

# Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS MEETING  
January 25, 2010**

**(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 Trotter called the meeting to order at 7:00 p.m.

**Present:** Board of Directors Jim Doane, Toby Forsberg, Dave McTeague, Don Trotter and Marilyn Wall; Chief Ed Kirchhofer; Deputy Chief Scott Weninger; Personnel Services Chief Mark Cauthorn; Executive Officer Kyle Gorman; Deputy Chief Fred Charlton; Deputy Chief Jim Syring; Battalion Chief Ken Horn; Battalion Chief John Oliver; IAFF Local 1159 Lead Steward Mike Wilson; Apparatus Operator Brian Baker; Firefighter Jessica Johns; IT Support Rashed Sarhadi; Volunteer Association President Steve Montez; Lobbyist Genoa Ingram from Court Street Consulting; Legal Counsel John Osburn; and Executive Assistant Karen Strejc.

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

## **II. CHANGES TO AGENDA**

Chief Kirchhofer reported that there would be an additional item, B-2 –Requesting Board Discussion and Potential Action on a Real Property Transaction. He requested that this be tabled until after the Executive Session.

## **III. APPROVAL OF MINUTES FROM THE REGULAR BOARD MEETING ON DECEMBER 21, 2009, SPECIAL BOARD MEETING ON JANUARY 11, 2010 AND THE WORK SESSION ON JANUARY 11, 2010**

**There were no changes to the minutes. Chairperson Trotter declared that the minutes from the regular board meeting on December 21, 2009, the special board meeting on January 11, 2010 and the work session on January 11, 2010 stand approved as written.**

## **IV. PUBLIC COMMENT**

None

## **V. PRESENTATION OF THE UPDATE OF THE OPERATION SANTA CLAUS PROJECT**

Volunteer Association (VA) President Steve Montez gave a brief summary of the Operation Santa Claus project for 2009. He acknowledged the crews from the various stations for their

participation in the parades and was very appreciative of them bringing their apparatus and helping with the parades. The Volunteer Association had a lot of assistance setting up for the parades, shuttling of vehicles between stations, sorting the food and toys, etc. He also acknowledged and was very appreciative of the numerous employees, their families and friends who helped pack boxes at the warehouse as well as the civilian helpers who diligently came each day to help sort, pack and disburse boxes.

VA President Montez shared that over 19,000 pounds of food was distributed, 348 families were helped and approximately \$16,000 worth of toys were collected for distribution.

The Op Santa project received a generous donation of two to three pallets of plain, unassembled boxes from a distributor in North Portland. These boxes were used to sort and distribute the food and toys to families.

VA President Montez reported that for Op Santa 2010 a committee will be created. The committee will discuss ways of improving the project that will help make it more organized and run even more efficiently. It could be promoted more through the local news media and flyers.

Coordinator Tim Dahl was unable to attend the meeting to add additional information regarding statistics about the project.

Director Wall commented that it was a signature event and that the Volunteers did a great job.

Chairperson Trotter thanked Steve for the presentation.

## **VI. BUSINESS – Action required**

### **B-1 Request Board Discussion/Approval of Agent of Record**

PSC Cauthorn shared that he had received input from various staff members regarding the scoring of the four insurance agencies that had given presentations at the work session on January 11, 2010. On the score sheets, staff applied the scoring of #3 – strong, #2 – fair and #1 – weak.

For the Board's consideration, PSC Cauthorn distributed criteria and questions from staff and Union representatives that would be beneficial to ask the health agencies that would be moving forward in the selection process.

Results of the scoring were discussed.

IAFF Local 1159 Lead Steward Mike Wilson shared that LBG Advisors was the Union's first choice, Beecher Carlson – second, Mercer – third and Wilson-Heirgood Associates – fourth. He shared that they picked LBG as their first choice as they felt LBG was willing to be the most creative of the four agencies in controlling costs beyond the first year of becoming the District's agent of record. It seemed to be the most supportive of some of the ideas that Chief Kirchhofer would like to see take place.

Chairperson Trotter shared that the time frame is very important and the decision needs to be made soon so that the new health plan can be implemented by July 1. A new health insurance agency would need to be selected by the February 22 board meeting in order to give the selected agency time to set up the plan and to be included in the District's budget. A work session could be scheduled prior to the time of the February 22 board meeting.

The Board shared their scoring.

Director McTeague had no commitment at this point.

Director Forsberg asked if it was reasonable to request costs and fees for the services the agencies could provide. LBG and Beecher Carlson were at the top. Wilson-Heirgood was right there with them and Mercer rated toward the end.

Director Wall shared that the agencies gave very different presentations. Each agency targeted different areas. She ranked Wilson-Heirgood as fourth as their presentation was not sellable. The District may have grown beyond Wilson-Heirgood's capabilities. She ranked LBG third as she felt that LBG was understaffed and although was licensed in the state of Oregon, it was not qualified to do business in Oregon. She ranked it third. Beecher Carlson and Mercer know the local market and are already established in Oregon.

Chairperson Trotter shared that he tended to agree with Director Wall. LBG was a small firm out of Seattle that does not have many public clients. He felt that the representatives had not done their homework about CFD1. Wilson-Heirgood has been with the District for many years. Their presentation included that they have earned CFD1's loyalty, but it did not sell them as an agency to use. Mercer and Beecher Carlson were large agencies, which is not necessarily good, yet they do have many assets available to them. Mercer talked about options beyond fully funded insurance. Beecher Carlson is local and has good ideas. Chairperson Trotter chose Mercer and Beecher Carlson as his choices.

Director Doane shared that the accessibility of the insurance agency's staff was very important for the District's staff, as much staff time will be required to set up the new insurance. From looking at the information from each agency, it was difficult for him to assess how much the agency would help with staff. Director Doane was impressed with the timeline shared by Mercer, which showed what would be accomplished within the first three months. Wilson-Heirgood seemed to have contradictory information in the written information. Although he was unable to attend the work session where the presentations were given, his two top choices were Beecher Carlson and LBG as their presentations were easy to read and seemed to focus on what the District needs.

Director McTeague asked why the Board was as involved in the insurance issue as it had been. He asked if it was stated in the Purchasing Policy that the Board had to be involved due to the amount of money that would be spent on insurance. Chief Kirchhofer explained that it has been a practice of the Board over the past few years to approve the agent of record. The Purchasing Policy does not require it as the Fire Chief can approve it; however, it has not been the Board's ongoing practice to do so. Director McTeague shared that the agent of record was more of a

management decision. He felt that there was a difference of opinion between the Board and staff. He had no clear preference. Wilson-Heirgood was not that persuasive or positive in tone. The decision needs to be made whether to go with a large corporation or a small agency. He had no definite opinion regarding Beecher Carlson and Mercer.

Chief Kirchhofer suggested having the Board adopt or endorse one of the agencies at the February 22 board meeting. Discussion followed.

The consensus of the Board was to have critical staff members and labor representatives work with the Board Executive Committee to further refine questions to be asked of the agencies selected and to narrow the number of agencies to interview further. The Board would also provide input into the questions to be asked. The agencies selected would be interviewed prior to the February 22 meeting. A recommendation would be presented to the Board at that meeting. Chairperson Trotter requested that the Board provide their questions to staff by Monday, February 1. He also requested that once the questions and agencies were selected that an e-mail be sent to the Board with this information.

**VI. OTHER BUSINESS – No action required.**

**OB-1 Board Committee Reports**

**Capital Projects**

Director Wall reported that this information would be discussed during the Executive Session.

**Clackamas County Coordinating Committee (C-4)**

Director McTeague reported that he attended a meeting in January. Speaker of the House Dave Hunt attended the meeting and spoke about state budget issues and the impacts of Measures 66 and 67 if they passed and if they did not pass.

Director McTeague shared that he is the fire service C-4 representative. One of his responsibilities is to share the information from these meetings with the other fire service agencies' board of directors within Clackamas County. He is in the process of preparing an e-mail to send to these directors that explains that the fire service agencies need to develop a process for selecting a delegate and alternate for the C-4 Committee. He shared that he has had difficulty in obtaining some of the e-mails for the board members of some of the fire service agencies. Chief Kirchhofer shared that CFD1 does not have e-mail addresses for the board members of other agencies, but it does have e-mails for the fire chiefs of the agencies. Chief Kirchhofer suggested that Director McTeague forward the information to Executive Assistant Karen Strejc for distribution to the fire chiefs.

**Executive Committee**

Chairperson Trotter reported that the Executive Committee did meet the week of January 18 to discuss insurance issues, which led to the evaluation form discussed during the meeting.

**Foundation**

Chairperson Trotter reported that the Foundation met on January 19. He shared about the inspirational presentation given by Jake French, who is a quadriplegic. Jake shared about how he became a quadriplegic and the therapy he is currently undergoing. Chairperson Trotter

reported that the Foundation Board of Trustees moved to donate \$3,000 for the rehabilitation program that Jake will be attending.

He reported that the Foundation's next golf tournament is August 24, 2010.

### **Volunteers**

Director Doane reported that a meeting is scheduled for January 26. He asked Volunteer Association President Steve Montez if he would like to share any information.

VA Montez reported that the Volunteer Association was very busy with Op Santa in December. Over the previous few weeks, Volunteer crews covered for the Molalla crews while they were at a training class. While they were there, the CFD1's Volunteer crew responded to a fire and were the first crew to arrive on the scene. The Molalla Fire Department was very appreciative of the help.

The Volunteer Academy is taking place and the candidates will complete the training by the beginning of March.

VA Montez also reported that the replacement of Station 13 is well underway.

## **VII. INFORMATIONAL ONLY**

### **A. Divisional Reports**

#### **R-1a. Administration**

Chief Kirchhofer reported that staff is stretched very thin. The Self Assessment project for re-accreditation is very time consuming and is an exhaustive process. DC Syring and Executive Assistant Karen Strejc are coordinating it. There are 40 to 50 employees involved in working on it. As part of the re-accreditation project, the Standards of Cover document is also being updated. DC Smith and Ops Administrative Technician Lynsey Hillesland are diligently working on this project, which is a very thorough and detailed measure of the Fire District's performance regarding emergency response. Also, the Strategic Business Plan is being finalized by EO Gorman. During the week of February 8, the Board will receive staff reports for each of these documents that will summarize the key changes to each document. The Strategic Business Plan and the Standards of Cover document require Board approval and will be presented at the February 22 board meeting.

Chief Kirchhofer reported that entry level firefighter interviews will be conducted on January 26 and 27 for 17 candidates. Currently, there are six candidates that are District Volunteers. Volunteer President Steve Montez is one of them.

Several staff members will be attending the North Clackamas County Chamber of Commerce's State of the Cities' Luncheon on January 27 at the Monarch Hotel and Conference Center. If Board members would like to attend, there is still room available.

Chief Kirchhofer reported that there is a Board Interagency Committee meeting on January 26 with Commission Chair Lynn Peterson and Commissioner Jim Bernard. Chief Kirchhofer has

provided background information of possible topics for Directors Forsberg and Trotter, who will be attending the meeting.

Chief Kirchhofer met with Canby Fire Chief Ted Kunze during the week of January 18. Discussion included urban renewal issues as well as system development charges that are assessed by some of the cities that overlap both fire agencies.

Chief Kirchhofer reported that he helped with the process to find board member replacements for the Colton Fire District. He shared that prior to the beginning of the interviews, he announced that one of the candidates was an employee of Clackamas Fire District #1, that this employee did not report directly to him and that this would not affect his objectivity. The Clackamas County Board of Commissioners has appointed two people to fill two of the positions, which now provides a quorum. This board will now proceed with selection of two more board members. Chief Kirchhofer asked Lobbyist Genoa Ingram if she had any additional information. She shared that the first meeting for the new Colton Board of Directors was scheduled for January 26 at 6:30 p.m. She also shared that in ORS 198, all decisions must be unanimous except for the selection of the fourth board member. She will be attending the meeting.

Chief Kirchhofer reported that on January 21, he made a presentation to the South End Neighborhood Association. Citizens that attended included former Oregon City Mayor John Williams and Doug Neely, one of the candidates for Oregon City Mayor. Squad 17 was also present and gave highlights of significant emergency responses. The report was well received by the group. He distributed a primer on urban renewal and its impact on special districts.

Director Wall inquired about the change in the City of Milwaukie's City Manager and if it would change the Fire District's relationship with the City. Chief Kirchhofer shared that the Fire District would work on this not happening. Pat Duval is the Acting City Manager and she works well with the Fire District. A new City Manager for Oregon City is also in the process of being selected.

Chief Kirchhofer reported that he and DC Weninger will be meeting with the new Gladstone City Manager in the near future in order to get acquainted.

#### **R-1b. Administrative Services**

PSC Cauthorn reported that the Administrative Services report and the financial update are as submitted.

#### ***Financial Update***

Chief Kirchhofer reported that Finance Director McSperitt was unable to attend due to a family emergency.

#### **R-1c. Fire Prevention/Information Services**

DC Charlton reported that the report was as submitted.

Chairperson Trotter shared that all of the inspections throughout the District are very close to being 100-percent completed. He commended the employees for a job well done and that this showed a commitment to public safety through prevention.

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

As presented.

**R-1e. Operations**

As presented.

**R-1f. Training, Safety and Wellness**

As presented.

**B. Correspondence**

Noted

**C. Informational Items**

Noted

Lobbyist Genoa Ingram shared that Fire Service Appreciation Day is scheduled for Wednesday, January 27, 2010. There will be a small reception at the State Fire Marshall's office at 11:00 a.m.

Chairperson Trotter recessed the regular board meeting at 7:55 p.m.

**IX. EXECUTIVE SESSION REGARDING REAL PROPERTY TRANSACTIONS PURSUANT TO ORS 192.660(2)(e), LEGAL COUNSEL PURSUANT TO ORS 192.660(2)(h) AND LABOR NEGOTIATIONS PURSUANT TO ORS 192.660(2)(n)**

Chairperson Trotter called the Executive Session to order at 8:04 p.m.

Chairperson Trotter adjourned the Executive Session at 8:30 p.m.

**X. REGULAR BOARD MEETING RECONVENED**

Chairperson Trotter reconvened the regular meeting at 8:30 p.m.

**B-2 Request Board Discussion and Potential Action on a Real Property Transaction**

Chief Kirchhofer commended BC Oliver for his work on the relationship that he was able to develop with the seller of the property to the north of the Training Center. BC Oliver was instrumental in the seller and Fire District agreeing on the terms of the purchase. Chief Kirchhofer explained that securing this property will provide the Fire District with long-term options for moving forward with the expansion of the Training Center.

**Director Forsberg moved and Director McTeague seconded the motion for the Board to direct staff to proceed with the lease and the environmental impact statement of the property to the north of the Training Center. The motion passed unanimously.**

**XI. ADJOURNMENT**

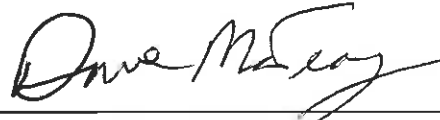
The regular meeting adjourned at 8:40 p.m.

Karen Strejc  
Executive Assistant



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**Chairperson, Don Trotter**



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**Secretary, Dave McTeague**