

## June 25, 2018

The City Council of the City of Idaho Falls met in Special Meeting (Council Work Session), Monday, June 25, 2018, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 3:00 p.m.

### Call to Order and Roll Call:

There were present:

Mayor Rebecca L. Noah Casper  
Councilmember Thomas Hally  
Councilmember Shelly Smede  
Councilmember Jim Francis  
Councilmember Jim Freeman  
Councilmember Michelle Ziel-Dingman

Absent:

Councilmember John Radford

Also present:

Dave Hanneman, Fire Chief  
Kerry Hammon, Public Information Officer  
Greg Weitzel, Parks and Recreation Director  
PJ Holm, Parks and Recreation Superintendent  
Chris Fredericksen, Public Works Director  
Pamela Alexander, Municipal Services Director  
Arthur Kull, Idaho Falls Civic Center for the Performing Arts Committee Member  
Anne Staton-Vollique, Idaho Falls Civic Center for the Performing Arts Committee Member  
Bud Cranor, Public Information Officer  
Randy Fife, City Attorney  
Michael Kirkham, Assistant City Attorney  
Alex Zollinger, City Attorney Intern  
Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 3:02 p.m. with the following:

### Acceptance and/or Receipt of Minutes:

It was moved by Councilmember Smede, seconded by Councilmember Freeman, to receive recommendations from the Planning and Zoning Commission pursuant to the Local Land Use Planning Act (LLUPA). Roll call as follows: Aye – Councilmembers Freeman, Smede, Francis, Dingman, Hally. Nay – none. Motion carried.

### Calendar, Announcements and Reports:

Mayor Casper stated the City received two awards at the recent Association of Idaho Cities (AIC) Annual Conference. One award recognized the Idaho Falls Fire Department (IFFD) and one award recognized Community Development Services. Mr. Fife also received the Dale Storer Professionalism Award, Mayor Casper stated this is the highest honor for Municipal Attorneys. She believes the community has received excellent legal advice for several years.

June 26, Public Works Annual Utilities Meeting

June 27, Electrify Idaho Visioning Workshop; and, Idaho Falls Downtown Development Corporation (IFDDC) Annual Meeting

June 28, Chamber of Commerce CEO Speaker Series; and, City Council Meeting

June 29, Freeman Park Community Build Day

July 4, Parade

July 6, Freeman Park Ribbon Cutting

July 9, City Council Work Session/Walking Tour of The Broadway

July 10, City Council Budget Workshop

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July 12, Idaho Falls Power Board Meeting; City Council Budget Workshop; and, City Council Meeting  
July 13, City Council Budget Workshop

### Liaison Reports and Concerns:

Councilmember Hally stated he attended the recent AIC Annual Conference, information which may impact the City could be forthcoming.

Councilmember Freeman reiterated the Public Works Annual Utilities Meeting. He also stated educational conservational video clips will be forthcoming.

Councilmember Francis stated the Idaho Falls Police Department (IFPD) personnel manual remains in process.

Councilmember Smede stated she also attended the recent AIC Annual Conference. She participated in a walking audit as well as a Youth Master Plan session.

Councilmember Dingman reiterated the Freeman Park Community Build Day and the Ribbon Cutting.

### Emergency Operations Plan Training and Introduction:

Mayor Casper stated there has not previously been a formal written Emergency Operations Plan (EOP). Councilmember Freeman expressed his appreciation to Chief Hanneman as he believes the Chief has brought a culture of excellence to the IFFD. Councilmember Francis indicated the EOP has been in the works for the previous year, he expressed his appreciation to Chief Hanneman as well.

Chief Hanneman stated most Idaho cities default their EOP as the County plan. He indicated the City works with the County on the County plan, however, he believes the City needs its own plan. He noted the EOP is in harmony with the County plan although the first focus of this EOP needs to be the City. Chief Hanneman stated the EOP follows the National guideline, and has received an extensive review by the Legal Department and the Public Information Officer. He also stated, per the EOP, the Incident Commanders would generate a call with the Mayors Policy Group to decide how to manage a disaster with resources and personnel; when and if to call for a disaster declaration; and, continuity of operations, including prioritizing City resources and determining which non-key services could be scaled back.

Chief Hanneman reviewed the EOP with general discussion throughout:

Purpose – a set of guidelines to assist in emergency response efforts to disasters occurring within the City.

- Written in accordance with the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide
- Integrates with EOPs for Bonneville County cities, State of Idaho, and National Response Framework (NRF)
- Includes the National Incident Management System (NIMS)

Adoption of the Plan – major emergencies and disasters are unique and could result in extraordinary challenges that cannot be adequately addressed within the routine operations of government.

- All-hazards approach to contingency planning
- Additional resources will be requested through mutual aid
- Measurement of distribution and annual review process

Roles of the City – clarifies the expectation of the Federal government, the State government, the County, and the City responsibilities.

- Anticipate and minimize risk
- Mitigate vulnerability
- Declaration of a disaster emergency – only valid for seven (7) days
- Prioritization of limited resources
- Coordination of multi-agencies
- Perform emergency response activities

Basic Emergency Operations Plan – to prescribe activities to be performed by the City and its officials to protect the lives and property of the citizens in the event of an emergency. Emergency priorities have been set from day to day operations: protect life safety, including first responders; stabilize the incident; protect property, especially critical infrastructure; and, protect the environment.

The City Coordination Center (CCC) – located at Fire Station #1 Headquarters, 343 E Street. The Fire Marshal, as the highest ranking officer next to the Chief, has been designated as the person to run the CCC, unless otherwise designated by the Mayor. The CCC is also responsible to communicate with the County EOC.

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Situation and Operations – the City is allowed, by State law, to waive the normal procurement process as well as additional limitations. All responding jurisdictions will follow NIMS and the Incident Command System (ICS).

Chief Hanneman reviewed the Idaho Disaster Preparedness Act of 1975, which stipulates the Mayor is responsible for declaration of a local disaster emergency. This local disaster emergency shall expire within seven (7) days unless the City Council expressly authorizes the continuance of such declaration. He indicated the Mayor and Council need to remain in a safe location.

Mayor Casper believes the first duty of the Councilmembers is to ensure their family members are safe and then report to the Chief.

Mayor's Policy Group – responsible for setting emergency response policy and providing guidance and resources to the Incident Commander.

Continuity of Government – essential to ensure the City can support the functions required throughout the response and recovery phases of a disaster. This includes: order of succession; identification of alternate facilities; identification of critical tasks; and, protection of vital records/information systems.

Chief Hanneman reviewed the order of succession of the elected officials and appointed officials. He also reviewed alternate critical facilities.

Critical Tasks – top priorities during disaster emergency.

- Maintain or restore communications and information technology infrastructure
- Ensure all employees and their families are provided with appropriate support
- Restore functionality to critical City facilities
- Develop cost tracking for time and materials for employees, contractors, and materials

Protection of Vital Records/Information Systems – these records will assist in providing services to internal City departments and external customers.

Emergency Support Functions (ESF) – Fire Department, Police Department, Legal Department, Municipal Services, Community Development Services, Public Works, Human Resources, Parks and Recreation, and, Idaho Falls Power. Each department has a priority to accomplish during a disaster.

Emergency Communications – emergency public information and guidance released must describe the basic emergency situation and provide specific expected actions for the public. Chief Hanneman stated this communication will be community-wide. A hot line could be established for general information. Brief comments followed regarding loss of power and social media.

Chief Hanneman stated this plan sets the procedures to take care of ourselves in the event State or Federal assistance may be delayed. He indicated an exercise of the plan will be conducted later in the year. This item will be presented by Resolution at the June 28 City Council Meeting.

### Fee Waiver Resolution Discussion:

Director Weitzel stated a similar resolution was passed by the City Council in the previous year. The resolution includes Public Works and Parks and Recreation (P&R) fees only, it does not include IFPD and IFFD services. The total cost for these fees, which are traditional services provided by Public Works and P&R, amounts to approximately \$10,000. Mayor Casper stated the City also expends public safety resources for the July 4 events. This item will be included on the June 28 City Council Meeting agenda.

### Tree Trimming Standards Discussion:

Director Weitzel stated the Shade Tree Committee includes members from the public as well as multiple departmental employees. This ordinance will memorialize specific trees, locations, and decorations. Director Weitzel briefly reviewed modifications to the proposed ordinance, including enforcement and the appeal process. Mayor Casper believes this is the first step for enforcement of trees which may overlap into the public right-of-way. She also believes there may be concerns from citizens regarding the enforcement. Director Weitzel indicated hazardous trees will be immediately addressed and property owners will be contacted regarding potential issues. Director Fredericksen indicated street sweepers' windshields are the main issues. He believes this modification may assist with delivery vehicles as well. Brief comments followed regarding tree inspections, tree removal, trees in proximity to power lines, and timeline and locations of enforcement. This item will be included on the June 28 City Council Meeting agenda.

### Special Events - Alcohol and Security Discussion:

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Director Weitzel stated no concerns have been received since this ordinance for Special Events was enacted. He reviewed the proposed amendments, which have been thoroughly discussed within the Special Events Committee, including Professional Security Guard, Crowd Manager, additional locations for alcohol, the number of attendees at an event, proper identification, and, signage. Mr. Holm indicated main concerns from public safety included the number of security personnel and the security measures. Mr. Kirkham stated, in the event of a security concern, City staff can require additional security or possibly close the event. He also stated the Beer definition has been mirrored from State Code. This item will be included on the June 28 City Council Meeting agenda.

Idaho Falls Civic Center for the Performing Arts Committee, Fundraising Ordinance Review:

Director Alexander recognized Mr. Kull and Ms. Staton-Vollique. She stated the proposed ordinance would formalize Council authorization to allow the committee to seek and actively pursue in-kinds donations and fundraising for future renovation projects and phases. Mr. Fife believes this will ensure those who may be donating funds have an oversight. Director Alexander stated as future phases are completed, any donations will be specifically allocated to the Civic Center. She believes this ordinance will develop a long-term financial and facility plan to improve and sustain the viability of the Civic Center. She noted the committee ordinance specifies members terms and several members' terms will expire at year end. Ms. Staton-Vollique expressed her appreciation to the Councilmembers for their support. It is unknown at this time if additional fundraising will need to occur to complete Phase I. This item will be presented at the July 12 City Council Meeting

Public Records Custodian Discussion:

Mr. Fife reminded the Council of a recently approved ordinance designating the City Clerk as the custodian of records. This ordinance approval was prior to the recent legislative session. He stated, following the legislative session, an alternate custodian is required to be designated as well. Mr. Fife recommended the Assistant City Clerk be designated as the alternate custodian. He indicated in the event additional custodians may need to be recognized, a resolution could be approved at that time. He stated the ordinance will designate by title/position, not by individual name. Mr. Fife stated a flow chart has been standardized requesting general City records, police records, and, public information. Mayor Casper believes there is a balance with administrative flexibility. Mr. Fife stated the flow chart is intended to be user friendly, is designed to be included on the website, and, is also built into State Code. He clarified the process to access documents has not changed.

There being no further business, the meeting adjourned at 5:08 p.m.

s/ Kathy Hampton  
CITY CLERK

s/ Rebecca L. Noah Casper  
MAYOR