

CITY OF POCA TELLO, IDAHO  
CITY COUNCIL STUDY SESSION  
MARCH 8, 2018

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AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Study Session to order  
ROLL CALL at 9:02 a.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum and Jim Johnston. Council member Linda Leeuwrik was excused.

AGENDA ITEM NO. 2: Michelle Poletti, Airport Commission Chair Person; and David  
AIRPORT COMMISSION Allen, Staff Liaison; from the Airport Commission were present  
UPDATE to discuss the Commission's goals and projects, as well as Council's policies and expectations.

Ms. Poletti gave an overview of the Commission's Mission Statement and recent growth at the airport. She noted there has been an increase in passengers and a 4<sup>th</sup> flight was recently added. New facility leases and operations at the airport were also reviewed.

In response to questions from Council, Mr. Allen gave an update on air service and land development at the Airport. He anticipates air service to Denver will be available within the next 5 years. Mr. Allen mentioned his office has received numerous inquiries for hangars at the airport. Mr. Allen mentioned there is a waiting list for current hangars and the lease rate for hangars is very comparable to airports of similar size. He also reported they are beginning to see a breakthrough regarding the impacts of FAA requirements for future development at the airport.

General discussion regarding the increase in passenger totals continued. It was mentioned that advertising and networking efforts in the community was successful in helping increase the passenger totals. Staff has performed parking lot checks and identified several vehicles with license plates from other cities are regularly parked at the Pocatello Airport.

In response to questions from Council, Mr. Allen reported staff is still working on increasing numbers for the new 4<sup>th</sup> flight. He explained they would prefer to have the flight 80% full. But, was glad to report the flight is already at 70%. The condition of facilities at the airport were shared. It was noted that the terminal is in good shape except for some wear and tear on the carpet. The warehouses and WWII hangars are in need of upgrades.

General discussion regarding maintenance needs and activity at the airport followed.

Mayor Blad and City Council members thanked Mr. Allen for his years of service at the airport and the progress that has been made while serving as Airport Manager.

AGENDA ITEM NO. 3: Corey Lewis, Chair Person; Laura Thomas, Idaho Stars; and  
CHILD CARE ADVISORY Jene' Purman, Staff Liaison; representing the Child Care  
COMMITTEE UPDATE Advisory Committee were present to discuss the Committee's goals and projects, as well as Council's policies and expectations.

Ms. Purman shared the importance of the Committee and the positive impact they have in the community. She feels the Committee promotes safer child care facilities for children. Ms. Purman thanked the Council for supporting staff's decisions regarding child care license denials.

Ms. Lewis shared that she relies on information obtained through the Committee to help her do a better job as a provider. She shared the training opportunities the Committee provides. Ms. Lewis reported the Committee sends out newsletters once a month to keep providers informed.

Ms. Thomas provided the following statistical information regarding Pocatello providers: 38 licensed facilities, 180 child care staff enrolled in the Idaho Stars Professional Development System; and 1,600 children are enrolled in licensed care facilities. She reported 4 providers are receiving academic scholarships as part of the Idaho Stars program. It was noted that several providers are participating in the Step To Quality program which is a voluntary improvement program.

General discussion continued and the different types of trainings offered by the Committee were reviewed. There is a wide range of training topics such as: health and safety, retaining staff, and dealing with challenging behaviors.

In closing, Ms. Purman focused on the importance of requiring day care licensing. She reiterated that licensing is about providing protection for the child in care.

AGENDA ITEM NO. 4: David Gates, Fire Chief, presented concepts for the creation of a  
FIRE DEPARTMENT Master Plan to meet current and future needs of the department.  
MASTER PLAN-ESCI Staff announced they are seeking Council guidance to designate  
Emergency Services Consulting International (ESCI) as a Sole  
Source vendor to analyze the development of a Fire Department Master Plan. The development of  
a Master Plan will provide needed guidance to ensure that the department is best positioned to meet  
future demands including those anticipated by the Northgate annexation.

Mr. Gates announced the American Red Cross is recognizing Fire Department staff today for their heroic actions during the Safe Haven Fire.

Mr. Gates gave a brief history of the increase in call volume the Fire Department has experienced in the last 10 years and his expectations that the trend will continue for the next 10 to 20 years. He noted that annexation of the Northgate Development will be a substantial increase in the footprint, structure, and population of the City. Mr. Gates feels it is very important that the department closely model nationally accepted standards and industry practices in order to ensure the community receives the level of service needed at the most effective cost. Funding for the project will be from Capital Reserve funds or as recommended by the City's Chief Financial Officer/Treasurer.

Sole Source Rationale – Mr. Gates explained that Fire Department staff has not found vendors that are comparable to the services provided by ESCI. While there are other vendors that provide master planning, none had the extensive emergency services experience both nationally and within the State of Idaho that brings broad industry experience to the table. Upon guidance from Council, staff will prepare a sole source declaration and purchase request for consideration at the April 5, 2018 Council meeting.

In response to questions from Council, Mr. Gates explained all parts of the proposed ESCI solution were evaluated to meet the set standards for Fire Departments. He noted the plan also looks at helping the City with its insurance liability. The City receives credits for staffing, having an emergency call center, etc.

General discussion regarding the evaluation of fire protection access followed. Expansion of the Northgate Development without a new fire station to serve the area is a concern. Fire Department staff was not included in the initial planning meetings. However, Fire staff will address the need once the development begins.

A majority of the Council supported the master plan concept. A final decision will be voted upon at a later date.

AGENDA ITEM NO. 5: Todd Daoust of Digital Skylines, representing Verizon Wireless, COMMUNICATIONS TOWER was present to discuss the possibility of entering into an agreement for placement of a 50-foot self-supported ON CITY PROPERTY communication tower and small equipment structure on City property.

Mr. Daoust gave an overview of the proposed placement of equipment on City property. He explained his company acts on behalf of Verizon Wireless in the siting, design, acquisition, and entitlement of wireless communications facilities to meet coverage and bandwidth demands of its customers. He mentioned that Verizon Wireless has identified the need for a new wireless facility near the intersection of Center Street and Interstate 15. Mr. Daoust explained the tower design proposals and noted that the site selected should have the least adverse effects on adjacent property while addressing the Verizon Wireless gap in service. Maintenance and extra facilities needs were discussed.

Council was supportive of the concept and encouraged Mr. Daoust to go through the appropriate process and contact land owners in the area for input. A final decision will be voted upon at a later date.

Mayor Blad adjourned the meeting at 10:15 a.m.

APPROVED:

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BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

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RUTH E. WHITWORTH, CMC, CITY CLERK