

CITY OF MCMINNVILLE
MINUTES OF DINNER MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, May 24, 2016, at 6:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin Larry Yoder	Kellie Menke
	Kevin Jeffries	Alan Ruden
		Scott Hill

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Leipfert, Information Systems Director Scott Burke, Parks and Recreation Director Jay Pearson, Kids on the Block Manager Janet Adams, and a member of the news media, Don Iler of the *News Register*.

DINNER

CALL TO ORDER: Mayor Olson called the meeting to order at 6:25 p.m. and advised that Councilor Ruden would be available at the Regular City Council Meeting to provide a quorum for those items that needed a vote.

FIRE DEPARTMENT OPERATIONS: Fire Chief Leipfert reviewed his presentation and explained that the Department currently operates by national standards set for combination (paid/volunteer) departments. This standard requires a four-person crew to be assembled before entering an active fire scene. He explained that the Department's union members have raised concerns about safety issues involved with a two-person engine company, even though staff would not enter an active fire scene without a four-person team assembled. He advised that policy had not yet been written on this subject. He stated he wanted the City Council to understand the challenges that staff has regarding staffing.

Mayor Olson said he understood from the Chief's comments that he was asking the Council to have the faith and confidence in him ability to implement needed changes and that nothing is, as yet, set in stone.

APPOINTMENTS TO THE MCMINNVILLE AFFORDABLE HOUSING TASK FORCE: City Manager Meeker reviewed the recommended names of individuals for the Affordable Task Force Committee.

OVERVIEW OF NEW CITY WEBSITE: Information Systems Director Burke gave a brief overview of the City's new website and advised the website would "go live" on June 1, 2016. Web address will be www.mcminnvilleoregon.gov

ADJOURNMENT: Mayor Olson adjourned the Dinner meeting at 6:55 p.m.

Rose A. Lorenzen, Recording Secretary

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MINUTES OF DINNER MEETING of the McMinnville City Council
Held at the Kent L. Taylor Civic Hall on Gormley Plaza
McMinnville, Oregon

Tuesday, May 24, 2016, at 7:00 p.m.

Presiding: Rick Olson, Mayor

Recording: Rose A. Lorenzen, Recording Secretary

Councilors:	<u>Present</u>	<u>Excused Absence</u>
	Remy Drabkin	Larry Yoder
	Kevin Jeffries	Alan Ruden
		Kellie Menke
		Scott Hill
		(by telephone until 7:38 p.m.)

Also present were City Manager Martha Meeker, City Attorney David Koch, Fire Chief Rich Leipfert, Police Chief Matt Scales, IS Director Scott Burke, and members of the news media, Don Iler of the *News Register*, Jerry Eichten of MCM, and Dave Adams of KLYC Radio.

AGENDA ITEM

CALL TO ORDER: Mayor Olson called the meeting to order at 7:00 p.m. and welcomed all in attendance. He noted for the record that Councilors Hill, Menke, and Ruden had been excused from the evening's meeting, although to have a quorum for the evening's meeting, Councilor Ruden was listening and available for comment and voting by phone.

PLEDGE OF ALLEGIANCE: Councilor Yoder let the pledge of allegiance.

INVITATION TO CITIZENS FOR PUBLIC COMMENT: Mayor Olson asked for comments from citizens on topics not on the evening's agenda. Mark Davis, 652 SE Washington Street, spoke to the City Council about the budget process. Mr. Davis was at the May 18, 2016 Budget Meeting and noted that a vast majority of the meeting time was spent on less than 1/10th of one percent of the \$100,000,000 budget. Mr. Davis would like to be optimistic that the Budget Committee understands the well written budget document. If that is the case, he would like to see a written policy on the money expended for community groups. For example, a time limit of five to ten minutes per person be adopted. More than 2 hours of a three and a half hour meeting were spent on those presentations.

Mayor Olson stated the Council has discussed that and appreciated Mr. Davis' comments.

Consent Agenda: Councilor Yoder MOVED to approve the items within the Consent Agenda, including the minutes of the February 3, 2016 Dinner and Regular Meeting minutes, the minutes of the March 2, 2016 City Council retreat, and Resolution No. 2016-29, a Resolution regarding the award of the contract for the construction of the 2016 Street Repair & Repaving Transportation Bond Project, Project 2016-5; SECONDED by Councilor Drabkin,. Motion PASSED unanimously.

1 NEW BUSINESS

1 a PRESENTATION: VISIT MCMINNVILLE BUDGET PRESENTATION:
Mayor Olson welcomed Visit McMinnville Executive Director Jeff Knapp. Mr. Knapp, 1036 NE Cowls Street, stated he would like to present Visit McMinnville's 2016-2017 fiscal year Business Plan and budget and an update of the past year. Mr. Knapp introduced the Chair of Visit McMinnville, Erin Stephenson, and Marketing Manager, Kitri McGuire. Copies of the presentation were provided for each Councilor. Mr. Knapp informed the Council of Visit McMinnville's Board Members and gave their occupations.

Mr. Knapp described the purpose and mission of Visit McMinnville and how success is measured through the Transient Lodging Tax (TLT) collections, occupancy, and traffic to the Visit McMinnville website.

Fiscal year 2016 has been a very busy year for Visit McMinnville. The website was launched and had over 2500 unique visits since February 2016. A variety of print ads, TV ads, and digital ads have been produced and distributed through various media outlets such as Comcast, Xfinity, Pandora, Oregon Public Broadcasting, and print magazines. The Wine Walk has begun with free passports for participants. It is a safe and fun way for visitors to enjoy wine tasting. The Walk represents a partnership between the downtown and the museum. They have just completed their first "mobile app". The app will track the progress on the "trail." The passport has been designed in a unique size that will be included as an insert in magazines.

Visit McMinnville has launched a community awareness campaign that will market Visit McMinnville within the community. As part of their 2017 Goals and Objectives, they are saturating Oregon with Visit McMinnville's message. The intent is to increase the TLT proceeds by at least nine percent; have at least 250,000 "hits" on Visit

McMinnville's website; and, consistent with their message, have 40 percent of the people in our state see three of the things Visit McMinnville offers. During the shoulder and low seasons, Mr. Knapp said that they will launch a promotional campaign to make tourism year-round. The organization is expanding its current branding campaign through radio, television, and print. A new video will be launched and a second mini-guide will be printed to take the organization to the end of fiscal year 2017-18.

Mr. Knapp explained that their 2017 budget is very aggressive in nature and with their campaign to increase TLT funds by nine percent; they will realistically have more than the projected \$500,000. The budget includes spending reserve funds in order to implement as much marketing as possible in the next year.

Responding to an inquiry from Councilor Yoder, Mr. Knapp explained that Visit McMinnville started this year with two years of funding and a carryover of about \$290,000. They have completed a three-year, long-term budgeting forecast with their Finance Manager Scott Greenstone and they have determined that this is where they need to be. Additionally, the reserve policy is to hold back \$75,000; to cover three months of operations.

Mayor Olson advised the Council that a vote was needed to approve Visit McMinnville's 2016 - 17 Business Plan. Councilor Drabkin MOVED to approve Visit McMinnville's 2017 Business Plan; SECONDED by Councilor Jeffries. Motion PASSED unanimously.

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APPOINTMENTS TO THE McMINNVILLE AFFORDABLE HOUSING TASK FORCE: Mayor Olson explained that the following citizens to appointed to the McMinnville Affordable Housing Task Force: Sherl Hill, Jon Johnson, Elise Hui, Jeff Sergeant, Derrick Price, and Alan Ruden. Councilor Drabkin MOVED to appoint those individuals to the McMinnville Affordable Housing Task Force; SECONDED by Councilor Yoder. Motion PASSED unanimously.

LOSS OF QUORUM: Quorum was lost at 7:38 p.m.

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FIRE DEPARTMENT OPERATIONS DISCUSSION: Chief Leipfert advised that there have been concerns voiced from the union employee group regarding fire scene safety, administrative responsibilities, and the role of the Battalion Chief. He referenced his memorandum located in the Council's informational packet and advised that the Department,

because of heavy call volume, is relying more and more on the Department's volunteers.

Chief Leipfert discussed proposed changes to the staffing model that the Department currently uses. These would include changing from current practice of having a three-person engine respond to a fire (currently including the Battalion Chief [BC]) to a two-person engine with a lieutenant and an operator. The BC would be moved to a "chief vehicle" and be available to act as incident commander and to manage resources on the fire scene and would continue to be responsible for the safety of the crews on the incident. The engine company would continue to respond to all calls as is current practice. If the call is to a working fire, all EMS units would respond to assist in the firefighting efforts. Current response times allow enough personnel to enter into the fire safety, even without the BC. This practice would continue with the two-person engine model, except ambulance personnel, if available, would swing over to the engine at the station, before going en-route. This would enable the Department to have a four-person engine company respond to a call, without counting the BC as part of the minimum staffing levels. This model would allow for a solid, continuous incident manager on scene at all times. Currently, the BC is managing strategic operations as well as making tactical decisions while donning breathing apparatus and entering the fire with the crew.

Chief Leipfert explained that the new model would include the creation of an Acting in Capacity (AIC) role for qualified personnel. If the Lieutenant needs to fill in for the BC, the AIC will be trained and qualified to fill in for the Lieutenant.

Chief Leipfert discussed the "pros" and "cons" of the proposed model which include: improved scene safety and command continuity; fewer delays in a Chief Officer arriving to the scene; more opportunities for partnerships with mutual aid agencies; improved supervision of outlying stations; improved opportunities for line staff to take vacation time; reduced mandatory holdover due to sick leave; reduction of work back requirements; clearing the lines of authority between the BC and the Lieutenant; increased BC administrative productivity; more upward mobility opportunity through the creation of the AIC position; improved command equipment continuity; and the BC's availability for single resource responses frees up other units.

"Cons" that Chief Leipfert pointed out included studies done by the International Association of Fire Fighters (IAFF) that show potential for increased risk due to staffing less than a four-person fire apparatus; perception that it reduces opportunity for engine shifts for line staff; does not increase staffing; increases the possibility of arriving on scene with a two-person engine and needing more staff immediately; and the City's union does not support the changes.

In summary, Chief Leipfert stated that while this is not the best solution, given the challenges the Department faces, this model provides the best opportunities.

Following a question and answer period, Mayor Olson asked for audience participation in the discussion.

Sam Keeran, President of the McMinnville Fire Fighters (AIFFF 1099), advised that his concern was safety related issues associated with a two-person engine crew. With medical calls increasing, staff's availability to respond with a full company goes down. He stated that in his opinion, this model would greatly reduce effectiveness at the fire scene and affects the safety of the firefighters. He felt that staff should be added.

Brian Smith spoke as a concerned citizen about the fire service in McMinnville. He stated he would be opposed to any proposal that would staff a first out two-person engine. He acknowledged the community's support for the Fire Department and suggested that a levy for additional funding be put out to the voters.

Karl Kinney spoke about the impact of the increase in work load for a two-person engine company. He suggested that the IAFF could assist in obtaining SAFER grants. He emphasized that this is a moral imperative and suggested the hiring of three additional personnel.

Dean Yoder, 673 NW Jefferson, stated that he was a firefighter for Tualatin Valley Fire and Rescue. He reminded the Council that several years ago, the citizens were asked to come together to prioritize their concerns. He remembered that public safety was the most important.

Following additional discussion, Mayor Olson stated that he believed there was a lot of agreement in terms of what needed to happen and additional personnel was needed. He

asked that the Chief continue to work on ways to utilize grants and other funding options to address the staffing needs. He stated that a Work Session on this matter was needed.

City Manager Meeker suggested August as a time frame for the Work session.

Mayor Olson thanked Chief Leipfert and all of those who spoke on the topic for their thoughtful comments.

- 2 c PRESENTATION OF KIDS ON THE BLOCK AND AFTER SCHOOL KIDS PROGRAMS: Mayor Olson advised that the Kids on the Block presentation originally scheduled for this meeting had been postponed until all of the Council can be present.
- 3 ADVICE / INFORMATION ITEMS
- 3 a REPORTS FROM COUNCILORS ON COMMITTEE AND BOARD ASSIGNMENTS: Each Councilor present gave a brief report.
- 3 b DEPARTMENT HEAD REPORTS: Each department head present gave a brief report.
- 4 ADJOURNMENT: Mayor Olson adjourned the meeting at 8:51 p.m.

Rose A. Lorenzen, Recording Secretary