

CITY OF FRANKLIN
BOARD OF PUBLIC WORKS AND SAFETY
Meeting Minutes
December 16, 2008

Opening

Mayor Paris called the regular meeting of the Board of Public Works and Safety to order at 9:30 a.m. in City Hall.

Roll Call

The roll was called and members Fred Paris and Joe Ault were present. Board member Dan Murray was absent.

Also present were: Deputy Police Chief Tim O'Sullivan, Fire Chief Jim Reese, Sewer Billing Office Manager Brenda Poe, Planning Director Krista Linke, DPW Superintendent Rick Littleton, Parks Superintendent Chip Orner, Assistant Director of Engineering Todd Wilkerson, Street Commissioner Steve Compton, Clerk-Treasurer Janet P. Alexander, City Attorney Robert H. Schafstall

Mayor Paris offered an invocation immediately followed by the Pledge of Allegiance.

Public Comments

Mayor Paris asked if anyone from the community had anything to bring before the board that was not on the agenda. No one came forward.

Mayor Paris introduced the new Cemetery Sexton Richard DeWitt. The Mayor stated that Mr. DeWitt will also oversee the new storm water utility as well as serving as the Sexton.

The Mayor also said that Street Commissioner Steve Compton will supervise existing cemetery personnel. Clerk-Treasurer Janet P. Alexander stated that payroll for Cemetery employees will not be an issue.

Consent Agenda

1. Minutes of the Regular Meeting held December 2, 2008
2. Accounts Payable Voucher Register
 - #120608 Sewer Utilities in the amount of \$17,483.62
 - #120508 BOW Utilities in the amount of \$33,614.41
 - #121308 Sewer Utilities in the amount of \$770.78
 - #121208 BOW Utilities in the amount of \$82,571.40
 - #121508 Sewer Utilities in the amount of \$11,876.48
 - #121608 BOW Meeting in the amount of \$154,519.50

Mr. Ault made a motion to approve the consent agenda, seconded by Mayor Paris. The motion carried.

OLD BUSINESS

Memorandum of Understanding (MOU) with the Fire Department

Mayor Paris stated that he would like to adopt this document as it is written. Mayor Paris made a motion to accept the document as presented. The motion was seconded by Mr. Ault. The motion carried.

Memorandum of Understanding of the City of Franklin Fire Department

Whereas the Common Council of the City of Franklin agreed at its meeting of September 15, 2008 to allow the City of Franklin Fire Department one year to improve the operations of its EMS division; and

Whereas the success or failure of this trial period will be determined by the Fire Department's adherence to expectations set forth by a committee comprised of council members, the mayor, billing company representatives and fire department personnel; and

Whereas those involved in this endeavor fully appreciate and recognize that quality of service to the patient is the first priority, with a responsible and accountable business model being a very close second;

The parties hereby enter into this Memorandum of Understanding, defined by the following parameters:

- 1) An EMS Supervisor will be hired as soon as possible in order to better manage the EMS division, cover missed shifts and vacations while off or sick, and will also be responsible for the training of EMS personnel and other items listed in job description.*
- 2) Career fire personnel will be capped at the current level, and the Fire budget will be allowed to grow at a rate equal to its current percentage of the overall budget. The two exceptions to this would be the following:*
 - a. Additional revenue through contract, fire district, fire territory in the current contracted area of Franklin Township could be considered for additional staff and equipment. This would be subject to BOW or council approval, dependent on the appropriate governing body.*
 - b. If the ambulance service creates additional revenue, this additional revenue could be used for the purchase of additional fire apparatus or equipment, and manpower (provided permission from the appropriate governing body).*
- 3) The Fire Merit Commission will be permitted only to hire paramedics (as directed by the Board of Works and Public Safety), who then can be trained for firefighting duties if not previously certified.*
- 4) Proposals from billing agencies will be examined by the committee in order to assess the best vendor for the service.*
- 5) When and if a replacement agency is selected, said agency shall be responsible for training of fire personnel regarding billing codes and billing nomenclature.*
- 6) The parties agree that all billable SOR's should be billed the amount contained in the current city ordinance.*

- 7) *After the third repeat SOR call, caller will be recommended by the City to an appropriate health care service.*
- 8) *By January 1, 2009, EMS personnel will be expected to regularly deliver 100% of bills to the billing company.*
- 9) *The parties agree to investigate and implement the simplest, most responsible and most efficient method of obtaining copies of patient insurance cards and patient signatures.*
- 10) *A check-list shall be developed for EMS personnel for billing purposes, and will be used by said personnel on every run.*
- 11) *The parties agree to abide by the staffing guidelines found in Exhibit A (see attached).*
- 12) *The parties agree to abide by the guidelines for paramedic training found in Exhibit A (see attached).*
- 13) *The BOW and Council will develop a formal indigent program regarding how and why any bills are waived.*
- 14) *Maintenance on current ambulances should be updated to anticipate at least 2 more years of service, with plans to replace one in spring of 2010 (if the City remains in the business) and the other ambulance replaced in late 2011 or early 2012.*
- 15) *Overtime and pager settings caused by ambulance runs may be charged to Fund 61.*

EXHIBIT A

Goals and Objectives

All current Fire Department personnel should be allowed to pursue paramedic training.

The Franklin Fire Department will, as soon as possible, form an alliance with either Johnson Memorial Hospital or IVY Tech Community College to offer paramedic training. The training program should allow training to take place within our department, and should give preference to applicants from our department.

Slots available for training will be offered based on seniority. Training will either be subject to securing grants and funding to cover its cost and overtime, or backfilled by paid stand by. As many classes and training hours as possible should be taken on off days. The city would only pay for items or training time as mandated by law.

Once the third station opens, ambulance personnel will be kept at Station 1. This will serve as the main station, and all ambulance operations will be run from here.

The department will respond to all EMS runs with a first response vehicle equipped with proper equipment and 2 people. If this response causes a station to be offline because of lack of fire personnel, the department can shift personnel from another station or agree that coverage for any fire run would be provided by the closest back-up station.

The department should draft and adopt procedures regarding paid standby, which will then be incorporated in the department's standard operating procedures.

The department may be required to institute a paid stand-by list and if the number of personnel available for shifts falls below a workable level because of personnel off for Kelly Days or paramedic training, personnel on paid stand-by would be used to backfill the slot.

It is imperative that all fire department personnel take an active role in ambulance and first response activities and training. This participation is mandatory. Failure to participate will incur penalties established by the FFD.

\$175,000 from Fund 61 for apparatus and equipment, including paying off the balance of existing apparatus and equipment loans. After this deduction, and if available, a minimum of \$100,000 will be set aside per year in order to buy back comp time and sick time. The current EMS committee will work with the FFD to set new lower limits on banked time. Other city funds may be added to finish the buyback faster.

Any balance in the fund will be set aside, and requests can be made through the Chief and the Board of Works for additional training, equipment and career and civilian personnel.

This Memorandum of Understanding may be amended only by a written instrument executed by the parties hereto.

NEW BUSINESS

Fire Department New EMS Officer Job Description

Chief Jim Reese talked about the plan to hire an EMS Supervisor. The Chief stated that he is concerned because they have only had one applicant. Chief Reese states that he can delegate this position to a shift commander if necessary. Mayor Paris suggested that they keep the ad up on the website for a longer time. Mr. Ault thinks that we should advertise for the EMS Supervisor position on a more regional or national basis. Chief Reese stated that they have had one applicant for the EMS/Firefighter position. Chief Reese feels that they should go ahead and hire this individual and keep looking for the other two positions. Mayor Paris made a motion to approve the job description, seconded by Mr. Ault. The motion carried.

Police Department-New Public Safety Officer Job Description

Deputy Chief O'Sullivan stated that this would be a civilian retired police officer that would work the front window, and handle gun permits, and other front office issues. This would free up the records clerk that is working this position now. Deputy O'Sullivan stated that this would save the city money, and give the department better coverage. Deputy O'Sullivan stated that the money for this position would come from the IT position. Clerk Treasurer Janet P. Alexander stated that she thought the money would come from the current IT position which would then be eliminated.

Mayor Paris stated that he does not mind changing money around for different positions, but does not want to add new positions. The Clerk Treasurer stated that the council will have to have a resolution transferring the money, and an ordinance to add a new position. Mayor Paris stated that he would like to have this person have reserve powers so that they can have arrest powers. Deputy O'Sullivan stated that he thinks that they could be a reserve officer, but you could not make them be a reserve officer as a reserve officer is non-paid. Mayor Paris asked Mr. Ault to work with the Clerk Treasurer and Deputy O'Sullivan to come up with a workable idea. Mr. Ault made a motion to create a Public Safety Officer as

described, seconded by Mayor Paris. The motion carried.

BOW Resolution No.: 08-07 A Resolution Establishing a Policy Regarding the Backup of the City of Franklin's Computers and Servers

Kristi Bruther the President of the City's Telecommunications Commission came forward to explain the proposed backup policy. Mayor Paris requests that the Telecommunications or legal counsel make sure that we are up to date with the law concerning all back up policies. Mayor Paris made a motion to approve this resolution, seconded by Mr. Ault. The motion carried.

Request for Reimbursement of Towing Fees by Karen Moser

Mayor Paris stated that he had received notice that Ms. Mosser would not be able to be here. Mr. Ault made a motion to table until Ms. Moser could be present, seconded by Mayor Paris. The motion carried.

Request to Extend Vacation and Compensatory Time from 2008 to 2009

Mayor Paris stated that due to the flood several people have not been able to use up their vacation and earned compensatory time. The Mayor would like to extend the time for vacation and comp time to be used up to the end of the first quarter of 2009. Clerk Treasurer Janet P. Alexander stated that each department needs to have a plan. Due to the flood these people were not able to use their comp time as they would have in a normally. Chief Reese asked about the banked hours that the exempt firefighters have earned and how that would work. Mayor Paris stated that he does not believe any department can carry over any comp time earned in 2008 past the first quarter of 2009. City Attorney Rob H. Schafstall stated that a resolution needed to be presented for this to be carried out. Mayor Paris made a motion to approve this request, seconded by Mr. Ault. The motion carried.

2009 Sewer Utility Department Budgets

DWP Superintendent Rick Littleton stated that the increases for 2009 would be \$50,000.00. Mr. Littleton stated that there had been no increases in his budget for the last three years. They are anticipating about a 19% increase next year due to chemical costs and storm water utility costs. Sewer Billing Manager Brenda Poe presented the Sewer Billing Budget for 2009 explaining that everything in 200 & 300 series are the same as this year except for liability insurance which will increase in 2009. Mr. Ault made a motion to approve 2009 Sewer Utility Budget, seconded by Mayor Paris. The motion carried.

Contract For Professional Community And Economic Development Services By And Between City OF Franklin, Indiana and Johnson County Development Corporation

City Attorney Rob H. Schafstall stated that this is a renewal of the same contract that is in place this year. Mayor Paris made a motion to approve, seconded by Mr. Ault. The motion carried.

OTHER BUSINESS

Architect William Burd requested permission to advertise for bids for the construction of the third fire station. Mr. Burd stated that a pre-bid meeting is set for January 6th at City Hall. Clerk Treasurer Janet P. Alexander stated that the advertisement dates are the 19th and the 26th. Mayor Paris made a motion to approve the advertisement, seconded by Mr. Ault. The motion carried.

Mayor Paris stated that Central Collection Bureau has been working on outstanding unpaid ambulance / fire medic service claims going back to 2006. Mr. Klene stated that they plan to send a mailing out to folks who still have an outstanding debt to the City and asked if the City would like to offer a discount for payments on older debts. A discussion was held. Mayor Paris made a motion to ask Central Collection Bureau to include claims billed and unpaid from 2006 & 2007 and to offer a 50% discount for payments. This motion was seconded by Mr. Ault. The motion carried.

Mayor Paris stated that city employee Sherri Eastburn was recently recognized for her outstanding work at the Senior Center.

REPORTS BY DEPARTMENTS

Street Department

Street Commissioner Steve Compton stated that he is concerned about people dumping trash in the proposed eastside fire station site. Mr. Compton wants to set concrete blocks at the end of the driveway to stop people from dumping trash in this area. He also stated that he had been working with Parks Superintendent Chip Orner to organize which department will take care of city buildings and parking lots when we have snow or ice.

Planning Department

Director Krista Linke had nothing to report at this time.

Engineering Department

Assistant City Engineer Todd Wilkerson told the board that he had talked to Landwater group about The Canary Creek Ditch Study and that they will have a report by the 24th of this month. Todd also said that the Bonar Group is waiting on INDOT for confirmation to proceed on the Main Street TEA 21 Project.

DPW

Superintendent Rick Littleton had nothing to report at this time.

Sewer Billing

Billing Manager Brenda Poe had nothing to report at this time.

Cemetery

Cemetery Sexton Richard DeWitt gave a cemetery update. Richard stated that the office is open and functioning.

Fire Department

Fire Chief Jim Reese asked about the location of ambulance run reports records. Clerk Treasurer Janet P. Alexander stated that they are padlocked at our area out at the new Police Station. The Clerk Treasurer stated that we will continue to store old records in this area if the departments do not have room to store them.

Police Department

Deputy Police Chief Tim O'Sullivan asked about security for City Court since they will be moving back into their old building. Mayor Paris stated that ultimately the goal is to turn this building over to the Parks Department for Senior Services, and the Parks Department is used to securing buildings. The Mayor emphasized that we do not want to turn this building over to the Parks Department until all other options are completed. DPW Superintendent Rick Littleton stated that he has talked to Court Clerk

Sharon Thompson about security and the fact that the new tile floor will need to be waxed before putting in the new furniture. Rick also stated that the court budget does not have money in it for janitorial options and other items that they have never been in charge of in the past. Chip Orner stated that his department could help with preparing the floors and assisting with building maintenance. Mayor Paris asked about the security system that is there now. Captain McCarty stated that they need a new hard drive to operate one set of doors for the building. The Captain also stated that the cameras that are there are useful but they would need new recording equipment. Mayor Paris asked Captain McCarty to work with Rick and Chip to get these security issues figured out.

Director of Communications Zach Burton stated that the City Holiday Banquet and Employee Awards Program will be held this Friday at Hillview Country Club.

Clerk Treasurer Janet P. Alexander stated that she and Cemetery Sexton Richard DeWitt need to get together to discuss the handling of cemetery money. Mr. DeWitt stated that these changes may begin next week, as they just got their copier up and running. The Clerk Treasurer wished everyone a Merry Christmas!

Mayor Paris made a motion to adjourn, seconded by Mr. Ault. The motion carried. The meeting adjourned at 11:15 a.m. The next meeting is scheduled for January 6, 2009, at 9:30 a.m. at City Hall.

Respectfully submitted by,
Janet P. Alexander, Clerk-Treasurer

Enrolled: 1-2-09 Approved by the Board of Works: 1-6-09