



**City of Hailey**

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Street Department

# **Snow Removal Policy 2008-2009**



## **PRESEASON...**

The Public Works Department's primary objective during the winter storm season is to provide safe transportation, emergency vehicle access to all citizens and support education and commerce during adverse weather conditions. In October the Public Works Director and the Street Superintendent will meet to update this plan and develop a strategy to inform the general public of how their cooperation can help maximize the effectiveness of the snow removal operations.

The Street Superintendent will develop a report outlining equipment readiness and repairs needed for equipment; will develop a procedure for obtaining snow removal contracts and rental equipment; and present a list for additional seasonal positions required. The Public Works Director will meet with the Chief of Police to review vehicle towing procedures.

Public education is a key element to a successful snow removal plan. A press release will be issued that outlines impediments that restrict our ability to efficiently and safely conduct snow plowing operations. The Street Department will survey each street for encroachments that have occurred and "tag" each with a message outlining City Ordinances. The Police Department will provide warnings to vehicles that would be subject to towing during a snow event.

## **BEFORE THE STORM...**

The Public Works Department will monitor the weather station and national weather service reports. The Street Superintendent or Crew Supervisor will assign personnel to be on first call if snow and ice control operations are implemented. To provide support as needed during a winter maintenance operation, the Street Superintendent will maintain on file the following information:

- ❖ The Snow and Ice Control Plan (current year)
- ❖ Status of materials
- ❖ List of operable and inoperable equipment
- ❖ List of primary personnel on alert status
- ❖ List of potential contract services
- ❖ Location of storage sites
- ❖ List of support equipment/staff in the City of Hailey

## **DURING THE STORM...**

The Street Superintendent shall develop and maintain all information needed to adequately, promptly, and verbally inform the Public Works Director of the status of work, personnel assignments, equipment and material needs, and facts concerning developing situations. Types of information which shall be assembled:

- ❖ A city map with markers to designate problem areas and accidents
- ❖ An equipment and personnel status report; number of personnel in the field,



- equipment in the field; both operable and inoperable.
- ❖ Street condition status report to include Priority 1, 2, 3, and 4 streets
  - ❖ Current status of materials
  - ❖ Storm data, i.e., accumulated snowfall, temperature forecast, etc.
  - ❖ Projected needs for personnel and equipment

All information will be summarized in a form which the Public Works Director can quickly review in either an emergency or routine daily reporting task. The Street Superintendent will serve as the communications link with field personnel, administrative personnel, and police dispatchers. The Public Works Director will respond to questions and requests from the general public.

The news media, School District, Blaine County and City of Hailey Fire and Police Departments will be informed of all street closings. The Public Works Director must approve all street closings before notices are issued.

### **AFTER THE STORM...**

When the storm is over, the Street Superintendent will prepare a written review of the snow and ice control operations that will contain:

- ❖ Amount and cost of time and overtime hours for Street Division employees
- ❖ Amount of all other time and costs, regular and overtime hours, for other divisions/departments
- ❖ Complete breakdown for contract equipment and cost
- ❖ Recommended additions and/or corrections to be made to the current Snow and Ice Control Plan

In addition to the above, begin the following procedures:

- ❖ Hauling and dumping operations
- ❖ Additional sanding as may be needed
- ❖ Inspection of all equipment utilized during the storm
- ❖ Report needed equipment repairs
- ❖ Inventory stockpile of sanding/de-icing material
- ❖ Cleaning of intersections as soon as possible
- ❖ Have a post-meeting with all employees to discuss possible improvements



## Duties and Responsibilities:

This summary lists the major duties and responsibilities of various team members involved in the snow control plans for the City of Hailey.

### **Public Works Director:**

- ❖ Review snow removal plan annually
- ❖ Coordinate public education efforts
- ❖ Authorize snow removal operations to begin
- ❖ Oversee Snow and Ice control operations
- ❖ Declare a snow emergency when conditions warrant
- ❖ Open emergency operations center when conditions warrant
- ❖ Monitor weather forecasts
- ❖ Respond to citizens complaints

### **Street Superintendent:**

- ❖ Provide annual safety training for all employees involved in snow removal operations
- ❖ Prepare equipment readiness reports
- ❖ Examine snow storage areas for accessibility
- ❖ Coordinate snow removal operations
- ❖ Coordinate encroachment removal
- ❖ Prepare written report at the completion of each snow event

The Public Works Director or his designee is the only person authorized to instruct the Street Division personnel to close certain streets or portions of streets to traffic. Barricading and signage shall be done in accordance with the Manual Uniform Traffic Control Devices.

Specific complaints will be handled as directed by the Public Works Director, but will not hamper the established orderly operations as described herein. Driveways, residential or commercial, shall not be plowed open unless specifically authorized by the Public Works Director. Driveways that are blocked during ice peeling operations will be cleaned.



## Storm Classifications

The City of Hailey uses four storm categories, defined as follows:

### **CATEGORY I**

0" - 3" of snow resulting in icy conditions throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are treated with sanding and de-icing material.

### **CATEGORY II**

3" - 6" of snow resulting in sleet and slushy conditions; streets are plowed throughout the city.

All main arterials, selected collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are treated with sand and de-icing material if necessary.

### **CATEGORY III**

6" - 12" causing hazardous conditions.

All main arterials are plowed, treated with sand and de-icing material until the storm subsides. Then collector streets, bus routes, around schools, hazardous stops, hills and all emergency facilities are plowed and treated with sand and de-icing material.

### **CATEGORY IV**

A major snowstorm amounting to 12" or more.

Concentration is given to all main arterials and emergency facilities. Collector streets, bus routes and around schools are treated with sand and de-icing material and plowed as soon as possible thereafter. Residential streets are plowed and treated with de-icing material as soon as priorities allow, at the discretion of the Public Works Director.



## STREET SNOW REMOVAL PRIORITY

**Priority 1 Routes:** All main arterials considered to be the minimum network which must be kept open to provide a transportation system connecting hospitals, police and fire stations. These roads include: Main St., River St., 2nd Ave., 3rd Ave., McKercher Blvd., Myrtle St., Bullion St., Croy St., Elm St. (Main to 3<sup>rd</sup>), Fox Acres Rd., Woodside Blvd., Countryside Blvd., Airport Way, Aviation Dr.

**Priority 2 Routes:** All remaining arterials, selected collectors, bus routes, and around schools. These roads include: Eastridge Dr., Cedar St., Silverstar Dr., War Eagle Dr., Robinhood, Northridge Dr., 4th Ave., Elm St. (Main to Aspen Dr.), Maple St., Buckhorn Rd., Quigley Rd., Empty Saddle, Sixth Ave, Mother Lode Loop, and Glenbrook Dr. including Industrial Park.

**Priority 3 Routes:** All other selected collectors completing the network covering the major traffic volume streets and selected "Hot Spots" such as intersections, hills, and known routes for disabled individuals.

**Priority 4 Routes:** All remaining streets, such as residential and local streets. Except for unusual conditions, all priority 1, 2, and 3 streets will be kept open and maintained. When this is not possible, the priority 3 streets will be dropped first, and, if necessary, the priority 2 streets will be dropped. The priority 1 streets will be kept open at all times. The snow routes have been established so that regardless of which priorities are dropped, the remaining portion will be one connected, continuous system.

If snow accumulation completely blocks traffic movement, the priority 4 streets will be plowed when the crews are able to complete their higher priority routes. It is to be emphasized that plowing of priority 4 streets may not occur at all unless the Public Works Director determines the snowfall depth and/or drifting warrant such action. Equipment, however, will be provided as necessary to respond to emergency situations.

When plowed snow either restricts or interferes with traffic, snow will be loaded and hauled to pre-determined storage sites. Because of traffic volumes, the majority of hauling will be done at non-peak traffic volume times and will normally start when the storm ends. The Public Works Director normally declares a snow emergency when snow conditions are such that normal snow operations are not able to keep the streets clear.

From November 1<sup>st</sup> to May 1<sup>st</sup> a "No Parking" ban is in effect from midnight to 7:00 a.m. on all city streets. This is simply the most effective way to keep cars off the street, a crucial factor in accomplishing an effective snow control plan. Snow emergency routes are posted with signs along the designated streets and will be enforced when necessary.



## CONTINGENCY PLAN

The City of Hailey has a limited fleet of equipment and contracts for additional equipment from local contractors, nevertheless we need to plan for assistance should the need arise. The Idaho Department of Transportation (ITD) has helped us in the past when we have had short term breakdowns. As always this is contingent on the availability of their equipment and their work load; as such we should not entirely rely on this option. It is ultimately ITD's responsibility to make certain that the State Highway (Main Street) remains open. If we should have a long term breakdown of equipment, we will request that they plow all snow to the center of the Highway, we will then utilize our loaders and trucks to remove this snow.

In 2006 we replaced the 1965 FWD with a front wheel mount loader blower #4009; this has been replaced with a new 2007 loader mounted blower. Should there be a major breakdowns during a snow episode the Idaho Transportation Department should be contacted through Steve Coles at 1-208-309-2226 or the State Shop 1-208-788-3365. Additional contacts include Dale Schappee, Blaine County Road and Bridge 1-208-720-7502, the County shop at 1-208-788-5580 and Pete Kramer at Friedman Memorial Airport at 1-208-788-9003 ext. 24.