

Regular City Council Meeting
February 13, 2024, at 6:00pm
City of Palmer, Alaska
Palmer City Council Chambers
231 W Evergreen Avenue, Palmer, Alaska 99645
www.palmerak.org



Mayor Steven J. Carrington
Deputy Mayor Carolina Anzilotti
Council Member John Alcantra
Council Member Richard W. Best
Council Member Jim Cooper
Council Member Pamela Melin
Council Member Joshua Tudor

City Manager John Moosey
City Clerk Shelly M. Acteson, CMC
City Attorney Sarah Heath, Esq.

- A. CALL TO ORDER:
- B. ROLL CALL:
- C. PLEDGE OF ALLEGIANCE:
- D. APPROVAL OF AGENDA:
 - 1. Approval of consent agenda
 - 2. Approval of Minutes of Previous Meetings
 - A. January 23, 2024, Regular Meeting
- E. COMMUNICATIONS AND APPEARANCE REQUESTS:
 - 1. Elected Officials
 - 2. Board/Commission Members
 - 3. Presentation of Golden Heart Lifetime Achievement Award
- F. REPORTS:
 - 1. City Manager's Report
 - 2. Mayor's Report
 - 3. City Clerk's Report
 - 4. City Attorney's Report
- G. AUDIENCE PARTICIPATION:

H. PUBLIC HEARINGS:

1. Resolution No. 24-010:
A Resolution of the Palmer City Council Authorizing the City Manager to Commence Design and Environmental Work on the Lighting System at the Palmer Municipal Airport for the Purpose of Obtaining Federal Aviation Administration Grant Funding and Appropriate \$115,086 From the Unassigned General Fund Balance for this Project
2. Resolution 24-011:
A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan
3. Resolution 24-012:
A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Retitling of Palmer Fire & Rescue's Permanent, Part-Time Support Specialist to Communications Specialist and Reclassification to Level 6 in the City of Palmer's Employee Pay Plan
4. Resolution 24-013:
A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Prevention Officer to Level 10 in the City of Palmer's Employee Pay Plan
5. Resolution 24-014:
A Resolution of the Palmer City Council to Donate Palmer Fire & Rescue's 1973 Seagrave Fire Engine to the Palmer Volunteer Firemen's Association.

I. ACTION MEMORANDA:

J. UNFINISHED BUSINESS:

K. NEW BUSINESS:

L. RECORD OF ITEMS PLACED ON THE TABLE:

M. AUDIENCE PARTICIPATION:

N. EXECUTIVE SESSION:

O. COUNCIL COMMENTS:

P. ADJOURNMENT



Palmer City Council Meeting
Meeting Date: 02/13/2024
Department: City Clerk's Office

D. 2. A.

Subject

Summary Statement/Background

Administration's Recommendation:

Attachments

January 23, 2024 Meeting Minutes

A. CALL TO ORDER

A regular meeting of the Palmer City Council was held on January 23, 2024, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor Carrington called the meeting to order at 6:00 p.m.

B. ROLL CALL

Comprising a quorum of the Council, the following were present:

Mayor Steve Carrington
Deputy Mayor Carolina Anzilotti
John Alcantra
Richard W. Best
Jim Cooper
Pam Melin

Absent:

Joshua Tudor was absent and excused.

Staff in attendance:

John Moosey, City Manager
Shelly M. Acteson, CMC, City Clerk
Benji Johnson, Deputy City Clerk
Sarah Heath, City Attorney
Dwayne Shelton, Palmer Police Chief
Chad Cameron, Palmer Fire Chief
Brad Hanson, Community Development Director

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

D. APPROVAL OF AGENDA

1. Approval of Consent Agenda
 - A. **Action Memorandum No. 24-009:** Confirmation of the Mayoral Appointment of Joyce Momarts to the Airport Advisory Commission
2. Approval of Minutes of Previous Meetings
 - A. January 9, 2024, Regular Meeting

Main Motion: To Approve the Agenda as Presented

| | |
|--------------|-------------------|
| Moved by: | Best |
| Seconded by: | Alcantra |
| Vote: | Unanimous Consent |
| Action: | Motion Carried |

E. COMMUNICATIONS AND APPEARANCE REQUESTS

1. Elected Officials in Attendance
2. Board/Commission Members in Attendance
3. Promotion of Trey Lindstrom from Captain to Assistant Chief of Palmer Fire and Rescue
Fire Chief Cameron presented Captain Trey Lindstrom with an Assistant Chief badge.
4. Promotion of John Prevost from Assistant Chief to Deputy Chief of Palmer Fire and Rescue
Fire Chief Cameron presented Assistant Chief Prevost with Deputy Chief badge.
5. Proclamation Recognizing Kaelan Vesel's Success at the ASAA/First National Bank Division I State Championships in Wrestling
Deputy Mayor Anzilotti presented Kaelen Vesel with the proclamation and read it into the record.
6. Proclamation Recognizing Cody Vansiegman's Success at the ASAA/First National Bank Division I State Championship in Wrestling
Deputy Mayor Anzilotti presented Cody Vansiegman with the proclamation and read it into the record.

Mayor Carrington called for a recess at 6:13 p.m., the meeting reconvened at 6:17 p.m.

7. Polly-Beth Odom, Daybreak, Inc. – Palmer Navigation Center Update
Polly-Beth Odom, Executive Director, Daybreak, Inc presented an update on the Palmer Navigation Center
8. Final Schematic Presentation, Palmer Library Project, by Wolf Architecture
Wolf Architecture gave an update regarding progress on the Palmer Public Library Project

F. REPORTS

1. City Manager's Report
 - Working on Title 4 Rewrite and review with staff, will be coming before City Council
 - Will be meeting with the Borough regarding funding.
 - Gave an update on the liability property insurance, which had a 25% increase from last year, the City went out to bid, will keep the Council posted.
2. Mayor's Report
 - Written report in packet.
3. City Clerk's Report
 - Written report in packet.
4. City Attorney's Report
 - Provided a follow-up on airport lease updates.
 - Library process report will be available during an upcoming meeting.

G. AUDIENCE PARTICIPATION

Cris Tyree:

- Expressed concern regarding the placement of the books at the library.

Travis Friesen:

- Spoke to the library concept design and requested recycling in the new library.

Lori Koppenberg:

- Spoke against the idea of a free-market coffee shop in the city library.
- Commented on issues with Daybreak's Navigation Center next to Purple Moose coffee stand, and issues with vagrants at Vagabond Blues.

Jackie Goforth:

- Expressed concerns regarding the books in the young adult section of the library.

Mike Coons:

- Spoke to the books at the Palmer Library and would like the local governments to create their own ordinances for Libraries.

Mary Pavetta:

- Spoke to concerns with the books at the Palmer Public Library

Linda Page:

- Read from a book.

Linda Swan:

- Read from a book.

Michelle Kincaid:

- Spoke about the design of the new library, the deck, the proposed coffee shop area, and books.
- Spoke to continuing issues with the homeless in Palmer regarding the local businesses.

Mark Sloan:

- Expressed concern regarding the books at the Palmer Library and read an excerpt from a book.

Jean Holt:

- Likes the new library building but would like to see some changes and commented with concerns about the books at the library.

Mike Alexander:

- Spoke to concerns regarding the books at the library.

Karen Lewis:

- Spoke to her continuing concern about the books at the library.

Dee McKee:

- Expressed concerns regarding the books in the library.

Jennifer Williams:

- Thinks the new library looks modern and urban but not sure she likes that for Palmer and expressed concerns regarding the cost of the new library.

Mike Chmielewski:

- Spoke to those reading and expressing concerns about the books in the library.
- Feels that the younger generation does not read books but spends most of their time on the internet.

Karen Crandall:

- Spoke to the Borough Library meeting.

Mayor Carrington called for a recess from 8:09 p.m., the meeting reconvened 8:21 p.m.

H. PUBLIC HEARINGS

1. **Ordinance No. 24-001:** Amending Palmer Municipal Code Chapters 17.08 Definitions, 17.20 R-1 Single Family Residential, 17.24 R-2 Low Density Residential, 17.26 R-3 Medium Density Multifamily Residential, 17.27 R-4 High Density Residential, 17.52 R-1E Single Family Residential Estate, 17.54 RR Rural Residential, Adding Homeless Shelter, Emergency, amending Commercial Land Use Matrix Chapter 17.28.020, and Enacting Palmer Municipal Code Chapter 17.18.020 Residential Land Use Matrix

Mayor Carrington opened the public hearing on Ordinance No. 24-001.

Travis Friesen:

- Hoped this will help with the housing shortage and homeless people.

Seeing no one else come forward, Mayor Carrington closed the public hearing.

Brand Hanson, Community Development Director, addressed the Council.

Main Motion: To Adopt Ordinance No. 24-001

| | |
|--------------|----------------|
| Moved by: | Cooper |
| Seconded by: | Melin |
| Vote: | Unanimous |
| Absent: | Tudor |
| Action: | Motion Carried |

I. ACTION MEMORANDA

1. **Action Memorandum No. 24-007:** Authorizing the City Manager to Purchase Portable Radios and Accessories in an Amount Not to Exceed \$104,514.24, Under the Awarded Grant EMW-2023-SS-S01 from the State Homeland Security Grant Program

Chief Shelton provided a staff report.

Main Motion: To Approve Action Memorandum No. 24-007

| | |
|--------------|----------------|
| Moved by: | Anzilotti |
| Seconded by: | Melin |
| Vote: | Unanimous |
| Absent: | Tudor |
| Action: | Motion Carried |

2. **Action Memorandum No. 24-008:** Authorizing the City Manager to Sign a Three-Year Contract with the Palmer Museum of History and Art for a Management Service Contract Agreement for Operation of the Visitor Center in the Amount of \$75,115 to Reflect 2024 Payments and Adjusted 2.5% Thereafter Annually to Reflect Inflation

Main Motion: To Approve Action Memorandum No. 24-008

| | |
|--------------|----------------|
| Moved by: | Best |
| Seconded by: | Alcantra |
| Vote: | 5/1 (Melin) |
| Absent: | Tudor |
| Action: | Motion Carried |

J. UNFINISHED BUSINESS

1. City Manager Recruitment Process

Discussion ensued and the Human Resources Manager will be posting the job on February 1, 2024.

K. NEW BUSINESS

L. RECORD OF ITEMS PLACED ON THE TABLE

Documents from Wolf Architecture

Documents from Cris Tyree

Document from Lori Koppenburg

M. AUDIENCE PARTICIPATION

Mike Coons:

- Believed that access to the internet is not the same issue as the books at the public library issue.

Linda Small:

- Spoke to library book concerns.

Jackie Goforth:

- Spoke to concerns regarding books in the young adult section of the library.

Linda Page:

- Read from a book.

Mary Ravetta:

- Read from a book.

Mark Sloan:

- Expressed objection to books at the library.

N. EXECUTIVE SESSION

O. COUNCIL MEMBER COMMENTS

Council Member Alcantra:

- Thanked everyone who came out to testify tonight.
- Thanked Wolf Architecture for their update.
- Thanked Polly-Beth Odom for her update.
- Congratulated the Fire Personnel on their promotions.
- AML is next month, he will not be attending, but encourage those attending to keep an eye and ear out for potential City Managers.

Council Member Cooper:

- Reminded everyone that there is a banquet to recognize the firefighters on Saturday Evening.
- Thanked Council Member Anzilotti's fiancé for coming.

Council Member Anzilotti:

- Congratulated the Fire Department personnel on their promotions.
- Thanked Polly-Beth and Wolf Architecture for their updates.
- Feels the book issue needs to be investigated.
- Expressed that she also likes the look of the new library but would like it to be a little warmer and more inviting.

Council Member Melin:

- Congratulated the Fire personnel on their promotions and appreciation as to what they do.

- Expressed her frustration with the continuing library issues and the Attorney's response timeline.

Mayor Carrington:

- Reported that the Attorney will provide a library process report during the February 27 council meeting.

P. ADJOURNMENT

With no further business before the Council, the meeting was adjourned at 9:26 p.m.

Approved this 13th day of February 2024.

Steve Carrington, Mayor

Shelly M. Acteson, CMC, City Clerk



F. 2.

Palmer City Council Meeting

Meeting Date: 02/13/2024

Submitted For: Shelly Acteson, City Clerk

Department: City Clerk's Office

Legislation Number: N/A

Subject

Mayor's Report

Summary Statement/Background

Administration's Recommendation:

Attachments

Mayor's Report

Tuesday February 13, 2024 Council Meeting

Palmer Library Update

Preliminary plans for a new Palmer Library were presented to the city council at the last meeting. Some people love them. Some people not so much. Some people are in the middle. So, I would like to describe some of my perspective.

Seeing the library that cold 15th day of February 2023 was disheartening for me. It was surrounded by fire trucks and other emergency vehicles. Emergency personnel were keeping spectators back while they went in and out of the building. Weeks later I went into the building with Gary Wolf to help him scan the existing library for documentation. I realized that our library was well-used and well-loved. But it was also maxed out. It was full to the brim and required a lot of shuffling for any program changes etc. It made we wonder what newer libraries (those built after 1984) were like.

Last summer, my wife and I were down in Homer. So, we made sure to go get a tour of the Homer Library. We also stopped on the way home to visit and get tours of the libraries in Kenai and Soldotna. Here's some highlights of some of the things we noticed.

Childrens Area

We asked a lot of questions such as what is your favorite thing in the children's section? One emphatic answer was a kids bathroom in the children's area. We also saw a toddler play area built right next to a computer station.

Book Drop

What's the best part of the work area? One library staffer was clear that it was their book drop that comes right into the work area. Palmer has always had a love-hate relationship with our book drop. It's almost convenient for those dropping off books – except you have to get out your car to drop the books and staff has to trudge outside to retrieve the books. A well-planned book drop would make many people happy.

Public Meeting Room

I have personally used our library's public meeting room many times over the years. Not lately as since 2020 it's been closed. Some because of Covid and some because of not having enough space. Some years ago, Matanuska Telephone allowed use of their basement meeting rooms for community groups. They have since reallocated those rooms for their own use. I believe having a meeting room available to community groups would be a great part of a new library.

The other factor is the library use of such a meeting room. The library staff was already using the Depot for different events. Library staff will easily be using meeting room space for story times, craft adventures and more.

Study Rooms

This was one of the things I noticed right away. The different libraries we visited all had a few study rooms available. Some were for 2-3 people. Some were for 5-6 people. Before you start imagining horror stories --- all these rooms have 2 or 3 glass walls so anyone can see what is happening in the rooms but with a glass sound barrier. Some of the libraries even had online scheduling so people could schedule a room ahead of time.

Libraries are often used for tutoring students or even proctoring tests. This is where a college student, high school student or home school student needs to take a test that has a proctor administer the test. This was always a bit challenging to do in our old Palmer Library.

Some of the listed reasons people have requested meeting space are for Telehealth interviews, Job interviews (telephonic, Zoom, or in person), or Zoom meetings with a social worker or with family or for many different reasons.

One of the changes in our current culture is the lack of phone booths. There are many instances when a person needs to use their phone while on the internet to answer questions for airline tickets, bank issues, or many other reasons.

Size and Cost

I've compiled a sample list of libraries that were built with new construction with year, size (square footage) and reported cost. I also did a simple math calculation to show the cost per square foot. The reported cost is usually from newspaper articles and may not reflect the full/ actual cost.

| Library: | Square Feet: | Year: | Cost Reported: | cost / sf: |
|--------------------|--------------|-------|----------------|------------|
| Sutton Library | 6,258 | 2010 | \$2,400,000 | \$384 |
| Petersburg Library | 10,000 | 2011 | \$6,600,000 | \$660 |
| Ketchikan Library | 16726 | 2013 | \$12,000,000 | \$717 |
| Wasilla Library | 24,000 | 2016 | \$15,000,000 | \$625 |
| Willow Library | 6,635 | 2021 | \$5,400,000 | \$814 |

The cost per square foot tends to increase over the years. I didn't include Kenai or Soldotna as their last projects were remodel/expansions instead of new buildings. But the total space of these libraries is 20,000 sf for Kenai and 21,000 sf for Soldotna.

Can Palmer handle such a large project?

So how does Palmer "do" a large project. Here's some perspective. We've had issues with our Sewer Plant for years. In fact, from 2009 through 2023 we have spent more than \$30 million on it. Of that \$20.6 million was grants, \$5 million was city money and \$4.8 million was for loans. That's about 15% financed.

Palmer people tend to be practical, persistent, and particularly concerned about costs. I get that. So am I. As I stated in my article back in September, I still don't see Palmer financing more than \$4 to \$6 million for this Library. I think this is doable for a \$15- \$17 million dollar library. I continue to hope and plan for other funding to come in so that the City will only be financing less than 25% of the project. That's my personal goal.

Where do we go from here?

City staff is working on paperwork for phase 2 of our contract with Wolf Architecture. That will go to the city council to approve. Once Gary Wolf and team have the plans prepped, the council will decide whether or not to go to bid.

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Feb. 21 10 a.m. Palmer Community Resource Day

Come and learn about the social serve agencies that are located in Palmer. Agency representatives will be available to answer questions and assist people in connecting to benefits and services.

Agenda Highlights

Consent Agenda (approved with the Agenda)

Minutes from Jan. 23, 2024 regular city council meeting

Communication & Appearance Requests

Presentation of Golden Heart Lifetime Achievement Award

Public Hearings

Res. 24-010 – Lighting system at the Palmer Municipal Airport

Res. 24-011, 012 & 013 reclassifications and retitling of Palmer Fire & Rescue positions.

Res. 24-014 – to donate 1973 fire engine to Palmer Volunteer Firemen's Association

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Also attached to my report is some information on the City's EAP (Employee Assistance Program). This is a program that is available to city employees (and city council) to help people with the twists and turns in life.

Mayor Steve Carrington

cc: Professional support and guidance for everyday life (flyer)

Professional support and guidance for everyday life

Life doesn't always go as planned. And while you can't always avoid the twists and turns, you can get help to keep moving forward.

We can help you and your family, those living at home, get professional support and guidance to make life a little easier. Our Employee Assistance Program (EAP) is available to you in addition to the benefits provided with your MetLife insurance coverage. This program provides you with easy-to-use services to help with the everyday challenges of life — at no additional cost to you.



Help is always at your fingertips.

Our mobile app makes it easy for you to access and personalize educational content important to you.

Search “LifeWorks” on iTunes App Store or Google Play. Log in with the user name: **metlifeeap** and password: **eap**

Expert advice for work, life, and your well-being

The program's experienced counselors provided through LifeWorks — one of the nation's premier providers of Employee Assistance Program services — can talk to you about anything going on in your life, including:

- **Family:** Going through a divorce, caring for an elderly family member, returning to work after having a baby
- **Work:** Job relocation, building relationships with co-workers and managers, navigating through reorganization
- **Money:** Budgeting, financial guidance, retirement planning, buying or selling a home, tax issues
- **Legal Services:** Issues relating to civil, personal and family law, financial matters, real estate and estate planning
- **Identity Theft Recovery:** ID theft prevention tips and help from a financial counselor if you are victimized
- **Health:** Coping with anxiety or depression, getting the proper amount of sleep, how to kick a bad habit like smoking
- **Everyday Life:** Moving and adjusting to a new community, grieving over the loss of a loved one, military family matters, training a new pet

Convenient and confidential help when you want it, how you want it

Your program includes up to 5 in person, phone or video consultations with licensed counselors for you and your eligible household members, per issue, per calendar year. You can call **1-888-319-7819** to speak with a counselor or schedule an appointment, 24/7/365.

When you call, just select “Employee Assistance Program” when prompted. You'll immediately be connected to a counselor.

If you're simply looking for information, the program offers easy to use educational tools and resources, online and through a mobile app. There is a chat feature so you can talk with a consultant to guide you to the information you are looking for or help you schedule an appointment with a counselor.

Log on to metlifeeap.lifeworks.com, user name: **metlifeeap** and password: **eap**

Answers to important questions

Are Employee Assistance Program services confidential?

Yes. Any personal information provided to LifeWorks stays completely confidential.*

How do I get help?

Getting professional help is just a phone call away. Simply call 1-888-319-7819 to speak with a counselor or to schedule an in person, phone or video conference appointment. These services are available 24 hours a day, 7 days a week.

When is the right time to call?

That's up to you. Counselors are here whenever you need them —whether you simply need to talk or want guidance on something you are going through.

Is my Employee Assistance Program included with my MetLife coverage?

Yes. There is no cost to you because your employer pays for the services provided within our program. While we offer a broad range of services, there may be some assistance that's not included. You can still work with counselors for these services by arranging to pay for them directly.

Does the program have any limitations?

While we offer a broad range of services, we may not cover all services you may need. Your Employee Assistance Program does not provide:

- Inpatient or outpatient treatment for any medically treated illness
- Prescription drugs
- Treatment or services for intellectual disability or autism
- Counseling services beyond the number of sessions covered or requiring longer term intervention
- Services by counselors who are not LifeWorks providers
- Counseling required by law or a court, or paid for by Workers' Compensation

**When you need some support,
we're here to help.**



Phone

1-888-319-7819



Web

metliffeap.lifeworks.com

**user name: [metliffeap](#)
and password: [eap](#)**



Mobile App

**user name: [metliffeap](#)
and password: [eap](#)**

*MetLife and LifeWorks abide by federal and state regulations regarding duty to warn of harm to self or others. In these instances, the consultant may have a duty to intervene and report a situation to the appropriate authority.

Some restrictions may apply to all of the above-mentioned services. Please contact your employer or MetLife for details.



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H. 1.

Palmer City Council Meeting

Meeting Date: 02/13/2024
Submitted For: John Diument, Airport Superintendent
Department: City Manager's Office
Agenda Category: Resolution
Legislation Number: RES 24-010

Subject

A Resolution of the Palmer City Council Authorizing the City Manager to Commence Design and Environmental Work on the Lighting System at the Palmer Municipal Airport for the Purpose of Obtaining Federal Aviation Administration Grant Funding and Appropriate \$115,086 From the Unassigned General Fund Balance for this Project

Summary Statement/Background

The lighting and wiring at the Palmer Airport was last replaced in 2006 under grant Project # 3-02-0211-013-2006 funded by the FAA, though parts of the system have been operating on the airport since the 1970s. Several individual fixtures have been replaced since 2006, but the airfield lighting system is largely intact from that time. The lighting system uses a combination of halogen and incandescent light bulbs for runway and taxiway edge marking as well as for navigational aids both on the surface and from the airspace around the airport. Currently, the incandescent light bulbs needed for the system are not readily available. Testing of the cabling powering the airfield lighting indicates that the cabling and/or conduit it's housed in may be failing. Several airport signs have been updated to LED signs, but most signs remain incandescent or halogen lit. The Precision Approach Path Indicator (PAPI) lights and Runway End Indicator Lights (REILs) are aging and may not be properly functioning.

The recommendation is to replace the lighting fixtures, cabling, conduit, and regulators on the airfield. Most lighting fixtures will be updated to LED fixtures, new wiring will be run in new conduit, and regulators will be installed properly sized for the new, and possibly reduced, electrical load.

The cost of the project will total nearly \$3.2 million. With the FAA funding 93.75% of the project, the City's estimated total share will be \$202,200. In order for the project to be grant funded by the FAA, it will be necessary for the City to spend an amount not to exceed \$197,586 with HDL to progress the project with a preliminary environmental document, design work, and contractor bidding with an award recommendation. When the FAA does fund the project, this amount will be subject to a 93.75% reimbursement from the FAA. Currently, \$82,500 is allocated to airfield lighting in fund 30-30-10-6055. An additional \$115,086 is necessary to fully fund the progression of the project to a grant eligible status.

Administration's Recommendation:

It is the administration's recommendation that an additional \$115,086 be allocated to fund the airport lighting project.

Fiscal Impact

Total Amount of funds listed in this legislation: 197586
Legislation creates expenditure in the amount of: 115086
Budgeted Y/N?: n
Line Item(s): 30-30-10-6055

Line Item(s): 01-01-70-6078 Transfer to Other Funds; 30-00-00-3673 Transfer from Other Funds

Attachments

2023 Electrical Report
Lighting Cost Estimate
HDL Lighting Replacement Proposal
Failure Example - 1-17-2024
Resolution 24-010

MBA Consulting Engineers, Inc.

3812 Spenard Road, Suite 200 ▪ Anchorage, AK 99517
(907) 274-2622 ▪ Fax: (907) 274-0914

October 23, 2023

HDL Engineering Consultants LLC
3335 Arctic Boulevard, Suite 100
Anchorage, AK 99503

Attention: Dave Lundin, PE

Re: Palmer Airport

Subject: Lighting System Evaluation October 2023

Dear Dave:

Palmer Airport Lighting System Evaluation October 2023

Description and Purpose of Study

The Palmer airport consists of two runways, RW 16-34, and the crosswind RW 10-28. Both runways utilize medium-intensity runway lighting systems (MIRL). Runway 16-34 is equipped with lighted runway distance remaining signs and lighted holding position signs are installed at all runway holding positions. The taxiway lighting is a medium intensity (MITL) system. Runway 16-34 is equipped with Precision Approach Path Indicator (PAPI) and Runway End Identifier Lights (REIL) systems. Runway 10-28 is equipped with Precision Approach Path Indicator (PAPI) only.

The purpose of the study was to analyze and identify problems associated with the runway and taxiway lighting system, lighted signs, regulator vault, lighted wind cones, PAPI/REIL systems, conduit, wiring and other appurtenances associated with this equipment. The following are our observations and recommendations.

Taxiway and Runway Edge Lighting Systems (Regulator vault is not included)

The runway and taxiway edge lighting fixtures and wiring are more than 15 years old. The fixtures have been well maintained. The existing runway light fixtures utilize 45 watt, 6.6 amp incandescent lamps and the existing taxiway light fixtures utilize 30 watt, 6.6 amp incandescent lamps. These incandescent lamps are getting very hard to find, and the quality of the new lamps is less than desirable. The Airport is replacing 20-30 lamps every few days.

There is a mix of glass and plastic lenses throughout the airfield. Many of the lenses are faded and some of the two-part lenses (red/green, white/yellow, etc.) are falling apart.

The fixtures along the length of each runway are approximately 200 feet apart or less, and appear to comply with FAA Advisory Circular AC150/5340-30J. The existing galvanized steel light bases appear to be in good condition, although there are times during the year when there is significant water standing in the light bases and conduit. The top 8-10 feet of soil does not percolate very well, below that layer is gravel. The water reportedly does eventually find its way out.

The following cable insulation resistance readings were taken on October 10, 2023 for both runway circuits.

R/W 16-34 23 megohms

R/W 10-28 240 megohms

For comparison, we require 2000 M ohms for new construction.

The existing conduit, light bases, handholes, and duct system is well laid out and for the most part is expected to be in usable condition.

Recommendations for the Runway and Taxiway Lighting Systems

Replace the edge light fixtures for both runways, and the taxiway edge light fixtures that were not replaced in the recent project. Replace the wiring and transformers. Provide LED fixtures with properly sized transformers.

Utilize the existing conduits, duct banks, light bases, handholes, and appurtenances.

Explore the possibility of adding some drains in a few low spots, maybe some deep dry wells or connection to a storm drain if possible.

Electrical Equipment Building (EEB)

The existing EEB is located just east of the FSS building. The 120/240V, single phase, 400A electrical service is obtained from a transformer just north of the EEB. The main disconnect switch is installed on the north side of the EEB.

The constant current regulators (CCR) for the runways are manufactured by Hevi-Duty and were relocated into the EEB in 2002. The 1977 plans show a new 7.5 kW CCR for the new N/S runway, and the other runway CCR to remain, but we can't confirm if these are the ones that are still in use. The Hevi-Duty CCR's do not have a local control switch. The CCR for the taxiway circuit is manufactured by ADB and was installed in 2017. The regulators consist of the following:

| | |
|------------------|--------|
| Taxiway Lighting | 25 KW |
| Runway 10-28 | 7.5 KW |
| Runway 16/34 | 7.5 KW |

The output current was measured for all three CCR's on 10-10-23. RW 10-28 is running 0.1 amp high on all three steps. The other two CCR's are within the allowable tolerance.

Recommendation - EEB

Replace all runway and taxiway CCR's with units properly sized for new LED fixtures. Include a local graphic user interface on each CCR with the capability to perform and log automatic cable insulation resistance (IR) testing.

Airport Signs

Most of the existing signs on the Airport are LED, size 2. The existing signs are in good condition and the locations appear to meet FAA AC requirements.

Recommendations – Airport Signs

Upgrade the remaining existing non-LED signs to LED. Utilize existing concrete bases and conduit if possible.

Runway Distance Remaining Signs

Distance remaining signs are installed on Runway 16-34. The signs are a size 5 sign. The signs are LED and are connected to and a part of the runway lighting wiring and duct system.

Recommendation – Runway Distance Remaining Signs

Existing Runway Distance Remaining Signs to remain.

Wind Cones

Five lighted wind cones are installed at the airport with one at the approach end of Runway's 10, 28, 16, and 34, with the fifth at the segmented circle. All wind cones are size 1, the primary is L-807, all supplemental wind cones are L-806. All of the wind cones are 120V and in good condition.

Recommendations – Wind Cone

Existing wind cones to remain.

Approach Lighting System

The PAPI and REIL systems are over 15 years old and are powered from 120/240V circuits in the EEB.

There are some safety concerns with the REIL's. The REIL's on 16-34 are experiencing issues with intensity and sequencing. Each pair has one REIL that is not as bright as the other one. The pairs also are not synchronized, they are flashing independently. They are also experiencing issues with the cabinet interlock switches.

M&O reportedly replaced a section of faulty wire in the PAPI/REIL system recently.

Recommendations – Approach Lighting System

Replace the existing PAPI and REIL's with new LED versions.

Replace the PAPI/REIL wiring. Utilize existing conduit if possible.

This concludes our report. Please call if there are any questions.

Sincerely,

MBA CONSULTING ENGINEERS, INC.



Douglas M. Hanke
Electrical Project Designer

tah

Rehabilitate Airport Lighting and NavAids

PAQ-01

2024

[illegible]

Subtotal Construction

\$2,362,000

| | |
|------------------|---|
| Land Acquisition | 0 |
|------------------|---|

| | | |
|---------------------|------|---------|
| City Administration | @ 5% | 118,100 |
|---------------------|------|---------|

| | | |
|--------|-------|---------|
| Design | @ 10% | 236,200 |
|--------|-------|---------|

| | | |
|-------------------------|-------|---------|
| Construction Management | @ 12% | 283,400 |
|-------------------------|-------|---------|

| | | |
|---------------------|-------|---------|
| Project Contingency | @ 10% | 236,200 |
|---------------------|-------|---------|

| | | |
|-------------------|------|---|
| 0 Years Inflation | @ 3% | 0 |
|-------------------|------|---|

| | |
|----------|-------------|
| Subtotal | \$3,235,900 |
|----------|-------------|

Source of Funds

| | | |
|-------------|---------|---------|
| Local Share | @ 6.25% | 202,200 |
|-------------|---------|---------|

| | | |
|---------------|----------|-----------|
| Federal Share | @ 93.75% | 3,033,700 |
|---------------|----------|-----------|

| | |
|-------|-------------|
| Total | \$3,235,900 |
|-------|-------------|

December 22, 2023

John Diument, Airport Superintendent
City of Palmer
231 W. Evergreen Avenue
Palmer, Alaska 99645

Civil
Engineering

Subject: Proposal for Rehabilitate Airfield Lighting and NavAids - Design
Palmer Municipal Airport

Geotechnical
Engineering

Mr. Diument:

Transportation
Engineering

The City of Palmer needs to rehabilitate the airport lighting and navigational aid systems at the Palmer Municipal Airport and intends to seek FAA Airport Improvement Program (AIP) grant funding. HDL Engineering Consultants, LLC, (HDL) proposes to assist the City of Palmer with design and environmental services for the project.

Aviation
Engineering

Scope of Work

HDL began the initial scoping and coordination with FAA for this project under a previously issued task. The additional tasks to complete the design and environmental portions will include the following:

W/WW
Engineering

Task 1.2 – Engineer’s Design Report

Environmental
Services

Based on findings during initial project scoping/FAA coordination and the project initiation site visit, HDL and our electrical engineering subconsultant, MBA Consulting Engineers, Inc. (MBA), will prepare a draft Engineer’s Design Report (EDR) to document the basis for the design. The EDR will include the existing conditions, project purpose and need, and potential impacts the proposed improvements will have on the airport. The draft EDR will be submitted to the City of Palmer and FAA for review. The submittal will include an electronic PDF file of the draft EDR, 35% complete plans, and a preliminary cost estimate for reproduction and distribution. After the review has been completed, HDL and MBA will meet with City of Palmer, FAA personnel, and other pertinent departments to discuss any substantive comments. Following the meeting, HDL and MBA will move forward with the final EDR. No other reviews are anticipated.

Surveying &
Mapping

Construction
Administration

Task 1.3 – Construction Safety Phasing Plan

HDL will prepare a Construction Safety & Phasing Plan (CSPP) per AC 150/5370-2. The CSPP will include drawings depicting limits of work, construction sequencing, haul routes, runway and taxiway safety areas, utilities, disposal areas, stockpile areas, staging areas, and temporary operational areas. Specifications will address contractor communication requirements; construction safety meetings, schedule limitations and requirements; and lines of authority and

Material
Testing

organization between the City, HDL, the contractor, and FAA. The draft CSPP will be submitted to the City with the draft EDR. We will incorporate and document changes based on the City's comments and then submit the draft CSPP to FAA for their approval. HDL will incorporate any FAA comments into the final CSPP.

Task 1.4 – Environmental Document

HDL will complete National Environmental Policy Act (NEPA) documentation in accordance with FAA's environmental guidance. The environmental document will assess environmental impacts associated with the proposed to rehabilitation of the airport lighting and navigational aid systems.

Environmental Document. HDL will prepare an environmental document on behalf of the City, for FAA review and acceptance. We anticipate the appropriate level of environmental document to be a Documented Categorical Exclusion. HDL will research existing online data and historic documentation prepared for the airport. The environmental document will be prepared to meet NEPA requirements per FAA Orders 5050.4B and 1050.1F.

Section 106 Consultation. HDL will prepare Section 106 Consultation letters per the National Historic Preservation Act for the Alaska Department of Natural Resources (ADNR) State Historic Preservation Officer (SHPO) and tribal entities including: Native Village of Eklutna, Chickaloon Village Traditional Council, Knik Tribal Council, Eklutna, Inc., Knikatu, Inc., and Cook Inlet Region, Inc. Consultation with the SHPO will rely on the most recent Determination of Eligibility completed for the airport, including buildings within airport property. A cultural resource survey is not anticipated and therefore is not included in this project scope.

Scoping. HDL will consult with the FAA on behalf of the City and will coordinate with local, state, and federal agencies as necessary. Early coordination with FAA, resource agencies, Tribes, and local governments will aid in avoiding unnecessary delays to advancing the project.

HDL will draft Government-to-Government consultation letters for FAA review and distribution. Consultation between the FAA and the following federally recognized Tribal governments will be necessary for the project; Knik Tribal Council, Chickaloon Village Traditional Council, and Native Village of Eklutna.

Permitting. At this time, based on preliminary research of the area of proposed improvement, no environmental permits are anticipated. If permits are necessary, preparation of appropriate documentation will be added by contract amendment.

Additional Studies Needed. No additional field studies are anticipated at this time.

Task 1.5 – Plans, Specifications, and Estimate

After completion of the EDR, HDL and MBA will advance the plans, specifications, and construction cost estimate (PS&E) towards bid-ready documents. The PS&E task will include three submittals: 65 percent complete PS&E, 95 percent complete PS&E and bid-ready or Final PS&E. The design and deliverables

will comply with FAA Advisory Circulars for airport improvement projects. Plans will be prepared utilizing AutoCAD Civil 3D 2023 for drafting, and deliverables will be in a single hardcopy and as Adobe PDF electronic files ready for printing.

The 65 percent design documents will include the draft PS&E for the preferred alternative, as well as any temporary construction necessary for the CSPP. The documents will be sufficiently complete to fully identify the construction elements and limits, and will be submitted for the City's review and comment. Upon receipt of any comments, the design will be advanced to the 95 percent level by adding the details of construction and contractor instructions to clearly describe what is expected and how payment is made for the work elements. The 95 percent package will be submitted for the City's review and comment and, after a brief City review, for FAA review and comment. Upon receipt of comments from the City and FAA, any final revisions will be made and bid ready documents produced and delivered to the City for on-line distribution.

Plans: The plan set will be developed following the drafting standards that we have developed for the City and have used on many FAA-funded projects. It will include sheets for overall project layout, survey control, typical sections, details, demolition, lighting plans, and miscellaneous other information as needed.

Specifications: The specifications will utilize the City's standard bidding and general contract provisions and State of Alaska Standard Specifications for Airport Construction. Deviations from standard specifications or FAA design criteria will be summarized in a "Modifications to Standards" memorandum, submitted with the specifications.

Estimate: The construction cost estimate will be refined and revised at each submittal phase to account for updates in bid items, quantities, and bid prices. Any lump sum assumptions will be documented.

Quality Control/Quality Assurance: Mark Swenson will be responsible for quality reviews of all documents and will review all submittals for completeness and accuracy.

Task 1.5 – Bidding and Grant Assistance

On behalf of the City, we will prepare the Invitation to Bid, respond to bidders' questions, conduct a pre-bid conference, issue written addendums, tabulate bids, check proposals for completeness, review bonding and insurance submittals, and provide a written recommendation for award based on the lowest responsive bid.

HDL will draft an FAA grant application and coordinate with FAA for any necessary revisions. We will submit a draft grant application for FAA review based on the final engineer's construction cost estimate, and will update the application with the actual bid amount after bid opening.

Airport Safety

Airport safety during our engineering field work is of utmost importance. Should fieldwork be needed for this project, HDL will review with the City how we will safely conduct field operations. Notices to-Airmen (NOTAMS) will be properly filed. Survey instruments will be set up outside open air operation areas, and the time spent near runways and taxiways will be minimized. Our trained crews will continuously monitor the common traffic advisory frequency. They will keep a watchful eye for surprise air traffic and will always give aircraft the right-of-way. Vehicles will be marked with beacons. John Diumentì will be briefed in advance of all field activity.

ASSUMPTIONS

The following assumptions were used in developing this fee proposal:

- New edge lights will use the existing light locations. Changes to spacing or layout are not included.
- Topographic and base map drawings will be compiled from previous Palmer Airport projects. If additional survey is needed to complete the project, a contract amendment will be required.
- The project will be bid in one package, one time, using additive alternates where needed to maximize the use of available funding.
- Environmental documentation will be a Documented Categorical Exclusion.
- A cultural resource assessment will not be required to complete the CE document. If a cultural resource assessment is required as a result of consultation with the State Historic Preservation officer under Section 106 of the National Historic Preservation Act, a contract amendment will be required.
- Environmental field studies including a wetlands delineation, invasive species assessment, and eagle nest survey are not included in this scope of services due to the limited area of ground disturbance associated with the proposed project.
- No environmental permits will be necessary for the project. If permits are required, a contract amendment will be necessary for the preparation of appropriate documentation and coordination with resource agencies.

Cost Proposal

We propose to provide the aforementioned services on a time and expenses basis using our published hourly labor rates and receiving direct reimbursement for subconsultants and any project expenses for an amount not to exceed **\$197,586**.

*Airport Lighting Rehabilitation Design – Palmer Municipal Airport
December 22, 2023*

We appreciate the opportunity to work with the City of Palmer on this project. If you have any questions, please contact me.

Sincerely,

HDL Engineering Consultants, LLC



Mark Swenson, PE

Principal Engineer

e: MSwenson@HDLalaska.com | c: 907.564.2104

Attach: Budget Worksheet (dated 12/22/23)
 MBA Proposal (dated 12/18/23)

[illegible]

COST ESTIMATE PER TASK

| | | | | | | | | | | | |
|---|--|---|--|--|--|--|--------------------------------------|--|-------------------------|--|--|
| FIRM: HDL Engineering Consultants, LLC | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | |
| TASK NO: 1.2 | | TASK DESCRIPTION: Engineer's Design Report | | | | | | | DATE: 12/22/2023 | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | | PREPARED BY: David Darrington | | | | |

| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | |
|------------------------------|----------------------------------|------------------------------------|------------------|------------|------------|----------|--|--|--|--|--|
| | | Project Mgr/QC | Project Engineer | Eng Asst | Drafter | Clerical | | | | | |
| | Management & Coordination | 4 | 16 | | | | | | | | |
| | Draft EDR | 2 | 8 | 24 | 4 | 2 | | | | | |
| | Plans (35%) | 2 | 8 | 16 | 40 | | | | | | |
| | Quantities & Cost Estimate (35%) | 2 | 4 | 12 | 4 | | | | | | |
| | Final EDR | 4 | 8 | 16 | 2 | 2 | | | | | |
| TOTAL LABOR HOURS | | 14 | 44 | 68 | 50 | 4 | | | | | |
| * LABOR RATES (\$/HR) | | \$195.00 | \$160.00 | \$125.00 | \$135.00 | \$85.00 | | | | | |
| LABOR COSTS (\$) | | \$2,730.00 | \$7,040.00 | \$8,500.00 | \$6,750.00 | \$340.00 | | | | | |

| EXPENSES | | | | | COMMENTS: See narrative. | |
|---------------|---------|----------|------------|-------------|---|-----------------|
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | | |
| | | | | \$0.00 | | |
| | | | | \$0.00 | | |
| | | | | \$0.00 | | |
| | | | | \$0.00 | | |
| | | | | \$0.00 | | |
| | | | | \$0.00 | | |
| Markup at 10% | | | | \$0.00 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): | \$25,360 |
| | | | | | IF CPFF, TOTAL INDIRECT COST @ | 0.00% |
| | | | | | FIRM'S TOTAL EXPENSES | \$0 |
| | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) | \$25,360 |
| | | | | | TOTAL SUBCONTRACTOR PRICES: | \$16,976 |

| | | | | | | | |
|--|------------|--|--|--|--|-----------------|-------------------|
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | | | |
| FIRM: | MBA | | | | | Subtotal | 10% Markup |
| AMOUNT: | \$16,976 | | | | | \$16,976 | \$0 |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

| COST ESTIMATE PER TASK | | | | | | | | | | | | | | |
|---|----------------------------------|--|---------------------|----------------------|---|-----------------------------|---|---------------------------------|--------|------------------|--------|--------|--------|--|
| FIRM: MBA Consulting Engineers | | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | | | |
| TASK NO: 1.2 | | TASK DESCRIPTION: Engineer's Design Report & 35% Plans - Electrical | | | | | | | | DATE: 12/22/2023 | | | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | | PREPARED BY: ewc | | | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | | | | |
| | | Sr Elec. Engineer I | Sr Elec Engineer II | Electrical Inspector | Airport Designer | Drafter | Admin I | | | | | | | |
| | Site Visit | | | 8 | | | | | | | | | | |
| | Management & Coordination | 2 | 2 | | 4 | | | | | | | | | |
| | Draft Report | 2 | 6 | 4 | 8 | | | | | | | | | |
| | Plans (35%) | 4 | 12 | | 20 | 20 | | | | | | | | |
| | Quantities & Cost Estimate (35%) | 4 | 12 | | 20 | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | Final Report | 1 | 2 | 2 | 4 | | 4 | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| TOTAL LABOR HOURS | | 13 | 34 | 14 | 56 | 20 | 4 | 0 | 0 | 0 | 0 | 0 | 0 | |
| * LABOR RATES (\$/HR) | | \$158.29 | \$134.30 | \$140.70 | \$115.12 | \$73.55 | \$86.34 | | | | | | | |
| LABOR COSTS (\$) | | \$2,057.77 | \$4,566.20 | \$1,969.80 | \$6,446.72 | \$1,471.00 | \$345.36 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| EXPENSES | | | | | | | | | | | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | COMMENTS: | | | | | | | | | |
| | Mileage | 104 | \$0.66 | \$68.64 | | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | | |
| | per diem | 1 | \$50.00 | \$50.00 | | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | | |
| | | | | \$0.00 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$16,857 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | | IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 |
| | | | | TOTAL EXPENSES: | \$119 | FIRM'S TOTAL EXPENSES \$119 | | | | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) \$16,976 | | | | | | | |
| FIRM: | | | | | | | | TOTAL SUBCONTRACTOR PRICES: \$0 | | | | | | |
| AMOUNT: | | | | | | | | | | | | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

| FIRM: HDL Engineering Consultants, LLC | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | | |
|--|---------------------------|---|------------------|--|--|----------------------------------|-------------------|--|--|-------------------------|--|--|
| TASK NO: 1.3 | | TASK DESCRIPTION: Construction Safety Phasing Plan | | | | | | | | DATE: 12/22/2023 | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | PREPARED BY: David Lundin | | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | | |
| | | Project Mgr/QC | Project Engineer | Eng Asst | Drafter | Clerical | | | | | | |
| | Management & Coordination | 2 | 8 | | | | | | | | | |
| | | | | | | | | | | | | |
| | Draft CSPP Narrative | 2 | 20 | 20 | | | | | | | | |
| | Draft CSPP Plans | 2 | 8 | 16 | 32 | | | | | | | |
| | FAA Review | 1 | 2 | 4 | | | | | | | | |
| | Final CSPP | 2 | 8 | 8 | 8 | 4 | | | | | | |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| TOTAL LABOR HOURS | | 9 | 46 | 48 | 40 | 4 | | | | | | |
| * LABOR RATES (\$/HR) | | \$195.00 | \$160.00 | \$125.00 | \$135.00 | \$85.00 | | | | | | |
| LABOR COSTS (\$) | | \$1,755.00 | \$7,360.00 | \$6,000.00 | \$5,400.00 | \$340.00 | | | | | | |
| EXPENSES | | | | | | | | | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | COMMENTS: See narrative. | | | | | | | |
| | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$20,855 | | | | | | | |
| Markup at 10% | | | | \$0.00 | | | | | | | | |
| | | | | \$0.00 | IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 | | | | | | | |
| | | | | TOTAL EXPENSES: | \$0 | FIRM'S TOTAL EXPENSES \$0 | | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) \$20,855 | | | | | | | | |
| FIRM: | MBA | | | | | Subtotal | 10% Markup | | | | | |
| AMOUNT: | \$5,184 | | | | | \$5,184 | \$0 | TOTAL SUBCONTRACTOR PRICES: \$5,184 | | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

| COST ESTIMATE PER TASK | | | | | | | | | | | | | |
|---|---------------------------|--|--------------------|---|------------------|----------|--|------------------|--------|--------|------------------|--|--|
| FIRM: MBA Consulting Engineers | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | | | |
| TASK NO: 1.3 | | TASK DESCRIPTION: Engineer's Design Report & 35% Plans - Electrical | | | | | | | | | DATE: 12/22/2023 | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | | | PREPARED BY: ewc | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | | | |
| | | Sr Elec Engineer II | Sr Elec Engineer I | Electrical Inspector | Airport Designer | Drafter | Admin I | | | | | | |
| | Management & Coordination | 2 | 2 | | 4 | | | | | | | | |
| | Draft CSPP Plans | 2 | 4 | | 8 | 4 | | | | | | | |
| | Final CSPP | 2 | 4 | | 8 | 4 | | | | | | | |
| TOTAL LABOR HOURS | | 6 | 10 | 0 | 20 | 8 | 0 | 0 | 0 | 0 | 0 | | |
| * LABOR RATES (\$/HR) | | \$158.29 | \$134.30 | \$140.70 | \$115.12 | \$73.55 | \$86.34 | | | | | | |
| LABOR COSTS (\$) | | \$949.74 | \$1,343.00 | \$0.00 | \$2,302.40 | \$588.40 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | |
| EXPENSES | | | | | | | COMMENTS: 1. | | | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$5,184 | | | | | | |
| | | | | \$0.00 | | | IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 | | | | | | |
| | | | | TOTAL EXPENSES: \$0 | | | FIRM'S TOTAL EXPENSES \$0 | | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) \$5,184 | | | | | | |
| FIRM: | | | | | | | | | | | | | |
| AMOUNT: | | | | | | | TOTAL SUBCONTRACTOR PRICES: \$0 | | | | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

| FIRM: HDL Engineering Consultants, LLC | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | |
|--|------------------------------|---|------------------|--|------------|---|-------------------|--|--|-------------------------|--|
| TASK NO: 1.5 | | TASK DESCRIPTION: Plans, Specifications, & Estimate | | | | | | | | DATE: 12/22/2023 | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | PREPARED BY: David Darrington | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | |
| | | Project Mgr/QC | Project Engineer | Eng Asst | Drafter | Clerical | | | | | |
| | Management & Coordination | 24 | 32 | | | | | | | | |
| | | | | | | | | | | | |
| | Combining Survey Drawings | 1 | 4 | 8 | 20 | | | | | | |
| | SCS | 1 | 4 | 8 | 8 | | | | | | |
| | | | | | | | | | | | |
| | Plans (65%) | 1 | 8 | 16 | 20 | | | | | | |
| | Specifications (65%) | 2 | 16 | 48 | | | | | | | |
| | Quantities & Cost Est | 2 | 8 | 16 | 4 | | | | | | |
| | | | | | | | | | | | |
| | Plans (95%) | 2 | 4 | 8 | 8 | | | | | | |
| | Specifications (95%) | 2 | 8 | 20 | | | | | | | |
| | Quantities & Cost Est update | 2 | 4 | 8 | 4 | | | | | | |
| | | | | | | | | | | | |
| | Plans (Bid-ready) | 1 | 4 | 4 | 4 | | | | | | |
| | Specifications (Bid-ready) | 1 | 4 | 8 | | | | | | | |
| | Quantities & Cost Est Update | 1 | 2 | 4 | 2 | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL LABOR HOURS | | 40 | 98 | 148 | 70 | 0 | | | | | |
| * LABOR RATES (\$/HR) | | \$195.00 | \$160.00 | \$125.00 | \$130.00 | \$80.00 | | | | | |
| LABOR COSTS (\$) | | \$7,800.00 | \$15,680.00 | \$18,500.00 | \$9,100.00 | \$0.00 | | | | | |
| EXPENSES | | | | | | <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> COMMENTS: See narrative. </div> | | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | | | | | | | |
| | | | | \$0.00 | | | | | | | |
| | | | | \$0.00 | | | | | | | |
| | | | | \$0.00 | | | | | | | |
| | | | | \$0.00 | | | | | | | |
| | | | | \$0.00 | | | | | | | |
| | | | | \$0.00 | | <div style="display: flex; justify-content: space-between;"> <div>FIRM'S TOTAL COST OF LABOR (or Fixed Price):</div> <div>\$51,080</div> </div> | | | | | |
| Markup at 10% | | | | \$0.00 | | | | | | | |
| TOTAL EXPENSES: | | | | | | \$0 | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | | <div style="display: flex; justify-content: space-between;"> <div>FIRM'S TOTAL EXPENSES</div> <div>\$0</div> </div> | | | | | |
| | | | | | | <div style="display: flex; justify-content: space-between;"> <div>FIRM'S TOTAL COST (no Subcontracts or Fee)</div> <div>\$51,080</div> </div> | | | | | |
| FIRM: | MBA | | | | | Subtotal | 10% Markup | | | | |
| AMOUNT: | \$35,412 | | | | | \$35,412 | | <div style="display: flex; justify-content: space-between;"> <div>TOTAL SUBCONTRACTOR PRICES:</div> <div>\$35,412</div> </div> | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

| FIRM: MBA Consulting Engineers | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | | | |
|--|------------------------------|---|--------------------|--|--|------------|------------|-------------------------|--------|--------|-------------------------|--------|--|
| TASK NO: 1.5 | | TASK DESCRIPTION: Final Design - Electrical | | | | | | | | | DATE: 12/22/2023 | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | | | PREPARED BY: ewc | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | | | |
| | | Sr Elec Engineer II | Sr Elec Engineer I | Electrical Inspector | Airport Designer | Drafter | Admin I | | | | | | |
| | Management & Coordination | 6 | 6 | | 12 | | | | | | | | |
| | | | | | | | | | | | | | |
| | Plans (65%) | 4 | 12 | | 20 | 20 | | | | | | | |
| | Specifications (65%) | 2 | 4 | | 8 | | 4 | | | | | | |
| | Quantities & Cost Est | 4 | 12 | | 20 | | | | | | | | |
| | | | | | | | | | | | | | |
| | Plans (95%) | 4 | 12 | | 20 | 20 | | | | | | | |
| | Specifications (95%) | 2 | 4 | | 8 | | 4 | | | | | | |
| | Quantities & Cost Est update | 4 | 12 | | 20 | | | | | | | | |
| | | | | | | | | | | | | | |
| | Plans (Bid-ready) | 2 | 6 | | 10 | 10 | | | | | | | |
| | Specifications (Bid-ready) | 2 | 4 | | 8 | | 4 | | | | | | |
| | Quantities & Cost Est update | 2 | 4 | | 8 | | | | | | | | |
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| | | | | | | | | | | | | | |
| TOTAL LABOR HOURS | | 32 | 76 | 0 | 134 | 50 | 12 | 0 | 0 | 0 | 0 | 0 | |
| * LABOR RATES (\$/HR) | | \$158.29 | \$134.30 | \$140.70 | \$115.12 | \$73.55 | \$86.34 | | | | | | |
| LABOR COSTS (\$) | | \$5,065.28 | \$10,206.80 | \$0.00 | \$15,426.08 | \$3,677.50 | \$1,036.08 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| EXPENSES | | | | | | | | | | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | COMMENTS: | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$35,412 IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| TOTAL EXPENSES: | | | | \$0 | FIRM'S TOTAL EXPENSES \$0 | | | | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) \$35,412 | | | | | | | | |
| FIRM: | | | | | | | | | | | | | |
| AMOUNT: | | | | | TOTAL SUBCONTRACTOR PRICES: \$0 | | | | | | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

| FIRM: HDL Engineering Consultants, LLC | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | |
|---|-----------------------------|---|------------------|--|------------|--------------------------------------|--------|--------|--------|-------------------------|--------|
| TASK NO: 1.6 | | TASK DESCRIPTION: Bidding & Grant Assistance | | | | | | | | DATE: 12/22/2023 | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | PREPARED BY: David Darrington | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | |
| | | Project Mgr/QC | Project Engineer | Eng Asst | Drafter | Clerical | | | | | |
| | Management & Coordination | 2 | | | | | | | | | |
| | Attend Pre-Bid Meeting | 2 | 4 | 4 | | | | | | | |
| | Answer Questions / Addendum | 2 | 4 | 8 | 8 | | | | | | |
| | Bid Review and Tabulation | 1 | 4 | 8 | | | | | | | |
| | | | | | | | | | | | |
| | Draft Grant Application | 2 | 4 | 8 | | | | | | | |
| | Final Grant Application | 1 | 4 | 4 | | | | | | | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| TOTAL LABOR HOURS | | 10 | 20 | 32 | 8 | 0 | | | | | |
| * LABOR RATES (\$/HR) | | \$195.00 | \$160.00 | \$125.00 | \$130.00 | \$80.00 | | | | | |
| LABOR COSTS (\$) | | \$1,950.00 | \$3,200.00 | \$4,000.00 | \$1,040.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

| EXPENSES | | | | | COMMENTS: City will advertise and distribute bid documents. HDL will answer bidder questions, review bids, and prepare a grant application. |
|--|------------|----------|------------|-----------------|--|
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| | | | | \$0.00 | |
| Markup at 10% | | | | \$0.00 | |
| TOTAL EXPENSES: | | | | \$0 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$10,190 |
| | | | | | IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 |
| | | | | | FIRM'S TOTAL EXPENSES \$0 |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) \$10,190 |
| FIRM: | MBA | | | Subtotal | 10% Markup |
| AMOUNT: | \$2,899 | | | \$2,899 | |
| | | | | | TOTAL SUBCONTRACTOR PRICES: \$2,899 |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

COST ESTIMATE PER TASK

| FIRM: MBA Consulting Engineers | | | | PROJECT TITLE: Rehabilitate Airfield Lighting and NavAids | | | | | | | | | |
|--|---------------------------|---|--------------------|--|---|----------|----------|-------------------------|--------|--------|-------------------------|--------|--|
| TASK NO: 1.6 | | TASK DESCRIPTION: Bidding & Grant Assistance - Electrical | | | | | | | | | DATE: 12/22/2023 | | |
| GROUP: | | METHOD OF PAYMENT: FP <input type="checkbox"/> FPPE <input type="checkbox"/> T&E <input checked="" type="checkbox"/> CPFF <input type="checkbox"/> | | | | | | PREPARED BY: ewc | | | | | |
| SUB-TASK NO. | SUB-TASK DESCRIPTION | LABOR HOURS PER JOB CLASSIFICATION | | | | | | | | | | | |
| | | Sr Elec Engineer II | Sr Elec Engineer I | Electrical Inspector | Airport Designer | Drafter | Admin I | | | | | | |
| | Management & Coordination | 1 | 2 | | 2 | | | | | | | | |
| | Bidding Assistance | 1 | 2 | | 4 | | | | | | | | |
| | Addenda | 1 | 2 | | 4 | 4 | 2 | | | | | | |
| TOTAL LABOR HOURS | | 3 | 6 | 0 | 10 | 4 | 2 | 0 | 0 | 0 | 0 | 0 | |
| * LABOR RATES (\$/HR) | | \$158.29 | \$134.30 | \$140.70 | \$115.12 | \$73.55 | \$86.34 | | | | | | |
| LABOR COSTS (\$) | | \$474.87 | \$805.80 | \$0.00 | \$1,151.20 | \$294.20 | \$172.68 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| EXPENSES | | | | | | | | | | | | | |
| SUB-TASK NO. | ITEM(S) | QUANTITY | UNIT PRICE | TOTAL PRICE | COMMENTS: | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| | | | | \$0.00 | FIRM'S TOTAL COST OF LABOR (or Fixed Price): \$2,899 IF CPFF, TOTAL INDIRECT COST @ 0.00% \$0 | | | | | | | | |
| | | | | \$0.00 | | | | | | | | | |
| TOTAL EXPENSES: | | | | \$0 | FIRM'S TOTAL EXPENSES \$0 | | | | | | | | |
| SUB-CONTRACTORS: Firm Initials and Price Per Task | | | | | FIRM'S TOTAL COST (no Subcontracts or Fee) \$2,899 | | | | | | | | |
| FIRM: | | | | | | | | | | | | | |
| AMOUNT: | | | | | TOTAL SUBCONTRACTOR PRICES: \$0 | | | | | | | | |

* Labor Rates shall be direct labor (base pay) only if Method of Payment is CPFF; otherwise, Labor Rates shall be total rates (i.e. base pay + benefits + overhead + profit.)

MBA Consulting Engineers, Inc.

3812 Spenard Road, Suite 200 ■ Anchorage, AK 99517
(907) 274-2622 ■ Fax: (907) 274-0914

December 8, 2023

HDL Engineering Consultants, LLC.
3335 Arctic Blvd, #100
Anchorage, AK 99503

Attention: David Darrington
Re: PAQ Lighting Rehab 2023
Subject: Electrical Fee Proposal

Dear David,

MBA Consulting Engineers is pleased to provide the following fee proposal for Palmer Airport Lighting Rehabilitation project. The City of Palmer has had a lighting rehab project on their CIP for 2027, but wants to accelerate the timing. In fact, Palmer is pursuing purchasing LED lights with city funds, then seeking reimbursement when the full project is designed, bid, and granted. We understand that the LED lights being installed by the current project can be installed on the existing cans without changing out the transformers – we have confirmed that they are less efficient that way, but will work...for now. The plan is to replace all the lights on the two runways, then use the salvaged bulbs to keep the taxiways illuminated.

From your December 1, 2023 email we understand MBAs scope to be:

EDR

- MBA will develop the 35% electrical plans and the electrical and lighting sections for the Draft EDR.
- MBA will provide 35% quantities and cost estimate for the Draft EDR.
- HDL will develop the rest of the 35% plans and draft EDR.
- MBA will revise the electrical and lighting sections of the EDR as needed prior to submitting the Final EDR.
- I left a site visit in there as a contingency

CSPP

- MBA will develop the temporary lighting plans and make any revisions to the temporary CSPP plans required during the course of the design.
- HDL will develop the front end CSPP plans and the CSPP narrative.

PS&E

- MBA will develop electrical and lighting plans (including layout and detail sheets), specifications, and estimates for submittal at 65%, 95% and Final.
- HDL will develop the civil and front end plans, specifications, and estimate as well as compile all the documents for submittals.

Bidding Assistance

- MBA will be available during bidding to answer questions and/or make revisions regarding the electrical design and addenda.

The proposal is based on your December 1, 2023 and December 7, 2023 emails.

Our proposal is as follows:

| | Electrical |
|---------------|------------|
| Task 1.2 EDR | \$16,976 |
| Task 1.3 CSPP | \$ 5,184 |
| Task 1.5 PS&E | \$35,412 |
| Task 1.6 Bid | \$ 2,899 |

A detailed breakdown is attached. This is a time and materials proposal. Expenses are included in the proposal.

This Scope of Work does not include correction of any existing code violations other than those specifically related to the work included in this project.

Our proposal is based on a project schedule of as identified in your email. The proposal includes time for cost estimating. MBA will provide reproducibles to you for printing. We understand that HDL will provide civil / site plans to us in DWG format.

The proposal includes attendance at three design team review meetings and three Owner review meetings.

Other services we can provide which are not included at this time include Construction Administration, Commissioning Assistance, Preparation of Record Drawings, Operation and Maintenance Manual Review, Warranty Inspections, etc. These services can be provided on an hourly basis. A copy of our standard hourly rates are indicated on our detailed fee sheet.

Thank you for inviting us to work with you on the project. Please call if there are any questions.

Sincerely,

MBA CONSULTING ENGINEERS, INC.



Edward Carlson P.E.
Senior Electrical Engineer

tah/attachment



Photos of a transformer that shorted and burned underneath a taxiway edge light on the south end of the runway. It took a half day to find and bypass the burned transformer/light fixture. A contracted electrician will need to follow up and fix the discrepancy. It's likely that aging wiring and appliances contributed to the failure.

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-010

A Resolution of the Palmer City Council Authorizing the City Manager to Commence Design and Environmental Work on the Lighting System at the Palmer Municipal Airport for the Purpose of Obtaining Federal Aviation Administration Grant Funding and Appropriate \$115,086 From the Unassigned General Fund Balance for this Project

WHEREAS, the lighting system at the Palmer Airport is nearing the end of its useful life; and

WHEREAS, a lighting system replacement would bring the airport lights to the current standard; and

WHEREAS, a lighting replacement project at the Palmer airport can be funded through a Federal Aviation Administration Airport Improvement Project grant; and

WHEREAS, in order to progress the project to a point where it can be funded by the FAA, preliminary environmental and design work must be completed.

NOW, THEREFORE, BE IT RESOLVED by the Palmer City Council hereby Authorizing the City Manager to commence design and environmental work on the lighting system at the Palmer Airport for the purpose of obtaining Federal Aviation Administration grant funding.

Approved by the Palmer City Council this 13th day of February, 2024.

Steven J Carrington, Mayor

Shelly Acteson, MMC, City Clerk



H. 2.

Palmer City Council Meeting

Meeting Date: 02/13/2024

Submitted For: Chad Cameron, Fire Chief

Department: Fire Department

Agenda Category: Resolution

Legislation Number: RES 24-011

Subject

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan

Summary Statement/Background

Since approximately 2002, the City of Palmer's Fire & Rescue department has employed a full-time Fire Training Coordinator. A full-time position was requested at that time to ensure personnel were receiving training in modern techniques and tactics of firefighting and ensuring training compliance with various regulatory agencies. Over time, the Fire Training Coordinator position evolved in not only coordinating and providing training for over 70 emergency responders, but also evolved as the backup to the director for departmental administrative responsibilities to include, but not limited to personnel matters, policy implementation, budgetary spending, and supervision of personnel.

On November 28, 2023, the Palmer's City Council approved the new employee pay plan. Afterwards, a process was created for department directors to request positions to be considered for reclassification. The job description for the Fire Training Coordinator was updated to include a title change to Fire Training Officer to better reflect the position. The request for reclassification was submitted to and reviewed by the City of Palmer City Manager and Human Resources Manager. The result of the review was to recommend a change an increase in level of the position from level 8 to level 10 in the City of Palmer Employee Pay Plan Schedule.

Administration's Recommendation:

Approve Resolution 24-011.

Fiscal Impact

Total Amount of funds listed in this legislation: \$3,113

Legislation creates expenditure in the amount of: \$3,113

Budgeted Y/N?: Y

Line Item(s): 01-13-10-6011 Regular Salaries 01-13-10-6012 Benefits

Attachments

Fire Training Officer Reclassification Resolution

Fire Training Officer Job Description

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-011

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan

WHEREAS, the Palmer Fire & Rescue Department recognizes the invaluable role of the Fire Training Officer in enhancing the skills, knowledge, and preparedness of firefighting personnel; and

WHEREAS, the current Fire Training Officer position plays a crucial part in ensuring the highest standards of training for our firefighters, contributing to the overall effectiveness and safety of the department; and

WHEREAS, the responsibilities and demands of the Fire Training Officer position have expanded over time, requiring a higher level of expertise, dedication, and leadership; and

WHEREAS, the Fire Training Officer position serves as backup to the director in their absence for departmental administrative duties; and

WHEREAS, increasing the classification level of the Fire Training Officer position will appropriately recognize the elevated qualifications, responsibilities, and contributions associated with the role;

NOW THEREFORE, be it resolved that the Palmer City Council authorizes the City Manager to approve the reclassification of the Palmer Fire & Rescue's Fire Training Officer to Level 10 in the City of Palmer's Employee Pay Plan.

Approved by the Palmer City Council this ____ day of _____, 2024.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



CITY OF PALMER JOB DESCRIPTION AND SPECIFICATIONS

Job Title: Fire Training Officer
Department: Fire & Rescue Department
Reports To: Fire Chief
Classification: Non-Exempt

Revision: 12/2023
Salary Level: 10

General Functions

The Fire Training Officer is responsible for planning, developing, coordinating, and delivering fire and rescue training to all department personnel; must work with personnel at varying levels of competency in firefighting and rescue skills and is required to work evenings and weekends as needed. The Fire Training Officer serves in a support capacity to the Fire Chief.

During work hours, the Fire Training Officer is responsible for responding to, and assuming a command role, in all emergency incidents. Outside of normal working hours, the Fire Training Officer is expected to respond to all complex emergency incidents. Other duties include supervising, leading, training, and evaluating fire officers, firefighters, and support personnel.

Distinguishing Characteristics

This position involves administrative work in the performance and direction of activities to manage the Department's training program. The Fire Training Officer will proactively ensure personnel are trained and competent to execute all responsibilities effectively, efficiently, and safely in compliance with Palmer Fire & Rescue's memoranda, directives, policies, procedures, and guidelines, State of Alaska Fire Standards Council directives, and National Fire Protection Association standards. To accomplish this, the Fire Training Officer must be self-motivated and actively seek out training in new research, studies, techniques, and training opportunities to remain current with trends in emergency response.

It is pivotal, the Fire Training Officer is an example model of the Department's core values: excellence, professionalism, integrity, community, and service.

This position serves under the direction of the Fire Chief. This position requires that the individual to be able to perform within their areas of responsibility with very minimal supervision. The Fire Training Officer must determine how to best accomplish the Fire Chief's goals for the Department through assessing personnel and training in areas of deficiencies. Producing team training and individual training plans are required to accomplish this task. Work outlined below will be performed to the highest legal and moral standards of Palmer Fire & Rescue, the City of Palmer, and the State of Alaska.

Supervision Received

The Fire Training Officer reports to the Fire Chief. However, the nature of the position mandates the ability to operate with very minimal to no supervision with the ability to accomplish the Fire Chief's goals based on knowledge, education, experience, department policy and Standard Operating Guidelines.

Supervision Exercised

The Fire Training Officer supervises instructors and personnel during training activities, to include didactic, tactile, practical, and evolutions such as training in fire, rescue, emergency medical services, health and safety programs, policies, and procedures.

All training activities performed by the full-time fire officer, and full-time firefighters are approved, evaluated, and supervised by the Fire Training Officer.

On emergency incidents, the Fire Training Officer is responsible for command and control of operations and personnel, including full-time and on-call staff.

External Visibility/Contact

Position requires regular contact with the public in community relations and regular contact with other public safety agencies and representatives. The Fire Training Officer should possess well developed communication skills, tact and courtesy in maintaining effective relations with the public, other agencies, and responders.

Working Conditions Environment

Work is performed indoors in an office/shop environment and outdoors exposed to the elements in cold, windy, wet, icy or muddy areas. The duties of this position are not always performed during a regular work week; the required 40-hour week may include evenings and weekends with flex hours and overtime as approved by the Fire Chief or their designee.

The Fire Training Officer must be able to use hands and fingers dexterously to operate equipment including but not limited to office equipment, motor vehicles, fire apparatus, radios, personal protective equipment, and mechanical equipment used for firefighting or rescue. The Training Officer is regularly required to sit, stand, walk, run, stoop, kneel, crouch, crawl, reach with hands and arms, force entry into buildings, be exposed to hazardous conditions including blood borne pathogens and chemical environments, faces exposure to carcinogenic dusts through inhalation or skin contact, and lift 70 pounds or more; must be able to operate basic office equipment including but not limited to computers, fax machines, copiers, and telephones; general firefighting equipment and tools; various sizes and types of ladders; axes; chainsaws; ventilation saws; forcible entry tools; nozzles, hoses, and appliances; hydraulic cutters and spreaders; generators; self-contained breathing apparatus; SCBA filling systems; basic extrication tools; radio communication equipment; and various types of protective equipment and clothing. Special vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The Fire Training Officer must possess correctable vision to operate vehicles and equipment in daylight and darkness and in all types of weather conditions.

Essential Functions and Duties

- Plans, develops, coordinates, and delivers fire and rescue training to firefighters and rescue technicians that meets NFPA and/or local standards.
- Able to perform all the functions of a Firefighter
- Supervise, lead, train, and evaluate personnel in all aspects of emergency response up to the level of delivery of service for Palmer Fire & Rescue.
- Maintains accreditation with the State of Alaska Fire Standards Council for delivering state certification courses.
- Establishes and maintains effective working relationships and interactions with subordinates, supervisors, other employees and the public in oral and written communications.
- Records activities consistent with City of Palmer and Palmer Fire & Rescue policies.
- Serves as a training resource and liaison for firefighters and rescue technicians. Coordinates training needs and selects qualified instructors.
- Serves as a liaison with fire officials and the public.
- Schedules and conducts training classes; prepares and presents clear and concise oral and written reports and lesson plans.
- Responsible for maintaining written training records of firefighters and ensuring sufficient training hours are completed by each firefighter and fire officer to support and strengthen the Department's ISO ratings.
- Maintains records of training sessions; ensures that each Explorer, Support Firefighter, Firefighter, Rescue Technician, Emergency Medical Responder, and Fire Officer receive proper and adequate training in subject matter mandated by compliance with the State of Alaska Occupational Safety and Health (AKOSH), including but not limited to, the City of Palmer Emergency Operations Plan; the Hazard Communication Program; the Exposure Control Plan; the Hazardous Materials Awareness program; and the Respiratory Protection Program.
 - Schedules and arranges annual training for firefighters and rescue technicians in the Standard Operating Guidelines; ensures that all personnel meet State of Alaska standards; and responsible for record-keeping.
 - Ensures all Palmer Fire & Rescue personnel are provided with these policies and programs in printed form.
- Establishes and maintains a resource and self-study materials library.

- Maintains a copy of the City of Palmer Emergency Operations Plan, the Hazard Communication Program, and the Respiratory Protection Program in their office.
- Drafts Standard Operating Guidelines (SOGs), recordkeeping, personnel recruitment, and retention programs.
- Assures all established Department policies and standards are followed and enforced.
- Assures that established training policies and standards are followed and enforced.
- Researches and writes applications for federal and state grants related to firefighting equipment, apparatus, and training.
- Performs personnel recruiting functions and retention programs.
- Attends a minimum of one out-of-state training annually to assure training at Palmer Fire & Rescue is in line with the latest national and State of Alaska standards and best practices.
- Responds to emergency calls off duty for the following situations:
 - All emergencies during times of normal work hours.
 - For MVC's with reported entrapment or multiple injuries.
 - Structure fires with visible flame or smoke
 - Multiple zone fire alarms.
 - Re-pages on any other calls.
 - Any other times when requested.
- Performs related work as assigned.

Knowledge. Skills. Experience. And Personal Qualifications

Required:

- At least 21 years of age
- High School diploma or state recognized equivalent
- Bachelor's degree in Fire, Emergency Services, or related field, or four (4) years experience as a fire officer in a fire department
- Ten years of experience in fire suppression, of which five years involved experience as a trainer or instructor
- Current CPR and First Aid credentials, or obtain within 30 days from time of employment
- State of Alaska or IFSAC Fire Fighter II certification
- State of Alaska or IFSAC Fire Officer I certification, or obtain within one year of date of hire
- State of Alaska Fire & Emergency Service Instructor I
- State of Alaska Fire & Emergency Service Instructor II, or obtain within one year of date of hire if available
- State of Alaska or IFSAC Fire Apparatus Driver Operator certification
- State of Alaska EMT I certification, or obtain within one year of date of hire
- ICS-100, ICS-200, ICS-300, ICS-400, NIMS-700, and NIMS-800 certifications, or obtain within one year of date of hire
- Ability to operate all department apparatus and equipment.
- Ability to clearly articulate both orally and in writing
- Demonstrate organizational and time management skills. Planning, prioritizing, decision-making, self-motivation, and organization are imperative attributes.
- Must maintain required certifications and obtain ongoing education as may be required. Examples of but not limited to Incident Command as standardized in the National Incident Command System (NIMS)
- Have extensive knowledge in computer use, including, but not limited to, Microsoft Word, Excel, Outlook, and the Internet.
- Valid Alaska Driver's License

Residency

None

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

| | <u>Initials</u> | <u>Date</u> |
|--------------------|-----------------|-------------|
| Employee Received: | _____ | _____ |
| Approved | | |
| HR: | _____ | _____ |
| City Manager: | _____ | _____ |

**Palmer City Council Meeting**

H. 3.

Meeting Date: 02/13/2024
Submitted For: Chad Cameron, Fire Chief
Department: Fire Department
Agenda Category: Resolution
Legislation Number: RES 24-012

Subject

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Retitling of Palmer Fire & Rescue's Permanent, Part-Time Support Specialist to Communications Specialist and Reclassification to Level 6 in the City of Palmer's Employee Pay Plan

Summary Statement/Background

Since 2017, the City of Palmer's Fire & Rescue department has employed a permanent, part-time radio technician. This employee was placed into an existing Support Specialist position. Over time the fire, police, public works, and airport departments have used the employee to great extent for conducting or coordinating radio and radio site installation, maintenance, programming, and troubleshooting of the City of Palmer radio systems.

The job description has been updated to reflect the duties and responsibilities of the position. The job description was retitled Communications Specialist to better describe the duties and responsibilities of the position. Human Resources reclassified the position from level 4 to level 6 in the City of Palmer's Employee Pay Plan after evaluating the updated job description.

Administration's Recommendation:

Approve Resolution 24-012.

Fiscal Impact

Budgeted Y/N?: Y
Line Item(s): 01-13-10-6013 Parttime Salaries

Attachments

Resolution 24-012
Communications Specialist Job Description

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-012

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Retitling of Palmer Fire & Rescue's Permanent, Part-Time Support Specialist to Communications Specialist and Reclassification to Level 6 in the City of Palmer's Employee Pay Plan

WHEREAS, the Palmer City Council acknowledges the importance of efficient and effective radio communication within City of Palmer for the well-being and safety of the community;

WHEREAS, the current position of Support Specialist within Palmer Fire & Rescue plays a crucial role in communication functions;

WHEREAS, there is a need to recognize the scope and responsibilities of the Support Specialist position to align with the evolving demands of communication in emergency services;

WHEREAS, the proposed retitling of the position to Communications Specialist reflects a more accurate representation of the duties performed;

WHEREAS, the reclassification of the position to Level 6 in the City of Palmer's Employee Pay Plan is deemed appropriate to recognize the responsibilities associated with the revised role;

NOW, THEREFORE, be it resolved that the Palmer City Council authorizes the City Manager to approve the retitling of Palmer Fire & Rescue's permanent, part-time Support Specialist position to Communications Specialist and reclassification to Level 6 in the City of Palmer's Employee Pay Plan.

Approved by the Palmer City Council this ____ day of _____, 2024.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



CITY OF PALMER JOB DESCRIPTION AND SPECIFICATIONS

Revision Date: 1/2024

Salary Level: XX

Job Title: Communications Specialist

Department: Fire

Reports To: Fire Chief

Classification: Non-exempt

General Functions

The Communications Specialist is responsible for the replacement, programming, maintenance, and troubleshooting of the City of Palmer's radio system to include but not limited to repeaters, antennas, radio sites, mobile radios, portable radios, and pagers. The Communications Specialist will be responsible for the coordination of the aforementioned activities through the responsible Departments' directors. The Communications Specialist will maintain all pertinent records of radio equipment and keep radio licensing up to date with all regulating agencies. Additionally, the Communications Specialist is the liaison between the State of Alaska's ALMR program, the Matanuska-Susitna radio division, and any ancillary agencies affected by the City of Palmer's radio usage. The Communications Specialist serves in a support capacity to the city's directors.

Distinguishing Characteristics

The Communications Specialist is expected to perform a wide variety of administrative and technical tasks and functions in support of the City of Palmer's department's operations. The Communications Specialist needs a professional supportive personality and ability to maintain good relationships with city staff, administration, and radio partners across the Borough and State. They need to be self-motivated and able to prioritize tasks.

The Communications Specialist position involves administrative work in the performance and direction of activities to manage the city's radio programs. To accomplish this, the Communications Specialist must be self-motivated and actively seek out new technologies, techniques, and training opportunities to remain current with radio usage in the city, borough, and state.

Other characteristics the position should model are excellence, professionalism, integrity, community, and service.

This position serves under the direction of the Fire Chief. This position requires that the individual be able perform within their areas of responsibility with very minimal supervision. Work outlined below will be performed to the highest legal and moral standards of Palmer Fire & Rescue, the City of Palmer, and the State of Alaska.

Supervision Received

The Communications Specialist reports directly to the Fire Chief, however they will report to the other City of Palmer Directors to ensure their radio needs are met. The nature of the position mandates the ability to operate with very minimal supervision based on knowledge, education, experience, department policy, State of Alaska statutes, and Standard Operating Guidelines.

Supervision Exercised

The Communications Specialist will supervise and train select personnel in the replacement, programming, maintenance, and troubleshooting of the City of Palmer's radio systems.

External Visibility/Contact

Position requires regular contact with other public safety agencies and representatives. The Communications Specialist should possess well-developed communication skills, tact, and courtesy in maintaining effective relations with the public, other agencies, and employees.

Working Conditions Environment

Work is performed indoors in an office and shop environment and outdoors exposed to the elements in cold, windy, wet, icy or muddy areas. The duties of this position are not always performed during a regular work week; the required 20-hour week may include evenings and weekends with flex hours as approved by the Fire Chief or his designee in advance. This position performs a variety of tasks on slippery, hazardous surfaces; operates in environments of high noise; uses manual and power tools in the performance of duties; and relies on senses of sight, hearing, smell and touch to help maintain personal safety. Some physical exertion is required in standing, walking, and traveling between locations.

The position includes sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, climbing, and repetitive and fine coordination hand movement. The individual occupying this position should have normal manual dexterity and eye-hand coordination; must be able to lift, push, and pull objects weighing up to 50 pounds without assistance and 70 pounds with assistance. This individual is responsible for driving Department vehicles.

Essential Functions and Duties

- Develops, plans, coordinates, and implements the City of Palmer's:
 - Radio replacement plan
 - Radio and pager maintenance
 - Radio installation
 - Radio and pager programming
 - Radio site maintenance
- Maintains City of Palmer radio licensing and reports to regulatory agencies as required;
- Maintains the City of Palmer radio inventory and up-to-date location of all radio equipment;
- Trains staff on the use of radios and pagers;
- Trains select staff on radio installation, sites, and programming.
- Drives City of Palmer vehicles to include all cars, SUV's, and pickups;
- Collaborates with local, borough, and state agencies to determine agency needs, provides viable cost-effective alternatives, and researches options for interagency operations;
- Works with multiple vendors to develop cost-effective, safe, secure, and reliable communications for the City of Palmer;
- Responds to emergency calls when requested;
- Performs related work as requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Knowledge, Skills, Experience, And Personal Qualifications

- At least 18 years of age;
- High school graduate or state recognized equivalent;
- Valid Alaska driver's license within 30 days from time of employment;
- Federal Communications Commission General Radio License;
- Federal Communications Commission General Amateur Radio License;
- Associate degree in related field such as electrical engineering, electronics or related field; or four (4) years experience as a Communications Specialist in a public safety department;
- ICS-100, ICS-200, NIMS-700 and NIMS-800 certification;
- ICS-300 and ICS-400; or within 12 months of employment;
- ICS Communications Unit Leader certification; or within 12 months of employment;
- Operate all city cars, SUV's, and pickups;
- Has knowledge that is acquired through formal training or extensive on-the-job experience to perform radio installation, maintenance, programming, and troubleshooting;
- Has knowledge of the concepts, principles and theories of transmissions, broadcasting, switching, control, construction, and operation of radio systems.
 - Analog systems
 - Project 25, phase 1 and 2 trunking and wireless
 - Wireline backhaul infrastructure
 - Microwave theory
 - Basic understanding of duplexer, diplexer, and feedline construction
 - Calculate antenna, feedline, and radio fitting gain and loss
 - Basic alternating and direct current electronics theory, troubleshooting, and application
 - Basic radio theory including amplitude, single sideband, and frequency modulation
 - High frequency propagation and application
 - Understanding of POCSAG paging systems
- Has a thorough understanding of fire, EMS, and law enforcement radio and paging needs;
- Has a thorough understanding of Code of Federal Regulations; Title 47; Parts 80, 87, 90, & 95;

- Experienced and knowledgeable in computer use, including, but not limited to, Microsoft Word, Excel, Outlook, and the Internet
- Ability to clearly articulate both orally and in writing;
- Demonstrate organizational and time management skills. Planning, prioritizing, decision-making, self-motivation and organization are imperative attributes; and
- Pass the City of Palmer, State of Alaska, and Department of Defense background checks for site and encryption access.
 - Must be APSIN (Alaska Public Safety Information Network) cleared for public safety radio programming within 3 months of employment

Residency

None

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

| | <u>Initials</u> | <u>Date</u> |
|--------------------|-----------------|-------------|
| Employee Received: | _____ | _____ |
| Approved | | |
| HR: | _____ | _____ |
| City Manager: | _____ | _____ |



H. 4.

Palmer City Council Meeting

Meeting Date: 02/13/2024

Submitted For: Chad Cameron, Fire Chief

Department: Fire Department

Agenda Category: Resolution

Legislation Number: RES 24-013

Subject

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Prevention Officer to Level 10 in the City of Palmer's Employee Pay Plan

Summary Statement/Background

The Palmer City Council approved the addition of the Fire Prevention Officer position within Palmer Fire & Rescue in 2022 to assist with public education, fire investigation, fire inspection, and equipment and apparatus testing and minor maintenance. This position leads the Department's efforts in these areas to ensure the mission of Palmer Fire & Rescue is met within its area of jurisdiction.

As directed, the job description has recently been updated. Along with the job description update, a request for reclassification was submitted. The request for reclassification was returned by the City of Palmer's Human Resources Manager with a recommendation that the position should be placed at Level 10 from Level 7 of the City of Palmer Employee Pay Plan.

Administration's Recommendation:

Approve Resolution 24-013.

Fiscal Impact

Budgeted Y/N?: Y

Line Item(s): 01-13-10-6011 Regular Salaries

Attachments

Fire Prevention Officer Reclassification

Fire Prevention Officer Job Description

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-013

A Resolution of the Palmer City Council to Authorize the City Manager to Approve the Reclassification of Palmer Fire & Rescue's Fire Prevention Officer to Level 10 in the City of Palmer's Employee Pay Plan

WHEREAS, the City of Palmer recognizes the critical role played by Palmer Fire & Rescue's Fire Prevention Officer in ensuring the safety and well-being of our community;

WHEREAS, the Fire Prevention Officer within Palmer Fire & Rescue has consistently demonstrated exceptional dedication, skills, and performance in the execution of their responsibilities;

WHEREAS, there is a need to recognize the scope and responsibilities of the Fire Prevention Officer position to align with the evolving demands of public education, prevention, investigation, inspection, equipment and apparatus testing, equipment and apparatus maintenance in the community of Palmer;

WHEREAS, the reclassification of the position to Level 10 in the City of Palmer Employee Pay Plan is deemed appropriate to recognize the responsibilities of the role;

NOW, THEREFORE, be it resolved the Palmer City Council authorizes the City Manager to approve the reclassification of Palmer Fire & Rescue's Fire Prevention Officer to Level 10 in the City of Palmer's Employee Pay Plan.

Approved by the Palmer City Council this ____ day of _____, 2024.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk



CITY OF PALMER JOB DESCRIPTION AND SPECIFICATIONS

Revision Date: 1/2024

Salary Level: XX

Job Title: Fire Prevention Officer

Department: Fire

Reports To: Fire Chief

Classification: Non-exempt

General Functions

The Fire Prevention Officer is responsible for planning, developing, coordinating, and delivering fire prevention programs within the jurisdiction of Palmer Fire & Rescue, including ensuring the readiness of apparatus and equipment through annual testing and maintenance. Additionally, the Fire Prevention Officer will oversee the Department's Fire Inspection Program in conjunction with the State of Alaska's Fire Marshal as well as lead investigations on fires within the jurisdiction of Palmer Fire & Rescue. The Fire Prevention Officer serves in a support capacity to the Fire Chief.

During work hours, the Fire Prevention Officer is responsible for responding to, and assuming a command role in all emergency incidents. Outside of normal working hours, the Fire Prevention Officer is expected to respond to all complex emergency incidents. Other duties include supervising, leading, training, and evaluating personnel in the Department's fire prevention, minor equipment and apparatus maintenance, fire investigation, and fire inspection programs.

Distinguishing Characteristics

The Fire Prevention Officer is expected to perform a wide variety of administrative and technical tasks and functions in support of department operations. The Fire Prevention Officer needs a professional supportive personality and ability to maintain good relationships with. The Fire Prevention Officer needs to be physically fit as the job requires lifting heavy equipment in the accomplishments of their tasks. Needs to be self-motivated and able to prioritize tasks.

The Fire Prevention Officer position involves administrative work in the performance and direction of activities to manage the Department's fire prevention program. To accomplish this, the Fire Prevention Officer must be self-motivated and actively seek out new research, studies, techniques, and training opportunities to remain current with trends in fire prevention, fire code, fire investigation, and emergency response.

Other characteristics the position should model are excellence, professionalism, integrity, community, and service.

This position serves under the direction Fire Chief. This position requires that the individual be able perform within their areas of responsibility with very minimal supervision. Work outlined below will be performed to the highest legal and moral standards of Palmer Fire & Rescue, the City of Palmer, and the State of Alaska.

Supervision Received

The Fire Prevention Officer reports to the Fire Chief. However, the nature of the position mandates the ability to operate with very minimal supervision based on knowledge, education, experience, department policy, State of Alaska statutes, and Standard Operating Guidelines.

Supervision Exercised

The Fire Prevention Officer supervises support specialists, firefighters, and rescue personnel during activities such as delivering educational programs, testing equipment and apparatus, fire investigations, fire inspections, creating pre-emergency plans, and minor equipment and apparatus maintenance.

While mitigating emergencies, the Fire Prevention Officer may be responsible for incident command of operations including any and all personnel and apparatus at the incident.

External Visibility/Contact

Position requires regular contact with the public and regular contact with other public safety agencies and representatives. The Fire Prevention Officer should possess well-developed communication skills, tact, and courtesy in maintaining effective relations with the public, other agencies, and the paid-on-call responders.

Working Conditions Environment

Work is performed indoors in an office and shop environment and outdoors exposed to the elements in cold, windy, wet, icy or muddy areas. The duties of this position are not always performed during a regular work week; the required 40-hour week may include evenings and weekends with flex hours and overtime as approved by the Fire Chief or his designee in advance. This position performs a variety of tasks on slippery, hazardous surfaces; faces exposure to carcinogenic dusts through inhalation or skin contact; operates in environments of high noise; uses manual and power tools in the performance of duties; and relies on senses of sight, hearing, smell and touch to help maintain personal safety. Strenuous physical exertion is required in standing, walking, and traveling between locations.

The position includes sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, climbing, and repetitive and fine coordination hand movement. The individual occupying this position should have normal manual dexterity and eye-hand coordination; must be able to lift, push, and pull objects weighing up to 50 pounds without assistance and 70 pounds with assistance. This individual is responsible for driving Department vehicles.

Essential Functions and Duties

- Able to perform all of the functions of a Fire Officer and Firefighter and respond to emergency incidents;
- Develops, plans, coordinates and leads the Fire Department's:
 - Fire prevention public education program (Schools, special events, etc.)
 - Wildfire hazard reduction program
 - Pre-fire and target hazard planning
 - Hose testing
 - Hydrant testing
 - Ground ladder testing
 - Fire apparatus pump testing
 - Aerial ladder testing
 - Self-contained breathing apparatus (SCBA) testing and maintenance
 - Inspection and preventative maintenance for stations, apparatus and equipment including light maintenance
 - Fire investigation
 - Fire inspections in conjunction with the State of Alaska Fire Marshal's office
- Investigates fire origin and cause;
- Supervise, lead, train, and evaluate personnel in all aspects of the Department's Fire Investigation and Fire Inspection activities;
- Maintains accreditation with the State of Alaska Fire Standards Council for delivering fire and emergency service training;
- Creates, maintains, and conducts the Department's onsite inspections for Fire Code compliance;
- Records activities consistent with City of Palmer and Palmer Fire & Rescue policies and state and federal law;
- Assists with Fire Department permitting;
- Serves as a liaison with fire officials, State of Alaska, and the public;
- Drafts Standard Operating Guidelines (SOG's), recordkeeping, personnel recruitment and retention programs;
- Assures established Department policies and standards within their area of responsibilities are followed and enforced;
- Researches and drafts applications for federal, state and local grants related to fire equipment, apparatus and training.
- Performs personnel recruiting and retention.
- Drives fire apparatus, rescue vehicles, and other department vehicles;

- Responds to emergency calls for the following situations:
 - All emergencies during work hours
 - Motor vehicle accidents with reported entrapment or multiple injuries
 - Structure fires with visible flame or smoke
 - Multiple zone fire alarms
 - Re-pages on any other calls
 - Any other time when requested
- Performs related work as requested.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Knowledge, Skills, Experience, And Personal Qualifications

- At least 18 years of age;
- High school graduate or state recognized equivalent;
- Bachelor's degree in Fire, Emergency Services, or related field, or four (4) years experience as a fire officer in a fire department;
- Valid Alaska driver's license within 30 days from time of employment;
- Current CPR and First Aid credentials, or obtain within 30 days from time of employment;
- State of Alaska and/ or IFSAC Firefighter I certification;
 - Alaska or IFSAC Firefighter II certification within one year from time of employment;
- State of Alaska Fire Officer I, or obtain within one year from time of employment;
- State of Alaska and/or IFSAC Fire Investigator or obtain within one year of employment;
- State of Alaska Fire & Emergency Services Instructor I; Fire Instructor II preferred;
- State of Alaska Fire Apparatus Driver Operator certification;
- State of Alaska Emergency Medical Technician I certification or obtain within one year of employment;
- ICS-100, ICS-200, NIMS-700 and NIMS-800 certification;
- ICS-300 and ICS-400 within one year from time of employment;
- International Code Council Fire Code and Standards certification or within one year of employment;

- International Code Council Fire Inspector I certification, or within 18 months of employment;
- Operate all department apparatus and equipment;
- Experienced and knowledgeable in computer use, including, but not limited to, Microsoft Word, Excel, Outlook, and the Internet
- Ability to clearly articulate both orally and in writing;
- Demonstrate organizational and time management skills. Planning, prioritizing, decision-making, self-motivation and organization are imperative attributes; and
- Three (3) years fire apparatus driver/operator experience is preferred.

Residency

None

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES AND SKILLS REQUIRED OF PERSONNEL IN THIS POSITION. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

| | <u>Initials</u> | <u>Date</u> |
|--------------------|-----------------|-------------|
| Employee Received: | _____ | _____ |
| Approved | | |
| HR: | _____ | _____ |
| City Manager: | _____ | _____ |

**Palmer City Council Meeting**

H. 5.

Meeting Date: 02/13/2024**Submitted For:** Chad Cameron, Fire Chief**Department:** Fire Department**Agenda Category:** Resolution**Legislation Number:** RES 24-014

Subject

A Resolution of the Palmer City Council to Donate Palmer Fire & Rescue's 1973 Seagrave Fire Engine to the Palmer Volunteer Firemen's Association.

Summary Statement/Background

Palmer Volunteer Firemen's Association was created in 1962 for the benefit of current and past members of Palmer Fire & Rescue or as previously known as Palmer Emergency Services. The association provides members with membership in the Alaska State Fire Association, a benevolence fund, public safety educational materials, and family events for its members. Over the past approximate 10 years, the Palmer Volunteer Fireman's Association has been responsible for the maintenance and operation of Palmer Fire & Rescue's 1973 Seagrave Fire Engine. The 1973 Seagrave Fire Engine was taken out of service many years ago due to its inability to meet safety and pumping requirements. The engine has been used in parades and community events since being taken out of service.

By giving the fire engine to the Palmer Volunteer Firemen's Association, it will allow the association to make necessary upgrades and repairs to the apparatus. The City of Palmer will benefit by not paying for these repairs and maintaining the insurance, registration and licensing of the apparatus.

Palmer Municipal Code 3.20.080 D. *Public and Charitable Conveyances* allows the City Council to donate property without a public sale whenever, in the judgment of the city council is advantageous to the city to make the conveyance

Administration's Recommendation:

Approve Resolution 24-014.

Attachments

Resolution 24-014

LEGISLATIVE HISTORY

Introduced by:

Date:

Action:

Vote:

Yes:

No:

CITY OF PALMER, ALASKA

Resolution No. 24-014

A Resolution of the Palmer City Council to Donate Palmer Fire & Rescue's 1973 Seagrave Fire Engine to the Palmer Volunteer Firemen's Association

WHEREAS, the City of Palmer recognizes the vital contributions made by the Palmer Volunteer Firemen's Association to the safety and well-being of our community;

WHEREAS, the 1973 Seagrave Fire Engine, owned by Palmer Fire & Rescue, has served the City faithfully but is now deemed surplus to the department's needs;

WHEREAS, the Palmer Volunteer Firemen's Association has expressed a desire to maintain the 1973 Seagrave Fire Engine to utilize in public events in the community of Palmer;

WHEREAS, the City of Palmer maintains the first right of refusal if the Palmer Volunteer Firemen's Association chooses to dispose of the 1973 Seagrave Fire Engine;

WHEREAS, the donation of surplus equipment to volunteer organizations aligns with the City's commitment to supporting community-driven initiatives;

NOW, THEREFORE, be it resolved by the

NOW, THEREFORE, be it resolved the Palmer City Council donates Palmer Fire & Rescue's 1973 Seagrave Fire Engine to the Palmer Volunteer Firemen's Association.

Approved by the Palmer City Council this ____ day of _____, 2024.

Steve Carrington, Mayor

Shelly Acteson, CMC, City Clerk