

IFFD CRC Recommendations	IFFD Response
Budget	
Modify job descriptions and budget Personnel Services element object codes to clearly show exempt, administrative, and represented positions.	
Establish a performance-based pay grade and salary structure for IFFD Fire Chief	
Be provided uniform, city-wide rates and the basis for those rates by Municipal Services Department General Services Equipment Maintenance Division for IFFD Repair & Maintenance Auto Equipment expenses	
IFFD Training Chief serves as the city of Idaho Falls Safety Officer and must be paid for his services via inter-department fund transfers	
Establish a Training Budget for the Training Division	
Establish "MERF" fund for station upgrades, renovations, and/or new builds in Fire Stations and Buildings portion of IFFD budget	
Provide a listing of the number of full-time and/or part-time employees covered in a unique budget area	

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Provide Administration Deputy Chief with part to full time administrative assistance focusing on budget data entry and tracking	
Update Fire Prevention (FP) Division rates	
Right-size “extra” services requested at no cost by some entities in town	
Operations	
Maintain span of control in optimum range	
Include MERF funds in the FY 2017 budget to cover need for additional staff vehicles	
Establish a truck company sufficient to meet the firefighting demands of multi-story structures	
Proactively work to reduce the number of false alarm calls	
Explore options to reestablish funds for Haz-Mat and ITR	
Work with the County Sheriff to explore ways to receive budget assistance to cover swift water/ice rescue training costs	
Work with Idaho Falls Police Department (IFPD) to provide basis swift water rescue skills training to patrol officers	

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Continue the practice of Rapid Intervention Teams (RIT) to back up fire fighters in buildings.	
Move forward with the IFFD Strategic Planning process	
Provide 24/7/365 coverage of the Idaho Falls Airport	
Emergency Medical Services	
Establish response time standards in alignment with NFPA 1710 within the city of Idaho Falls to optimize saving lives.	
Work collaboratively with counties to improve county EMS response times	
Continue the practice of requiring all Fire Fighters to be certified as EMTs and equipping engines with ALS kits	
Budget for sufficient ambulances to adequately cover the IFFD EMS service area to minimize putting engines out-of-service	
Reduce time spent on handling short falls by a proactive education program.	
Review the EMS user fees annually to insure that the fees are adequate to cover rendered services and that fees are being collected in a timely manner.	

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Expand the ambulance fleet, as services calls warrant, and train or hire adequate Paramedics to staff new ambulances.	
Equip ambulances with power gurneys and loaders, including reserve ambulances, to reduce IFFD personnel lifting injuries	
Purchase a “sim man” for use in EMS training	
Training	
Complete preparation of a department-level, formalized Training Plan and update annually	
Establish job descriptions aligned with Training Plan	
Increase Training staff to a minimum of three (3) training captains	
Build on the collaborative partnership with ISU and EITC to provide academic learning and career development opportunities for IFFD staff	
Evaluate the need for an upgraded IFFD training facility	

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Provide Training Division with a shared administrative support person to handle clerical chores, maintain schedules, coordinate required training with Fire Prevention and EMS	
Continue use of the National Professional Development training model	
ISO Rating	
Improve emergency dispatch operations receiving and handling times in collaboration with Idaho Falls Police Department	
Fully implement CAD system	
Approve IFFD FY 2017 staffing requests so Ladder 1 can be manned 24/7/265 and Ambulance 7 fully-staffed	
Complete and implement IFFD Strategic Plan	
Develop public education approaches to inform businesses and homeowners of the new Idaho Falls ISO 2 rating	
Fire Prevention	
Right-size permit and inspection fees	

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Receive monthly inter-departmental transfers from Community Development Services for FP portion of building permits	
Staff Fire Prevention Division with a minimum of five inspectors	
Proactive notification of FP when commercial buildings undergo change of ownership, use, or occupancy	
Acquire Community Development Services digitized Idaho Falls commercial building plans and enter into CAD system	
Educate business owners, homeowners, and the public about the vital importance of fire and life safety systems	
Ensure 100% of all new commercial construction building plans are populated in CAD by embedding FP certified inspector in Community Development Services division	
Provide FP Division with a shared administrative support person to handle clerical chores, maintain FP schedules, coordinate FP required training with Training and EMS Divisions	
Modernize the permit/license processes to e-processes	
Guidelines and Procedures	

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<p>It appears that the department has not done an update on several of the guidelines and/or procedures for several years. A thorough review of all documents needs to be completed and updates made to bring them current in content and establish a review baseline.</p>	
<p>A review system needs to be put in place to establish a yearly review cycle and assign stewardship/ownership to the various documents. The Fire Chief is the owner and approves them, but a Deputy Chief or Division Chief responsible for the content should be identified on the documents.</p>	
<p>Driving documents, e.g. NFPA standards, International Fire Code, International Building Code, Idaho Falls City code, IFFD 5-Year Strategic Plan, Citywide Emergency Operations Plan, etc., associated with the procedure/guideline needs to be placed in the associated document so when there is a change to a driving document impacted SOGs/SOPs can be identified and modified in a timely manner.</p>	

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<p>A procedure detailing an appropriate, yearly review schedule needs to be written and include review assignments to the responsible person for each document.</p>	
<p>Currently names (both IFFD and other city employees) are being used in some of the documents instead of positions. An appendix should be created with the position title and the appropriate individual's name and referenced in the document(s). This will allow a quick change to the appendix and the procedure/guideline can remain untouched until its yearly review.</p>	
<p>Acronyms need to be defined, and there is a need to be consistent within the documents on how they are used. AMB and AB are both currently used to identify an ambulance.</p>	
<p>Training documents should reference the applicable IFFD procedures/guidelines.</p>	
<p>Job descriptions are needed for all positions detailed in the IFFD organizational chart.</p>	
<p>Scrub all documents and replace outdated IFFD titles with titles aligned with the current IFFD organizational chart, e.g. replace Duty Chief with Battalion Chief.</p>	

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Have a contracted document control professional review revised, new, and proposed guidelines and procedures for content completeness and correctness.	
Administration	
Implement a tracking/inventory system for IFFD consumable equipment and components	
Pay competitive rates for professional services	
Review the IFFD grievance process	
Work proactively to maintain existing relationships and to establish new relationships for IFFD firefighting and EMS services	