

MINUTES OF THE COMMUNITY RELATIONS COMMITTEE
Tuesday, January 10, 1995, 12:00 noon
Fire Department

MEMBERS PRESENT: Bob Weaver
Debbie Sumner
Bill Larson
Marge Stiefbold

STAFF PRESENT: Donna Proctor, Mayor
Leah Griffith, Library Director
Michael Sherman, Fire Chief
Lt. Stan Newland, Police Department
Mary Newell, Recording Secretary

I. CALL MEETING TO ORDER

A) Welcome new committee member.

Chairman Bob Weaver called the meeting to order and welcomed new Committee member and new Council member Debbie Sumner.

B) Review and approve minutes of December 6, 1994.

By consensus, minutes were approved as written and placed on file.

II. OLD BUSINESS:

A) Review new meeting date

No objections were raised regarding the new meeting date of the Committee which will be the second Tuesday of each month. However, due to a conflict Bob Weaver asked Committee to consider holding the next meeting on Monday, February 6th at noon. This was acceptable to all present. The next meeting will be held at the Fire Hall on February 6th at noon. Meals will be catered.

III. NEW BUSINESS:

A) Discuss feasibility of monthly public meeting (Weaver)

Chairman Weaver asked Committee members to consider using the next meeting as a goal setting

session to make plans for the future of the committee and identify future committee projects. Mayor Proctor indicated she and the City Manager were considering holding a monthly meeting of City Council members and department heads to allow citizens the opportunity to express their views and concerns, etc. The library is the proposed site of this meeting. A generous discussion followed. By consensus, the next Community Relations meeting will be used as a brainstorming and planning session to establish some goals for the Community Relations Committee. Staff was directed to submit written monthly department reports only. No oral reports will be taken. Suggestions raised for Committee's consideration:

- Hold meetings outside of City facilities, i.e. Friendsview Manor, Newberg High School, NutTree, Hoover Boys & Girls Club, to take a proactive approach to supplying information to the public.
- Expect topics of citizens attending outside meetings to be of personal concerns.
- Consider holding meetings to "highlight" particular concerns of a given area
- Spotlight a particular department during the year

A gazebo for the City was suggested as a possible project.

Mayor Proctor indicated she is appointing more citizens to the committee to bring it up to a full quorum.

IV: DEPARTMENT REPORTS:

Police Department (Newland)

Lt. Stan Newland provided members with a written report for Police Department activities for the month of December, by reference made a part of these minutes.

He advised Committee they may receive some complaints with the onset of the Abandoned Car Project. The Newberg Police Department is actively enforcing an ordinance which requires abandoned or discarded vehicles to be removed from city streets. Failure to do so upon request results in a citation to the owner and the vehicle can be towed. The procedure for handling Abandoned Vehicles: Contact/follow-up/written request/citation/tow.

Library (Griffith)

Leah Griffith, Newberg Library Director, provided a written report outlining the library activities for December, and a copy is attached as part of these minutes.

Leah indicated the Library Friends had met today. Two items of interest from their meeting: (1) over 4,000 volunteer hours were recorded for 1994, the equivalent of two paid staff; and (2) the Library Friends donated \$20,000 to be used for library projects.

The Library is looking for ways to provide services in an outreach program for those individuals who are unable to travel to the library and have no reliable delivery help. Leah has applied for a grant to assist in the development of this plan.

An enlarger is available for persons who would like to magnify the text they are reading.

Fire Department (Sherman)

Chief Sherman presented a written report of December activities for the Fire Department and EMS services, a copy of which is attached as part of these minutes.

The new EMS Coordinator has been hired, Frank Douglas, chief of the Nestucca Fire District. He will be starting his new duties in Newberg later this month.

Chief Sherman explained the FireMed Plan. There were 40 members at the time NFD took over the ambulance service in July. Membership has grown to approximately 200. Benefits extend to other areas covered by FireMed, and Chief Sherman is working on reciprocity for other cities.

There were new records set for 1994:

Most Calls/year	1892	Old Record	1362 ('93)
Most Fires/year	164	"	153 ('87)
Most EMS/month	161	"	98
Most Calls/month	238	"	164 (Aug. '92)

V. ADJOURN MEETING:

There being no further business to come before the Community Relations Commission, the meeting was adjourned.



Mary Newell
Recording Secretary
Community Relations Committee

December 1994

Month End Report

Newberg Fire Department

ADMINISTRATION:

The Fire Chief worked with Springfield Fire & Life's billing office to review ambulance rate structures for 1995 billing.

Completing the hiring process for the Division Chief/EMS Coordinator consumed much of December. The other major ambulance issue demanding high levels of administrative time is the temporary ambulance facilities at the fire station and working with the Architect on the permanent addition design has been one of the top priorities. Also, at the first City Council meeting of the month, two new ambulances were approved for ordering.

The Fire Chief attended the weekly drills and meetings of the Volunteer Fire Department, the Newberg Rotary, Yamhill Co. Fire Defense Board, weekly city department directors, City Council, an Oregon Fire Chief's Association Board, meeting with the Department's Physician Advisor, meetings with Jack Snook of MDI on the 10 Year Plan and the weekly department staff meeting.

TRAINING:

Regular drills for the month of December were held on the 5th, 12th and the 27th. December 5th was the regular apparatus training night, the first since crews were reassigned to their new apparatus. The December 12th drill was a critique of 2 major fires of the previous week. The December 27th drill was an OR-OSHA mandated yearly Bloodborne Pathogens training sessions for all members.

Also in December, department sent firefighter Keith Decker to a 2 day Confined Space Operations class at TVF & R (this class was paid for through grant money given to the County Fire Defense Board).

Other training related activities for December were:

- 1. Safety Committee meeting on December 6th.*
- 2. "Use of Medicines" recertification class at the Hospital on December 7th.*
- 3. Officers Meeting on December 21st.*

EMS DIVISION:

In the month of December there were 155 EMS calls responded to by both ambulance and rescue crews.

	<u><i>Number</i></u>	<u><i>Percentage</i></u>
<i>Motor Vehicle Accidents</i>	<i>26</i>	<i>17%</i>
<i>Medical Problems</i>	<i>93</i>	<i>60%</i>
<i>Miscellaneous</i>	<i>36</i>	<i>23%</i>

FIRE PREVENTION:

Twenty eight fire and life safety inspections were completed by the Fire Marshal and other personnel. The Fire Marshal processed four plan reviews and counselled three juvenile involved in fire play. He attended a HazMat Instructor recertification class in Salem and attended the Yamhill County Fire Investigation Team meeting in Gaston.

Eight fires were investigated by the Fire Marshal, volunteer fire inspectors and officers. One fire had one fatality. This is the 4th fire fatality in the Newberg area (2 in the City and 2 in the NRFPD) since 1942. The cause of the fatal fire was determined to be electrical in origin.

BUILDING, MAINTENANCE AND MISCELLANEOUS:

Lieutenant Al Blodgett has attended the following meetings; the Polk-Yamhill Firefighters Association; the Mid-Willamette Valley Fire Instructors Association; Citizen of the Year committee; Retailer of the Year committee; City Employee Banquet committee and an Old Fashioned Festival meeting. Al also continues to serve as proctor of the Tuesday night EMT Basic TV class.

The department is measuring personnel for the purchase of brush gear and turn-outs and has ordered two new ground lights for fire scenes.

Lieutenant/Mechanic Rod Meade attended a meeting of the OFAEMA in St. Helens and has been busy as part of the ambulance specifications committee reviewing the spec's for the new ambulances to make sure all requirements have been met.

VOLUNTEERS:

This year department members and spouses checked, wrapped and delivered toys to 177 families in Newberg, this equates to approximately 500 children helped through our Toy & Joy Program. The department purchases toys from the profits of the years fundraisers and also several schools and local business donated toys to help us to accomplish this task.

Monthly Report Newberg Public Library



December, 1994

The Tree Lighting Program was a success again this year with 550-600 people attending. Mayor Donna Proctor, Councilors Donna McCain and Roger Currier, City Manager Duane Cole, and Library Board President Richard Ghertz attended and helped greet guests. We had music and coffee in the Austin Room for a change and the high school string quartet played upstairs. A trio of Dicken's carolers led the singing before Santa's arrival. Archway Cookies again provided the refreshments. Scott Canfield, our building maintenance staff from the City was very helpful in setting up and tearing down again on Friday, in fact it was noted by a number of staff members that his help really made it much easier to get ready for the multitudes. In general, everything went without a hitch.

The County Commissioners met at the Library in December for their regular meeting. It was nice to have them here and we encourage them to use our facility again to allow the residents of Newberg a chance to attend at a more convenient location.

I am serving on the City's American's With Disabilities Act (ADA) Transition Team. We will be looking at all City building's and services to find ways to make them accessible. It is a very interesting job as their is a great deal of technical involvement as well as determining what is reasonable to modify.

We received an interesting donation in December. The Library is now the owner of a portrait of Sebastian Brutscher. He was Newberg's first postmaster and actually named our community. We'll be compiling some information about him and then hanging his portrait in the Carnegie Room.

The Oregon Library Association is holding is bi-annual Legislative Day on January 19th. I'll be attending and talking to our representatives about the CCRLS situation as well as some library issues.

I'll be attending a meeting of the Newberg Charitable Organization (formerly the Hospital Auxiliary) to ask them to continue their support of the HEAL Health Information Center. We'll also be talking about funding some new software and equipment to allow the public to dial in to the HEAL database from their home computers. The NCO has been very supportive of this project with a donation last year of \$8,500.

I attended meetings of the City Club, PYM Librarians, Community Relations Committee, and City Council. The Library Board meeting in December was cancelled due to illness of members.

Adult/Young Adult Services:

Thanks to Carol Fouts, Assistant Library Director, we had another successful Festival of Trees. Over 850 food items were collected as people voted for their favorite tree among the ten entries. We had a number of new good bring in trees this year including Habitat for Humanity, The NHS Key Club, Honor Society and FFA. Word of Life Church won the contest and received the \$50 prize.

A new resource is available thanks to the hard work of reference librarian Sandi Schmidt. We now have notebook of recommended books to read on a variety of subjects such as horror, old classics, inspriational fiction, spy novels and just about anything else you could imagine. The notebook is located in the entry way to the Carnegie Reading Room where the fiction is located.

The Pamphlet Files are undergoing a major renovation under the guidance of Marianne Lausman, reference librarian. She and volunteer Ilet Johnston, are going through each file and

weeding out the old and outdated material and making sure the heading is on the automation catalog. This is a big job and without dedicated staff and volunteers, it wouldn't be done.

Youth Services:

The remodeling project in the Children's Room is so close to being finished that we can feel it. We're awaiting the delivery of some new shelves for the non-fiction area (purchased with gift funds) and when they are installed and the books moved we'll be able to call the project done. It's been a long time coming, but the changes make the children's room much easier to monitor and for patrons to use. The changes also included the addition of a second public access computer which has been very well received.

Circulation Services:

We had a number of people ill and on vacation over the holidays and with all the staff pulling together and the help of the volunteers we made it through. Marty Trolan is continuing to bring in new volunteers and has training sessions every two weeks for those wanting to "adopt a shelf" to maintain. She usually has anywhere from 2 to 6 attend. We're up to 33 adopt a shelf volunteers and 21 of those are new to library volunteering.

Volunteers:

The Library Friends will hold their annual meeting on January 10th.

Upcoming Events:

Jan. 2	Library Offices Closed
Jan. 3	City Club City Council Meeting
Jan. 4	Department Head Meeting Library Mgt. Team Meeting
Jan. 5	ADA Meeting
Jan. 6	PYM Librarians Meeting
Jan. 9	CCRLS Advisory Board Meeting
Jan. 10	Library Friends Annual Meeting Community Relations Meeting
Jan. 11	Library Mgt. Team Meeting
Jan. 12	Newberg Charitable Organization Meeting Kiwanis Committee to choose Outstanding Youth Award City Budget Committee Meeting
Jan. 13	Internet Workshop at Salem
Jan. 14	City Council Retreat
Jan. 16	Library Offices Closed
Jan. 17	Department Head Meeting City Club City Council Library Board Meeting
Jan. 18	Library Mgt. Team Meeting
Jan. 19	Oregon Library Association Legislative Day Oregon Library Association Board Meeting
Jan. 20	Library Staff Meeting
Jan. 23	Reference Workshop at Linfield
Jan. 25	Library Mgt. Team Meeting
Jan. 26	CVSCC Board Meeting
Jan. 27	City Dinner
Feb. 4-10	<i>Change The Channel Week</i> \Do something besides just watch TV

Report Submitted By:

Leah M. Griffith, Library Director

NEWBERG POLICE DEPARTMENT
December 1994
Monthly Report

Seasons' Greetings

In all, 42 turkey dinners were delivered to area families and the Henderson House (a home for battered women) to help celebrate the Christmas holiday. Forty turkeys were donated by City employees and one turkey was donated by a McMinnville 4-H group. The dinner ingredients were provided by a cash donation from George Fox College Teacher Association and a gift certificate from Food-4-Less. Packing boxes were provided by Mac Rental. Officer Rick Dutton coordinated this activity which continues to grow each year.

The Chehalem Community Center was the locale for the annual department Christmas Dinner. 34 personnel and spouses joined to celebrate the season and to hear guest speaker District Attorney John Mercer. Thanks to the coordinators Bonnie Dodson, Kristin Twenge, Ken Summers, Mary Newell, and Art Pohl.

Evidence Room

Several days were spent moving evidence into the new evidence room. The facility will be outfitted with a computerized alarm system, and evidence will be cataloged using a bar coding system. No longer needed for evidence at trial, an array of drugs (street value \$250,000) were incinerated at Smurfit Newsprint by Detective John Goad, Det. Sergeant Ken Summers, and Officer Larry Wiltshire. The process of labeling and storing the evidence in its new home is a lengthy process but will insure the "chain of evidence" necessary for conviction.

Vehicle Update

The Animal Control truck will be sporting a new look when it hits the city streets later this month. The vehicle is white with police department decals on both doors. There will be a new canopy over the truck bed for animal containment. The '77 Chevrolet pickup will be retired with approximately 130,000 miles and is falling apart.

A new Patrol car has been ordered and is expected sometime in the new year.

MDTs are being installed in the patrol cars. In total, six vehicles will be able to access the central data center for information without having to call dispatch. Officers will also be able to contact one another from their vehicles using the MDT instead of radios.

Abandoned Car Project

Patrol personnel spent time canvassing the city to identify abandoned or discarded vehicles. Owners of abandoned vehicles were contacted and asked to move their autos. Offending vehicles were towed to a local storage area. In all, fifteen abandoned vehicles were moved.

SIU Activities

- ▶ Assisted Patrol in arresting Melody Ann Crain, 22, on charges of Tampering with drug records, Acquiring prescriptions by Fraud, and Possession of less than an ounce of Marijuana.
- ▶ Filed a Motion to Suppress on Burns case in Circuit Court. We won and defendant subsequently plead guilty.
- ▶ Began investigation into sexual abuse of a retarded adult at a group home.
- ▶ Began investigation into the sexual abuse of an 11-year old girl.
- ▶ Investigated a drive-by shooting at 1401 E. 5th.
- ▶ Executed a search warrant at 110 S. College after 2 women were allegedly raped there. Recovered evidence in the rape case, as well as a sawed off firearm linking residents to other crimes.
- ▶ Arrested Christopher Flaucher on weapons charges stemming from a search warrant on Dec. 12th. Flaucher plead guilty and was sentenced.
- ▶ Arrested Katrina Runyon on Reckless Driving, DWS, and Possession of a Controlled Substance after Detectives saw her on First Street from their office windows.
- ▶ Robert Edward Michael, 18, pled guilty to the rapes of 4 Newberg area women and was sentenced to prison.
- ▶ Donald Arlen Sanders was sentenced on the rapes of two Newberg residents.
- ▶ Began investigation into possible sexual abuse of 5 year old boy on S. Blaine St.
- ▶ Began investigating the rape of a woman at Cherry Hill Apartments.
- ▶ Executed a search warrant on Adolpho Gonzales at Yamhill County Correctional Facility.
- ▶ Began investigating the rape of a 12 year old girl at Memorial Park.
- ▶ Conducted three controlled buys of methamphetamine in preparation for 2 search warrants to be conducted in early January.

Crime Prevention

Our Community Resource Officer Art Pohl has been busy during December with crime prevention projects throughout the city:

- ☉ Completed a public information project involving the distribution of Crime Prevention/Robbery Information to all gas stations and mini-markets.
- ☉ Met with the manager of a local apartment building to set up a Crime Prevention meeting among the tenants.

- ☺ Wrote a crime prevention article for the Newberg Graphic.
- ☺ Completed an "ATM Crime Prevention" video with TCI.
- ☺ Made a class presentation at Newberg High School on the occupation of police officer and the job duties and responsibilities.
- ☺ Contacted business owners regarding painting over graffiti
- ☺ Meeting with U.S. Bank regarding security issues.

Meetings Attended

Enhanced 9-1-1 meeting to discuss the new mapping program for the Enhanced 9-1-1 system.
 Youth Services Team
 Oregon Together
 Multi-Disciplinary Child Abuse Team
 Juliette's House board meeting
 S.A.L.T. Council meeting
 Chamber Greeters
 NARC Board meeting

TRAFFIC PATROL STATISTICS December 1994

Traffic Violations Issued:	165
Traffic Warnings Issued:	110

**NEWBERG POLICE DEPARTMENT
STATISTICS ON OFFENSES
November 1994**

PART I Offenses (These include all major crimes.):

Total Part I Crimes Reported:		Percent Part I Crimes Cleared:	
November 1993	November 1994	November 1993	November 1994
70	104	31.4%	75.0%

Part II Offenses:

(These include thefts, drugs, self-initiated cases, etc.)

Total Part II Crimes Reported:		Percent Part II Crimes Cleared:	
November 1993	November 1994	November 1993	November 1994
139	200	82.7%	88.0%

Part III Offenses:

(These include major traffic, animal, general assistance, etc.)

Total Part III Crimes Reported:		Percent Part III Crimes Cleared:	
November 1993	November 1994	November 1993	November 1994
373	364	98.6%	100.8%

TOTAL ALL INCIDENTS:

Total All Incidents Reported:		Percent All Incidents Cleared:	
November 1993	November 1994	November 1993	November 1994
582	668	86.7%	92.9%

Newberg Fire Department - YEAR End Report

YEAR: 1994

PERSONNEL: 59

ITEM	CITY	RURAL	OUT OF DISTRICT	THIS MONTH	TO DATE	LAST YEAR
COMMERCIAL FIRES	35	14	0		49	25
RESIDENTIAL FIRES	22	9	5		36	26
FLUE FIRES ONLY	7	2	0		9	15
VEHICLE FIRES	12	6	0		18	23
WILDLAND FIRES	24	16	12		52	21
TOTAL FIRES--THIS REPORT	99	48	17		164	110
TOTAL MANHOURS--FIRES	1,965	1,117	457		3,539	2,828
FIRE DOLLAR EXPOSED	\$17,228,592	\$36,112,125	NA		\$53,340,717	\$34,662,440
FIRE DOLLAR LOST	\$508,887	\$81,065	NA		\$589,932	\$1,146,740
FIRE INJURIES	2	3	0		5	3
FIRE DEATHS	0	1	0		1	0
FALSE FIRE CALL--NO FIRE	88	17	1		106	112
INVESTIGATIVE CALL	130	55	1		186	173
PUBLIC ASSIST CALLS	73	52	4		129	134
TOTAL NON FIRE/EMS CALLS	291	124	6		421	419
TOTAL MANHOUR-NONFIRE/EMS	1,335	451	34		1,820	800
AMBULANCE ONLY CALLS	199	14	103		316	NA
RESCUE MEDICAL CALL	668	139	42		849	666
MOTOR VEHICLE ACCIDENT	112	83	49		244	175
RESCUE--OTHER	181	7	26		214	14
TOTAL EMS CALLS	961	229	117		1,307	855
TOTAL MANHOURS-EMS	3,130	1,035	300		4,465	3,051
FIRE/LIFE INSPECTIONS	289	129	0		418	356
HAZARDS NOTED	354	95	0		449	401
HAZARDS ABATED	191	94	0		285	162
PUBLIC-ED CLASSES TAUGHT	133	7	0		140	116
PUBLIC-ED ATTENDANCE	1,940	350	0		3,346	3,987
ACCIDENTAL FIRE CAUSE	45	22	10		77	67
ARSON/SET FIRE CAUSE	13	4	0		17	10
UNDETERMINED FIRE CAUSE	33	23	14		70	30
TOTAL FIRE PREVENTION HOUR	556	182	2		740	NA
BURN PERMITS ISSUED	5,190	3,635	1		8,826	9,511
TOTAL MONTH MANHOURS						
TOTAL YEAR MANHOURS	6,986	2,785	793		10,654	6,950
TOTAL MONTH CALLS						
TOTAL YEAR CALLS	1,351	401	140		1,892	1,362

Newberg Fire Department - Month End Report

MONTH: DECEMBER 94

PERSONNEL 59

ITEM	CITY	RURAL	OUT OF DISTRICT	THIS MONTH	TO DATE	LAST YEAR
COMMERCIAL FIRES	0	1	0	1	49	25
RESIDENTIAL FIRES	3	4	0	7	36	26
FLUE FIRES ONLY	2	1	0	3	9	15
VEHICLE FIRES	2	0	0	2	18	23
WILDLAND FIRES	0	0	0	0	52	21
TOTAL FIRES--THIS REPORT	7	6	0	13	164	110
TOTAL MANHOURS--FIRES	183	264	0	447	3,539	2,828
FIRE DOLLAR EXPOSED	\$490,250	\$27,365,700	0	\$27,855,950	\$53,340,717	\$7,955,250
FIRE DOLLAR LOST	\$3,450	\$54,200	0	\$57,650	\$589,932	\$654,680
FIRE INJURIES	0	2	0	2	5	3
FIRE DEATHS	0	1	0	1	1	0
FALSE FIRE CALL--NO FIRE	7	2	0	9	106	112
INVESTIGATIVE CALL	19	2	0	21	186	173
PUBLIC ASSIST CALLS	3	1	0	4	129	134
TOTAL NON FIRE/EMS CALLS	29	5	0	34	421	419
TOTAL MANHOURS-	58	7	0	65	1,820	800
RESCUE MEDICAL CALL	68	10	11	89	849	666
MOTOR VEHICLE ACCIDENT	13	6	7	26	244	175
RESCUE--OTHER	36	1	3	40	214	14
TOTAL EMS CALLS	117	17	21	155	1,307	855
TOTAL MANHOURS	529	80	91	700	4,465	3,051
FIRE/LIFE INSPECTIONS	21	7	0	28	418	356
HAZARDS NOTED	23	4	0	27	449	401
HAZARDS ABATED	16	4	0	20	285	162
PUBLIC-ED CLASSES TAUGHT	55	0	0	12	140	116
PUBLIC-ED ATTENDANCE	360	0	0	360	3,346	3,987
ACCIDENTAL FIRE CAUSE	6	6	0	12	77	NA
ARSON/SET FIRE CAUSE	0	0	0	0	17	NA
UNDETERMINED FIRE CAUSE	1	0	0	1	70	NA
TOTAL FIRE PREVENTION HOUR	81	18	0	99	740	NA

BURN PERMITS ISSUED	570	302	0	872	8,826	9,511
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TOTAL MONTH MANHOURS	818	369	91	1,187	NA	NA
TOTAL YEAR MANHOURS	6,986	2,785	793	NA	10,654	6,950
TOTAL MONTH CALLS	153	28	21	202	NA	NA
TOTAL YEAR CALLS	1,351	401	140	NA	1,892	1,362