



Clackamas Fire District #1

Board Meeting Briefing Packet

November 18, 2019



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, November 18, 2019
Meeting Location: Mt. Scott Fire Station
6:00 pm**

AGENDA

REGULAR SESSION

- I. CALL TO ORDER PER ORS 192.610 TO 192.690
ORS 192.650 – The meeting is being recorded.**
- II. CHANGES TO AGENDA**
- III. APPROVAL OF THE MINUTES FOR THE BOARD WORK SESSION ON
OCTOBER 18, 2019 (p. 5) AND THE REGULAR BOARD MEETING ON
OCTOBER 21, 2019 (p. 10)**
- IV. PUBLIC COMMENT** *(The President will call for statements from citizens regarding
District business, not to exceed three minutes per person.)*
- V. PRESENTATION –VOLUNTEER OF THE YEAR AWARD FROM THE
OREGON EMERGENCY MANAGEMENT ASSOCIATION – Emergency
Manager Ramirez**
- VI. PRESENTATION – INFORMATIONAL TECHNOLOGY UPDATE –
Informational Technology Director Hicks**
- VII. BUSINESS – Action required**
 - B-1 Request Board Approval of Christina Day as Budget Officer for 2020-2021 –
Verbal - Chief Charlton**
 - B-2 Request Board Approval of Resolution 19-06 Resolution Amending
Ordinance 18-01 and Providing the Fire Chief the Discretionary Authority to
Waive or Decrease Rates and Fees and to Adopt Rules Addressing How
Rates and Fees May be Administered or Assessed - Division Chief Conway
(p. 21)**
 - B-3 Request Board Approval of Revised Board Policy Manual – Chief Charlton
(p. 36)**
 - B-4 Request Board Approval of Technology Integration Group (TIG) Contract –
DC Gehrke / IT Director Hicks (pg. 101)**



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B-5 Request Board Approval of HazMat Elite Command Package – Division Chief Stewart / Captain Kilgras (p. 103)

B-6 Request Board Approval of Ground Emergency Medical Transport (GEMT) Supplemental Revenues – Division Chief Conway / Finance Director Day (p. 111)

VIII. 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 Committee/Liaison Reports
Interagency – Director Joseph/Director Syring

OB-3 Board Informational Updates/Comments
Summary of Oregon Fire Service Conference

IX. INFORMATIONAL ONLY

A. Divisional Reports

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

R-1a.1 Public Information Office Report – Public Information Officer
Brandon Paxton (p. 114)

R-1b Business Services Division – Deputy Chief Doug Whiteley (p. 116)
Financial Services – Finance Director Christina Day (p. 117)
Human Resources – Human Resources Director Trish Noble
(p. 142)

R-1b.1 Support Services – Division Chief Josh Gehrke (p. 145)
Data Services – Data Services Director Shelby Hopkins (p. 146)
Fleet Services - Fleet Director Bill Bischoff (p. 148)
Information Technology - Information Technology Director Oscar
Hicks (p. 150)
Logistics Services - Logistics Director DeAnn Cordes (p. 151)

R-1b.2 Community Services – Division Chief Brian Stewart
Emergency Management – Emergency Manager Gregg Ramirez
(p. 152)
Fire Marshal's Office – Battalion Chief Shawn Olson (p. 153)



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- R-1c Emergency Services Division – Chief Charlton
 - R-1c.1 Emergency Medical Services – Division Chief Bill Conway **(p. 158)**
 - Medical Services – Battalion Chief Josh Santos **(p. 159)**
 - Health and Wellness – Health & Wellness Director Heather Goodrich **(p. 166)**
 - R-1c.2 Operations – Division Chief Mike Corless **(p. 172)**
 - Training Division – Battalion Chief John Hopkins **(p. 191)**
 - R-1c.3 Volunteer Services – Battalion Chief Steve Deters **(p. 193)**
 - Volunteer Association Report – Verbal – President Ryan Kragero
 - Facility Maintenance – Facilities Director Scott Vallance **(p. 195)**

B. Correspondence (p. 196)

C. Informational Items (p. 199)

D. Next Meeting

The next Board of Directors' meeting will be on Monday, December 16, 2019 at 6:00 pm at Mt. Scott Station 5.

X. ADJOURNMENT

UPCOMING EVENTS:

November 30 – December 21 – Operation Santa Claus

December 16 – Regular Board of Directors' Meeting – 6:00 pm

December 18 – District Family Night at Operation Santa Warehouse

Clackamas Fire District #1



**BOARD OF DIRECTORS' WORK SESSION
October 18, 2019**

(This meeting was recorded.)

**1. CALL TO ORDER PER ORS 192.610 TO 192.710
ORS 192.650 – The meeting is being recorded.**

President Trotter called the meeting to order at 10:00 am.

Present: Board of Directors Jay Cross, Jim Syring, Thomas Joseph and Don Trotter; Chief Fred Charlton; Deputy Chief Doug Whiteley; Deputy Chief Ryan Hari; Division Chief Mike Corless; Division Chief Josh Gehrke; Battalion Chief Steve Deters; Battalion Chief Brent Olson; Battalion Chief Brian Stewart; Fire Marshal Shawn Olson; Captain Mark Corless; Inspector Izak Hamilton, Volunteer Jerry Kearny, Citizen John Kihlstrum and Administrative Technician Rachel Trotman. Director Wall was absent.

2. Contract for Service with Estacada Fire District #69

Chief Charlton shared that they would like to take some time with the Board to discuss the proposed intergovernmental agreement (IGA) in the form of a Contract for Service between Clackamas Fire District #1 (CFD) and Estacada Fire #69 (EFD). The contract was provided in the Work Session packet.

Chief Charlton stated that Wednesday evening, October 16th, the EFD Board discussed this issue and approved the contract with a four to one vote.

Chief Charlton provided a handout that was a draft Transition Plan for the Intergovernmental Agreement between CFD and EFD. Chief Charlton shared that there were several questions that were asked Wednesday evening and at the Interagency Committee Meeting that he would like to discuss.

Question: How will CFD utilize the current EFD Chaplain Program?

BC Deters explained how CFD's chaplain program worked. He added that they got a cost estimate for covering Estacada with that program.

BC Deters noted that EFD's concern was that their program was self-dispatched. With EFD's program right now, they went to car wrecks, EMS scenes, house fires, etc. CFD doesn't do that. They were concerned how they were going to interact with the community. BC Deters shared he believed CFD could utilize them within CFD's program adding that if someone in the community asked for a chaplain, CFD did its best to offer a chaplain.

BC Deters recommended that CFD meet with EFD's group to explain how CFD's program works and how it planned to utilize them. He added that they would explain to them that when they do get a chaplain page, it may be to go to Milwaukie or Oregon City. They would be part of CFD's program.

Director Syring shared that Director McAdoo noted that sometimes specifically, a citizen would request a chaplain. If this happened, then CCOM could activate a chaplain.

Question/Comment: Concern related to the sentence in the contract stating: "Facility improvements will be made per our Fire District [CFD #1] standards."

Chief Charlton noted that this referred to things such as a roof that was leaking needed to be repaired to CFD standards, not just repair it to get by. He also mentioned that if things needed to improve with security, those will be addressed.

Chief Charlton explained that everyone understood what that meant; their concern was; what was CFD's standard and how many improvements were going to be made. He explained that these standards were concerning the health and well-being of employees, volunteers and community.

Question: Our ability or intent to increase staffing at Station 18 (Eagle Creek).

Chief Charlton explained that this contract did not include increasing staffing at CFD Eagle Creek Station 18. He added that it was CFD's decision to look to do something.

Chief Charlton noted that right now, there were 40-hour staffing and volunteers at Station 18. If the staffing needed to be modified, it would be CFD's decision, and was not in the contract.

Chief Charlton shared that he had explained to the EFD Directors that CFD was working with other agencies on a county-wide rewrite of the ambulance service plan and there may be some efficiencies found in the plan that would help with coverage of Station 18.

Group discussion followed.

Question: Request or a statement from EFD about the current interagency committee being involved in establishing a timeline for transition.

Chief Charlton noted that in the contract, it was mentioned that a Joint Oversight Committee would be identified. Chief Charlton also noted that this was included in the handout of the Transition Plan that was a draft of what needed to take place.

Chief Charlton briefly went through the Transition Plan handout.

- Extend Current IGA through December 31, 2019.
 - He shared that on Monday, October 21, 2019, at the CFD Board meeting, there would be an action item to approve the contract. If the action was approved, the current IGA would be extended.
- Transition of Employees and Volunteers (Fit-for-Duty/Wages/Benefits)
- Standardization of Apparatus/Equipment/Facilities

- Financial Review
 - Chief Charlton shared that he and BC Deters met with EFD this past Monday to review their year-to-date budget.
- Facility Improvements
 - Complete a second bathroom. The bathroom improvement had begun. Currently, there was only one shower for all employees.
 - Construct/re-design turnout room for personal protection equipment (PPE) gear. Currently, the PPE was in the apparatus bay.
 - Physical fitness equipment. Currently, all EFD staff work out at a local gym. They don't have any fitness equipment in the stations. BC Deters noted this would also be included this in the standardization piece.
- Meetings of the Interagency Committee
 - With EFD.
 - Estacada City Council.
- Meetings of the Joint Oversight Committee
- Community Outreach
 - Public Education
 - Community Events
 - CFD has asked EFD for all reoccurring events that they were participating in throughout the community.
- Swearing-in Ceremony
 - If the Contract for Service was approved, a swearing in ceremony would take place on January 2, 2020.

Director Joseph noted that the Transition Plan draft gave a good view of the outline of what needed to happen. He added that it was a very good plan and contained good information.

Director Cross noted that there was no specific language for a breach of contract. Chief Charlton explained that there was failure to pay.

Director Cross stated that the plan was have citizens vote for the legal integration in the form of a merger in the November 2020 election, but the contract went to the end of June 2021. If it failed, CFD would still be in contract with them for seven more months. Chief Charlton explained that, if needed, there would also be the opportunity to have another vote placed on the special election in February or May if the Boards wanted it to go back to the voters.

Director Syring shared that if voters said no, it provided time to transition back and work hard with EFD to start them up again or extend the contract to another time period. Chief Charlton expressed that this gave the Boards flexibility and options.

President Trotter noted that this would be a merger, not an annexation. He added that Boring was an annexation. He explained that from a public standpoint, EFD only had to take one vote, not two. A merger would only need one vote; a vote to accept the merger from both districts.

Director Cross asked about “B. Legal Integration 3,” on page eight in the Contract for Service where it stated: “Qualified electors of both districts (including qualified Estacada Board members and residents) will be eligible to apply for the eligible positions number 2 and 4 vacancies in the May 2021 election. He thought it was position 5. Chief Charlton shared that this would be researched and corrected before the meeting on Monday evening.

Director Syring shared that he planned to support the contract on Monday night at the Board meeting. He expressed that Chief Charlton and BC Deters did a great job leading the committee. He talked about some of the comments he had heard.

- It needs to be a win-win for both districts. He mentioned he heard a couple of the Chiefs call the map a horseshoe; noting that the CFD coverage area was a horseshoe around Estacada. This Contract for Service would help the community. He shared he thought it was a win-win.
- He heard several times that didn’t want to kick the can down the road. He felt the timeline was definitive, short, descriptive and detailed.
- He had heard that the EFD Board didn’t talk. He noted that they were speaking now. He added that they were positive and on board.
- CFD didn’t want to subsidize EFD. He expressed that CFD wasn’t subsidizing them; adding that it was revenue positive in all directions.

Director Joseph noted that from the very first IGA with Estacada to now, there had been a 180 degree turn from their community members and Directors. He mentioned that several factors that contributed to that was that CFD showed the importance of the contract, and how seriously CFD took the contract.

3. Public Comment

Citizen John Kihlstrum asked if there were any cost differences between a merger and annexation.

Chief Charlton shared that staff looked at what the potential cost difference would be. He explained that with a merger, a tax rate would be developed that wouldn’t collect any more revenue than if the districts would stay apart. Staff found a little bit of difference in cost with an annexation, which was about \$2000 less in tax revenue as the EFD rate would come down slightly. There wasn’t really any impact.

John Kihlstrum shared that he had followed this for quite a while. He commended everyone for their involvement and dedication. He added that he thought it would be very positive.

CFD Inspector Izak Hamilton noted that for him and his involvement with EFD historically and professionally, a merger was a great decision versus an annexation. He explained that there was still a lot of misunderstanding in the community and certain verbiage such as “take over” was being used. He recommended moving forward, to be thorough in educating Estacada’s community on the facts.

Director Cross shared that CFD had done a great job keeping the identity of the community fire station in Boring. He encouraged everyone to talk about the service provided, not losing the fire station. He explained that Boring and Damascus were perfect examples right now.

Director Syring concurred with Izak. He explained that in November, most citizens would know what a merger meant. He added that there were a lot of reasons why this was so important.

4. Adjournment

President Trotter adjourned the Work Session at 10:40 am.

Rachel Trotman
Administrative Technician

President Jim Syring

Secretary Jay Cross

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING October 21, 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 Trotter called the meeting to order at 6:00 pm.

Present: Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Deputy Chief Ryan Hari; Division Chief Mike Corless; Public Information Officer Brandon Paxton; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Jonathan Scheirman; Battalion Chief John Hopkins; Finance Director Christina Day; Fire Marshal Shawn Olson; Volunteer Association President Ryan Kragero; Health and Wellness Director Heather Goodrich; Facilities Director Scott Vallance; Data Systems Director Shelby Hopkins; Finance Director Christina Day; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Captain Karl Koenig; Matthew Silva and Ken Oliver with Estacada Fire District #69 (EFD #69); Genoa Ingram from Court Street Consulting; Citizens John Kihlstrum, Chris Hawes, Lowell Peterson and Thelma Haggemiller; and Executive Assistant Karen Strejc.

II. CHANGES TO THE AGENDA

Chief Charlton noted the order of Items B-1 and B-2 were switched on the agenda.

III. APPROVAL OF REGULAR BOARD MEETING ON SEPTEMBER 16, 2019.

There were no changes to the meeting minutes, so the minutes stand approved as written.

IV. PUBLIC COMMENT

None.

V. PRESENTATION – OPERATION SANTA CLAUS PREPARATION

Volunteer Services Battalion Chief Deters gave a PowerPoint presentation about Operation Santa Claus.

BC Deters shared summary information about the 2018 Operation Santa Claus Program. It consisted of:

- 15 community parades
- 30 local businesses, three schools and 19 fire stations that collected food and toys

BC Deters shared that the food warehouse this year would be in the Training Division building where Facilities Maintenance was currently located. The toy warehouse would be in the Station

Annex Building. He noted that there was a Warehouse Manager that was budgeted out of the CFD #1 budget.

BC Deters noted the collection results from 2018:

- 53,771 pounds of food was collected
- 8,369 toys were collected
- 500 families (2,118 citizens) served

BC Deters shared what it took for the program to run:

- 15 Community Parades
 - 26 average participants per parade
 - 104 hours per parade
- Parade sign placement (139 hours)
- Barrel Delivery and Pick-Up (47 hours)
- Toy & Food Pick-Up Day (300 hours)
- Warehouse (239 hours)

BC Deters shared important dates for the 2019 Operation Santa Claus program:

- November 24th- December 7th: Parade Sign Placement
- November 18th – November 19th: Toy/Food Barrel Drop-Off
- November 30th – December 15th: Community Parades
- December 16th and December 17th: Business, School and Fire Station Barrel Pick-Up
- December 18th - CFD Family Night
- December 21st - Toy and Food Pick-Up Day

VI. PRESENTATION – SUMMARY OF CHAIN OF SURVIVAL CEREMONY

Medical Services Battalion Chief Santos gave a summary of the 8th Chain of Survival Ceremony that took place on October 7th:

- There were 13 survivors, with an age range of seven days old to 79 years old. Nine survivors attended the ceremony.
- There were approximately 180 attendees. Attendees included multiple elected officials, law enforcement command staff and multiple news media outlets.
- Over 130 Chain of Survival challenge coins were given out. Recipients of these coins included: CCOM, CFD1, AMR, Happy Valley Code Enforcement, Happy Valley Police Department, CCSO, Milwaukie Police Department, and Sandy Police Department.

BC Santos shared that survivors would return back to regular life, neurologically intact and would be able to live a normal life. BC Santos noted that this was a giant collaboration in the county and expressed that it took everyone to make it work.

BC Santos noted that this ceremony provided an opportunity for the people who help to see the patient after the event. It also allowed all that were involved in helping to meet one another as well (ex: dispatchers, first responders, law enforcement).

BC Santos shared that the survival rate in Clackamas County was 56.6%. This was amongst the highest in the nation.

BC Santos showed various social media posts that were posted about the ceremony. One example, was a boy Michael, who made thank you notes for those who helped his Dad.

BC Santos shared various stories about the CPR calls. He also showed a video of KOIN coverage of the ceremony.

President Trotter asked again, if there were any public comments, since more people arrived during the presentations. There were none.

VII. BUSINESS

B-1 Request Board Approval of the Contract for Service for Estacada Fire District #69

Chief Charlton shared that last Friday, October 18th, the Clackamas Fire District #1 (CFD) Board met in a Work Session to discuss the contract. On October 16th, Estacada Fire District #69 (EFD) had their Board meeting, where they agreed to the contract.

Director Wall asked about the budget. She noted that in the contract, the full year was \$50,000 less than the half year.

Chief Charlton noted that in the beginning, there would be some startup costs. One of these costs would be around \$30,000 for standardization of items. He added that going into the next fiscal year, some cost savings would be realized and there would be efficiency by having the contract.

Director Wall asked how the capital needs were being addressed that needed to be put into EFD facilities.

Chief Charlton shared that many of the CFD staff directors did a site visit of the EFD facilities to look for improvements. They believed there were three very important projects that needed to be accomplished.

1. The completion of a second bathroom in the main station.
2. The design and construction of a new turnout room or repurposing a current room to protect the personal protective equipment (PPE).
3. Addressing where both career and volunteer firefighters, as well as staff, would work out. EFD currently did their workouts off-site. They were hoping to have this improvement be made at their main station.

Chief Charlton noted that most recently, EFD had done remodeling and upgrading to their main station. EFD also received a \$504,000 seismic grant for the George Road Station.

Chief Charlton explained that EFD had already started some of the projects listed above and CFD would want to make sure that these were finished. Chief Charlton also explained that there were some projects that CFD had budgeted for, including increasing station security to standardize the card swipe system for the EFD buildings. He explained that currently, there weren't any major capital improvements and if those were found, the EFD Board would be asked to approve any expenditure.

Director Wall shared that Emergency Services Consulting International's (ESCI) report stated that all three of the EFD facilities were fair. Chief Charlton shared that from the site visits CFD did, they were in better than fair condition.

Director Wall noted that ESCI also noted that four of the CFD stations were fair and a couple were poor. She expressed that if money needed to be put into stations, CFD should put it into these stations first, before EFD stations. Chief Charlton agreed and explained that if it was a capital improvement, EFD's Board would be asked to use their reserve funds for the improvements.

Director Wall noted that the issues for her were the risks and rewards. She explained she has severe financial concerns. Director Wall shared that once they were CFD's taxpayers, CFD would owe them the same service as given current CFD citizens. She expressed that ESCI said it was not a viable financial move.

Director Wall noted that the City of Estacada had an Urban Renewal District and most properties with commercial value were placed in that District, and were also now overlaid with an Enterprise Zone. Director Wall brought up the fact that no funds would be collected in the Enterprise Zones. Discussion followed about numbers for enterprise zones and urban renewal. Director Wall noted that the only offset that ESCI mentioned for this was that CFD's Logan, Highland and Eagle Creek Stations might receive better response times. She shared she looked up the response times, and it appeared that all of those stations were well within the normal time frames for responses.

Director Wall didn't feel there was any benefit to a merger. She noted that ESCI said EFD would benefit, and CFD would not. She didn't see any benefit to CFD moving forward with this merger. Director Wall said she would be voting no.

Director Syring shared that there had been some significant events since the last CFD board meeting on September 16th.

- EFD Board meeting on September 19th. He noted that CFD staff directors did an outstanding job explaining their programs at that meeting.
- Two Interagency (IA) meetings were held after the EFD Board meeting.
- EFD board meeting on October 16th where the EFD Board voted 4-1 to move forward with the contract.
- CFD Board Work Session on October 18th.

Director Syring shared that he had been through all 10 of the legal integrations for CFD since 1988. He explained that none of them were perfect and with at least three, CFD subsidized the agency coming in. However, the Boards did the right thing and at the time, did what they thought was in the best interest of the public.

Director Syring notated the reasons he was in support of this contract:

- It had specific timelines. The timeline of 18 months was short and to the point.
- Good timelines for services to begin Jan 1, 2020. It included the election in November 2020. In the end, CFD1 voters would have a vote for including EFD.
- He didn't feel like there would be a subsidization.
- EFD had a guaranteed two person crew when responding to a call, sometimes three. This contract would ensure up to three, and a legal integration vote will get crews up to four.
- Relationship and trust between the two agencies had improved.
- It would help the Logan, Highland and Eagle Creek areas.
- He felt the merger was the best form of consolidation in this case. A merger only required one election on each side.
- Both IA Committees recommended a yes vote, and the Chiefs recommended a yes vote.

Director Syring ended by stating that for these reasons above, he will vote yes.

Director Joseph asked Director Syring to explain how the merger would help CFD citizens close to Estacada. Director Syring explained that when you look at a map, CFD went around EFD like a horseshoe.

Director Syring explained that the tax rate would be \$0.017 more for CFD citizens.

Director Joseph put the tax rate in perspective of \$250,000 home and what the cost would be for the tax rate. It was noted that the increase would be \$0.05 - \$0.50 per year.

Director Joseph shared that he was in support of a merger. He explained that he looked to the Chiefs and staff for information and statistics to help make a decision. He expressed that this was benefitting citizens on both sides. He added that over a long period of time, it would equal out. He noted he believed CFD should do it.

President Trotter shared that if this was adopted this evening, the dollar amounts would be addressed to help educate the public as well as staff as plans moved forward.

Director Syring moved and Director Joseph seconded the motion to authorize the Fire Chief to enter into an Intergovernmental Agreement between Estacada Fire District #69

and Clackamas Fire District #1 for Fire Protection and Emergency Medical Services, the transfer of Estacada employees and legal integration. The motion was approved by Directors Cross, Joseph, Syring and Trotter. Director Wall opposed the motion.

B-2 Request Board Approval to Extend the Intergovernmental Agreement with Estacada Fire District #69

Chief Charlton explained that back in September, they were set to terminate the current Intergovernmental Agreement (IGA) on September 30th. He shared that they knew they needed more time for a discussion on a Contract for Service, so the IGA was extended to October 31, 2019.

Chief Charlton shared that now, they were requesting to extend the same services to December 31, 2019. He explained that the reason for the extension is to make sure there isn't a gap in services. This will also help with the next 70 day transition period before the contract begins.

Director Joseph moved and Director Syring seconded the motion to authorize the Fire Chief to amend the current Intergovernmental Agreement with Estacada Fire District #69 (EFD) per Section 17, to include a new effective date of December 31, 2019 with respect to the term. The motion was approved by Directors Cross, Joseph, Syring and Trotter. Director Wall opposed the motion.

B-3 Request Board Approval of the Revised Board Policy Manual

Chief Charlton shared this was the second reading of the Board Policy Manual, noting that last month, in September, edits were brought before the Board. He explained that last month, there was not a current Clackamas Fire District #1 map or an Appendix A. These two items were now included in the packet.

President Trotter brought up Appendix A, thanking everyone in advance for taking on more responsibility in addition to attending the meetings.

Director Wall asked about Article 7.2, where it stated, "No recusals or abstentions from Board votes shall be allowed unless a conflict of interest is reported." Chief Charlton shared that was a comment made by legal counsel.

Director Wall noted that Article 9.10 mentioned a condensed copy of Robert's Rule of Order. She asked if the Board had one. Chief Charlton stated that a copy could be obtained for the Board.

Director Syring asked why the flag salute was not done at the beginning of meetings. He explained that other agencies or organizations do this and wondered why CFD didn't. Chief Charlton noted that it could be added to the meeting agenda.

Director Cross requested clarification of Section 7.2. Chief Charlton suggested bringing this back before the board next month. He would obtain clarification from Legal Counsel regarding this section.

President Trotter noted that this would be discussed more at the November Board meeting.

I. OTHER BUSINESS

OB-1 Legislative Update

Lobbyist Genoa Ingram noted she had completed the Legislative Report. She added that it was emailed out late last week.

Lobbyist Ingram shared that the Governor had put a hold on portions of Senate Bill 1049. In that bill, there were some incentives for Tier I PERS members to retire and work back. The cap on 1,039 hours was lifted across the board. Last week, the Governor announced that she would put a freeze on the work back portion of the bill because they were concerned of a mass exit of Tier I individuals.

Lobbyist Ingram shared that she received questions on if the freeze would apply to state employees only or also local government employees (school districts, fire districts, etc.). She confirmed with the Governor's office that the freeze on the work back would only apply to the executive branch of the state. This wouldn't apply to those retiring from other areas.

OB-2 Board Committee/Liaison Reports

Foundation

There was a meeting on September 24, 2019. At that meeting, it was moved to approve a \$3,000 donation for the purchase of bike helmets for various safety events. The second item approved was the donation of \$3,000 for the 7th annual Winter Warming Drive to benefit the Clackamas Service Center and Feed the Hungry.

President Trotter noted that at the September 24th meeting they also discussed the Mission statement. The Mission Statement of Clackamas Emergency Services Foundation was changed to read, "To help create a safer community."

Interagency Committee

Director Syring noted that information from this committee was shared earlier in the meeting. He thanked Estacada Board President Silva and Board Director Ken Oliver for trusting CFD to provide service to their community.

Director Syring explained that all of the cities in CFD, along with the City of Estacada, had to pass the resolution in order to allow for the merger to take place. He felt this was an opportunity to go to cities to get their support and cooperation.

OB-3 Board Informational Updates/Comments

President Trotter shared that November 7th -9th was the Oregon Fire Service Conference. He added that four of the Board members would be attending.

President Cross noted that the Oregon Fire District Directors Association (OFDDA) Board and staff have done an outstanding job of putting together this conference. He anticipated it would be a very good conference.

Lobbyist Ingram explained that there would be more focus this year on panel discussions during conference. She shared that the OFDDA Board felt that it was more important to have a variety of points of views discussed. She noted that they were already gearing up for the panels for next year.

XI. INFORMATIONAL ONLY

A. Divisional Reports

R-1a Chief's Report

Chief Charlton shared that the accreditation annual report was accepted. He thanked Deputy Chief Whiteley and others who spent a lot of time putting together the report.

Chief Charlton noted that in the next couple of weeks, the District would be hiring a new Fleet Technician.

Chief Charlton reminded everyone that this month was Fire Prevention month. He noted that there are two open houses left, one coming up on Saturday and the last one on Halloween.

R-1a.1 – Public Information Office

As submitted.

R -1b Business Services Division

Deputy Chief Whiteley thanked Data Systems Director Hopkins and her staff for compiling the data and information for the Annual Compliance Report.

Deputy Chief Whiteley noted that staff would be busy working on preparation for the Contract for Service with EFD.

Deputy Chief Whiteley thanked BC Santos for a job well done facilitating the Chain of Survival Ceremony.

President Trotter asked if any of the staff directors had comments to share about their reports. No comments.

R -1b.1 Business Services

Deputy Chief Whiteley noted that Division Chief Gehrke was at a conference and offered to answer any questions.

Director Wall asked Fleet Director Bischoff if there was some strain on Fleet getting their work done because of the Estacada work load. Fleet Director Bischoff shared that the strain was because they were still down one Technician from the end of July. Director Joseph asked if this position had been filled. Fleet Director Bischoff noted that Chiefs' interviews for this position were scheduled for next week.

President Trotter asked for any questions for the other staff directors. There were no questions.

R – 1b.2 Fire Prevention

As submitted.

Fire Marshal Olson shared information about the Oregon City Safety Fair. This year they gave out:

- 200 bike helmets
- 175 coloring books
- 600 hotdogs
- 250-300 swag bags from NW Natural
- 500 life jackets for Megs Moments

Fire Marshal Olson added that there were 35 vendors and approximately 300-400 people in attendance.

R -1c Emergency Services Division

As submitted.

Chief Hari thanked the Board for the vote on the contract.

R -1c.1 Emergency Medical Services/Training

BC Santos highlighted that it was vaccination season. He shared that Oregon Health Authority had granted CFD both Hepatitis A/B series and flu vaccines. They had started to deliver these vaccinations. They were going to the Father's Heart homeless shelter in Oregon City and the Clackamas Service Center.

BC Santos also mentioned that CFD was partnering with other agencies to help put on a Vaccination Clinic on November 6th outside of Clackamas Town Center. They were looking to deliver as many vaccines as they could. This would be the second year of collecting data.

R -1c.2 Financial Services

As submitted.

Finance Director Day pointed out that there would be some revisions made to the financial report. She added that next month's report would show the revised adopted budget amounts.

R-1c.3 Operations

As submitted.

R-1c.4 Training Division

As submitted.

R -1d Volunteer Services

As submitted.

Volunteer Services Battalion Chief Deters provided a summary of drills that were done during the month. He explained that they drilled nine times last month.

BC Deters shared that the Explorers did two station tours. The Explorers also helped at the Safety Fair in Oregon City. He also reviewed the station coverage for the month.

Volunteer Association President's Report

Volunteer Association President Kragero highlighted their big public event for September, which was helping at the Oregon City Health and Safety Fair. He noted that he had been involved with most of these events over the past seven years. He expressed that each year it got better.

Volunteer Association President Kragero noted that the Volunteers donated funds to Megs Moments and also helped purchase bikes and scooters that were given away to kids at the event. He shared that the event provided a great message for safety to citizens.

Facility Maintenance

As submitted.

Director Wall asked when Station 16 and Station 19 would be completed. Facilities Director Vallance noted that there were some on-going concerns and that contractors were on site to fix them. The contractors and subcontractors have been very responsive.

Facilities Director Vallance explained that CFD has very large buildings, which were very sophisticated and had sophisticated systems that needed to be fine-tuned.

B. Correspondence

Noted.

C. Informational Items

Noted.

Public Comment

Captain Karl Koenig shared that this was his last Board meeting as a CFD employee. He would be retiring as of November 7th. He noted that he was with CFD #1 for 25 years, and in the fire service for 35 years. He shared he would be able to retire happy and healthy. He thanked the

Board for their service to the District and to the firefighters' safety. He shared that from a firefighter's standpoint, we will be a better organization with the consolidation.

President Trotter thanked Captain Koenig for his comments and his years of service.

Director Wall noted that if she were a union member, she would want Captain Koenig to be the President of the Union representing her.

D. Next Meeting

The next meeting would be on Monday, November 18, 2019 at 6:00 pm at Station 5.

II. REGULAR BOARD MEETING RECESSED

President Trotter recessed the regular Board of Directors' meeting at 7:23 pm.

He explained that there would be a 10 minute break before beginning the Executive Session.

XIII. EXECUTIVE SESSION CALLED FOR THE PERFORMANCE EVALUATIONS OF PUBLIC OFFICERS AND EMPLOYEES PURSUANT TO ORS 192.660 (2)(i)

President Trotter called the Executive Session to order at 7:35 pm.

President Trotter adjourned the Executive Session at 8:47 pm.

XIV. REGULAR BOARD MEETING RECONVENED

President Trotter reconvened the regular Board of Directors' meeting at 8:48 pm.

XV. ADJOURNMENT

The regular board meeting was adjourned at 8:49 pm.

Karen Strejc
Executive Assistant

President Don Trotter

Secretary Thomas Joseph

Clackamas Fire District #1

Memo

To: Board of Directors,
Fire Chief Fred Charlton

From: Division Chief Bill Conway

Date: November 18, 2019

Re: Updating the Fee Structure within Ordinance 18-01

Action Requested

Request Board of Directors adopt Resolution 19-06 – Resolution Amending Ordinance 18-01 and Providing the Fire Chief the Discretionary Authority to Waive or Decrease Rates and Fees and to Adopt Rules Addressing How Rates and Fees May be Administered or Assessed.

Background

In 2018, the Fire District adopted Ordinance 18-01, which authorizes the Fire District to recover certain fees for services in compliance with Oregon law. Since that time, requests for services have increased and some processes to include the amount of fees to recover has changed. According to the Fire District's Legal counsel, an ordinance can be changed by resolution if the ordinance allows. Section 5 of Ordinance 18-01 states "The fees and Appendix A, which are adopted and approved by the Board of Directors in this Ordinance, may be amended from time to time by Board resolution at a duly noticed and public Board meeting."

Staff worked with the Oregon Health Care Association (OHCA) and have identified areas of improvement in the Non-Emergency Facility Response Fee schedule. The OHCA recommends a graduated fee schedule based on number of non-emergency requests for assistance a facility has in a calendar year. The fee for providing a non-emergent lift assist to at a licensed care facility shall be \$250.00 for the first lift assist. The fee for a second lift assist requested in the same calendar year at the same facility shall be \$450.00. The fee for three or more lift assists in the same calendar year at the same facility shall be \$850.00 per lift assist. Other agencies to include Portland Fire & Rescue have recently adopted this same fee schedule.

An analysis completed by the Fire District's Training Division has identified a need to change the fees for Acquired Structure Live Fire Events. Ordinance 18-01 states there will be a \$3,000 flat fee for homes up to 1,000 square feet in size and an additional fee of \$3.00 per square feet added to this fee for homes greater than 1,000 square feet. The

Ordinance should have stated homes greater than 1,000 square feet will have a fee of \$3.00 per square foot, not added to the \$3,000 flat fee. The Training Division has further calculated the District cost of providing live fire training in acquired structures. Training recommends a flat fee of \$4,000 for all acquired structures for live fire events, regardless of size of structure.

Policy Implications

Adopting Resolution 19-06 will allow changes to the Non-Emergency Facility Response Fee and Acquired Structure Live Fire Event fee schedules.

Budget Implications

There are no direct budget implications with the adoption of Resolution 19-06.

Recommendation

Staff recommends the Board of Directors adopt Resolution 19-06 - Resolution Amending Ordinance 18-01 and Providing the Fire Chief the Discretionary Authority to Waive or Decrease Rates and Fees and to Adopt Rules Addressing How Rates and Fees May be Administered or Assessed.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #19-06

A Resolution Amending Ordinance No 18-01 and Providing the Fire Chief the Discretionary Authority to Waive or Decrease Rates and Fees and to Adopt Rules Addressing How Rates and Fees May Be Administered or Assessed

WHEREAS, the Clackamas Fire District #1 Ordinance 18-01 adopts cost-based fees and rates for District-provided services and allows amendment of such fees and rates by Resolution; and

WHEREAS, ORS 478.410(4) authorizes the District to create and establish fees for any services provided by the District through the adoption of an ordinance; and

WHEREAS, ORS 478.310 authorizes the District to recover its reasonable actual expenses for responses in unprotected areas outside of the Fire District, including the contract or reasonable value of use, the repairs and depreciation of equipment, and other expenses reasonably incurred in furnishing firefighting or public safety services; and

WHEREAS, the District Board of Directors has examined the current Oregon State Fire Marshalls' Standardized Cost Schedule from the Oregon Fire Service Mobilization Plan and has determined that such costs are reasonable and would satisfactorily reimburse the District for its actual costs incurred in responding in unprotected or inadequately protected areas outside of the District; and

WHEREAS, the amendments to Ordinance 18-01 in this Resolution have been evaluated by the Board of Directors and they have approved such costs and fees as providing reimbursement for the actual costs of services, responses or permits provided by the District; and

WHEREAS, the Board of Directors and the Fire Chief shall at all times comply with the requirements that such rates and fees shall not exceed the actual cost of providing such services, response or permits; and

NOW, THEREFORE, the Clackamas Fire District Board of Directors hereby resolves as follows:

1. Amendment. The Clackamas Fire District Rates and Fee Schedule is hereby amended as shown on the attached Exhibit 1, which by this reference is incorporated into this Resolution.

Chief's Discretionary Authority Regarding Rates and Fees. The Clackamas Fire District Board of Directors authorizes the Fire Chief to exercise discretionary authority to decrease or waive the Rates and Fees on the Rates and Fee Schedule, on case-by-case basis at his or her sole discretion. The Fire Chief is also authorized to impose the rates and fees in the Oregon State Fire Marshal's Cost Schedule on a non-hourly basis, as long as the District does not charge more than the actual cost of providing its services.

3. The Clackamas Fire District Board of Directors authorizes the Fire Chief, at his or her sole discretion, to adopt administrative rules as needed to further define how the Rates and Fees on the attached Rates and Fee Schedule and in the Oregon State Fire Marshal's Cost Schedule shall be charged, including but not limited to whether such rates and fees may be charged on a non-hourly basis, by using a flat fee, or by using staggered or graduated rates and fees, as long as the District does not charge more than the actual cost of providing such services.

Adopted this 18th day of November, 2019

President, Board of Directors

Secretary, Board of Directors

EXHIBIT 1

Ordinance 18-01 is amended as follows:

The below bolded and underlined language is hereby added to Section 3 (f):

Non-Emergency Facility Response Fee

A cost-based fee may be imposed for certain non-emergency requests for assistance from assisted living, residential care, or nursing facilities as provided in this section. If District staff or resources are requested by a commercial assisted living, residential care, or nursing facility to provide assistance to the facility’s staff for non-emergent situations (such as physically moving a non-injured resident), the District may impose the fees provided in this Section. In determining whether to impose such fees the Fire Chief shall, in his or her sole discretion, consider whether the response was: 1) a result of a non-emergent situation; 2) caused by or related to a lack of adequate staffing or lack of adequate facility resources necessary to meet the residents’ non-emergent needs, or 3) requested by a facility who has repeatedly requested non-emergency assistance. Such fees will be based on the rates and fee schedule, as well as other documented actual costs of such response. Cancelled enroute requests are considered billable events. **The fee for providing a non-emergent lift assist to a resident at a licensed care facility shall not exceed \$250.00 for the first lift assist. The fee for a second lift assist requested in the same calendar year at the same facility shall not exceed \$450.00. The fee for three or more lift assists in the same calendar year at the same facility shall not exceed \$850.00 per lift assist. Cost recovery fees would be billed to the facility, not the individual resident.**

The below bolded and underlined language is hereby added as a new Section 3 (m):

Acquired Structure Live Fire Event

Each request for assistance to demolish an existing structure by fire will be evaluated on an individual basis. The District will charge the property owner a flat fee of \$4,000 for acquired structure live fire events.

The below language is hereby stricken from Appendix A of Ordinance 18-01:

~~*Assisted Living, Residential Care, and Nursing Facilities*~~

~~Responses that are invoiced will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. In addition, administrative costs and overhead will be added to each invoice.~~

Acquired Structure Live Fire Event

~~Each request for assistance from the District to demolish an existing home by fire will be evaluated on an individual basis. The District will charge the property owner the following for acquired structure live fire events.~~

~~\$3000.00 flat fee for homes less than 1,000 square feet in size.~~

~~For homes greater than 1,000 square feet in size, an additional fee of \$3.00 per square foot will be added.~~

Clackamas Fire District #1



ORDINANCE NO. 18-01

REPEALING ORDINANCE 09-01; ADOPTING COST-BASED FEES AND RATES FOR DISTRICT PROVIDED SERVICES; AND ALLOWING FOR FUTURE BOARD AMENDMENT OF FEES AND RATES BY RESOLUTION

WHEREAS, Clackamas County Fire District #1 (the District) Board of Directors ("the Board of Directors") desires to adopt an ordinance to enable the District to recover its actual costs for non-emergency response services provided by District personnel; and

WHEREAS, in 2009, the District adopted Ordinance 09-01, which authorized certain fees for services in compliance with Oregon law and the Board of Directors now wishes to repeal Ordinance 09-01 with the goal of amending existing fees, adopting new fees, and clarifying the process for future amendment of such fees;

WHEREAS, ORS 478.410(4) authorizes a District to create fees for any services provided by the District through the adoption of an ordinance; and

ORS 478.310 authorizes the District to recover its reasonable actual expenses for responses in unprotected areas outside of the Fire District, including the contract or reasonable value of use, including repairs and depreciation of equipment and other expenses reasonably incurred in furnishing the firefighting or public safety service; and

WHEREAS, the District Board of Directors has examined the current Oregon State Fire Marshal's Standardized Cost Schedule from the Oregon Fire Service Mobilization Plan and determined that such costs are reasonable and would satisfactorily reimburse the District for costs incurred in responding in unprotected or inadequately protected areas outside of the District; and

WHEREAS, the fees established by this Ordinance have been evaluated by the Board of Directors and the Directors have reviewed and approved the actual costs of providing such services, responses, or permits; and

WHEREAS, the Board of Directors has determined that the fees do not exceed the actual cost of providing such services, responses, or permits; and

WHEREAS, the Board of Directors has determined that it is fair, reasonable, and appropriate to adopt a cost recovery mechanism to collect the costs of providing such services or responses, and

the Board of Directors has determined that such fees will be limited to cost recovery only and will not be used to generate revenue for the District; and

WHEREAS, the Board of Directors wishes to equitably distribute District resources among all District citizens and has further determined that District responses to repeated false alarms and egregious open burning violations are a drain on District resources and may impede legitimate emergency responses; and

WHEREAS, the District desires to establish a published system of regulations, including fees and charges, to recover the District's reasonable estimate of the actual cost, including labor and material, repairs and depreciation of capital assets, and other overhead; and

WHEREAS, the fees and charges imposed by this Ordinance are not taxes subject to property tax limitations of Article XI, Section 11(b) of the Oregon Constitution;

NOW, THEREFORE BE IT ORDAINED AS FOLLOWS:

1. **REPEAL OF ORDINANCE 09-01.** The Board of Directors of the Clackamas Fire District #1 hereby repeals in its entirety Ordinance 09-01.
2. **ADOPTION OF RATE SCHEDULE.** The Board of Directors of Clackamas Fire District #1 hereby adopts the rates set forth in the Rate and Fee Schedule attached hereto and by this reference incorporated within this Ordinance as Appendix A. The Board further directs that such rates and fees, other than penalties for late payments, shall not be imposed as a penalty, but shall be calculated to recover the reasonable estimate of the actual cost to the District. The Board of Directors may, from time to time, amend the Rate and Fee Schedule by resolution as provided in Section 5 herein.
3. **FEES ESTABLISHED.** The Board of Directors hereby establishes and adopts the following cost-based fees, which shall be imposed subject to the Fire Chief or his or her designee's sole discretion in compliance with this Ordinance and any applicable administrative rules or procedures.

a. False Fire And Medical Alarm Fee

A cost-based fee may be imposed for responses to repetitive false (nuisance) responses to fire and medical alarms as provided in this section. However, no cost recovery fee shall be imposed for the first false fire alarm or medical response 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 or results in medical treatment being provided by EMS personnel. Cancelled enroute false alarms are billable events subject to this fee. Fees under this section will be based upon the rates in Appendix A, as well as a reasonable estimate of the actual cost of similar fire or medical alarm responses.

b. Open Burning Violation Fee

A cost-based fee may be imposed for open burning violation responses as provided in this section. Open burning violations are defined as violations of any locally adopted fire code or violations of any applicable Oregon Revised Statute or DEQ regulation.

Such fees may be imposed for repeated violations, egregious or purposeful violations, or for any open burning violation during high and extreme fire danger. Fees will be based upon the rates in Appendix A, as well as other documented actual costs of responding to the violation.

c. Transportation Route Response Fee

A cost-based fee may be imposed for responses on certain transportation routes, as further provided in this section. "Transportation route" means any roadway, railway right-of-way, or waterway, against which no taxes or assessments for fire protection are levied by the District. Such cost-based fees may be imposed for responses to incidents, responses, or occurrences on such Transportation Routes, including aircraft crashes.

Transportation Route response invoices will use dispatch time records to determine the commitment of apparatus and personnel and will use the rates as listed in Appendix A. Miscellaneous supplies and services may also be invoiced and will be based upon scene documentation of the officer in charge.

d. Unprotected or Inadequately Protected Area Response Fee

A cost-based fee may be imposed for responses to incidents in unprotected or inadequately protected areas outside of District boundaries as provided in this section. These responses will be billed on a "per hour" basis using dispatch time records to determine the commitment of apparatus and personnel, as well as rates in Appendix A. Miscellaneous supplies and services may also be invoiced and will be based upon the rates provided in Appendix A as well as scene documentation of the officer in charge.

e. Ambulance Transport Fee

A cost-based fee may be imposed for certain ambulance transports as provided in this section. If the District transports a patient to an emergency room or to a helicopter landing zone using a District ambulance, it may invoice the patient and/or the patient's insurance using the contracted ambulance transportation billing agent. Fees for such ambulance transport will be based on the established Clackamas County Ambulance Service Area Agreement.

f. Non-Emergency Facility Response Fee

A cost-based fee may be imposed for certain non-emergency requests for assistance from assisted living, residential care, or nursing facilities as provided in this section. If District staff or resources are requested by a commercial assisted living, residential care, or nursing facility to provide assistance to the facility's staff for non-emergent situations (such as physically moving a non-injured resident), the District may impose the fees provided in this Section. In determining whether to impose such fees the Fire Chief shall, in his or her sole discretion, consider whether the response was: 1) a result of a non-emergent situation; 2) caused by or related to a lack of adequate staffing or lack of adequate facility resources necessary to meet the residents' non-emergent needs, or 3) requested by a facility who has repeatedly requested non-emergency assistance. Such fees will be based on the rates and fee schedule in Appendix A, as well as other documented actual costs of such response. Cancelled enroute requests are considered billable events.

g. Fire Code Inspection and Enforcement Fees

A cost-based fee for fire code inspections and code enforcement may be imposed for any fire and life safety occupancy inspections; for re-inspections for previously identified fire code violations; or for the documented actual costs of enforcing the fire code to correct previously identified violations as provided in this section. Fees assessed may include any District-incurred costs to obtain necessary inspection warrants, including attorney costs. Such fees will be based upon the actual cost of conducting such inspections, enforcing the code, or performing any related work and shall be calculated, if applicable, using the rates provided in Appendix A. Requests from contractors or business owners for new construction or maintenance inspections outside normal working hours may result in higher cost recovery fees due to the District's increased personnel costs for such requests.

h. Public Records Request Fee

A cost-based fee may be imposed for public records requests as provided for in this section. Requests for disclosure of public documents shall be in writing and on a District form and shall state the name and mailing address of the requestor. The Fire Chief or designee shall be responsible for reviewing requested materials prior to disclosure and will determine if the records are statutorily exempt from disclosure. Public records requests received from an opposing party or its legal counsel during pending litigation will be referred to District legal counsel.

The District will not impose a fee for public records requests for incident reports from District residents or patients if the work entails less than one-quarter hour of staff time and the documents pertain to or involve the requestor. All requests require confirmation of requestor's identification and must comply with the Federal and Oregon HIPAA laws.

If locating a document will require more than one-quarter hour to complete, or will require extensive research or labor, the District will provide to the requestor an estimate of when the materials will be available and the costs associated with the request. The District will require a deposit equal to the total amount of the fee if the costs of producing the documents will exceed one-quarter hour of staff time. If the actual costs exceed the estimated costs, the District may invoice the requestor for the balance of the costs. All fees are due prior to public record request documents being released.

i. Facility Rental and Training Classes

A cost-based fee may be imposed for District training facility rentals or training classes. Such fee will be imposed at the discretion of the Fire Chief or his or her designee. Profits realized through outside class participants or acquired structure live fire events will be deposited into the District's Enterprise Fund and be utilized to replace, repair, or enhance the District's capital assets involved in providing these training opportunities.

j. Hazardous Materials Response Fees

Cost-based fees may be imposed for responses involving hazardous materials remediation and for hazardous materials-related incidents. Fees may be imposed regardless of a State Hazardous Materials Team response and, if imposed will only be charged for the hazardous materials-related costs. Such fees will be based on the rates

and fee schedule in Appendix A, as well as other documented actual costs of such response. In addition, administrative costs and miscellaneous supplies and services may be billed.

k. Utility Assistance Fees

Cost-based fees may be imposed for responses to requests from utilities for assistance. The District responds to service calls involving utilities such as electric or cable wires down, natural gas leaks, water main leaks, etc. Cost-based fees may be imposed for these responses. Such fees will be based on the rates and fee schedule in Appendix A, as well as other documented actual costs of such response. In addition, administrative costs and miscellaneous supplies and services may be billed.

l. Technical Rescue Fees

Cost-based fees may be imposed for responses requiring technical or specialty rescue equipment or training. The Fire Chief shall determine if such fees shall be charged, taking into consideration whether the incidents occurred due to a lack necessary resources or adequate safety preparations. If such fees are imposed, they will only be charged for the costs related to technical or specialty rescue response. Such fees will be based on the rates and fee schedule in Appendix A, as well as other documented actual costs of such response. In addition, administrative costs and miscellaneous supplies and services may be billed.

4. **INVOICES; WAIVER.** The District shall address the invoices for fees to the responsible party or agent, which may be: a registered property owner or agent; a service recipient or agent; an occupant, a driver or passenger or agent; a vehicle or plane owner or agent; an insurance company; or any person or entity requesting or receiving services.. The Fire Chief, or designee, shall be responsible for determining the responsible party and for reviewing all the cost recovery invoices. The Fire Chief may, at his or her discretion, waive or amend fees assessed in compliance with this Ordinance and any applicable administrative rules.
5. **REVIEW AND AMENDMENT.** The Fire Chief will present the fees or rates adopted under this Ordinance to the Board of Directors for review and possible amendment at least once every two years, or sooner upon the Fire Chief's sole discretion. The fees and Appendix A, which are adopted and approved by the Board of Directors in this Ordinance, may be amended from time to time by Board resolution at a duly noticed and public Board meeting. Prior to adoption of the resolution, the Board shall hold an opportunity for the public to comment on the resolution.
6. **RULES.** The Board of Directors hereby grants to the Fire Chief the discretion to interpret and apply this Ordinance and to develop administrative rules to apply this Ordinance equitably. Such administrative rules must be consistent with this Ordinance and with applicable Board policy.
7. **APPEALS.** To file an appeal of a fee assessed under this Ordinance, the appellant must provide a written statement to the Fire Chief within ten days of receipt of the fee

invoice. The statement must clearly explain the basis of the appeal, stating why the filer thinks the fee was improper, noting specifically whether it was properly assessed or calculated. The Fire Chief will issue a written decision within ten (10) days. Decisions of the Fire Chief are final and not appealable.

8. **COLLECTION PROCEDURES.** Fees will be invoiced within sixty (60) days of the service delivery date. Payment is due upon receipt. If payment or reasonable payment arrangements are not made within sixty (60) days of billing, the invoice shall be considered delinquent and the District will proceed with the collections as deemed appropriate by the Fire Chief. Costs of collection shall be charged to the persons responsible. Collection costs may include penalty fees or interest payments on the amounts due and owing, as determined by the District.

ADOPTED this 22nd day of January, 2018.



President, Board of Directors



Secretary/Treasurer, Board of Directors

**CLACKAMAS FIRE DISTRICT #1
RATE AND FEE SCHEDULE
APPENDIX A**

Fees for service shall be limited to cost recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost or specific cost of providing the service. Cost calculations will include direct costs (apparatus, personnel, and any miscellaneous supplies and services) and indirect costs (administrative costs and overhead). Cost recovery calculation methodology for specific responses will be provided upon request.

The District adopts the current rates and fee schedule established by the Office of the State Fire Marshal (OSFM) (OAR 837, Division 130 and the State Fire Marshal's Oregon Fire Service Mobilization Plan and any applicable Conflagration Act). This model will be used, when applicable, to set the rates regarding billing of actual costs associated with District resource usage and may include equipment rates.

District personnel costs will be billed at current District pay scale including employer payroll based costs. If overtime is necessary, staffing costs will be billed at 1.5 times the current pay scale.

Miscellaneous Supplies and Services

Disposable supplies used will be billed on specific usage and cost of replacement. Cost of outside vendors or services used will be billed without markup. Other expenses directly related to the service delivery shall be charged at the actual cost.

Automatic Monitored Fire and Medical Responses

Automatic fire and medical alarm responses will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. In addition, administrative costs and overhead will be added to each invoice.

Fire Code Inspection and Enforcement Fees

Fire code inspections and enforcement fees will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. In addition, administrative costs and overhead will be added to each invoice.

If a commercial establishment denies entry of the Fire District fire code enforcement personnel for inspection purposes, an inspection warrant will be required to proceed. All staff time, trip charges, and other expenses required to obtain the inspection warrant and all subsequent fire inspections to complete the inspection process will be invoiced as cost recovery fees including invoicing fees.

Open Burning Violation Responses

Open burning violation responses that are invoiced will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. In addition, administrative costs and overhead will be added to each invoice.

Transportation Route Responses

Transportation route responses will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. Miscellaneous supplies and services, if applicable, will be based upon scene documentation of the officer in charge. In addition, administrative costs and overhead will be added to each invoice.

Response to Unprotected or Inadequately Protected Areas

Responses to unprotected areas will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. Miscellaneous supplies and services, if applicable, will be based upon scene documentation of the officer in charge. In addition, administrative costs and overhead will be added to each invoice.

Assisted Living, Residential Care, and Nursing Facilities

Responses that are invoiced will be billed on a per hour basis using the rates and fee schedule established by this Appendix A. In addition, administrative costs and overhead will be added to each invoice.

Public Record Requests

Fees for service shall be limited to cost recovery. Methods of calculating the cost of services shall be identified and generally based upon the average cost of providing the time, materials of requested services, and overhead expenses (TMO). The District will calculate fees for service for specific requests when a request is estimated to require more than one-quarter hour of staff time to accomplish. Cost calculations may include direct costs (transportation, personnel, and any miscellaneous supplies and services) and indirect costs (administrative overhead and facility costs).

Inspection of public records is permitted, but does not include the right to enter restricted areas of the District's offices. Original records will not be removed from the District property. The District will not manipulate data or create new documents to respond to a request. A staff member shall be present at all times while any public records are being inspected and the requestor may be charged for such staff time.

No charge will be imposed upon District residents, patients, victims when requesting a basic incident report, up to \$20.00, for incidents involving them specifically. This non-charge will require confirmation of identification and must comply with Federal and Oregon HIPAA laws.

General requests estimated at less than one-quarter of an hour to complete (includes labor)	
B and W Incident report	\$20.00
CD Creation	\$10.00

For requests estimated at requiring more than one-quarter of an hour to complete

All requests will be estimated using TMO; staff time, materials, and overhead.* Staff wages will be billed at actual wage costs including benefits.

Additional costs MAY BE CHARGED AND MAY INCLUDE (without additional markup)

Archiving retrieval/restoring fees for off-site storage

Contracted employee costs of hiring temporary staff

If necessary, notary fees

Disposable supplies calculated upon specific usage and cost of replacement

Other actual costs associated with the request of TMO

Ambulance Transport Fees

Ambulance transport fees shall not exceed those authorized by the established Clackamas County Ambulance Service Agreement fee schedule.

Facility Rental and Training Class Fees

Each request for facility rental or class attendance will require an analysis of costs related to the request pertaining to class development, instruction, disposables, and other related costs. The Chief Training Officer will develop cost analysis for each specific class. Class costs may include depreciation of props as a portion of the fee. If outside agencies request instructor(s), fees if applicable, will be based upon a signed contract for service.

Acquired Structure Live Fire Event

Each request for assistance from the District to demolish an existing home by fire will be evaluated on an individual basis. The District will charge the property owner the following for acquired structure live fire events.

\$3,000.00 flat fee for homes up to 1,000 square feet in size.

For homes greater than 1,000 square feet in size, an additional fee of \$3.00 per square foot will be added to the flat fee.

Memo

To: Board of Directors
From: Chief Charlton
CC:
Date: November 18, 2019
Re: Board Policy Manual Review

Per Article 7.7 of the Board Policy Manual, in September of each year, the Board shall review the manual for any revisions. Per Article 3 of the manual, there is a two-step process to completing the review. The first step was to review the policies at the September 16, 2019 board meeting. The second step of the process was for the Board to approve the revised policies at the October 21, 2019 board meeting. At this meeting, the Board requested more clarification for Section 7.2 regarding abstaining from voting. Staff worked with Legal Counsel to provide a more clear description.

Legal Counsel has completed a review of the current Board Policy Manual as well as staff and those changes are summarized below. Within the Board Policy Manual, changes in red and orange are from Legal Counsel and changes in blue are from Fire District staff. Appendix A changes are from Fire District staff and the Board President. Please note that the only change that has been made since the October board meeting is the more detailed explanation in Section 7.2.

Recommendation

Staff recommends that the Board of Directors approve the updated Board Policy Manual.



Clackamas Fire District #1

Board of Directors' Policy Manual

Revised ~~October 15, 2018~~ November 18, 2019

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Debt Management Policy	
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Board of Directors' Policy Manual Preamble

Our current District, Clackamas County Fire District #1, commonly referred to as Clackamas Fire District #1, is composed of areas that were formally known by the following:

Multnomah County Fire District #12 – 1976 merger
Milwaukie Rural Fire Protection District #56 – 1976 merger
Clackamas County Fire District #1 – 1976 formed
Redland Fire District #54 – 1988 merger
Happy Valley Fire District #65 – 1988 merger
Clackamas Fire District #71 – 1990 merger
Beavercreek Fire District #55 – 1994 merger
Oak Lodge Fire District #51 – 1998 merger
Clarkes Rural Fire Protection District #68 – 2003 annexation
City of Milwaukie – 2005 annexation
City of Oregon City – 2008 annexation
Boring Fire District #59 – 2017 annexation

These areas were incorporated through annexation, consolidation, merger, or contract for services to comprise the Fire District as we know it today.

Clackamas Fire District #1 is proud to be an internationally accredited organization, which provides fire protection, fire prevention, rescue operations, and emergency medical services. Clackamas Fire District #1 provides services to four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clackamas, Clarkes, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood.

Clackamas Fire District #1 has 20-21 community fire stations strategically located throughout the District with a workforce of more than 288 employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area covering over 235 square miles.

Uniform Patch of Clackamas Fire District #1



Patch 4.6X3.6

Logo of Clackamas Fire District #1 for electronic medium, decals, letters, etc.



Section 1
Clackamas Fire District #1
Policy Statements

SECTION 1
CLACKAMAS FIRE DISTRICT #1
BOARD OF DIRECTORS' POLICYIES STATEMENTS

ARTICLE 1: POLICY ADOPTING GOVERNMENT BY POLICY BOARD AS POLICYMAKERS; RESERVATION OF ADMINISTRATIVE AUTHORITY TO THE FIRE CHIEF

The policy of the Board of Directors (the Board) of Clackamas Fire District #1 (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to ~~govern the activities and~~ shape the future of the District. At the same time, the Board reserves ~~for to~~ the Fire Chief and ~~the Chief's designated the professional~~ staff the sole and exclusive responsibility and authority to manage and supervise of the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies ~~and rules~~ of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's mission statement, which is "To safely protect and preserve life and property."

It is therefore the intent of the Board to set forth a series of policies and Board rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the District.

ARTICLE 2: BOARD POLICIES

It is the intent of the Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available as public documents.

The policies ~~and rules of the Board~~ shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District. Generally speaking, this means that the Board is responsible for duties such as setting District-wide goals, long-term planning, and adopting budgetary priorities. The term "policymaking" refers to the Board's decisions and deliberations intended to improve the quality of life for District residents and to ensure the provision of high-quality fire and life safety services—and not to any authority over daily administrative matters. These types of broad-based policy-making decisions and deliberations are usually memorialized in the form of Board resolutions, formal policy documents, directions to staff, budget documents, or ordinances.

In the event that a Board policy is found to be in express conflict with state or federal law or the rules of a higher authority, that portion of such policy may be nullified without affecting the

~~validity of the remainder of the policy. In such a case, staff shall is automatically null and void without Board action and shall be delete or amend the offending policy and will report such actions to the Board. d from the accumulated body of policies and rules.~~

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, ~~as a Board rule~~, shall clearly specify the intent of the Board in interpreting the policy.

Board ~~rules-policies~~ may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes. ~~Board rules may also be applied to remind the Board, staff, and public of the existence of applicable statutes.~~

Proposals regarding Board policy changes, deletions, additions, or repeal may originate from any interested person, however, such policy adoption or amendment remains the sole authority of the Board.

ARTICLE 3: POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW

In its deliberations leading to the establishment or amendment of Board policy ~~or rules~~, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

The Board recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place at least annually at a regularly scheduled Board meeting on a date or dates selected by the Board, and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority of the Board members, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Board, known collectively as the BOARD of DIRECTORS' POLICY MANUAL, shall be the reference instrument for setting the District's long-term policy-

making goals and standards, as well as conducting the business of the Board.

ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS
THE BOARD

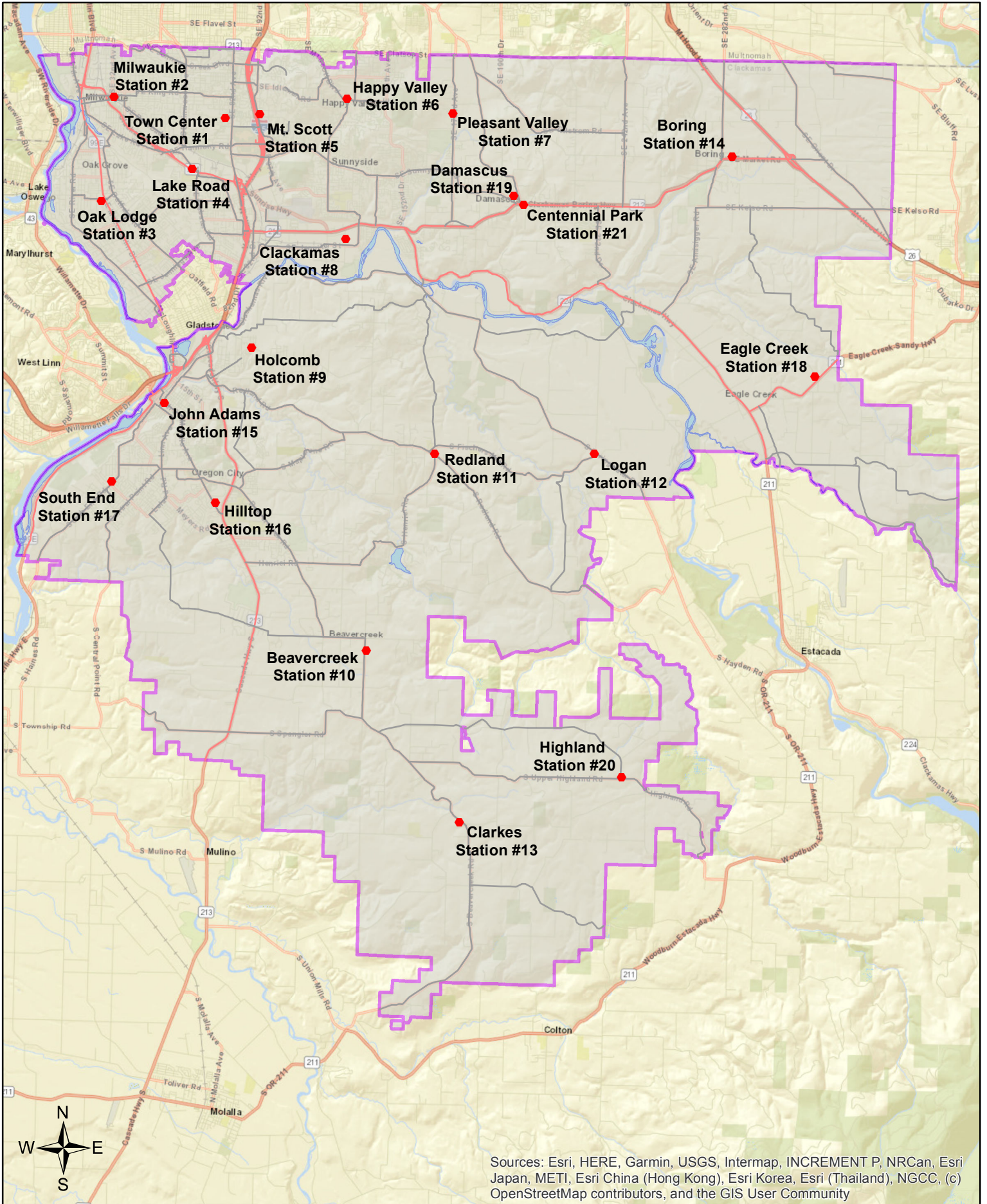
The District is defined in accordance with the provisions of Oregon Revised Statutes. The District includes territories lying in Clackamas and Multnomah Counties (see attached map). The Board, by policy, shall carry out its responsibilities ~~and the will of the people of the District,~~ in keeping with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities they provide.

4.1

Policies are adopted by the Board to govern and guide the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

Clackamas Fire District #1 Map – station names and numbers

Clackamas Fire District #1 Service Area



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

4.2

The Board reserves to itself all authority and responsibility delegated to it, unless otherwise assigned to the Fire Chief or others by the Board or by applicable statutes, ordinances, or regulations, or local action.

4.3

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060 (see Resolution 90-06 dated 12/10/90).

4.4

Collective Bargaining Agreement. It is the policy of the Board to delegate to the Chief (or his or her designee) the authority to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The Board reserves to itself or its designee (Fire chief and his/her designees) the responsibility of negotiating with employee groups.

ARTICLE 5: MEMBERSHIP OF THE BOARD

The Board shall consist of five members (each a Board member or Director) serving four-year, staggered terms. A resident elector or property owner of the District shall be eligible to serve as a Board member in accordance with ORS 478.050 and District Ordinance C90-03 (adopted January 21, 1991).

5.1

Each Board member shall be identified by a position number. All members of the Board shall serve at large, representing the District as a whole.

5.2

Board position numbers are assigned as follows and will be transferred to the successors of the named Board member at the termination of their service in the position.

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/ 19 <u>23</u>
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/ 19 <u>23</u>
4	Jay Cross	6/30/21
5	Jim Syring	6/30/ 19 <u>23</u>

Resolution 90-06 – Local Contract Review Board and Public Contracting Rules

CLACKAMAS COUNTY FIRE DISTRICT
RESOLUTION 90-06
LOCAL CONTRACT REVIEW BOARD
and
PUBLIC CONTRACTING RULES

Whereas, ORS Chapter 279 authorizes any public agency having a governing body to designate its governing board as the local contract review board;

Whereas, Public contracting agencies are required to adopt and observe public contracting rules; therefore be it

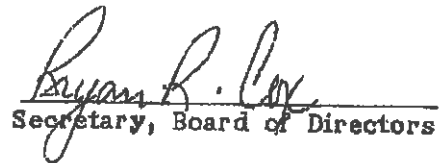
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

Resolved, That by copy of this resolution, such intent be filed with the Clackamas County Commission; and be it further

Resolved, That the Board of Directors of Clackamas County Fire District hereby adopt OAR Chapter 137, Divisions 30 and 40, and OAR Chapter 125, Divisions 300 through 360 as rules for the Local Contract Review Board.

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

**CLACKAMAS COUNTY FIRE DISTRICT
ORDINANCE C90-03
Prohibiting Fire Fighters of the District,
Volunteer or Otherwise, and Other
District Employees From Serving as
Directors.**

Whereas, The Clackamas County Fire District is a duly organized fire protection district, established in accordance with Oregon Revised Statutes;

Whereas, ORS 478.050 authorizes the Board of Directors to prohibit, by ordinance, fire fighters, volunteer or otherwise, and other district employees from serving as directors of said district;

Whereas, It has been determined to be in the best interest of Clackamas County Fire District to prohibit the above mentioned fire fighters and employees from serving as directors of the Fire District;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CLACKAMAS COUNTY FIRE DISTRICT ORDAIN AS FOLLOWS:

That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

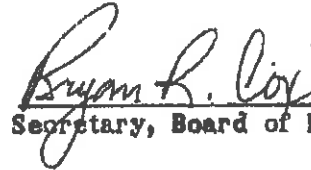
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

READ by title this 10th day of December, 1990.

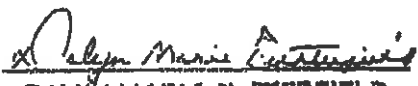
READ a second time by title and ADOPTED this 21st day of January, 1991.



Chairman, Board of Directors



Secretary, Board of Directors



CALVIN MARIE BUTTERFIELD
NOTARY PUBLIC OREGON
My Commission Expires 2/26/94

5.3

The election of the Board members shall be conducted as provided by ORS Chapter 255.

5.4

Board Member Certification. No person elected or appointed to the Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS [478.050](#) and any other Board qualifications. If a question exists as to the eligibility of any candidate, the Board will resolve the issue prior to swearing in.

5.5

New Board members shall take an oath of office at the June meeting prior to assuming the duties of the position. Unless filling a vacancy on the Board, terms of office shall start officially on July 1st. (ORS 255.335)

5.6

District Board Policy dictates that the Board President (President) and the Fire Chief be responsible for the appropriate orientation of new Board members.

The Fire Chief shall schedule a work session with new Board members to acquaint them with the facilities, equipment, and personnel and to provide copies and an overview of:

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy

- District territory and boundaries
- District and Civil Service Rules and Regulations
- Labor and other major contracts

5.7

Directors' Compensation and Reimbursement. The Board shall reimburse Board members (in accordance with the limitations set forth in ORS 198.190 and Resolution C90-18) at the rate of \$50.00 per day for all regularly scheduled Board Meetings, Special Meetings, regional, state and national committees as a result of being on the Board; sanctioned Board Committee Meetings and conferences when approved by the Board and when in response to subpoenas or legal actions.

The Board shall reimburse Board members for reasonable expenses actually incurred while on District business, in accordance with ORS 198.190 and the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. These reimbursements shall be for reasonable, allowed expenses incurred while attending Board Meetings, Special Meetings, and sanctioned Board committee meetings and conferences. Such reimbursement shall extend only to the bona fide expenses of Board members, and shall not include recompense for a spouse's or companion's costs. Each

C90-18 – Establishing Board Member Compensation and Per Diem

CLACKAMAS COUNTY FIRE DISTRICT
RESOLUTION C90-18
ESTABLISHING BOARD MEMBER
COMPENSATION & PER DIEM

Whereas, ORS 198.100 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

Whereas, Such compensation is not considered lucrative under the law;

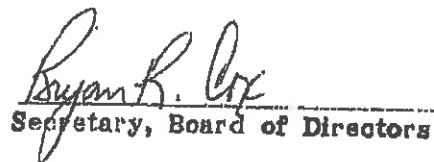
Whereas, The law also provides that the governing body may also provide reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred in performing official duties; therefore be it

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.100; and be it further

Resolved, That the amounts of such compensation, per diem rates, and conditions shall be maintained as a statement of Board Policy.

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

- ~~Meetings~~ Travel costs to attend for sanctioned Board committees
- Travel to meetings and community events (e.g., Chamber luncheons)
- Parking for District-approved events
- Meals or per diem during the course of an approved meeting or conference

Expenses falling outside of the above categories would need to be approved by the Board at the next regularly scheduled Board meeting.

Expenses incurred for lodging shall be covered at the actual cost of lodging for single occupancy only. Reimbursement for dual occupancy is acceptable when Board members share a room.

Travel shall be reimbursed at an amount equal to the rate per mile established by the Internal Revenue Service when private autos are used, or the actual cost where commercial transportation is provided.

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement reasonable and prudent. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and shall be attached to the monthly register of bills to be paid.

It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust. The Board's quarterly per diem report will be included in the District's financial report each quarter.

5.8

Vacancies on the Board. It shall be the policy of the Board to declare a position on the Board vacant if: the incumbent dies, resigns, or is removed from office or no longer meets the qualification requirements of ORS 478.050.

In the event any of the above occurs, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, may declare the position to be vacant by a majority vote of the Board, and then notify the Clackamas County Clerk of its decision.

5.9

Filling vacancies in the office of Director shall be in accordance with ORS 198 and ORS 255 as currently drafted or as amended from time to time.

5.10

When a District election is to be held for the purpose of electing members to the Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- Date of the election;
- Board positions to be voted upon;
- Latest date candidates may file for office.

The Clackamas County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

ARTICLE 6: OFFICERS OF THE BOARD

It shall be a policy of the Board to elect officers of the Board during the month of September.

6.1

Under ORS 478.250, the Board shall seat a President, a Vice President, and a Secretary/Treasurer at its September meeting or at such times as the existing officer may resign from their office or vacate membership on the Board. All officers shall be elected annually, with

no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

6.2

The President of the Board shall preside at all meetings of the Board and shall have the right to offer motions and amendments and to vote on motions put before the Board for action. The President shall sign on behalf of the Board such documents as may require an official signature.

6.3

The Vice-President shall perform all the duties of the President when acting in that capacity.

6.4

The Secretary/Treasurer of the Board or the Secretary/Treasurer's designee shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620 and 192.650 regarding the Oregon Public Meeting Law.

6.5

The Secretary/Treasurer shall countersign such official documents requiring two Board members' signatures.

ARTICLE 7: POWERS AND DUTIES OF THE BOARD

It is the policy of the Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

7.1

Important activities of the Board are the formulation of policies **and rules** regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.

7.2

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. Recusals or abstentions from Board votes shall only be allowed when a Board member missed a meeting and those meeting minutes are being approved or when a potential conflict or actual conflict of interest is reported. A potential conflict is where a Board member's vote could affect the financial interests of said member or the member of his/her family. An actual conflict occurs when a Board member's vote would definitely have a financial affect on the financial interest of said member or the member of his/her family. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

7.3

Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.

7.4

Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made .

7.5

The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the District and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

7.6

The Board members shall observe the Fire District's following Code of Conduct, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand his/her role as a board member.

7.7

The Board makes yearly appointments, approvals and reviews. The following guide shall be used to help maintain an efficient flow of District programs and services.

January

- Board approval of audit agreement
- Board approval of Clackamas Emergency Services Foundation budget
- Progress report regarding the strategic goals as listed in the Strategic Business Plan.

February

- Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (odd numbered years).

March

- Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board

April

- Board approval of term renewal for Budget Committee Members
- Adoption of proclamation for EMS Week in May

May

- ~~Board review of Economic Indicators~~

- Adoption of proclamation for Safety and Health Week in June

June

- Swearing-in of elected/re-elected Board members (odd numbered years)
- Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year

July

- Progress report regarding the strategic goals as listed in the Strategic Business Plan

August

- Adoption of proclamation for National Preparedness Month in September

September

- Annual election of Board officers – President, Vice-President, Secretary/Treasurer
- Board of Directors’ Policy Manual Review – First reading
- Adoption of proclamation for Fire Prevention Month in October

October

- Board committee/liaison assignments determined
- Board of Directors’ Policy Manual Review - Adoption

November

- Presentation of Annual Audit
- Board approval of Budget Officer for the next fiscal year

December

- Board approval for District’s Insurance Carrier for next calendar year

7.8

Board shall bi-annually review and participate in the updating of the Strategic Business Plan.

7.9

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. Therefore, as a public entity, the Board will not promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder. However, this section does not restrict the right of the Board or individual Board members to support or oppose such measures—measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing

legislative measures or providing neutral information on any measure, initiative, candidate, initiative, referendum or recall petition.

7.10

The Board shall actively strive to involve the public in the decision making process through periodic contact with community and civic groups.

ARTICLE 8: BOARD ~~ADVISORY~~ COMMITTEES/LIAISONS

It is the policy of the Board to establish ~~advisory~~ committees/liaisons when it is found to be in the best interest of the District to do so. Generally speaking, such committees gather information, report to the Board, or advise the Fire Chief and his or her designated staff.

8.1

It is the policy of the Board to maintain the following standing committees/liaisons (see list in Appendix A):

- Capital Projects Committee
- Clackamas County Coordinating Committee (C4) Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Legislative Committee
- Interagency Committee
- Volunteer Association Liaison

and other special committees/liaisons as deemed necessary. The Board President or designee shall outline the duties and responsibilities at the time of appointment. A Board member(s) shall serve on all standing or special committees. Special committees shall be considered dissolved upon submission of a final report unless their standing is continued by a vote of the majority of Board members.

8.2

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

8.3

Committees may provide information and serve in an advisory role to the Fire Chief or his or her designee concerning District matters assigned to them. The Board is responsible for setting priorities and making policy.

8.4

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.710) and the Oregon Public Records Law (ORS 192.410 through 192.505).

8.5

The Fire Chief shall be responsible for compliance with the Public Meetings Laws. (ORS 192.640)

ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS

It is the policy of the Board that all meetings be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

9.1

All meetings of the Board are open to the public, except as provided for ~~in authorized executive session~~Executive Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing, and will be made available to the news media prior to the date of the meeting (ORS 192.610 - 192.690). A ~~nominal~~-fee may be charged for copies of public records in accordance with rules established by the Board. The District will cause the regular meeting date and time to be published monthly in the District newspaper of record.

9.2

All meetings are to have at least a 24 hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District stations and facilities and the news media notified.

9.3

Regular meetings of the Board shall be held at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley, on the third Monday of each month at 6:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

9.4

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board members or by request of the Fire Chief. All such meetings must comply with Oregon Public Meetings law.

9.5

It is the intent of the Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

9.6

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board. The Board may limit public comment to three minutes per speaker; although it may make exceptions to this rule from time to time. During public comment, the Board's job will be to listen and take notes. Board members may not be prepared at that time to answer inquiries or provide information; but may ask the President to place a discussion item on a future agenda or the Fire Chief or staff to follow up on certain discussion items.

9.7

The President may regulate the order and length of appearances and limit appearances to presentations of relevant points. The President may also permit audience comments relative to a specific motion prior to the final vote of the Board. The degree of audience participation comment will depend upon time available and the significance of the matter under discussion.

9.8

The Board shall provide in the agenda of its regular meeting a specific time to hear the public comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

9.9

It shall be the policy of the Board to recognize itself as a policy-making body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

9.10

A condensed version of Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board. Notwithstanding the above, all motions will require a second before proceeding to any discussion or a votes and the President must repeat the motion clearly and unambiguously prior to any vote. Board members must ask clarifying questions if they have any uncertainty about the effect of a vote or the motion being considered.

9.11

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board member at least 48 hours (except weekends) prior to each regular meeting.

9.12

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for action, unless the law or these policies expressly requires a different number of affirmative votes for certain matters. except for actions required otherwise by law or these policies. If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

9.13

Board minutes shall reflect roll call votes at all times unless the vote is unanimous. Any Board member may request that a vote be changed if such request is made prior to consideration of the next order of business.

9.14

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining or choosing not to participate in the voting due to a conflict of interest. No other abstentions, recusals, or failures to participate in a vote shall be allowed.; A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

9.15

Board ~~executive session~~Executive Sessions may be attended by representatives of the news media per ORS 192.660 except for those sessions dealing with labor negotiations and litigation against the news medium. The Board may also invite necessary staff or personnel into an executive sessionExecutive Session as needed.

9.16

The Board recognizes the following as news media organizations eligible to attend ~~executive session~~[Executive Sessions](#) because they have an established history of meeting the requirements of this policy.

- The Oregonian
- The Clackamas Review/Oregon City News or affiliated newspapers
- Daily Journal of Commerce, Portland
- Willamette Week
- KGW, KATU, KOIN, KOPB and KPTV

9.17

Representatives of the above named organizations shall be permitted to attend ~~executive session~~[Executive Sessions](#) upon a showing of their credentials. Other news media may attend an ~~executive session~~[Executive Session](#) if recognized through the procedure set forth in Section 9.19. Representatives of the organization shall provide evidence of their credentials prior to such session.

9.18

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend ~~executive session~~[Executive Sessions](#) on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an ~~executive session~~[Executive Session](#) the organization wishes its representative to attend. The review of the request shall be based upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

9.19

Standards for recognition for determining whether a news organization will be permitted to have its representative attend ~~executive session~~[Executive Sessions](#) will include the following criteria:

- If the organization is a print medium, the organization shall provide evidence of general or associate membership in the Oregon Newspaper Publishers Association.
- If the organization is a television or radio broadcaster, the organization shall provide evidence of membership in the Oregon Association of Broadcasters. Evidence of membership in the Associated Press shall also be sufficient.
- Alternatively, the organization may provide satisfactory evidence that it is organized and operated to regularly and continuously publish, broadcast or otherwise disseminate news to the public.
- The organization is determined to be a business entity that is institutionalized, is regularly represented by multiple personnel with defined roles within the organization.

- The organization that is institutionalized is regularly represented by multiple personnel with defined roles within the organization.
- The organization is committed and structured to support the terms of ORS 192.660(4) with respect to nondisclosure of information or discussion designated as confidential.
- The fact that an individual or group of individuals maintains a computer website or “blog” or corresponds with others on a matter does not in and of itself constitute being a news media organization under this policy. The District may make an independent decision, applying applicable law, regarding whether such individuals constitute “media,” taking into account whether the individual or organization regularly reports on District matters or on the issues being discussed, among other aspects.-

9.20

A news media organization or representative denied recognition by the Fire Chief under this policy may appeal that decision by giving notice of appeal to the Fire Chief. The Board shall consider the appeal in open session prior to the scheduled ~~executive session~~Executive Session and may affirm, reverse or modify the Fire Chief’s determination.

9.21

Cameras or other recording devices may not be used in ~~executive session~~Executive Sessions, except for the official ~~executive session~~Executive Session ~~tapes-recordings or notes~~ made by District staff.

9.22

A representative of a news media organization that has a direct personal, business, or adverse legal interest in the subject of the ~~executive session~~Executive Session that would frustrate the purpose of the ~~executive session~~Executive Session may be barred from attending, subject to applicable law.

9.23

By attending the ~~executive session~~Executive Session, the news media organization and its representative agree not to print or publicly disclose the discussion at the session (per ORS 192.660(4)) until the Board of Directors has taken official action regarding the subject matter of the discussion.

9.24

The Board may revoke the recognition of a news media organization or a representative if, after notice to the organization or representative, the Board finds that the facts upon which original recognition was granted are no longer true, or upon a finding that the organization or its representative has willfully disclosed information or discussion at an ~~executive session~~Executive Session designated as confidential.

ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS

10.1

The minutes of the meetings of the Board shall be maintained in the Administration Office of the District and shall provide for information as required by law (ORS 192) and Board policies.

10.2

The Board Secretary or staff designee shall record all proceedings of the Board meetings and file these in chronological order in a book provided for that purpose.

10.3

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.

10.4

The District recognizes the right of any member of the public to inspect nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as soon as practicable and without reasonable delay. The request must be made in writing and submitted in person, by mail, by fax or by e-mail. (ORS 192.420) Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

10.5

In accordance with the Oregon Public Records Law, certain records, such as executive meeting minutes, ~~and certain~~ personnel records, and other confidential or exempt records are not included in the category of records to which the right of access is to be granted by the Fire District.

ARTICLE 11: DELEGATION OF BOARD AUTHORITY

11.1

The Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

11.2

The Board will approve a position description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

11.3

At such time that a vacancy occurs or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

11.4

The Fire Chief shall serve as ~~executive-Executive officer-Officer~~ of the District and shall have the responsibility for:

- preparing the agenda in accordance with Section 9.11 for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required;
- bringing to the attention of the Board matters requiring its consideration;
- reporting periodically to the Board on the progress of programs in the District;
- reporting to the Board any appointments, demotions, transfers, and dismissals in accordance with the policies and procedures of the ~~Board and~~ Civil Service ~~Board Commission~~ as applicable;
- all personnel and administrative actions and decisions;
- other duties as more specifically provided in the employment contract and/or job description.

11.5

The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such Standard Operating Procedures will detail the operations of the District.

ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL

12.1

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall have the responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy. When legal counsel is needed, the Fire Chief will make the contact regarding the issue in question unless the matter is in regards to

the Fire Chief. If this is the case, the Board President or designee will initiate contact with legal counsel. Notwithstanding the above generally- applicable rule, a Board Member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board President of such contact without divulging any confidential information.

ARTICLE 13: FIRE DISTRICT POLICY ON TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.

13.1

The Board establishes the following general policy relating to urban renewal districts and tax increment financing. The proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness shall be individually reviewed and scrutinized by staff for economic and operational impact. Results of these findings will be reported to the Board.

13.2

OR ~~457.085~~ Chapter 457 requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts and plan amendments and will notify such municipalities of the District's desire for early consultation and involvement.

13.3

OR ~~457.085 (5)~~ Chapter 457 provides ~~that any written recommendations of the governing body of a taxing district affected by a proposed urban renewal plan shall be accepted, rejected or modified by the governing body of the municipality in adopting the plan~~ the governing body of each taxing district with 45 days following receipt of the urban renewal plan and report to submit written recommendations to the urban renewal agency, which the municipality's governing body may accept, reject, or modify. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.

13.4

Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on the District. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate. Upon completion of this evaluation, staff will present a report to the Board.

13.5

In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly-constructed urban renewal plans that attract private investment, alleviate blighted areas and increase assessed value can ultimately benefit all public service providers. The staff and Board will continue to dialogue with the sponsoring agency prior to deciding whether to support, oppose, recommend changes, or remain neutral regarding the proposed urban renewal plan.

13.6

Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board will generally oppose plan amendments that seek to increase maximum indebtedness.

13.7

Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

- Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which have been shown to be effective in encouraging private investment, thereby increasing assessed value.
- Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
- Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities that are not shown to be effective in encouraging private investment.
- Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) of the urban renewal area to the balance of the jurisdiction.
- Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.

- Recommend or request changes that improve the urban renewal plan or plan amendment; and support, oppose or remain neutral pending the city or county addressing those changes.

ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES TAX ABATEMENT

14.1

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is ~~to provide an incentive to certain businesses to make investments in taxable property and to provide additional family wage employment in the community by allowing deferral of ad valorem taxes on the new investment property for three or five years, referred to in the statutes as tax exemption~~ stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

14.2

The process for creating an EZone requires that the sponsoring city, county or port authority submit the proposal to the Oregon Economic and Community Development Department for review and approval. ORS 285C.067 further requires that the sponsor consult with all taxing districts within the proposed EZone before submitting the application.

14.3

The Board adopts this policy on behalf of the District with respect to any property that is subject to the taxing authority of the District or to a contract for the services of the District. This policy shall provide guidance to local governments sponsoring EZones as to the position of the District on those EZones, and to the Fire Chief or his designee in responding to opportunities for meetings or consultation with those sponsoring agencies.

14.4

The Board appreciates the importance of providing incentives for investments and job creation that an EZone may provide, so long as the deferment of taxes payable to the District does not impose a financial burden on District resources and require that the District provide fire and life safety services to the beneficiary without resources to do so. Ad valorem property taxes are virtually the only source of funds by which the District provides firefighting and emergency

medical aid to the Clackamas County community. Providing for new taxable property and exempting it from the tax rolls means that the District must protect the property and the employees without the funds to do so. It is the Board's strong view that, if sponsoring agencies fail to consider carefully the impact of tax exemption on the District's ability to provide fire and life safety services, or if they waive or fail to implement the conditions provided by state law with respect to EZones, the very purpose of the program is defeated.

14.5

The Board requires as a condition of its assent to tax exemption that an agency sponsoring an EZone provide for an agreement with the applicant for tax-exemption providing for annual payment to the District during the term of tax exemption an amount equal to 30 percent of the District's current tax rate applicable to the exempt property to reimburse the District for that portion the District levy representing the direct cost of fire and emergency services for the exempt property.

14.6

The Board welcomes the opportunity for the District to review the terms and provisions of any proposed EZone on a case by case basis, but by the adoption of this policy serves as notice of the Board's concerns regarding these issues:

- Existing EZone boundaries or exemption of taxable property should not be amended unless the sponsor, in consultation with the District, concludes that the amendment is in the best interests of the community at large and will not diminish the District's ability to provide services.
- Tax exemption granted to an eligible business should not be extended unless all terms of the original tax exemption grant, including the number of employees to be hired and the wages to be paid, have been met in full for the entire exemption period.
- Original requirements for tax exemption granted by a sponsor should not be amended, altered or waived if such action would reduce, eliminate or materially alter the requirements that were presented to the District as the conditions for the tax exemptions being granted, including without limitation the base wages to be paid and employee addition requirements.
- The Board may consider EZone proposals on a case by case basis, but generally will not support EZone applications for tax exemptions that propose primarily additions of machinery or equipment or upgrades, as such improvements generally do not add assessed value at the end of the exemption period due to depreciation, wear and tear or obsolescence, defeating the concept of added taxable value in the long term.
- Sponsoring agencies should require that applicants for tax exemption include proposals to enhance the level or efficiency of local public services within the proposed EZone, including firefighting and police services.

- The Board generally opposes any termination of the existing statutory sunset provisions for EZones. The District further opposes the creation of EZones on land that is or has formerly been designated as an urban renewal area.



APPENDIX A

CFD#1 BOARD COMMITTEES/LIAISONS

20178/20189

20189/201920

Staff Liaison

CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's ~~long-range~~ capital needs. *Quarterly (Minimum)*

Trotter
Wall

Trotter
Wall

Chief Charlton/
Finance Director
Christina Day

CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. *Monthly.*

Alt.: Trotter

Alt.: Trotter

Chief Charlton

EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. *Quarterly (Minimum)*

Cross
Joseph

Cross
Joseph

Division Chief
Bill Conway

EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the ~~CEO~~ Fire Chief and to perform other duties as assigned by the Board ~~Chairperson~~ President. *Semi-annually (Minimum)*

Syring
Wall
Alt.: Joseph

~~Syring~~ Cross
Trotter
~~Alt.:~~ Wall

Chief Charlton

FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The ~~Chairperson~~ President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the *bimonthly* Foundation meetings and provide updates at the monthly Board meetings.

Trotter

Trotter

Chief Charlton

LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals ~~on the District~~. *Quarterly (Minimum)*

Joseph
Wall

Joseph
Wall

Chief Charlton

INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. *Quarterly (Minimum)*

Joseph
Syring
Alt.: Trotter

~~Joseph~~ Trotter
Syring
Alt.: ~~Trotter~~ Joseph

Chief Charlton

VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. *Quarterly (Minimum)*

Syring
Alt.: Trotter

Syring
Alt.: Trotter

Battalion Chief
Steve Deters



Clackamas Fire District #1

Board of Directors' Policy Manual

Revised November 18, 2019

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Board of Directors' Policy Manual Preamble

Our current District, Clackamas County Fire District #1, commonly referred to as Clackamas Fire District #1, is composed of areas that were formally known by the following:

Multnomah County Fire District #12 – 1976 merger
Milwaukie Rural Fire Protection District #56 – 1976 merger
Clackamas County Fire District #1 – 1976 formed
Redland Fire District #54 – 1988 merger
Happy Valley Fire District #65 – 1988 merger
Clackamas Fire District #71 – 1990 merger
Beavercreek Fire District #55 – 1994 merger
Oak Lodge Fire District #51 – 1998 merger
Clarkes Rural Fire Protection District #68 – 2003 annexation
City of Milwaukie – 2005 annexation
City of Oregon City – 2008 annexation
Boring Fire District #59 – 2017 annexation

These areas were incorporated through annexation, consolidation, merger, or contract for services to comprise the Fire District as we know it today.

Clackamas Fire District #1 is proud to be an internationally accredited organization, which provides fire protection, fire prevention, rescue operations, and emergency medical services. Clackamas Fire District #1 provides services to four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clackamas, Clarkes, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood.

Clackamas Fire District #1 has 21 community fire stations strategically located throughout the District with a workforce of more than 288 employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area covering over 235 square miles.

Uniform Patch of Clackamas Fire District #1



Patch 4.6X3.6

Logo of Clackamas Fire District #1 for electronic medium, decals, letters, etc.



Section 1

Clackamas Fire District #1

Policy Statements

**SECTION 1
CLACKAMAS FIRE DISTRICT #1
BOARD OF DIRECTORS' POLICIES**

ARTICLE 1: BOARD AS POLICYMAKERS; RESERVATION OF ADMINISTRATIVE AUTHORITY TO THE FIRE CHIEF

The policy of the Board of Directors (the Board) of Clackamas Fire District #1 (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to shape the future of the District. At the same time, the Board reserves to the Fire Chief and the Chief's designated staff the sole and exclusive responsibility and authority to manage and supervise the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's mission statement, which is "To safely protect and preserve life and property."

It is therefore the intent of the Board to set forth a series of policies and Board rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the District.

ARTICLE 2: BOARD POLICIES

It is the intent of the Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available as public documents.

The policies shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District. Generally-speaking, this means that the Board is responsible for duties such as setting District-wide goals, long-term planning, and adopting budgetary priorities. The term "policymaking" refers to the Board's decisions and deliberations intended to improve the quality of life for District residents and to ensure the provision of high-quality fire and life safety services—and not to any authority over daily administrative matters. These types of broad-based policy-making decisions and deliberations are usually memorialized in the form of Board resolutions, formal policy documents, directions to staff, budget documents, or ordinances.

In the event that a Board policy is found to be in express conflict with state or federal law or the rules of a higher authority, that portion of such policy may be nullified without affecting the validity of the remainder of the policy. In such a case, staff shall delete or amend the offending policy and will report such actions to the Board. .

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, , shall clearly specify the intent of the Board in interpreting the policy.

Board policies may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes.

Proposals regarding Board policy changes, deletions, additions, or repeal may originate from any interested person, however, such policy adoption or amendment remains the sole authority of the Board.

ARTICLE 3: POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW

In its deliberations leading to the establishment or amendment of Board policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

The Board recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place at least annually at a regularly scheduled Board meeting on a date or dates selected by the Board, and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority of the Board members, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Board, known collectively as the BOARD of DIRECTORS' POLICY MANUAL, shall be the reference instrument for setting the District's long-term policy-making goals and standards, as well as conducting the business of the Board.

ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS

The District is defined in accordance with the provisions of Oregon Revised Statutes. The District includes territories lying in Clackamas and Multnomah Counties (see attached map). The Board, by policy, shall carry out its responsibilities, in keeping with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities they provide.

4.1

Policies are adopted by the Board to govern and guide the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

4.2

The Board reserves to itself all authority and responsibility delegated to it, unless otherwise assigned to the Fire Chief or others by the Board or by applicable statutes, ordinances, or regulations..

4.3

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060 (see Resolution 90-06 dated 12/10/90).

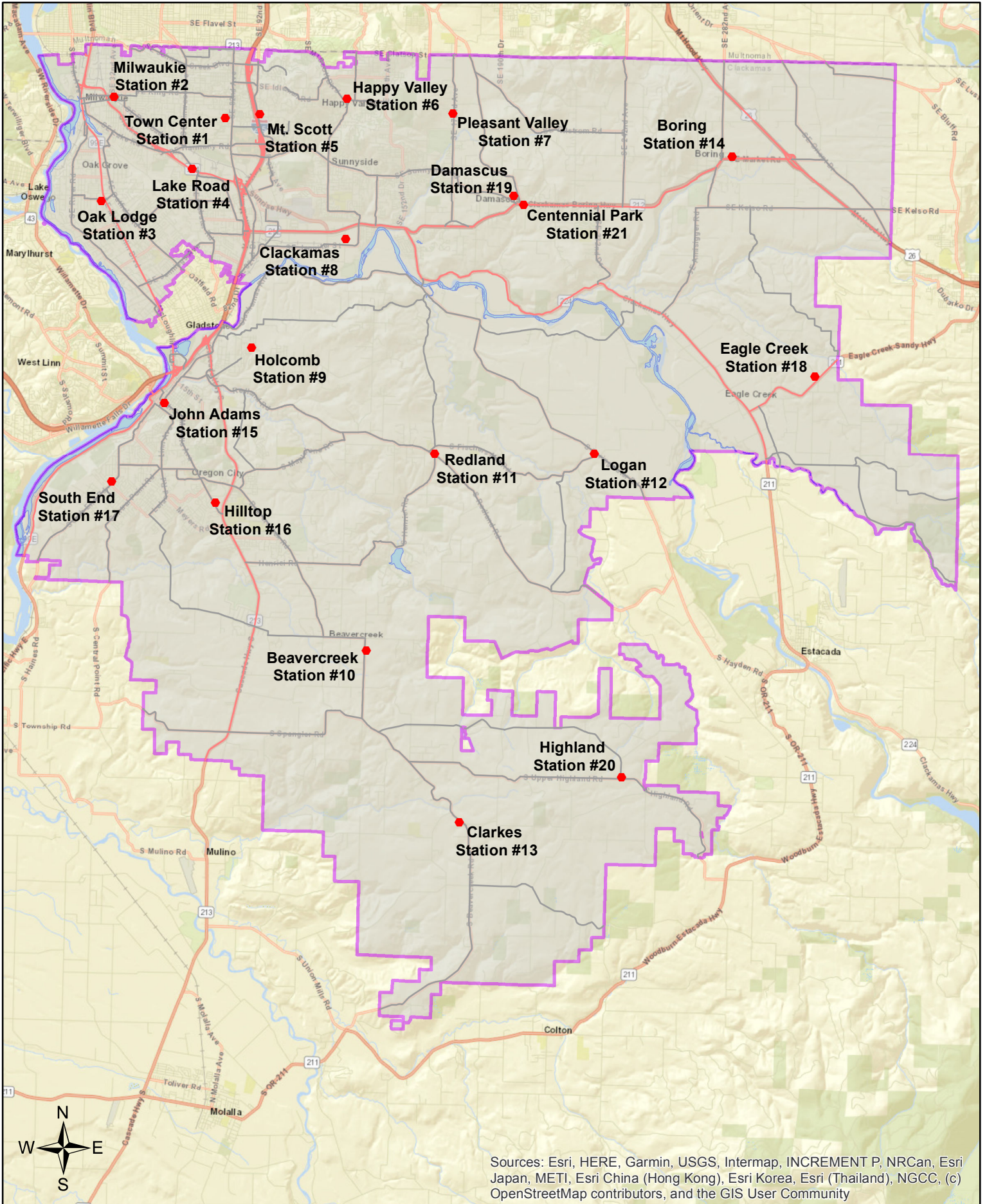
4.4

Collective Bargaining Agreement. It is the policy of the Board to delegate to the Chief (or his or her designee) the authority to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The Board reserves to itself or its designee (Fire chief and his/her designees) the responsibility of negotiating with employee groups.

ARTICLE 5: MEMBERSHIP OF THE BOARD

The Board shall consist of five members (each a Board member or Director) serving four-year, staggered terms. A resident elector or property owner of the District shall be eligible to serve as a Board member in accordance with ORS 478.050 and District Ordinance C90-03 (adopted January 21, 1991).

Clackamas Fire District #1 Service Area



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

CLACKAMAS COUNTY FIRE DISTRICT
RESOLUTION 90-06
LOCAL CONTRACT REVIEW BOARD
and
PUBLIC CONTRACTING RULES

Whereas, ORS Chapter 279 authorizes any public agency having a governing body to designate its governing board as the local contract review board;

Whereas, Public contracting agencies are required to adopt and observe public contracting rules; therefore be it

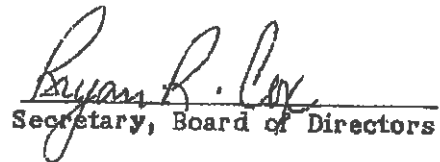
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

Resolved, That by copy of this resolution, such intent be filed with the Clackamas County Commission; and be it further

Resolved, That the Board of Directors of Clackamas County Fire District hereby adopt OAR Chapter 137, Divisions 30 and 40, and OAR Chapter 125, Divisions 300 through 360 as rules for the Local Contract Review Board.

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

**CLACKAMAS COUNTY FIRE DISTRICT
ORDINANCE C90-03
Prohibiting Fire Fighters of the District,
Volunteer or Otherwise, and Other
District Employees From Serving as
Directors.**

Whereas, The Clackamas County Fire District is a duly organized fire protection district, established in accordance with Oregon Revised Statutes;

Whereas, ORS 478.050 authorizes the Board of Directors to prohibit, by ordinance, fire fighters, volunteer or otherwise, and other district employees from serving as directors of said district;

Whereas, It has been determined to be in the best interest of Clackamas County Fire District to prohibit the above mentioned fire fighters and employees from serving as directors of the Fire District;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CLACKAMAS COUNTY FIRE DISTRICT ORDAIN AS FOLLOWS:

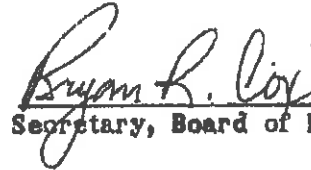
That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

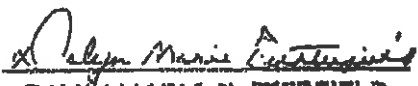
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

READ by title this 10th day of December, 1990.

READ a second time by title and ADOPTED this 21st day of January, 1991.


Chairman, Board of Directors


Secretary, Board of Directors


CALVIN MARIE BUTTERFIELD
NOTARY PUBLIC OREGON
My Commission Expires 2/26/94

5.1

Each Board member shall be identified by a position number. All members of the Board shall serve at large, representing the District as a whole.

5.2

Board position numbers are assigned as follows and will be transferred to the successors of the named Board member at the termination of their service in the position.

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/23
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/23
4	Jay Cross	6/30/21
5	Jim Syring	6/30/23

5.3

The election of the Board members shall be conducted as provided by ORS Chapter 255.

5.4

Board Member Certification. No person elected or appointed to the Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050 and any other Board qualifications. If a question exists as to the eligibility of any candidate, the Board will resolve the issue prior to swearing in.

5.5

New Board members shall take an oath of office at the June meeting prior to assuming the duties of the position. Unless filling a vacancy on the Board, terms of office shall start officially on July 1st. (ORS 255.335)

5.6

District Board Policy dictates that the Board President (President) and the Fire Chief be responsible for the appropriate orientation of new Board members.

The Fire Chief shall schedule a work session with new Board members to acquaint them with the facilities, equipment, and personnel and to provide copies and an overview of:

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy

- District territory and boundaries
- District and Civil Service Rules and Regulations
- Labor and other major contracts

5.7

Directors' Compensation and Reimbursement. The Board shall reimburse Board members (in accordance with the limitations set forth in ORS 198.190 and Resolution C90-18) at the rate of \$50.00 per day for all regularly scheduled Board Meetings, Special Meetings, regional, state and national committees as a result of being on the Board; sanctioned Board Committee Meetings and conferences when approved by the Board and when in response to subpoenas or legal actions.

The Board shall reimburse Board members for reasonable expenses actually incurred while on District business, in accordance with ORS 198.190 and the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. These reimbursements shall be for reasonable, allowed expenses incurred while attending Board Meetings, Special Meetings, and sanctioned Board committee meetings and conferences. Such reimbursement shall extend only to the bona fide expenses of Board members, and shall not include recompense for a spouse's or companion's costs. Each

Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

- Travel costs to attend sanctioned Board committees
- Travel to meetings and community events (e.g., Chamber luncheons)
- Parking for District-approved events
- Meals or per diem during the course of an approved meeting or conference

Expenses falling outside of the above categories would need to be approved by the Board at the next regularly scheduled Board meeting.

Expenses incurred for lodging shall be covered at the actual cost of lodging for single occupancy only. Reimbursement for dual occupancy is acceptable when Board members share a room.

Travel shall be reimbursed at an amount equal to the rate per mile established by the Internal Revenue Service when private autos are used, or the actual cost where commercial transportation is provided.

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and shall be attached to the monthly register of bills to be paid.

CLACKAMAS COUNTY FIRE DISTRICT
RESOLUTION C90-18
ESTABLISHING BOARD MEMBER
COMPENSATION & PER DIEM

Whereas, ORS 198.100 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

Whereas, Such compensation is not considered lucrative under the law;

Whereas, The law also provides that the governing body may also provide reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred in performing official duties; therefore be it

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.100; and be it further

Resolved, That the amounts of such compensation, per diem rates, and conditions shall be maintained as a statement of Board Policy.

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust. The Board's quarterly per diem report will be included in the District's financial report each quarter.

5.8

Vacancies on the Board. It shall be the policy of the Board to declare a position on the Board vacant if: the incumbent dies, resigns, or is removed from office or no longer meets the qualification requirements of ORS 478.050.

In the event any of the above occurs, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, may declare the position to be vacant by a majority vote of the Board, and then notify the Clackamas County Clerk of its decision.

5.9

Filling vacancies in the office of Director shall be in accordance with ORS 198 and ORS 255 as currently drafted or as amended from time to time.

5.10

When a District election is to be held for the purpose of electing members to the Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- Date of the election;
- Board positions to be voted upon;
- Latest date candidates may file for office.

The Clackamas County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

ARTICLE 6: OFFICERS OF THE BOARD

It shall be a policy of the Board to elect officers of the Board during the month of September.

6.1

Under ORS 478.250, the Board shall seat a President, a Vice President, and a Secretary/Treasurer at its September meeting or at such times as the existing officer may resign from their office or vacate membership on the Board. All officers shall be elected annually, with no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

6.2

The President of the Board shall preside at all meetings of the Board and shall have the right to offer motions and amendments and to vote on motions put before the Board for action. The President shall sign on behalf of the Board such documents as may require an official signature.

6.3

The Vice-President shall perform all the duties of the President when acting in that capacity.

6.4

The Secretary/Treasurer of the Board or the Secretary/Treasurer's designee shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620 and 192.650 regarding the Oregon Public Meeting Law.

6.5

The Secretary/Treasurer shall countersign such official documents requiring two Board members' signatures.

ARTICLE 7: POWERS AND DUTIES OF THE BOARD

It is the policy of the Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

7.1

Important activities of the Board are the formulation of policies regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.

7.2

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. Recusals or abstentions from Board votes shall only be allowed when a Board member missed a meeting and those meeting minutes are being approved or when a potential conflict or actual conflict of interest is reported. A potential conflict is where a Board member's vote could affect the financial interests of said member or the member of his/her family. An actual conflict occurs when a Board member's vote would definitely have a financial affect on the financial interest of said member or the member of his/her family. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

7.3

Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.

7.4

Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made .

7.5

The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the District and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

7.6

The Board members shall observe the Fire District's Code of Conduct, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand his/her role as a board member.

7.7

The Board makes yearly appointments, approvals and reviews. The following guide shall be used to help maintain an efficient flow of District programs and services.

January

- Board approval of audit agreement
- Board approval of Clackamas Emergency Services Foundation budget
- Progress report regarding the strategic goals as listed in the Strategic Business Plan.

February

- Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (odd numbered years).

March

- Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board

April

- Board approval of term renewal for Budget Committee Members
- Adoption of proclamation for EMS Week in May

May

- Adoption of proclamation for Safety and Health Week in June

June

- Swearing-in of elected/re-elected Board members (odd numbered years)
- Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year

July

- Progress report regarding the strategic goals as listed in the Strategic Business Plan

August

- Adoption of proclamation for National Preparedness Month in September

September

- Annual election of Board officers – President, Vice-President, Secretary/Treasurer
- Board of Directors’ Policy Manual Review – First reading
- Adoption of proclamation for Fire Prevention Month in October

October

- Board committee/liaison assignments determined
- Board of Directors’ Policy Manual Review - Adoption

November

- Presentation of Annual Audit
- Board approval of Budget Officer for the next fiscal year

December

- Board approval for District’s Insurance Carrier for next calendar year

7.8

Board shall bi-annually review and participate in the updating of the Strategic Business Plan.

7.9

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. However, this section does not restrict the right of the Board or individual Board members to support or oppose such measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing legislative measures or providing neutral information on any measure, initiative, candidate, initiative, referendum or recall petition.

7.10

The Board shall actively strive to involve the public in the decision making process through periodic contact with community and civic groups.

ARTICLE 8: BOARD COMMITTEES/LIAISONS

It is the policy of the Board to establish committees/liaisons when it is found to be in the best interest of the District to do so. Generally speaking, such committees gather information, report to the Board, or advise the Fire Chief and his or her designated staff.

8.1

It is the policy of the Board to maintain the following standing committees/liaisons (see list in Appendix A):

- Capital Projects Committee
- Clackamas County Coordinating Committee (C4) Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Legislative Committee
- Interagency Committee
- Volunteer Association Liaison

and other special committees/liaisons as deemed necessary. The Board President or designee shall outline the duties and responsibilities at the time of appointment. A Board member(s) shall serve on all standing or special committees. Special committees shall be considered dissolved upon submission of a final report unless their standing is continued by a vote of the majority of Board members.

8.2

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

8.3

Committees may provide information and serve in an advisory role to the Fire Chief or his or her designee concerning District matters assigned to them. The Board is responsible for setting priorities and making policy.

8.4

It shall be the responsibility of the Fire Chief to advise the various committees as to the

requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.710) and the Oregon Public Records Law (ORS 192.410 through 192.505).

8.5

The Fire Chief shall be responsible for compliance with the Public Meetings Laws. (ORS 192.640)

ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS

It is the policy of the Board that all meetings be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

9.1

All meetings of the Board are open to the public, except as provided for in authorized Executive Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing, and will be made available to the news media prior to the date of the meeting (ORS 192.610 - 192.690). A fee may be charged for copies of public records in accordance with rules established by the Board. The District will cause the regular meeting date and time to be published monthly in the District newspaper of record.

9.2

All meetings are to have at least a 24 hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District stations and facilities and the news media notified.

9.3

Regular meetings of the Board shall be held at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley, on the third Monday of each month at 6:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

9.4

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board members or by request of the Fire Chief. All such meetings must comply with Oregon Public Meetings law.

9.5

It is the intent of the Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

9.6

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board. The Board may limit public comment to three minutes per speaker; although it may make exceptions to this rule from time to time. During public comment, the Board's job will be to listen and take notes. Board members may not be prepared at that time to answer inquiries or provide information; but may ask the President to place a discussion item on a future agenda or the Fire Chief or staff to follow up on certain discussion items.

9.7

The President may regulate the order and length of appearances and limit appearances to presentations of relevant points. The President may also permit audience comments relative to a specific motion prior to the final vote of the Board. The degree of audience comment will depend upon time available and the significance of the matter under discussion.

9.8

The Board shall provide in the agenda of its regular meeting a specific time to hear the public comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

9.9

It shall be the policy of the Board to recognize itself as a policy-making body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

9.10

A condensed version of Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board. Notwithstanding the above, all motions will require a second before proceeding to any discussion or a votes and the President must repeat the motion clearly and unambiguously prior to any vote. Board members must ask clarifying questions if they have any uncertainty about the effect of a vote or the motion being considered.

9.11

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board member at least 48 hours (except weekends) prior to each regular meeting.

9.12

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for action, unless the law or these policies expressly requires a different number of affirmative votes for certain matters. . If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

9.13

Board minutes shall reflect roll call votes at all times unless the vote is unanimous. Any Board member may request that a vote be changed if such request is made prior to consideration of the next order of business.

9.14

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining or choosing not to participate in the voting due to a conflict of interest. No other abstentions, recusals, or failures to participate in a vote shall be allowed. A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

9.15

Board Executive Sessions may be attended by representatives of the news media per ORS 192.660 except for those sessions dealing with labor negotiations and litigation against the news medium. The Board may also invite necessary staff or personnel into an Executive Session as needed.

9.16

The Board recognizes the following as news media organizations eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy.

- The Oregonian
- The Clackamas Review/Oregon City News or affiliated newspapers
- Daily Journal of Commerce, Portland
- Willamette Week
- KGW, KATU, KOIN, KOPB and KPTV

9.17

Representatives of the above named organizations shall be permitted to attend Executive Sessions upon a showing of their credentials. Other news media may attend an Executive Session if recognized through the procedure set forth in Section 9.19. Representatives of the organization shall provide evidence of their credentials prior to such session.

9.18

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend Executive Sessions on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an Executive Session the organization wishes its representative to attend. The review of the request shall be based upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

9.19

Standards for recognition for determining whether a news organization will be permitted to have its representative attend Executive Sessions will include the following criteria:

- If the organization is a print medium, the organization shall provide evidence of general or associate membership in the Oregon Newspaper Publishers Association.
- If the organization is a television or radio broadcaster, the organization shall provide evidence of membership in the Oregon Association of Broadcasters. Evidence of membership in the Associated Press shall also be sufficient.
- Alternatively, the organization may provide satisfactory evidence that it is organized and operated to regularly and continuously publish, broadcast or otherwise disseminate news to the public.
- The organization is determined to be a business entity that is institutionalized, is regularly represented by multiple personnel with defined roles within the organization.
- The organization that is institutionalized is regularly represented by multiple personnel with defined roles within the organization.
- The organization is committed and structured to support the terms of ORS 192.660(4) with respect to nondisclosure of information or discussion designated as confidential.
- The fact that an individual or group of individuals maintains a computer website or “blog” or corresponds with others on a matter does not in and of itself constitute being a news media organization under this policy. The District may make an independent decision, applying applicable law, regarding whether such individuals constitute “media,” taking into account whether the individual or organization regularly reports on District matters or on the issues being discussed, among other aspects.

9.20

A news media organization or representative denied recognition by the Fire Chief under this policy may appeal that decision by giving notice of appeal to the Fire Chief. The Board shall consider the appeal in open session prior to the scheduled Executive Session and may affirm, reverse or modify the Fire Chief's determination.

9.21

Cameras or other recording devices may not be used in Executive Sessions, except for the official Executive Session recordings or notes made by District staff.

9.22

A representative of a news media organization that has a direct personal, business, or adverse legal interest in the subject of the Executive Session that would frustrate the purpose of the Executive Session may be barred from attending, subject to applicable law.

9.23

By attending the Executive Session, the news media organization and its representative agree not to print or publicly disclose the discussion at the session (per ORS 192.660(4)) until the Board of Directors has taken official action regarding the subject matter of the discussion.

9.24

The Board may revoke the recognition of a news media organization or a representative if, after notice to the organization or representative, the Board finds that the facts upon which original recognition was granted are no longer true, or upon a finding that the organization or its representative has willfully disclosed information or discussion at an Executive Session designated as confidential.

ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS

10.1

The minutes of the meetings of the Board shall be maintained in the Administration Office of the District and shall provide for information as required by law (ORS 192) and Board policies.

10.2

The Board Secretary or staff designee shall record all proceedings of the Board meetings and file these in chronological order in a book provided for that purpose.

that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

14.2

The process for creating an EZone requires that the sponsoring city, county or port authority submit the proposal to the Oregon Economic and Community Development Department for review and approval. ORS 285C.067 further requires that the sponsor consult with all taxing districts within the proposed EZone before submitting the application.

14.3

The Board adopts this policy on behalf of the District with respect to any property that is subject to the taxing authority of the District or to a contract for the services of the District. This policy shall provide guidance to local governments sponsoring EZones as to the position of the District on those EZones, and to the Fire Chief or his designee in responding to opportunities for meetings or consultation with those sponsoring agencies.

14.4

The Board appreciates the importance of providing incentives for investments and job creation that an EZone may provide, so long as the deferment of taxes payable to the District does not impose a financial burden on District resources and require that the District provide fire and life safety services to the beneficiary without resources to do so. Ad valorem property taxes are virtually the only source of funds by which the District provides firefighting and emergency medical aid to the Clackamas County community. Providing for new taxable property and exempting it from the tax rolls means that the District must protect the property and the employees without the funds to do so. It is the Board's strong view that, if sponsoring agencies fail to consider carefully the impact of tax exemption on the District's ability to provide fire and life safety services, or if they waive or fail to implement the conditions provided by state law with respect to EZones, the very purpose of the program is defeated.

14.5

The Board requires as a condition of its assent to tax exemption that an agency sponsoring an EZone provide for an agreement with the applicant for tax-exemption providing for annual payment to the District during the term of tax exemption an amount equal to 30 percent of the District's current tax rate applicable to the exempt property to reimburse the District for that portion the District levy representing the direct cost of fire and emergency services for the exempt property.

10.3

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.

10.4

The District recognizes the right of any member of the public to inspect nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as soon as practicable and without reasonable delay. The request must be made in writing and submitted in person, by mail, by fax or by e-mail. (ORS 192.420) Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

10.5

In accordance with the Oregon Public Records Law, certain records, such as executive meeting minutes, certain personnel records, and other confidential or exempt records are not included in the category of records to which the right of access is to be granted by the Fire District.

ARTICLE 11: DELEGATION OF BOARD AUTHORITY

11.1

The Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

11.2

The Board will approve a position description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

11.3

At such time that a vacancy occurs or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

11.4

The Fire Chief shall serve as Executive Officer of the District and shall have the responsibility for:

- preparing the agenda in accordance with Section 9.11 for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required;
- bringing to the attention of the Board matters requiring its consideration;
- reporting periodically to the Board on the progress of programs in the District;
- reporting to the Board any appointments, demotions, transfers, and dismissals in accordance with the policies and procedures of the Civil Service Commission as applicable;
- all personnel and administrative actions and decisions;
- other duties as more specifically provided in the employment contract and/or job description.

11.5

The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such Standard Operating Procedures will detail the operations of the District.

ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL

12.1

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall have the responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy. When legal counsel is needed, the Fire Chief will make the contact regarding the issue in question unless the matter is in regards to the Fire Chief. If this is the case, the Board President or designee will initiate contact with legal counsel. Notwithstanding the above generally- applicable rule, a Board Member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board President of such contact without divulging any confidential information.

ARTICLE 13: FIRE DISTRICT POLICY ON TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.

13.1

The Board establishes the following general policy relating to urban renewal districts and tax increment financing. The proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness shall be individually reviewed and scrutinized by staff for economic and operational impact. Results of these findings will be reported to the Board.

13.2

ORS Chapter 457 requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts and plan amendments and will notify such municipalities of the District's desire for early consultation and involvement.

13.3

ORS Chapter 457 provides the governing body of each taxing district with 45 days following receipt of the urban renewal plan and report to submit written recommendations to the urban renewal agency, which the municipality's governing body may accept, reject, or modify. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.

13.4

Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on the District. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate. Upon completion of this evaluation, staff will present a report to the Board.

13.5

In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly-constructed urban renewal plans that attract private investment, alleviate blighted areas and increase assessed value can ultimately benefit all public service providers. The staff and Board will continue to dialogue with the sponsoring agency prior to deciding whether to support, oppose, recommend changes, or remain neutral regarding the proposed urban renewal plan.

13.6

Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board will generally oppose plan amendments that seek to increase maximum indebtedness.

13.7

Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

- Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which have been shown to be effective in encouraging private investment, thereby increasing assessed value.
- Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
- Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities that are not shown to be effective in encouraging private investment.
- Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) of the urban renewal area to the balance of the jurisdiction.
- Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.
- Recommend or request changes that improve the urban renewal plan or plan amendment; and support, oppose or remain neutral pending the city or county addressing those changes.

ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES TAX ABATEMENT

14.1

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property

14.6

The Board welcomes the opportunity for the District to review the terms and provisions of any proposed EZone on a case by case basis, but by the adoption of this policy serves as notice of the Board's concerns regarding these issues:

- Existing EZone boundaries or exemption of taxable property should not be amended unless the sponsor, in consultation with the District, concludes that the amendment is in the best interests of the community at large and will not diminish the District's ability to provide services.
- Tax exemption granted to an eligible business should not be extended unless all terms of the original tax exemption grant, including the number of employees to be hired and the wages to be paid, have been met in full for the entire exemption period.
- Original requirements for tax exemption granted by a sponsor should not be amended, altered or waived if such action would reduce, eliminate or materially alter the requirements that were presented to the District as the conditions for the tax exemptions being granted, including without limitation the base wages to be paid and employee addition requirements.
- The Board may consider EZone proposals on a case by case basis, but generally will not support EZone applications for tax exemptions that propose primarily additions of machinery or equipment or upgrades, as such improvements generally do not add assessed value at the end of the exemption period due to depreciation, wear and tear or obsolescence, defeating the concept of added taxable value in the long term.
- Sponsoring agencies should require that applicants for tax exemption include proposals to enhance the level or efficiency of local public services within the proposed EZone, including firefighting and police services.
- The Board generally opposes any termination of the existing statutory sunset provisions for EZones. The District further opposes the creation of EZones on land that is or has formerly been designated as an urban renewal area.



APPENDIX A

CFD#1 BOARD COMMITTEES/LIAISONS

	2018/2019	2019/2020	Staff Liaison
CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's capital needs. <i>Quarterly (Minimum)</i>	Trotter Wall	Trotter Wall	Chief Charlton/ Finance Director Christina Day
CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. <i>Monthly.</i>	Alt.: Trotter	Alt.: Trotter	Chief Charlton
EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. <i>Quarterly (Minimum)</i>	Cross Joseph	Cross Joseph	Division Chief Bill Conway
EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the Fire Chief and to perform other duties as assigned by the Board President. <i>Semi-annually (Minimum)</i>	Syring Wall Alt.: Joseph	Cross Trotter Trotter	Chief Charlton
FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the <i>bimonthly</i> Foundation meetings and provide updates at the monthly Board meetings.	Trotter		Chief Charlton
LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals.. <i>Quarterly (Minimum)</i>	Joseph Wall	Joseph Wall	Chief Charlton
INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. <i>Quarterly (Minimum)</i>	Joseph Syring Alt.: Trotter	Trotter Syring Alt.: Joseph	Chief Charlton
VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring Alt.: Trotter	Syring Alt.: Trotter	Battalion Chief Steve Deters

Clackamas Fire District #1

Memo

TO: Division Chief Josh Gehrke
FROM: Information Technology Director Oscar Hicks
DATE: November 7, 2019
RE: Managed Services – Technology Integration Group

Action Requested

Request Board approve the selection of Technology Integration Group (TIG) as the Managed Services Vendor for Clackamas Fire District #1 in the amount of \$74,700. This is included in the 2019/2020 fiscal year budget.

Background

The Information Technology Services (ITS) department has expanded the traditional network support agreement to meet the current and upcoming information technology needs of the Fire District through the new Managed Professional Services Agreement. ITS staff is constantly shuffling service requests to meet the needs of Fire District personnel. In addition, not having the staff resources to address the high demand area of technical expertise impacts the ability for enhanced training, job shadowing, after hours support or continuous improvement.

Over the past 12 years, the technology infrastructure of the Fire District has changed dramatically. We have gone from a radio-based environment to an Internet Protocol (IP) based one with basically “learn as you go” methodologies. Additionally, staff is no longer able to provide the needed skilled support required by the Fire District.

The ITS department has been researching for optimal and alternative ways to meet the demands of our internal customers and external customers. With the increasing demands for enhanced technological features constantly evolving, the ITS department is consistently playing catchup to provide the level of service required for this Fire District and what is expected by the public we serve. Continual growth, technology changes, and industry requirements demands will address this significant support gap issue immediately.

By expanding this partnership with TIG, we will be better able to meet the required demands of Fire District personnel in the execution of daily duties to meet the mission of the Fire District. This will also meet the ever-changing technology demands of mandated hardware and/or software platforms required by emergency services.

Policy Implications

Authorization and approval of the Fire Chief and Board of Directors is required.

Budget Implications

The current budget includes the cost of the propose solution. The funds of a vacated ITS Technician position this year was added to the Professional Services line item for this budget year. The recommendation of this engagement will eliminate overtime costs and offset hidden costs associated with enhanced skillsets and experience. This also allows for flexible support hours when issues arise after hours / weekends.

Potential Issues

This will be new to the organization. New support processes will need to be implemented and the culture of support expectations will have to be adjusted accordingly.

Organizational Advantages

- Voice and Data Network Infrastructure
 - All Core and Edge Network Infrastructure.
 - Fiber / T1 and Trunk I Station Analog Ports
- Server Infrastructure
 - Microsoft Server Patching and Management (40 VMware Virtual Infrastructure)
 - Microsoft Exchange/0365/SharePoint support Management
- One (1) major software upgrade per year as needed and minor upgrades as needed to already installed and supported software within Voice and Data Network Infrastructure is included in the base service.
- Patching of Microsoft and VMware Network Operating Systems.
- Monitoring of backups - Unitrends appliance at main site and virtual appliance at Clackamas Education Service District (CESD) Server Monitoring and Management Software for devices covered under this contract.
- Designated Primary and Secondary Technical Resources
- Designated Project Manager w/ Quarterly Business Reviews

Recommendation

Staff requests Board approval of the selection of TIG as the Managed Services Vendor in the amount of \$74,700.

Clackamas Fire District #1

Memo

To: Fire Chief Fred Charlton and the Board of Directors
From: Captain Matt Kilgras and Firefighter Jeff Anderson
CC: Division Chief Mike Corless, Division Chief Brian Stewart
Date: November 21, 2019
Re: HazMat Elite Command Package Purchase Request

Action Requested

Staff is requesting Board approval for the purchase of the HazMat Elite Command Package (handheld unknown solid and liquid chemical identifier, accessories, and support) for \$62,950 (quote attached).

Background

Clackamas Fire's hazardous materials team routinely goes on calls to identify unknown products. The team has identified gaps in its monitoring and analyzing capabilities. The HazMat Elite Command Package will improve the team package being requested includes the monitor, necessary accessories/equipment, library of chemicals, on-site training, and three years of 24/7 support and warranty.

HazMatID Elite is a next-generation handheld chemical identifier that combines high performance with simplicity and performs an analysis in one minute or less. Using Fourier Transform Infrared (FT-IR) spectroscopy, HazMatID Elite is capable of identifying chemical warfare agents, explosives, toxic industrial chemicals, narcotics, suspicious powders, among other dangerous chemical classes. Analysis is performed by placing a small amount of unknown substance onto the diamond attenuated total reflectance (ATR) sensor and applying pressure with an integrated press for solid samples. The sample interface also includes an integrated well for the containment of liquid samples. A second, touch-to-sample, diamond ATR interface is available for rapid analysis of pooled liquids and surface films, and enables robotics applications.

This state of the art equipment will provide Clackamas Fire essential tools not presently available in the metro area. By procuring, training on, and deploying the HazMat ID Elite unknown solid and liquid chemical identifier, Clackamas Fire will be able to better protect its citizens and its responders as well as reduce the business and community impacts associated with unknown hazardous materials incidents. Additional information on the

chemical identifier and supporting equipment is available in the attached brochure and data sheet.

The state Civil Support Team (CST) has similar equipment and is available to assist on incidents. However, the CST must be activated through the Oregon Emergency Response System, has a two-hour turnout time, and must travel from Salem. These delays in chemical identification may cause businesses to be closed longer, difficulty in treating patients, community stress, and other such impacts. Further, delay in determining what, if any, hazard exists encumbers fire district resources and other first responders for longer periods of time which may impact our ability to respond to other incidents.

Staff has determined that improving the District's and the region's unknown solid and liquid chemical identification capabilities is consistent with UASI program's interests. The UASI group authorized the purchase of Clackamas Fire's CBRNE apparatus in 2006 as it enhanced the region's hazardous materials capability. The HazMat Elite Command Package will improve the region's capability to respond to, identify, and mitigate unknown substance incidents in the region for many years. The purchase of the HazMat Elite Command Package is allowable with funds received from the sale of other UASI-funded equipment.

Policy Implications

The cost of the monitor and support package exceeds the Purchasing Policy threshold (\$50,000) requiring Board of Directors approval. This acquisition is exempt from the three-quote requirement as it will be procured as a sole-source purchase (letter of sole source confirmation attached).

Budget Implications

The funds for this purchase are provided for through the sale of the 2006 Pierce Dash HR which was approved for surplus during the regular Board of Directors meeting in February 2019. This apparatus was a UASI-funded apparatus and the proceeds from the sale of the apparatus must be used for UASI-approved purchases. The acquisition of the HazMatID Elite chemical identifier and its supporting equipment and services meets the requirement for the utilization of these funds.

Staff worked with the sole-source vendor to reduce the purchase price resulting in a savings of \$10,000.

Recommendation

Staff recommends Board approval for the purchase of the HazMat Elite Command Package for \$62,950.



FARRWEST

Estimate

Date	Estimate #
8/20/2019	8576

**108 Commercial Place
Schertz, TX 78154**

Ph: 210-566-1857
Fax 210-566-1897

CLACKAMAS FIRE DISTRICT #1 Matthew Kilgras 11300 SE FULLER ROAD MIKWAUKIE, OR 97222

P.O. No.	Rep	Project/Event
	TAB	

Item	Description	Qty	Cost	Total
029-1905-Y2	HAZMAT ELITE COMMAND PACKAGE- DUAL-DIAMOND FT-IR IDENTIFIER INCLUDES: - 2 LI-ION BATTERIES - BATTERY CHARGER - LAPTOP COMPUTER - USB RF MODEM FOR WIRELESS COMMUNICATION - SMITHS COMMAND SOFTWARE - UPGRADED TRANSPORT CASE - 3YRS. PARTNERSHIP PROGRAM WITH REACHBACK, 24/7 SUPPORT AND FULL WARRANTY - FULL FENTANYL LIBRARY WITH UPDATES - ON-SITE TRAINING AND HAZMAT SAMPLING CLASS FOR 3 SHIFTS	1	62,950.00	62,950.00

Subtotal		\$62,950.00
Sales Tax (0.0%)		\$0.00
Total		\$62,950.00

Phone #	Fax #
210-566-1857	210-566-1897

Web Site
www.farrwestenv.com

A person wearing a full-body hazmat suit, including a hood, goggles, and a respirator with a filter, is using a handheld FT-IR spectrometer. The person is wearing gloves and is focused on the device's screen. The spectrometer is being used to analyze the surface of a blue barrel. The background shows an outdoor setting with other blue barrels and some debris. The entire image has a blue color overlay.

smiths detection

Fourier-Transform Infrared (FT-IR) Spectroscopy

A VIBRATIONAL SPECTROSCOPY TECHNIQUE
THAT IS USED FOR THE FIELD IDENTIFICATION
OF UNKNOWN SUBSTANCES

www.smithsdetection.com

FT-IR is a vibrational spectroscopy technique that has been used for the field identification of unknown substances for more than 10 years.

Smiths Detection's HazMatID system was the first FT-IR chemical identifier designed specifically for use close to the chemical threat and in hotzone environments. The new HazMatID Elite incorporates state-of-the-art technology to further increase the ruggedness and portability of FT-IR spectroscopy and enable deployment by a wider range of personnel in many of the world's most challenging environments.

Interferometer: The Engine of an FT-IR System

Interferometry is an efficient way to conduct spectroscopic measurements using infrared (IR) light. This approach, as opposed to monochromatic or dispersive methods, enables the throughput, multiplex, and precision advantages that are required for end-user applications. A typical interferometer works by splitting IR light from a spectral source into two beams and reflecting one beam off of a fixed mirror and the other off of a moving mirror. The moving mirror introduces a time delay that causes a mix of constructive and destructive interference when the beams are recombined. The scan of this signal versus the mirror position produces an interferogram, which can be reconstructed into an IR spectrum using Fourier transform mathematics.

Maintaining the precision motion inside of an interferometer requires a robust mechanical and electrical design to allow reliable measurements to occur under a wide range of field conditions including high and low temperatures, plus the shock and vibrational loads encountered during human and vehicle transport. The design used in the original HazMatID system has proven reliable for the last 10 years and has satisfied many mission requirements of Military and emergency response personnel worldwide. The new design in the HazMatID Elite system further miniaturizes this technology and provides the robustness required for true handheld chemical identification applications.

Diamond Attenuated Total Reflectance (ATR): An Enabling Technology

While the interferometer manages the IR light required for FT-IR spectral measurements, reliable

sample introduction to the FT-IR system is essential to carry out chemical identification procedures. Although many sample introduction techniques exist, diamond ATR sampling has been the enabling technique for the field. When a chemical sample is placed in contact with the diamond ATR sensor, a small amount of IR light penetrates into the sample and is absorbed at certain frequencies characteristic of that material. This recording of the characteristic frequencies can be performed without any sample preparation or destruction of the sample. In addition, this surface analysis technique only requires that the sample interface area be wiped clean after an analysis, instead of the labor-intensive and cleaning and clear-down procedures encountered with other analysis methods. The diamond surface also provides a high-level of ruggedness and chemical resistance for repeated use.

Spectral Databases and Algorithms

It has been said that the characteristic IR light frequencies absorbed by a chemical produce a "molecular fingerprint". Tens-of-thousands of unique FT-IR spectra have been recorded on HazMatID systems and are incorporated into our spectral libraries. When these libraries are searched against unknown spectra recorded in the field, a best match or matches to the library can be reported to the user to aid in on-scene chemical hazard assessment. In recent years, Smiths Detection has developed advanced chemometric library search algorithms that allow faster reporting and accurate results for samples that contain a mixture of chemical components. Users also have the capability to develop their own spectral libraries to tailor their FT-IR equipment for their own specialized needs.

Key Benefits of FTIR Technology

FT-IR technology enables the rapid assessment of a wide range of chemical threats including chemical warfare agents, explosives, toxic industrial chemicals, pesticides, narcotics, and common white powders. Eliminating the need for sample preparation, FT-IR technology provides an easy-to-use capability that can be utilized by security personnel worldwide. It is truly a gold-standard method for unknown chemical identification in the field.

For product information, sales or service, please go to www.smithsdetection.com/locations

Smiths Detection, 1 Sheldon Square, Paddington London, United Kingdom W2 6TT
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Fourier-Transform Infrared Spectroscopy is a trademark of Smiths Detection Group Ltd

smiths detection

HazMatID™ Elite

HOTZONE HANDHELD FTIR CHEMICAL IDENTIFIER



Feature Highlights

- **Optimized for easy operation in personal protective gear**
- **MIL-STD-810G certified for use in harsh conditions and high-temperature operation**
- **Integrated pressure device for analysis of solid materials, plus direct touch-to-sample capability**
- **Automated analysis of mixtures with available priority alerting for explosives, CWAs, TICs, and narcotics**
- **Long-range, embedded RF wireless transmission**

HazMatID Elite is a next-generation handheld unknown solid and liquid chemical identifier that combines high performance with simplicity and performs an analysis in 1 minute or less. Using Fourier Transform Infrared (FTIR) spectroscopy, HazMatID Elite is capable of identifying chemical warfare agents, explosives, toxic industrial chemicals, narcotics, suspicious powders, among other dangerous chemical classes.

Analysis is performed by placing a small amount of unknown substance onto the diamond ATR sensor and applying pressure with an integrated press for solid samples. The sample interface also includes an integrated well for the containment of liquid samples. A second, touch-to-sample, diamond ATR interface is available for rapid analysis of pooled liquids and surface films, and enables robotics applications.

MIL-STD-810G certified for operation in harsh conditions, HazMatID Elite has the widest thermal and solar operational range of any portable or handheld chemical

identifier. Its revolutionary optical engine also provides high vibration immunity and resistance to mechanical disturbances seen during vehicle or human transport.

The HazMatID Elite user interface contains a large display screen with a high viewing angle and visibility in direct sunlight conditions, large keypad controls for effective operation in protective gear, and an intuitive software workflow design. On-screen instructional graphics guide users through the essential operations of the device to maximize ease-of-use and reduce the training burden for security personnel.

Long-range, embedded RF wireless transmission is also included for rapid communication of data out of the hotzone to aid in information integration, decision making, and connection to ReachBackID™ 24/7/365 support services. PC-based command software provides advanced data handling capabilities for specialized users.

HazMatID Elite

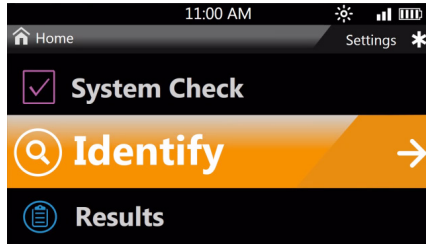
Technical Data

General Specifications

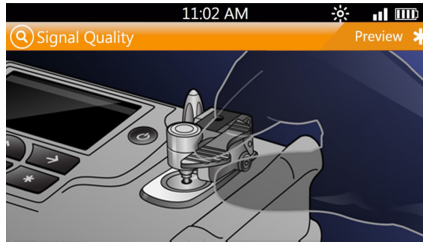
Technology	Fourier-Transform Infrared Spectroscopy
Size	26.9 x 14.3 x 7.9 (10 5/8 x 5 5/8 x 3 1/8 in)
Weight	2.29 kg (5.05 lbs.)
Sample interface	Diamond ATR sensor with integrated solid press and liquids well Second, touch-to-sample diamond ATR sensor for direct sampling
Decon	IP-67 rated and sealed for decontamination by immersion
Operational ranges	Operational in extreme weather and temperatures ranging from -20°C to 50°C (-4°F to 122°F). Humidity ranging from 0-100%
User interface	4.3 inches internally-bonded LCD color display for high visibility in direct sunlight conditions
Power	Individually-lit keypad and instructional graphics guide users through the operation of the device Rechargeable lithium-ion battery for 4 hours operation Disposable 123A battery compatible
Wireless	External IP-67 rated connector for mains or automobile power Embedded RF modem for 1 km line-of-sight data transfer FIPS 140-2 compliant encryption GPS included
External data storage	Full USB support
Libraries	10,000 spectra of chemical warfare agents, explosives, narcotics, TICs, pesticides, white powder, and other chemical classes. User-defined libraries transferable from the HazMatID

Available Options

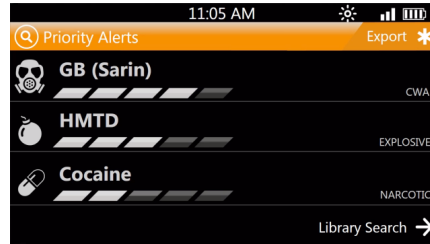
Command PC software	Advanced software package for data management and spectral reprocessing against upgraded databases (up to 35,000 spectra)
Repeater	RF repeater for extending the wireless data transfer range
Colors	Olive drab or yellow
ClearSampler™	ATR/FTIR surface sampling accessory for decon verification, explosives analysis and hazardous materials assessment



Simplified user interface requires minimal training



Instructional graphics guide users through device operation



Clear and precise analysis results to enable decisive actions



For product information, sales, or service, please go to www.smithsdetection.com/locations

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smiths detection

Monday, January 14, 2019

Sole Source Confirmation

Smiths Detection, Inc. is the sole manufacturer of the following Smiths Detection products, services and software. Each product is protected by specific trade patents and cannot be duplicated for any purpose.

- HazMatID ELITE – all configurations and accessories
- ACE ID- all configurations and services and accessories
- GasID – all configurations and accessories
- Sabre 5000 – all configurations and accessories
- LCD 3.2 & 3.3 – all configurations and accessories
- RADSEEKER – all configurations and accessories
- Partnership and Trade-In Programs for all systems
- IonScan 600 and all accessories
- Databases/Libraries for all systems
- Guardion GC Mass Spectrometer
- All Warranty and service extensions

These products, services and software are only available through Smiths Detection and its authorized dealers. If you have received pricing information from persons or companies other than Smiths Detection, Inc. or its approved dealer, it will be considered non-authorized by Smiths Detection, Inc.

FarrWest Environmental Supply, Inc. is the only authorized dealer for the following states:

- Texas, Oklahoma, Arizona, Washington, Colorado, Oregon, Wyoming, Montana, Nevada, New Mexico, Arkansas, Utah, Wisconsin, Louisiana, Minnesota, Illinois, Nebraska, Indiana, Ohio, Missouri, Iowa, North Dakota and South Dakota

If you have any questions or require additional information, please feel free to contact us at Patrick.cope@smiths-detection.com or Mike.Tyszkiewicz@smiths-detection.com

Sincerely,

Mike Tyszkiewicz
251-284-1694
DoD and Senior Sales Manager
Smiths Detection

Patrick Cope
443-910-7226
West Region Sales Manager
Smiths Detection

Memo

TO: Board of Directors

FROM: EMS Division Chief Bill Conway

CC: Finance Director Christina Day

DATE: November 18, 2019

RE: Ground Emergency Medical Transportation (GEMT) Supplemental Revenues

Action Requested

Request Board approve the Ground Emergency Medical Transportation (GEMT) supplemental revenue program to enable receipt of federal GEMT revenues as described in the attached letter to Division Chief Bill Conway, and authorize such payments as needed to receive supplemental revenues, including pre-payment of Oregon state match and administrative fees to Oregon Health Authority. Staff further requests the Board to authorize the Fire Chief to take necessary administrative steps in the future to continue claiming and receiving this revenue.

Background

The GEMT program is a federal program that makes supplemental payments to eligible GEMT providers (such as Clackamas Fire District #1) who furnish qualifying emergency ambulance services to Oregon Health Authority (OHA) Medicaid recipients. In 2018, the Oregon State Legislature passed HB4030 authorizing the GEMT program. OHA submitted a State Plan Amendment stating its intention to participate in the GEMT program, and was approved to claim reimbursable expenses retroactively to July 1, 2017 under Oregon State Plan Amendment (SPA) Transmittal Number 17-0010.

Clackamas Fire District #1 staff worked with a consultant to calculate and submit a request for reimbursement for expenses incurred in FY2017-18 and is finalizing a request for expenses incurred in FY2018-19 as well (due November 30, 2019). OHA has approved the FY2017-18 claim and submitted it to the Medicaid program on behalf of the Fire District.

In Oregon, Ground Emergency Medical Transportation (GEMT) supplemental payments are funded using the intergovernmental transfer (IGT) payment model. An IGT requires providers to physically transfer or wire the non-federal portion (or state) share of the average cost per transport. OHA (state) will be invoicing Clackamas Fire District #1 for the total state portion of \$162,399 in order to draw down a total supplemental payment of \$1,160,008, resulting in a total settlement of \$997,609. The Fire District will be repaid in full for the state

portion when they receive the total supplemental payment, but will need to pay a state administrative fee of approximately \$32,480, and our consultants, from that settlement.

Known Facts

Budget Implications

Clackamas Fire District #1 is required to send a deposit of \$162,399 to OHA in order to receive the Medicaid reimbursement. While current funds and appropriation levels are available to complete the deposit, staff will present a supplemental budget in December 2019 to appropriate the new revenues and associated expenditures.

Potential Issues

Reimbursement for the FY2017-18 expenses will be the first reimbursement process for GEMT in Oregon. Payment to providers (CFD#1) is scheduled to be remitted in December 2019. It is possible that this new process will experience complications, which could postpone the reimbursement of both the Medicaid funds and the state match funds. However, the Fire District has sufficient funds to operate without the reimbursement for the remainder of FY2019-20.

Recommendation and Why

Staff recommends approval of the pre-payment of Oregon state match and administrative fees to Oregon Health Authority to enable federal draw-down of GEMT revenues. These funds will act as a deposit, and will be fully reimbursed to the Fire District with the payment of the GEMT supplemental funds. Staff further requests the Board to authorize the Fire Chief to take necessary administrative steps in the future to continue claiming and receiving this revenue.



HEALTH CARE PROGRAMS
Health Services Division – Program Support

Kate Brown, Governor

Oregon
Health
Authority

500 Summer St NE E35
Salem, Oregon 97301

Voice: 503-945-5772 or 1-800-527-5772

FAX: 503-373-7689

TTY: 711

www.oregon.gov/OHA/healthplan

William Conway
Clackamas County Fire District
11300 SE Fuller Road
Milwaukie, OR 97222

Dear Mr. Conway,

As we are awaiting the completion of the Inter-Governmental Agreement's (IGA's) we cannot send the official Settlement Notices, however we do want you to be aware of the settlement calculations and be prepared to submit your State Match amount by November 30th so that payment can still be issued by December 15th, 2019.

There will be two payments made to Oregon Health Authority by the provider. The first is the State Match amount, which is used to pull down federal funding for GEMT. The second is the GEMT Administrative Fee, which will be a maximum of 20% of the State Match Portion of the GEMT Settlement. Clackamas County Fire District will receive the sum of the State Match amount and the Federal Funds back from the Oregon Health Authority as the GEMT Supplemental Payment. Please see the totals below, and the calculation attached to this document for further detail. The GEMT Administrative Fee has not been finalized, so below you will find the maximum 20% included.

The payment is identified as follows

Federal Funds	\$997,609.00
State Match	\$162,399.00
Total Payment to be received	\$1,160,008.00

State Administrative Fee of 20%	\$32,479.80
---------------------------------	-------------

Please be on the lookout for communication from us regarding the IGA contracts, as once these are completed, they need to be signed by an Officer or Administrator (preferably the same individual who signed the GEMT Cost Report) to be eligible to receive GEMT Payment.

Thank you for your time,

Dexter Larson
Fiscal Analyst II
Oregon Health Authority

Fire Chief's Office

To: Chief Fred Charlton and the Board of Directors
 From: Public Information Officer Brandon Paxton
 Re: Public Information Office Monthly Report – October 2019

District or Community Events:

- Chain of Survival Ceremony, Oct. 7
- Live Burn Event, Oct. 10
- Oregon Great ShakeOut at Charter Alliance Academy, Oct. 17
- Swearing-In and Promotional Ceremony, Oct. 31

Earned Media (TV, Radio and Print):

Total Story Count:	36
Total Audience:	484,794
*Total Calculated Ad Value:	\$6,006
*Total Calculated Publicity Value:	\$18,020

*Calculated Ad Value uses the 30-second ad value multiplied by the detected length of the story or the printed ad value, and determines what the Fire District would have paid for the ads or broadcasts.

*Calculated Publicity Value is when a news story appears during TV and radio broadcasts, or print media that is promoted as being much higher than the value of placing an ad or broadcast. The industry standard is to say that the story is actually three times more valuable.

Social Media by the Numbers:

- Twitter: 10,819 Followers (10,726 in September)
- Instagram: 3,530 Followers (3,367 in September)
- Facebook: 8,007 Followers (7,788 in September)

Public Messaging and Campaigns:

- October is Fire Prevention Month campaign: "Not every hero wears a cape. Plan and practice your escape!"
 - Fire station open house schedule
 - Making and practicing an escape plan
- Chain of Survival Ceremony
- Drills: Volunteer Recruit Academy 19-01, rope rescue team at Willamette Falls, and Redland burn-to-learn
- September emergency response numbers
- Capt. Kinne and Accounting Manager Le featured in Pamplin's "Women Making a Difference"
- Breast Cancer awareness month

- Free Vaccination Clinic
- Winter Warming Drive
- Gutter safety
- Contract for service with Estacada Fire District #69 (EFD)
- Halloween safety tips
- Strike team deployed to wildland fires in California

Meetings Attended:

- Cowlitz Celebration of Life, Oct. 1
- Chain of Survival script development meeting with Chief Charlton and BC Santos, Oct. 2
- Vaccination Clinic discussion on how to involve media/public outreach, Oct. 7 and Oct. 21
- Life Jacket Campaign meeting with OCHS, Oct. 8
- Outdoor/backyard burning meeting with DC Corless and FM Olson, Oct. 9
- PFAS meeting with TVFR and Portland Fire, Oct. 21
- Oregon City Business Alliance, Oct. 22
- Happy Valley Business Alliance, Oct. 23
- Training Center Project RFP meeting, Oct. 28
- Swearing-in walk through at PWFCC, Oct. 29
- BC301 and E314 attended the Boring CPO meeting on Oct. 1 and BC302 and E302 attended the Milwaukie PSAC meeting on Oct. 24 and provided Fire District updates on the following:
 - October is Fire Prevention Month campaign and fire station open house schedule.
 - Volunteer Academy began the second week of September for a three month training academy.
 - Estacada Fire: CFD presented a proposed contract for service with both boards: CFD and EFD in September. The current intergovernmental agreement with EFD was extended through Oct. 31. Both boards would vote on a contract for service at their October board meetings.

Respectfully submitted,

Public Information Officer Captain Brandon Paxton

Business Services Division

To: Chief Fred Charlton and the Board of Directors
From: Deputy Chief Doug Whiteley
Re: Business Services Division Monthly Report – October 2019

- Attended the Station 3 – Oak Grove Open House.
- Participated in the October Civil Service Meeting.
- Attended the Chain of Survival Ceremony.
- Attended the monthly OPS Meeting.
- Attended Miller/Nash Legal training in Portland.
- Attended the Insurance Committee and Health Trust meetings.
- Worked on organizational succession planning.
- Attended Interagency Meeting with Estacada Fire.
- Met with staff regarding the planning retreat follow up.
- Attended the Clackamas Fire Board Work Session.
- Attended Fire Defense Board in Sandy.
- Attended Estacada Fire Board Meeting.
- Distributed 4th batch of self-assessment manual assignments for the 2020 Accreditation.
- Attended Rotary Club meetings.
- Attended the Chamber WILMA Award Luncheon.
- Attended the monthly Labor Management Committee Meeting.
- Participated in Chief Promotional Interviews.
- Worked with Legal Counsel on several matters.
- Attended the swearing in and promotional ceremony.
- Worked on Accreditation self-assessment manual documents.
- Met with Local 1159 on various matters.

Respectfully submitted,
Deputy Chief Doug Whiteley

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Finance Director Christina Day

Re: Finance Division Monthly Report – September 2019

Below are a few highlights of activities in Financial Services for the months of October-November 2019.

- **FY19 Year-End and Audit**
 - Audit fieldwork was completed September 30 – October 4, 2019, and draft financial statements are under review. The annual audit presentation is planned for the December 2019 Board meeting.
- **Budget**
 - Preparations have begun for the FY2020-21 budget development process set to start in December. Draft budget calendars have been prepared and shared with staff for both the CFD#1 and Estacada Fire District #69 (EFD) processes.
 - Director Day is working to update the Long Range Financial Forecast to estimate revenues available.
 - Director Day is preparing a supplemental budget for FY2019-20 to be presented for consideration at the December Board meeting.
- **Accounts Receivable**
 - GEMT – The GEMT reimbursement request was approved and the Fire District will be receiving reimbursement in December for the FY2017-18 transports. Preparation of the FY2018-19 reimbursement request is nearing completion as well and will be submitted by November 30.
- **Accounts Payable**
 - Accounts Payable staff processed 288 invoices and issued 523 checks/EFTs.
- **Estacada Integration**
 - Finance Director Day established and shared methods to track integration costs, as well as ongoing future costs, to ensure accurate reporting.
 - Finance Director Day and Accounting Manager Le met with Estacada's administrative staff to discuss coordination of the upcoming integration.
 - Finance Director Day worked with Estacada staff to prepare a supplemental budget for consideration at the November 21 Estacada Board meeting to make necessary adjustments for the contract for services.
- **Succession Planning**
 - Director Day prepared and submitted a staffing analysis of Finance Department functions with recommendations for addressing current and future needs.

- **Health Trust**

- Director Day worked with District and IAFF staff and the investment managers to reconcile contributions to the Health Trust and establish a monthly contribution process to begin December 2019.

Looking ahead:

November 30, 2019 Deadline for FY2018-19 GEMT reimbursement request
 Deadline for Finance contributions to Accreditation report

December 2019 Budget process for FY2020-21 officially begins
 FY2018-19 Consolidated Annual Financial Report (CAFR) available

Respectfully submitted,

Finance Director Christina Day

FINANCIAL REPORT – Period ending October 31, 2019 (FY2019-20)

General Fund 10

As of October 31, 2019, Fiscal Year 2019-2020 is 33.0% complete.

Following is a summary of financial activity through October 31, 2019:

Revenues: The General Fund has received \$485,717 in property tax revenues from both current and prior year’s taxes. These funds were transferred to the Local Government Investment Pool by the Treasurer’s Office. Ambulance Transport is generating revenues of \$178,827 at 23.8% of the adjusted budget before the costs of collection are netted out. This fund has received \$86,444 in interest revenues to date. Additional revenues from contracts, and other sources total another \$903,385.

Expenditures: The General Fund has actual expenditures (excluding encumbrances and depreciation expense) in the following categories through October 31, 2019:

Category:	% of Budget Used
Salaries & Benefits	36.0% of Adjusted Budget
Materials & Services	24.0% of Adjusted Budget
Capital Outlay	5.7% of Adjusted Budget

Equipment Reserve Fund 20

Total expenditures in this fund equal \$0. This fund has received \$821 in interest and \$87,926 in surplus sales revenues to date.

Capital Projects Fund 30

Total expenditures in this fund equal \$123,747 through October 2019. This fund has received \$4,999 in interest revenues to date.

Enterprise Fund 40

There are no expenditures in this fund to date. This fund has received \$1,551.92 in interest revenue.

Debt Service Fund 50

This fund has received \$19,186 in property tax revenues this year, along with \$2,685 in interest earnings. There are no expenditures in this fund in October 2019.

Bond Construction Fund 60

Total expenditures for bond project-related construction costs equal \$5,527 in October 2019. This fund has received \$67,099 in revenue.

PERS Reserve Fund 70

There are no expenditures in this fund. The fund has received \$1,195 in interest revenues to date.

Investment Activity

Short-term Investment Portfolio

The table below indicates the balances of cash accounts as of October 31, 2019.

Short-term Investments as of October 31, 2019	
Local Government Investment Pool	\$7,186,866.74
Key Bank Checking	\$1,091,231.91
Third Party Trust	\$3,000
TOTAL:	\$ 8,281,098.65

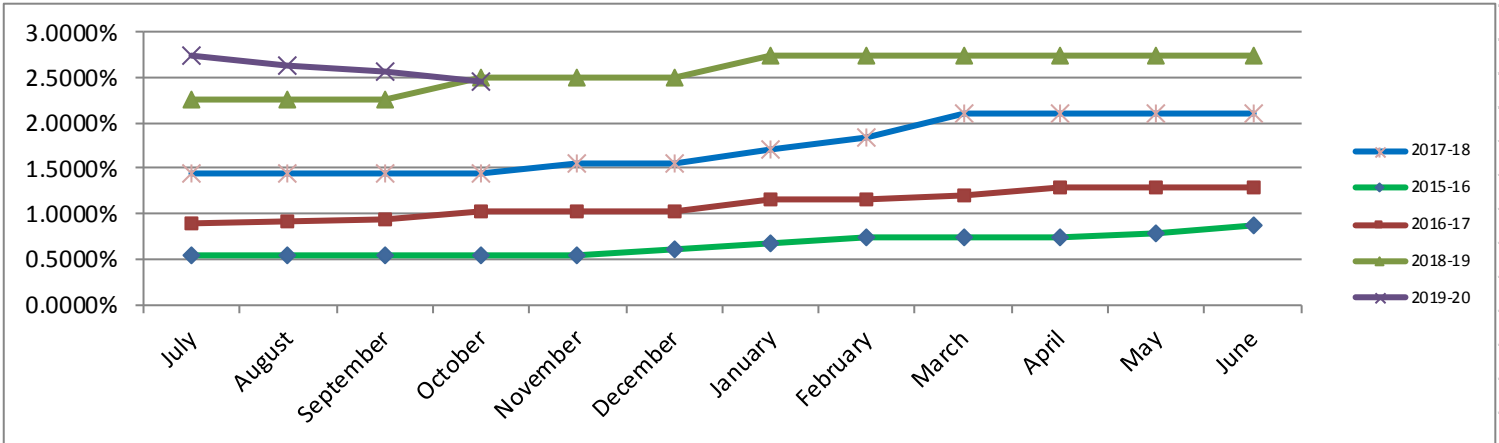
The Oregon LGIP interest rate decreased to 2.45% through October 31, 2019, and will further decrease to 2.25% effective November 15, 2019.

Clackamas Fire District No. 1			
LGIP Monthly Interest Rate Averages			Monthly Earnings LGIP
September	2018	2.250%	\$26,261.52
October	2018	2.500%	\$20,752.06
November	2018	2.500%	\$30,260.04
December	2018	2.500%	\$107,167.48
January	2019	2.750%	\$117,102.43
February	2019	2.750%	\$98,288.24
March	2019	2.750%	\$97,917.45
April	2019	2.750%	\$84,486.84
May	2019	2.750%	\$75,103.92
June	2019	2.750%	\$59,889.29
July	2019	2.750%	\$52,420.04
August	2019	2.640%	\$41,162.65
September	2019	2.570%	\$29,954.96
October	2019	2.450%	\$21,186.01

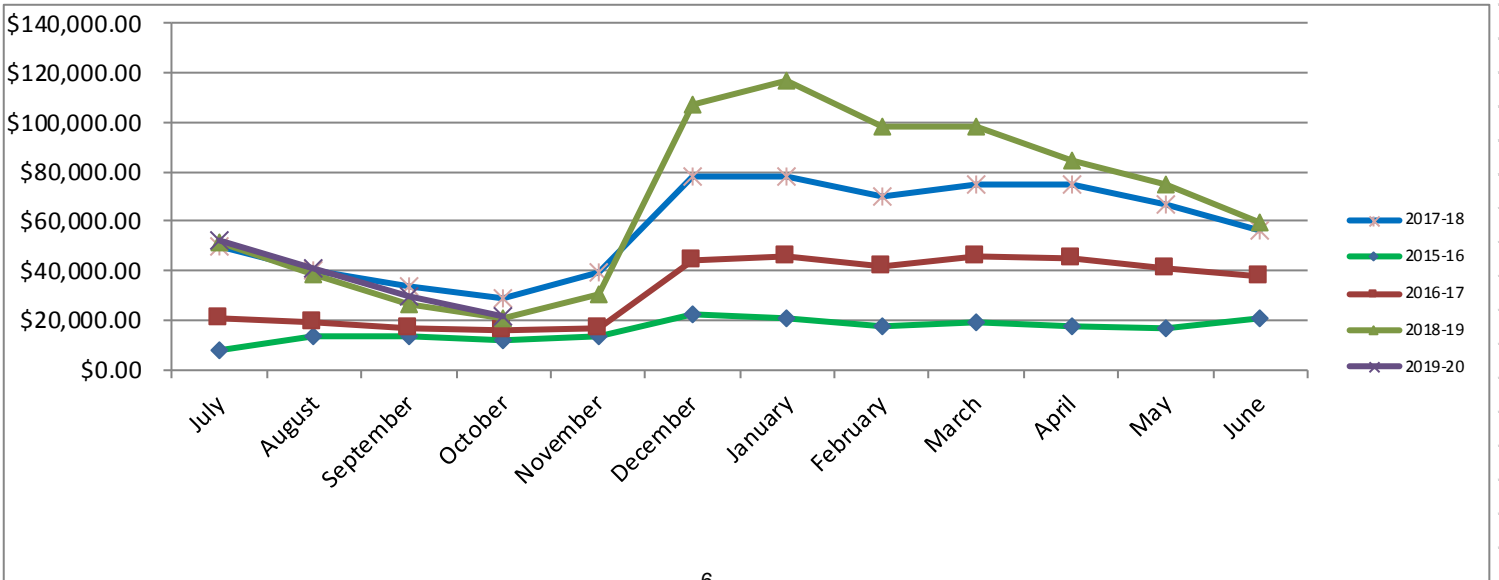
Clackamas Fire District #1

LGIP Interest Rates and Revenue

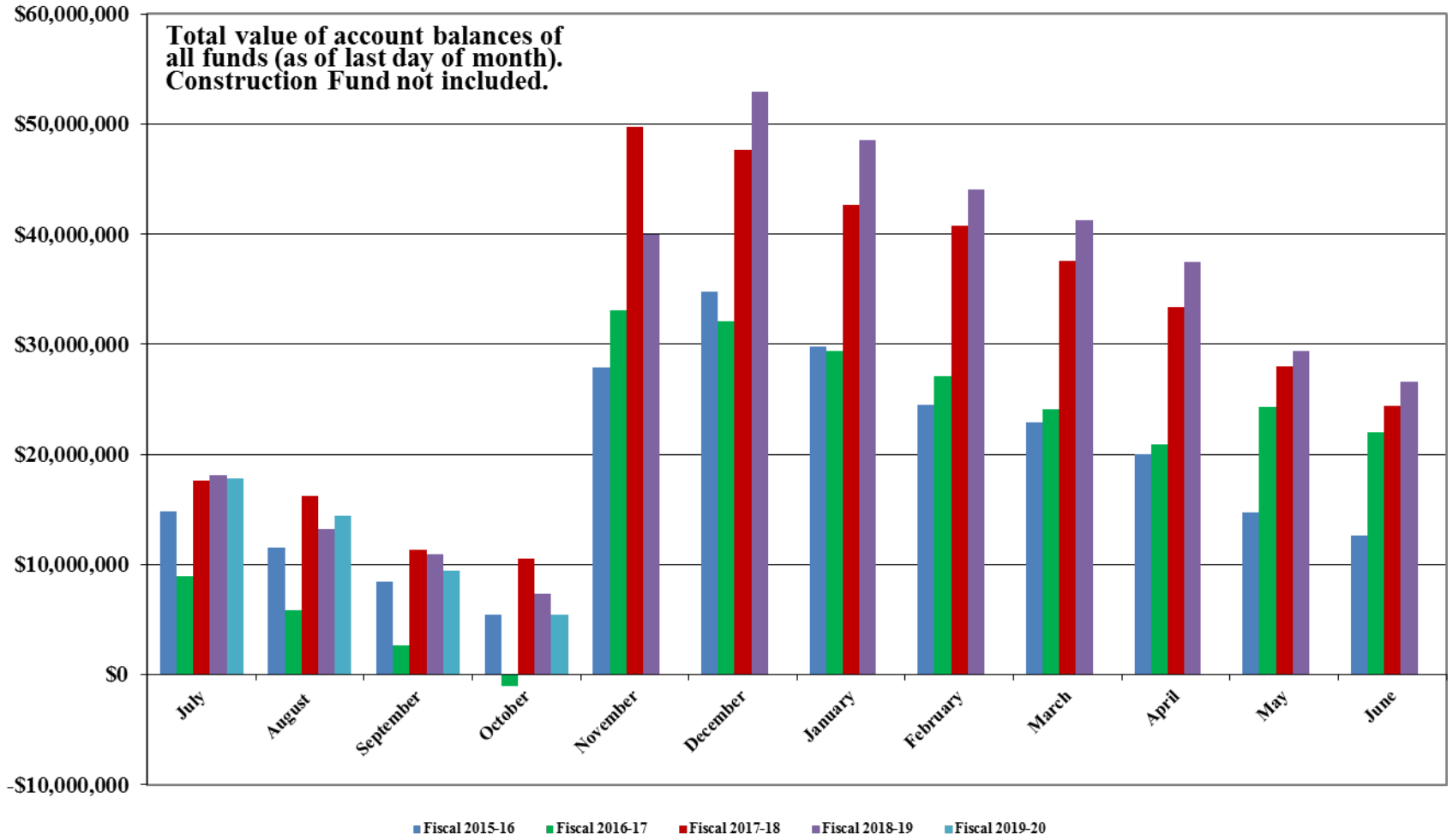
Interest Rates - Fiscal 2015-16 to Present



Interest Revenue - Fiscal 2015-16 to Present



Clackamas County Fire District #1 Account Balances by Month





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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>						
9995 Beg Fund Bal						
-16,930,137.00	0.00	-16,930,137.00	0.00	0.00	-16,930,137.00	.0%
TOTAL Beg Fund Bal						
-16,930,137.00	0.00	-16,930,137.00	0.00	0.00	-16,930,137.00	.0%
<u>01 Tax Revenues</u>						
4450 Current Year Prop Taxes						
-53,481,724.00	0.00	-53,481,724.00	-330,540.54	0.00	-53,151,183.46	.6%
4455 Prior Year Prop Taxes						
-1,200,000.00	0.00	-1,200,000.00	-155,176.75	0.00	-1,044,823.25	12.9%
4460 Other Taxes						
-8,000.00	0.00	-8,000.00	0.00	0.00	-8,000.00	.0%
TOTAL Tax Revenues						
-54,689,724.00	0.00	-54,689,724.00	-485,717.29	0.00	-54,204,006.71	.9%
<u>03 Interest</u>						
4490 Investment Interest						
-350,000.00	0.00	-350,000.00	-86,444.32	0.00	-263,555.68	24.7%
TOTAL Interest						
-350,000.00	0.00	-350,000.00	-86,444.32	0.00	-263,555.68	24.7%
<u>04 Other Revenues</u>						
4500 Contract Revenue						
-232,490.00	0.00	-232,490.00	-100,689.70	0.00	-131,800.30	43.3%
4510 ASA Revenue						
-135,000.00	0.00	-135,000.00	-65,472.00	0.00	-69,528.00	48.5%
4512 Medical Supply Reimb						
-70,000.00	0.00	-70,000.00	-34,909.50	0.00	-35,090.50	49.9%



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4513 Other Reimbursements	-200,000.00	0.00	-200,000.00	-246,953.51	0.00	46,953.51	123.5%
4538 Service Cost Recovery	-200,000.00	0.00	-200,000.00	-23,425.31	0.00	-176,574.69	11.7%
4539 Conflagration Reimbursement	-125,000.00	0.00	-125,000.00	0.00	0.00	-125,000.00	.0%
4541 Sale of Inventory/Services/Equip	0.00	0.00	0.00	-58,982.68	0.00	58,982.68	100.0%
4543 Gain/Loss on Fixed Assets	0.00	0.00	0.00	-27,219.00	0.00	27,219.00	100.0%
4545 Other Post-Employ Bene Revenue	-480,000.00	0.00	-480,000.00	-203,193.05	0.00	-276,806.95	42.3%
4560 Grant Revenue	-258,182.00	0.00	-258,182.00	-85,294.10	0.00	-172,887.90	33.0%
4570 Transportation Response Revenue	-750,000.00	0.00	-750,000.00	-178,826.68	0.00	-571,173.32	23.8%
4571 Other Revenues	-333,000.00	0.00	-333,000.00	-143,600.46	0.00	-189,399.54	43.1%
TOTAL Other Revenues	-2,783,672.00	0.00	-2,783,672.00	-1,168,565.99	0.00	-1,615,106.01	42.0%
<u>05 Transfers In</u>							
4610 Transfers from other Funds	-814,984.00	0.00	-814,984.00	0.00	0.00	-814,984.00	.0%
TOTAL Transfers In	-814,984.00	0.00	-814,984.00	0.00	0.00	-814,984.00	.0%
<u>50 Salaries</u>							
5501 Fire Chief	193,140.00	0.00	193,140.00	65,008.08	0.00	128,131.92	33.7%
5503 Deputy Chief	354,386.00	0.00	354,386.00	125,302.11	0.00	229,083.89	35.4%
5504 Division Chief	483,255.00	0.00	483,255.00	160,918.55	0.00	322,336.45	33.3%
5505 Battalion Chief	1,848,805.00	0.00	1,848,805.00	603,459.49	0.00	1,245,345.51	32.6%



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP						
5506 Exempt Staff Group						
1,786,096.00	0.00	1,786,096.00	602,688.42	0.00	1,183,407.58	33.7%
5507 Fire Inspectors						
455,238.00	0.00	455,238.00	149,394.48	0.00	305,843.52	32.8%
5508 Deputy Fire Marshal Captain						
233,436.00	0.00	233,436.00	77,811.67	0.00	155,624.33	33.3%
5509 Deputy Fire Marshall Lieutenan						
214,160.00	0.00	214,160.00	71,386.88	0.00	142,773.12	33.3%
5510 Captain						
2,562,977.00	0.00	2,562,977.00	792,196.86	0.00	1,770,780.14	30.9%
5512 Lieutenant						
3,747,800.00	0.00	3,747,800.00	1,273,972.27	0.00	2,473,827.73	34.0%
5515 Apparatus Operator						
5,642,595.00	0.00	5,642,595.00	1,874,899.95	0.00	3,767,695.05	33.2%
5520 Fire Fighter						
7,108,064.00	0.00	7,108,064.00	2,378,570.72	0.00	4,729,493.28	33.5%
5525 Paramedic						
266,124.00	0.00	266,124.00	84,798.33	0.00	181,325.67	31.9%
5530 Non-exempt Staff Group						
1,752,651.00	0.00	1,752,651.00	544,215.05	0.00	1,208,435.95	31.1%
5535 Other Employee						
124,906.00	0.00	124,906.00	24,968.73	0.00	99,937.27	20.0%
5540 Temporary Labor						
88,385.00	0.00	88,385.00	22,870.25	0.00	65,514.75	25.9%
5545 Premium Pay						
387,967.00	0.00	387,967.00	165,271.50	0.00	222,695.50	42.6%
5555 School Replacement						
40,954.00	0.00	40,954.00	558.39	0.00	40,395.61	1.4%
5560 Operational Replacement						
4,679,000.00	0.00	4,679,000.00	2,002,000.07	0.00	2,676,999.93	42.8%
5562 Vacation Buyback						
65,000.00	0.00	65,000.00	49,369.67	0.00	15,630.33	76.0%
5563 Retirement/Separation Vacation						
200,000.00	0.00	200,000.00	146,402.74	0.00	53,597.26	73.2%
5564 Other Leave Buyback						
0.00	0.00	0.00	897.29	0.00	-897.29	100.0%
5600 Overtime						
351,209.88	0.00	351,209.88	98,540.89	0.00	252,668.99	28.1%
TOTAL Salaries						
32,586,148.88	0.00	32,586,148.88	11,315,502.39	0.00	21,270,646.49	34.7%

60 Benefits



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
6620 SS/Medicare	2,488,204.00	0.00	2,488,204.00	824,682.40	0.00	1,663,521.60	33.1%
6640 Tri-Met Taxes	195,156.00	0.00	195,156.00	69,553.39	0.00	125,602.61	35.6%
6650 Transit Tax	3,247.00	0.00	3,247.00	0.00	0.00	3,247.00	.0%
6656 PERS Employer	7,557,678.00	0.00	7,557,678.00	2,579,414.33	0.00	4,978,263.67	34.1%
6670 Deferred Compensation	742,714.00	0.00	742,714.00	191,445.45	551,268.55	0.00	100.0%
6675 Unemployment	5,000.00	0.00	5,000.00	547.76	0.00	4,452.24	11.0%
6680 Life Insurance	45,000.00	0.00	45,000.00	15,532.62	22,808.31	6,659.07	85.2%
6690 Café Plan Benefits	3,831,384.00	0.00	3,831,384.00	1,159,535.19	0.00	2,671,848.81	30.3%
6691 PEHP	332,500.00	0.00	332,500.00	110,500.00	222,000.00	0.00	100.0%
6692 Other Post-Employ Benefits	630,565.00	0.00	630,565.00	220,423.10	301,435.82	108,706.08	82.8%
6693 Health Trust	267,737.00	0.00	267,737.00	0.00	0.00	267,737.00	.0%
6701 Vehicle Allowance	11,216.00	0.00	11,216.00	3,673.44	0.00	7,542.56	32.8%
6702 Tool Allowance	6,000.00	0.00	6,000.00	1,650.00	0.00	4,350.00	27.5%
6703 Cell/Tech Allowance	7,200.00	0.00	7,200.00	2,000.00	0.00	5,200.00	27.8%
6705 Workers Compensation	766,368.00	0.00	766,368.00	827,198.49	0.00	-60,830.49	107.9%
TOTAL Benefits	16,889,969.00	0.00	16,889,969.00	6,006,156.17	1,097,512.68	9,786,300.15	42.1%
70 Materials and Servic							
7007 Depreciation Expense	0.00	0.00	0.00	-155,630.00	0.00	155,630.00	100.0%
7015 Meeting Expense	27,550.00	0.00	27,550.00	7,137.05	0.00	20,412.95	25.9%
7030 Civil Service Exam Expense	6,000.00	0.00	6,000.00	178.52	0.00	5,821.48	3.0%



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7035 Bank Charges	15,000.00	0.00	15,000.00	5,156.24	9,514.35	329.41	97.8%
7040 Dues & Publications	41,841.00	0.00	41,841.00	18,367.95	953.15	22,519.90	46.2%
7045 Awards & Recognitions	38,000.00	0.00	38,000.00	1,501.19	-160.00	36,658.81	3.5%
7055 Operating Supply	198,420.00	0.00	198,420.00	74,233.54	5,219.56	118,966.90	40.0%
7065 Fire Fighting Supply	64,900.00	0.00	64,900.00	28,182.72	-5,445.99	42,163.27	35.0%
7070 Rescue Supply	8,903.00	0.00	8,903.00	1,908.04	0.00	6,994.96	21.4%
7075 EMS Supply	241,500.00	0.00	241,500.00	102,328.74	126.65	139,044.61	42.4%
7078 Department Consumables	20,000.00	0.00	20,000.00	5,420.48	627.49	13,952.03	30.2%
7080 Fuel	232,300.00	0.00	232,300.00	80,409.64	162,174.97	-10,284.61	104.4%
7085 Uniform & Protective Eqpt	428,305.00	0.00	428,305.00	70,110.57	7,927.30	350,267.13	18.2%
7090 Office Supplies	15,900.00	0.00	15,900.00	3,741.05	75.72	12,083.23	24.0%
7095 Software & Supplies	580,867.00	0.00	580,867.00	153,567.42	171,567.67	255,731.91	56.0%
7105 Household Goods	55,793.00	0.00	55,793.00	19,073.27	1,087.27	35,632.46	36.1%
7110 Professional Services	589,182.00	-3,520.00	585,662.00	199,593.83	198,908.65	187,159.52	68.0%
7115 Dispatch Services	1,638,160.00	0.00	1,638,160.00	611,871.25	998,519.75	27,769.00	98.3%
7116 Utilities - Natural Gas	64,109.00	0.00	64,109.00	4,106.01	10,894.14	49,108.85	23.4%
7117 Utilities - Electric	171,777.00	0.00	171,777.00	63,328.17	0.00	108,448.83	36.9%
7118 Utilities - Garbage	51,081.00	0.00	51,081.00	11,091.15	0.00	39,989.85	21.7%
7119 Utilities - Water	118,417.00	0.00	118,417.00	36,380.99	0.00	82,036.01	30.7%
7120 Utilities - Other	135,972.00	0.00	135,972.00	34,098.51	36,455.51	65,417.98	51.9%
7122 Utilities - Telephone	336,300.00	0.00	336,300.00	95,490.29	76,051.06	164,758.65	51.0%
7130 Insurance - Property/Casualty	259,500.00	0.00	259,500.00	2,376.37	16,153.66	240,969.97	7.1%



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7135 Medical Exams	240,654.00	0.00	240,654.00	50,057.16	155,647.07	34,949.77	85.5%
7140 Schools/Conferences Registrati	66,750.00	0.00	66,750.00	8,770.42	0.00	57,979.58	13.1%
7141 Tuition Reimbursement	60,000.00	0.00	60,000.00	14,042.45	0.00	45,957.55	23.4%
7142 Travel Expense	21,500.00	0.00	21,500.00	6,864.44	0.00	14,635.56	31.9%
7145 Mileage Reimbursement	71,300.00	0.00	71,300.00	10,585.92	0.00	60,714.08	14.8%
7150 Volunteer Fire Fighter Exp	35,000.00	0.00	35,000.00	10,000.00	30,000.00	-5,000.00	114.3%
7155 Vehicle Maintenance	431,981.00	0.00	431,981.00	131,038.43	7,274.39	293,668.18	32.0%
7160 Equipment Maintenance	114,669.00	0.00	114,669.00	45,752.37	1,664.30	67,252.33	41.4%
7165 Radio Maintenance	31,250.00	0.00	31,250.00	1,364.51	-161.61	30,047.10	3.8%
7170 Facility Maintenance	210,936.00	-2,736.00	208,200.00	32,316.94	20,909.09	154,973.97	25.6%
7175 Office Equipment Maintenance	121,640.00	0.00	121,640.00	15,708.87	27,874.74	78,056.39	35.8%
7180 Computer & AV Maintenance	21,650.12	0.00	21,650.12	5,072.85	3,307.86	13,269.41	38.7%
7187 Fire Extinguisher Expense	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	.0%
7190 Training Expense	51,257.00	0.00	51,257.00	10,534.28	0.00	40,722.72	20.6%
7195 Public Education	67,000.00	0.00	67,000.00	3,920.84	0.00	63,079.16	5.9%
7205 Postage & Freight	30,000.00	0.00	30,000.00	6,252.66	150.00	23,597.34	21.3%
7210 Small Tool, Eqpts & Furnishing	39,544.00	0.00	39,544.00	3,084.27	0.00	36,459.73	7.8%
7215 Other Expense	0.00	0.00	0.00	180.00	0.00	-180.00	100.0%
TOTAL Materials and Servic	6,957,408.12	-6,256.00	6,951,152.12	1,829,569.40	1,937,316.75	3,184,265.97	54.2%
80 Capital Outlay							



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8825 Fire Fighting Equipment	15,200.00	0.00	15,200.00	2,516.52	1,354.16	11,329.32	25.5%
8835 EMS & Rescue Equipment	0.00	0.00	0.00	912.37	0.00	-912.37	100.0%
8845 Communications Equipment	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	.0%
8860 Facility Improvement	49,700.00	0.00	49,700.00	1,297.94	0.00	48,402.06	2.6%
8870 Furniture, Appliances & Tools	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	.0%
8890 Computer & AV Equipment	117,245.00	0.00	117,245.00	4,721.00	0.00	112,524.00	4.0%
TOTAL Capital Outlay	190,145.00	0.00	190,145.00	9,447.83	1,354.16	179,343.01	5.7%
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85 Debt Service							
9916 Debt Service Principal	1,135,000.00	0.00	1,135,000.00	0.00	1,135,000.00	0.00	100.0%
9917 Debt Service Interest	749,955.00	0.00	749,955.00	0.00	749,955.00	0.00	100.0%
TOTAL Debt Service	1,884,955.00	0.00	1,884,955.00	0.00	1,884,955.00	0.00	100.0%
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99 End Fund Balance							
9910 Contingency	1,415,435.00	0.00	1,415,435.00	0.00	0.00	1,415,435.00	.0%
9915 Restricted Contingency	1,000,000.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00	.0%
9999 Unappropriated Ending Fund Bal	14,650,711.00	0.00	14,650,711.00	0.00	0.00	14,650,711.00	.0%
TOTAL End Fund Balance	17,066,146.00	0.00	17,066,146.00	0.00	0.00	17,066,146.00	.0%
TOTAL General Fund	6,255.00	-6,256.00	-1.00	17,419,948.19	4,921,138.59	-22,341,087.78	%
TOTAL REVENUES	-75,568,517.00	0.00	-75,568,517.00	-1,740,727.60	0.00	-73,827,789.40	
TOTAL EXPENSES	75,574,772.00	-6,256.00	75,568,516.00	19,160,675.79	4,921,138.59	51,486,701.62	



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Clackamas Fire District
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 04

ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
<hr/>							
9995 Beg Fund Bal	-798,244.00	0.00	-798,244.00	0.00	0.00	-798,244.00	.0%
TOTAL Beg Fund Bal	-798,244.00	0.00	-798,244.00	0.00	0.00	-798,244.00	.0%
<hr/>							
03 Interest							
<hr/>							
4490 Investment Interest	-3,000.00	0.00	-3,000.00	-821.19	0.00	-2,178.81	27.4%
TOTAL Interest	-3,000.00	0.00	-3,000.00	-821.19	0.00	-2,178.81	27.4%
<hr/>							
04 Other Revenues							
<hr/>							
4540 Sale of Surplus	-15,000.00	0.00	-15,000.00	-87,926.01	0.00	72,926.01	586.2%
TOTAL Other Revenues	-15,000.00	0.00	-15,000.00	-87,926.01	0.00	72,926.01	586.2%
<hr/>							
80 Capital Outlay							
<hr/>							
8825 Fire Fighting Equipment	445,000.00	0.00	445,000.00	0.00	0.00	445,000.00	.0%
TOTAL Capital Outlay	445,000.00	0.00	445,000.00	0.00	0.00	445,000.00	.0%
<hr/>							
90 Transfers Out							



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Clackamas Fire District
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FOR 2020 04

ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9930 Transfer to Cap Proj Fund	200,000.00	0.00	200,000.00	0.00	0.00	200,000.00	.0%
9980 Transfer to General Fund	122,500.00	0.00	122,500.00	0.00	0.00	122,500.00	.0%
TOTAL Transfers Out	322,500.00	0.00	322,500.00	0.00	0.00	322,500.00	.0%
<hr/>							
99 End Fund Balance							
9999 Unappropriated Ending Fund Bal	48,744.00	0.00	48,744.00	0.00	0.00	48,744.00	.0%
TOTAL End Fund Balance	48,744.00	0.00	48,744.00	0.00	0.00	48,744.00	.0%
TOTAL Equipment Reserve Fund	0.00	0.00	0.00	-88,747.20	0.00	88,747.20	100.0%
TOTAL REVENUES	-816,244.00	0.00	-816,244.00	-88,747.20	0.00	-727,496.80	
TOTAL EXPENSES	816,244.00	0.00	816,244.00	0.00	0.00	816,244.00	



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Clackamas Fire District
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FOR 2020 04

ACCOUNTS FOR: 30 Capital Projects Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>							
9995 Beg Fund Bal	-6,529,024.00	0.00	-6,529,024.00	0.00	0.00	-6,529,024.00	.0%
TOTAL Beg Fund Bal	-6,529,024.00	0.00	-6,529,024.00	0.00	0.00	-6,529,024.00	.0%
<u>03 Interest</u>							
4490 Investment Interest	-14,000.00	0.00	-14,000.00	-4,998.95	0.00	-9,001.05	35.7%
TOTAL Interest	-14,000.00	0.00	-14,000.00	-4,998.95	0.00	-9,001.05	35.7%
<u>05 Transfers In</u>							
4610 Transfers from other Funds	-200,000.00	0.00	-200,000.00	0.00	0.00	-200,000.00	.0%
TOTAL Transfers In	-200,000.00	0.00	-200,000.00	0.00	0.00	-200,000.00	.0%
<u>70 Materials and Servic</u>							
7020 Debt Interest Expense	265,272.00	0.00	265,272.00	0.00	0.00	265,272.00	.0%
7025 Debt Principal Expense	241,317.00	0.00	241,317.00	0.00	0.00	241,317.00	.0%
TOTAL Materials and Servic	506,589.00	0.00	506,589.00	0.00	0.00	506,589.00	.0%
<u>80 Capital Outlay</u>							



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Clackamas Fire District
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ACCOUNTS FOR: 30 Capital Projects Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8860 Facility Improvement	6,236,435.00	0.00	6,236,435.00	123,747.10	2,238,785.11	3,873,902.79	37.9%
TOTAL Capital Outlay	6,236,435.00	0.00	6,236,435.00	123,747.10	2,238,785.11	3,873,902.79	37.9%
TOTAL Capital Projects Fund	0.00	0.00	0.00	118,748.15	2,238,785.11	-2,357,533.26	100.0%
TOTAL REVENUES	-6,743,024.00	0.00	-6,743,024.00	-4,998.95	0.00	-6,738,025.05	
TOTAL EXPENSES	6,743,024.00	0.00	6,743,024.00	123,747.10	2,238,785.11	4,380,491.79	



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ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
<hr/>							
9995 Beg Fund Bal							
	-23,500.00	0.00	-23,500.00	0.00	0.00	-23,500.00	.0%
TOTAL Beg Fund Bal	-23,500.00	0.00	-23,500.00	0.00	0.00	-23,500.00	.0%
<hr/>							
03 Interest							
<hr/>							
4490 Investment Interest							
	-200.00	0.00	-200.00	-1,551.92	0.00	1,351.92	776.0%
TOTAL Interest	-200.00	0.00	-200.00	-1,551.92	0.00	1,351.92	776.0%
<hr/>							
04 Other Revenues							
<hr/>							
4560 Grant Revenue	0.00	0.00	0.00	-3,100.00	0.00	3,100.00	100.0%
4571 Other Revenues	-5,000.00	0.00	-5,000.00	0.00	0.00	-5,000.00	.0%
TOTAL Other Revenues	-5,000.00	0.00	-5,000.00	-3,100.00	0.00	-1,900.00	62.0%
<hr/>							
70 Materials and Servic							
<hr/>							
7055 Operating Supply	17,000.00	0.00	17,000.00	0.00	0.00	17,000.00	.0%
TOTAL Materials and Servic	17,000.00	0.00	17,000.00	0.00	0.00	17,000.00	.0%
<hr/>							
99 End Fund Balance							



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Clackamas Fire District
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FOR 2020 04

ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	.0%
TOTAL End Fund Balance	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	.0%
TOTAL Enterprise Fund	0.00	0.00	0.00	-4,651.92	0.00	4,651.92	100.0%
TOTAL REVENUES	-28,700.00	0.00	-28,700.00	-4,651.92	0.00	-24,048.08	
TOTAL EXPENSES	28,700.00	0.00	28,700.00	0.00	0.00	28,700.00	



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Clackamas Fire District
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ACCOUNTS FOR: 50 Debt Service Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>							
9995 Beg Fund Bal	-141,030.00	0.00	-141,030.00	0.00	0.00	-141,030.00	.0%
TOTAL Beg Fund Bal	-141,030.00	0.00	-141,030.00	0.00	0.00	-141,030.00	.0%
<u>01 Tax Revenues</u>							
4450 Current Year Prop Taxes	-2,482,679.00	0.00	-2,482,679.00	-13,056.69	0.00	-2,469,622.31	.5%
4455 Prior Year Prop Taxes	-30,000.00	0.00	-30,000.00	-6,129.65	0.00	-23,870.35	20.4%
TOTAL Tax Revenues	-2,512,679.00	0.00	-2,512,679.00	-19,186.34	0.00	-2,493,492.66	.8%
<u>03 Interest</u>							
4490 Investment Interest	-2,500.00	0.00	-2,500.00	-2,685.34	0.00	185.34	107.4%
TOTAL Interest	-2,500.00	0.00	-2,500.00	-2,685.34	0.00	185.34	107.4%
<u>70 Materials and Servic</u>							
7020 Debt Interest Expense	1,004,200.00	0.00	1,004,200.00	0.00	0.00	1,004,200.00	.0%
7025 Debt Principal Expense	1,050,000.00	0.00	1,050,000.00	0.00	0.00	1,050,000.00	.0%
TOTAL Materials and Servic	2,054,200.00	0.00	2,054,200.00	0.00	0.00	2,054,200.00	.0%
<u>99 End Fund Balance</u>							



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Clackamas Fire District
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ACCOUNTS FOR: 50 Debt Service Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	602,009.00	0.00	602,009.00	0.00	0.00	602,009.00	.0%
TOTAL End Fund Balance	602,009.00	0.00	602,009.00	0.00	0.00	602,009.00	.0%
TOTAL Debt Service Fund	0.00	0.00	0.00	-21,871.68	0.00	21,871.68	100.0%
TOTAL REVENUES	-2,656,209.00	0.00	-2,656,209.00	-21,871.68	0.00	-2,634,337.32	
TOTAL EXPENSES	2,656,209.00	0.00	2,656,209.00	0.00	0.00	2,656,209.00	



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Clackamas Fire District
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FOR 2020 04

ACCOUNTS FOR: 60 Bond Construction Fund

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>03 Interest</u>						
4490 Investment Interest						
-2,000.00	0.00	-2,000.00	-47,026.69	0.00	45,026.69	2351.3%
TOTAL Interest						
-2,000.00	0.00	-2,000.00	-47,026.69	0.00	45,026.69	2351.3%
<u>04 Other Revenues</u>						
4571 Other Revenues						
0.00	0.00	0.00	-20,072.44	0.00	20,072.44	100.0%
TOTAL Other Revenues						
0.00	0.00	0.00	-20,072.44	0.00	20,072.44	100.0%
<u>80 Capital Outlay</u>						
8825 Fire Fighting Equipment						
502,000.00	0.00	502,000.00	0.00	0.00	502,000.00	.0%
8860 Facility Improvement						
0.00	0.00	0.00	5,527.00	0.00	-5,527.00	100.0%
TOTAL Capital Outlay						
502,000.00	0.00	502,000.00	5,527.00	0.00	496,473.00	1.1%
TOTAL Bond Construction Fund						
500,000.00	0.00	500,000.00	-61,572.13	0.00	561,572.13	-12.3%
TOTAL REVENUES						
-2,000.00	0.00	-2,000.00	-67,099.13	0.00	65,099.13	
TOTAL EXPENSES						
502,000.00	0.00	502,000.00	5,527.00	0.00	496,473.00	



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Clackamas Fire District
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ACCOUNTS FOR: 70 PERS Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<hr/>							
00 Beg Fund Bal							
<hr/>							
9995 Beg Fund Bal	-688,484.00	0.00	-688,484.00	0.00	0.00	-688,484.00	.0%
TOTAL Beg Fund Bal	-688,484.00	0.00	-688,484.00	0.00	0.00	-688,484.00	.0%
<hr/>							
03 Interest							
<hr/>							
4490 Investment Interest	-4,000.00	0.00	-4,000.00	-1,195.25	0.00	-2,804.75	29.9%
TOTAL Interest	-4,000.00	0.00	-4,000.00	-1,195.25	0.00	-2,804.75	29.9%
<hr/>							
90 Transfers Out							
<hr/>							
9980 Transfer to General Fund	692,484.00	0.00	692,484.00	0.00	0.00	692,484.00	.0%
TOTAL Transfers Out	692,484.00	0.00	692,484.00	0.00	0.00	692,484.00	.0%
TOTAL PERS Reserve Fund	0.00	0.00	0.00	-1,195.25	0.00	1,195.25	100.0%
TOTAL REVENUES	-692,484.00	0.00	-692,484.00	-1,195.25	0.00	-691,288.75	
TOTAL EXPENSES	692,484.00	0.00	692,484.00	0.00	0.00	692,484.00	



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Clackamas Fire District
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ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	GRAND TOTAL					
506,255.00	-6,256.00	499,999.00	17,360,658.16	7,159,923.70	-24,020,582.86	4904.1%

** END OF REPORT - Generated by Anh Le **



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Clackamas Fire District
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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:

YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2020/ 1

To Yr/Per: 2020/13

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: F

Amounts/totals exceed 999 million dollars: Y

Year/Period: 2020/ 4

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
Org	
Object	
Project	
Rollup code	
Account type	
Account status	

Org
Object
Project
Rollup code
Account type
Account status

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: HR Director Trish Noble

Re: Human Resources Division Monthly Report – October 2019

- Updated employee files with certifications, change of address, assignment changes, etc.
- Assisted Volunteer Services with several volunteer position openings.
- Prepared materials and scheduled chief interviews for Logistics Assistant and Fleet Technician.
- Presented to the CFD Volunteers regarding hiring tips and process.
- Attended the October Civil Service meeting.
- Continued work on archiving for Human Resources.
- Participated in the Oregon Record Management webinars.
- Participated in NEOGOV's monthly update release webinar.
- Completed Target Solutions Customer Service training.
- Prepared materials and scheduled chief interviews for Battalion Chief, Captain, Lieutenant, and Entry Level Firefighter.
- Created several new hire orientation binders.
- Continued work on the Mobile Communications Specialist hiring process.
- Attended Benefits Renewal Symposium to discuss cost saving options for health insurance renewals.
- Met with Clackamas Community Business Liaison staff to discuss customized training for fire administrators, in particular leadership training for non-sworn managers.
- Attended NW Diversity Council gathering to discuss opportunity for participation in hiring prep academy to support the council's mission to increase the number of women, people of color and other underrepresented groups working in the fire service. DPSST has offered to host the academy with assistance from neighboring fire agencies who participate in the council.
- Participated in Bullard Law and Miller Nash annual briefings to cover new legislation that will impact the Fire District including:

- Employee handbook changes,
 - Five-year expansion of statute of limitations for protections of employees in the workplace,
 - Allowance for off premises conduct to also apply for sexual misconduct,
 - Agreements for large departure payouts to be voidable if the departing employee has behaved inappropriately,
 - Changes to pay thresholds for employees to be classified as exempt,
 - Required posting of new pregnancy related materials,
 - Oregon Equal Pay act allowances for bargaining unit employees and light duty work.
 - New particulars that must be included in harassment policies,
 - Rules outlining unfair practice for employer to discourage an employee from paying dues,
 - Disability accommodation law does not allow sexual orientation to qualify as a disability,
 - Unemployment eligibility for employees unable to come to work due to domestic violence threat,
 - Garnishment worksheet changes,
 - Employer must provide notice to employee if feds intend on inspecting their I-9 record,
 - New mandatory state FMLA deductions from employees (60% of 1% of wages) and employer (40% of 1% of wages) beginning in January 2022 and payouts available in 2023.
- Tuition reimbursement term pre-approvals.
 - Worker's Comp claims and return to work.
 - Processed bereavement, jury duty and OFLA/ FMLA leave for personnel.
 - Processed temp labor hires.
 - Processed subpoena and jury duty requests.
 - Organizational Development Committee Meeting on ADORE platform updates for quarterly check-ins/ annual evaluations.
 - District-wide staff training sessions through SDAO website: October's topic was Customer.
 - **Benefits:**
 - Attended the Insurance Committee meeting where we went over a request for coverage form, discussed bringing in stem cell therapy, and discussed the relationship that Clackamas Fire would have with the Estacada retirees due to a contract for service
 - Met with staff to go over benefit coverages due to qualifying events.

- Continue to educate and help employees with claims, forms, and/or the different benefits that we have.
- **LBG:**
 - LBG continues to make calls to the different stations to see if they can offer any assistance.
 - Scheduled a Health Joy presentation to be at our next quarterly meeting on November 13th.
 - Attended a LBG Advisors educational luncheon regarding things to know that are going to impact your renewal.
- **Health Trust:**
 - In October, our Trust paid out an offset to 36 retirees in the amount of \$7,407.65
 - Had a quarterly TIPO meeting. We discussed increasing the amount of the premium offset and if the Trust could sustain another increase. It was not settled and the committee will reconvene in December.

Respectfully submitted,

Human Resources Director Trish Noble

Business Services Division

To: Chief Fred Charlton and the Board of Directors
From: Division Chief Joshua Gehrke
Re: Business Services Division Monthly Report – October 2019

- Attended the Funeral of Battalion Chief Mickel Zainfeld in support of his family and Cowlitz 2 Fire & Rescue.
- Finalized platform work for the new quarterly check-in process for employee appraisals.
- Attended the Chain of Survival Ceremony at the Providence Willamette Falls Community Center.
- Continued to work on writing for the accreditation process.
- Attended the Organizational Development Committee meeting.
- Conducted Chief's interviews for the Logistics Assistant position.
- Conducted Chief interviews for the Fleet Technician.
- Attended the Clackamas Fire District Volunteer round table and shared best practices on the hiring process with Administrative Technician Neelands, BC Deters and the Fire Chief.
- Attended the Wellness presentation for the Estacada staff and volunteers.
- Attended Labor Management Committee meeting.
- Attended Fire Defense Board meeting.
- Attended the Estacada Board meeting
- Participated in the 244th West Coast Post Trauma Retreat and eleventh retreat in Oregon the week of October 20 – 25.
- Attended the Wildland Urban Interface Presentation from the Oregon State Fire Marshal's Office.

Respectfully submitted,

Division Chief Joshua Gehrke

Business Services Division

To: Chief Fred Charlton and the Board of Directors
From: Data Systems Director Shelby Hopkins
Re: Data Services Monthly Report – October 2019

- To date, emergency response incidents are trending 6.51% higher than in October 2018 and 1.77% higher than 2017.
- Staff attended Organization Development Committee meeting.
- Staff participated in multiple ESO implementation status calls.
- Met with County GIS to discuss data share.
- Staff completed successful TeleStaff upgrade which corrected issues we were experiencing.
- Hosted web meeting with EF Recovery and ESO to discuss cost recovery transition.
- Attended CPSE webinar: Accreditation Data Req. Made Easier with Intterra Reporting and Analytics.
- Met with multiple Captains to discuss Munis.
- Web meeting with Munis to discuss v.2019 upgrade in December.
- Attended REGIS Steering Committee meeting at TVF&R.
- Staff hosted Archiving & Retention Schedule meeting.
- Staff attended multiple ESO Training and Implementation sessions.
- Participated in custom report session with Munis and Finance to build Retiree Invoice.
- Met with Training and Volunteer services to discuss volunteer LOSAP tracking in Target Solutions.
- Attended Pre-plan meeting with Operations to discuss process and workflow.

- Cost Recovery Claims Summary Report as of November 6, 2019:

	# of Claims	Claim Amount	Average \$ / Claim
False Alarm			
In Process	40	\$9,090.61	
Closed Not Paid	10	\$2,210.76	
Closed Paid	152	\$42,543.00	\$279.89
	202	\$53,844.37	
Fire			
In Process	1	\$8,276.09	
Closed Not Paid	2	\$1,473.57	
Closed Paid	2	\$3,573.52	\$1,786.76
	5	\$13,323.18	
Hazmat			
In Process	9	\$4,830.32	
Closed Not Paid	7	\$2,812.10	
Closed Paid	9	\$8,181.84	\$909.09
	25	\$15,824.26	
Inspection			
In Process	3	\$655.41	
Closed Not Paid	22	\$1,371.57	
Closed Paid	8	\$2,255.73	\$281.97
	33	\$4,282.71	
MVA			
In Process	114	\$36,875.71	
Closed Not Paid	88	\$18,145.27	
Closed Paid	37	\$18,615.89	\$503.13
	239	\$73,636.86	
Total In Process	167	\$59,728.13	
Total Closed Not Paid	129	\$26,013.27	
Total Closed Paid	208	\$75,169.98	\$361.39

Respectfully submitted,

Data Systems Director Shelby Hopkins

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fleet Director Bill Bischoff

Re: Fleet Services Division Monthly Report – October 2019

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

Engines

- 2-124 E308- PM and write ups, rear camera install and drive tires.
- 2-117 E309- PM and write ups, steer tires, front brakes and found radiator leaking.
- 2-128 E301- PM and write ups, rear camera install.
- 2-126 E302- PM and write ups, rear camera install and warranty flow meter repairs.
- 2-127 E303- PM and write ups, rear camera install and warranty flow meter repairs.

Trucks / Heavy Rescue

- 2-365 HR305- PTO repair, Air steps, PM and other write ups.
- 2-203 T324- Misc. write ups while here after other truck switching.

Brush Rigs / Water Tenders/Boats

- 2-336 WT310- ABS light on in the dash and sent to McCoy for warranty.

Staff Vehicles / Medic

- Several staff cars in for the PM and various repairs.
- 2-705 BC302- PM and write ups.
- 2-581 Isuzu- Prep for Op Santa- Install interior, side perimeter and rear lights for visibility.
- 3-505 Van- Prep for Op Santa- Install emergency lighting for parade identification.
- 2-445 M303- Seat cushion replacement- Portable radio damage.

Other Items

- Fleet continued to help Hoodland Fire with one of their frontline pumpers that had some safety issues with the brakes and exhaust system.
- Lake Oswego also had a lot of work done on an apparatus here at the shop as well as out in the field in their stations.
- Gladstone Fire needed several items repaired on an older pumper as well as a transmission diagnosis and replacement in a pick-up.

- Fleet had panel interviews for the replacement Fleet Technician and brought three in the final Chief's Interviews at the end of the month. One has been selected and is currently going through pre-employment checks. The scheduled start date is Dec 2nd.

Respectfully Submitted,

Fleet Director Bill Bischoff

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Information Technology Services Director Oscar Hicks

Re: Information Technology Services Division Monthly Report – October 2019

Initiated

- N/A
- ESO integration (Data Services)

In Progress/On-going

- Infrastructure security audit / update
- Mobile communication audit
- HP DaaS – Desktop as a Service
- Office365 / SharePoint implementation
- 130th Campus move / consolidation
- FTE backfill ITS Mobile Specialist
- Public Safety Plan via Verizon iPhone update (Phase II)
- Managed Services research and engagement
- Munis – ADFS integration for Single-Sign On

Completed

- ITR – Information Technology Review
- Telestaff Upgrade
- iPads and Intterra - Reporting & Analytics
- Public Safety Plan via Verizon (Phase I)
- Pre-plan data update process w/ CCOM
- Active Directory User account audit

Respectfully submitted,

Information Technology Services Director Oscar Hicks

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Logistics Director DeAnn Cordes

Re: Logistics Division Monthly Report – October 2019

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

- Logistics filled and delivered 294 orders entered into Munis. This is down 21.43%% from October of last year.
- Logistics filled and delivered 23 controlled medication orders; which is down 8.70% from October of last year.
- Delivered Clackamas County Emergency Services Foundation funds.
- Staff attended and represented Logistics at the EMS Committee Meeting.
- Made changes to ID/access badges and alternative devices as needed i.e.: additions, deletions and changes. Communicated with Sonitrol for those changes.
- Made changes to radio IDs in CAD as needed. When crews key the microphone, the assigned position will display for the dispatcher, versus just showing a number assigned to the radio. For example, when Engine 301 Officer keys their radio, it shows E301CO for the dispatcher. That information is updated in CAD by Logistics.
- Chiefs' interviews took place in October for the Logistics Assistant position. The start date for the new person is November 12th.
- Helped with the Fleet Technician panel interviews.
- Attended point of distribution (POD) training at Station 3. Clackamas Fire is a Push Partner. Should public health need to dispense medication due to an epidemic or prevention, we are a POD for our organization and our families.
- Helped deliver Winter Warming and OP Santa barrels to a few stations and off site locations.

Respectfully submitted,

Logistics Director DeAnn Cordes

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Emergency Manager Gregg Ramirez

Re: Emergency Management Monthly Report – October 2019

Work completed

- Attended Oregon Emergency Manager's Association Conference.
- Conducted earthquake/evacuation/reunification drill at Alliance Charter Academy.
- Produced earthquake response videos for D1 office and line personnel.
- Hosted Cities Readiness Initiative Point of Distribution training.
- Participated in Immunization Clinic planning process.

Work ongoing

- State Homeland Security Grant.

CERT activities for October

- Six members attended CRI POD training.
- Eight members supported the Immunization Clinic.
- Five members participated in the drill at the Alliance Charter Academy.

Respectfully submitted,

Emergency Manager Gregg Ramirez

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fire Marshal Shawn Olson

Re: Fire Marshal's Office Monthly Report – October 2019

Engineering The Fire Marshal's office staff reviewed 63 buildings and land use projects in the month of October 2019. In addition, six new business inspections were conducted, as well as 20 new construction inspections.

Enforcement A total of 366 inspections were carried out in the month of October 2019. These include fire and life safety inspections, special inspections completed by the Fire Marshal's office staff, and the lockbox and target hazard inspections completed by the fire companies.

Public Education The Fire Marshal's office staff and companies conducted or participated in 28 community activities during October 2019. These include Hands-Only CPR Presentations, Fire Safety Presentations, Station Tours and a number of other public events.

Staff coordinated Annual Hilltop Safety Fair debrief with vendors and fire district staff.

Staff coordinated with crews to host five Fire Station Open Houses throughout the month.

Additional Notes from the Fire Marshal

- Attended the Oregon Fire Sprinkler Coalition meeting in Eugene.
- Participated in a National Fire Sprinkler Association annual fire marshal's forum with surrounding fire marshals and fire sprinkler installers.
- Attended the Trauma Intervention Program Heroes for Hearts fundraiser with AT Walker, AA Burkholder and Accounting Manager Le.
- Captain DFM Boumann attended the Clackamas County Transportation forum to hear about the future improvements of the I-205 bridge and freeway.
- Attended a Wildland Urban Interface discussion at Station 5 with surrounding jurisdictions and the Office of the Oregon State Fire Marshal.
- Captain DFM Boumann and Inspector Hamilton attended a new construction meeting with City of Milwaukie engineers to discuss road width requirements and fire apparatus access.
- FMO staff attended the OSFM Technical Conference. Mandatory Oregon Fire Code updates course.

Respectfully Submitted,

Fire Marshal Shawn Olson

Clackamas Fire Inspections

2019 Occupancy Inspections		
January - October		
Assigned To	Actions	Completed
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	680
	2 YEAR PREVENTION OFFICE	238
	HAZ MAT INSPECTION	23
	Lock Box	76
	TARGET HAZARD WALK THRU	70
	APARTMENT PROGRAM 1 YEAR	421
	4 YEAR PREVENTION OFFICE	9
	MARIJUANA FACILITY INSPECTION	17
	4 YEAR LOW HAZARD INSPECTION	56
Division, Fire Marshal Office	Total	1590
	Grand Total	1590

2019 Special Inspections		
October		
Assigned To	Actions	Completed
Division, Fire Marshal Office	ENFORCEMENT ASSIST	1
	FIRST REINSPECT	27
	NEW BUSINESS INSPECT	6
	NEW CONSTRUCTION INSPECTION	20
	OPEN BURNING	8
	PLAN REVIEW	63
	SECOND REINSPECT	5
	SPECIAL INSPECTION	18
	TENANT IMPROVEMENT	7
	THIRD REINSPECT	1
Division, Fire Marshal Office	Total	156
	Grand Total	156

Estacada Fire Inspections

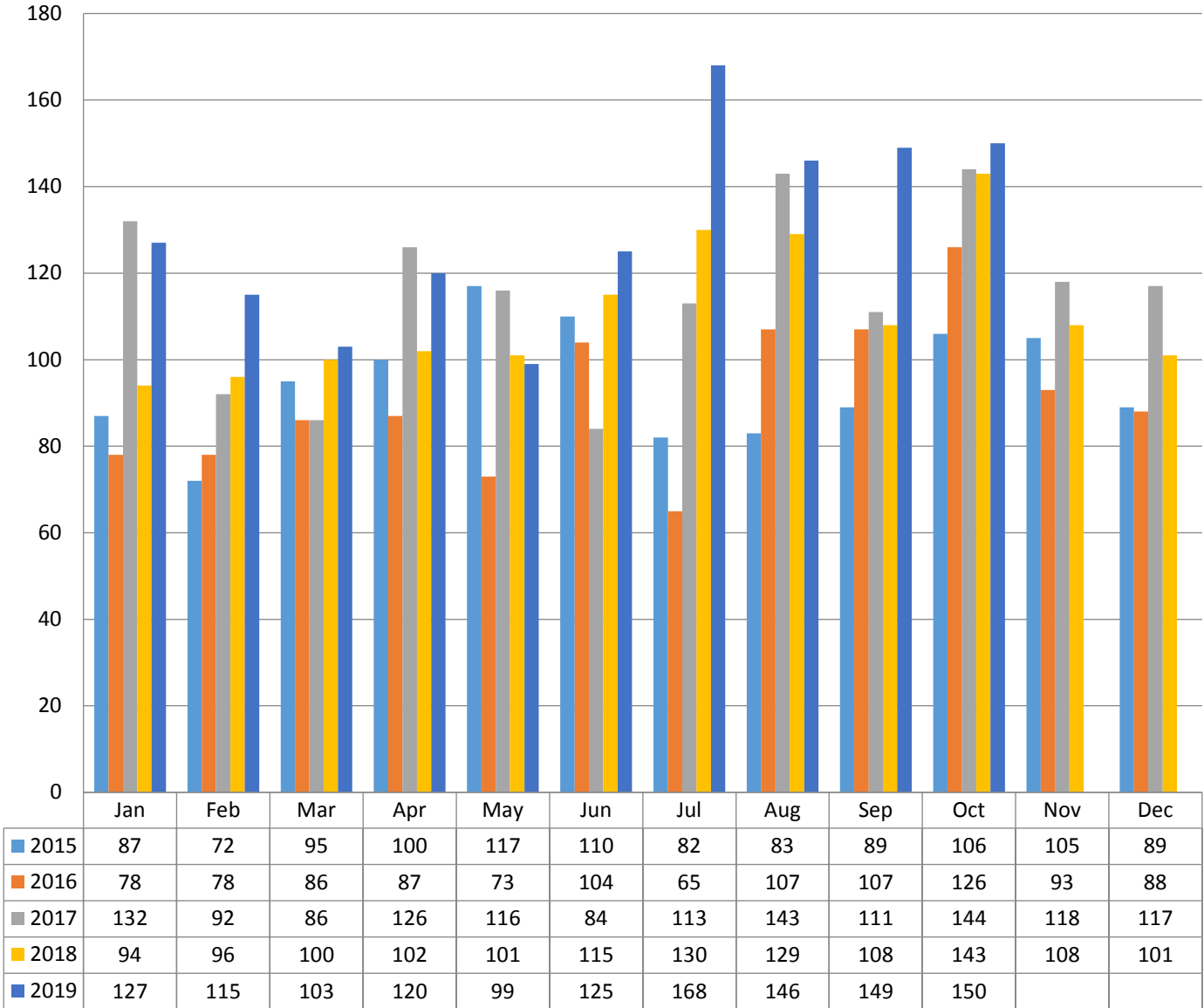
January - October				
Assigned To	Actions	Scheduled	# Done	% Done
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	93	53	56.99%
	2 YEAR PREVENTION OFFICE	7	4	57.14%
	APARTMENT PROGRAM 1 YEAR	14	14	100.00%
	MARIJUANA FACILITY INSPECTION	6	5	83.33%
	4 YEAR LOW HAZARD INSPECTION	20	10	50.00%
Division, Fire Marshal Office	Total	140	86	61.43%
Grand Total		140	86	61.43%

2019 Estacada Inspections October		
Assigned To	Actions	# Done
Division, Fire Marshal Office	MARIJUANA FACILITY INSPECTION	0
	1 YEAR PREVENTION OFFICE	16
	2 YEAR PREVENTION OFFICE	3
	4 YEAR LOW HAZARD	0
Division, Fire Marshal Office	Total	19
Grand Total		19

2019 Estacada Special Inspections October		
Assigned To	Actions	# Done
Division, Fire Marshal Office	NEW BUSINESS INSPECT	1
	FIRST REINSPECT	1
Division, Fire Marshal Office	Total	2
Grand Total		2

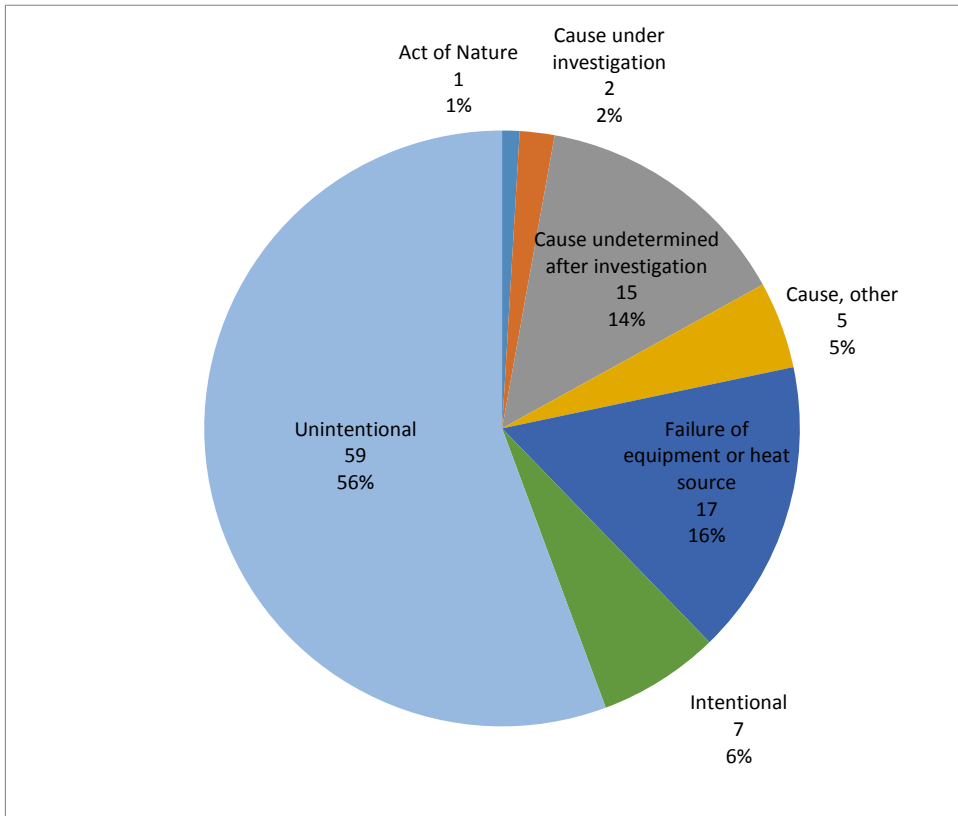
False Fire and Medical Alarm Responses

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



Monthly Average		
2015	95	Incidents
2016	91	Incidents
2017	115	Incidents
2018	111	Incidents

Clackamas Fire District #1 2019 Structure Fire Cause of Ignition



Year	Fire Cause of Ignition	Incidents	%
2015	Cause under investigation	0	0.00%
	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%
2017	Act of Nature	2	2.15%
	Cause undetermined after investigation	17	18.28%
	Cause, other	1	1.08%
	Failure of equipment or heat source	18	19.35%
	Intentional	8	8.60%
	Unintentional	47	50.54%
2017 Total		93	100.00%
2018	Act of Nature	0	0.00%
	Cause under investigation	1	0.88%
	Cause undetermined after investigation	22	19.30%
	Cause, other	5	4.39%
	Failure of equipment or heat source	24	21.05%
	Intentional	7	6.14%
Unintentional	55	48.25%	
2018 Total		114	100.00%

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

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Bill Conway

Re: Emergency Medical Services Division Monthly Reports – October 2019

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

- Attended weekly EMS Division staff meetings
- Attended monthly Board meeting
- Chaired October ASA Strategic Plan Task Force meeting
- Chaired October Single Resource Response workgroup meetings
- Attended numerous ASA pilot program meetings
- Attended District Labor/Management meeting
- Met with TVFR and LOFD regarding EMS issues
- Attended several ESO County plan meetings
- Attended Chain of Survival Celebration
- Attended Clackamas Fire Ops meeting
- Chaired Clackamas County EMS Council meeting
- Attended Oregon State Ambulance Association dinner and board meeting in Bend
- Met with CCOM regarding Priority Dispatch Protocol and pilot programs
- Attended archiving & records retention schedule meeting
- Met with Clackamas County Medical Director, Public Health Operations Manager, and Lake Oswego Fire Chief to discuss EMS issues and ASA Strategic Plan
- Attended October Swearing In ceremony

Respectfully submitted,

Division Chief Bill Conway

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Medical Services Chief Josh Santos

Re: Emergency Medical Services Division Monthly Report – October 2019

- Attended ASA Taskforce – Single Resource Response Workgroup Meeting – Developing pilot projects.
- Hosted eighth Chain of Survival.
- Attended Ops meeting.
- Attended Meeting with AMR Operations Manager.
- Attended EMS Committee Meeting.
- Attended Mobile Integrated Health Meeting.
- Attended ESO charting platform internal planning meeting.
- Attended EMS Council Meeting.
- Attended ASA Strategic Planning Taskforce Meeting.
- EMS Division Succession Planning Session with Chief Conway.
- Traveled to Oregon State Ambulance Association Meeting in Bend.
- Attended planning meeting for November 6th Vaccination Clinic.
- Attended Board Meeting – Delivered presentation on Chain of Survival.
- Attended meeting with CCOM to discuss priority dispatching for Kaiser Sunnyside Campus – Planning session for ambulance only pilot study.
- Attended MAT Training.
- Attended Organizational Development Committee Meeting – Working on Annual Appraisal Platform.

Respectfully submitted,

Medical Services Chief Josh Santos

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Community Paramedic AmyJo Cook

Re: Emergency Medical Services Division Monthly Report October 2019

- Presented on Community Paramedic Program for National Association of State Emergency Medical Services Officers conference (NASEMSO).
- Hosted Salem Fire Department EMS Chief with Community Paramedic ride-along.
- Assisted/attempted 10 referrals with Project Hope for recovery from Substance abuse.
- Assisted Adult Protective Services with two field evaluations.
- Attended regional Mobile Integrated Health/Community Paramedic coalition meeting.
- Assisted domestic violence victim with temporary shelter until sustainable housing acquired.
- Hosted Community Paramedic ride-along for Board of County Commissioner Sonya Fischer.
- Accepted Clackamas County Small Grant Program award for \$5,000.
- Testified on Project Hope to the Board of Health/Board of County Commissioners.
- Finalized Vaccination event coordination.
- Distributed one narcan kit to houseless person at risk of opioid overdose.
- Attended three vaccination events at The Father's Heart homeless shelter.
- Administered 25 Hepatitis A/B and 36 flu vaccines to vulnerable and underserved Clackamas residents.
- Presented Project Hope/Work source partnership plan.
- Attended monthly Naloxone meeting with Public health.
- Assisted client with transition to assisted living facility.
- Presented on Project Hope at Care Oregon Conference.
- Attended monthly Tri County 911 meeting for persons with high 911 use.
- Attended wrap around Care team meeting for couple with extremely high 911/emergency department use.

- Assisted high 911 user with access to care/medications, and reactivation of insurance.
- Presented at EMS Council meeting for Project Hope update.
- Hosted Canby EMS Chief for Community Paramedic ride-along.
- Attended/guest judge annual Clackamas Mental Health Center (Riverstone) chili cook-off.
- Attended Medical Counter Measures training (POD) at Clackamas Station #3.

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 – October 2019

- ESO Transition Project – Meetings and work continue.
- Presented Quality Data use at National Association of State EMS Officials meeting.
- Fall 2019 Chain of Survival Celebration with 13 survivors.
- Attended both EMS Committee and EPIC Meetings.
- Completed 12 MAT sessions. Excellent attendance and feedback.
- Attended Scientific Review Committee.
- Final PDC Meeting of 2019 completed.
- Active Violent Event Kits re-inventoried and deployed.
- Attended Clackamas County EMS QA/QI.
- Attended EMS Division Weekly Meeting.
- Hosted Dr. James DuCanto on airway webinar.
- Attended weekly Training Division Staff meeting.
- Academy 20-01 Prep with Chief Hopkins and Capt. Kinne.
- ASA Workgroup planning continues.
- EKG Monitor Workgroup – survey has gone out, collecting responses.
- Medical Equipment standardization workgroup- In progress.

Respectfully submitted,

EMS Training Officer Mike Verkest

Student Enrollment and Course Evaluation Summary

Number of Classes Offered at Each Location								
Class Type	Oct-19							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			2	4				
HS FA, CPR & AED			1		1			
HS CPR & AED			1		1			
HS FA			1		1			
ACLS Renewal			1	2				
PALS Renewal			1	1				

Clackamas Fire Station Enrollment by Location								
Class Type	Oct-19							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			30	60				
HS FA, CPR & AED			10		6			
HS CPR & AED			4		2			
HS FA			1		0			
ACLS Renewal			8	15				
PALS Renewal			8	8				

Clackamas Fire Student Evaluation Summary -- October 2019					
	1 (Strongly Disagree)	2 (Disagree)	3 (Neutral)	4 (Agree)	5 (Strongly Agree)
Overall this course met my expectations:	1	2	3	4	5
				7	145
The program was relative to my work and extended my knowledge:				11	141
Adequate supply of equipment that was clean and in good working order:				7	145
Method of presentation enhanced my learning experience:			1	10	141
Classroom environment was conducive to learning:				8	144
Instructor(s) provided adequate and helpful feedback:				7	145
Student's rating of the instructor's overall effectiveness:					
	Poor	Fair	Satisfactory	Good	Excellent
				7	145
Student would refer a friend/colleague to take the same course:					
				Yes	No
				152	



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 -- October 2019

Thank you for the pleasant learning environment and thoughtful explanations of why the techniques are used.

Victoria had a lot of useful pro tips.

Thank you.

Very interesting and helpful guide through.

Real world information; taught the same information I've heard for years in a new way. Very helpful.

This instructor is SO GREAT! She is funny but serious- laid back but smart and knowledgeable.

I have had Denise as my instructor before and she always does an amazing job. She makes recertifying fun and to the point!! Thank you.

Denise is a fantastic instructor. Her relatability & practical applications make this course much more interesting!

This is my third class with Denise. She always makes the class more interesting.

Adrienne did a great job explaining everything slow enough but not the annoying type of slow. Great instructor.

Wonderful.

Best ACLS class I have ever had!

Very well organized and expert instruction.

Felt more confident in mega code. Very conducive to learning.

Right amount of time to practice. Everyone got to do all the roles and review if needed.

Great instruction.

Loved her engagement w/class. Kept us laughing & on our toes.

Victoria was amazing! Super knowledgeable and even got a few good laughs in during the class!

Victoria was fantastic! Loved her style- very straight forward, knowledgeable and helpful. Thank you!

Best course on subject I've taken.

Thanks for your time Victoria.

Victoria did great at presenting the information, giving greater background and answering questions.

Excellent communication skills & knowledge of topic.

Informative & helpful. Thank you.

Instructor gave good constructive feedback & was a pleasure to learn from.

Thank you!

Videos are hard to stay awake.

Always a pleasure having Victoria train.

Clear & objective.

Victoria is awesome! Really good communicator.

Positive attitude, really enjoyed all the real world tips to know. Also, like the light on the adults/babies to know if doing CPR correct. Thank you!

Adrienne was awesome, succinct, professional.

Thank you.

Instructor was fantastic- Great knowledge and rate of education/skills. Thank you!

Really enjoyed method/knowledge of instructor.

Concise, efficient. Important tools emphasized, focus on hands on skills.

Great instructor!!

Great course!!

Learned new information from previous course!

Best instructor I've ever had.

Instructor was excellent at running the class and very knowledgeable.

Great class, thank you!!

Best CPR Instructor I have had in 25 years of nursing. Absolutely best instructor. Usually instructors are too slow.

Appreciated real life application and pacing.

Chris is the best instructor I have had in 20 years.

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Health and Wellness Director Heather Goodrich

Re: Wellness Division Monthly Report – October 2019

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

- Baseline pre-physical for the Logistics Assistant candidate.
- Annual pre-physical testing for annual career firefighter/FMO/Chief pre-physical testing. (60 people)
- Annual career Firefighter fasting blood draws onsite at stations. (60 people)
- Annual OSHA required hearing conservation training for career firefighters. (60 people)
- Immunizations were provided to career firefighters, volunteer firefighters and staff. (107 people)
- Make-up testing spirometry and hearing testing for career firefighters. (3 people)
- Participated in multiple phone conferences and spent 15 hours starting to set up the new electronic medical records software system for Wellness. Anticipated completion by 1/1/20.
- Coordinated baseline DOT physical and drug screen for logistics assistant candidate.
- Performed IAFF/IAFC complete annual fitness testing for one career firefighter.
- Seven site skinfold testing was performed on career firefighters. (60 people)
- Coordinated weekend morning workouts for volunteer firefighter recruits.
- Bi-annual fitness equipment maintenance was performed at all District facilities.
- On-site injury consultations and on-site treatment by the Athletic Trainer. (Saw 37 people for 42 injuries- 93 total visits)
- Functional Movement Screen follow up and corrective exercises were given to one career firefighter.
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Ten injury reports were submitted with four of the ten turning into a workers' compensation claim. Six of the seven musculoskeletal injury reports were followed up with by the District

Athletic Trainer.

- Coordinated fit for duty physicals for one injured career firefighter returning to duty.
- Coordinated Tactical Athlete help for 1 firefighter and 1 family member. Year to date, Tactical Athlete has helped 7 firefighters and 3 family members coordinate expedited injury care for off-duty injuries. Per Oregon Workers' Compensation Law, they are creating a managed care network in order to be able to work with on-duty injuries.
- The Wellness Specialist and one career firefighter attended a weeklong IAFF Peer Fitness Trainer certification class.
- Organized a two day Group Crisis Intervention training for new career, volunteer and staff peer supporters. (11 people)
- Presented to the Estacada Volunteer Association about Fit for Duty requirements and upcoming testing.
- Provided requested health information and consultations to five firefighters and staff.
- Provided requested information about our program to Puget Sound Regional Fire Authority and Black Butte Ranch Fire via phone and email. Provided information to Canby Fire on NFPA 1582 via email.
- Attended the bi-annual NW Regional Wellness Coordinator's Meeting in Kent, WA.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Staff attended Clackamas Fire Board meeting, Safety Committee, Health Insurance Committee, Senior Staff meetings, Organizational Development, "Women in Leadership" Luncheon, and Records Management Liaison meetings.

Respectfully submitted,

Health and Wellness Director Heather Goodrich



Clackamas Fire District #1

Wellness Update

October 2019

Issue 230

Health Question of the Month

Q: I've heard that exercise can be a natural anti-depressant. Is that really true?

A: Yes, it is true. One of the best health choices you can make is to exercise regularly. Not only is exercise a natural antidepressant, it also may help protect you against getting depression or having a depressive episode. Physical activity releases endorphins, which are brain chemicals that help you feel good, and they promote nerve cell growth, too. Research has found that exercising for as little as 30 minutes per day can be an effective natural antidepressant.

Wellness News

- Occupational Health Testing continues this month. Heather will be sending paperwork and information about the appointment the week prior to your testing.



In this issue

Dire Consequences of Sleep Deprivation **P.1**

Eggs: Good or Bad? **P.2**

4 Ways to Fight Fall Allergies **P.3**

Exercise: Serratus Wall Slides **P.3**

Recipe: Orange Sesame Chicken Stir-Fry **P.4**

STUDY: SLEEP DEPRIVATION CAN HAVE 'DIRE CONSEQUENCES' FOR EVERYONE

Researchers at Michigan State University conducted the largest experimentally controlled study on sleep deprivation to date, revealing just how detrimental operating without sleep can be.

While sleep deprivation isn't new, the level at which distractions hinder sleep-deprived persons' memories and challenge them from successfully completing tasks was not clear until MSU's team quantified the impact.

Kimberly Fenn, associate professor of psychology and director of the MSU Sleep and Learning Lab and her research team asked 234 people to work on a sequence-based procedure that required following steps in order. Participants were periodically interrupted and had to find their place in the steps again each time. At midnight, half of the groups were allowed to sleep while the other half stayed up all night.

Fenn published her findings in the [Journal of Experimental Psychology: General](#). Her team found that sleep-deprived people were much more likely to make mistakes during the task than people who were well-rested.

Fenn hopes that her lab's findings will shed light on how critical sleep is to completing any task, be it large or small.

"All participants met performance criteria in the evening, but roughly 15 percent of participants in the sleep-deprived group failed in the morning, compared to 1 percent of those who slept," she said. "Furthermore, sleep-deprived participants not only showed more errors than those who slept but also showed a progressive increase in errors associated with memory as they performed the task—an effect not observed in those who slept. This shows that the sleep-deprived group experienced a great deal of difficulty remembering where they were in the sequence during interruptions."

Memory maintenance, the research found, was the real culprit keeping the sleep-deprived from completing tasks successfully. With hindered memory maintenance, it is much more difficult to pick up a task where you left off without missteps, Fenn explained.

Fenn also explained that distractions we face everyday—whether receiving a text message or simply answering a question—are unavoidable but especially harmful to sleep-deprived people.

"Operating with reduced cognitive capacity has wide-ranging effects," Fenn said. "Individuals working critical jobs may put themselves and other members of society at risk because of sleep deprivation. It simply cannot be overlooked."

Next, Fenn's research lab will examine the potential of caffeine and nap interventions for helping to offset the negative effects of sleep deprivation.

Source: www.msutoday.msu.edu

Push-Ups and Heart Health

Active middle-aged men who were able to do more than 40 push-ups had a significantly lower risk of heart disease events during a 10-year follow-up period than men who could do fewer than 10 push-ups, according to a study reported in *JAMA Network Open*.

Harvard University researchers based this finding on data analysis of 1,104 male firefighters with a mean age of 40. Results cannot be generalized to women or to men in different age groups or with different activity levels.

Can you do 40 push-ups?

Source: *ACE Fitness Journal*, July/Aug 2019

Evening Exercise & Sleep

Sleep experts generally advise not exercising within a few hours of bedtime. But an analysis of 23 small studies, which included 275 healthy people (average age 29, generally good sleepers), found negative effects on sleep quality and quantity only when done within an hour of bedtime. In contrast, moderate evening exercise, even when done shortly before bedtime, had no adverse effects on sleep overall and, in fact, may have had some small benefits.

Source: *Sleep Medicine*, Feb 2019



Eggs: Good or Bad?

There is no question that eggs are nutritious. The protein in eggs provides all the essential amino acids our bodies need in the proportions we need them. Eggs are also a good source of many essential nutrients, including biotin, selenium, vitamin B12, iodine, riboflavin, pantothenic acid, phosphorus, potassium, and vitamins A and D. Additionally, egg yolks are high in lutein and zeaxanthin, phytochemicals that may help protect against age-related macular degeneration. Egg yolks are also a major source of dietary cholesterol, and therein lies the source of decades of conflicting and confusing nutrition recommendations.

Does Egg Cholesterol Matter? Too much LDL cholesterol in the blood contributes to the build-up of plaque in the arteries, which increases risk for heart attack and stroke. For decades it was thought that cholesterol in the foods we eat would raise cholesterol in our blood...so eggs (or at least egg yolks) were high on the list of foods to avoid in the fight against cardiovascular disease. Further research revealed that, for most people, dietary cholesterol in the amounts consumed by the typical American is not actually significantly related to LDL cholesterol levels in the body. Dietary fat type has a greater impact on LDL cholesterol levels than dietary cholesterol—so eggs are back on the menu, at least in moderate amounts (the equivalent of an egg a day or a couple of eggs every other day).

Negative Headlines: In March of 2019 a study in the *Journal of the American Medical Association* suggested an association between dietary cholesterol in general, and egg intake in particular, and higher risk of cardiovascular disease (CVD) and death. The authors found that each additional 300 milligrams (mg) of dietary cholesterol (the equivalent of about 1.5 eggs) consumed per day was associated with a 3% higher risk of CVD and a 4% higher risk of death from any cause. This type of study cannot determine cause and effect, but the significant association of even small increments of egg consumption with health risk caught the attention of the media.

"This is one study among many," says Alice H. Lichtenstein, DSc, director of the Cardiovascular Nutrition Laboratory at the Jean Mayer USDA Human Nutrition Research Center on Aging. "Looking at it in the context of all the research out there, the current intake of dietary cholesterol in America—around 250 mg per day for women and 350 mg per day for men—would not be predicted to significantly elevate risk of cardiovascular disease for most people. There are some individuals who are very sensitive to dietary cholesterol, but, for the general population, the overall consensus is that typical intake of dietary cholesterol (including cholesterol from eggs) is not where the major focus should be."

A European prospective study published in the journal *Circulation* in 2019 actually found an inverse association between egg intake and coronary artery disease. This means participants who reported eating more eggs in the study were likely to have less narrowing of the arteries than people who reported eating less eggs. Although the authors suggest that this inverse relationship may be the result of healthier people choosing eggs more often (reverse causality), this study does not support a benefit from restricting eggs.

How We Eat Eggs: Served up with bacon, ham, fried white potatoes, sausage, and white toast with butter. Baked into cakes, muffins, and custards. When Americans eat eggs, they typically eat them with processed meats and/or refined starches—both of which are associated with higher risk of cardiovascular disease. "An egg a day or couple of eggs every other day can be a part of a healthy dietary pattern," says Lichtenstein. Try them scrambled with chopped sautéed veggies at breakfast, hard-boiled and sliced onto a salad at lunch. "If you are eating an overall healthy diet that is low in processed meat, salt, refined grains, and added sugars, including eggs as a protein choice should not negatively impact your health."

What to Do: "Maintaining a healthy body weight and shifting our sources of fat from animal to plant are far more important to controlling blood cholesterol levels than limiting dietary cholesterol intake from foods like eggs," says Lichtenstein. If you like to eat eggs, the American Heart Association suggests up to one egg per day as part of a healthy diet. If you have diabetes, have had a heart attack, or are at high risk for heart disease, many experts suggest being more cautious of dietary cholesterol intake, including eggs. "If you were told by your healthcare provider you are at elevated risk for cardiovascular disease and are having a hard time getting your LDL cholesterol down by following their dietary advice, it would be a good idea to cut out eggs and see whether your cholesterol levels improve," says Lichtenstein.

For people who still wish to avoid the dietary cholesterol in egg yolks, the whites are a good alternative for scrambles and omelets. For baking, there are egg replacers on the market. These contain ingredients such as starches, fibers, and baking soda to help make up for some of the moisture and lift eggs bring to baked goods.

"Eggs are a good choice for many reasons," says Lichtenstein. "They are a source of high-quality protein and essential nutrients and are affordable, easy to prepare, and have a reasonably long shelf life when stored properly in a refrigerator."

4 Ways to Fight Fall Allergies

Unlike spring allergies, which are typically triggered by tree pollen, fall allergies are most often caused by ragweed, which releases pollen from August through November. Mold, which thrives in moist, damp environments (such as under rotting leaves), can also leave allergy sufferers in misery. Lesser-known fall allergy triggers include plants such as burning bush, sage-brush, tumbleweed, and Russian thistle.



Prepare ahead of peak symptoms with these tips from the American Academy of Allergy, Asthma and Immunology (AAAAI):

1. Take allergy medications before symptoms start. Begin taking medications early, about two weeks before your symptoms typically start. (See your primary care provider or allergist for the right treatment.) Don't stop taking them until pollen counts have remained low consistently for about two weeks.

2. Combat indoor mold. Because mold can grow anywhere there's dampness, controlling moisture is key. Keep humidity below 60% in your home, use bathroom fans, and clean up standing water right away. Scrub away visible mold with a household cleaner (or even soap and water), and dry thoroughly.

3. Reduce exposure to outdoor allergens and keep them out of the house. Outdoor chores like raking leaves or mowing the lawn can stir pollen and molds into the air. Use a face mask labeled N95 or N100 (available at hardware stores, pharmacies, and Amazon.com) to avoid breathing in allergens. Wear non-latex gloves and wraparound safety glasses to minimize contact with your skin and eyes. Try to keep your lawn short throughout the fall to prevent overgrowth that produces more pollen. Leave shoes at the door, and shower and change your clothes as soon as you come in. If possible, use air conditioning at home and in the car, keeping windows closed.

4. Monitor pollen and mold counts when heading outdoors. Daily weather reports often include counts. You can also visit the [AAAAI website](#) for pollen and mold levels. In the fall, pollen levels tend to peak in the morning hours. Warm, windy days are among the worst for allergies. While rain can suppress pollen, pollen counts can soar right after showers and mold spores can breed in standing water. Stay indoors as much as you can when counts are high.

Source: www.berkeleywellness.com

10 Quick Ways to Disrupt Sustained Sitting

1. Stand and move every time you check your mobile device for text messages.
2. When the phone rings, answer and keep moving during your conversation.
3. Every 30 minutes, get up from sitting and move for 3 minutes.
4. Get up and move after you reading a set number of pages.
5. Stand and move every time you change television channels.
6. Do heel raises while loading or emptying the dishwasher.
7. Take a brief walking break after each meal or snack.
8. Each time you drink water, take a movement break as well.
9. Instead of emailing colleagues at work, walk to their workspace and speak to them.
10. Try brief exercise bouts at home or at work. For example, do 10 bodyweight squats followed by 20 alternating knee lifts.

Source: *ACE Fitness Journal*, July/Aug 2019



Exercise of the Month

SERRATUS WALL SLIDES

This exercise focuses on the serratus muscle. The serratus muscle helps stabilize your upper back and helps your shoulder function properly, reducing pain and likelihood of injury.

- With your arms and shoulders at 90 degrees, hold a foam roller against a wall, as pictured.
- While keeping your shoulder blades retracted, slowly raise your arms until the roller is near your elbows, then lower your arms until the roller is near your wrists. Make sure to keep your shoulders back during the entire exercise!
- Repeat 10-15 times.





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Recipe of the Month: Orange-Sesame Chicken Stir-Fry

INGREDIENTS:

- ❑ 1 cup orange juice
- ❑ 2 TB less-sodium soy sauce
- ❑ 2 tsp sesame oil
- ❑ 1 tsp honey
- ❑ 1/2 tsp hot pepper sauce or to taste
- ❑ 16 oz boneless chicken breast, cut into slices
- ❑ 3 tsp cornstarch
- ❑ 6 tsp vegetable oil, divided
- ❑ 3 cups frozen (not thawed) pepper stir-fry vegetables (onions and bell peppers)
- ❑ 2 TB minced or finely grated ginger
- ❑ 4 tsp minced garlic
- ❑ 4 cups frozen (not thawed) broccoli florets
- ❑ 1/2 cup water
- ❑ 2 TB toasted sesame seeds



COOKING INSTRUCTIONS:

1. Combine orange juice, soy sauce, sesame oil, honey and hot pepper sauce in a glass measuring cup. Place chicken in bowl or shallow glass dish. Add 2 TB of the OJ mixture; toss to coat. Cover and marinate in the refrigerator for 10-15 minutes. Add cornstarch to the remaining OJ mixture; mix with a fork or whisk until smooth.
2. Heat 2 tsp vegetable oil in a large skillet or stir-fry pan over medium-high heat until hot. Drain the chicken and add to the pan; stir-fry until lightly browned and cooked through, about 4 minutes. Transfer to a plate.
3. Add remaining 1 tsp vegetable oil to skillet. Add pepper stir-fry vegetables, ginger and garlic; stir-fry until fragrant, about 2 minutes. Add broccoli and stir for a few seconds. Add the 1/4 cup water. Cover and cook until broccoli is heated through and tender, 2 to 3 minutes.
4. Push vegetables to perimeter of pan. Stir reserved marinade to redistribute cornstarch; add to pan. Cook, stirring sauce in center, until sauce boils and thickens, 1 to 2 minutes. Stir vegetables toward center of skillet and add reserved chicken. Cook, stirring, until heated through, 30 seconds to 1 minute. Sprinkle with sesame seeds.

Recipe Variations: Substitute 8oz of firm tofu or 8oz of thawed, peeled and deveined raw medium shrimp for the chicken.

Source: Tufts Health & Nutrition Letter

Nutrition Facts:
Servings: 4
Amount Per Serving:
Calories: 350
Total Fat : 15g (2.5g sat)
Carbohydrate: 20g
Fiber: 3g
Protein: 30g
Sodium: 570mg

DID YOU KNOW?

35 million pounds of candy corn is produced for the Halloween season!

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Mike Corless

Re: Operations Division Monthly Report – October 2019

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

- Meetings Attended:
 - Staff Meetings
 - Monthly OPS
 - Board Meeting
 - CCOM Fire Users
 - C800
 - Budget monitoring
 - Labor Management
 - Personnel issue
- 10/1 Interagency Committee Meeting with Estacada
- 10/2 MAJCS Mobile User (CAD) Work Group
- 10/2 Warranty issue meeting for ST 16 and 19
- 10/2 Meeting with DC Anderson to discuss Response Data
- 10/4 Operational Deployment Work Group
- 10/8 Ride A Long with BC Slater
- 10/8 Attended Law Services Meeting
- 10/9 Burn Info meeting
- 10/10 Fire Defense Board
- 10/10 CCOM users meeting with County Administrator
- 10/15 Call review with Colton Fire Lt
- 10/15 Review Academy concepts with Training
- 10/16 Phone conference call with BOLI regarding pay for Training

- 10/16 Estacada Board meeting
- 10/17 Ride A Long with BC Burke
- 10/22 Ride A Long with BC Browne
- 10/23 Work on response plans with CCOM
- 10/24 REGIS Steering Committee
- 10/28 Ride A Long with BC Stewart
- 10/28 Training Center RFP Discussion
- 10/29 Chief's Interviews
- 10/31 Chief's meeting regarding District updates
- 10/31 Pre-Plan work group meeting.

Respectfully submitted,

Division Chief Mike Corless

North Battalion- A Shift
Battalion Chief Michael Carlsen

- Significant Incidents
 - The month of October represented a slow month for large incidents. BC302A provided coverage support to both BC301 and BC303 for move-up coverages.
 - At the completion of shift on October 30th, a cardiac arrest incident at Blount/Oregon Cutting Systems, was dispatched. Both E302, E301 and T304 were on other incidents. Shift change between BC302A and BC302B was underway. BC302 responded to the cardiac arrest. Lifesaving efforts were unsuccessful, however, the fact a Battalion Chief responded represents situational awareness.
- Projects/Events/Meetings/Training
 - Met with crews, which included "howdy rounds" as well as observing training evolutions.
 - Helped conduct multiple Organizational Briefings.
 - Managed an employee personnel issue.
 - Followed up with "next steps" after the completion of the District Retreat. Met with DC Whiteley and DC Gehrke as well as BC Stewart and Accounting Manager Anh Le. The Retreat was held on September 18th. Served as a co-Facilitator.
 - Coordinated the sixth batch of CCOM Training to place three CCOM Dispatcher Trainee's with Engine Companies for ten hour ride-along
 - Took part in Senior Staff meetings where participants discussed the Estacada Contract.
 - Scheduled vacation and was not present for Operations Meeting; however, listened to Zoom meeting recording.
 - Worked with Captain Goodrich (E306 Captain) to prepare IE306 for conflag deployment.

- Continued Project Work: Re-tooling the Rehab Program.
 - Met Rick Larson re: issues/opportunities with Rehab Program.

North Battalion-B Shift

Battalion Chief Tony Cordie

- Nothing to report for the month. On approved leave for the whole month of October.

North Battalion-C Shift

Battalion Chief Nick Browne

- Significant Incidents
 - October 26th- House fire in Oregon City. BC302 backed up BC303 on a house fire. BC302 was assigned safety. Crews did an excellent job extinguishing a stubborn attic fire.
- Projects/Events/Meetings/Training
 - This month's US&R Training was the annual Confined Space Rescue Evaluation. The focus was a permit entry for a trapped construction worker where the SABA system needed to be utilized.
 - This month's Truck Training was focused on Aerial Spotting with retired Los Angeles City Truck 11 Apparatus Operator Mark Carcamo.
 - Rope Rescue training on the Willamette. Crews performed a highly technical drill focused on Highline operations.

East Battalion- A Shift

Battalion Chief Burke Slater

- Significant Incidents
 - I arrived at a building fire east of Estacada on HWY 224 with mutual aid companies from Colton, Sandy and Units from Estacada. The shop was a total loss but no injuries.
 - Three MVA calls in Boring and Sandy, one required light extrication.
- Projects/Events/Meetings/Training
 - BC 301 began the first phase of the Organizational Update, BC education topics.
 - Evaluated probationary performance evolutions for both firefighters and AOs.

East Battalion- B Shift

Battalion Chief Brent Olson

- Significant Incidents
 - October 3rd- Commercial Fire: 90th Ave
 - October 3rd- Natural Gas Leak: Bristol Park Dr.
- Projects/Events/Meetings/Training
 - Operations Meeting - 10/8.
 - Rusk Rd Facilitated Learning Analysis Completed.
 - Began working on Pre-Fire Plan SOP and workflow process.
 - Began working on Activities Calendar SOP.

- Began work on Post Incident Review SOP.
- Regional Active Threat Meeting with TVFR - 10/24.
- Working on getting crews familiar with Zoom meetings and new organizational communications plan.

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East Battalion- C Shift

Battalion Chief Jason Ellison

- Significant Incidents
 - No significant incidents to report in the month of October.
- Projects/Events/Meetings/Training
 - Taught VES in the Chicago area to 40 firefighters.
 - Labor Management meeting.
 - Technical rescue meeting at Station 5.
 - Water Rescue program management.
 - Rope Rescue program management.

South Battalion- A Shift

Battalion Chief Brian Burke

- Significant Incidents
- Projects/Events/Meetings/Training

South Battalion- B Shift

Battalion Chief Jonathan Scheirman

- Significant Incidents
 - No significant incidents to report in the month of October.
- Projects/Events/Meetings/Training
 - Hosted Probationary Lt. Brownlee on a ride-along.
 - Attended the Clackamas Fire Board meeting.
 - Attended the Oregon City Business Alliance luncheon.
 - Attended the Chain of Survival ceremony.
 - Attended EMS MAT.
 - Attended a Facilitated Learning Analysis for the Kona Garden Apartments Fire.
 - Gave a Station tour to a family with two children.
 - Performed a Probationary AO Evaluation.
 - Worked on review of IPS and CPS with Training.

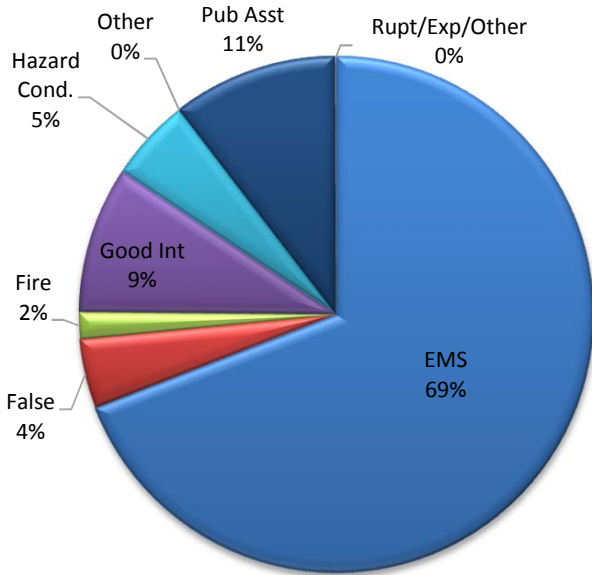
South Battalion- C Shift

Battalion Chief Brian Stewart

- Significant Incidents
 - October 26th – Residential Fire on Pease Road in Oregon City.
- Projects/Events/Meetings/Training
 - Morning organizational briefings.

- Deployment Workgroup.
- Apparatus Operator probationary evaluations.
- Wildland training with USFS.
- Attended volunteer academy driver training (classroom).
- UAS training at SDAO.
- Organizational Development Committee meeting.
- One-on-one training/meetings with individuals assigned accreditation components.
- FEMA GO (grants portal) webinar.
- Occupational Health.
- Milwaukie Public Safety Advisory Committee.
- Gaffney Lane Elementary Harvest Fest.
- DC Corless ride-along.
- Station visits and Target Solutions training.

Clackamas Fire Dist. #1 Emergency Services Report October 2019



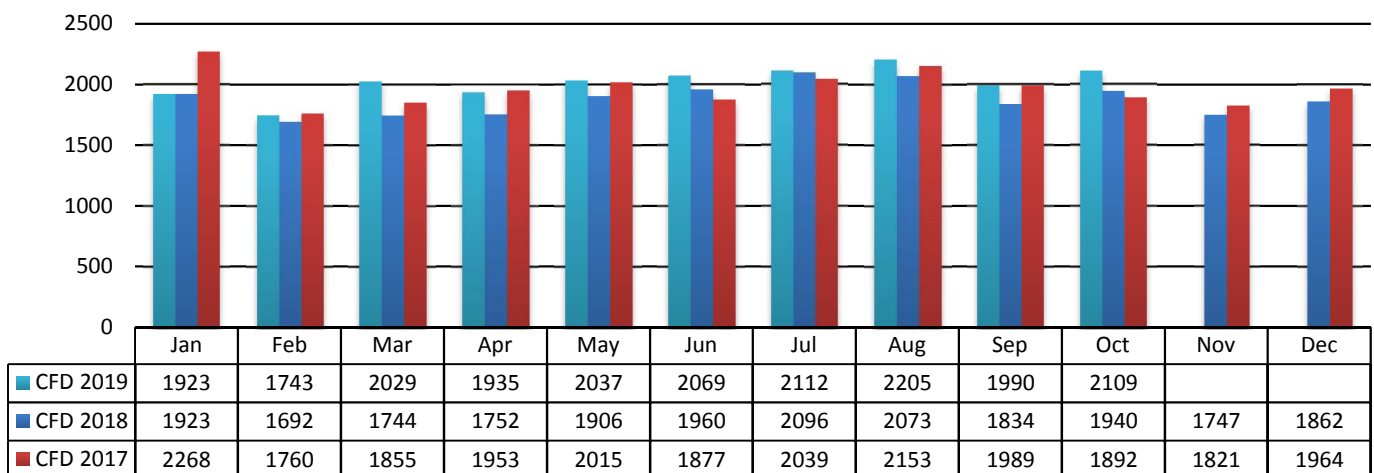
Incident Type	Data
EMS	1458
False	92
Fire	35
Good Int	194
Hazard Cond.	110
Other	0
Pub Asst	219
Rupt/Exp/Weather	1
Grand Total	2109

Year to Date

Incident Type	2017	2018	2019
EMS	15775	15634	13771
False	913	857	856
Fire	603	581	576
Good Int	2186	2060	1834
Hazard Cond.	1472	1050	975
Other	7	7	2
Pub Asst	2619	2337	2125
Rupt/Exp/Weather	11	3	13
Grand Total	23586	22529	20152

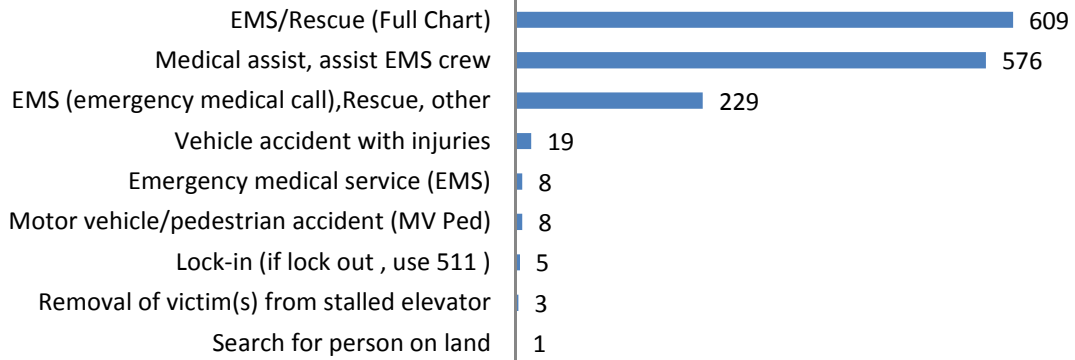
Mutual Aid Given Incident Not Included

Total Incidents by Month

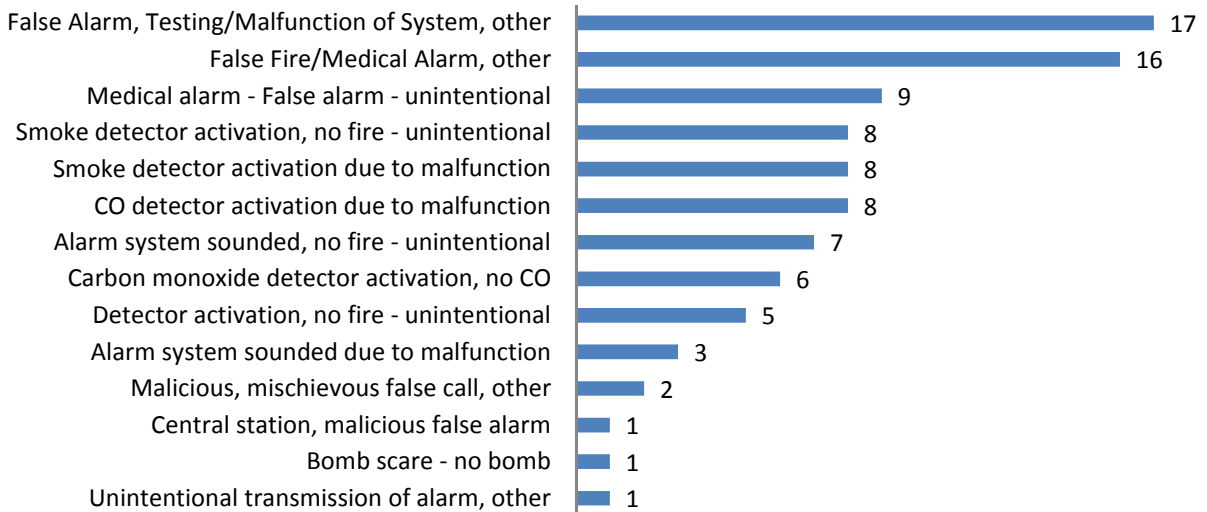


October 2019 Incident Summary

EMS Total: 1458



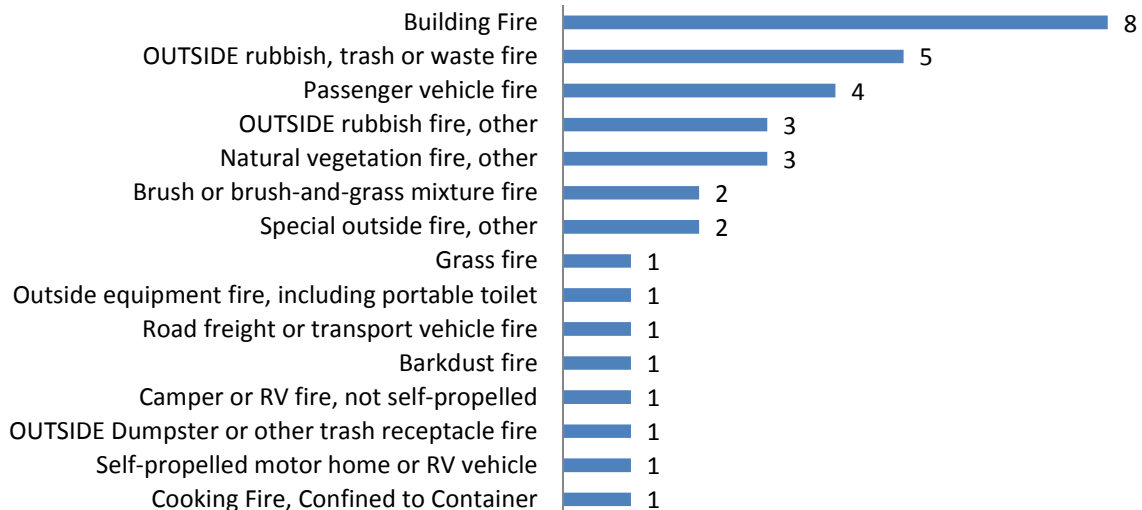
False Alarm Total: 92



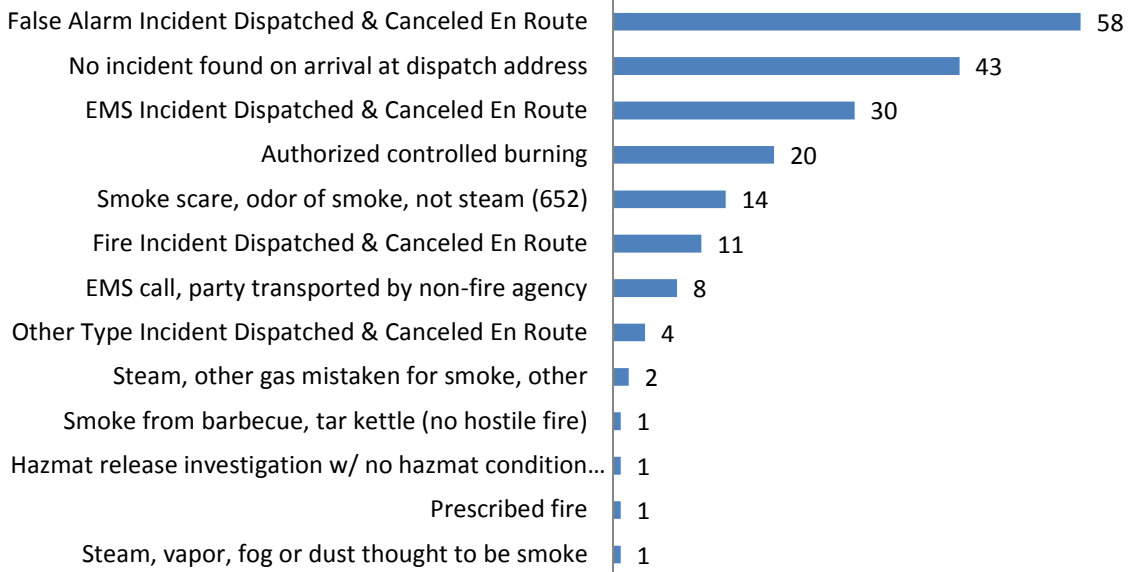
Weather/Rupture/Explosion/Other Total: 1



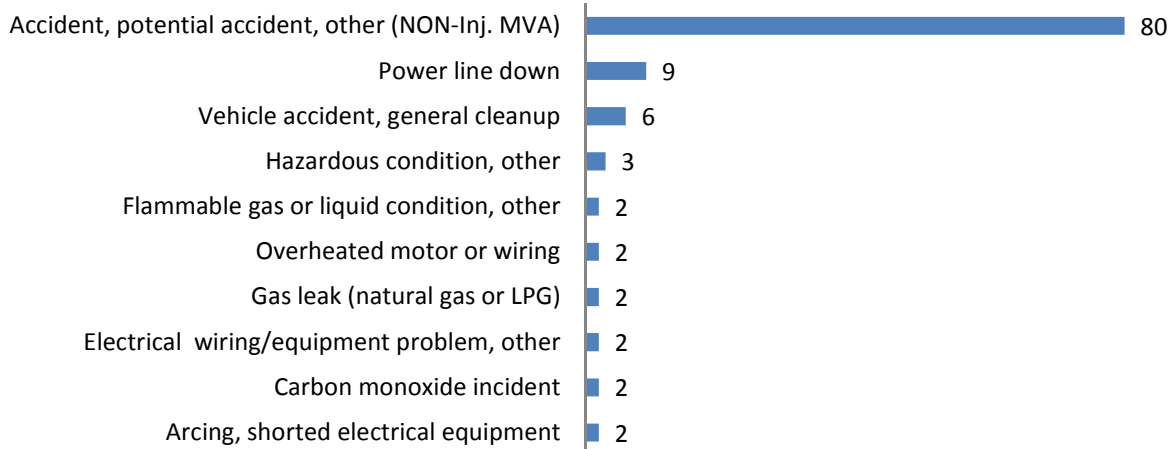
Fire Total: 35



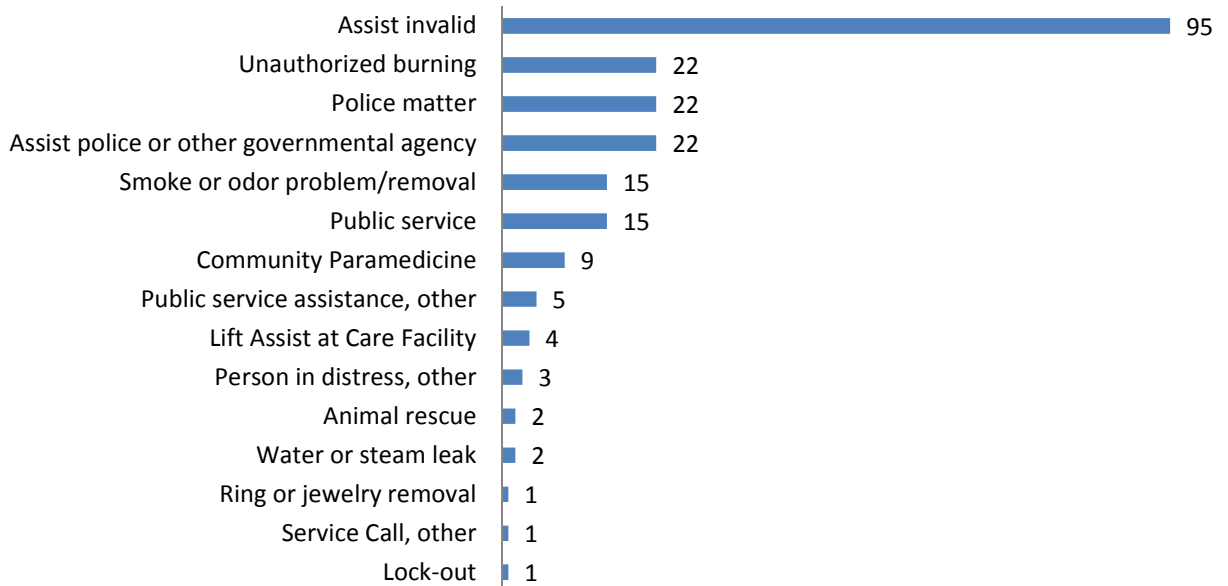
Good Intent Total: 194



Hazardous Condition Total: 110

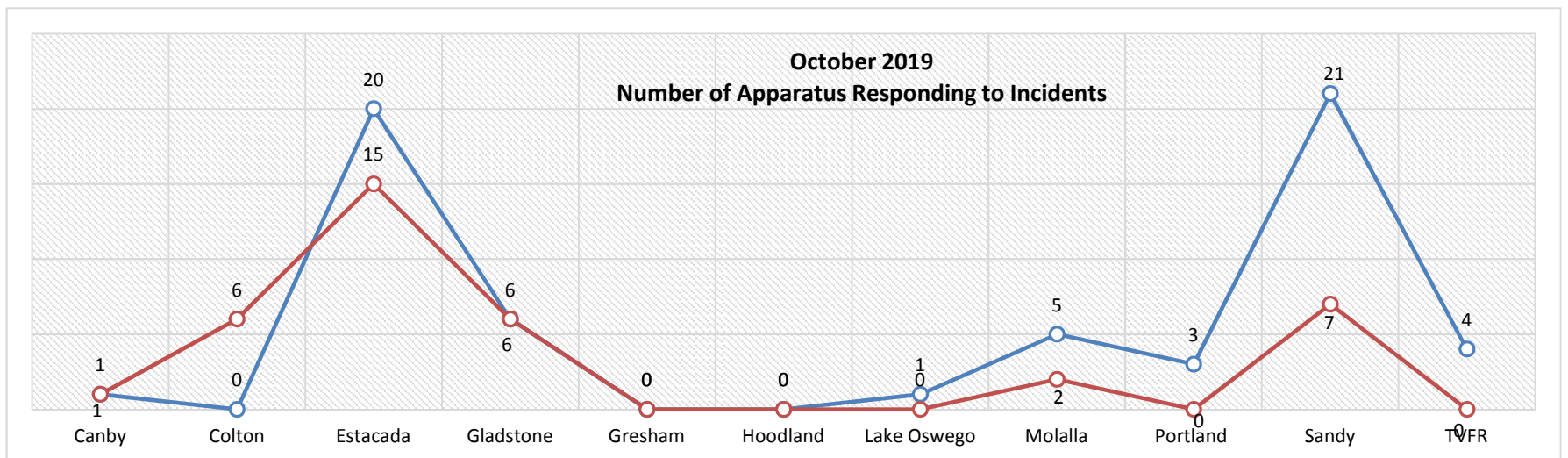
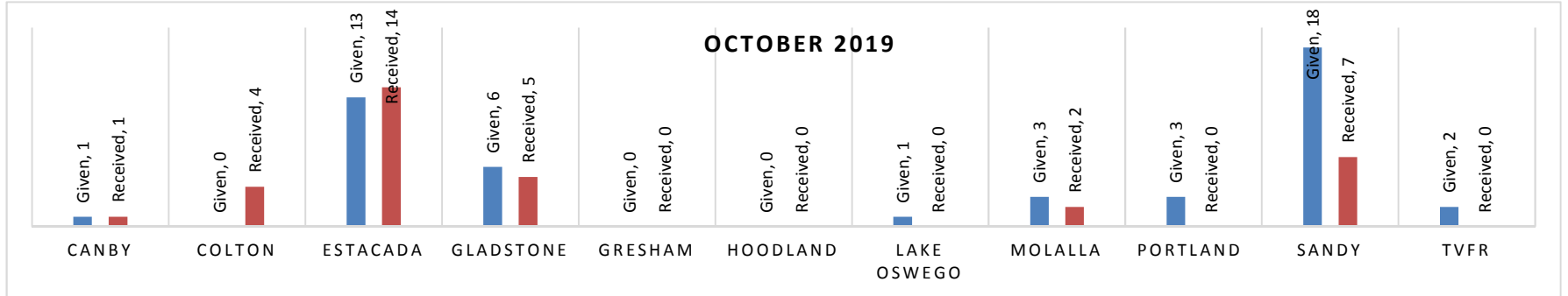
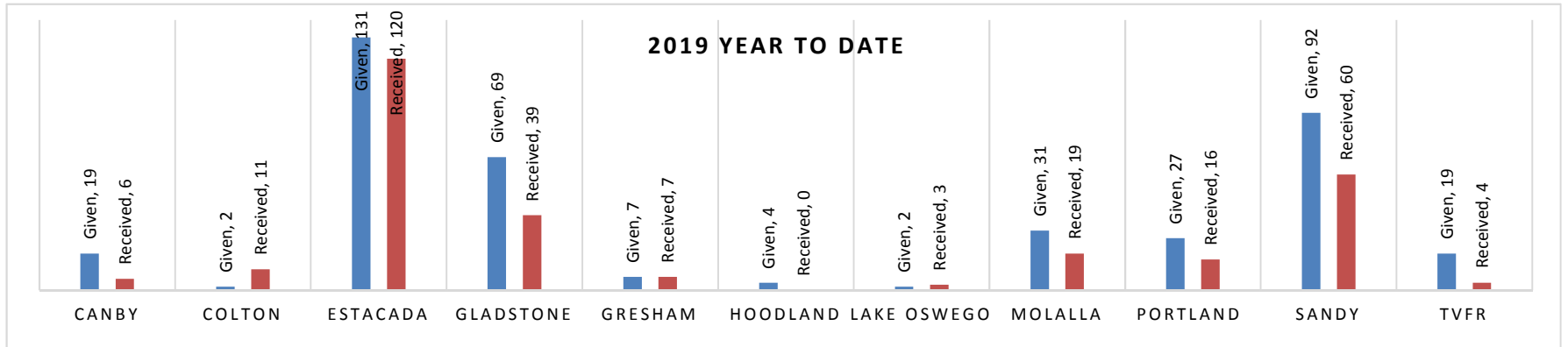


Public Assists Total: 219



Mutual Aid Given to Mutual Aid Received by Agency by Incident

**Does not include: canceled en-route, canceled on-scene or did not respond.*



Mutual Aid Given - Apparatus Overview

October 2019

Agency	Apparatus	Apparatus Action	Responses
Canby	E317	Provide advanced life support (ALS)	1
Canby Total			1
Estacada	E311	Fire Attack	1
		Standby/Staged	1
	E314	Assistance, other	1
		Provide manpower	1
	WT314	Standby/Staged	1
	WT312	Provide manpower	1
	BR311	Extinguish	1
	E318	Assistance, other	1
		Provide advanced life support (ALS)	1
		Provide manpower	1
	BC301	Restore sprinkler or fire protection sys	1
		Assistance, other	1
	BR318	Incident command	1
		Assistance, other	3
Provide basic life support (BLS)		2	
	(blank)	1	
FM309	FMO Investigation	1	
Estacada Total			20
Gladstone	M303	Assistance, other	1
		Transport person	2
	E315	Assistance, other - EFR	1
		Provide advanced life support (ALS)	1
	E317	Assistance, other	1
Gladstone Total			6
Lake Oswego Fire Department	HR305	Standby/Staged	1
Lake Oswego Fire Department Total			1
Molalla	M316	Provide advanced life support (ALS)	1
	HR305	Extricate, disentangle	1
	BC303	Assistance, other	1
		Incident command	1
	E310	Extinguish	1
Molalla Total			5
Portland	HR305	Search	1
		Standby/Staged	1
	E306	(blank)	1
Portland Total			3
Sandy	E314	Assist lift patient	1
		Assistance, other	1
		Fire Attack	1
		Investigate	1
		Provide advanced life support (ALS)	4
		Provide manpower	3
		Salvage & overhaul	1
		Standby/Staged	2
	E318	Provide advanced life support (ALS)	2
		(blank)	1
BC301	Safety Officer	2	
BR318	Provide manpower	1	
T319	Standby/Staged	1	
Sandy Total			21
TVFR	E315	Backup team	1
		Investigate	1
	BC303	Safety Officer	1
	T316	Search	1
TVFR Total			4
Grand Total			61

**Incident Types
by FMZ
October 2019**

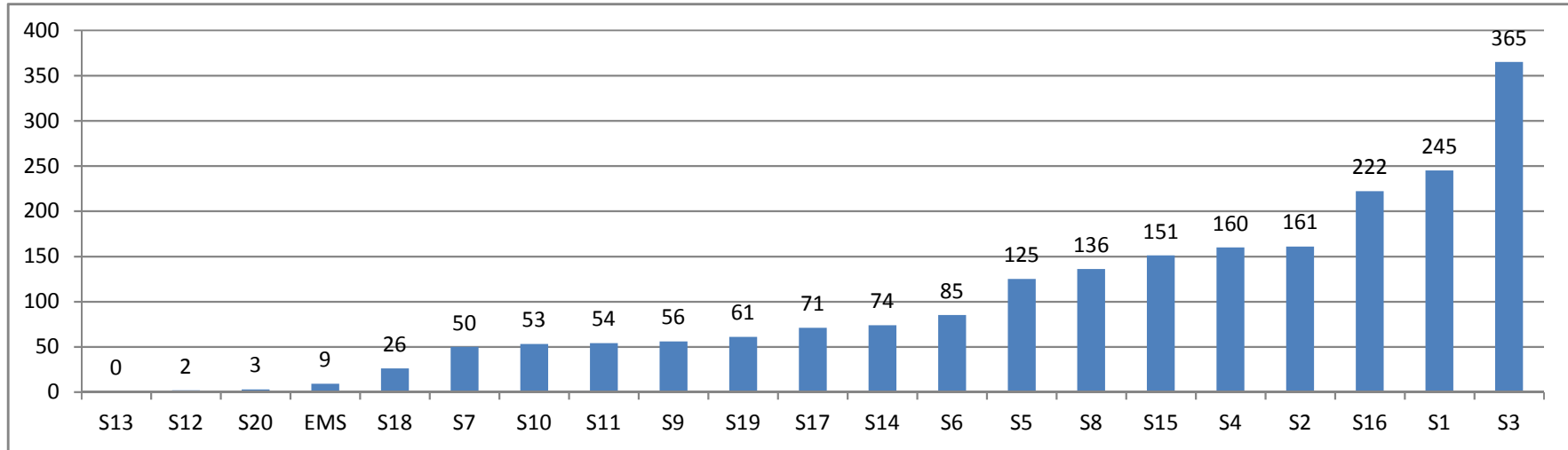
Incident Station	Incident Type	Total
S1	EMS	183
	False	5
	Fire	8
	Good Int	15
	Hazard Condition	13
	Pub Asst	21
S1 Total		245
S2	EMS	120
	False	6
	Fire	2
	Good Int	13
	Hazard Condition	4
	Pub Asst	16
S2 Total		161
S3	EMS	267
	False	10
	Fire	2
	Good Int	29
	Hazard Condition	4
	Pub Asst	53
S3 Total		365
S4	EMS	114
	False	5
	Good Int	17
	Hazard Condition	7
	Pub Asst	17
S4 Total		160
S5	EMS	79
	False	8
	Fire	4
	Good Int	14
	Hazard Condition	7
	Pub Asst	13
S5 Total		125
S6	EMS	60
	False	9
	Good Int	6
	Hazard Condition	3
	Pub Asst	6
	Rupt/Exp	1
S6 Total		85
S7	EMS	25
	False	5
	Fire	2
	Good Int	6
	Hazard Condition	6
	Pub Asst	6
S7 Total		50

Incident Station	Incident Type	Total
S8	EMS	85
	False	10
	Fire	1
	Good Int	15
	Hazard Condition	13
	Pub Asst	12
S8 Total		136
S9	EMS	32
	False	2
	Fire	1
	Good Int	8
	Hazard Condition	5
	Pub Asst	8
S9 Total		56
S10	EMS	30
	False	2
	Fire	4
	Good Int	11
	Hazard Condition	3
	Pub Asst	3
S10 Total		53
S11	EMS	35
	Good Int	7
	Hazard Condition	4
	Pub Asst	8
S11 Total		54
S12	EMS	1
	Hazard Condition	1
S12 Total		2
S14	EMS	42
	False	8
	Fire	2
	Good Int	13
	Hazard Condition	6
	Pub Asst	3
S14 Total		74
S15	EMS	111
	False	7
	Fire	1
	Good Int	11
	Hazard Condition	11
	Pub Asst	10
S15 Total		151

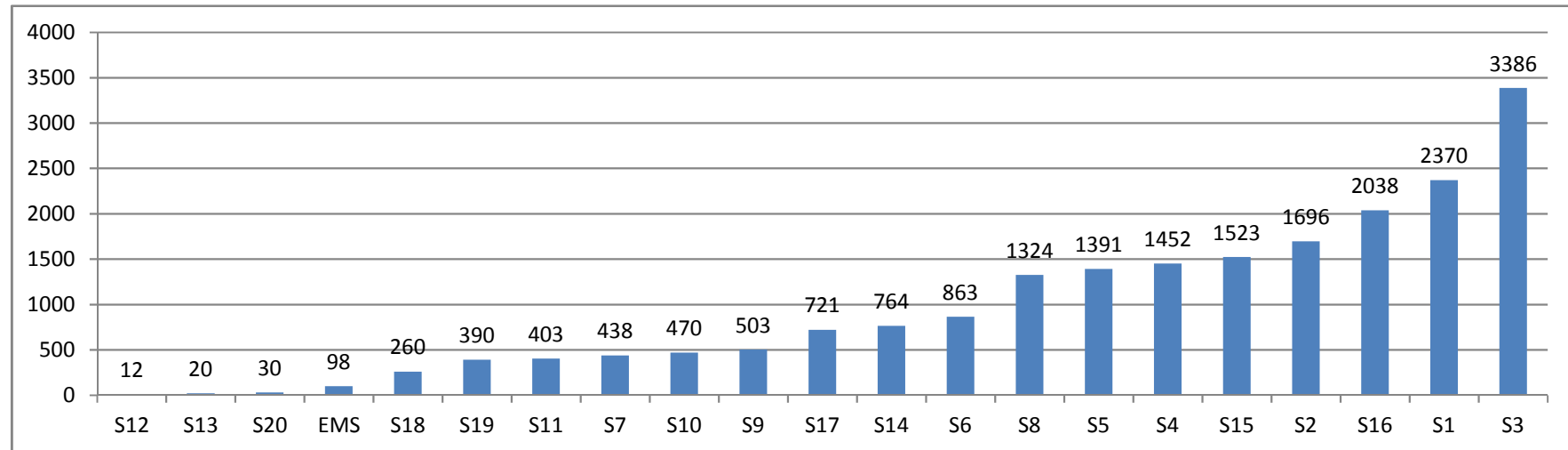
Incident Station	Incident Type	Total
S16	EMS	168
	False	9
	Fire	5
	Good Int	17
	Hazard Condition	9
	Pub Asst	14
S16 Total		222
S17	EMS	49
	False	3
	Fire	3
	Good Int	4
	Hazard Condition	2
	Pub Asst	10
S17 Total		71
S18	EMS	16
	Good Int	1
	Hazard Condition	3
	Pub Asst	6
S18 Total		26
S19	EMS	40
	False	3
	Good Int	6
	Hazard Condition	9
Pub Asst	3	
S19 Total		61
S20	EMS	1
	Good Int	1
	Pub Asst	1
S20 Total		3
EMS	Pub Asst	9
EMS Total		9
Grand Total		2109

Incident Count by FMZ

October 2019



Year to Date



Apparatus Response by Station and Incident Type
(Including Mutual Aid Given)
October 2019

Unit Station	Unit ID	Incident Type	Total
BC1	BC301	EMS	8
		Good Int	8
		Pub Asst	2
		Fire	9
		HazMat	10
	BC301 Total	37	
BC1 Total			37
BC2	BC302	EMS	3
		False	2
		Good Int	3
		Pub Asst	6
		Fire	17
	HazMat	5	
BC302 Total	36		
BC2 Total			36
BC3	BC303	EMS	5
		False	1
		Good Int	2
		Pub Asst	5
		Fire	12
	HazMat	6	
BC303 Total	31		
BC3 Total			31
S1	E301	EMS	183
		False	8
		Good Int	17
		Pub Asst	28
		Fire	13
	HazMat	14	
E301 Total	263		
S1 Total			263
S2	RH302	Fire	1
	RH302 Total		1
	E302	EMS	138
		False	7
		Good Int	18
		Pub Asst	19
Fire	10		
HazMat	3		
E302 Total	195		
S2 Total			196
S3	M303	EMS	241
		False	6
		Good Int	17
		Pub Asst	41
		Fire	8
	HazMat	2	
M303 Total	315		

Unit Station	Unit ID	Incident Type	Total
S3 Continued	E303	EMS	72
		False	5
		Good Int	9
		Pub Asst	26
		Fire	1
		HazMat	3
E303 Total			116
	HM303	HazMat	2
HM303 Total			2
S3 Total			433
S4	T304	EMS	133
		False	8
		Good Int	19
		Pub Asst	19
		Fire	7
		HazMat	13
T304 Total			199
S4 Total			199
S5	HR305	EMS	98
		False	8
		Good Int	21
		Pub Asst	19
		Fire	18
		HazMat	16
HR305 Total			180
S5 Total			180
S6	E306	EMS	60
		False	9
		Good Int	9
		Pub Asst	6
		Fire	5
		HazMat	3
		Rupt/Exp	1
		E306 Total	
IE306		Good Int	2
		Pub Asst	1
		Fire	1
		HazMat	1
IE306 Total			5
S6 Total			98
S7	E307	EMS	38
		False	7
		Good Int	9
		Pub Asst	9
		Fire	3
		HazMat	10
E307 Total			76
S7 Total			76

Unit Station	Unit ID	Incident Type	Total
S8	E308	EMS	93
		False	9
		Good Int	14
		Pub Asst	12
		Fire	5
	HazMat	14	
E308 Total			147
S8 Total			147
S9	IE309	Fire	1
	IE309 Total		1
	E309	EMS	52
		False	6
		Good Int	9
		Pub Asst	11
Fire		5	
HazMat	6		
E309 Total			89
S9 Total			90
S10	E310	EMS	37
		False	2
		Good Int	9
		Pub Asst	5
		Fire	5
	HazMat	3	
E310 Total			61
WT310	Fire	3	
WT310 Total			3
S10 Total			64
S11	E311	EMS	41
		Good Int	9
		Pub Asst	6
		Fire	5
		HazMat	9
	E311 Total		
BR311	Good Int	1	
	Fire	3	
BR311 Total			4
S11 Total			74
S12	WT312	Fire	2
	WT312 Total		2
	BR312	EMS	1
	BR312 Total		1
S12 Total			3
S13	BR313	EMS	1
		Good Int	3
		Pub Asst	2
	BR313 Total		
S13 Total			6

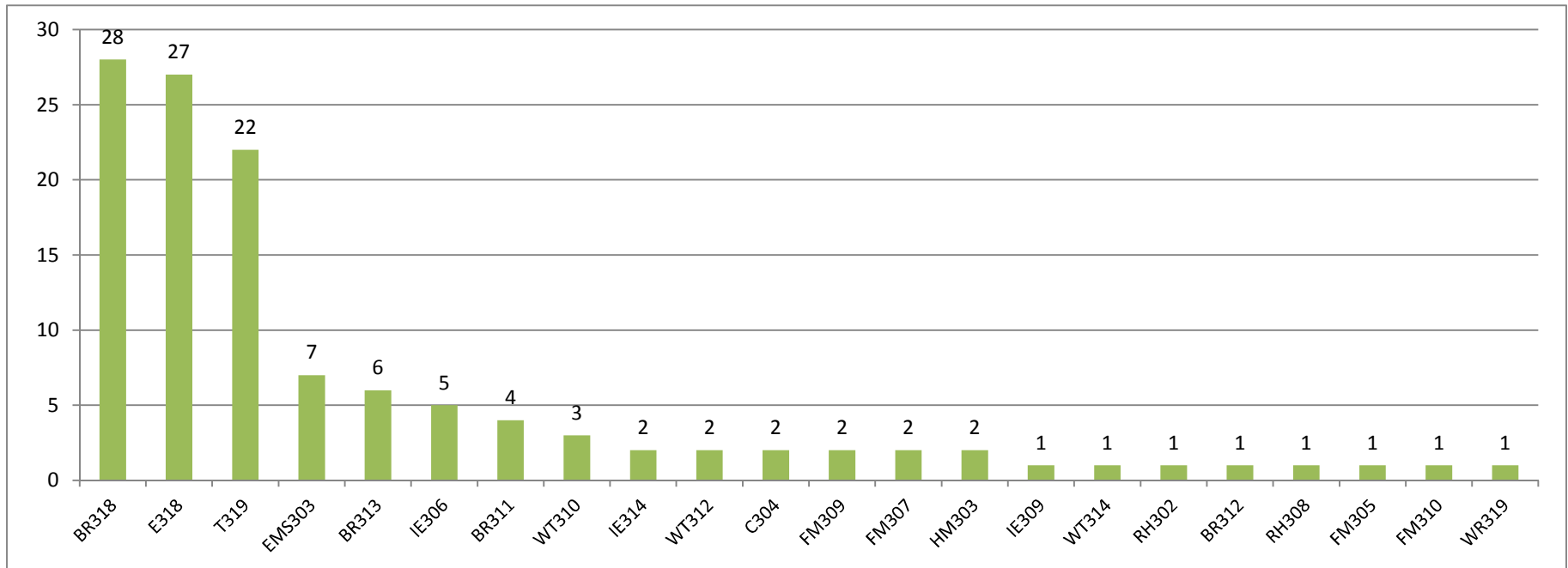
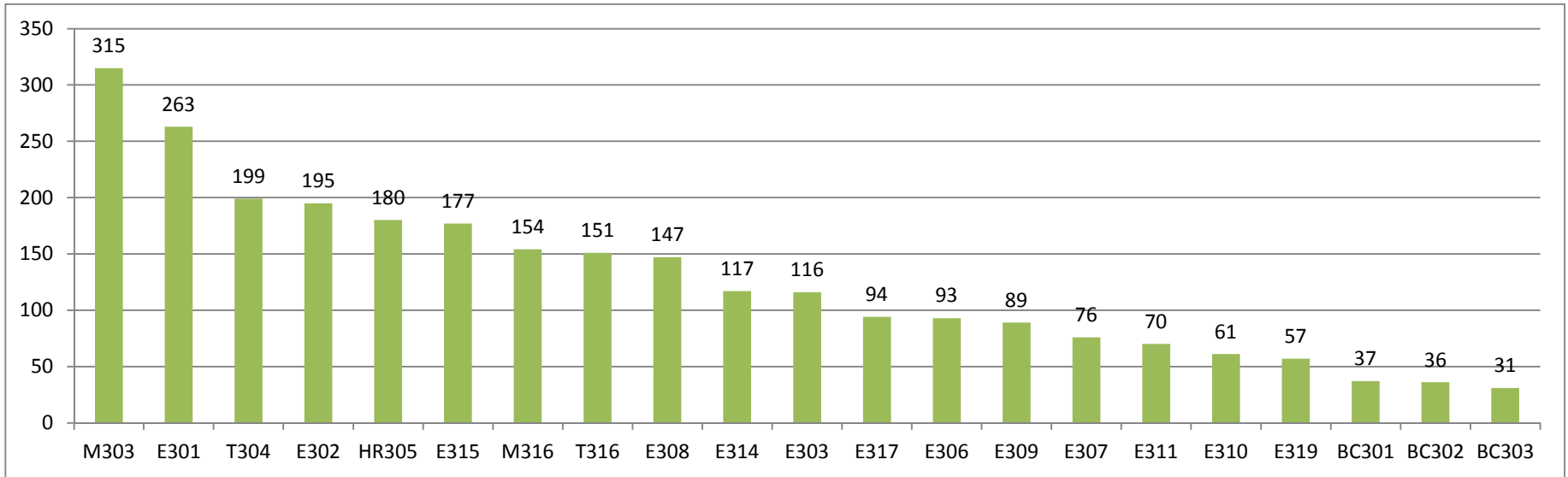
Unit Station	Unit ID	Incident Type	Total
S14	E314	EMS	68
		False	9
		Good Int	16
		Pub Asst	6
		Fire	8
		HazMat	10
	E314 Total	117	
S14 Total	WT314	Fire	1
	WT314 Total	1	
	IE314	Good Int	2
	IE314 Total	2	
	S14 Total	120	
S15	E315	EMS	122
		False	9
		Good Int	11
		Pub Asst	16
		Fire	7
		HazMat	12
	E315 Total	177	
S15 Total	177		
S16	M316	EMS	121
		False	1
		Good Int	14
		Pub Asst	9
		Fire	4
		HazMat	5
	M316 Total	154	
	S16 Total	T316	EMS
False		7	
Good Int		9	
Pub Asst		17	
S16 Total	T316	Fire	14
		HazMat	10
		T316 Total	151
		S16 Total	305
	S17	E317	EMS
False			5
Good Int			9
Pub Asst			10
Fire			7
HazMat			4
E317 Total		94	
S17 Total	94		
S18	E318	EMS	17
		False	1
		Good Int	5
		Pub Asst	2
		Fire	1
	HazMat	1	
E318 Total	27		

Unit Station	Unit ID	Incident Type	Total	
S18 Continued	BR318	EMS	19	
		Good Int	2	
		Pub Asst	2	
		Fire	2	
		HazMat	3	
BR318 Total			28	
S18 Total			55	
S19	E319	EMS	37	
		False	3	
		Good Int	6	
		Pub Asst	2	
		Fire	3	
		HazMat	6	
	E319 Total			57
	T319		EMS	6
			False	1
			Good Int	3
			Pub Asst	1
			Fire	5
			HazMat	6
	T319 Total			22
WR319		EMS	1	
WR319 Total			1	
S19 Total			80	
(blank)	C304	Fire	1	
		HazMat	1	
	C304 Total			2
	RH308		Fire	1
	RH308 Total			1
	FM309		Fire	2
	FM309 Total			2
	FM305		Fire	1
	FM305 Total			1
	FM310		Fire	1
	FM310 Total			1
	FM307		Fire	2
	FM307 Total			2
	(blank) Total			9
EMS	EMS303		Pub Asst	7
	EMS303 Total			7
EMS Total			7	
Grand Total			2780	

Incident Response by Apparatus

(Including Mutual Aid Given)

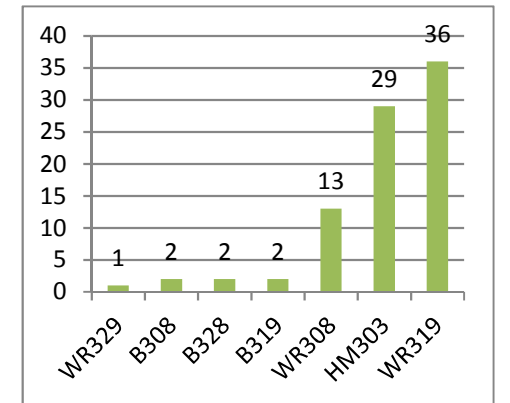
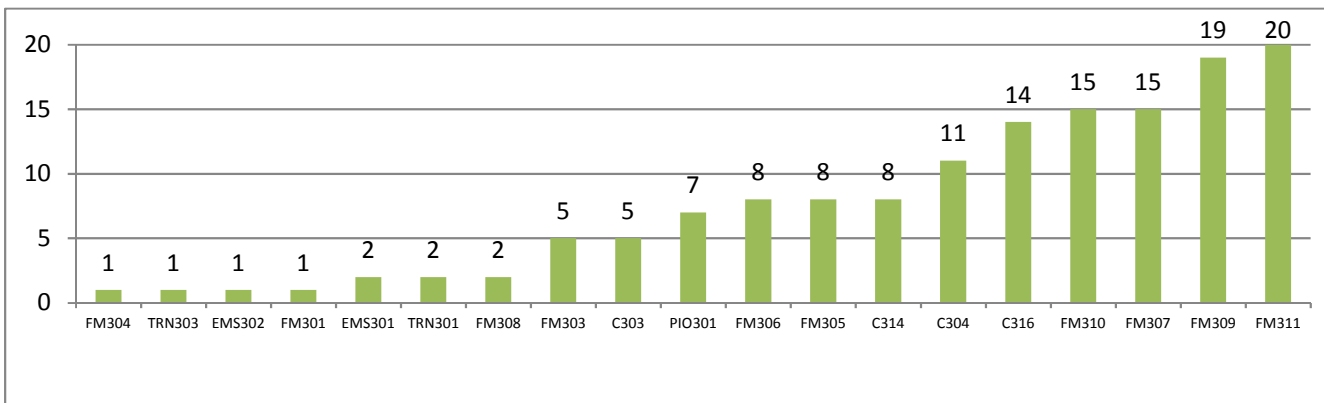
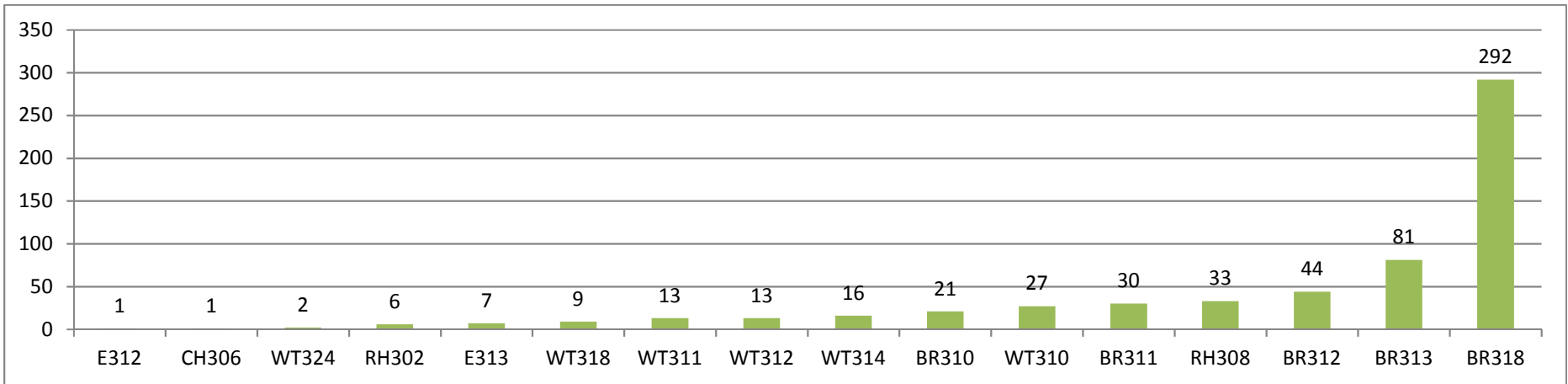
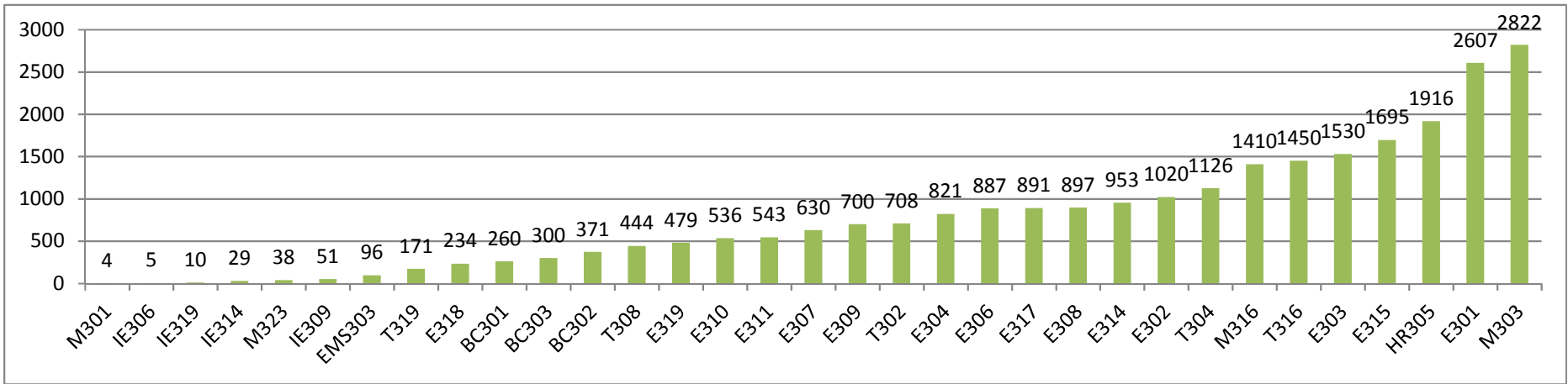
October 2019



Incident Response by Apparatus

(Including Mutual Aid Given)

Year to Date 2019



Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief John Hopkins

Re: Training Division Monthly Report – October 2019

Projects/Events/Meetings/Training – BC Hopkins

- Attended Board meeting.
- Attended Estacada Board meeting.
- Attended Regional Training chief meetings.
- Attended Organizational chart meeting at the Training Center.
- Meetings regarding upcoming career and volunteer academies.
- Attended Senior Staff meetings.
- Reviewed several policies, making revisions as needed.
- Reviewed injury reporting and conducted a safety meeting.

Projects/Events/Meetings/Training – ATO Capt. Kinne

- Weekly staff meetings.
- Burn-to-Learn in Redland.
- Prepared both low pitch vent props for probationary evaluations.
- Presented academy proposal to Chief Staff.
- Met with Hillsboro Training staff to discuss Academy proposal 10/25/2019.
- Created fillable forms for probationary and recruit firefighter evaluation.
- NAFT meeting 10/11/2019.
- Investigated free class options (DPSST/ Salem Fire/ Grants).
- Settled warranty issue on smoke machine that had been shipped to NY for repair.
- Filed F20 with DPSST to certify CFD as credentialed agency to teach Live Fire Instructor courses.

Projects/Events/Meetings/Training – ATO Lt. Brown

- Weekly Training Staff meetings.
- Company Performance Standards evaluations.
- Out of office the week of the 6th.
- Probationary Apparatus Operator's Practical tests.
- Updated Probationary AO Credential.
- Company Performance Standards review and updates.
- Burn-to-Learn in Redland.
- Meeting with DC Whiteley.

- Promotional Ceremony.
- Board Report.

Projects/Events/Meetings/Training – ATO Lt. Walker

- One month left for Volunteer Academy 19-01. All is going well. Mid-term practical testing went well. Their skills are improving immensely.
- The lateral Volunteers in academy have completed their academy and testing. They will be on shift soon. (Laterals = those that came to us with their FF 1 Certification)
- Probationary Firefighter Practical and written testing has started. It is going well. It will run through November.
- With upcoming promotions, I am working on maintenance of various credentials.
- Working with staff on possible upcoming Firefighter Academy.
- Attended the fall meeting with Sabin Skills Center regarding their firefighting program. Per our IGA we meet twice a year.

Respectfully submitted,

Battalion Chief John Hopkins

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors
 From: Volunteer Services Chief Steve Deters
 Re: Volunteer Services Division Monthly Report – October 2019

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

Fire Training

Drills in the month of October included:

- 10/02/2019 Hose Drill/Advancing Lines, Flowing Water
- 10/03/2019 Hose Drill/Advancing Lines, Flowing Water
- 10/08/2019 Ventilation Drill – Station 14
- 10/09/2019 Volunteer Drill Fire Ground Evolutions
- 10/10/2019 Volunteer Drill Fire Ground Evolutions
- 10/23/2019 Volunteer Drill – Open Skills
- 10/24/2019 Volunteer Drill – Open Skills

EMS Training

- 10/16/2019 Volunteer Drill CPR ReCert
- 10/17/2019 Volunteer Drill CPR ReCert

In October the Volunteer group participated in the following Events/Meetings

- 10/07/2019 All Volunteer Association Meeting
- 10/12/2019 Explorer Leadership Meeting
- 10/31/2019 Eagle Creek Community Fire Station Open House

Recruitment VRA 19-01

- 10/02/2019 VA 19-01 Hose Drill
- 10/03/2019 VA 19-01 Hose Drill
- 10/09/2019 VA 19-01 Fire Ground Evolution
- 10/10/2019 VA 19-01 Fire Ground Evolution
- 10/12/2019 VA 19-01 Search
- 10/13/2019 VA 19-01 Rescue
- 10/16/2019 VA 19-01 Midterm Practical
- 10/17/2019 VA 19-01 Midterm Practical

- 10/19/2019 VA 19-01 Fire Behavior / Live Fire
- 10/23/2019 VA 19-01 Driver Lecture
- 10/24/2019 VA 19-01 Driver Lecture
- 10/26/2019 VA 19-01 Driver Road / Cone Course & Times
- 10/30/2019 VA 19-01 HP CPR
- 10/31/2019 VA 19-01 HP CPR

Explorers

October Drills focused on:

- 10/07/2019 Ladder Drill
- 10/14/2019 Ladder Drill
- 10/21/2019 Ladder Drill
- 10/28/2019 Field Trip to Station 18

Public-Relations

- 10/31/2019 Station 18 Open House/Annual Halloween Event

Station Coverage

The following is a breakdown per station that had a Duty Shift for October:

- Stn.12 – 12/31
- Stn.13 – 16/31
- Stn.18 – 29/31
- Rehab/Water Tender Group – 19/31

Personnel Changes

- None

Respectfully submitted,

Volunteer Services Battalion Chief Steve Deters

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Facilities Director Scott Vallance

Re: Facility Maintenance Division Monthly Report – October 2019

This month the Facilities Group worked on the following:

- Temporary Station16 at CCC - prepped the temporary station for removal to Canby Fire. Disconnected plumbing, electrical and removed all final CFD1 items from building and bay.
- Station 19 – Had semi-annual service performed on the septic system.
 - Bio-swale drain was added to swale on building's south side.
- Station16 and Station19 – Worked on warranty items.
 - Station 16 and 21 – Had Sonitrol move an access point at Station 16 and add two additional points at Station 21.
- Attended the contractor walk-through for hard surface replacement at the 130th campus.
- Semi-annual oven hood inspections/maintenance performed.
- Annual fire sprinkler service and maintenance performed.
- Began annual backflow inspections and maintenance, to be completed in November.
- Training Center – Roof replaced by local contractor, Sankoz Roofing.
- I would like to take the opportunity to highlight the excellent work done by Facility Maintenance Techs Dinsmore and Thompson. They have managed to move, to date, 99.9 % of our warehouse materials from the south campus to the north (old fleet building), all while tending to the numerous calls for service that are the normal course of business. Additionally, they began, and Facilities Maintenance Tech II Thompson is completing in November, the extension of the gable ends of the roof, and the replacement of the gable end siding as part of the remodel work on the Training Center building.

Respectfully submitted,

Facilities Director Scott Vallance

CORRESPONDENCE

- C-1 Thank you Re: Firefighters going through a neighborhood on Halloween. This message was received via website.
- C-2 Thank you Re: The service Clackamas Fire crews provided down in California. These comments were received via Facebook.

Question or Comment A quick note to thank all those that came through our neighborhood (Lake Rd/Tiara area) with your fire equipment on Halloween night. The kids (and adults) appreciated getting candy and warm greetings from your firefighters.
Stay safe and our thoughts are with your fellow brothers and sisters working on the fires out of state.
S. Baker SE Tiara Drive

Clackamas Fire
Published by Hootsuite [?] · Yesterday at 10:15 AM · 🌐

Nine of the 10 strike teams mobilized by the Oregon Office of State Fire Marshal to the #KincadeFire in Sonoma County are being demobilized yesterday after serving communities & people in need in California for nearly a week-long deployment.



 **Kerri Joslin-Deegan** Thank you all for your hard work down in California, each and every one of you are greatly appreciated!!! Welcome home!

Like · Reply · Message · 23h



 **Debbie Casteel Calkins** Prayers for safety! So proud of our FIRST RESPONDERS!


Like · Reply · Message · 1d



 **Molly Smith-Hamblin** Thank you so much for all of your hard work. We were all evacuated and my moms house was very close to the fire, She is from estacada, or - so seeing clackamas county meant everything to her.

Like · Reply · Message · 16h



 **Marilyn Ness** Thank you all for your service and sacrifices! 🌹❤️

Like · Reply · Message · 20h



 **Ruthie Kraxberger** Thank you for responding!!! Safe travels back home my brothers & sisters! ❤️🚒🔥

Like · Reply · Message · 18h



 **Carol Waples Rowlands** Thank you for sharing your service. You are great people. 👍👍

Like · Reply · Message · 2h



INFORMATIONAL ITEMS

- I-1 Oregon firefighters headed to California to help battle wildfires –KATU Facebook
(Crew: Captain Heitschmidt, Captain Wiken, A/O Miller, A/O Carrothers, FF Carpenter and FF Bellman.)
- I-2 Estacada, Clackamas fire boards move ahead with service contract – Estacada News
- I-3 Men Making a Difference 2019- Pamplin Media Group
- I-4 Operation Santa Claus- Happy Valley News

 **KATU News** ...
October 28 at 2:52 PM · 🌐

We're sending well wishes to all the Oregon firefighters who are heading to California to help battle wildfires. Clackamas Fire is sending two heavy brush trucks and six firefighters.



Clackamas Fire
Published by Hootsuite [?] · October 28 at 12:45 PM · 🌐

UPDATE: Yesterday morning, Clackamas County was requested to mobilize firefighting resources to help support the CA wildfires. Two of our heavy brush trucks & 6...
[See More](#)

   You and 1.2K others 137 Comments 117 Shares

 Like  Comment  Share 

Crew: Captain Heitschmidt, Captain Wiken, A/O Miller, A/O Carrothers, FF Carpenter and FF Bellman.

Estacada News

Estacada, Clackamas fire boards move ahead with service contract

Voters from both Estacada and Clackamas will consider the question of a merger during future election

By: Emily Lindstrand
October 28, 2019

The decision to merge the Estacada Rural Fire District into Clackamas Fire will be up to the voters in those districts next year.

Estacada Rural Fire District directors approved a contract for service with Clackamas Fire during a Wednesday, Oct. 16 meeting, with only John McAdoo opposed. During Clackamas' meeting on Monday, Oct. 2, directors Jim Syring, Jay Cross, Don Trotter and Thomas Joseph voted to move forward with the contract, while director Marilyn Wall voted against it.

As outlined in the agreement, voters from each district will consider the integration of Estacada Fire into Clackamas Fire during the November 2020 election. The integration would need to be approved by constituents of both Estacada and Clackamas to take effect.

Directors Matthew Silva, Ken Oliver, John Bresko and Ed Thoreson all approved the contract. Clackamas Fire District directors approved the contract in a 4-1 vote on Monday, Oct. 22.



"From a sensibility standpoint of providing the best possible service to the community, what's before you this evening has been really thought through, and I think it's the best for the community," said Silva.

Some members of the audience of the Estacada meeting clapped when the contract was adopted.

During Clackamas' meeting earlier this week, Director Jim Syring outlined several reasons why he supports the contract for service, including a specific time frame and financial elements.

"This one has that election built into it. In the end, I would never withhold allowing our voters to be given the facts and to vote on an issue. I would vote 'yes' just for the sole fact to let our two

voter groups decide the issue for themselves," he said. "To me, everything I see is definitely not a subsidization."

He added that given the proximity of the two fire districts, it makes sense to combine resources.

"One of our chiefs said, if you look at the map, our district goes around Estacada on three sides," Syring stated. "Those additional FTEs (in the contract for service or merger), at no cost to our taxpayers, are going to help, whether they're called into those areas or whether there's a greater alarm fire and they're going into Boring," he said.

Clackamas Director Thomas Joseph appreciated that the contract benefited both the Estacada and Clackamas communities.

"This is benefiting the citizens. It's not just Clackamas, and it's not just Estacada . . . Ultimately, it does not matter if a person lives in Estacada or Happy Valley. We, as the fire district, have a responsibility to serve equally. It doesn't matter what area, what neighborhood they're in," he said.

Director Marilyn Wall, who was the sole vote on the Clackamas side against the merger, expressed financial concerns and skepticism to the benefit of the merger to Clackamas Fire's more rural areas, such as the Logan and Highland stations.

"It does not appear to me, with the exception of Eagle Creek, that either Logan or Highland have any significant responses, and they're all reporting that they're well within our rural time frame," she said.

Future collaboration

During a meeting on Monday, Oct. 21, Clackamas Fire's board approved an extension of the current intergovernmental agreement until the contract goes into effect at the beginning of next year. The two groups first established an IGA in 2016.

This summer, a feasibility study from Emergency Services Consulting International was paid for by the Estacada and Clackamas fire districts and recommended a merger. The interagency committee, which consisted of Clackamas Fire board President Jim Syring, Clackamas Fire director Thomas Joseph, Silva and Oliver, opted to bring a contract for service to both boards for consideration.

The contract will begin on Jan. 1, 2020, and continue through Jun. 30, 2021. Clackamas Fire will staff the Estacada Fire Station with three firefighters for all 24-hour shifts, something that Estacada Fire can provide only 68% of the time. The George Fire Station will be staffed with additional volunteers, and Clackamas will provide Estacada with 24-hour fire chief coverage. If a merger is approved, staffing at the Estacada Fire Station will increase to four people.

When the contract goes into effect, Estacada's employees and volunteers will be transferred to Clackamas Fire District.

During the contract, Estacada Fire will pay Clackamas \$1,458,256 for services from Jan. 1, 2020, through Jun. 30, 2020 and \$2,865,941 for services from Jul. 1, 2020 through Jun. 30, 2021. Any additional tax revenue received by the Estacada Rural Fire District during the contract for service will be placed in its reserve fund.

According to the contract, "(Clackamas Fire) will maintain the identity of vehicles and apparatus assigned to EFD stations. (Clackamas Fire) shall identify that it serves EFD on apparatus, in promotional, website, social media, and educational materials."

There will also be a joint oversight review committee, consisting of two elected officials from Estacada Fire, two elected officials from Clackamas Fire and the district fire chief or another designee. The group will consider the services provided, policy development, budget development and financial aspects of the contract. The group "shall meet at least monthly for the first 6-months of the agreement and quarterly thereafter."

If voters from both fire districts approve a merger, Clackamas will retain all five positions on the district's Board of Directors. Estacada's previous board members, along with other qualified citizens from both areas, will be eligible to run for positions 2 and 4 on Clackamas' Fire Board in the May 2021 election.

Source: <https://pamplinmedia.com/en/30-news/441596-355378-estacada-clackamas-fire-boards-move-ahead-with-merger>



Shawn Olsen
Battalion Chief/Fire Marshal
Clackamas Fire District #1

Shawn Olson was recently promoted to battalion chief/fire marshal for Clackamas Fire District #1. His responsibilities include oversight of the Fire Marshal's Office, attend state and local meetings, and provide guidance and support to the FMO staff. Shawn has worked for Clackamas Fire for 10 years, and has been in the fire service for 22 years. Prior to getting hired with Clackamas Fire, he worked for the California Department of Forestry, was a student firefighter for Walla Walla County Fire District #4, and volunteered with the

Gladstone Volunteer Fire Department.

Shawn has an associate degree in fire science from Portland Community College, and went on to earn his bachelor's degree in fire administration from Eastern Oregon University. He currently holds the Certified Fire Investigator designation from the International Association of Arson Investigators. In his years with Clackamas Fire, Shawn has worked his way through the fire prevention ranks from fire inspector to battalion chief/fire marshal. He is currently involved with the Oregon Fire Sprinkler Coalition and the National Fire Protection Association Technical Committee for underground fire mains.

He has been married for 16 years and is very appreciative of his wife's support throughout the years. His oldest daughter recently graduated from Portland State University with a degree in graphic design, and his youngest is a sophomore at Gladstone High School. Shawn is truly blessed and grateful for his position as battalion chief/fire marshal, and feels it is a privilege. He will continue to strive throughout his career to provide a servanthood leadership to the public and the Fire Marshal's Office staff the best way he can.



Nick Browne
Battalion Chief
Clackamas Fire District #1

Nick Browne is currently a battalion chief with Clackamas Fire District #1. Serving in the role as an operational battalion chief, Nick says he works with "some of the best firefighters the country has to offer." He is tasked with providing command and control for major incidents, as well as ensuring the mission of the fire district is being achieved. Additionally, Nick oversees the Technical Rescue and Truck Company Operations programs. He enjoys working hand-in-hand with members of

these two programs, as both are cutting edge and provide an exceptional level of service to the citizens of Clackamas County.

Nick has been in the fire service for 17 years, working his way through the operational ranks of firefighter to battalion chief. He enjoys the daily opportunity to "serve with the men and women of this great organization." He is passionate about serving the community, and proud of the level of service the fire district provides its citizens. Nick believes in constantly growing and learning in life and in his career. He has accomplished this throughout his career through training and education. He has a master's degree in business with an emphasis in management and leadership. He currently teaches Truck Company Operations with The West Coast Offense training group, which teaches across the nation.

Nick's greatest happiness comes from his family. He has been married to his beautiful wife, Amanda, for 16 years. They have four amazing children: Madison, Wyatt, Gracen, and Colton, and a German shepherd named, Jadie.

Happy Valley News • November 2019

OPERATION *Santa Claus*



Get ready to help families in need this holiday season with Clackamas Fire and Santa

City of Happy Valley

The Operation Santa Claus program is organized by Clackamas Fire District #1 volunteers and employees to help provide toys and food baskets to local families in need. The funding is largely supported by the Clackamas Emergency Services Foundation and donations from members of the community. This year, the season kicks off on Nov. 30.

All Clackamas Fire District #1 community fire stations will have collection barrels so the public can drop off donations of new, unwrapped toys and non-perishable food. Ma-



ny local businesses will be participating as donation sites as well, including Clackamas Town Center's Giving Tree, which is partnering with the foundation in this year's efforts. On top of that, 15 neighborhood parades will provide yet another opportunity for residents to get involved.

During the parades, fire district volunteers and employees lead Santa's fire engine down neighborhood streets to collect non-perishable food and new, unwrapped toys. These donations alone are

used to fill hundreds of food boxes for families in need.

Capt. Brandon Paxton, public information officer for Clackamas Fire District #1 said, "last year's Operation Santa collected nearly 54,000 pounds of food and over 8,300 toys to serve 2,118 citizens."

Operation Santa Claus Parades in Happy Valley include:

FRIDAY, DECEMBER 13

Happy Valley Station 6, 12901 SE King Rd., 6:00-9:00 p.m.

SATURDAY, DECEMBER 14

Happy Valley Station 6, 12901 SE King Rd., 6-9 p.m.

SUNDAY, DECEMBER 15

Pleasant Valley Station 7, 10921 SE 172nd Ave., 6-9 p.m.

Please check our website for a complete list of parade dates and parade route maps at www.clackamasfire.com.



Santa waves as he heads out on his fire engine during a neighborhood parade last year. Volunteers and fire district employees run alongside, collecting new toys and food from residents during this popular event.