

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS MEETING
May 17, 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.

Director McTeague called the meeting to order at 7:08 p.m.

Present: Board of Directors Dave McTeague, Don Trotter and Marilyn Wall; Chief Ed Kirchhofer; Deputy Chief Scott Weninger; Deputy Chief Fred Charlton; Deputy Chief Jim Syring; Battalion Chief Jamie Karn; Personnel Services Chief Mark Cauthorn; Finance Director Susan McSperitt; Executive Officer Kyle Gorman; Captain Brian Burke; Lieutenant Jed Wachlin; Apparatus Operator Brandon Paxton; Firefighter Nicolas Fisher; Firefighter Matt Rouse; PIO Steve McAdoo; Wellness Coordinator Heather Goodrich; Volunteer Association President Steve Montez; Volunteer Daniel Grigoryev; Volunteer Greg Willson; Thomas Joseph – Thomas Joseph Personalized Drying Cleaning; Lobbyist Genoa Ingram from Court Street Consulting; Legal Counsel John Osburn; Citizen Howard Bicket; and Executive Assistant Karen Strejc. Director Forsberg arrived at 7:10 p.m.

Chairperson Trotter called the meeting to order at 7:08 p.m.

- II. CHANGES TO AGENDA**
None

- III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON**
April 19, 2010 AND THE WORK SESSION ON MAY 10, 2010

Director Wall moved and Director McTeague seconded the motion to approve the minutes of the regular board meeting on April 19, 2010 and the work session on May 10, 2010. The motion passed unanimously.

- IV. PUBLIC COMMENT**

Citizen Howard Bicket shared that he and his wife were able to watch the Clarkes Fire Station be torn down. He commended Facilities Maintenance Manager Scott Vallance for handling the job well. Howard was also there when the station was built and he will also be there when the manufactured building is delivered.

V. PRESENTATION OF GLOBAL MISSION READINESS TRIP

AO Brandon Paxton gave a presentation of the Global Mission Readiness (GMR) organization and an update of their recent trip to Peru. AO Paxton is a member of the organization and is currently its PIO. The 501(c)(3) organization was founded in March 2009 by Capt. Don Davis and is based out of Keizer, Oregon. The Board of Directors includes AO Burk Slater, Lt. Steve Hoffeditz, Capt. Brian Rooney, CEO Capt. Don Davis and Physician Supervisor Dr. Craig Warden.

AO Paxton shared GMR's mission and values' statements. Their mission is, "To provide the education and resources necessary for the protection and preservation of life and property in developing nations and to serve as a model of disaster preparedness and self-reliance."

AO Paxton shared that GMR has been to Hanoi, Vietnam; Caraz and Cusco, Peru; and Uzbekistan. In 2010, GMR will be going to Moldova; Uzbekistan; and Caraz, Peru. In 2011, they will be working in Santa Cruz, Bolivia; and Caraz, Peru.

The cost for one team member to go on a mission is \$3,000 and the goal of GMR is to fully fund each team. Donations are tax deductible. To date, fundraising has included a benefit poker tournament on May 15 and a benefit concert/Halloween party on October 30.

AO Paxton shared that there were many ways that people could become involved stateside with GMR such as with organization and logistics. People can contact them and let them know what they can do and GMR will be able to put those skills to good use. Contributions are greatly appreciated. GMR may be contacted at www.globalmissionreadiness.org.

VI. ELECTION OF BOARD VICE CHAIRPERSON

Chairperson Trotter explained that when Director Jim Doane resigned from the Board, he was the Vice Chairperson so this vacancy needed to be filled. Chairperson Trotter asked for nominations for Vice Chairperson.

Director Wall nominated Director McTeague for the position of Vice Chairperson. The nomination did not require a second and there were no other nominations. Roll call was taken. The nomination was unanimously accepted.

Since Director McTeague had been the Secretary/Treasurer for the Board of Directors, Chairperson Trotter opened the nominations for this position since it was now vacant.

Director Wall nominated Toby Forsberg for the position of Secretary/Treasurer. There were no further nominations. Roll call was taken. The nomination was unanimously accepted.

Chairperson Trotter also explained that due to Director Doane's resignation, changes were also necessary for the Board committees. He announced the following changes:

Executive Staff – Director Wall
REMG – Director McTeague

Volunteers – Director Forsberg

VII. BUSINESS – Action required

B-1 Request Board Approval of Resolution 10-04 – Transfer of General Operating Contingency

Finance Director McSperitt explained that the purchase of the property north of the Training Center would be closing at the end of Fiscal 2009, which had not been anticipated until Fiscal 2010. Consequently, funds were not available in the current budget to cover the lease payments of the property, closing costs and the down payment. These funds total \$321,000. In order to cover these costs, Finance Director McSperitt was requesting a contingency transfer for the property purchase.

Director McTeague moved and Director Forsberg seconded the motion to approve Resolution 10-04 – Transfer of General Operating Contingency. The motion passed unanimously.

B-2 Request Board Approval of Proclamation 10-02 – To Designate the Week of June 20-26, 2010 as 2010 Safety, Health and Survival Week: *Fit for Duty*

DC Syring reported that the 2010 Safety, Health and Survival Week was a collaboration of the International Association of Fire Chiefs (IAFC) and the International Association of Firefighters (IAFF). He introduced Wellness Coordinator Heather Goodrich who attended the meeting to discuss the theme and what the Fire District would be doing during that week.

Wellness Coordinator Goodrich explained that recommended areas of concentration would include general health and wellness, fitness, food and nutrition, stress management, smoking and smokeless tobacco cessation, alcohol and other drugs, infectious diseases, and suicide prevention.

Wellness Coordinator Goodrich shared that during that week for everyone, there would be three healthy breakfast, lunch and dinner choices. Cardiovascular exercises would be provided for the week. She updated the D1net with topic sheets on all of the topics she mentioned.

During this week, the career firefighters will attend drill at the Training Center for 1.5 hours. There will be three 30-minute stations for the firefighters to complete. The first station will be fitness testing that is done annually. The second station will be a nutrition seminar conducted by Wellness Assistant Alicia McVicker. The third station will use computers at the TC to complete the new health-risk assessment (which also includes the District's new mental health assessment) created by Wellness Coordinator Goodrich.

Wellness Coordinator Goodrich reported that she assigned all career firefighters a number. She took the date from the original group of firefighters in 1998 and compared each class that has come in since then to the 2009 fitness testing data. The results are very good and she will be sharing this data at a future board meeting.

Wellness Coordinator Goodrich shared that she and Wellness Assistant McVicker will be attending the June Volunteer Firefighters drill. The first hour Wellness Assistant McVicker will talk with the suppression volunteers about nutrition and Wellness Coordinator Goodrich will talk about incident rehabilitation nutrition with the support volunteers along with sharing about the new peer support program. The groups will switch instructors and Wellness Coordinator Goodrich will talk with the suppression volunteers who will have already completed their fitness testing and she will discuss their results along with introducing the peer support program.

The Administrative staff will receive the information that is sent out to everyone in the District. In addition, Wellness Coordinator Goodrich is creating a new fitness testing program for them. The Wellness staff is trying to include all divisions in the Fire District in the Safety, Health and Survival Week.

Chairperson Trotter requested Wellness Coordinator Goodrich to present the data she has collected regarding fitness testing at the June board meeting.

Director Wall moved and Director Toby Forsberg seconded the motion to approve Proclamation 10-02 – To Designate the Week of June 20-26, 2010 as 2010 Safety, Health and Survival Week. The motion passed unanimously.

B-3 Request Board Discussion Regarding Potential Happy Valley Annexations

Chief Kirchhofer explained that this item was tabled at the April board meeting in order for additional information to be gathered. DC Weninger met with representatives from the City of Happy Valley. A comparison table was made regarding the fees associated with annexation and development by both the county and the City of Happy Valley. Some of the fees could be avoided by rezoning. The Fire District could avoid a conditional use process by having the rezoning take place. The fees would be less for the development of the Training Center property if the property was annexed. Discussion followed.

Discussion followed regarding island annexation. Chief Kirchhofer explained that these are not done by cities any longer unless they are requested by the property owner. The Fire District is the property owner in this case. The desire of the City of Happy Valley is to have voluntary annexations.

DC Weninger explained that there would be no cost to file for annexation to the City of Happy Valley. It would complete the zoning change, which would be a benefit for the Fire District for future development.

Director Forsberg moved and Chairperson Trotter seconded the motion to approve the proposed annexation of District property to the City of Happy Valley and to authorize the Fire Chief to execute these agreements with the City of Happy Valley. The motion was approved by Directors Forsberg, McTeague and Trotter. Director Wall abstained as she did not feel that island annexations were acceptable land use calls.

B-4 Request Board Adoption of Revisions to Debt Management Policy

Finance Director McSperitt explained that the District is in the process of refunding the general obligation bonds. As part of this process, the District reviewed its Dept Management Policy, which is 15 years old. Staff has identified a few necessary policy edits that will bring the document up-to-date with current practices and statutes. After Finance Director McSperitt spoke with Director Wall, a revised copy was distributed at the meeting.

The changes include the following:

Section 2 – Changes review by the Board to annually. As a practice, the Board reviews policies annually.

Section 3 – Adds to authority for the Fire Chief to designate an individual to present debt issuances before the Board in the event the Finance Director is unavailable. Revision states that any debt exceeding 60 days in duration or \$50,000 shall be brought before the Board of Directors for approval.

Section 5C – Revision includes authorization by the Board of Directors for any financing that exceeds 90 percent of the total cost of a capital project.

Section 6 – Changes the language to identify the appropriate limitations of the Oregon Constitution.

Section 7 – Deleted the language in 7B to be included in the subsequent paragraph. Clarifies language in “Section 7C. Limitations on limited-tax obligations to include appropriate limitations of the Oregon Constitution.” Clarifies the type of debt the District may issue and specifies the calculation method to determine the limit specifically to the budget of general fund expenditure.

Section 8 – Changes redemption provisions to provide more flexibility in call provisions in accordance with state statute. Current statutory provisions allow early redemption when a savings may be realized or to restructure debt.

Section 9 – Allow the District to hire a professional to provide an official bid form.

Discussion followed.

Director McTeague moved and Director Wall seconded the motion to adopt the changes to the Debt Management Policy. The motion passed unanimously.

B-5 Request Board Appointment of New Board Member

Chairperson Trotter explained that the minutes from the work session on May 10, 2010 was included in the board packet. At the work session, six candidates for the vacant board position were interviewed. All candidates were extremely qualified. Chairperson Trotter thanked all the candidates for their interest in the Fire District. The Board discussed the candidates at length and by unanimous decision chose Thomas Joseph as the best qualified to fill the vacancy.

Director Wall moved and Director Forsberg seconded the motion to nominate Thomas Joseph to the vacant board position #1 to fill in until the next election. The motion passed unanimously.

Thomas Joseph was sworn in by Chief Kirchhofer as the new board member.

Director Joseph took his seat with the rest of the board members.

VIII. OTHER BUSINESS – No action required.

OB-1 Board Committee Reports

Clackamas County Coordinating Committee (C-4)

Director McTeague reported that discussion at the last C-4 meeting included what services counties provide verses what cities provide.

The structure of C-4 was changed. Representatives have been added from the Community Planning Organizations (CPO), Hamlets and Villages within the county

The Oak Lodge citizens are looking at the possibility of developing their own city or city-like structure.

Foundation

Chairperson Trotter reported that a meeting was scheduled for May 18. The minutes of the meeting would be in the next board meeting packet.

Chief Kirchhofer distributed information for the June 8 Foundation fundraising luncheon. He and Sheriff Craig Roberts would be co-sponsoring a table. Chief Kirchhofer invited board members to be guests at his table. Chairperson Trotter suggested that if the Board would really like to help the Foundation, they could purchase their own ticket.

Volunteers

Volunteer Association President Steve Montez reported the new Volunteer Academy graduates are going on many calls. For the young volunteers, the experience has been very good.

Volunteer President Montez reported that the Volunteers participated in a teddy bear parade the weekend of May 15.

A new Volunteer Recruit Academy will be scheduled in the upcoming months. Anticipation is that it will be a large group due to Station 13 opening up in July.

There will be a grand re-opening of Station 13 in the near future. The building is scheduled to arrive on May 19.

Volunteer President Montez personally invited everyone to the Volunteer BBQ on Tuesday, May 25 at Liberty Acres. Doors open at 5:00 p.m. with dinner at 6:30 p.m.

IX. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Administration

Chief Kirchhofer reported that the District's agent of record for employment benefits was changed several months ago to LBG Advisors. He has been impressed with the changes with the work they have done so far on the District's behalf. Within the last few weeks, they were reviewing the District's other insurance coverages in the employee benefits area and identified a miscalculation done by the District's long-term disability provider. The District will net a \$6,000 refund as a result of this review. A new carrier was also identified for long- and short-term disability for employees who are not yet vested in PERS. The new carrier will provide the District a 24-percent reduction in premiums that it has been paying and also a three-year rate hold. LBG has also identified a life insurance carrier for the identical coverage at a 50-percent reduction in premium.

Chief Kirchhofer provided an update on the re-accreditation process. The District was contacted by the Commission on Fire Accreditation International regarding the District's employee development program. The District forwarded the complete outline of the leadership development program to a fire department in Calgary, Canada. They are intrigued by the methodology and the staff work that has been done.

The re-accreditation site visit is scheduled for May 23-27. A District tour will be provided on May 23 by District personnel. In cooperation with the Sheriff's Office, the water rescue team will give a ride on the rescue boat. The introduction meeting will take place on Monday, May 24 at 9:00 a.m. Chairperson Trotter will be attending. The Peer Assessor Team has been invited to the promotional/swearing ceremony and Volunteer Association BBQ on Tuesday, May 25. The exit interview will take place on Thursday, May 27 where the team will review their findings and provide a preliminary review of what they found.

Chief Kirchhofer reported that the urban renewal issue continues. The District has been involved in the McLoughlin Area Project (MAP) by having EO Gorman attend to keep informed of what is being discussed. The Board of County Commissioners will be having a study session on May 25 regarding this issue. Staff will attend this study session.

Emergency Services Consulting, Inc has been hired by the City of Gladstone to analyze their fire service model. They have identified some recommendations and options for the City.

Chief Kirchhofer reported on the continuing changes for the Colton Fire Department. The fire chief was demoted to the position of captain. The Department is looking for a part-time fire chief. They contacted CFD1 to help with filling the process.

Chief Kirchhofer reported that several months ago, the Board declared three of the oldest apparatus surplus and directed the Chief to sell them. If this was not possible, these could be donated to a need fire department. At the OFCA Conference, Chief Kirchhofer asked if anyone was interested in receiving them. Quite a bit of interest was shown. The three engines went to Wolf Creek Fire District near Grants Pass, the City of Helix near Pendleton, and East Umatilla Fire District.

The general obligation bonds are in the process of being refunded. A conference call has been scheduled for May 19 at 10:00 a.m. Director Wall will be participating in it.

Chief Kirchhofer will be meeting on May 21 with the Oregon City planning staff regarding the South End Station project. He will be attending an Oregon City Commission work session in June regarding the project.

Chief Kirchhofer shared that on May 15, DFM Kari Shanklin, Wellness Coordinator Heather Goodrich, EMS staff and many District paramedics assisted with Teen Screen. This event involved 345 teen athletes from the Portland metro area who were given full evaluations for heart issues. It could not have been done without CFD1's participating personnel who did all of the 12 lead EKGs. The Fire District provided a back-up Zoll unit when one of Portland Adventist's units malfunctioned.

Chief Kirchhofer reported that a 17 year-old went into cardiac arrest at Oregon City High School. He was recovering well in the hospital.

R-1b. Administrative Services

As presented.

Financial Update

Finance Director McSperritt reported that most of the financial report was reviewed at the Budget Committee meeting. The budget will be presented for adoption at the June board meeting by Accountant Xiomara Figueroa as Finance Director McSperritt will be unable to attend.

R-1c. Fire Prevention/Information Services

As presented. DC Charlton had one addition to share. On March 29, the District received notification that it had received a Fiscal 2009 FEMA Assistance to Firefighters' Grant. The District will be able to use \$20,000 to install smoke alarms in the homes of citizens who are over 65. The Milwaukie Rotary installed 49 smoke alarms at the beginning of April that was the kick-off for this grant. The program will officially begin in late June or early July. There are 55 mobile parks in the District. Fire Prevention staff is determining which ones have received smoke alarms and which still need alarms.

Director Forsberg noted that the false alarm rate was falling and wondered if it was due to fees being assessed. DC Charlton explained that the false alarm code in Fire EMS had not been coded correctly in the past. This is being remedied by public education and educating personnel.

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

EO Gorman was attending the MAP meeting. Chief Kirchhofer reported that he had mentioned earlier in the meeting about the public education event with Teen Screen and also the meeting with the county regarding urban renewal. EO Gorman and staff have been very busy on both the urban renewal and the EMS public education efforts.

R-1e. Operations

DC Weninger reported that a new page had been added to the middle of the board report, which is the Operations Response Report. An error was found on this report and will be corrected on succeeding reports. The rural time should be shown as 11:00 minutes and not the 10:00 minutes shown. For the past few years, staff has been working on providing Standard of Cover data monthly instead of every several years. Shelby Martin, Administrative Technician in the Fire Prevention Office, developed the report which will be used each month.

R-1f. Training, Safety and Wellness

As presented.

DC Syring thanked Volunteer President Steve Montez for the great job he did on reporting the Volunteer activities. All of the new 35 Volunteers are doing a great job. DC Syring reported that the feedback from station captains and BCs have been positive saying that they are doing excellent.

Station 13 will be staffed by Volunteers beginning July 1. It will be staffed every night.

DC Syring reported on the accreditation process. He shared that staff has been working on it for a long time. Hopefully, the District will have good news on Thursday at the Peer Assessors' exit interview.

He thanked Wellness Coordinator Goodrich for coming to the meeting and for the great job she is doing with the Wellness Program.

Chief Kirchhofer shared that DC Syring, EO Gorman and DC Smith are peer assessors. It is valuable for the Fire District to have employees that are peer assessors. This will help the Fire District to know what to do to make its report better.

B. Correspondence

Noted

C. Informational Items

Noted

Chairperson Trotter recessed the regular board meeting at 8:20 p.m. He requested a five minute recess before beginning the Executive Session.

X. EXECUTIVE SESSION REGARDING PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS AND EMPLOYEES PURSUANT TO ORS 192.660(2)(i) AND LABOR NEGOTIATIONS PURSUANT TO ORS 192.660(2)(n)

Chairperson Trotter called the Executive Session to order at 8:29 p.m.

Chairperson Trotter adjourned the Executive Session at 10:05 p.m.

XI. REGULAR BOARD MEETING RECONVENED

Chairperson Trotter reconvened the regular meeting at 10:05 p.m.

Director McTeague moved and Director Forsberg seconded the motion to accept the employment contract for Chief Kirchhofer with the changes of a one-percent increase in salary and an increase of vacation hour accrual from 20 to 25 hours per month. The motion passed unanimously.

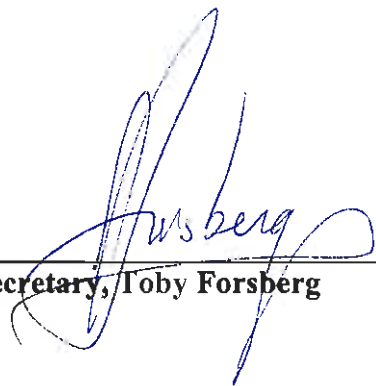
XII. ADJOURNMENT

The regular meeting was adjourned at 10:10 p.m.

Karen Strejc
Executive Assistant



Chairperson, Don Trotter



Secretary, Toby Forsberg