

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING July 20, 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 David Palmer; Battalion Chief Brent Olson; Battalion Chief Melanie Kinne; Battalion Chief Kyle Olson; Battalion Chief Jonathan Scheirman; Fire Marshal Shawn Olson; 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; Public Information Officer Brandon Paxton; Apparatus Operator Andrew Gordian; Volunteers Tom Benschoter, Jason Elliott and Jerry Kearny; Genoa Ingram from Court Street Consulting; Volunteer Association President Kirk Hambley; and Executive Assistant Rachel Trotman.

### II. CHANGES TO AGENDA

Chief Charlton reported that a revised agenda was sent which now included an additional presentation regarding a capital purchase proposal by BC Brent Olson (BC B. Olson).

### III. APPROVAL OF THE SPECIAL BOARD MEETING MINUTES ON JUNE 12, 2020, THE REGULAR BOARD MEETING MINUTES ON JUNE 15, 2020, THE JOINT BOARD MEETING MINUTES ON JULY 9, 2020, AND THE SPECIAL BOARD MEETING ON JULY 9, 2020.

There were no changes to any of the minutes.

**All four sets of minutes were approved unanimously as written.**

### IV. PUBLIC COMMENTS

None

Director Thomas asked how the public was invited, when the meetings were held via teleconference. Chief Charlton answered that public citizens could reach out to the Fire District Executive Assistant to get the Zoom invite information.

**V. PRESENTATION – OREGON FIRE CHIEF’S ASSOCIATION AWARDS – Chief Charlton**

Chief Charlton welcomed Volunteer Association President Kirk Hambley. He would deliver the R-1c.4 report.

Chief Charlton announced the awards from the Oregon Fire Chief’s Association (OFCA). OFCA solicits nominations for four different award categories. The OFCA award and recognition program was scheduled for the Spring Conference in April, but the event was cancelled because of COVID-19.

Chief Charlton announced that members within CFD #1 were honored with two awards. He said he will go to the stations to present the awards to recipients.

Chief Charlton presented information about the incident, from which CFD #1 members were given the awards. On June 13, 2019, a residential fire with trapped occupants was reported on 38th Ave. in Milwaukie. Engine 302 and Heavy Rescue 305 were the first companies to arrive and went into Rescue Mode to begin a search. Using a high risk technique known as Vent Enter Search, the crew quickly searched the building and located 19 year-old Timm Wilson locked in the hallway bathroom.

Chief Charlton had since met with Timm Wilson a number of times. There was a wonderful news story that showed Timm and his family reuniting with the first responders. It was celebrated as a heroic event at the 2020 CFD Award Banquet.

Medal of Honor awards were given to FF Clay Davis, Lt. Brett Glover, FF Dennis Hofmann and Capt. Justin McWilliams. Medal of Valor awards were given to AO Alex Carey, FF Matthew Job, and AO Ryan McDonald.

At the time of the meeting, Chief Charlton had been to visit FF Davis. He said it was an honor to go out and see him and present the award.

President Trotter congratulated all the award winners.

**VI. PRESENTATION – STANDARD OF COVER DOCUMENT –Division Chief Brian Stewart**

DC Stewart described that he would provide an overview of the document. He said more information will be given at the planning retreat in September. The District will seek adoption of the document at the Board Meeting on Sept. 21.

DC Stewart reported that this document covered three main areas which was visually shown on a slide.

1. Community Risk Assessment – Identifies our communities’ characteristics and risks
2. Standards of Cover – Right-sizing response to balance current call with residual risk and ensuring what we send positively affects the incident outcome
3. Community Risk Reduction Plan – Focused risk reduction efforts

DC Stewart noted the changes in the Fire District since the 2015 Standard of Cover (SOC) document:

- Providing services to Estacada Fire District #69
- Changes in staffing and relocation of units
- Bond proceeds – apparatus (e.g., interface engines)
- Subcontract with AMR for transport services
- AVL/closest unit dispatching
- Changes in population projections
- Updates to CFAI requirements

DC Stewart presented information via charts that showed customer priorities in 2015 and customer priorities now. He said he wanted to understand what may have changed and the current community perspectives.

DC Stewart presented information regarding risk assessment. He explained that the commission looked at how to mitigate three things: consequence, probability and impact. Consequence was described as bad outcomes that could possibly happen. This varied based on population. Probability was described as how often incidents occur. Impact was described as what the residual risk could be.

DC Stewart also described the building by building concept of risk. FM Olson was working with ISO data to cover that information with the GIS contractor. This will be covered more in-depth in September.

Director Wall asked about the vertical axis 0-2-4-6-8 on the chart. DC Stewart responded that there was a rating for each of those components on the chart. The scale was set at two to eight, because of the formulas that were the accreditation standards. The higher the consequence, the higher the number, and the more frequently something occurred, the probability would also go up.

DC Stewart presented a slide on Planning Zones. He reported that:

- Changes were made to the District's Fire Management Zones (FMZ).
- The left map showed zones based on response time while the map on the right was based on planning/pro-active zone.
- With GPS or closest vehicle dispatching, the response time aspect was not as critical in shape of zone.

DC Corless presented information on the Critical Task Analysis.

- He shared that in 2015, the analysis was based on the number of people that the District needed to complete an incident. Now, the District reported on how many units were on scene to do a particular task.
- The chart shown was broken down by the company level, but also by class (EMS, Fire, Hazmat, etc.) and then category or the severity of the call (low, med, high, and max).
- He noted that this analysis helped with the District's effective response force. It was based on the District's effective response force, on units working greater than five

minutes; time stopped when the last arriving unit showed up. If someone showed up and was only there for four and a half minutes, they would not count as part of the effective response force. They then looked at the critical tasks in low, med, high and max within each class. They developed a list for critical tasks needed for each area.

- He said that the baseline was where they were today and the benchmark was where they wanted to go. He noted that these two will look similar in the beginning. The reporting will be by risk class and category, but also by planning zones.
- Chief Corless shared that they will go more in-depth into this in September.

FM Shawn Olson presented slides on the Community Risk Reduction Plan.

- The Community Risk Reduction Plan reviews community risk reduction efforts
  1. Engineering
  2. Enforcement
  3. Education
  4. Investigation
- He shared that the goal of the Fire Marshal's Office (FMO) is to really focus on the four disciplines and make sure it is tied to the Strategic Business Plan.
- He noted that the Community Risk Reduction Plan provides a plan for improvement for priorities.
  - Programs assessed by outputs and outcomes
  - Gaps in performance (baseline vs. benchmark) identified
  - Improvement recommendations provided
- He said that the Firewise Community was a great way for them to partner with stakeholder groups and community members, to at least reduce the potential for high risk or high consequence situations.
- He reported that the FMO was working on establishing baseline criteria, so they can measure that information and make sure they are on the right path.

DC Stewart presented information on compliance and improvement, as well as opportunities.

DC Stewart shared that they were looking forward to engaging with the Board in September to see how the District can best inform them and have that data be meaningful.

Director Cross complimented them on a great presentation. He explained he had mentioned wanting to have something in place for EMS prevention. He reviewed the entire Strategic Business Plan. Director Cross shared information from the EMS section of the plan. He noted that the presentation covered traditional fire service, which was excellent. However, he wanted them to think ahead as they moved into September, about what they can do to slow increases on running medical calls. He emphasized that that needed to be higher on the priority list. He felt that EMS prevention needed to be part of the conversation as much as Fire Prevention. He added that they needed to make units more available to respond to higher acuity calls.

President Trotter announced that this will be discussed in greater detail in September at the retreat.

## **VII. PRESENTATION – CAPITAL IMPROVEMENT PROJECTS – Division Chief Nick Browne and Facilities Director Scott Vallance**

DC Browne reported that the following Capital Improvement Projects were what they thought would have the greatest organizational impact and meet the goals and objectives of the Strategic Business Plan. He was impressed with the Facilities Maintenance Department as they went through the process to figure out which capital projects to focus on.

DC Browne shared that on July 12, BC Ted Willard reached out to Facilities Director Vallance after a tree from Station 12, fell on top of the neighbor's shop. Facilities Director Vallance responded within 45 minutes of receiving the message. A crew was on site and quickly got the tree off the shop and mitigated the problem.

Facilities Director Vallance presented a PowerPoint presentation on the Capital Improvement Projects.

- Station 3, 4, 7, 8, 17 and Wellness were all in need of new paint to protect the wood and siding of the structures. The old colors were dull, drab and fading. Facilities Director Vallance showed photos of other stations before and after they were painted.
- Facilities Director Scott Vallance shared information on PFAS Testing and the Training Grounds
  - PFAS (per/polyfluoroalkyl substances) is a contaminate that was discovered in some of the firefighting foam used in the past by CFD#1 and many other departments and agencies.
  - He explained that PFAS works its way into the ground water supply and can contaminate soil as well.
  - While there were some states that have standards for unacceptable levels, Oregon did not, as of this writing.
  - Deciding to be proactive, CFD #1 was working with three environmental testing companies, to get quotes to coordinate the drilling and testing of water and soil samples from various parts of the training grounds, and the 130th Ave. Complex, as a whole.
  - Based on the number and depth of holes, costs will vary. Current estimates for drilling and testing were in the \$18-20,000 range. Mitigation cost, if required, was unknown until testing completed.
  - He shared that it had also been suggested that CFD #1 enlist the help of an environmental attorney, and they were in the process of doing that now.

Facilities Director Vallance shared that he had a phone conference with the DEQ. They brought up their Brown Field grant, which could help with funding.

Director Wall asked what the proper way to mitigate this was. Facilities Director Vallance replied that it depends on where PFAS was found. If it was found in the soil, the District can remove and pay for disposal of it. If it was found in the water, its origins and where it traveled to, needed to be determined. It could be on District property or on another's property. There were no current standards in Oregon on how to mitigate. He shared that some states, like Michigan, do have standards and the District is following those for now.

Director Wall asked if PFAS naturally degrades over time. Facilities Director Vallance replied that, no, it does not degrade. He explained that PFAS is found in a lot of things that are in our daily lives, like Teflon pans. He added that the District was responsible for the PFAS from the foam. An unacceptable level was compared to a grain of sand in swimming pool.

Director Syring noted that the slide said, "Deciding to be proactive." He asked if the District was asked to do this. Facilities Director Vallance answered that in January, he and DC Corless met with someone at Port of Portland and the Port of Portland's legal counsel. They advised that the DEQ would be coming to the District, as they have already reached out to other fire agencies, so it would be best to be proactive and start now, before the DEQ reached out. The DEQ was happy that we were proactive. Facilities Director Vallance explained that there was no money put into this for now, just time. Facilities Director Vallance received quotes and spoke with an environmental attorney about the possibility of them representing the Fire District.

Facilities Director Vallance presented information on planned improvement projects at the Training Center, which would be brought to the Board for approval at a later date. He shared that concrete and asphalt replacement will be the major portion of these improvements, however the timing of this will be contingent on the results of the aforementioned PFAS testing. He noted that other improvement projects included:

- Curbing around the Training Center building
- Ventilation props
- Security fencing additions and realignment
- Sonitrol control systems

Facilities Director Vallance shared information on the Station 1 Female Locker Room Remodel. This required Board action at the meeting.

- Currently, there were seven female line personnel in the District, not counting Medic 316 assignments, with two Officers, and five firefighters.
- It was possible to have a female officer and firefighter on the same shift, and up to four females at once, during shift change.
- Currently, the locker room had one sink, shower and toilet.
- The new configuration would bring the totals to three toilets, two showers and two sinks. This would more than double the amount of the locker space from three to eight.

Facilities Director Vallance shared the Station 1 Female Locker Room Project progress to date.

- Facility Tech (FT) Jerome Thompson worked with Station Captain Ami Brown to develop a floor plan for the project.
- FT Thompson drew up the revised floor plan, created the Invitation to Bid and sent it out to contractors. Returned bids ranged in price, from approx. \$105,900 to \$151,000.
- Bid comparables were thoroughly analyzed by FT Thompson and Facilities Director Vallance for fairness and consistency. Brothers Construction was awarded the project, subject to Board approval.
- This project would be funded with loan and urban renewal funds. They had an estimated timeline of six weeks, after completing the Clackamas County permit process.

Facilities Director Vallance shared challenges and effects on staff, related to this project.

- The size of the officer dorm will be reduced, but still allow for individual bunks.
- Work areas, both upstairs and down, would need to be isolated during construction to separate contract workers from employees on duty. Access would still be maintained to the fire pole and men's locker room.

### **VIII. PRESENTATION – CAPITAL PURCHASE – Battalion Chief Brent Olson**

BC B. Olson presented the following information regarding a proposed Type III Engine purchase

- Engine Description
  - A Type III engine is primarily utilized for suppression of natural cover fires and difficult to access locations.
  - He showed a chart, which compared a Clackamas Fire Type III Standard Engine and a Proposed Type III Engine.
- Pros of Engine
  - Built by a leading manufacturer with a strong CFD relationship
  - DT530e diesel motor, Allison automatic transmission
  - Four door crew cab, 4x4
  - Drives and performs exceedingly well in all aspects tested; both on and off road
  - Closely matches current box specification (relatively)
  - All items in working condition
- Cons of Engine
  - Older piece of equipment with signs of proportional use (~132,000 miles)
  - Will require some shop time, primary items being:
    - Refurbish mechanical pump seal
    - Proactively refurbish (6) ball valves
    - Replace (4) 1/4" drain valves
    - New batteries
    - Replace tank level indicators
- Benefits and usability of a Type III apparatus for Clackamas Fire
  - Use during inclement weather events (e.g. snow, ice, windstorms, etc.)
  - Use for surge capabilities during unexpected events (e.g. civil unrest, severity staffing, etc.)
  - Provides a rated pump that factors into ISO calculations
  - State and Interstate community fire suppression support during wildland fire impacts
  - Price point – perhaps the most cost-effective apparatus relative to capability

Director Cross asked how long this was going to last and be able to be in service, as a frontline apparatus. BC B. Olson replied that they believe it to be a 12 year apparatus purchase on front lines.

Director Cross asked if this apparatus will this be used for conflagrations, as some rigs are too old to be able to be in use. BC B. Olson replied that, yes, it can be utilized for conflagrations for the foreseeable future.

Director Wall asked why the initial budgeted item was for a Type VI, but this is now a Type III. B.C. B Olson confirmed and explained that the Type VI funding was in this year's budget, primarily due to the fact that is what the budget would allow for and so the District would be on track for a Type VI replacement. BC B. Olson shared that they did their due diligence and priced out the cost of a Type III from two different manufacturers. He noted that the District is always looking to find good fiscal deals and be open for possibilities. He explained that this purchase does not negate the need for a Type VI, which the budget allows for. He noted that they saw a good opportunity for something with more capability in this Type III. The Type VI would be funded either through the grant or in the next fiscal year.

Director Wall asked about personnel requirements. BC B. Olson replied that the Type III required three personnel and the Type VI required two personnel. He shared that the District had sufficient personnel to staff, as all career stations were three or four person crews.

Director Syring noted that 132,000 miles sounded like a lot. He asked if this was normal. BC B. Olson responded by giving the following example: If they drove at Station 1 and have a response area of three square miles, that was a lot of trips to make on that kind of mileage. This piece of equipment would cover a larger area, and given the hours, they could correlate the mileage/hours to give an average of how many miles/hour. This rig would have more miles, with less hours. He explained that they heavy diesel apparatus are built on commercial chassis that are designed to have higher mileage as opposed to the chassis on traditional Type I fire engines.

Director Syring asked, how much a new apparatus would cost. BC B. Olson responded that the Boise Mobile priced it at \$309,000 for a CA Dept. for Forestry Spec truck. Pierce priced it at \$385,000, for a demo, this included pre-payment. Once they added the 3% escalator next year, it would be close to \$400,000. Director Syring thought that \$83,000 sounded like a good deal.

Director Syring asked, what the deployment plan was for this apparatus. He asked what station it would go to. He asked for confirmation it would be only taken on certain calls. BC B. Olson responded that there was no plan identified yet, because they did not have the apparatus there yet. He compared the apparatus types to knives in a kitchen; noting that there are all types of knives and they all perform a little different. One knife could probably do it all, like a Swiss Army knife, but it won't do any one task really well. He shared that this Type III would add capacity for wildland and especially inclement weather. He stated it was the right tool, for the right job.

Director Syring asked is it for more rural areas. He asked if Beavercreek or Estacada had an apparatus like this. BC B. Olson answered that, no, not every station had one right now; they were strategically located at Stations 6, 9, and 14, along the eastern edge. He noted that they get quite a bit of use. He explained that the District will find a very good home for this Type III.

President Trotter thanked him for the presentation. President Trotter moved into item B-3 directly after the presentation.



**IX. BUSINESS – Action required**

**B-1 Request Board Approval of Station 1 Capital Improvement Project – Facilities Director Scott Vallance**

Director Wall asked, what was going to happen to the female firefighters during the time when the locker room was closed. DC Browne responded that the female firefighters will move during that time frame to a neighboring station, so that service is not disrupted with facilities. DC Corless told DC Browne that there are a couple stations that will work. He added that it was likely that they will just swap company office assignments for that six week period.

Director Syring asked about the item on the report where it stated the funding came from fund #30. He asked if this was from the Urban Renewal. He asked if they can use the county money that was returned to CFD #1, because it's within the district. Facilities Director Vallance answered, yes. Chief Charlton added that the County did authorize them to use funds from the Urban Renewal district, and one project was the improvements at Station 1.

**Director Joseph made a motion and Director Cross seconded, for the Board of Directors to approve the expenditure of approximately \$105,900 for the remodel of the female locker room at Station 1. Motion passed unanimously.**

**B-2 Request Board Approval of Resolution 20-05 – Authorizing Interfund Loan for Fiscal 2020-2021 – Chief Charlton on behalf of Finance Director Day**

Finance Director Day was unable to attend. Chief Charlton presented on her behalf.

Chief Charlton noted that Resolution 20-05 would authorize the District to borrow from themselves, if needed, from three funds: the equipment replacement fund, capital projects fund, and the enterprise fund. This would only be done if the District does not have enough cash flow to meet the needs until Nov.15, 2020.

Chief Charlton shared that this is an item that has been brought to the Board almost every year and it was only to ensure that they have adequate cash flow. Chief Charlton reported that there were some challenges that were discussed during the budget process. They discussed what the AV changes would potentially look like and the impact of the collection rates. An internal finance committee will be meeting soon to discuss these items. He noted that there were challenges with the ongoing COVID-19 pandemic. They were uncertain about the amount of federal funding that CFD #1 may receive and other funding sources. He shared that if they had to quarantine additional personnel, it may increase the costs to the District.

Director Joseph noted that this is a line of credit from their own funds that they set aside as back up. He asked if there was a limit to how much they can borrow. Chief Charlton answered that they would look at the beginning fund balance. He noted that this amount would be trued up when they went through the audit process. He believed they were able to access all of their reserve funds, but said he would check with Finance Director Day.

Director Joseph asked for confirmation that in the past, these funds were rarely used, but when they were, they never exceeded funds available. Chief Charlton confirmed that the District would not exceed available funds.

Director Wall explained that if the District didn't have enough funds to borrow from itself, they would get a tax anticipation note from the bank and borrow against future tax revenues. She added that this was not an authorization for that. The tax anticipation note would be an option, if needed.

**Director Syring made a motion and Director Cross seconded, for the Board of Directors to approve Resolution 20-05-Authorizing Interfund Loan for Fiscal 2020-2021 to ensure the cash flow requirements of the Fire District are met through the end of November 2020. Motion passed unanimously.**

**B-3 Request Board Approval of Capital Purchase – Purchasing a Used Fire Apparatus - Battalion Chief Brent Olson**

**Director Cross made a motion and Director Joseph seconded for the Board of Directors to approve the purchase of (1) Pierce Type III Pumper through Outback Fire Inc., in an amount not to exceed \$83,000. Motion passed unanimously.**

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

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

Lobbyist Ingram noted there was not much happening since her last report. She wanted to follow up on Director Joseph's question. She sent an update on the action taken on HB 4212, the COVID-19 omnibus bill. She noted that part of that update said that it was now in statute that public bodies, such as local government and special government, can now hold public meetings via video conferencing or phone, as long as there is a path for public to join.

**OB-2 Review of 2020 Strategic Business Plan – Chief Charlton**

Chief Charlton noted that in the packet there was the updated Strategic Business Plan, with tracked changes and a clean copy. They had asked the staff to go through and review the goals, objectives, timelines and critical tasks. He explained that these updates will help drive the discussion at the Strategic Planning Retreats in September.

Chief Charlton noted that, to Director Cross's earlier point, the District will continue to use data to drive decisions. He added that one area they will focus on in September, is driving outcomes through data driven decisions.

Chief Charlton shared that there was a lot of staff engagement to update these nine goals. They will send out a clean copy for the Boards' review later that week.

President Trotter commented that the goal two on pg. 13, used to say, "Ensure optimal Fire District coverage to reduce response time by the addition of firefighting and Incident Command

resources.” He noted that “By the addition of” had been deleted. He thought this was a good update, as it provided a larger perspective to look at.

### **OB-3 Board Committee/Liaison Reports**

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

Director Cross reported that they met a couple times since the last board meeting. They spoke quite a bit about the job description and the job announcement for the Fire Chief position. There was a robust conversation between the four of them and they made quite a bit of headway. The draft job description and announcement should be coming out before the next meeting.

President Trotter shared that this was a major topic and he looked forward to a full discussion at the next meeting.

Chief Charlton shared that they will have a full packet for the Board to review prior to the next Board Meeting. This will include the application and the process for those applicants. They also spent time on the 12 leadership competencies.

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

President Trotter shared that the Foundation annually gives out scholarships and the scholarship committee has reviewed this year’s applications. They reviewed eleven applications and three were selected. Each scholar will get \$1500 for 2020/21 school year. They were pursuing careers as an ER pediatric nurse, a cardiovascular surgeon and a doctor. He noted that this was just one way that the Foundation hoped to serve the community.

President Trotter noted that in item R-1b in the packet, there were the Board minutes from the May 26<sup>th</sup> Foundation meeting.

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

Director Syring reported that there was a lot of activity since the last Board Meeting on June 15. There was the Estacada Fire District Board Meeting on June 18 and the City of Estacada met on June 22; the City of Estacada and EFD #69 both approved Resolutions. The Joint Board Meeting took place on July 9<sup>th</sup> and they approved the Joint Order.

Director Syring shared that Chief Charlton just sent out an update stating that they received the SEL 805 & 803 forms, Explanatory Statements and the Debt Distribution Plan edits back from legal counsel. He added that he also sent the Committee the FAQ sheet, which was already sent through the Secretary of State’s office. Director Syring shared that August 14 is the date for the ballot title and the voter’s pamphlet statements, were due in early September.

Director Syring shared that Chief Charlton requested he meet with Director Silva with EFD #69 to discuss the Political Action Committees (PAC). They have an upcoming meeting scheduled for that. They will be reaching out to the Board of Directors, to see who is interested in getting involved or advocating on behalf of the PAC.

Director Syring stated that the elections would be on November 3.

Director Syring noted that there was no date set for the next committee meeting yet.

Chief Charlton shared that they are working on a tri-fold information flyer, a direct mailer, and a video. The video will tell the story of what a merger is and what it means.

**OB-4 Board Informational Updates/Comments  
COVID-19 Update – Chief Fred Charlton**

Chief Charlton reported that due to the increased number of cases and the surge of COVID-19, they elected to continue to not engage in community events and to be closed to the public until September 30. District employees have been following the governor's orders regarding face coverings.

Chief Charlton reported that they continued to seek federal reimbursement. They applied for the Assistance to Firefighter Grant, which was about \$140,900. These were awarded each Friday and they had not heard yet, if any funds were received. CFD #1 had also applied for the second round of the Federal Cares Act, requesting \$96,000. They received \$58,000 from the first round. He noted that the Fire District continued to look for every grant opportunity or funding source to help support the District in their response to the pandemic.

**XI. INFORMATIONAL ONLY**

**A. Division / Department Reports**

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

Chief Charlton reported that they were in Fire Season. ODF declared Fire Season on July 6. The current Fire danger was moderate. He noted that as the temperatures increase, it was likely they will move to a High Fire Danger level.

Chief Charlton shared that they scheduled the Strategic Planning Retreats; there will be two in September and one session in the beginning of October for the following groups: internal, Board of Directors and Volunteer Association.

Chief Charlton reported that in the last four to five months, they had been promoting a lot of incredible individuals to new positions of responsibilities. However, due to COVID-19, they had problems conducting the formal swearing in ceremonies. He had been traveling to the stations for the swearing in, to administer the oath, pin the uniforms, and give the challenge coins.

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

PIO Paxton shared his report was as submitted. No questions.

**R-1b Business Services Division**

Chief Charlton shared that Chief Whiteley was on vacation. It was noted that DC Stewart would cover and answer questions on his behalf. The report was as submitted.

DC Stewart shared some highlights of the report. The District was working on revising remote working policies. This pandemic was ongoing and the timeframe was extended for all to return to

work. They wanted to make sure that the appropriate systems were in place for employees to be efficient and effective while working remotely.

DC Stewart reported that the FMO did allow inspectors to start conducting some business inspections. With the new changes in stores (i.e. six foot spacing, one way traffic), they needed to be safe with the structure and for the pandemic.

DC Stewart shared that the Finance Department was submitting reimbursements for COVID-19 expenses. He wanted to share his appreciation for the line and administrative staff for tracking their time and paying attention to purchases related to COVID-19.

DC Stewart reported that the reaccreditation process was postponed. He said they did not know when it will occur, but he did not expect a site visit until November. He added that they may only see one or two people on sites or through Zoom or Teams.

### **Human Resources**

Human Resources Director Noble reported that the District had its first quarantine in place for a series of firefighters. A stay at home order was issued when CFD #1 had a COVID-19 positive staff member. She said that they submitted the cost for the time off for those employees to SAIF. She shared that they wanted to take advantage of funds available to the District for the pandemic.

Director Joseph asked where the funds came from. Human Resources Director Noble responded that there were numerous funding sources available. She noted that they have to be careful not to double-dip. They will start with SAIF, and once they hear back, they will see what finance will submit on the federal side. Director Joseph clarified, that the District can apply for federal funds for whatever is not covered by SAIF. Human Resources Director Noble confirmed.

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

As submitted.

Chief Charlton shared that he was available to answer questions on behalf of Finance Director Day. He noted that Director Wall had previously emailed questions and Finance Director Day already responded with answers.

### **R-1b.2 Support Services 2.21.39**

As submitted.

DC Browne had one small addition to the report. He pointed out that during COVID-19, Logistics, Facilities and Fleet, were all on-site providing support. He noted that a lot of departments were able to telecommute, but Logistics, Facilities, and Fleet were needed on-site and they had been doing phenomenal work during the pandemic.

DC Browne witnessed the Fleet, Logistics, Facilities, and Finance teams working together on inventory day and he thought it was a great example of teamwork.

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

As submitted.

DC Stewart asked if the President Trotter would allow Data Systems Director Hopkins to touch on First Watch.

Data Systems Director Hopkins reported that they are early in the implementation stage of First Watch. There was a committee formed with the County, moving through preliminary stages and steps. She shared that they hope to have their first meeting scheduled soon.

DC Stewart added that this will be exciting as it will increase the speed that they will be getting the system performance data. The AMR data will be sourced directly from the CAD rather than from a service provider. It will be the same level of accountability and transparency across the county.

Data Systems Director Hopkins shared that they also were implementing Intterra analytics. They already had some sample visualization tools in place.

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

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

Report was as submitted.

DC Gehrke wanted to thank Data Services and Finance. He noted that both departments have been a big help to EMS, with the absence of AT Toczyski and some work they are doing around ROI (the cost of running the ambulance program).

Director Wall asked about the Cascade Training CPR classes being suspended. She asked if any people's licenses would get suspended if the District can't provide them with the CPR certifications. DC Gehrke said he will look into that and report back. He didn't believe so. He also noted that CFD #1 was filling in the gap for their own CPR certifications.

Director Wall asked about the status of the medic unit pilot program with AMR. DC Gehrke reported that it was going well. He shared that the Sunnyside Kaiser pilot has been moved to a permanent program and he hoped other facilities will become permanent as well. He shared that the other pilots were extended to December 31.

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

As submitted.

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

As submitted.

BC Corless reported that the CCOM dispatching unit was changed to an automated dispatcher called "Samantha". It was dispatched on July 15. He added that there is still a live dispatcher once they go out on the call.

Director Syring asked about the mutual aid report. He noted that the mutual aid with Sandy was almost identical, 48 given and 46 received. He noted that in a perfect world, that's how it was supposed to work. He noted that with Canby, it was almost non-existent and they used to be one

of the highest ones. He asked if something happened. DC Corless responded that AVL is part of that. He noted that they send the closest forces. Chief Corless also noted that he had been asked by the Board of Directors to speak with Chief Davis in Canby, to make the situation more neutral. Chief Davis looked into it and had been using Aurora Fire (recent addition to CCOM) more as well as TVFR.

Director Syring noted that the mutual aid to Gladstone was two to one. He noted that CFD #1 was giving almost double of what they were receiving. He noted that it was an interesting analysis.

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

BC Deters reported that training in June was a Wildland Safety refresher. The EMS training focused on medication errors and trauma. BC Deters explained that the Explorers were still not back, so there was nothing new to report for that program.

BC Deters reported their station coverage. He noted it was their first month at Station 333.

- Stn.12 – 12/30
- Stn.13 – 20/30
- Stn.18 – 30/30 (4 - 24 hour shift)
- Stn.333 – 16/30
- Rehab/Water Tender Group – 16/30

BC Deters reported no personnel changes. They were still in recruitment process, with the Recruitment Academy still slated for September. He shared they had 32 individuals currently going through the process. They were getting physicals and psychological evaluations.

Director Wall asked, what a “sister station check in” was. BC Deters answered that all volunteer stations meet with the closest career station, which they called their “sister station.” These were the stations they went on calls with and where the volunteers check in with the Captains and the Lieutenants, so they are familiar with each other.

Director Syring had some comments about station coverage. He thought the increased coverage was great. He asked what the volunteers were using at the new Station 333. BC Deters responded that Station 333 did not have the right equipment, so the volunteers start their shift at Station 330 to get the rigs they need for their shift and then return it to Station 330 after their shift.

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

Volunteer Association President Hambley reported from Station 12.

He reported that they had their first Board meeting this month. It included special guest presentations by BC Deters, Director Syring, and Chief Charlton.

He shared that he looked forward to working with them more.

## **B. Correspondence**

Noted.

## **C. Informational Items**

Noted.

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, August 17, 2020 at 6:00 pm. by remote conferencing

**XII. ADJOURNMENT**

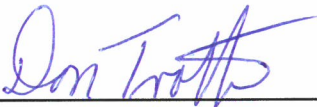
The meeting adjourned at 7:58 pm.

**UPCOMING EVENTS:**

August 17 – Regular Board Meeting – 6:00 pm by remote video conferencing

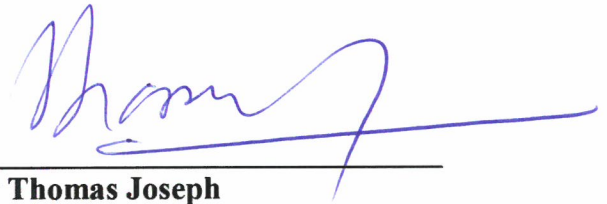
September 9 – CFD #1 Board Planning Retreat

Rachel Trotman  
Executive Assistant



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**President Don Trotter**



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**Secretary Thomas Joseph**