NOTICE OF PUBLIC MEETING

Public Safety Committee

The City of Adel’s Public Safety Committee will meet in the council chambers at the Adel City Hall, 301 S. 10th Street, Adel, Iowa, on Thursday, March 7, 2019 at 6:00 p.m.

AGENDA

1. Call to Order
2. Consider Approval of February 4, 2019 Minutes
3. Fire Department Items
   a. New Breathing Air Compressor
   b. Update on UTV
4. Any Other Business
5. Adjournment
February 5, 2019 Public Safety Committee - Minutes

The City of Adel’s Public Safety Committee met in the council chambers at Adel City Hall, 301 South 10th Street, Adel, Iowa, on February 5, 2019 at 6:30 p.m.

Selby called the meeting to order at 6:35 p.m. Members present: McAdon, Ockerman, and Selby. Others: City Administrator Brown, Public Works Director Overton, Building Inspector Nichols, Police Chief Shepherd, and Fire Chief Nemechek.

McAdon motioned, seconded by Ockerman, to approve the June 30, 2018 minutes. Motion carried unanimously.

Discussion began on the City’s disaster planning. The Multi-Hazard Emergency Operations Plan was last updated in June 2015 by former Chief of Police Jim McNeill. Overton replaced McNeill as the City’s Emergency Manager. Ockerman stated that each department could update their contact information. The County’s Emergency Management Coordinator may be a resource. Selby suggested looking into whether the City’s plan could be in an app that sends out alerts. Brown will research and investigate updating the plan.

Overton noted that storm sirens cover most of the City, but there are areas with limited coverage. Overton will research the City’s storm siren coverage map and the cost of new sirens.

Discussion moved to the City’s open burn ban ordinance. Brown stated that most major cities near the Des Moines metro, including all in Polk County, do not allow open burning. Brown noted that there are few, if any, restrictions on open burning in the City, though there may have been more at one time. Nichols suggested restricting open burning to the backyard only during April, May, September, October, and November. McAdon stated she would support a full burn ban, as there are alternatives to dealing with yard waste (e.g., the City’s yard waste collection from April through November).

Shepherd noted that enforcement may become difficult depending on the various restrictions. Nichols noted that development land could use wood chippers or haul away vegetation instead of burning. Overton stated that some discretion should be available for City-owned land. The committee asked Brown to bring several concepts back for consideration.

Discussion moved to the Fire Department items. Nemechek stated that he will be purchasing an iPad soon to access the County’s new system. Ockerman asked Nichols to send commercial building plans and permits to the Fire Department to use in their pre-plans.

Nemechek stated that he had been reviewing the Fire Department’s budget. Nemechek noted that he would like to prepare a future needs report for the next 1-5 years and the next 5-10 years. This report would include vehicle information.

Nemechek provided an update on the Fire Department’s command vehicle and its engine issues. Shepherd stated that the Police Department’s undercover vehicle could be given to replace the command vehicle if a new undercover vehicle were purchased. The committee agreed that the one-time cost of less than $28,000 was reasonable. Brown will review this further and bring to the council.

With no other business, the meeting was adjourned at approximately 7:23 p.m.

Respectfully submitted

Anthony Brown
City Administrator
Please see below and attached.

**Brittany Sandquist**
Finance Director
City of Adel

P.O. Box 248
301 S. 10th Street
Adel, IA 50003

(515) 993-4525
(515) 993-4527 (F)

[www.adeliowa.org](http://www.adeliowa.org)

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From: Braden Nemechek <bdn28_2000@yahoo.com>
Sent: Thursday, February 21, 2019 4:08 PM
To: Brittany Sandquist <bsandquist@adeliowa.org>
Subject: Breathing Air Compressor

Brittany,

As a follow up to our phone conversation.

Our breathing air compressor had it's annual preventative maintenance done yesterday. Following the maintenance I received a call from the service tech and he had a few concerns.

- The compressor is becoming weak, due to age, and because of this it now takes it an extremely long time (1-2 hours) to get the storage bottles to a level that we can refill our SCBA bottles. If we were to have a large fire and need to refill bottles during the fire, it would not be able to keep up and we'd have to transport bottles to surrounding departments to refill.
- Due to the compressor becoming weak I asked the service persons honest thought on how much time we had left and his response was 2-3 months. I don't have the purchase date of our current compressor but talking to long time members, it has been here longer than them...20+ years of life.
- I asked about rebuilding the current compressor and he said due to the age the cost to have this work done would not be worth the outcome.
- We are unable to fill the storage bottles to full capacity. This compressor is a carry over from before our purchase of new SCBA (self contained breathing apparatus) and new fill station. The old SCBA bottles were 2216 psi and our new bottles are 4500 psi. This compressor, when working normal could only fill our storage bottles to 5000 psi. The new compressor will fill the storage bottles to 6000 psi. Meaning we will be able to fill more bottles between compressor refill cycles.
• We currently have in next years budget to purchase a 4th storage bottle for the breathing air station. With this added bottle and a new compressor we'd be in a good place for many years when talking about breathing air storage.

If you or anyone has any questions please feel free to call. Attached is a quote to replace the compressor. I had a couple other quotes but they are from last year so I requested to have them updated. I will pass them on as I receive them.

Braden Nemechek  
515-491-7251
**Sold To:**
Adel Fire & Rescue Dept  
102 S 10th St  
PO Box 127  
Adel, IA 50003  

**Ship To:**
Adel Fire & Rescue Dept  
102 S 10th St  
PO Box 127  
Adel, IA 50003  

**Confirm To:**
Audra  

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<th>Customer P.O.</th>
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<th>Salesperson</th>
<th>Ship VIA</th>
<th>Order Date</th>
<th>Order Number</th>
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<td>1.00</td>
<td>0.00</td>
<td>0.00</td>
<td>LEGACY13</td>
<td>Legacy13 Vertical Compressor Includes Installation and Training. Three Phase, 208V</td>
<td>000</td>
<td>#######</td>
<td>18,585.00</td>
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**Net Order:** 18,585.00  
**Less Discount:** 0.00  
**Freight:** 1,200.00  
**Sales Tax:** 0.00  
**Order Total:** 19,785.00  

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Member NFPA, NAFED, I.A.F.C., I.F.A., I.F.C.A
Please see attached the YTD budget for the FD. Additionally, the department has the following “reserve” funds. I do believe the department has earmarked these funds for the purchase of a UTV and/or replacing pagers. I do not know what the department has in their Association account. That particular information would need to be obtained from Braden.

Trust & Agency (Fundraising) - $9,449.61  
Equipment Upgrade (Carryover) - $1,458.18

Brittany Sandquist
Finance Director
City of Adel

P.O. Box 248
301 S. 10th Street
Adel, IA 50003

(515) 993-4525
(515) 993-4527 (F)

www.adeliowa.org
## EXPENDITURES REPORT (UNAUDITED)

**AS OF: FEBRUARY 28TH, 2019**

### 001-GENERAL FUND

**66.67% OF YEAR COMP.**

#### Fire Department

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<tr>
<th>Departmental Expenditures</th>
<th>Current Budget</th>
<th>Current Period</th>
<th>Year to Date</th>
<th>% of Budget</th>
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<td>56.60</td>
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<td>5,943.40</td>
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**TOTAL Fire Department**: 79,700.00  1,155.23  45,202.74  56.72  34,497.26
Utility Terrain Vehicle

Project Title:
Adel Fire Association
 IRS Status: 501(C) (3), (5), (6) or 170(b)

Organizations Legal Name as listed with IRS
102 S 10th St Adel, IA 50003

Organization Address City, State, Zip
515-993-6723

Phone

Justin Kitzinger, Treasurer 712-541-8549 justin.kitzinger@gmail.com

Name and title of contact person regarding this application Phone e-mail address

Name and title of fiscal agent contact person (if different than above) Phone e-mail address

Physical address of fiscal agent: contact (if organization is neither an IRS 501(C) (3), (5), (6) or (170(b)

35,924.03 15,674.03 20,250.00 5,000+

Total cost of Project Total Requested from DCI Total Matching Funds and/or In-Kind Funds Dallas County population served (est. #)

Type of Request: (indicate one) Capitol Base (the building of or physical improvement of something) Special Project

Project Focus Area: (indicate as many as apply to your project)

Art/ Culture/ Humanities Education Health
Public/Society Benefits Environment/Animals Human Service

1. In no more than three sentences describe your organization. (550 Characters Maximum)

The Adel Fire Association is the governing and fundraising body of the Adel Fire Department that provides fire, rescue, and medical services to the city of Adel and our surrounding fire district of 52 square miles. We are comprised of 23 members who serve the community on a 100% volunteer basis. In 2018, we responded to a total of 618 fire, rescue and medical calls.

2. In no more than three sentences describe the project for which you are requesting funds. (650 Characters Maximum)

We are requesting funds to purchase a Utility Terrain Vehicle (UTV) for fire and medical emergencies. This UTV will be able to transfer firefighters and medics to remote areas where a normal fire truck or ambulance cannot reach or is significantly slower in reaching a victim. The unit will also provide additional resources in fighting grass fires in rural and heavy timber areas.
Part II: Grant Application Form

1. Tell Us Your Story

There are three parts to this question. You have one page to write about your project describing:

- Your goals and objectives
- Need, benefits and support for your project and
- Population numbers that will benefit from your project (4500 Characters Maximum)

Our firefighters volunteer their time with the goal of preserving life and property of the residents and visitors of Adel. Our members are a passionate group of individuals who donate their time to emergency calls, training, fundraising, fire prevention activities and attending community events. In addition to responding to 518 emergency calls in 2018, our members completed a total of 879 training hours to prepare for those calls. Training hours are critical to the success of our team and further show our dedication to the community. Our team is always trying to improve our services based on the needs of our residents. One of the greatest needs we have identified involves providing better fire and medical services to areas that are not easily accessible. In order to accomplish this and better serve our residents and visitors, we would like to acquire a Utility Terrain Vehicle (UTV). The UTV we have chosen is a Can Am Defender which will seat 4 individuals in a fully enclosed cab. It will be specially outfitted with a rear box that includes a water tank and pump for fighting wildland fires, along with a Stokes basket for transporting victims from rough terrain or tight spaces to an ambulance. The rear box, also known as a skid unit, will be custom built for our needs by Wolhers Fire Equipment in Council Bluffs, IA. Our committee has carefully chosen the Can Am brand UTV and the Wolhers brand skid unit for their quality and well known reputation. We have included an example picture within the exhibits to provide a visual representation.

This multi-purpose vehicle will strengthen our abilities in four critical areas: the Raccoon River bike trail, search and rescue operations, large event responses, and wildland fires. We expect to use this unit as our primary response vehicle for medical emergencies on the Raccoon River bike trail. The Dallas County Conservation Board estimates that Adel has among the highest bike traffic in the county averaging 112,918 people per day for an estimated 41,215 people per year. This data is based on tracking from two locations in the Adel district. Having a UTV that can directly access the bike trail can reduce our response time considerably. In reducing our response time, individuals having a medical condition such as a heart attack or stroke have a significantly better chance of survival and/or recovery. Beyond increasing our capability on the bike trail, this UTV will also be our first response vehicle for search and rescue operations for missing individuals in conjunction with the Dallas County Sheriff. Many of these operations involve walking land, river bottom, and timber searching for a missing individual. When situations arise currently, we ask for anyone with a four wheeler or UTV to help assist the search. This grant will support this need in a faster search and hopeful rescue of that missing person.

This UTV will also be a primary medical response unit during special events such as Adel’s annual Sweet Corn Festival. The estimated attendance of over 10,000 people make it extremely difficult to get a vehicle to a 911 caller in a reasonable time-frame. We typically walk on foot to find the 911 caller but then have to wait until a truck can access the location before transporting the individual to a hospital. The smaller size of the UTV will allow us to arrive on location and transport the individual out quicker and once again, improve their quality of care. Finally, the UTV will allow us to fight grass fires in rural and remote areas more efficiently. This addition will provide a second firefighting unit for these fires and the only one small enough to enter timber areas. In areas of timber, we typically have to send firefighters on foot with water packs. This unit will allow our firefighters to remain safer in a vehicle and extinguish the fire quicker to prevent further spread.

Our department's 52 square miles fire district has an estimated population of 5,118 based on the last census in 2010, according to the Dallas County Information Services Department. In addition to our district, we routinely receive mutual aid requests from surrounding communities for assistance during an emergency. This includes the communities of Dallas Center, Van Meter, Desoto, Redfield, and Minburn. We believe that the residents of Adel as well as our surrounding communities will benefit from the purchase made possible by this grant.
2. List other resources or partners assisting with your project, including funds applied for and/or secured. 
   Matching funds or in-kind resources are required. (1450 Characters Maximum)

The total cost of the project will be $35,924.03. This includes the purchase of the Can Am UTV at $28,174.03 and a custom skid plate for the box of the UTV at $7,750.00. Our Association members have worked hard over the past two years to raise $20,250.00 towards this project in donations from individuals and businesses in our district. To raise these funds our members have asked for donations by: going door-to-door at businesses detailing our project, hosting pancake and lunch fund-raisers, and even bringing in a similar UTV on loan to showcase our need. We are extremely proud that our members have raised over 50% of the funds needed for this project and feel that community members have given what they can. We are applying for this grant from the Dallas County Foundation to finish this project for our community.

3. How will you recognize Dallas County Foundation and/or Grow Greene County for the funds? (2750 Characters Maximum)

We will gladly place a decal on the UTV thanking the Dallas County Foundation for making this purchase possible. This highly visible decal will be seen in the community while responding to emergency calls as well as during parades and festivals we are attending. We will also post a thank you to the Dallas County Foundation on our Facebook page that includes over 1,200 followers.
4. Using the sample budget provided in the grant instructions as a guide:
   - Itemize the items required to complete the project and list their costs
   - Show the source and amount of funds used to cover costs
   - Include the amount requested from the Dallas County Foundation as well as other grants and donations.

<table>
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<tr>
<th>Organization Name:</th>
<th>Qty</th>
<th>Cost</th>
<th>In-Kind Funds</th>
<th>Matching Funds</th>
<th>Requested funds from DCF</th>
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<td>2019 Can Am Defender Max Cab XT</td>
<td>1</td>
<td>$28,174.03</td>
<td></td>
<td>$20,250.00</td>
<td>$7,924.03</td>
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<td>Custom Fire/Medical Skid Plate Unit</td>
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<td>$7,750.00</td>
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<td>$7,750.00</td>
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<td><strong>TOTALS</strong></td>
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<td><strong>$35,924.03</strong></td>
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<td><strong>$20,250.00</strong></td>
<td><strong>$15,674.03</strong></td>
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Part III: Applicant Board Approval

Board Approval from applicant Organization:

We approve submission of this grant request and certify that the purpose of this request is charitable. That money received from the Dallas County Foundation and/or Grow Greene County will be used solely for the project stated in this application.

[Signature and Date]

Part IV: Attachments Check List

Place attachments in the following order:

1. A copy of the IRS Letter of Determination OR signed Letter of Intent to Act as the Fiscal Agent (if applicant is not a 501(c) (3), (5) or (6) or 170(b)). Examples of the Letter of Determination and Letter of Intent can be Googled).

2. A current list of Board of Directors

3. Other items such as bids and estimates

The DCF grant committee reserves the right to request a copy of the Organizational Budget and Balance Sheet, a copy of the most recent audit, financial statement or tax return (IRS 990) of the requesting entity.

Part V: Submission of Grant (A total of 7 copies will be submitted.)

One (1) original and Six (6) copies of the completed application. Staple “Part I - Cover Page” to the front of the application, and do not put the applications in binders or folders. Submit to:

By mail:
Dallas County Foundation
Attn: Grant Committee
P.O. Box 46
Adel, IA 50003

Drop Off
Lincoln Savings Bank
Attn: Tim Canney
312 Nile Ninnick Dr.
Adel, IA 50003

or
Raccoon Valley Bank
Attn: Kelsey Hughes
1202 2nd St.
Perry, Iowa 50220

Application deadline is: 5:00 P.M., Friday, February 1, 2019
Completed application must be received by February 1, 2019 deadline.

Funds will not be available until May of the grant year and must be used within a twelve month timeline. A post evaluation form must be submitted within 12 months of receiving DCF money. The evaluation form can be found on our website: www.dallascountyfoundation.org.
Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted in your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

Based on the information you submitted in your application, your exemption under IRC Section 501(c)(4) is reinstated for the period May 15, 2013, to the effective date shown in the heading of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

[Signature]

Director, Exempt Organizations
Rulings and Agreements
Adel Fire Association

Board of Directors

Derrick Moore – President
Tim Smith – Vice President
Tim Knipper – Secretary
Justin Kitzinger – Treasurer

Members/Firefighters

Andrew Bond        Chad Cohoon        Anthony Davis        Jacob Eslick
Jerry Eslick      Patrick Halsey      Dave Huntoon       Mindy Huntoon
Matt Ireland       Mitchell Ireland    Justin Kitzinger    Tim Knipper
Trent McCollum    Derrick Moore       Tim Morlan         Braden Nemechek
Michael Sandquist  David Schneider     Tim Smith          Jamey Smyth
Joel Steenhoek      Jim Uthe              Larry Vokes

1/8/2019
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<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>LINE TOTAL</th>
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<td>Freight</td>
<td>$1,185</td>
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<td>Accessories</td>
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$ 28,174.03
# HickIn Power Sports LLC

**3160 SE Grimes Blvd Suite 700**  
**Grimes, IA 50111**  
**(515) 986-4880**

---

## PICK TICKET #70000

**Sold To:**  
Cash Customer

**Date:** Jan. 04, 2019  
**Salesperson:** Morgan Clauser

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<tr>
<th>Part #</th>
<th>Description</th>
<th>Vendor</th>
<th>Bin</th>
<th>Sold</th>
<th>S/O</th>
<th>Price</th>
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**Shipping Amount:** $0.00  
**Sold Amount:** $393.18  
**S/O Amount:** $1,596.85  
**Sub Total:** $1,990.03  
**Tax (0.00% %):** $119.42  
**Total:** $2,109.45  
**Amount Tender:** $0.00  
**Balance:** $2,109.45

---

You saved $276.70 on your total purchase today.

---

*All returns must be done within 15 days of the original purchase with all of the original tags, packing and receipts. Returns and exchanges are not allowed on SPECIAL ORDER items, diesels, electrical components, clearance items, and DVD's. Holsettree is returnable upon inspection only. All returns are subject to a 20% restock fee and any shipping or labor is non-refundable. SPECIAL ORDERS are to be made in advance prior to ordering. Thank you for visiting HickIn Power Sports for all your power sports parts and service needs! We look forward to serving you again soon! Hours of operation are Tuesday-Friday 9am to 6pm and Saturday 9am to 4pm or visit us en the web at www.hickinpowersports.com*
Date: October 12, 2018

Bill to: Adel Volunteer Fire Department
Attn: Braden Nemechek/Jim Utke
102 S. 10th St.
Adel, IA 50003
515-491-7251

Description: Custom UTV All-Hazard Fire & Medical Unit

- Diamond Tread Baffled Tank w/ Removable Lid
- 5.5 hp Honda Engine w/ recoil start
- Hypro D403 Diaphragm Pump w/ Control & Gear Box
- Hannay Hose Reel w/ Base-- 100' Capacity
- 1/2" High Abrasion wash hose
- Turbo 7" Sprayward Nozzle
- Brass Fittings
- Dual wetlines
- 3rd Auxiliary Port- 3/4" GHT
- Draft Capable- 1-1/2"
- Draft Hose with strainer and foot valve
- 1" Drain
- Site glass
- Stoke Basket area
- Open storage compartments
- Enclosed storage compartment with door

Design, Fabrication, & Labor

TOTAL: $7,750
Utility Terrain Vehicle Visual Examples

This below picture closely represents the UTV unit we will purchase.

The below picture closely represents the custom skid plate for fire equipment and stokes basket.