

CITY COUNCIL AGENDA REQUEST FORM

Today's date: 02 / 14 / 20

Date of meeting 02 / 19 / 20

(City Council meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month.)

Name of Citizen, Organization, Elected Official, or Department Head making request:

Jennifer Stapleton, City Administrator

Address: 1123 Lake Street

Phone number and email address: jstapleton@sandpointidaho.gov;208.265.1483

Authorized by: Jennifer Stapleton

*name of City official*

*City official's signature*

*(Department Heads, City Council members, and the Mayor are City officials.)*

Subject: Fire Services Operations Study

Summary of what is being requested: The Selkirk Fire Joint Powers Agreement Board recommends issuing a RFP for an Operational Assessment and Feasibility Study -- Cooperative Fire Service Options

seeking assessment of the current, shared operational structure and recommendations.

**The following information MUST be completed before submitting your request to the City Clerk:**

1. Would there be any financial impact to the city?   **Yes or No**

If yes, in what way? Up to \$20,000 to be paid through savings as a result of cost savings due to

open Assistant Fire Chief Position and savings in Fire Chief position

2. Name(s) of any individual(s) or group(s) that will be directly affected by this action:

Have they been contacted?  
**Yes or No**

Westside Fire District

Yes

Sagle Fire District

Yes

Selkirk Fire Joint Powers Agreement Board

Yes

3. Is there a need for a general public information or public involvement plan? **Yes or No**

If yes, please specify and suggest a method to accomplish the plan:

4. Is an enforcement plan needed? **Yes or No**   Additional funds needed? **Yes or No**

5. Have all the affected departments been informed about this agenda item? **Yes or No**

**This form must be submitted no later than 6 working days prior to the scheduled meeting. All pertinent paperwork to be distributed to City Council must be attached.**

**ITEMS WILL NOT BE AGENDIZED WITHOUT THIS FORM**



## **AGENDA REPORT**

**DATE:** February 14, 2020

**TO:** MAYOR AND CITY COUNCIL

**FROM:** Jennifer Stapleton, City Administrator

**SUBJECT:** Fire Services Operations Study

### **DESCRIPTION/BACKGROUND:**

The Selkirk Fire Joint Powers Agreement Board recommends issuing a Request for Proposals (RFP) for an Operational Assessment and Feasibility Study – Cooperative Fire Services Option, seeking assessment of the current, shared operational structure between the City of Sandpoint, Sagle Fire District and Westside Fire District. This study will review opportunities for service enhancement, efficiency and cost avoidance. It will also review the cost sharing structure and provide recommendations. Issuance of the RFP already has support and approval from the JPA Board and both Sagle and Westside Fire Districts.

**STAFF RECOMMENDATION:** Approve

**ACTION:** Approve Fire Operations Study RFP

**WILL THERE BE ANY FINANCIAL IMPACT? Yes HAS THIS ITEM BEEN BUDGETED? Yes**

**ATTACHMENTS:** Resolution

Date: February 19, 2020

RESOLUTION  
OF THE SAGLE FIRE DISTRICT, WESTSIDE FIRE DISTRICT, CITY COUNCIL OF THE  
CITY OF SANDPOINT AND THE SELKIRK JOINT POWERS BOARD

**TITLE: FIRE SERVICES OPERATIONS STUDY**

WHEREAS: The Sagle Fire District, the Westside Fire District, and the City of Sandpoint (Entities) jointly provide fire services pursuant to a Joint Powers Agreement, which has been renewed with some changes over the past five (5) years;

WHEREAS: The Joint Powers Agreement vests broad operational powers from the entities into a Joint Powers Board, but the entities retain financial control over each separate entity’s budget, with no separate budget for the entire joint operation;

WHEREAS: The Joint Powers Board recommends, and the entities agree, that there is a need for an Operational Assessment and Feasibility Study – Cooperative Fire Service Options, to be prepared by an outside consultant for the purpose of developing a clear, data-driven business plan, assessing the current shared operational structure and making recommendations for service enhancement, efficiency, and cost avoidance; and

WHEREAS: The Joint Powers Board shall issue a Request for Proposals for the Operational Assessment and Feasibility Study – Cooperative Fire Service Options, consistent with the attached Exhibit A.

NOW THEREFORE BE IT RESOLVED THAT: The Joint Powers Board is hereby authorized to issue a Request for Proposals and to sign and enter into a contract, subject to approval by the Entities, with a consultant to provide the above-referenced services.

BE IT FURTHER RESOLVED THAT: Each of the three Entities shall pay one-third (1/3) of the cost of the study, which will not exceed \$60,000.

FOR THE CITY OF SANDPOINT:

\_\_\_\_\_  
Shelby Rognstad, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Ward, City Clerk

Sandpoint Resolution No: 20-

Moved by:	
Seconded by:	
Voted Yes:	
Voted No:	
Abstained:	
Absent:	


FOR THE SAGLE FIRE DISTRICT:

  
Chairman

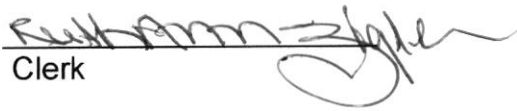
ATTEST:

  
Clerk

FOR THE WESTSIDE FIRE DISTRICT:

  
Chairman

ATTEST:

  
Clerk

FOR THE SELKIRK JOINT POWERS BOARD:

Ruth Connerse  
Chairman 2/11/2020

ATTEST:

Ruth Connerse  
Clerk

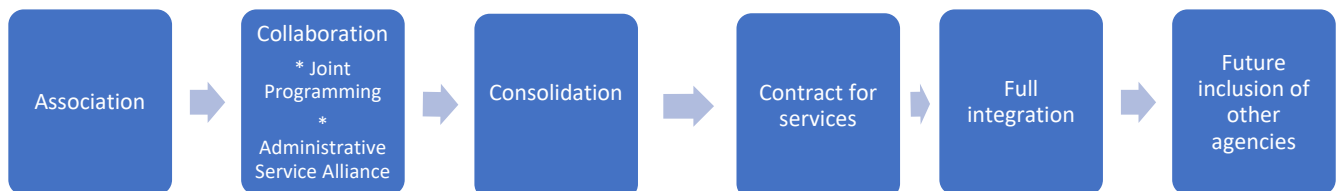
## Exhibit A

### OPERATIONAL ASSESSMENT & FEASIBILITY STUDY – Cooperative Fire Service Options

Goal: To develop a clear, data-driven business plan assesses our current shared operational structure and considers a variety of other best-practice governance and structure models, anticipates growth opportunities (new partners), provides a current and future staffing model and a complete fiscal analysis that identifies opportunities for service enhancement, efficiency and cost avoidance.

#### Scope:

- Analysis and recommendations of service delivery model for each type of jurisdiction considering differences but with an aim for consistency, where possible.
- Fiscal analysis and cost avoidance and development of a cost allocation model
- Performance measurement and benchmarking
- Political considerations and legal processes
- Government structure options moving forward
- Analysis of support services (including HR and IT)
- Staffing analysis and plan (which anticipates growth opportunities)



The proposed analysis would provide the partner agencies with potential alternative organization relationships that includes:

- Findings – a feasibility analysis of each opportunity for shared services
- Preferred Option – a preferred option or options recommendation
- Policy Action – necessary policy action to be taken by the elected bodies
- Process issues – strategic planning, legal considerations, management, governance and funding/cost considerations
- Timeline