

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS MEETING March 15, 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, Toby Forsberg, 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; Finance Director Susan McSperitt; Battalion Chief Ken Horn; Captain Brian Burke; Volunteer Association President Steve Montez; Lobbyist Genoa Ingram from Court Street Consulting; Legal Counsel John Osburn; C-COM Director Bob Cozzie; citizens George Warren and Phyllis Warren; and Executive Assistant Karen Strejc.

## II. CHANGES TO AGENDA

Chief Kirchhofer reported that there were two changes to the agenda. The first was that one additional item of business would be added – Item B-2 - regarding the potential of refunding the general obligation bonds that were issued in 2001. Also, there was no need for an Executive Session as advertised.

## III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON FEBRUARY 22, 2010

**There were no changes to the minutes. Chairperson Trotter declared that the minutes from the regular board meeting on February 22, 2010 stand approved as written.**

## IV. PUBLIC COMMENT

None

## V. PRESENTATION OF AWARD

Chief Kirchhofer shared that there were two special guests in the audience. One was former Director George Warren and the other guest was his wife, Phyllis. Chief Kirchhofer explained that George had been recognized several times while he was a member of the Board for his contributions to the Fire District as well as to the fire service.

Chief Kirchhofer read a letter from Governor Kulongoski regarding his appreciation for the work that George had done while serving on the Governor's Fire Service Policy Council. Governor

Kulongoski appreciated George's dedication to making Oregon a better place. Chief Kirchhofer officially presented a plaque to George. George accepted it on behalf of the Fire District that supported him while he was on the Board and for the OFDDA that put him in the position on the Council.

## **VI. PRESENTATION OF C-COM UPDATES**

Chief Kirchhofer introduced Bob Cozzie, Director of the Clackamas County Department of Communication (C-COM). C-COM Director Cozzie gave a presentation of C-COM and provided updates that have taken place with the agency.

### ***Staffing***

C-COM Director Cozzie explained that being a dispatcher was a very challenging career, which requires many months of training. He explained that currently there are 19 fully trained dispatchers, eight trainees and three lateral trainees. There are also two call-takers. This will bring the total number of full-time employees to 32, when all are trained. C-COM Director Cozzie explained that out of nine trainees that begin the training, often there are only three who will complete the training. In January, it is hoped to have more trainees begin training to bring the total to 34 employees.

### ***Training***

C-COM Director Cozzie explained that C-COM has a long, extensive training program, which is typical for the West Coast. The further east one goes the less intensive it is. Training begins with a seven week academy at C-COM, followed by a two week academy at the Department of Public Safety Standards and Training (DPSST) in Salem, then return to C-COM for 1,300 hours of on-the-job training. Dispatchers are fully cross-trained for fire, police and 9-1-1 call-taking. There are 400 hours of call-taking, 400 hours of primary law (most challenging due to volume of calls taken), 300 hours of service law and 200 hours of fire calls. The total training time is from 12 to 18 months.

### ***Staffing Projections***

C-COM Director Cozzie shared the staffing projections for the next 10 months. Providing that all of the trainees successfully complete training, by July 2010 there will be 21 dispatchers, two call-takers and nine trainees. By October 2010, there will be 26 dispatchers, two call takers and four trainees. By January 2011, there will be 26 dispatchers, two-call takers and six trainees.

### ***Performance Trends***

C-COM Director Cozzie explained some of the performance measures that C-COM has in place. For Fire/non-Emergency Medical Dispatch (EMD) Priority 1, the goal is to dispatch 95-percent of the calls received within 75 seconds. C-COM and their Member Board has defined the term dispatch to mean from the beginning of the call when the call has been answered by the call taker, the clock begins. The goal of the call taking time and the dispatch time is 75 seconds. He discussed C-COM's performance trends over a four-year period from 2005 to 2009. C-COM Director Cozzie explained that the improvement of dispatch times would not be due to software, but procedures that would be approved by the Member Board.

C-COM Director Cozzie invited the Board to visit the dispatch center to view the dispatchers at their job.

***Year in Review***

C-COM Director Cozzie reported that the dispatch staff is good at their jobs. Some of the major accomplishments of C-COM over the past year include receiving the “Oregon Association of Public Safety Communication Officials/National Emergency Number Association (APCO/NENA) Critical Incident Award” for supporting North Marion County Communications (NORCOM) following the Woodburn bank bombing. Also, a C-COM trainer was awarded the “Oregon APCO/NENA Trainer of the Year” for the second year in a row, successfully conducted two live evacuation training drills and implemented a Training and Quality Assurance Coordinator position.

C-COM Director Cozzie explained that dispatchers work four days on and four days off and they usually work over-time. Some dispatchers are working 13-hours straight. When there are 26 dispatchers, the automatic one-hour every day overtime no longer is needed.

The Board thanked C-COM Director Cozzie for his presentation.

**VII. BUSINESS – Action required**

**B-1 Request Board Approval of Three-Year Term Renewals to the Clackamas Emergency Services Foundation Board of Trustees for Kyle Gorman, Sherie Rosenbaum and Scott Vallance**

Chief Kirchhofer explained that the term renewals of the Clackamas Emergency Services Foundation Board were a standard business item each year. The Fire District’s Board of Directors has to approve the renewal terms for the Trustees. Three of the trustees – Kyle Gorman, Sherie Rosenbaum and Scott Vallance – have terms of office expiring this year. All are willing to serve another three-year term.

**Director Doane moved and Director Wall seconded the motion to approve the three-year term renewals of Kyle Gorman, Sherie Rosenbaum and Scott Vallance to the Clackamas Emergency Services Foundation Board of Trustees. The motion passed unanimously.**

**B-2 Refunding of General Obligation Bonds**

Chief Kirchhofer explained that in 2001 the Fire District had a general obligation bond sale after the voters approved a \$9 million bond in 2000. At the time, the interest rates ranged from 4.5-percent to 5-percent for the bonds that were sold. The Fire District was approached by Katie Schwab from Wedbush Securities about the opportunity to refund the bonds at the current rate. These bonds are in the form that may be refunded without a penalty. Staff wanted to discuss this with the Board and get consensus before any commitments were made. An informational e-mail was sent out to the Board several weeks ago.

Chief Kirchhofer reported that the gross savings on the bond interest payments would be approximately \$179,000. The Fire District budget does not benefit from the savings. The savings goes directly to the taxpayers. The net savings to the taxpayers would be \$104,000 to

\$110,000, which would include the cost of issuing the bonds, the underwriters' fee and the cost of bond counsel. The cost to the Fire District is in staff time and cost to carry out the transaction.

The two firms interested in representing the Fire District as the bond agencies are Wedbush Securities and Seattle Northwest. The latter handled the bond sale in 2001. Both are very qualified to handle the refunding of the District's general obligation bonds.

Chief Kirchhofer explained that the District's purchasing policy outlines the procedures for a personal services contract. His proposal to the Board was that staff would develop some very objective criteria. The Board Capital Projects Committee was involved in the presentation of Wedbush Securities and he recommended that the committee be involved in reviewing the responses from the two bond agencies, and selecting one to bring to the Board for approval at the April board meeting along with a resolution to move forward with the bond refunding.

Chief Kirchhofer asked if Director Wall or Chairperson Trotter had any information or comments to add since they were present at the presentation. Chairperson Trotter shared that it was the consensus of the group that heard the presentations that this was not a moneymaker for the Board, but a money saver for the taxpayers. He shared that it is his opinion that it is the Fire District's responsibility to save taxpayers money without impacting services. It will take 40 to 60 hours of staff time to accomplish this procedure. Staff feels this would be a good investment. After the firm is selected, there will still be the opportunity to not proceed with the refunding if interest rates are not at a rate that would save taxpayers money.

Discussion followed regarding the fact that it was worth 40 hours of staff time in order to save taxpayers \$100,000.

Counselor Osburn shared that if the District chooses to move forward with the refunding of the bonds, his firm would prepare the paperwork. If the District decided that the interest rates did not justify the refunding of the bonds, there would be no charge. However, the paperwork would be ready when the time was appropriate.

**It was the consensus of the Board to have staff proceed with the process of submitting requests for information to the two bond agencies for refunding the District's general obligation bonds. Staff will present their results in a resolution at the April board meeting.**

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

##### **OB-1 Board Committee Reports**

##### **Capital Projects**

Director Wall reported that the committee met with the representatives from the Oregon City United Methodist Church. The church owns property that adjoins the property of Station 17. The church has a very large parcel of land that they are trying to partition into two parts. Part of the requirements from the city of Oregon City is for the church to provide for an interior road that goes from Josephine Street out to South End Road. In order to proceed with this, the church would have to cut through the back of the property of Station 17, which will remove some of the parking area. The church is offering to pay for the land, but they want to pay for it on the back end. No price has been set for the purchase. There will be a fee for the District since the District

has a permit for the conditional use of the land to have a fire station on the property and this adjustment of land will require a modification of the conditional use permit. The church's engineer and architect continue working with the city regarding this plan. Capt. Rooney attended the meeting to share the concerns of the crews regarding how it would work to have the road in place. Currently, the church is paying for all of the expenses for this change. However, there may come a time when the District may be asked to help pay costs

### **Volunteers**

Director Doane reported that the Volunteer Academy Graduation was scheduled for Tuesday, March 16 at 6:00 p.m. at the Training Center. Chairperson Trotter would be attending as well as Director Wall.

Volunteer Association President Steve Montez shared that the amount of volunteers would double in size after the graduation of the Volunteer Academy.

Chief Kirchhofer shared that this was the largest Volunteer Academy that the District has had.

## **IX. INFORMATIONAL ONLY**

### **A. Divisional Reports**

#### **R-1a. Administration**

Chief Kirchhofer shared that Point Source Solutions completed the Phase I environmental report on the Hnidey property, which is the property north of the Training Center. Staff will be meeting on March 18 with Jeff Jackman from the company to receive the results of the report. Chief Kirchhofer will share the results of the report with the Board.

Chief Kirchhofer mentioned that the Volunteer Academy graduation as well as their swearing-in will take place on March 16.

Chief Kirchhofer shared that he has been invited by the Portland Fire Bureau to participate in the process of updating their strategic business plan. He will be joining other outside stakeholders in this process.

The North Clackamas County Chamber of Commerce has scheduled a State of the Region Address with Metro President David Bragdon on Friday, March 19, 2010. It will be held at Marylhurst University and begin at 11:30 a.m. Anyone interested in attending should contact Karen Strejc for reservations.

Chief Kirchhofer reported that one of the new recruits resigned earlier in the day. Chief Kirchhofer met with the recruit for an exit interview. The recruit had many good things to say about the District, personnel and Training Staff, but he just did not have the skills needed to be a firefighter.

Chief Kirchhofer shared that he survived the Firefighter Stair Climb in Seattle at the beginning of the month. He was committed to participating again next year.

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

As presented.

Director Doane asked about the meeting with LBG Advisors. PSC Cauthorn reported that the meeting went well and they have assumed the role of Agent of Record for the District. HR Administration Technician Carrie Szabo and Payroll Administrator Thia Barth have met with them.

### ***Financial Update***

Financial Director McSperitt reported that the District is 300,000-percent over-extended in the general fund in the material and services fund due to the lease of the Hnidey property. This will be rectified by the end of the fiscal year.

Finance Director McSperitt shared that she attended the Oregon Municipal Finance Officers Association conference the previous week. Several items that she learned from the conference included GASBY 54, which pertains to fund reporting. With this new requirement, there will be changes made in the District's financial statements for financial reporting.

While at the conference, Financial Director McSperitt also attended a seminar on the Oregon Short-Term Fund, which is the District's LGIP. They are still funding the District dollar for dollar. They are still deferring 0.45-percent of the earnings into a loss allowance account. This will be done until they achieve their goal of \$125 million. Currently, they are approximately half way there.

Finance Director McSperitt also attended a session on PERS. The PERS fund came up by 20-percent in 2009. She will be attending a rate setting meeting in May. Discussion followed.

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

As presented.

Chairperson Trotter commented that the false alarm report downturn is good to see. The report shows 25-percent fewer false alarms. DC Charlton shared that there has been a better reflecting of alarms in the billing so that the alarms are more accurately tracked. Chief Kirchhofer noted that more fixed systems are being used and the false alarm rate is going down.

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

As presented.

EO Gorman was not present as he was representing the District at another meeting. Chief Kirchhofer reported that there is a different format to the EMS report this month. The senior staff is working collectively on reformatting their divisional reports to be more reflective of organizational goals and performance measures.

### **R-1e. Operations**

As presented.

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

As presented.

DC Syring reported that the Volunteer Academy Graduation will be on March 16. Additional suppression volunteers will allow for duty shifts to be scheduled at Station 13 when the remodel is completed.

DC Syring reported that the Self Assessment process continues. The Peer Assessor Team has approved the Standards of Cover and Strategic Business Plan documents. The Self Assessment document has been uploaded, but no comments have been received to date.

Genoa Ingram, the District's lobbyist from Court Street Consulting reported that she sent electronic copies to the Board of the Legislative Report for 2010. She shared that she had spoken with the co-chair of the Ways and Means Committee about Director Wall's question regarding why the Oregon Wireless Interoperability Network (OWIN) was being placed in the transportation department. This was done as it was felt the transportation department had more staff and would be better able to support the OWIN project than the Office of the State Police.

Genoa also reported that Director Forsberg had filed for the legislative race in District 39.

**B. Correspondence – Noted**

**C. Informational Items - Noted**

**X. EXECUTIVE SESSION REGARDING LABOR NEGOTIATIONS PURSUANT TO ORS 192.660(2)(n)**

Not needed.

**XI. ADJOURNMENT**

The meeting adjourned at 8:08 p.m.

Karen Strejc  
Executive Assistant

  
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Chairperson, Don Trotter

  
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Secretary, Dave McTeague