

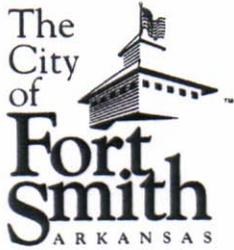
AGENDA

**FORT SMITH BOARD OF DIRECTORS
STUDY SESSION**

June 14, 2011 ~ 12:00 NOON

**FORT SMITH PUBLIC LIBRARY
COMMUNITY ROOM
3201 ROGERS AVENUE**

1. Discuss fire service improvements, Fire Station 11 and apparatus acquisitions
2. Review overtime pay for police officers
3. Review preliminary agenda for the June 21, 2011 regular meeting



MEMORANDUM

June 10, 2011

TO: Mayor and Board of Directors

FROM: Ray Gosack, City Administrator

SUBJECT: Fire Service Improvements

During the recent board of directors retreat, you identified fire station improvements as a top strategic priority.

This priority arises from the need to ensure we maintain our class 2 ISO fire insurance rating and that we provide an acceptable level of fire protection to the growing areas of Fort Smith. Attached is a report from fire chief Mike Richards which identifies a fire service improvement plan. The plan includes a recommendation to build and operate station 11 in the Chaffee Crossing area.

Fire Station Improvements

1. Communication with public – involve insurance agents
2. Prepare a conceptual plan for the station, cost estimates
3. Consider options for financing construction, equipping, and operations

Time is of the essence

Chief Richards is also recommending the replacement of 5 pieces of aging fire apparatus and the acquisition of 1 new pumper/aerial truck. A reliable and up-to-date fire fleet is essential for preserving our favorable fire insurance rating. The fleet needs should be addressed in conjunction with the station 11 project.

To implement the board's strategic priority, the staff is

recommending we undertake the following steps:

- ▶ Begin a conceptual design process for station 11 to be located near the intersection of Massard Rd. and Chad Colley Blvd. in Chaffee Crossing. We recommend creating a project committee comprised of 2 citizens, 1 board member, and 2 fire dept. staff. The goal of this process is to determine the needs of the new station, to prepare a conceptual design, and to prepare a cost estimate.
- ▶ Undertake a process to communicate with the community about the need and benefits of the new fire station and the replacement fire apparatus. We are identifying insurance agents to assist with this.
- ▶ Schedule a sales tax bond election for later this year or early next year to pay for the fire service improvements. The bonds would be supported by an existing 1% sales tax, and wouldn't change Fort Smith's sales tax rate. The election will need to be coordinated with the sanitary sewer wet weather improvements. These two projects - the fire service improvements and the sanitary sewer improvements - must be posed as separate questions on the ballot. Since the projects are unrelated, they can't be combined into one question on the ballot.

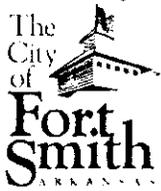
The goal is to have station 11 in operation and the new fire apparatus in service by the end of 2013. This schedule will coincide with the next ISO fire insurance rating inspection expected to occur in fall 2013.

We look forward to working with the mayor, board and community to preserve and enhance Fort Smith's fire protection services. Please contact me or chief Richards if there's any questions or a need for more information.

Ray

2 Attachments

SSI



FORT SMITH FIRE DEPARTMENT

200 NORTH FIFTH STREET
FORT SMITH, ARKANSAS 72901
479-783-4052



Mike Richards
Fire Chief

Memo

To: Ray Gosack, City Administrator
From: Mike Richards, Fire Chief
Date: June 1, 2011
Re: 2011 Fire Department Improvement Plan

The Insurance Services Office (ISO) Public Protection Classification survey of Fort Smith conducted in 2010 resulted in our continuation of a Class 2 fire protection rating. The Class 2 rating will be in effect until we are resurveyed in approximately three (3) years. ISO grades municipalities on a classification scale of 1 – 10 with Class 1 being the best possible rating and Class 10 being the worst possible rating. A point system is used with a maximum of 100 possible points and then divided into 10 point increments for classification ratings. For example, a municipality that has scored between 80 - 89.99 points would receive a Class 2 rating. Fort Smith's final score for the 2010 survey was 80.28%. The total scoring credits provided by ISO include four (4) sections. They are as follows.

<u>Feature</u>	<u>Maximum Credit</u>	<u>Credit Assigned</u>	<u>Weighted Score</u>
• Receiving and Handling Fire Alarms	10%	8.92%	89.2%
• Water Supply	40%	36.82%	92.05%
• Fire Department	50%	37.82%	75.6%
• Divergence*	_____	- 3.28%	
Total Credit	100%	80.28%	

*Divergence is a reduction in credit to reflect a difference in the relative credits for Fire Department and Water Supply.

ISO's final report of the survey identified both areas of strengths and weaknesses with the City's overall capability to provide fire protection to the citizens of Fort Smith. The fire department has reviewed the report and developed a plan to strengthen certain areas in need of improvement. Our goal is to meet at least the minimum equivalent of a Class 2 rating in all categories scored by ISO before we are resurveyed in approximately three (3) years.

Our plan will focus on the fire department's area of responsibility. ISO grades the fire department on eight categories within this section. Each category carries a weighted score that is included in the overall total score. Those categories are listed below and converted to a percentile

score with 100% being the maximum potential score. This system identifies how each category rates independently and where improvements need to take place.

FSFD's Weighted Score

1. Credit for Engines Companies	100%
2. Credit for Reserve Pumpers	100%
3. Credit for Pump Capacity	100%
4. Credit for Ladder-Service Companies	65%
5. Credit for Reserve Ladder-Service Companies	56%
6. Credit for Distribution	74%
7. Credit for Company Personnel (Staffing)	43%
8. Credit for Training	95%
Total Credit for Fire Department	76%

Category 1 – Credit for Engine Companies

The Fort Smith Fire Department received **100%** of the total possible points in this category. *This is equal to a Class 1 rating.* As long as we maintain our current operational strategies, we will continue to be credited with the maximum points allowed. However, this category is directly correlated to Category 6 – Credit for Distribution. If we don't have a new fire station completed and operational in the Chaffee Crossing area when ISO returns in approximately three (3) years to re-grade Fort Smith, we will lose points in both categories 1 & 6.

Categories 2 & 3 – Credit for Reserve Pumpers & Credit for Pump Capacity

The Fort Smith Fire Department received **100%** of the total possible points in these two categories. *These scores are equal to a Class 1 rating.* As long as we maintain our current operational strategies, we will continue to be credited with the maximum points allowed. No improvements are currently needed in these categories.

Category 4 – Credit for Ladder-Service Companies

The Fort Smith Fire Department received **65%** of the total possible points in this category. *This is equal to a Class 4 rating.* The primary reason for the low score is our insufficient number of ladder companies required by ISO standards and the distribution of the ladder companies we currently have. According to the 2010 ISO Ladder Company Distribution Study, if we were to make no changes to the distribution of our current ladder trucks, we would be required to add two (2) more fully staffed ladder trucks to the fire department to improve in this category. This would increase our fleet of fully staffed ladder trucks from three (3) to five (5). The additional cost to add two fully staffed ladder trucks would be approximately \$1,000,000.00 for each of the two (2) ladder trucks and approximately \$270,000.00 per year for additional firefighters to staff the trucks.

However, we can meet our overall goal in this category at a far lower cost by realigning the distribution of our current ladder trucks and replacing one pumper truck with a Quint (a Quint is a ladder and pumper combination). This would require no additional staffing and only a one time increase in cost of approximately \$300,000.00. Although we cannot achieve 100% of the total possible points in this category using this method, we can achieve our goal of a Class 2 rating for this category. This concept is our recommendation and has been included in the FSFD's Fire Apparatus Replacement Plan dated June 1, 2011. This plan would also lower our response time for a ladder truck to arrive on scene throughout the entire city and greatly reduce the response time for a ladder truck to arrive on scene in the Chaffee Crossing area.

Current Average Response Times for a Ladder Truck	
All areas in the City north of Chaffee Crossing	4 minutes 10 seconds
Chaffee Crossing area	8 to 10 minutes

Category 5 – Credit for Reserve Ladder-Service Companies

The Fort Smith Fire Department received **56%** of the total possible points in this category. ***This is equal to a Class 5 rating.*** The reason for the low score is that we do not maintain a fully equipped reserve ladder truck in our fleet as required by ISO. The points that we did acquire came from a reserve pumper converted to a service truck and equipped with only a fraction of the normal equipment carried on a ladder truck. It is our recommendation that we implement the FSFD's Fire Apparatus Replacement Plan and keep one of the ladder trucks we intend to replace in reserve status. We will then receive the maximum possible points in this category.

Category 6 - Credit for Distribution

The Fort Smith Fire Department received **74%** of the total possible points in this category. ***This is equal to a Class 3 rating.*** This category reviews the percent of the built-upon area of the city which has an adequately-equipped, responding engine company within 1.5 miles and an adequately-equipped, responding ladder company within 2.5 miles. The distances recommended by ISO are directly related to response times. The current response times of our first arriving fire apparatus to the Chaffee Crossing area are over twice as long as the rest of the City.

This is the category that will take a critical reduction in points during the next ISO survey unless we construct and occupy a new fire station at Chaffee Crossing before ISO returns in approximately three (3) years. To maintain our current score in this category without providing adequate fire and rescue response to the citizens and businesses in that area is not possible. Also, any reduction in our overall ISO Public Protection Classification rating will affect all citizens and businesses in Fort Smith. It is our recommendation that we begin construction of the Chaffee Crossing Fire Station as soon as possible.

Current Average Response Times for First Arriving Fire Apparatus	
All areas in the City north of Chaffee Crossing	3 minutes 13 seconds
Chaffee Crossing area	7 to 8 minutes

Category 7 – Credit for Company Personnel

The Fort Smith Fire Department received **43%** of the total possible points in this category. *This is equal to a Class 6 rating.* This category has historically been our weakest area within the fire department in all previous ISO surveys and yet carries the greatest weighted point value. The FSFD would have to hire an additional 29 firefighters per shift (87 total additional firefighters) in order to receive enough points to reach a minimum Class 2 rating for this category. The total additional cost of adding 87 firefighters to the fire department budget could be as much as \$5,000,000.00 per year.

We realize this is not possible. However, since this category carries the most weight in the overall total fire department score, we do recommend an increase of twelve (12) on-duty company personnel to the fire department. The twelve (12) personnel would be assigned to our ladder and rescue apparatus. This will help us improve our scoring credit for this category and meet current safety demands and National Fire Protection Association (NFPA) standards. Adding twelve (12) firefighters will be a major positive impact on firefighter safety and effectiveness. The cost to add twelve (12) firefighters is approximately \$600,000.00 per year. The twelve firefighters do not include staffing necessary to open the new station at Chaffee Crossing or administrative staffing that is critical to the operation and management of the fire department. This recommendation will also be considered in an overall staffing study being developed by the FSFD.

Category 8 – Credit for Training

The Fort Smith Fire Department received **95%** of the total possible points in this category. *This is equal to a Class 1 rating.* By implementing our plan to construct a new NFPA and ISO approved training tower in the next few years, we should be able to achieve most or all of the 100% of the total possible points in this area.

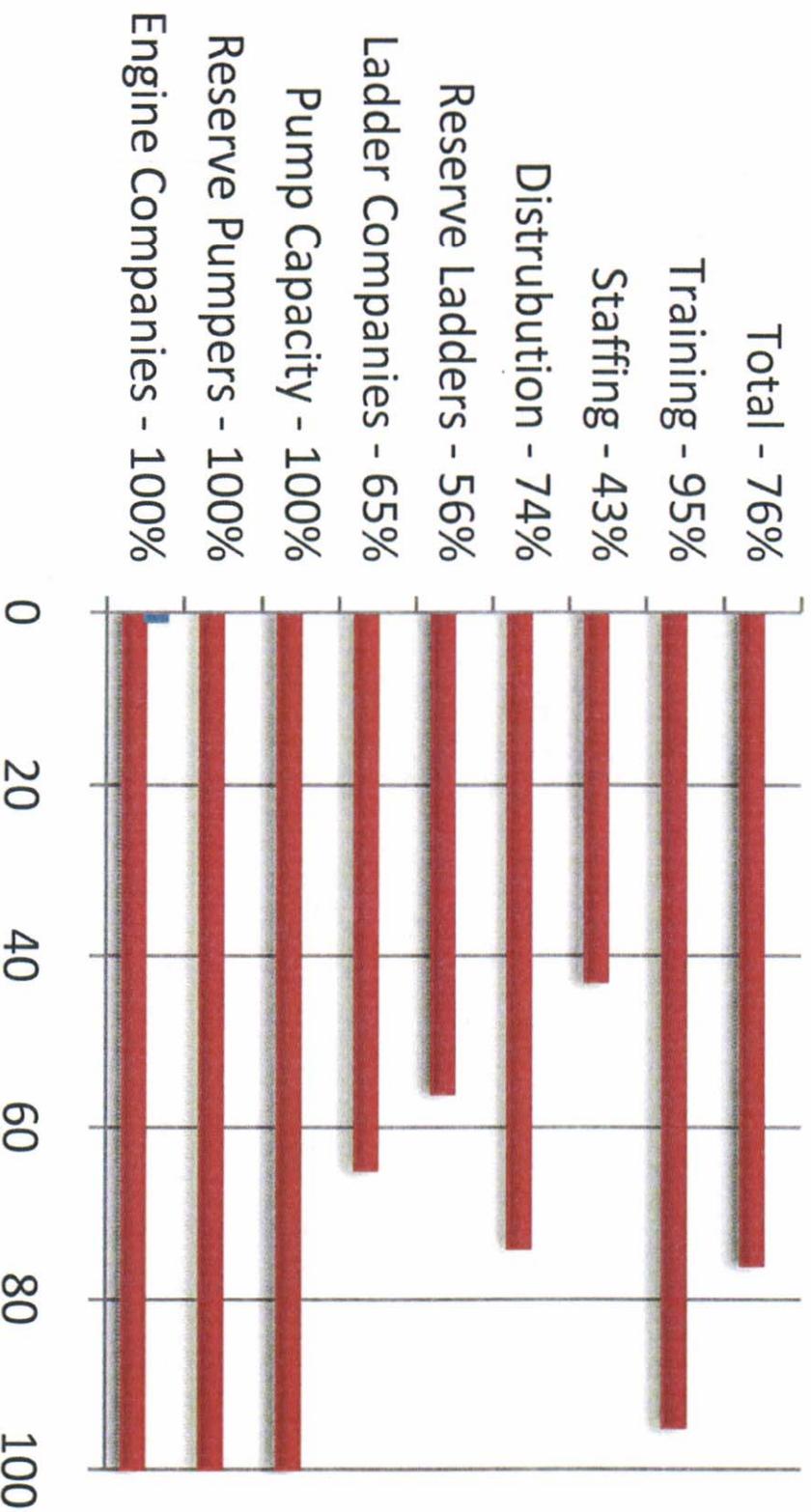
Category 9 – Total Credit for Fire Department

The Fort Smith Fire Department received **76%** of the total possible points in the fire department's overall area of responsibility. *This is equal to a Class 3 rating.* To meet our goals to improve each category's score to a minimum of a Class 2, we must implement the recommendations listed in the above categories. Even though each category carries a different weight, each point, or in some cases, hundredths of a point, is extremely important in maintaining or improving our score. This is very evident by the fact we achieved a Class 2 rating for this survey by only 28/100^{ths} of a point.

Finally, it is extremely important to know what all this means. The ISO classification system is primarily used by the insurance industry for setting fire insurance rates. However, it is not just about the economic impact of fire protection for a community. There is a direct correlation to a city's ISO rating and the ability of the fire department to provide essential life safety protection and property conservation to the public in a timely and efficient manner. It is therefore our responsibility to make any and all improvements necessary that are practical, cost effective, and within our fiscal ability in order to provide the same level of public safety to all areas of Fort Smith.

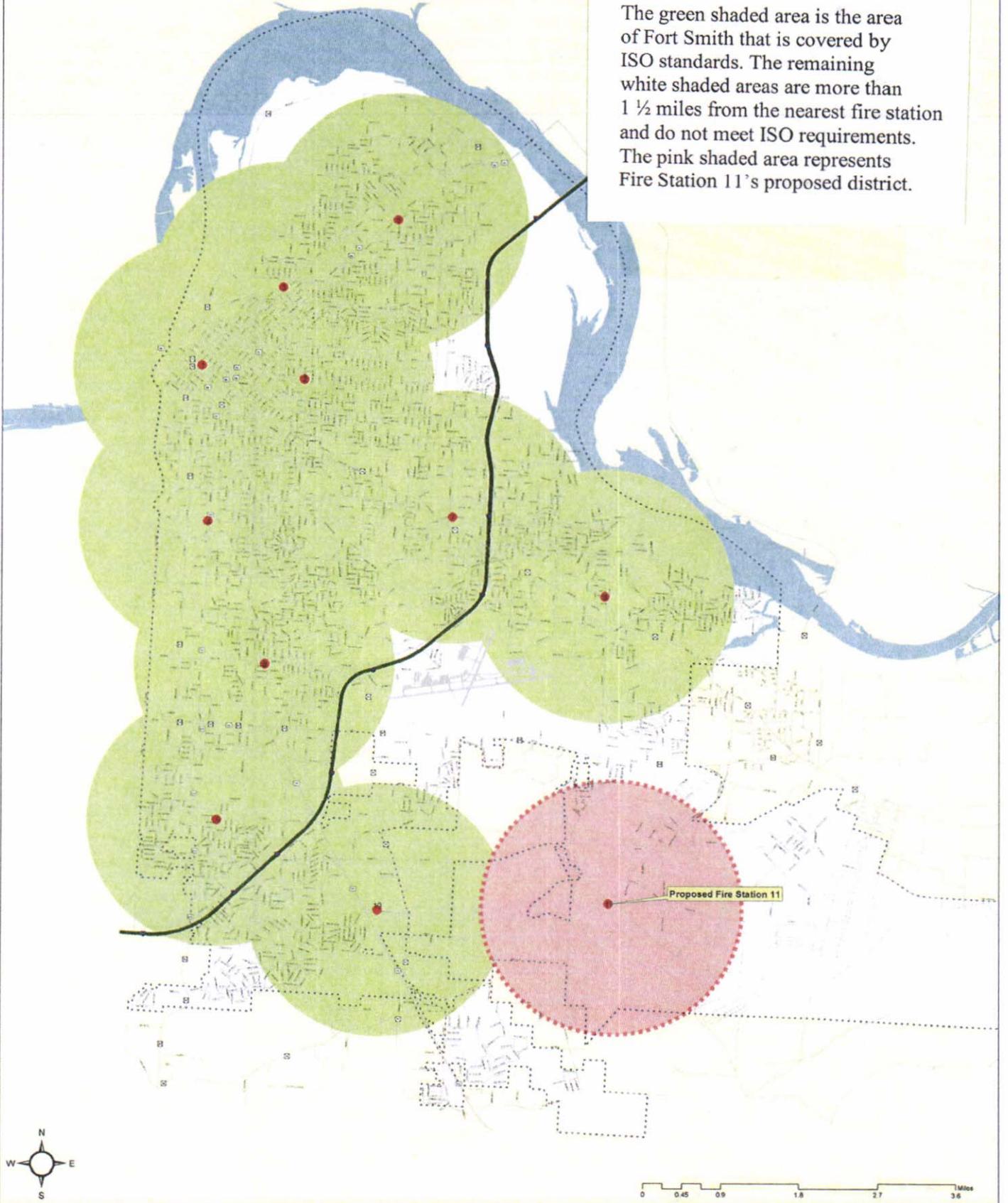
Attachments: 5

Fort Smith Fire Department ISO Grades by Category



Current Pumper Districts

The green shaded area is the area of Fort Smith that is covered by ISO standards. The remaining white shaded areas are more than 1 ½ miles from the nearest fire station and do not meet ISO requirements. The pink shaded area represents Fire Station 11's proposed district.



ISO Ladder Company Distribution Study

Community Name: Fort Smith
 County: Sebastian
 State: AR

Date: 9/2/10
 GIS Analyst: Steven Hardy

INTERNAL USE ONLY		Field Representative Output	
	Number of Existing Ladder Companies:	Enter # of Lad:	3
	Number of Applicable AA Locations:	Enter # of AA:	0
a)	Number of Existing Ladder/Service Company & Applicable AA Locations:		3 540 (1)
b)	Number of Existing Ladder/Service Company Locations Not Needed:		0
c)	Number of Additional Needed Ladder/Service Company Locations:		2 540 (2)
d)	Number of Needed Ladder/Service Companies Needed for Distribution:		5 540 (3)
e)	Total number of protected road mile segments within 5.0 miles of recognized stations & all AA stations:		558.76 560 (1)
f)	Total number of protected road mile segments within 2.5 miles of ladder company stations & all AA ladder stations:		487.74
g)	Total number of protected road mile segments beyond 2.5 miles of Ladder/Service company stations:		71.02 560 (2)

Number of Streets Independently Covered for each Ladder Service Area Response Area Study			Automatic Aid Coverage		
FS	Protected Roadbase (meters)	Independently Covered Protected Roadbase (miles)	FS	Protected Roadbase (meters)	Distance to FIA Boundary (miles)
FS 1	278163.37	171.60			0.00
FS 7	187053.69	115.23			0.00
FS 10	92682.16	57.59			0.00
		0.00			0.00
		344.41			0.00

SECTION II

SRD Calculations

Total protected road mile segments in all service areas / # of Fire Stations: 115.14

Total protected road mile segments in all service areas / # of Fire Stations * 15%: 17.27

List of Existing Not Needed Ladder/Service Company Locations (SRD less than 15% or less than 5 miles or less than 14 hydrants)

Total protected road mile segments in all service areas / # of Fire Stations: (exclude any Fire Stations that do not meet the 15% requirement) SRD: 115.14

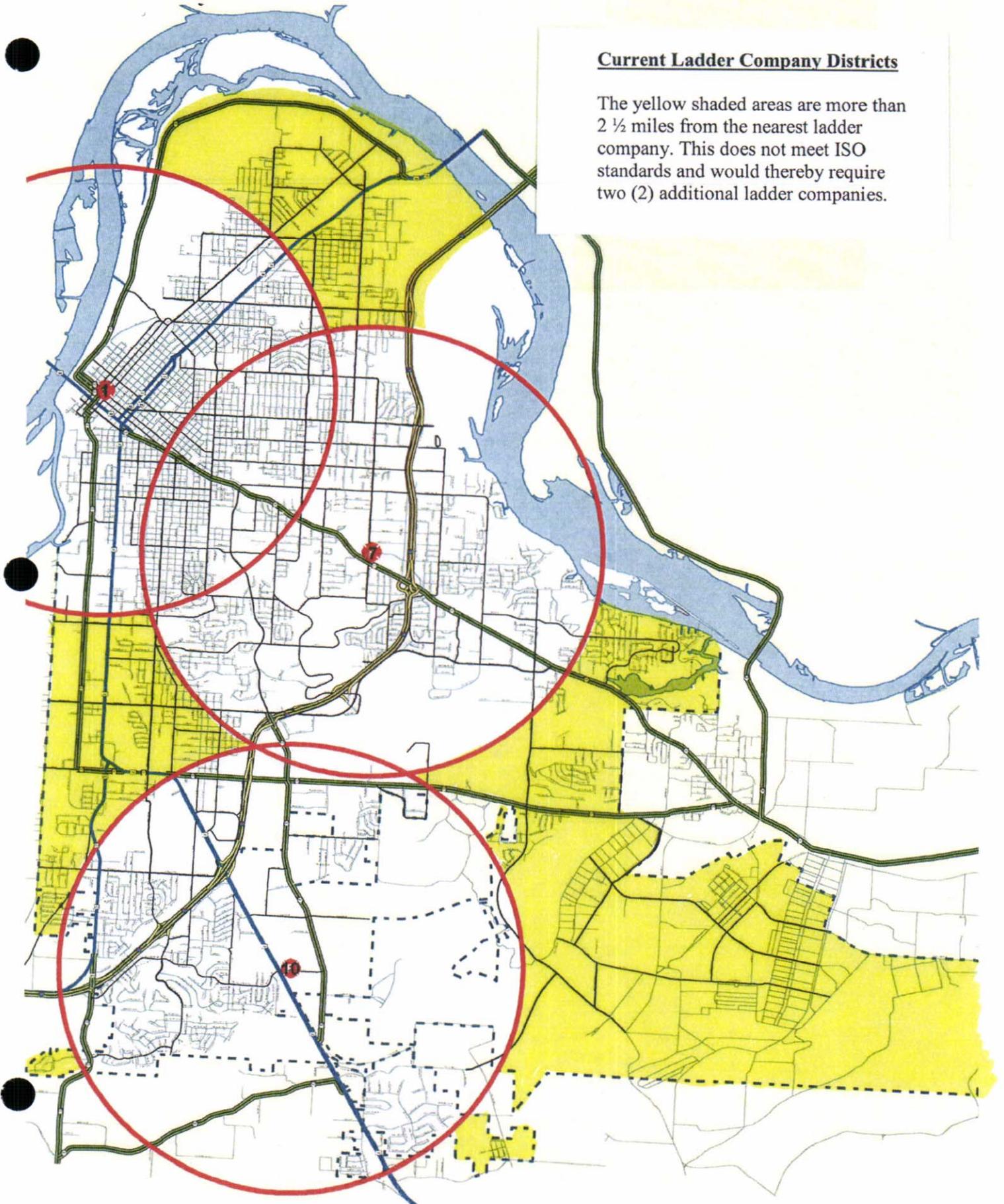
Standard Response District (SRD) * 50%: 57.57

List of Additional Existing Needed Ladder/Service Company Locations (SRD equal to or greater than 50% figure)

	Protected Roadbase (meters)	Protected Roadbase (miles)	Location
Prop Lad 1	125650.35	78.70	FS 8
Prop Lad 2	102395.03	63.63	FS 9

Current Ladder Company Districts

The yellow shaded areas are more than 2 ½ miles from the nearest ladder company. This does not meet ISO standards and would thereby require two (2) additional ladder companies.





FORT SMITH FIRE DEPARTMENT

200 NORTH FIFTH STREET
FORT SMITH, ARKANSAS 72901
479-783-1052



Mike Richards
Fire Chief

Memo

To: Ray Gosack, City Administrator
From: Mike Richards, Fire Chief
Date: June 1, 2011
Re: 2011 Fire Apparatus Replacement Plan

The fire department has developed a fire apparatus replacement plan based on the following criteria:

- Current age and condition of our fleet
- Future considerations to meet demand and growth within the City
- Fire Station completion at Chaffee Crossing by 2014
- Insurance Service Office's (ISO) 2011 Survey results
- Cost effectiveness and long-term budget considerations

The plan would include purchasing three (3) new pumpers and three (3) new ladder trucks. This plan is also part of the 2011 Fire Department Improvement Plan that has been developed to meet the current and future requirements of ISO. Implementing both plans together as outlined in Category 4 – Credit for Ladder-Service Companies of the 2011 Fire Department Improvement Plan - could save the City approximately \$2.0 million for additional apparatus and \$270,000.00 per year in personnel cost.

The three (3) pumpers would replace the three (3) units that we are currently behind in our replacement schedule. It has been our normal practice for the last ten years to replace at least one (1) pumper per year to minimize the impact on the City's general fund. However, we have only been able to replace one (1) pumper in the last four years due to budget constraints.

The three (3) new ladder trucks would serve two separate needs. The first need is to replace our two (2) oldest ladder trucks (Ladder 1 and Ladder 10). Both of these trucks are approaching twenty (20) years old and the end of their effective life cycle. The second need is to add a 75' Quint (a Quint is a pumper/ladder combination) to satisfy the current and future ISO requirement for the number of ladder trucks required for the City. The pumper that the Quint would replace is a 2005 year model, which would be reassigned to the new Chaffee Crossing fire station. This would reduce the initial cost of opening the new fire station by approximately \$500,000.00.

The fire apparatus we would replace or re-assign includes:

- One (1) 1984 Pumper
- One (1) 1992 Pumper
- One (1) 1995 Pumper
- One (1) 1995 105' Ladder Truck
- One (1) 1995 75' Ladder Truck (This unit will actually go into reserve status to maximize ISO credit and give us a backup ladder truck)
- One (1) 2005 Pumper that will be reassigned to the new fire station eliminating the need to purchase a new one when it opens

The total cost to purchase the three (3) pumpers and three (3) ladder trucks will be approximately \$4,305,000.00 based on 2012 estimated price increases.

It is extremely important that we move forward with 2011 Fire Apparatus Replacement Plan and the 2011 Fire Department Improvement Plan at the same time. This could be a serious public and firefighter safety issue as we must have dependable and effective equipment in the near future in order to meet our responsibilities. Without adequate and dependable fire apparatus both our citizens and our firefighters will be at greater risk.

Attachment: 1

Fort Smith Fire Department
2011 Apparatus Replacement Plan
Apparatus to be Replaced

Apparatus Type	Year	Asset #	Replacement Cost
Pumper	1984	318-1984	\$ 495,000.00
Pumper	1992	325-1992	\$ 495,000.00
Pumper	1995	338-1995	\$ 495,000.00
Ladder (100' Platform)	1995	339-1995	\$ 1,100,000.00
Ladder (105' Aerial)	1995	335-1995	\$ 900,000.00
Quint (75' Aerial)*			\$ 820,000.00
Total			\$ 4,305,000.00

* Replace 2005 Pumper that will be reassigned to the new fire station at Chaffee Crossing thereby reducing the cost of opening that station by approximately \$500,000.00



2

MEMORANDUM

June 10, 2011

TO: Mayor and Board of Directors

FROM: Ray Gosack, City Administrator

SUBJECT: Overtime Pay for Police Officers

The police chief and I are recommending a change to the threshold at which police officers are paid time and one-half for overtime hours worked. The change is being recommended to eventually bring the overtime pay practice for police officers in line with other city employees.

Police officers are currently paid time and one-half for hours worked in excess of 43 hours in a week. For the first 43 hours in a week, police officers are paid straight time hourly rates. By comparison, most other city employees who are eligible for overtime pay receive time and one-half for hours worked in excess of 40 hours in a week.

The higher threshold for police officers is allowed by the federal Fair Labor Standards Act (FLSA). When FLSA became applicable to local governments in the mid 1980's, the labor dept. drafted regulations that allowed for a "longer" workweek for police officers.

The recommendation is to gradually lower the overtime threshold for police officers by 1 hour per year, beginning in July of this year. Funds are available in this year's police dept. budget to make the change. Subsequent reductions in 2012 and 2013 would be dependent on funding availability in those budget years. The estimated cost for making the total reduction (from 43 hours to 40 hours) is \$365,100 annually. The estimated cost for making the 1 hour reduction (from 43 hours to 42 hours) for the second half of 2011 is \$53,100.

If the board concurs with implementing this change, we'll prepare a resolution which makes the change for 2011 effective

with the July 11, 2011 pay period. This will begin moving the overtime pay practice for police officers closer to parity with other similarly-situated city employees.

Ray

Attachment

City of Fort Smith

3900 Kelley Highway - Fort Smith, AR 72904 - Fax 479-784-2358

FOR IMMEDIATE RELEASE

Date: June 7, 2011
Contact: Darren Bonds
479-784-2342, Fax 479-784-2358

NEWS RELEASE

THE CITY OF FORT SMITH UTILITY CREWS WILL BEGIN REPLACEMENT OF A SEWER MAIN AT 4123 SPRADLING AVENUE. THE INTERSECTION AT N. ALBERT PIKE AVENUE AND SPRADLING WILL BE CLOSED IN ALL DIRECTIONS. DETOURS ARE AS FOLLOWS, NORTH STREET EAST AND WEST OFF NORTH ALBERT PIKE. ALSO DETOUR FROM NORTH ALBERT PIKE TO HOWELL STREET EAST, SPRADLING NORTH ON 43RD TO MIDLAND AVENUE. SPRADLING WILL BE CLOSED FROM MIDLAND AVENUE TO NORTH ALBERT PIKE. WORK WILL COMMENCECE AT APPROXIMATELY 8:00 A.M. AND BE COMPLETED AROUND 3:30 P.M. ON JUNE 13, 2011 WORK MAY TAKE ONE TO TWO DAYS. WE REGRET THIS INCONVENIENCE AND WILL COMPLETE THE WORK AS SOON AS POSSIBLE.