

CITY ADMINISTRATOR MONTHLY REPORT

March 2013

Susan E. Robertson, ICMA-CM
City Administrator

CITY OF SUN VALLEY



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ADMINISTRATION

- On Tuesday, February 12th, Finance Manager/Treasurer Angela Walls and I met with representatives of Starley-Leavitt Insurance Agency to review health insurance rate increases for 2013 – 2014.
- Each month, a brown bag lunch meeting focusing on various Information Technology issues is being held for staff. The meetings are voluntary although staff is encouraged to attend. On February 13th, the brown bag meeting's focused using the "task" feature in Outlook and how it can be used individually or for group tasks.
- A meeting of the Blaine County Local Emergency Planning Committee was held at the Sun Valley Fire Department Elkhorn Station on Thursday, February 14th. City of Sun Valley staff attending the meeting included Walt Femling, Mike Crawford, Ray Franco, Mal Prior, Taan Robrahn, Reid Black, and me. Sun Valley Council Member Nils Ribbi also attended. The meeting program was a presentation by Blaine County GIS Specialist Chris Corwin regarding the various programs and abilities of GIS (Geographic Information Systems) that can benefit City and County agencies.
- Administrative Receptionist/Deputy City Clerk Julia Kinsey-Lovey has continued to focus her time on Local Option Tax (LOT) data entry and refining the database she had previously developed. The database compiles several years' worth of data into a more comprehensive, functional format that makes it easier to analyze the information. Also, temporary event permit applications have been increasing as summer events begin to draw near. The City Clerk's Office is working with event organizers to ensure their vendors are registered with the City and are aware of the City's tax requirements and payment process.
- *As time is available, the City Clerk's Office has been identifying City documents that are in need of revisions and/or updates (such as the public records request form and municipal sales tax application). They are working to update forms to improve their usability for the public and the effectiveness of the forms for staff purposes.*
- City Clerk Hannah Stauts indicates that the Clerk's Office has been making updates and corrections to the website as they become aware of them. So far, there has been a very good response to the appearance of the new website.
- During February, the Treasurer's work program has included processing of accounts payables, reviewing the 2012 audit, biweekly processing of payroll, responding to general staff inquiries regarding payroll, benefits, and accounts payables, preparing the Finance Committee payables spreadsheet, preparing information for the City Council

meeting packets, researching safety deposit box options for the annual computer server backup, and handling the exit process for two employees that had resigned from the City.

- On Thursday, February 21st, Finance Director/Treasurer Angela Walls attended a training seminar entitled “HR Law Essentials for 2013” in Twin Falls.
- The City Clerk’s Office has received an increasing number of public records requests, largely focused on documents related to the Building and Community Development Departments. The City’s Laserfiche document scanning program and the related scanning work performed by Jim Bennion has streamlined the City’s ability to fulfill public records requests.

COMMUNITY DEVELOPMENT DEPARTMENT

- A family night skiing event was held on the lower Dollar Mountain ski facility on Sunday, February 17th. Representatives of the Sun Valley Company’s Dollar Mountain staff had met with City staff in advance of the event and City staff worked with them to ensure that there would be proper compliance with City Code and limit any potential negative impact to City streets, travel, and safety. The Sun Valley Resort mountain crew did an excellent job and the event was well attended. There were no negative impacts or comments received by the Community Development Department. Staff will continue to monitor feedback so as to make any adjustments to future events.
- The first working meeting of the Steering Committee for the Comprehensive Plan update effort took place at City Hall on Tuesday, February 21st. The meeting was productive and began with introduction of the new Committee Chairperson, Peter Palmedo, each Committee member, and staff. Additional new members Doug Brown, Richard Flores and Peter Hendricks were announced, as was student representative Chase Hutchinson of the Wood River High School. The search for a vice chairperson continues with volunteers being sought over the next week or so. The Committee began discussion on the overall Comp Plan format and structure. The general consensus was that the existing hierarchy and framework of the 2005 Comprehensive Plan document was a good framework from which to begin the new update. The Comprehensive Plan Vision Statement, guiding principles, and goals will be reviewed, discussed, and revised by the Committee as necessary at the next meeting, which will be held on Tuesday, March 19th. The Steering Committee also agreed on a schedule of meetings through September. Staff quickly published and released this to those involved. This advance schedule should facilitate public awareness while also enabling the Committee, public, and staff to plan around the dates for vacations, etc.
- The Planning and Zoning Commission reviewed a new design review application for a new home in Lane Ranch at its meeting on February 21st and is set to take action at their next meeting, which is scheduled for March 14th. The Commission will also consider another design review application for a new single-family dwelling on Lot 23A of the White Clouds Subdivision at their March 14th meeting. Lastly, the Sun Valley Resort’s laundry facility is coming together and will need a temporary occupancy permit to begin

laundry operations in approximately four weeks. Staff is working with the architect and builders to allow occupancy when safely appropriate.

FIRE DEPARTMENT

- During the month of February, the Sun Valley Fire Department (SVFD) full-time and paid on-call employees participated in a number of drills and training including:
 - a joint drill with the Ketchum Fire Department at Hemingway Elementary School to work on structural fire skills including large area searches, thermal imaging use, and roof operations;
 - a winter rescue drill at which satellite phone use, radio communications use, and RECCO search systems (avalanche search systems) were reviewed;
 - a drill providing a hazardous materials refresher and a skills session which included engine inventory and the practice of proper carrying techniques, raises, leg locks, and rescuing a victim down a ladder;
 - filling out State report forms; and
 - an EMS drill focusing on pediatric emergencies and review of recent calls.
- On February 1st and 2nd, the SVFD had a number of people test to certify as an EMT (Emergency Medical Technician). To achieve the EMT certification, a skills test and a written test must be completed and passed along with a background check. Hunter Story and Ryan Thomson completed and passed both of the tests. We have received notification that Hunter Storey has been certified and are expecting to hear the same regarding Ryan Thomson shortly. Julie Youngblood, Ian Hampson, and Ray Franco (Ray Franco is already a First Responder) have taken and passed the skills portion of the test and will be taking the written portion of the test in April. Having additional SVFD personnel certified as EMTs is very important as they play a huge role in CPR calls when time is of the essence. The EMTs are able to stabilize patients until the ambulance arrives and then assist the paramedics once they are on the scene.
- The Boulder Mountain Tour was held on Saturday, February 2nd. The SVFD, along with other local agencies, provided emergency support for the event. Several debriefings were held in the weeks following the event to discuss how the event can be better managed in the future for an emergency situation.
- Acting Fire Chief Ray Franco attended a Geographic Area Local Fire Management course at the National Interagency Fire Center in Boise during the week of February 11th – 15th. He indicates that it was one of the best courses he has taken.
- Last month, the SVFD had its annual EMS (Emergency Medical Services) inspection by the State of Idaho for renewal of its EMS license. The license has been renewed for another year.
- Five new SVFD paid on-call firefighters are currently taking an *Essentials of Firefighting* course. The course meets Wednesdays from 6:00 to 10:00 p.m. and most Saturdays from 8:00 a.m. to 5:00 p.m. It is expected to conclude by May 11th. When that course

has been completed, the new firefighters will take a Wildland Fire class during the May 31st – June 2nd period and a Hazardous Materials class during the June 3rd – 22nd period. Once they have completed the *Essentials* course, the new firefighters can start operating on the fire ground and will receive a certificate from the Eastern Idaho Technical College indicating they have completed the basic training for a firefighter. The *Essentials of Firefighting* course is being taught by Ketchum, Wood River, and Sun Valley Fire Departments. Training and Operations Officer Taan Robrahn serves as the primary instructor from the SVFD with Ray Franco, Eric Adams, Reid Black, and Ryan Thomson helping out with some of the training.

- Code Enforcement Officer Reid Black, Building Official Eric Adams, and the SVFD have been busy over the last month with the Sun Valley Company's new laundry facility. Review of the chemicals being used for the laundry, checks of the fire alarm and sprinkler system, and walk throughs of the facility have been done in advance of the Company's application for a temporary occupancy certificate.
- Eric Adams, Reid Black, Mal Prior, and Taan Robrahn are in the process of taking an Instructor Bridge course, which is one of the components needed to become a State Certified Instructor. The benefit of having a State Certified Instructor is that it provides a higher level of training for new firefighters and is accredited through the Eastern Idaho Technical College. It is the first time this class is being conducted online and the SVFD is serving as the host of the class. Members from the Wood River, Shoshone, and Rupert Fire Departments are also taking the class.
- Training and Operations Officer Taan Robrahn and Captain Eric Adams have recently passed the International Fire Service Accreditation Congress (IFSAC) Firefighter 2 certification. IFSAC is a third party testing organization that is recognized by all of the states and multiple countries and issues certificates to individuals who pass examinations based on the National Fire Protection Association fire service professional qualifications and other standards approved by the Assembly. With this certification, the SVFD will have three IFSAC Firefighter 2 certified employees – Mr. Robrahn, Mr. Adams, and David Bowman.
- The SVFD responded to a number of calls in February, primarily EMS calls and false alarms. One of those was a fire alarm at the Sun Valley Lodge. Upon arrival, it was found that there was an activated fire sprinkler head in the bowling alley. The sprinkler head had been activated by a broken steam pipe. They were unable to stop the leak which caused major water damage to the bowling alley. The SVFD provided water removal assistance to help reduce the damage.

POLICE DEPARTMENT

- Since 2005, the Sun Valley Police Department (SVPD) has been working with the Community School on improving school safety. Following recent events around the nation involving school violence, the Community School has taken a more proactive approach in providing a safe and secure environment. On Monday, February 25th, Sergeant Travis Olsen and Officer Conar Cunningham participated in the School's first

lock-down drill involving law enforcement. The SVPD will continue to work with the Community School on the development and implementation of an updated safety plan.

- Two police officers, Connie Morris and Aaron McCarver, resigned in February to relocate to other areas of the country. The SVPD advertisement for the position of police officer yielded approximately 60 applications. Testing of the applicants was scheduled for March 2nd.
- *Information regarding February calls received by the SVPD has already been provided in the Police Blotter which is sent out on a weekly basis to the Mayor and City Council.*

STREET DEPARTMENT

- The City's street sweeper was transported back to Sun Valley from winter storage in Bellevue in mid-February. As weather permits, the Street Department staff will begin the long process of cleaning up the sand applied during seasonal snow/ice control activities.
- City staff was made aware on Monday, February 25th that a portion of the retaining wall along the footpath between Sun Valley Resort's new laundry facility and Diamond Rack Road had fallen onto the footpath (see picture below). The Street Department cleaned



up the area and placed traffic cones to guide pedestrians and bicyclers away from the collapsed area. In conjunction with CH2MHill, City staff has been reviewing the collapse and discussing possible alternatives for its repair.

- On Wednesday, February 13th, Street Maintenance Worker Slater Story attended a "fleet night" training session for large truck front end components (steering axle, suspension, bearings, etc.) and a steering class hosted by Freightliner of Idaho in Jerome. The company hosts a training session on a variety of subjects once a month at no charge to the City.
- The Street Department staff's work program in February included vehicle and building maintenance, cleaning of the shop, snow/ice control, street sweeping, testing and replacing the hydraulic driveline for one of the snow plows, replacing cutting edges and servicing the loader, setting up a metal machining area in the Street facility, installation of a new motion switch in the Elkhorn Fire Station loft, emptying sand in the trucks,

picking up new hubs for a pickup truck, relocating and fabricating new auxiliary hydraulic line mounts on the front of the loader for the V blade, snow floor reduction (peeling back snow and ice buildup from the asphalt), Special Events application review, and electric metering and streetlight mapping.

- Street Supervisor Terrence Davitt has been busy inputting maintenance and service records into the Street Department's fleet maintenance software. The software will facilitate proper timely maintenance of the equipment.