



NOTICE OF WORKSHOP MEETING

NOTICE IS HEREBY GIVEN that the Oak Harbor City Council will hold a Workshop Meeting on Wednesday, April 23, 2014, at 3:00 p.m. to discuss the following agenda items. The meeting will be held in the Council Chambers, 865 SE Barrington Drive.

DATED this 18th day of April 2014.

Anna M. Thompson, City Clerk

The City Council may meet informally in workshop sessions (open to the public) to do concentrated strategic planning, to review forthcoming programs of the City, receive progress reports on current programs or projects, or receive other similar information from the City Administrator, provided that all discussions and conclusions thereon shall be informal. Council shall make no disposition of any item at a workshop meeting. Public comment is not normally allowed at workshop meetings, although Council may allow, or request participation.

WORKSHOP MEETING CITY COUNCIL AGENDA

April 23, 2014

3:00 p.m.

Departmental Briefings

1. Infusion Lounge Update – Police Department
2. Investment Committee Meeting Update – Finance
3. RTPO Funded Projects (Whidbey Ave, Veterans Park/Kiosks) – Public Works

Executive Session (3:30 pm)

1. Pending Litigation per RCW 42.30.110(1)(i)

Pending Agenda Items

1. HR Department Reorganization (5/20) – Human Resources
2. Budget Calendar (5/6) - Finance
3. Purchase Authorization - 3 patrol vehicles and 2 swap loader trucks (5/6) – PW
4. June 17 Council Meeting – Conflict with AWC Annual Meeting
5. Professional Services Agreement with ERCI and Davido Consulting for Scenic Heights Outfall Project

Emerging Issues

1. Fire Department Survey and Rating Bureau Scoring
2. Sleeper Road and Goldie Street City-Owned Properties
3. Opportunity Council Use of Public Buildings – Admin/Senior Services

OAK HARBOR POLICE
 Law Total Incident Report, by Nature of Incident
 March 2014

Nature of Incident	Total Incidents
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911 Hang Up	114
Alarm Commercial	33
Alarm Residence	11
Animal	94
Assault Physical	16
Assist Agency	23
Assist Public	84
Bomb Threat	1
Burglary Attempt	1
Burglary Commercial	1
Burglary Residential	6
Civil	21
Court Detail	1
Court Order Violation	7
Custodial Interference	3
Death Invest Unattended	4
Disorderly Conduct	24
Physical Domestic	16
Verbal Domestic	25
Commercial Fire Alarm	3
Fire Commercial	1
Fire Residential	2
Fraud Other	32
Harassment	13
Information Report	3
Juvenile Complaint	2
Juvenile Neglect/Abuse	9
Juvenile Runaway	15
Kidnapping	1
Littering	3
Malicious Mischief	18
Marine Incident-Non Emergency	1
Medical Emergency	18
Mental Non Criminal	5
Missing Person	6
Non Injury Accident	33
Unknown Injury Accident	7
Noise Complaint	21
Nuisance Other	2
Nuisance Phone Calls	2
Patrol Check	1
Lost or Found Property	17
Prowler	3
Rape	1
Reminder (office use)	5
Sex Indecent Exposure	1
Sex Lewd Conduct	3
Sex Offense Other	7

Threatened Suicide	18
Suspicious Person/Circumstance	71
Theft	31
Theft Shoplift	18
Threats	23
TMVWOP	1
General Traffic	36
Traffic Disable	7
TRAFFIC CRIMINAL DWLSR	14
Traffic Hazard	9
TRAFFIC POSSIBLE DUI	21
Trespass Other	22
Unsecure Premise	3
Utility Problem	14
VEHICLE ABANDON	15
Vehicle Impound	6
Prowl Motor Vehicle	5
Vehicle Theft	3
Verbal Dispute	3
Vice Liquor HBD	5
Vice Liquor MIP	1
Vice VUCSA	15
Wanted Person	20
Weapon Offense	7
Welfare Check	36

Total Incidents for This Report:	1124
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Washington Surveying and Rating Bureau
Class 3 Plan

During the 2013 review of the City's fire protection features the WSRB rated the city at a Class 4 rating. The city overall was 152 deficiency points from obtaining a Class 3 rating.

In order to obtain a Protection Class 3 rating the maximum deficiency points is 1,500 the city scored 1652 points.

In reviewing the final report the below listed areas are in need of changes, modifications, or implementation. Some of the required changes are small and of minor cost, others will be more costly.

Listed is the Summary of Deficiency Points

	Possible:	Actual
Water Supply:	1950	385
Fire Department:	1950	889
Communications:	450	50
Fire Safety Control:	650	252
Additional Deficiencies:		76
Total:	5000	1652 (needs to be below 1,500 for Class 3)

Water Supply: Completion of the 4 million gallon reservoir will potentially lower this category.

Communications: Cannot get much better.

Fire Department & Fire Safety Control:

Received 16 points for not having reserve ladder truck - Purchasing a "Quint" will assist with lowering this number to zero. Additionally OHFD exceeds the 1.5 mile radius for engine companies to area served, the construction of a station on the SW section of the city will alleviate this issue.

Number of Officers: 49 deficiency points – 26 for not having a chief officer on duty 24-7. This is to be eliminated with the creation of a duty chief position – the promotion of the POC Lt's will help to reduce the company officer issue.

Department staffing: 210 deficiency points. The only way to reduce this number is to hire additional staff. To meet WSRB standards they require 6 FF's per apparatus. Career staff counts as one for one while POC staff counts a 3:1 ratio, up to ½ of the total required number of career FF's. This number is derived from the total number of FF's that respond on alarms.

Engine and Ladder staffing: 139 deficiency points. In as much as we only fully staff one engine company and no on-duty staffing for the 2nd engine and ladder we received 139 deficiency points. The hiring of additional staff would lower this amount.

Training: 146 deficiency points. Changing the title of the training officer from Lt. to Captain will help lower this number. Additional training hours must have a minimum of 20 hours per month – we can receive less points by having all staff at a FF-1 and FF-2 certified level. also there needs to be 8 half day sessions to get full credit. Officer training of an additional 16 hours per year.

Fire operations: 197 deficiency points: a factor added in with staffing and training – adding additional staff and making some required changes in training will proportionally reduce this number.

Misc: 25 points – one easy way to reduce some of these points is to add a fueling station at the fire station. A 300 gallon tank has been made available and will be installed in 2014.

Fire Safety Control: 252 points. Fire inspections 160 deficiency points – changes to the inspection program and tracking of inspections will be incorporated during 2014. FMO to become an International Code Council certified plans examiner, all career staff to become ICC Fire Inspector 1's, additional annual fire inspections to be completed.

GOAL: to lower the Protection Class Rating from a Class 4 to a Class 3

Methods and time lines:

Re-title Training Lieutenant to Training Captain:	2014 – 2 nd quarter	\$\$ (ongoing)
Install fueling station at fire station	2014 – 2 nd quarter	\$ (one time)
Certified Plans Examiner	2014 - March	\$ (one time)
Certify Career Staff Fire Inspector 1	2014 – 2 nd quarter	\$ (one time)

All Officers to Fire Officer 1	2014 – 4 th quarter	\$
All firefighters to FF-1	2015 - 1 st quarter	\$
All firefighters to FF-2	2015 – 1 st quarter	\$
Additional training hours	2014 and beyond	\$\$ (ongoing)
Additional staffing	2014 and beyond	\$\$\$\$
(8 paid on call 2014, 6 – 8 POC 2015, 4 career FF's 4 career officers)		
Add duty chief rotation / on duty	2014	\$ (on going)
Change the current way we are tracking mutual aid / auto aid	2014	0
(in 2012 we were not adding mutual aid companies in total response personnel)		
Improve fire inspections	2014	0
Additional training hours / officer training	2014 and beyond	\$ (ongoing)
Construct fire station 2016	2016	\$\$\$\$ (1 time / ongoing)
Purchase 'Quint'	2016	\$\$\$\$ (1time / ongoing)

Action:	Cost	2014			2015				2016	Beyond
		2 nd	3rd	4th	1st	2nd	3rd	4th		
Re-title Training Lt to Captain	\$\$	XX								
Install 300 gallon fuel station Sta. 81	\$ 1-time	XX								
Certified plans examiner	\$ 1-time	XX								
Fire Inspector 1 Career Staff	\$ 1-time	XX								
Change fire inspection procedures	0									
All officers to Certified FO 1	\$			XX						
All POC FF's to FF-1	\$				XX					
All FF's to FF-2	\$				XX					
Additional training hours	SS ongoing									
Additional (16 Hours per year) for officers	S									
Duty Chief / Batt Chief	\$									
Add staffing 4- officer's, 4 – FF's Start:	\$\$\$									
Tracking mutual aid and auto aid	0									
Construction of new station (bidding)	\$\$\$\$ 1time									
Purchase quint	\$\$\$ 1time									

\$: \$0.00 - \$2,000.00; \$\$: \$2,001.00 - \$15,000.00; \$\$\$: \$500,000 - \$1,000,000; \$\$\$\$: \$1,000,00 plus