

COMMUNITY RELATIONS COMMITTEE MINUTES
Tuesday, January 28, 1997
Wastewater Treatment Plant

PRESENT: Chairperson Bob Weaver, Councilor Debbie Sumner, Mayor Donna Proctor, Jerry Fisher, Marge Stiefbold, Bill Larson, and Johann May

STAFF PRESENT: Duane Cole, City Manager; Michael Sherman, Fire Chief; Leah Griffith, Library Director; Bob Tardiff, Chief of Police; Larry Anderson, Engineering, and Mary Newell, recording secretary.

ABSENT: Bruce Jaqua and Tim Hyatt

GUEST: Dick Meyer

1. CALL MEETING TO ORDER:

- 1.1 Review and approve minutes of October 29, 1996

Bob Weaver called the meeting to order. Minutes of the October 29th, 1996, were approved as written and will be placed on file.

2. OLD BUSINESS: None.

3. NEW BUSINESS:

- 3.1 Revisit Goals for 1996
- Gazebo
 - Francis Square

Duane Cole distributed a handout regarding the gazebo project. For the benefit of all committee members, the City Manager gave a detailed outline of the history of the gazebo to date, including a summary of the Planning Commission decision. The Planning Commission made two recommendations: (1) initiate the process to amend the Development Code to include gazebos, pavilions and similar park structures; and (2) make an interpretation that gazebos and pavilions are similar to either a permitted use or conditionally permitted use. This matter is scheduled to be heard by the City Council on February 18th. Cole indicated the residents surrounding the park will be notified prior to the Council meeting.

Mayor Proctor stated that building plans for the gazebo have changed, excluding electricity or sound producing devices. She produced drawings of the new gazebo. Weaver suggested she bring those to the City Council meeting.

Johann May feels there should be some regulations drawn relating to gazebos and their use.

Chief Tardiff indicated the City Architect is developing plans to site the new police facility, such plans to include public parking which could help with the parking issue raised by local residents. Bill Larson agreed, noting that residents objected to the gazebo due to the expected parking problems.

Miss Stiefbold expressed frustration that a project can be blocked by a few people. Sumner agreed, noting the importance to continuing the process to Council to fulfill the Mayor's idea. Weaver felt it important that all donations for the gazebo be returned if the gazebo is not built.

Mayor Proctor suggested the project be sent to Council as a small gazebo, with no electricity or water.

Recommendation: Mayor Proctor recommended Committee send the matter to the Council to proceed with the small type of gazebo, calling it a reflections place which will be a rest area for persons walking around town. Weaver recommended that Mayor Proctor take the plans to the Council meeting. Fisher, Larson and Sumner agreed with Mayor Proctor, that the "new" plans be presented to the City Council. Marge Stiefbold abstained.

Johan May indicted a need for identifying the uses for public space, define what a park is and the uses which are allowed in that space. Sumner agreed, but felt this larger issue needs to be addressed at the City Council level.

Fisher suggested a newspaper poll which would allow citizens to "vote" on whether or not to build a gazebo.

For clarification for all Committee members present, Bob Weaver summarized that the recommendation was approved to go to the City Council; however, if the City Council approves the original plan the Committee must go with the original.

Larry Anderson brought Committee up to date on the Francis Square project, noting there are enough funds to complete the concrete work. He indicated plans are continuing for the conduits for the clock, other electrical needs and for the trees.

Bob Weaver and Duane Cole brought Johann May current on their meetings with Mr. Monka as it relates to the wall. Weaver feels the City and Mr. Monka have reached an impasse. Mr. May offered his assistance for any future meetings with Mr. Monka.

For presentation at the next Community Relations meeting, Larry Anderson will prepare an estimate on what it will cost to complete the Francis Square project, including the cost of fixing the wall.

3.2 Goal Setting for 1997 - Adopt three working goals for 1997

Bob Weaver drew Committee's attention to the City Council goals conceived during the City Council retreat, relating to the Community Relations Committee. The Community Relations Committee was in agreement of the importance of instilling in the citizens of Newberg a sense of community and ownership.

Committee members will attend the March Community Relations Committee meeting prepared to focus and adopt two or three goals.

4. OTHER:

- 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members

Responding to a question raised by Marge Stiefbold, Chief Sherman explained how fire volunteers are compensated on a point accrual system.

Bob Weaver explained that a form has been developed for the public to complete whenever they have a complaint or concern. The City Manager will see that the form is delivered to the correct department, the

citizen is contacted, and their concern/complaint is answered.

5. REPORTS:

Fire Department:

Highlights of Chief Sherman's monthly report included the following:

- ▶ The department held their second largest Toy & Joy effort ever;
- ▶ The Christmas Tree lighting went very well
- ▶ Four new paramedics started the end of December; all scored very high in their class;
- ▶ Two volunteers now trained as CPR instructors, and
- ▶ Received \$2500 for medical equipment from the Newberg Charitable Organization.

Police:

Highlights of Chief Tardiff's monthly report included:

- ▶ A public meeting will be held on February 11th to solicit citizen input on the new police department facility. A follow-up meeting on April 1st will provide citizens an opportunity to view actual plans;
- ▶ A grant application resulted in NPD receiving 26 bicycle helmets for distribution to needy kids;
- ▶ The new juvenile holding facility is open, providing eighteen beds.

Library:

Library Director Leah Griffith addressed the recent *Letter to the Editor* relating to out of city fees for library cards. She indicated that the Library Foundation has a scholarship program for those who cannot afford a library card.

6. ADJOURN:

6.1 Adjourn to next scheduled meeting date February 25, 1997

Consensus of Committee members was to continue to hold monthly meetings on the last Tuesday of each month, meetings to be held at the Wastewater Treatment Plant.

There being no further business to come before the Community Relations Committee, the meeting adjourned at 1:05 p.m.


Mary Newell, Recording Secretary

Meeting Notice and Agenda

COMMUNITY RELATIONS COMMITTEE

Date: Tuesday, January 28, 1997
Time: 12:00 Noon
Location: Wastewater Treatment Plant
2301 Wynooski Street
Newberg, OR 97132

AGENDA

1. **CALL MEETING TO ORDER:**
 - 1.1 Review and approve minutes of October 29, 1996
2. **OLD BUSINESS:**
3. **NEW BUSINESS:**
 - 3.1 Revisit Goals for 1996
 - Gazebo
 - Francis Square
 - 3.2 Goal Setting for 1997. Adopt three working goals for 1997.
4. **OTHER:**
 - 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members
5. **REPORTS:**
 - 5.1 Monthly Departmental Reports
 - Fire Department
 - Police Department
 - Library
6. **ADJOURN:**
 - 6.1 Adjourn to next scheduled meeting date February 25, 1997

ACCOMMODATION OF PHYSICAL IMPAIRMENTS:

In order to accommodate persons with physical impairments, please notify the Office of the Chief of Police of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact Mary Newell at (503) 537-1221.

COMMUNITY RELATIONS COMMITTEE MINUTES
Tuesday, October 29, 1996
Wastewater Treatment Plant

PRESENT: Chairperson Bob Weaver, Mayor Donna Proctor, Jerry Fisher, Marge Stiefbold, Bruce Jaqua, and Tim Hyatt

STAFF PRESENT: Duane Cole, City Manger; Michael Sherman, Fire Chief; Leah Griffith, Library Director; Stan Newland, Dep. Chief of Police; and Mary Newell, recording secretary.

GUEST: Dick Meyer

1. CALL MEETING TO ORDER:

- 1.1 Review and approve minutes of September 24, 1996

Bob Weaver called the meeting to order. Minutes of September 24, 1996, were approved as written.

2. OLD BUSINESS:

- 2.1 Francis Square
 ▶ Project update by City Manager Duane Cole

Duane Cole, Mayor Proctor, and Bob Weaver had a conversation with Mr. Monka. The City Manger has visited and walked through the building owned by Mr. Monka, noting various zoning code and fire code violations. Research was done on occupancy, and although some violations were observed, Mr. Monka gained approval of Planning Staff to continue the project at some past date. Mr. Monka does not feel he should pay for the easement and wants to fix the wall by acting as the City's general contractor with City paying services, materials and labor. Staff is opposed. Installing windows will be a structural change which will require design review and will require staff input. Duane requested direction from the committee on how they wish to proceed. Bob Weaver indicated that by the end of the meeting, it was his opinion that Mr. Monka was willing to compromise.

Ms. Stiefbold feels that government agencies should stay out of the retail business, leaving it to private enterprise.

Mr. Fisher suggested Monka fix the wall with the city granting the easement. Mr. Monka has some water damage due to the exposed wall.

Bruce Jaqua expressed concern that the City could lose depending on what direction is taken by Mr. Monka.

Following lengthy discussion regarding the options available for both Mr. Monka and the City, the City Manger indicated he would send Mr. Monka a letter stating that the City would proceed with the development of Francis Square and then wait to see what happens. Jaqua agreed, noting the many good faith offers to Mr. Monka but feels that a stand must be made.

Mayor Proctor suggested the wall be repaired prior to installation of any landscaping.

City crews are ready to start on the stamped concrete surface reported Larry Anderson. The conduit has been installed, dirt removed and backfilled.

3. NEW BUSINESS: None.

4. OTHER:

- 4.1 Information Sharing
 - Mayor Proctor
 - Committee Members

No reports. Marge Stiefbold encouraged everyone to vote.

5. REPORTS:

- 5.1 Monthly Departmental Reports

- Police Department

Stan Newland directed Committee's attention to the *Scanner*. The Police Department is holding informational meetings regarding department activities which have been well received by citizens. There have been requests to present the program for personal groups.

Responding to a question from Mayor Proctor, Dep. Chief Newland indicated that Newberg Police Reserves charge \$10 per hour for services performed.

- Library

Leah Griffith reporting. The Library had its busiest day ever two weeks prior, with visitors checking out over 1300 items.. Volunteer hours are up 30%.

The Christmas Tree Lighting is scheduled for December 5. Chehalem Park & Rec is co-sponsoring the event with the Library, but will not hold a parade this year.

Internet has arrived at the Newberg Library and an orientation meeting has been scheduled.

- Fire Department

Chief Sherman drew Committee members attention to his written monthly report, noting that Fire Department activity had been extremely busy. He explained how response time is determined and how the calls are dispatched.

Chairman Weaver congratulated Chief Sherman on the completion of his Masters Degree.

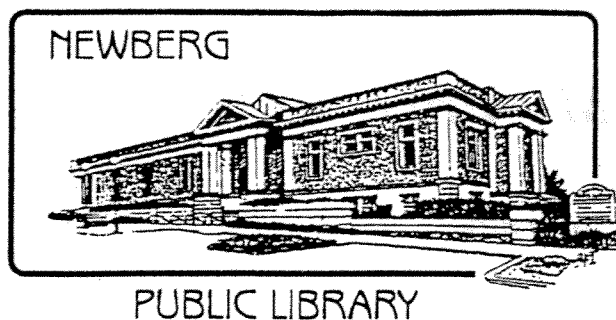
6. ADJOURN:

- 6.1 Adjourn. The November and December meetings are canceled due to the holidays. The next regular meeting will be held in January 1997.

There being no further business to come before the Community Relations Committee, the meeting adjourned at 1:05 p.m.

Monthly Report

December, 1996



Long Range Plan Activities:

- The Library Board discussed Measure 47 and provided input to the director in working with the City in implementing this initiative. Board members indicated that resources, the books, magazines, CD-ROM, and other materials, were vital to the activity of the library and that any reduced budget should still include a significant amount for purchasing these resources.
- The Partners for Senior Services project installed a computer at the senior center as a part of the grant. The computer is being used to access health and other informative CD-ROMs and will be hooked up the Internet as soon as some wiring challenges are resolved. The grant was extended until the end of February to allow a number of projects to be completed.

1996-97 Budget Objectives Activities

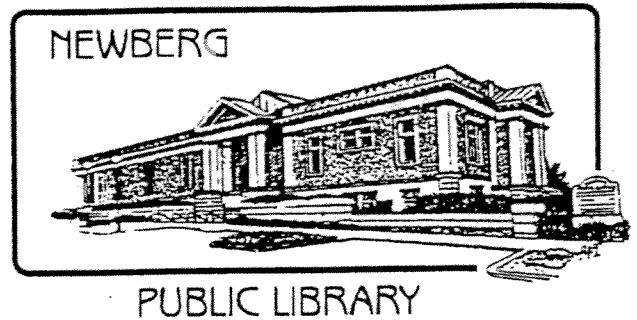
- The director will be chair of the library director's association for CCRLS starting in January. She continues to serve on the statewide Public Library Division board as past-chair.
- Newberg residents continue to use there library at a higher rate than in previous years with circulation up 11.4% in December and residents also volunteering 6% more hours of assistance.
- The OPEN Internet project to provide area residents with the opportunity to purchase Internet accounts continues to grow. Over 80 people have signed up. This program comes to us through the Salem Public Library and there has been some uncertainty regarding the fee structure. It is now \$96 per year for 30 hours of service each month.

Other Items of Interest

- The 10th Annual Holiday Tree Lighting was held on December 5th with about 500 people in attendance. It was a little different this year as there was no downtown parade, but that didn't seem to dampen anyone's holiday spirit. This year's event received assistance from the CPRD and again included a display by the Chehalem Quilters.
- The Festival of Trees had 17 entries and over 1,600 items of food were donated. The Word of Faith Church and the Chehalem Valley Coalition for Human Diversity were the winners, but all the decorated trees brought in lots of food. The Police Department decorated a tree and were a close second to the winner in their category. Library staff did a special tree to encourage donations for the NPD Animal Shelter. We have a number of animal lovers on staff who wanted to remember our four legged friends. The public responded with enough old blankets (for warm beds), food, kitty litter, and even a toy or two to fill Darlene Harding's truck to the brim.
- Library staff adopted NEDS Adult Day Services for the holidays and collected items that the participants could use for craft projects. NEDS has regularly brought bookmarks in for library patrons and always enters the Festival of Trees. Staff enjoyed putting together craft kits and brightening the activities of these seniors in our community.

Monthly Report

November, 1996



Long Range Plan Activities:

- The Library Board heard a report on how library districts are formed in Oregon. They will be contributing to the "White Paper" the director is preparing on the facts regarding library district formation in the county or the region.
- The Partners for Senior Services project installed a reader/enlarger at the senior center and also provided one for use at the library. This allows those with limited vision to enlarge the print in a book or even on insurance papers or a prescription bottle. Contact continues to be made to develop the delivery to the homebound segment of the program.
- Children's illustrator Nicole Rubel presented an informative program on how books are illustrated and the creative process that is required. This program was well attended by adults and children and was intended to increase awareness and appreciation for children's literature.
- The Newberg High School Players, a group of drama students, presented a couple of short plays for youngsters and their families in mid-November. This was enjoyed by both the audience and the performers. We are working with the NHS group to present a number of performances throughout the year.

1996-97 Budget Objectives Activities

- The library's web page is up at <http://www.open.org/newlibr/library.html> . It provides access to the library's catalog as well as a variety of other resources. A volunteer has indicated interest in updating it as well as providing design assistance.
- Activity at the Library continues to grow. The number of items checked out is 11% higher than last year at this time. Volunteers continue to provide assistance with a 5.3% increase in volunteer hours over last year.
- An Internet Orientation program held on the night of the first snow storm of the season brought out 50 interested web surfers. They received hints on how to search the Web as well as how to set up their own Internet accounts at home.

Other Items of Interest

- Training continues with the new reference librarian. As is usual, when training a new reference staff member, the number of reference questions answered goes down as new staff are not as experienced and can't answer as many questions and it always seems to take time to get used to recording questions for statistical purposes.

Newberg Fire Department

November/December 1996 - Month End Report

NFD Budget Objective Activities:

- ▶ The Training Division successfully completed the computerization of all Fire Department personnel training records.
- ▶ Division Chief/Fire Marshal Chris Mayfield spent a week in classes to become Uniform Fire Code certified in November and passed his test in December.

10 Year Plan Future Strategies/Activities:

- ▶ Fourteen design reviews, eleven driveway inspections and seven structure fire investigations (one confirmed arson resulted in three arrests), five business inspections and six juvenile firesetter classes were completed in these months. There were also four tours of the fire station given, hosting approximately fifty-five kids and ten adults.
- ▶ Chief Sherman took part in interviews to select the architect for the new Public Safety complex that will be built next year.
- ▶ Chief Sherman attended a City Management Retreat and discussion on the City Code and Compilation.
- ▶ Chief Sherman and Chief Tardiff attended a meeting at YCOM regarding dispatch issues in our rural area and around the county.

Other Activities of Interest:

- ▶ Chief Sherman and Assistant Chief/Training Officer Ben Erb attended the annual Oregon Fire Chiefs' Association (OFCA) Fall Conference.
- ▶ The Volunteers held their annual Turkey Carnival, the primary fundraiser for the Toy & Joy program.
- ▶ The Volunteers decorated the City with Christmas lights.
- ▶ Chief Sherman attended the November and December meetings of the OFCA Board, and the OFCA Conference Committee meeting which he chairs.
- ▶ Division Chief/EMS Coordinator Frank Douglas attended two meetings of the Oregon Fire Medical Administrators Association.
- ▶ A live fire training was held on November 10.
- ▶ Division Chief/Fire Marshal Chris Mayfield attended a FIT team meetings in Gaston and McMinnville.
- ▶ Division Chief/Fire Marshal Chris Mayfield and Firefighter's Bret Boysen, Ryan DeLashmutt and Bryan Jackson all became state certified paramedics in December.
- ▶ The Graphic wrote an excellent article and editorial on Newberg's four living paid Fire Chiefs.
- ▶ Ron Pilcher and Bret Boysen became American Heart Association CPR instructors.
- ▶ The Newberg Community Organization donated \$2500. To the EMS Division for the purchase of medical equipment.
- ▶ Leadership Newberg held their monthly session at the fire station with Chief Sherman and Division Chief/EMS Coordinator Frank Douglas giving presentations.

The Police Scanner

A Publication of the Newberg Police Department

NPD Selects Employee & Reserve of 1996



Police Department Employee of the Year Eric Kuhlman

Communications Officer Eric Kuhlman was honored as the Newberg Police Department Employee of the Year at the annual department holiday party held December 13th.

Kuhlman, a NPD employee since March 1988, was cited for his

professionalism and self-control in stressful situations, his ability to anticipate officer needs and coordinate multiple phones without problem.

Following his nominations by fellow Reserve Officers and Newberg Police Officers, David Harnsberger was selected as Reserve Officer of the Year. Harnsberger was commended for his enthusiasm and positive attitude, his willingness to learn, and dependability. A Reserve Officer since March 1994, David Harnsberger recently completed his requirements to become solo qualified.

Animal Shelter Recipient of "Giving Tree"

The Library sponsored a "Giving Tree" for the Newberg's Animal Shelter as part of their Festival of Trees project in December.

Newberg citizens and Friends of the Newberg Library were very generous in their donations of blankets, dog and cat food, and toys.

The animal shelter, which has seven kennels and eight cat cages, currently is filled to capacity. Anyone interested in adopting a dog or cat should contact Darleen Harding, Code Compliance Officer, at 537-1243.

Food Collected

The Newberg Police Department was awarded 2nd Place in the Library's *Festival of Trees* event held in December. Department employees collected 244 canned food items for FISH for distribution to needy area families.



NPD's *Festival of Trees* entry gathered 244 cans of food for FISH.

Citizens Police Academy

Applications are being accepted for the 1997 Citizens Police Academy which runs from February 18 through April 18th. Pick up an application at the Newberg Police Department or contact Cindy Bolek at 537-1280. (Goal #6)

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Architect Visits

Jack Berry, Berry Architects, was in Newberg recently to begin Phase I of the new police department facility.

Phase I, the "needs assessment" phase of the project, began by holding information gathering sessions with key individuals, department heads, and City Council members. This assessment included tours of the proposed site, existing department, and other city facilities. A presentation was made to the City Council.

A public meeting will be held on February 11th beginning at 7:00 p.m. at the Newberg Fire Department to allow Newberg citizens an opportunity to submit comments and suggestions on the facility.



The project as outlined by Berry Architects has seven phases:

Phase I	Jan 6 - Mar 3, 1997
Space Needs Assessment	
Phase 2	Jan 6 - Mar 17, 1997
Site and Building Analysis	
Phase 3	Mar 10 - Apr 21, 1997
Schematic Design	
Phase 4	Apr 14 - May 26, 1997
Design Development	
Phase 5	May 26 - Sept 15, 1997
Construction Documents	
Phase 6	Aug 18 - Oct 20, 1997
Bidding Period	
Phase 7	Oct 1997 - July 1998 (Est)
Construction Period	

(Goal 4)

Neighborhood Presentation

The Newberg Police Department will make a presentation to residents of the Friendsview Manor on Friday, January 31st. Featured speakers include Youth Crime Detective Brian Casey speaking on his activities in the schools and Community Resource Tech Cindy Bolek with a presentation on police programs. Chief Bob Tardiff will also be on hand to answer questions and address neighborhood crime statistics.

Those interested in hosting a presentation should contact Cindy Bolek to arrange a date and time.
(Goals 1 & 6)

December Stats

Citations	235
Warnings	408
Citizen Volunteer Hours	45
Reserve Volunteer Hours	286

Disabled Parking Patrol:

Citations	0
Written Warnings	12

Upcoming Meetings

- ☐ **Management Advisory Committee**
Thursday, January 30, 1997
NPD Training Room
- ☐ **Law Enforcement Citizens Advisory Forum**
Tuesday, February 4, 1997
7:00 PM Newberg Senior Center
- ☐ **Public Meeting on the Police Facility**
Tuesday, February 11, 1997
7:00 PM Newberg Fire Department

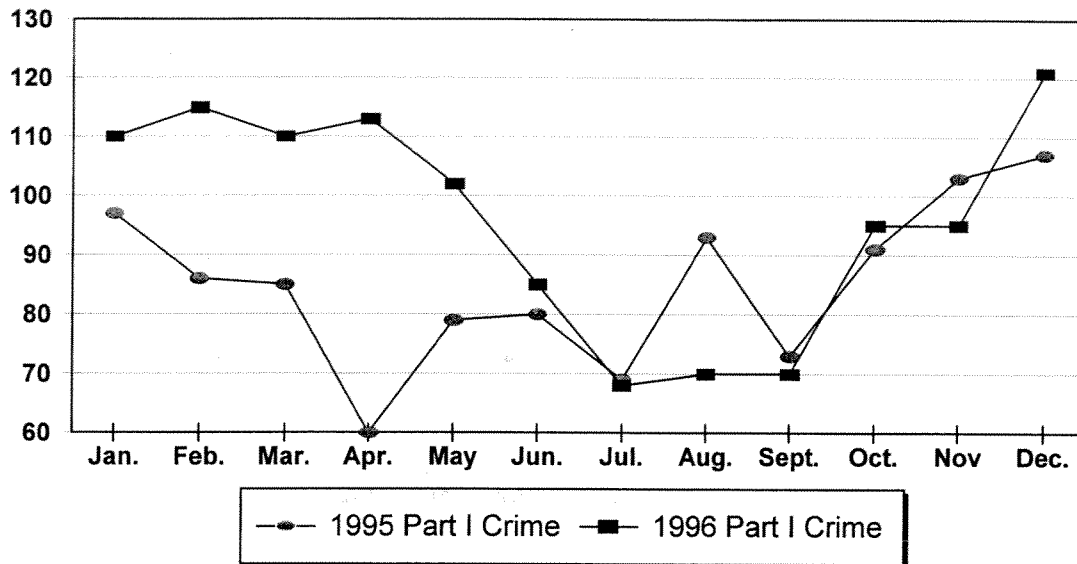
NOTICE

A public information gathering meeting regarding the new police department facility is scheduled for

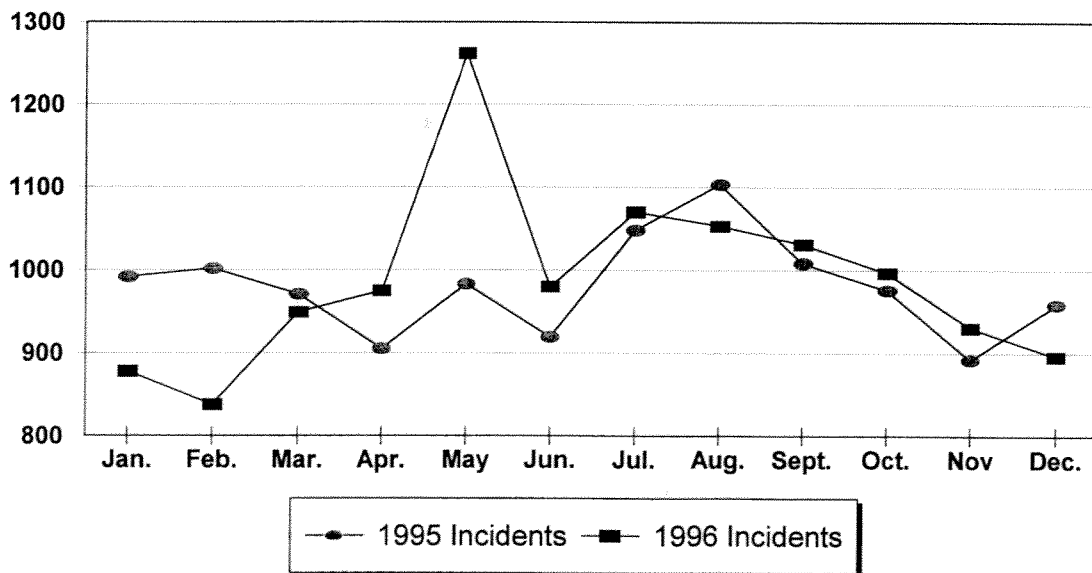
7:00 PM, Tuesday, February 11, 1997
at the Newberg Fire Department.

The city architect, Jack Berry of Berry Architects will make a presentation and solicit public comment.

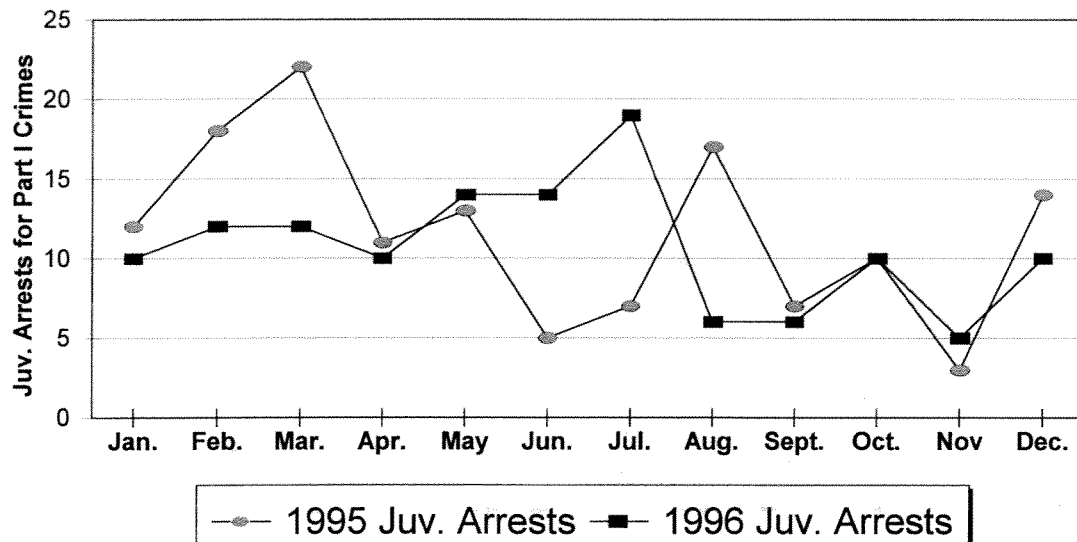
Part I Crime Monthly Totals



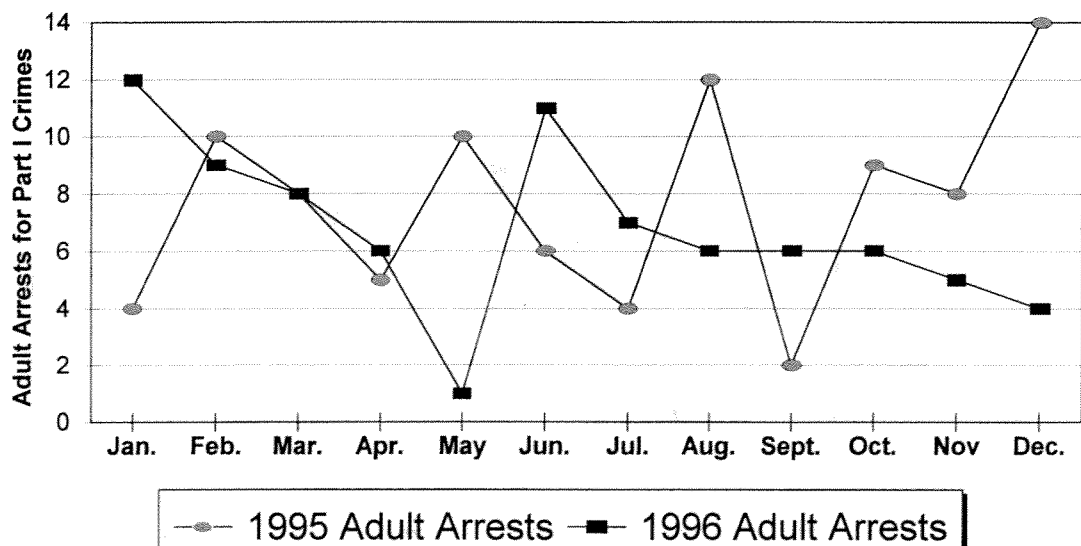
Total All Incidents 1995 vs. 1996



Juvenile Arrests for Part I Crimes 1995 vs. 1996



Adult Arrests for Part I Crimes 1995 vs. 1996



The Police Scanner

A Publication of the Newberg Police Department

Citizens Say "YES!" to New Police Facility

Newberg voters, by a 3163 to 2278 vote, approved the sale of \$2.95 million in bonds for the construction of a new police facility.

Department personnel are excited at the prospect of constructing a building which suits Newberg's particular needs. With the selection of the architect by the City Council, the actual process of designing the facility will begin.

The police facility will be located behind the fire department. (Goal 4)

Recent Cases

Monday, November 25th, Newberg Police referred a 16-year old juvenile to Yamhill County Juvenile Department on charges of Carrying a Concealed Weapon, Criminal Mischief in the Second Degree, and four counts of Endangering after the individual threw a knife in the direction of four students while on the Newberg High School campus.

The knife missed hitting any students and lodged into a wall. No one was injured and officers state that

it did not appear that there was intent to harm anyone. The juvenile was released to the custody of his mother pending a hearing.

On November 21st, two female juveniles were cited into Yamhill County Juvenile Department for allegedly causing the house fire at 1110 E. Ninth Street on November 18. A third female juvenile was cited for trespassing on the property.

On November 18th, Newberg Police took an 18-year old male into custody for allegedly possessing a firearm while on school grounds. Charged with Unlawful Possession of a Firearm and Possession of a Firearm in a Public Building, the individual was transported to the Yamhill County Jail. Bail was set at \$10,000.

Newberg Police took four juvenile males into custody on November 15 and charged them with Kidnaping in the First Degree, Assault in the Second Degree and Assault in the Fourth Degree after a disturbance in a classroom involving another high school student. The charges stem from injuries inflicted during an argument. All three juveniles were transported to the Juvenile Detention Hall in Salem.

NPD responded to reports of shots being fired and a possible shooting victim on Friday, November 1, at approximately 7:55 pm. Upon police arrival, the 18-year old victim had already been transported to Providence Newberg Hospital with a bullet wound to the lower right leg.

Investigation revealed that the shooting was due to an earlier

altercation and feuding among individuals who were known to have been around the Shilo Inn that evening. It was determined the shooting was not gang related.

Taken into custody for the shooting were two McMinnville area juveniles. Each juvenile was charged with Attempted Murder, Assault in the Second Degree and Unlawful Use of a Weapon. Both juveniles were lodged in Yamhill County Jail.

(Goals 2 & 7)

Code Enforced

The Police Department's Code Compliance Unit is surveying the City, by neighborhood, to determine where violations exist. As violations are identified, residents, property owners, and businesses found to be in violation of a City ordinance will either be cited immediately or given up to 14 days to correct the offending situation. The decision to warn or cite will be determined on a case-by-case basis, dependent of the circumstances surrounding the violation.

Since the Code Compliance Unit was implemented October 1st, they have received a total of 30 complaints. Complaint forms are available at the police department or City Hall, or you may call the compliance secretary at 537-1244 to file a complaint by phone. (Goal 7)

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Citizens Police Academy '97

Interested in learning more about your police department and its operations? Sign up now for the '97 Citizens Police Academy. This 7-week session runs from February 18 through April 8th. Instructors will cover topics such as juvenile crime and the criminal justice system. You will experience a hands-on crime scene investigation, perform a vehicle stop, and ride with an officer. New this year is a field trip to the Yamhill County Jail. For more information, contact Cindy Bolek at 537-1280. (Goals 1 & 6)

Training

On November 12, 1996, Cindy Bolek and Mark Allen, AARP president, attended a 1-day training workshop on Elder Abuse sponsored by the Oregon Department of Justice.

Entitled, "Elder Abuse: Law Enforcement's Role in Preventing and Prosecuting Elder Abuse," the training session included a segment on common "scams" that are used against the elderly. Allen and Bolek plan to use the information they gathered for a presentation for the local AARP/SALT chapter in early 1997.

Cindy Bolek attended a day long workshop sponsored by ODOT on dealing with the news media. Topics covered the importance of mass media and news in communities, examining concepts about news making, proactive and reactive reporting, and effective methods for increasing collaboration.

Sergeant Tim Weaver, and Officers Scott Jones and Chris Rasmussen attended a recent training on Standardized Field Sobriety Testing. Sgt. Weaver, a trained DRE (Drug Recognition Expert) was an instructor for the course. (Goals 1 & 3)

Citizen Advisory Forum Meets

The Law Enforcement Citizens Advisory Forum held a meeting on November 14th. The Citizen Advisory Forum, a group of citizens representing various backgrounds and interests in Newberg, assists the police department in an advisory capacity.

Delivery of quality police services depends on the regular examination of the organization. As part of this responsibility, the Citizens Advisory Forum, together with the Management Advisory Committee, reviewed the Department's accomplishments for 1996 and updated the Department Goals and Objectives for 1997.

(Goals 6 & 7)

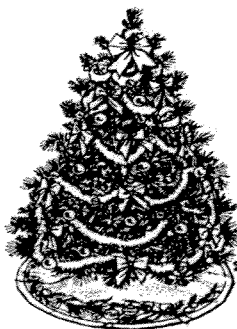
Charity Project

The Newberg Police Department is decorating a tree in the Library's *Festival of Trees* project as our annual charity project.

Trees are decorated by sponsoring agencies and groups, and citizens "vote" on the best tree by donating non-perishable food items under the tree of their choice. All food items are donated to FISH to distribute to local families.

This is a fun competition serving a good cause by providing food for families who are in need.

Get out and vote for your favorite tree.

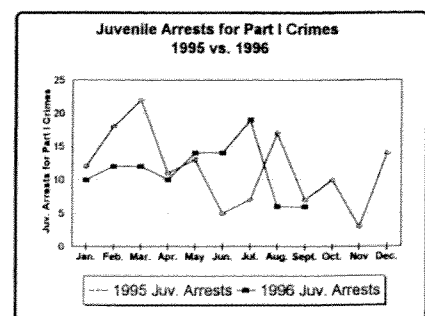
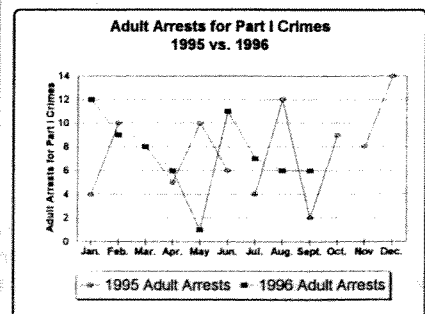
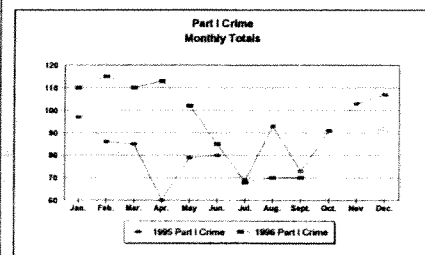
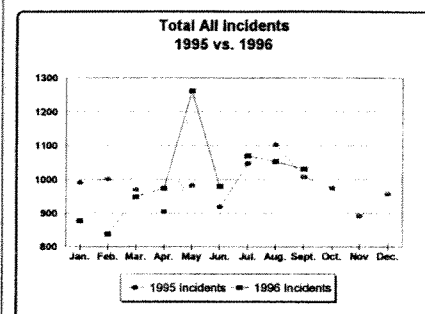


October Stats

Citations	200
Warnings	380
Citizen Volunteer Hours	77
Reserve Volunteer Hours	320

November Stats

Citations	246
Warnings	420
Citizen Volunteer Hours	92
Reserve Volunteer Hours	360.5



City Square Estimate

February 24, 1997

Task	Total Estimated Cost	Work Completed	Work Remaining	Fund Balance
Total Budgeted:				\$21,000.00
Sidewalks, soil & water service	\$8,595.17	\$8,595.17		\$12,404.83
Install underground conduits	\$2,400.00	\$2,400.00		\$10,004.83
Install dyed concrete slab	\$6,400.00		\$6,400.00	\$3,604.83
Install sprinkler system & controller	\$1,600.00		\$1,600.00	\$2,004.83
Install Landscaping	\$1,600.00		\$1,600.00	\$404.83
Install power and lighting & power	\$8,000.00		\$8,000.00	(\$7,595.17)
Construct and install benches	\$2,100.00		\$2,100.00	(\$9,695.17)
Stucco west wall @ \$6.00 / s.f.	\$12,500.00		\$12,500.00	(\$22,195.17)
Structure	\$10,000.00		\$10,000.00	(\$32,195.17)
Water feature	\$5,000.00		\$5,000.00	(\$37,195.17)
Clock	\$5,000.00		\$5,000.00	(\$42,195.17)
		\$10,995.17	\$52,200.00	

COMMUNITY RELATIONS OBJECTIVES:

- | | |
|--|-------|
| >Promote the development and display of the City flag. | -High |
| >Promote and organize a local government day with a local government fair. | -High |
| >Complete the development Francis Square | -High |

Newberg Fire Department

January 1997

Month End Report

Meetings:

January was not without it's normal ups and downs at the fire station. This month the department responded to 196 calls, 160 of which were medical related calls. The staff has attended their normal meetings; Apparatus night, drill nights, business meeting, EMS meetings, officers meeting, case reviews, and a department staff meeting. The Fire Chief attended City Council meetings, Newberg Rural Fire Protection District Board meeting, 250 Volunteer Duty Officer meeting, a City Staff retreat, meetings at the State Fire Marshal's Office concerning skinny streets and Measure 47, Oregon Fire Chiefs' (OFCA), NW Management Seminar Conference Committee, weekly Rotary meetings, Community Relations, several meetings with the architects concerning the public safety complex, facilities meetings, Budget Committee meetings, and Computer Users meeting. The Fire Chief and Division Chief Frank Douglas also gave a presentation to Kiwanis on "Newberg Fire Department - Serious About Service".

Al Blodgett, as President, attended the monthly meeting of the Mid-Willamette Fire Instructors' Association at Polk County Fire District #1. He also attended a meeting working on plans for the 1998 Oregon Fire Instructor Conference which will be held at Lincoln City. Al is serving as Co-chair of the event. Al Blodgett and Jill Dorrell attended an Old Fashioned Festival Committee meeting.

Statewide Planning Retreat:

The Fire Chief also facilitated a two-day planning retreat with: League of Oregon Cities (LOC); Bureau of Public Safety Standards & Training (BPSST); Oregon Fire District Directors (OFDDA); Oregon Volunteer Firefighters Association (OVFA); Oregon Fire Service Office Administrators (OFSOA); Oregon Fire Instructors (OFIA); Oregon Fire Educators (OFEA), Oregon Fire Marshals

(OFMA), and the Oregon Fire Medical Administrators Association (OFMAA). Jill Dorrell, Secretary for OVFA and OFSOA member, attended this retreat also. This retreat focused on revising the OFCA's strategic plan and to discuss possible options concerning Measure 47.

EMS:

Division Chief/EMS Coordinator Frank Douglas attended an Oregon Fire Medical Administrators Association (OFMAA) meetings and several meetings with Dr. Bailey concerning department protocols. The Newberg Charitable Organization (NCO) recently approved a \$15,000. donation to the fire department for a 12 lead electrocardiogram program. Frank gave a presentation at the Newberg Care Home concerning geriatrics and ambulance issues, and the TCI Cable Newberg Public Safety Report. He also taught a Water Rescue class at the Newberg Fire Department and a class for St. Paul Fire District to integrate operations of the agencies.

There are a few points of interest Frank also wanted everyone to know;

- 1) the medics saved the life of a patient in full cardiac arrest;
- 2) Volunteer Kristin Twenge scored a 92% on her last paramedic exam (the class average was 82%) and Volunteer Susan Boyd began a 1st Responder course; and
- 3) Bret Boysen and Frank Douglas taught ten 1st Responders in the use of the automatic defibrillator.

Fire Prevention & Investigation:

Division Chief /Fire Marshal Chris Mayfield attended a Yamhill County Fire Investigation Team (FIT) meeting and a Seminar that included a live fire training exercise hosted by the FIT Team. The purpose was a to teach arson fire investigations. Chris also investigated thirteen fires this month.

A total breakdown are as follows:

Investigations

Inspections

3 Car Fires	5 driveway
3 Structure Fires	10 Review
6 Chimney Fires	2 Fire Safety
1 Other Structure	6 Business
** there were no injuries reported in any of these fires.	

Special Note: The Value of Smoke Detectors:

A report was made to Chris of a house fire that happened at approx. 3 am (the fire department was not called). The family (2 adults and one newborn) were asleep when the smoke detector activated awaking the father. He found a small fire burning in the floor joists under the house that had traveled up into the house through a heat vent and ignited the carpet. The father was able to safely remove his family from the house and extinguish the fire. Proof once again, **smoke detectors DO save lives.**

Misc:

The department hosted the City's Brown Bag lunch. The guest speaker was unable to attend, but those who did have an enjoyable time.

Volunteers:

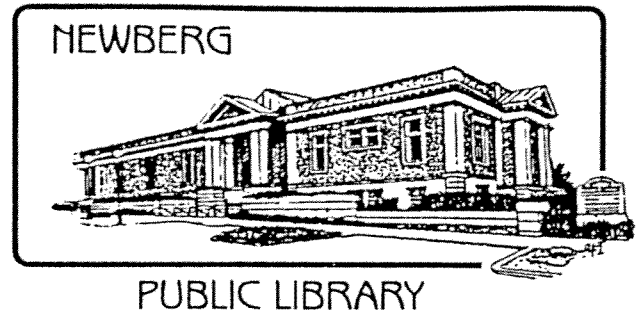
The NVFD's Toy & Joy program supplied toys to 220 families which equates to approximately 600 children for Chirstmas.

The executive committee held interviews for 10 candidates applying for probationary firefighter status with NVFD. Those selected were; Kyle Turpen, Ben Wozniak, Scott Green, Janet Killary, John Tish, Carol McBride, Stan Jones and Elias Villarreal. Also joining this group Steve Comfort, a non-fire cadre member. In February, the new "probies" will begin their training.

The Entertainment Committee is busy with preparations for their Annual Valentines Dinner and Dance.

Monthly Report

January, 1997



Long Range Plan Activities:

- A series of Internet workshops began in January. The first one had 30+ people attend. Additional sessions are scheduled for February 15th at 1 pm and March 6th at 7 pm. Library staff and volunteers are providing these orientation sessions.
- Over 10,000 area residents hold library cards and have used the library at least once in the last three years. New cards were issued to 195 people in January alone.
- The Library computer catalog was revised in January to make it easier to use. The screens were redesigned and the books that are available at Newberg were once again placed at the beginning of the list. This makes it significantly easier to locate materials within our library.
- Measure 47 resulted in a number of meetings with city staff, library staff and the Library Board as well as with the City Council and Budget Committee. The director met with Council liaison, Donna McCain in January.
- To assist residents, the Library is again offering a selection of IRS and Oregon Tax forms. These have proven very helpful to the community.

1996-97 Budget Objectives Activities

- The Library Friends held their annual meeting in January. The highlights of 1996 were increased membership including business members that contributed \$1,200 and changing to three book sales each year. They made a number of significant contributions to the Library in 1996 including supporting the summer reading program, purchasing a second bookdrop, purchasing a microfiche reader, purchasing shelving for periodicals, and supporting a variety of library programs. Their next book sale is planned for Feb. 28-March 1.
- Due to Measure 47, new book purchases are curtailed. Materials on order will continue to come in for a month or so, but the new books shelves will start to empty very quickly.
- The Newberg Charitable Organization (formerly the Hospital Auxiliary) donated \$2,600 to support the Health Information Database that is used by a tremendous number of people to find out more about their health.
- Staff attended a free Internet workshop in January and returned with additional knowledge about the use of the Net as well as resources useful to answer library reference questions.
- Reference statistics are down, however we are still very busy in this area. In fact, it appears that we are so busy, we don't get a chance to note each question, which results in lower statistics.
- The process used for shelving books after they have been returned is being revised so it can be done almost entirely with volunteers in light of anticipated Measure 47 cutbacks. The Library Friends assisted with the purchase of shelving that will allow this volunteer shelving arrangement to work.

The Police Scanner

A Publication of the Newberg Police Department

Architect Moving on Police Facility

Jack Berry of Berry Architects was in Newberg recently to hold a public meeting to gather citizen input on the new police department facility.

Newberg was well represented with neighborhood citizens, committee representatives, city officials, and police and fire personnel.

The purpose of the hour-long meeting was to gather ideas, concerns, and expectations of local residents on where to site the new facility and its orientation as it relates to Memorial Park. The architect indicated there is a possibility that Third Street will need to be vacated to accommodate the building and required parking. The information gathered during the meeting was considered as part of the site plan development.

Based on citizen and staff input, a conceptual site study plan was proposed to key Staff personnel at a meeting on Friday, February 21st. The site has the police facility in a southerly facing orientation directly to the rear of the fire department. (See back of newsletter) Staff was cautioned that this was just a preliminary design concept and would need further enhancement. This plan allows for the vacating of Third Street but would not require all underground utilities to be moved. This would result in a cost saving to the City.

The architect will continue to refine the plan, which will be presented at a public meeting on Tuesday, April 1st at the Newberg Fire Department. The public is welcome and encouraged to attend. (Goal 4)



January Stats

Citations	235
Warnings	408
Citizen Volunteer Hours	70
Reserve Volunteer Hours	377

Disabled Parking Patrol:

Citations	0
Written Warnings	12

Citizen Academy Canceled

Due to a lack of applicants, the Spring Newberg Police Citizen Academy has been canceled. It will be rescheduled at a later date. (Goal 6)

Grant Received

The Newberg Police Department has been awarded a \$5970 Law Enforcement Block Grant as a result of an application submitted in December 1996.

The grant will be used to pay for the purchase of a new radar gun and for installation of a Frame Relay line. This will permit the Police Department to convert from dedicated phone lines to the State Frame Relay system. Frame Relay will provide expanded law enforcement networking opportunities and higher speed access to the RAIN network and other law enforcement systems. (Goals 5 & 8)

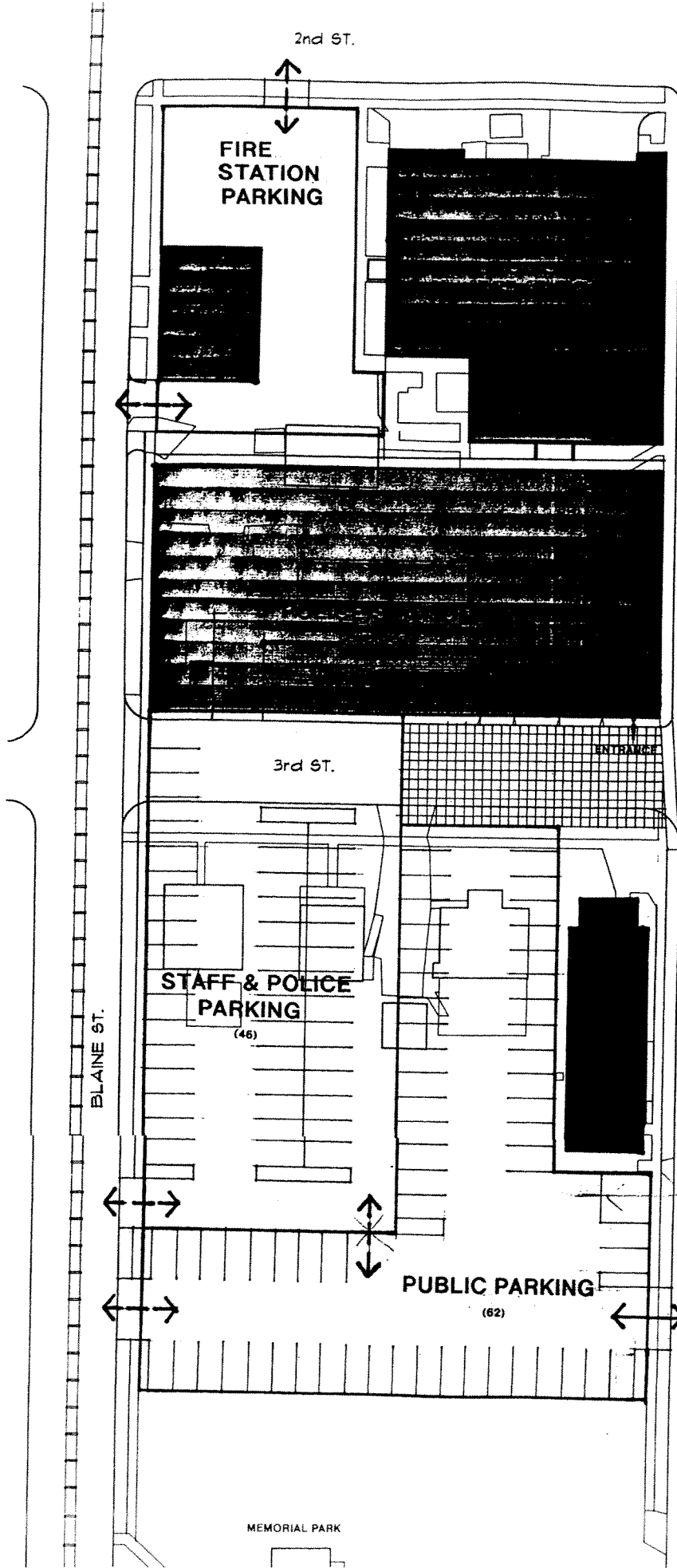
New Employees

Newberg Police Department welcomes Ken Howell on his recent hiring as a full-time Regular Officer. Ken was hired under a COPS Universal grant and was a former Reserve Officer.

Jose Luna will be working as a Volunteer. He will ensure that the Patrol cars are equipped with necessary supplies. Jose is studying at Chemeketa Community College and pursuing a medical career. (Goals 7 & 8)

Upcoming Meetings/Events

- ☐ **Community Relations Committee**
Tuesday, February 25th, Noon
Wastewater Treatment Plant
- ☐ **Traffic Safety Commission**
Monday, March 10th, 7 p.m.
Newberg Public Library
- ☐ **Community Relations Committee**
Tuesday, March 25th, Noon
Wastewater Treatment Plant
- ☐ **Mandatory Department In-Service Training**
March 26 through 29th
- ☐ **Public Meeting w/Architect**
Tuesday, April 1, 1997, 7:00 p.m.
Newberg Fire Department



EXISTING
← FIRE STATION

POLICE STATION
← (ONE STORY)

← THRIFT SHOP

CITY OF NEWBERG POLICE/FIRE FACILITY

CONCEPTUAL SITE STUDY

FEBRUARY 20, 1997