

**ARLINGTON CITY COUNCIL
MEETING AGENDA
APRIL 16, 2012 AT 6:30 PM
COUNCIL CHAMBERS**

The City Council is provided background information for agenda items in advance by city staff, committees and boards. Many decisions regarding agenda items are based upon this information, as well as: City policy and practices, input from constituents, questions or information that has not yet been presented or discussed regarding an agenda item. If you have a concern or question, please ask to be recognized by the Mayor during the "Citizens addressing the Council" portion of the agenda—state your name and address for the record. Please keep comments under 5 minutes. Individuals wishing to speak for more than five minutes should ask to be included on the agenda in advance. All comments are appreciated, but please refrain from personal or derogatory attacks on individuals.

1. Call meeting to order and Pledge of Allegiance
2. Roll Call
3. Approve the agenda and any agenda additions

CONSENT AGENDA

The items listed for consideration will be enacted by one motion unless the Mayor, a member of the City Council, City Staff or a person in attendance requests an item to be removed from the Agenda.

4. Approval of Consent Agenda
 - A) Approval of the April 2nd Regular Meeting Minutes
 - B) Approval of Bills
 - C) Approval of the renewal of Life Insurance and Short-Term Disability policies for full-time city employees
 - D) Accepting the Resignation of Dawn Lueth from the Ambulance Department

PUBLIC HEARINGS

PETITIONS, REQUESTS, & COMMUNICATIONS

5. Addressing the Council
 - A) Lowell Nagel ó RS FTTH
 - B) Citizens Addressing the Council
6. Announcements
 - A) Local Board of Appeal & Equalization Hearing ó April 17th from 3pm ó 8pm at Assessor's Office
 - B) Early Bird Registration until April 30th for LMC's Annual Meeting in Duluth ó June 20-22
7. Communications
 - A) March Financial Reports

REPORTS OF OFFICERS, BOARDS & COMMITTEES

8. Yearly Water/Wastewater Operator Report (PeopleService)

9. Progress Report on the Wastewater Facility Improvement Project ó Kris Swanson (Bolton & Menk)
 - A) Approve/Deny Work Order Change for Block Replacement
 - B) Discussion about Screw Pumps at Wastewater Plant

ORDINANCES & RESOLUTIONS

10. Resolutions
 - A) 31-2012 ó Receiving Feasibility Report and Calling Hearing on Improvement
 - B) 32-2012 ó TED Grant Submittal
 - C) 33-2012 ó Accepting a Donation and Designating its Use

UNFINISHED BUSINESS

11. Approve/Deny Purchase
 - A) 2003 Dodge Ram from Brau Motors for \$14,485.93
 - B) 9ø V-Plow Boss from Crysteel for \$6,425.66
12. Emergency Manager Position

NEW BUSINESS

13. Approve/Deny 2012 Seal Coating Plan and Authorize an Advertisement for Bids
14. Approve/Deny Ride Along Policies for Fire, Ambulance and Police
15. Approve/Deny Request to øOpt Outø of New Electrical Meters
- 16.

MISCELLANEOUS BUSINESS

17. Council Committee Updates
18. Open Discussion

ADJOURNMENT

Reminders:

- 1) Library Board ó April 18th @ 6:30 pm (Library)
- 2) Parks ó April 23rd @ 7 pm
- 3) EDA ó April 24th @ 6 pm
- 4) Hospital Board ó April 30th @ 5 pm (SMC)

**ARLINGTON CITY COUNCIL
MEETING MINUTES
APRIL 16, 2012**

The regular meeting was called to order at 6:30 p.m., Mayor Kreft presiding.

Members present: Mayor Kreft, Pederson, Reetz, Ruehling, Wills

Members absent: Pichelmann

Also present: City Administrator Jaunich, City Attorney Arneson, Blackie Schwartz, Lowell Nagel, Daryl & Lori St. John, Dennis Kittock, Dave Czech, Bob Pautsch, Marvin Pautsch, Mike Scharping, PeopleService Employees Mike Barthel & Doug Rainforth, Engineer Hawbaker, Engineer Swanson, Kurt Menk

Motion by Ruehling, seconded by Pederson, and passed by unanimous vote to approve the agenda with the following changes:

Add item 9A) Approve/Deny Work Order Change for Block Replacement

Add item 9B) Discussion about Screw Pumps at Wastewater Plant.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to approve the consent agenda as follows:

- A) Approval of the April 2nd Regular Meeting Minutes
- B) Approval of the Bills
- C) Approval of the renewal of Life Insurance and Short-Term Disability Policies for Full-Time City Employees
- D) Accepting the Resignation of Dawn Lueth from the Ambulance Department.

It was noted that there were no public hearings scheduled.

Lowell Nagel addressed the Council regarding the RS Fiber Project. He expressed his dissatisfaction with the City Council's decision to withdraw from the project. He stated that he had taken it upon himself to survey the business district recently to see what, if any, support there was for the fiber project. He stated that of the people he talked to, no one was opposed to it. Dave Czech expressed his concerns about the City's decision to withdraw and how it will impact both the school and hospital. Marvin Pautsch and Lori St. John also expressed their concerns. The Council was asked to reconsider their decision.

It was noted that there were no other citizens present to address the Council on non-agenda items.

The following announcements were reviewed:

- 1) Local Board of Appeal & Equalization Hearing ó April 17th from 3pm ó 8pm at Assessor's Office
- 2) Early Bird Registration has Opened for LMC's Annual Meeting in Duluth ó June 20-22.

The Council reviewed the following communications:

- 1) March Financial Reports.

Mike Barthel & Doug Rainforth of PeopleService presented the annual report for the City's water and wastewater department. Barthel reported that last year 118 million gallons of water were pumped between the three wells; 3 water main breaks were repaired; 7 service lines were replaced and 2 sewer lines were repaired; leak detection for the entire city was completed; 80 new radio read meters were installed; 168 million gallons of sewage was treated; and 157 loads of bio-solids were hauled to two

fields. He added that they also received a Certificate of Commendation from the MPCA; the 11th one since 1991.

Engineer Swanson presented a progress report on the Wastewater Treatment Facility Improvement Project. He stated that things are on schedule and budget. It was noted that there had been an underground fuel tank on site that had leaked, but had been removed and the contaminated soil was being taken care per MPCA guidelines.

Engineer Swanson stated that a cost change was needed in conjunction with the wastewater improvement project. He explained that originally they had planned to replace some block and tuck-point a number of joints on the walls of the pretreatment building however the veneer on one of the walls was beyond fixing. It was noted that the cost change was \$15,803 and would come out of the construction allowance.

Motion by Reetz, seconded by Ruehling, and passed by unanimous vote to approve the cost change in the amount of \$15,803 to replace the block veneer wall of the pretreatment building.

Engineer Swanson talked about replacement or rehabilitation options for screw pumps at the wastewater plant. It was noted that an inspection of the screw pumps had been done in the fall of 2011, which showed some rusting and flaking paint. Swanson stated that the pumps could be repainted at an approximate cost of \$121,000, which would only last for a couple of years. He stated that they could be replaced, but there were no other signs (such as decreased flows) to indicate this is necessary at this time. It was his recommendation to do nothing; to continue to use these existing pumps and get the most useful life of out of them as possible (maybe an additional 5-10 years) and then replace with a different style of pump at that time.

Considerable discussion was held on the proposed 2012 Improvement Project. Engineer Hawbaker presented the feasibility study, which was reviewed in detail. It was noted that the proposed project included improvement of the street surface including curb and gutter, sanitary sewer main, water main, and storm sewer improvements on Marion Drive and the street surface including curb and gutter, sanitary sewer main, water main, and storm sewer on Shamrock Drive east of Marion Drive, and the storm sewer main south of Highway 5, and the street surface including curb and gutter, sanitary sewer main, water main, and storm sewer improvements on West Elgin Street. Engineer Hawbaker commented that the cost estimates for Marion Drive was \$597,394; the cost estimate for Shamrock Drive was \$202,181; the cost estimate for West Elgin Street was \$171,230; and the cost estimate for the storm sewer outfall was \$162,432.

Councilmember Wills introduced the following resolution and moved for its adoption:

RESOLUTION 31-2012
A RESOLUTION RECEIVING A FEASIBILITY REPORT AND CALLING A HEARING ON THE 2012
IMPROVEMENT PROJECT

WHEREAS, pursuant to resolution 18-2012 of the City Council adopted on February 6, 2012, a report has been prepared by Bolton & Menk with reference to the proposed improvement of the street surface including curb and gutter, sanitary sewer main and services, water main and services, and storm sewer improvements on Marion Drive and the street surface including curb and gutter, sanitary sewer main and services, water main and services, and storm sewer improvements on Shamrock Drive east of Marion Drive, and the storm sewer main south of Highway 5, and the street surface including curb and gutter, water main and services, and storm sewer improvements on West Elgin Street, known as the 2012 Street & Utility Improvement Project; and this report was received by the Council on April 16, 2012; and

WHEREAS, the report provides information regarding whether the proposed improvements is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement;

the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE BE IT RESOLVED, by the City Council of Arlington, Minnesota:

1. The Council will consider the improvement of such improvement in accordance with the report and the assessment of abutting properties for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,133,238.

A public hearing shall be held on such proposed improvement on the 7th day of May, 2012, in the council chambers at the community center at 5:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Ruehling and upon poll being taken thereon the following voted in favor thereof: Pederson, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Pichelmann.

Approved by the City Council of the City of Arlington this 16th day of April, 2012.

CITY OF ARLINGTON, MINNESOTA

/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Councilmember Reetz introduced the following resolution and moved for its adoption:

RESOLUTION 32-2012
A RESOLUTION AUTHORIZING AND DIRECTING SUBMITAL OF A TRANSPORTATION
ECONOMIC DEVELOPMENT GRANT APPLICATION FOR “TH 5 INDUSTRIAL PARK”

WHEREAS, the City has completed a Transportation Economic Development (TED) Grant application for a new intersection with TH 5 connecting to CSAH 17/ CR 166 in the southern portion of the City; and

WHEREAS, the proposed TED project will result in installation of turning and bypass lanes on TH 5, a segment of a new collector roadway, and installation of utilities in a new EDA owned industrial park; and

WHEREAS, the 2008 Arlington Comprehensive Plan addressed a need for a future major collector roadway connecting TH 5 and CSAH 17/CR166 in the southern portion of the City to provide for future development and safety; and

WHEREAS, the 2008 Arlington Comprehensive Plan goals and policy plan included the need for shovel ready industrial sites in the City with convenient access to TH 5 and the Prairie Line Railway; and

WHEREAS, the 2009 Sibley County Comprehensive Plan addressed a need for a future major collector roadway connecting TH 5 and CSAH 17/CR166 in the southern portion of the City of Arlington; and

WHEREAS, on February 16, 2012 the City was served a WARN Notice officially informing the Council of the closing of the Ametek/TSE production facility in Arlington and the loss of over 80 production jobs; and

WHEREAS, the current unemployment rate in Sibley County is 7.2%, the highest in over one year and is higher than the regional and state averages; and

WHEREAS, according to the 2010 decennial Census the population in Sibley County declined since 2000; and

WHEREAS, Cemstone Products, Inc. has submitted a letter of intent to the City to relocate/expand in a new industrial park serviced by the aforementioned collector roadway resulting in the retaining of five jobs and creation of two to five additional jobs at a wage of \$20/hour with a benefit package equal to an additional \$12/hour for a total wage/benefit package of \$32/hour; and

WHEREAS, Seneca Foods has previously agreed to donate a portion of property for the aforementioned collector roadway; and

WHEREAS, the Arlington Economic Development Authority has executed a purchase option for property to be developed as an industrial park which abuts TH 5 and the Prairie Line Railroad; and

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Pederson and upon poll being taken thereon the following voted in favor thereof: Pederson, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Pichelmann.

Approved by the City Council of the City of Arlington this 16th day of April, 2012.

CITY OF ARLINGTON, MINNESOTA
/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

Councilmember Ruehling introduced the following resolution and moved for its adoption:

**RESOLUTION 33-2012
A RESOLUTION ACCEPTING A DONATION AND DESIGNATING ITS USE**

WHEREAS, the City of Arlington may accept a gift of real or personal property, including money, and use it in accordance with the terms prescribed by the donor; and

WHEREAS, the City may not, however, accept or use gifts for religious or sectarian purposes; and

WHEREAS, the City of Arlington has received a donation of money from Pepsi-Cola of Mankato, Inc to be used within the fire department for the purchase of a skid unit within the capital fund; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Arlington that the City accepts the \$1,000 donation in full and designates its use to the fire department.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember Wills and upon poll being taken thereon the following voted in favor thereof: Pederson, Reetz, Ruehling, Wills; and the following voted against the same: None; and the following abstained from voting: None; and the following were absent: Pichelmann.

Approved by the City Council of the City of Arlington this 16th day of April, 2012.

CITY OF ARLINGTON, MINNESOTA
/s/ James R. Kreft, Mayor

Attest: /s/ Matthew Jaunich, City Administrator

The Council reviewed a list of equipment that is in the Street Department, more specifically the 1998 Red Chevy truck, 1998 White Chevy truck and the 1997 Boss-V plow and the various repairs that have been made to each over the years and what is currently needed to be repaired. Wills commented that he would like to see them keep the existing plow (on the white Chevy) and get the most use possible out of it versus buying a new one. Discussion was held on replacing them and proposals were reviewed.

Motion by Reetz, seconded by Wills, and passed by unanimous vote to purchase the 2003 Dodge Ram Truck from Brau Motors in the amount of \$14,485.93.

Motion by Reetz, seconded by Ruehling, and passed by unanimous vote to purchase the 920 V-Plow Boss from Crysteel for \$6,425.66.

Adm. Jaunich gave an update on the Emergency Manager Position. He stated that there has been no interest from City Staff. He added that the County was looking at it, but their person retired and they have not had a chance to pursue it further. It was noted that the Chief of Police was appointed to this position on a temporary basis.

The Council reviewed the proposed seal coating plan for 2012.

Motion by Wills, seconded by Pederson, and passed by unanimous vote to approve the 2012 Seal Coating Plan as presented (*see attached*), with the addition of the parking lots at the Community Center, and advertise for bids.

Adm. Jaunich presented the Department of Public Safety Policy on Ride-Along Programs that he had put together. Attorney Arneson talked about liability and waivers.

Motion by Ruehling, seconded by Wills, and passed by unanimous vote to approve the Department of Public Safety Policy on Ride-Along Programs, contingent upon there being insurance coverage in case of injury. (*See attached copy.*)

The Council reviewed a letter from a resident asking to opt out of the installation of the new wireless metering system occurring in the public utilities. Adm. Jaunich commented that the city is not installing the "smart meters" as stated in the letter and many of the other statements within the letter were false. He stated that he intends to reply to the letter as he has obtained some information about the meters the City is using, but the City's policy does not address an "opt out" feature. Reetz commented that if the City does agree to the opt out, a meter reading charge will have to be implemented; as the whole purpose of going to the radio read units is to expedite meter reading and have more accurate readings.

Motion by Pederson, seconded by Reetz, and passed by unanimous vote to deny the request from the resident to opt out from the City's (radio read) metering system.

Reetz talked about the RS Fiber Project. He commented on a conversation he had with a resident about the pledge cards and worst case scenario with the project. He expressed concern that the school (both Arlington and Gaylord campuses) and hospital (connectivity with clinics in other cities) will be affected (no able to hook up) since Arlington has decided to withdraw. He commented that he would like to see the City reconsider its decision. Considerable discussion was held on the project.

Motion by Pederson, seconded by Reetz, and passed by unanimous vote to adjourn the meeting at 9:50 pm.

City Administrator Matthew Jaunich

Mayor James R. Kreft



**DEPARTMENT OF PUBLIC SAFETY
POLICY ON RIDE-ALONG
PROGRAMS**

Effective April 16, 2012

INTRODUCTION

Thank you for inquiring about the City of Arlington's Ride-Along Programs. These programs allow private citizens and elected/appointed officials an opportunity to get a close-up view of our public safety department. Our ride-along programs provide our residents and those involved a greater understanding of the many duties, services and functions we provide, are a great learning tool for individuals interested in careers in public safety, and are an excellent opportunity for our public safety departments to promote positive community relations.

The City of Arlington has established policies and procedures for our ride-along programs. Only eligible individuals will be considered for participation in a ride-along program.

Requests to participate in a ride-along are always subject to personnel availability.

Because of data privacy rights, confidentiality issues and operational security issues, all applicants must complete a background check prior to being approved to participate in a ride-along. While we do approve certain ride-along opportunities for minors, these requests must also be signed by a parent or guardian.

If you would like to be considered for a ride-along opportunity, you will need to read these policies, read and sign the Confidentiality Agreement and Waiver of Claims and Release of Liability Agreement. The forms must be turned in by the ride-along candidate in person, or if the interested person is a minor, by both the minor and a parent or legal guardian.

**POLICE DEPARTMENT
COMMUNITY RIDE-ALONG PROGRAM POLICY**

I. PURPOSE

The purpose of this policy is to provide eligible persons an opportunity to: observe the day-to-day operations of this department and its officers; provide an overview of the police officer's duties; and improve public relations by familiarizing the community with the complexities and responsibilities inherent to the responsibilities of this department.

II. POLICY

It is the policy of this department to maintain a community ride-along program. Only those persons that meet the eligibility requirements will be allowed to accompany officers in performance of their official duties. Only those with written permission from the Chief of Police or his or her designee shall be allowed to participate in the department's ride-along program.

III. ELIGIBILITY

To participate in the Community Ride-Along Program, the applicant shall meet the following criteria or fall with an exception provided in Sections VII or VIII:

- A. Each participant must be at least eighteen (18) years of age or older or have parental permission if under eighteen years of age.
- B. Each participant should be in good health and not have any conditions that may restrict a law enforcement officer from performing his or her official duties. The Police Department will to the extent possible, make every effort to provide reasonable accommodations to any person interested in the Program.
- C. Prospective individuals must read and must acknowledge the risks through the execution of a written Waiver of Claims and Release of Liability Agreement.
- D. Each participant shall agree to follow all the rules of the ride-along program and the directions of the officer to which they are assigned.
- E. No applicant will be allowed to ride more than once a year unless specifically approved by the Chief of Police or his or her designee.
- F. Law enforcement officers from other jurisdictions may apply for participation in the program with written approval from the chief officer for the department in which they are employed or volunteer.

IV. APPLICATION

An individual that wishes to participate in the Community Ride-Along Program shall complete a

Confidentiality Agreement and a Community Ride-Along Program Waivers of Claims and Release of Liability prior to the desired date requested for the ride-along. All documents related to the request, including application materials, shall be maintained in an administrative file pursuant to the city records retention schedule and applicable state law.

V. GUIDELINES

- A. Only one participant shall be permitted to ride along in any one police vehicle at one time.
- B. The Police Chief shall determine which officer a ride-along passenger will be assigned to.
- C. Individuals will not be allowed to ride-along with officers performing raids or with plain-clothes units without specific advanced coordination and the approval of the Chief of Police or his or her designee.
- D. Department members shall not allow ride-along participants to participate, directly or indirectly, in situations that may jeopardize the safety of the ride-along, that department member, or the general public.
- E. Ride-along participants will not be allowed to enter into private homes or on medical emergency responses.
- F. Once approved, ride-along guidelines may be altered or changed if necessary.
- G. Officers may terminate a ride-along at any time and transport the ride-along participant back to the police station or other location of origin. Reasons may include, but are not limited to the ride-along participant's conduct, public safety, violation of the rules of conduct, or department response needs. If necessary, officers shall notify the Police Chief that the ride-along has been terminated. The Police Chief shall indicate the termination, as well as the reasons for termination, on the application form.

VI. RULES OF CONDUCT

- A. Officers will explain the potential hazards that may be encountered and the necessity for participants to immediately obey all instructions. Participants shall follow the rules of the program as well as any directions of the Police Chief or the officer to which they are assigned.
- B. A ride-along participant has no police power and shall not become involved in any law enforcement incidents unless specifically instructed to do so by their assigned department member.
- C. Participants shall respect and preserve the confidentiality of all names of persons or

information learned through the program, unless otherwise authorized.

- D. Participants shall not operate any vehicle during their ride-along.
- E. Participants shall not use department equipment, including computers, except when directly authorized by department staff or in extreme emergencies.
- F. Participants shall be required to wear seatbelts at all times and remain within the police vehicle unless otherwise directed by the assigned officer.
- G. Participants are prohibited from possessing or carrying a firearm or other weapon, camera, tape recorder, or other type of recording device during a ride-along. If a ride-along is authorized to carry his or her cellular phone, it may only be used in cases of emergency.
- H. Participants shall not smell of, possess, or consume alcoholic beverages before or during the ride-along.
- I. Participants shall not use tobacco products while participating in the ride along.
- J. Participants shall wear appropriate dress: business or business casual attire.

VII. SPECIAL PARTICIPANTS – AGE LIMIT EXCEPTIONS

Programs sponsored by national organizations which provide personal liability and medical insurance coverage for its members may be exempt from the minimum age requirement. The department may grant permission for youths involved in department-sponsored law enforcement programs or special community events to participate in ride-along activities. For any program

that allows a ride-along participant under the age of eighteen (18), the written permission of a parent or legal guardian shall be obtained on the required Waiver of Claims and Release of Liability Agreement.

VIII. SPECIAL PARTICIPANTS – CITY EMPLOYEES

The Chief of Police may authorize non-sworn department members and elected officials to participate in the ride-along program on a regular basis, or more often than this policy normally allows, as deemed necessary to obtain job-related expertise. City employees required to participate in the ride-along program may participate without signing the Waiver of Claims and Release of Liability Agreement.

**FIRE DEPARTMENT
COMMUNITY RIDE-ALONG PROGRAM POLICY**

I. PURPOSE

The ride-along program is established to provide an opportunity for students pursuing a career in emergency services and individuals considering joining this department an opportunity to observe the day-to-day operations of the fire department and its officers. Eligible citizens and other interested persons may also be considered for participation when circumstances allow. This policy will provide a standardized process for determining program eligibility.

II. POLICY

It is the policy of the fire department to maintain a community ride-along program. Only those persons that meet the eligibility requirements will be allowed to accompany fire department personnel in performance of their official duties. Only those with written permission from the Fire Chief or his or her designee shall be allowed to participate in the department's community ride-along program.

III. ELIGIBILITY

To participate in the Community Ride-Along Program, the applicant shall meet the following criteria or fall with an exception provided in Sections VII or VIII:

- A. Each participant must be at least eighteen (18) years of age or older or have parental permission if under eighteen years of age.
- B. Each participant should be in good health and not have any conditions that may restrict department personnel from performing their official duties. The Fire Department will to the extent possible, make every effort to provide reasonable accommodations to any person interested in the Program.
- C. Prospective individuals must read and must acknowledge the risks through the execution of a written Waiver of Claims and Release of Liability Agreement.
- D. Each participant shall agree to follow all the rules of the ride-along program and the directions of the department member to which they are assigned.
- E. No applicant will be allowed to ride more than once a year unless specifically approved by the Fire Chief or his or her designee.
- F. Emergency service responders from other jurisdictions may apply for participation in the program with written approval from the chief officer for the department in which they are employed or volunteer.

IV. APPLICATION

An individual that wishes to participate in the Community Ride-Along Program shall complete a Confidentiality Agreement and Community Ride-Along Program Waivers of Claims and Release of Liability prior to the desired date requested for the ride-along. All documents related to the request, including application materials, shall be maintained in an administrative file pursuant to the city records retention schedule and applicable state law.

V. GUIDELINES

- A. Only one participant shall be permitted to ride along in one emergency response vehicle at any time.
- B. The Fire Chief shall determine which department member a ride-along participant will be assigned to.
- C. Department members shall not allow ride-along participants to participate, directly or indirectly, in situations that may jeopardize the safety of the ride-along, that department member, other department staff, or the general public.
- D. Once approved, ride-along guidelines may be altered or changed if necessary.
- E. Department personnel may terminate a ride-along at any time and transport the ride-along participant back to the fire station or other location of origin. Reasons may include, but are not limited to ride-along conduct, safety, violation of the rules of conduct, or department response needs. If necessary, department members shall notify the Fire Chief that the ride-along has been terminated. The Fire Chief shall indicate the termination and the reasons for termination, on the application form.

VI. RULES OF CONDUCT

- A. Department members will explain the potential hazards that may be encountered and the necessity for participants to immediately obey all instructions. Participants shall follow the rules of the program as well as any directions of the supervising department member or the firefighter to which they are assigned.
- B. All ride-along participants are only observers to department operations. They shall not become involved in any incidents unless specifically instructed to do so by an authorized department member.
- C. Participants shall respect and preserve the confidentiality of all names of persons or information learned through the program, unless otherwise authorized.
- D. Participants shall not operate any vehicle during their ride-along.
- E. Participants shall not use department equipment except when directly authorized by

department staff or in extreme emergencies.

- F. Participants shall be required to wear seatbelts at all times and remain within the department's vehicle unless otherwise directed by the assigned officer.
- G. Participants are prohibited from possessing or carrying a firearm or any other weapon, any camera, tape recorder, or other type of recording device during the ride along. If a ride-along is authorized to carry his or her cellular phone, it may only be used in cases of emergency.
- H. Participants shall not smell of, possess, or consume alcoholic beverages before or during the ride-along.
- I. Participants shall not use tobacco products while participating in a ride-along.
- J. Participants shall wear appropriate dress: business or business casual attire, with supportive shoes or boots. Unless provided by the department, ride-along participants shall not wear any clothing that implies direct association with the department.

VII. SPECIAL PARTICIPANTS – AGE LIMIT EXCEPTIONS

Programs sponsored by national organizations which provide personal liability and medical insurance coverage for its members may be exempt from the minimum age requirement. The department may also grant permission for youths involved in department-sponsored public safety programs or special community events to participate in a ride-along activity on emergency response vehicles or tour department facilities. For any program that allows a ride-along participant under the age of eighteen (18), the written permission of a parent or legal guardian shall be obtained on the required Waiver of Claims and Release of Liability Agreement.

VIII. SPECIAL PARTICIPANTS – CITY EMPLOYEES

The Fire Chief may authorize non-sworn department members and elected officials to participate in the ride-along program more often than this policy normally allows as deemed necessary to obtain job-related expertise. City employees required to participate in the ride-along program may without signing the Waiver of Claims and Release of Liability Agreement.

IX. HIPAA COMPLIANCE

Under the requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), ride-along participants who may come into contact with private health-related information will be required to complete training and will agree, in writing, to keep all confidential information learned during their ride-along participation confidential.

**CITY EMERGENCY MEDICAL SERVICES
STUDENT RIDE-ALONG PROGRAM POLICY**

I. PURPOSE

The student ride-along program is established to provide an opportunity for students pursuing a career in emergency services and provide a standardized process for determining program eligibility.

II. POLICY

It is the policy of this department to maintain a student ride-along program. Only those persons that meet the eligibility requirements will be allowed to accompany emergency medical response officers in performance of their official duties. Only those with written permission from the EMS Director or his or her designee shall be allowed to participate in the department's student ride-along program.

III. ELIGIBILITY

- A. Each participant must be at least eighteen (18) years of age or older or have parental permission if under eighteen years of age.
- B. Each participant should be in good health and not have any conditions that may restrict an EMS responder from performing his or her official duties. The EMS Department will to the extent possible, make every effort to provide reasonable accommodations to any person interested in the Program
- C. Prospective individuals must read and must acknowledge the risks through the execution of a written Waiver and Release of Liability Agreement.
- D. Each participant shall agree to follow all the rules of the ride-along program and the directions of the EMS staff to which they are assigned.

IV. APPLICATION

An individual that wishes to participate in the Student Ride-Along Program shall complete a Confidentiality Agreement and Waivers of Claims and Release of Liability Agreement prior to the desired date requested for the ride-along. All material will be forwarded to the EMS Director (or his or her designee) for processing and review to determine eligibility. Individuals will be notified in writing that they are or are not eligible to participate, as well as provided the reason(s) for ineligibility. All documents related to the request shall be maintained in an administrative file pursuant to the city records retention schedule and applicable state law.

V. GUIDELINES

- A. Only one participant shall be permitted to ride-along with a unit or crew at any time.

- B. The EMS Director shall determine which department member a ride-along passenger will be assigned to.
- C. Department members shall not allow ride-along participants to participate, directly or indirectly, in situations that may jeopardize the safety of the ride-along, that department member, other department members, or the general public.
- D. Once approved, ride-along guidelines may be altered or changed if necessary.
- E. Department personnel may terminate a ride-along at any time and transport the ride-along participant back to the ambulance garage or other location of origin. Reasons may include, but are not limited to ride-along conduct, safety, violation of the rules of conduct, or department response needs. If necessary, department staff shall notify the EMS Director that the ride-along has been terminated. The EMS Director shall indicate the termination, as well as the reasons for termination, on the release form.

VI. RULES OF CONDUCT

- A. Department members will explain the potential hazards that may be encountered and the necessity for participants to immediately obey all instructions. Participants shall follow the rules of the program as well as any directions of the supervising department member or EMS staff member to which they are assigned.
- B. All ride-along participants are first and foremost observers to department operations. Students requesting to practice pre-hospital skills will be allowed to only under certain conditions. The student must be registered and in good standing with a recognized program, with verification by their instructor that they are a member of said program and trained for the skills they are requesting to practice. They shall not become involved in any incidents unless specifically instructed to do so by EMS personnel.
- C. Participants shall respect and preserve the confidentiality of all names of persons or information learned through the program, unless otherwise authorized.
- D. Participants shall be required to wear seatbelts at all times and remain within the department's vehicle unless otherwise directed by the assigned officer.
- E. Participants shall not use department equipment except when directly authorized by department staff or in extreme emergencies.
- F. Participants are prohibited from possessing or carrying a firearm or any other weapon, any camera, tape recorder, or other recording device during the ride-along.
- G. If a ride-along is authorized to carry his or her cellular phone, it may only be used in cases of emergency.

- H. Participants shall not smell of, possess or consume alcoholic beverages before or during the ride-along.
- I. Participants shall not use tobacco products while participating in the ride-along.
- J. Student participants shall wear clothing that identifies him or her as a student in a recognized educational program.

VII. HIPAA COMPLIANCE

Under the requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), ride-along participants who may come into contact with private health-related information will be required to complete training and will agree, in writing, to keep all confidential information learned during their ride along participation confidential.

CONFIDENTIALITY AGREEMENT

As a participant in the City of Arlington's Ride-Along Program, it is possible that I may come into contact with various types of information, with different legal designations and in different forms, including information that I would otherwise have no right to access.

I agree that I will not actively solicit or access, through city computers, files, or other means available, through my participation in the City's Ride-Along Program any data that I otherwise have no right or need to witness.

To the extent that I may have access to private, confidential, nonpublic or protected nonpublic data during the course of my ride-along activities, I agree to comply with the Minnesota Government Data practices act and all other applicable statutes of the State of Minnesota, the federal Health Insurance Portability and Accountability Act (HIPAA) and all other applicable federal laws, and all applicable policies, rules and regulations of the City. I promise to protect the confidentiality of any and all such information that I may learn through my participation in the Ride-Along Program and will all times act accordingly.

I understand that I may be subject to criminal or civil penalties for noncompliance.

I have read and understand the above information and agree to be bound by its terms.

Applicant Name (Please Print)

Date

Applicant Signature

If applicant is under the age of eighteen (18), a parent or guardian must co-sign this agreement:

Parent/Guardian Name

Parent/Guardian Signature

Date

