

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING
August 19, 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; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Deputy Chief Ryan Hari; Division Chief Mike Corless; Division Chief Bill Conway; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Jason Ellison; Battalion Chief Nick Browne; Battalion Chief Tony Cordie; Medical Services Battalion Chief Josh Santos; Captain Greg Holland; Firefighter Joey Barber; Volunteer Jerry Kearney; Volunteer Association President Ryan Kragero; Emergency Manager Gregg Ramirez; Battalion Chief John Hopkins; Finance Director Christina Day; Mark Aasland with Pace Engineers; Genoa Ingram from Court Street Consulting; Citizens Chris Hawes, John Kihlstrum, and Lowell Peterson; and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA

Chief Charlton noted that there would be two changes to the agenda.

For Item B-5, the Natural Hazard Mitigation Plan, Emergency Manager Ramirez will give an overview, but the Board would not be asked to take action on this until next month.

Item B-6, Surplus of Facilities Maintenance Modular was distributed at the meeting. BC Deters would explain this agenda item.

III. APPROVAL OF THE JOINT BOARD MEETING WITH ESTACADA FIRE DISTRICT #69 ON JULY 8, 2019, THE REGULAR BOARD MEETING ON JULY 15, 2019; AND THE SPECIAL BOARD MEETING ON JULY 31, 2019.

There were no changes to any of the meeting minutes, so the minutes stand approved as written.

IV. PUBLIC COMMENT

Chris Hawes
Citizen from Damascus

Chris talked about the Preskeys Gas Holes Car Club and the Fire and Rescue Car Show 2019. The show had 129 regular cars and it was a huge success.

Chris gave a special thank you to Chief Charlton for working hard on the event. He also thanked Kylie Charlton for helping and he said that the staff help was great!

Chris thanked BC Hopkins and the Training Center for the great site. He also thanked BC Deters for arranging to have an engine there. Chris noted that the Volunteers were great with crowd and represented CFD #1 well. He shared he received many nice comments about Firefighters Jeremy Neel, Kirk Hambley and Conor Stewart.

Chris shared that each agency, Clackamas Emergency Services Foundation (CESF), Missing America Project, and Randall Children's Hospital would each receive \$1,300 from the event.

Chris noted that he is looking forward to next year.

Chris thanked everyone for the support and assistance with the event.

V. PRESENTATION - EMERGENCY PREPAREDNESS MONTH

Emergency Manager (EM) Ramirez shared that September was National Emergency Preparedness Month with the theme of "Stand Down for Disaster Preparedness." He noted that there would be many great things going on in the District.

EM Ramirez shared that National Emergency Preparedness Month was a FEMA sponsored program. The program aimed to encourage Americans to take steps to be better prepared for emergencies in their homes, businesses, schools and communities.

EM Ramirez shared that the District's focus this year was to make sure that staff was prepared for disaster. Some of the activities scheduled included the Safety Fair and Community Emergency Response Teams (CERT) Summit. The District would also be conducting a stand down for disaster preparedness presentation. There would also be a Continuity of Operations Planning (COOP) table top exercise.

EM Ramirez shared that the Board would not be asked to adopt the Clackamas County Natural Hazard Mitigation Plan Clackamas Fire Addendum tonight, but he wanted to explain more about it.

EM Ramirez noted that FEMA required that the District have a Natural Mitigation Plan in order to get funding from the government for natural disasters that happen. He shared that the most frequent events that happen were winter storms, wind storms and wildfires. He also mentioned earthquakes.

EM Ramirez discussed CERT and the projects that they were working on. He shared that they built a new sand box at Station 4. The sand would be used for filling bags if there was the possibility of flooding.

EM Ramirez noted that the CERT group had taken on both the Stop the Bleed and Hands Only CPR Programs for the community.

VI. BUSINESS

B-1 Request Board Approval of Proclamation 19-03- To designate the month of September 2019 as National Emergency Preparedness Month

EM Ramirez asked the Board to recognize and approve the proclamation, to observe September as National Emergency Preparedness month.

Director Trotter asked for explanation on the meaning of “Stand Down,” and why was it chosen. EM Ramirez explained that “Stand Down,” was a term that organizations were using to encourage staff to stop daily activities and dedicate time to duties, taking focus, while recognizing and preparing themselves and families for natural disasters.

Director Trotter moved and Director Joseph seconded the motion for the Board to adopt Proclamation 19-03- To Designate the Month of September 2019 as National Emergency Preparedness Month. The motion passed unanimously.

B-2 Request Board Approval to Purchase New Helmets

DC Hari shared staff was requesting the approval to purchase 250 helmets. In about three years, all of the District’s helmets would be expired.

DC Hari shared that about 10 years ago, the District did a research and development (R&D) exercise. They found that it was more expensive to purchase traditional style helmets.

DC Hari shared that the plan was to go to one color of helmets. All helmets would be black. Stickers will be placed on the helmets to indicate the rank of the individual.

DC Hari noted that staff was requesting to spend up to \$80,000 to replace the current helmets.

Director Wall moved and Director Cross seconded the motion for the Board to approve the purchase of approximately 250 firefighter personal protective equipment-traditional style helmets- in the amount of \$80,000. The motion passed unanimously.

B-3 Request Board Approval to Purchase Self-Contained Breathing Apparatus (SCBAs)

DC Corless shared staff would like Board approval to replace or upgrade four out of the five District SCBA air compressors for a cost of \$203,059.20. Currently, the District had four fixed air compressors located at Station 2, Station 8, Station 10 and Station 14. The District also had one mobile air compressor in Rehab 308. Two of those compressors were over 25 years old and it was hard to get parts. He had spoken to the SCBA technicians and they told him that the four compressors were needed with the one mobile compressor.

Discussion followed about the typical life span of compressors. It was shared that they would be replacing two compressors and updating two compressors.

Director Cross moved and Director Joseph seconded the motion for the Board to approve Option A, upgrade two and replace two of the Fire District's SCBA air compressors in the amount of \$203,059.20. The motion passed unanimously.

B-4 Request Board Discussion and Approval of Fire Chief's Performance Evaluation

President Syring shared that the process for the Fire Chief's evaluation was to be discussed in an open meeting. He noted that he sent some information to the other Directors regarding options for this process.

President Syring noted that the process always began by reviewing the current contract. The term of the current contract would end June 30, 2021.

Chief Charlton shared that when he entered into the current contract in 2012, he knew it would be a nine-year contract. Chief Charlton requested to retire in December 2020 and work back to June 2021, while working on transitioning the new Fire Chief and leadership team. With the Board's approval, he would still stay within the boundaries of the contract, but he would like to move up his retirement date by six months.

President Syring congratulated him on his decision. He added that they wished the best for him and looked forward to working with him during this process.

Director Cross thanked the Chief for his service and also thanked him for the heads up so they would have time to prepare.

Chief Charlton shared the new internal communication plan that would be rolled out in September. He shared that staff had identified three areas that were critically important in the Fire District, and one of those was succession planning.

President Syring noted that he and Director Wall met as the Board Executive Committee. Per Legal Counsel, the Board would need to formally approve the work back because it was a change in the current contract. He also suggested having a one page addendum to that contract.

Director Joseph shared that the CEO had to become a leader in the community. He noted that Chief Charlton had become an incredible example of Clackamas Fire in the community and added that Chief Charlton had a great positive influence in the community.

Director Wall echoed what Director Joseph said.

Discussion followed regarding the evaluation process.

President Syring noted several months ago, the Board discussed developing a 360 process for evaluating the Chief. This would include getting feedback from those who worked for the Chief as well as those equal to the Chief in other organizations in the community

President Syring shared that he and Director Wall thought with the Chief's retirement announcement, the Board would use a modified form using the written form from the 2017 evaluation.

President Syring's proposal was to move forward and use the previous form for each Director to complete by the September Board meeting and have for discussion in an Executive Session. Chief Charlton, for the first time, would prepare a trial 360 form to be used for the current evaluation. After this trial form, the Board could decide to incorporate some or all of it for the future.

President Syring would send the evaluation to all the Board members.

President Syring shared this was a self-organized, self-initiated process. He would meet with Chief Charlton to see how it could be done. It may be done through Survey Monkey and would be confidential. Discussion followed.

Director Joseph shared that he felt there should be a Board Work Session to develop an evaluation process.

Director Joseph brought up that name of the evaluation, noting that some people had mentioned the negative connotation that can come with the 360 Evaluation. He suggested using the term Complete Evaluation instead of a 360 Evaluation. Discussion followed.

Chief Charlton noted that the 2017 evaluation was developed through some work the Oregon Fire District Directors Association (OFDDA) had done. At that time, Chief Charlton and the Board President looked at the 12 leadership competencies for the Fire Chief position, making sure they were cross referenced into the evaluation. He added that he thought the timing for this was good, because the competencies should be reviewed again in about a year. He noted that it was important to have these competencies in the evaluation.

President Syring asked that people be able to write comments that would be helpful on the evaluation, rather than just checking the boxes. President Syring explained that the written evaluations that the Directors completed do have their names on them and they would be discussed in September in Executive Session.

It was noted that the evaluation packets would be sent out within the next few days.

President Syring noted that the Board concurred with moving forward with the process for the evaluation.

President Syring brought up the Chief's request to do a work back. Chief Charlton's retirement date would be December 31, 2020 and do a work back to end June 30, 2021. Director Wall shared that the contract would need to be amended.

Chief Charlton explained that a work back was where a PERS employee could work after retiring. It was a means to retain an employee for six months after retirement to help with the transition of the position. During the work back, there was no vacation or sick leave, and if time was taken off, it was unpaid. It was not just for sworn employees.

President Syring asked for a motion from the Board to approve Chief Fred Charlton's request to complete the work back after his retirement date of December 31, 2020, working back, up through June 30, 2021 per his request.

Director Wall shared she would like to move that the Board move forward with the amendment to the Chief's current contract, terminating his employment as of January 1, 2021, with a six month work back through June 30, 2021, under the appropriately named work back retirement program. Director Trotter seconded the motion. The motion passed unanimously.

Chief Charlton concurred with this, agreeing to sign an amended contract.

B-5 Request Board Adoption of the Clackamas County Natural Hazard Mitigation Plan –Clackamas Fire Addendum.

Chief Charlton noted that this would just be a discussion tonight and asked if EM Ramirez had anything to add. EM Ramirez shared he had nothing additional to add.

This topic would be voted on at the September Board meeting.

B-6 Request Board Approval to Surplus the Facilities' Office Modular

BC Deters shared that there was no need to have the Facilities' office modular, as the Facilities staff was moving into the new Logistics Building.

BC Deters noted that the area where the modular currently sat would be used for training, parking, vehicles, etc.

BC Deters briefly discussed the plans for the 130th Campus remodel, consolidation and reorganization. He shared that the empty, back half of the building would be the home for Operation Santa Claus every year in the future.

Director Cross moved and Director Trotter seconded the motion for the Board to approve the surplus of the Facilities' office modular. The motion passed unanimously.

VII. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Ingram talked about several of the hot items from the last legislation session.

Lobbyist noted that the Modified Corporate Activities Packs (MCAP) would not be referred.

Lobbyist Ingram shared that Cap and Trade would be back next legislative session, in February. Currently, law makers and the Governor's office were working with legislators to try to strike a balance for Cap and Trade.

Lobbyist Ingram explained she planned to have her written report done by the September meeting.

Lobbyist shared that on August 20, she would be attending the Oregon Coastal Caucus. They dealt with state-wide issues.

OB-2 Board Committee/Liaison Reports

Board Executive Committee

President Syring noted that the only meeting for him and Director Wall had already discussed.

Capital Projects

Director Wall shared that the Capital Projects Committee met and discussed options for bond money and what the District was going to do for the Administration building and space.

Chief Charlton noted that the District received county approval to reimburse itself for a number of capital improvement costs from the \$2.5 million that had been given back to the District from the Clackamas Town Center Urban Renewal District. There was a future meeting scheduled with Clackamas Community College to discuss the ground lease. He also noted he heard back from Clackamas County last week, and they would be open to extending the timeline for funds given to the Fire District. He shared that the District wanted to preserve options for years ahead.

Chief Charlton noted that the county had been asked if the District could use the funds in a different urban renewal area. He said they were still working through this request.

Foundation

Director Trotter shared that the Foundation met on July 23rd. He shared they had a request for funds for Food for Success from a counselor from Rowe Jr. High. He requested \$5,000, but the Foundation donated \$6,000 instead.

The next Foundation Dinner Auction would be held on March 14, 2020. He shared that very soon, people would be able to register for the event on the Foundation's new website.

Interagency Committee

President Syring shared that the Interagency Committee met with Estacada Fire District #69 (EFD) on Aug 5, 2019. They asked CFD1 for a full contract for services and what it would look like. They were interested in a two-year contract with the potential legal integration. It was noted

that they would probably vote half way through the contract in November 2020. They would also possibly schedule a work session in September or October.

Chief Charlton noted that another meeting was scheduled for September 17 at 3:00 pm with EFD. BC Deters had been working on a proposal for the contract for services. Staff met with all department heads to determine the cost for CFD1 and the impact of services. They were trying to assemble the best estimates. BC Deters put together a site visit to provide CFD1's staff with a better idea of the EFD infrastructure.

Chief Charlton shared that there was currently an intergovernmental agreement (IGA) with EFD that would end September 30, 2019.

BC Deters noted that at the meeting on Sept. 17, there would be several key questions that would need to be answered in order to proceed with submitting a true proposal.

Director Trotter expressed that based on the agreements CFD1 had with Boring Fire, the current IGA needed to be extended for a period of time to really plan a contract for service.

President Syring noted that one of the EFD Board members asked if CFD1 would be willing to extend the current IGA until contract for service could be completed for approval.

Chief Charlton shared that with Boring Fire, a joint work session was held to walk through the contract for services step-by-step.

Director Joseph shared that CFD1 needed to allow them time to work through things.

Director Cross noted he was very cautious about extensions, unless we are making positive progress.

Director Trotter noted that both sides needed to consider and discuss an extension of the IGA. He shared that a work session would be a good way to do this.

Director Wall agreed with Director Cross. She would be willing to go with a very short extension.

OB-3 Board Informational Updates/Comments

Director Cross noted that with Senate Bill 1049 and the ruling from PERS, he was guessing that more CFD1 employees might be retiring. He suggested that with the work backs and the retirements, there would be an increase of costs for CFD1. He asked if this had been factored into the current budget. Chief Charlton wasn't sure if this was factored into the current fiscal year budget. He noted that they have questions into PERS to get clarity and have also discussed the current policy. They have also reached out to labor to get their feedback and discuss policy.

X. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton noted that the fire danger level for the District went from high to moderate about a week ago. He added that staff was very concerned and watching it.

Chief Charlton shared that this Thursday night, August 22nd, would be First Responder Appreciation Night with Happy Valley. It would be held at Happy Valley Park. This year's focus was around law enforcement, but CFD1 was partnering with them to talk about water safety, Hands Only CPR, etc. Everyone was invited out to the concert in the park.

President Syring mentioned that the Chief had handed out the agenda for the Board Retreat on September 4th. If anyone had any changes or updates, to let Chief Charlton know.

President Syring suggested having a work session, possibly late fall, to discuss qualifications for the new Fire Chief.

R-1a.1 – Public Information Office

PIO Paxton gave a recap for Social Media. He provided the increase on the three social media platforms Twitter, Instagram and Facebook.

PIO Paxton shared that the District was rolling out a new internal communication plan to communicate more effectively.

PIO Paxton shared that it looked like the June 13th fire victim would make a complete recovery. The family had moved out of the Fire District, but Foundation funds were being used to help them establish a new home. Crew members were doing a great job and were still in contact with the family.

PIO Officer noted that they were entering this story into a competition. There would be a \$25,000 award for the best video that was submitted for a "Close before you Dose" campaign. This meant closing the door before going to sleep in a bedroom. PIO Paxton explained that closing a door was part of what helped save the life of this young man. The young man's family was on board and involved with this project.

Director Trotter asked if CFD1 is putting out any new information regarding the Feasibility Study in the newspaper. PIO Paxton would follow up with the newspaper writer and provide updated information.

R -1b Business Services Division

As submitted.

DC Whiteley noted that if anyone had any comments or thoughts for the succession planning, to send them to the Fire Chief or himself. He and DC Gehrke would be taking the lead on this.

Deputy Chief Whitley shared that after the last Board meeting, he had a phone conference with the reviewer for the annual compliance report for accreditation. They were happy with the document and were making recommendations. Today, he submitted the forms for the 2020 re-accreditation process.

DC Gehrke and FM Olson were both out of town. DC Whiteley was happy to answer any questions about their reports.

DC Whiteley thanked EM Ramirez for his work on emergency preparedness month and projects he had taken on. He also thanked him for his work on the CERT programs.

Director Wall shared that the Oak Grove CERT citizens really like Emergency Manager Ramirez as he had given several presentations to them.

R -1b.1 Business Services

As submitted.

R – 1b.2 Fire Prevention

Director Wall brought up that Fire Marshal Olson's report noted that there had been a huge spike in false alarms. She asked if there was an explanation for this. DC Whiteley shared that currently, they didn't have an answer to why the spikes were there. He noted that FM Olson would be looking into this.

R -1c Emergency Services Division

As submitted.

DC Hari shared that protocols had been re-worked at CCOM. The dispatchers had been given more opportunity to decide which resources were sent to a call. He shared that this was a breakthrough.

Director Wall asked about the final punch lists for Station 16 and Station 19. DC Hari explained that after crews had lived there, the crews were figuring out that there were things that needed to be corrected or fixed. DC Corless was getting cooperation from the contractors on these items.

R -1c.1 Emergency Medical Services/Training

As submitted.

Medical Services Battalion Chief Santos shared information about the Community Paramedic Program. They were trying to measure and quantify the impact this program has to our organization. One data collection point they found was the crew referral program. With this program, crews could identify a frequent user, or identify someone that had further needs outside the 9-1-1 system. To do this, they clicked a link to refer individuals to Community Paramedic

AmyJo Cook. They have collected 24 months of data. In that time, they have had 23 identified users, which made up 497 service delivery calls.

After Community Paramedic Cook had been in contact with these individuals, the call volume went down to 72. Community Paramedic Cook was developing great relationships around the community with various resources. She was getting the individual to the resources they needed to help them. Medical Services Battalion Chief Santos brought up a situation where Paramedic Cook was on vacation. In this situation, because of the relationships built with community services, the crew was able to get the individual the resources they needed.

President Syring asked to have Medical Services Battalion Chief Santos added to future agendas to share any information from his report.

R -1c.2 Financial Services

As submitted.

Finance Director Day reminded the group that there would be two years of fiscal year reports, Fiscal Year 2019 and Fiscal Year 2020. She would be providing both reports until the audit was completed.

R-1c.3 Operations

As submitted.

DC Corless highlighted two incidents that happened last month. On July 11th, BC Cordie responded with crews of the North Battalion to an apartment fire that was well involved. There was a firefighter injury on this call. On July 24th, BC Ellison responded with the Water Rescue Consortium and rescued seven people in the area of the Carver Cliffs.

Director Trotter asked about the mutual aid for EFD. DC Corless shared he would research the totals of what was provided. Discussion followed.

R-1c.4 Training Division

As submitted.

Director Cross asked when CFD #1 would be hiring again. It was noted that this was still being evaluated. DC Corless shared that staff was reviewing the number of retirements and would be looking at succession planning to help determine this.

R -1c.5 Volunteer Services

BC Deters noted that training this month focused on: Volunteer Instructor Class, Forcible Entry, Air Management and SCBA, Open Skills Practice Drill and Rehab Drill. Due to the July 4th holiday. On July 4th, the Volunteers attended the Happy Valley Parade.

BC Deters shared that everyone in the recruit class had completed their physical and psychological exams, background checks, etc. There would be 24 or 25 applicants beginning the Academy on September 12th.

BC Deters noted that the Explorers had similar training drills this month. 10 of the 14 Explorers also helped at the Happy Valley event.

BC Deters shared the station coverage for the month.

BC Deters shared that Battalion Chief Carlsen has been appointed to work with the Support Volunteers to help them and answer any questions they might have.

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

Volunteer Association President Kragero noted that July kicked off their summer events that run strong through September.

- They had their all-Volunteer meeting.
- On July 4th, a group of Volunteers participated in the Happy Valley July 4th event. He discussed how the parade had evolved. The parade was now a six to eight block parade with thousands watching it. He noted that it was a great PR opportunity for the District. BC Carlsen did a great job overseeing the Volunteers at this event.
- Volunteers helped the Sherriff's office with a posse ride.
- Volunteers had a great time and helped with the Car Show on July 27th.

Volunteer Association President Kragero noted that their goal was to be able to be the face for the District so the stations could be manned for emergency situations. The Volunteers could be there for the public events.

Volunteer Association President Kragero brought up a great experience the other day, where Volunteer Firefighter, Rafal Toczyski interacted very well with a child at an event. Afterward, the mother sent in a thank you note to the city of Happy Valley.

Volunteer Association President Kragero noted how these community events provided a great way to interact with citizens and build a positive relationship.

B. Correspondence

Noted.

C. Informational Items

Noted.

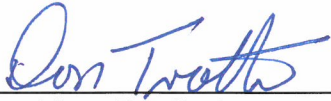
D. Next Meeting

The next meeting would be on Monday, September 16, 2019 at 6:00 pm at Station 5.

IX. ADJOURNMENT

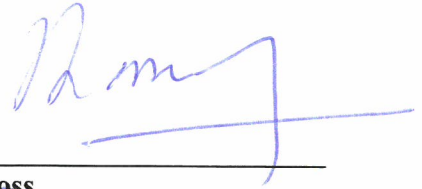
The regular board meeting was adjourned at 8:05 PM.

Karen Strejc
Executive Assistant



~~President Jim Syring~~

Don Trotter



~~Secretary Jay Cross~~

THOMAS T. JOSEPH

9-16-19