

VILLAGE OF LIBERTYVILLE
FIRE AND POLICE COMMITTEE

April 19, 2016
7:00 p.m.

AGENDA

1. Approve July 21, 2015 Minutes
2. Fire Department Updates
3. Police Department Updates
4. Other

VILLAGE OF LIBERTYVILLE

FIRE AND POLICE COMMITTEE

July 21, 2015

Minutes

A meeting of the Libertyville Fire and Police Committee was held on Tuesday, July 21, 2015 at 6:40 p.m. at the Libertyville Village Hall. Those in attendance included Chairperson/Mayor Terry Weppler and Committee Member/ Trustee Todd Gaines. Also in attendance were Village Trustee Rich Moras, Village Administrator Kevin J. Bowens, Deputy Village Administrator Kelly Amidei, Police Chief Clint Herdegen, and Fire Chief Rich Carani.

Trustee Gaines moved and Mayor Weppler seconded to approve the minutes of the April 21, 2015 Fire and Police Committee meeting. Motion carried unanimously.

Fire Chief Carani reviewed a memorandum regarding a number of Fire Department issues, including the status of the Knollwood Fire Department ambulance service, plan review services for Knollwood, insurance service offices (ISO) recent inspection, award of a \$16,546 grant from FEMA, and the hiring of a new Firefighter to fill the opening created by the recent retirement of Tom McDermitt. The Fire Chief also discussed the reorganization of the Lake County Specialized Response Teams, which he believes would be a positive change.

Police Chief Herdegen reviewed a memorandum on a number of Police Department issues, including an update to the Police eligibility entry-level testing process later this fall, status of the newly hired Police Officers, and detailed information regarding the STARRCOMM radio project, and impact of recent ETSB legislation. The Police Chief indicated that the Staff is moving forward with other members of the radio network to the STARRCOMM Statewide Radio Network, and anticipates an agreement will appear on a Village Board agenda in August with no payment required until May 1, 2016. The Police Chief indicated that the Staff should be able to utilize reserves from the radio system as well as the balance in the Libertyville ETSB for the purchase of the radio equipment. The Police Chief and Fire Chief also discussed the impact of the recent Illinois legislation regarding the surcharge and consolidation of 911 service and dispatch centers. The chief's will be working with Vernon Hills and other area communities on Intergovernmental Agreements to phase out the Libertyville ETSB and create a new consolidated ETSB. Mayor Weppler indicated that he wants to make sure the Village maintains the prorated share of 911 surcharge money generated in the Village of Libertyville.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Kevin J. Bowens
Village Administrator

Memorandum

To: Kevin Bowens, Village Administrator
From: Rich Carani, Fire Chief *RC*
Date: April 6, 2016
Subject: Fire and Police Committee Meeting Agenda Items

1. Amend Village Fire Code:

The Fire Department is seeking amendments to the Village Fire Code with respect to the issuing of tent permits in an effort to assure the Village and its residents are prepared for severe weather when tents are used for large venues in the Village. Severe weather events have resulted in tent collapses causing severe injuries and fatalities to those in attendance. These incidents are often a result of failing to evacuate tents prior to severe weather. In an effort to prevent an incident in Libertyville, the Fire Department is recommending two amendments to the Village Fire Code.

The first amendment would require the event host to post signs at tent entry points notifying those in attendance that in the event of severe weather the tent will be evacuated and that the tent will not to be used as a storm shelter. A secure structure should be pre-designated, if a secure structure is not available, evacuation will need to occur early enough to have guests evacuate to their personal vehicle or homes.

The second amendment would require the organization or person requesting a tent permit to submit to the Village/Fire Department an emergency plan outlining tent evacuation procedures, guest emergency notification procedures, a plan to monitor for severe weather during the hours of the event, and a list of contact people should a severe weather or other incident occur.

Staff believes that these additional requirements will create awareness as well as better prepare organizations in the event there is a severe weather threat during an event.

2. Libertyville Fire Protection District Contract

The current contract with the LFPD is due to expire in June of 2016. The expiring agreement was a 10 year contract which was extensively modified in 2006 to include a new payment formula and was the first 10 year agreement in our history. A new agreement was proposed with minimal alterations to the Fire Protection District, the LFPD has signed the new contract agreement, which will be on the April 26th Village Board Agenda for Village board approval.

3. Fire Apparatus:

In the 2016-2017 budget, the Fire Department is due to replace Engine 462 which is a 1996 rebuilt pumper (originally purchase in 1985). Because we are due to replace Engine 462, the FD decided it would be beneficial to meet with Fleet Services to discuss the status and effectiveness of the entire fleet. Our discussions included FD apparatus needs, apparatus maintenance, vehicle size, fleet performance, the opportunity to look at downsizing the fleet, and the current industry specifications and the need to reduce new vehicle costs when able.

After a meeting with Fleet Services and the Chief Officers of the Fire Department the following recommendations were identified for further analysis.

Current Fleet Status:

- Tower 461 Status Quo
- Engine 461 Move to Station 2
- Quint 462 Move to Station 3 (Support Abbott with a ladder, continue as back up to Tower 461).
- Squad 462 Status Quo
- Dive 462 Status Quo
- Boat 462 Needs replacement in the next 5 years
- Tender 461 Look to replace or combine aging issues)
- Engine 462 (Scheduled replacement is the 2016-17 budget year)
- Engine 463 (Scheduled replacement is 2017-18 budget year)

The goal for this new apparatus purchase is to have an exercise to look at all options to scale down our apparatus yet carry all the required equipment, reduce vehicle options that are not required to save costs at build out, look at options to reduce the fleet overall.

Recommendations to explore further:

- Combine the Engine and Tender to eliminate the need for two vehicles.
- Work with our neighbors to determine needed equipment to avoid repetition.
- Is the equipment we own located in the best strategic location for optimal use.
- Reduce overall vehicle size
- Reduce overall vehicle cost
- Identify what equipment is needed/mandated on specific apparatus.

Cost saving recommendations:

- Explore commercial chassis
- Reduce duplication of equipment between stations
- Remove auto ladder racks
- Use all LED lighting
- Reduce number of light towers
- Reduce amount of hose carried to reduce hose bed size
- Reduce chrome and diamond plating were not required
- Explore demo apparatus that would meet our needs
- Evaluate equipment carried for mandated verses wanted.

The committee has been exploring these options and is investigating the following scenarios:

- Build a pumper/tender (2 for 1 vehicle to reduce fleet)
- Build small engine, replace tender with smaller more current model
- Reduction of 1 Engine in our fleet overall.

4. New Ambulance:

Will be ordered May 1, pending Village Board approval.

5. Mundelein FD

The Village of Libertyville was recently approached by the Village of Mundelein to meet and discuss the sharing or consolidation of services within the Fire Department to help reduce costs and improve services where possible. The first meeting was held in Mundelein, after a discussion about the purpose of the meeting, it was determined that the Fire Chiefs would meet to discuss how the two communities could share

services or consolidate services. A second meeting was held March 30th in Mundelein and the following priorities were a result of that meeting.

1. Equipment Apparatus
2. Personnel Sharing
 - Code Enforcement
 - Plan Review
 - Public Education
 - Fire Investigations
3. Training
4. Equipment Other

Both agencies are in the process of researching these topics in preparation for a May 9th meeting. The goal is to have feasible ideas to present to the Village Administrators at a later date in the year.

6. Knollwood FD:

Ambulance Service: It has been one year since we entered into a contract with the Knollwood FD to provide ambulance service to the District. Since the contract, we have responded to 138 rescue calls in Knollwood, this amount exceeds our first year predictions by approximately 28 calls. We will see what the second year of the contract brings, as the first far exceeded the previous five years of run data. As far as an evaluation of the first year, everything went well and the relationship between our two organizations is stronger.

Fire Services: In anticipation of a May 1 Rockland Fire Board change, Libertyville may be approached by the Rockland Fire Protection District (Knollwood FD) to discuss a full consolidation of services. This is meant to be a heads up for possible future discussions between the Libertyville FPD, the Village of Libertyville, and the Rockland FPD.

7. Personnel:

Promotions: Three Firefighters will be promoted to Lt at the May 10th Village Board meeting. This promotion was part of a CBA negotiation to eliminate acting officers and acting officer pay at the Lieutenant level.

New Hire: The FD anticipates the hiring of a female FF at the end of April to fill the vacancy made by the Deputy Chief promotion. This will be the second female in our history and only on the departments current roster.

Eligibility Testing: The FD will be conducting an eligibility test for the purposes of establishing an eligibility list. Applications should be available by the end of May.

**Libertyville Police
Department**

Memo

To: Kevin Bowens, Village Administrator
From: Clinton J. Herdegen, Chief of Police
Date: 4/12/2016
Re: Fire and Police Committee Meeting (4/19/16)

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.

There is currently one sworn police officer position vacancy on the Police Department. Staff is conducting background checks on the first few applicants to begin the process of filling that vacancy. An academy spot has been reserved in the June, 2016 session.

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.

Emergency Telephone System Board (ETSB)

The dissolution of the ESTB must take place by July, 2017. Staff will be working with Vernon Hills to develop a transition plan moving forward. Meetings are scheduled to begin this month.