

**Fire Services Efficiency Project
Operations Team Meeting
October 5, 2007**

- Matrix consulting has finished collecting data from the seven cities, and the goal of the meeting was to give guidance to Matrix in terms of what assumptions to build into the model
- Dan Smetana updated the committee on the data collection procedure
- Matrix had little difficulty in extracting the data from the cities, as each used the same computer programs. Some of the data in these programs was collected under different assumptions. Matrix made note of these variations, and will correct for them in the model.
- Committee members expressed concern over not being able to review the collected data to ensure its accuracy. Mary Pisnar will contact Travis Miller to ask for the raw data so it can be analyzed before the model is built.

Data Collection Process

September 17: Dan Smetana spent the day showing Bill Gay, a consultant from Matrix, around the proposed district. The boundaries of the cities were analyzed, along with specific hazards, and dense population centers.

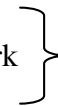
September 18: Data was collected from Brooklyn

September 19: Data was collected from Middleburg Heights

September 25: Data was collected from Berea and Olmsted Falls

September 26: Data was collected from Parma Heights and Brookpark

September 27: Data was collected from Parma



Data collected by
Bill Gay and Hal
Siegel

Guidance for Matrix

- Matrix would like some guidance for how the model should be formatted in terms of balancing long-term goals of meeting NFPA standards with the current status of the departments
- Discussion was held over whether there should be different models of service (more men in more densely populated areas, for example), or a uniform staffing throughout the district
- Most agreed in the interests of providing the highest level of service to all citizens of the district, that uniform staffing throughout the district should be emphasized
- Minimum staffing was an important topic of discussion. Currently, standards dictate that two-man engines cannot begin to take action at the scene of an emergency until at least two more firefighters arrive. For this reason, the committee agreed that minimum staffing for engines and ladders are to be at four men for the district model. A two-paramedic unit can start administering aid during a medical emergency without having to wait for backup. Therefore, the committee agreed on two paramedics as minimum staffing on EMS calls for the district model.

Priorities

- On the way to creating a district that meets all NFPA standards, Matrix is also seeking direction on what should be prioritized to facilitate this transition
- Staffing levels, as detailed above, continued to be an important topic of discussion
- Communication was also discussed as an area with an enormous amount of room for improvement. Centralized dispatch is an important first step in allowing firefighters from all cities to communicate more easily in times of emergency

Next Meeting

-The next Operations meeting will be on Friday, October 26, from 8:30 to 10:30. Due to the large attendance that is expected, this meeting will be moved to Baldwin-Wallace. The exact location will be determined in the near future.

-By next meeting, Mary Pisanar will have expressed the directives to Matrix discussed at this meeting. Mary will also obtain the raw data from Travis Miller and will distribute it to the cities to ensure accuracy

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