



## REQUEST FOR COUNCIL CONSIDERATION

<b>MEETING DATE:</b>	September 11, 2017
<b>AGENDA ITEM:</b>	Discussion: the Installment of the Staff Work Plan – Police and Fire Departments
<b>CITY GOAL:</b>	Establish a sound and sustainable government supported by professionalism, progressive thinking and modernizing the organization.
<b>PREPARED BY:</b>	Public Safety Chiefs Mike Horihan and Kevin Stoolman
<b>DATE:</b>	August 25, 2017

### BACKGROUND:

In the effort to maintain an Open, Agile, and Purposeful Government; staff is moving forward with implementing a “Staff Work Plan”. It is intended to provide a margin of accountability to the work progress, task(s), and communication related to projects identified and funded by the Mayor and City Council. The goal is to have the entire Staff Work Plan representative of every department / division within the city. The work plan will be placed on the city web-site and will be viewable by both the public and elected officials.

Projects, task(s), and directives will be provided a designation of: complete, in-progress, not completed (stalled /not started), or no longer an objective. It should be noted that the not completed will always come with some explanation as to the circumstance surrounding the project in question. We are working to have greater explanation for the final draft.

<b>STAFF RECOMMENDATION:</b>	Discussion and Feedback – No Action Needed
<b>REVIEWED BY CITY ADMINISTRATOR:</b>	
<b>COUNCIL ACTION:</b>	
<b>MOTION BY:</b>	
<b>SECOND BY:</b>	

## **Police and Fire Departments**

### **School Resource Officer Program**

#### **Project Status**

Complete    In-progress    Not completed    No longer an objective

#### Project / Program Remarks, Updates, and communications:

Our School Resource Officer (SRO) is a sworn law enforcement officers responsible for safety and crime prevention in our West Branch schools. The City and the School District have partnered together in commitment and dedicated resources in an effort to create a safer environment. The responsibilities of our SRO are similar to regular police officers in that they have the ability to make arrests, respond to calls for service, and document incidents that occur within their jurisdiction. Beyond law enforcement, our SRO also serves as an educator, emergency manager, and informal counselor. While our SRO primary responsibility is law enforcement, whenever possible, our SRO strives to employ non-punitive techniques when interacting with students. Arrests are used only as a last resort under specified circumstances. This program is ongoing

### **Fire Service Township 28E Agreements**

#### **Project Status**

Complete    In-progress    Not completed    No longer an objective

#### Project / Program Remarks, Updates, and communications:

The purpose of these agreements is to improve the provision of fire protection and emergency medical services within the respective jurisdictions of the parties of the agreement. The parties of this agreement to share in the cost of providing emergency aid and fire protection. This task is on-going.

### **Law Enforcement MOU with National Park Service**

#### **Project Status**

Complete    In-progress    Not completed    No longer an objective

#### Project / Program Remarks, Updates, and communications:

The objective of the Agreement is to coordinate emergency law enforcement assistance between the two agencies. Herbert Hoover NHS is under concurrent legislative jurisdiction, and the NPS and the West Branch Police Department (hereinafter WBPD) therefore share a common interest in law enforcement at Herbert Hoover NHS.

Both agencies recognize through long experience that violations affecting the safety and welfare of citizens, property, and resources under their protection frequently involve individuals and groups operating across jurisdictional boundaries. Both agencies also recognize that the most effective and sometimes only method to detect, deter, and solve these crimes is through cooperative efforts. Accordingly, the NPS and the WBPD do hereby enter into an agreement to provide emergency cooperative assistance to maintain public safety and welfare on lands and roadways in West Branch, Iowa, within and surrounding Herbert Hoover NHS, as both parties can mutually benefit from the expertise and resources of their respective agencies. This task is on-going.

## **Police Department Evidence Facility**

### **Project Status**

Complete    In-progress    Not completed    No longer an objective

#### Project / Program Remarks, Updates, and communications:

Nearly every department has an evidence room or an evidence locker or even a large evidence storage facility. It is well documented that well maintained, well documented, and orderly evidence rooms have helped put and keep dangerous criminals in prison. Additionally, well, maintained facilities, rooms, or lockers prevent missing evidence; which, can also prevent those wrongly convicted of crimes and serving prison time the ability to have evidence retested with new and future technologies.

Upon review of our current capacities in this area, staff believes this is a topic for a future CIP item and/or budget discussion. It is also possible with the old Casey's store coming up for sale and with the city's position as first right of refusal, a low cost agreement can be obtained. This task has not been started and currently is not an objective of the city.

## **Fire Truck Replacement – Phase 1 (FY18)**

### **Project Status**

Complete    In-progress    Not completed    No longer an objective

#### Project / Program Remarks, Updates, and communications:

The Department currently maintains and operates a variety of vehicles in its fire-service fleet. The goal of the Department is to provide comprehensive fire/EMS services as quickly, safely, and efficiently as possible. Based on our Vehicle Replacement program, Truck 191 is due for replacement. The fire department is currently working of developing specifications and expect to go out for bid next month.

## **Wireless Emergency Notification System**

### **Project Status**

Complete    In-progress    Not completed    No longer an objective

#### Project / Program Remarks, Updates, and communications:

WENS continues to be actively maintained to provide emergency and informational notices to the residents of West Branch and Cedar County as a whole via email, text, and automated phone messages. Primary use is currently in providing environmental alerts such as tornado and flood warnings, but is also used to provide notices for boil orders, snow emergencies, and other such information within the community when they occur. This project is on-going.