

# Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING  
February 22, 2010**

**(This meeting was recorded.)**

- I. CALL TO ORDER PER ORS 192.610 TO 192.710**  
**ORS 192.650 – The meeting is being recorded.**  
**ORS 197.710 – Smoking is banned during the meeting.**

Chairperson Trotter called the meeting to order at 7:00 p.m.

**Present:** Board of Directors Jim Doane, Dave McTeague, Don Trotter and Marilyn Wall; Chief Ed Kirchhofer; Deputy Chief Scott Weninger; Deputy Chief Fred Charlton; Deputy Chief Jim Syring; Personnel Services Chief Mark Cauthorn; Executive Officer Kyle Gorman; Battalion Chief David Scheirman; Captain Karl Koenig; Captain Brian Burke; Public Information Officer Steve McAdoo; Volunteer Association President Steve Montez; Lobbyist Genoa Ingram from Court Street Consulting; Legal Counsel John Osburn; Citizens Informed and Aware Representative Thelma Haggemiller; and Executive Assistant Karen Strejc. Director Forsberg was absent due to illness.

- II. CHANGES TO AGENDA**  
None

- III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON  
JANUARY 25, 2010**

**There were no changes to the minutes. Chairperson Trotter declared that the minutes from the regular board meeting on January 25, 2010 stand approved as written.**

- IV. PUBLIC COMMENT**

Citizens Informed and Aware (CIA) Representative Thelma Haggemiller shared that the CIA group would be hosting a meeting entitled "Urban Renewal 101." This meeting will be held on Wednesday, March 10, 2010 at 7:00 p.m. at Rose Villa on River Road in Milwaukie. She invited Fire District personnel to attend. The purpose of the meeting is to educate the public as to the pros and cons of urban renewal. TVF&R's Executive Officer Alec Jensen and Barb Cartmill from the Clackamas County Development Agency will be attending to answer questions.

## **V. PRESENTATION OF DOCUMENT UPDATES: RE-ACCREDITATION, STANDARDS OF COVER AND STRATEGIC BUSINESS PLAN**

### **Re-Accreditation**

DC Syring provided a summary of the Re-Accreditation Self Assessment process. The Fire District was first accredited in 2000 by the Commission on Fire Accreditation International (CFAI) and re-accredited in 2005. This third accreditation process began in mid-2009. The timeline for this process includes uploading the Self Assessment document by the end of February to a CFAI SharePoint site along with the Standards of Cover and Strategic Business Plan documents. Once uploaded, a peer assessment team will have 45 days to review each of these three documents. Changes and updates to the Self Assessment document will be made during this time and if approved, a four to five day site visit will be scheduled in April or May. The Fire District will either be approved or deferred at that time.

DC Syring reported that a proactive approach was taken in the preparation of the Self Assessment document. Over 40 employees participated in the writing, and editing of the document. All departments were represented in the compilation of the report and did an excellent job.

Chief Kirchhofer commended DC Syring and Executive Assistant Karen Strejc for the many hours they have spent working on the document.

Chairperson Trotter asked if the Standards of Cover and Strategic Business Plan documents, which are the ones requiring board approval, would be brought back to the Board for re-approval if any changes needed to be made. Chief Kirchhofer answered that this would be necessary only if major changes were recommended.

### **Updates of Standards of Cover**

DC Smith reviewed the staff report, which is a condensed version of the Standards of Cover document. It includes the performance measures for emergency response and proposed changes. He explained that the CFAI wants to see performance measures for all of the services an agency provides so the District is now proposing to have certain time standards for water rescue, technical rescue, hazard materials response as well as some of the support responses from the Fire Marshal's Office. Discussion followed.

DC Smith reported that the Standards of Cover document would be finalized during the week of February 22 and posted on the CFAI SharePoint site by the end of the week and also posted on the D1net.

DC Smith explained that in this update the information went into more depth regarding turnout times and improvement is continuing to be seen in this area.

Chief Kirchhofer shared that at the March board meeting Bob Cozzie, C-COM Director, will provide a performance report covering the past 12 months and a presentation of the future of C-COM.

DC Smith shared that this was the first time since 1999 that all three of these documents were updated at the same time. While being very time consuming to complete, the advantage has been that there have been discussions on a daily basis regarding the information and ensuring that the information is consistent in each document.

### **Update of Strategic Business Plan**

EO Gorman summarized the process for updating the Strategic Business Plan. Over the last 18 months, the Fire District had made great efforts in the strategic planning process that began with Battalion Chief Tim Dahl. Upon his retirement, EO Gorman took over managing the completion of the document. EO Gorman thanked BC Dahl for all of the work that he put into the project.

EO Gorman shared that a significant amount of input had been provided by the Board and the agency. Two community planning meetings were held where input was gathered from citizens. The Board approved the District's mission, vision and 14 goals over one year ago. Staff took these 14 goals and placed them into three separate categories:

1. What the Fire District does to serve the community
2. What the Fire District does to make improvements to itself
3. Communications and partnerships internally and externally for the organization

The goals were placed into one of the three categories and a list of objectives was developed in each of the categories.

At the last staff retreat, a list was made of which items the Fire District should focus upon and accomplish for the next year. This Strategic Business Plan identifies the long-term issues that the District needs to resolve, but also identifies the things to accomplish in the near future. Action steps have now been developed to outline the process for accomplishing these goals.

EO Gorman explained that this Strategic Business Plan is different from the others that have been developed. It will never be a final document as it is designed to be a living document and updated as projects and goals are accomplished. It will be in electronic format so that it will be easily updated and will be on the District's internal website.

EO Gorman explained that the Strategic Business Plan lays out the agenda for the strategic planning process each year that will help to identify what has been accomplished, what needs reprioritizing and what priorities need to be added. Periodically, staff will reconnect with the Board to ensure the mission and goals have not changed.

This strategic planning process has provided the younger leaders in the Fire District with the development opportunity to participate in the planning process for the District's future.

EO Gorman highlighted the sections of the Strategic Business Plan. The big picture issue items are outlined in the document first, and then followed by the Board policy issues. The end of the document discusses the most critical issues that the District will accomplish in each of the three categories over the next year. Updates will be included as goals are accomplished.

Chairperson Trotter asked if the Action Plans that are included in the Strategic Business Plan will be updated since many of the completion dates are in the past. EO Gorman confirmed that these pages will be updated prior to being submitted to the CFAI.

EO Gorman explained that the data analysis process is one of the short-term goals that the District has become focused upon while working on this document. Administrative Technicians Lynsey Hillesland, Tricia Noble and Shelby Martin have become well versed in understanding the data, what it is that the District does, what issues could and should be exceptions to the data and how it relates to response performance. This level of understanding will be expanded to the rest of the District

Chairperson Trotter shared that this was a great effort on everyone's part for all three documents. He congratulated everyone on a job well done for each of the documents.

## **VI. BUSINESS – Action required**

### **B-1 Request Board Approval of Resolution 10-01 – General Fund Budget Reallocation**

DC Weninger reported that Station 10 provides the SCBA bottle maintenance for the District. The District has been using a compressor that was originally purchased in 1994 by the former Oak Lodge Fire District to serve their single station. Once the districts merged, the compressor was moved to Station 10. It has worked well since then, but has developed leaks. It has been repaired several times and the cost to repair it again is estimated to be \$5,000 to \$6,000. It has been budgeted to be replaced in the Fiscal 2010 budget. However, the SCBA fund for Fiscal 2009 has funds that could be used to purchase new equipment instead of using the money towards maintenance. Because the equipment continues to malfunction, the decision needed to be made to either repair it or replace it this fiscal year. Discussion followed.

**Director Doane moved and Director McTeague seconded the motion to approve Resolution 10-01 – General Fund Budget Reallocation. The motion passed unanimously. Director Forsberg was absent.**

### **B-2 Request Board Approval of the Standards of Cover Document**

DC Smith reported that the Standards of Cover was reviewed earlier in the meeting. The request of the Board was to approve the new standards pertaining to Hazardous Materials/CBRNE, Water Rescue, Technical Rescue, Fire Investigator, Public information Officer and Rehab Unit response.

**Director McTeague moved and Director Doane seconded the motion to approve the new standards pertaining to Hazardous Materials/CBRNE, Water Rescue, Technical Rescue, Fire Investigator, Public information Officer and Rehab Unit response. The motion passed unanimously. Director Forsberg was absent.**

### **B-3 Request Board Approval of the Strategic Business Plan**

EO Gorman had to leave the meeting in order to attend a meeting regarding urban renewal. Chief Kirchofer requested board approval of the major portions of the Strategic Business Plan including the strategic level discussions with the understanding that the short-term objectives will be continually updated.

**Director Wall moved and Director McTeague seconded the motion to approve the Strategic Business Plan as updated. The motion passed unanimously. Director Forsberg was absent.**

**B-4 Request Board Endorsement of Agent of Record**

Chief Kirchhofer offered a brief recap of the subject of an Agent of Record. He explained that it is not clearly covered in the District's Purchasing Policy and by definition is not a purchase. The selection of an agent does not require an exchange of funds or any type of service contract at this point. Meetings regarding the selection of an Agent of Record have been inclusive of Board representatives, staff and labor. Given the consideration that the current Agent of Record has been in this position for a long time, it was important that the Board be involved and endorse a change of that nature.

Chief Kirchhofer also explained that Legal Counsel has offered an opinion on the matter. No purchase is made. Therefore, Board approval is not required.

The nature of the medical insurance contract that would be agreed to and bargained with the District's collective bargaining unit will have a dramatic affect on the compensation of an Agent of Record. The decision regarding an Agent of Record does not involve any compensation. The plan and the contract that is agreed to would require compensation. Any future contract for medical insurance would be returned to the Board for approval in the context of approving a collective bargaining agreement.

Director McTeague asked for the criteria used in choosing Liberty Benefits Group Advisors. PSC Cauthorn explained that LBG was chosen because of the detail of their answers to the questions and their transparency component regarding charges. Chief Kirchhofer shared that the consensus of the group was that there was a number 1 and a 1a. There was an advantage to having an agent who was very eager to establish themselves in the market in Oregon. LBG would be creative in fully funded insurance coverage, partially funded and fully self insured model. However, LBG said it could not endorse the fully self funded model for the Fire District. They would not help the District if this was the selection chosen.

Director McTeague shared that he was interested in seeing the responses from the two insurance companies. PSC Cauthorn will forward the responses to the Board.

Chairperson Trotter, who had participated in the health insurance meetings, shared that either health insurance agency could do the job. However, LBG had a greater ability to communicate with the Fire District.

The decision of the health insurance committee was to choose LBG Advisors contingent upon the meeting of District staff with LBG's staff. If this meeting does not work out, the second health insurance company would be selected. Discussion followed.

**Director McTeague moved and Director Doane seconded the motion to endorse the selection of Liberty Benefits Group as the District's Agent of Record for health insurance benefits contingent upon a satisfactory meeting with staff. The motion passed unanimously. Director Forsberg was absent**

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

**OB-1 Board Committee Reports**

**Capital Projects**

Chairperson Trotter reported that a meeting is scheduled for March 9, 2010.

**Executive Staff**

Chairperson Trotter reported that the Executive Staff has met twice since the last board meeting. Both times were due to the health insurance issue for discussing an Agent of Record

**Foundation**

Chairperson Trotter reported that the minutes of the last Foundation meeting on January 19 are found at the end of Item R-1b.

**Volunteers**

Director Doane reported that Human Resources Assistant Mary Beth McGee attended the last Volunteer meeting and conducted a card sort of the competencies Volunteers felt that a Volunteer Coordinator should have. Director Doane asked Volunteer Association President Steve Montez to provide further updates of the Volunteer Association.

Volunteer Association President Montez reported that the Volunteers covered Estacada Fire Department's station when they participated in a burn-to-learn. The Volunteers also covered Boring Fire District's stations for one evening.

Volunteer Association President Montez reported that the bylaws of the Association were ready for the Board to review. These would be e-mailed to them the next morning. The replacement of Station 13 continues. He shared that he attended a class entitled "Confined Fire Behavior Training Prop" at Station 10.

The Volunteer Recruit Academy has 23 people attending. Graduation day is scheduled for March 16.

**VIII. INFORMATIONAL ONLY**

**A. Divisional Reports**

**R-1a. Administration**

Chief Kirchhofer reported that the Entry Level Firefighter Academy begins March 1 with an orientation and family night beginning at 6:00 p.m. at the Training Center.

Oregon City Mayor Norris presented her final State of the City Address on February 16. The Fire District was mentioned very favorably several times during her address. She shared about the annexation and the partnership that it took to accomplish this and the impact on Oregon City to enable them to reach a degree of financial stability. She shared about the firefighters from the lateral hire group who participated in Oregon City's 150<sup>th</sup> anniversary celebration by planting trees around the city.

Chief Kirchhofer reported that staff continues to work on the urban renewal issue.

The Colton Fire District issue seems to be stabilizing. Several County Commissioners have shared with Chief Kirchhofer that they have received many letters from citizens in the community for finally getting some stabilization for Colton's Board of Directors. Two more board members are still needed.

Chief Kirchhofer reported that following the murder/suicide of the CCSO Sergeant, the Fire District offered support in the way of peer supporters and chaplains to help co-workers work through the crisis. The Sheriff's Office also has a similar program in place. Chief Kirchhofer and Sheriff Roberts will meet in the near future to discuss how the two agencies can work together in this type of crises to help keep things on tract.

Chief Kirchhofer reported that at the Community Safety Appreciation Luncheon that took place earlier in the day, the District recognized Angela Fox and the staff of the Clackamas Review/Oregon City News for their continued partnership they have had with the Fire District over the years. They have helped to deliver the District's public safety message to the public on a regular basis not just in ads, but in actual reports when events occur.

C-COM Director Bob Cozzie will be providing an update of the agency at the March 15, 2010 board meeting. The C-COM budget increased approximately three percent for the next fiscal year. The Fire District's portion increases 2.86 percent. The fire uses allocation is based upon call volumes and CFD1's did not increase as much as other agencies.

Staff will be meeting with Jeff Griffin from Wilson-Heirgood on February 24 to discuss cancer presumption. He will attend the board meeting in March or April to discuss the impact.

Chief Kirchhofer reminded everyone of the Awards Banquet on Saturday, February 27 at the Abernethy Center in Oregon City.

Chief Kirchhofer shared that he is currently serving as the chair of the C-800 Radio Communications Group for Clackamas County. He is also serving as a member on the Regional Radio Board, which is involved in developing the plan for the next generation radio system for the Portland metropolitan area. He hopes to have an update for the Board in the near future regarding the system.

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

As submitted. PSC Cauthorn provided a disclaimer regarding the CPI that was given at the January board meeting was not as high as expected.

#### ***Financial Update***

As submitted. Finance Director McSperitt reported that the CPI was .27, much lower than what PSC Cauthorn had shared at the January meeting.

**R-1c. Fire Prevention/Information Services**

As presented

Chairperson Trotter asked about the \$55,000 total loss shown under EMS and Rescue and the Good Intent losses of \$260,000 and \$900,000. DC Charlton responded that he would research the answers and send them to him.

Director Wall asked about the mutual aid from Gresham Fire at Station 3. DC Charlton responded that this was due to the regional Haz-Mat team responding to an incident.

**R-1d. EMS, Planning, and Government Relations**

As submitted.

**R-1e. Operations**

DC Weninger reported that the District is transitioning from paper based logbooks in the stations to electronic logbooks over the next few months. It is a work in progress.

**R-1f. Training, Safety and Wellness**

As submitted. DC Syring reported that highlights include the completion of the first month of the training and volunteer division being integrated. It has been an eye opener for him regarding the amount of activity that takes place at the Training Center. DC Syring reported that Capt. Crowder does an outstanding job of keeping things moving. The Training Division will be focusing on development opportunities. The District is in a decade of change. There will be two Instructor II classes offered due to much interest as well as two pumper operator classes.

DC Syring reported that the Volunteer Recruit Academy includes 22 in the Suppression Academy and nine in the Support Academy. When these graduate, the Volunteer force will double in size.

The next ad hoc committee meeting will take place on February 24. Options will be discussed regarding the Volunteer Coordinator's position. The best options will be presented at the next board meeting.

Genoa Ingram from Court Street Consulting shared that the Joint Ways and Means Committee was still meeting. On February 17, the Committee passed funding for Oregon Wireless Interoperability Network (OWIN). She shared that a written report would be available later in the week regarding urban renewal.

**B. Correspondence**

Noted

**C. Informational Items**

Noted

**IX. ADJOURNMENT**


The meeting was adjourned at 8:27 p.m.

Karen Strejc  
Executive Assistant



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**Chairperson, Don Trotter**



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**Secretary, Dave McTeague**