



**NOTICE OF PUBLIC MEETING**  
**Monday, March 6, 2023**  
**City Council Chambers**  
**680 Park Avenue, Idaho Falls, ID 83402**  
**3:00 p.m.**

*The public is invited to observe City Council Work Sessions. However, to observe appropriate social distancing guidelines, as recommended by the Centers for Disease Control and Prevention (CDC), seating in the Council Chambers may be limited. All seating is available on a first-come, first-serve basis. The public also may view this meeting via livestream on the City's website at <https://www.idahofallsidaho.gov/429/Live-Stream>. The agenda does not include an opportunity for public interaction.*

*This meeting may be cancelled or recessed to a later time in accordance with law. If you need communication aids or services or other physical accommodations to participate or access this meeting or program of the City of Idaho Falls, you may contact City Clerk Corrin Wilde at 612-8414 or the ADA Coordinator Lisa Farris at 612-8323 not less than 48 hours prior to the meeting. They can help accommodate special needs.*

**CITY COUNCIL WORK SESSION**

*Times listed in parentheses are only estimates.*

**Call to Order and Roll Call**

**Mayor and City Council:**

- Calendars, Announcements, Events, Reports, Updates, Questions and Discussion (10)
- Liaison Reports and Councilmember Concerns (10)
- Legislative Update—as needed (10)
- Action Item: Council Direction to Staff*

**Police Department:**

- Childcare License Appeal Hearing (30)

**Human Resources and Municipal Services:**

- Risk Analysis Presentation: Review of Employee Claims Data and Citywide Risk Management Practices (70)
- Action Item: Council Direction to Staff*

**Human Resources, Chief of Staff,  
and City Attorney's Office:**

- Presentation and Discussion: Title 1, Chapters 5 & 6 (30)
- Action Item: Council Direction to Staff*

DATED this 3rd day of March, 2023

  
Corrin Wilde, City Clerk

# **Police Department**

**Lane**

02/08/2023 - 02/07/2028

0155024

Child Care Worker Certification

General

e93b9100-a7f3-11ed-9cf2-b38564d4cc8c

Under Review

Active

## Application Review Status

|              |              |            |
|--------------|--------------|------------|
| Pre-Review   | Approved     | 02/08/2023 |
| Police       | Not Reviewed |            |
| Final-Review | Not Reviewed |            |

## Fees

|                    |                |
|--------------------|----------------|
| Application Fee    | \$20.00        |
| Fingerprint Fee    | \$45.00        |
| Consent to Release | \$20.00        |
| <b>Subtotal</b>    | <b>\$85.00</b> |
| <b>Amount Paid</b> | <b>\$85.00</b> |
| <b>Total Due</b>   | <b>\$0.00</b>  |

## Payments

|                   |                 |                |
|-------------------|-----------------|----------------|
| 02/08/2023        | Card Visa *6994 | \$85.00        |
| <b>Total Paid</b> |                 | <b>\$85.00</b> |

## Application Form Data

(Empty fields are not included)

First Name

**Diana**

Last Name

Lane

Email

charms13@gmail.com

Phone

(208) 201-7280

Alternate Phone Number

(208) 201-7280

Date of Birth

 1961

Are you over the age of 18?

Yes

Social Security Number

  Reveal

Child Care Facility Where Employed

Other

Residence Address

1923 HALSEY

City

idaho falls

State

ID

Zip

83401

Mailing Address

1623 Halsey

City

idaho falls

State

ID

Zip

83401

Denial, revocation, or suspension of a Child Care Facility License, Child Care Worker License or other similar permit or license

No

Outstanding warrants, receipt of a Withheld Judgment, or conviction or admission of the elements of any felony or misdemeanor crime.

No

Admitted to, been convicted of, or had a Withheld Judgment for any crime committed against children, child pornography or any offense involving sexual misconduct, pandering or prostitution.

No



## MEMORANDUM

**TO:** City Clerk's Office

**FROM:** Captain Jeremy Galbreath

**DATE:** February 13, 2023

**RE:** Denial – Diana Lane

Diana Lane applied for a Childcare Worker Certification. After receiving the background check on 02/13/2023, it is the City of Idaho Falls Police Diana Lane does not qualify under City Code 6-3-8 C 8:

6-3-8: LICENSES/CERTIFICATION, DENIAL, SUSPENSION OR REVOCATION: A license or certification applied for or issued under this Chapter shall be denied, suspended, or revoked:

C. Where Applicant; Licensee; Owner; Operator; Child Care Worker; Resident; Volunteer, On- Site Non-Provider; spouse or significant other of an Owner has been found guilty of, plead guilty to, or received a withheld judgment, or admitted to the elements of any of the following enumerated crimes, or any substantially similar provision of foreign criminal violation, notwithstanding the form of judgment(s) for any offense involving neglect, any physical injury to, or other abuse of a child, or any of the following offenses or a similar provision in another jurisdiction, for a period of five (5) years immediately preceding the date of application for license or renewal:

8. Petit Theft, Section 18-6409

h  
DENIAL MEMO-002.2023 Diana Lane





**CITY OF IDAHO FALLS**  
City Clerk's Office

City Clerk's Office: (208) 612-8415

FAX: (208) 612-8560

**APPLICATION TO APPEAL A DECISION TO THE CITY COUNCIL**

**Appellant Information:**

|                               |               |      |
|-------------------------------|---------------|------|
| Contact Name: Diana Lane      | Phone Number: |      |
| Address: 1623 Halsey          | Email:        |      |
| City: Idaho Falls Idaho 83401 | State:        | Zip: |

**Reason for Appeal:**

This was the First offense that I had ever had in my life it was hard I was struggling my kids needed clothes and when I reached out for help nobody was there to help me so I went to Walmart I took a few things of course I got caught I went to court the judge let me off with no probation it was my first offense I've never been in trouble before I just told the truth like I am telling you the truth. Please approved me for this daycare. I never hurt anybody I didn't abuse anybody I've been outstanding citizen I make one mistake and it's going to run my entire life, when I was talking to my attorney he said that it would not hurt me with this daycare and the judge agreed since it was my first time I've ever doing anything to get in trouble. I'm paying back everything that I did I'm not on probation, I don't go to jail. ect.. I ask to please look over this and please let me be approved I worked so hard to get where I'm at to open up a daycare. I don't know what else to say except that I stole some things it's not like I abuse children or the elderly I never have stole anything in my entire life I just felt like I didn't want my kids to go without just like any parent would I knew it was wrong and now I'm paying the price for my mistake. I hope that I'm making sense of this all and I hope you take it and consideration what I have just explained to you but I ran on hard times it's like everybody else but my daycare children would be safe and I would teach them like I taught my kids it doesn't pay to steal or take something that's not yours that's all I can say I made a stupid mistake thank you for taking the time to read this and please take the time to understand what I'm trying to say I'm not a criminal I'm a good person and for me to be denied my daycare because of one stupid mistake is very devastating to me please please I'm begging you with all I have to please prove me.

~~and cute~~ Also, I know I am repeating it over & over.  
But I understand & appolozise to you.

|  |
|--|
|  |
|  |

**City of Idaho Falls Code of Ordinances:**

4-1-2: (C) Any applicant may appeal a denial of his or her application by filing a notice of appeal with the City Clerk, within ten (10) days after the date the denial is delivered to the applicant. The notice of appeal shall be in such form as may be approved by the City Clerk and shall in summary form set forth the reasons for the appeal. Such notice of appeal shall be accompanied by a filing fee in the amount of fifty dollars (\$50.00). Such filing fee shall be non-refundable. Upon timely delivery of a notice of appeal and payment of the filing fee, the City Clerk shall schedule a hearing before the City Council within thirty (30) days after the delivery of the notice of appeal. The City Clerk shall also deliver a written notice of hearing to the applicant not less than seven (7) days prior to the date of such hearing. A copy of the notice of hearing shall likewise be sent to the Chief of Police. At the hearing, the City Clerk shall keep a transcribeable, verbatim record of the hearing, including any exhibits or documentary evidence and shall retain such transcript for a period of not less than six (6) months following the conclusion of the hearing. At the conclusion of the hearing, the City Council shall render a decision, which may be verbal or in writing. Such decision shall succinctly state the reasons for the denial or affirmation of the decision of the City Clerk.

Date: 02/15/2023  
Lane \_\_\_\_\_

\_\_\_\_\_  
Duana

Signature of Appellant

\$50.00 Filing Fee for Appeal  
1796 Receipt Number

2/15/2023

# **Human Resources and Municipal Services**

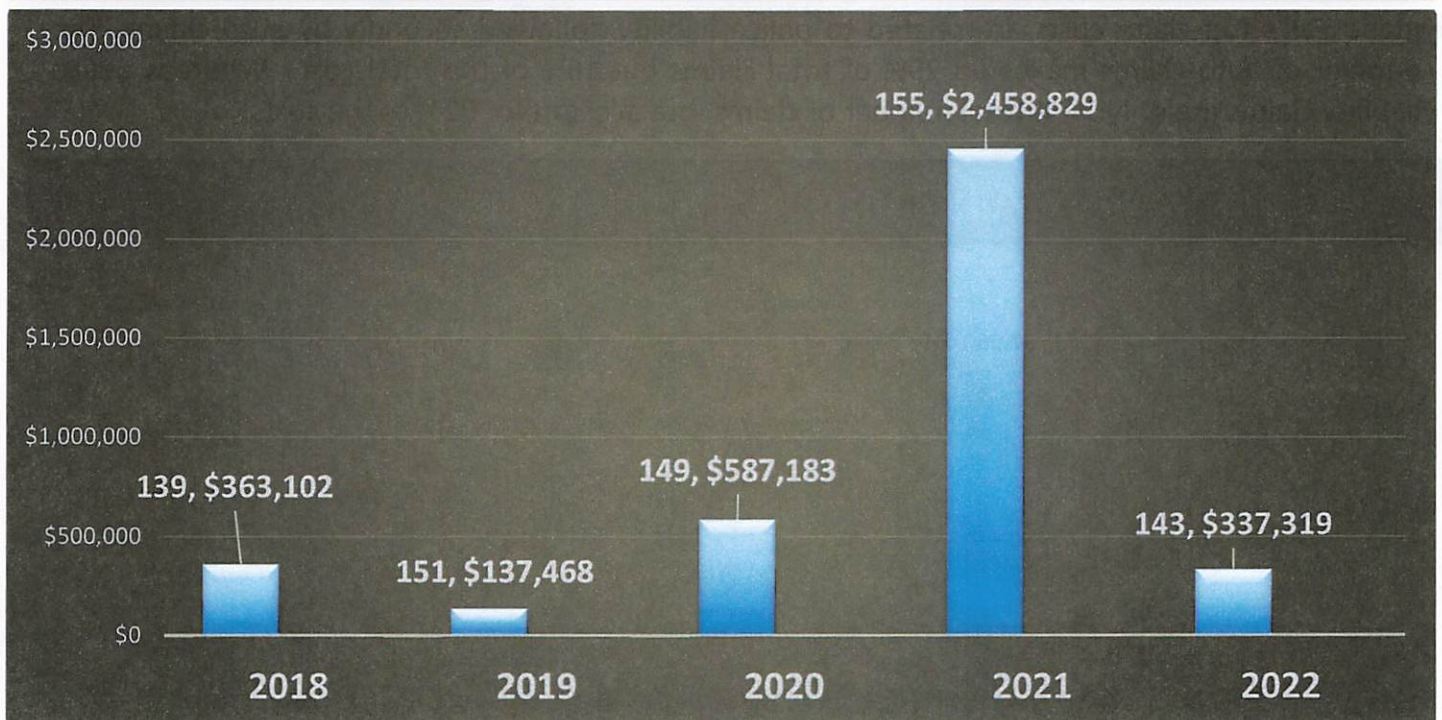


This risk analysis is provided by ICRMP's Risk Management team and reviews claims history as well as identifies potential risk management tools to assist you mitigating your risks and reducing claims.

## Analysis & Evaluation of Losses

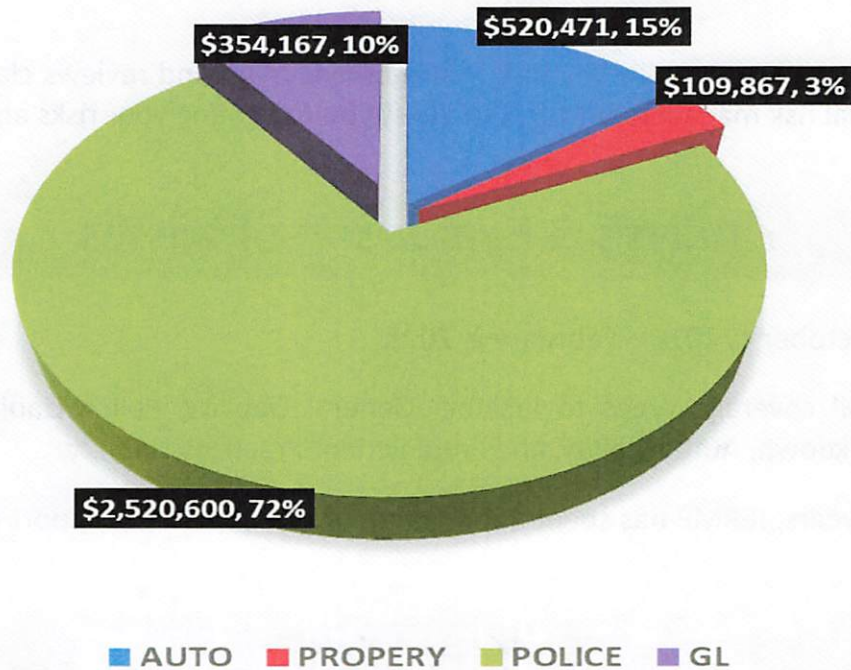
- ❖ Claims Period: October 1, 2018 – February 2, 2023
- ❖ 737 claims of all coverage types to include: General Liability, Police Liability, Property and Mechanical Breakdown, Auto Liability, and Employment Practices Liability.
- ❖ Over the past 5 years, ICRMP has spent approximately \$3,883,901 to support City of Idaho Falls' claims.

## Five Year History



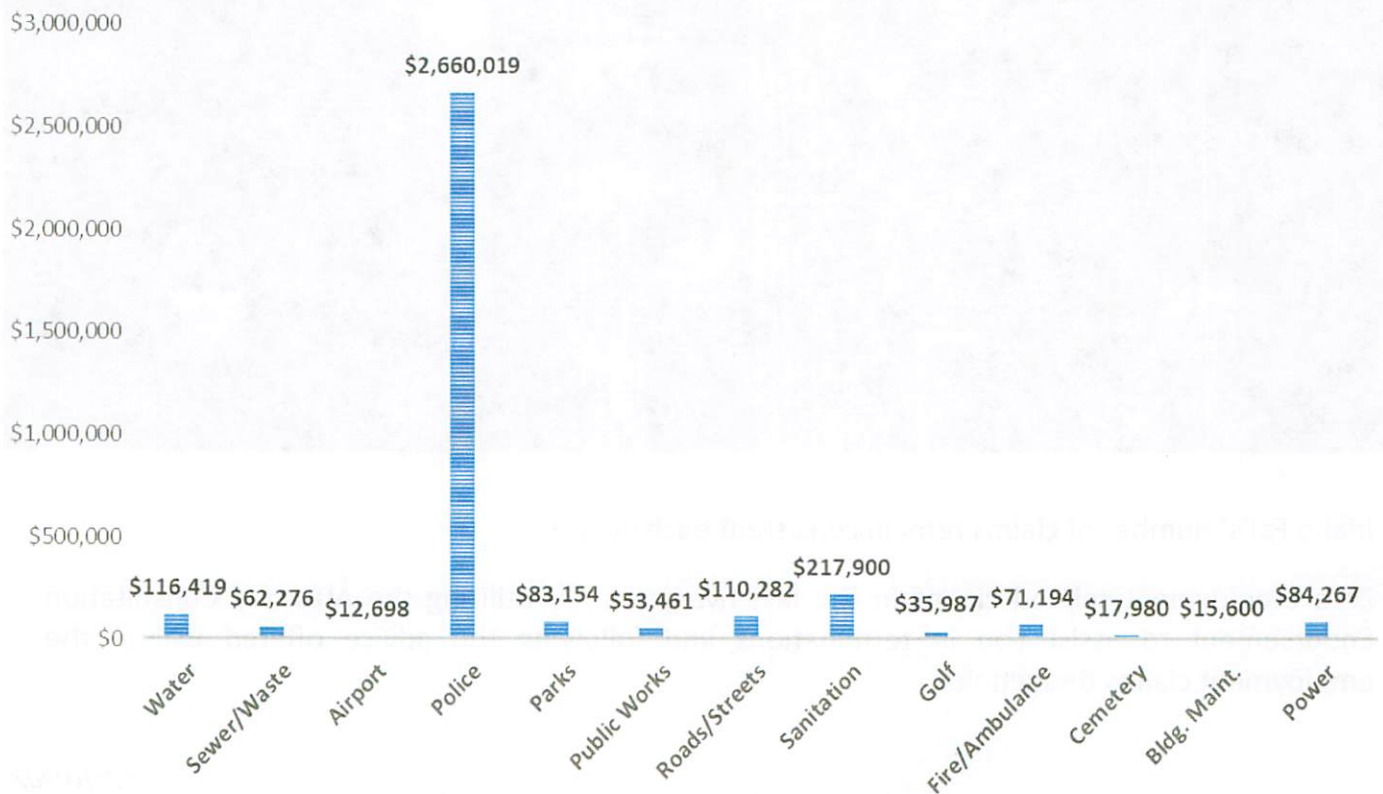
- ❖ Idaho Falls' number of claims remain consistent each year.
- ❖ Zero employment related claims in the last five years. By utilizing the Attorney Consultation Endorsement to assist you in terminations and following the advice offered waives the employment claims deductible.

## Five Year History by Coverage



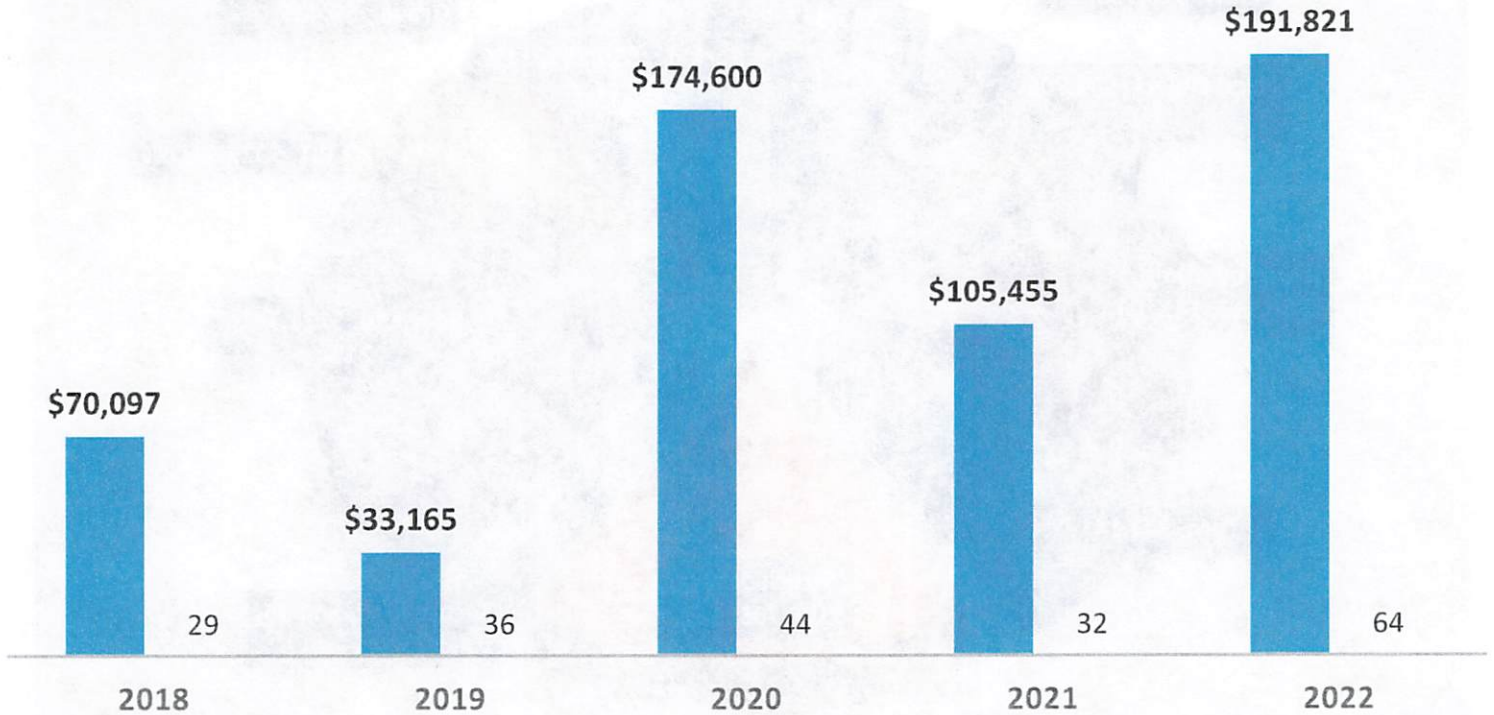
- ❖ Idaho Fall's top claim costs are related to police liability, followed secondly by auto claims. The number of auto claims makes up 29% of total claims but 15% of the total cost. Whereas police liability claims are only 5.7% total number of claims, but account for 72% of the costs.

## All Claims by Department



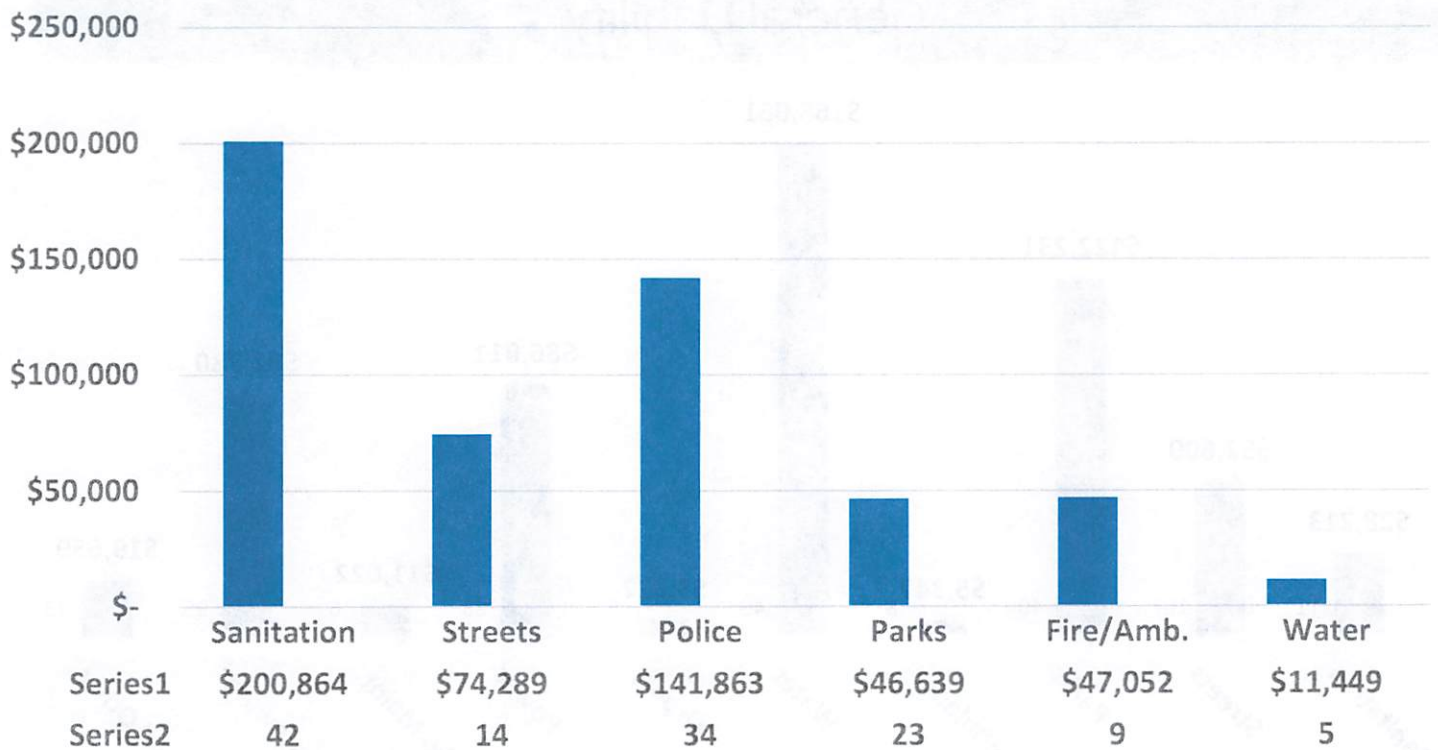


## Auto Claims 5 Year History

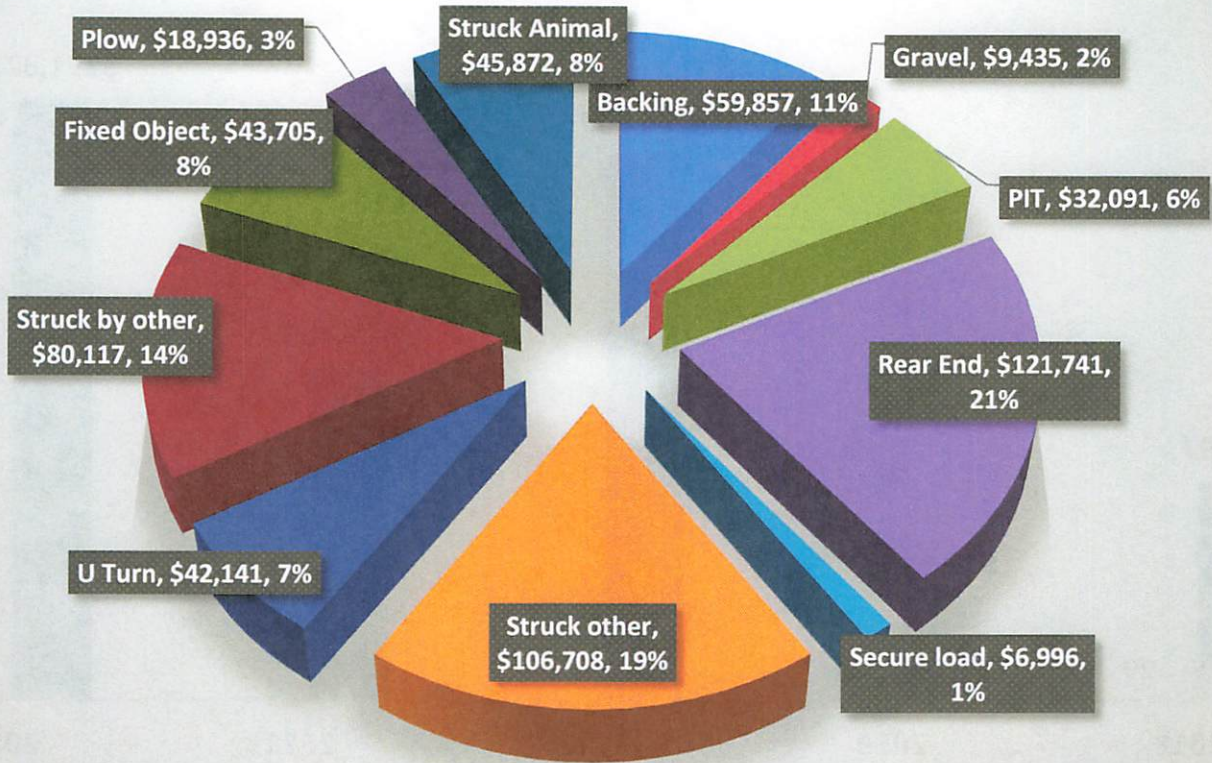


## Auto Claims by Department

The majority of auto claims frequency and severity are from the Police and Sanitation departments.

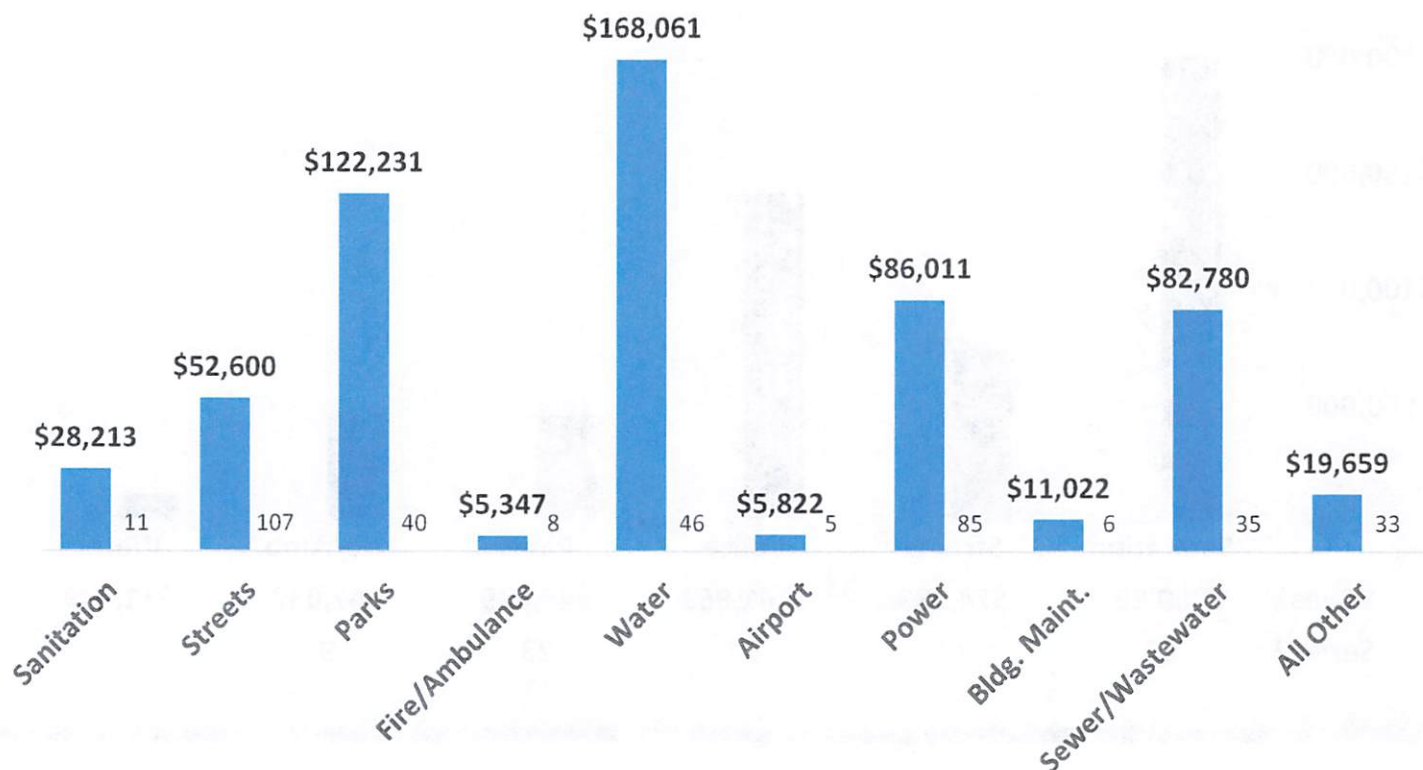


## Auto Claims by Cause (all departments)



Over the last five years, 66% of auto claims were the fault of Idaho Falls employees. ICRMP's online Distracted Driving Course has been made available and can aid in reducing claims as well as after accident remedial training.

## General Liability





## Risk Management Services

- ✓ Distracted Driving Course provided April 2022
- ✓ 64 risk support consultations
- ✓ 8 Law Enforcement Trainings covering 26 officers, over 88 hours
- ✓ Employees rec'd Respectful Workplace (4), Supervisor (2) and Workplace Violence Training (1)

## Loss Mitigation Plan of Action

### 1 Police Liability

Continued specialized risk management training provided by our Law Enforcement Risk Manager. Areas of priority:

1. Use of Force
2. De-escalation techniques
3. EVOC training for driving distractions, intersection awareness during code and backing
4. Mental Health

### 2 Auto Liability

Loss mitigation efforts surrounding driving and vehicles should include the following:

1. Annual motor vehicle records checks on prospective and current employees
2. Updated vehicle use policies, including post accident procedures and discipline
3. Distracted Driver Training has been made available to city. Should be mandatory for new hires and post accident

### 3 General Liability

1. Annual review of line jetting maintenance schedules for sewer/wastewater departments
2. Works crews call dig line and identifying lines prior to excavation
3. Hazard mitigation to avoid slips, falls, adequate signage, safety for patrons, special attention should be given to swimming pools
4. Have maintenance and snow removal plans

### 4 Property

Loss mitigation efforts surrounding your facilities to include:

1. Total facilities management program: Conduct site inspections and walk throughs, identify hazards. This includes roof inspections, water heaters, boiler & mechanical/HVAC
2. Implement a preventative maintenance schedule on all equipment
3. Essential to have a snow removal plan
4. Focus on fire prevention and safety, inspection of wet/dry fire suppression systems



## 2022-2023 Policy Information

### ❖ Deductibles

- ❖ Property – \$2,500
- ❖ Crime - \$5,000
- ❖ Cyber - \$10,000
- ❖ Employment - \$20,000 (consultation waiver)

### ❖ Premium – \$753,836

- ❖ Risk Discounts Achieved current policy – 1%
  - ❖ Patrol Assessment – entire premium
- ❖ Risk Discount Achieved for next renewal – 20%
  - ❖ Patrol Assessment (10% applied to law enforcement premium)
  - ❖ ICOPA Certification (10% applied to law enforcement premium)
- ❖ Payroll: \$49,290,554– up 3% (last 5 years-21%)
- ❖ Property Values: \$268,050,307 – up 1% (last 5 years-9%)

## Underwriting History

| Policy Yr | Premium    | Payroll       | Property       | Claims       | Commission | Reinsurance | Op Costs   | Contribution   |
|-----------|------------|---------------|----------------|--------------|------------|-------------|------------|----------------|
| 2017-18   | \$ 668,815 | \$ 40,683,213 | \$ 246,247,666 | \$ 489,613   | \$ 66,882  | \$ 100,322  | \$ 113,699 | \$ (101,701)   |
| 2018-19   | \$ 701,320 | \$ 43,065,515 | \$ 251,982,126 | \$ 180,830   | \$ 70,132  | \$ 105,198  | \$ 119,224 | \$ 225,936     |
| 2019-20   | \$ 724,147 | \$ 46,114,507 | \$ 258,108,167 | \$ 601,829   | \$ -       | \$ 108,622  | \$ 123,105 | \$ (109,409)   |
| *2020-21  | \$ 669,459 | \$ 47,873,420 | \$ 262,787,667 | \$ 2,522,090 | \$ -       | \$ 100,419  | \$ 113,808 | \$ (2,066,858) |
| *2021-22  | \$ 680,505 | \$ 47,953,153 | \$ 265,132,667 | \$ 445,096   | \$ -       | \$ 102,076  | \$ 115,686 | \$ 17,647      |
| *2022-23  | \$ 753,836 | \$ 49,290,554 | \$ 268,050,307 | \$ 50,967    | \$ -       | \$ 128,152  | \$ 128,152 | \$ 446,565     |

\*Undeveloped Policy Years

## Underwriting Exposure Data



## Net Contribution

