

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS MEETING April 18, 2011

(This meeting was recorded.)

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

Chairperson Trotter called the meeting to order at 7:04 p.m.

Present: Board of Directors Toby Forsberg, Thomas Joseph, Dave McTeague, Don Trotter, and Marilyn Wall; Chief Ed Kirchhofer; Deputy Chief Fred Charlton; Deputy Chief Jim Syring; Deputy Chief Scott Weninger; Personnel Services Chief Mark Cauthorn; Executive Officer Kyle Gorman; Finance Director Susan McSperitt; Battalion Chief Ryan Hari; Battalion Chief Jamie Karn; Deputy Fire Marshal Kari Shanklin; Volunteers Ryan Walters, Jeff Nowland, Legal Counsel Jeff Condit; Lobbyist Genoa Ingram from Court Street Consulting; Division Chief George Eisert from Boring Fire District; Dave Jones – President of Oregon Fire District Directors Association; Bob Reeves – Vice President of Oregon Fire District Directors Association; Karl Johansson of Johansson Architecture; and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA

None

III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON MARCH 28, 2011

Chairperson Trotter asked for any changes to the minutes. Hearing none, he declared that the minutes for the regular board meeting on March 28, 2011 stand approved as written.

IV. PUBLIC COMMENT

None

V. PRESENTATION - UPDATE OF SMOKE ALARM CAMPAIGN

DFM Shanklin presented an update of the District's Smoke Alarm Campaign. She began with a brief history of the campaign. Citizens 65 years old and older are more than twice as likely to be killed in a fire. The Fire District needed funds to buy smoke alarms, which was awarded through a Fire Prevention and Safety Grant of \$24,780 from the Department of Homeland Security in March 2010. The Fire District provided a match of \$4,956. Funds from the grant bought alarms, installation equipment and public education materials. Many community organizations, Support and Suppression Volunteers, administration staff and engine companies helped install the alarms and at the same time delivered safety education and conducted safety surveys.

In order to help advertise the availability of the alarms, in October 2010 an article was placed in the Oregonian and Clackamas Review newspapers. Many calls were received from elderly citizens requesting a smoke alarm. By the end of the campaign in April 2011, 1,502 smoke alarms and 29 hearing impaired smoke alarms had been installed. Approximately 750 safety surveys were completed.

Smoke alarms will continue as a priority and a budgeted item. There is a smoke alarm tab in the reporting software, Fire RMS, where it can be noted if smoke alarms were working in a residence and if a new one was installed. Partnerships, outreach and education efforts will continue. This same process could be potentially used with carbon monoxide alarms.

Chairperson Trotter recessed the meeting at 7:20 p.m.

VI. EXECUTIVE SESSION REGARDING PERSONNEL ISSUES PURSUANT TO ORS 192.660(2)(o)

Chairperson Trotter called the Executive Session to order at 7:21 p.m.

Chairperson Trotter adjourned the Executive Session at 7:52 p.m.

Chairperson Trotter reconvened the regular meeting at 7:54 p.m.

VII. BUSINESS – Action required

B-1 Request Board Approval of Fleet Services Contract

BC Hari explained that this is the second month that the fleet services contract was presented for review at a board meeting. Major changes were made in section 14 and 15 of the contract as directed from last month's meeting. It is ready for Board approval.

Director Forsberg moved and Director Joseph seconded the motion to authorize the Fire Chief to enter into an agreement with TVF&R to provide fleet maintenance services to Clackamas Fire District #1's fleet effective July 1, 2011. The motion passed unanimously.

Chairperson Trotter thanked Chief Kirchhofer and Legal Counsel Condit for their work in preparing the contract.

B-2 Request Board Approval of Three-Year Term Renewals for Budget Committee Members Nancy Thornton and Rob Wheeler

Finance Director McSperitt explained that the terms of two long-term members of the Budget Committee were expiring in May. Both are willing to serve on the committee for another three-year term. She requested the Board renew the terms of these members.

Director Wall moved and Director McTeague seconded the motion to approve the three-year term renewals for Budget Committee members Nancy Thornton and Rob Wheeler. The motion passed unanimously.

B-3 Request Board Approval of Proclamation 11-01 – To Designate the Week of May 15-21, 2011 as Emergency Medical Services Week

EO Gorman explained that EMS is the most frequent service the District provides as well as the most demanding. It is critical that when 9-1-1 is called, the citizen receives the most professional services possible. The District's crews provide service that gives the best they have for each call. He requested the Board approve the proclamation.

Director McTeague moved and Director Wall seconded the motion to designate the week of May 15-21, 2011 as Emergency Medical Services Week. The motion passed unanimously.

Chairperson Trotter introduced Dave Jones, President, of the Oregon Fire District Directors Association and its First Vice President Bob Reeves.

VIII. OTHER BUSINESS – No action required.

OB-1 Board Committee Reports

Noted.

IX. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Administration

Chief Kirchhofer reported that he was pleased to share that Support Volunteer Jeff Nowland would be presented with a community service award at Gilman Park Assisted Living Residence on April 28, 2011. He will be recognized for his help with Operation Santa and many other areas of the community. He was selected from among many candidates. Oregon City Mayor Doug Neeley will present the award.

Staff met with Group Mackenzie earlier in the day to continue compiling information for the Administrative Facilities Needs Assessment. They are still on schedule to present a detailed analysis at the board meeting on June 20, 2011.

Chief Kirchhofer reported that staff will continue to track AMR's response time. They are still within the 90 percent range of compliance. The District is seeing longer response times. The ambulance contract with the county expires in May of 2013.

After the graduation of the last Volunteer Academy, the Volunteer Association now has 78 active volunteers. Of these, 55 are suppression and 23 are support. With these new recruits, the District can now staff the Logan Fire Station (Stations 12) and the Clarkes Fire Station (Station 13) weeknights and all day on the weekends. The number of Volunteers is an all time high for the Fire District.

Chief Kirchhofer provided an update regarding staffing levels. The District has exhausted the 12 person floater pool due to a number of long-term injuries and retirements. The District is accelerating the timelines for an entry level test with the hopes of beginning an academy January 1, 2012.

The Oregon Fire Chiefs' Association (OFCA) had its annual conference in mid-April. Chief Doug Branch from Boring Fire District was installed as incoming OFCA president. There was a noticeable change in nutrition and exercise components of the conference from last year's conference.

Chief Kirchhofer shared that he would be participating in a roundtable discussion at the Oregon Fire Instructors Association on April 28. It would be a moderated discussion regarding the future challenges of fire service training and public education, as well as the lessons learned from a number of natural disasters and the European counterparts.

Effective May 1, there will be another reorganization of Senior Staff to further the development of the chief officers. DC Weninger will manage Support Services, DC Jim Syring will manage Administrative Services, DC Charlton will manage Emergency Services and Executive Officer Gorman will manage Support Services.

After quite a period of time, the District has received a draft easement agreement with the Oregon City United Methodist Church for property at Station 17.

On April 19 at the Happy Valley City Council meeting, the Council will recognize the funding of AEDs that were provided through the help of the Clackamas Emergency Services Foundation, the Happy Valley Police Department and the Happy Valley Elementary School PTA. DC Charlton and Fire Inspector Valere McIntosh also attended the meeting. She talked about CPR and AEDs.

R-1b. Administrative Services

PSC Cauthorn reported that the insurance renewal meeting has taken place. While underwriting continues, it appears there will be an increase of approximately 2.3 percent for this fiscal year. The final figures have not been determined. There is a rate hold on dental as the District has a two-year commitment for the current rate.

Financial Update

Finance Director McSperitt reported that the District's auditing firm, Pauly Rogers and Co., PC, is conducting an interim audit on April 18 and 19. They are checking on the District's financial controls and preparing preliminary work for their return in September when they will conduct the official audit.

Finance Director McSperitt reminded the Board of the Budget Committee meeting on Thursday, May 12 at 6:00 p.m.

Director Forsberg asked if the District had received any information as to when there might be a rise in the Local Government Investment Pool (LGIP) rate. Finance Director McSperitt responded that the rate may be moved, if economic conditions allow, in 2012 once the target balance for the reserve has been determined. Chief Kirchhofer shared that when the District met with the representatives from Key Bank regarding investments and even with the restrictions of the investment of public funds, the District is getting the best rate it can get through the LGIP.

Chairperson Trotter commented on the third month of having a spike in inquiries. PSC Cauthorn reported that there are currently some long-term injuries. He is hopeful that the trend will not continue. There are not a multitude of injuries, but there are some that are long-term.

R-1c. Fire Prevention/Information Services

DC Charlton reported that a lock box section was added to the Occupancy Inspection Program report. DC Weninger had requested that this section be added to the report to better track fire prevention activities. Crews will ensure that the lock boxes are in good working order with keys included in the box. It will also show which boxes have been decommissioned.

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

EO Gorman reported that Senate Bill 217 regarding satellite and non-contiguous urban renewal districts is dead. He thanked Genoa Ingram for her excellent testimony concerning this bill.

Director Joseph shared that he was concerned about the delayed arrival time of AMR regarding the District's citizens. He asked if there was any action that the District could take to help the issue. Chief Kirchhofer shared that since the District is an Advance Life Support (ALS) provider, he is confident that the long response times for alpha and bravo calls have not affected the outcome of any patient's recovery. EO Gorman explained that the county's contract for ambulance service with AMR expires in May 2013. The Fire District's ALS first response agreement with the county also expires in May 2013. EO Gorman shared that the performance issue needs to be presented to the county commissioners. The Fire District could share its concern regarding AMR's poor performance. Chief Kirchhofer shared that the Fire District needs to participate in the development of a new ambulance contract. Penalties are minimal in comparison to the cost of increasing services. Director Joseph suggested that possibly the Fire District could take a proactive step to create a good situation. Director McTeague asked if an ambulance renewal contract will begin within one year of the contract expiring. EO Gorman shared that the timeline should be 2.5 years for a new bid. Discussion followed.

Chairperson Trotter agreed with Directors Joseph and McTeague regarding the AMR issue. He suggested that personnel be aware of the options available for patient transportation if AMR is not available. He also suggested that he and Chief Kirchhofer meet to discuss which board committee should be active regarding this issue – the Interagency Committee, the EMS or one of the other committees.

Dr. Warden shared that there was one call that was a 20 to 21 minute delay in picking up the patient. The Fire District should have a short-term plan in place and have other resources available when AMR is down to low levels and also to have a long-term plan in place.

Chief Kirchhofer shared that a change in the fee ordinance would need to be brought to the Board if the District began transporting patients. Currently, the District does not have the ability to charge for ambulance transport if the District would need to begin providing its own ambulance service. The Board would need to authorize the fee.

Chairperson Trotter and Chief Kirchhofer will meet to discuss how to proceed with the ambulance service issue. They will report back to the Board at the May 16 board meeting the direction in which the District will go and which board committee will work with the issue.

R-1e. Operations

As submitted. DC Weninger reported that the Oregon Fire Chiefs' Association Conference was held the previous week. He shared that due to Chief Kirchhofer's comments at last year's conference to Jeff Griffin regarding the type of food presented at the conference, this year's conference offered healthier options for the meals. The food was targeted for lighter and leaner meals. Fitness trainers were available and Chief Kirchhofer attended all of the sessions with the fitness trainers.

DC Weninger reported that DC Charlton will be in charge of OPS at the May board meeting.

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

As presented.

DC Syring provided an update for the Board regarding the Boring/Clackamas Joint Volunteer Program Proposal. The Joint Volunteer Ad-Hoc Committee will present the proposal to the Boring Fire District Board at their board meeting on May 9 and to CFD1's Board at their board meeting on May 16. The proposal would involve the merging of both associations. It would have the potential for the Volunteers to work joint duty shifts, have CFD1 contract with Boring to share a Volunteer Coordinator, and Boring Fire District to contract with CFD1 for wellness services, EMS and IT services. If both boards approve the proposal, intergovernmental agreements could be prepared in June with July 1 as the date to begin a six month phase-in with full implementation of services by January 1, 2012.

DC Syring asked if the Board's Interagency Committee would be available to meet with two of Boring Fire District's board members at 6:00 p.m. either on Monday, May 2, 2011 or Thursday, May 5, 2011. A presentation would be made of what has been prepared to date regarding the proposal. May 2 works well for Director Wall and Director Thomas who are on CFD1's Interagency Committee. DC Syring will follow-up with Chief Branch on April 19 to clarify information and set up time.

Chairperson Trotter asked Genoa if she had anything to report regarding legislative activities. She reported that Monday, May 9, 2011 was Fire Service Day at the Capital. The schedule for opening ceremonies is currently being prepared.

B. Correspondence - None

C. Informational Items - None

Chairperson Trotter recessed the regular board meeting at 8:40 p.m. There would be a five minute recess prior to the beginning of the Executive Session.

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

Chairperson Trotter called the Executive Session to order at 8:50 p.m.

Chairperson Trotter adjourned the Executive Session at 9:22 p.m.

XI. REGULAR BOARD MEETING RECONVENED

Chairperson Trotter reconvened the regular meeting at 9:23 p.m.

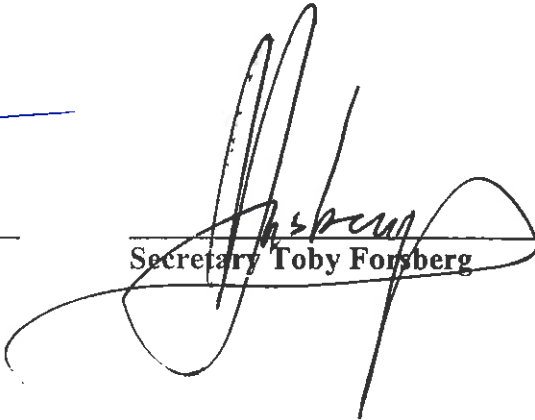
XII. ADJOURNMENT

Chairperson Trotter adjourned the regular meeting at 9:23 p.m.

Karen Strejc
Executive Assistant



Chairperson Don Trotter



Secretary Toby Forsberg