

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS MEETING October 17, 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 McTeague called the meeting to order at 7:00 pm

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; Deputy Fire Marshal Doug Whiteley; Deputy Fire Marshal Kari Shanklin; Battalion Chief James Karn; Battalion Chief Ryan Hari; Captain Chris Geiger; Finance Director Susan McSperitt; Logistics Manager DeAnn Henry; Volunteer Administrative Assistant Kasey DeLair; Volunteer Coordinator Steve Deters; Volunteers Everett Easton; Blake Meyer, Joshua Tyler; John Wood; Beth Dudley; Daniel Grigoryev, Joshua English, Michael Gasperson, Tiggy Dierdorff, Shane Reilly; Boring Fire District Division Chief George Eisert; AMR Operations Manager Paul Priest; Lobbyist Genoa Ingram from Court Street Consulting and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA

Chief Kirchhofer added to the agenda a new Item B-1 – Decision Regarding the Fire Chief Interviews Conducted on Saturday, October 15, 2011. The current B-1 will become Item B-2.

III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON SEPTEMBER 19, 2011

Director Forsberg moved and Director Joseph seconded the motion to approve the regular board meeting minutes from September 19, 2011. The motion passed unanimously.

IV. PUBLIC COMMENT

None

V. PRESENTATION REGARDING FIRE PREVENTION MONTH

DFM Kari Shanklin gave a presentation regarding October as fire prevention month. She shared that America has a high incidence of fires. Approximately 3,300 people die and more than 17,000 are injured each year in fires. Fire kills more citizens than any other cause. She shared that October 9-15, 2011 was Fire Prevention Week and that it began with a fatal fire.

DFM Shanklin reported that the District was trending upwards in the number of fires it was experiencing to date in 2011. For all of 2010, there were 45 major fires. So far for 2011, there

have already been 51 major fires, where at least 14 firefighters respond to the fire, and the holiday season has not begun yet. There have been four fatalities this year.

DFM Shanklin shared that in 1973 the America Burning report was prepared. In this year, there were 8,100 fire deaths. The essence of the study was that the focus needed to be on fire prevention. She shared the three e's of fire prevention included engineering, education and enforcement, plus investigation.

The priorities for fire prevention are to have working smoke alarms in the homes and to have practiced home escape plans in place.

For October's Fire Prevention Month, the following took place: 14,000 brochures were distributed to students in the North Clackamas and Oregon City School Districts. Five station open houses were planned. Several have taken place so far and have been well attended. Smoke alarm campaigns will be conducted with one scheduled for Saturday, October 22 in the Riverbend Mobile Home Park in Milwaukie.

DFM Shanklin shared that safety fairs are a great way to share about fire prevention. In the past, Danielson's Thriftway has hosted one in Oregon City and the hope is that it will continue with the new Safeway store that was built on that sight. The Day in Damascus also hosted a safety fair.

Director Joseph thanked the Fire District for their leadership over the past 10 years. During this time, Clackamas Rotary has worked with the Fire District in installing over 1,650 smoke alarms. He complemented DFM Doug Whiteley on his consistency to promote the installation of smoke alarms and for the great way that he works with the rotary regarding the installations.

VI. BUSINESS – Action required

B-1 Decision on the Hiring of a New Fire Chief

Chairperson McTeague shared that the Board met on Saturday, October 15, 2011 and interviews were conducted with three highly qualified candidates for the position of Fire Chief.

Director Trotter shared that all three Deputy Chiefs – DC Charlton, DC Syring and DC Weninger - interviewed for the position. All are very highly qualified and the decision was not an easy one to make.

Director Trotter moved that, based on the interviews conducted on the past Saturday, the Board select Deputy Chief Fred Charlton to become the Fire Chief upon the departure of the current Fire Chief Ed Kirchhofer. Director Wall seconded the motion. Discussion followed.

Each board member shared comments about the interviews.

Director Wall shared that the Fire District turned out three highly qualified individuals to run the organization. It was an honor to review the exceptional profiles and to interview the candidates.

It was very, very close between the candidates and was the hardest decision she has had to make as a board member.

Director Forsberg agreed that the decision was very difficult to make. All three candidates interviewed well. All of their credentials and unsolicited recommendations from in and out of the District were impressive. He was pleased to be in a position of having to choose from three qualified candidates.

Director Joseph shared that he is very proud of the leadership that the organization has and he is very proud of the organization.

Chairperson McTeague shared that he learned of the tremendous depth, education and training that each of the Deputy Chiefs has. He thanked all three applicants for participating in the interviews.

Chairperson McTeague called for the vote. **The motion passed unanimously.**

Chief Kirchhofer explained that over the remaining time, he will do his best to prepare DC Charlton to become Fire Chief. There will be challenging times for DC Charlton and the Fire District as they move forward, but he feels that the leaders will do well.

B-2 Request Board Approval of Revised Board Policy Manual

Director Trotter went through the Board Policy Manual page by page to discuss any changes.

Article 7

Section 7.3

Delete this paragraph since the same information is covered in Section 7.7

Section 7.7

Delete this section and replace it with the following wording from the Special Districts Management Policy Resource Guide:

“A board member should strive to respect the authority of the majority and understand his/her role as a board member. Once the entire board makes a decision, remember that is the decision, even if you cannot or did not actively support it.”

Article 8

Sections 8.8 and 8.9 will be deleted as this information is covered in Section 8.7.

Article 10

Section 10.6

This section added the following wording:

“As a public entity, the Board cannot promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder. However, this section does not restrict the right of individual board members to support or oppose such measures or express their own personal political views.”

Article 12

Section 12.1

The following wording was added:

"Notwithstanding the above generally-applicable rule, a Board member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board Chairperson of such contact without divulging any confidential information."

Director Trotter moved and Director Forsberg seconded the motion to adopt the revised Board Policy Manual as discussed and amended by the Board. The motion passed unanimously.

VII. OTHER BUSINESS – No action required.

OB-1 Board Committee Reports

Foundation

Director Trotter reported that the minutes from the last meeting are in the board packet.

Volunteers

Director Forsberg reported that he had attended the last Volunteer Association meeting. DC Syring gave an excellent report on the activities of the Volunteer Association.

VIII. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Administration

Chief Kirchhofer reported that there are many things happening with staff at the chief officer level. BC Horn, who is currently the Interim Emergency Manager, will also be reassigned as the Training Chief until January 1, 2012 while continuing as the Emergency Manager. BC Hari will become the Training Chief effective January 1, 2012.

The promotional ceremony on October 26 included the promotion of Scott Carmony to Battalion Chief, Curtis Guttman to Captain and David Palmer to Lieutenant.

Chiefs' interviews for entry level firefighter will take place on October 19 and 20, 2011. There will be 23 candidates interviewed with conditional job offers being given on Friday, October 21.

Chief Kirchhofer and DC Weninger met with State Representative Patrick Sheehan to discuss residential sprinklers, enhancement of the EMS issues and the 9-1-1 excise tax.

There will be two competing ballot measures on the November 8 ballot. One was prepared by the County Commissioners and the second was citizen initiated.

The Joint Services Study with the other east county agencies has been delayed until the next fiscal year. Boring Fire District will take the lead in pursuing the study that will also include Sandy Fire District and CFD1. Estacada Fire District has chosen not to participate.

The Fire District's Annual Strategic Planning Retreat took place in September. Participants were from all ranks, divisions and workforce age. There was a good cross section of personnel from throughout the organization. Representatives from Boring Fire District also participated. After much discussion regarding the important issues that the Fire District faces, the Top Five Issues were chosen and action plans are currently being developed for each one. These Top Five Issues are:

1. New logo/branding/marketing - This is important to have in place as there is the potential for a future bond and it would be advantageous to establish these updates now.
2. Integrate all software - None of the programs speak to each other. There is too much reentry of data.
3. Career Development – This will include mentoring and training for the future development of employees at all levels in the organization.
4. Espirit de Corps – Provide enhanced crew consistency and integrity.
5. Clackamas Fire District/Boring Fire – Following through with the commitments as outlined in the Volunteer Joint Services Agreement.

Chief Kirchhofer explained that the Board had approved the purchase of more mobile data computers (MDCs). A staff report was e-mailed to the Board regarding the installation of the MDCs, but it should not have been sent as the information was not ready for presentation. The Chief apologized to the Board for it having been sent. More work is needed before moving forward with the project.

Chief Kirchhofer spoke about the fatal fires that DFM Shanklin referred to in her presentation. A Smoke Alarm Campaign had been conducted at the Riverbend Mobile Home Park where the two fatal fires took place. Due to unfortunate circumstances, a smoke alarm would not have made a difference in the first fatal fire. For the second fatal fire, when the Smoke Alarm Campaign was being conducted, the family told the installers that they already had working smoke alarms in their home when in fact they did not. This information had been documented and the Chief reiterated the importance of documenting the District's efforts in trying to help others be safe.

Chief Kirchhofer shared that he had received a call from PIO Steve McAdoo regarding FF Dale Cook and his wife Jennifer. PIO McAdoo got a call from the West Linn Police Department sharing that FF Cook and Jennifer had been driving on Hwy 43 when they passed a car and the driver was slumped over in it. They made a U Turn and saw the car crash into the garage of a residence. They were able to get the man out who was in cardiac arrest. They began CPR until TVF&R arrived. The patient has been discharged from the hospital and was doing well. Chief Kirchhofer shared that this shows the quality work of the District's personnel not only on duty, but off duty as well.

R-1b. Administrative Services/Volunteer Services

DC Syring reported that in September there was much emphasis on both the career and volunteer firefighter entry level recruit processes. There were 250 applications for the career firefighter test. There are 23 candidates who will be interviewed. At the same time, there were 150 volunteer firefighter entry level applications received. The top 40 applicants will be completing

their physical agility testing on October 22. The process for becoming a volunteer firefighter is almost as competitive and difficult as becoming a career firefighter. Testing for both career and volunteer firefighters went well.

Volunteer Services Division

Volunteer Association President Blake Meyer reported that the By-Law Committee has almost finalized the new by-laws. They are waiting for the review from legal counsel.

Preparations continue for Operation Santa. Volunteer Association President Meyer invited the Board and audience to participate in the Op Santa activities.

Joint Volunteer Coordinator (VC) Steve Deters reported on the activities of the Volunteer Association during the month of September. Activities included participation in Kevin Donegan's memorial service and providing medical standby at 13 football games. VC Deters reported that there are 23 participants in the Explorer Program with three instructors from CFD1 and three from BFD. Boring Fire District will be hosting the Oregon Volunteer Firefighters Association conference in 2013.

Financial Update

Finance Director McSperitt reported that she had included the information regarding the comparison of the ending fund balances over the past two years that Director Forsberg had requested at the September board meeting. She requested feedback for keeping the new graphs or revert to using the old graphs. The Board agreed that it liked the new ones. Director Trotter requested that the colors used in the graph be changed as they are currently hard to differentiate.

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

As submitted. EO Gorman was attending a MAP meeting. Capt. Geiger was available to answer any questions.

Director Trotter asked for more information regarding the Coordinated Assistance and Resource Enhancement (CARE) program that was referenced on page 1, second paragraph of the report. Capt. Geiger will provide him with more information.

R-1d. Emergency Services/Operations/Training

As presented

R-1e. Support Services

As presented.

Director Trotter shared that at the September board meeting he had made statements regarding the amount of hydrant exams that had been conducted to date this year. He commended the crews for the significant improvement in the number of completions of hydrant exams. The amount is close to 75 percent, which is where it should be by this time of the year.

B. Correspondence – Noted

C. Informational Items - Noted

Chairperson McTeague recessed the regular board meeting at 7:56 p.m.

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

Chairperson McTeague called the Executive Session to order at 8:10 p.m.

Chairperson McTeague adjourned the Executive Session at 9:25 p.m.

X. REGULAR BOARD MEETING RECONVENED

Chairperson McTeague reconvened the regular meeting at 9:25 p.m.

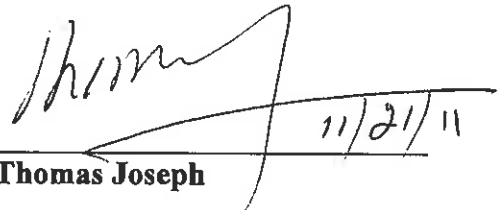
XI. ADJOURNMENT

Chairperson McTeague adjourned the regular meeting at 9:25 p.m.

Karen Strejc
Executive Assistant



Chairperson Dave McTeague



Secretary Thomas Joseph

11/21/11