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**City Council Work Session Minutes
Fire Department Standards of Cover**

**Monday, May 23, 2016
5:30 p.m., Conference Room**

***Minutes are unofficial until approved by Council.
Council approved minutes as presented June 27, 2016.***

1. CALLED TO ORDER AND ROLL CALL:

Mayor Peter Truax called the Work Session to order at 5:33 p.m.

CALL: COUNCIL PRESENT: Thomas Johnston, Council President; Richard Kidd; Victoria Lowe; Ronald Thompson; Malynda Wenzl; and Mayor Peter Truax.

COUNCIL ABSENT: Elena Uhing, excused.

STAFF PRESENT: Jesse VanderZanden, City Manager; Paul Downey, Administrative Services Director; Michael Kinkade, Fire Chief; and Anna Ruggles, City Recorder.

Tim Rippe, Public Safety Advisory Commission (present in the audience).

2. WORK SESSION: FIRE STANDARDS OF COVER

Fire Chief Kinkade and VanderZanden facilitated the work session, noting the purpose of the work session was to discuss and review the Community Risk Analysis and Standards of Cover recommendations. Chief Kinkade presented a PowerPoint presentation overview of the components and importance of having Standards of Cover and community risk assessment; system performance; performance objectives and compliance methodology, noting the Standards of Cover describes and defines a community-based risk analysis and documents historical performance based on call type, risk and population. Chief Kinkade reported the Standards of Cover consists of decisions made regarding the placement of field resources in relation to the potential demand placed on them by the type of risk and historical needs of the community, noting the outcome must demonstrate that lives are saved and properties are protected. Chief Kinkade added the Standards of Cover is a rationale and systematic way of looking at the basic service provided, noting the purpose of the Standards of Cover is to provide a system which will assist with the following:

- Assessing community fire and non-fire risks;
- Defining baseline and benchmark emergency response performance standards;
- Planning future station locations;
- Determining apparatus and staffing positions;
- Evaluating workload and ideal unit utilization;
- Measuring service delivery performance; and
- Supporting strategic planning and policy development relative to resources

procurement and allocation.

In conclusion of the above-noted staff report, Chief Kinkade advised the Public Safety Advisory Commission and Forest Grove Rural Fire Protection District have approved the Community Risk Analysis and Standards of Cover recommendations.

Council Discussion:

Mayor Truax opened the floor and roundtable discussion ensued pertaining to the Community Risk Analysis and Standards of Cover recommendations. Fire Chief Kinkade addressed various Council concerns, inquiries, and scenarios posed by Council pertaining to the importance of having Standards of Cover and community-based risk analysis and addressed current levels of services; call volume trends; paramedic-level response; improving future ISO rating; current distribution of a single station and extended response times to the northern fire response zones; and national and regional best practices and accreditation. Chief Kinkade pointed out the Baseline for Forest Grove has historically been able to achieve 15 firefighters on scene in 13 minutes 38 seconds, 90 percent of the time within the City and six firefighters on scene in 14 minutes, 86 percent of the time in rural communities. In addition, Chief Kinkade outlined what the City has done so far to implement recommendations in the 2015 Cooperative Fire Services Study as outlined in the presentation, noting he recommends beginning a strategic planning process that incorporates a future station deployment plan and increased staffing and continuing to monitor system performance utilizing in the Standards of Cover. In conclusion of the above-noted Council discussion, Fire Chief Kinkade and VanderZanden advised staff is proposing to bring back a resolution asking Council to consider adopting the Community Risk Analysis and Standards of Cover, to which no objections were heard.

Council took no formal action nor made any formal decisions during the above-noted work session.

3. ADJOURNMENT:

Mayor Truax adjourned the regular meeting at 6:10 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder