

FIRE & EMS PLANNING COALITION

Meeting Minutes

February 6, 2019 – 6:30PM

West Valley Fire District

825 NE Main St., Willamina, OR 97396

CALL MEETING TO ORDER

PRESENT: Rick Mishler, Jennie Rummel, Frank Pender, Paul McCallum, Fred Hertel, Rod Watson, Tammy Heidt, Scot Breeden, Chris Greenhill, Dave Fullerton (CTGR), Cooper Walters, Daniel Helfrich, Carolyn Watt, Matt Parker, Cooper Walters, Alicia Krauthoefer, Dan Goeke, Erika Alcanter, Jen Colton, Danny Kofler, Evan (from Sheridan), Chief Allen Aschim, Ethan Marshal, Austin Pine, Samantha Morey.

FLAG SALUTE

PUBLIC COMMENT

OLD BUSINESS:

1. Items ready for coalition IGA proposal:

- Community Education/PIO/Communications
- Lexipol Policy IGA from Dallas
- General operational sharing between agencies

Chief Hertel explained that all three are ready to be looked at by the various boards. The policy has been through the Dallas City Council and will go each of the board meetings next week for approval. Discussion followed. The IGAs still need to actually be created.

It was suggested have Chief Hertel compose the Community Education/PIO/Communications IGAs to get us started. They will be presented to all entities upon completion.

2. Items to consider for future IGA proposals:

- Administration (Fire Marshal, Fire Chief, Training Officer, Finance, etc.)
- Fleet maintenance
- Sharing of apparatus & personnel
- Others to be pulled from the “roadmap”

Chief Hertel said each one of these takes a different route and any agency could present these. There can be one IGA that handles multiple items, or a Master IGA can be created and then changed by creating future MOUs. Additional discussion took place. The IGA could be presented to Dallas in a workshop setting.

Discussion regarding an RFD for a Feasibility Study Dallas has requested took place. It was noted each entity needs to address the individual financial issues. Chief Hertel, as the Joint Chief for Sheridan FD and WVFD will serve as their budget officer.

Chief Hertel passed out copies of an ESCI (Emergency Services Consulting International). (**Attachment 1**) It explains what a feasibility study is. Additional discussion took place, including if this was the company that would be used. No company can be excluded in consideration of who performs the study.

Discussion regarding Fleet Management IGA, sharing of apparatus and personnel took place.

Action: It was decided Chief Hertel will develop a Master IGA for shared services between the districts, which can be modified by MOUs. After more discussion, it was decided to begin with a basic IGA addressing the Community Education/PIO to begin with, followed by the Training Officer, and add other items as time progresses. After the IGA is developed, it will be presented at upcoming board meetings and at a Dallas workshop, to be scheduled.

Jennie Rummel stated she is interested in looking at a Fire Marshal and Training Officer. Discussion took place. Chief Hertel stated Dallas has a great training officer who could potentially be the training officers for all entities. No one has a fire marshal, so that would require hiring a new person. April Welch is a great PIO and would be a natural fit for that position. He recommends pursuing this further in the near future.

Two main issues will be who oversees these individuals and what the financial split will be. The Fire Marshal position is the least urgent.

Rick Mishler presented a document (**Attachment 2**) discussing how to educate the public regarding the tax base and how it changes now that the WVFD building is paid off. He will be making a presentation to WVFD's board at the next board meeting. Discussion took place regarding how the coalition can be involved, what the rates are and need to be, and if a contractor needs to be hired to assist with this process.

Chief Hertel noted that this fits in with the roadmap that has been developed, which is to be done by individual entities and then brought forward for joint consideration during the second year. Chief Hertel explained all he has been working on for public awareness for Sheridan and West Valley – including an editorial for the News Register and radio spots. He will continue with this. Chief Hertel is working on a spreadsheet explaining the financials.

West Valley Fire District will pursue the Bond/Levy issues in the interim.

NEW BUSINESS

- Discussion of the January 29th joint meeting
 - a. Chiefs Nye and Abel gave excellent presentations. More information is needed for another joint workshop, to include the entire city council. Would be good to invite the City Manager and Chief from Redmond to the next one. Discussion regarding this and how to go about a new tax base took place.

- Prepared Gant Chart of the “roadmap”
 - a. Paul McCallum presented the Gant Chart (**Attachment 3**), which is a way of measuring progress toward a goal.
- Fire Authority model document
 - a. Chief Hertel presented a chart showing the current contract and the proposed contractual changes (**Attachment 4**) effective July 1, 2019. These documents were prepared at his request by WVFD staff. Discussion took place and future changes can be updated as needed.
- Contract to asses voter attitudes toward creation of a new Fire/EMS District
 - a. Chief Hertel passed out a sample contract with cdri (Campbell, DeLong Resources, Inc. (**Attachment 5**)).
 - b. The contract proposal was discussed by Martha DeLong and John Campbell. Discussion took place with the following questions: have you had experience working with another entity involved, i.e., CTGR and can the process be made unique to each entity so it fits each district? Is there a point where there is too much going on?

It was explained that education is key, and there could be telephone polling for each entity which can help streamline for each entity. There can be too much presented and that is something that has to be managed carefully.

Other discussion took place. CDRI was asked if they could come and make individual presentations to SFD and WVFD’s boards and they said they could make themselves available for that. Continued discussion regarding timing, public comment, advertising, and public education being key issues took place.

- Explore future joint meeting concepts

SCHEDULE NEXT MEETING: The next joint meeting will be decided after the upcoming Board Meetings at SFD and WVFD.

ADJOURNMENT at 8:00 pm

Respectfully submitted,

Carolyn Watt
District Clerk, WVFD