Fire Sub-Station Committee Meeting
July 8, 1997

1. **Roll Call**: Don Schmidt; Estella Dare; Bert Pennock; Charles Cox; Doug Cloepfil; Lisa Thomas; Margurite Simpson; Ralph Farley, and Eric Johnson were present. Also present were: City Manager Duane Cole; Assistant Chief Ben Erb; Chief Michael Sherman, and Jill Dorrell taking minutes.
   Not present were: Mayor Donna Proctor; John Fawcett; Stan Gailber, and Bill Rosacker.

2. **Approval of Minutes**: A motion was made by Bert, seconded by Charles, to approve the minutes as recorded. The motion passed with a unanimous vote.

Don asked for everyone to introduce themselves since there were new members present.

Estella Dare:	She has lived in Newberg since 1945, and lives next to the proposed site.
Chief Sherman:	He has been the Fire Chief for last 5 years.
Ben Erb:	He is the Assistant Chief and member of the fire department for 32 years.
Jill Dorrell:	She is the department secretary and volunteer for 4 years.
Margurite Simpson:	She had been a Volunteer for 8 years and Mom of 2 girls.
Chuck Cox:	He has been a Newberg resident for 6 years, owner of a new business, and is a Council person.
Duane Cole:	He is the City Manager
Lisa Thomas:	She is a Mom, and is a Council person..
Bert Pennock:	He is a GTE employee and a resident of Newberg.
Doug Cloepfil:	He has been a Newberg resident since 1942 and an honorary member of the department.
Ralph Farley:	He is a carpet layer, lives near the proposed site and long time resident of Newberg.
Eric Johnson:	He is the principle of Mabel Rush, and has lived in Newberg since 1965.

3. **Comments on 10-Year Plan**: No one had any comments.

Margurite asked how old the station actually was. Don stated that the original station was opened on 1969, however, this was the old city garage that had been remodeled to accommodate fire apparatus. In 1984, the meeting room and truck bay was added. The truck bay was built to house the truck and a tender that had been purchased by the Rural Board, and the volunteers decided to expand on the meeting are at the same time. The ambulance addition and bunks were added 2 years ago.

4. **Draft Plan of Action**: (handout)

Chief began going through the proposed plan of action, but he wanted to clearly state that this and everything attached are drafts. He would like any/all present to be sure to make notes/corrections on any part of it.

Press Releases for the sign saying, "Future Home of ....", should be out soon.
Donna Proctor call today to say that she had been in contact with Gary Allen at the Graphic, and the first

article should be in this Saturday's paper. KLYC and Jim Morrison have both been contacted and arrangements have been made.

Chief met with the architects, they have reviewed the budget and other data, and they will create a rough draft including 3 mock-ups. Jack Berry called today and said that they may be done in as soon as 2 days. Doug asked if all of the mock-ups included a tower. Chief stated that they did, the architect has some concepts that might help in that area too (to make the tower more appealing to the neighborhood). They will also review the height requirements, building set backs and any other requirements that would need consideration in accordance with building codes.

The Fire Marshal is working on a 5-year emergency call map that will show responses within the city.

Chief updated the comparables including population, ISO rating and number of calls a year per Stan's request. Chief also received Snohomish's 10 Year Plan today and will make it available for anyone to look at. He also added them to the list as they are extremely comparable to us.

On the top half of the page that had the comparables, there is a sample of a suggestion for the sign that will be put on the property. A permit will need to be approved through the design review process, but there will be no fees involved. Chief asked if the committee felt that a 2 sided sign, maybe with some graphics would be appropriate (keeping in mind that graphics will have a cost). We will try to find a way to have all items and materials donated or possibly the volunteer organization may defray some of the costs.

Chief hasn't talked with Leon Self about creating a video which would slow apparatus operating in a response mode. There was a question about the siren. Chief answered that the siren turns off automatically at 10:00pm and back on at 7:00am every day. However, at the proposed station, there will probably not be a siren. Chief went on to say that in the proposed area the need for apparatus sirens being used isn't needed much. There will be a light with opticom installed at the Middlebrook and Springbrook intersection that would allow easy access onto Springbrook Rd. By law, however, when responding to an emergency, we must blow the sirens when approaching intersections and in traffic areas.

Also included with the minutes was a tax lot map, area survey proposal, proposed survey form, a copy of the fax to the architect outlining the scope of the work order, two of the fire departments response maps showing approximately a 3 block area around the proposed site for survey purposes, and a proposal for a block party on site. Chief again said that all of these are drafts, and to please make any corrections and/or additions they feel are necessary. The dates proposed for surveys and compiling results were chosen specifically to work around the Old Fashioned Festival as the Fire Department is very active during that time.

Margurite and Estella asked if it would be possible to take advantage of the Old Fashioned Festival as an avenue to get more information out to the public. The City has a booth and Duane said that a flyer and/or picture would be fine.
Don asked Duane what date/time frame is necessary to meet the August and/or September Council meetings. Duane asked Council members if they would be comfortable enough as this point to recommend putting this on the November ballot. Lisa stated that she would not comfortable due to the

cost factor to put it on the ballot.

Doug asked the Chief if the regrading by ISO be held off ? Chief said that possibly in July ISO will re-grade. If they hold off until May, contract probably won't be assigned in time, and wouldn't help with the re-grade. Charles asked if a double majority was required of this election. Chief Sherman said that we were told yes. Estella asked for an explanation of double majority. Chief said that to pass a ballot, more than half of all registered voters must vote. Don asked Duane to check into whether or not we would need a double majority or not.

Duane would like to see an August 4 presentation to the Council, the survey may not be complete, as the time crunch may not allow it to be completed. Don said that Donna could and would call a special meeting should it be necessary.

Bert said that he knows the importance of station 2 and that it is a reality, but he also thinks that the more information of plans for station in the northwest section (station 3) we can give to the public, the more positive response we will have and will increase voter turnout.

Lisa thought that it would be a good idea to make a practice presentation to the Council in August, so it would be part of public record (including the tower and engine), and would make people aware of what we're trying to do, educating them as much as possible. She then said to come back in again in September give an update of where committee is at.

The large maps were brought out to show the location of the current station and approx 1.5 mile radius around, dots where all the current volunteers live, and the location of the proposed station. Chief Sherman said that some of the criteria that ISO rates on is if the high value district is within 1.5 miles from the station and volunteer response is not more that 10 minutes. With the addition of the proposed station (in this location), we stand a very good chance of having a good re-grade as we would meet those criteria. At this time, the bulk of our high value district is outside that radius, and that will lower our ISO rating. In accordance with OSHA safety standards and our operational guidelines, (except for in extremely rare situations) all volunteers respond to the station, are properly outfitted and respond on the apparatus. There was a brief discussion on volunteer response concerning the use of alcohol.

Don suggested that everyone take a look at what we want to see in the station, meeting room for public meetings, etc. Bert asked what size of a meeting room we had in mind. Chief said that approx. 1600 sq ft training room/meeting room would cost approx. $120. per foot, and would allow occupancy of approx. 90 people. Estella asked if there would be enough land around the building for parking. Chief assured her that there would be. Bert asked if Chief had an idea of the cost for the main building and tower. Chief said that the main building would similar to the $120. per foot and the tower would be less (no elect/plumbing would be needed). Lisa asked if the room would be rented out, or just a public courtesy. Duane stated that no city building can be used for commercial use. Chief said that the building would be used almost exclusively for benevolent activities. Don said that the training/meeting room might be positioned differently if it were decided to not be used for public activities (to prevent disruption to staff and/or equipment), but that would incur additional costs. Bert said that the public needs to know that it will be available. Charles asked what do we need to do next, Bert suggested a mock up. Chief said that they should done in a few days and the architect will include the cost with the general concept. Charles

asked if the architect could build pretty comfortably within the $120, Chief thought that it should be ok. Lisa stated that she felt that we shouldn't pass up this opportunity.
Going back to the plan of action, Bert said he felt that with not much time available, the most important thing is to improve voter turnout. He also said that if we had someone in the north college area, we should let them know what the plan is.

Looking at the agenda, Lisa asked about item #5, public restrooms (will they be part of the public meeting area), and the fire engine (if this is the one listed in budget). Don said that if that is what is decided, the restrooms will be accessible from the outside as well as inside, and they would be open for public use for sure during the daytime.

Chief said that ISO also rates us on the pumping capacity of our 1st out apparatus, response time and how much equipment we have in reserve. At this time, we have no equipment in reserve. The engine on the ballot will be in addition to the water meter fee engine. According to ISO, for every 3 to 4 engines should have a reserve engine. We plan to purchase a new engine to offset workload on current equipment, and stick older engines into reserve slots to be used as back up equipment. We decided to make this ballot complete so that when the new station opens, it can respond immediately. There was a brief discussion on the water meter fee and it's passage of 4 votes, partially due to the increase from $1.00 to $1.50. Charles asked what usually happens to old apparatus. Don said that it is usually sold to smaller departments that can't afford the expense involved in purchasing new equipment. Chief said that the apparatus committee is beginning specs for the 1st engine to be purchased from water meter fee. Doug asked what else would be placed at the sub-station. Chief said that ideally there would be one engine, a truck co (preferably before ISO grade), a tender (possibly purchased by the Rural Bd), a brush unit, a 4th out ambulance & rescue. There are three - 80" long bays that Chief anticipates to be full within 10 years (he is trying to consider current needs and future needs as much as possible).

Bert asked if there will need to be new staff hire to man the new sub-station. Chief explained the shift schedule that we currently use and how it will take care of the manpower issues. Margurite asked if there was any thought to designation of station numbers yet, Chief stated that at this point we weren't concerned about it.

Don asked if there were any other questions?

Lisa suggested that we take advantage of the downtown Halloween party and distribute flyers. Margurite asked if the survey could be distributed at Memorial Park also, Chief said that both suggestions are excellent.

Doug suggested that on the video we will be making to be sure to include the traffic conditions on Hwy 99W from 3:00 on.

Bert said that the survey question 4, asking for trouble (what disadvantages to you see with having a fire station in your area). He thinks that the noise issue will be a big issue. Chief stated again that there will be no siren at that station, and vehicle sirens will only be used when there is a need for code 3 and/or as traffic dictates. Bert said that when there is something on hill, he hears sirens. Chief said that on College it is usually necessary, especially near intersections. Don said that the only use of sirens at night will be when there is a possibility of a traffic hazard. Bert asked if all of the signals have opticom's installed on them, Chief said that most do. Don suggested that we interview people in immediate area as to their perception of the noise. There is one neighbor in alley that said it's just like living near the RR tracks, after a short time you get used to it and don't hear it. Chief said that he didn't want to mislead anyone, should there be a major incident (another city hall fire as example, which happen once/twice per year) there will be a lot of noise. That will be the exception, not the rule.

The Middlebrook side is the side of the property that is the proposed location for exiting. The architect was instructed to split difference between the two houses on that side that the exit is in between them so as to not to disrupt either household (Farley or Dare). There will be enough room for every volunteer to park in accordance with all City requirements.

Duane thought that the flyer and the info was too much. Chief informed him that this was his way of saving paper, these two ideally should be on separate pieces of paper. The top area within the lines are for a flyer, the other was intended as info for this committee.

Don asked if anyone else had any questions.

Margurite suggested that on the survey form the survey location line be changed to address. Don added that this information would be optional for the person being surveyed. Chief said that to be sure to train surveyors not to push for address. Don suggested that an additional comments line be added.

Lisa asked that packets be sent to committee members who are not present.

Charles asked when the next meeting will be held. After some discussion, it was decided that it will be July 29th, at 7:00pm at the fire station.

Don asked what the group thought of the block party/gathering on lot idea. Bert said that he didn't think many will show up (other than a lot of kids) especially if its a nice weekend. Chief said that since it is summertime the potential for attendance is good, or Bert may be right. Doug said that if a good job is done on the survey, we should get a lot on input and backing. Charles said that he thought the social sounded like a good public relations opportunity. Bert suggested that it be held off until the end of September/October, when we will have the survey information and will know if it will be on the ballot.

Don asked if the committee wanted to proceed with the banner now or wait until later? Charles and Bert commented that if the media up an running, the banner may as well be put up too. Lisa said that she didn't think we should let the block party go away either. Charles thought we should hold a party definitely before the election. Chief said that the funding (non-tax) for the banner and the social will come from private sources. He also said that a summary of the survey results should be ready the for meeting on July 29th. Don stated that he will be gone, but will try to make sure John Fawcett will be here.

Chief Sherman said that he will try to have the video ready for the Old Fashioned Festival, along with drawings from the architects. He will also make copies small enough for all of the committee members to have a copy.

Don asked Eric Johnson if he had any input on this subject. Eric stated that he would be out of town on July 29th also, but was concerned with the foot traffic through that lot. Chief told him that the sub-station would not interfere with the crossing of children to and from school. The only difference to them would be some landscaping, at this time there are no plans for the other end of the lot. Eric thought that the property was deeded for use as a park. Duane said that at a Council meeting in 1969 there was some discussion on use of that property, but since he was not present and was so long ago, he has no clue as to what the discussion was. He also said that the property was originally deeded to the City for Fire Department use, with no stipulations. The Council would not be interested in selling non-developable property. Ralph suggested that maybe a picnic area with table and chairs be looked at for the undeveloped end of that area as there are a lot of walkers in this area.

Warren Parrish, who arrived earlier, was asked if he had anything to say. Warren said that he is very much in support of this project and would like to do anything possible to help.

Don asked if there were any other comments?

Don asked that if anyone has any changes or if anything comes to mind, to please call. Chief said to be sure to contact us if you have any other questions or concerns as they arise. Chief will send Estella Dare and Ralph Farley each a copy of the 10 Year Plan.

Meeting Adjourned.

ATTEST on this 29th day of July, 1997

Department Secretary