

# Clackamas Fire District #1



## **REGULAR BOARD OF DIRECTORS' MEETING April 20, 2020**

(This meeting was recorded.)

### **I. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting was 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 Bill Conway; Division Chief Brian Stewart; Division Chief Josh Gehrke; Battalion Chief Nick Browne; Medical Services Battalion Chief Josh Santos; Battalion Chief Michael Carlsen; Battalion Chief Steve Deters; Finance Director Christina Day; Health and Wellness Director Heather Goodrich; Public Information Officer Brandon Paxton; Program Specialist Tracey Grisham; Administrative Technician Rachel Trotman; Volunteer Association President Jerry Kearney; Genoa Ingram from Court Street Consulting; Citizens William Gifford and Larry Kirk; and Executive Assistant Karen Strejc.

### **II. CHANGES TO AGENDA**

Chief Charlton reported no changes to the agenda.

Chief Charlton thanked everyone for attending the first board meeting using teleconference.

President Trotter asked if there were any public attendees, who had public comments. There were no public comments.

### **III. APPROVAL OF MINUTES OF REGULAR BOARD MEETING ON FEBRUARY 24, 2020**

Director Wall noted that she had already let Executive Assistant Strejc know about a typo in the Legislative update. Executive Assistant Strejc shared that she corrected the minutes.

**By consensus, the minutes were approved as corrected.**

### **IV. PRESENTATION – HEALTH AND WELLNESS UPDATE**

Health and Wellness Director Goodrich shared that she submitted her presentation via staff report and accompanying PowerPoint presentation. She was ready to answer any questions.

Chief Charlton asked Health and Wellness Director Goodrich to report on the wellbeing of staff.

Health and Wellness Director Goodrich shared that the Wellness Department had been busy helping staff and providing resources. She noted that they had assigned Peer Support Liaisons to

various departments, stations, volunteers, workgroups, etc. The Peer Support Liaisons had been passing along information from the Wellness department to staff.

Health and Wellness Director Goodrich explained that they had held Zoom meetings with Behavioral Health Specialist, Tim Dietz, and various work groups (administrative staff and firefighter crews). She shared that Tim gave information and Wellness staff reiterated what resources were available. She noted that Tim would be joining the Executive Team at the next Executive Team meeting this week. She stated that there would be a meeting with Tim available for family members and Volunteers on April 22, in the evening.

Health and Wellness Director Goodrich explained that these meetings were a dialogue, but also a chance to remind everyone of resources provided by the District, the state of Oregon and the IAFF. She created a document, "Taking care of Yourself," which shared information on the District's EAP and peer support benefits, as well as information on managing anxiety, creating resiliency, supporting family members during this time, basic information on hand washing, social distancing, and steps to prevent the spread of COVID-19. A basic workout was also included. She noted that after the meetings, the Wellness department provided follow up information on some free fitness apps and websites, more mental resources, as well as tips for help with sleep and nutrition.

Health and Wellness Director Goodrich noted that she and Wellness Specialist McVicker had been staying on top of exposure reporting and self-monitoring for high-risk individuals.

Health and Wellness Director Goodrich explained that she had been designated the Safety Officer during the COVID-19 pandemic.

Director Syring was glad to see people were using the Peer Support program. He noted that the program was used 611 times, so far, this year.

President Trotter noted that he was glad to see that there were 11 new Peer Support people. He felt it was a great step to continue this program. He felt it was a very important program.

Director Joseph asked Health and Wellness Director Goodrich if testing for COVID-19 was done inside the District, or at an outside Agency. Health and Wellness Director Goodrich noted that they were providing staff resources to go get tested outside of the District.

Director Joseph asked how many of CFD #1 staff and firefighters had been sent for testing. Health and Wellness Director Goodrich was not sure, explaining that they give staff and firefighters the information on where to go to be tested. She reported that no one had tested positive. She noted that if anyone tested positive, she, DC Conway, DC Corless, and BC Santos should be notified.

Director Cross mentioned that Legacy Go Health provided testing and had results from testing within 45 minutes. Health and Wellness Director Goodrich noted that Legacy Go Health was the number one place on CFD #1's list to go for testing.

**V. BUSINESS – Action required**

**B-1 Request Board Approval of Proclamation 20-01 for EMS Week May 17-23, 2020 with the theme, “EMS Strong: Ready Today. Preparing for Tomorrow.”**

**Director Cross moved and Director Joseph seconded the motion for the Board to approve Proclamation 20-01 for EMS Week May 17-23 with the theme, “EMS Strong: Ready Today. Preparing for Tomorrow.” The motion passed unanimously.**

**Public Comment**

Chief Charlton shared that William Gifford and Larry Kirk had joined the meeting as citizens. He asked President Trotter if he would like to ask the citizens if they had anything to share for public comment or if he would like him to move on with Item B-2.

President Trotter asked if William or Larry had any public comments to make.

Larry did not have any comments.

William asked Health and Wellness Director Goodrich, how information and planning that CFD #1 had done around COVID-19, was coordinated with the county. Health and Wellness Director Goodrich deferred this question to DC Conway, DC Corless or BC Santos.

DC Conway shared that CFD #1 had been coordinating with the county. He noted that specific information had come from the Oregon Health Authority (OHA). He stated that everyone had the same information. He explained that the specific directives and protocols were within the Fire District. DC Conway explained that CFD #1 coordinated with neighboring agencies, and everyone was doing pretty much the same thing, depending on who had what type of personal protective equipment (PPE).

William asked about PPE for CFD #1. DC Conway shared that the District was doing well with PPE. William was impressed with the way CFD #1 and Clackamas County had gotten ahead of things.

President Trotter thanked William for his comment. He directed the meeting to go back to Item B-2.

**B-2 Request Board Appointment of Budget Committee Members**

Chief Charlton noted that in February, there were two Budget Committee member vacancies. He explained that one vacancy was due to Rob Wheeler choosing not to continue on the Budget Committee. He noted the other vacancy was due to William Gifford’s term expiring as of April 30, 2020.

Chief Charlton stated that they received three applications for two positions. He noted that he and Finance Director Day interviewed all applicants on April 10, 2020. The applicants were William Gifford, Heidi Hicks, and Larry Kirk. Chief Charlton noted that Heidi Hicks had applied last year, and started to go through the process, but did not continue and the Board



selected someone in her place. He shared that they decided at that time, that if there were future vacancies, they would reach out to those who had applied in the past and encourage them to apply again.

Chief Charlton explained that all three had good interviews and great experience. Chief Charlton shared that he and Finance Director Day recommended that the Board appoint William Gifford and Heidi Hicks to the Fire District's Budget Committee and as they did last year, continue to engage Larry Kirk and encourage him to apply for any future vacancies.

**Director Joseph moved and Director Wall seconded the motion for the Board to appoint William Gifford and Heidi Hicks each to a three-year term on the Fire District's Budget Committee. The motion passed unanimously.**

President Trotter noted that the first of two Budget Committee meetings would be on May 7.

## **VI. OTHER BUSINESS – No action required**

### **OB-1 Legislative Update**

Lobbyist Genoa Ingram noted that her report was as submitted, with the exception of information that came in that day, from the Governor, regarding plans to re-open Oregon.

Genoa shared that there were three phases for re-opening Oregon.

- **Phase 1**

- Genoa shared that phase one talked about the opening of restaurants and personal services (hairdressers, massage technicians, etc.), but with certain caveats such as social distancing, masks, hand sanitizer, etc. She shared that discussions would start this week. She shared that there would be a remote teleconference briefing, on the upcoming Thursday. Chief Charlton would be attending.
- The following restrictions would apply:
  - Vulnerable individuals would continue to shelter in place
  - All individuals, when in public, would maximize physical distance from others
  - Individuals would avoid socializing in groups of more than 10 people
  - Common areas where people were likely to congregate and interact would be closed
  - Non-essential travel minimized
  - Tele-work would continue whenever possible

Genoa shared that once Phase 1 was implemented, there would be markers along the way, such as the number of cases identified, recommendations from Public Health Authorities, etc., to determine when Phase 2 would go into effect.

- **Phase 2**

- Gatherings could increase to 50
- Non-essential travel could resume
- Schools and gyms could open under physical distancing

- **Phase 3**

- Mass gatherings size increase
- Worksites could have un-restricted staffing

- Visitors to nursing homes would be allowed
- Restaurants and bars could have more seating

## **OB-2 Board Committee/Liaison Reports**

### **Foundation Liaison**

President Trotter shared that the minutes from the January 28, 2020 Clackamas Emergency Services Foundation meeting were included in Section R-1b of the Board packet.

Director Syring shared he noticed that Colton Fire joined the Foundation, which he thought was good. He asked if there were any other Fire Districts in the county, besides CFD #1 and Colton Fire, in the Foundation. President Trotter responded no. President Trotter also shared that Colton Fire was a Liaison member, meaning that they could participate, but not vote.

Director Joseph brought up community support for the Foundation. He explained that the Clackamas Rotary Board was set to approve a financial donation. He also stated that Country Financial Insurance was going to consider making a monetary donation for COVID-19. He noted that the Foundation should be getting some funding from various sources for COVID-19 related expenses.

William Gifford asked if the Foundation was eligible for federal funding.

President Trotter shared that they were still working on information for the Foundation Dinner Auction. He explained that it was postponed until the Governor changed how many people could meet.

### **Joint Oversight Committee**

Director Syring noted that they had a meeting on April 14, 2020, via Zoom. At the meeting, BC Deters and Chief Charlton gave updates on the projects done at EFD #69 (sale of property and survey done) as well as a COVID-19 update.

Director Syring stated that most of the time at the meeting on April 14 was used to discuss the legal integration process for the election in November. He provided a summary of items discussed:

- Both Boards would be asked to approve merger resolutions at the July board meetings.
- In July, the City of Estacada would be asked to approve a resolution.
- None of the cities within the CFD #1 service area would have to pass a resolution.
- August 12 - there would be a joint board meeting between the two districts.
- August 14 - the filing of the notice of election. After this step, the legal portion would be complete.
- September 3 - measure would be filed.
- September 8 - first pamphlet statements would be due. After this, the roughly two-month long campaign would begin.

Director Syring explained that PIO Paxton shared an outline of a campaign strategy with a communication plan.

Director Syring thought it was a good meeting and that they were off to a good start.

President Trotter agreed with Director Syring and thought it was a good meeting. He noted that everyone talked and shared their ideas. He shared that the next meeting would be May 19, 2020.

## **VII. INFORMATIONAL ONLY**

### **A. Division / Department Reports**

#### **R-1a Fire Chief's Office**

Chief Charlton noted that the Fire District created an Incident Management Team to help during the COVID-19 pandemic.

Chief Charlton shared that they came up with five objectives

1. Protect the safety, health, and well-being of our staff and the communities we serve.
2. Adopt a flexible response model to meet the demands of a dynamic pandemic threat.
3. Continue essential business functions.
4. Cooperate and collaborate with community stakeholders.
5. Use a variety of messaging platforms to educate and to communicate accurate and timely information to our staff and the communities we serve.

Chief Charlton stated that COVID-19 was still a real threat in Clackamas County. He explained that they received a daily report from Clackamas County. On the most recent report, the county had 171 cases, which was up 29 cases from last Friday. He added that there were five deaths total in the county, which was up two deaths from last Friday.

Chief Charlton explained that all reports were in the board packet. He noted they were happy to answer any questions, but noted that not all staff were on the Zoom meeting.

#### **R-1a.1 Public Information Department Report**

President Trotter asked if there were any questions for the PIO. There were no questions.

#### **R-1b Business Services Division**

DC Whiteley shared his report was as submitted with several highlights.

DC Whiteley commended the staff for stepping up and working with COVID-19 planning, working remotely, etc.

DC Whiteley noted that the Accreditation site visit was pending at that time. He explained that they had a team, but no date set yet.

#### **R-1c Emergency Services Division**

Chief Charlton reported that staff in EMS and Operations had been very busy. He explained that Health and Wellness Director Goodrich and her staff had been working on keeping everyone healthy.

### **R-1c.2 Operations**

Director Cross asked Chief Charlton if they had noticed a decrease in run volume overall, or in any specific area. Chief Charlton shared that they had looked at calls for service daily. He reported that they started to see calls for service plateau or go down a little bit, but they saw the time on scene had gone up. He explained they had asked the first responder crews to slow down and take longer on calls, to be safe, during COVID-19.

Director Syring had a question on the incidence reports. He noted that for the first three months of the year, Brush 18 responded 96 times and Engine 318 responded 51 times. BC Deters explained that Brush 18 was staffed every night.

Director Syring commented that the numbers showed that it would be good to staff the Eagle Creek station full time in the future.

### **R-1c.3 Volunteer Services**

Director Syring mentioned the coverage of the volunteer stations. He asked when they would staff the George Road Station (Station 333). He thought it had been one of the priorities to staff this station with volunteers and do it leading up to the election. He asked if it would be staffed between then and November.

BC Deters shared that the plan was to get staffing at Station 333. BC Deters explained that during the transition, they focused first on Station 330. He shared that last week, they were able to do some maintenance, and get computer stations installed at Station 333. BC Deters explained that it was now outfitted and ready for use, so they would be having discussions regarding how to make that happen.

## **B. Correspondence**

Noted.

## **C. Informational Items**

Director Syring brought up the Firefighter Story Time on Facebook. He thought it went well and said that they did a great job. He saw there were 13,000 views.

Director Cross agreed with Director Syring. He stated they did a good job. He also received positive comments from folks he knew about these posts.

PIO Paxton shared some information about the Firefighter Story Time. He explained that Captain Nate Hon suggested reading books to the community. He shared that once CFD #1 had to close the doors and could not allow the community to visit; they were looking at ways to reach out and engage with the community. He shared that they thought that reading books would provide a good break for kids and parents, and the segments could allow the crews to show an engine, station, etc.

PIO Paxton explained that segments would be recorded and posted on the CFD #1 YouTube channel as well as all the CFD #1 social media platforms. He shared the plan would be to do this



at each fire station. He explained that the Crews were enthusiastic about this program. They had a goal to get out two segments each week and highlight all of the community fire stations.

PIO Paxton shared that the first segment took place at Station 10. AO Steve McAdoo read a book and FF AJ Stuck gave a tour of the engine, both of which, were recorded. He explained the facilities were closed to the public, but this allowed the public a way to virtually see what the District had going on. He stated that the segments were wildly successful and the second segment, from Station 11, with Lt. Ryan Patrick was released that morning.

President Trotter stated he appreciated the program.

#### **D. Next Meeting**

President Trotter noted that the next Board of Directors' meeting would be on Monday, May 18, 2020 at 6:00 pm. by remote conferencing.

#### **Final comments**

Director Joseph asked if the meeting would definitely be done via remote conference. He asked what would happen if the state would open up. President Trotter explained that it would be notated in the public meeting notice.

Director Wall wished Executive Assistant Strejc a belated happy birthday.

The group also wished DC Gehrke a belated happy birthday.

#### **VIII. ADJOURNMENT**

Meeting adjourned at 6:50 pm

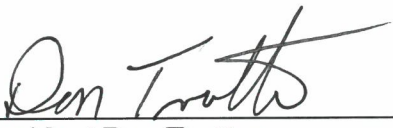
#### **UPCOMING EVENTS:**

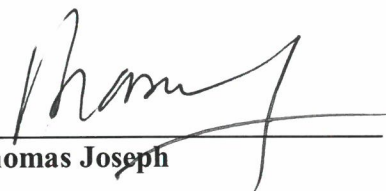
May 7 – First Budget Committee Meeting – 6:00 pm

May 18 –Regular Board Meeting – 6:00 pm

May 21 – Second Budget Committee Meeting - 6:00 pm

Karen Strejc  
Executive Assistant

  
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President Don Trotter

  
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Secretary Thomas Joseph