

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING
July 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 7:00 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; Fire Marshal Mark Cauthorn; Finance Director Susan McSperitt; Battalion Chief Jamie Karn; Volunteers Jerry Kearney, Jared Hanna, Daniel Grigoryev; Shane Reilly, Joshua English, Seth Crowder, Joshua Tyler, Blake Meyer, Steve Montez, Andrey Grigoryev, Ryan Walters; Boring Fire District Division Chief George Eisert; Lobbyist Genoa Ingram from Court Street Consulting and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA

Chief Kirchhofer shared that there will be an addition to the agenda. It will be Item B-3 – Discussion of Qualifications and Announcement for the Fire Chief Position.

**III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON
JUNE 20, 2011**

Chairperson Trotter asked for any changes to the minutes. Hearing none, he declared that the minutes for the regular board meeting on June 20, 2011 stand approved as written.

IV. PUBLIC COMMENT

Paul Priest, the new Operations Manager for American Medical Response (AMR) for Clackamas County, introduced himself. He shared about the structure changes at AMR. He explained that there are four supervisors – three are on 24-hour shifts and one Monday to Friday supervisor. In February, AMR had a reduction of 84 unit hours per week. AMR is aware of the importance of maintaining response times. They are working with the County regarding their service commitment and consider themselves as a partner with the various fire agencies in the County.

Chairperson Trotter suggested that Mr. Priest return to a future meeting to discuss ambulance service. He was asked to provide information in advance for the Board to review prior to the meeting where he will be included on the agenda.

V. SWEARING-IN OF BOARD MEMBERS

Chief Kirchhofer gave the oath of office to the three incumbent board members who were re-elected in the May 17, 2011 election. They are Directors Thomas Joseph, Dave McTeague and Marilyn Wall.

VI. PRESENTATION OF REGIONAL RADIO EFFORT UPDATE

Chief Kirchhofer provided an update of the Regional Radio System Partnership. This partnership is made up of four 800 MHz analog trunked systems: City of Portland/Multnomah County, Washington County Consolidated Communications Agency (WCCCA), Clark Regional Emergency Services Agency (CRESA) and Clackamas 800 Partnership. These agencies entered into the partnership to develop a comprehensive plan for engineering, implementation, governance and operation of a unified regional public safety radio system to serve all four counties.

A consultant was hired to perform a detailed analysis of the current sites. Their results included that the current system is near the end of its useful life. When the system is upgraded, little of the current infrastructure system will be useful and will not be able to be reused. The current system could be used until 2015 to 2016. The partnership should upgrade and/or replace the region's radio systems with a digital 700/800 MHz system that follows national standards. It also needs to be able to support current and future interfaces and have the potential to add additional users.

Chief Kirchhofer reported that it will cost approximately \$1.8 million to keep the current system operating and \$173 million for a new system that will service Washington and Clackamas Counties. A major campaign will need to be developed to educate the public regarding the need for a new radio system. The new system has to at least cover what the current system does.

VII. BUSINESS – Action required

B-1 Request Board Adoption of a Revised Purchasing Policy

Finance Director McSperitt reported that the Purchasing Policy was last reviewed in December of 2009. Some of the areas of the policy needed to be refined. These were:

1. Instead of only referring to ORS 279, the policy will state what the ORS says.
2. The policy was revised to include consistent internal approval limits for sole source purchases. For purchases below \$1,000, no quotes are required. Purchases between \$1,000 - \$15,000 are to be approved by the Finance Director. Purchases over \$15,000 to \$50,000 also require the Fire Chief's approval. Any sole source purchase over \$50,000 requires Board Approval.
3. The Credit Card Policy was referenced in two separate places. The language was reduced in the Purchasing Policy and the Credit Card Policy was amended to include all articles not previously referenced in it.

Finance Director McSperitt brought a redlined corrected copy of the Purchasing Policy as well as a copy of the Credit Card Policy to the meeting if the Board would like to review them. Discussion followed.

Director Wall shared that she would not approve the Purchasing Policy with a sole source amount of \$50,000 being the minimum required for Board approval. People covet government contracts. She feels that program managers need to justify why they want to sole source an item. It is important to consider if it would be more efficient to stay with the same vendor or to see what other options are available. Director Wall said she would approve having \$25,000 or more be the amount requiring Board approval, but not \$50,000.

Chairperson Trotter shared that he would be voting against this motion. He feels that the District has a large budget and while \$50,000 is a lot of money, it takes a lot of staff time to prepare the sole source requests. In his four years on the Board, sole source requests have not been for small amounts so he feels that \$50,000 is not an unreasonable amount to list in the policy.

Director McTeague moved and Director Forsberg seconded the motion to approve the Purchasing Policy as revised to have sole source procurement require Board approval for amounts of \$25,000 and above. Directors Forsberg, Joseph, McTeague and Wall voted in favor of the motion. Chairperson Trotter voted against it.

B-2 Request Board Discussion of the Results of the Request for Qualifications for Legal Services Submittals

Chairperson Trotter explained that seven firms submitted responses to the Request for Qualifications (RFQ) for Legal Services. The Board Executive Committee (consisting of Chairperson Trotter and Director Wall) and Chief Kirchhofer met and reviewed the submittals. Three firms were selected to be interviewed. These are: Beery Elsner & Hammond LLP, Miller Nash LLP and Local Government Law Group LLC. The Executive Committee is requesting board approval to interview these three firms and to select the firm to be the Fire District's legal counsel. Interviews would be conducted in the near future. Chairperson Trotter shared that all of the firms were qualified and it was a difficult decision to narrow the list down.

Director Forsberg moved and Director Joseph seconded the motion to approve the recommendation of Beery Elsner & Hammond LLP, Miller Nash LLP and Local Government Law Group LLC as the three firms to be interviewed by the Executive Committee and Chief Kirchhofer with the authorization to select the District's legal representatives. The motion passed unanimously.

A decision will be made and announced at the August 15, 2011 board meeting.

B-3 Discussion of Qualifications and Announcement for the Fire Chief Position

Chief Kirchhofer explained he has been working with the Board Executive Committee to develop a timeline, set of qualifications and a selection process for the Fire Chief position. He shared that ORS 478.260 defines the qualifications for a fire district board and for a fire chief, but they are very general. This allows each agency the opportunity to determine the fire chief selection process timeline as well as the qualifications and specifics of the selection process that they develop.

Minimum Qualifications for a Fire Chief

Current Clackamas Fire District #1 Deputy Chiefs and Battalion Chiefs are eligible for consideration.

Preferred Qualifications for a Fire Chief

Experience as a Deputy Chief

Bachelor’s Degree

Master’s Degree

United States Fire Administration’s Executive Fire Officer Program Graduate

Demonstrated proficiency in each of the competencies described below. These are the 12 critical competencies as identified by the Fire District for the position of Fire Chief.

<i>Approachability</i>	<i>Motivating Others</i>
<i>Compassion</i>	<i>Political Savvy</i>
<i>Composure</i>	<i>Presentation Skills</i>
<i>Ethics and Values</i>	<i>Strategic Agility</i>
<i>Integrity and Trust</i>	<i>Building Effective Teams</i>
<i>Listening</i>	<i>Managing Vision and Purpose</i>

The Board of Directors will interview the candidates before October 17, 2011. The Board will select or decline to select a candidate from the applicants. If they do make a selection, the successful candidate will be announced on or before November 21, 2011.

Chairperson Trotter explained that no action needed to be taken regarding the Fire Chief selection process. The Board decided at a previous board meeting to stay internally for the selection process. This information is only to define the timeline, qualifications and various dates.

VIII. OTHER BUSINESS – No action required.

OB-1 Board Committee Reports

Capital Projects

Director Joseph reported that the Fire District amicably settled the easement and right-of-way issues on Station 17’s property with Oregon City United Methodist Church. The Board had approved one version of the agreement and the next day church representatives shared they had some minor changes. Church representatives will come back with their recommended changes and the reasons for these changes. The Fire District will review the changes to determine if they agree or not.

IX. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Administration

Chief Kirchhofer shared that on August 3 he will be meeting with County Administrator Steve Wheeler for their quarterly meeting. This will take place a few hours prior to the meeting he has with Commissioners Lininger and Bernard. Discussions will include urban renewal, the Milwaukie Area Plan (MAP) Committee process and Milwaukie light rail funding.

He met with North Clackamas School District Superintendent Tim Mills regarding urban renewal. There will be a follow-up meeting with school district senior staff to discuss urban renewal and potentially schedule a joint Board or Board Executive Committee meeting.

Chief Kirchhofer reported that on August 2, 2011 there will be a post incident meeting with staff and management from Precision Castparts. DC Charlton and he will be attending along with Milwaukie Police Chief Jordan or a department representative. Discussion will include community right-to-know issues, community notification issues, and the concerns DC Charlton gathered from a community meeting that followed the incident.

Jeff Griffin, the District's Agent of Record for workman's comp and property casualty, called with an update for the Board regarding information for questions that were asked when he attended last month's board meeting. The SAIF dividend for the Fire District would be \$156,000. The mod rate decreased from 1.08 to 1.03. National trends have had an impact, but locally the District is doing all that it can do to keep rates down.

Chief Kirchhofer shared that he will be the keynote speaker for the Children's Center's Hope and Healing Breakfast on September 29.

He will be helping Jackson County Fire District #3, located near Medford, with their deputy chief testing process on July 19 and 20. They are intrigued with CFD1's organizational development model and the Lominger competencies and the process for determining them. They are using these for their deputy chief testing process.

Chief Kirchhofer will be going on his annual trip to Rancho Santa Marta, Mexico from July 21-31. A Deputy Chief will be the Acting Chief in charge while he is out of the office.

R-1b. Administrative Services/Volunteer Services

DC Syring reported that the lieutenant's exam has been completed. The lieutenant's list was certified at the Civil Service Commission's meeting on July 12. The Apparatus Operator's and the Entry Level Firefighter's Testing Packets were also approved.

DC Syring reported that CFD1 would be testing for the Firefighter's exam with Boring Fire District. He will be attending the Boring Fire District's Civil Service Commission meeting on July 20 with Human Resources Program Specialist Mary Beth McGee and Division Chief Eisert to help present the Entry Level Firefighter's Testing Packet for approval. If it is approved, the testing announcement will be released after the meeting.

Volunteer Association Update

The Boring Intergovernmental Agreement for Joint Volunteer Coordination and Other Services has been signed by Chief Kirchhofer. Volunteer Coordinator Steve Deter would like to prepare a monthly report and attend board meetings for both fire agencies for the next six months.

The Volunteer Association has elected new officers. The new president is Blake Meyer who gave the Associations' update. He reported that the other newly elected Association officers

include: Vice President – Daniel Weisenburg, Treasurer 1 – John Woods, Treasurer 2 – Everett Easton, Secretary – Beth Dudley and Sgt at Arms – Jack Tanz.

The Recruitment Committee is in the process of making ads for the Joint Volunteer Academy that will begin in January 2012. The ad will explain the merger of the volunteer associations for Boring Fire District and Clackamas Fire District.

The Volunteer Association’s Bylaw Committee has been reinstated and meeting have begun.

Financial Update

As presented. Finance Director McSperitt reported that the report is a draft until after the audit in September.

Finance Director McSperitt reported that inventory was conducted on June 30, 2011. Logistics has moved from the south end of the Training Center property to the north end of the Training Center. The inventory went well with an overall variance of only .3 percent. Finance Director McSperitt commended Logistics Manager DeAnn Henry for the great job that she and her team have done.

R-1c. Community Services/EMS/Fire Prevention/Wellness-Occupational Health

As presented.

Chairperson Trotter asked about Board Report R-1c in the Clackamas County EMS Committees and Administration Issues section. He asked about the “change of the regional protocol which would limit and restrict the ability of fire paramedics to transport patients in fire rescue ambulances.” He asked how this would be accomplished, when it would be implemented and how this would impact fire personnel regarding their options as part of the protocol. Chief Kirchhofer explained that the new protocol would be more restrictive and there would be more focus on the condition of the patient. The Fire District was not as concerned about the context of the changes, but more about the process of how the changes were made in the protocol.

EMS Officer Geiger asked that the June 20, 2011 board meeting minutes be changed to reflect that the letter between Clackamas County EMS Supervisor Larry McDaniels and CFD1 was sent from EMS Officer Geiger to Mr. McDaniels regarding ambulance service. The minutes currently state the letter was sent from EMS Supervisor McDaniels to the Fire District.

Chairperson Trotter requested that the Board EMS Committee be kept involved in the process of the protocol change.

R-1d. Emergency Services/Operations/Training

As presented.

R-1e. Support Services

DC Weninger reported that all of the MDC’s that were ordered by the end of Fiscal 2010 are being installed. He appreciated the Board for their support of this project.

DC Weninger reported that temporary help has been hired to help with the testing of fire hydrants in the Fire District. The goal is to accomplish one-half of the testing and crews accomplish half. The Fire District is working with water providers to help with the task. Many of the temporary help are Fire District Volunteer's.

Chairperson Trotter congratulated DC Weninger regarding his Clackamas Community College Commencement Award.

B. Correspondence - Noted

C. Informational Items – Noted

Chairperson Trotter noted that DC Syring and DC Charlton were in the Men in Business and Leadership – 2011 edition of the Clackamas Review.

X. ADJOURNMENT

Chairperson Trotter adjourned the regular meeting at 8:22 p.m.

Karen Strejc
Executive Assistant



Chairperson Don Trotter



Secretary Toby Forsberg

