

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS MEETING September 16, 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 6:04 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; Division Chief Josh Gehrke; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Brian Stewart; Battalion Chief John Hopkins; Finance Director Christina Day; Fire Marshal Shawn Olson; Volunteer Association President Ryan Kragero (arrived at 6:48 pm); Emergency Manager Gregg Ramirez; Health and Wellness Director Heather Goodrich; Information Technology Director Oscar Hicks (arrived at 6:45 pm); Facilities Director Scott Vallance; Volunteer Jerry Kearny; Mark Aasland with Pace Engineers; Tom Benschoter, Matthew Silva and Ken Oliver with Estacada Fire District #69 (EFD #69); Emily Lindstrand with Estacada News; Citizens Julie Benschoter and Lowell Peterson; and Executive Assistant Karen Strejc.

II. ELECTION OF OFFICERS

President Syring shared that nominations for the office of President were open.

Director Wall nominated Director Trotter for President. No other nominations were presented.

By consent, Director Trotter became president. President Syring handed the gavel over to the new President Trotter.

President Trotter shared that nominations for the office of Vice President were open.

Director Joseph nominated Director Cross to be Vice President. No other nominations were presented. By consent, Director Cross became Vice President.

President Trotter shared that nominations for the office of Secretary/Treasurer were open.

Director Wall nominated Director Joseph. No other nominations were presented. By consent, Director Joseph became the Secretary/Treasurer.

Director Wall left the meeting at 6:10 pm. President Trotter noted that there was still a quorum.

III. APPROVAL OF REGULAR BOARD MEETING ON AUGUST 19, 2019.

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

IV. CHANGES TO THE AGENDA

Chief Charlton noted that B-2, Resolution 19-05 would be the method used to ask the Board to adopt the National Hazards Mitigation Plan.

Chief Charlton explained that the room set-up had changed. One of the reasons was because Staff Directors had been asked to attend each meeting. Also, moving forward, the D1TV would be used for presentations rather than the projector. The goal was to provide a more comfortable environment for the audience.

V. PUBLIC COMMENT

None.

VI. PRESENTATION – CLACKAMAS COUNTY NATURAL HAZARD MITIGATION PLAN CLACKAMAS FIRE ADDENDUM

Emergency Manager (EM) Ramirez noted that at last month's Board meeting, he briefly discussed the Hazard Mitigation Plan.

The National Hazard Mitigation Plan was a process that the county went through to look closely at the most dangerous and most frequent threats to the community. The purpose was to take a mindful look about the things people needed to prepare for. The plan would drive the way the Fire District did business, planned exercises, purchased equipment and applied for grants.

EM Ramirez defined natural hazards as being earthquakes, tornados, and winter weather conditions. He noted that the events with the highest probability of happening to be: winter storms, wind events, and wildfire for the entire county. He added that the events with the highest vulnerability would be the Cascadia earthquake and the Crustal earthquake.

EM Ramirez explained that later in the agenda, he would be asking that Resolution 19-05 be approved.

EM Ramirez shared that FEMA required the Fire District have this plan in place and that it be adopted. This would allow the District to be eligible for FEMA reimbursement in the event of one of these disasters.

EM Ramirez explained that this plan will be added to the external Clackamas Fire webpage. Currently, it is only on the internal share drive.

VII. PRESENTATION - FIRE PREVENTION MONTH

Fire Marshal (FM) Olson shared that the National Fire Protection Association's (NFPA) theme for this year's Fire Prevention Month was, "Not Every Hero Wears a Cape. Plan and Practice Your Escape."

FM Olson explained that the focus this year was to ensure that people have two ways out and are comfortable with a plan. In addition, they would educate the public on how to be safe in the home and ways to prevent fires.

FM Olson noted that the Annual Safety Fair was last Saturday. The weather was great and 200 to 300 people attended. The Fair had multiple events, one where they gave away numerous bike helmets. FM Olson gave a huge thank you to the Volunteer Association, who donated \$700 to purchase bikes and scooters that were given away.

FM Olson shared that the District had numerous events planned for October. Over 11,000 flyers had been distributed to schools in both Oregon City and North Clackamas School Districts. There would be station open houses during the month, starting October 5th.

FM Olson stated that George Fox University was educating students about safety in their dorms. The Clackamas Fire side-by-side burn trailer would be there to help TVF&R share their information with the students.

FM Olson added that there would also be a live fire burn demo, along with the side-by-side burn demonstration, to help stress the importance of residential fire sprinklers, on October 10th at the Training Center. This was a partnership with local insurance agencies, private insurance adjusters and fire investigators throughout the metropolitan area. They anticipated around 100 people would attend.

FM Olson shared that he would give a summary of numbers they collected in the month of October in next month's board report.

VIII. PRESENTATION – PROPOSED CONTRACT FOR SERVICE TO ESTACADA FIRE DISTRICT #69

Chief Charlton noted that this was a five-step process and they were now at step two.

Chief Charlton shared that the Estacada Interagency (IA) Committee was present at the meeting. He introduced and thanked both Director Ken Oliver and Estacada Board President Matthew Silva for attending.

Chief Charlton noted that the recommendation that came out of the Feasibility Study was a legal integration in the form of a merger. One discussion that followed at the IA meeting was the idea to begin with a Contract for Service and discuss what that would look like. Chief Charlton walked through the five steps of this process:

- Step 1. EFD #69 asked CFD #1 to prepare a proposal for a Contract for Service.
- Step 2. Present the proposal at CFD #1 Board meeting and answer any questions.
- Step 3. Present the proposal to EFD #69 at the Estacada Board meeting on Thursday night, Sept. 19 and answer any questions.
- Step 4. Prepare a Contract for Service if this were to move forward. It would go before the Estacada Board in October.
- Step 5. The Contract for Service would come back to CFD #1 Board for approval at their October board meeting.

Chief Charlton gave the history of the relationship between CFD #1 and EFD #69. Chief Charlton noted that the current IGA was set to terminate on September 30, 2019.

Back in January of 2019, CFD #1 entered into a Cooperative Services Agreement with EFD #69, which was the Feasibility Study. The IA Committee first met in July 2019 where EFD #69 requested a proposal for a Contract for Service from CFD #1.

Chief Charlton reviewed agency comparisons between CFD #1 and EFD #69.

Chief Charlton shared that CFD #1 entered into a contract with Emergency Services Consulting International (ESCI) to prepare the Feasibility Study in January 2019. The final Feasibility Study presentation was given in July 2019 to both Boards and staff. From their presentation, the IA Committee was reformed and there were discussions about what the next steps could be.

BC Deters shared what the service delivery would be in the Contract for Service in terms of emergency response and emergency medical services. There would be a three person Engine Company, 24 hours a day, seven days a week (minimum staffing). There would be a minimum of one paramedic per shift. A fire district coverage plan would be in place to help with things such as move up plans.

BC Deters noted that for command and control, there would be three chief officers 24 hours a day, seven days a week. Emergency Medical services that would be provided would be access to the community paramedic, physician supervisor (currently this supervisor is the same for both Districts) and public education.

BC Deters showed a map that demonstrated how it this could benefit the residents of Highland, Logan, and Eaglecreek.

BC Deters shared that for Administration, EFD #69 would have access to the Fire Chief's Office with the Public Information Officer. The contract would include administrative overhead costs that would cover most of the departments. However, he noted they also have to include the departments of: Data Management, Human Resources Management, and Emergency Manager, as well as representation at Board meetings, city council meetings, etc.

BC Deters noted that the contract would cover the following programs and departments: Facility Maintenance, Financial Services, Fire Marshal's Office, Fleet Services, Information Technology, Logistics, Training/Safety, Volunteer Services, Health and Wellness, as well as Materials and Services.

Estacada Board President Matthew Silva felt it was important to understand that this was one step towards integration.

Chief Charlton shared that it was proposed that all EFD #69 fire personnel be transitioned to CFD #1 by January 1, 2020. This would include the staff, career firefighters and both suppression and support volunteers.

Chief Charlton explained that they would look to fill staff vacancies as needed. They would look at the 24-month staffing plan.

Chief Charlton reviewed proposed timelines. He shared that later in the evening, the Board would discuss an action item. If the Board were to approve to move this conversation to EFD #69 on Thursday night, the Board would be asked to grant authority to the Fire Chief to extend the current IGA to October 31, 2019.

Chief Charlton explained that the Contract of Service was proposed for 18 months, January 1, 2020 to June 30, 2021.

Chief Charlton noted that if things moved forward, on October 22, 2019 a Chief Officer would be provided to support day-to-day operations and the transition.

Chief Charlton shared the goal of having the approval of Contract for Service be done at the October 2019 Board meetings. He added that there would be a draft timeline of the November 2020 elections to vote on legal integration.

Chief Charlton explained that if the two Districts became legally integrated on July 1, 2021, operational staffing in EFD #69 would be increased to four personnel per shift. He noted that this would provide better service delivery to areas bordering CFD #1 and EFD #69

Chief Charlton reviewed the estimated cost for the contract. For the first six months, January 1, 2020 to June 30, 2020, the estimated cost would be \$1,458,256. This cost would include: standardization and integration, 11 personnel (including career firefighters and administrative staff), 24 volunteer personnel, and material and services as budgeted. The second piece would be from July 1, 2020 to June 30, 2021 in the amount of \$2,865,941.

Director Cross asked how this benefits the Eagle Creek area. He felt that Station 18 should be fully staffed, 24 hours a day, seven days a week first, and then CFD #1 could help EFD #69 staff their stations.

Chief Charlton referred to the map and explained that having EFD #69 as part of CFD #1 could help with coverage. Discussion followed.

Director Cross asked about the condition of the facilities. Facilities Director Vallance shared that some CFD #1 staff took a tour of the EFD #69 facilities. The main station had been remodeled and received a grant for seismic updates. He expressed that maintenance wasn't that concerned with the facilities, other than the topics already mentioned by Chief Charlton.

Director Cross asked if there was a contingency plan in place. Chief Charlton stated that there were a lot of details that would come out in the Contract for Service. One of the goals of developing a short-term contract for services was to protect both districts. He added that more conversations would be needed by both Boards if the decision was made to move forward with the Contract for Service.

Discussion followed regarding staffing and coverage.

President Trotter expressed that discussion had included expenses, but he wanted to cover revenue. He reminded everyone of the timeline and that the approval would be in October, assuming Estacada gave their consensus.

Chief Charlton shared that by approving B-4, there would be consensus to move the proposal forward. Moving forward, the proposal would then be presented to the EFD #69 Board at their Board meeting on September 19.

Estacada Board President, Matthew Silva shared that it was important to have an answer for his Board on Thursday. He asked for consensus of the Board.

Chief Charlton explained that the consensus would be to move this proposal forward to the Estacada Board meeting on Thursday night for their vote.

President Trotter moved the meeting to Item B-4 at the end of this discussion.

President Trotter explained that B-4 requested the Board to authorize the Fire Chief to extend the IGA with EFD #69.

Chief Charlton shared that the request would be to authorize the Fire Chief, in writing, following Section 17 of the IGA, to extend the term of the agreement to October 31, 2019. This would allow time for the presentation to EFD #69 on Thursday evening. If EFD #69 agreed to move towards formalizing a move to a Contract of Service, then the IGA would be extended. If not, CFD #1 would hold with the current language to the termination the IGA on September 30th. He added that they may need to come back to both Boards in October if additional time was needed to set up the Contract for Service.

Director Syring noted that they have had a couple IA Committee meetings with Director Oliver and Board President Silva. He shared some points on why he would support the Contract for Service:

1. The contract had specific timelines.
2. With the election in November 2020, it would be a good time to have this go out for a vote.
3. This was not subsidization for EFD #69. At the IA Committee, they showed the breakdown of service. EFD #69 would be paying their fair share. EFD #69's main staffing would help CFD #1.
4. CFD #1 would be following ESCI's recommendation. Every other time when this was the recommendation, we moved forward with integration.

Director Joseph mentioned the breakdown of expenses and shared that the IA Committee was satisfied with recommendation.

President Trotter expressed that it was great that the two IA committees worked together. He expressed that he is looking forward to the October meeting and can have a Contract for Service action to look at.

Director Syring moved and Director Joseph seconded the motion to authorize the Fire Chief to amend the current Intergovernmental Agreement (IGA) with Estacada Fire District #69 per Section 17. The motion passed unanimously with those present. Director Wall was absent.

IX. BUSINESS

B-1 Request Board Approval of Proclamation 19-04 – To designate the month of October 2019 as Fire Prevention Month.

FM Olson requested approval of Proclamation 19-04- declaring the month of October 2019 as Fire Prevention Month, with the theme, "Not Every Hero Wears a Cape. Plan and Practice your Escape."

Director Cross moved and Director Syring seconded the motion to approve Proclamation 19-04- To Designate the Month of October 2019 as Fire Prevention Month with the theme, "Not Every Hero Wears a Cape. Plan and Practice your Escape." The motion passed unanimously with those present. Director Wall was absent.

B-2 Request Board Adoption of the Clackamas County Natural Hazard Mitigation Plan Clackamas Fire Addendum

EM Ramirez requested the approval of Proclamation 19-05- A Resolution Adopting the Clackamas Fire District #1 Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan.

Director Thomas moved and Director Cross seconded to approve Resolution 19-05- A Resolution Adopting the Clackamas Fire District #1 Representation in the updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan. The motion passed unanimously with those present. Director Wall was absent.

B-3 Request Board Approval for the Fire Chief to enter into a contract with ESO Solutions for Fire, EMS and Prevention Reporting for a one-year term.

Deputy Chief Whiteley deferred this request to Data Systems Director Hopkins.

Data Systems Director Hopkins asked the Board to authorize the request for the purchase of ESO and offered to answer any questions.

Director Joseph moved and Director Syring seconded to approve the Fire Chief to enter into a one-year contract with an automatic renewal with ESO Solutions for fire, EMS and prevention reporting not to exceed \$57,000 annually, with a one-time implementation cost of \$9,080. Director Cross abstained from voting due to a potential conflict. Director Wall was absent. The motion passed.

B-4 Request Board to Authorize Fire Chief to extend the Intergovernmental Agreement (IGA) with Estacada Fire District #69.

Discussed and approved under the presentation.

X. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Ingram was unable to attend.

Chief Charlton noted that Lobbyist Ingram shared she would have her end of session report next month.

OB-2 Review and First Reading of Board Policy Manual

Chief Charlton noted that they the changes would be presented in September and staff would be asking for approval and adoption at the October meeting.

Chief Charlton noted that this document was sent to legal counsel for edits. Legal counsel edits were notated in red and orange, while Fire District edits were notated in blue.

Chief Charlton shared that Appendix A would be updated for the October meeting.

Chief Charlton stated that the Fire District map will be updated to include Station 21.

Chief Charlton explained that most of the edits made by Legal Counsel were around topics such as policy making, Board authority, urban renewal language and enterprise zones.

OB-3 Board Committee/Liaison Reports

Foundation

President Trotter reported that the next Foundation Dinner Auction will be held on March 14, 2020.

President Trotter explained that the Foundation was working on updating the Foundation website. A meeting was scheduled for Sept. 17 to discuss this update. The new website would easily show auction information.

Interagency Committee

Director Syring noted that they only had the EFD #69 IA meetings. This was already discussed.

Chief Charlton explained that a meeting with the City of Milwaukie would be scheduled in November.

OB-4 Board Informational Updates/Comments

Director Joseph noted that at the Board's Strategic Planning Retreat, Chief Charlton and Public Information Officer Paxton shared how the District was working on better communication internally with staff. He thanked them and also thanked the staff for their reports. He shared that this was good information.

Director Cross noted he recently had a minor IT challenge. He expressed that IT Director Hicks dealt with it efficiently and quickly. He thanked IT Director Hicks for his help.

President Trotter thanked Director Syring for doing a great job being Board President as well as for his time he dedicated as the Board President.

XI. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton shared that they hosted a Strategic Planning Retreat with the Board. They discussed some of the strategic initiatives the Board was working on.

Chief Charlton noted there would be a District-wide Staff Retreat on September 18th with two sessions.

Chief Charlton shared there would also be a retreat with the Volunteer Association on October 7th.

Chief Charlton mentioned that there was significant rainfall this past week. With this, the fire danger was down to low. He expressed that all indications point to CFD #1 opening up backyard burn season in October. Chief Charlton stated that this was a successful year in preventing wildfires. It was a fairly insignificant wildfire season.

Chief Charlton gave a kudos to Public Information Officer Paxton for working hard in rolling out the internal communications plan. He added that this week would be week three of the Organizational Briefs and using D1TV.

Chief Charlton complemented Public Information Officer Paxton about the numbers going up each month for social media since he had been reporting them.

Public Information Officer Paxton thanked Administrative Technician Grisham for all her work.

Chief Charlton shared the various ways to access the organizational briefings. He explained these could be watched live every Tuesday, Wednesday and Thursday mornings at 8:00 am. The recordings would be uploaded to Target Solutions. There was also a ZOOM app that could be used on a smart phone.

R-1a.1 – Public Information Office

As submitted.

R -1b Business Services Division

As submitted.

Deputy Chief Whiteley gave a follow up from the Board Planning Retreat. He shared that staff was working diligently on succession planning. The next steps would be working on a calendar and timeline. Staff were completing succession planning forms to make sure job descriptions were all up to date. He reported that staff would be busy with this over the next few months as it was one of the organizational priorities right now.

Deputy Chief Whiteley noted that this coming Saturday, CFD #1 was hosting a CERT (Community Emergency Response Team) Summit at Station 14 in Boring. EM Ramirez helped set this up. He explained it was an invitation to the Clackamas County CERT members to come and get training throughout the day.

Deputy Chief Whiteley explained that the ESO Solutions Committee spent a lot of time doing research to determine the best product. This will be implemented by January 1, 2020. He expressed his appreciation for the support with ESO.

R -1b.1 Business Services

As submitted.

Fleet

Not in attendance.

IT

As submitted.

President Trotter asked about the status of getting the email system working with MSN. IT Director Hicks noted that for MSN, Hotmail, Outlook and other Microsoft based emails, the Fire District was still on the list that wasn't accepted. He shared that the IT Department was still working to get this fixed.

Logistics

Logistics Director Cordes was not in attendance. Division Chief Gehrke was available for any questions.

Director Crossed asked if the Logistics position had been filled. Division Chief Gehrke shared that they were still working through this. He explained that there were 73 applicants and the list for interviews was narrowed down to 21.

Director Syring asked if the Volunteers received more points or got any type of preference for the interviews. Division Chief Gehrke shared that in this specific position, it was a preferred requirement to have background knowledge of the fire service. He went on to share that applicants would have a better chance at this position because of their experience with the fire service and the District in terms of the interview and understanding of the job; but shared that no preference was given.

R – 1b.2 Fire Prevention

As submitted.

Data Management

As submitted.

Emergency Management

As submitted.

Human Resources

Not in attendance.

R -1c Emergency Services Division

As submitted.

Deputy Chief Hari noted that all Division Chiefs and Staff Directors within Emergency Services were in attendance, other than BC Santos, if there were questions.

Deputy Chief Hari explained that the Training Center welcomed Captain Kinne to the Training Division.

Deputy Chief Hari stated that Division Chief Conway shared with him that the District received the American Heart Association – Mission: Lifeline® Regional STEMI Trailblazer Achievement Award as a part of the Greater Metro Portland Region. The award was presented

for implementing specific quality improvement measures at a regional level as outlined by the Association for treating patients who suffer severe heart attacks.

Deputy Chief Hari noted that he and Division Chief Corless had been working on the C800 Board. Several years ago, a C800 bond was passed for the county radio system. The project was coming to a close and it was remarkably on budget. He explained that with this, the District would be able to be reimbursed for radios.

Director Cross noted that Captain Kinne had helped to promote diversity in the fire service and was working with helping women decide if a firefighting career was for them. He expressed that she had done a lot of great work.

R -1c.1 Emergency Medical Services/Training

As submitted.

Health and Wellness

As submitted.

R -1c.2 Financial Services

Finance Director Day noted that interest rates were going down along with the ending fund balance.

Finance Director Day brought up a PERS rumor that was going around. When Senate Bill 1049 went through re-amortization, it re-financed the entire outstanding debt for several more years. In 2035, it would still have a \$10 billion balance, when this was expected to have a balance of zero. The benefit of this would be lower monthly payments.

Finance Director Day also shared that they are saying that for the next PERS buy in, July 1, 2021, folks could see very close to zero change.

R-1c.3 Operations

As submitted.

R-1c.4 Training Division

As submitted.

R -1d Volunteer Services

As submitted.

Volunteer Services Battalion Chief Deters shared the training for the month.

Volunteer Services Battalion Chief Deters noted that the recruit class orientation was held in August. They brought the volunteers in a couple weeks early for paperwork so on their first night, they were able to start training right away.

Volunteer Services Battalion Chief Deters shared that the explorers helped with the Oregon City Smoke Alarm Campaign in August as well as the First Responders Night.

Volunteer Service Battalion Chief Deters shared the shift coverage for the month.

Director Syring asked how many volunteers were in the current Volunteer Academy. Volunteer Services Battalion Chief Deters answered that there are 21 volunteers in the Academy.

Director Syring thanked the volunteers for the work done at the Happy Valley National Night Out. He added that people in his community (Happy Valley) always had great things to say about these events.

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

Volunteer Association President Kragero shared that volunteers connected with families and the community at National Night Out in a non-emergent environment.

Volunteer Association President Kragero explained that the volunteers also participated in Boring Dully Day Ice Cream Social, Happy Valley Movie Drive- in, Damascus Cruise- in Day and First Responders Night.

Volunteer Association President Kragero noted that with the new Volunteer Academy, they would be rolling new volunteers out with regular volunteer drills on Wednesday and Thursday nights. This would integrate the new volunteers into the Fire District's system sooner. He thanked CFD #1 Training and staff for their creative support and outlook on new ways to train.

Facility Maintenance

As submitted.

Facilities Director Vallance noted that Facilities Maintenance Techs II Dinsmore and Thompson had been working on getting the water tower at Station 13 up and running. He thanked them for their work.

Facilities Director Vallance also thanked Facilities Maintenance Tech II Thompson for his work on the remodel at Station 21. They were finishing the change to make it into the rehab station and getting it ready for community room use.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next meeting would be on Monday, October 21, 2019 at 6:00 pm at Station 5.

President Trotter invited everyone to have birthday cake for Director Joseph's birthday.

XI. REGULAR BOARD MEETING RECESSED

President Trotter recessed the regular Board of Directors' meeting at 7:42 pm.

He explained that there would be a 20-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 8:02 pm.

President Trotter adjourned the Executive Session at 8:35 pm.

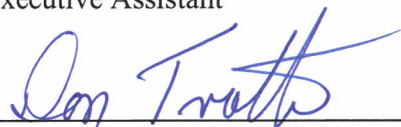
XIV. REGULAR BOARD MEETING RECONVENED

President Trotter reconvened the regular Board of Directors' meeting at 8:36 pm.


XV. ADJOURNMENT

The regular board meeting was adjourned at 8:42 pm.

Karen Strejc
Executive Assistant



President Don Trotter



Secretary Thomas Joseph