

VILLAGE OF LIBERTYVILLE
FIRE AND POLICE COMMITTEE

November 29, 2016
6:00 p.m.

AGENDA

1. Approve July 19, 2016 Minutes
2. Ambulance/Fire Services
3. Renewal of Dispatch Center Agreement
4. Other

Village of Libertyville
Fire and Police Committee
July 19, 2016

Minutes

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

Trustee Gaines moved and Mayor Wepler seconded to approve the minutes of the April 19, 2016 Fire and Police Committee meeting. Motion carried unanimously.

Police Chief Herdegen reviewed the status of the Police Department hiring process for two recent vacancies, reviewed the eligibility roster, indicated that the Starcom Radio Replacement Project was implemented in June, and noted that Staff is working with the Village of Vernon Hills to submit the required ETSB dissolution plan to the State.

Fire Chief Carani reviewed the status of the Fire Department eligibility list, scheduled replacement of engine 462 with a pumper/tender vehicle (which will allow the Department to reduce the fleet by two vehicles), and noted that the Staff is in the process of negotiating a new contract for ambulance service with the Rockland Fire Protection District. Fire Chief Carani also discussed the potential consolidation of the Knollwood Fire Department with another agency, and has drafted a proposal to provide fire and rescue services for the entire Knollwood area and will review with the Libertyville Fire Protection District. The Committee encouraged Fire Chief to continue review of this matter, but recommended that the Libertyville Fire Protection District be the lead agency. Mayor Wepler also suggested that the Fire Chief look at the formula for providing such services and whether or not to rely on the Rockland Fire Protection District EAV as a basis for the formula.

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Kevin J. Bowens

Village Administrator

Memorandum

To: Kevin Bowens, Village Administrator
From: Rich Carani, Fire Chief 
Date: November 29, 2016
Subject: Fire and Police Committee Meeting Agenda Items

1. Knollwood FD Ambulance Contract:

Staff has presented the Rockland Fire Protection District with a draft contract for the continuance of ambulance service, the current contract is due to expire April 30, 2017. We have adjusted the annual service fee and added a per call fee for the new assisted living facility. We feel this is a equitable solution with respect to the new independent living facility and the unknown number of service calls we may be tasked with. The RFPD will get back to us.

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

A meeting was held with the Village of Libertyville, the Libertyville Fire Protection District (LFPD) and the Rockland Fire Protection District (RFPD) to discuss providing all emergency and non-emergency services to the RFPD. The meeting went very well and we have initial approval from all three agencies to move forward with discussions. The next step in the process is to get Committee consensus to move forward and to determine a cost for the services. Staff will also be meeting with the LFPD to discuss the same. If consensus is reached the next step moving forward would be a presentation to the RFPD in a public meeting.

3. Proposal to Provide ambulance service to Lake Bluff.

The Village of Lake Bluff has reached out to Libertyville in an effort to get a price for ambulance service in their community. The Village has met with Lake Bluff in the past regarding ambulance service and the Village decided to wait until we had a chance to determine how the Knollwood ambulance contract was working out. The two Chiefs met several weeks ago to talk about ambulance service and what the expectations of Lake Bluff would be. Staff will work to generate a proposal based on the Village of Libertyville's direction.

4. Dispatch Center Agreement.

It will be five years on April 30, 2017 since moving to the Vernon Hills Dispatch center. Our current agreement will expire on April 30, we have met with Vernon Hills to discuss a new contract and new terms. Currently, staff is reviewing the contract language and cost for service to report back to the Village.

DRAFT

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



Libertyville Fire Department
Chief Richard Carani
Nov 4, 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. 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. 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 that 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 the 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.

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

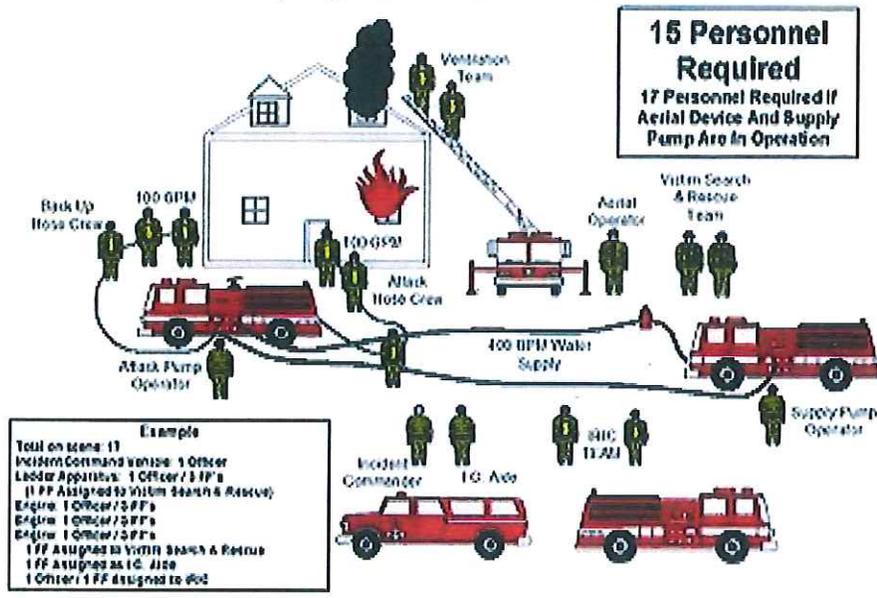
Due to the close proximity of Libertyville Fire Station 3 on Atkinson Road, the Libertyville Fire Department is able to respond to the Rockland Fire Protection District within acceptable National Standard Response times. As stated in the Knollwood Fire Department 2016-2017 Budget Proposal to the Rockland 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 response times after the dispatch for services is completed. (See description on Page 9)

In order to know our response time capabilities, 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 Maps on page 10 and 11 highlight road miles in the following increments, 1.5 miles, 2.5 miles, 4.33 miles, and 5 miles. These maps represent the road mile travel distances from each Libertyville Fire Station with each color representing a "mile buffer". As you can see 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 to the call. 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 emergency 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 the RFPD just as we do in the Village of Libertyville and the Libertyville Fire Protection District.

5.2.3.2.2 Initial Full Alarm Assignment Capability Deployed Within 8 Minutes



Emergency Response Time Intervals Defined:

Ignition of Fire: Time to Discovery Unknown

Discovery: Time to Notification Unknown

Notification of Emergency Response System: Time to Dispatch 60 Seconds (1 Minute)

Dispatch of Emergency Units: Time to Departure 60 Seconds (1 Minute)

Turnout and Departure: Time to First Unit on Scene 240 Seconds (4 Minutes)
(Travel Time)

First Unit Arrival on Scene: Full compliment on Scene 480 Seconds (8 Minutes)

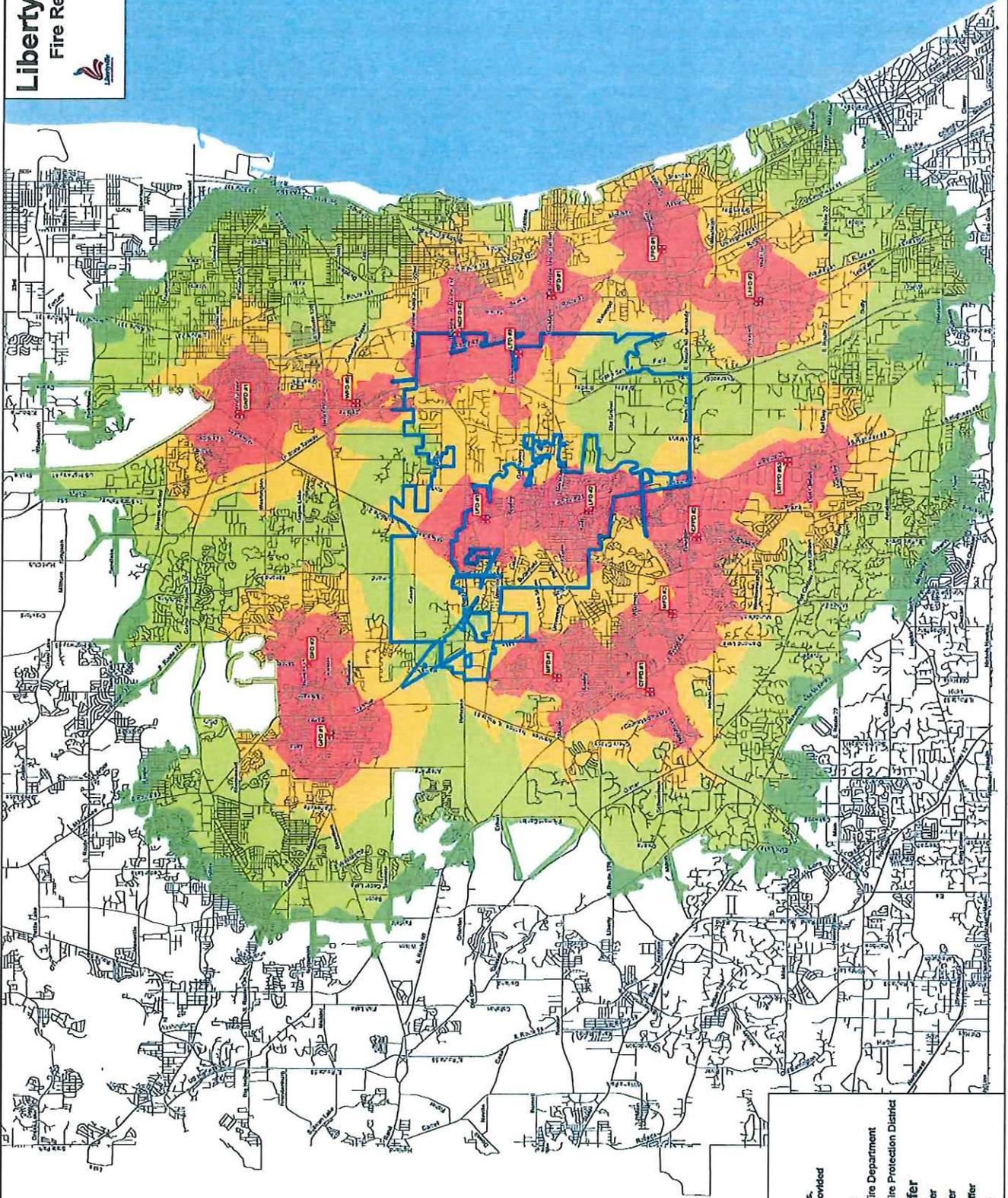
Full Compliment on Scene: All units arrive on Scene

Libertyville Fire District

Fire Response Distance Map

April 2015

1 in = 4,500 ft



Legend

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

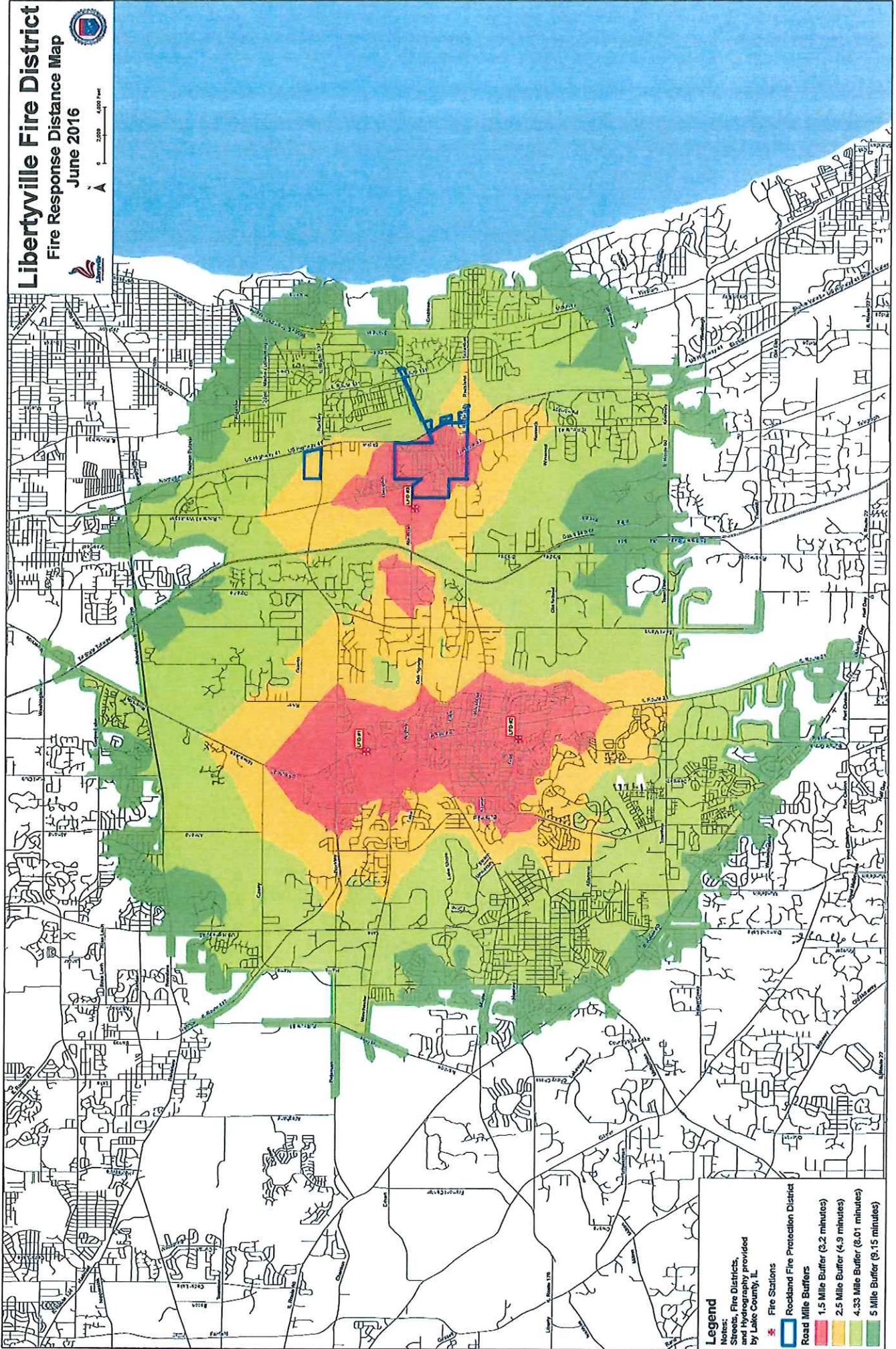
- Fire Stations
- Libertyville Fire Department
- Libertyville Fire Protection District

Road Mile Buffer

- 1.5 Mile Buffer
- 2.5 Mile Buffer
- 4.23 Mile Buffer
- 5 Mile Buffer

Libertyville Fire District

Fire Response Distance Map
June 2016



Legend

Streets, Fire Districts,
and Hydrography provided
by Lake County, IL

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 (9.15 minutes)

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 each jurisdictions EAV, 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 a contractualized formula similar to what is used by 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.

Additional Proposal:

Upon reaching an agreement between the Village of Libertyville, the Libertyville Fire Protection District 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, appliances, and tools

This is strictly a consideration for future discussion.

It is our hope that you find this proposal for fire and rescue services to 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 current 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.

Thank you.

Appendix A

Available Services:

The Libertyville Fire Department has personnel trained in many specialized fields including fire prevention, specialized rescue, and advanced level EMS. This specialized 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 as well.

Fire Services:

- Dispatch Services
- Residential and Commercial Structure Fire Response
- Member of MABAS for Responses to the RFPD
- Carbon Monoxide Responses
- Vehicle Fire Responses
- Wires down 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
- 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 of commercial and multi family occupancies
- Plan Review services (Life Safety, Fire Alarm, Sprinkler)
- Code enforcement
- Occupancy Inspections
- Work with Lake County Building Department to enforce local building codes.
- Public Education:
 - Schools "Risk Watch"
 - Senior Living Facilities "Remembering When"
 - Fire Extinguisher Training
 - Severe Weather planning

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.
- Special Event planning as may be needed.