

# Clackamas Fire District #1



## **REGULAR BOARD OF DIRECTORS' MEETING August 17, 2020**

**(This meeting was recorded.)**

### **I. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting has been recorded.**

President Trotter called the meeting to order at 6:00 pm. He noted the meeting was being held via teleconference.

**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 Josh Gehrke; Division Chief Nick Browne; Division Chief Brian Stewart; Battalion Chief Steve Deters; Battalion Chief Melanie Kinne; Battalion Chief Michael Carlsen; Battalion Chief Tony Cordie; Battalion Chief Jason Ellison; Battalion Chief Dan Mulick; Fire Marshal Shawn Olson; Staff Captain Mike Verkest; Captain/Local 1159 Shop Steward Greg Holland; Captain/Local 1159 Secretary Nate Hon; Finance Director Christina Day; Data Systems Director Shelby Hopkins; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Fleet Director Bill Bischoff; Public Information Officer Brandon Paxton; Emergency Manager Gregg Ramirez; Apparatus Operator/Local 1159 Steward Andrew Gordian; Payroll Specialist Shanti Burns; Program Specialist Amanda Neelands; Volunteers Tom Benschoter and Jerry Kearney; Genoa Ingram from Court Street Consulting; Volunteer Association President Kirk Hambley; Sandy Fire District Division Chief Jason McKinnon; Fire District Medical Director Dr. Ritu Sahni; Jeff Griffin of Wilson-Hiergood Association; and Executive Assistant Rachel Trotman.

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

Chief Charlton reported no changes to the agenda. He introduced two guests: Jeff Griffin from Wilson-Heirgood Association and the Fire District's Medical Director, Dr. Ritu Sahni.

### **III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON JULY 20, 2020.**

There were no changes to the minutes.

**The minutes were approved unanimously as written.**

### **IV. PUBLIC COMMENTS**

None.

### **V. PRESENTATION – BOARD TRAINING – Jeff Griffin from Wilson- Heirgood Assoc.**

Jeff explained that SDAO and OFDDA came together in the 1990s to focus on reducing lawsuits and injuries to firefighters.

Jeff Griffin shared that there were five areas where they could get discounts on insurance, and this training would qualify them for two points. He would work with staff to make sure they qualify for all the opportunities for the maximum credits.

Jeff explained that this presentation was the first half of Board Duties and Responsibilities (the other half will be next year). They would discuss laws from a risk management perspective and how it could affect them. He noted that last time he talked about the six duties and fiduciary responsibilities that the Board has: care, loyalty, obedience, giving direction to district, oversight, and providing resources.

Jeff explained that every public entity in the state of Oregon is formed under a chapter of law. He shared that Fire Service is formed under ORS 478.

Jeff shared that the major statutes that impacted them:

- |                               |               |
|-------------------------------|---------------|
| ○ Formation Law               | ○ ORS 279     |
| ○ Tort 30.260-30.300          | ○ ORS 294     |
| ○ Federal and State Protected | ○ ORS 297     |
| Classes                       | ○ ORS 656     |
| ○ ORS 192                     | ○ OR-OSHA DE! |
| ○ ORS 243                     | ○ Ultra Virus |
| ○ ORS 244                     | ○ Personal    |

Jeff explained that there is a tort statute (Tort 30.260-30.300) that limits how much they can be sued for and how long they can be sued. It also gives discretionary immunity. Jeff gave a couple examples. This tort is important because it protects the District.

Jeff explained federal and state civil rights. He noted there are seven federal civil rights and 18 Oregon civil rights. He shared the importance of treating everyone with the same respect. They should assume that everyone is protected under at least one of the civil rights.

Jeff shared that each statute gets revised every year or two. He noted the importance to have staff at board meetings because what was learned last year is likely different than this year. The laws are always changing.

Jeff presented on ORS 192, which was rewritten in 2019. ORS 192 covers public records and open meetings. They should assume everything is a public record and always chose words carefully. He shared that if they ever receive a request at home, they should get into the District as soon as possible, so they can get a proper request back. He noted that most records in Oregon are public. He said that the Boards are asked to have what is referred to as "Clean Hands." Board members need to make sure that everything they do as public entity is available to citizens. He explained that there are some records that are not public such as HIPAA records, as they are protected health records.

Jeff shared that there are five types of meetings that the Board will have. Jeff said that the rules were very specific, and the management team does an outstanding job to make sure they comply with the meeting requirements. Jeff explained that the Executive Session is the only one the Board can do behind closed doors and it is limited as to what they can do in an Executive Session.

Jeff explained that ORS 243 requires accidental death coverage for fire fighters. He said that it allows paid fire fighters to take their benefits with them until they are 65. They must pay for those benefits, but it does require that they have an option to take them.

Jeff presented on ORS 244 which is the law pertaining to ethics. He noted that ORS 192 and ORS 244 are integrated. Jeff said that the important thing for the Board to remember is that there should be no personal gains of any kind. He explained that if this is not done, it could be grounds for a complaint to the ethics board.

Jeff shared that ORS 279 was the purchasing statute. Oregon law requires that they have a purchasing process in place. He noted that CFD #1 meets and exceeds this statute.

Jeff then presented on ORS 294 which is the Budget Law. He advised them not to casually move money around, adding that there can be a personal liability with that. He explained that if they can't stay within budget, they need to notify their accountant and attorney and they can file with state appropriately, so the Board is protected.

Jeff presented on ORS 297 which is a statute that requires the District have a crime policy protecting the District from theft of their revenue.

Jeff presented on ORS 656 which is the Workers' Compensation law. During COVID-19 they were seeing more unusual claims.

Jeff presented on OR-OSHA DEQ. He said they needed to comply with those sections. Jeff said that when OSHA visits, there will be citations, but there always are. OSHA is currently rewriting some of the rules regarding infectious disease.

Jeff explained that ultra vires is acting outside of one's legal scope of authority.

Jeff explained personal liability. He shared that when they were together as a Board and quorum, they give the District life and direction, but when they are away from the board table, they are individuals. He said that citizens may confront them at a restaurant or store and challenge them about something the District is or isn't doing. Jeff advised them not to say they will fix something, because they are not in a board meeting and don't technically have the authority to do so. Board members need to coach the citizens to:

1. Go see or talk to the Fire Chief.
2. Attend the next meeting.
3. Tell them to write the District or Board of Directors a letter.



Jeff presented on the importance of on-boarding. He shared that this was a public entity's process to give elected officials the necessary knowledge, skills, history and behaviors to be successful. He shared ways for this to be done.

Jeff told the group that he always ends with the "do rights". He said it's the best policy they can ever have. He advised to do the right thing, at the right time, in the right way, with the right attitude, for the right reasons.

## **VI. PRESENTATION – SEMI-ANNUAL MEDICAL DIRECTOR'S REPORT- Dr. Ritu Sahni**

Dr. Sahni shared that since it's his first time appearing before the board, he would give a short introduction and share a little bit about himself.

He said that he is an Emergency physician. He's been practicing for about 23-24 years. He's originally from Michigan. He's married with two kids, who are now adults.

He shared that he completed his undergrad in Michigan, attended medical school at Tulane University in New Orleans, and did his Emergency Medicine Residency at the University of Pittsburgh. He gained field experience as a flight physician and as a ground EMS physician.

Dr. Sahni stated that after his Emergency Medicine residency in Pittsburg, he pursued an EMS fellowship so he could be more focused on EMS. After his two-year fellowship, he received a Master's of Public Health. After completing his fellowship, he was the Air Medical Director at East Carolina University.

He shared that he moved here in 2002 and became involved in EMS in the region. He was the LifeFlight Director for a couple years. He has been the Lake Oswego Fire District's Medical Director since 2004. Through these relationships, he was also currently the Clackamas County Medical Director.

Dr. Sahni said that he was pretty involved with national EMS issues. He was the President of the National Association of EMS Physicians. He was very involved in creating the EMS sub-specialty, which was now Board certified. He explained that he was currently not board certified yet, because he was on the committee that wrote the test; he must be off the committee before he can take test.

Dr. Sahni explained that he is the chair of the Associations' Advocacy Committee and he is very interested in advocacy.

He acknowledged that the transition from Dr. Warden could have potentially been a difficult time.

Dr. Sahni shared that his vision is consistent with the county's goals, which is to have a single point of medical direction. He clarified that this does not mean one singular medical director, as that is too much for one person to do.



Dr. Sahni explained his thought process and how he works: Patients are the most important piece, second is the field providers and their care, third is the whole system, and the fourth is the individual agencies.

Dr. Sahni stated that he worked closely with Bill Conway on the Strategic Plan for the county and felt the EMS plan is still going full force, even with COVID-19.

Dr. Sahni said that he is very familiar with the mobile integrated health work with Community Paramedic Amy Jo Cook. He is looking forward to building and improving the health of the entire community through programs like this.

Dr. Sahni explained that what Public Health and Fire Service have in common is prevention. He wanted to start thinking about not just Fire Marshals but Health Marshals and look at how to improve the health of the whole community.

Director Joseph asked what the county was doing to support, increase, and enhance the Community Paramedic program.

Dr. Sahni responded that Dr. Turner was tasked with working with BC Santos directly on this topic. He believed that having a Medical Director assigned to this project will provide stronger medical support. He noted that the current issue was funding. The COVID-19 situation created opportunities around the community for health aids and improving the healthiness of the community in that way.

Director Joseph asked if Dr. Sahni could solicit the state to get some CARES Act funding.

Dr. Sahni said that, as the advocacy chair of the National Association of EMS Physicians (NEMSP), he knew that funding for community paramedicine programs was one of the topics they were interested in.

Director Joseph thanked Dr. Sahni for giving him hope regarding this program.

Dr. Sahni said the program fits well with fire service model to improve the healthiness of the community, regardless of revenue generation.

Director Cross commented that he and Dr. Sahni have worked closely together for about 20 years. Director Cross welcomed Dr. Sahni to the District. Dr. Sahni shared that he looked forward to continuing to work with him.

## **VII. BUSINESS – Action required**

### **B-1 Request Board Approval of Proclamation 20-03 – To Designate the Month of September 2020 as Emergency Preparedness Month- with the Theme, “Remember the Water.” – Emergency Manager Gregg Ramirez**

Emergency Manager Ramirez asked the Board to adopt the proclamation recognizing September as National Preparedness Month. This year, the District's theme is "Remember the Water".

He shared that the campaign this year was a partnership between CFD #1, Clackamas River Water, and the Regional Water Providers Consortium. He noted they were partnering to develop a series of short films to address some issues around water preparation for disaster. There will be four videos; one for each week in September.

He explained that water is a fragile resource that people take for granted. This fragile resource is subject to disruption by different disasters.

Emergency Manager Ramirez explained that the challenge is that people use a lot of water. For emergency kits, the minimum requirement is one gallon per person per day for 14 days. This means a family of four would need 56 gallons of water. This amount of water can be a challenge to store, prepare, rotate, etc. He said they are making efforts this year to help people become aware and making this preparation easier to accomplish.

He shared that the videos will focus on starting emergency planning with water because it's a big hurdle to achieve. They are going to promote starting with the basics:

- How to safely store their emergency water supply
- Where to find water in an emergency
- How to treat contaminated water. He wants to show that it's doable if done properly.

He explained that more information can be found at <http://www.regionalh2o.org>.

**Director Cross made a motion and Director Joseph seconded for the Board to adopt Proclamation 20-03- To Designate the Month of September 2020 as Emergency Preparedness Month - with the Theme, "Remember the Water?" Motion passed unanimously.**

## **B-2 Request Board Approval of the Clackamas Fire District #1 Fire Chief Job Description – Chief Charlton**

Chief Charlton reviewed the information on the job description. He noted that after the last meeting, the Executive Committee met and made some edits. One of the most notable changes was on page two under the desired leadership competencies. They discussed whether to keep or remove the definitions as provided by *FYI: For Your Improvement. A Guide for Development and Coaching*. They considered whether they should create their own definition or remove them. At the direction of the Board's Executive Committee, they left the definitions there.

Chief Charlton noted that the 12 competencies come from *FYI: For Your Improvement. A Guide for Development and Coaching*, so they can point back to the book as a reference. He shared that the last job description had 14 competencies. The change to return to 12 competencies occurred because of the feedback that the Fire District received from both internal and external stakeholders.

Chief Charlton said that on page three, under specific job skills, they wanted to make sure they could point back to those additional desired competencies or skills. The first point, which was effective communications: written, verbal, and presentation form, was important to the Board. Effective presentation skills, both internal and outside the organization was listed as the third point. Financial management, budget development, and long range financial planning was listed as point number seven. He noted that they had quite a bit of discussion around that being an essential function and also a specific skill for the Fire Chief. Point number nine, which he thought was critically important, was the developing, motivating, and mentoring employees and volunteers. Chief Charlton explained that they tried to capture all of the feedback that they received from the last special meeting and updated the job description for the Board's consideration tonight.

Director Wall asked why the format was different than the other job descriptions. The others had an expiration date, primary duties, minimum qualifications, preferred qualifications, etc.

Human Resources Director Noble responded that the rest of the job descriptions were made consistent with the pay equity piece. She added that in order to keep them consistent, the Fire Chief's job description followed that same template as the rest of district job descriptions.

Director Wall said she downloaded the Battalion Chief description from 2019, and it was not the same format.

Director Syring said he liked the changes. He thought narrowing down the desired leadership competencies to 12 was good. After all the changes, he supported it. He thanked everyone for their work.

Director Cross shared that he thought they could make changes, but they were not going to make a better document. He felt it covered all the things they talked about. He thought it was a good document and it showed the strong work by the leadership of the District.

Director Joseph had no comment.

President Trotter thanked everyone for their participation, especially to the staff and Chief Charlton for their work.

Voting took place.

Director Wall said that she will abstain from the vote. She believed that designating minimum qualifications was essential. She noted that there were minimum qualifications for all of their job descriptions and there should be for the Fire Chief's position as well.

Director Cross called a point of order. He didn't think abstention would be appropriate, as there was no conflict of interest. He thought there should be a yes or no vote.

Discussion followed.



Director Wall withdrew her abstention and voted no.

**Director Syring made a motion and Director Cross seconded for the Board to approve the Clackamas Fire District #1 Fire Chief Job Description. The motion was approved by President Trotter, Director Syring, Director Cross, and Director Joseph. Director Wall opposed the motion. Motion passed 4- 1.**

**B-3 Request Board Approval of the Clackamas Fire District #1 Announcement and Selection Packet for the Position of Fire Chief – Chief Charlton**

Chief Charlton shared that the Board had discussed the announcement a few times in public meetings and then delegated it back to the Board Executive Committee and staff. The announcement was similar to what was presented in the past. This would be the framework for the selection timeline and process for the Board to select the next Fire Chief.

He shared that they have completed work for Phase 1, which was the announcement and application period. This will be conducted electronically. Applicants will be able to upload their cover letter, resume, proof of any certification or documentation required and a supplemental questionnaire. Chief Charlton shared that the Fire District uses NeoGov. The electronic application will be open for the month of September to upload materials.

Chief Charlton said that they are proposing six phases which gives the applicant/candidate a lot of opportunities to engage. It also gives the Board a lot of latitude to evaluate the applicants. If at any point they are not satisfied, they could look at external candidates.

Chief Charlton reported that the compensation range was five percent above the current Deputy Chief and five percent above the current Fire Chief, as identified in the budget.

He shared that they went back to the original 12 Leadership Competencies, like he previously explained for the job description.

Director Wall asked how they are determining who the stakeholders would be.

Chief Charlton responded that he and PIO Paxton met with SDAO and framed out what a stakeholder presentation could look like. Internal stakeholders would include Local 1159 firefighters or firefighters from the Volunteer Association, as well as staff. External stakeholders would comprise of community leaders, civil groups, business leaders, etc. The group would be around 15 people. He felt that this was important to have this engagement with their stakeholders as they would be meeting over Zoom rather than in person. They had previously discussed a meet and greet but decided to go forward with a more formal presentation.

Director Wall asked how they were going to solicit responses from stakeholders. Chief Charlton responded that they had discussed a comment card and now that it will be through Zoom, they will do something similar.

Director Syring said he was glad that if approved, this would give internal candidates a chance. He liked the various phases and thought the minimum and preferred qualifications were appropriate. He thought the most important part was the competencies. He thanked the Executive Committee for the work. He fully supported this as stated. He encouraged the internal Chief Officers to apply.

Director Wall said she thought the minimum qualifications were too basic. She felt that the District had a high-quality work force and the skills, education and experience that people have, should come into play for those minimum qualifications. She shared that people advance through the ranks based on skill sets and experience; these qualifications don't account for any of this.

Director Wall discussed the difference between minimum qualifications and preferred qualifications.

Director Cross explained that Chief Charlton examined the experience and education of the current Chief Officers, as well as gauged their interest in the position. If the minimum qualifications were higher, very few people internally would qualify and not all are interested in applying. The qualifications were changed to give an opportunity for as many Chief Officers to apply as possible and is focused on inclusivity.

Director Joseph didn't think standards should be lowered just to include everybody.

Director Cross shared that sometimes experience can be more important than education. He noted that a Fire Chief isn't chosen by a job description; they are chosen through a process. He added that this is more about allowing people to be a part of that process.

Director Joseph said that right now, the minimum was three years experience. He agreed that experience can have more validity than education.

Group discussion followed on job description and the Fire Chief position, including a discussion regarding experience, qualifications, and the current process.

Director Syring commented that perhaps the qualifications for the other chief positions needed to be examined at a later time.

**Director Syring made a motion and Director Cross seconded for the Board to approve the Clackamas Fire District #1 Announcement and Selection Packet for the Position of Fire Chief. The motion was approved by President Trotter, Director Syring, Director Cross, and Director Joseph. Director Wall opposed the motion. Motion passed 4- 1.**

**B-4 Request Board Approval to Authorize and Proceed with the Surplus of SCBA Compressors, Storage Cylinders and Fill Station Equipment – Division Chief Mike Corless**

Chief Corless shared that in the staff report submitted to the Board, it showed a surplus of six items. He reported that last year, the Board approved the purchase of some updated equipment which included SCBAs and two new compressors. Chief Corless said that they do not need these compressors anymore. He would like to follow policy, which states that the acquisition cost of \$20,000 or more needs Board approval.

Chief Corless reported that they do not know the acquisition cost of these compressors. They were purchased around 1991-1993 and no records could be found on costs. He shared that new compressors costs around \$80,000, which would fit under that policy. The rough value of the Jordair system is between \$100-\$2,000 and the Bauer system is between \$1,600 - \$5,000.

**Director Wall made a motion and Director Cross seconded for the Board to approve the surplus of all applicable SCBA Compressors, Storage Cylinders and Fill Station Equipment, in compliance with Fire District policy. Motion passed unanimously.**

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

##### **OB-1 Legislative Update – Lobbyist Genoa Ingram**

Lobbyist Ingram wanted to share three things with the Board. First, an overview of the second session. She reported that there was quite a bit of protests from both parties over the lack of public participation and input. Legislators were not allowed to introduce their own bills. They were not allowed to introduce amendments. The speaker told her that there would be no amendments entertained. There was very little, if any, public participation at all during this session.

The second thing she discussed was House Bill 4304. This bill was introduced for budget implementations. There was an account with the Oregon Housing Department that had to do with a wildfire damage housing relief account. The legislature swept that account, along with many others. Those accounts were swept in order to balance the budget. With that particular account it said that any remaining monies in that account would be transferred to a general fund for general government purposes. She shared that this was an exceptionally long bill. Section 69 allowed for the Department of Administrative Services to enter into a contract for an independent economist to assess the actual costs of wildfire protection and suppression. The study would also find the source for those monies and identify ways to improve tracking of the money for protection and suppression. The study would also compare Oregon's costs to those of comparable states and this would be reported back to the legislature. She did not know what prompted this study.

Lobbyist Ingram lastly wanted to report that she anticipates a third special session in September. Legislative days are already scheduled for the week of Sept. 21. This has not been announced yet. This will be a virtual special session. Most of the Senate can get down to the Senate floor but the House will have to go in shifts to vote.

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

###### **EMS Committee – President Trotter/ Director Cross**

Director Cross reported that they discussed the transition of Chief Gehrke into his new role as EMS Division Chief. Director Cross thought Chief Gehrke was getting up to speed and additionally taking on new responsibilities.



He shared that they discussed the car project. They were making modifications to help make it more efficient. They also spoke how the single role paramedic program was working and that some changes were being made. He reported that the contract finally got taken care of with Kaiser, so they don't have to respond with heavy assets, unless the patient was actually in cardiac arrest.

Director Cross shared that they discussed the Mobile Integrated Health program and how to potentially move forward. Right now, with the budget and COVID-19, it was difficult, but they are going to keep it on the radar.

He said that they discussed COVID-19 and what the response would look like if the District got another positive case of the virus. They spoke about the challenges the District currently faced because of the virus, specifically how to keep first responders safe. Only one person has tested positive so far at the time of this meeting.

He felt things were going quite well albeit slower because of COVID-19.

#### **Foundation Liaison – President Trotter**

President Trotter reported that at the last meeting they elected officers. Kyle Gorman was re-elected as President; Jerry Kearney was re-elected as Vice President and Captain James Rhodes of the Clackamas County Sheriff's Office was elected to Secretary/Treasurer.

He noted that the Foundation Executive Committee authorized the writing of a check for \$1260 to help a family in need who lost their home to a house fire.

He shared that the Foundation was collecting donations for the Fire District for COVID-19. They recently wrote a check for \$4,603.86 which completed a total of \$14,820 that was donated to the Fire District for COVID-19.

#### **Joint Oversight Committee – President Trotter / Director Syring**

Director Syring reported that they met on Wednesday, August 12. The Chief gave them election updates. The SEL forms had been filed and the measure numbers received were 350 and 351. He commented that Chief Charlton, BC Deters, and others, all did a great job and it was a smooth process. They worked with Secretary of State's office to create the materials such as the trifold, FAQs, mailer, etc. All this information was on the website.

He had an update for those that can be involved in the campaign. He shared that two Estacada Fire District Board Directors and two Estacada citizens formed a PAC (Political Action Committee), advocating for the Estacada side. The firefighters had agreed to support both sides. Director Syring shared that there was no PAC on the Clackamas side. He will draft a voter's pamphlet statement for Directors that would like to participate. This is something they did last time and it included several directors, a budget committee member, several from the Chamber of Commerce, and other citizen leaders participated in the process.

Director Syring shared that BC Deters gave an update on the situation in Estacada. Director Syring thought it was going well. He noted that those stations are getting lots of calls. He added that they were getting some very good outcomes and publicity.

President Trotter commented that he thought it was a good meeting and it was great to see both sides of the table working together to address issues that come with an annexation.

### **OB-3 Board Informational Updates/Comments**

#### **COVID-19 Update – Chief Fred Charlton**

Chief Charlton shared that Governor Brown released more restrictions on employees, both in public and private settings, regarding face coverings. They will continue to adhere to these orders and support their employees, staff, and volunteers.

He reported that the District has been approved for \$308,000 in CARES Act reimbursement. They had received about \$155,000 and have \$153,000 to go. This will far exceed their eligible expenses as they continue to plan and respond to COVID-19.

He shared that the District's community meeting rooms continue to be closed through Sept. 30. This closure may extend until the end of the calendar year.

Chief Charlton shared that when COVID-19 first appeared, the fire service had to react to using the proper types of PPE and making sure it was in stock. The team did an incredible job looking at different types of PPE and changing as needed. Their goal is to stockpile 6-12 months of PPE. They believe it's important to make the investment now so they will be ready if COVID-19 or another infectious disease spreads. All of this will be ready at Logistics.

## **XI. INFORMATIONAL ONLY**

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

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

Chief Charlton reported that last Thursday, Clackamas County mobilized a taskforce to the Mosier Creek Fire. The taskforce demobilized today (Aug. 17), and were back in the District. The leadership team reported that fire fighters did an outstanding job. There were fire fighters from Sandy Fire, Clackamas Fire, Molalla Fire, Canby Fire, and Lake Oswego Fire. The fire was about 65% contained with about 1000 acres burned and 35 structures were lost. There were no significant injuries or loss of life. He was proud of firefighters for mobilizing and making a difference.

He reported that they were currently in High fire danger. They were watching the dry, hot weather. He anticipated they will be in High fire danger until they receive some significant rain in the fall.

He shared that the District supports Emergency Preparedness Month and Fire Prevention Month every September and October. Normally this includes fire station open houses, which unfortunately won't be happening this year because of COVID-19. This September, they will be

kicking off several community webinars to invite the community to meet them through Zoom. They will discuss Emergency Preparedness Month, Fire Prevention Month, the District's response to COVID-19, and the proposed merger. He noted that they want to change their communication strategy so they can continue to inform and educate the public even with the lack of in person opportunities.

Director Cross commented that the videos with the firefighters at the stations on social media were well received. He thought they were wonderful.

#### **R-1a.1 Public Information Department Report - PIO Brandon Paxton**

Report as submitted.

PIO Paxton reported that in October, they will feature four or five remote open houses. Since they are still closed to the public, this will show the behind the scenes at these stations. They will highlight some of the more outlying stations. He will share more information at future meetings.

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

Report as submitted.

Chief Whiteley shared that the Fire Danger level was High. He added that it was likely they will get to the Extreme level in the next couple weeks.

Chief Whiteley appreciated everyone's grace last month as he was not able to attend the meeting. He had planned on attending remotely but was having connectivity issues while he was out of town. He thanked DC Stewart for stepping in.

Chief Whiteley reported that most staff were continuing to telecommute, with skeleton crews in the offices. The staff was doing an outstanding job making it work and supporting each other.

He shared that in September an entry level academy will start. There were five firefighters/paramedics starting Sept. 21. All of them are still in the pre-employment phase.

He shared that the planning retreats are coming up in September. The current situation with remote working is unique and they wanted to make the retreat effective, even via Zoom. They were working on topics to keep people engaged. As usual, there will be a retreat for staff, the Board, and the Volunteer Association.

He reported that staff continues to work hard weekly on the Incident Action Plan (IAP) so that everyone continues to be safe and have the right PPE. Chief Whiteley noted that this takes a lot of work weekly and everyone is committed and does a great job.

He reported that the Fire District should be receiving GEMT funding in the next week or two for the 2019 year. This was supposed to be received four to five months ago but was delayed due to COVID-19. If received soon, these funds can be applied to the last Fiscal Year. Once received, the Fire Chief will update the Board.



Director Cross asked about the mutual aid responses to Sandy. He felt it seemed fairly disproportionate. He was referring to Page 42.

Chief Whiteley said that he will let Chief Corless answer that question, but he did want to note that there was a large discrepancy in July, but if you look at YTD, those numbers are closer.

Chief Corless said some of the usage from July is the new contract. As they work through these run cards, they will make sure they have adequate resources to go on alarms now that they are covering for command and control. They will continue to watch and adjust as needed.

Director Cross expressed his concern that if the units are going to Sandy, it increases response times for the second units coming in.

Chief Corless reaffirmed that they are watching it every month and will continue to adjustment as needed.

Director Syring said that the IGA that they signed with Sandy included command and control. This also included sending an effective response force on every call.

Discussion followed regarding the IGA contracts with Sandy and Estacada.

## **Human Resources**

As submitted.

### **R-1b.1 Financial Services**

As submitted.

Director Wall asked about the 8632% over budget on the general fund that was on page seven of Director Day's report.

Director Day noted that the numbers came up this way last year also. She explained it is the way that Munis totals it. It shows the appropriation only at \$70,000 and the YTD is \$4.7 million, so that's why it shows it shows far over. This should be looking at budget of \$83 million. The actual would be \$5.5 million of that. She will investigate more but assured them that the District is not 8632% over budget.

Director Syring noted that he did not recall a Board Session to educate the Board on the new Munis spreadsheets and reports. He shared that he finds them harder to read. He asked about training on these reports.

Director Cross asked if this could be part of the Board Retreat. President Trotter will look at agenda and try to incorporate it, otherwise it will be scheduled for a later date. Director Day said she would be happy to give that training.

### **R-1b.2 Support Services**

As submitted.

DC Browne reported that they had a busy month with Facilities, Fleet, and Logistics. Facilities Director Vallance was coordinating with the DEQ for PFAS testing. They hoped this proactive approach will lead to fewer issues with DEQ later.

He shared that Facilities completed the paint work at Station 17 and it looks great.

He reported that Fleet Director Bischoff flew to Utah and inspected the Type III Engine. They have now received the Type III.

He shared that Fleet assisted with a lot of PMs and the annual aerial testing. They were working on converting all the apparatus to a non-PFAS Foam.

He shared that Logistics had a busy month with 307 filled orders, which was an increase of 5% from last year, likely due to COVID-19. The Logistics team took a proactive approach for this fall. They plan to have six months' worth of PPE in stock. They are purchasing Tyvx suits, eye wear, gloves, etc. to prepare. He commended Logistics Director Cordes on her proactive approach.

Data Services Director Hopkins and Logistics Director Cordes found a program in Munis that allowed them to create an Amazon-like Marketplace. The Marketplace will help make ordering supplies more efficient and user friendly.

Director Wall asked Director Bischoff about the Type III Engine. He indicated that it would take two to three months to bring it up to speed. She thought it was already pre-inspected and in better shape. Fleet Director Bischoff said that it still needs a lot of set up work. The rig is in really good shape. He shared that they are working on it as much as they can and PLL equipment needs to get ordered, taking six to eight weeks to arrive. He thought the timeline would be about two months. He noted that it takes them about that same amount of time to set up a brand-new rig.

Director Wall asked about a cost estimate to make operational and up to their standard. Fleet Director Bischoff responded that he does not know what cost of equipment will be. He estimated around \$10,000 for set up and minor repairs. The total will be closer to \$50,000 after all the equipment and radios were purchased.

Director Wall asked about the Logistics report. She asked how they order turnouts without fitting someone. Logistics Director Cordes responded that they were doing phone sizing for other items. For the turnouts, they got sized when they started the academy.

### **R-1b.3 Community Services**

As submitted.

Chief Stewart shared that Emergency Management and the Fire Prevention Office were busy keeping the community engaged through social media and getting the messaging out. Emergency Manager Ramirez, FM Shawn Olson, and BC Dave Palmer had been doing a great job leading

the PPE and Decon aspects for COVID-19. They do a lot of good research, with effective communication to support the team by protecting its members and the public. He shared that both departments have been preparing for Emergency Preparedness Month in September and Fire Prevention Month in October.

DC Stewart reported that the FMO resumed business inspections in July. No significant issues reported.

DC Stewart shared that Data Services was working with Logistics on the new Marketplace. He commended the departments (Logistics, Finance, Data, IT) on their excellent ideas and great teamwork. They found a product called Check In, which was an add in for Target Solutions. This feature would utilize a software they are already paying for, which saves the District and the taxpayer money. He was impressed by everyone's collaboration and problem-solving solutions.

DC Stewart shared that all the departments do a great job juggling their current workload as well as using current systems to drive the District forward. Data Services was working on the Telestaff re-implementation. ITS was leading some new project management processes using Office 365. This will be revamping our business processes using Teams, SharePoint, and other tools.

#### **Data Services - Director Shelby Hopkins**

As submitted.

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

##### **R-1c.1 Emergency Medical Services – DC Gehrke**

Chief Charlton announced that DC Gehrke will give this report and has a short video to share.

DC Gehrke wanted to elaborate on what Dr. Sahni had to say and answer Director Joseph's question regarding Mobile Integrated Health and the Community Paramedic program. He shared that the county recently applied for a grant with the intent of adding another community paramedic.

He shared that the video was focused on educating care facilities. There has been a long-term goal to create education for care facilities. The video was made in collaboration with AMR, Lake Oswego Fire, Clackamas Fire, and with the consultation of the Oregon Health Care Association. This was a project that started long before he was in this position and was the culmination of the work of many people.

Video was shown – *What Happens When I Call 911?*

DC Gehrke shared that this is still a draft video and some edits will be made to include COVID-19 considerations. There will be a pamphlet included with the video. This may be part of a care package and is part of their proactive approach to curb the unnecessary use of 911 and partner with care facilities to best utilize resources.



He shared that care facilities are overwhelmed and have high turnover. He hopes this video will be part of their annual training and part of their onboarding program. This video was a concerted effort of the ASA consortium and a system-wide approach.

DC Gehrke shared that each agency will be able to create the care package according to their needs. After all the hard work, education, and partnering with the facility, if needed they will engage with cost recovery.

Director Wall asked what is being done to protect the Community Paramedic during COVID-19. DC Gehrke said there was a lot of discussion around whether she should do in person visits or referrals. The goal was to try and do most of them without being in person. She was making every effort to be safe by social distancing, wearing face coverings and other appropriate PPE, and making as many contacts as possible by phone.

#### **Training Department - Battalion Chief Melanie Kinne**

As submitted.

DC Gehrke reported that they just finished up academy and will be starting another one soon.

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

As submitted.

Chief Corless reported that the East Battalion Chiefs have met with the Sandy Fire crews to get them integrated into our system for the contract for service.

He reported that there were a couple significant fires last month. One started out as two car fires at a commercial building. Captain McWilliams and Captain A. Brown made good tactical decisions to prevent any further damage. Another significant fire was by Strowbridge. They lost a barn and one firefighter was injured but he was treated and released. Chief Corless also reported on a water rescue that took place that night in Estacada. (Aug 17). There was an unconscious person in the river. The patient was currently being transported. They were also currently working on a barn fire in the South Battalion.

#### **R-1c.3 Volunteer Services – BC Deters**

BC Deters shared that Fire and EMS training for July continued to be online or in station. In August, they reintroduced some hands-on training. The Explorers were not back yet. There have been no public interactions due to COVID-19.

BC Deters reported their station coverage.

- Stn.12            12/31            (1 – 24 hour shifts)
- Stn.13            17/31
- Stn.18            31/31            (5 - 24 hour shifts)
- Stn.333           15/31
- Rehab/Water Tender Group – 19/31

BC Deters shared that Volunteer Firefighter Paramedic Noah Smith was hired by Mid-Columbia County and has left the program. They wished him the best of luck.

He reported that the recruits for the next Volunteer Academy in September have completed their physicals, background checks, etc. Logistics was in the process of ordering all their needed items. They have orientation day scheduled for Aug. 29th. They were still working on the details for that event.

#### **R-1c.4 Volunteer Association Report - President Kirk Hambley**

President Hambley shared that they received a lead from Director Syring regarding a need for a donation to the Moose Lodge of Estacada, who works with foster children and the elderly. He hand delivered a check for \$1,000 to their car wash.

#### **B. Correspondence**

Noted.

#### **C. Informational Items**

Noted.

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

The next Board of Directors' meeting will be on Monday, September 21, 2020 at 6:00 pm by remote conferencing.

## **XII. ADJOURNMENT**

The meeting adjourned at 8:26 pm.

### **UPCOMING EVENTS:**

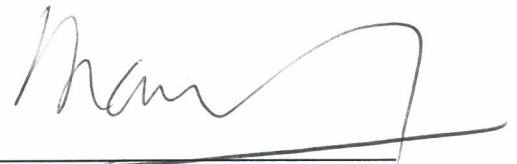
September 9 – CFD #1 Board Planning Retreat – 1:30 pm by remote video conferencing.

September 21 – Regular Board Meeting – 6:00 pm by remote video conferencing.

Rachel Trotman  
Executive Assistant



**President Don Trotter**



**Secretary Thomas Joseph**