

VILLAGE OF LIBERTYVILLE
FIRE AND POLICE COMMITTEE

July 19, 2016
7:00 p.m.

AGENDA

1. Approve April 19, 2016 Minutes
2. Police Department Updates
3. Fire Department Updates
4. Other

Village of Libertyville

Fire and Police Committee

April 19, 2016

Minutes

A meeting of the Libertyville Fire and Police Committee was held on Tuesday, April 19, 2016 at 7:10 p.m. at the Village Hall. Those in attendance included Chairperson/Mayor Terry Wepler and Committee Members Todd Gaines and Donna Johnson. Also in attendance were Village Trustees Rich Moras and Jay Justice, Village Administrator Kevin J. Bowens, Deputy Village Administrator Kelly Amidei, Police Chief Clint Herdegen, Fire Chief Rich Carani, and Finance Director Patrice Sutton.

Trustee Gaines moved and Trustee Johnson seconded to approve the Minutes of the July 21, 2015 Fire and Police Committee meeting. Motion carried unanimously.

Fire Chief Carani reviewed his April 6, 2016 memorandum regarding an amendment to the Village Code for tent permits, a new contract between the Village and the Libertyville Fire Protection District, options for purchasing additional fire apparatus, status of ordering a new ambulance, recent meetings with the Mundelein Fire Department, an update on providing service to the Knollwood Fire Department, the upcoming promotions of three firefighters to Lieutenant, and hiring of a female Firefighter. The Committee asked a number of questions with regard to the proposed amendment to the Fire Code regarding tent permits, and requested that the Fire Chief further clarify the type and size of tent for which a permit and evacuation plan will be required, along with signage, exit points, and if the tent is for an event located on Village property.

Police Chief Herdegen reviewed his April 12, 2016 memorandum and provided an update on the current Police Eligibility Roster, the Starcom Radio Project, and meetings with Vernon Hills to develop a transition plan for the dissolution of the Libertyville ETSB by July 2017 in accordance with State law.

The meeting was adjourned at 8:00 p.m.

Respectfully submitted,



Kevin J. Bowens
Village Administrator

Memo

To: Kevin Bowens, Village Administrator
From: Clinton J. Herdegen, Chief of Police
Date: 7/14/2016
Re: Fire and Police Committee Meeting (7/19/16)

Police Eligibility Roster

The Fire and Police Commission and the Police Department administered an "entry level" police exam in the Fall of 2015. Over 150 applicants participated in the process. The final eligibility roster was established and will expire in the February of 2018.

Staff recently completed the hiring process for two (2) vacancies. Michael Garcia-Comilo and Richard Kelly began the entry level SLEA academy on July 11, 2016.

Starcom Radio Project

The new Starcom radio system has been approved and purchased. The radios have been submitted for programming and we are expecting to begin training on the system by June 1, 2016. Implementation is scheduled to take place shortly thereafter.

Update: The Police Department transitioned to the new radio system in June, 2016. Coverage of the system is very good in Libertyville and the interoperability of the system is certainly a significant enhancement over the old conventional radio system.

Emergency Telephone System Board (ETSB)

The dissolution of the ETSB must take place by July, 2017. Staff will be working with Vernon Hills to develop a transition plan moving forward.

Update: The Village Board has approved a Resolution acknowledging Libertyville's intention to dissolve our local ETSB by the July, 2017 deadline. Staff worked with Vernon Hills to submit the required dissolution plan to the State ETSB by the end of June, 2016.

Memorandum

To: Kevin Bowens, Village Administrator
From: Rich Carani, Fire Chief 
Date: July 19, 2016
Subject: Fire and Police Committee Meeting Agenda Items

1. Eligibility List:

The Police and Fire Commission has interviewed 40 candidates for placement on the fire department eligibility list, we expect preliminary results anytime. We will issue notifications to those who passed and allow for the submission of preference points for the final eligibility list.

2. Fire Apparatus Replacement:

Work has been ongoing to replace Engine 462, after several months of research we have decided to pursue the pumper/tender option as originally planned. This will allow us to reduce our fleet by two vehicles, one engine and the tender. The new vehicle will complete the same functions as the current two while allowing us to respond this equipment without splitting up staff. This will also be a joint purchase with the Fire District contributing up to \$100,000. We are completing our spec to go before the Village Board for approval to order a Pierce Pumper /Tender in August.

3. Proposal for Fire and Rescue Service with the Knollwood FD.

There has been much discussion regarding the future of the Knollwood FD with respect to the consolidation of services. We currently supply EMS service to Knollwood under contract and we are in the process of renewing this contract for another term. Staff has prepared a proposal for fire and rescue services for the entire Knollwood fire area (.87 sq miles), in anticipation of having the opportunity to provide all services to the RFPD. Staff has also presented a draft of the proposal to the Libertyville Fire Protection District for review. With Committee approval, staff would like to present this proposal to the Rockland Fire Protection District Board for consideration. We feel the opportunity is favorable at this time based verbal feedback from the RFPD Board.

4. Knollwood FD Ambulance Contract:

Staff is currently in the process of negotiating a new contract for ambulance service with the Rockland Fire Protection District.

Proposal to Provide Fire and Rescue Services to the Rockland Fire Protection District



Libertyville Fire Department
Chief Richard Carani
July 20, 2016

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Introduction

The Village of Libertyville and Libertyville Fire Department (LFD) appreciate the opportunity to present this proposal to provide fire and rescue services to the Rockland Fire Protection District (RFPD) on a fee for service basis. The following proposal outlines the services the Libertyville Fire Department will provide to the RFPD, the cost of those services, and the high level of response capability our professional services will provide you. As a neighbor and long time partner with the RFPD, our relationship, knowledge of the RFPD and our station location will offer the citizens of the RFPD the best possible service for their tax dollar.

The Village of Libertyville currently provides fire and rescue services to the Libertyville Fire Protection District through an Intergovernmental Agreement and have been doing so for almost 75 years. Our relationship with the Libertyville Fire Protection District works well because the Libertyville Fire Department and it's staff focus on excellent customer service and the delivery of professional services. There are no borders. All citizens and businesses are offered the same services and we work hard to make sure we meet the needs of the Village of Libertyville and Libertyville Fire Protection District. Through our agreement with the Libertyville Fire Protection District we also provide fire and rescue services to the following communities; the Village of Green Oaks, the Village of Mettawa, and the unincorporated areas of Libertyville Township. We would welcome the RFPD and Knollwood into our service area.

The Village of Libertyville and the Rockland Fire Protection District currently share the same dispatch center in Vernon Hills which helps make a transition such as this seamless. The RFPD would no longer need to contract for this service as it would now fall under the contract created for service with the Village of Libertyville. Maintaining the current dispatch operation is important to your residents as the 911 services would remain the same.

I hope that the RFPD finds the following proposal for service beneficial to the residents of the RFPD and that this is a level of service you would be proud of. On the following page is the Libertyville Fire Department Mission Statement, we operate everyday with this mission and vision, as well as these values in our actions. The Libertyville Fire Department will provide the same level of service to the citizens of the Rockland Fire Protection District and Community of Knollwood.

Chief Richard Carani

Libertyville Fire Department

MISSION

We, the Libertyville Fire Department, are committed to providing the residents of the Village of Libertyville, the Libertyville Fire Protection District and the Rockland Fire Protection District quality Fire, Rescue, and Emergency Medical Services in the most cost effective and efficient manner. We will preserve Fire Department history and tradition, as well as facilitate partnerships with all members of the Village and District to make Libertyville a better place to live and work. This mission is performed with dedication and professionalism.

VISION

To assure the success of our Mission, we will develop partnerships that are trusting and interactive. We will invest in our most important resource, our employees, to enhance their professionalism and technical abilities. As a result, the Village of Libertyville will continue to maintain its image of a safe, desirable, and vibrant community.

VALUES

To demonstrate our commitment to our profession, we subscribe to the following values:

Integrity

We will continue to strive for total honesty and integrity in order to provide a strong foundation for building trust in our community and organization.

Respect

We are committed to maintaining the utmost respect for each other and the individual rights of citizens we serve.

Accountability

We recognize that in our chosen profession, we are held to a higher standard. Therefore, we will strive for the highest order of responsibility for our decisions and actions.

Pride

We are proud to serve in a growing and vibrant community. The fact that we are able to help people is a rewarding experience for us. Our pride and commitment in what we do reflects how we feel about our Department and the Village of Libertyville.

Partnerships

We are committed to developing trusting and interactive relationships with the community in order to foster mutual respect and understanding. These partnerships will enhance the safety and quality of life for all citizens.

Teamwork

We are committed to building trust and communication through teamwork.

Excellence

As professionals, we will commit to excellence through preparedness, superior customer service, loyalty, and focus.

Description of Fire and Rescue Services

The Libertyville Fire Department is a full-time, paid Municipal Fire Department. We service a 31 square mile area with three fire stations, this 31 square miles includes 9 square miles in the Village of Libertyville and 22 square miles in the Libertyville Fire Protection District. Our three stations responded to 4275 calls for service in 2015, each station has a first due response area which accounted for the following responses:

- Station 1 1591
- Station 2 1926
- Station 3 758

Based on years of call data analysis and other factors such as station location and staffing, we have determined Station 3 on Atkinson Road is under utilized and has excess capacity to take on additional call volume. This is currently the first due station to the Rockland Fire Protection District for ambulance service which is currently provided through a contract with the RFPD.

The Libertyville Fire Department employs 42 full-time Firefighter/Paramedics, 2 part-time Fire Inspectors, and 1 clerical staff. We have a daily minimum shift staffing level of ten (10) not including day shift personnel. Daytime staff includes the Chief, Deputy Chief, Fire Marshal, 2 part-time Fire Inspectors and 1 clerical staff. The following is our staffing model:

Shift Staffing 24/7:

<u>Station 1</u>	<u>Station 2</u>	<u>Station 3</u>
Assistant Chief	Lieutenant	Lieutenant
Lieutenant	Firefighter/Paramedic	Firefighter/Paramedic
Firefighter/Paramedic	Firefighter/Paramedic	Firefighter/Paramedic
Firefighter/Paramedic		
Firefighter/Paramedic (May be vacant due to Vacation/Holiday)		
Firefighter/Paramedic (May be vacant due to Vacation/Holiday)		
Firefighter/Paramedic (May be vacant due to Vacation/Holiday)		

Daytime Staffing Monday - Friday

<u>Station 1</u>
Chief
Deputy Chief
Assistant Chief (Fire Marshal)
Fire Inspector
Fire Inspector
Secretary

Emergency Firefighter call back is utilized for multiple calls, fires and mutual aid responses to backfill stations. In 2015, 29.4% of Libertyville emergency calls occurred simultaneously. Our staffing model has proven effective and can absorb multiple call situations which enhances our response capabilities.

The Libertyville Fire Department has an excellent fleet of vehicles needed to respond to the various emergencies encountered in our response area, the following is a list of Village owned fire equipment and its location.

Station 1: (1551 North Milwaukee Avenue)

Ladder Tower 100' with basket
Engine with extrication equipment
Water Tender 2500 gallons
Off road Polaris Rescue Vehicle and trailer with EMS and Firefighting capabilities
Ambulance 461
Ambulance 461R (Reserve)
Incident Commander Command Vehicle
3 Fire Prevention Bureau Vehicles
Utility Pickup Truck

Station 2: (201 West Golf Road)

Quint 75' ladder with extrication equipment
Heavy Rescue for special rescues and Haz-mat
Engine 462 (Reserve)
Ambulance 462
Dive Equipment Truck, boat and trailer
Utility Pickup Truck

Station 3: (13415 Atkinson Road)

Engine with extrication
Ambulance 463
Ambulance 460 (Reserve)
Utility Pickup Truck

All equipment is checked and maintained daily, all service and repairs are completed through the Village of Libertyville Fleet Services Department. All equipment is owned by the Village of Libertyville and a budget line item for vehicle replacement is in place using a depreciation/replacement chart indicating the year for replacement and estimated needed funds to replace the vehicle.

The Libertyville Fire Department operates from three stations, each station has a primary response area assignment and each response district has a second, third and fourth due apparatus to assure call coverage in multiple call situations. These assignments are designed into our Computer Aided Dispatch system or CAD. Currently, the Libertyville Fire Department also has nine Automatic Response Agreements (ARA's) in place with neighboring fire departments to assure adequate response coverage to structure fires and specialized emergencies where additional personnel are needed. Through an Intergovernmental Agreement, the RFPD would become an additional response district in the Libertyville CAD system, this response District

would be know as "46K". The response to District 46K would be designed to assure a proper response of the needed equipment to all emergency's based on hazard and risk. The Libertyville Fire Department would evaluate current ARA's, create new ARA's if needed, and work with the RFPD to assure your call for service needs are met.

The existing Knollwood Fire Station would not be needed for the Libertyville Fire Department to provide service to the Rockland Fire Protection District. All primary responses would be from our existing stations, with station 3 as the primary response station. This will allow the Rockland Fire Protection District the ability to sell the current fire station to generate revenue. The RFPD could utilize Libertyville Station 3 for business meetings of the Board, this would be part of the Intergovernmental Agreement.

The Libertyville Fire Department is also a Member of the Mutual Aid Box Alarm System (MABAS) Division 4. All available MABAS resources would still be available to the RFPD through the Libertyville Fire Department. New Box Cards would be created to provide the RFPD with appropriate MABAS responses as needed.

Response Coverage for the Rockland Fire Protection District

Due to the close proximity of Libertyville Fire Station 3 on Atkinson Road, the Libertyville Fire Department is able to respond to the Rockland Fire Protection District within acceptable National Standard Response times. As stated in the Knollwood Fire Department 2016-2017 Budget Proposal to the Rockland Fire Protection District on Page 4, Ambulance Service, "An ambulance is provided by the Libertyville Fire Department under contract from one of its three stations. Station 3 being the primary response has cut response times from 5-8 minutes to under 3." This is confirmation that Libertyville Fire Station 3 is an excellent location for providing service to the RFPD. We know that ambulance response times have improved significantly for Knollwood since the ambulance contract with Libertyville was established.

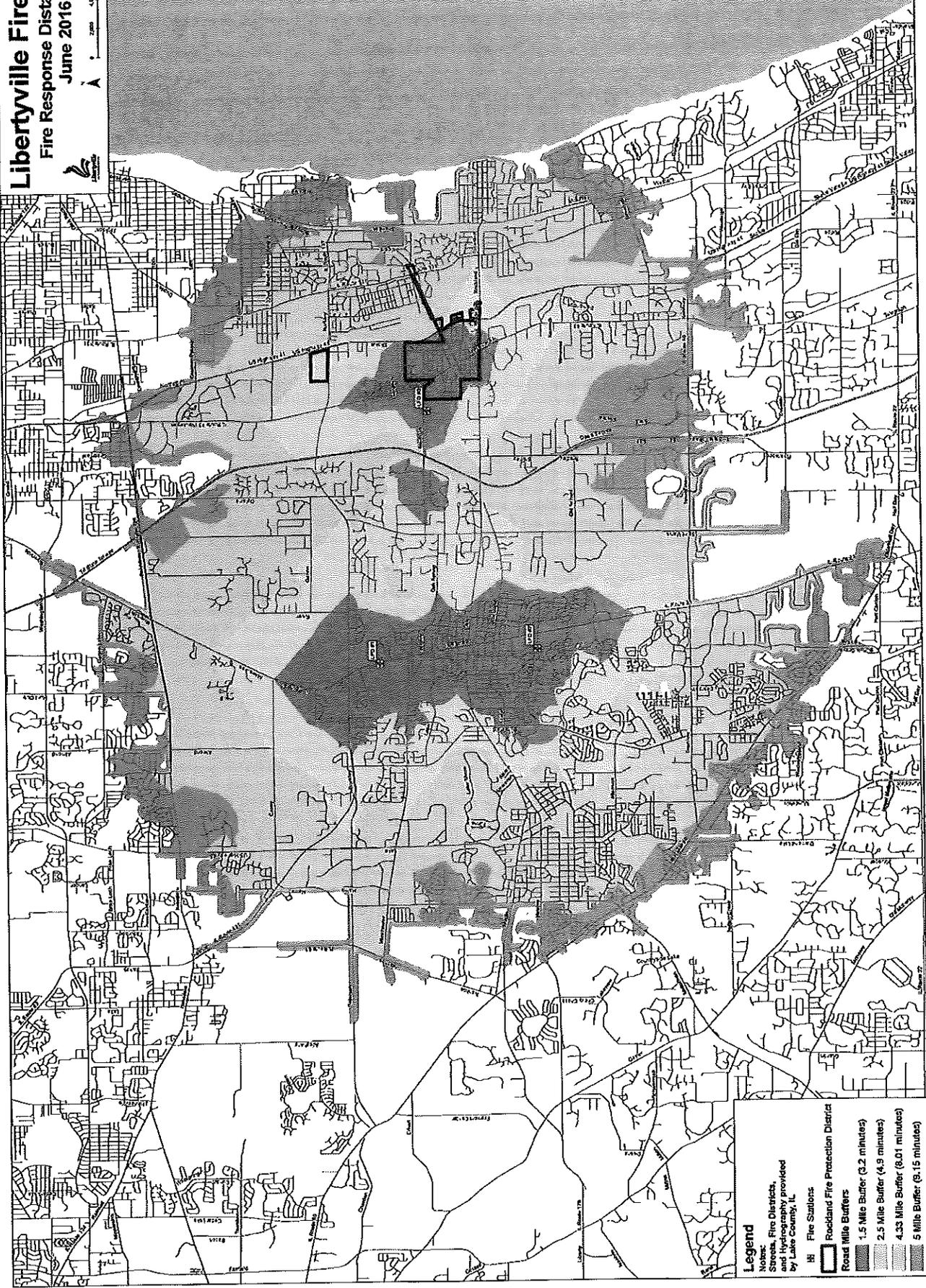
Because response time criteria varies between jurisdictions, a generally accepted National Standard in the Fire Service is NFPA 1710. This is the Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. For both Fire and EMS incidents NFPA 1710 recommends a 4 minute travel time for the first arriving Engine or Ambulance with the full assignment arriving in 8 minutes. The clock starts for these times after the dispatch for services is completed. (See description on Page 9)

In order to know our response time capability, we need to measure travel time. A generally accepted method for calculating travel time is 1/10 of a mile equals 12 seconds or an emergency vehicle traveling to an emergency travels ½ mile per minute. The Response Distance Map on page 10 and 11 highlights road miles in the following increments, 1.5 miles, 2.5 miles, 4.33 miles, and 5 miles. This map represents the road mile travel distances from each Libertyville Fire Station with each color representing a "mile buffer". As you can note from this map, almost the entire Rockland Fire Protection District is in the 1.5 mile buffer of Libertyville Fire Station 3. This indicates a Fire Engine or Ambulance traveling from Station 3 would have a travel time of 3 minutes or less once notified by dispatch and going enroute. For areas outside the 1.5 mile buffer and inside the 2.5 mile buffer you can assume a travel time of 5 minutes or less. Keep in mind very little of the Rockland Fire Protection District falls into the 2.5 mile buffer. The area that does is just outside the buffer. We anticipate response times would be in the 3 to 4 minute range for these areas.

The RFPD can expect travel times to meet the national standard 90% of the time. When a station is on a current call, and another call for service is received, we rely on the assigned second due apparatus to respond. This will, in every situation, increase travel time as well as the overall response time. This is a factor when considering emergency response due to the fact you can not control when emergency call occurs or where it will be located. We can best combat this issue by utilizing automatic response agreements, mutual aid, or staff the stations with call back when emptied by the on duty crew for an emergency. Multiple calls are a factor in our business. We prepare for multiple calls the best we can in order to maintain short travel times and a high level of service. We will do our best to assure excellent response times in your District just as we do in the Village of Libertyville and the Libertyville Fire Protection District.

Libertyville Fire District

Fire Response Distance Map
June 2016



Legend

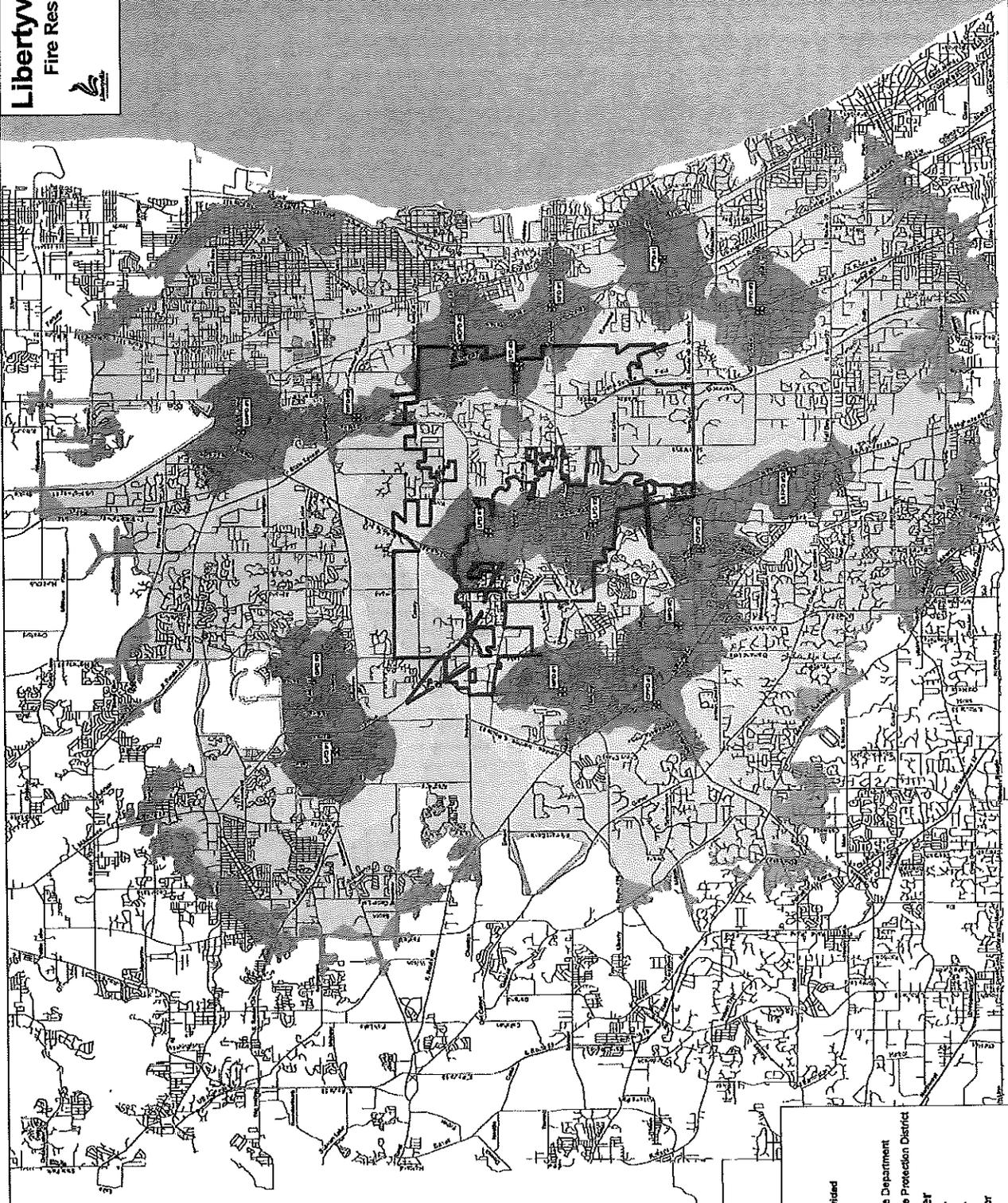
- Streets, Fire Districts, and Hydrography provided by Lake County, IL
- R Fire Stations
- Rockland Fire Protection District
- Road Mile Buffers
 - 1.5 Mile Buffer (3.2 minutes)
 - 2.5 Mile Buffer (4.9 minutes)
 - 4.33 Mile Buffer (8.01 minutes)
 - 5 Mile Buffer (8.15 minutes)

Libertyville Fire District

Fire Response Distance Map

April 2015

1 in = 4,500 ft



Legend

Notes:
Streets, Fire Districts,
and Hydrography provided
by Lake County, IL.

F Fire Stations

Libertyville Fire Department

Libertyville Fire Protection District

Road Mile Buffer

- 1.5 Mile Buffer
- 2.5 Mile Buffer
- 4.33 Mile Buffer
- 5 Mile Buffer

Fee For Services from the Libertyville Fire Department

In determining a fee for service for the Rockland Fire Protection District we first needed to determine what would be an equitable cost not only for Rockland but for the Village of Libertyville and the Libertyville Fire Protection District. Therefore, after looking at every conceivable factor to determine an initial fee for service, it was determined that the most equitable for all party's was to base the initial fee for service on the 2015 Equalized Assessed Value (EAV) for each jurisdiction.

Currently, the Libertyville Fire Department contracts with the Rockland Fire Protection District for ambulance service. The initial agreement was for two years at \$100,000 per year. We are currently discussing the renewal of this contract and an increase in cost due to the fact the Hilltop property will be opening. The Hilltop property will generate more emergency calls, how many is yet to be determined. An Intergovernmental Agreement to provide all services to the Rockland Fire Protection District would include ambulance service.

Jurisdiction	EAV	Budget %	Factor	Service Cost
Village of Libertyville	1,101,413,084	\$5,045,490	.004580	\$5,045,490
Libertyville FPD	657,322,478	\$2,842,975	.004325	\$2,842,975
Rockland FPD	87,438,546		.004325	\$378,172

First year fee for service = \$378,172.00 (four quarterly \$95,543.00 payments for the first year)

The 2016-17 FY budget for the Libertyville Fire Department is \$7,888,465. When utilizing the jurisdictions EAV and the percentage of each EAV compared to the budget of each party, the amount calculated shows equality for each party for the value of property protected. Meaning, each agency is contributing the same amount of tax revenue for fire and ambulance service for the property value they protect within their respective jurisdictions.

For future year contract adjustments, the Village of Libertyville would implement the current formula contractualized with the Libertyville Fire Protection District. This formula is used to determine annual increases. This formula is based on budget percentage, CPI, and line items in the current budget. The formula has been in use for 10 years and has served the Libertyville Fire Protection District and Village of Libertyville equitably.

As noted earlier, the Libertyville Fire Department is committed to providing the highest level of service to the Rockland Fire Protection District and its residents. Please refer to Appendix A which identifies the services you will receive from the Libertyville Fire Department under contract for the above fee.

Additional Proposal:

Upon reaching an agreement between the Village of Libertyville and the Rockland Fire Protection District, the Village of Libertyville would consider accepting capital equipment to offset cash payments for the first year using a mutually agreed upon fair market value for the following equipment for all or part of the first year payment.

1. Engine 44 - 2008 E-One
2. Pick up truck - 2010 Ford F150
3. Assorted Turnout Gear
4. Assorted Hose and appliances

This is only a consideration for future discussion.

It is our hope that you find this proposal for fire and rescue services will meet the needs and expectations for the residents of the RFPD. We are excited about the opportunity to provide full service to the RFPD in the same manner we provide services to our communities. We understand this is a difficult decision. Our proposal is professional and sends a message of confidence, you can be assured you will receive excellent services from the Libertyville Fire Department which you can be proud of, now and into the future.

The Village of Libertyville would like to schedule a meeting with Rockland Fire Protection District Board in the next couple of weeks to discuss this proposal and to answer any questions you may have. Thank you for your consideration.

Appendix A

Available Services:

The Libertyville Fire Department has personnel participate and train in many specialized fields including fire prevention, specialized rescue, and advanced level EMS. This specialized participation and training offers expertise in emergency situations that are low frequency and high risk. Our Training Division is top notch and we pride ourselves on our preparation and professionalism.

As an organization, we have worked hard to develop our skills in all aspects of the fire service in order to provide a high of level service to the communities we protect. The following fire and rescue services are provided to the residents of the Village of Libertyville and the Libertyville Fire Protection District. These same services will be provided to the Rockland Fire Protection District.

Fire Services:

- Dispatch Services
- Residential and Commercial Structure Fire Response
- Member of MABAS for Responses to the RFPD
- Carbon Monoxide Responses
- Vehicle Fire Responses
- Smoke detector installation or assist
- Rubbish, Grass, Trash, and all other type Fire Responses
- Fire Alarm Monitoring
- Fire Alarm Responses
- Elevator Rescue/Alarm Responses
- Smoke Investigation Responses
- Hazardous Material Responses Technician Level

Fire Services Continued:

- Confined Space Rescue Responses Technician Level
- High Angle Rescue Responses Technician Level
- Trench Rescue Responses Technician Level
- Dive Rescue Responses Technician Level
- Swift Water Responses Technician Level
- Ice Dive Responses Technician Level
- Wildland Fire Responses Technician Level
- General Public Assist requests

Emergency Medical Services:

- Advanced Life Support Ambulance Service - Paramedics (Highest Level) (Already provided through contract)
- Motor Vehicle Accident Responses - With Extrication
- Active Shooter Response
- Special Event Coverage with EMS

Fire Prevention Bureau Services:

- Fire Investigation
- Fire Inspection and Re-inspection commercial and multi family occupancies
- Plan Review services (Life Safety, Fire Alarm, Sprinkler)
- Code enforcement
- Work with Lake County Building Department to enforce building codes.
- Public Education:
 - Schools "Risk Watch"
 - Senior Living Facilities "Remembering When"
 - Neighborhood Block Parties
 - Fire Extinguisher Training
 - Severe Weather planning
- Occupancy Inspections

Miscellaneous:

- Administrative Contacts for RFPD for service questions (Chief and Deputy Chief)
- Chief Attendance at Rockland Fire Protection District Meetings
- Monthly Activity Report
- Annual Fire Department Budget Presentation
- Emergency Management Services as may be needed.