

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS' MEETING
October 21, 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 Trotter called the meeting to order at 6:00 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; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Jonathan Scheirman; Battalion Chief John Hopkins; Finance Director Christina Day; Fire Marshal Shawn Olson; Volunteer Association President Ryan Kragero; Health and Wellness Director Heather Goodrich; Facilities Director Scott Vallance; Data Systems Director Shelby Hopkins; Finance Director Christina Day; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Captain Karl Koenig; Matthew Silva and Ken Oliver with Estacada Fire District #69 (EFD #69); Genoa Ingram from Court Street Consulting; Citizens John Kihlstrum, Chris Hawes, Lowell Peterson and Thelma Haggemiller; and Executive Assistant Karen Strejc.

II. CHANGES TO THE AGENDA

Chief Charlton noted the order of Items B-1 and B-2 were switched on the agenda.

III. APPROVAL OF REGULAR BOARD MEETING ON SEPTEMBER 16, 2019.

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

IV. PUBLIC COMMENT

None.

V. PRESENTATION – OPERATION SANTA CLAUS PREPARATION

Volunteer Services Battalion Chief Deters gave a PowerPoint presentation about Operation Santa Claus.

BC Deters shared summary information about the 2018 Operation Santa Claus Program. It consisted of:

- 15 community parades
- 30 local businesses, three schools and 19 fire stations that collected food and toys

BC Deters shared that the food warehouse this year would be in the Training Division building where Facilities Maintenance was currently located. The toy warehouse would be in the Station 14

Annex Building. He noted that there was a Warehouse Manager that was budgeted out of the CFD #1 budget.

BC Deters noted the collection results from 2018:

- 53,771 pounds of food was collected
- 8,369 toys were collected
- 500 families (2,118 citizens) served

BC Deters shared what it took for the program to run:

- 15 Community Parades
 - 26 average participants per parade
 - 104 hours per parade
- Parade sign placement (139 hours)
- Barrel Delivery and Pick-Up (47 hours)
- Toy & Food Pick-Up Day (300 hours)
- Warehouse (239 hours)

BC Deters shared important dates for the 2019 Operation Santa Claus program:

- November 24th- December 7th: Parade Sign Placement
- November 18th – November 19th: Toy/Food Barrel Drop-Off
- November 30th – December 15th: Community Parades
- December 16th and December 17th: Business, School and Fire Station Barrel Pick-Up
- December 18th - CFD Family Night
- December 21st - Toy and Food Pick-Up Day

VI. PRESENTATION – SUMMARY OF CHAIN OF SURVIVAL CEREMONY

Medical Services Battalion Chief Santos gave a summary of the 8th Chain of Survival Ceremony that took place on October 7th:

- There were 13 survivors, with an age range of seven days old to 79 years old. Nine survivors attended the ceremony.
- There were approximately 180 attendees. Attendees included multiple elected officials, law enforcement command staff and multiple news media outlets.
- Over 130 Chain of Survival challenge coins were given out. Recipients of these coins included: CCOM, CFD1, AMR, Happy Valley Code Enforcement, Happy Valley Police Department, CCSO, Milwaukie Police Department, and Sandy Police Department.

BC Santos shared that survivors would return back to regular life, neurologically intact and would be able to live a normal life. BC Santos noted that this was a giant collaboration in the county and expressed that it took everyone to make it work.

BC Santos noted that this ceremony provided an opportunity for the people who help to see the patient after the event. It also allowed all that were involved in helping to meet one another as well (ex: dispatchers, first responders, law enforcement).

BC Santos shared that the survival rate in Clackamas County was 56.6%. This was amongst the highest in the nation.

BC Santos showed various social media posts that were posted about the ceremony. One example, was a boy Michael, who made thank you notes for those who helped his Dad.

BC Santos shared various stories about the CPR calls. He also showed a video of KOIN coverage of the ceremony.

President Trotter asked again, if there were any public comments, since more people arrived during the presentations. There were none.

VII. BUSINESS

B-1 Request Board Approval of the Contract for Service for Estacada Fire District #69

Chief Charlton shared that last Friday, October 18th, the Clackamas Fire District #1 (CFD) Board met in a Work Session to discuss the contract. On October 16th, Estacada Fire District #69 (EFD) had their Board meeting, where they agreed to the contract.

Director Wall asked about the budget. She noted that in the contract, the full year was \$50,000 less than the half year.

Chief Charlton noted that in the beginning, there would be some startup costs. One of these costs would be around \$30,000 for standardization of items. He added that going into the next fiscal year, some cost savings would be realized and there would be efficiency by having the contract.

Director Wall asked how the capital needs were being addressed that needed to be put into EFD facilities.

Chief Charlton shared that many of the CFD staff directors did a site visit of the EFD facilities to look for improvements. They believed there were three very important projects that needed to be accomplished.

1. The completion of a second bathroom in the main station.
2. The design and construction of a new turnout room or repurposing a current room to protect the personal protective equipment (PPE).
3. Addressing where both career and volunteer firefighters, as well as staff, would work out. EFD currently did their workouts off-site. They were hoping to have this improvement be made at their main station.

Chief Charlton noted that most recently, EFD had done remodeling and upgrading to their main station. EFD also received a \$504,000 seismic grant for the George Road Station.

Chief Charlton explained that EFD had already started some of the projects listed above and CFD would want to make sure that these were finished. Chief Charlton also explained that there were some projects that CFD had budgeted for, including increasing station security to standardize the card swipe system for the EFD buildings. He explained that currently, there weren't any major capital improvements and if those were found, the EFD Board would be asked to approve any expenditure.

Director Wall shared that Emergency Services Consulting International's (ESCI) report stated that all three of the EFD facilities were fair. Chief Charlton shared that from the site visits CFD did, they were in better than fair condition.

Director Wall noted that ESCI also noted that four of the CFD stations were fair and a couple were poor. She expressed that if money needed to be put into stations, CFD should put it into these stations first, before EFD stations. Chief Charlton agreed and explained that if it was a capital improvement, EFD's Board would be asked to use their reserve funds for the improvements.

Director Wall noted that the issues for her were the risks and rewards. She explained she has severe financial concerns. Director Wall shared that once they were CFD's taxpayers, CFD would owe them the same service as given current CFD citizens. She expressed that ESCI said it was not a viable financial move.

Director Wall noted that the City of Estacada had an Urban Renewal District and most properties with commercial value were placed in that District, and were also now overlaid with an Enterprise Zone. Director Wall brought up the fact that no funds would be collected in the Enterprise Zones. Discussion followed about numbers for enterprise zones and urban renewal. Director Wall noted that the only offset that ESCI mentioned for this was that CFD's Logan, Highland and Eagle Creek Stations might receive better response times. She shared she looked up the response times, and it appeared that all of those stations were well within the normal time frames for responses.

Director Wall didn't feel there was any benefit to a merger. She noted that ESCI said EFD would benefit, and CFD would not. She didn't see any benefit to CFD moving forward with this merger. Director Wall said she would be voting no.

Director Syring shared that there had been some significant events since the last CFD board meeting on September 16th.

- EFD Board meeting on September 19th. He noted that CFD staff directors did an outstanding job explaining their programs at that meeting.
- Two Interagency (IA) meetings were held after the EFD Board meeting.
- EFD board meeting on October 16th where the EFD Board voted 4-1 to move forward with the contract.
- CFD Board Work Session on October 18th.

Director Syring shared that he had been through all 10 of the legal integrations for CFD since 1988. He explained that none of them were perfect and with at least three, CFD subsidized the agency coming in. However, the Boards did the right thing and at the time, did what they thought was in the best interest of the public.

Director Syring notated the reasons he was in support of this contract:

- It had specific timelines. The timeline of 18 months was short and to the point.
- Good timelines for services to begin Jan 1, 2020. It included the election in November 2020. In the end, CFD1 voters would have a vote for including EFD.
- He didn't feel like there would be a subsidization.
- EFD had a guaranteed two person crew when responding to a call, sometimes three. This contract would ensure up to three, and a legal integration vote will get crews up to four.
- Relationship and trust between the two agencies had improved.
- It would help the Logan, Highland and Eagle Creek areas.
- He felt the merger was the best form of consolidation in this case. A merger only required one election on each side.
- Both IA Committees recommended a yes vote, and the Chiefs recommended a yes vote.

Director Syring ended by stating that for these reasons above, he will vote yes.

Director Joseph asked Director Syring to explain how the merger would help CFD citizens close to Estacada. Director Syring explained that when you look at a map, CFD went around EFD like a horseshoe.

Director Syring explained that the tax rate would be \$0.017 more for CFD citizens.

Director Joseph put the tax rate in perspective of \$250,000 home and what the cost would be for the tax rate. It was noted that the increase would be \$0.05 - \$0.50 per year.

Director Joseph shared that he was in support of a merger. He explained that he looked to the Chiefs and staff for information and statistics to help make a decision. He expressed that this was benefitting citizens on both sides. He added that over a long period of time, it would equal out. He noted he believed CFD should do it.

President Trotter shared that if this was adopted this evening, the dollar amounts would be addressed to help educate the public as well as staff as plans moved forward.

Director Syring moved and Director Joseph seconded the motion to authorize the Fire Chief to enter into an Intergovernmental Agreement between Estacada Fire District #69

and Clackamas Fire District #1 for Fire Protection and Emergency Medical Services, the transfer of Estacada employees and legal integration. The motion was approved by Directors Cross, Joseph, Syring and Trotter. Director Wall opposed the motion.

B-2 Request Board Approval to Extend the Intergovernmental Agreement with Estacada Fire District #69

Chief Charlton explained that back in September, they were set to terminate the current Intergovernmental Agreement (IGA) on September 30th. He shared that they knew they needed more time for a discussion on a Contract for Service, so the IGA was extended to October 31, 2019.

Chief Charlton shared that now, they were requesting to extend the same services to December 31, 2019. He explained that the reason for the extension is to make sure there isn't a gap in services. This will also help with the next 70 day transition period before the contract begins.

Director Joseph moved and Director Syring seconded the motion to authorize the Fire Chief to amend the current Intergovernmental Agreement with Estacada Fire District #69 (EFD) per Section 17, to include a new effective date of December 31, 2019 with respect to the term. The motion was approved by Directors Cross, Joseph, Syring and Trotter. Director Wall opposed the motion.

B-3 Request Board Approval of the Revised Board Policy Manual

Chief Charlton shared this was the second reading of the Board Policy Manual, noting that last month, in September, edits were brought before the Board. He explained that last month, there was not a current Clackamas Fire District #1 map or an Appendix A. These two items were now included in the packet.

President Trotter brought up Appendix A, thanking everyone in advance for taking on more responsibility in addition to attending the meetings.

Director Wall asked about Article 7.2, where it stated, "No recusals or abstentions from Board votes shall be allowed unless a conflict of interest is reported." Chief Charlton shared that was a comment made by legal counsel.

Director Wall noted that Article 9.10 mentioned a condensed copy of Robert's Rule of Order. She asked if the Board had one. Chief Charlton stated that a copy could be obtained for the Board.

Director Syring asked why the flag salute was not done at the beginning of meetings. He explained that other agencies or organizations do this and wondered why CFD didn't. Chief Charlton noted that it could be added to the meeting agenda.

Director Cross requested clarification of Section 7.2. Chief Charlton suggested bringing this back before the board next month. He would obtain clarification from Legal Counsel regarding this section.

President Trotter noted that this would be discussed more at the November Board meeting.

I. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Genoa Ingram noted she had completed the Legislative Report. She added that it was emailed out late last week.

Lobbyist Ingram shared that the Governor had put a hold on portions of Senate Bill 1049. In that bill, there were some incentives for Tier I PERS members to retire and work back. The cap on 1,039 hours was lifted across the board. Last week, the Governor announced that she would put a freeze on the work back portion of the bill because they were concerned of a mass exit of Tier I individuals.

Lobbyist Ingram shared that she received questions on if the freeze would apply to state employees only or also local government employees (school districts, fire districts, etc.). She confirmed with the Governor's office that the freeze on the work back would only apply to the executive branch of the state. This wouldn't apply to those retiring from other areas.

OB-2 Board Committee/Liaison Reports

Foundation

There was a meeting on September 24, 2019. At that meeting, it was moved to approve a \$3,000 donation for the purchase of bike helmets for various safety events. The second item approved was the donation of \$3,000 for the 7th annual Winter Warming Drive to benefit the Clackamas Service Center and Feed the Hungry.

President Trotter noted that at the September 24th meeting they also discussed the Mission statement. The Mission Statement of Clackamas Emergency Services Foundation was changed to read, "To help create a safer community."

Interagency Committee

Director Syring noted that information from this committee was shared earlier in the meeting. He thanked Estacada Board President Silva and Board Director Ken Oliver for trusting CFD to provide service to their community.

Director Syring explained that all of the cities in CFD, along with the City of Estacada, had to pass the resolution in order to allow for the merger to take place. He felt this was an opportunity to go to cities to get their support and cooperation.

OB-3 Board Informational Updates/Comments

President Trotter shared that November 7th -9th was the Oregon Fire Service Conference. He added that four of the Board members would be attending.

President Cross noted that the Oregon Fire District Directors Association (OFDDA) Board and staff have done an outstanding job of putting together this conference. He anticipated it would be a very good conference.

Lobbyist Ingram explained that there would be more focus this year on panel discussions during conference. She shared that the OFDDA Board felt that it was more important to have a variety of points of views discussed. She noted that they were already gearing up for the panels for next year.

XI. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton shared that the accreditation annual report was accepted. He thanked Deputy Chief Whiteley and others who spent a lot of time putting together the report.

Chief Charlton noted that in the next couple of weeks, the District would be hiring a new Fleet Technician.

Chief Charlton reminded everyone that this month was Fire Prevention month. He noted that there are two open houses left, one coming up on Saturday and the last one on Halloween.

R-1a.1 – Public Information Office

As submitted.

R -1b Business Services Division

Deputy Chief Whiteley thanked Data Systems Director Hopkins and her staff for compiling the data and information for the Annual Compliance Report.

Deputy Chief Whiteley noted that staff would be busy working on preparation for the Contract for Service with EFD.

Deputy Chief Whiteley thanked BC Santos for a job well done facilitating the Chain of Survival Ceremony.

President Trotter asked if any of the staff directors had comments to share about their reports. No comments.

R -1b.1 Business Services

Deputy Chief Whiteley noted that Division Chief Gehrke was at a conference and offered to answer any questions.

Director Wall asked Fleet Director Bischoff if there was some strain on Fleet getting their work done because of the Estacada work load. Fleet Director Bischoff shared that the strain was because they were still down one Technician from the end of July. Director Joseph asked if this position had been filled. Fleet Director Bischoff noted that Chiefs' interviews for this position were scheduled for next week.

President Trotter asked for any questions for the other staff directors. There were no questions.

R – 1b.2 Fire Prevention

As submitted.

Fire Marshal Olson shared information about the Oregon City Safety Fair. This year they gave out:

- 200 bike helmets
- 175 coloring books
- 600 hotdogs
- 250-300 swag bags from NW Natural
- 500 life jackets for Megs Moments

Fire Marshal Olson added that there were 35 vendors and approximately 300-400 people in attendance.

R -1c Emergency Services Division

As submitted.

Chief Hari thanked the Board for the vote on the contract.

R -1c.1 Emergency Medical Services/Training

BC Santos highlighted that it was vaccination season. He shared that Oregon Health Authority had granted CFD both Hepatitis A/B series and flu vaccines. They had started to deliver these vaccinations. They were going to the Father's Heart homeless shelter in Oregon City and the Clackamas Service Center.

BC Santos also mentioned that CFD was partnering with other agencies to help put on a Vaccination Clinic on November 6th outside of Clackamas Town Center. They were looking to deliver as many vaccines as they could. This would be the second year of collecting data.

R -1c.2 Financial Services

As submitted.

Finance Director Day pointed out that there would be some revisions made to the financial report. She added that next month's report would show the revised adopted budget amounts.

R-1c.3 Operations

As submitted.

R-1c.4 Training Division

As submitted.

R -1d Volunteer Services

As submitted.

Volunteer Services Battalion Chief Deters provided a summary of drills that were done during the month. He explained that they drilled nine times last month.

BC Deters shared that the Explorers did two station tours. The Explorers also helped at the Safety Fair in Oregon City. He also reviewed the station coverage for the month.

Volunteer Association President's Report

Volunteer Association President Kragero highlighted their big public event for September, which was helping at the Oregon City Health and Safety Fair. He noted that he had been involved with most of these events over the past seven years. He expressed that each year it got better.

Volunteer Association President Kragero noted that the Volunteers donated funds to Megs Moments and also helped purchase bikes and scooters that were given away to kids at the event. He shared that the event provided a great message for safety to citizens.

Facility Maintenance

As submitted.

Director Wall asked when Station 16 and Station 19 would be completed. Facilities Director Vallance noted that there were some on-going concerns and that contractors were on site to fix them. The contractors and subcontractors have been very responsive.

Facilities Director Vallance explained that CFD has very large buildings, which were very sophisticated and had sophisticated systems that needed to be fine-tuned.

B. Correspondence

Noted.

C. Informational Items

Noted.

Public Comment

Captain Karl Koenig shared that this was his last Board meeting as a CFD employee. He would be retiring as of November 7th. He noted that he was with CFD #1 for 25 years, and in the fire service for 35 years. He shared he would be able to retire happy and healthy. He thanked the

Board for their service to the District and to the firefighters' safety. He shared that from a firefighter's standpoint, we will be a better organization with the consolidation.

President Trotter thanked Captain Koenig for his comments and his years of service.

Director Wall noted that if she were a union member, she would want Captain Koenig to be the President of the Union representing her.

D. Next Meeting

The next meeting would be on Monday, November 18, 2019 at 6:00 pm at Station 5.

II. REGULAR BOARD MEETING RECESSED

President Trotter recessed the regular Board of Directors' meeting at 7:23 pm.

He explained that there would be a 10 minute break before beginning the Executive Session.

XIII. EXECUTIVE SESSION CALLED FOR THE PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS AND EMPLOYEES PURSUANT TO ORS 192.660 (2)(i)

President Trotter called the Executive Session to order at 7:35 pm.

President Trotter adjourned the Executive Session at 8:47 pm.


XIV. REGULAR BOARD MEETING RECONVENED

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


XV. ADJOURNMENT

The regular board meeting was adjourned at 8:49 pm.

Karen Strejc
Executive Assistant



President Don Trotter



Secretary Thomas Joseph