bottle	35	Idaho State Fire Marshal Web site	
60min 4.5 SCBA bottle	14	Idaho State Fire Marshal Web site	
Yellow 2.2 SCBA bottle	4	Idaho State Fire Marshal Web site	
Masks Pre-2000	11	Idaho State Fire Marshal Web site	
Mask	22	Idaho State Fire Marshal Web site	Possibly Fruitland Fire Department
Nozzles	4	Idaho State Fire Marshal Web site	
Washing Machine	1	Public Works	
Lawn Mower	1	Emmett Fire Auxiliary	
Hydraulic Pumps	3	Idaho State Fire Marshal Web site	
Hydraulic Hoses	5	Idaho State Fire Marshal Web site	
Hydraulic Ram	3	Idaho State Fire Marshal Web site	
Hydraulic Spreaders	1	Idaho State Fire Marshal Web site	
Hydraulic Cutters	1	Idaho State Fire Marshal Web site	
Hydraulic Combination Tool	1	Idaho State Fire Marshal Web site	
Bottle Holder	1	Idaho State Fire Marshal Web site	
Light Bars	2	Idaho State Fire Marshal Web site	
Qrae Gas Monitor	6	Idaho State Fire Marshal Web site	
Ready Rack Gear Rack	1	Idaho State Fire Marshal Web site	
AED	3	\$1000.00 Emmett Fire Auxiliary	
Chevy Tahoe 1999 Odometer 140,000	1	\$1000.00 Emmett Fire Auxiliary	

Emmett Fire Department

501 E. Main St.

Emmett, ID 83617



May 23, 2019

Re: A motion to approve the lease of a 2018 Chevy truck

Mayor, City Council:

I recommend the following motion: **"Motion to allow the City of Emmett to lease the vehicle on the attached sheet on behalf of the Emmett Fire Department."**

Thank you for considering,

Curt Christensen
Chief Emmett Fire Department

HINCKLEASE

Innovative Strategies in Fleet Capital and Management since 1977

2305 S. Presidents Dr., Suite F
 Salt Lake City, Utah 84120
 (801) 994-4490
lamont@hincklease.com

INVOICE NO.
 DATE



HINCKLEASE

TO Curt Christensen
 Emmett City Fire Dept.

VEHICLE LEASE QUOTE

File#	Quote Prepared For:	Contact Phone #	Requested Delivery Date	Payment does not include Tax, License or Registration Fees. First payment due at signing. Origination fee of \$149 (one time fee per vehicle).
71	Curt Christensen	(208) 941-7367		

QTY	VEHICLE DESCRIPTION	ACQUISITION COST	EQUIPMENT COST	DOWN PAYMENT	TOTAL ACQUISITION	RESIDUAL	TERM	ANNUAL MILES	MONTHLY PAYMENT	ANNUAL PAYMENT
	2018 CHEV 2500 Crew Cab Short Bed w/Bed Topper (\$18K upfit cost, \$1,700 topper)	\$ 37,500.00	\$ -	\$ -	\$ 37,500.00	\$ 26,400.00	48	15K	\$ 422.50	\$ 5,070.00
						\$ 23,100.00	60	15K	\$ 422.50	\$ 5,070.00

Quotation prepared by: _____ LN _____

This is a quotation for vehicle lease pricing. All quotes are based on current best pricing available at the time. Hincklease will attempt to obtain government pricing and will include all factory incentives and rebates as part of the customer acquisition cost.

THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS

Quote



BOISE
MOBILE EQUIPMENT
 Communications Solutions &
 Emergency Vehicle Upfitting Division

900 Boeing Street Boise, ID 83705
 Toll Free: 1-800-445-8342 | Local: 208-338-1444
 www.BMEupfit.com | www.BMEcomm.com

Authorized Dealer

Quote #

RFQ #

Date: May 3, 2019

Prepared By: Troy Trussell

Bill To: Emmett Fire Department

Contact Name: Curt Christensen

Title: Fire Chief

Primary Phone: 208-398-8042

Direct Phone:

Mobile Phone: 208-941-7367

Fax:

email: cchristensen@cityofemmett.org

Ship To: Emmett Fire Department

Terms: Net 30

Command Truck

Line #	Part Number	Description	Qty	Unit Cost	Ext. Price
1.1	ISFL42Z	Whelen: 2018 and Dodge Ram 1500 Classic, 2019, Ten Lamps, Upper Front Two Piece U	1	\$ 840.00	\$ 840.00
1.2	CCSRN36	WHELEN: Whelen CenCom Sapphire™ Series Light/Siren Control	1	\$ 689.00	\$ 689.00
2.1	C-VS-0814-RAM-2	HAVIS: 2013-2019 Dodge Ram 1500 Truck Vehicle Specific 22" Console	1	\$ 530.00	\$ 530.00
2.2	C-ARM-102	HAVIS: Side-Mount Armrest, 9.5" Pad, Adjustable Height	2	\$ 65.00	\$ 130.00
2.3	C-CUP2-I	HAVIS: Dual Cup Holder - Horizontal Internal Mount, 4" MS	1	\$ 44.10	\$ 44.10
2.4	C-EB40-CCS-1P	HAVIS: Equip. Mounting Bracket - Whelen CenCom CCSRN, 295SSDA, 1-pc, 4" MS	1	\$ 27.60	\$ 27.60
2.5	C-FP-XX	HAVIS: Faceplates for Radio's TBD	1	\$ 27.60	\$ 27.60
2.6	Mag	MAGNETIC MIC: Magnetic Mic Conversion Kit	2	\$ 34.95	\$ 69.90
3.1	M4RC	Whelen® M™ Series Linear Super-LED® Lighthouse - RED w/ Clear Lens	2	\$ 141.00	\$ 282.00
3.2	M4RC	Whelen® M™ Series Linear Super-LED® Lighthouse - RED w/ Clear Lens	2	\$ 141.00	\$ 282.00
3.3	M4FC	Whelen® M4-Series™ Surface Mount Flange - Chrome	4	\$ 16.50	\$ 66.00
3.4	IONR	Whelen® WHELEN: ION Series Super-LED Lighthouse - RED- (Front Grill)	2	\$ 82.00	\$ 164.00
3.5	VTX609R	Whelen® Vertex™ Super-LED® Lighthouse w/ Multiple Flash Patterns - RED (Headlights)	2	\$ 82.00	\$ 164.00
3.6	UHF2150A	WHELEN: Light Flasher w/ 4 Flash Patterns - Positive or Negative Headlight Switching (N	1	\$ 71.00	\$ 71.00
3.7	SA315P	WHELEN: Projector Series Siren Speaker (123 dB)	1	\$ 174.00	\$ 174.00
3.8	SAK1	WHELEN: Projector Series Siren Bracket (Universal)	1	Included	Included
4.1	KNG-M150R	BK TECH: 136-174 MHz, Digital/Analog, P25, 5000 channels, 50 Watts Dash Mount	1	\$ 1,842.75	\$ 1,842.75
4.2	KAA0660	BK TECH: Remote Control Head Plug & Play KNG-Mxxx (Comes with KAA0638 Install Kit	1	\$ 960.00	\$ 960.00
4.3	KAA0636	BK TECH: Cable Assy Remote Mount 17' KNG-MxxxR	1	\$ 88.85	\$ 88.85
4.4	KAA0261	BK TECH: External Speaker 20W, 4 Ohm, W/ Mounting Bracket (Replacement or Spare	1	\$ 32.91	\$ 32.91
4.5	KAA0276	BK TECH: Standard Handheld Microphone KNG-M	1	\$ 175.06	\$ 175.06
4.6	AB150S	LAIRD: Mobile Antenna w/ Spring Base - VHF 150-174 MHz, 1/4 Wave (20"), 2.15 dBi Ga	1	\$ 47.63	\$ 47.63
4.7	KNG-M400R	BK TECH: 380-470 MHz, Digital/Analog, P25, 5000 channels, 50 Watts Dash Mount	1	\$ 1,842.75	\$ 1,842.75
4.8	KAA0660	BK TECH: Remote Control Head Plug & Play KNG-Mxxx (Comes with KAA0638 Install Kit	1	\$ 960.00	\$ 960.00

4.9	KAA0637	BK TECH: Cable Assy Remote Mount 25' KNG-MxxxR	1	\$ 125.04	\$ 125.04
4.10	KAA0261	BK TECH: External Speaker 20W, 4 Ohm, W/ Mounting Bracket (Replacement or Spare	1	\$ 32.91	\$ 32.91
4.11	KAA0276	BK TECH: Standard Handheld Microphone KNG-M	1	\$ 175.06	\$ 175.06
4.12	QWB450	LAIRD: Antenna - UHF 450-470 MHz, Unity Gain, 1/4 Wave (Black)	1	\$ 14.15	\$ 14.15
4.13	SMC-NC	PCTEL: NMO Style Vehicle Roof Mount Kit - 3/4", Stainless Steel, 17' Cable, w/o Connec	3	\$ 25.80	\$ 77.40
Subtotal					
5.1	ExtendoBed	ExtendoBed: Customer Design Prop 13457	1	\$ 5,725.00	\$ 5,725.00
5.2	E01001033	CODE 3: Compartment Lights 12" - Side Lighting on ExtendoBed	3	\$ 25.00	\$ 75.00
5.3	Mag	MAGNETIC MIC: Magnetic Mic Conversion Kit	2	\$ 34.95	\$ 69.90
5.4	11014	WAYTEK: Dual 2.1A USB Charger & 20A Power Receptacle - 12/24VDC	1	\$ 26.69	\$ 26.69
Subtotal					
6.1	ARECX-6	ARE: CX Series Fiberglass Truck Cap - 6', Paint to Match, plus Options.	1	\$ 2,500.00	\$ 2,500.00
Subtotal					
7.1	CG-X	HAVIS: Chargeguard Select w/ LED Indicators, Programmable Timer	1	\$ 99.00	\$ 99.00
7.2	BS5029	BLUE SEA Systems 5026 ST Blade Fuse Block, 12 Circuits with Negative Bus and Cover	1	\$ 99.00	\$ 99.00

Notes:

Your signature on this sales order represents an offer to purchase the products/services listed above which, if accepted by BME, will become a purchase contract with terms and conditions as shown. I/We understand and accept the terms and conditions of this sales order and affirm there are no agreements, terms or conditions related to this transaction other than those stated herein.

Subtotal	\$18,530.30
Shop Supplies	\$330.00
Installation / Labor	\$3,915.00
Travel Charges	\$0.00
Shipping	\$175.00
Sales Tax	Exempt
QUOTE TOTAL	\$22,950.30

_____ AUTHORIZED PURCHASER	_____ DATE	<u>Troy Trussell</u> BME REPRESENTATIVE	<u>05/03/19</u> DATE
PURCHASE ORDER NUMBER: _____		*All Quotes Valid for 30 Days Unless Otherwise Stated*	



ERS
Emergency Responder Services, Inc
1204 6th St North
Nampa, ID 83687

Estimate

Date	Estimate #
5/21/2019	M0062

Estimate Prepared For:

EMMETTE FIRE DEPARTMENT

Questions?

Please refer to your Estimate # when calling your ERS Sales Representative.

Your rep can be reached on location at
Ph: (208) 362-1741 or Fx: (208) 562-1318

Thank you for considering us!

To see more ways we can serve you, please visit our website:

www.ERSINC-NW.COM

THIS IS NOT A BILL. All Estimates are valid for a period of 30 days. After 30 days, please re-confirm as all pricing is subject to change. If any changes are necessary, final figures will be available prior to the onset of signing. Please do not hesitate to contact us should you have any further needs.

Customer Reference #

Item	Description	Rate	Qty	Total
	2019 CHEVROLET TAHOE			
FN-1518D	FENIEX FUSION INTERIOR VISOR LIGHT, DUAL COLOR, 8-MODULE. 2015+ CHEVROLET TAHOE, SILVERADO, SUBURBAN	599.00	1	599.00
FN-0616	FENIEX FUSION LED LIGHT STICK, 6-MODULE, SINGLE COLOR	399.00	1	399.00
FN-4116	FENIEX DOUBLE L-BRACKET FOR THE FUSION SURFACE MOUNT	15.00	2	30.00
FSM-180-RW	FENIEX FUSION SURFACE MOUNT LED WARNING LIGHT, 180 DEGREE, DUAL COLOR, RED/WHITE	89.00	4	356.00
H-2209RW	FENIEX CANNON LED HIDE-A-WAY, 12-LEDS, DUAL COLOR, RED/WHITE	79.00	4	316.00
I-29009	FENIEX LICENSE PLATE BRACKET FOR T3 SURFACE LIGHTS	21.00	1	21.00
C-4017	FENIEX TYPHOON FULL-FUNCTION SIREN/LIGHT CONTROLLER W/ 7 POSITION ROTARY DIAL AND QUICK TONE CHANGES, 6 PROGRAMMABLE OUTPUTS AND INCLUDES A MICROPHONE	199.00	1	199.00
S-2009	FENIEX TRITON 100W SIREN SPEAKER, 124dB.	99.00	1	99.00
SHIPPING	SHIPPING AND HANDLING	98.00	1	98.00
MISC PARTS & ...	MISC PARTS & MATERIALS	30.00	1	30.00
LABOR	LABOR/INSTALLATION	78.00	20	1,560.00
Total				\$3,707.00

Premier Vehicle Installation,

3037 S 300 W
South Salt Lake, UT 84115

Estimate

Date	Estimate #
5/21/2019	18041

Name / Address
Emmett Fire Dept. Curt Christensen 231 S Washington Emmett, ID 83617

P.O. No.	Terms Due Date	Rep
	5/21/2019	

Item	Description	Qty	Cost	Total
ENFLBS1254	NForce LED Lightbar Fully Loaded, LED Take Downs and Alleys, Amber Arrow, Red/White 54" QE030303	1	1,995.00	1,995.00
EMPS2STS4D	mpower™ 4" Fascia Light w/ Stud Mount, 18" hard wire w/ sync option, SAE Class 1 & CA Title 13, 9-32 Vdc, Black Housing, 12 LED, Dual Color - Red/White	2	113.68	227.36
PMP2BKDGAI	Deck/Grille Adjustable Bracket Kit for mpower™ 4" Fascia Light w/ Stud Mount, Threaded	2	6.96	13.92
ELUC3H010R	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher – Single Color Red	2	77.14	154.28
ELUC3H010W	Universal UnderCover Screw-In LED Insert Single Light Kit, 9-32 Vdc w/ 10' 5-wire harness: includes insert, Lens #1 (Extreme Angle) & Inline Flasher White	2	77.14	154.28
ENFTCDGS1206	6 Module Traffic Controller - Red/Amber	1	581.00	581.00
ETHFSS-SP-ISO	Isolated Solid State Select-a-Pattern Headlight Flasher	1	48.72	48.72
ETSA482RSP	400 Series 200 Watt Remote Siren	1	595.66	595.66
DRCS100	100 Watt Compact Speaker w/Universal Mounting Bracket	2	160.80	321.60
ECVCSMLEDF	12" SM INTERIOR CARGO LED LIGHT	2	45.24	90.48
Lighted Rocker S...	Lighted Rocker Switch	1	5.83	5.83
BR-930WP	Brooking 3 Hole Outlet (Flange Mount) with Cig Plug	1	16.52	16.52
ECVDMLT2AL00	Universal LED Dome Light - 6" Round, w/ Red Night Light, 12 Volt, Clear Lens / White LEDs	1	46.98	46.98
213010-0002	Unity Spotlight for 2014+ Chevy Silverado	1	158.00	158.00
263	Spotlight Bracket for 2014+ Chevy Silverado/Suburban/Tahoe	1	42.50	42.50
PAR46SLC	LED SPOTLIGHT Replacement (Unity Spot Light)	1	150.00	150.00
425-6268	Tahoe 15+ with Locking Lid (20" FP/28" FLP)w/Faceplates (FP), Floor Plate (FLP)	1	502.00	502.00
C-ARM-108	Side Mounted Flip Up Armrest	1	117.08	117.08

Total

Phone #	Fax #	E-mail
801 - 478-3062	801 - 478-3064	clint@premiervehicle.com

Signature

Premier Vehicle Installation,

3037 S 300 W
South Salt Lake, UT 84115

Estimate

Date	Estimate #
5/21/2019	18041

Name / Address
Emmett Fire Dept. Curt Christensen 231 S Washington Emmett, ID 83617

P.O. No.	Terms Due Date	Rep
	5/21/2019	

Item	Description	Qty	Cost	Total
425-3704	Dual Cup Holder	1	34.83	34.83
425-2968	Assembly, 3 12v Power Outlets in 2" Faceplate	1	32.83	32.83
11009	Dual USB Power Outlet	1	15.00	15.00
425-3816	Magnetic Mic Clip - Single Pack	2	35.00	70.00
C-MCB	Mic Clip Bracket	2	10.30	20.60
PDU-09SS	Power Distribution Unit provides single 30A output and up to 30 additional outputs divided into Battery (8), Ignition (5) and Timed (5) in Group 1 and (120 in Group 2. LED fuse indicators on outlets, Digital Display	1	319.20	319.20
PVIB2	Fuse Holder Bracket	1	12.30	12.30
MRCB100	100 Amp Resettable Relay	1	22.50	22.50
46095	Power Relay Module	1	27.00	27.00
PKG-PSM-176	2015 Tahoe, Suburban, and 2014 Chevrolet Silverado 1500 pickup Standard Passenger Side Mount Package	1	255.58	255.58
PKG-DS-APP-142	Docking Station and Protective Case Package for iPad 5, Air, Air 2, and Pro 9.7	1	202.42	202.42
Misc.	Truck Shell w/Side Windows, Locking Rear Lift Gate, Bed Level	1	1,695.00	1,695.00
			Total	

Phone #	Fax #	E-mail
801 - 478-3062	801 - 478-3064	clint@premiervehicle.com

Signature

Premier Vehicle Installation,

3037 S 300 W
South Salt Lake, UT 84115

Estimate

Date	Estimate #
5/21/2019	18041

Name / Address
Emmett Fire Dept. Curt Christensen 231 S Washington Emmett, ID 83617

P.O. No.	Terms Due Date	Rep
	5/21/2019	

Item	Description	Qty	Cost	Total
Misc.	1 T-CHSILM2-07S Silverado Pickup Mag 2 Dwr 6' 6" Short Bed Magnum Height 2 Drawer Vehicle Year: 2018 Silverado 2500 Bed Length: 6 1/2' Exterior Carpet: Black Interior Carpet: Grey Drawer Front(s) Black Composite 2 Dwr Push Button Locks w/Key Override 2 Mag Carpeted Long Div 2 Mag Carpeted Short Div	1	3,250.00	3,250.00
Misc.	Cargo Glide Mount Kit (To Mount On Top of Truck Vault)	1	125.50	125.50
CG10007548	Cargo Glide Bed Slide 1000lb 3/4 extension capacity - 75" L x 48" W	1	1,025.00	1,025.00
Tint	Tint Front Windows Legal, Tint Rear Windows 20%, Glare Strip 20%	1	250.00	250.00
Install Kit	Installation Materials	1	85.00	85.00
Install Labor	Install - Lightbar, Grille LED's, Rear Taillight Inserts, Rear Traffic Controller, Headlight Flasher, Light & Siren Controller, Siren Speakers, Rear Cargo Lights & 12v/USB, Dome Light, Spotlight, Center Console w/Accessories, Power Distribution Unit, Tablet Mount & Dock, Truck Vault & Cargo Glide	32	55.00	1,760.00
	Sales Tax		7.45%	0.00
			Total	\$14,423.97

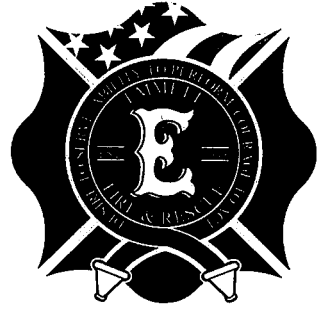
Phone #	Fax #	E-mail
801 - 478-3062	801 - 478-3064	clint@premiervehicle.com

Signature _____

Emmett Fire Department

501 E. Main St.

Emmett, ID 83617



May 23, 2019

Re: A motion to allow the Emmett Fire Chief to sign the Idaho Cooperative Mobilization Agreement

Mayor, City Council:

I recommend the following motion: **"Motion to allow the Fire Chief Curt Christensen to sign the Idaho Cooperative Mobilization Agreement."**

Thank you for considering,

Curt Christensen
Chief Emmett Fire Department

Fire Dept Name: Emmett Fire Department
Agreement #

Idaho Cooperative Mobilization Agreement 2018-2022 (Revised April 2019)



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. It is agreed that the employees mobilized under this agreement meet all of the requirements for the position(s) qualifications 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 Department of Health and Welfare Emergency medical Services. 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. In order to be certified, Incident Qualification Cards for single resource positions must be issued by the IDL Bureau of Fire Management.
- H. 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.
- I. 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.
- J. The Fire Apparatus/Equipment Rates shall be reviewed and updated, as needed, by **May 30**, annually.
- K. The ICMA is a five-year agreement; however, appendices may be updated annually no later than **May 30**.
- L. All billing for reimbursement will be submitted to the local IDL Area/District/Association office within 45 days of being released from the incident.
- M. 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 mobilized under this Agreement 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)

Emmett Fire Department

Fire Department Name (Printed)

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) Equipment Roster

1. IDL AREA/DISTRICT/ASSOCIATION a. Name and Address: Idaho Department of Lands 8355 W. State St. Boise, Idaho 83714			b. E-mail Address: tlofing@idl.idaho.gov c. Phone: 208.334.3488 Cell Phone: 208.867.6215		2. EFFECTIVE DATES OF CERTIFICATION a. Beginning: May 01, 2019 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 Boise Dispatch Center BDC	
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		
Example						
a. 2006 Spartan BME 1000 gallon tank, 1500 gpm Vin # 4S7HT2D906C05361 Lic # F2129		E-911	E2	3		

**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	

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 equipment listed herein meet the standards 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 2 – 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.nwccg.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.

Idaho Cooperative Mobilization Agreement Terms and Conditions

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

(1) Support Water Tenders will not be used for direct fire suppression activity.

(2) Must be fireline-qualified.

(3) Need to meet the requirements of NFPA 1001, Standard for Firefighter Professional Qualifications, and NFPA 1021, Standard for Fire Officer Professional Qualifications.

(4) Single Resource Boss (Engine) required.

(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.

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 287, 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.

- 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:

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

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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. 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 NWCG Standards for Interagency Incident Business Management (SIIBM), 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

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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 NWCG Standards for Interagency Incident Business Management (SIIBM).

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 SIIBM, 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 SIIBM, 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 SIIBM, 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 – Increases 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
- ICMA Page 1 & 2 and Appendices 1 & 2

- 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>)

AUDITED PRIOR TO PAYMENT

FOR FISCAL/FIRE BUREAU USE ONLY

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
- ICMA Page 1 & 2 and Appendices 1 & 2

- 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

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
<i>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</i>					
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		14. REMARKS (released, down time and cause, problems, etc.)		
	START	STOP	HOURS/DAYS/MILES (circle one)		
			WORK SPECIAL		
8/15/xx	0600	1800	12		
			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 <i>Tinder Dry, DIVS</i>		19. DATE SIGNED 8/15/xx
NSN 7540-01-119-5628 50297-102			OPTIONAL FORM 297 (Rev. 7-90) USDA/USDI		

Write Resource Order Number in upper corner of the Shift Ticket

All crew members are listed on the Shift Ticket

CREW TIME REPORT						
(1) CREW NAME Blackwell RFD				(2) CREW NUMBER E-5		
(3) OFFICE RESPONSIBLE FOR FIRE Southwest District IDL		(4) FIRE NAME Timber Butte		(5) FIRE NUMBER ID-SWS-000092		
(6)	(7)	(8)	(9)		(10)	
RE-MARKS NO.	NAME OF EMPLOYEE	CLASSIFICATION	DATE 8/7/2018		DATE 8/7/2018	
			MILITARY TIME		MILITARY TIME	
			ON	OFF	ON	OFF
	S. Burns	ENGB	0600	1900		
	A. Brown	FFT1	0630	1900		
T	R. Wyatt	FFT1	0700	0930		
	R. Wyatt	FFT1			0930	1900
REMARKS						
Unable to take a meal break due to blow up on Division F						
T - Wyatt traveled to incident to replace F. Johnson who was injured on 8/6						
(12) OFFICER-IN-CHARGE (Signature) <i>John Smith</i>			(13) TITLE (Officer-in-Charge) DIVS			
(14) NAME (Person Posting to Emergency Time Report) <i>Laurie Time</i>				(15) DATE 8/8/2018		

EMERGENCY PERSONNEL AND EQUIPMENT SHIFT TICKET

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

EMERGENCY PERSONNEL & EQUIPMENT SHIFT TICKET				1. DIV/UNIT A / ZULU		2. SHIFT DAY SINGLE			
3. OWNER/CONTRACTOR DRY CREEK F.P.D				4. CONTRACT/AGREEMENT NUMBER IDL-610-17-105		5. RESOURCE REQ NUMBER E-157			
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"/>		8. INCIDENT NAME BIG HOT FIRE			9. INCIDENT NUMBER ID-PAF-000193		
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 MO/DAY/YEAR	16. EQUIPMENT USE (circle one) HOURS/MILES		18. TOTAL HOURS/MILES	20. OPERATOR/PERSONNEL NAMES	21. POSITION	PERSONNEL TIME		PERSONNEL TIME	
	17. BEGINNING	18. ENDING				22. BEGINNING	23. ENDING	24. BEGINNING	25. ENDING
7/11/17	0600	2200	16	JACK BLACK	ENGB	0600	1200	1230	2200
				JIM RODGERS	FFT1	0600	1200	1230	2200
				MORTON GLOCKNER	FFT2	0600	1200	1230	2100
				(T) JON SNOW	FFT2	0600	1200	1230	1830
7/12/17	0600	2200	16	JACK BLACK	ENGB	0600	1200	1230	2200
				JIM RODGERS	FFT1	0600	1200	1230	2200
				JON SNOW	FFT2	0600	1200	1230	2200
26. 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. When FSO policy differs, reimbursement will be in accordance with their policy.

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

City	Per Diem Rate
Missoula / Polson / Kalispell	\$59
Missoula / Lake / Flathead	\$136



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					
RO#					
INCIDENT #					
FROM CITY					
DATE					
COUNTY					
STATE					
DEPARTURE TIME					
MILEAGE START					
TO CITY					
DATE					
COUNTY					
STATE					
ARRIVAL TIME					
MILEAGE END					

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

DATE									
BREAKFAST									
LUNCH									
DINNER									

DATE									
BREAKFAST									
LUNCH									
DINNER									

CREDIT CARD CHARGES – (LODGING – FUEL – FOOD)

DATE	VENDOR	DESCRIPTION	AMOUNT

COMMENTS:

Optional Form

INVOICE AND REPORT SAMPLES

Fire Service Organization Invoice

Electronic Version

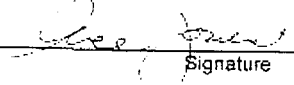
From: Smith Fire Department
P.O. Box 377
Smith, ID 89999

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

Date: 7/15/2015
 Invoice #: 12345
 Agreement No: ID-003-11-11

Fire Name	Fire Incident Number	Resource Order Number					
Endless Fire	ID-BOF-123456	E-346					
Unit	Description	Unit Amount	Line	Subtotal	Benefit Rate	Benefit Amount	Line Total
20.00	John Smith, ENGE	\$ 20.00	\$	400.00	20.00%	\$ 80.00	\$ 480.00
20.00	Jane Doe, FFT1	\$ 18.00	\$	360.00	18.00%	\$ 64.80	\$ 424.80
20.00	Joe Firefighter FFT2	\$ 17.00	\$	340.00	18.00%	\$ 61.20	\$ 401.20
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
Subtotal Personnel Costs							\$ 1,306.00
24.00	Jimmy Dean backfiled for Larg 09/21/15	\$ 5.00	\$	32.00	20.00%	\$ 72.00	\$ 432.00
		\$ -					
Subtotal Backfit							\$ 432.00
1.00	Type 3 Engine	\$ 1,200.00	\$	1,200.00			\$ 1,200.00
		\$ -					
Subtotal Equipment							\$ 1,200.00
1.00	09/21/15 Mountain Home, ID	\$ 95.00	\$	95.00			\$ 95.00
		\$ -					
Subtotal Lodging							\$ 95.00
1.00	09/21/15 Breakfast for 3 - travel to incident	\$ 34.50	\$	34.50			\$ 34.50
1.00	9/28/15 Dinner for 3 - travel from incident	\$ 75.90	\$	75.90			\$ 75.90
		\$ -					
		\$ -					
		\$ -					
Subtotal Meals (not provided by Fire)							\$ 110.40
1.00	9/21/15 Fuel, Idaho Falls, ID	\$ 143.05	\$	143.05			\$ 143.05
1.00	9/21/15, Fuel, Mountain Home, ID	\$ 130.53	\$	130.53			\$ 130.53
1.00	9/27/15, Fuel, Twin Falls, ID	\$ 88.95	\$	88.95			\$ 88.95
1.00	9/26/15, Fuel, Idaho Falls, ID	\$ 77.55	\$	77.55			\$ 77.55
		\$ -					
		\$ -					
		\$ -					
		\$ -					
		\$ -					
Subtotal Fuel, Misc. Charges (Rental Car, etc.)							\$ 440.09
TOTAL							\$ 3,583.49

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 Pyrl Costs
	Frederien, John	8/12/16	16	72003		19.5	21.0	40.5	12.29	239.66	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
	Frederien, 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
	Longer, 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
	Lester, 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	239.66	16.99	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



CITY OF EMMETT PUBLIC WORKS DEPARTMENT

601 East 3rd Street
Emmett, Idaho 83617

Gordon Petrie, Mayor
Lyleen Jerome City Clerk
Jake Sweeten, Attorney
Michelle Welch – City Council President

Councilman: Mike Stout
Eltona Henderson
Shawn Alder
Steve Nebeker
Gary Resinkin

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Thursday, May 23, 2019

RE: "Approval of SUNROC Asphalt Paving Only Contract in the amount of \$38,600.00 with Mayor to Sign

Mayor, City Council:

[X] Concur with approving SUNROC Asphalt Paving Only Contract in the amount of \$38,600.00 with Mayor to sign.

Attached is the SUNROC Contract as Exhibit A.

I recommend the following motion: **"Motion to approve SUNROC Asphalt Paving Only Contract in the amount of \$38,600.00 with Mayor to sign."**

Sincerely,

City of Emmett

Superintendent
Public Works Department

*Our vision:
Protecting and providing quality public
Improvements and services for City of Emmett*

Cc
*Clint Seamons, C.O.E. Assistant Superintendent of Public Works
Brian Sullivan, C.O.E. Building and Planning Administrator
Doricela Millan-Sotelo, C.O.E Building and Public Works Office Manager*



4015 South Banner Street
 Boise, Idaho 83709 - 5511
 Phone: 362 - 4244
 Fax: 362 - 4190

Asphalt Paving Only Proposal & Contract

To: City of Emmett
 601 E 3rd St
 Emmett, ID 83617

Project: S Johns Ave Road Project
 Location: Emmett, ID
 Estimate: 19ID220

Date: 05/17/19
 Name: Doricela
 Phone: (208) 365-9569
 Fax: (208) 365-4651

Email: dmillan-sotelo@cityofemmett.org

Item Number	Work Description	Estimate Quantity	Unit Description	Unit Price	Price Totals
1	CREW & EQUIPMENT MOBLIZATION	1	EA	\$ 2,000.00	\$ 2,000.00
2	2.5" THICK PLANTMIX PAVEMENT	30,000	SQFT	\$ 1.22	\$ 36,600.00
<i>SP3, 1/2" Aggregate mix with PG 58-28 asphalt and 0.5% heat-stable, anti-strip additive</i>					
Total Estimate: \$					38,600.00

Special Notes:

1. Access for paver and dump trucks must be provided. Sunroc Corporation cannot be held responsible for damage to existing asphalt or concrete due to new asphalt pavement construction.
2. This quote does not include surveying, monument removal and reset, traffic control, materials testing, sawcutting, sweeping, concrete collars, pavement markings, herbicide, permits and/or Davis-Bacon wage rates.
3. SWPPP, BMP's, design, permits and implementation by others.
4. Asphalt paving only, as quoted above, requires that base aggregate preparation, grading and compacting be made ready to receive asphalt by others.
5. This is an asphalt paving unit price proposal. Billing will be for actual amount of asphalt utilized/area paved. Contractor to verify quantities.
6. Weather protection of any kind to be provided by others.
7. Sunroc will absorb total disincentive/incentive payments for all plant mix pavement accepted per quality specifications.
8. Sunroc cannot be responsible for drainage or water ponding on slopes of less than 1% or where grade is dictated by surrounding area.
9. Any paving between the dates of October 1st and March 1st may be impacted by weather and/or temperature. Such impacts shall result in additional costs due to decreased production rates as a result of weather and/or temperatures.

"Due to the instability of the petroleum industry with the associated price increases, Sunroc Corporation reserves the right to adjust the pricing for the asphalt products quoted above as we receive these increases."
 In the event that asphalt becomes unavailable, Sunroc will be held harmless.
 Asphalt plant mix quoted is ISPWC SP3 1/2" or 3/4" with 64-34 performance grade oil unless otherwise specified.

*Approval of credit, notwithstanding purchaser's acceptance of this proposal, Sunroc's obligation to perform is conditional upon approval of the financial responsibility of the purchaser. Purchaser will furnish promptly, at Sunroc's request, information necessary to determine purchaser's financial responsibility and credit. If disapproved, purchaser will be notified, and unless a satisfactory arrangement for payment is made, this agreement will become null and void, without liability to either party.

- "All material and work is guaranteed to be as specified. Plans and specifications are a part of this proposal. All agreements and warranties expressed or implied are only as attached in written form. Any alterations or deviations from project specifications involving extra costs, or any additional quantities, will become an additional charge over and above attached specifications.
- "This contract covers only the work noted above. It does not include unforeseen problems or other work items. Sunroc Corporation is not responsible for damage, costs, or impact caused by or to any hidden or unknown items. Alterations, changes, additional work, unforeseen impacts, or deviations from these contract specifications will become an additional charge, due and payable.
- "Any required sub-grade repairs, which are discovered will be charged at time and materials. Sunroc Corporation is not responsible for existing base or design problems.
- "Sunroc Corp. cannot be responsible for drainage or water ponding on slopes of less than 1.0% or where grade is dictated by surrounding area. Patching can plug water drainage and can thus create ponding.
- "This is a unit price contract. The contract amount is based on estimated quantities. Actual payment will be on final quantities completed.
- "All agreements and/or warranties, either expressed or implied, are only in written form. This is a fully integrated contract.
- "This agreement is binding upon heirs, assignors, and successors in interest.
- "As a proposal, the prices quoted are good for fifteen (15) days from the date noted at the top of the proposal.
- "Full payment is due and payable on completion of work. Progress payments will be made if completed in stages. Interest will be charged at 1.5% per month or 18% A.P.R. for delayed payments. All expenses Sunroc Corporation incurs in the collection of money due will be reimbursed to Sunroc Corporation including attorney and consultant fees.
- "Retention not to exceed that withheld by owner. Full payment upon completion of above work.
- "Price is based on nothing preventing Sunroc Corporation from full production. No standby is included in price.

SUNROC CORPORATION Public Works License: PWC-C-17452-UNLIMITED-1-4

Customer

Cole Cantrell
 208-320-2997
ccantrell@sunroc.com

Name

Signature & Date

Approximate Pave Date: _____

Retainage Amount: _____



CITY OF EMMETT PUBLIC WORKS DEPARTMENT

601 East 3rd Street
Emmett, Idaho 83617

Gordon Petrie, Mayor

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Jake Sweeten, Attorney
Michelle Welch – City Council President

Councilman: Mike Stout
Eltona Henderson
Shawn Alder
Steve Nebeker
Gary Resinkin

City of Emmett
Mayor Gordon Petrie
Emmett City Council

Thursday, May 23, 2019

RE: "Approving Notice of Award to Asphalt Driveways & Patching in the amount of \$182,514.50 with Mayor to sign."

Mayor, City Council:

Concur with approving Notice of Award to Asphalt Driveways & Patching in the amount of \$182,514.50 with Mayor to sign.

Attached is the Notice of Award as Exhibit A.

I recommend the following motion: "**Motion to approve Notice of Award to Asphalt Driveways & Patching in the amount of \$182,514.50 with Mayor to sign.**"

Sincerely,

City of Emmett

**Superintendent
Public Works Department**

*Our vision:
Protecting and providing quality public
Improvements and services for City of Emmett*

*Cc:
Clint Seamons, C.O.E. Assistant Superintendent of Public Works
Brian Sullivan, C.O.E. Building and Planning Administrator
Doricela Millan-Sotelo, C.O.E Building and Public Works Office Manager*

NOTICE OF AWARD

Date of Issuance:

Owner: City of Emmett

Owner's Contract No.:

Engineer: Keller Associates, Inc.

Engineer's Project No.: 210022-046

Project: 12th Street Pathway

Contract Name:

Bidder: Asphalt Driveways & Patching Solutions, LLC; DBA Asphalt Driveways & Patching

Bidder's Address: PO Box 702, Nampa, Idaho 83653

TO BIDDER:

You are notified that Owner has accepted your Bid dated May 23, 2019 for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Base Bid plus Additive 1 bid schedules

The Contract Price of the awarded Contract is: \$ 182,514.50 [subject to unit prices]

[2] unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents (including the drawings) accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

a set of the Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner [2] counterparts of the Agreement, fully executed by Bidder.
2. Deliver with the executed Agreement(s) the Contract security [e.g., performance and payment bonds] and insurance documentation as specified in the Instructions to Bidders and General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): None

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Emmett

Authorized Signature

By:

Title:

Copy: Engineer



ZWYGART JOHN
CERTIFIED PUBLIC ACCOUNTANTS

16130 North Merchant Way, Suite 120 ♦ Nampa, Idaho 8368

Phone 208 459 4649 ♦ FAX 208 229 0404

Zwygart John & Associates CPAs, PLLC

May 23, 2019

To: The Mayor and City Council
City of Emmett, Idaho
501 E. Main
Emmett, ID 83717

The following represents our understanding of the services we will provide City of Emmett.

You have requested that we audit the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Emmett as of September 30, 2019, and for the year then ended and the related notes, which collectively comprise City of Emmett's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by *the Governmental Accounting Standards Board (GASB)*, issued by the Comptroller General of the United States, require that included supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Required Supplementary Information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Budgetary Comparison
- GASB Required Supplementary Pension Information

Supplementary information other than RSI will accompany City of Emmett's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- 1) Combining Schedules.

Auditor Responsibilities

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and in accordance with *Government Auditing Standards*.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of City of Emmett's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that *management and those charged with governance* acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;

- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;
- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

Reporting

We will issue a written report upon completion of our audit of City of Emmett's basic financial statements. Our report will be addressed to the governing body of City of Emmett. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

We also will issue a written report on in accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Nonattest Services:

With respect to any nonattest services we perform, City of Emmett's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities. The services we will provide are:

- Help in preparation of the financial statements.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Fees and Timing

Jared Zwygart, CPA is the engagement partner for the audit services specified in this letter. Their responsibilities include supervising Zwygart John & Associates CPAs, PLLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will be \$8,950.

We will notify you immediately of any circumstances we encounter that could significantly affect this fee. Whenever possible, we will attempt to use City of Emmett's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices.
- Significant difficulties, encountered during the audit, if any.
- Uncorrected misstatements, other than those we believe are trivial, if any.
- Disagreements with management, if any.
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process.
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures.
- Representations we requested from management.
- Management's consultations with other accountants, if any.

- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Zwygart John & Associates CPAs, PLLC's and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory agencies pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Zwygart & John & Associates CPAs, PLLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agency. The regulatory agency may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Zwygart John & Associates CPAs, PLLC

RESPONSE:

This letter correctly sets forth the understanding of City of Emmett.

City of Emmett:

Name: _____

Title: _____

Date: _____

City's Strategic Pillars 5/14/19

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Building/Zoning Department Goal

- **Educate staff to obtain intimate knowledge of building and zoning codes. 15%**
- Update outdated city ordinances, **implement new ordinance**-----80% zoning and building only.
- Obtain accessibility inspector certification for ADA compliance----40%
- Create ADA transition plan to evaluate all City owned buildings and property. 5%
- Certified Floodplain Manager 75%

Expenditures requiring authorization from higher and purpose of expenditure

- None

Current Projects

1. Start reviewing lot sizes for R-2, duplex zone. Would like to reduce the minimum lot size from 8000 down to? Had first and second meeting on this, zoning commission is on board to reduce lot size down to 6000 sq. ft. for a R-2 zone. Will bring back a formal amendment.
2. Start on proposal to adjust/reduce boundaries of the Historic Central Business District for design review.
3. Drafting ordinance to allow placement of tiny homes. This amendment has been approved by the State of Idaho Building Code Board and will go in to the Legislature in January 2018.
4. Re-writing Area of Impact Agreement between City of Emmett and Gem County.
5. Started a draft Oil and Gas Ordinance. Draft is done. Working on revisions
6. Ordinance revision to allow Manufactured Homes in an R-1 zone without a variance. Draft is done.
7. Starting Flood plain ordinance for the City. Draft is done.
8. Revisions to rubbish ordinance.
9. Working with County to finalize Area of Impact Map boundary reduction.
10. April 2019: Total permits = 17, New house = 2, - Hangars = 0, Manufactured Home = 2, Fees Collected: \$4686.16
11. Airport Planning for the future.
12. Zoning Applications:
 - Property Boundary Adjustment: Waiting for taxes to be paid on the property before I can complete
 - Annexation application Hwy 16 and S. Johns, southeast corner—**Zoning Commission recommends approval**
 - Harvest Valley Sub. # 5 & 6 preliminary plat—**Continued hearing to June 3**
 - Development Agreement modification—**Zoning Commission recommends approval**
 - SUP- Residential living in a commercial zone with a business—**Approved**
 - SUP- Heritage Park Stick built home in R-4 Zone, June 3, 2019 meeting

Plan for next 30 days

13. Convert our building permit software over to Black Mountain: Partially complete
14. Continue with Building, ADA, and Floodplain webinars
15. Review Economic Development chapter of comp. plan
16. Give each department their ADA transition plan to prepare for budgeting
17. Interview and hire a replacement for Mary—First interviews today
18. Start reviewing new floodplain maps
19. Reviewing Census Boundary Maps and making changes as needed.

Training

- ***See attached sheet.***

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

Building and Zoning

April 2019

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
Dep. Head	DES442, CLT Stands up. A look at CLT wall design. (Cross Laminated Timber)	4-11-19	Emmett	No/yes
Dep. Head	CRS Webinar Flood Insurance	4-17-19	Emmett	No/Yes
Dep. Head	Backflow Kickoff	4-19-19	Meridian	No/No
Dori	Backflow Kickoff	4-19-19	Meridian	No/No
	Total Training Hours			Total Cost
	--			\$ 0

City's Strategic Pillars

5-22-19

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Clerk's Goals this Budget Year

- Employee Health Insurance Renewal- Costs/Coverage
- Establish an Asset Management Document for each Department
- Explore additional investment opportunities for a higher yield on funds
- Set up electronic files for permanent documents (resolutions, ordinances, ect.)
- Increase ACH (Direct Pay) 10% or 30 Clients

Expenditures requiring authorization / purpose of expenditure

- None

Training

- Attached

Accomplishments since last report

- IIA Health Insurance Program - Approved
- Increased ACH (Direct Pay) 34 clients since January 2019 – Total clients - 352
- Enrolled in AIC Annual Conference Training – June 19-21, 2019 (Deputy Clerk to attend)
- Set Budget Workshop schedule / Sent Notice of Hearing to County
- Completed interviews for Utility Clerk – Offer of Employment given to candidate with a 6-10-19 start date planned
- Completed April 23, 2019 Minutes
- Submitted one workman's comp claim to Idaho Insurance Fund
- Updated Pontem Program for Cemetery Records

Plan for next 30 days

- Set up Bankcard payment processing on fee income
- Prepare Budget Worksheet for preliminary numbers
- Attend Idaho State Tax Commission Workshop May 30, 2019
- Prepare May month end financial statement
- Complete May 14, 2019 Minutes
- Meet with representative of U.S. Bank to compare pricing on accounts and services
- Meet with representative on asset management program
- Review Dispatch Funding Agreement with Fire and Police - Submit to Council for Approval
- Train Deputy Clerk on Accounts Payables/Receivables/ Billings
- Submit excel sheet of employee information to IIIA for insurance premium information
- Submit IIIA Contract for Service
- Send letter of withdrawal to Pacific Source Insurance
- Complete Annual Letter to Idaho Bond Bank Authority
- Put together election packets for candidates

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Emmett Fire Department Goals this Budget Year (with percentage of completion to date)

- Coordinate the fit of all service support functions: maintenance/repair, quality control and technical support. (80% of completion)
- Provide all equipment necessary to allow for daily mission execution while meeting operational goals. (50% of completion)
- Provide constant, realistic and rigorous training to meet National Professional Development Model. (20% of completion)
- Provide a business inspection program that educates so that in each iteration high standards will be enforced, thus making our community safer. (10% of completion)
- Provide a positive work environment thus keeping well-trained and motivated firefighters for at least five year tours. (38% of completion)

Expenditures requiring authorization from higher and purpose of expenditure

•

No less than Top Ten Accomplishments since last report

- Station Tour
- Request from Public works for \$3200 to assist with Fiberoptics
- Responded to a request to help burn a field
- Responded to a request to help burn a slash pile
- Removed sod from south side of Fire Station
- Requested Medical Director to sign off on one of our Firefighter EMT renewals
- Received the Extractor
- Contacted Mike Smith regarding sprinkler repair
- Contacted Brian Bettis regarding possible surplus of Ford F250
- Worked on the complete inventory of the station
- Inventory Check List
- Attended the Community Resource meeting
- Day Care inspection multiple times
- 6 Inspections Gas Stations and 1 downtown business
- Fire presentation at Patriot Center to students
- Responded to Meadow View regarding fire safety and patient safety
- Requested Medical Director authorize me to be his designee for EMS recertification
- Landscaping project completed
- Assisted with Logistical Planning for the Capital for a Day
- Chili Feed - Station, Engines, and equipment cleaned
- LEPC Chaired
- Gem County Health Connections attended
- Assisted a local business owner with boarding up her business after a vehicle drove into it
- Assisted a hospice patient with installing smoke detectors
- Chili Feed
- Two code calls at the same time and were able to have full engine crews and command for each.
- Became aware of a safety issue at an apartment complex and working to correct the issue.
- Youth Appreciation Day attended and a fire presentation was conducted
- 10 Burn permits issued
- 19 calls for service - code response time 3:50 minutes with 8.76 FFs

Plan for next 30 days

- Training: Currently working on Driver Operator 60 days out. Training/Officer meeting scheduled for May
- Wildland Program: Get Engine Boss signed off, Get Brush 2 equipped with all BLM/IDL necessary equipment
- Developing a cancer prevention program
- Clean back apron, ~~throw away old hose~~
- Begin review of SOG's, revise as needed
- ~~Car Seat Program~~

Training (See Attached)

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report

City's Strategic Pillars 5-21-2019

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
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Mission: Emmett Public Library is the heart of the community! Serving as a resource for information, education and recreation, as well as a place to meet, gather and learn.

Library Goals this Budget Year (with percentage of completion to date)

- Embrace a new awareness campaign, by collaborating with other community entities that support the library's mission of 2019-2020, partnerships developed and library usage will increase by 50%.
- Library will implement new software for improved patron financial recovery; expand delivery of learning opportunities through in-house & outreach programs.
- Library will support and enhance its early literacy program, through staff development and new learning STEM & STEAM opportunities. 50%
- Develop grant/gift programs as well as in-kind contributions, providing no less than \$50,000 a year towards budget. 45% **To date: Donations=\$15,408.57 + Grants=\$6062.00, In-Kind Donations=\$3,100.00**

Expenditures requiring authorization from higher and purpose of expenditure-None at this time

Training last 30 days- None over the last 30 days

No less than Top Ten Accomplishments since last report

- Monthly Outreach Head Start (First Friday) give out books and hands on STEM activity 49 books(Last One)
- First Books Grant completed for partnership with Head Start FY 2019-2020-Pending
- Robotics Team @ library, formed, meeting 2x month
- Planning for Summer Reading Program, Children's, Tween-Teen's and Adult Programs, 300 participants
- May 1st, First Wednesday Family Event
- Booth at YAD "Countdown to Summer Reading" theme (198 contacted)
- Breakfast with the Mayor Presentation May 1st

Plan for next 30 days

- 7th Grade library tour May 22nd (225 expected)
- Make-It and Mingle May 24th
- Summer Reading begins June 3-July 23rd, weekly events on Tuesdays
- June 5th, First Wednesday Out-a-this- world art
- Huge Fundraising Yard Sale June 13-15th along with Cherry Bake Sale

This report does NOT contain any data required by ordinance or statute...that is covered in a separate report.

City's Strategic Pillars

- Economically Vibrant and...
- Health-conscious city
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Police Department Goals this Budget Year (with percentage of completion to date)

- Retain 100% of Patrol Officers and Patrol Sgts. for no less than 3 years. (37% of Completion)
- Proactively make residences and businesses along 1/5 of the main arterials in the city at least 80% ordinance compliant each year, in addition to reacting to citizen complaints; new arterials will be targeted each year. (% of completion)
- Reduce domestic violence repeat offenses by 50%. **(Current 1 / 2018 at this time 2)**
- Ensure 100% of police department staff attends C.I.T. Training to improve mental hold process by end of 2019 fiscal year. **(62% of completion)**
- Form, train and deploy a Narcotic Detection Team that includes a drug detection canine. (% of completion)

Expenditures requiring authorization from higher and purpose of expenditure

- ***Purchasing 7 work cell phones for officers that currently do not have them. Cost for remainder of year is approximately \$2,000.***

Training Last 30 days

- See attached
 - ***No less than Top Ten Accomplishments since last report.***
- Are in the end of the process of hiring a part time evidence coordinator.
- GCSO and EPD command staff had a second meeting with a Report Management System to go over quote that was submitted months ago. This RMS will also provide mapping for both officers and will plot 911 calls.
- Met with all local first responders who were informed that we are looking at changing our RMS. GCSO and EPD will be observing demos for both Spillman and EIS. During this meeting both the county and city agreed that we should look into providing cell phones for all our officers/deputies.
- Will be implementing a system, Alert Sense, we have but have not used in the past to help get off duty officers to a scene faster and more efficiently.
- Atty Sweeten and Sgt. Huff resubmitted Public Declaration Letter to FAA and it was accepted. We have been approved to register with FAA so we can receive a Certificate of Authorization to operate small Unmanned Aerial Systems.
- Fire Arms Training and Qualification will be held May 20th and June 3rd.
- Contacted CARES at St. Lukes and are looking at them providing a class to 2nd graders discussing "No, Go, Tell".
- Talked to Bill Short of Gran Fondo. Letter of agreement will be presented at next council meeting.
- Assisted Mountain Home Police Department by sitting on an oral board to promote a LT.
- Staff received info from First Responder Task Force for supplemental life support. 8 officers benefited from this service.
- New patrol vehicles are getting emergency equipment and graphics completed in Utah.
- Patrol Officer is attending P.O.S.T. Academy that started beginning of May.
- Prosecutor's Office has installed free Axon Account for body cams.
- All Officers have completed Field Training.
- It has been decided that Detective Aamodt will be our next Narcotic K9 Handler.
- Sentinel/Veteran K9's has adopted a 4 y.o. German Shephard to train as a Narc. Dog for our department.
- Sentinel/Veteran K9's is in contact with POST to be able to certify/train K9 dog and Handler.
- Preliminary numbers from radar sign on W. 12th Street show that during the month of March only 3% of all drivers travel 5mph or more the speed limit when approaching from the East of the high school on 12th street.
- ***Train officers on the importance of having a Personal and Financial Diary on the books with our department.***

- **Team upcycle submitted paper work to get a bike race approved in the city for June 16th. After reviewing their request it was determined that it would have a very low impact on the city and because they were providing Moto escort and participants will be following the rules of the road this would not have to be approved by council. The police department will not be providing any services for this race.**

Plan for next 30 days

- Will be purchasing signs from Squaw Butte Signs that authorize GCAT to tow vehicles that are not authorized to park in the city hall parking lot during Cherry Festival.
- **Will be meeting with Nampa Bomb squad in May to update M.O.U and discuss if we can help out with funding their service.**
- **Have reviewed updated tow policy in Lexipol and need to review State Police Policy.**
- Plan for Gran Fondo bike ride with surrounding agencies.
- Schedule teaching of 1st graders at both Carberry and Shadow Butte. Topic will be No, Go, Tell.
- Complete the COA (certificate of Authorization for drone policy) takes up to 60 day approval by FAA.
- Host spring Crisis Intervention Team Training (CIT Training) in Emmett.
- Revamp Tow Policy
- Provide Domestic Violence Community Training in Emmett. Will be contacting Rose Advocates to assist with providing both training to first responders and the community.
- Review PAL Pound contract / revisit the possibility of increasing pound fees.
- Work with Roads department on improving 12th and Washington for both motorists and pedestrians.
- In process of obtaining contracts that other police departments have with their dispatch centers.

Emmett Police Department

Emp, Title	Training/Hours	Date	Location	Cost/Certificate
Clerk	I LETS Training(16)	4-23-19 – 4-24-19	Riverside Hotel in Boise	No Cost/Yes
Code Enforcement	C.E.P.I. Conference (24)	4-24-19 – 4-26-19	Ada County SO	\$125/No
Patrol Officers (3)	Radar Training (16ea) 196	4-29-19 – 4-30-19	Idaho POST	\$0/Yes
SRO / Patrol Ofc. (2)	Instructor Development (80)	5-6-19 – 5-10-19	Meridian	\$600/Yes
Reserve Ofc.	NRA Handgun and Shotgun (40)	5-6-19 - 5-10-19	Boise	\$0/Yes
Chief	FBI LEEDA Command (40)	5-13-19 – 5-17-19	Spokane	\$700/yes
Investigation/sro	FTO training (40)	5-13-19 – 5-17-19	Moscow	\$875/yes
Patrol Officers (7)	Firearms Training (4ea)	5-20-19	Emmett	No Cost/Yearly Qualification
	Up to date as of 5-20			
# Emp. Trained	Total Training Hours			Total Cost
17	316			\$2300



CITY ORDINANCE April Report

	NEW	RESOLVED	OUTSTANDING
Junk / Abandoned Vehicles	10	1	22
Parking Violations	1	13	4
Prohibited Accumulations	0	0	7
Sidewalk Obstruction	0	0	4
Weeds/Trees	0	0	0
Animals Present / No permit	16	18	18
*Misc. Other	0	3	3
Citizen Complaint	9		
Officer Initiated	8		

*Description of Misc Other -



EMMETT POLICE DEPARTMENT

April Patrol Statistics

	TOTAL
Felony Arrests - Male	2
Felony Arrests - Female	1
Misd. Arrests - Male	23
Misd. Arrests - Female	6
Infraction Cite	89
Dispatched Calls	419
Reports	96
Dogs Taken to Pound	9
Ordinance Calls	6

Traffic Stops

Total Stops	198
Oral Warning	124

Community Involvement

Spoke at the mayor's breakfast about Department Goals, Hiring process and training.

Taught science to a 1st grade class at Carberry Elementary School.

Met with city and state officials and Planned Child Pedestrian Project pertaining to walking path on 12th Street.

Met with the Chamber of Commerce and discussed the possibility of allowing a beer garden at The Cherry Festival.

SRO put on a presentation for parents at Black Canyon High School. SRO discussed the challenges of being able to recognize modern drug use including vaping.

Attended Gem County Recovery Center Meeting.

Assisted with Easter Egg Hunt at Carberry Elementary.

Put on a presentation at the Methodist church where Police Departments Mission Statement was shared and questions were asked.

Attended Crisis team planning meeting at Black Canyon High School.

Hosted Community Drug Take Back program.

Hosted Bike Rodeo at Youth Appreciation Day.

CASE SUMMARY REPORT

From 04/01/2019 To 04/30/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
04/01/2019	4:00 pm	RESPONDED TO A BARKING DOG COMPLAINT
04/01/2019	5:39 pm	RESPONDED TO A CHILD PORNOGRAPHY CALL INVOLVING A 3 YOF
04/02/2019	9:00 am	CITY ORDINANCE - BARKING / DOG LICENSING X2
04/02/2019	11:08 am	FOUND BIKE IN THE BACK OF HIS TRUCK, DOES NOT BELONG TO HIM
04/03/2019	1:00 pm	INVESTIGATING THE ABUSE AND NEGLECT OF A VULNERABLE ADULT
04/03/2019	1:01 pm	INVESTIGATING A CASE OF ANIMAL CRUELTY
04/03/2019	6:43 pm	ARRESTED A 65 YOA FEMALE FOR A FELONY WARRANT
04/04/2019	12:32 am	ARRESTED A 30 YOA FEMALE FOR DUI
04/04/2019	7:35 am	SEIZED PARAPHERNALIA FROM 52 YO MALE SUSPECT WHILE INVESTIGATING A WELFARE CHECK
04/04/2019	3:00 pm	RESPONDED TO A NON INJURY ACCIDENT AT THE HIGH SCHOOL
04/04/2019	4:53 pm	CITY ORDINANCE - ROOSTER PRESENT / NO CHICKEN PERMIT
04/05/2019	9:01 am	CITY ORDINANCE - SHEEP X2 AT LARGE - LARGE ANIMAL PERMIT NEEDED
04/05/2019	11:34 am	INVESTIGATED A FOUND PACKAGE WITH DRUGS INSIDE
04/05/2019	3:50 pm	INVESTIGATED A DISTURBANCE AT ABOVE LOCATION
04/05/2019	4:00 pm	RESPONDED TO A CUSTODIAL INTERFERENCE IN PROGRESS
04/06/2019	12:08 pm	RESPONDED TO AN INFORMATION CALL ABOUT SOMEONE LEAVING POTTING SOIL ON FRONT PATIO
04/07/2019	1:53 pm	RESPONDED TO A STOLEN MOTORIZED OFF-ROAD BIKE
04/09/2019	3:06 pm	10-50 PD IN ROADWAY ON HIGHWAY 16
04/09/2019	3:57 pm	ARRESTED A 28 YOA MALE FOR DWP AND NO INSURANCE 2ND
04/10/2019	12:38 am	FOUND KNIFE IN MIDDLE OF ROADWAY
04/10/2019	2:07 pm	INVESTIGATED NON-INJURY CRASH
04/10/2019	2:17 pm	CITY ORDINANCE - DOG AT LARGE & LICENSING
04/10/2019	2:17 pm	CITY ORDINANCE - DOG LICENSING
04/10/2019	6:06 pm	ARRESTED A 48 YOA MALE AND A 47 YOA MALE FOR POSSESSION OF CONTROLLED SUBSTANCE, PARAPHERNALIA, AND FREQUENTING
04/11/2019	11:49 am	HIT AND RUN ACCIDENT THAT OCCURED IN ONE OF 3 PARKING LOTS
04/11/2019	5:42 pm	ARRESTED A 39 YOF FOR A WARRANT
04/11/2019	10:54 pm	INVESTIGATED AN INJURY TO CHILD INVOLVING A 1 YOM VICTIM AND 16 YOF SUSPECT
04/12/2019	7:54 am	INVESTIGATED A 10-50 PD
04/12/2019	10:59 am	RECEIVED A REPORT OF LITTERING
04/12/2019	12:25 pm	RESPONDED TO A FOUND BIKE CALL.
04/12/2019	3:16 pm	RESPONDED TO A NON-INJURY CRASH IN THE ALBERTSONS PARKING LOT
04/12/2019	9:50 pm	13 YOA FEMALE MISSING/RAN AWAY FROM HOME
04/13/2019	11:45 am	ARRESTED A 49 YOA MALE FOR A MISDEMEANOR WARRANT
04/13/2019	9:41 pm	ARRESTED 71 YOA FEMALE FOR MISD WARRANT
04/14/2019	8:15 pm	INVESTIGATED BATTERY BETWEEN JUVENILE AND FEMALE ADULT. UNKNOWN PRIMARY AGRESSOR
04/15/2019	11:11 am	INVESTIGATE- IDENTITY THEFT
04/15/2019	12:06 pm	INVESTIGATED A NON INJURY ACCIDENT
04/15/2019	2:55 pm	INVESTIGATED A MISSING FIREARM REPORT
04/15/2019	4:36 pm	ARRESTED A 46 YOM FOR BATTERY OF A 15 YOM
04/15/2019	6:33 pm	INVESTIGATE- FRUAD
04/16/2019	12:37 pm	CITY ORDINANCE - DOG AT LARGE - VICIOUS DOG
04/16/2019	7:02 pm	ARRESTED A 22 YOM ON A WARRANT
04/17/2019	12:31 pm	CITED 14 YOM FOR POSSESSION OF ALCOHOL
04/18/2019	11:52 am	INVESTIGATE HIT AND RUN
04/18/2019	4:03 pm	INVESTIGATE ANIMAL CRUELTY ON DOG
04/18/2019	9:09 pm	INFORMATION REGARDING JUVENILE ON PROBATION
04/18/2019	10:16 pm	ARRESTED A 58 YOA MALE FOR EXCESSIVE DUI
04/18/2019	11:24 pm	ARRESTED A 46 YOF FOR DOMESTIC BATTERY AGAINST A 45 YOM

CASE SUMMARY REPORT

From 04/01/2019 To 04/30/2019

EMMETT POLICE DEPARTMENT

Date	Time	Initial Remarks
04/19/2019	2:18 am	INVESTIGATED A GAS THEFT IN THE 300 BLOCK OF W MAIN STREET
04/19/2019	7:23 am	RESPONDED TO A NON INJURY ACCIDENT AT 829 S WASHINGTON
04/19/2019	10:00 am	INVESTIGATED L AND L CASE, VICTIM 13 YO FEMALE, SUSPECT 23 YO MALE
04/20/2019	12:47 am	RESPONDED TO DOG AT LARGE
04/21/2019	11:05 pm	TOOK REPORT OF POSSIBLE CHILD ABUSE OF AN 8 YOM
04/22/2019	6:52 pm	ARRESTED A 46 YOF FOR A FTA WARRANT
04/23/2019	4:48 pm	FELONY WARRANT ARREST FOR 26 YOM
04/23/2019	8:24 pm	INVESTIGATED A DOMESTIC BATTERY BETWEEN A 26 YOA MALE ANS A 26 YOA FEMALE
04/24/2019	10:13 am	WARRANT SERVED ON 20 YOM
04/25/2019	5:24 pm	ARRESTED A 32 YOF FOR A WARRANT
04/25/2019	8:16 pm	CITED A 28 YOM FOR DWP, 2ND OFFENSE NO INSURANCE
04/26/2019	1:00 pm	ARRESTED A 18 YOA MALE FOR TWO FTA WARRANTS
04/26/2019	3:08 pm	INVESTEGATED A REPORT OF FRAUD
04/26/2019	6:02 pm	INVESTIGATED THE THEFT OF A SHOTGUN
04/26/2019	6:17 pm	INVESTIGATED THE USE OF A COUNTERFEIT BILL
04/26/2019	8:45 pm	ARRESTED 45 YOA MALE FOR DUI
04/28/2019	5:57 pm	CITY ORDINANCE - DOG AT LARGE - VICIOUS DOG
04/28/2019	10:05 pm	ARRESTED 21 YOA FOR DUI
04/29/2019	5:35 pm	INVESTIGATED A THEFT OF THREE ITEMS TAKEN IN MARCH.
04/30/2019	12:42 am	INVESTIGATED A BARKING DOG CALL
04/30/2019	5:32 pm	INVESTIGATED A DISTURBING THE PEACE INVOLVING A 71 YOF SUSPECT AND A 32 YOM VICTIM
04/30/2019	6:11 pm	INVESTIGATED A CPOR VIOLATION INVOLVING A 39 YOF SUSPECT AND A 70 YOF VICTIM

Count: 70

*****END OF REPORT*****

City's Strategic Pillars
Tuesday, May 21st, 2019

- Economically Vibrant and...
- Health-conscious city
- Legally compliant with all state and federal laws
- Performing its constitutional mission (protecting people and property)
- With adequate infrastructure for growth

Public Works Department Goals this Budget Year 2018/19 (with percentage of completion to date)

- Implement Airport Pavement, & Master C.I.P. Plan. – 25% completion
- Create Cemetery Master Plan. – 5% Completion
- Create and implement Road Improvement Plan to provide for Safe Route planning for pedestrians, bicycles and motor vehicles. – 35% completion
- Replace all water distribution system lines less than 6 inches in diameter to meet mandatory minimum main line size requirement. – 35% completion
- Reduce I&I inside sewer collections pipes to less than 50% of current rate of 4 million gallons per day as of 2016 per Sewer C.I.P. – 40% completion

Expenditures requiring authorization from higher and purpose of expenditure

- **Consolidated Supply Co. – For S. Johns Avenue water mainline up-grades project - \$14,933.07**
- **Fergusson Waterworks – For S. Johns Avenue water mainline up-grades project - \$5,129.04**
- **Energy Management Corporation – East Locust Avenue booster pump repairs - \$11,366.61**
- **Western Idaho Freightliner - Repairs for water truck emission on engine - \$9,617.58**

Training last 30 days

- **No report**

No less than Top Ten Accomplishments since last report

1. Removal of 2 hazard trees in main city park per certified arborist recommendation - **Cancelled due to wet weather until fall of 2019, Bruce will watch trees for any further damages.**
2. Installing under-ground bore for fiber-optic conduit from Water Tower to Library – **25% complete, tabled**
3. Began operations for Radio Controlled Runway Lighting System on Monday, May 6th, 2019 with hopes on savings regarding power usage – **100% complete**
4. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street R.O.W. Purchases, final payment & purchase title document to City Council 4/9/2019 – **99% complete**
5. Finalizing LHTAC - 14393 S. Johns Ave. 4th to 12th Street final plan design & budget for construction. – **45% complete**
6. 2019 Local Children Pedestrian Safety (CPS) Program Safe Routes to School 12th Street Pathway agreement between City of Emmett & LHTAC - **50% complete**
7. Preparing to continue with 12" water transmission mainlines along with new 8" water mainline replacement with new 1" water service down S Johns Avenue from 1st Street going south. **Waterlines & new water services installed to 4th Street to date. Pavement repairs started. Looks like full asphalt repairs from 1st Street to 4th Street.**
8. **Office remodel upstairs at Annex # 1 to move Bruce into as Annex # 1 needing more office space. Also will install bathroom on 2nd floor for training room.**
9. Repairs to bad water valves and water valve boxes - **25% complete**
10. Water valve exercising for all water distribution valves. – **72% complete**
11. Preparing underground irrigation systems for summer season. – **35% complete**
12. Reviewing and building safety equipment for W.W.T.P. – **50% complete**
13. Helping with Wings & Wheels on Saturday, April 20th, 2019 – **100% complete**
14. Preparing to plant tree for Arbor Day Celebration on Friday, April 26th, 2019 – **100% complete**

Plan for next 30 to 45 days

- Present last 4 proposed hangar lease agreements to City Council. This will complete all the Hangar Master plan spaces available. **Currently reviewing hangar lease language**
- Preparing to open bathrooms in park grounds when freezing weather is not occurring at night.
- Repairs to sewer collection mainline on Phillips Street from N. Moffatt Avenue to N. Pine Avenue.
- Review Cemetery fees and create Master C.I.P. Plan

- Sewer manhole grout for leak repairs, sewer manhole replacement that are leaking water
***This report does NOT contain any data required by ordinance or statute...that is covered in a separate report
– units***

Emmett Public Works

Training Period 4/23/2019 thru 5/21/2019

Employee Title	Training/Hours	Date	Location	Cost/Certification
Office Manager	7 - Funders Fair	5/15/2019	Twin Falls	No Cost
WWTP Operator In Charge	24- I.R.O.C. training for Re-Use Conference	5/12, 22, & 23, 2019	Boise, Idaho	\$225.00 - 6.7 Waste Water C.E.U.'s, 3.3 water C.E.U.'s
Assistant Superintendent	24- I.R.O.C. training for Re-Use Conference	5/12, 22, & 23, 2019	Boise, Idaho	\$225.00 - 6.7 Waste Water C.E.U.'s, 3.3 water C.E.U.'s
# Emp. Trained	3			
Total Training Hours	55			
Total Costs				\$450.00

Park Reservation Listing

May 28th thru June 25th, 2019

- Qigong/Tai Chi Easy – Every Tuesday & Thursday morning 10:00AM to 11:00AM Band Shell
- High School Boys Lacrosse BBQ – Thursday, May 30th, 2019 5:30PM to 8:00PM Eastside Covered Picnic Area
- Emmett Farmers Market – Every Saturday morning starting June 1st, 2019 from 6:30AM to 1:15PM Blaser Park
- Stoddard Family Reunion – Saturday, June 1st, 2019 10:00AM to 3:00PM Eastside Covered Picnic Area
- Oasis Food Center – every weekday starting June 3rd, 2019 from 11:30AM to 1:30PM North side of Main City Park near tennis courts
- Emmett Farmers Market – Every Wednesday afternoon starting June 5th, 2019 from 1:30PM to 6:15PM Blaser Park
- Gem County Cherry Festival – June 9th thru June 16th, 2019 all Main City Park Grounds
- State Road Race bicycle race – Sunday, June 16th, 2019 10th Street Ball Park Covered Picnic Area – 7:00AM to 5:00PM
- 2019 Freezeout Hill Climb Association – Friday, June 21st, 2019 from 5:00PM to 9:00PM Blaser Park
- Eddie B. Concert in the Park – Saturday, June 22, 2019 from 3:00PM to 8:00PM Band Shell
- E.H.S. 63rd Class of '56 Reunion Picnic – Sunday, June 23rd, 2019 from 10:00AM to 4:00PM Eastside Covered Picnic Area
- 2019 Freezeout Hill Climb Association – Sunday, June 23rd, 2019 from 3:30PM to 6:00PM Blaser Park

City's Strategic Pillars

- Economically Vibrant and...
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Systems Admin Goals (with percentage of completion to date)

- Complete fiber optic network to inner city facilities. Begin next phase that includes Fire Department, Library, WWTP. **10% Boring started for this next section.**
- Migrate all servers to cloud platforms over the next 5 years.
- Complete Geographic Information System mapping of all city infrastructure assets (ongoing). **All water; meters left. Working on valve numbers now. 80%**
- Install fiber to additional nodes and cameras on east side complex of the City Park. **Spring/Summer**
- Fiber down 12th to Well 9 coupled with Sidewalk project. **Starting this project within the next 3 weeks.**

Expenditures requiring authorization from higher and purpose of expenditure

- None

Training last 30 days

- Gilfoy & Rose attended Idaho Cybersecurity Summit on April 29th for 8 hours. Class was free.

No less than Top Ten Accomplishments since last report

1. Fiber optic conference presentation in McCall
2. Help with Area of Impact power point
3. Verizon contacts for small cell sites, start on Master License Agreement
4. Color council packet scans setup
5. All email accounts have been converted to Exchange
6. Spine label printer setup for Library
7. PD South Desk computer cycle out
8. Bertalotto desktop cycle out
9. Library camera maintenance
10. Assembly of lab test rack
11. Area of Impact Power Point
12. Alert Sense mass notification software meeting w/PD
13. Met with TURN for GIS antenna location options
14. Group policy creation to push out Axon Sync software through the server
15. Archived emails for employees no longer here
16. Black Mountain connection issue after cloud migration
17. Label printer setup for books at Library
18. PDF conversion help for PD forms
19. Camera blurry issue at Library parking lot
20. GIS water corp points on Johns Project
21. Updated all copy machine settings for scan to email for Exchange change
22. Fix issue with Library PAC station cable
23. Archived old employee email accounts x2
24. Stephanie website modification training
25. Phone recording fix for Babcock line
26. Replace projector in council chambers
27. Capital for a day live stream setup

Plan for next 30 days

28. The Utah Reference Network GIS antenna agreement	29. Re-work of GIS valve map
30. Verizon Master License Agreement	31. Band Shell cameras & WiFi upgrade
32. Continue programming new Dell R530 server	33. Document all switch ports on the network
34. PD cell phones for remaining officers	35. Migration of PD old video to Axon body cameras
36. Move Syslog server from city hall to water plant	37. 12 th Street fiber/walk path project
38. Install RADIUS authentication server for wifi system	39. Alert Sense notification implementation