

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS MEETING February 23, 2009

(This meeting was recorded.)

- I. CALL TO ORDER PER ORS 192.610 TO 192.710**
ORS 192.650 – The meeting is being recorded.
ORS 197.710 – Smoking is banned during the meeting.

Chairperson Warren called the meeting to order at 7:00 p.m.

Present: Board of Directors Jim Doane, Dave McTeague, Don Trotter; Marilyn Wall, George Warren; Chief Ed Kirchhofer; Deputy Chief Jonathan Smith; Deputy Chief Scott Weninger; Personnel Services Chief Mark Cauthorn; Executive Officer Kyle Gorman; Finance Director Susan McSperritt; Battalion Chief Fred Charlton; Battalion Chief Tim Dahl; Battalion Chief John Oliver; Battalion Chief David Scheirman; Firefighter Nick Lane; Legal Counsel John Osburn; Lobbyist Genoa Ingram from Court Street Consulting; Oak Lodge Community Council Representative Thelma Haggenmiller; Executive Assistant Karen Strejc.

- II. CHANGES TO AGENDA**
None

- III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON
JANUARY 26, 2008**

Director Doane moved and Director McTeague seconded the motion to approve the minutes from the regular board meeting on January 26, 2009. The motion passed by consensus of the Board. Director Trotter abstained, as he was unable to attend the meeting.

- IV. PUBLIC HEARING FOR ORDINANCE NO. 09-01 – AN ORDINANCE ESTABLISHING MECHANISMS TO RECOVER COSTS ASSOCIATED WITH SERVICES PROVIDED BY THE DISTRICT; REPEALING ORDINANCE 07-01 AND ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH.**

Chairperson Warren read the title of the Ordinance 09-01.

DC Weninger explained that Ordinance 09-01 had been discussed several times. This was an update of the fee ordinance that had been adopted in 2007. The resolution that outlines the recovery of costs will be presented for approval at the March board meeting following the second reading of the ordinance.

Chairperson Warren stated that the first reading of Ordinance 09-01 had been completed.

V. PRESENTATION OF CERTIFICATIONS

Chief Kirchhofer recognized DC Jonathan Smith and EO Kyle Gorman who have been recognized by the Center for Public Safety Excellence (CPSE) for their accomplishments throughout their careers. Their education, certifications and qualifications were reviewed by the CPSE and approved to receive the awards presented at the meeting. DC Smith received the Chief Fire Officer Designation. EO Gorman received the Chief Medical Officer Designation. This is a newer award and EO Gorman is one of 27 who has received it to date.

Chairperson Warren recognized Chief Kirchhofer for his 30 years in the fire service. On behalf of the Board, Chairperson Warren presented Chief Kirchhofer with his 30-year pin.

VI. PUBLIC COMMENT

None

VII. BUSINESS – Action required

Chief Kirchhofer explained that legal counsel was still working on the Length of Service Award Program (LOSAP). Information should be available for the Board at the March meeting.

Director Wall shared that she had met with legal counsel regarding LOSAP. She just finished reading the report and will have Executive Assistant Karen Strejc e-mail it to the Board for consideration and address any questions the rest of the Board may have. Director Wall shared that once the changes have been made to the LOSAP plan, it will be acceptable. It would not benefit the District to handle the plan totally on its own or adopt a different plan administrator. There will be additional staff time required to complete some of the bookkeeping involved, but it should not be a significant amount.

Director Wall will discuss with Jeff Griffin, the District's Agent of Record, regarding the liabilities the District would incur in managing this program. It is a non-qualified plan, is clearly not a 457 Plan, and is expressly exempted from IRS. All of the money remains the District's money and the District is accountable for the money. It becomes the Volunteer's money when it is actually distributed to them.

The LOSAP plan should be ready for review at the March board meeting.

VIII. OTHER BUSINESS – No action required.

OB-1 Update on Strategic Business Plan

BC Dahl gave a brief history of the Strategic Plan and how the process began one year ago to prepare a living document that could be used as a guide for the District on a regular basis. It would be a living document that would be updated continually. BC Dahl met with Directors Trotter and McTeague to determine how to proceed. The District did employ the assistance of a consultant to begin the process. This process enabled employees to speak to an objective person candidly about the District. Several workshops were held to update the Board on the progress of the Strategic Plan. The process included the development of core values to use as guiding points for developing the Strategic Plan.

BC Dahl explained that a survey was conducted on-line as well as having copies available at fire stations. The survey was to gather information from citizens regarding what the District should and should not do. One evening meeting for the public was conducted, but it was not well attended.

A two-day workshop was held in September of 2008 with approximately 30 employees from a cross-section of the District in attendance. Discussion included the direction and vision that the Board had provided the employees. A strength/weaknesses/opportunities analysis was conducted. This provided a comprehensive view of everything within the District and what may affect the District in the future in trying to reach the desired goals and objectives. A two-day retreat was conducted in October to continue working on the Strategic Plan. Most of the people who attended the workshop were also in attendance at the retreat. Breakout sessions and discussions also included a cross-section of people from the District. An evaluation of each division was conducted, which was a valuable exercise.

BC Dahl explained that divisional objectives had been the focus for the past few months. The mission statement, vision and values were taken down to the goals. Discussion then followed as to how objectives would be developed to support the goals and accomplish them. The document distributed in the board packet was a compilation of the objectives provided by each division manager after they had met with their staff. BC Dahl explained that while this is a comprehensive plan, there is still much to be done regarding the creation of work plans to help meet the objectives of the Strategic Plan.

Director Wall shared that it was an impressive document. A very impressive information gathering and targeting process had been conducted by the entire organization. She commended BC Dahl on his leadership in accomplishing what had been done.

Director McTeague shared that it was very easy to read and comprehend. It will be easy to check on the progress of the Plan.

BC Dahl explained that he would like to come before the Board one more time to report on the progress of the Plan. His vision is that a report will be presented annually to the Board. He already has prepared an annual report structure for use each year.

Director Trotter shared that he also thought it was very easy to read. He had a few minor points that he would discuss with BC Dahl.

Chairperson Warren asked what happened to the slogan, "Friend for Life." BC Dahl explained that the money used for this project had originally been dedicated for a branding and marketing project. The District had discussed changing its name to exclude the word "County." Chairperson Warren asked when the modification of the name would take place. Chief Kirchhofer reported that the District's Community Liaison, Steve McAdoo, was working on the first stages of the marketing and branding plan for the District. He also explained that the word "County" was removed from the District's name at the time of the annexations of the Cities of Milwaukie and Oregon City to make it more clear for the public that the District was not operated by the County. The legal name of the District has not been changed.

Chairperson Warren shared that he would like to discuss a few minor things with BC Dahl. He was looking forward to seeing the objectives and timelines in the future.

OB-2 Discussion Regarding Board Packet Distribution

Chief Kirchhofer explained that one of the Fire District's vision statements is to reduce its impact on the environment. One thing that is done each month is that a large amount of paper is used in preparing board packets. At one point in time, 50 packets were prepared each month. The number decreased until only 12 were printed for the February's board meeting. For the Executive Team, the board packet was scanned and placed on the share drive for access.

Chief Kirchhofer explained that the purpose of this discussion was to learn how the Board wanted to receive its packet each month. One option is to have all items that are traditionally included in the board packet placed on the share drive and available to each Board member through on-line access through firepass. This can easily be set up. This would eliminate having staff hand-deliver board packets. Also, for most months, approximately 10 reams of paper are used in duplicating the packets, one-half day of staff time is used in copying the report by one staff member and another hour of staff time for three to four staff members to assemble the board packets.

Chief Kirchhofer explained that full board packets have been available for the public who attend the board meetings. This is not the case at most public meetings. Usually, there will be a few copies of the agenda and a copy of each business item that will be discussed.

For this month's meeting, the Executive Team received only the agenda and the business items. The rest of the packet could be printed off the share drive. Chief Kirchhofer's desire for the future would be to have all of the information available to the Board electronically. Any questions could be e-mailed to the division chiefs and answers could be e-mailed or addressed at the meeting. Discussion followed.

Director Trotter shared that he would like to have the report printed. He makes notes on the report as he reads through it.

Director Doane shared that he would review it on the computer.

Director Wall shared that it has been discussed for the past few years to have the board packet accessible electronically and that it should be made electronically available to the public as well. She can selectively print out the documents she needs. She asked Legal Counsel Osburn if this would affect public records issues. Legal Counsel Osburn shared that it was not a problem as long as an agenda was available for the public.

Chairperson Warren asked if copies of the minutes had to be made available to the public. Chief Kirchhofer shared that these could be made available electronically.

Chief Kirchhofer explained that the agendas and some of the items would be available on the website. This month the entire packet was available on the share drive on the District's intranet site.

Director McTeague shared that he was very willing to try the electronic version.

Chairperson Warren shared that he had no problem getting the information electronically. He liked the idea of posting it early for the public to view with the exception of any Executive Session information. He would like to try it for the March meeting. At the March meeting, if the decision is made to return to using printed copies of the board packet, he would be willing to pick it up at the Admin Office.

The decision was made to try accessing the board packet electronically for the March board packet information.

OB-3 Board Committee Reports

Capital Projects – Noted

Check Register Review - Noted

Clackamas County Coordinating Committee (C-4)

Director McTeague reported that he had attended a meeting in February. Discussion included an urban and rural reserves process. By the end of 2009, it is hoped to have designated some rural and urban reserves within the current five-mile radius of the current urban growth boundary.

EMS/EMS Consortium - Noted

Executive Staff

Director Trotter reported that there will be a meeting in the near future to begin the process of staff evaluations.

Foundation

Director Trotter reported that the minutes from the last Foundation meeting were marked R-1b in the packet.

Governor's Fire Service Council Report

Chairperson Warren reported that the minutes from the last Governor's Fire Service Council meeting were in the board packet.

Chief Warren also reported that the Fire Chief from Salem, Greg Keller, was elected Chairperson of the Council

Legislative

Director McTeague reported that he went to Salem with Chief Kirchhofer and EO Gorman on Fire Service Legislative Day to meet with the State Representatives and Senators.

Oversight/Interagency - Noted

REMG

Director Doane reported that the next meeting will be on March 23.

Volunteers - Noted

IX. INFORMATIONAL ONLY

A. Divisional Reports

R-1a. Administration

Chief Kirchhofer reported that he would be meeting with the new County Commissioner Ann Lininger on February 26.

Chief Kirchhofer will be making presentations to the cities that the District serves. He will be updating them on the activities of the Fire District as well as the challenges that the District is facing.

Chief Kirchhofer reported that over 180 people attended the District's Annual Awards Banquet on February 21. It was an enjoyable time for all who attended. Director Warren was presented with the Meritorious Service Award. It was well deserved for his many years of service to the Fire District.

Chief Kirchhofer reported to the Board several weeks ago that items had been sold on E-Bay through a store on 82nd Avenue. Some surplus radio equipment owned by the Fire District had been involved in the unexpected closing of the store. A list of items has been compiled, but no value has been established for the items. It was all outdated equipment. Legally, at this point, there is not much recourse.

Chief Kirchhofer reported that the Consumer Price Index (CPI) numbers were made available at 3.27 percent.

Gordon Huiras, Oregon City's Police Chief, retired and his retirement party is on February 27. Assistant Chief Mike Conrad has accepted the position of Police Chief. He is well respected within the police department and works well with the Fire District.

Chief Kirchhofer reported that he will be participating in the interview process for the new superintendent of the North Clackamas School District. The two top candidates will be interviewed.

An employee's arbitration is scheduled for March 5. It will take 60 to 90 days before a decision is given.

On March 5, the Workplace Investment Council will have a tour of the Fire Marshal's Office and Station 3. Many high school students have expressed an interest in various public safety career choices. They will be able to see other career choices within the fire service such as administrative support positions as well as fire inspectors.

Chief Kirchhofer reported that the Pierce contract has been deferred several times from the meeting's agenda. In November, the Board approved the purchase of two cabs and two chassis. This contract is in place. The Pierce contract that was put on hold was the multi-year contract that the Chief felt was not worded well. It still is not ready to present to the Board. It is too

early in the budget process to know if the District will be able to purchase two additional cabs and chassis.

Chief Kirchhofer reported that he met with Oregon City Manager Larry Patterson several weeks ago. The Chief shared options that he and Director Wall had discussed regarding the property. Mr. Patterson concurred with the information. In the next few months, he will be talking with City staff, engineers and City planners to determine what options are feasible.

R-1b. Administrative Services

As presented. PSC Cauthorn reported that the new Logistics Manager, Deanne Henry, began working week of February 16. She has a broad background in this area. Her father was Fire Chief for Jefferson County Fire District. Deanne previously worked for TVF&R and provided the logistics portion of their maintenance division and has been involved in fire department equipment sales.

PSC Cauthorn reported that the Fire District's experience rating for its health insurance is at 68 percent, which is approximately 10 percent lower than in 2008.

Financial Update

Finance Director McSperitt reported that the Consumer Price Index (CPI) numbers came out. As Chief Kirchhofer reported earlier, the CPI numbers are at 3.27 percent. She maintains a spreadsheet of the CPI numbers over the past few years and will send this to the Board if they would like a copy.

Finance Director McSperitt reported that the collections were trending down. Taking the average of the past four years, the District is down 1.75 percent during the same time period. This equates to approximately \$570,000. The second tax revenue payment is due in February and will be received in March. What is received in March will be a good indicator of how the budget will be affected.

R-1c. Fire Prevention/Information Services

DC Weninger reported that the novelty lighter bill passed the Senate. This was accomplished due to the work of many people over a long period of time.

Employees attended the North Clackamas County Chamber of Commerce's Safety Appreciation Lunch earlier today. It has evolved over the years from honoring various emergency services to an event where police and fire agencies recognize people and businesses in the community for work they have done to promote safety. The Fire District recognized the North Clackamas School District for their effort in using their bond money to retrofit sprinklers in existing buildings. New schools are completely sprinklered.

DC Weninger shared that there were many issues regarding open burning. A full review of the open burning process has been completed. Policy decisions will be brought before the Board at the March board meeting. He will be meeting with DEQ within the next few months.

DC Weninger shared that the IT Division installed Microsoft Office 2007 on all District computers this past week. People may need to use the link that will enable other readers using Microsoft Office 2003 to be able to read documents prepared in Microsoft 2007. If any Board member has questions, they can contact IT Director Oscar Hicks.

The District continues to have some issues with the phones. This has been happening for the past seven to eight months. An outside vendor was hired to help target the issues. The Fire District has worked through all of its issues and now it is the vendor's issues that need to be solved.

DC Weninger reported that the Records Management Services (RMS) Program was having issues and the vendor will be working to solve the problems.

R-1d. EMS, Planning, and Government Relations

EO Gorman reported that he has attended several meetings with the Urban Renewal Coalition. On February 21, he went with Legal Counsel John Osburn to Salem to the most recent Coalition meeting. He felt there was some movement to return funds to the tax rolls. There was no agreement and much resistance to changing the definition of blight.

EO Gorman shared that two messages were taken to the meeting. The first was that the legislators should not take the tax money from the public and say it is good for the public. The second message was that public agencies were working with the Association of Oregon Renewal Agencies (AORA). These groups do not agree on the course taken. If an agreement cannot be reached, they will go their separate ways. This meeting resulted in a meeting with the Portland Development Commission. They will discuss and identify how the solutions will affect the purchase and sale of bonds for urban renewal over the long term.

EO Gorman reported that four legislative bills have been drafted relating to urban renewals. Some of them have an ending point for urban renewal areas. Once a number has been assigned, the four bills will be combined into one that can be addressed.

EO Gorman encouraged the Board to read the Oregon Economic Revenue Forecast. If they have any questions, they could contact Genoa or him.

R-1e. Operations

As presented.

R-1f. Training, Safety and Wellness

As presented.

B. Correspondence

Noted

C. Informational Items

Noted

X. ADJOURNMENT

The meeting adjourned at 8:04 p.m.

Karen Strejc
Executive Assistant



Chairperson, George Warren



Secretary, Dave McTeague