

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING
May 20, 2019**

(This meeting was recorded.)

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, Don Trotter, and Marilyn Wall; Chief Fred Charlton; Deputy Chief Doug Whiteley; Deputy Chief Ryan Hari; Division Chief Mike Corless; Division Chief Josh Gehrke; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Training Battalion Chief John Hopkins; Battalion Chief Brian Stewart; Battalion Chief Burke Slater; Battalion Chief Brian Burke; Senior Accountant Anh Le; Volunteer Jerry Kearney; Volunteer Kenton Johnson; and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA

Chief Charlton noted that OB-1 – Legislative Update will not take place as Lobbyist Ingram was not able to attend the meeting.

Chief Charlton shared that Division Chief Conway and Finance Director Day won't be at the meeting tonight.

Chief Charlton shared that at the end of the meeting, there was cake in the back of the room in honor of President Syring's birthday.

III. APPROVAL OF JOINT BOARD WORK SESSION WITH ESTACADA FIRE DISTRICT #69 MINUTES ON APRIL 4, 2019, THE BOARD WORK SESSION MINUTES ON APRIL 15, 2019 AND THE REGULAR BOARD MEETING ON APRIL 15, 2019.

Director Trotter had a comment on the regular Board meeting minutes. He noted that on page five, at the top of the page, it stated that Director Wall moved and Director Joseph seconded the motion to approve Proclamation 19-01 for EMS Week, etc. but it didn't say the motion passed unanimously. He made a motion that it be added.

Director Joseph moved and Director Cross seconded the motion to approve the minutes of the Joint Board Work Session with Estacada Fire District #69 on April 4, 2019, the Board Work Session on April 15, 2019 and the regular Board of Directors' meeting on April 15, 2019 with the changes as noted per Director Trotter. The motion passed unanimously.

IV. PUBLIC COMMENT

None.

V. PRESENTATION – WILDFIRE CONFLAGRATION UPDATE

DC Corless shared information about Wildland conflagrations in 2018. District firefighters went on 13 conflagrations. With these conflagrations, 79 personnel were deployed and 49 apparatus were sent.

Division Chief Corless noted that revenue totals, which was money that was above the cost, were \$286,074.62.

DC Corless shared what 2019 looks like. He noted that in the spring, the District began training with Oregon Department of Forestry (ODF) and the US Forest Service in Central Oregon. He added that we sent over personnel to train, doing their prescribed burns. Division Chief Corless reviewed predictions for May through August. DC Corless shared that there was a significant chance to have wildfires on the western side of the state.

DC Corless reviewed the Conflagration Activation Process. First, the state calls the Fire Defense Board (FDB) Chief. Next, the FDB Chief calls BC 303. BC 303 figures out what they need for the fire at hand and gets those resources together. He shared that the participating agencies include: CFD #1, Canby, TVFR, Hoodland, Lake Oswego, Estacada, and Molalla (will be participating starting in August due to staffing). He added that Sandy and Gladstone only participated if it was a Type 1 taskforce. Division Chief Corless explained that there was a rotation on what apparatus the agencies have committed to.

DC Corless shared that the Strike Team Leader rotation was two weeks on, one week off, starting in June. He shared that firefighters from CFD #1 could go out with another Strike Team Leader, Canby or TVF&R.

Director Wall asked if we could call back firefighters if we needed to. Division Chief Corless shared that it was a possibility. The FDB Chief could call the state and request those resources back.

President Syring asked if the District put the projected revenue totals from wildfires into next year's budget. DC Corless shared that the revenues weren't included in the budget since conflagrations could be hit or miss.

Director Joseph asked about the districts that have all Volunteers. DC Corless shared that their departments could send all Volunteer crews.

Chief Charlton shared that California approved the billing packet from Oregon for reimbursement for the Camp Fire last year. He added that hopefully that reimbursement would be received within a few weeks.

VI. BUSINESS- Action required

B-1 Request Board Approval of Proclamation 19-02 – Designating the Week of June 16-22, 2019 as 2019 Safety Stand Down: Reduce Your Exposure: It's Everyone's Responsibility.

BC Hopkins noted that the Safety Stand Down event will take place from June 16- 23, 2019. During this time, Fire and EMS departments were encouraged to increase the awareness of safety during this time. It would be a weeklong event so that everyone can participate.

BC Hopkins shared that the goal was to reduce the number of preventable injuries and deaths in Fire and Emergency Services.

BC Hopkins shared that the theme this year would focus on reducing exposure risks and implementing cancer prevention recommendations in the lavender ribbon report, which was introduced last year in 2018.

The lavender ribbon report identified 11 best practices for preventing firefighter cancer. In addition to the report, there is Healthy in – Healthy out. This is a guide from Washington State Council of Firefighters and provides the best practices that reduce firefighters' risk of exposure to carcinogens from day one to retirement.

BC Hopkins shared that there would be webinars and quizzes as well as training for this week.

Director Trotter shared that this accomplishes the District's mission statement.

Director Trotter moved and Director Wall seconded the motion to approve Proclamation 19-02 for Designating the week of June 16-22 as 2019 Safety Stand Down - Reduce Your Exposure: It's Everyone's Responsibility. The motion passed unanimously.

B-2 Request Board Approval of Use of Centennial Park Community Fire Station #21 and the Name of Centennial Park Community Fire Station #21.

Chief Charlton noted that CFD #1 still has a purpose to use what was now Station 21 (Previously Station 19). The use of this Station would be to support the Volunteer Program. He noted that we have already moved one of our heavy rehab units to that station. In addition, the District would make a number of facility improvements to create a community meeting room for both internal and external use.

Chief Charlton shared that the name, Centennial Park, came from Oregon's Centennial in 1959. He shared this would help create a safe and healthy Fire Station to support the Volunteer Program and also a safe and healthy meeting space for community members.

Chief Charlton explained that the remodeling improvements would most likely take until September to complete.

Director Wall asked in what fiscal year this was budgeted. Chief Charlton confirmed that it would be in the next fiscal year. Director Wall brought up the policy about not spending any money in the first five months.

BC Deters discussed facility improvements. He shared that a vast majority of the materials are in house. The major remodel will be the ADA ramp in back, which will be the last thing that will be done.

Battalion Chief Deters noted that the rehab Volunteers have moved in. He said that no furnishings had to be moved in. He added that there would be no real expenses until the ramp was installed closer to September.

President Syring shared that when the legal integration vote occurred, and the Fire District approved to build the new Station 19, the community thought the old Station would be returned to Damascus Civic Club. He then explained that the need to keep the building as Station 21 was determined because of the needs of the community.

Director Joseph shared that after the meeting with the Civic Club, everyone understood the reason for keeping the Station.

Brief discussion about the name of the new station followed.

Director Cross moved and Director Trotter seconded the motion to approve the use of Centennial Park Community Fire Station #21 and of the Name of Centennial Park Community Fire Station #21. The motion passed unanimously.

VII. OTHER BUSINESS – No action required.

OB-1 Legislative Update

As noted earlier in the evening, no update would be given.

OB-2 Board Committee/Liaison Reports

Foundation Liaison

Director Trotter shared that the Foundation Auction/Dinner would be held on March 14, 2020 at Gray Gables.

Director Trotter noted that one problem they had there this year, was parking. He shared that with advance notice, they could have the committee and volunteers park on the U-Haul property.

The March Foundation minutes could be found in R-1b in the board packet.

Interagency Committee

President Syring shared that he and Director Joseph didn't have any other meetings besides the meeting with the Damascus Civic Club, which had already been discussed.

OB-3 Board Informational Updates/Comments

Director Wall reminded everyone that the time was short regarding the Happy Valley Urban Renewal (UR). She shared that if the District was going to respond to the Urban Renewal plan, this needed to be done by June 25. Chief Charlton confirmed that this topic would be included on the agenda for the June board meeting.

Director Trotter invited all to stay after the meeting to celebrate President Syring's birthday.

President Syring shared that the Special District's election was tomorrow night. He encouraged all to vote.

VIII. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton shared that May 23 was Oregon Fire Service Day at the State Capital. He stated that fire service representative would be meeting with Legislatures. Chief Charlton noted that the District was taking down its newest apparatus, Type 3 Heavy Brush Unit, to be part of a static display. He shared that Pipes and Drums from around the state would be there. Staff from the District would be attending the event in Salem.

Chief Charlton noted that the second Budget Committee meeting would be on May 23 at 6:00 pm at the Training Center. He shared that Community Paramedic AmyJo Cook would be giving a presentation on the Community Paramedic Program.

Chief Charlton stated that Fire District has received the first draft of the report for the Feasibility Study from ESCI. He added that ESCI had asked us to do a technical review. Chief Charlton explained that the first draft didn't have any recommendations, but was something for staff to review and edit for statistics and current information, making sure it was accurate and complete.

Chief Charlton explained that ESCI was available for a tentative Joint Board Meeting with Estacada Fire on Monday, June 24.

President Syring noted that it would be helpful if ESCI could have the final report ready prior to that meeting on June 24, so that each Board could review the information at their individual Board meetings the week before. Chief Charlton shared that he spoke with ESCI prior to this meeting and they were almost done with the report, but they do have to wait for the technical reviews prior to making any recommendations.

R-1a.1 – Public Information Office

As submitted.

Public Information Officer Paxton shared that Administrative Professionals Day was celebrated in April. He shared that Administrative Technician Tracey Grisham was now full time under the Public Information Office (PIO). He noted that she was an incredible asset to the organization and

the PIO department. He added that she did incredible work and is largely responsible for the social media for the District.

Director Wall shared that the social media numbers were looking very strong and trending upwards.

R -1b Business Services Division

As submitted.

Chief Whiteley shared that the 4th annual Compliance Report for Accreditation was in the process of being prepared. He shared this was due next month and the results would be presented at the July meeting. Chief Whiteley shared that he and Battalion Chief Stewart are working on Accreditation prep for next year.

Fire Marshal Olson was attending the National Fire Academy. Chief Whiteley shared that he would be happy to try to answer any questions on his report.

R -1b.1 Business Services

As submitted.

DC Gehrke shared that Fleet Director Bischoff sold the heavy rescue apparatus to Bandon Fire Department.

Director Wall shared that Fleet Director Bischoff's report indicated that the District was continuing to help Hoodland. She asked if they were paying for these services, since an IGA wasn't currently in place. DC Gehrke stated that they were paying and that it had been on an emergency basis.

R – 1b.2 Fire Prevention

As submitted.

R -1c Emergency Services Division

As submitted.

DC Hari noted he will be happy to answer questions for Division Chief Conway and Senior Accountant Le would answer questions for Finance Director Day.

Director Wall asked about the status of the District's discussion with AMR. DC Hari shared that the District had signed a six month extension for its ambulance subcontract as they worked as a group to come up with a long-term solution. Chief Charlton shared that the District had also extended its ALS Integration Agreement.

R -1c.1 Emergency Medical Services/Training

As submitted.

R -1c.2 Financial Services

As submitted.

Director Trotter brought up the third paragraph on page one of the report, page 14 of the section, discussing Volunteer Association accounting. The paragraph states, "Due to the lack of records and reconciliations, it is unlikely that the May 15th tax filing deadline for 2018 information will be met." He asked what the impact of this would be. BC Deters shared that it was submitted on May 17, 2019. He shared that there was a late charge of \$20 per day for filing late. BC Deters explained that with the change in staff in the Finance Department, working with QuickBooks software and gathering the needed information, the filing was delayed. This had all been remedied and he noted that moving forward, the bank reconciliation had been taken care of and there shouldn't be any reason to be late in the future.

Director Wall asked if it was only this year or a continuing problem. BC Deters shared that it was not a continuing problem.

R-1c.3 Operations

As submitted.

DC Corless shared that in April, time was spent on revision of the station assignment roster. There were 127 moves on the roster due to promotions and retirements.

DC Corless noted that there were also quite a few significant incidents during the month of April.

R-1c.4 Training Division

As submitted.

R -1c.5 Volunteer Services

BC Deters reported that training this month was Air Management, Bail out, Strategy and Tactics as well as AVIDS training. They also did EMS training.

BC Deters shared information about Recruitment. Oral interviews and physical agility testing was conducted. The final interviews were this past weekend. Background checks would be next.

BC Deters reported that the Explorers focused on Forcible Entry all month. He noted that they helped with parking at the Station 19 Ribbon Cutting event.

BC Deters explained station coverage for April.

BC Deters shared that he had been working with DC Corless regarding the deployment model. They decided that beginning in May and moving forward, Station 18 would be covered all the time with Volunteer shifts and the group would be split between Station 12 and Station 13. BC Deters noted that Station 18 was still the priority for Volunteers for duty shift coverage.

BC Deters shared that Volunteer Firefighter Levi Favara has been hired at Port of Portland Fire.

BC Deters noted that the new recruit group would be the largest class they have had in a long time.

R-1c.6 Volunteer Association President's Report

Volunteer Association Secretary Jerry Kearny shared that Volunteers worked to replenish their ranks in the month of April.

Secretary Kearny noted that the Volunteers, along with the Explorers helped with parking at the Station 19 Grand Opening event.

Secretary Kearny stated that during the month, the Volunteers met with the Feasibility Study consultants from Emergency Services Consulting International (ESCI) at the Chief's Roundtable event. He added that ESCI took the time to interview everyone who was there.

Secretary Kearny noted that the Association donated \$1,500 to Meg's Moments for Life Jackets.

President Syring thanked Chaplain Kenton Johnson for all the work that he does.

B. Correspondence

Noted.

C. Informational Items

Noted.

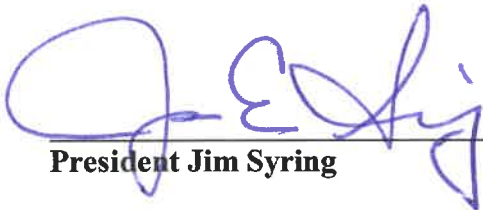
D. Next Meeting

The next meeting will be on Monday, June 17, 2019 at 6:00 pm at Station 5.


IX. ADJOURNMENT

The regular board meeting was adjourned at 6:48 PM.

Karen Strejc
Executive Assistant



President Jim Syring



Secretary Jay Cross