

# Clackamas Fire District #1



## **REGULAR BOARD OF DIRECTORS MEETING January 28, 2019**

**(This meeting was recorded.)**

### **I. CALL TO ORDER PER ORS 192.610 TO 192.690**

**ORS 192.650 – The meeting is being recorded.**

President Syring called the meeting to order at 6:01 pm.

**Present:** Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Bill Conway; Division Chief Mike Corless; Battalion Chief Burke Slater; Battalion Chief David Scheirman; Battalion Chief Oscar Ramos; Medical Services Battalion Chief Josh Santos; Finance Director Christina Day; Volunteer Services Battalion Chief Steve Deters; Volunteer President Ryan Kragero; Volunteer Jerry Kearney; Lieutenant Greg Holland; Estacada Fire District #69 Interim Chief Jason Crowe and Administrative Manager Radonna Demeter; Genoa Ingram from Court Street Consulting; Citizens Lowell Peterson and Chris Hawes; and Executive Assistant Karen Strejc.

### **II. CHANGES TO AGENDA**

Chief Charlton noted that Deputy Chief Ryan Hari was excused from the meeting. Chief Charlton noted that if there are any questions related to DC Hari's report, staff would be glad to answer them.

Chief Charlton shared that based on last Thursday's Work Session, there was a revised agenda with re-ordered business items, as well as a revised B-1, B-2 and B-3. The changes were in yellow or blue. The finance report was included. A supplemental financial budget handout was distributed at the meeting.

### **III. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON DECEMBER 17, 2018.**

**The motion passed unanimously to approve the minutes as written for the regular board meeting on December 17, 2018.**

### **IV. PUBLIC COMMENT**

None.

### **V. PRESENTATION – OP SANTA SUMMARY- Battalion Chief Deters**

BC Deters shared a PowerPoint presentation regarding Operation Santa Claus 2018. The 2018 season hosted 15 community parades. Thirty businesses were collection sites, as well as three schools and 19 Fire Stations.

The food warehouse this year was at the old Fleet building. Chief Deters reported that the community support was great. He shared that the National Guard packed 8,500 to 9,000 pounds of food and a Hillsboro basketball team, of 6-10 year olds, packed 10,000 pounds in a few hours.

BC Deters shared that having the warehouse in-house worked well, as there was access to the building at all times. The toy warehouse was at Station 14 in the Annex. Tables were donated each year, which saved the District a rental cost of \$7,000. Station 14 crews made walls for the toy warehouse.

BC Deters reported that this year, 53,771 pounds of food and 8,369 toys were collected. This allowed us to serve 500 families, approximately 2,118 citizens.

The District budgeted for temp labor for a Warehouse Manager. Chief Deters noted that there was lots of help with volunteers and community.

This year there was only one pick-up date. Next, year, the plan was to go back to two pick-up days.

BC Deters shared the number of hours worked for this event:

- For the parades- an average of 26 participants and 104 hours per parade.
- The parade sign placement - about 139 hours.
- Barrel delivery and pick-up- about 47 hours.
- The toy and food pick- about 300 hours.
- Warehouse time- 239 hours.

Director Joseph shared that he helped in a parade for the first time this year. He noted he was very amazed with how organized and well-run the operation was. He thanked BC Deters and all those who helped.

BC Deters suggested trying to keep the operation in house from now on if possible.

President Syring stated that he assisted on a night of the Damascus/Boring parade. He shared that many more people came out this year than in the past. He was very impressed and noted a job well done.

## **VI. PRESENTATION – LEGISLATIVE OVERVIEW – Lobbyist Genoa Ingram with Court Street Consulting**

Lobbyist Genoa Ingram shared that she sent out the tracking report last Friday. She noted that it was more effective to look at electronically than printed.

Lobbyist Ingram stated that the Legislative Committee would be meeting with Director Joseph and Director Wall on February 1, 2019.

Lobbyist Ingram highlighted some of the Bills:

- Senate Bill 240. This would require all State Agencies to use electronic records and signatures by July 1, 2020.
- Bill 2499 would increase the 911 taxes from \$0.75 to \$1.50. Currently each county gets 1% of that money. This bill stated that every county that has a population of 40,000 or less would get 2% of this fee.
- Bill 2620 would give cities and fire districts first right of refusal for ambulance service rather than the counties.
- Senate Bill 5533 was the budget for DPSST. DPSST had positions they needed to fill. The Governor's recommended budget did not include filling those positions. DPSST would be coming in this week; they would have some policy packages to add back those positions. She had been asked to prepare testimony on behalf of the Oregon Fire District Director's Association and Volunteer Firefighters, supporting those policy packages. The testimony was scheduled for Wednesday.
- House Bill 2782 was related to Enterprise Zones. This bill would state that Enterprise Zones must consult with Fire Agencies
- PERS. There are about 15 Bills on PERS. Lobbyist Ingram wasn't sure which ones would move forward.
- Lobbyist Ingram noted there were also many Forestry bills.
- Lobbyist Ingram noted there was a bill regarding Public Safety Entities and that a fire district can use drones to scope out where the fires are.
- Lobbyist Ingram noted there was a bill regarding accessory dwelling units (ADU). Citizens didn't want to allow ADU's in rural areas. She has suggested that this issue be worked through the State Fire Marshal's office and State Forestry Department instead of another agency mapping the area with what was a higher fire hazard and lower fire hazard that allowed ADU's in lower hazard areas. This may be brought back next year due to the complexity of the issue.

## **VII. ANNUAL MEETING OF THE MEMBER OF THE CLACKAMAS EMERGENCY SERVICES FOUNDATION**

The regular board meeting was recessed at 6:25 pm.

President Syring called the Annual Meeting of the Member of the Clackamas Emergency Services Foundation to order as 6:25 pm.

Chief Charlton shared the staff report and proposed budget for calendar year 2019 for the Clackamas Emergency Services Foundation.

Chief Charlton shared a couple of firsts that have happened. This past December, the Foundation through the Fire District, received \$5,000 from ADT, a residential and commercial alarm service. He noted that by bringing Operation Santa in house and with some very generous citizen groups and individuals who volunteered many hours, the expenditures were much less than anticipated. Chief

Charlton also shared that this year the goal of the annual dinner auction was increased to \$72,000 from \$52,000.

Director Trotter noted that this was the third time this budget would be discussed. First, the Foundation's Budget Committee prepared the budget. Second, it was presented to the Trustees. Third, it was recommended by the Board Trustees and to the Member to have this budget adopted. He noted some changes this year: no golf tournament as Trustees decided it was better to focus on one major fundraiser, and less money was spent on Operation Santa.

Director Wall asked what would bring in more funding for the auction compared to last year. Director Trotter that last year the Foundation had a new consultant. It was very pleased with the results and hired her again. Also, the venue was not charging for some services.

Director Trotter also shared that this year, there were gold and silver sponsors for the Foundation. Businesses were being asked to donate money for the paddle raise, which would provide matching funds if a bid was over \$1000.

**Director Joseph moved and Director Cross seconded the motion to approve the proposed 2019 annual operating budget for the Clackamas Emergency Services Foundation. The motion passed unanimously.**

The Annual Meeting of the Member of the Clackamas Emergency Services Foundation adjourned at 6:30 pm.

The regular board meeting was reconvened at 6:30 pm.

## **VIII. BUSINESS- Action required**

President Syring shared that last Thursday evening, they had a work session and all three business items were discussed.

### **B-1 Request Board Approval to Authorize the Fire Chief to enter into a contract for a Feasibility Study in cooperation with Estacada Fire District #69-Chief Charlton.**

Chief Charlton noted that Interim Fire Chief Jason Crowe was in attendance.

Chief Charlton gave the history of the IGA. In September, Estacada Fire District #69 (EFD), asked for a meeting with CFD's Interagency (IA) Committee. EFD asked for an IGA that would extend services for a period of time in conjunction with a full Feasibility Study. CFD sent out request for proposals (RFP) to four proposers in December. Matrix and ESCI presented proposals. Staff from both Fire Districts reviewed and scored the proposals. Staff requested entering into a Feasibility Study with EFD, with ESCI in the amount of \$51,148; not to exceed \$26,000 per district. This would be funded equally, 50/50 between both Fire Districts.

Chief Crowe shared that the EFD Board approved entering into a contract with ESCI to do a Feasibility Study with Clackamas Fire. They encouraged the 50/50 split.

President Syring noted that the Interagency Committee met with EFD on January 10, 2019.

Director Joseph requested to have the EFD Board as well as CFD's Board take action.

President Syring shared that they were given the proposals prior to the January 10<sup>th</sup> meeting so they could score them ahead of time. He felt that the ESCI proposal was much more thorough, and they had better recommendations and information. Other reviewers felt the same way and at the meeting it seemed like the group unanimously recommended ESCI.

President Syring shared that at the January 10<sup>th</sup> meeting, it was the EFD Directors who suggested doing the cost 50/50. The EFD Directors also suggested the September 30, 2019 IGA end date. The total cost would be \$51,178 for entire study, which included apparatus and facilities. ESCI gave a lesser quote option if CFD didn't choose to have the apparatus and facilities study, but CFD felt that if the full study was done, these portions needed to be included.

Director Trotter shared that he was on the Interagency Committee, when the Boring Feasibility Study with ESCI was conducted and he felt they did a good job. They also did the Estacada Study a few years ago and he felt this was an advantage they had and was one of the reasons he felt ESCI would do well.

Director Wall had a concern with ESCI's performance with the Boring study. The Board's Interagency Committee shared that ESCI was the best fit. She agreed to do a full study with apparatus and facilities.

**Director Trotter moved and Director Wall seconded the amended motion to authorize the Fire Chief to enter into a contract with ESCI for a full Feasibility Study including apparatus and facilities in cooperation with Estacada Fire District #69, not to exceed \$26,000. The motion passed unanimously.**

## **B-2 Request Board Approval to Authorize the Fire Chief to Amend the Current Intergovernmental Agreement (IGA) with Estacada Fire District #69**

Chief Charlton shared that the current IGA was set to end on January 31, 2019. He suggested amending and extending services through an IGA from February 1, 2019 through September 30, 2019. There were a number of services that CFD would not be providing. Chief Crowe, his staff and EFD's Board requested what services would be covered.

Chief Crowe shared that the EFD's Board was unanimous in approving the amended IGA.

President Syring shared that at the Interagency Committee meeting, they all agreed that it was the right thing to extend the IGA. EFD requested that the final date be moved to September 30, 2019. The Committee recommended to both Boards to approve this change.

Director Trotter suggested a clause in the agreement that stated that the IGA could be extended past September 30, 2019 if needed.

Chief Charlton noted that the legal counsel had put the original IGA together and now this was the second amendment. He shared they felt that none of the changes rose to the level of the comments that the legal counsel had made in the past.

Discussion followed regarding costs. Chief Charlton stated that the costs were trued up and EFD would know what services would cost.

Director Trotter suggested for the motion to include February 1, 2019 to September 30, 2019.

**Director Trotter moved and Director Cross seconded the motion to authorize the Fire Chief to enter into an amended Intergovernmental Agreement (IGA) with Estacada Fire District #69 from February 1, 2019 to September 30, 2019. The motion passed unanimously.**

Chief Charlton stated that a Joint Board Work Session would be held on February 12, 2019 at Estacada City Hall. This would be the time that ESCI's Project Manager and team would be introduced. A work plan and timeline would be discussed.

### **B-3 Request Board Approval of Resolution 19-01 – Adopting and Appropriating a Supplemental Budget for Fiscal 2018-2019**

Finance Director Day shared the staff report and resolution requesting a Supplemental Budget to change the Fiscal 2018-2019 budget due to multiple reasons as outlined in the staff report.

She noted that there were a few changes made that came from the Board Work Session last week, including: adjusting the general fund, beginning fund balance; changing the Estacada revenues and the service contract and Feasibility Study; and adjusting capital equipment fund to reflect the lower amount of loan proceeds received.

Chief Charlton noted that at the board work session last month, they had a place holder of \$50,000 for IGA revenue and \$50,000 for the Feasibility Study. He stated that these numbers had been trued up; \$78,548 for the additional revenue and up to/not to exceed \$26,000 for the study.

**Director Cross moved and Director Joseph seconded the motion to approve Resolution 19-01-Adopting and Appropriating a Supplemental Budget for the Fiscal 2018-2019. The motion passed unanimously.**

## **IX. OTHER BUSINESS – No action required**

### **OB-1 Bond Update**

DC Corless gave a construction update for Station 16 and Station 19.

- Station 16 was having the Ribbon Cutting Ceremony on February 12, 2019 at 11:00 am. He noted that they were going through the punch list tomorrow. The hope was to move in before the ribbon cutting event.
- The siding was set to be completed in three weeks at Station 19. DC Corless stated that there was a plan to get windows in by the end of February. The fence around the building would be completed next week. He was hoping to have a ribbon cutting for this station in about six weeks. Discussion followed regarding the road work/improvements near the station.

## **OB-2 Board Committee/Liaison Reports**

### **Executive Committee**

No meeting.

### **Interagency Committee**

Director Joseph shared that there was a Quarterly Fire Service Meeting on January 2<sup>nd</sup> hosted by Sandy Fire District #72. President Syring was not able to attend, but Director Trotter attended in his place. The next meeting would be held in April, location to be determined.

Director Trotter shared the three topics that were discussed: 1) Nancy Bush from Clackamas County Emergency Management gave an update, 2) ASA contract with the County by Chief Charlton, and 3) C800 Update.

### **Foundation Liaison**

Director Trotter shared that there was a regular meeting for one hour on January 22, 2019 followed by a retreat/work session for four hours. A vision statement for 2025 was worked on at the work session. The vision statement that was formulated was: Clackamas Emergency Services Foundation creates a safer community by empowering first responders, citizen heroes and community partners. This was decided to be the vision for 2025.

Director Trotter noted that at the next meeting, they would work to get a Strategic Business Plan in place and discuss more of the marketing plan.

Director Trotter shared that the minutes from the November 27, 2018 meeting were in the packet.

## **OB- 3 Board Informational Updates/Comments**

President Syring shared that in addition to a joint Board Work Session on February 12th, <sup>in</sup> Estacada, there was a Board Work Session on February 21, 2019 at the Training Center. Chief Charlton noted that the meeting would begin at 5:30 pm.

## **X. INFORMATIONAL ONLY**

### **A. Divisional Reports**

#### **R-1a Chief's Report**

Chief Charlton shared that staff was working on recommendations for improvements for the Clackamas Ambulance Service Area (ASA). The County Commissioners would review and vote on changes tomorrow.

Thursday, January 31, 2019, the Award and Recognition Banquet and Swearing-in Ceremony would be held at the Abernathy Center.

Tuesday, February 12<sup>th</sup> was the Ribbon Cutting Ceremony at Station 16.

PIO Paxton has received a request to have open houses on weekends since many people work during the week. An open house at Station 16 has been scheduled for February 23, 2019.

There were 22 internal candidates who participated in the Captain's exam. This was a record number for the District.

#### **R -1b Business Services Division**

As submitted with a couple small follow ups from the work session last week.

DC Whiteley shared that discussion included the Civil Service Commissioner Application period, which has closed. There were three applicants. At the February Board work session, the Board would conduct brief interviews. At the board meeting on February 25, 2019, the Board would make the decision of who would fill the two vacant positions.

The Risk Assessment would kick off next week.

Later this week, there would be a meeting to discuss the future of the Admin Building Project.

President Syring had questions about cost recovery. Discussion followed regarding cost recovery for facilities in the community. Division Chief Conway shared that he met with the State Licenser regarding what CFD could and could not expect from the facilities. He noted CFD's next step was to educate community facilities about what was coming and what CFD was going to do.

#### **R -1b.1 Business Services**

As submitted.

Chief Gehrke shared that the Captain's test was a success. Attendees were reviewing their scores.

#### **R – 1b.2 Fire Prevention**

As submitted.

**R -1c Emergency Services Division**

As submitted.

**R -1c.1 Emergency Medical Services/Training**

As submitted.

**R -1c.2 Financial Services**

As submitted.

Finance Director Day pointed out that in-house payroll system had been implemented as of January 1, 2019.

**R-1c.3 Operations**

Director Cross noted that there were approximately 1,000 fewer calls than last year. He shared that CFD was being more efficient on calls and saving heavy apparatus for heavier calls.

**R-1c.4 Training Division**

As submitted.

**R -1c.5 Volunteer Services**

Chief Deters gave statistics from his board report.

**R-1c.6 Volunteer Association President's Report**

President Ryan Kragero shared that Operation Santa was the focus of the Volunteers during December. He noted that during this time it reinforced the team or family aspect of CFD. He mentioned how many employees helped in various ways.

President Syring shared that the Volunteers had a Planning Retreat scheduled at Station 18 on Saturday, February 2<sup>nd</sup>.

**B. Correspondence**

Noted.

**C. Informational Items**

Noted.

**D. Next Meeting**

The next meeting would be on Monday, February 25, 2019 at 6:00 pm.

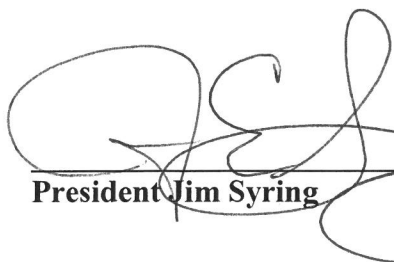
Chief Whiteley thanked the retiring Battalion Chiefs Oscar Ramos and David Scheirman for their years of service. He shared they probably wouldn't be at any more Board Meetings based on their shift schedules.

Chief David Scheirman thanked the Board for working at CFD.

**XI. ADJOURNMENT**


The regular board meeting was recessed at 7:25 PM.

Karen Strejc  
Executive Assistant



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President Jim Syring



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Secretary Jay Cross