

OTTAWA CITY COMMISSION

Wednesday, November 5, 2025 - 7:00 pm



REGULAR MEETING AGENDA

Ottawa City Hall - 101 S. Hickory

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23, via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 979 6273 3505#. To view on YouTube: <https://www.youtube.com/@ottawaksgov>

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may in person, via Zoom or submit comments (300 words or less) for the City Commission to be read during public comment or during discussion on an agenda item.

To submit your comment or request the meeting Zoom link to give a public comment, email publiccomments@ottawaks.gov no later than 4:00 pm on November 5, 2025; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

I. CALL TO ORDER

II. ROLL CALL _____ Allen _____ Clayton _____ Caylor _____ Crowley _____ Skidmore

III. WELCOME

IV. PLEDGE OF ALLEGIANCE

V. INVOCATION - Pastor Terance Roberson, Bethany Chapel Baptist Church

VI. PUBLIC COMMENTS

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

VII. APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, AND NOMINATIONS

A. Proclamation Recognizing National Animal Shelter Appreciation Week on November 2-8, 2025 (P. 3)

Comments: Animal shelters help both people and animals by responding to the needs of the community with everything from matching homeless animals with loving families to educating the public. Vanessa Cowie from Prairie Paws Animal Shelter will accept the proclamation.

VIII. CONSENT AGENDA

A. Minutes From October 22, 2025 Meeting (Pp. 4-7)

B. Minutes From August 19, 2025 OMA Advisory Board Meeting (Pp. 8-9)

C. Agenda Approval

Motion: _____

Second: _____

Vote: _____

IX. DECLARATION

At this time, I'd like to give the Commissioners a chance to declare any conflict or communication they've had that might influence their ability to consider today's issues impartially.

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

A. Fire ISO Rating—Fire Chief Dillon (Pp. 10–37)

Comment: Fire Chief Dillon will provide an update on the City's ISO evaluation and the new Class 2 rating.

B. Consideration Resolution Authorizing Partnership Agreement with Live Healthy Franklin County—Director Evans (Pp. 38–40)

Comment: OMA Director Evans will present a resolution authorizing the City Manager to sign a partnership agreement with Live Healthy Franklin County to establish a community commercial kitchen through the Pathways to a Healthy Kansas initiative.

Motion: _____

Second: _____

Vote: _____

XII. COMMENTS BY CITY MANAGER

XIII. COMMENTS BY GOVERNING BODY

XIV. ANNOUNCEMENTS

- | | |
|-----------------------------|--|
| A. November 12, 2025 | City Commission Meeting – 4:00 pm, City Hall |
| B. November 19, 2025 | City Commission Meeting – 10:00 am, City Hall |
| C. November 26, 2025 | City Commission Meeting – 4:00 pm, City Hall |

XV. EXECUTIVE SUMMARY

Motion: I move that the Commission recess into executive session to engage in privileged and confidential communication with the board's attorney, pursuant to the attorney client privilege exception, K.S.A. 75-4319(b)(2). The open meeting will resume in this room at _____ a.m.

XVI. ADJOURN



PROCLAMATION



WHEREAS, dogs and cats are an integral part of the quality of life of our community, with approximately 4,912 pet dogs and 4,113 pet cats living in the City of Ottawa, and 89.7 million dogs and 94.2 million cats nationwide; and

WHEREAS, animal shelter employees must respond to the needs of the community, keeping animals and humans safe from harm; and

WHEREAS, animal shelters make communities better places to live, taking stray or dangerous animals off the streets and out of harm's way; and

WHEREAS, animal shelters help both animals and people in many ways; by returning lost pets to their owners, community partnerships with area nonprofits, educating the public, and matching homeless animals with loving new families; and

WHEREAS, animal shelters receive important donations of money, goods, and volunteer time to assist in their important missions; and

WHEREAS, Prairie Paws Animal Shelter reflects best shelter practices, with veterinary care, behavior modification, and socialization programs to provide the best possible outcome for each animal in its care and

WHEREAS, the City of Ottawa is one of the safest cities in America to be a homeless pet.

NOW, THEREFORE, the governing body of the City of Ottawa, Kansas, does hereby proclaim the week of November 2-8, 2025 as:

NATIONAL ANIMAL SHELTER APPRECIATION WEEK

in the City of Ottawa, Kansas and calls upon all citizens to recommit to the animals in our community with responsible pet ownership and support of local efforts to help homeless animals.

SIGNED this 5th day of November, 2025.

Emily Allen, Mayor

**Regular Meeting Minutes
City Hall
Minutes of October 22, 2025**

The Governing Body met at 4:00 p.m. on this date for the Regular City Commission Meeting, with the following members present and participating: Mayor Pro Tem Clayton, Commissioner Caylor, and Commissioner Skidmore. Mayor Allen and Commissioner Crowley were absent. Mayor Pro Tem Clayton called the meeting to order.

Mayor Pro Tem Clayton welcomed the audience and led the Pledge of Allegiance to the American flag. Father Kenneth Clem, Sacred Heart Church, gave the invocation.

Public Comments

No public comments were received.

Appointments, Proclamations, Recognitions, Nominations, and Public Hearings

Consent Agenda

Commissioner Caylor moved to approve the consent agenda, seconded by Commissioner Skidmore. The agenda included the minutes from the October 15, 2025 Regular Meeting, the September 2025 Finance Monthly Report, Partner Agency Reports from Franklin County Development Council, Ottawa Library, Ottawa Main Street Association, and Prairie Paws Animal Shelter, and approval of the Regular Meeting agenda with the removal of the Executive Session. The motion was considered and upon being put, all present voted aye. The Mayor declared the consent agenda duly approved.

Declaration

No declarations were made.

Unfinished Business

New Business

Utility Payment KIOSK Update

Assistant Director McCurdy provided an update on the operational status and future of the City's utility payment KIOSK. The existing KIOSK unit, installed in 2016 following City Commission approval in December 2014, cost \$48,313 and was designed to provide residents with 24/7 access to make utility payments by cash, check, or credit card. The system allowed for real-time posting of payments, reduced in-person wait times at the utility window, and offered a convenient option for residents who preferred to pay after hours or in cash.

Between 2016 and 2024, the KIOSK processed 14,288 payments totaling approximately \$2,388,635. However, over time, the unit began experiencing performance issues, including malfunctioning components, weather-related damage due to insufficient shelter, and repeated failures of the check processing mechanism. These issues required significant IT staff time to maintain minimal operability. The KIOSK ultimately became inoperable in June 2024.

McCurdy presented data on payment trends and alternative payment methods now widely available to residents, including online payments, pay-by-phone, automatic bank drafts, drop boxes, and in-person

October 22, 2025

Unofficial Until Approved

payments during business hours. She also reviewed comparative utilization data from neighboring communities, noting that the City of Osawatomie reported 4.2% of its monthly payments through its KIOSK system.

The Governing Body discussed the cost-benefit considerations of replacing or maintaining an outdoor KIOSK unit. The 2025 Electric Fund budget includes a \$60,000 placeholder allocation for KIOSK replacement; however, annual maintenance, software licensing, and merchant fees are estimated to exceed \$7,000 per year. Staff noted that by not replacing the unit, these recurring expenses could be eliminated.

In discussion, Commissioners expressed appreciation for the historical role of the KIOSK but recognized that current payment technologies and customer service options now offer comparable convenience at a lower long-term cost. Staff recommended removing the current unit and re-evaluating the need for future replacement if demand or technology advances warrant reconsideration.

After discussion, the Governing Body agreed by consensus to remove the current KIOSK and evaluate the need for a replacement in the future.

Selection of Strategic Government Resources (SGR) as City Manager Search Consultant

Director Stegman-Jacobson and City Attorney Finch presented an overview of the proposals received for executive search services to assist in the recruitment of the next City Manager. The City issued a Request for Proposals (RFP) in September 2025 and received six qualified submissions. Proposals were evaluated using criteria that included each firm's recruitment approach, experience with municipal placements, references, proposed timeline, cost, compliance with procurement standards, and value-added services.

Following the review and scoring process conducted by the internal selection committee—comprised of representatives from Administration, Human Resources, and Legal—staff recommended Strategic Government Resources (SGR) as the most qualified and responsive proposer.

SGR is a nationally recognized executive search firm specializing in local government recruitment and has completed more than 500 searches across the United States, including multiple City Manager and executive-level placements in Kansas. The firm's proposal outlined a comprehensive recruitment process that includes targeted outreach, candidate vetting, structured questionnaires, recorded semifinal interviews, media and social media screenings, reference and background checks, and a tailored communication plan coordinated with the City.

The proposed scope of work includes:

- Development of a candidate profile based on feedback from the Governing Body and key City staff.
- Execution of a national marketing campaign to attract a diverse and qualified candidate pool.
- Thorough candidate evaluation and background screening.
- Coordination of interviews and facilitation of selection sessions with the Governing Body.
- Support with employment agreement negotiations and onboarding.

The proposed cost for SGR's services is not to exceed \$29,419, inclusive of professional fees, advertising, and reimbursable expenses. The contract cost will be funded through the City

Manager/City Commission budget in the General Fund.

The proposed timeline anticipates recruitment efforts beginning in November 2025, with finalist interviews expected in early 2026. Legal review of the draft agreement confirmed compliance with applicable procurement policies and state requirements, with standard provisions for insurance, indemnification, and termination included.

Commissioner Caylor made a motion, seconded by Commissioner Skidmore, to approve the selection of Strategic Government Resources (SGR) to conduct the executive recruitment for City Manager and to authorize the Mayor, or designee, to negotiate and execute an agreement consistent with SGR's proposal. The motion was considered and upon being put, all present voted aye. The Mayor declared this item duly approved.

Review of Third Quarter 2025 Department Reports

City Manager Silcott presented the Third Quarter 2025 Department Reports highlighting continued strong operational performance, increased community engagement, and solid fiscal management across all City departments.

Key highlights included:

- Ottawa Memorial Auditorium (OMA): Attendance totaled 6,122 this quarter (20,365 YTD), with increased volunteer hours and expanded facility use. OMA advanced to the Top 100 nationwide in the Levitt Music Series Grant competition and was featured on Fox 4's Zip Trip to Ottawa.
- Communications & Outreach: Achieved 1.3 million social media views, launched the City Brand Guide, and expanded the Everbridge Alert System to over 1,000 contacts.
- Finance: Processed 20,263 utility bills, submitted 21 grant applications (\$97,430 awarded), and maintained stable revenues at 70% of budget with expenditures at 64%.
- Fire Department: Responded to 592 calls for service, including 1,139 EMS/rescue calls, and conducted 115 inspections and 20 fire prevention events.
- Police & Municipal Court: Managed 12,998 calls for service YTD, hosted 18 community events, and reported \$183,848 in year-to-date court revenue (+25% YoY).
- Public Works: Completed repairs on South King, South Lincoln, and Blackhawk Streets, maintained 884 acres of parkland, and supported 29 community events.
- Utilities: Completed 357 work orders, maintained 99% compliance in sampling, and continued progress on the Water Plant Pump Upgrade Project scheduled for completion in March 2026.
- Neighborhood & Community Services: Issued 9 new home permits, processed 220 plan reviews, and resolved 336 code enforcement cases.
- Human Resources & IT: Filled 8 positions, processed 181 applications, and maintained 99.5% system uptime with zero connectivity downtime.

Active Projects Update

City Manager Silcott provided an overview of current infrastructure and capital projects, highlighting completion progress, contractor timelines, and upcoming milestones. Projects discussed included the Water Plant Pump Upgrade, Electric AMI Meter Installation, Commission Room Renovations, and City Hall HVAC replacement planning.

City Manager Comments

City Manager Silcott reported on departmental operational highlights, noting the successful planting of a redbud tree at Forest Park in celebration of Arbor Day, and completion of maintenance at the Water Reclamation Facility, including draining, inspection, and repair of the north clarifier. He also noted that Human Resources held open enrollment meetings for 2026 employee benefits.

Silcott reminded residents of the upcoming Citywide Clean-Up Weekend on October 31–November 1, with dumpsters available at three city locations for eligible items, and of the City Hall Open House on October 29 to share information on the renewal of the one-cent sales tax.

He concluded by highlighting several community events, including the Boo Bash Downtown Parade on October 25, the Paranormal Investigation at OMA on October 24, and the Veterans Day Parade on November 8, encouraging residents to participate.

Governing Body Comments

Commissioner Skidmore expressed his appreciation for the opportunity to attend the League of Kansas Municipalities (LKM) Conference, where he had valuable discussions with other city leaders and city managers about various municipal operations, including how other communities manage 911 budgets. He emphasized the benefits of collaboration and the exchange of ideas among cities. Commissioner Skidmore also participated in a tour of Overland Park's park system, noting how the community has grown and developed its recreational spaces. He shared that the tour provided several ideas that could be adapted and implemented to enhance parks and recreation opportunities in Ottawa.

Announcements

- A. October 29, 2025 – City Commission Meeting Cancelled
- B. October 29, 2025 – City Hall Open House – 5:00 p.m.
- C. November 5, 2025 – City Commission Meeting – 7:00 p.m., City Hall
- D. November 12, 2025 – City Commission Meeting – 4:00 p.m., City Hall
- E. November 19, 2025 – City Commission Meeting – 10:00 a.m., City Hall

Adjournment

There was no further business before the Governing Body, the Mayor declared the meeting duly adjourned at 4:58 pm.

Melissa Scherman, City Clerk



Ottawa Memorial Auditorium (OMA)
Advisory Board Meeting
Tuesday, August 19, 2025
12:00 pm – OMA Mezzanine



Call to Order: Amy Carlson called the meeting to order.

Attendance:

- Board members present: Amy Carlson, Keith Shrimpton, Mark Mitchell, Jessica Christopher, and Matt Parenti
- Staff/Guests present: Tiffany Evans, Michelle Stegman-Jacobson, Misty Eytcheson, and Danielle Mingle-Melick

Public Comments: No public comments.

Declaration: No declarations from the Board.

Agenda Approval: A motion was made by Jessica Christopher to approve the meeting agenda as presented. Second by Mark Mitchell. Motion carried.

Approval of Meeting Minutes: A motion was made by Jessica Christopher to approve June 17, 2025, meeting minutes as presented. Second by Mark Mitchell. Motion carried.

Director Report – Tiffany Evans:

- Revenue & Expense Report
- Event Report
 - Line Dance Lessons
 - Music Bingo
 - City Band
 - Mitch Holthus
 - ORC Summer Camp Talent Show
 - Walker Montgomery
- Task List/Projects
 - Electrical Panel
 - Grant Opportunities for 2025 from Kansas Arts Commission
 - Grant opportunities for Commercial Community Kitchen
 - Grant Opportunities Levitt Foundation Grant
 - Boiler
 - Basement Tech updates
- Upcoming events
 - Jim Winters Class Country Concerts
 - Surfin' USA- A Tribute to the Beach Boys
 - Vinyl Revival
 - A Tribute to the King: Featuring Rick Cook & Strait Country
 - Taps & Tunes Featuring: Paramount
 - Red Hot Chili Pipers

Report by the Friends of OMA – Donna Ferguson: Tiffany reported Taps & Tunes-October 18th

Board Reports: None

Next Regular Meeting: The next regular meeting will be September 16th, 12:00 pm at the auditorium.

Jessica Christopher made a motion to adjourn the meeting at 12:35 pm. Mark Mitchell seconded. Motion carried

Danielle Mingle-Melick, Recorder

Approved by the board on October 21, 2025



Agenda Item: XI. A

**City of Ottawa
City Commission Meeting
November 5, 2025**

TO: Honorable Mayor and Members of the City Commission
SUBJECT: Summary of 2025 Verisk ISO Public Protection Classification (PPC) Report
INITIATED BY: Shawn Dillon, Fire Chief
AGENDA: New Business

Recommendation: Staff recommends the City Commission receive and file this memorandum for information and formally recognize the Ottawa Fire Department and each supporting department for their exemplary performance in achieving a Class 2 PPC designation from ISO effective **January 1, 2026**. This is an outstanding achievement to celebrate, but the rating schedule changes every few years. It will be essential to continue funding initiatives to increase staffing, acquire equipment, maintain a modern fleet of apparatus, and sustain our training programs.

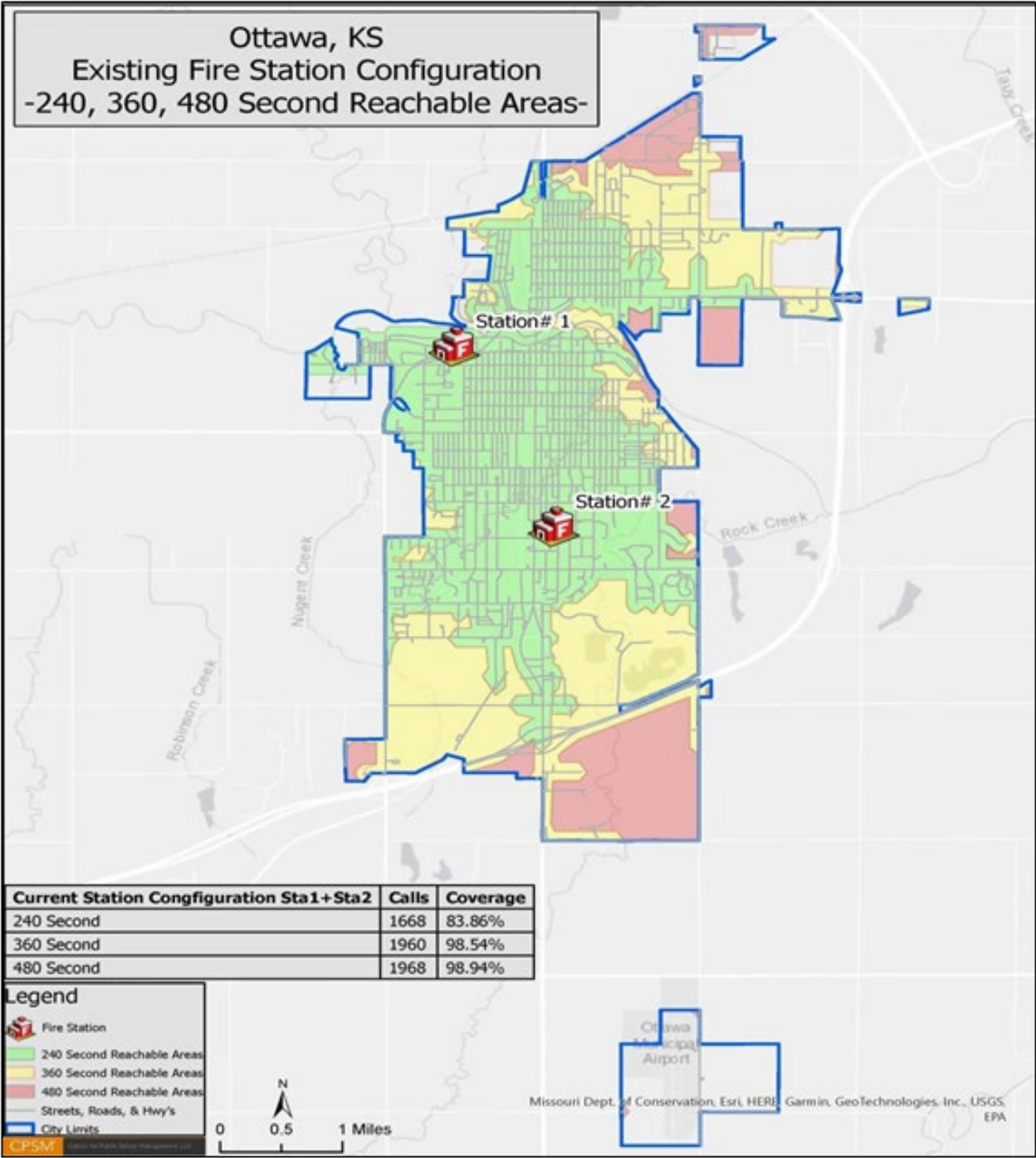
Background: The ISO PPC program evaluates over 39,000 communities nationwide using the **Fire Suppression Rating Schedule (FSRS)**. Communities are assigned a class rating from **1 to 10**, where Class 1 represents exemplary fire protection and Class 10 indicates that the minimum criteria are not met.

- ISO ratings are an essential factor for residents and businesses because insurance companies often use them to determine property insurance premiums. Higher ISO ratings can result in lower insurance costs for the community. It is important to note that 75% of insurance carriers use ISO rating scores to determine insurance rates.

Analysis: Ottawa's 2025 PPC Classification

Following a comprehensive review conducted in September 2025, ISO has assigned the **City of Ottawa a PPC rating of Class 2/2X**, effective **January 1, 2026**. This rating places Ottawa among a small percentage of U.S. communities that achieve a **Class 2** designation, reflecting a high level of fire protection and preparedness. A 2023 countrywide distribution indicates that Ottawa's PPC rating places it in only **5%** of communities with an ISO Class 2/2X rating.

- **Class 2** applies to properties within five (5) road miles of a recognized fire station and within 1,000 feet of a creditable water supply.
- **Class 2X** applies to properties within five (5) road miles of a recognized fire station but beyond 1,000 feet of a hydrant or water source.



*CPSM Study Image

Summary of Evaluation Results and a comparison to the 2016 evaluation

2025

Category	Points Earned	Points Available
Emergency Communications	8.03	10
Fire Department	36.23	50
Water Supply	37.96	40
Divergence Adjustment	-4.49	—
Community Risk Reduction	4.27	5.5 Extra Credit Points
Total Score	82.00	105.5

2016

Category	Points Earned	Points Available
Emergency Communications	6.75	10
Fire Department	34.37	50
Water Supply	38.11	40
Divergence Adjustment	-5.31	—
Community Risk Reduction	3.66	5.5 Extra Credit Points
Total Score	77.58	105.5

Ottawa's 2025 total score of **82.00** places it within the **Class 2** range (80.00–89.99 points).

The divergence adjustment is calculated by comparing the water supply score with the fire department's deployment and its ability to deliver water to the fire. If one score outweighs the other, the result is a negative number, as shown in the chart above.

Highlights of Performance

1. Emergency Communications

Ottawa's dispatch and communications systems earned high marks for reliability and efficiency. ISO recognized the enhanced 911 system, wireless and VoIP capabilities, computer-aided dispatch (CAD), and GIS-based vehicle location. Telecommunicators are well-trained and certified in accordance with recognized national standards.

2. Fire Department

The Ottawa Fire Department demonstrated strong operational readiness and professionalism. Notable strengths include:

- Modern apparatus meeting national equipment and capacity standards
- A ladder company capable of supporting multi-story structures

- Comprehensive training programs and established operational procedures
- Effective deployment and response coverage

ISO identified opportunities to enhance staffing levels and to continue developing reserve and automatic aid resources to support long-term resiliency.

3. Water Supply

Ottawa's water system was one of the highest-scoring areas. The evaluation found that water distribution, hydrant installation, and testing programs are well maintained and capable of supporting required fire flows up to 3,500 gallons per minute.

4. Community Risk Reduction

The City received additional credit for its fire prevention, public education, and investigation programs. These efforts demonstrate the Fire Department's commitment to proactive community safety beyond emergency response.

Ottawa's **Class 2/2X** ISO rating represents a significant achievement and reflects the City's ongoing commitment to public safety, infrastructure investment, and professional emergency services.

This recognition benefits the community in two key ways:

- **Public Safety:** It confirms that Ottawa's emergency response systems are efficient, well-equipped, and effectively managed.
- **Economic Impact:** A strong ISO rating can contribute to lower property insurance premiums for both residential and commercial policyholders. The City's leadership, the Ottawa Fire Department, the communications center, and the water utility all contributed to this outstanding result. Continued investment in maintaining and increasing personnel, investment in training, and infrastructure will help sustain and potentially improve this high level of service in future evaluations.

Financial Considerations: There is no associated cost for this report.

Legal Considerations: N/A

Recommendation/Action: Receive and File Report from the Fire Chief

Attachments: 2025 Verisk ISO Report

Public Protection Classification (PPC®) Summary Report

Ottawa

KANSAS

Prepared by

**Insurance Services Office, Inc.
1000 Bishops Gate Blvd., Ste. 300
P.O. Box 5404
Mt. Laurel, New Jersey 08054-5404
1-800-444-4554**

**Report Created September 2025
Effective JANUARY 1, 2026**

Background Information

Introduction

ISO collects and evaluates information from communities in the United States on their structure fire suppression capabilities. The data is analyzed using our Fire Suppression Rating Schedule (FSRS) and then a Public Protection Classification (PPC®) grade is assigned to the community. The surveys are conducted whenever it appears that there is a possibility of a PPC change. As such, the PPC program provides important, up-to-date information about fire protection services throughout the country.

The FSRS recognizes fire protection features only as they relate to suppression of first alarm structure fires. In many communities, fire suppression may be only a small part of the fire department's overall responsibility. ISO recognizes the dynamic and comprehensive duties of a community's fire service, and understands the complex decisions a community must make in planning and delivering emergency services. However, in developing a community's PPC grade, only features related to reducing property losses from structural fires are evaluated. Multiple alarms, simultaneous incidents and life safety are not considered in this evaluation. The PPC program evaluates the fire protection for small to average size buildings. Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual PPC grade.

A community's investment in fire mitigation is a proven and reliable predictor of future fire losses. Statistical data on insurance losses bears out the relationship between excellent fire protection – as measured by the PPC program – and low fire losses. So, insurance companies use PPC information for marketing, underwriting, and to help establish fair premiums for homeowners and commercial fire insurance. In general, the price of fire insurance in a community with a good PPC grade is substantially lower than in a community with a poor PPC grade, assuming all other factors are equal.

ISO is an independent company that serves insurance companies, communities, fire departments, insurance regulators, and others by providing information about risk. ISO's expert staff collects information about municipal fire suppression efforts in communities throughout the United States. In each of those communities, ISO analyzes the relevant data and assigns a PPC grade – a number from 1 to 10. Class 1 represents an exemplary fire suppression program, and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.

ISO's PPC program evaluates communities according to a uniform set of criteria, incorporating nationally recognized standards developed by the National Fire Protection Association and the American Water Works Association. A community's PPC grade depends on:

- **Needed Fire Flows**, which are representative building locations used to determine the theoretical amount of water necessary for fire suppression purposes.
- **Emergency Communications**, including emergency reporting, telecommunicators, and dispatching systems.
- **Fire Department**, including equipment, staffing, training, geographic distribution of fire companies, operational considerations, and community risk reduction.
- **Water Supply**, including inspection and flow testing of hydrants, alternative water supply operations, and a careful evaluation of the amount of available water compared with the amount needed to suppress fires up to 3,500 gpm.

Data Collection and Analysis

ISO has evaluated and classified over 39,000 fire protection areas across the United States using its FSRs. A combination of meetings between trained ISO field representatives and the dispatch center coordinator, community fire official, and water superintendent is used in conjunction with a comprehensive questionnaire to collect the data necessary to determine the PPC grade. In order for a community to obtain a grade better than a Class 9, three elements of fire suppression features are reviewed. These three elements are Emergency Communications, Fire Department, and Water Supply.

A review of the **Emergency Communications** accounts for 10% of the total classification. This section is weighted at **10 points**, as follows:

- Emergency Reporting 3 points
- Telecommunicators 4 points
- Dispatch Circuits 3 points

A review of the **Fire Department** accounts for 50% of the total classification. ISO focuses on a fire department's first alarm response and initial attack to minimize potential loss. The fire department section is weighted at **50 points**, as follows:

- Engine Companies 6 points
- Reserve Pumpers 0.5 points
- Pump Capacity 3 points
- Ladder/Service Companies 4 points
- Reserve Ladder/Service Trucks 0.5 points
- Deployment Analysis 10 points
- Company Personnel 15 points
- Training 9 points
- Operational considerations 2 points
- Community Risk Reduction 5.5 points (in addition to the 50 points above)

A review of the **Water Supply** system accounts for 40% of the total classification. ISO reviews the water supply a community uses to determine the adequacy for fire suppression purposes. The water supply system is weighted at **40 points**, as follows:

- Credit for Supply System 30 points
- Hydrant Size, Type & Installation 3 points
- Inspection & Flow Testing of Hydrants 7 points

There is one additional factor considered in calculating the final score – **Divergence**.

Even the best fire department will be less than fully effective if it has an inadequate water supply. Similarly, even a superior water supply will be less than fully effective if the fire department lacks the equipment or personnel to use the water. The FSRs score is subject to modification by a divergence factor, which recognizes disparity between the effectiveness of the fire department and the water supply.

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

PPC Grade

The PPC grade assigned to the community will depend on the community's score on a 100-point scale:

PPC	Points
1	90.00 or more
2	80.00 to 89.99
3	70.00 to 79.99
4	60.00 to 69.99
5	50.00 to 59.99
6	40.00 to 49.99
7	30.00 to 39.99
8	20.00 to 29.99
9	10.00 to 19.99
10	0.00 to 9.99

The classification numbers are interpreted as follows:

- Class 1 through (and including) Class 8 represents a fire suppression system that includes an FSRs creditable dispatch center, fire department, and water supply.
- Class 8B is a special classification that recognizes a superior level of fire protection in otherwise Class 9 areas. It is designed to represent a fire protection delivery system that is superior except for a lack of a water supply system capable of the minimum FSRs fire flow criteria of 250 gpm for 2 hours.
- Class 9 is a fire suppression system that includes a creditable dispatch center, fire department but no FSRs creditable water supply.
- Class 10 does not meet minimum FSRs criteria for recognition, including areas that are beyond five road miles of a recognized fire station.

New PPC program changes effective July 1, 2014

We have revised the PPC program to capture the effects of enhanced fire protection capabilities that reduce fire loss and fire severity in Split Class 9 and Split Class 8B areas (as outlined below). This new structure benefits the fire service, community, and property owner.

New classifications

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new PPC classes will improve the predictive value for insurers while benefiting both commercial and residential property owners. Here are the new classifications and what they mean.

Split classifications

When we develop a split classification for a community — for example 5/9 — the first number is the class that applies to properties within 5 road miles of the responding fire station and 1,000 feet of a creditable water supply, such as a fire hydrant, suction point, or dry hydrant. The second number is the class that applies to properties within 5 road miles of a fire station but beyond 1,000 feet of a creditable water supply. We have revised the classification to reflect more precisely the risk of loss in a community, replacing Class 9 and 8B in the second part of a split classification with revised designations.

What's changed with the new classifications?

We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently displayed as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9".
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B".
- Communities graded with single "9" or "8B" classifications will remain intact.

Prior Classification	New Classification
1/9	1/1X
2/9	2/2X
3/9	3/3X
4/9	4/4X
5/9	5/5X
6/9	6/6X
7/9	7/7X
8/9	8/8X
9	9

Prior Classification	New Classification
1/8B	1/1Y
2/8B	2/2Y
3/8B	3/3Y
4/8B	4/4Y
5/8B	5/5Y
6/8B	6/6Y
7/8B	7/7Y
8/8B	8/8Y
8B	8B

What's changed?

As you can see, we're still maintaining split classes, but it's how we represent them to insurers that's changed. The new designations reflect a reduction in fire severity and loss and have the potential to reduce property insurance premiums.

Benefits of the revised split class designations

- To the fire service, the revised designations identify enhanced fire suppression capabilities used throughout the fire protection area
- To the community, the new classes reward a community's fire suppression efforts by showing a more reflective designation
- To the individual property owner, the revisions offer the potential for decreased property insurance premiums

New water class

Our data also shows that risks located more than 5 but less than 7 road miles from a responding fire station with a creditable water source within 1,000 feet had better loss experience than those farther than 5 road miles from a responding fire station with no creditable water source. We've introduced a new classification —10W— to recognize the reduced loss potential of such properties.

What's changed with Class 10W?

Class 10W is property-specific. Not all properties in the 5-to-7-mile area around the responding fire station will qualify. The difference between Class 10 and 10W is that the 10W-graded risk or property is within 1,000 feet of a creditable water supply. Creditable water supplies include fire protection systems using hauled water in any of the split classification areas.

What's the benefit of Class 10W?

10W gives credit to risks within 5 to 7 road miles of the responding fire station and within 1,000 feet of a creditable water supply. That's reflective of the potential for reduced property insurance premiums.

What does the fire chief have to do?

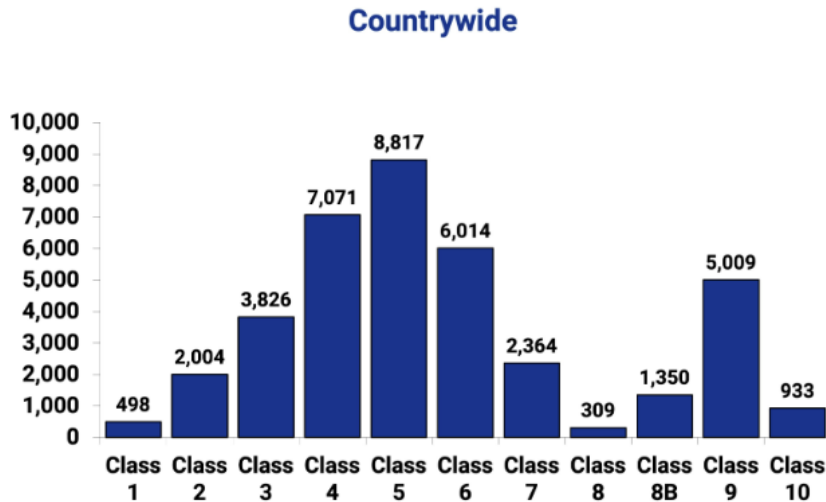
Fire chiefs don't have to do anything at all. The revised classifications went in place automatically effective July 1, 2014 (July 1, 2015 for Texas).

What if I have additional questions?

Feel free to contact ISO at 800.444.4554 or email us at PPC-Cust-Serv@iso.com.

Distribution of PPC Grades

The 2023 published countrywide distribution of communities by the PPC grade is as follows:



Assistance

The PPC program offers help to communities, fire departments, and other public officials as they plan for, budget, and justify improvements. ISO is also available to assist in the understanding of the details of this evaluation.

The PPC program representatives can be reached by telephone at (800) 444-4554. The technical specialists at this telephone number have access to the details of this evaluation and can effectively speak with you about your questions regarding the PPC program. What's more, we can be reached via the internet at www.isomitigation.com/talk/.

We also have a website dedicated to our Community Hazard Mitigation Classification programs at www.isomitigation.com. Here, fire chiefs, building code officials, community leaders and other interested citizens can access a wealth of data describing the criteria used in evaluating how cities and towns are protecting residents from fire and other natural hazards. This website will allow you to learn more about the PPC program. The website provides important background information, insights about the PPC grading processes and technical documents. ISO is also pleased to offer Fire Chiefs Online — a special, secured website with information and features that can help improve your PPC grade, including a list of the Needed Fire Flows for all the commercial occupancies ISO has on file for your community. Visitors to the site can download information, see statistical results and also contact ISO for assistance.

In addition, on-line access to the FSRs and its commentaries is available to registered customers for a fee. However, fire chiefs and community chief administrative officials are given access privileges to this information without charge.

To become a registered fire chief or community chief administrative official, register at www.isomitigation.com.

PPC Review

ISO concluded its review of the fire suppression features being provided for Ottawa. The resulting community classification is **Class 02/2X**.

If the classification is a single class, the classification applies to properties with a Needed Fire Flow of 3,500 gpm or less in the community. If the classification is a split class (e.g., 6/XX):

- The first class (e.g., “6” in a 6/XX) applies to properties within 5 road miles of a recognized fire station and within 1,000 feet of a fire hydrant or alternate water supply.
- The second class (XX or XY) applies to properties beyond 1,000 feet of a fire hydrant but within 5 road miles of a recognized fire station.
- Alternative Water Supply: The first class (e.g., “6” in a 6/10) applies to properties within 5 road miles of a recognized fire station with no hydrant distance requirement.
- Class 10 applies to properties over 5 road miles of a recognized fire station.
- Class 10W applies to properties within 5 to 7 road miles of a recognized fire station with a recognized water supply within 1,000 feet.
- Specific properties with a Needed Fire Flow in excess of 3,500 gpm are evaluated separately and assigned an individual classification.

FSTRS Feature	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.85	3
422. Credit for Telecommunicators	2.63	4
432. Credit for Dispatch Circuits	2.55	3
440. Credit for Emergency Communications	8.03	10
Fire Department		
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.50	0.50
532. Credit for Pump Capacity	3.00	3
549. Credit for Ladder Service	3.09	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.50
561. Credit for Deployment Analysis	7.80	10
571. Credit for Company Personnel	7.69	15
581. Credit for Training	8.15	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	36.23	50
Water Supply		
616. Credit for Supply System	29.01	30
621. Credit for Hydrants	2.75	3
631. Credit for Inspection and Flow Testing	6.20	7
640. Credit for Water Supply	37.96	40
Divergence	-4.49	--
1050. Community Risk Reduction	4.27	5.50
Total Credit	82.00	105.50

Emergency Communications

Ten percent of a community's overall score is based on how well the communications center receives and dispatches fire alarms. Our field representative evaluated:

- Communications facilities provided for the general public to report structure fires
- Enhanced 9-1-1 Telephone Service including wireless
- Computer-aided dispatch (CAD) facilities
- Alarm receipt and processing at the communication center
- Training and certification of telecommunicators
- Facilities used to dispatch fire department companies to reported structure fires

	Earned Credit	Credit Available
414. Credit Emergency Reporting	2.85	3
422. Credit for Telecommunicators	2.63	4
432. Credit for Dispatch Circuits	2.55	3
Item 440. Credit for Emergency Communications:	8.03	10

Item 414 - Credit for Emergency Reporting (3 points)

The first item reviewed is Item 414 "Credit for Emergency Reporting (CER)". This item reviews the emergency communication center facilities provided for the public to report fires including 911 systems (Basic or Enhanced), Wireless Phase I and Phase II, Voice over Internet Protocol, Computer Aided Dispatch and Geographic Information Systems for automatic vehicle location. ISO uses National Fire Protection Association (NFPA) 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems* as the reference for this section.

Item 410. Emergency Reporting (CER)	Earned Credit	Credit Available
A./B. Basic 9-1-1, Enhanced 9-1-1 or No 9-1-1 For maximum credit, there should be an Enhanced 9-1-1 system, Basic 9-1-1 and No 9-1-1 will receive partial credit.	20.00	20
1. E9-1-1 Wireless Wireless Phase I using Static ALI (automatic location identification) Functionality (10 points); Wireless Phase II using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
2. E9-1-1 Voice over Internet Protocol (VoIP) Static VoIP using Static ALI Functionality (10 points); Nomadic VoIP using Dynamic ALI Functionality (15 points); Both available will be 25 points	25.00	25
3. Computer Aided Dispatch Basic CAD (5 points); CAD with Management Information System (5 points); CAD with Interoperability (5 points)	10.00	15
4. Geographic Information System (GIS/AVL) <u>The PSAP uses</u> a fully integrated CAD/GIS management system with automatic vehicle location (AVL) integrated with a CAD system providing dispatch assignments. The individual fire departments being dispatched <u>do not</u> need GIS/AVL capability to obtain this credit.	15.00	15
Review of Emergency Reporting total:	95.00	100

Item 422- Credit for Telecommunicators (4 points)

The second item reviewed is Item 422 "Credit for Telecommunicators (TC)". This item reviews the number of Telecommunicators on duty at the center to handle fire calls and other emergencies. All emergency calls including those calls that do not require fire department action are reviewed to determine the proper staffing to answer emergency calls and dispatch the appropriate emergency response. The 2013 Edition of NFPA 1221, *Standard for the Installation, Maintenance and Use of Emergency Services Communications Systems*, recommends that ninety-five percent of emergency calls shall be answered within 15 seconds and ninety-nine percent of emergency calls shall be answered within 40 seconds. In addition, NFPA recommends that eighty percent of emergency alarm processing shall be completed within 60 seconds and ninety-five percent of alarm processing shall be completed within 106 seconds of answering the call.

To receive full credit for operators on duty, ISO must review documentation to show that the communication center meets NFPA 1221 call answering and dispatch time performance measurement standards. This documentation may be in the form of performance statistics or other performance measurements compiled by the 9-1-1 software or other software programs that are currently in use such as Computer Aided Dispatch (CAD) or Management Information System (MIS).

Item 420. Telecommunicators (CTC)	Earned Credit	Credit Available
A1. Alarm Receipt (AR) Receipt of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	4.59	20
A2. Alarm Processing (AP) Processing of alarms shall meet the requirements in accordance with the criteria of NFPA 1221	1.24	20
B. Emergency Dispatch Protocols (EDP) Telecommunicators have emergency dispatch protocols (EDP) containing questions and a decision-support process to facilitate correct call categorization and prioritization.	20.00	20
C. Telecommunicator Training and Certification (TTC) Telecommunicators meet the qualification requirements referenced in NFPA 1061, <i>Standard for Professional Qualifications for Public Safety Telecommunicator</i> , and/or the Association of Public-Safety Communications Officials - International (APCO) <i>Project 33</i> . Telecommunicators are certified in the knowledge, skills, and abilities corresponding to their job functions.	20.00	20
D. Telecommunicator Continuing Education and Quality Assurance (TQA) Telecommunicators participate in continuing education and/or in-service training and quality-assurance programs as appropriate for their positions	20.00	20
Review of Telecommunicators total:	65.83	100

Item 432 - Credit for Dispatch Circuits (3 points)

The third item reviewed is Item 432 “Credit for Dispatch Circuits (CDC)”. This item reviews the dispatch circuit facilities used to transmit alarms to fire department members. A “Dispatch Circuit” is defined in NFPA 1221 as “A circuit over which an alarm is transmitted from the communications center to an emergency response facility (ERF) or emergency response units (ERUs) to notify ERUs to respond to an emergency”. All fire departments (except single fire station departments with full-time firefighter personnel receiving alarms directly at the fire station) need adequate means of notifying all firefighter personnel of the location of reported structure fires. The dispatch circuit facilities should be in accordance with the general criteria of NFPA 1221. “Alarms” are defined in this Standard as “A signal or message from a person or device indicating the existence of an emergency or other situation that requires action by an emergency response agency”.

There are two different levels of dispatch circuit facilities provided for in the Standard – a primary dispatch circuit and a secondary dispatch circuit. In jurisdictions that receive 730 alarms or more per year (average of two alarms per 24-hour period), two separate and dedicated dispatch circuits, a primary and a secondary, are needed. In jurisdictions receiving fewer than 730 alarms per year, a second dedicated dispatch circuit is not needed. Dispatch circuit facilities installed but not used or tested (in accordance with the NFPA Standard) receive no credit.

The score for Credit for Dispatch Circuits (CDC) is influenced by monitoring for integrity of the primary dispatch circuit. There are up to 0.90 points available for this Item. Monitoring for integrity involves installing automatic systems that will detect faults and failures and send visual and audible indications to appropriate communications center (or dispatch center) personnel. ISO uses NFPA 1221 to guide the evaluation of this item. ISO's evaluation also includes a review of the communication system's emergency power supplies.

Item 432 “Credit for Dispatch Circuits (CDC)” = 2.55 points

Fire Department

Fifty percent of a community's overall score is based upon the fire department's structure fire suppression system. ISO's field representative evaluated:

- Engine and ladder/service vehicles including reserve apparatus
- Equipment carried
- Response to reported structure fires
- Deployment analysis of companies
- Available and/or responding firefighters
- Training

	Earned Credit	Credit Available
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.09	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	7.80	10
571. Credit for Company Personnel	7.69	15
581. Credit for Training	8.15	9
730. Credit for Operational Considerations	2.00	2
Item 590. Credit for Fire Department:	36.23	50

Basic Fire Flow

The Basic Fire Flow for the community is determined by the review of the Needed Fire Flows for selected buildings in the community. The fifth largest Needed Fire Flow is determined to be the Basic Fire Flow. The Basic Fire Flow has been determined to be 3500 gpm.

Item 513 - Credit for Engine Companies (6 points)

The first item reviewed is Item 513 "Credit for Engine Companies (CEC)". This item reviews the number of engine companies, their pump capacity, hose testing, pump testing and the equipment carried on the in-service pumpers. To be recognized, pumper apparatus must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* which include a minimum 250 gpm pump, an emergency warning system, a 300 gallon water tank, and hose. At least 1 apparatus must have a permanently mounted pump rated at 750 gpm or more at 150 psi.

The review of the number of needed pumpers considers the response distance to built-upon areas; the Basic Fire Flow; and the method of operation. Multiple alarms, simultaneous incidents, and life safety are not considered.

The greatest value of A, B, or C below is needed in the fire district to suppress fires in structures with a Needed Fire Flow of 3,500 gpm or less: **3 engine companies**

- a) **2 engine companies** to provide fire suppression services to areas to meet NFPA 1710 criteria or within 1½ miles.
- b) **3 engine companies** to support a Basic Fire Flow of 3500 gpm.
- c) **3 engine companies** based upon the fire department's method of operation to provide a minimum two engine response to all first alarm structure fires.

The FSRS recognizes that there are **2 engine companies** in service.

The FSRS also reviews Automatic Aid. Automatic Aid is considered in the review as assistance dispatched automatically by contractual agreement between two communities or fire districts. That differs from mutual aid or assistance arranged case by case. ISO will recognize an Automatic Aid plan under the following conditions:

- It must be prearranged for first alarm response according to a definite plan. It is preferable to have a written agreement, but ISO may recognize demonstrated performance.
- The aid must be dispatched to all reported structure fires on the initial alarm.
- The aid must be provided 24 hours a day, 365 days a year.

FSRS Item 512.D "Automatic Aid Engine Companies" responding on first alarm and meeting the needs of the city for basic fire flow and/or distribution of companies are factored based upon the value of the Automatic Aid plan (up to 1.00 can be used as the factor). The Automatic Aid factor is determined by a review of the Automatic Aid provider's communication facilities, how they receive alarms from the graded area, inter-department training between fire departments, and the fire ground communications capability between departments.

For each engine company, the credited Pump Capacity (PC), the Hose Carried (HC), the Equipment Carried (EC) all contribute to the calculation for the percent of credit the FSRS provides to that engine company.

Item 513 "Credit for Engine Companies (CEC)" = 4.00 points

Item 523 - Credit for Reserve Pumpers (0.50 points)

The item is Item 523 “Credit for Reserve Pumpers (CRP)”. This item reviews the number and adequacy of the pumpers and their equipment. The number of needed reserve pumpers is 1 for each 8 needed engine companies determined in Item 513, or any fraction thereof.

Item 523 “Credit for Reserve Pumpers (CRP)” = 0.50 points

Item 532 – Credit for Pumper Capacity (3 points)

The next item reviewed is Item 532 “Credit for Pumper Capacity (CPC)”. The total pump capacity available should be sufficient for the Basic Fire Flow of 3500 gpm. The maximum needed pump capacity credited is the Basic Fire Flow of the community.

Item 532 “Credit for Pumper Capacity (CPC)” = 3.00 points

Item 549 – Credit for Ladder Service (4 points)

The next item reviewed is Item 549 “Credit for Ladder Service (CLS)”. This item reviews the number of response areas within the city with 5 buildings that are 3 or more stories or 35 feet or more in height, or with 5 buildings that have a Needed Fire Flow greater than 3,500 gpm, or any combination of these criteria. The height of all buildings in the city, including those protected by automatic sprinklers, is considered when determining the number of needed ladder companies. Response areas not needing a ladder company should have a service company. Ladders, tools and equipment normally carried on ladder trucks are needed not only for ladder operations but also for forcible entry, ventilation, salvage, overhaul, lighting and utility control.

The number of ladder or service companies, the height of the aerial ladder, aerial ladder testing and the equipment carried on the in-service ladder trucks and service trucks is compared with the number of needed ladder trucks and service trucks and an FSRS equipment list. Ladder trucks must meet the general criteria of NFPA 1901, *Standard for Automotive Fire Apparatus* to be recognized.

The number of needed ladder-service trucks is dependent upon the number of buildings 3 stories or 35 feet or more in height, buildings with a Needed Fire Flow greater than 3,500 gpm, and the method of operation.

The FSRS recognizes that there are **1 ladder companies** in service. These companies are needed to provide fire suppression services to areas to meet NFPA 1710 criteria or within 2½ miles and the number of buildings with a Needed Fire Flow over 3,500 gpm or 3 stories or more in height, or the method of operation.

The FSRS recognizes that there are **1 service companies** in service.

Item 549 “Credit for Ladder Service (CLS)” = 3.09 points

Item 553 – Credit for Reserve Ladder and Service Trucks (0.50 points)

The next item reviewed is Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)”. This item considers the adequacy of ladder and service apparatus when one (or more in larger communities) of these apparatus are out of service. The number of needed reserve ladder and service trucks is 1 for each 8 needed ladder and service companies that were determined to be needed in Item 540, or any fraction thereof.

Item 553 “Credit for Reserve Ladder and Service Trucks (CRLS)” = 0.00 points

Item 561 – Deployment Analysis (10 points)

Next, Item 561 “Deployment Analysis (DA)” is reviewed. This Item examines the number and adequacy of existing engine and ladder-service companies to cover built-upon areas of the city.

To determine the Credit for Distribution, first the Existing Engine Company (EC) points and the Existing Engine Companies (EE) determined in Item 513 are considered along with Ladder Company Equipment (LCE) points, Service Company Equipment (SCE) points, Engine-Ladder Company Equipment (ELCE) points, and Engine-Service Company Equipment (ESCE) points determined in Item 549.

Secondly, as an alternative to determining the number of needed engine and ladder/service companies through the road-mile analysis, a fire protection area may use the results of a systematic performance evaluation. This type of evaluation analyzes computer-aided dispatch (CAD) history to demonstrate that, with its current deployment of companies, the fire department meets the time constraints for initial arriving engine and initial full alarm assignment in accordance with the general criteria of in NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*.

A determination is made of the percentage of built upon area within 1½ miles of a first-due engine company and within 2½ miles of a first-due ladder-service company.

Item 561 “Credit Deployment Analysis (DA)” = 7.80 points

Item 571 – Credit for Company Personnel (15 points)

Item 571 “Credit for Company Personnel (CCP)” reviews the average number of existing firefighters and company officers available to respond to reported first alarm structure fires in the city.

The on-duty strength is determined by the yearly average of total firefighters and company officers on-duty considering vacations, sick leave, holidays, “Kelley” days and other absences. When a fire department operates under a minimum staffing policy, this may be used in lieu of determining the yearly average of on-duty company personnel.

Firefighters on apparatus not credited under Items 513 and 549 that regularly respond to reported first alarms to aid engine, ladder, and service companies are included in this item as increasing the total company strength.

Firefighters staffing ambulances or other units serving the general public are credited if they participate in fire-fighting operations, the number depending upon the extent to which they are available and are used for response to first alarms of fire.

On-Call members are credited on the basis of the average number staffing apparatus on first alarms. Off-shift career firefighters and company officers responding on first alarms are considered on the same basis as on-call personnel. For personnel not normally at the fire station, the number of responding firefighters and company officers is divided by 3 to reflect the time needed to assemble at the fire scene and the reduced ability to act as a team due to the various arrival times at the fire location when compared to the personnel on-duty at the fire station during the receipt of an alarm.

The number of Public Safety Officers who are positioned in emergency vehicles within the jurisdiction boundaries may be credited based on availability to respond to first alarm structure fires. In recognition of this increased response capability the number of responding Public Safety Officers is divided by 2.

The average number of firefighters and company officers responding with those companies credited as Automatic Aid under Items 513 and 549 are considered for either on-duty or on-call company personnel as is appropriate. The actual number is calculated as the average number of company personnel responding multiplied by the value of AA Plan determined in Item 512.D.

The maximum creditable response of on-duty and on-call firefighters is 12, including company officers, for each existing engine and ladder company and 6 for each existing service company.

Chief Officers are not creditable except when more than one chief officer responds to alarms; then extra chief officers may be credited as firefighters if they perform company duties.

The FSRs recognizes **7.00 on-duty personnel** and an average of **0.57 on-call personnel** responding on first alarm structure fires.

Item 571 “Credit for Company Personnel (CCP)” = 7.69 points

Item 581 – Credit for Training (9 points)

Training	Earned Credit	Credit Available
A. Facilities, and Use For maximum credit, each firefighter should receive 18 hours per year in structure fire related subjects as outlined in NFPA 1001.	29.04	35
B. Company Training For maximum credit, each firefighter should receive 16 hours per month in structure fire related subjects as outlined in NFPA 1001.	21.72	25
C. Classes for Officers For maximum credit, each officer should be certified in accordance with the general criteria of NFPA 1021. Additionally, each officer should receive 12 hours of continuing education on or off site.	12.00	12
D. New Driver and Operator Training For maximum credit, each new driver and operator should receive 60 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
E. Existing Driver and Operator Training For maximum credit, each existing driver and operator should receive 12 hours of driver/operator training per year in accordance with NFPA 1002 and NFPA 1451.	5.00	5
F. Training on Hazardous Materials For maximum credit, each firefighter should receive 6 hours of training for incidents involving hazardous materials in accordance with NFPA 472.	1.00	1
G. Recruit Training For maximum credit, each firefighter should receive 240 hours of structure fire related training in accordance with NFPA 1001 within the first year of employment or tenure.	5.00	5
H. Pre-Fire Planning Inspections For maximum credit, pre-fire planning inspections of each commercial, industrial, institutional, and other similar type building (all buildings except 1-4 family dwellings) should be made annually by company members. Records of inspections should include up-to date notes and sketches.	11.76	12

Item 580 “Credit for Training (CT)” = 8.15 points

Item 730 – Operational Considerations (2 points)

Item 730 “Credit for Operational Considerations (COC)” evaluates fire department standard operating procedures and incident management systems for emergency operations involving structure fires.

Operational Considerations	Earned Credit	Credit Available
Standard Operating Procedures The department should have established SOPs for fire department general emergency operations	50	50
Incident Management Systems The department should use an established incident management system (IMS)	50	50
Operational Considerations total:	100	100

Item 730 “Credit for Operational Considerations (COC)” = 2.00 points

Water Supply

Forty percent of a community's overall score is based on the adequacy of the water supply system. The ISO field representative evaluated:

- the capability of the water distribution system to meet the Needed Fire Flows at selected locations up to 3,500 gpm.
- size, type and installation of fire hydrants.
- inspection and flow testing of fire hydrants.

	Earned Credit	Credit Available
616. Credit for Supply System	29.01	30
621. Credit for Hydrants	2.75	3
631. Credit for Inspection and Flow Testing	6.20	7
Item 640. Credit for Water Supply:	37.96	40

Item 616 – Credit for Supply System (30 points)

The first item reviewed is Item 616 “Credit for Supply System (CSS)”. This item reviews the rate of flow that can be credited at each of the Needed Fire Flow test locations considering the supply works capacity, the main capacity and the hydrant distribution. The lowest flow rate of these items is credited for each representative location. A water system capable of delivering 250 gpm or more for a period of two hours plus consumption at the maximum daily rate at the fire location is considered minimum in the ISO review.

Where there are 2 or more systems or services distributing water at the same location, credit is given on the basis of the joint protection provided by all systems and services available.

The supply works capacity is calculated for each representative Needed Fire Flow test location, considering a variety of water supply sources. These include public water supplies, emergency supplies (usually accessed from neighboring water systems), suction supplies (usually evidenced by dry hydrant installations near a river, lake or other body of water), and supplies developed by a fire department using large diameter hose or vehicles to shuttle water from a source of supply to a fire site. The result is expressed in gallons per minute (gpm).

The normal ability of the distribution system to deliver Needed Fire Flows at the selected building locations is reviewed. The results of a flow test at a representative test location will indicate the ability of the water mains (or fire department in the case of fire department supplies) to carry water to that location.

The hydrant distribution is reviewed within 1,000 feet of representative test locations measured as hose can be laid by apparatus.

For maximum credit, the Needed Fire Flows should be available at each location in the district. Needed Fire Flows of 2,500 gpm or less should be available for 2 hours; and Needed Fire Flows of 3,000 and 3,500 gpm should be obtainable for 3 hours.

Item 616 “Credit for Supply System (CSS)” = 29.01 points

Item 621 – Credit for Hydrants (3 points)

The second item reviewed is Item 621 “Credit for Hydrants (CH)”. This item reviews the number of fire hydrants of each type compared with the total number of hydrants.

There are a total of 553 hydrants in the graded area.

620. Hydrants, - Size, Type and Installation	Number of Hydrants
A. With a 6 -inch or larger branch and a pumper outlet with or without 2½ -inch outlets	432
B. With a 6 -inch or larger branch and no pumper outlet but two or more 2½ -inch outlets, or with a small foot valve, or with a small barrel	91
C./D. With only a 2½ -inch outlet or with less than a 6 -inch branch	30
E./F. Flush Type, Cistern, or Suction Point	0

Item 621 “Credit for Hydrants (CH)” = 2.75 points

Item 630 – Credit for Inspection and Flow Testing (7 points)

The third item reviewed is Item 630 “Credit for Inspection and Flow Testing (CIT)”. This item reviews the fire hydrant inspection frequency, and the completeness of the inspections. Inspection of hydrants should be in accordance with AWWA M-17, *Installation, Field Testing and Maintenance of Fire Hydrants*.

Frequency of Inspection (FI): Average interval between the 3 most recent inspections.

Frequency	Points
1 year	30
2 years	20
3 years	10
4 years	5
5 years or more	No Credit

Note: The points for inspection frequency are reduced by 10 points if the inspections are incomplete or do not include a flushing program. An additional reduction of 10 points are made if hydrants are not subjected to full system pressure during inspections. If the inspection of cisterns or suction points does not include actual drafting with a pumper, or back-flushing for dry hydrants, 20 points are deducted.

Total points for Inspections = 3.20 points

Frequency of Fire Flow Testing (FF): Average interval between the 3 most recent inspections.

Frequency	Points
5 years	40
6 years	30
7 years	20
8 years	10
9 years	5
10 years or more	No Credit

Total points for Fire Flow Testing = 3.00 points

Item 631 “Credit for Inspection and Fire Flow Testing (CIT)” = 6.20 points

Divergence = -4.49

The Divergence factor mathematically reduces the score based upon the relative difference between the fire department and water supply scores. The factor is introduced in the final equation.

Community Risk Reduction

	Earned Credit	Credit Available
1025. Credit for Fire Prevention and Code Enforcement (CPCE)	1.39	2.2
1033. Credit for Public Fire Safety Education (CFSE)	1.90	2.2
1044. Credit for Fire Investigation Programs (CIP)	0.98	1.1
Item 1050. Credit for Community Risk Reduction	4.27	5.50

Item 1025 – Credit for Fire Prevention Code Adoption and Enforcement (2.2 points)	Earned Credit	Credit Available
Fire Prevention Code Regulations (PCR) Evaluation of fire prevention code regulations in effect.	2.76	10
Fire Prevention Staffing (PS) Evaluation of staffing for fire prevention activities.	8.00	8
Fire Prevention Certification and Training (PCT) Evaluation of the certification and training of fire prevention code enforcement personnel.	1.83	6
Fire Prevention Programs (PCP) Evaluation of fire prevention programs.	12.61	16
Review of Fire Prevention Code and Enforcement (CPCE) subtotal:	25.20	40

Item 1033 – Credit for Public Fire Safety Education (2.2 points)	Earned Credit	Credit Available
Public Fire Safety Educators Qualifications and Training (FSQT) Evaluation of public fire safety education personnel training and qualification as specified by the authority having jurisdiction.	7.12	10
Public Fire Safety Education Programs (FSP) Evaluation of programs for public fire safety education.	27.50	30
Review of Public Safety Education Programs (CFSE) subtotal:	34.62	40

Item 1044 – Credit for Fire Investigation Programs (1.1 points)	Earned Credit	Credit Available
Fire Investigation Organization and Staffing (IOS) Evaluation of organization and staffing for fire investigations.	8.00	8
Fire Investigator Certification and Training (IQT) Evaluation of fire investigator certification and training.	3.75	6
Use of National Fire Incident Reporting System (IRS) Evaluation of the use of the National Fire Incident Reporting System (NFIRS) for the 3 years before the evaluation.	6.00	6
Review of Fire Investigation Programs (CIP) subtotal:	17.75	20

**Summary of PPC Review
for
Ottawa**

FSRS Item	Earned Credit	Credit Available
Emergency Communications		
414. Credit for Emergency Reporting	2.85	3
422. Credit for Telecommunicators	2.63	4
432. Credit for Dispatch Circuits	2.55	3
440. Credit for Emergency Communications	8.03	10
Fire Department		
513. Credit for Engine Companies	4.00	6
523. Credit for Reserve Pumpers	0.50	0.5
532. Credit for Pumper Capacity	3.00	3
549. Credit for Ladder Service	3.09	4
553. Credit for Reserve Ladder and Service Trucks	0.00	0.5
561. Credit for Deployment Analysis	7.80	10
571. Credit for Company Personnel	7.69	15
581. Credit for Training	8.15	9
730. Credit for Operational Considerations	2.00	2
590. Credit for Fire Department	36.23	50
Water Supply		
616. Credit for Supply System	29.01	30
621. Credit for Hydrants	2.75	3
631. Credit for Inspection and Flow Testing	6.20	7
640. Credit for Water Supply	37.96	40
Divergence	-4.49	--
1050. Community Risk Reduction	4.27	5.50
Total Credit	82.00	105.5

Final Community Classification = 02/2X

Agenda Item: XLB

City of Ottawa
City Commission Meeting
November 5, 2025

TO: City Commission
SUBJECT: Resolution Authorizing Partnership Agreement with Live Healthy Franklin County
INITIATED BY: OMA Director
AGENDA: New Business

Recommendation: Consider approval of a resolution authorizing the City Manager or his designee to sign the Partnership Agreement with Live Healthy Franklin County for the Pathways to a Healthy Kansas Incubator Kitchen Package.

Background: The City of Ottawa, through the Ottawa Memorial Auditorium (OMA), has been working with Live Healthy Franklin County and Blue Cross and Blue Shield of Kansas (BCBSKS) as part of the Pathways to a Healthy Kansas initiative. This collaboration supports the creation of a community commercial kitchen within the OMA's existing kitchen space.

The City previously signed an Incubator Kitchen and Food Hub Package Pledge on March 10, 2025, to explore this partnership, which aims to increase access to healthy food, provide space for food entrepreneurs, and support nutrition education events in the community.

The proposed resolution (attached) grants the City Manager or his designee authority to sign the accompanying Partnership Agreement (attached) with Live Healthy Franklin County. This is a required step for the City to qualify for a noncompetitive implementation grant of up to \$50,000 from the Pathways Initiative.

Analysis: Under the terms of the agreement, the City of Ottawa (through OMA) commits to:

- Renovating and upgrading the OMA kitchen to meet community partner needs identified through public input (commercial stove, dishwasher, outlets, etc.).
- Providing fee waivers (up to twelve annually) for nonprofit community partners serving low-income residents and hosting events promoting healthy food access.
- Ensuring at least one healthy food or nutrition education event is held each year at OMA.
- Maintaining all policies, procedures, and reporting requirements associated with the Pathways program through October 2030.
- Submitting the Pathways Implementation Grant by December 15, 2025, and tracking project metrics such as total kitchen rentals, fee waivers issued, and unique renters served.

The City's in-kind match will include previously donated kitchen equipment, staff time for oversight and administration, and the value of the waived fees.

Live Healthy Franklin County will support the City by coordinating communication with BCBSKS, offering technical assistance, and assisting with reporting, communication, and branding compliance.

Financial Considerations: The project will be funded by the Pathways grant and in-kind City contributions (equipment, staff time, and waived fees). The City may be reimbursed for eligible renovation expenses once the minimum Pathways requirements are met.

Legal Considerations: The resolution and accompanying partnership agreement have been reviewed and approved as to form by the City Attorney. The Commission should be aware that by passing the resolution, it is also authorizing the City Manager or his designee to execute the partnership agreement and accept the obligations contained within it. These include the City's commitments to maintain certain operational, reporting, and policy requirements through October 2030 as outlined in the agreement. Staff believes these obligations can be met by current and future OMA management and recommends proceeding.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER OR DESIGNEE TO TAKE ACTIONS NECESSARY TO COMPLETE MINIMUM REQUIREMENTS MAKING THE CITY OF OTTAWA ELIGIBLE TO RECEIVE A NONCOMPETITIVE IMPLEMENTATION GRANT FOR THE PATHWAYS TO A HEALTHY KANSAS INCUBATOR KITCHEN AND FOOD HUB PACKAGE:

WHEREAS, the City of Ottawa, Kansas signed an Incubator Kitchen and Food Hub Package Pledge on March 10, 2025 to explore a partnership with Live Healthy Franklin County and the Pathways to a Healthy Kansas Blue Cross Blue Shield of Kansas initiative (Pathways Initiative) to increase access to healthy food in the community by creating a community food preparation or distribution space;

WHEREAS, the City of Ottawa, Kansas owns and operates the Ottawa Memorial Auditorium, located at 301 South Hickory Street, Ottawa, Kansas;

WHEREAS, the Ottawa Memorial Auditorium (OMA) has an outdated kitchen facility that the City of Ottawa would like to renovate and make available as a community food preparation or distribution space;

WHEREAS, the City of Ottawa is eligible for a noncompetitive implementation grant of up to \$50,000 through the Pathways Initiative to support renovations to the OMA kitchen once the City meets minimum requirements as outlined in the Pathways Pledge

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF OTTAWA, KANSAS, AS FOLLOWS:

SECTION 1: The Governing Body of the City of Ottawa adopts the above recitals as their findings.

SECTION 2: The Governing Body of the City of Ottawa directs and authorizes the City Manager or designee to act on behalf of the City and work with City officials, Live Healthy Franklin County, and representatives from the Pathways Initiative to execute any agreements, contracts, or other policies needed to fulfill the minimum requirements of the Incubator Kitchen and Food Hub package and apply for an implementation grant .

SECTION 3: This resolution shall be in full force and effect from its adoption.

PASSED AND ADOPTED by the Governing body of the City of Ottawa, Kansas, this _____ day of _____, 2025