

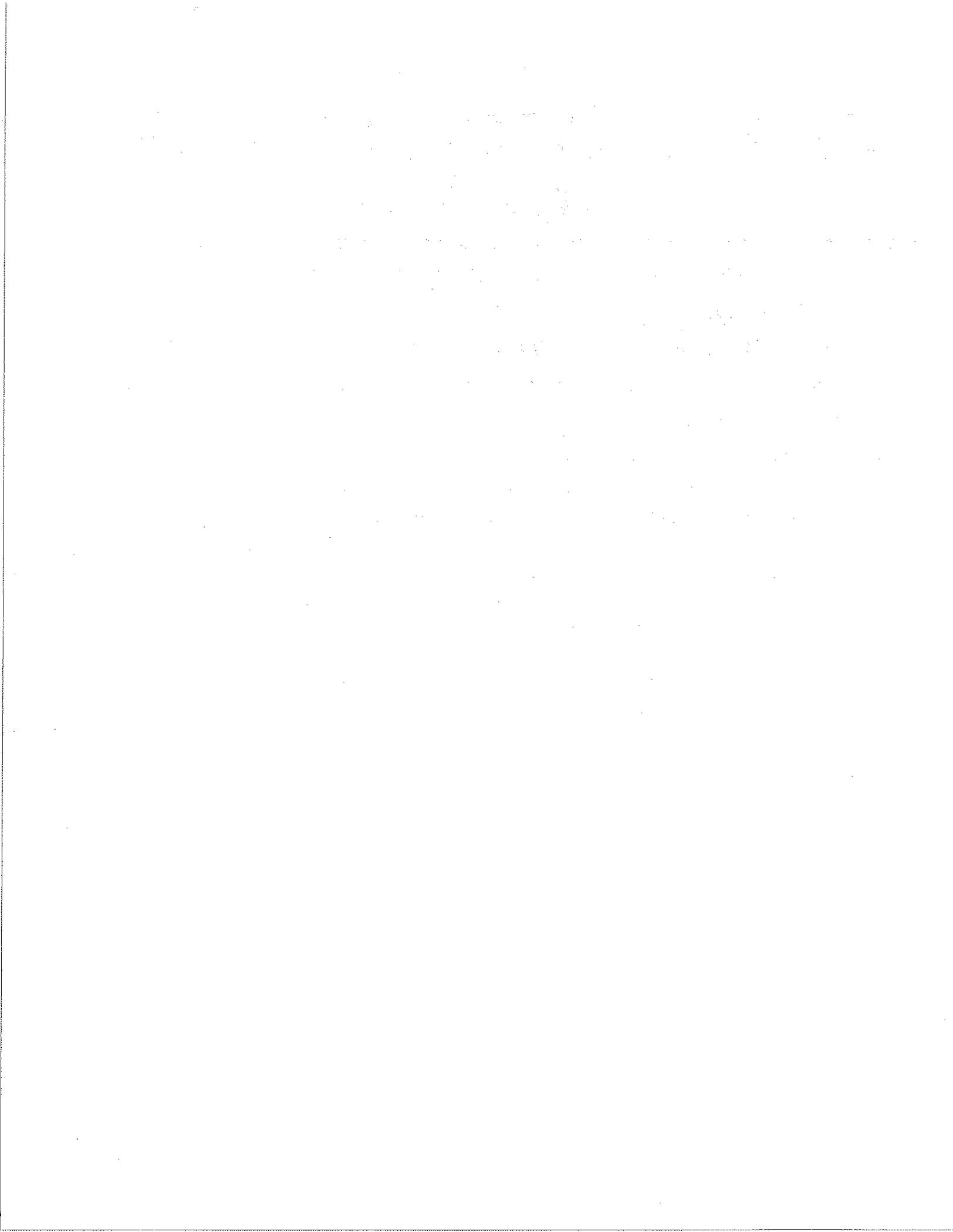
CITY of CASCADE LOCKS *AGENDA*

**CITY COUNCIL SPECIAL MEETING,
Wednesday, January 4, 2012, 7:00 PM, FIRE HALL
****TOUR AND REFRESHMENTS TO FOLLOW******

1. Call to Order/Pledge.
2. Adopt the Report Presented by Chief Wells.
3. Authorize a Request for Interim Fire Chief Services from the City of Hood River.
4. Approve Volunteers in the Emergency Services Department.
5. 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.

THIS MEETING WILL NOT BE TELEVISED



STAFF REPORT

Date Prepared: December 29, 2011

For City Council Meeting on: January 4, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

PK

APPROVED BY: N/A

SUBJECT: Approval of Consultants Report to rebuild the Emergency Services Department

SYNOPSIS: On November 14, 2011 City Council authorized the City to enter into a contract with the City of Hood River for management and technical assistance and taking advantage of Chief Devon Wells to assist the rebuild process for the Cascade Locks Emergency Services Department. This contract is in effect until Aril of 2012 and costs \$2500 per month. On November 28, 2011, Chief Wells provided City Council with a status report and indicated his thinking in terms of the rebuild organization.

Now the interviews of all volunteers have been completed and Chief Wells has a set of recommendations to present to City council that would take the City of Cascade Locks to the next level of the rebuilding process. The Chiefs report is attached to this Staff Report.

This issue comes to City Council for action at this time.

CITY COUNCIL OPTIONS: The City Council has the following options at this time.

- a. Take no action.
- b. Modify the recommendations as City Council sees fit.
- c. Establish other direction that may be desired by City Council.
- d. Accept and adopt the recommendations as presented.

RECOMMENDATION: That City Council, by motion, accept and adopt the report as presented by Chief Wells.

The Benefits of this action: By adopting the recommendations suggested by Chief Wells, the City will provide the organizational format for the rebuilding process, take advantage of the skills, abilities and commitment to community of both new and veteran volunteers and move toward providing an enhanced level of service to the community.

Legal Review and Opinion: None.

Financial review and status: The current contract for management and technical assistance is costing the City of Cascade Locks \$2500 per month. It is anticipated that through additional action by Council, this contract will be converted to Interim Chief Services through June 30, 2012.

BACKGROUND INFORMATION:

- 1. Part of the contract responsibility carried out by chief Wells is a set of recommendations to City Council that would bring the Emergency Services Department together to better serve the whole community.**
- 2. The attached report and recommendations from Chief Wells provides the organizational format to enhance the success of the rebuild process while melding together both new recruits and returning volunteers.**
- 3. To get to this set of recommendations, Chief Wells talk to both sets of volunteers, interviewed all volunteers who applied, determined the skills, abilities and attitudes of all the volunteers then came up with recommendations that will best serve the community.**
- 4. Chief Wells is working under a direction to rebuild the department within parameters approved by the City Council. A priority is returning the ambulance service to full operation and bringing back the former volunteers and meld the organization into an effective working unit utilizing both new and veteran volunteers.**
- 5. Prior to the City Council meeting on this subject, Chief Wells will meet with all the volunteers to share his recommendations. This will provide anyone who disagrees with an opportunity to speak with some knowledge during the City Council deliberations. It is important for City Council to hear all sides of an issue before acting.**
- 6. We are just beginning the rebuild process and there will be many bumps in the road and a lot of work will be needed to get everyone working together. Once approved, Chief Wells will begin working with Administration to fully implement the direction of City Council to enhance emergency services for the community.**

Paul Koch

From: Devon Wells [devon@ci.hood-river.or.us]
Sent: Tuesday, December 27, 2011 11:21 AM
To: Paul Koch
Cc: Devon Wells
Subject: Re: CL Fire

Paul - here are my recommendations:

Senior Officers

Operational Readiness - Jess Zerfing - responsible for maintenance, supplies, operations objectives, and ensuring response status. Coordinates efforts with Training Officer. Part of the lead officer group.

Training and Administration - Jeff Pricher - responsible for training program management, records management, EMS billing, PO management, communicator with City Hall. Mentor program manager. Coordinates with Operational Readiness and Safety. Part of the lead officer group.

Safety Officer/Volunteer Coordinator - Megan Webb - responsible for overall safety in the station, training ground, and operations. Not necessarily the only safety officer, but plays a lead role in that position in the department. Also responsible for recruitment and retention activities for volunteers. Part of the lead officer group.

Junior Officers

EMS Operations - John Johnson - specific responsibility over EMS Operations. Ensures medics are stocked correctly. Ordering EMS supplies. EMS QA reports. HIPPA compliance officer. Reports to Operational Readiness.

Vehicle Maintenance Coordinator - Rick Webb - responsible for all maintenance on rolling stock in the department. Reports to Operational Readiness

Facility Maintenance Coordinator - Dennis Muillenberg - responsible for facility maintenance, up keep, cleaning, stocking. Janitor supplies, office supplies, food supplies. Reports to Operational Readiness

EMS Training - Jessica Bennett - responsible for delivery and coordination of EMS training. Reports to Training and Administration. Assists EMS Operations where needed.

Fire/Rescue Training - Jesse Metheny - responsible for delivery and coordination of fire training and hands on lessons. Reports to Training and Administration. Assists with Fire Operations and maintenance as needed.

Assistant Safety Officer - Mike Spears - responsible for helping to carry out the safety message in the department. Reports to Safety Officer.

Mentorship Pairing

Mike Spears - Megan Webb

12/29/2011

Dennis Muillenberg - Rick Webb
Rob Zerfing - Jessica Bennett
Carl Keef - Zach Pardue
Ryan Nolin - Jesse Metheny

I have not talked to any of these people about these positions. I think they should be asked to serve prior to the Cuncil knowing about them. I can discuss this with them, but will need a list of their phone numbers. Can you get that to me? I need the officers numbers, not the mentors.

Let me know what you think about this proposal and if you think anything should be changed.

Devon Wells
Fire Chief
Hood River Fire & EMS

(541) 386-9458
www.hoodriverfire.com

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On Dec 27, 2011, at 8:31 AM, "Paul Koch" <pkoch@cascade-locks.or.us> wrote:

Devon: How are we coming and are you set to go to CC?

Thanks.

Paul

STAFF REPORT

Date Prepared: December 29, 2011

For City Council Meeting on: January 4, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

PK

APPROVED BY: N/A

SUBJECT: Authorizing a request for interim Fire Chief Services from City of Hood River

SYNOPSIS: On November 14, 2011 City Council authorized the City to enter into a contract with the City of Hood River for management and technical assistance and taking advantage of Chief Devon Wells to assist the rebuild process for the Cascade Locks Emergency Services Department. This contract is in effect until Aril of 2012 and costs \$2500 per month. The City is now in a position to need the services of Chief Wells as Interim Chief and will have that need until June 30, 2012.

This issue comes to City Council for action at this time.

CITY COUNCIL OPTIONS: The City Council has the following options at this time.

- a. Take no action.
- b. Modify the recommendations as City Council sees fit.
- c. Accept and adopt the recommendations as presented.

RECOMMENDATION: That City Council, by motion, authorize the Mayor to request Interim Fire Chief services from the City of Hood River until June 30, 2012.

The Benefits of this action: By taking this action, City Council will provide for the proper and professional management of the Emergency Services Department until June 30, 2012. That will provide for an enhancement of emergency services to the community , help solve some of the pressing issues until the newly formed Citizens Task Force completes its work and City council can determine a long term solution.

Legal Review and Opinion: None. The City has the ability to enter into Intergovernmental Agreements as needed.

Financial review and status: The current contract for management and technical assistance is costing the City of Cascade Locks \$2500 per month and runs until April of 2012. This proposed change will be for the same amount of money only extended until June 30, 2012. Previously to fund the technical assistance contract City Council authorized the transfer of \$11,000. from General Fund Contingency and \$3,000 from the flowers line item in the Tourism Budget to help pay for the contract. It is anticipated that the funding for this contract will come from the Emergency Services Department Budget and will be included in the recast budget to be developed in early 2012. The new Department Budget will be built around the property tax support for the department which is \$79,660 and will include what has already been spent as well as estimated expenses for the balance of the fiscal year (until June 30, 2012).

BACKGROUND INFORMATION:

1. The City of Hood River is anticipating this request and is poised to act on the request at their January 9, 2012 meeting. In the meantime, we will continue to operate under the existing Management and Technical Assistance contract as previously approved by City Council.

STAFF REPORT

Date Prepared: December 29, 2011

For City Council Meeting on: January 4, 2012

TO: Honorable Mayor and City Council

PREPARED BY: Paul Koch, Interim City Administrator

APPROVED BY: N/A

SUBJECT: **Appointing Volunteers to the Emergency Services Department**

SYNOPSIS: For many years the City Council approved volunteers for the Fire Department. Upon the hiring of a full time Chief/Paramedic, the City went away from City Council appointments for volunteers to leaving that in the hands of the Chief. Given the current situation and recent difficulties it is deemed appropriate to have City Council once again make the appointments to the volunteer service. Because of the effort to rebuild and the new process for recruitment and selection, it is important that City Council play this role at this time. Taking this action at this time is important to the provision of emergency services to the community and full re-activation of the mutual aid agreements with other departments.

All of those individuals being recommended for appointment have applied and been interviewed. There are 17 individuals being proposed for volunteer service.

This issue comes to City Council for action at this time.

CITY COUNCIL OPTIONS: The City Council has the following options at this time.

- a. Take no action on the appointment of volunteers.
- b. Modify the recommendations as City Council sees fit.
- c. Accept and adopt the recommendations as presented.

RECOMMENDATION: That City Council, by motion, authorize and approve the following individuals as approved volunteers in the Cascade Locks Emergency Services Department.

Shawn Parrish
Jeff Pricher
Craig Martin
Megan Webb
Jesse Matheny
John Johnson
Jessica Bennett

Michael Spears
Travis Pardue
Zach Pardue
Ryan Nolin
Carl Keef
Dennis Muilenburg
Robert Zerfing

Zach Belt
Rick Webb
Jess Zerfing

The Benefits of this action: By making these appointments, City Council will take a positive step toward full operation of the Emergency Service Department and the ability to provide fire and life safety services to the community. This action, when linked with the assignment of Chief Wells as Interim Chief, will also facilitate quick return of the Mutual Aid agreements within Hood River County.

Legal Review and Opinion: None.

Financial review and status: There is no financial impact of these appointments. The entire Emergency Services Department budget will be redesigned after the first of the year.

BACKGROUND INFORMATION:

1. The newly initiated process for accepting volunteers into the service has been modified over the last few months. All proposed volunteers have applied and been interviewed. We are still working with some of the proposed volunteers to get all of their paper work completed and will soon set an absolute deadline for that to be done.
2. Under the proposed organizational format and with Interim Chief Wells overseeing the Department it is anticipated that many of the current problems will be resolved.