



SCAPPOOSE RURAL FIRE PROTECTION DISTRICT

P.O. Box 625 • 52751 Columbia River Hwy. • Scappoose, Oregon 97056
Phone: (503) 543-5026 • FAX: (503) 543-2670 • www.srfd.us

Columbia River Fire & Rescue and
Scappoose Rural Fire Protection District
Joint Meeting of the Boards of Directors
Best Western Inn, St. Helens Oregon
February 27, 2018 7:00 pm

Special Meeting: After due and legal notice the joint meeting of the Columbia River Fire & Rescue and Scappoose Rural Fire Protection District Boards of Directors was called to order at 7:00 pm by CRFR Board President Hans Feige and Scappoose President David Grant.

Present: CRFR Board - Mark Kreutzer, Ron Schlumpberger, Kelly Niles, Gary Hudson, Hans Feige. SRFD Board - David Grant, David Sorenson, Ron Cairns, and Andy KriECK. David Graham had an excused absence.

Others: Chief Greisen, DC Coombs, DC Marks, DC Pricher, Janine Salisbury, Shelly Booth, Cheryl Engstrom, Rick Fletcher, Ryan Ridinger, and Jennifer Motherway. Guy Auker signed in but was not present at the meeting.

Fire Chief Job Description – The board members reviewed job descriptions from Forest Grove, Goshen, CRFR, and a draft compiled by David Grant. President Grant used both Scappoose Fire and CRFR descriptions, removed redundancies and repetition, and thereby reduced the description to 3 pages. It was noted that all the job descriptions were very similar.

Since the IGA provides that the Fire Chief is an employee of Scappoose Fire, CRFR simply needs to agree with the description prior to Scappoose adopting it. CRFR will discuss the description at its March 13 meeting, and then it can be adopted by Scappoose at their April 12 meeting. The oversight committee members and Chief Greisen will receive any comments that the other board members wish to email about the description.

Cooperative Feasibility Study – Using an estimated total cost of \$40,000, each district will budget \$20,000 for this purpose in 2018-2019. This is the highest cost of the plans reviewed from other districts. President Grant said that the Lane County study has the most useful format for us because the situation studied there is the most similar to ours.

Joint Operational Analysis – How do we turn our thoughts into operations? We need to take each part, make comparisons, and decide how to move forward. The first step is to gather information. We could hire someone to do that, but it would save money and probably be more efficient to do it ourselves, with each district gathering their own data. Chief Greisen said we could use an intern from Portland State to coordinate this process. Alternatively, Kelsey Knutson, a part-time CRFR employee, could work more hours, and both districts could share that additional payroll cost. The professional consultant can specify the information required and give examples. Then the districts can gather the data.

The board agreed that the purpose(s) of the study must be clearly identified before issuing a Request for Proposal. In order to do this, Directors Kreutzer and KriECK will talk with Terry Nye (Lane County) and Chief Duyck (TVF&R) to get “the good, the bad, and the ugly” of working with consultants. Chief Greisen will send an email requesting board input and concerns so that Kreutzer and KriECK can include that in their discussions with Nye and Duyck. Board members must return their questions within 2 weeks of the email, and the appointments will be scheduled for 3 weeks from the sending of Chief Greisen's email. It was emphasized that no board

members should "Reply All" to Chief's email. Another joint meeting will be scheduled for the end of April to discuss the results of the information-gathering meetings.

The members agreed that they should have joint meetings every two months.

Audience Participation: Comments included concern that staff is not receiving enough information. Staff needs a clear chain of command. Staff wants to know the long-term goal(s) and expectations from the boards and time frames for accomplishment. Concerns were expressed about spending money to standardize without the definite goal of merger/consolidation.

During board discussion, some members observed that there is no specific endpoint right now; that they need to see where the process takes us. Concern was expressed that not knowing the long-term goal may be a disservice to the taxpaying public. We should be looking 10 years down the road. If we do not, then we will never be able to catch up or get ahead in our response to changing needs. The feasibility study will provide information to support the development of long term goals. Two expectations were stated. First, all chiefs will work together for the mutual benefit of both districts. Second, the boards expect to complete the feasibility study within the next 12 months.

The two board presidents will collaborate to develop lists of both accomplishments and goals. The purpose of the IGA was to increase operational and administrative efficiencies; to eliminate duplication of efforts and work toward standardizing practices. These include standardizing information technologies, policies, and financial practices. It is difficult to share chiefs and save both time and effort if the districts do not have similar operations in those areas. Standardizing will increase efficiency with or without merger/consolidation.

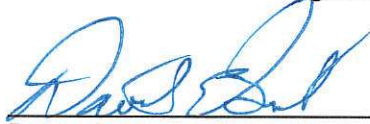
The boards will work on a broader communication strategy at the April meeting. A poster and/or newsletter/brochure could be created with bullet point information. Division chiefs will get questions from staff in advance so that the boards can build answers to them. This was requested at the last joint meeting, but holiday giving projects and the California conflagration intervened. During Mr. Kreutzer and Mr. Krieck's visit, Chief Nye should be asked how the issues discussed tonight were handled in his districts.

The boards briefly discussed how to handle an unexpected long-term and/or permanent absence of the Fire Chief. At CRFR, the Senior Division Chief is in charge. SRFD has no specific provision for this.

Chief Greisen will have a current organizational chart created.

There being no further business, the meeting was adjourned at 8 p.m.

Signed this 8th day of March, 2018.



David Grant, President



Andy Krieck, Secretary/Treasurer