

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS MEETING July 15, 2019

(This meeting was recorded.)

### I. CALL TO ORDER PER ORS 192.610 TO 192.690

**ORS 192.650 – The meeting is being recorded.**

President Syring called the meeting to order at 6:00 pm.

President Syring noted that Chief Charlton was absent tonight. Deputy Chief Whiteley would be facilitating the meeting.

**Present:** Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Deputy Chief Doug Whiteley; Deputy Chief Ryan Hari; Division Chief Mike Corless; Division Chief Josh Gehrke; Division Chief Bill Conway; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Jonathan Scheirman; Battalion Chief Nick Browne; Battalion Chief Brain Stewart; Volunteer Jerry Kearney; Emergency Manager Gregg Ramirez; Data Systems Director Shelby Hopkins; Battalion Chief John Hopkins; Finance Director Christina Day; Medical Services Battalion Chief Josh Santos; Fire Marshal Shawn Olson; Agent of Record Jeff Griffin from Wilson-Heirgood Associates; Dr. Craig Warden; citizen Chris Hawes; and Executive Assistant Karen Strejc.

### II. CHANGES TO AGENDA

Deputy Chief Whiteley shared that the Feasibility Study was now listed as OB-3 and there would be a short presentation prior to discussion.

### III. APPROVAL OF THE REGULAR BOARD MEETING ON JUNE 17, 2019; AND THE SPECIAL BOARD MEETING ON JULY 1, 2019.

**Since there were no changes, the minutes for the regular board meeting on June 17, 2019 and the special board meeting on July 1, 2019, were approved as written.**

### IV. PUBLIC COMMENT

Chris Hawes  
Damascus Citizen

Chris Hawes shared that there would be a Car Show on July 27, 2019 from 10:00 am – 2:00 pm at the Fire District's Training Center. He explained that the raffle prizes would include fire extinguishers that had been plasma cut into shapes. There would also be a Chief's award and the best firefighter rig. Twenty-five trophies were made by Carolina Customs. Twenty-five plaques were made for sponsor trophies. He invited people to come out to the event.

Chris shared that they were raising money for the Clackamas Emergency Services Foundation, The Missing in America Project, and Randall Children's Hospital.

## **V. PRESENTATION- BOARD TRAINING**

Jeff Griffin from Wilson-Heirgood Association shared that Special Districts could receive 2% off insurance costs directors attend a board training class. Five classes were offered each year.

Jeff shared that the main partnerships that impact the Board members were the Oregon Fire District Directors Association (OFDDA) and Special District Association of Oregon (SDAO).

Jeff noted that the culture at CFD #1 from top to bottom was outstanding. He shared that the District had great employees and great firefighters.

Jeff noted that he would be talking about some of the laws. He shared the main things a Board did was: develop a strategic plan for the future, hire and manage a competent Fire Chief and manage the funds.

Jeff shared that all government in the State of Oregon was formed under a chapter of law. Fire was formed under ORS 478. It framed up what a board's duties and authority were.

Jeff explained about the Oregon Tort Law, which limits how much money a district could be sued for and how long a district could be sued prior to the statutes of limitations being met.

Jeff explained that most suites were people issues, such as hiring, firing, promoting, and demoting. It wasn't firefighting that got agencies into trouble.

Jeff reviewed various Oregon Revised Statutes (ORS).

Jeff noted the importance of always doing the right thing. Do the right thing, at the right time, in the right way, with the right attitude for the right reasons.

## **VI. PRESENTATION- SEMI-ANNUAL PHYSICIAN SUPERVISOR'S REPORT**

Dr. Craig Warden shared some highlights from his report.

Dr. Warden noted that this past Thursday, 11 new emergency medicine interns went to the Training Center. Firefighter Dale Clarke, who is currently on light duty, along with Assistant Medical Director John Turner, ran a show of the District's capabilities. Heavy Rescue 305, Medic 303, Engine 308 and an AMR unit did a simulated extrication out of a car, as well as a cardiac arrest scenario in a bathroom.

Dr. Warden shared that he and Battalion Chief Santos had been doing ride-alongs every Monday, but were changing it to every other Monday. They may also have some apparatus or AMR provide some of the ride alongs as well, due to work loads.

Dr. Warden noted that first and second year medical students would be coming this fall. They would be hosted by Medic 303 and Medic 316. These students do 40 hours of ride-alongs with the Fire District and Clackamas AMR.

Dr. Warden noted that the EPIC committee was continuing to work monthly. They were working with the county on a county-wide quality assurance system. They were developing key performance indicators (KPIs) for cardiac arrest, strokes, STEMIs and intubations.

Dr. Warden shared that the EMS Committee met monthly. They were currently working on the medical kit to see if they could make it lighter. They were also looking at this at a county level, so that everyone, county-wide, would be using the same medical kit.

Dr. Warden shared that their latest use of the system enhancement funds was for a multi-agency training where they did a realistic OB simulation in March and April. They worked on airway training and another scenario. He noted that everyone was working to get more things standardized within the county.

Dr. Warden noted that the EMS Council was working on the county EMS Strategic Plan. They were looking at standardizing equipment, including the kits, monitors, and patient care report software.

Dr. Warden stated that they were working on single unit responses. The two pilot projects were: 1) Using an AMR response for Sunnyside Urgent care facility transports. 2) Using single fire units on motor vehicle accidents with no injuries.

Dr. Warden shared that the last meeting of the Tri-county Protocol Development Committee would be in September.

Dr. Warden explained that a new mobile training unit had been deployed in the last week or so. This allowed the opportunity to bring the training to the Stations and be more efficient.

Dr. Warden reported that the CAD system was getting better and would give much more flexibility in the way the Fire District did responses.

Dr. Warden noted that no current research was being done.

Director Wall asked about him sharing that they were continuing to have medication shortages. Director Wall also asked if it was a sound practice to dilute epinephrine. Dr. Warden shared it was a sound practice when the alternative was not having any epinephrine at all for the patient. He explained that some agencies were going to dilute it ahead of time. He explained that they decided to do the dilution at the scene. Director Wall asked if he thought this would continue to be a problem. Dr. Warden said yes, because if it is not this drug, it would be another. He said that this was the best solution for now.

## **VII. PRESENTATION- ACCREDITATION UPDATE**

Deputy Chief Whiteley shared he would be giving an update on the 2020 Accreditation process.

Deputy Chief Whiteley recognized Data Systems Director Hopkins and her staff, thanking them for pulling a lot of data together and making adjustments for this report. He also thanked Battalion Chief Brian Stewart, who would be the Accreditation Manager for the next session. He thanked him for all of his work, sharing he had been a huge asset to him and this process.

Deputy Chief Whiteley shared why Accreditation was important:

- All hazard risk analysis.
- Continuous quality improvement.
- Validation and verification of your good work.
- Recommendations for improvement.
- Ongoing accountability. It is helpful to have an outside Agency do an analysis of the organization.

Deputy Chief Whiteley shared Accreditation Details:

- Strategic Business Plan.
  - Reviewed and updated twice a year.
- Community Risk Assessment.
  - Newer and larger focus. Battalion Chief Stewart was taking the lead on this.
- Standards of Cover.
  - There was a plan to review and update the current document. However, the District would wait to make changes until after the Community Risk Assessment had been completed.
- Self-Assessment Manual. This manual included:
  - Core Competencies.
  - Performance Indicators.
  - Over the next six months, staff would be working on writing these core competencies and performance indicators.
- Site Visit
  - This would occur sometime next year.
  - Recommendations would be made from the site visit.
- Commission Hearing
  - The hearings were conducted twice a year. One was at Fire Rescue International (FRI) in the summer and the second was at the Excellence Conference in the spring. The Fire District will have its hearing at FRI.
- Annual Compliance Reports
  - These reports were a yearly check-in on the progress of answering the recommendations that were given.
- Northwest Accreditation Consortium
  - Agencies from the Pacific Northwest met to work together and support each other as they work on Accreditation.

#### Current Annual Compliance report

- This is the fourth and final Annual Compliance report for this cycle. The fifth year will be working on the accreditation report.
- Part of the report shares District changes and updates.
- The Fire District will be transitioning to the newest Fire Emergency Services Self-Assessment Manual (FESSM). He explained the Fire District was currently accredited under the 8<sup>th</sup> edition. They have now moved to the 9<sup>th</sup> edition.
- The Annual Compliance Report was due by July 15, 2019. The report was submitted last week. DC Whiteley has been contacted by the reviewer and a meeting by phone has been scheduled for Friday, July 19, 2019, to review the report with the reviewer.

Deputy Chief Whiteley shared the Accreditation timelines. He noted that reports would be distributed in batches this year, spreading out the documents for updating over the course of two months.

- July 2019- 4<sup>th</sup> Annual Compliance Report due
- July 2019-December 2019- Documents Development and review
- March 2020- Documents uploaded
- April/May 2020- Site visit
- August 2020 – Commission hearing at the Fire Rescue in Arizona.

Director Trotter noted that it was an excellent program. He shared that it made the District look at things from an outside prospective.

#### **VIII. PRESENTATION- AFTER ACTION REVIEW OF THE PORTLAND AREA CAPABILITIES EXERCISE**

Emergency Manager (EM) Ramirez shared that the Fire District participated in the Portland area capabilities exercise. It was held over three days, April 30<sup>th</sup>, May 1<sup>st</sup> and May 2<sup>nd</sup>, capturing all three shifts.

EM Ramirez stated that there was participation from Weapons of Mass Destruction Civil Service Support Team, AMR, and CERT team members along with the Fire District.

EM Ramirez noted that the objective of the exercise was to safely respond to, treat, package and transport patients with a suspected highly contagious condition.

EM Ramirez shared that the issue for this exercise was the plague. The plague was still around, with cases still occurring in the Northwest.

EM Ramirez stated that after the exercise, they gathered information from all the individuals who participated. He also met with the Hazmat team to discuss specific AAR points.

EM Ramirez shared that overall, the team did a great job. He noted that responders communicated well with each other and the patients. They creatively solved problems and

modified tactics to meet the demands of the situation. Participation in the exercise itself as well as the preparation phase and hot wash process was great.

Emergency Manger Ramirez noted that in September, the Fire District was going to work with Kaiser Sunnyside to practice transporting a patient to them in a pod and practice handing over a patient to the hospital.

Director Wall asked how we were dispatched so the firefighters don't show up without the appropriate gear. EM Ramirez explained that CCOM had a specific term they used when dispatching firefighters to respond to a specific patient with a precise need.

## **IX. BUSINESS**

### **B-1 Request Board Approval of Resolution 19-04- Authorizing Interfund Loan for Fiscal 2019-2020**

Finance Director Day shared that this was the standard resolution she presents each July, which allowed the Fire District to borrow from a reserve fund, if it ran low on its operating funds prior to getting the tax revenues in November.

Finance Director Day explained that this year, it would most likely be borrowing from the capital projects fund, the enterprise fund and the equipment reserve fund.

President Syring noted that in the financial report, as of June 30<sup>th</sup>, the ending fund balance showed roughly \$26 million total. He confirmed with Finance Director Day, that this \$26 million would be what the District would use between July and November. Finance Director Day shared that the District operated on \$4.5 to \$5 million per month. She stated that the District probably wouldn't need to do interfund loans, but she would like to have this in place just in case. She said that at the beginning of the new fiscal year, all the new contracts come up, and they were the larger contracts. Staff was still working on things and trying to wait to pay some of the contract bills until November after some of the tax revenue has been received.

**Director Cross moved and Director Trotter seconded the motion for the Board to adopt Resolution #19-04- Authorizing Interfund Loans for Fiscal 2019-2020. The motion passed unanimously.**

## **X. OTHER BUSINESS**

### **OB-1 Strategic Business Plan Update**

Deputy Chief Whiteley shared that in the packet there was a memo along with an attached Strategic Business Plan for review.

Deputy Chief Whiteley noted that this was something the Fire District reviewed twice a year, in January and July. He explained that it also was reviewed at the Staff Planning Retreat each September.

Deputy Chief Whiteley shared that the edits were within the goal section, in the objectives and critical tasks, along with added notes for clarification. He noted that a few have more updates than others, specifically goal six.

## **OB-2 Board Committee/Liaison Reports**

### **Foundation Liaison**

Director Trotter asked if anyone had questions about the Foundation minutes from the May 22, 2019 meeting that were located in the packet under R-1b. There were no questions from the group.

Director Trotter shared that the Foundation Dinner/Auction did well this past year. The Dinner/Auction Committee decided to increase the potential revenue budget, with the goal being \$79,510. He explained that they were going to strive to get more business table sponsors. They would be asking everyone for ideas of who these individuals and businesses could be. He explained that expenses would go up a little, but it was reasonable if more money was to be raised.

## **OB-3 Board Informational Updates/Comments**

President Syring shared that Chief Charlton called a CFD #1 Interagency Committee Meeting to be held on Thursday morning, July 20. They would be working on getting a better understanding of EFD #69's budget, due to a possible contract for service. The meeting would include Chief Charlton, BC Steve Deters, Director Joseph and himself.

President Syring shared that the Joint Board Meeting with EFD #69 was held on July 8<sup>th</sup>. The current IGA with EFD #69 would terminate in 75 days.

EFD #69 would have their Board meeting on Thursday, July 18<sup>th</sup>.

BC Deters provided an update on the Feasibility Study. He shared that Emergency Services Consulting International (ESCI) presented the final study at the Joint Board meeting with EFD #69 on July 8<sup>th</sup>. He noted that there were still some minor edits to the final study provided.

BC Deters noted that he, Deputy Chief Whiteley and Chief Charlton met with EFD #69 the week of July 8 to discuss the edits. EFD #69 was pretty happy with most of the edits, but they felt that the final salary comparison was three years old and needed to be updated.

BC Deters shared other study edits:

- Location of CFD #1 Apparatus
- Station 21 was listed as "in-active," but it was now "active" as a rehab station.
- Unit Hour Utilization. Heavy Rescue 305 doesn't show up in the chart.

BC Deters shared information about the Financial Analysis.

He shared that the fiscal year ran from July 1<sup>st</sup> through June 30<sup>th</sup>. In the Feasibility Study, it was listed as 2019-2020. He noted that it was a big hurdle with the revenue portion, deciding what was recurring versus nonrecurring revenue.

BC Deters noted that the Financial Analysis figures weren't the most accurate figures. He shared that these numbers were updated during the course of the study.

Finance Director Day pointed out the -\$2,348,380 on the chart. She shared that the 2019 adopted column only included the first supplemental budget, not the second. The numbers also were budget, not actual; which budget figures were usually higher than actual expenses.

Finance Director Day noted that "recurring" versus "nonrecurring" caused a lot of confusion. She explained that they tried to direct ESCI to a more operational perspective.

Finance Director Day shared that the biggest problem she saw with this was grant costs. Grants would show as part of the recurring expense because it was a part of materials and services, but grants were a non-recurring revenue.

Finance Director Day showed a spreadsheet she used throughout the year. It was a summarized version to show where the Fire District would end at the end of the budget year. She explained that the gray represented last fiscal year, while peach was the new, current fiscal year. She reviewed the percentage used of each section of the budget.

Finance Director Day noted that the Fire District began fiscal year 2018-19 at \$17,303,197 and would end at \$17,834,592. She shared that it received a much larger than average property turnover from the County. It was \$1.4 million versus the \$200,000 per month that the District thought it would be. She shared this was due to: the final third payment for the tax year, foreclosure property tax turnovers, payers catching up to avoid penalties and a collection rate of 96.75% versus the budgeted 95.25%. With this, the funds received were approximately \$1.2 million more than projected at year end, which was about \$946,000 more than originally budgeted for fiscal year 2018-19.

Finance Director Day shared that it was a pretty tight budget.

Finance Director Day explained that she and BC Deters redid some of the tables that were prepared by ESCI for the Feasibility Study. One fiscal year was taken at a time and the table was redone. She shared the revenues and expenses for both years, fiscal year 2018-19 and fiscal year 2019-20. These tables show:

- Fiscal Year 2018-19: net gain of \$546,402 anticipated.
- Fiscal Year 2019-20: net gain of \$742,462 anticipated.

Director Cross asked about the disparity of the wages for employees. BC Deters explained that wages were closer than what was originally thought. Discussion about wages followed.



Director Trotter asked a question about ESCI's report, page 156. He recalled that it stated that EFD #69 could be financially unattainable as early as 2020. He asked if the numbers being proposed were going to change these statements. He believed this was a critical question to ask. He also asked about the potential impact on ISO insurance rates. BC Deters shared that staff was currently working on the financial picture. The numbers on the charts would change after October 1<sup>st</sup>. Costs would be figured for both sides for long-term sustainability.

Director Cross suggested that they needed to have finances projected out for three years at a minimum.

President Syring noted that in 75 days, the current IGA would end.

Director Joseph noted that the District was making too many assumptions regarding EFD #69. He shared that their Board hadn't provided much response so CFD didn't know what EFD #69 wanted. Director Joseph didn't feel it was appropriate to do all of this work without hearing from them about what they wanted. He suggested that when CFD received requests from them, then CFD could move forward.

BC Deters shared the next steps:

- The meeting of the Clackamas Fire Interagency Committee meeting would be on Thursday, July 18<sup>th</sup> in Boring.
- CFD #1 staff would attend EFD #69 Board meeting on July 18<sup>th</sup>.
- If directed, CFD would complete an analysis regarding contract for service.
- Provide feedback to ESCI.
- The current IGA would end on September 30, 2019

BC Deters thanked the group for the opportunity to get the correct information to them.

Director Trotter noted that there needed to be a win-win for both sides and advantages for each district. He added that CFD needed to get financial information related to doing some of the things listed under the advantages, for CFD, in the report.

## **X. INFORMATIONAL ONLY**

### **A. Divisional Reports**

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

DC Whiteley would share District updates during his report.

#### **R-1a.1 – Public Information Office**

As presented.

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

Deputy Chief Whiteley shared several Fire District updates.

- August 6<sup>th</sup> was National Night Out.
- September was Emergency Preparedness Month. EM Ramirez was working on plans for this month. He would be meeting with EM Ramirez soon to finalize the plans and would let the group know what that plan looked like.
- CFD firefighters have not gone on one conflagration yet this year. At this time last year, CFD was on its third conflagration.

Deputy Chief Whiteley noted that his report was as submitted.

**R -1b.1 Business Services**

As submitted.

DC Gehrke noted that in a previous meeting, Director Wall asked about services that were done for Hoodland. He noted that they were currently working on a limited term, service IGA for Emergency services for maintenance with Hoodland. He added that this would be something that would end by October 31<sup>st</sup>.

DC Gehrke noted that they had several days of service at the 130<sup>th</sup> campus. Many people including the Fire Chief, spent time getting the area cleaned up. He thanked all who helped with this.

**R – 1b.2 Fire Prevention**

As submitted.

Fire Marshal Olson noted that one of the public education specialists would be focusing on the mobile/manufactured home complexes, preferably the 55 and over communities. They would be reviewing some of the data from fires that had occurred in these areas. They planned to focus on meeting one-on-one, providing community risk reduction aspects like falls and trips, as well as teach fire safety to residents in their homes. He shared he wanted to get a better outreach in these areas. They would be reaching out to managers and planned to hold community events as well.

Director Cross asked if there were any fires or citations over the 4<sup>th</sup> of July. Fire Marshal Olson shared that it was pretty quiet. He noted that there was one fire that morning. It was an unintentional fire.

**R -1c Emergency Services Division**

As submitted.

**R -1c.1 Emergency Medical Services/Training**

As submitted.

Director Wall asked about Athletic Trainer Jennifer Adams leaving the Wellness Division and if there was a replacement. DC Conway explained that Jennifer and Athletic Trainer Matt Alvarez

had been sharing the half time position, both working quarter time. He added that now, Matt was working half time.

### **R -1c.2 Financial Services**

Finance Director Day shared that in the next few months, she would be submitting two financial reports, one for fiscal year 2018-19 and one for fiscal year 2019-20.

### **R-1c.3 Operations**

As submitted.

### **R-1c.4 Training Division**

As submitted.

BC Hopkins shared several highlights. He noted that staff was on their 10<sup>th</sup> dumpster at the 130<sup>th</sup> campus as the cleanout up of the TC continues. BC Hopkins shared that this quarter's drill topic was mass casualty incidents (MCI).

Director Wall asked about restructuring of the Training Division. BC Hopkins noted that there would be the same number of instructors as the Fire District has always had. He added that the Fire District was trying to do the same with less and watch the financials very closely.

Director Cross mentioned an incident on June 13<sup>th</sup>, narrated by BC Carlsen. He stated that was amazing. PIO Paxton shared that the young man was showing signs of improvement. Crews did a great job getting him to hospital. The Foundation had donated \$2,000 to help with costs for the young man's care and the family's needs. The crews were staying in touch with the family.

### **R -1c.5 Volunteer Services**

BC Deters shared that training for June included rural water supply, firefighter skills, and Mayday drills. EMS training was environmental emergencies and allergic reactions.

BC Deters noted that for recruitment, all participants were into the pre-physical and psychological testing.

BC Deters shared that the Explorers had drills on SCBA mask training as well as forcible entry. He also noted that the Explorers helped with the clean-up days at the Training Center.

BC Deters explained the station coverage for the month of June: Station 12 had 10/30, Station 13 had 20/30, Station 18 had 28/30 and the Rehab/Water Tender Group had 22/30.

Battalion Chief Deters noted that P-VFF/EMT Travis Molinari was hired at Colorado Springs Fire and Rescue. He also shared that AO/EMT-P Josh O'Dell had resigned. He took a leadership position at his current job, and it didn't allow for as much spare time.

**R-1c.6 Volunteer Association President's Report**

Volunteer Jerry Kearny noted that both the President and Vice President could not attend tonight's meeting, so he will be sharing the report.

Jerry noted that in June, they had their election of officers. There were no changes.

Jerry shared that they had an engine tour at the Pub and Grub.

Jerry explained that as an Association, they decided that Old Red was really old. They would be working on updating it.

Jerry stated that they contributed \$4,000 to the Clackamas Future Farmers of America livestock auction to purchase the animals from students. They also contributed \$600 to Muscle Hustle. The Muscle Hustle is an event where firefighters pull current apparatus. The money raised at this event went to the Trauma Intervention Program.

**B. Correspondence**

Noted.

**C. Informational Items**

Noted.

**D. Next Meeting**

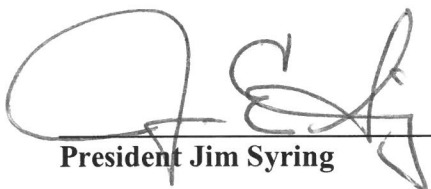
The next meeting would be on Monday, August 19, 2019 at 6:00 pm at Station 5.

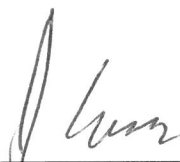
Director Thomas shared an unofficial announcement. He stated that on August 2<sup>nd</sup>, he would be retiring from the dry cleaning business.

**IX. ADJOURNMENT**

The regular board meeting was adjourned at 7:55 PM.

Karen Strejc  
Executive Assistant

  
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President Jim Syring

  
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Secretary Jay Cross