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Regular City Council Meeting  
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MINUTES

CITY COUNCIL MEETING

May 11, 2020

5:30 p.m.

VIA ZOOM

LIVESTREAM VIA City website

**PRESIDING:** Mayor Richard Mays

**COUNCIL PRESENT:** Linda Miller, Darcy Long-Curtiss, Tim McGlothlin, Rod Runyon

**COUNCIL ABSENT:** Position #3 Vacant

**STAFF PRESENT:** City Manager Julie Krueger, City Legal Counsel Diana McDougal, City Clerk Izetta Grossman, Finance Director Angie Wilson, Community Development Director Steve Harris, Public Works Director Dave Anderson, Human Resources Director Daniel Hunter

**OTHERS PRESENT:** Lisa Farquharson, President/CEO The Dalles Area Chamber of Commerce; David Peters and Mario Heredia Columbia Cascade Housing Corporation; Wasco County Administrator Tyler Stone; Mid-Columbia Fire Chief Bob Palmer; Health Office Dr. Mimi McDonell representing North Central Public Health District

**CALL TO ORDER**

The meeting was called to order by Mayor Mays at 5:30 p.m.

**ROLL CALL OF COUNCIL**

Roll Call was conducted by City Clerk Grossman. All Councilors present; Position #3 vacant.

**APPROVAL OF AGENDA**

It was moved by Miller and seconded by Long-Curtiss to approve the agenda as submitted. The motion carried; all Councilors voting in favor; Position #3 vacant.

## **PRESENTATIONS PROCLAMATIONS**

### **The Dalles Area Chamber of Commerce Tourism Annual Report – Scope of Work**

Lisa Farquharson, President/CEO The Dalles Area Chamber of Commerce reviewed the report. She said she had been working with the City Manager regarding the amended budget.

Farquharson said she would send a link of the three commercials that will be on television next quarter.

Farquharson said she had made deep cuts in the budget for fiscal year 20-21 due to the effects of COVID-19. She said she had to lay off two employees. She said she was following the trend of Travel Oregon in preparation.

Farquharson said the fiscal year budget for the Tourism Contract with the City was \$175,000.

### **COVID-19 Regional Update**

Wasco County Administrator Tyler Stone, Mid-Columbia Fire Chief Bob Palmer, and Dr. Mimi McDonell representing North Central Public Health District gave an update on the Regional Response to the COVID -19 Pandemic.

Stone said a plan for Phase 1 reopening had been submitted to the Governor's office. He said he had just received word that the Governor had approved the plan and now Oregon Health Authority would have to approve.

Mayor Mays asked for clarification on how decrease in cases was calculated.

Dr. McDonell said it was cumulative cases/numbers over time. She said rural Oregon has very low numbers.

Mayor Mays asked if cases were individual or grouped.

Dr. McDonell said congregate living populations are at a high risk; nursing homes and jails for example. She said the Oregon Veterans Home and NorCor had both done a great job keeping everyone safe.

## **CITY MANAGER REPORT**

City Manager Julie Krueger received the requested report from Fort Dalles Fourth and forwarded it to the Council.

Miller asked if the City Manager would inform Council when approved for Phase 1 reopening. City Manager Krueger said she would forward the email.

Mayor Mays said Fort Dalles Fourth was working on televising the fireworks this year.

Long-Curtiss said it was a good history update, but no plans for murals this year.

City Manager Krueger said the fireworks would only be televised this year. No marketing to bring people into town, but there would be messaging to stay home and watch on television.

### **CITY ATTORNEY REPORT**

Legal Counsel McDougle said she was continuing to work with Izetta Grossman, City Clerk on technology solutions to meetings.

She said she was following CARES for funding for cities. She said the League of Oregon Cities had a “Cities are Essential” campaign.

### **CITY COUNCIL REPORTS**

Runyon reported:

- Veteran’s Museum lease was expiring August 2020; looking for affordable space to relocate

Miller reported:

- Budget Committee meeting

Long-Curtiss reported:

- Thanked Runyon for sharing, Veteran’s Museum had substantial collection
- COVID -19 Human Services
- Budget Committee meeting
- Gorge Outreach – transitioning out of the Shilo, lack of funding. Some back on streets, some in transitional housing, high risk at Shilo until end of May.
- Warming Shelter will not run next winter

McGlothlin reported:

- Budget Committee meeting
- Urban Renewal meeting

McGlothlin said media had asked him how people could testify.

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Legal Counsel McDougle said at this time the City was following the States guidelines, posting the agenda with date and time written testimony was due to the City.

She said the City was working hard to provide the best options using technology where appropriate.

She said the Planning Commission had amended the notice for the Thursday meeting. She said from then on the community could login to the Zoom meeting for testimony.

Mayor Mays reported:

- League of Oregon Cities conference calls
- Meeting with Mid-Columbia Medical Center
- Letter from Salvation Army distributing 562 food boxes; assisting 1085 in other ways

### **CONSENT AGENDA**

It was moved by Miller and seconded by Long-Curtiss to approve the Consent Agenda as presented. The motion carried unanimously, Councilors Miller, Long-Curtiss, Runyon, McGlothlin voting in favor; none voting opposed; Position #3 vacant.

Items approved on the consent agenda were: 1) Minutes of April 27, 2020 Regular City Council Meeting.

### **PUBLIC HEARINGS**

Public Hearing adopt General Ordinance No. 20-1381 amending Article 10.3.030.020 of The Dalles Municipal Code, Title 10 - Land Use and Development

Mayor Mays opened the Public Hearing.

Senior Planner Hert reviewed the staff report.

Legal Counsel Diana McDougle said no testimony had been received from the public.

Mayor Mays closed the public hearing.

Runyon asked for a brief summary from Mid-Columbia Fire and Rescue Chief Palmer.

Chief Palmer summarized the memo he provided to Council (attached). He said the purpose was to allow collaboration with business owners in regard to fire suppression. He said he appreciated the partnership with the City.

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Runyon asked what the cost to the Fire District would be.

Chief Palmer said staff time to meet with new businesses to understand expectations.

Long-Curtiss noted the ISO rating was down. She asked if this would help lower it more.

Chief Palmer said it could help improve the rating.

Mayor Mays asked if any Councilor wanted the Ordinance read in full. None did.

Mayor Mays asked City Clerk Grossman to read the Ordinance by title only.

City Clerk Grossman read the Ordinance by title only.

It was moved by Runyon and seconded by McGlothlin to adopt General Ordinance No. 20-1381 amending Article 10.3.030.020 of The Dalles Municipal Code, Title 10 - Land Use and Development by title only. The motion carried unanimously, Councilors Runyon, McGlothlin, Miller and Long-Curtiss voting in favor; none voting opposed; Position #3 vacant.

Columbia Regional Home Repair Grant Program for Wasco and Hood River Counties  
Application Approval

Mayor Mays opened the Public Hearing.

Community Development Director Harris reviewed the staff report. Dave Peters reviewed the program.

Dave Peters, Columbia Cascade Housing Corporation, read the public notice in English and Mario Heredia read the public hearing notice in Spanish.

Legal Counsel Diana McDougale said no testimony had been received from the public.

Mayor Mays closed the public hearing.

Miller said it was a great and positive program for housing improvements in The Dalles and Hood River.

Runyon agreed it was a well-run, very efficient, and successful program.

It was moved by Long-Curtiss and seconded by Runyon to authorize the City Manager to execute CDBG application and contracts between the City of The Dalles and Oregon Department of Housing and Community Services, and between the City of The Dalles and Columbia Cascade Housing Corporation for a Mid-Columbia Regional Home Repair Program. The motion carried

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unanimously, Councilors Long-Curtiss, Runyon, Miller and McGlothlin voting in favor; none voting opposed; Position #3 vacant.

**ACTION ITEMS**

Resolution No. 20-008 Authorizing Transfers of Funds Between Various Categories of the General Fund of the City of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2020

Finance Director Wilson reviewed the staff report.

Long-Curtiss asked where Heka Park was located.

City Manager Krueger said it was the triangle at 9<sup>th</sup> and 10<sup>th</sup> and Quinton streets.

It was moved by Miller and seconded by Long-Curtiss to approve Resolution No. 20-008 Authorizing Transfers of Funds between Various Categories of the General Fund of the City of The Dalles Adopted Budget, Making Appropriations and Authorizing Expenditures for Fiscal Year Ending June 30, 2020. The motion carried unanimously, Councilors Miller, Long-Curtiss, Runyon and McGlothlin voting in favor; none voting opposed; Position #3 vacant.

Authorization to Provide Water and Sanitary Sewer Services Outside the City Limits

Public Works Director Anderson reviewed the staff report.

It was moved by McGlothlin and seconded by Runyon to authorize the provision of City water and sanitary sewer services to the property located at 2549 East 18th Street, and the provision of City sanitary sewer service to the property located at 2912 West 10th Street. The motion carried unanimously, Councilors McGlothlin, Runyon, Long-Curtiss and Miller voting in favor; none voting opposed; Position #3 vacant.

Approval of SEIU Bargaining Agreement

City Manager Julie Krueger reviewed the staff report.

She said the negotiation team consisted of herself, Public Works Director Dave Anderson, Human Resources Director Daniel Hunter, and Labor Attorney Adam Collier.

She said the SEIU employees consist of most of Public Works, Library, and a few at City Hall.

City Manager Krueger said there were some language updates changing he/she to they/them.

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She said the 2.5% COLA for three years had been budgeted.

It was moved by McGlothlin and seconded by Miller to approve the collective bargaining agreement between the City of The Dalles and SEIU Local 503, as presented. The motion carried unanimously, Councilors McGlothlin, Miller, Long-Curtiss and Runyon voting in favor; none voting opposed; Position #3 vacant.

Resolution No. 20-007 Authorizing Requests for Planning Assistance through the Oregon Department of Land Conservation and Development for Implementation of HB 2001 and HB 2003

Community Development Director Harris reviewed the staff report.

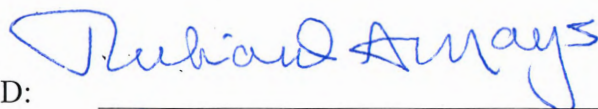
It was moved by Long-Curtiss and seconded by McGlothlin to adopt Resolution No. 20-00 authorizing requests for planning assistance through the Oregon Department of Land Conservation and Development for implementation of HB 2001 and HB 2003. The motion carried unanimously, Councilors Long-Curtiss, McGlothlin, Miller, Runyon voting in favor; none voting opposed; Position #3 vacant.

### **ADJOURNMENT**

Being no further business, the meeting adjourned at 7:00 p.m.

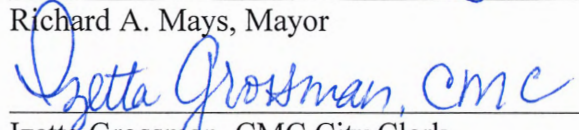
Submitted by/  
Izetta Grossman, CMC  
City Clerk

SIGNED:



Richard A. Mays, Mayor

ATTEST:



Izetta Grossman, CMC City Clerk

## **MCFR INFORMATION SHEET**

**DATE:** May 18, 2020

**TO:** Honorable Mayor and City Council

**FROM:** Bob Palmer, Fire Chief

**ISSUE:** Public hearing to consider Amending Article 10.3.030.020 of The Dalles Municipal Code, Title 10 - Land Use and Development

**BACKGROUND:** In August of 2019, Mid-Columbia Fire and Rescue brought a discussion item to the City of The Dalles Community Development Department suggesting a code language revision to The Dalles Municipal Code, Title 10 Land Use and Development. The objective for this discussion on code amendments was to ensure that adequate and appropriate emergency services were available for larger developments in our community and that those developments would not detract from the community emergency services currently established.

Over the course of time, our community has continued to develop and grow due to the successes of the City's economic development program. MCFR certainly promotes and encourages economic growth and the vitality that this brings to our community.

MCFR's mission is to provide professional services and education that minimizes loss of life and property. Considering such growth, MCFR must provide an adequate level of service to meet the expectations of both the City and the community that we serve.

MCFR currently maintains an Insurance Services Office (ISO) class of 3/9. We continue to look for ways to improve this rating and correspondingly strive to meet the fire protection standards established by the National Fire Protection Association (NFPA) which ISO uses as their model to classify fire departments.

Throughout history, the Fire Service's primary goals have remained virtually unchanged. First and foremost is Life Safety in the protection of workers, citizens, and visitors. Second is Property Conservation, or the protection of our community resources, infrastructure and investments. These cannot be taken for granted, nor can the abilities of the Fire District to do so.

MCFR is committed to ensuring we effectively meet these goals. Even though new development is both modern and state-of-the-art, it is certainly not immune to the occurrence of incidents which could result in either significant direct or indirect loss to our community.

The opportunity to engage in dialogue with business and industry on their expectations surrounding their fire protection needs and assumptions will enable MCFR the means



required to adequately respond to and protect the community's citizens, infrastructure and investments. The amendment to Article 10.3.030.020 of The Dalles Municipal Code, Title 10 - Land Use and Development as proposed is designed for this purpose.

## **WHAT WILL THE EMERGENCY MANAGEMENT AND RESPONSE (EMR) PLAN ENCOMPASS?**

The purpose of the EMR Plan is to educate MCFR on the proposed project while guiding the applicant through various topics to better understand Fire and Life Safety impacts to the community.

The scope of the EMR Plan relates to Emergency Medical, Fire, Technical Rescue and Hazardous Materials Incidents. This plan does not cover such incidents relating to Law Enforcement activities.

Following the process, the applicant would submit a plan to the fire district to include all items below. If the applicant chooses to follow a different format, they must ensure they address all items in the outline.

### **Section 1 – Introduction**

#### **1.1 Project Description**

- This section should describe in detail the building(s), intended use of the facility, and any other information the fire district needs to know about the proposal.

#### **1.2 Site Plan including building description(s) and identification**

- Overall site plan showing parcel(s) and proposed siting on the parcel

#### **1.3 Expected Employment Information**

- Construction phase – expected number of people working on site in total
- Occupancy phase – expected number of people working in total

### **Section 2 – Emergency Communications – During Construction**

#### **2.1 External Communication**

- This section should describe how the applicant plans to communicate with the fire district.

## 2.2 Internal Communication and Response Planning

- Describe how the applicant will conduct and provide for emergency communications within their building(s) as well as how they will communicate with responders.
- Describe the applicants understanding and previous use of an incident management methodology such as the National Incident Management System (NIMS).
- Describe whether a Responder Radio System will be necessary.

## 2.3 Site Access during construction/communications

- Any special access requirements for inspection personnel? Can this access be granted prior to any of the required site visits?
- Will a Non-Discloser Agreement need to be completed for access during construction?

## 2.4 Construction Documents, Internal Response Plans

- When construction documents become available, describe how the applicant will share at least one set of the construction documents relating to Fire and Life Safety items, to include Fire Alarm and Suppression Systems, Life Safety Plan with occupant loads and egress planning, site plan showing water system and Fire Department Connection.

## 2.5 Responding Agencies and Nearest Hospital

- Fire
- EMS
- Law Enforcement

# Section 3 – Specific Hazards

## 3.1 Energy Control Systems

- Describe any specialized Energy Controls Systems that may be involved in this project.

## 3.2 Back-Up Energy Systems

- Describe any on-site Back-Up energy systems that will be included in the project to include fuel storage.

### 3.4 Other Specific Hazards

- Describe any other specific hazards that may be involved in this project.

## **Section 4 – Emergency Policies and Procedures**

### 4.1 Key Contact Personnel with contact methods.

- Include contact information for those individuals that will be communicating with the fire district including name, position, phone and email.

### 4.2 Access to Site and Building(s) during an Emergency

- Describe any special access requirements for incidents during construction.
- Describe any special access requirements for incidents after occupancy.

### 4.3 Roles and Expectations of response by the Fire District

- What is their expectation of a response for the following types of incidents?
  - Medical/Trauma Incident
  - Fire Alarm or other service call
  - Technical Rescue – From height or confined space
  - Hazardous Materials Incidents

### 4.4 Internal Emergency Response Plan, Evacuation Plan and Employee Meeting Areas

- Describe internal safety measures the applicant will have such as basic mitigation training, HAZWOPER, Emergency Response Team, and/or Fire Brigade.

## **Section 5 – Fire Prevention**

### 5.1 Cultural Practices

- Describe how the applicant will handle Fire Prevention activities such as fire extinguisher monthly inspections, annual systems testing and maintenance, smoking on site or other such fire prevention type activities.
- Emergency Education and Site Safety Training

## **WHAT IS THE PROCESS FOR AN APPLICANT TO SUBMIT AN EMERGENCY MANAGEMENT AND RESPONSE (EMR) PLAN?**

Step 1: Decision to apply.

Step 2: Complete response plan(s).

Step 3: Submit response plan(s) and application to City of The Dalles Community and Economic Development department.

Step 4: MCFR reviews and assesses plan components to include: 1) applicant's expectations; 2) safety; 3) adequate fire protection; 4) impact on resources; 5) applicable National Fire Protection Association standards.

Step 5: MCFR and applicant meet to review EMR plan.

Step 6: MCFR makes decision to: 1) approve plan; 2) approve plan with conditions; or 3) not accept the plan.

Step 7: Plan submitted to City of The Dalles Community and Economic Development Department for site team review approval process.

Step 8: Applicant follows Site Team requirements.

**CONCLUSION:** MCFR appreciates the City Council's consideration of amending Article 10.3.030.020 of The Dalles Municipal Code, Title 10 - Land Use and Development that is designed to enable MCFR to meet the emergency response expectations of the City and those that we serve. It is our desire to work in harmony with the City to adequately achieve our primary goals of Life Safety and Property Conservation. Thank you for working with MCFR on this important initiative.