

CITY of CASCADE LOCKS

AGENDA

CITY COUNCIL MEETING, Monday, July 28, 2014, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of July 14, 2014 City Council Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 150,383.72.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Resolution No. 1308 Adopting Guidelines for the Development of New Programs or the Acquisition of New Equipment.**
 - c. **Discuss Fire Department Volunteer Program and Options.**
 - d. **Finance Committee Recommendation Regarding the Sale of the Old Fire Hall.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Fitzpatrick (via conference phone), Randall, Helfrich, Busdieker, and Mayor Cramblett were present. CM Walker entered at 7:03 PM. Also present were City Administrator Gordon Zimmerman, City Attorney Ruben Cleaveland, City Recorder Kathy Woosley, Susan Winner, Blake Winner, Maysun Parker, Erika Winner, Adam Barnes, Michael Irving, Tauney Pruitt, Tiffany Pruitt, Gyda Haight, Bill Symes, Dave Cannard, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** City Administrator Zimmerman suggested Reports and Presentations be heard immediately following adoption of the Consent Agenda.
3. **Adoption of Consent Agenda.**
 - a. **Approval of June 23, 2014 City Council Meeting Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 121,418.76.**
 - c. **Approval of CH2MHill Contract.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Helfrich moved, seconded by CM Randall, to adopt the Consent Agenda. The motion passed with CM's Groves, Fitzpatrick, Randall, Helfrich, Busdieker, and Mayor Cramblett voting in favor.

4. **Public Hearings.** None.

Reports and Presentations: Gyda said everyone knows she loves sailing and especially the youth sailing program on Thursday nights in Cascade Locks. She introduced Coach Susan Winner and the youth in the audience that are now Master Sailors. She said scholarships are available for youth who are interested in learning how to sail. Susan spoke about the youth sailing and said Erika has just finished with training to become a certified trainer. She also reported on Tuesday night advanced sailing classes. Gyda said they have people coming from Camas, Washougal, White Salmon, and Hood River for the opportunity to learn to sail. Mayor Cramblett asked how many boats were available. Susan said there are 10 boats available for sailing.

Dave, President of CGRA, said there have been back to back events since the middle of June. He reported on the Laser Master North American Championships, which are sailors over age 35, and that there were 50 sailors plus family and friends that visited Cascade Locks for this event. He said this event brings in some of the top sailors in the world. He said it has been a great season so far and everyone loves to sail in Cascade Locks. He reported on events coming next year. Dave said CGRA appreciates the City's support for sailing in Cascade Locks.

CM Busdieker said she received a citizen complaint that locals aren't allowed to use the beach when there are sailing events going on. Dave said they try to keep a lane open for beach users but admits that it does get crowded. He said they don't try to turn people away. He apologized for people thinking they were being turned away. CM Busdieker said she loves the attention that the City gets from the sailing but it does bother her if it is at the expense of the citizens. Dave said CGRA is working with the Port to expand the beach and that might alleviate the problem to some extent.

Bill said he is on the board of the CGRA and reported on the praise received from sailors about the greatness of the sailing in Cascade Locks. He said CGRA just wrapped up the Laser Master North American Championships and said sailors are blown away with Cascade Locks. He said credit to the success of sailing goes to Don and Gyda Haight. He said they have invested a lot of their money and time in bringing sailing to Cascade Locks. Bill also thanked Council for their

support. Gyda said there is excitement and good energy when the races are done. She said this helps the businesses in town also. She said other businesses will come to town also due to these events.

Mayor Cramblett presented a plaque to Don and Gyda Haight for their contributions to beautification and recreation in Cascade Locks. He said the City appreciates their passion for youth and community. Tiffany said the Port was unable to have their representative at the meeting tonight but wanted Don and Gyda to know that the Port will be putting in a bench in the Marine Park dedicated to them.

Adam Barnes, Oregon Department of Forestry Fire Manager, said he was here to answer any questions and give information about the Forest Patrol Assessment. He explained that it was a funding source for fire protection.

Mayor Cramblett said the City of Hood River is exempt of the assessment and said Cascade Locks citizens question the exemption for the City of Hood River. Adam explained that the City of Hood River said they could provide an adequate level of fire protection. He said if the Department of Forestry has to come in and fight fire the City could not afford the expense. He reported on the cost of the 2003 fire in Cascade Locks.

Mayor Cramblett asked how properties were assessed. Adam explained the definitions and how properties were assessed.

CM Helfrich asked if there was a fire in the city limits of Cascade Locks and the Cascade Locks Fire Department was first response, when would ODF respond. Adam said they would respond instantly and they have departments stationed in The Dalles and Parkdale. CM Helfrich said Cascade Locks is surrounded by Federal land and asked why the State would have jurisdiction over the local and federal agencies. Adam explained that the State has jurisdiction over Federal for fire protection.

CM Walker asked if Adam had read the report for the 2003 fire. Adam said he had not read the full report. CM Walker said the reason the fire jumped like it did is because Cascade Locks Fire Department was present and told to wait until the command structure from Hood River could get there. CM Walker said it sounds like people are being assessed based on property surrounding their property. He explained that his property abuts UPRR land and they are notoriously poor about land maintenance. He asked if UPRR paid the assessment. Adam explained that letters are sent to UPRR every year to manage their right of way property within 30' of center line of the track. CM Walker said he works for ODOT and asked if they pay the assessment. Adam explained that right of ways for ODOT don't have tax lots associated with them but tax lots owned by ODOT are assessed. He explained that UPRR and ODOT are actually assessed at twice the rate of private property owners.

CM Randall asked if Adam knew the amount of revenue collected by Cascade Locks citizens. Adam said he did not but could follow up and provide that at a later date. CM Randall said Cascade Locks is struggling to provide a fire department and this is an extra tax being paid by our citizens. CM Helfrich said Cascade Locks citizens' complaints are that they are already paying a fee for fire protection and they view this as dual protection. CM Helfrich said Cascade Locks would respond first to a structure fire and other agencies would arrive before ODF and a structure fire would be put out. Adam said fortunately the rural departments will beat ODF and will catch the fire while it is small but in the instance of a wild land fire it would exceed the local

fire department's budget. He said he would say it best that for \$68.00 a year it is really good insurance. He said it costs a lot of money to suppress fires. He said ODF is available to help Cascade Locks. He said he has a great working relationship with Jesse Metheny and Cascade Locks has a great Fire Department but none of us can do it alone. Mayor Cramblett asked how many responders would be available to respond to a fire. Adam said he could bring in thousands nationwide.

Mayor Cramblett said most people in general feel that the assessment should be paid equally and that the City of Hood River should be paying also. He suggested ODF be more proactive educating the citizens of Cascade Locks with fire prevention of particular areas, etc. Adam explained the ODF 360 Program and stated that they are at the schools every year and also try to be a presence at community events. He said the public is also needed to help them do their job.

Mike Irving said he would not be able to support the upcoming measure if he has to pay the ODF assessment. He said a lot of citizens feel the same way. Adam explained the process of requesting an exemption. Mike said his property doesn't have trees but the surrounding property does so that is why he is being assessed.

CM Walker asked if ODF would respond to a fire in the City of Hood River. Adam said there are mutual aid agreements and they would respond. He said they would not provide hand crews and bulldozers, etc. CM Walker asked about UPRR incidents. Adam explained that most of those would not be considered wild land fires. He said if they respond to UPRR rail fires UPRR is billed for the expense.

CM Walker asked if any other jurisdictions besides the City of Hood River were exempt. Adam said he was only aware of the City of Hood River being exempt.

City Administrator Zimmerman asked for clarification that if there were a fire in the City of Hood River, ODF would respond, but the City of Hood River would be billed. Adam responded that anything above basic fire service would be billed to the City of Hood River.

5. Action Items:

a. Appointment to Committees. None.

b. Approval of Resolution 1307 Placing an EMS Support Funding on the November Ballot. City Attorney Cleaveland explained there were minor changes made to make the ordinance clearer on the charge not being on the electric rate but collected through the electric utility portion. He said the substance is the same as the ordinance prepared for the May 2014 election. **Motion:** CM Helfrich moved, seconded by CM Busdieker, to approve Resolution No. 1307 placing an EMS support funding measure on the November 4 general election ballot. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

c. Approval of Resolution 1308 Establishing a Policy for New Equipment or Programs. City Administrator Zimmerman said this was recommended by the Finance Committee. CM Helfrich suggested the word "used" be added. City Administrator suggested adding a "whereas statement" to include anything new to the City. There was consensus of Council. CM Busdieker said she didn't like not doing something if someone else isn't doing it if the answer to, "Are other local governments doing it?" is no. City Administrator Zimmerman explained that the City doesn't have the resources to be a pioneer. He said if it is a good idea, and this is just one question for consideration, that someone somewhere else is doing it or has done it. He said this

idea is to say to ourselves to stop and think about it. City Administrator Zimmerman suggested tabling this resolution and for Council to send suggestions to him. There was consensus of Council to table the resolution.

d. Selecting a Date for the Town Hall Meeting about the Water System. Motion: CM Helfrich moved, seconded by CM Busdieker, to schedule the Town Hall Meeting for August 18, 2014. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. None.

7. Reports and Presentations.

a. City Committees. None.

b. Oregon Department of Forestry Fire Protection Tax, Adam Barnes. This took place earlier in the meeting.

c. City Administrator Zimmerman Report. City Administrator Zimmerman reported on the Code Assistance Grant being accepted and work would begin this fall. He reported on the new Community Development Block Grant numbers. He said the CM's Fitzpatrick and Busdieker will be attending the LOC Conference and asked if any other Councilors were interested to contact him. City Administrator Zimmerman said the FEMA Assistance to Firefighters Grant for a new ambulance was denied. Mayor Cramblett said he would like to surplus the old ambulance as soon as possible along with anything else at the City that needs to be removed.

8. Mayor and City Council Comments. CM Fitzpatrick said it was an interesting conversation with Adam and would like to see the City try to opt out of the assessment (conversation over phone unclear). He said the presentation to Don and Gyda Haight was nice.

CM Helfrich said it was good to see the young sailors. He said the Hights have been instrumental to the sailing program in Cascade Locks. He said Thunder Island Brewing is offering food now and open seven days a week. He said the sailors are patronizing the businesses and the businesses have reported that they did well during Sternwheeler Days. He said that Amanda Hoey from MCEDD will be attending the next Joint Work Group meeting to inform the Port and City on what MCEDD can do for us. CM Busdieker said it is nice to see all the people in town and in the park. She thanked Gorge Owned for hosting Green Drinks in Cascade Locks. CM Randall thanked the Public Works Department for all the hard work they do. He said he appreciates them. Mayor Cramblett said there have been a lot of events in town and that creates crowds. He said that can be exhausting. He said that more and more people will be headed to Cascade Locks all the time. He said this is going to help and create more businesses. He said we just have to get people to stop in Cascade Locks and once they do they will be back. He said a lot of people attended Sternwheeler Days and July 4th is always a huge event. Mayor Cramblett thanked Don and Gyda Haight for all their contributions to the community.

9. Other matters. None.

10. Executive Session as may be required. ORS 192.660 (2) (i) City Administrator Performance Evaluation. **Motion:** CM Randall moved, seconded by CM Busdieker, to adjourn Regular Session and enter into Executive Session under ORS 192.660 (2)(i) City Administrator Performance Evaluation. The motion passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. Regular Session was adjourned at 8:31 PM.

Executive Session started at 8:33 PM. CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Attorney Ruben Cleaveland, and City Recorder Kathy Woosley.

- 11. Adjournment. Motion:** CM Helfrich moved, seconded by CM Busdieker, to adjourn Executive Session. The motion was passed unanimously by CM's Groves, Fitzpatrick, Randall, Walker, Helfrich, Busdieker, and Mayor Cramblett. Executive Session was adjourned at 9:16 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

BLANKET VOUCHER APPROVAL

PAGE NO. 1

DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

DATE:	DESCRIPTION:	AMOUNT:
7/11/2014	Payroll	\$ 33,221.23
7/15/2014	A/P	\$ 117,162.49

GRAND TOTAL \$ 150,383.72

APPROVAL:

Mayor

Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4892	07/14	07/15/2014	70	10243366	ALTEC INDUSTRIES, INC.	strobe beacon	5140562201	153.58
Total 4892: 153.58								
4893	07/14	07/15/2014	280	5224	BARKER UERLINGS INSURANCE	Accident Insurance for EMS	0540562060	1,420.00
Total 4893: 1,420.00								
4894	07/14	07/15/2014	370	37858	BIO-MED TESTING SERVICE	Drug Testing	0140462063	40.00
4894	07/14	07/15/2014	370	37858	BIO-MED TESTING SERVICE	Pre-Employment Drug Screening	0540562063	40.00
Total 4894: 80.00								
4895	07/14	07/15/2014	6839	81465538	Bound Tree Medical, LLC	Meds	0540562351	283.36
4895	07/14	07/15/2014	6839	81472572	Bound Tree Medical, LLC	Meds/supplies	0540562351	28.50
Total 4895: 311.86								
4896	07/14	07/15/2014	460	5214	BROWN & KYSSAR, INC	General Consulting	5140562110	43.20
4896	07/14	07/15/2014	460	5214	BROWN & KYSSAR, INC	General Consulting	5140662110	28.80
4896	07/14	07/15/2014	460	5249	BROWN & KYSSAR, INC	prepare BPA app	5140562110	561.60
4896	07/14	07/15/2014	460	5249	BROWN & KYSSAR, INC	prepare BPA app	5140662110	374.40
4896	07/14	07/15/2014	460	5279	BROWN & KYSSAR, INC	General Consulting	5140562110	1,425.60
4896	07/14	07/15/2014	460	5279	BROWN & KYSSAR, INC	General Consulting	5140662110	950.40
Total 4896: 3,384.00								
4897	07/14	07/15/2014	670	1000015007	CASCADE LOCKS LIGHT CO.	fire station	0540562439	458.03
4897	07/14	07/15/2014	670	1000362007	CASCADE LOCKS LIGHT CO.	lift station	3140562070	21.30
4897	07/14	07/15/2014	670	1000382007	CASCADE LOCKS LIGHT CO.	well house	2140562070	1,165.37
4897	07/14	07/15/2014	670	1003791007	CASCADE LOCKS LIGHT CO.	treatment plant	3140562070	1,864.61
4897	07/14	07/15/2014	670	1037145007	CASCADE LOCKS LIGHT CO.	wasco creek lift station	3140562070	21.30
4897	07/14	07/15/2014	670	2001200007	CASCADE LOCKS LIGHT CO.	cemetery water	1740562551	21.30
4897	07/14	07/15/2014	670	3001551007	CASCADE LOCKS LIGHT CO.	main lift station	3140562070	347.34
4897	07/14	07/15/2014	670	3001559007	CASCADE LOCKS LIGHT CO.	museum	0140762690	113.96
4897	07/14	07/15/2014	670	3001592027	CASCADE LOCKS LIGHT CO.	fire station	0540562439	25.59
4897	07/14	07/15/2014	670	3001718007	CASCADE LOCKS LIGHT CO.	mail lighting	5140562800	21.51

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4897	07/14	07/15/2014	670	600183900 7	CASCADE LOCKS LIGHT CO.	moody lift station	2140562070	50.37
4897	07/14	07/15/2014	670	600135000 6	CASCADE LOCKS LIGHT CO.	city hall	0140462551	516.04
4897	07/14	07/15/2014	670	600135000 6	CASCADE LOCKS LIGHT CO.	city hall	2142162071	120.58
4897	07/14	07/15/2014	670	600135000 6	CASCADE LOCKS LIGHT CO.	city hall	5142162071	206.58
4897	07/14	07/15/2014	670	600136900 7	CASCADE LOCKS LIGHT CO.	87 ruckle	3140562070	29.31
4897	07/14	07/15/2014	670	600137000 7	CASCADE LOCKS LIGHT CO.	chlorinator	2140562070	21.30
4897	07/14	07/15/2014	670	699998900 7	CASCADE LOCKS LIGHT CO.	tourism	0840562071	15.00
4897	07/14	07/15/2014	670	71/14	CASCADE LOCKS LIGHT CO.	cclep	5140562138	300.00
4897	07/14	07/15/2014	670	JULY 2014 S	CASCADE LOCKS LIGHT CO.	Senior Sewer Subsidy	0140862025	249.70
Total 4897: 5,569.19								
4898	07/14	07/15/2014	740	585999	CASELLE, INC.	Contract Support	0140162082	1,185.00
Total 4898: 1,185.00								
4899	07/14	07/15/2014	820	59313	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,250.00
Total 4899: 7,250.00								
4900	07/14	07/15/2014	4910	211901302	Chelsea & Chris Cox	Refund Deposit	5121130	184.72
Total 4900: 184.72								
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	0140362060	2,567.44
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	0140462060	1,301.92
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	0340562060	2,624.94
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	0540562060	16,944.95
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	2140562060	4,219.19
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	3140562060	9,361.55
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	5140562060	10,871.27
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	Property/Liability	5140662060	5,714.77
4901	07/14	07/15/2014	6837	2014-15	CIS Trust	WC Insurance	0121052	3,178.08
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	0140862023	67.82
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	0321052	2,411.66
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	0521052	4,232.89
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	0540562060	1,777.81
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	1721052	141.47
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	2121052	2,179.48
4901	07/14	07/15/2014	6837	CAS-W2014-	CIS Trust	WC Insurance	3121052	557.29

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4901	07/14	07/15/2014	6837	CAS-W/2014-	CIS Trust	WC Insurance	4121052	52.04
4901	07/14	07/15/2014	6837	CAS-W/2014-	CIS Trust	WC Insurance	5121052	11,324.89
Total 4901:								79,529.46
4902	07/14	07/15/2014	940	62414	CITY OF SPRINGFIELD	Ambulance Billing Service	0540562111	228.00
Total 4902:								228.00
4903	07/14	07/15/2014	6889	7910-BMX	Clifford P Stage	modulator	4140562560	81.00
Total 4903:								81.00
4904	07/14	07/15/2014	6862	ACLSU0702	College of Emergency Services	Advanced Cardiac Life Support Course f	0540562020	190.00
Total 4904:								190.00
4905	07/14	07/15/2014	1040	36306	COLUMBIA GORGE FIRE EQUIPMENT	Fire Extinguisher Service	0540562350	320.00
Total 4905:								320.00
4906	07/14	07/15/2014	1120	A60718	COLUMBIA HARDWARE, LLC	conduit	5140562770	4.09
4906	07/14	07/15/2014	1120	B74813	COLUMBIA HARDWARE, LLC	key	0140482520	5.97
4906	07/14	07/15/2014	1120	B75205	COLUMBIA HARDWARE, LLC	screws and bits	5140562800	13.98
Total 4906:								24.04
4907	07/14	07/15/2014	1290	19267	CRUISE MASTER PRISMS, INC	Nametags/Plates	0540562029	65.67
Total 4907:								65.67
4908	07/14	07/15/2014	4910	200095405	Donald Berry	Refund Deposit	5121130	123.92
Total 4908:								123.92
4909	07/14	07/15/2014	1620	452	EFFICIENCY SERVICES GROUP, LLC	BPA Program Services June 2014	5140562139	750.00
Total 4909:								750.00
4910	07/14	07/15/2014	1740	13102	EXPERTEC AUTOMOTIVE REPAIR INC	recharge A/C in ambulance	0540562441	217.25

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4910:								
4911	07/14	07/15/2014	2020	1222953	GENERAL PACIFIC INC.	tools	5140563690	1,430.00
Total 4911:								
4912	07/14	07/15/2014	2080	1000000005	GLOBALSTAR	Sat Phone	0540562050	27.41
Total 4912:								
4913	07/14	07/15/2014	6854	62614	Gordon Zimmerman	reimburse mileage	0140162020	12.92
4913	07/14	07/15/2014	6854	62614	Gordon Zimmerman	reimburse mileage	2142162020	3.86
4913	07/14	07/15/2014	6854	62614	Gordon Zimmerman	reimburse mileage	3142162020	2.75
4913	07/14	07/15/2014	6854	62614	Gordon Zimmerman	reimburse mileage	5140562020	28.80
4913	07/14	07/15/2014	6854	62614	Gordon Zimmerman	reimburse mileage	5140662020	7.20
4913	07/14	07/15/2014	6854	62614	Gordon Zimmerman	reimburse mileage	5142162020	11.08
Total 4913:								
4914	07/14	07/15/2014	2570	6141009	HOOD RIVER NEWS	Notice of Budget Hearing	0140162030	28.48
4914	07/14	07/15/2014	2570	6141009	HOOD RIVER NEWS	Notice of Budget Hearing	0140262030	28.22
4914	07/14	07/15/2014	2570	6141009	HOOD RIVER NEWS	Notice of Budget Hearing	2142162030	8.55
4914	07/14	07/15/2014	2570	6141009	HOOD RIVER NEWS	Notice of Budget Hearing	3142162030	7.53
4914	07/14	07/15/2014	2570	6141009	HOOD RIVER NEWS	Notice of Budget Hearing	5142162030	23.22
Total 4914:								
4915	07/14	07/15/2014	2580	12657	HOOD RIVER SAND & GRAVEL	concrete	5640563941	928.43
4915	07/14	07/15/2014	2580	20833	HOOD RIVER SAND & GRAVEL	barriers	5645163941	781.70
Total 4915:								
4916	07/14	07/15/2014	2700	2014/15	IIMC	Membership Dues	0140162030	145.00
Total 4916:								
4917	07/14	07/15/2014	6896	62614	Joe Abbott	reimburse for work clothing	0340562561	94.32
4917	07/14	07/15/2014	6896	62614	Joe Abbott	reimburse for work clothing	2140562561	94.32
4917	07/14	07/15/2014	6896	62614	Joe Abbott	reimburse for work clothing	3140562561	94.32

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4917:								
4918	07/14	07/15/2014	4910	100073908 7	John Nlehr	Refund Deposit	5121130	112.34
Total 4918:								112.34
4919	07/14	07/15/2014	4910	103732602	Joy Lee	Refund Deposit	5121130	142.87
Total 4919:								142.87
4920	07/14	07/15/2014	2980	7092501-00	L.N. CURTIS & SONS	Service on Compressor	0540562440	850.00
Total 4920:								850.00
4921	07/14	07/15/2014	3050	15450	LEAGUE OF OREGON CITIES	Annual Membership	01440162030	915.91
Total 4921:								915.91
4922	07/14	07/15/2014	6874	JUNE 2014	LIN Television Corporation	programming	4140562740	259.20
Total 4922:								259.20
4923	07/14	07/15/2014	3110	10932	LOCAL GOVERNMENT	Membership	01440162030	586.00
Total 4923:								586.00
4924	07/14	07/15/2014	3120	071014	LORANG FINE ART & GORGEOUS GIF	Service Award Sculpture	0140862020	225.00
Total 4924:								225.00
4925	07/14	07/15/2014	3380	KPDX JUNE	Meredith Corporation	Retransmission	4140562740	57.60
4925	07/14	07/15/2014	3380	KPTV JUNE	Meredith Corporation	Retransmission	4140562740	163.20
Total 4925:								220.80
4926	07/14	07/15/2014	3770	22-201406	NET ASSETS	Title Search	0140162110	2.74
4926	07/14	07/15/2014	3770	22-201406	NET ASSETS	Title Search	0542162110	.20
4926	07/14	07/15/2014	3770	22-201406	NET ASSETS	Title Search	2142162110	.75
4926	07/14	07/15/2014	3770	22-201406	NET ASSETS	Title Search	3142162110	.87

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
4926	07/14	07/15/2014	3770	22-201406	NIET ASSETS	Title Search	5142162110	6.44
Total 4926:								11.00
4927	07/14	07/15/2014	3820	13821551	Norco, INC	oxygen	0540562351	89.00
Total 4927:								89.00
4928	07/14	07/15/2014	3940	7814	OAMR	annual conference registration	0140162020	450.00
Total 4928:								450.00
4929	07/14	07/15/2014	4070	4060327	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	15.75
Total 4929:								15.75
4930	07/14	07/15/2014	4670	8139075	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562020	60.00
4930	07/14	07/15/2014	4670	8219666	PORT OF CASCADE LOCKS	Bridge Tickets - EL	5140562201	30.00
Total 4930:								90.00
4931	07/14	07/15/2014	5060	W73889	ROTH HEATING AND COOLING	Annual Maintenance	0540562440	190.00
Total 4931:								190.00
4932	07/14	07/15/2014	5160	73074	SAWTOOTH TECHNOLOGIES, LLC	Internet Service	4140662050	802.00
Total 4932:								802.00
4933	07/14	07/15/2014	4910	600143109	Sharon Dee Mohr	Refund Deposit	5121130	169.75
Total 4933:								169.75
4934	07/14	07/15/2014	6886	JUNE 2014	Sinclair Television Group, Inc.	retransmission	4140562740	144.00
Total 4934:								144.00
4935	07/14	07/15/2014	5320	1857290	SIX STATES DISTRIBUTORS, INC.	front driveline repair A92	0540562441	328.96

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 4935:								
4936	07/14	07/15/2014	4910	100088601	Sondra Prowett	Refund Deposit	5121130	108.52
Total 4936:								
Total 4937:								
4937	07/14	07/15/2014	5460	JUNE 2014	Sosnkowski & Cleaveland P.C.	Attorney Fees	0140162100	280.80
4937	07/14	07/15/2014	5460	JUNE 2014	Sosnkowski & Cleaveland P.C.		0140262100	69.60
4937	07/14	07/15/2014	5460	JUNE 2014	Sosnkowski & Cleaveland P.C.		0542162100	14.40
4937	07/14	07/15/2014	5460	JUNE 2014	Sosnkowski & Cleaveland P.C.		2142162100	112.80
4937	07/14	07/15/2014	5460	JUNE 2014	Sosnkowski & Cleaveland P.C.		3142162100	166.00
4937	07/14	07/15/2014	5460	JUNE 2014	Sosnkowski & Cleaveland P.C.		5142162100	536.40
Total 4937:								
4938	07/14	07/15/2014	5720	14-222	Tennessee Engineering Corp	Water Right Time Extensions	2140562091	98.50
Total 4938:								
Total 4939:								
4939	07/14	07/15/2014	6070	880691	TWGW, INC NAPA AUTO PARTS	Misc Supplies	5140562201	97.87
4939	07/14	07/15/2014	6070	887325	TWGW, INC NAPA AUTO PARTS	champion ex start	0840562560	4.86
4939	07/14	07/15/2014	6070	890196	TWGW, INC NAPA AUTO PARTS	Misc fluids	0540562441	48.05
Total 4939:								
4940	07/14	07/15/2014	6730	62041980	ZCORUM INC.	Internet	4140662730	782.50
Total 4940:								
Total 7151401:								
7151401	07/14	07/15/2014	3650	14060922	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	4,294.58
Total 7151401:								
7151402	07/14	07/15/2014	3650	SI-399786	NATIONAL CABLE TELEVISION COOP.	connectors	4140562560	32.23
Total 7151402:								
7151403	07/14	07/15/2014	3080	71114	LIBRARY OF CONGRESS	copyright fees	4140562030	67.00

M = Manual Check, V = Void Check

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 7151403:								67.00
Grand Totals:								117,162.49

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	11,970.80-	11,970.80-
01-21052	3,178.08	.00	3,178.08
01-401-62020	462.92	.00	462.92
01-401-62030	1,675.39	.00	1,675.39
01-401-62082	1,185.00	.00	1,185.00
01-401-62100	280.80	.00	280.80
01-401-62110	2.74	.00	2.74
01-402-62030	28.22	.00	28.22
01-402-62100	69.60	.00	69.60
01-403-62060	2,567.44	.00	2,567.44
01-404-62060	1,301.92	.00	1,301.92
01-404-62063	40.00	.00	40.00
01-404-62520	5.97	.00	5.97
01-404-62551	516.04	.00	516.04
01-407-62630	113.96	.00	113.96
01-408-62020	225.00	.00	225.00
01-408-62023	67.82	.00	67.82
01-408-62025	249.70	.00	249.70
03-21010	.00	5,135.78-	5,135.78-
03-21052	2,411.66	.00	2,411.66
03-405-62060	2,624.94	.00	2,624.94
03-405-62560	4.86	.00	4.86
03-405-62561	94.32	.00	94.32
05-21010	.00	27,840.07-	27,840.07-
05-21052	4,232.89	.00	4,232.89
05-405-62020	250.00	.00	250.00
05-405-62029	65.67	.00	65.67
05-405-62050	27.41	.00	27.41
05-405-62060	20,142.76	.00	20,142.76
05-405-62063	40.00	.00	40.00
05-405-62111	228.00	.00	228.00
05-405-62350	320.00	.00	320.00
05-405-62351	400.86	.00	400.86
05-405-62439	483.62	.00	483.62
05-405-62440	1,040.00	.00	1,040.00
05-405-62441	594.26	.00	594.26
05-421-62100	14.40	.00	14.40
05-421-62110	.20	.00	.20

GL Account	Debit	Credit	Proof
08-21010	.00	15.00-	15.00-
08-405-62071	15.00	.00	15.00
17-21010	.00	162.77-	162.77-
17-21052	141.47	.00	141.47
17-405-62551	21.30	.00	21.30
21-21010	.00	8,075.07-	8,075.07-
21-21052	2,179.48	.00	2,179.48
21-405-62060	4,219.19	.00	4,219.19
21-405-62070	1,237.04	.00	1,237.04
21-405-62091	98.50	.00	98.50
21-405-62561	94.32	.00	94.32
21-421-62020	3.86	.00	3.86
21-421-62030	8.55	.00	8.55
21-421-62071	120.58	.00	120.58
21-421-62100	112.80	.00	112.80
21-421-62110	.75	.00	.75
31-21010	.00	19,744.17-	19,744.17-
31-21052	557.29	.00	557.29
31-405-62060	9,361.55	.00	9,361.55
31-405-62070	2,283.86	.00	2,283.86
31-405-62561	94.32	.00	94.32
31-405-62700	7,250.00	.00	7,250.00
31-421-62020	2.75	.00	2.75
31-421-62030	7.53	.00	7.53
31-421-62100	186.00	.00	186.00
31-421-62110	.87	.00	.87
41-21010	.00	6,735.35-	6,735.35-
41-21052	52.04	.00	52.04
41-405-62030	67.00	.00	67.00
41-405-62560	113.23	.00	113.23
41-405-62740	4,918.58	.00	4,918.58
41-406-62050	802.00	.00	802.00
41-406-62730	782.50	.00	782.50
51-21010	.00	35,773.55-	35,773.55-
51-21052	11,324.89	.00	11,324.89
51-21130	842.12	.00	842.12
51-405-62020	28.80	.00	28.80
51-405-62060	10,871.27	.00	10,871.27
51-405-62110	2,046.15	.00	2,046.15
51-405-62138	300.00	.00	300.00

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
51-405-62139	750.00	.00	750.00
51-405-62201	281.45	.00	281.45
51-405-62770	4.09	.00	4.09
51-405-62800	35.49	.00	35.49
51-405-63690	1,430.00	.00	1,430.00
51-406-62020	7.20	.00	7.20
51-406-62060	5,714.77	.00	5,714.77
51-406-62110	1,353.60	.00	1,353.60
51-421-62020	11.08	.00	11.08
51-421-62030	23.22	.00	23.22
51-421-62071	206.58	.00	206.58
51-421-62100	536.40	.00	536.40
51-421-62110	6.44	.00	6.44
56-21010	.00	1,710.13-	1,710.13-
56-405-63941	928.43	.00	928.43
56-461-63941	781.70	.00	781.70
Grand Totals:	117,162.49	117,162.49-	.00

Report Criteria:
 Report type: GL detail

CASCADE LOCKS STAFF REPORT

Date Prepared: July 9, 2014 - Revised: July 18, 2014

For City Council Meeting on: July 28, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approval of Resolution 1308 Establishing a Policy for New Equipment or Program

SYNOPSIS: The Finance Committee recommended codifying a policy for the establishment of a new program or purchasing a piece of new equipment. The attached resolution attempts to provide staff with a structure to evaluate and determine when a policy or purchase requires approval by Council.

At the July 14th Council meeting some suggestions were made regarding wording of this policy. The following changes were made to the Resolution:

1. The word "Used" was inserting into the resolution title.
2. A new "whereas" statement was added ("new equipment can also be defined as used equipment new to the City.")
3. The third diamond previously asked "Are other local governments doing it?" The following has replaced that question. "(Are) Other local governments successfully doing it?"

CITY COUNCIL OPTIONS: Accept, modify, or reject the policy.

RECOMMENDED MOTION: "I move to approve Resolution No. 1308 establishing guidelines for the approval by Council of new policies or equipment purchases."

RESOLUTION NO. 1308

**A RESOLUTION ADOPTING GUIDELINES FOR THE DEVELOPMENT OF NEW PROGRAMS
OR THE ACQUISITION OF NEW/USED EQUIPMENT**

WHEREAS the City of Cascade Locks wants its employees to be creative and proactive in the performance of their jobs; and

WHEREAS the City wants its employees to improve job performance; and

WHEREAS the City understands that the job is performed better when the right equipment is used to do the job right; and

WHEREAS new equipment can also be defined as used equipment new to the City; and

WHEREAS the expected result is that employees will, by using the correct program or equipment, be more efficient and effective; and

WHEREAS the staff will be able to do more with less;

NOW THEREFORE THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1: Decision Tree: City staff will use the decision tree attached as a guideline for the development of any new program or the acquisition of any new/used equipment.

SECTION 2: Effective Date: This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

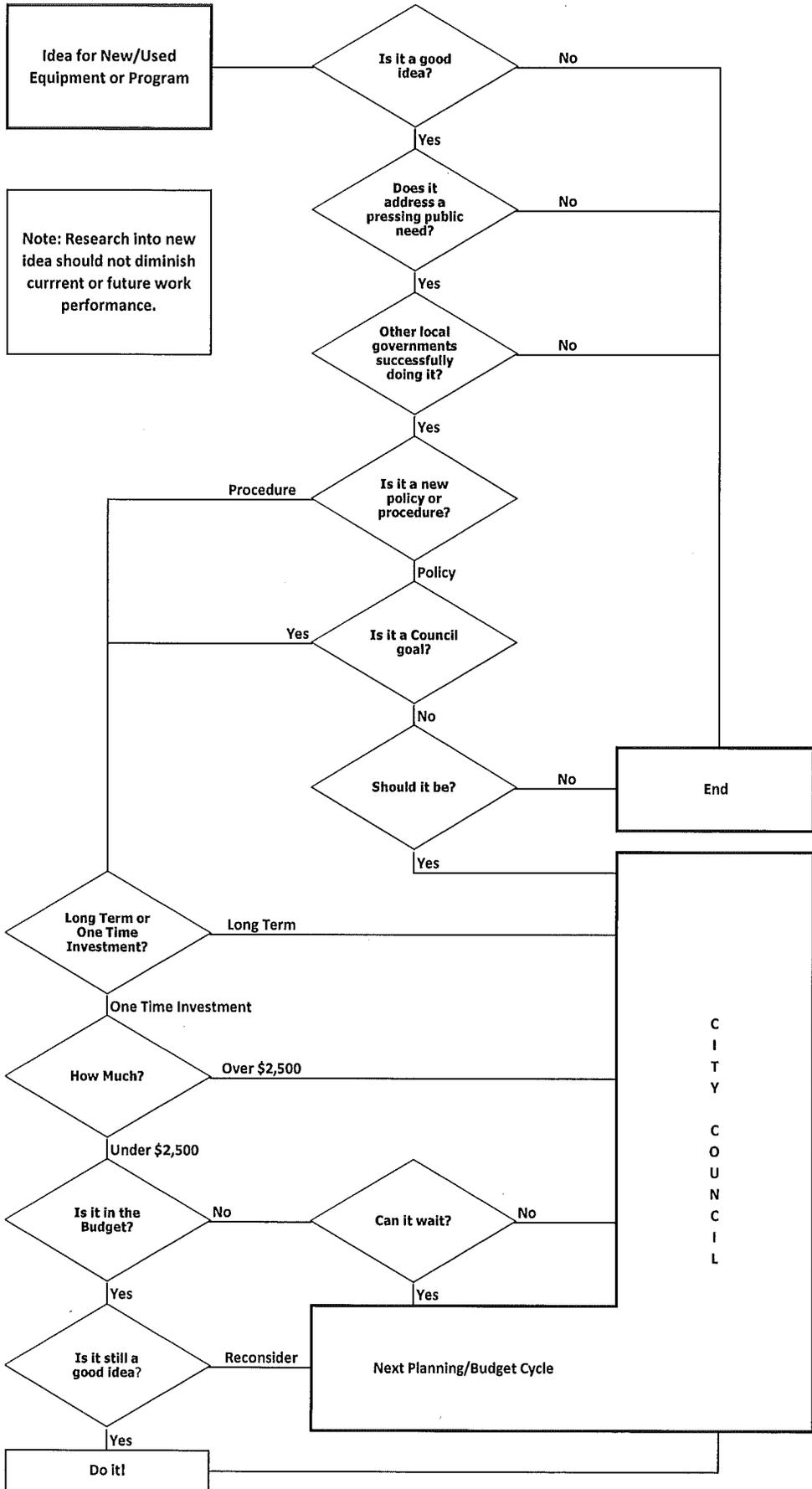
SECTION 3: Expiration: This resolution shall remain in effect until repealed by the Council.

ADOPTED by the City Council this 28th day of July, 2014.

APPROVED by the Mayor this 28th day of July, 2014.

Tom Cramblett, Mayor

Kathy Woosley, City Recorder





AGENDA ITEM NO

50

STAFF REPORT

Date Prepared: 07-22-14

For City Council Meeting on: 07/28/14

TO: Honorable Mayor and City Council

PREPARED BY: Captain Jesse Metheny

APPROVED BY: Gordon Zimmerman

SUBJECT: Emergency Services Staffing

SYNOPSIS: Frequently the City of Cascade Locks Emergency Services department turns over ambulance transfers to our mutual aid partners for Advanced Life Support care (ALS) that we cannot provide 24 hours per day. We also on occasion do not have anyone available to respond to an emergency call forcing our mutual aid partners to cover our assignments. Council and Budget committee approved a \$10,000 dollar "Extra Labor" line item for this year to begin a program to improve available staffing, city coverage, and revenue generating capability.

CITY COUNCIL OPTIONS:

1. Intern Program.

There are many staffing models out there that utilize interns very successfully. These are students who are going to school for either paramedic or for their degree in fire science. These are typically EMT (Basic Life Support) who staff a station approx 7-24 hour shifts, or 14-12 hour shifts per month. In return their department pays a varying amount of the student's tuition, perhaps \$3-4,000 per year plus a stipend \$50-\$75 per 24 hour shift to cover reimbursable expenses such as fuel, meals, and living costs. This is all allowed under the provisions for interns in the FLSA manual and is utilized by many departments.

Pros: Reliable staffing at the station, capable of performing fire, rescue, and basic life support functions on EMS calls, improved response times.

Cons: We can only afford 1 intern with this budget, and they would not be ALS for Advanced life support functions until after they finished schooling, which is needed for approx 50% of our EMS calls.

2. Paid on Call Paramedic Program.



If we desired to increase our available Advanced Life Support (Paramedic) staffing on 911 emergency calls, we would have to look into a paid on call program similar to what was done in the past. Most paramedics are already finished with school and not looking for an “intern-like” position. Paying them \$100 per call could potentially attract more available staffing. They won’t be able to do much without at least a BLS driver so we should probably look at the whole picture. If we paid the driver \$75 as well we would be looking at \$175 for total wages per transport delivered to the hospital. We have averaged around 75 transports per year (although this number can vary) so we would be expecting around the \$13,000 dollar range in wages with those numbers, however with paid staff here taking a large portion of those transports and obviously the Paid on call positions not making every transport we should be pretty safe on the budget.

Pros: May provide greater availability to cover ALS calls and better protect our community relying less on mutual aid partners and generating more revenue.

Cons: This is a more involved program that requires payroll. Also they are not paid to staff the station so they would be responding from home or nearby delaying response time (this is our current situation anyways).

3. Inter-facility Transfer Program.

This program would be essentially the same as the paid on call program listed above except it would apply to only Inter-facility transfer requests. These are requests from Hood River or Mid-Columbia Hospitals to transfer patients to Portland area hospitals for more advanced care. There seems to be no shortage of these transfer requests lately and it is actually overtaxing Hood River and other departments who provide this service. Because of our limited availability of ALS staffing and available drivers we are rarely able to staff these requests. This can be a long drive for volunteers, typically taking 3-4 hours out of their day. By attaching the funding incentive to this program we may perhaps be able to fill these requests more often and thereby generate more revenue. I would recommend the same wages as listed in the POC program.

Pros: This creates an incentive in an environment that most volunteers are not interested in doing. This could be potentially a large revenue stream that we have not been able to fully capture in the past.

Cons: While just the presence of this program may generate more active volunteers this is not geared at staffing for “in city” emergencies.

4. Volunteer Stipends.

Emergency departments around the nation use stipends to cover the reimbursable costs and a nominal fee for their volunteers with many variations in their programs. In some places the volunteers are reimbursed with a small monetary compensation (perhaps \$5.00 per call). While other departments may pay all active volunteers \$100.00 per month or more as long as they meet certain criteria (I.E. attend at least 2 trainings per month, have no disciplinary issues pending, and respond to 25% of the calls, or something similar).



These programs have proven to improve volunteer recruitment and retention in many departments and would likely improve our overall volunteer attendance and morale.

Pros: This could improve our overall ability to staff all calls and increase our number of volunteers.

Cons: Although this may increase available ALS staffing this is not specific to targeting ALS staff and some ALS calls would likely still have to be transferred to mutual aid partners.

5. Develop a City Council Solution.

You as the council may see things from one or more of these options that you like or do not like. Please feel free to develop another option or combine these options to create the best use of city resources.

6. Take No Action.

RECOMMENDATION: I would recommend that the “Intern program” (option 1) be offered to any current volunteers or any residents of Cascade Locks to obtain paramedic licensure. The more ALS staff we can acquire that lives in town, the better off our entire community and our revenue stream will be.

If there were no interest then I would use the funds as discussed for the Paid on Call Paramedic Program (option 2) and “Inter-facility Transfer Program” (option 3). I feel these options combined would result in the largest reliable increase in revenues returned to the city. I feel with the two paid staff already covering most calls we would not exceed our budget line item for the year.

Legal Review and Opinion: Our insurance company CIS has provided a brief guideline for these types of programs which is included. Also the FLSA (Fair Labor Standards Act) and Wage and Hour division which governs these matters has been reviewed and will be presented to legal review for approval upon selection of a program.

Financial review and status: The financial plan would be to utilize the \$10,000 “Extra Labor” budget line item 05-405-61040 under “Personnel Services” in the Emergency Services Budget to fund the program that council approves.

BACKGROUND INFORMATION:

In June of 2010, the Council adopted a budget for the Emergency Services Department (ESD) which included a Paid On Call (POC) position. This position was needed in order to maintain service levels for providing an Ambulance Service, increase staffing to cover the missed call volume and provide a more reliable service to our service area. This position needed to be self supporting, and was to be used to provide additional coverage during off hours where the current staff position was not able to cover as a



result of limited funding. This decreased area of coverage included holidays, weekends and during the hours not covered by staff. The POC position does not require the POC paramedic to have hours scheduled to be on call, but allows for flexibility for the paramedic to be available on an as available as needed basis. The proposed funding for this program was for an initial investment of \$10,000.00, that over time would be funded (self sustaining) by revenue generated by hospital transfer requests from Providence Hood River Memorial Hospital and coverage on additional 911 calls; whereas previously we were unable to staff due to a staffing/funding shortage.

This program was discontinued in 2011 due to a lack in clarity of the cost vs. benefit analysis.

Our current staffing level of two paid staff has proven through our revenue stream now to be a very effective staffing model, generating the highest revenues the department has ever seen. We are unfortunately very low on volunteer staffing which is a critical component to the operation of our Emergency Services Department. We rely heavily on these volunteers to staff emergency calls whenever they are available. This is not just a local problem but rather a national cultural shift. The requirements to be on an emergency call have greatly increased over the past few years. Each Firefighter has to provide approximately 150-300 of initial training as well as annual training of 75-100 hours per year to stay current. An EMT must go to a college level course for 6 months and provide 400-500 hours of initial training and vigorous testing as well as 48 hours of class and 52 hours of continuing education every year. As you can see to be a firefighter/EMT takes a special dedication and across the nation people are less willing to make this time commitment without compensation. If a small amount of compensation will keep our volunteer forces going, this will save the city much in the long run.

My door is always open for questions or suggestions.

Attachments:

1. CIS document on compensating volunteers.
2. Wage and Hour division, letter of opinion.



citycounty insurance services
www.cisoregon.org



Photo taken by Tracy Keeblet, OregonLive. Pole Creek wildfire near Sisters

News, Updates and Emerging Risk Management Issues
of Interest to CIS Members

October 2012

Are You Legally Compensating Your Volunteers?

Or, when is a stipend more than it seems?

*Thanks to the Special Districts Association of Oregon, which provided
much of the content for this article.*

Many CIS members rely on the skills and talents of volunteer firefighters and EMTs. And many entities compensate those volunteers to cover expenses, or by paying some form of nominal stipend. But there are rules that cover what is and is not allowable, and the repercussions of not following those rules can have financial and legal consequences.

The Issue

Earlier this year, the U.S. Department of Labor ordered two Oregon fire districts to pay some \$100,000 in back wages to volunteer firefighters, ruling that those volunteers should have been paid as employees. Under the Fair Labor Standards Act a public agency volunteer cannot receive compensation, but can

READ MORE ...

ADDITIONAL INFORMATION

If you're not sure about the status of your volunteers it may be a good idea to check in with your CPA or attorney.

A 2008 Department of Labor opinion letter citing the "20% rule" can be found at http://www.dol.gov/whd/opinion/FLSA/2008/2008_12_18_15_FLSA.pdf

503-763-3800 800-922-2684
www.cisoregon.org
1212 Court St. NE, Salem, OR 97301



citycounty insurance services
www.cisoregon.org

Real-Time Risk • October 2012

Page 2 of 2

be paid expenses, reasonable benefits, or a nominal fee or any combination of these as long as they don't exceed 20% of the average hourly pay of a full time firefighter. The nominal fee can be paid on a yearly, monthly or per call basis and cannot be tied to productivity or used as a substitute for wages.

Paying volunteers more than 20% of what an employee receives changes their status – and results in a mandate to pay them minimum wage and overtime. Those volunteers also would need to be under your workers' comp coverage if they aren't already.



Allowable Volunteer Compensation includes:

Uniform allowances, reasonable cleaning expense, wear and tear on personal clothing worn during volunteer services

- Costs of meals and transportation expenses
- Tuition, transportation and meal costs for attending classes related to volunteer services
- Cost of books, supplies or other materials essential to volunteer training.

The types of benefits that you are allowed to provide your volunteers include:

- Liability insurance
- Health insurance (if permitted by your health insurance carrier)
- Life insurance
- Disability insurance
- Workers' compensation
- Pension plans
- Length of service award
- Personal property tax relief.

Wage and Hour Division (WHD)

Opinion Letters - Fair Labor Standards Act

FLSA 2008-15

December 18, 2008

Dear Name*:

This is in response to your request for an opinion regarding the application of the Fair Labor Standards Act (FLSA)⁽¹⁾ to a fire protection district's plan to provide certain "monthly" stipends to its volunteer firefighters and other volunteers.

The district is a political subdivision of the state that provides fire protection services using both paid and volunteer firefighters. The district, according to your letter, plans to offer the volunteers a monthly stipend to reimburse them for expenses and provide a nominal fee in accordance with the FLSA volunteer provisions. Your letter indicates that the only payments to the volunteers would be the monthly stipends. The volunteers would not receive any benefits other than workers' compensation coverage for any injuries incurred during their volunteer service.

The stipends (to include expenses and a nominal fee) would not be paid to the volunteer firefighters and other volunteers unless they perform a minimum of 24 hours of volunteer service in the month, including training, fire calls, emergency calls, medical calls, and shifts at the station. Volunteer firefighters and other volunteers who exceed 24 hours of service would not receive any additional pay. The stipends for the firefighters and other types of volunteers appear to be as follows:

Emergency Medical Technicians (EMTs)	\$175.00 per month
Firefighters	\$175.00 per month
Firefighter/EMTs	\$200.00 per month
Traffic Control Officers	\$250.00 per call
Food Service	\$ 25.00 per call ⁽²⁾

The district estimates the costs to each volunteer for mileage, meals, and clothing and laundry expenses at \$90.00 per month. The expenses for the traffic control volunteers are higher because of the costs of maintenance and wear and tear on their personal vehicles, and this is reflected in the higher stipend for them. The volunteers would not receive any reimbursement for expenses other than the "monthly" stipends.

Under the FLSA, a public agency volunteer cannot receive any compensation, but may be paid "expenses, reasonable benefits, or a nominal fee, or any combination thereof." 29 U.S.C. § 203(e)(4)(A); see 29 C.F.R. § 553.106(a). The regulations allow for volunteer firefighters to be paid a nominal fee even if paid on a "per call" or similar basis, as long as such payment is consistent with certain factors denoting the relative "sacrifice" of the volunteer. See 29 C.F.R. § 553.106(e) (listing among the factors to be considered: the distance traveled and time and effort expended by the volunteer; whether the volunteer has agreed to be available around-the-clock; and whether the volunteer provides services throughout the year, even if those services are provided periodically). Public agencies should similarly be permitted to pay non-firefighters a nominal fee on a "per call" basis, provided that the amount is, in fact, a nominal fee. See Wage and Hour Opinion Letter FLSA 2002-4 (July 19, 2002).

But a nominal fee cannot be a substitute for compensation or tied to productivity. See 29 C.F.R. § 553.106(e). Generally, a key factor in determining if a payment is a substitute for compensation or tied to productivity is "whether the amount of the fee varies as the particular individual spends more or less time engaged in the volunteer activities." Wage and Hour Opinion Letter FLSA 2005-51 (Nov. 10, 2005). If the amount varies, it may be indicative of a substitute for compensation or tied to productivity and therefore not nominal. See id.; see also 29 C.F.R. § 553.106(e).

Determining whether a specific amount of expenses, benefits, or fees prevents an individual from qualifying as a volunteer under the FLSA requires an

examination of "the total amount of payments made . . . in the context of the economic realities of the particular situation." 29 C.F.R. § 553.106(f). As a general rule, the Department finds that a fee paid is (apart from expenses) nominal as long as it does not exceed 20 percent of the amount that otherwise would be required to hire a permanent employee for the same services. See Wage and Hour Opinion Letter FLSA2005-28 (Aug. 7, 2006); Wage and Hour Opinion Letter FLSA2005-51 ("[A] willingness to volunteer for an activity for 20 percent of the prevailing wage for the job is a likely indicium of the spirit of volunteerism contemplated by the 1985 amendments to the FLSA."); see also *Vonbrethorst v. Washington County, Idaho*, No. 06-0351, 2008 WL 2785549, at *4 (D. Idaho July 15, 2008) (the fact that "on-call compensation was above twenty percent of full-time employees' pay for the same on-call shifts" weighs against volunteer status). Thus, for example, if a volunteer firefighter staffs the equivalent of three shifts during a month, the nominal fee should not exceed 20 percent of what it would cost to employ a firefighter to staff these three shifts.

Although the amounts indicated in your letter appear to be relatively small, we cannot provide a final, definitive determination as to whether the projected stipends that you list (whether monthly or per call) include fees that are nominal without more information about the amount in the area that is paid to permanent employees to perform similar services. The market information necessary to apply the "20 percent test" to the projected stipends should be available to your client. Absent such information, your client may look to data from neighboring jurisdictions, the state, or ultimately the nation, including data from the Department of Labor, Bureau of Labor Statistics. So long as the calculations are based on an approximation of the prevailing wages in that area, and the amount of the fee portion of the proposed stipends (monthly or per call) does not exceed 20 percent of the wages for the same services, we would find that such a fee is "nominal" within the meaning of 29 C.F.R. § 553.106.

This opinion is based exclusively on the facts and circumstances described in your request and is given based on your representation, express or implied, that you have provided a full and fair description of all the facts and circumstances that would be pertinent to our consideration of the question presented. Existence of any other factual or historical background not contained in your letter might require a conclusion different from the one expressed herein. You have represented that this opinion is not sought by a party to pending litigation concerning the issues addressed herein. You have also represented that this opinion is not sought in connection with an investigation or litigation between a client or firm and the Wage and Hour Division or the Department of Labor.

We trust that this letter is responsive to your inquiry.

Sincerely,

Alexander J. Passantino
Acting Administrator

CASCADE LOCKS STAFF REPORT

Date Prepared: July 22, 2014

For City Council Meeting on: July 28, 2014

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Finance Committee Recommendation Regarding the Sale of the Old Fire Hall

SYNOPSIS: At the Finance Committee's Monday evening July 21, the committee discussed the potential for sale of the old Fire Hall. A recommendation was passed unanimously (7-0) for the Council to hire a realtor to market the property and hang a "For Sale" sign on the property.

While this is a good idea, I have some concerns.

1. The Council has previously given direction to the City to work with the Port to adjust the western boundary of the property. The lot is current trapezoidal in shape. We are looking to square up the property to create two rectangular parcels which are easier to market. This work is not yet completed.
2. The Port is currently negotiating with a developer for the purchase of the Port's property on WaNaPa. The discussions have included the old Fire Hall as part of the purchase. These negotiations are ongoing.
3. Should the Council decide to hire a broker and hang a sign on the building, I would ask that the contract with the realtor would include two exclusions. If the property is sold to either of the current interested parties, the realtor would be excluded from participation in the sale.
4. If a realtor is hired and a sign is hung on the building, what are the types of offers likely to be received from people just passing by? The Council has been very concerned in the past that if an offer is accepted, it must be accompanied by a timeline and some form of contract binding the developer to complete the development within a given, presumably short, timeframe. The Council does not want to sell the property to just sell the property. Some assurances are required that development occurs in a timely fashion.
5. The Council will have to consider whatever proposal is received. Depending on the proposal, it may have to be vetted through the Planning Commission for compliance with the building code.
6. Whatever occurs with the property, building codes will require an adequate water supply for fire suppression in a sprinkled building. Until the water system improvements

are completed, the City does not have adequate fire flow. To sell the property now and with the potential for rapid development, an occupancy permit might not be issued until a reservoir is completed on the west end of town.

7. The City can always just hang a "For Sale" sign on the building with the City's or the Port's phone number.
8. The value of the property is still \$150,000 for the lot. The potential cost to bring the building up to code is still substantial – estimated between \$50,000 to \$100,000 depending on the projected use of the facility.
9. If the Council decides to tear down the building to make the lot more attractive for sale (at the same price), it would cost an estimate \$10,000 for deconstruction and hazardous material removal/disposal.

I urge the Council to be cautious in its approach to the solution.

CITY COUNCIL OPTIONS:

1. Do nothing at this time.
2. Sign a contract with a realtor for the sale of the building.
3. Sign a contract with a realtor with an exclusion for the two parties currently in discussion with the City and/or Port.
4. Hang a "For Sale" sign with the City's phone number.

RECOMMENDED MOTION: Council Discussion

MATTHEW T. ENGLISH
SHERIFF

BRIAN ROCKETT
CHIEF DEPUTY



MARITA HADDAN
911 COMMANDER

TERRY L. BRIGHT
CHIEF CIVIL DEPUTY

JERRY KEITH
EXECUTIVE ASSISTANT

CASCADE LOCKS MONTHLY REPORT

June 2014

1. **TOTAL CALLS FOR SERVICE: 184** (Includes follow-ups, Officer initiated, agency assist, ect.)
2. **TOTAL PRIORITY CALLS: 9**
3. **TOTAL CRIMES/CALLS AGAINST FAMILIES: 3**
4. **TOTAL CASE NUMBERS ISSUED: 12**
5. **TRAFFIC STOPS: 49**
6. **TOTAL ANIMAL CONTROL CALLS/CITATIONS: 7**

Additional Investigative Support Deputy Carmody, Deputy Guertin, Reserve Deputy Wampler, Deputy Stefanini, Deputy Anderson and Deputy Nelson. Case numbers include: S140546, S140556, S140564, S140566, S140577, S140578, S140586, S140593, S140609, S140610, S140614 and S140636.

Deputy Harvey worked 106 hours within the City of Cascade Locks. Hood River County Sheriff's Office Personnel worked an additional 131 hours within the City of Cascade Locks, (Deputy Carmody, Deputy Anderson, Deputy Stefanini, Deputy Smith, Deputy Cozad, Sheriff English, Reserve Sgt. Renault, Deputy Lerch, Sgt. Hughes, Deputy Paulsen, Deputy Nelson, Reserve Deputy Pivarunas, Reserve Deputy Bagge, Reserve Deputy Linker, Reserve Deputy Wampler, Chief Deputy Rockett and Deputy Guertin.

The information reflected above is supported by the Hood River County Sheriff's Office Monthly report for the City of Cascade Locks. The information in the support documents must be cleansed Per ORS 192.501 & 192.502, but is on file to support this excerpt.

Brian Rockett
Chief Deputy