

AGENDA
ITEM #1



**CLACKAMAS
COUNTY**

Office of County Clerk

SHERRY HALL
CLERK

1710 Red Soils Court Suite 100
OREGON CITY, OR 97045
503.722.6086

November 21, 2018

BY EMAIL AND USPS

City of Gladstone
Attn: Tami Bannick
525 Portland Ave
Gladstone OR 97027

Greetings:

Please find attached certified results of the November 6, 2018 General Election.

Let us know if any additional information is needed.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Jones".

Andrew Jones
Elections Manager

Board of Property Tax Appeals
1710 Red Soils Court, Ste 100
Oregon City, OR 97045
503.655.8662
FAX 503.650.5687

Elections Division
1710 Red Soils Court, Ste 100
Oregon City, OR 97045
503.655.8510
FAX 503.655.8461

Recording Division
1710 Red Soils Court Ste 110
Oregon City, OR 97045
503.655.8551
FAX 503.650.5688

Records Management Division
1810 Red Soils Court, Ste 120
Oregon City, OR 97045
503.655.8323
FAX 503.655.8195

Clackamas County, Oregon

November 6, 2018 General Election

11/6/2018

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City of Gladstone, Mayor - Vote for one

Precinct	Tammy Stempel	Tom Mersereau	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031	1011	533	1544	292	0	9	1845	1845	2392	63.80 %
032	933	637	1570	323	0	25	1918	1918	2371	66.81 %
033	982	623	1605	347	0	18	1970	1970	2798	70.41 %
Totals	2926	1793	4719	962	0	52	5733	5733	8561	66.97 %

CERTIFIED COPY OF THE ORIGINAL
 SHERRY HALL, COUNTY CLERK

DVA


Canvass Results

Official Tally

Run Time

Run Date

3:21 AM
11/27/2018

Clackamas County, Oregon

November 6, 2018 General Election

11/6/2018

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Official results

Registered Voters

203764 of 288244 = 70.69 %

Precincts Reporting

120 of 120 = 100.00 %

City of Gladstone, Councilor, Position 1 - Vote for one

Precinct	Randy Ripley	Michael Milch	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031	859	516	1375	463	1	6	1845	1845	2892	63.80 %
032	802	604	1406	501	0	11	1918	1918	2871	66.81 %
033	836	591	1427	534	0	9	1970	1970	2798	70.41 %
Totals	2497	1711	4208	1498	1	26	5733	5733	8561	66.97 %

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SHERRY HALL, COUNTY CLERK

BY:

Sherry Hall

Canvass Results

Official Tally

Run Time

9:21 AM

Run Date

11/21/2018

Clackamas County, Oregon

November 6, 2018 General Election

11/6/2018

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Official results

Registered Voters

203764 of 288244 = 70.59 %

Precincts Reporting

120 of 120 = 100.00 %

City of Gladstone, Councilor, Position 3 - Vote for one

Precinct	Matt Tracy	Frank Hernandez III	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031	841	612	1453	389	0	3	1845	1845	2892	63.80 %
032	843	633	1476	436	0	6	1918	1918	2871	66.81 %
033	834	666	1500	464	0	6	1970	1970	2798	70.41 %
Totals	2518	1911	4429	1289	0	15	5733	5733	8561	66.97 %

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SHERRY HALL, COUNTY CLERK

BY:



Canvass Results

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Clackamas County, Oregon

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Official results

Registered Voters

203764 of 288244 = 70.69 %

Precincts Reporting

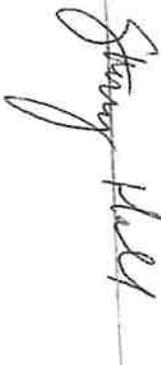
120 of 120 = 100.00 %

City of Gladstone, Councilor, Position 5 - Vote for one

Precinct	Bill Osburn	Mindy Garlington	Tracy Todd	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031	481	422	578	1481	361	0	3	1845	1845	2892	63.80 %
032	528	411	585	1524	388	0	6	1918	1918	2871	66.81 %
033	543	479	539	1561	402	1	6	1970	1970	2798	70.41 %
Totals	1552	1312	1702	4566	1151	1	15	5733	5733	8561	66.97 %

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Canvass Results

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Official results

Registered Voters

203764 of 288244 = 70.69 %

Precincts Reporting

120 of 120 = 100.00 %

3-535 City of Gladstone

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031	1301	453	1754	90	1	0	1845	1845	2892	63.80 %
032	1350	449	1799	118	1	0	1918	1918	2871	66.81 %
033	1358	493	1851	119	0	0	1970	1970	2798	70.41 %
Totals	4009	1395	5404	327	2	0	5733	5733	8561	66.97 %

CERTIFIED COPY OF THE ORIGINAL
SHERRY HALL, COUNTY CLERK

DW:

Canvass Results

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Clackamas County, Oregon

November 6, 2018 General Election

11/6/2018

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Official results

Registered Voters

203764 of 288244 = 70.69 %

Precincts Reporting

120 of 120 = 100.00 %

3-536 City of Gladstone

Precinct	Yes	No	Cast Votes	Undervotes	Overvotes	Write-ins	Vote By Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
031	1407	346	1753	92	0	0	1845	1845	2892	63.80 %
032	1461	336	1797	121	0	0	1918	1918	2871	66.81 %
033	1462	397	1859	111	0	0	1970	1970	2798	70.41 %
Totals	4330	1079	5409	324	0	0	5733	5733	8561	66.97 %

CERTIFIED COPY OF THE ORIGINAL
 SHERRY HALL, COUNTY CLERK

BY:



AGENDA
ITEM #8

CITY OF GLADSTONE POSITION DESCRIPTION

Title: Fire Chief
Department: Fire Department
Date: December 2018

Range: 52 \$8,490-\$10,320/month
FLSA Status: Exempt
Non-Represented

GENERAL STATEMENT OF DUTIES

The Fire Chief is responsible for department leadership and all activities and employees of the municipal fire department. The Chief is responsible for the effective utilization of the equipment and personnel of the department in the prevention and extinguishing of fires, protection of property, and lifesaving.

SUPERVISION RECEIVED

The Fire Chief is a sworn position that reports to and receives general administrative direction from the City Administrator.

SUPERVISION EXERCISED

Exercises supervision over all employees within the Fire Department, either directly or indirectly through Captains.

ESSENTIAL DUTIES & RESPONSIBILITIES

Directs fire services and operations for the City of Gladstone; plans, organizes, directs, supervises, and reviews all operations of the Fire Department in order to provide maximum service to the community.

Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Department; assure compliance with federal, state, county and municipal laws and ordinances.

Schedules and reviews work; assigns personnel for optimum effectiveness; mentors, coaches, and evaluates staff performance, and provides for the professional development of staff.

Oversees and coordinates the preparation and presentation of the Department budget; administers and controls Department expenditures through sound fiscal practices and oversight.

Identifies federal, state, and private research and development grants; determines scope of work for which funds are needed and prepares proposals to obtain them; administers grant funds.

Prepares, recommends, and implements strategies to meet the City's current and long-term needs that are compatible with the Gladstone City Council Goals.

Prioritizes and allocates available resources; reviews and evaluates program and service delivery for improvement, and ensures effective service provision to all community members. Informs and advises the City Administrator on Fire Department issues and community safety; represents the Fire Department in all public relations matters.

Provides necessary training to prepare new Fire Fighters to meet the challenges of Fire service, and to maintain existing Fire Fighter's certification requirements and skills to improve the Department's professional standards and response.

Directs on-going research into new fire science technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.

Directs analysis of emergency services concerns in the community; implements appropriate actions to meet identified needs through these analysis, and reports major issues and trends to the City Administrator and City Council.

Develops, directs and performs emergency management functions in coordination with the Police Chief.

Coordinates Department activities with those of other City departments to ensure a consistent approach towards common projects and interests.

Recruits and retains qualified personnel consistent with applicable laws, regulations and professional standards.

Responsible for the conduct and general behavior of assigned personnel; reviews work performance of Captains and conducts their performance evaluations; ensures that all Gladstone Fire Department personnel operate within the parameters of performance and conduct expectations; provides recognition and reward; handles grievances, takes corrective action by issuing discipline as necessary to maintain compliance with Department policies.

Recommends promotions, transfers, disciplinary actions and discharges. Works proactively to resolve grievances and other personnel matters. Reviews time and attendance records.

Establishes and maintains cooperative relationships with neighboring and regional fire service providers to ensure coordinated, concerted services to communities served by those agencies.

Analyzes future personnel staffing, apparatus, equipment and facility needs and develops short and long-term plans to meet those needs.

Serves as the City's representative to committees and organizations concerned with improvements in emergency services, public education, and public relations.

Attends various Community meetings and makes presentations about topics of interest. Solicits and encourages Community input and involvement whenever appropriate.

PERIPHERAL FUNCTIONS

Provides response to media representatives on issues, events and activities related to the Gladstone Fire Department in collaboration with the PIO (Public Information Officer).

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

A Bachelor's Degree from an accredited college or university in Fire Science, Public Administration or a closely related field; a Master's Degree in Public Administration or graduation from the Fire Command Administration or the National Fire Academy Executive Fire Program is preferred.

Minimum ten (10) years of progressively responsible experience in a Fire Department, with a minimum of five (5) years in a leadership position such as Captain, Battalion Chief or higher authority. Certification as an EMT-B or higher.

Equivalent combinations of education and work experience will be considered.

Demonstrated success in managing a combination career and on-call fire department with supervisory and management experience and extensive knowledge and experience in all phases of fire protection work. Should be able to show progressive responsible supervisory experience as a fire officer.

Must possess, or be able to obtain by time of hire, a valid states driver's license with a good driving record.

Must successfully pass a psychological exam, medical exam and a thorough background check, as well as be able to pass the City's security (CJIS) clearance standards for unescorted access to certain City facilities.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of modern principles, practices and methods of fire administration, organization, operations, and staffing.
- Extensive knowledge of technical aspects of firefighter work, including fire prevention, investigation techniques, traffic control and safety, and record keeping.

- Extensive knowledge of the principles of supervision and leadership within a fire protection agency; knowledge and understanding of the Department's "Standards of Coverage and Strategic Plan", Core Values, and administrative and personnel rules.
- Extensive knowledge of safety regulations and procedures and practices for fire service.
- Extensive knowledge of pertinent federal, state, and local laws, codes and regulations.
- Extensive knowledge of fundamental principles and modern practices related to office management, personnel, purchasing, accounting controls, and general budgetary and fiscal practices with special emphasis in the area of public safety.
- Extensive knowledge of the City's geography.
- Excellent interpersonal skills, utilizing tact, patience and courtesy.
- Skill in the use of all firefighting and emergency rescue equipment, including pumpers, tankers utility trucks, jaws-of-life, chain saws, air bags, self-contained breathing apparatus, gas detector, and numerous hand tools.
- Skill in effective, clear and persuasive oral and written communications.
- Skill in resolving conflicts and gaining cooperation among competing interest groups.
- Skill in identifying, implementing, and refining the Department's organizational structure to obtain desired results as efficiently as possible.
- Skill in planning, organizing, directing, and coordinating the work of supervisory and support staff, and in the appropriate delegation of authority and responsibility.
- Skill in the operation of the tools and equipment necessary for the job.
- Ability to lead a team of firefighting professionals competently in the protection of life and property.
- Ability to command a fire scene, able to communicate orders clearly and directly.
- Ability to manage and integrate the training and response of fire personnel in the prevention and extinguishing of fires, protection of property, and the saving of life.
- Ability to analyze and evaluate operations and develop and implement solutions to resolve problems.

- Ability to communicate effectively, both orally and in writing, regarding complex or sensitive issues.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to perform effectively under extremely stressful and dangerous conditions.
- Ability to work effectively with others to achieve personal, team, department and City-wide goals.
- Ability to provide leadership, counsel, motivation and constructive performance reviews to department personnel at all levels, establishing trust, and securing their respective commitments to the Department's goals.
- Ability to analyze complex problems and develop appropriate responses and reasonable courses of action given available resources and circumstances, and provide consequences of proposed actions.
- Ability to develop and maintain productive relationships with staff, employees, elected officials, business leaders, advisory boards, the news media, and the general public.
- Ability to perform work requiring good physical condition.
- Ability to wear personal protective equipment and gear.
- Ability to meet all essential duties and responsibilities of the position.

TOOLS AND EQUIPMENT USED

Fire apparatus, fire pumps, hoses, ladders and other standard firefighting equipment. EMS equipment, fire evidence collection equipment, personal protective equipment/gear, various communication devices, computer, office application software, department specific software, the Internet, digital camera and mobile computer terminal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, run, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to wear personal protective equipment/gear.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Duties are primarily performed in an office environment sitting at a desk or in the field where the employee is exposed to varying and extreme weather conditions. When responding to emergencies, employee risks physical hazard while providing EMS, performing technical rescue, vehicle extrication, fighting fires and from noise, noxious odors, chemicals and potentially toxic substances, bodily secretions, sharp objects, traffic, drugs and drug paraphernalia. Physical exertion is required to climb stairs and over walls, stoop, run, move heavy objects, crawl through tight spaces, kneel in confined areas, all while wearing personal protective equipment (PPE). Physical effort is required to lift materials, equipment and persons.

The noise level in the work environment is usually quiet in the office and moderately to extremely noisy in the field.

Employee is required to don personal protective equipment/gear when the circumstances or situation warrants the necessity to do so.

PERFORMANCE FACTORS NOT PREVIOUSLY IDENTIFIED IN THIS DOCUMENT

Employees are expected to follow and adhere to all City of Gladstone policies which include, but are not limited to, the Personnel Handbook and Occupational Health and Safety Manual.

This position description does not constitute an employment agreement between the City and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History: Created 3/2016; Revised 11/2018.