

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING February 24, 2020

(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, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Mike Corless; Division Chief Bill Conway; Division Chief Brian Stewart; Division Chief Josh Gehrke; Fire Marshal Shawn Olson; Medical Services Battalion Chief Josh Santos; Battalion Chief Jonathan Scheirman; Battalion Chief Nick Browne; Battalion Chief Brent Olson; Battalion Chief Steve Deters; Finance Director Christina Day; Data Systems Director Shelby Hopkins; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Fleet Director Bill Bischoff; Health and Wellness Director Heather Goodrich; Emergency Manager Ramirez; Captain Melanie Kinne; Public Information Officer Brandon Paxton; Apparatus Operator Andrew Gordian; Volunteer Association President Jerry Kearney; Genoa Ingram from Court Street Consulting; Citizens Lowell Peterson and John Kihlstrum, and Executive Assistant Karen Strejc. Director Joseph called into the meeting. Director Syring was on vacation and called in for the Executive Session.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO THE AGENDA

IV. APPROVAL OF THE MINUTES FOR THE BOARD WORK SESSION ON JANUARY 17, 2020 AND THE REGULAR BOARD MEETING ON JANUARY 27, 2020

The motion passed unanimously to approve both sets of minutes as written, with those in attendance.

V. PUBLIC COMMENT

None.

VI. PRESENTATION – LEGISLATIVE OVERVIEW

Lobbyist Ingram gave a legislative update for the short session.

Lobbyist Ingram shared that currently, the quorum in each chamber was a 2/3 majority. She noted there was a movement to pass a constitutional amendment to lower the quorum

requirements. She noted that voters would then decide on the proposed change in the 2020 election.

Lobbyist Ingram shared Legislation information:

- House Bill (HB) 4041 – Restructure of Emergency Management Services and Agencies
 - Dealt with inefficiencies for governor’s office command and control for disaster response.
 - She showed the current Oregon Emergency Services Delivery Framework as well as a draft of the new proposed framework.
 - She explained that the state had some extra funds to use, so they could restructure.
 - She noted it would be shelved and worked grouped.
- Senate Bill (SB) 1514, SB1516, and HB 4054 – Wildfire Mitigation
- HB 4062 – Workers’ Compensation
- HB 4126 – Riots
- HB 4060 – Reimbursement for Private Ambulance
 - She noted this would not pass this time. She added it would be brought back in 2021.
- Cap and Trade
 - SB 1530 and HB 4159
 - Both bills would modify statewide greenhouse gas emissions reduction goals. She explained it was quite a controversial topic.
 - She explained there was a lengthy discussion about taxes. She added this could lead to an increase in taxes for citizens.
 - She noted it passed the full committee that morning. It was reverted to the senate floor.
 - Currently, the Senate was denied a quorum and was blocked from taking any action as of this morning. However she noted that leadership in both the House and Senate had indicated they would continue to work on the bills.
- SB 1506 – Public Records

Lobbyist Ingram shared there was a large rally that morning with truckers circling the building and honking horns.

Lobbyist Ingram explained that constitutionally, the session would end on Sunday, March 8, 2020.

Lobbyist Ingram asked for questions.

VII. PRESENTATION – HUMAN RESOURCE UPDATES

Mandatory Training

HR Director Noble explained that the District found a need for updating the training for staff.

HR Director Noble shared that SAIF Personal provided access to training opportunities. She stated the trainings were 15-20 minutes long. She explained that starting July 2019, the trainings were being assigned as mandatory training to all employees through Target Solutions.

HR Director Noble stated that each month, one training topic was sent out; adding that the District had a policy that related to the topics staff would look at. She reviewed the topics that had been addressed.

HR Director Noble provided training topics that would be reviewed in the months ahead: ethics in the workplace, diversity awareness, stress management, safety in the workplace, sensitivity awareness, disaster preparation and facility emergencies.

HR Director Noble explained that the Board could participate in training if they chose to.

HR Director Noble explained that if they exhausted the list of trainings, there were other low cost or no cost opportunities and resources that could be used.

District Policy Update

HR Director Noble shared that policies were assigned to chiefs for updating. She shared that the District had 184 policies, with 19 outstanding for review.

HR Director Noble explained that for the policies used on a regular basis, it was easier to stay up to date; however, for policies that weren't regularly used, the District needed to make sure the details were reviewed each year.

Program Specialist/Executive Assistant Testing

HR Director Noble noted that there were 10 participants in the Program Specialist/Executive Assistant testing.

HR Director Noble explained that every candidate submitted a cover letter and resume. She noted they did a resume review and panel interviews.

HR Director Noble noted they were working on decisions for these promotions.

Director Wall asked how the staff completed the training assignments. HR Director Noble explained that staff completed the assignments through Target Solutions. She shared that staff acknowledged that they read the policy and would follow a link to do the training. She added that she was able to see who had and hadn't done the training.

President Trotter asked speakers to state their name and title prior to presenting.

Staff Development

Capt. Kinne thanked all that were involved with this program. She noted she would be meeting with the Staff Directors again on February 25 to discuss the onboarding process.

Capt. Kinne explained that they have divided the development process into three main categories:

1. New Hire Onboarding
2. Onboarding Training
3. Leadership Development

Onboarding

This would be the process of initiating new employees into the organization.

Capt. Kinne shared they would be developing an onboarding manual that would be given to all new employees.

Capt. Kinne explained that new employees would be given the manual, and participate in a two day orientation. The orientation would be facilitated by the Training department for consistency.

Capt. Kinne shared that the job specific training would be done by department the employee would be working in.

Capt. Kinne noted that they would be continuing a mentorship program, which would provide a relatable peer of equal rank as a point of contact for the employee.

Mandatory Compliance Training

Capt. Kinne explained that HR Director Noble spoke on this earlier.

Leadership Development

Capt. Kinne shared there would be a meeting tomorrow to discuss this development further.

• Internally Delivered Curriculum:

- Capt. Kinne noted that the Fire Officer I and II class were now taught annually. She explained this provided line personnel the opportunity to review what they learned several years previous. She also shared that staff would be allowed to do this as well.

• Externally Delivered Curriculum:

- Capt. Kinne shared this was in progress.
- Capt. Kinne stated they were trying to define what the District was looking for and what the District was trying to accomplish, as well as finding what company met our core and values.
- Capt. Kinne explained she talked with Clackamas Community College regarding their curriculum.
- Capt. Kinne stated they looked at grant options to help provide training (examples: risk management or legal compliance, and DPSST Grants). She shared these were state driven and had to open up to attendees from the entire region.

Annual Appraisal and Quarterly Check-in Process

DC Gehrke reviewed the goals of the new check-in and annual appraisal:

- Process would add value and was valued
- Accurate and timely
- Engage employees (only 1/3 since 2000)
- Fostered continual learning and growth
- Focused on future
- Conversational (Open, employee potential, energy and purpose)

DC Gehrke shared key points of the process

- Formalize the informal
- Increase frequency and interactions between supervisor and subordinate
- Simplify the process
- No Likert scale

DC Gehrke shared that the process was built from Washington Co. Sheriff's Office's process.

DC Gehrke shared that peer reviewed articles were reviewed. He also noted that many industries were going to the informal check-ins. He added that firms that were interviewed, who tracked informal check-ins, saw improvements.

DC Gehrke shared the DOR/MOR & Quarterly Check-in chart. He noted it would show:
How we were doing as team, individually, and organizationally?

DC Gehrke stated there would be a D1 Check-in button located on the D1Net that would link people to the log in.

DC Gehrke explained they were working on getting this appraisal system up and used. He added it was not ready at that time.

Director Wall asked about the transition from formal to informal methods. DC Gehrke explained that they would be setting the floor of a check in quarterly, but there would not be a ceiling of the number of interactions/conversations.

Director Wall asked how the DOR/MOR chart worked. DC Gehrke explained more on how the chart worked.

Director Joseph asked how they would memorialize the informal conversations. DC Gehrke explained this would be done electronically through MDE Inc., which would be the platform used. He explained they would be able to look at a glance to see who had done them and how many they had done. He noted this would be an employee's annual appraisal.

VIII. BUSINESS – Action Required

B-1 Request Board Approval of Three-Year Term Renewals of Clackamas Emergency Services Foundation Trustees Andrew Gordian, Jerry Kearny, and James Rhodes.

Chief Charlton shared that the Clackamas Emergency Services Foundation (CESF) was asking for the Boards' approval on these three-year term renewals. He shared that Trustee AO Andrew Gordian was also a representative from the International Association of Firefighters (IAFF) Local 1159 group. He noted that Andrew went to all the stations and educated them on the CESF.

Chief Charlton shared that Jerry Kearney was the representative from the Volunteer Association, and served as the Vice President for CESF. He noted that Captain James Rhodes was a representative and strategic partner from CCSO.

President Trotter explained that he was the liaison to CESF. He noted that all three trustees mentioned put a lot of time and effort into CESF.

Director Cross moved and Director Wall seconded the motion for the Board to approve the three-year term renewals of Clackamas Emergency Services Foundation Trustees Andrew Gordian, Jerry Kearny, and James Rhodes. The motion passed with those in attendance. Director Syring was absent.

IX. OTHER BUSINESS

OB-1 Board Committee/Liaison Reports

Board Executive Committee

President Trotter shared there was nothing to report. He noted they would be having a meeting prior to the next Board meeting.

Foundation Liaison

President Trotter stated that the Trustees met on January 28th. He shared they approved a donation of \$10,000 for invaluable training for Mt. Hood Search and Rescue Council. He stated that they also worked on updates to the Strategic Plan and policy information on the community support fund.

Joint Oversight Committee

President Trotter noted they met on February 18th with Estacada Fire (EFD #69). He noted that all was moving forward very well.

OB-2 Board Informational Updates/Comments

Recap of SDAO Conference

Director Wall noted SDAO had an exceptionally good conference this year. She shared she went to one of the presentations about the Life Cycle of a CEO. She noted it was worth her time to go. She reported there were many people there for the fire service.

Director Cross agreed with Director Wall. He shared it was the best SDAO conference he had been to. He reported there would be new laws affecting public employees effective as of Jan. 1st. He shared he sat in on a collective bargaining class taught by attorneys. He stated that attorney, Christy Monson, taught at the conference.

DC Stewart agreed with both Directors Wall and Cross. He noted there was a good set of classes and it was well worth the time to go.

City of Milwaukie's Nonprofit Low Income Housing Tax Discussion Recap

Director Wall shared that Chief Charlton, DC Whiteley and she met with two representatives from the City of Milwaukie's Planning department on February 12th.

Director Wall noted that the City of Milwaukie announced they would be diverting more tax dollars to fund low-income housing.

Director Wall explained they reformatted the Annie Ross Housing near Milwaukie High School. She shared they had proposed to overlay the entire city of Milwaukie with this. She noted that 100% of tax dollars would be diverted from CFD #1.

Director Wall asked President Trotter to have a work session in the coming months to sort out options and discuss what the Board wanted to do to deal with this. She explained that it was a goal of the City of Milwaukie to become the largest contributor of low-income housing.

It was noted this would increase CFD #1's service levels and demands for service and take away money.

Director Joseph felt it would be important to have a work session to discuss this issue. He asked if there would be any recourse for this.

Director Joseph asked what the total amount of revenue lost would be. Director Wall shared that they didn't know, because the City didn't know.

Chief Charlton had reached out to legal counsel to review the ORS to see how to work to change this.

DC Whiteley explained that over the last week, he had two other fire agencies reach out to find out how we were dealing with this. He added that CFD #1 was not the only fire agency dealing with this issue.

X. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton explained that the reports were structured differently this month. The Division head would give an overview of the report and have staff at the meeting to answer questions.

Chief Charlton noted that last Friday, chiefs, staff and volunteers met at Station 21 to clean up and get ready for a new community meeting room. He noted they were a week or two away from opening up the community meeting room.

Chief Carlton explained that CFD #1 would be receiving the 2020 Center for Public Safety Excellence Randy R. Bruegman Agency Innovation Award at the Excellence Conference in Orlando, FL. He noted it recognized Project Hope and the leadership of the EMS department and Community Paramedic AmyJo Cook with Clackamas County and Oregon Public Health, addressing the opioid epidemic in the community.

R-1a.1 – Public Information Office

PIO Paxton reported an uptick in social media.

PIO Paxton explained there were two large events in January, the Swearing-In Ceremony and the Awards Banquet.

Director Wall asked about the numbers given to value and data in the PIO report. PIO Paxton shared it was an industry standard recognized throughout local media. PIO Paxton explained the process.

Director Joseph asked how the publicity value was calculated. PIO Paxton explained how this was calculated.

R -1b Business Services Division

DC Whiteley thanked staff for the work done on the staff development process. He explained this was a large proponent of succession planning.

DC Whiteley explained there was a lot of testing going on. He noted they had a full week of firefighter interviews.

DC Whiteley noted he had an opportunity to sit on the panel during the Program Specialist Process. He was impressed on the qualities of staff and the energy they had.

DC Whiteley stated that it was getting down to crunch time with Accreditation.

DC Whiteley shared that they would be having an early Civil Service Meeting to get the firefighter list approved.

Director Wall asked HR Noble about revised job descriptions. She asked when they would receive the Chief's job description. HR Director Noble shared it would be prior to March 30th.

Director Wall asked about HR 101. HR Director Trish shared that HR 101 was Fire Officer Academy I. She noted they would discuss common questions that were asked by officers. She explained it was beneficial to many people as common topics are addressed. She added that in Fire Officer Academy II, they broke out and practice skills and scenarios.

Financial Services

Finance Director Day noted that her report was as submitted.

Finance Director Day explained that her report was fairly straight forward. She noted the full year spending estimates were going well and that they were doing well with the rest of spending.

R -1b.1 Support Services

DC Gehrke noted that the Fleet Department had been busy updating IGA and hours required. He explained they also installed auto strikers in ambulances.

DC Gehrke noted that Logistics was working on the PFAS change in foam, new black shirts for chiefs and new helmets.

DC Gehrke reported that the ITS Department had a successful cutover of the fire wall. He shared there were no major glitches after that. He also explained a CAD update was done.

DC Gehrke explained that the Data Department was working on Intterra.

Director Wall asked why there was so much mutual aid with Sandy Fire. DC Corless explained that Sandy Fire was one of our Mutual Aid partners and worked with Station 18. He talked with Chief Schneider, from Sandy Fire, about this. He noted that CFD #1 was Sandy Fire's second due in. DC Corless added that they were working on more staffing.

R -1b.2 Community Services

DC Stewart explained they were working through the testing processes. He noted that in January it was a front loading task for line and day staff to put together seven different processes. He thanked HR and Training staff, as well as line personnel for making all of this happen.

DC Stewart shared that the FMO Department hired Ryan Kragero as a Fire Investigator. He noted that the OPS group started using ESO.

DC Stewart noted some re-assigning of staff. Fire Investigator Izak Hamilton was now assigned to Estacada. Fire Investigators Rich Stenhouse and Matt Amos were now assigned to Boring.

DC Stewart reported that the Emergency Manager (EM) Ramirez had orders with the National Guard changed at the last minute last month. He traveled back and forth from Camp Riley. EM Ramirez worked with the North Clackamas School District on a table top exercise.

Accreditation

DC Stewart reported that a site team had been assigned. He shared the team leader was from Charlotte, NC. He reported they didn't know when they were coming. DC Stewart explained they were wrapping up self-assessment assignments.

R-1c

R-1c.1 Emergency Medical Services

Chief Charlton explained they kicked off the single responder program, Car 304, which would be responding to lower acuity calls. He thought they would see great success with nonemergency calls.

DC Conway shared his report was as submitted.

Director Joseph asked about the pilot program. Chief Charlton noted it was unbudgeted this year. He shared it was important to engage in this program to see if the District should budget for it. Chief Charlton explained it was a six-month pilot program and would run into the next fiscal year. He explained they would need to decide if the District would make long term commitments.

Operations

DC Corless shared his report was as submitted.

DC Corless met with OSFM and OFCA regarding USAR. He explained that Chief Charlton shared that they hope to see some money coming from the state.

DC Corless explained he met with the Port of Portland regarding replacing foam.

DC Corless noted they were working on a station alerting project through C800, beginning in May.

DC Corless explained that the Career Academy would be graduating in April.

Director Wall asked about the distress call at Hot Springs. She stated that the District sent water units, when there was no one in the water. DC Corless explained that when there was potential of someone in the water, they send all personnel. BC Brent Olson noted that they were out of cell phone service so people couldn't communicate with individuals. It was shared they were doing EF Recovery for individuals.

Volunteer Services

BC Deters reviewed drills that were given.

BC Deters noted they welcomed 10 new Explorers who would be led by Volunteer Adam Genskay.

BC Deters shared duty shifts for the month.

BC Deters explained that new recruits were out.

Volunteer Association Report

Jerry noted that about five years ago, he was instructed by BC Deters to report on what was done a month back, so he would be reporting on what was done in January.

Jerry shared that the Volunteers were ushers and guides at the Swearing-in Ceremony.

Jerry explained that the former Volunteer Association President Ryan Kragero resigned. He noted that the President position fell to him.

Jerry explained he represented the Volunteer Association at EFD #69 and at the Safety Committee. He helped get Station 21 handicapped ready.

Jerry noted he attended the Awards Banquet. He noted it was a pleasure to see the Volunteers get recognized.

B. Correspondence

Noted.

C. Informational Items

Noted.

Director Joseph stated that he liked the new format of the chief and chief officers' reports presented at the meeting.

D. Next Meeting

The next Board of Directors' meeting would be on Monday, March 16, 2020 at 6:00 pm at Station 5.

There would be a Special Board meeting on Monday, March 30, 2020 at 6:00 pm at Station 5.

XI. REGULAR BOARD MEETING RECESSED

President Trotter recessed the regular Board of Directors' meeting at 7:36 pm.

He explained that there would be a 15 minute break before beginning the Executive Session. President Trotter explained that they would celebrate Director Wall's birthday and cake would be served in the back of the room.

XII. EXECUTIVE SESSION CALLED UNDER ORS 192.660 (2)(h) REGARDING LEGAL COUNSEL

President Trotter called the Executive Session to order at 7:56 pm.

President Trotter adjourned the Executive Session at 8:40 pm.

XIII. REGULAR BOARD MEETING RECONVENED

President Trotter reconvened the regular board meeting at 8:40 pm.

Director Joseph moved and Director Wall seconded a motion to direct the Clackamas Fire District #1 attorney to communicate with the complainant's attorney. The motion passed unanimously with those in attendance.


Director Syring agreed that it would be good to notify them of the District's stand and thought it would alleviate any vagueness.

The regular board meeting was adjourned at 7:36 pm

Karen Strejc
Executive Assistant



President Don Trotter



Secretary Thomas Joseph