

Thursday, 7:00 a.m.

February 20, 1992

FIRE REVIEW COMMITTEE
MINUTES

J's Restaurant

Newberg, Oregon

The meeting was called to order at 7:10 a.m. by Chair Rich Nilles

ROLL CALL:

Members Present: Rich Nilles
 Leonard Johnson
 George Alexander
 Fred Casey
 Dennis Lewis
 Mike Gunn
 Mike Olberding

Staff Present: Kathy Tri, Finance Director
 Ben Erb, Assistant Fire Chief

MINUTES: Mike Olberding asked the staff for a clarification on the Uniform Fire Code requirements for commercial fire inspections. He asked for clarification on whether these inspections must take place and if they must be annual. He didn't feel that the committee had a clear understanding regarding the necessity of the annual inspection. Ben Erb responded that he will review the Uniform Fire Code and respond back to the committee.

MOTION: Alexander/Gunn moved to approve the minutes of the February 6, 1992 meeting.
Vote on the Motion: Carried unanimously by those present.

OPEN MEETINGS LAW: Kathy Tri requested from the City Attorney information regarding the requirements of the Open Meetings Law. She gave this information to Fred Casey who had requested it.

FIRE FEE DISCUSSION:

Leonard Johnson indicated that the \$11,000 collected by the City for the Fire Inspection Fee is a drop in the bucket in the City's budget. He felt that if Chief Christensen needs more help, the City should give it to him. He understands that the Fire and Police Departments do need the information on all businesses for emergencies and that this information needs to be kept up to date. George Alexander felt that the City should insure that this money goes to the Fire Department to help them. Mike Gunn proposed that the money that the City has collected be given to the Fire Department and that the inspection fee be repealed. In the following discussion, the committee members talked about those businesses who have not paid the fee and how the Fire Department would keep current information on existing businesses within the

community. Ben Erb indicated that the fire fee inspection forms have helped the department create a list of businesses and that the data is better than what they had, but it is hard to keep current. Leonard Johnson indicated that they could use the money collected from this fee to keep the information current. He also expressed that he opposed the selling of these lists.

MOTION: Gunn/Johnson moved to recommend to the City Council that the funds collected from the Fire Inspection Fee be given to the Fire Department, and that the Fire Inspection Fee be repealed. The motion was amended to add (1) that for those businesses which have not paid the annual Fire Inspection Fee the City collect only \$25.00 per business and that that money also go the Fire Department and (2) that those businesses in the Rural Fire District and, all other businesses, including, home occupations be included. Vote on the Motion: Carried unanimously by those present.

Fred Casey clarified that the motion includes repealing the existing ordinance, that all funds go to the Fire Department, and for those that have not paid a one time \$25.00 registration fee be imposed and that the City should try to collect that fee. Committee members concurred.

Rich Nilles then directed the discussion to other possibilities to recommend to the Council. These included a one time registration fee to keep police and fire informed of all businesses within the community, dealing with "tent campers" and other transient merchants, and a public safety levy. The committee discussed various ideas related to these suggestions.

MOTION: Olberding/Gunn moved to recommend to the City Council that the City Council enact an ordinance placing a \$250 per month registration fee on sidewalk vendors, other temporary vendors and transient vendors with a \$500 fine if they do not obtain a license and that all local non-profit groups be excluded from this registration requirement.

The committee discussed this motion and its effect on various groups within the community, including the effect on the Old Fashioned Days. Mike Olberding expressed that we need to recognize that there is a problem within the community with these merchants and that we need to do something about them. Vote on the Motion: Carried unanimously by those present.

Finally, the committee discussed having a business registration fee to assist the Fire and Police Departments in keeping current information for emergency purposes.

MOTION: Olberding/Johnson moved to recommend to the City Council that it keep a \$25.00 business registration fee for new businesses only. Vote on the Motion: Carried unanimously by those present.

ADJOURNMENT: The Committee adjourned at 8:15 a.m.

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CITY OF NEWBERG

FIRE FEE REVIEW COMMITTEE

THURSDAY, FEBRUARY 20, 1992

7:00 A.M.
J'S RESTAURANT

- I. CALL MEETING TO ORDER
- II. APPROVE MINUTES OF FEBRUARY 6, 1992 MEETING
- III. REVIEW OF OPEN MEETINGS LAW
- IV. REVIEW OF BUDGET DATA
- V. ADJOURNMENT

\F-agenda

Thursday, 7:00 a.m.

February 6, 1992

FIRE REVIEW COMMITTEE
MINUTES

J's Restaurant

Newberg, Oregon

The meeting was called to order at 7:00 a.m. by Chair Rich Nilles

ROLL CALL:

Members Present: Rich Nilles
 Rick Green
 Leonard Johnson
 George Alexander
 Fred Casey
 Dennis Lewis
 Mike Kinnamen
 Mike Gunn
 Dave Ryan
 Mike Olberding
 Gene Davis

Staff Present: Kathy Tri, Finance Director
 Elmer Christensen, Fire Chief

Chair Rich Nilles reviewed Duane Cole's memorandum to the Committee outlining the Committee's charge.

Fred Casey asked for an opinion from the City Attorney regarding the status of this committee and the requirements of the Open Meetings Law. He questioned if a group of businessmen could get together to make a recommendation to the Council. Kathy Tri indicated that she would get a written opinion from the City Attorney. She also indicated that a group of businessmen could make a recommendation to the Council but it would not be part of this Committee's actions. Any action by this Committee must be held under the Open Meetings Law.

The Committee generally agreed that it had no problem with the City collecting information about businesses within the community. They agreed that it was important for the Fire and Police Departments to have information on each business owner, the type of business, the address, emergency phone numbers and the number of employees. However, most of the Committee agreed that they objected to the self-inspection form. They also expressed a concern that the money collected from the Fire Inspection Fee was not directly benefitting the Fire Department. Committee members expressed a concern about their lack of expertise in completing a self-inspection form. Mike Gunn asked the staff if the City Attorney had issued a legal opinion on the self-inspection form prior to its being sent out. Elmer Christensen responded that no, Terry Mahr did not give a formal opinion. However, he felt that there was

Fire Review Committee Minutes
February 6, 1992

no more liability to a business in completing the form than if the Fire Department did an inspection, missed something and a fire occurred. The insurance company would still cover the loss. Mike Gunn reiterated that he still felt there was potentiality for the insurance company to deny that claim. Chief Christensen also explained who received the self-inspection form and that it was only about 140 businesses of the 440 who were billed. Dennis Lewis expressed that he felt the form was a good housekeeping measure. It has made businesses aware of potential problems.

MOTION: Gene Davis/Leonard Johnson moved to eliminate the single inspection form and to destroy the information received by the City on the self-inspection form, except for the names, addresses, and emergency phone numbers. Vote on the Motion: Carried unanimously by those present.

The Committee then turned its discussion towards how the City could find additional funds to add an employee to the Fire Department. They expressed an interest in reviewing the City's General Fund budget to see where they might be able to recommend where the City could find additional funds. Fred Casey felt that some of the 1992-93 increase in the City's tax base could cover the necessary funding for an additional firefighter. Dave Ryan asked if the interest from the Economic Development Revolving Loan Fund could pay for an inspector. George Alexander expressed an interest that instead of having a fire inspection fee to have business license. Fred Casey suggested that some of the Committee members get together and put together some ideas to be presented to the Committee at its next meeting.

Mike Olberding asked Chief Christensen about woodstove inspections, home occupations, and inspections in the Rural Fire District. Chief Christensen indicated that the law does not allow the Fire Department to enter private residences unless they are asked. The commercial inspections are required under the Uniform Fire Code. He also indicated that the Fire Inspector does a number of other jobs other than fire inspections; these include firefighting and rescue.

The Committee agreed to reconvene in a couple of weeks.

ADJOURNMENT: The Committee adjourned at 8:10 a.m.

19-Feb-92

GENERAL FUND

ACCOUNT CLASS	ACTUAL FY86-87	ACTUAL FY87-88*	FTE	ACTUAL FY88-89	FTE	ACTUAL FY89-90**	FTE	ACTUAL FY90-91***	FTE	BUDGET FY91-92	FTE
NONDEPARTMENTAL/CENTRAL	146,960	86,999		146,569		175,629		0		0	
CITY COUNCIL	86,687	86,985		85,126		87,388		71,102		75,520	
COURT	40,423	41,983	2.00	38,877	2.00	38,550	2.00	42,273	1.00	59,050	1.50
CITY MANAGER'S OFFICE	55,679	51,740	1.33	35,066	1.33	36,632	0.66	47,067	0.68	49,434	0.68
FINANCE	86,426	91,414	2.08	74,888	1.66	54,786	1.26	86,747	1.19	90,306	1.19
FIRE	268,971	294,701	7.00	263,503	6.25	272,945	5.50	334,870	5.50	373,572	5.50
LEGAL	145,046	90,722	3.00	98,415	2.00	95,902	2.00	117,599	2.00	135,754	2.00
LIBRARY	196,397	215,714	7.49	219,781	5.50	218,348	5.50	259,673	6.16	284,261	5.50
PLANNING	101,354	110,871	3.00	111,997	3.00	94,771	3.00	119,902	2.67	134,732	2.67
POLICE	1,028,909	1,137,607	27.25	1,209,311	30.25	1,255,960	28.50	1,406,658	28.75	1,555,397	29.75
BUILDING INSPECTION	58,176	78,036	2.00	91,854	2.00	77,785	2.50	110,304	2.50	131,449	2.50
PUBLIC WORKS	238,958	237,371	3.00	241,277	3.49	148,596	3.16	28,706	0.50	0	
SOCIAL SERVICES	35,804	35,804		38,304		38,304		150,031		39,831	
TRANSFERS/NONDEPART.	39,525	48,300		67,080		117,740		42,740		0	
CONTINGENCY	0	0		0		0		0		539,608	
TOTAL	\$2,529,315	\$2,608,247	58.15	\$2,722,048	57.48	\$2,712,936	54.08	\$2,817,672	50.95	\$3,468,914	51.29

PERCENT INCREASE

7.38 3.12 4.36

-0.33

3.86

3.96

* RECORDER RESPONSIBILITIES COMBINED WITH LEGAL SECRETARY

** STREET LIGHTING COSTS SHIFTED TO STREET FUND

***CENTRAL SERVICE (INSURANCE & PUBLIC WORKS) CHARGE INCLUDED IN DEPARTMENTAL BUDGETS

SOCIAL SERVICE BUDGET INCLUDES CDBG GRANT

AUDIT EXPENSE SHIFTED FROM COUNCIL TO FINANCE BUDGET

- - - - ACTUAL - - - -		- - - - FY 90/91 - - - -				- - - - - FISCAL YEAR 91/92 - - - -			
FY 88/89	FY 89/90	ADOPTED	ESTIMATED	FUND DEPT		PROPOSED	APPROVED	ADOPTED	
BUDGET	BUDGET	BUDGET	ACTUAL	ACCOUNT	DESCRIPTION	FTE	BUDGET	BUDGET	BUDGET
				01	GENERAL FUND			TOTAL	
				01 2110	POLICE ADMINISTRATION			DEPT.	
81,462.75	106,535.43	122,631	122,631	110000	ADMIN SAL-POL CHIEF/CAP	1.00	49,300		
181,462.54	176,063.13	183,496	183,496	120000	CLERICAL SAL-DISPATCH	1.75	40,726		
476,329.37	459,542.47	468,042	468,042	131000	OTHER SAL-OFFICERS		0		
469.97	21,331.04	0		132000	SALARIES-GRANT		0		
42,538.14	46,664.86	48,000	50,000	135000	OVERTIME		0		
.00	.00	0	600	136000	BEEPER PAY		0		
.00	93.00	1,500	1,500	140000	MISC FRINGE BENEFITS		0		
58,592.57	61,761.47	59,370	59,370	141000	FICA		6,902		
43,040.93	40,443.48	47,514	47,514	142000	WORKERS COMPENSATION		3,809		
780.23	780.81	781	781	143000	UNEMPLOYMENT		90		
122,284.76	128,904.06	142,080	142,080	144000	RETIREMENT		11,196		
88,119.63	91,902.49	91,085	91,085	145000	HEALTH LIFE		6,027		
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1095,080.89	1134,022.24	1,164,499	1,167,099		PERSONAL SERVICES	2.75	118,050	1,260,734	0
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2,983.55	2,885.51	4,000	4,000	210000	OFFICE SUPPLIES		4,200		
1,743.05	1,537.37	1,300	1,600	211000	POSTAGE		2,000		
8,469.16	8,303.32	8,700	8,700	220000	UNIFORMS		0	8,700	
2,876.43	3,615.06	4,000	4,500	223000	SUPPLIES		0	5,000	
1,883.63	1,965.72	2,200	2,200	223001	AMMUNITION		0	2,200	
853.71	608.53	1,000	700	223002	SUPPLIES-DOG CONTROL		0	800	
407.50	220.25	300	600	223003	VETERINARIAN FEES		0	500	
1,152.79	1,081.11	1,600	1,400	223004	PHOTOGRAPHY EQUIPMENT		0	1,100	
1,103.94	672.26	1,200	600	223005	FLARES		0	1,200	
.00	.00	0		224000	SAFETY PROGRAM		0		
316.57	361.90	450	450	251000	BOOKS		450		
2,096.83	3,270.66	2,300	2,500	310000	PRINTING & ADVERTISING		2,500		
3,521.66	2,277.60	2,000	2,000	320000	DUES & MEETINGS		1,000	3,000	
3,115.42	4,599.11	5,000	5,000	325000	TRAVEL & TRAINING		1,500	5,000	
15,638.87	18,091.68	15,000	20,000	362000	GASOLINE		0	20,000	
8,877.85	10,999.84	6,000	10,000	363000	VEHICLE MAINTENANCE		1,000	11,000	
1,718.95	1,431.20	1,500	1,500	366000	EQUIP REPAIR & MAINTENCE		0	1,500	
742.29	690.12	0		371000	FACILITIES IMPROVEMENT		0		
.00	.00	105,631	105,631	390000	CENTRAL SERVICES		121,553		
4,016.60	2,269.60	5,055	5,055	396000	RESERVE POLICE COSTS		0	5,055	
467.75	.00	0		400000	FEDERAL RICO EXPENDITURE		0		
6,405.91	5,500.00	6,000	6,000	401000	CONFIDENTIAL FUNDS		0	100	
.00	.00	100	100	401001	CONF FUNDS-GRANT		0	100	
632.00	6,500.00	100	100	401002	WSIN CONF FUNDS		0	100	
3,156.84	2,433.05	2,000	2,000	402000	PRISONER EXPENSE		0	500	
15,138.00	17,553.36	21,314	21,314	432000	R.A.I.N.		0	24,000	
5,373.68	3,967.12	4,000	4,000	433000	CONTRACT SERVICES		0	3,000	
.00	20.00	0		434320	OTSC GRANT-TRVL/SUB		0		
.00	1,308.62	0		434600	OTSC GRANT-EQUIPMENT		0		
1,110.26	1,070.34	1,500	1,500	435000	CANINE PROGRAM		0	1,400	

-----ACTUAL-----				----- FY 90/91 -----				----- FISCAL YEAR 91/92 -----			
FY 88/89	FY 89/90	ADOPTED	ESTIMATED	FUND DEPT				PROPOSED	APPROVED	ADOPTED	
BUDGET	BUDGET	BUDGET	ACTUAL	ACCOUNT	DESCRIPTION			FTE BUDGET	BUDGET	BUDGET	BUDGET
				01	GENERAL FUND						
				01 2110	POLICE ADMINISTRATION						
1,203.99	734.85	2,000	2,000	438000	MOTOR PROGRAM			0	2,500		
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95,007.23	103,968.18	204,250	213,450		MATL SUPPLIES & EXP			134,203	227,458	0	
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19,222.50	15,970.00	15,000	11,400	610000	CAPITAL EQUIPMENT			0			
.00	2,000.00	0		610001	EQUIPMENT-GRANT			0			
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19,222.50	17,970.00	15,000	11,400		CAPITAL OUTLAY			0	0	0	
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1209,310.62	1255,960.42	1,383,749	1,391,949		DEPT TOTAL			2.75	252,253	0	0
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									1,488,192		

- - - - ACTUAL - - - -		- - - - FY 90/91 - - - -				- - - - FISCAL YEAR 91/92 - - - -			
FY 88/89	FY 89/90	ADOPTED	ESTIMATED	FUND DEPT		PROPOSED	APPROVED	ADOPTED	
BUDGET	BUDGET	BUDGET	ACTUAL	ACCOUNT	DESCRIPTION	FTE	BUDGET	BUDGET	BUDGET
				01	GENERAL FUND				Total
				01 2210	FIRE ADMINISTRATION				Dept.
44,530.32	45,283.95	47,118	47,118	110000	ADMIN SALARY-CHIEF	1.00	49,500		
6,748.61	7,206.74	8,626	8,626	120000	CLERICAL SAL-DISPATCH	.50	9,521		
77,564.81	81,099.89	91,818	91,818	131000	OTHER SALARIES-FIREFIGHTE		0		
28,453.91	30,771.09	31,710	31,710	132000	OTHER SALARIES-INSF		0		
.00	.00	1,300		135000	OVERTIME		0		
.00	.00	0	1,300	136000	BEEPER PAY		0		
.00	.00	360	360	140000	MISC FRINGE BENEFITS		0		
11,855.60	12,504.23	13,562	13,562	141000	FICA		4,515		
6,788.03	6,279.76	8,352	8,352	142000	WORKERS COMPENSATION		2,548		
157.90	151.85	177	177	143000	UNEMPLOYMENT		58		
27,603.64	31,116.63	34,222	34,222	144000	RETIREMENT		10,840		
15,581.68	14,216.25	14,221	14,221	145000	HEALTH/LIFE		2,995		
219,284.50	228,630.39	251,466	251,466		PERSONAL SERVICES	1.50	79,977	264,9920	0
202.47	395.50	1,355	1,100	210000	OFFICE SUPPLIES		1,584		
200.00	225.72	400	400	211000	POSTAGE		500		
1,200.00	1,200.00	1,200	800	220000	UNIFORMS		300	900	
2,541.04	2,473.59	4,550		223000	SUPPLIES		0	5,200	
.00	.00	0	4,080	224000	SAFETY PROGRAM		0	600	
.00	.00	0		251000	BOOKS & PUBLICATIONS		100	400	
1,817.33	2,016.83	2,800	2,650	320000	DUES,MTGS,TRNG,TRVL		780	3,120	
.00	.00	7,000	6,700	340000	UTILITIES		7,300		
2,798.26	2,857.24	0		341000	ELECTRICITY		0		
2,337.97	2,257.92	0		342000	HEAT		0		
3,874.52	4,172.63	6,000	5,750	362000	GASOLINE		0	6,800	
5,722.18	4,926.46	8,900	8,700	363000	VEHICLE MAINTENANCE		0	7,600	
2,948.08	3,921.70	4,900	4,500	366000	EQUIPMENT REPAIR		0	5,800	
43.00	-.49	0		371000	BUILDING REPAIR		0		
.00	.00	28,817	28,817	390000	CENTRAL SERVICES		25,650		
.00	.00	0		390001	VEHICLE REPLACEMENT		5,000		
19,159.00	19,229.00	22,000	22,000	396000	VOLUNTEER COSTS		0	24,000	
99.94	238.41	700	550	400000	FIRE PREVENTION		0	700	
42,943.79	43,914.51	88,622	86,047		MATL SUPPLIES & EXP		41,214	95,454 0	0
1,274.64	.00	0		610000	CAPITAL EQUIPMENT		0		
1,274.64	.00	0			CAPITAL OUTLAY		0	0	0
263,502.93	272,544.90	340,088	337,513		DEPT TOTAL	1.50	121,191	0	0
						=====			
						360,446			

