

**Fire Services Efficiency Project  
Operations Team Meeting  
Friday, December 14, 2007**

**Agenda**

- The goal of this meeting is to go page-by-page through the initial draft of Matrix's Full Report
- Questions, concerns, and corrections would then be formulated and sent to Matrix for them to consider and revise

**Discussion**

- Discussion of 'broad issues' initiated the meeting. The committee was concerned that Matrix did not take into account: 1.) railroad tracks within the District, and 2.) whether pre-existing stations can handle the influx of personnel called for in the report
- Next, team members discussed how some cities within the proposed District cannot yet interface with CAD, which needs to be taken into account in this report
- There was concern for the amount of overhead called for in the form of administrative support roles. For example, the team feels that having a Computer Technician and a Radio Technician will be essential, but felt that perhaps the duties could be contracted out
- The team felt that Matrix's assumption of having 2 dispatchers on duty was inadequate. It was decided to discuss with Matrix to revise the assumption to allow for 3 dispatchers
- This assumption is also based on the trends of an aging population that will require increased service
- Discussion then turned to Matrix's assumptions regarding facility space required for the dispatch center, storage facilities, etc. The team feels that the square footage allotted for this is understated due to increasing assumptions about the number of dispatchers (and therefore the number of CAD consoles)
- Committee members were very concerned about the data Matrix used for the Report, as it was unclear as to whether they did a proper GIS study or not. This will be an important point of clarification in the next discussion with Matrix.
- Team members also reiterated how financial modeling could not include fire station consolidations/closings right now. Instead, it was felt that Matrix needed to complete a more thorough analysis of current capabilities.
- Much discussion was had regarding small typing errors and assumptions that were not necessarily valid. A comprehensive list would be developed later in the day to send to Matrix for their review.
- The next meeting will be next Monday, December 17<sup>th</sup> to discuss the review with Matrix's Travis Miller

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