



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**March 20, 2017**



CLACKAMAS FIRE DISTRICT #1

**Click on the red page numbers to be instantly linked to the particular report.**

*To safely protect and preserve life and property*

**Board of Directors' Meeting  
Monday, March 20, 2017  
Meeting Location: Mt. Scott Fire Station  
6:30 pm**

## **AGENDA**

### **REGULAR SESSION**

- I. CALL TO ORDER PER ORS 192.610 TO 192.710**  
ORS 192.650 – The meeting is being recorded.  
ORS 192.710 – Smoking is banned during the meeting.
- II. CHANGES TO AGENDA**
- III. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS WORK SESSION ON FEBRUARY 27, 2017 (pg. 4) AND THE REGULAR BOARD MEETING ON FEBRUARY 27, 2017 (pg. 8)**
- IV. PUBLIC COMMENT** (*The President will call for statements from citizens regarding District business, not to exceed three minutes per person.*)
- V. PRESENTATION – STRATEGIC BUSINESS PLAN UPDATE – Chief Charlton**
- VI. BUSINESS – Action required**
  - B-1 Request Board Approval of Updated Strategic Business Plan – Chief Charlton – (pg. 16)**
  - B-2 Request Board Approval of Updated Intergovernmental Agreement (IGA) with Estacada Fire District #69 – Deputy Chief Hari – (pg. 39)**
  - B-3 Request Board Approval of Mark Kael as Civil Service Commissioner – Deputy Chief Karn – (pg. 50)**
  - B-4 Request Board Approval to Authorize Fire Chief to Surplus Equipment – Deputy Chief Hari – (pg. 52)**



**Click on the red page numbers to be instantly linked to the particular report.**

*To safely protect and preserve life and property*

CLACKAMAS FIRE DISTRICT #1

**VII. OTHER BUSINESS – No action required.** *(These items will be presented individually by staff or other appropriate individuals. A synopsis of each item together with a brief statement of the action being requested shall be made by those appearing on behalf of an agenda item.)*

**OB-1 Legislative Update – Lobbyist Genoa Ingram**

**OB-2 Board Informational Items**

**OB-3 Frequent User/Community Paramedic Program – Division Chief Conway**

**OB-4 Board Committee/Liaison Reports**

Capital Projects Committee – Director Trotter/Director Wall

EMS Committee – Director Syring/Director Wall

Executive Committee – President Joseph/Director Wall

Foundation Liaison – Director Blanton

Interagency Committee – President Joseph/Director Trotter

**VIII. INFORMATIONAL ONLY**

**A. Divisional Reports**

R-1a. Chief's Report – Verbal - Chief Fred Charlton

R-1b Administrative Services Division – Deputy Chief Jamie Karn – **(pg. 56)**

R-1c Emergency Services Division – Deputy Chief Ryan Hari – **(pg. 58)**

R-1d Financial Services Division – (To be distributed at meeting) – Finance  
Director Christina Day

R-1e Fire Prevention – Division Chief Doug Whiteley – **(pg. 102)**

R-1f Volunteer Services – Volunteer Services Chief Steve Deters – **(pg. 108)**

**B. Correspondence – (pg. 110)**

**C. Informational Items – (pg. 114)**

**D. Next Meeting**

**IX. ADJOURNMENT**

**UPCOMING EVENTS:**

Upcoming Dates:

April 17 – Regular Board of Directors' Meeting – 6:30 pm

# Clackamas Fire District #1



## **BOARD OF DIRECTORS WORK SESSION MEETING (This meeting was recorded.) February 27, 2017**

- 1. CALL TO ORDER PER ORS 192.610 TO 192.710**  
**ORS 192.650 – The meeting is being recorded.**  
**ORS 192.710 – Smoking is banned during the meeting.**

President Joseph called the meeting to order at 5:00 pm.

**Present:** Board of Directors John Blanton, Thomas Joseph, Jim Syring, Don Trotter and Marilyn Wall; Chief Fred Charlton; Deputy Chief Ryan Hari; Deputy Chief Jamie Karn; Division Chief David Scheirman; Division Chief Bill Conway; Division Chief Doug Whiteley; Finance Director Christina Day; Volunteer Services Chief Steve Deters; Volunteer Association President Jerry Kearney; Jon McGrew, Hennebery Eddy Architects; Citizens Chris Hawes, John Kihlstrum, and Michael Morrow; and Executive Assistant Karen Strejc.

Chief Charlton noted a change in the agenda. Deputy Chief Hari would be presenting on behalf of Division Chief Corless. Division Chief Corless was in Appleton, Wisconsin to review the new Type Is. This was the next set of apparatus purchased with bond funds.

## **2. CAPITAL PROJECTS UPDATE**

### **Administrative Services Building**

Division Chief Whiteley explained the options that the Fire District had regarding a new Administrative Services Building. It could expand Town Center Station 1 or construct a building on Clackamas Community College's (CCC) Harmony Campus. The Fire District had \$2.5 million from the Urban Renewal District, which has to be used in the urban renewal area.

It was noted that the additional property at Station 5 had been considered as an option for an Administration Building. However, this option wasn't feasible, as it was too expensive.

The property next to Station 1 received a ground inspection and was waiting for an appraisal. The cost to purchase the property was approximately \$239,000.

The concern with the Harmony Campus option was the 50-year lease. After 20 years, the value would depreciate. In which case, the Fire District would have an option to move out with a depreciated value. The ground lease rate was low, coming in at \$2.00 per square foot.

If the Station 1 option was selected, the building would be completely remodeled and square footage added.

Discussion followed regarding concern with having a separate administration building and not being connected to a station. It can be difficult to connect with firefighters and identify with the

community as a fire service. With the CCC property, there would be a ground lease and the Fire District wouldn't actually own the land.

Director Wall asked if the Fire District had an option to sell the building or would CCC have the option to make us move. The Chief noted there would need to be a mutual agreement to continue the ground lease, if there was an interest. There would need to be predictability built into a contract so there could be a win-win for both parties.

The Chief noted a need to begin building as there was a limited time the funds. The County has agreed to extend the building time for an additional year. The Chief suggested to follow up with staff and CCC for a 20-year contract with a buy-out option. The request for action would be brought before the Board in March. If it doesn't work for CCC, then remodel Station 1.

The Chief noted that the District could purchase the property located to the south of Station 1. If it is determined that there was no use for the property, it could be sold and the money could be placed in the sinking fund for further use. This property provides flexibility for use. Station 1 could be expanded, a training tower could be build or use it for additional parking.

It was noted that CCC was not interested in selling the west end of the Harmony Campus.

### **Fleet/Logistics Buildings Update**

DC Hari shared much time was spent discussing the appearance, cost, etc. of the new Fleet/Logistics Buildings. There have been a few obstacles: the City of Happy Valley has jurisdiction over the property, but the county owns the roads. Because of this, staff spent four months discussing solutions to accommodate both the city and county. Rice Fergus Miller Architects would be submitting plans to the City of Happy Valley. The Fire District was in the process of preparing a Request for Proposal (RFP) for a contractor and securing permits.

### **District-wide Facility Improvements**

DC Hari shared the following projects that have been completed to date:

- Roof projects on Town Center Station 1, John Adams Station 15 and Oak Lodge Station 3 (Flat roof still needs completion).
- HVAC installations at Stations 1 and 15.
- Generator installations at Station 1 and Clackamas Station 8.

Ongoing/Future Projects:

- Roof projects for current Fleet/Logistics building and Station 3.
- Replace front apron at South End Station 17 (Hired a civil engineer and working with the City of Oregon City on final design plan).
- Milwaukie Station 2 generator (Working with the City of Milwaukie on placement location).

Seismic Project:

- Interior work on Logan Station 12 to be completed by first week in March.
- Roof/fascia boards and siding would be replaced shortly after interior work completed.

- Exterior work for Clarkes Station 13 should be completed by the first week in March. New windows will be installed in the apparatus bay and a fitness room installed using the third bay.

### **Oregon City Station 16**

John McGrew from Hennebery Eddy Architects provided an update for Hilltop Station 16. He noted that they were completing the schematic design phase and showed how it would look. A general contractor had been selected from the RFP process. Hennebery Eddy reviewed the current location for Station 16, the general architecture in and around Oregon City in order to ensure the design would fit into the neighborhood. After their analysis, Hennebery reached out to the Fire District to seek out goals for the project to use as guide. The Fire Districts' goals for the station was for it to be efficient, flexible and contextual.

It was noted the new station would be viewed as a prototype, taking into consideration the future changes in apparatus size and building needs. Hennebery Eddy toured five stations with staff and Directors to glean what the architects and Capital Projects Committee liked and didn't like. Both appreciated the fitness room on the other side of the bay from the sleeping quarters, a need for three beds for each firefighter bunk room, showers for each set of three beds, and self-contained rooms.

### **Damascus Station 19**

DC Hari noted that Station 19 was opened 24-hours a day, seven days a week as of today. The station was smaller in size than the other District stations as it wasn't designed for firefighter quarters. The Fire District was looking into property on Damascus Lane as an option for a new fire station in Damascus. The property was became owned by Clackamas County once voters approved for Damascus to no longer be a city. Discussions between the County and the Fire District were underway to collaborate and use together. The Fire District reached out to Hennebery Eddy to determine whether a station could be built on the property. It was noted a vast number of organizations were interested in the property.

It was noted that discussions with the County must take place by May 1. The County and the Fire District will meet on Wednesday, March 2. There are efficiencies to be gained by building two buildings at the same time. Mr. McGrew noted if both stations could be built simultaneously, there could be significant savings.

Chief Charlton shared that while the cost of the building of Station 19 had not been included in the budget, there were funds becoming available in a variety of ways. A placeholder had been built into the general obligation bond for \$5.5 million towards the radio system. As it turned out, a grant was received for the purchase of the radio system so the District would be reimbursed funds that could be used for other projects. The cost of the SCBA purchase came in at a savings of \$800,000. The property on Rust Way and Hwy 212 could be surplus and sold. Chief Charlton shared that staff was working with financial advisors to move up the bond sales from 2018 to 2017 and this would be accomplished soon as rates continued to rise.

Neither Station 16 nor Station 19 have community meeting rooms. DC Hari noted a need for balance in the number of meeting rooms to have efficiency in the use of the facilities.

Director Syring commented that the current Station 19 could be converted back to the city to use as a community center with an option for a meeting facility. Chief Charlton noted that Station 14's meeting room had been remodeled to be a well-used meeting room.

**Rust Way Property Update**

DC Hari noted the Rust Way property was purchased by Boring Fire District a number of years ago with the purpose of building a fire station. The property was a 8.9 acre rectangle with neighbors encroaching. The property wasn't suited for a fire station. It resides near homeowners and did not have appropriate access to Highway 212. The challenge was to surplus it and an appraisal has been completed. The property was purchased for \$375,000 and comparisons were discussed. The average selling price for vacant property was \$400,000. The proper couldn't be subdivided. The sale price could range from \$350,000 to \$500,000. The property was zoned as Residential Rural Farm Use (RRFU) and was located within the urban growth boundary.

**3. Public Comment**

None.

**4. Miscellaneous**

None.

**5. Adjournment**

The work session was adjourned at 6:20 pm.

Karen Strejc  
Executive Assistant

---

**President Thomas Joseph**

---

**Secretary Jim Syring**

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS MEETING February 27, 2017

(This meeting was recorded.)

- I. CALL TO ORDER PER ORS 192.610 TO 192.710**  
**ORS 192.650 – The meeting is being recorded.**  
**ORS 192.710 – Smoking is banned during the meeting.**

President Joseph called the meeting to order at 6:32 pm.

**Present:** Board of Directors Thomas Joseph, John Blanton, Jim Syring, Don Trotter, and Marilyn Wall; Chief Fred Charlton; Deputy Chief Ryan Hari; Deputy Chief Jamie Karn; Division Chief David Scheirman; Division Chief Bill Conway; Fire Marshal Doug Whiteley; Finance Director Christina Day; Jon McGrew from Hennebery Eddy Architects, Inc.; Lobbyist Genoa Ingram from Court Street Consulting; Civil Service Commissioner Norm Smith; Citizens Chris Hawes, John Kihlstrum, and Michael Morrow; and Executive Assistant Karen Strejc.

## **II. CHANGES TO AGENDA**

Chief Charlton noted the agenda was revised to include the Item B-3 - Surplus 2009 Colorado Pickup. He also noted that a Bond Update and presentation materials from Wellness and the Medical Director and been distributed to the Board.

## **III. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS WORK SESSION ON JANUARY 23, 2017 AND THE REGULAR BOARD MEETING ON JANUARY 23, 2017**

**Since there were no corrections or additions to the minutes for the Board of Directors work session and the regular board meeting on January 23, 2017, the minutes were approved as written.**

## **IV. PUBLIC COMMENT**

None.

## **V. PRESENTATION – RECOGNITION OF CIVIL SERVICE COMMISSIONER NORM SMITH**

Chief Charlton recognized Norm Smith for his four-years of service to the Civil Service Commission. Norm Smith had dedicated 55-years to the fire service in addition to retrieving fire apparatus from all over the United States.

DC Karn thanked Norm Smith for his decision-making and insights to the Civil Service Commission. Mr. Smith was presented with an Award of Appreciation and a Fire District sweatshirt.



## **VI. PRESENTATION – ANNUAL MEDICAL DIRECTOR’S REPORT**

The District’s Medical Director Dr. Craig Warden provided a report on the EMS Goals for 2017.

- Goal #1. Increase Survival Rate from Cardiac Arrest
  - Implement cardiac arrest QA including C-COM.
  - Expand hands-only CPR to community.
  - Utilizing most current research findings to modify treatment.
  - Monitor LEA officers’ responses to cardiac arrest calls.
  - Map bystander CPR and target areas with low use.
  
- Goal #2. Build Community Paramedic Program
  - Reducing 30-day readmissions to hospital.
  - Major impact on “frequent fliers.”
  - Alternative destinations
  - Telemedicine
  - Will be providing second round of training for new community paramedics from the region (coordinated by EMS Training Officer Mike Verkest).
  - Train back-up community paramedic.
  
- Goal #3. Plan, Budget, and Fund EMS Division
  - Fund EMS Officer position.
  
- Goal #4. Implement Single Role Paramedics
  - Use on our medic units.
  
- Goal #5. Improve EMS Data
  - Need to work on ability to transmit our clinical information to AMR’s system.
  - Improve EF Recovery customer service.
  - NEMSIS 3 data changeover.
  
- Goal #6. Develop Active Threat Program
  - Coordinate with LEAs. Working with law enforcement agencies to train for large scale incidents.
  
- Goal #7. Develop CAR Pilot Program
  - Work with Operations Division
  - Could take low acuity medical calls.
  
- Goal #8. Improve EMS Data and Sharing
  - County-wide use of First Watch software for CQI
  - Emergency Department Information
  - Exchange: Technical and Financial Issues Stymying it so Far.
  
- Goal #9. Improve Participation of District EMS Instructors
  - Consider alternative training deployment to make it easier for instructors to participate.

- Goal #10. Increase Transport Revenue
  - To greater than 60% collection rate.
  - Last fiscal year \$141,000
  - As of February 21, 2017, collected \$200,000.

**VII. WELLNESS UPDATE – Wellness Assistant Alicia McVicker**

The District’s Wellness Assistant Alicia McVicker provided a report on the Wellness Program for 2016.

**2016 Program Highlights**

- RFP Occupational Medicine Provider
- HIP Neutral Program
- Updated Injury Reporting
- Pre-Incident Education – Chief Officers and Staff
- Staff Fitness Kits
- Baby Galego (Cauthorn)

**Additional Highlights – Resources District Received**

- Canby Fire: \$20,732
- SAIF Wage Subsidy: \$14,247
- Cost Savings vs. Adventist: \$134,627

**Helped 25 Agencies (43 requests)**

- Oregon: CCSO, TVF&R, Molalla Fire, Keizer Fire, Canby Fire, Bend Fire, Portland Fire, Black Butte Fire, Marion County Fire, Polk County Fire, Sunriver Fire, Redmond Fire, Scappoose Fire, Columbia River Fire & Rescue, Hood River Fire, Coos Bay Fire, and Gladstone Fire
- Other: Vancouver Fire, WA; Seattle Fire, WA; Central Kitsap Fire, WA; Lewiston Fire, ID; IFSTA, OK; Eastside Fire, WA; Central Pierce Fire, WA; Rogers Fire, AK

**Medical Data-Comparing Apples to Apples**

- Systolic BP: 15 of 16 groups improved (94%)
- Diastolic BP: 11 of 16 groups improved (69%)
- HDL: 13 of 16 groups improved (81%)
- LDL: 12 of 16 groups improved (75%)

**2017 – New Health Promotion**

- Taking Care of Yourself – Wellness Presentation
- Enhancing the D1net
- Offering additional opportunities for support staff
- Offering additional opportunities for Chief Officers

## **VIII. BUSINESS**

### **B-1 Request Board Approval of Resolution #17-01 – Authorizing the Fire Chief to Execute Property Transaction**

It was noted by Director Trotter that during the work session the Board had a lengthy discussion regarding the pros and cons of the property transaction. The property wasn't in use and the sale would provide funding for capital improvements.

Director Blanton asked what the estimate was from the appraisal. DC Hari noted the realtor shared it would be more advantageous to look at a similar sale in regards to the said property. The District was looking to set the selling price at \$350,000 to \$500,000.

**Director Trotter moved and Director Syring seconded the motion to approve the Fire Chief to Execute Property Transaction. The motion passed unanimously.**

### **B-2 Request Board Approval of Three-Year Term Renewals of Clackamas Emergency Services Foundation Trustees Matt Ellington, Andrew Gordian and Jerry Kearney**

The Clackamas Emergency Services Foundation (CESF) Trustee President Don Trotter noted that Matt Ellington (Clackamas County Sheriff's Office), Andrew Gordian (Local 1159), and Jerry Kearney (Volunteer Association) were up for a three-year term renewal.

Trustee President Trotter acknowledged the noted Trustees had expressed a desire to continue serving.

**Director Blanton moved and Director Wall seconded the motion to approve three-year term renewals of Clackamas Emergency Services Foundation Trustees Matt Ellington, Andrew Gordian and Jerry Kearney. The motion passed unanimously.**

### **B-3 Request Board Approval to Surplus a 2009 Colorado Pickup**

Finance Director Day noted the 2009 Colorado pickup was involved in a vehicle accident. The insurance declared the vehicle as totaled. The insurance paid out in the amount of \$11,000 and also took away the vehicle. The vehicle records have been requested from the Fire District's archive storage provider.

Director Wall asked how the Fire District could surplus the vehicle when it wasn't selling it. Finance Director Day noted the insurance company was purchasing the vehicle from the Fire District.

**President Joseph moved and Director Trotter seconded the motion to approve the surplus of the 2009 Colorado pickup. The motion passed unanimously.**

## **IX. OTHER BUSINESS**

### **OB-1 Legislative Update**

Lobbyist Ingram asked for feedback regarding the Friday legislative update reports. If any of the Directors had questions or if they would prefer a shorter or longer report or if they wanted to be deleted from her email list, they could contact her.

Lobbyist Ingram noted the priorities for the fire service were 911 Sweeps and House Bill 2470. The 911 Sweeps told legislators they weren't able to touch the 9-1-1 funds. House Bill 2470 was the Urban Renewal Bill. It covers no more signed agreements eliminating urban renewal districts. Consideration was being given to having the public vote on urban renewal projects.

#### **OB-2 Board Information Items**

None.

#### **OB-3 Insurance Service Office (ISO) Update**

Division Chief Whiteley shared that ISO visited in November 2016 before the passage of the Boring Fire annexation. ISO suggested waiting until after the annexation vote before completing the report. Information was gathered from Boring Fire and combined with Clackamas Fire and the information would be submitted the first week of March. Currently, CFD has a rating of three throughout all of the District and BFD has a 3/5 split. It is a goal to stay at a three throughout all of the Fire District.

#### **OB-4 2018 Budget Development**

Finance Director Day discussed the current budget process. The budget changes were sent out to the CFD Executive Team today, February 27. The second budget meeting was scheduled for March 1.

The Budget Committee membership would remain the same as the two members whose terms ended in April 2017 have agreed to another three-year term. The Budget Committee meeting is scheduled for May 4.

It was noted that in the upcoming budget, there are adjustments as to how the expenditures will be presented.

Finance Director Day noted an estimate had not yet been received from the County Assessor's Office. However, the figure of 4.75% was used as a placeholder. The collection rate was bumped up from 94% to 96%.

#### **OB-5 Bond Update**

The Fire District's quarterly Bond Update newsletter was distributed to the Board, staff, and meeting attendees. Chief Charlton noted the new Type III was pictured on the front page. The Apparatus Committee was in Wisconsin to conduct an inspection of six new apparatus. To date, the Fire District had purchased three new water tenders that were in service.

President Joseph asked if there was funding in the budget to include the Bond Update as an insert in area newspapers. Chief Charlton noted that he would look into this.

#### **OB-6 Board Committee/Liaison Reports**

##### **Capital Projects Committee**

Director Wall reported that a meeting was held on February 13. The information regarding the meeting was covered in the work session.

### **Clackamas County Coordinating Committee – C-4**

Director Blanton shared that at the February meeting, some members wanted to continue working on the bylaw changes. The city mayors would work as a Committee on the changes.

It was reported that County Chair Bernard discussed the vehicle registration fee and information had been distributed. The county would receive 60% of the proceeds and cities would receive 40%.

The C-4 alternate, Matthew Silva, was contacted and he agreed to replace Director Blanton as the lead for the month of March.

### **Foundation Liaison**

Director Blanton noted the January meeting minutes for the Clackamas Emergency Services Foundation (CESF) was included in the board packet. The CESF Dinner/Auction was on March 11 and there was still time to purchase tickets to attend. There would be an oral and silent auction. All funds would support programs of CESF.

### **Interagency Committee**

Director Trotter reported that the committee met with Estacada Fire District twice regarding IGA updates. It was noted that Director Trotter was looking forward to the update and bringing it to the Board at the March board meeting.

President Joseph commented that Estacada Fire District wanted to continue working with CFD. He appreciated collaborating with other agencies in an effort to help each other.

Chief Charlton noted the Interagency Committee would be meeting with the City of Milwaukie in March.

## **X. INFORMATIONAL ONLY**

### **A. Divisional Reports**

#### **R-1a Chief's Report**

Chief Charlton reported that February 16 marked the county's completion of the annexation with Boring Fire. It was noted that Station 19 officially opened today, February 27 with 24-hour coverage, seven days a week.

The PIO Office along with FF Doornink are working on updating the CFD website. The website would be more user and mobile friendly. The website would be able to translate all pages into 30 different languages. The goal was to roll out the new website the first week of April.

President Joseph asked about PulsePoint. Division Chief Conway noted the Fire District would like to increase the number of people who use the app. President Joseph requested for updates regarding the app.

#### **R-1b Administrative Services Division**

DC Karn noted internal testing processes were underway. The captain and battalion chief testing would be administered back-to-back.

The Clackamas County Sheriff's Office is working on finding a cause to the motor vehicle accident (MVA) in Damascus where three people were killed.

Director Blanton noted that the MVA was a reminder of what a great job crews do and thanked them.

**R-1c Emergency Services Division**

As submitted.

**R-1d Financial Services Division**

As submitted.

Finance Director Day noted property tax revenues were largely received.

The Fire District was approximately 2.33% over budget in personal services due to the overtime shifts during the snow days and from large retirement payouts.

The interest rates were doing well, as they had almost doubled since January.

The BFD transfer would be included in next month's board report.

**R-1e Fire Prevention**

As submitted

Division Chief Whiteley reported that the new fire inspector, Rich Stenhouse, began March 1. Inspector Stenhouse previously worked at Portland Fire as an arson inspector.

**R-1f Volunteer Services**

Volunteer Services Chief Deters shared that the Volunteer Association board meeting meets twice a year and met in January. The entire Association meets quarterly. Additionally, it was preparing for the September recruitment.

Fire training drills for the month of January:

- 1/4/17 and 1/5/17 – Individual Performance Standards skills at Station 14
- 1/11/17 – Fire Rescue Protocol review
- 1/21/17 – Burn-to-learn in Happy Valley
- 1/25/17 – Strategies and tactics for Engine Company at Station 14
- 1/25/17 – Rehab support at Station 14
- 1/26/17 – In-house drill assignment via TargetSolutions at assigned stations

EMS training dills for the month of January:

- 1/18/17 and 1/19/17 – EMS at the Training Center

Community events/meetings for the month of January:

- 1/3/17 – Volunteer Association Board meeting

- 1/14/17 – Sandy Fire District #72 Banquet move up company
- 1/21/17 – Wrestling Tournament – EMT stand-by coverage at Clackamas High School
- 1/28/17 – Stand-by coverage for the Hoodland Fire District #74 Banquet

The Explorers drill focused on fire ground operations.

Director Syring asked how many applications were received for the recruit academies. Volunteer Services Chief Deters shared there were 75 on file.

Volunteer Services Chief Deters thanked the Board and staff who attended the Station 19 Grand Re-Opening.

Volunteer Association President Kearney thanked the Board for reappointing him as a CESF Trustee for another three-years.

It was noted that a new way was established for Rehab Volunteers to train themselves.

Director Wall spoke with Sandy Fire Chief Schneider and it was noted that he was appreciative of the Volunteers for their coverage support for their banquet.

**B. Correspondence**

Noted.

**C. Informational Items**

Noted.

**D. Next Meeting**

The next meeting will be Monday, March 20, 2017 at 6:30 pm at the Mt. Scott Fire Station.

The board and staff were reminded about the CESF Dinner/Auction Fundraiser on March 11, 2017.

**XI. ADJOURNMENT**

The meeting adjourned at 7:53 pm.

Karen Strejc  
Executive Assistant

---

**President Thomas Joseph**

---

**Secretary Jim Syring**

**Clackamas Fire District #1**

# Memo

**To:** Board of Directors  
**From:** Chief Charlton  
**CC:**  
**Date:** March 16, 2017  
**Re:** Strategic Business Plan Update

---

In 2016, the Fire District held its annual Strategic Planning Retreats with the Board in August, organization-wide in September and the Volunteer Association in October. Updates regarding the Fire District's many projects, professional development, succession planning and deployment strategies were among the topics discussed. Updates to the Strategic Business Plan were then made to reflect participant feedback and discussions.

Enclosed you will find the updated Strategic Business Plan with track changes indicating what has been completed, combined, and or better clarified. The nine goals of the Fire District remain the same, but the objectives to reaching those goals are more dynamic and have been expanded to include adding or amending the critical tasks.

The updated Strategic Business Plan will be used throughout 2017 as a guide to achieving organizational goals, prioritizing budget requests, and helping to set our strategic direction.





# Clackamas Fire District #1 STRATEGIC BUSINESS PLAN

20162017

To Safely Protect and Preserve  
Life and Property



*“To Safely Protect and Preserve Life and Property”*

Clackamas Fire District #1  
**STRATEGIC BUSINESS  
PLAN ~~2016~~2017**

Fire Chief’s Message.....3

Introduction.....4

Developing Goals, Objectives, and Critical Tasks .....8

Mission, Values, Vision Statements .....9

Organizational Goals and Objectives..... 10

    Goal #1 – Maintain Accredited Agency Status ..... 12

    Goal #2 – Reduce the Number and Consequence of Fire ..... 13

    Goal #3 – Improve Outcomes in Emergency Incidents ..... 15

    Goal #4 – Assemble and Retain a Highly-Trained,  
        Healthy, Dedicated Workforce Reflective of  
        the Community We Serve ..... 16

    Goal #5 – Develop Leaders and Promote Leadership ..... 17

    Goal #6 – Prepare Ourselves and the Community for  
        Disasters ..... 18

    Goal #7 – Communicate Effectively ..... 19

    Goal #8 – Continue to Strengthen Our Relationships  
        with Our Strategic Partners..... 20

    Goal #9 – Provide Exceptional Customer Service ..... 21

*“To Safely Protect and Preserve Life and Property”*

~~July 2016~~ January 2017

As Fire Chief of Clackamas Fire District #1, I want to recognize the commitment of care, compassion, dedication, and professionalism that all of our staff, career, volunteer personnel, and elected officials demonstrate every day. This commitment allows us to deliver the highest quality fire and life safety services to the community, citizens, and businesses we serve. All of our professionals make sure the community is safe, but they go above and beyond this commitment by advocating for and supporting efforts to also make sure the community is healthy, livable, and enriching to all. They unselfishly provide basic necessities in the form of food, clothing, and toys during the holidays to those in need. They do not do it because it is a requirement of the job, but because they have chosen a profession that focuses on making a difference in the communities we serve both on and off the job. As Fire Chief, I will continue to support, encourage, and enhance those programs and activities that make our organization truly exceptional.



Clackamas Fire District #1 is unique in many ways. We are unique because of the formation of the organization - a combination of small, community-based fire departments closely connected to their respective communities who, when annexed or merged into a larger organization, have managed to maintain that community connection. This community-based approach has not only established a culture of very close ties between the Fire District and the community, but it has instilled in our personnel the importance of understanding the services required by all individuals.

**Fred Charlton**  
Fire Chief  
Clackamas Fire District #1

*“To Safely Protect and Preserve Life and Property”*

## **INTRODUCTION**

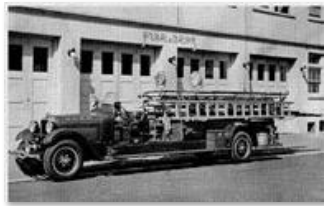
Beginning in 1998 and every few years thereafter, the Fire District has reviewed and updated its strategic business plan. This year the Fire District has not only carefully evaluated and updated its strategic planning document, but it has also reviewed and updated the process used to make that planning document useful to Fire District personnel and to the community we serve. Those changes involved significant Fire District input, and also provided structure to the document to take advantage of clearly-focused objectives. As such, this living, dynamic document allows frequent updates as objectives are met and goals are accomplished.

This year, in addition to long-term goals, the district has identified the most important short-term objectives, critical tasks needed to meet those objectives, timelines, and has committed to completing those during the upcoming year.

If you are a member of the Fire District—career or volunteer firefighter, staff or Board Director—this document will provide guidance for the major and even minor initiatives that the Fire District is pursuing during the next year. Your understanding and support of these initiatives is critical to the Fire District. If you are a citizen or member of the community, this document memorializes our goals for the future and our efforts to make improvements to our programs and the services we provide.



Clackamas Fire District #1 was established as the result of a series of mergers, consolidations, and annexations that took place during the last four decades. Prior to 1933, cities were not authorized to provide fire protection outside of their geopolitical boundaries. Therefore, outside of city limits, there



*“To Safely Protect and Preserve Life and Property”*

was little or no fire protection. In the 1930s, the Oregon Legislature authorized the formation of Rural Fire Protection Districts to provide services in unincorporated areas. Unprotected gaps were called Fire Management Zones and were served by counties. A number of these zones existed in Clackamas County until 1974 when the county exited the fire protection business. The commissioners formed Clackamas Fire District #54 in the area surrounding Oregon City to take some of those responsibilities.

In the northern part of the county, around the eCity of Milwaukie, a similar process was ongoing. Milwaukie Fire Protection District #56 served the area surrounding the City of Milwaukie and north into Multnomah County. Together with Multnomah County Fire District #12, the agencies served an area that extended up to 82<sup>nd</sup> Avenue and Division in



unincorporated Multnomah County. However, aggressive annexations by cities during the early 1970s forced both agencies to evaluate their options. In 1976, what remained of the two districts merged and formed Clackamas County Fire District #1, most commonly referred to as Clackamas Fire District #1.

Yet, city annexations continued—forcing other fire districts to merge to preserve service levels. In 1988, Happy Valley Fire District #65, Clackamas Fire District #71 and Clackamas Fire District #54 merged and within two years consolidated their services further by joining with Clackamas Fire District #1. The new fire agency was now large enough to provide expanded service levels and to provide the expanded scope of services with the economies of scale typical of modern fire agencies.

In the early 1990<sup>s</sup>, Clackamas Fire District #1 merged with Beaver Creek Fire District #55. During the next decade, it merged with Oak Lodge Fire District #51 and Clarkes Fire



District #68 and began providing services by contract to the City of Milwaukie and the City of Oregon City.

In 2000, Clackamas Fire District #1 proudly became an Internationally Accredited Organization. Accreditation is a comprehensive self-assessment and evaluation model that enables organizations to examine past, current, and future service levels and internal performance and compare them to industry best practices. This process leads to improved service delivery. The Center for Public Safety Excellence's (CPSE) Accreditation Program, administered by the Commission

Formatted: Indent: Left: 0"

*“To Safely Protect and Preserve Life and Property”*

on Fire Accreditation International (CFAI) allows fire and emergency service agencies to compare their performance to industry best practices in order to:

- Determine community risk and safety needs and develop community-specific Standards of Cover.
- Evaluate the performance of the department.
- Establish a method for achieving continuous organizational improvement.

The CFAI accreditation process provides a well-defined, internationally-recognized benchmark system to measure the quality of fire and emergency services. Clackamas Fire District #1 completes a comprehensive re-accreditation process every five years to maintain our accredited agency status. The Fire District was most recently accredited in August 2015.

In 2005, the Fire District held an election to annex the territories within the City of Milwaukie, followed by a 2007 election to annex the City of Oregon City into Clackamas Fire District #1. Both of those annexation elections passed by significant margins.

~~Finally,~~ In 2014, the Board of Directors for Clackamas Fire District #1 and Boring Fire District #59 unanimously approved a contract for services in which Clackamas Fire provides provided fire protection, fire prevention, and emergency services to the citizens of Boring Fire District through a five-year contact for service. In November 2016, voters within both Fire Districts approved a legal integration in the form of an annexation of Boring Fire District #59 into Clackamas Fire District #1.

The Fire District protects more than ~~\$18~~ \$20 billion in assessed value comprised of a mix of industrial, commercial, and residential properties. Approximately ~~256~~ 260 career firefighters and administrative personnel oversee the efforts of the Fire District. In addition, a cadre of more than 80 community volunteer firefighters assist with firefighting efforts and provide assistance with many of the Fire District’s auxiliary services. In total, the Fire District covers nearly ~~220~~ 235 square miles— with 20 community fire stations in urban, suburban, and rural areas, and serves nearly 220,000 permanent residents.

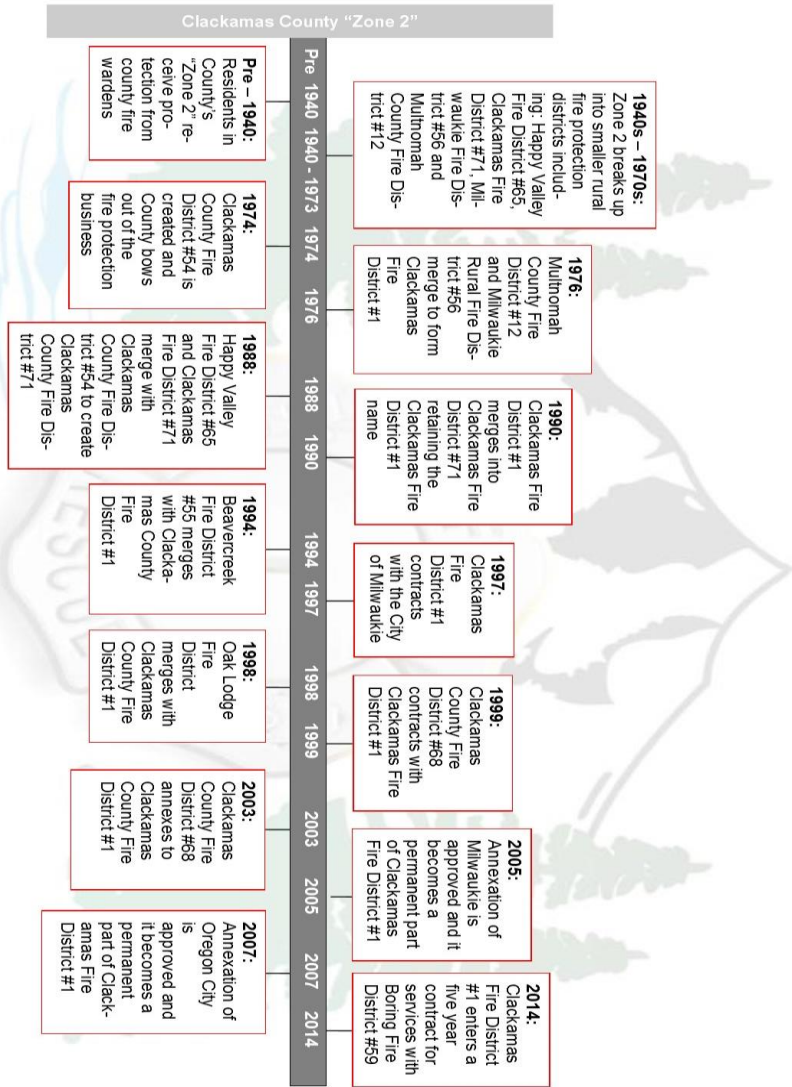
In the last decade, the Fire District has experienced rapid population and construction growth rates. Those rates are expected to increase as buildable residential property and suitable industrial land are being developed. The Fire District must plan for additional increases as the more suburban and rural areas are urbanized and the population centers become more densely populated through infill and increased regional planning efforts.



“To Safely Protect and Preserve Life and Property”

Formatted: Indent: Left: 0"

# CLACKAMAS FIRE DISTRICT #1



*“To Safely Protect and Preserve Life and Property”*

## **DEVELOPING GOALS AND OBJECTIVES**

The Fire District began a year-long process in late 2008 to develop its goals and objectives. In doing so, those goals and objectives were created in the context of environmental factors that are placing continuing pressure on the Fire District. Public expectations are increasing while financial and other resources are flattening or even declining. Impacts of these changes are being felt across the nation as the effectiveness of our public safety systems strain against the pressure. The nation’s first responders are constantly being challenged to be more efficient while maintaining their effectiveness. Clackamas Fire District #1 is no different.

With these issues in mind, the Fire District developed a process to gain the values and perspectives of three distinct groups: the local community, the Fire District’s elected officials, and the staff (including volunteers and paid personnel) of the Fire District. As part of the process, the Fire District contracted with an outside firm to facilitate the planning efforts. The three-pronged, Customer Centered Strategic Planning (CCSP) process, is a product of that consultation.

Each of the three planning groups provided input into the process based on their understanding of the Fire District’s direction and upon that group’s values. From this input, the Fire District originally developed and continually evaluates its 14 Organizational Goals, and from those goals each of the organization’s divisions and workgroups have developed objectives. In 2014 at the Fire District’s annual Strategic Planning Retreat, career personnel, volunteers and staff evaluated the Fire District’s mission, vision, values and goals. The original 14 goals were condensed to the nine that are listed in this year’s Strategic Business Plan.

While public expectations and limited resources may make it difficult to accomplish specific goals and objectives, in order to be more efficient with available resources the Fire District set the organization’s goals and objectives based on constructive efforts while eliminating programs that do not serve the customer.

The Fire District’s Board of Directors is a critical component of the strategic business plan. The Board’s commitment to fund the plan elements and to monitor progress toward the plan’s accomplishments is instrumental. The Board participated in several facilitated organizational value processes and public work sessions. A number of the Board members participated in the community processes and they did and continue to act as the community’s representatives in the long-term direction of the Fire District.

### **Implementing and Updating the Goals and Objectives**

The Executive Team ~~established~~ establishes the priorities and objectives for each



*“To Safely Protect and Preserve Life and Property”*

Organizational Goal and ~~established~~ establishes methods to ensure that the objectives ~~could~~ can be accomplished. Those methods included structuring assignments that would not create difficult burdens on a single individual or division, yet also ensure that the assignments are allocated to the person or position having both the capability and the capacity to ensure that the priorities can be accomplished. In addition, the Executive Team makes assignments and provides guidance to develop additional competencies in Fire District personnel.

Each year, the Fire District reviews the prior year’s action plans at its annual strategic planning retreat in September. This review will encompass an overview of the action plans from the previous year and accomplishments toward achieving the goals and objectives described in these plans. Next, staff will consider the current list of objectives and remove those that are no longer valid; add others that may be more important given the then current political, economic, and legal environments; or change the action plans to reflect the current conditions.

Every five years, the Fire District will review its mission, vision, values, guiding principles and goals. Those factors will be updated as appropriate and will be accompanied by a new list of appropriate goals and objectives for the future.

## **MISSION, VALUES, VISION**

The Fire District has adopted strategic planning elements based on the input of the community, the Board of Directors, and the Fire District’s internal strategic planning group. From that process, the Fire District developed the mission, values and vision that established organizational direction.

### **Our Mission**

The mission statement of the Fire District is designed to clearly define, in simple terms, what services that are provided to the community, and it focuses Fire District members on what is truly important. The mission statement is posted prominently throughout the Fire District’s facilities. The internal planning team, through a consensus process, reviewed and retained the current mission statement, which is:

**To Safely Protect and Preserve Life and Property**

*“To Safely Protect and Preserve Life and Property”*

### **Our Values**

The values are the guiding principles of Clackamas Fire District #1 shared throughout the organization. These values describe the Fire District’s culture and core beliefs and provide a cultural foundation for all employees as well as describe actions that are the living enactment of the fundamentals held by individuals within the Fire District. The strategic planning team declared the following as the values for the Fire District:

- Guide our actions with integrity, courage, respect, and accountability**
- Anticipate and respond to the needs of our community**
- Communicate openly and share knowledge**
- Inspire leadership**
- Model excellence in safety, health, and wellness**
- Be fiscally responsible**

### **Our Vision**

The vision statements describe the Fire District’s inspiration and model for the future state of affairs. This is the description of where the Fire District expects to be in the future—providing members with a view of the future that can be shared, a clear sense of direction, a mobilization of energy, and gives a sense of being engaged in something important. The vision statements developed by the Fire District incorporate the will of citizens; the purposeful thought of staff members; and the intent of the governing body. The following vision statements have been adopted by Clackamas Fire District #1:

- To utilize technology to enhance service delivery**
- To model excellence**
- To dedicate ourselves to continuous improvement**
- To continue to pursue alternate funding strategies**
- To minimize our environmental impact**
- To encourage involvement, innovation, and creativity**
- To promote public education and public engagement**

### **ORGANIZATIONAL GOALS**

The Fire District has established nine goals, each of which is based on the input provided by the Board of Directors, the community, and the staff. The Board reviewed and adopted these goals in 2015 and the management team and staff created objectives for each goal.

*“To Safely Protect and Preserve Life and Property”*

These goals articulate the Fire District’s direction for the next three to five years and beyond. The nine goals are:

1. **Maintain accredited agency status**
2. **Reduce the number and consequence of fire**
3. **Improve outcomes in emergency incidents**
4. **Assemble and retain a highly-trained, healthy, and dedicated workforce reflective of the community we serve**
5. **Develop leaders and promote leadership**
6. **Prepare ourselves and the community for disasters**
7. **Communicate effectively**
8. **Continue to strengthen our relationships with our strategic partners**
9. **Provide exceptional customer service**

Following the development of the goals, division managers developed specific objectives to accomplish one or more of these goals. These objectives were accompanied by specific, measurable outcomes by which the organization could evaluate the progress toward delivery of a final product.

## **SUMMARY**

While creating a long-term business plan is critical in many ways, the plan must also provide the organization with focus—a clearly designed narrow set of objectives that can be accomplished in the short term. As part of its planning process, the Fire District developed a method to concentrate its efforts on just a few important objectives. These focused plans provide direction to the Fire District and its staff about how to proceed.

The Strategic Business Plan for Clackamas Fire District #1 is a "living" document not intended to be placed on a shelf, rather it is designed to be referenced for guidance on a regular basis. This document articulates the goals and objectives of the organization and provides a pathway to complete tasks in a timely manner.

Each year the Fire District engages staff in addressing emerging issues facing the communities we serve and the services we provide. The input and ideas gathered from planning sessions are used to develop the next set of goals, objectives, and tasks we must focus on to ensure Clackamas Fire District #1 continues *“To Safely Protect and Preserve Life and Property.”*

Formatted: Font: Italic

*“To Safely Protect and Preserve Life and Property”*

**Goal #1 –Maintain Accredited Agency Status**

**Objective - 1-1: Support Fire District Accreditation Manager**

Timeline: Ongoing

Responsibility: All Divisions

Critical Tasks:

1. ~~1.~~ Complete Annual Compliance Report (ACR) – ~~completed week of July 11, 2016.~~  
Submitted annually until 2020.
2. Create succession plan for the next Accreditation Manager

**Formatted:** Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

**Objective 1-2: Establish a continuous improvement process in all 10 Self Assessment Model (SAM) categories**

Timeline: 36 months

Responsibility: All Divisions

Critical Task:

1. Establish performance measures for core competencies in all categories
2. Create reporting methods for performance measures. Identify an incident analysis program to support SAM standards
3. Update the current Standards of Coverage as defined by the CPSE, 6<sup>th</sup> edition.

**Formatted:** Superscript



“To Safely Protect and Preserve Life and Property”

## **Goal #2 – Reduce the Number and Consequence of Fire**

### **Objective 2-1: Reduce consequence of fire**

Timeline: Ongoing

Responsibility: Emergency Services

Critical Tasks:

1. ~~Reduce response times to include more efficient training and delivery methods. Ensure optimal Fire Management Zone (FMZ) coverage to reduce response times by the addition of firefighting and Incident Command resources.~~
2. ~~Reduce fire loss by improving firefighting skills through targeted training. Continue to enhance firefighting skills through targeted training.~~
3. ~~Reduce consequence of fire by constantly monitoring and adjusting the effective response force. Continually evaluate response performance data and research / implement means to ensure an adequate effective response force.~~



### **Objective 2-2: Maintain a multi-family occupancy inspection and education program**

Timeline: 36 months

Responsibility: Fire Prevention

Critical Tasks:

1. Track program success and make improvements as needed Seek grant funding to support program 1.1. Year one completed
2. ~~Enhance upon Research and develop~~ inspection and education program for the Manufactured hHomes Program

### **Objective 2-3: Continue to expand fire and life safety outreach for residential occupancies**

Timeline: Ongoing

Responsibility: Fire Prevention

Critical Tasks:

1. Identify strategic partners to expand the existing smoke alarm program to three to four ~~to six~~ campaigns per year
2. Utilize the Community Paramedic Program to provide in home fire safety education
3. Further develop and expand the home safety portion on the Fire District’s website

*“To Safely Protect and Preserve Life and Property”*

4. Support the development of a Home Inspection Program for at-risk occupants

5. Continue to expand Fire and EMS Prevention initiatives and programs

**Objective 2-4: Provide residential sprinkler education throughout the community**

Timeline: Ongoing

Responsibility: Fire Prevention

Critical Tasks:

1. Conduct at least five side-by-side residential fire sprinkler demonstrations per year.
2. Provide fire sprinkler education to local stakeholders and groups such as HOAs, building officials, planning departments, realtor groups, cities and county, etc. as requested
- ~~3. Develop materials and system to provide education to new home permit applicants.~~
4. Update and expand the residential fire sprinkler portion of the Fire Districts’ website.

*“To Safely Protect and Preserve Life and Property”*

### **Goal #3 – Improve Outcomes of Emergency Incidents**

#### **Objective 3-1: Improve cardiac arrest outcomes**

Timeline: Ongoing

Responsibility: Emergency Services

Critical Tasks:

1. Provide High Performance CPR refresher training quarterly to crews
2. ~~Monitor extended response and turnout times to critical incidents; identify and eliminate barriers~~  
Continue to build upon law enforcement response to cardiac arrest incidents
3. Provide most current nationally recognized CPR training annually to all Fire District staff
4. Continue to support county-wide PulsePoint Campaign
5. Increase Hands Only CPR education to the general public by 20% annually



#### **Objective 3-2: Improve outcomes of emergency incidents through delivery of targeted training**

Timeline: Ongoing

Responsibility: Emergency Services

Critical Tasks:

1. Develop and implement targeted training based on known weaknesses identified through company evaluation process
2. ~~Support various digital mediums as training delivery methods~~  
Invest in digital mediums, networks and training locations, which allow efficient delivery of targeted training while allowing crews to optimize FMZ coverage

#### **Objective 3-3: Improve response performance through traditional and alternative deployment**

“To Safely Protect and Preserve Life and Property”

**models**

Timeline: -Ongoing

Responsibility: Emergency Services

Critical Tasks:

1. ~~Focus training within battalions. Seek alternative response capabilities and continue to support and add resources to fire management zones as necessary~~ Ensure delivery of emergency services is focused on sending the appropriate resource
2. Focus on eliminating redundancy and improve efficiency in emergency medical response performances
23. ~~Develop~~ Enhance Data Analysis Program
34. ~~Prepare for~~ Implement new Computer Aided Dispatch (CAD) system ~~and implementation of with~~ AVL.
45. Monitor turnout and response times to all incidents; identify and eliminate barriers
6. Focus on reducing ~~turnout~~turnout time in new fire station designs
7. Expand Community Paramedic Program
8. Create Single-Role Paramedic deployment model
9. Implement Low Priority Response Unit programs

Formatted: Font color: Red

**Goal #4 – Assemble and Retain a Highly-trained, Healthy, and Dedicated Workforce Reflective of the Community We Serve**

**Objective 4-1: Conduct diversity analysis of all employees**

Timeline: Complete and ongoing every other year on July 1

Responsibility: Human Resources

Critical Tasks:

1. Collect self-identification data for all current and new hire employees
2. Work with Training, Volunteers and Explorers to increase diversity in recruitment activities-
3. Continue to support the Portland Metro Fire Camp
4. Continue to evaluate and improve the recruiting and hiring process

**Objective 4-2: Maintain an ongoing presence in education institutions and community organizations. Provide District on-site opportunities to students and the community**



*“To Safely Protect and Preserve Life and Property”*

Timeline: Ongoing

Responsibility: Training, Fire Prevention and Human Resources

Critical Tasks:

1. Contact heads of Fire Science programs to coordinate with school curriculum
2. Develop objectives, outline, and plan for presentations
3. ~~Staff all requested career fair appearances (or similar language~~ Expand attendance at career fairs



**Objective 4-3: Maintain a healthy environment as it relates to work load and enhance development opportunities**

Timeline: 12 months

Responsibility: Human Resources

Critical Tasks:

1. Regularly update and publish organizational charts
- ~~2.~~ Identify staffing needs across all divisions
- ~~3.~~ Develop timelines for assigned projects Establish clear expectations and timelines for project completion
- ~~4.~~ Solicit input and provide feedback from all employees
- ~~5.~~ Implement training plans to include webinars, Target Solutions, Lynda.com and cross trainings
- ~~6.~~ Expand availability of development opportunities to include continuing and higher education.

**Goal #5 – Develop Leaders and Promote Leadership**

**Objective 5-1: Evaluate organizational development committee, establish new/update competencies for all job descriptions and develop a strategic workforce plan that links competencies to organizational strategy**

*“To Safely Protect and Preserve Life and Property”*

Timeline: 6 months

Responsibility: Administrative Services / Human

Resources

Critical Tasks:

1. Re-establish Organizational Development Committee representing a cross-section of the organization
2. Evaluate existing committee members
3. Identify additional committee members
4. Solicit organizational input / support of all workgroups
5. Establish charter to include roles and responsibilities
6. Provide and promote leadership training for division managers
7. Identify competencies for all job descriptions through the organizational development Committee
8. Align opportunities with needed competencies



**Formatted:** Font: (Default) Times New Roman, Font color: Custom Color( RGB(31,31,31))

**Formatted:** List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.75"

**Formatted:** Indent: Left: 0.5"

**Objective 5-2: Develop a training program to better prepare all staff, career and volunteer personnel for supervisory positions**

Timeline: 6 months

Responsibility: Training / Human Resources

Critical Tasks:

1. Establish an annual training plan that includes training from BOLI with Human Resource involvement regarding discipline, documentation, leave, harassment, civil rights and protected classes, employment law, labor relations, performance evaluations, goals and expectations
2. ~~Additional~~ Provide annual supervisor training from for all supervisors
3. Expand supervisory and command officer training for all career / volunteer personnel
3. ~~Create a plan to measure and improve outcomes~~

**Goal #6 – Prepare Ourselves and the Community for Disasters**

*“To Safely Protect and Preserve Life and Property”*

**Objective 6-1: Ensure Fire District personnel and their families are prepared for disasters**

Timeline: Ongoing

Responsibility: ~~Emergency Services~~ / Emergency Manager

Critical Tasks:

1. Conduct FEMA’s Ready Responder Program
2. Conduct campaign to encourage all staff and their families to have a 72-hour kit and go bag
3. Assist staff members with the development of a Family Communication Plan
4. Conduct a family preparedness seminar



**Objective 6-2: Conduct full-scale exercises with the cities we serve**

Timeline: 12 - 24 months

Responsibility: Emergency Services / Emergency Manager

Critical Tasks:

1. ~~Form~~ Support exercise design teams for each city and conduct regularly scheduled table top and planning exercises to include the ~~City-Cities of Damascus~~, Happy Valley, Johnson City, Milwaukie, and Oregon City
2. Conduct an After-~~Action~~ Review following each table top and full-scale exercise
3. Develop an executive summary for each exercise and a comprehensive brief summarizing the lessons learned from all the exercises

**Objective 6-3: Develop a robust Community Emergency Response Team (CERT) program capable of supporting a mission of disaster resilience, to include: preparation, response, and recovery**

Timeline: ~~Ongoing~~ 36 months

Responsibility: ~~Emergency Services~~ / Emergency Manager

Critical Tasks:

- 1. ~~Continue to~~ Train CERT members to deliver the emergency preparedness presentation
- 2. Support Emergency Manager in ongoing preparedness training
- 3. Send select CERT members to Train the Trainer course
- 4. ~~Enhance~~ Conduct CERT Summit in cooperation with County Emergency Management and the Clackamas County CERT Consortium
- 5. Support the development of teams in the communities of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clarkes, Damascus, Eagle Creek, Oak Grove, Redland, South End and Westwood

**Goal #7 – Communicate Effectively**

“To Safely Protect and Preserve Life and Property”

**Objective 7-1: Improve internal communications**

Timeline: Ongoing

Responsibility: All Divisions

Critical Tasks:

1. Identify and reduce redundancies and conflicts through brief and more frequent communication
2. Establish lines of effective communications through live digital medium
3. ~~Have~~ Set organizational direction through clear, direct communication that is specific and appropriate throughout the workforce
4. Communicate the right issue to the right person
5. Solicit input from employees / volunteers in process to improve internal communication
6. Continue annual organizational planning retreat to solicit input from all personnel
7. Continue annual planning retreat with Volunteer Association Board

**Objective 7-2: Improve communication with our citizens by establishing regular and periodic contact with community and civic groups**

Timeline: Ongoing

Responsibility: Public Information Officer

Critical Tasks:

1. Ensure that all station Captains are aware of, and make regular contact with all neighborhood associations, community planning organizations (CPO's), and other civic groups within their community on a quarterly basis



**Objective 7-3: Use local media to communicate fire and life on an ongoing basis**

Timeline: Ongoing

Responsibility: Public Information Officer, Fire Prevention

Critical Tasks:

- 1. Maintain current, relative, and seasonal articles designed to keep the public safe and informed
- 2. Create 2-3 minute educational videos, relevant to season or current issue, and post on social media and websites to promote safety
- 3. Use data collected from recent events to create specific focused and targeted ~~messages~~ messaging

**Formatted:** List Paragraph, Indent: Left: 0.5", Line spacing: Multiple 1.25 li, Pattern: Clear (Custom Color(RGB(253,253,253)))

**Goal #8 – Continue to Strengthen Our Relationships with Our Strategic Partners**

*“To Safely Protect and Preserve Life and Property”*

**Objective 8-1: Use Interagency Committee to communicate with strategic partners**

Timeline: Ongoing

Responsibility: Fire Chief and Board of Directors

Critical Tasks:

1. Schedule and attend ongoing meetings
2. Review, amend and develop new contracts and IGAs as needed
3. Continue to seek opportunities for collaboration and partnerships

**Objective 8-3: Continue organizational engagement in regional planning**

Timeline: Ongoing

Responsibility: Fire Chief

Critical Tasks:

1. Provide input and seek feedback from legislative lobbyist and others as needed
2. Engage local cities, counties and special interest groups



*“To Safely Protect and Preserve Life and Property”*

**Goal #9 – Provide Exceptional Customer Service**

**Objective 9-1: Continually improve internal and external customer service; seek public input on all services provided**

Timeline: Ongoing

Responsibility: All Divisions

Critical Tasks:

1. Establish effective internal and external customer service through more frequent, brief communication and utilizing digital media
2. Establish a culture of customer service throughout all divisions from the top down
3. Create clear expectation of the quality desired, acknowledging all requests within one business day
4. Develop criteria for examples of what good internal and external customer service looks like
5. Provide communication and customer service education and training for all employees and volunteers
- ~~6. Provide training for all staff, career and volunteers~~
- ~~7. Develop feedback opportunities for fire inspections and public education sections of the Fire District~~
- ~~8. Review and respond to compliments and complaints. Collect and review responses~~
- ~~9. Develop a system for checking in on home/business owners one to two months after a fire~~

**Objective 9-2: Utilize technology to improve customer service**

Timeline: Ongoing

Responsibility: Administrative Services / Information Technology

Critical Tasks:

1. Review, update, and expand ~~each Division's section of~~ the Fire District website
2. Put applicable forms and documents on website for ease of access and use
3. Implement and support Enterprise Resource Planning (ERP) Program implementation

**Clackamas Fire District #1****Staff Report**

**TO:** Board of Directors  
Chief Charlton

**FROM:** Division Chief Whiteley

**CC:** Deputy Chief Hari

**DATE:** March 16, 2017

**RE:** Expanded Estacada Fire Intergovernmental Agreement

---

**Action Requested**

Staff requests the Board of Directors approve an expanded intergovernmental agreement (IGA) for services provided to Estacada Fire to now include Station 18 staffing and command and control.

**Background**

In July 2016, Clackamas Fire and Estacada Fire entered into an IGA for fire prevention, training, and limited information technology services. Since that time, the Clackamas / Estacada interagency committee, made up of Board members and staff from each organization, have met regularly to identify greater efficiencies and areas of collaboration to benefit both agencies and communities. Based on these continued conversations, both committees have agreed on a further expanded IGA in the areas of Station 18 staffing and command and control. The compensation and contract terms of the agreement are detailed in the attached IGA to include appendices for each specific area of service. Updates from the original IGA are highlighted in red.

**Known Facts**

If approved, the proposed IGA will take effect on July 1, 2017. The implementation of this updated IGA will create approximately \$220,000 in revenue for Clackamas Fire in the coming fiscal year. The IGA language has been reviewed, edited, and approved by both interagency committees and staff.

**Recommendation and Why**

Staff recommends the Board of Directors approve an expanded intergovernmental agreement (IGA) for services provided to Estacada Fire to now include Station 18 staffing and command and control.

## INTERGOVERNMENTAL AGREEMENT FOR FIRE DISTRICT SERVICES

### RECITALS

Clackamas Fire District #1 (“Clackamas”) and Estacada Fire District (“Estacada”) are rural fire protection districts formed under the authority of the Oregon Revised Statutes (ORS), Chapter 478.

- A. Clackamas and Estacada provide fire, rescue and emergency services within their respective jurisdictions.
- B. Clackamas and Estacada desire to provide the most expedient and affordable service to their respective communities, to further economy and efficiency in local government and intergovernmental cooperation, and to minimize unnecessary and costly duplication of services, by combining and coordinating their resources.
- C. Clackamas maintains and operates fire prevention services for itself, and Estacada desires to obtain such services from Clackamas.
- D. Clackamas maintains 24 hour command and control through Battalion Chiefs, and Estacada desires to obtain such services from Clackamas.
- E. Clackamas and Estacada desire to increase services in the Estacada and Eagle Creek service areas by jointly staffing the Eagle Creek Fire Station.
- F. Clackamas maintains a full service Logistics Division, and Estacada desires to obtain such services from Clackamas.
- G. Clackamas maintains and operates training services for itself and other agencies, and Estacada desires to obtain such services from Clackamas.
- H. This Intergovernmental Agreement (the “Agreement”) is entered into under the authority granted to the parties by ORS 190.010, which authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform.

### AGREEMENT

1. Effective Date, Term, Renewal Term. Clackamas agrees to provide to Estacada and Estacada agrees to purchase the Services listed in the Scope of Services section below at the prices listed in the Appendices.
  - a. Term and Renewal Term. If signed by both parties prior to July 1, 2016, the term of this Agreement shall be from July 1, 2016 until June 30, 2017. This agreement may be renewed for up to five (5) additional one (1) year renewal terms unless either Party has provided at least nine (9) months written notice of its intent not to renew. Upon notice of an intent not to renew, both Parties will work in good faith to assist with an effective transition of services.
2. Scope of Services. The Parties agree that the Scope of Services shall be provided by Clackamas as listed in this Scope of Services Section and the attached Appendices, which are incorporated into this Agreement by this reference. Other appendices may be added by written agreement of the parties in the future if additional services are requested and agreed upon.
  - a. Fire Prevention Services as further described in Appendix “A”
  - b. Training Services as further described in Appendix “B”
  - c. Information Technology Services as further described in Appendix “C”
  - d. Command and Control, Joint Staffing, Logistics as further described in Appendix “D”
3. Performance Measures. Both Parties will keep their respective Board of Directors informed of performance issues related to these collaborative efforts. For issues arising from this agreement, refer to Section 15: Dispute Resolution Process.



4. Compensation.
  - a. Clackamas agrees to provide monthly invoices to Estacada and Estacada agrees to pay Clackamas the invoiced amounts, which shall reflect the cost of Services as described in the appendices. Invoices will be provided monthly on or before the first of each month, and payment is due within 30 days of the date of invoice. Invoicing may be by electronic means.
  - b. After July 1, 2017, Clackamas will invoice Estacada at a rate which Clackamas, in consultation with Estacada, shall establish and publish by March 1 of each year for implementation on July 1 of the that year.
  - c. Amounts invoiced shall include all Services as provided in the Scope of Services section. In the event Estacada requests and Clackamas agrees to provide Services beyond the Scope of Work, Clackamas may charge additional amounts to the monthly invoice. The Parties shall agree in writing to the rate for such additional Services in advance.
5. The compensation and Scope of Services is based upon the current number and configuration of Services, as identified in Appendices "A," "B," "C" and "D." In the event of a change in Services requested, both Parties shall meet to discuss these changes and different compensation. Other appendices shall be added if additional services are requested and agreed upon by the parties.
6. Integration of Services. Clackamas agrees to provide the Services as a fully integrated operation of Clackamas Fire Prevention Services, Training Services, Emergency Services, Logistics, and Information Technology Services. Services will be provided in the same manner and quality as Clackamas provides such services to its own service area. The parties agree to work together in good faith to develop protocols as necessary to effect the integration of the services provided.
7. Future Collaboration. Both Parties agree to explore additional opportunities for collaborated services that could lead to greater customer service and efficiencies. Any future areas of service may be added to this IGA, in writing signed by the parties, in the form of additional appendices.
8. Capacity to Perform Within Scope of Work. Clackamas will assign priority for Services taking into consideration both Parties' environment, timelines, and needs, as well as Clackamas' obligations under Section 2, Scope of Services, and Clackamas's own policies and procedures, as they may be changed from time to time. The Parties will discuss timelines prior to initiating Services under this Agreement.
9. Termination.
  - a. This Agreement may be terminated by either party, with or without cause, by giving nine (9) months' written notice to the other party. In such cases, the Parties will work in good faith to effect a transition of the services to the other service provider chosen by Estacada.
  - b. Clackamas may terminate upon 30 days' notice for failure of Estacada to pay any sums when due.
  - c. Estacada may terminate upon 30 days' notice for failure of Clackamas to perform services.
  - d. Clackamas and Estacada may terminate this Agreement immediately or at a date to be determined if both parties mutually agree to terminate the IGA.
10. Liability; Indemnity.
  - a. Each party shall be responsible for the acts of their respective employees, officers, and agents under this Agreement. No party, nor any elected and appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions, failure to act, or willful misconduct of the other party, their officers, board members, employees, volunteers or agents, in connection with this Agreement or arising out of any work performed under this Agreement.
  - b. To the extent limited by Oregon Law (ORS 30.260 through 30.300 and the Oregon Constitution, Article XI, Section 7), Clackamas and Estacada each agree to defend and indemnify each other against any third party liabilities, causes of action, damages, or costs for injury or damage to life or property related to this Agreement or arising from actions or failures to act under this Agreement. However, neither Party shall be required to defend or indemnify the other Party for the malfeasance or willful

misconduct of the other Party or the other Party's employees or agents. The obligations assumed hereunder shall survive the termination or expiration of this Agreement.

11. Insurance.

- a. Each party shall maintain comprehensive general liability insurance or sufficient self-insurance reserves to cover all risks of damage or loss in the form of personal injury, bodily injury, or property damage for which either party may be liable for its acts or omissions done in the course and scope of its business, in the minimum amounts for which public entities are liable under Oregon Revised Statutes as those statutes now exist or may be amended.
- b. Neither party shall be liable to the other for any loss or damage to their facilities, equipment or other property arising from any cause for which it could have insured against under the parties normal policies, such as fire. Each party, on behalf of its insurer, waives any right of subrogation that it might have against the other party.
- c. Clackamas reserves the right to require additional insurance coverage, limits, and terms. This insurance shall be considered as primary insurance and exclusive of any insurance carried by Clackamas, and the insurance evidenced by the required certificates shall be exhausted first, notwithstanding the fact that Clackamas may have other valid and collectible insurance covering the same risk.

12. Personnel/Workers Compensation. Employees or volunteers of each party shall remain employee/volunteer of that party, and are subject to the personnel policies, rules, and regulations solely of that party. Each party to this Agreement agrees to provide worker's compensation insurance coverage to its employees and volunteers. Each Party shall supervise their individual employees while working under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws

13. Waiver. The failure of either party to insist upon the strict performance of any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of any right or remedy that either party may have, and shall not be deemed a waiver of either party's rights to require the strict performance of all terms, covenants and conditions thereafter, nor a waiver of any remedy for the subsequent breach of any of the terms, covenants or conditions.

14. Force Majeure. No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war, labor shortages, or other conditions beyond the Parties' reasonable control.

15. Dispute Resolution Process. In the event there are disputes or claims related to or arising under this Agreement, the following dispute resolution process will be followed. Unresolved disputes within specific service areas "a", "b", "c" and "d" will move to section "e" and proceed as necessary. It is the intent of the parties to solve the disputes and claims at the lowest level possible, and the issues and resolutions will be documented by mutually agreeable memorandum, if applicable.

- a. Consideration and resolution by and between the Clackamas Fire Prevention Division Chief and the Estacada Fire Prevention Liaison.
- b. Consideration and resolution by and between the Clackamas Training, Safety and Wellness Division Chief and the Estacada Training Liaison.
- c. Consideration and resolution by and between the Clackamas Information Technology Services Director and the Estacada Information Technology Services Liaison.
- d. Consideration and resolution by and between the Clackamas Operations Division Chief and the Estacada Operations Division Chief.
- e. Consideration and resolution by and between the Clackamas Fire Chief and the Estacada Fire Chief.
- f. In the event the disputes or claims cannot be resolved under the above process, the dispute or claim shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the Arbitration Service of Portland, and shall be conducted in Clackamas County, Oregon, unless otherwise agreed by the parties.

- g. In the event of any arbitration arising out of or relating to this Agreement or the enforcement thereof, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, costs, and expenses from the non-prevailing party.
- h. The laws of the State of Oregon shall be applied in the interpretation, execution, and enforcement of this Agreement.

16. Notices. All notices under this Agreement shall be deemed to be given when delivered personally to the person designated below or when three (3) day have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail, or by electronic means, to the party to which the Notice is being given, as follows:

**Estacada Rural Fire District #69**  
 Fire Chief  
 261 SE 5<sup>th</sup> Avenue  
 Estacada, OR 97023

**Clackamas Fire District #1**  
 Fire Chief  
 11300 SE Fuller Road  
 Milwaukie, OR 97222

17. Amendment. This Agreement may only be amended in writing executed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as dated below.

**Estacada Rural Fire District #69**

**Clackamas Fire District #1**

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

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

## APPENDIX A

### Fire Prevention Services – Scope of Work

Clackamas will provide the Fire Prevention Division Chief as the liaison to Estacada and Estacada will provide a liaison to Clackamas to address Fire Prevention Services –Clackamas will provide the below Fire Prevention Services:

1. Administration
  - a. Clackamas will be performing administrative oversight of the Fire Prevention Programs including the below details.
2. Enforcement
  - a. Clackamas will provide fire inspection services for all commercial occupancies identified by Estacada that are permitted to be inspected as per ORS 476 and 478.
  - b. Clackamas will evaluate existing occupancies and assign an inspection frequency that is consistent with the current priority rating used by Clackamas.
  - c. Re-inspections will only be conducted by Clackamas on occupancies with significant code violations.
3. Engineering
  - a. Clackamas will conduct fire apparatus access and water supply plan reviews as permitted per ORS 476 and 478.
  - b. Clackamas will be available for consultation with the building departments (contract and County) for fire and life safety system and building exiting system review.
  - c. It is understood that the building departments will remain the permitting authority for all permit activities and building that occurs and that all correspondence for new construction will primarily come from the building departments.
4. Fire Investigation
  - a. Clackamas will provide on-call fire investigator personnel for fires that meet the established Clackamas SOP call out criteria.
  - b. Clackamas will provide a supplemental fire report for each fire that Clackamas investigates.
5. Public Education
  - a. Upon request, Clackamas will be available for requested public appearances.
  - b. Upon request, Clackamas will coordinate engine company appearances as currently done in Clackamas.
6. Data Collection, Entry, and Reports
  - a. Clackamas will collect inspection data and enter it into Clackamas Fire's records management system.
  - b. Clackamas will provide a monthly Board of Directors report no later than the second Tuesday of each month.
7. Public Inquiries and Requests
  - a. All public inquiries that fall within the scope of this contract will be routed/directed to Clackamas for an appropriate response unless otherwise noted by the Parties.
  - b. Public records requests will follow Clackamas SOPs.
  - c. **Data requests can come from Estacada Chief Officers whenever information is needed regarding Fire Prevention services. Data requests are included in the scope of this contract and will be completed within three (3) business days unless otherwise specified. Requests are to be sent directly to the records management Administrative Technician and the Fire Prevention Division Chief.**
8. Public Information Officer
  - a. Upon request, Clackamas will provide a back-up Public Information Officer to Estacada at the current hourly rate of pay for regular and after-hours work.
  - b. PIO after-hours call back will be billed for a minimum of 3 hours when called out to an incident.
  - c. Estacada will provide as much notice as possible when requesting Public Information Officer assistance.

9. Other

- a. All other Fire Prevention related duties, including to include, but not limited to: juvenile fire-setter intervention, fire code committee representations, self-inspection program.

10. Exemptions

- a. This Agreement does not include full Public Information Officer Services, Open Burning Enforcement, Firework Ordinance enforcement, Cost Recovery Actions, or purchasing of public education materials.

11. Compensation

- a. Estacada will pay Clackamas \$93,000 for the Fire Prevention Services as listed in this Appendix A provided between July 1, 2017 and June 30, 2018.
- b. Notwithstanding the immediately preceding, Back-up Public Information Officer pay will be as noted in Section 8 of Appendix A and is in addition to the compensation noted immediately above.

DRAFT

## APPENDIX B

### Training Services – Scope of Work

Clackamas will provide the Training, Safety, and Wellness Division Chief as the liaison to Estacada and Estacada will provide a liaison to Clackamas. Clackamas will provide to Estacada the below Training Services:

1. Webinars (various subjects)
  - a. Offered twice each month for three shifts, or 72 times/year at a minimum.
  - b. Two hours in duration.
2. Company Skills Training
  - a. Offered twice each month for three shifts, or 72 times/year.
  - b. Two hours in duration.
3. Multi-Company Drill/Hands on Training (H.O.T.)
  - a. Offered quarterly for three shifts or twelve sessions/year.
  - b. Two hours in duration.
4. Company Performance Evaluations
  - a. Offered quarterly for three shifts or twelve times/year.
  - b. Two hours in duration.
5. Volunteer Training (beginning January 1, 2017)
  - a. Eight drills per month.
  - b. Clackamas is not responsible for move-up companies for volunteer training.
6. Target Solutions
  - a. Records management and online training (beginning January 1, 2017)
  - b. Licenses are budgeted at 60 positions. Any increase or decrease in this number will result in an adjustment in the overall cost at the end of the calendar year.
7. One Move Up Company will serve Estacada's jurisdiction while Estacada staff attends training.
  - a. One ALS engine company to Estacada for district coverage.
    - i. Needed for Multi-Company Drills offered quarterly.
    - ii. Needed for Company Performance Evaluations offered quarterly.
8. Volunteer Fire Fighter Academy
  - a. Clackamas will provide Estacada up to five spots annually for Volunteer Fire Academy.
  - b. Estacada spots are to be recruited and filled by Estacada Fire.
9. Exceptions
  - a. Certification and re-certification submission will be done by Estacada. Clackamas will maintain training and certification records.
  - b. Estacada to fund all schools and conferences for their staff and volunteers through the Estacada budget.
10. Compensation
  - a. With Appendix D included as part of the IGA, Estacada will pay Clackamas \$37,000 for the Training Services provided in this Appendix B- between July 1, 2017 and June 30, 2018.
  - b. If Appendix D ends or is deleted, Estacada will pay Clackamas \$68,000 for Training Services provided in the Appendix B between July 1, 2017 and June 30, 2018.

## APPENDIX C

### Information Technology Services – Scope of Work

Clackamas will provide the Information Technology Director as the liaison to Estacada and Estacada will a liaison to Clackamas to address Information Technology Services. Clackamas will provide the below Information Technology Services:

1. Clackamas will provide information technology (IT) and consultant services (“Services”) for current Estacada IT environment. Services will be provided consistent with Clackamas Information Technology Services department standard of care, best practices, and standard operating procedure.
2. Compensation - Labor
  - a. Estacada will pay Clackamas \$85 per hour per person for Information Technology Services provided between July 1, 2017 and June 30, 2018.
  - b. When services are utilized, Clackamas agrees to provide monthly ITS invoices to Estacada and Estacada agrees to pay Clackamas the invoiced amounts. Service hours will be tracked by Clackamas and communicated to Estacada as services are provided. Invoices will be provided monthly on or before the first of each month, and payment is due within 30 days of the date of invoice. Invoicing may be by electronic means.

## APPENDIX D

### Command and Control/Joint Staffing/Logistics – Scope of Work

Clackamas will provide the Operations Division Chief as the liaison to Estacada and Estacada will provide the Operations Division Chief as a liaison to Clackamas. Clackamas will provide to Estacada the below services:

1. Command and Control: Clackamas will provide 24 hour Command and Control through on duty Clackamas Battalion Chiefs as follows:
  - a) Estacada agrees to adopt Clackamas run cards, and, to instruct CCOM to fill the first three BC positions in the run cards with Clackamas Battalion Chiefs. Estacada further agrees to run orders that guarantee responses as outlined by the Clackamas Operations Division Chief.
  - b) Estacada agrees to adopt Clackamas Fire Rescue Protocols.
  - c) Estacada agrees to operate on the same working channels as Clackamas.
  - d) Estacada agrees to follow the Clackamas SOP Battalion Chief Notification and Response.
  - e) Clackamas agrees to provide Battalion Chief services on the same call types as Clackamas, outlined in Clackamas SOP Battalion Chief Notification and Response.
  - f) Estacada agrees that Clackamas will defer Estacada personnel issues, payroll issues, personnel evaluations, sick calls, and other administrative issues to Estacada. If the matter is urgent and after hours, Estacada authorizes Clackamas to make good faith decisions until Estacada staff can be contacted.
  
2. Joint Staffing:
  - a) Clackamas agrees to provide an Officer, an Apparatus Operator, and a Firefighter, one of whom will be a Paramedic, to Fire Station 18 40 hours a week. Estacada agrees to compensate as detailed in “Compensation” below.
  - b) Estacada agrees to provide a fuel card and EMS supplies (disposables) for Engine 18 for Eagle Creek and Estacada calls.
  - c) Clackamas and Estacada agree that Engine 18 may be used to “move up” to cover both Estacada and Clackamas Fire Stations during drills and/or emergency incidents.
  - d) Clackamas and Estacada agree that Engine 18 will respond to calls in both Clackamas and Estacada service areas as run cards dictate.
  - e) When Station 18 is staffed, Clackamas agrees to respond to Estacada calls when the Clackamas unit is available and closer than an Estacada unit.
  - f) Estacada agrees to respond to calls in the Eagle Creek area, as defined by the Clackamas and Estacada Operations Chiefs, during the hours that Engine 18 is not staffed, or is otherwise unavailable.
  - g) Estacada agrees that responses into the Eagle Creek area in Section 5 will be ALS 24 hours a day.
  - h) Estacada agrees that Engine 18 is an asset of Clackamas, and the crew reports to the Clackamas Battalion Chief.
  
3. Logistics: Clackamas agrees to provide logistics services to Estacada as follows:
  - a) Estacada agrees to purchase only items that Clackamas normally purchases
  - b) Clackamas agrees to provide this service at no markup to Estacada
  - c) Clackamas agrees to provide delivery services one day a week to Estacada, aligned with delivery days to Clackamas Station 18.
  - d) Clackamas provides no warranties on goods purchased through Logistics, other than the manufacturer’s warranty.



4. Compensation:

- a) Estacada will pay Clackamas \$90,000 for operational staffing of Station 18 as defined in Appendix D provided between July 1, 2017 and June 30, 2018. Clackamas and Estacada agree that Estacada's funding of \$90,000 towards an operational position and responding to calls in the Eagle Creek area at Estacada's expense (including fuel, disposables, and medical supplies), offset the costs of command and control and logistics services.

DRAFT

# Clackamas Fire District #1

## Memo

**TO:** Board of Directors  
Chief Charlton

**FROM:** Deputy Chief Jamie Karn

**DATE:** March 16, 2017

**RE:** Civil Service Appointment

---

**Action Requested:**

Staff requests the Board of Directors approve the appointment of Mark Kaiel as a Civil Service Commissioner for a four-year term expiring February 5, 2021.

**Background:**

Civil Service Commissioner Norman Smith has chosen not to renew his term as a Civil Service Commissioner, therefore, leaving a vacancy on the Commission Board. Civil Service rules require Clackamas Fire District Board appoint new commission members.

Civil Service Ordinance 13-01 states: *"The members of the commission shall be duly appointed by the Board of Directors of the Districts. Such appointment shall be made from qualified candidates known to believe in the principles of civil service".*

I am presenting Mark Kaiel who has come forward as a potential candidate for the current vacancy created by Norman Smith. Mark Kaiel retired from Portland Fire and Rescue as the Chief Training Officer with just over 27 years of service. Various assignments included: Company Officer assigned to the Technical Rescue Committee, Station Captain, Training Academy Captain, and Battalion Chief. Mark was successfully interviewed by Civil Service Chairman Jim Dille, Commission member Roger Edwards and me. Mark Kaiel resides within the boundaries of Clackamas Fire District #1. A letter of recommendation from Civil Service Chairman Dille is also attached.

We feel that Mark will bring the commitment and dedication required to serve on the Commission and therefore we are recommending the Fire District Board approve and appoint Mark Kaiel to the vacant Civil Service position.

**Recommendation:**

Staff recommends the Board of Directors approve the appointment of Mark Kaiel as a Civil Service Commissioner for a four-year term expiring February 5, 2021.

February 24, 2017

Mr. Thomas Joseph

Board President, Clackamas Fire District #1

Subj: Civil Service Commission Vacancy

Thomas:

The Clackamas Fire #1 Civil Service Commission is currently short one member due to the expiration of Norm Smith's term. He served us well during the transition period but opted to re-retire.

Recently Deputy Chief Karn, Commissioner Roger Edwards and I met and interviewed Retired Division Chief Mark Kaiel of Portland Fire who has indicated his willingness to accept appointment to the Commission. Chief Kaiel is a long-time Happy Valley resident who Chief Karn knows quite well as they both began their career as interns at Happy Valley Fire. He had a successful career at Portland Fire including a fair amount of time in the Training Division. We feel this experience will be quite valuable to the Civil Service Commission. It seems quite appropriate since he would be replacing a man who had an extended career at and retired from Gresham Fire.

I am asking that the Board consider appointing Mark Kaiel to a four year term to run through February 5, 2021. Consideration of this action at your March Board meeting would allow Mark to begin service immediately and be available for our regularly scheduled meeting in April.

Thank you for your consideration,

James R. Dille

Chairman, CFD#1 Civil Service Commission

**Clackamas Fire District #1**

# Memo

**To:** Board of Directors  
 Chief Charlton

**From:** Deputy Chief Ryan Hari

**CC:**

**Date:** March 13, 2017

**Re:** Surplus Apparatus

**Action Requested**

Staff requests Board approval to have the Fire Chief proceed with disposal of the vehicles listed on the attached sheet and below with their VIN number.

**Background**

The following vehicles were purchased in compliance with the purchasing policies at the time of acquisition and the Fire District has titles to all vehicles. Actual sales prices will vary based on the Fire District’s method of disposal and market conditions at the time of sale.

**Policy Implications**

The Fire District’s Standard Operating Procedure (SOP) on Disposal of Equipment requires a description of the equipment, method of purchase, an original acquisition cost, and an estimated fair market value.

**Budget Implications**

Additional revenue may be experienced upon the disposal of these vehicles. Method of disposal may include sale or donation to other public agencies where appropriate as determined by the Fire Chief, advertisement to general public via sealed bids, or a public auction process.

**Recommendation**

Staff recommends Board approve the Fire Chief to proceed with disposal of these vehicles as listed below in compliance with Fire District policy.

Year	Description	Vin #
2006	Pierce Saber	4P1CS01A96A005724
1999	Pierce Dash Quint	4PICT02S3XA001402
1998	Pierce Arrow	4P1CAO2G5WA000557
1995	Dodge Brush Rig	1B6MF36C8SS361992
1994	EONE	4ENDAAA88R1003079

1994	EONE	4ENDAAA84R1003080
1994	Simon Duplex LTI	1S91F74JXR1020026
1992	Dodge Brush Rig	1B6MM36C8N5690282

# Clackamas Fire District #1



Apparatus #	Fiscal Year	Labor Hours	Inventory Parts
<b>2-104 / E26</b>	FY11-12	137	\$5,195.90
1998 Pierce Arrow VIN#4P1CAO2G5WA000557 PLATE# E000000 <b>REPLACEMENT COST</b> <b>\$573,460</b> <b>VALUE \$15,000</b>	FY12-13	40.5	\$1,229.13
	FY13-14	21	\$1,052.68
	FY14-15	63.5	\$1,742.68
	FY15-16	29	\$1,202.25
	FY16-17	32.5	\$51.37
	<b>TOTALS</b>	<b>323.5</b>	<b>\$10,474.01</b>
AVERAGE PER YEAR		53.92	\$1,745.67

Apparatus #	Fiscal Year	Labor Hours	Inventory Parts
<b>2-112 / E17</b>	FY11-12	104.5	\$4,873.39
2006 Pierce Saber VIN#4P1CS01A96A005724 PLATE# E210332 <b>REPLACEMENT COST</b> <b>\$573,460</b> <b>VALUE \$15,000</b>	FY12-13	72.5	\$4,835.23
	FY13-14	102.5	\$6,426.66
	FY14-15	165	\$4,402.16
	FY15-16	40	\$3,712.44
	FY16-17	80.75	\$4,684.05
	<b>TOTALS</b>	<b>565.25</b>	<b>\$28,933.93</b>
AVERAGE PER YEAR		94.21	\$4,822.32

Apparatus #	Fiscal Year	Labor Hours	Inventory Parts
<b>3-140 / E12</b>	FY11-12	0	\$0.00
1994 EONE VIN#4ENDAAA88R1003079 PLATE# NW17674 <b>REPLACEMENT COST</b> <b>\$573,460</b> <b>VALUE \$15,000</b>	FY12-13	0	\$0.00
	FY13-14	0	\$0.00
	FY14-15	86	\$2,996.11
	FY15-16	35.5	\$781.17
	FY16-17	3	\$216.89
	<b>TOTALS</b>	<b>124.5</b>	<b>\$3,994.17</b>
AVERAGE PER YEAR		20.75	\$665.70

Apparatus #	Fiscal Year	Labor Hours	Inventory Parts
<b>2-121 / E28</b>	FY11-12	0	\$0.00
1994 EONE VIN# 4ENDAAA84R1003080 PLATE# NW17678 <b>REPLACEMENT COST</b> <b>\$573,460</b> <b>VALUE \$15,000</b>	FY12-13	0	\$0.00
	FY13-14	0	\$0.00
	FY14-15	110	\$8,512.84
	FY15-16	21	\$3,504.43
	FY16-17	4.5	\$81.27
	<b>TOTALS</b>	<b>135.5</b>	<b>\$12,098.54</b>
AVERAGE PER YEAR		22.58	\$2,016.42

<b>Apparatus #</b>	<b>Fiscal Year</b>	<b>Labor Hours</b>	<b>Inventory Parts</b>
<b>2-202 / T21</b>	FY11-12	107	\$3,453.19
1994 Simon Duplex LTI VIN#1S91F74JXR1020026 PLATE# E191864 <b>REPLACEMENT COST</b> <b>\$1,070,964</b> <b>VALUE \$40,000</b>	FY12-13	161	\$16,341.59
	FY13-14	275	\$31,120.84
	FY14-15	94.5	\$2,368.50
	FY15-16	32	\$18,778.62
	FY16-17	26	\$6,510.71
	<b>TOTALS</b>	<b>695.5</b>	<b>\$78,573.45</b>
AVERAGE PER YEAR		115.92	\$13,095.58

<b>Apparatus #</b>	<b>Fiscal Year</b>	<b>Labor Hours</b>	<b>Inventory Parts</b>
<b>2-203 / T15</b>	FY11-12	0	\$0.00
1999 Pierce Dash Quint VIN# 4PICT02S3XA001402 PLATE# E212660 <b>REPLACEMENT COST</b> <b>\$1,070,964</b> <b>VALUE 75,000</b>	FY12-13	279	\$16,847.68
	FY13-14	194.5	\$23,463.66
	FY14-15	231	\$18,641.70
	FY15-16	285.5	\$22,193.86
	FY16-17	64.5	\$2,624.75
	<b>TOTALS</b>	<b>1054.5</b>	<b>\$83,771.65</b>
AVERAGE PER YEAR		175.75	\$13,961.94

<b>Apparatus #</b>	<b>Fiscal Year</b>	<b>Labor Hours</b>	<b>Inventory Parts</b>
<b>2-301 / BR9</b>	FY11-12	38.5	\$276.57
1992 Dodge Brush Rig VIN# 1B6MM36C8N5690282 PLATE# E183409 <b>REPLACEMENT COST</b> <b>\$360,000</b> <b>VALUE 7,500</b>	FY12-13	29.5	\$1,541.51
	FY13-14	6.5	\$251.15
	FY14-15	20.5	\$802.49
	FY15-16	16	\$379.26
	FY16-17	0	\$0.00
	<b>TOTALS</b>	<b>111</b>	<b>\$3,250.98</b>
AVERAGE PER YEAR		18.50	\$541.83

<b>Apparatus #</b>	<b>Fiscal Year</b>	<b>Labor Hours</b>	<b>Inventory Parts</b>
<b>2-303 / BR11</b>	FY11-12	91	\$1,093.60
1995 Dodge Brush Rig VIN# 1B6MF36C8SS361992 PLATE# E191886 <b>REPLACEMENT COST</b> <b>\$360,000</b> <b>VALUE \$7,500</b>	FY12-13	15	\$1,179.54
	FY13-14	14.5	\$95.18
	FY14-15	8	\$150.09
	FY15-16	6	\$155.46
	FY16-17	9.5	\$175.80
	<b>TOTALS</b>	<b>144</b>	<b>\$2,849.67</b>
AVERAGE PER YEAR		24.00	\$474.95

# Administrative Services Division

To: Chief Fred Charlton and the Board of Directors

From: Deputy Chief Jamie Karn

Re: Administrative Services Division Monthly Report – February 2017

---

- Entry level and promotional testing processes.
- Boring Fire Annexation – Transition activities.
- Labor/management meetings.
- ITS meetings and division planning.
- Emergency Services Division meetings.
- Law enforcement coordination meetings.
- Personnel issues and processes.
- Boring/Damascus/Eagle Creek community meetings.
- BC4 Shift Management and Emergency Response activities.
- Organizational Development planning meetings.
- Civil Service planning meetings.
- Standard Operating Policy review and updates.
- EMT Recert training.
- Meeting regarding succession planning.
- Administrative Services staff meetings.
- Miscellaneous staff meeting.
- Prepared meeting packets and attended Board Work Session.
- Worked on Foundation Dinner/Auction Fundraiser.



# Administrative Services Division

To: Chief Fred Charlton and the Board of Directors

From: Information Technology Director Oscar Hicks

Re: Information Technology Services Division Monthly Report – February 2017

---

## **Initiated**

- Intranet - restructure
- Document / Content Management Solution (POC)
- Enterprise Information Security (InfoSec) Management

## **In Progress/On-going**

- UPS replacement project – ESD (Datacenter)
- Evaluation - Sophos InterceptX as a product to enhance CCFD1 endpoint security
- Intrusion Detection / Intrusion Prevention – Cisco ASA Firewall Modules
- Inform Mobile CAD Build begins
- Bi-weekly / Monthly Meetings with CAD Build team – aka “MAJCS” Multi Agency Joint Cad System
- Ongoing – MDC conversion / Cradle Point installs
- PinPoint/eDrawer – Share Drive refresh (Document Management)
- LANSweeper pre-deployment tune-up
- Canby project planning, testing and research.
- Syslog software evaluation – KIWI, Nagios, FreeNAS

## **Completed**

- Updated two storage servers to become Syslog servers requiring a fraction of the cost for brand-new. Server hardware is validated to work Microsoft licensing update and renewal process
- VMware Security Appliance implemented for more secure virtual remote access
- Station 2 low voltage, working with city of Milwaukie for cable repairs.
- Horizon View (Virtual Workstation) upgraded
- Updated AirWatch Mobile Device management console

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Deputy Chief Ryan Hari

**Re:** Emergency Services Division Monthly Report – February 2017

---

- Met with State Fire Marshal staff regarding hazmat program.
- Continued work on planning for the fleet maintenance center.
- Continued design work on Fire Station 16 project with HEA.
- Interviewed and selected a CM/GC for Fire Station 16 project.
- Continued work on Station 19 study, continued engagement with Clackamas County staff.
- Interviewed EMT Basic and Paramedic entry level candidates.
- Met with TVFR senior staff discussing issues of mutual interest.
- Continued work on Estacada IGA, participated in an interagency meeting.
- Participated in the monthly ESD meeting.
- Continued preparation for FY 18 budget.
- Worked on the FY17/18 CCOM budget.
- Continued work on LMC issues with Local 1159.
- Continued bargaining process with Local 1159 for Single Role Medic position.
- Continued work on personnel issues.
- Participated in regional operational meeting.
- Kicked off the Deputy Chief testing process.
- Processed job offers to entry level firefighter candidates.

Respectfully submitted,

Deputy Chief Ryan Hari

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Division Chief David Scheirman

**Re:** Emergency Services Division Monthly Report – February 2017

---

- Meeting with Gladstone Fire Chief O’Conner
- Station 16 design project
- Met with Energy Trust of Oregon on Station 16
- Quarterly SOPs meeting
- Monthly OPS meeting
- Panelist on CMCG selection
- OR-OSHA SHARP presentation
- Chief’s interviews for firefighter
- Budget meeting
- Review evaluations.
- Personnel items

### **North Battalion – A Shift**

**Battalion Chief Brian Stewart**

- Submitted SAFER grant request for six firefighter/paramedics
- Employee evaluations
- OFCA Health and Wellness Roundtable
- OFCA and OSHS board meetings
- Station visits
- New Member Orientation for OSFM Incident Management Teams
- Task Force Leader Symposium

### **North Battalion – B Shift**

**Battalion Chief Brian Rooney**

### **North Battalion – C Shift**

**Battalion Chief Scott Carmony**

- February 7, 2017 - Fire in a house started by a dryer - 13415 SE 155<sup>th</sup> place, Clackamas. Extinguished with fire extinguisher and smoke removed.
- February 23, 2017 - Assist BC3 with House Fire – 20105 S. South End Rd. Oregon City. Fire Extinguished with one alarm.
- February 27, 2017 - Fire in a Shop Building – 12201 SE Wildwood Dr. Boring. Fire extinguished with Task Force and assistance from Fire Departments from Sandy and Gresham.

- Completed 1 ¾ inch bulk load deployment. The front line career Engines were outfitted. The Hose and Nozzle Committee is studying the impact of the new pumper purchases and how it will affect the volunteer fleet prior to moving forward with outfitting them with the bulk load.
- Budgeting process for Firefighting Equipment purchase and maintenance items as well as hose for the completion of the new hose spec deployment is complete and submitted to Operations.
- Hose and Nozzle Committee is debating further changes as they relate to the hose deployment recommendations from the Hose consultant that was hired last year. Much has been completed to date but more changes to be completed this year may include an update of how we deploy supply line and pre-connected hose lines at fires.
- Purchased four new chainsaws to replace aging saws and to accommodate the Firefighting conference that was hosted here in January.
- Followed up on order of Four inch hose to add additional 50ft pony sections to each pumper. Hose is expected to arrive within the week and will be coupled by the Hose and Nozzle Committee and then delivered to the crews for addition to the inventory.
- 2017 Hose and Ladder annual testing has been scheduled for June this year. This will be the third and last year of testing under the current contract.

**South Battalion – A Shift**  
**Battalion Chief Ken Horn**

- Feb 6 - 1740 SE Ochoco St. Goodwill: Crews responded to a reported chemical release in Goodwill building. People complained of burning eyes and coughing. Upon arrival, crews began evacuating and setting up a staging area for potential patients. Additional crews made entry into the building looking for the cause and assuring complete evacuation. HM27 arrived on scene, made entry and determined there was nothing detectable. It was determined that it was likely an accidental release of an irritant such as pepper spray. No patients were transported and the building was released back to management. Units on Scene: T-2, M-3, E-3, HM-27, and medic 268
- Evaluated phase 1 and 3 Apparatus Operator probationary testing.
- Attended Metro Area Training (MAT) at AMR headquarters.
- Participated in Battalion Drills.

**South Battalion – B Shift**  
**Battalion Chief Jonathan Scheirman**

- Made several station visits and provided crews with Ops notes.
- Helped several Lieutenant Candidates and Captain Candidates with preparation for the upcoming Lieutenant and Captain tests.
- Finished Performance Appraisals.
- Attended the Milwaukie Public Safety Advisory Board meeting.
- Attended meeting for the new CAD implementation at WCCCA and provided updates to all fire agencies in Clackamas County and gave an update on the project at the Fire Defense Board meeting.
- Attended EMS drill.
- Stopped two different training sites for the recent "Firemanship" conference that CFD#1 hosted.
- Attended IMT training in Newport.
- February 2<sup>th</sup> Residential Fire @ 17200 block of SE 82<sup>nd</sup> Dr. Residents were using an exterior kerosene heater to heat the inside of their residence. When refueling the heater with the wrong type of fuel an explosion occurred. One resident was send to the Burn Center with burns to their hands.

- February 15<sup>th</sup> Residential Fire @ 19468 Sunset Springs in Oregon City. The home owner was cutting a metal broom handle to fit into his garbage can over the can with a power saw. The sparks cased the garbage in the plastic can to smolder and then ignite the can several minutes later. The burning can caught the exterior wall on fire but was extinguished prior to the fire extending into the attic.
- February 27<sup>th</sup> Water Rescue @ Clackamette Park. Two men who had been out fishing were attempting to trailer their boat when it got away at the boat ramp. One attempted to swim after the boat and became distressed. The second man entered the water to save his boat and friend. He was able to reach both and crawl onto the boat where he held his partially submerged friend until water rescue team members arrived to rescue them and their boat. Both men were transported and the boat was correctly trailered.

**South Battalion – C Shift**  
**Battalion Chief Oscar Ramos**

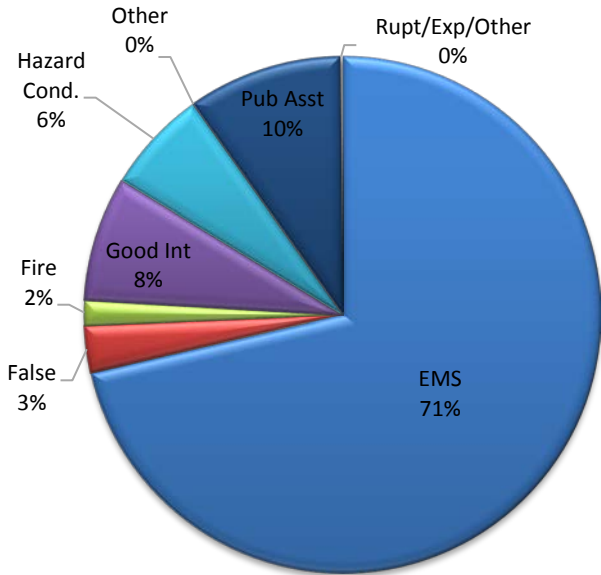
- Completed coordinating repairs for broken water line in Country Village Mobile Estates with ownership
- Delivered a number of awards to members unable to attend this year's Awards Ceremony for PIO
- Safety Officer for 94 St / Clackamas Rd. dryer fire in a single family residence
- Worked with Rope Company Captains and ATO Sean Brown on students for March Rope Rescue class hosted by District #1
- Worked on personnel matrix for Medic placement to take to next OPS meeting
- Attended monthly Operational Meeting and passed on necessary items to south battalion crews.
- Command at residential fire on South End Rd. started by unattended barbeque on back deck. South companies along with Canby E61 quickly controlled the scene and stopped loss
- Attended City of Oregon City emergency meeting regarding slide behind Willamette Falls hospital. Part of a road is blocked and one residence has been declared uninhabitable.
- On scene command I205 rollover with Trauma System entry – one patient.
- Choreographed apparatus moves for the Command Bus to station 17, E37 to station 16, US&R 15 to station 5 and M16 to station 15 for station relocation of E15 and T16. Big thanks to Captains and personnel involved with all of these moves!
- Worked throughout the month with CCOM arranging station swap above – FMZ, tones, callout numbers, etc.
- Assisted with AO test preparation for upcoming test

Respectfully submitted,

Division Chief David Scheirman

# Clackamas Fire Dist. #1 Emergency Services Report

## February 2017



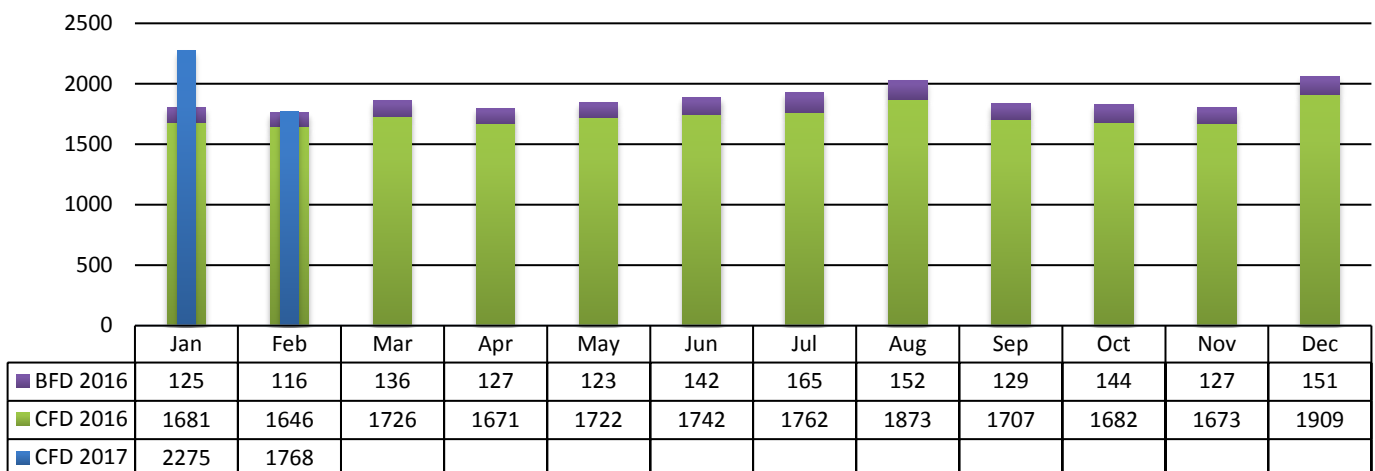
Incident Type	Data
EMS	1262
False	52
Fire	28
Good Int	138
Hazard Cond.	114
Other	1
Pub Asst	170
Rupt/Exp/Weather	3
<b>Grand Total</b>	<b>1768</b>

### Year to Date

Incident Type	2015	2016	2017
EMS	14577	15339	2810
False	847	801	139
Fire	636	479	67
Good Int	2053	2011	342
Hazard Cond.	1409	1459	275
Other	10	6	1
Pub Asst	2296	2332	406
Rupt/Exp/Weather	14	4	3
<b>Grand Total</b>	<b>21842</b>	<b>22431</b>	<b>4043</b>

*Mutual Aid Given Incident Not Included*

### Total Incidents by Month



**Clackamas Fire Priority Response Performance**

February 2017

Incident Type	URBAN	CFD#1 Performance	# of Resp. Included in Calculation	CFAI Baseline	# of Resp. Meeting CFAI Baseline	% of Resp. Meeting CFAI Baseline	CFAI Benchmark	# of Resp. Meeting CFAI Benchmark	% of Resp. Meeting CFAI Benchmark
All	Alarm Handling	1:18	1014	1:30	932	91.91%	1:00	818	80.67%
	Turn Out Time	2:16	1220	1:30	827	67.79%	1:00	454	37.21%
	Urban Travel Time	5:56	635	5:12	519	81.73%	4:00	347	54.65%
	<b>Urban Total Response Time</b>	<b>8:02</b>	<b>635</b>	<b>8:12</b>	<b>581</b>	<b>91.50%</b>	<b>6:00</b>	<b>368</b>	<b>57.95%</b>

<b>Urban Total Response Time Summary</b>	
--	--

Mean 5:46  
 Median 5:41  
 Minimum 0:02  
 Maximum 16:26

\*URBAN: Stations 1, 2, 3, 15, 16

Incident Type	SUBURBAN	CFD#1 Performance	# of Resp. Included in Calculation	CFAI Baseline	# of Resp. Meeting CFAI Baseline	% of Resp. Meeting CFAI Baseline	CFAI Benchmark	# of Resp. Meeting CFAI Benchmark	% of Resp. Meeting CFAI Benchmark
All	Alarm Handling	1:22	601	1:30	552	91.85%	1:00	484	80.53%
	Turn Out Time	2:07	708	1:30	484	68.36%	1:00	252	35.59%
	Suburban Travel Time	6:47	358	6:30	320	89.39%	5:00	247	68.99%
	<b>Suburban Total Response Time</b>	<b>8:44</b>	<b>358</b>	<b>9:30</b>	<b>336</b>	<b>93.85%</b>	<b>7:00</b>	<b>254</b>	<b>70.95%</b>

<b>Suburban Total Response Time Summary</b>	
---	--

Mean 6:07  
 Median 5:54  
 Minimum 0:56  
 Maximum 16:31

\*SUBURBAN: Stations 4, 5, 6, 7, 8, 9, 17, 19

Incident Type	RURAL	CFD#1 Performance	# of Resp. Included in Calculation	CFAI Baseline	# of Resp. Meeting CFAI Baseline	% of Resp. Meeting CFAI Baseline	CFAI Benchmark	# of Resp. Meeting CFAI Benchmark	% of Resp. Meeting CFAI Benchmark
All	Alarm Handling	1:15	153	1:30	137	89.54%	1:00	124	81.05%
	Turn Out Time	2:36	216	1:30	135	62.50%	1:00	81	37.50%
	Rural Travel Time	10:38	105	13:00	100	95.24%	10:00	93	88.57%
	<b>Rural Total Response Time</b>	<b>13:31</b>	<b>105</b>	<b>16:00</b>	<b>102</b>	<b>97.14%</b>	<b>12:00</b>	<b>86</b>	<b>81.90%</b>

<b>Rural Total Response Time Summary</b>	
--	--

Mean 8:44  
 Median 8:13  
 Minimum 0:02  
 Maximum 19:02

\*RURAL: Stations 10, 11, 12, 13, 14, 18, 20

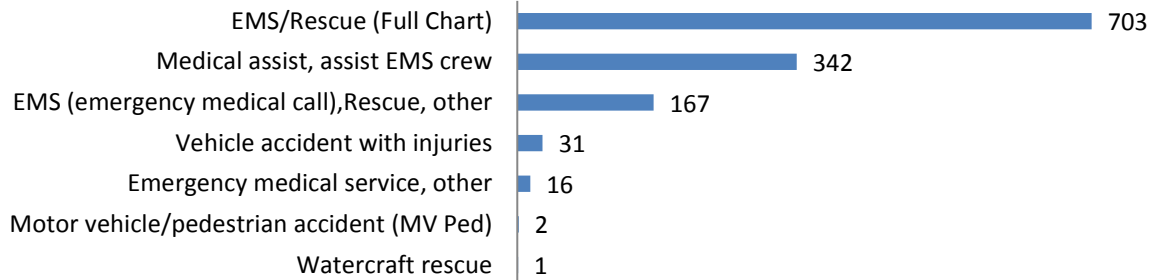
**Alarm Handling:** All Incidents Dispatched

**Turn Out Time:** All Priority Types/Only District Units Dispatched

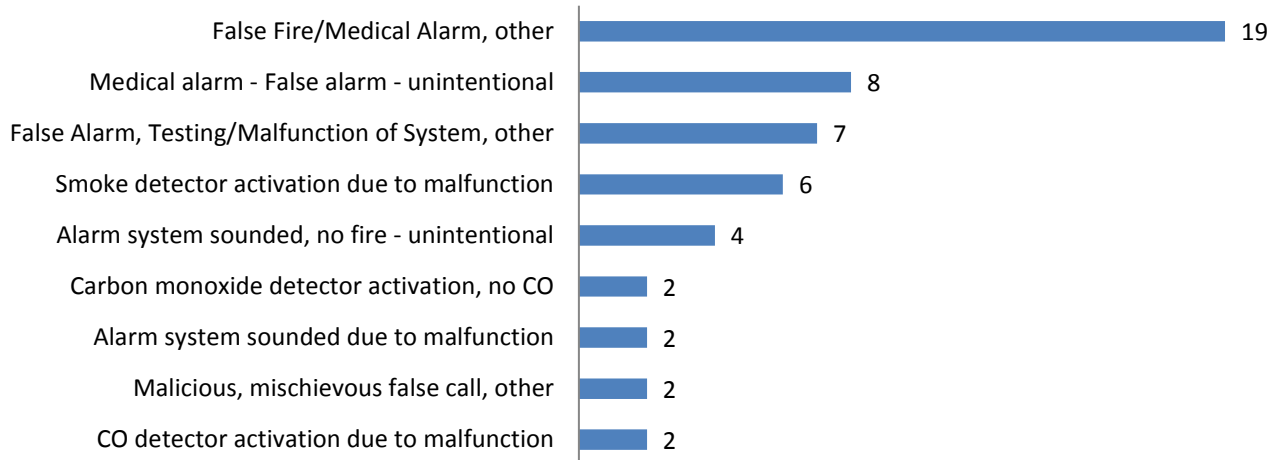
**Travel Time:** Based off time of First Arriving unit. (includes AMR and outside agency's)

## February 2017 Incident Summary

### EMS Total: 1262



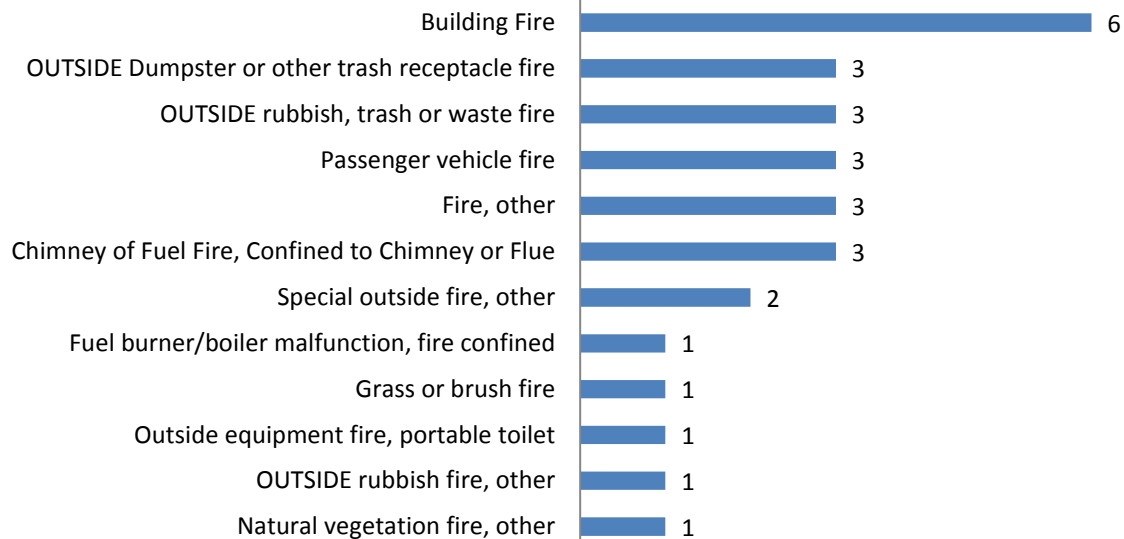
### False Alarm Total: 52



### Weather/Rupture/Explosion/Other Total: 4

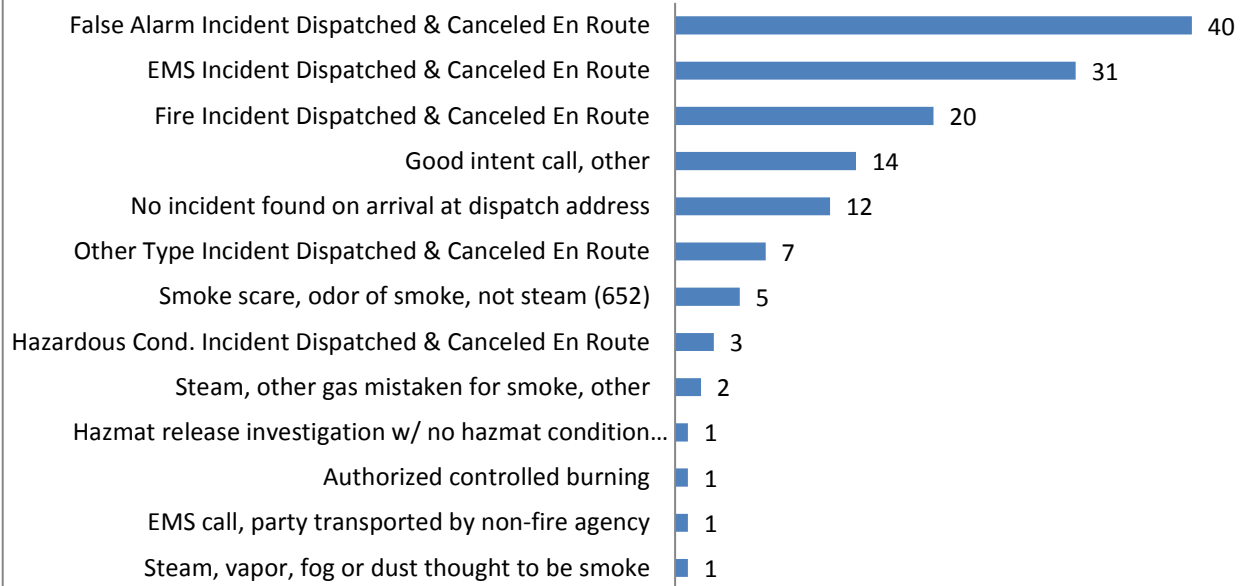


### Fire Total: 28

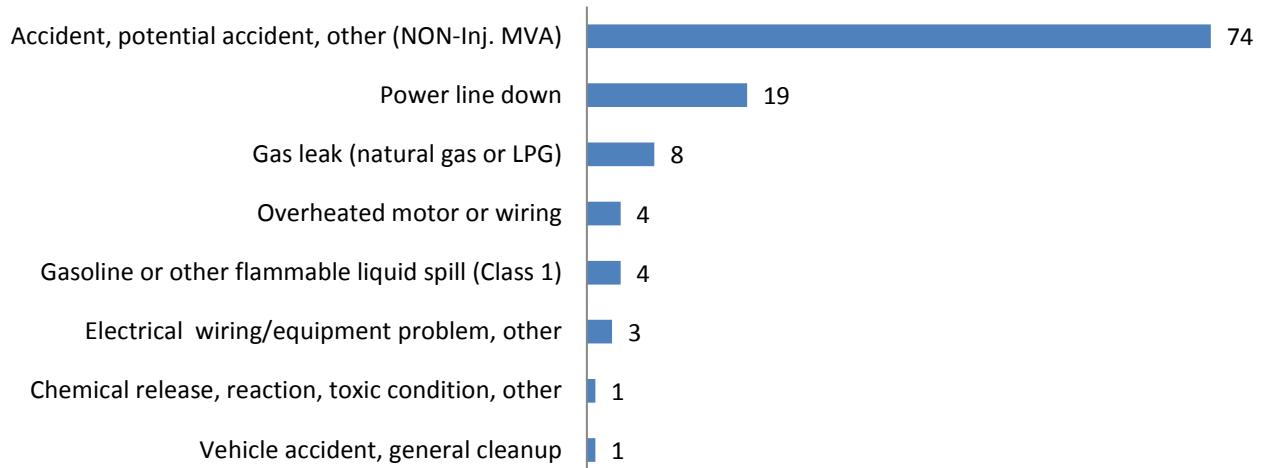




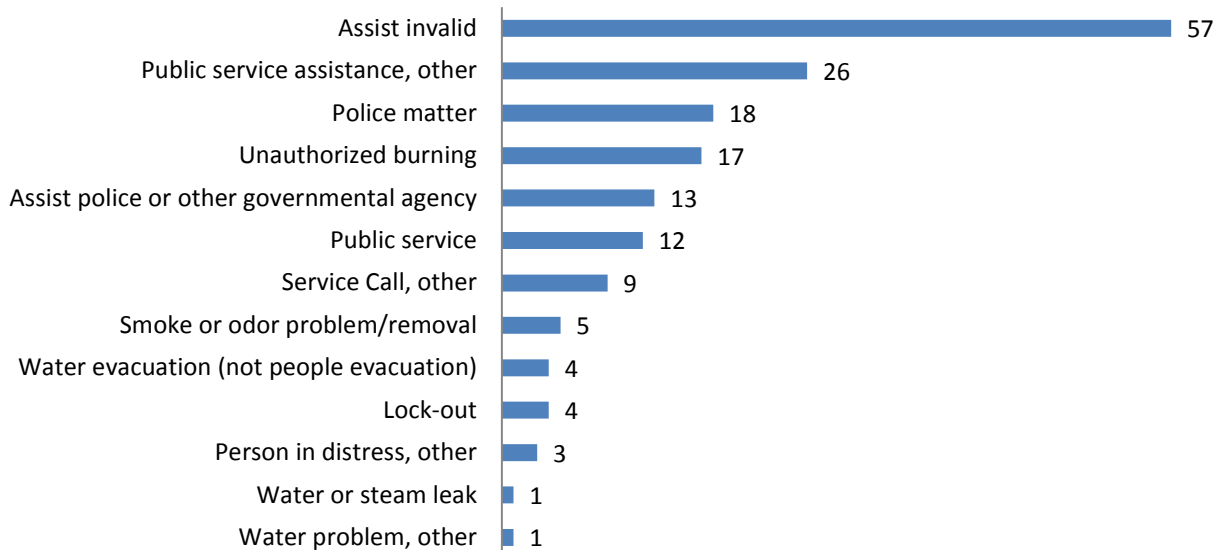
### Good Intent Total: 138



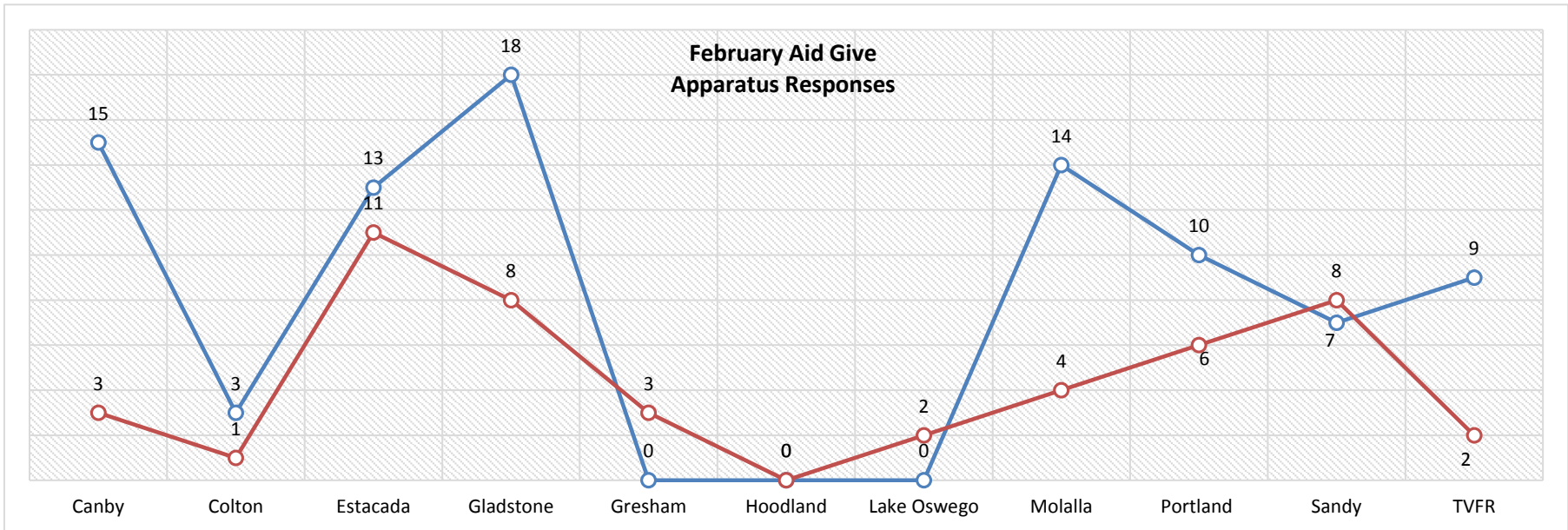
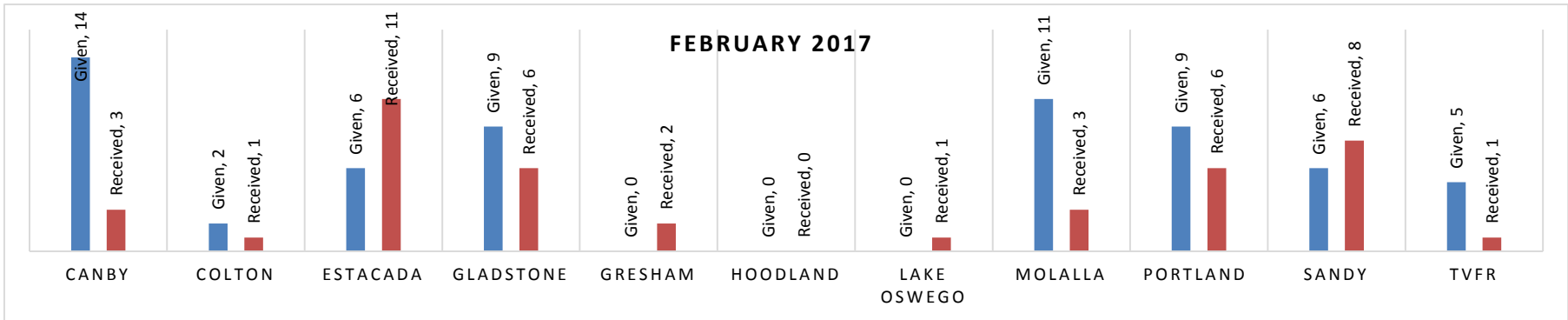
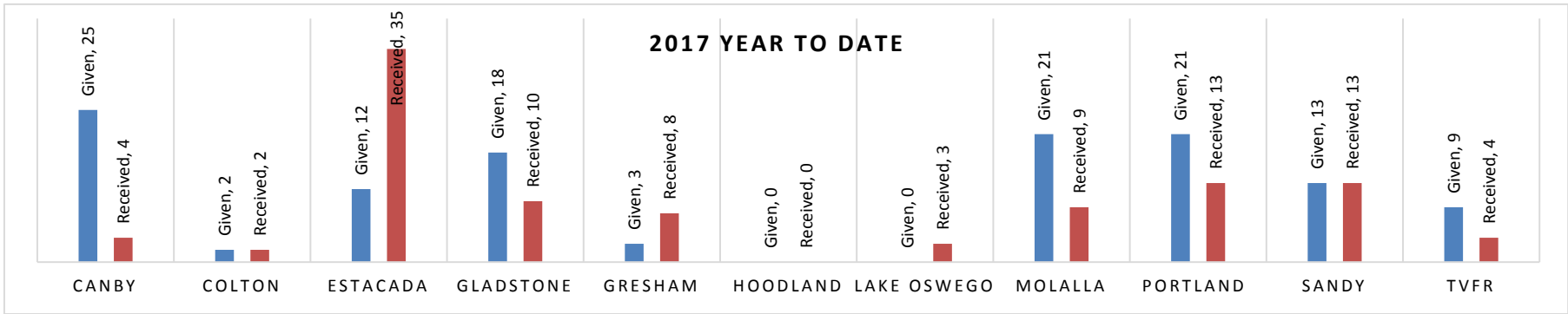
### Hazardous Condition Total: 114



### Public Assists Total: 170



### Mutual Aid Given to Mutual Aid Received by Agency



## Mutual Aid Given - Apparatus Overview

February 2017

Agency	Apparatus	Apparatus Action	Responses
Canby	E9	Provide advanced life support (ALS)	1
		Standby/Staged	1
	M16	Cancelled en route	1
		Cancelled en route	5
		Provide advanced life support (ALS)	1
	E17	Transport person (blank)	1
		Provide manpower	1
<b>Canby Total</b>			<b>15</b>
Colton	E10	Cancelled en route	1
	M16	Provide advanced life support (ALS)	1
	WT10	Cancelled en route	1
<b>Colton Total</b>			<b>3</b>
Estacada	BC2	Cancelled en route	1
	BC3	Cancelled en route	1
	BT8	Investigate	1
	E7	Provide advanced life support (ALS)	1
	E11	Cancelled en route	1
	E18	Investigate	1
		Standby/Staged	1
	WR8	Assist animal	1
Provide manpower		1	
<b>Estacada Total</b>			<b>9</b>
Gladstone	BC2	Cancelled en route	2
	E3	Cancelled en route	2
		(blank)	1
	M3	Cancelled en route	1
		Transport person	2
	E4	Cancelled en route	1
	HR5	Cancelled en route	2
	E9	Cancelled at Scene	1
		Cancelled en route	1
T15	Assistance, other	2	
	Cancelled en route	1	
<b>Gladstone Total</b>			<b>16</b>
Molalla	BC3	Cancelled en route	1
	M3	Cancelled en route	9
		Transport person	1
	T15	Cancelled en route	1
	E16	Cancelled en route	1
	M16	Cancelled at Scene	1
<b>Molalla Total</b>			<b>14</b>
Portland	E1	Cancelled en route	1
	T2	Cancelled at Scene	1
		Cancelled en route	1
	E6	Provide manpower	1
	HR5	Cancelled en route	5
RIT		1	
<b>Portland Total</b>			<b>10</b>
Sandy	E14	Cancelled at Scene	3
		Cancelled en route	1
		Gained access/unlocked	1
		Provide basic life support (BLS)	1
<b>Sandy Total</b>			<b>6</b>

TVFR	BC2	Cancelled en route	1
	BC3	Cancelled en route	1
	E9	Cancelled en route	1
	T15	Cancelled en route	2
		Investigate	1
	E17	Cancelled en route	2
	WR8	Cancelled en route	1
<b>TVFR Total</b>			<b>9</b>
Grand Total			82

**Incident Types  
by FMZ  
February 2017**

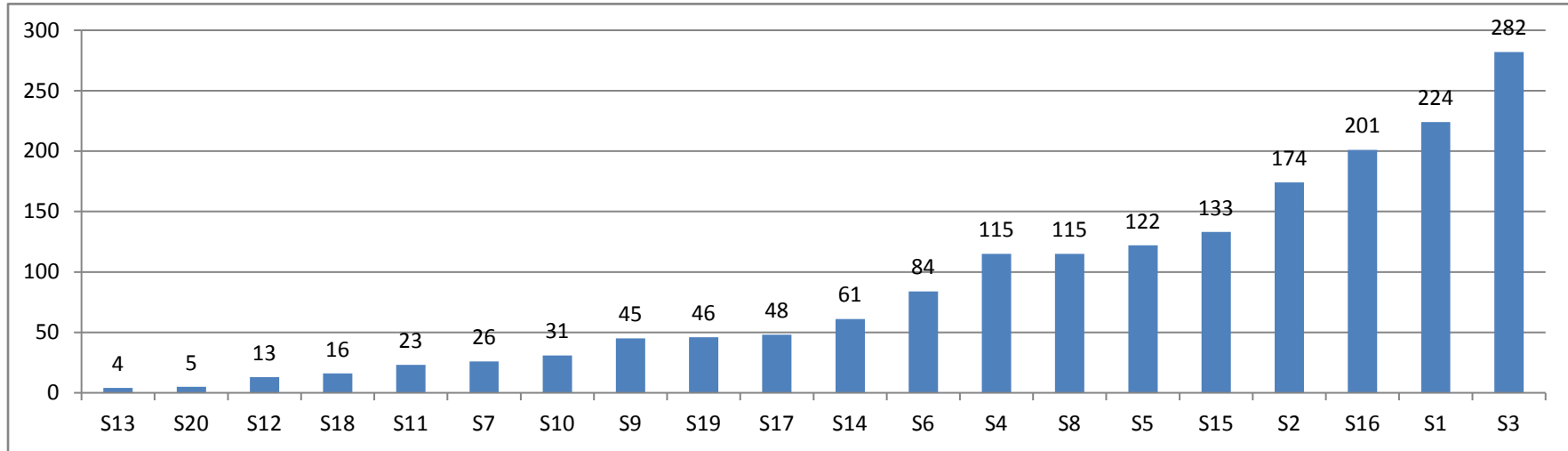
Incident Station	Incident Type	Total
S1	EMS	164
	False	3
	Fire	3
	Good Int	18
	Hazard Condition	10
	Pub Asst	26
<b>S1 Total</b>		<b>224</b>
S2	EMS	122
	False	4
	Fire	1
	Good Int	17
	Hazard Condition	6
	Pub Asst	24
<b>S2 Total</b>		<b>174</b>
S3	EMS	209
	False	11
	Fire	2
	Good Int	16
	Hazard Condition	9
	Pub Asst	35
<b>S3 Total</b>		<b>282</b>
S4	EMS	93
	False	1
	Good Int	6
	Hazard Condition	8
	Pub Asst	7
	<b>S4 Total</b>	
S5	EMS	86
	False	6
	Fire	1
	Good Int	13
	Hazard Condition	10
	Pub Asst	6
<b>S5 Total</b>		<b>122</b>
S6	EMS	66
	False	4
	Good Int	6
	Hazard Condition	4
	Pub Asst	4
	<b>S6 Total</b>	
S7	EMS	15
	False	1
	Fire	1
	Good Int	4
	Hazard Condition	2
	Pub Asst	3
<b>S7 Total</b>		<b>26</b>

Incident Station	Incident Type	Total
S8	EMS	70
	False	7
	Fire	10
	Good Int	11
	Hazard Condition	7
	Pub Asst	9
	Weather	1
	<b>S8 Total</b>	
S9	EMS	27
	False	1
	Good Int	3
	Hazard Condition	6
	Pub Asst	8
	<b>S9 Total</b>	
S10	EMS	23
	Good Int	3
	Hazard Condition	1
	Pub Asst	4
<b>S10 Total</b>		<b>31</b>
S11	EMS	14
	False	1
	Fire	2
	Good Int	1
	Hazard Condition	4
	Pub Asst	1
<b>S11 Total</b>		<b>23</b>
S12	EMS	9
	Good Int	2
	Hazard Condition	2
<b>S12 Total</b>		<b>13</b>
S13	EMS	2
	Good Int	1
	Hazard Condition	1
<b>S13 Total</b>		<b>4</b>
S14	EMS	41
	False	3
	Fire	1
	Good Int	4
	Hazard Condition	8
	Pub Asst	4
<b>S14 Total</b>		<b>61</b>
S15	EMS	103
	False	2
	Fire	3
	Good Int	5
	Hazard Condition	11
	Pub Asst	9
	<b>S15 Total</b>	

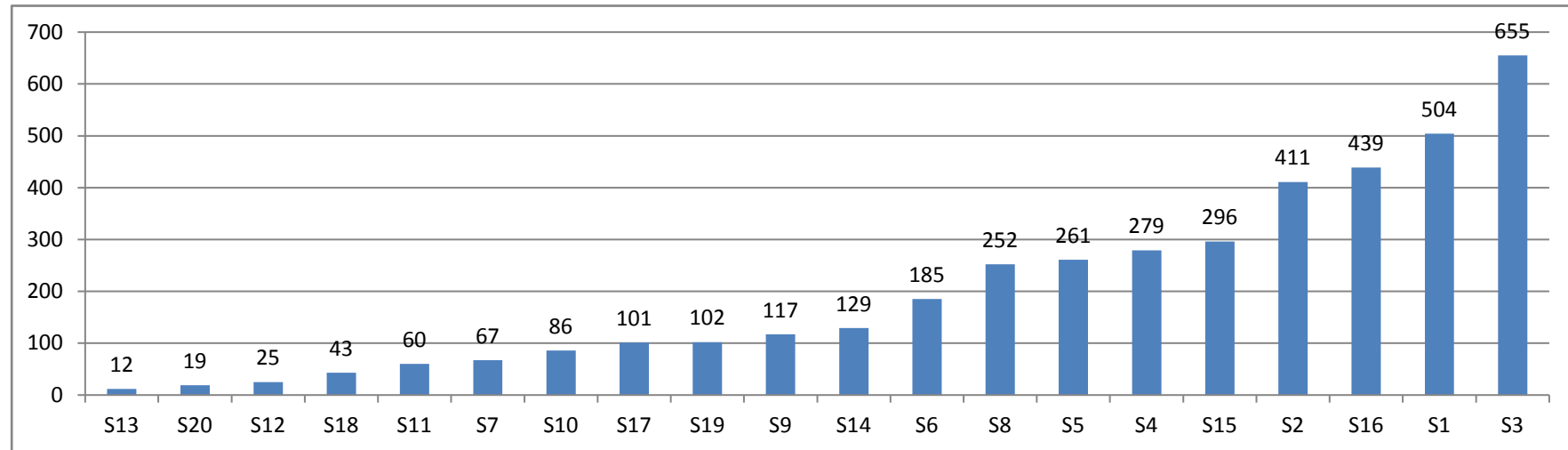
Incident Station	Incident Type	Total
S16	EMS	151
	False	6
	Good Int	16
	Hazard Condition	7
	Pub Asst	20
	Weather	1
	<b>S16 Total</b>	
S17	EMS	27
	False	1
	Fire	2
	Good Int	7
	Hazard Condition	5
	Pub Asst	5
	Weather	1
<b>S17 Total</b>		<b>48</b>
S18	EMS	11
	Fire	1
	Hazard Condition	3
	Pub Asst	1
<b>S18 Total</b>		<b>16</b>
S19	EMS	25
	False	1
	Good Int	5
	Hazard Condition	10
	Other	1
	Pub Asst	4
<b>S19 Total</b>		<b>46</b>
S20	EMS	4
	Fire	1
<b>S20 Total</b>		<b>5</b>
<b>Grand Total</b>		<b>1768</b>

### Incident Count by FMZ

February 2017



### Year to Date



**Apparatus Response by Station and Incident Type  
(Including Mutual Aid Given)  
February 2017**

Unit Station	Unit ID	Incident Type	Total	
BC2	BC2	EMS	8	
		False	2	
		Good Int	5	
		Pub Asst	2	
		Fire	8	
		HazMat	7	
BC2 Total			32	
<b>BC2 Total</b>			<b>32</b>	
BC3	BC3	EMS	4	
		False	1	
		Good Int	4	
		Pub Asst	3	
		Fire	8	
		HazMat	4	
		Weather	1	
BC3 Total			25	
<b>BC3 Total</b>			<b>25</b>	
BC4	BC4	EMS	2	
		Fire	1	
		HazMat	3	
BC4 Total			6	
<b>BC4 Total</b>			<b>6</b>	
S1	E1	EMS	172	
		False	6	
		Good Int	21	
		Pub Asst	25	
		Fire	7	
		HazMat	11	
E1 Total			242	
<b>S1 Total</b>			<b>242</b>	
S2	T2	EMS	111	
		False	3	
		Good Int	21	
		Pub Asst	24	
		Fire	3	
		HazMat	8	
T2 Total			170	
<b>S2 Total</b>			<b>170</b>	
S3	E3	EMS	88	
		False	9	
		Good Int	15	
		Pub Asst	26	
		Fire	4	
	HazMat	10		
	E3 Total			152
	M3	M3	EMS	196
			False	3
			Good Int	6
Pub Asst			17	
Fire			5	
HazMat	8			
M3 Total			235	
<b>S3 Total</b>			<b>387</b>	

Unit Station	Unit ID	Incident Type	Total	
S4	E4	EMS	121	
		False	3	
		Good Int	8	
		Pub Asst	12	
		Fire	5	
	HazMat	10		
E4 Total			159	
<b>S4 Total</b>			<b>159</b>	
S5	HR5	EMS	102	
		False	6	
		Good Int	27	
		Pub Asst	14	
		Fire	12	
	HazMat	20		
HR5 Total			181	
<b>S5 Total</b>			<b>181</b>	
S6	E6	EMS	75	
		False	6	
		Good Int	7	
		Pub Asst	6	
		Fire	2	
	HazMat	8		
E6 Total			104	
<b>S6 Total</b>			<b>104</b>	
S7	E7	EMS	31	
		False	4	
		Good Int	6	
		Pub Asst	5	
		Fire	3	
	HazMat	8		
	E7 Total			57
HM27	EMS	1		
	HazMat	2		
HM27 Total			3	
<b>S7 Total</b>			<b>60</b>	
S8	E8	Fire	1	
	E8 Total		1	
	T8	EMS	76	
		False	6	
		Good Int	15	
		Pub Asst	4	
		Fire	12	
	HazMat	14		
	Weather	1		
	T8 Total			128
	BT8	EMS	1	
BT8 Total			1	
WR8	EMS	2		
	Good Int	1		
	Pub Asst	1		
WR8 Total			4	
<b>S8 Total</b>			<b>134</b>	



Unit Station	Unit ID	Incident Type	Total
S9	BR9	Fire	3
	BR9 Total		3
	E9	EMS	38
		False	1
		Good Int	5
		Pub Asst	10
Fire		5	
HazMat	11		
E9 Total		70	
<b>S9 Total</b>			<b>73</b>
S10	E10	EMS	30
		Good Int	6
		Pub Asst	5
		Fire	4
		HazMat	2
		Weather	1
	E10 Total		48
WT10	Good Int	2	
	Fire	1	
WT10 Total		3	
<b>S10 Total</b>			<b>51</b>
S11	E11	EMS	20
		False	1
		Good Int	2
		Pub Asst	3
		Fire	2
	HazMat	4	
E11 Total		32	
WT11	Fire	1	
WT11 Total		1	
<b>S11 Total</b>			<b>33</b>
S12	BR12	EMS	3
		Good Int	1
		Fire	2
BR12 Total		6	
<b>S12 Total</b>			<b>6</b>
S13	BR13	EMS	5
		Good Int	1
		Pub Asst	2
		Fire	1
		HazMat	2
	BR13 Total		11
E13	EMS	2	
	Fire	1	
E13 Total		3	
<b>S13 Total</b>			<b>14</b>
S14	E14	EMS	60
		False	4
		Good Int	7
		Pub Asst	4
		Fire	5
HazMat	13		
Other	1		
E14 Total		94	
RH14	Fire	2	
RH14 Total		2	
<b>S14 Total</b>			<b>96</b>

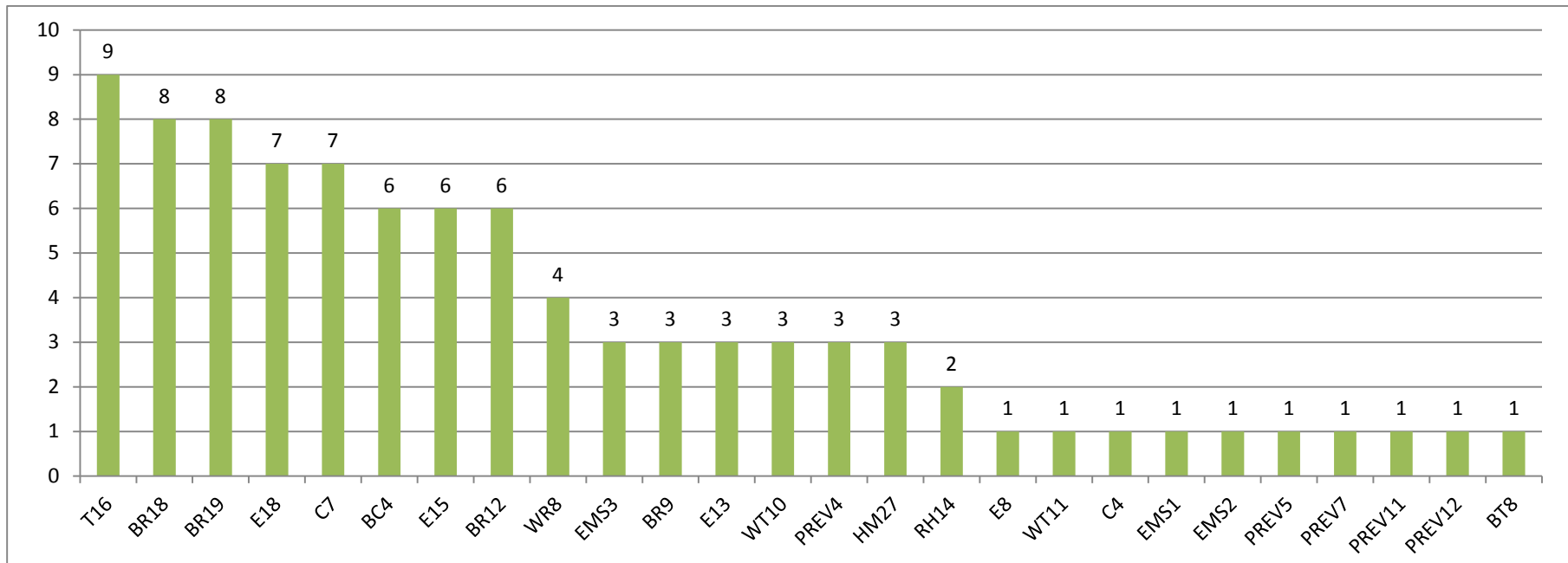
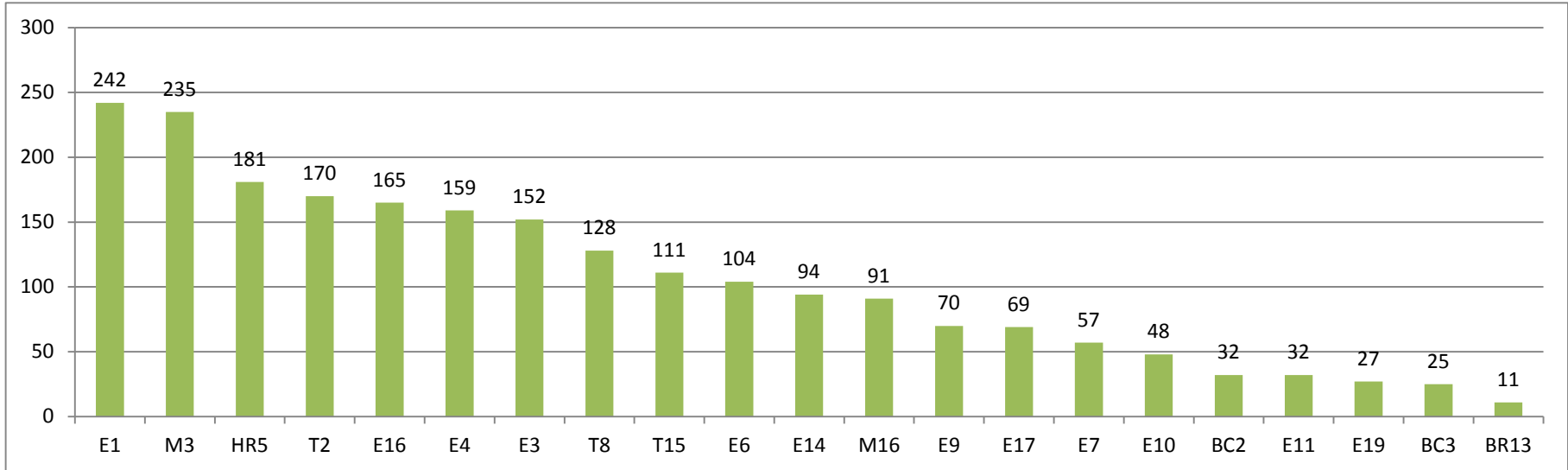
Unit Station	Unit ID	Incident Type	Total
S15	E15	EMS	6
	E15 Total		6
	T15	EMS	71
		False	2
		Good Int	6
		Pub Asst	13
Fire		6	
T15 Total		111	
<b>S15 Total</b>			<b>117</b>
S16	E16	EMS	120
		False	6
		Good Int	11
		Pub Asst	17
		Fire	3
		HazMat	8
	E16 Total		165
	M16	EMS	83
		False	1
		Pub Asst	3
		HazMat	3
M16 Total		91	
T16	EMS	5	
	Good Int	2	
	Pub Asst	1	
	HazMat	1	
T16 Total		9	
<b>S16 Total</b>			<b>265</b>
S17	E17	EMS	36
		False	2
		Good Int	11
		Pub Asst	8
		Fire	5
		HazMat	6
	Weather	1	
E17 Total		69	
<b>S17 Total</b>			<b>69</b>
S18	BR18	EMS	3
		False	1
		Fire	1
		HazMat	3
	BR18 Total		8
	E18	EMS	4
Fire		1	
E18 Total		7	
<b>S18 Total</b>			<b>15</b>
S19	BR19	EMS	3
		False	1
		Good Int	1
		HazMat	3
	BR19 Total		8
	E19	EMS	10
		False	2
Pub Asst		7	
Fire		1	
E19 Total		27	
<b>S19 Total</b>			<b>35</b>

Unit Station	Unit ID	Incident Type	Total
(blank)	C4	Fire	1
	C4 Total		1
	C7	EMS	7
	C7 Total		7
	PREV4	Fire	3
	PREV4 Total		3
	PREV5	Fire	1
	PREV5 Total		1
	PREV7	Fire	1
	PREV7 Total		1
	PREV11	Fire	1
	PREV11 Total		1
	PREV12	Fire	1
	PREV12 Total		1
<b>(blank) Total</b>			<b>15</b>
EMS	EMS1	EMS	1
	EMS1 Total		1
	EMS2	EMS	1
	EMS2 Total		1
	EMS3	EMS	3
	EMS3 Total		3
<b>EMS Total</b>			<b>5</b>
<b>Grand Total</b>			<b>2294</b>

## Incident Response by Apparatus

*(Including Mutual Aid Given)*

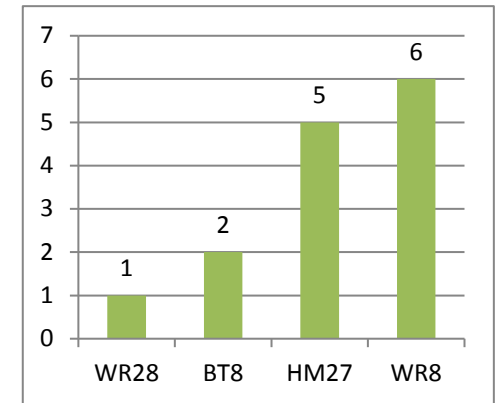
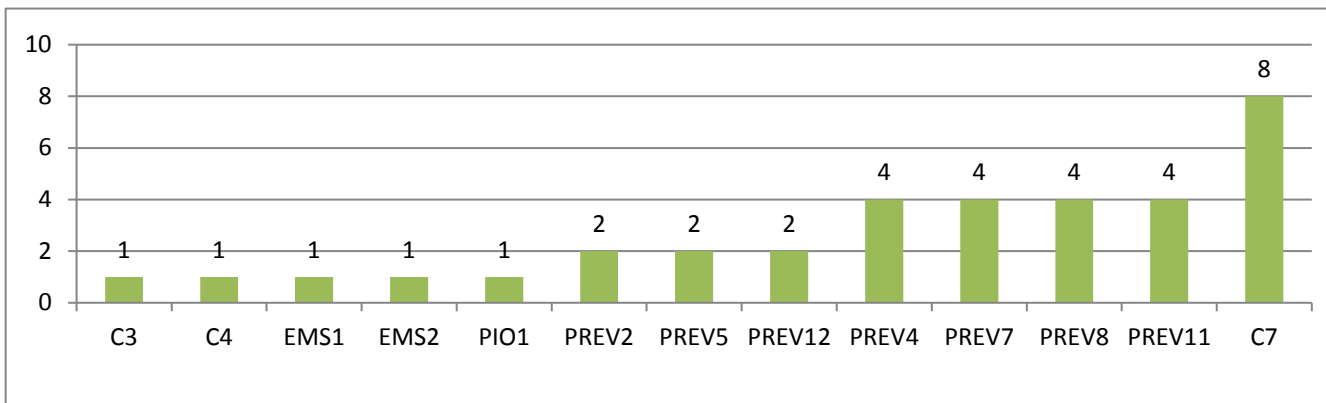
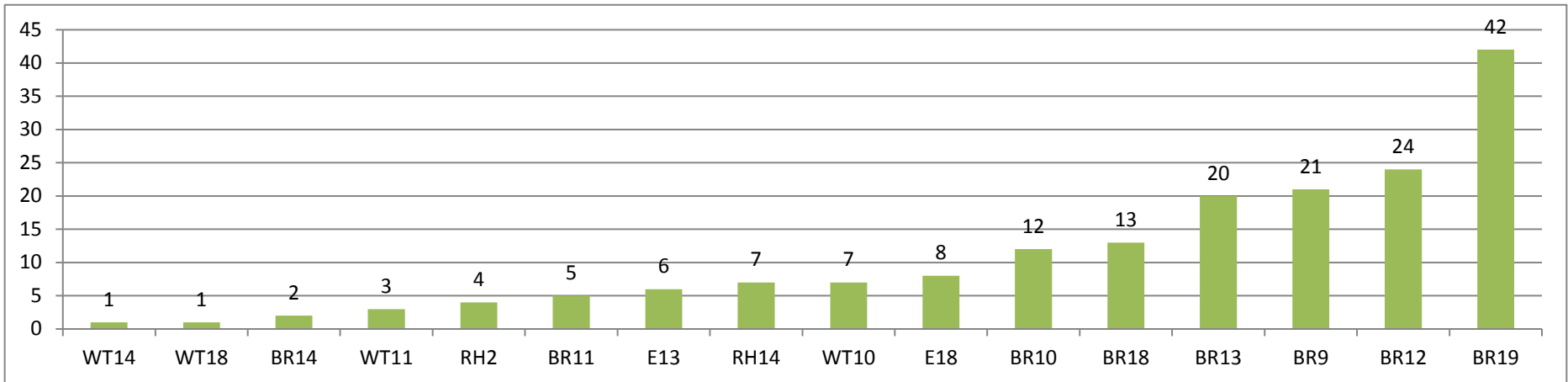
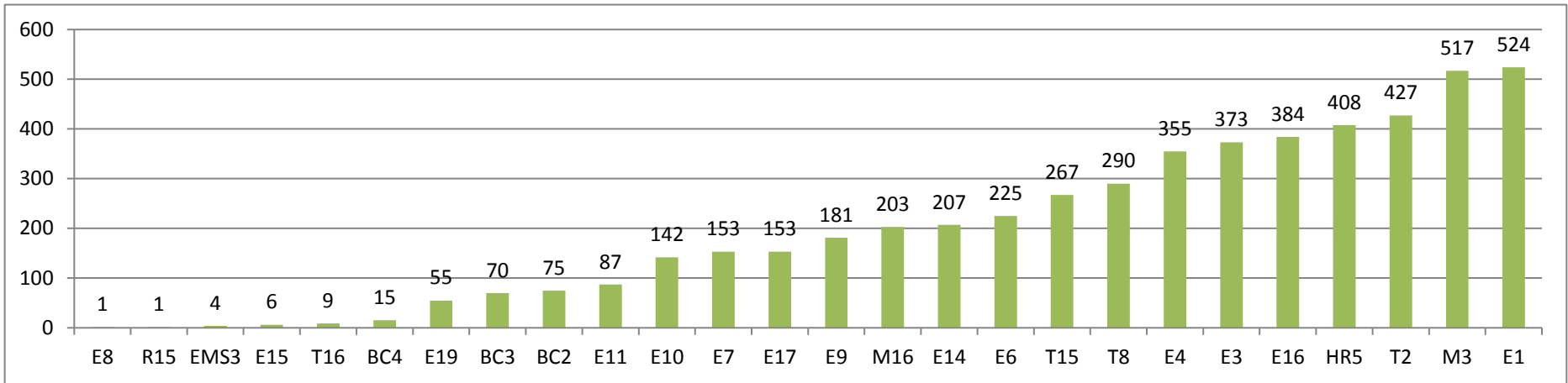
**February 2017**



# Incident Response by Apparatus

(Including Mutual Aid Given)

Year to Date 2017



**Station Reports by Captain  
Feb-17**

Station	Date	Activity	Notes
<b>Station 2 - Captain Cordie</b>			
Station 2	2/4/2017 7:30	Weekly Apparatus Check	Rig Check
<b>Station 4 - Captain Hopkins</b>			
Station 4	2/15/2017 8:30	Detail	Move up to station 3 for drill
Station 4	2/15/2017 13:30	Detail	E4 Attend MAT Drill
<b>Station 6 - Captain Koenig</b>			
Station 6	2/12/2017 11:00	Fuel Apparatus	
Station 6	2/15/2017 7:30	Fuel Apparatus	
Station 6	2/21/2017 15:30	Fuel Apparatus	
<b>Station 7 - Captain Carlsen</b>			
Station 7	2/2/2017 9:00	HAZMAT Program	Budget work new vehicle satellite system
Station 7	2/3/2017 9:00	HAZMAT Program	New PPE
Station 7	2/3/2017 14:00	Weekly Apparatus Check	(blank)
Station 7	2/3/2017 14:45	Monthly SCBA Checks	(blank)
Station 7	2/3/2017 16:00	Wash Apparatus	(blank)
Station 7	2/11/2017 9:45	Weekly Station Generator Check	(blank)
Station 7	2/11/2017 15:00	Monthly Ladder Check	(blank)
Station 7	2/12/2017 7:30	Cardiac Monitor Check & Data Download	(blank)
Station 7	2/12/2017 7:30	Monthly Station Duties	(blank)
Station 7	2/12/2017 7:30	Weekly Station Duties	(blank)
Station 7	2/12/2017 12:00	Grounds Maint: mowing, edging, washing	(blank)
Station 7	2/12/2017 15:00	Performance Appraisals / Evals	(blank)
Station 7	2/15/2017 7:30	Cardiac Monitor Check & Data Download	(blank)
Station 7	2/15/2017 7:30	Monthly Station Duties	(blank)
Station 7	2/15/2017 7:30	Weekly Station Duties	(blank)
Station 7	2/15/2017 9:00	Performance Appraisals / Evals	(blank)
Station 7	2/15/2017 14:30	HAZMAT Program	Communications Project.
Station 7	2/17/2017 8:45	Wax Apparatus	(blank)
Station 7	2/17/2017 13:00	Weekly Apparatus Check	(blank)
Station 7	2/20/2017 9:00	HAZMAT Program	New Hazmat 27 outfitting, equipment placement
Station 7	2/21/2017 7:30	Cardiac Monitor Check & Data Download	(blank)
Station 7	2/21/2017 17:00	Wash Apparatus	(blank)
Station 7	2/23/2017 13:45	HAZMAT Program	AutoRAE2 calibration system set up
Station 7	2/24/2017 7:30	Cardiac Monitor Check & Data Download	(blank)
Station 7	2/24/2017 15:00	HAZMAT Program	(blank)
Station 7	2/24/2017 19:00	Wash Apparatus	(blank)

<b>Station 8 - Captain Ellison</b>			
Station 8	2/1/2017 0:59	Move-up to CCFD Station for Incident	(blank)
Station 8	2/15/2017 8:00	Weekly Station Duties	Compressor and bay floors.
Station 8	2/15/2017 8:30	Boat Maintenance	Repaired throttle cable on Almar. Recieved new shift cable and installed. Cable was wrong length. Cable removed and correct cable ordered.
Station 8	2/15/2017 11:00	Wash Apparatus	(blank)
Station 8	2/18/2017 9:30	Boat Maintenance	Replacement of throttle cable in the Almar
<b>Station 9 - Captain Guttman</b>			
Station 9	2/14/2017 13:00	Weekly Station Generator Check	(blank)
<b>Station 10 - Captain Rector</b>			
Station 10	2/14/2017 8:15	Move-up for Training Activity	Move Up to Station 10 for training coverage.
<b>Station 11 - Captain Davis</b>			
Station 11	2/2/2017 15:45	Move-up for miscellaneous Activity	moved up to Station 11 for Capt. Weatherly's retirement ceremony
<b>Station 14 - Captain Damm</b>			
Station 14	2/5/2017 9:30	Move-up to CCFD Station for Incident	(blank)
Station 14	2/5/2017 10:15	Fuel Apparatus	
Station 14	2/5/2017 21:30	Move-up to CCFD Station for Incident	(blank)
Station 14	2/6/2017 7:00	Weekly Apparatus Check	(blank)
Station 14	2/8/2017 7:30	Misc. Volunteer Meeting	Meet with Steve get reimbursed
Station 14	2/13/2017 7:00	Weekly Apparatus Check	(blank)
Station 14	2/21/2017 8:15	Move-up for Training Activity	(blank)
Station 14	2/23/2017 11:45	Fuel Apparatus	
Station 14	2/27/2017 5:00	Weekly Apparatus Check	(blank)
<b>Station 15 - Captain Welk</b>			
Station 15	2/14/2017 14:30	Move-up for miscellaneous Activity	Moved to Station 15 per BC3 for coverage. T15 went to fleet to perform a switch -out
<b>Station 16 - Captain Browne</b>			
Station 16	2/9/2017 7:30	FTEP	(blank)
Station 16	2/16/2017 7:30	District Volunteer Ride Along	(blank)
Station 16	2/21/2017 7:30	FTEP	(blank)

**Significant Incidents by Station**  
**Feb-2017**

*With 4 or More Apparatus*

Station	Address	Incident Number	Alarm Date	Incident Type	Apparatus	Apparatus Action Taken	
S1	8525 SE Orchard Ln	1703006	2/8/2017 15:30	Gas leak (natural gas or LPG)	BC4	Incident command	
					E1	Standby/Staged	
					EP11	Standby/Staged	
					T8	Investigate	
					8525 SE Orchard Ln Total		
	7931 SE King Rd	1702448	2/1/2017 0:28	Building Fire	BC2	Incident command	
					BC3	Cancelled at Scene	
					E1	Incident command	
					E4	Fire, other	
					E6	Cancelled at Scene	
					E7	Cancelled at Scene	
					HR5	Fire, other	
					M274	Assistance, other	
					M3	Fire, other	
					PREV5	Investigate fire out on arrival	
T2	Ventilate						
T8	RIT						
7931 SE King Rd Total							
11607 SE 82nd Ave	1703254	2/12/2017 2:19	Overheated motor or wiring	BC2	Standby/Staged		
				E1	Investigate fire out on arrival		
				HR5	Standby/Staged		
				T2	Investigate		
11607 SE 82nd Ave Total							
11645 SE Fuller Rd	1704061	2/24/2017 17:03	Gas leak (natural gas or LPG)	BC2	Incident command		
				E1	Provide manpower		
				HR5	Investigate		
11645 SE Fuller Rd Total							
S2	SE Harrison St at SE McLoughlin Blvd	1702878	2/6/2017 13:38	Vehicle accident with injuries	BC2	(blank)	
					C7	(blank)	
					E1	(blank)	
					HR5	(blank)	
					M269	(blank)	
	SE Harrison St at SE McLoughlin Blvd Total						
	1740 SE Ochoco St	1702892	2/6/2017 16:52	Chemical release, reaction, toxic condition, other	BC2	Incident command	
					E3	Provide manpower	
					HM27	Hazmat detection, monitoring, sampling, & analysis	
					M268	(blank)	
					M3	Provide manpower	
	T2	Investigate					
	1740 SE Ochoco St Total						
	S3	4017 SE Vineyard Rd	1703005	2/8/2017 15:23	Building Fire	BC3	Incident command
						E101	Cancelled at Scene
E3						Fire Attack	
E4						Salvage & overhaul	
M3						Standby team	
T2		Ventilate					
4017 SE Vineyard Rd Total							
13755 SE McLoughlin Blvd		1704078	2/24/2017 20:21	Water or steam leak	BC2	Incident command	
					BC3	Investigate	
					E3	Investigate	
					M3	Investigate	
T2		Investigate					
13755 SE McLoughlin Blvd Total							
6046 SE Eikrem Ln		1704263	2/27/2017 15:28	Special outside fire, other	C4	Assistance, other	
					E3	Provide advanced life support (ALS)	
	M271				Cancelled at Scene		
	M3				Provide advanced life support (ALS)		
	PREV4				Assistance, other		
	PREV11				FMO Investigation		
PREV12	FMO Investigation						
6046 SE Eikrem Ln Total							
18720 SE River Rd	1703023	2/8/2017 20:52	Gas leak (natural gas or LPG)	BC2	Incident command		
				E3	Evacuate area		
				E9	Evacuate area		
18720 SE River Rd Total							
5450 SE Colony Cir	1703544	2/16/2017 18:19	Gas leak (natural gas or LPG)	BC2	Assistance, other		
				E3	Evacuate area		
				E9	Cancelled at Scene		
5450 SE Colony Cir Total							
S6	9480 SE 143rd Ave	1702710	2/4/2017 4:34	Overheated motor or wiring	BC2	Cancelled at Scene	
					E6	Investigate	
					E7	Investigate	
					HR5	Cancelled at Scene	
					T8	Cancelled at Scene	
9480 SE 143rd Ave Total							
S7	SE 172nd Ave at SE Misty Dr	1704029	2/24/2017 8:37	Vehicle accident with injuries	E7	Provide advanced life support (ALS)	
					M266	Provide advanced life support (ALS)	
					T8	Extricate, disentangle	
	SE 172nd Ave at SE Misty Dr Total						
	13415 SE 155th Dr	1702937	2/7/2017 13:29	Fire, other	BC2	Incident command	
E7					Extinguish		
HR5					Cancelled at Scene		
T8	Ventilate						
13415 SE 155th Dr Total							



Station FMZ	Address	Incident Number	Alarm Date	Incident Type	Apparatus	Apparatus Action Taken		
S8	SE HWY 212 at SE 122nd Ave	1703850	2/21/2017 11:47	Vehicle accident with injuries	E4 M269 M271	(blank) (blank) (blank)		
	SE HWY 212 at SE 122nd Ave Total							
	SE HWY 212 at I205 Fwy NB	1704055	2/24/2017 16:19	Vehicle accident, general cleanup	BC3 HR5 M273 T8	Incident command Establish safe area (blank) Establish safe area		
	SE HWY 212 at I205 Fwy NB Total							
	15455 SE 94th Ave	1703241	2/11/2017 20:32	Building Fire	BC2 BC3 E1 E4 HR5 M275 T8	Incident command Safety Officer Fire Attack Assistance, other Backup team Provide advanced life support (ALS) Ventilate		
	15455 SE 94th Ave Total							
	17280 SE 82nd Dr	1702619	2/2/2017 21:00	Fuel burner/boiler malfunction, fire confined	BC2 E1 E4 HR5 M278 T8	Provide manpower Cancelled at Scene Incident command Cancelled at Scene Emergency medical services, other Ventilate		
	17280 SE 82nd Dr Total							
	S11	SE Henrici Rd at S Zina Ct	1703171	2/10/2017 20:11	Special outside fire, other	BR13 E10 E11	Extinguish Control traffic Incident command	
		SE Henrici Rd at S Zina Ct Total						
	S14	9380 SE Kingswood Way	1703398	2/14/2017 10:59	Gas leak (natural gas or LPG)	BC4 E14 E19	Incident command Standby/Staged Investigate	
		9380 SE Kingswood Way Total						
		12201 SE Wildwood Dr	1704226	2/27/2017 4:14	Building Fire	BC2 BR18 E14 E7 EG73 HR5 PREV7 RH14 T8 WT71	Incident command Assistance, other Incident command Assistance, other Fire, other Provide manpower FMO Investigation Cancelled at Scene Gained access/unlocked Provide water	
		12201 SE Wildwood Dr Total						
S15	I205 Fwy NB at Gladstone Ave	1704085	2/24/2017 22:02	Vehicle accident with injuries	M272 M280 T15	Provide advanced life support (ALS) Transport person Provide advanced life support (ALS)		
	I205 Fwy NB at Gladstone Ave Total							
	1955 Clackamette Dr	1704277	2/27/2017 17:44	Watercraft rescue	BC2 BC3 BT212 DO109 DR214 E15 M268 M271 R101 WR59 WR8	Cancelled at Scene Incident command Search & rescue, other Provide manpower Standby/Staged Search Provide first aid & check for injuries Transport person Search (blank) Rescue, remove from harm		
	1955 Clackamette Dr Total							
	13615 Barclay Hills Dr	1702782	2/5/2017 7:05	Smoke or odor problem/removal	BC3 E16 T15	Incident command Standby/Staged Investigate		
	13615 Barclay Hills Dr Total							
	137 Belle Ct	1703639	2/18/2017 9:35	Chimney of Fuel Fire, Confined to Chimney or Flu	BC3 E16 E17 T15	Incident command Investigate Cancelled at Scene Search		
	137 Belle Ct Total							
	16475 Main St	1703801	2/20/2017 17:25	Grass or brush fire	BC3 BR9 E9 T15	Investigate Assistance, other Assistance, other Cancelled at Scene		
	16475 Main St Total							
	S16	14290 Marjorie Ln	1702524	2/1/2017 18:07	Smoke or odor problem/removal	BC3 E16 T15	Incident command Investigate Provide manpower	
14290 Marjorie Ln Total								
S HWY 213 at S Henrici Rd		1703886	2/21/2017 21:28	Vehicle accident with injuries	BC3 E16 HR5 M273 T15	(blank) (blank) (blank) (blank) (blank)		
S HWY 213 at S Henrici Rd Ttoal								

Station	Address	Incident Number	Alarm Date	Incident Type	Apparatus	Apparatus Action Taken	
S17 FMZ	Central Point Rd at McCord Rd	1703208	2/11/2017 11:07	Vehicle accident with injuries	E17	(blank)	
					M266	(blank)	
					M267	(blank)	
					M271	(blank)	
	Central Point Rd at McCord Rd Total						
	19634 S Leland Rd	1702716	2/4/2017 8:49	Overheated motor or wiring	BC3	Incident command	
					E16	Provide manpower	
					E17	Investigate	
					T15	Ventilate	
	19634 S Leland Rd Total						
	19468 Sunset Springs Dr	1703468	2/15/2017 13:40	Building Fire	BC3	Incident command	
					E10	Cancelled at Scene	
					E16	Fire Attack	
					M16	Fire Attack	
					T15	Search	
	19468 Sunset Springs Dr Total						
	20105 S South End Rd	1703956	2/23/2017 1:12	Building Fire	BC2	Provide manpower	
					BC3	Provide manpower	
					BR12	Provide manpower	
					E10	Provide manpower	
				E13	Provide manpower		
				E16	Provide manpower		
				E17	Fire Attack		
				E61	Provide manpower		
				HR5	RIT		
				M3	Provide manpower		
				PREV4	FMO Investigation		
				T15	Provide manpower		
20105 S South End Rd Total							
S19	SE Hoffmeister Rd at SE 242nd Ave	1703527	2/16/2017 13:51	Gasoline or other flammable liquid spill (Class 1)	BC4	Incident command	
					E14	Gained access/unlocked	
					E19	Incident command	
					HM27	Hazardous materials spill control and confinement	
					M262	Transport person	
					T8	Cancelled at Scene	
SE Hoffmeister Rd at SE 242nd Ave Total							

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** EMS Division Chief Bill Conway

**Re:** Emergency Medical Services Division Monthly Report – February 2017

---

The following summary of work includes those activities completed within the EMS Division. Additional reports are included from the Emergency Manager, Community Paramedic, EMS Training Officer, as well as the monthly community CPR report from Cascade.

- Attended Will Weatherly retirement function at TC
- Participated in Single Role Paramedic bargaining meeting with labor
- Attended Labor/Management meeting
- Attended Clackamas Fire SOPS meeting
- Two OHSU Resident Ride Alongs
- Met with Lifeflight regarding change in Aurora Base managers
- Met with Cascade Healthcare regarding CPR contract
- Attended Clackamas Fire Operations meeting
- Met with new Clackamas County Public Health Director regarding EMS and System Enhancement
- Attended District budget planning meeting
- Met with EF Recovery regarding service improvement
- Met with Health Share CCO regarding Community Paramedic
- Met with Pamplin Media regarding CPR/AED education campaign
- Met with career recruit academy regarding EMS expectations
- Attended Board works session and Board meeting
- Met with Board EMS Committee regarding Ambulance Service Area and EMS updates

Respectfully Submitted,

EMS Division Chief Bill Conway

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Community Paramedic AmyJo Cook

**Re:** Community Paramedic Monthly Report - February 2017

---

- Attended Community Warehouse orientation in Tualatin
- Assist DHS with return home of a client from a skilled nursing facility
- Attended Eastside Paramedicine meeting at Providence Hospital
- Assist Community member with temporary shelter/food/ 4 doctor appointments, and tour of permanent housing option.
- Attend monthly Information & Resource (I&R) meeting for Clackamas County
- Attended monthly Community Paramedicine (MIHP) meeting with consortium partners.
- Meeting/assist Adult Housing owner to learn more about Resources in Community
- Attended District physical
- Attend Community Paramedic Protocol Meeting
- Conducted 4 home visits for enrolled patients
- Assisted Adult Protective Services with client evaluations.
- Attended meeting with Portland Fire Community Paramedic
- Conducted 7 home visits of crew referred clients
- Assisted vulnerable community member with shelter/food after hospitalization

Respectfully Submitted,

Community Paramedic AmyJo Cook

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** EMS Training Officer Mike Verkest

**Re:** Emergency Medical Services Division Monthly Report – February 2017

---

- Participation the PART trial continued as we are on ETT as our airway device
- Career EMS Battalion Drill was Multi Agency Training. Center Stone provided Behavioral Health Training in anticipation of the Unity Center for Behavior Health opening.
- 17-01 Career Academy Continued. We have completed nearly 35 hours of EMS education/activities so far.
- MIHC Protocol Sub-Committee meeting. CFD1 is developing the Diabetes home visit protocol.
- Planning continues for the Community Paramedic Symposium 2.0. for 2017
- Attended both the EMS committee and EPIC committee meetings.
- Continued Peer Chart review. February improved as far as actual charts reviewed
- Attended the monthly Training Division Staff meeting
- Clackamas Fire Volunteer EMS Drill Spinal Immobilization and skill check off
- Attended the East Clackamas County EMS Association Meeting. Final preparations for Timberline EMS Conference scheduled for April 19-21.
- Continue Coordination & Training for ADORE FTEP program software integration. We have added an Academy as well as A/O, Captain and Lieutenant Sections for Tracking Probation.
- Work began on the SOP for EMS Field Training and Evaluation.
- Working with Sunnyside Kaiser on Active Shooter Drill scheduled for March 12<sup>th</sup>, 2017.

Respectfully submitted,

EMS Training Officer Mike Verkest



Cascade Healthcare Services, LLC.  
Clackamas Fire District #1



Community CPR and First Aid Programs  
Student Enrollment and Course Evaluation Summary

Number of Classes Offered at Each Location							
Class Type	Feb-17						
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 15
BLS HCP		1		1			
HS FA, CPR & AED		1					
HS CPR & AED		1					
HS FA		1					

Clackamas Fire Station Enrollment by Location							
Class Type	Feb-17						
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 15
BLS HCP		11		17			
HS FA, CPR & AED		5					
HS CPR & AED		2					
HS FA		1					

Clackamas Fire Student Evaluation Summary -- february					
1 (Strongly Disagree)	2 (Disagree)	3 (Neutral)	4 (Agree)	5 (Strongly Agree)	
1	2	3	4	5	
Overall this course met my expectations:					
			2	34	
The program was relative to my work and extended my knowledge:					
			1	35	
Adequate supply of equipment that was clean and in good working order:					
				36	
Method of presentation enhanced my learning experience:					
				36	
Classroom environment was conducive to learning:					
				36	
Instructor(s) provided adequate and helpful feedback:					
				36	
Student's rating of the instructor's overall effectiveness:					
Poor	Fair	Satisfactory	Good	Excellent	
				36	
Student would refer a friend/colleague to take the same course:					
			Yes	No	
			36		



Cascade Healthcare Services, LLC.

Clackamas Fire District #1

Community CPR and First Aid Programs

Student Enrollment and Course Evaluation Summary



### Comments from Clackamas Fire Student Evaluations -- January 2017

Thank you Rene, very enjoyable experience.

Great Class! Thanks!

Thank you :)

Good, interactive course! Thank you!

This was the best class so far, funny, good sense of humor. Got to the point.

More info on feedback would be great.

Appreciated the real life comments on how to get a good seal with mask and safety.

A little noisy.

Matt is excellent! Enjoyed his sense of humor and upbeat personality. Thanks Matt!

Matt has a great way of presenting information I've heard many times and keeping his students engaged

Matt is good at explaining things. He keeps the class fun as well.

Instructor kept the class engaging.

Jake made the training fun

Great Class! :)

The instructor was very knowledgeable and had a good sense of humor!

Good Class

Great course. Instructors enthusiasm and good humor helped keep the attention of students and facilitated learning.

# **Emergency Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Emergency Manager Gregg Ramirez

**Re:** Emergency Manager Monthly Report – February 2017

---

- Attended CERT Toolkit workshop
- Attended the first meeting of the County's Local Emergency Planning Committee (LEPC)
- Met with the Team Leader of Gladstone CERT to begin initial recruitment activities
- Conducted a table top disaster exercise with The Springs Senior Living Community
- Attended monthly planning meeting with Clackamas River Water
- Met with Gladstone City officials to plan initial steps in the CERT IGA process
- Conducted exercise planning meeting for The Springs Senior Living Community
- Represented D1 as ASPIRE mentor at Rex Putnam
- Conducted Standard Reunification training for Alliance Charter School
- Attended exercise design meeting at Kaiser Sunnyside with the Hospital Emergency Response Task Force (HERT)
- Attended the Emergency Management for Elected Officials training
- Filmed the We're in This Together preparedness campaign

Respectfully submitted,

Emergency Manager Gregg Ramirez



# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Facility Maintenance Manager Scott Vallance

**Re:** Facility Maintenance Division Monthly Report – February 2017

---

Another busy, albeit short month for the Facilities Division. Here is a list of major projects for the month:

- Prepped for and installed another garden shed, this time at Station 7
- Station 1 Roof was completed
- Seismic upgrade at Station 12 is completed to 98%. Station 13 completed to 75%. Both should be done by March 10.
  - Special inspections were performed at both stations with no concerns noted
  - RFM's structural engineer also toured both stations with no concerns noted.
- Station 16 – Completed locates, survey and geo technical work for new station
- Station 15 – Roof is now complete
  - Kennedy Restoration moving back in to continue mold mitigation
  - Created RFP and put it out for replacement of the 8 windows that have failed or are failing on the south side of the station
- Collected quotes for the purchase and installation of a 34,000+ gallon water tank to be placed at Station 13. Awarded to Loomis Tanks out of California. (no local suppliers for a tank this large were discovered)
- Put out and started collecting quotes for a painting RFP for multiple locations
- Continued refining the asphalt and sealcoat RFP in anticipation of putting it out for quotes in March
- Station 12 – Rebuilt bay door frame and wall damaged by a vehicle leaving the bay
- Station 19 – Prepped for stations 24/7 coverage, including cleaning carpets, purchasing refrigerators, adding tap out lighting
- Stations 15 and 16 – prepped for crew swap with these two locations
- Awarded flooring bid for the replacement of various parts at Station 8 and the locker rooms at Station 1
- Updated our portion of the vendor list for Munis
- Attended the following:
  - Station 16 planning meetings
  - Station 19 planning meetings
  - SOPS/staff meeting
  - Toured all stations to assess locations for the upcoming AVIDS installation
  - And in our spare time we continue to upgrade interior and exterior lighting, repair appliances and attend to the numerous requests for assistance from all of our customers.

Respectfully submitted,  
Facility Maintenance Manager Scott Vallance

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Fleet Director Bill Bischoff

**Re:** Fleet Services Division Monthly Report – February 2017

---

During the month of February, the following are some of the major items that fleet maintenance personnel addressed:

### Engines

- 2-119 E1- Front brakes hanging up, PM +
- 2-104 E26- PM, Pump test, Mechanical seals, and other write ups

### Trucks/ Heavy Rescue

- Continue new HM7 set up, decal work etc...
- 2-203 T15- PM and write ups

### Brush Rigs/ Water Tenders/ Boats

- Send B8 to Rogue for major power transfer problems- Broken bell housing and jet drive connection
- Took possession of the Type III pumpers and began set up process and warranty work.
- 2-333 WT20- PM
- 2-303 B11- PM and write ups
- 2-422 WR8- PM and write ups

### Staff Vehicles/ Medic

- Begin prep on new BC3 rig. To be sent out for majority of lighting and radio set up.
- 3-400 FIU- PM and other write ups- Sent to Station 11 for new decals
- Several staff and prevention vehicles for PM and write ups completed.

### Other Items

- The new Facilities and DC vehicles were placed into service. Older vehicles were rotated where needed.
- Fleet continues to work through the ERP implementing process as well as the new Fleet/Logistics building. Everything was submitted for plan review on the 28<sup>th</sup> and the permit and build process will begin.
- Performed numerous shop and field PM and CM repairs on Canby and Gladstone vehicles.
- Met with Lake Oswego Fire regarding a future IGA for fleet maintenance. They are on board for July 2017 start date. Need to draw up an IGA and scope of work for both Chiefs to sign.
- Took a final inspection trip for the first three new Pumpers at Pierce. They should be arriving in the next month for set up here.

Respectfully submitted,  
Fleet Director Bill Bischoff

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Human Resources Manager Trish Noble

**Re:** Human Resources Division Monthly Report – February 2017

---

- Deferred Compensation
  - Q4 review meeting with HYAS and Voya
  - New campaign introduced – focus is on reaching out to members, encouraging involvement, understanding of products and services available
- Loomis Plan Management
  - Approved and finalized SPD
- Affordable Care Act reporting
  - Reviewed, entered, changed and updated all personnel records
  - Finalized 1095 forms
- Supplemental Life Insurance
  - Armed Forces Benefit Association – met with representative
    - Need to make an enrollment decision
- LBG Benefits Symposium
  - Interacted with other plan sponsors and industry professionals
  - Learned about new plans and strategies that other agencies utilize
- Lieutenant testing and score review with candidates
- Senior Accountant testing
- Apparatus Operator testing
- Worker's Comp claims and Return to Work
- Women in Leadership Manager's Academy
- New Hire Orientation
- Employee Issue Resolution

Respectfully submitted,

Human Resources Manager Trish Noble

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Division Chief Mike Corless

**Re:** Training Division Monthly Report – February 2017

---

The following summary of work includes those activities completed within the Training Division.

- Meetings Attended:
  - Training Staff meetings
  - Target Solutions meeting
  - Academy management
  - Training/Communications (AVIDS)
  - Operations meeting
  - Hose Committee meeting
  - Regarding Recruitment/Promotional testing timeline
  - Stations 12 and 13 pre-construction
  - Station 16 construction
  - Volunteer training program
  - Quarterly training Chief's meeting
  
- Continue to refine probationary requirements and reporting
- Fleet Logistics Design review with Happy Valley
- Work with RFM to further develop site
- Webinars
- Seismic upgrade work complete
- Final inspection of the Type I engines.
- Assist in the development of multiple testing process
- Review Pre-construction Documents on new Medic
- Project management for ODF grant
- Planning for 2017 Bond Sale
- Work on temporary location for Station 16
- Assist in Station 16 development
- Met with Canby Fire to review IGA

### **Training Officer: Keith Smith**

- Events and Meetings attended
  - Senior Staff meetings (4hrs)
  - Ops Meeting (3hrs)
  - Training Staff meetings (6hrs)
  - Target Solutions meeting (4hrs)

- Academy Evals (2hrs)
- Schools and Conferences management (4hrs)
- Canby IGA meeting(2hrs)
- Annual employee evaluations (6hrs)
- Budget meeting (2hrs)
- Volunteer Training Academy meeting (3 hrs)
- AVIDS monthly meeting (2hr)
- AVIDS site visit (8hr)
- SOPS meeting (2hrs)
- Lauren Stevens is our new Administrative Assistant for the Training Division. We spent several days with initial training and showing her around the District.
- I was promoted to Battalion Chief on February 1. I will be the Training Chief under the supervision of Division Chief Mike Corless. I look forward to serving the District in this capacity.

### **South Battalion Training Officer: Sean Brown**

- Safety meeting
- Weekly Training Staff meetings
- Assisted in lieutenant's testing
- Rope Rescue Meeting
- Taught four volunteer drills
- Trained with Boat 8 on Clackamas River
- Assisted stranded motorist
- Work on Specialty Rescue Budget
- First in on fire under the I205 bridge at Clackamas River
- Work Session for volunteer drill
- Met with two probationary A/O and CO for task book introduction

### **Other on-going projects**

- Preparing for NFPA Rope Rescue Class
- Update Probationary AO Task books

### **North Battalion Training Officer: Mark Webster**

- AVIDS RFP development and Edits process
- Station Site Evaluation for AVIDS install
- Quarterly Drill Development
- Document Mgt process development

### **Target Solutions**

- Administrative work
- Volunteer Development
- Management structure development
- Warehouse product management = Gov Deals - Get rid of stuff.
- South Battalion Training Site Development
- Meeting with Bob Cochran
- Multiple site presentations to present options for development

### **East Battalion Training Officer: Ted Willard**

- Volunteer Drill topics for February
  - Meet and greet with Estacada Volunteers

- IPS Skills
- Operational actuality drill: Before the call and fire service culture
- EMS
- Due to station 19 becoming a 24 hour paid station, the volunteers that were assigned to that station have been reassigned to the other volunteer stations thereby increasing staffing at those stations.
- I am continuing to work on the volunteer training plan for the rest of 2017.
- I am working with Captain Rector to finalize plans for our second quarter training schedule. The topic will be the new MSA SCBA's. As part of our training we will be doing fit testing on the new masks and a work rate (series of stations that allow you to work in the new SCBA and find out how it feels and you also get to learn your air consumption rate) series of stations. Dates have been finalized and are in the activities calendar.

**Academy Coordinator: Steve Sakaguchi**

- Assisted with Instruction on Forcible Entry for 17-01
- Attended Volunteer Academy meeting with BC Deters and BC Smith
- Conducted Weekly Evaluation with recruits
- Completed Accident/injury forms for 3 recruits week of 2/6-2/9
- Worked through modified duty restrictions for a recruit
- Initiated 2 Performance Improvement Plans
- Assisted with Instruction during "Hose Week"- Worked with Lead Instructor Webb to review and make any necessary adjustments to the curriculum for 17-02 academy.
- Worked with AA Lauren Stevens to develop an updated Academy Forecasting Chart. Lauren completed 2 mock up for potential May Academies.
- Met with Wellness, Logistics and SCBA Program, to discuss lead times and scheduling for 17-02 Academy.
- Worked with BC Smith and DC Corless to establish additional conditional offer requirements to free up more training time for academy. Uniform/PPE sizing and issuing; and SCBA mask Fit Testing were added to the conditional offer component. Each was given a deadline.
- Met with BC Smith to discuss my Annual Performance Appraisal and future goals.
- Met with Lt. Santos to finish building Phase 3 of Probation and begin outlining Phase 4. We have identified 2 more Lieutenants to assist with developing the curriculum for Phase 4- the goal being the Probationary FF will receive their NFPA FF2 at the end of probation.
- Scheduled a Fire Officer 1 Task Book work session for March.

Respectfully submitted,  
Division Chief Mike Corless

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Logistics Manager DeAnn Cordes

**Re:** Logistics Division Monthly Report – February 2017

---

The following summary of work includes those activities completed within Logistics.

- Logistics filled and delivered 246 orders sent to the Logistics Inbox. This is up 33% from February of last year.
- Filled and delivered 19 controlled medication orders; which is down 24% from February of last year.
- Updated the emergency communications spreadsheet and CAD for the Truck 16 Engine 15 swap. Also, updated the spreadsheet and CAD with any changes throughout the month.
- Assisted and coordinated with Washington County Consolidated Communications Agency (WCCCA) with reprogramming HR5's portable radios for the use with the new self-contained breathing apparatus.
- Staff attended and represented Logistics at the EMS Committee and Safety Committee meetings.
- Participated in Munis on-site training this month. Training included setting up codes for purchasing, accounts payable and contracts. Codes were setup in our Munis live and training databases. The second training consisted of general ledger, budget and project static testing. This was testing of the codes that were set up weeks prior. Any errors found were addressed, corrected and retested. Started a third week of static testing in the purchasing module.
- Staff met with Chief Corless on a game plan to prepare and sell/dispose of the surplus items at the Boring Fire annex building. Light duty help Chuck Karlik has been tasked with assisting in clearing out the surplus items. He is using Logistics' GovDeals account to facilitate the sale of items.
- Staff attend Captain Will Weatherly's retirement party at the training center this month.

Respectfully submitted,

Logistics Manager DeAnn Cordes

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Health and Wellness Manager Heather Goodrich

**Re:** Wellness Division Monthly Report – February 2017

---

The following summary of work includes those activities completed by Clackamas Fire Wellness Staff:

- Annual Canby Fire career and volunteer pre-physical testing and lipid testing. (18 people total)
- Annual OSHA required hearing conservation training for Canby career firefighters. (21 people total)
- Immunizations were provided to Clackamas volunteers and staff. (2 people)
- Immunizations were provided to Canby career and volunteers. (6 people)
- Coordinated annual NFPA 1582 physicals for 8 career firefighters.
- Annual Fitness Testing for Clackamas Career Firefighters. (1 person)
- Submaximal treadmill tests for Clackamas Career Firefighters Recruits. (7 people)
- Make-up annual fitness testing for Canby Fire Volunteers. (2 people)
- Coordinated morning workouts for Career Firefighter Recruits.
- 2 spin cycles, 3 treadmills and 1 stair stepper were delivered to career fire stations.
- Bi-annual fitness equipment maintenance was performed at all District facilities.
- Injury consultations and on-site treatment by the Athletic Trainer. (22 visits)
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Seven injury reports and five exposures were submitted with two of the seven injury reports turning into a workers' compensation claim.
- Coordinated volunteer injuries and return to work program. (1 volunteer returned to full duty)
- "Taking Care of Yourself" presentation onsite for 8 career firefighter crews.
- Provided requested health information and consultations to 5 firefighters and staff.
- Prepared the 2016 Annual Wellness Report.
- Prepared the 2017-2018 Wellness budget.
- Wellness Manager attended the LBG Benefits Symposium February 26-28 in California as a member of the Health Insurance Committee.
- Attended a webinar titled "How We Got It All Wrong: Nutrition Recommendations for Heart Health."
- Provided requested information about our program to Hood River Fire via email.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Attended the monthly Safety Committee Meeting.

Respectfully submitted,  
Health and Wellness Manager Heather Goodrich





# Clackamas Fire District #1

## Wellness Update

February

2017

Issue 198

### Health Question of the Month

**Q:** Are purple and red carrots, purple cauliflower and other colorful varieties of vegetables nutritionally the same as regular varieties?

**A:** Yes, in many cases even more so! Nutritionally, colorful varieties are both similar and different to the more usual options. While more colorful vegetable varieties contain nearly identical amounts of some nutrients like fiber, colorful phytochemicals set them apart. Phytochemicals are biologically active compounds found in plants. At least 5,000 phytochemicals have been identified. Many others are yet to be discovered, and much more research is needed before we fully understand their health benefits. Phytochemicals are protective—many are antioxidants, protecting cells from damage.

### Wellness News

- Volunteer Occupational Health will take place in March. For those that sign up for night time pre-physicals, there will be morning lipid testing available. Physicals will be offered in April.



### In this issue

FF Sleep Health Program Reduces Injury [P.1](#)

Cardio Before or After Lifting [P.2](#)

Sleep Loss Changes Gut Bacteria [P.3](#)

Exercise of the Month: Barbell Jammers [P.3](#)

Recipe: Savory Oatmeal [P.4](#)

## Study: Sleep Health Program Reduces Firefighter Disability and Injury

Many firefighters suffer acute and chronic sleep deficiency and misalignment of their circadian rhythm (body clock) due to extended shifts and long work weeks. Extended duration shifts have been shown to increase the risk of sleepiness, burnout, injuries and errors when compared to shorter shifts in resident physicians and first responders. Many firefighters also suffer from undiagnosed sleep disorders which further increase risk to short-term safety and long-term health.

To test the hypothesis that a workplace-based Sleep Health Program (SHP) would improve firefighter health and safety compared to standard practice, researchers at Brigham and Women's Hospital developed a SHP incorporating sleep health education and sleep disorder screening. Half of the stations in the mid-sized fire department received the program and half continued as normal, and then disability days, injuries and other measures were tracked for the next 12 months. It is the first randomized prospective trial to demonstrate a reduction in risk of injury and disability through implementation of an SHP.

Findings of the study showed a nearly 50 percent reduction in long term disability days among those who participated in the SHP, and firefighters who attended sleep health education sessions also showed reduction in risk of injury. The study is published online in the journal *SLEEP*.

"Our findings suggest that a firefighter workplace-based wellness program providing sleep health education and sleep disorders screening opportunity can reduce injuries and subsequent work loss due to disability in firefighters," stated Steven W. Lockley, PhD, neuroscientist in the Division of Sleep and Circadian Disorders at Brigham and Women's Hospital and senior author of the study. "The high prevalence of sleep disorders is comparable to that reported in our larger nationwide cohort study and, when coupled with other factors such as 24-hour shifts and chronic sleep deficiency, on-the-job sleepiness becomes a concern. Our program was shown to help reduce injuries and days off due to disability and should be considered for implementation by fire departments nationwide".

Researchers emphasize that there is a well established connection between untreated sleep disorders and a high risk of cardiovascular disease and metabolic disorders, as well as a high risk of drowsy driving crashes, and therefore programs to identify and treat these disorders are likely to be beneficial to both firefighters' short-term safety and long-term health. They also state that occupational health programs provide a great infrastructure through which sleep health education and sleep disorders diagnosis and treatment can be promoted.

*This work was supported by Federal Emergency Management Agency (FEMA) Assistance for Firefighters grants EMW-2007-FP-02197 and EMW-2008-FP-02566; National Institute of Occupational Safety and Health grant 1R01OH010300-02; National Institutes of Health National Heart, Lung, and Blood Institute grant R01NS054277; and an endowed professorship provided to Harvard Medical School by Cephalon, Inc.*

**Paper cited:** Jason P. Sullivan & Steven W. Lockley et al. "Randomized, Prospective Study of the Impact of a Sleep Health Program on Firefighter Injury and Disability." *SLEEP*, DOI: 10.1093/sleep/zsw001.

## Oats Improve Several Heart Disease Markers

Most research on oats has focused on how oats impact LDL (“bad”) cholesterol, which can build up in blood vessels and narrow the arteries. Now, a meta-analysis suggests that oats can also reduce two other markers of cardiovascular disease: non-HDL cholesterol (total cholesterol minus the “good” HDL cholesterol), and adipoprotein B (apoB), a substance that carries LDL cholesterol through the blood. The study which included an analysis of data from 58 clinical trials, found that diets enriched with about 3.5 grams a day of beta-glucan fiber (a type of fiber present in oats) reduced LDL cholesterol by 4.2%, non-HDL cholesterol by 4.8%, and apoB by 2.3%.

What you can do to get more oats in your diet:

- Add oatmeal to smoothies, pancakes, and homemade bread, muffins, and cookies.
- Make non-traditional savory oatmeal by adding onions, garlic, and mushrooms, spinach or broccoli. (Recipe on Page 4)
- Stir oats into meatloaf, burgers, casseroles, and other savory dishes.
- With your breakfast eggs, replace a side of hash browns with oatmeal; add a bit of shredded Parmesan or crumbled feta cheese for a flavor boost.

Source: *British Journal of Nutrition*, Oct. 11, 2016

# Cardio Before or After Lifting?



Which comes first: shampoo or conditioner? Easy. It's always shampoo. If only exercise were that simple. No matter how good we get at understanding exercise science, there are still some topics that seem forever debatable. One of those topics is the order of cardio and weight training. Which one comes first? We'd like the answer to be simple, but it's a bit complicated. The good news? It can be simple for *you*. It's only a complicated and difficult question if we are after an answer that applies to everyone.

An ACE-commissioned study found that placing cardio exercise after strength created a heart-rate response that was 12 beats per minute higher for the exact same workout intensity and duration. This would seem to present clear evidence that warrants doing cardio first due to the increase in perceived effort from this shift in heart rate and a potential shifting of the intensity from “moderate” to “vigorous” with no modifications to external intensity.

However, the researchers mentioned that the results of this study should not be taken as an endorsement of an always cardio-first approach. Indeed, you can find other equally well-designed studies that conclude that it's better to perform strength training first because strength is reduced when doing cardio first, and because there is a slight increase in the use of fat for fuel because the body's carbohydrate stores are depleted first with strength training.

You are likely now a little confused. As with most things related to fitness, trying to make gray areas into black and white rules rarely works. In fact, the more deeply you look into the question of whether to do cardio or strength first, the clearer it becomes that the only correct answer is: “It depends.”

It depends on. . .

Goals: Fat loss? Weight loss? Feel better? More energy? Get stronger?

Attitude/Mindset: Hate exercise? Love it? Sort of enjoy it, but sometimes struggle? Don't like it, but you do it consistently because you want the benefits badly enough to do it? Hate cardio? Hate strength training?

**Here are some answers based on individual factors:**

- **Is it better endurance performance (i.e., shorter 5k time or better performance while running) your main goal? Cardio first**
- **Is your main goal to get leaner or lose weight? Strength first**
- **Are you mostly concerned with improving strength? Strength first**
- **Are you doing only upper-body strength training today? Either one first**
- **Are you doing lower-body strength training today? Strength first** (Choose strength alone for serious strength goals.)
- **Do you have general fitness goals with no emphasis on strength or endurance? Your choice** (Do the one you least enjoy first. You'll ensure it gets done and you'll do it when you are less fatigued.)

Source: [www.acefitness.org](http://www.acefitness.org)

# Sleep Loss Tied to Changes in Gut Bacteria



Getting too little sleep alters the balance of bacteria in the gut, a change that's linked to certain metabolic conditions, including obesity and type 2 diabetes, new research shows. For the study, European researchers limited the sleep of nine healthy men who were a normal weight to examine how sleep loss affects the number of types of bacteria in the gut.

For two days in a row, the men slept only four hours a night. The study showed the diversity of gut bacteria didn't change but sleep loss did alter the balance of the existing groups of bacteria.

The study results were published recently in the journal *Molecular Metabolism*.

These changes parallel some of the differences seen when obese people have been compared with normal-weight people in other studies, senior study author Dr. Jonathan Cedernaes, said in a journal news release. He's with Uppsala University in Sweden.

The sleep-deprived participants were also 20 percent less sensitive to the effects of insulin. This pancreatic hormone helps regulate blood sugar levels, the study found.

"This decreased insulin sensitivity was, however, unrelated to alterations in gut microbiota following sleep loss," said study first author Christian Benedict, an associate professor of neuroscience at Uppsala.

This suggests that changes in gut bacteria may not represent a central mechanism through which one or several nights of curtailed sleep reduce insulin sensitivity in humans, Benedict added.

The study authors said more research is needed to assess sensitivity to the effects of sleep loss and how it affects brain function and metabolic health.

"Longer and larger clinical sleep interventions will be needed to investigate to what extent alterations of the gut microbiota may mediate negative health consequences attributed to sleep loss, such as weight gain and insulin resistance," Cedernaes said.

Source: [www.webmd.com](http://www.webmd.com)

## 15 Sandwiches to Spark Your Taste Buds

Bored with your same old sandwich? Below are some ideas to change things up.

1. Chicken and brie cheese with apple slices and apple butter
2. Smoked turkey and sliced avocado with shredded carrots
3. Smoked ham and cheddar cheese with cucumber slices and mango chutney or apple butter
4. Smoked ham with cucumber slices, pineapple slices and mustard
5. Tuna salad with sprouts, sliced radishes and sliced grapes
6. Sardines with mashed avocado, cucumber slices and tomato slices
7. Egg salad or sliced egg with sprouts and capers
8. Egg salad or sliced egg with beet or cucumber tzatziki
9. Feta cheese and roasted vegetables with shredded carrots
10. Cheddar cheese and mashed avocado with tomato and pickles
11. Mozzarella cheese with tomato slices and pesto
12. Brie with spinach leaves and sliced peaches
13. Hummus and roasted vegetables
14. Hummus with cucumber slices and tomato slices
15. Peanut butter with apple slices, banana slices and raisins

Source: *IDEA Fitness Journal*, Oct 2016

## Exercise of the Month

### BARBELL JAMMERS

This exercise integrates the full body—abs, butt, hips, legs and shoulders.

- Place the end of a standard barbell in a corner so it won't move. Place a weight on one end of the barbell with a collar. Stand with the end of the barbell between your feet.
- Lower into a squat. Left the end of the barbell and firmly grasp using a closed grip. Position the end of the bar in front of chest, directly under chin.
- Keep barbell in front of chest as you press yourself back into a standing position. As you approach a full standing position, brace core and press the end of the barbell upward. As hips and knees fully straighten, continue pushing upward onto toes while pressing bar overhead.
- Lower bar to chest, and lower back into a squat. Repeat for desired reps.





### CFD1 Wellness Program Contact Information:

16170 SE 130 Ave  
Clackamas, OR 97015  
Fax: 503-742-2886

#### Health & Wellness Manager

Heather Goodrich  
Office: 503-742-2686  
Cell: 971-806-1835  
heather.goodrich@clackamasfire.com

#### Wellness Specialist

Alicia McVicker  
Office: 503-742-2690  
Cell: 971-275-3981  
alicia.mcvicker@clackamasfire.com

#### Medical Assistant

Koryn Galego  
Office: 503-742-2689  
Cell: 971-284-3343  
koryn.galego@clackamasfire.com

#### Athletic Trainer

Jennifer Adams  
Cell: 503-706-4041  
jennifer.adams@clackamasfire.com

## Recipe of the Month: Savory Oatmeal

### INGREDIENTS:

- 2 cups water (1 cup water if using old-fashioned oats)
- 1 cup steel-cut oatmeal (or rolled old-fashioned oats)
- 2 Tbsp. olive oil
- 1/2 medium onion, finely chopped
- 2 cloves garlic, minced
- 8 ounces mushrooms, sliced (or spinach, broccoli, etc.)
- 1/4 tsp salt (optional)



### PREPARATION

1. Bring water to a boil in a medium-size pot. Add oatmeal, reduce heat to a simmer, and cover. Cook for 25 to 30 minutes, until oats are tender.
2. Meanwhile, pour oil into a sauté pan over medium heat. Once oil is heated, add onions, garlic, and mushrooms, and sauté, stirring frequently, until mushrooms turn golden brown and have released their moisture, about 5 to 7 minutes. Sauté additional vegetables to this mix if desired.
3. When oatmeal finishes cooking, remove from heat. Add vegetables and salt, if desired, to oatmeal and mix thoroughly. Transfer to bowls or plates and serve hot.

### Nutrition Facts

Serving Size: 1/2 cup  
 Calories: 308  
 Total Fat : 18g (3g saturated)  
 Carbohydrate: 34g  
 Fiber: 8g  
 Protein: 8g  
 Sodium: 302mg

Source: Women's Nutrition Connection, Jan 2017

### DID YOU KNOW?

A new study says people who read books tend to live longer than those who don't. Almost two years longer, in fact. The study examined 3,635 people. It found that those who read books—not just newspapers and magazines—had an almost 20% lower risk of death over the 12 year follow-up. This was true even after controlling for variables such as age, sex, education, wealth, etc.

## Financial Report

# Financial Services Summary

To: Board of Directors  
Chief Fred Charlton  
From: Finance Director Christina Day  
Re: Financial Services Division Monthly Report – February 2017

---

**Cash Flow**

During the month of February, the District received \$447,726.70 in tax revenue, of which \$370,250.13 is from current year taxes. These funds were transferred into the Local Government Investment Pool by the Clackamas County Treasurer's office and the Multnomah County Treasurer's Office.

**General Fund**

The Personnel Services Category of the General Fund ended under budget by 4.10% at the end of February. While this appears to be a comfortable position in this category, keep in mind the following:

- The PERS Bond Payment is paid twice a year and the second payment is not due until June. This trends the line item low.
- Medical claims posted to the Cafeteria Plan and the OPEB Benefits line items are recognized on the financial statements 45-60 days after the services are provided. This also trends the line item low due to the timing issue.

Excluding these line items from the categorical trending calculation, the District has expended 64.81% of the remaining line items in the category. This is approximately 1.85% under budget for this point in the fiscal year.

The Materials and Services category is under budget at 61.70% and the Capital Outlay category is within budgetary guidelines at 57.19% expended.

**Special Funds**

All funds are within budgetary guidelines.

**Equipment Reserve Fund (ERF)**

Fund activity includes the purchase of a new Ford Explorer for \$27,759.50.

**Capital Projects Fund (CPF)**

Fund activity includes a payment (9<sup>th</sup> of 10) to Oregon City for the South End Fire Station (\$123,134); construction work on station 12 & 13 seismic upgrades (\$77,425); and a \$10,000 deposit on the purchase of the property on Fuller Road.

**Training Enterprise Fund (TEF)**

There was no notable activity in the TEF in February.

**Debt Service Fund (DSF)**

There was no notable activity in the DSF in February.

**Sinking Fund (SF)**

Fund activity this month includes the receipt of 2 engines that were purchased for \$621,448 in February 2016.

**PERS Reserve Fund (PRF)**

There was no notable activity in the PRF during February.

**Investment Activity**

The Oregon LGIP interest rate was 1.15% at the end of February. As a comparison, the table below demonstrates the yields for other local government investment pools as of March 14, 2017.

State	Previous	Current	State	Previous	Current
Washington	0.64%	0.64%	Alaska	0.65%	0.64%
Oregon	1.15%	1.15%	Idaho	0.72%	0.82%



## SHORT TERM INVESTMENT PORTFOLIO February 28th, 2017

### GENERAL FUND:

Local Government Investment Pool	\$19,480,007.86
Key Bank Checking	2,497,918.09
Meritain Trust	3,000.00

### EQUIPMENT RESERVE FUND:

Local Government Investment Pool	707,524.13
----------------------------------	------------

### CAPITAL PROJECTS FUND:

Local Government Investment Pool	2,574,295.21
----------------------------------	--------------

### TRAINING ENTERPRISE FUND:

Local Government Investment Pool	22,122.37
----------------------------------	-----------

### DEBT SERVICE FUND:

Local Government Investment Pool	1,301,903.61
----------------------------------	--------------

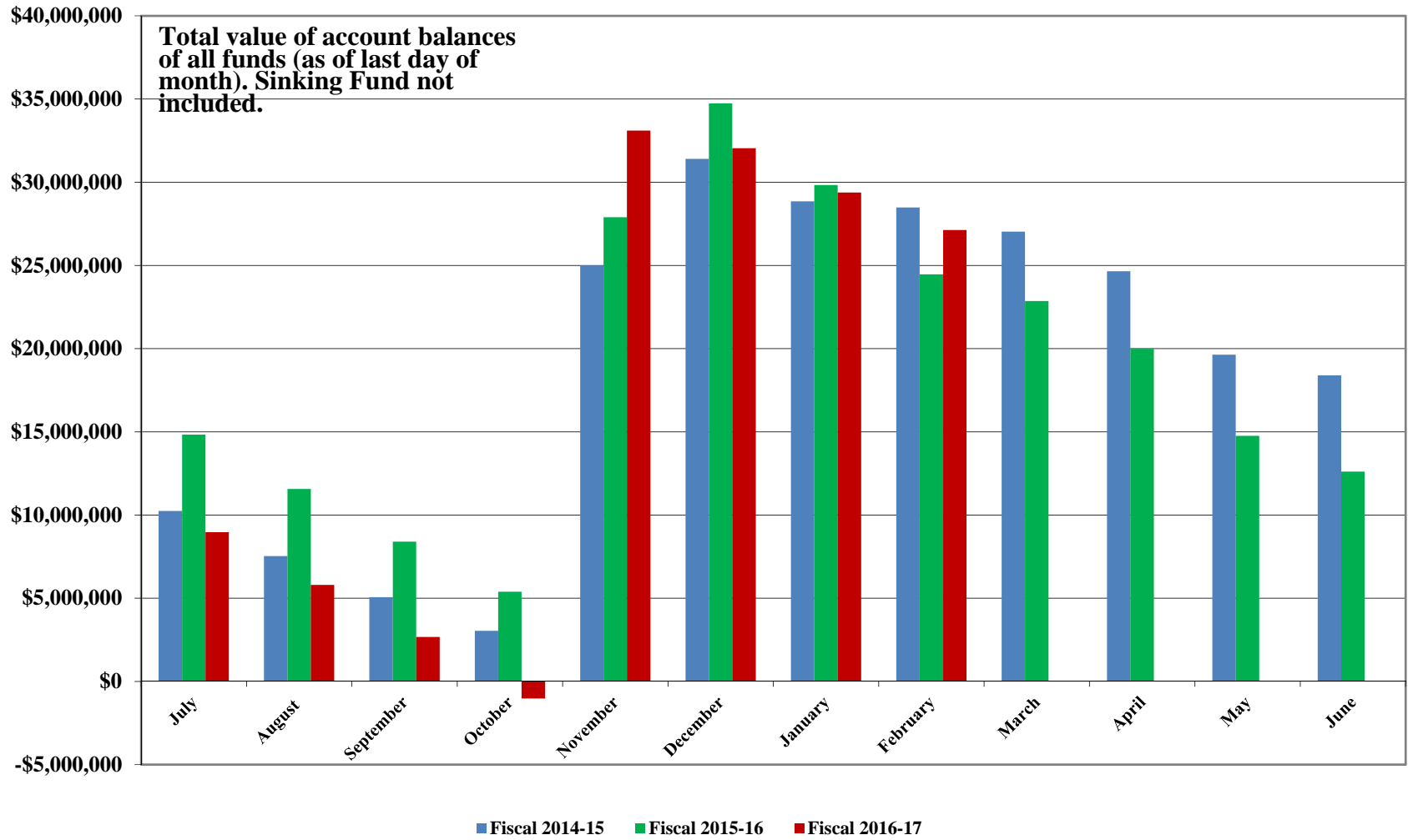
### SINKING FUND:

Local Government Investment Pool	16,617,435.12
----------------------------------	---------------

### PERS RESERVE FUND:

Local Government Investment Pool	539,952.42
----------------------------------	------------

## Clackamas County Fire District #1 Account Balances by Month





General Ledger Trial Balance for Period Ending 2/28/2017  
 Account NumberRange: From: 1110-1000-1 To: 3500-1000-1

CLACKAMAS COUNTY FIRE DISTRICT #1 (CFD)

Account Number	Description	Debit	Credit
<b>Assets</b>			
1110-1000-1	Wells Fargo - Gen. Fund	0.00	
1115-1000-1	Wells Fargo - Payroll	0.00	
1120-1000-1	Key Bank - General Fund	2,497,918.09	
1122-1000-1	Key Capital Markets	0.00	
1125-1000-1	Petty Cash Banks	4,700.00	
1130-1000-1	LGIP - General Fund	19,480,007.86	
1130-2000-9	LGIP - Equipment Reserve Fund	707,524.13	
1130-3000-9	LGIP - Capital Project Fund	2,574,295.21	
1130-4000-9	LGIP - Training Enterprise Fund	22,122.37	
1130-5000-9	LGIP - Debt Service Fund	1,301,903.61	
1130-6000-9	LGIP - Sinking Fund	16,617,435.12	
1130-7000-9	LGIP - PERS Reserve Fund	539,952.42	
1140-1000-1	BRMS Trust - Medical Claims	0.00	
1145-1000-1	BRMS Trust - Flexible Spending Accts	0.00	
1150-1000-1	Meritain Trust Account	3,000.00	
1155-1000-1	Accounts Receivable	107,565.14	
1160-1000-1	Retirees Health Insurance		38,731.22
1165-3000-9	Contract Receivable - Cap Proj	0.00	
1170-1000-1	Contract Receivable	0.00	
1175-1000-1	Property Tax Receivable	2,349,113.41	
1175-5000-9	Property Tax Receivable-Bond	60,021.70	
1180-5000-9	Property Tax Receivable - Bond	0.00	
1185-1000-1	Undistributed Tax Collections	167,812.05	
1190-1000-1	Undistributed Tax Collections	0.00	
1195-1000-1	Due From Other Funds-Gen Fund	0.00	
1200-1000-1	Undistributed Tax Collections	0.00	
1205-2000-9	Due From Other Funds-Spec Rev	0.00	
1205-3000-9	Due From Other Funds-Capital P	0.00	
1205-4000-9	Due From Other Funds-Training	0.00	
1210-5000-9	Undistributed Tax Coll.-Bond	4,957.98	
1215-1000-1	Due From Other Districts	0.00	
1220-1000-1	Investments	0.00	
1225-1000-1	Grant Receivable		65.33
1230-1000-1	Other Receivables		40,041.00
1231-1000-1	A/R Insurance Claims	0.00	
1232-1000-1	A/R - Canby Fire	13,424.68	
1233-1000-1	A/R - Estacada Fire	2,893.31	
1234-1000-1	A/R - Gladstone Fire	145.40	
1235-1000-1	Inventory:Fire Fighting Supp	20,618.85	
1240-1000-1	Inventory:EMS & Rescue Supply	252.49	
1245-1000-1	Inventory:Uniform & Prot Equip	51,311.64	
1250-1000-1	Inventory:Office Supply	1,475.18	
1255-1000-1	Inventory:Photo Supply	0.00	
1260-1000-1	Inventory:Operating Expense	375.60	
1265-1000-1	Inventory:Household Supply	5,561.43	
1270-1000-1	Inventory:Fire Hose	8,054.25	
1275-1000-1	Inventory:Fire Prevention	960.00	
1280-1000-1	Inventory: Fleet Maintenance	82,797.70	
1285-1000-1	Inventory:Fire Fighting Equip	934.07	
1290-1000-1	Inventory:EMS & Rescue Equip	0.00	
1295-1000-1	Inventory: EMS Supplies	30,927.18	
1295-1111-1	Inventory: EMS Suppl:OP11-OPS	0.00	
1299-1000-1	Inventory: Boring Contract	0.00	
1300-1000-1	Prepaid Expense	940,641.11	
1300-6000-9	Prepaid Expense-Sinking Fund	6,381,639.00	

General Ledger Trial Balance for Period Ending 2/28/2017  
 Account NumberRange: From: 1110-1000-1 To: 3500-1000-1

CLACKAMAS COUNTY FIRE DISTRICT #1 (CFD)

Account Number	Description	Debit	Credit
<b>Assets</b>			
1305-1000-1	Flexible Spending Account Clearing DNU	0.00	
1310-1000-1	Cafe Plan Benefits Clearing		24,391.25
1315-1000-1	Suspense - Clearing	0.00	
1316-1000-1	Payroll Clearing	1,343.62	
	<b>Assets:</b>	<u>53,981,684.60</u>	<u>103,228.80</u>
<b>Liabilities</b>			
2320-1000-1	Accounts Payable		257,505.59
2323-1000-1	A/P Other	22,213.99	
2325-1000-1	Benefits Payable		430,327.87
2330-1000-1	Medical Claims Allowance		38,066.56
2335-1000-1	Med/Dental Ins. W/H		0.00
2340-1000-1	Accrued Vacation Payable		0.00
2345-1000-1	Federal Withholding Tax		0.00
2350-1000-1	FICA Withheld & Accrued		0.00
2355-1000-1	State Withholding Tax		0.00
2360-1000-1	Dental Insurance		0.00
2365-1000-1	Flexible Spending Account		68,122.03
2370-1000-1	Workers Compensation		0.00
2375-1000-1	Accrued Trimet Tax		27,377.09
2380-1000-1	PERS Employer	5,160.99	
2382-1000-1	PERS - Pickup 6%		0.00
2385-1000-1	PERS P&F Units Withheld	46.40	
2390-1000-1	Pre-Paid Legal Services		537.39
2395-0000-0	Deferred Compensation		0.00
2395-1000-1	Deferred Compensation	23,785.48	
2400-1000-1	PERS Pre-Tax Withheld		131,820.82
2405-1000-1	Supplemental Insurance		7,844.64
2410-1000-1	Dues		131.84
2415-1000-1	Wage Assignment		0.00
2420-1000-1	Due to Other Funds		0.00
2425-5000-9	Due to Other Funds-Bond		0.00
2430-2000-9	Due to Other Funds-Spec Rev		0.00
2430-3000-9	Due to Other Funds-Cap Proj		0.00
2435-4000-9	Due to Other Funds-Training		0.00
2440-1000-1	Due to Other Districts		0.00
2445-1000-1	Deferred Prop Tax Revenue		2,196,870.44
2445-5000-9	Deferred Prop Tax Revenue-Bond		53,814.46
2450-5000-9	Deferred Prop Tax-Bond		0.00
2455-1000-1	Deferred Contract Revenue		0.00
2460-3000-9	Deferred Contract Rev-CPF		0.00
2465-5000-9	Bonded Indebtedness		0.00
	<b>Liabilities:</b>	<u>51,206.86</u>	<u>3,212,418.73</u>
<b>Fund Balance</b>			
3470-1000-1	Fund Balance-General Fund		14,255,128.10
3470-2000-9	Fund Balance-Spec Rev		1,214,783.90
3470-3000-9	Fund Balance-Cap Proj		2,631,772.98
3470-4000-9	Fund Balance-Training		13,942.36
3470-5000-9	Fund Balance-Bond		32,481.70
3470-6000-9	Fund Balance - Sinking		0.00
3470-7000-9	Fund Balance-PERS Reserve Fund		0.00
3490-1000-1	Fund Balance-Prior		0.00
3500-1000-1	RETAINED EARNINGS - PRIOR		19,254,398.98
	<b>Fund Balance:</b>		<u>37,402,508.02</u>
	<b>Report Total:</b>	<u>54,032,891.46</u>	<u>40,718,155.55</u>

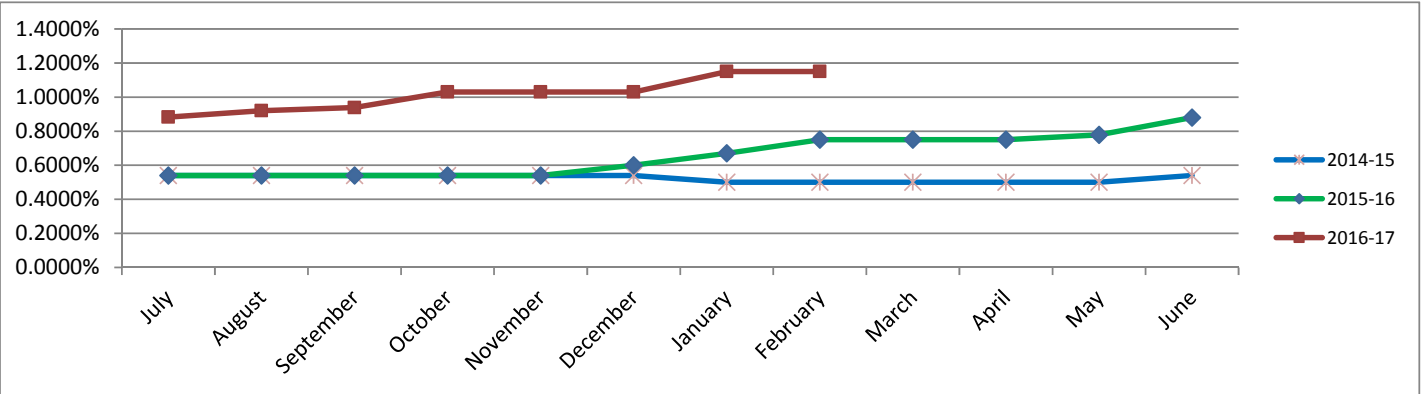


## Clackamas County Fire District No. 1

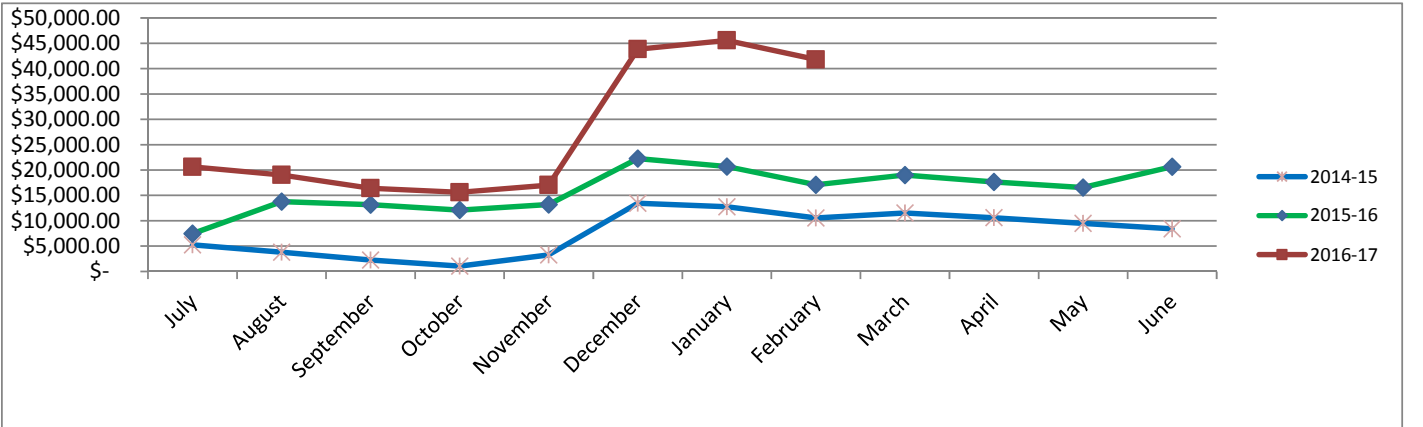
<b>LGIP Monthly Interest Rate Averages</b>			<b>Monthly Earnings LGIP</b>
February	<b>2016</b>	<b>0.6866%</b>	<b>\$17,089.51</b>
March	<b>2016</b>	<b>0.7500%</b>	<b>\$19,020.30</b>
April	<b>2016</b>	<b>0.7500%</b>	<b>\$17,666.67</b>
May	<b>2016</b>	<b>0.7782%</b>	<b>\$16,550.33</b>
June	<b>2016</b>	<b>0.8750%</b>	<b>\$20,660.59</b>
July	<b>2016</b>	<b>0.8823%</b>	<b>\$20,628.22</b>
August	<b>2016</b>	<b>0.9200%</b>	<b>\$19,036.23</b>
September	<b>2016</b>	<b>0.9383%</b>	<b>\$16,412.49</b>
October	<b>2016</b>	<b>1.0300%</b>	<b>\$15,617.35</b>
November	<b>2016</b>	<b>1.0300%</b>	<b>\$17,046.94</b>
December	<b>2016</b>	<b>1.0300%</b>	<b>\$43,837.75</b>
January	<b>2017</b>	<b>1.1500%</b>	<b>\$45,570.30</b>
February	<b>2017</b>	<b>1.1500%</b>	<b>\$41,803.07</b>

Clackamas Fire District #1  
 LGIP Interest Rates and Revenue

**Interest Rates - Fiscal 2014-15 to Present**



**Interest Revenue - Fiscal 2014-15 to Present**



CLACKAMAS COUNTY FIRE DISTRICT #1  
 Budget Status - CCFD General Fund  
 Expenditures vs Budget  
 FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	% USED
<b>REVENUE</b>					
(4450) Current Years Taxes	356,180.63	40,023,348.45	42,469,451.00	2,446,102.55	94.24
(4455) Prior Years Taxes	74,532.46	727,772.76	1,322,840.00	595,067.24	55.02
(4460-4465) Other Taxes	.00	50.00	8,000.00	7,950.00	.63
(4470) Property Tax - GF	.00	.00	.00	.00	.00
(4472) Bond Proceeds PERS	.00	.00	.00	.00	.00
(4475) Tax Increment Fund	.00	.00	.00	.00	.00
(4480-4495) Interest	31,316.55	138,390.20	145,000.00	6,609.80	95.44
(4500) Training Contracts	.00	.00	.00	.00	.00
(4502) Training Classes	.00	.00	.00	.00	.00
(4505) AMR Contract	.00	.00	.00	.00	.00
(4510) Other Manpower Contr.	.00	.00	.00	.00	.00
(4520) Equipment Rental Income	.00	.00	.00	.00	.00
(4535) Contract Income	16,240.11	2,624,787.91	4,609,435.00	1,984,647.09	56.94
(4540) Sale of Surplus Goods	.00	.00	.00	.00	.00
(4545) OPEB Income	34,039.81	246,164.14	329,562.00	83,397.86	74.69
(4550) Sales to Outside Agcy	.00	.00	.00	.00	.00
(4555) Sale of Goods/Service	5,301.00	21,239.97	5,000.00	16,239.97	424.80
(4560) Grant Income	.00	75,846.03	135,794.00	59,947.97	55.85
(4570) Transportation Response	73,374.98	230,623.24	200,000.00	30,623.24	115.31
(4571) False Alarm Reponse	125.00	9,125.00	.00	9,125.00	.00
(4572) Illegal Burn Response	.00	.00	.00	.00	.00
(4575) Sale of Equipment	.00	.00	.00	.00	.00
(4585) Dividends	.00	.00	.00	.00	.00
(4590) Miscellaneous Receipts	448.00	7,575.11	130,000.00	122,424.89	5.83
(4592) ASA Plan Revenue	10,912.00	76,384.00	117,592.00	41,208.00	64.96
(4595) Short Term Note Proceed	.00	.00	.00	.00	.00
(4600) Other Dist. Repairs	.00	.00	.00	.00	.00
(4605) Non-Municipal Repairs	.00	.00	.00	.00	.00
(4610) Transfer from Bond Fun	.00	.00	.00	.00	.00
<b>TOTAL REVENUE</b>	<b>602,220.54</b>	<b>44,181,306.81</b>	<b>49,472,674.00</b>	<b>5,291,367.19</b>	<b>89.30</b>
<b>PERSONNEL SERVICES</b>					
(5501) Fire Chief	14,382.02	115,056.16	172,586.00	57,529.84	66.67
(5502) Executive Officer	.00	.00	.00	.00	.00
(5503) Deputy Chief	25,377.18	210,633.52	316,672.00	106,038.48	66.51
(5504) Division Chief	38,989.80	322,069.08	465,842.00	143,772.92	69.14
(5505) Battalion Chief	76,475.53	619,207.18	976,524.00	357,316.82	63.41
(5506) Exempt Staff Group	130,055.98	1,009,091.90	1,475,883.00	466,791.10	68.37
(5507) Inspectors	33,733.71	300,083.08	414,092.00	114,008.92	72.47
(5508) Deputy Fire Marshall	34,850.00	275,895.24	518,228.00	242,332.76	53.24
(5510) Captain	163,709.79	1,515,948.95	2,286,629.00	770,680.05	66.30
(5512) Lieutenant	271,385.42	2,153,260.42	3,394,131.00	1,240,870.58	63.44
(5515) Apparatus Operator	385,911.56	3,159,559.96	4,507,262.00	1,347,702.04	70.10
(5520) Fire Fighter	520,575.22	3,924,195.26	5,567,582.00	1,643,386.74	70.48
(5530) Non-Exempt Staff Group	120,214.07	909,482.08	1,451,231.00	541,748.92	62.67
(5535) Other Employee	12,558.48	98,139.26	148,486.00	50,346.74	66.09
(5540) Temporary Labor	5,087.95	24,724.34	59,540.00	34,815.66	41.53
(5545) EMT Premium	22,900.84	184,858.89	1,125,758.00	940,899.11	16.42
(5555) School Replacement	2,996.88	13,911.54	40,000.00	26,088.46	34.78
(5560) Ops Replacement	321,375.30	3,114,584.34	4,266,704.00	1,152,119.66	73.00
(5562) Vacation Buyback	5,536.80	34,275.45	36,000.00	1,724.55	95.21
(5563) Retirement/Seperation	.00	381,074.18	280,000.00	101,074.18	136.10
(5570) Administrative Leave	.00	.00	30,000.00	30,000.00	.00
(5575-5615) Overtime	61,725.65	416,382.74	455,081.00	38,698.26	91.50
(5620) Social Security/Medicar	170,801.91	1,317,744.84	2,054,347.00	736,602.16	64.14
(5640) Tri-Met Taxes	13,469.59	77,369.58	168,851.00	91,481.42	45.82
(5660) PERS Pickup	.00	.00	.00	.00	.00
(5665) PERS	258,462.13	2,718,699.24	4,551,367.00	1,832,667.76	59.73
PERS Bond Payment	.00	438,740.18	1,632,504.00	1,193,763.82	26.88
(5670) Deferred Compensation	38,052.14	279,596.54	466,017.00	186,420.46	60.00
(5675) Unemployment	.00	1,646.27	5,000.00	3,353.73	32.93
(5680) Life Insurance	.00	18,262.88	45,000.00	26,737.12	40.58
(5690) Cafeteria Plan	206,996.91	1,903,507.37	3,474,419.00	1,570,911.63	54.79
(5691) PEHP	25,800.00	203,100.00	306,692.00	103,592.00	66.22
(5692) OPEB Benefits	36,023.31	424,276.99	600,000.00	175,723.01	70.71
(5693) Health Care Trust	.00	.00	218,027.00	218,027.00	.00
(5700) Vehicle Allowance	2,592.18	20,582.44	46,024.00	25,441.56	44.72
(5705) Workers' Compensation	47,803.23	195,833.34	589,399.00	393,565.66	33.23
<b>TOTAL PERSONNEL SERVICES</b>	<b>3,047,843.58</b>	<b>26,381,793.24</b>	<b>42,145,878.00</b>	<b>15,764,084.76</b>	<b>62.60</b>
<b>MATERIALS AND SERVICES</b>					
(7005) Discounts Taken	103.18	1,055.67	.00	1,055.67	.00
(7010) Elections	.00	8,599.10	30,000.00	21,400.90	28.66
(7015) Meeting Expense	891.36	16,138.76	25,266.00	9,127.24	63.88
(7020) Short Term Interest	.00	.00	.00	.00	.00
(7030) Civil Service	758.12	1,361.03	10,000.00	8,638.97	13.61
(7035) Bank Charges	1,394.58	10,734.61	13,950.00	3,215.39	76.95

## CLACKAMAS COUNTY FIRE DISTRICT #1

## Budget Status - CCFD General Fund

## Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	% USED
(7040) Dues & Publications	3,735.20	26,247.63	38,190.00	11,942.37	68.73
(7045) Awards & Recognition	3,511.36	18,466.55	29,160.00	10,693.45	63.33
(7050) Program R & D	.00	.00	.00	.00	.00
(7055) Operating Expense	8,153.85	55,028.19	152,533.00	97,504.81	36.08
(7065) Fire Fighting Supply	4,860.12	55,524.72	66,000.00	10,475.28	84.13
(7070) Rescue Supply	924.29	15,954.48	22,100.00	6,145.52	72.19
(7075) EMS Supplies	6,533.69	68,396.87	110,353.00	41,956.13	61.98
(7080) Fuel	11,106.41	113,181.15	200,000.00	86,818.85	56.59
(7085) Uniform & Protective Eq	16,714.67	372,033.24	761,715.00	389,681.76	48.84
(7090) Office Supply	4,097.51	13,137.43	32,525.00	19,387.57	40.39
(7095) Computer/Video Software	9,194.28	262,717.72	360,850.00	98,132.28	72.81
(7100) Photo Supply	3,563.60	3,563.60	.00	3,563.60-	.00
(7105) Household Supply	4,642.98	39,212.94	66,470.00	27,257.06	58.99
(7110) Professional Service	87,150.21	288,967.98	442,100.00	153,132.02	65.36
(7115) Dispatch Service	98,730.58	949,663.68	1,311,827.00	362,163.32	72.39
(7120) Utilities	18,935.99	228,385.52	391,850.00	163,464.48	58.28
(7122) Telephone Service	18,201.17	264,490.99	319,140.00	54,649.01	82.88
(7125) Facility Lease/Rent	.00	.00	.00	.00	.00
(7130) Property/Casualty Insur	22,920.00-	180,975.41	231,507.00	50,531.59	78.17
(7135) Medical Exams	16,429.22	130,451.76	244,733.00	114,281.24	53.30
(7140) Conference & Schools	11,102.82	102,445.29	228,674.00	126,228.71	44.80
(7145) Taxes & Assessments	.00	1,177.64	34,080.00	32,902.36	3.46
(7150) Volunteer Fire Fighter	563.32	45,730.59	63,000.00	17,269.41	72.59
(7155) Vehicle Maintenance	29,509.29	244,622.80	368,956.00	124,333.20	66.30
(7160) Equipment Maintenance	3,913.00	55,506.35	102,270.00	46,763.65	54.27
(7165) Radio Maintenance	1,501.87	8,265.84	50,900.00	42,634.16	16.24
(7170) Facility Maintenance	25,213.57	129,313.74	297,525.00	168,211.26	43.46
(7175) Office Equipment Maint	218.71	12,779.78	8,980.00	3,799.78-	142.31
(7180) Computer/Video Maint.	1,164.93	28,704.43	33,750.00	5,045.57	85.05
(7185) SCBA Program	105.50	23,126.16	37,695.00	14,568.84	61.35
(7190) Training	2,930.07	52,066.73	81,719.00	29,652.27	63.71
(7195) Fire Prevention	1,008.69	17,451.39	54,500.00	37,048.61	32.02
(7200) Safety	.00	.00	.00	.00	.00
(7205) Freight & Misc. Expense	1,620.01	13,400.76	28,500.00	15,099.24	47.02
<b>TOTAL MATERIALS AND SERVICES</b>	<b>375,357.79</b>	<b>3,856,769.19</b>	<b>6,250,818.00</b>	<b>2,394,048.81</b>	<b>61.70</b>
<b>CAPITAL OUTLAY</b>					
(8805) Fire Apparatus	.00	.00	.00	.00	.00
(8815) Fire Hose	.00	.00	.00	.00	.00
(8825) Fire Fighting Equip.	2,405.43	35,170.07	160,000.00	124,829.93	21.98
(8835) EMS & Rescue Equip.	.00	.00	6,500.00	6,500.00	.00
(8845) Communication Equip.	.00	.00	.00	.00	.00
(8850) Staff Vehicles	.00	.00	.00	.00	.00
(8860) Facility Improvement	4,384.13	4,763.11	6,000.00	1,236.89	79.39
(8870) Furn., Appl., & Tool	10,612.76	26,681.91	69,454.00	42,772.09	38.42
(8885) Office Equipment	.00	28,593.15	38,000.00	9,406.85	75.25
(8890) Computer/A/V Hardware	8,377.00	242,423.40	310,400.00	67,976.60	78.10
(8895) Signal Pre-Empt Equip.	.00	.00	.00	.00	.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>25,779.32</b>	<b>337,631.64</b>	<b>590,354.00</b>	<b>252,722.36</b>	<b>57.19</b>
<b>TOTAL EXPENSES BEFORE CONTINGENCY</b>	<b>3,448,980.69</b>	<b>30,576,194.07</b>	<b>48,987,050.00</b>	<b>18,410,855.93</b>	<b>62.42</b>
(9910) Contingency Gen. Fund	.00	.00	1,253,163.00	1,253,163.00	.00
(9915) Trans. to Rest. Conting	.00	.00	1,000,000.00	1,000,000.00	.00
(9920) Trans to Spec. Rev. Fun	.00	275,000.00	275,000.00	.00	100.00
(9930) Trans to Cap Proj Fund	.00	250,000.00	250,000.00	.00	100.00
(9940) Trans to Training Fund	.00	.00	.00	.00	.00
(9970) Trans to PERS Reserve	.00	.00	.00	.00	.00
<b>TOTAL CONTINGENCY &amp; TRANSFER</b>	<b>.00</b>	<b>525,000.00</b>	<b>2,778,163.00</b>	<b>2,253,163.00</b>	<b>18.90</b>
<b>TOTAL REVENUE LESS EXPENSES</b>	<b>2,846,760.15-</b>	<b>13,080,112.74</b>	<b>2,292,539.00-</b>	<b>15,372,651.74-</b>	<b>570.55-</b>

CLACKAMAS COUNTY FIRE DISTRICT #1

Budget Status - CCFD Equip. Reserve Fund

Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			% USED
		ACTUAL	ANNUAL BUDGET	UNUSED AMOUNT	
<b>REVENUE</b>					
Investment Int.- Spec Rev Fnd	332.51	2,788.02	.00	2,788.02-	.00
Grant Income - SRF	.00	.00	.00	.00	.00
Sale of Equipment - SRF	.00	.00	.00	.00	.00
Sale of Surplus Apparatus	.00	.00	.00	.00	.00
Transfers from Other Funds - E	.00	275,000.00	275,000.00	.00	100.00
<b>TOTAL REVENUE</b>	<b>332.51</b>	<b>277,788.02</b>	<b>275,000.00</b>	<b>2,788.02-</b>	<b>101.01</b>
<b>CAPITAL OUTLAY</b>					
Fire Equip.-Special Rev Fund	.00	70,953.17	298,021.00	227,067.83	23.81
EMS & Rescue Equip-SRF	.00	.00	24,164.00	24,164.00	.00
Comm Equip - Special Rev. Fund	.00	.00	.00	.00	.00
Staff Vehicles-Spec. Rev.	31,730.35	65,134.85	92,744.00	27,609.15	70.23
Furn. Appl. & Tool:Spec Rev Fu	.00	.00	.00	.00	.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>31,730.35</b>	<b>136,088.02</b>	<b>414,929.00</b>	<b>278,840.98</b>	<b>32.80</b>
<b>TOTAL REVENUE LESS EXPENSES</b>	<b>31,397.84-</b>	<b>141,700.00</b>	<b>139,929.00-</b>	<b>281,629.00-</b>	<b>101.27-</b>

CLACKAMAS COUNTY FIRE DISTRICT #1

Budget Status - CCFD Capital Projects

Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	% USED
<b>REVENUE</b>					
Urban Renewal Receipts - Capit	.00	.00	.00	.00	.00
Investment Int.-Cap. Proj Fund	1,269.54	10,225.34	.00	10,225.34-	.00
Grant Income -CPF	.00	.00	.00	.00	.00
Land Sale Contracts	.00	.00	.00	.00	.00
Transfers from Other Funds-CPF	.00	250,000.00	250,000.00	.00	100.00
<b>TOTAL REVENUE</b>	<b>1,269.54</b>	<b>260,225.34</b>	<b>250,000.00</b>	<b>10,225.34-</b>	<b>104.09</b>
<b>CAPITAL OUTLAY</b>					
Facility Improvement	104,897.66	141,897.85	649,196.00	507,298.15	21.86
Land/Building Purchase	143,260.28	214,144.24	244,650.00	30,505.76	87.53
Furn. Appl. & Tool	.00	.00	.00	.00	.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>248,157.94</b>	<b>356,042.09</b>	<b>893,846.00</b>	<b>537,803.91</b>	<b>39.83</b>
<b>TOTAL REVENUE LESS EXPENSES</b>	<b>246,888.40-</b>	<b>95,816.75-</b>	<b>643,846.00-</b>	<b>548,029.25-</b>	<b>14.88</b>



CLACKAMAS COUNTY FIRE DISTRICT #1

Budget Status - CCFD Tng Enterprise Fund

Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	% USED
<b>REVENUE</b>					
Investment Int.- Training Fund	10.32	65.97	.00	65.97-	.00
Training Classes-Training Ente	800.00-	9,150.00	.00	9,150.00-	.00
Training Site Rental	.00	200.00	.00	200.00-	.00
<b>TOTAL REVENUE</b>	<b>789.68-</b>	<b>9,415.97</b>	<b>.00</b>	<b>9,415.97-</b>	<b>.00</b>
<b>EXPENSE</b>					
EMS & Rescue Equip-FUND	.00	.00	.00	.00	.00
Staff Vehicles - Training Ente	.00	.00	.00	.00	.00
Furn. Appl. & Tool-Enterprise T	.00	.00	.00	.00	.00
Enterprise Fund- Training	.00	.00	.00	.00	.00
<b>TOTAL EXPENSE</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>
<b>TOTAL REVENUE LESS EXPENSE</b>	<b>789.68-</b>	<b>9,415.97</b>	<b>.00</b>	<b>9,415.97-</b>	<b>.00</b>

CLACKAMAS COUNTY FIRE DISTRICT #1

Budget Status - CCFD Debt Service Fund

Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			% USED
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	
<b>REVENUE</b>					
Prior Years Taxes-Bond	2,944.11	28,747.77	.00	28,747.77-	.00
Property Tax Rev-Bond	14,069.50	1,580,963.86	.00	1,580,963.86-	.00
Bond Proceeds-FUND	.00	.00	.00	.00	.00
Investment Int.-Bond Fund	577.95	1,791.41	.00	1,791.41-	.00
Short Term Note Proc-FUND	.00	.00	.00	.00	.00
<b>TOTAL REVENUE</b>	<b>17,591.56</b>	<b>1,611,503.04</b>	<b>.00</b>	<b>1,611,503.04-</b>	<b>.00</b>
<b>EXPENSE</b>					
Interest Expense - Bond	.00	354,800.00	709,600.00	354,800.00	50.00
Principle - Bond	.00	.00	1,050,000.00	1,050,000.00	.00
Bond Origination Expense - Deb	.00	.00	.00	.00	.00
Transfer to General Fund	.00	.00	.00	.00	.00
Debt Service Fund	.00	.00	.00	.00	.00
<b>TOTAL EXPENSE</b>	<b>.00</b>	<b>354,800.00</b>	<b>1,759,600.00</b>	<b>1,404,800.00</b>	<b>20.16</b>
<b>TOTAL REVENUE LESS EXPENSE</b>	<b>17,591.56</b>	<b>1,256,703.04</b>	<b>1,759,600.00-</b>	<b>3,016,303.04-</b>	<b>71.42-</b>

CLACKAMAS COUNTY FIRE DISTRICT #1

Budget Status - CCFD Sinking Fund

Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			% USED
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	
<b>REVENUE</b>					
Bond Proceeds - Sinking	.00	.00	.00	.00	.00
Investment Int.- Sinking Fund	7,792.89	62,996.68	.00	62,996.68-	.00
<b>TOTAL REVENUE</b>	<b>7,792.89</b>	<b>62,996.68</b>	<b>.00</b>	<b>62,996.68-</b>	<b>.00</b>
<b>PERSONNEL SERVICES</b>					
Division Chief-Sinking	8,997.64	71,407.81	107,502.00	36,094.19	66.42
<b>TOTAL PERSONNEL SERVICES</b>	<b>8,997.64</b>	<b>71,407.81</b>	<b>107,502.00</b>	<b>36,094.19</b>	<b>66.42</b>
<b>CAPITAL OUTLAY</b>					
Bond Origination Exp - Sinking	.00	.00	.00	.00	.00
Bond Issuance Expense	.00	.00	.00	.00	.00
Fire & EMS Apparatus - Sinking	642,427.10	664,875.76	6,920,228.00	6,255,352.24	9.61
Fire Fighting Equip.- Sinking	.00	.00	2,500,000.00	2,500,000.00	.00
Comm Equip- Sinking Fund	27,669.31	27,669.31	27,790.00	120.69	99.57
Land Aquisition - Sinking	.00	.00	.00	.00	.00
Facility Improvement - Sinking	28,775.35	453,748.94	4,478,646.00	4,024,897.06	10.13
Transfer to General Fund from	.00	.00	.00	.00	.00
Capital Shrinking Fund	.00	.00	.00	.00	.00
Transfer to the General Fund -	.00	.00	.00	.00	.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>698,871.76</b>	<b>1,146,294.01</b>	<b>13,926,664.00</b>	<b>12,780,369.99</b>	<b>8.23</b>
<b>TOTAL REVENUE LESS EXPENSES</b>	<b>700,076.51-</b>	<b>1,154,705.14-</b>	<b>14,034,166.00-</b>	<b>12,879,460.86-</b>	<b>8.23</b>

CLACKAMAS COUNTY FIRE DISTRICT #1

Budget Status - CCFD PERS Reserve Fund

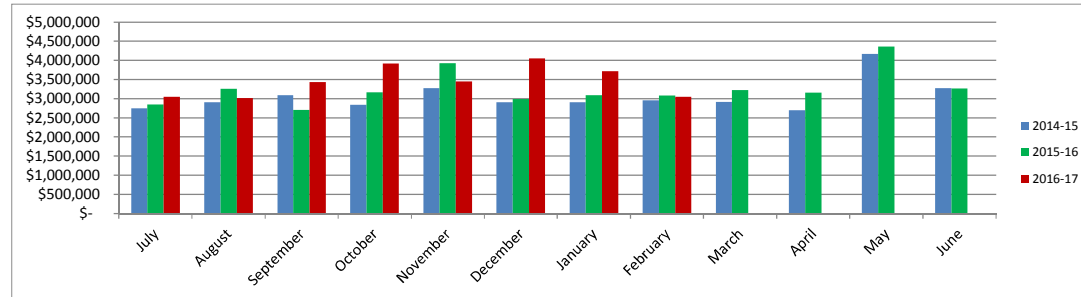
Expenditures vs Budget

FOR THE 08 PERIODS ENDED FEBRUARY 28, 2017

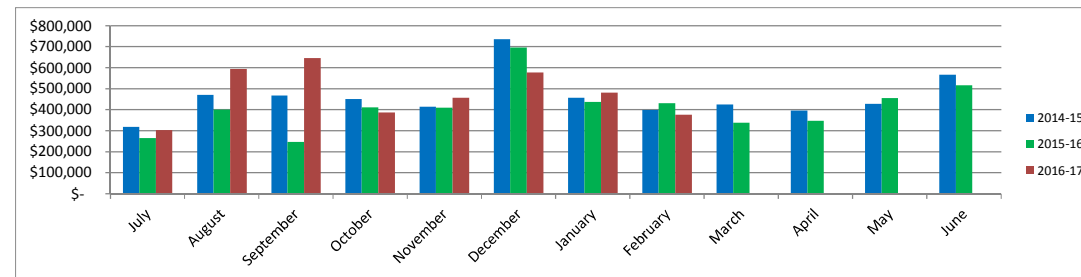
	MONTHLY ACTIVITY THIS MONTH	YEAR TO DATE			
		ACTUAL	ANNUAL BUDGET	AMOUNT UNUSED	% USED
REVENUE					
Investment Int.- PERS Reserve	503.31	3,694.73	.00	3,694.73-	.00
Transfers from Other-PERS Rese	.00	.00	.00	.00	.00
TOTAL REVENUE	503.31	3,694.73	.00	3,694.73-	.00
TRANSFERS					
Transfer to the General Fund-P	.00	.00	.00	.00	.00
TOTAL TRANSFERS	.00	.00	.00	.00	.00

**Clackamas Fire District #1**  
**General Fund Expenditures by Month**

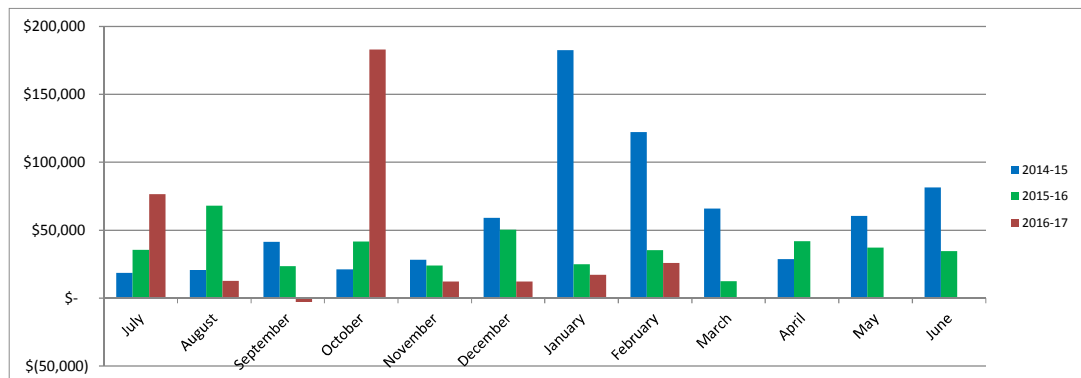
**Personnel Services - Fiscal 2013-14 to Present**



**Materials & Services - Fiscal 2013-14 to Present**



**Capital Outlay - Fiscal 2013-14 to Present**



# Administrative Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Doug Whiteley

Re: Fire Prevention Division Monthly Report – February 2017

---

**Engineering** Fire Prevention staff reviewed 94 buildings and land use projects in the month of February 2017. In addition, nine tenant remodel inspections were conducted, as well as one new construction inspection.

**Enforcement** A total of 306 inspections were carried out in the month of February 2017. These include fire and life safety inspections, special inspections completed by the Fire Prevention staff, and the business inspections completed by the fire companies.

## **Public Education**

Feb 10	Crew	E14	Grandma's Preschool Station Tour
Feb 15	Crew	E7	Station Tour
Feb 23	Crew	E3	Headstart Station Tour
Feb 24	Crew	T2	Sweetpea Preschool Station Tour
Feb 28	FMO/Crew	E7	Verne Duncan Elementary Safety Presentation

Note: The following are areas of interest on specific topics or items that have received additional staff time beyond what is noted above.

- The organization received a \$10,000 contribution from North Clackamas School District to go towards the replacement of Hands Only CPR manikins. These manikins are an essential part of the training for the middle school students that receive the CPR training.
- The Forest Edge Apartment complex in Oregon City has experienced continued erosion and sliding on the hillside, as noted previous years. All buildings impacted by this slide are evacuated and boarded up. There are two buildings from the apartments above Forest Edge that are empty too.
- The 30,000 gallon water tank to be placed at Station 13 has been purchased and will be installed by the end of March. As previously discussed, this will improve our ISO score and improve our rural water supply in that area.
- With the Boring annexation complete, all ISO documents have been submitted to ISO for review and scoring. We are waiting to hear back from them on a timeline to get our results.
- Staff will be attending the upcoming Excellence Conference to receive additional training and education on continued Accreditation. I will be unable to attend the March Board meeting since the conference is at the same time.

## 2017 Inspections January - February

Assigned To	Actions	Scheduled	# Done	% Done
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	1413	108	7.64%
	2 YEAR PREVENTION OFFICE	720	32	4.44%
	HAZ MAT INSPECTION	35	1	2.86%
	ANNUAL SELF INSPECTION	81	39	48.15%
	APARTMENT PROGRAM 1 YEAR	366	43	11.75%
	4 YEAR PREVENTION OFFICE	148	1	0.68%
Division, Fire Marshal Office	<b>Total</b>	<b>2763</b>	<b>224</b>	<b>8.11%</b>
Station, Station 1	COMPANY 1 YEAR INSPECTION	1	0	0.00%
	COMPANY 2 YEAR INSPECTION	21	7	33.33%
	COMPANY 4 YEAR INSPECTION	25	2	8.00%
	Lock Box	19	0	0.00%
	TARGET HAZARD WALK THRU	12	0	0.00%
Station, Station 1	<b>Total</b>	<b>78</b>	<b>9</b>	<b>11.54%</b>
Station, Station 10	COMPANY 1 YEAR INSPECTION	12	0	0.00%
	Lock Box	7	0	0.00%
	TARGET HAZARD WALK THRU	6	0	0.00%
Station, Station 10	<b>Total</b>	<b>25</b>	<b>0</b>	<b>0.00%</b>
Station, Station 11	COMPANY 1 YEAR INSPECTION	4	0	0.00%
	Lock Box	5	0	0.00%
	TARGET HAZARD WALK THRU	3	0	0.00%
Station, Station 11	<b>Total</b>	<b>12</b>	<b>0</b>	<b>0.00%</b>
Station, Station 14	COMPANY 2 YEAR INSPECTION	6	0	0.00%
	Lock Box	1	0	0.00%
	TARGET HAZARD WALK THRU	20	0	0.00%
Station, Station 14	<b>Total</b>	<b>27</b>	<b>0</b>	<b>0.00%</b>
Station, Station 15	COMPANY 1 YEAR INSPECTION	1	0	0.00%
	COMPANY 2 YEAR INSPECTION	38	0	0.00%
	Lock Box	8	0	0.00%
	TARGET HAZARD WALK THRU	10	0	0.00%
Station, Station 15	<b>Total</b>	<b>57</b>	<b>0</b>	<b>0.00%</b>
Station, Station 16	COMPANY 2 YEAR INSPECTION	72	0	0.00%
	Lock Box	4	0	0.00%
	TARGET HAZARD WALK THRU	12	0	0.00%
Station, Station 16	<b>Total</b>	<b>88</b>	<b>0</b>	<b>0.00%</b>
Station, Station 17	COMPANY 2 YEAR INSPECTION	63	0	0.00%
	Lock Box	3	0	0.00%
	TARGET HAZARD WALK THRU	6	2	33.33%
Station, Station 17	<b>Total</b>	<b>72</b>	<b>2</b>	<b>2.78%</b>
Station, Station 19	COMPANY 2 YEAR INSPECTION	22	0	0.00%
Station, Station 19	<b>Total</b>	<b>22</b>	<b>0</b>	<b>0.00%</b>
Station, Station 2	COMPANY 2 YEAR INSPECTION	20	10	50.00%
	COMPANY 4 YEAR INSPECTION	53	1	1.89%

Station, Station 2 Cont.	Lock Box	12	4	33.33%
	TARGET HAZARD WALK THRU	12	0	0.00%
Station, Station 2	Total	97	15	15.46%
Station, Station 3	COMPANY 1 YEAR INSPECTION	1	1	100.00%
	COMPANY 2 YEAR INSPECTION	41	5	12.20%
	COMPANY 4 YEAR INSPECTION	26	0	0.00%
	Lock Box	8	0	0.00%
	TARGET HAZARD WALK THRU	18	0	0.00%
Station, Station 3	Total	94	6	6.38%
Station, Station 4	COMPANY 2 YEAR INSPECTION	18	0	0.00%
	COMPANY 4 YEAR INSPECTION	26	0	0.00%
	Lock Box	5	0	0.00%
	TARGET HAZARD WALK THRU	14	0	0.00%
Station, Station 4	Total	63	0	0.00%
Station, Station 5	COMPANY 1 YEAR INSPECTION	1	0	0.00%
	COMPANY 2 YEAR INSPECTION	31	0	0.00%
	COMPANY 4 YEAR INSPECTION	1	0	0.00%
	Lock Box	2	0	0.00%
	TARGET HAZARD WALK THRU	2	0	0.00%
Station, Station 5	Total	37	0	0.00%
Station, Station 6	COMPANY 2 YEAR INSPECTION	30	0	0.00%
	Lock Box	5	0	0.00%
	TARGET HAZARD WALK THRU	4	0	0.00%
Station, Station 6	Total	39	0	0.00%
Station, Station 7	COMPANY 1 YEAR INSPECTION	3	0	0.00%
	COMPANY 2 YEAR INSPECTION	22	0	0.00%
	Lock Box	5	0	0.00%
	TARGET HAZARD WALK THRU	2	0	0.00%
Station, Station 7	Total	32	0	0.00%
Station, Station 8	COMPANY 1 YEAR INSPECTION	1	0	0.00%
	COMPANY 2 YEAR INSPECTION	86	0	0.00%
	COMPANY 4 YEAR INSPECTION	26	0	0.00%
	Lock Box	18	0	0.00%
	TARGET HAZARD WALK THRU	16	0	0.00%
Station, Station 8	Total	147	0	0.00%
Station, Station 9	COMPANY 2 YEAR INSPECTION	25	0	0.00%
	COMPANY 4 YEAR INSPECTION	1	0	0.00%
	Lock Box	8	0	0.00%
	TARGET HAZARD WALK THRU	7	0	0.00%
Station, Station 9	Total	41	0	0.00%
Grand Total		3694	256	6.93%

\*Assigned inspection numbers have changed due to the inclusion of the Self Inspection Program. Individual station numbers may continue to change over the next couple months due to businesses enrolling in the program.



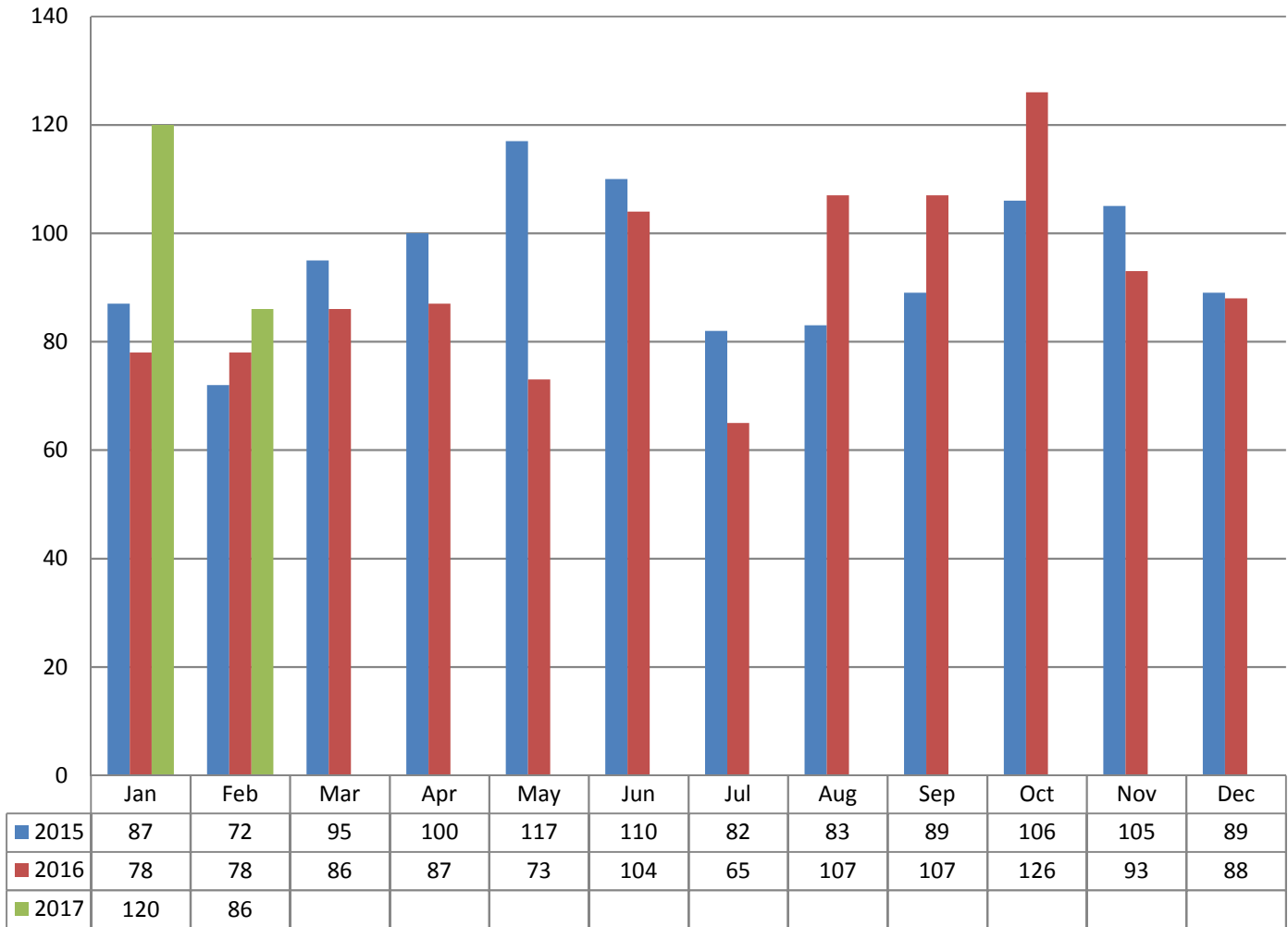
## Special Inspections

February 2017

Assigned To	Actions	# Done
Division, Fire Marshal Office	ENFORCEMENT ASSIST	3
	FINAL INSPECTION	2
	FIREWORKS	17
	FIRST REINSPECT	6
	NEW BUSINESS INSPECT	4
	NEW CONSTRUCTION INSPECTION	1
	OPEN BURNING	7
	PLAN REVIEW	94
	SECOND REINSPECT	2
	SPECIAL INSPECTION	5
	TENANT IMPROVEMENT	9
Division, Fire Marshal Office	Total	150
Grand Total		150

## False Fire and Medical Alarm Responses

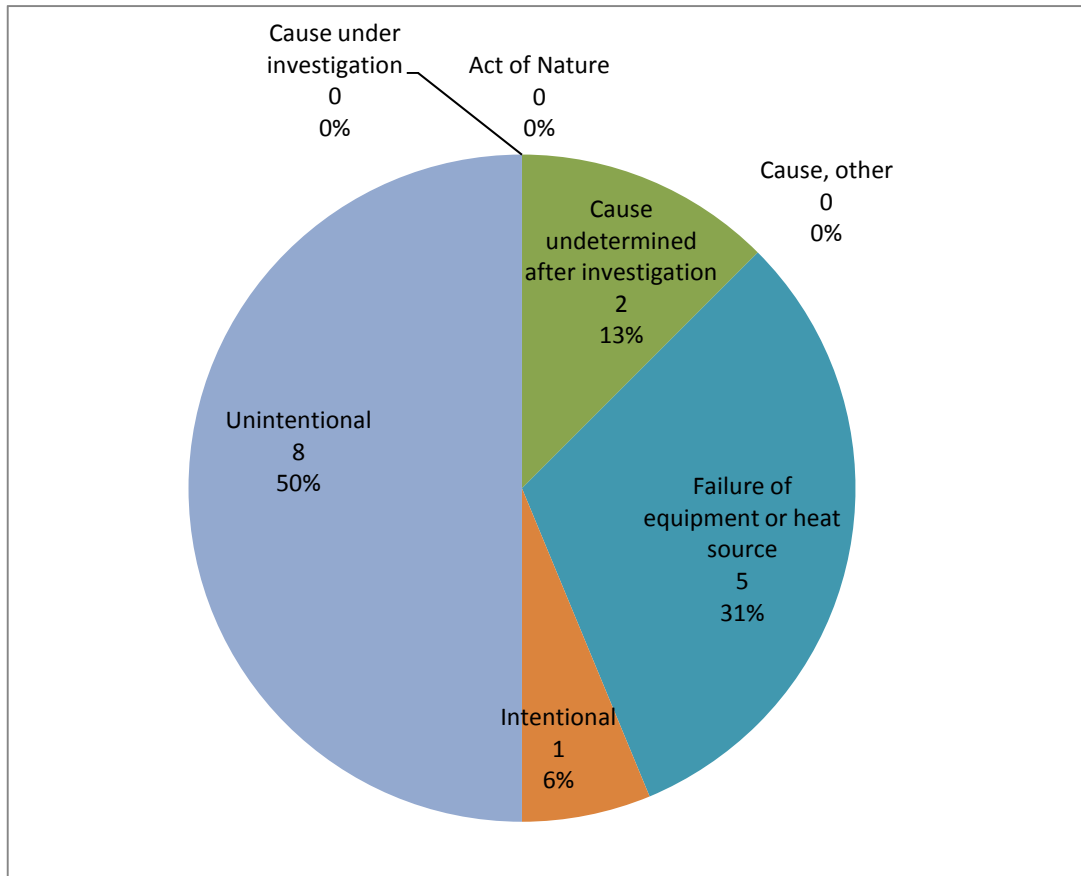
*Information within this category will be used for the purpose of cost recovery pursuant to Ordinance 09-01*



<u>Monthly Average</u>		
2015	95	Incidents
2016	91	Incidents
2017	103	Incidents

In 2006 Fire District personnel were responding to an average of 140 false fire alarm incidents per month. Due to these responses, in February of 2007 The Fire District adapted fee Ordinance 07-01. This cost recovery fee program was initiated in August 2007. A report is ran each month which lists all false alarm calls. In April 2009, Clackamas Fire District # 1 adopted Ordinance 09-01. Pursuant to Ordinance 09-01; Cost recovery fees may be imposed for responses to repetitive false (nuisance) responses to fire and medical alarms. No cost recovery fee shall be imposed for the initial four (4) fire alarm or medical responses to any residential or commercial occupancy during a calendar year. No cost recovery fee shall be charged if the fire alarm is a result of a fire. No cost recovery fee shall be charged if the medical alarm results in medical treatment by EMS personnel. Canceled en-route incidents are considered a billable event since the apparatus was deployed and thus an incident report must be generated. Fees will be based upon the reasonable estimate of the actual average cost of a fire alarm response.

## Clackamas Fire District #1 2017 Structure Fire Cause of Ignition



Year	Fire Cause of Ignition	Incidents	%
2015	Cause under investigation	0	1.98%
	Cause undetermined after investigation	11	12.79%
	Cause, other	1	1.16%
	Failure of equipment or heat source	15	17.44%
	Intentional	5	5.81%
	Unintentional	54	62.80%
2015 Total		86	100.00%
2016	Act of Nature	2	2.56%
	Cause under investigation	1	1.28%
	Cause undetermined after investigation	11	14.10%
	Cause, other	2	2.56%
	Failure of equipment or heat source	9	11.54%
	Intentional	4	5.13%
	Unintentional	49	62.80%
2016 Total		78	100.00%

**Data on 111-Building Fire's only within Clackamas Fire Dist. FMZ's  
Data Excludes: Cooking and Chimney Fires**

## Emergency Services

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Volunteer Services Chief Steve Deters

Re: Volunteer Services Division Monthly Report – February 2017

---

The following report is a breakdown of Volunteer activity in training and scheduled public events.

## **Fire Training**

Drills in the month February focused on the following:

- 2/1/17 - Meet and Greet with Estacada Fire
- 2/8/17 - IPS Skills: AOs
- 2/9/17 - IPS Skills: AOs
- 2/22/17 - Before the Call: Having a game plan
- 2/22/17 - Rehab support drill
- 2/23/17 - Before the Call: Having a game plan

## **EMS Training**

February EMS Training focused on the following:

- 2/15/17 - EMS- Spinal Immobilization
- 2/16/17 - EMS - Spinal Immobilization

## **In February the Volunteer group participated in the following Events/Meetings**

2/6/2017 – Association Board meeting

## **Recruitment**

Recruit Academy 17-01 time line set.

## **Explorers**

Drill focused on Search and Rescue operations

## **Public-Relations**

None reported.

## **Station Coverage**

The following is a breakdown of nights per station that had a Duty Shift.

Station 12 – 22/28

Station 13 – 21/28

Station 18 – 18/28

Station 19 – 6/28

Rehab/Water Tender Group – 23/28

**Personnel Changes**

Support Volunteer Jim Smith – Resigned

FF/EMT Andrew Harding – Resigned

## **CORRESPONDENCE**

- C-1 Thank you Re: Milwaukie Christian Church youth thanked Chief Charlton and Clackamas Fire firefighters for keeping people safe through the winter weather.
- C-2 Thank you Re: E17 crew: Capt. Neil Bishop, AO Bryan MacKender, and FF Ryan Savage for the care, service, and support they provided on December 28, 2016.

Fire Chief Charlton and  
all the Clatskanie Fire  
Fighters, Thank you - Hailey

⊞ 7;

Thank

you - Zachary

Thank you for keeping  
people safe through all  
the rough winter weather.

K. A. H. +

ALEX

Sincerely,  
Milwaukie Christian Church  
Kids



P.O. Box 1505  
Post Falls, ID. 83877



E17 crew: Capt. Neil Bishop, AO Bryan MacKender, and FF Ryan Savage

Thank you from the  
bottom of my heart.  
You are what a support  
system is all about.

Please accept this  
donation in Roy's  
name.

My most sincere

Thank you

Nancy Dasher 

## **INFORMATIONAL ITEMS**

- I-1 Family Escapes from Early Morning House Fire in Oregon City – Fox 12 Oregon
- I-2 Smoke Alarm Helps Two People, Dog Escape Apartment Fire – Fox 12 Oregon
- I-3 Smoke detectors keep Milwaukie apartment fire damage to ‘minimum’ – Clackamas Review/Oregon City News
- I-4 Clackamas Fire is proud to provide permanently expanded fire service – SDAO Weekly Update taken from Clackamas Review/Oregon City News
- I-5 Rotary, Clackamas Fire install smoke alarms – Clackamas Review/Oregon City News

Fox 12 Oregon

## Family Escapes from Early Morning House Fire in Oregon City

By Fox 12 Staff, Fox 12 Oregon on February 23, 2017 at 6:36AM



PORTLAND, OR (KPTV) -

A family in Oregon City was able to escape without injury as a fire spread through their home early Thursday morning.

The homeowners awoke to noise from the fire around 1:10 a.m. and got out of the house before calling 911, according to the Clackamas Fire District.

Crews arriving on the scene found heavy smoke and fire coming from the back of the home. Crews were able to control most of the blaze, but flames still made it into the attic

Firefighters had to pull the ceiling inside the home to completely clear the fire and search for hot spots.

Fire district investigators arrived at the home to search for a cause of the fire, and crews from Canby Fire also assisted at the scene.

Fox 12 Oregon

## Smoke Alarm Helps Two People, Dog Escape Apartment Fire

By Fox 12 Staff, Fox 12 Oregon on March 4, 2017 at 8:55AM



MILWAUKIE, OR (KPTV)

-

The Clackamas Fire District says working smoke alarms helped two people escape an apartment fire in Milwaukie.

Clackamas firefighters responded to the fire on 3430 Southeast Harrison Street at 3:15 a.m. Saturday morning.

When crews arrived, they found the fire in the bedroom of the second story apartment.

Firefighters were able to quickly extinguish the flames, and the fire was contained to the bedroom.

One person living in the apartment said he was downstairs watching television while the other was asleep in the bedroom upstairs when the smoke detector sounded. They both escaped unharmed along with their dog.

Clackamas Fire Inspectors are working to determine the cause of the fire.

The Clackamas Fire District said this is a great example of smoke alarms making a difference in a home. Firefighters said lives were saved and property damage was kept to a minimum due to early detection.

Clackamas Review/Oregon City News

## Smoke detectors keep Milwaukie apartment fire damage to 'minimum'

Created on Monday, 06 March 2017 | Written by Raymond Rendleman

One resident of the apartment told firefighters that he was downstairs watching television while the other resident was asleep in the bedroom upstairs

---

Clackamas Fire officials say both residents of an apartment in Milwaukie were able to escape a Saturday morning fire, unharmed with their dog, thanks to working smoke alarms in their residence.



PHOTO COURTESY: CLACKAMAS FIRE - The window of a Milwaukie apartment's second-story bedroom was broken out after a Saturday fire.

At 3:15 a.m. on March 4, Clackamas firefighters responded to a fire at Hidden Village Apartments, 3430 S.E. Harrison St. Finding the fire in a second-story apartment bedroom, the firefighters quickly extinguished it and contained it the bedroom, said Steve Hoffeditz, Clackamas Fire spokesman.

One resident of the apartment told firefighters that he was downstairs watching television while the other resident was asleep in the bedroom upstairs when the smoke detector sounded.

"This is a great example of smoke alarms making a difference in a residence," Hoffeditz said. "Lives were saved and property damage was kept to a minimum this morning due to early detection."

Clackamas Fire was aided at the scene by Portland Fire and Milwaukie Police departments.

SDAO Weekly Update (Online) taken from Clackamas Review/Oregon City News

## Clackamas Fire is proud to provide permanently expanded fire service

Created on Wednesday, 08 March 2017 | Written by Fred Charlton

Commemorative coins have Boring Fire District #59's logo on one side and Clackamas Fire's logo on the other side to show the inclusion and spirit of unity for both districts

---

On Feb. 27, Clackamas Fire District #1 celebrated the "grand reopening" of the Damascus community fire station.



SUBMITTED PHOTO - Pictured at Clackamas Fire's new sign at Damascus Station 19 are (from left) Firefighter Justin Lynn, Capt. Josh Gehrke and Apparatus Operator Blake Meyer.

In July 2014, Clackamas Fire opened this fire station 40-hours per week under a contract for service to Boring Fire District #59. Upon the recent legal integration (annexation) of Boring Fire into Clackamas Fire, we are able to increase staffing in the Damascus community to ensure coverage 24-hours per day and seven days per week.

This increased staffing will allow for an advanced life support fire engine to respond throughout our expanded service area and will provide for enhanced fire and emergency medical response

capabilities. We are proud to be the permanent service provider to the communities of Barton, Boring, Damascus and Eagle Creek.

The Clackamas Fire District's 12th Annual Awards and Recognition Banquet and swearing-in ceremony, was held on Jan. 26 at the Abernethy Center in Oregon City. The banquet recognized excellence in 2016 as we thanked our elected officials, staff, career, and volunteer personnel for all their care, compassion, dedication, professionalism, and selflessness.

The evening began with the Clackamas Firefighters Pipes and Drums and the posting of colors by Clackamas Fire District's #1 Honor Guard. The promotional ceremony included reciting the oath of the position and the pinning of the uniform badge by friend or family member. The swearing-in and promotions consisted of the following ranks: firefighter, fire inspector, apparatus operator, lieutenant, captain, battalion chief, division chief, and the recognition of two new administrative staff.

Each award recipient and staff being sworn-in received a challenge coin. These coins were designed by the fire district and have Boring Fire District #59's logo on one side and Clackamas Fire's logo on the other side to show the inclusion and spirit of unity for both districts. Clackamas Fire is extremely proud of all of our employees and volunteers for their continued support and dedication day in and day out.

Clackamas Review/Oregon City News

## Rotary, Clackamas Fire install smoke alarms

Created on Thursday, 16 March 2017 | Written by Raymond Rendleman

Milwaukie Rotarians installed 30 devices for residents of the 55 and older Nez Perce Mobile Community

---

On March 4, the Rotary Club of Milwaukie partnered with Clackamas Fire to purchase and install smoke alarms in another local smoke-alarm-installation campaign.



Milwaukie Rotarians installed 30 devices for residents of the 55 and older Nez Perce Mobile Community, 10550 S.E. 70th Ave. The manufactured-home park with 20 buildings is located near King Road, just east of the current Milwaukie city limits.

On the day of the event, Rotary Club members invited residents of the mobile home park to test their smoke detectors. If the residents lacked a working smoke alarm, the Rotarians installed them in their homes at no cost to the residents.

The Rotary Club of Milwaukie schedules two such campaigns a year for residential communities that Clackamas Fire identifies as candidates for the service project.