1. Call to Order

2. Pledge of Allegiance to the American Flag and Prayer

3. Public Comment on Items not on the Agenda. Please come forward to the podium, state your name and address and limit your remarks to not more than 5 minutes per item.

4. Commission and County Administrator Comments

5. Determine Additions to the Agenda. (Restricted to subject matters that were not known at the time of the agenda publication and to subject matters that require immediate Board discussion and/or action and which cannot be deferred to a later date.)

6. Consent Agenda (items considered routine for approval. If any Commissioner or person in the audience would like further discussions or explanation of any item they may ask that it be removed from the consent agenda for additional consideration).
   a. Vouchers (bills or payments owed by the county or related taxing units).

   Action – Motion to approve the Consent Agenda
   - Bush
   - Hirst
   - Sellers

7. Discussion Items
   a. Horizons Mental Health Quarterly Report
   b. Fire District 2 Report
   c. Kansas Association of Local Health Department’s (KALHD) initiative to seek increase to state formula funding for public health in the Kansas State Budget.

8. Action Items
   a. Proposal from 5Bugle Training & Consulting to conduct an evaluation of fire service delivery within the county’s fire districts at a cost not to exceed $10,000. Additionally, 5Bugle can create a strategic plan based on their findings for a cost not to exceed $2,500.

   Action – Motion to approve/not approve the proposal from 5Bugle Training & Consulting to conduct an evaluation of fire service delivery within the county’s fire districts at a cost not to exceed $10,000; and create a strategic plan based on their findings for a cost not to exceed $2,500.
   - Bush
   - Hirst
   - Sellers

9. Additions to the agenda

10. Department Updates
    a. Emergency Management

11. Adjournment
### TAX ROLL CORRECTION - REAL ESTATE

#### Tax Year: 2019

**System Control #:** 2020000039  **User Control #:** 2020000039  
**CAMA #:** 133-05-0-40-02-002-00-0-01  
**Tax Year:** 2019  
**Tract #:** 39164  
**Type of Correction:** Abate  
**Property Location:** 1912 E 17TH AVE - HUTCHINSON, KS 67501  
**Check Payable to:** DAB # 165 JOINT VENTURE

#### APPRAISER SECTION (Value)

**Jan 14 2020 2:46PM Arianna Hoskinson Approved**

<table>
<thead>
<tr>
<th>Appraised Prior to Correction:</th>
<th>Appraised After Correction:</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Land</td>
<td>Imp</td>
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<tr>
<td>-----</td>
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<td>-----</td>
</tr>
<tr>
<td>CU</td>
<td>924,170</td>
<td>1,138,930</td>
</tr>
<tr>
<td>Total</td>
<td>924,170</td>
<td>1,138,930</td>
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<table>
<thead>
<tr>
<th>Assessed Prior to Correction:</th>
<th>Assessed After Correction:</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Land</td>
<td>Imp</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>CU</td>
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<td>284,733</td>
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<td>Total</td>
<td>231,043</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SDX</th>
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</thead>
</table>

| SDX | 0 |

**Comment:** 2019 INFORMAL APPEAL STATUTE 79-1496 FEE APPRAISAL-STIP - 1/14/20 AMH

#### CLERK SECTION (Tax)

**Jan 21 2020 11:05AM Jami Radloff Order to Print**

<table>
<thead>
<tr>
<th>Tax Prior to Correction</th>
<th>Tax After Correction</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levy: 175.01200</td>
<td>Gen Tax: 90,267.00</td>
<td></td>
</tr>
<tr>
<td>SDX $: 0.00</td>
<td>SDX $: 0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| SDX Tax Dollars: 90,267.00 |

**Comment:**

#### TREASURER SECTION (Summary)

- **Net Change in Assessed Value:** -53,275  
  (no SDX influence)  
- **Applicable Mill Levy:** 175.01200  
- **Net Change in Levyed Tax Dollars:** -9,323.76  
- **Net Change in SDX Exemption:** 0.00  
- **Net Change in Total Tax Dollars:** -9,323.76  
- **Refund Amount:** 9,323.76

**Comment:**

By order of the Board of County Commissioners of
(Per K.S.A. 79-1475, 79-1701, 79-1701a, and 79-1702)

RENO COUNTY, Kansas.

(Date)

Approved by Commission:

Attest by County Clerk:
### TAX ROLL CORRECTION - REAL ESTATE

**AAELT014**

**Taxpayer:** SCHM00742  
**System Control #:** 2020000040  
**User Control #:** 2020000040  
**CAMA #:** 028-34-0-30-03-001-23-0-01  
**Tax Year:** 2019  
**Tract #:** 34033  
**Type of Correction:** Abate

**Property Location:** 3910 MEADOW RIDGE LN - HUTCHINSON, KS 67502-9232

<table>
<thead>
<tr>
<th>Tax Unit</th>
<th>HUTCHINSON CITY / USD 313</th>
<th>PRAIRIE HILLS IV, S34, T22, R05W, BLOCK 14, Lot 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcel</td>
<td>34033</td>
<td>USD 313 OTHER</td>
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**APPRAISER SECTION (Value)**  
Jan 16 2020 9:10AM Arianna Hoskinson Approved

<table>
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<tr>
<th>CL</th>
<th>Land</th>
<th>Imp</th>
<th>Total</th>
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<th>Land</th>
<th>Imp</th>
<th>Total</th>
<th>Net Change</th>
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<tbody>
<tr>
<td>RU</td>
<td>11,040</td>
<td>267,950</td>
<td>278,990</td>
<td>RU</td>
<td>11,040</td>
<td>238,560</td>
<td>249,600</td>
<td>-29,390</td>
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<tr>
<td></td>
<td>11,040</td>
<td>267,950</td>
<td>278,990</td>
<td></td>
<td>11,040</td>
<td>238,560</td>
<td>249,600</td>
<td>-29,390</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessed Prior to Correction:</th>
<th>Assessed After Correction:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL</td>
<td>Land</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>RU</td>
<td>1,270</td>
</tr>
<tr>
<td></td>
<td>1,270</td>
</tr>
<tr>
<td>SDX</td>
<td>2,300</td>
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**Comment:** 2019 PUP - 1/16/20 AMH

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### CLERK SECTION (Tax)

Jan 21 2020 11:06AM Jami Radloff Order to Print

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<tr>
<th>Tax Prior to Correction</th>
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</thead>
<tbody>
<tr>
<td>Levy 175.01200</td>
<td>Levy 175.01200</td>
<td></td>
</tr>
<tr>
<td>Gen Tax 5,615.10</td>
<td>Gen Tax 5,023.54</td>
<td>-591.56</td>
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<tr>
<td>SDX $ 46.00</td>
<td>SDX $ 46.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SDX Tax Dollars..........</td>
<td>SDX Tax Dollars......</td>
<td>4,977.54</td>
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</table>

**Comment:**

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### TREASURER SECTION (Summary)

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<thead>
<tr>
<th>Transition</th>
<th>Type of Correction</th>
<th>Net Change</th>
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</thead>
<tbody>
<tr>
<td>SDX</td>
<td>Abate</td>
<td>-3,380</td>
</tr>
<tr>
<td>Gen Tax</td>
<td>Correction Code TP</td>
<td></td>
</tr>
<tr>
<td>Levy</td>
<td>Tax Statement # 128426</td>
<td></td>
</tr>
<tr>
<td>Net Change in Leved Tax Dollars</td>
<td>SCHM00742</td>
<td>-591.56</td>
</tr>
<tr>
<td>Net Change in SDX Exemption</td>
<td>SCHMIDT, RYANA</td>
<td>0.00</td>
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<tr>
<td>Net Change in Total Tax Dollars</td>
<td>3910 MEADOW RIDGE LN</td>
<td>-591.56</td>
</tr>
<tr>
<td>Refund Amount</td>
<td>HUTCHINSON, KS 67502-9232</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Comment:**

---

By order of the Board of County Commissioners of  
(RENO COUNTY, Kansas.  
(Date)

Approved by Commission:

Attest by County Clerk:
<table>
<thead>
<tr>
<th>Appraised Prior to Correction:</th>
<th>Appraised After Correction:</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL Land Imp Total</td>
<td>CL Land Imp Total</td>
<td></td>
</tr>
<tr>
<td>RU  660 40,740 41,400</td>
<td>RU 660 29,940 30,600</td>
<td>-10,800</td>
</tr>
<tr>
<td>Total 660 40,740 41,400</td>
<td>Total 660 29,940 30,600</td>
<td>-10,800</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessed Prior to Correction:</th>
<th>Assessed After Correction:</th>
<th>Net Change</th>
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</thead>
<tbody>
<tr>
<td>CL Land Imp Total</td>
<td>CL Land Imp Total</td>
<td></td>
</tr>
<tr>
<td>RU  76 4,685 4,761</td>
<td>RU 76 3,443 3,519</td>
<td>-1,242</td>
</tr>
<tr>
<td>Total 76 4,685 4,761</td>
<td>Total 76 3,443 3,519</td>
<td>-1,242</td>
</tr>
<tr>
<td>SDX 2,300 SDX 0</td>
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Comment: 2019 PUP - 1/16/20 AMH

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<thead>
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<th>Tax After Correction</th>
<th>Net Change</th>
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<tbody>
<tr>
<td>Levy 179.92400 Gen Tax</td>
<td>Levy 179.92400 Gen Tax</td>
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<tr>
<td>SDX $ 46.00</td>
<td>SDX $ 46.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SDX Tax Dollars ..........</td>
<td>SDX Tax Dollars ..........</td>
<td>-223.46</td>
</tr>
</tbody>
</table>

Comment: 

<table>
<thead>
<tr>
<th>TREASURER SECTION (Summary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Change in Assessed Value</td>
</tr>
<tr>
<td>(no SDX influence)</td>
</tr>
<tr>
<td>Applicable Mill Levy</td>
</tr>
<tr>
<td>Net Change in Levied Tax Dollars</td>
</tr>
<tr>
<td>Net Change in SDX Exemption</td>
</tr>
<tr>
<td>Net Change in Total Tax Dollars</td>
</tr>
<tr>
<td>Refund Amount</td>
</tr>
</tbody>
</table>

Comment: 

By order of the Board of County Commissioners of RENO COUNTY, Kansas, (Date)

Approved by Commission:

Attest by County Clerk:
AGENDA REQUEST

AGENDA ITEM: Juvenile Corrections Advisory Board members

PRESENTED BY: Joe Hammeke, Juvenile Intake and Assessment Supervisor

RECOMMENDED ACTION: Reappoint current members.

AGENDA DATE: 01/28/2020

EXECUTIVE SUMMARY (Title or Description, Impact or Goal, Dollar Amount and Funding Source, and Timeframe). Please limit to four (4) sentences.

Reappoint the current education representative, Bernard Smith. This term will be from present to January 17th, 2023.

Reappoint the current mental health representative, Michael Garrett. This term will be from present to January 17th, 2023.
APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARD/COMMITTEES/COMMISSIONS

Name of Board/Committee/Commission Preference (Please complete one application for each board, commission, or committee membership)

Juvenile Corrections Advisory Board (JCAB)

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date)

Yes: JCAC

Name: Mike Garrett

Residence Address: 4017 Deer Ridge Dr.

City: Hutchinson State: KS Zip: 67502

Home Phone: none Cell-Phone: [Redacted] Email: garrettm@hmhc.com

Are you presently employed where you may be reached for board, committee or commission purposes?

Yes

Name of Business: Horizons Mental Health Center

Address: 1600 N Lorraine, Ste 202

City: Hutchinson State: KS Zip: 67501

Work Phone: 620-663-7595 ext 452 Email: garrettm@hmhc.com

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I have been on the Board for 3 years now. As our community works to serve children in need better the role of the mental health services plays a key role. My knowledge of how to engage youth and their families in working towards more adaptive functioning is beneficial to the committee as well. Also, ensuring the committee members are aware of what Horizons has to offer youth and their families is of value.

Signature of Applicant

Date

03/24/19

2/28/2019
APPLICATION FOR APPOINTMENT TO RENO COUNTY
BOARDS/COMMITTEES/COMMISSIONS

Name of Board/Committee/Commission Preference (Please complete one application for each board, commission, or committee membership)

J CAB

Are you presently serving on a County board, committee or commission? If so, which one(s)? (Please provide expiration term date)

J CAB August, 2019

Name: Bernard L. Smith

Residence Address: 1610 East 56th Avenue

City: Hutchinson State: KS Zip: 67502 Email: mbsmith5450@gmail.com

Home Phone: [Redacted] Cell-Phone [Redacted] Email: [Redacted]

Are you presently employed where you may be reached for board, committee or commission purposes? Yes

Name of Business: USD 308 Hutchinson Public Schools

Address: 1520 North Plum

City: Hutchinson State: KS Zip: 67502

Work Phone: 620-694-5855 Email: smithbe@usd308.com

Please indicate below your reasons for wanting to serve on this board, committee, or commission. Tell what special knowledge, skills, experience, or background you possess that you believe are applicable to this board.

I have an interest, professionally and personally, in youth having serious maladaptive behaviors. My professional career spans 45 years working in public schools (special education) and corrections as a teacher and administrator.

Signature of Applicant

Date: 8-27-19

2/28/2019
January 17th, 2020

Dear Commissioners,

The Juvenile Corrections Advisory Board is comprised of members in accordance to the Statute of the State of Kansas #75-7044. According to the statute the Juvenile Corrections Advisory Board’s representatives shall be appointed as follows:

**The education representative shall be an educational professional appointed by the Reno County Board of Commissioners**

- Bernard Smith is seeking reappointment

I appreciate you taking the time to reappoint the current member.

Sincerely,

Joe Hammelke  
JJA Administrative Contact

Reno County Board of Commissioners approves the above appointments to the 27th Juvenile Corrections Advisory Board from present to January 17th, 2023
January 17th, 2020

Dear Commissioners,

The Juvenile Corrections Advisory Board is comprised of members in accordance to the Statute of the State of Kansas #75-7044. According to the statute the Juvenile Corrections Advisory Board’s representatives shall be appointed as follows:

The mental health representative shall be:
The executive director of the community mental health center or such director’s designee appointed by the Reno County Board of Commissioners.

- Michael Garrett is seeking reappointment.

I appreciate you taking the time to reappoint the current member.

Sincerely,

Joe Hammeke
JJA Administrative Contact

The Reno County Board of Commissioners approves the above appointment to the 27th Juvenile Corrections Advisory Board from present to January 17th, 2023
Horizons Mental Health Center  
FY20Q2 Reno County Commission Meetings

Agenda

FY20Q2 County Commission Meetings:

January 28, 2020  Reno County  9:00 a.m.

1. Financials
   a. December and YTD Financial Report
   b. FY21 Budget
      i. Challenges
         1. Uncertainty about 2020 elections
         2. Uncertainty about Medicaid expansion
      ii. New programs
         1. One Care Kansas

2. State Issues
   a. Medicaid Expansion
      i. Will it pass?
      ii. If it does, what are the benefits provided to the newly eligible?
      iii. What, if any, are conditions placed on new Medicaid applicants?
   b. 2020 Elections

3. Horizons Mental Health Center Updates
   a. Learn and Play Therapeutic Center
   b. HMHC Board of Directors
      i. Nick Baldetti is the new representative for Reno County on the HMHC Board of Directors
      ii. Open position for an at large position from Pratt County
      iii. Open position for an at large position from Kingman County
   c. HMHC services at RCCF
      i. Data which was able to be obtained
   d. Consumer Satisfaction Survey
      i. FY20Q2 survey results
## Horizons Mental Health Center
### Statement of Revenue and Expense
**For The Month and Year To Date Ended December 31, 2019**

### MTD

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prior Yr</strong></td>
<td>935,718</td>
<td>1,226,657</td>
<td>(290,939)</td>
<td>-23.72%</td>
<td>909,831</td>
<td>25.81%</td>
</tr>
<tr>
<td><strong>Operating Margin %</strong></td>
<td>935,718</td>
<td>1,226,657</td>
<td>(290,939)</td>
<td>-23.72%</td>
<td>909,831</td>
<td>25.81%</td>
</tr>
<tr>
<td><strong>Total inpatient revenue</strong></td>
<td>$6,445,768</td>
<td>$7,652,004</td>
<td>(1,206,236)</td>
<td>-15.76%</td>
<td>$6,451,706</td>
<td>(5.938)</td>
</tr>
<tr>
<td><strong>Revenue from outpatients</strong></td>
<td>814,617</td>
<td>1,006,657</td>
<td>(192,040)</td>
<td>-19.07%</td>
<td>906,072</td>
<td>1.53%</td>
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<tr>
<td><strong>Physician services revenue</strong></td>
<td>6,231,151</td>
<td>6,645,347</td>
<td>(414,296)</td>
<td>-6.26%</td>
<td>6,031,051</td>
<td>3.31%</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td>1,935,553</td>
<td>(33,135)</td>
<td>11,539</td>
<td>2.9%</td>
<td>22,118</td>
<td>(151,296)</td>
</tr>
<tr>
<td><strong>Total deductions from revenue</strong></td>
<td>$7,677,343</td>
<td>$7,285,743</td>
<td>(281,600)</td>
<td>-1.2%</td>
<td>$7,458,126</td>
<td>3.02%</td>
</tr>
<tr>
<td><strong>Total operating revenue</strong></td>
<td>$8,621,290 $</td>
<td>7,507,078</td>
<td>(1,114,212)</td>
<td>-14.93%</td>
<td>$8,774,543</td>
<td>1.68%</td>
</tr>
</tbody>
</table>

### YTD

<table>
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<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prior Yr</strong></td>
<td>1,079,004</td>
<td>1,82,379</td>
<td>233.0%</td>
<td>2.63%</td>
<td>1,079,004</td>
<td>2.63%</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>1,079,004</td>
<td>215,758</td>
<td>2.63%</td>
<td>2.63%</td>
<td>1,079,004</td>
<td>2.63%</td>
</tr>
<tr>
<td><strong>Variance</strong></td>
<td>1,935,553</td>
<td>(33,135)</td>
<td>11,539</td>
<td>2.9%</td>
<td>22,118</td>
<td>(151,296)</td>
</tr>
<tr>
<td><strong>Total excess (deficiency)</strong></td>
<td>$8,621,290 $</td>
<td>7,507,078</td>
<td>(1,114,212)</td>
<td>-14.93%</td>
<td>$8,774,543</td>
<td>1.68%</td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>1,457,307</td>
<td>1,454,367</td>
<td>276.7%</td>
<td>0.7%</td>
<td>1,457,307</td>
<td>276.7%</td>
</tr>
<tr>
<td><strong>Purchased labor</strong></td>
<td>118,543</td>
<td>111,050</td>
<td>11.2%</td>
<td>6.6%</td>
<td>118,543</td>
<td>11.2%</td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
<td>27,416</td>
<td>34,728</td>
<td>-25.8%</td>
<td>-21.1%</td>
<td>33,230</td>
<td>(5.1%)</td>
</tr>
<tr>
<td><strong>Salaries</strong></td>
<td>1,457,307</td>
<td>1,454,367</td>
<td>276.7%</td>
<td>0.7%</td>
<td>1,457,307</td>
<td>276.7%</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>5,206,711 $</td>
<td>6,977,257 $</td>
<td>(1,770,546)</td>
<td>-25.4%</td>
<td>6,520,004</td>
<td>5.36%</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>$7,469,918</td>
<td>$8,621,290</td>
<td>(1,151,372)</td>
<td>-13.4%</td>
<td>$7,803,543</td>
<td>4.35%</td>
</tr>
</tbody>
</table>

### Net Patient Revenue

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net patient revenue</strong></td>
<td>4,842,289</td>
<td>5,552,004</td>
<td>(709,715)</td>
<td>-12.8%</td>
<td>4,643,370</td>
<td>19.81%</td>
</tr>
<tr>
<td><strong>Charity Care</strong></td>
<td>73,748</td>
<td>210,000</td>
<td>(136,252)</td>
<td>-64.9%</td>
<td>167,021</td>
<td>(93.27%)</td>
</tr>
<tr>
<td><strong>Other deductions</strong></td>
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<td>(136,252)</td>
<td>-64.9%</td>
<td>167,021</td>
<td>(93.27%)</td>
</tr>
</tbody>
</table>

### Other Nonoperating Income

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
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</tbody>
</table>

### Revenue from Operations

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net patient revenue</strong></td>
<td>4,842,289</td>
<td>5,552,004</td>
<td>(709,715)</td>
<td>-12.8%</td>
<td>4,643,370</td>
<td>19.81%</td>
</tr>
<tr>
<td><strong>Charity Care</strong></td>
<td>73,748</td>
<td>210,000</td>
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</tr>
</tbody>
</table>

### EBITDA

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
<th>Prior Yr Variance</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EBITDA</strong></td>
<td>257,131</td>
<td>288,487</td>
<td>(31,355)</td>
<td>-10.9%</td>
<td>257,131</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Net EBITDA

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Change</th>
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<td>(31,355)</td>
<td>-10.9%</td>
<td>257,131</td>
<td>0%</td>
</tr>
</tbody>
</table>

### Summary

- **Actual** revenue: $1,081,290,000
- **Budget** revenue: $1,079,004,000
- **Variance** revenue: $2,286,000

- **Actual** expenses: $8,461,290,000
- **Budget** expenses: $8,621,290,000
- **Variance** expenses: $160,000

**Summary of Operations**

- **Net Patient Revenue**: $4,643,370,000
- **Charity Care**: $167,021,000
- **Other Deductions**: $167,021,000

**Summary of Nonoperating Income**

- **Charity Care**: $73,748,000
- **Other Deductions**: $73,748,000

**Summary of Other Operating Income**

- **Total Other Operating Income**: $219,068,000

**Summary of Total Revenue**

- **Total Revenue**: $1,163,470,000

**Summary of Total Expenses**

- **Total Expenses**: $8,774,543,000

**Summary of Net Income**

- **Net Income**: $45,777,000

---

Note: All values are in thousands of dollars.
Program Utilization: Percent of MH Flag program interactions vs. Percent of non-MH program interactions
### Average Number of Bookings Per Inmate in CY2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Average Number of Bookings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Mental Health</td>
<td>1.6</td>
</tr>
<tr>
<td>Mental Health</td>
<td>2.68</td>
</tr>
<tr>
<td>SMI</td>
<td>2.73</td>
</tr>
<tr>
<td>SPMI</td>
<td>2.48</td>
</tr>
<tr>
<td>MI &amp; SA</td>
<td>3.09</td>
</tr>
</tbody>
</table>

### Average Number of Days Since Last Booking CY2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Average Days Since Last Booking</th>
</tr>
</thead>
<tbody>
<tr>
<td>MH Flag</td>
<td>53.7</td>
</tr>
<tr>
<td>Non-MH</td>
<td>55.9</td>
</tr>
<tr>
<td>Total Population</td>
<td>55.3</td>
</tr>
</tbody>
</table>
Percentage of All Inmates Booked Within 30 Days of Release in CY2019

- Yes: 16%
- No: 84%

Percentage of MH Inmates Booked Within 30 Days of Release in CY2019

- Yes: 38%
- No: 62%
Percentage of Non-MH Inmates Booked Within 30 Days in CY2019

- Yes: 13%
- No: 87%

Total Number of Times Booked within 6 Months of Release

- Non-MH: 911
- MH Flag: 384
- Total: 1295
Number of People Booked within 6 Months of Release

- Non-MH: 475
- MH Health: 167
- Total: 642

Percentage of All Inmates Booked Within 6 Months of Release in CY2019

- Yes: 67%
- No: 33%
Percentage of MH Inmates Booked Within 6 Months of Release CY2019

- Yes: 67%
- No: 33%

Percentage of Non-MH Inmates Booked Within 6 Months of Release in CY2019

- Yes: 72%
- No: 28%
Average Length of Stay (Days) in CY2019

- Non-MH: 12.6 days
- MH Flag: 23.3 days
- Total: 14.7 days

SMI Participating in Program

- Yes: 90%
- No: 10%
SPMI Participating in Program

- Yes: 92%
- No: 8%

MI & SA Participating in Program

- Yes: 89%
- No: 11%
Percentage of SPMI/SMI Booked in 2019

- 93% SPMI/SMI
- 7% Everyone Else
Customer Satisfaction Survey Results
Horizons Mental Health Center
Second Quarter Fiscal Year 2019
Response rate comparison

Total Number of Responses

<table>
<thead>
<tr>
<th>Category</th>
<th>Q3 FY18</th>
<th>Q2 FY19</th>
<th>Q4 FY19</th>
<th>Q2 FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Appointments</td>
<td>912</td>
<td>978</td>
<td>1095</td>
<td>1032</td>
</tr>
<tr>
<td>The Courtesy &amp; Helpfulness of Our Staff</td>
<td>845</td>
<td>864</td>
<td>930</td>
<td>988</td>
</tr>
<tr>
<td>Our Communication with You</td>
<td>801</td>
<td>834</td>
<td>859</td>
<td>917</td>
</tr>
<tr>
<td>Your Visit with the Provider</td>
<td>917</td>
<td>1254</td>
<td>1171</td>
<td>1120</td>
</tr>
<tr>
<td>Our Facility</td>
<td>942</td>
<td>907</td>
<td>995</td>
<td>905</td>
</tr>
<tr>
<td>Your Overall Satisfaction</td>
<td>1114</td>
<td>1014</td>
<td>1133</td>
<td>1121</td>
</tr>
<tr>
<td>Would You Recommend Us?</td>
<td>1116</td>
<td>888</td>
<td>990</td>
<td>889</td>
</tr>
<tr>
<td>Overall Average</td>
<td>1106</td>
<td>991</td>
<td>942</td>
<td>838</td>
</tr>
</tbody>
</table>
Survey Questions

Your Appointments:
• Received your FIRST appointment within a reasonable amount of time
• Follow-up appointments were easy to make
• Appointments available at a convenient time

The Courtesy & Helpfulness of Our Staff:
• The person who took your call
• The person who checked you in or assisted with paperwork
• The person who assisted you with billing or insurance
• The person who helped you with releases of information

Our Communication With You:
• Your phone calls answered promptly
• You were able to get advice or help when needed during office hours
• Your calls were returned in a timely manner
• You were able to get help if you had an emergency at night or on the weekends

Your Visit With the Provider:
• They were willing to listen carefully to your opinions and ideas
• Explained things in a way you could understand
• Involved you in developing a meaningful treatment plan and goals
• Took the time to answer your questions
• Took an adequate amount of time with you

Our Facility:
• Location is easily accessible
• Adequate parking
• Hours of operation convenient for you
• Horizons has been a comfortable place to receive services

Your Overall Satisfaction:
• Core values are the foundation of who we are and what we strive to be. How did our staff do in following our core values: Integrity – Compassion – Accountability – Respect – Excellence
• Overall quality of care and services
• Degree to which treatment helped you deal with your problem/complaint
• Degree to which services have supported my efforts to become more self-sufficient

Would You Recommend Our Services to Others?
Average Rating by Question Groups

- Your Appointments
- The Courtesy & Helpfulness of Our Staff
- Our Communication With You
- Your Visit With the Provider
- Our Facility
- Your Overall Satisfaction
- Would You Recommend Us?
- Overall Average

Rating by Quarter:
- Q3 FY18
- Q2 FY19
- Q4 FY19
- Q2 FY20
Breakdown of Question Groups

Your Appointments

- **APPTS AVAILABLE AT CONVENIENT TIME**
  - Q2 FY20: 4.48
  - Q4 FY19: 4.51
  - Q2 FY19: 4.51
  - Q3 FY18: 4.55

- **FOLLOW-UP APPT EASY TO MAKE**
  - Q2 FY20: 4.55
  - Q4 FY19: 4.53
  - Q2 FY19: 4.55
  - Q3 FY18: 4.52

- **FIRST APPT IN REASONABLE TIME**
  - Q2 FY20: 4.59
  - Q4 FY19: 4.54
  - Q2 FY19: 4.55
  - Q3 FY18: 4.55
**Courtesy & Helpfulness of Staff**

<table>
<thead>
<tr>
<th>Role</th>
<th>Q2 FY20</th>
<th>Q4 FY19</th>
<th>Q2 FY19</th>
<th>Q3 FY18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person who helped with releases of info</td>
<td>4.58</td>
<td>4.59</td>
<td>4.59</td>
<td>4.61</td>
</tr>
<tr>
<td>Person who helped with billing/insurance</td>
<td>4.54</td>
<td>4.48</td>
<td>4.48</td>
<td>4.59</td>
</tr>
<tr>
<td>Person who checked you in or helped with paperwork</td>
<td>4.6</td>
<td>4.61</td>
<td>4.61</td>
<td>4.65</td>
</tr>
<tr>
<td>Person who took your call</td>
<td>4.5</td>
<td>4.55</td>
<td>4.55</td>
<td>4.56</td>
</tr>
</tbody>
</table>
Our Communication With You

- **Ability to get help for an emergency at night or on weekends**: 4.44 (Q2 FY19), 4.42 (Q4 FY19), 4.42 (Q2 FY20), 4.44 (Q3 FY18)
- **Calls returned timely**: 4.45 (Q2 FY19), 4.45 (Q4 FY19), 4.49 (Q2 FY20), 4.47 (Q3 FY18)
- **Ability to get help or advice when needed (during office hours)**: 4.53 (Q2 FY19), 4.53 (Q4 FY19), 4.53 (Q2 FY20), 4.59 (Q3 FY18)
- **Phone calls answered promptly**: 4.50 (Q2 FY19), 4.52 (Q4 FY19), 4.57 (Q2 FY20), 4.60 (Q3 FY18)

** PHONE CALLS ANSWERED PROMPTLY

**ABILITY TO GET HELP OR ADVICE WHEN NEEDED (DURING OFFICE HOURS)

**CALLS RETURNED TIMELY

**ABILITY TO GET HELP FOR AN EMERGENCY AT NIGHT OR ON WEEKENDS
THEY WERE WILLING TO LISTEN CAREFULLY TO YOUR OPINIONS AND IDEAS
EXPLAINED THINGS IN A WAY YOU COULD UNDERSTAND
TOOK THE TIME TO ANSWER YOUR QUESTIONS
TOOK AN ADEQUATE AMOUNT OF TIME WITH YOU
INVOLVED YOU IN DEVELOPING A MEANINGFUL TREATMENT PLAN AND GOALS
Your Visit With Your Provider

Q2 FY20  Q4 FY19  Q2 FY19  Q3 FY18
Horizons has been a comfortable place to receive services.

Hours of operation convenient for you.

Adequate parking.

Location is easily accessible.
HOW DID OUR STAFF DO FOLLOWING OUR CORE VALUES?

OVERALL QUALITY OF CARE AND SERVICES

DEGREE TO WHICH TREATMENT HELPED YOU DEAL WITH YOUR PROBLEM/COMPLAINT

DEGREE TO WHICH SERVICES HAVE SUPPORTED YOUR EFFORTS TO BECOME MORE SELF-SUFFICIENT

Overall Satisfaction

Q2 FY20  Q4 FY19  Q2 FY19  Q3 FY18
Would You Recommend Us to Others?

- **YES**: 1101 (Q3 FY18)
  - 1101 (Q2 FY19)
- **NO**: 19 (Q4 FY19)
  - 24 (Q2 FY19)
  - 24 (Q2 FY20)

Legend:
- Q2 FY20
- Q4 FY19
- Q2 FY19
- Q3 FY18
January 22, 2020

Commissioners:

The 2020 Hutchinson Fire Department Annual Program Appraisals are included in you packet of information. This includes each of the individual program’s areas of the department. Each program area contains information with our 2020 goals. This is a lot of information; however, I believe it give you a better understanding of the directions HFD is going in its core programs. These annual appraisals is something that I require my staff to complete on a yearly basis.

Secondly, you all are aware that the upcoming wildfire season is shaping up to be one for the record books. All data and outlooks point to a potential severe spring. HFD is going to take on a more proactive approach in the coming weeks. I have reviewed maps of all our large fires in Fire District #2 over the past 20 years. We have mapped them out and have identified “containment points” that we believe we can control and cut off the fires from spreading. We will not be able to complete all of these key areas this year, however I have included three large mitigation projects that will include burning off the right of ways on Plum Street from 69th to 108th, 82nd from Plum to Monroe, and 69th in the Sand Hill State Park. You package includes the burn plan and information on this project. The goal is to give us an increased area to cut these fires off for containment. All homeowners in the project area will be mailed an information sheet about this project that will include dates and times and other pertinent information. Social media, and sign message boards along the roadways will also be included to inform the public.

Lastly, I will bring you up to speed as HFD is in the final phase on International Accreditation. Our goal is to be an accredited agency by mid-2021. We have been working on this since my arrival to Hutchinson almost three years ago. Once accredited, HFD will become one of only 30 some departments out of 50,000 that hold both an ISO 1 classification and Accreditation. A very elite and distinctive classification. I will present a brief overview on this accreditation journey at the meeting.

Yours in Fire Safety,

Steven R. Beer
South Mile Plum Burn Plan

Site
- Plum Street between 69th and 82nd Avenues.

Boundaries
- All areas will be the public roadway to the fence line of private property.

Objectives
- Reduce amount of light flashy grass fuels to aide fire personnel in the event of wildfire in the area.
- Provide public and media information as needed.
- Provide training opportunities for Fire Personnel to complete task books and hone wildland firefighting skills.

Hazards
- Personal property at fence lines that is of medium grass growth.
- Vehicular traffic in the area.

Water Supply
- Hydrant located at the rear of Fire Station #6 at 4410 North Plum.

Communications
- Units will operate on talk group OPS 5.
Pre-Burn Checklist

- Incident Action Plan and all associated forms filled out.
- Reno County Dispatch notified. (694-2800)
- Brush units’ tanks batch mixed with Class A foam and enough extra to complete the burn.
- Water supply is chosen and properly prepared for fill up.
- Traffic control is in place along Plum between 56th and 95th Avenue as needed. With concern for turning traffic at Plum Street and 82nd Avenue.
- All other HFD brush units are made aware of burn and are prepared for immediate response for assistance.

Post Burn Checklist

- All property is secured.
- Water supply equipment secured
- Arrangements for watch personnel or patrol (if needed)
- Critique with involved units prior to leaving
Burn Plan

Parameters:
This burn plan will be conducted while operating within the guidelines of Reno County controlled burn policies concerning weather conditions. Optimal 20ft wind direction on burn day is from the South however other winds are acceptable, with appropriate measure put in place. A north wind should be a no-go situation. A test fire is planned the day of the burn with Go/No-Go decision being made by IC.

Organization:
Incident Commander
Safety Officer
Firing Boss
   - Wet Line
   - Mop Up
   - Back Up
   - Lighter
Water Supply
Staged

Ignition Technique: All ignition operations will be done using drip torches or other hand-held ignition devices. A backing fire will be used to establish blacklines on the downwind side(s) along the firebreak. Ignition sequence will depend on wind direction, working into the wind whenever possible. The IC will decide the actual firing pattern the day of the burn based on personnel and equipment availability, weather, and fuel conditions. Regardless of conditions, backing fires will be employed on all baselines, especially sensitive locations, and areas with possible holding problems.

Smoke Management:
All burning parameters as specified in this plan will be followed. Planned wind and atmospheric conditions will allow smoke to rise and disperse.

Mop-up and Patrol:
HFD will conduct mop-up operations of all burn areas. Further mop-up may necessary if determined by the IC.
Escaped/Fire Out of Control

If fire moves outside of established perimeter and cannot be easily controlled the following plan goes into effect:

- **All ignition shall cease immediately!**
- Additional units from HFD will be notified and advised of staging area
- All prescribed burn units will continue to operate on OPS 5 unless moved by Command
- Command will request an additional Ops talk group to utilize for all extra responding personnel.
- At least one unit will be assigned to observe control burn until threat diminishes.

**Items needed done prior to burn day**

1) Mailing to property owners in the immediate area
2) Media Release
3) Spot weather forecast obtained
4) Drip torch fuel
5) Drinking water for crews
6) Contingence for lunch if needed
**PRESCRIBED FIRE GO/NO-GO CHECKLIST**

Fire Name: 

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Are ALL fire prescription elements met?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Are ALL smoke management specifications met?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Has ALL required current and projected fire weather forecast been obtained and are they favorable?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Are ALL planned operations personnel and equipment on-site, available, and operational?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Has the availability of ALL contingency resources been checked, and are they available?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have ALL personnel been briefed on the projects objectives, their assignment, safety hazards, escape routes and safety zones?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have ALL pre-burn considerations identified in the Control Burn Plan been completed or addressed?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Have ALL required notifications been made?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Are ALL permits and clearances obtained?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>In your opinion, can the burn be carried out according to the Controlled Burn Plan and will it meet the planned objectives?</td>
</tr>
</tbody>
</table>

If all the questions were answered “YES” proceed with test fire. Document the current conditions, location, and results

---

Incident Commander or Firing Boss ________________________________ Date ________________________________
NEWS RELEASE

January 23, 2020

FOR IMMEDIATE RELEASE

Contact:
Steven Beer, Fire Chief
620-694-2871

Wildfire Mitigation planned north of Hutchinson

Hutchinson, KS: In conjunction with Reno County Fire District #3, the Hutchinson Fire Department will be conducting firing operations north of Hutchinson. The areas will include Plum Street from 69th to 108th Avenues and 82nd Avenue from Plum Street to Monroe Street. A coordinated firing operation will burn out the county right of way from the road to the fence lines. Several units will be operating in the area, including Hutchinson and Reno County Fire District #3 fire units, Reno County Sheriff’s Deputies, Reno County Emergency Management, and Kansas Forest Service please use extreme caution in these areas will these units are working.

A burn plan has been developed and amble resources will be available to keep the firing operations under control. February 4, 5, 6, and 10th have been identified as possible dated for the mitigation. The burn will operate under County burning regulations and is dependent on weather conditions. A late morning to early afternoon start time is expected with no burning occurring after dark.

Doug Hanen
Division Chief of Operations
Hutchinson Fire Department
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Support Services

MISSION (as it pertains to the HFD Mission Statement):
• Reflecting our passion to protect and put service above all else as professional and highly skilled fire suppression personnel.

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):
• The purpose of the support services is to provide a wide range of support regarding equipment used on a fire scene, medical calls, or daily operation to aid in the reduction in property and life safety losses from fires and medicals.
• External – Providing dependable/reliable equipment to aid in the quality of fire and medical services to the community
• Internal – Funding source to maintain and increase the quality of the equipment used on a daily basis, fire ground, or medical calls.
• Responsibility – Deputy Chief, Battalion Chiefs, Captains.

STATUS OF ACHIEVING GOALS (percentage of completion, cost effectiveness, barriers, deficiencies):
• Continue with 5 year second set of Bunker Gear Plan.
  o 5% increase yearly per bid spec for gear.
  o Purchase personal cancer hoods for all members
    ▪ Will receive old hoods as spares
• Develop an SOP/Plan for Personal Helmet purchasing and usage.
• Develop an SOP for gear inspections
  o Structure Gear
  o Wildland Gear
• Monitor gear repairs for coverage under warranty
• Yearly purchase of SCBA’s and Cylinders
  o Maintain an appropriate level of spares on hand
    ▪ Maintaining levels to be covered in the 10 year warranty
- Continue annual testing of the following equipment
  - SCBA’s
  - Cylinder testing
    - SCBA cylinders
    - Cascade system
- Quarterly testing of the Cascade air system
- Purchase of new Cascade system
- Radio Equipment
  - Batteries
    - Motorola
    - APEX
  - Lapel Mics
    - Motorola
    - APEX
  - Purchase of earpieces for APX Radios (Surveillance Kits)
  - Mobile Radio equipment
    - Lapel Mics
    - Radio Antennas
  - Removal of VHF Radios
  - Upgrade remaining 800 mobiles to be compatible
  - SCBA radio communications.
- Work with developers at Aladtec to implement possible changes.
  - Vacation Picks
  - Under staffing/Over Staffing colored icons
  - Member notification when schedule changes
- Possibly switch to Target Solutions / Crew Sense
- Equipment committee to demo TIC’s for possible replacement of ISG’s
- Equipment Inventories
  - Move all equipment over to Fire Records
  - Update and verify all inventories
  - Reserve Apparatus to be fully equipped for switch over
- To continue to meet the performance measures of the effective response force
- Maintain fire operations budget within City set goals
- Preventative maintenance and repair of fire apparatus 24/7/365

**REGULATORY AGENCY**, policy, or law that apply to our ability to deliver services:

- Agency policies and SOPs

**TRAINING REQUIREMENTS** to participate (initial, continuing education). Include status of completion percentage for each position.

- N/A
SPECIFIC CERTIFICATIONS/education needed or applied:

- None

What are the resources required to perform the program or deliver the service. Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- Financial resources
- Staffing resources required
  - Fire Chief
  - Deputy Chief
  - Battalion Chiefs
  - Training Chief
  - Training Captain
  - Administrative Secretary
  - Fire Captains
  - Firefighters
  - Fire Prevention/Inspectors

Describe any major or significant events that occurred over the last year.

SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

Deficiencies
- Multiple personnel with only one set of turnout gear
- Loaner gear for recruit class and gear repair
- Lack of an SOP for gear inspections
- Fire ground communications
  - Radios issues
  - Face piece amplifiers
**Improvement Initiatives**

- Plan in place to maintain a level of cylinders and air packs to reduce the overhead costs of maintaining packs no longer needed or covered under warranty.
- Work with SCOTT to test Face piece amplifiers
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Fire Department Apparatus/Fleet Maintenance

MISSION (as it pertains to the HFD Mission Statement):
- To maintain current and future fleet apparatus, keeping in a consistent readiness state and minimizing out of service status when maintenance/repairs occur.

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility).
- To provide efficient and transparent repair documentation/reporting/repair
- Reduced times both in house and at the repair facility
- External – To provide minimal out of service time of apparatus while in for repair or service – ensuring community is receiving the best service of response capable apparatus and equipment
- Internal – Ensuring repairs are reported, scheduled and repaired in a timely manner
- Responsibility – Gold Crew Battalion Chief, Captains, Firefighters

STATUS OF ACHIEVING GOALS (percentage of completion, cost effectiveness, barriers):
- Evaluate previous and current cost of repairs Provided by CG – readily available
- Encompass warranty information for all apparatus and incorporate into the current central garage database Monitored by CG – Verified with Conrad prior to any repairs
- Maintain and enhance the current practices of reporting and repair tracking between agencies Drastically improved – All repairs sheets now available on the FD server for crews to check against repairs DB.
- Ensuring any outside repair agencies needed are held to expectations that meet our agency needs, reducing overall out of service time Aside from
warranty work on our large apparatus most repairs are conducted in house. The outside vendors have “improved” on their sense of urgency for our repair needs.

REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:

- Hutchinson Fire Department policies, procedures and SOP’s

TRAINING REQUIREMENTS to participate (initial, continuing education). Include status of completion percentage for each position.

- Initial training in documenting and reporting apparatus and small equipment repairs - Including crew training and acting BC training Improvement
- General maintenance course provided by City of Hutchinson fleet mechanics Moving forward will have the minimum of new members going to CG for an orientation with their perspective company officers.
- Mechanic(s) training needed to ensure knowledgeable repair(s) for current fleet and equipment. Daniel has done a notable job in familiarizing himself with our fire department fleet and ensured

SPECIAL CERTIFICATIONS/education needed or applied:

- EVT certified mechanics Daniel has acquired his EVT certification, will need to continue with additional EVT specific certifications
- Any equipment specific certifications (Pump repair, TAC 4 suspension, ground ladder repairs) TAC 4 inspections were completed following ladder and pump testing. No ladder repairs were needed following this year’s inspection.

What are the resources required to perform the program or deliver the service. Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- Financial resources necessary EVT and CDL certifications were financially provided by Central Garage. Continued education funding will need support.
  - Funding for Apparatus tire maintenance, replacement, emergency repair
  - Funding for Apparatus general service, warranty obligations, unscheduled and emergency repairs A few warranty issues and outside repairs were timely this year. Central Power Salina
Funding for after hour emergency services (Towing, tire replacement...etc)
Funding necessary to provide more in-house repairs (Central Garage) for equipment or training to eliminate extended downtime at external repair facilities. (This funding likely needs to be provided by Central Garage or a cost analysis provided if subcontracting is a significant factor) Will continue to provide Daniel with training opportunities as they present themselves. Some were available but with precedence being set on the EVT certification, they were unobtainable this year.

- Staffing resources required
  - Gold Crew Battalion Chief or designee
  - All department personnel
  - Certified Central Garage Mechanics / Two Desirable (Ongoing) Unchanged
  
  Currently Daniel is holding his own on keeping up on our repairs, he continues to have assistance as Kurt and Roger see fit during high volume repairs.

- Equipment Resources required
  - Updated and efficient hardware and software programs
  - Manageable and linked apparatus/equipment tracking to ensure a systematic view of repair status once initiated

  We are still using two DB’s that don’t talk to each other, but we are making it working without and severe repercussions.

Describe any major or significant events that occurred over the last year.

- Sold Tender 5 / Reserve 2 / Crossing fingers on old B-42
- Rescue 3 Final conducted in December
- Hoping to have a replacement Tender 5 in house in January
- Anticipating the arrival of new B-41 in 1st quarter of ’20
- New Brush guards on small brush units

**HISTORICAL RECORD OF PERFORMANCE:**

- E-Service Request DB (Central Garage)
- Aladtec Repair DB (HFD)
- (No formal performance tracking method)
SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

Deficiencies

- Non-Certified Mechanics / Amount of mechanics available  Daniel has filled this need – other mechanics have been made available for certain repairs if needed.
- Inefficient repair/tracking system including warranty tracking  This has improved dramatically, some of the issues lie on our side of the field.
- Outsourced repairs (Feel that CG has made great efforts to repair what they can inhouse or have a quick turnaround otherwise.  We have had a few outsourced repairs, but they have been limited this year.  Daniel takes ownership in his work and has not turned down work in any fashion.

Improvement Initiatives

- Quarterly Meetings with CG / Fire Dept Staff  The committee meetings have fell short, I take the blame in most of this. With the Apparatus committee being put in place I do not feel like it is necessary to continue a Central Garage Committee, as it overlaps the original intent.  I continue to meet with CG on a weekly basis via phone, email or face to face and followed with Quarterly meetings.
- Weekly meetings with CG / Gold Crew BC  Ongoing
- HFD Strategic plan directly addressing deficiencies  This is an ongoing effort and we have made large strides since the hiring of Daniel. With an established apparatus replacement committee being put into play, including Daniel, this group will line out the next generation fire apparatus to protect our city.
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Category 5E Technical Rescue
CC 5E.7

MISSION (as it pertains to the HFD Mission Statement:

• Reflecting our passion to protect and put service above all else with a professional and highly skilled technical rescue team.

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):

• Provide a technician level of response to mitigate emergency and non-emergency rescue incidents.
• Reduce the quality rescue response for special circumstances.
• External- Highly skilled rescue team and specialized equipment on hand.
• Internal- Give members the knowledge and equipment to respond to rescue incidents.
• Responsibility- Operations and Training Division Chiefs, Rescue Captains, Rescue Technicians.

STATUS OF ACHIEVING GOALS (percentage of completion, cost effectiveness, barriers, deficiencies):

• Maintain minimum monthly training requirements
• Training completed in 2019-
  -10 Swift Water Rescue Technicians
  -8 Swift Water Boat Operators
  -3 Structural Collapse Technicians
  -2 SWT Animal Rescue Specialists
  -1 Heavy Rigging Specialist
  -1 Task Force Leader
• We added four credentialed members to the HFD Rescue Team
• Completed department wide training in Swift Water Awareness
• Wide Area Search training with HFD and HPD
REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:

- NFPA 1006
- NFPA 1670
- Hutchinson Fire Department SOPs

TRAINING REQUIREMENTS to participate (initial, continuing education). Include status of completion percentage for each position.

- Monthly agency technical rescue training
- Certification in each rescue discipline
- Continuing education annual requirements for each discipline

SPECIAL CERTIFICATIONS/education needed or applied:

- High and Low Angle Rescue
- Water Rescue to include Swiftwater, Boat, and Ice
- Structural Collapse

What are the resources required to perform the program or deliver the service? Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- Financial resources necessary
  - Budgeted expenses
- Staffing resources required
  - Division Chief of Operations
  - Battalion Chiefs
  - 18 Tech Team members
  - 64 Support members
- Equipment resources
  - Apparatus
    - 6 engines used as primary and secondary (reserve) response to carry personnel and equipment
    - 2 truck companies used as primary and secondary (reserve) response to carry personnel and equipment
    - Technical Rescue Trailer used for primary response to carry technical rescue equipment

Describe any major or significant events that occurred over the last year.
• Task Force 5 deployment ORE
• Reno County Flooding
• Multiple Water Rescues from Arkansas River

HISTORICAL RECORD OF PERFORMANCE:

N/A

SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

Deficiencies

• Call volume
• Lack of trained technicians
• Lack of support personnel training
• Lack of consistent credentialing criteria across the department
• Maintaining relevancy with up to date techniques and equipment

Improvement initiatives

• Replace with quality training
• Provide in house training
  o Meet JP R’s for:
    ▪ Rope
    ▪ Water
    ▪ Structural Collapse
  o Utilize 2020 Task Force 5 Training
    ▪ Structure Collapse Technician Class
    ▪ Swift Water Technician Class
    ▪ Boat Operator Class
    ▪ MAR Train the Trainer for boat and swift water rescue
      • Allows for in house initial training
  o Crews should strive for 5-6 technicians
• Provide department wide training for support personnel
• Completion and tracking of Rescue Task Books credentialing within Target Solutions
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Category 5F Hazardous Materials
CC 5F.7

MISSION (as it pertains to the HFD Mission Statement):

Reflecting our passion to protect and put service above all else with a professional and highly-skilled hazardous materials team

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):

- Providing technician level of hazardous materials response to mitigate emergency and non-emergency hazardous materials spills and leaks
- Reduce the likelihood of damage to property, the environment, and risk to life safety
- External - Highly-skilled hazardous materials team on staff
- Internal - Funding source to maintain and increase the quality of hazardous materials response
- Responsibility - Operations and Training Division Chiefs, Haz-Mat Captains, and Haz-Mat Technicians

STATUS OF ACHIEVING GOALS (percentage of completion, cost effectiveness, barriers, deficiencies):

- Equipped all medical bags with CO monitors with a 2 year replacement program to be implemented in early 2020.
- Updated 4 Gas monitors across all apparatus.
- Redistributed HazMat equipment between engine, trailer, and intermodal.
- Hosted an 80-hour HazMat tech class presented by the IAFF
- Began Tier II inspections

REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:

- NFPA 472- Hazardous Materials and WMD Incidents
- Hutchinson Fire Department SOPs

**TRAINING REQUIREMENTS** to participate (initial, continuing education). Include status of completion percentage for each position.

- 80 hours of Kansas Hazardous Materials Technician Level certification
- 16 hours of Kansas Hazardous Materials Operation Level certification
  - Annual 4 hour mandated hazardous materials refresher

**SPECIAL CERTIFICATIONS**/education needed or applied:

N/A

What are the **resources required** to perform the program or deliver the service. Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- Funding Resources
  - State
  - County
  - Local
- Staffing Resources required
  - Division Chief of Operations
  - 6-8 Haz-Mat Technicians on duty each day (26 total Techs)
  - 73 Support members
- Equipment resources
  - Apparatus
    - 6 engines used as primary and secondary (reserve) response to carry personnel and equipment
    - 2 truck companies used as primary and secondary (reserve) response to carry personnel and equipment
  - Hazardous Materials Trailer used for primary response to carry Hazardous Material mitigation equipment
Describe any major or significant events that occurred over the last year.

- Inc. 19-1760: Fuel tank rupture on semi trailer at 1930 E. 17th
- Inc. 19-1821: Oil spill in sewage lagoons in Partridge

HISTORICAL RECORD OF PERFORMANCE:

- Local Emergency Planning Committee (LEPC) involvement

SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

Deficiencies
- Call volume
- Lack of Training
- Lack of consistent maintenance of equipment

Improvement Initiatives
- Continue Tier II inspections- expected completion in 2022.
- Develop replacement programs for Clips and Microclips.
- Upgrade B-kit.
- Explore options for in suit communications.
- Replace with quality training
  - Bring in outside agencies for product specific training
  - Invite non team members for hazmat training.
- Inhouse and department wide training
  - Work with regional team out of Sedgwick County
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

Program
Fire Building Facilities

Mission (as it pertains to the HFD Mission Statement):

- To provide a well maintained, economical, safe, and up to date working environment for HFD personnel.

Program Description (purpose, effect, benefits (internal/external), position/rank responsibility):

- The purpose of the Building Facilities program is to adapt to new technology, align with an everchanging work force, adapt to new equipment, maintain current facilities, and provide a safe work environment for HFD personnel and the public.
- The desired effect would speed up work performance, lower utility bills, maintain up to date equipment and provide a safe, clean environment for HFD personnel.
- The benefits are to reduce costs of outdated station and equipment, and lower sick leave us through clean and safe working environments.
- Responsibility – Battalion Chief of Building and Facilities, Captains and Firefighters

Goals (percentage of completion, cost effectiveness, barriers):

- Continuation of replacing out of date station appliances and HVAC for more energy efficient and cost-effective replacements.
- Continuation of maintenance of concrete drives and pads for the stations.
- Continuation of the replacement plan for station furniture.
- Continuation of minor remodels and station repairs.
- Install surveillance systems for security and protection.
- Energy study of all facilities.
- Look at possible additions to stations
- Add female quarters to station 4 / remodel bedroom
- Complete fence around CTC
REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:

- City of Hutchinson purchasing policies and building codes
- Hutchinson Fire Department policies and SOPs

TRAINING REQUIREMENTS to participate (initial, continuing education). Include status of completion percentage for each position.

N/A

SPECIAL CERTIFICATIONS/education needed or applied:

N/A

What are the **resources required** to perform the program or deliver the service. Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- Financial resources necessary
  - Funding for station supplies (cleaning, maintenance items, misc) - $11,000 annual
  - Funding for cancer prevention through gear cleaning - $1,000 annual
  - Funding for station repairs and maintenance (CIP projects, damages ) -
  - Funding for upgraded IT solutions -
  - Funding for security cameras, video storage, and software
  - Funding for female quarters

- Staffing resources required
  - Battalion Chief of Buildings and Facilities
  - Line personnel

- Equipment Resources required
  - Transportation
  - Updated hardware/software

Describe any major or **significant events** that occurred over the last year.

- New shelving above supply room
- Pur O Zone supplies for stations
- Purchased Bed and Chairs for stations 1, 4, and 6
- Replacement of Station 6 HVAC
- Shed purchase for station 5 and 6
All stations on Prox locks system

**HISTORICAL RECORD OF PERFORMANCE:**

N/A

**SUMMARY OF ACTIVITIES:**

List deficiencies and summarize *improvement initiatives*:

**Deficiencies**

- 2 older stations remaining.
- Lack of specific (dirty rooms) for gear and gear washing
- Old and aging appliances, furniture
- Funding for improvements

**Improvement Initiatives**

- Explore benefits of an Energy efficient mind set
- Expand and improve IT systems
- Provide safe environments for members
- Exploring better quality furniture / longer lasting
- Look at possible additions to stations
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Category 5A Fire Suppression
CC 5A.7

MISSION (as it pertains to the HFD Mission Statement):
- Reflecting our passion to protect and put service above all else as professional and highly skilled fire suppression personnel.

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):
- The purpose of the fire suppression program is to preserve and protect life safety and property while safeguarding the environment and city’s economic base
- Reduction in property and life safety losses from fires
- External - Providing high quality of fire and rescue services to the community
- Internal - Funding source to maintain and increase the quality of the fire suppression program
- Responsibility - Operations and Training Division Chiefs, Battalion Chiefs, and Captains.

STATUS OF ACHIEVING GOALS (percentage of completion, cost effectiveness, barriers, deficiencies):
- To continue to meet the performance measures of the effective response force
- Maintain fire operations budget within City set goals

REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:
- Agency policies and SOPs

TRAINING REQUIREMENTS to participate (initial, continuing education). Include status of completion percentage for each position.
- Completion of 20 hours per member per month ISO requirements

SPECIAL CERTIFICATIONS/education needed or applied:
What are the **resources required** to perform the program or deliver the service? Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- **Financial resources**
- **Staffing resources required**
  - Fire Chief
  - Division Chief of Operations
  - Battalion Chiefs
  - Division Chief of Training and Safety
  - Training Officers
  - Division Chief of Fire Prevention
  - Inspector
  - Administrative Assistant
  - Captains
  - Firefighters

- **Equipment resources required**
  - Apparatus
    - 6 engines used as primary and secondary (reserve) response to carry personnel and equipment
    - 2 truck companies used as primary and secondary (reserve) response to carry personnel and equipment
    - 2 reserve engines used as secondary (reserve) response to carry personnel and equipment
    - 8 brush units used as primary response for wildland firefighting
    - 2 reserve brush units used as secondary (reserve) response for wildland firefighting
    - 2 water tenders used as primary and secondary (reserve) response for water supplies away from the city
    - 2 fire UTV used as primary response for special events and wildland firefighting

Describe any major or **significant events** that occurred over the last year.

- January 1, 2019 – 909 South Main – Commercial Building Fire
- March 14, 2019 – 134 East Sherman – Commercial Building Fire
- November 16, 2019 – 5214 Mourn Lane – Brush Fire – 80 Acres
- Implemented Fire Mobile
- Implemented Lexipol
SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

Deficiencies
- Turnout times above national average
- Lack of loss prevention policy
  - Salvage
  - Minimizing damage
- Lack of knowledge from LODD reports
- High Rise policy behind in best practices
- RIT policy out of date

Improvement Initiatives
- Analysis turnout times
- Develop a loss stop program
- Develop a LODD synopsis learning program
- Develop up to date high rise policy with Best practices
- Update RIT policy
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Fire Prevention Division

MISSION (as it pertains to the HFD Mission Statement):

- To provide effective, timely, and quality fire and life safety education, prevention and investigation in a professional and highly trained manner

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):

- The purpose of the fire inspection program is to define community risk, ensure compliance with the current local and state fire codes, and to minimize those risks to the community through education and fire code compliance.
- The desired effect is to reduce community risk through education and life safety initiatives for the agency and the public.
- The benefits are to reduce fire loss and personal injury and death.
- Timely response, and thorough investigation of all fires. Follow up to include prosecutions when needed, and intervention for juvenile fire setters.
- Fire Marshal (Division Chief), Fire Inspector (Captain).

STATUS OF ACHIEVING GOALS (percentage of completion, cost effectiveness, barriers):

- Complete all fire inspections in a timely manner
- Perform risk assessments for commercial structures
- Review all submitted building plans
- More public appearances and education opportunities
- Cooperation with HPD and RNSO to assist in fire investigations.
- Implement and oversee the training and certification of HFD members who would like to become members of the prevention division.
• Work with the training division to create a workbook section for potential fire inspectors to get qualified, the correct skill set, and experience before they transfer to the Inspection Division because of open positions.

REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:

• 2018 International Fire Code (When adopted)
• 2018 International Building code (When adopted)
• NFPA Standards (Most current editions)
• City of Hutchinson code chapter 25
• K.S.A. 31-137 (Kansas statute covering fire protection)

TRAINING REQUIREMENTS to participate (initial, continuing education).

Include status of completion percentage for each position.

• Inspector training through KU FST
• State Certified Fire Investigator
• State Certified Fire Inspector
• Quarterly inspection/prevention training
• NFA training
• IAAI continuing education
• Evidence collection techniques
• Knowledge of search and seizure laws, as well as Miranda laws for interviews and interrogation.

SPECIAL CERTIFICATIONS/education needed or applied:

• State Certified Fire Inspector
• State certified Fire Investigator

What are the resources required to perform the program or deliver the service. Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

• Computer software to perform activities. Both inspections and investigation programs.
• Personnel trained on input of data to allow for better attainable record management data
• Personnel to specialize in specific areas, i.e.; systems, building, education, alarms and notification devices.
• Additional person to focus just on building inspections and record keeping, as well as juvenile fire-setters and public education.

Describe any major or significant events that occurred over the last year.

• Increased public appearances significantly
• Building of the mobile residential sprinkler and live fire demonstration trailer
• Incredible growth of the school supply drive
• Greater public interaction and relations

HISTORICAL RECORD OF PERFORMANCE:

• Increased public appearances and education of the citizens of Hutchinson
• Completed over 900 Fire And Life safety inspections
• Completed annual Hydrant maintenance on 2621 hydrants
• During public appearances we reached around 18,000 adults and children with fire safety messages and training.
• Installed over 70 smoke detectors and/or CO detectors.
• Gave training to well over 1000 people in the proper selection and use of portable fire extinguishers.
• Worked with architects and engineers on numerous major renovations and new building construction to ensure compliance with adopted fire and life safety codes. (Prairie Star, Crystal Ballroom at the Burt, etc...)

SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

Deficiencies
• Timely completion of reports, plan review, record keeping
• Lack of adequate staffing to complete all division duties

Improvement Initiatives
• Increased compliance by business owners after inspections
• Increased compliance of suppression systems and fire alarm systems
• Closure of incendiary fire cases
• Partnering with Brycer Compliance Engine after the adoption of the 2018 IFC and IBC codes to increase compliance in building inspections and maintenance of fire protection systems.
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM:
Training Division

MISSION (as it pertains to the HFD Mission Statement):

- To provide an effective, timely and quality training program for agency personnel to maintain professional skills and excel in professional development.

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):

- To provide a training program for agency personnel to respond to emergency and non-emergency incidents safely.
- Effect – Highly trained and skilled personnel ready to meet customers’ needs at a moment’s notice
- External – Effective management of incidents and service calls
- Internal – Reduce risk of injury and harm to personnel by educating them on proper response procedures and tactics
- Responsibility – Chief of Training, Training Captain and Line Captains

GOALS ANALYSIS (2020) (percentage of completion, cost effectiveness, barriers, deficiencies):

- Meet ISO training requirements
  - Listed requirements being met department wide for all filled positions withing the organization
  - Offering training opportunities for members wishing to exceed their ISO requirements.
- Back to the basics firemanship initiative training rollout.
  - FFI & FFII skills refresher training
  - Hose deployments
  - Ladders
  - Search
  - Engine company and pump operator operations.
- NFPA 1410 Company training evolutions department wide
Continued expansion of available online training resources for all members
• Continuation of NIMS 300 & 400 certification for all Company Officers.
• Blue Card certification for all HFD Acting and Current Company Officers (Continuation), Including Blue Card Instructor Certification for a minimum of 2 members in year 2020 but possibly 4.
• Satisfy requirements for NWCG RT-130 & 190 annual refreshers
  o Including the arduous and moderate pack test requirements
• Satisfy requirements for Hazardous Materials and Technical Rescue certifications
  o NFPA 1670 requirements for Tech Rescue
  o NFPA 472 requirements for Haz-Mat
• Continuation of expansion of the training grounds
  o Development of fire training props and infrastructure to support HFD’s needs for the future in conjunction with Hutchinson Community College.
  o Started the engineering plans for the HFD, HCC combined Logistics building down at the training grounds consisting of a dirty classroom a restroom and outdoor classroom
• HCC professional education audit for all interested members
• Assist with department accreditation. Writing to and reviewing all performance indicators & core competencies that involve the training division.

REGULATORY AGENCY, policy, or law that apply to our ability to deliver services:
• KSR 109-5-1
• KSA 65-6121
• Kansas Forest Service
• National Wildland Coordinating Group (NWCG)
• ISO (Insurance Services Office)
• NFPA 1001 Standard for Firefighter Skills
• NFPA 1410 Company Response Drills
• Hutchinson Fire Department policies and SOPs
• CPSE

TRAINING REQUIREMENTS to participate (initial, continuing education). Include status of completion percentage for each position.
• Fire Recruits receive 240hrs of initial academy training for ISO requirement
• Twenty hours per month per member for ISO requirement
• Twenty hours per year for EMT-Basic (Kansas Continuing Education Plan)
• Relief Driver trainees receive 60hr initial training for ISO requirement
• 12 Hours Officer Specific Training for Company Officers for ISO requirement
• Driver Operator (4)-3hr Classes per year for ISO requirement
• Hazardous Materials refresher (6 hours) per member for ISO requirement
• Facility Training- (18 hours) per member at the CTC per ISO requirement
- RT-130 & 190 Certification or Refresher (annual) for Wildland Response (Red Card NWCG)
- S-131/133 Squad Boss Certification or Refresher (annual) (NWCG & KSFS)
- 2019 Additional wildland class with KSFS (24 Hour Class)
- Blue card certified members must obtain 12 hours of certified blue card CE hours yearly.
- **Half-day (3-hour) drills, 8 per year per ISO (*)**
- **Half-day (3-hour) multiple-company drills, 4 per year per ISO**
- **Night drills (3-hour), 2 per year per ISO (*)**
  - Note: ISO may credit a single-company drill under the first (*) and last (*) of these items; ISO may credit multiple-company drills under all three.

**SPECIAL CERTIFICATIONS**
education needed or applied:

- Send four Members to FDTN RIT train the trainer in Indianapolis.
- National Incident Management System 100, 200, 700 & 800
- National Traffic Incident Management Certification
- KUFST Hazardous Material Technician Level
- NWCG RT130 & 190 Red Card Certification

What are the **resources required** to perform the program or deliver the service? Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system, and other tangible goods).

- **Financial resources necessary**
  - Annual subscription services with online training partners (Target Solutions, Blue Card Academy, Fire Engineering, FDTN, Etc.)- $28,000 annual
  - IFSTA & Fire Engineering updates on textbooks and digital question banks- $4,000 annual
  - Funding for training grounds development/infrastructure with recommendations made by training grounds committee. - Available Funds
  - Funding to secure travel and registrations for outside conferences and training opportunities for all HFD members- $10,000 annual
  - Funding to keep up-to-date classroom audio visual aids, software and equipment- $10,000

- **Staffing resources required**
  - Chief of Training
  - Training Captain
  - EMS Training Captain
  - Line Officers

Describe any major or **significant events** that occurred over the last year.
- Recruit Academy 2019-01 & 2019-02
- Expansion of T-Props on Training Grounds (1 finished with 1 being built and one in the design and layout phase.)
- ISO Audit of all training hours for Class 1 certification
- Development and Implementation of HFD NFPA 1001 FFI&II Skill Books
- Educational switch from IFSTA Essentials Manual to Fire Engineering FFI&II Texts
- Completion of Newley Promoted and Future Company Officer Task Books
- Pump School new Hydraulics manual and Relief Driver Task Book. (Completed)
- HFD Battalion Task book. (Completed)
- Implementation of Target Solutions!
- Started Logistics Building project. (Engineering Phase)

**HISTORICAL RECORD OF PERFORMANCE:**

- Monthly records of individualized training hours (FH, TS and Moodle records)
- Annual records of training (FH, TS and Moodle records)
- Target Solutions for Annual record keeping for training.

**SUMMARY OF ACTIVITIES:**

List deficiencies and summarize **improvement initiatives:**

**Deficiencies**
- Inadequate IT network to support online training and records management. (Work with IT to fix this issue so we can develop an extensive online training program)
- Inadequate professional development program (Overall), Continued from 2018
- Training facility (Lack of props, infrastructure and organization)
- Funding for attendance to outside training and coverage (Increased from 2019)

**Improvement initiatives**
- Continuation of cancer prevention initiatives and expansion of or prevention methods
- Committee development of professional development guidebook for each position within HFD
- Training facility survey, planning and implementation with HCC
- Mandatory EMS/Fire requirements with KSBEMS CE Program
- Back to Basics training initiative
- Newly formatted relief engineer program rollout with 40hr mandatory pump school
- ICS Command standardization with Blue Card Certification
ANNUAL PROGRAM ANALYSIS

Date of Analysis: January 1, 2020

PROGRAM: Emergency Medical Response
Regulating Statute: KSA 65-6121

MISSION (as it pertains to the HFD Mission Statement):

- To provide a timely and effective response to emergency and non-emergency requests as professional and highly skilled medical care providers symbolizing our passion to protect and put service above all else.

PROGRAM DESCRIPTION (purpose, effect, benefits (internal/external), position/rank responsibility):

- Providing Emergency Medical Technician (Non-Transport) level medical services for emergent and non-emergent requests.
- Providing quality basic life support care for patients.
- External - High quality prehospital care for the community.
- Internal - Funding source to maintain and increase the quality of the medical services program, education and equipment.
- Responsibility - Chief of Training, Training Captain, Line Captains

STATUS OF ACHIEVING GOALS (2019) (percentage of completion, cost effectiveness, barriers, and deficiencies):

- Goals achieved in 2019
  - Improve efficiency and quality of emergency medical service equipment.
    - Purchase of upgraded stethoscopes and blood pressure cuffs (Large Adult, Adult, and Child) to all HFD medical bags.
    - Purchase of 2 reusable patient transporters with handles for every engine, truck and reserve.
  - Adopted 2019 Medical Protocol Revision from Hutchinson Regional medical direction - completed
  - Obtained a CLIA Certificate for performing glucose finger stick testing.
  - Relicensure of all HFD personnel with the Kansas Board of EMS
- Track and record all continuing education completed within the 2018-2019 licensure period
- Track and record all required certifications to maintain BLS certifications within the 2018-2019 licensure period
- Ensured all members complete online renewal process

**REGULATORY AGENCY**, policy, or law that apply to our ability to deliver services:

KSBEMS: Kansas Continuing Education Plan

KSR 109-5-1 Continuing Education

- Kansas Board of Emergency Medical Services
  - Paramedic (two-year licensure period)
    - Requires 60 hours of continuing education
    - Completion of all components as required with the Kansas Continuing Education Plan
  - EMT-Advanced (two-year licensure period)
    - Requires 44 hours of continuing education
    - Completion of all components as required with the Kansas Continuing Education Plan
  - EMT-Basic (two-year licensure period)
    - Requires 28 hours of continuing education
    - Completion of all components as required with the Kansas Continuing Education Plan

**TRAINING REQUIREMENTS** to participate (continuing education). Include status of completion percentage for each position.

- Paramedic
  - 34 hours of continuing education per year
  - Hours to be completed during in-house training and acquired online corresponding to their needs from the Kansas Continuing Education Plan and HFD Quality Assurance Program
- EMT-Advanced
  - 26 hours of continuing education per year
  - Hours to be completed during in-house training and acquired online corresponding to their needs from the Kansas Continuing Education Plan and HFD Quality Assurance Program
- EMT-Basic
  - 16 hours of continuing education per year
  - Hours to be completed during in-house training and acquired online corresponding to their needs from the Kansas Continuing Education Plan and HFD Quality Assurance Program
GOALS ANALYSIS (2020)

- Improve efficiency and quality of emergency medical service equipment.
  - Purchase, training and implementation of “igel” supraglottic airways for all first response apparatus. Keeping with the scope of practice.
  - Purchase, training and implementation of nebulizing Non-Rebreather breathing treatments for all first response apparatus. Keeping with the scope of practice.
  - Review and update all current medical equipment currently carried and its impact on our Emergency Medical Response objectives. What can be added or removed from current inventory. This will be revisited to fall in line with medical protocols.

- Improve efficiency and quality of medical response training
  - Continue and expand our partnership in training with RCEMS to better serve our customers while working together. This will be an ongoing objective.
  - Purchase and continued implementation of online continuing education training through current provider (Target Solutions-CAPCE) to meet state required CE program.
  - Evaluate and Develop training curriculums based on findings during the Quality Assurance program conducted with RCEMS and Medical Direction. Findings during this process may alter or change the overall needs of our training due to our customer needs.

- Relicensure of all HFD personnel with the Kansas Board of EMS
  - Track and record all continuing education completed within the 2019-2020 licensure period
  - Track and record all required certifications to maintain BLS certifications within the 2019-2020 licensure period
  - Ensured all members complete online renewal process

- Improve proficiency of medication administration
  - With the new nature of HFD members administering medications we want to continue to build upon their confidence in administering medications per adopted protocols.
o Purchase of NARCAN for frontline apparatus and TEMS unit for use by members due to increase threat from the opioid crisis

o Continue quality Q/C procedures for EMS reports as we switch reporting software, also begin KEMSIS reporting as well

o Monitor possible changes to the regulations for Non-Transport agencies and possible changes for Continuing Education with KBEMS.

o Adopt 2020 Medical Protocol Revision from Hutchinson Regional medical direction

What are the resources required to perform the program or deliver the service? Include, for example, dollars, staffing (additional personnel and time allocation of existing personnel, equipment, supplies, support systems (GIS, wireless, record management system), and other tangible goods).

- **Financial resources necessary**
  - Budgeted expenses total $___________ (staffing and operational costs)

- **Staffing resources required**
  - Ninety (90) EMT-Basics
  - One (1) EMS Training Officer (Additional for 2019)
  - One (1) Training Captain
  - One (1) Chief of Training

- **Equipment resources required**
  - **Apparatus**
    - Six (6) Engines – used as primary response to carry personnel and equipment to treat patients
    - Two (2) Truck Companies - used as primary response to carry personnel and equipment to treat patients
  - **Equipment**
    - Disposable equipment – inventory of disposable equipment used for stocking engines, truck companies and medical supply closets
    - Non-disposable equipment – durable and reusable goods to provide BLS patient care
  - **Support Systems**
    - Data recording – patient care records management system (Firehouse Software/ New World Transition)
    - E-Learning- Online learning/continuing education platforms
    - Communications – radios and mobile data computers
HISTORICAL RECORD OF PERFORMANCE:

- 2019 Organizational Performance Report
- 2019 EMS Response Run Data Report

SUMMARY OF ACTIVITIES:

List deficiencies and summarize improvement initiatives:

**Deficiencies**

- Lack of practical skills usage due to outdated policies (Expansion of EMT role, Ongoing)
- Need for enhancing realism of EMS training
- Lack of report writing skills.

**Improvement initiatives**

- Continual policy and protocol review with enhancement in Quality Assurance performed by medical direction and Q/A board.
- Expand and coordinate more “realistic” training opportunities with HCC and RCEMS.
- Continued expansion of the EMT role to fall in-line with our adopted medical protocols.
- Quality Control of reports making sure key information is documented.
AGENDA REQUEST

AGENDA ITEM: Discuss support of Kansas Association of Local Health Department initiative to seek increase to state formula funding for public health in the Kansas State Budget

PRESENTED BY: Nicholas Baldetti, Health

RECOMMENDED ACTION: Discussion

AGENDA DATE: January 28, 2020

EXECUTIVE SUMMARY (Title or Description, Impact or Goal, Dollar Amount and Funding Source, and Timeframe). Please limit to four (4) sentences.

The Kansas Association of Local Health Departments is seeking to advocate to state legislature this session to increase funding for public health & prevention state formula funding. The attached letter and discussion hope to foster understanding of KALHD's activity and Reno County's role as an active member in KALHD in supporting this task.
Dear Reno County Commissioners,

I wanted to let you know, as your local health department Director and Health Officer, that our professional association, the Kansas Association of Local Health Departments (KALHD), is working on increasing our state-supported funding during this legislative session.

KALHD’s ask consists of two parts:

1) Increasing the State Formula itself: The State Formula is an aid-to-local government funding stream that supports health departments (the funds are not restricted to a specific issue but may be used on public health matters broadly). This is a part of the budget process and the plan is to ask the Kansas Legislature to enhance the funding total when they review the Kansas Department of Health and Environment’s (KDHE’s) budget. This funding has remained flat since 1992 at a value of $2,220,250. KALHD plans to request that be increased by approximately $1.9 million to $4.1 million.

2) Increase the guaranteed minimum in the State Formula: This will require a bill as the minimum is set in statute (K.S.A. 65-242). The current minimum is $7,000. KALHD plans to ask for this to stay at $7,000 should the State Formula remain under $3 million, but that the minimum increase to $15,000 if at least $3 million is budgeted.

The State Formula funding supports a variety of local public health functions and is very useful to Reno County because the funds can be used for any public health priority we identify locally. Adjusting both the grand total and the minimum for inflation reasons is critical. Currently, 68 of the 105 counties are only assigned the minimum $7,000, hence why KALHD wants to address that issue in a way that also does not reduce funding for those counties that receive more. This trigger to the minimum should accomplish that while we also pursue more funding to the system itself.

There will be no requested changes to any maintenance of effort language. The plan here is to just increase the State support coming to the local health department without asking the local government to increase its funding match.

When the relevant hearings come up during the legislative session it would be very helpful if our local commission would be willing to lend support, via testimony, that this change would assist us in protecting the health of our residents. I would be happy to take the lead in providing such testimony if I am granted permission to speak on the county’s behalf on this matter.

Sincerely,

Nicholas Baldetti
Nicholas Baldetti, DBA, MBA, MS
Director / Health Officer
AGENDA ITEM: Approve the proposal from 5Bugle Training and Consulting to conduct an evaluation of fire service delivery within the county's fire districts.

PRESENTED BY: Adam Weishaar

RECOMMENDED ACTION: Approval

AGENDA DATE: January 28, 2020

EXECUTIVE SUMMARY (Title or Description, Impact or Goal, Dollar Amount and Funding Source, and Timeframe). Please limit to four (4) sentences.

This was a discussion item on January 21, 2020

If approved, 5Bugle Training and Consulting will be looking at the Reno County Fire district's current strengths, weaknesses, opportunities and threats; facilities, equipment, training, manpower, and attracting/retaining volunteers. This evaluation can be completed for a cost not to exceed $10,000.

In addition, 5Bugle can create a strategic plan based on their findings for a cost not to exceed $2,500.
RENO COUNTY, KANSAS
FIRE DELIVERY EVALUATION AND STRATEGIC PLAN PROJECT

FIVE BUGLE TRAINING AND CONSULTING, LLC PROPOSAL

Overview: Reno County, Kansas seeks to have an evaluation of fire and emergency medical service delivery within the county’s fire districts to determine how improved response delivery might be gained. Current concerns regarding fire service delivery include lack of training, staffing and response capabilities, with times when the fire districts are unable provide an adequate response to emergency situations; an “adequate” response being defined as the ability to provide sufficient personnel and equipment on-scene to positively impact life-safety, incident stabilization and property conservation, thereby reducing or preventing the escalation of the severity of the incident. It is understood that adequacy of facilities, equipment, training and staffing have a significant impact on the ability to accomplish an adequate response, and that the ability to attract and retain volunteer firefighters is the foundation for all of this. As such, these impacts will also be studied, and recommendations developed.

Proposed Action Steps:

<table>
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<tr>
<th>Description</th>
<th>Estimated Time</th>
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<tr>
<td>Initial consult meeting with County, prep and conduct</td>
<td>4 hours</td>
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<tr>
<td>Fire District and Municipal Chiefs Interviews, including staffing, training, operational procedures, equipment, apparatus reviews</td>
<td>36 hours</td>
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<td>Other shareholder interviews (as directed)</td>
<td>4 – 8 hours</td>
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<td>Mid-project review/update meeting with County</td>
<td>2 hours</td>
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<tr>
<td>Drafting of initial report and recommendations</td>
<td>32 hours</td>
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<td>Review of initial report with County</td>
<td>2 hours</td>
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<tr>
<td>Modify report as directed for final draft production</td>
<td>4 hours</td>
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<tr>
<td>Presentation of findings/recommendations to Reno County, preparation and conduct</td>
<td>4-6 hours</td>
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<td>Contingency hours (travel between sites, estimated time overrun, etc.)</td>
<td>6 hours</td>
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Total Estimated Time: 100 hours

The above table describe the general action steps to be taken in order to gain an understanding of the current situation/status of fire service delivery within Reno County, to include, but not limited to 1) provider service delivery philosophies, 2) current strengths, weaknesses, opportunities and threats (SWOT), 3) stakeholder (both internal and external) perceptions, and to 4) develop recommendations for improving sustainable fire service delivery within the County.
Time commitments are estimations but are based on the ‘not-to-exceed’ cost factor of the contract. Actual time invested may exceed 100 hours, but any excess hours will not be billed to the County. Any reductions in hours required will result in reduced billing to the County.

If the County would like FBTC to develop a strategic plan based on the above actions, it would be work considered in addition to the above proposal. As the action steps above include a number of actions taken to develop a strategic plan, only an additional 25%, or $2,500 would be required to complete the strategic plan and present it in conjunction with the evaluation project. This fee includes review meetings and directed modification(s) of the plan.

Travel Costs:

Billable expenses (travel, lodging) must be pre-approved by the County Administrator; Miscellaneous out of pocket expenses, including road tolls and meals, shall be the responsibility of FBTC.

Respectfully Submitted,

Bruce A. Fuerbringer, M.S., EFO
Five Bugle Training and Consulting, LLC.
RENO COUNTY, KANSAS
FIRE RESPONSE EVALUATION/IMPROVEMENT PROJECT

CONSULTING AGREEMENT

This agreement dated __________, 2020 is made by and between the County of Reno, 206 W. 1st Avenue, Hutchinson, Kansas 67501 (Agent), and Five Bugle Training & Consulting LLC, W6095 Rock Creek Rd., Mondovi, Wisconsin 54755 (FBTC).

1. Consultation Services. Agent hereby enters into a contract with FBTC to perform fire service delivery consulting services for Reno County per the attached project proposal.

2. Additional Responsibilities. Additional written assignments beyond those included in the above services must be approved in advance on a project basis.

3. Independent Contractor. The Agent and the consultant agree that FBTC will act as an independent contractor in the performance of its duties under this contract. Accordingly, FBTC shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the consultant's activities in accordance with this contract, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fee as required.

4. Terms and Conditions.

   a. All work shall become the property of the Agent.
   b. The timeline for performance objectives will follow those outlined in the proposal upon confirmation/agreement between the County Administrator and the Consultant.
   c. Provisions for termination in the event of non-performance, force majeure, or by either party upon ten (10) days written notice prior to cancellation.
   d. The consultant/Independent Contractor shall abide by the County’s Ethics Code to the extent it is applicable.
   e. Consultant/Independent Contractor will furnish proof of insurance coverage.
   f. The Consultant/Independent Contractor agrees that it shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses which arise out of the performance of the Agreement and which are due to Consultant/Independent Contractor’s own negligence, tortious acts by Consultant/Independent Contractor, its employees, agents, representatives, or anyone else associated with said contractor or related claims, patent, copyright infringement or other unlawful conduct.

5. Terms of Agreement. This agreement will begin upon date of signature and will end June 30, 2020.
6. **Time Devoted by Consultant.** FBTC will commit whatever time is required in fulfilling his obligations under this contract; variations to the proposal requested by the County Administrator that will change the direction of the work and normal hours committed to the project, may increase the project fee upon mutual agreement of all parties.

7. **Project Updates.** FBTC will provide regular progress updates on the project to the County’s designated liaison. Updates may be either written or verbal in nature.

8. **Place Where Services Will Be Rendered.** FBTC will perform services in accordance with this contract at either Reno County or in its home office located in Mondovi, WI. Incidental travel to other locations required to accomplish the project will be approved by the County Administrator. Bruce Fuerbringer, Owner of FBTC, will supervise the project. The consultant may involve other employees as necessary to complete the project, but no sub-contractors will be used.

9. **Non-competition.** The Agent agrees not to recruit or to hire any member of FBTC either as an employee, consultant or sub-contractor, during any period of this agreement or for one year following its termination without the written consent of Bruce Fuerbringer, Owner, FBTC.

10. **Release of Liability.** As an emergency service delivery evaluation and resulting recommendations are intended to support fire service best practices, it is understood that circumstances may exist or occur that as a result, cannot guarantee the optimum and successful service delivery to save lives and property in all cases. FBTC shall not be held liable for any negative outcomes in actions or outcomes that may result from an emergency response.

11. **Modification of Terms.** This agreement may be modified upon mutual written agreement of the parties.

12. **Confidential Information.** The consultant agrees that any information received by the consultant during any furtherance of the consultant's obligations in accordance with this contract, which concerns the personal, financial or other affairs of the Agent will be treated by the consultant in full confidence and will not be revealed to any other persons, firms or organizations.

13. **Governing Law.** This Agreement shall be governed by the laws of the State of Kansas.

14. **Other.** Consultant agrees that this contract will be performed in compliance with applicable laws, including the requirements that there will be no discrimination on the basis of race, color, religion, national origin, age, disability, ancestry, or veteran status in employment or any program or activity associated with this agreement.
15. **Payment to Consultant**:

a. **Professional Fees**. Professional fees for this project will be billed at $100/hour, not to exceed $10,000.00.

b. **Out of Pocket Expenses**. Billable expenses (travel, lodging) must be pre-approved by the County Administrator; Miscellaneous out of pocket expenses, including road tolls and meals, shall be the responsibility of FBTC.

c. **Payment Schedule**. An invoice will be submitted at the end of the project to the County Administrator and paid in a lump sum contingent upon successful performance of duties.

16. **Signatures**

Dated this ___ day of ______________, 20__.

**Reno County, Kansas**

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<tr>
<th>Authorized Signature</th>
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**Five Bugle Training & Consulting LLC**

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<td>Bruce A. Fuerbringer, Owner</td>
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Page 3 of 3
Emergency Management Update January 28, 2020

Emergency Operations Center (EOC) has not been opened in 2020

Attended Kansas Emergency Management Association (KEMA) meetings

Attended monthly Homeland Security meetings

VOAD

Wildfire Outlook Seminar

Other Events:

CERT:

- Monthly Meetings
- Safety training

Fire Update:

Monthly Fire Chiefs meeting in November and December

- CADview for all Fire Chiefs and Assistant Chiefs
- Updated insurance and workman’s compensation
- Elections:
  - President: Reno Harvey Joint Fire District 2 (Buhler) Assistant Chief Chris Ledbetter
  - Vice President: Fire District 9 (Haven) Chief Curly Gingerich
  - Secretary: South Hutchinson Assistant Chief Steve Rippie
  - Treasurer: Reno Harvey Joint Fire District 2 (Buhler) Chief Royce Regier

- The next scheduled meeting in Wednesday February 5th
Call volume January 1 to December 31

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**Flooding Update:**

The State has conducted two applicant briefings for Reno County. The first applicant briefing was held on March 13 and this was for the applicants from the October flooding. The second briefing was held on July 30th for the applicants from the April flooding. Reno County has a total of 39 applicants.

The State met with Reno County Emergency Management and Reno County Public Works and conducted a project scoping meeting on January 8th. There is a follow up meeting scheduled this Friday, January 30th. This process has been delayed due to over 580 applicants statewide from 4 different disaster periods.

**Upcoming Events:**

April 18th: Live fire class and training for all Reno County firefighters at the Hutchinson Fire Command and Training Center

March 4th: Emergency Operations Plan (EOP) workshop in the Veterans room

March 9th: Storm Fury on the Plains at the Hutchinson Fire Command and Training Center