

A close-up, low-angle shot of a red and white Pierce fire truck. The truck is parked outdoors, with green trees visible in the background. The truck features a large chrome grille with the 'Pierce' logo and a red and white striped pattern. The front bumper is also chrome. A Goodyear tire is visible in the foreground. The truck is equipped with various emergency lights and a ladder. A teal circle is overlaid on the left side of the image, containing the text 'Gresham Fire Administration'.

Gresham Fire Administration

GRESHAM FIRE ADMINISTRATION

MEET THE STAFF



Mitch Snyder

FIRE
CHIEF



Scott Lewis

ADMINISTRATIVE
CHIEF



Randi Deverell

ADMINISTRATIVE
SUPERVISOR



Alyssa Roupp

ADMINISTRATIVE
ASSISTANT II



Katie Lowell

ADMINISTRATIVE
ASSISTANT II



Frank Ray

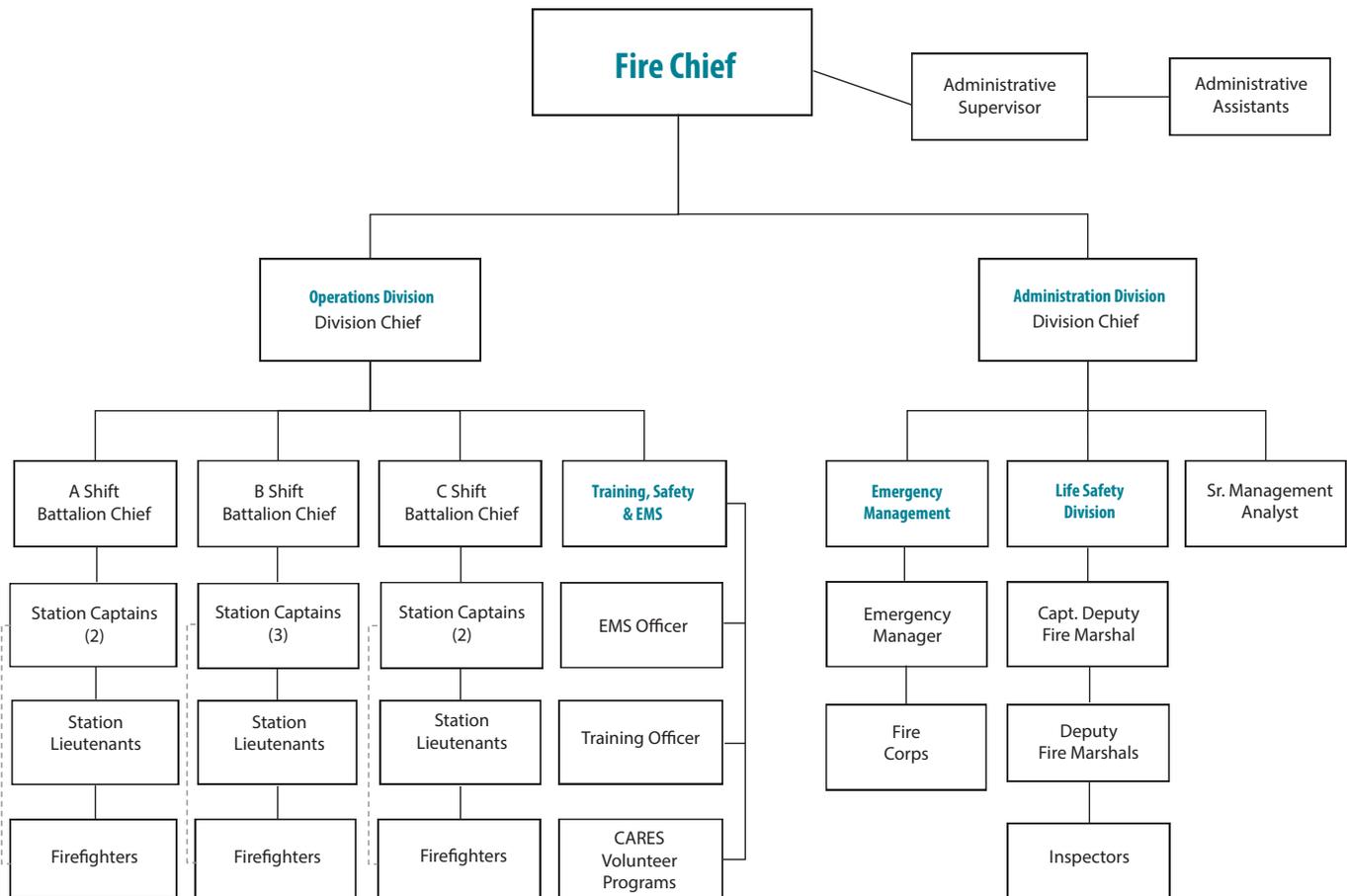
SENIOR MANAGEMENT
ANALYST

Gresham Fire Administration maintains the department's day-to-day operations by providing overall management, leadership succession planning, mutual assistance plan development, public information, community outreach, contract and grant administration, cost recovery, financial models and project management.

Primary activities of Fire Administration support the front-line functions of the department and include personnel management, development of policies and procedures, assurance that all legislative requirements are met, provide information concerning emergency events, administrative support and departmental payroll and accounts payable.

Supervision of the Life Safety Division and maintaining Oregon OSHA compliance are the responsibility of Fire Administration. Fire Administration also interacts with other City departments and provides coordination with other state and local government agencies.

Gresham Fire & Emergency Services Organizational Structure



Standard Operating Guidelines

The Standard Operating Guidelines (SOGs) for Gresham Fire & Emergency Services are established to provide guidance to department employees and to define acceptable practices. SOGS are designed to assure that the department operates in a manner consistent with the mission, goals and values of the organization and provides a framework for decision-making. We establish Standard Operating Guidelines (SOGs) for department activities or operations and to identify responsibility and accountability in all areas as required. All SOGs are written to an established standard format.

The body of the SOG is divided into five main areas, designated as follows:

- **Purpose-** defines the need for the SOG and/or what the guideline will accomplish.
- **Responsibility-** who is responsible for seeing that the provisions outlined in the policy or SOG is adhered to.
- **Definition-** clarifies terms or phrases ensuring a thorough understanding by all personnel.
- **Scope-** defines the limits, area, breadth, or parameters as well as which unit(s) is (are) affected by the activities defined in the SOG.
- **Procedure-** lists and describes the steps, actions and/or behaviors necessary to accomplish the purpose of the SOG.

Development and Revision

All new Guidelines and any revisions of existing Guidelines shall be written in accordance with the format defined above. SOGs should assist and not hinder operations. All employees should examine their operations with a critical eye and work to improve the system.

SOGs are required to be consistent with legal requirements as defined in the Oregon Administrative Rules, the Gresham Employee Rules, and our Collective Bargaining Agreements.

In general, the employees most impacted by the procedure and who are required to implement the procedure should be involved with the SOGs development. SOGs should provide specific direction or guidance based on the needs of the organization. Finally, SOGs should be practical, inclusive and not exclusive.

Emergency Services Master Plan

Staff contact: Chief Mitch Snyder

“When you establish a destination by defining what you want, then take physical action by making choices that move you towards that destination, the possibility for success is limitless and arrival at the destination is inevitable.” — Steve Maraboli

Gresham Fire and Emergency Services has operated without a master plan for more than two decades. Moving into the next fiscal year, July 2019/July 2020, Fire will endeavor to complete our master plan. The planning process is comprised of many phases, steps and tasks, including...



Photos courtesy of Greg Muhr



Emergency Services Master Plan (Cont.)

Phase I: Evaluation of current conditions

First, establish a baseline assessment of the current conditions and service performance. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark to measure for future service delivery.

This baseline assessment will include:

- Organization overview.
- Management components.
- Planning for fire protection and emergency medical services.
- Capital assets.
- Capital improvement programs.

An analysis will be conducted on staffing, service delivery and performance, including:

- Service demand.
- Resource distribution.
- Resource concentration.
- Response reliability.
- Mutual and automatic aid systems.
- Support programs.

Phase II: Future system demand projections and community risk

Gresham Fire will complete an assessment of the future community conditions, service demand, and fire protection risks that the organization can be expected to serve, including:

- Community growth projections.
- Impact of growth on emergency service planning and delivery.
- Community risk evaluation will be completed including considerations of land use and zoning factors and identification of specific hazard types.

Phase III: Future delivery system models

Based on findings in the preceding sections of the study, Fire will develop strategies to guide the organization moving forward.



Fire Service Contracts

Staff contact: Chief Scott Lewis

Program

The City of Gresham provides fire and emergency services to the cities of Troutdale, Fairview and Wood Village, collectively called the "Three Cities" under the authority of ORS Chapter 190 through an Intergovernmental Agreement (IGA).

Gresham and the Three Cities have an established and successful 25-year contract relationship for fire and emergency services and continue to build upon the existing partnership. Contract benefits include:

- Unnecessary duplication of staff, equipment and training.
- Promoting efficiency and effectiveness in local government administration and service delivery.

Contract provisions

- The Three Cities pay Gresham for the agreed cost of providing fire and emergency services.
- Gresham provides fire suppression, fire prevention, emergency medical services and specialty rescue and response services to the Three Cities. The level of service provided is the same level provided to the City of Gresham and its residents.

Specialty rescue and response services

- Regional Hazardous Materials Team for chemical spills and biological incidents at fixed sites such as manufacturing facilities and transportation accidents, including interstate and rail.
- Water Rescue.
- Technical Rescue Team to include confined space for industrial users and high angle rope rescue.
- Urban Search and Rescue (USAR) for structural collapse.
- CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) response, including Mass Casualty.

Fire prevention services

- Review of building and construction plans for compliance with applicable fire codes and ordinances within the Three Cities.
- Fire investigation within the Three Cities.
- Review of fire codes and ordinances for adoption by the Three Cities.
- Fire prevention and education programs, which may include civic groups, presentations at schools, and other community events. These programs are consistent with other outreach efforts in Gresham.

The Three Cities agree to adopt the same fire code, with amendments, adopted by Gresham. Each of the Three Cities individually grant Gresham the authority to enforce that fire code.

Multnomah Rural Fire Protection District #10

Under a separate but similar IGA, the City of Gresham provides fire and emergency services to Fire District 10. The IGA includes Gresham Fire's use of Fire Station 75, Troutdale; Fire Station 76, SE Dodge Park Boulevard; and the Fire Training Center, 1520 NE 192nd Ave. Fire District 10 also provides Engine 76 and a reserve engine for Gresham Fire to use.

Fire Station 76 at 302nd Avenue and Dodge Park Boulevard opened in June 2015 and is the only station operated by Gresham Fire to open in the last 40 years.

Budget Fiscal year 2018/19

Wood Village	\$435,058
Fairview	\$1,069,643
Troutdale	\$2,152,082
District 10	\$1,088,772
IGA total	\$4,745,555

FIRE CORPS

MEET THE VOLUNTEERS



Brad Oman
MAIL COURIER



Linda Oman
MAIL COURIER



Greg Muhr
PHOTOGRAPHER



Matthew Willard
PHOTOGRAPHER

Since its start in 2004, Fire Corps has helped fire and EMS departments in 48 states to build more capacity by engaging community volunteers to assist in a variety of non-emergency roles. These community volunteers can make a real difference for their local department, both by expanding the services a department can offer and by enabling first responders to focus more on training and emergencies. Fire Corps is a partner program under the FEMA's Citizen Corps.

