



CITY OF CORCORAN
Council Work Session Agenda
September 23, 2021 - 5:30 pm

1. Call to Order / Roll Call
2. Fire Service Work Plan*
3. Unscheduled Items
4. Adjournment

HYBRID MEETING OPTION AVAILABLE
The public is invited to attend the regular Council meetings at City Hall.

Meeting Via Telephone/Other Electronic Means

Call-in Instructions:

+1 312 626 6799 US

Enter Meeting ID: 836 2167 4601

Press *9 to speak during the Public Comment Sections in the meeting.

Video Link and Instructions:

<https://us02web.zoom.us/j/83621674601>

visit <http://www.zoom.us> and enter

Meeting ID: 836 2167 4601

Participants can utilize the Raise Hand function to be recognized to speak during the Public Comment sections in the meeting. Participant video feeds will be muted. **In-person comments will be received first, with the hybrid electronic means option following.**

For more information on options to provide public comment visit:

www.corcoranmn.gov

***Includes Materials** - Materials relating to these agenda items can be found in the Council Chambers Agenda Packet book located by the entrance. The complete Council Agenda Packet is available electronically on the City website at www.corcoranmn.gov.



CITY OF CORCORAN

Corcoran Fire Service Work Plan

Version 1.0

September 23, 2021

Introduction

On December 12, 2019, the Corcoran Fire Subcommittee presented its recommendations for forming the City's vision for its future fire service to the City Council. The Council adopted the recommendations and directed staff to develop a work plan for completing the recommendations. In 2020, the Corcoran Fire Service Work Plan was put on hold during the COVID19 pandemic. On February 11, 2021, staff presented the original subcommittee recommendations to the new City Council seeking any feedback or amendments. Staff was directed to proceed with the original adopted recommendations and develop a work plan to accomplish them.

The following work plan is intended to accomplish the goals outlined in the 2019 Corcoran Fire Subcommittee Recommendations and reaffirmed by the City Council in 2021. Each recommendation has been placed in the timeline along with the corresponding staff members completing them. Staff will update the Council at the end of each working phase to outline the ongoing evaluation and analysis items, the status of each item in the phase, and any new timeline updates.

This work plan is intended to be a living document. During the completion of these recommendations new tasks and timelines will develop. These developments will be added to the existing plan in order to centralize all of the moving pieces. For example, when staff presents recommendations on larger items, like facility planning, new items will need to be added to future phases (subject to Council feedback and direction). The latest revision of the plan will serve as the active working document.

Completed Items (CI)

CI- All three fire chiefs should meet to determine regional training and collaboration needs. Once identified, the departments should implement at least one joint training annually. After each joint training the fire chiefs should meet to evaluate the joint training and plan the next joint training topics.

-Now standard practice.

CI- Continue having the fire chiefs participate in the monthly public safety plan review in order to identify opportunities for improved access and resources in new developments.

-Now standard practice.

CI- Continue contracting for fire plan review and inspection of all new commercial projects.

Now standard practice.

CI- Continue to handle significant dispatching delays on a case-by-case basis, as any system changes are largely out of the City's control at this time.

-Now standard practice

Ongoing Evaluation and Analysis (OEA)

OEA- 1. Continuously evaluate call volume and response times to determine effectiveness of existing response strategies and recommend facility timing. (Director of Public Safety)

OEA- 2 Incorporate options for facilities and equipment placement within the service gap area as opportunities become available through development and city campus planning. (Director of Public Safety)

OEA- 3 Regularly evaluate regional box alarms to ensure necessary staffing and resources are arriving on scene in a timely manner. (Director of Public Safety, Fire Chiefs)

OEA- 4 Begin planning for the addition of a new fire station to address the service area gap. Considerations should include forecasted service demand, development opportunities, and financial planning. (Director of Public Safety, City Administrator, Fire Chiefs, Planner)

OEA- 5 Continue to have fire department staff attend police department trainings annually for cross-training on scene size-up and response. (Director of Public Safety, Fire Chiefs)

Phase 1.0 (October 2021 – March 2022)

1.1- Create and distribute a fire department questionnaire with all home-based business applications to relay important information to the fire departments about the typical number of occupants, chemicals used, and any flammable considerations. (Director of Public Safety, Fire Chiefs, Planning, Admin Support Staff)

1.2- Provide the fire departments with a list of all commercial and home-based businesses in town. (Planning, Construction Services Coordinator)

1.3- Develop a fire department “Access Needs” summary to be distributed with all driveway permits. Many residents are not aware of the physical restrictions fire departments face in accessing properties. This information sheet will allow residents to make informed decisions about access to their property. (Director of Public Safety, Fire Chiefs, Planning, Admin Support Staff)

1.4- Begin forming a Fire Education & Inspection team consisting of one representative from each fire department. This team will conduct business education visits one day per month. The purpose of the visits will be to educate business operators on fire code violations so that they may work towards code compliance. Businesses should be prioritized by the number of employees. (Director of Public Safety, Fire Chiefs, Fire Marshall)

Phase 2.0 (April 2022 – September 2022)

2.1- Evaluate the current Fire Marshal structure, function, and duties. Make any appropriate staffing recommendations. (Director of Public Safety)

2.2- Begin exploring the timing and feasibility of a medical duty crew targeted at peak times. Make any appropriate staffing recommendations. (Director of Public Safety and Fire Chiefs)

2.3- Set the standard that all new multifamily complexes will be inspected for compliance every two years. (Director of Public Safety, Fire Chiefs, Fire Marshall)

2.4- Analyze existing response times, incorporate response time standards into existing contracts (starting 2023) and identify future response time expectations as they relate to the evolution of the fire service. (Director of Public Safety, Fire Chiefs, City Attorney, City Administrator)

2.5- Include a provision in each fire department's service contract (starting in 2023) to require each department to host at least one public education event per year (besides Night to Unite!). (Director of Public Safety, Fire Chiefs, City Attorney, City Administrator)

2.6- Incorporate a medical functional response time standard of 15:00 (measured at the 80th percentile) into existing fire service contracts (starting in 2023). (Director of Public Safety, Fire Chiefs, City Attorney, City Administrator)

2.7- Incorporate rural and suburban fire functional response time standards of 14:00 (measured at the 80th percentile) into existing fire service contracts (starting in 2023). (Director of Public Safety, Fire Chiefs, City Attorney, City Administrator)

2.8- Adopt a medical functional response time goal of 12:00 (at the 80th percentile) to work towards citywide. (City Council)

2.9- Adopt the current suburban NFPA performance objective of 10:00 (at the 80th percentile) as the functional response time goal to work towards for service in suburban areas. (City Council)

Phase 3.0 (October 2022 – March 2023)

3.1- Dedicate a page on the City's website to fire information. (Communications)

3.2- Consider starting a Facebook page representing Corcoran Fire Service with regular contributions from all three departments. (Communications)

3.3- Include a section in the city newsletter from one of the fire departments containing fire prevention information. (Communications)

3.4- Incorporate fire code compliance into any future rental ordinance. (Director of Public Safety, Planner, City Attorney)

Phase 4.0 (April 2023 – September 2023)

4.1- Utilize the Fire Education & Inspection team visits for the fire departments to develop response pre-plans to coordinate access and response for community businesses. (Fire Chiefs, Fire Marshall)

4.2- Consider adopting Minnesota Building Code Chapter 1306. Its adoption would place some burden on new construction but significantly helps with fire containment. (Director of Public Safety, Fire Chiefs, Planning, City Attorney, City Council)

Phase 5.0 (October 2023 – March 2024)

(TBD)

Phase 6.0 (April 2024 – September 2024)

(TBD)

Phase 7.0 (October 2024 – March 2025)

(TBD)

Phase 8.0 (April 2025 – September 2025)

8.1- After three years of education and inspection visits, the Fire Education & Inspection team should begin commercial fire code enforcement. The goal of the visits is compliance and none of the violations should come as a surprise to the business operators. (Fire Marshall)