



CITY COMMISSION WORKSESSION AGENDA

Thursday April 2, 2020 at 4:00p.m.

Community Council Room- City Hall

Due to restrictions on size of gatherings, per the Kansas Governor's Office, the public will be unable to physically attend the meeting. As per instruction by the Kansas Attorney General, you may listen to the meeting from your computer, tablet or smartphone by using the link or phone number and access code below.

<https://www.gotomeet.me/WinfieldKansas>

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(786\) 535-3119](tel:+17865353119)

Access Code: 969-810-229

Phones Muted: In order to enable all parties to hear, phones will be muted. Phones will be unmuted for public comment at the beginning of the meeting and at the end of each topic as described below.

Public Comment: All commenters shall state their name and address before commenting. Public comment at the Worksession on any item not on the agenda will be received at the beginning of the meeting. The phones will be unmuted at the end of each topic to receive any additional comment.

Presenters: Presenters must state their name and title each time as they begin speaking.

Item 1 Consent to Annexation

Item 2 Lake Policy Changes; Fees

Item 3 Walnut River Waterline Update; Change Order

Item 4 2020 Microsealing Roadwork

Item 5 Electric System Tree Trimming

Item 6 Sunday Packaged Liquor Sales

Item 7 Agenda Review—Brenda Peters

- Proclamation for Fair Housing (CDBG requirement)
- Consent to Annexation
- Walnut River Change Order



April 1, 2020

TO: Mayor Jarvis, Commissioners Hutto and Thompson

FROM: Taggart Wall, city manager

RE: Worksession for April 2, 2020

NOTE: WORKSESSION WILL BE HELD AT THE COMMUNITY COUNCIL ROOM- CITY HALL. TELECOMMUNICATION PROVIDED.

Item 1 Consent to Annexation

City Utilities are adjacent to a parcel that is currently outside the city limits. Cory and Kara Young have requested city utility services at 65th Rd and W. US 160. As has been the practice, staff requested the Youngs sign a consent to annex as a condition of connection to City services. The Young's have done so and this completes the process.

Item 2 Lake Policy Changes; fees

The City is working on an update to policy that would allow us to change the way we require campers to change locations every 14 days. The change would still require them to move, just not as far. The Lake is divided up into 4 Recreation Areas and 32 Zones. Currently, campers are required to change Areas every 14 days, staff has recommended that we modify this policy to require them to only change zones.

Additionally, we are evaluating the fees at the Lake to allow us to continue to improve the facilities and provide competitive seasonal employee wages. Proposed changes are below. Estimated generated revenue is ~\$60k.

We would propose to align the Fairgrounds fees with these changes (they are aligned today). Any existing contract at the Fairgrounds that pays a reduced rate for more than 75 campers would pay the existing fees for this year, but pay the increase in 2021.



Type of Permit	CURRENT		PROPOSED		State Fees
	Cowley County Resident	Non-Resident	Cowley County Resident	Non-Resident	
Boat and Trailer Storage Space	15.00	15.00	15.00	15.00	
Waterfowl Seasonal Hunting Permit	7.50	15.00	7.50	15.00	
Daily Recreation	4.00	4.00	5.00	5.00	5.00
Annual Recreation	25.00	35.00	25.00	35.00	25.00
Add'l Vehicle Recreation	10.00	10.00	10.00	10.00	12.50
Daily Primitive Camping	3.00	3.00	5.00	5.00	10.00
Daily Electric Hookups	12.00	12.00	17.00+Daily Rec Fee	17.00+Daily Rec Fee	9.00+Vehicle Fee+ Camping Fee
Daily Camper Pad Elec, Water, Sewer	12.00	12.00	17.00+Daily Rec Fee	17.00+Daily Rec Fee	12.00+Vehicle Fee+ Camping Fee
Chartered Org Group Discount	9.00	9.00	12.00	12.00	
Daily Canoe/Non Powered Boat	2.00	4.00	2.00	4.00	
Annual Canoe/Non Powered Boat	15.00	25.00	15.00	25.00	
Daily Sailboats and Boards	4.00	8.00	5.00	10.00	
Annual Sailboats and Boards	20.00	35.00	20.00	35.00	
Daily U10HP Power Boat	3.00	6.00	5.00	10.00	
Annual U10 HP Power Boat	20.00	35.00	20.00	35.00	
Daily U40HP Power Boat	4.00	8.00	5.00	10.00	
Annual U40 HP Power Boat	25.00	45.00	25.00	45.00	
Daily 40+HP Power Boat	5.00	10.00	5.00	10.00	
Annual 40+ HP Power Boat	35.00	65.00	35.00	65.00	
Daily Personal Watercraft	5.00	10.00	5.00	10.00	
Annual Personal Watercraft	35.00	65.00	35.00	65.00	



The contractor has requested a minimal change order that would allow a change to how the replaced section of the pipe is connected to the existing main. The total cost of the change order is less than \$3,500 and will be covered by the CDBG grant.

There has been an important change to the scope of the project. Through negotiations with the contractor for phase 2 of the project which included going on up the bluff to the west of the river, the City elected not to move forward with that project at this time. The costs presented, as taken against other priorities in the system, were such that the decision was made not to complete that part of the project. In any case, the grant section of the project to replace the section of the water main directly affected by the 2019 floods has proceeded as planned.

The City has successfully negotiated a contract with Vance Bros out of the Kansas City metro for micro sealing pavement preservation work to be completed. This unit price is the *same* as the price that the City received last year. This year there are approximately 40 blocks scheduled for microsealing maintenance. Mr. Steward will be here to discuss.



Item 5 Electric System Tree Trimming

The City has long been putting in place an annual tree trimming practice along its electric distribution system. The tree trimming practice is credited with significantly reducing short term power outages due to vegetation and works as a preventative safeguard against major ice events by reducing the potential places where an ice laden tree branch could fall into a line. For 2020, the City has solicited two budgeted projects: 1) an hourly project and 2) a special line clearing project primarily following a route west along US 160 and then north to Udall.

Item 6 Sunday Packaged Liquor Sales

The City has been in contact with a local liquor store owner and expects to receive a formal request for the expansion of packaged liquor sales to include Sunday. This is allowed for in state statute and could be completed for Winfield by making an ordinance change with a 60-day protest period. The state statute allows for Sunday packaged liquor sales 12p.m to 8p.m. Should no eligible protest be received the ordinance would take effect. Should an eligible protest be received, the change would be put to a public vote at the next general election. We have notified all three liquor store owners.

If you would like, we can draft an ordinance for your consideration.

Item 7 Agenda Review

- Proclamation for Fair Housing (CDBG requirement)
- Consent to Annexation
- Walnut River Change Order



Request for Commission Action

Date: March 9, 2020

Requestor: Patrick Steward, Dir. Of Public Improvements / City Engineer

Action Requested: Approval of a consent to annexation and service extension agreement for Cory and Kara Young.

Analysis:

City Utilities are adjacent to a parcel that is currently outside the city limits. The Youngs have requested city utility services. As has been the practice, staff requested the Youngs sign a consent to annex as a condition of connection to City services.

Fiscal Impact: The owner will pay connection costs and associated fees.

Attachments: Proposed Resolution & Consent to Annexation

**City of Winfield
Cowley County, Kansas
Consent to Annexation and
Service Extension Agreement**

WHEREAS, this agreement made this 2nd day of March, 2020, between Cory Young and Kara Young, hereinafter referred to as “Young” and the City of Winfield, Kansas, hereinafter referred to as “City.”

WHEREAS, the undersigned, Young, are the owners of record of the following described real property located in an unincorporated area adjoining the City of Winfield in Cowley County, Kansas:

A tract of land being a part of Outlot A, Walch Tracts, a subdivision of the Northeast Quarter of Section 30, Township 32 South, Range 4 East of the 6th P.M., Winfield, Cowley County, Kansas, beginning at the Northwest corner of Outlot A, Walch Tracts, thence South 89 deg. 52 min. 55 sec. East (assumed) along the North line of Outlot A, 624.00 feet, thence South 0 deg. 07 min. 05 sec. West, 702.98 feet to the South line of Outlot A, Walch Tracts, thence South 89 deg. 37 min. 12 sec. West, along the South line of Outlot A, Walch Tracts, 617.48 feet to the Southwest corner of Outlot A, Walch Tracts, thence North 0 deg. 24 min. 41 sec. West, along the West line of Outlot A, Walch Tracts, 708.38 feet to the point of beginning.

WHEREAS, Young has requested the City of Winfield, Kansas to provide natural gas service, water service and electric service to the above described property and the City has consented to do so.

NOW, THEREFORE, in consideration of the agreement of the City of Winfield, Kansas agreeing to furnish natural gas, water and electric service to the above-described property and other valuable consideration, Young hereby gives full and complete consent to the City of Winfield, Kansas to annex the above described property in accordance with the laws of the State of Kansas at any time after the date of this agreement. Young further agrees to comply with all city standards, regulations, requirements and policies applicable to the proposed natural gas service.

THIS covenant shall run with the land described above and shall be binding upon the heirs, beneficiaries, grantees, successors and assigns of the undersigned.

Dated this _____ day of _____, 2020.

Cory Young

Kara Young

STATE OF KANSAS, COWLEY COUNTY, SS.

On this _____ day of _____, 2020, before me a notary public in and for said county and state, personally appeared Cory and Kara Young to me known to be the person named in and who executed the foregoing instrument, and duly acknowledged the execution thereof.

Notary Public

My commission expires:

Accepted and authorized for filing in the Office of Register of Deeds, Cowley County, Kansas, this _____ day of _____ 2020, by Resolution No. _____ of the Governing Body of the City of Winfield, Kansas.

Phillip R. Jarvis, Mayor

ATTEST:

Brenda Peters, City Clerk

BILL NO. _____

RESOLUTION NO. _____

A RESOLUTION

AUTHORIZING and directing the Mayor and Clerk of the City of Winfield, Kansas, to execute a Consent to Annexation and Service Extension Agreement for property outside the corporate boundary of the City of Winfield.

WHEREAS, Cory Young and Kara Young are the owners of record of certain unincorporated land described below, and;

WHEREAS, Cory Young and Kara Young have signed a consent to annexation and service extension agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The governing body of the City of Winfield, Cowley County, Kansas, hereby accepts said consent to annexation and service extension agreement, and authorizes the Mayor and City Clerk to execute said Agreement which is attached hereto and made a part hereof, covering the following described land;

A tract of land being a part of Outlot A, Walch Tracts, a subdivision of the Northeast Quarter of Section 30, Township 32 South, Range 4 East of the 6th P.M., Winfield, Cowley County, Kansas, beginning at the Northwest corner of Outlot A, Walch Tracts, thence South 89 deg. 52 min. 55 sec. East (assumed) along the North line of Outlot A, 624.00 feet, thence South 0 deg. 07 min. 05 sec. West, 702.98 feet to the South line of Outlot A, Walch Tracts, thence South 89 deg. 37 min. 12 sec. West, along the South line of Outlot A, Walch Tracts, 617.48 feet to the Southwest corner of Outlot A, Walch Tracts, thence North 0 deg. 24 min. 41 sec. West, along the West line of Outlot A, Walch Tracts, 708.38 feet to the point of beginning.

Section 2. The Clerk of the City of Winfield, Kansas shall record said easement with the Register of Deeds of Cowley County, Kansas.

Section 3. This resolution shall be in full force and effect from and after its passage.

ADOPTED this 16th day of March, 2020

(SEAL)

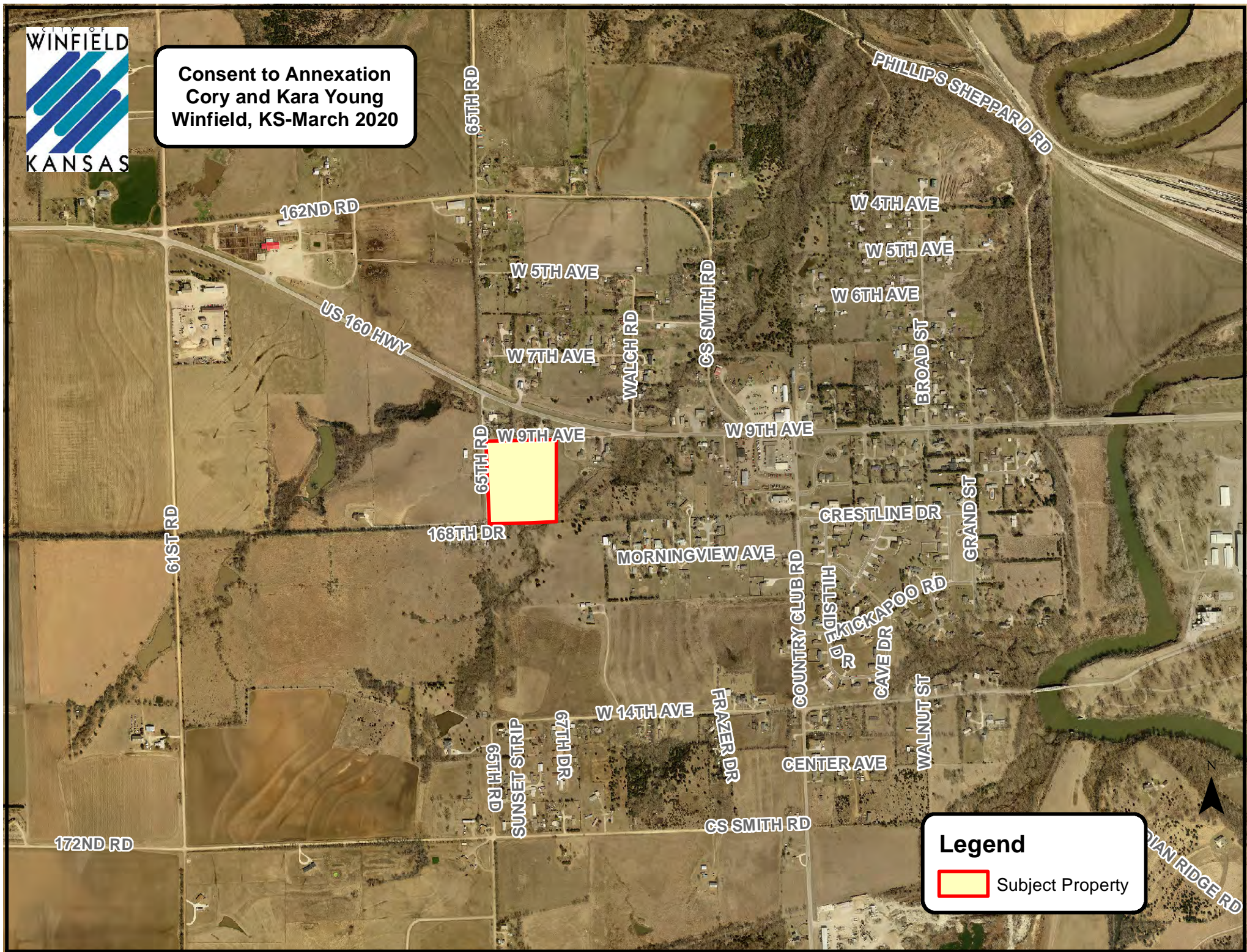
Phillip R. Jarvis, Mayor

ATTEST:

Brenda Peters, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/ps





Request for Commission Action

Date: March 31, 2020

Requestor: Patrick Steward, Dir. Of Public Improvements / City Engineer

Action Requested: Authorizing a change order for the Walnut River waterline crossing project.

Analysis:

The contractor has proposed an alternate method of connection from the new segment of the waterline to the existing main. This alternate method reduces the length of time the main will have to be off and also makes future connections to the line substantially easier.

Fiscal Impact: The change is \$3200 and will be funding by the grant.

Attachments: Proposed Resolution
Change Order

CHANGE ORDER No. 1

Date of Issuance: March 27, 2020

Project Name: Walnut River Waterline Crossing Replacement	Owner: City of Winfield	Owner's Project Number:
Engineer's Project Number (if applicable): 35-197047-001-0943	Date of Contract: March 16, 2020	
Contractor: Ditch Diggers Inc.	Funding Agency Project Number: 19-IT-002	

The following changes are hereby made to the CONTRACT DOCUMENTS: Modify the connection to existing pipe on the west side of the Walnut River to a 16"x12" tapping sleeve and valve in lieu of the proposed 45 degree bend and valve connection. Modify the connection to existing pipe on the east side of the Walnut River to a 14"x12" tapping sleeve and valve in lieu of the proposed 11 1/4 degree bend and valve connection.

Justification: The modifications are proposed to limit the amount of time the existing pipeline will be down during the new waterline installation. The cost for these changes are \$1,800 for the west side and \$1,400 for the east side.

☒ **Change to CONTRACT PRICE**

Original CONTRACT PRICE: \$ 118,145.00

Current CONTRACT PRICE (as adjusted by previous CHANGE ORDERS): \$ 118,145.00

Increase in CONTRACT PRICE as of this Change Order: \$ 3,200.00

The new CONTRACT PRICE incorporating this CHANGE ORDER: \$ 121,345.00

☐ **Change to CONTRACT TIME:**

Original Contract Times: ☐ Working Days ☐ Calendar Days

Substantial completion (days or date): _____

Final completion (days or date): _____

The CONTRACT TIME (as adjusted by previous CHANGE ORDERS):

Substantial completion (days or date): _____

Final completion (days or date): _____

[Increase] [Decrease] in CONTRACT TIME as of this Change Order:

Substantial completion (days or date): _____

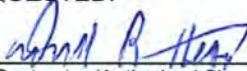
Final completion (days or date): _____

CONTRACT TIMES with all approved CHANGE ORDERS:

Substantial completion (days or date): _____

Final completion (days or date): _____


REQUESTED:

By: 
Contractor (Authorized Signature)

Date: 03/27/2020

Approved by Funding Agency (if applicable): _____

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 3/27/2020

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

Date: _____

BILL NO. _____

RESOLUTION NO. _____

A RESOLUTION

AUTHORIZING and directing the Mayor and Clerk of the City of Winfield, Kansas, to execute a change order for Project No. 35-197047-001-0943, CDBG Project No. 19-IT-002 between the City of Winfield, Kansas and Ditch Diggers Inc., Salina, Kansas for waterline improvements.

WHEREAS, this proposed change order limits the amount of time the existing pipeline will be down during waterline installation, and;

WHEREAS, the funding agency and engineer have approved the change order;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The Mayor and Clerk of the City of Winfield, Kansas are hereby authorized and directed to execute a change order for the amount of three thousand two hundred dollars and zero cents (\$3,200.00) for Project No. 35-197047-001-0943, CDBG Project No. 19-IT-002, between the City of Winfield and Ditch Diggers, Inc., Salina, Kansas, for the Walnut River Waterline Crossing Replacement, a copy of which is attached hereto and made a part hereof the same as if fully set forth herein.

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 6th day of April, 2020

(SEAL)

Phillip R. Jarvis, Mayor

ATTEST:

Brenda Peters, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/ps



Request for Commission Action

Date: March 30, 2020

Requestor: Patrick Steward, Dir. Of Public Improvements / City Engineer

Action Requested: Awarding of a contract for Microseal projects for 2020.

Analysis:

Vance Bros. has performed this work for the City since Winfield started utilizing this type of pavement preservations. The proposal given by Vance Bros. holds the same equivalent unit price that has been used for the past two years. The streets identified for microseal projects are identified in the attached map.

Fiscal Impact: Funding for this work would be sales tax dollars.

Attachments: Proposed Resolution(s)

BILL NO. _____

RESOLUTION NO. _____

A RESOLUTION

AUTHORIZING and directing the Mayor and Clerk of the City of Winfield, Kansas, to execute a contract for Project No. 20-TI893 for microseal street improvements between the City of Winfield, Kansas and Vance Brothers, Inc., Kansas City, Mo.

WHEREAS, proposals for the street improvements were requested and accepted; and,

WHEREAS, Vance Brothers, Inc., Kansas City, Mo. submitted the apparent lowest proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The Mayor and Clerk of the City of Winfield, Kansas are hereby authorized and directed to execute a contract for the amount of one hundred ninety nine, four hundred fifty four and sixty four cents (\$146,309.40) for Project No. 20-TI893 for street improvements for various locations, between the City of Winfield and Vance Brothers, Inc., Kansas City, Mo., a copy of which is attached hereto and made a part hereof the same as if fully set forth herein.

Section 2. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 6th day of April, 2020.

(SEAL)

Phillip R. Jarvis, Mayor

ATTEST:

Brenda Peters, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/ps



Request for Commission Action

Date: April 2, 2020

Requestor: Gus Collins, Director of Utilities

Action Requested: Consider approval of utility right of way contract for the year, 2020.

Analysis: City staff solicited request for proposals on the Right of Way Clearance Tree Trimming and special project for the year 2020. Proposals were received on March 23rd, 2020. City staff has since been in the process of reviewing the proposals. Summary of the Proposal:

<u>Company</u>	<u>Hourly</u>	<u>Annual</u>	<u>West Co (special project)</u>
Wolf Tree	\$76.80	\$159,744.00	No Bid
Davis	\$73.50	\$152,880.00	No Bid
Asplundh	\$85.00	\$176,800.00	\$173,858.40
Poor Boy	\$94.79	\$197,163.20	\$182,773.00

As noted above, the proposals are divided in two segments; One for a special project (changes in scope annually), the other is an hourly rate to complete the Right of Way clearance throughout the distribution/transmission system, as determined by staff.

After further review and checking references, the staff is recommending that the hourly contract for 2020 be awarded to Davis, and the special project, be awarded to Asplundh at \$173,858.40. (map depicting the special project attached, approximately 69.80 miles).

Staff checked with current/former clients for Davis: Wellington Electrical Municipal and also with Alfalfa Electric, Oklahoma (the CEO is former Electric Director, Colin Whitley). Both had very positive comments and recommended their services.

Fiscal Impact: City budgets annually, the total amount is anticipated to below the budgeted amount for 2020, for ROW tree clearance.

Attachments: Map of 2020 project.

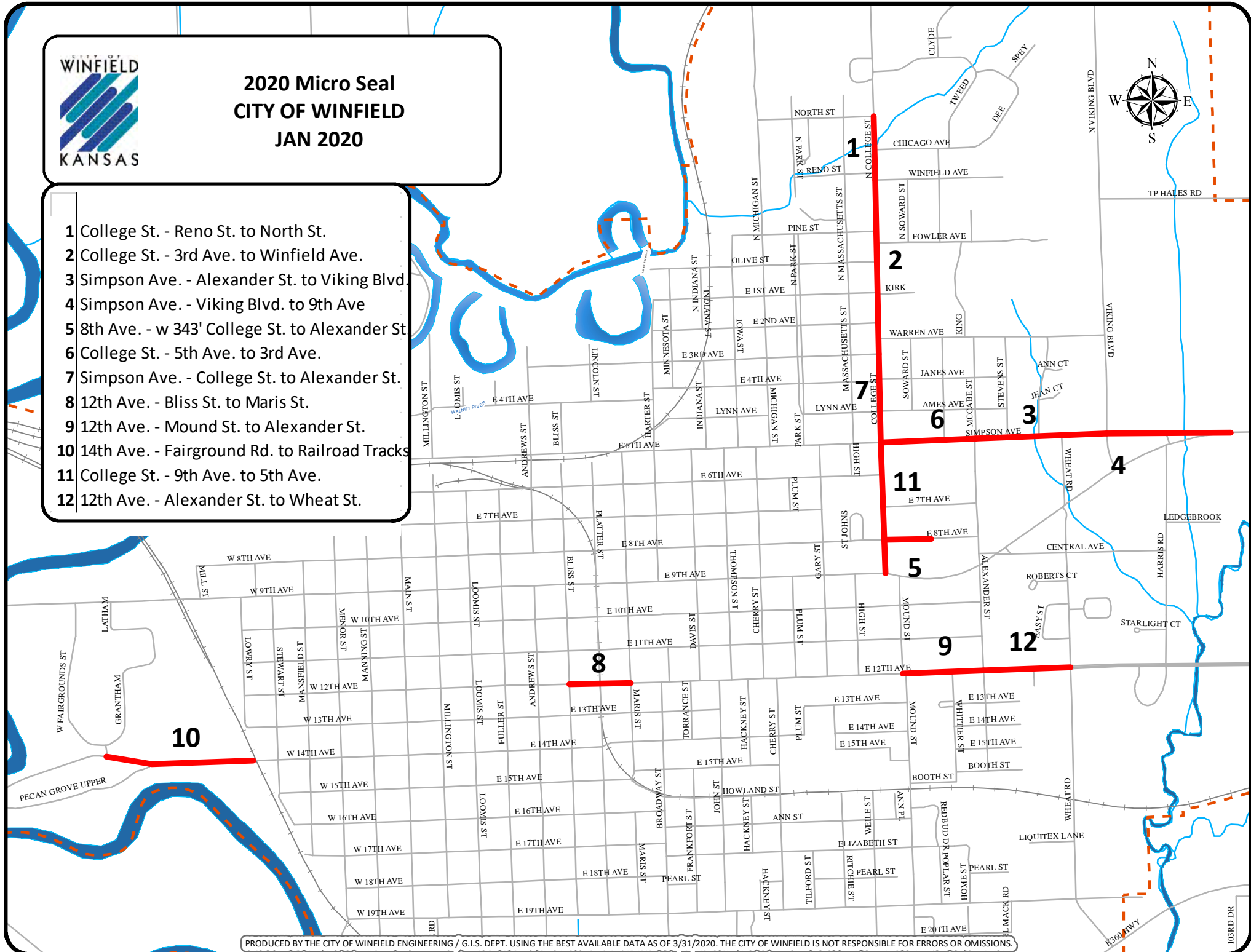
RIGHT OF WAY CLEARING PROJECT
MARCH 2020
CITY OF WINFIELD, KANSAS

<u>COMPANY</u>	<u>HOURLY</u>	<u>ANNUAL</u>	<u>WEST CO</u>
WOLF	\$76.80	159,744.00	NO BID
DAVIS	\$73.50	152,880.00	NO BID
ASPLUNDH	\$85.00	176,800.00	173,858.40
POOR BOY	\$94.79	197,163.20	182,773.00



2020 Micro Seal CITY OF WINFIELD JAN 2020

- 1 College St. - Reno St. to North St.
- 2 College St. - 3rd Ave. to Winfield Ave.
- 3 Simpson Ave. - Alexander St. to Viking Blvd.
- 4 Simpson Ave. - Viking Blvd. to 9th Ave
- 5 8th Ave. - w 343' College St. to Alexander St.
- 6 College St. - 5th Ave. to 3rd Ave.
- 7 Simpson Ave. - College St. to Alexander St.
- 8 12th Ave. - Bliss St. to Maris St.
- 9 12th Ave. - Mound St. to Alexander St.
- 10 14th Ave. - Fairground Rd. to Railroad Tracks
- 11 College St. - 9th Ave. to 5th Ave.
- 12 12th Ave. - Alexander St. to Wheat St.



BILL NO. _____

RESOLUTION NO. _____

A RESOLUTION

AUTHORIZING and directing the Mayor and the City Clerk of the City of Winfield, Kansas to execute a contract for Asplundh Tree Expert, LLC, for West Cowley County Tree Trimming Special Project, between the City of Winfield, Kansas and Asplundh Tree Expert, LLC.

WHEREAS, proposals for the West Cowley County Tree Trimming Special Project were requested and accepted: and,

WHEREAS, Asplundh Tree Expert, LLC submitted the apparent best proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The Mayor and Clerk of the City of Winfield, Kansas are hereby authorized and directed to execute a contract for the amount of one-hundred and seventy-three thousand, eight-hundred and fifty-eight dollars and forty cents (\$173,858.40) for West Cowley County Tree Trimming Special Project; between the City of Winfield, Kansas and Asplundh Tree Expert, LLC, a copy of which is attached hereto and made a part hereof the same if fully set forth herein.

Section 2. This resolution shall be in full force and effect from and after its passage and adoption.

ADOPTED this 6th day of April 2020

(SEAL)

Phillip R. Jarvis, Mayor

ATTEST:

Brenda Peters, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/ps

BILL NO. _____

RESOLUTION NO. _____

A RESOLUTION

AUTHORIZING and directing the Mayor and the City Clerk of the City of Winfield, Kansas to execute a contract for Davis Tree Company for annual, hourly rate, tree trimming, between the City of Winfield, Kansas and Davis Tree Company.

WHEREAS, proposals for the hourly rate tree trimming crew were requested and accepted: and,

WHEREAS, Davis Tree Company submitted the apparent best proposal;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The Mayor and Clerk of the City of Winfield, Kansas are hereby authorized and directed to execute a contract for the amount of one-hundred and fifty-two thousand eight-hundred and eighty dollars and zero cents (\$152,880.00) for annual, hourly rate, tree trimming; between the City of Winfield, Kansas and Davis Tree Company, a copy of which is attached hereto and made a part hereof the same if fully set forth herein.

Section 2. This resolution shall be in full force and effect from and after its passage and adoption.

ADOPTED this 6th day of April 2020

(SEAL)

Phillip R. Jarvis, Mayor

ATTEST:

Brenda Peters, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager/ps

Speaking of Fire

Preparing for the COVID-19 surge: It's going to be war

Three priorities for fire departments facing the virus surges ahead

Mar 29, 2020, **Robert Rielage**

Few people are alive today who had first-hand experience of the 1918-1919 Spanish flu. At best, some octogenarians may remember their parents talking about their concerns during that time. In my family, I knew that it was so devastating that my grandparents and parents never openly discussed it.

The past may hold clues as to what's ahead for us as we traverse this unfamiliar situation.

REVIEWING THE SPANISH FLU AND ITS THREE SURGES

Keep the public informed and confident of the department's ability to handle their emergency needs, primarily at-risk patients. (Photo/Robert Rielage)

A review of the CDC's website reveals both similarities and differences between our current COVID-19 pandemic and the 1918-1919 H1N1 Spanish flu.



Similarities include that the 1918 influenza was a worldwide pandemic, spread in part due to World War I when millions of soldiers came together to fight in Europe and both sides were housed in very cramped and unsanitary quarters. The first vestiges of the flu occurred throughout Europe in late-1917, believed to be of avian origin initially spread from birds to humans, then transmitted by close contact from person to person.

This flu had three waves or surges worldwide:

- The first wave in 1917 was somewhat limited in the United States because we had not yet fully entered the war; large numbers of American troops were first sent overseas in 1918.
- The second wave of the virus occurred worldwide after the 1918 Armistice, as troops having contact with this flu returned home.
- The third wave occurred in 1919 and again started in military encampments, both in the United States and Europe, subsequently spreading to the general public.

In the absence of more modern sanitary systems, vaccinations and pharmaceutical treatments, quarantine and limited person-to-person contact was the only way to stem the pandemic.

In the end, it is estimated that over 500 million people died worldwide, with approximately 675,000 deaths in the United States, from this three-year pandemic.

SLOWING THE COVID-19 SURGES

Today's COVID-19 has traveled more rapidly across the globe than any other pandemic. From its origins in Wuhan, China, late last year, it reached every continent in weeks due to the ease of worldwide travel. This quick rate of spread has increased the demand for otherwise readily available medical supplies, equipment and resources; shortened the time needed for the development of a vaccine and pharmaceutical treatments; and will shortly put a huge strain on our finite prehospital and hospital response capabilities, including those services provided by us in fire and EMS.

Epidemiologists predict that we will see a similar surge (or surges) as those from 1917 to 1919. The trouble is we cannot accurately predict where, when and for how long this will occur.

Our current approach to the virus – frequent handwashing and personal hygiene, **social distancing**, **limited contact with others**, self-quarantine when symptoms are present, the use of disinfectants, and very limited public gatherings – is important for two reasons.

First, we must flatten the curve of the surge, not necessarily eliminate it, but rather to reduce stress on our prehospital and hospital capacity. Probably the least popular of these actions already taken are those associated with closing schools, churches, businesses and athletic events where more than 50 or 100 people congregate. But the reasoning is simple: The model shows that in such gatherings, even a single asymptomatic person with the virus can infect up to seven other individuals in close proximity. Those seven each infect seven more, and by the third level of contact nearly 2,500 people are now infected.

Second, this extended time might bring us closer to the development and testing of both a vaccine or proven pharmaceutical treatments to combat the spread and lessen the mortality rate of the virus. Combatting this virus had been compared by some to an all-out war, and I agree.

From my experience as a former Air Force officer, I know that it takes coordination to have a successful outcome in combat. Unlike what we see in Hollywood movies or TV, it's a lot more than just a pilot pulling a trigger to launch an air-to-air missile or drop a set of bombs. It entails both the planning and coordination of forward air controllers to paint a laser on a given target; mid-air refueling tankers, fighter escorts for combat patrol; others to suppress both anti-aircraft and surface-to-air missile sites; and an airborne command and control aircraft to oversee the operation; plus hundreds of others in support with much-needed supplies, such as fuel, maintenance and ammunition, all staged at the right place in the right time.

The same will be true with the war on COVID-19.

THREE PRIORITIES FOR BATTLING COVID-19

Since the fire service provides nearly 80% of the prehospital emergency medical care in the United States, we should be prepared for this increase in our service demand. We will squarely be on the frontline of this battle. Every firefighter and EMT must have a working knowledge of both our department and community's strategic and tactical priorities, and how we fit into the plan. These should include:

1. Focus on keeping personnel safe and healthy so they are available for response

2. Community Action Plan (CAP)
3. Dissemination of accurate public information on the local level

Let's review what each of these priorities entails:

1. Personnel health and safety: In order to protect the health and safety of our personnel, we must do the following:

- Close the stations and administration to the public to avoid inadvertent contact with the virus.
- Suspend community risk reduction programs, such as residential smoke detector installations, CPR or fall prevention programs (but also see a further discussion of alternatives under the Information section below).
- **Screen all personnel for symptoms**, most easily by taking temperatures at the start of each shift and at least once at mid-shift; send home anyone with a temperature above a level set by your medical director or infectious disease officer.
- Ensure that personnel have the best medical PPE available as well as clear, concise SOPs on when they are to be used.
- Limit the number of personnel making direct contact with a suspected virus patient.
- Frequently remind both officers and firefighters to look out for the mental wellbeing of themselves, their family and their crews during this difficult time. Advise seeking help from the department's Employee Assistance Program or trusted counselors as needed.
- Stop scheduled training or meetings that involve multiple stations to avoid any cross-infection.
- Separate command staff (8 to 5 personnel) from on-shift personnel except on emergency calls.
- Use online platforms for daily conferencing to keep all stations and personnel informed of the latest virus numbers and trends.
- Have a flexible, alternative staffing plan(s) available in the event the virus affects the number of firefighters/paramedics available for duty.

2. Community Action Plan: Follow these steps to address your CAP:

- Keep the public informed and confident of the department's ability to handle their emergency needs, primarily at-risk patients.
- Instruct otherwise healthy but symptomatic to contact their personal physician, not 911, for advice and medications.
- Work with your medical director and local public health authority to create a "Treat and Release"/Non-Transport form that allows the department to have otherwise healthy individuals acknowledge the department's right to refuse transport to a hospital for those patients who can ride out their symptoms at home.
- Address language barriers within your community. Work with interpreters or faith-based groups that can contact non-English-speaking groups to explain how the local medical system works, how to access help, and what to expect from your department's response.
- Work with your local Chamber of Commerce or business association to contact their members with how to screen their workers for symptoms of the virus, especially in the food service, grocery and essential businesses supporting the medical supply chain.

3. Dissemination of accurate information: Only disseminate information that is from a trusted source, such as the CDC, or your state and local health departments.

While we routinely see briefings by public officials at the federal and state levels, our local citizens, especially those confined to their homes, deserve accurate, updated information on the local level. This can be via your department's website, social media or your local radio, TV and cable providers.

Some social media ideas:

- Post pictures of firefighter at the station holding signs that indicate they are practicing social distancing, exercising for good health, eating right and taking other precautions to keep themselves healthy and ready to respond to their emergency needs.
- Post links to fire safety or science-focused websites that parents can share with their children, not only to occupy their time but also to help them learn. Two great examples include the NFPA's sparky.org for preschool through third grade and Underwriters Laboratory's Middle School STEM programs at ulxplorlabs.org.

Providing this information not only shows that your department remains available to respond to their critical needs – fire, medical, rescue etc. – but also that it cares enough to keep them informed.

WHEN TO EXPECT THE SURGE

The million-dollar question for all of us is when can we expect the surge. Truthfully, none of the “experts” really knows for sure. Some epidemiologists predict that the states currently most impacted, such as New York and California, will see the surge by mid- to late-April. Others suggest if the social distancing methods work as hoped, a much smaller surge might take place in July.

Like in any war, we never really know when or where an enemy may strike, but we have to diligently prepare and follow the developmental phases of this disease over time to anticipate the where and when it will surge.

Stay safe!

About the author

Chief Robert R. Rielage, CFO, EFO, FIFireE, is the former Ohio fire marshal and has been a chief officer in several departments for more than 30 years. A graduate of the Kennedy School's Program for Senior Executives in State and Local Government at Harvard University, Rielage holds a master's degree in public administration from Norwich University and is a past-president of the Institution of Fire Engineers – USA Branch. He has served as a subject-matter expert, program coordinator and evaluator, and representative working with national-level organizations, such as FEMA, the USFA and the National Fire Academy. Rielage served as a committee member for NFPA 1250 and NFPA 1201. In 2019, he received the Ohio Fire Service Distinguished Service Award. Rielage is currently working on two books – “On Fire Service Leadership” and “A Practical Guide for Families Dealing with a Fire or Police LODD.”