

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS' MEETING
January 27, 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, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Bill Conway; Division Chief Mike Corless; Division Chief Brian Stewart; Division Chief Josh Gehrke; Battalion Chief Nick Browne; Battalion Chief Burke Slater; Battalion Chief Jonathan Scheirman; 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; Facilities Director Scott Vallance; Captain Kyle Olson; Public Information Officer Brandon Paxton; Volunteer Association President Ryan Kragero; Volunteer Jerry Kearney; Genoa Ingram from Court Street Consulting; Citizens Chris Hawes, John Kihlstrum, Lowell Peterson, Mark Aasland and Stephani and Eric Hern; and Executive Assistant Karen Strejc.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO THE AGENDA

Chief Charlton noted that there was one change to the agenda. Under Other Business, OB-3, the Interagency Committee would provide a report.

IV. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING ON DECEMBER 16, 2019

The motion passed unanimously to approve the minutes as written for the December 16, 2019 board meeting.

V. PUBLIC COMMENT

None

VI. PRESENTATION – OPERATION SANTA CLAUS RECAP

BC Deters reported that this year Operation Santa Claus consisted of 15 community parades, 38 local businesses and agencies collected food and toys along with three schools and 19 fire stations. This was the second year of using Fire District facilities for the food warehouse and toys.

BC Deters thanked Station 14's crews for cleaning the bay for use in storing the bags of toys until they were moved to Logistics. Toys were housed in Station 14's Annex until they were bagged for the families.

He noted that the collection results were:

- 53,833 pounds of food
- 9,077 toys
- 501 families were served
- 2,177 citizens were helped

BC Deters thanked the Fleet/Logistics staffs for their help in cleaning out their bays in order for the bags of toys and boxes of food to be prepared for the pickup day. He thanked AT Deidre Toczyski and AT Peggy Gitts-Hauck for coordinating the pickup day with all of the recipients of the toys and food. He thanked everyone who came to help that day as it took many people to get it all distributed.

Again this year, a Warehouse Manager had been budgeted for, but at the beginning of the season he was hired by another fire agency. Many volunteers and staff helped fill the void to get the job done.

BC Deters shared what it took to make the program work:

- 15 Community Parades
27 average participants per parade
135 hours per parade
- Parade Sign Placement and Pickup
160 hours
- Barrel Delivery and Pickup
90 hours
- Toy and Food Pickup Day
312 hours
- Warehouse
168 hours

Director Syring shared that he helped on the pickup day and it was very well organized.

Presentation of the Community Involvement Award

Chief Charlton presented the Community Involvement Award to citizens Stephani and Eric Hern. He shared that while many citizens helped with the Op Santa Program, the Herns have hosted a holiday event the past few years where they have collected funds to support various community projects. The last several years they have chosen Op Santa. This year, through the generous donation of their guests, they raised \$3,500. These funds were used to purchase gift cards, which were used as gifts for the children in the families that received toys and food. The Chief presented Stephani and Eric each with a District Challenge Coin as well as the award.

VII. PRESENTATION – INTERRA SYSTEM

DC Corless and Data Systems Director Hopkins presented the Intterra System, which will help provide data-driven decisions. This system has empowered the fire industry to become better informed. It was founded in 2010 by a firefighter in Denver, Colorado. In 2013, TVFR became involved with them and in 2018, TVFR shared the system with regional organizations. In 2019, the Fire District joined in an IGA with TVFR regarding Intterra and the Oregon Department of Forestry and the Oregon State Fire Marshal's Office joined Intterra for wildland.

It was explained that the Fire District would use Intterra on a daily basis for analytics, preplans and real-time resource management. It would provide incident volume data at one's fingertips

DC Corless explained that the Fire District had over 200 preplans that were used to show how to enter buildings. Battalion Chiefs would be able to use these plans to help place resources on a call. There would be a soft roll-out in April, with a hard roll-out in July. These plans would be able to be updated on a tablet on the spot as changes were found that needed to be made.

Director Joseph asked how long the training process was District-wide. DC Corless shared that BC Olson taught himself in 30 minutes.

DC Corless shared that one station in each battalion would update maps. These would be live updates. A preplan coordinator would be needed to check the plans.

Data Systems Director Hopkins explained that neighboring agencies would see what CFD saw on maps with Intterra. DC Corless shared that all agencies in Clackamas and Washington Counties were using it.

Director Cross asked if the data from Intterra could be merged with AMR data. DC Corless explained that it was in process regarding how to integrate this data.

Director Wall asked about the resource management component and how it worked with dispatch services. DC Corless explained that Intterra received the same CAD feeds and the same information as dispatch. Intterra would be used as a response tool.

The regular board meeting was recessed at 6:33 pm

VIII. ANNUAL MEETING OF THE MEMBER OF THE CLACKAMAS EMERGENCY SERVICES FOUNDATION

President Trotter called the annual meeting of the Member of the Clackamas Emergency Services Foundation to order at 6:33 pm.

Chief Charlton shared the proposed operating budget for 2020 for the Foundation. A budget subcommittee was assembled and the budget was presented to the Trustees for approval at their November Trustees' meeting and it was now being presented to the Member for approval.

Director Syring shared that 2019 was a great year for the Foundation. He asked what the assets were for the Foundation. Chief Charlton shared that the Foundation had over \$200,000 in assets. The exact amount could be sent out tomorrow. The Foundation was increasing the amounts in the areas of giving such as community assistance and community support. This would be offset with the annual fundraiser and employee contributions.

Director Joseph asked that the process was to help citizens in need of a hotel for a night, food, etc. Chief Charlton explained that funds were carried on all apparatus and response vehicles. If the need went above the amount on the apparatus, the on-duty battalion chief could provide more as they each carried a District credit card. Through the first responders, funds were available 24-hours a day. The other first responder agencies that were included in the Foundation were Colton Fire District #70, Estacada Fire District #69, Clackamas County Sheriff's Office, the Milwaukie Police Department and the Oregon City Police Department.

Director Cross moved and Director Syring seconded the motion to approve the proposed 2020 annual operating budget for the Clackamas Emergency Services Foundation. The motion passed unanimously.

The Annual Meeting of the Member of the Clackamas Emergency Services Foundation was adjourned at 6:38 pm.

The regular board meeting was reconvened at 6:38 pm.

IX. BUSINESS

B-1 Request Board Approval of Temporary and Permanent Easement with Clackamas County

Chief Charlton explained that a request for Oak Grove Blvd ADA improvements at Station 3 was brought before the Fire District by Clackamas County. The County was looking for the Fire District to enter into agreements for temporary and permanent improvements. The request had been reviewed by the Board Capital Projects Committee. Legal Counsel had also reviewed the request. The Fire District would be reimbursed a little over \$3,000. Chief Charlton noted that this improvement would create a safe option for people to cross the street. The Fire District was concerned that there might be impairment for the apparatus to get down the street during the construction phase, but learned that there would be no disruption of services. There would be no cost to the Fire District other than Legal review.

Director Joseph moved and Director Cross seconded the motion for the Board to approve the authorization of the Fire Chief to enter into the County Obligation Agreement, Temporary Construction Easement and the Permanent Right of Way Easement for road purposes with the Clackamas County Department of Transportation and Development for Oak Grove Blvd ADA improvements. The motion passed unanimously.

B-2 Request Board Approval to Surplus AirShore Equipment

Capt. Olson shared about the Fire District's Technical Rescue Program. Staff was requesting Board authorization of surplus tools and using them as trade-in credit for new equipment. He explained that funding was no longer available to Urban Search Rescue (USAR) Teams. It had

been difficult to service and replace the equipment for agencies. In February 2019, the Board approved the sale of a Heavy Rescue apparatus. These funds were to be used for new USAR equipment. Agencies were moving away from AirShore as Paratech was 10 times stronger and safer. A local vender was found to purchase the old equipment and these could be traded in and the District would receive 20% off new equipment.

Director Cross moved and Director Wall seconded the motion to approve the trade-in of the old obsolete UASI AirShore tools to offset the purchase of the new Paratech equipment. The motion passed unanimously.

B-3 Request Board Approval to Purchase Paratech Equipment

Capt. Olson shared that \$69,112 would be used in trade-in credit and included the 20% discount. These tools would be used in the HazMat program. The funds had been in line items in the budget and were ready to be used.

Director Wall asked how many tools there would be and where would they be located. Capt. Olson explained that the new tools would be placed on HR305 and T316. The goal was to take any tools and move them south to create another rig. This would enable tools to get out and be deployed faster.

Director Cross moved and Director Syring seconded the motion for the Board to authorize the purchase of new Paratech Rescue equipment in the amount of \$69,112, utilizing funding from the sale of the UASI Heavy Squad apparatus for the purchase. The motion passed unanimously.

X. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Ingram shared that the Legislative 2020 short session would begin February 3. One of the bills being considered was an Omnibus Public Safety bill, HB4041, which would return the Office of State Fire Marshal to a separate agency. She would catalog the bills and prepare a report for the Board each Friday that the legislature was in session.

OB-2 Review of Strategic Business Plan Update

Chief Charlton explained that twice a year the Fire District's Strategic Business Plan was updated and presented to the Board. In the board packet were two copies – one copy showed the track changes and the other copy was a clean copy.

Director Syring mentioned that the updated Strategic Business Plan was necessary for the Accreditation process. Chief Charlton shared that the Plan would go along with the updated Standards of Cover document.

OB-3 Board Committee/Liaison Reports

Capital Projects Committee

Director Wall reported that the committee met on January 6. Topics discussed included the project updates on the Training Center and the Estacada Fire District's station bathroom. Several

new projects discussed included the Oak Grove Blvd ADA improvements, the female locker room improvements at Station 1, and improvements of the Training Center grounds.

Projects coming up included a modular office and seismic upgrades at Station 2. Estacada Fire District (EFD) had seismic grant funds, but EFD needed to match the funds. CFD has received approval from the County to apply the Urban Renewal Funds to projects already completed. There was a time limit on the funds, but the County had extended the time to spend the funds.

Executive Committee

Director Cross reported that they met last week prior to the work session. Those who were in attendance included Chief Charlton, Director Trotter, PIO Paxton, Executive Assistant Strejc and himself. Discussion included the process for the Fire Chief Selection/Recruitment package. They laid out rough timelines for what needed to get done. Chief Charlton was developing a process to replace himself.

Foundation Committee

President Trotter reported that the minutes from the Clackamas Emergency Services Foundation Board of Trustees' meeting from Nov. 26, 2019, were in the board packet.

President Trotter reminded everyone that the Foundation's Dinner and Auction Fundraiser was Saturday, March 14. As of this week, the menu would be on the website. If anyone would like to purchase a table or if they had information for auction items, please contact him. More information was also included on the Foundation's website, www.cesf.us.

Interagency Committee

Director Syring reported that the committee met with Sandy Fire District #72 on January 21. Chief Officers and board members from both districts were in attendance. The last meeting the two agencies had was in 2014-2015. Discussion included service levels and how the stations were staffed. The group discussed the possibility of staffing Station 18.

Sandy Fire was interested in collaboration, but didn't ask for anything.

A feasibility study was also discussed.

The next meeting would be scheduled to take place in March.

Joint Oversight Committee

Director Syring reported that the committee met on January 14. BC Deters gave a thorough update on how the Contract for Service was working.

Chief Charlton provided a recap of the EFD Board work session and their board meeting. Several projects were discussed – providing a survey of the George Road property and disposing of property. EFD was approached to provide a Volunteer Firefighter of the Year for the award given each year by the American Legion. CFD was helping to facilitate this process.

BC Deters shared there would be a low cost or no cost to upgrade Station 330. Sonitrol would begin installation on January 27 so that ID cards could be used to gain entry. All EFD staff would be moving to the main station's office. He was working on a few IT changes. Things were going smoothly.

Director Wall asked why CFD was doing the surveying and sale of real property. Chief Charlton shared that staff took on these projects to complete them. Costs weren't included in the contract and would come out of EFD's Materials and Services.

OB-4 Board Informational Updates/Comments

Chief Charlton reported that at the Board work session on January 17, it was decided to have a Board Executive Committee meeting in February and a Board work session would be scheduled in March where the packet for the Fire Chief Selection Process would be completed. A letter of intent would be included.

Director Syring shared that the first answer needed was to decide whether to stay internally or go externally. Chief Charlton shared that the decision would be made based upon the letters of intent that would be submitted. He would be presenting several packet options.

Director Wall suggested to make it a special board meeting in March instead of a work session so that the Board could take action if desired. Chief Charlton shared that the packet could be approved and the process could move forward. It was the consensus of the Board to have a special board meeting in March.

XI. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton reported that on:

Jan. 2 –welcomed 9 new employees from EFD

Jan. 6 – hired a new Training Tech – Shawn Hepler who was a CFD Volunteer
Firefighter

Jan. 27 – Recruit Academy 20-1 began with 7 new Firefighters. 5 were CFD Volunteer
Firefighters

Jan. 28 – Volunteer Association President Ryan Kragero would begin work as a CFD
Fire Inspector.

Chief Charlton reminded everyone that Thursday, January 30, was the Awards Banquet. There would be 58 award recipients with 253 people attending.

R-1a.1 – Public Information Office

As submitted.

Director Syring shared that he liked having the jobs noted on social media for CFD and EFD. PIO Paxton shared that EFD's social media mirrored what was on CFD's.

President Trotter requested that staff either stand or raise their hand when giving their report.

R -1b Business Services Division

DC Whiteley reported that January was a very busy month. He recognized the Staff Directors and department heads. He commended them for their hard work. The Training and HR Departments had taken on a staff development project to look at opportunities to train supervisors. Some of the classes would be taught by other staff and other classes would have speakers from outside the agency to conduct the class.

Financial Services

As submitted.

President Trotter asked if there would be any information provided to the Budget Committee. Chief Charlton explained that a mid-year report would be provided to Committee.

Human Resources

HR Director Noble reported that there were promotional opportunities coming up for five program specialists and the Executive Assistant position. Staff could apply to as many of the positions as they would like as long as they met the requirement of having a bachelor's degree.

R -1b.1 Support Services

As submitted.

Data Services

As submitted.

Fleet Services

As submitted.

Logistics Services

As submitted.

R -1b.2 Community Services

As submitted.

Emergency Management

DC Stewart shared that EM Ramirez was on military duty for the next two weeks. He was, however, returning for a meeting Tuesday, Jan. 28, to give a presentation in Estacada.

Fire Marshal's Office

As submitted.

R-1c

R-1c.1 Emergency Medical Services

EMS

As submitted.

Health and Wellness

As submitted.

Health and Wellness Director Goodrich shared that the new staff position applications for Medical Assistant / Wellness Assistant closed on January 26.

R-1c.2 Operations

As submitted.

R.1c.3 Volunteer Services

BC Deters reported that December was filled with Op Santa events.

Volunteer Association Report

Volunteer Association President Kragero thanked the Board for creating an environment for the Volunteers to have good training.

Facilities

Facility Maintenance Director Vallance shared that Custodian Brycen Moore and his wife had a baby boy on January 23, 2020.

B. Correspondence

Noted.

C. Informational Items

Noted.

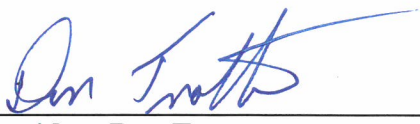
D. Next Meeting

The next meeting would be on Monday, February 24, 2020 at 6:00 pm at Station 5. It was noted that the meeting would be a week later than normal due to the Presidents' Day holiday.


XII. ADJOURNMENT

The regular board meeting was adjourned at 7:32pm

Karen Strejc
Executive Assistant



President Don Trotter



Secretary Thomas Joseph