

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS' MEETING
November 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 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; Division Chief Mike Corless; Division Chief Brian Stewart; Division Chief Josh Gehrke; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Nick Browne; Battalion Chief John Hopkins; Battalion Chief Tony Cordie; Battalion Chief Jason Ellison; Battalion Chief David Palmer; Finance Director Christina Day; Fire Marshal Shawn Olson; Volunteer Association President Ryan Kragero; Health and Wellness Director Heather Goodrich; Data Systems Director Shelby Hopkins; Information Technology Director Oscar Hicks; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Fleet Director Bill Bischoff; Emergency Manager Gregg Ramirez; Captain Matt Kilgras; Volunteers Jerry Kearny, Julie Tanz and Jack Tanz; Mark Aasland with Pace Engineers; Genoa Ingram from Court Street Consulting; Chief Luke Strait with Milwaukie Police Department; Citizens John Kihlstrum and Lowell Peterson and Executive Assistant Karen Strejc.

II. CHANGES TO THE AGENDA

President Trotter shared that the Board decided to start the meetings with the pledge of allegiance. He led the group in the pledge of allegiance.

Chief Charlton noted that there were no changes to the agenda. He stated that when the meeting was adjourned, they had cake in the back of the room to celebrate President Trotter and Director Cross' birthdays.

III. APPROVAL OF THE MINUTES FOR THE BOARD WORK SESSION ON OCTOBER 18, 2019 AND THE REGULAR BOARD MEETING ON OCTOBER 21, 2019.

Director Cross moved and Director Joseph seconded the motion to approve the minutes of the Work Session on October 18, 2019 and for the regular Board meeting on October 21, 2019. Directors Cross, Joseph, Syring and Trotter approved the Work Session minutes and the regular Board meeting minutes. Director Wall abstained from voting on the Work Session minutes, but approved the regular Board meeting minutes.

IV. PUBLIC COMMENT

Citizen John Kihlstrum thanked the Board for taking the position of saying the pledge of allegiance at the beginning of the meeting.

V. PRESENTATION –VOLUNTEER OF THE YEAR AWARD FROM THE OREGON EMERGENCY MANAGEMENT ASSOCIATION

EM Ramirez recognized volunteer Linda Hedges. Linda was presented with the Volunteer Award. Linda was a CERT team member and organizer.

Linda thanked Oregon Emergency Management Association (OEMA) for the award. She shared how all of the volunteers deserve the same award. She thanked CFD, Chief Charlton, EM Ramirez and DC Whiteley for supporting the CERT program, C5. She thanked them for allowing the C5 group to become members of the auxiliary of the Volunteer Firefighters Association. She also thanked Chief Luke Strait and Captain Ryan Burdick as representatives of the Milwaukie Police Department. She expressed that they were supportive of CERT since day one and have supported them in many ways. Linda thanked her husband Dave for his support.

VI. PRESENTATION – INFORMATIONAL TECHNOLOGY UPDATE

IT Director Hicks gave a PowerPoint presentation.

DaaS

IT Director Hicks first discussed DaaS which stands for Desktop as a Service. He explained that IT staff was looking at how they could configure the environment based on data gathered through agents on the systems. He added that they were looking at things such as how the PCs were used and which applications were used the most.

IT Director Hicks noted one benefit of this was that it provided a support que. He explained that if a workstation goes bad, someone from the IT department could swap out the workstation, and then there was a 48-hour turnaround time from the vendor to replace the workstation. He added that the replacement would come ready to go.

IT Director Hicks also shared that this system provided more real time monitoring.

Director Wall asked if there was any security issue if there was an outside vendor managing the District's system. IT Director Hicks said there was no security issue as they were not inside our network. He explained that they were managing the build of the desktop.

Managed Services

IT Director Hicks shared that instead of District staff having to monitor, managed services would provide real time monitoring.

IT Director Hicks noted that a designated project and technical manager would give the IT department direct support access to address issues.

IT Director Hicks expressed that ongoing server updates take time. The managed service could do this update instead of CFD IT staff.

IT Director Hicks shared that the managed services provided one major upgrade per year. He added that the services could update in a shorter time.

Director Wall asked if this was a one time savings of \$15,000. IT Director Hicks shared that the initial \$15,000 savings came from not hiring a standard FTE. He added that a standard FTE had one specialty. He explained that the service provided many specialties for the same price.

IT Director Hicks shared that initially, they were going to try this for one year. He hoped that next year they would agree to another year and grow from there.

Phishing and Malware Impact

IT Director Hicks shared that all businesses were suspect to it.

IT Director Hicks explained that since July, they had several instances that caused issues with spoofing. He shared that this had caused a loss of productivity for staff.

IT Director Hicks noted that it was difficult for getting off the blacklist for email. He explained that each company or service provider had their own server; however, if a company landed on one blacklist, it often was placed on others as well.

VII. BUSINESS

B-1 Request Board Approval of Christina Day as Budget Officer for 2020-2021

Chief Charlton noted that this was an item brought before the Board each November.

Chief Charlton explained that the Board was being asked to approve Finance Director Christina Day as the Budget Officer for 2020-2021. He added that they would also be taking this request to Estacada Fire #69 (EFD as CFD will begin to do budget development for them as well.

Director Wall moved Director Cross seconded the motion to approve Finance Director Christina Day as the Budget Officer for Fiscal Year 2020-2021. The motion passed unanimously.

B-2 Request Board Approval of Resolution 19-06 - Resolution Amending Ordinance 18-01 and Providing the Fire Chief the Discretionary Authority to Waive or Decrease Rates and Fees and to Adopt Rules Addressing How Rates and Fees May be Administered or Assessed

DC Gehrke noted he would be asking for approval of Resolution 19-06 - Resolution Amending Ordinance 18-01 at the advice of legal counsel on behalf of DC Conway.

DC Gehrke explained that this would allow the Fire Chief the authority to waive or reduce fees in the appropriate circumstances.

DC Gehrke shared that this would also clean up the language used around lift assists and charging care facilities. He shared that EMS worked with Oregon Healthcare Association to move to a graduated, scheduled fee. He added that this was the same billing schedule that Portland Fire used.

DC Gehrke noted that it also cleaned up the language for another fee, the live fire acquired structure fee. He shared it used to read that the fee was \$3,000 for a structure under or over a certain size and then for additional square footage, it was \$3.00 per square foot. He reported that it was very complicated. He stated they changed it to be \$4,000 for a structure of any size.

DC Gehrke shared that it would give the Fire Chief the ability to reduce or waive fees.

Director Joseph asked who pays the fees. Chief Charlton noted that in the case of an assisted living facility, the fee would go to the facility and in the case of an acquired structure, the fee would go to the property owner.

BC Hopkins shared when they do a “learn to burn,” the fee was a flat amount to cover the cost of building materials, labor and wages for instructors. He explained that it recovered the Fire District’s costs for training and it was a good deal for the home owner who wanted to get rid of the structure. He noted it was a win-win situation.

Director Cross wanted to ensure that the District was not making our businesses mad. He expressed wanting to make sure that the businesses are given enough warning and are educated.

DC Gehrke shared that part of waiting to send out these bills was to provide time to educate those businesses.

Chief Charlton noted that there was a lot of good discussion about educating before enforcing.

Director Cross moved and Director Syring seconded the motion to approve Resolution 19-06- Resolution Amending Ordinance 18-01 and Providing the Fire Chief the Discretionary Authority to Waive or Decrease Rates and Fees and to Adopt Rules Addressing How Rates and Fees May be Administered or Assessed. The motion passed unanimously.

B-3 Request Board Approval of Revised Board Policy Manual

Chief Charlton noted that the second reading of the Board Policy Manual was done at the last Board meeting. He explained that there were discussions on Section 7.2 and 9.14. He noted that after the meeting, he reached out to legal counsel for clarification.

Chief Charlton asked for any amendments or changes as well as for direction moving forward.

Director Wall shared that she would not make any of these changes. She felt it was an impediment to not being able to abstain. She shared various reasons a Board member may want to abstain from voting.

She shared she has been on the Board almost 20 years and it had never been a problem. She stated that it was not up to Board members to shame or bully Board members into making a decision they may not be comfortable with.

Director Cross agreed with Director Wall. He reported that legal counsel told him that this was in line with Oregon state law and advised to either vote yes or no.

Director Wall shared that Section 9.14 should match Section 7.2.

Director Joseph asked the difference between abstaining and voting no. Director Wall shared that abstaining was not taking a position.

Director Syring asked if legal counsel came up with the language for Section 7.2 based on any ORS or if it was based on opinion. Group discussion followed.

Director Wall recommended to leave Section 7.2 the way it was.

President Trotter asked about following the Roberts Rules of Order, noting that Roberts Rules of Order also had requirements for abstaining. He explained that under Section 45, it had a definition of abstaining. He asked if they deleted the word potential from Section 7.2, and follow the Roberts Rules of Order, could they move forward.

Director Syring stated that if the Roberts Rules of Order explained what the rules were, he would be okay with that and would agree with Director Wall to delete all wording in blue. Director Joseph agreed.

President Trotter suggested waiting until the next meeting and confirm the Roberts Rules of Order agreed with policy.

Chief Charlton shared that they would do a fourth reading in December.

B-4 Request Board Approval of Technology Integration Group (TIG) Contract

DC Gehrke shared that this would be part of a solution to the concerns that had been expressed over a year.

DC Gehrke explained it was hard to keep staff trained to the level needed.

DC Gehrke shared a list of what TIG as a managed service would provide.

DC Gehrke shared that this group would manage the emails and infrastructure, alerting IT Director Hicks when things went down. He explained this would allow the IT staff to shift their focus onto mission critical work. It would provide unlimited hours of help.

DC Gehrke explained that this contract came with a project manager that would provide reports. He added that this would augment the current IT team with much needed help.

DC Gehrke stated that this would be a 180 degree change in how to do business in IT. DC Gehrke noted that this option was less expensive than a single FTE.

It was asked if there was concern about cost going up at the end of the trial year.

IT Director Hicks explained that at the end of the year using TIG, staff would look to see what was spent and if there was money saved by using TIG.

IT Director Hicks noted that TIG used to be Obsidian Technologies so they know how the District operates.

Director Wall asked if the District went out for a bid. IT Director Hicks Oscar answered yes. He added that this was the preferred and lowest bid.

Director Wall moved and Director Cross seconded the motion to approve the selection of TIG as the Managed Services Vendor in the amount of \$74,700. The motion passed unanimously.

B-5 Request Board Approval of HazMat Elite Command Package

DC Stewart explained that this purchase utilized the funds received from the sale of a UASI asset, which needed to be used for another UASI asset.

Captain Kilgras shared that the Hazmat ID monitor they wanted to purchase identified unknown liquid and solid substances. It was a chemical identifier. He reviewed some of the monitor's capabilities. He explained that the monitor would be used as a regional asset. He stated the next closest monitor was in Salem.

Director Joseph asked how many other Agencies in the tri-county area had a monitor like this. Captain Kilgras shared that there were none in the area.

Director Wall asked what was being used now. Captain Kilgras shared that they used other monitors, but explained that they weren't as robust and didn't have the library of chemicals.

Director Joseph moved and Director Syring seconded the motion to approve the purchase of the HazMat Elite Command Package for \$62,950. The motion passed unanimously.

B-6 Request Board Approval of Ground Emergency Medical Transport (GEMT) Supplemental Revenues

Finance Director Day shared that the first deadline to submit a request for Fiscal Year 2018 was July 31, 2019.

She explained that this request came at the recommendation of legal counsel.

Finance Director Day explained how the revenue worked. She shared that the District had to pay the state a certain amount of money upfront in order for the state to draw down the federal funds.

Finance Director Day noted that they would get all the money back except for \$32,000 and net about \$815,000.

Finance Director Day shared that November 30th was the deadline to submit for Fiscal Year 2019.

Director Wall asked if their money would be at risk. Chief Charlton stated he would follow up with an answer.

Chief Charlton explained that the revenue and expenditures from this would be part of the supplemental budget presented in December.

Director Syring moved and Director Cross seconded the motion to approve the pre-payment of the Oregon state match and administrative fees to Oregon Health Authority to enable federal draw-down of GEMT revenues and to request the Fire Chief to take necessary administrative steps in the future to continue claiming and receiving this revenue. The motion passed unanimously.

VIII. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Ingram shared this week was Legislative Days at the Capital. She added that this was the last one before the legislative session began.

She shared on Wednesday, the house Natural Resources Committee would hear an informational report from state fire marshal's office on wildfire response.

She noted that Cameron Smith was running for Secretary of State.

Lobbyist Ingram reported that if anything of interest to the fire service came up at the end of the week, she would let the District know.

OB-2 Board Committee/Liaison Reports

Interagency Committee

Director Syring shared the Committee met with EFD on November 12th. He stated that EFD's board members were committed.

President Trotter shared that things were moving forward and doing well.

OB-3 Board Informational Updates/Comments

President Trotter shared that four Board members attended the Oregon Fire Service Conference.

Director Cross said it was a great conference. He reported that he took two classes from Christy Monson and sat in on a GEMT class. He shared that overall, there was a lot of learning and networking.

Director Cross stated that DC Stewart did an outstanding job regarding the explanation of annexations of Fire Districts. Director Syring agreed, explaining that DC Stewart was one of three panelists.

Director Wall reported that it was a very well-run conference and had information individuals could select from. She expressed that the lunch hour reports from other groups were a good use of the lunch hour. She noted that it was worth going to.

Director Syring thanked Lobbyist Ingram and her staff for administering the conference.

Director Syring reported that Emergency Services Consulting International (ESCI) did a presentation on mergers and consolidations. He shared that it reminded him of all that CFD had gone through.

Director Syring shared that SDAO and their attorney did a presentation on hiring a new fire chief which he felt was timely.

President Trotter shared that the Life Cycle of a Fire Chief presentation was very good. He noted it was a good conference. He stated it was good that so many of the Directors could attend.

Chief Charlton shared that the District was recognized for the station design for Station 16 and Station 19.

IX. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton congratulated Director Wall for being recognized for 20 years of service as an elected official.

Chief Charlton congratulated Director Cross for being elected as Second Vice President of OFDDA.

Chief Charlton stated that the District was approximately 44 days away from the contract for service with EFD. He explained that Chief Beaudoin asked for a list of transition items. Chief Charlton shared that a list was created and he and BC Deters met with EFD and walked through all of the list, delegating duties.

Chief Charlton reported that EFD hired an individual to help with the transition through December 31st. DC Corless will work with this new individual.

Chief Charlton shared that there had been a lot of professional development changes. He shared that Brian Stewart was promoted to Division Chief. He noted that Deputy Chief Ryan Hari retired on October 31, 2019. He shared that Dave Palmer was promoted to Battalion Chief.

Chief Charlton stated that BC Hopkins in Training would be retiring on November 26th. He explained that BC Browne was asked to be the new Training Chief. Chief Charlton stated that BC Santos had been assigned as shift BC for the next 90 days for development opportunities.

R-1a.1 – Public Information Office

Public Information Officer Paxton was on vacation.

R -1b Business Services Division

As submitted.

DC Whiteley shared that there was a lot of movement throughout the entire organization. He explained that there were six conditional job letters out for firefighters and it was hoped to start the academy in late January.

DC Whiteley stated they had filled three staff positions.

DC Whiteley noted that all department heads had completed a staffing analysis. This form notated what departments currently do, what they should be doing and what could be taken away. He explained the results would be shared in December.

DC Whiteley reported that all chiefs and department heads for Business Services were in attendance for answering questions.

Deputy Chief Whiteley shared that the new Fleet Technician would begin on December 2nd.

Financial Services

Finance Director Day shared that interest rates were going back down.

Finance Director Day reported that the District had begun receiving property tax revenues.

Human Resources

HR Director Noble shared that each year staff attended the Bollard Law presentations. She reported that there were many legislative changes that would affect HR this year.

R -1b.1 Support Services

Data Services

As submitted.

Fleet Services

As submitted.

Information Technology

As submitted.

Logistics Services

As submitted.

Director Wall asked what caused the orders to be lower. Director Cordes stated she didn't know the cause.

R-1b.2 Community Services

Division Chief Stewart shared that he was new to the position.

Fire Marshal's Office

Fire Marshal Olson thanked everyone for their work and support with Fire Prevention month.

He noted they had about 90 individuals in attendance for the Station 18 open house. He thanked the wives that helped with this event.

Fire Marshal Olson shared that as of November 15, 2019 the new fire code would go into effect January 1, 2020.

Fire Marshal Olson shared that tomorrow there was an interview for a fire inspector position.

R-1c

Chief Charlton noted that this position was recently vacated with the retirement of DC Hari. He explained his name was there as a placeholder.

R-1c.1 Emergency Medical Services

EMS

Reports as submitted.

Health and Wellness

As submitted.

R-1c.2 Operations

As submitted.

Division Chief Corless shared that two captains and three lieutenants had been promoted.

Division Chief Corless reported that the Strike Team was back safely.

Training

As submitted.

BC Hopkins thanked the Board for allowing him to serve and for their heartfelt thoughtfulness in the decisions they made.

BC Browne shared that he was grateful for BC Hopkins working with him on the transition. He noted that BC Hopkins would be missed.

R.1c.3 Volunteer Services

Volunteer Services BC Deters noted that the Volunteer Academy had ended and they were out doing shifts. He shared that they helped with the Open House at Station 18.

Volunteer Services BC Deters shared the station coverage for the month.

Director Syring asked about attendance at the Station 18 Open House this year, compared to what it was when it began. Volunteer Services BC Deters shared that the safety message and tours helped keep attendance up.

Volunteer Association President's Report

Volunteer Association President Kragero discussed the Station 18 Open House. He noted that three years ago, there were 60 people in attendance. Last year, the Open House was not advertised well. He went on to share that this year, he talked with prevention staff about what they could do better. He explained that beginning in October, they had an announcement on the reader board. He shared this year, 98 people came through door. He stated it was a positive exposure to emergency response crews.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

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

Citizen John Kihlstrum noted that at one time, the mission statement was read at the beginning of the meeting. He wondered why it was not done and asked if it would be done again.

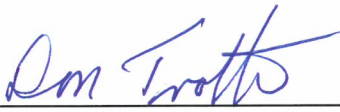
President Trotter shared he would think about reading the mission statement at the beginning of the meetings again.

President Trotter shared that there was cake in the back of the room.

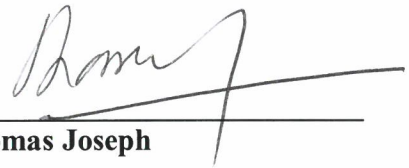
X. ADJOURNMENT

The regular board meeting was adjourned at 7:45 pm

Karen Strejc
Executive Assistant



President Don Trotter



Secretary Thomas Joseph