

# 2019/2020 SNOW OPERATIONS PLAN

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## Mission Statement

To manage snow and ice within the City of Post Falls for all residents and businesses.

## Background and Purpose

This document guides the snow operations efforts for public streets within the City of Post Falls. The purpose of this Snow and Ice Control Plan is both to provide the general public and City officials with an insight into the complexity of snow and ice control operations and to summarize procedures which are followed by City personnel.

## Priorities

The following priorities guide the development and implementation of this plan.

- (1) Safety of City Staff and Citizens during snow operations
- (2) Expedient management of the most heavily traveled City Streets, enabling ongoing safe navigation of the City by Public Safety personnel
- (3) Provide a high level of service to each property within the City
- (4) Complete plow operations quickly

## Resources

### Personnel

Snow Operations are conducted by various personnel in several departments throughout the City. Public Works Streets staff are generally responsible for clearing the public streets, Parks staff provide assistance and maintain City parking lots, sidewalks, and paths, and Utilities staff provide backup assistance and maintain City infrastructure access such as to wells, lift stations, the Water Reclamation Facility, and lift stations.

During snow events, the following Public Works staff are available for snow operations above other priorities:

#### Public Works:

- (1) Maintenance Manager
- (1) Department Specialist
- (1) Streets Supervisor
- (2) Streets Leads
- (10) Streets Maintenance Workers
- (5) Seasonal Street Maintenance Workers
- (1) Stormwater Technician

The following staff are available to assist with Snow Operations when other priority job duties have been addressed:

- (3) Fleet Staff (1 lead, 2 mechanics)
- (1) Water Operator
- (2) Water Reclamation Operators

Water and Water Reclamation Operators operating pickup plows to clear Utilities facilities may be available on a case-by-case basis to assist with nearby citizen issues.

### Equipment

The following equipment are available for use in snow removal operations

Quantity	Vehicle	Equipment
1	2000 Gallon Deicer Truck	
<i>1</i>	<i>Dedicated Deicer Trucks</i>	
4	Leased Loaders	Snow Gate Plow
1	City Loader	Snow Gate Plow
<i>5</i>	<i>Snow Gate Loaders</i>	
3	City Loader	Regular Plow
<i>8</i>	<i>Total Loaders</i>	
1	1350 Gallon Tack/Deicer Truck	Snow Plow
1	Single Axle Dump Truck	Plow, Wing, and Sander
3	Single Axle Dump Truck	Plow and Sander
3	Single Axle Dump Truck	Plow and Mag Tank
2	Single Axle Dump Truck	Plow Only
2	Double Axle Dump Truck (1 Inoperative)	Plow Only
<i>11</i>	<i>Truck Plows</i>	
1	550 Pickup	Plow and Mag Tank
1	250 Pickup	Plow
<i>2</i>	<i>Pickup Plows</i>	
1	1992 Backhoe	
1	Skidsteer	Plow
1	1978 Grader	
1	Sidewalk Plow Unit (Parks)	
1	Sidewalk Snowblower Unit	
<i>2</i>	<i>Dedicated Sidewalk Units, Operated by Parks</i>	

## Scheduling and Shifts

Shifts will be staffed in the following priority:

Priority	Shift	Scheduled Staff
1	Day Shift	9 Plow Operators
2	Night Shift	9 Plow Operators, 1 Mechanic
3	Day Shift, Support	1 Supervisor, 2 Mechanics, 1 Dept. Specialist

Day shifts will begin at 7:00AM, running Monday – Friday. Night shift will begin at 7:00PM on Sunday night and run through Friday morning. Office staff shifts begin at 7:00 to 3:30, running Monday – Friday.

At the discretion of the Maintenance Manager or shift supervisor, in his absence, in cases where operations require more than 8-hour shifts, crews will extend the end-time of their shift up to 4 hours (for a shift of up to 12 hours). For staff and citizen safety, Snow Operations staff will work a maximum of 12-hours per shift with at least a 10-hour rest period following a shift. Staff will work a maximum of 10 consecutive days. To accomplish this, when conditions require continuous operations, after 5 continuous days of operations, crews will begin a rotating 5-day schedule working four 12-hour days followed by one day off until conditions and operations permit a return to regular workdays. This may result in decreased service during extended operations.

If snow is forecast at the end of an 8-hour shift, the Maintenance Manager or shift supervisor, in his absence, may extend the shift by 2 hours. If no snow has fallen, the shift will generally be ended at the 10-hour point.

Generally, night shifts will begin on or around November 15th and continue through March 1<sup>st</sup>. This is subject to change based on weather predictions and may be suspended during holiday weeks, if authorized by the Public Works Director.

## Roles and Responsibilities

**Public Works Director** – Responsible for the overall operation of the Public Works Department, including snow operations. Provides updates to the Mayor and City Council and City Management.

**Maintenance Manager** – Oversees Snow Operations, fleet mechanic assistance, and coordination with other departments and entities. Monitors status and progress of Snow Operations. Monitors weather and road conditions. Makes crew scheduling decisions. Addresses escalated citizen concerns. Prioritizes work efforts.

**Department Specialist** – Fields phone calls, emails, and other feedback. Organizes information related to Snow Operations. Routes information to the Streets Supervisor, Maintenance Manager, Streets Leads, and Public Works Director as appropriate.

**Streets Supervisor** – Oversees and directs crews, reviews field issues, coordinates efforts of Streets Staff with other assisting City Staff, assists in plowing effort as backup plow operator, backup deicer operator, operates pickup plow to address issues.

**Streets Leads** – Lead Plow Teams, operate snow plows or deicer equipment, oversee assigned shift and coordination with other staff in absence of Streets Supervisor

**Operators**– Operate equipment, monitor road conditions, escalate identified issues. (Includes Street Maintenance Workers and other staff assigned to Public Works Snow Operations, e.g. Stormwater Technician, Mechanic, etc)

**Streets Fleet Mechanics** – Maintain snow removal equipment and repair as needed on both day and night shift. As workload and priorities permit, assist in snow plowing operations or deicing operations as assigned by the Maintenance Manager. Night shift mechanic will generally operate deicer truck when snow-related repairs are not needed.

## Route Descriptions

### Priority 1 Streets

Priority 1 Streets generally consist of major and minor arterial road classifications greater than two lanes wide. To ensure these roads are cleared as quickly as possible, in circumstances where use of snow gates significantly slow operations, snow gates will only be utilized for residential driveways.

### Priority 2 Streets

Priority 2 Streets generally consist of major and minor collectors and other roads accessing schools, medical facilities, public facilities, etc. Plow operations along these routes will generally include the use of snow-gates to minimize berms placed in approaches and driveways.

### Priority 3 Streets

Priority 3 Streets generally consist of all other roads within the City, including cul-de-sacs.

### Deicer Routes

Deicer routes generally consist of the combination of Priority 1 and Priority 2 streets.

### Quadrant and Areas

The City has been divided into 4 quadrants. Priority 2 and 3 routes are grouped by quadrant for assignment to crews. Each quadrant is broken into areas. Following completion of Priority 2 routes in a quadrant, Priority 3 roads will be plowed sequentially, one area after the next. During each plow event, crews will follow the same order when progressing from one area to the next so that staff and citizens are more able to predict when crews will be in a particular area.

## Snow Event Sequence

Generally, snow operations will escalate and de-escalate along the operational conditions described below.

### Regular Operations

Roadways under this condition are not ice or snow covered and may be either wet or dry.

During this condition, supervisors will monitor the streets, particularly if road surfaces are wet, to determine when freezing might occur. Monitoring activities used will consist primarily of monitoring weather forecasts, temperature, moisture conditions and actual conditions of the roadway.

### Deicing Operations

This condition may occur either with frozen precipitation, freezing rain, or 0-2 inches of snowfall on roadway surface and snowing OR in advance of a forecast snowstorm.

Deicing Operations involve crews applying deicer (sand or liquid as appropriate) to Deicer Routes. At the discretion of staff, sand and deicer may be applied in other areas where ice is or may become problematic.

Deicing operations will continue until the deicing route is complete. In all other Operational Conditions, deicing of localized ice or compact snow may occur at the discretion of Streets Leads, the Street Supervisor, or the Maintenance Manager. Staff operating equipment with deicing equipment may also deice areas in need of attention, at their discretion.

### Drifting Operations

This condition occurs when drifts are rapidly forming in a way which completely blocks traffic on a road.

The primary response to this condition will be to mobilize any staff and equipment available but not actively plowing elsewhere. This may include support from other departments or staff on shift beyond the minimum staffing requirements.

If no additional staff or equipment are available, crews will be diverted from their current assignments to clear the drifts. Generally, crews in lower priority routes will be diverted first but this will depend on the circumstances at the time.

The decision to remove drifts and will be made by the Maintenance Manager or his designee (assigned shift lead or supervisor for example).

### Priority Operations

This condition begins when 2" of snow accumulates on Priority 1 Routes. Under special circumstances, such as when snow is falling heavily or compacting quickly, plowing may be initiated prior to 2" of accumulation. Under Priority Operations, Priority 1 and Priority 2 routes will be plowed.

During Priority Operations two teams will plow the Priority 1 routes. Upon finishing Priority 1 Routes, the crews will separate into teams assigned to each quadrant and plow the Priority 2 routes in each quadrant. Teams will begin in the center of the City and plow toward the outskirts. Teams will assist in other quadrants as needed until all Priority 2 routes have been plowed.

Priority Operations will end when all Priority 1 and Priority 2 routes have been plowed. At that time, continuation of Priority Operations will be evaluated. If more snow has fallen and the Priority Operations conditions are met again, another plow will be initiated in Priority 1 and 2 Routes. If not, Cleanup Operation will begin (below).

### Full Snow Operations

This condition occurs when 4" of snow accumulates on Priority 3 routes. When it will serve an operational benefit, Priority 3 Routes may be plowed with less than 4" of snow accumulation. Under this condition, all roads within the City will be plowed.

During Full Snow Operations, crews will plow Priority 1 and Priority 2 Routes as outlined in Priority Operations above. Operations will then continue as follows.

Upon completion of the Priority 2 routes, the quadrant teams will plow Priority 3 routes in their quadrants. At the beginning and middle of each shift, conditions will be re-evaluated on Priority 1 and 2 Routes. If conditions for Priority Operations are met again (e.g. more snow has fallen) the Priority 1 and 2 Routes will be plowed again following the completion of the areas in which each team is operating. Plowing of Priority 3 routes will then resume in the next area for each quadrant.

Upon completion of Priority 3 routes, Full Snow Operations will end. If more snow has fallen, another operation cycle may begin. If conditions are no longer met (snow has been removed) Operations will progress to Cleanup Operations.

### Cleanup Operations

This condition occurs when roads have been cleared and neither Priority nor Full Snow Operations are needed but snow berms, snow floor, ice, or other conditions require attention in specific areas of the City.

In cleanup operations, crews will generally work 8-hour shifts. Weekend or overtime work may be authorized by the Maintenance Manager but needs will be weighed against the additional costs.

During other operations, a cleanup operations list will be developed. This list will be prioritized by the Maintenance Manager or his designee(s) and issues will be addressed during Cleanup Operations, generally on the highest priority roads first. Activities may involve re-plowing areas previously unable to be plowed (due to parked cars for example), pushing back snow banks with the grader, removal of snow/ice floor, hauling of snow from congested areas, or other activities as needed.

Cleanup Operations will continue until no longer needed or until Priority 1 or Full Snow Operations are again called for. If cleanup is no longer needed, Regular Operations will resume.

## Snow Gate Approach

The City has five loaders with snow gates available for operations, generally 1 per quadrant and 1 backup. The backup loader may be used as prioritized by the Streets Supervisor unless one of the leased loaders is out of service.

If one gate-equipped loader is out of service, operations will continue as normal using the backup loader. If more than one loader is out of service, Priority 2 and 3 streets will be plowed in one or more quadrants without the use of gates. Following completion of a quadrant in which gates were not used or when other equipment becomes available, operators will return to each street, removing any driveway berms which have not been cleared by residents.

Similarly, if gates cannot be used due to heavy snowfall, at the discretion of the Public Works Director, or Maintenance Manager in his absence, streets may be plowed in all quadrants without the use of gates. This effort will clear the traveled section of the streets but will not be curb-to-curb. Following completion of a quadrant in which gates were not used, operators will return to each quadrant, plowing the remainder of the road and removing driveway berms which have not been cleared by residents.

Also at the discretion of the Public Works Director, or Maintenance Manager in his absence, gates may be used only for residential driveways on arterials, if plowing all driveways is significantly delaying the removal of snow from the arterials.

Operators will endeavor to use gates to avoid creating berms in driveways. Operators are generally not able to avoid creating berms in front of mailboxes, fire hydrants, etc.

## Sidewalks

Parks Department Staff maintain critical sidewalks throughout the City. Along arterials, Plow Operators may plow to the curb when Parks staff will follow with sidewalk units to clear the sidewalk. In areas where sidewalks will not be maintained by City Crews, Operators will generally plow snow to the gutter and not onto the sidewalk. Reasonable efforts will be made to keep ADA approaches to sidewalks open for pedestrian access.

## Obstacles

When staff encounter an obstacle which prevents plowing a street the following procedure will be used:

1. For Priority 1 and Priority 2 Routes:
  - a. Take photo, if possible
  - b. Contact Streets Division Office Staff
  - c. Contact Police Non-Emergency Number to request assistance



- d. Plow as soon as practical, when notified obstacle has been cleared
2. For Priority 3 Routes:
  - a. Take photo, if possible,
  - b. Contact Streets Division Office Staff
  - c. Notify Code Enforcement
  - d. Add street to Cleanup Operations list
  - e. Plow during Cleanup Operations

When Streets Division Office Staff are available, they will coordinate with the Police Department.

## City Facilities

City Facilities such as City Hall parking lot, the Police Station parking lot, and various other City lots are maintained by the City Parks Department, to allow Public Works Staff to focus on street-related snow removal.

## Communications

### Status

City Staff will publish the following information on the City's Snow Operations Status Page and via social media:

- Operational Condition and Time Initiated
- Progress through Quadrants and Areas and Time Updated

### Contacting City Staff

Public Works Staff may be contacted in any of the methods listed below. Requests will be consolidated prioritized by the Maintenance Manager and addressed during Cleanup or Regular operations, regardless of the method of communication. Suggestions for future Snow Operations Plans may be submitted through any of the methods below.

Online Request/Feedback Form: <https://sp.postfallsidaho.org/public/> (Preferred)

Email: [snow@postfallsidaho.org](mailto:snow@postfallsidaho.org)

Phone:

Streets Division: 208-773-1722

Post Falls City Hall: 208-773-3511

Police Department: 208-773-3517

### News Media

New Media covering snow events should contact the City's Public Information Officer (PIO) via the methods listed below. The PIO will communicate ongoing snow control operations with the public and media through social media.

Phone: 208-457-3314

Email: [MediaCenter@postfallsidaho.org](mailto:MediaCenter@postfallsidaho.org)

## Ordinances

The following ordinance applies to plowing snow into the streets and to parking:

### Snow Removal

Municipal Code 10.48.010:

A. It is unlawful for any operator of snow removal equipment or the owner of any land upon which snow removal equipment is operated to place or otherwise permit, sanction, approve or cause the placement of any fallen snow onto public property or rights of way upon its removal from privately owned lands.

B. Depositing or causing to be deposited dirt or debris within the public rights of way without the permission of the city is declared to be a nuisance and the responsibility of the person making such deposit to immediately remove the dirt from the right of way. (Ord. 1020 § 31, 2003; Ord. 696 § 1, 1993)

### Parking

Municipal Code 10.20.050:

No vehicle, including major recreational vehicles or equipment, shall be parked continuously at the same location or combination of locations within the same block on any public street or public alley on any public street or alley in the city for more than twenty-four (24) hours. For the purpose of this chapter, "major recreational vehicles and equipment" are defined as including, but not limited to, boats and boat trailers, pickup campers or coaches (designed to be mounted on automotive vehicles), motorized dwellings, and tent trailers. (Ord. 1201, 2010)