



**Lewiston City Council
REGULAR MEETING AGENDA
December 9, 2024 - 6:00 PM
Lewiston City Library – Second Floor Event Space – 411 D Street
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis. All others who wish to observe this meeting may watch and listen to the livestream on their own device(s) by visiting the City of Lewiston's website at cityoflewiston.org.

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. CITIZENS COMMENTS

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

IV. PRESENTATIONS

- A. PROMOTIONAL BADGE PINNINGS:** Recognition and pinning for the promotion of Engineer Ryan Humphrey to the rank of Captain and Firefighter Henry Funk to the rank of Engineer (Fire Chief Rightmier)
- B. FINANCIAL REPORT:** Financial report for the month ended October 31, 2024, in accordance with Idaho Code § 50-208 (Finance Director Gordon)

V. CONSENT AGENDA

All items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

- A. CITY COUNCIL MINUTES:** Considering approval of the minutes of the 11/18/2024 Special Meeting and the 11/25/2024 Regular Meeting - Action Item
- B. ADVISORY BOARD AND COMMISSION MINUTES:** Accepting the minutes of the following Advisory Board and Commission meetings: 10/16/2024 Library Board of Trustees; 11/21/2024 Emergency Medical Services Advisory Board; 8/8/2024, 9/12/2024, and 10/10/2024 Disability Advisory Commission - Action Item
- C. VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 11/01/2024 - 11/15/2024 in the amount of \$1,672,266.08 and 11/16/2024 - 11/27/2024 in the amount of \$1,642,875.31 - Action Item

- D. **FINAL PLAT - HEIMGARTNER ADDITION:** Considering approval of the Heimgartner Addition final plat, and associated Reasoned Statement of Relevant Criteria and Standards, which proposes to re-plat an original Orchards Tract lot consisting of approximately 4.20 acres located between Powers and Birch Avenues, and west of 22nd Street, into eleven lots - Action Item

VI. ACTIVE AGENDA

- A. **HOUSTON-GALVESTON AREA COUNCIL (HGAC) COOPERATIVE CONTRACT AMBULANCE PURCHASE:** Considering accepting the price proposal submitted by Braun Northwest, Inc., per the HGAC contract #AM10-23, for one (1) ambulance, in the amount of \$277,805.00, and authorizing staff to move forward with the purchase of the ambulance - Action Item (Equipment Services Manager Braun)
- B. **REASONED STATEMENT ZNC24-4:** Considering approving the Reasoned Statement of Relevant Criteria and Standards for ZNC24-4 - Action Item (City Attorney Tengono)
- C. **RESOLUTION 2024-47:** Considering approving the 2024 City of Lewiston and Nez Perce County Emergency Operations Plan - Action Item (Mayor Johnson)
- D. **RESOLUTION 2024-48:** Considering approving a State/Local Agreement for Project No. A024(607) between the City of Lewiston and the Idaho Transportation Department - Action Item (Public Works Director Johnson)
- E. **SECOND SUPPLEMENTAL AGREEMENT TO TR023 PROFESSIONAL SERVICES AGREEMENT:** Considering approving the Second Supplemental Agreement with Horrocks Engineers, Inc. and Idaho Transportation Department for the TR023 Snake River Avenue from Southway Bridge to 11th Avenue project and authorizing the Mayor to sign the agreement - Action Item (Public Works Director Johnson)
- F. **SECOND CHANGE ORDER - WW052 WWTP WATERLINE EXTENSION:** Considering approving Change Order 02 in the amount of \$74,189.94 with Crea Construction, Inc. for the Lewiston Wastewater Treatment Plant Waterline Extension (WW052) project and authorizing the Mayor to sign the change order - Action Item (Public Works Director Johnson)
- G. **TASK ORDERS #27 AND #30 FOR WW500 2019-2024 WASTEWATER COLLECTION SYSTEM IMPROVEMENTS:** Considering approving Task Orders #27 and #30 with J-U-B Engineers, Inc. for WW500 2019-2024 Wastewater Collection System Improvements and authorizing the Mayor to sign the task orders - Action Item (Public Works Director Johnson)

VII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

VIII. UNFINISHED AND NEW BUSINESS

- A. **CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.
- B. **CITY BOARDS AND COMMISSIONS LIAISON UPDATES**
- C. **MAYOR COMMENTS**

D. ADVISORY BOARD AND COMMISSION APPOINTMENTS - Action Item

- 1. EMERGENCY MEDICAL SERVICES ADVISORY BOARD:** Considering appointing Chris Jacks to a four (4) year term - Action Item

E. AGENDA TOPICS: Action Item

IX. ADJOURNMENT - Action Item

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.

CITY OF LEWISTON
MONTHLY FINANCIAL REPORT
For the One Month Ended October 31, 2024

[See comment/footnote on last page](#)

GENERAL FUND

UNDEFINED

	MTD <u>REVENUES</u>	YTD <u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	MTD <u>EXPENSES</u>	YTD <u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	5,212,430	0.00%	-	-	-	
Licenses & Permits	492	492	6,700	7.34%	-	-	-	
Other	133	133	1,374,130	0.01%	-	-	-	
Property Tax	-	-	17,233,030	0.00%	-	-	-	
Service Charges	144,072	144,072	1,728,860	8.33%	-	-	-	
Interest	53,865	53,865	615,450	8.75%	-	-	-	
Total	\$ 198,562	\$ 198,562	\$ 26,170,600	0.76%	\$ -	\$ -	\$ -	

LEGISLATIVE

Personnel Services	\$ -	\$ -	\$ -		\$ 14,209	\$ 14,209	\$ 171,060	8.31%
Supplies & Materials	-	-	-		12	12	1,200	0.96%
Services & Charges	-	-	-		19,790	19,790	307,180	6.44%
Capital	-	-	-		-	-	4,000	0.00%
Total	\$ -	\$ -	\$ -		\$ 34,010	\$ 34,010	\$ 483,440	7.04%

EXECUTIVE

Personnel Services	\$ -	\$ -	\$ -		\$ 15,766	\$ 15,766	\$ 267,310	5.90%
Supplies & Materials	-	-	-		114	114	3,050	3.75%
Services & Charges	-	-	-		3,095	3,095	71,330	4.34%
Capital	-	-	-		-	-	2,500	0.00%
Total	\$ -	\$ -	\$ -		\$ 18,976	\$ 18,976	\$ 344,190	5.51%

HUMAN RESOURCES

Personnel Services	\$ -	\$ -	\$ -		\$ 19,740	\$ 19,740	\$ 351,830	5.61%
Supplies & Materials	-	-	-		12	12	8,300	0.14%
Services & Charges	-	-	-		7,504	7,504	208,540	3.60%
Capital	-	-	-		-	-	1,600	0.00%
Total	\$ -	\$ -	\$ -		\$ 27,257	\$ 27,257	\$ 570,270	4.78%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
LEGAL								
Personnel Services	\$ -	\$ -	\$ -		\$ 14,451	\$ 14,451	\$ 461,430	3.13%
Supplies & Materials	-	-	-		57	57	3,600	1.59%
Services & Charges	-	-	-		12,749	12,749	184,530	6.91%
Capital	-	-	-		-	-	1,100	0.00%
Total	\$ -	\$ -	\$ -		\$ 27,258	\$ 27,258	\$ 650,660	4.19%
PARKS & FACILITIES								
Other	\$ 450	\$ 450	\$ 6,500	6.92%	\$ -	\$ -	\$ -	
Service Charges	-	-	43,000	0.00%	-	-	-	
Personnel Services	-	-	-		124,359	124,359	1,963,550	6.33%
Supplies & Materials	-	-	-		7,018	7,018	259,070	2.71%
Services & Charges	-	-	-		80,775	80,775	1,250,610	6.46%
Capital	-	-	-		-	-	32,000	0.00%
Total	\$ 450	\$ 450	\$ 49,500	0.91%	\$ 212,152	\$ 212,152	\$ 3,505,230	6.05%
POLICE								
Grants	\$ 5,817	\$ 5,817	\$ 53,500	10.87%	\$ -	\$ -	\$ -	
Other	4,378	4,378	45,500	9.62%	-	-	-	
Service Charges	-	-	259,700	0.00%	-	-	-	
Personnel Services	-	-	-		495,780	495,780	8,076,030	6.14%
Supplies & Materials	-	-	-		23,439	23,439	224,140	10.46%
Services & Charges	-	-	-		96,239	96,239	1,273,920	7.55%
Capital	-	-	-		262	262	177,170	0.15%
Total	\$ 10,195	\$ 10,195	\$ 358,700	2.84%	\$ 615,721	\$ 615,721	\$ 9,751,260	6.31%
FIRE								
Grants	\$ -	\$ -	\$ 325,000	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	360,000	0.00%	-	-	-	
Licenses & Permits	1,711	1,711	26,000	6.58%	-	-	-	
Other	-	-	6,460	0.00%	-	-	-	
Service Charges	(18,270)	(18,270)	2,893,000	-0.63%	-	-	-	
Personnel Services	-	-	-		614,466	614,466	8,878,600	6.92%
Supplies & Materials	-	-	-		8,388	8,388	324,230	2.59%
Services & Charges	-	-	-		148,547	148,547	1,551,850	9.57%
Capital	-	-	-		2,871	2,871	359,320	0.80%
Total	\$ (16,559)	\$ (16,559)	\$ 3,610,460	-0.46%	\$ 774,272	\$ 774,272	\$ 11,114,000	6.97%

	MTD <u>REVENUES</u>	YTD <u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	MTD <u>EXPENSES</u>	YTD <u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
COMMUNITY DEVELOPMENT								
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Licenses & Permits	124,442	124,442	1,227,500	10.14%	-	-	-	
Other	-	-	5,000	0.00%				
Service Charges	2,100	2,100	26,400	7.95%	-	-	-	
Personnel Services	-	-	-		87,554	87,554	1,487,440	5.89%
Supplies & Materials	-	-	-		1,008	1,008	39,080	2.58%
Services & Charges	-	-	-		14,533	14,533	278,780	5.21%
Capital	-	-	-		-	-	20,200	0.00%
Total	\$ 126,542	\$ 126,542	\$ 1,258,900	10.05%	\$ 103,095	\$ 103,095	\$ 1,825,500	5.65%
RECREATION								
Intergovernmental	\$ -	\$ -	\$ 4,000	0.00%	\$ -	\$ -	\$ -	
Other	284	284	26,100	1.09%	-	-	-	
Service Charges	36,883	36,883	453,000	8.14%	-	-	-	
Interest	-	-	-	-	-	-	-	
Personnel Services	-	-	-		24,381	24,381	438,480	5.56%
Supplies & Materials	-	-	-		5,121	5,121	164,250	3.12%
Services & Charges	-	-	-		6,066	6,066	163,670	3.71%
Capital	-	-	-		-	-	6,500	0.00%
Total	\$ 37,167	\$ 37,167	\$ 483,100	7.69%	\$ 35,568	\$ 35,568	\$ 772,900	4.60%
FINANCE								
Service Charges	\$ 20,110	\$ 20,110	\$ 210,000	9.58%	\$ -	\$ -	\$ -	
Personnel Services	-	-	-		68,834	68,834	1,218,700	5.65%
Supplies & Materials	-	-	-		5,531	5,531	76,800	7.20%
Services & Charges	-	-	-		24,182	24,182	332,160	7.28%
Capital	-	-	-		-	-	3,500	0.00%
Total	20,110	20,110	210,000	9.58%	98,548	98,548	1,631,160	6.04%
CONTINGENCY								
Services & Charges			\$ -		\$ -	\$ -	\$ 200,000	0.00%
Total	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ 200,000	0.00%
PUBLIC SAFETY								
Capital			\$ -		\$ -	\$ -	\$ -	0.00%
Total	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	0.00%
PROPERTY IMPROVEMENTS								
Other	\$ -	\$ -	\$ 5,300,000	0.00%	\$ -	\$ -	\$ -	
Capital					-	-	5,680,000	0.00%
Total	\$ -	\$ -	\$ 5,300,000	0.00%	\$ -	\$ -	\$ 5,680,000	0.00%

	<u>MTD</u>	<u>YTD</u>			<u>MTD</u>	<u>YTD</u>		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
GOLF COURSE								
Service Charges	\$ 14,751	\$ 14,751	\$ 237,100	6.22%	\$ -	\$ -	\$ -	0.00%
Services & Charges	-	-			42,984	42,984	272,840	15.75%
Capital	-	-	-		-	-	122,500	0.00%
Total	\$ 14,751	\$ 14,751	\$ 237,100	6.22%	\$ 42,984	\$ 42,984	\$ 395,340	10.87%
OPIOID SETTLEMENT								
Other	\$ 13,053	\$ 13,053	\$ 180,000	0.00%	\$ -	\$ -	\$ -	
Services & Charges	-	-	-		30	30	247,180	0.01%
Total	\$ 13,053	\$ 13,053	\$ 180,000	7.25%	\$ 30	\$ 30	\$ 247,180	0.01%
INSURANCE TRUST								
Other	\$ 824	\$ 824	\$ 25,000	3.30%	\$ -	\$ -	\$ -	
Interest	44	44	500	8.87%	-	-	-	
Supplies & Materials	-	-	-		-	-	-	0.00%
Services & Charges	-	-	-		460,786	460,786	512,730	89.87%
Total	\$ 868	\$ 868	\$ 25,500	3.41%	\$ 460,786	\$ 460,786	\$ 512,730	89.87%
UNCOLLECTIBLE ACCOUNTS								
Services & Charges	\$ -	\$ -	\$ -		\$ 16,667	\$ 16,667	\$ 200,000	8.33%
Total	\$ -	\$ -	\$ -	0.00%	\$ 16,667	\$ 16,667	\$ 200,000	8.33%
TOTAL GENERAL FUND	\$ 405,138	\$ 405,138	\$ 37,883,860	1.07%	\$ 2,467,324	\$ 2,467,324	\$ 37,883,860	6.5%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
CAPITAL PROJECTS FUND								
PARKS & FACILITIES								
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Other	259	259	40,000	0.65%	-	-	-	
Property Tax	-	-	100,000	0.00%	-	-	-	
Service Charges	-	-	-	0.00%	-	-	-	
Interest	2,944	2,944	20,000	14.72%	-	-	-	
Capital					-	-	160,000	0.00%
Total	\$ 3,204	\$ 3,204	\$ 160,000	2.00%	\$ -	\$ -	\$ 160,000	0.00%
TRANSPORTATION								
Grants	\$ -	\$ -	\$ 4,822,070	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	990,930	0.00%	-	-	-	
Other	-	-	(1,645,440)	0.00%	-	-	-	
Property Tax	-	-	2,821,000	0.00%	-	-	-	
Interest	25,905	25,905	100,000	25.90%	-	-	-	
Services & Charges	-	-	-		-	-	347,280	0.00%
Capital	-	-	-		-	-	6,741,280	0.00%
Total	\$ 25,905	\$ 25,905	\$ 7,088,560	0.37%	\$ -	\$ -	\$ 7,088,560	0.00%
LIBRARY								
Other	\$ 54	\$ 54	\$ 41,000	0.13%	\$ -	\$ -	\$ -	
Property Tax	-	-	-	0.00%	-	-	-	
Interest	121	121	1,500	8.04%	-	-	-	
Capital	-	-	-		-	-	42,500	0.00%
Total	\$ 174	\$ 174	\$ 42,500	0.41%	\$ -	\$ -	\$ 42,500	0.00%
TOTAL CAPITAL PROJECTS FUND	\$ 29,283	\$ 29,283	\$ 7,291,060	0.40%	\$ -	\$ -	\$ 7,291,060	0.0%
WORKERS COMP TRUST								
INSURANCE TRUST								
Other	\$ 62,917	\$ 62,917	\$ 790,500	7.96%	\$ -	\$ -	\$ -	
Interest	5,326	5,326	55,000	9.68%	-	-	-	
Supplies & Materials	-	-	-		-	-	500	0.00%
Services & Charges	-	-	-		-	-	845,000	0.00%
TOTAL WORKERS COMP FUND	\$ 68,243	\$ 68,243	\$ 845,500	8.07%	\$ -	\$ -	\$ 845,500	0.0%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
WATER FUND								
WATER								
Grants	\$ -	\$ -	\$ 6,700,000	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	65,720	0.00%	-	-	-	
Other	2,197	2,197	2,583,380	0.09%	-	-	-	
Service Charges	794,777	794,777	8,478,430	9.37%	-	-	-	
Interest	35,801	35,801	260,000	13.77%	-	-	-	
Personnel Services	-	-	-		137,747	137,747	2,444,960	5.63%
Supplies & Materials	-	-	-		70,181	70,181	606,630	11.57%
Services & Charges	-	-	-		361,011	361,011	3,986,810	9.06%
Capital	-	-	-		999,083	999,083	11,049,130	9.04%
TOTAL WATER FUND	\$ 832,775	\$ 832,775	\$ 18,087,530	4.60%	\$ 1,568,022	\$ 1,568,022	\$ 18,087,530	8.7%

WASTEWATER FUND								
WASTEWATER								
Grants	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	
Intergovernmental	3,405	3,405	3,707,910	0.09%	-	-	-	
Other	18,622	18,622	10,992,330	0.17%	-	-	-	
Service Charges	620,903	620,903	7,145,690	8.69%	-	-	-	
Interest	98,772	98,772	460,000	21.47%	-	-	-	
Personnel Services	-	-	-		111,905	111,905	2,303,490	4.86%
Supplies & Materials	-	-	-		35,638	35,638	588,800	6.05%
Services & Charges	-	-	-		376,664	376,664	4,261,030	8.84%
Capital	-	-	-		137	137	15,152,610	0.00%
TOTAL WASTEWATER FUND	\$ 741,702	\$ 741,702	\$ 22,305,930	3.33%	\$ 524,344	\$ 524,344	\$ 22,305,930	2.4%

STORMWATER FUND								
STORMWATER								
Grants	\$ -	\$ -	\$ 543,750	0.00%	\$ -	\$ -	\$ -	
Other	-	-	(76,980)	0.00%	-	-	-	
Service Charges	199,032	199,032	2,200,000	9.05%	-	-	-	
Interest	6,022	6,022	-	0.00%	-	-	-	
Personnel Services	-	-	-		23,202	23,202	381,890	6.08%
Supplies & Materials	-	-	-		1,037	1,037	112,700	0.92%
Services & Charges	-	-	-		56,151	56,151	910,060	6.17%
Capital	-	-	-		-	-	1,262,120	0.00%
TOTAL STORMWATER FUND	\$ 205,054	\$ 205,054	\$ 2,666,770	7.69%	\$ 80,391	\$ 80,391	\$ 2,666,770	3.0%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
SANITATION FUND								
SANITATION								
Grants	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	
Other	3,884	3,884	(17,250)	-22.52%	-	-	-	
Service Charges	588,664	588,664	7,391,900	7.96%	-	-	-	
Interest	23,192	23,192	105,000	22.09%	-	-	-	
Personnel Services	-	-	-		28,301	28,301	519,540	5.45%
Supplies & Materials	-	-	-		533	533	31,100	1.71%
Services & Charges	-	-	-		367,849	367,849	6,559,510	5.61%
Capital	-	-	-		-	-	369,500	0.00%
TOTAL SANITATION FUND	\$ 615,741	\$ 615,741	\$ 7,479,650	8.23%	\$ 396,683	\$ 396,683	\$ 7,479,650	5.3%

CEMETERY FUND								
CEMETERY								
Other	\$ -	\$ -	\$ 144,020	0.00%	\$ -	\$ -	\$ -	
Property Tax	-	-	100,000	0.00%	-	-	-	
Service Charges	4,757	4,757	53,650	8.87%	-	-	-	
Interest	1,551	1,551	15,000	10.34%	-	-	-	
Interfund Transfer	-	-	50,000	0.00%	-	-	-	
Personnel Services	-	-	-		7,259	7,259	131,940	5.50%
Supplies & Materials	-	-	-		669	669	12,500	5.36%
Services & Charges	-	-	-		2,220	2,220	117,730	1.89%
Capital	-	-	-		1,476	1,476	100,500	1.47%
TOTAL CEMETERY FUND	\$ 6,308	\$ 6,308	\$ 362,670	1.74%	\$ 11,625	\$ 11,625	\$ 362,670	3.2%

ECONOMIC DEVELOPMENT FUND								
ECONOMIC DEVELOPMENT								
Grants	\$ 15,919	\$ 15,919	\$ 450,000	3.54%	\$ -	\$ -	\$ -	
Licenses & Permits	-	-	-	0.00%	-	-	-	
Other	-	-	3,489,260	0.00%	-	-	-	
Interest	17,705	17,705	97,500	18.16%	-	-	-	
Capital	-	-	-		46,038	46,038	4,036,760	1.14%
TOTAL ECONOMIC DEVELOPMENT	\$ 33,623	\$ 33,623	\$ 4,036,760	0.83%	\$ 46,038	\$ 46,038	\$ 4,036,760	1.1%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
TRANSPORTATION & ENGINEERING FUND								
TRANSPORTATION								
Grants	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
Intergovernmental	-	-	1,043,890	0.00%	-	-	-	
Licenses & Permits	2,071	2,071	20,000	10.35%	-	-	-	
Other	32,302	32,302	116,970	27.62%	-	-	-	
Property Taxes	-	-	2,113,620	0.00%	-	-	-	
Service Charges	37,685	37,685	1,344,370	2.80%	-	-	-	
Interest	6,094	6,094	35,000	17.41%	-	-	-	
Personnel Services	-	-	-		131,919	131,919	2,456,050	5.37%
Supplies & Materials	-	-	-		10,457	10,457	445,270	2.35%
Services & Charges	-	-	-		125,397	125,397	1,611,830	7.78%
Capital	-	-	-		33,100	33,100	160,700	20.60%
TOTAL TRANSPORTATION FUND	\$ 78,152	\$ 78,152	\$ 4,673,850	1.67%	\$ 300,873	\$ 300,873	\$ 4,673,850	6.4%
LIBRARY FUND								
LIBRARY								
Grants	\$ 3,500	\$ 3,500	\$ 12,000	29.17%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	100	0.00%				
Other	200	200	105,500	0.19%				
Property Taxes	-	-	1,475,500	0.00%				
Service Charges	153	153	4,500	3.40%				
Interest	1,640	1,640	20,860	7.86%	-	-	-	
Personnel Services					64,621	64,621	1,190,510	5.43%
Supplies & Materials					9,546	9,546	139,950	6.82%
Services & Charges					25,499	25,499	270,000	9.44%
Capital	-	-	-		-	-	18,000	0.00%
TOTAL LIBRARY FUND	\$ 5,493	\$ 5,493	\$ 1,618,460	0.34%	\$ 99,666	\$ 99,666	\$ 1,618,460	6.2%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
FLEET MAINTENANCE								
FLEET								
Grants	\$ -	\$ -	\$ 251,200	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	15,700	0.00%				
Other	-	-	(385,370)	0%				
Service Charges	231,178	231,178	2,657,790	8.70%				
Interest	5,354	5,354	35,000	15.30%	-	-	-	
Personnel Services					37,121	37,121	630,800	5.88%
Supplies & Materials					13,618	13,618	266,730	5.11%
Services & Charges					65,645	65,645	899,290	7.30%
Capital	-	-	-		-	-	777,500	0.00%
TOTAL FLEET MAINTENANCE	\$ 236,532	\$ 236,532	\$ 2,574,320	9.19%	\$ 116,385	\$ 116,385	\$ 2,574,320	4.5%

INFORMATION SYSTEMS

INFORMATION SYSTEMS								
Grants	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	\$ -	
Other	100	100	35,350	0.28%	-	-	-	
Service Charges	124,109	124,109	1,488,030	8.34%				
Interest	1,758	1,758	9,550	18.41%	-	-	-	
Personnel Services					42,076	42,076	782,130	5.38%
Supplies & Materials					-	-	3,500	0.00%
Services & Charges					194,010	194,010	575,300	33.72%
Capital	-	-	-		81,080	81,080	172,000	47.14%
TOTAL INFORMATION SYSTEMS	\$ 125,967	\$ 125,967	\$ 1,532,930	8.22%	\$ 317,166	\$ 317,166	\$ 1,532,930	20.7%

	MTD	YTD			MTD	YTD		
	<u>REVENUES</u>	<u>REVENUES</u>	<u>BUDGET</u>	<u>% USED</u>	<u>EXPENSES</u>	<u>EXPENSES</u>	<u>BUDGET</u>	<u>% USED</u>
POLICE RETIREMENT								
POLICE RETIREMENT								
Other	\$ (168,039)	\$ (168,039)	\$ 1,220,000	-13.77%	\$ -	\$ -	\$ -	
Property Tax	-	-	-	0.00%				
Interest	20,809	20,809	245,000	8.49%				
Services & Charges					101,240	101,240	1,465,000	6.91%
TOTAL POLICE RETIREMENT	\$ (147,230)	\$ (147,230)	\$ 1,465,000	-10.05%	\$ 101,240	\$ 101,240	\$ 1,465,000	6.9%

TRANSIT FUND

TRANSIT								
Grants	\$ -	\$ -	\$ 666,000	0.00%	\$ -	\$ -	\$ -	
Intergovernmental	-	-	96,100	0.00%	-	-	-	
Other	-	-	180,690	0.00%	-	-	-	
Property Tax	-	-	353,500	0.00%	-	-	-	
Service Charges	4,014	4,014	44,200	9.08%	-	-	-	
Interest	2,705	2,705	18,000	15.03%				
Personnel Services					58,649	58,649	985,430	5.95%
Supplies & Materials	-	-	-		5,696	5,696	90,200	6.31%
Services & Charges					22,331	22,331	215,360	10.37%
Capital	-	-	-		-	-	67,500	0.00%
TOTAL TRANSIT FUND	\$ 6,719	\$ 6,719	\$ 1,358,490	0.49%	\$ 86,676	\$ 86,676	\$ 1,358,490	6.4%

CEMETERY PERPETUAL CARE

CEMETERY PERPETUAL CARE								
Other	\$ -	\$ -	\$ 34,000	0.00%	\$ -	\$ -	\$ -	
Service Charges	312	312	3,000	10.40%				
Interest	-	-	17,000	0.00%				
Services & Charges	-	-			-	-	4,000	0.00%
Interfund Transfers	-	-	-		-	-	50,000	0.00%
TOTAL PERPETUAL CARE	\$ 312	\$ 312	\$ 54,000	0.58%	\$ -	\$ -	\$ 54,000	0.0%

GRAND TOTAL OF ALL FUNDS	\$ 3,243,811	\$ 3,243,811	\$ 114,236,780	2.84%	\$ 6,116,432	\$ 6,116,432	\$ 114,236,780	5.35%
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[Citizens are invited to inspect the detailed supporting records of the above financial statements](#)

CITY OF LEWISTON TREASURY REPORT - 10/31/24

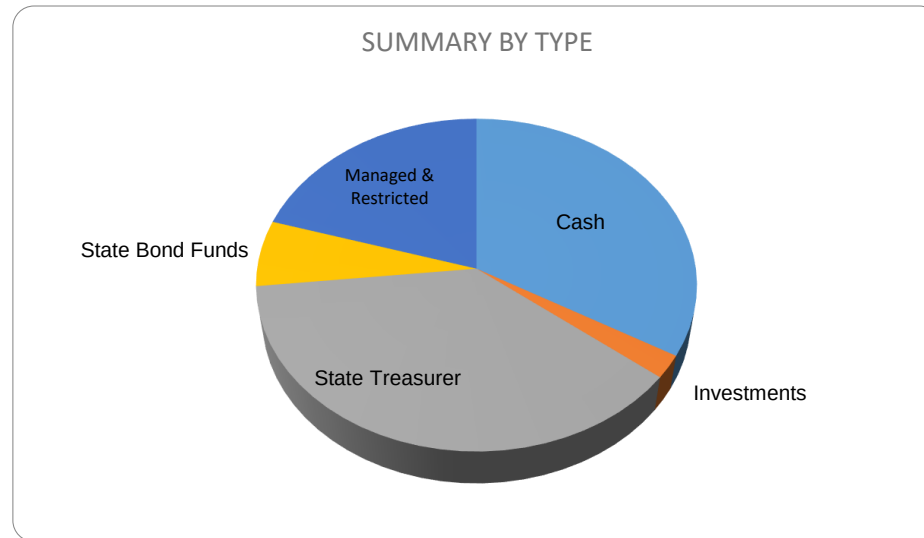
FUND	BANK	CASH IN BANK	MM & CD INVESTMENTS	STATE TREASURER'S POOL	DIVERSIFIED BOND FUNDS	OTHER	TOTAL
GENERAL	WELLS FARGO	\$ 737,365	\$ -	\$ -	\$ -	\$ -	\$ 737,365
	LCCU	-	-	-	-	5	5
	P1FCU	-	250,000	-	-	41	250,041
	ICCU	-	-	-	-	25	25
	FNWCU	-	267,310	-	-	5	267,315
	STATE TREASURER	-	-	8,299,546	3,498,813	-	11,798,359
	UMPQUA	-	-	-	-	612,031	612,031
	ZIONS	-	264,347	-	-	147,243	411,590
	STCU	-	250,000	-	-	-	250,000
GENERAL FUND TOTAL		\$ 737,365	\$ 1,031,657	\$ 8,299,546	\$ 3,498,813	\$ 759,350	\$ 14,326,732
CAPITAL	WELLS FARGO	3,264,137	-	-	-	-	3,264,137
	STATE TREASURER	-	-	4,130,346	-	-	4,130,346
CAPITAL FUND TOTAL		\$ 3,264,137	\$ -	\$ 4,130,346	\$ -	\$ -	\$ 7,394,483
WORKER'S COMP	WELLS FARGO	168,946	-	-	-	-	168,946
	GLACIER	-	-	-	-	40,000	40,000
	STATE TREASURER	-	-	362	1,670,998	-	1,671,360
WORKER'S COMP FUND TOTAL		\$ 168,946	\$ -	\$ 362	\$ 1,670,998	\$ 40,000	\$ 1,880,306
WATER	WELLS FARGO	5,336,618	-	-	-	1,161,672	6,498,291
	BANNER BANK	-	-	-	-	209,407	209,407
	STATE TREASURER	-	-	3,539,844	637	-	3,540,480
WATER FUND TOTAL		\$ 5,336,618	\$ -	\$ 3,539,844	\$ 637	\$ 1,371,079	\$ 10,248,178
WASTEWATER	WELLS FARGO	12,072,800	-	-	-	356,885	12,429,685
	BANNER BANK	-	-	-	-	1,075,038	1,075,038
	P1FCU	-	-	-	-	-	-
	ICCU	-	250,000	-	-	-	250,000
	STATE TREASURER	-	-	11,788,122	716,232	-	12,504,354
WASTEWATER FUND TOTAL		\$ 12,072,800	\$ 250,000	\$ 11,788,122	\$ 716,232	\$ 1,431,923	\$ 26,259,076
SANITATION	WELLS FARGO	2,897,087	-	-	-	-	2,897,087
	LCCU	-	255,983	-	-	-	255,983
	P1FCU	-	254,927	-	-	-	254,927
	STATE TREASURER	-	-	2,640,844	-	-	2,640,844
SANITATION FUND TOTAL		\$ 2,897,087	\$ 510,910	\$ 2,640,844	\$ -	\$ -	\$ 6,048,841
STORMWATER	WELLS FARGO	1,565,521	-	-	-	-	1,565,521
STORMWATER FUND TOTAL		\$ 1,565,521	\$ -	\$ -	\$ -	\$ -	\$ 1,565,521

CITY OF LEWISTON TREASURY REPORT - 10/31/24

FUND	BANK	CASH IN BANK	MM & CD INVESTMENTS	STATE TREASURER'S POOL	DIVERSIFIED BOND FUNDS	OTHER	TOTAL
CEMETERY	WELLS FARGO	411,547	-	-	-	-	411,547
CEMETERY FUND TOTAL		\$ 411,547	\$ -	\$ -	\$ -	\$ -	\$ 411,547
ECONOMIC DEVELOPMENT	WELLS FARGO	957,686	-	-	-	-	957,686
	STATE TREASURER			3,265,199			3,265,199
ECONOMIC DEVELOPMENT FUND TOTAL		\$ 957,686	\$ -	\$ 3,265,199	\$ -	\$ -	\$ 4,222,885
TRANSPORTATION	WELLS FARGO	1,168,990	-	-	-	-	1,168,990
	ZIONS	-	265,172	-	-	-	265,172
	STATE TREASURER	-	-	214,205	-	-	214,205
TRANSPORTATION FUND TOTAL		\$ 1,168,990	\$ 265,172	\$ 214,205	\$ -	\$ -	\$ 1,648,367
LIBRARY	WELLS FARGO	338,581	-	-	-	-	338,581
	STATE TREASURER			10,397			10,397
LIBRARY FUND TOTAL		\$ 338,581	\$ -	\$ 10,397	\$ -	\$ -	\$ 348,978
FLEET	WELLS FARGO	972,095	-	-	-	-	972,095
	STATE TREASURER	-	-	554,332	-	-	554,332
FLEET FUND TOTAL		\$ 972,095	\$ -	\$ 554,332	\$ -	\$ -	\$ 1,526,427
IT	WELLS FARGO	157,781	-	-	-	-	157,781
	STATE TREASURER			221,663			221,663
IT FUND TOTAL		\$ 157,781	\$ -	\$ 221,663	\$ -	\$ -	\$ 379,443
POLICE RETIREMENT	US BANK	-	-	-	-	13,861,605	13,861,605
POLICE RETIREMENT FUND TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 13,861,605	\$ 13,861,605
PUBLIC TRANSIT	WELLS FARGO	644,415	-	-	-	-	644,415
PUBLIC TRANSIT FUND TOTAL		\$ 644,415	\$ -	\$ -	\$ -	\$ -	\$ 644,415
PERPETUAL CARE	US BANK	-	-	-	-	1,176,944	1,176,944
PERPETUAL CARE FUND TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 1,176,944	\$ 1,176,944
GRAND TOTALS		\$ 30,693,568	\$ 2,057,740	\$ 34,664,860	\$ 5,886,680	\$ 18,640,901	\$ 91,943,748

Other Includes: Fiduciary Funds, Equity Buy-in Funds, Funds Reserved for Debt Repayment, Unemployment Reserves and Funds Held in Trust

FUND	BANK	CASH IN BANK	MM & CD INVESTMENTS	STATE TREASURER'S POOL	DIVERSIFIED BOND FUNDS	OTHER	TOTAL
SUMMARY BY BANK	WELLS FARGO	\$ 30,693,568	\$ -	\$ -	\$ -	\$ 1,518,557	\$ 32,212,125
	BANNER BANK	-	-	-	-	1,284,445	1,284,445
	FNWCU	-	267,310	-	-	5	267,315
	ICCU	-	250,000	-	-	25	250,025
	LCCU	-	255,983	-	-	5	255,989
	P1FCU	-	504,927	-	-	41	504,968
	STCU	-	250,000	-	-	-	250,000
	MOUNTAIN WEST	-	-	-	-	40,000	40,000
	STATE TREASURER	-	-	34,664,860	5,886,680	-	40,551,539
	UMPQUA	-	-	-	-	612,031	612,031
	ZIONS	-	529,519	-	-	147,243	676,762
	US BANK	-	-	-	-	15,038,549	15,038,549
TOTALS		\$ 30,693,568	\$ 2,057,740	\$ 34,664,860	\$ 5,886,680	\$ 18,640,901	\$ 91,943,748



November 18, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Special Meeting in the Bell Building Second Floor Conference Room at 215 D Street. Mayor Johnson called the meeting to order at 4:00 PM.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Forsmann; Councilor Klein; Councilor Liedkie (Zoom); Councilor Schroeder; Councilor Spickelmire.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. ACTIVE AGENDA

- A. CONSIDERATION OF MATCHING FUNDS FOR TRANSPORTATION AT THE AIRPORT:** Discussion and consideration of the request from Nez Perce County Commissioners to match its recent commitment of \$500,000 towards transportation at the Lewiston-Nez Perce County Airport - Action Item

Mayor Johnson opened the discussion and noted that Airport Authority Board members and Nez Perce County Commissioners were in attendance. Airport Director Isaacs reported the Fiscal Year 2024 Minimum Revenue Guarantee (MRG) increased passenger numbers following the addition of Seattle service, but noted it would take time for the market to stabilize. Council members expressed concerns about the sustainability of funding, lack of external business support, and the use of general reserves. They also raised questions about United's profitability, ticket pricing, and the transparency of funding outcomes.

Airport Authority Board Chair Peters emphasized the urgency of funding to prevent United from canceling service, which would mirror the community's previous loss of Alaska Airlines. Mr. Peters highlighted ongoing efforts to engage stakeholders at federal, state, and local levels, but partnerships with nearby jurisdictions or businesses have yet to materialize.

Councilor Liedkie expressed concern about the confusion surrounding the MRG discussion, noting the lack of written information made it difficult for the Council to provide direction. She emphasized the importance of keeping the airport viable without burdening taxpayers and highlighted the need to identify funding partners. Prior to leaving the meeting, she reiterated her support for

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the airport and excused herself at 4:52 p.m.

After further discussion, Mayor Johnson shared a note from Finance Director Gordon, stating that funding an additional MRG would require using general reserves. Finance Director Gordon also highlighted that, while the budget was built efficiently with an estimated 90-day reserve, using these funds could jeopardize the city's financial stability.

No motion was made.

IV. UNFINISHED AND NEW BUSINESS

- A. CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

None.

B. MAYOR COMMENTS

Mayor Johnson thanked attendees and highlighted recent accomplishments, including Lewis Clark State College being ranked #1 for best value and nursing programs.

Mayor Johnson also included information on the Senior Nutrition Program and a reminder about the 2025 Capital Improvement Plan participation deadline on November 30, 2024, emphasizing the need for public input.

V. EXECUTIVE SESSION

Pursuant to Idaho Code § 74-206(1)(f): To communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated. The mere presence of legal counsel at an executive session does not satisfy this requirement; and Idaho Code § 74-206(1)(j): To consider labor contract matters authorized under section 74-206(1)(a) and (b), Idaho Code - Action Item

At 5:08 p.m., Councilors Forsmann and Schroeder moved and seconded, respectively, to go into executive session pursuant to Idaho Code § 74-206(1)(f) to communicate with legal counsel for the public agency to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated and Idaho Code § 74-206(1)(j) to consider labor contract matters authorized under section 74-206(1)(a) and (b), Idaho Code. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Forsmann; Spickelmire;**

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Schroeder; Klein. VOTING NAY: None. EXCUSED: Liedkie.

Councilors exited the executive session at 6:29 p.m.

VI. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Council President Kleeburg and Councilor Forsmann moved and seconded, respectively, to adjourn the November 18, 2024 Special Meeting. The motion carried 5-0 and the meeting adjourned at 6:29 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

November 25, 2024

THE CITY COUNCIL OF THE CITY OF LEWISTON, IDAHO, met in a Regular Meeting in the Lewiston Library Second Floor Activity Room at 411 D Street. Mayor Johnson called the meeting to order at 6:00 PM.

I. CALL TO ORDER

COUNCILORS PRESENT: Mayor Johnson; Council President Kleeburg; Councilor Forsmann; Councilor Klein; Councilor Liedkie; Councilor Schroeder; Councilor Spickelmire.

II. PLEDGE OF ALLEGIANCE

Mayor Johnson led the Pledge of Allegiance.

III. CITIZENS COMMENTS

This is an opportunity for citizens to address the Council on agenda items or other items they wish to bring to the attention of the Council. Citizens are encouraged to discuss operational issues in advance with the Mayor. In consideration of others wishing to speak, please limit your remarks to three minutes.

City Attorney Tengono reminded the Council that, pursuant to Lewiston City Code Section 2-26(m)(6), public comments may not be used to testify about a quasi-judicial land use matter that has been or is scheduled to be heard by the Planning and Zoning Commission, nor to provide additional testimony or information on any matter after the official record has been closed. She clarified that Agenda Item VI. A., Appeal of CUP24-3, is a quasi-judicial matter currently pending before the City Council, and therefore, no public comment or testimony should be accepted regarding this item.

Linda Glines, a resident of Lewiston and appellant, began to speak regarding the appeal when City Attorney Tengono intervened, noting that comments related to CUP24-3 were not allowed during public comment. Ms. Glines then expressed concerns about how citizens can voice their opinions, noting that their concerns have not been addressed. She emphasized the need for residents to have an opportunity to speak about potential impacts on their neighborhood and asked the Council to hold a public hearing.

Mike Bann, a resident of Lewiston, began to speak about the appeal when City Attorney Tengono intervened, reiterating that comments related to CUP24-3 were not allowed during public comment. Following this, Mr. Bann expressed that property owners and neighbors are concerned and would like an opportunity for

further discussion on the issue

Carl Walker, a resident of Lewiston, spoke about the airport, firefighters, and the Reimagine Downtown project. He emphasized best practices and funding priorities and urged the Council to prioritize helping the people of Lewiston.

Charlie Ockwell, a resident of Lewiston, encouraged Council to find a resolution in the contract negotiations with International Association of Fire Fighters (IAFF) Local 1773.

Jennifer Squires, a resident of Lewiston, expressed concern about the public hearing process and citizens not feeling heard.

Joe Vaughn, a resident of Lewiston, encouraged the Council to invest in the firefighters and implement the fact-finding decision regarding contract negotiations with IAFF Local 1773.

Jamie Litchfield, a resident of Lewiston, expressed concern about the traffic median proposal at 10th Ave and Thain Road, which would affect the accessibility of their business, Gateway Materials.

Noe Longatti, a resident of Clarkston and employee of Opportunities Unlimited Inc (OUI), implored Councilors to support the City's firefighters and give them what they are asking for in the contract negotiations.

Boston Jones, a resident of Lewiston, began to speak about the appeal when City Attorney Tengono intervened, reiterating that comments related to CUP24-3 were not allowed during public comment. Mr. Jones commented that it's only fair for the residents of the area to get a voice before an official decision is made.

Cari Miller, a resident of Lewiston, shared her encouragement and support for the Mayor and City Council to reach a negotiated agreement as soon as possible with IAFF Local 1773.

Jeff Edwardson, a resident of Lewiston, expressed concerns about stormwater and the importance of keeping the water flowing to the river. Mr. Edwardson also noted that citizens should get a say about what happens in their neighborhoods.

Vicky Nostrad, a resident of Lewiston, spoke in support of the IAFF Local 1773 contract negotiations.

Emily Holzer, a resident of Lewiston, expressed concerns about the Thain Corridor Study and the need for additional public outreach.

Scott Funk, a resident of Lewiston, spoke in support of IAFF Local 1773 and the

importance of fully funding the Medical Expense Reimbursement Plan (MERP) in contract negotiations.

Bill Kessle, a resident of Lewiston, requested a suspension of the vote on the Appeal of CUP24-3 for a public hearing. City Attorney Tengono again reiterated that comments related to CUP24-3 were not allowed during public comment because it is a quasi-judicial matter.

Angela Howard, asked the Council to consider a public hearing to discuss the transitional housing village. City Attorney Tengono again reiterated that comments related to CUP24-3 were not allowed during public comment.

Jesse Shroyer, a resident of Clarkston, questioned the mediation process in regard to the contract negotiations with IAFF Local 1773.

Bill Kessle, a resident of Lewiston, expressed his support for the Fire Department.

Farren Nilsson, a resident of Lewiston, noted the importance of listening to the citizens and what is important to them, as well as the importance for people to attend meetings.

Jonathon Ockwell, a resident of Pomeroy and employee of Lewiston, noted that this is the first year they have not received a clothing allowance, despite significant changes to uniforms and PPE. He also stated that holiday pay, which is contractually agreed upon, has not been received and emphasized the importance of the MERP program.

Kirby Ockwell, Lewiston IAFF Local 1773, spoke about the importance of MERP, and questioned why funding for it was removed from the City's budget when negotiations were still taking place.

Soren Lowe, a resident of Genessee, urged the Council to retain the MERP program and questioned why firefighters had not yet received funding, noting that the 60-day post contract period had not ended.

Keith Watson, a resident of Lewiston, spoke in support of meeting the firefighters' requests and asked the Council to give residents an opportunity to be heard.

IV. PUBLIC HEARINGS AND RELATED ACTION ITEMS

- A. PUBLIC HEARING: ZNC24-4:** Accepting testimony on a Zone Change application by Chris Clark to rezone the east forty-five feet (approximately) of 132 Thain Road from Community Commercial (C-3) to Medium Density Residential (R-3) - Presentation (City Planner Plaskon)

Mayor Johnson announced the subject of the public hearing, explained the public hearing process, opened the public hearing and asked for the staff presentation.

Councilor Shroeder asked for recusal pursuant to Idaho Code Section 67-6506 and disclosed that she may have a potential conflict of interest because her brother owns property next to the subject property in question.

City Planner Plaskon presented the staff report and noted the Planning and Zoning Commission held a public hearing and recommended City Council approve the request. Mayor Johnson then asked if the applicant had any additional information to present to the Council.

Applicant Chris Clark expressed appreciation to City staff for working on the process with him and stood for any questions that Council had.

There being no questions for the applicant, Mayor Johnson asked for public testimony.

Michael Edwards, a resident of Lewiston and adjoining property owner, spoke in opposition to the zone change.

Bill Kessle, a resident of Lewiston, expressed concern about access to the street and traffic.

After Council questions and the applicant's rebuttal, Mayor Johnson closed the public hearing.

Councilor Liedkie moved to direct staff to draft the Reasoned Statement approving CUP24-4. Councilor Forsmann seconded.

City Attorney Tengono clarified that when drafting the reasoned statement, it needs to include the relevant facts and information unless the Council opts to adopt the same findings used by the Planning and Zoning Commission.

Councilor Liedkie initially restated her motion to direct staff to draft the Reasoned Statment adopting the same language as identified in the Planning and Zoning Commission's report and approve CUP24-4 but clarified the motion was intended for ZNC24-4. Councilor Forsmann seconded.

Following a discussion of concerns about rezoning one of the city's main commercial corridors to include residential uses and split zoning, ***the motion failed 1-4 with Councilors Kleeburg, Klein, Forsmann and Spickelmire opposed.***

- B. FIRST READING: ORDINANCE 4932:** Considering implementing the City Council's decision in ZNC24-4, declaring that certain real property be removed from the Community Commercial (C-3) Zone to the Medium Density Residential (R-3) Zone and amending the official zoning map of the City of Lewiston - Action Item (City Planner Plaskon)

City Attorney Tengono asked whether the Council, under Idaho Code Title 67, Chapter 65 (67-6519(5)(c)), had any suggestions for the applicant to modify their application to gain approval.

Councilor Liedkie recommended that the applicant work with the city to address code revisions and encouraged Mr. Clark to continue pursuing his request.

Councilor Forsmann suggested considering rezoning the entire building, if feasible, and also encouraged Mr. Clark to continue pursuing his request.

V. CONSENT AGENDA

Mayor Johnson explained that all items on the Consent Agenda are considered routine by the Council and will be enacted by one motion. There will be no separate discussion on these issues unless a Councilor so requests, in which case the item will be removed from the Consent Agenda and considered on the Active Agenda under "Items Moved from the Consent Agenda".

Councilor Forsmann requested Item C. Voucher's Payable be removed, while Councilor Liedkie requested Item D. 2025 Certification of Compliance be removed.

Councilor Liedkie moved and Council President Kleeburg seconded, respectively, adoption of the Consent Agenda as amended. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- A. CITY COUNCIL MINUTES:** Considering approval of the minutes of the following meetings: 10/24/2024 Special Meeting; 10/28/2024 Executive Session; 10/28/2024 Regular; and the 11/04/2024 Work Session - Action Item
- B. ADVISORY BOARD AND COMMISSION MINUTES:** Accepting the minutes of the following Advisory Board and Commission meetings: 10/10/2024 & 10/31/2024 Historic Preservation Commission; 9/18/2024 Public Works Advisory Commission; 11/7/2024 Emergency Medical Services Advisory Board; 10/9/2024 and 10/23/2024 Planning and Zoning Commission - Action Item
- E. SKYVIEW ESTATES PHASE IV PRELIMINARY PLAT:** Considering approving the Skyview Estates Phase IV preliminary plat, and associated Reasoned Statement of Relevant Criteria and Standards, which proposes to subdivide

approximately 22.11 acres of property, located south of Powers Avenue, and east of 23rd Street, into 39 lots - Action Item

VI. ACTIVE AGENDA

- A. APPEAL (AP-01-2024) OF CUP24-3 (TRANSITIONAL HOUSING VILLAGE AT 2207 EAST MAIN STREET):** Considering whether to accept jurisdiction of the appeal filed by Linda Glines regarding the Planning and Zoning Commission's decision of CUP24-3, in which case the Planning and Zoning Commission's decision shall be final, or hold a public hearing regarding such appeal after proper notice is provided - Action Item (City Planner Plaskon)

Councilor Schroeder requested recusal, citing her participation in a public event where she expressed opinions on the application while it was pending before the Planning and Zoning Commission.

Following the recusal, Council asked City Attorney Tengono about property ownership, public hearings, notice requirements, and the appeal process. City Attorney Tengono explained that reopening a public hearing at this stage is limited to the matters on appeal. She noted that the applicant had not met the requirements outlined in Lewiston City Code to support reconsideration, emphasizing that the request essentially sought a redo of the process despite the city meeting notice requirements.

Councilor Klein moved to refuse to accept jurisdiction of the appeal filed by Linda Glines regarding the Planning and Zoning Commission's decision in CUP24-3, in which case the Planning and Zoning Commission's decision shall be final. The motion died for lack of a second.

Councilor Spickelmire moved to hold a public hearing on December 23rd at 6:00 p.m. regarding Linda Gline's appeal of the Planning and Zoning Commission's decision in CUP24-3. Council President Kleeburg seconded for discussion.

Council President Kleeburg questioned if the appeal would be confined to relevant criteria and standards. City Attorney Tengono confirmed but noted it was unclear which specific standards Ms. Glines was contesting in her appeal. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Spickelmire. VOTING NAY: Forsmann; Liedkie; Klein. RECUSED: Schroeder.**

Councilors Forsmann and Klein moved and seconded, respectively, to refuse to accept jurisdiction of the appeal filed by Linda Glines regarding the Planning and Zoning Commission's decision in CUP24-3. **ROLL CALL VOTE: VOTING AYE: Forsmann; Klein. VOTING NAY: Kleeburg; Liedkie; Spickelmire. RECUSED: Schroeder.**

Mayor Johnson called a 10-minute recess at 8:07 p.m. The meeting reconvened at 8:17 p.m.

City Attorney Tengono advised the Council to consider whether the appellant met procedural guidelines, referencing a memo from the City Attorney's office. She reiterated that the appeal did not include the minimum required information for review.

Councilor Liedkie moved to refuse to accept jurisdiction of the appeal filed by Linda Glines regarding the Planning and Zoning Commission's decision in CUP24-3, in which case the Planning and Zoning Commission's decision shall be final. **ROLL CALL VOTE: VOTING AYE: Forsmann; Liedkie; Klein. VOTING NAY: Kleeburg; Spickelmire. RECUSED: Schroeder.**

- B. FIRE PREVENTION AND PROTECTION SERVICES AGREEMENT - FEDERAL CARTRIDGE COMPANY:** Considering approval of the Fire Prevention and Protection Services Agreement between Federal Cartridge Company, doing business as CCI/SPEER, and the City of Lewiston - Action Item (Fire Chief Rightmier)

Councilors Liedkie and Forsmann moved and seconded, respectively, to approve the Fire Prevention and Protection Services Agreement between the City of Lewiston and Federal Cartridge Company, doing business as CCI/SPEER and authorize the Mayor to sign the agreement. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- C. ADA TRANSITION PLAN ANNUAL REPORT:** Considering approval of the 2023 Lewiston, Idaho ADA Transition Plan Annual Report - Action Item (Public Works Director Johnson)

Councilors Liedkie and Forsmann moved and seconded, respectively, to approve the 2023 Lewiston, Idaho ADA Transition Plan Annual Report. The motion passed 6-0.

- D. RESOLUTION 2024-42:** Considering accepting a public water utility and access easement from LFOD, LLC to the City of Lewiston - Action Item (Public Works Director Johnson)

Council President Kleeburg and Councilor Liedkie moved and seconded, respectively, to approve Resolution 2024-42. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- E. RESOLUTION 2024-43:** Considering approving the July 2024 "Thain Road

Corridor and Access Study" drafted by Kittelson & Associates, Inc. - Action Item (Public Works Director Johnson)

Councilor Schroeder and Council President Kleeburg moved and seconded, respectively, to approve Resolution 2024-43. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder. VOTING NAY: Forsmann; Liedkie; Klein; Spickelmire.**

F. RFQ-24-023 WWTP MASTER PLAN UPDATE (WW064) CONTRACT AWARD:

Considering awarding the Wastewater System Master Plan Update Professional Services Agreement to Keller Associates, Inc., in an amount not to exceed \$462,700 and authorizing the Mayor to execute the agreement - Action Item (Public Works Director Johnson)

Councilors Liedkie and Spickelmire moved and seconded, respectively, to award RFQ-24-023 to Keller Associates, Inc. in an amount not to exceed \$462,700 and authorize the Mayor to execute the Professional Services Agreement between Keller Associates, Inc. and the City of Lewiston. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

G. ORDINANCES

1. SECOND AND THIRD READINGS

- a. **ORDINANCE 4929:** Considering implementing the City Council's decision in ANX24-2 to annex land into the Lewiston City Limits - Action Item (City Planner Plaskon)

Councilor Spickelmire and Council President Kleeburg moved and seconded, respectively, to combine the second and third readings and waive the third reading in full of Ordinance 4929. The motion passed 6-0.

Councilor Spickelmire and Council President Kleeburg then moved and seconded, respectively, to approve the second and third readings of Ordinance 4929. The motion passed 6-0.

ORDINANCE 4929: AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ANX24-2 TO ANNEX LAND INTO THE LEWISTON CITY LIMITS, AND PROVIDING AN EFFECTIVE DATE.

2. ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES

- a. **ORDINANCE 4929:** Action Item

Council President Kleeburg and Councilor Forsmann moved and

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Regular Meeting Minutes

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seconded, respectively to adopt Ordinance 4929 and approve the related ordinance summary. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

- H. **RESOLUTION 2024-40:** Considering implementing the City Council's decision in CPA24-3, amending the Future Land Use Maps in Chapter 4 of Lewiston's Comprehensive Land Use Plan - Action Item (City Planner Plaskon)

Councilor Spickelmire and Council President Kleeburg moved and seconded, respectively, to approve Resolution 2024-40. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

I. **ORDINANCES**

1. **SECOND AND THIRD READINGS**

- a. **ORDINANCE 4930:** Considering implementing the City Council's decision in ZNC24-3, declaring that certain newly-annexed real property be included in the City of Lewiston Community Commercial (C-3) Zone; and amending the official zoning map of the City of Lewiston - Action Item (City Planner Plaskon)

Councilors Forsmann and Liedkie moved and seconded, respectively, to combine the second and third readings and waive the third reading in full of Ordinance 4930. The motion carried 6-0.

Councilors Forsmann and Liedkie then moved and seconded, respectively, to approve the second and third readings of Ordinance 4930. The motion carried 6-0.

ORDINANCE 4930: AN ORDINANCE OF THE CITY OF LEWISTON IMPLEMENTING THE CITY COUNCIL'S DECISION IN ZNC24-3, DECLARING THAT CERTAIN NEWLY-ANNEXED REAL PROPERTY BE INCLUDED IN THE CITY OF LEWISTON COMMUNITY COMMERCIAL (C-3) ZONE; AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LEWISTON; AND PROVIDING AN EFFECTIVE DATE.

- b. **ORDINANCE 4931:** Considering amending Section 39-1 of the Lewiston City Code to update the City of Lewiston Area of City Impact Boundary Map - Action Item (City Planner Plaskon)

Councilors Spickelmire and Liedkie moved and seconded, respectively, to combine the second and third readings and waive the third reading in full of Ordinance 4931. The motion passed 6-0.

Councilors Spickelmire and Liedkie then moved and seconded, respectively, to approve the second and third readings of Ordinance 4931. The motion passed 6-0.

ORDINANCE 4931: AN ORDINANCE OF THE CITY OF LEWISTON AMENDING SECTION 39-1 OF THE LEWISTON CITY CODE TO UPDATE THE CITY OF LEWISTON AREA OF CITY IMPACT BOUNDARY MAP, AND PROVIDING AN EFFECTIVE DATE.

2. ADOPTION AND APPROVAL OF ORDINANCE SUMMARIES

Councilors Spickelmire and Liedkie moved and seconded, respectively, to adopt Ordinances 4930 and 4931 and approve the related ordinance summaries. ***ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.***

a. **ORDINANCE 4930:** Action Item

b. **ORDINANCE 4931:** Action Item

J. **REASONED STATEMENT ZNC24-3:** Considering approval of the Reasoned Statement of Relevant Criteria and Standards for ZNC24-3 - Action Item (City Planner Plaskon)

Councilors Forsmann and Spickelmire moved and seconded, respectively, to approve the Reasoned Statement for ZNC24-3 as written. The motion passed 6-0.

VII. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

C. **VOUCHER'S PAYABLE:** Considering approval of the Voucher's Payable dated 10/19/2024 - 10/31/2024 in the amount of \$2,115,065.19 - Action Item

Councilor Forsmann questioned the last line item on page 7 of Voucher's Payable to Moreton & Company labeled "FY25 Commercial Package" in various amounts for Sanitation, Stormwater, Transit, Transportation, Water and Wastewater. Mayor Johnson explained that it was likely related to insurance but would double-check.

Councilors Forsmann and Liedkie moved and seconded, respectively, approval of Voucher's Payable. ***ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.***

D. **2025 CERTIFICATE OF COMPLIANCE:** Considering approval of the Lewiston Fire Department's 2025 renewal of its Certificate of Compliance to provide emergency and nonemergency ambulance transport services within city limits -

Action Item

Fire Chief Rightmier answered questions from Councilor Liedkie regarding the 2025 Certificate of Compliance, which is to provide Emergency Medical Service and non-emergency transport service for calendar year 2025.

Councilors Liedkie and Schroeder moved and seconded, respectively, to approve the 2025 Certificate of Compliance. **ROLL CALL VOTE: VOTING AYE: Kleeburg; Schroeder; Forsmann; Liedkie; Klein; Spickelmire.**

VIII. UNFINISHED AND NEW BUSINESS

- A. CITY COUNCILOR COMMENTS:** Comments shall not be related to an item currently before the City Council or an item that may come before the City Council in the foreseeable future, and shall be limited to comments, not discussion.

Councilor Forsmann expressed her appreciation for the Firefighters attending the meeting and sharing their concerns. She stated that she carefully considers decisions and weighs their potential impacts on future generations.

Councilor Liedkie announced her election to the Nez Perce County Commissioner for District 1 and stated that her final meeting on the Lewiston City Council will be on December 23, 2024.

- B. CITY BOARDS AND COMMISSIONS LIAISON UPDATES**

Councilor Klein reported that the Airport Authority Board expressed strong criticism of the City for not making a decision regarding the Nez Perce County Commissioners' request to match their \$500,000 commitment toward transportation at the Lewiston-Nez Perce County Airport. She also noted that the airport is expected to receive runway lights in 2026.

- C. MAYOR COMMENTS**

Mayor Johnson expressed appreciation for the public's attendance and the work of the firefighters and thanked Library Director Johnson and the Information Systems and Security Department for staying through the entire meeting.

- D. AGENDA TOPICS:** - Action Item

Councilor Klein moved to direct staff to acquire information on annexation of the two CCI/SPEER locations to include potential tax revenue and any repercussions for the January 6th work session. Councilor Forsmann seconded, and the motion passed 6-0.

IX. ADJOURNMENT - Action Item

There being no further business to come before the Lewiston City Council, Councilors Liedkie and Schroeder moved and seconded, respectively, to adjourn the November 25, 2024 Regular meeting. The motion carried 6-0 and the meeting adjourned at 9:57 p.m.

Daniel G. Johnson, Mayor

Tanya M. Brocke, City Clerk

DRAFT

Lewiston City Library
Board of Trustees
Regular Meeting | Wednesday, October 16, 2024
Event Space

1. Call to Order: The meeting was called to order at 5:35 PM by Chair Diana Ames
Trustees Present: Josh Brown, Trisha Decker, and Diana Ames by phone
Trustees Absent: Andy Hanson, Rebecca Snodgrass
Councilor Liaison Absent: Jim Kleeburg
Library Staff: Library Director Lynn Johnson, Administrative Assistant Bruno Alvino
2. Recognition of Visitors
 - a. Dennis Ohrtman - Lewiston Library Foundation President
3. Public Comment & Correspondence
 - a. None
4. City of Lewiston Council Report
 - a. None
5. Library Foundation Report
 - a. D. Ohrtman reported that the Foundation is moving forward as an organization and restructuring. He reported that they are planning a gala on April 26.
6. Consent Agenda - Action Item
 - a. Approval of Minutes of Previous Meetings - Board of Trustees from September 18, 2024, and Art Committee Minutes from August 15, 2024
 - b. Review of Statistical Report
 - c. Approval of Statement of Expenses
 - i. Josh Brown moved to approve the consent agenda and Diana Ames seconded. All in favor. Motion passes.
7. Committee Reports
 - a. Art Committee
 - i. L. Johnson reported that tomorrow's art committee meeting has been canceled. She also noted that one of the current artists on display, Gail Siegel, had a presentation at the library.
8. Director's Report
 - a. Libby Magazines
 - i. L. Johnson reported that the library will have online magazine access through Overdrive and be available for Lewiston patrons on the Libby app.
 - b. Fee Schedule

- i. L. Johnson reported that the fee schedule was not completed last month due to the ending of the fiscal year. She will now resume work on this for an upcoming board meeting to get it adopted in November.
 - c. Staffing
 - i. L. Johnson reported that the library held four interviews today and will hold four more tomorrow for the library assistant position.
 - d. Grants
 - i. No recent grants awarded at this time but L. Johnson reported that there are upcoming ICFL grants that she will be looking to apply to for upcoming technology outreach programming.
- 9. Unfinished Business
 - a. Board of Trustees Bylaws - Action Items
 - i. The board reviewed the bylaws with Director Johnson. Director Johnson will update policy based on Trustee feedback. No action was made at this time.
 - b. Public Art Policy Display and Donation - Action Item
 - i. The board reviewed the two Public Art Policy drafts presented with suggested changes with Director Johnson and discussed the primary mission of the committee now that the library has large pieces of artwork in place. Director Johnson will update policy based on Trustee feedback. No action was made at this time.
 - c. Schedule for 360 Review & Director Performance Evaluation - Action Item
 - i. The Board and the director reviewed the plans for the upcoming performance evaluation and discussed community partners to survey for the 360 evaluation.
 - d. Items Moved from Consent Agenda - Action Item
 - i. None
- 10. New Business
 - a. Consideration of Moving December Regular Meeting Date - Action Item
 - i. No action taken at this time.
- 11. Schedule of Upcoming Meetings
 - a. Regular Meeting: November 20, 2024
 - b. Regular Meeting: December 18, 2024
- 12. Adjournment - Action Item
 - a. Josh Brown motioned to adjourn at 6:53 PM



21 November 2024

**EMERGENCY MEDICAL SERVICES ADVISORY BOARD
21 NOVEMBER 2024 SPECIAL WORKSESSION MEETING MINUTES**

EMSAB Members: Dave Chenault Mike Larson Serena Tschirgi
 Laura Gifford Jennifer Grinage

EMSAB November Special work session meeting called to order at 03:05p.m. Absent member Victoria Johnson. Present member elect Chris Jacks. Also present were Staff Liaison Greg Rightmier, City Attorney Jennifer Tengono, City Council representative Kasee Forsmann, and Ambulance Billing Assistant Amy Paris who took notes.

Citizen Comments: None

Active Agenda:

- Chapter 7 review was continued starting with 7-14 and moving forward to the end. Review of section by section was completed. Jennifer Tengono will add all notes and changes to a clean document and send out for review.
- Next regular meeting board will review and approve Chapter 7 changes. Will then go to council for approval
 - Chairman will be elected at next meeting
- Board will begin review of resolution for policy and rules.

Unfinished and New Business: None

Adjournment

Meeting was adjourned at 4:05pm by Mike Larson with a motion by L Gifford and a second by D Chenault

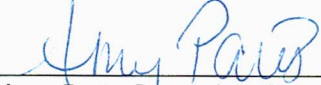
**NEXT EMSAB MEETING IS TUESDAY, JANUARY 21, 2025 AT 12:00 PM
IN THE STATION 1 TRAINING ROOM**

Submitted by:



Gregory V. Rightmier, Staff Liaison

11-25-24
Date



Amy Paris, Recording Secretary

11-25-24
Date

GVR: da

c: Tanya Brocke, City Clerk
Dan Johnson, Mayor
Kasee Forsmann, Council Liaison
Jennifer Tengono, City Attorney



Lewiston Disability Advisory Commission
MEETING MINUTES
August 08, 2024 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Members Attending: Chairman Constance Vance, Eric Peterson, Matthew Ruth, Mike Feeney, Mark Havens

Members Not Attending: Amy Borgan, Jessica Grainger

Non Members Attending: Nikki Province, Leah Burris, Hannah Liedkie

I. CALL TO ORDER

A. Meeting called to order at 12:01

II. CITIZEN COMMENTS

A. None.

III. DISCUSSION ITEMS

A. None.

IV. ACTIVE AGENDA

A. ADA Transition Plan Annual Report

1. Mr. Peterson thanks Public Works Director Dustin Johnson for being so consistent with keeping the Transition Plan updated. Mr. Havens discusses the report's statistics on the disabled population. Some might think it's high, some might think it's low, but it probably depends on how you define "disability." He finds the way that information is broken down to be helpful. Mr. Peterson discusses the committee that was supposed to be established and guesses Dustin Johnson just does most of it. He also suggests that rather than have something listed as "to be implemented" it should be listed as "in progress" if something has been done. Mr. Peterson questions what "to be reviewed" means. He states it seems to imply nothing has been done, but would guess that's not accurate, so better language could probably be used. He adds that he likes the fact that it's short and sweet. Mr. Peterson then discusses ADA Complaints and uses an issue up near Bryden Ave as an example, and if the complaint process is working. This is a weakness, but otherwise the report is great. Mr. Ruth asks about the grievance procedure and if complaints are not addressed. Mr. Peterson clarifies that the complaint process is meant to provide an avenue for someone with an issue to report it to someone with authority to work out a resolution that works for everyone. Ms. Province clarifies that the grievance procedure is for individuals that believe they have been discriminated against. She also states there are complaints that come to her as ADA Coordinator, such as sidewalk issues, and then she

can help facilitate those complaints to the department that can resolve the issue. Mr. Peterson discusses the responsibilities of DAC. Mr. Havens asks Ms. Province about the procedure for updating and approving the Transition Plan's Annual Report. He then asks how complaints through the City's new CivicOptimize system could be included in this report or at least communicated back to Ms. Province as ADA Coordinator. For example, if the Library or another department expands services related to ADA, how could that be included in this report? He adds if the City is going to do a report, all departments should contribute what they have done and be proud of what progress they have made. Ms. Province states there has been discussions about bringing the Annual Report to a Leadership meeting so all department directors can provide input. Councilor Liedkie states she appreciates this conversation and the City would be setting a precedent by pushing these issues as most organizations are not addressing them. She adds that Council is in support of the Transition Plan. Mr. Peterson states he supports the idea of City Leadership reviewing the Annual Reports. Ms. Province states Leadership meets every Monday and will add it to the next meeting's agenda. Chairman Vance asks what needs to be done to the report for DAC to approve it. Ms. Province and Mr. Peterson agree that Public Works is just looking for suggestions and ideas.

B. Meeting Minutes - Approval of July 11, 2024 meeting minutes

1. Mr. Peterson states the minutes imply the CivicOptimize system is just for ADA, and it's not. Ms. Province states most of the discussion was related to ADA but staff understand that is not its only purpose.
2. Mr. Havens states there is a typo in the discussion of Burt Lipp's pool and "pole" should be "poll."
3. Mr. Havens motions to approve the minutes with an adjustment for the spelling error. Mr. Ruth seconds the motion. The minutes are approved.

V. FUTURE AGENDA ITEMS

- A. Mr. Peterson states he would like to get an ongoing simple report of the progress of CiticOptimize at each meeting. The report can be via email, it does not have to be a presentation.

VI. COMMISSIONER COMMENTS

- A. Mr. Havens states DAC has not been hugely successful in getting Department Directors to attend meetings, which is fine, but at his work, Interlink, they have been making a lot of lists of agencies they work with, and maybe DAC should hear from them. The Disability Action Center is a big one, Idaho Commission for the Blind, Opportunities Unlimited, etc. There are a number of non-profit entities but even more for-profit organizations, such as NORCO. There should be plenty of resources to draw from and organizations that could be invited to a meeting. It would be nice to have the old email list for agendas be brought back and reviewed. Mr. Peterson asks if that is something Ms. Province could do. She states yes, the agenda email list could be revised to include additional individuals. Mr. Havens states there is an interagency council that has a very extensive email list and many groups use it as a distribution list.

VII. STAFF LIAISON COMMENTS

- A. None.

VIII. ADJOURNMENT

A. Meeting adjourned at 1:01pm.

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6211 or nprovince@cityoflewiston.org.



Lewiston Disability Advisory Commission
Meeting Minutes
September 12, 2024 - 12:00 PM
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Members Attending: Chairman Constance Vance, Eric Peterson, Mark Havens, Amy Brogan, Matthew Ruth, Mike Feeney

Members Not Attending: Jessica Grainger

Non-Members Attending: Nikki Province, Leah Burris

I. CALL TO ORDER

A. Meeting called to order at 12:03pm.

II. CITIZEN COMMENTS

A. None.

III. DISCUSSION ITEMS

A. None.

IV. ACTIVE AGENDA

A. **2023 ADA TRANSITION PLAN:** HR Director Nikki Province discusses taking the 2023 Annual Transition Plan Report to Leadership. She shared DAC's feedback with Leadership and hopes in the future to incorporate more information from every department in the annual report. She is asking DAC to officially adopt the 2023 report. Mr. Ruth motions to adopt the 2023 Annual Report and Ms. Brogan seconds the motion. All members vote to adopt the report

B. **MEETING MINUTES:** Chairman Vance motions to approve the minutes from August 8, 2024. Mr. Havens seconds the motion. All members vote to approve the minutes.

V. FUTURE AGENDA ITEMS

A. Mr. Havens shares a conversation he had with a citizen about after-hours transportation. He states he shared with her what he knew which includes that in Asotin County, getting transportation should be easier, but it's not. He explained to this citizen about Interlink's role and she stated going to and from support groups and weekend events is the hardest. He continues that DAC could invite the City's Transit Manager, however, he knows she will say that demand is not enough for evening hours transportation and there is not enough money. Any issue can be fixed with money, however, no one wants to pay for it. He states this issue could be a future agenda item. Mr. Peterson states if Transit had Dial-A-Ride running, they would also need to run regular

Transit buses, otherwise it's a discrimination issue, and running both would cost significantly more. Ms. Province and Chairman Vance discuss the option of putting this topic on a future agenda item. Mr. Havens states he is fine with discussing it in a meeting but wants to actually focus on a solution, not just overly dissect the problem. He states the Fire department might have a perspective on this as they transport to the hospital and may sometimes transfer people back home. Mr. Peterson recommends inviting the Fire department, Transit Manager Suzanne Seigneur, and the Mayor.

VI. COMMISSIONER COMMENTS

A. None.

VII. STAFF LIAISON COMMENTS

A. Ms. Province provides an update on the reporting software the Information Systems and Securities Department has been working on and they are hoping it will be available in October.

B. Ms. Province shares a portion of the ADA Transition Plan which suggests DAC advocate for a Utility Franchise Fee which would help provide funding for sidewalks. Mr. Havens states he would really like to see that happen as it could assist with current issues, like the transportation issue he shared, and would like this put on a future agenda. Mr. Havens would also like to re-discuss FILO (fees in lieu of) fees.

VIII. ADJOURNMENT

A. Meeting adjourned at 12:33pm.



Lewiston Disability Advisory Commission
MEETING MINUTES
October 10, 2024
Lewiston City Hall – Back Conference Room – 1134 F Street
Lewiston, Idaho 83501

Members Attending: Chairman Constance Vance, Matthew Ruth, Mark Havens, Jessica Grainger, Eric Peterson

Members Not Attending: Mike Feeney, Amy Brogan

Non-Members Attending: Nikki Province, Leah Burris

I. CALL TO ORDER

A. Meeting called to order at 12:04pm

II. CITIZEN COMMENT

A. None.

III. DISCUSSION ITEMS

A. AFTER HOURS TRANSPORTATION: Mr. Havens begins the conversation by laying out the two distinct issues with this topic that have arisen in the last year. The first is that people with disabilities typically work non peak hours and if they do not have a car, that presents an issue. Asotin County Community Services tried to address this with a grant, which they subcontracted out to COAST, which would provide after hours transportation. COAST could not keep up with the demand due to lack of drivers so the program did not unfold like expected. Asotin County Community Services took over the grant and provided the services only to their own clientele. Chairman Vance states for OUI's vocational program, those individuals are provided job coaches and Medicaid pays gas mileage. She believes Asotin County Community Services operates similarly and so they probably do not provide transportation for non-clients because they would not be provided reimbursement for those travel expenses. Ms. Grainger states for OUI, their clients that work usually have to walk, sometimes in dangerous conditions, or they use their own money to pay for rides, or do not work hours when they cannot get transportation. She adds sometimes schedules line up where they can get rides, but after hours is especially a problem. Mr. Ruth states he sees this same thing. Mr. Havens states he would like to talk to Transit Manager [Suzanne Seigneur](#), but knows she would probably say it's not cost effective and wonders if Dial-A-Ride could run after hours. Mr. Peterson states Dial-A-Ride cannot run outside of regular Transit hours due to ADA. Ubers and taxis are also a very limited option and more expensive. Mr. Havens states the second issue with this topic is the hospital releases patients after hours. They may arrive by ambulance and then do not have transportation home. As a result, some people wait around the lobby all night. The ambulance will take them home but then they get billed. Mr. Peterson comments that for the Fire department to assist, the Fire department would need

more people, as well as additional vehicles. He adds the city could contract with other services and this would address a different need than the Transit system. Mr. Peterson suggests doing an analysis of the need which could then be provided to City Council to request funding. There also wouldn't be the issue of dealing with federal money and accounting for it. Mr. Havens agrees it points out a difference that the job scenario would be planned rides whereas the hospital release issue would just be on demand. Mr. Havens states he was stunned to learn how frequently people are released from the hospital late at night or in the middle of the night, which he learned from a group that recently met to discuss this issue. Mr. Ruth states that doesn't surprise him at all as he has clients go to the hospital every single day. Mr. Havens states this isn't a hospital problem, it's a community problem. They don't want to pay for it to be solved. Mr. Havens adds he does not know what the answer is but it will cost money.

Mr. Peterson follows up on the idea of doing a study to determine cost and investigating how this service could be provided. He states it is needed for our economy and the growth we hope to get one day. He also states this is a good topic for them to focus on this year, along with the new reporting system the ISS Department has been working on. Mr. Peterson adds that some people without vehicles are not disabled, they just cannot afford one. Chairman Vance confirms that if a person with a disability wants to volunteer at the rodeo or a community event, they are unable to do so. Ms. Grainger discusses the possibility that maybe the need is there for a Transit system but it's not being documented. Chairman Vance discusses the idea of doing a community survey to determine the need. Mr. Peterson discusses that DAC has not had any goals except these two items so it would be nice to create a list of these as goals and then assign someone to lead the projects. Mr. Peterson wants to put this on a future agenda. Mr. Havens states Chairman Vance brought up the third goal which would be that for after hours events, individuals would need to be brought home, whether they are out for social reasons or volunteering. Mr. Havens asks to put on record that nobody says these services have to be free but DAC is recognizing that Transit does not run Sundays or at night, and taxis and Uber do not run at night around here. Mr. Havens adds they may want the hospital, as well as employers such as OUI and Disability Action Center, to be part of the discussion. The focus needs to be on people with disabilities but if other people could benefit, that would be good. The Commission discusses Cheryl with Rideshare which is a Medicare eligible transportation system, which sometimes offers other rides for small fees, but that this is not a long term plan. Chairman Vance discusses possibly applying for a grant that would provide a rideshare option. Mr. Havens states Interlink has thought about having paid on-call drivers that could be called when someone needs a ride, with the hospital being the main source. They wouldn't necessarily stay awake all night but if called, could respond. He adds that in big cities you have taxi cabs lined up in front of hotels or airports so maybe in this concept the driver stays at the hospital waiting for people to need a ride. Mr. Havens comments he thinks it would be necessary to find a better understanding of the need which may help with getting a grant and getting the City involved. Mr. Ruth adds that just yesterday he transported a veteran three times and when he asked him how he would get home the gentleman said he knows someone but will have to pay him. This gentleman is a veteran, disabled, and member of our community. He had to attend a required meeting that gets over between those off hours. He has a constraint on his own ability to be successful because of this situation. Ms. Vance asks if the City could offer a grant to a transit service such as a taxi company. Mr. Havens comments that Moscow/Pullman have so many Ubers to pick up individuals at the bar but for some reason it hasn't developed in the Valley. Mr. Peterson requests to have goal setting for DAC for the year be put on the next

agenda as an action item. Mr. Peterson comments that being disabled, it is difficult to ask for rides and is not a viable way of getting places, as people are working or unavailable. Ms. Grainger comments it would be nice if groups did have access to funds to get volunteers for coaching or participating in sports, but if they don't have a ride, they are unable to participate, and wonders if there can be some sort of incentive to get more volunteers to transport people. Chairman Vance comments that's why it would be nice for the City to get a grant to help.

IV. ACTIVE AGENDA

A. MEETING MINUTES: Approval of September 12, 2024 meeting minutes

1. Mr. Ruth motions to approve the minutes. Mr. Havens seconds the motion and all vote to approve the minutes.

V. FUTURE AGENDA ITEMS

A. As stated previously in the meeting, Mr. Peterson requests goal setting be on the next agenda.

VI. COMMISSIONER COMMENTS

A. None.

VII. STAFF LIAISON COMMENTS

A. None.

VIII. ADJOURNMENT

A. Meeting adjourned at 12:59pm.

Mike Feeney - Term Expires 07/27	Eric Peterson - Term Expires 08/25
Mark Havens - Term Expires 07/27	Amy Brogan - Term Expires 04/25
Constance Vance - Term Expires 07/27	Jessica Grainger - Term Expires 09/25
	Matt Ruth- Term Expires 03/26

The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province at least forty-eight (48) hours in advance of the meeting at 208-746-3671, ext. 6211 or nprovince@cityoflewiston.org.



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
1ST CLASS OFFICE SOLUTIONS LLC	117137	11/15/2024	FINANCE	PUR - INK & SEALING LIQUID FOR POSTAGE MACHINE	\$526.25
AG-PRO	117139	11/15/2024	FLTMaint	BPO/ FLEET REPAIR PARTS	\$105.99
AIRBRIDGE BROADBAND LLC	117141	11/15/2024	INFOSYSTMS	BPO - INTERNET SERVICE	\$150.00
AMAZON CAPITAL SERVICES	117142	11/15/2024	FIRE	FIRE - AMAZON - BC PRINTER	\$179.89
			FIRE	FIRE - AMAZON - KITCHEN SUPPLIES	\$49.98
			INFOSYSTMS	ERGONOMIC MICE AND KEYBOARDS	\$887.84
			PARKSFAC	FIRE STATION 2 OVEN DOOR GASKET	\$30.56
				HOSE FOR THE COLD MIX SHED	\$68.91
			POLICE	BPO PD OFFICE AND TECHNOLOGY SUPPLIES	\$52.87
ASSOCIATION OF IDAHO CITIES	117140	11/15/2024	LEGISLATIV	ANNUAL CITY MEMBERSHIP DUES FOR FISCAL YEAR 2025	\$14,221.60
ATLAS SAND & ROCK	117143	11/15/2024	TRNSPN	BPO - ST - DUTHIE SAND & ROCK	\$238.05
AUSTIN BROWN	117150	11/15/2024	FIRE	BPO FIRE - DR. AUSTIN BROWN - MEDICAL CONTROL	\$3,000.00
AVISTA	117144	11/15/2024	CEMETERY	10/30/24 BILL DATE: UTILITY CHARGES	\$747.94
			COMDEV	10/30/24 BILL DATE: UTILITY CHARGES	\$893.78
			LIBRARY	10/30/24 BILL DATE: UTILITY CHARGES	\$1,829.71
			PARKSFAC	10/30/24 BILL DATE: UTILITY CHARGES	\$12,423.17
			RECREATION	10/30/24 BILL DATE: UTILITY CHARGES	\$1,128.78
			SANITATION	10/30/24 BILL DATE: UTILITY CHARGES	\$313.28
			TRNSPN	10/30/24 BILL DATE: UTILITY CHARGES	\$43,869.05
			WATER	10/30/24 BILL DATE: UTILITY CHARGES	\$39,337.44
			WSTWTR	10/30/24 BILL DATE: UTILITY CHARGES	\$27,816.00
B&H FOTO & ELECTRONICS CORP	117145	11/15/2024	INFOSYSTMS	DOOR CONTROL AND HARD DRIVES	\$4,828.75
			PARKSFAC	BPO - PARKS/ISS - PARKS CAMERA/SECURITY PROJECT	\$10,296.92
BENEVATE INC DBA NEIGHBORLY SOFTWARE	117204	11/15/2024	SETTLEMENT	CD-OPIOID GRANT-ADD PROGRAM IN NEIGHBORLY	\$3,500.00
BLUE RIBBON LINEN SUPPLY INC	117146	11/15/2024	FIRE	BPO FIRE - BLUE RIBBON - LAUNDRY SERVICE	\$1,200.17
			POLICE	BPO PD UNIFORM CLEANING AND ALTERATIONS	\$16.57
BOB'S GARAGE DOORS LLC	117147	11/15/2024	PARKSFAC	BPO - FAC - BOB'S GARAGE DOOR-DOOR REPAIRS	\$141.50
BRADY COMPANIES LLC DBA BRADY INDUSTRIES OF IDAHO LLC	117148	11/15/2024	PARKSFAC	CLEANING CHEMICALS FOR CUSTODIANS	\$469.93



Voucher's Payable

BRANOM OPERATING COMPANY LLC	117149	11/15/2024	WSTWTR	PW-WWTP-ANNUAL CALIBRATION; MAG(8) ULTRASONIC(3)	\$3,823.00
BRETTON S WATSON DBA ABLE LOCKSMITH	117138	11/15/2024	PARKSFAC	HANDICAP DOOR BUTTON BOX AT OCH	\$108.95
				REPAIR HANDICAP DOOR BUTTON AT BELL BLDG	\$199.95
BRIAN E WARD DBA GUMBY ENTERPRISES INC	117225	11/15/2024	FLTMAINT	BPO - FLEET TOOLS & SUPPLIES	\$245.75
BROWN & BROWN OF WASHINGTON INC DBA DIMARTINO ASSOCIATES	117123	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$2,411.44
CENTRAL ORCHARDS SEWER DISTRICT	117159	11/15/2024	PARKSFAC	10/31/24 BILL DATE: UTILITY CHARGES	\$277.33
			WSTWTR	PW-WWC-FEASIBILITY STUDY FOR COSD-TAMMANY EXT O	\$1,408.00
CINTAS CORPORATION #606	117151	11/15/2024	FLTMAINT	BPO/ FLEET UNIFORM RENT & LAUNDRY	\$146.78
			PARKSFAC	BPO - PARKS - CLEANING SUPP. & LAUNDERED UNIFORMS	\$48.71
CITY OF LEWISTON	1719	11/14/2024	CEMETERY	OCT 2024 WATER/SEWER/GARBAGE	\$39.00
			COMDEV	OCT 2024 WATER/SEWER/GARBAGE	\$195.06
			LIBRARY	OCT 2024 WATER/SEWER/GARBAGE	\$459.20
			PARKSFAC	OCT 2024 WATER/SEWER/GARBAGE	\$13,760.20
			SANITATION	OCT 2024 WATER/SEWER/GARBAGE	\$2,478.42
			STMWTR	OCT 2024 WATER/SEWER/GARBAGE	\$26.64
			TRANSITOP	OCT 2024 WATER/SEWER/GARBAGE	\$47.05
			TRNSPN	OCT 2024 WATER/SEWER/GARBAGE	\$29,222.31
			WATER	OCT 2024 WATER/SEWER/GARBAGE	\$1,263.93
			WSTWTR	OCT 2024 WATER/SEWER/GARBAGE	\$2,604.47
CITY OF LEWISTON EMPLOYEE BENEFIT-CAFETERIA PLAN	117122	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$7,984.80
CIVICPLUS LLC	117152	11/15/2024	INFOSYSTMS	CIVICREC	\$12,623.63
CLEARWATER CLEANING SERVICES CORP	117153	11/15/2024	PARKSFAC	BPO CONTRACTED CUSTODIAL SERVICES AT LIBRARY	\$4,245.00
CLEARWATER HYDRAULICS LLC	117154	11/15/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$82.77
				OSL/ BED HYD. LIFT CYL. REBUILD FOR TRUCK #310	\$1,261.07
				REFUND FROM INVOICE A2024-07709	(\$42.70)
CLEMENTS BROWN & MCNICHOLS	117116	11/7/2024	UNDEFINED	RECORDS REQUEST FRM CITY ATTORNEY	\$66.56
	117155	11/15/2024	HR	BPO - LEGAL SERVICES	\$469.50
				LEGAL SERVICES FOR FIRE UNION CONTRACT	\$7,280.00
			LEGAL	OUTSIDE LEGAL COUNCIL, CB&M, PROFITT FY25	\$4,062.50
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL	117156	11/15/2024	CEMETERY	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$118.31



Voucher's Payable

COMPANY

	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$142.89
COMDEV	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$122.70
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$223.68
FIRE	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$795.83
	CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$245.44
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$1,180.08
FLTMAINT	BPO/ FLEET/ LUBE PRODUCTS & CAR WASHES	\$51.00
	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$18.03
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$72.03
HR	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$52.26
PARKSFAC	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$774.56
	CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$30.14
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$555.71
POLICE	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$843.28
	CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$683.36
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$1,808.82
RECREATION	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$32.92
SANITATION	BPO - TS - FY25 FUEL FOR SDI HAUL	\$633.18
STMWTR	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$296.29
	CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$52.18
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$47.97
TRANSITOP	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$1,021.91
	CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$420.57
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$1,397.88
TRNSPN	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$719.72
	CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$270.07
	CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$1,103.32



Voucher's Payable

			WATER	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$171.40
				CP-0193873-11/03/24 BILL DATE: FUEL CHARGES	\$72.96
				CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$446.84
				PW-WTP-BPO OIL FOR PUMPS	\$754.74
			WSTWTR	CP-0191428-10/31/24 BILL DATE: FUEL CHARGES	\$353.44
				CP-0194687-11/09/24 BILL DATE: FUEL CHARGES	\$868.71
COMMERCIAL TIRE INC	117157	11/15/2024	FLTMANT	PATROL VEHICLE TIRES FOR INVENTORY	\$5,501.98
			FLTMANT	BPO/ FLEET TIRE REPAIRS & DISPOSAL	\$474.00
COMPUNET INC	117158	11/15/2024	POLICE	PD ANNUAL RENEWAL FOR GENETEC SOFTWARE	\$123.60
COVERTTRACK GROUP INC	117161	11/15/2024	POLICE	PD ANNUAL RENEWAL FOR NARCOTICS SURVEILLANCE PHONE	\$720.00
CREA CONSTRUCTION INC	117162	11/15/2024	WSTWTR	WW052 IFB-24-020 WWTP WATERLINE EXT - CONSTRUCT	\$453,321.68
DIGLINE INC	117163	11/15/2024	WATER	PW-W/WW BPO LOCATE SERVICES	\$169.65
			WSTWTR	PW-W/WW BPO LOCATE SERVICES	\$169.65
DRIVE LINE SERVICE	117164	11/15/2024	FLTMANT	DRIVELINE REBUILD FOR #466 SWEEPER	\$243.75
EAN SERVICES LLC	117167	11/15/2024	LEGISLATIV	RENTAL CAR - MAYOR - AIC BOARD OF DIRECTORS MTG	\$196.85
EBSCO INFORMATION SERVICES	117165	11/15/2024	LIBRARY	ANNUAL EBSCO RENEWAL	\$4,586.45
				PO# 22400814 ABLE TO PAY W/ CREDIT	(\$3.28)
EFTPS	1717	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$174,270.59
EMERALD SERVICES INC	117166	11/15/2024	FLTMANT	BPO- FLEET ANTIFREEZE/ OIL DISPOSAL	\$496.65
FASTENAL COMPANY	117168	11/15/2024	WSTWTR	PW-WWTP-BPO MAINT SUPPLIES	\$23.58
FEDEX	117169	11/15/2024	FIRE	BPO FIRE - FEDEX - SHIPPING	\$60.60
FERGUSON ENTERPRISES #3011	117170	11/15/2024	STMWTR	PW-STORM-BPO CULVERT & STORM SYSTEM SUPPLIES	\$80.79
			WATER	PW-WD-NON INVENTORY BRASS; REISSUE OF 22402814	\$438.00
FIRECOM	117171	11/15/2024	FIRE	FIRE - FIRECOM - REPAIRS	\$175.00
FISHER SYSTEMS INC	117172	11/15/2024	SANITATION	PW - TS - SEMI-ANNUAL FIRE ALARM INSPECTIONS	\$1,211.64
			WATER	PW-WTP-SECURITY UPGRADES AT WTP; INFO ATTACHED	\$1,988.09
FOP LEWIS CLARK LODGE #10	117124	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$1,779.96
GATEWAY MATERIALS	117174	11/15/2024	FLTMANT	BPO/ FLEET REPAIR PARTS & SUPPLIES	\$14.30
			PARKSFAC	METAL TO REPAIR COMMUNITY PARK BENCH	\$51.50
			TRNSPN	BPO - ST/TR - OPERATING SUPPLIES	\$92.00



Voucher's Payable

GRAINGER	117175	11/15/2024	WATER	PW-WTP-BPO MOTORS/PUMPS/TOOLS/FITTINGS	\$116.84
			WSTWTR	BPO-PW-WWTP-P/M/M MAINT SUPPLIES	\$563.54
GUARDIAN PLUMBING, HEATING & A/C INC	117176	11/15/2024	WATER	PW-WTP-CAPACITOR	\$10.60
HACH COMPANY	117177	11/15/2024	WATER	PW-WTP- BPO FOR PLANT EQUIPMENT/INSTRUMENTS	\$652.00
HCAA LLC	117178	11/15/2024	COMDEV	CD-RESOURCE OFFICER #2-SHIRT ORDER (LONG SLEEVE)	\$48.73
			WSTWTR	PW-WWTP-NEW SHIRTS; E WILPONEN	\$79.75
HENRY SCHEIN	117179	11/15/2024	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	\$1,744.78
HOME DEPOT CREDIT SERVICES	117181	11/15/2024	PARKSFAC	BPO - FAC - HOME DEPOT - CONSTRUCTION SUPPLIES	\$29.94
			TRNSPN	BPO - ST/TR - OPERATING SUPPLIES	\$49.98
			WSTWTR	PW-WWCOLL-BPO SUPPLIES, POWER AND HAND TOOLS	\$610.82
				PW-WWTP-BPO SUPPLIES, POWER AND HAND TOOLS	\$46.92
I A F F - LOCAL #1773	117125	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$3,283.00
IAFF LOCAL 1773 PAC	117126	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$571.00
IDAHO CHILD SUPPORT RECEIPTING	117128	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$270.00
IDAHO DEPT OF CORRECTION	117182	11/15/2024	CEMETERY	INMATE LABOR AT CEMETERY FOR OCTOBER	\$7,166.25
IDAHO DEPT OF ENVIRONMENTAL QUALITY	117228	11/15/2024	FLTMAINT	IDAHO DEQ ANNUAL TANK FEE	\$49.00
IDAHO ICE	117183	11/15/2024	INFOSYSTMS	BPO - ISS - WATER	\$11.28
			LEGAL	BPO-LEGAL-WATER FOR CITY ATTY'S OFFICE-FY25	\$11.28
			SANITATION	BPO - TS - IDAHO ICE	\$8.35
IDAHO MILITARY DIVISION/PUBLIC SAFETY COMM	117229	11/15/2024	FIRE	FY25 TOWER LEASE	\$3,476.25
			POLICE	FY25 TOWER LEASE	\$5,214.38
			TRANSITOP	FY25 TOWER LEASE	\$1,738.12
			TRNSPN	FY25 TOWER LEASE	\$1,738.12
			WATER	FY25 TOWER LEASE	\$1,738.13
IDAHO STATE TAX COMMISSION	117127	11/14/2024	LIBRARY	OCTOBER '24 SALES TAX	\$33.69
			RECREATION	OCTOBER '24 SALES TAX	\$317.91
			SANITATION	OCTOBER '24 SALES TAX	\$1,970.90
			TRNSPN	OCTOBER '24 SALES TAX	\$1.14
	117129	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$30,897.00
INGRAM LIBRARY SERVICES	117185	11/15/2024	LIBRARY	BPO - LIB - ADULT NONFICTION 1ST FLR	\$218.11
				BPO - LIB - ADULT NONFICTION 2ND FLR	\$48.84
				BPO - LIB - LARGE PRINT	\$227.88
				BPO - LIB - TEEN NONFICTOIN	\$60.22



Voucher's Payable

INLAND FASTENER INC	117186	11/15/2024	FLTMAINT	BPO - FLEET REPAIR PARTS & SUPPLIES	\$17.92
			TRNSPN	BPO - TR - OPERATING SUPPLIES	\$73.44
INTERMOUNTAIN CLAIMS INC	117117	11/7/2024	INSTRUST	REIMBURSE WORK COMP ACT	\$71,439.28
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1715	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$3,962.53
ITD REVENUE OPERATIONS	117184	11/15/2024	FLTMAINT	BPO/ FLEET LICENSING & REGISTRATION RENEWALS	\$632.00
JAMES E THOEN DBA RESCUE NORTHWEST	117219	11/15/2024	FIRE	FIRE - RESCUE NORTHWEST - ROPE RESCUE SUPPLIES	\$2,292.06
JOE HALL FORD	117187	11/15/2024	FLTMAINT	GLASS ASSEMBLY-TO BE RETURNED	\$190.00
				REFUND FROM INVOICE 32970	(\$190.00)
			INSTRUST	REPAIRS TO #136 PATROL SUV	\$15,093.51
JOHN'S SAW SERVICE	117188	11/15/2024	PARKSFAC	BPO - PARKS - JOHN'S SAW ENGINE REPAIR	\$59.97
KLEEN SWEEP JANITORIAL	117189	11/15/2024	WATER	PW WD MONTHLY JANITORIAL SRV AT 2605 16TH AVE	\$355.00
KONECRANES INC	117190	11/15/2024	WSTWTR	WW051-WWTP-CHAIN REPLACEMENT FOR N SHORE CRANE	\$3,656.70
L N CURTIS & SONS	117191	11/15/2024	FIRE	BPO FIRE - LN CURTIS - AIR TRAILER MAINT	\$1,821.80
LACAL EQUIPMENT INC	117192	11/15/2024	FLTMAINT	REPAIR PARTS FOR# 470 Ǔ SWEEPERS	\$1,828.82
LEGACY PAVING AND CONSTRUCTION LLC	117193	11/15/2024	WATER	PW-WD-BPO FOR EMERGENCY ASPHALT PATCHES	\$4,950.00
LES SCHWAB TIRE CENTER	117194	11/15/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$20.00
LEWIS CLARK ANIMAL SHELTER	117195	11/15/2024	POLICE	BPO PD ANIMAL SHELTER CONTRACT FEES	\$5,412.83
LEWISTON CIVIC THEATER INC	117196	11/15/2024	LEGISLATIV	CIVIC FY25 SERV AGREEMENT - COUNCIL APP 10/24	\$7,500.00
LHTAC	117197	11/15/2024	TRNSPN	REG - VARIOUS - LHTAC WINTER MAINTENANCE	\$420.00
LIVING WATERS LANDSCAPING	117198	11/15/2024	WSTWTR	PW-WWTP-WINTERIZING IRRIGATION SYSTEM	\$650.00
LYNN JOHNSON	117121	11/7/2024	LIBRARY	MILEAGE REIMB ACCEPTING FOREST SERV GRANT	\$89.65
MCDERMOTT HOLDINGS LLC DBA BRIAN MCDERMOTT CONSTRUCTION	117199	11/15/2024	STMWTR	SM014 13TH ST & 17TH AVE INLET REPAIR	\$24,675.00
MCMILLEN JACOBS ASSOCIATES	117200	11/15/2024	WATER	WR050 RAW WTR INTAKE DESIGN - WTP INTAKE REBUILD	\$40,547.50
MINERT & ASSOCIATES	117201	11/15/2024	HR	BPO - DRUG TESTING SERVICES	\$262.00
MISC CUSTOMER REFUND	117118	11/7/2024	WATER	UB 0803009040 1030 18TH	\$129.99
	117119	11/7/2024	WATER	UB 1002007234 1502 3RD	\$306.48



Voucher's Payable

	117120	11/7/2024	STMWTR	UB 2100503746 828 AIRWAY	\$7.40
	117130	11/14/2024	ECONDEV	CD-CDBG SCANNING OF OLD FILES, 6 BX	\$2,040.50
	117131	11/14/2024	ECONDEV	CD-CDBG-HRP-FLOORING	\$1,256.67
MOTION INDUSTRIES INC	117202	11/15/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	\$198.66
NAPA AUTO PARTS	117203	11/15/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$24.61
			FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$1,082.66
				RETURN ORIG INV 442225 - REPAIR PARTS & SUPPLIES	(\$40.00)
				RETURN ORIG INV 442276 - REPAIR PARTS & SUPPLIES	(\$14.69)
NATIONWIDE RETIREMENT	1714	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$6,959.35
NATIONWIDE-RESERVE	1718	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$1,245.84
NCPERS GROUP LIFE INS	117132	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$1,472.00
NEZ PERCE COUNTY	117205	11/15/2024	LEGAL	BPO-LEGAL-NPC-COL FY25 PROSECUTION SERVICES	\$9,616.50
NEZ PERCE COUNTY HISTORICAL SOCIETY	117206	11/15/2024	COMDEV	BPO-CD-INSPECTORS VEHICLE PARKING AT 4THxCAPITAL	\$187.50
NEZ PERCE COUNTY RECORDER	117207	11/15/2024	EXECUTIVE	EXEC BPO: RECORDATION OF DOCUMENTS	\$11.00
NICHE ACADEMY LLC	117208	11/15/2024	LIBRARY	LIB - NICHE ACADEMY	\$2,100.00
NORCO INC	117209	11/15/2024	FIRE	BPO FIRE - NORCO - MEDICAL OXYGEN/SUPPLIES	\$997.66
NORTH 40 OUTFITTERS	117210	11/15/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & SUPPLIES	\$3.54
			PARKSFAC	BPO - PARKS - NORTH 40 MISC SUPPLIES	\$81.12
			WATER	PW-WD-BPO OPERATING SUPPLIES	\$33.36
				PW-WTP-BPO OPERATING SUPPLIES	\$61.28
ODP BUSINESS SOLUTIONS LLC	117133	11/14/2024	POLICE	BPO PD OFFICE SUPPLIES	\$155.54
	117212	11/15/2024	EXECUTIVE	EXEC BPO: OFFICE SUPPLIES FOR CLERK	\$27.64
			FINANCE	BPO - ODP OFFICE SUPPLIES	\$34.31
			LIBRARY	BPO - LIB - OFFICE SUPPLIES	\$143.53
			PARKSFAC	COPY PAPER, LINED YELLOW LEGAL TABLETS	\$46.27
			TRNSPN	BPO - ST/TR - OFFICE SUPPLIES	\$26.48
O'REILLY AUTO PARTS	117211	11/15/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$362.00
				RETURN ORIG INV 3834-239575BPO/ FLEET REPAIR PARTS	(\$426.62)
				TRAINING-ADVANCED ALIGNMENT DIAGNOSTICS CLASS	\$285.00
OWEN EQUIPMENT	117213	11/15/2024	FLTMAINT	EIGHT ENGINE COOLING FANS BILLED AND SENT BY MISTA	\$0.00
				REPAIR PARTS FOR #470 SWEEPER	\$1,454.33



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OXARC	117214	11/15/2024	FIRE	BPO FIRE - OXARC - CYLINDER RENTAL	\$20.42
			WATER	PW-WTP-BPO SODIUM HYPOCHLORITE FOR WELLS	\$385.50
PATHOLOGISTS REGIONAL LAB	117215	11/15/2024	POLICE	PD LEGAL BLOOD DRAWS 24-L16316, 24-L16364, 24-L163	\$116.07
PERSI	1716	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$240,932.42
PORT OF LEWISTON	117216	11/15/2024	INFOSYSTMS	BPO - FIBER CONNECTIONS	\$945.00
PRINTCRAFT PRINTING	117217	11/15/2024	LIBRARY	LIB - MAILING ENVELOPES	\$225.00
			POLICE	BPO PD BUSINESS CARDS	\$70.00
				PD 500 ANNUAL DOG LICENSES	\$195.00
PROVE IT POLYGRAPH	117218	11/15/2024	POLICE	PD PRE EMPLOYMENT POLYGRAPH CLICK	\$200.00
				PD PRE EMPLOYMENT POLYGRAPHS HUNTER, THORNTON	\$400.00
RDK CORPORATION DBA SHADOW TRACKERS	117222	11/15/2024	HR	BPO - BACKGROUND CHECK SERVICES	\$420.00
RELIANCE STANDARD LIFE INSURANCE COMPANY	117134	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$7,938.79
RICK HINES	117180	11/15/2024	FLTMAINT	BPO/ UPHOLSTERY REPAIRS FOR FLEET	\$650.00
RICOH USA INC	117220	11/15/2024	LEGAL	BPO-LEGAL-RICOH MONTHLY COPIER RENTAL FY25	\$134.77
			TRANSITOP	TRANSIT BPO COPIER (RICOH IM C3500) RENTAL	\$134.76
	117221	11/15/2024	EXECUTIVE	EXEC BPO: FY 25 RICOH MAINT/COPY COST PER COPY	\$242.62
			LEGAL	BPO-LEGAL-RICOH MONTHLY COPY FEES FY25	\$16.80
			SANITATION	BPO - PW - MPC4503 COPIER MAINTENANCE	\$8.67
			STMWTR	BPO - PW - MPC4503 COPIER MAINTENANCE	\$8.67
			TRNSPN	BPO - PW - MPC4503 COPIER MAINTENANCE	\$203.75
			WATER	BPO - PW - MPC4503 COPIER MAINTENANCE	\$2.17
			WSTWTR	BPO - PW - MPC4503 COPIER MAINTENANCE	\$2.17
SITEONE LANDSCAPE SUPPLY LLC	117223	11/15/2024	PARKSFAC	12 IRRIGATION UNIONS USED IN MULTIPLE LOCATIONS	\$284.68
				BPO - PARKS - SITE ONE IRRIGATION SUPPLIES	\$69.17
SPLASH CARWASH & DETAILING	117226	11/15/2024	FLTMAINT	BPO - CAR WASHES FOR FLEET	\$87.00
			POLICE	BPO PD CAR WASH	\$516.00
ST JOSEPH HOSPITAL LLC	117224	11/15/2024	FIRE	FIRE - SJRMC - KOTH BLS RECERT	\$10.00
STANTEC CONSULTING SERVICES INC	117227	11/15/2024	WATER	WR043 DISINFECTION ANALYSIS W/O UV	\$2,273.75
STERLING BATTERY	117230	11/15/2024	FLTMAINT	BPO - FLEET VEHICLE BATTERIES	\$481.52



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COMPANY			FLTMAINT	BPO - FLEET VEHICLE BATTERIES	\$75.05
SUPREME POWER SPORTS LLC	117232	11/15/2024	PARKSFAC	REPLACE A MOWER ENGINE	\$406.81
TAMMI L SMITH DBA THE COUNTRY STITCH	117160	11/15/2024	FIRE	BPO FIRE - COUNTRY STITCH - ALTERATIONS/REPAIRS	\$48.78
			POLICE	BPO PD UNIFORM ALTERATIONS FOR PATROL	\$43.36
THE HOME DEPOT PRO	117231	11/15/2024	PARKSFAC	AIRLESS PAINT SPRAYER, BATTERY PACK	\$129.00
				CORDLESS AIRLESS PAINT SPRAYER	\$598.00
				VACUUM BAGS, URINAL SCREENS, NEUTRALIZER PODS	\$196.20
THOMSON REUTERS - WEST	117234	11/15/2024	LEGAL	BPO-LEGAL-WESTLAW CHARGES FY25	\$1,115.43
TK ELEVATOR CORPORATION	117235	11/15/2024	PARKSFAC	QUARTERLY ELEVATOR MAINTENANCE CONTRACT	\$2,361.56
T-MOBILE	117233	11/15/2024	COMDEV	BPO-CD-PHONE SERVICE FOR CELL PHONES & TABLETS	\$233.80
			EXECUTIVE	BPO-PIO-MONTHLY PHONE BILL	\$133.26
				EXEC BPO: TMOBILE CHARGES FOR CLERK CITY PHONE	\$34.94
			HR	BPO - DATA SERVICE FOR HR DEPARTMENT	\$16.40
			LEGISLATIV	BPO COUNCIL: MONTHLY TMOBILE CHARGES	\$72.44
			LIBRARY	BPO - LIB - MONTHLY CELL AND DATA CHARGES	\$222.26
			PARKSFAC	BPO FACILITIES CELL PHONE CHARGES	\$255.19
				BPO PARKS CELL PHONE CHARGES	\$298.90
				BPO REC ADMIN CELL PHONE CHARGES	\$149.24
			POLICE	BPO PD DEPARTMENT CELL PHONE CHARGES	\$156.65
			SANITATION	BPO - TS - MOBILE MONTHLY BILL: R BROWN	\$34.94
			STMWTR	BPO - STMW - TABLET MONTHLY CHARGES	\$7.40
			TRANSITOP	BPO TRANSIT IPAD DATA PLAN	\$13.40
			TRNSPN	BPO - ENG - MOBILE/TABLET MONTHLY CHARGES	\$136.35
				BPO - ST - MOBILE MONTHLY BILL: J MILLER	\$34.94
			WATER	PW-WTR-BPO MOBILE/TABLET MONTHLY CHARGES	\$522.39
			WSTWTR	PW-WW-BPO MOBILE/TABLET MONTHLY CHARGES	\$172.98
TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS INC	117236	11/15/2024	POLICE	BPO TLO ACCESS FEES FOR INVESTIGATIONS	\$125.00



Voucher's Payable

TRIBUNE PUBLISHING CO	117237	11/15/2024	COMDEV	BPO-CD-PZC- PUBLISHED NOTICES FOR PUBLIC HEARINGS	\$67.72
			ECONDEV	CD-CDBG-2023 CAPER PUBLIC NOTICE RERUN IN TRIBUNE	\$174.44
			PARKSFAC	AD FOR LIBRARY LIGHTING UPGRADES IFB-24-021	\$235.22
			TRNSPN	BR003 S'WAY BRIDGE PIER 3 REHAB; AD 10/17 & 10/24	\$176.72
UNIFORMS2GEAR INC	117238	11/15/2024	POLICE	BPO PD UNIFORMS/PATROL	\$10.00
				PD TWO BALLISTIC VESTS, PANELS, AND NAME TAGS	\$2,565.40
URM STORES INC	117239	11/15/2024	RECREATION	BPO - SENIOR NUTRITION - DAILY FOOD PURCHASES	\$265.31
US FOODS - SPOKANE	117240	11/15/2024	RECREATION	BPO FOOD SUPPLY FOR SENIOR MEAL PROGRAM	\$1,702.73
VALLEY VISION INC	117241	11/15/2024	LEGISLATIV	FY 25 SERVICES AGREEMENT - COUNCIL APPROVED 10/24	\$10,000.00
WASHINGTON STATE SUPPORT REGISTRY	117135	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$358.86
WEBER ENTERPRISES LLC DBA GARLINGHOUSE MEMORIALS	117173	11/15/2024	PARKSFAC	LEGACY STONE ORDERS AND REPLACEMENT STONES	\$150.00
WELCH COMER & ASSOCIATES INC	117242	11/15/2024	CAPITAL PROJECTS	MJ024-RFQ-24-009 MAIN ST CORRIDOR DESIGN	\$176,459.05
WESTERN RECYCLERS INC	117243	11/15/2024	FINANCE	BPO - FIN - WESTERN RECYCLERS - SHREDDING	\$34.66
			FIRE	BPO FIRE - WESTERN RECYCLERS - SHREDDING	\$52.00
			HR	BPO - FIN - WESTERN RECYCLERS - SHREDDING	\$17.34
			POLICE	BPO PD SHREDDING SERVICES	\$52.00
WILBERT PRECAST INC	117244	11/15/2024	CEMETERY	OCTOBER 2025 BURIALS AT NORMAL HILL CEMETERY	\$4,360.00
WSCCCE	117136	11/14/2024	ADMSVC	Payroll Run 1 - Warrant 111424	\$1,756.56
ZIEGLER BUILDING CENTER	117245	11/15/2024	WATER	PW-WD-BPO OPERATING/CONSTRUCTION SUPPLIES	\$17.33
ZOLL MEDICAL CORPORATION GPO	117246	11/15/2024	FIRE	BPO FIRE - ZOLL - EMS SUPPLIES	\$2,913.20
Total					\$1,672,266.08



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Vendor Name	Ck#	Ck Date	Department	Description	Total
AEGEAN LLC DBA PUBLIC AGENCY TRAINING COUNCIL	11739 7	11/27/2024	POLICE	REG- CRANE,DONNERBERG,MARKETTI- HOSTAGE NEGOTIATIONS	\$1,950.00
AG-PRO	11724 8	11/21/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$31.36
ALLWEST TESTING & ENGINEERING	11732 2	11/27/2024	STMWTR	SM014-STRM-COMPACTION TESTING AT 13TH ST/17TH AVE	\$556.25
ALWAYS TOWING LLC	11732 3	11/27/2024	FLTMAINT	BPO- FLEET TOWING SERVICES	\$225.00
			POLICE	BPO PD TOW SERVICE	\$225.00
AMAZON CAPITAL SERVICES	11732 4	11/27/2024	COMDEV	BPO-CD-OFFICE SUPPLIES-PAPER, PENS, RECEIPT PAPER	\$112.31
			FIRE	FIRE - AMAZON - OOS TAGS	\$39.89
				FIRE - AMAZON - TECH/OFFICE/CLEANING SUPPLIES	\$275.07
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	\$54.34
			FLTMAINT	BPO/ FLEET REPAIR PARTS & OFFICE SUPPLIES	\$41.99
			LIBRARY	LIB - FOREST SERVICE GRANT PURCHASE	\$209.57
			PARKSFAC	6 THERMOSTATS THROUGH OUT CITY BUILDINGS	\$111.07
				PUMP SPRAYER PARTS TO REBUILD PUMP	\$430.50
				SWITCH PART FOR THE BUILDING MAINT MITER SAW	\$12.98
				WATER FILTERS FOR ALL CITY WATER FOUNTAINS	\$426.31
			POLICE	BPO PD OFFICE AND TECHNOLOGY SUPPLIES	\$126.59
			RECREATION	RECREATION AMAZON PURCHASE- COURT TAPE, CALENDAR	\$312.24
			WATER	PW-WD-IPAD CASES AND STYLUS; GARZA/HASENOEHL	\$75.74
			WSTWTR	PW-WWC-LINEAR 4000PSI WATER GUN FOR VACTOR #357	\$48.06
				PW-WWC-NO FISHING ACCESS AND NO PARKING SIGNS	\$89.57
ANATEK LABS INC	11732 5	11/27/2024	WATER	PW-WTP-BPO SAMPLING ANALYSIS FOR COMPLIANCE	\$1,760.00
			WSTWTR	BPO-PW-IPT-BPO SAMPLING ANALYSIS FOR COMPLIANCE	\$1,615.00
				BPO-PW-WWTP-LAB SAMPLE ANALYSIS	\$255.00
ANTHONY H SEUBERT	11740 3	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$176.88
ARROW CONSTRUCTION SUPPLY LLC	11724 9	11/21/2024	TRNSPN	PW-STG-GRACO LINELAZERV3900 PAINT SPRAYER	\$8,700.00
ASOTIN COUNTY LANDFILL	11725 0	11/21/2024	SANITATION	BPO - PW - FY25 MONTHLY SOLID WASTE DISPOSAL	\$126,698.50



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
ASOTIN COUNTY LANDFILL	117250	11/21/2024	WSTWTR	BPO-PW-WWTP-FY25 MONTHLY DISPOSAL	\$405.80
ATLAS COPCO COMPRESSORS LLC	117326	11/27/2024	WSTWTR	PW-WWTP-PARTS FOR GA15 COMPRESSOR REPAIRS	\$8,962.88
ATLAS SAND & ROCK	117327	11/27/2024	PARKSFAC	ATLAS - SAND FOR ARTIFICAL TURF ON BALL FIELDS	\$101.39
			TRNSPN	BPO - ST - DUTHIE SAND & ROCK	\$237.96
BANNER BANK-COMMUNITY DEV	117302	11/27/2024	COMDEV	CD-J. WOLFE-BUILDING PLANS EXAMINER ONLINE TEST	\$240.00
BANNER BANK-PARKS & REC 3	117303	11/27/2024	PARKSFAC	THERMAL EXPANSION VALVE FOR CITY HALL HVAC	\$138.09
BERNARD'S TOWING AND CENTRAL GRADE AUTO PARTS LLC	117251	11/21/2024	POLICE	PD TOW FEE FOR STOLEN MOTORCYCLE 24-L16775	\$195.00
BLUE RIBBON LINEN SUPPLY INC	117328	11/27/2024	FIRE	BPO FIRE - BLUE RIBBON - LAUNDRY SERVICE	\$52.90
BOB'S GARAGE DOORS LLC	117329	11/27/2024	PARKSFAC	BPO - FAC - BOB'S GARAGE DOOR-DOOR REPAIRS	\$135.00
BRADY COMPANIES LLC DBA BRADY INDUSTRIES OF IDAHO LLC	117330	11/27/2024	PARKSFAC	MOP HEAD AND CLEANING SUPPLIES	\$266.73
				PAPER TOWELS AND A DUSTER	\$64.72
BRETTON S WATSON DBA ABLE LOCKSMITH	117247	11/21/2024	WSTWTR	PW-WWTP-BPO LOCK & KEY SRVS	\$130.00
	117320	11/27/2024	INFOSYSTMS	LOCKSMITH LABOR AND MATERIALS- BELL BLDG	\$234.90
			PARKSFAC	BPO - FACILITIES - LOCK WORK THROUGHOUT THE CITY	\$124.95
BRIAN BURKE	117312	11/27/2024	FIRE	MEALS B. BURKE COT CARE WILMINGOTN, OH	\$157.00
BRIAN E WARD DBA GUMBY ENTERPRISES INC	117289	11/21/2024	FLTMAINT	BPO - FLEET TOOLS & SUPPLIES	\$57.75
BRIAN ERICKSON	117313	11/27/2024	POLICE	MEALS B. ERICKSON OFFICER INVOLVED LAS VEGAS	\$602.00
CANON FINANCIAL SERVICES INC	117331	11/27/2024	COMDEV	BPO-CD-CANON PRINTER: DX5760I COPIER LEASE-CANON	\$253.63
CATALYST MEDICAL GROUP PLLC	117332	11/27/2024	FIRE	BPO - FIRE - CATALYST MEDICAL - PHYSICALS	\$246.78
CDW GOVERNMENT LLC	117333	11/27/2024	INFOSYSTMS	MICROSOFT O365 LICENSES	\$1,555.40
CENTURYLINK	117334	11/27/2024	COMDEV	11/10/24 BILL DATE: UTILITY CHARGE	\$85.93
			FIRE	11/10/24 BILL DATE: UTILITY CHARGE	\$786.71
			INFOSYSTMS	11/10/24 BILL DATE: UTILITY CHARGE	\$578.87
			LIBRARY	11/10/24 BILL DATE: UTILITY CHARGE	\$55.92
			PARKSFAC	11/10/24 BILL DATE: UTILITY CHARGE	\$1,029.23
			POLICE	11/10/24 BILL DATE: UTILITY CHARGE	\$949.87
			TRANSITOP	11/10/24 BILL DATE: UTILITY CHARGE	\$171.86
			WATER	11/10/24 BILL DATE: UTILITY CHARGE	\$429.65
			WSTWTR	11/10/24 BILL DATE: UTILITY CHARGE	\$455.47



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
CENTURYLINK	11733 5	11/27/2024	INFOSYSTMS	11/16/24 BILL DATE: UTILITY CH	\$30.11
CES	11733 6	11/27/2024	WSTWTR	PW-WWTP-BPO ELECTRICAL SUPPLIES	\$293.65
CINTAS CORPORATION #606	11733 7	11/27/2024	FLTMAINT	BPO/ FLEET UNIFORM RENT & LAUNDRY	\$111.51
			PARKSFAC	BPO - PARKS - CLEANING SUPP. & LAUNDERED UNIFORMS	\$129.69
CITY OF LEWISTON EMPLOYEE BENEFIT PLAN TRUST	11730 4	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$414,653.72
CITY OF LEWISTON EMPLOYEE BENEFIT- CAFETERIA PLAN	11730 5	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$7,836.80
CLEARWATER HYDRAULICS LLC	11733 8	11/27/2024	WSTWTR	PW-WWCOLL-BPO SHOP REPLACEMENT PARTS FOR EQUIP	\$59.48
CODY BLOOMSBURG	11731 4	11/27/2024	POLICE	MEALS C. BLOOMSBURG OFFICER INVOLVED LAS VEGAS	\$602.00
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	11725 3	11/21/2024	SANITATION	BPO - TS - FUEL	\$90.63
				BPO - TS - FY25 FUEL FOR SDI HAUL	\$297.95
	11733 9	11/27/2024	CEMETERY	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$237.39
				CP-0197330 - 11/24/24 BILL DATE	\$119.69
			COMDEV	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$132.27
				CP-0197330 - 11/24/24 BILL DATE	\$153.36
			FIRE	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$1,000.93
				CP-0197330 - 11/24/24 BILL DATE	\$1,068.37
			FLTMAINT	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$53.10
				CP-0197330 - 11/24/24 BILL DATE	\$84.65
			LIBRARY	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$41.70
				CP-0197330 - 11/24/24 BILL DATE	\$84.65
			PARKSFAC	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$845.95
				CP-0197330 - 11/24/24 BILL DATE	\$813.09
			POLICE	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$1,424.68
				CP-0197330 - 11/24/24 BILL DATE	\$1,572.76
			SANITATION	BPO - TS - FUEL	\$241.00
				BPO - TS - FY25 FUEL FOR SDI HAUL	\$1,551.42
			STMWTR	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$223.39
				CP-0197330 - 11/24/24 BILL DATE	\$84.65
			TRANSITOP	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$1,244.77
				CP-0197330 - 11/24/24 BILL DATE	\$1,280.91
			TRNSPN	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$1,002.72

From 11/16/2024 to 11/27/2024

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Vendor Name	Ck#	Ck Date	Department	Description	Total
COLEMAN OIL COMPANY LLC DBA COLEMAN OIL COMPANY	117339	11/27/2024	TRNSPN	CP-0197330 - 11/24/24 BILL DATE	\$1,346.46
			WATER	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$139.73
				CP-0197330 - 11/24/24 BILL DATE	\$679.43
			WSTWTR	CP-0195522: 11/17/24 BILL DATE: FUEL CHARGES	\$560.81
				CP-0197330 - 11/24/24 BILL DATE	\$170.32
				PW-WWTP-BPO LUBE FOR MAINTENANCE	\$230.65
COLLIER ELECTRIC LLC	117340	11/27/2024	WSTWTR	BPO-PW-WWTP-ONCALL ELEC SRVS	\$630.00
				WW034 LOSD LIFT STATION ELECTRICAL CALL-OUTS	\$186.31
COMMERCIAL TIRE INC	117341	11/27/2024	FLTMAINT	BPO/ FLEET TIRE REPAIRS & DISPOSAL	\$282.00
CONSOLIDATED ELECTRICAL DISTRIBUTORS	117254	11/21/2024	INFOSYSTMS	ELECTRICAL SUPPLIES FOR SKATE PARK	\$189.84
CONTINENTAL AMERICAN INSURANCE COMPANY DBA AFLAC GROUP	117301	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$1,464.27
D & D MCLAUGHLIN LLC	117344	11/27/2024	WATER	PW-WD-BPO CONCRETE FOR MISC JOBS	\$322.00
			WSTWTR	WW053 MANHOLE REPLACEMENT CONCRETE BPO	\$360.00
DAN JOHNSON	117275	11/21/2024	LEGISLATIV	MEALS: ASSOC OF ID CITIES LEG SUMMIT: 12/02/24	\$160.00
DEMCO INC	117345	11/27/2024	LIBRARY	BPO - LIB - CATALOGING SUPPLIES	\$861.80
EFTPS	1856	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$171,524.30
EMD MILLIPORE CORPORATION	117347	11/27/2024	WSTWTR	PW-WWTP-CONSUMABLES FOR LAB PURE WATER SYS	\$2,891.81
EMS MANAGEMENT & CONSULTANTS INC	117255	11/21/2024	FIRE	BPO FIRE - EMS MC - AMBULANCE BILLING SERVICE	\$7,633.96
ERB'S ACE HARDWARE LLC	117349	11/27/2024	FIRE	BPO FIRE - ERB HARDWARE - SUPPLIES	\$16.99
			PARKSFAC	ERB HARDWARE HOOK BLADES	\$84.09
			TRNSPN	BPO - ST/TR - OPERATING SUPPLIES	\$75.15
			WATER	PW-WD-BPO OPERATING SUPPLIES: TOOLS & HARDWARE	\$39.59
				PW-WTP-BPO-OPERATING SUPPLIES: TOOLS & HARDWARE	\$130.87
			WSTWTR	PW-WWTP-BPO OPERATING AND CLEANING SUPPLIES	\$109.33
FASTENAL COMPANY	117350	11/27/2024	PARKSFAC	BPO - FASTENAL VENDING SUPPLIES	\$313.52
			WATER	PW-WTP-BPO BOLTS, NUTS, MISC TOOLS	\$3.88
			WSTWTR	PW-WWCOLL-BPO TOOLS AND SUPPLIES	\$25.61



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
FASTENAL COMPANY	11735	11/27/2024	WSTWTR	PW-WWTP-BPO MAINT SUPPLIES	\$121.16
FEDEX	11725 6	11/21/2024	WSTWTR	PW-WWCOLL-BPO SHIPPING CHARGES	\$30.90
FERGUSON ENTERPRISES #3011	11735 1	11/27/2024	STMWTR	PW-STORM-BPO CULVERT & STORM SYSTEM SUPPLIES	\$180.11
			TRNSPN	PW - ST - REPLACE BROKEN WATER GATE VALVES	\$545.72
				PW - STREETS - PPE: STEEL TOE RUBBER BOOTS	\$182.96
			WATER	PW-WD-BPO WATERWORKS/PLUMBING FITTINGS/ACCESSORIE	\$1,663.31
				PW-WD-SENSUS METERS RESTOCK	\$661.64
				WR513-PW-WD-3RD ST WATER MAIN REPLACEMENT; PARTS	\$7,225.84
FERGUSON ENTERPRISES LLC #3325	11739 3	11/27/2024	WATER	PW-WD-BPO WATERWORKS/PLUMBING FITTINGS/ACCESSORIE	\$2,136.85
FERNO WASHINGTON INC	11735 2	11/27/2024	FIRE	REG-FIRE-BURKE-FERNO COT CARE	\$1,000.00
FISHER SYSTEMS INC	11725 7	11/21/2024	WSTWTR	PW-WW-BPO ALARM MONITORING	\$470.30
	11735 3	11/27/2024	WSTWTR	PW-WWCOLL-BPO ALARM SYSTEM CHANGES	\$65.00
				PW-WWTP-BPO ALARM SYSTEM CHANGES	\$125.00
FOP LEWIS CLARK LODGE #10	11730 6	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$1,742.46
GATEWAY MATERIALS	11735 5	11/27/2024	WATER	PW-WD-BPO METAL STOCK-TUBING, BAR, ROD, REBAR	\$172.81
GEORGE WILLIAM REED	11739 8	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$120.60
GOBLE SAMPSON AND ASSOCIATES INC	11735 6	11/27/2024	WSTWTR	PW-WWTP-POLYMER PUMP PARTS; QUOTE ATTACHED	\$1,366.02
GOLDEN RULE CREATIONS INC	11725 8	11/21/2024	POLICE	PD DEPARTMENT SHOULDER PATCHES FOR SWAT TEAM	\$202.61
GRAINGER	11735 7	11/27/2024	PARKSFAC	CHAINS FOR HANGING SIGNS	\$43.22
			WATER	PW-WTP-BPO MOTORS/PUMPS/TOOLS/FITTINGS	\$532.10
				PW-WTP-CHEMICAL SPILL KIT	\$414.96
			WSTWTR	PW-WWC & WW034-PUMP AND MOTOR LIFTING SUPPLIES	\$4,945.56
H & H BUSINESS SYSTEMS	11735 8	11/27/2024	COMDEV	BPO-COPIER MAINTENANCE COLOR, B&W FOR IMAGE RUNNE	\$177.62
			WSTWTR	PW-WWTP-BPO COPIER MAINTENANCE	\$1.42
HACH COMPANY	11735 9	11/27/2024	WATER	PW-WTP- BPO FOR PLANT EQUIPMENT/INSTRUMENTS	\$51.83
			WSTWTR	PW-WWTP-BPO LAB SUPPLIES	\$1,322.83
HAHN RENTAL CENTER	11736 0	11/27/2024	PARKSFAC	HAHN RENTAL - SAFETY FENCING	\$131.97



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
HANNAH LIEDKIE	117315	11/27/2024	LEGISLATIV	MEALS H. LIEDKIE ASSOCIATION OF ID LEGISLATIVE SUM	\$19.00
HENRY SCHEIN	117259	11/21/2024	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	\$95.32
	117361	11/27/2024	FIRE	BPO FIRE - HENRY SCHEIN - EMS SUPPLIES	\$556.66
HERCO INC DBA HERCO ASPHALT & PAVING	117362	11/27/2024	TRNSPN	BPO - ST - HOT MIX ASPHALT	\$91.64
HOME DEPOT CREDIT SERVICES	117363	11/27/2024	FIRE	BPO FIRE - HOME DEPOT - SUPPLIES	\$209.40
			PARKSFAC	BPO - FAC - HOME DEPOT - CONSTRUCTION SUPPLIES	\$72.60
				HOME DEPOT LIQUID NAILS	\$145.92
				HOME DEPOT MAINTENANCE SUPPLIES	\$443.70
				LUMBER FOR THE SUNSET PARK FENCE PROJECT	\$173.76
				MATERIAL TO REPAIR VAMDALISM AT PIONEER PARK REFUN	(\$575.12)
			WATER	PW-WD-TOOL BATTERIES; MILWAUKEE (5) RAPID CHARGE	\$316.00
HRA VEBA TRUST	117364	11/27/2024	POLICE	VEBA - STORMES	\$4,945.29
I A F F - LOCAL #1773	117307	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$3,283.00
IACP	117365	11/27/2024	POLICE	PD IACP MEMBERSHIP DUES FOR CHIEF KUZIK	\$220.00
IDAHO CHILD SUPPORT RECEIPTING	117308	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$270.00
IDAHO RURAL WATER ASSOCIATION	117366	11/27/2024	WSTWTR	PW-WWTP-E WILPONEN/N FERRIS ONLINE TRAINING	\$480.00
IDAHO STATE POLICE	117367	11/27/2024	COMDEV	BPO-CD-FINGERPRINT FEES RELATING TO BUSINESS LIC	\$33.25
IDAHO STATE TAX COMMISSION	117309	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$29,176.00
INGRAM LIBRARY SERVICES	117260	11/21/2024	LIBRARY	BPO - LIB - ADULT NONFICTION 1ST FLR	\$72.28
				BPO - LIB - LARGE PRINT	\$31.57
				BPO - LIB - TEEN NONFICTOIN	\$53.87
				LIB - BPO - ADULT BOOKMOBILE	\$438.28
	117368	11/27/2024	LIBRARY	BPO - LIB - ADULT FICTION	\$2,480.93
				BPO - LIB - ADULT NONFICTION 1ST FLR	\$449.35
				BPO - LIB - ADULT NONFICTION 2ND FLR	\$25.25
				BPO - LIB - JUVENILE FICTION	\$710.88
				BPO - LIB - LARGE PRINT	\$886.33
				BPO - LIB JUVENILE BOOKMOBILE ORDERS	\$192.46



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
INGRAM LIBRARY	11736	11/27/2024	LIBRARY	LIB - BPO - ADULT BOOKMOBILE	\$32.20
INK TECHNOLOGIES PRINTER SUPPLIES LLC DBA INK TECHNOLOGIES.COM	11736 9	11/27/2024	POLICE	PD 8 PRINTER INK CARTRIDGES FOR OFFICERS ROOM	\$108.00
INLAND FASTENER INC	11737 0	11/27/2024	FLTMAINT	BPO - FLEET REPAIR PARTS & SUPPLIES	\$6.86
INLAND FIRST AID AND SAFETY LLC	11737 1	11/27/2024	SANITATION	BPO - TS - FIRST AID SUPPLIES	\$55.80
INTERNATIONAL CITY MANAGEMENT ASSOCIATION DBA MISSIONSQUARE RETIREMENT	1854	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$4,442.05
JOE HALL FORD	11726 1	11/21/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$57.22
JOHN'S SAW SERVICE	11726 2	11/21/2024	FIRE	BPO FIRE - JOHNS SAW - REPAIR/SUPPLIES	\$8.49
			PARKSFAC	BPO - PARKS - JOHN'S SAW ENGINE REPAIR	\$30.99
			TRNSPN	BPO - ST/TR - OPERATING SUPPLIES	\$168.08
JOHNSON ELECTRICAL CONTRACTING	11737 4	11/27/2024	TRNSPN	PW - DAMAGE TO TRANS. INFRASTRUCTURE; #24-L165	\$16,520.00
JON ADAMS	11732 1	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$176.88
J-U-B ENGINEERS	11726 3	11/21/2024	WATER	PW-WR071 RESERVOIRS EVALS & RECOATS; OWNERS AGENT	\$2,514.50
				PW-WTR-WR043 DESIGN OF CAPITAL WATER REPLACEMENTS	\$4,590.10
KAREN SELDON	11728 8	11/21/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$217.75
KATHERINE LOUISE CONE	11734 2	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$31.49
KENWORTH SALES COMPANY	11737 5	11/27/2024	FLTMAINT	OSL/ REPAIR REAR SUSPENSION OF #327 DUMP TRUCK	\$5,119.27
KINLEY L PEDERSON	11739 1	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$58.29
LACAL EQUIPMENT INC	11737 6	11/27/2024	FLTMAINT	REPL PARTS FOR #467 SWEEPER	\$852.12
LATAH SANITATION INC	11737 2	11/27/2024	SANITATION	BPO - PW - FY25 MONTHLY YW COMPOSTING SRVCS	\$48,001.09
			WSTWTR	PW-WWTP-BPO BIOSOLIDS DISPOSAL	\$17,099.68
	11737 3	11/27/2024	CEMETERY	BPO PARKS AND CEMETERY PORTABLE TOILETS	\$83.00
			PARKSFAC	BPO PARKS AND CEMETERY PORTABLE TOILETS	\$1,149.25
			WATER	PW-WD-BPO PORTAPOT MONTHLY SRV	\$45.00
LEGACY PAVING AND CONSTRUCTION LLC	11726 5	11/21/2024	WATER	PW-WD-BPO FOR EMERGENCY ASPHALT PATCHES	\$1,400.00



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
LEGACY PAVING AND CONSTRUCTION LLC	117377	11/27/2024	WATER	PW-WD-BPO FOR EMERGENCY ASPHALT PATCHES	\$8,150.00
LES SCHWAB TIRE CENTER	117378	11/27/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS & OSL	\$20.00
LEWIS CLARK AMATEUR HOCKEY ASSOCIATION INC	117264	11/21/2024	RECREATION	ICE TIME AND HOCKEY UNIFORMS FOR PROGRAM	\$1,045.00
LHTAC	117266	11/21/2024	STMWTR	REG - VARIOUS - LHTAC ENVIRONMENTAL BMP'S	\$80.00
			TRNSPN	REG - VARIOUS - LHTAC ATSSA TCS CLASS	\$1,600.00
				REG - VARIOUS - LHTAC ENVIRONMENTAL BMP'S	\$800.00
LOID	117379	11/27/2024	PARKSFAC	11/18/24 BILL DATE: UTILITY	\$408.00
MERCURY MEDICAL	117380	11/27/2024	FIRE	BPO FIRE - MERCURY MEDICAL - EMS SUPPLIES	\$485.86
MIDWEST TAPE LLC	117381	11/27/2024	LIBRARY	BPO - LIB - ADULT DVD ORDERS	\$117.70
				BPO - LIB - JUVENILE DVDS	\$49.48
MISC CUSTOMER REFUND	117267	11/21/2024	LEGAL	A. BRANNAN:#183873:WATSON CATTLE SEIZURE	\$500.00
	117268	11/21/2024	RECREATION	BRYAN SKINNER: FENTON GYM REFUND: 3 DAYS @ \$90	\$270.00
	117269	11/21/2024	WATER	UB 0503014184 1708 18TH	\$129.30
	117270	11/21/2024	WATER	UB 1202007188 1021 MAIN	\$3,022.63
	117271	11/21/2024	ECONDEV	ORCHARD VILLA APTARTMENTS CD-CDBG-L1SD	\$1,371.00
	117272	11/21/2024	ECONDEV	PEAVEY PROPERTIES: CD-CDBG-L1SD	\$1,250.00
	117273	11/21/2024	LEGAL	T. WITTERS:#183872:HAUL WATSON CATTLE	\$50.00
	117274	11/21/2024	LEGAL	T. WITTERS:#183871:WATSON CATTLE SEIZURE	\$300.00
	117310	11/27/2024	STMWTR	UB 5001000397 1719 RIPON	\$141.88
	117311	11/27/2024	ECONDEV	CD-CDBG-L1SD-EDUCATING STUDENTS EXP HOMELESSNESS	\$3,000.00
MOTOROLA SOLUTIONS INC	117382	11/27/2024	POLICE	REG-REISDORPH,TALBOTT-RECORDS ADMIN TRAINING	\$1,400.00
MY ARCHITECT LLC	117276	11/21/2024	TRANSITCAP	TRANSIT BPO COMM CTR BUS STOP CONSTRUCTION MANAGE	\$5,822.75
NAPA AUTO PARTS	117383	11/27/2024	FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$161.51
			FLTMAINT	BPO - FLEET - REPAIR PARTS & SUPPLIES	\$559.25
				NEW TURBO AND GASKETS FOR #310	(\$52.35)
			WATER	PW-WD-BPO PARTS; FLUIDS; TOOLS AND CONSUMABLE MAI	\$26.82



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
NATIONAL BUSINESS FURNITURE	117277	11/21/2024	FIRE	FIRE - NATL BUSINESS FURNITURE - DESK FOR NEW POS	\$1,265.57
NATIONWIDE RETIREMENT	1853	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$6,653.74
NATIONWIDE-RESERVE	1857	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$1,497.76
NICK EYLAR	117316	11/27/2024	POLICE	MEALS N. EYLAR OFFICER INVOLVED LAS VEGAS	\$602.00
NORCO INC	117278	11/21/2024	WATER	PW-WD-BPO PPE; SAFETY VESTS, SAFETY GLASSES,	\$27.69
			WSTWTR	BPO-PW-WWCOLL-MISC PERSONAL PROTECTIVE EQUIP	\$267.32
	117384	11/27/2024	FIRE	BPO FIRE - NORCO - MEDICAL OXYGEN/SUPPLIES	\$266.82
			WATER	PW-WD-BPO PPE; SAFETY VESTS, SAFETY GLASSES,	\$15.41
NORTH 40 OUTFITTERS	117279	11/21/2024	PARKSFAC	BPO - FAC - NORTH 40 - SHOP SUPPLIES	\$14.98
			WSTWTR	PW-WWC-NEW EMPLOYEE G WOOD; PPE/CLOTHES	\$389.94
				PW-WWCOLL-BPO OPERATING SUPPLIES	\$797.44
	117385	11/27/2024	FLTMaint	BPO/ FLEET REPAIR PARTS & SUPPLIES	\$20.79
			PARKSFAC	BPO - FAC - NORTH 40 - SHOP SUPPLIES	\$46.76
				BPO - PARKS - NORTH 40 MISC SUPPLIES	\$27.98
				NORTH 40 - 4 ROLLS OF SAFETY FENCING	\$104.94
			POLICE	PD CAT CARRIER FOR ANIMAL CONTROL VEHICLE	\$39.99
			TRNSPN	BPO - ST/TR - OPERATING SUPPLIES	\$59.99
			WATER	PW-WD-BPO OPERATING SUPPLIES	\$134.69
				PW-WTP-BPO OPERATING SUPPLIES	\$88.82
			WSTWTR	PW-WWCOLL-BPO OPERATING SUPPLIES	\$11.58
				PW-WWC-PANTS K HIGBEE (2) REPLACE PPE	\$100.00
				PW-WWC-PANTS K MURRELL (2) REPLACE PPE	\$100.00
				PW-WWC-SAFETY BOOTS-K LEE	\$175.00
				PW-WWC-SAFETY BOOTS-K MURRELL	\$175.00
				PW-WWTP-BPO OPERATING SUPPLIES	\$574.67
				PW-WWTP-PPE; C WILKINS, NEW EMPLOYEE	\$499.94
				PW-WWTP-SAFETY BOOTS; C WILKINS, NEW EMPLOYEE	\$146.24
NORTHWEST ENGRAVING	117386	11/27/2024	PARKSFAC	NORTHWEST ENGRAVINGS - RECOGNITION BOX	\$30.00



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
ODOO INC	11728 1	11/21/2024	INFOSYSTMS	ODOO HOSTING	\$13,665.60
ODP BUSINESS SOLUTIONS LLC	11738 8	11/27/2024	COMDEV	BPO-CD-OFFICE SUPPLIES-PAPER, PENS, OTHER RELATED	\$135.17
			EXECUTIVE	EXEC BPO: COPY PAPER FOR CITY HALL COPIER	\$158.72
			SANITATION	BPO - TS - OFFICE SUPPLIES	\$44.43
			TRNSPN	BPO - PW OFFICE - OPERATING/OFFICE SUPPLIES	\$62.42
				BPO - ST/TR - OFFICE SUPPLIES	\$155.91
			WATER	PW-WD-BPO OFFICE SUPPLIES	\$24.02
				PW-WTP-BPO OFFICE SUPPLIES	\$66.23
			WSTWTR	PW-WWTP-BPO OFFICE SUPPLIES	\$158.86
ORCHARDS SHOE SHOP	11728 2	11/21/2024	WSTWTR	PW-WWC-SAFETY BOOTS-K HIGBEE	\$175.00
O'REILLY AUTO PARTS	11728 0	11/21/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$57.38
	11738 7	11/27/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$51.99
OXARC	11728 3	11/21/2024	WATER	PW-WD- BPO SAFETY SUPPLIES	\$25.38
			WSTWTR	PW-WWCOLL-BPO PERSONNEL SAFETY SUPPLIES	\$16.38
	11738 9	11/27/2024	WATER	PW-WTP-BPO SAFETY GLASSES/HARD HATS/GLOVES/HI VIS	\$227.39
			WSTWTR	PW-WWTP-BPO PERSONNEL SAFETY SUPPLIES	\$111.42
PACWEST MACHINERY LLC	11728 4	11/21/2024	FLTMAINT	BPO/ FLEET REPAIR PARTS	\$176.10
PAMELA A FURCHTENICHT	11735 4	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$95.14
PAPE MACHINERY INC	11739 0	11/27/2024	WATER	PW-WTP-FORK LIFT SAFETY SEAT SWITCH	\$219.50
PAUL SCOTT DRIVER	11734 6	11/27/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$78.39
PERSI	1855	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$237,319.03
PHOENIX RADIOLOGY	11739 2	11/27/2024	FIRE	FIRE - PHOENIX RADIOLOGY - NEW RESERVE PHYSICALS	\$30.00
PRECISION SIGNS	11739 4	11/27/2024	FIRE	FIRE - PRECISION SIGNS - STRIPING	\$440.00
PRINTCRAFT PRINTING	11728 5	11/21/2024	LIBRARY	LIB - THANK YOU CARDS	\$145.00
	11739 5	11/27/2024	COMDEV	BPO-CD-ENVELOPES, LETTERHEAD, PAPER, BUS CARDS	\$1,095.00
			PARKSFAC	EMERGENCY EXIT MAPS FOR COMMUNITY CENTER	\$33.00
PROVE IT POLYGRAPH	11739 6	11/27/2024	POLICE	PD PREEMPLOYMENT POLYGRAPHS O'CONNOR, SANTANA	\$400.00
REINER PUMP	11739 9	11/27/2024	WSTWTR	WW034 LOSD LIFT STATION #1 REPLACEMENT PUMP	\$6,233.00



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Vendor Name	Ck#	Ck Date	Department	Description	Total
RICOH USA INC	11728 6	11/21/2024	FIRE	BPO FIRE - RICOH - HQ METER	\$193.87
				BPO FIRE - RICOH - STATION PRINTERS	\$148.03
	11740 0	11/27/2024	EXECUTIVE	EXEC BPO: FY 25 CITY HALL COPIER RENT FOR IMC6000	\$226.83
			FIRE	BPO FIRE - RICOH - HQ COPIER	\$66.46
			POLICE	BPO PD COPIER RENTAL	\$199.87
	11740 1	11/27/2024	LIBRARY	BPO - LIB - COPY FEES	\$482.77
			PARKSFAC	BPO - PARKS - COLORED COPIES	\$109.07
			POLICE	BPO PD COPY FEES	\$85.20
			TRANSITOP	TRANSIT BPO COPIER (RICOH IM C3500) COPIES	\$17.67
ROBERT BROOKE & ASSOCIATES	11740 2	11/27/2024	PARKSFAC	LIBRARY DOOR ARM	\$171.20
SANITARY DISPOSAL INC DBA SUNSHINE DISPOSAL & RECYCLING	11729 1	11/21/2024	SANITATION	BPO - PW - FY25 ANNUAL CURBSIDE COLLECTION	\$286,239.96
				BPO - TS - FY25 CARDBOARD	\$96.00
	11740 6	11/27/2024	SANITATION	BPO - PW - FY25 EXTRA YW & RECY CURBSIDE CARTS	\$1,723.75
				PW - FY24 RECONCILIATION FOR CURBSIDE COLLECTION	\$602.47
SCADACORE INC	11728 7	11/21/2024	WATER	BPO-PW-WTP-SCADACORE MONTHLY SUBSCRIPTION	\$490.00
			WSTWTR	BPO-PW-WWA-SCADACORE MONTHLY SUBSCRIPTION	\$860.00
SCHUMANN ENTERPRISES INC DBA EMPIRE PRESSURE WASH	11734 8	11/27/2024	TRANSITOP	TRANSIT BPO BUS WASHING & SANITIZATION	\$290.00
SHERA S BRYER	11725 2	11/21/2024	RECREATION	BPO SENIOR NUTRITION MEAL DELIVERY REIMBURSEMENT	\$64.32
SPARKLIGHT	11729 0	11/21/2024	STMWTR	BPO - PW DEPT - SURVEY STATION COST SHARE	\$33.39
			TRNSPN	BPO - PW DEPT - SURVEY STATION COST SHARE	\$33.39
			WATER	BPO - PW DEPT - SURVEY STATION COST SHARE	\$33.38
			WSTWTR	BPO - PW DEPT - SURVEY STATION COST SHARE	\$33.39
STANTEC CONSULTING SERVICES INC	11740 4	11/27/2024	ECONOMIC DEVELOPMENT	MJ007 UTILITY CONCEPT EVAL FOR DEV INFILL	\$9,698.53
STERLING BATTERY COMPANY	11740 5	11/27/2024	FLTMANT	BPO - FLEET VEHICLE BATTERIES	\$231.02
SUPREME POWER SPORTS LLC	11729 2	11/21/2024	PARKSFAC	SUPREME POWER SPORTS - MOWER REPAIRS	\$570.25
TAMMI L SMITH DBA THE COUNTRY STITCH	11734 3	11/27/2024	POLICE	PD FEES FOR SEWING SWAT PATCHES ONTO 10 JACKETS	\$43.36
THE HOME DEPOT PRO	11740 7	11/27/2024	PARKSFAC	HD SUPPLY - TOILET BOWL CLEANER AND VACUUM BAGS	\$124.28



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Vendor Name	Ck#	Ck Date	Department	Description	Total
THE HOME DEPOT PRO	117407	11/27/2024	PARKSFAC	HOME DEPOT - CUSTODIAL SUPPLIES	\$341.60
THE UPS STORE	117296	11/21/2024	POLICE	BPO PD MAIL SERVICE	\$367.85
THOMAS, DEAN & HOSKINS OF IDAHO, INC.	117293	11/21/2024	TRANSITCAP	TRANSIT COMMUNITY CENTER BUS STOP DESIGN	\$9,927.73
TRAFFIC SAFETY SUPPLY CO INC	117408	11/27/2024	PARKSFAC	SIGNAGE FOR D AND F STREET PARKING LOTS	\$292.71
TRIBUNE PUBLISHING CO	117409	11/27/2024	ECONDEV	21.027 WR0600 ARPA CM/GC AD #180649	\$220.60
			EXECUTIVE	EXEC BPO: PUBLICATIONS AND ORDINANCE SUMMARIES	\$137.00
			WATER	WR050 WTP INTAKE SITE C; AD 180648	\$205.97
TW ENTERPRISES INC	117294	11/21/2024	WATER	PW-WTP-GENERATOR REPAIRS & MAINTENANCE	\$2,324.57
	117410	11/27/2024	WATER	PW-WTR-GENERATOR LOAD BANK TESTING-ANNUAL	\$4,811.00
TYLER CRANE	117317	11/27/2024	POLICE	MEALS T. CRANE OFFICER INVOLVED LAS VEGAS	\$602.00
UNIFORMS2GEAR INC	117295	11/21/2024	POLICE	BPO PD UNIFORMS/PATROL	\$120.73
	117411	11/27/2024	POLICE	BPO PD UNIFORMS/ADMINISTRATION	\$47.82
				BPO PD UNIFORMS/PATROL	\$69.35
				BPO PD UNIFORMS/SUPPORT SERVICES	\$60.22
URM STORES INC	117297	11/21/2024	RECREATION	BPO - SENIOR NUTRITION - DAILY FOOD PURCHASES	\$461.32
			WATER	PW-WTP-BPO OPERATING/BREAKROOM/CLEANING SUPPLIES	\$69.79
	117412	11/27/2024	FLTMAINT	BPO - SRV CTR - BREAK ROOM SUPPLIES	\$6.15
			PARKSFAC	BPO - FAC - URM - CLEANING SUPPLIES	\$21.88
				BPO - SRV CTR - BREAK ROOM SUPPLIES	\$6.16
			RECREATION	BPO - SENIOR NUTRITION - DAILY FOOD PURCHASES	\$265.45
			TRNSPN	BPO - SRV CTR - BREAK ROOM SUPPLIES	\$6.15
			WSTWTR	PW-WWCOLL-BPO OPERATING/BRKROOM/CLEANING SUPPLIES	\$4.99
US FOODS - SPOKANE	117413	11/27/2024	RECREATION	BPO FOOD SUPPLY FOR SENIOR MEAL PROGRAM	\$1,183.73
VALLEY WASTE DISPOSAL LLC	117298	11/21/2024	SANITATION	BPO - PW - FY25 NON-MUNICIPAL SW DISPOSAL	\$10,196.08
VALNET CONSORTIUM	117414	11/27/2024	LIBRARY	LIB - ITEM BARCODES	\$265.00



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
VERIZON WIRELESS	11731 8	11/27/2024	COMDEV	11/12/24 BILL DATE: UTILITY CH	\$439.45
			EXECUTIVE	11/12/24 BILL DATE: UTILITY CH	\$40.01
			FIRE	11/12/24 BILL DATE: UTILITY CH	\$1,923.23
			FLTMAINT	11/12/24 BILL DATE: UTILITY CH	\$47.48
			HR	11/12/24 BILL DATE: UTILITY CH	\$37.48
			INFOSYSTMS	11/12/24 BILL DATE: UTILITY CH	\$695.04
			LEGISLATIV	11/12/24 BILL DATE: UTILITY CH	\$200.05
			PARKSFAC	11/12/24 BILL DATE: UTILITY CH	\$193.17
			POLICE	11/12/24 BILL DATE: UTILITY CH	\$2,501.11
			STMWTR	11/12/24 BILL DATE: UTILITY CH	\$179.02
			TRANSITOP	11/12/24 BILL DATE: UTILITY CH	\$299.28
			TRNSPN	11/12/24 BILL DATE: UTILITY CH	\$1,409.71
			WATER	11/12/24 BILL DATE: UTILITY CH	\$1,295.83
			WSTWTR	11/12/24 BILL DATE: UTILITY CH	\$1,128.18
WASHINGTON STATE SUPPORT REGISTRY	11731 9	11/27/2024	ADMSVC	Payroll Run 1 - Warrant 112724	\$438.49
WELLS FARGO & COMPANY	1849	11/27/2024	POLICE	PD CANDY FOR PUMPKIN PALOOZA	\$239.88
	1850	11/27/2024	INFOSYSTMS	TV AND MONITORS	\$650.38
	1851	11/27/2024	COMDEV	BPO-CD-BREAK ROOM SUPPLIES- PAPER PLATES, BOWLS	\$201.38
	1852	11/27/2024	FIRE	BPO FIRE - COSTCO - STATION SUPPLIES	\$290.09
WELLS ONE-COMMUNITY DEVELOPMENT DEPT DBA WELLS FARGO BANK	1720	11/27/2024	COMDEV	BPO-CD-ICC ONLINE CONTINUED LEARNING TRAININGS	\$240.00
	1721	11/27/2024	COMDEV	CD-ELECTRICAL INSPECTOR TAGS FOR ELECTRICAL PANEL	\$334.52
WELLS ONE-EXECUTIVE DEPT DBA WELLS FARGO BANK	1722	11/27/2024	LEGISLATIV	REG - MAYOR JOHNSON -STATE OF THE VALLEY LUNCHEON	\$20.00
	1724	11/27/2024	LEGISLATIV	HOTEL - MAYOR - AIC BOARD OF DIRECTORS MEETING	\$338.00
	1742	11/27/2024	LEGISLATIV	PARKING - MAYOR - INNOVIA FOUNDATION MEETING	\$15.00
	1743	11/27/2024	LEGISLATIV	HOTEL - MAYOR - AIC BOARD OF DIRECTORS MEETING	\$30.80
	1744	11/27/2024	LEGISLATIV	HOTEL - MAYOR - AIC BOARD OF DIRECTORS MEETING	\$31.19
WELLS ONE-FINANCE DEPT DBA WELLS FARGO BANK	1745	11/27/2024	FINANCE	BPO - FIN - URA INTUIT QUICKBOOKS SUBSCRIPTION	\$35.00
WELLS ONE-FIRE DEPT DBA WELLS FARGO BANK	1784	11/27/2024	FIRE	TRAVEL - FIRE - RIGHTMIER - NFA TRAINING	(\$105.99)
	1786	11/27/2024	FIRE	FIRE - USPS - HEADSET REPAIR	\$15.80
	1789	11/27/2024	FIRE	TRAVEL - FIRE - LUCAS - NFA	\$625.91
	1790	11/27/2024	FIRE	FIRE - INTENT BASED LEADERSHIP - CARDS	\$44.18



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
WELLS ONE-FIRE DEPT DBA WELLS FARGO BANK	1791	11/27/2024	FIRE	FIRE - ALBERTSONS - OPEN HOUSE SUPPLIES	\$47.51
	1792	11/27/2024	FIRE	FIRE - FOXIT - PDF EDITOR	\$148.39
	1793	11/27/2024	FIRE	FIRE - BIOCONNECT - ANNUAL RENEWAL	\$1,333.20
	1794	11/27/2024	FIRE	TRAVEL - FIRE - RIGHTMIER - NFA TRAINING	\$40.00
	1795	11/27/2024	FIRE	TRAVEL - FIRE - RIGHTMIER - NFA TRAINING	\$305.13
WELLS ONE-HR/RISK DEPT DBA WELLS FARGO BANK	1746	11/27/2024	HR	FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION QUERIE	\$125.00
	1747	11/27/2024	HR	BPO - FACEBOOK JOB ADVERTISEMENTS	\$179.10
	1748	11/27/2024	HR	JOB POSTING FOR TRAFFIC SERVICES TECH ON IMSA JOB	\$250.00
WELLS ONE-INFO SYS/SEC DEPT DBA WELLS FARGO BANK	1749	11/27/2024	INFOSYSTMS	BPO - ISS - ZOOM MINUTES OVERAGES	\$1.16
	1750	11/27/2024	INFOSYSTMS	SMARTDRAW LICENSE	\$55.06
	1751	11/27/2024	INFOSYSTMS	BPO - UNIFI IDENTITY LICENSES	\$58.00
	1752	11/27/2024	INFOSYSTMS	BPO - NETWORK/SECURITY HARDWARE	\$244.00
	1753	11/27/2024	INFOSYSTMS	BPO - UNIFI IDENTITY LICENSES	\$399.86
	1754	11/27/2024	INFOSYSTMS	BPO - NETWORK/SECURITY HARDWARE	\$930.00
	1755	11/27/2024	INFOSYSTMS	BPO - NETWORK/SECURITY HARDWARE	\$1,416.00
WELLS ONE-LEGAL DEPT DBA WELLS FARGO BANK	1756	11/27/2024	LEGAL	TRAVEL-TENGONO-40TH ANNUAL AIRPORT LAW WORKSHOP	\$1,591.96
	1759	11/27/2024	LEGAL	TRAVEL-TENGONO-40TH ANNUAL AIRPORT LAW WORKSHOP	\$35.00
	1760	11/27/2024	LEGAL	TRAVEL-TENGONO-40TH ANNUAL AIRPORT LAW WORKSHOP	\$35.00
WELLS ONE-LIBRARY DEPT DBA WELLS FARGO BANK	1762	11/27/2024	LIBRARY	CRICUT DESIGN SOFTWARE, TAX REFUND, WEB BASED LIBR	(\$7.20)
	1763	11/27/2024	LIBRARY	LIB - TEEN ZONE MINECRAFT LICENSE	\$31.79
	1764	11/27/2024	LIBRARY	STAFF ILA MEMBERSHIP - 2024-2025	\$270.00
	1767	11/27/2024	LIBRARY	HOTEL - JOHNSON - ILA 2024 CONFERENCE TAX REFUND	(\$27.04)
	1768	11/27/2024	LIBRARY	HOTEL - JOHNSON - ILA 2024 CONFERENCE	\$365.04
	1859	11/27/2024	LIBRARY	HOTEL - GLOVER - ABOS 2024 CONFERENCE	\$650.52
WELLS ONE-PARKS & REC DEPT DBA WELLS FARGO BANK	1770	11/27/2024	RECREATION	TRAINING-MADRID-CEU'S FOR YOUTH SPORTS ADMIN CER	\$80.00
	1771	11/27/2024	PARKSFAC	BLINDS FOR COM CENTER BUSINESS OFFICE	\$68.89
	1772	11/27/2024	PARKSFAC	BLINDS FOR COM CENTER BUSINESS OFFICE	(\$3.90)
	1773	11/27/2024	PARKSFAC	COMPLIANCE SIGNAGE FOR CITY BUILDINGS	\$1,299.52

From 11/16/2024 to 11/27/2024

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Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
WELLS ONE-POLICE DEPT DBA WELLS FARGO BANK	1796	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$14.82
	1797	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$27.48
	1801	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$40.00
	1802	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$40.00
	1803	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$40.00
	1804	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$40.00
	1805	11/27/2024	POLICE	BPO PD FOOD FOR K9 ZIVA;CHEWY.COM	\$76.93
	1806	11/27/2024	POLICE	PD MINUSA2 FILTER REPLACEMENT FOR EVIDENCE	\$95.00
	1807	11/27/2024	POLICE	PD EUTHANASIA FEES FOR CAT RE 24-L16115	\$181.50
	1808	11/27/2024	POLICE	HOTEL-EYLAR-STRANGULATION AND PREVENTION TRAINING	\$278.40
	1810	11/27/2024	POLICE	PD 20 TOURNIQUETS FOR ACTIVE SHOOTER KITS	\$469.60
	1811	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$2,064.91
	1812	11/27/2024	POLICE	TRAVEL-KLONE,HILL-IACP CONFERENCE	\$2,064.91
WELLS ONE-PUBLIC WORKS DEPT DBA WELLS FARGO BANK	1813	11/27/2024	TRNSPN	PW - ADMIN - SELF-INK STAMPS FOR INVOICES (2 QTY)	\$26.14
	1814	11/27/2024	WATER	PW-WTP-DOPL RENEWALS; B INGRAM	\$30.00
	1815	11/27/2024	WATER	PW-WTP-DOPL RENEWALS; B INGRAM	\$30.00
	1816	11/27/2024	WATER	PW-WTP-DOPL RENEWALS; B INGRAM	\$30.00
	1817	11/27/2024	WATER	PW-WTP-DOPL RENEWALS; R HORYZA; DWD2-19665	\$30.00
	1818	11/27/2024	WATER	PW-WTP-DOPL RENEWALS; R HORYZA; DWT4-19666	\$30.00
	1819	11/27/2024	WATER	PW-WD-DOPL RENEWALS; RUARK; BAT-748/DWD4-23567	\$30.00
	1820	11/27/2024	WATER	PW-WD-DOPL RENEWALS; RUARK; BAT-748/DWD4-23567	\$30.00
	1821	11/27/2024	WSTWTR	PW-WWTP-DOPL RENEWALS; B GRIESER WWT3-22737/WWL1-	\$30.00
	1822	11/27/2024	WSTWTR	PW-WWTP-DOPL RENEWALS; B GRIESER WWT3-22737/WWL1-	\$30.00
	1823	11/27/2024	WATER	PW-WD-DOPL RENEWALS; S CREA DWD3-24546/BAT-23315	\$30.00
	1824	11/27/2024	WATER	PW-WD-DOPL RENEWALS; S CREA DWD3-24546/BAT-23315	\$30.00
	1825	11/27/2024	WATER	PW-WD-DOPL RENEWALS; S HASENOEHRL; DWD1	\$30.00



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
WELLS ONE-PUBLIC WORKS DEPT DBA WELLS FARGO BANK	1826	11/27/2024	WSTWTR	PW-WWC-DOPL RENEWAL; K EVANS; WWC3-25648	\$30.00
	1827	11/27/2024	WATER	PW-WTR-TEED/BANN-REASONABLE SUSPICION TRAINING	\$39.99
	1828	11/27/2024	WATER	PW-WTR-TEED/BANN-REASONABLE SUSPICION TRAINING	\$39.99
	1829	11/27/2024	WSTWTR	PW-WWTP-DOORKING INC; MONTHLY SUBSCRIPTION	\$41.95
	1830	11/27/2024	WSTWTR	PW-DOPL APPLICATION; B GUZMAN; WWL1-PASSED EXAM	\$55.00
	1831	11/27/2024	WSTWTR	PW-IDP-DOPL LICENSE WWC1; M SCHWARTZ; APPLICATION	\$55.00
	1832	11/27/2024	WSTWTR	PW-WWTP-DOPL LICENSE WWL1; L WAY; APPLICATION	\$55.00
	1833	11/27/2024	WSTWTR	PW-WWC-K EVANS-LEADING TEAMS ONLINE TRAINING	\$79.00
	1834	11/27/2024	WSTWTR	PW-WWTP-DOPL EXAM; WWT-1; N FERRIS 10/15/24	\$106.00
	1835	11/27/2024	WSTWTR	PW-WWC-DOPL EXAM; WWC-1; K LEE 10/15/24	\$106.00
	1836	11/27/2024	WSTWTR	PW-WWC-DOPL EXAM; WWC-3; N SMITH 10/15/24	\$106.00
	1837	11/27/2024	WSTWTR	PW-WWIPT-DOPL EXAM; WWC-1; M SCHWARTZ 10/15/24	\$106.00
	1838	11/27/2024	WSTWTR	PW-WWC-DOPL EXAM; WWC-1; K HIGBEE 10/22/24	\$106.00
	1839	11/27/2024	WSTWTR	PW-WWTP-DOPL EXAM; WWL-1; L WAY 10/22/24	\$106.00
	1840	11/27/2024	WSTWTR	PW-WWC-DOPL EXAM WWC4 K EVANS; 11/12/24 RETEST	\$106.00
	1841	11/27/2024	FLTMAINT	PW & FLEET - NSC FORKLIFT PARTICIPANT KITS	\$50.66
			WATER	PW & FLEET - NSC FORKLIFT PARTICIPANT KITS	\$59.10
			WSTWTR	PW & FLEET - NSC FORKLIFT PARTICIPANT KITS	\$25.33
	1842	11/27/2024	WATER	PW-WTP-B INGRAM-SUNCOAST ONLINE TRAINING	\$150.00
	1843	11/27/2024	WSTWTR	PW-WWTP-B GRIESER-SUNCOAST ONLINE TRAINING	\$150.00
	1844	11/27/2024	TRNSPN	REG - SEVERANCE - 2024 IDAHO ASPHALT CONFERENCE	\$150.00
	1845	11/27/2024	TRNSPN	REG - BAILEY - ASCE CONSTRUCTION VIBRATIONS	\$185.00
	1846	11/27/2024	HR	TRAFFIC SERVICES TECHNICIAN JOB AD ON AMERICAN PUB	\$375.00
	1847	11/27/2024	WATER	PW-WA-AWWA DUES; B LACY; ANNUAL	\$431.00
	1848	11/27/2024	WATER	PW-WTP-COMBUSTION FAN MOTOR FOR HVAC	\$521.68
WELLS ONE-SERVICE CENTER DEPT DBA WELLS FARGO BANK	1776	11/27/2024	FLTMAINT	OSL/ REPAIR INSTR CLUSTER #309 DUMP TRUCK	\$200.00



Voucher's Payable

Vendor Name	Ck#	Ck Date	Department	Description	Total
WELLS ONE-SERVICE CENTER DEPT DBA WELLS FARGO BANK	1778	11/27/2024	FLTMAINT	REPL STEER TIRES FOR #463 SWEEPER	\$421.75
	1779	11/27/2024	FLTMAINT	INV/ BRAKES FOR #174 PATROL SUV	\$129.58
			FLTMAINT	INV/ BRAKES FOR #174 PATROL SUV	\$211.03
	1782	11/27/2024	FLTMAINT	REPL PARTS FOR #457 GRADER	\$345.00
	1783	11/27/2024	FLTMAINT	REPLACEMENT MIRRORS FOR #463/#470 SWEEPERS	\$1,540.49
WELLS ONE-TRANSIT DEPT DBA WELLS FARGO BANK	1774	11/27/2024	TRANSITOP	BPO: TRANSIT UNIFORMS/SAFETY CLOTHING	\$248.81
	1775	11/27/2024	TRANSITOP	TRANSIT BPO BUS PUBLIC ADDRESS WIRING HARNESS'	\$82.42
WESTERN RECYCLERS INC	11729 9	11/21/2024	LIBRARY	BPO - LIB - RECYCLING SERVICES FEE	\$52.00
WESTERN STATES EQUIPMENT	11741 5	11/27/2024	WSTWTR	PW-WWTP-BPO CALLOUTS FOR MISC ISSUES; GENERATORS	\$292.00
WEX BANK	11741 6	11/27/2024	POLICE	BPO PD FUEL FOR UNMARKED DEPARTMENT VEHICLES	\$301.09
ZIEGLER BUILDING CENTER	11730 0	11/21/2024	TRNSPN	BPO - ST/TR - OPERATING/CONSTRUCTION SUPPLIES	\$209.90
			WATER	PW-WD-BPO OPERATING/CONSTRUCTION SUPPLIES	\$35.88
	11741 7	11/27/2024	WATER	PW-WD-BPO OPERATING/CONSTRUCTION SUPPLIES	\$269.10
Total					\$1,642,875.31



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE FINAL PLAT - HEIMGARTNER ADDITION	AGENDA NO. VI. D. AGENDA DATE: December 9, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) At their April 26, 2023 regular meeting, the City of Lewiston Planning and Zoning Commission considered the Heimgartner Subdivision preliminary plat, and voted unanimously to recommend approval of the plat as presented, to the Lewiston City Council. On May 22nd, 2023, the Lewiston City Council accepted the recommendation of the City of Lewiston Planning and Zoning Commission, and approved the Heimgartner Addition Preliminary Plat. The Heimgartner Addition subdivision re-plats an original Orchards Tract lot consisting of approximately 4.20 acres of property, located between Powers and Birch Avenues, and west of 22nd Street, into eleven lots. An existing single family residence will remain, and occupy the proposed Lot 4. Lots located along the north and south boundaries of the proposed subdivision will be accessed from the existing adjacent public streets. A new public street, approximately 250 feet in length, and associated public utilities have been constructed to service the five central lots of the finished subdivision. The new central street was constructed as a 45-foot wide right-of-way street, and incorporates a cul-de-sac turn-around with a 45-foot driving radius at its westerly terminus in conformance with the Fire Department's Standard Operating Procedure number 906, for Fire Apparatus Access Roads. Per the developer's request, the proposed cul-de-sac street was constructed with sidewalk on only one side of the street. In conformance with the requirements for cul-de-sac roadways less than 500' in length, as defined in City standard drawing 3-5, the developer has paid a fee-in-lieu-of construction, for the omitted sidewalk. Frontage improvements consisting of approximately 1165 l.f. of curb, gutter and sidewalk with required asphalt patch-back have been constructed along the existing city streets located south and east of the proposed subdivision. Due to narrow existing right-of-way width, Birch Avenue to the south was not required to receive sidewalks. Extension of City sewer mains was also completed in the adjacent 22nd Street and Birch Avenue. Extension of City sewer mains will allow the lots in the proposed subdivision to be serviced by the City sewer system. Stormwater generated outside the City limits which crosses 22nd Street at the Powers Avenue intersection, has caused flooding issues along the north boundary of the proposed subdivision and downstream along the natural drainage path in the past. The development associated with this subdivision should not exacerbate these issues, and it is hoped that the associated on-site stormwater infiltration requirements, frontage improvements, and stormwater mitigation measures may be able to alleviate some of the existing issues.	

The proposed subdivision is located in the Lewiston Orchards Irrigation District, and the irrigation district will provide service for the proposed lots. Avista Utilities, CenturyLink/Lumen Technologies, and Sparklight will also provide utility services.

The subject property is currently zoned R1, and the proposed lot configurations adhere to the requirements of that zone as outlined in the City of Lewiston Zoning Ordinance, City Code Chapter 37.

The preliminary plat complies with the applicable requirements of the City of Lewiston Subdivision Ordinance, City Code Chapter 32.

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

Approval of this preliminary plat will result in future impacts on Public Works' staff and budgets due to the required maintenance associated with public improvements constructed as part of the proposed development.

ACTION PROPOSED

Staff recommends that the Lewiston City Council approve the Heimgartner Addition final plat as presented.

HEIMGARTNER ADDITION

LOT 1 OF BLOCK 106, LEWISTON ORCHARDS TRACT NO. 15,
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23,
TOWNSHIP 35 NORTH, RANGE 5 WEST OF THE BOISE MERIDIAN, CITY OF LEWISTON,
NEZ PERCE COUNTY, IDAHO

BASIS OF BEARING S88°56'31"E 1314.10'(RS)

POWERS AVENUE

LEWISTON ORCHARDS TRACT NO. 15 (R2)

LOT 4

LOT 3

LOT 2

LOT 1

HEIMGARTNER,
DARICK & LAURA
WD #900443
2140 POWERS AVE
183,066 SQ. FT. ±
4.20 AC. ±

BALDUS, CHRISTOPHER
& REBECCA
WD #875060
2123 BIRCH AVE

BORKLUND,
ANDREW JULIANE
WD #759911
2127 BIRCH AVE

CASSANDRA ANN FULTON
COMMISSION # 20212273
NOTARY PUBLIC
STATE OF IDAHO
MY COMMISSION EXPIRES 05/07/2027

BASIS OF BEARING:

THE BEARING OF SOUTH 88°56'31" EAST 1314.10 FEET WAS
ASSUMED ALONG THE NORTHERLY LINE OF THE NORTHEAST
QUARTER OF SECTION 23, TOWNSHIP 35 NORTH, RANGE 5
WEST, BOISE MERIDIAN, BETWEEN CORNERS F2 AND F3.

ACKNOWLEDGMENTS:

STATE OF IDAHO

COUNTY OF NEZ PERCE

ON THIS 14th DAY OF November, 2024,
BEFORE THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE
AFORESAID STATE, PERSONALLY APPEARED BEFORE ME DARICK AND
LAURA HEIMGARTNER TO ME KNOWN TO BE THE INDIVIDUALS
DESCRIBED IN AND WHO EXECUTED THE WITHIN AND FOREGOING
INSTRUMENT; AND ACKNOWLEDGED THAT THEY SIGNED THE SAME AS
THEIR FREE AND VOLUNTARY ACT, FOR THE PURPOSES MENTIONED
THEREIN.

SIGNED NOTARY PUBLIC IN AND FOR THE STATE OF IDAHO

Cassandra Ann Fulton
PRINTED NOTARY PUBLIC IN AND FOR THE STATE OF IDAHO

MY COMMISSION EXPIRES 05/07/2027

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS: THAT DARICK AND LAURA HEIMGARTNER,
OWNER IN FEE SIMPLE, HAVE WITH THEIR FREE CONSENT AND IN ACCORDANCE WITH
THEIR DESIRES CAUSED THE LAND HEREIN DESCRIBED TO BE SUBDIVIDED AND
PLATTED AS HEIMGARTNER ADDITION AND DESCRIBED AS FOLLOWS:

LOT 1 OF BLOCK 106, LEWISTON ORCHARDS TRACT NO. 15, ACCORDING TO THE
OFFICIAL PLAT THEREOF, RECORDS OF NEZ PERCE COUNTY, STATE OF IDAHO.

AND HEREBY DEDICATE TO THE CITY OF LEWISTON AND THE PUBLIC USE FOREVER
THE RIGHT OF WAY OF CASA COURT, ALLEYS, AND EASEMENTS AS PLATTED AND
SHOWN HEREON; AND DO HEREBY CERTIFY THAT THEY ARE THE OWNER OF AND THE
ONLY PARTY HAVING ANY INTEREST IN THE LANDS SO DIVIDED, AND THAT THE
PROPERTY SHOWN HEREON IS NOT ENCUMBERED BY ANY DELINQUENT TAXES OR
ASSESSMENTS; AND THAT THEY ARE AUTHORIZED TO SIGN THIS DEDICATION.

WATER SYSTEMS CERTIFICATE

ALL OF THE LOTS DESCRIBED IN THIS PLAT WILL BE ELIGIBLE TO RECEIVE WATER
SERVICE FROM LEWISTON ORCHARDS IRRIGATION DISTRICT (L.O.I.D.), HAS AGREED IN
WRITING TO SERVE ALL LOTS IN THIS SUBDIVISION.

IN WITNESS WHEREOF WE HAVE SET OUR HANDS THIS 14th DAY OF
November, 2024.

DARICK HEIMGARTNER

Laura Heimgartner
LAURA HEIMGARTNER

By	Date	Scale: 1"=100'
Surveyed	SAM 11/23	Date: Jan. 11, 2024
Drawn	ATG 04/23	Drawing Name
Checked	JMV 06/23	HEM01-PLAT.dwg
Approved		
Accepted		Sheet 1 of 2

SYNTIER
Engineering, Inc.
405 SE Brelsford Drive, Suite C
Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

For:
**DARICK AND LAURA
HEIMGARTNER**

2140 POWERS AVENUE
LEWISTON, IDAHO 83501

AUDITOR'S CERTIFICATE:

FILED FOR RECORD THIS _____ DAY OF _____, 20____, AT _____
M. IN BOOK _____ OF _____ AT PAGE _____
AT THE REQUEST OF _____
INSTRUMENT NUMBER _____
NEZ PERCE COUNTY RECORDER
DEPUTY

APPROVALS

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT AND THAT IT
COMPLIES WITH THE SUBDIVISION ORDINANCE OF THE CITY OF LEWISTON,
IDAHO.

Luke Antonich 18362 11/19/2024
ENGINEER, CITY OF LEWISTON, IDAHO LICENSE NO. DATE

CITY SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS PLAT AND THAT IT
COMPLIES WITH REQUIREMENTS OF TITLE 50, CHAPTER 13, IDAHO CODE.

Will T. W. 10504 11/19/2024
SURVEYOR, CITY OF LEWISTON, IDAHO LICENSE NO. DATE

CITY CLERK'S CERTIFICATE

I HEREBY CERTIFY THAT THIS PLAT AND THE DEDICATIONS AND EASEMENTS
SHOWN HEREON WERE APPROVED AND ACCEPTED BY THE CITY COUNCIL OF
LEWISTON, IDAHO AT A MEETING WITH A QUORUM PRESENT, HELD ON THE
_____ DAY OF _____, 20____.

I HEREBY CERTIFY THAT TAXES AND ASSESSMENTS ON PROPERTY SHOWN
HEREON HAVE BEEN PAID FOR 2023 AND PRECEDING YEARS AS OF THIS
14 DAY OF November, 2024.

Rebecca M. Laughlin
NEZ PERCE COUNTY TREASURER

PUBLIC HEALTH—IDAHO NORTH CENTRAL DISTRICT

CERTIFICATE OF APPROVAL

SANITARY RESTRICTIONS AS REQUIRED BY IDAHO CODE, TITLE 50, CHAPTER
13 HAVE BEEN SATISFIED BASED ON THE DEPARTMENT OF ENVIRONMENTAL
QUALITY (DEQ) APPROVAL OF THE DESIGN PLANS AND SPECIFICATIONS AND
THE CONDITIONS IMPOSED ON THE DEVELOPER FOR CONTINUED SATISFACTION
OF THE SANITARY RESTRICTIONS. BUYER IS CAUTIONED THAT AT THE TIME
OF THIS APPROVAL, NO DRINKING WATER OR SEWER/SEPTIC FACILITIES WERE
CONSTRUCTED. BUILDING CONSTRUCTION CAN BE ALLOWED WITH
APPROPRIATE BUILDING PERMITS IF DRINKING WATER OR SEWER FACILITIES
HAVE SINCE BEEN CONSTRUCTED OR IF THE DEVELOPER IS SIMULTANEOUSLY
CONSTRUCTING THOSE FACILITIES. IF THE DEVELOPER FAILS TO CONSTRUCT
FACILITIES OR MEET THE OTHER CONDITIONS OF DEQ, THEN SANITARY
RESTRICTIONS MAY BE REIMPOSED, IN ACCORDANCE WITH SECTION 50-1326,
IDAHO CODE, BY THE ISSUANCE OF A CERTIFICATE OF DISAPPROVAL, AND
NO CONSTRUCTION OF ANY BUILDING OR SHELTER REQUIRED DRINKING
WATER OR SEWER/SEPTIC FACILITIES SHALL BE ALLOWED

DATE 11-14-24 HEALTH DISTRICT SIGNATURE Bonnie W. W. W.

SURVEYOR'S CERTIFICATE:

I, JASON MICHAEL VONLINDERN, PLS 19293, HEREBY CERTIFY THAT
THE ABOVE PLATTED AND DESCRIBED PROPERTY REPRESENTS A
SURVEY BY ME OR UNDER MY SUPERVISION IN ACCORDANCE WITH
THE LAWS OF THE STATE OF IDAHO, AND THAT THE STREETS,
LOTS, DISTANCES, AND MONUMENTS HAVE BEEN MEASURED AND
LOCATED AS SHOWN THEREON. WITNESS MY HAND AND SEAL THIS
DATE 13th DAY OF November, 2024.

Jason Michael Vonlindern 11-13-24
JASON MICHAEL VONLINDERN, PLS 19293 DATE

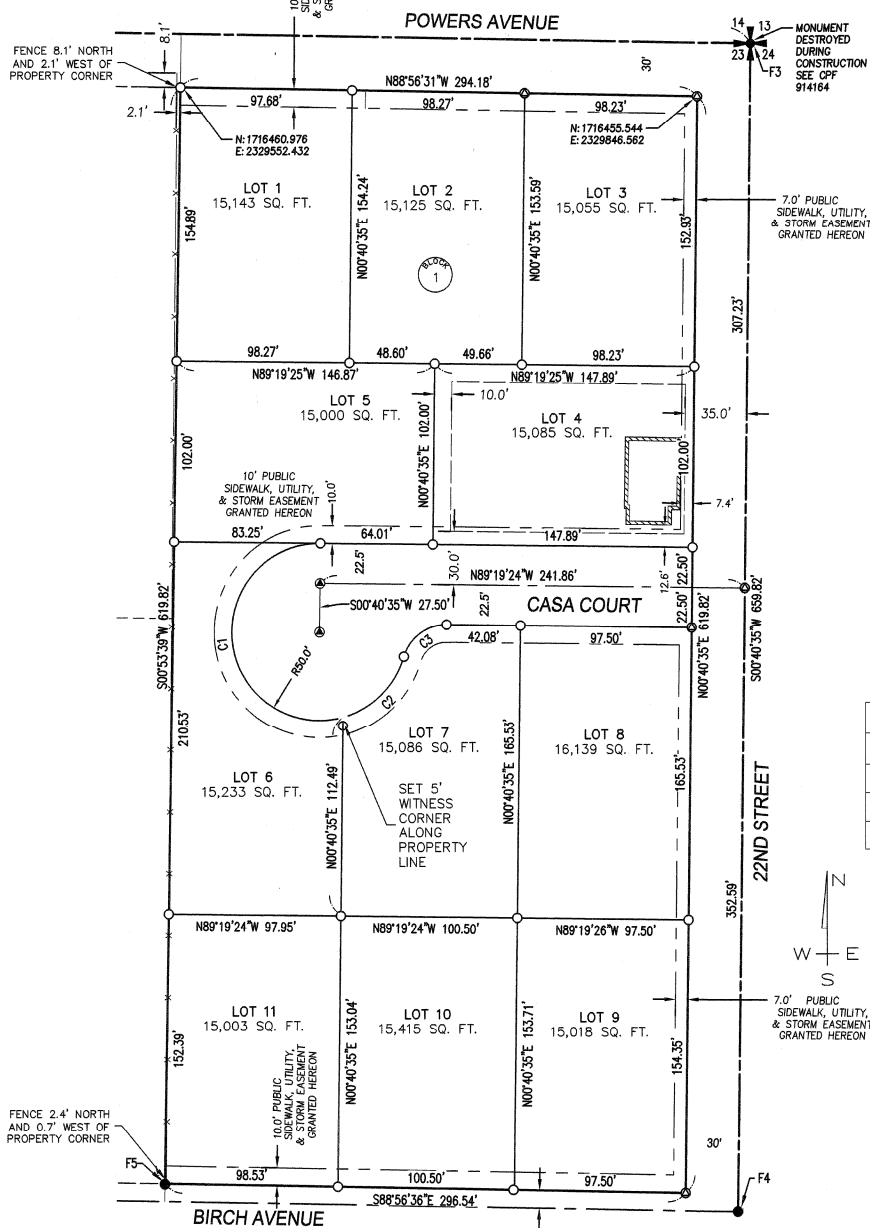


HEIMGARTNER ADDITION

LOT 1 OF BLOCK 106, LEWISTON ORCHARDS TRACT NO. 15,
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER
OF SECTION 23, TOWNSHIP 35 NORTH, RANGE 5 WEST OF THE BOISE
MERIDIAN, CITY OF LEWISTON, NEZ PERCE COUNTY, IDAHO

HEIMGARTNER ADDITION

LOT 1 OF BLOCK 106, LEWISTON ORCHARDS TRACT NO. 15,
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 35
NORTH, RANGE 5 WEST OF THE BOISE MERIDIAN, CITY OF LEWISTON, NEZ PERCE COUNTY, IDAHO



LEGEND:

- PROPERTY LINE
- - - SECTION LINE
- - - PROPOSED LOT LINE
- - - PROPOSED CENTERLINE
- - - PROPOSED EASEMENT LINE
- - - EXISTING LOT LINE
- - - EXISTING CENTERLINE
- - - EXISTING RIGHT OF WAY LINE
- - - EXISTING FENCIBLE
- - - EXISTING SETBACK LINE
- ▤ EXISTING BUILDING
- ✚ SECTION CORNER AS NOTED
- FOUND MONUMENT SEE CORNER NOTES
- SET 5/8" REBAR WITH OPC MARKED "VOLNLINDERN, PLS 19293"
- ⊙ SET 1 1/2" ALUMINUM CAP MARKED "LS 19293" IN CITY OF LEWISTON MONUMENT CASE
- + CALCULATED ANGLE POINT, NOTHING SET
- (R1) RECORD INFORMATION SEE OFFICIAL DOCUMENTS
- OPC ORANGE PLASTIC CAP
- ⊙ SET 1" BRASS PLUG MARKED "VOLNLINDERN, LS 19293"

SURVEYORS NARRATIVE:

- WE ACCEPTED THE FOUND MONUMENTS F2 AND F3 AS THE CENTERLINE OF POWERS AVENUE AND OFFSET SAID CENTERLINE 30 FEET SOUTH FOR THE RIGHT-OF-WAY LINE OF POWERS AVENUE. THE SOUTH RIGHT-OF-WAY LINE BEING THE NORTH LINE OF THE SUBJECT PROPERTY.
- WE ACCEPTED THE FOUND MONUMENTS F3 AND F4 AS THE CENTERLINE OF 22ND STREET AND OFFSET SAID CENTERLINE 30 FEET WEST FOR THE RIGHT-OF-WAY LINE OF 22ND STREET. THE WEST RIGHT-OF-WAY LINE BEING THE EAST LINE OF THE SUBJECT PROPERTY.
- WE ACCEPTED THE FOUND MONUMENTS F4 AND F1 AS THE CENTERLINE OF BIRCH AVENUE AND OFFSET SAID CENTERLINE 10 FEET NORTH FOR THE RIGHT-OF-WAY LINE OF BIRCH AVENUE. THE NORTH RIGHT-OF-WAY LINE BEING THE SOUTH LINE OF THE SUBJECT PROPERTY.
- WE ACCEPTED THE FOUND MONUMENTS F1 AND F2 AS THE CENTERLINE OF 21ST STREET AND OFFSET SAID CENTERLINE 25 FEET EAST RIGHT-OF-WAY OF 21ST STREET. WE PRORATED FROM BETWEEN THE RIGHT-OF-WAY OF 21ST STREET AND 22ND STREET TO DETERMINE THE WEST LINE OF LOT 1, BLOCK 106 OF LEWISTON ORCHARDS TRACT NO. 15, ALSO BEING THE WEST LINE OF THE SUBJECT PROPERTY.
- THE SUM OF THE TOTAL DISTANCES MAY NOT ADD UP TO THE INDIVIDUAL DISTANCES ALONG THE BLOCK BECAUSE OF THE PROPORTIONATE DIVISION OF THE TOTAL LINE AND SIGNIFICANT NUMBERS.
- RECORD DISTANCES WILL NOT BE SHOWN WHEN MEASURED DISTANCES ARE WITHIN 0.10' OF SAID RECORD DISTANCES.

OFFICIAL DOCUMENTS:

- TITLEONE A TITLE & ESCROW CO., ORDER NUMBER: 22453853, AGENT: JOE ORME, MAY 27, 2022.
- LEWISTON ORCHARDS TRACT NO. 15, 1910, SURVEYOR: CARLICH.
- PLAT, CHRISTIANSEN ADDITION, INSTRUMENT NUMBER 870081, 2019, SURVEYOR: GOLDING.
- PLAT, SKYVIEW ESTATES PHASE 1, INSTRUMENT NUMBER 839025, 2016, SURVEYOR: SPEARS.
- SURVEY FOR: RONALD BJORKLUND, INSTRUMENT NUMBER 760386, 2008, SURVEYOR: CUDDY.
- SURVEY FOR: RUSS BRAUCHER, INSTRUMENT NUMBER 697453, 2003, SURVEYOR: LONG.
- SURVEY FOR: NELSON HOWARD, INSTRUMENT NUMBER 669106, 2001, SURVEYOR: LONG.

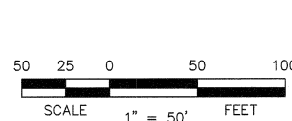
CORNER NOTES:

- FOUND 3 1/2" BRASS CAP IN CENTERLINE MONUMENT CASE AT THE INTERSECTION OF BIRCH AVENUE AND 21ST STREET, AT SURFACE.
- FOUND 4" BRASS CAP IN CENTERLINE MONUMENT CASE AT THE INTERSECTION OF POWERS AVENUE AND 21ST STREET, AT SURFACE.
- FOUND 3 1/2" BRASS CAP IN CENTERLINE MONUMENT CASE AT THE INTERSECTION OF POWERS AVENUE AND 22ND STREET, AT SURFACE.
- FOUND 3 1/2" BRASS CAP IN CENTERLINE MONUMENT CASE AT THE INTERSECTION OF BIRCH AVENUE AND 22ND STREET, AT SURFACE.
- FOUND 5/8" REBAR WITH YPC MARKED "CUDDY 9165", BEARING S00°53'39"W A DISTANCE OF 0.28' FROM CALCULATED POSITION, AT SURFACE, NOT RESET.
- CITY OF LEWISTON CONTROL POINT 17A, INTERSECTION OF 20TH STREET AND ALDER AVENUE.
N: 1717184.927'
E: 2327252.575'
- CITY OF LEWISTON CONTROL POINT 16A.
N: 1715234.134'
E: 2323684.536'

CORNER VISITATION:

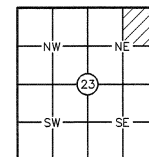
THE MONUMENTS SHOWN AS FOUND AND TIED HEREON WERE VISITED IN NOVEMBER OF 2023.

CURVE TABLE					
Curve #	Length	Radius	Delta	Chord Bearing	Chord Length
C1	171.12	50.00	196°05'14"	N07°22'29"W	99.02
C2	51.00	50.00	058°26'40"	S45°21'34"W	48.82
C3	32.51	25.00	074°31'05"	S53°24'45"W	30.27



FUTURE DEVELOPMENT NOTE

FUTURE DEVELOPMENT OF THE LOTS CREATED BY THIS SUBDIVISION PLAT REQUIRE BUILDING PERMITS BASED ON PLANS COMPLYING WITH ALL CITY OF LEWISTON CODES, DULY ADOPTED AT THE TIME OF DEVELOPMENT, GOVERNING CONSTRUCTION OF BUILDINGS AND ADJACENT PUBLIC IMPROVEMENTS. PRIOR TO DEVELOPING A LOT, THE OWNER OR PROSPECTIVE OWNER IS RESPONSIBLE FOR DUE DILIGENCE RESEARCH TO APPRAISE THEMSELVES OF ALL DEVELOPMENT REQUIREMENTS. THESE REQUIREMENTS MAY OR MAY NOT HAVE BEEN IDENTIFIED DURING THE SUBDIVISION PROCESS AND MAY OR MAY NOT BE SHOWN ON THE PLAT. THE CITY OF LEWISTON IS NOT RESPONSIBLE FOR ANY LOSSES, FINANCIAL OR OTHERWISE, RESULTING FROM THE UNSUITABILITY OF A LOT FOR A SPECIFIC USE.



S.23, T.35N., R.5W., B.M.

PURPOSE OF THE SURVEY:

THIS RECORD OF SURVEY WAS REQUESTED BY DARICK AND LAURA HEIMGARTNER TO LOCATE THE PROPERTY LINES PER THEIR PLATTED LOCATION AND TO MONUMENT ANY MISSING PROPERTY CORNERS.

By	Date	Scale: 1"=50'
Surveyed SAM	11/23	Date: Jan. 11, 2024
Drawn ATG	04/23	Drawing Name HEM01-PLAT.dwg
Checked JMV	06/23	
Approved		
Accepted		

Sheet 2 of 2

SYNTIER
Engineering, Inc.
405 SE Brelford Drive, Suite C
Pullman, WA 99161
www.SynTierEngr.com 509.339.6187

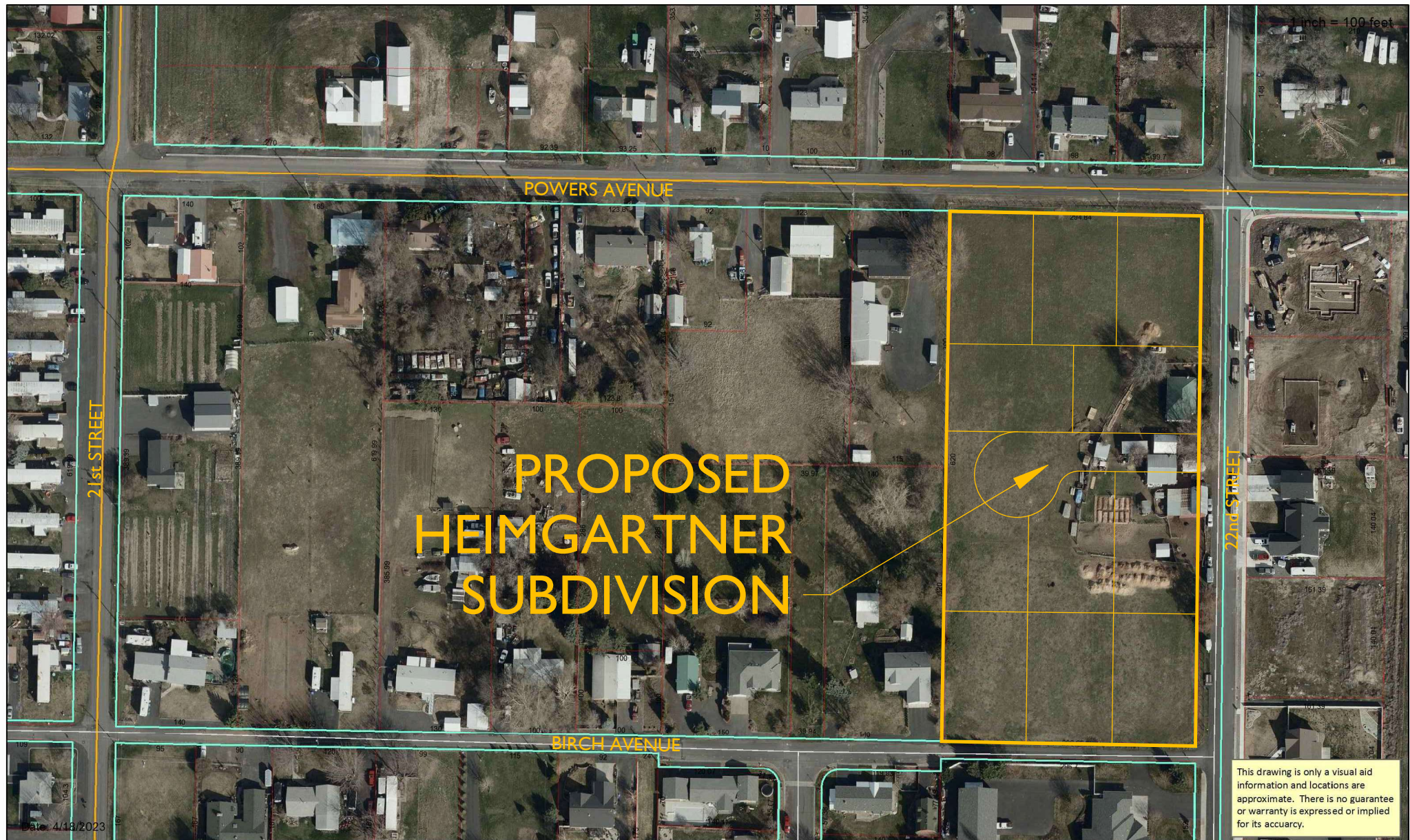
For:
DARICK AND LAURA
HEIMGARTNER

2140 POWERS AVENUE
LEWISTON, IDAHO 83501

HEIMGARTNER ADDITION

LOT 1 OF BLOCK 106, LEWISTON ORCHARDS TRACT NO. 15,
LOCATED IN THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER
OF SECTION 23, TOWNSHIP 35 NORTH, RANGE 5 WEST OF THE BOISE
MERIDIAN, CITY OF LEWISTON, NEZ PERCE COUNTY, IDAHO

City of Lewiston



**LEWISTON CITY COUNCIL
REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS
FOR APPROVAL, APPROVAL WITH CONDITIONS, OR DENIAL OF A
SUBDIVISION PLAT**

This document shall serve as memorialization of the rationale by the Lewiston City Council for the approval, approval with conditions, or denial of a Subdivision Plat, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. See I.C. § 67-6535.

- I. **APPLICATION NUMBER:**
SUB24-000001
- II. **APPLICANT'S NAME AND ADDRESS:**
Darick and Laura Heimgartner
2140 Powers Avenue
Lewiston ID, 83501
- III. **IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:**
A 4.20 acre parcel of land located between Powers and Birch Avenues, and west of 22nd Street, Lewiston, Idaho.
- IV. **IDENTIFICATION OF ZONING DISTRICT AND PROPOSED FUTURE LAND USE DESIGNATION OF SUBJECT PROPERTY:**
Suburban Residential (R-1) Zone, Neighborhood Residential
- V. **DATE OF CONSIDERATION:**
December 9, 2024
- VI. **NAME OF GOVERNING BODY:**
Lewiston City Council
- VII. **NATURE OF SUBJECT APPLICATION:**
Application for approval of subdivision plat.
- VIII. **DECISION:**
The Lewiston City Council **APPROVES SUB24-000001 (Heimgartner Addition – Final Plat).**

IX. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are:

None.

X. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this subdivision administrative plat:

1. The proposed subdivision **will** be in compliance with the intents and purposes of Chapter 32 (Subdivisions) of the Lewiston City Code. Lewiston City Code § 32-2 (Purpose and Intent) states:
 - (a) The purpose of this chapter is to provide for the orderly growth and harmonious development of the City of Lewiston, to insure adequate traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities; to achieve individual property lots of reasonable utility and livability; to secure adequate provisions for water supply, drainage, sanitary sewerage, and other health requirements; to insure consideration for adequate sites for schools, recreation areas, and other public facilities; to promote the conveyance of land by accurate legal descriptions; and to provide logical procedures for the achievement of this purpose.
 - (b) Its interpretation and application, the provisions of this chapter are intended to provide a common ground of understanding and a sound equitable working relationship between the public and private interests to the end that both independent and mutual objectives can be achieved in the subdivision of land. Applicable commentary:

The Heimgartner Addition subdivision re-plats an original Orchards Tract lot consisting of approximately 4.20 acres of property, located between Powers and Birch Avenues, and west of 22nd Street, into eleven lots. An existing single family residence will remain, and occupy the proposed Lot 4. Lots located along the north and south boundaries of the proposed subdivision will be accessed from the existing adjacent public streets. A new public street, approximately 250 feet in length, and associated public utilities have been constructed to service the five central lots of the finished subdivision. The new central street was constructed as a 45 foot wide right-of-way street, and incorporates a cul-de-sac turn-around with a 45 foot driving radius at its westerly terminus in conformance with the Fire Department's Standard Operating Procedure number 906, for Fire Apparatus Access Roads. Per the developer's request the proposed cul-de-sac street was constructed with sidewalk on only one side of the street. In conformance with the requirements for cul-de-sac roadways less than 500' in length, as defined in City standard drawing 3-5, the developer has paid a fee-in-lieu-of construction, for the omitted sidewalk. Frontage improvements consisting of approximately 1165 l.f. of curb, gutter and sidewalk with required asphalt patch-back have been constructed along the existing city streets located south, and east of the proposed subdivision. Due to narrow existing right-of-way width, Birch Avenue to the south was not required to receive sidewalks. Extension of City sewer mains was also completed in the adjacent 22nd Street and Birch Avenue. Extension of City sewer mains will allow the lots in the proposed subdivision to be serviced by the City sewer system.

Stormwater generated outside the City limits which crosses 22nd Street at the Powers Avenue intersection, has caused flooding issues along the north boundary of the proposed subdivision and downstream along the natural drainage path in the past. The development associated with this subdivision should not exacerbate these issues, and initial results indicate that the associated on-site stormwater infiltration requirements, frontage improvements, and stormwater mitigation measures may be alleviating some of the existing issues.

The proposed subdivision is located in the Lewiston Orchards Irrigation District, and the irrigation district will provide service for the proposed lots. Avista Utilities, CenturyLink/Lumen Technologies, and Sparklight will also provide utility service.

2. The proposed subdivision **will** be in conformance with the Lewiston Comprehensive Plan's requirements and objectives. Applicable commentary:

The proposed subdivision is in conformance with the Lewiston Comprehensive Plan which includes the subject property in the Neighborhood Residential - Future Land Use Designation area. The proposed subdivision promotes the desired Neighborhood Residential characteristics by providing a relatively low intensity residential neighborhood with adequate street access, and opportunities for single family detached residences and duplexes.

3. The proposed subdivision **will** be in compliance with the intents and purposes of Chapter 37 (Zoning Code) of the Lewiston City Code. Lewiston City Code § 37-2 (Purpose) states: "The purpose of this chapter is to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare." Applicable commentary:

The proposed plat adheres to the requirements for the R-1 Zone which were established to promote the orderly development of the city according to the comprehensive plan; to conserve and stabilize the value of property; and otherwise to promote the public health, safety, and general welfare.

4. The proposed subdivision **will** be in compliance with Chapter 37 (Zoning) of the Lewiston City Code standards (unless otherwise waived by Conditional Use Permit or Variance) to include meeting the minimum lot depth, minimum lot width, and minimum lot area standards as set forth by the zoning district which it is located in. Applicable commentary:

The proposed subdivision was reviewed by the City of Lewiston Community Development Department, and Community Development staff confirmed that the proposed subdivision is in compliance with applicable standards contained in Chapter 37 of Lewiston City Code, and meets the lot configuration requirements for lot width, lot depth, and lot size as established for the applicable R-1 zone.

5. The proposed subdivision **does** include the entire tract of land, unless an approved preliminary plat, planned unit development (PUD), or approved development master plan shows development in phases. Applicable commentary:

The plat area includes the applicants entire parcel as determined by a survey in the field conducted by an Idaho Licensed Land Surveyor.

6. The proposed subdivision **does not** contain all or any part of the site of a proposed park, school, flood control facility, or other public area as shown by the City's Comprehensive Plan or future acquisitions map. Applicable commentary:

The approved City Comprehensive plan does not propose any public areas at this location.

7. The proposed subdivision **is not** within a known floodplain. Applicable commentary:

Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRMs) do not indicate that the platted property is located in a designated floodplain.

8. The proposed subdivision **does not** have, in whole or in part, terrain having an average slope exceeding ten percent (10%). Applicable commentary:

The native slopes of all land located within the plat area were less than the 10% threshold. All constructed improvements were designed by an Idaho licensed engineer.

9. The final subdivision plat **is** in substantial conformance with the applicable preliminary plat previously approved by the Lewiston City Council. Applicable commentary:

The final plat is in substantial conformance to the preliminary plat that was approved by the City Council on May 22, 2023

10. All required Public Improvements **have** been completed and approved by the City Engineer, or the serving utility. Applicable commentary:

A new public street, approximately 250 feet in length, and associated public utilities have been constructed to service the five central lots of the finished subdivision. The new central street was constructed as a 45 foot wide right-of-way street, and incorporates a cul-de-sac turn-around with a 45 foot driving radius at its westerly terminus in conformance with the Fire Department's Standard Operating Procedure number 906, for Fire Apparatus Access Roads. Per the developer's request the proposed cul-de-sac street was constructed with sidewalk on only one side of the street. In conformance with the requirements for cul-de-sac roadways less than 500' in length, as defined in City standard drawing 3-5, the developer has paid a fee-in-lieu-of construction, for the omitted sidewalk. Frontage improvements consisting of approximately 1165 l.f. of curb, gutter and sidewalk with required asphalt patch-back have been constructed along the existing city streets located south, and east of the proposed subdivision. Due to narrow existing right-of-way width, Birch Avenue to the south was not required to receive sidewalks. Extension of City sewer mains

was also completed in the adjacent 22nd Street and Birch Avenue. Extension of City sewer mains will allow the lots in the proposed subdivision to be serviced by the City sewer system.

Stormwater generated outside the City limits which crosses 22nd Street at the Powers Avenue intersection, has caused flooding issues along the north boundary of the proposed subdivision and downstream along the natural drainage path in the past. The development associated with this subdivision should not exacerbate these issues, and it is hoped that the associated on-site stormwater infiltration requirements, frontage improvements, and stormwater mitigation measures may be able to alleviate some of the existing issues.

The proposed subdivision is located in the Lewiston Orchards Irrigation District, and the irrigation district will provide service for the proposed lots. Avista Utilities, CenturyLink/Lumen Technologies, and Sparklight will also provide utility service.

11. The City Engineer **has** indicated approval of public improvements, the plat's conformance with the City Subdivision Ordinance, and a recommendation of approval of the subdivision plat to the City Council, by signing the Engineer's Certificate. Applicable commentary:

The City Engineer Certification was signed on November 19, 2024.

12. The City Surveyor **has** indicated the plat's conformance with the requirements of Title 50, Chapter 13, Idaho Code, and a recommendation of approval of the subdivision plat to the City Council, by signing the City Surveyor's Certificate. Applicable commentary:

The City Surveyor Certification was signed on November 19, 2024.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could not** take actions to obtain approval, the explanation is:

Not applicable.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could** take actions to obtain approval, such actions might include:

Not applicable.

NOTICE TO APPLICANT AND AFFECTED PERSONS: An applicant or affected person may file a written request for reconsideration with the City Clerk to request that the City Council reconsider its final decision within fourteen (14) calendar days by 5:00 p.m. on the fourteenth (14th) day after the City Council has adopted this Reasoned Statement of Relevant Criteria and Standards. The written request for reconsideration shall include, at a minimum, the following information: (i) the name and address of the applicant or affected person requesting reconsideration, (ii) the specific deficiencies in the decision for which reconsideration is sought, and (iii) a description of any procedural injury or substantial harm to real property interest(s) suffered as a result of the decision, all in accordance with Lewiston City Code § 37-185(b)(1). A form may be obtained from the City Clerk. A request for reconsideration shall be a mandatory exhaustion of an applicant or affected person's administrative remedies prior to the filing of a petition for judicial review of a final decision made by the City Council.

Every final decision rendered shall provide or be accompanied by notice to the applicant regarding the applicant's right to request a regulatory taking analysis pursuant to Idaho Code § 67-8003. The mailing of a signed and dated copy of this Reasoned Statement of Relevant Criteria and Standards by the City to the applicant shall constitute compliance with such notice requirement. An applicant denied an application or an affected person aggrieved by a final decision concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, as described above, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

By: _____
Daniel G. Johnson, Mayor

Date of Signature: _____

ATTEST: _____
Tanya M. Brocke, City Clerk



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE HOUSTON-GALVESTON AREA COUNCIL (HGAC) COOPERATIVE CONTRACT AMBULANCE PURCHASE	AGENDA NO. VI. A. AGENDA DATE: December 9, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) At the November 14, 2011, council meeting, per Resolution 2011-61, Council approved the City's membership application to the Houston-Galveston Area Council (HGAC) cooperative purchasing program. Original membership was pursued per I.C. 67-2328 (Joint Exercise of Power) because HGAC did not meet the requirements of the existing I.C. 67-2807 Joint Purchasing Agreements — Not-For- Profit Associations). I.C. 67-2807 was repealed and replaced in July 2019 to allow government-formed cooperatives such as HGAC. The Fire Department would like to purchase one (1) ambulance from Braun Northwest, Inc. (Chehalis, WA), using the HGAC AM10-23 Contract. This purchase will replace unit #285, a 2015 ambulance with 132,900 miles. With the current build time for ambulances being approximately one and a half years, the arrival of this ambulance aligns with the expected timeline of the 10-year replacement schedule. The total cost of the ambulance is \$277,805. The City can also take advantage of a \$4,000 discount if the chassis cost of \$61,284 is paid in full once Braun NW receives it. The estimated delivery time of the chassis is 100-120 days from date of order. Please refer to the attached memo for further details.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) A total of \$235,000 is allocated to the FY25 Fleet Replacement budget for this purchase. The proposed price is based on current pricing, though additional costs may arise once Ford releases the FY25 chassis pricing. The \$43,000 exceeding the FY25 budget will be covered by reserves. Additionally, once the ambulance is received, the surplus of #285 will further help offset the cost.	
ACTION PROPOSED Staff recommends that the City Council accept the price proposal submitted by Braun Northwest, Inc., per the HGAC contract #AM10-23, for one (1) ambulance, in the total estimated amount of \$277,805.00, and authorize staff to move forward with the purchase of the ambulance.	

Memo



To: City Council
From: Equipment Services
Date: November 25, 2024
Subject: Ambulance Replacement

Equipment Services plans for the replacement of the ambulances based on 10-year life cycles. Based on the most recent ambulance purchase, funding in the amount of \$235,000 has been allocated for the replacement of an ambulance in FY25.

Item History: This purchase will replace unit #285, a 2015 ambulance with 132,900 miles. The current build time for ambulances is approximately one and a half years, putting this ambulance's arrival within reasonable expectations of the 10-year replacement schedule.

Item Commentary: The ambulance build specifications were drafted by a committee comprising of Fire Department and Equipment Services staff. The budget for this FY25 ambulance was planned with the initial estimated cost of \$219,495 from FY23. Through several change orders, the price was increased by \$15,000 by the time of arrival in FY24, but the changes occurred after the replacement planning budget was set.

An estimate was received in September, utilizing the HGAC joint purchasing agreement, in the amount of \$277,805, and a build time of 530-580 days. This estimate includes all change orders from the previous build. The proposal includes an optional discount: if the chassis is paid in full within 30 days of arrival to the vendor, a \$4,000 discount will be provided, bringing the total ambulance cost down to \$273,805.

Budget Impact: Due to the ambulance estimate coming in higher than anticipated, Equipment Services will use the extended manufacturing time to adjust the ambulance replacement costs and build up the reserve funding to cover the cost difference. Revenue from the FY24 ambulance surplus sales, and the future surplus sale of the current ambulance, will also help to offset the cost difference.

Action Proposed: Staff recommends that City Council accept the proposal submitted the HGAC cooperative purchasing program, including the optional discount, in the amount of \$273,805.



150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

SAVVIK PROPOSAL

September 26, 2024

Lewiston Fire Department
Attn: Greg Rightmeier
1245 Idaho Street
Lewiston, ID 83501
grightmier@cityoflewiston.org

RE: One (1) 2025 North Star 153-1 Ambulance

Braun Northwest is pleased to offer the following proposal which is based upon PSAI contract AM23:

One (1) 2025 North Star 153-1 Ambulance on a 2025 Ford F-450 4x4 ambulance prep gas chassis based upon NS vehicle #3819/20-1 "As-Built" specifications dated 4/25/2024 and drawings dated 5/8/2024 with the following changes:

- Utilize a 2025 Ford F-450 4x4 ambulance prep gas chassis
- Include Change Orders #1-5

Base price PSAI AM23CA07.....\$235,296.00
Published/Unpublished options taken\$ 42,009.00
PSAI Fee.....\$ 500.00
Total F.O.B. Chehalis, WA\$277,805.00**

Sales tax not included

F.O.B.: Chehalis, Washington

Delivery: Approximately 530 – 580 days, based upon current manufacturing plan and receipt of chassis.

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

**Note: Above pricing includes a chassis flooring fee. You will be notified as soon as the chassis arrives at Braun Northwest. If chassis is paid in full within 30-days of arrival a credit will be issued (See Options Page).*

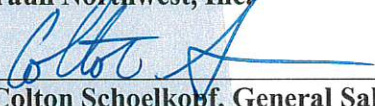
***Note: The above pricing is based upon estimated 2025 model year chassis pricing and is subject to change when new pricing is released by Ford.*

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is a Washington dealer (0991-A) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.

We agree to accept the above proposal:
Lewiston Fire Department


Colton Schoelkopf, General Sales
Manager

Signature

Date

Date:

9-26-24

Printed Name

Title



EMERGENCY VEHICLES

CS
cc PB

Enclosures: Options page, specifications, drawings.

**OPTIONS
FOR
*Lewiston Fire Department
Lewiston, Idaho***

Please indicate if you want the following options by initialing in the space provided and checking the appropriate "yes" or "no" box, then sign where indicated below. After completion, please return this original form to our office along with the original proposal.

Thank you!

1. Pay for chassis in full within 30-days of receipt of chassis at Braun Northwest.
DEDUCT PER UNIT <\$4,000.00>
Do you want this option? ☐Yes ☐No _____initials

(NOTE: THIS PRICING DOES NOT INCLUDE SALES TAX.)

APPROVED BY: *(Please initial above choice (s) & sign below)*

(Signature)

(Date)

(Printed Name)

(Title)

BRAUN NORTHWEST, INC.
DETAILED SPECIFICATIONS
FOR
LEWISTON FIRE DEPARTMENT
LEWISTON, IDAHO
3819-1 & 3820-1

1 **CHASSIS**

1.01 **OEM CHASSIS**

- 2023 Ford F-450 XLT, Regular Cab 4 x 4, meeting all the specifications of Section 1.01 (Note: Chassis subject to model year changes)
 - Ambulance Prep Package (47A)
 - 3 year/36,000-mile Bumper-to-Bumper warranty
 - 5 year/100,000 mile Gas Engine Warranty
 - Dual rear wheels
 - Provided by Braun Northwest

1.01.01 **SPECIFIC RATINGS**

- Drive – 4 x 4
- G.V.W.R. – 16,500 lb
- Front Axle – 7,000 lb
- Rear Axle – 13,660 lb
- Wheelbase – 169"
- Cab to Axle – 84"
- Front Spring Capacity – 7,000 lb
- Rear Spring Capacity – 12,000 lb
- Rear Differential – 4.88 ratio, limited slip wide track rear axle

1.01.02X **POWER TRAIN**

- Engine
 - 7.3L V8 Gas DEVCT NA PFI (99N)
 - Engine block heater
 - Oil Minder System
- Engine Cooling System
 - Heavy duty, closed-air, free-liquid state type
 - Coolant recovery system
 - 50/50 solution Permanent type antifreeze to –34 degrees F
- Transmission
 - TorqShift 10-speed automatic transmission with selectable drive modes
 - External oil cooler in chassis grille area
 - Electronic Shift on the Fly
- Exhaust System
 - System complies with Federal Motor Carrier Safety Regulations, Part 393.83

- Suspended using three hangers, excluding manifold attachment
- Discharge at right rear side of module
- Tailpipe shall not terminate within twelve inches of the vertical axis of the fuel tank filler opening.

1.01.03 STEERING

- Power-assisted
- Tilt steering wheel

1.01.04 SHOCK ABSORBERS/STABILIZER BARS

- Heavy-duty shock absorbers front and rear
- OEM front and rear stabilizer bars

1.01.05 BRAKES

- Heavy duty power-assisted four wheel ABS; front and rear disc
- Front 14.53" diameter; Rear 15.35" diameter
- Trailer Brake Controller

1.01.06X TIRES AND WHEELS

- Seven OEM LT 225-70R-19.5G all-purpose steel belted radials
- Four 19.5" Forged Polished Aluminum wheels (64D)
- Three OEM 19.5" steel wheels
- OEM jack and tire changing tools
- Spare tire and wheel shipped loose

1.01.07 ELECTRICAL

- Alternators – OEM dual rated at 397 Amps total
- Battery – OEM dual rated at 750 CCA each
- Stationary Elevated Idle Control

1.01.08X INSTRUMENT PANEL AND CONTROLS

- Gauges
 - Speedometer
 - Tachometer
 - Engine Coolant Temperature
 - Transmission Fluid Temperature
 - Fuel Level
 - Indicator lights
 - Odometer/Trip Odometer
- Cruise Control, with steering mounted controls
- Audio – OEM AM/FM/SiriusXM radio with 6 month prepaid subscription
- SYNC 3 - Voice-Activated communications and entertainment system with 8" touchscreen in center stack
- 4.2" LCD Productivity Screen in IP Cluster with compass display
- Two USB Ports
- Ford Pass® Connect 4G Wi-Fi Modem
- Rearview Camera and Prep Kit (872)

1.01.09**CAB EXTERIOR**

- Trim Level – XLT
- Bumper – Chrome
- Tow Hooks – Two Front
- Mud Flaps – Two Front
- Horn – OEM dual electric
- Windows – Solar Tinted
- Windshield wipers – Two-speed electric, washer and intermittent speed control
- Mirrors
 - Two black, below eye level, manually telescoping trailer tow
 - Power, heated glass, upper portion
 - Turn indicators and clearance lights on outside edge
 - Lower portion convex
- Lights
 - Headlamps – Auto High-Beam, Quad-beam halogen
 - Roof clearance light
- Fuel – OEM 40 gallon tank

1.01.10**CAB INTERIOR**

- Trim Level – XLT
- Seats – OEM
 - Cloth 40/20/40
 - Combination lap and shoulder harness
 - Side door armrest
- Flooring – Black vinyl
- Climate control – OEM
 - Heavy duty, fresh air, high-capacity heater/defroster
 - Dehumidifying air conditioning system
- Airbags
 - Driver and right-front passenger front
 - Front-seat side
 - Safety canopy system with roll-fold side curtain airbags
- Other
 - Dome light, with dual map lights
 - Auxiliary Power Point
 - Interior hood release
 - Power door locks & windows
 - Remote keyless entry w/Antitheft
 - Adjustable gas and brake pedals

1.01.11**COLORS**

- Exterior – Race Red (PQ)
- Interior – Medium Earth Gray

1.02 CHASSIS MODIFICATIONS

The following modifications will be made to the chassis by Braun Northwest.

1.02.04 EXHAUST HEAT SHIELDS

Shall be formed from 20 ga. galvanized sheet metal with stamped reinforcements and formed edges. Access openings shall be provided for shock absorber, mounting bolts, etc. Heat shields shall be bolted to chassis frame and extend from back of cab to the frame cross member just behind the rear axle.

1.02.05X RUNNING BOARDS

Running boards made of 0.125" bright aluminum diamond plate with Grip Strut inserts embedded in the step surfaces for a Ford F450 regular cab chassis shall be securely mounted on both sides of the chassis with OEM fasteners.

1.02.09 MUD FLAPS

Mud flaps with the "NORTH STAR" logo shall be installed behind rear wheels.

1.02.14A SUSPENSION

A LiquidSpring rear suspension system shall be installed, with a kneeling feature to activate when the rear streetside patient compartment entrance door opens within 60 minutes of the chassis ignition being turned off. An override switch labeled "DUMP OVERRIDE" shall be installed on the curbside rear wall, accessible from rear curbside door. The LiquidSpring control panel shall be installed on the chassis dash to the left of the steering wheel.

1.02.43 CHASSIS MISCELLANEOUS

The factory automatic Idle shutdown feature shall be disabled.

1.02.55 MISCELLANEOUS ELECTRICAL CONNECTION

Deutsch weatherproof quick disconnects shall be installed between the cab and module for ease of servicing:

- The quick disconnect(s) between the chassis front harness and module electrical system shall be installed on the frame rail.
- The quick disconnect(s) between the driver's console and the module electrical system shall be installed behind the driver's seat in the rear of the cab.

1.02.60 CAB CONDUIT

A 5.5" cab conduit shall be installed between the cab and module located behind the driver's seat. The driver's console harness shall be routed through the conduit.

1.03 MODULE-TO-CHASSIS MOUNTING SYSTEM

1.03.01 MODULE MOUNTING SYSTEM

The module shall be bolted to the chassis frame in no fewer than twelve locations. Each mounting location shall include a hard rubber isolation pad between the chassis frame and the module lateral. The rearmost lateral(s) shall be connected to the frame extensions with 5/8" grade 8 bolts. All remaining laterals shall be connected with vertical 3/4" grade B7 eye bolts fastened to the frame rails with horizontal 3/4" grade 8 hex bolts. All bolts shall be secured with locking nuts.

1.03.02A CAB-TO-MODULE ATTACHMENT

The module shall be connected to the cab with a flexible watertight boot to allow cab-body flex as designed by the chassis manufacturer. The chassis rear window shall be replaced by an aluminum insert covered with black-painted polyurea thermoplastic elastomer, with a 16"W x 12.5"H opening on the cab side with a sliding clear 0.25" polycarbonate window and an extruded aluminum door pull, a 16"W x 15"H opening on the module side, and a stainless-steel cover to protect the bottom of the pass-thru (Sections 2.13 and 3.04.01 related).

2 **MODULAR CONSTRUCTION**

All material utilized shall be of the correct type, alloy, and thickness to withstand the intended usage and provide protection against cracking, corrosion, or metal fatigue. All materials utilized shall be of open stock origin, commonly available through local sources, for rapid and economical repair or modification of the body. Any use of proprietary parts or materials in the construction of the body is unacceptable, due to potential delays or difficulties in future repairs or service. NO EXCEPTIONS TO BE TAKEN IN THIS AREA. This specification has been designed and written to fill specific needs of this agency. Where brand name, make, or model of equipment has been specified, no exceptions shall be allowed. Where compartment and cabinet sizes have been specified, bidder must bid substantially (plus or minus 1") the size specified. The module shall have a transferable lifetime structural warranty.

2.01 **MATERIAL**

EXTRUSIONS	SIZE	ALLOY
Structural Tubing	1" x 2" x 0.125" sq	6063-T52
Structural Tubing	2" x 2" x 0.125" sq	6063-T52
Cross Members	3" x 3" x 0.375"	6061-T6
Cross Members	1.5" x 3" x 0.25"	6061-T6
FORMED SHEETING	SIZE	ALLOY
Skin/Roof/Compartments/Subfloors/Doors	0.125"	5052-H32
Interior Cabinets	0.090"	5052-H32
Diamond Plate	0.125"/0.08"	3003-H22
Stainless Steel	16 ga., 20 ga	304 # 4B

2.02 **MODULE DIMENSIONS**

Drop Skirt	4.00 "
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Overall Vehicle Dimensions (Specifications are listed as minimums.)

Length	24 '	1.75 "	289.75 "
Width (excluding mirrors)	8 '	0 "	96.00 "
Height (Approximate)	9 '	6.25 "	114.25 "

Exterior Module Dimensions (Specifications are listed as minimums.)

Length	12 '	9 "	153.00 "
Width	8 '	0 "	96.00 "
Height	7 '	8.37 "	92.37 "

Interior Dimensions (Specifications are listed as minimums.)

Length	Forward Wall to Rear Wall	144.00 "
Width	Left Wall to Right Wall	91.00 "
Floor Width	Left Cabinets to Squad Bench	50.25 "
Height	Floor to Ceiling	72.00 "

2.03 STRUCTURAL FRAMING

Side wall and rear wall construction shall consist of 2" x 2" x 0.125" aluminum square tubing extensions welded together with a maximum of 14" centers. 1" x 2" x 0.125" aluminum tubing may be utilized in addition to 2" x 2" tubing to accommodate custom compartment sizes. The bottom of the wall structure shall be sealed with a welded 2" x 2" tube, a 2" x 2" angle, or a 0.125" plate depending upon location. The wall structure shall be capped with a 2" x 4" x 0.125" header upon which a 2" x 2" x 0.125" roof structure is welded. This process provides a unitized roll cage structure for greater occupant safety. The front wall structure shall be constructed of formed aluminum channels to allow ample space for wiring raceways, heater hoses, and A/C hoses.

2.04 FOUNDATION SYSTEM

The foundation system shall consist of a 0.125" aluminum sheet subfloor with foundation members securely welded under the subfloor. Transverse members (laterals) shall consist of 3" x 3" x 0.375" structural angles. 0.25" x 1.5" aluminum stringers shall span longitudinally between the laterals.

2.05 MODULE SEAMS

All body and compartment seams at or below floor level shall be full-seam-welded. The entire perimeter of the subfloor shall be completely sealed with a caulking material, creating a watertight seam.

2.06 EXTERIOR SKIN

A Norton NORBOND closed-cell, polyurethane foam tape with high-performance acrylic adhesive shall be utilized full length on all front and rear wall and roof frame members. A polyurethane adhesive sealant shall be applied to the edges of framing members that are bonded with NORBOND tape. An advanced two-part methacrylate structural adhesive shall be used to bond all side wall tubes to the exterior skin and door frames.

The module shall be constructed utilizing full-size sheet construction to minimize body seams. There shall be no corner or mid-body seams.

2.07 MODULE ROOF

In order to improve module strength and minimize exposed seams, the roof shall be seamed transversely, shall be crowned, shall have a 1.5" radius along the edges, and shall be welded to 2" x 4" wall header tubes 4.75" below the roof line. The roof shall be supported by positive contact between sidewall framing and roof framing. All seams on the roof surface shall be continuously welded and body-worked on the outside. In order to avoid the possibility of paint and/or weld cracking, no extrusions shall be used in the exterior construction of the roof or corners of the module.

A contoured, 3/8" aluminum plate, painted to match the module, shall be welded to the roof structure and project through the center of the roof to serve as anchorage for personal fall arrest equipment. The anchorage is designed and rated for a single person only.

2.08

MODULE EXTERIOR COMPARTMENTS

All compartments shall be constructed from formed 0.125" aluminum, securely welded to the subfloor and structural framing. A baffled drain hole shall be provided in all exterior compartment bottoms that extend below the floor line. All exterior adjustable shelves shall be mounted on heavy-duty aluminum track, which is securely welded to compartment interiors. Each shelf shall support at least 300 lb. of equipment.

COMPARTMENT #1

Interior Dimensions – 31"W x 74"H x 20"D

Doorway Dimensions – 31"W x 74"H

Location – Streetside, forward

Shelving – Two; One fixed shelf shall be installed above the oxygen cylinder, and one adjustable shelf shall be installed between the forward and aft dividers, at a minimum of 43" from the compartment floor.

Door(s) – Single

Light(s) – One LED strip light (Section 6.26 related)

Additional Instructions –

1. Two full-depth, full-height fixed dividers shall be installed to divide the compartment into three separate sections.
2. An aluminum strap shall be installed at the top of the of the forward divider to help retain backboards.
3. A painted aluminum slide-out oxygen cylinder tray with four 300 lb. slides shall be installed for a tool board shall have a welded bracket and three ratcheting straps with UHMW stiffeners set up for storage of one customer-supplied-and-installed M-size cylinder. Two Cast Products Duramount SAE J3043-compliant strapless D cylinder holders shall be installed on the tool board outboard in a stacked orientation (Section 4.10 related).
4. Center section (below fixed shelf) shall be for storage of a **customer-supplied-and-installed** stair chair. Two footman loops and a nylon strap with quick-release buckle shall be installed across this section to help secure **customer-supplied-and-installed** stair chair (Section 4.27 related).
5. A vent with MERV 8 polyester filter media and hex-punched stainless-steel cover shall be installed on the forward wall.

COMPARTMENT #2

Interior Dimensions – 18"W x 40"H x 20"D

Doorway Dimensions – 20"W x 40"H

Location – Streetside, forward of wheel well

Shelving – None

Door(s) – Single

Light(s) – One LED strip light (Section 6.26 related)

Additional Instructions –

1. The 120VAC Power Box shall be installed in the forward wall (Section 6.21 related).
2. A full-depth, full-height fixed divider shall be installed 9" from the aft wall.
3. Two footman loops and a nylon strap with quick-release buckle shall ship loose for a **customer-supplied-and -installed** Auto Pulse (Section 8.01 related).
4. The back wall shall have punched close-out to allow conditioned air into the compartment.

COMPARTMENT #3

Interior Dimensions – 39"W x 60"H x Lower 20"D / Upper 16" D

Doorway Dimensions – 39"W x 60"H

Location – Streetside, aft

Shelving – One adjustable

Door(s) – Single

Light(s) – One LED strip light (Section 6.26 related)

Additional Instructions –

1. Two strips of heavy-duty aluminum track shall be installed, one in the forward corner and one in the aft corner, offset 3" to allow for two black powder-coated angled corner bracket to be installed one forward and one aft for **customer-supplied-and-installed** SCBA cylinder holders (Section 4.10 related).
2. A strip of heavy-duty aluminum track shall be installed centered on the upper section of the compartment. A 37" W x 18"H aluminum plate shall be installed on the upper back wall.
3. A grabber-type hold-open device with replaceable rubber catch shall be installed on compartment door (, Section 2.09.04 related)
4. A vent with MERV 8 polyester filter media and hex-punched stainless-steel cover shall be installed on the aft wall.
5. The aft wall shall have punch closeout installed to assist with door closure.
6. A 12V prewire for a future **customer-supplied-and-installed** equipment shall be in installed behind the aft wall closeout (Section 6.25 related).

COMPARTMENT #4

Interior Dimensions – 45"W x 21.5"H x 20"D

Doorway Dimensions – 45"W x 21.5"H

Location – Curbside, aft

Shelving – One adjustable

Door(s) – Double

Light(s) – One LED strip light (Section 6.26 related)

Additional Instructions –

1. A vent with MERV 8 polyester filter media and hex-punched stainless-steel cover shall be installed on the aft wall.

COMPARTMENT #5 – Inside/Outside Access

Interior Dimensions – 22.75"W x 38.75"H x 33"D

Doorway Dimensions – 22.75"W x 38.75"H

Location – Curbside, forward

Shelving – See Interior Cabinet #17

Door(s) – Single

Light(s) – One LED strip light (Section 6.26 related)

Additional Instructions –

1. This compartment shall provide inside/outside access to Cabinet #23 with a full width stainless-steel threshold on the floor level shelf.
2. There shall be general storage located below the floor.

2.09

MODULE DOORS

The doors shall be box-pan-formed with a total thickness of 2".

2.09.01 DOOR FRAME AND SEAL

Each door frame shall have a flange for the installation of an air cell hollow core 360-degree compression door seal. This seal creates watertight, dust-free compartment integrity. Door seal shall be knock-on type. Door frames shall be bonded to the adjacent tubes such that no exterior flange is required.

2.09.02 DOOR HINGES

Compartment and passage doors shall have full-length, piano-type, 2.5"W stainless steel hinges, positioned with 0.25" rivets at each end. The hinges shall be attached with #12 x 0.75" stainless steel truss head screws spaced 4" apart, sealed with Sikaflex. All curbside and streetside side-hinged single doors shall be hinged on the forward sides, rear passage doors shall be hinged on the outboard sides.

2.09.03 DOOR LATCHES

Exterior door handles shall be semi-flush, chrome-plated Eberhard E Grabber #21100. Passage doors shall have release handles on the inside of each door. All exterior doors shall have rotary latches and striker posts that meet FMVSS 206 requirements. Striker posts shall be adjustable and be secured with a nut from behind the door frame. The striker washer shall not be removed. Doors greater than 45" tall shall have double rotary latches activated by stainless steel rods. Once final adjustments have been made, threads shall have Loctite or equivalent applied. All double-door compartments shall have an exterior E Grabber handle and rotary latches on each door. Doors shall latch to doorframe-mounted striker posts only and not to one another. Curbside passage and rear curbside doors shall have interior handles with dual-point, rod-actuated, rotary latch systems that are lockable inside and out. All locks shall be keyed J236.

Rear passage doors shall both have emergency release levers, one at the top and bottom of each door and accessible from the inside of the module.

2.09.04 COMPARTMENT DOOR CONTROL

A heavy-duty, double-spring door control capable of holding the door open at approximately a 90-degree angle on any road surface shall be installed at the top of each compartment door. Except Compartment #3 shall have a grabber-type hold-open device with replaceable rubber catch

2.09.05X CURBSIDE DOOR CONTROL

A heavy-duty, double spring door check capable of holding the door open at approximately a 90-degree angle on any road surface shall be installed at the top of the curbside passage door.

Two 2" black seatbelt-type straps with footman loops shall be installed, one each at the top and bottom of the door frame, to protect the door from excessive overtravel.

2.09.06 REAR DOOR CONTROL

Rear door controls shall be two grabber-type hold-open devices with replaceable rubber catches.

2.09.07 COMPARTMENT DOOR SKINS

Each compartment door skin shall be made of 0.080" bright aluminum diamond plate, shall be removable, and have a latch service opening with a 2.25" x 4.5" black rubber plug for lubrication and service. Door skins shall be secured with #8 pan head screws and Sikaflex. Red/white 1.5" conspicuity tape shall be installed on the outboard vertical edge of each door.

2.09.08X ENTRANCE DOOR SKINS

Shall be 16-gauge stainless steel; and be removable to service door hardware. A removable stainless-steel bezel shall be installed at mid-height on the door skin to provide access to the latch handles and electric lock motors (Section 6.40 related). Red/white 1.5" conspicuity tape shall be installed on the top, bottom, and vertical edges of the side passage door and curbside rear door. The streetside rear door shall have conspicuity tape on the top and bottom edges. **An override switch for the electrical step shall be located on the latch bezel (Section 4.17 related).**

2.09.09 ENTRANCE DOORWAYS

One curbside and two rear module entrance doors shall be provided. The curbside doorway dimensions shall be 31"W x 77.75"H. The rear doorway dimensions shall be 49.75"W x 66"H.

2.09.10 THRESHOLDS

All compartment and module access door frames shall have full-width-formed stainless-steel threshold plates to protect the lower edge of frame.

2.10 MODULE INTERIOR CABINETS

Shall be formed of 0.090" aluminum and shall be securely welded or mounted to the structural framing. All interior adjustable shelves shall be mounted on 1" wide aluminum track.

CABINET #1

Dimensions – 41.25"W x 13.75"H x 15.75"D

Location – Streetside upper, forward

Shelving – One adjustable

Door(s) – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch

Lighting – LED under-cabinet strip light (Section 6.14 related)

Additional Instructions – None.

CABINET #2

Dimensions – 26"W x 10"H x 15.75"D

Location – Streetside, upper

Shelving – One adjustable

Door(s) – Top-hinged clear 0.25" polycarbonate door with a twist-slam latch, dual gas shock hold-opens and an extruded aluminum door pull

Lighting – LED under-cabinet strip light (Section 6.14 related)

Additional Instructions –

1. Prewire for customer-supplied-and-installed 12VDC IV warmer (Section 6.25 related)

CABINET #3

Dimensions – 30.5"W x 24.75"H x 15.75"D

Location – Streetside, upper aft

Shelving – One adjustable

Door(s) – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch

Additional Instructions – None.

CABINET #4

Dimensions – 36"W x 29"H x 5"D

Location – Streetside aft

Shelving – One adjustable

Door(s) – Sliding clear 0.25" polycarbonate with felt-lined anodized aluminum track, interlocking aluminum trim, and full extruded aluminum door pulls with integral door latch

Additional Instructions – None.

CABINET #5 - CPR Seat with Storage

Dimensions – Bench: 26"W x 18.75"H x 20"D

Storage: 26"W x 7.625"H x 20"D

Location – Streetside aft of Action Area

Shelving – None

Door(s) – Hinged aluminum bench lid, with removable high-density foam padding covered with seamless vinyl shall provide access to the storage area. It shall have a 1.5" overhang, an automatic hold-open device.

Additional Instructions –

1. A two-point automatic locking retractor seat belt shall be installed (Section 5.14 related).
2. The back and head pads shall have high-density foam padding covered with seamless vinyl.
3. The CPR seat base to be formed from aluminum and securely anchored to sub-floor. The bottom and unfinished sides of the storage area shall be sprayed with textured polyurea and painted white with gray splatter.

Cabinet #6 – Action Area

Dimensions – 43.25"W x 30.75"H x 20"D

Location – Streetside

Additional Instructions –

1. An oxygen outlet, SSCOR #22000 analog suction regulator, 120VAC GFCI duplex receptacle, and dual USB charging port shall be installed on the Action Area wall (Sections 5.11, 5.13, 6.21, and 6.25 related).
2. A six-switch attendant panel, digital thermostat and EVO-RC inverter panel shall be installed on the closeout (Sections 5.17, 6.13, and 6.31 related).
3. The counter top shall be one-piece 16 ga., 304 stainless-steel with a 0.5" aluminum retaining lip and aluminum cove trim along the wall.

CABINET #7

Dimensions – 10"W x 12.5"H x 10.75"D

Location – Streetside, below Action Area countertop

Shelving – None

Door(s) – Clear polycarbonate face with a drawer pull and two detent slides

Additional Instructions –

1. A flush mounted Medivac Guardian #65652-139 wall-mount bracket with a Medivac Guardian #6565-212 1200cc disposable canister shall be installed on a pull-out tray with a notched polycarbonate face with a drawer pull and two detent slides (Section 5.13 related).

CABINET #8

Dimensions – 27"W x 7"H x 11"D

Location – Curbside, upper aft

Shelving – None

Door(s) – Top-hinged clear polycarbonate door with dual gas-shock hold-open devices, twist-slam latch and extruded aluminum door pulls

Additional Instructions – None.

CABINET #9

Dimensions – 27"W x 7"H x 11"D

Location – Curbside, upper

Shelving – None

Door(s) – Top-hinged clear polycarbonate door with dual gas-shock hold-open devices, twist-slam latch and extruded aluminum door pulls

Additional Instructions – None.

CABINET #10

Dimensions – 27"W x 7"H x 11"D

Location – Curbside, upper

Shelving – None

Door(s) – Top-hinged clear polycarbonate door with dual gas-shock hold-open devices, twist-slam latch and extruded aluminum door pulls

Additional Instructions – None.

CABINET #11 – Squad Bench with Storage

Dimensions – Bench: 76.875"W x 18.75"H x 19"D

Storage: 80"W x 7.625"H x 19"D

Location – Curbside

Door(s) – Hinged aluminum bench lid, with high-density foam padding covered with seamless vinyl shall provide access to the storage area. Lid shall have a 1.5" overhang, two automatic hold-open devices. The pad shall be removable.

Additional Instructions –

1. The squad bench back and head pads shall have high density foam padding covered with seamless vinyl.
2. The squad bench base shall be formed from aluminum and securely anchored to sub-floor. The bottom and sides of the storage area shall be sprayed with textured gray polyurea thermoplastic elastomer and painted white with gray splatter.
3. Three sets of two-point automatic locking retractor seatbelts shall be installed on the bench with three additional lower receivers, set up for use with sit-up or stretcher patients (Section 5.14 related).
4. One Becton Dickinson 6.9-Qt. sharps container and one 7-Qt. waste container shall be installed at the forward end of the bench, with a hinged clear polycarbonate cover with magnet holder to keep open and a sharps and finger hole (Section 5.26 related).
5. An oxygen outlet and momentary dome timer switch shall be installed on the wall above the forward end of the bench (Sections 5.11 and 6.16 related).
6. A suspension dump override switch shall be located on the curbside wall aft of the bench (Section 1.02.14 related).
7. A net system shall be installed at the forward end of the bench (Section 5.34 related)

CABINET #12

Dimensions – 18"W x 10.5"H x 14.5"D

Location – Curbside, aft of squad bench

Shelving – None

Door(s) – None

Additional Instructions –

1. This cabinet shall be open to both the aisle and the squad bench and have a 1" lip along all edges to hold items in place.
2. It shall have a painted to match the interior counter top with a 1 retaining lip
3. There shall be three custom 14"W x 5"H x 13"D aluminum drawers in this area. Each drawer shall operate on 12" slides rated at 300 lb. per set and have a gas shock hold open/closed device to ensure drawers do not accidentally open or close during operation of the vehicle. Drawers shall be of formed 0.125" aluminum construction, painted to match the interior. Drawers shall have machine-stamped divider supports along the sides of the drawer with four removable ABS dividers, per drawer. The drawers shall open toward the squad bench.

CABINET #13 – Electrical Cabinet

Dimensions – 25.75"W x 13"H x 10"D

Location –Right front, upper

Shelving – None

Door(s) – Painted aluminum, hinged, swing up door with a hold-open device, a quarter turn slotted latch, and an automatic compartment light.

Additional Instructions –

1. This cabinet shall house the electrical component module (Section 6.01 related).

CABINET #14 - HVAC

Dimensions – 37.25"W x 16.75"H x 24.875"D

Location – Front, above pass-thru

Additional Instructions –

1. This cabinet shall house the heater/AC unit and the suction pump (Sections 5.12 and 5.17 related)

CABINET #15 – Radio Cabinet

Dimensions – 14"W x 27.75"H x 13"D

Location – Front, forward of the attendant seat

Shelving – None

Door(s) – Painted aluminum panel with two Southco C2 latches with punched air grilles

Additional Instructions –

1. This cabinet is intended for radio component storage and shall be supplied with access to electrical component panel.
2. One Blue Sea #5032 split bus fuse block shall be installed, for future **customer-supplied-and-installed** equipment (Section 6.18 related)
3. Antenna cables shall terminate in this cabinet (Section 6.19 related).
4. A Samlex 1200-watt inverter with a 60-amp battery charger shall be installed on the back wall of this cabinet (Section 6.31 related).

CABINET #16 – Cool Drawer**Dimensions** – 27.25"W x 10.25"H x 10"D**Drawer Dimension** – 17.875"W x 10.25"H**Location** – Curbside, forward**Additional Instructions** –

4. The counter top shall be one-piece 16 ga., 304 stainless-steel with a 0.5" aluminum retaining lip and aluminum cove trim along the wall.
5. **CRITICAL DIMENSION:** space shall be at least 23" H from the countertop to the bottom of Electrical Cabinet #13
6. A Dometic Cool Drawer shall be installed in this location with the compressor located to the right of drawer (Section 5.28 related).

CABINET #17 – Inside/Outside Access**Dimensions** – 32"W x 18"H x 24.875"D**Location** – Curbside, forward**Shelving** – One adjustable with bolt on track**Door(s)** – None**Additional Instructions** –

1. This cabinet shall be accessible from the outside via exterior Compartment #5.
2. One 120VAC GFCI duplex receptacle shall be installed on the back wall (Section 6.21 related).

CABINET #18 – General Storage**Dimensions** – 12"W x 21.25"H x 15"D**Location** – Front, lower, forward of the attendant seat**Shelving** – Two adjustable**Door(s)** – None**Additional Instructions** –

1. This cabinet shall be open to the aisle.

2.11A**SIDE DOORSTEP**

A recessed curbside double doorstep shall be provided which is 19" deep x 31" wide. There shall be a drain hole and light gray Matéflex floor tile which is removable for cleaning purposes. Aluminum diamond plate kick panel shall be installed on the sides and face of the doorstep.

2.13**CAB TO MODULE PASSAGE**

Shall be a pass-thru measuring 16"W x 12.5"H on the cab side, 16"W x 15"H on the module side. A clear sliding polycarbonate window on the cab side of the pass-thru shall provide isolation between cab and module (Section 1.03.02 related).

2.14**WHEEL WELL LINERS**

Wheel well liners made of formed aluminum shall be installed in the module wheel well openings.

2.15**ELECTROLYSIS PREVENTION**

All external materials and fasteners shall be selected to prevent electrolysis and corrosion due to dissimilar materials and exposure to the elements. The module shall be painted before any exterior items (hinges, latches, door hold opens, etc.) are installed to provide an isolating film between dissimilar materials. Exterior fasteners used for direct connection to painted aluminum surfaces shall be coated with a corrosion inhibitor.

3 COATINGS AND FINISHES

3.01 MODULE FINISH PREPARATION

The module shall be seam sealed and all imperfections on aluminum surfaces of module shall be sanded smooth. The entire exterior shall be mechanically etched and washed with wax-and-grease-remover to ensure proper primer/sealant adhesion.

3.02 MODULE PRIMER

Module shall be sealed with a two-component, low VOC, direct-to-metal epoxy primer/sealant prior to applying the finish coat of acrylic urethane paint.

3.03 PAINT TYPE

Shall be Sherwin Williams acrylic urethane.

3.04X COLOR SCHEME

Base color: to match Race Red #G4-100871777

Five layers of clear coat shall be added to the module for additional required buffing. The module shall be free of orange peel and have a smooth finish.

Stripe #1	Color:	Ruby Red #680-CR-82 and Lemon #680CR-81
	Width:	6"
	Style:	Diagonal stripes alternating between the two colors, Chevron
	Material:	Scotchlite
	Location:	Entire rear of module, below drip rail

3.04.01 CHASSIS COLOR

Chassis shall be OEM Race Red (PQ) (Section 1.01.11 related).

The back-of-cab insert shall be covered with black-painted polyurea thermoplastic elastomer.

3.05 Lettering/Decals

Item #R1	Decal:	Chevron- perforated privacy panel
	Qty:	Two
	Color:	Red and Yellow (to match chevrons)
	Size:	6"
	Material:	Perforated Vinyl
	Location:	Rear passage door windows

3.06 COMPARTMENT FINISH

All compartments shall be sanded, etched, washed, primed, coated with textured polyurea thermoplastic elastomer finish and painted white with light gray splatter paint. (G2-33631 Alt 2 / GLV-51748)

All shelves and trays shall be sanded, etched, washed, primed, and painted white with light gray splatter paint. (G2-33631 Alt 2 / GLV-51748)

3.07 INTERIOR CABINETRY FINISH

All interior cabinetry shall be sanded, etched, washed, primed, coated with textured polyurea thermoplastic elastomer, and painted white with light gray splatter paint. (G2-33631 Alt 2 / GLV-51748)

All drawers, shelves and trays shall be sanded, etched, washed, primed, and painted white with light gray splatter paint. (G2-33631 Alt 2 / GLV-51748)

3.08 MODULE UPHOLSTERY

Module upholstery material shall be Dove Gray Spradling Perform 60 seamless vinyl.

3.09 MODULE FLOORING MATERIAL

Shall be Genome (#TFM2702) Altro Transflor Meta Slip-Retardant Sheet flooring providing durability, ease of maintenance and stain resistance. It shall contain a high concentration of microscopic aluminum oxide particles and colored quartz crystals suspended throughout the thickness with silicon carbide grains in the entire wear surface for slip-retardant performance. It shall have an overall thickness of 0.11" nominal. Flooring shall be manufactured for Wear Resistance to meet ASTM C 501, indentation resistance in accordance with ASTM F 1303 and ASTM F 970, Grade 1 standards, shall meet ASTM D 2047 Slip Retardant, ASTM F 970 Static Load, ASTM E648, CMVSS, FMVSS 302, CAN ULC S102.2 Fire Data Tests. (Section 5.04 Related)

An insulated floor shall be installed over the subfloor. It shall be constructed with square tubing (0.75" x 0.75" x 0.063"), filled with 0.75" thick polyiso insulation, and covered with 0.125" aluminum sheet. (Section 2.04 related)

3.10 COMPARTMENT LINING

Compartment floors shall be lined with light gray Matéflex floor tile and all shelves with mat.

3.11 CABINET LINING

Interior cabinet shelves shall be lined with easy sweep mats which are removable for ease of cleaning.

3.12 SURFACES AND FINISHES

All patient compartment surfaces and finishes shall be impervious to soap, disinfectants, and water, to permit washing and sanitizing.

4 MODULE EXTERIOR

4.01 STEP/BUMPER

The rear bumper shall be a welded construction of 3" x 3" x 0.375" aluminum angle and 1.5" x 0.25" flat bar and shall be covered by 0.125" bright aluminum diamond plate. The entire top shall be non-skid Grip Strut and shall provide a 7" step. Both outermost ends shall be angled to prevent dragging of corners in high angle of departure areas. Diamond plate shall be formed on front and rear edges for channel-type strength. The bumper shall be bolted directly to the chassis frame using high strength Grade 5 bolts. Bumper shall be easily removable and replaceable in case of damage. Bumper to be designed to accommodate a one-person-style cot.

4.01.01 DOCK BUMPERS

Two heavy-duty black rubber dock bumpers, 2" x 2" x 7.75", shall be mounted on the rear face of the bumper.

4.02 RUB RAILS

Bright finished extruded aluminum rub rails of a double channel design shall be installed along the lower streetside and curbside edges of the module. Rub rails shall be 2.5"H x 0.75"W x 0.125"D, with a 0.5"H red/white conspicuity reflective tape installed in the insert area.

4.03 FENDER RINGS

Bright polished aluminum fender rings with a rounded outer edge shall be installed on the module, following the full contour of the wheel well opening.

4.04 DRIP RAIL

Extruded, anodized aluminum drip rails shall be installed the full length of the module front, rear, and sides near the roof. Drip rails shall be installed with bonding tape and mechanical fasteners on each end that shall withstand exposure to the elements. They shall be finished with 45-degree angled ends to avoid hooking materials which brush against the vehicle causing damage.

4.05 ROCK GUARDS

Bright aluminum diamond plate rock guards shall cover the front module corners, 24" up from bottom of module, 2.5" wrapped around the sides of module, and 15" across the front of the module.

4.06 REAR KICK PANEL

A bright aluminum diamond plate rear kick panel, with recessed license plate holder, shall extend from the bottom edge of the module up to the bottom of the rear doors, full-width formed and wrapped 2.5" around the sides of the module (Section 4.16 related).

4.07 FUEL FILL

A polished cast aluminum fill well shall be installed on the streetside of the module and be properly vented. Fill and vent hoses shall be installed and protected in accordance with the chassis bodybuilder recommendations.

4.08 MODULE WINDOWS

All module windows shall have black anodized aluminum frames, rubber gaskets, be dark-tinted and shall be attached with screws for ease of replacement. The side passage door window shall be 18.75" x 18.75" with sliding glass, a positive catch, and a screen. The rear door windows shall be 18.75" x 18.75" fixed glass to prevent exhaust from entering the module.

4.09 FUEL SPLASH GUARD

A stainless-steel fuel splash guard shall be installed below the fuel fill.

4.10 EXTERIOR CYLINDER STORAGE

Compartment #1 shall have A painted aluminum slide-out oxygen cylinder tray with five 300 lb. slides shall be installed in Compartment #1. The lower right slide shall be of a locking type. The tool board shall have one welded brackets and three ratcheting straps with UHMW stiffeners set up for storage of a customer-supplied-and-installed M-size cylinder. Two Cast Products Duramount SAE J3043-compliant strapless D cylinder holder shall be installed on the Oxygen cylinder slide-out.

Two black powder-coated angled corner brackets shall be installed on aluminum track, one forward and one aft for *customer-supplied-and-installed* SCBA cylinder holders in Compartment #3.

4.16 REAR LICENSE PLATE

A recessed license plate holder with dual Whelen #0AC0EDCR LED lights with angled chrome bezels shall be installed below rear doors in the rear kick panel (Section 4.06 related). A hidden unlock switch shall be installed behind the rear license plate (Section 6.40 related).

4.17B ELECTRIC STEP

A Zico VS-24-9 single electric step with a 7.625" drop shall be installed under the curbside passage door and shall be wired to extend and retract with the door.

An override switch labeled "AUTO/OFF" shall be installed on the latch bezel of the curbside door to prevent the step from being extended.

4.21 EXTERIOR GRAB BAR

A 24" brushed stainless steel grab bar shall be installed just aft of the curbside passage door.

4.27 STAIR CHAIR STORAGE

A nylon strap shall be installed by BNW between the forward and aft fixed dividers in Compartment #1 for a *customer-supplied-and-installed* stair chair.

4.34 AUTOMOTIVE UNDERCOATING SEAL

The chassis and module underbodies (excluding the area above the fuel tank, driveline, and exhaust lines, per manufacturer's specifications) shall be sprayed with undercoating for reduced corrosion and added sound deadening.

5 MODULE INTERIOR

All interior hangers, supports, fasteners, latches, and hinges shall be of a near-flush-type design. The patient compartment shall be free of sharp projections. Exposed edges and corners shall be broken with a radius or protected with 1" high-density foam covered with heavy-duty vinyl color-matched upholstery.

5.01 UPPER WALL COVERING

The upper module interior walls shall consist of light gray, heavy-grade, 0.125" ABS vinyl panels attached to the wall structure with a closed-cell polyethylene foam tape coated on both sides with a permanent acrylic-based pressure-sensitive adhesive.

5.02 HEADLINER

The headliner shall be 0.125" aluminum which is sanded, etched, washed, primed, and coated with textured polyurea thermoplastic elastomer, and painted white with light gray splatter paint (G2-33631 Alt 2 / GLV-51748).

5.03 HEAD PADS/CUSHIONS

Head pads located over all module access openings shall be 1.5" foam covered with heavy-duty seamless vinyl upholstery. Head pads and seat backs for seating positions shall be 1.5" foam covered with heavy-duty seamless vinyl upholstery.

Seat cushions shall be 3" foam covered with heavy-duty seamless vinyl upholstery (Section 3.08 related).

5.04A LOWER WALL COVERING

The squad bench sides and lower portion of the streetside wall shall be covered with polished stainless steel mud boards from the floor line up to the top of CPR and squad benches (Section 3.09 related).

5.05X GRAB RAIL(S)

Two 75"L x 1.250"D stainless steel grab rail with three support brackets shall be securely mounted to each angled side of the formed aluminum horizontal plenum running through centerline.

5.06 ACCESS DOOR GRAB RAILS

Each module access door shall have a 1.250"D L-style stainless steel grab handle which may also be used as an entry assist rail.

5.07X IV HANGER(S)

Two ceiling-mounted Cast #IV2008 recessed IV hanger shall be installed over the primary cot location, one streetside and one curbside forward of the aft set of lights.

5.08D COT MOUNT

A Ferno Pro F1 Non-ICS Universal Cot Fastener system shall be installed by BNW (Section 8.02 related).

The anchor assembly shall be installed to position the aft end of the cot 11" forward of the rear doors;

A Braun NW provided safety hook shall be installed in the floor plate.

5.10C**ATTENDANT SEAT**

A USSC Valor high-back bucket attendant seat with a built-in child safety seat, black four-point single buckle seat belt with individual automatic locking retractors and upholstered with Morbern Dauphine Ash DA-322 Vacform upholstery shall be located at the head of the cot position and provide easy access to all action wall controls and outlets, and to the patient. Seat shall be securely anchored to a swivel base on a Valor 6"H riser/cabinet.

5.11**OXYGEN SYSTEM**

The entire oxygen system shall be assembled with certified oxygen hose (1000 PSI burst strength) with brass fittings, be pressure tested, and certified. A 50 PSI regulator shall be included, a bulkhead connector shall be installed in the ceiling of Compartment #1, and one oxygen tank wrench shall be attached to the compartment wall with hook-and-loop tape.

Three Ohio-type outlets shall be installed:

- One in Action Area (#6)
- One on the curbside wall above the squad bench
- One in ceiling above the primary patient

5.12**SUCTION PUMP**

The unit shall have an electric pump as the source of suction, installed in HVAC cabinet, and be vented to the outside of the vehicle under the module body. The pump shall be controlled by an on/off switch labeled "Suction" on the attendant panel in located on the closeout at forward end of the Action Area (#6).

5.13X**SUCTION COLLECTOR**

A flush mount **Medivac Guardian #65652-139 wall-mount bracket with a Medivac Guardian #6565-212 1200cc disposable canister** shall be installed on a pull-out tray with a notched polycarbonate face with a drawer pull and two detent slides below the Action Area countertop in Cabinet #7. A flush mount SSCOR #22000 suction regulator shall be installed on the Action Area wall (#6).

5.14**SEATBELTS**

Black DOT-compliant seat belt shall be installed at each seating position. The CPR seat shall each have a single two-point automatic locking retractor seatbelt. Three sets of two-point automatic locking retractor seat belts shall be installed on the squad bench with three additional lower seat belt buckle ends and be set up for use with sit-up or stretcher patients. The attendant seat shall have a four-point harness.

5.16**INSULATION**

The module side, ends, roof, doors, and floor shall be insulated to enhance the interior environment and to restrict heat, cold, and external noise from entering the module. The insulation shall be a non-settling foam plank material of 1.5", or 0.75" thickness depending upon location and available space.

Roof, doors, wall, and floor insulation shall be polyisocyanurate.

A 3" wide, 60-mil, closed cell polyethylene foam tape shall be used as a thermal break on the inside surface of the wall tubes.

5.17X MODULE CLIMATE CONTROL SYSTEM

The module HVAC system shall incorporate a combination heating/air conditioning unit with 43,300 BTU/hr. heating and 32,000 BTU/hr. cooling capacity. The unit shall have a 580 CFM fan and controls independent of the cab system. A 12VDC booster pump shall be installed to optimize the heating capacity in the module. A return air path with open area equal to at least twice the blower outlet area shall be incorporated into the evaporator closeout.

The module system shall be controllable by a digital thermostat located on the closeout at forward end of the Action Area (#6).

A formed aluminum horizontal plenum, painted to match the interior, shall be installed on the ceiling, with 8 directional vents. A Beam #015715 metal wall port shall be installed in the overhead plenum to provide direct heat to a patient. A hose shall be shipped loose (Section 8.01 related).

5.18 EXTERNAL AIR INTAKE

To supplement heated or cooled air with fresh air, an external air intake shall be provided on the side of the module. The intake shall consist of an opening protected by an aluminum vent cover. The interior chamber of the intake shall be made of aluminum and be formed to prevent the collection of moisture. Washable filter media shall be installed in the intake chamber.

5.19 AIR RETURN

A return air path with an open area equal to at least twice the blower outlet area shall be incorporated into the evaporator closeout.

5.20 EXHAUST VENT

A motor-powered exhaust vent with a chrome Perko cover shall be located in the streetside rear corner of the module. A switch labeled "VENT" shall be installed in the Action Area attendant panel to turn on/off the exhaust vent (Section 6.13 related).

5.21 NO SMOKING/FASTEN SEAT BELTS SIGNS

Two "NO SMOKING/FASTEN SEAT BELT" signs shall be installed - one in the cab on the glove box door, and one in the module above the Action Area oxygen outlet.

5.26X SHARPS/HAZARDOUS WASTE CONTAINER

One Becton Dickinson 6.9-Qt. sharps container and one 7-Qt. waste container shall be installed at the forward end of the curbside squad bench, with a hinged clear polycarbonate cover with a magnetic holder and sharps and finger hole.

5.28X COOL DRAWER

A 12VDC Dometic Cool Drawer shall be installed in the right front stack, Cabinet #22 with the compressor to the right of drawer. The compressor shall be vented to the forward interior wall structure. The cool drawer shall be wired to be on with ignition or when the shoreline is connected.

5.29 OXYGEN WINDOW

A 6" x 11" clear polycarbonate oxygen window with knob and self-closing hinges shall be installed on the aft-facing wall at forward end of Action Area.

5.32X**GLOVE BUTLERS**

A custom glove butler for three boxes shall be mounted as a hinged lid with quarter turn latch over the map box area of the driver's console. The map box area lid shall have two black quarter turn latches mounted, one each at the forward corners, with a gas shock lift (Section 6.09 related).

5.34C**PERSONNEL RESTRAINT**

A net system shall be installed at the forward end of the curbside squad bench to prevent a person seated on the bench seat from traveling forward off the seat and into the front cabinetry due to sudden braking. The net system shall be constructed of black 2" webbing and shall be easily detached for cleaning or replacement.

6 ELECTRICAL

All added body and chassis electrical equipment shall be served by circuits separate and distinct from the vehicle chassis circuits. All vehicle wiring shall be copper and conform to all SAE J1128 requirements. The wiring shall be colored, numbered, or function coded every 3" for permanent identification and correspond with the vehicle schematics. Solderless, insulated connectors shall be used. Slotted Panduit-style wiring duct shall be used in electrical component module to ensure air circulation throughout power component wiring. The wiring shall be routed in conduit or looms and wiring shall be secured to the underbody or frame with insulated metal cable straps. All power distribution cabling shall be covered with a protective split loom. Where wiring passes over the exhaust, a heat shield shall be installed. The electrical component module shall be equipped with positive locking plugs to provide easy disconnect for remount or repair of body. All wiring devices, switches, outlets, etc., except circuit breakers, shall be rated to carry 125% of the maximum ampere load for which the circuit is protected.

The vehicle electrical system shall be tested and certified to AMD 005 requirements.

6.01 ELECTRICAL LOAD DEVICES

Body electrical wiring shall utilize overload protective devices of the automotive-type circuit breaker. In addition, one single pole, 20-amp circuit breaker shall be provided for future use. The circuit breakers, relays, and other electrical devices shall be included as part of the enclosed electrical component module located in Cabinet #13/ located behind a removable ABS cover at the back of Compartment #2.

6.02 VOLTMETER/AMMETER

A single display voltmeter/ammeter shall be installed on the side of the console, driver's side, which simultaneously displays voltage and alternator current when the ignition is on. Display flashes to indicate low voltage.

6.04 IGNITION CONTROL

Chassis electrical circuits shall be controlled by the ignition switch as provided by the OEM chassis manufacturer. The auxiliary chassis-related functions shall be powered by one 100-amp continuous duty solenoid, triggered by the chassis ignition.

6.05A MODULE POWER

Module power shall be controlled by a driver's console-mounted switch labeled "MODULE DISC." which activates an InPower #SSC42-275 solid state contactor (Section 6.09 related). An ignition interlock shall disconnect module power 15 minutes after the vehicle's ignition is turned off. The interlock shall also allow module power to be reactivated independently for 15 minutes by cycling the ignition switch.

6.06 WIRING ACCESS

All cabinets and compartments shall have removable panels as needed to access wiring harnesses and hoses.

6.07 BACK-UP ALARM

An SAE J994-compliant self-adjusting back-up alarm shall be installed, with a momentary disable switch labeled "BACK-UP DISABLE" in the driver's console (Section 6.09 related). If disabled while in reverse, the back-up alarm shall automatically reset when shifted out of reverse.

6.08

SERVICE LOOP

A 6" service loop of wire or harness shall be provided at all electrical components, terminals, and connection points.

6.09X

DRIVER'S CONSOLE/MAP BOX

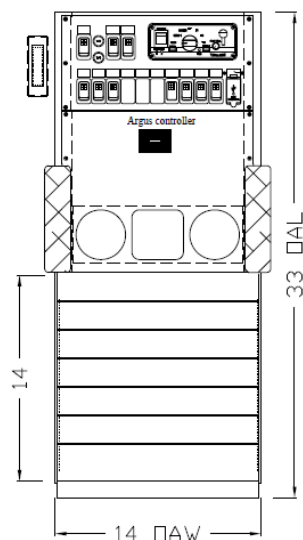
A driver's console made of black-powder-coated formed aluminum shall be installed between the seats. It shall have:

- Two cup holders
- Map holder with six mill-finished aluminum dividers.
- A custom glove butler for three boxes shall be mounted as a hinged lid with quarter turn latch for the map box area. Two fixed armrests installed on hinged lid
- The map box area lid shall have two black quarter turn latches mounted, one each at the forward corners, with a gas shock lift. Map box shall be accessible when lid is unlatched and lifted.
- A Blue Sea 12 buss fuse block shall be installed in the console (Section 6.25 related).
- An additional console plate with cup holders and no Arges spotlight cutout shall ship loose (Section 8.01 related).
- A switch panel with the following layout:

1.	Passage Compt. D/O Lights	2.	3.	Siren						
Module Disc.		Emerg. Master	Back-up Disable							

4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
Front Flashers	White Lights	Flashers	Opticom	Blank	Left Scene	Right Scene	Rear Scene	Blank	Spare	Dual USB

Arges spotlight controller



**CONSOLE
PROPOSAL
DRAWING**

6.10 SWITCHES

Switches installed in the driver's console and attendant panel(s) shall be rocker-type and permanently marked by function.

6.12 DOOR AJAR WARNING LIGHT

A flashing LED light with a red lens shall warn the driver of an open module passage door, and a flashing LED light with an amber lens shall warn the driver of an open module compartment door. The lights shall flash only if the ignition is on. Lights shall be installed on the driver's console (Section 6.09 related).

6.13 ATTENDANT CONTROL PANEL

A six-switch attendant control panel shall be located on the Action Area closeout (#6) with the following switch layout:

1.	2.	3.	4.	5.	6.
Dome Hi-Off-Lo	Dome Hi-Off-Lo	Suction	Vent	Attendant Light	Dual USB

A digital thermostat and an inverter status panel shall be located adjacent to the attendant control panel (Sections 5.17 and 6.31 related).

A single-switch panel shall be installed on the curbside wall, above forward end of the squad bench (#11) with the following layout:

1.
Dome Timer

6.14 CABINET LIGHTING

The wall area below Cabinets #1 and #2 shall be lighted utilizing under-cabinet LED strip lighting with an ON/OFF switch labeled "ATTENDANT LIGHT" in the attendant panel (Section 6.13 related).

6.15A STEP LIGHT

A Whelen #3SC0CDCR Clear Lens Clear 3" LED light shall be installed on the forward wall of the curbside door stepwell.

6.16 MODULE INTERIOR LIGHTING

Shall be designed to keep vehicle height to a minimum without interfering with the structural integrity of the roof. Module interior lighting shall consist of eight dual intensity Whelen #80C0EHCR LED recessed lights - one bank of four lights shall be positioned toward streetside and four lights toward curbside. There shall be a switch for each bank of lights on the action wall for "DOME HI-OFF-LO".

The curbside bank of lights shall be automatically activated when the rear or side doors are opened or by a momentary rocker switch labeled "DOME TIMER" mounted on the wall near the curbside passage door, **as low as possible to the top of the sharps/waste lid**, which shall activate a battery hot timer. Pressing the switch once shall initiate 15-minute timed operation of the lights. Pressing the switch again shall cancel the timed operation.

6.17X

BASIC EXTERIOR LIGHTING

Basic lighting shall include headlights, parking lights, directional signal lights, tail and stop lights, license plate light, back-up lights, hazard lights, identification lights, clearance lights, and side marker lights as required by FMVSS 108.

Module identification lights, clearance lights, and side marker lights, unless included on a lightbar, shall be Truck-Lite LED Model 36.

Rear and side reflex reflectors shall be installed in accordance with FMVSS 108 requirements.

Rear stop/tail, turn and back-up lights shall be Whelen M6-Series LED lights with chrome flanges, stacked vertically on the rear of the module, outboard above the rear kick panel, pattern from top to bottom: #M62T Amber Lens Amber turn signal, #M602BTT Red Lens Red stop/tail light, and #M62BU Clear Lens Clear back-up light. The back-up lights shall activate automatically when the vehicle is placed in reverse.

6.18

COMMUNICATIONS EQUIPMENT

The customer shall be responsible for powering up and tuning of any radio equipment.

Item #1

Description: One *customer-supplied* interconnect cable for *customer supplied and installed* radio transceiver and one remote head (Section 8.02 related).

Location: One from Radio Cabinet #15 to Drivers Console

Additional Instructions: All connections shall be made, including antenna, antenna cable(s), battery power, ignition power, and grounds. Prior to powering up of the module, all in-line fuses of radio equipment shall be removed and secured to their fuse holders.

Item #2

Description: One Blue Sea #5032 split bus fuse block shall be installed, for future *customer-supplied-and-installed* equipment.

Location: In the driver's console

Additional Instructions: At electrical panel and fuse block, circuit shall be properly labeled and functionally wired. One 30-amp automatic reset breaker wired ignition hot, and one 40-amp automatic reset breaker wired battery hot, shall be installed. Power shall be supplied via a 10 ga. wire, and ground for fuse block shall be an 8 ga. wire.

Item #3

Description: One Blue Sea #5032 split bus fuse block shall be installed, for future *customer-supplied-and-installed* equipment.

Location: In Radio Cabinet #15

Additional Instructions: At electrical panel and fuse block, circuit shall be properly labeled and functionally wired. One 30-amp automatic reset breaker wired ignition hot, and one 40-amp automatic reset breaker wired battery hot, shall be installed. Power shall be supplied via a 10 ga. wire, and ground for fuse block shall be an 8 ga. wire.

6.19X ANTENNA MOUNTS AND CABLES

Two NMO universal antenna mounts with KHFUD/RG58UD cables, Larsen HyPermaster universal connectors and mini-UHF adapters shall be installed on the module roof. Antenna base access shall be through the dome light openings, and the cables shall terminate in the Radio Cabinet (#18).

One *customer-supplied* radio antenna mount shall be installed by BNW on the cab roof (Section 8.02 related). The antenna cable shall terminate in the Radio Cabinet #18.

6.19.01X ANTENNA

One *customer-supplied* 5-in-1 GPS antenna shall be installed on the cab roof (Section 8.02 related). The antenna cables shall terminate in the Radio Cabinet #18 for future installation of *customer-supplied-and-installed* equipment.

6.20 BLOCK HEATER

A block heater, with circuit breaker in the 120VAC Power Box, shall be wired to the 120VAC shorepower system (Section 1.01.02 related).

6.21 120VAC/SHORELINE CIRCUIT BOX

Utility power shall be furnished from 120VAC shorepower via a Kussmaul 20 A Super Auto-Eject plug with a red cover on a stainless-steel plate with a green indicator light located on the streetside forward corner of the module, and distributed via a formed aluminum power box with an easily removable cover, recessed into the forward wall of Compartment #2.

Circuit breakers shall be installed for overcurrent protection and circuit isolation:

- Block Heater (15 Amp)
- Inverter (20 Amp)
- Receptacles (15 Amp)

All exposed receptacles shall be ground fault circuit interrupting (GFCI) and shall have a power on indicating light.

Two interior 120VAC GFCI duplex receptacles shall be mounted:

- One on the streetside Action Area wall (#6)
- One in the right front stack, Cabinet #17

6.22 BATTERY GROUNDS

In addition to OEM chassis grounds, the following ground circuits shall be added to reduce RF interference:

- A minimum 4 ga. ground cable from the power component panel to the chassis frame.
- Two braided ground straps with soldered ends from the module body to the chassis frame.

6.23 BATTERY CHARGER

A 60-amp battery charger shall be provided as part of the Samlex 1200-watt inverter system (Section 6.31 related).

6.24 BATTERY MODIFICATIONS

Chassis batteries shall be utilized in existing locations.

6.25X**12VDC POWER SUPPLY**

One Blue Sea switch-insert-style dual USB charging port shall be installed in the driver's console.

A Kussmaul combination USB-A/USB-C switch-insert-style charging port shall be installed in the Action Area #6 attendant panel (Section 6.13 related).

A Blue Sea #5032 split bus fuse block shall be installed in the driver's console (Section 6.18 related)

A 12 VDC prewire shall be installed (by BNW) in Compartment #3 for a ***customer-supplied-and-installed*** equipment.

A 12 VDC prewire shall be installed (by BNW) in Cabinet #2 for a ***customer-supplied-and-installed*** equipment.

All 12VDC power point receptacles, USB charge ports, 12VDC charging circuits, powered cots, and cool cabinets/drawers shall be powered from a 12VDC auxiliary bus. An InPower LVD20-100-SPC540 low voltage disconnect switch shall deliver power to the auxiliary bus only when the supply voltage to the vehicle batteries is at or above 13.0 VDC.

6.26**COMPARTMENT LIGHTING**

LED strip lighting shall be installed in each outside compartment, and shall be activated by the respective compartment door switch.

6.27**EXTERIOR DOOR SWITCHES**

Shall be 1/2" mechanical door switches.

6.30 EMERGENCY WARNING SYSTEMS

6.30.01X FRONT FLASHERS

Seven Whelen 700-Series LED lights, each with chrome flange, shall be mounted on the front of the module, upper, with pattern curbside to streetside:

Curbside	#70R02FCR Clear Lens Red LED flasher
	#70C02FCR Clear Lens Clear LED flasher
	#70R02FCR Clear Lens Red LED flasher
Center	#70C02FCR Clear Lens Clear LED flasher
	#70R02FCR Clear Lens Red LED flasher
	#70C02FCR Clear Lens Clear LED flasher
Streetside	#70R02FCR Clear Lens Red LED flasher

The red flashers shall be controlled by the "FRONT FLASHERS" switch, and the clear flashers shall be controlled by the "WHITE LIGHTS" switch, with both switches on the driver's console (Section 6.09 related). Clear flashers shall disable when the vehicle is shifted into park.

A GTT #794H Opticom traffic preemption emitter shall be flush-mounted in a GTT #798 bezel mounting kit on the front of the module, below the center Clear LED flasher (Section 6.48 related).

6.30.02X REAR FLASHERS (UPPER)

Five Whelen LED lights, each with chrome flange, shall be mounted on the rear of the module, upper, with pattern curbside to streetside:

Curbside	#90RR5FCR Clear Lens Red LED flasher
	#7SC0ENZR LED Scenelight (Section 6.30.04 related)
Center	#70A02FCR Clear Lens Amber LED flasher
	#7SC0ENZR LED Scenelight (Section 6.30.04 related)
Streetside	#90RR5FCR Clear Lens Red LED flasher

The red and amber flashers shall be controlled by the "FLASHER" switch on the driver's console (Section 6.09 related).

6.30.03X FLASHERS

Six Whelen #90RR5FCR Clear Lens Red LED flashers with chrome flanges shall be installed, two each on the curbside and streetside of the module in upper corners and two on the rear of the vehicle at window height.

Lights shall be controlled by the "FLASHER" switch on the driver's console (Section 6.09 related).

6.30.04X SCENELIGHTS

Four Whelen #9SC0ENZR LED scenelights shall be installed, two each on the curbside and streetside of the module in upper corners. The curbside passage door shall activate the curbside scene lights. **The aft streetside and aft curbside scene lights shall activate when the vehicle is placed in reverse.** The scene lights shall also be controlled by the respective switches on the driver's console (Section 6.09 related).

Two Whelen #7SC0ENZR LED scene lights shall be installed above the rear doors (Section 6.30.02 related). The rear scene lights shall be controlled by the "REAR SCENE" switch on the driver's console (Section 6.09 related), and shall activate when the rear curbside passage door is opened or when the vehicle is placed in reverse.

- 6.30.05 SPOTLIGHT**
A Whelen Arges roof-mounted LED spotlight with a black housing and a stainless-steel mounting bracket shall be installed on the center of the cab roof. A hard-wired controller, wired ignition hot, shall be mounted on the driver's console (Section 6.09 related).
- 6.30.06 INTERSECTION LIGHTS**
Four Whelen #WIONSMCR Clear Lens Red LED flashers with chrome housings shall be installed, one on each cab fender and one above each module wheel well. Lights shall be controlled by the "FLASHER" switch on the driver's console (Section 6.09 related).
- 6.30.08 GRILLE LIGHTS**
Two Whelen #WIONSMCR Clear Lens Red LED flashers with chrome housings shall be installed on the OEM grille. Lights shall be controlled by the "FLASHER" switch on the driver's console (Section 6.09 related).
- 6.30.09 SIREN**
A Whelen 295SLSA1, 200-watt siren shall be installed in the driver's console (Section 6.09 related). Standard features shall include Radio Rebroadcast, Public Address, Manual, Wail, Yelp, Air horn, and Piercer tones. The siren's hands-free function shall operate through the OEM horn ring circuit when the sirens rotary selector is in the HF position and the Emergency Master switch is on.
- 6.30.10 SIREN SPEAKERS**
Two Federal Signal DynaMax #ES100C speakers with ESB-ESFMT-EF "North Star" stainless steel grilles shall be installed in the OEM bumper.
- 6.31 INVERTER**
A Samlex 1200-watt pure sine wave inverter with a 60-amp battery charger shall be installed in Cabinet #15. An EVO-RC inverter remote control panel shall be installed on the closeout in upper forward corner of the Action Area (#6). The inverter shall be configured to turn on and off with ignition.
- 6.40 ELECTRIC DOOR LOCKS**
Electric door locks shall be installed on all compartment and module passage doors. Two lock/unlock switches shall be provided in the module: one located on the rear curbside passage door, and one located on the curbside passage door. The door locks for the cab and module shall be interconnected, to allow all doors to be locked/unlocked from either the cab or module.
A hidden unlock switch shall be installed behind the license plate on the rear of the module (Section 4.16 related).
- 6.46C AUDIO/VIDEO EQUIPMENT/BACK-UP CAMERA**
Item #1
Description: A wedge style surface-mounted back-up camera shall be installed.
Location: Above the rear passage doors
Additional Instructions: Camera shall be plugged in at the end of the chassis frame and shall automatically show on the OEM Sync 3 8" in-dash touchscreen display when the vehicle is placed in reverse.

6.48**TRAFFIC SIGNAL PREEMPTION**

A GTT #794H Opticom traffic preemption emitter shall be flush-mounted in a GTT #798 bezel mounting kit on the front of the module, below the center Clear LED flashers (Section 6.30.01 related). The Opticom shall be controlled by the "OPTICOM" switch on the driver's console (Section 6.09 related) and shall disable when the vehicle is shifted into park.

7.01**OWNERS MANUAL**

Shall be provided with vehicle and consists of the following items:

1. Braun Northwest Contact Information
2. Table of Contents
3. Manufacturers' Labels
4. Electrical Load Test/Payload/Paint Stickers
5. Braun Northwest Warranties
 - Lifetime module warranty
 - Seven-year/75,000-mile limited electrical warranty
 - Two-year/30,000-mile conversion warranty
 - Five-year paint warranty
 - Chemical De-Icer Statement
6. Service and Operations manual
7. Electrical
 - Wire charts and plug pinouts
 - Harness layout
 - Schematics
8. Parts list
9. Paint information
10. Products and Information
11. Second OEM chassis key

8 MISCELLANEOUS EQUIPMENT

8.01 LOOSE EQUIPMENT

The following equipment shall be shipped loose with the vehicle:

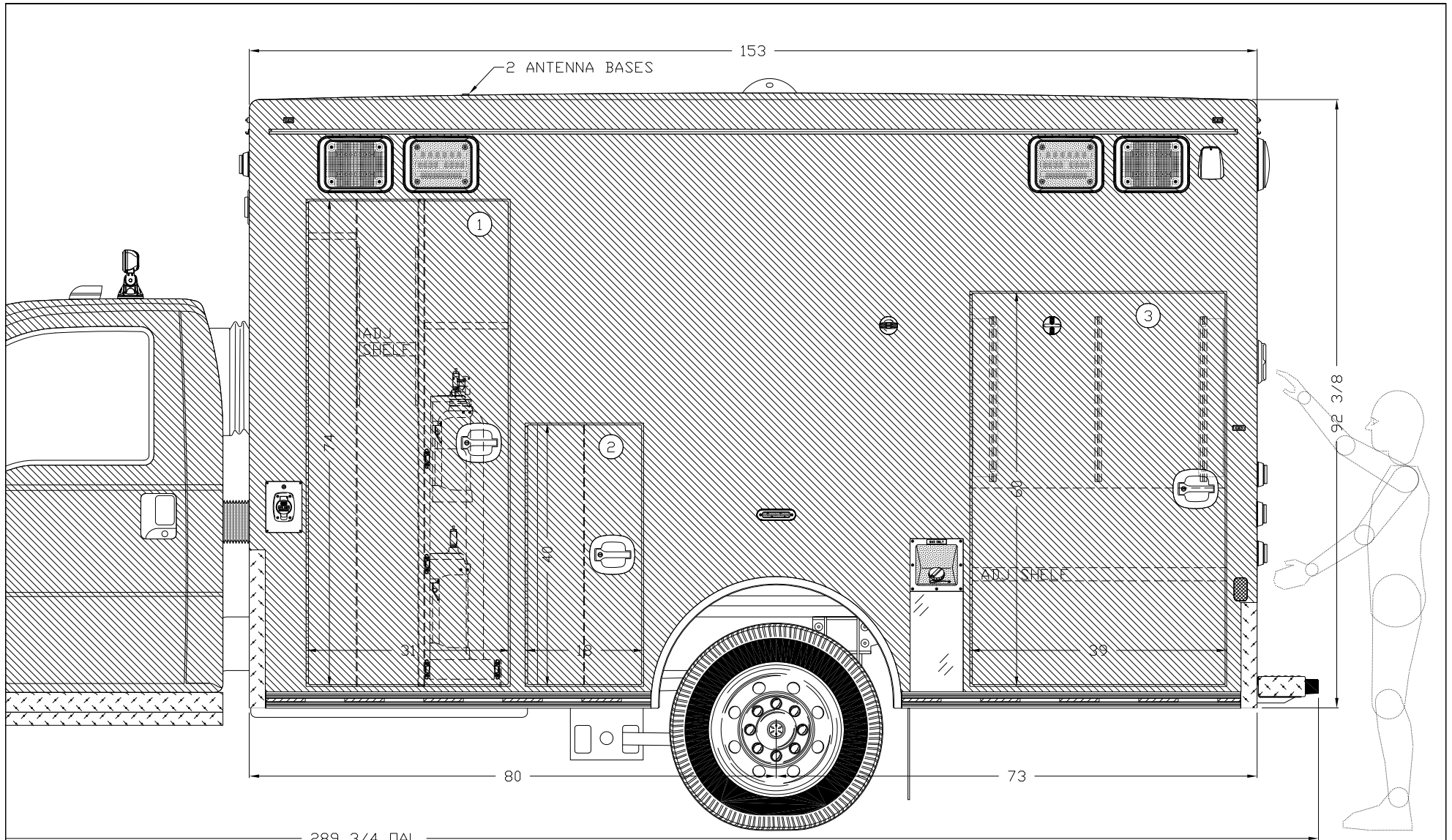
1. Touch-up paint, one bottle each:
 - Race Red (G4-100871777)
 - White (G2-33631 Alt 2)
 - Light Gray (GLV-51748)
2. Spare tire & wheel
3. OEM jack and tire changing tool
4. One 20-amp cord end for shoreline
5. Two antenna coax ends
6. 12.5ft hose for Beam outlet
7. Two footman loops and a nylon strap with quick-release buckle
8. Driver's console plate

8.02 CUSTOMER SUPPLIED EQUIPMENT

The customer shall provide the following equipment and have delivered to Braun Northwest within 30 days of the preconstruction meeting:

<i>Item #</i>	Description	Date Received
1.	Two radio interconnect cables	2/20/2024
2.	Two 5-in-1 GPS antennas	4/2/2024
3.	Two Small Antennas	4/2/2024
4.	Two NMO bases	4/2/2024

* * * * *

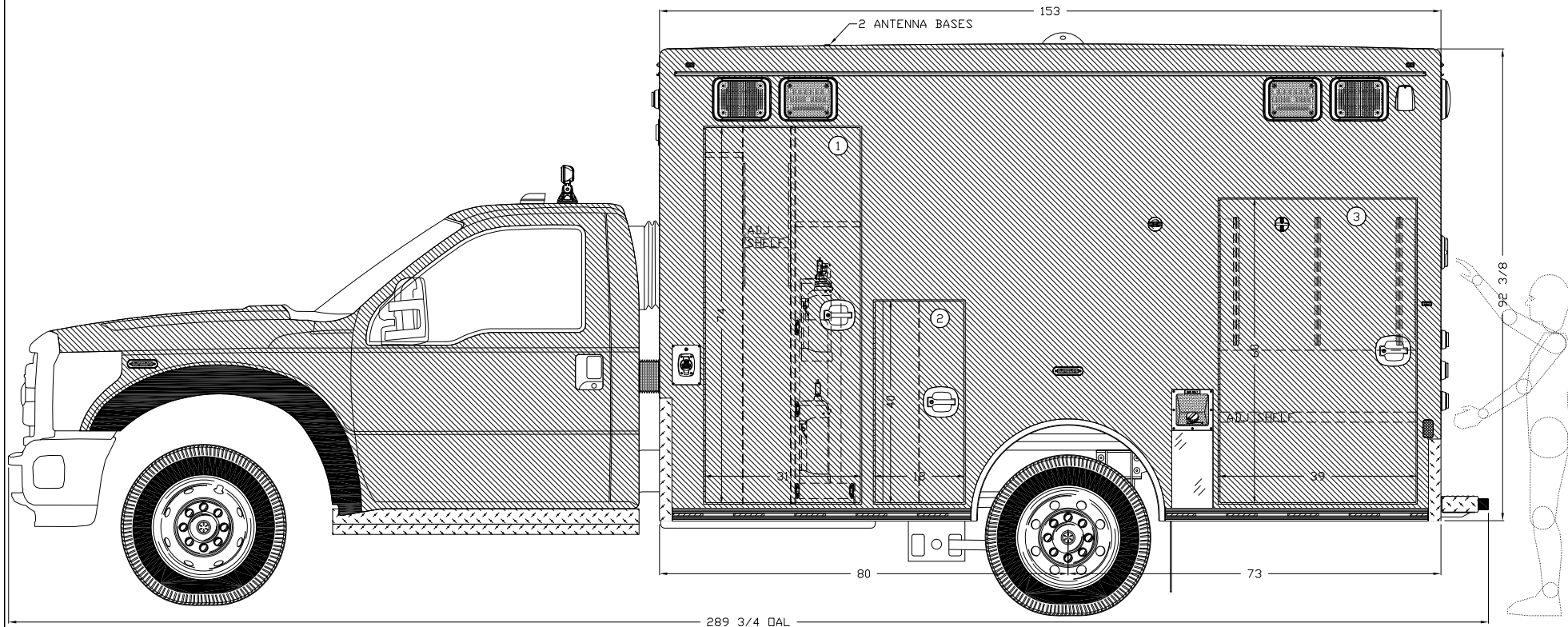


Braun Northwest, Inc.

Department	SALES		Rev
Dwg. Name	38191		AS
Client	LEWISTON FD		BUILT
Date	05/08/2024	Drawing By	D.J.F.

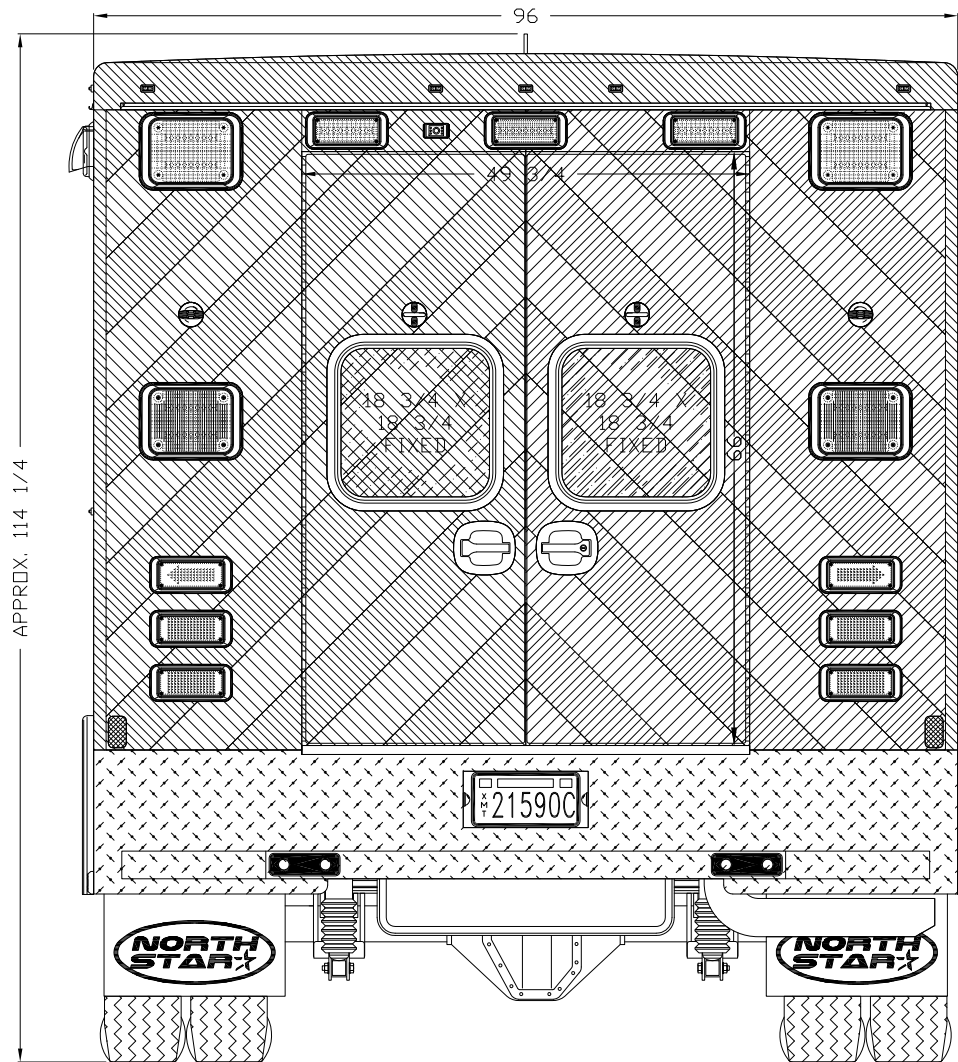
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EXTERIOR S/S VIEW



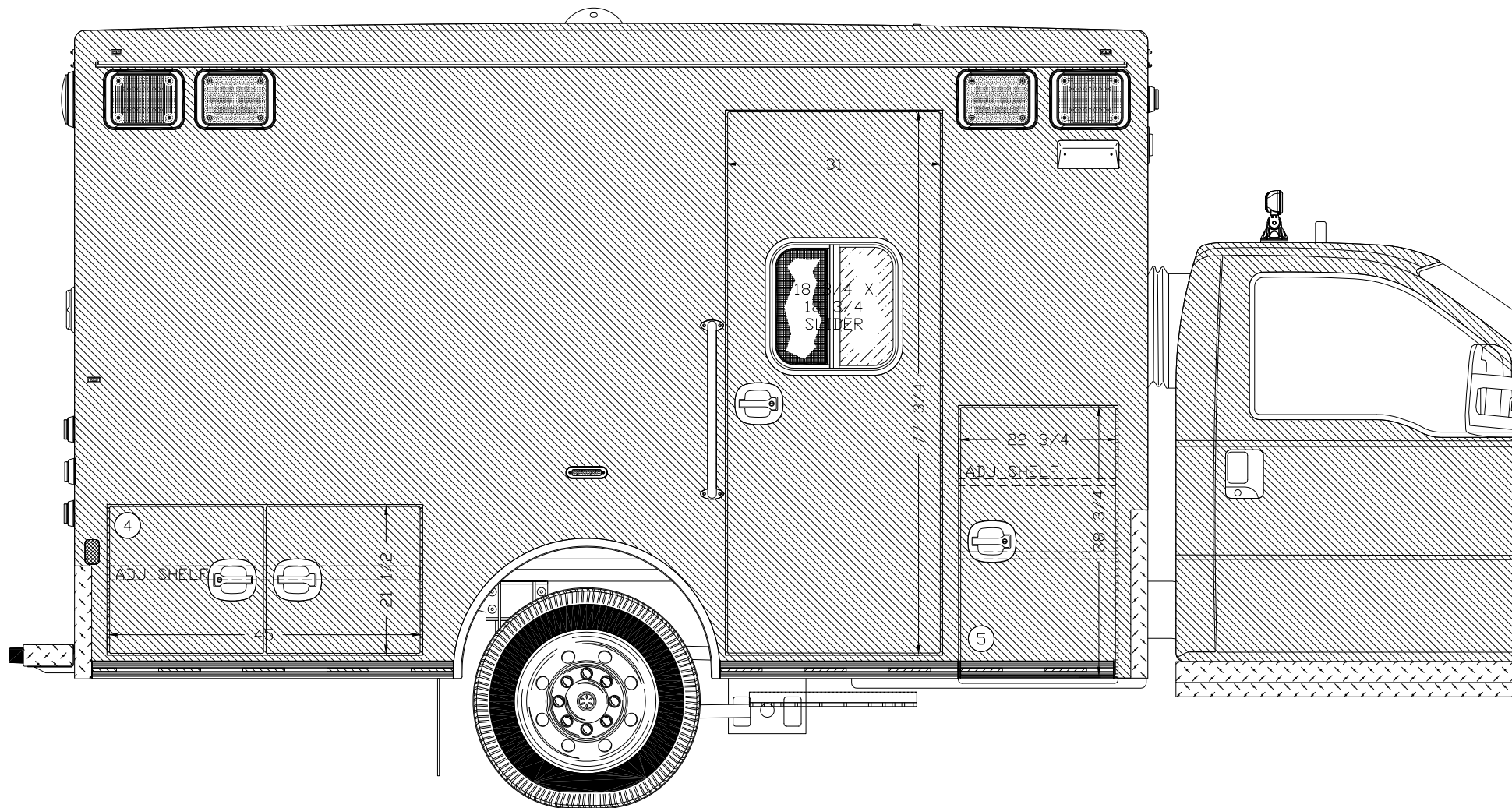
Braun Northwest, Inc.			
Department	SALES		Rev
Dwg. Name	38191		AS
Client	LEWISTON FD		BUILT
Date	05/08/2024	Drawing By	D.J.F.

TITLE: EXTERIOR S/S VIEW



Braun Northwest, Inc.			
Department	SALES		Rev
Dwg. Name	38192		AS BUILT
Client	LEWISTON FD		
Date	05/08/2024	Drawing By	D.J.F.

TITLE: EXTERIOR REAR VIEW

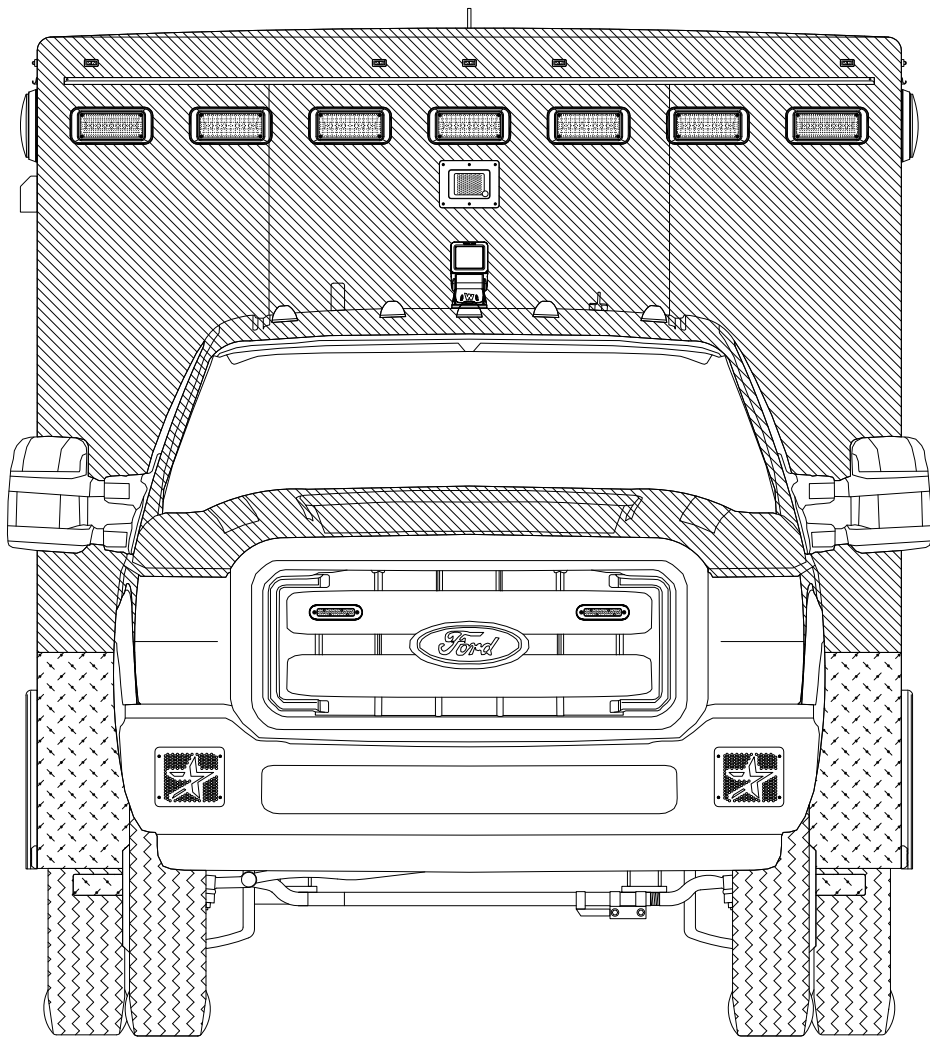


Braun NorthWest, Inc.

Department	SALES		Rev
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Client	LEWISTON FD		
Date	05/08/2024	Drawing By	D.J.F.

TITLE:

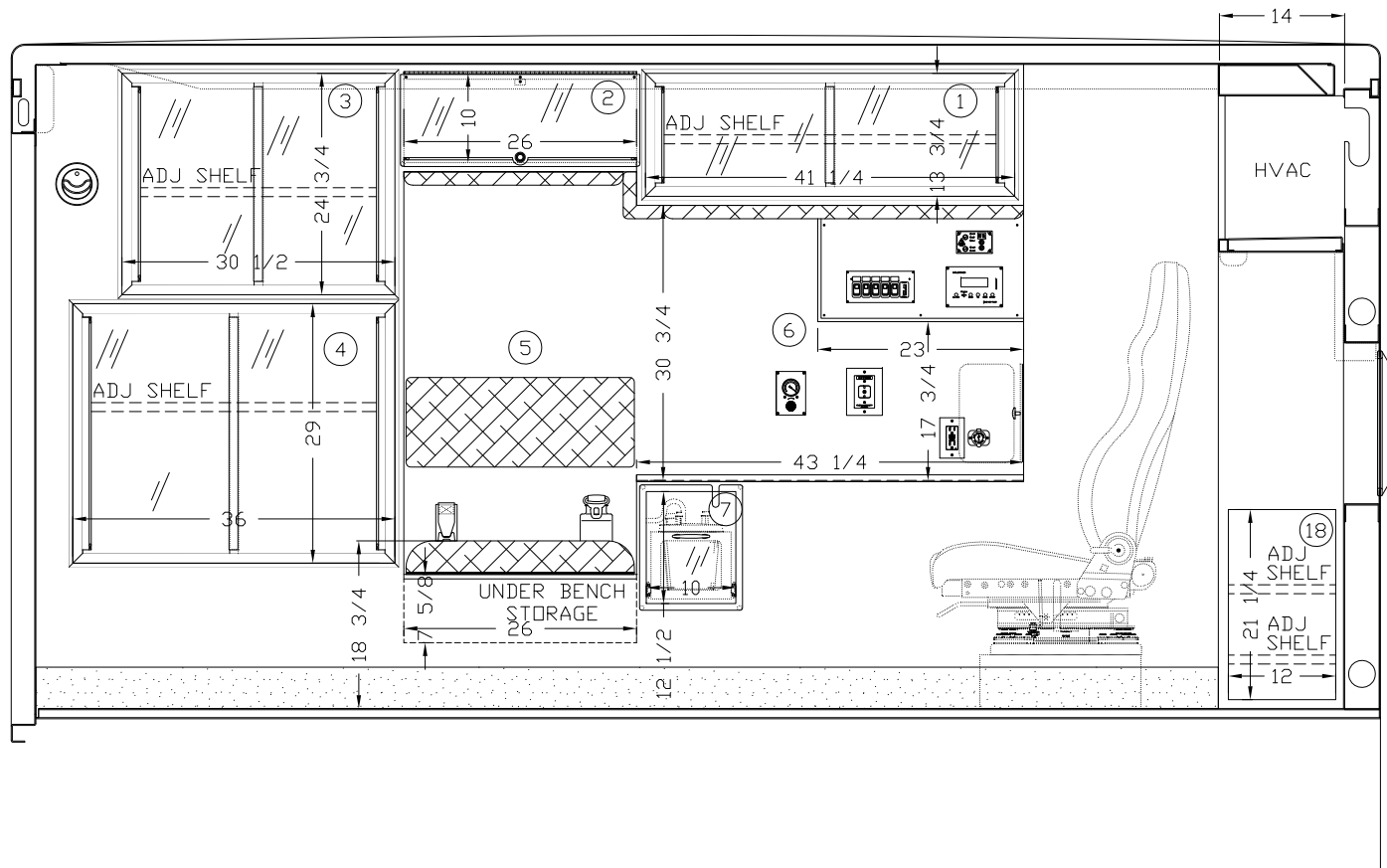
EXTERIOR C/S VIEW



Braun Northwest, Inc.			
Department	SALES		Rev
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Client	LEWISTON FD		
Date	05/08/2024	Drawing By	D.J.F.

TITLE:

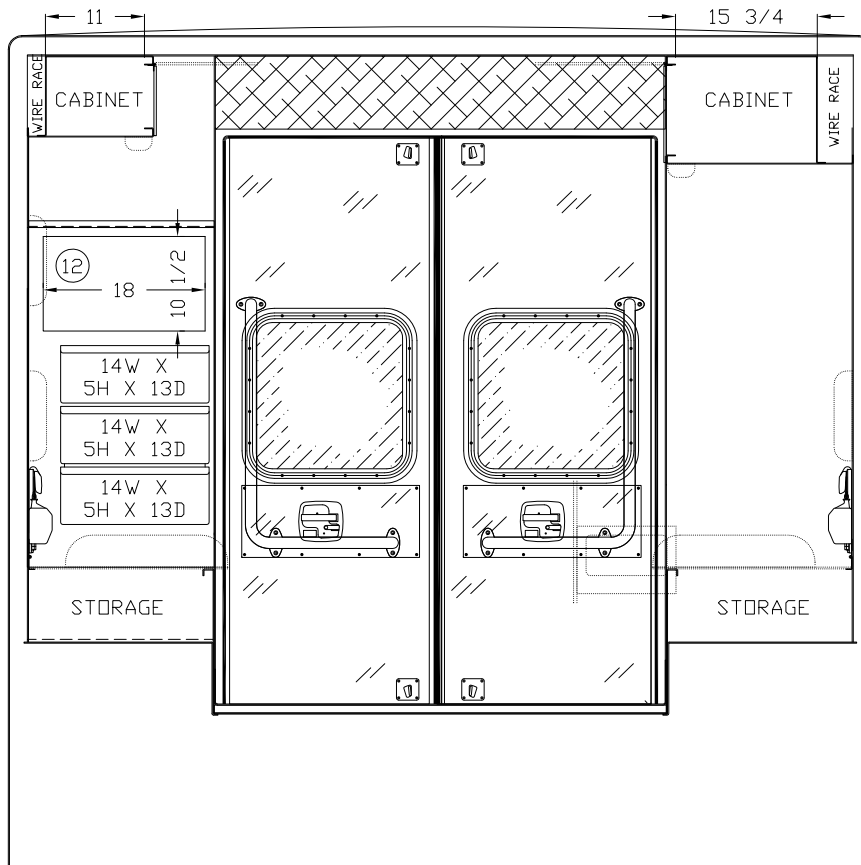
EXTERIOR FRONT VIEW



Braun Northwest, Inc.

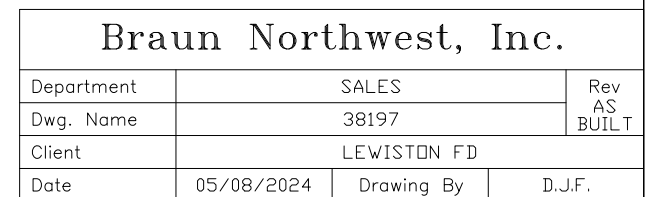
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Client	LEWISTON FD		
Date	05/08/2024	Drawing By	D.J.F.

TITLE: INTERIOR S/S VIEW

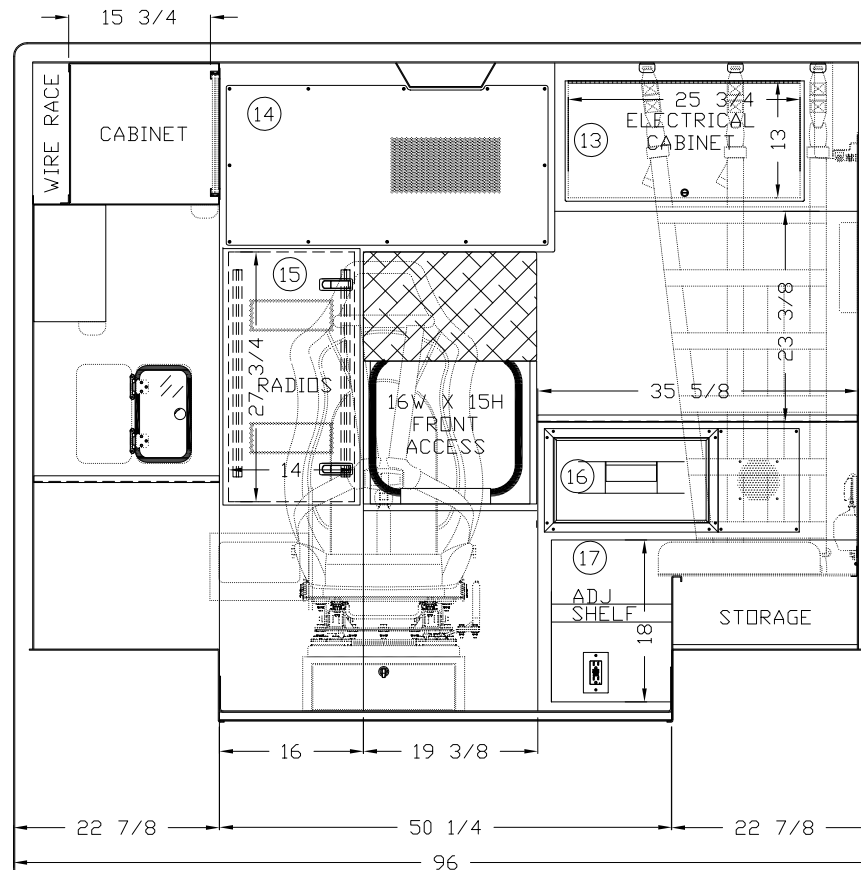


Braun Northwest, Inc.			
Department	SALES		Rev
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Client	LEWISTON FD		
Date	05/08/2024	Drawing By	D.J.F.

TITLE: INTERIOR REAR VIEW



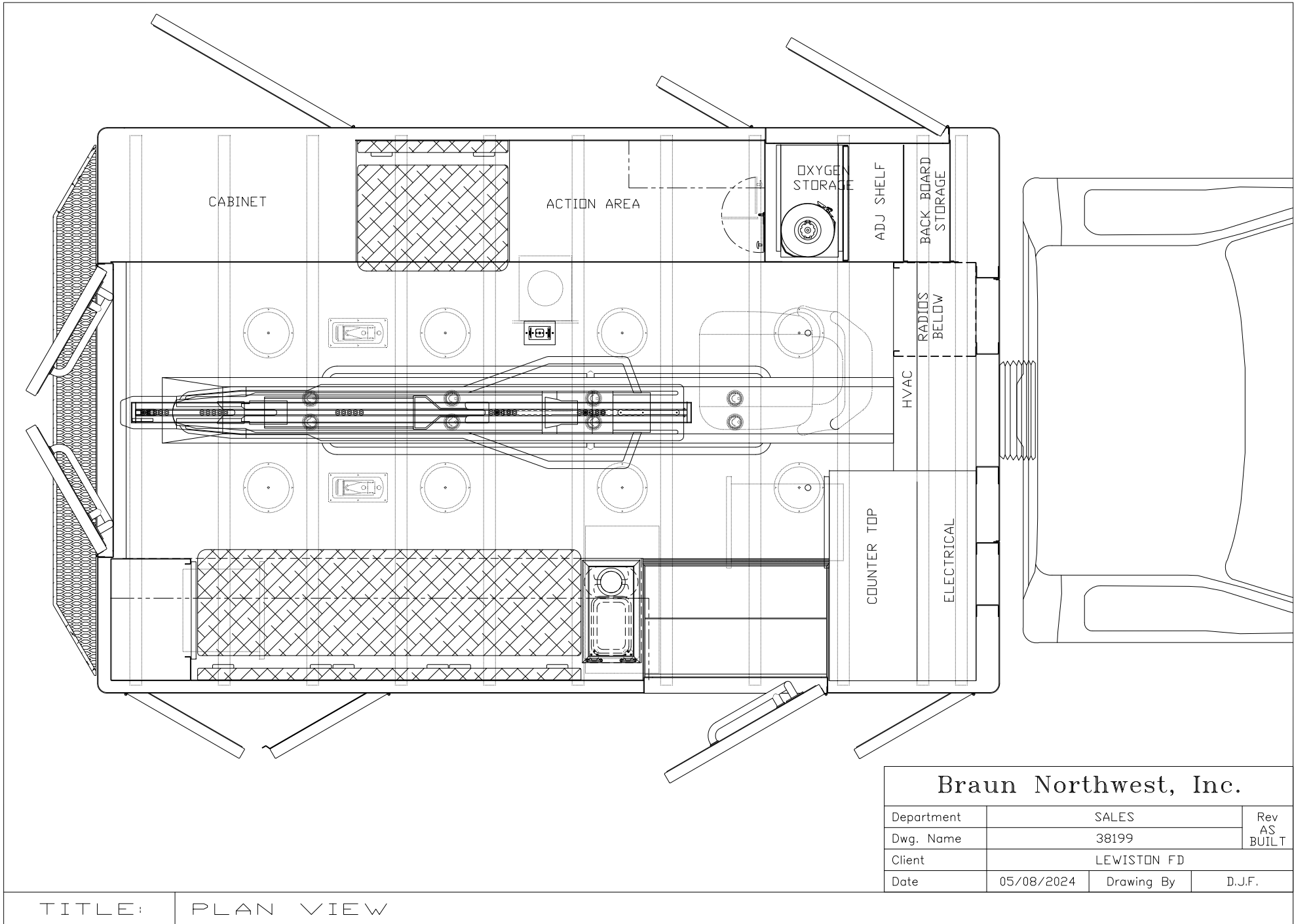
INTERIOR C/S VIEW



Braun Northwest, Inc.

Department	SALES		Rev
Dwg. Name	38198		AS BUILT
Client	LEWISTON FD		
Date	05/08/2024	Drawing By	D.J.F.

TITLE: INTERIOR FRONT VIEW



**LEWISTON CITY COUNCIL
REASONED STATEMENT OF RELEVANT CRITERIA AND
STANDARDS FOR GRANTING OR DENIAL OF
ZONING DISTRICT BOUNDARY CHANGE/REZONE**

This document shall serve as memorialization of the rationale for the granting or denial of a zoning district boundary change/rezone, which shall be based upon relevant criteria and standards, including the Lewiston Comprehensive Plan, Lewiston City Code, and Idaho Code. *See* I.C. § 67-6535.

I. APPLICATION NUMBER:
ZNC24-4

II. APPLICANT’S NAME AND ADDRESS:
CLC Sales, Inc.
Chris Clark
1610 Wheatland Drive
Pullman, WA 99163

III. IDENTIFICATION AND/OR LOCATION OF SUBJECT PROPERTY:
Approximately the easterly forty-three feet of 132 Thain Road

IV. DATE OF PUBLIC HEARING:
November 25, 2024

V. NAME OF HEARING BODY:
Lewiston City Council

VI. NATURE OF APPLICATION:
Rezone Subject Property from Community Commercial, C-3, Zone to Medium Density Residential, R-3, Zone.

VII. DECISION:
The Lewiston City Council **DENIES** ZNC24-4

VIII. RELEVANT CONTESTED FACTS RELIED UPON:

The relevant contested facts relied upon are:

During the public hearing on November 25, 2024, City Planner Joel Plaskon stated and answered questions from the Council concerning whether the City has ever considered an application to split zone a building and parcel of property in a manner similar to that proposed by the Applicant. Mr. Plaskon indicated that he was not aware of any such private applications, but that the City has split zoned property on its own accord along the Bryden Avenue corridor.

Statements were received from the public concerning the traffic impact of residential development on the one-way street that leads from the Subject Property to Thain Road. Additionally, Michael Edwards, property owner at 134 Thain Road, stated that rezoning the Subject Property from commercial to residential would adversely affect his ability to redevelop his abutting commercial property, since he would have to accommodate residential property instead of commercial property—even though a portion of the Subject Property would be residential while the remainder not abutting his would be commercial, and the other properties he neighbors are commercial (although Mr. Edwards’s property abuts the R-3 zone).

City Councilors discussed other residential uses permitted on Thain Road, but Mr. Plaskon noted those uses are grandfathered in and existed prior to the current zoning standards generally prohibiting residential uses along the Thain Road corridor.

IX. RELEVANT CRITERIA AND STANDARDS:

The following relevant criteria, standards, facts, and considerations are hereby declared as reasons for the decision on this zoning district boundary change/rezone:

1. The proposed rezone **is not** in general conformance with the Lewiston Comprehensive Plan. Applicable commentary:

The Subject Property is designated Neighborhood Commercial (NC) on the Comprehensive Plan Future Land Use Map. The NC area provides low to mid intensity commercial services primarily for surrounding residents. The NC designation is primarily intended for commercial uses but does permit apartments within the land use designation. The Subject Property is in a mixed-use area consisting of a variety of commercial and residential uses. The Subject Property fronts Thain Road, a minor arterial street and a transit route, but has no direct access to Thain Road. It has two driveways, one on 8th Street C, which is a local residential street and another on Vista Avenue, which is a one-way local residential street that travels eastbound. City staff stated that the area and configuration of the Subject Property and the portion to be rezoned does not allow for subdivision of the proposed R-3 zone property, as it would not meet the minimum lot standards for subdivision or development in the Lewiston Zoning Code.

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS
FOR ZNC24-4

Page 2 of 6

The Applicant seeks to convert approximately 43 feet of the existing office and retail building on the Subject Property into two residential apartment units, which would displace the Thain Road commercial frontage. These units would not be located above or behind commercial uses.

Councilor Hannah Liedkie noted the Subject Property's proximity to the R-3 zone to the south and emphasized the City's need for diverse and affordable housing options. She also stressed the importance of ensuring the proposed rezone does not negatively impact neighboring properties. Councilor Liedkie moved to adopt the Planning and Zoning Commission's findings in support of the rezoning application, but the motion failed.

2. The Subject Property **is not** at least as well suited or is better suited for the proposed zoning district than the existing zoning district. Applicable commentary:

The Subject Property's current C-3 zoning does not permit residential uses. However, there are adjacent R-3 zoned properties abutting the Subject Property on the south side. The Applicant intended for the remainder and majority of the Subject Property that was not proposed for rezoning to R-3 to remain in the C-3 zone.

The commercial building on the Subject Property is approximately 7,000 square feet, used primarily for office spaces. The site plan for the 2001 building permit and an old GIS aerial photograph shows twenty parking spaces with only one driveway leading onto 8th Street C. Apparently, two parking spaces were removed after the building was built to create a second driveway approach on Vista Avenue. Since the time the building was constructed, the parking requirements of the zoning code have increased. Under the current zoning code, 28 parking spaces would be required. There are currently 18 parking spaces on the site. Conversion of the easterly portion of the Subject Property into two apartments would decrease the minimum number of parking spaces and bring the Subject Property closer into compliance with current parking requirements.

City staff stated that rezoning part of the property to R-3 and converting the easterly portion into two apartments would reduce parking requirements and bring the property closer to compliance, although it would remain non-compliant with the current requirement.

The City Council discussed balancing the need for affordable housing with preserving the commercial character of the Thain Road corridor. The Applicant stated that he has owned the Subject Property for several years, but the office spaces remain vacant due to low demand for commercial properties in the area.

Councilor Forsmann acknowledged the City's housing crisis and surplus of commercial properties, supporting the idea of increasing housing options to help reduce property taxes. However, she opposed the concept of split zoning for the Subject Property.

Councilor Spicklemire opposed rezoning the property solely to address the Applicant's financial challenges, emphasizing that the Subject Property it is designated for commercial use, which is consistent along the Thain Road corridor other than for those properties grandfathered in for residential uses. He expressed concern that rezoning could lead to future complications, with later

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

FOR ZNC24-4

Page 3 of 6

City leadership questioning the decision, similar to past concerns raised by Mr. Edwards about the Subject Property's initial development contrary to then-existing standards.

The City Council also discussed that the application to split zone the Subject Property was not desirable, as it does not present a "clean and concise" application to amend the zoning designation for the Subject Property. Councilor Forsmann also expressed disagreement with an application to split zone the Subject Property.

3. The proposed rezone **does/does not** present foreseen, immitigable impacts of incompatible uses or development being located in the same vicinity. Applicable commentary:

The City Council's decision to deny application ZNC24-4 focused primarily on whether the proposed application conformed to the Comprehensive Plan and the suitability of the size and type of the development. This particular concern was not specifically addressed in their deliberations.

4. The effects of the proposed rezone **are not** anticipated to place undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction, including school districts. Applicable commentary:

Public hearing notice of this rezone application was sent to all political subdivisions in the jurisdiction, and no objections were received claiming the rezone would present undue burden on the delivery of their services. Comments were received from the Engineering Division of the Public Works Department, which did not object to the proposed rezone. It was noted in the City Staff Report that the Fire Department did not comment, but that if the rezone application were approved, the Applicant would be required to meet Fire Department requirements for the building permit to convert the office space in the existing building to apartments.

City Councilor comments focused more on the nature of the proposed land use and the incompatibility with the surrounding land uses and intended future of the Thain Road corridor. This specific item was not discussed because the City Council otherwise determined the requested rezoning application was not in conformance with the Comprehensive Plan.

5. The size, type, intensity, and density of development expected to occur on the Subject Property as a result of this rezoning **is not** suitable for the area but will not unduly burden the neighborhood, public infrastructure, or environmental resources. Applicable commentary:

The Subject Property is in a mixed use area consisting of a variety of commercial and residential uses. The Subject Property fronts Thain Road but has no direct access to Thain Road. The Subject Property has two driveways, one on 8th Street C and another on Vista Avenue, a one-way street that heads eastbound. Thain Road has curb, gutter and sidewalk. 8th Street C has curb, gutter and sidewalk along the Subject Property but not along other properties on the block. Vista Avenue has some curb, and gutter but no sidewalk.

Public statements were received concerning the one-way street that heads eastbound towards Thain Road. Michael Edwards stated that he had to install fencing between his property (134 Thain Road)

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS
FOR ZNC24-4

Page 4 of 6

and the Subject Property to prevent traffic from crossing his property to the Subject Property. There was discussion among the City Councilors about concerns with there only being one-way traffic towards Thain Road, especially with additional development and construction intended along Thain Road. The Applicant stated that because of the fence between the Subject Property and Mr. Edwards' property there is no cross traffic. Additionally, the Applicant stated that while the Subject Property is adjacent to Thain Road, there is no direct Thain Road access. Lastly, the Applicant noted that the traffic expected from the proposed rezone would lead to *less* traffic than its current proposed use, so traffic concerns would be mitigated as a result of the proposed rezone to allow for two residential apartments.

The City Councilors also discussed the details related to the size of the Subject Property intended to be rezoned. City staff stated that the Subject Property's size limited the ability of the Applicant or future owners of the Subject Property to establish many of the uses permitted in the proposed R-3 zoning designation, since any other proposed use and associated parking would make it unlikely that anything different or more intensive than the two intended residential apartments could be established. City staff noted that for example, a daycare facility, which is permitted in the R-3 zone, would likely not be permitted because parking requirements could not be met at the Subject Property.

Pursuant to Idaho Code § 67-6519(5)(c), if the decision on this application is to deny it and the applicant **could/could not** take actions to obtain approval, such actions might include: The City Council determined that, following the denial of application ZNC24-4, the Applicant could take steps to align future proposals with City requirements. Options include working with City staff to recommend changes to Lewiston City Code to allow split-zone developments under defined conditions. While this would not permit reapplication under the current circumstances, it could create opportunities for a new application under revised code provisions.

Councilor Liedkie noted that current city code lacks clarity on the permissibility and conditions for split-zone applications. Although she voted in favor of the application, she expressed lingering concerns about the Thain Road corridor's development standards and long-term impact of the Applicant's current application.

Councilor Forsmann recommended the Applicant could revise their application to meet approval by considering alternative approaches to redevelop the Subject Property. She suggested the Applicant explore rezoning the entire property, rather than pursuing a split zone, to better balance the request for additional housing with the needs of the Thain Road corridor.

As explained below, an applicant denied an application concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

NOTICE TO APPLICANT AND AFFECTED PERSONS: An applicant or affected person may file a written request for reconsideration with the City Clerk to request that the City Council reconsider its final decision within fourteen (14) calendar days by 5:00 p.m. on the fourteenth (14th) day after the City Council has adopted this Reasoned Statement of Relevant Criteria and Standards. The written request for reconsideration shall include, at a minimum, the following information: (i) the name and address of the applicant or affected person requesting reconsideration, (ii) the specific deficiencies in the decision for which reconsideration is sought, and (iii) a description of any procedural injury or substantial harm to real property interest(s) suffered as a result of the decision, all in accordance with Lewiston City Code § 37-185(b)(1). A form may be obtained from the City Clerk. A request for reconsideration shall be a mandatory exhaustion of an applicant or affected person's administrative remedies prior to the filing of a petition for judicial review of a final decision made by the City Council.

Every final decision rendered shall provide or be accompanied by notice to the applicant regarding the applicant's right to request a regulatory taking analysis pursuant to Idaho Code § 67-8003. The mailing of a signed and dated copy of this Reasoned Statement of Relevant Criteria and Standards by the City to the applicant shall constitute compliance with such notice requirement. An applicant denied an application or an affected person aggrieved by a final decision concerning matters identified in Idaho Code § 67-6521(1)(a) may, within twenty-eight (28) days after all remedies have been exhausted under local ordinance, as described above, seek judicial review under the procedures provided by Title 67, Chapter 52, Idaho Code.

By: _____
Daniel G. Johnson, Mayor

Date of Signature: _____

ATTEST: _____
Tanya M. Brocke, City Clerk

RESOLUTION 2024-47

A RESOLUTION APPROVING THE 2024 CITY OF LEWISTON AND NEZ PERCE COUNTY EMERGENCY OPERATIONS PLAN; AND PROVIDING AN EFFECTIVE DATE

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

WHEREAS, the City of Lewiston-Nez Perce County Emergency Operations Plan is the framework for countywide preparedness and response activities to protect the citizens of the City of Lewiston and Nez Perce County in the event of a disaster; and

WHEREAS, the City of Lewiston-Nez Perce County Emergency Operations Plan is consistent with the State of Idaho Operations Plan and the National Response Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The foregoing recitals are hereby incorporated into and made part of this resolution, including all defined terms therein.

SECTION 2: The City of Lewiston-Nez Perce County Emergency Operations Plan is hereby approved, and a copy is attached hereto and incorporated herein as Exhibit "A".

SECTION 3: This resolution shall become effective upon passage.

PASSED this _____ day of _____ 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

EXHIBIT A
to
Resolution 2024-47

916858

RESOLUTION NO. 2024-09-153

A RESOLUTION ADOPTING AND APPROVING THE CITY OF LEWISTON-NEZ PERCE COUNTY EMERGENCY OPERATIONS PLAN, AND FURTHER PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Lewiston-Nez Perce County Emergency Operations Plan is the framework for countywide preparedness and response activities to protect our citizens in the event of a disaster; and

WHEREAS, the City of Lewiston-Nez Perce County Emergency Operations Plan is consistent with the State of Idaho Operations Plan and the National Response Plan.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

Section 1: The Nez Perce County Board of Commissioners has reviewed the aforesaid City of Lewiston-Nez Perce County Emergency Operations Plan and do hereby approve said Plan and the terms and conditions thereof on behalf of Nez Perce County, a conformed copy of which is attached hereto as Exhibit A, and incorporated by reference.

Section 2: This Resolution shall take effect and be in force *nunc pro tunc* to September 11, 2024.

This Resolution is duly approved and adopted by the Board of Nez Perce County Commissioners on the 16th day of September, 2024, *nunc pro tunc* to September 11, 2024.

Instrument # 916858

NEZ PERCE COUNTY

9-17-2024 11:45:14 AM No. of Pages: 153

Recorded for : NEZ PERCE COUNTY COMM

PATTY WEEKS

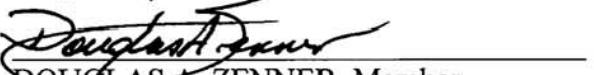
Fee: 0.00

Ex-Officio Recorder Deputy

Index to: RESOLUTIONS

BOARD OF COUNTY COMMISSIONERS
Nez Perce County, Idaho


DOUGLAS W. HAVENS, Chairman
Nez Perce County Commissioner


DOUGLAS A. ZENNER, Member
Nez Perce County Commissioner


DON H. BECK JR., Member
Nez Perce County Commissioner

ATTEST


PATTY WEEKS, Clerk

Nez Perce County, Idaho

RESOLUTION NO. 2024-09-153

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City of Lewiston & Nez Perce County Emergency Operations Plan

1 Aug 2024



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Letter of Promulgation

We are pleased to present the City of Lewiston (COL) & Nez Perce County (NPC) Emergency Operations Plan (EOP), which conforms to the National Incident Management System (NIMS) and supersedes the EOP dated January 2016.

This Plan provides the framework for coordinating and mobilizing internal and external resources. This planning framework:

- Identifies authorities and assigns responsibilities for planning, response, and recovery activities;
- Identifies the scope of potential hazards that form the basis for planning;
- Establishes the emergency management organizational structure that will manage preparedness, response, and recovery during required operations;
- Identifies those agencies and departments tasked with specific responsibility for carrying out plans and operations defined with the Annexes of this plan;
- Identifies other jurisdictions and organizations with whom planning and emergency response activities should be coordinated; and
- Outlines the process of disseminating emergency information and instructions to the population.

We expect the departments identified in this plan to develop and maintain standard operating procedures and checklists to ensure that their assigned responsibilities actively support the implementation of this Plan.

Approved by

Date

Title

Approval and Implementation

The EOP describes the structure by which the city and county government mobilizes resources and conducts response and recovery activities to address the consequences of emergencies or disaster.

Local and state assistance is available through Mutual Aid Agreements (MAA), Memoranda of Understanding (MOU), and the Emergency Management Assistance Compact (EMAC). Federal assistance is available under the amended Robert T. Stafford Disaster Relief and Emergency Assistance Act. Emergency disaster assistance helps save lives, protect public health, safety, property, the environment, and alleviates damage, hardship, and reduces future vulnerabilities.

By signing this letter of agreement, COL & NPC departments commit to:

- Supporting the COL & NPC concept of operations and executing assigned agency responsibilities to ensure the orderly, timely delivery of assistance;
- Cooperating with appropriate authorities that can provide assistance with emergency or disaster operations;
- Make use of existing authorities, organizations, resources, systems, and programs to reduce disaster-relief costs;
- Form partnerships with local and state agencies, voluntary disaster relief organizations, and the private sector to take advantage of existing resources;
- Continue to develop and refine city/county planning, exercise, and training activities to maintain necessary operational capabilities.

Commissioner Doug Havens

Commissioner Don Beck

Commissioner Doug Zenner

Mayor Daniel Johnson

Record of Changes

When changes are made to the EOP, planners should track and record the change using the following Record of Changes table. Under the Type column, record either Annual Review or Other for changes outside the official cycle of plan review and update.

[illegible]

Ongoing Plan Management and Maintenance

The NPC Emergency Management Coordinator (EMC) and Department Chiefs will review the plan annually. Based upon the review, as well as the results of After Action Reports (AAR) developed from real-world events or exercises, changes necessitated will be made and distributed to Plan holders.

Review Date	Reviewed by	Signature

Distribution List

[illegible]

Base Plan

I. Purpose, Scope, Situation Overview, and Assumptions

Purpose

This EOP describes the emergency management responsibilities and functions necessary to respond to and recover from threats or hazards. This EOP defines the coordination role the city and county have with emergency response agencies, the public, nongovernmental organizations (NGOs), and the private sector in the event of a disaster or emergency.

This plan intends to do the following:

- Identify who is in command during a disaster using the NIMS and Incident Command System (ICS) structure;
- Designate disaster function assignments to agencies based on capabilities and mandated responsibilities;
- Establish the Emergency Operations Center (EOC) in support of Incident Command;
- Identify and coordinate resources necessary for disaster response and recovery efforts;
- Outline the process of coordinating, planning, ordering, and financing needed resources within the county and outside the county and
- Coordinate volunteers when necessary.

Scope

This EOP is intended for use within NPC, including its incorporated cities: Lewiston, Culdesac, Lapwai, and Peck. The EOP is designed to ensure the use of local resources before requesting state or federal assistance. The EOP can be activated at the request of the mayor of incorporated cities or by the county commissioners. The EOP should be used in emergencies and disasters that require enhanced coordination and information sharing between agencies.

Situation Overview

NPC is located in North Central Idaho, covering over 800 square miles. Elevations range from 710 to 5,380 feet above sea level. Bordering counties are Latah (North), Clearwater (East), Lewis (Southeast), and Idaho (South). NPC is the lowest point in Idaho and is the confluence point of the Snake and Clearwater Rivers. The confluence of these rivers produces a flow of approximately 55,000 cubic feet of water per second. NPC has a population of 42,090 (US Census Bureau 2020), ranking as the 10th largest county in Idaho. Lewiston has a population of just over 34,203 (US Census Bureau 2020), ranking as the 11th largest city in Idaho. Lewiston has a regional airport and an international seaport

(Port of Lewiston). The County is bisected by two federal highways - US 12 (east-west) and US 95 (north-south) and is served by Burlington Northern - Santa Fe as the major rail carrier.

- Hazard Analysis Summary
The current All Hazard Mitigation Plan (AHMP) describes the threats and hazards to the COL & NPC. The AHMP identified the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.
- Capability Assessment
COL & NPC conducted a capability assessment during the most recent development of the AHMP. The methodology and results are included in the current AHMP, managed by the COL/NPC EMC.
- Mitigation Overview
During the development of the AHMP, NPC created a prioritized list of mitigation strategies to lessen the impact of an emergency or disaster. The current AHMP provides an overview of the specific strategies to mitigate threats, hazards, risks, and vulnerabilities.

Planning Assumptions

The EOP is based on the following planning assumptions:

- COL & NPC can be threatened by hazards identified in the AHMP and others that may develop.
- Emergency responders and government officials recognize their responsibilities and obligations to public safety. When incidents occur within their jurisdiction, they will exercise their authority and expertise by implementing this EOP.
- Top priorities for incidents are protecting lives, restoring critical services, protecting property, and facilitating recovery efforts.

II. Concept of Operations

The COL & NPC governments are responsible for undertaking comprehensive management of emergencies to protect life and property from the effects of hazardous events. This Concept of Operations outlines the emergency operations that may be taken to address incident needs. This includes activating the EOP, activating the EOC, deactivating it, and transitioning to recovery operations. The cities and county follow NIMS and ICS principles in response, coordination, and recovery actions.

The use of NIMS and ICS ensures responding agencies work efficiently during an event outside of normal response conditions. The EOC uses a collaborative

approach that consists of public and private entities. The NPC EMC manages the EOC.

Responders utilize ICS daily during incidents. The EOC is activated on events that exceed the local capability to respond to normal operations or require multiple agency coordination. The EOC's role in a disaster is coordinating resources, information, plans, and policies as dictated by the incident and requested by Incident Command.

EOP Activation

The incident commander, emergency manager, or appointed official may request EOP activation and use it to coordinate a disaster or pre-planned event.

EOC Activation

EOC activation may be requested by the Incident Commander, EMC, or Appointed Official to assist with coordinating a disaster or pre-planned event. The EOC will be staffed according to the type and complexity of the incident. The EOC may be activated but is not required to be activated for different coordination needs, as seen below. Triggers include, but are not limited to:

- Disaster Declaration
- Multi-Agency Coordination
- Out of the ordinary request
- Situational Awareness
- Incident size and type
- Mutual Aid exhaustion
- Pre-planned events needing an Incident Action Plan and Communication Plan

Disaster Declaration Process

Emergency or disaster assistance requests should be made according to the process outlined in Idaho Code Title 46, Chapter 10, "State Disaster Preparedness Act."

Disaster Emergency Declarations Shall:

1. Explain the type of emergency
2. Identify the area or areas threatened or damaged.
3. Identify the area that is included in the proclamation.
4. Explain the situation causing the emergency or disaster.
5. Define the incident period for each affected area.
6. Be approved by the appropriate jurisdictional authority.

City of Lewiston Government

1. COL response agencies will respond to a disaster emergency within city limits and coordinate activities according to agency Standard Operating Procedures (SOPs) and any existing MAA.
2. Per Idaho Code §46-1011, when a disaster emergency situation is likely to overwhelm city resources or be beyond the city's scope of control, a local disaster emergency may be declared only by the city's mayor.
3. The mayor's proclamation of a disaster emergency and any requests for assistance should be expediently forwarded to the NPC EMC.
4. When a local disaster emergency has been proclaimed, the mayor will govern by proclamation and has the authority to impose necessary regulations to preserve the peace and order of the city.

Nez Perce County

1. Upon receipt of the proclamation of a local disaster emergency from an incorporated city of the county, the chairman of the board of county commissioners will ensure that any available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.) is provided. The county will also notify the Idaho Office of Emergency Management (IOEM) that a situation may require the proclamation of a county disaster emergency.
2. If a condition exists in the unincorporated portions of the county that may affect lives, critical infrastructure, or services and property, NPC will take appropriate measures to mitigate conditions utilizing county government resources.
3. If conditions overwhelm NPC capabilities or resources, the chairman of the board of county commissioners may proclaim a local disaster emergency in accordance with Idaho Code §46-1011.
4. The NPC EMC will notify the IOEM that the County has declared a disaster emergency and has implemented the EOP. The notification should also state that the County has committed or will soon commit available county resources to the response. The type of assistance should be clearly stated if state supplemental assistance is needed. The declaration and request for state assistance may be provided orally and then submitted in writing to the IOEM.

State Government

1. The IOEM will process the county's request for assistance and forward the request to the Governor's Office.
2. Upon notification that the county is seeking state assistance, the Governor may proclaim a State of Disaster Emergency and implement all or portions of the Idaho Emergency Operations Plan (IDEOP). The Governor may declare a disaster emergency without a county/local request.
3. The IOEM coordinates state and federal emergency response, recovery, and mitigation operations during emergencies and disasters

in Idaho. The IOEM will initiate the State response by notifying the appropriate Primary and Support Agencies to activate required Idaho Emergency Support Functions. By Executive Order 2022-04, state agencies will take appropriate actions following the IDEOP and their agency's EOPs and/or SOPs.

4. If federal assistance is required, the IOEM Director or designated representative will coordinate with the appropriate state and local officials to prepare the state's request. The IOEM will coordinate support provided by the federal government. Only the Governor can originate the request for a Presidential Declaration.

Deactivation of the EOC

The EMC of authorized officials may authorize the deactivation of the EOC. The EOC can be deactivated with either a single or multiple-step process. The EOC can be deactivated entirely if the incident is over and no additional support or recovery is needed. The EOC can also be deactivated in a multiple-phase process as personnel are no longer required. After every deactivation, EOC operations should be evaluated by developing an AAR and Improvement Plan. Additional information on emergency management actions is provided in ESF 5- Emergency Management.

III. Organization and Assignment of Responsibilities

Organization

The EOP uses the Emergency Support Function (ESF) format. Each ESF has a coordinating agency, primary agencies, and support agencies.

Emergency Support Functions

- ESF 1 - Transportation
- ESF 2 - Communications
- ESF 3 - Public Works and Engineering
- ESF 4 - Firefighting
- ESF 5 - Emergency Management
- ESF 6 - Mass Care, Emergency Assistance, Housing, and Human Services
- ESF 7 - Logistics Management and Resource Support
- ESF 8 - Public Health and Medical Services
- ESF 9 - Search and Rescue
- ESF 10 - Oil and Hazardous Materials Response
- ESF 11 - Agriculture and Natural Resources
- ESF 12 - Energy
- ESF 13 - Public Safety and Security
- ESF 14 - Cross-sector Business and Infrastructure
- ESF 15 - External Affairs

Support Annexes

Support Annex A: Damage Assessment
Support Annex B: Policy Group
Support Annex C: Finance and Administration
Support Annex D: Mutual Aid
Support Annex E: Volunteer and Donations Management
Support Annex F: Evacuation

Incident Annexes

Incident Annex A: Flooding
Incident Annex B: Extended Power Outage
Incident Annex C: Pandemic
Incident Annex D: Severe Weather
Incident Annex E: Wildfire

Assignment of Responsibilities

The following list of responsibilities provides a brief overview of primary preparedness and response actions. It is not comprehensive. Please review the ESF and department SOP for additional information about specific responsibilities.

The COL & NPC Elected Officials

1. Issue disaster declarations.
2. Approve media releases and other public information actions.

NPC EMC

1. Manage daily emergency management preparedness actions.
2. Activate the EOC when necessary.
3. coordinating and supporting response actions within the city and county.
4. Coordinate with neighboring jurisdictions and the State of Idaho when needed.

ESF Coordinating Agencies

1. Serve as the ESF Coordinator in the EOC.
2. Coordinate needed support with ESF Primary and Support Agencies.
3. Coordinate with the private sector as necessary.
4. Participate in preparedness actions such as plan updates and exercises.

ESF Primary Agencies

1. Coordinate needed support with the ESF Coordinating Agency and Support Agencies.
2. Coordinate with the private sector as necessary.
3. Participate in preparedness actions such as plan updates and exercises.

ESF Support Agencies

1. Support Coordinating and Primary agencies when requested.
2. Coordinate with the private sector as necessary.
3. Participate in preparedness actions such as plan updates and exercises.

IV. Direction, Control and Coordination

General

The elected officials of NPC have the final responsibility for emergency management preparedness, mitigation, response, and recovery actions. The EMC is delegated daily operations responsibilities.

During disasters or emergencies, the COL & NPC coordinate emergency or disaster response efforts through the EOC which has the authority to request and commit resources needed to preserve life, property, and public infrastructure.

The EMC can designate appropriate agency and department liaisons for the EOC as needed to establish communication and coordination with those agencies and departments. Department Supervisors may be requested to remain in the EOC and direct their departments from that facility. During a large-scale emergency, the EOC will become the seat of county/city government for the duration of the emergency or disaster.

Emergency Management

The EMC coordinates the emergency management program, and advises the Policy Group on alternatives when major decisions are required. During emergency operations, the EMC is responsible for the EOC and its staff.

Incident Command System

The Incident Commander is responsible for the overall management of the incident and operations on the scene. Command activities focus on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. The responsibility for incident command rests with the agency or department having jurisdiction. When an incident involves multiple jurisdictions, command may be transferred, Unified Command may be established, or an Incident Management Team (IMT) may be mobilized.

Multi-Agency Coordination

In July 2000, the ten northern Idaho counties signed an agreement to provide mutual aid and emergency management assistance to one another during emergencies and disasters. The parties agreed to furnish and deliver personnel and equipment as requested and available. The Agreement signed by County Commissioners, Sheriffs, and EMC includes the following:

- Ensuring that each agency involved in incident management provides appropriate situational awareness and resource status information.
- Establish priorities between Incident or Area Commands and connect with Incident Commanders or a Unified Command.
- Acquiring and allocating resources required by incident management personnel in conjunction with the priorities established by Incident or Unified Command.
- Anticipating and identifying future resource requirements.
- Coordinating and resolving policy issues arising from the incident(s).
- Providing strategic coordination as required.

EOC Coordination

Policy Group

During EOC activations, decision-making authority is vested in the Policy Group, which consists of the County Commissioners (Chief Elected Official), Sheriff, County Fire Chief, affected Elected City Officials (Lewiston, Peck, Culdesac, and Lapwai), Police Chief, City Fire Chief, the EMS and other department heads as the emergency dictates. The Policy Group is supported by the Legal Counsel and the Public Information Officer (PIO), as appropriate. The Policy Group ensures that emergency or disaster response and recovery actions are coordinated between agencies for jurisdictional response.

ESF Coordinating Agencies

Each ESF Coordinating Agency is responsible for identifying a coordinator for the EOC to fulfill responsibilities as stated in this EOP. Department Supervisors will retain control of their employees and equipment during response operations. Each Coordinating, Primary, and Support Agency has responsibilities in the plan and must develop and maintain SOPs outlining how the agency intends to fulfill its duties. These SOPs must include:

- The process to recall personnel during non-duty hours.
- Prioritization of tasks to guide response and recovery work.
- Procedures to be followed when deviating from normal operations.

V. Information Collection, Analysis and Dissemination

The capability to collect, analyze, and share information is essential during an emergency. Accurate information must be shared with stakeholders involved in decision-making processes to ensure situational awareness and informed decision-making.

Information Collection

There are many potential sources of operations information, including:

- On-scene responders

- ICS 214 Activity Logs
- Other agencies and departments
- Public agencies and non-governmental organization partners
- Television, radio, and print media
- Social media
- Victims of the emergency or the public
- Subject matter experts

Analysis

After collecting information, it must be analyzed to determine its operational relevance. EMC personnel or EOC staff will analyze the information received and prepare situation updates for leadership.

Dissemination

There are two primary audiences for dissemination. Internal messaging shares information important to responders and partners working to continue response and recovery actions. Public messaging will share information necessary to inform the public of ongoing response and recovery operations and actions they must take for their safety. ESF 5 Emergency Management provides additional information on analyzing and sharing internal information, and ESF 15 External Affairs provides additional information on Public Information.

VI. Communications

Response agencies and departments will use established communication resources and protocols during a disaster or emergency. Communication may occur through phone systems, IPAWS/AlertSense, cell phones, email, WebEOC, VHF Radio, and Amateur Radio.

VII. Administration, Finance, and Logistics

Some administrative procedures may be suspended or modified during and after an emergency or disaster. Emergency response and recovery costs must be appropriately documented during an emergency or disaster to ensure state and federal financial assistance and reimbursement eligibility.

Administration

Nonessential administrative activities may be suspended during emergency operations, and personnel not assigned to essential duties may be transferred to other departments to provide emergency support. Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of its emergency plans and procedures. Departments will designate personnel to be responsible for documenting disaster operations and expenditures.

Finance

Disaster-related expenditures will be documented using generally accepted accounting procedures. Financial documentation will be used following a County Declaration, a Governor's Proclamation, or a Presidential Disaster Declaration to qualify for reimbursement of eligible expenditures and ensure compliance with applicable regulations. The individual lead agencies will maintain their normal administrative records of personnel, equipment, and material used.

Logistics

The Policy Group will procure supplies and resources for the various operating departments. The Policy Group must approve expenditures above (\$1,000), expenses met within budgetary allowances, and costs below (\$1,000), which the EMC may authorize. The Chief Elected Official will be responsible for obtaining additional resources needed to respond to the disaster. An Incident Commander may make resource requests to the EOC as needed.

VIII. Continuity of Government

City of Lewiston

Order of succession in the event of an emergency for the city of Lewiston is as follows in descending order:

1. Mayor
2. Council President
3. Council Members by Seniority
4. Community Development Director
5. Public Works Director
6. Finance Director

NPC Commissioners

The order of succession for the NPC Board of County Commissioners follows Idaho Code Title 59. The order of succession in the event of an emergency for NPC is as follows in descending order:

1. Chairman
2. Commissioners(s)
3. Prosecuting Attorney
4. County Clerk/Auditor
5. Treasurer
6. Assessor

Emergency Management

Order of succession in the event of an emergency for the Office of Emergency Management is as follows in descending order:

1. EMC
2. County Commissioners
3. NPC Sheriff

Incorporated Cities/Special Districts

The order of succession of authority within incorporated cities and special districts within NPC shall be in accordance with state law and the emergency plans developed by each city or special district.

IX. EOP Development and Maintenance

Plan Development

This EOP was developed with input from city and county officials. The EMC is responsible for briefing staff members and city and county officials concerning their role in emergency management, the EOC, and the EOP. Department directors are responsible for developing and maintaining their respective plan annexes and their appropriate supporting SOPs.

Plan Maintenance

The EMC will coordinate plan reviews, revisions, and redistributions as necessary. The plan will be tested as needed as an exercise to provide a practical, controlled experience to those departments and individuals tasked with the plan.

X. Authorities and References

Authorities

The EMC will receive authorization from the Board of Commissioners and Mayor of Lewiston during a disaster declaration to authorize and justify the use of NPC funds and resources and to coordinate with external assistance to prevent the loss of life, destruction of property, and damage to critical infrastructure.

References

The following Idaho statutes specifically address aspects of emergency management and acts of terrorism:

- The Idaho Disaster Preparedness Act of 1975, amended by the Idaho Homeland Security Act of 2004, Idaho Code §46-1001.
- The Post-Attack Resource Management Act, Idaho Code §67-5506.
- The Terrorist Control Act, Idaho Code §18-8101.
- The Emergency Relocation Act, Idaho Code §67-102.

The following Federal laws specifically address aspects of emergency management and acts of terrorism:

- The Homeland Security Act of 2002.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended, Public Law 93-288 as amended, and related authorities.

- Code of Federal Regulations (CFR) 44, Emergency Management and Assistance.
- The Post Katrina Emergency Management Reform Act (PKEMRA).

ESF Annexes

ESF 1: Transportation

ESF Coordinating Agency

- Lewiston Public Works
- NPC Road & Bridge

Primary Agencies

- Lewiston Public Works
- NPC Road & Bridge

Support Agencies

- Lewiston GIS
- Lewiston Community Development
- Lewiston Transit
- NPC GIS
- NPC Assessor
- Port of Lewiston
- Local Highway Technical Assistance Council
- Idaho Transportation Department
- Idaho State Police
- Army Corps of Engineers

I. Introduction

Purpose

The purpose of ESF 1 is to assist in managing transportation systems and infrastructure in the COL & NPC during a disaster or emergency. ESF 1 identifies the COL & NPC Coordinating, Primary, and Support agencies and the responsibilities necessary to coordinate transportation functions during a disaster or emergency response and recovery.

Scope

ESF 1 support includes:

- Serving as the primary contact for transportation requests for assistance and resources.
- Maintaining transportation infrastructure for safe and passable travel.
- Effectively using transportation resources during a disaster or emergency.
- Providing situational awareness to the EOC.
- Conducting damage assessments.
- Supporting the clearing of debris and repairing critical infrastructure such as roads, bridges, waterways, and airfields.
- Providing subject matter expertise for evaluating engineering services, construction management, inspection, and emergency contracting for public infrastructure.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Disasters or emergencies can disrupt local transportation routes.
- Disasters or emergencies can damage critical transportation infrastructure within the city and county.
- City and county departments may need to obtain legal clearances to ensure the proper disposal of debris.
- Equipment and resources may be limited, and requests for outside assistance may be necessary, and fuel shortages may occur.

III. Concept of Operations

General

Lewiston Public Works and NPC Road and Bridge Department are responsible for coordinating ESF 1 actions during disaster or emergency response and recovery. ESF 1 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Lewiston Public Works and NPC Road and Bridge are responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 1 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, Lewiston Public Works and/or NPC Road and Bridge will authorize a representative to serve as the ESF Coordinator in the EOC depending on the location of the incident.

The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 1 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC or alternate location if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures, personnel, and resource use to participating Primary and Support Agencies.
7. Coordinate with necessary agencies to limit or block transportation routes until authorities remove safety restrictions and limitations.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure record-keeping practices for financial expenditures and the use of personnel and resources are followed by participating Primary and Support Agencies.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.
6. Support damage assessment actions as necessary.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure departments return EOC-acquired mutual aid resources and state assistance resources and complete documentation.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the After-Action Review (AAR) process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions

<u>Lewiston City</u> <u>Public Works</u> <u>Department</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Maintain equipment at operational levels. • Maintain a current inventory of vehicles and drivers. • Maintain City/County maps. • Participate in Multi-Agency Coordination efforts. • Coordinate resources and information for essential transportation routes. • Identify historically vulnerable areas such as culverts, storm drains, and landslide-prone areas. • Identify and provide an ESF Coordinator to the EOC or alternate location when requested. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Participate in AHMP update efforts. • Determine road closures and detours to establish network connectivity. • Engage resources for necessary repairs to public roadways. • Coordinate with other city departments for support.
<u>Nez Perce County</u> <u>Road and Bridge</u> <u>Department</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Maintain equipment at operational levels. • Maintain a current inventory of vehicles and drivers. • Maintain City/County maps. • Participate in Multi-Agency Coordination efforts. • Coordinate resources and information for essential transportation routes. • Identify historically vulnerable areas such as culverts, storm drains, and landslide-prone areas. • Identify and provide an ESF Coordinator to the EOC or alternate location when requested. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency

	and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the conclusion of the incident response. • Participate in AHMP Plan update efforts.
Support Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Geographic Information System (GIS) Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the conclusion of the incident response. • Provide mapping support.
<u>Lewiston Community Development</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response.
<u>Lewiston Transit Service</u>	• Provide transportation throughout NPC.
<u>Nez Perce County Information Systems (GIS)</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Provide mapping support.
<u>Nez Perce County Assessor</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff.

	• Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response, and assist with damage assessments.
<u>Port of Lewiston</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response.
<u>Local Highway Technical Assistance Council</u>	• Serve as the source of funding/support for projects and assist in acquiring emergency funds.
<u>Idaho Transportation Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Provide technical assistance to local and tribal agencies responsible for transportation activities. • Provide supporting documentation for the state's request for federal assistance based on local and tribal feedback. • Provide personnel for Damage Assessment Teams if requested by the IRC. • Participate in AAR following the end of the incident response.
<u>Idaho State Police</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Provide for commercial vehicle inspection. • Provide or arrange for secure escorts. • Provide investigation resources.

	• Provide law enforcement. • Assist with road closures. • Provide and/or assist in traffic control.
<u>Army Corps of Engineers</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC. • Participate in AAR following the end of the incident response.

ESF 2: Communications

ESF Coordinating Agency

- Lewiston Police Department, Dispatch Center
- NPC Sheriff, Dispatch Center

Support Agencies

- NPC 911 Coordinator

Primary Agencies

None

I. Introduction

Purpose

The purpose of ESF 2 is to support the restoration of communications infrastructure, coordinate communications support to response efforts, facilitate the delivery of information to emergency management personnel, and assist in stabilizing and reestablishing systems and applications during incidents. ESF 2 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate communication functions during a disaster or emergency response and recovery.

Scope

ESF 2 support includes:

- Serving as the primary contact for communication requests for assistance and resources.
- Alerting the public and emergency response organizations to potential or actual disasters.
- Ensuring that the necessary personnel, facilities, equipment, and procedures exist to communicate necessary information.
- Providing disaster emergency communications, consisting of the technical means and modes required to provide and maintain operable and interoperable voice and data communications in an incident area.
- Supporting the temporary re-establishment of the basic public safety communications infrastructure and assisting in the initial restoration of the commercial telecommunications infrastructure.
- Coordinating the provisioning of priority and other telecommunications services at incident support facilities, providing capabilities and services to aid response and short-term recovery operations, and ensuring a smooth transition to long-term recovery efforts.
- Leading communications planning, training, and exercising for disaster response.

- Facilitating the delivery of mission-critical information to maintain situational awareness for emergency management decision-makers and support elements.
- Developing cyber and communications restoration priorities during disasters.
- Coordinating and deconflicting incident radio frequencies in disaster event areas of operation.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- The COL Dispatch Center, NPC Sheriff Dispatch Center, or Lewiston Backup Dispatch Center may experience failures due to overwhelmed phone systems.
- The COL & NPC will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.
- Cell phone service may be overwhelmed and unreliable.
- Downed lines or other collateral damage may disrupt normal phone, fax, and Internet service.
- Two-way radio channels may be unreliable.
- Power failures could disrupt dispatch center operations.
- Natural gas failures could cause backup generators to fail, disrupting dispatch center operations.

III. Concept of Operations

General

As coordinating agencies, the Lewiston Police Department and NPC Sheriff's Office coordinate ESF 2 actions during disaster or emergency response and recovery. ESF 2 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Lewiston Police Department and NPC Sheriff's Office are responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 2 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, the Lewiston Police Department and/or NPC

Sheriff's Office will authorize a representative to serve as the ESF Coordinator in the EOC, depending on the location of the incident.

The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC. Communication can take place using many different methods, including Code Red, telephone, radio, email, and WebEOC.

Activation

ESF 2 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC or alternate location, if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures, personnel, and resource use to participating Primary and Support Agencies.
7. Analyze and verify information that needs to be communicated to the public.
8. Notify the public using any of the following: door-to-door, telephone, Emergency Alert System, 911 Call Notification System, or Vehicles equipped with a PA system.

Continuing Actions

1. Gathering information for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through MAA, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Police Department - Dispatch Center (911)</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Identify and provide an ESF Coordinator to the EOC or alternate location when requested. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR Reviews following the end of incident response. • Participate in Mitigation Plan update efforts. • Develop and maintain procedures for rapid assessment of critical facilities, public buildings, and structures. • Identify, train, and appropriately support selected staff for damage assessment. • Develop plans and procedures for registering and using the resources of other city/county departments, professional and educational organizations, and volunteers. • Coordinate training and exercise opportunities for rapid, preliminary, and detailed damage assessments. • Maintain SOP for damage assessment processes. • Maintain resource manuals and SOPs for dispatch center

	operations.
<u>Nez Perce Sheriff's Office - Dispatch Center (911)</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Identify and provide an ESF Coordinator to the EOC or alternate location when requested. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts. • Develop and maintain procedures for rapid assessment of critical facilities, public buildings, and structures, • Identify, train, and appropriately support selected staff for damage assessment. • Develop plans and procedures for registering and using the resources of other city/county departments, professional and educational organizations, and volunteers. • Coordinate training and exercise opportunities for rapid, preliminary, and detailed damage assessments. • Maintain SOPs for damage assessment processes. • Maintain resource manuals and SOPs for dispatch center operations.
Support Agencies	
<u>Nez Perce County 911 Coordinator</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the conclusion of incident response.

ESF 3: Public Works and Engineering

ESF Coordinating Agency

- Lewiston Public Works
- NPC Road and Bridge

Primary Agencies

- NPC Assessor's Office

Support Agencies

- Lewiston GIS
- Nez Perce County GIS
- Community Development/Building Inspection
- City Engineering Division
- Idaho Department of Transportation
- Idaho Department of Environmental Quality

Private Partners

- Avista
- Centurylink
- Sparklight
- Clearwater Power

I. Introduction

Purpose

The purpose of ESF 3 is to provide the delivery of services, technical assistance, construction management, and other support when a disaster or an incident requires a coordinated response. ESF 3 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate public works and engineering functions during a disaster or emergency response and recovery.

Scope

ESF 3 support includes:

- Serving as the primary contact for Public Works and Engineering requests for assistance and resources.
- Supporting damage assessment to identify needs, the extent of damages, and determine if the disaster or emergency can be declared a county disaster.
- Conducting infrastructure risk and vulnerability assessments.
- Providing potable water and ice during and after an incident.
- Coordinating the removal of debris in the wake of an incident.

- Implementing and managing infrastructure recovery assistance programs.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Initial damage assessment reports may be short and brief, not providing an entire picture of the damaged area.
- A shortfall of qualified personnel to do damage assessments may occur.

III. Concept of Operations

General

Lewiston Public Works and NPC Road and Bridge Department are responsible for coordinating ESF 3 actions during a disaster or emergency response and recovery. ESF 3 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Lewiston Public Works and NPC Road and Bridge are responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 3 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, Lewiston Public Works and/or NPC Road and Bridge will authorize a representative to serve as the ESF Coordinator in the EOC, depending on the location of the incident.

The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 3 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator*Initial Actions*

1. Report to EOC, if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and personnel and resource use to participating Primary and Support Agencies.
7. Begin coordination for rapid damage assessment.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.
6. Continue coordination for damage assessments, moving into more detailed information gathering as the situation allows.

Demobilization Actions

1. Communicate demobilization instructions to Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Public Works Department</u>	Develop and maintain procedures for rapid assessment of critical facilities, public buildings, and structures,

	• Identify, train, and appropriately support selected staff for damage assessment. • Develop plans and procedures for registering and using the resources of other city/county departments, professional and educational organizations, and volunteers. • Coordinate training and exercise opportunities for rapid, preliminary, and detailed damage assessments. • Maintain SOPs for damage assessment processes. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in Mitigation Plan updates. • Determine road closures and detours to establish network connectivity. • Engage resources for any necessary repairs to public utilities/infrastructure. • Coordinate with other City departments for support.
<u>Nez Perce County Road and Bridge</u>	• Develop and maintain procedures for rapid assessment of critical facilities, public buildings, and structures, • Identify, train, and appropriately support selected staff for damage assessment. • Develop plans and procedures for registering and using the resources of other city/county departments, professional and educational organizations, and volunteers. • Coordinate training and exercise opportunities for rapid, preliminary, and detailed damage assessments. • Maintain SOP for damage assessment processes. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP updates.
<u>Nez Perce County Assessor's Office</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed.

	• Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
Support Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Geographic Information System (GIS) Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC. • Participate in AAR following the end of incident response.
<u>Nez Perce County Information System (GIS)</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Lewiston Community Development</u> <u>Nez Perce County Planning & Building</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Lewiston City Engineering Division</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.

<u>Idaho Transportation Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Idaho Department of Environmental Quality</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
Private partners: <u>Avista,</u> <u>Clearwater Power Company,</u> <u>Century Link,</u> <u>Sparklight Internet,</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as requested. • Participate in AAR following the end of incident response.

ESF 4: Firefighting

ESF Coordinating Agency

- Lewiston Fire Department

Primary Agencies

- Big Canyon Rural Fire District
- Wheatland Rural Fire District
- NPC Fire Department
- Lapwai Volunteer Fire Department
- Culdesac Volunteer Fire Department
- Arrow Fire District
- Sunnyside Fire District
- Genesee Fire District

Support Agencies

- Idaho Department of Lands
- Bureau of Land Management
- Nez Perce Tribe Division of Forestry/Fire Management
- Quad County Fire Chiefs Association (Four Counties are; Whitman, Latah, Asotin & NPC)

I. Introduction

Purpose

The purpose of ESF 4 is to provide support for detecting and suppressing wildland, rural, and urban fires resulting from, or occurring coincidentally with, an all-hazard incident requiring a coordinated response for assistance. ESF 4 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate firefighting functions during a disaster or emergency response and recovery.

Scope

ESF 4 support includes:

- Serving as the primary contact for firefighting requests for assistance and resources.
- Communicating fire prevention, suppression, and control operations to the EOC.
- Coordinating firefighting activities, personnel, equipment, and supplies in support of local, state, and tribal agencies involved in wildland, rural, and urban firefighting operations.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Existing fire response personnel and equipment can handle most emergencies.
- When additional support is required, the department having jurisdiction will obtain assistance from existing mutual aid agreements and, if necessary, various State or Federal agencies.
- Fire activity may disrupt communications and utilities.
- Access to fires may be difficult due to terrain.
- Large fires will require a coordinated response from multiple agencies.

III. Concept of Operations

General

The Lewiston Fire Department coordinates ESF 4 actions during disaster or emergency response and recovery as the coordinating agency. ESF 4 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Lewiston Fire Department is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 4 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, the Lewiston Fire Department will authorize a representative to serve as the ESF Coordinator in the EOC.

The ESF Coordinator will coordinate the Incident Commander's requests for assistance and resources and assist in information gathering and analysis in the EOC.

Activation

ESF 4 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator*Initial Actions*

1. Report to EOC if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures, personnel, and resource use to participating Primary and Support Agencies.
7. Contact the Incident Commander and assess needs.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Fire Department</u>	• Enforce fire codes • Identify high-risk areas

	• Participate in fuel reduction projects • Create and maintain mutual aid agreements. • Coordinate training and exercises for firefighting, rescue, first aid, incident command, and the EOP. • Maintain equipment to operation levels. • Maintain SOP's related to firefighting. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Participate in AHMP update efforts.
<u>Nez Perce County Rural Fire Departments</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response.
Support Agencies	
Agency	Responsibilities/Functions
<u>Idaho Department of Lands</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Monitor ongoing disaster emergencies, anticipate needs, and prepare for the use of additional wildfire resources from outside sources. • Establish priorities and coordinate the sourcing and dispatch of fire resources.
<u>Bureau of Land Management</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed.

(Idaho)	• Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Party to the Cooperative Fire Protection Agreement and the Statewide Annual Operating Plan with the IDL (reference the IDL Fire Mobilization Guide for specific responsibilities).
<u>Nez Perce Tribe</u> <u>Division of</u> <u>Forestry/Fire</u> <u>Management</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response
Quad County Fire Chiefs Association	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC. • Participate in AAR following the end of the incident response.

ESF 5: Emergency Management

ESF Coordinating Agency

- NPC Office of Emergency Management

Primary Agencies

- Lewiston Police Department
- Lewiston Fire Department
- NPC Sheriff's Department

Support Agencies

- Lewiston City Information Systems
- NPC Information Systems
- Lewiston and NPC GIS
- Idaho Office of Emergency Management

I. Introduction

Purpose

The purpose of ESF 5 is to provide support for city and county incident management activities. ESF 5 provides the core management and administrative functions in support of the EOC. ESF 5 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate emergency management functions during a disaster or emergency response and recovery.

Scope

ESF 5 support includes:

- Serving as the primary contact for emergency management requests for assistance and resources.
- Managing the procedures and activities relating to the EOC.
- Facilitating response and recovery activities, including collaboration with local departments and state agencies.
- Collecting, analyzing, processing, and disseminating information about a potential or actual incident.
- Conducting deliberate and crisis action planning activities to facilitate the overall activities in assisting the whole community.
- Providing advice, expertise, and guidance to Incident Command and elected officials for decision-making and future operations.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- The city and county will use the EOC as the point of contact for information coordination during disaster-related events
- Little information will be available at the beginning of the disaster-related event, but more accurate and reliable information will come over time.
- Intense activity levels in the EOC may cause bottlenecks in information flow, delaying full information processing capabilities.
- Initial reporting to the activated EOC will be a low priority due to the severity of the incident; however, this should improve as the event progresses.
- Additional resources required or assistance may not be readily available.

III. Concept of Operations

General

NPC EMC coordinates ESF 5 actions during emergency or disaster response and recovery. ESF 5 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC EMC is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 5 activities.

The EMC is responsible for daily operations and initial disaster or emergency response. If the incident requires coordination and resource support from the EOC, the EMC will activate the EOC and necessary ESFs.

Activation

The Incident Commander, EMC, or Appointed Official may request EOC activation to assist with coordinating a disaster or planned event. The Emergency Manager will staff the EOC according to the type and complexity of the incident.

IV. Responsibilities

ESF Coordinator*Initial Actions*

1. Activate the EOC and needed ESFs when necessary.
2. Notify Policy Group of EOC activation and identify and distribute reporting requirements for situational awareness.
3. Initiate required or recommended public messaging/broadcasting notification systems for any evacuations, warnings, required actions, and information distribution sites to monitor the incident.
4. Notify external agencies of EOC activation.
5. Begin gathering information and forming situational awareness and reporting.
6. Complete preliminary situational report within 1-2 hours after EOC activation.
7. Gather any initial resource requests.
8. Report current actions of the EOC to the Executive Group when necessary.

9. Establish and communicate record-keeping practices for financial expenditures and use of personnel and resources to activated ESF Coordinators.
10. Notify appropriate departments, agencies, and organizations.
11. Create applicable personnel rosters and establish accountability for assigned resources.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Compile situation reports and conduct briefings as needed.
3. Ensure participating primary and support agencies follow record-keeping practices for financial expenditures and the use of personnel and resources.
4. Coordinate the deployment of resources as necessary.
5. Continue to gather resource requests and communicate needs to the EOC.
6. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.
7. Coordinate with EOC staff to formulate the following:
 - a. Incident objectives for the EOC.
 - b. Hazard warnings and communication plans with local, state, and volunteer agencies/organizations.
 - c. Resource needs and acquisition plans.
 - d. Disaster status updates.
 - e. Threat assessments.
 - f. Area of impact identification.
 - g. Status on critical facilities/infrastructure.
 - h. Information flow and coordination.
 - i. Planning effort coordination and facilitation.
 - j. Preparation and dissemination of situation reports and status briefings.
 - i. Current assessments.
 - ii. Weather information and forecast.
 - iii. Summary of response (Life & Property, Health Threats, Service Interruptions, Infrastructure status, Shelters).

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure agencies return mutual aid and state assistance resources and complete necessary documentation.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Initiate, oversee, and contribute feedback to the After-Action Review (AAR) process.

Recovery

1. Participate in any recovery actions.
2. Create and file a permanent record of required documents for the incident and disseminate them appropriately.
3. Initiate and manage any applicable recovery grants for the incident.
4. Establish and implement required actions or processes identified from lessons learned.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce County Office of Emergency Management</u>	• Identify hazards and capacities for jurisdictional response. • Identify critical infrastructure. • Develop and maintain the EOP. • Develop and maintain the AHMP. • Train EOC staff on roles and responsibilities. • Coordinate training and exercises with other agencies. • Identify and obtain needed resources and equipment. • Identify and maintain mutual aid agreements. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response.
<u>Lewiston Police Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Monitor city law and enforcement and dispatch operations for incident response and recovery operations. • Provide EOC security as required. • Participate in and support public information actions.
<u>Lewiston Fire Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff.

	• Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Participate in and support public information actions.
<u>Nez Perce County Sheriff's Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Oversee county law enforcement and dispatch operations for incident response and recovery operations. • Provide EOC security. • Support public information actions.
Support Agencies	
Agency	Responsibilities/Functions
<u>City of Lewiston Information System</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response.
<u>Nez Perce County Information Systems</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of the incident response. • Support and enable access to county communications and technological equipment utilized during EOC operations. • Secure networks and systems utilized during EOC

	operations. Identify and obtain additional IT requirements needed for EOC operations.
<u>City of Lewiston Information System</u> <u>Nez Perce County Information Systems</u>	- Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. - Submit resource and personnel requests to the ESF Coordinator or other EOC staff. - Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. - Participate in AAR following the end of the incident response. - Support and enable access to city communications and technological equipment during EOC operations. - Secure networks and systems utilized during EOC operations. - Identify and obtain additional IT requirements needed for EOC operations.
<u>Idaho Office of Emergency Management (IOEM)</u>	- Coordinate the overall state effort to collect, analyze, process, report, and display essential information and facilitate support for planning efforts in disaster emergency operations. - Coordinate the overall state effort to provide response and recovery assistance through the use of Mission Assignments (Mas) to support agencies and jurisdictions. - Establish the state presence in the impacted jurisdiction in anticipation of immediate and long-term state assistance. This presence is established first by the IOEM AFO or other IOEM appointed regional coordinator and may be followed by a larger contingent of state representatives or a Joint Field Office (JFO). - Provide support and/or participate in the JFO or Disaster Recovery Center.

ESF 6: Mass Care, Emergency Assistance, Housing and Human Services

ESF Coordinating Agency

- NPC EMC

Primary Agencies

- NPC Social Services

Support Agencies

- American Red Cross
- Idaho Volunteer Organizations Active in Disaster (VOAD)
- Salvation Army (Lewiston Corps)
- Community Action Partnership
- Independent School District No. 1 (Lewiston)
- St. Joseph Regional Medical Center Pastoral Care
- Funeral Directors Association
- Idaho Department of Health and Welfare

I. Introduction

Purpose

The purpose of ESF 6 is to coordinate and provide sheltering, feeding, and other life-sustaining resources for disaster survivors. ESF 6 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate mass care functions during a disaster or emergency response and recovery.

Scope

ESF 6 support includes:

- Serving as the primary contact for mass care requests for assistance and resources.
- Coordinating support services for disaster victims, including shelter, food, water, emergency first aid, animal sheltering resources, and other related support services
 - Mass Care: Congregate sheltering, feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families.
 - Emergency Assistance: Coordination of voluntary organizations and unsolicited donations and management of unaffiliated

volunteers; essential community relief services; non-congregate and transitional sheltering; support to individuals with disabilities and others with access and functional needs in congregate facilities; support to children in disasters; support to mass evacuations; and support for the rescue, transportation, care, shelter, and essential needs of household pets and service animals.

- Temporary Housing: Temporary housing options including rental, repair, and loan assistance; replacement; factory-built housing; semi-permanent construction; referrals; identification and provision of safe, secure, functional, and physically accessible housing; and access to other sources of temporary housing assistance.
- Human Services: Disaster assistance programs that help survivors address unmet disaster-caused needs and/or non-housing losses through loans and grants; also includes supplemental nutrition assistance, crisis counseling, disaster case management, disaster unemployment, disaster legal services, and other state and Federal human services programs and benefits to survivors

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Existing emergency services will continue to coordinate with the support agencies for services that fall under each of their individual jurisdictions.

III. Concept of Operations

General

The NPC EMC coordinates ESF 6 actions during a disaster or emergency response and recovery. ESF 6 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC EMC is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 6 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and

resource support from the EOC, the NPC EMC authorizes a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 6 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures, personnel, and resource use to participating Primary and Support Agencies.
7. Analyze the situation to identify the current resource and facility requirements to adequately meet the basic needs of any current and forecasted victims, including requirements to support animals impacted.
8. Determine the availability of resources identified as being needed to support any impacted populations.
9. Identify any vulnerable populations that may be at risk and begin coordinating any special assistance that may be required for appropriate sheltering or care.
10. Identify initial security requirements for shelters and care facilities and Coordinate with ESF 13 to fulfill requirements.
11. Coordinate with ESF 15 as appropriate and required to ensure the dissemination of public information.
12. Identify and secure anticipated staffing for initial and continued operations.
13. Establish communications with corresponding ESF or appropriate representatives at the IOEM.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.

2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and the use of personnel and resources.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.
6. Monitor shelter occupancy levels throughput rates and assess ongoing needs.
7. Continue to identify and secure staffing for continued operations.
8. Coordinate the reunification of displaced/impacted people and pets as required.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures, personnel, and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.
5. Disseminate information to shelter managers and applicable staff.
6. Continue coordinating with ESF 15 to disseminate public information for shelter closures, continued resources, and future support resources.
7. Provide ESF documentation to the EOC manager.

Recovery

1. Participate in recovery actions.
2. Coordinate with the County and other applicable non-governmental agencies to support recovery efforts concerning mass care, emergency assistance, housing, and human resource requirements.
3. Identify and request additional resources from applicable state and federal agencies.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce County</u> <u>Office of</u> <u>Emergency</u> <u>Management</u>	• Establish and maintain contacts with agencies/organizations providing support services. • Develop, prepare, and distribute lists of participating agencies/organizations.

	• Develop, prepare, and distribute an inventory of supplies, equipment, and vendors for disaster preparedness. • Develop, prepare, and distribute a template outlining potential disaster response and recovery phases to each participating agency/organization. • Participate in Mitigation Plan update efforts. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Identify and communicate shelter needs to coincide with the incident and approved objectives.
<u>Nez Perce County Social Services</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Coordinate short, and long term county programs available to provide assistance during pre-event preparedness, response, and recovery operations. • Coordinate with applicable state and federal agencies for social service programs available for community and individual support.
Support Agencies	
Agency	Responsibilities/Functions
<u>American Red Cross</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Coordinate sheltering of affected clients and feeding and

	distributing emergency supplies. • Provide health services and disaster mental health services to clients. • Provide reunification services and support to affected persons.
Idaho Volunteer Organizations Active in Disaster (<u>VOAD</u>)	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Coordinate support for unmet needs of individuals during response and recovery with voluntary agencies. • Participate in meetings in person or via conference calls to report needs and support provided. • Provide a liaison to the EOC, if appropriate, to assist in response and recovery.
<u>Salvation Army (Lewiston Corps)</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Community Action Partnership Nez Perce/Asotin Counties</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Coordinate support of unmet needs of individuals during response and recovery through cooperation with local voluntary agencies.
<u>Independent School District 1. (Lewiston)</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF

	Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Coordinate the reunification of students with families as needed. • Identify and facilitate requirements for the student population for aid and support. • Coordinate requested and approved resources for school resources required to facilitate response and recovery operations.
<u>St. Joseph Regional Medical Center Pastoral Care</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Identify and coordinate support for individuals' unmet needs during response and recovery through cooperation with religious organizations. • Serve as a liaison between religious institutions and the EOC to identify and organize resources.
<u>Idaho Funeral Service Association</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Identify and coordinate requests for additional resources.
<u>Idaho Department of Health and Welfare</u>	• Coordinate medical sheltering under Idaho Emergency Support Function (ID-ESF) 8. • Assist individuals as part of the Health and Welfare non-disaster programs (i.e., Disaster Supplemental Nutrition Program; Women, Infants, Children (WIC) Program, case management, Medicare/Medicaid, child services, and crisis counseling). • Provide referral services for individuals needing help to find

	public health and social services during a disaster.
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ESF 7: Logistics Management and Resource Support

ESF Coordinating Agency

- NPC EMC

Support Agencies

- NPC Clerk

Primary Agencies

None

I. Introduction

Purpose

The purpose of ESF 7 is to integrate whole-community logistics incident planning and support for timely and efficient delivery of supplies, equipment, services, and facilities. ESF 7 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate logistical functions during a disaster or emergency response and recovery.

Scope

ESF 7 support includes:

- Serving as the primary contact for requests for assistance.
- Managing the logistics supply chain that provides equipment, supplies, and services for incidents.
- Providing for the integration of logistics partners during the planning, sourcing, acquisition, utilization, and disposition of resources.
- Facilitating communication and collaboration among supply chain support elements.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Resources outside the affected area will be directed to meet the unmet needs of the affected area.

- Some city and county resources may not be available in the impacted area due to debris and destroyed buildings.
- Basic life safety resources are the first priority.
- Resources restoring essential services have priority once life safety issues are addressed.
- Field operations requests from Incident Command will be prioritized.

III. Concept of Operations

General

As coordinating agency, NPC EMC is responsible for coordinating ESF 7 actions during emergency or disaster and recovery. ESF 7 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC EMC is responsible for updating the ESF Annex during annual updates and developing and maintaining SOP's to coordinate ESF 7 activities.

Daily operations and initial disaster or emergency response are the responsibility of the agency having jurisdiction. If the incident requires coordination and resource support from the EOC, the NPC EMC authorizes a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 7 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC, if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and personnel and resource use to participating Primary and Support Agencies.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.
2. Plan for transitional support to recovery operations concurrent with response operations.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce Office of Emergency Management</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts. • Communicate and coordinate resource and logistics support for requests for county assistance. • Identify, document, and maintain operational procedures for

	county agencies in requesting emergency procurement of county resources. • Identify supplemental logistical support. • Mobilize resources; coordinate logistic response.
Support Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce County Clerk</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Provide administrative support and supplies while the EOC is in operation. • Ensure proper documentation and logs are kept for each transaction to ensure sufficient records can be constructed and verified after the emergency response and efforts have passed. • Ensure that no administrative process interferes with operations to prevent injury, loss of life, and significant property damage.

ESF 8: Public Health and Medical Services

ESF Coordinating Agency

- Public Health (Idaho North Central District 2)

Primary Agencies

- Lewiston Fire
- NPC Coroner
- St Joseph Regional Medical Center (SJPMC)

Support Agencies

- North Idaho Regional Healthcare Coalition (NIRHCC)

I. Introduction

Purpose

The purpose of ESF 8 is to assist during disasters, emergencies, or incidents that may lead to a public health, medical, behavioral, or human service emergency. ESF 8 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate Public Health and Medical Services during a disaster or emergency response and recovery.

Scope

ESF 8 support includes:

- Serving as the primary contact for Public Health requests for assistance and resources.
- Coordination of health care and mortuary activities.
- Provision of emergency care and treatment of casualties resulting from any type of incident.
- Preventive and remedial measures to offset biological, chemical, and radiological incidents or warfare.
- Maintenance of sanitation services.
- Provision of mental health services.
- Prevention and mitigation of the spread of infectious disease.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most

concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- A major man-made, technological, or natural disaster may cause more immediate demand for health services.
- A major disaster may threaten, destroy, or seriously damage healthcare facilities. It may necessitate the evacuation of patients or residents from those facilities.
- A disaster incident could give rise to secondary sources of infection and disease if proper remedial steps are not taken.
- A shortage of beds in the state for treating large numbers of patients.
- A major man-made, natural, or technological incident could result in many fatalities within a short period. Such an incident could render existing mortuary facilities incapable of responding normally.
- Human fatalities of a disaster may require extensive forensic medicine to identify victims.
- Victims may become contaminated by a technological incident which could create a health hazard to first responders or mortuary services.

III. Concept of Operations

General

Public Health, Idaho North Central District is responsible for coordinating ESF 8 actions during disaster or emergency response and recovery. ESF 8 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Public Health, Idaho North Central District 2 is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 8 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, Public Health, Idaho North Central District will authorize a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 8 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Collect information forming situational awareness and reporting.
4. Gather initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and the use of personnel and resources by participating primary and support agencies.
7. Determine the personnel, supply, and equipment requirements for the disaster period and how to fulfill those requirements.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure support agencies follow record-keeping practices for financial expenditures and the use of personnel and resources.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.
6. Assist in staffing and coordinating first aid stations.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies

Agency	Responsibilities/Functions
<u>Public Health (Idaho North Central District 2)</u>	• Maintain a list of contacts for health and medical service providers. • Develop procedures for mitigating communicable diseases and coordinate necessary vaccination services for the population during a disaster. • Plan for and initiate requests to the state for health and medical services support as necessary. • Help identify a possible need for shelters and coordinate those services as able. • Conduct investigations for food and water safety. • Participate in the planning of medical countermeasure distribution. • Establish plans for requesting additional support during a disaster or emergency. • Plan for utilizing available health resources transferred to the county during a disaster. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts.
<u>Lewiston Fire Department</u>	• Provide EMS and ambulance services • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>St. Joseph Regional Medical Center (SJPMC)</u>	• Plan and coordinate with other medical services in the county or region to maintain efficiency in patient transfers. • Ensure that medical services are available for workers remaining in evacuated areas. • Provide medical services • Communicate information about the situation to the ESF Coordinator or other EOC staff.

	• Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Nez Perce County Coroner</u>	• Provide mortuary services • Plan for the utilization of mortuary personnel from other counties. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. If needed, submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
Support Agencies	
Agency	Responsibilities/Functions
North Idaho Regional Healthcare Coalition District 2	• Assist in the response as requested. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.

Emergency Support Function 9: Search and Rescue

ESF Coordinating Agency

- NPC Sheriff Office

Primary Agencies

None

Support Agencies

- Lewiston Fire
- Nez Perce Tribal Police

I. Introduction

Purpose

The purpose of ESF is to provide specialized lifesaving assistance for incidents or potential incidents requiring search and rescue resources. ESF 9 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate Search and Rescue during a disaster or emergency response and recovery.

Scope

ESF 9 support includes:

- Serving as the primary contact for search and rescue requests for assistance and resources, including:
 - Structural Collapse Urban Search and Rescue
 - Waterborne Search and Rescue
 - Inland/Wilderness Search and Rescue
 - Aeronautical Search and Rescue
- Providing timely and specialized search and rescue capabilities.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Earthquakes, flood/dam failures, winter storms, or landslides could cause damage in urban areas, trapping victims.
- Access to search areas may only be accessible by air or on foot.

- The safety of responders and survivors must be considered when severe weather conditions impact search and rescue operations.

III. Concept of Operations

General

NPC Sheriff Office is responsible for coordinating ESF 9 actions during a disaster or emergency response and recovery. ESF 9 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC Sheriff Office is responsible for updating the ESF Annex during annual updates and developing and maintaining SOP's for coordinating ESF 9 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, the NPC Sheriff's Office will authorize a representative to serve as the ESF Coordinator in the EOC.

The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 9 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC or alternate location, if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and personnel and resource use to participating Primary and Support Agencies.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.

2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce County Sheriff's Office</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts.
Support Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce Tribal Police Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed.

	• Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Lewiston Fire Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.

ESF 10: Oil and Hazardous Materials Response

ESF Coordinating Agency

- Lewiston Fire Department, Regional Response Team (RRT) II

Primary Agencies

- NPC Rural Fire Departments

Support Agencies

- Idaho National Guard (101st Civil Support Team)
- Idaho Regional Response Teams

I. Introduction

Purpose

ESF 10 identifies the actions taken in response to a potential or actual discharge of oil and/or an uncontrolled release of hazardous materials. ESF 10 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate oil and hazardous materials response functions during a disaster or emergency response and recovery.

Scope

ESF 10 support includes:

- Serving as the primary contact for oil and hazardous materials response function requests for assistance and resources.
- Provide guidance for the COL & NPC operations in response to emergencies resulting from the manufacture, use, storage, and transfer of hazardous substances.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Hazardous materials (hazmat) are being transported in and out of Lewiston and NPC fixed manufacturing facilities.
- Methods of transportation are railways, highways, and waterways.

- The State of Idaho sponsors Regional Response Teams (RRTs), which have the personnel, training, and equipment specialized for hazmat response.
- Natural or technological disasters can trigger numerous situations that release hazardous materials into the environment.
- Increased hazmat incidents can lead to greater harm that threatens individuals, property, and the environment.
- It might be difficult for responders and equipment to reach the site due to damage sustained by the infrastructure.

III. Concept of Operations

General

The Lewiston Fire Department, RRT II is responsible for coordinating ESF 10 actions during a disaster or emergency response and recovery. ESF 10 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Lewiston Fire Department, Regional Response Team II is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 10 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, Lewiston Fire Department, Regional Response Team II will authorize a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 10 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC as needed.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.

6. Establish and communicate record-keeping practices for financial expenditures and the use of personnel and resources by participating primary and support agencies.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and the use of personnel and resources.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the After-Action Review (AAR) process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Fire Department</u> <u>IOEM Regional Hazardous Materials Response Team</u>	• Identify equipment list. • Train and exercise Hazmat/Weapons of Mass Destruction (WMD) capabilities for Incident Command, response, containment, control, rescue, and use of the EOP. • Identify high-risk areas. • Create and maintain mutual aid agreements. • Maintain equipment to operation levels. • Maintain fleet inventory. • Maintain City/County maps. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff.

	• Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts. • The hazmat RRTs are intended to respond to critical hazardous chemical/WMD emergencies in Idaho in direct support of an established incident command organization. Their primary objective is to provide the Incident Command with enhanced Hazmat/WMD response capabilities and competent advice to protect human life while reducing environmental impact.
<u>Nez Perce County Rural Fire Departments</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
Support Agencies	
Agency	Responsibilities/Functions
<u>Idaho National Guard (101st Civil Support Team)</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Chemical, Biological, Radiological, and Nuclear (CBRN) response, detection, monitoring, and analysis. • Medical Liaison with emergency medical technicians and public health officials. • Hazard Assessment, including consequence management based on hazard plume modeling. • On-site technical decontamination for first responders. • Mobile communications interoperability platforms in support of secure and non-secure voice and data communications. • In-depth scientific presumptive and confirmatory analysis in the field.

<u>IOEM Regional Hazardous Materials Response Team</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • The IOEM is responsible for the hazmat RRTs, which are strategically located in fire departments in Pocatello, Boise, Nampa/Caldwell, Lewiston, Kootenai County, and Idaho Falls. These teams are deployable upon approval of the IOEM hazmat Duty Officer, 24 hours a day, seven days a week. Each hazmat RRT consists of 20–30 highly trained Hazmat/WMD emergency response personnel.
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ESF 11: Agriculture and Natural Resources

ESF Coordinating Agency

- NPC Soil and Water Conservation District

Support Agencies

None

Primary Agencies

None

I. Introduction

Purpose

The purpose of ESF 11 is to organize and coordinate support for the protection of the County's agricultural natural and cultural resources during emergencies. ESF 11 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate agriculture and natural resources functions during a disaster or emergency response and recovery.

Scope

ESF 11 support includes:

- Responding to animal and plant diseases and pests.
- Protecting natural and cultural resources and historic properties.
- Ensuring the safety and well-being of household pets.
- Serving as the primary contact for agriculture and natural resources requests for assistance and resources.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- During and after an emergency or disaster, significant disruptions to food and potable water for livestock may occur.
- Livestock owners within the disaster area may need assistance gathering, relocating, sheltering, and feeding their animals.

- Depending on the disaster or emergency, livestock may be injured, lost, starving, or running loose.
- Emergencies and disasters may negatively impact agricultural production.
- Food-borne disease surveillance and outbreak investigation will require a unified response from federal, state, tribal, and local governments and private industry.

III. Concept of Operations

General

NPC Soil and Water Conservation District is responsible for coordinating ESF 11 actions during a disaster or emergency response and recovery. ESF 11 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC Soil and Water Conservation District is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 11 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, NPC Soil and Water Conservation District will authorize a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 11 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures, personnel and resource use to Primary and Support Agencies.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce County Soil and Water Conservation District</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Communicate information about the situation to the ESF Coordinator or other EOC. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update Efforts.

ESF 12: Energy

ESF Coordinating Agency

- NPC EMC

Primary Agencies

- Lewiston Public Works
- NPC Road & Bridge

Support Agencies

- Avista
- Clearwater Power Company

I. Introduction

Purpose

The purpose of ESF 12 is to facilitate the restoration of damaged energy systems for incidents requiring a coordinated response. ESF 12 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate energy functions during a disaster or emergency response and recovery.

Scope

ESF 12 support includes:

- Serving as the primary contact for requests for assistance.
- Assessing utility damage, supply, demand, and requirements
- Helping utilities obtain equipment, specialized labor, and transportation to repair or restore critical systems
- Coordinating between the COL and departments/agencies throughout NPC to obtain fuel for transportation, communications, emergency operations, and critical facilities.
- Working with private suppliers and distributors to provide needed fuels to maintain emergency operations.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Under an Emergency Proclamation, local departments may need the authority to enter private property to evaluate and repair water/sewer systems that threaten public or private property or public health or the environment.
- Priorities for restoration of utilities:
 - Priority #1 — Critical infrastructure and mass care facilities
 - Priority #2 — Life sustaining facilities
 - Priority #3 — Environmental impact
- A chain reaction disruption of services can occur due to dependency from one resource to another. Petroleum and natural gas lines may rupture and ignite into a fire, while water pressure could become too low to perform fire suppression tactics due to interrupted water systems.
- Access to NPC from outside agency support may be limited or unavailable.

III. Concept of Operations

General

NPC EMC coordinates ESF 12 actions during a disaster or emergency response and recovery. ESF 12 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC EMC is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs for coordinating ESF 12 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the (EOC), the NPC EMC authorizes a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 12 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC if requested.

2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and the use of personnel and resources by participating primary and support agencies.
7. Monitor and assess energy system status, track disruptions, and coordinate specialized energy operations.
8. Provide assessment and advise appropriate actions to elected officials and the Policy Group.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to participating Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and use of personnel and resources and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce Office of Emergency</u>	• Maintain a contact list of utility companies. • Identify high-risk areas. • Work with utility companies to lessen the impact of a

<u>Management Department</u>	disaster. • Create and maintain a list of private and public sectors that have equipment or resources to help supply utility management. • Create and maintain mutual aid agreements. • Develop emergency response plan and procedure to guide operations after a major event or planned outage. • Assist with plan implementation, coordination, and support of public and private agencies involved with utilities. • Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinators or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinators or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts.
Lewiston Public Works	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Nez Perce County Road & Bridge Department</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
Support Agencies	
Agency	Responsibilities/Functions
<u>Avista</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.

<u>Clearwater Paper</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
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ESF 13: Public Safety and Security

ESF Coordinating Agency

- Lewiston Police Department
- NPC Sheriff's Office

Primary Agencies

None

Support Agencies

- St Joseph Regional Medical Center (SJPMC)
- TriState Memorial Hospital (Clarkston, WA)
- Nez Perce Tribal Police
- Avista
- Idaho State Police (District 2, Central Idaho)
- Idaho Department of Fish & Game (Clearwater Region)
- Federal Bureau of Investigation
- Transportation Security Administration

I. Introduction

Purpose

The purpose of ESF 13 is to provide public safety and security to the city and county following an actual or anticipated natural/manmade disaster, emergency, or an act of terrorism. ESF 13 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate public safety and security functions during a disaster or emergency response and recovery.

Scope

ESF 13 support includes:

- Assignment of responsibilities and coordination guidelines between the law enforcement agencies operating during disasters.
- Ensuring the safety of citizens in the COL & NPC.
- Maintaining law and order, protecting public and private property.
- Providing coordination and protection for traffic control, search and rescue, essential industries, supplies, and facilities.
- Controlling access to operating scenes and vacant areas.
- Investigation of crimes against people and property.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Local law enforcement activities may increase during disaster operations.
- Law enforcement resources and services may be available through MAA.
- When local capabilities are overwhelmed, outside support may be obtained from state and federal law enforcement agencies.
- Military support may be available in a state declared disaster.
- Areas requiring support are traffic and crowd control, evacuation, search, and rescue operations may increase.
- Relocating/transporting inmates may be necessary.

III. Concept of Operations

General

The Lewiston Police Department and NPC Sheriff Office coordinate ESF 13 actions during disaster or emergency response and recovery. ESF 13 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. Lewiston Police Department and NPC Sheriff's Office are responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs for coordinating ESF 13 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, Lewiston Police Department and NPC Sheriff Office authorizes a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 13 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC if requested.

2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and personnel and resource use to participating Primary and Support Agencies.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure participating primary and support agencies follow record-keeping practices for financial expenditures and the use of personnel and resources.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate resources through MAA, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to Primary and Support Agencies.
2. Ensure mutual aid resources and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Police Department</u>	• Assess hazards and determine law enforcement requirements. • Identify possible evacuation routes. • Establish mutual aid agreements with law enforcement agencies outside the county • Participate in EOP exercises. • Establish priorities for law enforcement operations. • Test communications.

	- Establish programs for recruiting, training, and assigning auxiliary personnel. - Maintain a contact list of law enforcement agencies. - Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. - Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. - Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. - Participate in AAR following the end of incident response. - Participate in AHMP update efforts.
<u>Nez Perce County Sheriff's Office</u>	- Assess hazards and determine law enforcement requirements. - Identify evacuation routes. - Establish MAA with law enforcement other agencies. - Participate in EOP exercises. - Establish priorities for law enforcement operations. - Test communications. - Establish programs for recruiting, training, and assigning auxiliary personnel. - Maintain a contact list of law enforcement agencies. - Communicate information about the situation to the ESF Coordinator or other EOC staff. - Submit resource and personnel requests to the ESF Coordinator or other EOC staff. - Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. - Participate in AAR following the end of incident response. - Participate in Mitigation Plan update efforts.
Support Agencies	
Agency	Responsibilities/Functions
<u>St. Joseph Regional Medical Center (SJPMC)</u>	- Communicate information about the situation to the ESF Coordinator or other EOC staff as directed, including the following information: - Capacity limits - Security needs - Incident impact on services - Ability to stage resources. - Submit resource and personnel requests to the ESF

	Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>TriState Memorial Hospital (Clarkston, WA)</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed, including the following information: ○ Capacity limits ○ Security needs ○ Incident impact on services ○ Ability to stage resources. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as appropriate. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Nez Perce Tribal Police</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as appropriate. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response.
<u>Avista</u>	• Communicate information about the situation to the ESF Coordinator or other EOC staff as requested, including the following information: ○ If affected by the incident, what actions are being taken to resolve the situation? ○ If not initially affected, is there a possibility of the incident affecting infrastructure in the future? ○ What infrastructure needs to be safeguarded?
<u>Idaho State Police (District 2, Central Idaho)</u>	• Perform needed law enforcement duties across five National Preparedness Goal mission areas: prevention, protection, mitigation, response, and recovery. • Support local law enforcement operations within training, resources, and availability limits. • Provide a state On-scene Coordinator for hazardous materials spills when assigned by the Adjutant General. • Provide the Law Enforcement Coordinator (LEC) in instances

	involving weapons of mass destruction and terrorism. The Idaho Hazardous Materials/WMD Incident Command and Response Support Plan addresses the LEC position. • Provide the Transportation Enforcement Coordinator for hazardous materials incidents on State of Idaho highways. • Provide direct law enforcement support and protection to the Governor.
<u>Idaho Department of Fish & Game (Clearwater Region)</u>	• Provide additional law enforcement officers. • Provide equipment and/or other assistance as requested by the ISP and coordinated through the IRC.
<u>Federal Bureau of Investigation</u>	• Provide specialized resources and capabilities consistent with federal laws, regulations, and mission priorities if requested or if a terrorist nexus to an incident is determined.
<u>Transportation Security Administration</u>	• Provide a range of support resources across the mission areas of the National Preparedness Goal, including prevention, protection, response, recovery, and mitigation.

ESF 14: Cross-Sector Business & Infrastructure

ESF Coordinating Agency

- NPC EMC

Support Agencies

None

Primary Agencies

None

I. Introduction

Purpose

The purpose of ESF 14 is to act as the interface with businesses, industries, and critical infrastructure not aligned to other ESFs. ESF 14 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate business and infrastructure functions during a disaster or emergency response and recovery.

Scope

ESF 14 support includes:

- Serving as the primary contact for business and infrastructure requests for assistance and resources.
- Serving as the interface with businesses, industries, and critical infrastructure sectors not aligned to other ESFs.
- Coordinating among ESFs and interagency partners to support private sector and infrastructure owner and operator needs and priorities.
- Channeling offers of material goods or technical assistance and capabilities from private sector organizations and providing recommendations on how the offers may be accepted and integrated to supplement other response efforts.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- Some disasters may allow little or no warning time.
- Disasters may produce mass casualties.

- Disasters which result in large numbers of casualties and/or heavy damage to buildings, structures, and basic infrastructure may require state and federal assistance.
- Severe conditions, and travel distances may reduce response times.
- Disasters could overload hospitals in the local area. A shortage of medical supplies may occur in the event of a major disaster.
- Communications systems which survive the initial disaster may become overloaded.
- It is expected the present government structure will remain intact and functioning during a disaster or emergency.
- Although outside assistance will likely be available in disaster situations, NPC must plan for and be prepared to save lives and protect property through independent disaster response and recovery operations.
- A large-scale disaster can overwhelm municipality, county, or state, requiring federal disaster assistance to individuals and governments.
- NPC has developed an AHMP to promote mitigation and ensure mitigation projects and activities are pre-identified before a disaster.
- Accurate record keeping, documenting financial transactions, payroll accounting, and general correspondence are vital. Documentation is necessary for the post-event administration. Support and temporary personnel may be used considering the magnitude of the event and the need for full-time employees to return to normal.
- Critical facilities are those essential to residents and/or local government, such as hospitals, public safety radio centers, and fire stations.
- The NPC EMC identifies affected/degraded facilities and assess the impact on the community.
- Communication between emergency agencies is vital during and after a disaster. The minimum level of communication during a disaster is the ability to communicate, by any means, with the surrounding counties and the State EOC.
- A damage assessment is needed as soon as practical to assess the life safety needs and magnitude of the disaster and determine eligibility for state and federal aid. Damage assessment will be continually refined and accomplished in phases. The initial phase is the Preliminary Damage Assessment (PDA), which scans the affected area to determine the width and breadth of damage.

III. Concept of Operations

General

The NPC EMC coordinates ESF 14 actions during a disaster or emergency response and recovery. ESF 14 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. NPC EMC is responsible for updating the ESF Annex during annual updates and developing and maintaining SOP's for coordinating ESF 14 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, the NPC EMC authorizes a representative to serve as the ESF Coordinator in the EOC.

ESF 14 is activated by the EOC Manager. The ESF Coordinator coordinates the incident commander's requests for assistance and resources and assists in information gathering and analysis in the EOC.

Activation

Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC, if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of Primary and Support Agencies to the EOC and participate in coordination actions.
6. Establish and communicate record-keeping practices for financial expenditures, personnel and resource use to Primary and Support Agencies.
7. Provides an avenue for information sharing and coordination, including requests for assistance in situations where private sector organizations do not have designated personnel or other coordination mechanisms.
8. Connects the private sector to operational programs and functions.
9. Facilitates cross-sector integration and the inclusion of sectors and industries not otherwise represented by other designated personnel.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.
2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinates resources through MAA, purchases, and requests for state assistance.
6. Facilitate an assessment of damage to public structures, critical facilities, and the impact to public welfare. Use the state criteria for collecting damage

information and critical facilities inventory to determine the damage impact on the population. Ensure assessments are briefed to the EOC and Policy Group.

7. Coordinate out-of-county assistance requested from the next higher level of government after the local jurisdiction has committed its own resources to the recovery process.

Demobilization Actions

1. Communicate demobilization instructions to Primary and Support Agencies.
2. Ensure mutual aid and state assistance resources are returned, and documentation is completed.
3. Gather records for financial expenditures, personnel, and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.
2. Follow up on implementing assistance programs coordinated through the state and federal agencies.
3. Establish procedures to ensure documents are properly secured.
4. Implement changes identified from the AAR into policies and procedures as needed.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Nez Perce County</u> <u>Office of</u> <u>Emergency</u> <u>Management</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts.

ESF 15: External Affairs

ESF Coordinating Agency

- Lewiston City Public Information Officer (PIO)

Support Agencies

None

Primary Agencies

None

I. Introduction

Purpose

The purpose of ESF 15 is to provide accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including children; those with disabilities and others with access and functional needs, and individuals with limited English proficiency. ESF 15 identifies the COL & NPC Coordinating, Primary, and Support agencies and responsibilities to coordinate public affairs functions during a disaster or emergency response and recovery.

Scope

ESF 15 support includes:

- Serving as the primary contact for public affair requests for assistance.
- Delivering incident preparedness, health, response, and recovery instructions to those directly affected by the incident.
- Disseminating information to the public.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Planning Assumptions

- During an incident, communication with the community becomes especially critical. Emergency communications may include alerts and warnings; directives about evacuation, curfews, and other self-protective actions; and information about response status, family members, available assistance, and other matters that impact response and recovery.

- Communications may be decreased during emergency situations due to power outages and structure damage.
- Communication needs to be accurate, clear, concise and vetted through the appropriate agency

III. Concept of Operations

General

Lewiston Public Information Officer (PIO) coordinates ESF 15 actions during disaster or emergency response and recovery. ESF 15 primary and support agencies should maintain contact lists for staff, staff recall protocols, and resource lists. The PIO is responsible for updating the ESF Annex during annual updates and developing and maintaining SOPs to coordinate ESF 15 activities.

Daily operations and initial emergency or disaster response are the responsibility of the agency that has jurisdiction. If the incident requires coordination and resource support from the EOC, PIO authorizes a representative to serve as the ESF Coordinator in the EOC. The ESF Coordinator will coordinate requests for assistance and resources from the Incident Commander and assist in information gathering and analysis in the EOC.

Activation

ESF 15 is activated by the EOC Manager. Upon activation notification, the ESF Coordinator should begin coordination activities as soon as possible after notification either from their work location or in the EOC if a physical location has been established.

IV. Responsibilities

ESF Coordinator

Initial Actions

1. Report to EOC if requested.
2. Notify Primary and Support Agencies of activation and identify reporting requirements for situational awareness.
3. Begin gathering information and forming situational awareness and reporting.
4. Gather any initial resource requests.
5. Report current actions of participating Primary and Support Agencies to the EOC and participate in coordination actions, as requested.
6. Establish and communicate record-keeping practices for financial expenditures and the personnel and resource use to participating primary and support agencies.

Continuing Actions

1. Continue information gathering for situational awareness and reporting.

2. Ensure that participating primary and support agencies follow record-keeping practices for financial expenditures and personnel and resource use.
3. Coordinate the deployment of resources as necessary.
4. Continue to gather resource requests and communicate needs to the EOC.
5. Coordinate needed resources through mutual aid assistance, purchases, and requests for state assistance.

Demobilization Actions

1. Communicate demobilization instructions to Primary and Support Agencies.
2. Ensure mutual aid, and state assistance resources are returned, and documentation is completed.
3. Gather final records for financial expenditures and personnel and resource use and provide them to the EOC Manager.
4. Contribute feedback to the AAR process.

Recovery

1. Participate in any recovery actions.

V. ESF Primary and Support Agencies

Primary Agencies	
Agency	Responsibilities/Functions
<u>Lewiston Public Information Officer</u>	• Create and maintain mutual aid agreements. • Participate in training and exercises. • Ensure equipment is maintained at operational levels. • Participate in Multi-Agency Coordination efforts. • Communicate information about the situation to the ESF Coordinator or other EOC staff as directed. • Submit resource and personnel requests to the ESF Coordinator or other EOC staff as directed, if needed. • Maintain records of staff, resources, and financial expenditures used in response to the disaster or emergency and submit them to the ESF Coordinator or other EOC staff. • Participate in AAR following the end of incident response. • Participate in AHMP update efforts.

Support Annexes

Support Annex A: Damage Assessment

I. Purpose

This Support Annex describes how the EOC coordinates damage assessments and identifies the ESF responsible for supporting, assessing, compiling, and reporting damages caused by natural or man-made disasters.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures. These threats and hazards may necessitate the activation of the EOC and this support annex to coordinate Damage Assessment operations.

Assumptions

- Initial damage assessments will be performed by first responders.
- Initial damage assessments may not capture total damages sustained.
- The Policy Group will use initial damage assessments to determine whether the city and county have the resources to respond or if State or Federal assistance may be necessary.
- A shortage of qualified personnel to complete damage assessments may not exist.
- The EOC or the NPC EMC will coordinate damage assessment teams.
- Damage assessment teams will be composed of appropriate personnel from the city, county, and private sector.
- In an emergency or disaster which overwhelms the city and county's ability to respond, damage assessment actions may be supported by State and Federal personnel.
- Rapid emergency or disaster assistance depends on accurate and efficient damage assessment reports.

III. Concept of Operations

Depending on the jurisdiction impacted by the event, the COL and/or NPC are responsible for initial damage assessments following an emergency or disaster. If the city and county require additional damage assessment assistance, NPC may request assistance from the IOEM. Damage assessment operations should be coordinated through the EOC and/or the NPC EMC.

The COL and/or NPC should conduct damage assessments in the affected areas after an emergency or disaster to determine the damage to public and private property. The Policy Group should use the information in the initial damage assessment to determine the need for a county disaster declaration and if additional State or Federal assistance may be required.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction, the NPC EMC may activate this Damage Assessment Annex, the EOC, and the ESF Coordinators listed below. ESF 5 personnel will have primary responsibility to ensure damage assessment operations are conducted. The ESF Coordinators and EMC will support Damage Assessment activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts, as needed.

Responsibilities

Assessor's Office

1. Determine cost of damage and mapping as damage information is provided.
2. Assess economic injury using the following two methodologies:
 - a. Extrapolating actual damage against existing studies.
 - b. Actual surveys of recovered businesses and receipts.

ESF 1 Transportation

1. Provide situational awareness to the EOC.
2. Conduct damage assessments for critical infrastructure such as roads, bridges, waterways, and airfields.
3. Coordinate with ESF 3 to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.

ESF 2 Communications

1. Provide situational awareness to the EOC.
2. Support the re-establishment of basic public safety communications infrastructure.
3. Communicate unsafe buildings, bridges, and roadways to response departments.
4. Conduct damage assessments for public communication infrastructure.

ESF 3 Public Works and Engineering

1. Provide situational awareness to the EOC.
2. Support damage assessment operations throughout the city and county.
3. Coordinate with ESF 1 to establish priorities for emergency repair to roads, bridges, buildings, and debris removal.

4. Maintain a database of damaged building records and provide repair status reports to the Policy Group.

ESF 5 Emergency Management

1. Activate and manage the EOC and necessary ESF Coordinators.
2. Activate the Damage Assessment Support Annex to assess:
 - a. Public roads and bridges
 - b. Dams
 - c. Public buildings and equipment
 - d. Hospitals
 - e. Schools
 - f. Jails and confinement facilities
 - g. Transportation facilities and equipment
 - h. Communication facilities and equipment
 - i. Water and sewage treatment plants
 - j. Power & Phone Providers
 - k. Private residences
 - l. Private businesses
 - m. Farms, ranches, and Agriculture
 - n. Houses of worship
3. Appoint a Damage Assessment Coordinator.
 - a. Ensure procedures are developed for safety assessments of damaged facilities, including checklists and placards that indicate the condition of inspected buildings.
 - b. Coordinate procedures for controlled entry into damaged buildings with the Policy Group.
 - c. Form damage assessment teams.
 - d. Brief damage assessment teams on the situation and damage assessment processes and assign priorities and areas for assessment.
 - e. Assess the data received from damage assessment teams and report to the Policy Group.
 - f. Provide information regarding unsafe areas and damage assessment operations to ESF 2 and ESF 15 for communication to responders and the public.
 - g. Coordinate with ESF 14 to gather damage assessment information from private businesses, public utilities, and nongovernmental organizations.
 - h. Draft and maintain a situation map marked with damaged areas.
 - i. Provide recommendations to the Policy Group on needing outside assistance through mutual aid or from the IOEM.
4. Coordinate damage assessment reports and needs with the IOEM AFO.
5. Coordinate with state and/or federal agencies to conduct preliminary damage assessments (PDAs).

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC.
2. Ensure equipment and personnel necessary for damage assessments are available and tracked according to the financial management processes outlined in Support Annex C: Finance and Administration.

ESF 14 Cross-Sector Business and Infrastructure

1. Provide situational awareness to the EOC.
2. Serve as primary contact for private damage assessment information from insurance companies, public utilities, and nongovernmental organizations.

ESF 15 External Affairs

1. Provide situational awareness to the EOC.
2. Communicate damage assessment operations within the affected area.
3. Communicate unsafe buildings, bridges, and roadways to the public.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during Support operations.

Support Annex B: Policy Group

I. Purpose

This Support Annex describes the Policy Group's role and responsibilities. The Policy Group membership may include the County Commissioners, Sheriff, County Fire Chief, affected Elected City Officials, Police Chief, City Fire Chief, Emergency Management Director, and other department heads as the emergency dictates.

II. Concept of Operations

The Policy Group is responsible for ensuring emergency management actions are undertaken for emergencies and disasters in the COL & NPC that affect life safety, property, and the environment. During an emergency or disaster, the Policy Group exercises direction and control, establishes policy, and supervises the city and county government's operations.

III. Organization and Responsibilities

Organization

During EOC activations, the Policy Group has decision-making authority. The Group is supported by Legal Counsel and ESF 15, as appropriate. The Policy Group ensures that emergency or disaster response and recovery actions are coordinated between agencies for a comprehensive jurisdictional response.

Responsibilities

Preparedness

1. Define city and county emergency management policy for preparedness, mitigation, response, and recovery actions.
2. Ensure Coordinators are identified for each ESF and training and exercises are conducted regularly.
3. Ensure city and county emergency management activities are coordinated with surrounding cities, counties, and the IOEM AFO.
4. Ensure the city and county seek funding for upgrades and enhancements to emergency management resources and appropriate personnel training.

Response

1. Ensure the EOC is activated following an emergency or disaster that overwhelms an individual department's ability to respond.
2. Establish policies, directives, and priorities for the EOC.
3. Coordinate with ESF 13 to ensure public safety actions are activated.
4. Ensure a city or county disaster declaration is completed if needed.

5. Coordinate with ESF 2 and ESF 15 to ensure appropriate internal and public warnings are issued and that any media releases are approved.
6. Coordinate with ESF 13 for any evacuation requirements. Consult Support Annex F: Evacuation for more information.
7. Coordinate with ESF 7 for resource procurement.
8. Coordinate with ESF 3 to ensure engineering services are available to determine the structural integrity of damaged public buildings.

Recovery

1. Coordinate with ESF 5 to authorize any necessary mitigation strategies.
2. Coordinate with ESF 5 to outline recovery policies and prioritize resources for recovery operations.

IV. Disaster Declaration Process

Emergency or disaster assistance requests should be made according to the process outlined in Idaho Code Title 46, Chapter 10, "State Disaster Preparedness Act."

Disaster Emergency Declarations Shall:

1. Explain the type of emergency.
2. Identify the area or areas threatened or damaged.
3. Identify the area that is included in the proclamation.
4. Explain the situation causing the emergency or disaster.
5. Define the incident period for each affected area.
6. Be approved by the appropriate jurisdictional authority.

City Government

1. City response agencies will respond to a disaster emergency within city limits and coordinate activities according to agency SOP's and existing mutual aid agreements.
2. In accordance with Idaho Code §46-1011, when a disaster emergency is likely to overwhelm city resources or be beyond the scope of control of the city, a local disaster emergency may be declared only by the mayor of the city.
3. The mayor's proclamation of disaster emergency and any requests for assistance should be forwarded to the NPC EMC.
4. When a local disaster emergency has been proclaimed, the mayor will govern by proclamation and has the authority to impose regulations to preserve the peace and order of the city.

NPC

1. Upon receipt of the proclamation of a local disaster emergency from an incorporated city of the county, the chairman of the board of county

commissioners will ensure that any available assistance requested to contain the incident (i.e., sheriff, public works, health, etc.) is provided. The county will also notify the IOEM that a situation may require the proclamation of a county disaster emergency.

2. If a situation exists in the unincorporated portions of the county that may affect lives, critical infrastructure or services, and property, NPC will take necessary measures to respond, utilizing county resources.
3. If the situation overwhelms NPC capabilities or resources, the chairman of the board of county commissioners may proclaim a local disaster emergency in accordance with Idaho Code §46-1011.
4. The NPC EMC will notify the IOEM that the County has declared a disaster emergency and has implemented the COL & NPC EOP. The notification should also state that the County has committed or will soon commit available county resources to the response. The type of assistance needed should be clearly stated if state supplemental assistance is requested. The declaration and request for state assistance may be provided orally and then submitted in writing to the IOEM.

State Government

1. The IOEM processes the county's request for assistance and forward the request to the Governor's Office.
2. Upon notification that the county is seeking state assistance, the Governor may proclaim a State of Disaster Emergency and implement all or portions of the IDEOP. The Governor may declare a disaster emergency without a county/local request.
3. The IOEM is responsible for coordinating state and federal emergency response, recovery, and mitigation operations during emergencies and disasters in the state of Idaho. The IOEM will initiate the State response by notifying the appropriate Primary and Support Agencies to activate required Idaho Emergency Support Functions. Following Executive Order 2022-04, state agencies will take appropriate actions under the IDEOP, and their agency's EOP and/or SOPs.
4. If federal assistance is required, the IOEM Director or designated representative will coordinate with the appropriate state and local officials to prepare the state's request. The IOEM will coordinate support provided by the federal government. Only the Governor can originate the request for a Presidential Declaration.

Support Annex C: Finance and Administration

I. Purpose

This Support Annex provides guidance on finance and administration requirements and assigns responsibility for managing and coordinating financial aspects of an emergency or disaster response and recovery.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures. These threats and hazards may necessitate the activation of the EOP and the Finance and Administration Annex to support effective response and recovery operations.

Assumptions

- City and county governments respond to emergencies and disasters affecting their jurisdictions. This includes ensuring the use of financial and administrative processes necessary to prepare for, respond to, and recover from emergencies and disasters.
- Should an emergency or disaster response require operations that exceed jurisdictional budgets, state assistance may be available as determined by the Governor.
- Emergencies or disasters may require immediate expenditure of State funds through the IOEM to save lives and protect property and the environment.
- Emergency and disaster timelines may require expedited finance and administration timelines; however, financial management and accountability must still be a priority to ensure financial recovery.

III. Concept of Operations

Administrative procedures may be suspended, or modified during and after an emergency or disaster. However, response agencies must ensure emergency response and recovery costs are appropriately documented during an emergency or disaster to ensure state and federal financial assistance and/or reimbursement eligibility.

Administration

The Policy Group may suspend nonessential administrative activities during emergency operations, and personnel not assigned to essential duties may be

assigned to other departments to provide emergency support. Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of its emergency plans and procedures. Departments will designate personnel responsible for documentation of disaster operations and expenditures. Financial staff should ensure they make or approve emergency expenditures following existing city/county emergency purchasing procedures.

Finance

Response agencies and financial staff should document disaster-related expenditures using generally accepted accounting procedures. To qualify for reimbursement of eligible expenses and ensure compliance with applicable regulations, response agencies and financial staff must follow financial documentation processes during a County Declaration, a Governor's Proclamation, or a Presidential Disaster Declaration. The individual agencies will maintain their standard administrative records of personnel, equipment, and materials.

State Declared Disasters

Funding for state emergency response activities may be made available from the State Disaster Emergency Account. Idaho Code describes using those funds in Idaho Code §46-1005A (2). The events and policies that guide financial management for state response operations are as follows.

1. An emergency or disaster occurs or is imminent. NPC commits available resources in response.
2. The COL & NPC resources are exhausted. The county approves a disaster emergency declaration.
3. Mutual aid is requested from surrounding counties.
4. If mutual aid is inadequate, the county coordinates with the IOEM for additional resources through a State Disaster Declaration.
5. The IOEM reviews the County Disaster Declaration, requests for state assistance, and forwards a recommendation to the Governor for a State Disaster Declaration on behalf of the county. Before a State Disaster Declaration, the IOEM and other state agencies should continue to assess the situation and assist to the maximum extent allowed without a Governor's declaration.
6. Following the approval of a State Disaster Declaration, the IDEOC will activate any necessary ESF to coordinate assistance to NPC.
7. The IDEOC will use the Mission Assignment (MA) process to provide NPC with the required resources, services, or information.
8. Eligible expenses (e.g., personnel, travel, and logistical assistance for situation/damage assessment activities) incurred immediately following an event but before a State Disaster Declaration may be reimbursable by the IOEM. Reimbursement of any expenses will be processed following state reimbursement procedures and must follow any conditions outlined in the State Disaster Declaration.

IV. Organization and Responsibilities

Organization

The primary responsibility for Financial Management activities rests with the COL Clerk and the NPC Clerk. During an emergency or disaster, the city and county Clerks should coordinate with the Policy Group and EOC. Should the emergency or disaster overwhelm the City and County Clerk, a request for assistance may be submitted to the IOEM for additional Finance and Administration support.

Responsibilities

Lewiston City Clerk

1. Implement a financial system to track city departments' emergency or disaster-related costs.
2. Submit reimbursement requests to the NPC EOC for county, state declared, or federally declared disasters.
3. Ensure records showing total emergency or disaster costs are gathered and retained.
4. Inform the Policy Group of financial issues and funding statuses during county, state, or federally declared disasters.

NPC Clerk

1. Implement a financial system to track county departments' emergency or disaster-related costs.
2. Submit reimbursement requests to the NPC EOC for county, state declared, or federally declared disasters.
3. Ensure records showing total emergency or disaster costs are gathered and retained.
4. Inform the Policy Group of financial issues and funding statuses during county, state, or federally declared disasters.

NPC EMC

1. Serve as the NPC point of contact for coordinating local, state, and federal emergency response and recovery activities.
2. Advise the Policy Group on the status of the emergency or disaster, including recommending and preparing a County Disaster Declaration.
3. Coordinate with the Policy Group and the NPC EOC to request additional resources when county capabilities are exceeded.
4. Coordinate with the IOEM for state or federal disaster declarations and any requests for state or federal assistance.
5. Provide information received from the IOEM to the Policy Group on the status of state or federal disaster declarations, the types of assistance authorized by the declaration, and what areas are eligible to receive assistance.
6. Ensure pertinent records are retained for reimbursement or audit.

ESF Coordinating, Primary, and Support Agencies

1. Provide situational awareness to the EOC.
2. Respond to emergencies or disasters according to jurisdictional and statutory requirements.
3. Coordinate with NPC EMC, the Policy Group, and the EOC when current capabilities become exhausted.
4. Maintain records of disaster response and recovery operation costs following established procedures.
5. Submit requests for reimbursement of disaster expenses to the entity identified as lead for the emergency or disaster.

Support Annex D: Mutual Aid

I. Purpose

This Support Annex describes COL & NPC incident management activities involving Mutual Aid Agreements (MAA) and Memoranda of Understanding (MOU). For purposes of this Annex, MAA, and MOU are interchangeable terms. In the remainder of this Annex, the term mutual aid agreement will be used to apply to both types of agreement.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures. These threats and hazards may necessitate the activation of the EOP and this support annex.

Assumptions

- An emergency or disaster can overwhelm the COL & NPC ability to respond.
- Mutual aid may be available from agencies within NPC and surrounding jurisdictions.
- Mutual aid assistance from other jurisdictions should be timely and effective.
- COL & NPC will release mutual aid resources when no longer needed.

III. Concept of Operations

In July 2000, the ten northern Idaho counties signed an agreement to provide mutual aid and emergency management assistance to one another during emergencies and disasters. The parties agreed to furnish and deliver personnel and equipment as requested and available. The Agreement signed by County Commissioners, Sheriffs, and Emergency Managers includes the following:

- Ensuring that each agency involved in incident management activities provides appropriate situational awareness and resource status information.
- Establishing priorities between Incidents and/or Area Commands and connecting with Incident Commanders or a Unified Command.
- Acquiring and allocating resources required by incident management personnel in conjunction with the priorities established by Incident or Unified Command.
- Anticipating and identifying future resource requirements.

- Coordinating and resolving policy issues arising from the incident(s).
- Providing strategic coordination as required.

Additionally, the COL & NPC should establish mutual aid agreements with nongovernmental organizations such as the American Red Cross and the Salvation Army, other agencies, and the private sector to ensure timely assistance to affected citizens following an emergency or disaster.

This annex does not alter the existing the COL or NPC responsibilities for emergency or disaster response outlined in Idaho Code or supplant any existing contractual or other legal obligations.

IV. Organization and Responsibilities

Organization

Each Coordinating, Primary, and Support agency under each ESF is responsible for establishing and maintaining appropriate mutual aid agreements with surrounding agencies and jurisdictions.

Should the emergency or disaster overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and any necessary ESFs. The ESF Coordinators and EMC will support disaster coordination activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts.

Responsibilities

ESF 5 Emergency Management

1. Support the development of coordinated plans, processes, and relationships between city and county departments for emergency and disaster response and recovery operations.
2. Support the development of city and county mutual aid agreements.
3. Develop mutual aid agreements for emergency management operations that include the following items:
 - a. Definitions of key terms used in the agreement;
 - b. Roles and responsibilities of individual parties;
 - c. Procedures for requesting and providing assistance;
 - d. Procedures, authorities, and rules for payment, reimbursement, and allocation of costs;
 - e. Notification procedures;
 - f. Protocols for interoperable communications;
 - g. Relationships with other agreements among jurisdictions;
 - h. Workers' compensation;
 - i. Treatment of liability and immunity;

- j. Recognition of qualifications and certifications;
- k. Sharing agreements, as required; and
- l. Other agreements, as required.

Other ESF Coordinating, Primary, and Support Agencies

1. Establish mutual aid agreements that include the following items:
 - a. Definitions of key terms used in the agreement;
 - b. Roles and responsibilities of individual parties;
 - c. Procedures for requesting and providing assistance;
 - d. Procedures, authorities, and rules for payment, reimbursement, and allocation of costs;
 - e. Notification procedures;
 - f. Protocols for interoperable communications;
 - g. Relationships with other agreements among jurisdictions;
 - h. Workers' compensation;
 - i. Treatment of liability and immunity;
 - j. Recognition of qualifications and certifications;
 - k. Sharing agreements, as required; and
 - l. Other agreements, as required.
2. Ensure authorized officials from each participating jurisdiction approve mutual aid agreements.
3. Ensure the participating jurisdictions review and update MAA consistently.
4. Activate MAA when necessary for emergency or disaster response and ensure departments maintain correct documentation for each resource.
5. Demobilize resources provided through mutual aid as soon as possible during emergency or disaster response and recovery and ensure the EOC and jurisdiction finalize documentation for each resource.
6. Conduct AAR of MAA to capture necessary changes.

V. Direction and Control

Each ESF Coordinating, Primary, and Support agency is responsible for establishing, maintaining, and utilizing appropriate mutual aid agreements. The EMC may assist with establishing mutual aid agreements if needed. During an emergency or disaster, the EOC may be activated to assist in activating mutual aid agreements.

Support Annex E: Volunteer and Donations Management

I. Purpose

This Support Annex describes the operations of Volunteer and Donations Management and outlines the COL & NPC responsibilities for coordinating spontaneous volunteers and/or accepting, storing, distributing, and disposing of monetary and unsolicited in-kind donations.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures. These threats and hazards may necessitate the activation of the EOP and this support annex to coordinate volunteers and donations following an emergency or disaster.

Assumptions

- A major emergency or disaster may cause citizens to donate unsolicited goods or spontaneously volunteer.
- Unsolicited goods are donated goods that have not been asked for by professional donation specialists.
- Large donations of goods can interfere with emergency or disaster response operations.
- Spontaneous or emergent volunteers are not formally associated with a voluntary organization active in disaster operations.
- The city and county will manage spontaneous volunteers to ensure they do not interfere with emergency or disaster responses or become injured.
- The city and county will use public information to direct donations and volunteers to appropriate avenues as soon as possible following an emergency or disaster.

III. Concept of Operations

This Annex should be activated following an emergency or disaster to appropriately handle spontaneous volunteers and unsolicited donations. The COL & NPC should coordinate with established nongovernmental organizations to direct and manage volunteers and donations as much as possible.

Volunteers

The EOC may work with volunteer organizations to direct spontaneous volunteers to those organizations. The IOEM can provide assistance for spontaneous volunteers by appointing a State Volunteer Coordinator to register and supervise volunteers.

Donations

The NPC EOC may work with volunteer organizations to direct unsolicited donations toward those organizations. The EOC can request assistance for unsolicited physical donations from the IOEM. IOEM may identify a State Donations Coordinator to assist in determining a donations warehouse and coordinating a distribution and disposal process. Undesignated monetary contributions should be directed to the NPC Treasurer and held in a disaster trust fund until appropriate distribution.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators listed below. The ESF Coordinators and EMC support disaster coordination activities in the EOC. The EOC may also work with various nongovernmental and volunteer agencies such as:

- Volunteer Organizations Active in Disaster (VOAD)
- American Red Cross
- Salvation Army
- Southern Baptist Disaster Relief
- Local Food Banks/Community Action Partnership
- St. Vincent DePaul
- Habitat for Humanity

Responsibilities*ESF 5 Emergency Management*

1. Activate and manage the EOC.
2. Activate the Volunteer and Donations Management Support Annex.
3. Provide situational awareness to the EOC.
4. Consider appointing a Donations and Volunteer Coordinator to coordinate with emergency or disaster relief organizations.
5. Donations Coordinator
 - a. Encourage donations to be directed to established organizations.
 - b. Coordinate the establishment of donation distribution centers.
 - c. Coordinate with the State Donations Coordinator.
 - d. Coordinate with ESF 15 for press releases regarding donations.

- e. Coordinate with EOC staff to demobilize donation distribution activities, including transferring control of leftover goods to local charities.
- 6. Volunteer Coordinator
 - a. Encourage volunteers to contact established volunteer organizations.
 - b. Coordinate the establishment of volunteer reception centers.
 - c. Coordinate with the State Volunteer Coordinator.
 - d. Coordinate with ESF 15 for press releases regarding volunteers.
 - e. Coordinate with EOC staff to demobilize volunteers.

ESF 7 Logistics Management and Resource Support

- 1. Provide situational awareness to the EOC.
- 2. Coordinate with ESF 5 to establish volunteer and donation reception sites.
- 3. Coordinate with ESF 5 to establish volunteer and donation reception processes, including identifying and assigning necessary personnel.

ESF 15 External Affairs

- 1. Provide situational awareness to the EOC.
- 2. Coordinate with ESF 5 for any necessary press releases regarding volunteers and donations.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during support operations.

Support Annex F: Evacuation

I. Purpose

This Support Annex describes NPC EOC supporting actions during an evacuation.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures. These threats and hazards may necessitate the activation of the EOC and this support annex to coordinate evacuation support during an emergency or disaster.

Assumptions

- There are threats and hazards identified in the NPC AHMP that could create the need for an evacuation.
- Evacuation routes will be incident-specific and require rapid situation assessments.
- The local jurisdiction is responsible for evacuating an area where an event triggering an evacuation need occurs.
- At-risk individuals may be able to evacuate using their transportation. However, some will not have access to transportation or may refuse to evacuate.
- Some incidents will allow for evacuation planning and messaging; others will require immediate evacuation without the benefit of planning.
- If an immediate evacuation is required, time to obtain assistance through out-of-county mutual aid or state support may be decreased significantly.

III. Concept of Operations

In an emergency or disaster which threatens public safety, the Governor of Idaho has the authority to issue an involuntary evacuation order. The NPC Sheriff retains the general responsibility to order a voluntary evacuation when it is determined to be the most appropriate means of safeguarding the public from potential hazards.

In situations where evacuation is necessary for the well-being of affected populations, the on-scene Incident Commander may advise the evacuation of individuals at risk within and surrounding an incident site. In such cases, COL

Police or NPC Sheriff's Office will direct evacuation efforts in collaboration with the on-scene Incident Commander, ensuring a coordinated and effective response to protect lives and minimize harm.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators listed below. The ESF Coordinators and EMC support the Incident Commander and evacuation operations from the EOC.

Responsibilities

ESF 1 Transportation

1. Provide situational awareness to the EOC.
2. Assist in identifying and marking open evacuation routes.
3. Inform the EOC and Policy Group of road closures that may affect evacuation operations.

ESF 2 Communications

1. Provide situational awareness to the EOC.
2. Ensure communication capability is available for response departments and the EOC during evacuation operations.

ESF 5 Emergency Management

1. Activate and manage the EOC.
2. Provide situational awareness to the EOC.
3. Coordinate with the Policy Group on the need to declare a county emergency.
4. Activate appropriate ESFs.
5. Coordinate with school districts and public transit to coordinate evacuations.

ESF 6 Mass Care

1. Provide situational awareness to the EOC.
2. Coordinate the establishment of reception centers and shelters.

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC.
2. Coordinate public and private mass transportation resources during an emergency to support evacuating individuals lacking transportation (e.g., persons with disabilities, the elderly, and the institutionalized).

ESF 13 Public Safety and Security

1. Provide situational awareness to the EOC.

2. Issue evacuation orders for areas affected by an emergency or disaster.
3. Coordinate with ESF 15 to communicate road closures through the media.
4. Authorize citizens to return to evacuated areas after the incident.

ESF 15 External Affairs

1. Provide situational awareness to the EOC.
2. Communicate road closures and other information regularly to the media.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during support operations.

Incident Annexes

Incident Annex A: Flooding

I. Purpose

This Incident Annex describes how NPC EOC coordinates flooding response and recovery operations. It assigns responsibility to the COL & NPC ESF necessary to reduce loss of life, property damage, and environmental damage and facilitate restoration of essential services after a flooding disaster.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

There are three levees throughout NPC. The levees consist of the East and West Levees on the south bank of the Clearwater River and the North Levee on the north bank of the Clearwater River, as part of the Lower Granite Lock and Dam Levee System. As the levees are considered dam-appurtenant structures, they are regulated under the US Army Corps of Engineers Dam Safety Program. The Lower Granite Lock and Dam and the Lewiston Levees are owned, operated, and maintained by the US Army Corps of Engineers, Walla Walla District.

In the event of damage or breach of these levees, the impact would vary by location, the severity of the breach, and the water level at the time. While the breach of the levees in Culdesac and Peck would do damage, a breach of the Lewiston Levees would cause catastrophic damage to a large portion of Lewiston. It would also force an evacuation and damage structures, including those that provide essential City and County Services.

Several county areas have issues with undersized culverts, leading to limited flooding areas. Located in a basin between two major rivers at the bottom of the Clearwater Watershed, Lewiston is more prone to water accumulation. Although the city and county have worked to mitigate several trouble areas throughout the county, the potential for a large-scale flooding event exists.

Assumptions

- Significant flooding events can require evacuations and mass care needs.
- Flooding notifications will come from multiple sources, including National Oceanic and Atmospheric Administration (NOAA) radio, the National Weather

Service, television and radio announcements, and the 911 Call Notification System.

- Flooding events can cause large amounts of debris that must be removed during response and recovery operations.

III. Concept of Operations

When flooding occurs the COL & NPC will use available resources to protect life, property, and the environment through community notification, preparedness, and evacuation activities as needed. Once local resources have been exhausted, the COL & NPC will request assistance from other jurisdictions through mutual aid agreements. The COL & NPC will disseminate any necessary warnings for the citizens through the 911 Call Notification System.

NPC EMC coordinates with the IOEM AFO if assistance is needed for situation assessments and county disaster declaration development. Once incident response requirements are outside the capability of the COL & NPC, the EOC will forward requests for State assistance to the IOEM following procedures established by the IOEM.

The COL & NPC will begin planning for short and long-term recovery activities during response actions to restore affected areas to normal or improved states. Recovery activities can include using State and Federal disaster funds, loans, or grants.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators, listed below. The ESF Coordinators and Emergency Manager will support disaster coordination activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts, as needed.

Responsibilities

ESF 1 Transportation

1. Address any debris blocking roadways.
2. Ensure roads affected by flooding are closed and detours are marked.
3. Provide situational awareness to the EOC for transportation within NPC.
4. Support clearing debris and repairing critical infrastructure such as roads, bridges, waterways, and airfields.

5. Provide subject matter expertise for evaluating engineering services, construction management, inspection, and emergency contracting for public infrastructure.
6. Evacuation routes to higher elevations from Levee areas include; South on 9th St, 18th and 21st, South on Lapwai Creek Rd, and North on US Hwy 95.

ESF 2 Communications

1. Provide situational awareness to the EOC for flooding-related communications issues.
2. Alert the public and emergency response organizations to potential or actual flooding disasters.
3. Provide disaster emergency communications.

ESF 3 Public Works and Engineering

1. Provide situational awareness to the EOC.
2. Serve as the primary contact for Public Works and Engineering requests for assistance and resources.
3. Support damage assessment operations to identify the damage extent.
4. Support repairing and maintaining highways, bridges, airfields, and other critical infrastructure.
5. Provide situational awareness to the EOC for infrastructure damaged by flooding.

ESF 5 Emergency Management

1. Provide situational awareness to the EOC.
2. Serve as the contact for emergency management requests for assistance.
3. Activate and manage the EOC.
4. Assist with mutual aid requests as needed.
5. Maintain situational awareness of weather and flooding risks and inform the Policy Group of potential flooding situations.
6. Coordinate requests for assistance from the U.S. Army Corps of Engineers through the IOEM.
7. Facilitate response and recovery activities.

ESF 6 Mass Care

1. Provide situational awareness to the EOC.
2. Serve as the primary contact for mass care requests for assistance and resources.
 - a. Mass Care: sheltering, feeding, reunification
 - b. Emergency Assistance: coordination with volunteer organizations
 - c. Temporary Housing: rental, repair, loan assistance
 - d. Human Services: helping address unmet disaster-caused needs
3. Provide situational awareness to the EOC for mass care needs that result from flooding.

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC regarding resource request status.
2. Serve as the primary contact for requests for assistance and resources.
3. Manage the logistics supply chain that provides equipment, supplies, and services for flooding incidents.
4. Work closely with ESF 5 to ensure the EOC and Incident Command have access to necessary resources and personnel for response and recovery activities.

ESF 8 Public Health and Medical Services

1. Provide situational awareness to the EOC.
2. Serve as the primary contact for Public Health requests for assistance.
3. Coordinate with ESF 15 to communicate risks from flooding to the public.
4. Provide situational awareness to the EOC for public health issues that result from flooding.

ESF 9 Search and Rescue

1. Provide situational awareness to the EOC.
2. Serve as the primary contact for search and rescue requests for assistance.
3. Provide situational awareness to the EOC for search and rescue operations.

ESF 10 Oil and Hazardous Materials Response

1. Provide situational awareness to the EOC.
2. Serve as the primary contact for hazardous materials requests for assistance.
3. Provide situational awareness to the EOC for hazardous materials operations.

ESF 12 Energy

1. Provide situational awareness to the EOC.
2. Serve as the contact for energy-related requests for assistance.
3. Provide situational awareness to the EOC for energy-related operations.
4. Coordinate with energy providers to provide updates and facilitate restoration.

ESF 13 Public Safety and Security

1. Provide situational awareness to the EOC.
2. Ensure the safety of people in the COL & NPC.
3. Coordinate traffic control, search and rescue, essential industries, supplies, and facilities.
4. Provide situational awareness to the EOC for public safety.

ESF 15 External Affairs

1. Provide situational awareness to the EOC.
2. Serve as the contact for public affairs requests for assistance.
3. Facilitate incident preparedness, health, response, and recovery instructions to those affected.

4. Work with the Policy Group to ensure the EOC, Incident Command, and public officials speak with one voice to citizens and others affected by the flooding.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during support operations.

Flooding Appendix 1: Levee Information (East, West & North Levee)

I. Coordination

Coordination between U.S. Army Corps of Engineers (USACE), Walla Walla District, and the community during an emergency at the levees. Contact Lower Granite Dam Levee System Chief Readiness Officer, Readiness Office (EOC) at 509-527-7146. The following Response levels follow the Lower Granite Levee System Emergency Action Plan.

Level	Response Level 1	Response Level 2	Response Level 3
Response Action	Monitor	Assess	Minimize exposure
Notification	USACE/Primarily Internal	Alert External to Prepare	Alert External to Evacuate
Emergency Status	Non-Emergency	Pending Emergency	Emergency
Downstream Adverse Effects	None	Potential	Definite
Failure	Not Anticipated	Possible failure if the situation deteriorates	Imminent or current failure
Required Personnel	Normal and Dam Safety	Emergency Essential and Dam Safety	Emergency Essentials only

II. Emergency Notification

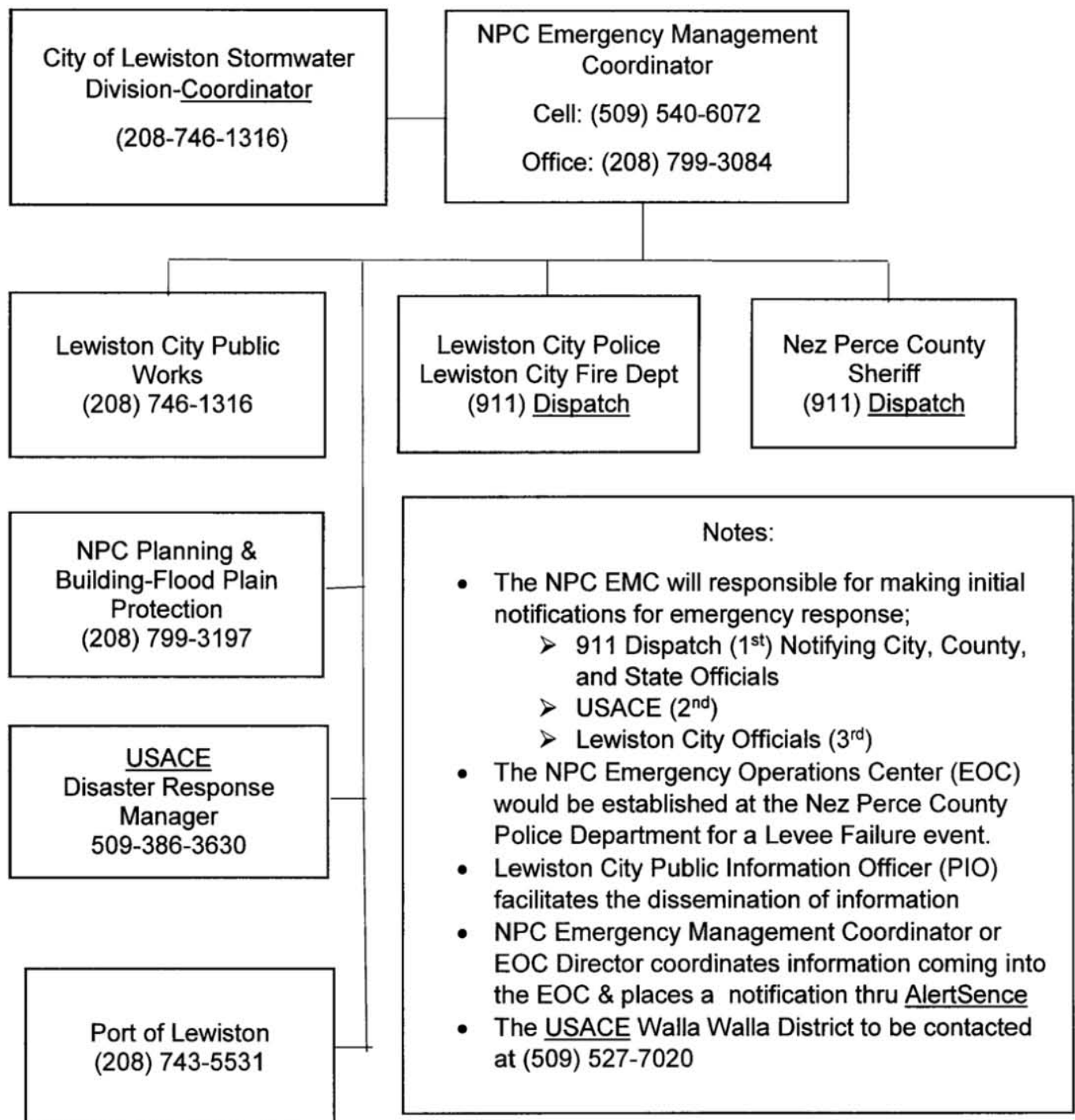
NPC EMC or EOC Director.

Response Level 1: Call	Response level 2: Call	Response Level 3: Call
1. Operations Division USACE, Deputy Chief OD; 208-220-7731	1. Operations Division USACE, Deputy Chief OD; 208-220-7731 2. USACE Readiness Officer 509-27-7146	1. 911 2. USACE Readiness Officer 509-527-7146

III. Communication

Communication with the public will be provided through the following: Integrated Public Alert & Warning System (IPAWS) AlertSense, Public Information Officer announcements, social media, local news, and radio announcements.

Level 3 Response Flow Chart: Failure Appears Imminent or in Progress



IV. Responsibilities

The following items are community responsibilities regarding the East, West, and North Lewiston levee failures.

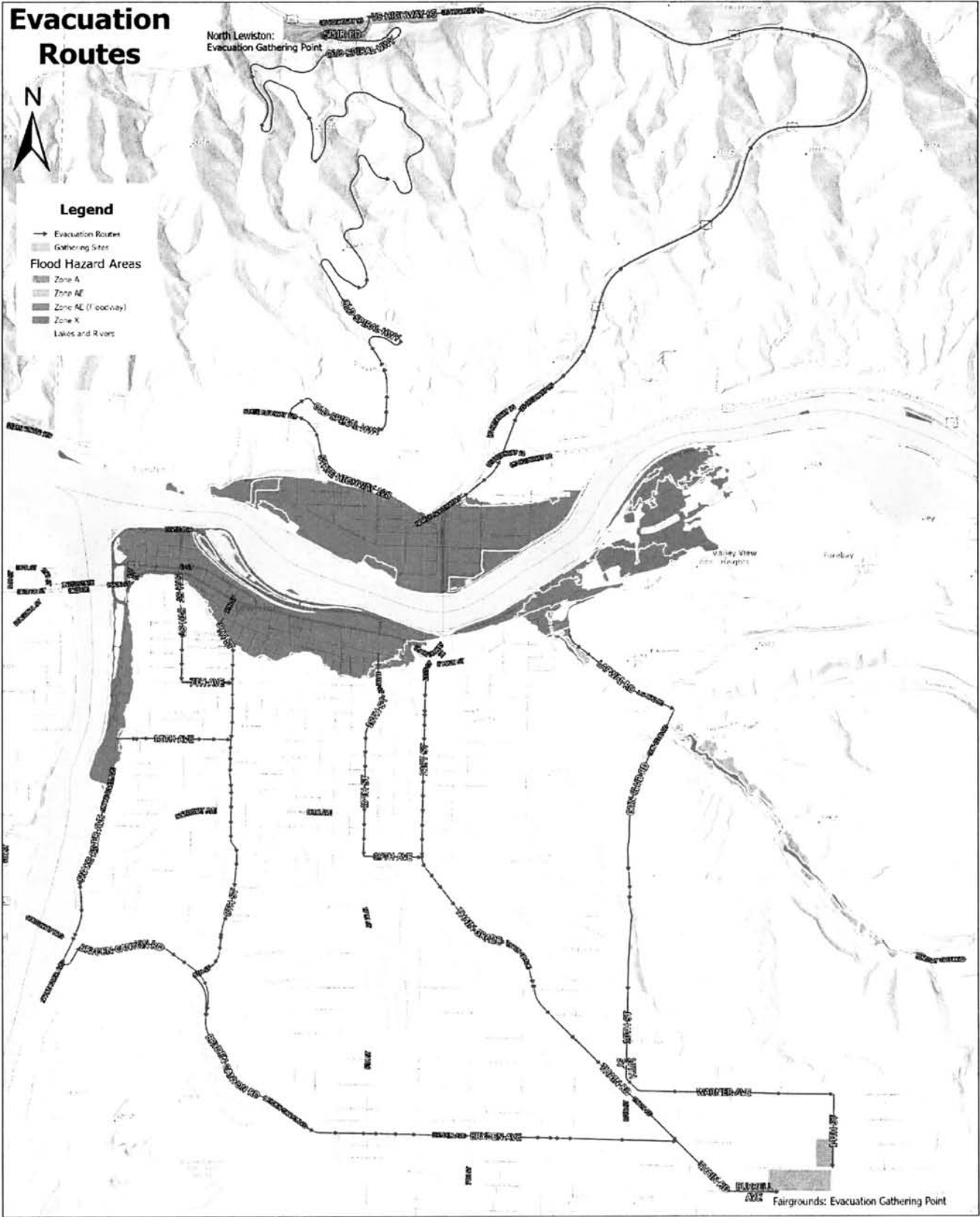
1. Protect property from floodwaters and purchase flood insurance.
2. Plan for sheltering in place and for evacuation as appropriate.
3. Evacuate when advised.
4. Seek or stay on high ground.
5. Avoid walking or driving in floodwaters.
6. Review Flood Program Information at:
<https://www.co.nezperce.id.us/Departments/Planning-and-Building/Flood>,

V. Maps

The following maps depict the West, East, and North Lewiston Levee Breach Flood Zones, and evacuation map for the city of Lewiston. The north evacuation gathering area is the New Lewiston Outlook Parking Lot. The gathering point south of Lewiston is the Nez Perce County Fair Pavilion 1229 Burrell Ave, Lewiston, ID. The two main routes leading north out of the flood zone are the Old Spiral Highway, and U.S. 95 North. The most populated areas in the flood zone will be on the south side of the Clearwater River, and the east side of the Snake River located at the confluence. All streets leading south can and should be utilized by people evacuating.

The below maps in descending order

- Lewiston City Evacuation Routes
- North & East Levee System Flood Area, Clearwater River
- West Levee System Flood Area, Clearwater River
- West Levee System Flood Area, Snake River



Nez Perce County, Idaho Draft Floodplains (as of January 30, 2024)

RiskMAP
Increasing Resilience Together

Discovery Investments Effective Floodplains Scope (Flood Study)

Area of Moderate Flood Risk
Zone X (0.2% Annual Chance)
| 0.2% Annual Chance Flood
Event
Zone X (1% Depth less than 1
Foot) | 1% Annual Chance
Flood Event
Zone X (Area with Reduced
Flood Hazard due to
Accredited Levee System) |
Flood Frequency Unknown

To compare between
effective and proposed
floodplains, click the
maps on the bottom
left corner

Next Steps

Following distribution of the

Draft 1% Annual
Chance Water Surface
Elevation (as of January
30, 2024)

Draft 1% Annual
Chance Base Flood
Elevation Contour (as
of January 30, 2024)

Draft Levee and Non-
Levee Embankments
(as of January 30,
2024)



Maxar | Map hosted by FEMA Region X... Powered by Esri

Nez Perce County, Idaho Draft Floodplains (as of January 30, 2024)

RiskMAP
Increasing Resilience Together

Discovery Investments Effective Floodplains Scope (Flood Study)

Area of Moderate Flood Risk
Zone X (0.2% Annual Chance)
| 0.2% Annual Chance Flood
Event
Zone X (1% Depth less than 1
Foot) | 1% Annual Chance
Flood Event
Zone X (Area with Reduced
Flood Hazard due to
Accredited Levee System) |
Flood Frequency Unknown

To compare between
effective and proposed
floodplains, click the
maps on the bottom
left corner

Next Steps

Following distribution of the

Draft 1% Annual
Chance Water Surface
Elevation (as of January
30, 2024)

Draft 1% Annual
Chance Base Flood
Elevation Contour (as
of January 30, 2024)

Draft Levee and Non-
Levee Embankments
(as of January 30,
2024)



Maxar | Map hosted by FEMA Region X... Powered by Esri

Nez Perce County, Idaho Draft Floodplains (as of January 30, 2024)

RiskMAP
Increasing Resilience Together

Discovery Investments Effective Floodplains Scope (Flood Study)

Area of Moderate Flood Risk
Zone X (0.2% Annual Chance)
| 0.2% Annual Chance Flood
Event
Zone X (1% Depth less than 1
Foot) | 1% Annual Chance
Flood Event
Zone X (Area with Reduced
Flood Hazard due to
Accredited Levee System) |
Flood Frequency Unknown

To compare between
effective and proposed
floodplains, click the
maps on the bottom
left corner

Next Steps

Following distribution of the

Draft 1% Annual
Chance Water Surface
Elevation (as of January
30, 2024)

Draft 1% Annual
Chance Base Flood
Elevation Contour (as
of January 30, 2024)

Draft Levee and Non-
Levee Embankments
(as of January 30,
2024)



Maxar | Map hosted by FEMA Region X... Powered by Esri

Incident Annex B: Power Outage

I. Purpose

This Incident Annex describes how the NPC EOC coordinates response and recovery actions following an extended power outage. It assigns responsibility to COL & NPC ESF necessary to reduce potential loss of life and property damage and quickly restore essential services following a power outage. This annex does not define the steps needed to restore electricity but focuses on steps that the EOC would take to manage the impacts that a sustained loss of power would likely trigger.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Loss of power can be due to aged infrastructure, human error, or secondary to another emergency or disaster. Power outages can also cause other more concerning impacts, such as the inability to manage the movement of stormwater over the levees. Local power companies provide energy through local distribution lines. Therefore, an event that affects the primary power generation for the County might have a more significant impact.

Assumptions

- A power outage can occur as a singular event or be a cascading impact of other threats and hazards such as wildfires, flooding, storms, cyber-attacks, landslides, or dam outages.
- Loss of power will reduce response capabilities for first responders and may increase calls for service.
- Loss of power may impact communication capabilities, reducing the ability of first responders to coordinate actions.

III. Concept of Operations

When an extended power outage occurs, the COL & NPC will use available resources to protect life, property, and the environment. Once local resources have been exhausted, the COL & NPC will request assistance from other jurisdictions through mutual aid agreements. The COL & NPC will disseminate any necessary warnings for the citizens through the 911 Call Notification System.

The COL & NPC will coordinate with the IOEM AFO if assistance is needed for situation assessments and county disaster declaration development. Once incident response requirements are outside the capability of the COL & NPC, the EMC or EOC will forward requests for State assistance to the IOEM following procedures established by the IOEM.

The COL & NPC will begin planning for short and long-term recovery activities during response actions to restore affected areas to normal or improved states. Recovery activities include using State and Federal disaster funds, loans, or grants.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators, listed below. The ESF Coordinators and Emergency Manager will support disaster coordination activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts.

Responsibilities

ESF 1 Transportation

1. Provide situational awareness to the EOC for transportation issues within the city and county.
2. Ensure major intersections and roads affected by power outages have signs and/or flaggers assigned.

ESF 2 Communications

1. Provide situational awareness to the EOC for communications issues affected by the power outage.
2. Provide disaster emergency communications.

ESF 5 Emergency Management

1. Serve as the primary contact for emergency management requests for assistance and resources.
2. Activate and manage the EOC.
3. Assist with mutual aid requests.
4. Maintain situational awareness of the extended power outage and inform the Policy Group of any cascading impacts of an extended power outage.
5. Facilitate any response and recovery activities required by the event.

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC regarding resource and personnel request status.
2. Serve as the primary contact for requests for assistance and resources.
3. Manage the logistics supply chain that provides equipment, supplies, and services for extended power outages.
4. Work closely with ESF 5 to ensure the EOC and Incident Command have access to necessary resources and personnel for response and recovery activities.

ESF 12 Energy

1. Provide situational awareness to the EOC for energy-related operations.
2. Serve as the primary contact for energy-related requests for assistance and resources.
3. Coordinate with privately owned energy providers to provide updates and facilitate restoration.

ESF 13 Public Safety and Security

1. Ensure the safety of citizens in COL & NPC.
2. Provide coordination and protection for traffic control.
3. Provide situational awareness to the EOC for public safety needs that result from an extended power outage.

ESF 14 Cross-Sector Business and Infrastructure

1. Provide situational awareness to the EOC for businesses and infrastructure affected by the power outage.
2. Serve as the interface with businesses, industries, and critical infrastructure sectors affected by the power outage.
3. Serve as the primary contact for public affairs requests for assistance and resources.
4. Deliver incident preparedness, health, response, and recovery instructions to those directly affected by the power outage.
5. Work with the Policy Group to ensure the EOC, Incident Command, and public officials convey the same message to city and county citizens and others affected by the power outage.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during support operations.

Incident Annex C: Pandemic/Epidemic

I. Purpose

This Incident Annex describes how the NPC EOC coordinates response and recovery actions during a pandemic or other widespread public health emergencies caused by infectious agents. It assigns responsibility to the COL & NPC ESF which are responsible for reducing potential loss of life and ensuring continuity of government.

For this annex, an epidemic is an outbreak of disease that spreads quickly and affects many individuals simultaneously. A pandemic is an epidemic that has spread across a wider geographic range and affected a significant portion of the population.

II. Situation and Assumptions

Situation

In a pandemic event, resources and services throughout the county may experience strain, and possibly become overwhelmed. Examples of impacted areas may include supply chain, medical, EMS and mortuary services, and workforce reduction due to illness, among many others. State and/or Federal emergency declarations may be issued before a county-level declaration. Existing supply agreements with other jurisdictions may not be accessed due to widespread shortages or limited allocations.

Assumptions

- An outbreak of an infectious disease can occur at any point in time.
- An outbreak of an infectious disease could hinder response capabilities at levels of government.
- A pandemic response requires a coordinated responses from multiple departments and agencies across levels of government.
- Diminished staffing due to illness could hamper the pandemic response.
- Supply chain disruptions could cause shortages of resources.
- A pandemic could overwhelm medical systems, disrupting the availability of medical care for medical needs.
- Simultaneous county, state, and federal disaster declarations may be in place to coordinate pandemic response and recovery operations.
- Stakeholders will coordinate public information messaging to inform the public of the situation and any protective measures they can take.

III. Concept of Operations

When a pandemic or other widespread public health emergencies occur, the COL & NPC will use available resources to protect life, property, and the environment. Once local resources have been exhausted, the COL & NPC will request assistance from other jurisdictions through mutual aid agreements. The COL & NPC will disseminate any necessary warnings for the citizens through the 911 Call Notification System and Alert Sense.

The COL & NPC will coordinate with IOEM AFO if assistance is needed for situation assessments and county disaster declaration development. Once incident response requirements are outside the capability of the COL & NPC, the EMC or EOC will forward requests for State assistance to the IOEM following procedures established by the IOEM.

The COL & NPC will begin planning for short and long-term recovery activities during response actions to restore affected areas to normal or improved states. Recovery activities include using State and Federal disaster funds, loans, or grants.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators, listed below. The ESF Coordinators and EMC will support disaster coordination activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts, as needed.

Responsibilities

ESF 2 Communications

1. Provide situational awareness to the EOC for pandemic-related communications issues.
2. Alert the public and emergency response organizations to pandemic-related issues.
3. Provide disaster emergency communications.

ESF 5 Emergency Management

1. Serve as the contact for emergency management requests for assistance.
2. Activate and manage the EOC.
3. Assist with mutual aid requests.
4. Maintain situational awareness of the pandemic and inform the Policy Group as needed.
5. Coordinate requests for assistance through the IOEM.
6. Facilitate response and recovery activities.

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC regarding resource and personnel request status.
2. Serve as the primary contact for requests for assistance and resources.
3. Manage the logistics supply chain that provides equipment, supplies, and services for pandemic response.
4. Work closely with ESF 5 to ensure the EOC and Incident Command have access to necessary resources and personnel for response and recovery activities.

ESF 8 Public Health and Medical Services

1. Provide situational awareness to the EOC for public health issues that result from a pandemic.
2. Serve as the primary contact for Public Health requests for assistance and resources.
3. Coordinate with local hospitals and other health organizations.
4. Coordinate with ESF 15 to communicate health risks from the pandemic.

ESF 15 External Affairs

1. Provide situational awareness to the EOC.
2. Serve as the contact for public affairs requests for assistance.
3. Facilitate incident preparedness, health, response, and recovery instructions to those directly affected.
4. Work with the Policy Group to ensure the EOC, Incident Command, and public officials speak with one message to citizens and others affected by the pandemic.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during Support operations.

The following information is quoted from sections of Idaho State Statutes regarding the authority of the Director of the Idaho Department of Health and Welfare, district boards, and cities to help stop the spread of infectious diseases.

- The director, under rules adopted by the Board of Health and Welfare and approved by the legislature under section 67-5291, Idaho Code, and section 29, Article III of the Constitution of the State of Idaho, shall have the power to impose and enforce orders of isolation, quarantine, or restricted access to protect the public from the spread of infectious or contagious diseases or contamination from chemical, nuclear, or biological agents, whether naturally occurring or propagated by criminal or terrorist act. Idaho Code § 56-1003 (7)

- The district board shall have the same authority, responsibility, powers, and duties in relation to the right of quarantine within the public health district as does the state. Idaho Code § 39-415
- Cities may establish a board of health and prescribe its powers and duties; pass ordinances and make regulations necessary to preserve public health; prevent the introduction of contagious diseases into the city; and make quarantine laws for that purpose and enforce the same within the city. Idaho Code § 50-304

Incident Annex D: Severe Weather

I. Purpose

This Incident Annex describes how the NPC EOC coordinates response and recovery actions during severe weather, including blizzards, hailstorms, ice storms, thunderstorms, windstorms, tornados, and other severe weather events. It assigns responsibility to the COL & NPC ESF necessary to reduce loss of life, property damage, and environmental damage and facilitate a rapid restoration of essential services.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures.

Assumptions

- Severe weather can cause damage throughout the city and county, resulting in more calls to law enforcement, fire, and emergency medical services.
- Severe weather can cause additional disasters such as power failure, floods, communication failures, landslides, hazardous materials release, and dam or levee failures.
- Severe weather can damage transportation routes, complicating response and recovery actions.
- Severe weather notifications may come from multiple methods, including National Oceanic and Atmospheric Administration (NOAA) radio, National Weather Service, television and radio announcements, and the 911 Call Notification System.

III. Concept of Operations

When severe weather occurs, the COL & NPC will use available resources to protect life, property, and the environment. Once local resources have been exhausted, the COL & NPC will request assistance from other jurisdictions through mutual aid agreements. The COL & NPC will disseminate any necessary warnings for the citizens through the 911 Call Notification System.

The COL & NPC will coordinate with the IOEM AFO if assistance is needed for situation assessments and county disaster declaration development. Once

incident response requirements are outside the capability of the COL & NPC, the EMC or EOC will forward requests for State assistance to the IOEM following procedures established by the IOEM.

The COL & NPC will begin planning for short and long-term recovery activities during response actions to restore affected areas to normal or improved states. Recovery activities include using State and Federal disaster funds, loans, or grants.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators, listed below. The ESF Coordinators and Emergency Manager will support disaster coordination activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts, as needed.

Responsibilities

ESF 1 Transportation

1. Provide situational awareness to the EOC for transportation in NPC.
2. Address any debris blocking roadways.
3. Ensure roads affected by severe weather are closed and detours are marked.
4. Support debris removal and repair of critical infrastructure such as roads, bridges, waterways, and airfields.
5. Provide subject matter expertise for evaluating engineering services, construction management, inspection, and emergency contracting for public infrastructure.

ESF 2 Communications

1. Provide situational awareness to the EOC for communications issues.
2. Alert the public and emergency responders to potential or actual severe weather.
3. Provide disaster emergency communications.

ESF 3 Public Works and Engineering

1. Serve as the contact for Public Works and Engineering requests for assistance.
2. Support damage assessment operations to identify damage extent.
3. Support repairing and maintaining highways, bridges, airfields, and other critical infrastructure.
4. Provide situational awareness to the EOC for infrastructure damaged by severe weather.

ESF 5 EMC

1. Serve as the primary contact for emergency management requests for assistance and resources.
2. Activate and manage the EOC, and assist with mutual aid requests.
3. Maintain situational awareness of severe weather and inform the Policy Group of potential disaster situations.
4. Coordinate requests for assistance through the IOEM.
5. Facilitate response and recovery activities.

ESF 6 Mass Care

1. Provide situational awareness to the EOC for mass care needs that result from severe weather.
2. Serve as the contact for mass care requests for assistance.
 - a. Mass Care: sheltering, feeding, reunification
 - b. Emergency Assistance: coordination with volunteer organizations
 - c. Temporary Housing: rental, repair, loan assistance
 - d. Human Services: helping address unmet disaster-caused needs

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC regarding resource and personnel request status.
2. Serve as the contact for requests for assistance and resources.
3. Manage the logistics supply chain that provides equipment, supplies, and services for severe weather incidents.
4. Work closely with ESF 5 to ensure the EOC and Incident Command have access to resources and personnel for response and recovery activities.

ESF 8 Public Health and Medical Services

1. Provide situational awareness to the EOC for public health issues resulting from severe weather.
2. Serve as the contact for Public Health requests for assistance.
3. Coordinate with ESF 15 to communicate health risks from severe weather to the public.

ESF 9 Search and Rescue

1. Provide situational awareness to the EOC for search and rescue operations.
2. Serve as the primary contact for search and rescue requests for assistance.

ESF 10 Oil and Hazardous Materials Response

1. Provide situational awareness to the EOC for hazardous materials operations.
2. Serve as the primary contact for hazardous materials requests for assistance.

ESF 12 Energy

1. Provide situational awareness to the EOC for energy-related operations.

2. Serve as the primary contact for energy-related requests for assistance.
3. Coordinate with energy providers to provide updates and facilitate restoration.

ESF 13 Public Safety and Security

1. Provide situational awareness to the EOC for public safety needs that result from severe weather.
2. Ensure the safety of people in the COL & NPC.
3. Provide coordination and protection for traffic control, search and rescue, essential industries, supplies, and facilities.

ESF 15 External Affairs

1. Provide situational awareness to the EOC.
2. Serve as the primary contact for public affairs requests for assistance.
3. Deliver incident preparedness, health, response, and recovery instructions to those directly affected.
4. Work with the Policy Group to ensure the EOC, Incident Command, and public officials convey the same message to city and county citizens and others affected by severe weather.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during Support operations.

Incident Annex E: Wildland Fire

I. Purpose

This Incident Annex describes how the NPC EOC coordinates wildland fire response and recovery operations. It assigns responsibility to the COL & NPC ESF necessary to reduce loss of life, property damage, and environmental damage and facilitate a rapid restoration of essential services following a wildland fire.

II. Situation and Assumptions

Situation

The NPC AHMP identifies several threats and hazards facing the city and county. The current AHMP identifies the following threats and hazards as most concerning: wildfire, winter storm, severe storm, power failure, non-levee/dam flooding, cyber-attack, communication failures, landslides, hazardous materials release, and dam or levee failures. The AHMP lists wildfire as the top risk within the county due to the county's vulnerability to both grass and timber fires.

Assumptions

- Urban, rural, and wildfires will occur within the city and county.
- Remote wildland fire locations may be difficult or impossible to access by vehicle, necessitating air attack operations.
- Communication systems may be damaged by wildland fire incidents.
- Response to wildland fires may be complex due to personnel and resource shortages.
- The Idaho Department of Lands and the US Forest Service respond to fires on state and federal land.
- Volunteer firefighters may not be available due to other commitments during wildland fire operations.

III. Concept of Operations

When wildland fire occurs, the COL & NPC will use available resources to protect life, property, and the environment. Once local resources have been exhausted, the COL & NPC can request assistance from other jurisdictions through MAA. The COL & NPC will disseminate warnings to the public through the 911 Call Notification System and AlertSense.

The COL & NPC will coordinate with IOEM AFO if assistance is needed for situation assessments and county disaster declaration development. Once incident response requirements are outside the capability of the COL & NPC, the

EMC or EOC will forward requests for State assistance to the IOEM in accordance with IOEM established procedures.

The COL & NPC will begin planning for short and long-term recovery activities during response actions to restore affected areas to normal or an improved state. Recovery activities include using State and Federal disaster funds, loans, or grants.

IV. Organization and Responsibilities

Organization

Should the incident overwhelm the capabilities of the department that has jurisdiction or other local response agencies, the NPC EMC may activate this Annex, the EOC, and the ESF Coordinators, listed below. The ESF Coordinators and Emergency Manager will support disaster coordination activities in the EOC. Involved agencies will coordinate with the EMC and the recovery team during recovery efforts, as needed.

Responsibilities

ESF 1 Transportation

1. Provide situational awareness to the EOC for transportation within NPC.
2. Address any debris blocking roadways.
3. Ensure roads affected by wildland fires are closed and detours are marked.
4. Support debris removal and repair of critical infrastructure such as roads, bridges, waterways, and airfields.
5. Provide subject matter expertise for evaluating engineering services, construction management, inspection, and emergency contracting for public infrastructure.

ESF 2 Communications

1. Provide situational awareness to the EOC for communications issues.
2. Alert the public and first responders to ongoing wildland fires.
3. Provide disaster emergency communications.

ESF 3 Public Works and Engineering

1. Provide situational awareness to the EOC for infrastructure damage.
2. Serve as the contact for Public Works and Engineering requests for assistance and resources.
3. Support damage assessment operations to identify damage extent.
4. Support the repair and maintenance of affected critical infrastructure

ESF 4 Firefighting

1. Provide situational awareness to the EOC for wildland fire operations.
2. Serve as the contact for firefighting requests for assistance and resources.

3. Coordinate with the Idaho Department of Lands and the US Forest Service as necessary.

ESF 5 Emergency Management

1. Serve as the contact for emergency management requests for assistance.
2. Activate and manage the EOC.
3. Assist with mutual aid requests.
4. Maintain situational awareness of wildland fire and inform the Policy Group of potential disaster situations.
5. Coordinate requests for assistance through the IOEM.
6. Facilitate response and recovery activities.

ESF 6 Mass Care

1. Provide situational awareness to the EOC for mass care needs.
2. Serve as the primary contact for mass care requests for assistance and resources.
 - a. Mass Care: sheltering, feeding, reunification
 - b. Emergency Assistance: coordination with volunteer organizations
 - c. Temporary Housing: rental, repair, loan assistance
 - d. Human Services: helping address unmet disaster-caused needs

ESF 7 Logistics Management and Resource Support

1. Provide situational awareness to the EOC regarding resource and personnel request status.
2. Serve as the primary contact for requests for assistance and resources.
3. Manage the logistics supply chain that provides equipment, supplies, and services for wildland fire incidents.
4. Work closely with ESF 5 to ensure the EOC and Incident Command have access to necessary resources and personnel for response and recovery activities.

ESF 8 Public Health and Medical Services

1. Provide situational awareness to the EOC for public health issues that result from wildland fires.
2. Serve as the primary contact for Public Health requests for assistance.
3. Coordinate with ESF 15 to communicate health risks from wildland fires to the public.

ESF 13 Public Safety and Security

1. Provide situational awareness to the EOC for public safety needs that result from wildland fires.
2. Ensure the safety of citizens in the COL & NPC.
3. Provide coordination and protection for traffic control, search and rescue, essential industries, supplies, and facilities.

ESF 15 External Affairs

1. Provide situational awareness to the EOC.
2. Serve as the contact for public affairs requests for assistance and resources.
3. Deliver incident preparedness, health, response, and recovery instructions to those affected.
4. Work with the Policy Group to ensure the EOC, Incident Command, and public officials speak with one message to the public and others affected by wildland fire.

V. Direction and Control

Agencies will follow the NIMS doctrine and utilize the ICS to exercise command and control during Support operations.

Appendix 1: Training Recommendations

This training appendix outlines the training recommendations for ESF Coordinators and the Policy Group. These individuals are pivotal in coordinating resources and support within their designated functional areas during emergencies. If applicable to the position, ESF Coordinators and members of the Policy Group are encouraged to undergo the following training courses, subject to supervisor approval.

1. ESF Coordinator Recommended Training Courses:

- **IS-100: Introduction to the Incident Command System (ICS):** This course provides an overview of the ICS, its structure, and basic principles. Personnel involved in emergency response need to understand ICS fundamentals.
- **IS-200: Basic Incident Command System for Initial Response:** Building upon IS-100, this course delves deeper into the ICS organization and management principles. It is particularly beneficial for personnel with supervisory or leadership roles during initial response efforts.
- **IS-700: An Introduction to the National Incident Management System (NIMS):** NIMS provides a standardized emergency management and response framework at all levels. This course familiarizes participants with NIMS concepts, structures, and components, fostering a unified approach to emergency response.
- **IS-800: National Response Framework, An Introduction:** The National Response Framework (NRF) outlines the roles and responsibilities of various entities involved in national emergency response. This course provides an understanding of NRF principles, guiding effective coordination and collaboration during emergencies.
- **IS-2200: Basic Emergency Operations Center Functions:** Emergency Operations Centers (EOCs) are critical in coordinating response efforts and facilitating communication during emergencies. This course equips personnel with the knowledge of EOC functions, roles, and procedures, enabling efficient EOC operations.

2. Policy Group Recommended Training Courses:

- **IS-0908: Emergency Management for Senior Officials:** This course provides elected officials with a comprehensive understanding of emergency management principles, their roles and responsibilities during emergencies, and effective strategies for collaboration with emergency management agencies and stakeholders.

- IS-100: Introduction to the Incident Command System (ICS): Policy Group members should understand ICS principles to coordinate with incident management personnel and effectively support decision-making processes.
- IS-200: Basic Incident Command System for Initial Response: Building upon IS-100, this course provides Policy Group members with a deeper understanding of ICS organizational structure and management principles, enabling them to make informed decisions during initial response efforts.
- IS-700: An Introduction to the National Incident Management System (NIMS): This course familiarizes Policy Group members with NIMS concepts, structures, and components, facilitating their integration into a unified and coordinated emergency response framework.
- IS-800: National Response Framework, An Introduction: Policy Group members gain an understanding of NRF principles, roles, and responsibilities, guiding effective coordination and collaboration with local, state, and federal agencies during emergencies.
- IS-2200: Basic Emergency Operations Center Functions: Policy Group members should be familiar with EOC functions, roles, and procedures to support decision-making and resource allocation within the EOC environment.
- IS-0368: Including People with Disabilities and Others with Access & Functional Needs in Disaster Operations: This course emphasizes the importance of inclusivity and accessibility in emergency operations, ensuring Policy Group members are equipped to address the needs of community members during disasters.
- IS-0393: Introduction to Hazard Mitigation: Policy Group members gain insight into hazard mitigation strategies and initiatives, enabling them to support proactive measures to reduce the impact of disasters on the community.
- IS-0706: NIMS Intrastate Mutual Aid-An Introduction: Understanding mutual aid principles and processes is essential for Policy Group members to facilitate cooperation and resource sharing with neighboring jurisdictions during emergencies.
- IS-2900: National Disaster Recovery Framework Overview: This course provides Policy Group members with an overview of the National Disaster Recovery Framework (NDRF), guiding their involvement in long-term recovery planning and coordination efforts.

- G-0402: NIMS Overview for Senior Officials: Policy Group members gain a comprehensive understanding of NIMS principles, structures, and processes tailored to their senior leadership roles, enhancing their ability to support emergency response and recovery efforts effectively.
- ICS-300: Intermediate Incident Command System: Policy Group members advance their knowledge of ICS principles and management by completing this intermediate-level course, which focuses on expanding incident management capabilities beyond the initial response phase.
- ICS-400: Advanced Incident Command System: This advanced-level course further enhances Policy Group members' understanding of ICS principles and provides them with the skills to manage complex incidents and large-scale operations effectively.

Appendix 2: Acronym List

AFO	Area Field Officer
AHMP	All Hazard Mitigation Plan
CBRN	Chemical, Biological, Radiological, Nuclear
COL	City of Lewiston
EMC	Emergency Management Coordinator
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
GIS	Geographic Information System
HAZMAT	Hazardous Materials
IC	Incident Commander
ICS	Incident Command System
IDEOC	Idaho Emergency Operations Center
IDEOP	Idaho Emergency Operations Plan
IMT	Incident Management Team
IOEM	Idaho Office of Emergency Management
IPAWS	Integrated Public Alert & Warning System
LEPC	Local Emergency Planning Committee
MA	Mission Assignment
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NPC	Nez Perce County
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NRF	National Response Framework

PIO	Public Information Officer
RRT	Regional Response Team
SJPMC	St. Joseph's Regional Medical Center
SOP	Standard Operating Procedure
USACE	U.S. Army Corps of Engineers
VOAD	Voluntary Organizations Active in Disaster
WMD	Weapons of Mass Destruction



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE RESOLUTION 2024-48	AGENDA NO. VI. D. AGENDA DATE: December 9, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at eliminating Fatal and Serious Injury (Type A) crashes on the roadway system. Annually, Local Highway Jurisdictions (LHJs) receive approximately \$11M of State HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through LHTAC. The City has secured funding under this program. With the assistance of the Idaho Transportation Department (ITD), the City will secure the consultant to design, advertise for construction, and award a contract for construction. The City proposed safety improvements on 8th Street corridor from Vineyard Drive to Main Street. 8th Street corridor between 5th Avenue and Idaho Street is excluded from this proposed project as it is federally funded for reconstruction KNI8938 in 2027. This project will design corridor lighting, install new illumination, and restripe between 7th Avenue and 5th Avenue to add a two-way left-turn lane. Current City right-of-way is adequate to complete this project. Alannah Bailey, PE, Project Supervisor for Transportation and Water will serve as the authorized representative for the City. ITD will provide their authorized representative and signature upon approval of the agreement by City Council.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) Total estimated funding for this project is \$2,000,000; Federal contribution to the project is at the rate of 92.66% (\$1,853,200); with the remaining 7.34% (\$146,800) sourced locally from Capital Transportation reserves (02-100-000-53460). The City will incur initial costs, including a 4,000 payment to ITD upon signing. ITD will reimburse monthly, upon review and approval of invoices. Acceptance of this agreement will require an amendment to the FY 2025 budget in August.	
ACTION PROPOSED Staff recommends that City Council approve Resolution 2024–48 authorizing the Mayor to sign and the City Clerk attest to State/Local Agreement (Project Development) Project No. A024(607) 8th	

Street Safety Improvements (TR071), Key No. 24607.

RESOLUTION 2024-48

A RESOLUTION APPROVING A STATE/LOCAL AGREEMENT FOR PROJECT NO. A024(607) BETWEEN THE CITY OF LEWISTON AND THE IDAHO TRANSPORTATION DEPARTMENT

WHEREAS, the Idaho Transportation Department, hereafter the State, has submitted the State/Local Agreement (Project Development) Project No. A024(607) 8th Street Safety Improvements Key No. 24607, hereafter called the Agreement, stating obligations of the State and the City of Lewiston, hereafter called the City, for construction of 8th Street safety improvements;

WHEREAS, the State is responsible for obtaining compliance with laws, standards and procedural policies in the development, construction and maintenance of improvements made to the Federal-aid Highway System when there is federal participation in the costs;

WHEREAS, certain functions to be performed by the State involved the expenditure of funds as set forth in the Agreement;

WHEREAS, the State can only pay for work associated with the State Highway system; and

WHEREAS, the City is fully responsible for its share of the project costs.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF LEWISTON, IDAHO:

SECTION 1: The Agreement for Federal Aid Highway Project A024(607) is hereby approved, and a copy of said Agreement is attached hereto and incorporated herein as Exhibit A.

SECTION 2: The Mayor and City Clerk are hereby authorized to execute and attest said Agreement, respectively, on behalf of the City.

SECTION 3: Duly certified and executed copies of this resolution shall be furnished to the State.

SECTION 4: This resolution shall become effective upon passage.

PASSED this _____ day of _____ 2024.

CITY OF LEWISTON

By: _____
Daniel G. Johnson, Mayor

ATTEST:

Tanya M. Brocke, City Clerk

EXHIBIT A
to
Resolution 2024-48

**STATE/LOCAL AGREEMENT
(PROJECT DEVELOPMENT)
PROJECT NO. A024(607)
8TH ST SAFETY IMPROVEMENTS
KEY NO. 24607**

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the IDAHO TRANSPORTATION BOARD, by and through the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State, and the **CITY OF LEWISTON**, acting by and through its MAYOR AND COUNCIL, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested that the State include in its Idaho Transportation Investment Program Federal-Aid Project No. A024(607), described as 8th St Safety Improvements. Project development is to be performed by Sponsor's staff/Consultant Engineers. The purpose of this Agreement is to set out the terms and conditions to accomplish the project development phase of this project.

NOTE: Securing the services of a consultant for project development services must follow the process outlined in the Idaho Transportation Department Guidelines for Local Public Agency Projects.

Since certain functions under this Agreement are to be performed by the State, requiring the expenditure of funds, and since the State can only pay for work associated with the State Highway System, the Sponsor is fully responsible for all costs incurred by the State related to the project.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows:

SECTION I. GENERAL

1. It is necessary to develop construction plans and specifications in order that federal participation may be obtained in the construction costs of the project. Federal-aid for project development and right of way is available on this project.
2. Federal participation in the project is at the rate of 92.66%; local participation is 7.34%. Scheduled funding for this project is listed in the approved Idaho Transportation Investment Program, and subsequent revisions. Current estimated funding is as follows:
 - a. Project Development - \$266,000
(PE)-\$4,000 (PL)-\$49,000 (PC)-\$213,000
 - b. Construction (CN) - \$1,456,000
 - c. Construction Engineering - \$278,000
(CE)-\$0 (CL)-\$0 (CC)-\$278,000
 - d. Total Estimated Project Costs - \$2,000,000
3. The Sponsor's match for this project will be provided in cash in the amount of 7.34 percent of the entire project (current estimate \$146,800).
4. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at:
<https://apps.itd.idaho.gov/PayITD> .
5. This project shall be designed to State Standards as defined in the current version of the Idaho Transportation Department's Design Manual, or as subsequently revised. The current version of the Design Manual can be viewed at the following web site:
<http://itd.idaho.gov/manuals/ManualsOnline.htm>.
6. All information, regulatory and warning signs, pavement or other markings, and traffic signals required and warranted will be developed as a part of the plans, regardless of whether the work is done as a portion of the contract or by the Sponsor's forces.
7. If the project is terminated by the Sponsor prior to completion, the Sponsor shall repay to the State all federal funds received for the project, and shall be liable to the State for any un-reimbursed incidental

expenses as provided for in Section II, Paragraph 1 of this Agreement.

8. Sufficient Appropriation. It is understood and agreed that the State and the Sponsor are governmental agencies, and this Agreement shall in no way be construed so as to bind or obligate the State or the Sponsor beyond the term of any particular appropriation of funds by the Federal Government or the State Legislature as may exist from time to time. The State and the Sponsor reserve the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

SECTION II. That the State shall:

1. Provide the following services incidental to the project development:
 - a. Assist Sponsor in the selection of a Consulting Engineer and negotiations as needed, and furnish the Agreement for Engineering Services and any supplements thereto, to be used between the Sponsor and Consultant Engineers on this project.
 - b. Review Preliminary Environmental Evaluation and recommend other appropriate environmental documentation.
 - c. Furnish to the engineers copies of materials test reports and other data applying to the project and available to the State.
 - d. Provide a hearing officer to conduct a formal public hearing as necessary.
 - e. Assign State personnel or assist in hiring a qualified relocation agent consultant to determine relocation entitlements and assistance which might be required by the project.

- f. File with the Federal Highway Administration applications for exceptions to AASHTO Standards when appropriate and for government land withdrawals for rights-of-way and airport clearance.
 - g. If requested by the Sponsor, assist in negotiations with public carriers and utilities for agreements on behalf of the Sponsor.
 - h. Review the Consultant plans, estimates, reports and environmental studies, and issue notice of approval.
 - i. Supply roadway summary sheets and such standard drawings as may be required to supplement the plans.
 - j. Print and assemble plans, special provisions, specifications and contracts.
 - k. Advertise for bids and let the construction contract. Prior to construction, the parties will enter into a separate agreement covering responsibilities of the parties relating to construction.
- 2. Within sixty (60) days of receipt of appropriate documentation from the Sponsor showing expenditure of funds for project development, reimburse the Sponsor for eligible expenses at the approved Federal-aid rate.
 - 3. Bill the Sponsor for costs incurred by the State under this Agreement for project development, if those costs exceed the amount set out in Section III, Paragraph 1.
 - 4. Bill the Sponsor for any federal funds to be repaid by the Sponsor if the project is terminated by the Sponsor prior to completion, and the Sponsor has been reimbursed with federal funds for preliminary engineering and/or right-of-way acquisition.
 - 5. Appoint the Local Highway Technical Assistance Council as the contract administrator for the State.

SECTION III. That the Sponsor shall:

1. Pay to the State, before the State begins the incidental services referred to in Section II, Paragraph 1, the sum of **FOUR THOUSAND DOLLARS (\$4,000)**, estimated to be the total expense to the State referred to in Section I, Paragraph 2. In addition, pay to the State the cost of all incidental services provided by the State upon receipt of the billing provided for in Section II, Paragraph 3. These funds will be credited towards the Sponsor's match on the project.
2. Sponsor warrants that it will repay any federal reimbursements on this project if the project is terminated by the Sponsor prior to completion.
3. With the assistance of the State, hire a consultant for development of the project.
4. Make timely payment of all consultant invoices throughout the design of the project. Periodically the Sponsor may submit allowable Consultant invoices and receipts to the State showing payment of same. The State will reimburse the Sponsor for eligible expenses less the Sponsor's match.
5. Advertise for and hold a formal public hearing if required in accordance with the Idaho Open Meetings Law.
6. Coordinate the relocation of utilities within the right-of-way of the project. Federal-aid utility relocations will be processed in accordance with the applicable provisions of 23 CFR and the Sponsor's utility policies and procedures.
7. Right of Way
 - a. Acquire all rights-of-way and easements needed to provide for construction and maintenance of the project.
 - b. Employ an approved certified general appraiser to complete all appraisals and an independent certified general appraiser to review appraisals required for the project unless the property value meets the requirements in Idaho Code Section 54-4105(5) and 45 CFR 24.102.
 - c. Review the appraisal reviewer's statement of the

estimated fair market value and approve an amount to be just compensation for each parcel to be acquired.

- d. Provide a monthly right-of-way status report (ITD-2161), and forward it to the project manager.
- e. Before initiating negotiations for any real property required for right-of-way, establish, in writing, an amount considered to be just compensation, under Idaho law, Federal Regulations or any other applicable law, and make a prompt offer to acquire the property for the full amount established.
- f. Make a good faith effort, in accordance with Real Property Acquisition Policies Act of 1970, to acquire the real property by negotiation. Employ a State Approved Negotiator if necessary.
- g. Inform the property owner, in those cases where he indicates a willingness to donate a portion of his real property for rights-of-way, of all his rights including his right to full compensation in money for land and damages, if any, in accordance with Idaho Code.
- h. Provide relocation assistance and payments for any displaced person, business, farm operation, or nonprofit organization in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970; 49 CFR 24; 23 CFR 710; the Idaho Real Property Acquisition Act of 1971; Title 40, Chapter 20; and Title 58, Chapter 11; Idaho Code, as amended, and regulations promulgated thereunder. No individual or family shall be displaced until decent, safe and sanitary replacement housing is available to the relocatees for immediate occupancy. In addition, advise the State of any relocations required by the project and upon request of the State, authorize the State to negotiate on the Sponsor's behalf for all relocation assistance and payments, the cost of which will be assumed by the Sponsor at the time of negotiation.
- i. Ensure to the greatest extent practicable that no

person lawfully occupying the real property shall be required to move from his home, farm or business without at least ninety (90) days written notice prior to advertisement of the project.

8. Before advertisement for bids, provide a certification that all rights-of-way, easements, permits, materials sources and agreements necessary for the construction of the project have been acquired in accordance with the provisions of this Section. Provide a value of any right-of-way donations obtained, which may be credited as a matching share.
9. Evaluate the impact the project might have on the quality of the human environment and prepare and furnish to the State an environmental evaluation that includes cultural resources and any other documentation required by the National Environmental Policy Act.
10. At all required public hearings, furnish all necessary exhibits and provide for a representative of the Sponsor to describe the project; present information about the location and design, including alternates; discuss the tentative schedules for rights-of-way acquisitions and construction; discuss the Sponsor's relocation assistance program; discuss the economic, sociological, and environmental effects of the project; and answer all questions concerning the project.
11. Comply with Attachment 1 attached hereto and made a part hereof. By this agreement Sponsor agrees to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code and to generally insert those provisions in all contracts that it enters into that are federally funded on this project. If property acquired for this project with Federal financial assistance is transferred, the recipient of the property will be subject to Attachment 1 if the property is used for the same purpose it was originally acquired or for another purpose involving similar services or benefits to the general public. Sponsor should contact the State prior to disposing of any property acquired under this agreement.
12. Maintain all project records, including source documentation for all expenditures and in-kind contributions, for a period of three (3) years from the

date of final acceptance. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.

13. Comply with all other applicable State and Federal regulations.

EXECUTION

This Agreement is executed for the State by its Division Administrator, and executed for the SPONSOR by the MAYOR AND COUNCIL, attested to by the CITY CLERK, with the imprinted Corporate Seal of the CITY OF LEWISTON.

IDAHO TRANSPORTATION DEPARTMENT

Division Administrator

ATTEST:

CITY OF LEWISTON

City Clerk

Mayor

(SEAL)

By regular/special meeting
on _____.

wd: 24607 SLA PD

ATTACHMENT 1

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions.
<http://apps.itd.idaho.gov/apps/ocr/index.aspx>
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall:

1. Issue a policy statement, signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.
2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.

3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin, sex, or disability; the nature of the complaint; the date the complaint was filed; the date the investigation was completed; the disposition; the date of the disposition; and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.
6. Collect statistical data (race and sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the Sponsor.
7. Conduct Title VI reviews of the Sponsor and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by ITD's EEO Office.
9. Participate in an annual review of the Sponsor's Title VI Program, the purpose of which is to determine to what extent the Sponsor has complied with Title VI requirements including the ADA. This review is conducted one year from the date of approval of the Non-Discrimination Agreement and then annually on the same date. The format for the Title VI review will be provided each year to the Sponsor for completion. A determination of compliance will be made by ITD's EEO Office based on the information supplied in the review. This review of the Sponsor's Title VI Program may also include an on-site review in order to determine compliance.

Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Sponsor. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sponsor's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sponsor or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sponsor, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sponsor's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ITD and USDOT.

The Sponsor will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be

included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the Sponsor.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the Sponsor has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Sponsor's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Sponsor's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD, or USDOT, if they are dissatisfied with the final decision rendered by the Sponsor. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department
Equal Employment Opportunity Office – External Programs
EEO Manager
PO Box 7129
Boise, ID 83707-1129
208-334-8884

Federal Highway Administration
Idaho Division Office
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703
208-334-9180

Sanctions

In the event the Sponsor fails or refuses to comply with the terms of this agreement, the ITD may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sponsor under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Sponsor.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

Distribution: EEO Office
Revised: 03-09, 08-10, 08-17

RESOLUTION

WHEREAS, the Idaho Transportation Department, hereafter called the **STATE**, has submitted an Agreement stating obligations of the **STATE** and the **CITY OF LEWISTON**, hereafter called the **CITY**, for the 8th Street Safety Improvements; and

WHEREAS, the **STATE** is responsible for obtaining compliance with laws, standards and procedural policies in the development, construction and maintenance of improvements made to the Federal-aid Highway System when there is federal participation in the costs; and

WHEREAS, certain functions to be performed by the **STATE** involve the expenditure of funds as set forth in the Agreement; and

WHEREAS, The **STATE** can only pay for work associated with the State Highway system; and

WHEREAS, the **CITY** is fully responsible for its share of project costs; and

NOW, THEREFORE, BE IT RESOLVED:

1. That the Agreement for Federal Aid Highway Project A024(607) is hereby approved.
2. That the Mayor and the City Clerk are hereby authorized to execute the Agreement on behalf of the **CITY**.
3. That duly certified copies of the Resolution shall be furnished to the Idaho Transportation Department.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution passed at a *regular, duly* called special (X-out non-applicable term) meeting of the City Council, City of Lewiston, held on

_____, _____.

(Seal)

City Clerk



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE SECOND SUPPLEMENTAL AGREEMENT TO TR023 PROFESSIONAL SERVICES AGREEMENT	AGENDA NO. VI. E. AGENDA DATE: December 9, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) Resolution 2014-8 approved by the City Council on 2/24/2014 is the original Project Development (PD) Agreement with Idaho Transportation Department (ITD) for Project No. A013(443) Snake River Ave: Southway BR to 11th Ave, Lewiston Nez Perce County, Key No. 13443. The first Professional Services Agreement (PSA) No. 8976 with Horrocks Engineers, Inc. for the expenditure of project funds for PD was completed. Previous project development included design and environmental services through draft PS&E deliverables in 2016, after which the previous consultant design agreement was closed out. Due to project funding constraints, construction was not completed. Construction is now scheduled in 2025. Right-of-Way acquisition by others is currently underway. Local Highway Technical Assistance Council (LHTAC) is currently administering the project, which was previously administered by ITD District 2. In Spring 2024, LHTAC published a Request for Information (RFI) for Project Administration, updated traffic warrant analysis of Snake River Avenue and 11th Avenue, Environmental Re-eval, and updated PS&E deliverables. Two firms, Consor and Horrocks Engineers, Inc. responded and were ranked. Horrocks Engineers, Inc. was chosen and ITD prepared the Local Professional Services Agreement (PSA) No. 96885. The PSA amount was \$44,673.00 and was signed by the Public Works Director according to the City's Purchasing Policy. The First Supplemental Agreement was requested by LHTAC and prepared by ITD, July 1, 2024. The additional amount was \$15,572.00, which brought the new total to \$60,245.00. Supplemental Agreement I was for Horrocks to perform Professional Engineering Services for an addendum to the Archaeological and Historic Survey Report (AHSR). Supplemental Agreement I was signed by the Mayor which aligns with the City's Purchasing Policy. A Second Supplemental Agreement was requested by LHTAC and prepared by ITD on November 11, 2024. Supplemental Agreement II is for an additional \$135,411.00, which brings the new total to \$195,656.00. Supplemental Agreement II is to perform Professional Engineering Services to do a thorough review of the final plans for compliance of current ITD standards and specifications. The amount will need to be approved by the City Council for the Mayor to sign and execute Supplemental Agreement II.	

BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources)

The approved State/Local Funding Agreement is in the amount of \$1,057,000--federal share at 92.66% or \$979,416 and City share 7.34% or \$77,584, which will come from the Capital Transportation Fund balance. There is approximately \$825,000 remaining of these funds. The City has also secured additional funding from LHTAC for \$3,715,250, which is 100% reimbursable. There is currently 4.7 million in FY25 budget for this project.

ACTION PROPOSED

Staff recommends that City Council approve and authorize the Mayor to sign Supplemental Agreement II with Horrocks Engineers, Inc. and ITD for the Snake River Avenue from Southway Bridge to 11th Avenue, Lewiston, Nez Perce County, Key No. 13443.

Supplemental Agreement



Key Number(s)	Project Name(s)	Project Number(s)
13443	SNAKE RV AVE; SOUTHWAY BR TO 11TH AVE, LEWISTON	T142790

Consultant	Agreement #	Date Authorized	Supplemental #
Horrocks Engineers, Inc.	96885		2

	Not-To-Exceed (NTE)	Additional Services	Agreement	Fixed Fee (Included in NTE)
Original Agreement	\$44,673.00	\$0.00	\$44,673.00	\$4,476.00
Previous Supplementals	\$15,572.00	\$0.00	\$15,572.00	\$1,545.00
This Supplemental	\$135,411.00	\$0.00	\$135,411.00	\$13,884.00
New Totals	\$195,656.00	\$0.00	\$195,656.00	\$19,905.00

The Agreement dated 4/17/2024 between the State and Consultant is hereby modified as the parties hereto mutually agree.

The Consultant will provide additional services as outlined in the attached Scope of Work.

The Agreement Amounts are revised as shown in the table above.

The undersigned Consultant hereby agrees that if this Supplemental Agreement is approved, they will perform the work detailed above and accept payment at the prices shown for the respective items in accordance with the terms of the original Agreement, except as herein provided. **This Supplemental Agreement is not effective until approved by the Chief Engineer or his authorized representative.**

By reason of this proposed change, completion time will be adjusted as follows: New Completion Date is 5/1/2025

HORROCKS ENGINEERS, INC.

Consultant

By: _____

Title: Project Manager/Municipal Lead

CITY OF LEWISTON

Local Sponsor

By: _____

Title: _____

IDAHO TRANSPORTATION DEPARTMENT

By: _____

Title: _____



DRAFT SUPPLEMENTAL II– PHASE II - SCOPE OF WORK

Snake River Ave. Lewiston, ID

**Update PS&E package to ITD 2023 Specifications and
Perform an Environmental Re-eval.**

**Key No. 13443; Project No.: BE-365-1411
City Project No. TR023**

Executive Summary

LHTAC has requested that Horrocks Engineers provide the following Scope of Work Supplemental to perform Professional Engineering Services for Snake River Ave from Southway bridge to 11th Ave., Lewiston project. This work will be performed as the second supplemental to the agreement dated April 26, 2024. The following Scope of Work includes a thorough review of the final plans for compliance of current ITD standards and specifications, structural design of retaining wall adjacent to existing building at west side of 11th Ave. intersection, revise and update plans with new alignment chosen in Phase I, make revisions for one final LHTAC review, finalize coordination with local utility companies for compliance, revise cost estimates to current unit prices, update CADD files and model with new alignment, revise ROW plans and Environmental re-evaluation.

1. ADMINISTRATION

1.1 Administration

Perform agreement administration as required or directed.

Consultant will staff and manage a project team to provide project deliverables, monitor budget and schedule, and coordinate with LHTAC and the City on a regular basis.

1.2 Schedule

Scheduled final PS&E submittal is anticipated to be April 18, 2025

1.3 Project Team Meetings

Phase II: There will be a minimum of two (2) 60-minute-long TEAMS meetings throughout the PS&E revision process for basic coordination. Two Horrocks representatives will attend the phone coordination meetings. Internal team meetings will also be held.

Products and Deliverables

- Meeting Minutes and Agendas

Assumptions

- Final PS&E work will occur concurrently with ROW plans being updated. Total project duration will be six (6) months
- Two 60-minute coordination meetings, via phone, are assumed and additional meetings must be approved by the City
- Action Items discussed during these meetings will be completed by the due date agreed on
- Five (5) progress reports will be submitted with updated schedule

2. UTILITY COORDINATION

Consultant will follow up on initial contact letter to identified utility companies. Follow-up contacts (telephone or email) will be made to those utilities that are non-responsive to receive project waivers. Avista is the only company that has submitted a project waiver to this point.

Utility sheets and model will be updated to accommodate the alignment shift.

Assumptions

- No significant changes to utilities have occurred within the project limits since the draft PS&E plans were submitted

- Additional fiber cables and/or conduits have been installed within the project limits and will require coordination with utility company and locating in the field
- On-site meetings will not be necessary to coordinate with Avista and/or other utility companies
- Public utility hearings are not necessary

3. SURVEY AND MAPPING

3.1 ROW plans and Record of Survey

Consultant will provide drafting support to Rim Rock Consulting to update the ROW plans and CADD files due to the alignment shift at the 11th Ave. intersection. Consultant will also aid Rim Rock Consulting in preparing the Record of Survey and setting ROW monuments in the field upon completion of the project.

3.2 Temporary Easements

Temporary easements will be shown on plans as an offset to the existing right-of-way lines as needed.

Products and Deliverables

- Legal descriptions
- Legal description sketches
- Closure reports
- ITD form 0130
- Right of Way Plans
- ITD form 0131

Assumptions

- Consultant will receive all necessary CADD files and word documents from Rim Rock consulting in working order and useable format
- Rim Rock Consulting will contract directly with the city of Lewiston
- Rim Rock Consulting will be the surveyor of record and will stamp all legal descriptions, plans, record of survey and any other required plats
- Legal descriptions will be revised from preliminary design
- Temporary easements and right of way acquisitions will be coordinated and secured from property owners by others and not Consultant

4. PS&E

Phase II: Consultant will perform a thorough review of all sheets, estimate, specifications (final PS&E package) and make corrections to the construction package as needed. The final plan set contains 101 sheets. Plan sheet modifications will entail updating all sheets and model affected by the alignment shift at the 11th Ave. Intersection. Modifications will also entail updating plans to include development and improvements that have occurred within the project limits and updating sheets with current ITD callouts, standards and specifications.

4.1 Final Design Submittal

Consultant will perform an in house final review and prepare PS&E for one LHTAC review. The 90% design submittal will include a complete set of plans and specifications to be prepared in their finished condition.

4.1.1 Final Design Sheets

Consultant shall provide design sheets in the same order and number of sheets (101) as the current plan set from the previous agreement. However, it is anticipated that six (6) additional structural sheets and details will be added for the proposed retaining wall adjacent to the existing building on the west side of the 11th Ave. intersection.

Products and Deliverables

- 90% Design Cost Estimate
- 90% Design Plan Set (101 original sheets + 6 structural plan sheets=107 sheets)
- 90% Project Specifications
- PDF's of all deliverables

Assumptions

- Consultant will update ITD pay items to current list
- Consultant will add LHTAC specifications as required
- No additional revisions are required to vertical and horizontal alignments, except for the alignment shift approved in Phase I that will affect the horizontal and vertical alignments on the main line and 11th Ave., and only minor design revisions will be required to accommodate new developments
- ITD 2023 Standard Specifications for Highway Construction will be used

4.2 Final Design Review Meeting

LHTAC will review the plan set and provide comments to the Consultant. The Consultant shall compile comments into a planset PDF and send a draft to LHTAC prior to the review meeting. The Consultant will attend the review meeting via phone or in person if schedules allow to discuss comments.

Products and Deliverables

- Review meeting notes and agenda

- Maintain comments in Bluebeam review session

Assumptions

- Two Horrocks representatives will be available for this meeting in TEAMS
- LHTAC will complete a review within two weeks of receiving the 90% submittal

4.3 Final Bid Set

Consultant will prepare the final plan, specifications, and estimate for the bidding process.

Products and Deliverables

- 100% Design Cost Estimate (PDF & native AASHTOWare file type)
- 100% Design Plan Set (101 sheets)
- 100% Project Specifications (Word document and PDF)
- PDF's of all deliverables
- Contract Time Determination
- Draft SWPPP (LHTAC Template) (word document)
- PS&E Checklist
- RE File

Assumptions

- Project will be bid in the spring of 2025
- Consultant role during bidding will be to answer questions during bidding process

5. ENVIRONMENTAL

Consultant will complete and submit an environmental re-evaluation (ITD 0674 form). This project was previously approved under Key Number 09029.

Assumptions

- No alterations to the previously reviewed APE and no additional Section 106 survey required
- No formal Section 7 consultation with USFWS will be required (No Biological Assessment/Biological Opinion or formal Section 7 consultation with USFWS is required.)
- No additional wetland delineation will be required or further USACE coordination. A 404 permit has been issued.
- Significant effort has taken place on the environmental assessment for this project. The assumption in this scope of work is that a re-evaluation and minor coordination is all that is required to bid and construct this project
- No in-person public meetings will be required
- 6(f) and any other environmental studies will not be required at this time

6. STRUCTURAL

Consultant will complete a structural design and detail of a proposed retaining wall adjacent to the existing metal building west of the 11th Ave. intersection. Design will be based on the concrete wall and pedestrian railing as approved by the city in the Phase I analysis. The retaining wall will have a concrete footing and the face of the wall will be in line with the curb and gutter at both ends of the proposed wall.

6.1 Final/PS&E Structure Design

Following review and approval of the Wall Situation and Layout plans, Consultant will prepare the design calculations, plans, special provisions, and estimate of probable cost. The completed packages will be submitted to LHTAC in accordance with the Final Design submittal.

Design calculations will be prepared on 8½"x11" sheets and will be numbered and indexed. Plans will be prepared in accordance with the guidelines of the ITD LRFD Bridge Design Manual. Plans will include 100% details for all components of the wall and parapet.

The design calculations, specifications, estimate, and plans will be completed and checked. The calculations will be sealed and signed by the Engineer for the PS&E submittal.

The anticipated sheets for the Retaining Wall are:

Table 2. Retaining Wall Sheet Count	
Sheet Title	No. of Sheets
Plan & Profile	1
Wall Details	1
Metal Reinforcement	1
Total Anticipated Sheets	3

Assumptions

- Cost estimates will be based on historical information of unit pricing for similar structures.

- Bearing resistance of 1500 psf for ML soil will be assumed for all limit states per direction of LHTAC.
- Design will be produced in English units in accordance with AASHTO LRFD Bridge Design Specifications and ITD Bridge Design Manual.
- One (1) meeting will be held with LHTAC to review the Final Structure Design.
- Two (2) week LHTAC review period.
- Plans will be produced using ITD ORD standards on 11x17 sheets.

Final Design Work Products

- Wall Plans
- Wall Special Provisions
- Cost Estimate (PDF & native AASHTOWare file type)
- Quantity Calculations
- Check Set of Quantity Calculations
- Stamped Design Calculations
- Stamped Check Calculations

PS&E Work Products

- Stamped Wall Plans (11x17 pdf)
- Wall Special Provisions
- Cost Estimate (Estimator file, pdf)

7. BID SUPPORT

Consultant will answer questions during the bid process and provide written responses to LHTAC. Additional effort associated with providing support during the bidding process is not included in this scope of work. If needed, Horrocks Engineers is available to provide services during bidding under a future supplemental agreement.

8. CONSTRUCTION SUPPORT (NOT INCLUDED)

Effort associated with providing support during the construction process is not included in this scope of work, if needed, Horrocks Engineers is available to provide services during construction under a future supplemental agreement.

ATTACHMENT "B-1"
Projected Labor Hours and Costs Worksheet



Project 13443
Snake River Ave, Lewiston, ID, Supplemental II - Phase II - Update PS&E and Environmental Re-evaluation

A. LABOR COSTS

		Man Hours				Total Raw Labor Cost
1	Project Manager Dean Barker, P.E., Horrocks	86	@	\$88.94	=	\$ 7,648.84
2	Senior Principal Eng. Heidi Carter, P.E., Horrocks	15	@	\$110.01	=	\$ 1,650.15
3	Sr. Design Technician Kyle Amzen	120	@	\$53.80	=	\$ 6,456.00
4	Env. Specialist VI Judy Imlay, Horrocks	25	@	\$59.63	=	\$ 1,490.75
5	Sr. Principal Eng. III Kelly Hoopes, P.E., Horrocks	3	@	\$110.01	=	\$ 330.03
6	E.I.T. Michael Stone, (Blended) Horrocks	228	@	\$42.31	=	\$ 9,625.53
7	Associate Engineer Kirk Kauer, P.E.	138	@	\$47.97	=	\$ 6,619.86
8	Principal Eng. III Adam Drinkwalter, P.E.	21	@	\$78.83	=	\$ 1,655.43
9	Engineer II Nick Saras, P.E.	75	@	\$50.49	=	\$ 3,786.75
10	Camron Sobotka Transportation Design Tech. III	48	@	\$53.42	=	\$ 2,564.16
11	Clerical Ashley Lohrengel, Horrocks	12	@	\$22.95	=	\$ 275.40
12	Brian Lish Licensed Surveyor Horrocks	29	@	\$58.85	=	\$ 1,706.65
13	Austin Ishino Licensed Land Surveyor Horrocks	9	@	\$48.47	=	\$ 436.23
14	Ken Lohstroh Surveyor/ROW Technician III Horrocks	12	@	\$39.51	=	\$ 474.12
TOTAL RAW LABOR COST						= \$ 44,719.90

B. OVERHEAD

HORROCKS	\$	Total Raw Labor Cost	44,719.90	X	OVERHEAD MULT 1.6996	=	\$ 76,005.93
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C. FIXED FEE

\$	Total Raw Labor & Overhead	120,725.83	X	FIXED FEE 11.50%	=	\$13,883.47
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D. FCCM

\$	Total Raw Labor Cost	44,719.90	X	Approved FCCM Rate 0.22%	=	\$98.38
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E. SALARY ESCALATION

\$	Total Raw Labor & Overhead	120,725.83	X	0.0% for 6 months 0.00%	=	\$0.00
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F. OUT-OF-POCKET EXPENSE SUMMARY

		Estimated Quantity		Unit Cost		Estimated Expense Horrocks
1	Mileage	572	@	\$ 0.670	=	\$ 383.24
2	Meals per diem	2	@	\$ 44.250	=	\$ 88.50
3	Lodging per diem	2	@	\$ 115.560	=	\$ 231.12
TOTAL REIMBURSABLE EXPENSES						= \$ 702.86

G. SUBCONSULTANTS

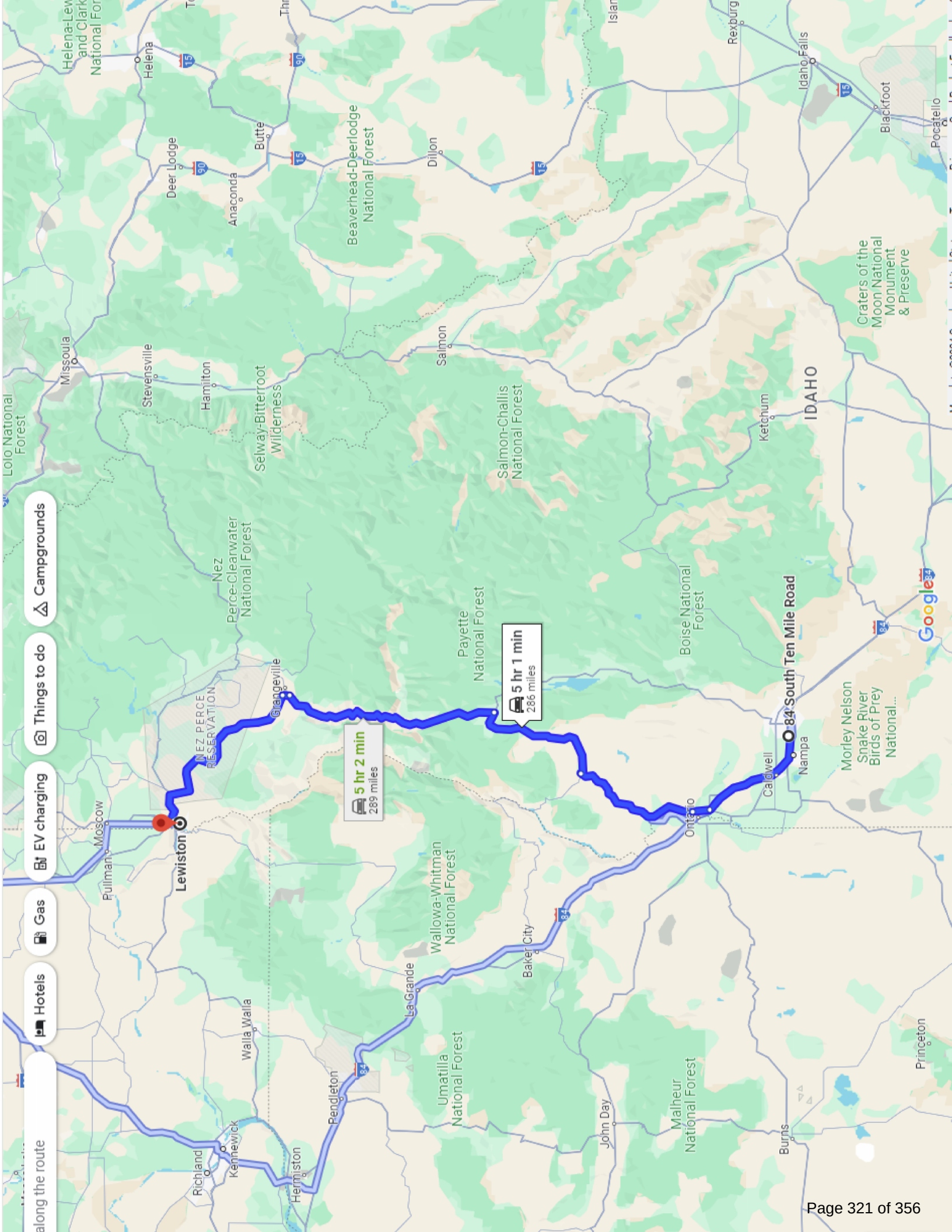
		Fee
1	0	\$ -
2	0	\$ -
TOTAL SUBCONSULTANT FEES		= \$ -

TOTAL (A thru G)	=	\$135,410.54
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ATTACHMENT "B-2"																					
LABOR HOUR AND COST BREAKDOWN																					
Snake River Ave, Lewiston, ID, Supplemental II - Phase II - Udpate PS&E and Environmental Re-evaluation																					
Task	Description	Salary Rate	Project Manager Dean Barker, P.E., Horrocks	Senior Principal Eng. Heidi Carter, P.E., Horrocks	Sr. Design Technician Kyle Arnzen	Env. Specialist VI Judy Imlay, Horrocks	Sr. Principal Eng.III Kelly Hoopes, P.E., Horrocks	E.I.T. Michael Stone, (Blended) Horrocks	Associate Engineer Kirk Kauer, P.E.	Principal Eng. III Adam Drinkwalter, P.E.	Engineer II Nick Saras, P.E.	Camron Sobotka Transportation Design Tech. III	Clerical Ashley Lohrengel, Horrocks	Brian Lish Licensed Surveyor Horrocks	Austin Ishino Licensed Land Surveyor Horrocks	Ken Lohstroh Surveyor/ROW Technician III Horrocks	Total Hours	Labor Cost Horrocks	Overhead & Profit Horrocks	Total Fee Horrocks	Assumptions
			\$88.94	\$110.01	\$53.80	\$59.63	\$110.01	\$42.31	\$47.97	\$78.83	\$50.49	\$53.42	\$22.95	\$58.85	\$48.47	\$39.51			169.96%		
1. Administration																					
1.1 Project Invoices		4											5				9				Assume (4) project invoices
1.2 Project Schedule		8															8				
1.3 Project Team Meetings																	0				
Phase II-Final PS&E		4	1	2	1	1	0	2	1				1	1	1		15				(2) meetings via phone @ 1.0 hours & internal meetings; includes meeting notes
SUBTOTAL		16	1	2	1	1	0	2	1	0	0	6	1	1	0		32	\$2,230	\$3,790	\$6,020	
2. Project Coordination																					
2.1 Coordination with Franchise Utilities		2							15								17				email/phone coordination to obtain Project Waivers
SUBTOTAL		2	0	0	0	0	0		15	0	0	0	0	0	0	0	17	\$897	\$1,525	\$2,423	
3. Survey and Mapping																					
3.1 ROW Plans and Legal Descriptions								60						16	8		84				Does not include appraisal staking. Assumes no additional field work or bdry resolution
3.1.1 Record of Survey								40						12		12	64				Includes revisions from Rimrock
3.2 Temporary Easements									0								0				Show on plans
SUBTOTAL		0	0	0	0	0	100		0	0	0	0	0	28	8	12	148	\$6,741	\$11,456	\$18,197	
4. Final Engineering Design and Production																					
4.1 90% Design Submittal																	0				
• Thorough internal Review		24		16					16								56				
SUBTOTAL		24	0	16	0	0	0	16	0	0	0	0	0	0	0	0	56	\$3,763	\$6,395	\$10,158	
4.2 Final Design Submittal																	0				
4.2.1 Final Design Sheets to be produced (101)																	0				
Title Sheet (1)				1													1				
Standard Drawing List (2)																	0				Not Included (delete these sheets)
Project Control/Key Plan (1)				2				0.5									2.5				
Typical Sections (4)		1		2				6									9				
Roadway Summary (2)		1		1				8									10				
Sewer Pipe Summary (2)				1				8									9				
Pipe Underdrain Summary (1)									2								2				
Roadway Plan and Profile Sheets (18)		8		70				6	6								90				
Roadway Detail Sheet (3)		1		3				1									5				
Temporary Construction Plan Sheet (2)		1	4					2	2								9				
SWPPP Plan Sheet (9)		2							12								14				
Drainage Plan and Profile Sheets (18)		4				2			34								40				
Drainage Detail Sheet (2)									4								4				
Traffic Signal Plan (1)				1				2									3				
Signing Erection Specifications (1)				1				1									2				
Signing and Pav Marking Plans (9)		2		2				12									16				
Sign Detail Sheet (1)		1		1				2									4				
Temporary Traffic Control Plan Sheets (13)		1	4					16									21				
Utility Plans (9)				1					15								16				
• Cost Estimate				0				12	12								24				
• Specifications		6		0				16									22				
4.3 Final Design Review Meeting		3	2										0				5				Includes meeting notes and PDF comments, Allow for 1 LHTAC review
4.4 Final Bid Set																	0				
• Plans		6		6				16	2				6				36				
• Cost Estimate		1	1	0				6	6								14				Update existing estimate with current unit prices
• Specifications		1	2	2				6	3								14				Update with LHTAC specifications
• Draft SWPPP, PS&E checklist		1						5	5								11				
SUBTOTAL		40	13	94	0	2	125.5	103		0	0	0	6	0	0	0	383.5	\$20,653	\$35,103	\$55,756	
5. Environmental Re-evaluation																					
5.1 Re-evaluation		1	1		24																
SUBTOTAL		1	1	0	24	0	0	0	0	0	0	0	0	0	0	0	26	\$1,630	\$2,770	\$4,401	
6. Structural																					
6.1 Retaining Wall Design and Details										20	75	48					143				
SUBTOTAL		0	0	0	0	0	0	0	0	20	75	48	0	0	0	0	143	\$7,928	\$13,474	\$21,401	
7. Bid Support																					
7.1 Answer contractor questions during bid		3		8				2	2								15				
SUBTOTAL		3	0	8	0	0		2	2	0	0	0	0	0	0	0	15	\$878	\$1,492	\$2,370	
TOTAL		86	15	120	25	3	227.5	138		21	75	48	12	29	9	12	820.5	\$44,720	\$76,006	\$120,726	
		Project Manager Dean Barker, P.E., Horrocks	Senior Eng. Heidi Carter, P.E., Horrocks	Sr. Design Technician Kyle Arnzen	Env. Specialist VI Judy Imlay, Horrocks	Sr. Principal Eng.III Kelly Hoopes, P.E., Horrocks	E.I.T. Michael Stone, (Blended) Horrocks	Associate Engineer Kirk Kauer, P.E.	Principal Eng. III Adam Drinkwalter, P.E.	Engineer II Nick Saras, P.E.	Camron Sobotka Transportation Design Tech. III	Clerical Ashley Lohrengel, Horrocks	Brian Lish Licensed Surveyor Horrocks	Austin Ishino Licensed Land Surveyor Horrocks	Ken Lohstroh Surveyor/ROW Technician III Horrocks		Total Hours	Labor Cost Horrocks	Overhead Horrocks	Labor and Overhead Horrocks	Assumptions
TOTAL LABOR HOURS		86	15	120	25	3	227.5	138		21	75	48	12	29	9	12	820.5				
TOTAL LABOR COST		\$7,649	\$1,650	\$6,456	\$1,491	\$330	\$9,626	\$6,620	\$1,655	\$3,787	\$2,564	\$275	\$1,707	\$436	\$474		---	\$44,720	\$76,006	\$120,726	

Note: See scope of work for assumptions.

	1 LS		
	1 LS		\$0.00
	1 LS		\$0.00
Mileage	572 miles	\$0.67	\$383.24 (1 Trips to Lewiston - 2 reps)
Meals per diem	2 days	\$44.25	\$88.50 (meals for 2 reps during trip)
Lodging per diem	2 days	\$115.56	\$231.12 (1 nights for 2 reps)
Total Reimbursable Expenses			\$703
TOTAL		\$121,429	



Campgrounds

Things to do

EV charging

Gas

Hotels

along the route



CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE SECOND CHANGE ORDER - WW052 WWTP WATERLINE EXTENSION	AGENDA NO. VI. F. AGENDA DATE: December 9, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The City Council approved, and the Mayor executed an agreement in the amount of \$750,480.60 with Crea Construction, Inc. on July 22, 2024 to construct approximately 2,800 lineal feet of water main between the intersection of 12th Street North and 7th Ave North to the West side of the City of Lewiston's Wastewater Treatment Plant (WWTP). Work includes installation of 8" and 10" water mains, ties to existing water mains, new fire hydrants, two backflow prevention devices providing premises isolation for the WWTP and related surface restoration. This project was contracted with Keller Associates, Inc to design and construction management and inspection for this project. The first change order to the construction agreement with Crea Construction, Inc. was to replace a badly deteriorated 12" CMP stormwater pipe that was crossed by the water line installation. It was for \$5,500 paid for by the Stormwater Enterprise Fund. Change Order 02 has been negotiated with the Contractor. Change Order 02 is broken up into three categories. First, is to install an additional 6" of base rock under the repaved section of 7th Ave North. After asphalt was removed it was discovered the existing road section did not have adequate existing base to ensure a long-lived paved road. This was for \$28,500. Second, 3 large diameter unknown pipes encountered East of the WWTP main gate for \$9,386. These pipes appear to be abandoned infrastructure from the Twin City Foods pump station and land application system. Third, is costs related to relocation and reconfiguration of the tie-in locations at the West end of the project. The existing 6" line was located in a different location than it had been mapped for design in addition to being extraordinary deep at 14.5 ft. These costs total \$36,303.94. This total of Change Order 02 is \$74,189.94. The project has been successfully completed and paved. A final Change Order is expected to adjust the payment for actual quantities, changes to the East tie-in, a second Stormwater repair, and The Port of Lewiston's access road used during the project. These negotiations are still ongoing.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) The project is funded by the Wastewater Enterprise fund except for the \$5,500 Stormwater	

Enterprise fund portion. The total costs of the project, including this \$74,189.94 change order, will bring the total project cost to \$830,170.54 which will be paid by the Wastewater Enterprise fund.

ACTION PROPOSED

Staff recommends City Council to approve and the Mayor to sign Change Order 02 for \$74,189.94 with Crea Construction, Inc. on the Lewiston Wastewater Treatment Plant Waterline Extension (WW052).

CHANGE ORDER NO.: 2

Owner:	<u>City of Lewiston</u>	Owner's Project No.:	<u> </u>
Engineer:	<u>Keller Associates Inc.</u>	Engineer's Project No.:	<u>220002</u>
Contractor:	<u>Crea Construction</u>	Contractor's Project No.:	<u> </u>
Project:	<u>Lewiston Wastewater Treatment Plant Waterline Extension</u>		
Contract Name:	<u>Lewiston Wastewater Treatment Plant Waterline Extension</u>		
Date Issued:	<u>October 24, 2024</u>	Effective Date of Change Order:	<u>October 24, 2024</u>

The Contract is modified as follows upon execution of this Change Order:

Description:

Road Base Material:

The Alternate Bid Schedule that was awarded to the Contractor included full width surface restoration from STA 21+85 to STA 34+30 along 7th Avenue North. The pay item for this only included removal of existing asphalt, soft spot repair (if needed), and new pavement at existing grades. After removing the existing asphalt layer, it was discovered that there was little to no base material and it is recommended that new base material be installed before paving. The Owner has indicated they would like to proceed with this change and elected to go with Alternative 1B pricing provided on the attached documentation which included placing approximately 6" of new base material on top of native material. The resulting change is a net increase of \$28,500.

Unknown Pipes Time Delay:

The Contractor unexpectedly encountered three unknown utility lines from Sta 21+60 to Sta 21+80. These three utility lines were running north to south across the water main trench at depths ranging from 3'-4' to the top of pipes. The contractor had to dip the new water main beneath these lines while maintaining a vertical separation of at least 18", resulting in a new water main depth of approximately 9'. The obstacles delayed the contractors production by two days. Monetary compensation was asked for rather than contract extensions and includes consideration for use of two excavators, a vacuum truck, and a dump truck. The resulting change is a net increase of \$9,386.

West Tie-in Relocations:

The plans called for three tie-ins to the new water main on the west end of this project. A tie-in with the existing 6" waterline at Sta 10+20, a tie-in with a RBPA at Sta 12+20, and a hydrant tie-in at Sta 14+20. The Contractor began the process of these tie-ins by excavating at the RBPA tie-in to locate the existing 6" line. After a 17' deep hole in the planned location it was determined the waterline was not as shown on the plans and as previously located. The Contractor then dug a second pit at the hydrant tie-in and found a depth of 10' to the existing 6" water main in this location. The contractor then requested that the Owner perform a hot trace directly on the pipe to better locate this line. Locating efforts located the line on the north side of our line rather than the south as initially planned. A third pit was dug to the north and the line was located at a depth of 14.5' in groundwater.

It was then decided in coordination between the Contractor, Engineer, and Owner that it would be a better plan to relocate all of these tie in's to the location of the hydrant tie in at Sta 14+00 to Sta

14+20. This change encompasses monetary compensation for unexpected equipment use, time delays, and material costs associated with relocating existing tee's to the new tie in locations, exploratory test holes and additional time and expense with performing these tie-ins in the new locations and at depths exceeding the planned 5' depth. The resulting change is a net increase of \$36,303.94.

Attachments:

Attachment #1 – Pricing Request

Attachment #2 – Contractor Quote & City Approval

Attachment #3 - Pipes Time Delay Invoice

Attachment #4 - West Tie in Relocations Invoice

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 750,480.60	Original Contract Times: Substantial Completion: 90 Days Ready for final payment: 120 Days
Unchanged from previously approved Change Orders No. ___ to No. _: \$ 5,500	Unchanged from previously approved Change Orders No. ___ to No. _: Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 755,980.60	Contract Times prior to this Change Order: Substantial Completion: 90 Days Ready for final payment: 120 Days
Increase this Change Order: \$ 74,189.94	Unchanged this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: \$ 830,170.54	Contract Times with all approved Change Orders: Substantial Completion: 90 Days Ready for final payment: 120 Days

Recommended by Engineer (if required)
By: Stillman Norton Stillman Norton
Title: Project Manager
Date: Thursday, October 24, 2024

Accepted by Contractor
Karl Lea
PRESIDENT
11-21-24

Authorized by Owner
By: _____
Title: _____
Date: _____

Owner:	City of Lewiston	Proposal Request No.:	001
Project Name:	Lewiston WWTP Waterline Ext.	Project No.:	220002-001
Contractor:	Crea Construction	Issued By:	Stillman Norton
Attention:	Karl Crea / Hank Weaver	Date Issued:	9/27/2024

Please submit an itemized proposal for changes to the Contract Sum and/or Contract Time for proposed modifications to the Contract Documents described herein. Please submit the proposal by the date listed below. Do not perform the work until authorized.

Purpose: After the Contractor removed existing asphalt along 7th Avenue, the Contractor discovered that there was little to no base material present under the roadway. The contract documents only required new base material in the pipeline trenching section and in all other areas only soft spot repair was included. The Owner has requested that the Contractor provide pricing to remove and replace unsuitable base material before repaving 7th Avenue. Keller Associates has coordinated with Shawn Turpin, formerly of Allwest, who performed the geotechnical investigation. Shawn recommends that at least 6" to 8" of suitable base rock should be provided prior to paving.

Description of Work: Provide pricing for each of the alternatives below to install and compact crushed ¾" minus aggregate base in accordance with City of Lewiston and ISPMC requirements prior to asphalt paving on 7th Avenue.

Alt #1a – Contractor to remove 6" of existing base material and replace with 6" of suitable base material and regrade the road as close as possible to existing elevations prior to repaving.

Alt #1b – Contractor would not remove existing material and would place 6" of suitable base material upon existing base and repave with a road surface that is elevated approximately 6" over the previous roadway. Grades would need to be transitioned on either end to match existing.

Alt #2a – Contractor would remove 8" of existing base material and replace with 8" of suitable base material and regrade the road as close as possible to existing elevations prior to repaving.

Alt #2b – Contractor would not remove existing material and would place 8" of suitable base material upon existing base and repave with a road surface that is elevated approximately 8" over the previous roadway. Grades would need to be transitioned on either end to match existing.

Attachments: N/A

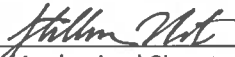
Respond by date: 10/04/2024

Keller Associates, Inc.

Engineer

733 5th St, Suite A

Clarkston, WA 99403
(Address)


By (Authorized Signature)

Stillman Norton
(Printed Name)

9/27/2024
Date

Jake Gordon

From: Hank Weaver <hank@creaconstruction.net>
Sent: Friday, October 11, 2024 8:58 AM
To: Jake Gordon; Karl Crea
Cc: Stillman Norton; jfkaufman@gmail.com
Subject: Re: Lewiston WWTP Waterline Ext. Base Material PR

Sounds good, thank you.

Sent via the Samsung Galaxy S22 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)

From: Jake Gordon <jgordon@Kellerassociates.com>
Sent: Thursday, October 10, 2024 5:51:33 PM
To: Hank Weaver <hank@creaconstruction.net>; Karl Crea <karl@creaconstruction.net>
Cc: Stillman Norton <stillman@Kellerassociates.com>; jfkaufman@gmail.com <JoeKaufman@CityofLewiston.org>
Subject: Fw: Lewiston WWTP Waterline Ext. Base Material PR

Hank/Karl,

See Joe's email below for the cities direction and choice in base rock, Stillman and I will work together to get a change order and our paperwork started and circulated for everyone's signatures.

Thanks,

JAKE GORDON
Project Engineer, EI
Keller Associates, Inc.
DIRECT [509-295-9638](tel:509-295-9638) | OFFICE [509-295-6095](tel:509-295-6095) | CELL [360-580-2197](tel:360-580-2197)

From: Joe Kaufman <joekaufman@cityoflewiston.org>
Sent: Thursday, October 10, 2024 5:21 PM
To: Jake Gordon <jgordon@Kellerassociates.com>
Cc: Kris Dugger <kdugger@cityoflewiston.org>
Subject: Fwd: Lewiston WWTP Waterline Ext. Base Material PR

Jake,

I would like to have you proceed with option 1B, placing the new 6 inches of base rock over the existing material.

Thanks,

-Joe

----- Forwarded message -----

From: Nate Smith <nsmith@cityoflewiston.org>
Date: Thu, Oct 10, 2024 at 11:24 AM

Subject: Re: Lewiston WWTP Waterline Ext. Base Material PR
To: Joe Kaufman <joekaufman@cityoflewiston.org>

I do not have a preference. I will let you make that call.

On Thu, Oct 10, 2024 at 9:54 AM Joe Kaufman <joekaufman@cityoflewiston.org> wrote:

Nate,
We received the price proposal from Crea on base for the road. This assumes we are building back an 18 ft wide paved road. I have included the price request that was sent to Crea for reference. Looking at the alternatives below I think all would give us a good road but I don't know if its worth the cost to excavate out the existing material. I don't see much downside to the road surface coming up 6 to 8 inches through most the road. It should even help improve drainage a bit. Do you have any thoughts or preferences? I would like to get Crea back our choice this week if we can.

Here is the summary table of the costs:

Alt #	Excavation	Agg Base	Total	
1A	\$11,000.00	\$23,500.00	\$34,500.00	-excavate 6" existing material & place 6" base rock
1B	\$5,000.00	\$23,500.00	\$28,500.00	-place 6" base rock over existing material
2A	\$13,750.00	\$30,150.00	\$43,900.00	-excavate 8" existing material & place 8" base rock
2B	\$6,000.00	\$30,150.00	\$36,150.00	-place 8" base rock over existing material

Thanks,

-Joe

----- Forwarded message -----
From: **Karl Crea** <karl@creaconstruction.net>
Date: Wed, Oct 9, 2024 at 3:19 PM
Subject: RE: Lewiston WWTP Waterline Ext. Base Material PR
To: Jake Gordon <jgordon@kellerassociates.com>, Hank Weaver <hank@creaconstruction.net>
Cc: Stillman Norton <stillman@kellerassociates.com>, Joe Kaufman <joekaufman@cityoflewiston.org>, Pam Donaldson <pam@creaconstruction.net>

Jake,

Please find within our proposal for improving the access road as you requested. For this proposal, I used your length listed previously. However, you instructed us to match existing edge of pavement as shown on the plans. The existing pavement varies in width from 14 to 24-ft, with a large portion in the 16.5-19 range. Constructing a new road with varying widths didn't make a lot of sense to me. Aside from the transition at each end, the main portion of the road will have a paved width of 18-ft in this proposal. That width will result in a final paved area right around 2,500 sy.

Prices for four proposals matching your earlier descriptions are listed below.

<u>Alt #</u>	<u>Excavation</u>	<u>Agg Base</u>	<u>Total</u>
1A	\$11,000.00	\$23,500.00	\$34,500.00
1B	\$5,000.00	\$23,500.00	\$28,500.00
2A	\$13,750.00	\$30,150.00	\$43,900.00
2B	\$6,000.00	\$30,150.00	\$36,150.00

Let us know what you want to do and we will get this work scheduled.

Thanks,

Karl Crea
Manager

Crea Construction, Inc.

Office (208)746-3072

Fax (208)746-2091

Cell (208)791-2037

From: Jake Gordon <jgordon@Kellerassociates.com>

Sent: Tuesday, October 1, 2024 7:42 AM

To: Karl Crea <karl@creaconstruction.net>; Hank Weaver <hank@creaconstruction.net>

Cc: Stillman Norton <stillman@Kellerassociates.com>; Joe Kaufman <joekaufman@cityoflewiston.org>

Subject: RE: Lewiston WWTP Waterline Ext. Base Material PR

Karl/Hank,

To summarize the conversation Hank and I just had on the base material pricing request,

Width – this should match the existing EP denoted in the project plans for length of Alternative #1 as denoted in the plans.

Length – Alternative #1 in the plans runs from STA 21+85 to STA 34+30

Cross Slope – It has been my understanding that nothing fancy is desired here a standard 2% slope with a crowned center is what the city would like to proceed with.

Side Slopes – No need to do too much to the ditch lines, your crew has been cleaning and maintaining them as they go along which is all that's needed to keep them in their existing previous condition.

(Stillman/Joe, Interject if there is any need to deviate from the above advice given here)

On the topic of that change order, it's processing internally and awaiting finalization and city approval. We have received verbal confirmation that your submitted proposal will be approved, were just finalizing it in writing and we hope to have that wrapped up fairly quickly.

Hope this answers your questions and helps a bit, let me know if there's any other questions or things I can help with,

Thanks,

JAKE GORDON

Project Engineer, EI

Keller Associates, Inc.

DIRECT 509-295-9638 | OFFICE 509-295-6095 | CELL 360-580-2197

From: Karl Crea <karl@creaconstruction.net>

Sent: Tuesday, October 1, 2024 7:08 AM

To: Jake Gordon <jgordon@Kellerassociates.com>; Hank Weaver <hank@creaconstruction.net>

Cc: Stillman Norton <stillman@Kellerassociates.com>; Joe Kaufman <joekaufman@cityoflewiston.org>

Subject: RE: Lewiston WWTP Waterline Ext. Base Material PR

Jake,

Please provide a roadway cross-section showing the desired width, cross-slopes, side slopes, etc. When you get us that information, we can get you some prices.

We also submitted a price to replace a 12-in storm drain several weeks ago and haven't seen a response. Please respond regarding its status.

We are ready to proceed with all of this work, please let us know your intentions as soon as possible.

Thanks,

Karl Crea

Manager

Crea Construction, Inc.

Office (208)746-3072

Fax (208)746-2091

Cell (208)791-2037

From: Jake Gordon <jgordon@Kellerassociates.com>

Sent: Monday, September 30, 2024 7:56 AM

To: Karl Crea <karl@creaconstruction.net>; Hank Weaver <hank@creaconstruction.net>

Cc: Stillman Norton <stillman@Kellerassociates.com>

Subject: Lewiston WWTP Waterline Ext. Base Material PR

Hank/Karl,

After consulting with Allwest and Shawn Turpin we have arrived at the decision that either 6" or 8" of additional base material should be brought in to create an adequate paving surface on 7th Ave. (See the attached pricing request with a few scenarios to how this could play out). Please respond with the prices for each scenario (try to provide a breakdown as best you can) and we'll get this passed along to the city for their final decision on what scenario we need to proceed with.

Thanks,



JAKE GORDON, EI
Project Engineer

DIRECT 509-295-9638 | OFFICE 509-295-6095 | CELL 360-580-2197
733 5th Street, Suite A, Clarkston, WA 99403
kellerassociates.com

--

Joe Kaufman, PE

Engineering Project Supervisor: Stormwater – Wastewater
City of Lewiston

T 208.746.1316 x 8050
C 208.790.8800

--

Joe Kaufman, PE

Engineering Project Supervisor: Stormwater – Wastewater
City of Lewiston

T 208.746.1316 x 8050
C 208.790.8800

[City of Lewiston]

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Covers through our
tie ins on the west end.

W-2, W-W, W-15

INVOICE

Crea Construction, Inc.

P.O. Box 833

Lewiston, ID 83501

Phone 208-746-3072

Invoice#

10/7/2024

Project Name: WWTP Waterline Extension.

Description of Work:

* Encountered three unknown pipes at gate. We had to lower the water line underneath the pipes. These obstacles delayed our production by two days.

labor Hours	Description	Hours Worked	Hourly Rate	Total Amount
Labor Hours		120.0	\$48.00	\$5,760.00
Equipment				
Hitachi 180 Excavator		8.0	\$152.00	\$1,216.00
35 G Mini Excavator		4.0	\$120.00	\$480.00
Vacuum Truck		5.0	\$170.00	\$850.00
KW Dump Truck		8.0	\$135.00	\$1,080.00
Labor & /Equipment Total:				\$ 9,386.00

INVOICE

Crea Construction, Inc.

P.O. Box 833

Lewiston, ID 83501

Phone 208-746-3072

Invoice#

10/15/2024

Project Name: WWTP Waterline Extension.

	Hours Worked	Hourly Rate	Total Amount
Labor	198.0	\$ 48.00	\$ 9,504.00
Description			
180 Hitachi Excavator	50.5	\$152.00	\$7,676.00
JD 35G	20.0	\$120.00	\$2,400.00
KW Dumptruck	5.0	\$135.00	\$675.00
Vacuum Truck	7.0	\$170.00	\$1,190.00
Trench Roller	8.0	\$87.00	\$696.00
Dynapac Peanut Roller	7.5	\$110.00	\$825.00
950 Loader	8.0	\$152.00	\$1,216.00
Bobcat Skidsteer	3.0	\$120.00	\$360.00
Air Compressor	2.0	\$30.00	\$60.00
313 Cat Excavator	3.0	\$142.00	\$426.00
Total:			\$ 25,028.00
Material listed below	Trench Box Rental is Pending	QTY	Cost
8" C900 (Cost Per ft)		20.0	\$18.31
Grip Rings		13.0	\$92.80
8" Long Sleeves		4.0	\$192.69
Total:			\$2,343.36
3/4" Rock (price per ton includes tax)		554.0	\$9.12
Truck Delivery charge for 3/4 Rock per ton		554.0	\$6.75
Total			\$8,791.98

Equipment	\$25,028.00
Material Subtotal:	\$2,343.36
Material Sales Tax	\$140.60
3/4" Rock and Delivery	\$8,791.98
Total Invoice Amount:	\$36,303.94

Summary

Contract work is not included in these hours.

* 10/02-10/03/24 Excavate 17' deep to attempt to locate 6" existing water main.

*10/07-10/08/2024- Existing water shown on plans south of new line was actually north of new line . The line was located 15' deep to top of pipe.

*10/09-10/10/2024 Located the new water line and exposed the two 8x6 tees previously installed. Those tees will be relocated inside the treatment plant fence to locations where the tie-in point won't be 14-ft deep. The tees were removed and replaced with (4ea) 8-in long sleeves. A 20-ft length of 8-in C900 and (13ea) 8-in grip rings were also required. Backfill the affected area.

*10/14-10/15/2024 Re -installed tees previously removed at the new designated tie- in location.

*10/16/-10/17/2024 Backfill all tie-ins below the anticipated depth of 5-ft. Begin excavating the next tie-in location to a depth of 10ft.

10/2/2024-10/3/2024

Labor Hrs	27.5	\$48.00	\$1,320.00
Description			
180 Hitachi Excavat	14.5	\$152.00	\$2,204.00
JD 35 G Mini Excava	4.0	\$120.00	\$480.00
KW Dump Truck	3.0	\$135.00	\$405.00
Vacuum Truck	1.0	\$170.00	\$170.00
Trench Roller	3.0	\$87.00	\$261.00
Peanut Roller	2.0	\$110.00	\$220.00
Total			\$5,060.00

10/09-10/10/2024

Labor Hrs	40.5	\$48.00	\$1,944.00
Description			
180 Hitachi Excavat	8.0	\$152.00	\$1,216.00
Trench Roller	4.0	\$87.00	\$348.00
Peanut Roller	3.5	\$110.00	\$385.00
950 Loader	4.0	\$152.00	\$608.00
Bobcat Skidsteer	3.0	\$120.00	\$360.00
JD 35 G Mini Ex	12.0	\$120.00	\$1,440.00
Air Compressor	2.0	\$30.00	\$60.00
Total			\$6,361.00

10/16/2024-10/17/2024

Labor Hrs	34.5	\$48.00	\$1,656.00
Equipment			
180 Hitachi Excavat	5.0	\$152.00	\$760.00
313 Cat Excavator	3.0	\$142.00	\$426.00
Vacuum Truck	1.0	\$170.00	\$170.00
950 Loader	3.0	\$152.00	\$456.00
			\$0.00
			\$0.00
			\$0.00
Total			\$3,468.00

10/07-10/08/2024

Labor Hrs	33.0	\$48.00	\$1,584.00
Description			
180 Hitachi Excavat	18.0	\$152.00	\$2,736.00
Vacuum Truck	2.5	\$170.00	\$425.00
Trench Roller	1.0	\$87.00	\$87.00
Peanut Roller	2.0	\$110.00	\$220.00
Total			\$5,052.00

10/14-10/15/2024

Labor Hrs	62.5	\$48.00	\$3,000.00
Description			
180 Hitachi Excavat	5.0	\$152.00	\$760.00
JD 35 G Mini Ex	4.0	\$120.00	\$480.00
Vacuum Truck	2.5	\$170.00	\$425.00
KW Dumptruck	2.0	\$135.00	\$270.00
950 Loader	1.0	\$152.00	\$152.00
			\$0.00
			\$0.00
Total			\$5,087.00

LWS WWTP WATER

10-17-24

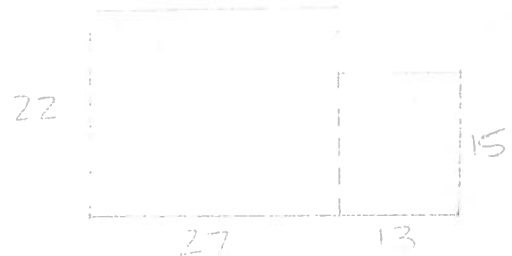
IMPORTED BACKFILL FOR DEEP TIE IN

UPPER FOOTPRINT

DEPTH = 3.5 ft

$$A = 22(27) + 15(13) = 789 \text{ sf}$$

$$V = 3.5(789) \left(\frac{1}{27} \right) = \underline{102.3 \text{ cy}}$$



LOWER FOOTPRINT

DEPTH = 7.5 ft

$$A = 18(27) + 11(13) = 629 \text{ sf}$$

$$V = 7.5(629) \left(\frac{1}{27} \right) = \underline{174.7 \text{ cy}}$$



102.3

174.7

277.0 cy

$$277 \text{ cy} \left(2 \frac{\text{tn}}{\text{cy}} \right) = \underline{554 \text{ tn}}$$

IMPORT BACKFILL QTY IS
554 tn

LWS WWTP WATER

10-17-24

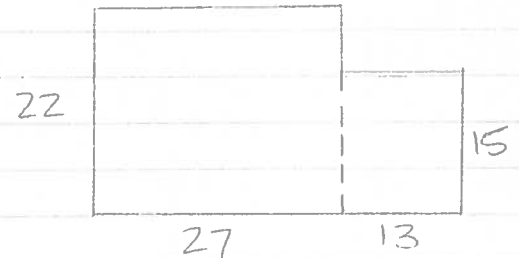
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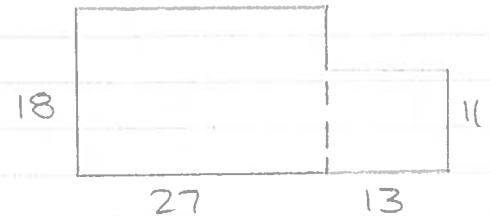


LOWER FOOTPRINT

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102.3
174.7

277.0 cy

$$277 \text{ cy} \left(2 \frac{\text{tn}}{\text{cy}} \right) = \underline{\underline{554 \text{ tn}}}$$

IMPORT BACKFILL QTY IS
554 tn



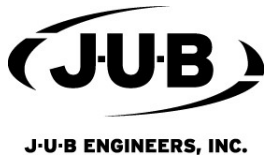
CITY COUNCIL MEETING AGENDA ITEM SUMMARY

ITEM TITLE TASK ORDERS #27 AND #30 FOR WW500 2019-2024 WASTEWATER COLLECTION SYSTEM IMPROVEMENTS	AGENDA NO. VI. G. AGENDA DATE: December 9, 2024
ITEM SUMMARY (Background, Discussion, Key Points, Recommendations, etc.) The Request for Qualifications (RFQ-19-002) for the 2019-2024 Wastewater Collection Systems Improvements was issued in January 2019. Following the RFQ evaluations, J-U-B Engineers, Inc. was selected to move forward with the project. This project addresses the Priority I capital improvements to the Wastewater Collection System, as outlined in the City of Lewiston's Wastewater System Master Plan, which was adopted in July 2018. The master agreement, along with three initial Task Orders, was approved by the City Council on September 9, 2019. Since then, additional task orders have been approved for various projects identified in the Wastewater Master Plan including ongoing annual Pipeline Replacement work referenced in the Plan. In August 2024, the City Council approved Change Order 1 with Titan Technologies, which involved removing Work SRA STA 36+05 to 38+90 and adding Basins 7A, 6A, and 6E. This change resulted in a reduction of approximately \$254,000 and an increase of \$2.1 million to Titan Technologies' contract. As a result of this modification, Task Order #27 with J-U-B Engineers, Inc. has been amended and reduced to \$21,600. Additionally, with the inclusion of the Basin work in Titan Technologies' contract, J-U-B Engineers, Inc. has created Task Order #30 for construction management, with a fee of \$49,900.	
BUDGET IMPACT (Identify any or all impacts this proposed action would have on the City budget and/or personnel resources) • Task Order #27 will be amended, reducing its amount from \$34,300 to \$21,600, resulting in a cost savings of \$12,700. • Task Order #30, for construction management of Basins 7A, 6A, and 6E, is proposed at \$49,900.	

Both task orders will be financed using the Wastewater Collections pipeline replacement funds that were budgeted.

ACTION PROPOSED

Staff recommends that the City Council approve and Mayor to sign and execute Task Order #27 and #30 with J-U-B Engineers, Inc. for WW500 2019-2024 Wastewater Collection System Improvements.



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES
Authorization for Contract Amendment

CLIENT: City of Lewiston

Project Name: 2024 Pipe Burst CEI – SRA, City of Lewiston WW060

J-U-B Project Number: 23-24-012

1. *Amendments.* The following amendments to Task Order No. 27 – Scope of Services, Basis of Fee and Schedule to the project referenced above have been or will be performed by J-U-B ENGINEERS, Inc. (J-U-B). These Amendments are a supplement to the scope of services contained in J-U-B's existing Task Order for Professional Services for this Project, dated 3/26/24. All other TERMS AND CONDITIONS of said Agreement remain in full force and effect.

Scope Change: The proposed change involves the deletion of work on a section of the sewer trunk line in SRA. Specifically, Sheets C203 and C204 are to be removed from the contract scope of work effectively reducing JUB's scope of construction engineering & inspection. Reason for Change: The removal of this section is necessitated by the requirement from the US Army Corps of Engineers to conduct a risk analysis for penetrating the levee system. This analysis is essential for ensuring compliance with regulations and minimizing potential risks to the infrastructure and surrounding environment. City of Lewiston's Preference: Despite the removal of the specified section from the current contract, the City of Lewiston expresses its intention to incorporate the work at a later date, contingent upon the completion of the risk analysis within a feasible timeframe. Impact on Contract: The removal of the specified section of sewer trunk line replacement will result in a reduction of contract days by 10 working days and reduce the required number of inspection hours to 80hrs estimated by JUB. This amendment is to reduce the assumed working days for Task Order 27 to 10 working days and the associated fee estimate for construction management services. JUB's time and materials estimate for Construction Services for Task Order 27 is reduced to \$21,600.00

2. *Verbal Authorization by CLIENT, if Applicable.* J-U-B was verbally authorized by the CLIENT to provide these Amendments by:

<u>Joe Kaufman</u>	<u>11/4/24</u>
<i>Name</i>	<i>Date</i>

3. *Payment for Amendments.* Unless otherwise noted below, J-U-B will provide these Amendments on a time and materials basis, using J-U-B's standard billing rates or, if applicable, the billing rates established in the initial Agreement for Professional Services.

Other Basis for Payment:

4. *Schedule of Services.* Due to the Amendments, the Schedule of Services to be performed under the original Agreement for Professional Services is modified as follows:

Dated this 18 day of November, 2024,

CLIENT

J-U-B ENGINEERS, Inc.

By: _____
Project Representative or Authorized Signatory for
CLIENT

By: Kayla Brown
Project Representative or Authorized Signatory for J-U-B

Print or Type Name and Title

Kayla Brown, LCV Area Manager
Print or Type Name and Title



TASK ORDER NO. 30
Pursuant to the

**MASTER AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF LEWISTON AND J-U-B ENGINEERS, INC.**

This Task Order is made this 19th day of November, 2024, and entered into by and between the City of Lewiston, a municipal corporation of the State of Idaho (hereinafter "Client"), and accepted by J-U-B ENGINEERS, Inc. (hereinafter "Engineers"), pursuant to the mutual promises, covenants and conditions contained in the Master Agreement for Professional Services between the above mentioned parties dated 9th day of September, 2019 (hereinafter "Master Agreement"). The Task Name for this Task Order No. 30 is as follows:

TASK NAME: 2024 Pipe Burst CEI 7A 6A 6E

CLIENT: City of Lewiston

J-U-B MASTER AGREEMENT PROJECT NUMBER: 23-19-016

CLIENT PROJECT NUMBER: WW060

J-U-B PROJECT NUMBER: 23-24-01_

ATTACHMENT TO:

The referenced Master Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City wishes to complete the construction for the following: Our project understanding entails the construction management in the designated areas of central Lewiston. The Base Bid encompasses the replacement of the sanitary sewer mains on upper Normal Hill, Basin Sections 7A, 6A, 6E utilizing either open trench or pipe bursting methods. This project is financially supported by the City of Lewiston.

PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Master Agreement are limited to the following subtasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 010: Construction Services

1. Subtask 001 Project Management
 - a. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
 - b. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
 - c. Provide a monthly invoice including budget status.
 - d. Provide ongoing document handling and filing.
2. Subtask 002: Construction Engineering (CE)
 - a. J-U-B will provide construction engineering and construction administration for the project. See Standard Exhibit A – Construction Phase Service for details.
Assumptions:

- Construction Engineering will be required for ninety (90) working days (18 weeks) and estimated two and a half (2.5) hours per week.
- Assumed no property owner coordination.
- City of Lewiston will complete their own QA testing if needed.
- No certified payroll/wage rate compliance needed.

B. Task 020: Management Reserve Fund

1. The Management Reserve Fund establishes a pre-authorized budget for additional tasks that may be requested by the CLIENT's Authorized Representative and performed by J-U-B upon mutual agreement of scope, budget, and schedule.
2. J-U-B will not exceed the pre-authorized amount without CLIENT approval.
3. Subtask 001: Construction Inspection (CI)

- a. J-U-B will provide construction inspection for the project upon the owner's request. See Standard Exhibit A – Construction Phase Service for details.

Assumptions:

- Construction Inspection will be provided upon the owner's request (at least 14 days in advance). Assumed a maximum of 110 hours of supplemental inspection time. Any additional inspection time beyond Task 020 will require a supplemental to this task order.
- City of Lewiston will complete their own QA testing if needed.
- No certified payroll/wage rate compliance needed.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

- A. CLIENT-Provided Work** - CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:

1. CLIENT shall provide timely reviews of documents.
2. CLIENT shall secure all funding required for the project. Track allocation of project costs among the various funding sources, prepare funding applications and status summaries for agencies, and complete reimbursement requests that are required by the funding agencies.
3. CLIENT is responsible for legal filings and property owner coordination/negotiations.
4. CLIENT is responsible for lead construction inspection activities and notifying J-U-B in writing 14 days prior to needing inspection services.

- B. Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:

1. TBD

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

- A.** CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:

1. For Time and Materials fees:
 - a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
 - b. Client shall pay J-U-B for Reimbursable Expenses times a multiplier of 1.0
 - c. Client shall pay J-U-B for J-U-B's Consultants' charges times a multiplier of 1.1.
2. J-U-B may alter the distribution of compensation between individual subtasks to be consistent with services actually rendered while not exceeding the total project amount.

- B. Period of Service:** If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct

labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing rates and/or Fee will be computed based on remaining scope amount times the specific rate increase. Such compensation adjustments must be in writing and duly approved by both Parties.

C. CLIENT acknowledges that J-U-B's schedule commitments outlined in Part 4 are subject to the standard of care and J-U-B will not be responsible for delays beyond our direct control.

D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
010	Construction Services	Time and Materials (Estimated Amount Shown)	\$28,500	Concurrent with work progress
020	Management Reserve Fund	Time and Materials (Estimated Amount Shown)	\$21,400	Concurrent with work progress
Total:			\$49,900	

Certification Concerning Boycott of Israel. Pursuant to Idaho Code section 67-2346, J-U-B certifies that it is not currently engaged in and will not for the duration of the Agreement engage in, a boycott of goods or services from Israel or territories under its control.

Certification Concerning Government Ownership or Operation. Pursuant to Idaho Code section 67-2359, J-U-B certifies that is not owned or operated by the government of China and will not for the duration of this contract.

E. CLIENT'S obligation to pay for the Services set forth in this task order shall be subject CLIENT'S annual appropriation of funds for such Services, as set forth in Section III.A of the Master Agreement.

F. Electronic deliverables provided to the CLIENT as part of the work described within this Attachment are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com

PART 5 - APPROVAL & ACCEPTANCE

- A. Approval and Acceptance of this Scope of Work shall incorporate this Task Order as part of the Master Agreement. ENGINEERS are authorized to begin performance upon ENGINEER's receipt of a copy of the Task Order signed by CLIENT.

IN WITNESS WHEREOF, the Parties have executed this Task Order as of the date last signed below.

DATED this _____ day of _____ 2024.

CLIENT – City of Lewiston

By: _____
Client Authorized Signature

DATED this 19th day of November 2024.

ENGINEERS - J-U-B ENGINEERS, INC.

By: Kayla Brown
Kayla E. Brown, Area Manager

For internal J-U-B use only:

PROJECT LOCATION (STATE): Idaho

TYPE OF WORK: City

R&D: No

GROUP: Municipal

PROJECT DESCRIPTION(S):

1. Sewer/Wastewater Collection/Treatment/Disposal (S04)



J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Standard Exhibit A – Construction Phase Services

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties with respect to Services during the construction phase of the Project.

For the purposes of this exhibit, 'Agreement for Professional Services' and 'the Agreement' shall refer to the document entitled 'Agreement for Professional Services,' executed between J-U-B and CLIENT to which this exhibit and any other exhibits have been attached.

For the purposes of this exhibit, the term 'Contract Documents,' shall be defined as documents that establish the rights and obligations of the parties engaged in construction and include the Construction Agreement between CLIENT and contractor, Addenda (which pertain to the Contract Documents), contractor's bid (including documentation accompanying the bid and any post-bid documentation submitted prior to the notice of award) when attached as an exhibit to the Construction Agreement, the notice to proceed, the bonds, appropriate certifications, the General Conditions, the Supplementary Conditions, the Specifications and the Drawings, together with all Written Amendments, Change Orders, Work Change Directives, Field Orders, and J-U-B's written interpretations and clarifications issued on or after the Effective Date of the Construction Agreement. Shop Drawings and the reports and drawings of subsurface and physical conditions are not Contract Documents.

For the purposes of this exhibit, the term 'Work,' shall be defined as the entire construction or the various separately identifiable parts thereof required to be provided by the construction contractor under the Contract Documents. Work includes and is the result of performing or providing all labor, services, and documentation necessary to produce such construction, and furnishing, installing, and incorporating all materials and equipment into such construction; all as required by the Contract Documents.

For the purposes of this exhibit, the term 'Site,' shall be defined as lands or areas indicated in the Contract Documents as being furnished by CLIENT upon which the Work is to be performed, including rights-of-way and easements for access thereto, and such other lands furnished by CLIENT which are designated for the use of contractor.

CONSTRUCTION PHASE SERVICES

J-U-B shall provide Construction Phase Services as agreed below. There is a "Yes" and "No" box to the left of each Service. If a box is marked "Yes", J-U-B agrees to perform the Service listed. If a box is marked "No", J-U-B undertakes no duty to perform the Service listed. If a duty or a condition of performance is listed below that is a responsibility of CLIENT, CLIENT's agreement to perform the same is assumed.

It is understood and agreed that J-U-B shall not, during the performance of Services, or as a result of observations of the Work in progress, supervise, direct, or have control over contractor(s) Work; nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the Work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s) furnishing and performing their Work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s) nor assume responsibility of contractor(s) failure to furnish and perform their Work in accordance with the Contract Documents.

The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the CLIENT's contract with the general contractor. The CLIENT also agrees that the CLIENT, J-U-B and J-U-B's subconsultants shall be indemnified by the general contractor in the event of general contractor's failure to assure jobsite safety and shall be named as additional insureds under the general contractor's policies of general liability insurance.

Construction Phase

After receiving written authorization from CLIENT to proceed with the construction phase, J-U-B may provide the following Services with respect to this part of the Project:

- | | |
|--|--|
| ☒ Yes

☐ No | 1. General Administration of the Contract Documents. Consult with, advise, and assist CLIENT in J-U-B's role as CLIENT's representative. Relevant J-U-B communications with contractor shall be imputed to the CLIENT. Nothing contained in this Standard Exhibit B creates a duty in contract, tort, or otherwise to any third party; but, instead, the duties defined herein are performed solely for the benefit of the CLIENT. CLIENT shall agree to include this language in any such agreements it executes with contractor, subcontractors or suppliers. |
|
☒ Yes

☐ No |
2. Pre-Construction Conference. Participate in a pre-construction conference. |

3. *Visits to Site and Observation of Construction / Resident Project Representative (RPR) Services.* In connection with observations of the Work while it is in progress:

☒ Yes

☐ No

a. Periodic Site Visits by J-U-B. Make visits to the Site at intervals appropriate to the various stages of construction, as J-U-B deems necessary, to observe as an experienced and qualified design professional the progress and quality of the Work. Such visits and observations, if any, are not intended to be exhaustive or to extend to every aspect of the Work or to involve detailed inspections of the Work beyond the responsibilities specifically assigned to J-U-B in this Agreement, but rather are to be limited to spot checking, coordination of selective sampling done by others, and similar methods of general observation of the Work based on J-U-B's exercise of professional judgment as assisted by the RPR, if any. Based on information obtained during such visits and observations, J-U-B will determine in general, for the benefit of CLIENT, if the Work is proceeding in accordance with the Contract Documents, and J-U-B shall keep CLIENT informed of the progress of the Work.

☒ Yes

☐ No

b. Resident Project Representative ("RPR"). When requested by CLIENT, provide the Services of a RPR at the Site to provide more extensive observation of the Work. Duties, responsibilities, and authority of the RPR, are as set forth in the section entitled Resident Project Representative, herein. Through more extensive observations of the Work and field checks of materials and equipment by RPR, J-U-B shall endeavor to provide further protection to the CLIENT against defects and deficiencies in the Work. The furnishing of such RPR's Services will not extend J-U-B's responsibilities or authority beyond the specific limits set forth elsewhere in this Agreement.

☒ Yes

☐ No

4. *Defective Work.* Recommend to CLIENT that the Work be disapproved and rejected while it is in progress if J-U-B believes that such Work does not conform generally to the Contract Documents or that the Work will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.

☒ Yes

☐ No

5. *Clarifications and Interpretations; Field Orders.* Recommend to CLIENT necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Based on J-U-B's recommendations, CLIENT may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

☒ Yes

☐ No

6. *Change Orders, and Work Change Directives.* Recommend to CLIENT Change Orders or Work Change Directives, as appropriate, and prepare required documents for CLIENT consideration. CLIENT may issue Change Orders or Work Change Directives authorizing variations from the requirements of the Contract Documents.

☒ Yes

☐ No

7. *Shop Drawings and Samples.* Review or take other appropriate action in respect to Shop Drawings, Samples, and other data that contractor is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such reviews or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

☒ Yes

☐ No

8. *Substitutes.* Consult with and advise CLIENT concerning, and determine the acceptability of, substitute materials and equipment proposed by contractor.

☒ Yes

☐ No

9. *Inspections and Tests.* Make recommendations to CLIENT concerning special inspections or tests of the Work, and the receipt and review of certificates of inspections, testing, and approvals required by laws and regulations and the Contract Documents (but only to determine generally that the results certified indicate compliance with the Contract Documents).

- ☒ Yes 10. *Disagreements between CLIENT and Contractor.* Assist CLIENT in rendering formal written decisions on claims of CLIENT and contractor relating to the acceptability of the Work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the Work. In assisting in such decisions, J-U-B shall not be liable in connection with any decision rendered in good faith.
- ☐ No
-
- ☒ Yes 11. *Applications for Payment.* Based on J-U-B's on-site observations as an experienced and qualified design professional, and upon written request of CLIENT, review Applications for Payment and the accompanying supporting documentation. Assist CLIENT in determining the amounts owed to contractor and, if requested by CLIENT, recommend in writing to CLIENT that payments be made to contractor in such amounts. Such recommendations of payment will constitute a representation to CLIENT that, to the best of J-U-B's knowledge, information, and belief, the Work has progressed to the point indicated, the quality of such Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon Substantial Completion, and subject to any subsequent tests called for in the Contract Documents or to any other qualification stated in the recommendation), and the conditions precedent to contractor's being entitled to such payments appear to have been fulfilled insofar as it is J-U-B's responsibility to observe the Work. In the case of unit price Work, J-U-B's recommendation of payment will include final determinations of quantities and classifications of the Work (subject to any subsequent adjustments allowed by the Contract Documents). By recommending any payment and after reasonable inquiry, J-U-B shall not thereby be deemed to have represented that exhaustive, continuous, or detailed reviews or examinations have been made by J-U-B to check the quality or quantity of the Work as it is furnished and provided beyond the responsibilities specifically assigned to J-U-B in this Agreement and the Contract Documents. J-U-B's review of the Work for the purposes of recommending payments will not impose on J-U-B the responsibility to supervise, direct, or control such Work, or for the means, methods, techniques, sequences, or procedures of construction or safety precautions or programs incident thereto, or contractor's compliance with laws and regulations applicable to its furnishing and performing the Work. J-U-B's review will also not impose responsibility on J-U-B to make any examination to ascertain how or for what purposes contractor has used monies paid to contractor by CLIENT; to determine that title to any of the Work, including materials or equipment, has passed to CLIENT free and clear of any lien, claims, security interests, or encumbrances; or that there may not be other matters at issue between CLIENT and contractor that might affect the amount that should be paid.
- ☐ No
-
- ☒ Yes 12. *Contractor's Completion Documents.* Receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals, Shop Drawings, Samples, other data approved, and the annotated record documents which are to be assembled by contractor in accordance with the Contract Documents (such review will only be to determine generally that their content complies with the requirements of, and in the case of certificates of inspection, tests, or approvals indicates compliance with, such Contract Documents); transmit them to CLIENT with written comments.
- ☐ No
-
- ☒ Yes 13. *Substantial Completion.* Promptly after notice from CLIENT that contractor considers the Work for this part of the Project is ready for its intended use, in company with CLIENT and contractor, conduct a site visit to determine if the Work is substantially complete. Provide recommendation to CLIENT relative to issuance of Certificate of Substantial Completion.
- ☐ No
-
- ☒ Yes 14. *Final Notice of Acceptability of the Work.* Assist CLIENT in conducting a final inspection to determine if the completed Work is acceptable so that J-U-B may recommend, in writing, that final payment be made to contractor.
- ☐ No
-
- ☒ Yes 15. *Additional Tasks.* Perform or provide the following additional construction phase tasks or deliverables as delineated in Attachment 1 – Scope of Services and/or Schedule and/or Basis of Fee, which is included with the Agreement.
- ☐ No

General Limitation of Responsibilities. J-U-B shall not be responsible for the acts or omissions of any contractor or of any of their subcontractors, suppliers, or any other individual or entity performing or furnishing any of the Work. J-U-B shall not be responsible for failure of any contractor to perform or furnish the Work in accordance with the Contract Documents. CLIENT shall agree to include this language in any such agreements it executes with contractor, subcontractors or suppliers.

J-U-B's Construction Phase Services will be considered complete on the date of Final Notice of Acceptability of the Work.

Post-Construction Phase

After receiving authorization from CLIENT to proceed with the post-construction phase, J-U-B may:

- | | | |
|--|----|---|
| ☐ Yes | 1. | <i>Testing/Adjusting Systems.</i> Provide assistance in connection with the testing and adjusting of equipment or systems. |
| ☒ No | | |
|
☐ Yes | 2. | <i>Operate/Maintain Systems.</i> Assist CLIENT in coordinating training for CLIENT's staff to operate and maintain equipment and systems. |
|
☒ No | | |
|
☐ Yes | 3. | <i>Control Procedures.</i> Assist CLIENT in developing procedures for control of the operation and maintenance of, and recordkeeping for, equipment and systems. |
|
☒ No | | |
|
☐ Yes | 4. | <i>O&M Manual.</i> Assist CLIENT in preparing operating, maintenance, and staffing manuals. |
|
☒ No | | |
|
☐ Yes | 5. | <i>Defective Work.</i> Together with CLIENT, visit the Project to observe any apparent defects in the Work, assist CLIENT in consultations and discussions with contractor concerning correction of any such defects, and make recommendations as to replacement or correction of Defective Work, if present. |
|
☒ No | | |
|
☐ Yes | 6. | <i>Record Surveying.</i> Provide field surveying of readily accessible elements of the final completed construction to supplement the preparation of Record Drawings. |
|
☒ No | | |
|
☐ Yes | 7. | <i>Record Drawings.</i> Furnish a set of reproducible prints of Record Drawings showing significant changes made during the construction process, based on the annotated record documents for the Project furnished by the contractor. |
|
☒ No | | |
|
☐ Yes | 8. | <i>Warranty Inspection.</i> In company with CLIENT or CLIENT's representative, provide an inspection of the Project within one month before the end of the contractor correction period to ascertain whether any portion of the Work is subject to correction. |
|
☒ No | | |
|
☐ Yes | 9. | <i>Additional Tasks.</i> Perform or provide the following additional post-construction phase tasks or deliverables as listed in Attachment 1 - Scope of Services and/or Schedule and/or Basis of Fee, which is included with the Agreement. |
|
☒ No | | |

The Post-Construction Phase Services may commence during the construction phase and, if not otherwise modified by the mutual agreement of CLIENT and J-U-B, will terminate at the end of the correction period.

CONSTRUCTION PHASE ADDITIONAL SERVICES

If authorized by CLIENT and expressly agreed by J-U-B; or, if performed by J-U-B with the knowledge of the CLIENT after the signing of the Agreement for Professional Services, J-U-B shall furnish or obtain from others Additional Services of the types listed in this paragraph:

1. Services in connection with Work Change Directives and Change Orders to reflect changes requested by CLIENT if the resulting change in compensation for Construction Phase Services is not commensurate with the Services rendered; Services in making revisions to Drawings and Specifications occasioned by the acceptance of substitutions proposed by contractor and Services after the award of the contract; Services in evaluating and determining the acceptability of an unreasonable or excessive number of substitutions proposed by contractor; and Services resulting from significant delays, changes, or price increases occurring as a direct or indirect result of material equipment, or energy shortages.
2. Services involving out-of-town travel required of J-U-B other than visits to the Site or CLIENT's office.
3. Assistance in connection with bid protests, rebidding, or renegotiating the Construction Agreement.
4. Services in connection with any partial utilization of the Work by CLIENT prior to Substantial Completion.
5. Additional or extended Services during construction of the Work made necessary by (a) emergencies or acts of God endangering or delaying the Work, (b) the discovery of constituents of concern, (c) Work damaged by fire or other cause during construction, (d) a significant amount of defective Work, (e) acceleration of the progress schedule involving Services beyond normal working hours, and (f) default by contractor, including extensions of the construction period.
6. Evaluating an unreasonable number of claims submitted by contractor or others in connection with the Work.
7. Protracted or extensive assistance in refining and adjusting any equipment or system (such as initial startup, testing, adjusting, and balancing).
8. Services or consultations after completion of the construction phase, such as excessive inspections during any correction period and reporting observed discrepancies under guarantees called for in the Construction Agreement for the Work (except as agreed to under Construction Phase Services).
9. Preparing to serve or serving as a consultant or witness for CLIENT in any litigation, arbitration, or other legal or administrative proceeding involving the Project to which J-U-B has not been made a party.
10. Additional Services in connection with the Work, including Services which are to be furnished by CLIENT and Services not otherwise provided for in this Agreement.

RESIDENT PROJECT REPRESENTATIVE

If provided as part of Construction Phase Services, J-U-B shall furnish a Resident Project Representative ("RPR"), assistants, and other field staff to assist J-U-B in observing progress and quality of the Work. The RPR, assistants, and other field staff will provide full-time representation or, if specifically directed by the CLIENT, may provide representation to a lesser degree. RPR is J-U-B's Project Engineer (J-U-B PE) or J-U-B Project Manager (J-U-B PM) representative at the Site, will act as directed by and under the supervision of J-U-B PE or J-U-B PM, and will confer with J-U-B PE or J-U-B PM regarding RPR's actions. The J-U-B PE or J-U-B PM will serve as the official liaison with the CLIENT and the contractor. .

Through such additional observations of the Work and field checks of materials and equipment by the RPR and assistants, J-U-B shall endeavor to identify defects and deficiencies in the Work. It is understood and agreed that J-U-B shall not, during the performance of Services, or as a result of observations of the Work in progress, supervise, direct, or have control over contractor(s)' Work; nor shall J-U-B have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by contractor(s), for safety precautions and programs incident to the Work of the contractor(s) or for any failure of contractor(s) to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractor(s) furnishing and performing their Work or providing any health and safety precautions required by any regulatory agencies. Accordingly, J-U-B does not guarantee or warrant the performance of the construction contracts by contractor(s) nor assume responsibility of contractor(s)' failure to furnish and perform their Work in accordance with the Contract Documents.

The RPR's duties under this Agreement shall be strictly limited to the following:

1. **General.** RPR is J-U-B's agent at the Site, will act as directed by and under the supervision of J-U-B, and will confer with J-U-B regarding RPR's actions.
2. **Schedules.** Review the progress schedule, schedule of Shop Drawing and Sample submittals, and schedule of values prepared by contractor and consult with the J-U-B PE or PM, who will communicate with the CLIENT concerning acceptability of such schedules.

3. *Conferences and Meetings.* Attend meetings with the J-U-B PE or J-U-B PM and contractor, such as preconstruction conferences, progress meetings, job conferences, and other project-related meetings (but not including Contractor's safety meetings).
4. *Safety Compliance:* Comply with Site safety programs, as they apply to RPR, and if required to do so by such safety programs, receive safety training specifically related to RPR's own personal safety while at the Site.
5. *Liaison*
 - a) Serve as J-U-B PE or J-U-B PM's liaison with Contractor. Working principally through Contractor's authorized representative or designee, assist in providing information regarding the provisions and intent of the Construction Contract Documents.
 - b) Assist J-U-B PE or J-U-B PM in serving as CLIENT's liaison with Contractor when Contractor's operations affect CLIENT's on-Site operations.
 - c) Assist in obtaining from CLIENT additional details or information, when required for proper execution of the Work.
6. *Interpretation of Contract Documents.* Report to J-U-B PE or J-U-B PM when clarifications and interpretations of the *Contract Documents are needed.*
7. *Shop Drawings and Samples.* Receive and record date of receipt of reviewed Samples and Shop Drawings.
8. *Modifications.* Assist the J-U-B PE or J-U-B PM in the evaluation of contractor's suggestions for modifications to Drawings or Specifications and report to CLIENT. Transmittal to contractor of written decisions as issued by J-U-B will be in writing.
9. *Review of Work and Rejection of Defective Work.*
 - a) Conduct on-site observations of the Work to assist J-U-B in determining if the Work is, in general, proceeding in accordance with the Contract Documents.
 - b) Report to J-U-B PE or J-U-B PM whenever RPR believes that any part of the Work in progress will not produce a completed Project that conforms generally to the Contract Documents or will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents; has been damaged; or does not meet the requirements of any inspection, test, or approval required to be made. The J-U-B PE or J-U-B PM will then advise CLIENT of that part of the Work that J-U-B believes should be corrected, rejected, or uncovered for observation, or that requires special testing, inspection, or approval.
10. *Inspections, Tests, and System Startups.*
 - a) Advise J-U-B PE or J-U-B PM in advance of scheduled major inspections, tests, and system start-ups for important phases of the Work.
 - b) Verify that tests, equipment, and system start-ups and operating and maintenance training is conducted in the presence of appropriate personnel (as determined by the CLIENT) and that contractor maintain adequate records thereof.
 - c) Observe, record, and report to J-U-B PE or J-U-B PM appropriate details relative to the test procedures and system start-ups.
 - d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Work, record the results of these inspections, and report to J-U-B PE or J-U-B PM.

Nothing in this Agreement will be construed to require RPR to conduct inspections
11. *Records.*
 - a) Maintain orderly files for correspondence, reports of job conferences, reproductions of original Contract Documents including all Change Orders, Field Orders, Work Change Directives, Addenda, additional Drawings issued subsequent to the execution of the Contract, J-U-B's clarifications and interpretations of the Contract Documents, progress reports, Shop Drawing and Sample submittals, and other Project-related documents.
 - b) When on site, prepare a daily report or keep a diary or log book, generally documenting contractor's and subcontractors' hours on the Site, weather conditions, data relative to questions of Change Orders, Field Orders, Work Change Directives, or changed conditions, Site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; furnish copies of such records to J-U-B PE or J-U-B PM.

- c) Obtain from the contractor an accurate, up-to-date lists of the names, addresses, e-mail addresses, and telephone numbers of all contractors, subcontractors, and major suppliers of materials and equipment.
- d) Maintain records for use in preparing documentation of the Work.
- e) Upon completion of the Work with respect to the Project, furnish a complete set of all RPR Project documentation to designated recipients.

12. *Reports.*

- a) Furnish to J-U-B PE or J-U-B PM periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of Shop Drawing and Sample submittals.
- b) Present to J-U-B PE or J-U-B PM proposed Change Orders, Work Change Directives, and Field Orders.
- c) Furnish to J-U-B PE or J-U-B PM copies of all inspection, test, and system startup reports.
- d) Report immediately to J-U-B PE, J-U-B PM, and CLIENT the occurrence of any Site accidents, emergencies, natural catastrophes endangering the Work, possible force majeure or delay events, property damaged by fire or other causes, and the discovery or presence of any constituents of concern.

13. *Payment Request:* Review Applications for Payment with contractor for compliance with the established procedure for their submission and forward with recommendations to J-U-B PE OR J-U-B PM, noting particularly the relationship of the payment requested to the schedule of values, Work completed, and materials and equipment delivered at the Site, but not incorporated in the Work.

14. *Certificates, Operation and Maintenance Manuals.* During the course of the Work, obtain and collate materials and equipment certificates, operation and maintenance manuals, and other data required by the Contract Documents to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have these documents delivered to J-U-B PE or J-U-B PM for review.

15. *Completion.*

- a) Participate in J-U-B PE or PM's visits to the Site regarding Substantial Completion, assist in the determination of Substantial Completion, and prior to the issuance of a Certificate of Substantial Completion submit a punch list of observed items requiring completion or correction.
- b) Participate in J-U-B PE or PM's visit to the Site in the company of CLIENT and Contractor, to determine completion of the Work, and prepare a final punch list of items to be completed or corrected by Contractor.

Observe whether all items on the final punch list have been completed or corrected, and make recommendations to J-U-B PE or PM concerning acceptance and issuance of the Notice of Acceptability of the Work

The RPR shall not:

- 1. Authorize any deviation from the Contract Documents or substitution of materials or equipment (including "or-equal" items).
- 2. Exceed limitations of J-U-B's authority as set forth in the Agreement for Professional Services.
- 3. Undertake any of the responsibilities of contractor, subcontractors, suppliers, or contractor's superintendent.
- 4. Advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction or of the Work, unless such advice or directions are specifically required by the Contract Documents.
- 5. Advise on, issue directions regarding, or assume control over safety practices, precautions, and programs in connection with the activities or operations of CLIENT or contractor.
- 6. Participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized by J-U-B PE or J-U-B PM.
- 7. Accept Shop Drawing or Sample submittals from anyone other than J-U-B.
- 8.. Authorize CLIENT to occupy the Work in whole or in part.

CLIENT'S RESPONSIBILITIES

Except as otherwise provided herein or in the Agreement for Professional Services, CLIENT shall do the following in a timely manner so as not to delay the Services of J-U-B and shall bear all costs incident thereto:

1. Provide, as may be required for the Project, such legal services as CLIENT may require or J-U-B may reasonably request with regard to legal issues pertaining to the Project, including any that may be raised by contractor.
2. Attend the pre-bid conference, bid opening, pre-construction conferences, construction progress and other job-related meetings and Substantial Completion, final payment, and other inspections.
3. Give prompt written notice to J-U-B whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or time of performance or furnishing of J-U-B's Services, or any defect or nonconformance in J-U-B's Services or in the Work of any contractor.
4. Render all final decisions related to: 1) changes or modifications to the terms of the construction contract, 2) acceptability of the Work, and 3) claims or Work stoppages.
5. Unless included in J-U-B Scope of Services, provide construction staking and materials testing services for the project.

The Client agrees to require all contractors of any tier to carry statutory Workers Compensation, Employers Liability Insurance and appropriate limits of Commercial General Liability Insurance (CGL). The Client further agrees to require all contractors to have their CGL policies endorsed to name the Client, the Consultant and its sub-consultants as Additional insureds, on a primary and noncontributory basis, and to provide Contractual Liability coverage sufficient to insure the hold harmless and indemnity obligations assumed by the contractors. The Client shall require all contractors to furnish to the Client and the Consultant certificates of insurance as evidence of the required insurance prior to commencing work and upon renewal of each policy during the entire period of construction. In addition, the Client shall require that all contractors will, to the fullest extent permitted by law, indemnify and hold harmless the Client, the Consultant and its sub-consultants from and against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the Project, including all claims by employees of the contractors.

INDEMNIFICATION

In addition to any other limits of indemnification agreed to between the Parties, CLIENT agrees to indemnify and hold harmless J-U-B, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work. This is to include, but not to be limited to any such claim, cost, loss, or damage that is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom to the extent caused by any negligent act or omission of contractor, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts any of them may be liable, as well as any general, special or other economic damages resultant from Work stoppages or delays that are caused in whole or part by J-U-B's exercise of the rights and duties as agreed herein (Construction Phase Services).

CLIENT agrees that CLIENT will cause to be executed any such agreements or contracts with contractors, subcontractors or suppliers to effectuate the intent of this part before any Work is commenced on the Project; if CLIENT negligently fails to do so, CLIENT agrees to fully indemnify J-U-B from any liability resulting therefrom, to include, but not to be limited to, all costs relating to tendering a defense to any such claims made.



ADVISORY BOARD OR COMMISSION APPLICATION

Completing this form is a way to indicate your interest in being considered for appointment, or reappointment, to some of the City of Lewiston's Boards and Commissions. All appointments and re-appointments are at the discretion of the Mayor and confirmed by City Council (LCC 2-42 (b)). All boards and commissions applications are processed by the City Clerk and can be sent by mail to: Attn: City Clerk, PO Box 617, Lewiston, ID 83501; or email: tbrocke@cityoflewiston.org.

Full Name: Date:
Email: Phone:
Address: City/State/Zip:
If a resident of Lewiston, how long?:
Employer: Occupation:

Please number your choices according to preference (leave blank any one on which you do not wish to serve):

- | | |
|--|---|
| ☐ Audit Committee | ☐ Historic Preservation Commission |
| ☐ Code Board of Appeals | ☐ Library Board of Trustees |
| ☐ Compensation Review Committee | ☐ Parks & Recreation Commission |
| ☐ Development Impact Fee Advisory Committee | ☐ Planning & Zoning Commission |
| ☐ Disability Advisory Commission | ☐ Public Works Advisory Commission |
| ☐ Emergency Medical Services Advisory Board | ☐ Urban Forestry & Cemetery Commission |

Attendance Requirements (LCC Chapter 2, Section 2-45):

Each member of an advisory board or commission, excluding the Emergency Medical Services Advisory Board, shall not be absent from any 3 consecutive meetings without an excuse acceptable to such advisory board or commission, and shall attend at least 7 of the preceding 12 regular meetings. Will you be able to meet the attendance requirements of the meetings of the boards to which you may be appointed? **Yes** ☒ **No** ☐

List any City Board, Commission, or Committee, on which you currently serve:

Please describe why you are interested in serving on a board or commission and why you feel you are qualified:

I feel that the EMSAB is a much needed group in order to continue the long-standing service of providing high quality Emergency Medical Care to our community. It is important we provide this service to our citizens and we do it as fiscally responsibly as we can.

Please note any paid or volunteer work, hobbies, special interests, or offices held that may relate to the position(s) for which you have applied (use extra paper if needed).

I work as a paramedic and BC with Lewiston Fire and a Medical Unit Leader with the USFS. Both positions reinforce the values of providing the best care possible to our citizens we serve.

What unique qualities, perspectives, and life experiences would you bring to this board/commission and the City?

I have worked in the EMS world as a volunteer, part-time and full-time EMT up to a paramedic since 1991. I wa also trained as a combat-lifesaver with the US Army NG and served from 1992 until 2000. I feel I can look at providing this essential service from multiple aspects, doing what is best for our citizens and taxpayers.

Please list below the names and telephone numbers of two persons who can serve as a personal reference for you:

Name:	Lance Hansen (Lewiston Schools Superintendent)	Phone:	208-748-3033
Name:	Travis Myklebust	Phone:	208-305-6771

IMPORTANT INFORMATION ABOUT YOUR APPLICATION: Upon submittal of this application to the City Clerk's office, all information provided becomes a public record. Should you have any questions, please contact the City Clerk at 208-746-3671 x 6202.

By typing my name or handwriting my signature, I certify that I have read the application and certify that the statements in this application are true and correct to the best of my knowledge:

Signature:	Chris Jacks	Digitally signed by Chris Jacks Date: 2024.11.23 08:09:22 -08'00'	Date:	11/15/2024
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Return Completed Application by:

Mail: City of Lewiston Attn: City Clerk PO Box 617 Lewiston, ID 83501	OR	Email: tbrocke@cityoflewiston.org	OR	Drop Off: City Hall 1134 F Street Lewiston, ID 83501
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