

**MEETING OF THE BOARD OF COUNTY COMMISSIONERS
SITTING AS THE GOVERNING BODY OF FIRE DISTRICT #1**

REGULAR MEETING

May 14, 2003

The Regular Meeting of the Board of the County Commissioners of Sedgwick County, Kansas, was called to order at 10:55 A.M., on Wednesday, May 14, 2003 in the County Commission Meeting Room in the Courthouse in Wichita, Kansas, by Chairman Tim Norton; with the following present: Chair Pro Tem Thomas G. Winters; Commissioner David M. Unruh; Commissioner Carolyn McGinn; Commissioner Ben Sciortino; Chief Gary Curmode, Fire District #1; Mr. David Spears, Director, Public Works Department; Mr. William P. Buchanan, County Manager; Mr. Rich Euson, County Counselor and Ms. Lisa Davis, Deputy County Clerk.

ROLL CALL

The Clerk reported, after calling roll, that all Commissioners were present.

CONSIDERATION OF MINUTES: Regular Meeting, April 9, 2003

The Clerk reported that Commissioner Sciortino was absent at the Regular Meeting of April 9, 2003.

MOTION

Commissioner Unruh moved to approve the Minutes of the Regular Meeting of April 9, 2003.

Commissioner McGinn seconded the Motion.

There was no discussion on the Motion, the vote was called.

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VOTE

Commissioner David M. Unruh	Aye
Commissioner Thomas Winters	Aye
Commissioner Carolyn McGinn	Aye
Commissioner Ben Sciortino	Abstain
Chairman Tim Norton	Aye

Chairman Norton said, "Next item."

NEW BUSINESS

A. RESOLUTION ESTABLISHING HOLIDAYS TO BE OBSERVED BY SEDGWICK COUNTY FIRE DISTRICT NO. 1 IN 2004.

Mr. Rich Euson, County Counselor, greeted the Commissioners and said, "Commissioners, this resolution contains the same holidays you approved on the regular agenda and I recommend you adopt the resolution."

MOTION

Commissioner Winters moved to adopt the Resolution.

Commissioner Unruh seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner David M. Unruh	Aye
Commissioner Thomas Winters	Aye
Commissioner Carolyn McGinn	Aye
Commissioner Ben Sciortino	Aye
Chairman Tim Norton	Aye

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Chairman Norton said, "Next item."

B. PRESENTATION REGARDING SEDGWICK COUNTY FIRE DISTRICT NO. 1 STRATEGIC PLAN, RISK ANALYSIS AND STANDARDS OF COVERAGE.

POWERPOINT PRESENTATION

Chief Gary Curmode, Fire District #1, greeted the Commissioners and said, "First of all, I'd like to say I really appreciate the Manager allowing me to do this. He's been a strong supporter of these three areas that are presented today.

In October of 2000, we embarked through the Commission on Fire Accreditation International, to go through an accreditation program and in two and a half years, our men and women have worked very hard to accomplish this and effective next May 18th, we have four chiefs coming in from around the nation, California, Illinois, Florida and Georgia. And they will be coming in to assess our department through the 21st. And they'll be probably meeting with some of you and also the Manager during this time and it's very important to our department. We're following kind of the leadership of Dr. Dudley in the Forensic Science Center, the way she went through accreditation in the past year or two. And again, it was supported by International City Management Association. And again, what accreditation is, is basically a snapshot in time, looking at what you're doing, not what New York City or Chicago is doing, what you're doing in comparison to professional standards and what your peers in the nation feel are you doing what you should be doing and doing the proper record keeping and so forth.

First of all, as we get into this, I want to thank again the many members of our department. Everyone is involved in this, in one way, shape or form. Recently retired division chief Shaver headed up the standards of coverage. He is now the fire chief in Andover, so it must have helped him quite a bit there. Division Chief Chuck Thomas, he headed up the hazard risk analysis. Division Chief Tim Millsbaugh and firefighter John Poe worked on the RHAVE program, and I'll explain that shortly. And then all the captains and lieutenants and firefighters that reported underneath them also assisted on different assignments to accomplish this.

Again, lastly I want to thank my bosses, again Bob Lamkey, Public Safety Director, and Bill Buchanan, the County Manager. They have supported this from the get go, two and a half years. They have encouraged us, you know, when things kind of dragged down, they kept saying keep on, let's do this, this is the right thing to do and I think it is. It's going to show us what we're doing right. If we're doing anything weak,

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it's going to show how we can improve and so forth.

Basically, we're going to look at three organizational documents today and the first one is going to be discussing a little bit on our strategic plan. We've used a strategic planning process for several years, even prior to my arrival and we've tried to fine-tune it better each year. It outlines service levels for several things: our first responder medical program, our fire suppression and our rescue, our special operations. This takes care of technical rescue. It also takes care of our hazardous materials. And our fire prevention services, this encompasses Code Enforcement, and also special investigations and fire investigations. Our Fleet Maintenance, now under the coordination of Marvin Duncan. Our administrative support, again, all our people on eight-hour days that are working the office, the behind the scenes people that make everything happen.

We look at several things. We look at our service level goals, our key benchmark performance measures that we want to accomplish and we evaluate them constantly. We look at key success factors. We pulled our people out in the stations, both men and women, and asked them what determines success to you, both professionally and personally on the fire service and we identified those. It allows for an ongoing system of planning, critical.

Part of this, we do a five-year financial plan. We worked real close with Ma in Budget, Chris Chronis the CFO and also our own budget analyst. When we revised this during the year and also a minimum of once a year we update it and make another five-year plan and this is really dynamic because it's constantly changing, as we know, because of funding sources.

We also have a ten-year vehicle replacement plan and we work real close with Marvin Duncan on this and we work with our stations, we look at our apparatus and then we take these figures, to make sure they're financially responsible, work with the Finance Department and then propose a plan so that we change our engines, our tenders, take care of other maintenance needs over the years.

Strategic planning is a basis for all planning that you do. We have an annual operating budget, we have the five-year financial plan and also the Commissioner's goals that you set each year. We try to encompass them in all of our strategic planning. Strategic Plans intension is basically to connect our long-term objectives to Sedgwick County's values and mission. They have to click together. Our long-term objectives, they assist in planning and completion. Our goals and objectives are formulated and then we

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have what we call action plans, which again are time specific to let us know if we're meeting our goals.

Fiscal constraints will be prepared and established on an annual basis, so again we can monitor this on a daily basis, see where we're at with the budget and if any emergencies happen with equipment apparatus we can see where we're at and where we may have to shift funds if needed. And again, the strategic plan allows this.

Our mission, again: to serve the public by protecting life and property, minimizing the impact of fire and rapidly responding to medical emergencies, potential disasters or uncontrolled events that adversely effect the community and the environment.

And like any department, we have to have a vision, where are we going. Well, we want to have excellence, that's a must. Customer service is our focus, both in emergency and non-emergency services. Our most important assets are our employees. We are good guardians of the things we've been entrusted with by the citizens of Sedgwick County. Teamwork is a vital part of our foundation. I've worked in different organizations and for the eight and a half years I've been here, I've never seen an organization that has better teamwork than the one I'm working with and it's an honor to be here. You call up an organization, another department, and they help you as soon as they can, whether it's Legal, Fleet Maintenance, Sheriff, COMCARE, they've always been there in emergencies to help our citizens and it's tremendous, integrity is always maintained. We require that in our organization and that's a must.

A lot of issues facing the district. Primary issues, we provide emergency and non-emergency services to a growing, diverse community that's constantly changing. We must have a concern for the taxpayers, the best service possible at the lowest cost. You know, we're like a corporation, where corporations look at their profit margin and what they return to their corporate people, the stockholders in how they judge a lot of times if they're successful. To me, judging success is, again, the best service at the lowest cost. That's our return to the taxpayers, making sure it's very efficient.

Three things we need to keep in mind here as we do any of our planning, again our Capital Improvement projects; we work with Stephanie Knebel and her office very closely, our vehicle replacement plan and our five-year financial plan. Those three, you know, are dynamic, they change as your needs arise, but again we're working with them, keeping things at the lowest cost.

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The culture and pride of the department are critical and are constantly changing to meet future needs. We can't be dinosaurs. We have to continue to progress, to be changed, not for changes sake, but change because it's the right thing to do. It's kind of our nature that if it ain't broke don't fix it. Well, if it ain't broke, let's improve it.

Other issues, trust is paramount, as I mentioned. Our members need to know they're a valued member of an organization that cares for others, while caring for its own and I feel they really feel that way.

Doing more with less, we're all having to do that in the current environment and in past environments. Higher expectations from customers, increased demands and annexation concerns, these are other issues.

Core values of our department, we have, number one again, fiscal responsibility is very important to us. Integrity, our work ethic, we have a lot of pride in that. The service ethic also, trust, caring, innovation and that's been encouraged. My bosses have always stressed those things, take care of your people. You do what you can to make it the best you can for them, innovate when you can and we've had that great latitude to do that. And again, Sedgwick County, working for you and that's what we're trying to do.

Some other, just some benchmark issues to be aware of, issue: response to emergencies. Again, we want to protect the community with an effective team of professionals that can assist those in need. We do it through several areas. All requests for assistance will receive a unit arriving on the scene within six minutes 90% of the time. At this time, it's between 80 and 90%, so again we're doing this through working with GIS to get better mapping, working, making sure that our apparatus stays very functional, reliable and response capabilities and it's getting there. I think we'll be able to get there in the next two years.

Train and certify personnel in sufficient numbers to affect a positive outcome. For example, today and during this next three weeks, we have crews working, cross-training with the Wichita Fire Department in bus extrication training. I've only seen that twice in 31 years, because it is very expensive and you have to find donors to donate school buses and we have about six buses that have been donated from around Sedgwick County and we're working on simulating car wrecks, crashes, that type of thing and cutting into them because it's completely different than a car.

Another issue, dispatch, we work with our 9-1-1 tremendously. We provide citizens with timely and courteous help and we work with the dispatchers. They tell us their needs, we tell them our needs and we sit down and work with them and this has been most helpful in providing the most advanced technology

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and communications. Again, Bob Busby in the radio shop has done a tremendous effort in working with us in interfacing with us on this.

Apparatus deployment, another issue, to respond with efficient and effective fire suppression and emergency medical services. Spreading the safety message, another one, the strategy there on spreading the safety message, to educate the citizens of the community on hazardous conditions that may cause injuries or fires and that's done, again, through our fire prevention division, directed by Greg Thompson, the Fire Marshall and again, has a tremendous staff. I think it's one of the best in the Midwest and it does a tremendous job here.

Partnering for success, as I mentioned, we partner with everyone in the County and it's a tremendous organization to do that with. No one has . . . they'll always have time to help us and we try to do the same for them also, to care for the community as a whole and do our part as partners in safety to help ensure quality of life.

Preventing fires in the community, again to prevent property loss, life loss, business interruption and other psychological damage from the devastating effects of fire. Lead by example, to show our employees that we value them, to provide services for employees that effect and reflect the physical, mental and emotional demands of the job. Finance has helped us tremendously. We buy top of the line protective gear, the best apparatus on the market. We've got an outstanding fleet maintenance program. Again, when we've brought our needs to you, you've fulfilled them and then some and we really appreciate that.

That kind of concludes the first part about strategic plan. The second one goes into what we call standards of coverage. Standards of coverage, basically we've always done this but we've never had it written down. And as required in the accreditation process, you must have this written down and it's has helped us because it makes you look at your entire operation. What we . . . I'm just going to show you one example of a residential fire, what a standard of coverage means here. This will be on a typical 900 to 2,000 square foot home.

Basically, as you see, we show on the left column you have, on a typical house fire, we'll have two engines respond, two tenders in an area that has hydrants. In an area that has no hydrants, we'll respond three tenders, to make sure that we have adequate water supply. Then we'll have a squad and then two battalion chiefs. The first one that arrives becomes the incident commander. The second that arrives becomes safety, in charge of safety.

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If we are outside a five-mile area, and this is where accreditation has really helped us. Prior to that, even if it was over five miles, we would only send two tenders that carry the water to our emergency. Well, now we have found that as a fire doubles in size every 30 to 45 seconds, when you go over five miles, you're looking at an over five minute response, averaging 50 miles an hour. So, we have found over that five miles, with the fire continuing to build, we have now responded a third tender, which is going to increase our safety for our personnel, minimize damage to the property and also safety for the citizens. So I think that's important and that's one thing we've done through standards of coverage.

We looked at our critical tasks and there's a lot of things we do at a fire and we don't just call people and not have an assignment for them, so we looked at several things. Minimum number of people on a fire attack line is two. You always have to have a backup line for any line you have, in case one breaks, people fall through a hole in a floor, that type of thing. We have a backup line, two people. We set up our water supply and take care of utilities. That takes a minimum of one. Search and rescue in the building is a minimum of two. Ventilation takes a minimum of two to do it safely, with cutting saws and so forth and you're working in dense smoke. Pump operations on a single-family dwelling of 2,000 feet or less, one person at a pump panel can do it. If you get to a large structure of several thousand, 10,000 square feet or more, you're looking at having several pump operators at different machines to pump that fire.

We have what we call two in, two out and that basically means when you have a company inside fighting fire, unless there's people trapped, you must have a company ready to go in after them. We call that a RIC team, or Rapid Intervention Crew. We have to have an incident commander and also a safety officer, so when you look at that, accomplishing those tasks it takes us about 14 to 17 people, depending on the structure.

Now, we look at projected planning, as we're going to move into the third area of risk plan, hazardous risk plan. The district is actively pursuing the placement of dry hydrants. What a dry hydrant is, we have one of these at Lake Afton we put in in the last two years. We have one at Beech Lake on North Webb Road, we have one at the Girl Scout camp down in the southwest part of the county. I think we have a total of six now. What that is . . . Lake Waltanna has one too. It's when we go out to an area that does not have hydrants that is an area that's fairly well populated, or even if it isn't, we can draft out of that pond or lake

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and use that as a water supply, instead of having to drive several miles to a small community and then bring water back in a tender shuttle. Basically, the criteria for a dry hydrant, you have to have a lake that does dry up within a 35-year period. So, we're kind of limited in the County. We've identified six, we have six that are working. We have three or four more that we might be looking at in the near future.

The district will implement a station relocation study within the next year and that's going to be working in partnership, as we already do, with GIS. We're going to look at our stations. We're going to look at where the City's stations are at and this, again, will keep costs to a bare minimum at all, if any and again, our officers at the station will conduct the study, working with GIS so we can find out, again, where our needs need to be for the best part of the community.

The district will take full advantage of what we call the RHAVE program. It's a new program we started this last year. It was recommended by the accreditation. It's an excellent program. We have approximately 1,475, give or take a few, inspections we do in Sedgwick County in businesses and so forth. We have now what we call RHAVE, which is Risk Hazard And Value Evaluation.

Last thing, we're looking at projected planning is again a goal that Commissioners supported here in the last few months about the joint training facility with the National Guard, which will come in the next five to ten years.

The hazard analysis plan, basically Sedgwick County is located in the south central part of Kansas. The 2000 census indicated 452,896 residents living within the 1,008 square miles. There's about 137 square miles in Wichita. The Fire District is 636 square miles, with 85,000 population. We divided our districts in the past year and a half into what we call battalions, north Battalion 34 and south Battalion 32. Four stations are assigned to each one. It gives us better communication with them on a daily basis, better training aspects and so forth.

In 2002, as I mentioned, we started the new program, RHAVE. It identifies risk hazards and provides assessments within the fire district. It's administered by the Fire Prevention Bureau. It uses five different factors on data: building type, life safety, water demand, the risk range and values and they each get a monetary figure. . . a numerical figure, excuse me. And then we add those up and that helps determine our risk. This creates an occupancy vulnerability assessment profile, which is an OVAP.

We look at primarily three types of assessments. We worked very closely with Emergency Management on this. Again, things that affect us in Sedgwick County again, tornados, severe thunderstorms, floods, droughts, earthquakes, we are in an earthquake zone, winter storms, those are things we look at there. We

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also look at a Security Hazard Assessment. One is the WMD, Weapons of Mass Destruction or terrorism. We look at potential for nuclear attack and, again, increased readiness and this is one thing we've done in the last two years, through your program Ready to Respond.

And our third area we look at in assessment is again technological and human hazard assessment. We look at hazardous materials, both fixed site facilities, like Vulcan and Air Products, we look at mobile ones, which are the transport trucks that leave that facility to go all over the nation, those are mobile. We look at utility failures, pipelines that go through our county, and transportation accidents that may occur.

To kind of sum up the hazardous analysis plan, what we have done with this accreditation, we have taken our eight fire stations, we have made them planning zones. And I'm just going to give you a quick little walk-through of Station 34 as a planning zone.

Station 34 covers basically the south central part of Sedgwick County, at 71st and West Street. You look at the square miles, its first due response area is 91 miles. The boundaries cover 91 miles. It goes from east of Haysville, between there and 63rd and Rock, about halfway between our other fire station, and goes west to about 199th. Towns and cities in this area, again, are Haysville, approximately 10,000. Major occupancies which are high hazards, identified through the RHAVE program are Vulcan Chemicals, Garvey Grain, KGE, Norland Plastics, Peachtree Plaza and Cessna Wallace . . . Now called Westar, excuse me. I'll change that on the overhead. Major thoroughfare, again we have three major highways through there, the turnpike, K-42, US 81. We have two railroad lines go through there, major ones and one private airport.

Fire protection, basically Station 34 responds first due in that area. Other stations that respond in on building fires will come from Station 35 out on 247th West and also Station 36 at 63rd and Rock. And then we have four mutual aid agreements of surrounding departments that also come to assist us if we need it.

Water supply, we have hydrant areas that are in the major cities and we have, also, located areas where we can draft or take water out of certain hydrants at private industry, like Vulcan and Air Products. Then we have descriptions listed in those hazard plans of other buildings and so forth.

So basically, that's what we have, again in our hazard risk plan and again, I want to thank you for the time to present our strategic plan, our standards of coverage and our hazard risk analysis and I'm available for any questions."

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Chairman Norton said, "Commissioner Winters."

Commissioner Winters said, "Well, not really a question but just a comment. It was an excellent presentation and I'd like to see, if you have a hard copy of that, if there's some way we can attach that to the Minutes of this meeting, because I think it would be important for future reference. I mean, that was very informative and I think, as the Board of the Governing Body of the Fire District, it's important to us to have reports like that and see that the work that the Chief and all of your staff are doing. I think that's an excellent report. So, I'd just like to see it attached to our Minutes there and kept on file. Thank you, Mr. Chairman."

Chairman Norton said, "Commissioner Unruh."

Commissioner Unruh said, "Thank you. I'd just second what Commissioner Winter has said, but also want to compliment you on a great presentation and if I was on that four-member panel, well I would immediately give you accreditation. So, you're doing a great job and taking care of us now and looking into the future. So, we appreciate what you do."

Chief Curmode said, "Thank you, Commissioner."

Chairman Norton said, "I have just a couple of comments. As we move forward, and because we are the governing body, it seems to me as we move forward with strategic plans, that maybe we would want to have a workshop with your key division chiefs and yourself so that we're really engaged in the future of the fire district. I think we know one of the lines on there was annexation is going to change what the fire district looks like, and I would certainly encourage us, sometime this year, to maybe have a workshop. You know, include yourself, division chiefs, the County Manager, Bob Lamkey and the Commissioners and really let us be part of setting the tone for what we look like ten, fifteen, twenty years from now. I mean, you guys are the experts, but you know, along the way, we're going to be the policy governing board and we need to be attached to it. Not that we may change the focus, but I think we need to be integrated into this as we know change in the County is going to happen and maybe we help with that a little bit.

The second thing I had was that . . . and maybe you don't want to comment, but this is our chance to do that, about what's going to happen in Haysville. I understand, with the railroad going in that we're talking

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about maybe some alternative methods of delivering service to both sides of Haysville. Is that anything ready to talk about yet, or . . .?”

Chief Curmode said, “Commissioner, good question. We are studying that because of the railroad construction that’s supposed to start there pretty soon and we’ve been meeting with Bob Lamkey on a weekly basis. We’re looking at three different options. At this point, I don’t really want to comment on them because they’re not fine tuned yet, but we’ll have those options and we’ll present them to Mr. Lamkey and then on to Mr. Buchanan for discussion and take questions at that point. But we’re looking at all options, response, cost, safety for the citizens and those things.”

Chairman Norton said, “Okay. Yes, Dave.”

Mr. David Spears, P.E./ Director, Public Works Department, greeted the Commissioners and said, “We in fact bid that job yesterday, and we have some good news about that bid and I’ll tell you about it later and you’ll see it coming up on an agenda. But I would just suggest that you get with us, as far as the schedule because we are going to keep that closed a minimum number of days that we have to. And this is a big concern of Haysville and us, as far as emergency services. So, get with us, well have a construction trailer down on site. There will be full-time inspection. There will be weekly meetings. People will be there every day and you can . . . I want you fully, as Commissioner Norton says, fully engaged with us during this process.”

Chief Curmode said, “Thanks, Dave. Appreciate that.”

Chairman Norton said, “Excellent. Thank you, Chief. Is there any other business to come . . .”

Mr. William Buchanan, County Manager, greeted the Commissioners and said, “Mr. Chairman, if you will just indulge me for a moment, part of this credentialing program was put together by former Assistant County Manager Jerry Harrison, who sat on the national committee. It was worked through and negotiated on what basis should you judge local fire departments. I so, I don’t think we should go through this process without at least understanding and recognizing his fingerprints and footprints are all over this process.”

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Chairman Norton said, "Excellent. Any other discussion?"

MOTION

Commissioner Sciortino moved to receive and file.

Commissioner Winters seconded the Motion.

There was no discussion on the Motion, the vote was called.

VOTE

Commissioner David M. Unruh	Aye
Commissioner Thomas Winters	Aye
Commissioner Carolyn McGinn	Aye
Commissioner Ben Sciortino	Aye
Chairman Tim Norton	Aye

Chairman Norton said, "Thanks, Chief. Anything else to come before us as the governing body of Fire District #1? At this time I will adjourn the meeting of Fire District #1."

C. OTHER

D. ADJOURNMENT

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There being no other business to come before the Board, the Meeting was adjourned at 11:22 a.m.

**BOARD OF COUNTY COMMISSIONERS OF
SEDGWICK COUNTY, KANSAS**

TIM NORTON, Chairman
Second District

THOMAS G. WINTERS, Chair Pro Tem
Third District

DAVID M. UNRUH, Commissioner
First District

CAROLYN McGINN, Commissioner
Fourth District

BEN SCIORTINO, Commissioner

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Fifth District

ATTEST:

Don Brace, County Clerk

APPROVED:

_____, 2003