

# Notice of Public Meeting City Council Meeting

## AGENDA

### CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday March 8, 2018 6:00 p.m.

Posted on March 2, 2018

#### 1.) Call to Order

A) Roll Call: \_\_\_\_\_ Mayor Jeremy Gordon \_\_\_\_\_ Dennis Sickles \_\_\_\_\_ Lori Jean Sickles \_\_\_\_\_  
Jennifer Drill \_\_\_\_\_ Tony Meier \_\_\_\_\_ Charlie Flynn \_\_\_\_\_ Clifford Lauder \_\_\_\_\_

#### 2.) Pledge of Allegiance

#### 3.) Motion to Adopt the Entire Agenda

#### 4.) Consent Agenda: Motion Action Approving Consent Agenda Items

- A. Approval of the Bills .....pages 1-3
- B. Approval of February 8, 2018 Council Meeting Minutes .....pages 4-51
- C. Approval of January 29, 2018 Work Session Minutes.....pages 52-53

**6.) Public Comments** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

#### 7.) New Business:

- A. SCA Grant Award .....page 54
- B. 1<sup>st</sup> Reading Ordinance 552-2018, Assigning an Address .....pages 55-58
- C. Utility Rate Increase .....pages 59-61
- D. Public Works Committee Appointment .....pages 62-70
- E. CDBG Grant Award .....page 71
- F. Budget Officer .....page 72
- G. Back Flows .....pages 73-74
- H. City Manager Employment Agreement .....pages 75-81
- I. ADA Bathroom in Michael Harding Park .....pages 82-93

#### 8.) Correspondence, Comments, and Ex-Officio Reports

- A. Manager Report.....page
- B. Mayor Report
- C. Council Reports
  - Polk County Sheriff Garton's report.....page
  - Fire Department Monthly Report,
  - Public Works Department Monthly Report.....page 94
  - Library Monthly Report

#### 8) Council Announcements

- A. Next regular Council Meeting, April 12, 2018 6:00 pm.

#### 9) Adjourn

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City of Falls City  
**Paid Bills Report**  
 As of February 7, 2018

	Date	Memo	Account	Class	Amount
<b>Edge Analytical</b>	02/07/2018	18-03675	Accounts Payable		-20.00
	02/07/2018	18-03675	Lab Analysis Services	20 WATER OPERATING FUND	20.00
					0.00
<b>Total Edge Analytical Gary Salleng</b>	02/07/2018	Community Center Reimbursement	Accounts Payable		-30.00
	02/07/2018	Community Center Reimbursement	Miscellaneous Expenses	01 GENERAL FUND:01.01 Administrati	30.00
					0.00
<b>Total Gary Salleng Office Craft</b>	02/07/2018	M99-6058	Accounts Payable		-142.40
	02/07/2018	M99-6058	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrati	142.40
					0.00
<b>Total Office Craft Sharon Volk Grene</b>	02/07/2018	reimbursement	Accounts Payable		-456.68
	02/07/2018	Reimburse expense, supplies - fire hose	Maintenance Supplies	01 GENERAL FUND:01.07 Fire Departm	456.68
					0.00
<b>Total Sharon Volk Grene Speer Hoyt LLC</b>	02/07/2018	INV: 43582	Accounts Payable		-437.00
	02/07/2018	INV: 43582	Attorney/Special Council	01 GENERAL FUND:01.01 Administrati	437.00
					0.00
<b>Total Speer Hoyt LLC Verizon Wireless</b>	02/07/2018	9800480119	Accounts Payable		-38.04
	02/07/2018	February	Telephone	01 GENERAL FUND:01.01 Administrati	19.02
					19.02
					0.00
<b>Total Verizon Wireless Westech Engineering</b>	02/07/2018	23359	Accounts Payable		-2,245.75
	02/07/2018	INF: 23408 Engineering Costs on Sand F	Water Projects	19 CITY UTILITY RESERVE FUND	2,245.75
					0.00
<b>Total Westech Engineering Williamson &amp; Aebi, LLP</b>	02/07/2018	January	Accounts Payable		-762.40
	02/07/2018	35% January	Professional Services	01 GENERAL FUND:01.01 Administrati	266.84
					38.12
					76.24
					114.36
					266.84
					0.00
<b>Total Williamson &amp; Aebi, LLP Xerox Financial Services</b>	02/07/2018	inv 1054576	Accounts Payable		-180.75
	02/07/2018	lease January 65%, inv 1054576	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrati	117.49
					18.07
					18.07
					27.12
					0.00
<b>Total Xerox Financial Services CenturyLink</b>	02/14/2018	multiple phone bills February	Accounts Payable		-432.90
	02/14/2018	February	Telephone	01 GENERAL FUND:01.01 Administrati	186.10
					71.53

City of Falls City  
**Paid Bills Report**  
 As of February 7, 2018

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Total CenturyLink	02/14/2018	multiple phone bills February	Telephone	01 GENERAL FUND:01.07 Fire Departm	175.27
<b>Consumers Power Inc</b>					0.00
Total Consumers Power Inc	02/14/2018	Account # 1155301	Accounts Payable		-268.14
<b>Edge Analytical</b>	02/14/2018	February Power	Power/Heat	20 WATER OPERATING FUND	268.14
Total Edge Analytical					0.00
<b>King's Pumping Service</b>					
Total King's Pumping Service	02/14/2018	18-04742	Accounts Payable	20 WATER OPERATING FUND	-29.00
<b>L &amp; L Equipment</b>	02/14/2018	18-04742	Lab Analysis Services		29.00
Total L & L Equipment					0.00
<b>Mid Willamette Valley COG</b>					
Total Mid Willamette Valley COG	02/14/2018	161 3rd St.	Accounts Payable	13 SEWER FUND	-464.38
<b>MNOP</b>	02/14/2018	161 3rd St.	Tank Pumping		464.38
Total MNOP					0.00
<b>Petro Card</b>					
Total Petro Card	02/14/2018	01.31.2018	Accounts Payable	11 STREET FUND	-32.15
<b>Terry Ungricht</b>	02/14/2018	misc	System Maintenance/Repair		32.15
Total Terry Ungricht					0.00
<b>US Bank Visa</b>					
Total US Bank Visa	02/14/2018	1718251	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-474.00
<b>CenturyLink Business Services</b>	02/14/2018	1718251, land use	Council of Governments Plannir		474.00
Total CenturyLink Business Services					0.00
<b>City of Salem</b>					
Total City of Salem	02/14/2018	A314200-IN	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-422.65
	02/14/2018	A314200-IN	Vehicle Operation		422.65
					0.00
<b>Petro Card</b>					
Total Petro Card	02/14/2018	C280233	Accounts Payable	11 STREET FUND	-202.29
	02/14/2018	20% C280233	Vehicle Operation	13 SEWER FUND	40.45
	02/14/2018	20%	Vehicle Operation	20 WATER OPERATING FUND	40.45
	02/14/2018	60%	Vehicle Operation		121.39
					0.00
<b>Terry Ungricht</b>					
Total Terry Ungricht	02/14/2018	January Expenses	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-277.13
	02/14/2018	January Expenses	Travel/Meeting Expense		277.13
					0.00
<b>US Bank Visa</b>					
Total US Bank Visa	02/14/2018	Account Number: 4798 5312 1498 1146	Accounts Payable	01 GENERAL FUND:01.04 Municipal Cc	-126.30
	02/14/2018	Cert. Mail	Postage & Freight	01 GENERAL FUND:01.07 Fire Departm	14.93
	02/14/2018	Engine Title & Compressor Maint.	Vehicle Operation		111.37
					0.00
<b>CenturyLink Business Services</b>					
Total CenturyLink Business Services	02/28/2018	March 1433675662	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-2.67
	02/28/2018	February 1430956149-85%	Telephone	20 WATER OPERATING FUND	2.27
	02/28/2018	February 1430956149-15%	Telephone		0.40
					0.00
<b>City of Salem</b>					
Total City of Salem	02/28/2018	inv# 2304098	Accounts Payable		-1,905.29

**City of Falls City  
Paid Bills Report  
As of February 7, 2018**

Date	Memo	Account	Class	Amount
02/28/2018	70% inv 2304098 911 fee	911 Fee - Fire Department	01 GENERAL FUND:01.07 Fire Departm	1,333.70
02/28/2018	30% 2304098	911 Fee - Law Enforcement	01 GENERAL FUND:01.01 Administrativ	571.59
				0.00
Total City of Salem				
<b>Edge Analytical</b>				
02/28/2018	18-06149 18-03679 18-05427	Accounts Payable		-367.00
02/28/2018	18-06149	Lab Analysis Services	20 WATER OPERATING FUND	29.00
02/28/2018	18-03679 & 18-05427	Lab Analysis Services	13 SEWER FUND	338.00
				0.00
Total Edge Analytical				
<b>Falls City School District #57</b>				
02/28/2018	Library	Accounts Payable		#####
02/28/2018	Librarian 07/01/2017 to 01/31/2018	Professional Services	71 WAGNER RES. LIBRARY FUND 80%	22,718.33
				0.00
Total Falls City School District #57				
<b>Ferguson Waterworks</b>				
02/28/2018	Inv. 0626927	Accounts Payable		-447.27
02/28/2018	Inv. 0626927, Montgomery Water Servic	System Maintenance/Repair	20 WATER OPERATING FUND	447.27
				0.00
Total Ferguson Waterworks				
<b>League of Oregon Cities</b>				
02/28/2018	Inv: 2018-3999	Accounts Payable		-25.00
02/28/2018	2016/17 Cody training, Inv: 2018-3999	League of Oregon Cities Dues	01 GENERAL FUND:01.01 Administrativ	25.00
				0.00
Total League of Oregon Cities				
<b>Pacific Power</b>				
02/28/2018	multiple accounts, 21091561-006 2	Accounts Payable		-2,385.01
02/28/2018	February	Power/Heat	01 GENERAL FUND:01.07 Fire Departm	841.57
02/28/2018	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.01 Administrativ	174.46
02/28/2018	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.03 Parks	36.60
02/28/2018	multiple accounts, 21091561-006 2	Power/Heat	13 SEWER FUND	614.83
02/28/2018	multiple accounts, 21091561-006 2	Street Lights	11 STREET FUND	640.11
02/28/2018	multiple accounts, 21091561-006 2	Power/Heat	20 WATER OPERATING FUND	77.44
				0.00
Total Pacific Power				
<b>Petro Card</b>				
02/28/2018	C285483	Accounts Payable		-146.31
02/28/2018	20% C285483	Vehicle Operation	11 STREET FUND	29.26
02/28/2018	20%	Vehicle Operation	13 SEWER FUND	29.26
02/28/2018	60%	Vehicle Operation	20 WATER OPERATING FUND	87.79
				0.00
Total Petro Card				
<b>Polk County Sheriff's Office</b>				
02/28/2018	69040	Accounts Payable		-237.00
02/28/2018	3rd quarter 2017-2018 INV#69040	Intergovernmental Services	01 GENERAL FUND:01.07 Fire Departm	237.00
				0.00
Total Polk County Sheriff's Office				
<b>Surplus Cashier</b>				
02/28/2018	ARK43368	Accounts Payable		-106.00
02/28/2018	First Aid Supplies, ARK3368	Medical Supplies	01 GENERAL FUND:01.07 Fire Departm	106.00
				0.00
Total Surplus Cashier				
<b>Valley Electric Company, LLC</b>				
02/28/2018	I-180063	Accounts Payable		-1,284.02
02/28/2018	Heaters and Lights #I-180063	System Maintenance/Repair	20 WATER OPERATING FUND	1,284.02
				0.00
				0.00
Total Valley Electric Company, LLC				
<b>TOTAL</b>				

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City of Falls City  
City Council Regular Meeting Minutes  
February 8, 2018 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

**Council Present:** Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**Staff Present:** Terry Ungricht, City Manager; JoHanna Birr, City Clerk; and Cody DeCamp, City Recorder.

Mayor Gordon called the meeting to order at 6:01 pm.

**1) Roll Call**

Clerk Birr took roll call. Councilor D. Sickles was absent.

**2) Pledge of Allegiance**

Mayor Gordon led the pledge.

**3) Motion to adopt the entire Agenda**

A motion was made by Councilor L. Sickles and seconded by Councilor Meier to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**4) Consent Agenda**

City Recorder DeCamp distributed Item H; Resolution 03-2018, Authorizing an Agreement between the City and Oregon Community Trees for Funding of Food and Trees for the Falls City Annual Arbor Day/Solve River Clean Up (Exhibit A), Item I; Resolution 04-2018, Fire Assistance Grant (Exhibit B), the Sheriff's Report for January (Exhibit C), and Item F; 2016/2017 Budget Audit Report (Exhibit D). Item F was moved to Item A to allow the Auditor to speak first as a courtesy.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to adopt the Consent Agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**5) Public Comments**

None

**6) New Business**

**A. 2016/2017 Budget Audit**

Auditor Thomas Glogau handed out a brief report to Council then discussed the 2016-2017 Annual Finance Report. Falls City is in good financial standing, and would be able to absorb any surprise expenditures should they arise. Mr. Glogau said the city is well within normal parameters and has done well paying off its debt. (Exhibit D)

**B. Council President Election**

Chapter 3, Section 9 of the Falls City Charter requires Council to nominate and elect a new Council President at its first meeting each year. Council missed the election in January. Councilor L. Sickles nominated Councilor Meier for Council President. Councilor Flynn seconded the nomination. Councilor Drill was nominated, but did not receive a majority vote.

A motion was made by Councilor Lauder and seconded by Councilor Meier to elect Councilor Drill as Council President. Motion carried 2-3-0. Ayes: Cliff Lauder, Tony Meier. Nays: Lori Jean Sickles, Jennifer Drill, Charlie Flynn

A motion was made by Councilor L. Sickles and seconded by Councilor Flynn to elect Councilor Meier as Council President. Motion carried 3-2-0. Ayes: Lori Jean Sickles, Jennifer Drill, Charlie Flynn. Nays: Cliff lauder, Tony Meier

**C. Budget Calendar 2018-2019**

The budget calendar allows sufficient time to complete the entire budget process before June 30, as is required by ORS 294.408.

A motion was made by Councilor Lauder and seconded by Councilor Flynn that the City Council of the City of Falls City adopt the 2018/19 Budget Calendar. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn.

**D. Replacement Pages for Municipal Code**

Clerk Birr finished updating the Municipal Code with recent Ordinances adopted by council. Replacement pages were provided for each Councilor's City Resource Book.

**E. 2018 Council Goals**

Goal-Setting Workshop Results were presented for Council Approval.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City approve the City Council Goals as amended. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn.

**F. Advisory Board Membership**

Council requested that Mayor Gordon develop a list of Advisory Board members to appoint to an Advisory Board. The Advisory Board is responsible for presenting Council with options to secure a long-term lessee for the donated 304/306 N Main Street property. Mayor Gordon drafted a mission statement of the Advisory Board for Council approval.

Councilor Lauder asked if the Board would be exclusive or open to anyone else that wants to be involved in the process. City Manager said the Advisory Board is not subject to Public Meetings Law. Councilor Drill commented that she would like to see the Board open for other community members to attend meetings. Mayor Gordon agreed, there needs to be broader community input. Councilor L. Sickles suggested a Town Hall meeting to gather questions and ideas, and then take those to the Advisory Board. Councilor Drill expressed concern that the focus of the Advisory Board would be biased, and that Council may miss other ideas for developing the property as four (4) of the appointed members work for the Falls City School District.

City Manager Ungricht sees this property as an investment so the city can begin to put money into the general fund.

The Advisory Board's goal is to develop profitable uses for 304/306 N Main Street and create City revenue. Mayor Gordon offered to submit a monthly Advisory Board report to Council. City Manager Ungricht recommended adding Councilor Drill to the Board. Mayor Gordon requested amending the motion to add Councilor Drill's name.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City to consent to the board membership to include the individuals listed in the summary of the agenda report with the addition of Jennifer Drill. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

"The mission of the Advisory Board is to present to Council options for a long-term private or non-profit lessee of 304/306 N Main Street who will cover the costs to rehabilitate the property up to standards, provide a needed service for residents, and to ensure the property produces a positive or neutral short and long-term net effect on the City's budget."

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council of the City of Falls City to approve the draft mission statement of the Advisory Board. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**G. Budget Committee Appointment**

Falls City Budget Committee has five vacancies. Applicants included Guy Mack, Nick Backus, Alan Kind and Karla Kind.

A motion was made by Councilor L. Sickles and seconded by Councilor Meier that the City Council of the City of Falls City appoint Guy Mack, Nick Backus, Alan Kind and Karla Kind to the Budget Committee. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**H. WTP Sand Replacement Bidding Document**

Staff has been working on a schedule to replace the sand filters that have reached the end of their life expectancy at the water treatment plant. This has become a difficult process with the cost of replacement for each filter at \$100,000. The bid contract is still in review with the City Engineer and City Attorney, and City Manager Ungricht said that the goal is to start the project by June 15, 2018.

A motion was made by Councilor L. Sickles and seconded by Councilor Lauder that the City Council of the City of Falls City approve the draft of the bid proposal to replace the sand in the City WTP Slow Sand Filter and allow City Manager to work with City Attorney and City Engineer to complete the bid package, sign off on the proposal, and send it to the invited bidders. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**I. Resolution 03-2018, Authorizing an Agreement with the City and Community Trees**

Being an active member of Tree City USA has qualified the City of Falls City for a grant opportunity from their partner Oregon Community Trees for \$500.00. The purpose of the grant is to provide financial aid in community Arbor Day celebrations in various ways. (Exhibit A)

A motion was made by Councilor L. Sickles and seconded by Councilor Lauder that the City of Falls City adopt Resolution 03-2018, A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO CITY MANAGER TO SIGN AGREEMENT. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**J. Resolution 04-2018, Fire Assistance Grant**

Fire Chief Bob Young addressed Council regarding the Federal Emergency Management Administration (FEMA) grant and needs of the Falls City Fire Department (FCFD). The total cost of equipment requested is \$128,566.00. The City would have a required five percent (5%) match of \$6,122.00, which will be budgeted in the 2018-2019 budget. He was pleased to announce they are now Department of Public Safety Standards and Training (DPSST) certified and medical services were back to normal and fully functioning. The new fire truck donated from Santa Clara will be in service with a few alterations. The City of Albany donated 2,000 feet of one and one-quarter (1 ¼) inch hose. The City of Silverton may soon donate a truck, air

packs, and three (3) inch hose. Southwest Polk Rural Fire District (SWPRFD) donated several air-packs about five (5) years ago to FCFD. These were taken back when negotiations were not reached and the latest contract extension expired. They have since reached out to FCFD and offered to "re-donate" those same air-packs. FCFD is back to having excellent fire and medical service. Mayor Gordon thanked all involved for their leadership, collaboration and is inspired by the donations and how quickly the situation could be resolved. (Exhibit B)

Chief Young added FCFD has remained the same high Insurance Services Office (ISO) rating of 4. [Range of 1-10 with one (1) being the highest]. He plans on taking all calls west of Falls City, logging emergencies, Black Rock Mountain Bike Area and is considering the Camp, as these areas have no fire protection with SWPRFD. Under Oregon Revised Statutes, they can be billed for services. The areas east and south of the city are unclear as Chief Hertel of SWPRFD has not been available to return Chief Young's call. Chief Young will attend the next several Council Meetings to give update reports.

A motion was made by Councilor L. Sickles and seconded by Councilor Lauder that the City Council of the City of Falls City adopt Resolution 04-2018, A RESOLUTION AUTHORIZING AN APPLICATION FOR A FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FIRE ASSISTANCE GRANT. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

## **7) Correspondence, Comments and Ex-Officio Reports**

### **A. Managers' Report**

City Manager Ungricht is in negotiations with a Park Host. Councilor Meier approached City Manager Ungricht regarding the surplus fire engine. City Manager Ungricht thought to have it scrapped during the recent car scrapping events held in the Old Mill Lot. Jeremy Kern has offered \$1,500.00 for the truck. Councilor Meier said the salvage yards he has contacted had no interest in the truck.

A motion was made by Councilor Meier and seconded by Councilor L. Sickles to sell the surplus truck. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

City Manager Ungricht will tender his resignation as City Manager as of February 28, 2018. He will be available to transition a new manager in and perform the 2018-2019 Budget. He has enjoyed the challenge the position has brought, but can no longer commit the time to perform job duties. City Manager Ungricht has volunteered for this position since being elected Mayor in 2014 to build up City funds. He added, "It has been an honor working with Council and City Residents".

### **Mayor's Report**

Mayor Gordon met with Commissioner Wheeler and discussed partnerships with Polk county and Falls City. He was given contact information for the Polk County Administrator and Polk County Public Works. Falls City Public Works Supervisor Don Poe will be involved with the process.

Sixteen (16) people in the Falls City area came for homeless supplies at the Community Center event held recently. Cold weather items and food were given out. It was done in partnership with Polk County Sheriff's Office, Mobile Crisis Unit as this is a countywide effort.

## **8) Council Announcements**

Councilor Drill announced on school athletics. The high school boys' basketball team will be going to districts.

**Sheriff's Report**

Sheriff Garton had nothing to add to his Annual Report . Council had no questions. (Exhibit C)

**9) Adjourn**

The Regular Meeting adjourned at 7:02 pm.

Mayor Gordon led Council into Executive Session. The City Council of Falls City will now meet in executive session for the purpose of reviewing and evaluating the City needs for replacing the City Manager position, pursuant to ORS 192.660(2) (i).

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state generally the subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and close the meeting, we will not be taking any action. City Recorder DeCamp, Clerk Birr and the general public were excused.

\_\_\_\_\_ Mayor Jeremy Gordon

Attested: \_\_\_\_\_ City Recorder Cody DeCamp

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**AGENDA REPORT**

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**TO:** COUNCIL  
**FROM:** MANAGER UNGRICH THROUGH MAYOR GORDON  
**SUBJECT:** RESOLUTION 03-2018 A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO CITY MANAGER TO SIGN AGREEMENT

**DATE:** 02/05/2018

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**SUMMARY**

The Falls City Parks and Recreation Committee Chairperson submitted a grant for help with the Arbor Day celebration.

**BACKGROUND**

The City of Falls City was successful in obtaining a grant from Oregon Community Trees to help cover costs and purchase a couple of trees for the annual Arbor Day/SOLVE river clean up event which is scheduled for the weekend after Labor Day each year.

The Parks and Recreation Committee teams up with SOLVE to host this event for volunteers to take part in cleaning up the City Parks, Stairway, and the banks along the Little Luckiamute River. The City has covered the cost of the food in the past, this grant will fund the food and a couple of trees to plant in the newly formed North side of Michael Harding Park.

There is no matching cost to the City, Community Trees just requests to have pictures and a report sent to them after the event.

**PREVIOUS COUNCIL ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

Saves the City purchasing food for the event.

**STAFF RECOMMENDATION**

Accept agreement.

**EXHIBIT**

1) Agreement between the City of Falls City and Oregon Community Trees.

**PROPOSED MOTION**

I move the City Council of the City of Falls City approve Resolution 03-2018 A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO City MANAGER TO SIGN AGREEMENT.

**RESOLUTION 03-2018**

A RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN THE CITY OF FALLS CITY AND OREGON COMMUNITY TREES FOR FUNDING OF FOOD AND TREES FOR THE FALLS CITY ANNUAL ARBOR DAY/SOLVE RIVER CLEAN UP ON SEPTEMBER 8, 2018 AND GIVE AUTHORITY TO City MANAGER TO SIGN AGREEMENT

FINDINGS:

1. The City of Falls City Parks and Recreation Committee applied for a grant through Oregon Community Trees to help fund the Arbor Day/SOLVE Little Luckiamute River clean up event.
2. The City of Falls City was successful in the grant application and desires to accept the agreement with Oregon Community Trees.

Whereas, the Oregon Community Trees has accepted and awarded the application for the Falls City Arbor Day tree planting and river clean up event ; and

Whereas, the City of Falls City desires to purchase a couple of trees for the Michael Harding Park and food for volunteers, and

NOW THEREFORE;

THE COMMON COUNCIL OF THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The City Council approves the agreement between the City of Falls City and Oregon Community Trees for the help in funding the Falls City Arbor Day event.

Section 2. This Resolution was duly PASSED and ADOPTED by the Falls City Council this Eighth (8) Day of February, 2018, and takes effect upon signing by the Mayor.

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, City Manager



## Oregon Community Trees

### Oregon Arbor Week Booster Grant Agreement

This Agreement is between Oregon Community Trees (OCT), a non-profit professional organization, and the Tree City USA (City) designated below. The mission of OCT is to promote healthy urban and community forests through leadership, education, awareness, and advocacy. We assist community groups, local governments and schools with our expertise to promote urban and community forestry, an often overlooked and very valuable resource that cost-effectively protects Oregonian's quality of life.

OCT's Oregon Arbor Week Booster Grant funds are to be used to celebrate Oregon Arbor Week in your community. Funds shall be used as outlined in your grant application or otherwise approved by Oregon Community Trees.

#### Distribution of Funds by OCT to Grant Recipient

Funds will be available immediately following signature by both parties to this Agreement, and will be mailed to the project coordinator (unless another recipient is designated by the City in writing).

#### Requirements of the Grantee at the End of the Project

By May 18, 2018 grantees must provide OCT with documentation (a written description) of how funds were spent, along with digital photos or videos of the Arbor Day/Week activity – preferably of people using, enjoying or participating in the celebration. These images and the information provided on the application will be used to promote the grantees' Tree City USA and the Arbor Week Booster Grant Program via OCT's website and annual conference. Permission for OCT to use the material in this way shall be automatically granted on acceptance of the award, and it shall be the City's responsibility to obtain any necessary permission when taking the required photos or videos.

#### Requirement to Use OCT Logo

OCT also requires that the grant recipient display the OCT logo on any materials (printed materials, banners, t-shirts, etc.) produced with grant funds. OCT will supply electronic copies of the logo to each grant recipient. OCT also requires the attribution of OCT grant funding in any press release relating to the City's Arbor Week project. Please include the statement **"This project is supported with funding from Oregon Community Trees."**

#### Changes to the Grant Project

In the event that significant changes will need to be made to the grant project due to changes in material costs, changes of event location, etc., please contact OCT via email at [octgrants@gmail.com](mailto:octgrants@gmail.com) to inform of the changes.

1. Tree City USA: City of Falls City
2. Project Coordinator Name: Janelle Anzalone
3. Project Coordinator Email: jillianof9@yahoo.com
4. Project Coordinator Phone: (503) 991-2380
5. Project Coordinator Mailing Address: \_\_\_\_\_
6. Grant Amount: \$215.00      Make check out to: \_\_\_\_\_

**Signatures:**

**Tree City USA**

Terry Ungricht, City of Falls City

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

**Oregon Community Trees**

Morgan Holen

Grant Committee, Chair  
\_\_\_\_\_  
Title

*Morgan E. Holen*  
\_\_\_\_\_  
Signature

Date: February 4, 2018

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MANAGER UNGRICH THROUGH MAYOR GORDON  
**SUBJECT:** RESOLUTION 04-2018 FEMA, FIRE ASSISTANCE GRANT  
**DATE:** 2/5/2018

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### **SUMMARY**

Staff working with Fire Department volunteers has submitted the 2017 Fire Assistance Grant.

### **BACKGROUND**

The City of Falls City Fire Department and staff met to discuss the equipment needs of the Department. Self-Contained Breathing Apparatus's were identified as the highest priority for replacement and equipping the new fire truck. We ran up on the timeline to submit and need Council permission to adopt the Resolution to apply for the grant. If Council does not approve we can pull this year's grant submission, but we will not be able to reapply.

Resolution 04-2018 and the application (exhibit 1) is this year's application. We submitted the application for an Emergency Rescue Response Kit, which is used to rescue a downed fire fighter, and various equipment to equip the donated truck (s) under the equipment category, page 13 to 16 of application. We also submitted for the 11 self-contained breathing apparatuses and 11 extra tanks, under PPE, pages 21-23. The total cost for this equipment is \$128,566; our match is \$6,122 (5%) which will be budgeted in the 2018-19 budget.

### **PREVIOUS COUNCIL ACTION**

Discussed needs of Fire Department

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

Falls City will be able to purchase needed safety equipment valued at \$128,566 for a cost of \$6,122 if grant is awarded.

### **STAFF RECOMMENDATION**

Pass Resolution 04-2018.

### **EXHIBIT**

Grant application

### **PROPOSED MOTION**

I move that the City Council of the City of Falls City adopt resolution 04-2018, A RESOLUTION AUTHORIZING AN APPLICATION FOR A FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FIRE ASSISTANCE GRANT.

**RESOLUTION 04-2018**

A RESOLUTION AUTHORIZING AN APPLICATION FOR A FEDERAL EMERGENCY MANAGEMENT ADMINISTRATION (FEMA) FIRE ASSISTANCE GRANT.

FINDINGS:

1. The City of Falls City desires to apply for A FEMA Fire Assistance grant and to delegate authority for the city Manager to sign the application.

Whereas, the Falls City Fire Department is in need of updated Self Contained Breathing Apparatus's, a new emergency rapid response kit, and various equipment to outfit the new Fire Engine; and

Whereas, the City of Falls City desires make every effort to supply our Fire volunteers with gear that will protect them from injury and loss of life;

Whereas, the City of Falls City cannot afford to update equipment without help from grant funding; and

NOW THEREFORE;

THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

Section 1. The City Council demonstrates its support for the submittal of a grant application to the FEMA Fire Assistance program.

Section 2. This Resolution was duly PASSED and ADOPTED by the Falls City Council this eighth day (8) day of February, 2018, and takes effect upon signing by the Mayor.

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, City Manager

**Entire Application**  
**DEPARTMENT OF HOMELAND SECURITY**  
**Federal Emergency Management Agency**  
**AFG Application (General Questions and Narrative)**

OMB No.: 1660-0054  
Expiration Date: August, 31 2019

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 9 hours per response for FEMA Form 080-0-2 "AFG Application (General Questions and Narrative)". The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0054) NOTE: Do not send your completed form to this address.

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**Applicant's Acknowledgements**

- I certify the DUNS number in this application is our only DUNS number and we have confirmed it is active in SAM.gov as the correct number.
- As required per 2 CFR § 25, I certify that prior to submission of this application I have checked the DUNS number listed in this application against the SAM.gov website and it is valid and active at time of submission.
- I certify that the applicant organization has consulted the appropriate Notice of Funding Opportunity and that all requested activities are programmatically allowable, technically feasible and can be completed within the award's one (1) year Period of Performance (POP).
- I certify that the applicant organization is aware that this application period is open from 12/26/2017 to 02/02/2018 and will close at 5 PM EST; further that the applicant organization is aware that once an application is submitted, even if the application period is still open, a submitted application cannot be changed or released back to the applicant for modification.
- I certify that the applicant organization is aware that it is solely the applicant organization's responsibility to ensure that all activities funded by this award(s) comply with Federal Environmental planning and Historic Preservation (EHP) regulations, laws, and Executive Orders as applicable. The EHP Screening Form designed to initiate and facilitate the EHP Review is available at: [http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/qpd\\_ehp\\_screening\\_form\\_51815.pdf](http://www.fema.gov/media-library-data/1431970163011-80ce3cd907072a91295b1627c56d8fd2/qpd_ehp_screening_form_51815.pdf)
- I certify that the applicant organization is aware that the applicant organization is ultimately responsible for the accuracy of all application information submitted. Regardless of the applicant's intent, the submission of information that is false or misleading may result in actions by FEMA that include, but are not limited to: the submitted application not being considered for award, an existing award being locked pending investigation, or referral to the Office of the Inspector General.

Signed by Terry L Ungricht on 2018-01-31 18:55:20.0

**Overview**

• Did you attend one of the workshops conducted by an AFG regional fire program specialist?

No, I have not attended workshop

<p>• Did you participate in a webinar that was conducted by AFG?</p> <p>No</p>
<p>• Are you a member, or are you currently involved in the management, of the fire department or nonaffiliated EMS organization or a State Fire Training Academy applying for this grant with this application?</p> <p>Yes, I am a member/officer of this applicant</p>

If you answered "No", please complete the information below. If you answered "Yes", please skip the Preparer Information section.

Fields marked with an \* are required.

Preparer Information

Preparer's Name

Address 1

Address 2

City

State

Zip

[Need help for ZIP+4?](#)

In the space below please list the person your organization has selected to be the primary point of contact for this grant. This should be a department officer or member of the organization who will see this grant through completion, including closeout. Reminder: if this person changes at any time during the period of performance please update this information. Please list only phone numbers where we can get in direct contact with the POC.

Primary Point of Contact

• Title	City Manager
Prefix (select one)	N/A
• First Name	Terry
Middle Initial	L
• Last Name	Ungricht
• Primary Phone	503-787-3631 Ext. Type work
• Secondary Phone	503-779-4132 Ext. Type cell
Optional Phone	Type
Fax	503-787-3023
• Email	manager@fallscityoregon.gov

FEMA Form 080-0-2

Contact Information

Alternate Contact Information Number 1

• Title	Fire Chief
Prefix (select one)	N/A
• First Name	Robert
Middle Initial	
• Last Name	Young

**Applicant Information**

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EMW-2017-FO-07081

Originally submitted on 02/02/2018 by Terry Ungricht (Userid: fallscityfd)

**Contact Information:**

Address: 299 Mill Street

City: Falls City

State: Oregon

Zip: 97344

Day Phone: 5037873631

Evening Phone: 5

Cell Phone:

Email: mayorungricht@fallscityoregon.gov

**Application number is EMW-2017-FO-07081**

- Organization Name Falls City Fire Department
- Type of Applicant Fire Department/Fire District
- Fire Department/District, Non-Affiliated EMS, and Regional applicants, select type of Jurisdiction Served : City  
If "Other", please enter the type of Jurisdiction

**SAM.gov (System For Award Management)**

• What is the legal name of your Entity as it appears in SAM.gov?

Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction Falls City, City of

• What is the legal business address of your Entity as it appears in SAM.gov?

Note: This information must match your SAM.gov profile if your organization is using the DUNS number of your Jurisdiction.

• Mailing Address 1 299 Mill St

Mailing Address 2

• City Falls City

• State Oregon

• Zip 97344 - 9800  
[Need help for ZIP+4?](#)

• Employer Identification Number (e.g. 12-3456789) E  
Note: This information must match your SAM.gov profile.

• Is your organization using the DUNS number of your Jurisdiction? Yes

I certify that my organization is authorized to use the DUNS number of my Jurisdiction provided in this application (Required if you selected Yes above) ✓

• What is your 9 digit DUNS number?

(call 1-866-705-5711 to get a DUNS number)

If you were issued a 4 digit number (DUNS plus 4) by your Jurisdiction in addition to your 9 digit number please enter it here.

Note: This is only required if you are using your Jurisdiction's DUNS number and have a separate bank

• Primary Phone 503-787-3767 Ext. 1 Type work  
• Secondary Phone 3-7 ext. Type home  
Optional Phone Type cell  
Fax 503-787-3023  
• Email councilordrill@fallscityoregon.gov

Alternate Contact Information Number 2

• Title Volunteer  
Prefix (select one) N/A  
• First Name Lori  
Middle Initial  
• Last Name Albert  
• Primary Phone 503-787-3631 Ext. 2 Type work  
• Secondary Phone ext. Type home  
Optional Phone Type cell  
Fax 503-787-3023  
• Email lorilect@aol.com

account from your Jurisdiction. Leave the field blank if you are using your Jurisdiction's bank account or have your own DUNS number and bank account separate from your Jurisdiction.

• Is your DUNS Number registered in SAM.gov (System for Award Management previously CCR.gov)? Yes

• I certify that my organization/entity is registered and active at SAM.gov and registration will be renewed annually in compliance with Federal regulations. I acknowledge that the information submitted in this application is accurate, current and consistent with my organization's/entity's SAM.gov record. ✓

**Headquarters or Main Station Physical Address**

• Physical Address 1 299 Mill Street

Physical Address 2

• City Falls City

• State Oregon

• Zip 97344 - 9800  
Need help for ZIP+4?

**Mailing Address**

• Mailing Address 1 299 Mill Street

Mailing Address 2

• City Falls City

• State Oregon

• Zip 97344 - 9800  
Need help for ZIP+4?

**Bank Account Information**

• The bank account being used is (Please select one from the right) Maintained by my Jurisdiction

Note: The following banking information must match your SAM.gov profile.

• Type of bank account Checking

• Bank routing number - 9 digit number on the bottom left hand corner of your check

• Your account number

**Additional Information**

• For this fiscal year (Federal) is your organization receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? No

• Is the applicant delinquent on any Federal debt? No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

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• Is this application being submitted on behalf of a Federal Fire Department or organization contracted by the Federal government which is solely responsible for the suppression of fires on Federal property? No

• What kind of organization do you represent? All volunteer

If you answered "Combination", above, how many career members in your organization? (whole numbers only)

If you answered "Volunteer" or "Combination" or "Paid on-call", how many of your volunteer Firefighters are paid members from another career department? (whole numbers only) 0

• What type of community does your organization serve? Rural

• Is your Organization considered a Metro Department? (Over 350 paid career Firefighters) No

• What is the square mileage of your first-due response area? (whole number only) 1

• What percentage of your response area is protected by hydrants? (whole number only) 100 %

• In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located? Polk

• Does your organization protect critical infrastructure? No

If "Yes", please describe the critical infrastructure protected below:

• What percentage of your primary response area is for agriculture, wildland, open space, or undeveloped properties? 0 %

• What percentage of your primary response area is for commercial and industrial purposes? 5 %

• What percentage of your primary response area is used for residential purposes? 95 %

• What is the permanent resident population of your Primary/First-Due Response Area or jurisdiction served? (whole numbers only) 1000

• Do you have a seasonal increase in population? No

If "Yes" what is your seasonal increase in population?

• How many active firefighters does your department have who perform firefighting duties? (whole numbers only) 20

• How many members in your department/organization are trained to the level of EMR or EMT, Advanced EMT or Paramedic? (whole numbers only) 10

Does your department have a Community Paramedic program? No

How many personnel are trained to the Community Paramedic level? (whole numbers only) 0

• How many stations are operated by your organization? (whole numbers only) 1

No

• Is your department compliant to your local Emergency Management standard for the National Incident Management System (NIMS)?

• Do you currently report to the National Fire Incident Reporting System (NFIRS)?

Note: You will be required to report to NFIRS for the entire period of the grant. AFG does not require NFIRS reporting for nonaffiliated EMS Organizations and State Fire Training Academy.

Yes

If you answered "Yes" above, please enter your FDIN/FDID

0118

• How many of your active firefighters are trained to the level of Firefighter I (or equivalent)? (whole numbers only)

9

• How many of your active firefighters are trained to the level of Firefighter II (or equivalent)? (whole numbers only, include all personnel who have attained Firefighter I)

2

Are you requesting training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?

No

If you indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds to bring everyone to the Firefighter II level in this application, please describe in the box below your training program and your plans to bring your membership up to Firefighter II.

Falls City is an all-volunteer Department. Although we have a high retention level of core volunteers, we are always in the process of recruiting and training new volunteers. To bring members up to FF I level, we have used a combination of in-house training and the county-wide fire academy. In addition, we hold live fire trainings as needed and as we are able on the weekends. In December of 2017, we registered with a new to us digital training system, Target Solutions. This will enable us to now add the option of allowing members to take some classes online in their own time. This will open up our weekly drills to be more task focused. Members who have to miss certain drills because of the occasional work or other obligation will also be able to make up these classes easier once the program is implemented. Once members reach the FF I level, we then begin training to the FF II level. We conduct weekly trainings as well as occasionally holding weekend classes.

• What services does your organization provide?

Emergency Medical Responder  
Haz-Mat Operational Level

Rescue Operational Level

Basic Life Support

Structural Fire Suppression  
Wildland Fire Suppression

• Please describe your organization and/or community that you serve.

Falls City is an isolated town of about 1,000 in the southwest corner of Polk County. It is nestled in the coastal range foothills and is surrounded by farmland and timberland. The closest city is 25 minutes away. Falls City is a former bustling logging town that has not yet recovered from the loss of the logging industry. Over the last five years, our unemployment rate has ranged from 7%-14.4% - always well above the national unemployment rate of 4.8%-7.9% during the same time period. A full 80% of our community's children in school are on free or reduced lunch. Nights, weekends, and school breaks are hard on many families despite after school programs serving food, social services, and various church sponsored programs.

We are a 100% volunteer fire department with 32 members divided into Fire Suppression and Rescue, EMS, and Fire Corps divisions. We also have a chaplain and a public information officer. We provide fire, rescue, pre-transport medical, and public education services. Included in our fire and rescue services, we respond to all fire related calls, hazardous material incidents, and various kinds of rescues, including MVAs and water rescue. Last year, we responded to 139 calls. We continually strive to improve in all divisions in our training and on scene. This hard work paid off for us and our community during our last ISO evaluation in 2014 when our rating went from a 5 to a 4.

From 1948 to January 1, 2018, we had a contract with our neighboring district, the Southwest Polk Rural Fire Protection District (SW Polk). In exchange for apparatus, equipment, and fees, our firefighters provided coverage to the southwest corner of their district that they have difficulty covering. Last year, we responded to an additional 70 calls included on their NFIRS. During normal contract negotiations in 2017, SW Polk demanded that Falls City Fire Department (FCFD) officially become a SW Polk fire station and pay SW Polk in order to continue providing coverage to SW Polk's jurisdiction. This was not a financially feasible or desirable arrangement so we countered with an offer to continue the contract that had been in place for 69 years. The SW Polk board voted to terminate the

contract instead. On January 2, 2018, a SW Polk engine, tender, and command vehicle as well as all of the equipment on them that had been housed, maintained, and operated by FCFD through the contract were removed from FCFD.

On January 19, 2018, a 1986 Western States engine was donated to our department from the Santa Clara Rural Fire District. It has not been placed into service because we do not have the necessary funds to purchase the equipment required for even basic services. It is our hope to use AFG funds to purchase this equipment as well as air packs so that we may resume all usual services and honor our automatic and mutual aid agreements.

Our department is also heavily involved in our community, particularly our two schools. We host or participate in a variety of community events and classes throughout the year, such as National Night Out block parties, Easter egg hunts, and CPR classes, as well as providing medic coverage for all of our home basketball and football games. We provide a table and raffle items (fire extinguishers, first aid kit, smoke detectors), and public education materials during the Community Night program, which is designed for families to gather at the station to learn about the various services and programs for all ages. During the school year, we discuss various life safety skills with each classroom five times a year and we provide fire safety presentations for Fire Prevention Week. We cap off the year with our Christmas Toys For Tots toy drive for kids in our community and our annual Christmas Cheer food boxes for families that have a little less over the holidays.

FEMA Form 080-0-2

**Fire Department Characteristics (Part II)**

	2016	2015	2014
• What is the total number of fire-related civilian fatalities in your jurisdiction over the last three calendar years?	0	0	0
• What is the total number of fire-related civilian injuries in your jurisdiction over the last three calendar years?	0	0	0
• What is the total number of line of duty member fatalities in your jurisdiction over the last three calendar years?	0	0	0
• What is the total number of line of duty member injuries in your jurisdiction over the last three calendar years?	0	0	0
• Over the last three years, what was your organization's operating budget?	46014		
• How much of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	4507		
Does your department have any rainy day reserves, emergency funds, or capital outlay?	No		
If Yes, what is the total amount currently set aside?			
If Yes, describe the planned purpose of this fund			
• What percentage of your annual operating budget is derived from:	2016	2015	2014
Enter numbers only, percentages must sum up to 100%			

	2016	2015	2014
Taxes?	100 %	100 %	100 %
Bond Issues?	0 %	0 %	0 %
EMS Billing?	0 %	0 %	0 %
Grants?	0 %	0 %	0 %
Donations?	0 %	0 %	0 %
Fund drives?	0 %	0 %	0 %

Fee for Service?	0 %	0 %	0 %
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\* Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. This statement should include details describing the applicant's financial distress, including summarizing budget constraints, unsuccessful attempts to obtain vehicle and outside funding, and proving the trouble is out of their control.

The City of Falls City has a total budget of \$264,800 for 2017-2018 financial year, including the fire department which has an operating budget of \$79,215. In previous years, \$20,000-\$25,000 of that budget would be covered by the SW Polk contract. Since the contract has been terminated, now the city must find a way to cover that loss.

Falls City is a former bustling logging town that has not yet recovered from the loss of the logging industry. Over the last five years, our unemployment rate has ranged from 7%-14.4% - always well above the national unemployment rate of 4.8%-7.9% during the same time period. A full 80% of our community's children in school are on free or reduced lunch. Nights, weekends, and school breaks are hard on many families despite after school programs serving food, social services, and various church sponsored programs. The vast majority of the city's revenue comes from its citizens through taxes, fees, etc., however with so many citizens struggling and limited population growth, it is difficult to fund the city. The city relies on volunteers and only four paid staff to run. Expenses include supplies, training, and basic operational costs involved in maintaining and operating streets, a water system, a library, a waste water system, parks, and a fire department. Last year, the city council was forced to choose between the fire department and the library. The city library, also used by the school district, will be closing in August.

The fire department barely maintained on a tight budget that included the monies from our prior contract, and we relied on the apparatus and equipment provided by the SW Polk contract in order to fulfill our town's basic services. No one expected our 69 year relationship to end, without the income from that alliance, we have suddenly reached an inoperable state of function that only this grant can solve. In past years when our city has gone out for grants, we have replaced only part of what we truly needed to replace - ten firefighters received complete new turnouts through grant funds while the other ten firefighters were outfitted by obsolete turnouts that SW Polk no longer wanted. We had limited means to meet matching grant fund requirements to do anything else before the contract terminated, now we have zero means unless it is a non or limited match. The only apparatus that the City currently owns are a 1991 Pierce Arrow that was bought at a discounted rate on a financial plan after a local career department retired the engine and a 1965 Western States engine that is original to our department and requires frequent repairs. It is still dispatched as the second out engine for the city. We have recently acquired a 1986 Western States engine through donation but do not have the funds required to outfit it with the necessary equipment to provide basic services.

Our city leaders have recognized the importance and the need for a city fire department in such an isolated town, and they've begun the process to place a five year levy on the May 2018 ballot. This levy, if passed, would bring in approximately \$40,000 a year as our citizens can only afford so much - for many, this additional amount will be a stretch. Our plan is to put part of this money towards operational costs to help ease the burden on the city and also put part of it away in order to start an Apparatus and Equipment fund so that we can upgrade the donated apparatus as soon as feasible.

\* How many vehicles does your organization have in each type or class of vehicle listed below? You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession. ( Enter numbers only and enter 0 if you do not have any of the vehicles below )

Type or Class of Vehicle	Number of Front Line Apparatus	Number of Reserve Apparatus	Number of Seated Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Type I or Type II Engine Urban Interface	2	1	11
Ambulances for transport and/or emergency response:	0	0	0
Tankers or Tenders (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more):	0	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint	0	0	0

Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pickup w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	0	0	0
Rescue Vehicles Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	0	0	0
Additional Vehicles: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle	0	0	0

FEMA Form 080-0-2

**Fire Department Call Volume**

	2016	2015	2014
* Summary of responses per year by category (Enter whole number only. If you have no calls for any of the categories Enter 0)			
Fire - NFIRS Series 100	10	25	13
Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	0	0	0
Rescue & Emergency Medical Service Incident - NFIRS Series 300	131	95	124
Hazardous Condition (No Fire) - NFIRS Series 400	1	1	1
Service Call - NFIRS Series 500	5	5	5
Good Intent Call - NFIRS Series 600	3	2	4
False Alarm & False Call - NFIRS Series 700	2	4	6
Severe Weather & Natural Disaster - NFIRS Series 800	0	0	0
Special Incident Type - NFIRS Series 900	0	1	0

**FIRES**

\* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 100 calls, how many are "Structure Fire" (NFIRS Codes 111-120)	2	7	5
Of the NFIRS Series 100 calls, how many are "Vehicle Fire" (NFIRS Codes 130-138)	2	3	2
Of the NFIRS Series 100 calls, how many are "Vegetation Fire" (NFIRS Codes 140-143)	2	15	6
What is the total acreage of all vegetation fires?	2	3	2

**RESCUE AND EMERGENCY MEDICAL SERVICE INCIDENTS**

\* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)	4	14	6
Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)	0	0	0
Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)	1	1	0
How many EMS-BLS Response Calls	0	81	100
How many EMS-ALS Response Calls	0	14	24
How many EMS-BLS Scheduled Transports	0	0	0
How many EMS-ALS Scheduled Transports	0	0	0

24

How many Community Paramedic Response Calls	0	0	0
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**MUTUAL AND AUTOMATIC AID**

• How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)

How many times did your organization receive Mutual Aid?	4	2	1
How many times did your organization receive Automatic Aid?	51	95	124
How many times did your organization provide Mutual Aid?	0	2	2
How many times did your organization provide Automatic Aid?	1	0	0
Of the Mutual and Automatic Aid responses, how many were structure fires?	2	4	3

FEMA Form 080-0-2

**Request Information**

1 Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety and/or regional application you will need to submit separate applications..

Program Name

Operations and Safety

2. Will this grant benefit more than one organization?

Yes

If you answered "Yes" to Question 2, please explain how this request benefits other organizations below:

The main beneficiary will be our own department, but our mutual aid departments (SW Polk, Polk 1, and Oregon Department of Forestry), will also benefit greatly from us having a more self-sufficient and properly outfitted department.

* 3. Is your department facing a new risk, expanding service to new area, or experiencing an increased call volume?	Yes
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If you answered "Yes" to Question 3., please explain how your department is facing a new risk, expanding service to new area, or experiencing an increased call volume

The termination of the SW Polk contract has left our citizens, firefighters, and mutual aid partners vulnerable. The 18.125 square miles of SW Polk previously protected by FCFD and the 1,000 citizens of Falls City have been left dangerously under protected in an area already compromised due to the overwhelming level of poverty. Without a fully functioning fire department, it will be very difficult for the people who live in these areas as many of our calls are medically related and time is of the essence for stroke, cardiac and CPR calls. Even code 3 response from our transporting agency can take up to 10 minutes, while our own state certified medics are right in town. With a large geriatric population and high unemployment, most of our citizens are financially unable to move.

The contract termination and SW Polk's removal of three apparatus has left City protection at high risk and we can no longer respond safely to fires, MVAs, or medical calls in the rural district. Dallas, the nearest station, can take up to 24-40 minutes to arrive with no guarantee of a full crew. We have ample volunteers for our areas calls but not enough equipment. Without the tender for additional water supply and having lost almost two thirds of our available hose, even stretching a line to a hydrant in some parts of the area is not possible. In that instance, we will have no way to refill and will be out of water before our mutual aid arrives.

The two engines that are currently in service have a combined total of less than 1,500 gallons of water. While we have hydrants on most streets within the city limits, due to the age and condition of the town's water system, it is "strongly recommended" by our Public Works department that we do not use all of the hydrants - even in town we sometimes need to rely on the water contained in our apparatus or alternative sources. There is a large creek that runs through town that can provide an additional water supply but the drafting equipment as well as the portable tank was removed with the tender.

The surrounding rural (mutual aid), area is at greater disadvantage due to lack of hydrants and the fact that only the 1965 engine with a small tank can reach many of the roads and driveways needed to respond to calls. Our newly donated engine with a 1,000 gallon tank will be able to reach the homes located in the surrounding area but we will need the equipment provided by this grant to outfit it to NFPA standards and get it put into service.

For the first time in 69 years, we are having to rebuild our department in order to continue to provide services with our own apparatus and equipment to an area that we previously covered as a part of a different fire agency. In this way, it is similar to being a whole new service provider with a new set of risk factors. The circumstances of the previous agency (SW Polk), have not changed since 1948 when our contract began - they are still unable to provide effective coverage to the 18.125 sq miles that we covered in tandem. With or without that contract in place, we are still expected to provide coverage to that response area through a mutual aid agreement and because of geography, the difference in personnel and response times, we'll still be the first apparatus to arrive on scene for calls in that area.

If awarded this grant, FCFD will be able to supplement the apparatus we have and upgrade existing equipment to provide strong, consistent coverage to our communities.

4 Enter grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee

\$0

<p>* 5. Are you requesting a Micro Grant?                  A Micro Grant is limited to \$25,000 Federal share. Modification to Facilities activity is ineligible for Micro Grants.</p>	<p>No</p>
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FEMA Form 080-0-2

**Request Details**

**DEPARTMENT OF HOMELAND SECURITY**  
**Federal Emergency Management Agency**  
**Activity Specific Questions for AFG Operations and Safety Applications**

OMB No.: 1660-0054  
 Expiration Date: August, 31 2019

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this data collection is estimated to average 4.6 hours per response for FEMA Form 080-0-2b "Activity Specific Questions for AFG Operations and Safety Applications". The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472-3100, Paperwork Reduction Project (1660-0054) NOTE: Do not send your completed form to this address.

The activities for program Operations and Safety are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	9	\$ 55,306	\$ 0
Modify Facilities	0	\$ 0	\$ 0
Personal Protective Equipment	1	\$ 73,260	\$ 0
Training	0	\$ 0	\$ 0
Wellness and Fitness Programs	0	\$ 0	\$ 0

Grant-writing fee associated with the preparation of this request. \$0

**Equipment**

Equipment Details

1. What equipment will your organization purchase with this grant?

RIT Pack/Cylinder

\* Please provide a detailed description of the item selected above

RIT system that includes a 60 minute cylinder, low pressure alarm with universal rescue connection, PR14 regulator, six foot high pressure hose with URC fitting, second stage regulator, spare mask, and bag.

2. Number of units: (whole number only)

1

- 3. Cost per unit: (whole dollar amounts only, this amount should reflect any volume discounts, rebates, etc.) \$ 4395
- 4. Generally the equipment purchased under this grant program will:  
 Replace inoperable/broken/damaged to current standard  
 If you selected "Replace inoperable/broken/damaged to current standard" or "Replace obsolete/non-compliant to upgraded technology" (from Q4) above, please specify the age of equipment in years. 15
- 5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes  
 In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.
- 6. Is your department trained in the proper use of the equipment being requested? Yes
- 7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No
- 8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

FEMA Form 080-0-2b

**Equipment**

Equipment Details

- 1. What equipment will your organization purchase with this grant? Electric/Gas Powered Saws/Tools  
 \* Please provide a detailed description of the item selected above. 2 chainsaws with additional blades and chains for each, reciprocating saw, unifier saw with additional blade, and a PPV fan
- 2. Number of units: (whole number only) 1
- 3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.) \$ 8654
- 4. Generally the equipment purchased under this grant program will:  
 Obtain equipment to achieve minimum operational and deployment standards for existing missions
- 5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes  
 In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.
- 6. Is your department trained in the proper use of the equipment being requested? Yes
- 7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No
- 8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

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**Equipment**

Equipment Details

- 1. What equipment will your organization purchase with this grant? Basic Hand Tools (Structural/Wildland)  
 \* Please provide a detailed description of the item selected above. Round, square, and scoop shovels; pick and flat head axes; 2 sizes of sledge hammers; halligan; 4', 6', 8', and 12' pike poles; Pulaskis, McLeods; ceiling hook; bolt cutters; cable cutters; crow bars; K-Tool
- 2. Number of units: (whole number only) 1
- 3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.) \$ 2832
- 4. Generally the equipment purchased under this grant program will:  
 Obtain equipment to achieve minimum operational and deployment standards for existing missions
- 5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes  
 In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.
- 6. Is your department trained in the proper use of the equipment being requested? Yes
- 7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No
- 8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

FEMA Form 080-0-2b

**Equipment**

Equipment Details

- 1. What equipment will your organization purchase with this grant? Generator - Portable  
 \* Please provide a detailed description of the item selected above. 3500 running watt portable generator to power various tools on scene
- 2. Number of units: (whole number only) 1
- 3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.) \$ 393
- 4. Generally the equipment purchased under this grant program will:  
 Obtain equipment to achieve minimum operational and deployment standards for existing missions
- 5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes  
 In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.
- 6. Is your department trained in the proper use of the equipment being requested? Yes

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- 7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No
- 8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

FEMA Form 080-0-2b

**Equipment**

Equipment Details

- 1. What equipment will your organization purchase with this grant? Hose (Attack/Supply)  
 \* Please provide a detailed description of the item selected above. 1000' each of 3", 2 1/2", 1 3/4", and 1" hose; 500' 5" hose; 15" Stortz hard suction hose
- 2. Number of units: (whole number only) 1
- 3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc ) \$ 15310
- 4. Generally the equipment purchased under this grant program will:  
 Obtain equipment to achieve minimum operational and deployment standards for existing missions
- 5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes  
 In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.
- 6. Is your department trained in the proper use of the equipment being requested? Yes
- 7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No
- 8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

FEMA Form 080-0-2b

**Equipment**

Equipment Details

- 1. What equipment will your organization purchase with this grant? Appliance(s)/Nozzle(s)  
 \* Please provide a detailed description of the item selected above. Various sized nozzles, gated wyes, and adapters to fit new hose; blitzfire monitor; 2x hydrant gates; manifold; 2x hydrant wrenches; 4x spanner wrenches; up to 3" hose clamp; 2100 gallon portable tank; drafting foot
- 2. Number of units: (whole number only) 1
- 3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts rebates, etc ) \$ 11547

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**Firefighting Equipment - Narrative**

\* Section # 1 Project Description: In the space provided below, include clear and concise details regarding your organization's project's description and budget. This includes providing local statistics to justify the needs of your department and a detailed plan for how your department will implement the proposed project. Further, please describe what you are requesting funding for, including budget descriptions of the major budget items, i.e., personnel, equipment, contracts, etc. \*4000 characters

1). Our goal is to use the requested grant funds to purchase the equipment necessary for our newly donated rural engine to be NFPA 1901 and 1906 compliant so that it can be put into service ASAP with the least possible down time to our community. We also plan to buy additional equipment to supplement what we recently lost so that our other two apparatus are fully functional. As a department we are rebuilding, and we will grow into a strong independent department protecting our community on our own standing. Whether it's the initial crucial minutes of a structure fire, a natural disaster that cuts us off from other agencies, or a CPR call that demands immediate action, we will honor our automatic and mutual aid agreements consistently and efficiently. Our members put together lists of needed items, discussed requirements for each, and requested price quotes from vendors. From these price quotes our budget was formed, totaling \$50,980.07 for the following items: NFPA 1901/1906 compliant tools/equipment specific to jurisdiction.

2.) Last year, we responded to three fires within our city and responded to an additional 16 fires outside of our city. Ten were SW Polk calls under our jurisdiction, 5 were SW Polk calls outside of our normal coverage area, and 1 was mutual aid for state forestry for the largest wildland fire in Polk County in 2017 - just nine miles west of town. For most of those 19 fires, our crews were first on scene and, at times, the only crews who responded. With or without a SW Polk contract, our community members that live both in and outside of our town's border count on us for quick responses in order to save their lives, homes, businesses. In our isolated area, drafting/containment items are deemed a necessity as we often rely on creeks and ponds in the area for water supply on both grass and structure fires. The ability to set up and tend a water shuttle system is a must for steep, narrow roadways and long driveways with limited access. The diversity of calls in our area has shown that a wider variety of forcible entry tools are critical in wildland and structure fires as well as EMS calls.

3). Our implementation plan, should we receive this award, will consist of contacting vendors associated with each item listed and purchase the equipment by best offer. Much of the equipment will be similar to that which we have already trained on and/or used prior but some items will be new to us. We will set up specific professional training arrangements with vendors as needed, and provide in house training on the additional equipment so our our members may become familiar with those items before they can safely and effectively respond using them. New and current equipment will then be rearranged on the apparatus in order to best meet the needs of our service area, and our members will then use the apparatus and equipment to respond to emergencies and train during drills.

Budget breakdown as follows:

(1) NFPA 1901 and 1906 equipment plus jurisdiction specific equipment (forcible entry tools, 2000 gal Porta-tank w/accessories, blitzfire monitor, hand tools, sections of 1 1/2", 2", 3", 5" fire hose) total \$50,980.59.

\* Section # 2 Cost/Benefit: In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. \*4000 characters

Falls City is a small town with big loyalties and families that go back generations. While other jurisdictions see a decline in their volunteers, FCFD has enjoyed an unusually strong 32 & 40 member roster year after year, due in part to those loyalties and the determination to protect each other. The morale and trust of our community took a major hit with the termination of the prior contract and there was understandable concern and fear as to the level of protection they could expect after what they had been used to. Getting back on our feet was paramount, the HOW a bit harder. If awarded this grant, our community will be able to breathe easier knowing that their department will not be sidelined due to monetary insufficiency. Peace of mind and knowing that a family will be responded to during their worst time is worth the chance taken to submit this grant. And being able to respond in force to our most challenging areas such as mountain bike competitions, hunting accidents in deep forest, BLM/ODF mutual aid, and summer camps. It will take us a while to dig out financially, but this grant would help us keep our apparatus moving and rebuild the confidence of our community.

The benefit vs. cost is exceptionally high when you weigh the call outside the city limits on a difficult driveway that specifies your assistance with CPR & responding in 5-8 minutes vs waiting 10-15 min for a mutual aid. Or the person whose house catches on fire 5 houses outside the city limits & being on scene in 5 min with initial knockdown rather

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than the 15-20 it took from another responding agency. Having a strong presence does everything for our town and the kids who love to come visit.

Our new engine has the 4WD necessary to respond into the surrounding countryside but none of the equipment needed to fight fires. Currently, this engine has a hose clamp, foam nozzle, flashlight, and broom that were donated along with it. We are asking for \$50,980.07, the bulk of which will be used to bring our recently donated rural engine up to NFPA 1901 and NFPA 1906 compliance so that it can be put into service. We operate in a Wildland-Urban Interface and require a first out engine that is equipped to fight structure fires in town and wildland and structure fires outside of town so it must be dually compliant in NFPA 1901 and 1906. Additional hose, ladders, some hand tools, such as Pulaskis, McLeods, and shovels would also be purchased so that our reserve engine may be equipped appropriately as well, as well as a 2000 gallon Porta-tank with needed accessories and forcible entry tools, such as a k-tool kit.

The benefit vs. cost is exceptionally high when you weigh the call outside the city limits on a difficult driveway that specifies your assistance with CPR & responding in 5-8 minutes vs waiting 10-15 min for a mutual aid. Or the person whose house catches on fire 5 houses outside the city limits & being on scene in 5 min with initial knockdown rather than the 15-20 it took from another responding agency. Saving that one life is worth the cost of the packs & without them we simply couldn't respond.

The cost is also justified if that RIT pack gets one of our firefighters out of a mayday situation and home to their family; our current RIT system is at least 15 years old and is NFPA compliant at a 2002 Edition or earlier.

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\* Section # 3 Statement of Effect: How would this award impact the daily operations of your department? How would this award impact your department's ability to protect lives and property in your community? \*4000 characters

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Our department has spent the last eight months concerned about the effects a potential and now actual contract termination plus the loss of entire pieces of apparatus and all of their equipment would have on our community and our volunteers. The two answers that repeated in our minds and on our lips (and in the minds and words of our community) are simple, an increased loss of life and property. That has been our biggest concern for almost a year now and those are the greatest risks that we face now, just a month into our contract termination and the removal of the apparatus and equipment. There have already been some close calls and emergencies that we were unable to respond to at all.

With our current equipment, we cannot protect life and property. We feel we have a duty to our community to maximize any money that we receive, whether from their taxes or from grants, and to spend it wisely. We have asked for price quotes from multiple vendors and compared their prices in order to ensure that we can find the best quotes. We've worked over our lists and chosen equipment, prioritizing items wherever we could.

This basic firefighting equipment will provide a sense of pride and accomplishment and peace of mind for our community with the knowledge that their fire department will once again be able to provide basic services. And that is something that they are willing to voice support for. Our town leadership is placing a levy on the May ballot to raise \$40,000 every year for the next five years specifically to help pay for the fire department. If the levy passes, this amount will not buy all of the equipment that we need but it will provide us with a way to maintain equipment and to put away funds for future purchases. The grant funds that we are requesting with the 5% matching funds is a reasonable cost to provide our community with services again and assurance that we will never be in this position again; our training and incident response will be at NFPA standards. We will be able to perform training exercises in full without needing to make extreme modifications because we do not have equipment or have stop and explain what equipment we should have and how it is meant to be used in a given scenario.

We've kept to NFPA 1901 and 1906 standards with a few additional items needed to provide an appropriate level of service to our jurisdiction. \$4395 for a RIT pack is 36.02 per year. In my assessment, that's a very small price for a massive return.

RIT pack (60 minute cylinder, low pressure alarm with universal rescue connection, PR14 regulator, six foot high pressure hose with URC fitting, second stage regulator, spare mask, and bag) \$4395.00

FEMA Form 080-0-2b

## Personal Protective Equipment

### Personal Protective Equipment Details

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1. Select the PPE that you propose to acquire (select one): SCBA: SCBA Unit includes: Harness/Backpack, Face Piece and 2 cylinders

Please provide a detailed description of the item selected above. NFPA 1981 and 1982, 2013 Editions compliant SCBA unit with 4500 PSI operating system with remote quick connect cylinder system, carrier and harness system with chest strap and metal cylinder band and adjustable lumbar pad, regulator with solid cover with continuous low pressure hose, amplifier system, PASS device with alkaline battery system, face piece, a high pressure 45 minute cylinder with quick connect fitting, and a spare high pressure cylinder with quick connect fitting.

2. Number of units: 11  
(whole number only)

3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.) \$6660

4. Please provide your amount for the appropriate question below: 5

- For turnout requests, what number of your on-duty active members **currently have** PPE that meets applicable NFPA and OSHA standards?
- If you are requesting new SCBA, how many of your seated riding positions **currently have** compliant SCBA assigned to it?
- If you are asking for specialized PPE (e.g., Haz-Mat), how many applicable members **currently have** specialized PPE that meets established standards?

5. What is the purpose of this request? Replace damaged broken inoperable equipment to current standard

What are the specific ages of the type of PPE you are requesting? N/A

	Age (in Years)	Current Inventory	Being Replaced
Please assure that you've accounted for ALL gear for ALL members declared in Department Characteristics - not just the gear you wish to replace. If you have 30 members then	Less than 1		
	1		
	2		
	3		
	4		
	5		

account for 30 sets of PPE. 6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25 or more

If you have indicated you are requesting SCBA or Cylinders in Question 1, to which edition(s) of the NFPA 1981 standard are your SCBA or Cylinders compliant? If not requesting SCBA/Cylinders, please select "N/A" and continue on to the next question. Please account for ALL SCBA/Cylinders currently in your department's inventory - not just the SCBA/Cylinders you wish to replace. If you have damaged or inoperable SCBA/Cylinders/Face Pieces please list them in the "Obsolete/Damaged" section.

N/A

Year

Year	Current Inventory		Being Replaced	
	SCBA	Cylinders	SCBA	Cylinders
2013 Edition				
2007 Edition				
2002 Edition and older	5	5	5	5
Obsolete/damaged	5	5	5	5

6. Are you requesting for members that currently do not have above-mentioned

N/A

item? If Yes, enter the number of members that do not have this item. If No, click N/A.

7. Is your department trained in the proper use of the PPE/SCBA being requested? Yes

8. Are you requesting funding for training for this PPE/SCBA? No

9. If you are not requesting training funds through this application, will you obtain training for this PPE/SCBA through other sources? No

FEMA Form 080-0-2b

Firefighting PPE - Narrative

\* Section # 1 Project Description: In the space provided below, include clear and concise details regarding your organization's project's description and budget. This includes providing local statistics to justify the needs of your department and a detailed plan for how your department will implement the proposed project. Further, please describe what you are requesting funding for, including budget descriptions of the major budget items, i.e., personnel, equipment, contracts, etc. \*4000 characters

Last year, we responded to three structure fires within our city borders. We responded to an additional 16 fires outside of our city limits. 10 were SW Polk calls under our jurisdiction, 5 were SW Polk calls outside of our normal coverage area, and 1 was mutual aid for state forestry. These additional 16 fires were a combination of structure, car, and vegetation fires. For most of those 19 fires, our crews were first on scene and, at times, the only crews who responded. With or without a SW Polk contract, our community members that live both in and outside of our town's border count on us for quick responses in order to save their lives, homes, and livelihoods.

Our department is depended upon by 1,000 citizens in town and an unknown number of others who live, work, or play in the surrounding area. We are not near any high risk infrastructure, but we are the closest responding department, with the next closest station 25-40 minutes out, for numerous farms, timberland, two year-round camps, a mountain bike trail, and Bureau of Land Management protected land.

While our department previously provided our own air packs early in its history, more and more of our air packs became SW Polk's air packs over the years. At the time of the contract termination, all of our air packs were provided through the contract. When SW Polk crews came and removed the apparatus from our station, they went through both of our remaining engines and removed the air packs as well. Ultimately, they decided to leave us five air packs as a temporary loan - the packs are Survive Airs and are at a minimum of 15 years old. They are NFPA 1981 and NFPA 1982, 2002 Edition compliant or older. SW Polk firefighters did not like the air packs so when they upgraded, the old air packs were given to us.

During the 2017 Stand Down for Safety training, one of our members air packs stopped working in the middle of an entanglement exercise. He was trapped in a confined space and caught on wires without a working air pack. The exercise had to be stopped and the lights turned on so that he could be freed and remove his face piece. When his cylinder was checked, it was literally its expiration date - we were thankful it was just training. He was met at the SW Polk air pack room by our AC - one of her straps was broken off and her air pack was unable to stay on. All air packs and face pieces had just undergone testing the week prior.

11 new air packs will outfit each of our riding positions. They will bring us into NFPA 1981, NFPA 1982, and NFPA 1901 compliance. We will be able to train effectively and we will be able to respond both within our jurisdiction and into our mutual aid partners' jurisdiction with the proper equipment to protect ourselves and the citizens that rely on us. These air packs will last a long time. If our May levy passes, we hope to put part of the funds into an equipment

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fund so that we will be able to purchase equipment as necessary in the future.

Specs: Model MSA-G1 SCBA (NFPA 1981 and 1982, 2013 Editions compliant) SCBA units with 4500 PSI operating system with remote quick connect cylinder system, carrier and harness system with chest strap and metal cylinder band and adjustable lumbar pad, regulator with solid cover with continuous low pressure hose, amplifier system, PASS device with alkaline battery system, face piece, a high pressure 45 minute cylinder with quick connect fitting, and a spare high pressure cylinder with quick connect fitting are quoted at 11 units @\$6660 each = \$73,200 or \$6660.00 per firefighter over a 10 year life per SCBA pack @ \$54.50 per firefighter per year.

\* Section # 2 Cost/Benefit. In the space provided below please explain, as clearly as possible, what will be the benefits your department or your community will realize if the project described is funded (i.e. anticipated savings and/or efficiencies)? Is there a high benefit for the cost incurred? Are the costs reasonable? Provide justification for the budget items relating to the cost of the requested items. \*4000 characters

We are requesting funds for 11 new air packs to outfit each of our current riding positions at a cost of \$6,660.00 per SCBA and a total of \$73,260.00. Each SCBA will include an operating system with remote quick connect cylinder system, carrier and harness system, regulator, amplifier system, PASS device with alkaline battery system, face piece, and two high pressure cylinders.

We worked with a vendor to pick out an air pack model that best suited our needs and, to a degree, our preferences. We have tried a variety of air packs as we usually only receive air packs when other agencies upgrade so we have come to know what we do and do not like in air packs. The air packs we picked are fairly simple - we do not need all of the latest bells and whistles - but we did ask about certain safety measure options to increase our on scene safety, such as PASS devices and amplifiers. We feel that the air packs that we picked will meet our needs, suit our preferences, and increase our on scene safety while still being mindful of the budget.

These air packs will bring us 100% into NFPA 1981 and NFPA 1982 compliance, as well as help us to obtain NFPA 1901 compliance. We will be able to train effectively and we will be able to respond both within our jurisdiction and into our mutual aid partners' jurisdiction with the proper equipment to protect ourselves and the citizens that rely on us.

At this time, we have only five air packs that are on loan to us - we no longer own any outright. These are at least 15 years old and are NFPA 1981, 2002 Edition compliant or older, and cannot be repaired.

This puts our citizens, our firefighters, and our mutual aid partners in danger. We cannot guarantee that we will be able to enter a structure when it is necessary to save a life or train effectively in the conditions under which we will be expected to perform during real emergencies. In order to set up RIT, other agencies must be on scene and the nearest department is 25-40 minutes away. Our mutual aid partners depend on us to arrive on scene first when entry and rescue are more likely but we cannot guarantee we will have the air packs needed to do so.

The requested air packs are desperately needed to improve training and incident response, protect our town's citizens and the surrounding area, and to help us fulfill our mutual aid agreements.

\* Section # 3 Statement of Effect: How would this award impact the daily operations of your department? How would this award impact your department's ability to protect lives and property in your community? \*4000 characters

The total cost of the SCBA, \$73,260.00, is a lot of money, especially in a small, low income town like Falls City. The town's leadership has set aside funds for our 5% match deciding (and our department and citizens agree), that the cost of a life, home, or business that could have been saved by working air packs is a far greater price to pay. We do not make our request lightly.

Not owning reliable air packs or any air packs at all pose the greatest risk for loss of civilians' lives, the loss of firefighters' lives both on scene and through cancer and other long term health issues.

FCFD has worked with vendors to pick out an air pack model that best suited our needs and, to a degree, our preferences. We've tried a variety of SCBA as we usually only receive air packs when other agencies upgrade so we are aware of what does and doesn't work for our agency regarding packs. The packs that were chosen will meet our needs, suit our preferences, and increase our on scene safety while still being mindful of the budget. Receiving the grant for the requested air packs will change our weekly training, live fire training capabilities, and our on scene activities. Our firefighters will have the protection they need inside and outside of structure and car fires regardless of whether they are training or on scene for a real emergency. On scene, we can immediately pack up and begin setting up interior crews and RIT as needed without having to wait for another agency to arrive on scene. Our firefighters will feel secure knowing their packs are NFPA compliant and working properly. They will be able to make

entry to stop a fire at its point of origin, contain the fire, or rescue a trapped civilian or fellow firefighter without concern the pack will fail. As a department, we will be able to fulfill our mutual aid agreements that often see us arriving on scene first. And our community will know that if they are trapped, we will have the equipment necessary to make entry if other conditions allow.

FEMA Form 080-0-2b

**Budget**

Budget Object Class

a Personnel	\$ 0
b Fringe Benefits	\$ 0
c Travel	\$ 0
d Equipment	\$ 128,566
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
j. State Taxes	\$ 0
<b>Federal and Applicant Share</b>	
Federal Share	\$ 122,444
Applicant Share	\$ 6,122
Applicant Share of Award (%)	5

\* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 6,122)

a. Applicant	\$ 6,122
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

**Total Budget** **\$ 128,566**

FEMA Form 080-0-2b

**Narrative Statement**

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**For 2011 and on, the Narrative section of the AFG application has been modified. You will enter individual narratives for the Project Description, Cost-Benefit, Statement of Effect, and Additional Information in the Request Details section for each Activity for which you are requesting funds. Please return to the Request Details section for further instructions. You will address the Financial Need in Applicant Characteristics II section of the application. We recommend that you type each response in a Word Document outside of the grant application and then copy and paste it into the spaces provided within the application.**

## Assurances and Certifications

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### FEMA Form SF 424B

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**You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.**

**Note: Fields marked with an \* are required.**

**O.M.B Control Number 4040-0007**

#### Assurances Non-Construction Programs

**Note:** Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a

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**Form 20-16C**

**You must read and sign these assurances.**

**Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.**

**Note: Fields marked with an \* are required.**

**O.M.B Control Number 1660-0025**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

**1. Lobbying**

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

**2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)**

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street	City	State	Zip	Action
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If your place of performance is different from the physical address provided by you in the Applicant Information, press **Add Place of Performance** button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

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**Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.**

Signed by Terry Ungricht on 01/27/2018

**FEMA Standard Form LLL**

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**Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.**

## Submit Application

### Application 100% complete, Submitted

Please click on any of the following links to visit a particular section of your application. Once all areas of your application are complete, you may submit your application.

Application Area	Status
Applicant's Acknowledgements	<a href="#">Complete</a>
Overview	<a href="#">Complete</a>
Contact Information	<a href="#">Complete</a>
Applicant Information	<a href="#">Complete</a>
Applicant Characteristics (I)	<a href="#">Complete</a>
Applicant Characteristics (II)	<a href="#">Complete</a>
Department Call Volume	<a href="#">Complete</a>
Request Information	<a href="#">Complete</a>
Request Details	<a href="#">Complete</a>
Budget	<a href="#">Complete</a>
Assurances and Certifications	<a href="#">Complete</a>

#### PLEASE READ THE FOLLOWING STATEMENTS BEFORE YOU SUBMIT.

- YOU WILL NOT BE ALLOWED TO EDIT THIS APPLICATION ONCE IT HAS BEEN SUBMITTED. If you are not yet ready to submit this application, save it, and log out until you feel that you have no more changes.
- When you submit this application, you, as an authorized representative of the organization applying for this grant, are certifying that the following statements are true:

To the best of my knowledge and belief, all data submitted in this application are true and correct.

This application has been duly authorized by the governing body of the applicant and the applicant will comply to the Assurances and Certifications if assistance is awarded.

To sign your application, check the box below and enter your password in the space provided. To submit your application, click the Submit Application button below to officially submit your application to FEMA.

Note: The primary contact will be responsible for signing and submitting the application. Fields marked with an asterisk (\*) are required.

I, Terry L Ungricht, am hereby providing my signature for this application as of 02-Feb-2018.

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4. Generally the equipment purchased under this grant program will:

Obtain equipment to achieve minimum operational and deployment standards for existing missions

5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes

In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.

6. Is your department trained in the proper use of the equipment being requested? Yes

7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No

8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

FEMA Form 080-0-2b

Equipment

Equipment Details

1. What equipment will your organization purchase with this grant? Ladders
\* Please provide a detailed description of the item selected above. 10' folding ladder, 14' roof ladder, 24' extension ladder

2. Number of units: (whole number only) 1

3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.) \$ 1148

4. Generally the equipment purchased under this grant program will:

Obtain equipment to achieve minimum operational and deployment standards for existing missions

5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? Yes

In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.

6. Is your department trained in the proper use of the equipment being requested? Yes

7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding) No

8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources? No

FEMA Form 080-0-2b

Equipment

Equipment Details

1. What equipment will your organization purchase with this grant? Thermal Imaging Camera (Must be NFPA 1801 Compliant)

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* Please provide a detailed description of the item selected above	MSA Evolution 6000 Plus Thermal Imaging Camera with truck charger and two batteries
2. Number of units: (whole number only)	1
3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.)	\$ 7574
4. Generally the equipment purchased under this grant program will:	
Obtain equipment to achieve minimum operational and deployment standards for existing missions	
5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.	Yes
6. Is your department trained in the proper use of the equipment being requested?	Yes
7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding)	No
8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources?	No

FEMA Form 080-0-2b

**Equipment**

Equipment Details

1. What equipment will your organization purchase with this grant?	Portable Pump
* Please provide a detailed description of the item selected above.	140 GPM Floto Pump
2. Number of units: (whole number only)	1
3. Cost per unit: (whole dollar amounts only; this amount should reflect any volume discounts, rebates, etc.)	\$ 3453
4. Generally the equipment purchased under this grant program will.	
Obtain equipment to achieve minimum operational and deployment standards for existing missions	
5. Will the equipment being requested bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc? In your Narrative Statement, please explain how this equipment will bring the organization into voluntary compliance.	No
6. Is your department trained in the proper use of the equipment being requested?	Yes
7. Are you requesting funding to be trained for these item(s)? (Funding for requested training should be requested in the Equipment Additional Funding section).(Under the Action column select Update Additional Funding)	No
8. If you are not requesting training funds through this application, will you obtain training for this equipment through other sources?	No

FEMA Form 080-0-2b

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# January 2018 Falls City Stats

Falls City Calls for Service					
	DOA	1	Msg	1	
Accident	FIR	1	Noise	1	Susp Activity
Assault	Domestic Dist	3	Misc Crime	1	Susp Person
Animal	Drug		EDP		Susp Vehicle
911 Hangup	FIR		Ordin Vio		Theft
Assault	Fire/EMS	3	Overdose		Trauma
Assist Other Agency	Follow up	5	prowler		traffic assist
ATL (attempt to locate)	Found Prop		runaway		Traffic Stops
Dog Bite	Found Person		sex offense		Trespass
Citizen Contact	Gen Disturb	2	Shots Fired		Warrant
Civil Paper Service	Harassment		Stolen Veh	1	Welfare Check
Criminal Mischief					Unclasp

Falls City Calls for Service	80	4	involved crimes
Total Calls for Service (county wide)	1128	2	50.0% clearance
Falls City % of Total Calls	7.1%	3	2.3% of total arrests

Total Service Calls (Polk County)	1128	8	(county wide)
Cases Cleared by arrest	175	0	(Falls City)
Total Arrests (county wide)	116		
	128		(only true crimes reported here)

Exhibit C

### January 2018 Falls City Stats

Falls City Calls for Service							
Accident	DOA	1	Misg	1	Susp Activity	1	
Assault	FIR		Noise	1	Susp Person		
Animal	4	Domestic Dist	3	Misc Crime	1	Susp Vehicle	1
911 Hangup	3	Drug		EDP		Theft	1
Assault		FIR		Ordin Vio		Trauma	1
Assist Other Agency	13	Fire/EMS	3	Overdose		traffic ass st	1
ATL (attempt to locate)	1	Follow up	5	proowler		Traffic Stops	13
Dog Bite		Found Prop		runaway		Trespass	1
Citizen Contact	6	Found Person		sex offense		Warrant	1
Civil Paper Service	7	Gen Disturb	2	Shots Fired		Welfare Check	3
Criminal Mischief	0	Harassment		Stolen Veh	1	Unclass	

Falls City Calls for Service	80	Of the FC Calls for Service	4	involved crimes	
Total Calls for Service (county wide)	1128	FC Cases Cleared by Arrest	2	50.0% clearance	
Falls City % of Total Calls	7.1%	Total Arrests in Falls City	3	2.3% of total arrests	

Total Service Calls - Polk County	1128	Crimes Occ	175	Juvenile Arrests	8	(county wide)
Cases Cleared by arrest	116	66.3%		Juvenile Arrests	0	(Falls City)
Total Arrests (county wide)	123			(only true crimes reported here)		

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MANAGER TERRY UNGRICH, THROUGH MAYOR GORDON  
**SUBJECT:** 2016/2017 BUDGET AUDIT  
**DATE:** 02/08/2018

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### **SUMMARY**

The City of Falls City is required under State Law to have an Audit performed on our accounting procedures.

### **BACKGROUND**

Every Budget year Falls City is audited. This year's audit shows decreases in the debt and increases in all of the funds except water.

All in all it was a very good audit for the change in personnel that we had through the year.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

Maintaining clear and accurate financial reporting and maintaining clear and regular internal controls offers greater protection to the City's limited resources.

### **STAFF RECCOMENDATION**

### **EXHIBIT**

City of Falls City Annual Financial Report, Year ended June 30, 2017.  
(Councilors received hard copies; please bring them to the meeting)

### **PROPOSED MOTIONS**

I move the City Council of the City of Falls accept the Annual Finance Report for fiscal year 2016-2017.

City of Falls City  
 financial ratios  
 June 30, 2017 and 2016

explanation		2017	2016	benchmark
how do our rainy day funds look?	☺	13	17	6 months
are we getting out of debt, or going further in?	☹	44,865	(28,761)	negative number
who paid for this year's governmental services - current recipients or prior years'?	☺	92%	123%	95% to 105%
will our revenue bond investors be pleased with our ability to pay them over time?	☹	1.71	2.12	> 2.00

City of Falls City  
City Council Work Session  
Monday January 29, 2018  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

**Council Present**

Mayor Jeremy Gordon, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn, Dennis Sickles

**Staff Present**

Terry Ungricht, City Manager; Cody DeCamp, City Recorder

**Facilitator**

City Manager Ungricht

Mayor Gordon called the meeting to order at 6:00 pm.

**1) Roll Call**

Recorder DeCamp took roll call. Councilor L. Sickles arrived at 6:07 pm.

**2) Pledge of Allegiance**

Mayor Gordon led the pledge.

**3) Motion to adopt the entire agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor Drill to adopt the entire agenda. Motion carried 5-0-0. Cliff Lauder, Tony Meier, Charlie Flynn, Dennis Sickles, and Jennifer Drill.

**4) Consent Agenda**

**5) Public Comments**

None

**6) New Business**

City Manager Ungricht recapped his staff report on the status of 2017 Goals.

Mission statement remains the same to- Create an environment that supports Community rural living at its best by mixing family, work, recreation and social opportunities while providing fiscally sound, responsible municipal services.

Goals identified:

1. Maintain City infrastructure at adequate levels to meet current, future and regulatory requirements
2. Maintain and Broaden community understanding of City government and operations by enhancing community communications.
3. Develop a strategy to encourage economic development in Falls City.
4. Explore options to enhance Public Safety and implement a Code Enforcement Program with available resources.

Council identified the following issues facing Falls City as Level #1:

1. Develop funding for wastewater engineering plan
2. Plan to develop donated Main St. property
3. Build Falls City Fire Department up to standards, and better equip volunteers

Council identified the following issues facing Falls City as Level #2:

1. Develop projects in water system based on Master Water Plan
2. Make an effort to educate the public on the 2020 Census
3. Enhance regional government relations

Council identified the following issues facing Falls City as Level #3:

1. Develop funding for sewer project

Council identified the following issues facing Falls City as Level #4:

1. Develop funding sources for street improvements
2. Schedule town hall meetings to share information with and solicit information from citizens, while increasing City Councilor participation in community events.
3. Continue to enhance the City's website
4. Review City ordinances to ensure compatibility with business development
5. Enhance communications with Falls City School District and businesses
6. Educate the public on emergency procedures
7. Replace missing signs in the City as needed
8. Enhance public safety by maintaining communications and the IGA with Polk County Sheriff's Office

7) Correspondence, Comments and Ex-Officio Reports:  
None

8) Council Announcements  
None

9) Adjourn  
The work session adjourned at 8:02 pm.

\_\_\_\_\_ Mayor Jeremy Gordon

Attested: \_\_\_\_\_ City Recorder Cody DeCamp

## **AGENDA REPORT**

**TO:** CITY COUNCIL  
**FROM:** RECORDER DECAMP, THROUGH MAYOR GORDON  
**SUBJECT:** SMALL CITY ALLOTMENT GRANT AWARD  
**DATE:** 2/26/2018

### **SUMMARY**

Falls City has been awarded \$50,000 in grant funds. The State of Oregon Transportation Commission administers a portion of state highway funds. These funds are to be allotted to small cities with populations of less than 5,000 for streets that are locally managed and are inadequate for the capacity they serve or in a condition detrimental to safety.

### **BACKGROUND**

Council instructed staff to apply for the Small City Allotment Grant at the July 6, 2017 City Council meeting. The city has been awarded \$50,000 in grant funds for upgrades to 5<sup>th</sup> Street. The next step will be to enter into an IGA for engineering with ODOT.

### **PREVIOUS COUNCIL ACTION**

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

### **STAFF RECCOMENDATION**

### **EXHIBIT**

### **PROPOSED MOTION**

N/A

## AGENDA REPORT

**TO:** CITY COUNCIL  
**FROM:** RECORDER DECAMP, THROUGH MAYOR GORDON  
**SUBJECT:** ORDINANCE 552-2018, AN ORDINANCE ASSIGNING AN ADDRESS NUMBER FOR A RESIDENTIAL STRUCTURE  
**DATE:** 02/14/2018

### SUMMARY

The City approved a Building Permit Application for a new Residential Structure for a vacant lot on Montgomery St. Falls City Zoning and Development Ordinance 1.202.02 Definitions states "For all residential uses, the front of the home shall face the street on which the address will be placed."

An address of 334 Montgomery Street is recommended.

Exhibit B – Polk County Web Map of Area noting surrounding addresses

### BACKGROUND

The Building Permit for a Residential Zone construction was approved on 2/27/2018.

Local Governments control house numbering. Numbering standards in the United States: odd numbers are on one side and even numbers on the other. Falls City has "grid" street naming system in much of the town. In many cases, Falls City numbering has been done by lot of record within blocks.

### PROCEDURE TO ADOPT AN ORDINANCE

Falls City Charter Section 16. Ordinance Adoption.

- a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council after reading of the ordinance at two meetings.
- b) The council may adopt an ordinance at a single meeting by the unanimous approval of at least a quorum of the council, provided the proposed ordinance is available in writing to the public at least one week before the meeting.**
- c) Any of the readings of an ordinance may be by title, only, unless a councilmember present at the meeting requests to have the ordinance read in full.

**PREVIOUS COUNCIL ACTION** N/A

### ALTERNATIVES/FINANCIAL IMPLICATIONS

Should City Council want a different house number a new Ordinance would be brought before Council at the next City Council Meeting.

**STAFF RECOMMENDATION**

Staff recommends the City Council adopt Ordinance 552-2018, An Ordinance assigning an address number for a residential structure; and declaring an emergency.

If City Council adopts this Ordinance City Hall will notify the Postmaster, our local Post Office, Polk County Elections, Polk County Community Development, Polk County Public Works, Polk County Assessor, Polk County Sheriff Office, our City Planner at Council of Government, Falls City Volunteer Fire Association, Falls City Public Works, Willamette Valley 911, Century Link & Pacific Power.

**EXHIBIT**

Exhibit A - Ordinance 552-2018

Exhibit B – Polk County Web Map of Area noting surrounding addresses

**PROPOSED MOTION**

I move the City Council of the City of Falls City read Ordinance 552-2018 for the first time by title only  
"Ordinance 552-2018 – AN ORDINANCE ASSIGNING AN ADDRESS NUMBER FOR A RESIDENTIAL STRUCTURE;  
AND DECLARING AN EMERGENCY."

**ORDINANCE 552-2018**

**AN ORDINANCE TO ESTABLISH A NEW ADDRESS FOR A VACANT LOT; AND DECLARING AN EMERGENCY.**

WHEREAS: There was a generated need, upon construction of a residential home, to assign a new street addresses to the unit located on Map 8620AA, Tax Lot 05403.

WHEREAS: It was determined that in order to better serve the health, safety and welfare of the citizens of Falls City, it is necessary to adopt an ordinance that will establish a new home address for a residential home under construction, in order to assist emergency service agencies, the United States Postal Service and the public in the timely and efficient provision of services to residents and businesses of Falls City.

WHEREAS: Falls City Fire Department, the Post Office and the City have agreed to the assignment of the new addresses.

WHEREAS: The City Council has the authority to assign or change address numbers on streets within the city.

**NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS:**

**Section 1.** That the one (1) residential home located on Map 8620AA, Tax Lot 05403 in Falls City, Oregon be, and it hereby, granted use of the primary address of 334 Montgomery St.

**Section 2.** All prior and conflicting ordinances are hereby repealed.

**Section 3.** This ordinance being necessary for the peace, health and safety of the people of Falls City, an emergency is hereby declared and this Ordinance shall take effect upon final passage by the council.

READ FIRST TIME by the Common Council of the City of Falls City this 8th day of March 2018.

AYES:            NAYS:    ABSTAIN:        ABSENT:

READ SECOND TIME AND ADOPTED by the Common Council of the City of Falls City this 12th day of April 2018.

AYES:            NAYS:        ABSTAIN:        ABSENT:

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cody DeCamp, City Recorder

Ordinance 552-2018 AN ORDINANCE TO ESTABLISH A NEW ADDRESS FOR A VACANT LOT; AND DECLARING AN EMERGENCY.



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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** TERRY UNGRICHT, POSSIBLE BUDGET OFFICER, THROUGH MAYOR GORDON  
**SUBJECT:** UTILITY RATES  
**DATE:** 2/26/2018

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### **SUMMARY**

The Committee has discussed the need for water and wastewater rate increases and to set them up on a yearly CPI.

### **BACKGROUND**

The City of Falls City has not raised rates on our Wastewater system since July of 2013 (resolution 2010-07), rates on our Water since July 2014 (resolution 07-2014), and rates on the Utility Reserve fund in January of 2016 (resolution 01-2016).

The Wastewater system is in drastic need of a rate increase, as we have talked our hope was not to seek an increase until the sewer upgrade project was funded, but with the changes in the scope of the project, from complete project to Final Engineering, we need to address the rates this upcoming budget year. A big problem is for each \$1.00 increase we only bring in \$177 a month and most of our residents will have a hard time affording.

The Water rates also need to be raised to help cover maintenance costs, as it is we will have to be bringing the Utility Reserve fund down to help cover cost on sand replacement for our filters, which is estimated to cost \$100,000 a filter. The plan is to do 1 a year for the next three years. A raise in rates will also help when we seek funding for the distribution replacement.

We did increase the Utility Reserve fund from \$7.00 to \$10.00 in 2016. This amount brings in an estimated \$46,000 a year.

We have discussed the need to set our utilities up on a Consumer Price Index, CPI, and I have reached out to see what other Cities in Oregon use. Most use the CPI-U, which is specific for Western Oregon and a few use the CPI-West. The CPI-U rate increase for 2017 was 4.2% and the CPI-W was 3.9%.

We need to discuss and motion what we would like to set the rate increases for the 2018/19 Budget and I recommend setting by resolution yearly rate increase based on a CPI.

The Public Works Committee motioned by unanimous consent to recommend to Council to set the water up on the Consumer Price Index – West annually. Terry recommends that for this budget year we raise the rates 3% starting on the September billing for water used that month. This would increase the residential 5/8 meter by \$1.26, from 41.96 to 43.22, overage costs by \$.08, from 2.55 to 2.63.

The Public Works Committee discussed the need for Sewer rates to be increased. While it was unanimously agreed that there is the need to increase rates the committee did not reach unanimous consent on a rate increase. The committee motioned to recommend a \$5.00 rate

increase to take effect on the July billing and it passed 5 for 2 against. A rise in rates by \$5.00 would net est. \$885.00 a month.

**PREVIOUS ACTION**

Discussions on rate increases and setting yearly rates pegged to a CPI.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

Utility or Enterprise funds need to be self-sufficient through user rates.

**STAFF RECOMMENDATION**

Staff needs direction from Council to set the 2018/2019 Budget numbers.

**EXHIBIT A-** Consumer Price Index

**PROPOSED MOTION**

I move the City Council of the City of Falls City raise the water rates by 3% to take effect on the September 2018 billing cycle and direct staff to bring a resolution to reflect this increase and to bring a resolution to chain the Water utility rates to the Consumer Price Index – West for a yearly inflationary adjustment.

I move the City Council of the City of Falls City Wastewater rates by \_\_\_\_\_ to take effect on the July wastewater billing.

# Consumer Price Index

Base period: 1982-84 = 100, not seasonally adjusted

## CPI-U

	U.S. City Average			West – Size Class B/C		
	2017	2016	2015	2017	2016	2015
	Jan.	2.5%	1.4%	-0.1%	1.8%	1.3%
Feb.	2.7%	1.0%	0.0%	2.3%	0.8%	0.6%
March	2.4%	0.9%	-0.1%	2.5%	0.3%	0.8%
April	2.2%	1.1%	-0.2%	2.3%	0.5%	0.9%
May	1.9%	1.0%	0.0%	2.0%	0.4%	0.8%
June	1.6%	1.0%	0.1%	2.0%	0.5%	0.5%
July	1.7%	0.8%	0.2%	1.9%	0.6%	0.3%
Aug.	1.9%	1.1%	0.2%	2.3%	0.7%	0.3%
Sept.	2.2%	1.5%	0.0%	2.6%	1.1%	0.0%
Oct.	2.0%	1.6%	0.2%	2.7%	1.3%	0.1%
Nov.	2.2%	1.7%	0.5%	2.7%	1.7%	0.1%
Dec.	2.1%	2.1%	0.7%	2.7%	1.8%	0.5%

## CPI-W

	U.S. City Average			West – Size Class B/C		
	2017	2016	2015	2017	2016	2015
	Jan.	2.5%	1.2%	-0.8%	1.9%	1.3%
Feb.	2.8%	0.7%	-0.6%	2.5%	0.7%	0.1%
March	2.3%	0.5%	-0.6%	2.6%	0.1%	0.4%
April	2.1%	0.8%	-0.8%	2.4%	0.5%	0.6%
May	1.8%	0.7%	-0.6%	2.0%	0.3%	0.5%
June	1.5%	0.6%	-0.4%	2.0%	0.4%	0.2%
July	1.6%	0.4%	-0.3%	2.0%	0.6%	0.0%
Aug.	1.9%	0.7%	-0.3%	2.4%	0.6%	0.0%
Sept.	2.3%	1.2%	-0.6%	2.8%	1.1%	-0.2%
Oct.	2.1%	1.4%	-0.4%	2.8%	1.5%	-0.2%
Nov.	2.3%	1.5%	0.1%	2.9%	1.9%	0.0%
Dec.	2.2%	2.0%	0.4%	2.9%	1.8%	0.4%

## Portland-Salem, OR-WA

	CPI-U Portland			CPI-W Portland		
	2017	2016	2015	2017	2016	2015
	1st half	4.4%	1.7%	1.3%	4.2%	1.2%
2nd half	3.9%	2.6%	1.1%	3.6%	2.2%	0.3%
<b>Annual</b>	<b>4.2%</b>	<b>2.1%</b>	<b>1.2%</b>	<b>3.9%</b>	<b>1.7%</b>	<b>0.4%</b>

## AGENDA REPORT

**TO:** CITY COUNCIL  
**FROM:** CITY RECORDER DECAMP, THROUGH MAYOR GORDON  
**SUBJECT:** PUBLIC WORKS COMMITTEE APPOINTMENT  
**DATE:** 2/27/2018

### **SUMMARY**

The Falls City Public Works Committee has 4 vacancies

### **BACKGROUND**

The City Council is responsible for making appointments to all Falls City Committees. Falls City residents Mike McConnell, Jennifer Drill, Guy Mack, and Mitchell Padilla have applied to be members of the Public Works Committee.

### **PREVIOUS COUNCIL ACTION**

The Council has not taken previous action on these applications.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

There are no fiscal impacts. The Council is not required to make the appointment; this would cause the seats on the Public Works Committee to remain vacant.

### **STAFF RECCOMENDATION**

Staff recommends the City Council appoint Mike McConnell, Jennifer Drill, Guy Mack, and Mitchell Padilla to the Public Works Committee.

### **EXHIBIT**

Exhibit A- Committee applications submitted by Mike McConnell, Jennifer Drill, Guy Mack and Mitchell Padilla.

### **PROPOSED MOTION**

I move the City Council of the City of Falls City appoint Mike McConnell, Jennifer Drill, Guy Mack, and Mitchell Padilla to the Public Works Committee.

*Padilla*



## Application for Committees

### City of Falls City

299 Mill Street, Falls City, Oregon 97344

Instructions: Fill out both sides of form and submit to City Hall.

#### Contact Information

Name:

Street Address:

Mailing Address:

City/State/Zip Code:

Home Phone:

Work Phone:

E-Mail Address:

#### Background

Years of Residence in Falls City:

Place of Employment:

Occupation:

Educational Background:

Prior Civic Activities:

#### Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

**Motivation**

Discuss your motivation for serving on this Committee.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Mitchell L. Padilla  
  
2/15/2018

Thank you for completing this application form and for your interest in volunteering with us.

MACK



## Application for Committees

### City of Falls City

299 Mill Street, Falls City, Oregon 97344

Instructions: Fill out both sides of form and submit to City Hall.

#### Contact Information

Name: Guy Mack  
 Street Address: 848 PARRY ROAD FALLS CITY, OR 97344  
 Mailing Address: SAME  
 City/State/Zip Code:  
 Home Phone: 503.787.3721  
 Work Phone: —  
 E-Mail Address: grm2u2@gmail.com

#### Background

Years of Residence in Falls City: 68  
 Place of Employment: RETIRED  
 Occupation:  
 Educational Background: B.S. ASIAN Studies  
 Prior Civic Activities: PWC since 1999  
 Budget  
 Historic Landmarks  
 Spring Clean-up, Luckiamute clean-up

#### Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

19 years on PWC. OFFICE MANGER / STAFF C&H Refineries

**Motivation**

Discuss your motivation for serving on this Committee.

Civic duty, lifelong resident.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Guy R. Mack  
Guy R. Mack  
02/19/2018

Thank you for completing this application form and for your interest in volunteering with us.

Drill



## Application for Committees

### City of Falls City

299 Mill Street, Falls City, Oregon 97344

Instructions: Fill out both sides of form and submit to City Hall.

#### Contact Information

Name: Jennifer Drill  
Street Address: 136 Carey Ct  
Mailing Address: \_\_\_\_\_  
City/State/Zip Code: Falls City OR 97344  
Home Phone: 503 787 1803  
Work Phone: \_\_\_\_\_  
E-Mail Address: mstarjd@gmail.com

#### Background

Years of Residence in Falls City: 15  
Place of Employment: Robert Yang Consulting  
Occupation: \_\_\_\_\_  
Educational Background: \_\_\_\_\_

Prior Civic Activities: \_\_\_\_\_

#### Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

**Motivation**

Discuss your motivation for serving on this Committee.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Jennifer Drill

Signature



Date

2/15/18

Thank you for completing this application form and for your interest in volunteering with us.

*M'Connell*



## Application for Committees

### City of Falls City

299 Mill Street, Falls City, Oregon 97344

Instructions: Fill out both sides of form and submit to City Hall.

#### Contact Information

Name:

*Mike M'CONNELL*

Street Address:

Mailing Address:

City/State/Zip Code:

Home Phone:

Work Phone:

E-Mail Address:

#### Background

Years of Residence in Falls City:

Place of Employment:

Occupation:

Educational Background:

Prior Civic Activities:

#### Committees of Interest

Please check all of the following Committees that interest you:

- Budget Review Committee
- Parks and Recreation Committee
- Public Works Committee
- Historic Landmark Commission
- Planning Commission

\*Please continue to reverse side of form for completion.

**Special Skills or Qualifications**

Summarize any special training, skills or experience you may have pertinent to the Committees to which you are applying.

**Motivation**

Discuss your motivation for serving on this Committee.

**Special Notice**

Please be advised that members of the City Council and Planning Commission are required to file an annual **Statement of Economic Interest** with the State of Oregon.

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

Date

Mike McQuinn  
[Handwritten Signature]  
2-15-18

Thank you for completing this application form and for your interest in volunteering with us.

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## **AGENDA REPORT**

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**TO:** CITY COUNCIL  
**FROM:** RECORDER DECAMP, THROUGH MAYOR GORDON  
**SUBJECT:** CDBG WASTEWATER SYSTEM GRANT AWARD  
**DATE:** 2/28/2018

### **SUMMARY**

Falls City has been awarded \$330,000 in grant funds from the Oregon Community Development Block Grant program (CDBG). This program, administered by Business Oregon Infrastructure Finance Authority (IFA), provides grant funds to cities and counties to upgrade public infrastructure, develop community facilities and provide essential services to the workforce and your citizens.

### **BACKGROUND**

Council instructed staff to submit the CDBG application at the November 9, 2017 City Council meeting. The City requested funding for Final Design Engineering, Environmental review, and a Rate Study which will allow Falls City to develop biddable documents for the construction of the wastewater system.

### **PREVIOUS COUNCIL ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

N/A

### **STAFF RECOMMENDATION**

N/A

### **EXHIBIT**

### **PROPOSED MOTION**

N/A

## AGENDA REPORT

**TO:** CITY COUNCIL  
**FROM:** RECORDER DECAMP, THROUGH MAYOR GORDON  
**SUBJECT:** APPOINT BUDGET OFFICER  
**DATE:** 2/26/2018

### SUMMARY

Staff has discussed the need for a Budget Officer

### BACKGROUND

ORS 294.331 requires the appointment of a Budget Officer to prepare or supervise the preparation of the budget document. Staff has talked with Terry Ungricht and he has agreed to prepare and present the 2018/2019 Budget upon Council approval.

### PREVIOUS COUNCIL ACTION

Council has previously appointed the City Manager as Budget Officer

### ALTERNATIVES/FINANCIAL IMPLICATIONS

N/A

### STAFF RECOMMENDATION

Appoint Terry Ungricht as the budget officer for the 2018/2019 Budget.

### EXHIBIT

### PROPOSED MOTION

I move the City Council of the City of Falls City appoint Terry ungricht as the 2018/2019 City Budget Officer.

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** TERRY UNGRICH, POSSIBLE BUDGET OFFICER, THROUGH MAYOR GORDON  
**SUBJECT:** BACK FLOWS  
**DATE:** 2/26/2018

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### SUMMARY

The Public Works Committee discussed options for our resident's backflows.

### BACKGROUND

Annual backflow assembly testing is required under Oregon Administrative Rule (OAR) 333.061.0070 by a certified backflow assembly tester. The results were supplied by Richard Evans. Staff entered data into a spreadsheet to calculate various aspects of the backflow testing.

Of the total 455-backflow devices on the public water utility, 294 backflow devices were tested; sixty (60) backflows failed and were not retested. A small hand full of these require repair before initial testing can occur. These fails account for 24% of only those tested. Four (4) devices were retested and passed.

Thirty-six (36) are not tested for varying reasons (e.g. Inactive, Do not test, no existing meter etc.), and one hundred-twenty-five (125) were not tested due to dogs, no access, flooded, broken valve, needs dirt dug out or cannot locate device. After considering the fails mentioned above, it may be assumed approximately 30 of the 125 untested devices will fail.

(OAR 333.061.00700 excerpt regarding backflow devices.)

*(A) The water supplier shall:*

*(i) Ensure the approved backflow prevention assembly is installed at a location adjacent to the service connection or POD;*

*(ii) Ensure any alternate location used must be with the approval of the water supplier and must meet the water supplier's cross connection control requirements; and*

*(iii) Notify the premises owner and water user, in writing, of thermal expansion concerns.*

*(B) The premises owner shall:*

*(i) Ensure no cross connections exist between the POD from the public water system and the approved backflow prevention assemblies, when these are installed in an alternate location; and*

*(ii) Assume responsibility for testing, maintenance, and repair of the installed approved backflow prevention assembly to protect against the hazard.*

Falls City Municipal Code echoes state law

The public Works committee recommended inserting a letter in the water bill to make our customers aware of the issue. The Committee recommends staff looking into if every customer signed the device over to the City if we could have Public Works perform the repairs, or if we should set up a fund to help customers finance the repairs. Staff is not sure with the location of the backflows on personal property we might also need a recorded easements. The Committee also recommended that if we cannot take ownership, to contact some local plumbers to bid on a set fee to replace the device and budget for covering the customer cost and have the customer pay back the funds in monthly payments with a signed agreement.

**PREVIOUS ACTION**

Discussions on backflows.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

The backflows are currently the customers responsibility.

**STAFF RECOMMENDATION**

N/A

**PROPOSED MOTION**

I move the City Council of the City of Falls City \_\_\_\_\_

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** RECORDER DECAMP, THROUGH MAYOR GORDON  
**SUBJECT:** CITY MANAGER EMPLOYMENT AGREEMENT  
**DATE:** 3/2/2018

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### **SUMMARY**

Council has discussed the need to hire a new City Manager

### **BACKGROUND**

City Recorder DeCamp has prepared an employment agreement that has been drafted by the City Attorney for Council approval. The City Attorney recommended reviewing the agreement in an open session and designating the Mayor as being responsible for finalizing the agreement.

### **PREVIOUS COUNCIL ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

N/A

### **STAFF RECOMMENDATION**

Designate the Mayor to finalize the employment agreement

### **EXHIBIT**

A- Employment Agreement

B- Salary Survey

### **PROPOSED MOTION**

I move the City Council of the City of Falls City designate Mayor Jeremy Gordon to finalize the employment agreement for City Manager

## EMPLOYMENT AGREEMENT

**THIS AGREEMENT** made and entered into this 8th day of March, 2018, by and between the **CITY OF FALLS CITY, OREGON**, a municipal corporation, hereinafter called "**City**," and **CODY DECAMP**, hereinafter called "**Employee**."

**WHEREAS**, the City desires to employ the services of the Employee as City Manager as provided by the City Charter, applicable ordinances, and the City Manager Job Description; and

**WHEREAS**, it is the desire of the City to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

**WHEREAS**, Employee desires to accept employment as City Manager of the City of Falls City, Oregon:

NOW THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS HEREBY CONTAINED, THE PARTIES AGREE AS FOLLOWS:

### **SECTION 1. DUTIES**

- A. The City agrees to employ Employee as the City Manager with the job duties as further specified in the City Charter, applicable Ordinances, and the City Manager's job description (which is attached to this Agreement and by this reference incorporated herein). Employee further agrees to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign.
- B. The Employee will render the services of City Manager in a professional manner.
- C. The Employee will devote the necessary hours each week to the performance of such duties that may be assigned to him by the City.
- D. The Employee will serve the City diligently and faithfully, and according to his best ability in all respects, and will use his utmost endeavors to promote the interest of the City.

### **SECTION 2. TERM**

- A. This Agreement shall commence on March 8, 2018. This Agreement shall remain in full force and effect from the commencement date unless the City Manager is terminated or resigns as provided in Section 3.
- B. Employee is an employee at will. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of the Employee, subject only to the provisions set forth in Section 3 of this Agreement.

- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject only to the provisions set forth in Section 3, Paragraph B of this Agreement.
- D. This Agreement shall remain in full force and effect from its effective date unless it has expired or is terminated by either party as provided in Sections 2 and 3 of this Agreement.
- E. Employee agrees to remain in the exclusive employ of the City throughout the duration of this Employment Agreement, and to neither accept other employment nor become employed by another employer until the termination date of this Employment Agreement, unless the outside employment is pre-approved by the City and does not interfere with the City Manager's job duties.

### **SECTION 3. TERMINATION AND SEVERANCE PAY**

- A. Termination Without Cause. In the event City terminates Employee Without Cause, City agrees to pay employee a lump sum payment equal to two (2) months' of Employee's base salary. All severance payments are subject to required payroll withholding and deductions. Employee's acceptance of the severance payment shall constitute a release and waiver of all claims of any type or nature whatsoever against City, its Mayor, Councilors, employees, volunteers and agents. Employee and City agree to execute a Release and Waiver of Claims acceptable to City as a condition of Employee receiving severance pay.
- B. Voluntary Resignation. If Employee voluntarily resigns his position during this Agreement, he shall give the City thirty (30) days' advance written notice, unless the parties otherwise agree. If he fails to give the required notice, the City may, at its sole discretion, reduce Employee's sick and vacation benefits payable to resigning City employees (the reduction equal to the number or sick and vacation hours Employee would have earned over the course of 30 days). Employee is not entitled to any severance payment under this Agreement in the event of Employee's voluntary resignation.
- C. For Cause Termination. City may terminate For Cause. Employee is not entitled to any severance payments under this Agreement if he is terminated For Cause. Termination "for cause" means termination occurring due to Employee's: neglect of duty, breach of contract, inefficiency, insubordination, conduct involving moral turpitude, inadequate performance, repeated or serious violations of City policies, dishonesty of any kind, or failure to comply with other reasonable requirements as the City may prescribe.

If the parties dispute whether the Employee was terminated "for cause," either party may request binding arbitration on the question. Arbitration shall be requested by delivering the other party a written request for arbitration. Within thirty (30) days of receipt of such request, the parties shall select a mutually

agreeable arbitrator and designate mutually agreeable rules of arbitration. If the parties cannot agree upon an arbitrator within thirty (30) days, an arbitrator shall be appointed by the Circuit Court for the State of Oregon for Polk County, in accordance with ORS 36.310. If the parties have not designated mutually agreeable rules of arbitration at such time as the arbitrator is appointed, the arbitrator shall adopt rules for the arbitration. The arbitrator's final decision shall be final and binding upon the parties. All arbitrations shall take place in Polk County Oregon, unless the parties both agree to have the matter arbitrated elsewhere. Each party agrees to pay its own arbitration costs, including any attorney fees or costs.

#### **SECTION 4. SALARY AND RETIREMENT**

- A. The City shall pay Employee for services rendered under this Agreement at an annual rate of \$40,600, which sum shall be payable in installments at the same time and manner as other employees of the City are paid. After an initial six-month evaluation period, Employee's pay shall be increased to an annual rate of \$44,660 (10% increase).
- B. The City may consider adjustments to Employee's base salary and other benefits based on the Employee's performance evaluation process. Such performance-based salary and benefit adjustments are solely within the discretion of the Council and shall be merit-based.
- C. The City agrees to classify the City Manager position as an Oregon PERS-qualified position and to make payments to PERS as with other City employees.

#### **SECTION 5. PERFORMANCE EVALUATION**

The Mayor and Council shall review and evaluate Employee's performance after six (6) months and again after twelve (12) months. Thereafter, performance reviews shall take place annually. The City Manager shall administer, schedule and provide sample performance evaluation materials to the Mayor and Council prior to budget adoption, or at such other or more frequent times as the Council may desire. Employee performance review and evaluation shall be in accordance with criteria and duties set forth in the City Manager's job description and other criteria as the Council may establish. The Mayor, as directed by the Council, shall provide the Employee with a written summary statement of the evaluation and provide an adequate opportunity for Employee to discuss any concerns or response with the Mayor and Council. The performance summary and any written response shall be made part of the Employee's personnel file.

#### **SECTION 6. HOURS OF WORK**

It is recognized that the Employee must regularly devote in excess of forty (40) hours per week to his duties and that such time is often outside the "normal office hours" of

the City. Employee may take administrative time off of his regularly scheduled work hours, as long as it does not adversely affect the operation of the City. Employee shall use the Monthly Payroll Timesheet to account for administrative, sick leave, vacation, or holiday time used.

### **SECTION 7. VACATION LEAVE**

Employee shall be entitled to five days paid vacation time upon commencement of this Agreement. Upon completion of the probationary period of six months, Employee shall be entitled to paid vacation time earned and accrued on the basis of 10 days for each 50 weeks of employment. Vacation time shall accrue on a pro rata basis, and shall be taken as the Employee and Employer shall agree with 320 hours maximum accrual.

### **SECTION 8. PROFESSIONAL DEVELOPMENT**

The City agrees to budget and pay for Employee's travel and subsistence expenses necessary for his professional development and beneficial to the City. Subject to budgetary constraints, time limitations and the convenience of both the City and the Employee, the Employee is permitted and encouraged to attend such professional development meetings, activities seminars, courses, and institutes in accordance with the City's applicable policies.

City will pay for the City Manager's membership in the International City/County Managers Association (ICMA) and the Oregon City/County Managers Association (OCCMA) and associated local and national conferences, as approved and budgeted by the Mayor and Council.

City will pay for Employee's expenses associated with civic membership, as approved and budgeted by the Mayor and the Council.

### **SECTION 9. INDEMNIFICATION**

The City shall defend, save harmless and indemnify Employee against any tort, professional liability claim, or other legal action, arising out of an alleged act or omission occurring in the course and scope of performance of Employee's duties as City Manager to the extent required under Oregon law and subject to the limitations within the Oregon Tort Claims Act and the Oregon Constitution.

### **SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

City general employee regulations, rules, policies and benefits shall apply to Employee *unless they conflict with or are inconsistent with this Agreement*. If there is a conflict or inconsistency between the City's regulations, rules or policies and this Agreement, this Agreement shall prevail. Specifically, any City regulations, rules or policies pertaining to the City Manager performance review process, termination process, disciplinary process, and disciplinary review process will not apply. This Agreement provides the

City's sole and exclusive performance review process, termination process, disciplinary process, and disciplinary review process for the City Manager.

**SECTION 11. GENERAL PROVISIONS**

- A. Wherever this Agreement provides an option, election or approval by the City, such provision shall be construed to require that such option, election or approval shall be made by the City Council, except where this Agreement specifies that the option, election or approval may be given by the Mayor.
- B. This Agreement shall constitute the entire agreement between the parties.
- C. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Employee.
- D. If any provision or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of the Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Employee acknowledges this document has been drafted by the City Attorney, who does not represent him, and that he has had the opportunity to consult with legal counsel of his choosing at his expense before signing below.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals effective the day, month and year first above written.

**CITY OF FALLS CITY, OREGON:**

**EMPLOYEE:**

By: \_\_\_\_\_  
**Jeremy Gordon, Mayor**

\_\_\_\_\_  
**Cody DeCamp**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Information from 2012

18

CITY OF FALLS CITY - CITY ADMINISTRATOR SALARY SURVEY INFORMATION

City	Job Title	Pop.	Current Salary	Salary Range	PERS/Other Retirement	8% EE portion - paid by City	Deferred Comp	Hire Date
Coburg*	City Administrator	1,040	\$55,000					
Halsey	City Administrator	910	\$63,772	\$48,876 - \$63,772	PERS	Yes	No	Mar-01
Scio	City Manager	840	\$63,065	n/a	No - Pay \$4,160/year - rel. plan of choice	n/a	No	Sep-07
Adair Village	City Administrator	840	\$57,500	Part of compensation package of \$80,000	PERS	Yes	\$2,340/year	Oct-07
AVERAGE			\$59,834					

~~Demolition~~  
~~Openings~~

Ranges in 2012

Current Salary - \$24,23 per hour

North Plains (pop. 1970) - Advertised at \$71,000-\$90,000  
 Gearhart (pop. 1465) - Advertised at \$65,000-\$75,000  
 Amity (pop. 1480) - Advertised at \$55,000 - \$70,000  
 Rockaway Beach (pop. 1315) - In 2008 was advertised at \$60,000-\$70,000.  
 Recently advertised at \$50,000-\$60,000 - did not fill -talking to LOC about increasing the range.

20 hrs per week  
\$25,199.00

\*Coburg (pop. 1040) - Advertising for City Administrator/Director of Planning - \$55,000+ depending on experience.  
 Donald (pop. 980) - Advertised at \$50,000 - \$60,000  
 Wheeler (pop. 420) - Advertised at \$45,000-\$55,000  
 Banks (pop. 1775) - Advertised at \$65,000 - \$75,000  
 Heppner (pop. 1290) - Advertised at \$50,500 - \$56,000  
 Cascade Locks (pop. 1145) - Advertised at \$60,000 - \$70,000

24 hrs per week  
\$30,239.00

Current  
 Burns (2,729) \$50,000 - \$62,000  
 Junction City (5,532) \$85,000 - \$105,000

87

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MAYOR GORDON, THROUGH THE PARKS AND RECREATION COMMITTEE  
**SUBJECT:** PARKS AND RECREATION COMMITTEE REQUEST TO APPLY FOR OPRD GRANT FUNDING FOR PERMANENT ADA CERTIFIED BATHROOM IN MICHAEL HARDING PARK SOUTH  
**DATE:** 03/08/2018

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### SUMMARY

The Falls City Parks and Recreation Committee would like to request Council approval to apply for an OPRD Local Government Development Grant to fund a permanent ADA certified restroom facility in Michael Harding Park South.

The installation of ADA compliant bathrooms in our Parks was identified as a top priority in the Parks Master Plan (See Attachment).

There is a minimum of a 20% matching funds requirement with this grant. The matching funds criteria read as follows (copied directly from the OPRD website):

“The eligible match by the Project Sponsor may include local budgeted funds, local agency labor or equipment, federal revenue sharing, other eligible grants, state and county inmate labor, donated funds, the value of private donated property, equipment, materials, labor, the value of land acquired within the past six year period, cost of appraisals, pre-development costs within the past two year period (cannot exceed 15 percent of total project costs), or any combination thereof.”

### ALTERNATIVES/FINANCIAL IMPLICATIONS

The adoption of the Parks Master Plan does not provide authorization to spend funds for any particular park improvements. Authorization to spend money for park improvements will occur through the annual budget process along with the need to seek City Council approval to apply for grants and accept grant awards.

It is the Committee’s intention to obligate zero funds from the City’s budget to pay for the 20% match. It is their intention to submit volunteer labor to cover the match. Park facility maintenance is a major task for Public Works and bathroom maintenance is ultimately the responsibility of Public Works. Problems with public bathrooms located elsewhere have required staff time.

### PREVIOUS COUNCIL ACTION

The City Council adopted the Parks Master Plan (Ordinance 551-2017) on December 14, 2017.

### PROPOSED MOTION

I move the City Council of the City of Falls City allow the Parks and Recreation Committee, in cooperation with City staff, to submit an OPRD grant application for funding of a permanent ADA bathroom in Michael Harding Park South.

**A. PROJECT NARRATIVE (Please limit all answers to 400 words or less)**

1. Describe all elements of the project, project objectives, and the need for assistance.

Describe who will do the work and who will provide supervision.

Answer: Michael Harding Park is currently without a permanent restroom facility of any kind. This park is home to the ever so spectacular Falls City Falls. It is a very popular spot for day-long recreation, which includes, but is not limited to viewing the river and falls, bird watching, hiking, biking, fishing, rock climbing, swimming and diving. Unfortunately, because there is practically no place for relief, people do what they have to do. The result is toilet paper and accompanied mess in the woods and surrounding riparian including a nearby private property. Falls City does rent a porta potty in the summer months, but they are gross, expensive and people don't like to use them. They stink up the entire area, particularly in the heat. The extra park visitors and the high temperatures really, really make for a smelly place. There have even been times when the potty maintenance man cleaned it out during the highest heat of the day and you could smell it all the way up the river. We requested extra cleaning days, but that's even more cost.

Additionally, and maybe more importantly now is that we have a citizen who recently lost the use of his legs in a logging accident and although the porta potty company offers wheelchair access, it's pretty bunk and does not really address his needs and cost more money.

Falls City struggles to meet budget ends. Park and recreation always takes a back seat to the constant needs of the city. Without grants, we simply cannot achieve any development in our parks and this particular park really needs a restroom.

We are a quaint little town and people do love to come out here and enjoy our natural spaces, but they do not love seasonal stinky porta potties. We think it's about time we offer them something better and show that they are welcome.

Falls City residence have volunteered to do the labor for this restroom under the supervision of the city public workers and our genius council member Cliff Lauder who has been extremely instrumental in various projects in Falls City. The restroom is built prefabricated. They bring it in with a crane, so the labor involved includes pouring a slab, digging a trench, laying pipeline and hooking into the city water and sewer. Then site clean-up and embellishing with landscaping.

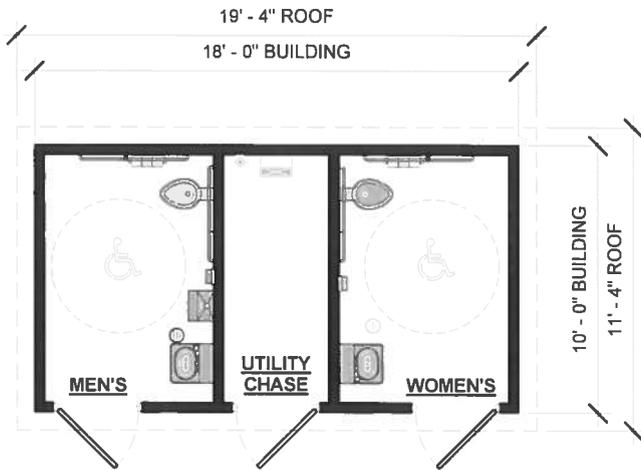
2. Describe any new facilities to be constructed, existing facilities which are to be renovated, removed or demolished. Describe present development on the site and how the proposed project fits in with future development.

Answer: The new facility is a product of the Public Restroom Company. They provide maintenance friendly, graffiti proof, environmentally sound and aesthetically pleasing restrooms. The same facilities can be found in Oregon's rest stops on our highways. We will connect the facility to the existing sewer and water just feet from the site. We will be pouring a cement slab and connecting the water and sewer. The PRC builds and delivers the restroom. The site is in the parking lot of Michael Harding park, otherwise the only development is what mother nature has done. We are in the early process of developing a trail system that connects this park to others. There are existing trails and open spaces that people use as well which will all connect in the future. Also, we want to add benches, picnic tables and bbq pits at this location. This will add visitors to the park, so the restroom will become an even bigger need.

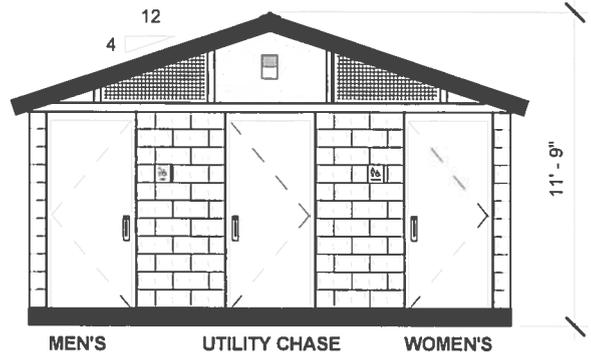
4. **SUSTAINABILITY.** To what extent does the project address sustainability recommendations for OPRD-administered grant programs? Please see Chapter Seven (pages 115-117) of the SCORP for sustainability recommendations for land acquisition, new facility development, major rehabilitation, and trail projects.

Answer: This project protects the view of the Falls and access to the river. It does not interfere with the ecosystem or habitat. It will have passive daylighting. This project will improve neighborhood and community livability as the park is currently underserved. Removing the offensive odor will enhance the quality of air as well. This restroom is designed specifically for public use in an unattended space with a good deal of foot traffic. Sound construction and careful consideration to maintenance needs will result in more cost-effective park management practices and increasing sustainability to the building and the park.

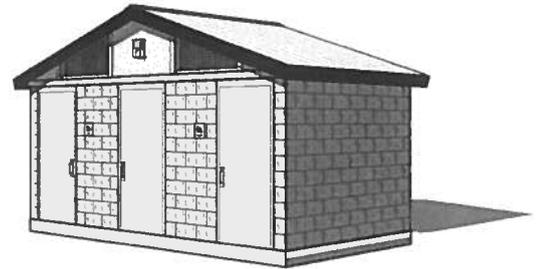
The park itself has dusk to dawn hours and future plans include a permanent park host. Just the same, this restroom facility will have split face block with graffiti coating and esthetically copasetic coloring. It will have a pitched metal roof, protecting it from branches and keeping leaves and fir needles from accumulating. The doors and jams will be heavy-duty fiberglass with stainless steel door handles and lock guards. Reducing maintenance needs and operational cost.



1 FLOOR PLAN  
3/16" = 1'-0"



2 FRONT ELEVATION  
3/16" = 1'-0"



3 PERSPECTIVE



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## Chapter 9 RECOMMENDED PARKLAND IMPROVEMENTS

Falls City is a nature-rich city that offers open spaces, parks and the treasured Little Luckiamute River. Nevertheless enhancements are needed to improve the level and quality of parks to meet the needs of current and future residents.

### Inventory

A detailed inventory of recreational spaces and what each space offers was prepared by members of the Park and Recreation Committee and staff through a physical inspection of each recreational site within city limits (Chapter 3). This inventory served the baseline from which to assess improvement needs.

### Process used to determine park improvements

The Park and Recreation Committee considered all Parks Master Plan Chapters during the quantitative assessment of park improvement.

- ✓ Executive Summary. The mission statement and the motto provided a test for all findings.
- ✓ Chapter 1 Planning Steps and methods were used to guide the planning process.
- ✓ Chapter 2 Community Demographics illustrated the need for facilities and trails compliant with ADA requirements because the U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates reported that 30.50% of residents have a disability (margin of rate +/-5.8).
- ✓ Chapter 2 Community Demographics reported that the results of 2014 Portland State University Income study and the U.S. Census Bureau, 2011-2015 American Community Survey 5-Year estimates noted the high percentage of people with low or moderate income levels suggests that the City should explore ways to target parks and recreation services, and their benefits, towards lower-income residents.
- ✓ Chapter 3 The Current Park System served as the logical baseline for planning by documenting recreation lands and facilities are currently available to residents.
- ✓ Chapter 5 Recreational Trends, Chapter 6 Community Needs Assessment, Chapter 7 Level of Service Analysis and Chapter 8 Park System Goals and Objectives drove the selection process and the prioritization of park improvements.

### Conditional Assessment

- ✓ Some parks and all open spaces lacked amenities such as restrooms, picnic tables, benches, and BBQ's
- ✓ Playground equipment items need to be replaced or repaired
- ✓ Unhealthy trees
- ✓ The effects of vandalism

### Vandalism Mitigation

Parks and open spaces should be inviting and welcoming to families and groups. The more people use park facilities, the fewer problems we'll see from criminals, who generally don't want witnesses to their crimes.

Chapter 8 Goals and Objectives identified several objectives, if met, will help to discourage vandalism including:

- ✓ Keep parks clean to avoid a neglected appearance. When graffiti or vandalism does occur, be sure to take care of it quickly. If you don't, it encourages further problems.
- ✓ Build or purchase products made of durable materials that can stand up to some degree of vandalism and daily wear and tear, such as patrons standing and jumping on picnic tables and benches.
- ✓ Look for materials with a protective coating that can be cleaned without destroying the integrity of the surface. Dark colors also help to deter graffiti artists, as their work will be less visible.

### Minimal Park Standards

Many of our recreational areas do not meet minimal standards for recreation:

- ✓ Parks and open spaces without trash collection. Fay Wilson Memorial Park, Michael Hardy Memorial Park North and South and City Hall Open Space. Volunteer distribute blue trash barrels and collect trash during the summer season.
- ✓ Parks without picnic tables. Fay Wilson Memorial Park (picnic table vandalized), Michael Hardy Memorial Park North and South, City Hall Open Space.
- ✓ Parks without benches. Michael Hardy Memorial Park North and City Hall Open Space.
- ✓ Parks without bike racks. George Kitchen Park, Michael Harding Memorial Park North and South.
- ✓ Parks without site built restrooms connected to city sewer. All Parks and Open Spaces.
- ✓ Parks without ADA compliant restrooms. There are no restrooms in compliance with ADA requirements with one exception; Michael Harding Memorial Park South offers a seasonal ADA compliant portable toilet. George Kitchin Park is the only park that provides a site built public restroom, but it is not ADA compliant.
- ✓ Parks without ADA compliant parking. Fay Wilson Memorial Park, Michael Harding Memorial Park North and South, and George Kitchin Park.
- ✓ Parks and Open Space without signage. Michael Hardy Memorial Park North and South, Fay Wilson Memorial Park, City Hall Open Space and additional signage needed at George Kitchen Park. Improve directional signage for all parks, open spaces, and the Falls.
- ✓ Parks that can benefit from river restoration and erosion prevention projects. The Little Luckiamute River is part of the Luckiamute watershed. The river travels through the center of Falls City in an easterly direction. Fay Wilson Memorial Park, Michael Hardy Memorial Park North and South, Old Mill Public Works Yard, and City Hall Open Space combined have approximately 3560 feet of river frontage. This uniquely positions Falls City to contribute to protecting the Luckiamute watershed by restoring natural habitat including the planting native trees to shade the river to protect fish habitat.

## Recommended Parkland Improvements

### Request Trash Collection Service at all Parks and Open Spaces

Consider making a request to Republic Services for dumpsters and waste collection at Fay Wilson Memorial Park, Michael Harding Memorial Park North and South, and City Hall Open Space as this service is provided under the franchise agreement at no cost and with no penalty. Explore recycling. *Municipal Code CHAPTER 53: SOLID WASTE MANAGEMENT, Section 01.110 FRANCHISEE OBLIGATIONS. (E) City Service.*

(1) *The franchisee shall provide collection services to property owned, controlled or operated by the city at no cost to the city, including parks and bus stops.*

(2) *All services provided by the city (including the operating costs associated with provision of park and bus stop collection services) shall be considered a cost of doing business and part of the rate base to be considered in future rate adjustments. The franchisee shall provide documentation supporting said operating costs to the city.*

### Repairs (priorities not assigned)

Project #	Location	Repair
GK-R1	George Kitchin Park	Replace Slide
GK-R2	George Kitchin Park	Rebuild horseshoe pits
GK-R3	George Kitchin Park	Inspect/Remove Douglas Fir Tree showing signs of disease located west of the restrooms on the left hand side of the road
FW-R1	Fay Wilson Memorial Park	Replace basketball hoops with durable materials to deter vandalism
FW-R2	Fay Wilson Memorial Park	Remove vandalized picnic table and replace with a picnic table made of durable materials
FW-R3	Fay Wilson Memorial Park	Repair or replace toddler fire truck
FW-R4	Fay Wilson Memorial Park	Inspect/remove two deciduous trees that are leaning
MS-R1	Michal Harding Park South	Install parking bollards or parking stops to prevent someone from driving off the edge of the parking area located on Parry.

### Parkland Small Improvements

Priority	Project #	Location	Improvement
1	FW-S1	Fay Wilson Memorial Park	Relocate power above the kick zone and cover with a pedestal, designed specifically for public spaces, to cover power utilities. This applies to three areas.
2	MS-S1	Michael Harding Memorial Park South	Plant grass seed in the open area near the fence line to define a picnic area. Initially install two picnic tables made of durable materials and two BBQ's with locking grills.
3	FW-S2	Fay Wilson Memorial Park	Install a picnic table made of durable materials and one BBQ with locking grills on the existing cement slab.
4	MS-S2	Michael Harding Memorial Park South	Install two benches made of durable area overlooking the river.
5	GK-S1	George Kitchin Park	Install a picnic table made of durable materials and a BBQ with locking grill on existing cement slab west of playground.

**Table 9-1 Parkland Improvement Priorities**

Priority	Project #	Location	Improvement
1	Dev-1	All Parks	Site built ADA restroom connected to city water and sewer. The Park and Recreation Committee identified Restrooms #1 to resolve public health concerns, improve community livability and protect the Luckiamute Watershed.
2	Dev-2	Little Luckiamute River	Develop a Little Luckiamute River Trail along the north side of the river. The Parks and Recreation Committee identified trails #2 due to interest expressed in surveys and because recreational trends position trails number one priority for both park providers and users. (Appendix A-2)
3	Dev-3	Michael Harding Memorial Park North	Develop a picnic pavilion that includes site built ADA restroom connected to sewer, BBQ area, electricity, trails, ADA parking and general parking. (Appendix A-1)
4	Dev-4	George Kitchin Park	Develop a campground
5	Dev-5	City Hall Open Space	Construct a simple amphitheater and ADA trail leading to the amphitheater from Mill Street (Appendix A-3)
6	Dev-6	City Wide	Develop Equestrian Trails
7	Dev-7	George Kitchin Park	Develop a 9-hole Disc Golf Course
8	Dev-8	Right-of-way	Develop a Skateboard Park in the right-of-way located between 217 and 281 N. Main Street
9	Dev-9	To be determined	Develop a new playground or expand an existing playground.
10	Dev-10	George Kitchin Park	Rehab the baseball field; add drainage, grade, add top soil, plant turf and install bases and benches.
11	Dev-11	Little Luckiamute River	Create a designated paddle route
12	Dev-12	To be determined	Create a dog park

**The Project # is referenced in the Capital Improvement Plan.**

**Little Luckiamute River Trail**

Appendix A-2 – Conceptual Drawing of the Little Luckiamute River Trail

The proposed length of the Little Luckiamute River Trail will be approximately two (2) miles and will extend from the Falls City High School to the Dutch Creek Crossing on Mitchell Street at the west boundary of town. The trail will run along the north side of the river, except, a spur trail will run from the City Hall Open Space, across the 3<sup>rd</sup> Street footbridge to Fay Wilson Memorial Park. The path will travel along the river to Bridge Street, cross Bridge Street, and run along Parry Street to and through Michael Harding Memorial Park South. During summer months, trail walkers can cross the river and access the trail on the north side of the river. From Bridge Street the main trail will lead across the

bridge and along Mitchell Street to Michael Harding Memorial Park North. There the trail will enter the woods and run along the north side of the river to the Dutch Creek Culver.

The preferred trail alignment will roughly follow the Little Luckiamute River drainage on the north side of the river and will be entirely separated from roadways, except a section of the trail will cross over Bridge Street and travel to Michael Harding Memorial Park North and South. However, because the preferred alignment is a long-term vision and contingent upon future land use changes and/or private property owner cooperation, the Little Luckiamute River Trail will include on-street for sections until the preferred alignment can be fully implemented.

All trail sections do not need to be paved, but the system should offer diverse experiences to those who may be more physically challenged than others. Sections of the trail should be compliant with ADA requirements wherever possible.

1. Partner with the Falls City School District to restore the river trail that surrounds the Falls City High School Football Field
2. Work with private property owners adjacent to Little Luckiamute River to negotiate access easements, land dedication and inform the landowner they may convey the rights to create a trail, open it for public use, and maintain it without the owner giving up ownership and enjoyment of the land through which the trail passes.
3. Install benches, overlooks, trailhead kiosks, and interpretive/ directional signs, where funding is available

### **Community Trails Network**

This improvement focuses on increasing connectivity between parks and points of interest in the city with the use of multimodal paths, sidewalks, footbridges, streets and public right-of-ways. It will ensure that all parks are accessible to everyone.

1. Priority should be given to Safe Routes to Schools.
2. Improve the George Kitchin Park trail along the north boundary of the park to the Alan Street right-of-way.
3. Design and construct paths and trails within parks, on public property, and within right-of-ways.
4. Expand the trail plan to include recommended walking routes that connect key services and landmarks, such as the stairs, schools and downtown.
5. Install benches, overlooks, drinking fountains, lighting, trailhead kiosks, and interpretive/ directional signs, where funding is available.
6. Construct paths and trails that are compliant with ADA requirement to connect parking areas to park improvements and event areas.

**Consider the future of the old city dump site.** The Parks and Recreation Committee recommends reevaluation of the 16.33 acre old city dump property (Map 8.6.17 Taxlot 01300) during the next full update of the Falls City Comprehensive Plan to determine if this property could better serve the community if zoned Public (P) instead of the current zoning of Commercial Industrial (CI).

**Consider pursuing State Park designation for Michael Harding Memorial Park North and South.** Mayor Terry Ungricht recommends pursuing State Park designation for the public open spaces surrounding the Falls. The land is zoned Public (P). The creation of a State Park would allow the land to be developed for recreation and would be operated under the State's budget. The State could best protect the land for recreation use in perpetuity. Participants at the Parks Master Plan Open House on August 26, 2017 were asked if they supported a long-term goal of State Park status for Michael Harding Memorial Park North and South and responded: Four-Yes, One-No, One-Maybe

**ORDINANCE 551-2017**

**AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON;**

**FINDINGS:**

1. City Council goals have called for a Park Master Plan since 2014.
1. The City of Falls City Comprehensive Plan states the following goal for Recreational Needs:

*GOAL: To provide the necessary facilities, activities and programs to fulfill the recreational needs of community citizens and visitors from surrounding areas.*
2. Municipal Code Chapter 32, Section 02, Subsection 050 defines the purpose of the Parks and Recreation Committee as follows:

*The purpose of the parks and recreation committee shall be to advise the city council regarding matters in the parks and recreation service area, including parks, cemeteries, athletic facilities, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and review, and make recommendations on parks and recreation projects.*
3. The City Council of the City of Falls City directed the Parks and Recreation Committee and staff to write a local park and recreation facility plan in 2016.
4. The Parks and Recreation Committee and staff conducted a detailed physical inventory of land currently used for recreation within the city limits.
5. The Parks and Recreation Committee and staff utilized surveys, newsletter articles, public meetings, Falls City website and the Parks Master Plan Open House to successfully collaborate with the goal of achieving better and more acceptable decisions.
6. The Parks and Recreation Committee evaluated improvements using quantified methods that resulted in a list of park improvements that support recreational trends, desires, and community needs.
7. The Parks and Recreation Committee members and staff successfully fulfilled their duty by writing the first Parks Master Plan for the City of Falls City.
8. The Parks and Recreation Committee approved the Parks Master Plan and made a recommendation to the City Council to adopt the plan at the October 18, 2017 Park and Recreation Committee Meeting.

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9. The City Council conducted a public hearing to consider the Parks Master Plan on November 9, 2017, at which time the public was given full opportunity to be present and heard on the matter.

**NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS:**

**Section 1.** The adoption of the Falls City Parks Master Plan, as provided in Exhibit A.

**Section 2. Effective Date.** The City Council for the City of Falls City completed its first reading of Ordinance 551-2017 on November 9, 2017; with a second reading and adoption on December 14, 2017, the City of Falls City notes that this Ordinance becomes effective after 30 days of the adoption, and therefore this Ordinance will be in full force and effect January 13, 2018 upon signing of the Mayor.

READ FIRST TIME by the Common Council of the City of Falls City this 9th day of November 2017.

AYES: 6    NAYS: 0    ABSTAIN: 0    ABSENT: 0

READ SECOND TIME AND ADOPTED by the Common Council of the City of Falls City this 14th day of December 2017.

AYES: 6    NAYS: 0    ABSTAIN: 0    ABSENT: 0

Approved:

12/15/17  
Date

Jeremy Gordon, Mayor

Attest:

12/15/2017  
Date

Terry Ungricht, City Manager

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93

Public Works Staff Report for February, 2018

Thursday, 1 Sewer and water samples, paper work WTP.

Friday, 2 Repairing fence and signs at Mill Lot.

Saturday, 3 & Sunday, 4 Routine water and sewer.

Monday, 5 Mark grave, mowed lower Cemetery.

Tuesday, 6 Did State reporting, widen road up at the WTP.

Wednesday, 7 Working on repairing leak on Prospect, water main is in vacated part of street.

Thursday, 8 Deliver shut off notices, having problems making water repair, tree rotates around pipe.

Friday, 9 Repair main in wooded area, took water surface water sample to Corvallis.

Saturday, 10 & Sunday, 11 Routine water and sewer.

Monday, 12 Working on widen the road at WTP.

Tuesday, 13 Road work WTP.

Wednesday, 14 Had to cut tree down on vacated part of Prospect, gave tree to home owner and clean up the Debris.

Thursday, 15 Filled pot holes on Sheldon, preparation for water service installation on Montgomery.

Friday, 16 Went into Dallas for gas.

Saturday, 17 & 18 Routine water and sewer.

Monday, 19 Routine water and sewer, went into Salem pick up parts for water service.

Tuesday, 20 Preparation for snow that didn't come!

Wednesday, 21 Ran grader, did physical shut offs.

Thursday, 22 Meter reading, took sample to Corvallis.

Friday, 23 Finish meters, rereads and high consumption.

Saturday, 24 & Sunday, 25 Routine water and sewer.

Monday, 26 Installed water service cut phone lines in process.

Tuesday, 27 Phone company repaired lines, back filled and went into Dallas for fuel.

Wednesday, 28 Meter installed, power outage took generators around town for back up power.