

Fire Sub-Station Facility Committee

July 1, 1997

1. Roll Call: Don Schmidt; Doug Cloepfil; Charles Cox; Stan Gaibler; Bert Pennock; Bill Rosacker; Lisa Thomas were present. Also present: Chief Michael Sherman; Assistant Chief Ben Erb; DC/EMS Coordinator Frank Douglas; DC/Fire Marshal Chris Mayfield and Jill Dorrell taking minutes.
Not present were: John Fawcett; Estella Dare; Ralph Farley; Eric Johnson and Margurite Simpson.
2. Mayor Proctor welcomed everyone and thanked them for attending. Mayor Proctor gave direction to the group, their objective is to recommend whether or not a \$2,000,000. levy will be enough, also keeping in mind the remodel of this station to meet current codes and earthquake standards. The goal will be for this committee to make a recommendation to go to Council on August 4th, or September 8th to be included on the November 1997 ballot. However, there will be a fee to place the levy on the November ballot, it could probably cost around \$4,000. If the levy request is put on the May 1998 ballot, there would be no cost. Chief Sherman stated that ISO hasn't responded yet to our request for postponing our regrading until next year. He feels that if we can postpone the regrade until after we have the levy approved our chances of maintaining our current ISO rate are very good. Chief also said that the reason for the staff present was to show it's support to this committee. If there is anything that they can do to be of assistance, please ask.

Everyone present introduced themselves.

Don Schmidt, Chair: A 24 year member of NVFD, currently at the rank of Captain/Duty Officer and he works at ADEC. Don also stated that he thought this was a very ambitious project with a short timeline, but with the quality of people on this committee, it would be entirely possible.

Chuck Cox: A 6 year resident of Newberg, with a small business in the new industrial park by the airport.

Bill Rosacker: He has lived in Newberg most of his life, he and his wife own a new construction company.

Stan Gaibler: He has lived in Newberg forever, he also works at ADEC (for 25 years), retired from NVFD 14 years ago and is an honorary member in good standing, and the NRFPD Chair.

Donna Proctor: She is the Mayor, and has lived in Newberg for a long time

Bert Pennock: He has worked for GTE for some time now and has been living in Newberg for several years.

Doug Cloepfil: He too works ADEC (for 27 years), retired also 14 years ago from NVFD after 16 years as an active member and is an honorary member in good standing.

Lisa Thomas: She is a newcomer to Newberg only living here for 3 years, and is a member of the City Council.

Frank Douglas: Division Chief/EMS Coordinator for the Fire Department for 2.5 years.

Chris Mayfield: Division Chief/Fire Marshal for the Fire Department for 1 year, and was a volunteer for 8 years before being hired in current position.

Chief Sherman: Fire Chief for the last 5 years

Jill Dorrell: Secretary of the Fire Department for 9½ years, and a Water Rescue Team volunteer for about 3½ years.

Don explained that the department has a non-fire cadre which is comprised of several individual groups specializing in specific non-fire related fields (High Angle Rope Rescue, Water Rescue Team, Ambulance/Rescue crews, etc.). The department found that by creating these different teams, they were able to provide more and better services to the customers without depleting it's current resources.

Don then asked if anyone had any changes or additions to the agenda? No one had any comments.

Don then distributed the justifications/needs handout for the new sub-station and Chief Sherman explained them. Throughout the explanation, Chief Sherman referred to the Fire Department's 10 Year Plan which had been distributed earlier to all of the Committee members.

1. 1993 Year End Report - Benchmarks (ISO Class Numbers 2 & 3)

At the time this plan was being researched, there were only 18 cities in Oregon with a class 3, of which we were one, and there are only 4 with a class 2 rating. However, Newberg has the lowest cost per call, cost per capita and the tax rate. Even after voters approved the levy, Newberg still has the lowest cost per call, capita and tax rate.

2. 10-Year Planning Document

Most Thorough Fire Department Review Ever Done (MDI/ESCG), World Renowned Fire Service Expert (Jack Snook),

Chief explained that the 10 Year Plan was written by Jack Snook who does planning for departments and companies nation wide. Jack Snook headed a 9 month, intense and complete review of this department and showed that the area where we are planning the new sub-station would be the ideal location (along with the possibility of a 3rd station too).

Page 8 - Volunteer Staffing Consistent Over 20 Years

The number of volunteers with the Newberg Fire Department has remained at a level of 50 personnel (plus or minus 10%) for the last 20 years.

Page 9 - Call Volume & Population Increases From 1976-1995 (1996)

In 1976, the department responded to 202 calls, in 1996, they have responded to approx. 2300 calls. The population of Newberg has increased from 6507 in 1970, to 16160 in 1996.

Page 14 - Department Strengths:

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|--------------------------------|--|
| (1) Cost vs. Service | (2) Family Organization |
| (3) High Community Involvement | (4) 96 Years of Quality Service (Volunteers at this time of this report) |

As stated earlier, Newberg has the lowest cost per call, capita and tax rate. The Volunteers are very close knit Organization. They are very highly respected and supported in the Community.

Page 21 - Critical Needs:

- (1) Better Daytime Response (Levy, Quicker Response, Reflex Times)
- (2) Depth of Resources (Cross-trained Medics/Daytime Volunteers)
- (3) Dependable Service (Volunteer Recruitment/Response Distance)

The current reflex time is between 2 and 4 minutes. The addition of levy personnel and cross training of the paramedics has greatly helped with the response times during the day (many of the volunteers work during the day and are out of town). Some of the volunteers who work nights or are in town, respond on calls or standby at the station all day. None of the career staff respond at night unless it is an extreme incident and they are tapped.

Page 23 - Meeting Customer Needs:

- (1) Reduce Response Times by Use of Cost Effective Staffing Patterns
- (2) Retain Personnel
- (3) Quality Training (Training Tower)

The department has paramedics who work 24 hour shifts every three days. The daytime staff work a rotating shift with a two day and four day break after every four days worked. (Now that all of the levy personnel are paramedics, they do an additional switching of work shifts every 4 months, so that all of them can keep their skills current.) The additional levy personnel have been placed into the rotating shifts also, making two personnel per shift. In the event of the passage of the new sub-station levy, the daytime shifts would split and manpower for the new station would not be an issue. By using this shift arrangement, the evening responses are totally covered by the volunteers. One problem that we still have is the ability to provide a quality training facility for career and volunteer staff.

Page 33 - Average Daily Traffic Count Over 30,000:

- (1) Uniform Fire Code (UFC) Barrier Level

According to the UFC, once a streets daily traffic count exceeds 30,000 we can not lay hose across it. We must then lay hose along the side of the street that the incident is on. This would mean laying much more hose and taking much more time than is necessary.

Page 34 - Loss of ISO Class 3:

(1) High-Valued District Has Moved Over 1.5 Miles From Current Station

- (a) New Current Electronics Facility (b) Newberg Ford
- (c) Springbrook Plaza (d) Fred Meyer (e) Worth Property

A map was laid out that showed the number of volunteers that lived within a 1.5 mile radius of the current station. ISO says that the high value district should be within this area also. The last ISO rating was 15 years ago and much has changed. With the new sub-station, we could show ISO that most of the high value district would once again be within 1.5 miles of a station.

(2) Low Response Percentage of Personnel (Volume of Calls)

- (a) Cross Training (b) Levy
- (c) Location of Station(s) (d) New Volunteer Recruitment Limitations

We would continue to cross training of all staff and actively recruit from all areas of the city, but especially within the proposed area.

Page 35 - Visions:

- (1) Meet Demands/Cost Effective Manner
- (2) Modern Strategically-Located Facilities
- (3) Adequate Career (Increased) & Volunteer (Limited) Staffing
- (4) ISO Class 2
- (5) Remain Customer-Focused:
 - (a) 1993 City Survey - Highest Rating

By using our unique method of scheduling, we feel that we are utilizing the volunteers and career staff to the best of our capabilities and in the process keeping the costs to the customers low. We propose that a model, efficient sub-station located in Springbrook would help maintain property values, and help keep our ISO rating at a low class 3.

(b) 1996 Old Fashioned Festival Survey - Highest Rated Project

The survey results from the City's booth at last years Old Fashioned Festival showed that the community highly rated the department's need for another station.

Page 36 - Critical Issues:

- (1) Facilities (Substation/Training Space) (2) Staffing (Volunteers)
- (3) CIP (Water Meter Fee) (4) Mandates (No New Unfunded Mandates)

The department is in desperate need of a safe training location, quicker and safer responses to fire and medical emergencies (especially on this side of town), and we would also have the added benefit of providing a community gathering place, a place to pay utilities bills, return books, etc. With the addition of training areas, the active/aggressive recruitment of volunteers and the water meter fee that will guarantee replacement of equipment in a timely fashion, we feel that the department will provide an even stronger and more cost efficient service to the customers. Recently passed legislation guarantees funding for future state training mandates.

Page 37 - IMPLEMENTATION OF STRATEGIES

This pertained to the completion of the 10 Year Plan, the formation of a Committee and the actual acquisition of the land and passage/implementation of the levy.

Listed below are several cities that are comparable to Newberg (Newberg FD/RFPD, 64 sq. miles, 1 station):

Stayton Fire District, 102 sq. miles with 5 stations

Sandy Fire District, 77 sq. miles with 3 stations

West Linn Fire Department, 7.4 sq. miles with 4 stations

St. Helens Fire District, 86 sq. miles, 4 stations

Dallas FD/RFPD, 134.5 sq. miles, 4 stations

Polk County FD #1 (Monmouth), 176 sq. miles, 6 stations

Chief then summarized this report by saying that the goal of the department was to provide the best service possible both now and in the future, while promoting a healthy career/volunteer model. He then asked for any questions or comments from the Committee.

Stan asked if it would be possible for the Chief to obtain the population, call volume, and ISO rates of these communities. Chief said he would get as much information as possible

Donna asked why West Linn had so many stations within a small area. The reason is because they are long and thin and divided by highway.

Bert asked if anyone had ever divided the city into quadrants and plotted the number of calls in each quad. Bert also stated that he understood about the need for a new sub-station in the Springbrook area, but thought that the committee would be remiss if it didn't discuss the need for a sub-station in the northeast also, as the building in the north College Street area has tripled. About 3 years ago, that was done and the area around the current station had the most calls. Lisa asked Bert for clarification on Bert's intention for a sub-station in the northeast quad. He advised her that he realized the need is now for the Springbrook sub-station, but that the other area should be strongly considered in the near future. Donna stated that the north College area had been discussed several times and that the city owns land in Buckley's subdivision that could possibly be traded to builders for a larger lot that could house a sub-station. Chief added that both areas are rapidly expanding and the need for recruitment of volunteers in these areas is vital.

Don stated that the original proposed site for the new sub-station was Hwy 99W and Brutscher, but it was a poor choice due to access and response conditions. The Springbrook area is better in that it is located between two subdivisions and off a easy accessible road. Don also added that the Committee needs to put together some type of approach to find out what the neighborhoods thoughts, feelings, and concerns will be.

Bert felt that a training tower may not be too favorable in this area, from an aesthetics point of view. Chief asked for approval from the Committee to have the architects do a mock up of a couple different designs for the neighbors to look at including landscaping, remodeling of the current station and also projected costs for this project. Lisa suggested to be sure to get enough information from them to answer questions from the public as to how much this will cost them individually.

Bert asked if there would be any radio concerns in that area. Chief assured him that there wouldn't be. The only areas that would be difficult would be the same ones we have now in the rural and we have a contractual agreement with Washington County that covers that.

Charles suggested that a survey of the neighborhood be done, face to face, door to door. Donna suggested a public meeting also. Stan asked if there was anything that could be legally done to prevent the building of the sub-station. There is nothing legally that can be done to prevent the building, an appeal could be filed, but probably wouldn't.

Bert suggested that firefighters canvas a 2 block radius around the site. Chief said that he would compile a basic survey and bring it to the next meeting.

Lisa suggested a sign on the property saying "Future home of" , and what if someone did a video addressing the noise concerns that residents are bound to have. She also suggested having a survey table at Springbrook shopping center, maybe a survey that could be returned with water bills and a display at the library. Donna said that typically people tend to ignore surveys. Don suggested surveying the current neighbors to the fire station to get their perspective on the noise concerns, Richard Powell would be one to talk with (le lives across from the station on Howard). Stan also suggested putting an article in the Graphic about this. Chief will call them and direct them to the mayor, and he will also check with the Building department to make sure that there are no issues there that will need to be dealt with.

Bert asked Chief if he felt that he got the response he should have from this committee and Chief said that he was comfortable with this group and wasn't concerned at all. Bill asked if anyone had talked with the 3 persons who live out in the Wilsonville area. Chief said that he had talked with one, who was very much in favor and would be willing to talk with another. Chief also tried to contact the girl who wrote a letter in opposition to the proposed sub-station location, but was unable to track her down.

Lisa said that she is going to go to the site and look at the area again to try to get a better prospective.

Bert congratulated Don on doing an excellent job as chair of this meeting. Don will call the ones who weren't able to attend this evening to get their opinion.

The next meeting will be July 8th at 7:00pm at the fire station.

ATTEST on this 8th day of July, 1997



Department Secretary

ATTENDANCE SHEET

COMMITTEE: FIRE SUB-STATION FACILITY

MEETING DATE:

July 1, 1997

**COUNCIL/COMMITTEE
MEMBER**

PRESENT

ABSENT

**SCHMIDT, Don
(Chairman)**

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**FAWCETT, John
(Co-Chair)**

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CLOEPFIL, Doug

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***COX, Charles**

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DARE, Estella

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FARLEY, Ralph

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GAIBLER, Stan

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JOHNSON, Eric

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PENNOCK, Bert

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ROSACKER, Bill

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SIMPSON, Marguerite

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***THOMAS, Lisa**

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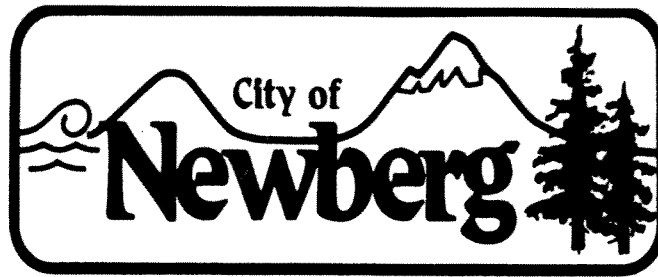
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Submitted By:

James L. Howell

NOTE: Please complete an attendance sheet for all meetings involving City Council members(*) and return it to the Legal Department with the **original minutes**. If the regularly scheduled meeting is canceled for any reason, it should be noted on an attendance sheet and sent to the Legal Department.

Original minutes, signed by the secretary or chairman, should be prepared and sent to the Legal Department for filing as the official record of the meeting.



PUBLIC MEETING NOTICE:

WHO: Fire Sub-Station Facility
Committee

WHEN: 7:00 pm on Tuesday,
July 1, 1997

WHERE: Newberg Fire Station

