

<b>IFFD CRC Recommendations</b>	<b>IFFD Response</b>
<b>Budget</b>	
Modify job descriptions and budget Personnel Services element object codes to clearly show exempt, administrative, and represented positions.	Staff agrees with this recommendation and will be working with Municipal Services to implement a more detailed listing of Personnel Services in the budget.
Establish a performance-based pay grade and salary structure for IFFD Fire Chief	Staff defers this recommendation to the Mayor.
Be provided uniform, city-wide rates and the basis for those rates by Municipal Services Department for IFFD Repair & Maintenance Auto Equipment expenses	Staff agrees with this recommendation and is working with Municipal Services to establish a rate system for transparency.
IFFD Training Chief serves as the city of Idaho Falls Safety Officer and must be paid for his services via inter-department fund transfers	Staff agrees that the Training Chief is also the only Safety Officer in the city. In the 2016/2017 budget IF Power will be contributing 25% of the Training Chief's salary and 25% of a new Training/Safety Officer salary for safety services provided.
Establish a Training Budget for the Training Division	Staff agrees with this recommendation and it is part of the IFFD Strategic Plan
Establish "MERF" fund for station upgrades, renovations, and/or new builds in Fire Stations and Buildings portion of IFFD budget	Staff agrees with this recommendation. Discussion with Municipal Services have begun on establishing a "BERF" fund.
Provide a listing of the number of full-time and/or part-time employees covered in a unique budget area	Staff agrees with this recommendation and will build a list to accompany the budget.

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Provide Administration Deputy Chief with part to full time administrative assistance focusing on budget data entry and tracking	Staff agrees with this recommendation. However, it is a budget issue. During this next year Staff will work with Municipal Services to determine the best course of action to assist with this administrative work.
Update Fire Prevention (FP) Division rates	Staff agrees with this recommendation. In the 2016/2017 budget and fee ordinance Staff has updated the Fire Prevention Division rate fees.
Right-size “extra” services requested at no cost by some entities in town	Staff agrees with this recommendation. Staff will be doing an internal audit of the services provided to the community at no cost and make a determination on whether a fee should be applied.
<b>Operations</b>	
Maintain span of control in optimum range	Staff agrees with this recommendation and will maintain span of control as operations grows.
Include MERF funds in the FY 2017 budget to cover need for additional staff vehicles	Staff agrees with this recommendation. Staff will be working with Municipal Services to assure adequate staff vehicles are planned for and budgeted.
Establish a truck company sufficient to meet the firefighting demands of multi-story structures	Staff is addressing the needs for a dedicated Truck Company in the IFFD Strategic Plan. In order to achieve a Class 2 ISO Rating, the Idaho Survey and rating Bureau has required IFFD to staff our current Ladder Truck as an Engine Company with enhanced capabilities. As a result the Ladder Truck is in service at Station 3 and will be moved to the new Station 1 when completed.
Proactively work to reduce the number of false alarm calls	Staff agrees with this recommendation and will be working with our Fire Prevention Division to establish a risk reduction plan on false automatic alarms.

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Explore options to reestablish funds for Haz-Mat and ITR	Staff agrees with this recommendation and will be looking at alternative funding for the Haz-Mat and Technical Rescue teams.
Work with the County Sheriff to explore ways to receive budget assistance to cover swift water/ice rescue training costs	Staff agrees with this recommendation and will work with the Sheriff on funding for swift water and back country rescue operations.
Work with Idaho Falls Police Department (IFPD) to provide basis swift water rescue skills training to patrol officers	Staff agrees with this recommendation and will work with IFPD on improving their training in water rescue incidents.
Continue the practice of Rapid Intervention Teams (RIT) to back up fire fighters in buildings.	Staff agrees with this recommendation.
Move forward with the IFFD Strategic Planning process	Staff agrees with this recommendation. Staff will be bringing the Strategic Plan to Council in the next few months.
Provide 24/7/365 coverage of the Idaho Falls Airport	Staff agrees with this recommendation. In the 2016/2017 Budget the Airport is now funding full ARFF coverage at the airport starting Oct. 1.
<b>Emergency Medical Services</b>	
Establish response time standards in alignment with NFPA 1710 within the city of Idaho Falls to optimize saving lives.	Staff agrees with this recommendation. The IFFD Strategic Plan calls for this to occur in 2017.
Work collaboratively with counties to improve county EMS response times	Staff agrees with this recommendation. Staff will continue to work with Bonneville, Jefferson, and Bingham Counties to improve the system performance of EMS.
Continue the practice of requiring all Fire Fighters to be certified as EMTs and equipping engines with ALS kits	Staff agrees with this recommendation. The IFFD Strategic Plan calls for evaluating our EMS response and determining the best course of action for equipment on our Engines.

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Budget for sufficient ambulances to adequately cover the IFFD EMS service area to minimize putting engines out-of-service	Staff agrees with this recommendation and has implemented it. Two new ambulances were purchased this year bringing the fleet up to eleven. Using MERF funds for next year the replacement schedule will continue to improve.
Reduce time spent on handling short falls by a proactive education program.	Staff agrees with this recommendation and will have the EMS Division establish a risk reduction plan on falls.
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.	Staff agrees with this recommendation.
Expand the ambulance fleet, as services calls warrant, and train or hire adequate Paramedics to staff new ambulances.	Staff agrees with this recommendation and has implemented it. Starting in July of 2016 we established service for the 7 <sup>th</sup> ambulance. In the 2016/2017 budget an 8 <sup>th</sup> ambulance is funded and will go in service the first week of Dec. 2016.
Equip ambulances with power gurneys and loaders, including reserve ambulances, to reduce IFFD personnel lifting injuries	Staff agrees with this recommendation. However it is a budget item. All in service ambulances have the power gurneys. We will continue to look for alternative funding such as grants for the reserve fleet.
Purchase a “sim man” for use in EMS training	Staff agrees with this recommendation that we need a “Sim Man” for training. Staff is working with ISU and the INL for collaboration on funding for this equipment.
<b>Training</b>	
Complete preparation of a department-level, formalized Training Plan and update annually	Staff agrees with this recommendation and it is addressed in our Strategic Plan
Establish job descriptions aligned with Training Plan	Staff agrees with this recommendation and will be part of the training plan.

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Increase Training staff to a minimum of three (3) training captains	Staff agrees with this recommendation, however this is a budget item. It is within the Strategic Plan to address the staffing needs based on the Training Plan. We believe that we should evolve to staffing 3 positions in training.
Build on the collaborative partnership with ISU and EITC to provide academic learning and career development opportunities for IFFD staff	Staff agrees with this recommendation. We have already began communications with both schools on collaboration. In Aug. we started to assist ISU with a new Paramedic Program.
Evaluate the need for an upgraded IFFD training facility	Staff agrees with this recommendation. In the Strategic Plan we will establish a plan within two years on a new facility.
Provide Training Division with a shared administrative support person to handle clerical chores, maintain schedules, coordinate required training with Fire Prevention and EMS	Staff agrees with this recommendation. However, this is a budget item. Staff will be evaluating the administrative needs of the Training Division as part of the Training Plan. This item will be evaluated for the next budget process.
Continue use of the National Professional Development training model	Staff agrees with this recommendation.
<b>ISO Rating</b>	
Improve emergency dispatch operations receiving and handling times in collaboration with Idaho Falls Police Department	Staff agrees with this recommendation. With the new CAD system that was implemented in July of 2016 we are now able to track dispatch times and conformity to national standards.
Fully implement CAD system	Staff agrees with this recommendation and has fully implemented it.

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Approve IFFD FY 2017 staffing requests so Ladder 1 can be manned 24/7/265 and Ambulance 7 fully-staffed	Staff agrees with this implementation and with the approved budget will be implementing this in Dec. 2016.
Complete and implement IFFD Strategic Plan	Staff agrees with this recommendation and will be bringing the Strategic Plan to Council in the next few months.
Develop public education approaches to inform businesses and homeowners of the new Idaho Falls ISO 2 rating	Staff agrees with this recommendation. Staff is working with the Mayor's office to develop a marketing strategy for communicating the ISO rate change.
<b>Fire Prevention</b>	
Right-size permit and inspection fees	Staff agrees with this recommendation and has implemented it during the 2017 budgeting process.
Receive monthly inter-departmental transfers from Community Development Services for FP portion of building permits	Staff agrees with this recommendation. Staff is working with the Community Development Services Department to streamline how the transfer of funds would occur for building permits.
Staff Fire Prevention Division with a minimum of five inspectors	Staff agrees with this recommendation. In the 2016/2017 budget one additional Inspector was approved. The Fire Prevention Division is working on developing a comprehensive Inspection Program addressed in the Strategic Plan.
Proactive notification of FP when commercial buildings undergo change of ownership, use, or occupancy	Staff agrees with this recommendation. Staff is working on a Business License/Permit process that will allow notification to occur when occupancies change.
Acquire Community Development Services digitized Idaho Falls commercial building plans and enter into CAD system	Staff agrees with this recommendation. The fire Prevention Division is working on this item as the new CAD system is implemented.

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Educate business owners, homeowners, and the public about the vital importance of fire and life safety systems	Staff agrees with this recommendation. As part of the Strategic Plan, the Fire Prevention Division is developing a comprehensive inspection program that will include education.
Ensure 100% of all new commercial construction building plans are populated in CAD by embedding FP certified inspector in Community Development Services division	Staff agrees with this recommendation. However, this is a budget item. Staff has had conversations with the Community Development Services Dept. to create a “One stop shop” for new construction.
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	Staff agrees with this recommendation. However, this is a budget item. Staff is working on evaluating the administrative needs of the Fire Prevention Division. This item will be evaluated for the next budget process.
Modernize the permit/license processes to e-processes	Staff agrees with this recommendation. The city has made improvements to the permitting process and will continue to look at new technology.
<b>Guidelines and Procedures</b>	
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.	Staff agrees with this recommendation. Staff is in the process of implementing this item. All policies have been reviewed and a draft set of new policies, guidelines, and procedures are developed and waiting final approval.

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<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>Staff agrees with this recommendation and will implement an annual review of the policies and procedures.</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>	<p>Staff agrees with this recommendation.</p>
<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>Staff agrees with this recommendation. A procedure will be written to be included in the front of all documents listing the procedure for review and additions.</p>



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<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>Staff agrees with this recommendation. The assignment has been given to the Deputy Chief of Admin for these changes.</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>Staff agrees with this recommendation. This assignment has been given to the Deputy Chief of Admin for these changes.</p>
<p>Training documents should reference the applicable IFFD procedures/guidelines.</p>	<p>Staff agrees with this recommendation. The Training Division Chief has been assigned to make these changes.</p>
<p>Job descriptions are needed for all positions detailed in the IFFD organizational chart.</p>	<p>Staff agrees with this recommendation. Working with HR the job descriptions will be updated and referenced appropriately.</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>	<p>Staff agrees with this recommendation. The IFFD has already began the process of changing titles in the various documents.</p>
<p>Have a contracted document control professional review revised, new, and proposed guidelines and procedures for content completeness and correctness.</p>	<p>Staff agrees with this recommendation. However, this is a budget item. We support having an outside review of critical documents.</p>

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<b>Administration</b>	
Implement a tracking/inventory system for IFFD consumable equipment and components	Staff agrees with this recommendation. Staff has already started the process and we have budgeted for tracking/inventory system. This should be completed within a year.
Pay competitive rates for professional services	Staff acknowledged this recommendation. Professional Services are typically negotiated with the City's interest best served.
Review the IFFD grievance process	Staff agrees with this recommendation. Discussions have already taken place with Local 1565. The current plan is to negotiate this item in spring of 2017.
Work proactively to maintain existing relationships and to establish new relationships for IFFD firefighting and EMS services	Staff agrees with this recommendation. The IFFD Strategic Plan outlines a specific goal on continuing to build local, state, and regional relationships.