

Clackamas Fire District #1



BOARD OF DIRECTORS WORK SESSION MEETING (This meeting was recorded.) February 21, 2019

1. CALL TO ORDER PER ORS 192.610 TO 192.710 ORS 192.650 – The meeting is being recorded.

President Syring called the meeting to order at 5:34 pm.

Present: Board of Directors Jay Cross, Jim Syring, Don Trotter, and Marilyn Wall; Chief Fred Charlton; Deputy Chief Ryan Hari; Division Chief Mike Corless; Division Chief Bill Conway; Deputy Chief Doug Whiteley; Division Chief Josh Gehrke; Battalion Chief Burke Slater; Deputy Fire Marshal Captain Shawn Olson; Finance Director Christina Day; Accounting Specialist Halee Holst; Volunteer Jerry Kearney; and Executive Assistant Karen Strejc. Director Joseph had an excused absence. Director Cross arrived at 5:49 pm.

2. 2019 Strategic Business Plan Updates

Chief Charlton noted that this year, the focus was to review the District's mission, vision and values; as well as review and update the goals.

Chief Charlton asked the Board for comments and edits for the Strategic Business Plan (SBP).

Chief Charlton shared about the possibility of launching a "listening campaign" in the fall of 2019/early 2020 to hear what the public/community thinks about the mission, vision, values and goals. He noted the SBP need to speak to all of the stakeholders. Part of this campaign would include conducting surveys to get feedback from the community.

Review of Mission / Values / Vision- Division Chief Josh Gehrke

DC Gehrke shared that he would like this to be a discussion of all of these areas: mission, values, and vision with the Board.

- *Mission*
 - In September at the District Planning Retreat, no one felt that the Mission needed to be changed.
 - Director Trotter shared that it was well stated, appropriate, what was practiced.
 - DC Gehrke noted that people liked that it was simple and straight forward.

- *Values*

- Chief Charlton shared that they put in ‘personnel’ instead of ‘employees’, so it includes employees, volunteers, and staff.
- DC Gehrke reviewed suggested edits on the red-lined version in the packet.
- DC Gehrke shared that at the District Planning Retreat, 40 could attend in morning and 40 in the afternoon. It was opened it up so those who wanted to attend could come. The volunteers had a retreat and discussed the same topics. After those retreats, a group was formed from people who attended the retreats to discuss changes to be made.
- DC Gehrke discussed the difference between what inspired leadership and what developed leaders. He noted that inspiring leadership could just be in concept, but developing leaders was an action. He shared that anyone could inspire leadership.
- DC Whiteley linked it to the goal, sharing that the retreat attendees were trying to recognize that leadership could come in any position.

- *Vision*

- DC Gehrke shared that the groups felt it was important to add “to maintain accredited agency status,” as it wasn’t a given to get it.
- DC Gehrke noted that the “to model excellence,” part was in the Values, so the groups felt it didn’t need to be part of the Vision.
- DC Gehrke also shared that the “to promote public education and public engagement” piece was moved to Values.

- *Goals*

- DC Gehrke noted that “develop leaders and promote leadership” was moved to Values section. He shared that there was re-numbering and the addition of a goal.
- Chief Charlton shared that “maintain accredited agency status,” was still a goal since CFD is actively working on being accredited.
- DC Gehrke asked the Board about goal number four, “Assemble and retain a highly-trained, healthy, and dedicated workforce reflective of the community we serve.” He wanted to get their input on the wording. Discussion followed regarding the wording of the goal.
- DC Gehrke noted the last change for goals was a suggestion by Finance Director Day, goal number nine on page 23 of the red-lined version: “Implement Management Practices to ensure financial and operational sustainability.” He suggested contacting Director Day with any questions regarding this goal.
- Chief Charlton shared originally there were 14 goals, but these have been trimmed down to 9. He noted that these were 9 equal goals; they weren’t prioritized.
- Chief Charlton suggested that on page 11, a statement could be added stating that the goals were all equal.
- Director Trotter suggested on page 21, adding community members to objective 7-1, “Use Interagency Committee to communicate with strategic partners and community members.”
- Chief Charlton will bring this before the board again at the regular board meeting on February 25, 2019. He also noted that this would be brought up again in six months to discuss progress towards the goals.

- Chief Charlton noted that as staff works through the Accreditation process, there may be components found that should be included in SBP.

Director Cross arrived. Discussion returned to the Mission Statement, as he felt that Clackamas Fire was larger than what the Mission Statement reflected. He noted that it was actively helping people to be well in their own homes. He shared that it needed to reflect what CFD does, which was more than what was currently stated. Chief Charlton asked if he thought it would be helpful to ask the community how they perceived CFD and the take away could be included in a revised Mission Statement.

Director Trotter suggested adding the word, enhance: “To safely protect, enhance and preserve life and property.” Discussion followed about keeping the Mission Statement short and simple versus adding to it.

Chief Charlton suggested that the Board continue thinking about Mission Statement and review it again in July. He asked for any other changes for Monday night.

3. Legislative Updates- Chief Charlton

Chief Charlton noted that the Board Legislative Committee (Director Joseph, Director Wall, Chief Charlton and Lobbyist Ingram) recently met.

Chief Charlton talked about the different partners the Fire District has. He mentioned that we were asked from time to time to provide written or verbal testimony, travel to Salem, and to support/stay neutral or oppose a bill.

He shared some of our Stakeholders:

- State, county, cities. Strategic partners (ex: AMR)
- OFDDA (Oregon Fire District Director’s Association)
- OVFA (Oregon Volunteer Firefighter Association)
- OFCA (Oregon Fire Chief’s Association)
- OSFFC (Oregon State Firefighters Council)

Chief Charlton stated that if staff was asked to take a position on a bill on behalf of the Fire District, it could be awkward at times. Chief Charlton asked how the Board wanted to have the Fire District respond, if it was not close to a Board Meeting. He shared that Board Legislative Committee needed to be used to provide guidance to staff and was looking for a conversation regarding this.

Director Wall shared that it was difficult to be able to be responsive, as things can happen instantly. The Legislative Committee was comfortable in making decisions. President Syring suggested contacting one of the two committee members to get an answer to make a decision. He felt that this was why there were Board committees. Director Cross shared that often, it is known in advance what may be coming up and discuss what position to have. It was noted that Lobbyist Ingram sends out Legislative updates each Friday, which helps the Board stay up-to-date on positions.

Director Trotter shared that the committee can't make decisions, but can make recommendations.

4. Capital Projects Update

DC Hari noted that the Fleet and Logistics Building as well as Station 16, were completed. He shared they turned out well and there had been positive feedback from the community and crews. DC Hari shared that what was learned from these projects should be used when preparing for the construction of the Administration Building and Training Center.

DC Hari shared that on February 25, 2019 at the board meeting, the Board would be asked to consider an action request to fund amendments to the construction contracts. He said these were over contract costs by 4.2%. He shared that Legal Counsel gave direction to ask the Board to approve the overage with a contingency amount at the Board Meeting t.

DC Hari noted \$260,000 of additional costs were due to changes in requirements by Oregon City, \$100,000 was due to a buried house in Damascus, and another \$100,000 for widening Damascus Lane for Station 19. In addition, there were a number of issues including: boulders, septic tanks, well tanks and wells. DC brought the budget revision log for all three projects for the Board's review.

Director Trotter noted that change orders were just part of building projects. He also shared that public projects were more challenging than private projects.

Director Wall asked Finance Director Day where the money was coming from. Finance Director Day shared this information.

DC Hari shared that \$962,837 was the total staff would be requesting Monday night, with \$125,000 of this amount being for contingency.

Chief Charlton shared that there be \$800,000 in the new, 2019-2020 fiscal year budget to cover these expenses. There would be a discussion again Monday night when the Board would be asked to approve funding for overage costs.

DC Hari shared that Station 19 should be completed mid-April.

5. Public Comment

None.

President Syring recessed the work session at 6:37 pm.

President Syring reconvened the work session at 6:45 pm.

6. Interviews for Civil Service Commissioner Positions

Applicants for the Civil Service Commissioner position were: Jeff Davis, Allan Mackey and William Weatherly. Each applicant would have a 15 minute interview. The Board took turns asking a total of four questions.

The interviews were conducted. Allan Mackey did not attend his interview. DC Whiteley would reach out to him to learn the reason he wasn't able to attend. If it was a good reason, there would be the option of being interviewed by the Board on Monday, February 25.

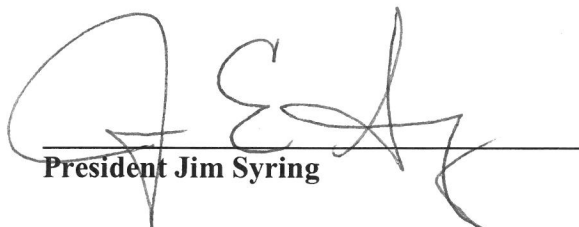
Director Cross suggested having a job description of the commissioner's position that listed the basic requirements for future applicants. Discussion followed. DC Whiteley shared this could be kept on the District's website. DC Whiteley shared staff would work on developing the job description to get ready to put on the website.

Chief Charlton suggested doing a job description for Budget Committee members as well.

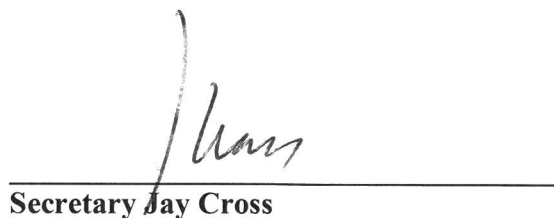
7. Adjournment

President Syring adjourned the work session at 7:27 pm.

Karen Strejc
Executive Assistant



President Jim Syring



Secretary Jay Cross