

A G E N D A

**MEETING OF THE
FIRE DEPARTMENT SERVICE LEVEL TASK FORCE
CITY OF HIGHLAND VILLAGE, TEXAS
THURSDAY, FEBRUARY 4, 2016 AT 7:00 P.M.
FIRE DEPARTMENT EMERGENCY OPERATIONS CENTER
1200 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

1. **Call to Order**
2. **Approval of Minutes of the January 21, 2016 Meeting**
3. **Presentation from Chairperson on Recommendation from the Highland Village Fire Department Service Level Task Force – “Final Report”**
4. **Approval of Recommendation from the Highland Village Fire Department Service Level Task Force – “Final Report”**
5. **Status of Fire Department Service Level Task Force**
6. **Adjournment**

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 1ST DAY OF FEBRUARY, 2016 NOT LATER THAN 4:00 P.M.



Lori Wright, Executive Assistant

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, at _____ by _____.

**MINUTES OF THE
FIRE DEPARTMENT SERVICE LEVEL TASK FORCE
CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE
FIRE DEPARTMENT EMERGENCY OPERATIONS CENTER
1200 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
THURSDAY, JANUARY 21, 2016**

1. Call to Order

Chairperson Jeff Smith called the meeting to order at 7:00 p.m.

ROLL CALL

Present: Jeff Smith, Chairperson
Daniel Jaworski, Vice-Chairperson
Dianne Costa
Bob Galloway
Audrey Vacek
Lois Ortmeier
Paul Gaines

Council: Charlotte Wilcox, Council Liaison

Staff: Michael Leavitt, Staff Liaison
John Glover, Fire Chief
Sheri Duderstadt, Administrative Assistant

2. Visitor Comments

Visitors were introduced, including Laurie Mullens, Public Affairs Manager for the City of Highland Village and Police Chief Doug Reim. Austin Adams was introduced and wanted make a couple of comments to be included in the record. They are included in their entirety below:

“Visitor comments filed by Austin Adams at 1/21/16 meeting of Fire Department Service Level Task Force

Thank you for your dedicated work and involvement in this project. I have two areas of comment for your consideration if they are applicable.

In reading the report I was unclear on the use of three terms and how they were then applied in the data evaluation. I ask that someone clarify the below terms and the context which confused me in the text of the report.

Turnout Time – *The staff presentation defined this as Reflex - the time consumed between issuing an alarm and the time that responders are on their way in a vehicle. NFPA 1710 provides a 60 second performance standards for this term.*

Travel Time – *The staff presentation used this same term and defined this as the time expended from the exiting of the firehouse to the arrival on the incident scene. NFPA 1710 provides a 480 second performance standards for this term if certain conditions as outlined in the standard are met.*

Response Time – *I believe this term was defined by Chief Glover and referenced in the report as a combination of Turnout Time and Travel Time. For our purposes we were using the combined times as we did not have data broken down between the two. It was noted that when the new CAD system is installed, data will be available in this greater level of detail.*

My confusion is centered on the response time reference to the 8 minute point (480 seconds). It would appear by combining the two NFPA guidelines the key reference Response Time would be 9 minutes for Medic units.

My second area of comment also concerns response times. My reading of the report noticed the response times referred to were the ALS unit guidelines; however, no reference was made of the separate guideline times for an engine company response. If we are recommending an additional station and equipping it with an engine and the associated personnel, I would think we would include a discussion of this data in the report.

Thank you for the opportunity to be included in your discussions.”

Upon conclusion of Mr. Adams’ statement, clarification of his questions was provided by Fire Chief John Glover regarding the NFPA Standard 1710 for fire and EMS and the NFPA Standard 1221 for dispatch. Mr. Adams essentially asked if they are inclusive or separate from one another. Fire Chief John Glover said that they are separate from one another, as evidenced in the 1710 Annex and the discussion of the components of an emergency response. Lois Ortmeier needed clarification regarding the average response time versus the percentage of time calls fell outside of the NFPA Standard.

City Manager Mike Leavitt said the Task Force should decide if NFPA 1710 is the standard the Task Force wishes to establish for the City of Highland Village. Paul Gaines stated that the NFPA Standard is the most vetted and most studied Standard. Austin Adams asked if the NFPA Standard would apply to fire calls as well and Fire Chief John Glover said we may not be able to meet the standard for fire but 1710 gives us a clear target for performance measures or improvement for our community. City Manager Mike Leavitt concurred that the NFPA is a good set of performance measures for the City of Highland Village to aspire too and Paul Gaines pointed out that the Annex of the NFPA also essentially states that the NFPA is to be used a guideline.

3. Approval of Minutes of the January 7, 2016 Meeting

Chairperson Jeff Smith asked if there were any questions or concerns regarding the minutes of January 7th and Vice-Chairperson Daniel Jaworski asked if the word “officers” could be inserted in the last paragraph on page two for the sentence that starts with “Police Chief” to clarify the sentence.

Paul Gaines made a motion to approve the minutes and Dianne Costa seconded. All were in favor and motion passed.

4. Consider Recommendation from the Highland Village Fire Department Service Level Task Force – “Final Report”

City Manager Mike Leavitt said the council planning session originally planned for the coming Saturday had been rescheduled to give the Task Force adequate discussion time before presenting to the council.

Chairperson Jeff Smith pointed out that the recommendation to adopt the NFPA standards has been included in the current draft of Task Force recommendations as a goal for the level of service. He also pointed out that the level of service the City of Highland Village expects, as pointed out by Dianne Costa in previous meetings, is a superior level and that has been included in the report as well. Dianne Costa also stated that if the City of Highland Village is going to be ranked as one of the top ten communities in “D Magazine”, there is an immediate expectation of exceptional services.

Chairperson Jeff Smith brought the revision to paragraph three, page four to the attention of the Task Force where City Manager Mike Leavitt assisted Chairperson Jeff Smith in the clarification of this paragraph. Vice-Chairperson Daniel Jaworski pointed out that the two paragraphs contained different information and the consensus of the Task force was that both paragraphs were relevant and should be included in the final document. Additional discussion occurred regarding the best way to clearly include the information.

Task Force took a break at 8:05 and resumed at 8:15 pm.

The report draft was loaded to the Emergency Operations Center overhead screen and Vice-Chairperson Daniel Jaworski provided recommended changes to be entered in the report based upon the two paragraphs developed by Chairperson Jeff Smith and City Manager Mike Leavitt. The Task Force analyzed and edited the changes and the remainder of the report as a group. A final draft was printed for each Task Force member to review and identify any additional changes or corrections. The Task Force decided that additional time needed to be taken in order to create a summary statement for the order of implementation of the Task Force recommendations.

5. Future Agenda Items / Adjournment

FIRE DEPARTMENT SERVICE LEVEL TASK FORCE
January 21, 2016 Page 4

Police Chief Doug Reim took a moment to thank the Task Force for their extensive information. He felt the information led to the police department re-familiarizing themselves with the AED devices and credited that with saving the life of a resident of Highland Village during a call which occurred soon after the training.

The Task Force agreed to meet on Thursday, February 4th to review the proposed summary and Chairperson Jeff Smith will tentatively plan to present to the council on February 9th.

A motion to adjourn was made by Paul Gaines and was seconded by Vice-Chairperson Daniel Jaworski.

The meeting adjourned at 9:21 p.m.

Jeff Smith, Chair Person

ATTEST:

Sheri Duderstadt, Administrative Assistant