



**OFFICIAL MEETING MINUTES
Consolidated Working Group (CWG)
September 29, 2021**

1. Call to Order

The meeting was called to order by Rick Allen at 6:04 p.m. on Wednesday, September 29, 2021 in the Jefferson County Commission Chambers, 66 SE "D" Street in Madras, Oregon.

2. Roll Call of Members and Introduction of Guests

Members in Attendance (11):

Mike Ahern and Joe Krenowicz [for Janet Brown] (JCEMS); Dustin Miller and Kim Stout (JCFD1); Jake Schwab [Gretchen Schlie] (City of Culver); Jeff Rasmussen (Jefferson County); Rick Allen, Mack Gardner, Mark Carman, Matt Felton and Devon Bowen (Citizens).

Members Absent (1):

Janet Brown [Joe Krenowicz], Jake Schwab [Gretchen Schlie], Susan Stovall.

Guests:

Ben Ochs; Lysa Vattimo; Mike Lepin (JCEMS); Kasey Skaar (JCFD1); Bob Buckner (Lake Chinook Fire District); Sam Scheideman; Andrew Glen; Rick Krause; Aaron; Joe Parrott; Lyndsay Hessel; Jeremiah; Gina; TB; Linda; Nick Ryan.

3. Review of Joint Resolution Establishing the Joint Fire and EMS Consolidation Working Group

The group reviewed Resolution 21-02 agreed upon by both Jefferson County EMS and Jefferson County Fire District 1 boards that outlined the objectives for the group, meetings, members, and recommendations (see **Attachment A**).

4. Election of Joint Chairpersons (Public Member / Elected Official), Vice Chairperson (Elected Official)

MOTION: To appoint Dustin Miller as Co-Chair
MOVED: Joe Krenowicz
SECONDED: Mike Ahern
ABSENT: Susan Stovall
PASSED: Unanimously, 11/0

MOTION: To appoint Rick Allen as Co-Chair
MOVED: Mike Ahern
SECONDED: Devon Bowen
ABSENT: Susan Stovall
PASSED: Unanimously, 11/0

MOTION: To appoint Janet Brown as Vice-Chair
MOVED: Mark Carman
SECONDED: Mike Ahern
ABSENT: Susan Stovall
PASSED: Unanimously, 11/0

5. **Formation & Appointment of Executive Committee (3 or 5 Members)**

The Executive Committee will meet as a sub-committee on an as-needed basis. They will make recommendations, not decisions.

It was unanimously agreed that the Chairs and Vice-Chair should serve on this committee.

Additional members:

MOTION: To appoint Jeff Rasmussen
MOVED: Mike Ahern
SECONDED: Joe Krenowicz
ABSENT: Susan Stovall
PASSED: Unanimously, 11/0

MOTION: To appoint Mark Carman
MOVED: Mike Ahern
SECONDED: Mack Gardner
ABSENT: Susan Stovall
PASSED: Unanimously, 11/0

Executive Committee Members:

Rick Allen, Dustin Miller, Janet Brown, Jeff Rasmussen, and Mark Carman.

6. **Set Monthly Meeting Date, Time and Location**

It was agreed that the monthly meetings would take place on the last Wednesday of every month at 6:00 pm at the County Annex.

MOTION: That the monthly meetings would take place on the last Wednesday of every month at 6:00 pm at the County Annex
MOVED: Matt Felton
SECONDED: Mike Ahern
ABSENT: Susan Stovall
PASSED: Unanimously, 11/0

7. **Professional Services Contracts & Contract Agency Discussion**

A. Meeting Facilitation - The person will facilitate the focus, activity, discussions, collaboration and capturing conclusions/decisions.

Mr. Allen explained that with an important issue like this potential consolidation, a facilitator is a critical assistant to help meetings move along, help a group of this size communicate effectively, ensure people are heard, etc. He referenced the Joint Resolution 21-02, dated August 9, 2021, Section 1.a.i.

The Group does not have the authority to approve a contract. This will need to be completed by the JCEMS and JCFD1 boards.

Ben Ochs, was introduced to the Group as a potential facilitator. Mr. Ochs has been involved with the consolidation issue for over a year. He stated that a good facilitator is much like a referee. When they're good, they largely go unnoticed. A facilitator should remind the group of expectations and when necessary, push for clarity, stepping in for substance over obstacles, efficiencies of time, effectiveness of outcomes, etc. He has experience facilitating for several boards.

MOTION: To hire a facilitator.
MOVED: Matt Felton
SECONDED: Joe Krenowicz
ABSENT: Susan Stovall
PASSED: **Unanimously, 11/0**

It was noted that in order to get a facilitator on board for the next meeting, the Group needs to authorize the Executive Committee to interview a facilitator and make a recommendation to the JCEMS and JCFD1 boards.

MOTION: To Authorize the Executive Committee to Make a Recommendation to the Boards for a Facilitator.
MOVED: Devon Bowen
SECONDED: Mike Ahern
ABSENT: Susan Stovall
PASSED: **Unanimously, 11/0**

- B. Technical Planning Support - This person(s) will build a consolidation model using the information submitted, personal experience and knowledge, stake holders input & recommendations of the CWG.

Mr. Allen explained that this type of support will probably be one of the more expensive contracts the Group will incur. However, it is a critical component for a successful transition. This consultant would review budgets, staffing, and develop scenarios. Both the Special Districts Association of Oregon (SDAO) and Western Fire Chiefs Association have consultants who have the experience to assist with this. The goal would be to have them attend the October meeting to present their services.

Dustin Miller stated that this is an important position especially as it pertains to the operational details.

7:14 pm note: Gretchen Schlie left the meeting.

Mr. Allen recommended that the consultants attend the next few meetings and then the Group would make a recommendation to the Boards. He felt the presentations should be in separate meetings.

Devon Bowen stated that in other meetings he's been involved in, consultants like this brought perspectives on topics their group had either forgotten or weren't focused on.

Jeff Rasmussen stated its important to get input from a consultant with experience in fire and EMS. He encouraged an extra meeting on October 20th.

- C. Legal Counsel - This person(s) would have the technical knowledge to provide legal advice & support required to consolidate the districts, assets and staff into one organization.

Mr. Allen stated he spoke with a few different legal agencies who have the experience and are interested. This is a specialized area of law and it will be important to have legal counsel that understands our issues. There are other complicated issues, including boundary areas, and the City of Culver not being a member of the Fire District and thereby not having a vote on any bond measure or levy, etc.

- D. Meeting Support - This person(s) would help with agendas, minutes, zoom and meeting notices.

Mr. Allen discussed the importance of having someone to take minutes, ensure public notices, etc., and introduced Lysa Vattimo.

Ms. Vattimo introduced herself and provided a brief background of her experience including 14 years in the fire service as a Public Affairs Officer. She is currently employed as the City Recorder for the City of Madras with knowledge regarding public meeting laws, agendas, minutes, etc.

MOTION: To task the Executive Committee with interviewing and hiring a good meeting support person and make a recommendation to the governing bodies.

MOVED: Mike Ahern

SECONDED: Mack Gardner

ABSENT: Susan Stovall; Gretchen Schlie

PASSED: Unanimously, 10/0

8. Public Comment

Joe Parrott, Three Rivers property owner stated that the Group is embarking on a very complicated endeavor and it's important that everyone being affected by the change is represented. He felt a citizen perspective outside of JCFD1 is not currently being represented.

Dustin Miller responded that Mr. Robert Buckner is representing Lake Billy Chinook Fire & Rescue and Matt Felton is representing Ashwood.

Mr. Parrott stated if Mr. Buckner is willing to update their board, he is fine with that representation. Mr. Buckner agreed that once he is appointed as a member, he is happy to keep their board informed.

Rick Krause, Zoom Participant asked why the consolidation is being considered when everything is working just fine.

Joe Krenowicz responded that he would be willing to have a conversation offline with Mr. Krause to bring him up to speed on the history of how the Group came to this consensus.

9. Additional Comments, Announcements or Reports

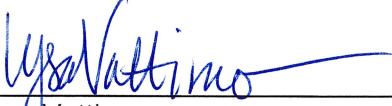
- Next meeting will be October 20, 2021 at 6:00 pm at the County Annex, 66 SE "D" Street. This will be an extra meeting to hear presentations from consultants.

- The next regular meeting will be held Wednesday, October 27, 2021 at 6:00 pm at the County Annex, 66 SE "D" Street.
- Discussed how and where to post Agendas, Minutes, notices, etc., and setup options for people to subscribe to receive notifications. Jefferson County offered to provide a web page on their site that all entities could point links to from their websites.

10. **Adjourn**

Meeting was adjourned at 7:42 p.m.

Minutes prepared by:



Lysa Vattimo

Reviewed By:



Dustin Miller, Co-Chair



Rick Allen, Co-Chair

Attachment A – Resolution 21-02

RESOLUTION NO. 21-02

A JOINT RESOLUTION ESTABLISHING THE JOINT FIRE AND EMS

CONSOLIDATION WORKING GROUP

- WHEREAS, the Jefferson County Fire District #1 (JCFD) and Jefferson County Emergency Medical Services District (JCEMS) provide fire and ambulance services in Jefferson County; and
- WHEREAS, the Districts operate two independent Special Districts with shared roles, responsibility and boundaries that impacts responses, training, dispatch and service levels to the public within the boundaries of both Districts; and
- WHEREAS, the City of Madras, Jefferson County, Jefferson County Fire District and Jefferson County Emergency Medical Services District participated in the procurement of a contract in 2018 to Matrix Consulting Group to conduct a "Consolidation Feasibility Study" between the Jefferson County Fire District and Jefferson County Emergency Medical Services into one combined organization; and
- WHEREAS, the Matrix Consulting Group in May 2019 released a final report recommending the Jefferson County Fire District and the Jefferson County Emergency Medical Services District seek approval to form a single emergency services district; and
- WHEREAS, a task force was formed following the release of the study. It had no formal authorization, scope or membership. Following eighteen months, no forward progress had been achieved; and
- WHEREAS, the formation of a new community based working group that will serve as the liaison between the JCFD and JCEMS Board of Directors, working together with elected officials and members of the public to facilitate a smooth transition to one District working cooperatively to build a unified delivery system for both fire and ambulance services;

NOW, BE IT RESOLVED BY THE JEFFERSON COUNTY EMERGENCY SERVICES DISTRICT AND THE JEFFERSON COUNTY FIRE DISTRICT

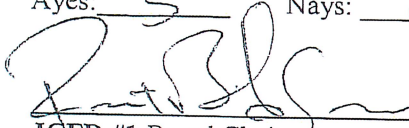
1. The Jefferson County Emergency Services District and The Jefferson County Fire District establish the Joint Fire and Ambulance Consolidation Working Group as follows:
 - a. The Working Group shall act in an advisory capacity to the JCFD District Board of Directors and the JCEMS District Board of Directors and its duties shall include:

- i. Recommend hiring a person, consultant, or firm to provide facilitation services for each meeting.
 - ii. Recommend hiring a person, consultant, or firm to provide management services to provide a consolidation plan, process and implementation strategy.
 - iii. All recommendations prior to moving forward, contracting or implementation would require the approval of both Districts.
 - iv. Serve as a resource for the Districts public engagement campaigns that promote and communicate service levels to the community.
 - v. The Working Group would strive for consensus on all recommendations.
 - vi. The Working Group shall meet monthly at a minimum, has the authority to form an executive committee, sub committees and include other stakeholders as needed and agreed to by the group.
 - vii. The Working Group would report monthly to each District on progress.
 - viii. Districts would make available management staff as a resource for the consultants as needed to provide information, documents and other information required to make informed recommendations to the Working Group.
 - ix. Expenses for staff, consultants or a firm would be shared equally by both Districts and all contracts and estimated costs would be presented to the Districts for approval.
- b. Members of the Working Group shall comprise of no more than 13 members appointed by the two District Boards. The initial members shall be the following: Two (2) Board Members JCFD; Two (2) Board Members JCEMS; One (1) Jefferson County Administrator or representative; One (1) City of Culver Mayor or representative; One (1) Board Member Lake Chinook Fire District or Board Member of the Three Rivers Homeowners Association; Six (6) Members of the public at large from within the JCFD, JCEMS and or Ambulance Service Area (ASA) boundary.
- c. The Working Group duties and authority shall expire December 31, 2022 or sooner unless extend by the two Districts.

Jefferson County Fire District #1

Adopted by the Board of Directors of Jefferson County Fire District #1 this 10 day of August, 2021.

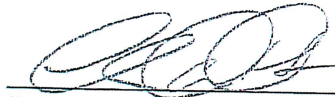
Ayes: 5 Nays: 0



JCFD #1 Board Chairperson

8/10/21

Date



JCFD #1 Board Secretary

8/10/21

Date

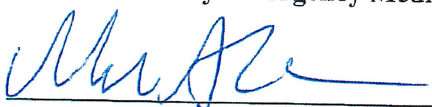
Jefferson County Emergency Medical Services District

Adopted by the Jefferson County Emergency Medical Services District this 9 day of August, 2021.

Ayes: 3 Nays: 2

APPROVED

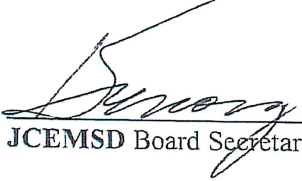
Jefferson County Emergency Medical Services District



JCEMSD Board Chairperson

8-09-21

Date



JCEMSD Board Secretary

8.09.21

Date