

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING
September 19, 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 Jim Syring; Deputy Chief Scott Weninger; Fire Marshal Mark Cauthorn; Finance Director Susan McSperitt; Executive Officer Kyle Gorman; Lieutenant Mike Carlsen; Volunteers Blake Meyer, Daniel Grigoryev, Joshua English, Steve Montez, Michael Gasperson, Jesse Lyons, Tiggy Dierdorff, Shane Reilly; Boring Fire District Division Chief George Eisert; AMR General Manager Randy Lauer; AMR Operations Manager Paul Priest; Lobbyist Genoa Ingram from Court Street Consulting and Executive Assistant Karen Strejc.

Chairperson Trotter shared that on September 8, 2011, Emergency Manager Kevin Donegan lost his battle with cancer. He served the fire service for 20 years and did many things to enhance the fire service and to make the community a safer place. Chairperson Trotter asked for a few moments of silence in memory of Kevin.

II. CHANGES TO AGENDA

None

III. APPROVAL OF MINUTES FROM THE WORK SESSION ON AUGUST 15, 2011 AND THE REGULAR BOARD MEETING ON AUGUST 15, 2011

Chairperson Trotter asked for any changes to the minutes. Hearing none, he declared that the minutes for the work session on August 15, 2011 and the regular board meeting on August 15, 2011 stand approved as written.

Chairperson Trotter introduced the Fire District's new legal counsel, Christy Monson from Local Government Law Group.

IV. PUBLIC COMMENT

None

V. ELECTION OF BOARD OFFICERS

Chairperson Trotter explained that every September the Board elects new board officers per board policy. Nominations do not require a second. He asked for nominations for the position of Chairperson. Director Wall nominated Director McTeague. No further nominations were offered so nominations were closed. The vote was unanimous to elect Director McTeague as the new Chairperson.

Director Trotter finished the election process prior to turning the Chairperson responsibility over to Director McTeague.

Director Trotter asked for nominations for Vice Chairperson. Director Joseph nominated Director Forsberg. No further nominations were offered so nominations were closed. The vote was unanimous to elect Director Forsberg as the new Vice Chairperson.

Director Trotter asked for nominations for Secretary/Treasurer. Director McTeague nominated Director Joseph. No further nominations were offered so nominations were closed. The vote was unanimous to elect Director Joseph as the new Secretary/Treasurer.

Director Trotter turned the gavel over to Director McTeague as he began his new responsibilities as Chairperson.

VI. PRESENTATION OF AMERICAN MEDICAL RESPONSE SERVICE UPDATES

Paul Priest, Operations Manager for American Medical Response (AMR), provided an update of AMR's service. His supervisor, Randy Lauer, General Manager from AMR, was also in attendance.

Randy shared that he had attended Kevin's service and commended the District for the respectful, dignified service that was provided for Kevin.

Paul gave a summary of the information regarding the AMR update that had been provided in the board packet. He explained that he was appointed Operation Manager in April of 2011 while the former manager, Phil Moyer, transitions into retirement. Paul has one Chief Operations' Supervisor and three other supervisors to help with operations. He proceeded with updates regarding the various areas of AMR.

- **Vehicles and Equipment**
AMR is transitioning all vehicles to Type-III – box style ambulances. These allow more space to work with patients and to carry more equipment.
- **Computer Aided Dispatch (CAD) Interfaces**
The "Bus" system is currently being considered. This system would provide two-way CAD interface with all public safety agencies instead of the current one-way CAD-to-CAD interfaces.
- **Mobile Display Computer/Automatic Vehicle Locator/Mapping**
This program has been in operation and running well since September 2007. It allows dispatchers to see where units are located and helps them to map when the calls for service come in.

- **Electronic Patient Care Reporting**
Charts can be documented electronically from the field.
- **Radios and Communications**
The new radios have digital capability and are technologically superior to radios previously used. The new portable radios are capable of communicating on 700 MHz frequencies.
- **Staffing and Certifications**
All units are currently deployed on 12-hour shifts with the exception of one 10-hour unit. AMR personnel meet all state certification requirements as well as requirements imposed by the County Medical Director.
- **Deployment and System Status Management**
AMR has balanced deployment to ensure it matches the demand of the system. Peak staffing is 13 ambulances during the day and six at night.

Chairperson McTeague thanked Randy and Paul for providing the update.

VI. PRESENTATION OF CAFETERIA PLAN EXPENSES

Finance Director McSperitt explained that the District implemented a partially self-funded health care plan May 1, 2010. This plan runs from May 1 through April 30 each year. The District's fiscal budget runs from July 1 through June 30 of each year. Finance Director McSperitt provided a breakdown of the health care plan expenses for the fiscal year ending June 30, 2011.

Finance Director McSperitt shared that the components of the cafeteria plan are not limited to just the partially self funded expenses. There are also expenses for post employment health benefits and life insurance benefits that are outside the cafeteria plan. The total expenses for the plan that will appear on the audited financial report was \$2.4 million. Also, part of the plan includes the retirees' benefits. They pay a premium for their benefits, and the District pays for their health care expenses. The net cost of the benefits provided totaled \$69,000.

The District saved \$8,200 with this new health plan for the past fiscal year in comparison to the budget.

Finance Director McSperitt reported that staff will continue to analyze the plan from year-to-year. She felt that the District did well with this plan this past year.

VIII. BUSINESS – Action required

B-1 Request Board Discussion of Revised Board Policy Manual

Director Trotter reported that the Board has held two work sessions to provide updates for the Board Policy Manual. There is a two step process required prior to approving the updates. The updates have to be presented at two board meetings. The first presentation will be at the meeting tonight. Any changes may be added and the Board Policy Manual could be approved at the October board meeting.

Chief Kirchhofer shared that there was an additional change to Article 12.1 after discussions with the District's new legal counsel regarding the tracking of bills and expenses incurred from

legal counsel services. If a board member has questions requiring legal counsel review, the questions would go through the Fire Chief and he would discuss these with legal counsel. If the question is regarding the Fire Chief, the Chairperson would directly present the question to legal counsel. Director Wall explained that the current wording outlining this process would not be able to be used due to legal statutes. Legal Counsel will recommend wording that can be used.

Director Trotter explained that the editorial comments that are shown in yellow in the document will not be included in the final copy. The Board Policy Manual will be on the agenda for the next board meeting for action and adoption.

Article 7

Section 7.8

Move "Approval of the resolution to adopt the budget, make appropriations and levy taxes for the next fiscal year" to the month of June.

Appendix A

Legislative Liaison should be changed to Legislative Committee to coincide with Section 8.1. Oversight/Interagency Liaison should be changed to Oversight/Interagency Committee according to Section 8.1.

IX. OTHER BUSINESS – No action required.

OB-1 Board Committee Reports

Clackamas County Coordinating Committee (C-4)

Chairperson McTeague reported that he and Director Forsberg attended the C-4 Retreat in Welches, Oregon. Director Forsberg reported that the focus of the retreat was on business retention and development in Clackamas County. Cam Gilmore gave a report on the county roads. The county has invested \$2 billion in the transportation infrastructure and many updates are needed for road maintenance.

Executive Committee

Director Trotter reported that the Executive Committee met with Chief Kirchhofer to discuss bargaining. Further discussion will take place in the Executive Session later in the evening.

Foundation

Director Trotter reported that the next Foundation meeting will be on September 20, 2011. Minutes would be available in the October board meeting packet.

Legislative

Chairperson McTeague reported that the Legislative Committee met on Sept. 16 with Chief Kirchhofer and EO Gorman. Director Forsberg reported that there would be two ballot measures regarding urban renewal on the ballot in November. One has been prepared by the County Commissioners and one by the citizens. The county also passed a resolution to end the urban renewal district for the Town Center area in 2013.

Chief Kirchhofer shared that the Fire District's Board had an impact on the passage of the County's Urban Renewal Resolution. There were two important aspects of the resolution. One

was that the county is committed to be “focused on a set of projects selected on the basis of demonstrated community involvement and support and the continued involvement of stakeholders including the overlapping taxing districts.” The second is the commitment that the “plan or plan amendment uses a substantial amount of its revenues to fund public projects that encourage private investment.” This is significant as this has never been stated in a public forum before.

Oversight/Interagency

Director Joseph reported that he and Chief Kirchhofer attended the East County Joint Fire Districts’ meeting. Chief Kirchhofer shared that board members from Boring Fire, Estacada Fire, Sandy Fire and Hoodland Fire Districts are the agencies that make up this group. They discussed a number of organizational updates and asked Clackamas Fire to participate in the discussion. Bob Cozzie, C-COM Director, gave a presentation regarding the regional radio system. The Joint Volunteer Program was highly discussed. The other boards were excited to see the changes and were anxious to hear more regarding recruiting and retaining volunteers.

International Association of Fire Chiefs Fire Rescue International Conference

Director Forsberg attended the conference. He shared that the premise of the conference was to be innovative in these challenging economic times and it is very important to be involved in the community.

X. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Administration

Chief Kirchhofer shared that there were many people involved with the coordination of Kevin Donegan’s memorial service. Many of these people had responsibilities outside of their normal responsibilities. He recognized some of the key people involved in the planning: Logistics Manager DeAnn – Planning Section Chief – she kept all aspects of the plan up-to-date and accurate; EMS Officer Chris Geiger – Logistics Section Chief; BC Ryan Hari – Operations Section Chief and was assisted by FM Mark Cauthorn; DC Syring, Dale Miller and Kasey DeLair – Family Liaisons. Many others were also involved in helping to ensure that the various services and reception went smoothly.

BC Horn has been assigned as the interim Emergency Manager to assume duties, identify the status of the programs, etc. This created a vacancy for a shift battalion chief. Captain Carmony was promoted to battalion chief to fill this position. Once a long-term decision is determined regarding the Emergency Manager’s position, BC Horn would be placed back on duty as a shift battalion chief and BC Carmony would return to the position of captain. When Chief Kirchhofer retires, this will create various options for promotion and Carmony would return to the BC position.

Chief Kirchhofer noted that CFD Board members have been actively meeting with County Commissioners regarding various topics important to each group. Chief Kirchhofer thanked the Board for their time and effort in helping to make this happen. Working relationships are also being developed between Fire District staff and county staff.

On September 20, 2011, the Board of County Commissioners will receive a presentation of the regional radio system process. Chief Kirchhofer will be in attendance to help answer any questions.

Chief Kirchhofer, crews and staff attended the dedication at Camp Withycombe of the 41st Infantry Division's new building, which was built to honor the World War II Jungaliers. Former Governor Kulongoski was the keynote speaker.

Chief Kirchhofer introduced Christy Monson from Local Government Law Group as the District's new legal counsel. On September 13, the District held an orientation for her and colleague Ken Jones to help them become acquainted with the Fire District.

The District's annual Strategic Planning Retreat will take place September 21-22. Oregon State Fire Marshal Mark Wallace will be the first speaker on Wednesday. He has authored a book on strategic planning. North Clackamas School District's Superintendent Tim Mills will speak on Thursday about the challenges of school funding in Oregon and how the school district collaborated with labor to arrive at ways to move forward with education in spite of these challenges.

R-1b. Administrative Services/Volunteer Services

DC Syring reported that much time was put into the Apparatus Operator's exam in August. As a result, 13 candidates made the list that will be certified in October.

CFD1 and Boring Fire will be conducting a joint firefighter exam in October. There were 220 applications that have been received. The top 170 will be taking the written exam. Not quite half of the candidates will be from the volunteer groups.

The Foundation Golf Tournament took place on August 23, 2011. There were three teams from the Volunteer Association that played. Many District staff and volunteers helped with the event.

Volunteer Services Division

All is proceeding well for both agencies.

Volunteer Program Coordinator Steve Deters provided an update of the activities and training that the Volunteer Association participated in during August. They had EMS training at the Pleasant Valley Golf Course regarding car accidents, they provided EMT services and answered calls at the Clackamas County Fair, participated in the Foundation Golf Tournament as well as provided volunteers to help with it, etc.

Tonight was the first official night of the integrated Explorers Program with CFD1 and Boring Fire.

As of August 27, 157 applications were received from those who were interested in being part of the Volunteer Association. On September 20, 128 were invited to attend a meeting regarding the program. After the written test and oral interviews on September 24, only 25 will be selected.

Financial Update

Finance Director McSperitt reported that Pauly Rogers & Co. performed the final audit in September. It went very well. They provided five findings to improve internal controls. Three of these had been implemented immediately after the interim audit. The final audit report will be presented at the November board meeting.

Director Forsberg requested to have a graph displaying the current month's expenditures plus the previous two years fund balance by month and the general fund expenditures in order to see any trending that may be taking place.

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

As presented.

FM Cauthorn shared that the Danielson's Hilltop Safety Fair will take place on Saturday, Sept. 24.

Director Trotter asked about the occupancy inspections program and the fact that it is only 67 percent completed for the year. The crews are doing well, but he was wondering if the completion for the target hazards and hydrant reports are continuing to improve. FM Cauthorn will talk to DC Charlton regarding these areas. Chief Kirchhofer explained that the District's busiest companies who provide many move-ups are the crews who also have many targeted hazards.

R-1d. Emergency Services/Operations/Training

Chief Kirchhofer explained that DC Charlton was attending the Executive Fire Officer Academy in Maryland

R-1e. Support Services

DC Weninger reported that the C-COM Member Board, upon which he serves, is researching the equity of user fees. They are also looking into the use of the excise tax funds that should be received by C-COM that would help with the cost of services. State Representative Dave Hunt is in the process of working on legislation regarding the use of excise tax funds.

B. Correspondence

Noted

C. Informational Items

Noted

Chairperson McTeague recessed the regular board meeting at 8:10 p.m.

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

Chairperson McTeague called the Executive Session to order at 8:15 p.m.

Chairperson McTeague adjourned the Executive Session at 9:00 p.m.

XII. REGULAR BOARD MEETING RECONVENED

Chairperson McTeague reconvened the regular meeting at 9:00 p.m.

The Board discussed options for dates to conduct the interviews for the position of Fire Chief. The consensus was to schedule the interviews on Saturday, October 15, 2011. These would begin at 9:00 am and conducted at 1.5 hour intervals. Snacks and lunch would be provided for the Board members. Location still needed to be determined.

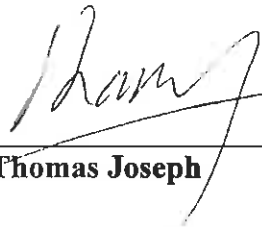
XIII. ADJOURNMENT

Chairperson McTeague adjourned the regular meeting at 9:07 p.m.

Karen Strejc
Executive Assistant



Chairperson Dave McTeague



Secretary Thomas Joseph 10/17/11