

Pinewood Property Owners' Association Independence Day Parade Staffing Overview

General

The staff consists of two separate groups that have different functions as well as some traffic control positions with unique responsibilities. The first group (S1-S10) is responsible for the staging of parade participants and starts two hours before the parade. The second group (M1-M12) is responsible for monitoring the parade route which includes the blockage of traffic to Pinewood Blvd from a number of access points and starts one hour before the parade.

There are four positions (T1-T4) dealing with traffic control and staging access as well as assistance in the staging area. These positions start two hours before the parade and are responsible for two or more functions requiring mobility and flexibility. Five additional positions (T5-T9) are redeployed positions (S6-S10) from staging after parade starts. There is also one communications position (C1) that will be located at the fire station and starts two hours before the parade.

Staging

Participants will start arriving at 8am and it is critical that an orderly procedure is followed to arrange the procession in order to promote a smooth flow of vehicles. All feature vehicles will stage on Walapai and these include the Grand Marshal, sponsor vehicle, fire engine, military vehicles, and any special vehicles that have requested entry. Also staging on Walapai will be the color guard, walkers and bicyclists (in last condo driveway) and any horses with attendants (aka pooper-scoopers).

All other participants will start on Meadow View at Walapai and the line will proceed east on Meadow View to Blue Heron, then to Golden Pond and finally on Stringer. Some larger vehicles with trailers that arrive shortly before the start will line up on Half Moon to avoid turning around on Stringer. All vehicles require registration and if not done before parade day, forms must be filled out as soon as they enter the staging line. This requirement will probably be our biggest problem but it must be done in order to provide a mechanism for controlling improper behavior by having a method of recourse to suspend participation the following year. Again this year, five stagers (S6-S10) will be redeployed to Fairway as soon as the parade starts at 10am in order to keep participants moving up Fairway without stopping to unload people from floats.

Monitoring

This involves some crowd control before the parade starts and during the parade. This year, as in the past, we will allow some parking of vehicles off Pinewood Blvd backed onto country club property. When the parade is over, these vehicles should not attempt to leave until pedestrians clear the area. No vehicles, including ATV's, are permitted to park on the shoulders of Pinewood Blvd.

During the parade, it is important to prevent the children from going into the street as in previous years. That is the reason for the rule prohibiting the distribution of anything from the participating vehicles such as candy or any other items. Any vehicle that is not following that rule, as well as any of the other rules, should not be confronted by the monitors but will have their vehicle license number recorded and reported back to the parade sponsor.

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Traffic Control

This includes the two positions (T1 & T4) who will block Pinewood Blvd at Crestline and Fairway at 9:45am. Two positions (T1 & T2) will be directing vehicles at Pinewood Blvd and Walapai up to 9:45am. In addition, two positions (T3 & T4) will assist in the staging area up to 9:30am in order to facilitate the registration process with the stagers. Redeployed stagers (S6-S10) will assume positions (T5-T9) when the parade starts.

Communication

Radio availability and quantity from the fire station is not confirmed so communication may be made by cell phone. The one communications person (C1) has their cell phone number at the top of the staffing list. It is suggested that any situation requiring assistance from anyone on the staff should be reported to communications and they will contact the appropriate person. There will be a large number of Radio Club members as monitors and their communication will be by their radios. All staff members should report in as soon as they are in position at their designated start time.

Communication regarding the closing of roads and parade start will only be made if they are not going to occur as scheduled.

Additional Information

All of the volunteers are very much appreciated and, on behalf of the PPOA, thank you for your time to present Munds Park with the "Best Little Parade in Northern Arizona" as it has been called!