

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING
March 18, 2019**

**(This meeting was recorded.)
AMENDED MINUTES**

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 Ryan Hari; Deputy Chief Doug Whiteley; Division Chief Josh Gehrke; Division Chief Mike Corless; Battalion Chief Burke Slater; Battalion Chief Nick Browne; Finance Director Christina Day; Volunteer Services Battalion Chief Steve Deters; Volunteer President Ryan Kragero; Deputy Fire Marshal Captain Shawn Olson; Lieutenant Steve Sakaguchi; Captain Karl Koenig; Captain Mark Corless; Volunteer Jerry Kearney; Estacada Fire Administrative Manager Rodonna Demeter and Board Director John Bresko; Mark Aasland with Pace Engineers; Genoa Ingram from Court Street Consulting; Citizens Thelma Haggemiller, John Kihlstrum and Chris Hawes; and Executive Assistant Karen Strejc. *Physician Supervisor Dr. Warden arrived at 6:30 pm.*

II. CHANGES TO AGENDA

Chief Charlton noted that there is a revised agenda, with changes being marked in yellow. There will be a recognition of the Civil Service Commissioner, Allan Mackey.

III. APPROVAL OF BOARD WORK SESSION MINUTES ON FEBRUARY 21, 2019 AND THE REGULAR BOARD MEETING ON FEBRUARY 25, 2019.

The motion passed unanimously to approve the minutes as written for the Board Work Session on February 21, 2019 and the Regular Board meeting on February 25, 2019.

IV. PRESENTATION- RETIRING CIVIL SERVICE COMMISSIONER

Allan Mackey was not present. President Syring shared that this presentation would be made later in the evening.

V. PRESENTATION- ANNUAL MEDICAL DIRECTOR'S REPORT

At this time in the meeting, Dr. Warden had not yet arrived. Chief Charlton shared that they have Dr. Warden's written annual report for review. He was going to come in to do a presentation at the meeting. He added that if anyone has any follow up questions, staff can send them to him.

Director Wall asked if any of the system enhancement funds (SEF) could be used to hire another Community Paramedic. Chief Charlton shared that historically, SEF was not used to fund people or Positions, but to make standardized improvements through training or equipment. He noted that Chief Conway and Chief Santos are working with the County to look at grants

to help with adding another Community Paramedic. Chief Charlton will follow up with Division Chief Conway to answer this question.

Director Trotter had a question regarding the ride along program. He asked, "Who are the ride-along participants and how are they selected?" Chief Corless shared that they are residents from the hospital. Dr. Warden selects residents who are working with him. Chief Charlton noted that they have a field work requirement, so they come in and do a ride along with our staff.

VI. PUBLIC COMMENT

None at this time.

VII. BUSINESS- Action required

B-1 Request Board Approval of One, Three-Year Term to Clackamas Fire District #1's Budget Committee

Chief Charlton noted that we will have a vacancy on the Budget Committee in April, a three year term. The Fire District advertised for this position and there were three applications received from citizens. On March 11, 2019, the Board had a Work Session, where two of the three applicants were interviewed. He noted at this time, he is asking for a discussion and an appointment of one of them to the Fire District's Budget Committee.

President Syring shared that one candidate wasn't able to show up, so there were two interviews. He noted that four Board members attended, but all five Directors received all three applications/bios. The Board needs to discuss the applicants, sharing who their preference is and then will need a motion to appoint one of them.

Director Trotter noted that both candidates were interesting and interested in the position. He shared that Charles Gallia really did some good thinking ahead of time, looked at the budget and some challenges, as well as some other research. He was in favor for Charles to be on the Committee.

Director Cross agreed with Director Trotter. He shared that both did an outstanding job.

Director Joseph felt that Charles' description and questions were appropriate for someone on the Committee. He added that Charles' knowledge of healthcare and experience in budgeting would enable him to be the good choice to select. He also suggested doing what was discussed at the Work Session, keeping the names of the other two candidates on file in case of other vacancies that come up on the Budget Committee.

President Syring concurred. He thought Mr. Ellison's experience in the banking area and involvement in the community was good experience for the position. He noted Charles interviewed

well. He also agreed, that maybe when the motion is made, we can add to that the other candidates that we are pre-approving them to be on a reserved list.

Director Trotter said that he is not willing at this time to put the unattended interviewee on the list, but have on a list to call later to approve or not for the reserve list. Discussion followed.

President Syring asked for a motion to approve Charles Gallia to fill the position of a three-year term for Clackamas Fire District #1's Budget Committee.

Director Trotter moved and Director Cross seconded the motion to approve Charles Gallia to fill the position of a three-year term for Budget Committee. Director Wall abstained from voting since she was not at the Board Work Session. The vote was four approvals and one abstention.

President Syring went back to Public Comment, stating there was a citizen who showed up who submitted a request.

Thelma Haggemiller stated this is the year of the Special Service District selection. There will be a CIA Candidates Forum on Wednesday, April 10, 2019 at 7:00 PM at Rosevilla in the Performing Arts Center. She noted that any candidates running for office may attend. She will call the elections office after closing to see who all filed.

VIII. OTHER BUSINESS- No action required.
OB-1 Legislative Update – Lobbyist Genoa Ingram

Genoa shared that the deadline for committees to post work sessions is a week from Friday.

Genoa reviewed various bills:

- HB (House Bill) 2319 was a bill that was moving last week. This was proposed by the Oregon Fire Chief's Association (OFCA). This will require all printed materials to use three digit 9-1-1 number instead of the 10 digit number.
- HB 2449- Increase 911 tax from 75 cents to \$1.50 was heard. She noted it looked pretty promising at that point. There is an additional concept for small counties; they would get an additional amount. She doesn't think that portion will go forward right now.
- HB 2620- Authorization for rural fire protection districts to have authority over ambulance service. She noted that was scheduled for a hearing, but came off the agenda. She doesn't think it is going forward, but will probably come back in a future session.
- Extension of the tax credit for Volunteer Emergency Medical Services - \$250 tax credit for rural EMTs. This is set to expire 2021. This was heard last week. The policy committee is fine with it, but it still needs to go to revenue.

- SB (Senate Bill) 507- PTSD presumption. Meeting tomorrow, Tuesday, at 8 AM.
- Director Wall asked how the urban renewal bill is doing. Genoa stated this was heard today, but she left town before this hearing was completed. She is going to listen to it on the way home and will let the group know.
- Question about the 911 versus 10 digit number. Genoa explained more about this bill.
- Director Wall asked if Genoa has looked at HB 3099. She noted that yes, she has pulled it and put on tracking, but she can't remember at this point where it's at. This bill has to do with Happy Valley wanting to withdraw from North Clackamas Parks and Rec District. Director Wall noted that it will have a major impact. President Syring asked Genoa to bring an update to the April Board meeting. The group discussed how it would impact the Community and the Special Service Districts.

OB-2 Bond Update

Chief Corless shared that Station 19 is moving along great. The plan for completion on April 15, 2019. The Ribbon Cutting Event will be on April 29th. The Open House will be from 3:00 PM-7:00 pm, with the ribbon cutting at 3:30 pm. He noted they are also working with Captain Corless on the punch list at Station 16, making sure all those things are getting fixed.

OB-3 Board Committee/Liaison Reports

Foundation Liaison

Director Trotter discussed the dinner auction that took place on March 16th. He shared that more than 200 people attended. This was the first time we had gold and silver sponsors. The budget was \$72,000 gross income. He noted that today, we have \$77,000 gross income. Director Trotter noted that Krystle Allen, the Event Coordinator, did a great job.

Director Joseph shared that the process was very smooth, there was no delay with the food and processing of the purchases.

Director Trotter noted that the final report will be shared tomorrow at the Foundation meeting. The January 22, 2019 Foundation meeting minutes are in the packet.

Interagency Committee

President Syring shared they had a meeting with the City of Milwaukie on March 12th.

Director Joseph noted that it was important to meet with cities within the District and with other Agencies. He noted they had lots of discussions regarding the upcoming projects in Milwaukie. Director Joseph shared that he is convinced that we need to have ongoing meetings to support and work with them.

President Syring stated that the City Manager and two Council persons met with the Committee and the Chief. He noted it is good to have that relationship with them and share information.

Chief Charlton noted that they provided an update on the District and learned about the new projects in Milwaukie. They also shared information about our Community Paramedic Program..

OB-4 Board Informational updates/Comments

None.

PRESENTATION- ANNUAL MEDICAL DIRECTOR'S REPORT

Dr. Warden provided an annual update. His report was as submitted. He shared some highlights:

- Community Paramedic Amy Jo is getting national attention for her efforts.
- Have been working county-wide on QI issues, developing key performance indicators that can be used in all Agencies, including AMR.
- Two system Medical Directors work with him will be doing volunteer training next week and multi-agency training over the next two weeks.
- Epic Committee, quality improvement. Each month they choose a topic. They review 8-10 charts, evaluating them and giving feedback to the crew, developing training around issues.
- Always tweaking equipment and provide cost saving methods.
- EMS Committee is now chaired by Justin Colvin.
- No major purchases through System Enhancement Fund. They are looking to buy a County wide software to help integrate all data bases we use.
- Clackamas County EMS Council- Division Chief Conway is now chair. The council is getting more exposure to the Board of County Commissioners.
- Tri-county Protocol Development Committee are developing protocols that the paramedics and EMTs follow. They change the protocols the first Monday after the New Year each year.
- Training has been hit by the budget. High priority training will be worked into other training for all paramedics. Multi-Agency training for the County goes for two weeks. The focus is on septic patients and the Medical Director round table will be on heart attacks.
- CCOM has a new CAD system that is working better. Staffing continues to change.
- No current research projects.

Director Wall asked him to expand on the statement, “high priority training that’s been impacted by budget.” Dr. Warden noted they wanted to do training around intubation, which is a high risk procedure that the paramedics do. He wasn’t sure if this was formally put in the budget and taken out, but this wasn’t able to be funded this year. Dr. Warden understands they can’t do everything, but shared that this is a high priority and needs to be included in regular EMS drills or in multi-agency training. Chief Charlton asked Training to find a cost effect way to do it, as it was scheduled for the next budget year.

Director Joseph mentioned the System Enhancement Fund, asking if it could be used for another Community Paramedic for the District. Dr. Warden stated that he feels that the County should come up with its own money for it, since it’s Public Health and that should be supported by the County. There’s a system Enhancement Fund Committee, a subcommittee of the EMS Council that recommends how to use funds. The community has to make hard decision of how to spend the money and what is recommended to the Council to spend. He feels that they would take the request seriously.

IX. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief’s Report

Chief Charlton noted the strong wind was problematic yesterday and today. This caused a significant threat to the community. He shared that the District has closed backyard burning until further notice.

Chief Charlton shared that tomorrow night, the District will be swearing in support and suppression Volunteers at 6:00 pm at the Clackamas Fire Training Center.

Chief Charlton stated that a formal invite will be going out for Station 19 Ribbon Cutting/Open House.

Chief Charlton noted that over the weekend, they uploaded 90+ percent of all survey tables to ECSI for the Feasibility Study, getting ready for site visits on May 7th, 8th and 9th.

President Syring shared that CFD has a Joint Work Session with Estacada Fire District on Thursday, April 4th at 6:00 pm in Estacada. There is also an Interagency Committee meeting at 3:00 pm that same day.

R-1a.1-Public Information Office

Chief Charlton shared that last month was the first report from the PIO. He noted that Twitter, Instagram and Facebook social media readings are up.

R-1b Business Services Division

Deputy Chief Whiteley noted his report is as submitted.

Deputy Chief Whiteley apologized if Allan Mackey isn't able to attend. He spoke with him earlier today and he was planning on attending tonight. He said he can reach back out to him tomorrow.

Deputy Chief Whiteley wanted to bring attention to another project the District is working on, COOP (Continuity of Operations Plan), that will kicking off in a couple weeks. EM Ramirez secured a grant for this project. A company will come in and interview Divisions to put this plan together. This is planning for any large event that impacts the daily operations of the District. This would be funded through UASI with a grant.

R-1b.1 Business Services

Division Chief Gehrke shared his report is as submitted.

R-1b.2 Fire Prevention

BC Slater noted his report is as submitted. He will make sure that everyone gets the appropriate month.

BC Slater said that Inspector, Matt Amos is working on the first series of YouTube videos on what we producing regarding marijuana processing facilities for knowledge and data.

BC Slater shared that Tammy Owen is doing training for Hands only CPR at the High Schools for Seniors.

BC Slater shared that burn regulations have changed. He noted there have been over six run away fires within the last 24 hours.

R-1c Emergency Services Division

Deputy Chief Hari noted his report is as submitted. He shared that EMS Division Chief Conway and Training BC Hopkins aren't here tonight, so he is happy to answer any questions from those reports as well.

The question was asked on when they could expect the Annual Report for 2018. Chief Charlton said this will be before May, before the Budget Committee.

R-1c.2 Financial Services Division

Finance Director Christina Day noted that her report is as submitted.

Director Wall had a question about the comment regarding the Fiscal Year 17/18 not being closed. She noted that the Auditor said it was done. Finance Director Day shared that it has not been closed in Munis. She explained that they have to go through many steps in the software package to match with what the auditor said.

Director Wall noted that in the report, it shows many areas over budget. She asked how this is being addressed. Finance Director Day explained that percent used includes what is spend so far and what we have encumbered (what has been scheduled in purchasing orders). She explained that for some

things, we spend all funds for year all at once, and will look over spent until the end of the year. She noted we are working through system challenges. Discussion about worker's comp. Christina is going to take a look at overage in mileage, she feels that some funds have been mis-posted.

R-1c.3 Operations

Division Chief Corless shared that his report is as submitted.

R-1c.5 Volunteer Services

BC Deters touched on the Feasibility Study through ESCI. He shared that they have downloaded all information except for GIS information from the County. They are working on updating things as they go.

BC Deters shared that Training was on ventilation, water supply and fire skills, as well as EMS cardiac scenarios. The recruits are graduating on 3/19.

BC Deters noted the next Academy has 80 applications. This was the first time we advertised for a Lateral Academy. This year, they had 11 applicants coming from other programs. He noted they are working with Training for the Lateral Academy to be more skill based and get them out in the Community sooner.

BC Deters explained there are 11 new members in the Explorers Program.

Station Coverage was noted.

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

Volunteer President Ryan Kragero shared a highlight that is happening on a quarterly basis now, a Roundtable with Chief Charlton and Senior Leadership. He noted that this is a great opportunity for Chiefs and Volunteers to be in a more causal environment to discuss what is happening in the District. Some Volunteers weren't hired but interviewed. Chief Charlton offered to talk with any who weren't selected to see what they could do to improve for the next openings. He shared that he talked with some of the Volunteers who took the opportunity to meet with the Chief and were given good feedback. The next meeting will be the first part of May. They would like to invite Estacada Fire's Board of Directors to attend.

B. Correspondence

Noted.

C. Informational Items

Noted.

President Syring shared that Allan didn't make it. Chief Whiteley will deliver the plaque to Allan. Chief Charlton noted that Allan served as a Civil Service Commissioner for 42 years. The role of the Civil Service Commissioner provides oversight and guidance for working with sworn

employees. He shared a sincere thank you for 42 years of dedication to the Community and to the Fire Service.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, April 15, 2019 at 6:00 PM at Mt. Scott, Station 5.

X. REGULAR BOARD MEETING RECESSED

The regular Board of Director's meeting was recessed at 6:58 pm. There was a 10 minute break.

XI. EXECUTIVE SESSION CALLED UNDER ORS 192.660 (2) (f) FOR THE CONSIDERATION OF INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION AND EXCEMPT PUBLIC RECORDS PURSUANT TO ORS 192.660(1) (f) AND ORS 192.355(2) (a).

President Syring called the Executive Session to order at 7:11 pm.

President Syring adjourned the Executive Session at 8:48 pm.

XII. REGULAR BOARD MEETING RECONVENED

President Syring reconvened the Board of Directors' meeting at 8:48 pm.

President Syring noted that they have one additional item in regards to grievance. He shared that he has two versions of a motion if someone chooses to make a motion. First motion is to uphold the decision of the Fire District and deny the grievance filed on behalf of Lt. Sakaguchi. The second motion would be to grant the grievance and return Lt. Sakaguchi to the Training Division as the Academy Coordinator.

The Board discussed grievance.

Director Wall moved and Director Trotter seconded the motion to uphold the decision of the Fire District and deny the grievance filed on behalf of Lt. Sakaguchi based on his statement that he did not wish to return to the Training Center. The motion passed unanimously.

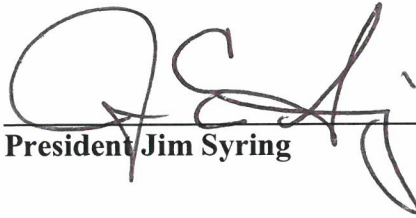
Director Cross asked if we learned from this and learn how to take care of our people. Chief Charlton shared that we have developed better wording for the policy for TDY.

President Syring shared he is glad Steve could share this with the Board. He said he would support the motion to uphold the decision.

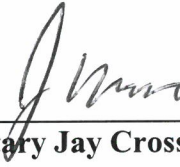
XIII. ADJOURNMENT

The regular board meeting was adjourned at 8:52 pm.

Karen Strejc
Executive Assistant



President Jim Syring



Secretary Jay Cross