REGULAR BOARD OF DIRECTORS MEETING (This meeting was recorded.)
October 15, 2018

I. CALL TO ORDER PER ORS 192.610 TO 192.690
ORS 192.650 – The meeting is being recorded.

President Syring called the meeting to order at 6:00 pm.

Present: Board of Directors Jay Cross, Thomas Joseph, Jim Syring, and Don Trotter; Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Bill Conway; Public Information Officer Brandon Paxton; Battalion Chief Josh Santos; Battalion Chief John Hopkins; Battalion Chief Scott Carmony; Finance Director Christina Day; Facility Maintenance Manager Scott Vallance; Volunteer Services Chief Steve Deters; Volunteer Association President Ryan Kragero; Volunteer Association Vice President Joey Danna; Volunteer Association Treasurer Aaron Franchuk; Volunteer Association Secretary Jerry Kearney; Estacada Fire District #69 Chief Jason Crowe and Director John Bresco; Genoa Ingram from Court Street Consulting; Citizen John Kihlstrum; and Executive Assistant Karen Strejc. Director Marilyn Wall was absent.

II. CHANGES TO AGENDA
There were no changes to the agenda.

Chief Charlton noted that DC Hari and Division Chief Corless weren’t in attendance.

III. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON SEPTEMBER 17, 2018
Director Trotter noted a correction to B-3, page eight should be “presented” and not “resented.”

**Director Trotter moved and Director Joseph seconded the motion to approve the minutes as written and with the correction of “presented” on page eight for the regular board meeting on September 17, 2018. The motion passed unanimously by the Directors in attendance. Director Wall was absent.**

IV. PUBLIC COMMENT
None.
V. PRESENTATION – RECOGNITION OF 2018 INTERNATIONAL ASSOCIATION OF FIRE CHIEFS (IAFC) BEN FRANKLIN AWARD FOR VALOR
A video was presented of the Heavy Rescue 305 rescue of a patient from a residential fire on September 6, 2017, which earned the IAFC Ben Franklin Award for Valor. The video presentation was created by Lt. Ryan Patrick.

VI. PRESENTATION – OPERATION SANTA CLAUS PREPARATION
Volunteer Services Chief Deters gave a PowerPoint presentation regarding Operation Santa Claus. The 2017 season hosted 15 community parades, 34 businesses as collection sites, and collected a total of 57,000 pounds of food.

The 2018 season was in need of a warehouse location. Staff was looking into Toys R’ Us and the Milwaukite Albertson’s buildings that were vacant. At a minimum, the warehouse location needed to be 10,000 square feet.

- 15 community parades – begin on November 24.
- Fire District budgeted for warehouse manager – 180-200 hours. The candidate usually came from the Volunteer Association.
- Family Night at the warehouse would be December 12.
- Parade candy canes were purchased this past February from Fred Meyers.
- Will have meals on weeknight parades for volunteers and snacks on weekend parades.
- Purchased approximately 1,500 food boxes, parade signage, portable restroom rentals, and possibly pay for warehouse utilities.
- Op Santa information was available on the Fire District’s website.
- People in need of assistance could now apply for Op Santa via an online form on the website.
- Op Santa phone message line was available.
- Deliveries would be available to applicants who weren’t able to pick up their toys and food boxes on the weekend.

VII. BUSINESS
B-1 Request Board Approval of Revised Board Policy Manual
Chief Charlton noted that last month there were two edits to the manual regarding full-time employees, which was been updated in Appendix A.

Discussion followed.

Director Syring shared that he had discussed the committee assignments with each Board member. He chose to retain current committee assignments for an additional year.

**Director Trotter moved and Director Cross seconded the motion to approve the revised Board Policy Manual. The motion passed unanimously by the Directors in attendance. Director Wall was absent.**
B-2 Request Board Approval of Funding for Remodeling of Lake Road Fire Station #4 and Mt. Scott Fire Station #5

Facility Maintenance Manager Scott Vallance shared that the request proposed the division of three dorm rooms into six smaller dormer rooms at Lake Road Station 4 and Mt. Scott Station 5. The remodel would allow for one bed per dorm or six dorms per building.

It was noted that both stations have separate male and female locker rooms. The remodel would be to the sleeping quarters and to allow for storage.

The goal for completion would be approximately two months.

Chief Charlton noted that in the interim during construction, the sleeping quarters at Station 5 would be in the weight room and in the community meeting room at Station 4. The community organizations utilizing the meeting room at Station 4 would be relocated during the two months of construction.

Director Joseph moved and Director Trotter seconded the motion to approve the funding for remodeling of Lake Road Station 4 and Mt. Scott Station 5. The motion passed unanimously by the Directors in attendance. Director Wall was absent.

B-3 Request Board Discussion and Direction Regarding the Intergovernmental Agreement with Estacada Fire District #69

President Syring introduced Estacada Fire District #69 Board President Bresko and Chief Jason Crowe.

Chief Charlton explained that he had met with Estacada Fire on September 27, 2018, to extend the Intergovernmental Agreement (IGA) between the two agencies. Estacada Fire District was asked to present the request in writing to extend the services. The letter was included in the board packet. It was the intent of staff to invite Board discussion and direction.

Director Joseph attended the IGA meeting and learned of the recall effort. It was suggested that the Fire District step back until Estacada Fire’s issues were resolved.

President Syring thanked Estacada Fire for their letter. He shared that due to the election process in place, it would be difficult for the Fire District to consider their request. In which case, the request to extend the IGA would be considered after the citizen process was resolved. He was open to conducting a full feasibility study.

Director Cross commented that a feasibility study would support a business decision regarding what would be best for each agency. It was noted that without a feasibility study, the Fire District should move forward with not extending the IGA.

There were 611 signatures gathered in 90 days and filed on Sept. 25, 2018 to recall four Estacada Fire directors. Director Trotter was of the opinion that Estacada Fire should have their own
feasibility study prior to conducting a study between Estacada and Clackamas Fire. It may be possible to conduct a joint feasibility study in January 2019.

Estacada Fire Board President Bresko noted their consultant would begin an individual study on Thursday, October 18, 2018. Estacada Fire’s Interagency Committee didn’t bring back the information discussed at the Interagency Committee meetings to their full Board of Directors. What was communicated to the full Board wasn’t accurate.

Director Trotter suggested that the Fire District extend IGA services to June 2019, pending the internal audit of Estacada Fire. If an extension for June 2019 was approved, additional language would need to be added to the IGA.

Director Trotter suggested a postponement on a decision until all Board members read the article in the Estacada News and review the options. Director Trotter’s opinion was that the audit and recall had no bearing to the Fire District’s consideration in extending the IGA.

President Syring was in support of postponing the IGA discussion for one month.

Director Bresko shared that an internal audit would determine if Estacada Fire could stand alone without any help.

President Syring offered to attend their board meeting on Thursday, October 18, with Chief Charlton. They would convey what the Board decided to do.

No action was taken tonight. This discussion would be placed on the agenda for next month’s board meeting.

VIII. OTHER BUSINESS

OB-1 Legislative Update
Lobbyist Ingram encouraged staff and attendees to vote on Tuesday, November 6, 2018.

OB-2 Bond Update
Chief Charlton noted that Division Chief Corless prepared a video of the construction progress on Hilltop Station 16 and Damascus Station 19.

Currently, Hilltop Station 16 had solar tubes installed to bring in the natural light in the station. It’s anticipated that Hilltop Station 16 will open in December 2018.

Damascus Station 19 will be six to eight weeks behind the opening of Hilltop Station 16. The ribbon cutting would take place mid-February 2019.
OB-3  Board Committee/Liaison Reports

Interagency Committee
The Interagency Committee meeting was previously discussed. The last meeting was held on September 27, 2018.

The Quarterly Joint Fire Service Agencies’ meeting met on October 3. There were five agencies who attended. It was noted that Clackamas County Emergency Manager, Nancy Bush, provided information on how to sign up for the county public alert notification system. The public alert notification system information was available on the Fire District’s website as well.

An update was provided on the C800 radio system from John Hartsock.

Director Joseph commented that there were 16 locations and the radio replacement bond funded the construction of new radio sites. Chief Charlton noted there was a cellphone app that would act as a portable radio.

There was a record amount spent on wildland conflagrations. The next Quarterly Joint Fire Service Agencies’ meeting is scheduled for January 2, 2019 at Sandy Fire District 72’s main station.

Foundation Liaison
Director Trotter shared that the meeting was held on September 25, 2018. The following items were discussed at the meeting:
1. Marketing plan
2. New Strategic Business Plan
3. Nominating committee was working on obtaining new trustees to be on the Board.

MPAC
Director Trotter shared that the following items were discussed:
1. SW corridor planning in regards to light rail project to expand from Bridgeport to SW Portland, which would be approximately 12 miles long. The light rail would provide a range of jobs, areas to walk, and access to housing.
2. 2030 Waste Plant would be worked on over the next three months and the development of debris collection.
3. Proposed recommendation to adopt 2018 Regional Transportation Plan for freight, etc. Last updated in July 2014.

EMS
The next EMS meeting was scheduled for October 22, 2018.

OB-4  Board Informational Items
President Syring noted the title of this section was changed in order to include any other updates, good of the order, community events that weren’t listed in the agenda, etc.
President Syring commented on a committee that was assigned to east Happy Valley or the old area of Damascus, which covers 2,705 acres and 625 properties. A comprehensive study would be completed in regards to urban zoning, facilities plan, and future growth of the Fire District.

Director Joseph complimented Chief Charlton in supporting employee participation with various organizations, such as IT Director Hicks who, recently, became a member of the Sunrise Rotary. It was noted that Chief Charlton was involved with the North Clackamas Chamber of Commerce, Division Chief Conway was active in the Milwaukie Rotary and DC Whiteley in the Oregon City Rotary.

IX. INFORMATIONAL ONLY

R-1a Chief's Report
Chief Charlton noted that the backyard or open burn season hadn’t opened and was still delayed. The Fire District remained in a fire danger level of high.

The State initiated a conflagration for the Klondike West Fire in the southern part of Oregon. One Battalion Chief from the Fire District has responded on the incident management team.

A residential alarm monitoring company, ADT, monitored a fire off of 82nd Dr. The company was very impressed with the response of the Fire District to the fire. On October 24, 2018, ADT chose to award the Fire District $5,000, which was given to the Clackamas Emergency Services Foundation to purchase smoke alarms.

The Fire District will be hosting the Northwest Regional Diversity Council meeting tomorrow.

The Fire District is working with various EMS partners in the county and looking at additional ways of partnering.

Director Cross asked agriculture burning. DC Whiteley explained that it can’t be regulated by fire districts. If it’s allowed at the state level, districts can’t regulate it for their area. Fire districts can provide agricultural permits to help monitor who is doing it or not. DC Whiteley shared that there was no ban on recreational burning.

R-1b Business Services Division
DC Whiteley noted the Fire District would be moving forward with the construction of a new Admin Building. The Fire District was waiting for the survey reports, which should be received within a few weeks. The Geo Tech reports would be obtained soon as well.

EM Gregg Ramirez received an award in regards to getting emergency preparedness messages out to the public. Each year, he has new innovative ways to disseminate information to the public for the month of September, which is Emergency Preparedness Month.
BC Slater was introduced, as he would be the temporary chief officer for the Fire Prevention Division. DC Whiteley thanked BC Stewart for his work over the last six to eight months in Fire Prevention.

**R-1b.1 Fire Prevention**

BC Slater noted that Fire Prevention staff were moved from Boring Station 14 back to the Fire Prevention Office at Oak Grove Station 3. Staff was working on establishing goals for inspections and other duties related to Fire Prevention.

It was noted that a satellite office would be established to provide Fire Prevention coverage to the areas of Boring and Estacada. Additionally, mobile work stations would be created. There would be physical presence at Boring Station 14 on peak days.

**R-1c Emergency Services Division**

As submitted.

Director Cross commented that according to the data included in the board packet, run volumes were down over the last two months.

**R-1c.1 Emergency Medical Services/Training**

As submitted.

**R-1c.2 Operations**

As submitted.

**R-1c.3 Volunteer Services**

EMS training, drills, and station coverage was reported for the month of Sept., which was included in the board report contained within the board packet.

**R-1c.4 Volunteer Services President’s Report**

The September events and training were reported. Volunteers attended the Fire District’s Hilltop Health and Safety Fair and supported with handing out life jackets for Meg’s Moments for Life Jackets.

Volunteers would be honoring Vietnam veterans at a memorial service in Boring.

**R-1d Financial Services Division**

Finance Director Day reported that the financial report was received for July 1, 2018 to September 30, 2018.

There were $747,000 conflagration expenses submitted thus far.

The bar graph contained within the Financial Services report noted a fund balance of $12 million. With that said, the Fire District would most likely not have to acquire interfund loans from current to November 15, 2018.
B. Correspondence
Noted.

There was a nice letter from the Milwaukee Police Department regarding the Fire District’s response.

Director Cross commented on the response from the Clackamas Sheriff’s Officer to an infant who suffered a cardiac arrest at the Clackamas Town Center. Deputies were able to use their AED from the patrol vehicle. The deputy response made a huge difference before Fire District crews arrived.

C. Informational Items
Noted.

D. Next Meeting
The next meeting will be on Monday, November 19, 2018 at 6:00 pm at Mt. Scott Station 5.

X. REGULAR BOARD MEETING RECESS
The regular board meeting was recessed at 7:38 pm.

President Syring announced there would be a 10 minute break before beginning the Executive Session.

XI. EXECUTIVE SESSION REGARDING EXEMPT PUBLIC RECORDS PURSUANT TO ORS 192.660(2)(f) AND CORRESPONDENCE FROM DISTRICT’S LEGAL COUNSEL
President Syring called the Executive Session to order at 7:53 pm.

The Executive Session adjourned at 8:55 pm.

XII. REGULAR BOARD MEETING RECONVENED
President Syring reconvened the regular board meeting at 8:56 pm.

XIII. ADJOURNMENT
President Syring adjourned the regular board meeting at 8:56 pm.

Karen Strejc
Executive Assistant

[Signatures]  
President Jim Syring  
Secretary Jay Cross