



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**December 16, 2019**



CLACKAMAS FIRE DISTRICT #1

*To safely protect and preserve life and property*

**Board of Directors' Meeting  
Monday, December 16, 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. PLEDGE OF ALLEGIANCE**
- III. CHANGES TO AGENDA**
- IV. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING ON  
NOVEMBER 18, 2019 (p. 5) AND THE BOARD WORK SESSION ON  
NOVEMBER 25, 2019 (p. 17)**
- V. PUBLIC COMMENT** *(The President will call for statements from citizens regarding  
District business, not to exceed three minutes per person.)*
- VI. AWARD PRESENTATION**
- VII. PRESENTATION – ANNUAL AUDIT – Jarrard, Seibert, Pollard & Co. – CPA  
Russell Ries**
- VIII. PRESENTATION – INSURANCE RENEWAL WITH SDIS TO INCLUDE THE  
LONGEVITY CREDIT AND RATE LOCK GUARANTEE PROGRAM – Agent of  
Record Jeff Griffin with Wilson-Heirgood Associates**
- IX. PRESENTATION – EMERGENCY MEDICAL SERVICES (EMS) UPDATE –  
Division Chief Conway**
- X. PRESENTATION – SUPPLEMENTAL BUDGET – Finance Director Day**
- XI. BUSINESS – Action required**
  - B-1 Request Board Approval of Annual Audit – Finance Director Day (p.22)**
  - B-2 Request Board Approval of Insurance Renewal with SDIS to Include the  
Longevity Credit and Rate Lock Guarantee Program – Chief Charlton  
(p. 86)**



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- B-3 Request Board Approval of Resolution 19-07 – Adopting and Appropriating a Supplemental Budget for Fiscal 2019-2020 – Finance Director Day (p. 107)**
- B-4 Request Board Approval of Revised Board Policy Manual – Chief Charlton (p. 114)**
- B-5 Request Board Approval of Contract with Public Consulting Group (PCG) for Ground Emergency Medical Transport (GEMT) Consulting Services – Finance Director Day / Division Chief Conway (p. 176)**

**XII. 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**

Executive Committee – Director Cross/President Trotter

Foundation – President Trotter

Interagency – Director Joseph/Director Syring/President Trotter

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

**XIII. 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. 188)

R-1b Business Services Division – Deputy Chief Doug Whiteley (p. 190)

Financial Services – Finance Director Christina Day (p. 198)

Human Resources – Human Resources Director Trish Noble  
(p. 223)

R-1b.1 Support Services – Division Chief Josh Gehrke (p. 225)

Data Services – Data Services Director Shelby Hopkins (p. 227)

Fleet Services - Fleet Director Bill Bischoff (p. 228)

Information Technology - Information Technology Director Oscar  
Hicks

Logistics Services - Logistics Director DeAnn Cordes (p. 230)

R-1b.2 Community Services – Division Chief Brian Stewart (p. 231)



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Emergency Management – Emergency Manager Gregg Ramirez  
(p. 232)

Fire Marshal’s Office – Battalion Chief Shawn Olson (p. 233)

R-1c Emergency Services Division – Chief Charlton

R-1c.1 Emergency Medical Services – Division Chief Bill Conway (p. 238)

Medical Services – Battalion Chief Josh Santos (p. 239)

Health and Wellness – Health & Wellness Director Heather  
Goodrich (p. 244)

R-1c.2 Operations – Division Chief Mike Corless (p. 250)

Training Division – Battalion Chief Nick Browne (p. 270)

R-1c.3 Volunteer Services – Battalion Chief Steve Deters (p. 272)

Volunteer Association Report – Verbal – President Ryan Kragero

Facility Maintenance – Facilities Director Scott Vallance (p. 274)

**B. Correspondence (p. 275)**

**C. Informational Items (p. 283)**

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, January 27, 2020 at 6:00 pm at Mt. Scott Station 5.

#### **XIV. ADJOURNMENT**

#### **UPCOMING EVENTS:**

December 18 – Family and Community Night at the Op Santa Warehouse – 5:00 pm

January 27 – Regular Board of Directors’ Meeting – 6:00 pm

February 24 – Regular Board of Directors’ Meeting – 6:00 pm

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING November 16, 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; Division Chief Mike Corless; Division Chief Brian Stewart; Division Chief Josh Gehrke; Volunteer Services Battalion Chief Steve Deters; Battalion Chief Nick Browne; Battalion Chief John Hopkins; Battalion Chief Tony Cordie; Battalion Chief Jason Ellison; Battalion Chief David Palmer; Finance Director Christina Day; Fire Marshal Shawn Olson; Volunteer Association President Ryan Kragero; Health and Wellness Director Heather Goodrich; Data Systems Director Shelby Hopkins; Information Technology Director Oscar Hicks; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Fleet Director Bill Bischoff; Emergency Manager Gregg Ramirez; Captain Matt Kilgras; Volunteers Jerry Kearny, Julie Tanz and Jack Tanz; Mark Aasland with Pace Engineers; Genoa Ingram from Court Street Consulting; Chief Luke Strait with Milwaukie Police Department; Citizens John Kihlstrum and Lowell Peterson and Executive Assistant Karen Strejc.

### II. CHANGES TO THE AGENDA

President Trotter shared that the Board decided to start the meetings with the pledge of allegiance. He led the group in the pledge of allegiance.

Chief Charlton noted that there were no changes to the agenda. He stated that when the meeting was adjourned, they had cake in the back of the room to celebrate President Trotter and Director Cross' birthdays.

### III. APPROVAL OF THE MINUTES FOR THE BOARD WORK SESSION ON OCTOBER 18, 2019 AND THE REGULAR BOARD MEETING ON OCTOBER 21, 2019.

**Director Cross moved and Director Joseph seconded the motion to approve the minutes of the Work Session on October 18, 2019 and for the regular Board meeting on October 21, 2019. Directors Cross, Joseph, Syring and Trotter approved the Work Session minutes and the regular Board meeting minutes. Director Wall abstained from voting on the Work Session minutes, but approved the regular Board meeting minutes.**

IT Director Hicks expressed that ongoing server updates take time. The managed service could do this update instead of CFD IT staff.

IT Director Hicks shared that the managed services provided one major upgrade per year. He added that the services could update in a shorter time.

Director Wall asked if this was a one time savings of \$15,000. IT Director Hicks shared that the initial \$15,000 savings came from not hiring a standard FTE. He added that a standard FTE had one specialty. He explained that the service provided many specialties for the same price.

IT Director Hicks shared that initially, they were going to try this for one year. He hoped that next year they would agree to another year and grow from there.

### **Phishing and Malware Impact**

IT Director Hicks shared that all businesses were suspect to it.

IT Director Hicks explained that since July, they had several instances that caused issues with spoofing. He shared that this had caused a loss of productivity for staff.

IT Director Hicks noted that it was difficult for getting off the blacklist for email. He explained that each company or service provider had their own server; however, if a company landed on one blacklist, it often was placed on others as well.

## **VII. BUSINESS**

### **B-1 Request Board Approval of Christina Day as Budget Officer for 2020-2021**

Chief Charlton noted that this was an item brought before the Board each November.

Chief Charlton explained that the Board was being asked to approve Finance Director Christina Day as the Budget Officer for 2020-2021. He added that they would also be taking this request to Estacada Fire #69 (EFD as CFD will begin to do budget development for them as well.

**Director Wall moved Director Cross seconded the motion to approve Finance Director Christina Day as the Budget Officer for Fiscal Year 2020-2021. The motion passed unanimously.**

### **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**

DC Gehrke noted he would be asking for approval of Resolution 19-06 - Resolution Amending Ordinance 18-01 at the advice of legal counsel on behalf of DC Conway.

DC Gehrke explained that this would allow the Fire Chief the authority to waive or reduce fees in the appropriate circumstances.

#### **IV. PUBLIC COMMENT**

Citizen John Kihlstrum thanked the Board for taking the position of saying the pledge of allegiance at the beginning of the meeting.

#### **V. PRESENTATION –VOLUNTEER OF THE YEAR AWARD FROM THE OREGON EMERGENCY MANAGEMENT ASSOCIATION**

EM Ramirez recognized volunteer Linda Hedges. Linda was presented with the Volunteer Award. Linda was a CERT team member and organizer.

Linda thanked Oregon Emergency Management Association (OEMA) for the award. She shared how all of the volunteers deserve the same award. She thanked CFD, Chief Charlton, EM Ramirez and DC Whiteley for supporting the CERT program, C5. She thanked them for allowing the C5 group to become members of the auxiliary of the Volunteer Firefighters Association. She also thanked Chief Luke Strait and Captain Ryan Burdick as representatives of the Milwaukie Police Department. She expressed that they were supportive of CERT since day one and have supported them in many ways. Linda thanked her husband Dave for his support.

#### **VI. PRESENTATION – INFORMATIONAL TECHNOLOGY UPDATE**

IT Director Hicks gave a PowerPoint presentation.

##### **DaaS**

IT Director Hicks first discussed DaaS which stands for Desktop as a Service. He explained that IT staff was looking at how they could configure the environment based on data gathered through agents on the systems. He added that they were looking at things such as how the PCs were used and which applications were used the most.

IT Director Hicks noted one benefit of this was that it provided a support queue. He explained that if a workstation goes bad, someone from the IT department could swap out the workstation, and then there was a 48-hour turnaround time from the vendor to replace the workstation. He added that the replacement would come ready to go.

IT Director Hicks also shared that this system provided more real time monitoring.

Director Wall asked if there was any security issue if there was an outside vendor managing the District's system. IT Director Hicks said there was no security issue as they were not inside our network. He explained that they were managing the build of the desktop.

##### **Managed Services**

IT Director Hicks shared that instead of District staff having to monitor, managed services would provide real time monitoring.

IT Director Hicks noted that a designated project and technical manager would give the IT department direct support access to address issues.

DC Gehrke shared that this would also clean up the language used around lift assists and charging care facilities. He shared that EMS worked with Oregon Healthcare Association to move to a graduated, scheduled fee. He added that this was the same billing schedule that Portland Fire used.

DC Gehrke noted that it also cleaned up the language for another fee, the live fire acquired structure fee. He shared it used to read that the fee was \$3,000 for a structure under or over a certain size and then for additional square footage, it was \$3.00 per square foot. He reported that it was very complicated. He stated they changed it to be \$4,000 for a structure of any size.

DC Gehrke shared that it would give the Fire Chief the ability to reduce or waive fees.

Director Joseph asked who pays the fees. Chief Charlton noted that in the case of an assisted living facility, the fee would go to the facility and in the case of an acquired structure, the fee would go to the property owner.

BC Hopkins shared when they do a “learn to burn,” the fee was a flat amount to cover the cost of building materials, labor and wages for instructors. He explained that it recovered the Fire District’s costs for training and it was a good deal for the home owner who wanted to get rid of the structure. He noted it was a win-win situation.

Director Cross wanted to ensure that the District was not making our businesses mad. He expressed wanting to make sure that the businesses are given enough warning and are educated.

DC Gehrke shared that part of waiting to send out these bills was to provide time to educate those businesses.

Chief Charlton noted that there was a lot of good discussion about educating before enforcing.

**Director Cross moved and Director Syring seconded the motion to approve 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. The motion passed unanimously.**

### **B-3 Request Board Approval of Revised Board Policy Manual**

Chief Charlton noted that the second reading of the Board Policy Manual was done at the last Board meeting. He explained that there were discussions on Section 7.2 and 9.14. He noted that after the meeting, he reached out to legal counsel for clarification.

Chief Charlton asked for any amendments or changes as well as for direction moving forward.

Director Wall shared that she would not make any of these changes. She felt it was an impediment to not being able to abstain. She shared various reasons a Board member may want to abstain from voting.



She shared she has been on the Board almost 20 years and it had never been a problem. She stated that it was not up to Board members to shame or bully Board members into making a decision they may not be comfortable with.

Director Cross agreed with Director Wall. He reported that legal counsel told him that this was in line with Oregon state law and advised to either vote yes or no.

Director Wall shared that Section 9.14 should match Section 7.2.

Director Joseph asked the difference between abstaining and voting no. Director Wall shared that abstaining was not taking a position.

Director Syring asked if legal counsel came up with the language for Section 7.2 based on any ORS or if it was based on opinion. Group discussion followed.

Director Wall recommended to leave Section 7.2 the way it was.

President Trotter asked about following the Roberts Rules of Order, noting that Roberts Rules of Order also had requirements for abstaining. He explained that under Section 45, it had a definition of abstaining. He asked if they deleted the word potential from Section 7.2, and follow the Roberts Rules of Order, could they move forward.

Director Syring stated that if the Roberts Rules of Order explained what the rules were, he would be okay with that and would agree with Director Wall to delete all wording in blue. Director Joseph agreed.

President Trotter suggested waiting until the next meeting and confirm the Roberts Rules of Order agreed with policy.

Chief Charlton shared that they would do a fourth reading in December.

#### **B-4 Request Board Approval of Technology Integration Group (TIG) Contract**

DC Gehrke shared that this would be part of a solution to the concerns that had been expressed over a year.

DC Gehrke explained it was hard to keep staff trained to the level needed.

DC Gehrke shared a list of what TIG as a managed service would provide.

DC Gehrke shared that this group would manage the emails and infrastructure, alerting IT Director Hicks when things went down. He explained this would allow the IT staff to shift their focus onto mission critical work. It would provide unlimited hours of help.

DC Gehrke explained that this contract came with a project manager that would provide reports. He added that this would augment the current IT team with much needed help.

DC Gehrke stated that this would be a 180 degree change in how to do business in IT. DC Gehrke noted that this option was less expensive than a single FTE.

It was asked if there was concern about cost going up at the end of the trial year.

IT Director Hicks explained that at the end of the year using TIG, staff would look to see what was spent and if there was money saved by using TIG.

IT Director Hicks noted that TIG used to be Obsidian Technologies so they know how the District operates.

Director Wall asked if the District went out for a bid. IT Director Hicks Oscar answered yes. He added that this was the preferred and lowest bid.

**Director Wall moved and Director Cross seconded the motion to approve the selection of TIG as the Managed Services Vendor in the amount of \$74,700. The motion passed unanimously.**

#### **B-5 Request Board Approval of HazMat Elite Command Package**

DC Stewart explained that this purchase utilized the funds received from the sale of a UASI asset, which needed to be used for another UASI asset.

Captain Kilgras shared that the Hazmat ID monitor they wanted to purchase identified unknown liquid and solid substances. It was a chemical identifier. He reviewed some of the monitor's capabilities. He explained that the monitor would be used as a regional asset. He stated the next closest monitor was in Salem.

Director Joseph asked how many other Agencies in the tri-county area had a monitor like this. Captain Kilgras shared that there were none in the area.

Director Wall asked what was being used now. Captain Kilgras shared that they used other monitors, but explained that they weren't as robust and didn't have the library of chemicals.

**Director Joseph moved and Director Syring seconded the motion to approve the purchase of the HazMat Elite Command Package for \$62,950. The motion passed unanimously.**

#### **B-6 Request Board Approval of Ground Emergency Medical Transport (GEMT) Supplemental Revenues**

Finance Director Day shared that the first deadline to submit a request for Fiscal Year 2018 was July 31, 2019.

She explained that this request came at the recommendation of legal counsel.

Finance Director Day explained how the revenue worked. She shared that the District had to pay the state a certain amount of money upfront in order for the state to draw down the federal funds.

Finance Director Day noted that they would get all the money back except for \$32,000 and net about \$815,000.

Finance Director Day shared that November 30<sup>th</sup> was the deadline to submit for Fiscal Year 2019.

Director Wall asked if their money would be at risk. Chief Charlton stated he would follow up with an answer.

Chief Charlton explained that the revenue and expenditures from this would be part of the supplemental budget presented in December.

**Director Syring moved and Director Cross seconded the motion to approve the pre-payment of the Oregon state match and administrative fees to Oregon Health Authority to enable federal draw-down of GEMT revenues and to request the Fire Chief to take necessary administrative steps in the future to continue claiming and receiving this revenue. The motion passed unanimously.**

## **VIII. OTHER BUSINESS**

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

Lobbyist Ingram shared this week was Legislative Days at the Capital. She added that this was the last one before the legislative session began.

She shared on Wednesday, the house Natural Resources Committee would hear an informational report from state fire marshal's office on wildfire response.

She noted that Cameron Smith was running for Secretary of State.

Lobbyist Ingram reported that if anything of interest to the fire service came up at the end of the week, she would let the District know.

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

#### **Interagency Committee**

Director Syring shared the Committee met with EFD on November 12<sup>th</sup>. He stated that EFD's board members were committed.

President Trotter shared that things were moving forward and doing well.

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

President Trotter shared that four Board members attended the Oregon Fire Service Conference.

Director Cross said it was a great conference. He reported that he took two classes from Christy Monson and sat in on a GEMT class. He shared that overall, there was a lot of learning and networking.

Director Cross stated that DC Stewart did an outstanding job regarding the explanation of annexations of Fire Districts. Director Syring agreed, explaining that DC Stewart was one of three panelists.

Director Wall reported that it was a very well-run conference and had information individuals could select from. She expressed that the lunch hour reports from other groups were a good use of the lunch hour. She noted that it was worth going to.

Director Syring thanked Lobbyist Ingram and her staff for administering the conference.

Director Syring reported that Emergency Services Consulting International (ESCI) did a presentation on mergers and consolidations. He shared that it reminded him of all that CFD had gone through.

Director Syring shared that SDAO and their attorney did a presentation on hiring a new fire chief which he felt was timely.

President Trotter shared that the Life Cycle of a Fire Chief presentation was very good. He noted it was a good conference. He stated it was good that so many of the Directors could attend.

Chief Charlton shared that the District was recognized for the station design for Station 16 and Station 19.

## **IX. INFORMATIONAL ONLY**

### **A. Divisional Reports**

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

Chief Charlton congratulated Director Wall for being recognized for 20 years of service as an elected official.

Chief Charlton congratulated Director Cross for being elected as Second Vice President of OFDDA.

Chief Charlton stated that the District was approximately 44 days away from the contract for service with EFD. He explained that Chief Beaudoin asked for a list of transition items. Chief Charlton shared that a list was created and he and BC Deters met with EFD and walked through all of the list, delegating duties.

Chief Charlton reported that EFD hired an individual to help with the transition through December 31<sup>st</sup>. DC Corless will work with this new individual.

Chief Charlton shared that there had been a lot of professional development changes. He shared that Brian Stewart was promoted to Division Chief. He noted that Deputy Chief Ryan Hari retired on October 31, 2019. He shared that Dave Palmer was promoted to Battalion Chief.

Chief Charlton stated that BC Hopkins in Training would be retiring on November 26<sup>th</sup>. He explained that BC Browne was asked to be the new Training Chief. Chief Charlton stated that BC Santos had been assigned as shift BC for the next 90 days for development opportunities.

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

Public Information Officer Paxton was on vacation.

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

As submitted.

DC Whiteley shared that there was a lot of movement throughout the entire organization. He explained that there were six conditional job letters out for firefighters and it was hoped to start the academy in late January.

DC Whiteley stated they had filled three staff positions.

DC Whiteley noted that all department heads had completed a staffing analysis. This form notated what departments currently do, what they should be doing and what could be taken away. He explained the results would be shared in December.

DC Whiteley reported that all chiefs and department heads for Business Services were in attendance for answering questions.

Deputy Chief Whiteley shared that the new Fleet Technician would begin on December 2<sup>nd</sup>.

### **Financial Services**

Finance Director Day shared that interest rates were going back down.

Finance Director Day reported that the District had begun receiving property tax revenues.

### **Human Resources**

HR Director Noble shared that each year staff attended the Bollard Law presentations. She reported that there were many legislative changes that would affect HR this year.

### **R -1b.1 Support Services**

#### **Data Services**

As submitted.

### **Fleet Services**

As submitted.

### **Information Technology**

As submitted.

### **Logistics Services**

As submitted.

Director Wall asked what caused the orders to be lower. Director Cordes stated she didn't know the cause.

### **R -1b.2 Community Services**

Division Chief Stewart shared that he was new to the position.

### **Fire Marshal's Office**

Fire Marshal Olson thanked everyone for their work and support with Fire Prevention month.

He noted they had about 90 individuals in attendance for the Station 18 open house. He thanked the wives that helped with this event.

Fire Marshal Olson shared that as of November 15, 2019 the new fire code would go into effect January 1, 2020.

Fire Marshal Olson shared that tomorrow there was an interview for a fire inspector position.

### **R-1c**

Chief Charlton noted that this position was recently vacated with the retirement of DC Hari. He explained his name was there as a placeholder.

### **R-1c.1 Emergency Medical Services**

#### **EMS**

Reports as submitted.

### **Health and Wellness**

As submitted.

### **R-1c.2 Operations**

As submitted.

Division Chief Corless shared that two captains and three lieutenants had been promoted.

Division Chief Corless reported that the Strike Team was back safely.

## **Training**

As submitted.

BC Hopkins thanked the Board for allowing him to serve and for their heartfelt thoughtfulness in the decisions they made.

BC Browne shared that he was grateful for BC Hopkins working with him on the transition. He noted that BC Hopkins would be missed.

## **R.1c.3 Volunteer Services**

Volunteer Services BC Deters noted that the Volunteer Academy had ended and they were out doing shifts. He shared that they helped with the Open House at Station 18.

Volunteer Services BC Deters shared the station coverage for the month.

Director Syring asked about attendance at the Station 18 Open House this year, compared to what it was when it began. Volunteer Services BC Deters shared that the safety message and tours helped keep attendance up.

## **Volunteer Association President's Report**

Volunteer Association President Kragero discussed the Station 18 Open House. He noted that three years ago, there were 60 people in attendance. Last year, the Open House was not advertised well. He went on to share that this year, he talked with prevention staff about what they could do better. He explained that beginning in October, they had an announcement on the reader board. He shared this year, 98 people came through door. He stated it was a positive exposure to emergency response crews.

## **B. Correspondence**

Noted.

## **C. Informational Items**

Noted.

## **D. Next Meeting**

The next meeting would be on Monday, December 16, 2019 at 6:00 pm at Station 5.

Citizen John Kihlstrum noted that at one time, the mission statement was read at the beginning of the meeting. He wondered why it was not done and asked if it would be done again.

President Trotter shared he would think about reading the mission statement at the beginning of the meetings again.

President Trotter shared that there was cake in the back of the room.

**X. ADJOURNMENT**

The regular board meeting was adjourned at 7:45 pm

Karen Strejc  
Executive Assistant

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**President Don Trotter**

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**Secretary Thomas Joseph**



# Clackamas Fire District #1



**BOARD OF DIRECTORS' WORK SESSION  
November 25, 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 6:00 pm.

**Present:** Board of Directors Jay Cross, Jim Syring, Thomas Joseph, Don Trotter and Marilyn Wall; Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Mike Corless; Division Chief Josh Gehrke; Battalion Chief Nick Browne; Battalion Chief Michael Carlsen; Battalion Chief Steve Deters; Battalion Chief Jason Ellison; Battalion Chief Josh Santos; Battalion Chief Burke Slater Captain Mark Corless; Captain Brandon Paxton; Lieutenant Steve Sakaguchi; Apparatus Operator Dave Doornink; Firefighter Mike Wilcott; Firefighter Jacob Carpenter; Volunteer President Ryan Kragero; Volunteer Jerry Kearny; and Executive Assistant Karen Strejc.

**2. Timeline and Discussion Regarding the Fire Chief Selection Process**

Chief Charlton explained that discussion would include the process for selection of a new Fire Chief whose position would begin July 1, 2021. He shared that the selection framework, timeline, leadership competencies, physical requirements, qualifications and testing components would be included in the discussion.

Chief Charlton explained that staff was looking for a discussion as there would be no decisions made tonight.

**Selection Framework**

- Establish timeline
- Establish minimum / special qualifications
- Review job description
- Update Leadership Competencies
- Establish testing process / components
- Establish selection criteria
- Screening process
- Mentor / develop candidates
- Succession planning to backfill vacancies

## **Proposed Timeline**

- February 2020 – Board Work Session
  - Updated job description
  - Updated leadership competencies
  - Application / testing packet
- September 2020 – Application period
- October / November 2020 – Testing components
- December 2020 – Selection
- January 2021 – June 2021 – Transition Period

Director Joseph asked when applications would be accepted externally if there were no applicants internally. Chief Charlton shared that by January or February the Board would need to determine if the selection would be internal, external or an internal / external process. He suggested engaging a consulting firm to determine if there would be internal and external applications.

Director Syring felt that the timeline was good. He asked that if an internal search was done first, but then it was determined there was a need to have an external search, what would the timeline be?

Director Cross shared that qualifications needed to be established first. They needed to see if there was anyone internally who meet the qualifications. If so, would there be enough to have a candidate pool? If not, the search would need to go externally. If an external search was conducted, there may only be one or two candidates nationally who meet the qualifications.

Director Joseph shared that the Board could mentor and help a Chief to grow. He was going with the belief that there would be someone from within that could fill the position.

President Trotter shared that a committee would be selected that would bring options to the next work session in January or February.

## **Establish Minimum / Special Qualifications**

Chief Charlton explained that leadership competencies were compiled in 2009. He suggested that a new competency selection should be redone prior to the next work session. The selection of 12 competencies should be completed by the Board, Volunteers, staff, and career firefighters.

Chief Charlton shared that the Fire Chief must maintain the National Fire Protection Association (NFPA) standards for health and fitness.

Chief Charlton explained that for the last Fire Chief selection process, candidates provided and application and any supporting documents since it was an internal process. He shared the timeline and requirements for that process.

Director Cross shared that he liked to lean towards experience rather than degrees.

Chief Charlton shared three foundational qualifications that were important in his opinion – experience, certification, education. He felt these went hand-in-hand.

### **Qualifications**

Chief Charlton provided a summary of his qualifications. Director Wall suggested having Legal Counsel review the first paragraph in the qualifications and explain it since it was mentioned in ORS 478.260.

Qualifications from other fire agencies in the state were reviewed and compared regarding job descriptions and other requirements.

Director Joseph added fiscal and financial competency to the list of qualifications. Chief Charlton shared that this wasn't a part of the Lominger competencies that were compiled in 2009, but any competencies could be added.

### **Testing Components**

Chief Charlton shared the testing components that would be used in the Fire Chief selection process.

- Application
- Letter of intent / cover letter
- Resume review
- Stakeholder groups
  - Labor
  - Volunteer Association
  - Employee group
  - Community group
- Board Interview

Chief Charlton suggested that once an applicant becomes a candidate, the person would meet with the stakeholders. It would be important for the Board to have the stakeholders' feedback and input to aid them with the Fire Chief interviews. The Chief asked the Board for any additional testing components. None were given.

### **Recruitment**

Chief Charlton explained that the Board would need to determine if the recruitment would be internal or external or internal / external.

Director Joseph asked if the decision was made to do an external recruitment, would sending out information in October be soon enough. Chief Charlton shared that a list could be compiled of those internally who would be interested. The dates might need to be adjusted.

Chief Charlton shared that currently there were 18 chief officers to include battalion chiefs, division chiefs and a deputy chief. However, five out of the 18 were preparing for retirement.

There were a number of chief officers who were interested in being Fire chief and others who were interested in being a chief of some sort to support the Fire Chief.

### **Staff / Board Support**

Chief Charlton explained the staff and Board support for the Fire Chief position.

- Fire Chief's Office
  - Fire Chief
  - Executive Assistant
  - HR Director
  - Public Information Officer
- Board Committee
  - Board Executive Committee
- Special Districts Association of Oregon
- Consulting Firm

### **Transition Period**

Chief Charlton explained that there was much work that needed to be accomplished over the next 19 months as well as various events and projects that would be taking place.

- Professional development for the Leadership Team
- 2021 Legislative Session
- Labor negotiations
- Contract or merger with Estacada Fire District #69
- Succession planning for Finance Director position
- Budget development

Chief Charlton shared that this was only information to help the Board in the Fire Chief selection process.

Director Joseph shared that the District should make use of the historical experience it had. The next Fire Chief needed to have a passion for the Fire District. Chief Charlton shared that this trait could be worked into the assessment tools that a candidate should have.

Director Cross shared that this was a very good baseline and starting point.

President Trotter encouraged the Board to read the Board document prepared in 2011 regarding the position of Fire Chief.

### **3. Public Comment**

Capt. Mark Corless suggested that the Board look at all of the firefighters from the top ranks to entry level and not just chiefs. He shared that there was talent in non-uniform staff and to look through the depth of the agency. He suggested asking for letters of intent from all District employees. Provide the minimum requirements and see who would want to be the Fire Chief.

Chief Charlton shared that the requirements would just need to follow those listed in ORS 478.260.

Chief Charlton asked the Board if they wanted more information. Director Syring shared that he felt that the Board owed it to the Fire District and the chiefs to see who might be eligible. Currently, the Fire District has the most chiefs it has ever had for consideration for the position. He was concerned about the timeline and seeing who were eligible. If it was determined that the search needed to be external, there would need to be a different set of qualifications compiled and this could change the timelines.

President Trotter explained that the Selection Committee would have more information to share at the next board meeting.

Chief Charlton shared that if the search was external, the timeline may need to be changed. Staff would continue the work that needed to go on and there could be two timelines.

The suggestion was made to have a short work session immediately prior to the December 16 board meeting.

Lt. Steve Sakaguchi requested clarification regarding the Selection Committee. President Trotter shared that it was up to the Board president to select the committees and the committees were made up of only two Board members. For the Selection Committee, it would be the Board Executive Committee, which would be Director Cross and himself. Lt. Sakaguchi asked about the stakeholders' process and how the information would be gathered from them. He asked if they should be asked earlier in the process for their information. Chief Charlton shared that the District had liaisons with the stakeholder groups so they would be able to compile the information and send it to the Board. He had spoken with PIO Paxton about working with the outside agencies to get feedback.

President Trotter shared that this was the first step in an important process. People would be kept informed as to what was going on.

#### **4. Miscellaneous**

#### **5. Adjournment**

President Trotter adjourned the work session at 7:06 pm

Karen Strejc  
Executive Assistant

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**President Don Trotter**

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**Secretary Thomas Joseph**

# Memo

**TO:** Board of Directors  
**CC:** Chief Charlton  
**FROM:** Finance Director Christina Day  
**DATE:** December 16, 2019  
**RE:** Annual Audited Financial Report – Fiscal 2018-19

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## **Action Requested**

Staff recommends approval of the audited financial statements for the Fiscal Year 2018-19.

## **Background**

Attached is the audit report for FY 2018-19 completed by Jarrard, Seibert, Pollard and Company LLC. Included with the audit report are additional statements required by the Auditing Standards Board, a committee of the American Institute of Certified Public Accountants (AICPA). Russell Ries from Jarrard, Seibert, Pollard and Company LLC will be at the December Board meeting to review the report and answer any questions.

## **Recommendation and Why**

Staff recommends approval of the audited financial statements for the Fiscal Year 2018-19.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
AUDIT REPORT  
FOR THE YEAR ENDED JUNE 30, 2019**

# CLACKAMAS COUNTY FIRE DISTRICT #1

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**CLACKAMAS COUNTY  
FIRE DISTRICT #1**

**JUNE 30, 2019**

**BOARD OF DIRECTORS**

**TERM EXPIRES**

<b>Marilyn Wall</b>	<b>President</b>	<b>June 30, 2019</b>
<b>Jim Syring</b>	<b>Vice President</b>	<b>June 30, 2019</b>
<b>Thomas Joseph</b>	<b>Director</b>	<b>June 30, 2019</b>
<b>Don Trotter</b>	<b>Secretary/Treasurer</b>	<b>June 30, 2021</b>
<b>Jay Cross</b>	<b>Director</b>	<b>June 30, 2021</b>

All directors receive their mail at the address listed below

**OFFICERS**

**Fred Charlton, District Fire Chief**

**ADMINISTRATION**

**Fred Charlton, Registered Agent  
11300 SE Fuller Road  
Milwaukie, Oregon 97222**

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Clackamas County Fire District #1  
Clackamas, Oregon

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, major fund, and the aggregate remaining fund information of Clackamas County Fire District #1 as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund, and the aggregate remaining fund information of Clackamas County Fire District #1, as of June 30, 2019, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although a part of the basic

financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The General Fund Budgetary Comparison Schedule presented as Required Supplementary Information, as listed in the table of contents, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and other schedules, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section and other schedules have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

The listing of board members containing their term expiration dates, located before the table of contents, and the other information, as listed in the table of contents have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

**Report on Other Regulatory Requirements**

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated \_\_\_\_\_, 2019, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

JARRARD, SEIBERT, POLLARD & COMPANY, LLC  
Certified Public Accountants

West Linn, Oregon  
\_\_\_\_\_, 2019

By \_\_\_\_\_  
Russell T. Ries, Partner

**CLACKAMAS COUNTY FIRE DISTRICT #1  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2019**

As management of the Fire District, we offer readers of the Fire District's financial statements a narrative overview and analysis of the financial statements of the Fire District for fiscal year ended June 30, 2019.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This discussion and analysis is intended to serve as an introduction to the Fire District's basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Fire District is a municipal corporation engaged in fire protection and emergency medical services, disaster preparedness, and other related emergency services.

**FINANCIAL HIGHLIGHTS**

- The liabilities and deferred inflows of the Fire District exceeded its assets and deferred outflows at the close of the most recent fiscal year by \$18,240,584.
- The Fire District's total net position decreased by \$6,598,331. The majority of the decrease is attributable to changes in pension and OPEB liabilities.
- Capital assets increased \$6,570,697 to \$49,259,144 during the year.
- Long-term debt increased by \$4,665,678 to \$49,964,415. The net increase is attributable to payment of bonded debt, payments on the promissory note for the Training Center property, payments to the 2015 general obligation bond issue, payments on the 2017 general obligation bond issue, and Series A note proceeds of \$7,000,000.

**FINANCIAL ANALYSIS**

The Fire District's total net position was \$(18,240,584) at June 30, 2019. Of this amount, \$(39,470,203) was unrestricted, \$271,275 was restricted for special purposes and \$20,958,344 was invested in fixed assets net of related debt.

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>% +/-</u>
<b>Assets</b>			
Cash and investments	\$ 26,143,202	\$ 29,364,643	(11.0)
Other assets	4,041,320	4,472,438	(9.6)
Capital assets	<u>49,259,144</u>	<u>42,688,447</u>	15.4
<b>Total assets</b>	<u>79,443,666</u>	<u>76,525,528</u>	3.8
<b>Deferred Outflows</b>			
Pension items	21,373,907	18,743,008	14.0
OPEB items	4,554,455	1,573,386	100.0
<b>Liabilities</b>			
Other liabilities	70,050,821	62,118,537	12.8
Long-term liabilities	<u>49,964,415</u>	<u>45,298,737</u>	10.3
<b>Total liabilities</b>	<u>120,015,236</u>	<u>107,417,274</u>	11.7
<b>Deferred Inflows</b>			
Pension items	3,020,460	365,443	100.0
OPEB items	576,916	701,458	(17.8)
<b>Net Assets</b>			
Investment in capital assets (net of related debt)	20,958,344	18,174,368	15.3
Restricted for special purposes	271,275	113,983	100.0
Unrestricted	<u>(39,470,203)</u>	<u>(29,930,604)</u>	31.9
<b>Total Net Assets</b>	<u>\$ (18,240,584)</u>	<u>\$ (11,642,253)</u>	<u>\$ (56.7)</u>

## STATEMENT OF NET POSITION

During the current fiscal year, the Fire District's net position decreased by \$6,598,331. The key elements of the change in the Fire District's net position for the year ended June 30, 2019 are as follows:

### Assets:

- Cash and Investments decreased by \$3,221,441 primarily due to investments in capital assets.
- Property tax receivable decreased by \$1,663,819 to \$1,709,726. This represents taxes levied but not received.
- Capital assets net of depreciation increased by \$6,570,697, predominately due to depreciation expense not exceeding the investment the Fire District made in capital assets during the fiscal year.
- Deferred Outflows: Pension items are related to the GASB 68 reporting standard for pension liabilities and are reported at \$21,373,907 at June 30, 2019. OPEB items are related to the GASB 75 reporting standard for OPEB liabilities and are reported at \$4,554,455 at June 30, 2019.

### Liabilities:

- 2015 GO Bond principal payments of \$800,000 and bond premium amortization of \$121,490 resulted in a year-end balance of \$15,187,626.
- Payment on the 2005 PERS Bond has reduced the Fire District's obligations by a net \$1,000,000.
- Payment to a private party for property adjacent to the Training Center reduced the Fire District's liabilities by \$82,160.
- The Government Accounting Standards Board pronouncement #75 (GASB 75) requires the liability of employers to employees for defined benefit OPEB to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the OPEB plan's fiduciary net position. This year the OPEB liability is \$14,491,042.
- Vacation liability increases or decreases year to year based on use and contract commitments. The liability decreased by \$173,962 to \$2,665,921.
- Deferred Inflows: Pension items are related to the GASB 68 reporting standard for pension liabilities and are reported at \$3,020,460 at June 30, 2019. OPEB items are related to the GASB 75 reporting standard for OPEB liabilities and are reported at \$576,916 at June 30, 2019.

	<u>June 30, 2019</u>	<u>June 30, 2018</u>	<u>% +/-</u>
Revenues			
Charges for service	\$ 3,488,614	\$ 2,680,694	30.1
Operating grants and contributions	764,363	548,804	39.3
General Revenues:			
Taxes and assessments	54,092,297	52,562,483	2.9
Miscellaneous	<u>1,890,167</u>	<u>1,017,533</u>	<u>85.8</u>
Total revenues	60,235,441	56,809,514	6.0
Expenses			
Fire services	64,994,725	59,500,879	9.2
Interest on long-term debt	<u>1,839,047</u>	<u>1,857,927</u>	<u>(1.0)</u>
Total expenses	<u>66,833,772</u>	<u>61,358,806</u>	<u>8.9</u>
Change in net assets	(6,598,331)	(4,549,292)	(45.0)
Beginning net position	(11,642,253)	(7,092,961)	(64.1)
Ending net position	\$ (18,240,584)	\$ (11,642,253)	(56.7)

## NOTES TO THE BASIC FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 17 to 39 of this report.

### REQUIRED SUPPLEMENTAL INFORMATION

Changes in total OPEB liability and related ratios for the Fire District's other post employment and pension obligations and budgetary comparison statement for the General Fund has been provided. The budget is adopted on the modified accrual basis.

The Fire District's funds are broken into the following categories: General Fund, Equipment Replacement Fund, Capital Projects Fund, Enterprise Fund, Debt Service Fund, Capital Construction Fund, and PERS Reserve Fund. GASB 54 requires certain funds to be consolidated with the General Fund if the predominant funding source is from transfers from the General Fund. For the GASB 54 requirement the Fire District has consolidated the Equipment Replacement Fund, Capital Projects Fund, Capital Construction Fund, and the PERS Reserve Fund for reporting purposes. The activity of the individual funds is as follows:

#### **General Fund**

The resources allocated in the General fund are for the day to day operations of the Fire District. The fund balance in the General Fund increased by \$920,270 due to current resources collected exceeding planned expenditures.

#### **Other Funds**

Other Funds include the Equipment Replacement Fund, Capital Projects Fund, Enterprise Fund, PERS Reserve Fund, Capital Construction Fund, and Debt Service Fund. The fund balances in these funds changed as follows:

**Equipment Replacement Fund** – The balance in this fund increased by \$357,353 as a result of surplus asset sales less current year capital outlay.

**Capital Projects Fund (land and buildings)** – The balance in the Capital Projects Fund increased by \$2,910,251. The Fire District utilized funding in the Capital Projects Fund to make payments on the loan for the property adjacent to the Training Center. \$7 million in Series A notes proceeds were realized during 2019.

**Enterprise Fund** – This fund increased by \$564 during 2019.

**Debt Service Fund** – The fund balance increased by \$157,292 in the Debt Service Fund. The ending balance is \$271,275.

**PERS Reserve Fund** – This was new fund budgeted beginning July 1, 2009 to prepare for the anticipated PERS employer rate increases for the 2011-13 biennium.

**Capital Construction Fund** – The balance in this fund decreased \$5,277,293 primarily due to current year capital outlay of \$5,483,845.

### INVESTMENTS

The bulk of the Fire District's cash assets are placed in the State of Oregon's Local Government Investment Pool (LGIP), also known as the Oregon Short Term Fund (OSTF). At June 30, 2019 the Fire District had \$24,325,579 invested with the LGIP. The current audit of the OSTF Fund indicates 100 percent funded status for overall assets placed with the fund as of June 30, 2019.

## **CAPITAL ASSETS**

At June 30, 2019, the Fire District had \$49,259,144 invested in capital assets, including land, buildings, and equipment. This amount represents a net increase (including additions, deductions and depreciation) of \$6,570,697. Fiscal Year 2018-19 additions are mainly the result of the purchase of fleet vehicles, fleet maintenance equipment, small equipment purchases, and stations #16, #19 and the fleet/logistics center. The increase in net assets is attributable to depreciation of existing capital assets not exceeding the Fire District's investment in capital assets.

## **LONG TERM DEBT**

At June 30, 2019, the Fire District had long-term debt outstanding of \$49,964,415 (PERS Bonds of \$15,020,000), a promissory note for the purchase of the Training Center property for \$611,015, the 2015 GO Bonds of \$13,750,000, the 2017 GO Bonds of \$11,100,000, the 2018 Series A Note of \$6,879,074 and unamortized premiums totaling \$2,604,326.

## **ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Fire District is primarily dependent upon property taxes for the funding of operations; therefore, the Fire District is affected by the local economic conditions. The budget for Fiscal 2019-20 has been approved by the board, and includes a conservative revenue increase related to property value increases/additions and increased expenses due to contract commitments.

## **CONTACTING THE FIRE DISTRICT'S FINANCIAL MANAGEMENT**

Our financial report is designed to provide our citizens and creditors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact the Finance Director for Clackamas County Fire District #1, Christina Day at 503-742-2600 or email at [christina.day@clackamasfire.com](mailto:christina.day@clackamasfire.com).



**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
STATEMENT OF NET POSITION  
JUNE 30, 2019**

	<u>Governmental Activities</u>
<b>ASSETS:</b>	
Cash and investments	\$ 26,143,202
Property taxes receivable	1,709,726
Accounts receivable	1,531,605
Grants receivable	464,501
Prepaid items	73,400
Inventories	262,088
<b>Capital Assets:</b>	
Land, construction in progress	2,727,358
Trucks and equipment (net of depreciation)	<u>46,531,786</u>
<b>Total assets</b>	<u><b>79,443,666</b></u>
 <b>DEFERRED OUTFLOWS</b>	
Pension items	21,373,907
OPEB items	<u>4,554,455</u>
	<u><b>25,928,362</b></u>
 <b>LIABILITIES</b>	
Accounts payable	673,858
Accrued interest payable	192,891
Payroll liabilities	747,812
Compensated absences	2,665,921
Net pension liability	51,279,297
Accrued OPEB liability	14,491,042
<b>Due within one year:</b>	
Bonds payable	2,637,552
Capital lease	87,227
<b>Due in more than one year:</b>	
Bonds payable	46,715,848
Capital lease	<u>523,788</u>
<b>Total liabilities</b>	<u><b>120,015,236</b></u>
 <b>DEFERRED INFLOWS</b>	
Pension items	3,020,460
OPEB items	<u>576,916</u>
	<u><b>3,597,376</b></u>
 <b>NET POSITION</b>	
Net investment in capital assets	20,958,344
Restricted for special purposes	271,275
Unrestricted	<u>(39,470,203)</u>
<b>Total net position</b>	<u><b>\$ (18,240,584)</b></u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019**

<u>Functions</u>	<u>Function Revenues</u>			<u>Net (Expenses) Revenues and Changes in Net Assets</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Fire Services	\$ 64,994,725	\$ 3,488,614	\$ 764,363	\$ (80,741,748)
Interest on long-term debt	<u>1,839,047</u>	-	-	<u>(1,839,047)</u>
Total governmental activities	<u>\$ 66,833,772</u>	<u>\$ 3,488,614</u>	<u>\$ 764,363</u>	<u>\$ (62,580,795)</u>
General Revenues:				
Taxes				54,092,297
Miscellaneous				<u>1,890,167</u>
Total general revenues				<u>55,982,464</u>
CHANGE IN NET POSITION				(6,598,331)
NET POSITION, beginning				<u>(11,642,253)</u>
NET POSITION, ending				<u>\$ (18,240,584)</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2019**

	Governmental Funds		
	General Fund	Other Governmental Funds	Total
<b>ASSETS</b>			
Cash and investments	\$ 25,867,155	\$ 276,047	\$ 26,143,202
Taxes receivable	1,651,903	57,823	1,709,726
Accounts receivable	353,417	6,528	359,945
Grants receivable	464,501	-	464,501
Prepaid items	73,400	-	73,400
Inventories	262,088	-	262,088
<b>Total assets</b>	<b><u>\$ 28,672,464</u></b>	<b><u>\$ 340,398</u></b>	<b><u>\$ 29,012,862</u></b>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>			
<b>Liabilities:</b>			
Accounts payable	\$ 673,858	\$ -	\$ 673,858
Payroll liabilities	747,812	-	747,812
<b>Total liabilities</b>	<b><u>1,421,670</u></b>	<b><u>-</u></b>	<b><u>1,421,670</u></b>
<b>Deferred Inflows of Resources</b>			
Unavailable revenue – property taxes	1,182,776	45,641	1,228,417
<b>Total liabilities and deferred inflows</b>	<b><u>1,182,776</u></b>	<b><u>45,641</u></b>	<b><u>1,228,417</u></b>
<b>Fund Balances</b>			
<b>Non-spendable for –</b>			
Inventory	262,087	-	262,087
Prepaid items	73,400	-	73,400
<b>Restricted for –</b>			
Debt payments	-	271,275	271,375
Committed – Training classes	-	23,482	23,482
<b>Assigned for –</b>			
Projected budgetary deficit	2,279,426	-	2,279,426
Future equipment purchases	835,130	-	835,130
Future capital projects	6,317,871	-	6,317,871
Multi-year projects	-	-	-
Employee retirement	691,550	-	691,550
<b>Unassigned</b>	<b><u>15,608,553</u></b>	<b><u>-</u></b>	<b><u>15,608,553</u></b>
<b>Total fund balances</b>	<b><u>26,068,018</u></b>	<b><u>294,757</u></b>	<b><u>26,362,775</u></b>
<b>Total liabilities, deferred inflows and fund balances</b>	<b><u>\$ 28,672,464</u></b>	<b><u>\$ 340,398</u></b>	<b><u>\$ 29,012,862</u></b>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
RECONCILIATION OF BALANCE SHEET TO STATEMENT OF NET POSITION –  
GOVERNMENTAL FUNDS  
JUNE 30, 2019**

Total Fund Balances – Governmental Funds	\$ 26,362,775
Receivables not meeting availability criteria	1,171,660
<p>The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the District as a whole.</p>	
Net Capital Assets	49,259,144
<p>Pension related assets, deferred outflows, liabilities and deferred inflows are recognized on the Statement of Net Position but not in the governmental funds.</p>	
Deferred outflows for pension items	21,373,907
Pension liability	(51,279,297)
Deferred inflows for pension items	<u>(3,020,460)</u>
	(32,925,850)
<p>OPEB related assets, deferred outflows, liabilities and deferred inflows are recognized on the Statement of Net Position but not in the governmental funds.</p>	
Deferred outflows for OPEB items	4,554,455
OPEB liability	(14,491,042)
Deferred inflows for OPEB items	<u>(576,916)</u>
	(10,513,503)
<p>Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long term, are reported in the Statement of Net Position.</p>	
	(52,823,227)
Deferred revenue related to property taxes	<u>1,228,417</u>
<b>NET POSITION</b>	<b><u>\$ (18,240,584)</u></b>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Governmental Funds</u>		
	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>			
Taxes	\$ 53,800,279	\$ 2,115,601	\$ 55,915,880
Contract income	315,318	-	315,318
Intergovernmental	21,013	-	21,013
Grant income	644,331	-	644,331
Earnings on investments	796,064	10,823	806,887
Sale of surplus property	866,886	-	866,886
Miscellaneous	<u>2,765,924</u>	<u>4,460</u>	<u>2,770,384</u>
Total revenues	<u>59,209,815</u>	<u>2,130,884</u>	<u>61,340,699</u>
<b>EXPENDITURES:</b>			
Fire Protection Services:			
Personal services	50,404,428	-	50,404,428
Materials and services	6,585,456	4,028	6,589,484
Capital outlay	10,382,690	-	10,382,690
Debt service	<u>253,294</u>	<u>1,969,000</u>	<u>2,222,294</u>
Total expenditures	<u>67,625,868</u>	<u>1,973,029</u>	<u>69,598,896</u>
Excess of Revenue Over (Under) Expenditures	(8,416,053)	157,856	(8,258,197)
Other Financing Sources (Uses):			
Proceeds from Series A Note	7,000,000	-	7,000,000
Debt issuance costs	(30,300)	-	(30,300)
Transfers in	365,000	-	365,000
Transfers out	<u>(365,000)</u>	<u>-</u>	<u>(365,000)</u>
Net Change in Fund Balance	(1,446,353)	157,856	(1,288,497)
Beginning Fund Balance	<u>27,514,371</u>	<u>136,901</u>	<u>27,651,272</u>
Ending Fund Balance	<u>\$ 26,068,018</u>	<u>\$ 294,757</u>	<u>\$ 26,362,775</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES TO STATEMENT OF ACTIVITIES –  
GOVERNMENTAL FUNDS  
JUNE 30, 2019**

Net Changes in Fund Balances – Governmental Funds	\$ (1,288,497)
Receivables not meeting availability criteria	1,171,660
Repayment of bond and note principal and capital leases is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.	
Bond and note payments	2,040,926
Capital lease payments	82,160
Amortization of bond premiums	211,236
	<u>2,334,322</u>
Fixed asset additions are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense. This is the amount by which fixed asset additions exceeds depreciation.	7,024,031
Fixed asset deletions result in a gain or loss on the statement of activities due to the difference between the cost basis and accumulated depreciation for disposed items.	(453,334)
Property tax revenue in the Statement of Activities differs from the amount reported in the governmental funds. In the governmental funds, which are on the modified accrual basis, the District recognizes a deferred revenue for all property taxes levied but not received, however in the Statement of Activities, there is no deferred revenue and the full property tax receivable is accrued.	(1,823,583)
Interest payable used in the governmental activities are not payable from current resources and therefore are not reported in the governmental funds.	(714)
Long-term debt proceeds are reported as revenue in governmental funds but reported as an increase in liabilities in the Statement of Net Position: 2018 Series A	(7,000,000)
Change in accrued compensated absences	173,962
Net change in OPEB related assets, deferred outflows, liabilities and deferred inflows	(1,515,915)
Net change in pension related assets, deferred outflows, liabilities and deferred inflows	<u>(5,220,263)</u>
Change in Net Position of Governmental Activities	<u>\$ (6,598,331)</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
STATEMENT OF CHANGES IN FIDUCIARY POSITION  
JUNE 30, 2019**

	<u>Clackamas Fire Health Trust</u>
<b>ASSETS:</b>	
Cash and investments	\$ 638,026
Liabilities	<u>-</u>
<b>NET POSITION</b>	
Held in trust	<u>\$ 638,026</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
STATEMENT OF FIDUCIARY NET POSITION  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Clackamas Fire Health Trust</u>
<b>ADDITIONS:</b>	
Contributions	\$ 241,280
Investment earnings	<u>40,831</u>
<b>TOTAL ADDITIONS</b>	<u>282,111</u>
<b>DEDUCTIONS</b>	
Benefits	<u>72,607</u>
<b>CHANGE IN NET POSITION</b>	<u>209,504</u>
NET POSITION – beginning	<u>428,522</u>
NET POSITION - ending	<u><u>\$ 638,026</u></u>

(See accompanying notes to basic financial statements)



**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:**

The basic financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

**Reporting Entity**

The District was organized under provisions of Oregon Statutes Chapter 478 for the purpose of providing fire protection and other emergency services. The Clackamas County Fire District #1 is a municipal corporation governed by an elected five member board. As required by accounting principles generally accepted in the United States of America, these financial statements present Clackamas County Fire District #1 (the primary government) and any component units. Component units, as established by GASB Statement 39 as amended by GASB 61, are separate organizations that are included in the District's reporting entity because of the significance of their operational or financial relationships with the District. The District has no component units.

**Measurement Focus, Basis of Accounting and Basis of Presentation  
Government-Wide Financial Statements (GWFS)**

The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Non-exchange Transactions."

The government-wide statements report information on the District irrespective of fund activity, and the fund financial statements report information using the District's funds. The District has only "governmental activities" and one "program" as defined in the Statement.

In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities.

**Fund Financial Statements**

The accounts of the District are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum numbers of funds are maintained consistent with legal and managerial requirements.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Governmental Fund Types**

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

**Description of Funds**

The District reports the following major fund:

**General Fund**

This fund accounts for all financial resources and expenditures of the District, except those required to be accounted for in another fund. The primary source of revenue is property taxes and the primary expenditures are for fire protection and administration.

In addition, the District reports the following fund type:

**Clackamas Fire Health Trust** – This trust fund accounts for health and welfare benefits accumulated for eligible retirees and their dependents. The trust is an independent, irrevocable trust governed by a separate board of trustees and administered on behalf of a third party administrator.

**Budget**

A budget is prepared and legally adopted for each fund on the modified accrual basis of accounting in the main program categories required by the Oregon Local Budget Law. The budgets for all funds are adopted on a basis consistent with generally accepted accounting principles. The District begins its budget process early in each fiscal year with the establishment of the budget committee. Recommendations are developed through late winter with the budget committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The board may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is adopted and appropriations are made no later than June 30th.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

Expenditures budgets are appropriated at the following levels for each fund: Personal Services, Materials and Services, Capital Outlay, Interfund Transactions, Debt Service, and Operating Contingency.

Expenditures cannot legally exceed the above appropriations levels. Appropriations lapse at the fiscal year end. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Expenditures of the various funds were within authorized appropriation levels.

**Property Taxes Receivable**

In the Government-Wide Financial Statements uncollected property taxes are recorded on the Statement of Net Position. In the Fund Financial Statements property taxes that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance is recorded as deferred inflows because it is not deemed available to finance operation of the current period. An allowance for doubtful accounts is not deemed necessary, as uncollectible taxes become a lien on the property. Property taxes are levied on all taxable property as of July 1, the beginning of the fiscal year, and become a lien on that date. Property taxes are payable on November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

**Capital Assets**

Capital assets are recorded at the original or estimated cost. Donated capital assets are recorded at their estimated fair market value on the date donated. The District defines capital assets as assets with an initial cost of more than \$5,000 and an estimated life in excess of two years. Interest incurred during construction, maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives: 5 to 40 years.

**Retirement Plans**

Substantially all of the District's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Use Of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Compensated Absences**

It is the District's policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the District does not have a policy to pay any amounts when employees separate from service with the District. All unused vacation pay is accrued when earned in the government-wide financial statements. A liability for these amounts is reported in the governmental funds if they have matured, for example, as a result of employee resignation and retirements.

**Net Position**

Net position comprise the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net Investment in Capital Assets – consists of all capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors, laws or regulations of other governments or constraints through constitutional provisions or enabling legislation.

Unrestricted – consists of all other assets not included in the other categories previously mentioned.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**Long-Term Obligations**

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the governmental activities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the life of the related debt. As permitted by GASB Statement No. 34 the cost of bond issuance will be amortized prospectively from the date of adoption of GASB Statement No. 34.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**Fund Balance**

In March 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications – nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Authority to classify portions of ending fund balance as Assigned has been given to the Fire Chief and Finance Director
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed, assigned, and unassigned.

To preserve a sound financial system and to provide a stable financial base, the governing body has adopted a minimum fund balance policy in the General Fund. The policy states the District wants to maintain a minimum General Fund ending fund balance totaling 5 months of Personnel Services expenditures and 25 percent of the Materials & Services and Capital Outlay annual appropriations for expenditures.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):**

**Deferred Outflows/Inflow of Resources**

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net positions that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government has two items that qualifies for reporting in the category (pension and OPEB items).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has three types of items, which qualifies for reporting in this category. The first unavailable revenue is in the governmental funds balance sheet for property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The District's statement of net position shows pension and opeb items as a Net Deferred Inflow.

**NOTE B – CASH AND INVESTMENTS:**

Oregon Revised Statutes (294.035) and District policy authorize the authority to invest in obligations of the U.S. Treasury and agencies, time certificates of deposit, bankers' acceptances, repurchase agreements, and the State of Oregon Local Government Investment Pool. Such investments are stated at cost, increased by accretion of discounts and reduced by amortization of premiums, both computed by the straight-line method, which approximates fair value.

Cash and Investments at June 30 (recorded at cost) consisted of:

	Carrying Value	Percent of Portfolio	Weighted Average Maturity Years
Demand Deposits	\$ 1,809,723	6.76%	-
Petty Cash	4,900	0.02%	-
Cash with Fiscal Agent	3,000	-	-
Mutual Funds –			
OPEB Trust	638,026	2.39%	-
Local Government Investment Pool	<u>24,325,579</u>	90.83%	-
<b>Total</b>	<b><u>\$26,781,228</u></b>		

Cash and investments by restriction are reflected in the basic financial statements as follows:

	Governmental Activities	Fiduciary Activities	Total Government
Unrestricted	\$ 25,890,637	\$ 638,026	\$ 26,528,663
Restricted	252,565	-	252,565
<b>Total</b>	<b><u>\$ 26,143,202</u></b>	<b><u>\$ 638,026</u></b>	<b><u>\$ 26,781,228</u></b>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE B – CASH AND INVESTMENTS (CONTINUED):**

Investments

The State Treasurer's Local Government Investment Pool is not registered with the U.S. Securities and Exchange Commission as an investment company. The Oregon Revised Statutes and the Oregon Investment Council govern the State's investment policies. The State Treasurer is the investment officer for the Council and is responsible for all funds in the State Treasury. These funds must be invested, and the investments managed, as a prudent investor would, exercising reasonable care, skill and caution. Investments in the Fund are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund was in compliance with all portfolio guidelines at June 30, 2019. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. As of June 30, 2019 the fair value of the position in the LGIP is 100% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. There were no known violations of legal or contractual provisions for deposits and investments during the fiscal year.

Fair Value Hierarchy

Various inputs are used in determining the fair value of investments. These inputs to valuation techniques are categorized into a fair value hierarchy consisting of three broad levels for financial statement purposes as follows:

**Level 1 - unadjusted price quotations in active markets/exchanges for identical assets or liabilities, that each Fund has the ability to access.**

**Level 2 - other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs).**

**Level 3 - unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments).**

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE B – CASH AND INVESTMENTS (CONTINUED):**

The categorization of a value determined for investments is based on the pricing transparency of the investments and is not necessarily an indication of the risks associated with investing in those securities.

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The District has recorded its investments at fair value, and primarily uses the Market Approach to valuing each security. Assets are categorized by asset type, which is a key component of determining hierarchy levels. Asset types allowable per the District's investment policy generally fall within hierarchy level 1 and 2.

The District has the following recurring fair value measurements as of June 30, 2019:

	Totals as of June 30, 2019	Fair Value Measurements Using		
		Quoted Prices Active Markets in Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
		Investments Measured at Fair Value:		
Mutual Funds	\$ 638,026	\$ 638,026	\$ -	\$ -

**Deposits**

Deposits with financial institutions include bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury.

**Interest Rate Risk**

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. The District does not have any investments that have a maturity date.

**Credit Risk**

Oregon Revised Statutes does not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE. The State Investment Pool is not rated.

**Custodial Credit Risk**

At year-end, the District's net carrying amount of deposits was \$1,809,723 and the bank balance was \$1,670,638. Of these deposits, \$250,000 was covered by federal depository insurance. Oregon Revised Statutes and District policy require depository institutions to maintain on deposit, with the collateral pool manager, securities having a value not less than 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer.



**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE C – CAPITAL ASSETS:**

The changes in capital assets for the fiscal year ended June 30, 2019 are as follows:

	June 30, 2018	Additions	Deletions	June 30, 2019
<b>Non-Depreciable</b>				
Land	\$ 2,233,568	\$ -	\$ -	\$ 2,233,568
Construction in Progress	\$ 15,606,828	\$ 9,159,343	\$ (24,272,381)	\$ 493,790
Total Non-Depreciable	<u>17,840,396</u>	<u>9,159,343</u>	<u>(24,272,381)</u>	<u>2,727,357</u>
<b>Depreciable</b>				
Buildings	23,112,483	24,272,381	-	47,384,864
Trucks and Equipment	28,536,800	583,201	(1,019,198)	28,100,803
Total Depreciable	<u>51,649,283</u>	<u>24,855,582</u>	<u>(1,019,198)</u>	<u>75,485,667</u>
<b>Less: Accumulated Depreciation</b>				
Buildings	11,267,059	894,763	-	12,161,822
Trucks and Equipment	15,534,172	1,823,750	(565,864)	16,792,059
Total Accumulated Depreciation	<u>26,801,272</u>	<u>2,718,513</u>	<u>(565,864)</u>	<u>28,953,881</u>
Net Depreciable Capital Assets	<u>24,848,051</u>	<u>22,137,069</u>	<u>(453,334)</u>	<u>46,531,786</u>
Capital Assets, Net	<u>\$ 42,688,447</u>	<u>\$ 31,296,412</u>	<u>\$ (24,725,715)</u>	<u>\$ 49,259,144</u>

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM:**

**Plan description**

The Oregon Public Employees Retirement System (PERS) consisting of a single cost-sharing multiple-employee defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at [http://www.oregon.gov/pers/Pages/section/financial\\_reports/financials.aspx](http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx). If the link is expired please contact Oregon PERS for this information.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):**

**Benefits provided**

1. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.

**Pension Benefits**

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

**Death Benefits**

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

**Disability Benefits**

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

**Benefit Changes After Retirement**

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA will vary based on the amount of the annual benefit.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):**

- 2. OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

**Pension Benefits**

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

**Death Benefits**

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

**Disability Benefits**

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

**Benefit Changes After Retirement**

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

**CLACKAMAS COUNTY  
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NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED)**

**3. OPSRP Individual Account Program (OPSRP IAP)**

**Pension Benefits**

Participation in OPERS defined benefit pension plans also participate in their defined contribution plan. An Individual Account Program (IAP) member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completed 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20 year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

**Death Benefits**

Upon the death of a non-retired member, the beneficiary receives in a lump-sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

**Contributions**

Six percent of covered payroll is withheld from general service and fire employees.

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. The State of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2019 were \$6,122,696, excluding amounts to fund employer specific liabilities. The rates based on a percentage of payroll, first became effective July 1, 2017. The rates in effect for the fiscal year ended June 30, 2019 were 23.83% for Tier One/Tier Two Payroll, 12.01% for OPSRP Payroll General Service, and 16.78% for OPSRP Police and Fire Payroll.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED)**

**Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions**

At June 30, 2019, the District reported a net pension liability of \$51,279,297 for its proportionate share of the plan net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2016 rolled forward to June 30, 2018. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2019, the District's proportion was 0.33850664%, which decreased from its proportion measured as of June 30, 2018 which was 0.34186219%.

For the year ended June 30, 2019, the District's recognized pension expense of \$10,211,562. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 1,744,368	\$ -
Changes in assumptions	11,922,339	-
Net difference between projected and actual earnings on pension plan investments	-	2,277,091
Changes in proportion and differences between employer contributions and proportionate share of contributions	1,584,503	743,369
District contributions subsequent to the measurement date	6,122,697	-
	<u>\$ 21,373,907</u>	<u>\$ 3,020,460</u>

Amounts reported as deferred outflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:	
2020	\$ 6,667,828
2021	4,764,423
2022	(313,002)
2023	782,460
2024	329,041
	<u>\$ 12,230,750</u>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):**

**Changes Subsequent to the Measurement Date**

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting changes, if available.

We are not aware of any changes subsequent to the June 30, 2018 Measurement Date that meet this requirement.

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 percent
Salary increases	3.50 percent overall payroll growth; salaries for individuals are assumed to grow at 3.50 percent plus assumed rates of merit/longevity increases based on service
Investment rate of return	7.20 percent, net of pension plan investment expense, including inflation
Cost of living adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision; blend based on service

Healthy retirees and beneficiaries: RP-2014 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active members: RP-2014 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex distinct, generational with Unisex, Social Security Data Scale.

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of a 2014 actuarial experience study published July 26, 2017.

**Assumed Asset Allocation:**

Asset Class/Strategy	<u>OIC Target</u>
Cash	0.0%
Debt Securities	20.0%
Public Equity	37.5%
Private Equity	17.5%
Real Estate	12.5%
Alternative Equity	12.5%
Opportunity Portfolio	0.0%
Total	100.00%

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):**

**Long-term expected rate of return**

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan's portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS' audited financial statements at: [http://www.oregon.gov/pers/docs/financial\\_reports/2018\\_cafr.pdf](http://www.oregon.gov/pers/docs/financial_reports/2018_cafr.pdf).

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Compounded Annual Return (Geometric)</u>
Core Fixed Income	8.00%	4.00%
Short-Term Bonds	8.00%	3.38%
Bank/Leveraged Loans	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large/Mid Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.31%	6.69%
Micro Cap US Equities	1.31%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Market Equities	4.12%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equity	17.50%	7.82%
Real Estate (Property)	10.00%	5.50%
Real Estate (REITS)	2.50%	6.39%
Hedge Fund of Funds – Div.	2.50%	4.09%
Hedge Fund – Event-driven	0.63%	5.86%
Timber	1.88%	5.62%
Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	<u>1.88%</u>	<u>3.84%</u>
 Total	 <u>100.00%</u>	

Assumed Inflation – Mean

2.50%

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):**

**Discount rate**

The discount rate used to measure the total pension liability was 7.20 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the District's proportionate share of the net pension liability to changes in the discount rate**

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.20 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	<u>1% Decrease (6.20%)</u>	<u>Discount Rate (7.20%)</u>	<u>1% Increase (8.20%)</u>
District's proportionate share of the net pension liability (asset)	\$ 85,697,394	\$ 51,279,397	\$ 22,869,876

**Pension plan fiduciary net position**

Detailed information about the pension plan's fiduciary net position is available in the separately issued Oregon PERS System – GASB 68 reporting summary dated March 4, 2019.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online at the below website, or by contacting PERS at the following address: PO Box 23700, Tigard, OR 97281-3700, [http://www.oregon.gov/pers/EMP/docs/er\\_general\\_information/opers\\_gasb\\_68\\_disclosure\\_information\\_revised.pdf](http://www.oregon.gov/pers/EMP/docs/er_general_information/opers_gasb_68_disclosure_information_revised.pdf).

**Payable to PERS**

At June 30, 2019, the District reported a payable of \$254,000 for the outstanding amount of contributions due to PERS for the year.



**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE E – LONG-TERM DEBT:**

The changes in long-term debt for the year ended June 30, 2019 is comprised of the following:

Governmental General Activities:

	<u>Outstanding July 1, 2018</u>	<u>Additions</u>	<u>Deductions</u>	<u>Outstanding June 30, 2019</u>	<u>Due Within One Year</u>
2018 Full Faith and Credit Note Series A \$	-	\$ 7,000,000	\$ 120,926	\$ 6,879,074	\$ 241,316
2017 GO Bonds	11,220,000	-	130,000	11,100,000	125,000
2015 GO Bonds	14,550,000	-	800,000	13,750,000	925,000
2005 PERS Bonds	16,020,000	-	1,000,000	15,020,000	1,135,000
Promissory Note	693,175	-	82,160	611,015	87,227
Accrued Compensated Absences	2,839,883	2,665,921	2,839,883	2,665,921	2,665,921
Unamortized Premiums	2,815,562	-	211,236	2,604,326	211,236
<b>Totals</b>	<b>\$ 48,138,620</b>	<b>\$ 9,665,921</b>	<b>\$ 5,174,205</b>	<b>\$52,630,336</b>	<b>\$ 5,390,700</b>

Full Faith and Credit Note (Direct Borrowing)

The District issued a \$7,000,000 Note (Series A) during the current fiscal year. This note matures in 2033. Full faith and credit note issued in the current year and reported as a liability of the District's governmental activities is:

Issue Amount	Maturity Date	Interest Rate	Year-end Balances
			Governmental Activities
\$ 241,316	2020	3.89%	\$ 241,316
250,795	2021	3.89%	250,795
260,646	2022	3.89%	260,646
270,883	2023	3.89%	270,883
281,523	2024	3.89%	281,523
1,582,429	2025-2029	3.89%	1,582,429
3,991,482	2030-2033	3.89%	<u>3,991,482</u>
<b>Totals</b>			<b>\$ 6,879,074</b>
Amount due within one year			<u>\$ 241,316</u>

Future debt service requirements for bonds payable and loans payable are as follows:

Year	2015 GO Bonds		2005 PERS Bonds		2018 Series A Note	
	Principal	Interest	Principal	Interest	Principal	Interest
2019 – 2020	\$ 925,000	\$ 572,800	\$ 1,135,000	\$ 749,955	\$ 241,316	\$ 265,272
2020 – 2021	1,000,000	526,350	1,285,000	694,805	250,795	255,793
2021 – 2022	1,050,000	476,350	1,445,000	630,504	260,646	245,942
2022 – 2023	1,175,000	423,850	1,615,000	558,196	270,883	236,705
2023 – 2024	1,245,000	365,100	1,800,000	477,382	281,523	225,065
2025 – 2029	6,845,000	934,300	7,740,000	905,224	1,582,429	950,512
2030 – 2033	<u>1,510,000</u>	<u>45,300</u>	-	-	<u>3,991,482</u>	<u>569,964</u>
<b>Totals</b>	<b>\$13,750,000</b>	<b>\$3,343,850</b>	<b>\$15,020,000</b>	<b>\$ 4,016,066</b>	<b>\$6,879,074</b>	<b>\$2,748,253</b>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE E – LONG-TERM DEBT (Continued):**

Year	Promissory Note - Training Facility		2017 GO Bonds		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest
2019 – 2020	\$ 87,227	\$ 34,288	\$ 125,000	\$ 431,600	\$ 2,513,543	\$ 2,053,715
2020 – 2021	93,070	28,442	170,000	426,600	2,798,865	1,931,990
2021 – 2022	98,319	23,196	240,000	419,800	3,093,965	1,795,792
2022 – 2023	104,905	16,610	250,000	410,200	3,426,428	1,644,561
2023 – 2024	111,375	10,140	320,000	400,200	3,757,898	1,477,887
2025 – 2029	116,494	5,401	3,365,000	1,668,200	19,648,548	4,466,637
2030 – 2033	-	-	<u>6,630,000</u>	<u>518,650</u>	<u>12,120,842</u>	<u>1,133,914</u>
<b>Totals</b>	<u>\$ 611,015</u>	<u>\$ 118,077</u>	<u>\$11,100,000</u>	<u>\$4,275,250</u>	<u>\$47,360,089</u>	<u>\$14,501,496</u>

The Accrued Compensated Absences are considered to be current liabilities.

The District's outstanding note from direct borrowing related to governmental activities of \$6,879,074 contain a provision that in an event of default, the lender may increase the interest rate by 300 basis points (3.00%) while the event of default is continuing and exercise any remedy available at law or in equity, however the note is not subject to acceleration. No remedy shall be exclusive. The lender may waive any event of default, but no such waiver shall extend to a subsequent event of default. The District pledges its full faith and credit and taxing power to pay the principal and interest due to the lender under this agreement. The obligation of the District to make payments shall be a full faith and credit obligation of the District and is not subject to appropriation. The lender does not have a lien or security interest on any property, real or personal.

**NOTE F – RISK MANAGEMENT:**

The Fire District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The Fire District purchases commercial insurance to minimize its exposure to these risks. Settled claims have not exceeded this commercial coverage for any of the past three years.

**NOTE G – OTHER POST EMPLOYMENT BENEFITS:**

**EARLY RETIREMENT POST-EMPLOYMENT BENEFITS PLAN AND  
TRUST INSURANCE PREMIUM OFF-SET PLAN**

**General Information about the OPEB Plan**

*Plan description and benefits provided.* Early Retirement Post-Employment Benefits Plan provides OPEB employees enrolled in a District health plan immediately prior to retirement and eligible for retirement under PERS, or the surviving spouse of an employee who would have been eligible. The younger spouse of a retiree who is Medicare eligible is also eligible for implicit medical benefits through the District until the spouse is Medicare eligible (implicit) and a maximum monthly benefit paid by the District on behalf of the retiree to offset District health insurance premiums. The benefit is payable until the retiree reaches Medicare eligibility (explicit). Early Retirement Post-Employment Benefits Plan is a single-employer defined benefit OPEB plan administered by the District. Oregon Revised Statutes 243.303 grants the authority to establish and amend the benefit terms and financing requirements to the District Board.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
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**NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):**

Trust Insurance Premium Off-Set Plan

The Trust Insurance Premium Off-Set Plan is a single employer defined benefit plan that is used to provide OPEB for plan eligible retiring participants. The District established the Trust in fiscal year 2017 to fund the future payments required to provide post-employment benefits other than pension as described in the Plan Description above. The Trust is an independent, irrevocable trust administered by a Board of Trustees, appointed by the District and Union. Funding and payment of the annual, ongoing retiree medical and dental benefits from the District do apply toward the funding of the Trust to meet ERISA/DOL requirements. These can be obtained by writing: Joseph Reinhart, P.C., 7355 SW Hermoso Way, Portland, OR 97223. The District funds premium costs by contributing 1.00% for all District's covered employees, whether they are union or non-union.

*Employees covered by benefit terms.* At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	62
Active employees	<u>273</u>
	<u>335</u>

**Net OPEB Liability**

The District's net OPEB liability of \$14,491,042 was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

*Actuarial assumptions and other inputs.* The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5 percent
Salary increases	3.00 percent, average, including inflation
Discount rate	3.50 percent
Healthcare cost trend rates	5.0 percent increase in all future years
Dental cost trend rates	3.0 percent increase in all future years

The District, based upon recommendations made the Plan's actuary, sets the actuarial assumptions. Mortality and withdrawal rates are generally intended to match those selected by the Oregon PERS Actuary used to value benefits under Oregon PERS.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which estimates of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the current asset allocation percentage and by adding expected inflation. The current asset allocation and estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):**

<u>Fund Type</u>	<u>% of Total Portfolio</u>	<u>Expected Long-Term Real Rate of Return</u>
Cash and Equivalents	0.45%	-0.65%
Mutual Funds – Equity Funds	19.82%	4.71%
Mutual Funds – Bond Funds	79.73%	<u>1.03%</u>
		<u>1.75%</u>

The discount rate used to measure the Total OPEB Liability was 3.50%. Based on the expected 4.28% long-term rate of return on the OPEB plan's assets, the Fiduciary Net Position was only projected to be available to make projected OPEB payments for plan participants through the 2021-2022 year. Therefore, the expected long-term rate of return on the plan's assets has been blended with the June 30, 2019 rate of 3.50% in the 20-year General Obligation Municipal Bond Index published by Bond Buyer. This resulted in a blended rate of 3.5025% which has been rounded to 3.50%.

**Changes in the net OPEB Liability**

	<u>Total OPEB Liability</u>	<u>Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Balance at July 1, 2018	\$10,530,041	\$ (428,522)	\$10,101,519
Contributions		(241,280)	(241,280)
Expected investment income		(22,015)	(22,015)
Difference between actual and expected income		(18,816)	(18,816)
Benefit payments – implicit medical	(251,392)		(251,392)
Benefit payments – explicit medical	(69,607)	69,607	-
Administrative and trust expenses		3,000	3,000
Service cost	957,893		957,893
Interest on total OPEB liability	362,934		362,934
Change of benefit terms	-		-
Change in assumptions	3,258,760		3,258,760
Experience (gain) loss	340,439		340,439
Balance at June 30, 2019	\$15,129,068	\$ (638,026)	\$14,491,042

*Sensitivity of the net OPEB liability to changes in the discount rate.* The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.50%) or 1-percentage-point higher (4.50%) than the current discount rate:

	<u>1% Decrease (2.50%)</u>	<u>Discount Rate (3.50%)</u>	<u>1% Increase (4.50%)</u>
Total OPEB liability	\$ 16,201,602	\$ 14,491,042	\$ 12,970,855

*Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates.* The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.0%) or 1-percentage-point higher (6.0%) than the current healthcare cost trend rates:

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
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**NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):**

	<u>1% Decrease (4.0%)</u>	<u>Healthcare Cost Trend Rates (5.0%)</u>	<u>1% Increase (8.0% (6.0%)</u>
Total OPEB liability	\$ 12,623,678	\$ 14,491,042	\$ 16,726,196

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual earnings	\$ -	\$ 15,052
Differences between expected and actual experience	311,588	561,864
Changes of assumptions or other inputs	4,226,867	-
<b>Total</b>	<u>\$ 4,554,455</u>	<u>\$ 576,916</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

**Year ended June 30:**

2020	\$	388,013
2021		388,013
2022		388,013
2023		388,017
2024		391,777
Thereafter		2,033,706

**Retirement Health Insurance Account (RHIA)**

*Plan Description*

The District contributes to the PERS Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by PERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. ORS 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. PERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, OR 97281-3700.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):**

**Funding Policy**

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the RHIA established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan. A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating employers are contractually required to contribute to RHIA at a rate assessed each year by PERS, currently 0.53% of Tier 1 and Tier 2 payroll and 0.45% of OPSRP annual covered payroll. The Oregon PERS Board of Trustees sets the employer contribution rate. It is based on the annual required contribution of the combined participant employers. This is an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a closed period not to exceed 30 years. The District's contributions to RHIA for the year ended June 30, 2019 were \$150,813 which equaled the required contribution for the year.

**NOTE H – RISK MANAGEMENT:**

The District established the Health Self-Insurance Plan during the 2011-2012 fiscal year. The Health Self-Insurance is used to pay employee medical bills, vision, and administrative fees. The District purchases commercial insurance for claims in excess of coverage provided by the Health Self-Insurance Plan and for all other risks of loss. The claim liability reported in the funds at June 30, 2019 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amounts of the loss can be reasonably estimated.

**NOTE I – SHORT-TERM DEBT:**

The District uses a taxable line of credit to help meet current cash flow needs. The various rate line of credit is with Key Bank and may not exceed \$1 million.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO BASIC FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE J – COMMITMENTS AND CONTINGENCIES:**

**Grant Programs**

Certain grantors may conduct audits of the expenditures of funds under contracts to determine eligibility under applicable regulations and contract provisions. In the event unallowable expenditures have been made, a liability for repayment of those funds could exist. However, it is the opinion of management that all applicable regulations and contract provisions, that have a material effect on the accompanying financial statements, have been complied with.

**NOTE K – TAX ABATEMENTS:**

The District is subject to tax abatements granted by the State of Oregon's Business Development Department (BDD). This program has the stated purpose to stimulate and protect economic success in such areas of the state 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.

Under the BDD program, companies commit to expand or maintain facilities and employment in the state, establish a new business in the state, or relocate an existing business to the state. In the case of the District, state-granted abatements have resulted in reductions of property taxes, which the Clackamas County administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be up to 100 percent.

Information relevant to these abatements for the year ended June 30, 2019 is as follows:

Tax Abatement Program:	Amount Abated During the Year
Enterprise Zone (ORS 285c.175)	\$ 78,500

**REQUIRED SUPPLEMENTARY INFORMATION**



**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF CHANGES IN THE DISTRICT'S  
NET OPEB LIABILITY AND RELATED RATIOS**

	<u>2018</u>	<u>2019</u>
<b>Total OPEB Liability</b>		
Service cost	\$ 417,309	\$ 1,915,786
Interest	204,559	725,868
Changes of benefit terms	2,681,546	0
Differences between expected and actual experience	(771,255)	340,439
Changes of assumptions or other inputs	1,729,942	2,780,243
Benefit payments	(213,050)	(502,784)
<b>Net change in total OPEB liability</b>	<u>4,049,051</u>	<u>5,259,552</u>
<b>Total OPEB liability - beginning</b>	<u>5,820,465</u>	<u>9,869,516</u>
<b>Total OPEB liability - ending</b>	<u>\$ 9,869,516</u>	<u>\$ 15,129,068</u>
<b>Plan Fiduciary Net Position</b>		
Contributions-employer	\$	\$ 745,693
Net investment income		26,199
Benefit payments		(133,866)
<b>Net change in plan fiduciary net position</b>		<u>638,026</u>
<b>Plan fiduciary net position-beginning</b>		<u>0</u>
<b>Plan fiduciary net position-ending</b>	<u>\$ 0</u>	<u>\$ 638,026</u>
<b>Net OPEB liability</b>	<u>\$ 9,869,516</u>	<u>\$ 14,491,042</u>
<b>Plan fiduciary net position as a percentage of the total OPEB liability</b>	0.00%	4.22%
<b>Covered-employee payroll</b>	\$ 20,979,092	\$ 26,197,322
<b>Net OPEB liability as a percentage of covered-employee payroll</b>	47.04%	55.31%

**Notes to Schedule:**

Changes of assumptions. (2018) Retirement rates for Fire employees have been increased due to the District's expectation that firefighters will retire at rates higher than those used in the Oregon PERS valuation. The increased retirement rates resulted in a significant increase in the liabilities from the prior valuation. The assumed rate at which eligible employees enter the plan upon retirement increased from 65% to 100% from the prior valuation based on the District's expected experience. This change resulted in a significant increase in liabilities from the prior valuation.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2019**

**SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY**

<u>Year Ended June 30</u>	<u>(a) Employer's proportion of the net pension liability(asset)(NPL)</u>	<u>(b) Employer's proportionate share of the net pension liability(asset)(NPL)</u>	<u>(c) District's covered payroll</u>	<u>(b/c) NPL as a percentage of covered payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
2019	0.33850664%	\$ 51,279,297	\$30,834,520	166.31%	82.10%
2018	0.34186219%	\$ 46,083,152	\$28,244,965	163.16%	83.10%
2017	0.34630769%	\$ 51,998,825	\$26,799,963	194.03%	80.50%
2016	0.32638333%	\$ 18,739,171	\$24,803,359	75.55%	91.87%
2015	0.31940553%	\$ (7,240,012)	\$21,263,236	(34.05)%	103.59%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**SCHEDULE OF CONTRIBUTIONS**

<u>Year Ended June 30</u>	<u>Statutorily required contribution</u>	<u>Contributions in relation to the statutorily required contribution</u>	<u>Contribution deficiency (excess)</u>	<u>Employer's covered payroll</u>	<u>Contributions as a percent of covered payroll</u>
2019	\$6,122,696	\$ 6,122,696	\$ -	\$33,114,000	18.49%
2018	\$5,795,014	\$ 5,795,014	\$ -	\$30,834,520	18.80%
2017	\$3,993,675	\$ 3,993,675	\$ -	\$28,244,965	14.14%
2016	\$3,979,579	\$ 3,979,579	\$ -	\$26,799,963	14.84%
2015	\$3,829,135	\$ 3,829,135	\$ -	\$24,803,359	15.4%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
BUDGET AND ACTUAL -  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES:</b>				
Taxes	\$ 52,910,709	\$ 52,910,709	\$ 53,800,279	\$ 889,570
Contract income	312,638	391,186	315,318	(75,868)
Earnings on investments	275,000	540,000	586,274	46,274
Grants	476,104	702,765	644,331	(58,434)
Miscellaneous	1,854,954	2,698,137	2,765,924	67,787
Total revenues	<u>55,829,405</u>	<u>57,242,797</u>	<u>58,112,126</u>	<u>869,329</u>
<b>EXPENDITURES:</b>				
Personal services	47,683,641	50,850,106	50,404,428	445,678
Materials and services	6,603,868	6,861,601	6,546,206	315,395
Capital outlay	902,708	904,708	606,222	298,486
Contingency	3,226,451	1,963,649	-	1,963,649
Total expenditures	<u>58,416,668</u>	<u>60,580,054</u>	<u>57,556,856</u>	<u>3,023,208</u>
Excess of Revenues Over (Under) Expenditures	(2,587,263)	(3,337,267)	555,270	3,892,537
<b>Other Financing Sources (Uses):</b>				
Transfers In	370,000	370,000	365,000	(5,000)
Transfers Out	(750,000)	-	-	-
Total Other Financing Sources (Uses)	<u>(380,000)</u>	<u>370,000</u>	<u>365,000</u>	<u>(5,000)</u>
Net Change in Fund Balance	(2,967,263)	(2,967,267)	920,270	3,887,537
FUND BALANCE, Beginning	<u>17,719,684</u>	<u>17,303,197</u>	<u>17,303,197</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ 14,752,421</u>	<u>\$ 14,335,930</u>	<u>\$ 18,223,467</u>	<u>\$ 3,887,537</u>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
FOR THE YEAR ENDED JUNE 30, 2019**

**NOTE A – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:**

Budgetary Information

The District prepares its annual operating budget under the provisions of the Oregon Municipal Budget Law. In accordance with those provisions, the following process is used to adopt the annual budget:

Local Budget law process requires that certain, specific actions must happen as a local government prepares its annual budget. The process can be broken down into four phases.

**Phase 1** begins the process. The budget officer puts together a proposed budget. The budget officer must prepare the proposed budget in a format designed by the Department of Revenue. The format meets the requirements set out in the statutes.

**Phase 2** is when the budget committee approves the budget. The budget committee reviews the proposed budget, listens to comments from citizens, and then approves the budget. Special public notices are required before the budget committee's first meeting.

**Phase 3** includes adopting the budget and, when appropriate, certifying property taxes to the county tax assessor. This phase includes a special hearing of the government body and specific public notices, including a summary of the approved budget. Special forms must also be used to notify the county assessor of the local government's property tax levy.

**Phase 4** occurs during the fiscal year when the local government is operating under the adopted budget. This phase includes changes to the adopted budget. Changes to the adopted budget must be made before additional money is spent or money is spent for a different purpose than described in the adopted budget.

The level of control at which expenditures may not legally exceed appropriations is the object category level by department within a fund. The Budget Act recognizes the following object categories as the minimum legal level of control by department within a fund:

- Personal Services
- Material and Supplies
- Other Services and Charges
- Capital Outlay
- Debt Service
- Interfund Transfers

All transfers of appropriations between departments and supplemental appropriations require Board approval. The Director may transfer appropriations between object categories within a department without Board approval. Supplemental appropriations must also be filed with the Office of State Auditor and inspector.

Basis of Accounting

The budget is prepared on the modified accrual basis of accounting.

**SUPPLEMENTARY INFORMATION**

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
COMBINING BALANCE SHEET - GENERAL FUND  
JUNE 30 2019**

	GENERAL FUND	EQUIPMENT REPLACEMENT FUND	CAPITAL PROJECT FUND	CAPITAL CONSTRUCTION FUND	PERS RESERVE FUND	TOTAL
<b>ASSETS</b>						
Cash and Investments	\$ 17,696,880	\$ 835,110	\$ 6,643,615	\$ -	\$ 691,550	\$ 25,867,155
Accounts Receivable	353,397	20	-	-	-	353,417
Taxes Receivable	1,651,903	-	-	-	-	1,651,903
Grants Receivable	464,501	-	-	-	-	464,501
Inventories	262,088	-	-	-	-	262,088
Prepaid Items	73,400	-	-	-	-	73,400
<b>Total Assets</b>	<b>\$ 20,502,169</b>	<b>\$ 835,130</b>	<b>\$ 6,643,615</b>	<b>\$ -</b>	<b>\$ 691,550</b>	<b>\$ 28,672,464</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES</b>						
<b>Liabilities:</b>						
Accounts Payable	\$ 348,114	\$ -	\$ 325,744	\$ -	\$ -	\$ 673,858
Accrued Wages and Payroll Taxes	747,812	-	-	-	-	747,812
<b>Total Liabilities</b>	<b>1,095,926</b>	<b>-</b>	<b>325,744</b>	<b>-</b>	<b>-</b>	<b>1,421,670</b>
<b>Deferred Inflows of Resources:</b>						
Unavailable Revenue - Property Taxes	1,182,776	-	-	-	-	1,182,776
<b>Total Deferred Inflows of Resources</b>	<b>1,182,776</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,182,776</b>
<b>Fund Balances</b>						
Non-Spendable	335,488	-	-	-	-	335,488
Assigned:						
Projected Budgetary Deficit	2,279,426	-	-	-	-	2,279,426
Future Equipment	-	835,130	-	-	-	835,130
Capital Projects	-	-	6,317,871	-	-	6,317,871
Multi-Year Projects	-	-	-	-	-	-
Employee retirement	-	-	-	-	691,550	691,550
Unassigned	15,608,553	-	-	-	-	15,608,553
<b>Total Fund Balances</b>	<b>18,223,467</b>	<b>835,130</b>	<b>6,317,871</b>	<b>-</b>	<b>691,550</b>	<b>26,068,018</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 20,502,169</b>	<b>\$ 835,130</b>	<b>\$ 6,643,615</b>	<b>\$ -</b>	<b>\$ 691,550</b>	<b>\$ 28,672,464</b>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	GENERAL	EQUIPMENT REPLACEMENT FUND	CAPITAL PROJECT FUND	CAPITAL CONSTRUCTION FUND	PERS RESERVE FUND	TOTAL
<b>REVENUES:</b>						
Taxes	\$ 53,800,279	\$ -	\$ -	\$ -	\$ -	\$ 53,800,279
Contract Income	315,318					315,318
Sale of surplus property		866,886				866,886
Earnings on Investments	586,274	2,266	13,919	185,539	8,066	796,064
Intergovernmental				21,013		21,013
Miscellaneous	2,765,924					2,765,924
Grants	644,331	-	-	-	-	644,331
<b>Total Revenues</b>	<b>58,112,126</b>	<b>869,152</b>	<b>13,919</b>	<b>206,552</b>	<b>8,066</b>	<b>59,209,815</b>
<b>EXPENDITURES:</b>						
Fire Protection Services:						
Personal Services	50,404,428					50,404,428
Materials and Services	6,546,206	39,250				6,585,456
Debt service			253,294			253,294
Capital Outlay	606,222	472,549	3,820,074	5,483,845		10,382,690
<b>Total Expenditures</b>	<b>57,556,856</b>	<b>511,799</b>	<b>4,073,368</b>	<b>5,483,845</b>	<b>-</b>	<b>67,625,868</b>
Excess of Revenues Over (Under) Expenditures	555,270	357,353	(4,059,449)	(5,277,293)	8,066	(8,416,053)
Other Financing Sources (Uses):						
Proceeds from Series A Note			7,000,000			7,000,000
Debt issuance costs including underwriter's discount			(30,300)			(30,300)
Transfers In	365,000					365,000
Transfers Out					(365,000)	(365,000)
Special Items:						
Proceeds from sale of real estate	-	-	-	-	-	-
<b>Net Change in Fund Balance</b>	<b>920,270</b>	<b>357,353</b>	<b>2,910,251</b>	<b>(5,277,293)</b>	<b>(356,934)</b>	<b>(1,446,353)</b>
Beginning Fund Balance	17,303,197	477,777	3,407,620	5,277,293	1,048,484	27,514,371
<b>Ending Fund Balance</b>	<b>\$ 18,223,467</b>	<b>\$ 835,130</b>	<b>\$ 6,317,871</b>	<b>\$ -</b>	<b>\$ 691,550</b>	<b>\$ 26,068,018</b>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL -  
EQUIPMENT REPLACEMENT FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES:</b>				
Sale of surplus property	\$ 20,000	\$ 820,000	\$ 866,886	\$ 46,886
Earnings of investments	5,000	5,000	2,266	(2,734)
Total revenues	<u>25,000</u>	<u>825,000</u>	<u>869,152</u>	<u>44,152</u>
<b>EXPENDITURES:</b>				
Materials and services	-	39,250	39,250	-
Capital outlay	570,500	567,898	472,549	95,349
Contingency	25,000	-	-	-
Total expenditures	<u>595,500</u>	<u>607,148</u>	<u>511,799</u>	<u>95,349</u>
Excess of Revenues Over (Under) Expenditures	(570,500)	217,852	357,353	139,501
<b>Other Financing Sources (Uses):</b>				
Transfers In	250,000	-	-	-
Total Other Financing Sources (Uses)	<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	(320,500)	217,852	357,353	139,501
FUND BALANCE, Beginning	<u>486,641</u>	<u>459,039</u>	<u>477,777</u>	<u>18,738</u>
FUND BALANCE, Ending	<u>\$ 166,141</u>	<u>\$ 676,891</u>	<u>\$ 835,130</u>	<u>\$ 158,239</u>



**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL -  
CAPITAL PROJECTS FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES:</b>				
Earnings on investments	\$ 14,000	\$ 14,000	\$ 13,919	\$ (81)
<b>EXPENDITURES:</b>				
Materials and services	-	35,000	30,300	4,700
Capital outlay	3,921,516	9,901,058	3,820,074	6,080,984
Debt service	-	362,296	253,294	109,002
Total expenditures	<u>3,921,516</u>	<u>10,298,354</u>	<u>4,103,668</u>	<u>6,194,686</u>
Excess of Revenues Over (Under) Expenditures	(3,907,516)	(10,284,354)	(4,089,749)	6,194,605
<b>Other Financing Sources (Uses):</b>				
Transfers in	500,000	-	-	-
Proceeds from note	-	7,000,000	7,000,000	-
Total other financing sources (uses)	<u>500,000</u>	<u>7,000,000</u>	<u>7,000,000</u>	<u>-</u>
Net Change in Fund Balance	(3,407,516)	(3,284,354)	2,910,251	6,194,605
FUND BALANCE, Beginning	<u>3,514,800</u>	<u>3,391,638</u>	<u>3,407,620</u>	<u>15,982</u>
FUND BALANCE, Ending	<u>\$ 107,284</u>	<u>\$ 107,284</u>	<u>\$ 6,317,871</u>	<u>\$ 6,210,587</u>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL -  
CAPITAL CONSTRUCTION FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES:</b>				
Earnings on investments	\$ 100,000	\$ 100,000	\$ 185,539	\$ 85,539
Intergovernmental	-	275,000	21,013	(253,987)
Total revenue	<u>100,000</u>	<u>375,000</u>	<u>206,552</u>	<u>(168,448)</u>
<b>EXPENDITURES:</b>				
Capital outlay	<u>3,652,548</u>	<u>6,120,586</u>	<u>5,483,845</u>	<u>636,741</u>
<b>Excess of Revenues Over (Under) Expenditures</b>	<u>(3,552,548)</u>	<u>(5,745,586)</u>	<u>(5,277,293)</u>	<u>468,293</u>
<b>FUND BALANCE, Beginning</b>	<u>3,552,548</u>	<u>5,745,586</u>	<u>5,277,293</u>	<u>(468,293)</u>
<b>FUND BALANCE, Ending</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL -  
PERS RESERVE FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES:</b>				
Earnings on investments	\$ 7,000	\$ 7,000	\$ 8,066	\$ 1,066
<b>EXPENDITURES:</b>				
Contingency	-	-	-	-
Excess of Revenues Over (Under) Expenditures	7,000	7,000	8,066	1,066
Other Financing Sources (Uses):				
Transfers Out	(365,000)	(365,000)	(365,000)	-
Net Change in Fund Balance	(358,000)	(358,000)	(356,934)	1,066
FUND BALANCE, Beginning	1,047,008	1,047,008	1,048,484	1,476
FUND BALANCE, Ending	\$ 689,008	\$ 689,008	\$ 691,550	\$ 2,542

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
COMBINING BALANCE SHEET – OTHER GOVERNMENTAL FUNDS  
JUNE 30, 2019**

	<u>Governmental Funds</u>		
	<u>Debt Service Fund</u>	<u>Enterprise Fund</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and investments	\$ 252,565	\$ 23,482	\$ 276,047
Accounts receivable	6,528	-	6,528
Taxes receivable	57,823	-	57,823
	<u>316,916</u>	<u>23,482</u>	<u>340,398</u>
<b>Total assets</b>	<b><u>\$ 316,916</u></b>	<b><u>\$ 23,482</u></b>	<b><u>\$ 340,398</u></b>
<b>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</b>			
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Unavailable revenue – property taxes	45,641	-	45,641
Total liabilities and deferred inflows	<u>45,641</u>	<u>-</u>	<u>45,641</u>
<b>FUND BALANCES</b>			
Reported in:			
Special Revenue Fund	-	23,482	23,482
Debt Service Fund	271,275	-	271,275
Total fund balances	<u>271,275</u>	<u>23,482</u>	<u>284,757</u>
	<u>316,916</u>	<u>23,482</u>	<u>340,398</u>
<b>Total liabilities, deferred inflows and fund balances</b>	<b><u>\$ 316,916</u></b>	<b><u>\$ 23,482</u></b>	<b><u>\$ 340,398</u></b>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND  
BALANCES –  
OTHER GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Debt Service Fund</u>	<u>Enterprise Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>			
Taxes	\$ 2,115,601	\$ -	\$ 2,115,601
Earnings on investments	10,691	132	10,823
Enterprise income	<u>-</u>	<u>4,460</u>	<u>4,460</u>
<b>Total revenues</b>	<u>2,126,292</u>	<u>4,592</u>	<u>2,130,884</u>
<b>EXPENDITURES</b>			
Fire Protection Services:			
Materials and services	-	4,028	4,028
Capital outlay	-	-	-
Debt service	<u>1,969,000</u>	<u>-</u>	<u>1,969,000</u>
<b>Total expenditures</b>	<u>1,969,000</u>	<u>4,028</u>	<u>1,973,028</u>
Excess of Revenue Over (Under) Expenditures	157,292	564	157,856
Other Financing Sources (Uses):			
Proceeds from Bond Issue	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	157,292	564	157,856
FUND BALANCE – Beginning	<u>113,983</u>	<u>22,918</u>	<u>136,901</u>
FUND BALANCE - Ending	<u>\$ 271,275</u>	<u>\$ 23,482</u>	<u>\$ 294,757</u>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL -  
DEBT SERVICE FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES:</b>				
Taxes	\$ 1,997,928	\$ 1,997,928	\$ 2,115,601	\$ 117,673
Earnings on investments	2 500	2 500	10,691	8,191
Total revenue	<u>2,000,428</u>	<u>2,000,428</u>	<u>2,126,292</u>	<u>125,864</u>
<b>EXPENDITURES</b>				
<b>Debt Service:</b>				
Principal	920,000	920,000	920,000	-
Interest	<u>1,049,000</u>	<u>1,049,000</u>	<u>1,049,000</u>	<u>-</u>
Total expenditures	<u>1,969,000</u>	<u>1,969,000</u>	<u>1,969,000</u>	<u>-</u>
<b>Excess of Revenues Over (Under)   Expenditures</b>	<b>31,428</b>	<b>31,428</b>	<b>157,292</b>	<b>125,864</b>
<b>Other Financing Sources (Uses):</b>				
Proceeds from Bond Issue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Change in Fund Balance</b>	<b>31,428</b>	<b>31,428</b>	<b>157,292</b>	<b>125,864</b>
<b>FUND BALANCE, Beginning</b>	<u>216,872</u>	<u>216,872</u>	<u>113,983</u>	<u>(102,889)</u>
<b>FUND BALANCE, Ending</b>	<u>\$ 248,300</u>	<u>\$ 248,300</u>	<u>\$ 271,275</u>	<u>\$ 22,975</u>

**CLACKAMAS COUNTY  
FIRE DISTRICT #1  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL -  
ENTERPRISE FUND  
FOR THE YEAR ENDED JUNE 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
<b>REVENUES:</b>				
Earning on investments	\$ 200	\$ 200	\$ 132	\$ (68)
Enterprise income	<u>5,000</u>	<u>5,000</u>	<u>4,460</u>	<u>(540)</u>
Total revenue	<u>5,200</u>	<u>5,200</u>	<u>4,592</u>	<u>(608)</u>
<b>EXPENDITURES</b>				
Materials and services	12,000	12,000	4,028	7,972
Contingency	<u>5,000</u>	<u>5,000</u>	<u>-</u>	<u>5,000</u>
Total expenditures	<u>17,000</u>	<u>17,000</u>	<u>4,028</u>	<u>12,972</u>
Net Change in Fund Balance	(11,800)	(11,800)	564	12,364
FUND BALANCE, Beginning	<u>17,986</u>	<u>17,986</u>	<u>22,918</u>	<u>4,932</u>
FUND BALANCE, Ending	<u>\$ 6,186</u>	<u>\$ 6,186</u>	<u>\$ 23,482</u>	<u>\$ 17,296</u>

**INDEPENDENT AUDITOR'S REPORT  
REQUIRED BY OREGON STATE REGULATIONS**



**INDEPENDENT AUDITOR'S REPORT  
REQUIRED BY OREGON STATE REGULATIONS**

We have audited the basic financial statements of Clackamas County Fire District #1, as of and for the year ended June 30, 2019, and have issued our report thereon dated \_\_\_\_\_, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

**Compliance**

As part of obtaining reasonable assurance about whether Clackamas County Fire District #1's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).**
- Indebtedness limitations, restrictions and repayment.**
- Budgets legally required (ORS Chapter 294).**
- Insurance and fidelity bonds in force or required by law.**
- Authorized investment of surplus funds (ORS Chapter 294).**
- Public contracts and purchasing (ORS Chapter 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Clackamas County Fire District #1 was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except as follows:

**OAR 162-10-0230 Internal Control**

In planning and performing our audit, we considered Clackamas County Fire District #1's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Clackamas County Fire District #1's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Clackamas County Fire District #1's internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Directors and management of Clackamas County Fire District #1 and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

JARRARD, SEIBERT, POLLARD & COMPANY, LLC  
Certified Public Accountants  
West Linn, Oregon

By \_\_\_\_\_  
Russell T. Ries, Partner

\_\_\_\_\_, 2019

**CLACKAMAS FIRE DISTRICT #1  
SCHEDULE OF TAXABLE PROPERTY VALUES**

**Clackamas County**

<b>Fiscal Tax Year</b>	<b>Real Market Value</b>	<b>M5 Real Market Value</b>	<b>AV Used to Calculated Rates</b>	<b>Tax Levy</b>
2019		\$ 34,747,971,049	\$ 22,376,686,996	\$ 55,785,798
2018	36,741,793,185	31,801,633,047	21,438,952,440	53,776,010
2017	29,744,565,472	28,649,637,621	20,474,694,752	50,853,580
2016	23,678,117,503	22,956,917,479	17,779,561,238	42,671,798
2015	21,242,245,400	20,627,525,358	17,004,165,345	40,811,206

Source: Clackamas County Department of Assessment and Taxation

**Multnomah County**

<b>Fiscal Tax Year</b>	<b>Real Market Value</b>	<b>M5 Real Market Value</b>	<b>AV Used to Calculated Rates</b>	<b>Tax Levy</b>
2019	\$ 40,308,760	40,308,760	\$ 33,422,430	\$ 67,433
2018	53,714,698	53,710,578	46,129,820	99,159
2017	45,434,213	45,430,093	39,060,190	85,531
2016	53,011,836	53,007,236	40,740,820	88,466
2015	46,546,790	46,546,590	39,148,890	87,441

Source: Multnomah County Department of Assessment and Taxation

**Total**

<b>Fiscal Tax Year</b>	<b>Real Market Value</b>	<b>M5 Real Market Value</b>	<b>AV Used to Calculated Rates</b>	<b>Tax Levy</b>
2019		\$ 34,788,279,809	\$ 22,410,109,426	\$ 55,853,231
2018	\$ 36,795,507,883	\$ 31,855,343,625	\$ 21,485,082,260	\$ 53,875,169
2017	29,789,999,685	28,695,067,714	20,513,754,942	50,939,111
2016	23,731,129,339	23,009,924,715	17,820,302,058	42,760,264
2015	21,288,792,190	20,674,071,948	17,043,314,235	40,898,647

Source: Clackamas County Department of Assessment and Taxation and Multnomah County Department of Assessment and Taxation

**CLACKAMAS FIRE DISTRICT #1**  
**FISCAL YEAR 2018 REPRESENTATIVE LEVY RATE (Clackamas County Tax Code 012-051)**

(Rates Per \$1,000 of Assessed Value)

	Billing Rate	Local Option Rate	"GAP" Bonds or UR Special Levy Rate	Bond Levy Rate	Consolidated Rate
<b>General Government</b>					
Clackamas County	2.9460	0.2480	0.1797	0.0982	3.4719
Clackamas County Extension & 4-H	0.0498	0.0000	0.0000	0.0000	0.0498
Clackamas County Law Enhanced	0.7032	0.0000	0.0000	0.0000	0.7032
Clackamas County Library	0.3955	0.0000	0.0000	0.0000	0.3955
Clackamas County Soil Conservation	0.0498	0.0000	0.0000	0.0000	0.0498
Clackamas County Fire District No. 1	2.3765	0.0000	0.0000	0.0913	2.4678
North Clackamas Park & Recreation	0.5267	0.0000	0.0000	0.0000	0.5267
Port of Portland	0.0698	0.0000	0.0000	0.0000	0.0698
Metropolitan Service District	0.0960	0.0960	0.0000	0.2801	0.4721
Vector Control	<u>0.0065</u>	<u>0.0250</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0315</u>
<b>Total General Government</b>	<b><u>7.2198</u></b>	<b><u>0.3690</u></b>	<b><u>0.1797</u></b>	<b><u>0.4696</u></b>	<b><u>8.2381</u></b>
<b>Education</b>					
Clackamas Community College	0.5545	0.0000	0.0000	0.1852	0.7397
Clackamas Education Service District	0.3668	0.0000	0.0000	0.0000	0.3668
North Clackamas School District	<u>4.7852</u>	<u>0.0000</u>	<u>0.0000</u>	<u>2.3677</u>	<u>7.1529</u>
<b>Total Education</b>	<b><u>5.7065</u></b>	<b><u>0.0000</u></b>	<b><u>0.0000</u></b>	<b><u>2.5529</u></b>	<b><u>8.2594</u></b>
<b>Total Tax Rate</b>	<b><u>12.9263</u></b>	<b><u>0.369</u></b>	<b><u>0.1797</u></b>	<b><u>3.0225</u></b>	<b><u>16.4975</u></b>

NOTE: County assessors report levy rates by tax code. Levy rates apply to the assessed property value. Measure 5 Limits are based on the Taxable Real Market Value and are only reported in total dollar amount of compression, if any, for each taxing jurisdiction (see "Property Taxes - Tax Rate Limitation - Measure 5" herein.)

⊕ Local Option Levies are voter-approved serial levies. They are limited by ORS 280.060 to five years for operations or ten years for capital cost.

Local Option Levy rates compress to zero before there is any compression of district billing rates (see "Property Taxes - Tax Rate Limitation - Measure 5" herein.)

Source: Clackamas County Department of Assessment and Taxation. Note that there are 125 tax codes in Clackamas County that overlap the District and Tax Code 012-051 has the highest taxable of these tax codes of \$3,752,612,425.

**Clackamas County  
Tax Collection Record ⊕**

Fiscal Year	Tax Levy Collection
2018	95.63%
2017	98.01%
2016	98.09%
2015	97.81%
2014	97.67%

⊕ Prepayment discounts are considered to be collected when outstanding taxes are calculated. The tax rates are before offsets. The percent of taxes collected represents taxes collected in a single levy year, beginning July 1 and ending June 30.

Source: Clackamas County Department of Assessment and Taxation.

**CLACKAMAS FIRE DISTRICT #1  
SCHEDULE OF MAJOR TAXPAYERS**

**Clackamas County - Tax Year 2018  
Major Taxpayers**

<b>Taxpayer</b>	<b>Business / Service</b>	<b>Tax</b>	<b>Assessed Value</b>
Portland General Electric	Electrical Utility	\$ 11,627,069	\$ 820,572,000
General Growth Properties Inc.	Town Center Mall	4,433,860	268,787,187
Fred Meyer Stores	Retail	4,227,771	249,510,552
Northwest Natural Gas	Natural Gas Utility	4,195,215	277,608,000
Shorenstein Properties LLC	Real Estate	3,831,241	214,424,359
PCC Structurals Inc.	Manufacturing/ Aerospace	2,666,050	156,567,229
Comcast Corporation	Telecommunications	1,756,224	103,388,300
Centurylink	Telecommunications	1,618,053	99,936,000
Meadows Road LLC	Real Estate	1,609,254	89,488,625
ROIC Oregon LLC	Real Estate	1,416,680	81,481,576
Top Ten County Taxpayers		\$ 37,381,417	\$ 2,361,763,828
Remaining County Taxpayers		815,007,502	48,475,845,083
<b>Total County Taxpayers</b>		<b>\$ 852,388,919</b>	<b>\$ 50,837,608,911</b>

**Clackamas County fire District No. 1 - Tax Year 2018  
Major Taxpayers**

<b>Taxpayer</b>	<b>Business / Service</b>	<b>Tax</b>	<b>Assessed Value</b>
General Growth Properties Inc.	Town Center Mall	\$ 4,414,999	\$ 267,365,407
Portland General Electric	Electrical Utility	3,608,849	237,147,631
Fred Meyer Stores, Inc.	Grocery Stores	3,020,506	182,391,660
PCC Structurals Inc.	Manufacturing/ Aerospace	2,499,218	147,321,426
Northwest Natural Gas	Natural Gas Utility	1,577,232	99,888,000
Blount, Inc.	Manufacturing	1,120,978	59,698,943
Kaiser Foundation Hospital	Healthcare	1,089,909	65,745,805
Comcast Corporation	Telecommunications	1,062,884	62,501,500
ROIC Oregon LLC	Real Estate	1,062,563	62,245,517
Lincoln Advisory Group Ltd		972,937	54,895,762
Top Ten County Taxpayers		\$ 19,457,138	\$ 1,184,305,889
Remaining County Taxpayers		\$ 36,328,660	\$ 21,623,422,757
<b>Total County Taxpayers</b>		<b>\$ 55,785,798</b>	<b>\$ 22,807,728,646</b>

*NOTE: 0.23% of the District's assessed value is within Multnomah County. The taxpayers in the above table are all within the portion of the District that overlaps Clackamas County.*

*NOTE: Comcast Corporation is subject to central assessment and the effects of SB 611. See "Revenue Sources - Property Taxes - Senate Bill 611."*

① Tax amount is the total tax paid by the taxpayer within the boundaries of the County or District, respectively. This amount is distributed to individual local governments by the County. A breakdown of amounts paid to each individual local government is not available.

② Assessed value does not exclude offsets such as urban renewal and farm tax credits.

*Source: Clackamas County Department of Assessment and Taxation.*

**Clackamas Fire District #1**

# Memo

**To:** Board of Directors  
**CC:** Fire Chief Fred Charlton  
**From:** Finance Director Christina Day  
**Date:** December 16, 2019  
**Re:** Property/Casualty Insurance Renewal for 2020

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**Action**

Request approval of Property/Casualty Insurance with Special Districts Insurance Services (SDIS).

**Background**

Attached you will find information provided by Wilson-Heirgood Associates (WHA) regarding the District's insurance renewal for the 2020 calendar year. WHA received a quote from SDIS for coverage; other carriers were not competitive or did not meet SDAO's coverage document.

The renewal rates are subject to SDAO's rate lock and are higher than our budgeted projections. For 2020, a thorough review led to multiple changes in asset values and liability, resulting in a tentative increase of \$18,421, or 8.8% over 2019 rates. Changes resulted primarily from newly added buildings (approx. \$1.4m in value) and increases in Personnel Services and Materials & Services budgets.

All of the preliminary coverage documents available at the time of printing have been included in this packet for your review. Jeff Griffin, our insurance agent from WHA, will be present at the Board meeting with further details.

**Budget Implications**

The FY2019-2020 Budget includes \$215,000 for insurance coverage (excluding agent's fee). The preliminary Property/Casualty Insurance coverage quote is \$226,694. Including the offsetting longevity credit would decrease the cost to \$213,323, and negotiation is still underway as of this printing. Any additional budget necessary will be funded with additional resources realized during the fiscal year.

**Recommendation**

Staff requests approval of the Property/Casualty Insurance renewal with Special Districts Insurance Services in the amount up to \$213,323.



**Summary of Insurance for:  
CLACKAMAS FIRE DISTRICT #1  
2020-2021**









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## BOARD OF DIRECTORS

JEFF GRIFFIN.....CEO  
MARK SMITH.....SECRETARY  
PAT KNOX.....BOARD MEMBER

## COMMERCIAL LINES

### ACCOUNT EXECUTIVES

Dave Lingenfelder  
Lorin Williams  
Marvin Revoal

### SERVICE TEAM

Christie Montero  
Jennifer Myers  
Ramona Galjour

## BENEFITS

### ACCOUNT EXECUTIVES

Rich Allm  
Kim Nichol森  
Marvin Revoal

### SERVICE TEAM

Katie Klein  
Samantha Buchheit  
Christine Wallace  
Kayla Johnston

## TRANSPORTATION

### ACCOUNT EXECUTIVES

Mark Smith  
David Lingenfelder  
Catrina Stanks  
Mike Note  
Alison Smith  
Rhonda Delaney  
Tina Sams  
Bijan Hatef  
Jake Stone

### SERVICE TEAM

Raelynn Mason  
Stephen Klabo  
Cody King  
Peter Haught  
Beth Barker  
Travis Newman

## PUBLIC ENTITIES

### ACCOUNT EXECUTIVES

Jeff Griffin  
Jake Stone  
William White  
Lorin Williams

### SERVICE TEAM

Nathan Cortez  
Steve Silva  
Kelly McCorkle  
Karisa Cary  
Jane Austin  
Tasha Winn

## WORKERS' COMPENSATION

### ACCOUNT EXECUTIVES

Pat Knox  
Jennifer King  
Tammy Jeffries  
Marvin Revoal

### SERVICE TEAM

Betty Berry  
Stephani Kunce  
Christie Montero

## PERSONAL LINES

### DEPARTMENT MANAGER

Dawn Sederlin

### SERVICE TEAM

Brian Anacker

## PROCESSING CENTER

### DEPARTMENT MANAGER

Rebecca Menke

### SERVICE TEAM

Rachel Hinckley  
Joseph Milner  
Nicole Stone

# PUBLIC ENTITIES SERVICE TEAM



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## PUBLIC ENTITY LIABILITY

\$ 10,000,000 Per Occurrence Limit (no aggregate)

### Coverages Included:

- Tort Liability – Coverage A
- Federal Acts Liability – Coverage B
- Other Jurisdictions – Coverage C
- Employee Benefits Liability
- Wrongful Acts/Public Officials
- Employment Practices (see below\*\*) \$5,000,000 Annual Aggregate
- Sexual Molestation
- Emergency Operations Pollution
- Potable Water Treatment Pollution

### Additional Coverages:

#### Annual Aggregate

\$ 2,500	Ethics Complaint Defense	\$	5,000
\$10,000,000	EEOC/BOLI Defense Costs	\$	None
\$ 50,000	Lead Sublimit Defense Costs	\$	50,000
\$ 100,000	Fungal Pathogens Defense Costs	\$	100,000
\$ 5,000	Premises Medical Expense	\$	5,000
\$ 250,000	Limited Pollution Coverage	\$	250,000
\$ 50,000	Applicators Pollution Coverage	\$	50,000
\$ 100,000	OCITPA Expense Reimbursement	\$	100,000
\$ 1,000,000	Data Disclosure Liability	\$	1,000,000
\$ 25,000	Injunctive Relief Defense Costs	\$	25,000
\$ 100,000	Criminal Defense Costs	\$	100,000

**\*\*\$25,000,000 maximum per Occurrence limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.**

**\$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.**

**\$10,000 controlled burn deductible if DPSST guidelines are not followed.**

AUTOMOBILE LIABILITY: \$10,000,000

AUTOMOBILE PHYSICAL DAMAGE: Per schedule

HIRED AUTO PHYSICAL DAMAGE: \$100,000



# AUTOMOBILE SCHEDULE

Year	Make	Model	Description	VIN	Code	APD Valuation	Collision Deductible	Comp Deductible	Value
1936	Dodge	Antique	Fire Truck - 1 Ton Antique	00000B656425		Functional	\$ 1,000	\$ 1,000	\$ 15,000
1942	Chevrolet	Fire Truck	Fire Engine	2372	01-55	Functional	\$ 1,000	\$ 1,000	\$ 3,000
1946	Chevrolet	Antique	Fire Truck - Antique	TBD	01-46	Functional	\$ 1,000	\$ 1,000	\$ 5,000
1948	Ford	Pumper	Pumper	98EQ28383	01-48	Functional	\$ 1,000	\$ 1,000	\$ 20,000
1993	International	Tanker	Tender	1HTSHADRRORH523486	2333	Functional	\$ 1,000	\$ 1,000	\$ 125,000
1994	Dodge	Fire Truck	Brush Rig	1B6MF36C9RS703797	2302	Functional	\$ 1,000	\$ 1,000	\$ 90,000
1996	Freightliner	Rescue Vehicle	Rescue	1FV3ELBD2VH696678	3450	Functional	\$ 1,000	\$ 1,000	\$ 115,000
1998	Blue Bird	Bus - Medium	BLUB MH	1BAGEB7AOWF079289	2-400	Functional	\$ 1,000	\$ 1,000	\$ 300,000
1999	Pierce	Ladder Truck	Dash Quint	4P1CT02S3XA001402	2203	Functional	\$ 1,000	\$ 1,000	\$ 200,000
1999	Ford	Truck	Ford Medic	1FDXE40F4XHAG65257	2444	Functional	\$ 1,000	\$ 1,000	\$ 20,000
1999	Ford	Van	Van	1FBS53155XHB28240	2502	Functional	\$ 1,000	\$ 1,000	\$ 30,420
2000	Spartan	Ladder Truck	Tractor Drawn Aerial (TDA)	457AT429XYC036334	2200	Functional	\$ 1,000	\$ 1,000	\$ 100,000
2000	Jeep	Pickup	Cherokee	1J4FF5858YL269430	2565	Functional	\$ 1,000	\$ 1,000	\$ 20,000
2000	Freightliner	Tanker	Tender	1FVXTMEBXYHA41506	3340	Functional	\$ 1,000	\$ 1,000	\$ 150,000
2000	Freightliner	Tanker	Tender	1FVXTMEB1YHA41507	3341	Functional	\$ 1,000	\$ 1,000	\$ 150,000
2000	Ford	Pickup	F150 Pickup 4x2	2FTRX17L4YCB06190	3501	Functional	\$ 1,000	\$ 1,000	\$ 19,330
2001	ALF	Pumper	ALF Pumper	4Z3AAACG11RJ01145	2109	Functional	\$ 1,000	\$ 1,000	\$ 100,000
2001	Ford	Truck	F550 Squad	1FDAF57F31EC02244	2304	Functional	\$ 1,000	\$ 1,000	\$ 100,000
2001	Ford	Fire Truck	F550 Fire Truck SQ1	1FDAF57F31ED16597	2305	Functional	\$ 1,000	\$ 1,000	\$ 100,000
2001	Chevrolet	Pickup	Suburban	3GNGK26U11G248793	2505	Functional	\$ 1,000	\$ 1,000	\$ 50,000
2001	Ford	Rescue Vehicle	Rescue	1FDXE45F01HB68983	3400	Functional	\$ 1,000	\$ 1,000	\$ 124,062
2002	Ford	Fire Truck	F550 Brush BV	1FDAX57S0ZEB51037	3320	Functional	\$ 1,000	\$ 1,000	\$ 75,000
2003	Freightliner	Fire Truck	ALF CAFS	4Z3AAACG63RL79168	2111	Functional	\$ 1,000	\$ 1,000	\$ 100,000
2003	Pierce	Pumper	Pumper	4P1CT02E13A003167	3141	Functional	\$ 1,000	\$ 1,000	\$ 150,000
2004	Ford	Pickup	Pickup	1FTYR15E64PA33696	2507	Functional	\$ 1,000	\$ 1,000	\$ 17,000
2004	Ford	Pickup	Pickup	1FTYR14U34PA33695	2508	Functional	\$ 1,000	\$ 1,000	\$ 15,000
2004	Ford	SUV	Explorer	1FMZU72K74UB65850	2509	Functional	\$ 1,000	\$ 1,000	\$ 25,000
2004	Isuzu	Van	Box Van	JALF5C13147700076	2581	Functional	\$ 1,000	\$ 1,000	\$ 50,000
2004	Chevrolet	SUV	Suburban	3GNGK26UX4G141987	2701	Functional	\$ 1,000	\$ 1,000	\$ 55,000
2005	Pierce	Rescue Vehicle	Dash Rescue	4P1CD01H25A005182	2361	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2005	Chevrolet	Van	Astro	1GCDM19X65B131585	2510	Functional	\$ 1,000	\$ 1,000	\$ 20,000
2005	Scotty	Trailer	Fire Safety Trailer	1S5TT35T351155948	2906	Functional	\$ 1,000	\$ 1,000	\$ 55,000
2005	Ford	Fire Truck	F550 Brush Truck	1FDAF57Y95EB79785	3321	Replacement	\$ 1,000	\$ 1,000	\$ 85,000
2005	Chevrolet	SUV	Tahoe	1GNEK13T451185240	3562	Functional	\$ 1,000	\$ 1,000	\$ 50,000
2006	Pierce	Pumper	Saber Pumper	1PICS01A96A005724	2112	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2006	Pierce	Fire Truck	Engine	4P1CD01H66A006529	2113	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2006	Ford	Pickup	F-250 BC Vehicle	1FTSW21596EB58717	2702	Functional	\$ 1,000	\$ 1,000	\$ 50,000
2006	Chevrolet	Sedan	Impala	2G1WT58K969349332	3502	Functional	\$ 1,000	\$ 1,000	\$ 16,791
2007	Pierce	Tanker	Tanker	1HTWYS8T47J423449	2334	Replacement	\$ 1,000	\$ 1,000	\$ 200,000
2007	Freightliner	Rescue Vehicle	USAR Response Vehicle	1FVACKDC07HX10105	2360	Replacement	\$ 1,000	\$ 1,000	\$ 36,500
2007	International	Rescue Vehicle	LP 4400 Rescue	1HTMRAZLX8H536366	2422	Replacement	\$ 1,000	\$ 1,000	\$ 250,000
2007	Chevrolet	Pickup	Silverado	1GCHC29U37E162875	2514	Functional	\$ 1,000	\$ 1,000	\$ 20,000
2007	Chevrolet	Sedan	Malibu	1G1ZT57F27F180569	2515	Functional	\$ 1,000	\$ 1,000	\$ 15,000
2007	Ford	Pickup	Super Duty Pickup	1FTWX31517EB31047	2517	Functional	\$ 1,000	\$ 1,000	\$ 30,000
2007	Pierce	Pumper	Pumper	4P1CD01E57A006755	3142	Replacement	\$ 1,000	\$ 1,000	\$ 400,000
2007	Pierce	Pumper	Pumper	4P1CD01E77A006756	3143	Replacement	\$ 1,000	\$ 1,000	\$ 400,000
2007	Chevrolet	SUV	Suburban	3GNGK26K37G271161	3563	Functional	\$ 1,000	\$ 1,000	\$ 70,000
2008	Pierce	Fire Truck	Engine	4P1C01A08A008732	2114	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2008	Pierce	Fire Truck	Engine	4P1C01A28A008733	2115	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2008	Chevrolet	Sedan	Impala	2G1WB58K189258982	2518	Functional	\$ 1,000	\$ 1,000	\$ 16,550
2008	Toyota	Sedan	Prius	JTDKB20U083324187	2519	Functional	\$ 1,000	\$ 1,000	\$ 25,000
2008	Chevrolet	Sedan	Impala	2G1WB58K789257142	2520	Functional	\$ 1,000	\$ 1,000	\$ 16,550
2008	Chevrolet	Pickup	Ext. Cab 2	1GCCS199188165261	2521	Functional	\$ 1,000	\$ 1,000	\$ 14,000
2008	Chevrolet	Pickup	Ext. Cab 2	1GCCS199X88166585	2522	Functional	\$ 1,000	\$ 1,000	\$ 14,000
2008	Ford	Sedan	Focus - Training Division	1FAHP34N38W137017	2523	Functional	\$ 1,000	\$ 1,000	\$ 12,000
2008	Ford	Pickup	F-350 Super Duty	1FTWW31Y98ED23699	2703	Functional	\$ 1,000	\$ 1,000	\$ 40,000
2009	Pierce	Pumper	Impel Pumper	1P1CJ01A39A010084	2116	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2009	Pierce	Pumper	Engine	1P1CJ01A59A010085	2117	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2009	Ford	Ambulance	Ambulance	1FDAF46RX9EA55308	2442	Replacement	\$ 1,000	\$ 1,000	\$ 175,000
2009	Ford	Ambulance	North Star Ambulance	1FDAF46R09EA24424	2443	Replacement	\$ 1,000	\$ 1,000	\$ 175,000
2009	Chevrolet	Pickup	Colorado	1GCCS199198139180	2525	Functional	\$ 1,000	\$ 1,000	\$ 16,000
2009	Dodge	Van	Caravan - IT Dept	2D4HN11EX9R583316	2526	Functional	\$ 1,000	\$ 1,000	\$ 18,000
2010	Pierce	Pumper	Impel Pumper	4P1CJ01A2AA011120	2118	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2010	Ford	Rescue Vehicle	F550 Rescue/Squad	1FD0W5HT1BE857905	2363	Replacement	\$ 1,000	\$ 1,000	\$ 175,000
2010	Pierce	Rescue Vehicle	Rescue	4P1CJ01A0AA011133	3370	Replacement	\$ 1,000	\$ 1,000	\$ 370,000



# AUTOMOBILE SCHEDULE

Year	Make	Model	Description	VIN	Code	APD Valuation	Collision Deductible	Comp Deductible	Value
2010	Chevrolet	SUV	HHR	3GNBAADB1A555998	3503	Functional	\$ 1,000	\$ 1,000	\$ 14,055
2011	Pierce	Fire Truck	Pumper Engine	4P1CJ01A48A012190	2119	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2011	Ford	Rescue Vehicle	F550 Rescue	1FD0W5HT3BEB57906	2364	Replacement	\$ 1,000	\$ 1,000	\$ 175,000
2011	Chevrolet	Pickup	Colorado 4WD ExCab	1GCJTB91B8116082	2528	Functional	\$ 1,000	\$ 1,000	\$ 25,000
2011	Ford	Van	E-350 Econo Cut - Logistics	1FDSE3FL5BDA38540	2582	Functional	\$ 1,000	\$ 1,000	\$ 27,000
2011	Ford	Truck	F350 Crew Cab BC Chief Veh	1FT8W3B61BEB57904	2704	Functional	\$ 1,000	\$ 1,000	\$ 50,000
2011	Utility	Trailer	Trailer	4YMU0810B0N009189	2912	Functional	\$ 1,000	\$ 1,000	\$ 5,438
2011	Utility	Trailer	Trailer	4YMU011419B0N005704	2913	Functional	\$ 1,000	\$ 1,000	\$ 1,654
2011	Chevrolet	SUV	HHR	3GNBACUF0B5551808	3504	Functional	\$ 1,000	\$ 1,000	\$ 18,248
2011	Ford	Rescue Vehicle	F350 4x4 Rescue	1FT8W3B62BEB10588	3700	Replacement	\$ 1,000	\$ 1,000	\$ 60,000
2012	E-One	Tanker	Tender	1HTWGAZT1DJ296240	2335	Replacement	\$ 1,000	\$ 1,000	\$ 252,000
2012	Ford	Van	Econoline Wagon	1FBSS3B55CDA23214	3505	Functional	\$ 1,000	\$ 1,000	\$ 25,095
2013	Ford	SUV	Explorer	1FM5K8B82DGB28573	2529	Functional	\$ 1,000	\$ 1,000	\$ 23,000
2013	Ford	SUV	Explorer	1FM5K8B84DGB28574	2530	Functional	\$ 1,000	\$ 1,000	\$ 23,000
2013	Ford	SUV	Explorer	1FM5K8B83DGC20856	2531	Functional	\$ 1,000	\$ 1,000	\$ 23,369
2013	Ford	SUV	Explorer	1FM5K8B85DGC20857	2532	Functional	\$ 1,000	\$ 1,000	\$ 23,369
2013	Ford	Pickup	F250 Pickup	1FT7X2B64DEA43644	2533	Functional	\$ 1,000	\$ 1,000	\$ 26,530
2013	Ford	Pickup	F-150	1FTEX1CM6DFE08530	2536	Functional	\$ 1,000	\$ 1,000	\$ 21,500
2014	Pierce	Pumper	Pumper	4P1CN01D8EA014303	2120	Replacement	\$ 1,000	\$ 1,000	\$ 520,000
2014	Pierce	Ladder Truck	Arrow XT Tiller	4P1CA01D6EA014425	2205	Replacement	\$ 1,000	\$ 1,000	\$1,200,000
2014	Ford	Sedan	Fusion	3FA6P0G71ER212993	2534	Replacement	\$ 1,000	\$ 1,000	\$ 17,900
2014	Ford	Sedan	Fusion	3FA6P0G73ER212994	2535	Replacement	\$ 1,000	\$ 1,000	\$ 17,900
2014	Ford	SUV	Explorer	1FM5K8B83EGA91857	2566	Replacement	\$ 1,000	\$ 1,000	\$ 26,500
2014	Ford	SUV	Explorer	1FM5K8B85EGA91858	2567	Replacement	\$ 1,000	\$ 1,000	\$ 26,500
2014	Ford	Pickup	F-350	1FT8W3B67EEA67886	2705	Replacement	\$ 1,000	\$ 1,000	\$ 56,000
2015	Ford	Pickup	F150 Supercab 4x4	1FTEX1E80FKE51660	2537	Replacement	\$ 1,000	\$ 1,000	\$ 28,000
2015	Dodge	Truck	Ram (Fleet Maintenance)	3C7WRLBL5FG651706	2583	Replacement	\$ 1,000	\$ 1,000	\$ 63,000
2016	Pierce	Pumper	Dash CF Engine	4P1BAAGFXGA015753	2122	Replacement	\$ 1,000	\$ 1,000	\$ 530,000
2016	Ford	Ambulance	F450 Ambulance	1FDUF4HT2GEB06254	2445	Replacement	\$ 1,000	\$ 1,000	\$ 45,000
2016	Ford	Ambulance	F450 Ambulance	1FDUF4HT5GEC72820	2446	Replacement	\$ 1,000	\$ 1,000	\$ 225,000
2016	Ford	Van	Transit Connect XLT Van	NM0LS7F76G1249425	2538	Replacement	\$ 1,000	\$ 1,000	\$ 23,000
2016	Ford	Pickup	Fire Prevention Truck	1FTFX1EG1GFD42601	2539	Replacement	\$ 1,000	\$ 1,000	\$ 30,000
2016	Ford	SUV	Explorer 4DR 4WD	1FM5K8B87GG9A7048	2568	Replacement	\$ 1,000	\$ 1,000	\$ 31,500
2016	Chevrolet	SUV	Tahoe	1GNSKFEC8GR230214	2569	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2016	Chevrolet	SUV	Tahoe	1GNSKFEC7GR231046	2570	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2016	Utility	Trailer	Continental Cargo Trailer	5NHUTW018GF701619	2919	Replacement	\$ 1,000	\$ 1,000	\$ 3,400
2016	Chevrolet	SUV	Tahoe	1GNSKFEC9GR232554	3564	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2017	Pierce	Pumper	2-365	4P1BBAGF3HA017942		Replacement	\$ 1,000	\$ 1,000	\$ 900,000
2017	Ford	SUV	Explorer UT	1FM5K8B81HGB34144	2-571	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2017	Pierce	Ladder Truck	Arrow XT Aerial Truck	4P1BCAGF3HA017372	207	Replacement	\$ 1,000	\$ 1,000	\$1,200,000
2017	Pierce	Ladder Truck	Arrow XT Aerial Truck	4P1BCAGF5HA017373	208	Replacement	\$ 1,000	\$ 1,000	\$1,200,000
2017	Pierce	Pumper	Frontline	4P1BAAGF8HA017390	2123	Replacement	\$ 1,000	\$ 1,000	\$ 600,000
2017	Pierce	Pumper	Frontline	4P1BAAGFXHA017391	2124	Replacement	\$ 1,000	\$ 1,000	\$ 600,000
2017	Pierce	Pumper	Frontline	4P1BAAGF3HA017392	2125	Replacement	\$ 1,000	\$ 1,000	\$ 600,000
2017	Pierce	Pumper	Frontline	4P1BAAGF1HA017649	2126	Replacement	\$ 1,000	\$ 1,000	\$ 600,000
2017	Pierce	Pumper	Frontline	4P1BAAGF8HA017650	2127	Replacement	\$ 1,000	\$ 1,000	\$ 600,000
2017	Pierce	Pumper	Frontline	4P1BAAGFXHA017651	2128	Replacement	\$ 1,000	\$ 1,000	\$ 600,000
2017	Freightliner	Fire Truck	Heavy Brush	1FVDCYCY9HHHF9352	2306	Replacement	\$ 1,000	\$ 1,000	\$ 375,000
2017	Freightliner	Fire Truck	Heavy Brush	1FVDCYCY8HHHF9360	2307	Replacement	\$ 1,000	\$ 1,000	\$ 375,000
2017	Freightliner	Tanker	Tanker	1FVHCYCY1HHHF9315	2336	Replacement	\$ 1,000	\$ 1,000	\$ 270,000
2017	Freightliner	Tanker	Tanker	1FVHCYCY3HHHF9316	2337	Replacement	\$ 1,000	\$ 1,000	\$ 270,000
2017	Freightliner	Tanker	Tanker	1FVHCYCY5HHHF9317	2338	Replacement	\$ 1,000	\$ 1,000	\$ 270,000
2017	Utility	Trailer	Trail Dust Flatbed Trailer	1P9BF6208HB647209	2920	Replacement	\$ 1,000	\$ 1,000	\$ 15,000
2017	Ford	Truck	F350 Super Cab 4X4	1FT8X3B61HEB86115	3563	Replacement	\$ 1,000	\$ 1,000	\$ 45,000
2017	Ford	Truck	F350 Crew Cab SS 4X4	1FT8W3B66HEB86114	3564	Replacement	\$ 1,000	\$ 1,000	\$ 60,000
2018	Isuzu	Truck	NPR	54DC4W1B3J5809899	2-584	Replacement	\$ 1,000	\$ 1,000	\$ 55,000
2018	Freightliner	Fire Truck	M2106	1FVACYFE0JHHF9556	2404	Replacement	\$ 1,000	\$ 1,000	\$ 500,000
2018	Ford	SUV	Escape SE 4WD 4DR	1FMCU9GD7JUB76435	2541	Replacement	\$ 1,000	\$ 1,000	\$ 25,000
2018	Ford	SUV	Explorer XLT 4WD	1FM5K8D82JGB34785	2572	Replacement	\$ 1,000	\$ 1,000	\$ 38,000
2018	Ford	Truck	F150 Super Cab 4x4 SS	1FTFX1EG1JFC30855	2620	Replacement	\$ 1,000	\$ 1,000	\$ 35,000
2018	Ford	Truck	F150 SUPERCAB 4X4	1FTFX1EG1JFC30856	2621	Replacement	\$ 1,000	\$ 1,000	\$ 35,000
2018	Ford	Truck	F150 SUPERCAB 4X4 SS	1FTFX1EG3JFC30857	2622	Replacement	\$ 1,000	\$ 1,000	\$ 35,000
2018	Ford	Truck	F150 Crew Cab 4x4 SS	1FTEW1EG1JKD73621	2650	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2018	Ford	Truck	Crew Cab 4x4 SS	1FTEW1EG3JKD73620	2651	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2018	Ford	Truck	F150 Crew Cab 4x4 SS	1FTEW1EG3JKD73622	2652	Replacement	\$ 1,000	\$ 1,000	\$ 40,000
2019	Chevrolet	SUV	Tahoe 4-door 4x4 LS	1GNSKAKC8KR224252	2-573	Replacement	\$ 1,000	\$ 1,000	\$ 50,000
2019	Freightliner	Fire Truck	M2106	1FVDCYFE3KHK90929	2308	Replacement	\$ 1,000	\$ 1,000	\$ 400,000



## **PROPERTY**

### **See schedules for values and deductibles of covered property**

Coverage for: Buildings, Business Personal Property, Tenant's Improvements and Betterments, and Property of Others, Portable Equipment, Mobile Equipment, Inland Marine Scheduled Items, Electronic Data Processing Equipment and Media (all coverages may not apply to your district. Check your policy declarations for policy limits)

#### **Sublimits (Per Occurrence)**

*The Trust will not pay more than the sub-limits below per occurrence for the Property of Cause of Loss described (see policy for complete list).*

\$ 500,000	Newly Acquired or Newly Constructed Real Property – 60 Days
\$ 1,000,000	Business Income
\$ 5,000,000	Increased Cost of Construction- Enforcement of Ordinance or Law (or 25% of loss, whichever is less)
\$ 500,000	Increased Cost of Construction-Cost Resulting from Unforeseen Delay (or 25% of loss, whichever is less)
\$ 1,000,000	Extra Expense – Incl. Electronic Data Processing (EDP) Extra Expense
\$ 500,000	Newly Acquired Personal Property – must be reported within 60 days
\$ 100,000	Each for: Rented or Leased for up to 30 days. Interruption of Utility Services
\$ 250,000	Each for: Accounts Receivable Valuable Papers and Records Property in Transit Vandalism and Malicious by Overflow of Sewers or Drains Miscellaneous Property Damaged by Specified Cause of Loss or Theft
\$ 25,000	Unscheduled Outdoor Property Enforcement of Order by Government Agency or Authority Business Income from Dependent Property Inability to Discharge Outgoing Sewage Property Damaged by Computer Virus
\$ 50,000	Property Damaged by Overflow of Sewers or Drains
\$ 20,000,000	Property Damaged by an Act of Terrorism or Sabotage



# PROPERTY SCHEDULE

Location Code	Premises	Address	FPC	Coverage Class	SQFT	Deductible	Covered Property Value	Personal Property Value	TIV	Valuation
01-01	Clackamas Training Center	15990 SE 130th	2	Building	4,942	\$ 5,000	\$1,209,802	\$ 136,618	\$1,346,420	Rplcmnt
01-02	Clackamas Training Center	15990 SE 130th	2	Building	1,280	\$ 5,000	\$ 592,848	\$ 1,020	\$ 593,868	Rplcmnt
01-03	Clackamas Training Center	15990 SE 130th	2	Building	2,880	\$ 5,000	\$ 528,768	\$ 1,020	\$ 529,788	Rplcmnt
02-01	Clackamas Station #8	16100 SE 130th	2	Building	8,475	\$ 5,000	\$2,074,680	\$ 187,727	\$2,262,407	Rplcmnt
03-01	Redland Fire Station #11	18265 S Redland Road	2	Building	7,217	\$ 5,000	\$1,766,722	\$ 182,848	\$1,949,570	Rplcmnt
04-01	Holcomb Fire Station #9	300 Longview Way	2	Building	3,993	\$ 5,000	\$1,697,426	\$ 118,913	\$1,816,339	Rplcmnt
05-01	Logan Fire Station #12	18081 S Harding Way	2	Building	3,600	\$ 5,000	\$ 881,280	\$ 118,913	\$1,000,193	Rplcmnt
05-02	Logan Fire Station #12	18081 S Harding Way	2	Building	900	\$ 5,000	\$ 64,797	\$ 2,905	\$ 67,702	Rplcmnt
06-01	Happy Valley Fire Station #6	12900 SE King	5	Building	6,997	\$ 5,000	\$2,141,082	\$ 147,986	\$2,289,068	Rplcmnt
08-01	400 Building	6596 SE Lake Road	2	Building	2,136	\$ 5,000	\$ 653,616	\$ 712,369	\$1,365,985	Rplcmnt
09-01	Town Center Fire Station #1	11300 SE Fuller Road	2	Building	15,546	\$ 5,000	\$4,757,076	\$ 312,574	\$5,069,650	Rplcmnt
09-02	Town Center Fire Station #1	11300 SE Fuller Road	2	Building	800	\$ 5,000	\$ 103,381	\$ 35,852	\$ 139,233	Rplcmnt
10-02	Fire Station #4	6600 SE Lake Road	2	Building	11,720	\$ 5,000	\$3,586,320	\$ 219,092	\$3,805,412	Rplcmnt
12-01	Training/Wellness/FacMtnCntr	16170 SE 130th	2	Building	12,675	\$ 5,000	\$3,878,856	\$ 292,914	\$4,171,770	Rplcmnt
13-01	Oak Grove Fire Station #3	2930 SE Oak Grove Blvd.	2	Building	17,544	\$ 5,000	\$5,371,524	\$ 298,773	\$5,670,297	Rplcmnt
14-01	Clarkes Fire Station #13	25675 S Beaver creek	2	Building	1,792	\$ 5,000	\$ 213,997	\$ 59,731	\$ 273,728	Rplcmnt
14-02	Clarkes Fire Station #13	25675 S Beaver creek	2	Other Structure		\$ 5,000	\$ 28,351	\$ 1,000	\$ 29,351	Rplcmnt
14-03	Clarkes Fire Station #13	25675 S Beaver creek	2	Building	3,100	\$ 5,000	\$ 758,880	\$ 1,020	\$ 759,900	Rplcmnt
15-01	Highland Fire Station #20	22295 S Lower Highland Rd	2	Building	1,024	\$ 5,000	\$ 313,344	\$ 7,131	\$ 320,475	Rplcmnt
16-01	Fire Station #7	10921 SE 172 Ave	2	Building	6,800	\$ 5,000	\$1,664,640	\$ 91,425	\$1,756,065	Rplcmnt
16-02	Fire Station #7	10921 SE 172 Ave	2	Other Structure		\$ 5,000	\$ 1,977	\$ 1,020	\$ 2,997	Rplcmnt
17-01	Beaver Creek Fire Station #10	22310 Beaver creek Road	2	Building	13,536	\$ 5,000	\$3,313,613	\$ 219,092	\$3,532,705	Rplcmnt
17-02	Beaver Creek Fire Station #10	22310 Beaver creek Road	2	Other Structure	64	\$ 5,000	\$ 2,445	\$ 1,793	\$ 4,238	Rplcmnt
18-01	Highland Butte Radio Tower	25315 S Beeson Road	2	Sched. Outdoor Prop.	1,637	\$ 5,000	\$ 369,109	\$ 1,000	\$ 370,109	Rplcmnt
19-01	Milwaukie Station #2	3200 SE Harrison	5	Building		\$ 5,000	\$ -	\$ 135,590	\$ 135,590	Rplcmnt
20-01	Mount Scott Fire Station #5	9339 SE Causey Way	2	Building	14,389	\$ 5,000	\$4,403,034	\$ 121,898	\$4,524,932	Rplcmnt
21-01	Hilltop Station #16	19340 Molalla Avenue	2	Building	12,400	\$ 5,000	\$7,066,624	\$ 153,000	\$7,219,624	Rplcmnt
22-01	John Adams Station #15	624 7th Street	2	Building	13,250	\$ 5,000	\$ -	\$ 179,263	\$ 179,263	Rplcmnt
23-01	South End Station #17	19001 South End Road	2	Building	6,464	\$ 5,000	\$1,582,387	\$ 129,840	\$1,712,227	Rplcmnt
25-01	Fuller Road Property	11406 SE Fuller Rd	3	Building	852	\$ 5,000	\$ 255,000	\$ 1,020	\$ 256,020	Rplcmnt
25-1	Warehouse	15800-15830 SE 130th Ave.	2	Building	6,300	\$ 5,000	\$1,542,240	\$ 563,081	\$2,105,321	Rplcmnt
25-2	Warehouse	15800-15830 SE 130th Ave.	3	Other Structure	0	\$ 5,000	\$ 52,956	\$ 2,000	\$ 54,956	Rplcmnt
26-01	Carver Radio Tower	16696 South Outlook Rd	5	Sched. Outdoor Prop.		\$ 5,000	\$ 260,744	\$ 1,000	\$ 261,744	Rplcmnt
27-01	Fire Station #14	28655 SE Hwy 212	2	Building	14,927	\$ 5,000	\$4,567,662	\$ 304,748	\$4,872,410	Rplcmnt
27-02	Fire Station #14	28655 SE Hwy 212	2	Building	195	\$ 5,000	\$ 118,219	\$ 46,323	\$ 164,542	Rplcmnt
27-03	Fire Station #14	28655 SE Hwy 212	2	Building	4,095	\$ 5,000	\$ 835,380	\$ 37,787	\$ 873,167	Rplcmnt
27-04	Fire Station #14	28655 SE Hwy 212	2	Building	928	\$ 5,000	\$ 204,000	\$ 9,142	\$ 213,142	Rplcmnt
27-05	Fire Station #14	28655 SE Hwy 212	2	Building	2,592	\$ 5,000	\$ 792,540	\$ 6,095	\$ 798,635	Rplcmnt
28-00	Fleet & Logistics Building	15800 SE 130th Avenue	3	Building	20,000	\$ 5,000	\$7,677,216	\$ 563,081	\$8,240,297	Rplcmnt
28-01	Fire Station #19	20100 SE Hwy 212	2	Building	3,255	\$ 5,000	\$ 796,722	\$ 55,465	\$ 852,187	Rplcmnt
29-00	Damascus Fire Station #19	19750 SE Damascus Ln	2	Building	12,000	\$ 5,000	\$6,970,785	\$ 153,000	\$7,123,785	Rplcmnt
29-01	Fire Station #18	32200 SE Judd Road	2	Building	6,554	\$ 5,000	\$1,337,016	\$ 48,759	\$1,385,775	Rplcmnt





**EQUIPMENT BREAKDOWN SUPPLEMENTAL COVERAGE**

“Covered Equipment” as defined in the Coverage form, located at Covered Property listed and specifically described on the Schedule of Property Values on file with the Truct (SDIS).

Sublimits (Per Occurrence)

*The Trust will not pay more than the sub-limits below per occurrence for the Property of Cause of Loss described.*

\$ 1,000,000	Business Income/Extra Expense (excludes any Named Participant generating or distributing electricity) 365 Days Ordinary payroll
\$ 1,000,000	Utility Interruption (Indirect – Business Income)
\$ 250,000	Utility Interruption (Direct – Spoilage Damage)
\$ 1,000,000	Contingent Business Interruption
\$ 1,000,000	Spoilage Damage
\$ 10,000,000	Expediting Expenses
\$ 1,000,000	Ammonia Contamination
\$ 1,000,000	Water Damage
\$ 1,000,000	Hazardous Substances
\$ 15,000	For 30 Days – Fungus, Wet and Dry Rot
\$ 1,000,000	Media & Data
\$ 1,000,000	Green Upgrades
\$ 2,500,000	Ordinance or Law: Demolition and Increased Cost of Construction for Undamaged Portion of Building
120 Days – No Sublimit – Newly Acquired Locations	
Included	Brands and Labels
Included	CFC Refrigerant
Included	Computer Equipment

See coverage declarations for Deductibles.



## EQUIPMENT SCHEDULE

Description	Equipment Code	Coverage Class	Serial#	Model#	Deductible	Value
1999 Almar Rigid Aluminum Inflatable Vessel/Trlr	01-99	Scheduled Mobile Equipment	AUC2765CI899		\$ 1,000	\$ 30,000
Norlift Roll Lift Powered Stacker		Scheduled Mobile Equipment			\$ 1,000	\$ 9,000
Miscellaenous Equipment		Scheduled Personal Property			\$ 1,000	\$1,340,846
New Holland Tool Handler		Scheduled Personal Property			\$ 1,000	\$ 49,000
Equipment at Fire Academy		Scheduled Personal Property			\$ 1,000	\$ 59,850
Equipment at Station 8		Scheduled Personal Property			\$ 1,000	\$ 20,000
Equipment at Station 11		Scheduled Personal Property			\$ 1,000	\$ 21,600
Equipment at Station 9		Scheduled Personal Property			\$ 1,000	\$ 20,000
Equipment at Station 12		Scheduled Personal Property			\$ 1,000	\$ 3,850
Equipment at Station 6		Scheduled Personal Property			\$ 1,000	\$ 16,800
Equipment at Station 1		Scheduled Personal Property			\$ 1,000	\$ 117,200
Equipment at Station 4		Scheduled Personal Property			\$ 1,000	\$ 26,000
Equipment at Station 10		Scheduled Personal Property			\$ 1,000	\$ 17,300
Equipment at Logistic Center		Scheduled Personal Property			\$ 1,000	\$ 200,000
Equipment at Station 3		Scheduled Personal Property			\$ 1,000	\$ 77,750
Equipment at Station 13		Scheduled Personal Property			\$ 1,000	\$ 3,050
Equipment at Station 14		Scheduled Personal Property			\$ 1,000	\$ 20,000
Equipment at Station 5		Scheduled Personal Property			\$ 1,000	\$ 26,000
Equipment at Station 15		Scheduled Personal Property			\$ 1,000	\$ 20,000
Equipment at Station 16		Scheduled Personal Property			\$ 1,000	\$ 30,000
Boat Trailer	01-04	Scheduled Mobile Equipment	5KTBS201X3F115384		\$ 1,000	\$ 3,000
Cataraft Boat	02-06	Scheduled Mobile Equipment	4CIC4119B606		\$ 1,000	\$ 7,000
Equipment at Station 2		Scheduled Personal Property			\$ 1,000	\$ 30,000
Equipment at Station 7		Scheduled Personal Property			\$ 1,000	\$ 30,000
Aspen Portable Water Purification System		Scheduled Personal Property			\$ 1,000	\$ 15,000
National VHF Radio Repeater System		Scheduled Personal Property			\$ 1,000	\$ 60,000
F3 Repeater System		Scheduled Personal Property			\$ 1,000	\$ 50,000
2010 Maravia Raft	08-09	Scheduled Mobile Equipment			\$ 1,000	\$ 4,654
2011 Gator	09-10	Scheduled Mobile Equipment	1M0825GSPBM026997		\$ 1,000	\$ 12,781
2012 Tailwind Utility Trailer	02-11	Scheduled Mobile Equipment			\$ 1,000	\$ 10,000
Utility Trailer Contents		Scheduled Personal Property			\$ 1,000	\$ 100,000
22' Rescue Boat	04-11	Scheduled Mobile Equipment	1F9SB061681370235		\$ 1,000	\$ 80,500
24' Boat Trailer	09-10	Scheduled Mobile Equipment	1G9BB2425CC404107		\$ 1,000	\$ 8,000
1982 Zodiac Boat	03-96	Scheduled Mobile Equipment	YDCLB066M82B		\$ 1,000	\$ 3,000
Decon Trailer Contents		Scheduled Mobile Equipment			\$ 1,000	\$ 115,000
Reeves 30' Decontamination Trailer	08-12	Scheduled Mobile Equipment	40LWB24225P110407		\$ 1,000	\$ 61,000
1995 Great Dane 53' Trailer/Contents	01-13	Scheduled Mobile Equipment	223899		\$ 1,000	\$ 124,012
2014 Big Tex Tilt Bed Trailer	11-13	Scheduled Mobile Equipment	16VCX2026E4048709		\$ 1,000	\$ 5,219
HazMat Monitor		Scheduled Personal Property	RX6849	FIRSTDEFENDERRMX	\$ 1,000	\$ 62,000
1999 Scotty Fire Safety Trailer		Scheduled Mobile Equipment			\$ 1,000	\$ 40,000
Equipment Fire Station #14		Scheduled Personal Property			\$ 1,000	\$ 206,500
Equipment Fire Station #19		Scheduled Personal Property			\$ 1,000	\$ 140,000
Equipment Fire Station #18		Scheduled Personal Property			\$ 1,000	\$ 127,000
Holmatro Extrication Equipment		Scheduled Personal Property			\$ 1,000	\$ 58,000
2017 Kubota Tractor	2921	Scheduled Mobile Equipment	72489HS	L3901	\$ 1,000	\$ 32,000
2008 Skytrak Telehandler	2-922	Scheduled Mobile Equipment	0160032916	10054	\$ 1,000	\$ 50,000



## **CRIME COVERAGE**

\$500,000	Employee Theft – Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044
\$500,000	ERISA Fidelity (same limit as Employee Theft A.1 (CRI-19044)
\$500,000	Forgery or Alteration
\$500,000	On Premises
\$500,000	In Transit
\$500,000	Money Order Counterfeit Currency
\$500,000	Computer Fraud
\$100,000	Computer Restoration – same limit as Employee Theft or maximum \$100,000
\$500,000	Funds Transfer Fraud
\$500,000	Personal Accounts Forgery or Alteration – same limit as Employee Theft
\$25,000	Identity Fraud Expense Reimbursement – max \$25,000 or Employee Theft Limit
\$500,000	Social Engineering Fraud
\$5,000	Claims Expense
\$500,000	Third Party Entity Funds Coverage

This coverage is subject to the terms and conditions of the policy form and a deductible. Refer to policy forms for additional information.



## **OTHER POLICIES**

### **Group Accident/Health - Volunteers Only**

1. Provident Insurance
2. Policy #: PRCO90932OR100011
3. \$20,000 Accidental Death & Dismemberment
4. \$20,958.00 Three Year Prepaid
5. Effective & Expiration Date: 10/01/17 to 10/01/20

### **Workers' Compensation**

1. SAIF
2. Policy #: 431322
3. \$500,000/\$500,000/\$500,000 Employers Liability Limits
4. \$760,896.40 Annual premium
5. Effective & Expiration Date: 07/01/19 to 07/01/20

### **Maintenance Bond – Station 19**

1. Western Surety
2. Policy #: 72167647
3. \$26,677.75 Contract Price
4. \$400 Premium
5. Effective & Expiration Date: 06/24/19 to 06/24/20

### **Maintenance Bond – Station 16**

1. Western Surety
2. Policy #: 72124851
3. \$4,866.30 Contract Price
4. \$400 Premium
5. Effective & Expiration Date: 02/08/19 to 02/08/20

### **Maintenance Bond – H2O Line**

1. Western Surety
2. Policy #: 72102866
3. \$13,522.50 Contract Price
4. \$406 Premium
5. Effective & Expiration Date: 12/10/18 to 12/10/19



## COMPARISON REPORT

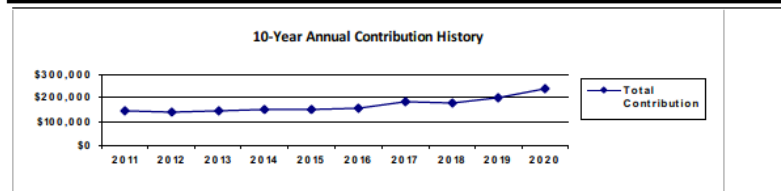
### Special Districts Insurance Services - Policy Year 2019-2020 Comparison Report

#### Clackamas County Fire District #1

WHA Insurance

The following comparison shows the difference in contributions from the 2019 policy year to the 2020 policy year renewal. The following summary shows the amounts and percentages that have changed from 2019 to 2020. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2019 Contribution	2020 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2020 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$74,408	\$96,422	\$22,014	29.59%	See Below	\$91,419	\$17,011	22.86%
Auto Liability	\$14,437	\$15,364	\$927	6.42%	0	\$16,445	\$2,008	13.91%
Non-Owned Auto Liability	\$129	\$150	\$21	16.28%		\$150	\$21	16.28%
Auto Physical Damage	\$43,604	\$43,194	(\$410)	-0.94%	\$41,000	\$46,155	\$2,551	5.85%
Non-Owned APD	\$189	\$236	\$47	24.87%		\$236	\$47	24.87%
Property	\$55,275	\$60,031	\$4,756	8.60%	(\$16,076,969)	\$51,928	(\$3,347)	-6.06%
Earthquake	\$3,965	\$4,163	\$198	5.00%	(\$16,076,969)	\$4,151	\$186	4.69%
Flood	\$1,972	\$2,071	\$99	5.00%	(\$16,076,969)	\$2,065	\$93	4.72%
<b>Total</b>	<b>\$193,979</b>	<b>\$221,631</b>	<b>\$27,652</b>	<b>14.26%</b>		<b>\$212,549</b>	<b>\$18,570</b>	<b>9.57%</b>
<b>Pass Through Coverages</b>								
Boiler and Machinery	\$11,573				(\$16,076,969)	\$9,309	(\$2,264)	-19.56%
Crime	\$2,721					\$4,836	\$2,115	77.73%
<b>Total</b>	<b>\$14,294</b>					<b>\$14,145</b>	<b>(\$149)</b>	<b>-1.04%</b>
<b>TOTAL ALL LINES</b>	<b>\$208,273</b>					<b>\$226,694</b>	<b>\$18,421</b>	<b>8.84%</b>



<b>Longevity Credit:</b>	<b>Amount:</b>	<b>% of Contribution:</b>
See Longevity Credit Memo for details	\$13,371	5.90%

#### General Liability Exposure Comparison

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served	0	0	0
Number Of EMT's (Paid or Volunteer)	261	261	0
2018-2019 Budgeted Materials and Supplies *	6,603,868	7,047,152	443,284
2018-2019 Budgeted Personal Services *	47,683,640	51,942,080	4,258,440

\* Auto Liability Exposure = Number of Autos  
 Auto Physical Damage Exposure = Total Insured Automobile Values  
 Property Exposure = Total Insured Property Values  
 Excess Liability = Materials and Supplies + Personal Services  
 Boiler and Machinery = Total Insured Property Values

Loss Ratio	Best Practices
2015-2019 Loss Ratio: 32.70%	% Credit
	2019 14.00%
	2020 10.00%

\*Please note: The renewal rates are subject to SDAO's rate lock and are under our budgeted projections. This year's increase is the result of building value increase of \$51,000,000, and an increase in liability exposures. The increase in building values make the higher deductibles a sound option to reduce the annual cost. SDAO is in the process of calculating the savings and will be making them available prior to your December board meeting.













## **CONTACT US!**

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# Clackamas Fire District #1

## MEMO

**TO:** Board of Directors  
**CC:** Fred Charlton, Fire Chief  
**FROM:** Finance Director Christina Day  
**DATE:** December 16, 2019  
**RE:** Supplemental Budget Request

### Action Requested

Staff requests approval of the FY2019-2020 Supplemental Budget as presented in Resolution 19-07 - Adopting and Appropriating a Supplemental Budget for Fiscal 2019-2020.

### Background

The Fire District has experienced multiple impacts to the FY2019-2020 Adopted Budget and finds it necessary to submit a supplemental budget for consideration. This request is necessary to recognize unanticipated revenues and expenditures, and to make adjustments for budgetary compliance.

### Known Facts

#### **Budget Implications:**

Below is a summary of the major impacts to each fund that are included in the request:

#### General Fund:

- Recognize higher expenditures for Conflagration deployments and offsetting reimbursement revenues = \$210,800
- Recognize grant revenues and increase expenditure appropriations = \$390,838
- Recognize GEMT revenues to be received for FY2018 services = \$1,286,155
- Recognize expenses related to GEMT reimbursement = \$362,459
- Allow for extension of the Estacada contract through 12/31/19 = \$68,529
- Recognize revenue and expenditures from new contract for services with Estacada Fire for 1/1/20 to 6/30/20 = \$1,458,256
- Transfer Finance Department from Emergency Services Division (-\$747,363) to Business Services Division (+\$747,363) = Net \$0

#### All Funds – Beginning Fund Balance

- The audited General Fund FY2019-2020 beginning fund balance exceeded the budgeted amount by \$1,293,330 for several reasons:
  - When the Capital Construction Fund was closed out, the balance of approximately \$521,000 was transferred to the General Fund per ORS 294.353. This transfer was not unspent bond funds, but rather should be considered a

reimbursement to the General Fund for bond-related over-expenditures made with other funds.

- Property tax revenues came in higher than expected in FY2018-19, adding approximately \$500,000 to the fund balance as well.
- Careful management of spending resulted in higher operational savings than estimated. The Personnel Services category underspent the estimates by about \$292,000. The Materials and Services category underspent by another \$86,000, and Capital Outlay was reduced another \$89,000. These operational savings totaled \$467,000 less in spending than estimated.

When combined, these occurrences explain the substantial increase to the estimated FY2019-2020 beginning fund balance.

- The audited Equipment Replacement Fund FY2019-2020 beginning fund balance was less than the budgeted amount by \$211,153 due to additional spending in FY2018-2019 not included in the budget estimates.
- The audited Debt Service Fund FY2019-2020 beginning fund balance exceeded the budgeted amount by \$130,245, primarily due to the higher-than-usual collections rate of property taxes in FY2018-2019. These funds will offset the necessary levy in FY2020-2021.
- Other funds received smaller adjustments as well.

Please see the attached Resolution 19-07 for impacts by line item.

**Recommendation**

Staff recommends approval of the FY2019-2020 Supplemental Budget as presented in Resolution 19-07 - Adopting and Appropriating a Supplemental Budget for Fiscal 2019-2020 - to recognize unanticipated revenues and expenditures.

# Clackamas Fire District #1



## CLACKAMAS FIRE DISTRICT #1

### RESOLUTION #19-07

#### Adopting and Appropriating a Supplemental Budget for Fiscal 2019-2020

**Whereas**, Oregon Local Budget Law ORS 294 allows governing bodies of municipal corporations to prepare supplemental budgets to allow for expenditures necessitated by unforeseen circumstances; and

**Whereas**, the District has received additional revenues attributable to the Ground Emergency Medical Transport program, grant funding, new contracts for service and other reimbursements; and

**Whereas**, the District's resources have increased due to unanticipated audit adjustments to the beginning fund balance; and

**Whereas**, the District has identified priorities and corresponding costs related to realization of unanticipated additional resources; and

**Whereas**, these changes necessitate a supplemental budget to authorize appropriations according to Oregon Budget Law; now therefore be it

**Resolved**, that the appropriations for the fiscal year beginning July 1, 2019, and for the purposes described are hereby adjusted as indicated in Attachment A.

Adopted this date, December 16, 2019.

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President, Board of Directors

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Secretary, Board of Directors

# ATTACHMENT A:

## Fiscal Year 2019-2020 Supplemental Budget

<u>General Fund</u>	Original <u>Budget</u>	December 2019 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 16,930,137	\$ 1,293,330	\$ 18,223,467
Revenue:			
Property Taxes	54,689,724		54,689,724
Interest	350,000		350,000
Contract Income	232,490	1,526,785	1,759,275
Retiree Health Reimb	480,000		480,000
Grants	258,182	390,838	649,020
Ambulance Transport Revenue	750,000		750,000
ASA Plan Revenue	135,000		135,000
Medical Supply Reimb	70,000		70,000
Service Cost Recovery	200,000		200,000
GEMT Revenues	-	1,286,155	1,286,155
Conflagration Reimbursement	-	210,800	210,800
Other Revenues	658,000	44,636	702,636
Transfers In	814,984	261	815,245
Total Revenues:	58,638,380	3,459,475	62,097,855
<b>TOTAL RESOURCES</b>	<b>75,568,517</b>	<b>4,752,805</b>	<b>80,321,322</b>
Expenditures:			
Fire Chief's Office	930,262	2,000	932,262
Emergency Services	45,619,772	2,911,911	48,531,683
Business Services	10,067,381	1,235,198	11,302,579
Debt Service	1,884,956		1,884,956
Contingency	2,415,435		2,415,435
Transfers	-	603,696	603,696
<b>TOTAL APPROPRIATED REQUIREMENTS</b>	<b>60,917,806</b>	<b>4,752,805</b>	<b>65,670,611</b>
Unappropriated End Fund Balance	14,650,711		14,650,711
<b>TOTAL REQUIREMENTS</b>	<b>75,568,517</b>	<b>4,752,805</b>	<b>80,321,322</b>

### Description:

Adjust beginning fund balance to actual; recognize grant and contract revenues and adjust expenditures; reflect increased revenue from GEMT.

**Equipment Reserve Fund**

	Original <u>Budget</u>	December 2019 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 798,244	\$ 36,886	\$ 835,130
Revenue:			
Interest	3,000		3,000
Surplus Sales	15,000		15,000
Total Revenues:	<u>18,000</u>	<u>-</u>	<u>18,000</u>
TOTAL RESOURCES	<u>816,244</u>	<u>36,886</u>	<u>853,130</u>
Expenditures:			
Capital Outlay	445,000	36,886	481,886
Transfers to Other Funds	322,500		322,500
TOTAL APPROPRIATED REQUIREMENTS	<u>767,500</u>	<u>36,886</u>	<u>804,386</u>
Unappropriated End Fund Balance	<u>48,744</u>		<u>48,744</u>
TOTAL REQUIREMENTS	<u>816,244</u>	<u>36,886</u>	<u>853,130</u>

Description:

Adjust Beginning Fund Balance and appropriations to audited amount.

**Capital Projects Fund**

	Original <u>Budget</u>	December 2019 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 6,529,024	\$ (211,153)	\$ 6,317,871
Revenue:			
Interest	14,000		14,000
Loan Proceeds	-		-
Transfers In	200,000		200,000
Total Revenues:	<u>214,000</u>	<u>-</u>	<u>214,000</u>
TOTAL RESOURCES	<u>6,743,024</u>	<u>(211,153)</u>	<u>6,531,871</u>
Expenditures:			
Debt Service	628,105		628,105
Capital Outlay	6,114,919	(211,153)	5,903,766
Contingency	-		-
TOTAL APPROPRIATED REQUIREMENTS	<u>6,743,024</u>	<u>(211,153)</u>	<u>6,531,871</u>
Unappropriated End Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REQUIREMENTS	<u>6,743,024</u>	<u>(211,153)</u>	<u>6,531,871</u>

Description:

Adjust beginning fund balance to actual and reduce expenditures accordingly.

**Enterprise Fund**

	Original <u>Budget</u>	December 2019 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 23,500	\$ (18)	\$ 23,482
Revenue:			
Interest	200		200
Other Income	5,000		5,000
Total Revenues:	5,200	-	5,200
TOTAL RESOURCES	28,700	(18)	28,682
Expenditures:			
Fire Chief's Office Division	5,000	(18)	4,982
Emergency Services Division	12,000		12,000
TOTAL APPROPRIATED REQUIREMENTS	17,000	(18)	16,982
Unappropriated End Fund Balance	11,700		11,700
TOTAL REQUIREMENTS	28,700	(18)	28,682

Description:  
Adjust Beginning Fund Balance and appropriations to audited amount.

**Debt Service Fund**

	Original <u>Budget</u>	December 2019 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 141,030	\$ 130,245	\$ 271,275
Revenue:			
Interest	2,500		2,500
Current Year Taxes	2,482,679		2,482,679
Prior Year Taxes	30,000		30,000
Other Income	-		-
Total Revenues:	2,515,179	-	2,515,179
TOTAL RESOURCES	2,656,209	130,245	2,786,454
Expenditures:			
Debt Service Principal	1,004,200		1,004,200
Debt Service Interest	1,050,000		1,050,000
TOTAL APPROPRIATED REQUIREMENTS	2,054,200	-	2,054,200
Unappropriated End Fund Balance	602,009	130,245	732,254
TOTAL REQUIREMENTS	2,656,209	130,245	2,786,454

Description:  
Adjust Beginning Fund Balance to audited amount.



**PERS Reserve Fund**

	Original <u>Budget</u>	December 2019 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 688,484	\$ 3,066	\$ 691,550
Revenue:			
Interest	4,000	(2,805)	1,195
Transfers In	-		-
Total Revenues:	4,000	(2,805)	1,195
TOTAL RESOURCES	<u>692,484</u>	<u>261</u>	<u>692,745</u>
Expenditures:			
Transfer to Other Funds	692,484	261	692,745
TOTAL APPROPRIATED REQUIREMENTS	<u>692,484</u>	<u>261</u>	<u>692,745</u>
Unappropriated End Fund Balance	-	3,066	-
TOTAL REQUIREMENTS	<u>692,484</u>	<u>3,327</u>	<u>692,745</u>

Description:

Adjust Beginning Fund Balance to audited amount, and adjust Transfers to remaining balance.

**Clackamas Fire District #1**

# Memo

**To:** Board of Directors  
**From:** Chief Charlton  
**CC:**  
**Date:** December 16, 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.

At the November Board meeting, further questions were raised regarding Section 7.2, 9.10 and 9.14. The Board agreed to table the Board Policy Manual approval until the December 16, 2019 board meeting so that further study and clarification of these sections could be obtained. The changes for these sections are highlighted in yellow. These are the only changes that were made since the November board meeting.

**Recommendation**

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



**Clackamas Fire District #1**

# **Board of Directors' Policy Manual**

Revised ~~September 16, 2019~~ December 16, 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  
Clarke's 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, Clarke's, 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' POLICIES 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**

**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/ <del>19</del> <u>23</u>
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/ <del>19</del> <u>23</u>
4	Jay Cross	6/30/21
5	Jim Syring	6/30/ <del>19</del> <u>23</u>

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

Ordinance C90-03 – Prohibiting Firefighters of the District, Volunteer or Otherwise, and Other District Employees from Serving as Directors

### **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

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. ~~No recusals or abstentions from Board votes shall be allowed unless a conflict of interest is reported. 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.~~

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~~Although it is the duty of every member who has an opinion on a question to express it by a vote,~~

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he/she can abstain, since he/she cannot be compelled to vote. In addition, recusals or abstentions from Board votes shall ~~only~~ be allowed when a Board member missed a meeting and those meeting minutes are being approved, when 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, or with ~~A~~ an actual conflict of interest 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.

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### 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 ~~Ce~~onduct, 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 Session~~s. 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.~~

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**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

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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**

ORS ~~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

	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>	<b>Alt.:</b> Trotter	<b>Alt.:</b> 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 <b>Alt.:</b> Joseph	Cross 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	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 <b>Alt.:</b> Trotter	Trotter Syring <b>Alt.:</b> Joseph	Chief Charlton
VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring <b>Alt.:</b> Trotter	Syring <b>Alt.:</b> Trotter	Battalion Chief Steve Deters



**Clackamas Fire District #1**

# **Board of Directors' Policy Manual**

**Revised December 16, 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 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' 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.

**Clackamas Fire District #1 Map – station names and numbers**

**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**

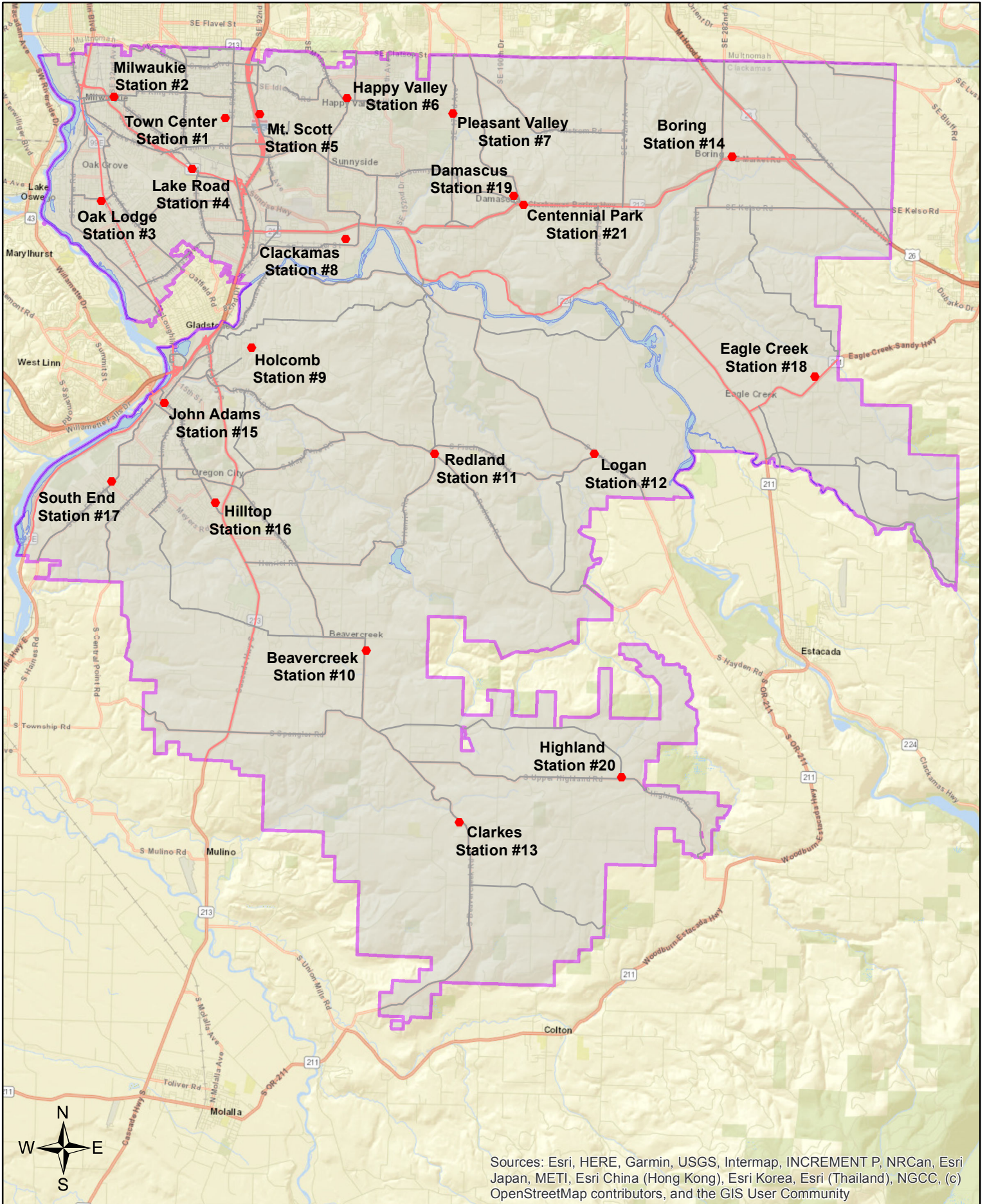
The Board shall consist of five members (each a Board member or Director) serving four-year, staggered terms. A resident elector or property owner of the District shall be eligible to serve as a Board member in accordance with ORS 478.050 and District Ordinance C90-03 (adopted January 21, 1991).

**5.1**

Each Board member shall be identified by a position number. All members of the Board shall



# 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

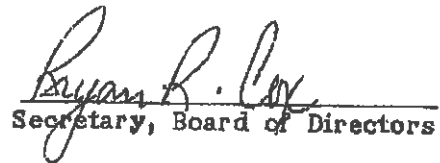
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

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:

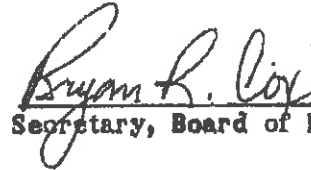
That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

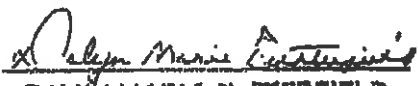
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

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

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.

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.

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;

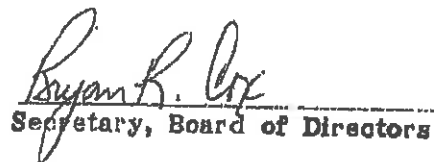
Whereas, The law also provides that the governing body may also provide reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred in performing official duties; therefore be it

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

## **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. Although it is the duty of every member who has an opinion on a question to express it by a vote, he/she can abstain, since he/she cannot be compelled to vote. In addition, recusals or abstentions from Board votes shall ~~only~~ be allowed when a Board member missed a meeting and those meeting minutes are being approved, when a potential conflict is where a Board member's vote could affect the financial interests if said member or the member of his/her family, or with an actual conflict of interest when a Board member's vote would definitely have a financial effect 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, and 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**

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.

## **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. 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.

### **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 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

	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>	<b>Alt.:</b> Trotter	<b>Alt.:</b> 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 <b>Alt.:</b> Joseph	Cross 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	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 <b>Alt.:</b> Trotter	Trotter Syring <b>Alt.:</b> Joseph	Chief Charlton
VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring <b>Alt.:</b> Trotter	Syring <b>Alt.:</b> Trotter	Battalion Chief Steve Deters

# Memo

**TO:** Board of Directors  
Fire Chief Fred Charlton

**FROM:** Finance Director Christina Day

**CC:** EMS Division Chief Bill Conway

**DATE:** December 16, 2019

**RE:** GEMT Supplemental Revenues

---

## Action Requested

Confirm the contract and estimated costs to engage Public Consulting Group (PCG) for services to file Ground Emergency Medical Transportation (GEMT) reimbursement requests for FY2017-18, FY2018-19, and FY2019-20 eligible expenses.

## Background

The Ground Emergency Medical Transportation (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.

Due to the very tight deadlines for submittal to this new program, and a lack of medical billing expertise, staff opted to work with a consultant recommended by our medical billing firm to determine eligibility. Since this was the first filing, staff didn't know what or how much would be reimbursable, if any. This would also be the first filing year for Oregon providers, so consultants providing this service were very limited. The Fire District engaged a consulting firm and signed a contract to confirm eligibility for the program. The consultant then calculated and filed a reimbursement request for costs incurred in FY2017-2018 to meet the July 30, 2019 deadline, and later the FY2018-2019 costs for the November 30, 2019 deadline. Staff plans to work with PCG to request reimbursement for FY2019-20 expenses (due to be completed by 11/30/20) for the third and final year of the contract.

## Known Facts

### Policy Implications

The first reimbursement request was approved by the Oregon Health Authority in October, allowing staff to estimate the fees for the calculation and filing services. Costs eligible for reimbursement were considerably higher than expected after consultation



with OHA, legislative contacts and other districts. Based on these eligible costs, the fee for the FY2017-18 request will be just under \$150,000. Once the cost was known later in the process, Fire District staff sought quotes from two additional consulting firms for comparison; however, PCG was the only firm providing the service at the time. The calculation methods and quotes are as follows:

<u>Firm</u>	<u>Date Received</u>	<u>Method</u>	<u>Cost if Fed Share is \$500,000</u>
<b>Public Consulting Group (PCG)</b>	May 2019	15% of calculated Federal Share	\$75,000
<b>Tactical Business Optimization Solutions LLC</b>	October 2019	flat annual amount	\$110,000
<b>AP Triton</b>	No response	Unknown	Unknown

**Budget Implications**

Based on the eligible reimbursement calculated for FY2017-2018, staff expects the fee to be just under \$150,000. Preliminary calculations on the FY2018-2019 reimbursement request estimate fees to be under \$60,000.

**Potential Issues**

Because the Federal Share will vary from year to year and won't be known until calculated and approved, future filing costs may not be easily predictable. Some years, a percentage-based fee will be lower, and other years, the flat fee would be lower. Additionally, costs based on a flat fee are eligible for inclusion in the costs of medical transport, and therefore partially reimbursable, whereas percentage-based fees are not.

**Recommendation and Why**

Staff requests that the Board confirm the contract with Public Consulting Group (PCG) for services and approve estimated costs to develop, calculate and file Ground Emergency Medical Transportation (GEMT) reimbursement requests for FY2017-18, FY2018-19 and FY2019-20 eligible expenses. Of the three, PCG was the only consultant providing the service to meet the deadlines.

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## **AGREEMENT**

This Agreement (“Agreement”) is entered into by and between Public Consulting Group, Inc. (“PCG”) and Clackamas Fire District #1 (“CLIENT”) as of June 17, 2019 (“Effective Date”).

**WHEREAS**, CLIENT is seeking to participate in the Oregon Ground Emergency Medical Transportation (GEMT) program, and

**WHEREAS**, CLIENT is seeking a vendor to complete the necessary filing requirements, including the annual GEMT cost report, and

**WHEREAS**, PCG possesses professional skills that can assist CLIENT; and

**WHEREAS**, CLIENT wishes to engage PCG as an independent contractor to perform certain professional services for CLIENT;

**THEREFORE**, for good and valuable consideration, the receipt and adequacy of which is acknowledged, PCG and CLIENT hereby agree as follows:

### **1. Description of Services**

PCG will provide the professional services assigned by CLIENT and more fully described in Attachment A (“the Contracted Services”). PCG acknowledges and agrees that time is of the essence in the value of the Contracted Services, and shall render such Contracted Services in a prompt and diligent manner.

### **2. Term**

PCG will provide the Contracted Services from the Effective Date through June 30, 2021, unless this Agreement is terminated earlier pursuant to Section 4 or extended by written agreement of the parties. Unless otherwise specified by CLIENT in writing, PCG will provide the Contracted Services for the full duration of this Agreement.

Upon the expiration or termination of this Agreement for any reason all rights granted hereunder shall immediately terminate except for those concerning compensation in Attachment B, Sections 13 and 14, or any other provision that, by its terms, is intended to survive the expiration or termination of this Agreement.

### **3. Compensation**

- a. CLIENT will compensate PCG pursuant to the provisions contained in Attachment B and this Section 3, and will not pay PCG any other benefits, expenses, or compensation.

- b. CLIENT will compensate PCG within thirty (30) days following the receipt of itemized billing statements from PCG that satisfactorily describe the hours and dates that PCG performed the Contracted Services, the services performed, and any expenses incurred. Payment by CLIENT will be conditioned upon PCG's timely performance of the Contracted Services to the satisfaction of CLIENT.
- c. Upon termination of this Agreement, other than termination for cause under Section 4(b), PCG will be entitled to receive compensation for Contracted Services satisfactorily provided prior to the effective date of termination.

#### **4. Termination**

- a. **General:** The term of this Agreement is set forth in Section 2. The Agreement may be terminated before the end of the term pursuant to the following subsections of this Section 4.
- b. **Termination for Cause:** This Agreement may be terminated immediately by either party following a material breach of this Agreement and a failure to cure such breach within a reasonable period after written notice, not to exceed ten (10) business days.
- c. Termination of this Agreement will not discharge the obligations of the parties with respect to the protection of Proprietary or Confidential Information.

#### **5. Notices and Contact Persons**

Any notices, requests, consents and other communications hereunder shall be in writing and shall be effective either when delivered personally to the party for whom intended, e-mailed with an acknowledgment of receipt, or five days following deposit of the same into the United States mail (certified mail, return receipt requested, or first class postage prepaid), addressed to such party at the address set forth below, who shall serve as Contact Persons unless replaced by a party by written notice to the other party:

**For PCG:**

James Dachos  
Public Consulting Group, Inc.  
999 18th St, #1425  
Denver, CO 80202  
jdachos@pcgus.com

**For CLIENT**

Fred Charlton, Fire Chief  
Clackamas Fire District #1  
11300 SE Fuller Road  
Milwaukie, OR 97222  
Fred.charlton@clackamasfire.com

**6. Approval of Contracted Services**

The Contracted Services performed by PCG are subject to acceptance by CLIENT, which acceptance shall not be withheld unreasonably.

**7. PCG Representation**

PCG represents that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by any federal, state, or local governmental authority. PCG shall immediately notify CLIENT regarding the circumstances if this representation becomes no longer accurate during the term of this Agreement.

**8. Standards of Conduct**

PCG shall comply with all applicable laws, rules, regulations, and standards of ethical conduct.

**9. Relationship of the Parties**

- a. The parties agree that PCG is an independent contractor, and that neither it nor any of its employees is an employee, agent, partner, or joint-venturer of CLIENT.
- b. PCG shall secure and maintain all insurance, licenses, and/or permits necessary to perform the Contracted Services. PCG shall be responsible for paying its employees, and for paying all applicable state and federal taxes including unemployment insurance, social security taxes, and state and federal withholding taxes. PCG understands that neither it nor its employees will be eligible for benefits or privileges provided by CLIENT to its employees. CLIENT will deliver to PCG statements of income at the end of each tax year consistent with its independent contractor status.
- c. Except as may be otherwise provided in this Agreement, PCG has complete and exclusive authority over the means and methods of performing the Contracted Services, need not adhere to policies and procedures applicable to CLIENT employees, and may perform the Contracted Services according to its own schedule at its own offices or at any other location. PCG shall hire its own employees, use its own tools and equipment, and purchase its own supplies.
- d. PCG has no authority to and shall not purport to bind, represent, or speak for CLIENT or otherwise incur any obligation on behalf of CLIENT for any purpose unless expressly authorized by CLIENT.

- e. PCG shall provide its federal employer tax identification number, or social security number in the case of an individual, to CLIENT in writing. PCG also shall provide copies of any applicable business licenses.

#### **10. Record Maintenance and Accounting Upon Termination**

With respect to all records of any kind that PCG acquires or creates for purposes of performing the Contracted Services, PCG shall not knowingly destroy records that are required to be preserved by law and shall maintain project records in an orderly manner.

#### **11. Insurance**

PCG shall maintain during the term of this Agreement such insurance, including general liability and worker's compensation insurance, as will fully protect both CLIENT and PCG from claims that may arise from PCG's performance of the Contracted Services.

#### **12. Assignments and Subcontracts**

PCG may neither assign nor further subcontract its obligations under this Agreement to any other entity without the prior written consent of CLIENT, unless such assignment or subcontract is with an affiliate or subsidiary of PCG in which case PCG shall only be required to provide written notice to CLIENT.

#### **13. Proprietary or Confidential Information**

For purposes of fulfilling its obligations under this Agreement, one party ("Disclosing Party") may convey to the other party ("Receiving Party") information that is considered proprietary and confidential to the Disclosing Party.

- a. "Proprietary or Confidential Information" is defined as information – including but not limited to trade secrets, strategies, financial information, sales information, pricing information, strategies, processes, policies, procedures, operational techniques, software, and intellectual property -- that (i) has not previously been published or otherwise disclosed by the Disclosing Party to the general public, (ii) has not previously been available to the Receiving Party or others without confidentiality restrictions, or (iii) is not normally furnished to others without compensation, and which the Disclosing Party wishes to protect against unrestricted disclosure or competitive use. Proprietary or Confidential Information does not include information that, without a breach of this Agreement, is developed independently by the Receiving Party, or that is lawfully known by the Receiving Party and received from a source that was entitled to have the information and was not bound to the Disclosing Party by any confidentiality requirement.

- b. The Receiving Party shall hold Proprietary or Confidential Information in strict confidence, in perpetuity, and shall use and disclose such information to its employees only for purposes of this Agreement and the Contracted Services.
- c. The Receiving Party shall not divulge any such Proprietary or Confidential Information to any employee who is not working on matters relating to this Agreement and the Contracted Services, without the prior written consent of the Disclosing Party.
- d. The Receiving Party shall use at least the same standard of care for protecting Proprietary or Confidential Information that it uses to prevent disclosure of its own proprietary or confidential information, but in no case less than reasonable care.
- e. Nothing in this Agreement prohibits the Receiving Party from disclosing Proprietary or Confidential Information pursuant to a lawful order of a court or government agency, but only to the extent of such order, and only if the Receiving Party gives immediate notice of such order to the Disclosing Party in order that the Disclosing Party may seek a protective order or take other action to protect the information that was ordered to be disclosed.
- f. Rights and obligations under this Agreement shall take precedence over specific legends or statements that may be associated with Proprietary or Confidential Information when received.
- g. The parties agree that the Disclosing Party would suffer irreparable harm hereunder if Proprietary or Confidential Information were improperly released, conveyed, or transferred by a Receiving Party, and that in such situation the Disclosing Party shall be entitled to, in addition of any other remedies, the entry of injunctive relief and specific performance.
- h. Upon termination of this Agreement, each party shall cease use of Proprietary or Confidential Information received from the other party. At the request of the Disclosing Party, the Receiving Party shall promptly destroy all physical copies of such information in its possession, custody, or control and shall furnish the Disclosing Party with written certification of such destruction within thirty (30) days of such request. Alternatively, if the Disclosing Party fails to provide such a written request to the Receiving Party within ten (10) days of the termination of this Agreement, the Receiving Party shall return all such physical copies of such information to the Disclosing Party. If return is not practicable, the Receiving Party shall so notify the Disclosing Party and shall keep such information secure and confidential in perpetuity.

- i. The termination of this Agreement for any reason shall not discharge the obligations of the Parties with respect to the protection of Proprietary or Confidential information set forth in this section.

**14. Intellectual Property**

- a. Neither party makes any representation or warranty as to the accuracy or completeness of its Proprietary or Confidential Information disclosed under this Agreement.
- b. PCG guarantees that its use or creation of any intellectual property under this Agreement does not infringe upon the intellectual property rights of any third party.

**15. Conflicts of Interest**

The parties understand that PCG is not required to perform the Contracted Services on a full-time basis for CLIENT and may perform services for other individuals and organizations consistent with the limitations in this Agreement.

**16. Waiver**

The failure of a party to enforce a provision of this Agreement shall not constitute a waiver with respect to that provision or any other provision of this Agreement.

**17. Entire Agreement**

This Agreement (including the attachments) constitutes the entire agreement between the parties with respect to the subject matter of the Contracted Services, and supersedes all prior agreements and understandings, both written and oral. Notwithstanding the foregoing, any separate written agreement between the parties regarding the confidentiality and security of information exchanged or used by the parties for purposes of this Agreement shall be effective unless and until it is specifically terminated.

**18. Amendment**

This Agreement may be amended only by written agreement of the parties, signed by authorized representatives and referencing this Agreement.

**19. Severability**

If any provision in this Agreement is found by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions in this Agreement shall continue in full force and effect.

**20. Applicable Law and Venue**

This Agreement, and all other aspects of the business relationship between the parties, is construed, interpreted, and enforced under and in accordance with the laws of the Commonwealth of Massachusetts, without regard to choice of law provisions. The parties also consent to the personal jurisdiction in its courts, and agree that the state and federal courts of Clackamas County, Oregon shall have exclusive jurisdiction over the enforcement of this Agreement.

**21. Miscellaneous**


- a. **Limitation of Liability.** PCG shall not be liable to the client for any incidental, indirect, special, punitive or consequential damages, including, but not limited to, such damages arising from any type or manner of commercial, business, or financial loss, even if such party had actual or constructive knowledge of the possibility of such damages and regardless of whether such damages were foreseeable.
- b. The parties agree that the terms of this Agreement result from negotiations between them. This Agreement will not be construed in favor of or against either party by reason of authorship.
- c. Neither party shall be responsible for delays or failures in performance resulting from acts of God, acts of civil or military authority, terrorism, fire, flood, strikes, war, epidemics, pandemics, shortage of power, or other acts or causes reasonably beyond the control of that party. The party experiencing the force majeure event agrees to give the other party notice promptly following the occurrence of a force majeure event, and to use diligent efforts to re-commence performance as promptly as commercially practicable.
- d. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement. nor the meaning of any provisions hereof.
- e. Each party represents that: (1) it has the authority to enter into this Agreement; and (2) that the individual signing this Agreement on its behalf is authorized to do so.

*(the remainder of this page is intentionally blank)*

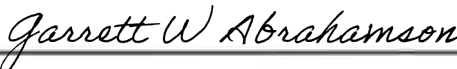


IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date written above.

**CLACKAMAS FIRE DISTRICT #1**

**BY:**   
**NAME:** Fred Chen  
**TITLE:** Fire Chief  
**DATE:** 6/18/2019

**PUBLIC CONSULTING GROUP, INC.**

**BY:**   
**NAME:** Garrett W Abrahamson  
**TITLE:** Associate Manager  
**DATE:** 7/1/2019

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**ATTACHMENT A  
CONTRACTED SERVICES**

Pursuant to the terms and conditions of this Agreement, PCG shall provide the following Services:

- Drafting application materials and responding to requests for additional information necessary for the provider to gain approval to participate in the GEMT program
- Identifying eligible costs and developing appropriate cost allocation methodologies to report only allowable costs for providing emergency medical services to Medicaid and, as applicable, uninsured populations
- Developing customized web portal to assist with cost report calculation and auditing process
- Conducting analysis of the provider's financial and billing data in order to prepare and submit annual cost reports, the mechanism for providers to receive additional revenue under the GEMT program
  - FY 2018 (July 1, 2017 – June 30, 2018): Tentatively due 7/31/2019
  - FY 2019 (July 1, 2018 – June 30, 2019): Tentatively due 11/30/2019
  - FY 2020 (July 1, 2019 – June 30, 2020): Tentatively due 11/30/2020
- Providing comprehensive desk review support, including but not limited to conducting reviews of all cost settlement files, performing detailed analysis of billing reports generated by Medicaid agencies to ensure that all allowable charges and payments are encompassed in the calculation of the final settlement, and drafting letters and providing supporting documentation to meet Medicaid requirements and expedite settlement
- Conducting comparative analysis to identify significant trends in billing and financial data
- Provide ongoing audit support in the event of a state and/or federal audit of GEMT cost report

**ATTACHMENT B  
COMPENSATION**

The fees to be paid associated with the successful generation of incremental Medicaid revenues as a result of the Ground Emergency Medical Transport (GEMT) program are calculated as a **15% contingency fee** of enhanced incremental revenues received from the GEMT program.

Pursuant to the terms and conditions of this Agreement, CLIENT shall compensate PCG within thirty (30) days of receipt of an invoice. **Invoicing will occur only after the Oregon Health Authority remits payments for the GEMT program.**

**This Compensation provision shall survive the expiration and/or termination of this Agreement until such time as all fees have been paid and received in full by PCG for all services rendered.**

# 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 – November 2019

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## District or Community Events:

- Winter Warming Drive, Oct. 15 to Nov. 15
- Free Vaccination Clinic, Nov. 6
- Retirement Celebrations for Capt. Karl Koenig and BC John Hopkins

## Earned Media (TV, Radio and Print):

Total Story Count:	25
Total Audience:	199,436
*Total Calculated Ad Value:	\$4,679
*Total Calculated Publicity Value:	\$14,033

\*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: 10,899 Followers (10,819 in October)
- Instagram: 3,648 Followers (3,530 in October)
- Facebook: 8,381 Followers (8007 in October)

## Public Messaging and Campaigns:

- Strike team deployed to wildland fires in California
- Single Role Paramedics
- BC Nick Browne and BC/FM Shawn Olson featured in the "2019 Men Making a Difference in our Communities" section of the *Clackamas Review* and *Oregon City News*
- Bagging leaves to help prevent flooding safety message
- Tribute to Veteran's Day
- Winter Warming Drive
- Free Vaccination Clinic stats: Flu: 121, Hepatitis A: 71, and MMR: 49
- Operation Santa: collection barrel locations and parades
- Cooking safety tips

- Weather travel tips using the 3 P's: Plan ahead, be prepared, and be patient
- Sober driving

**Meetings Attended:**

- North Clackamas Chamber Public Policy, Nov. 4
- Free Vaccination Clinic interview with KATU, Nov. 5
- Estacada Fire Volunteer Association, Nov. 6
- Peer Support meeting, Nov. 7
- Interagency Committee meeting, Nov. 12
- Clackamas County Business Alliance, Nov. 13
- Good Morning Damascus, Nov. 14
- Estacada Chamber Luncheon, Nov. 21
- CFD Board of Directors Work Session, Nov. 25
- Oregon City Business Alliance, Nov. 26
- Lieutenant PIO Expectations, Nov. 26
- Happy Valley Business Alliance, Nov. 27
- Battalion Chiefs and apparatus companies attended community meetings (noted below) to give fire district updates on the following:

Boring CPO	BC301 & E314	Station 14	11/05/2019	6:00 p.m.
Linwood NA	BC302 & E302	Linwood Elementary	11/14/2019	7:00 p.m.
Eagle Creek CPO	BC301	Estacada Library	11/14/2019	7:00 p.m.
Hamlet of Beavercreek	BC303 & E310	Beavercreek Grange	11/20/2019	7:00 p.m.
Canemah NA	BC303 & E315	OC Library	11/21/2019	7:00 p.m.

- Estacada Fire (EFD): contract for service to begin on Jan. 1, 2020 to provide full fire and emergency services. A join swearing-in/recognition ceremony is Jan. 2, 2020.
- Winter Warming Drive from Oct. 15 to Nov. 15 to collect coats, hats, gloves, scarves, blankets, socks, and personal hygiene items.
- Operation Santa: entering its 45<sup>th</sup> year with collection barrels beginning on Nov. 18 and 15 community parades to begin on Nov. 30. More information and parade route maps are available on the external website: [www.clackamasfire.com](http://www.clackamasfire.com).

Respectfully submitted,

Public Information Office 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 – November 2019

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- Attended training at DPSST in Salem.
- Attended several meetings regarding Fiscal Year 2021 budgeting.
- Met with staff regarding back yard burning regulations.
- Attended Estacada Interagency Committee meeting.
- Met with staff regarding submitted staffing analysis details.
- Attended Insurance Committee meeting.
- Worked on organizational succession planning.
- Attended Fire Defense Board meeting at CCOM.
- Participated in leadership discussion at Willamette View Manor.
- Attended Estacada Fire Board meeting.
- Attended Estacada Chamber of Commerce Luncheon.
- Distributed fifth batch of self-assessment manual assignments for the 2020 Accreditation.
- Attended Rotary Club meetings.
- Rode along with Battalion Chiefs.
- Participated in Chief Interviews.
- Worked with Legal Counsel on several matters.
- Attended Oregon City Chamber Board meetings.
- Worked on Accreditation self-assessment manual documents.
- Met with Local 1159 on various matters.

Respectfully submitted,

Deputy Chief Doug Whiteley

\*Meeting minutes from the September 24, 2019 CESF meeting to follow.



# CLACKAMAS EMERGENCY SERVICES FOUNDATION

11300 Southeast Fuller Road · Milwaukie, Oregon 97222 · tel: 503.742.2600 fax: 503.742.2800



MISSION STATEMENT  
"To help create a safer Community."

## EXECUTIVE COMMITTEE OFFICERS

Kyle Gorman  
*President*  
Jerry Kearney  
*Vice President*  
Sherie Rosenbaum  
*Secretary/Treasurer*  
Fred Charlton  
*Ex-Officio*

## TRUSTEES

Richard Beaudoin  
*Estacada Fire District #69*  
Michelle Chao  
*Michelle Chao, LLC*  
Fred Charlton  
*CFDI*  
Angela Fox  
*Clackamas Review/Oregon City News*  
Ron Gladney  
*Hotelier*  
Andrew Gordian  
*IAFF Local 1159*  
Kyle Gorman  
*Retired CFDI*  
John Higgins  
*Higgins Signs*  
Jerry Kearney  
*Volunteer Association*  
Frank Magdlen  
*Retired - US Bank*  
Sherri Magdlen  
*Director of Dev. for Search & Rescue*  
Ed Mura  
*Retired - Clackamas Co. Sheriff's Office*  
James Rhodes  
*Clackamas Co. Sheriff's Office*  
Sherie Rosenbaum  
*Stone Cliff Inn*  
Alex Roth  
*BPG Wealth Management*  
Don Trotter  
*Retired Architect*  
Craig Van Valkenburg  
*Willamette View, Inc.*

## HONORARY TRUSTEES

John Blanton  
Rob Carnahan  
Mark Cauthorn  
Gordon Day  
Bob Gross  
Ed Kirchhofer  
Jim Osterman  
Harvey Platt

## Meeting Minutes September 24, 2019

President Gorman called the meeting to order at 12:03 pm.

**Present:** Trustees Ryan Burdick, Fred Charlton, Michelle Chao, Ron Gladney, Kyle Gorman, Jerry Kearney, Sherri Magdlen, Angela Fox, James Rhodes, Sherie Rosenbaum, Alex Roth, Luke Strait, Craig Van Valkenburg and Don Trotter; Kelly Dilbeck; Clackamas Fire District #1 staff Christina Day, Steve Deters and Karen Strejc; and guests Antonino Rodriguez, Jason Skipton and Jasmine Schneider.

### INTRODUCTIONS

Introductions were made around the room.

President Gorman thanked Angela Fox for providing lunch.

President Gorman welcomed Kelly Dilbeck, representing Oregon City Police Department and Luke Strait, Police Chief of Milwaukie Police Department.

### MINUTES

Don Trotter shared that on page five, the minutes stated, "Don withdrew his motion. Don voted that the Board approve to give \$6,000." He shared that the last sentence should be deleted because the notes later state that, "Don Trotter moved to grant..."

**By consensus, the minutes were approved with the change as noted by Don Trotter.**

### CORRESPONDENCE

Noted.

### INFORMATIONAL ITEMS

Noted.

## **PRESENTATION- Growing Gardens**

Antonio Rodriguez shared that Growing Gardens was a local non-profit organization. He noted that Growing Gardens had three programs in Multnomah County and were trying to expand into Clackamas County.

Antonio explained that the ways they helped people included:

- Helping families grow their own vegetables.
- Helping inmates obtain certificates.
- Providing educators in schools to help children learn about growing their own vegetables at home.

Antonio stated that he worked with home gardeners program. He explained that they needed volunteers for seed starts and volunteers to help with the program.

Jason shared that they had been around for 23 years, with the idea of utilizing garden based education and leadership development through agriculture. He explained that the home gardeners program worked with:

- Around 300 families.
- Ten elementary schools in four different districts, co-teaching at each school.
- Sixteen prisons or correctional facilities across the state of Oregon. They did nine months of horticulture education and production that went back into prison meals.

Jason noted that Antonio was part of the program and was the first community organizer. They were hiring graduates of the program for community organizers.

Jason shared that they were looking to expand into Milwaukie, Oregon City and Gresham.

Jason explained that they were looking for a couple areas of support:

1. Volunteers in Clackamas County. They were possibly looking to get people who have green house space available.
2. Financial support. Asking for \$5,000 to help hire people to work with the program.

Antonio shared the process of how they select individuals for the program. The program was designed for those under a certain income level.

Jason shared what it took to make a garden for a family. He explained that people stayed within the program and returned each year for plant starts.

It was asked if they had other funding sources. Jason shared that their current revenue stream came from grants, foundations, and individual donations. They also had Grass Roots Fundraising twice a year.

Jason explained that they did not have an office in Clackamas County yet.

Group discussion followed with suggestions of other places for them to contact in Clackamas County.



Fred noted that he and Karen met with Antonio and Emily, another Growing Gardens representative, and provided information for the rotaries, chambers, boy scouts, etc. in Clackamas County.

### **PRESENTATION- Operation Santa Claus Update**

Steve Deters, Volunteer Services Chief with Clackamas Fire District #1, provided an update of the 2019 Operation Santa Claus event. He shared that this year was the 45<sup>th</sup> year of the operation.

Steve shared that last year, there were 15 community parades, 30 businesses, three schools and 19 fire stations that collected food and toys.

Steve explained that last year, the food was sorted at the old Fire District Logistics warehouse, and toys were at Fire Station #14 Annex. This year food will be sorted at the Fire District's old Logistics building and toys would be at Boring Fire Station #14 Annex. The pick-up will be at the new Fire District Fleet building.

Steve reported that last year, they collected over 53,771 pounds of food and 8,369 toys. A total of 500 families were served, which included 2,118 citizens.

Steve shared that the Warehouse needs each year include:

- Warehouse Manager, which is budgeted through the Fire District.
- Volunteer FF Association
- Staff and community support
- Family toy packing night
- Boxing food
- Pick-up and delivery

Steve shared an overview of "What it takes":

- 15 Community Parades (26 average participants per parade and 104 hours per parade)
- Parade Sign Placement (139 hours)
- Barrel Delivery and Pick-up (47 hours)
- Toy & Food Pick- up (300 hours)
- Warehouse (239 hours. This is a reduction from previous years since they were able to move in house)

Steve noted the important dates for 2019:

- November 24<sup>th</sup> – December 7<sup>th</sup> – Parade Sign Placement
- November 25<sup>th</sup> and November 26<sup>th</sup> – Toy/Food barrel drop off
- November 30<sup>th</sup> – December 15<sup>th</sup> – Community Parades
- December 16<sup>th</sup> and December 17<sup>th</sup> - Business, Schools and Fire Station s Barrel pick-up
- December 18<sup>th</sup>- Family Night (When folks shop for the families)
- December 21<sup>st</sup> and December 22<sup>nd</sup> – Toy and Food pick up days. He explained that they do deliver to "shut-ins", elderly and those who are on mass transit systems.

Steve noted that the parades touch every area the Fire district served. He shared that the parades were normally around three hours, with the longer parades being on the weekend. He added that

in total, it was about a five hour commitment per volunteer, when the time for unloading the donated items was included. The parade routes were not out yet. These routes would be posted on the website as of November 1<sup>st</sup>.

Steve shared that they could always use more help. He also noted that for the last five years, tables had been donated, which had helped with cost. He also noted that they sold back the cardboard to offset the cost of the dumpsters...

## **OLD BUSINESS**

### **Finances**

#### **Financial Report**

Christina Day shared that the Merrill Lynch account was doing well.

Christina Day noted that money was beginning to be received for auction tickets sales and sponsorships already.

Christina Day explained that for the past two months, they three vehicles with the Milwaukie Police Department were set up with cash boxes.

Christina Day shared that the revenue goal for the auction was \$109,990.

Don noted how the Community Support Fund was not listed as an element of the financial report.

Group discussion followed about the difference between the Community Support Fund and the Community Assistance Fund.

Don requested to have a running list of what was spent, summarized, on the front page for Community Assistance and Community Support.

Don noted that there was no description of the community support in the policies. Discussion followed.

**Ron Gladney made a motion to approve the financial report. Craig Van Valkenburg seconded the motion. The motion passed unanimously.**

#### **Community Assistance Fund Usage**

The Community Assistance Fund was used twice from July through September:

1. Helped a mother and her child that were involved in a car accident. They were homeless and living in their vehicle. The funds helped pay the towing company to tow the car to a family member's home. The towing company provided a discount.
2. The cab fund was used five times.

#### **Auction/Dinner Committee Update**

Don noted that there were two documents provided at the meeting regarding the Foundation Dinner Auction: The Sponsorship Opportunities sheet and the Dinner Auction Invitation.

Don shared that the website has been updated with auction information. On the website, people could register for a table or donate funds. He encouraged all to go there and register. He added that there were only five tables left for sponsorships.

### **Strategic Business Plan Update**

Noted.

### **Mission Statement Update**

Fred shared that in the packet, there was information about updating the Foundation Mission Statement. This document included the 2025 Mission Statement, the current Mission Statement and draft options in red. He explained that these were created by looking at the Mission Statements of Clackamas County Sheriff's Office, City of Oregon City, City of Milwaukie, Clackamas Fire District #1 and Estacada Fire District #69. They did a word search to see if certain words stood out from all the different Mission Statements. After the last meeting, they added option six. Fred shared that they thought that option six was the most succinct option and would recommend it.

Don suggested a minor change to number six. He suggested it would be more appropriate for it to be "To help create a safer community."

Discussion followed.

**Don Trotter made a motion to change the Mission Statement to read, "To help create a safer community." Jerry Kearny seconded the motion. Discussion followed. The motion passed unanimously.**

Don suggested to quickly update the website and any other locations where the mission was stated, so the new mission statement was present.

### **Website Update**

Jerry shared that one of the Fire District's Volunteer Firefighters, Steve Edwards, was a professional website manager and had been hired to help the Foundation to design the new website.

Jerry explained that he, Sherie, Don, Karen and Steve had a meeting to plan for the appearance of new website, and correct deficiencies for signing up for dinner auction. Steve found a template website and an individual who would customize it for the Foundation for free.

Jerry noted that the committee needed to have another meeting to formally decide what the website should look like. The committee would meet again the next week.

President Gorman shared that they were forced to release, from service, the previous website manager for failure to meet the performance requirements.

President Gorman thanked Jerry for his work on the website.

## **Scholarship Update**

There were 13 applicants for the scholarship.

The three recipients were:

1. Jared Weaver. He was also recipient last year. He wants to become a firefighter. He will be attending Chemeketa Community College.
2. Erica Smatlak. She wants go into social work/juvenile rehabilitation. She will be attending Anderson University in Anderson, Indiana.
3. Helena Pearson wants to become a firefighter or paramedic. She will be attending Chemeketa Community College.

It was shared that applications would be available on the new website.

## **NEW BUSINESS**

### **Request for Foundation Funds**

#### ***Bike Helmets for the Early Learning Center Preschool.***

Karen provided an overview of the request.

**Craig Van Valkenburg moved to provide \$500 for bike helmets. Jerry Kearny seconded the motion. The motion passed unanimously.**

#### ***Bike Helmets for Clackamas Fire District #1***

Jerry provided an overview of the request.

**Jerry Kearny moved to provide \$3,000 for Clackamas Fire District #1 to purchase bike helmets. Sherie Rosenbaum seconded.**

Ron asked if this amount was enough for the needs. Fred shared that this was for use in the community. He stated that he trusted Brandon's analysis for the number of helmets needed.

President Gorman requested that a Foundation decal be noted on helmets. Fred shared that they had decals in the past. They would look to see if there were any in stock.

Ron suggested going to Office Depot to make labels for the helmets.

**The group voted on the motion to spend \$3,000 on bike helmets. The motion passed unanimously.**

It was shared that Milwaukie Police Department and Oregon City Police Department also had access to those helmets if needed.

#### ***Clackamas Fire District #1's Winter Warming Drive***

Karen provided background and an overview of the request.

**Jerry Kearny moved to donate \$2,000 for the CFD #1 Winter Warming Drive. Don Trotter seconded the motion.**

Discussion followed.

**Jerry Kearny amended the motion to donate \$3,000 to Clackamas Fire District #1 for the Winter Warming Drive. Don Trotter seconded the motion. The motion passed unanimously.**

***Growing Gardens***

Ron stated that he didn't understand how this met the Foundation's mission. Others agreed with this statement.

Craig noted that he would like to see them get into the school district. He suggested to wait a year and see what they could do.

It was suggested to ask the Growing Gardens group, moving forward, to be more specific and explain how they could more closely align with the Foundation's mission.

**GOOD OF THE ORDER**

Ron asked for those on the Marketing Committee to stay for a few minutes after the meeting.

President Gorman shared that pictures and the presenting of the check for Food for Success would take place on October 2, 2019 at 9:45 am at Rowe Middle School. They would be meeting at the front office. He noted he will be out of town for this.

Don asked if they could write a new policy for the Community Support Fund. He added that policy 104.8 was currently covers Community Assistance and didn't cover Community Support funds. It was discussed to re-write 104.8 or prepare one that covers community support. President Gorman will work on it. Karen would send him policy 104.8 to rewrite.

**NEXT MEETING**

The next Foundation meeting is scheduled for Tuesday, November 26, 2019 at 12:00 pm at the Mt. Scott Fire Station. Jerry would provide lunch for the meeting.

**ADJOURNMENT**

**Ron Gladney moved and Jerry Kearny seconded the motion to adjourn the meeting. The motion passed unanimously.**

The meeting adjourned at 1:28 pm.

Karen Strejc  
Executive Assistant

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Finance Director Christina Day

Re: Finance Division Monthly Report – November 2019

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

- **FY19 Year-End and Audit**
  - Annual financial statements were finalized and will be presented to the Board at the December 2019 Board meeting by the Fire District's Auditor, Russell Ries.
  - Accounting Manager Le is working with the auditor to implement final adjusting entries to the General Ledger and close FY2018-2019.
- **Budget**
  - Preparations continue for the FY2020-21 budget development process starting in December. Budget calendars have been prepared and shared with staff for both the CFD and Estacada processes.
  - Management staff and Chiefs reviewed the Strategic Business Plan and discussed one-time costs in FY2019-20 that wouldn't be needed in the upcoming budget.
  - Director Day will be presenting a supplemental budget for FY2019-20 at the December Board meeting to make adjustments for unanticipated revenues.
- **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 complete as well and has been submitted for review by the Oregon Health Authority.
- **Accounts Payable**
  - Accounts Payable staff processed 322 invoices and issued 691 checks/EFTs.
- **Estacada Integration**
  - Finance Director Day worked with WHA Insurance to properly merge the General and Property Liability policies.
  - Staff is working with Estacada staff to ensure a smooth transition in time-reporting and payroll calculations for Estacada.
  - Staff is working with Estacada to ensure adequate budget appropriation authority for the remainder of FY2019-2020.
  - Finance Director Day and Payroll Manager Burns will be participating in orientation sessions for Estacada staff later in December.

- **Finance Committee**
  - The Fire District has established a new advisory committee for financial matters, and is currently reviewing applications from staff. The purpose of this committee is to engage a larger group of representative staff in the financial management of the Fire District in order to provide education, share information and solicit input. The first meeting will be set for mid-December or early January.
- **Health Trust**
  - Director Day worked with District and IAFF staff and the investment managers to clarify language for the Health Trust and establish a process going forward.
  - Payroll Manager Burns implemented changes to Munis to properly calculate and account for payroll benefits on a payroll-by-payroll basis instead of annually.
- **Conflagration**
  - Accounting Tech Holst completed the reimbursement request for the California conflagration in October 2019. The report has been reviewed and will be submitted the week of December 9, 2019.

**Looking ahead:**

December 2019

- Budget processes (CFD#1 and Estacada) for FY2020-21 officially begins
- FY2018-19 Consolidated Annual Financial Report (CAFR) available
- Tentative timeframe to receive FY2018-19 GEMT reimbursement
- Inaugural Finance Committee meeting

January 2020

- Financial update distributed to Budget Committee
- Budget development continues
- Estacada integration implemented
- GEMT desk review results available

February 2020

- Budget work sessions continue

March 2020

- Recruitment for Estacada Budget Committee members
- Proforma FY2020-2021 Budget prepared
- Tentative timeframe to receive FY2019-20 GEMT reimbursement

Respectfully submitted,

Finance Director Christina Day

**FINANCIAL REPORT – Period ending November 30, 2019 (FY2019-20)**

**General Fund 10**

As of November 30, 2019, Fiscal Year 2019-2020 is 42.0% complete.

Following is a summary of financial activity through November 30, 2019:

**Revenues:** The General Fund has received \$49,465,808 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 \$247,099 at 32.9% of the adjusted budget before the costs of collection are netted out. This fund has received \$124,450 in interest revenues to date. Additional revenues from contracts, and other sources total another \$1,113,516.

**Expenditures:** The General Fund has actual expenditures (excluding encumbrances and depreciation expense) in the following categories through November 30, 2019:

<b>Category:</b>	<b>% of Budget Used</b>
<b>Salaries &amp; Benefits</b>	44.0% of Adjusted Budget
<b>Materials &amp; Services</b>	33.0% of Adjusted Budget
<b>Capital Outlay</b>	14.0% of Adjusted Budget

**Equipment Reserve Fund 20**

Total expenditures in this fund equal \$0. This fund has received \$1,076 in interest and \$89,463 in surplus sales revenues to date.

**Capital Projects Fund 30**

Total expenditures in this fund equal \$137,391 through November 2019. This fund has received \$6,518 in interest revenues to date.

**Enterprise Fund 40**

There are no expenditures in this fund to date. This fund has received \$3,071 in interest revenue and \$5,350 in grant revenues for the Winter Warming Drive.

**Debt Service Fund 50**

This fund has received \$1,953,951 in property tax revenues this year, along with \$2,688 in interest earnings. Total expenditures in this fund equal \$502,100 for debt services through November 2019.

**Bond Construction Fund 60**

Total expenditures for bond project-related construction costs equal \$5,527 in November 2019. This fund has received \$67,411 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 November 30, 2019.

<b>Short-term Investments as of November 30, 2019</b>	
Local Government Investment Pool	\$52,272,216.44
Key Bank Checking	\$1,045,817.30
Third Party Trust	\$3,000
<b>TOTAL:</b>	<b>\$ 53,321,033.74</b>

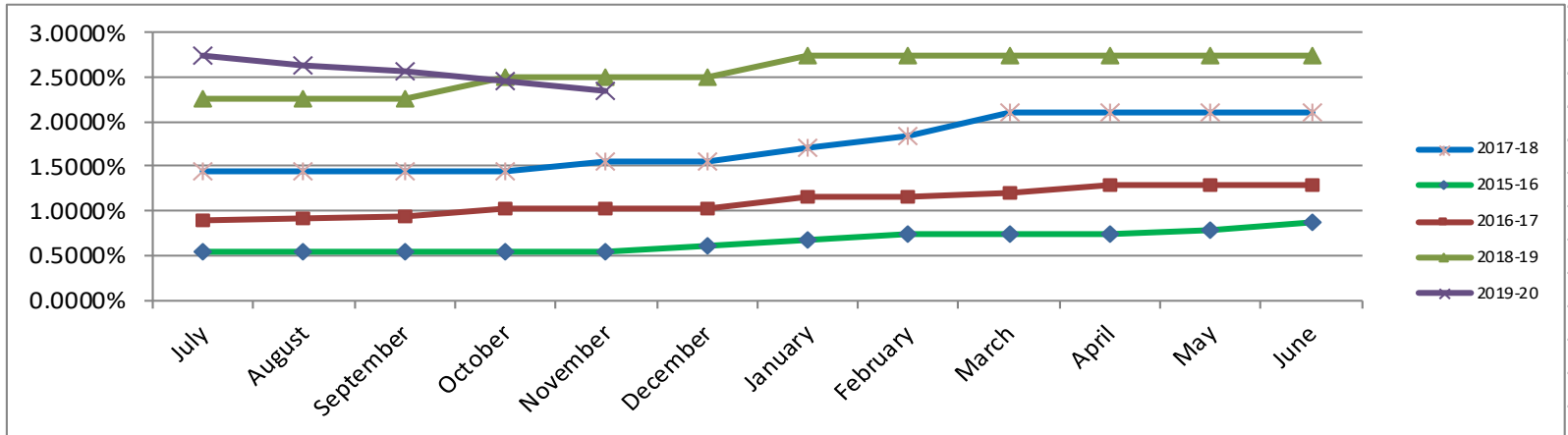
The Oregon LGIP interest rate decreased to 2.34% in November 30, 2019.

<b>Clackamas Fire District No. 1</b>			
<b>LGIP Monthly Interest Rate Averages</b>			<b>Monthly Earnings LGIP</b>
<b>October</b>	2018	2.500%	\$20,752.06
<b>November</b>	2018	2.500%	\$30,260.04
<b>December</b>	2018	2.500%	\$107,167.48
<b>January</b>	2019	2.750%	\$117,102.43
<b>February</b>	2019	2.750%	\$98,288.24
<b>March</b>	2019	2.750%	\$97,917.45
<b>April</b>	2019	2.750%	\$84,486.84
<b>May</b>	2019	2.750%	\$75,103.92
<b>June</b>	2019	2.750%	\$59,889.29
<b>July</b>	2019	2.750%	\$52,420.04
<b>August</b>	2019	2.640%	\$41,162.65
<b>September</b>	2019	2.570%	\$29,954.96
<b>October</b>	2019	2.450%	\$21,186.01
<b>November</b>	2019	2.340%	\$41,611.87

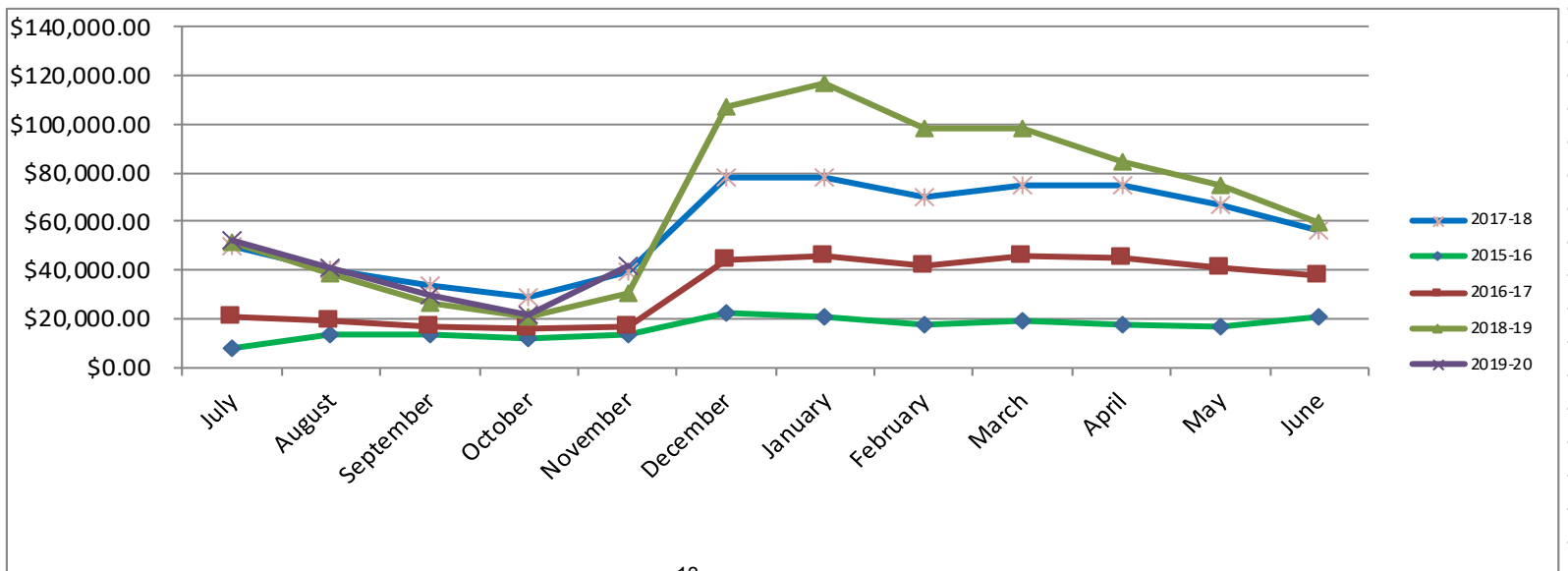
# Clackamas Fire District #1

## LGIP Interest Rates and Revenue

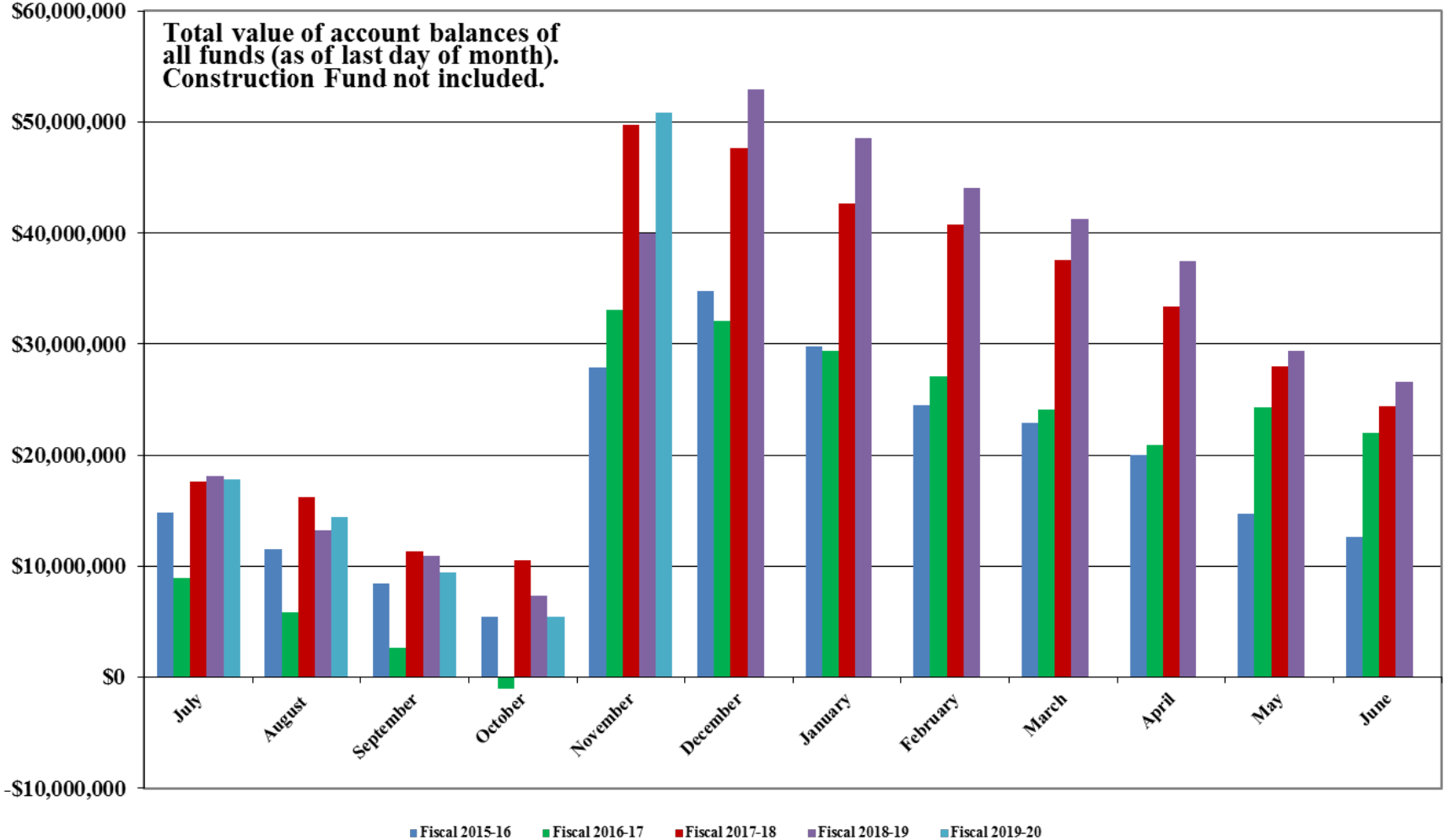
**Interest Rates - Fiscal 2015-16 to Present**



**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 05

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	-49,105,586.77	0.00	-4,376,137.23	91.8%
4455 Prior Year Prop Taxes	-1,200,000.00	0.00	-1,200,000.00	-360,221.67	0.00	-839,778.33	30.0%
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	-49,465,808.44	0.00	-5,223,915.56	90.4%
<u>03 Interest</u>							
4490 Investment Interest	-350,000.00	0.00	-350,000.00	-124,449.96	0.00	-225,550.04	35.6%
TOTAL Interest	-350,000.00	0.00	-350,000.00	-124,449.96	0.00	-225,550.04	35.6%
<u>04 Other Revenues</u>							
4500 Contract Revenue	-232,490.00	0.00	-232,490.00	-125,828.63	0.00	-106,661.37	54.1%
4510 ASA Revenue	-135,000.00	0.00	-135,000.00	-76,384.00	0.00	-58,616.00	56.6%
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 05

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	-255,487.52	0.00	55,487.52	127.7%
4538 Service Cost Recovery	-200,000.00	0.00	-200,000.00	-32,819.86	0.00	-167,180.14	16.4%
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	-69,731.24	0.00	69,731.24	100.0%
4543 Gain/Loss on Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4545 Other Post-Employ Bene Revenue	-480,000.00	0.00	-480,000.00	-252,721.73	0.00	-227,278.27	52.7%
4560 Grant Revenue	-258,182.00	0.00	-258,182.00	-92,744.10	0.00	-165,437.90	35.9%
4570 Transportation Response Revenue	-750,000.00	0.00	-750,000.00	-247,099.48	0.00	-502,900.52	32.9%
4571 Other Revenues	-333,000.00	0.00	-333,000.00	-172,888.77	0.00	-160,111.23	51.9%
TOTAL Other Revenues	-2,783,672.00	0.00	-2,783,672.00	-1,360,614.83	0.00	-1,423,057.17	48.9%
<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	81,260.10	0.00	111,879.90	42.1%
5503 Deputy Chief	354,386.00	0.00	354,386.00	140,212.21	0.00	214,173.79	39.6%
5504 Division Chief	483,255.00	0.00	483,255.00	211,281.07	0.00	271,973.93	43.7%
5505 Battalion Chief	1,848,805.00	0.00	1,848,805.00	752,826.88	0.00	1,095,978.12	40.7%



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5506 Exempt Staff Group	1,786,096.00	0.00	1,786,096.00	753,360.53	0.00	1,032,735.47	42.2%
5507 Fire Inspectors	455,238.00	0.00	455,238.00	186,743.12	0.00	268,494.88	41.0%
5508 Deputy Fire Marshal Captain	233,436.00	0.00	233,436.00	97,264.60	0.00	136,171.40	41.7%
5509 Deputy Fire Marshall Lieutenan	214,160.00	0.00	214,160.00	89,233.60	0.00	124,926.40	41.7%
5510 Captain	2,562,977.00	0.00	2,562,977.00	995,704.65	0.00	1,567,272.35	38.8%
5512 Lieutenant	3,747,800.00	0.00	3,747,800.00	1,592,046.85	0.00	2,155,753.15	42.5%
5515 Apparatus Operator	5,642,595.00	0.00	5,642,595.00	2,333,155.96	0.00	3,309,439.04	41.3%
5520 Fire Fighter	7,108,064.00	0.00	7,108,064.00	2,953,622.17	0.00	4,154,441.83	41.6%
5525 Paramedic	266,124.00	0.00	266,124.00	107,973.83	0.00	158,150.17	40.6%
5530 Non-exempt Staff Group	1,741,651.00	0.00	1,741,651.00	678,312.22	0.00	1,063,338.78	38.9%
5535 Other Employee	124,906.00	0.00	124,906.00	31,210.92	0.00	93,695.08	25.0%
5540 Temporary Labor	88,385.00	0.00	88,385.00	29,147.50	0.00	59,237.50	33.0%
5545 Premium Pay	387,967.00	0.00	387,967.00	199,903.68	0.00	188,063.32	51.5%
5555 School Replacement	39,954.00	0.00	39,954.00	2,088.98	0.00	37,865.02	5.2%
5560 Operational Replacement	4,679,000.00	0.00	4,679,000.00	2,530,550.66	0.00	2,148,449.34	54.1%
5562 Vacation Buyback	65,000.00	0.00	65,000.00	54,884.37	0.00	10,115.63	84.4%
5563 Retirement/Separation Vacation	200,000.00	0.00	200,000.00	196,587.25	0.00	3,412.75	98.3%
5564 Other Leave Buyback	0.00	0.00	0.00	897.29	0.00	-897.29	100.0%
5600 Overtime	362,209.88	0.00	362,209.88	145,604.94	0.00	216,604.94	40.2%
TOTAL Salaries	32,585,148.88	0.00	32,585,148.88	14,163,873.38	0.00	18,421,275.50	43.5%

60 Benefits



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 05

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	1,010,014.22	0.00	1,478,189.78	40.6%
6640 Tri-Met Taxes	195,156.00	0.00	195,156.00	86,738.21	0.00	108,417.79	44.4%
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	3,234,753.02	0.00	4,322,924.98	42.8%
6670 Deferred Compensation	742,714.00	0.00	742,714.00	238,608.11	504,105.89	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	18,614.80	19,726.13	6,659.07	85.2%
6690 Café Plan Benefits	3,804,384.00	0.00	3,804,384.00	1,444,050.36	0.00	2,360,333.64	38.0%
6691 PEHP	332,500.00	0.00	332,500.00	137,900.00	194,600.00	0.00	100.0%
6692 Other Post-Employ Benefits	630,565.00	0.00	630,565.00	280,786.03	241,072.89	108,706.08	82.8%
6693 Health Trust	267,737.00	0.00	267,737.00	110,234.21	0.00	157,502.79	41.2%
6701 Vehicle Allowance	11,216.00	0.00	11,216.00	4,591.80	0.00	6,624.20	40.9%
6702 Tool Allowance	6,000.00	0.00	6,000.00	2,050.00	0.00	3,950.00	34.2%
6703 Cell/Tech Allowance	7,200.00	0.00	7,200.00	2,500.00	0.00	4,700.00	34.7%
6705 Workers Compensation	766,368.00	0.00	766,368.00	837,283.03	0.00	-70,915.03	109.3%
TOTAL Benefits	16,862,969.00	0.00	16,862,969.00	7,408,671.55	959,504.91	8,494,792.54	49.6%
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	8,278.98	92.00	19,179.02	30.4%
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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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	6,434.47	8,319.25	246.28	98.4%
7040 Dues & Publications	41,841.00	0.00	41,841.00	22,826.73	285.15	18,729.12	55.2%
7045 Awards & Recognitions	38,000.00	0.00	38,000.00	3,937.91	-135.00	34,197.09	10.0%
7055 Operating Supply	198,420.00	0.00	198,420.00	103,926.28	3,060.72	91,433.00	53.9%
7065 Fire Fighting Supply	64,900.00	0.00	64,900.00	31,301.19	-4,962.48	38,561.29	40.6%
7070 Rescue Supply	8,903.00	0.00	8,903.00	3,158.00	0.00	5,745.00	35.5%
7075 EMS Supply	241,500.00	0.00	241,500.00	116,391.38	-685.14	125,793.76	47.9%
7078 Department Consumables	20,000.00	0.00	20,000.00	6,761.42	650.21	12,588.37	37.1%
7080 Fuel	232,300.00	0.00	232,300.00	95,922.91	147,001.07	-10,623.98	104.6%
7085 Uniform & Protective Eqpt	428,305.00	0.00	428,305.00	96,529.31	81,773.51	250,002.18	41.6%
7090 Office Supplies	15,900.00	0.00	15,900.00	4,563.10	106.70	11,230.20	29.4%
7095 Software & Supplies	580,990.25	0.00	580,990.25	205,756.89	199,295.03	175,938.33	69.7%
7105 Household Goods	55,793.00	0.00	55,793.00	23,157.41	395.90	32,239.69	42.2%
7110 Professional Services	609,821.10	-3,520.00	606,301.10	214,315.73	200,747.18	191,238.19	68.5%
7115 Dispatch Services	1,638,160.00	0.00	1,638,160.00	876,145.50	734,245.50	27,769.00	98.3%
7116 Utilities - Natural Gas	64,109.00	0.00	64,109.00	7,906.56	10,139.52	46,062.92	28.1%
7117 Utilities - Electric	171,777.00	0.00	171,777.00	78,643.58	0.00	93,133.42	45.8%
7118 Utilities - Garbage	51,081.00	0.00	51,081.00	13,809.08	0.00	37,271.92	27.0%
7119 Utilities - Water	118,417.00	0.00	118,417.00	48,765.20	0.00	69,651.80	41.2%
7120 Utilities - Other	176,034.02	0.00	176,034.02	45,031.02	71,114.19	59,888.81	66.0%
7122 Utilities - Telephone	341,519.60	0.00	341,519.60	188,201.30	84,689.39	68,628.91	79.9%
7130 Insurance - Property/Casualty	269,030.03	0.00	269,030.03	3,350.25	15,179.78	250,500.00	6.9%





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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	64,202.59	141,513.41	34,938.00	85.5%
7140 Schools/Conferences Registrati	67,750.00	0.00	67,750.00	12,007.18	0.00	55,742.82	17.7%
7141 Tuition Reimbursement	60,000.00	0.00	60,000.00	16,292.45	0.00	43,707.55	27.2%
7142 Travel Expense	21,500.00	0.00	21,500.00	8,795.33	0.00	12,704.67	40.9%
7145 Mileage Reimbursement	71,300.00	0.00	71,300.00	15,740.38	0.00	55,559.62	22.1%
7150 Volunteer Fire Fighter Exp	35,000.00	0.00	35,000.00	20,000.00	20,000.00	-5,000.00	114.3%
7155 Vehicle Maintenance	431,981.00	0.00	431,981.00	151,003.81	3,368.17	277,609.02	35.7%
7160 Equipment Maintenance	114,669.00	0.00	114,669.00	49,117.90	-934.82	66,485.92	42.0%
7165 Radio Maintenance	31,250.00	0.00	31,250.00	1,451.46	-184.25	29,982.79	4.1%
7170 Facility Maintenance	210,936.00	-2,736.00	208,200.00	38,191.59	18,029.14	151,979.27	27.0%
7175 Office Equipment Maintenance	121,640.00	0.00	121,640.00	19,520.02	25,624.95	76,495.03	37.1%
7180 Computer & AV Maintenance	21,650.12	0.00	21,650.12	5,683.73	2,828.46	13,137.93	39.3%
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	13,470.50	0.00	37,786.50	26.3%
7195 Public Education	67,000.00	0.00	67,000.00	4,284.81	0.00	62,715.19	6.4%
7205 Postage & Freight	30,000.00	0.00	30,000.00	7,398.25	-26.09	22,627.84	24.6%
7210 Small Tool, Eqpts & Furnishing	39,544.00	0.00	39,544.00	5,578.81	0.00	33,965.19	14.1%
7215 Other Expense	0.00	0.00	0.00	180.00	0.00	-180.00	100.0%
TOTAL Materials and Servic	7,033,982.12	-6,256.00	7,027,726.12	2,482,581.53	1,761,531.45	2,783,613.14	60.4%
80 Capital Outlay							



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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	3,870.68	0.00	11,329.32	25.5%
8835 EMS & Rescue Equipment	0.00	0.00	0.00	912.37	48,831.78	-49,744.15	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	5,852.94	0.00	43,847.06	11.8%
8870 Furniture, Appliances & Tools	1,000.00	0.00	1,000.00	718.98	0.00	281.02	71.9%
8890 Computer & AV Equipment	117,245.00	0.00	117,245.00	14,358.76	0.00	102,886.24	12.2%
TOTAL Capital Outlay	190,145.00	0.00	190,145.00	25,713.73	48,831.78	115,599.49	39.2%
<hr/>							
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	374,068.34	375,886.66	0.00	100.0%
TOTAL Debt Service	1,884,955.00	0.00	1,884,955.00	374,068.34	1,510,886.66	0.00	100.0%
<hr/>							
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	54,829.00	-6,256.00	48,573.00	-26,495,964.70	4,280,754.80	22,263,782.90	-45735.7%
TOTAL REVENUES	-75,568,517.00	0.00	-75,568,517.00	-50,950,873.23	0.00	-24,617,643.77	
TOTAL EXPENSES	75,623,346.00	-6,256.00	75,617,090.00	24,454,908.53	4,280,754.80	46,881,426.67	



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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	-1,075.92	0.00	-1,924.08	35.9%
TOTAL Interest	-3,000.00	0.00	-3,000.00	-1,075.92	0.00	-1,924.08	35.9%
<hr/>							
04 Other Revenues							
<hr/>							
4540 Sale of Surplus	-15,000.00	0.00	-15,000.00	-89,463.01	0.00	74,463.01	596.4%
TOTAL Other Revenues	-15,000.00	0.00	-15,000.00	-89,463.01	0.00	74,463.01	596.4%
<hr/>							
80 Capital Outlay							
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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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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	-90,538.93	0.00	90,538.93	100.0%
TOTAL REVENUES	-816,244.00	0.00	-816,244.00	-90,538.93	0.00	-725,705.07	
TOTAL EXPENSES	816,244.00	0.00	816,244.00	0.00	0.00	816,244.00	



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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	-6,517.84	0.00	-7,482.16	46.6%
TOTAL Interest						
-14,000.00	0.00	-14,000.00	-6,517.84	0.00	-7,482.16	46.6%
<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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ACCOUNTS FOR: 30 Capital Projects Fund							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
8860 Facility Improvement							
8,402,439.91	0.00	8,402,439.91	137,391.17	2,228,313.83	6,036,734.91	28.2%	
TOTAL Capital Outlay							
8,402,439.91	0.00	8,402,439.91	137,391.17	2,228,313.83	6,036,734.91	28.2%	
TOTAL Capital Projects Fund							
2,166,004.91	0.00	2,166,004.91	130,873.33	2,228,313.83	-193,182.25	108.9%	
TOTAL REVENUES							
-6,743,024.00	0.00	-6,743,024.00	-6,517.84	0.00	-6,736,506.16		
TOTAL EXPENSES							
8,909,028.91	0.00	8,909,028.91	137,391.17	2,228,313.83	6,543,323.91		



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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	-3,070.81	0.00	2,870.81	1535.4%
TOTAL Interest	-200.00	0.00	-200.00	-3,070.81	0.00	2,870.81	1535.4%
<hr/>							
04 Other Revenues							
<hr/>							
4560 Grant Revenue	0.00	0.00	0.00	-5,350.00	0.00	5,350.00	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	-5,350.00	0.00	350.00	107.0%
<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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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	-8,420.81	0.00	8,420.81	100.0%
TOTAL REVENUES	-28,700.00	0.00	-28,700.00	-8,420.81	0.00	-20,279.19	
TOTAL EXPENSES	28,700.00	0.00	28,700.00	0.00	0.00	28,700.00	





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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	-1,939,721.72	0.00	-542,957.28	78.1%
4455 Prior Year Prop Taxes	-30,000.00	0.00	-30,000.00	-14,229.15	0.00	-15,770.85	47.4%
TOTAL Tax Revenues	-2,512,679.00	0.00	-2,512,679.00	-1,953,950.87	0.00	-558,728.13	77.8%
<u>03 Interest</u>							
4490 Investment Interest	-2,500.00	0.00	-2,500.00	-2,687.44	0.00	187.44	107.5%
TOTAL Interest	-2,500.00	0.00	-2,500.00	-2,687.44	0.00	187.44	107.5%
<u>70 Materials and Servic</u>							
7020 Debt Interest Expense	1,004,200.00	0.00	1,004,200.00	502,100.00	502,100.00	0.00	100.0%
7025 Debt Principal Expense	1,050,000.00	0.00	1,050,000.00	0.00	1,050,000.00	0.00	100.0%
TOTAL Materials and Servic	2,054,200.00	0.00	2,054,200.00	502,100.00	1,552,100.00	0.00	100.0%
<u>99 End Fund Balance</u>							



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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	-1,454,538.31	1,552,100.00	-97,561.69	100.0%
TOTAL REVENUES	-2,656,209.00	0.00	-2,656,209.00	-1,956,638.31	0.00	-699,570.69	
TOTAL EXPENSES	2,656,209.00	0.00	2,656,209.00	502,100.00	1,552,100.00	602,009.00	



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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	-47,338.31	0.00	45,338.31	2366.9%
TOTAL Interest	-2,000.00	0.00	-2,000.00	-47,338.31	0.00	45,338.31	2366.9%
<u>04 Other Revenues</u>							
4513 Other Reimbursements	-500,000.00	0.00	-500,000.00	0.00	0.00	-500,000.00	.0%
4571 Other Revenues	0.00	0.00	0.00	-20,072.44	0.00	20,072.44	100.0%
TOTAL Other Revenues	-500,000.00	0.00	-500,000.00	-20,072.44	0.00	-479,927.56	4.0%
<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	0.00	0.00	0.00	-61,883.75	0.00	61,883.75	100.0%
TOTAL REVENUES	-502,000.00	0.00	-502,000.00	-67,410.75	0.00	-434,589.25	
TOTAL EXPENSES	502,000.00	0.00	502,000.00	5,527.00	0.00	496,473.00	



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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	



12/10/2019 17:35  
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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 18  
glytdbud

FOR 2020 05

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
2,220,833.91	-6,256.00	2,214,577.91	-27,981,668.42	8,061,168.63	22,135,077.70	-899.5%

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



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 19  
glytdbud

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/ 5  
 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

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: HR Director Trish Noble

Re: Human Resources Division Monthly Report – November 2019

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- Updated employee files with certifications, change of address, new employee information/bios, etc.
- Prepared materials and scheduled Chief interviews for Fire Inspector, Battalion Chief, Captain, Lieutenant, Apparatus Operator, Entry Level Firefighter, and Training Tech.
- Assisted with new employee background checks.
- Continued work on archiving for Human Resources.
- Continued work on Accreditation.
- Met with DC Stewart regarding testing.
- Created and updated an Executive Team retirement timeline.
- Began new hire/transfer process for Estacada Fire employees.
- Held panel interviews for Mobile Communications Specialist.
- Worker's Comp claims and return to work for new claims and light duty assignments.
- 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: November's topic was Family Medical Leave.
- Met with SAIF claims investigator to go over new presumptive case filings.
- Policy share sessions for consistent application of guidelines district-wide.
- Estacada personnel new hire processing and screenings completed on HR components.
- Distributed entry level firefighter offers and a fire inspector / investigator offer.
- **Benefits:**
  - Enrolled the one retiree from Estacada, on to our insurance plan, for an effective date of January 1, 2020.
  - Had an LBG quarterly insurance meeting to go over all of the reports for the quarter and the usage our healthcare plan.

- Continued to educate and help employees with claims, forms, and/or the different benefits that we have.
- **LBG:**
  - Presentation on the Health Joy service. If we have this service implemented, we could utilize their Teledoc and Healthcare Bluebook service and cancel our existing one. This takes at least 60-90 days to implement. More to follow as LBG looks into these services and costs.
  - Working with Kris Kirkpatrick on a couple individual claims.
  - Set up a meeting for our next insurance committee to have a conference call with LBG to go over our strategic plan and what we would like to see moving forward.
- **Health Trust:**
  - In November, our Trust paid out an offset to 39 retirees in the amount of \$8,033.26.
  - We have scheduled another meeting for Dec 2<sup>nd</sup> for our TIPO committee to go over the questions that were tabled at the prior meeting.

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 – November 2019

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- Participated in Chief's interview process for fleet technician.
- Continued platform work for the new quarterly check-in process for employee appraisals.
- Attended the Joint Apprenticeship Committee (JAC) development meeting.
- Conducted business services organizational briefing during the first week of November.
- Attended the organizational development committee meeting.
- Attended the immunization clinic at the Clackamas Town Center in support of the amazing work of our EMS department.
- Completed occupational health and fitness testing with wellness.
- Attended the Estacada board meeting for the contract for service presentation.
- Attended labor management committee meeting.
- Attended interagency meeting for the contract for service presentation.
- Attended Fire Defense Board meeting and subsequent Fire Users meeting.
- Attended C-800 meeting with Operations Chief Corless.
- Aided in the process for the Mobile Communications Specialist recruitment.
- Attended the CFD Board of Director work session to discuss the process for filing the Fire Chief position and timeline presentation from Chief Charlton.
- Attended Clackamas Preplans/Intterra presentation from TVF&R.
- Conducted strategic planning meeting for mobile data computer replacement with operations, fleet and ITS.
- Attended regional operations meeting.
- Conducted ongoing check-in meetings with all directors within support services.
- Attended Estacada chamber event.
- Attended Willamette view manor Fire Chief speaking engagement.
- Attended Oregon City Business Alliance presentation.
- Finalized elements of the four categories to be covered in the quarterly check-in and annual appraisal report process. Finalized the programming necessary to facilitate quarterly check-in process through MdE-Inc. and increased users to include volunteers. In review, the four check-in areas include the following:
  - **Mission, Development, Wellness and Feedback**

- Remember this is intended to formalize the informal, while capturing interactions and the great work being done throughout the district

Respectfully submitted,

Division Chief Joshua Gehrke

# Business Services Division

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

- To date, emergency response incidents are trending 6.75% higher than in November 2018 and are 2.03% higher than in 2017.
- Staff attended Organization Development Committee meeting.
- Met with new GIS contractor to discuss District needs.
- Processed FY2018 GEMT data.
- Staff participated in multiple ESO implementation status calls.
- Attended Clackamas County EMS Operations Committee Meeting.
- Staff and ESO Project Team attended two day onsite training.
- Participated in Mobile Command Specialist Panel Interviews.
- Attended REGIS Steering Committee meeting at TVF&R.
- Staff met with Portland Fire to discuss their CrewSense implementation/process.
- Attended Intterra meeting with Operations to discuss process and workflow.
- Cost Recovery Claims Summary Report as of December 6, 2019:

	# of Claims	Claim Amount	Average \$ / Claim
<b>False Alarm</b>			
In Process	28	\$6,429.88	
Closed Not Paid	12	\$2,660.73	
Closed Paid	171	\$47,737.26	\$279.17
	<b>211</b>	<b>\$56,827.87</b>	
<b>Fire</b>			
In Process	1	\$8,276.09	
Closed Not Paid	2	\$1,473.57	
Closed Paid	2	\$3,573.52	\$1,786.76
	<b>5</b>	<b>\$13,323.18</b>	
<b>Hazmat</b>			
In Process	9	\$4,044.74	
Closed Not Paid	7	\$2,812.10	
Closed Paid	10	\$9,319.53	\$931.95
	<b>26</b>	<b>\$16,176.37</b>	
<b>Inspection</b>			
In Process	1	\$12.83	
Closed Not Paid	34	\$2,207.65	
Closed Paid	8	\$2,255.73	\$281.97
	<b>43</b>	<b>\$4,476.21</b>	
<b>MVA</b>			
In Process	91	\$34,219.77	
Closed Not Paid	111	\$23,769.10	
Closed Paid	47	\$23,345.17	\$496.71
	<b>249</b>	<b>\$81,334.04</b>	
<b>Total In Process</b>	<b>130</b>	<b>\$52,983.31</b>	
<b>Total Closed Not Paid</b>	<b>166</b>	<b>\$32,923.16</b>	
<b>Total Closed Paid</b>	<b>238</b>	<b>\$86,231.21</b>	<b>\$362.32</b>

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 – November 2019

---

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

## Engines

- 2-117 E309- Finish PM, rear springs, radiator replacement and other write ups.
- 2-123 E317- PCM fault, PM and write ups
- 2-119 E319- PM and write ups, radiator replacement
- 2-124 E308- EGR codes, Detroit warranty repairs

## Trucks / Heavy Rescue

- 2-365 HR305- PM and write ups
- 2-205 T304- PM and write ups, coolant leak

## Brush Rigs / Water Tenders/Boats

- 2-364 BR318- Fire pump will not run
- 2-306 IE306 and 2-307 IE314- Post conflag PM and write ups+, Cummins warranty

## Staff Vehicles / Medic

- Several staff and pool vehicles in for the PM and minor write ups
- 2-445 M303- Inverter INOP, Power steering leak, PM and other write ups
- 3-562 Tahoe- Remove from IMT pool and prep for temporary assignment at Training
- 2-530 Cook- PM and Brakes, check engine light
- 2-570 Tahoe- PM and prep for new assignment with 2-572 as well.
- 2-581, 3-501, and 3-505- Install emergency lighting and scene lighting on Op Santa vehicles to create a safer environment for all involved with the parades.
- 3-700 BC301- Install coolant heater as this apparatus is parked outside at Station 19

## Other Items

- Canby Fire had several repairs made here at the shop as well as out in the field at their facilities. We will also be looking at their apparatus to take care of any post conflag work needing done.
- Fleet began the semiannual PM scheduling of all the Lake Oswego apparatus to come to the shop. We also continued traveling to their locations for any needed field work.
- Fleet is currently re-evaluating our expired emergency service IGA with Hoodland Fire.

- Estacada equipment is currently being added to our system and we are working toward apparatus standardization.

Respectfully submitted,

Fleet Director Bill Bischoff

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Logistics Director DeAnn Cordes

Re: Logistics Division Monthly Report – November 2019

---

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

- Logistics filled and delivered 246 orders entered into Munis. This was down 17.89% from November of last year. Year to date (July-November) orders are down 16.21% overall. More research is needed to see if the quantity of items ordered per order is up, down or the same.
- Logistics filled and delivered 27 controlled medication orders; which is up 25.93% from November of last year. We did have a substantial amount of Versed expire December 1, which could have contributed to the increase in controlled medication orders being filled.
- Delivered Clackamas County Emergency Services Foundation funds.
- Staff attended and represented Logistics at the EMS Committee and Safety 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.
- Our new Logistics Assistant Josh Sanchez started in November. It has been nice having the position filled as it plays an important role for the organization and not just with deliveries but overall assisting with Logistics' workload. We appreciate Joey Danna stepping in to fill the driving vacancy.
- Went to Estacada to size their volunteers and career staff. Multiple trips were necessary to catch all the career staff. All items are being ordered for a start date of January 2, 2020.
- Sized new hire career firefighters for the upcoming January 2020 academy. Also ordered and distributed items for all the promotions in November.
- Logistics staff were certified or recertified on forklift training. We have an in house trainer, Paul Eggleston who provided the training to staff. The first part was classroom training with the second part being hands on training. We had to pick up a pallet from our delivery vehicle and place it on top of another pallet in the storage warehouse (old building) and remove a pallet from a F150 and place it on pallet racking in the storage warehouse and put them both back. Everyone passed and did a great job! We will be having hands on refreshers quarterly.

Respectfully submitted,  
Logistics Director DeAnn Cordes

## Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Brian Stewart

Re: Community Services Department Monthly Report– November 2019

---

- Community Services Division Chief position instituted on November 12th.
- Participated in Labor Management Committee meeting.
- Met with DC Whiteley about expectations and responsibilities.
- Met with direct reports and key individuals of assigned program areas.
- Attended Regional Disaster Planning Organization meeting.
- Attended Estacada Chamber of Commerce luncheon.

Respectfully submitted,

Division Chief Brian Stewart

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Emergency Manager Gregg Ramirez

Re: Emergency Management Monthly Report – November 2019

---

## Work Completed

- Submitted a Homeland Security grant proposal (HazMat training props).
- Produced Emergency Preparedness gift idea video for D1 employees.
- Submitted Emergency Manager Position analysis.
- Formed CFD#1 Diversity Outreach Team.

## Work ongoing

- Emergency Management portion of the Strategic Business Plan.
- COOP maintenance.
- Planning for Estacada community Emergency Preparedness presentation.

## CERT activities for October

- Three members supported the Community Immunization clinic.

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 – November 2019

---

Engineering Fire Marshal's Office staff reviewed 46 buildings and land use projects in the month of November 2019. In addition 16 new construction inspections were completed.

Enforcement A total of 336 inspections were carried out in the month of November 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 Fire Marshal's Office staff and companies conducted or participated in 21 community activities during November 2019. These include Hands-Only CPR Presentations, Fire Safety Presentations, Station Tours and a number of other public events.

### Additional Notes from the Fire Marshal

- Met with Boring Water to follow up on discussions regarding the water meter usage at Station 14.
- FMO staff attended the Oregon Fire Marshal's Association Technical Conference.
- Finalizing Fire and Life Safety Inspections Guide. Document to provide consistency and guidance for Deputy Fire Marshals and Fire Inspectors.
- Working on accreditation documents for fire investigation, public education, and community risk.
- Gave presentation to the City of Happy Valley Transportation Committee regarding backyard burning.
- ESO gave training on inspections and properties to FMO staff.
- Attended an Interra presentation by TVFR. Future discussions on FMO's role as it relates to pre-fire planning.
- Attended a Wildland Urban Interface presentation given by the State Fire Marshal's Office.
- DFMs McGladrey and Liljefelt working on inspection frequency schedule, occupancy inspection assignments and ESO data entry.
- Inspector Dahlgren acquired his IAAI-Certified Fire Investigator Technician.

Respectfully submitted,

Fire Marshal Shawn Olson

## Clackamas Fire Inspections

2019 Occupancy Inspections		
January - November		
Assigned To	Actions	Completed
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	739
	2 YEAR PREVENTION OFFICE	243
	HAZ MAT INSPECTION	30
	Lock Box	93
	TARGET HAZARD WALK THRU	81
	APARTMENT PROGRAM 1 YEAR	421
	4 YEAR PREVENTION OFFICE	9
	MARIJUANA FACILITY INSPECTION	20
	4 YEAR LOW HAZARD INSPECTION	190
Division, Fire Marshal Office	Total	1826
	Grand Total	1826

2019 Special Inspections		
November		
Assigned To	Actions	Completed
Division, Fire Marshal Office	ENFORCEMENT ASSIST	7
	FIRST REINSPECT	14
	NEW CONSTRUCTION INSPECTION	16
	PLAN REVIEW	46
	SPECIAL INSPECTION	14
	TENANT IMPROVEMENT	5
Division, Fire Marshal Office	Total	102
	Grand Total	102

## Estacada Fire Inspections

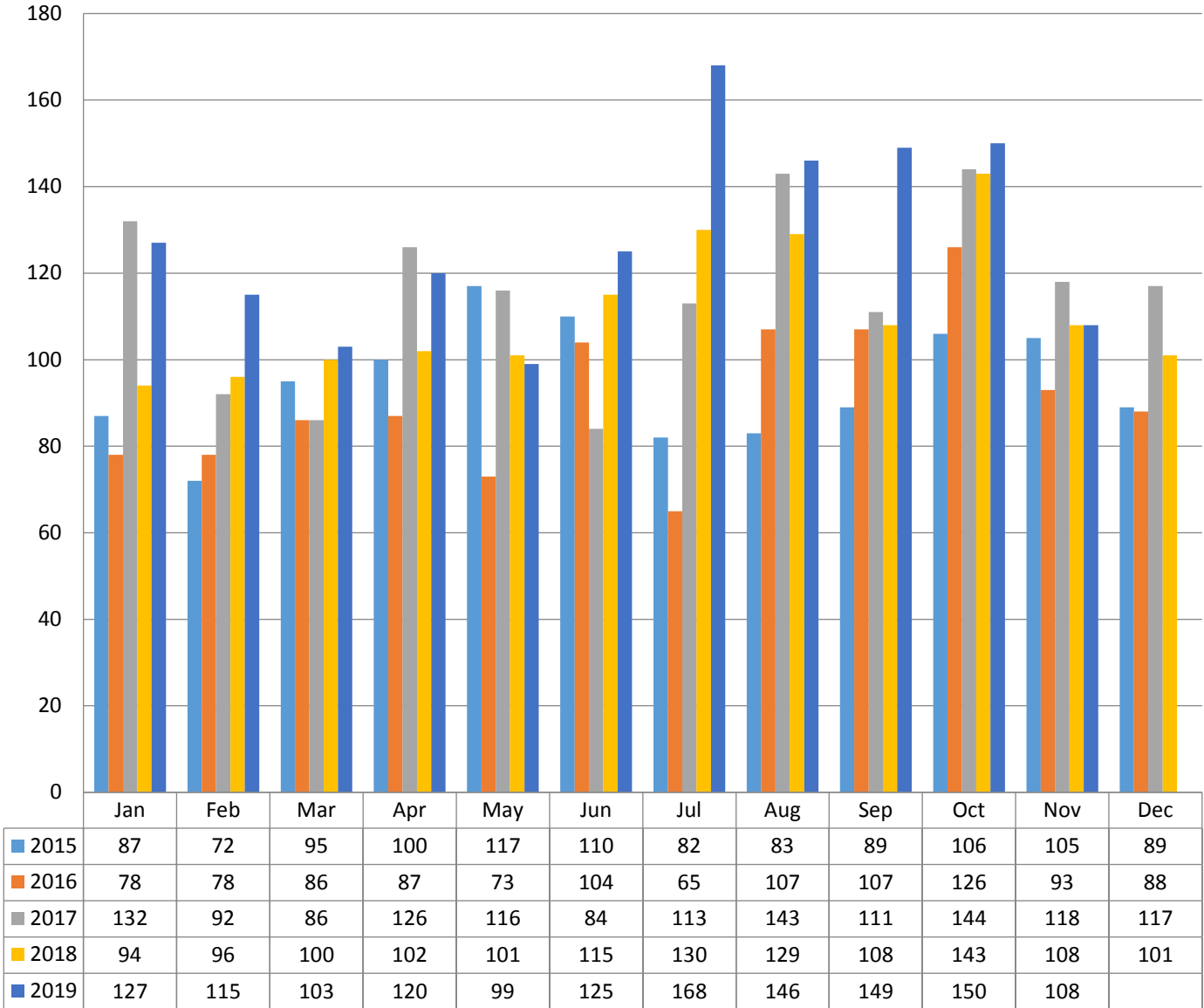
January - November				
Assigned To	Actions	Scheduled	# Done	% Done
Division, Fire Marshal Office	1 YEAR PREVENTION OFFICE	94	67	71.28%
	2 YEAR PREVENTION OFFICE	7	5	71.43%
	APARTMENT PROGRAM 1 YEAR	14	14	100.00%
	MARIJUANA FACILITY INSPECTION	6	6	100.00%
	4 YEAR LOW HAZARD INSPECTION	20	11	55.00%
Division, Fire Marshal Office	Total	140	103	73.57%
Grand Total		140	103	73.57%

2019 Estacada Inspections November		
Assigned To	Actions	# Done
Division, Fire Marshal Office	MARIJUANA FACILITY INSPECTION	3
	1 YEAR PREVENTION OFFICE	14
	2 YEAR PREVENTION OFFICE	1
	4 YEAR LOW HAZARD	1
Division, Fire Marshal Office	Total	19
Grand Total		19

2019 Estacada Special Inspections November		
Assigned To	Actions	# Done
Division, Fire Marshal Office	PLAN REVIEW	1
Division, Fire Marshal Office	Total	1
Grand Total		1

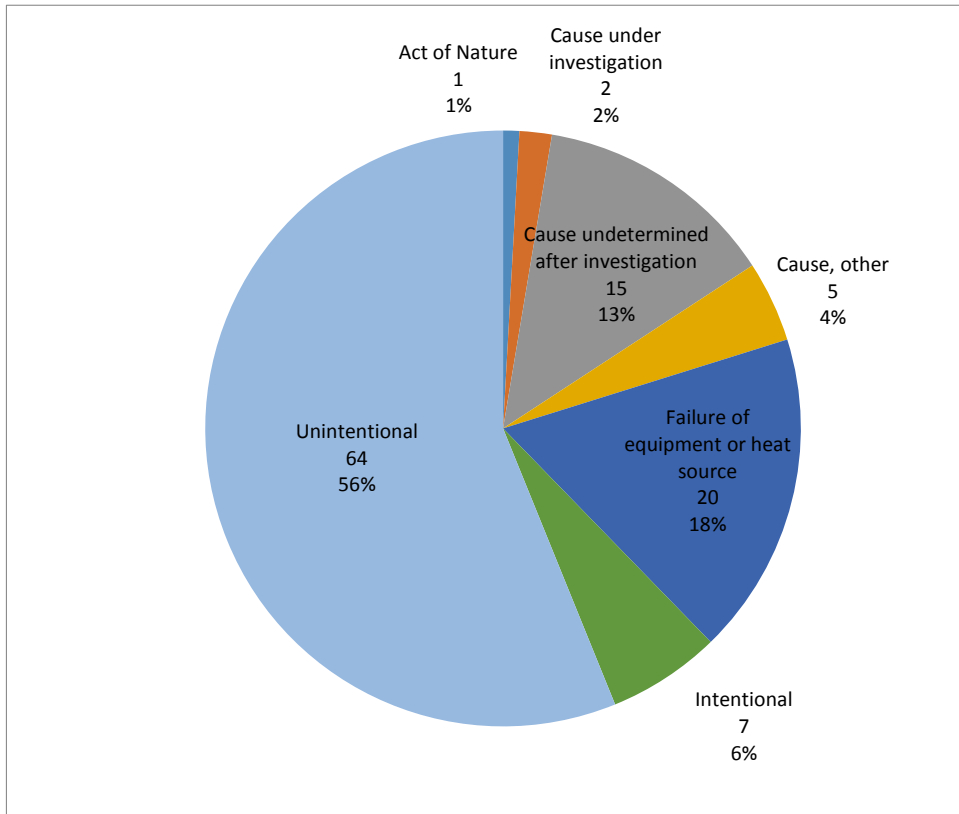
## False Fire and Medical Alarm Responses

*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%
<b>2015 Total</b>		<b>86</b>	<b>100.00%</b>
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%	
<b>2016 Total</b>		<b>78</b>	<b>100.00%</b>
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%
<b>2017 Total</b>		<b>93</b>	<b>100.00%</b>
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%	
<b>2018 Total</b>		<b>114</b>	<b>100.00%</b>

**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 – November 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.
- Presented to the Board of County Commissioners – ASA Strategic Planning Taskforce update.
- Attended monthly Board meeting.
- Chaired ASA Strategic Plan Task Force meeting.
- Attended Karl Koenig retirement celebration at the Training Center.
- Met with TVFR to discuss EMS initiatives.
- Met with Wellness Director regarding staffing analysis.
- Attended GEMT FY19 final review meeting.
- Met with EF Recovery re: process.
- Attended Public Based EMS phone conference.
- EMS Staffing Analysis meeting with Chief Santos.
- Reviewed first draft of Assisted Living training video on proper use of 911.
- Completed draft of EMS Department staffing analysis with Chief Santos.
- Met with Public Health Operations Manager to discuss management participation in Tri-County Protocol Development Committee.
- Chaired Single Resource Response work group meeting.
- Attended numerous ASA pilot program meetings.
- EMS Division Succession Planning Session with Chief Santos.

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 – November 2019

---

- Presented to the Board of County Commissioners – ASA Strategic Planning Taskforce update.
- Assisted Community Paramedic with free Vaccination Clinic.
- Attended two-day ESO charting platform train-the-trainer program.
- Attended meeting with Oregon Health Care Association – Aging population and lift assist initiatives.
- Completed draft of EMS Department staffing analysis with Chief Conway.
- Assisted Wellness with updated Peer Support policy for BC Peer Activation.
- Attended frequent utilizer meeting – establishing care plan for frequent utilizer patient in Station 1 response area.
- Met with Public Health Operations Manager to discuss management participation in Tri-County Protocol Development Committee.
- Attended Clackamas County EMS OPS meeting.
- Attended OPS meeting.
- Attended EMS Committee meeting.
- Attended Mobile Integrated Health meeting.
- Attended ESO charting platform internal planning meeting.
- Attended ASA Strategic Planning Taskforce meeting.
- EMS Division Succession Planning Session with Chief Conway.

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 – November 2019

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- Presented to Clackamas Board of County Commissioners on Community Paramedicine for the strategic planning update of county EMS.
- Facilitated Collaborative free vaccination clinic (132 participants).
- Assisted Adult Protective Services with four home evaluations.
- Attended two-day training session for new charting system.
- Accepted \$2,000 grant from Oregon City Rotary for January 2020 resource fair go bags.
- Assisted Behavioral health and Oregon City Police with homeless resident.
- Assisted frequent user crew referral with Peer mentor and other supportive services.
- Hosted Canby EMS Chief ride-a-long.
- Assisted four residents with crew referrals for outreach/additional in home care.
- Assisted three persons with referrals to Project Hope opioid follow up program.
- Assisted resident in need facing possible eviction (eviction withdrawn, and patient connecting with mental and physical care.).
- Attended Community Paramedic/Mobile integrated Healthcare strategic planning meeting.
- Provided basic familiarization training of AED use and Narcan administration.
- Attended court with current client.
- Assisted four persons with high 911 use find alternate resources for physical and mental care.
- Attempted to/ engaged six Project Hope referrals.
- Coordinated care team meeting with Fire District staff to facilitate extensive care plan for high users of the 911 system.
- Attended/was recognized by Board of County Commissioners #givingtuesday proclamation.

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 – November 2019

---

- ESO Implementation Project – Weekly meetings and work continued.
- ESO two-day onsite Training completed and tablet selected.
- Attended EMS Council BCC meeting ASA workgroup presentation.
- Attended both EMS Committee and EPIC Meetings.
- Finalizing new EMS FTEP Program for 2020.
- 19-01 P/FF EMS Scenarios completed.
- Attended Scientific Review Committee.
- Recorded PDC Videos for 2020 Protocols.
- Attended Clackamas County EMS QA/QI.
- Attended EMS Division weekly meeting.
- Attended weekly Training Division Staff meeting.
- Academy 20-01 Prep Continues Chief Brown, Lt. Walker and Capt. Kinne.
- ASA Workgroup planning continues.
- EKG Monitor Workgroup – Collecting responses.
- Medical Equipment standardization workgroup- Kits in hand and finishing PLL.
- Met with Oregon Health Authority on EMT Re-Instatement rules.
- Attended AHA STEMI Accelerator meeting.

Respectfully submitted,

EMS Training Officer Mike Verkest

**Student Enrollment and Course Evaluation Summary**

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

Clackamas Fire Station Enrollment by Location								
Class Type	Nov-19							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			32	26				
HS FA, CPR & AED				11			3	
HS CPR & AED				4			5	
HS FA				1			0	
ACLS Renewal			8	8				
PALS Renewal			8					

Clackamas Fire Student Evaluation Summary -- November 2019					
	1 (Strongly Disagree)	2 (Disagree)	3 (Neutral)	4 (Agree)	5 (Strongly Agree)
Overall this course met my expectations:	1	2	3	4	5
				5	101
The program was relative to my work and extended my knowledge:		1		7	98
Adequate supply of equipment that was clean and in good working order:				4	102
Method of presentation enhanced my learning experience:				7	99
Classroom environment was conducive to learning:				4	102
Instructor(s) provided adequate and helpful feedback:				3	103
Student's rating of the instructor's overall effectiveness:					
	Poor	Fair	Satisfactory	Good	Excellent
			1	4	101
Student would refer a friend/colleague to take the same course:					
				Yes	No
				106	



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 -- November 2019**

Great information and presentation. Very hands-on and helpful.

Great job! Thank you for making it fun & explaining things.

Everything was clearly explained and demonstrated. Friendly, helpful feedback.

Course was great & informative. Thank you!

This course was very informative and constructive to my learning. Thank you!

Wonderful instructor.

Wonderful instructor.

Always good!

Instructor was pleasant and informative. I enjoyed the class and learned new skills.

Thank you for an exceptional class!

I liked that she brought in real life situations & was very informative.

Victoria is knowledgeable and funny. Thank you for making this class enjoyable while teaching us how to help a person in a medical emergency.

Instructors knowledge/experience was very helpful. Role play in AED was very useful.

Very helpful!

Good & straight to the point, like instructors style.

Thank you for being smooth & offering pertinent info for r/l test questions.

Thank you.

Lots of hands on practice. Very helpful.

Good/engaging course. Instructors so good. We appreciate the class.

Thank you.

Denise was awesome - I feel so much more comfortable now!

Great job.

Teacher is awesome.

The best instructor I have had in an ACLS Course! Thank you.

Well paced, learned something new, was not boring.

Hearing real stories I think gives perspective and enhances learning. I enjoyed the class.

I appreciate hoe the most relevant info was emphasized. Too many videos or too much talking makes it harder to sort our the most important content. I really liked her style of teaching.

Easy to understand the class explanation.

Much better course than at Macadam. Training was knowledgeable.

Best CPR class I've ever taken. I appreciate the team/positive approach. Also the lack of irritating videos.

I take this location in hipes I get Victoria again.

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Health and Wellness Director Heather Goodrich

Re: Wellness Department Monthly Report – November 2019

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

- Baseline pre-physical testing for career recruit candidates. (4 people total)
- Baseline pre-physicals for Estacada career firefighters. (8 people total)
- Baseline pre-physical for the fleet technician candidate.
- Coordinated new hire drug screens for administrative staff. (2 people)
- Annual pre-physical testing for annual career firefighter/FMO/Chief pre-physical testing. (13 people)
- Annual career firefighter fasting blood draws onsite at stations. (70 people)
- Fasting blood draws onsite for Estacada career firefighters. (8 people)
- Annual OSHA required hearing conservation training for career firefighters. (13 people)
- Annual OSHA required hearing conservation training for Estacada career firefighters. (8 people)
- Immunizations were provided to career firefighters, volunteer firefighters, retirees and staff. (36 people)
- Medical testing performed (labs, TB, etc.) outside the baseline and annual testing. (18 people)
- Participated in multiple phone conferences and spent 20 hours starting to set up the new electronic medical records software system for Wellness. Anticipated completion by 1/1/20.
- Presented bloodborne pathogen and hearing conservation training to the new Logistics Driver.
- Coordinated baseline NFPA 1582 physicals, chest x-rays, treadmills and drug screens for baseline candidate firefighters (1 person)
- Coordinated baseline DOT physical and drug screen for the Fleet Technician Candidate.
- Coordinated annual NFPA 1582 physicals for career firefighters, FMO staff and Chief Officers. (2 people)
- Coordinated annual NFPA 1582 and respirator clearances without a physical for career firefighters. (3 people)

- Performed IAFF/IAFC complete annual fitness testing for career firefighters. (8 people)
- Performed submaximal treadmill, flexibility and endurance testing for career firefighters. (2 people)
- Performed Functional Movement screening for career firefighters/Chief Officers/FMO. (8 people)
- Seven site skinfold testing was performed on career firefighters. (13 people)
- Coordinated weekend morning workouts for volunteer firefighter recruits.
- On-site injury consultations and on-site treatment by the Athletic Trainer. (Saw 37 people for 39 injuries- 81 total visits with Medicare costs of \$11,586 for treatments)
- Functional Movement Screen follow up and corrective exercises were given to career firefighters. (1 person)
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Five injury and six exposure reports were submitted with one of the five injury reports and three of the six exposure reports turning into a workers' compensation claim. All on-the-job musculoskeletal injury reports were followed up with by the District Athletic Trainer.
- Coordinated Tactical Athlete help for two firefighters and one family member. From July to November, Tactical Athlete has helped nine firefighters and four family members coordinate expedited injury care for off-duty injuries.
- Coordinated fit for duty physicals for injured career firefighters returning to duty. (1 person)
- "Firefighters and Sleep" presentation onsite for 24 career firefighter crews. (82 participants)
- "Firefighters and Sleep" presentation two nights for volunteer drill. (16 participants)
- Organized the quarterly Peer Support Meeting with continuing education from Tim Dietz.(23 attendees)
- Developed a Peer Support Activation Matrix for Chief Officers for review.
- Provided requested health information and consultations to 11 firefighters and staff.
- Provided requested information about our program to Corvallis Fire and Santa Rosa Fire via phone and email.
- Coordinated a phone conference between insurance committee members and Restore PDX to discuss Regenexx before we add it to the health plan.
- Presented to the Estacada Volunteer Association about Fit for Duty requirements and upcoming testing.
- Met with Estacada staff regarding the transition.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Staff attended Executive Team, Training Division, Safety Committee, Health Insurance Committee, Peer Support and CFD Board meetings.

Respectfully submitted,

Health and Wellness Director Heather Goodrich



# Clackamas Fire District #1

## Wellness Update

November 2019

Issue 231

### Health Question of the Month

**Q:** Is it safe for me to crack my joints frequently?

**A:** Cracking joints has long been associated with the potential to develop arthritis. While this tale has since been debunked, there are still risks with cracking your joints. When you crack a joint, you are stretching the ligaments that hold the joint together. When done repetitively over several years, this can eventually lead to damage and instability that can only be repaired by surgery. In some rare cases, cracking joints such as your neck or back can even lead to stroke via arterial dissection or paralysis. Typically, infrequent cracking of joints will not lead to noticeable long term negative effects. However, research has shown that when a person cracks their joints more than once a day, they often suffer from decreased grip strength, decreased fine motor control, and increased joint laxity.

### Wellness News

- Occupational Health Testing continues this month for uniformed 40-hour staff. Heather will be sending paperwork and information about the appointment the week prior to your testing.



### In this issue

Energy Drinks and Your Heart: QT Interval [P.1](#)

Processed Meats & Cancer [P.2](#)

Sitting May Undo Exercise Benefits [P.3](#)

Exercise of the Month: Lateral Leg Raise [P.3](#)

Recipe: Pumpkin Cheesecake [P.4](#)

## Energy Drinks and Your Heart: Prolonged QT Interval

Here's more evidence why you should limit your consumption of caffeinated energy drinks, especially if you have elevated cardiovascular risk: Drinking large volumes of them not only raises blood pressure but can also prolong the heart's QT interval, a measure of electrical activity that's linked to dangerous arrhythmias that can lead to sudden death, according to a recent study.

In the small clinical trial, published in June of this year in the Journal of the American Heart Association, researchers randomly assigned 34 healthy young adults (average age 22) to drink 32 ounces of one of three drinks—a commercially available brand of caffeinated energy drink, another brand of caffeinated energy drink, or a non-caffeinated placebo beverage—on 3 separate days, spaced at least 6 days apart.

Both energy drinks contained a combination of caffeine (304-320 mg per 32 oz.) and other ingredients, including the amino acid taurine, glucuronolactone (a naturally occurring chemical in the body and a common ingredient in energy drinks), and B vitamins, as well as various proprietary ingredients. The researchers measured the participants' heart activity and blood pressure at baseline and periodically over the next four hours.

Compared with the placebo beverage, both energy drinks significantly prolonged the QT interval over the four hours following consumption.

A prolonged QT interval is known to increase the risk of dangerous arrhythmias and cardiac death, both adverse events that have been associated with energy drinks.

Consistent with earlier research, the energy drinks also raised systolic and diastolic blood pressure significantly more than the placebo (by an average of five points and 4 points, respectively).

Interestingly, while the researchers attributed the blood pressure changes mainly to the beverages caffeine, they said that the QT interval changes couldn't be explained by caffeine alone and likely stemmed from the drinks' mix of caffeine and other ingredients, which may interact in ways not yet understood.

The latest study was done in young and healthy people and measured only the short-term effects of energy drink consumption, so it's not clear whether the findings would apply to other groups or to smaller amounts of the beverages—nor what the long-term effects of the observed changes might be. Though more investigation is needed, the authors concluded that based on the current evidence "individuals with acquired or congenital long QT syndrome and those with hypertension should be more vigilant and limit their energy drink intake."

Keep in mind that energy drinks have been linked in recent years with nearly three dozen deaths and hundreds of other adverse events, including seizures and cardiac events. There is no good reason to drink them.

## Practice Gratitude for a Healthier, Happier Life

We know, inherently, that it's a good thing to take stock of and appreciate what's going right in our world—and now scientists are saying that doing so can boost our physical health as much as it can our mental state or relationships.

Studies have linked living a thankful life to fewer aches and pains, better sleep, and more. "Making gratitude a daily practice is like taking a vitamin," says David DeSteno, PhD, a professor of psychology at Northeastern University in Boston and author of the book *Emotional Success*. He's not being hyperbolic: He means it's like an actual vitamin, making your body work better. And the deep, long-lasting power of gratitude is blissfully simple to harness.

Gratitude is a choice, and we can create it at virtually any moment in our lives. Over time, it will become more automatic. And that may rewire our brains in a lasting way. Here, five ways to make gratitude your default setting.

### Write it down in a gratitude journal

One of the most studied methods is keeping a gratitude journal. To get the most out of this practice, don't just dash off a laundry list—stop and contemplate why you feel grateful, being as specific as possible: *I'm grateful for my new neighbor, who helped me dig out my car in the freezing cold. Or I've been worried about Dad, so I'm glad he was feeling up to talking to me on the phone.*

### Focus on little surprises

We tend to think of the things we're grateful for with capital letters: Family, Home, Health.

**(Article continued on side of Page 3. . .)**



## Processed Meats and Cancer: It's Not Just Nitrates

For reasons that are not yet fully understood, processed meat consumption increases risk of colorectal cancer and is associated with other health problems.

**Processed Meat:** "Generally speaking, a *processed* meat is one that has been salted, cured, smoked, fermented or undergone other processes to enhance flavor or improve preservation," says Joel B. Mason, MD, professor of medicine and nutrition at Tufts and director of the Carcinogenesis Laboratory. Examples of processed meats include hot dogs (frankfurters), ham, sausage, corned beef, deli meats, and jerky.

"The evidence linking processed meat with most chronic diseases is largely epidemiological," says Mason. "In other words, there is an *association* between consumption of processed meats and diseases such as hypertension, heart disease, and chronic obstructive lung disease, but it remains unclear whether the processed meat consumption is actually contributing to the risk of these diseases. In contrast, there is now convincing evidence that a diet habitually high in processed meats does increase the risk of developing colorectal cancer."

**The Cancer Connection:** In 2015 the WHO officially classified processed meat as a carcinogen—something that causes cancer in humans. The researchers concluded that consuming 50 grams of processed meat a day—equivalent to just one hot dog—would raise the risk of getting colorectal cancer by 18% over a lifetime. Eating larger quantities raises cancer risk even more. A study published in September 2018 in the journal *Breast Cancer Research and Treatment* combined previous research with new data from over 262,000 women and found that postmenopausal women who ate the most processed meat (an average of more than nine grams a day or the equivalent of about 1 and a quarter hot dogs a week) had a 21% higher risk of breast cancer than those who ate no processed meat.

"It is not clear what component or components of processed meat are responsible for the association with cancer," says Mason. Likely candidates under investigation include salt and known or suspected carcinogenic chemicals formed during processing and cooking

**Sodium:** According to the American Cancer Society, there is good evidence that consuming large quantities of foods preserved by salting is associated with increased risk of stomach, nasopharyngeal, and throat cancers. "The link between excessive table salt (sodium chloride) and cancer risk (especially stomach cancer) is compelling," says Mason. "People should try to limit their average intake of sodium to less than 2,300 mg per day." Deli meats are one of the main sources of sodium in the American diet. In fact, six thin slices (2 oz.) of deli meat can contain as much as half of the daily recommended sodium intake. Even if all of this sodium does not raise cancer risk, it raises the risk of high blood pressure and heart disease in most people and should be limited.

**Nitrates:** Sodium nitrite and sodium nitrate are used as preservatives in processed meats because they prevent bacterial growth. Nitrates are also found naturally in a number of foods, including celery, beets, arugula, and other vegetables. "It is common nowadays to find the statement 'no added nitrates' on processed meat products," says Mason. "In most instances, these products are manufactured using celery juice or other natural sources of nitrates. To my knowledge, there is no evidence that the nitrates in celery juice act any differently in the body than nitrates added as food-grade chemicals. In fact, unlike food-grade sodium nitrate or nitrite, there is no federal regulation that limits how much celery juice can be added to a processed meat, so it is feasible to actually be consuming more nitrates with a processed meat that says, 'no added nitrates'." When consumed in vegetables, nitrates are safe, and may even have protective health effects such as improving blood flow. But in meats, nitrites can react during processing, cooking, and storage to form compounds called nitrosamines, which are classified as carcinogens. "Keep in mind, however, that the link between sodium nitrate and cancer risk is still unclear," says Mason.

**Cooking:** There is not enough data to prove that the way meat is cooked affects cancer risk, but it is known that cooking meat (processed or unprocessed) at high temperatures or in direct contact with heat (such as grilling or pan-frying) produces more carcinogenic chemicals than lower-heat, indirect methods like roasting or stewing.

While the exact culprit behind the association between processed meats and cancer is unclear, the association itself is convincing, especially for colorectal cancer, and the added sodium in these products has other clear negative health impacts. Cutting back on these foods, even if they say, "no added nitrates," is a smart move for health.

Source: Tufts Health & Nutrition Letter, Jan 2019

## Prolonged Sitting May Undo Exercise Benefits



New findings suggest that sitting throughout the day may alter the typical metabolic benefits of a bout of exercise. Whether sitting for endless hours daily is hazardous to our health because we're not exercising or whether the health risks of sitting may be counteracted by exercise are questions to which scientists continue to tease out answers. University of Texas at Austin researchers designed a study to shed some light.

Investigators recruited 10 healthy, recreationally active men and women ages 20-28. All subjects participated in 4 days of mostly sitting with no exercise, followed by a fifth morning with a high-fat, high-sugar breakfast shake. After a break, the same subjects then repeated 4 days of mostly sitting, but with the addition of 1 hour of vigorous intensity treadmill exercise on the night of the fourth day, again followed by the same breakfast shake. On the fifth morning, after the breakfast shake, investigators measured blood lipids, glucose and insulin.

Biomarker analysis showed that the 1-hour bout of vigorous exercise failed to improve the next morning's metabolic responses after the heavy meal, not the expected result after acute exercise. The typical expectation is that exercise—particularly high-intensity exercise—mitigates the elevation of fats in the bloodstream after a meal, while also improving glucose tolerance and insulin sensitivity. The lack of this typical response is characterized by researchers as a "exercise resistance" induced by prolonged sitting or other sedentary behavior.

"People seem to become resistant to the normal metabolic benefits of acute aerobic exercise after prolonged inactivity. This may indicate that someone who sits throughout the week and chooses to exercise on the weekend may not derive the full health benefits of the exercise, particularly regarding improved fat metabolism," the study authors noted.

Source: *Journal of Applied Physiology* (2019; doi:10.1152/jappphysiol.00968.2018)

### Sitting Less, Moving More, Boosting NEAT

Extended sitting is a major health hazard. Movement boosts non-exercise activity thermogenesis (NEAT).

Challenge yourself to take the "30 & 3" or "20 & 2" challenge. That means moving for 3 minutes after every 30 minutes of sitting or for 2 minutes after every 20.

## Exercise of the Month

### Lateral Leg Raise

The lateral leg raise targets one of the most forgotten (but most important) muscles in the body; the gluteus medius. The gluteus medius is a primary stabilizer of the hip. Strengthening it can reduce hip, back and knee pain!

- Begin by laying on your side with your legs stacked on top of each other in a straight line with your upper body.
- Lift your top leg straight up to about 45 degrees with your toes pointed slightly downward. Be sure to keep your body straight—Don't roll! Lower leg.
- Repeat sets of 15 reps. If you need to increase difficulty, add an ankle weight or resistance band.



## Practice Gratitude (cont.)

But over time, focusing only on such biggies can make them lose meaning. Look around for surprising little acts of kindness to give yourself a gratitude reboot. Think of the person who held the door for you when your hands were full.

### Give yourself reminders

Stop several times throughout the day to notice, appreciate, and savor the good in your life. . . sunlight through the window, a friend bearing coffee, or kid jokes.

### Go mobile

Try an app like [Grateful: A Gratitude Journal](#), which pings you with prompts to think about all you could appreciate.

### Say it out loud

When you have the opportunity to express your appreciation to another person, do it in a way that acknowledges the giver rather than how his or her act makes you feel. Instead of saying, "I can't wait to wear this scarf!" phrase your thanks in a way that highlights the other person's efforts or the qualities you like most about him or her: "You're so thoughtful to remember my favorite color!"

Psychologist Sara Algoe, PhD, associate professor at UNC says "I call this putting the 'you' in 'thank you.'" Her research suggests this approach can strengthen bonds—which is healthy for both of you. "Strong relationships have the same positive impact on our longevity as the negative impact smoking 15 cigarettes a day has on our mortality," she says. And living longer in better health gives you more reasons to be thankful!

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





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# Recipe of the Month: Pumpkin Cheesecake with Ginger Crust

## INGREDIENTS:

- ❑ 36 gingersnaps (9 ounces)
- ❑ 1 TB extra-light olive oil
- ❑ 1 TB granulated sugar
- ❑ 2 packages (8 ounces each) reduced-fat cream cheese (Neufchatel)
- ❑ 1 package (8 ounces) fat-free cream cheese
- ❑ 2/3 cup packed light brown sugar
- ❑ 1 can (15 ounces) unsweetened pumpkin puree
- ❑ 1/2 cup plain fat-free yogurt
- ❑ 2 TB dark rum (*\*\*\*Substitute 1 TB rum extract if making on duty*)
- ❑ 1 1/2 tsp cinnamon
- ❑ 1/2 tsp ground ginger
- ❑ 1/4 tsp nutmeg
- ❑ 1/4 tsp salt
- ❑ 2 large eggs
- ❑ 4 large egg whites



## COOKING INSTRUCTIONS

1. Preheat oven to 350° F. Spray a 9-inch springform pan with nonstick cooking spray.
2. In a food processor, combine the gingersnaps, oil, and granulated sugar. Process until the crumbs are evenly moistened. Press the crumb mixture into the bottom of the prepared pan. Set aside.
3. In a medium bowl, with an electric mixer, beat the cream cheeses and brown sugar until well combined. Beat in the pumpkin, yogurt, rum, cinnamon, ginger, nutmeg, and salt. Beat in the whole eggs and egg whites, one at a time, beating well after each addition.
4. Pour the batter into the crust and bake for 1.5 hours. Transfer to a wire rack to cool. Refrigerate until well chilled, about 4 hours.

*\*\*\*Note: If you have leftover cooked sweet potato or winter squash on hand, substitute 1 3/4 cups mashed for the pumpkin puree.*

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

### Nutrition Facts:

Servings: 12  
Serving Size: 1 slice

### Amount Per Serving:

Calories: 276  
Total Fat : 9g (4g saturated fat)  
Protein: 12g  
Carbohydrate: 36g  
Sodium: 512mg  
Cholesterol: 53mg

## DID YOU KNOW?

A new study reports the occasional nap appears to cut in half people's risk of heart attack, strokes and heart disease, compared to people who never nap. But more frequent napping provided no benefit, researchers found.

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Mike Corless

Re: Operations Division Monthly Report – November 2019

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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
- 11/4 Chief's Interviews (Battalion Chief, Lieutenant, and Firefighters).
- 11/5 Meeting with PFB regarding CrewSense (Staffing program).
- 11/5 Meeting with WES regarding Training Center project.
- 11/6 Academy meeting with Wellness and Logistics.
- 11/7 Meeting with CCOM Director Chery Bledsoe discussing FSA project management.
- 11/12 Fire Station Alerting team update (C800 and CCOM).
- 11/12 Discussion on promotional process of Paramedic to FF.
- 11/13 REGIS (Regional geographic information system) Steering Committee.
- 11/14 Fire Defense Board meeting.
- 11/14 Fire Users meeting (technical portion of CCOM).
- 11/19 Meeting with CCSO to discuss Tow request issues.
- 11/20 Regional OPS Chief meeting.
- 11/20 Intterra and pre-plan workgroup.
- 11/21 Lieutenant Expectations with Lt. Brian.
- 11/21 Discussion with DC Conway regarding CAR program.
- 11/21 Meeting with Estacada OPS Chief Brett Loomis.
- 11/21 Estacada Chamber event.
- 11/21 Meeting with "C" E330 to answer questions.
- 11/25 Meeting regarding MDC's and future direction.
- 11/26 Meeting with Training to discuss upcoming Academy.
- 11/26 Meeting with "B" E330 to answer questions.
- 11/27 Meeting with "C" E330 to answer questions and to go over apparatus standardization.

- 11/28 Met with Sandy Fire Chief Schneider and DC Howland.

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.
  - Engine 301 and BC302 assisted OSP on a fatal auto-pedestrian accident on I205 NB just north of the 82<sup>nd</sup> Drive overpass. OSP requested a wash-down in order to prevent approximately three hours of additional freeway closure.
  - Responded to a Second Alarm Commercial Fire with HR305, Engine 309 to Lake Oswego.
  - Responded to a First Alarm Commercial Fire with Gladstone Fire.
- Projects/Events/Meetings/Training
  - Met with crews which included “howdy rounds” as well as observing training evolutions.
  - Conducted multiple Apparatus Operator and Probationary Fire Fighter evaluations.
  - Conducted a multi-company drill with Engine 301, Engine 302 and Truck 304.
  - Welcomed home two deployed.
  - Helped conduct multiple Organizational Briefings.
  - Attended one (1) Operations Briefing.
  - Managed an employee personnel issue as it related to a partial missed shift.
  - Assigned command/control/coordination of US&R and Truck Program.
    - Multiple meetings with stakeholders
    - Review of program plans/policies
    - Work on context/scope of equipment purchase of over \$130,000.
  - Attend Oregon Emergency Management Homeland Security Grant Program annual training session – Clackamas County Administrative Services building.
  - Took part in Senior Staff meetings where participants discussed the Estacada Contract.
  - Assisted ITS with a resume review for job opening.
  - Annual personal occupational health/wellness testing.
  - Transferred command/control/coordination of Rehab program
    - Met Rick Larson re: issues/opportunities with Rehab Program.

## **North Battalion-B Shift**

### **Battalion Chief Josh Santos**

- Significant Incidents
  - November 11 - Oregon City Metro Station fire. Assisted BC303 with incident command.
  - November 20 - Provided incident command during natural gas leak for Gladstone Fire.
  - November 23 – Residential Fire in Whispering Waters in Goose Hollow. Assigned Safety.
  - November 29 – Motor vehicle crash with vehicle stabilization and extrication.
  
- Projects/Events/Meetings/Training
  - First month assigned to BC302 B shift.
  - Completed Battalion Chief shadow shifts x 5 prior to first assigned shift.
  - Completed battalion station visits and provided expectations.
  - Completed training evolution with E306 in new development of their response area.
  - Attended Milwaukie CPO meeting.
  - Attended Senior Staff meeting.
  - Completed annual audits for Station 1 and Station 2.
  - Participated in Probationary Firefighter Evaluation x 1.
  - Participated in apartment complex pre-plan training session with E301 and T304.
  - Attended Fire Chiefs auction dinner at Station 3 – 10 guests from Willamette View.
  - Participated in Operation Santa Claus in Redland.

## **North Battalion-C Shift**

### **Battalion Chief David Palmer**

- Significant Incidents
  - Commercial fire on 99E. Fire contained to a dryer in a veterinary clinic. No impact to business, public, or animals.
  - November 27- SE HWY 212, working residential fire in a double wide manufactured. Two citizens safe but displaced.
  
- Projects/Events/Meetings/Training
  - Promoted to Battalion Chief 11/12/19.
  - Assumed responsibility for Hazmat program and restricted access program.
  - Met and worked with all crews in my Battalion.
  - Settling into my position and learning as much as I can for those around me at all levels.

## **East Battalion- A Shift**

### **Battalion Chief Burke Slater**

- Significant Incidents
  - No significant incidents to report for the month of November.

- Projects/Events/Meetings/Training
  - Occupational health and wellness testing.
  - Participated in the November Operations meeting.
  - Evaluated E308 A/O at the TC for Probationary Testing.
  - Provided Educational training topics for November including Fire Victims and Reporting, Incident Utilities and Jail Responses.

### **East Battalion- B Shift**

#### **Battalion Chief Brent Olson**

- Significant Incidents
  - November 11 - Commercial Fire, Metro Transfer Station
  - November 23 - Garage Fire, Goosehollow neighborhood
- Projects/Events/Meetings/Training
  - November 5 - Boring CPO meeting.
  - November 6 - Operations meeting.
  - November 9 - USFS meeting.
  - Continued work on Pre-Fire Plan SOP and workflow process.
  - November 20 - Meeting with TVFR GIS personnel concerning Intterra Program.
  - Began working on Activities Calendar SOP.
  - Began work on Post Incident Review SOP.
  - November 14 - Eagle Creek/Estacada CPO meeting.
  - November 14 - Fire Defense Board meeting.
  - Station Audits:
    - November 20- Station 14
    - November 20 –Station 8
    - November 26 – Station 18

### **East Battalion- C Shift**

#### **Battalion Chief Tony Cordie**

- Significant Incidents
  - No significant incidents to report for the month of November.
- Projects/Events/Meetings/Training
  - Conducted operational briefings.
  - Moved from Battalion 302 B shift to Battalion 301 C shift.
  - Attended Senior Staff meetings.
  - Attended Ops meeting.
  - Evaluated probationary Apparatus Operator skills evaluations for probationary requirement.
  - Evaluated probationary firefighters skills evaluations for probationary requirements
  - Met with Estacada personnel on C shift.
  - District familiarization in the east battalion.

- Met with all crews in east battalions to go over operational expectations.
- Mentoring for a C shift east battalion probationary lieutenant.
- Met with east battalion crews to go over operational priorities and information for the month.

### **South Battalion- A Shift**

#### **Battalion Chief Brian Burke**

- Significant Incidents
  - November 11- Commercial Fire on SE 82<sup>nd</sup> Drive
- Projects/Events/Meetings/Training
  - Fire Station Audits
    - Station 10
    - Station 15
  - Table Top Drill – FF Mayday Case Review (Sacramento Fire Department)
  - CCOM visit.

### **South Battalion- B Shift**

#### **Battalion Chief Jonathan Scheirman**

- Significant Incidents
  - Residential Fire at SE Arista Dr.
  - Commercial Fire Mutual Aid with Molalla at S Fish Rd.
  - Residential Fire at S Fishers Mill Rd.
- Projects/Events/Meetings/Training
  - Hosted Chief Whiteley on a ride-a-long.
  - Hosted Chief Santos and Chief Palmer on ride-a-longs.
  - Presented a District update to the Hamlet of Beavercreek.
  - Attended the Oregon City Business Alliance luncheon.
  - Performed Probationary Firefighter and AO evaluations.
  - Performed station audits on Station 9 and Station 17.
  - Performed Probationary Lt. tactical evaluations.
  - Made several station visits.
  - Worked on review of IPS and CPS with Training.

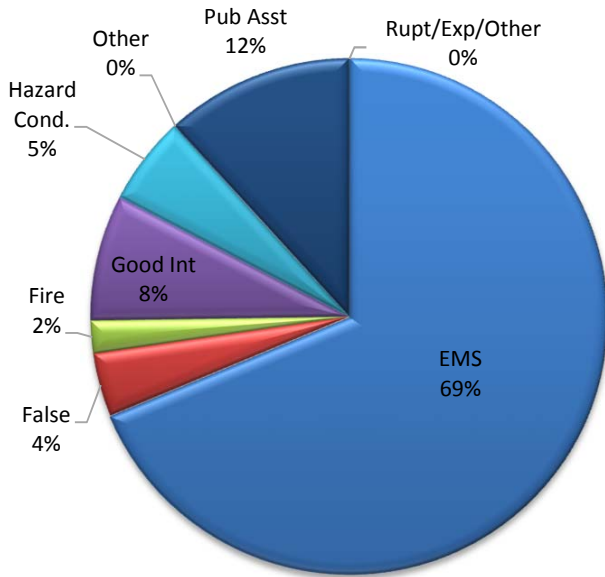
### **South Battalion- C Shift**

#### **Battalion Chief Jason Ellison**

- Significant Incidents
  - November 11- Second alarm fire at Oregon City Transfer Station. The fire was contained to the pit.
  - November 27<sup>th</sup> - Attic Fire in Redland. Crews arrived and found smoke from a small home. Crews had the fire under control within 15 minutes.
  - November 27<sup>th</sup> - Commercial fire on 99E. The fire was contained to a dryer and the business was smoked up. Gladstone Chief took command and BC303 was safety.

- Projects/Events/Meetings/Training
  - Probationary Firefighter testing.
  - Probationary AO testing.
  - Station visits and expectations.
  - Technical rescue program management.
  - Met with Recon Boats for possible builder for the SPIRE Grant.
  - I was nominated to be co-chair of the Water Rescue Consortium.
  - Moved to the South Battalion.
  - I had the opportunity to teach search and rescue at the Copper State Fire Conference.
  - Station audits.

## Clackamas Fire Dist. #1 Emergency Services Report November 2019



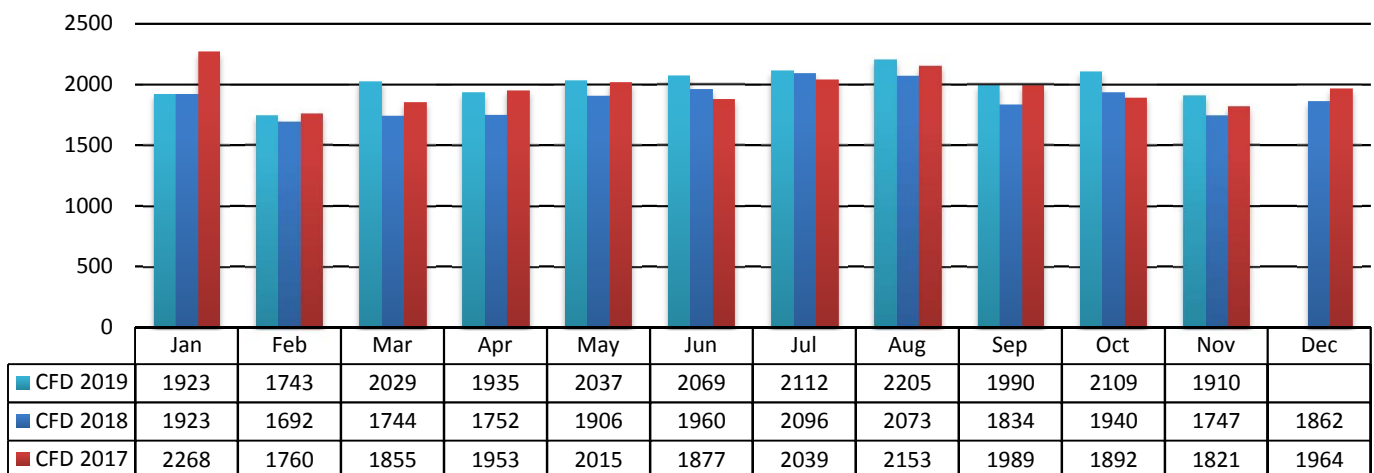
Incident Type	Data
EMS	1313
False	76
Fire	39
Good Int	151
Hazard Cond.	106
Other	0
Pub Asst	225
Rupt/Exp/Weather	0
<b>Grand Total</b>	<b>1910</b>

### Year to Date

Incident Type	2017	2018	2019
EMS	15775	15634	15085
False	913	857	931
Fire	603	581	615
Good Int	2186	2060	1987
Hazard Cond.	1472	1050	1082
Other	7	7	2
Pub Asst	2619	2337	2347
Rupt/Exp/Weather	11	3	13
<b>Grand Total</b>	<b>23586</b>	<b>22529</b>	<b>22062</b>

*Mutual Aid Given Incident Not Included*

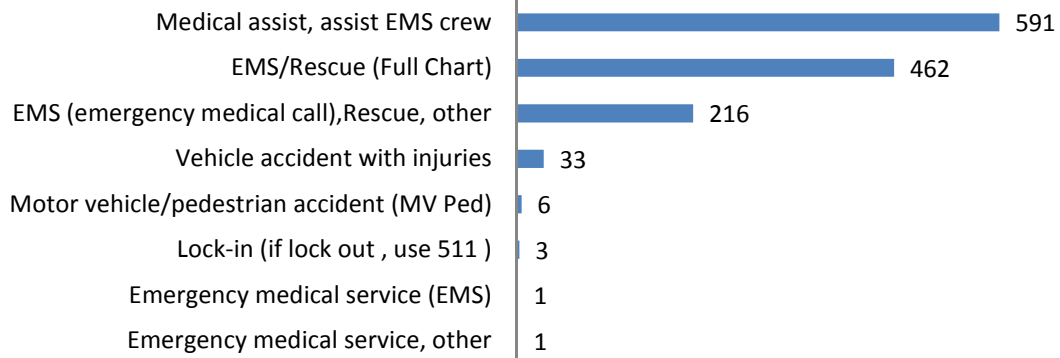
### Total Incidents by Month



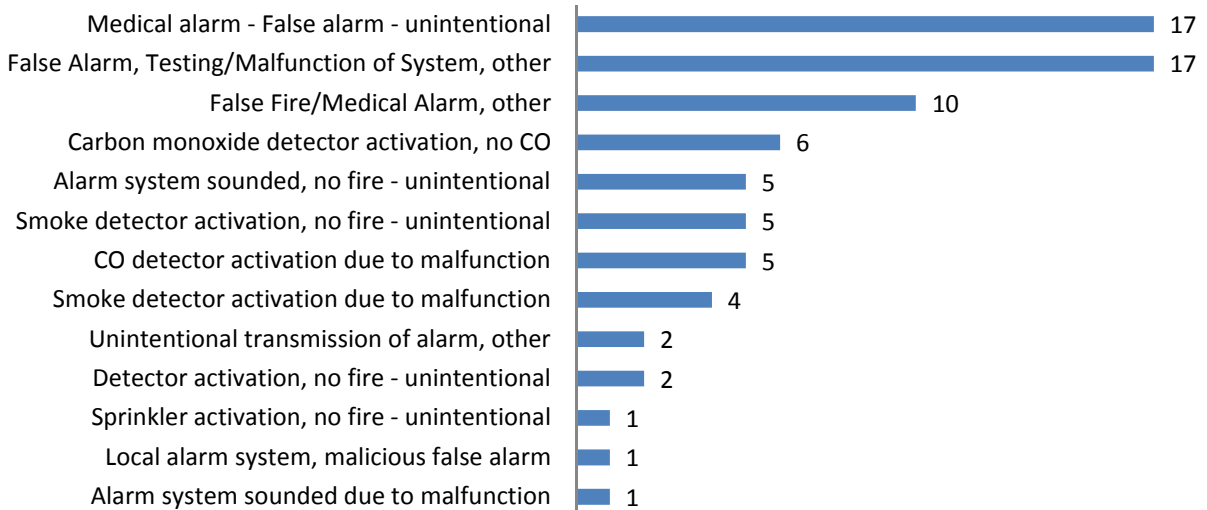


## November 2019 Incident Summary

### EMS Total: 1313

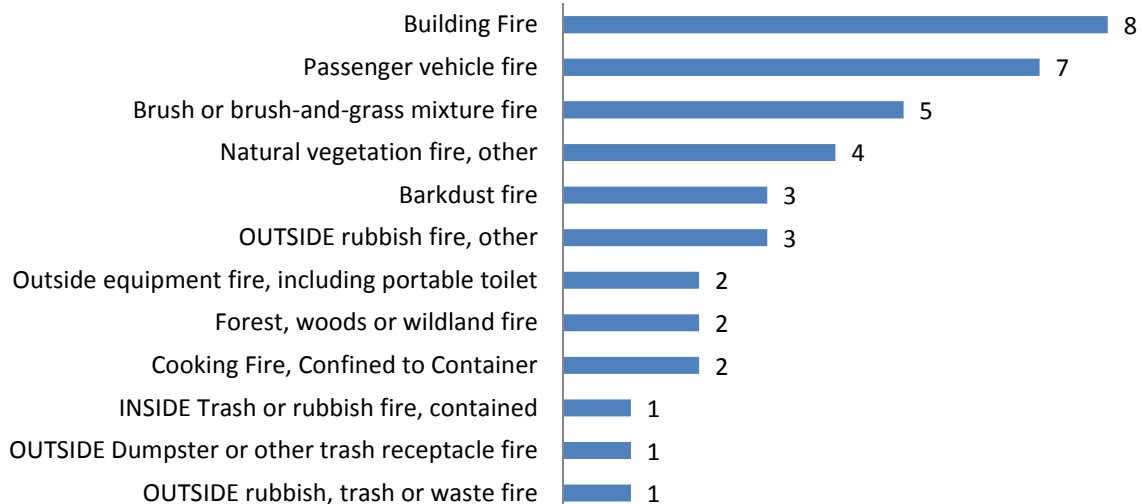


### False Alarm Total: 76

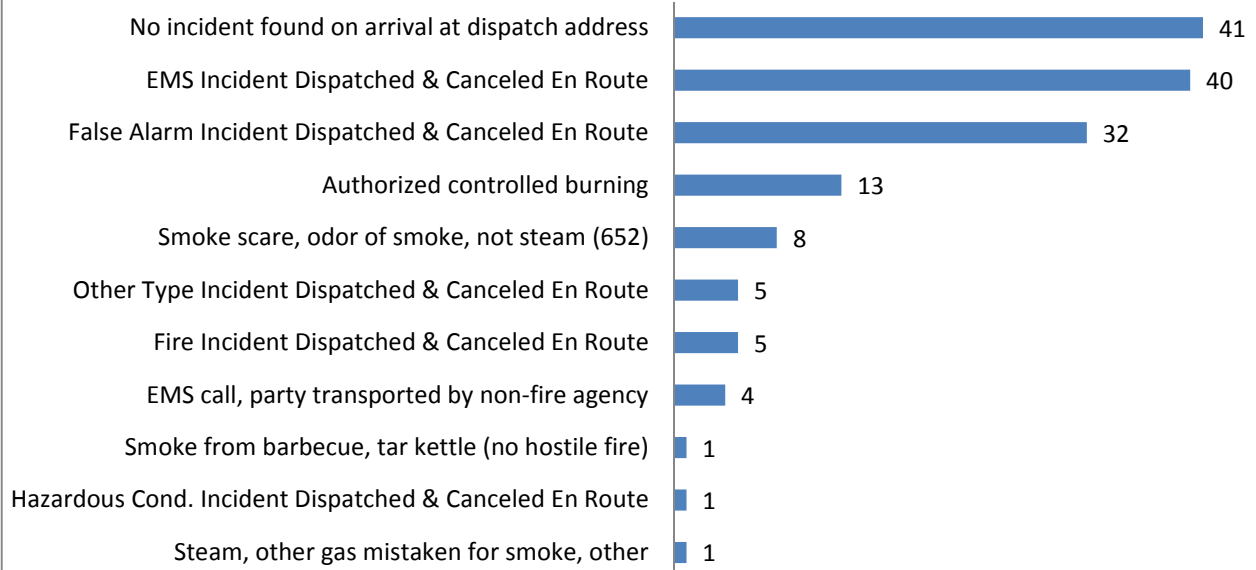


### Weather/Rupture/Explosion/Other Total: 0

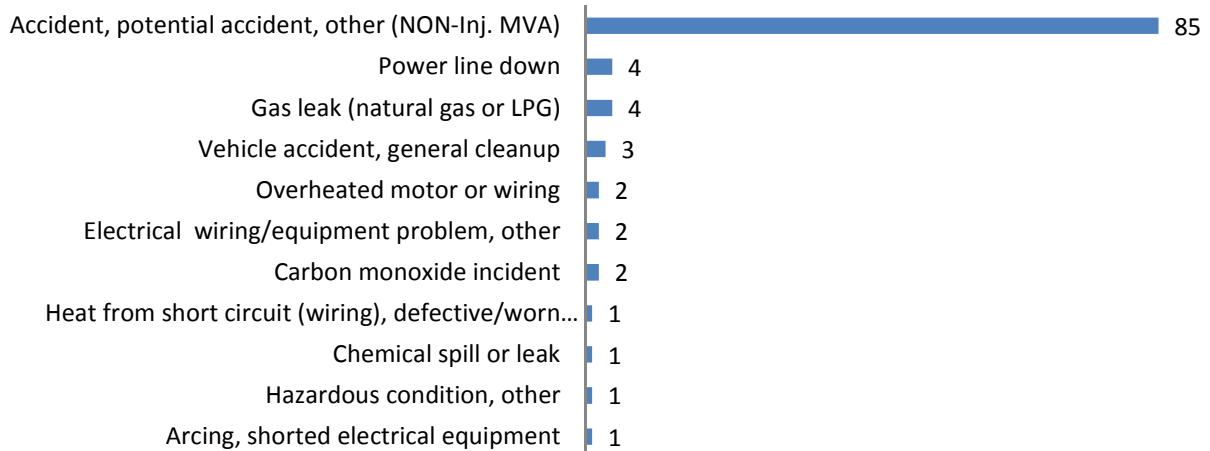
### Fire Total: 39



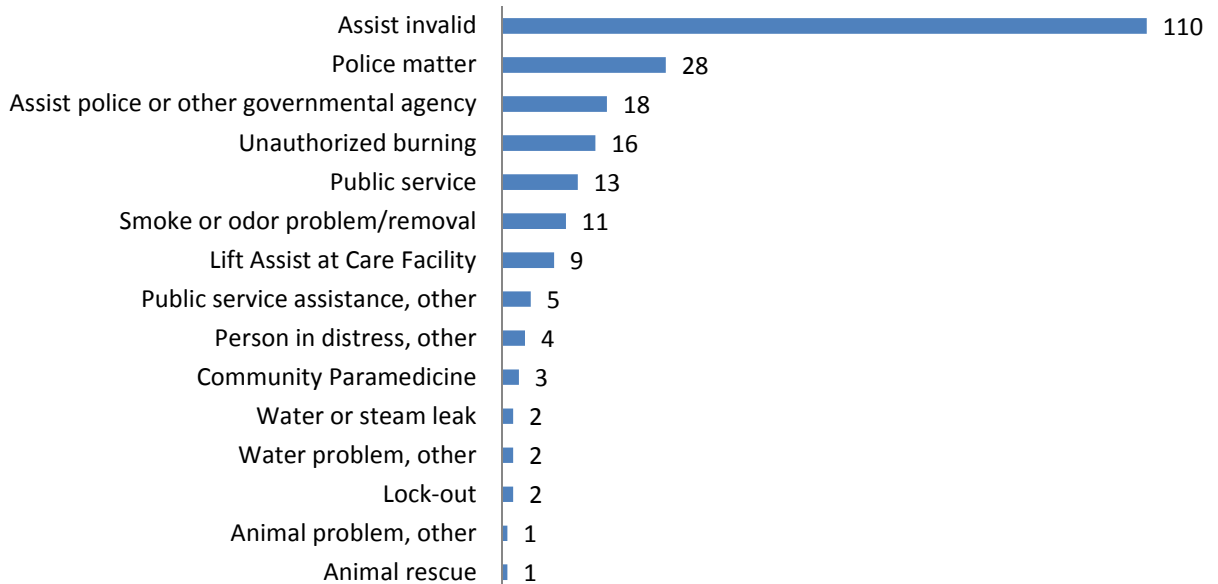
**Good Intent Total: 151**



**Hazardous Condition Total: 106**

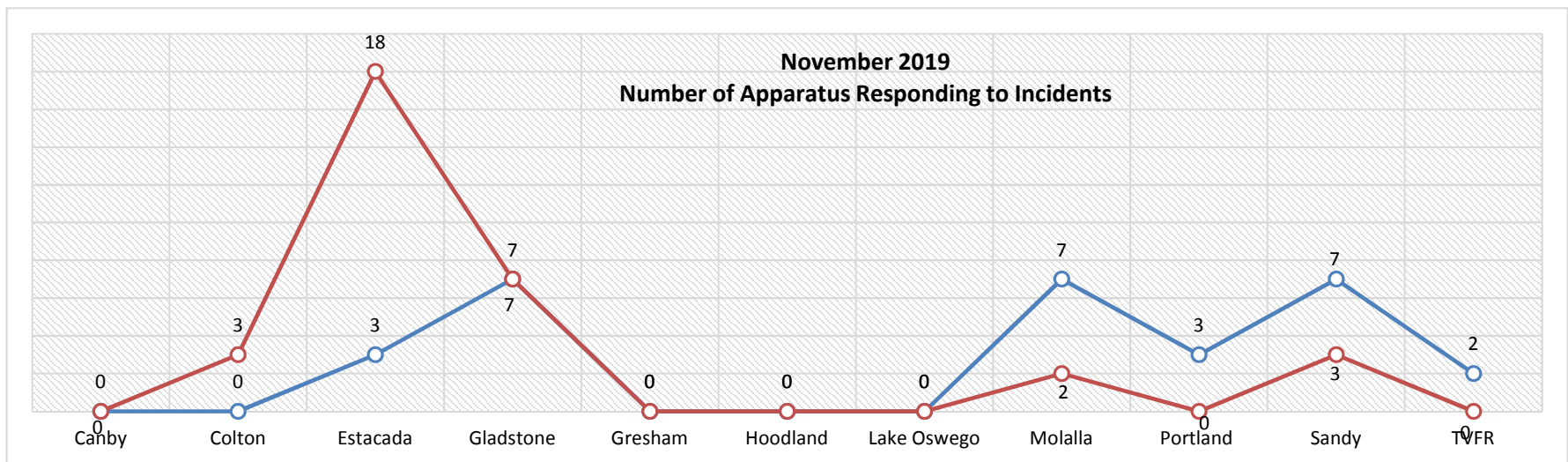
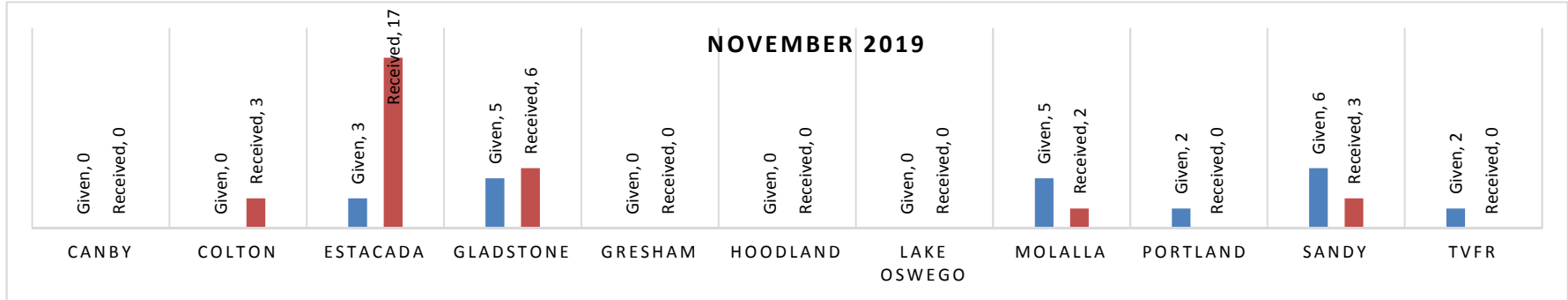
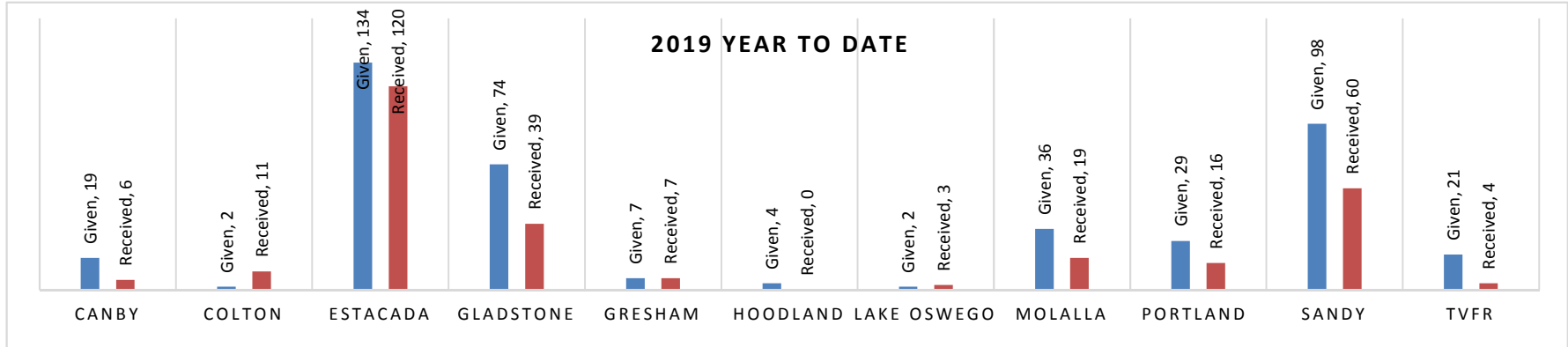


**Public Assists Total: 225**



## 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**

November 2019

<b>Agency</b>	<b>Apparatus</b>	<b>Apparatus Action</b>	<b>Responses</b>
Estacada	E318	Provide advanced life support (ALS)	2
	BR318	Emergency medical services, other	1
<b>Estacada Total</b>			<b>3</b>
Gladstone	M303	Provide advanced life support (ALS)	1
		Transport person	1
	E315	Assist lift patient	1
		Provide manpower	1
	BC302	Assistance, other	1
		Incident command	1
T304	Provide manpower	1	
<b>Gladstone Total</b>			<b>7</b>
Molalla	M316	Provide advanced life support (ALS)	3
		Provide basic life support (BLS)	1
	BC303	Fire Attack	1
	E310	Fire Attack	1
	WT310	Fire Attack	1
<b>Molalla Total</b>			<b>7</b>
Portland	E306	Provide manpower	1
	E307	Extinguish	1
	BC301	Safety Officer	1
<b>Portland Total</b>			<b>3</b>
Sandy	E314	Assistance, other	1
		Provide advanced life support (ALS)	1
		Provide manpower	1
		(blank)	1
	E318	Provide advanced life support (ALS)	1
	BC301	Assistance, other	1
BR318	Assistance, other	1	
<b>Sandy Total</b>			<b>7</b>
TVFR	E315	Incident command	1
		Investigate	1
<b>TVFR Total</b>			<b>2</b>
<b>Grand Total</b>			<b>29</b>

**Incident Types  
by FMZ  
November 2019**

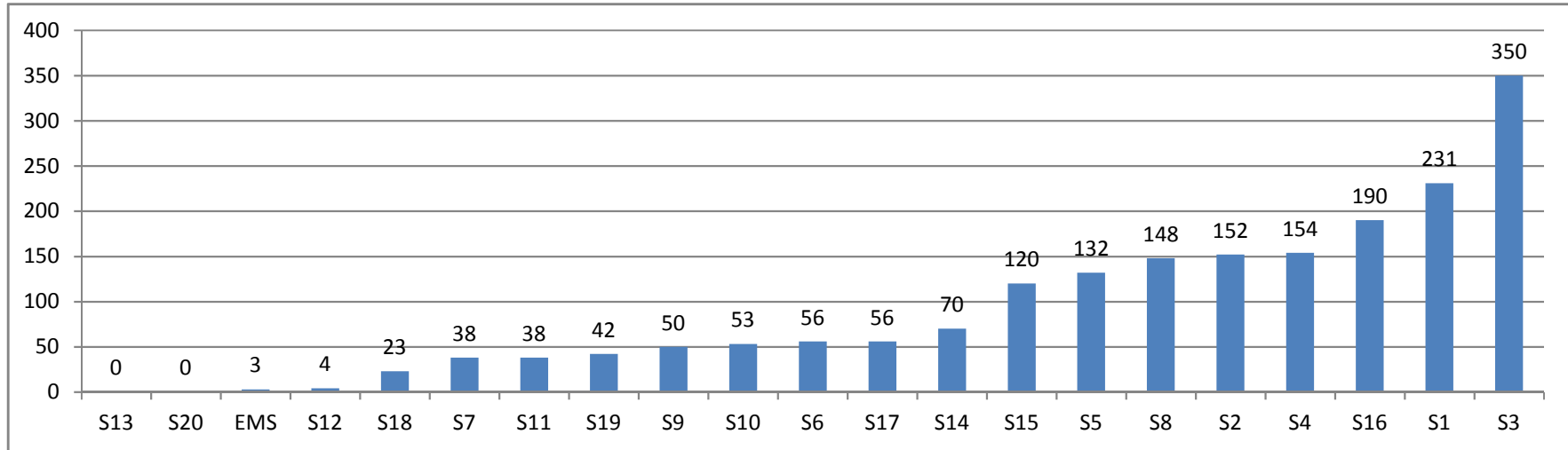
Incident Station	Incident Type	Total
S1	EMS	163
	False	2
	Fire	2
	Good Int	14
	Hazard Condition	10
	Pub Asst	40
<b>S1 Total</b>		<b>231</b>
S2	EMS	115
	False	5
	Good Int	16
	Hazard Condition	4
	Pub Asst	12
<b>S2 Total</b>		<b>152</b>
S3	EMS	232
	False	18
	Fire	5
	Good Int	28
	Hazard Condition	7
	Pub Asst	60
<b>S3 Total</b>		<b>350</b>
S4	EMS	105
	False	8
	Fire	3
	Good Int	10
	Hazard Condition	13
Pub Asst	15	
<b>S4 Total</b>		<b>154</b>
S5	EMS	98
	False	8
	Fire	5
	Good Int	10
	Hazard Condition	5
	Pub Asst	6
<b>S5 Total</b>		<b>132</b>
S6	EMS	46
	False	3
	Good Int	1
	Hazard Condition	2
	Pub Asst	4
<b>S6 Total</b>		<b>56</b>
S7	EMS	27
	False	3
	Fire	2
	Good Int	1
	Hazard Condition	2
	Pub Asst	3
<b>S7 Total</b>		<b>38</b>

Incident Station	Incident Type	Total
S8	EMS	90
	False	3
	Fire	8
	Good Int	16
	Hazard Condition	14
	Pub Asst	17
<b>S8 Total</b>		<b>148</b>
S9	EMS	28
	False	4
	Fire	1
	Good Int	3
	Hazard Condition	8
	Pub Asst	6
<b>S9 Total</b>		<b>50</b>
S10	EMS	34
	False	1
	Fire	2
	Good Int	5
	Hazard Condition	3
	Pub Asst	8
<b>S10 Total</b>		<b>53</b>
S11	EMS	19
	Fire	4
	Good Int	3
	Hazard Condition	4
	Pub Asst	8
<b>S11 Total</b>		<b>38</b>
S12	EMS	1
	Hazard Condition	2
	Pub Asst	1
<b>S12 Total</b>		<b>4</b>
S14	EMS	45
	False	3
	Fire	2
	Good Int	10
	Hazard Condition	7
	Pub Asst	3
<b>S14 Total</b>		<b>70</b>
S15	EMS	90
	False	3
	Fire	2
	Good Int	5
	Hazard Condition	10
	Pub Asst	10
<b>S15 Total</b>		<b>120</b>

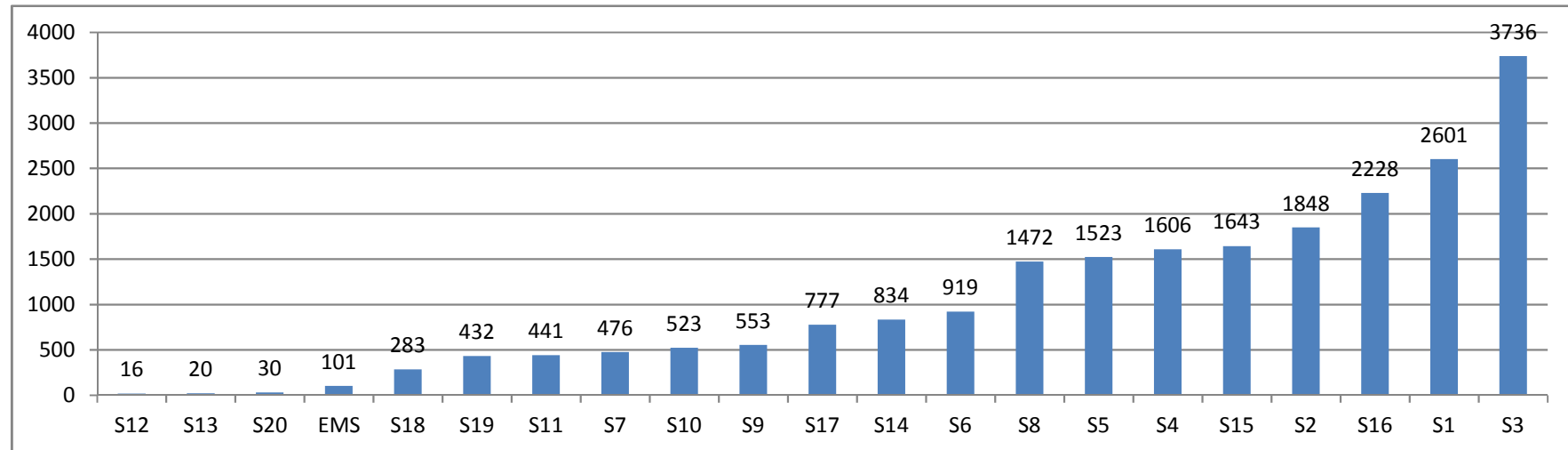
Incident Station	Incident Type	Total
S16	EMS	146
	False	7
	Good Int	13
	Hazard Condition	6
	Pub Asst	18
<b>S16 Total</b>		<b>190</b>
S17	EMS	36
	False	7
	Fire	2
	Good Int	4
	Hazard Condition	1
Pub Asst	6	
<b>S17 Total</b>		<b>56</b>
S18	EMS	11
	Good Int	6
	Hazard Condition	4
	Pub Asst	2
<b>S18 Total</b>		<b>23</b>
S19	EMS	27
	False	1
	Fire	1
	Good Int	6
	Hazard Condition	4
Pub Asst	3	
<b>S19 Total</b>		<b>42</b>
EMS	Pub Asst	3
<b>EMS Total</b>		<b>3</b>
<b>Grand Total</b>		<b>1910</b>

### Incident Count by FMZ

November 2019



### Year to Date



**Apparatus Response by Station and Incident Type  
(Including Mutual Aid Given)  
November 2019**

<b>Unit Station</b>	<b>Unit ID</b>	<b>Incident Type</b>	<b>Total</b>
BC1	BC301	EMS	3
		Good Int	2
		Pub Asst	4
		Fire	12
		HazMat	4
	BC301 Total	25	
<b>BC1 Total</b>			<b>25</b>
BC2	BC302	EMS	2
		Good Int	2
		Pub Asst	4
		Fire	12
		HazMat	9
	BC302 Total	29	
<b>BC2 Total</b>			<b>29</b>
BC3	BC303	EMS	5
		Good Int	3
		Pub Asst	1
		Fire	9
		HazMat	3
	BC303 Total	21	
<b>BC3 Total</b>			<b>21</b>
S1	E301	EMS	174
		False	2
		Good Int	17
		Pub Asst	43
		Fire	8
		HazMat	12
	E301 Total	256	
<b>S1 Total</b>			<b>256</b>
S2	RH302	Fire	2
	RH302 Total		2
	E302	EMS	116
		False	4
		Good Int	16
		Pub Asst	13
		Fire	2
HazMat	6		
E302 Total		157	
<b>S2 Total</b>			<b>159</b>
S3	M303	EMS	210
		False	8
		Good Int	24
		Pub Asst	27
		Fire	8
		HazMat	6
	M303 Total		283

Unit Station	Unit ID	Incident Type	Total
S3 Continued	E303	EMS	66
		False	13
		Good Int	11
		Pub Asst	41
		Fire	5
		HazMat	8
E303 Total			144
	HM303	Fire	1
HM303 Total			1
<b>S3 Total</b>			<b>428</b>
S4	T304	EMS	126
		False	8
		Good Int	11
		Pub Asst	25
		Fire	12
		HazMat	14
T304 Total			196
<b>S4 Total</b>			<b>196</b>
S5	HR305	EMS	112
		False	8
		Good Int	14
		Pub Asst	14
		Fire	16
		HazMat	12
HR305 Total			176
<b>S5 Total</b>			<b>176</b>
S6	E306	EMS	55
		False	4
		Good Int	2
		Pub Asst	6
		Fire	1
		HazMat	4
E306 Total			72
	IE306	EMS	1
IE306 Total			1
<b>S6 Total</b>			<b>73</b>
S7	E307	EMS	34
		False	3
		Good Int	3
		Pub Asst	5
		Fire	6
		HazMat	4
E307 Total			55
<b>S7 Total</b>			<b>55</b>
S8	E308	EMS	83
		False	3
		Good Int	18
		Pub Asst	14
		Fire	11
		HazMat	11
E308 Total			140
<b>S8 Total</b>			<b>140</b>



Unit Station	Unit ID	Incident Type	Total
S9	IE309	Good Int	1
		Fire	2
	IE309 Total		3
	E309	EMS	36
		False	5
		Good Int	4
		Pub Asst	6
Fire		7	
	HazMat	11	
E309 Total		69	
<b>S9 Total</b>			<b>72</b>
S10	E310	EMS	37
		False	1
		Good Int	5
		Pub Asst	8
		Fire	5
		HazMat	3
	E310 Total		59
	WT310	Fire	1
		HazMat	1
	WT310 Total		2
BR310	HazMat	1	
BR310 Total		1	
<b>S10 Total</b>			<b>62</b>
S11	E311	EMS	23
		Good Int	3
		Pub Asst	9
		Fire	6
		HazMat	6
	E311 Total		47
BR311	Fire	3	
BR311 Total		3	
<b>S11 Total</b>			<b>50</b>
S12	BR312	Pub Asst	1
		HazMat	1
BR312 Total		2	
<b>S12 Total</b>			<b>2</b>
S13	BR313	EMS	4
		Pub Asst	1
BR313 Total		5	
<b>S13 Total</b>			<b>5</b>
S14	E314	EMS	60
		False	3
		Good Int	15
		Pub Asst	6
		Fire	4
		HazMat	8
E314 Total		96	

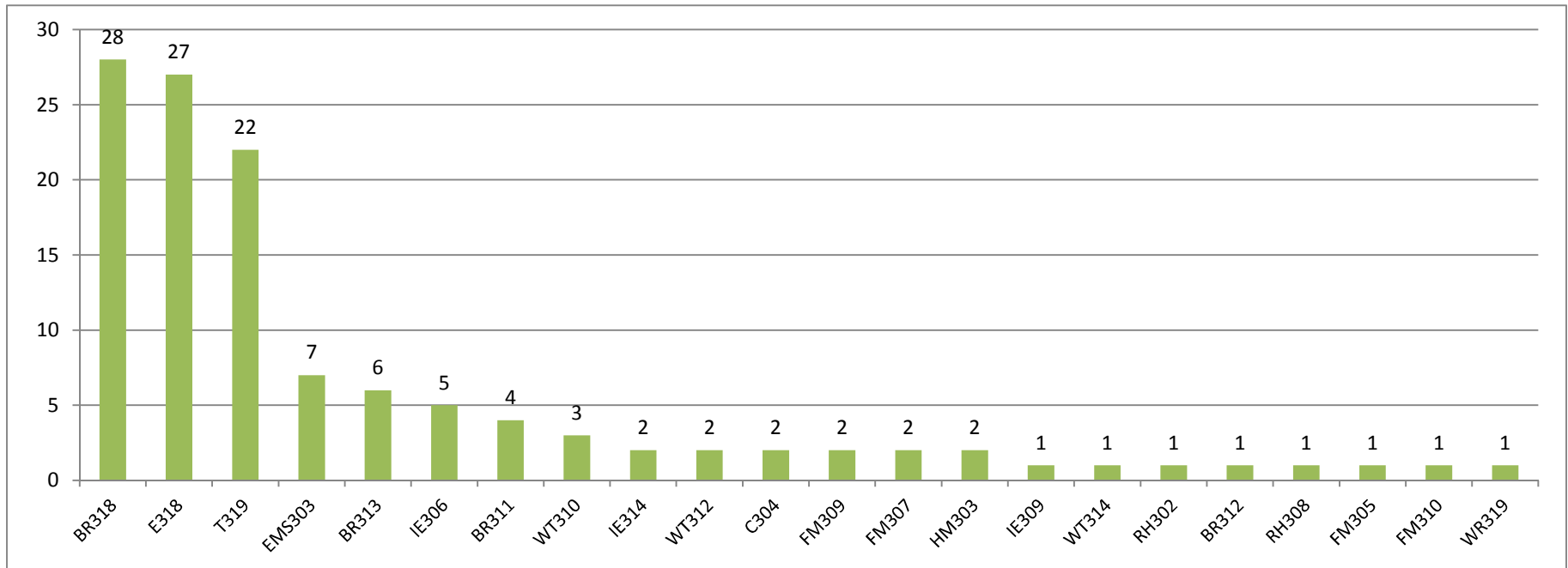
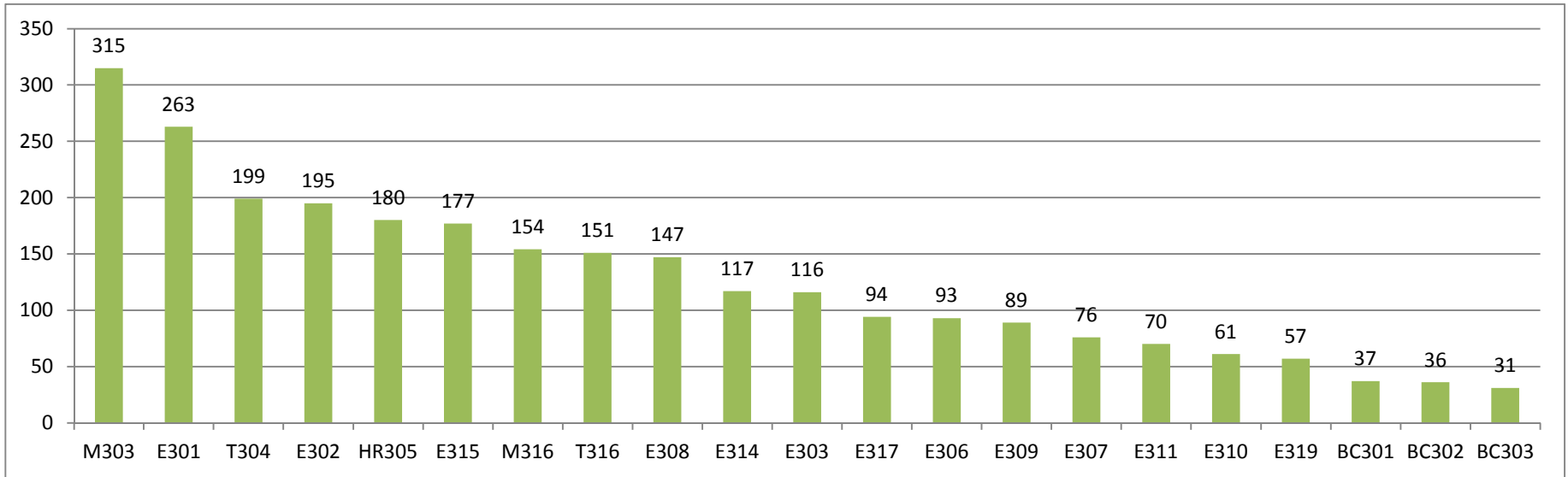
Unit Station	Unit ID	Incident Type	Total
S14 Continued	WT314	Fire	1
	WT314 Total		1
	IE314	Pub Asst	2
	IE314 Total		2
<b>S14 Total</b>			<b>99</b>
S15	E315	EMS	95
		False	3
		Good Int	4
		Pub Asst	13
		Fire	9
	HazMat	11	
E315 Total		135	
<b>S15 Total</b>			<b>135</b>
S16	M316	EMS	111
		False	1
		Good Int	3
		Pub Asst	16
		Fire	3
		HazMat	3
	M316 Total		137
	T316	EMS	74
		False	4
		Good Int	11
Pub Asst		11	
Fire	8		
HazMat	8		
T316 Total		116	
<b>S16 Total</b>			<b>253</b>
S17	E317	EMS	44
		False	7
		Good Int	5
		Pub Asst	7
		Fire	6
	HazMat	1	
E317 Total		70	
<b>S17 Total</b>			<b>70</b>
S18	E318	EMS	8
		HazMat	1
	E318 Total		9
	BR318	EMS	15
		Good Int	1
		Pub Asst	2
Fire		3	
HazMat	2		
BR318 Total		23	
<b>S18 Total</b>			<b>32</b>

Unit Station	Unit ID	Incident Type	Total
S19	E319	EMS	27
		False	1
		Good Int	5
		Pub Asst	1
		Fire	2
		HazMat	3
	E319 Total		39
	T319	EMS	5
		Good Int	2
		Pub Asst	1
Fire		3	
HazMat		3	
T319 Total		14	
WR319	EMS	1	
	Good Int	1	
WR319 Total		2	
<b>S19 Total</b>			<b>55</b>
(blank)	RH308	Fire	2
	RH308 Total		2
	FM309	Fire	2
	FM309 Total		2
	FM308	Fire	1
	FM308 Total		1
	C305	EMS	1
	C305 Total		1
<b>(blank) Total</b>			<b>6</b>
EMS	EMS303	EMS	1
		Pub Asst	3
	EMS303 Total		4
<b>EMS Total</b>			<b>4</b>
<b>Grand Total</b>			<b>2403</b>

# Incident Response by Apparatus

*(Including Mutual Aid Given)*

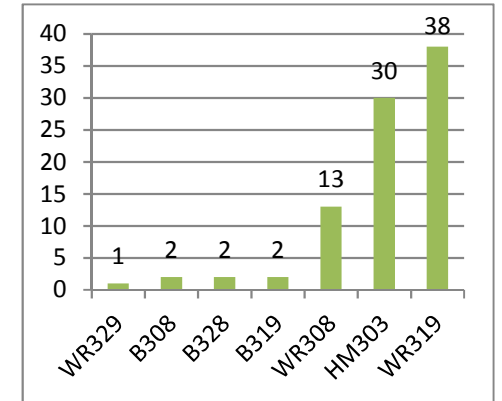
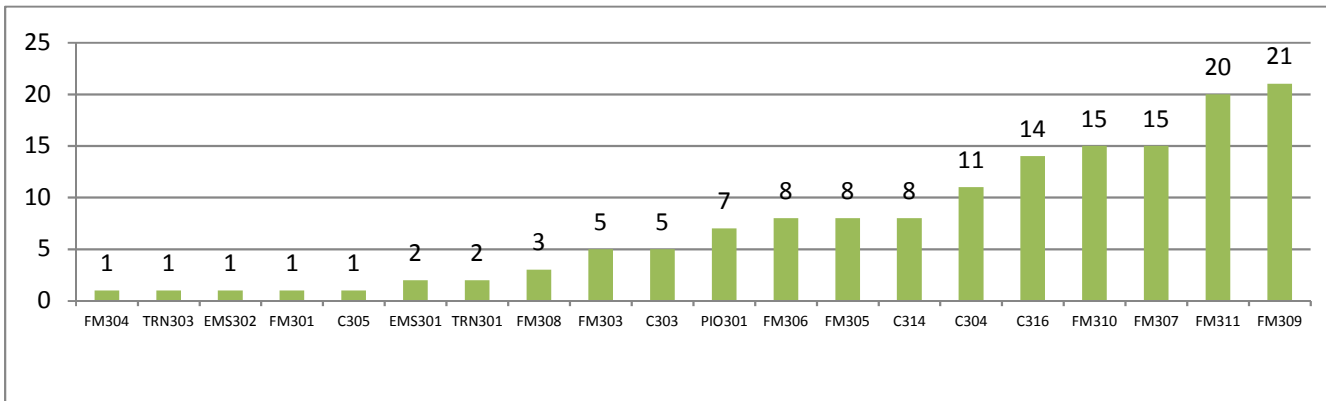
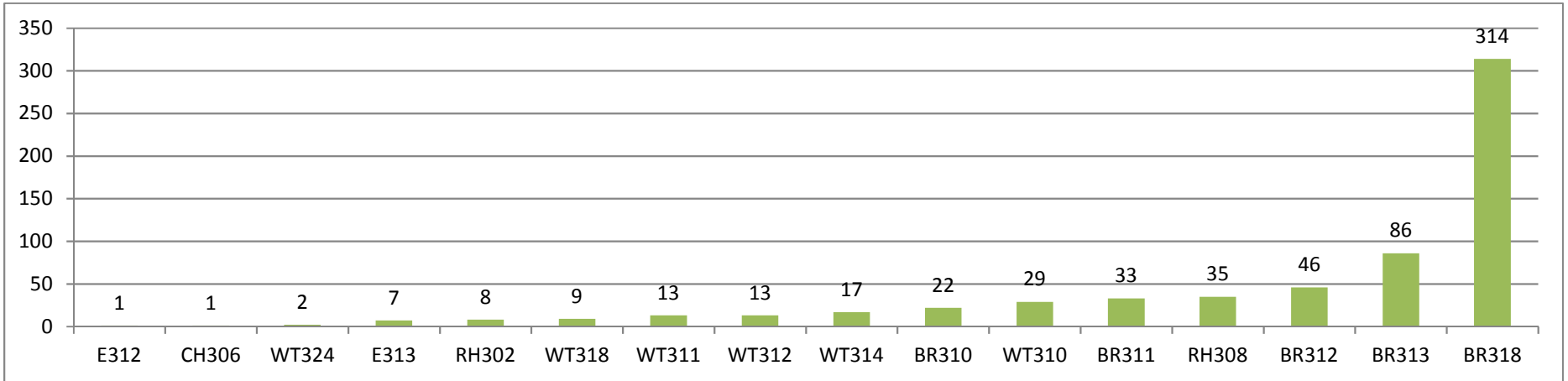
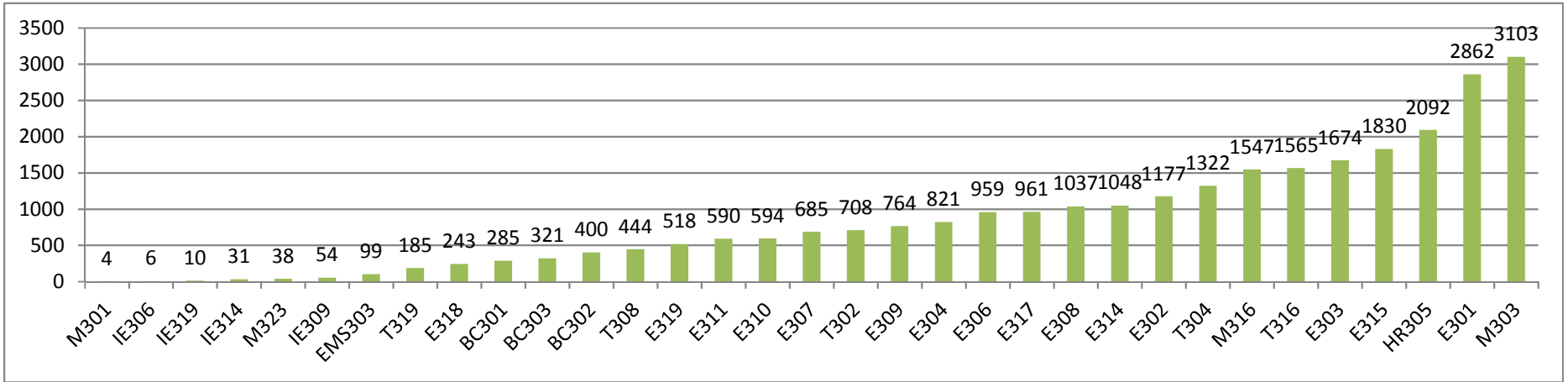
November 2019



# 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 Nick Browne

Re: Training Monthly Report – November 2019

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## Projects/Events/Meetings/Training – BC Browne

- Attended Ops meeting.
- Attended Board meeting.
- Shadowed Chief Hopkins for two weeks per succession plan.
- Meetings regarding upcoming Career Academy.
- Attended Senior Staff meetings.
- Reviewed several policies, making revisions as needed.
- Reviewed injury reporting.
- Worked on annual training plan.
- Weekly Staff meeting.
- Attended Chief Hopkin's retirement.
- Pre Training planning retreat preparation.
- Moved into the office.

## Projects/Events/Meetings/Training – ATO Capt. Kinne

- Joint Apprenticeship Taskforce meeting in Eugene.
- Gresham Demo days (research low cost fogger case).
- Develop lower overtime cost eight week Academy model.
- Update academy documents/ prepare for Recruit Academy.
- Staff report evaluating length of Academy.
- Ongoing probationary firefighter testing.
- Weekly staff meetings.
- Site visit Station 14/ develop training grounds cleanup plan
- NAFT meeting.

## Projects/Events/Meetings/Training – ATO Lt. Brown

- Weekly Training Staff meetings.
- Company Performance Standards evaluations.
- Probationary Apparatus Operators Practical tests.
- Updated Probationary AO credentials.
- Company Performance Standards review and updates.
- Staff Meeting with BC Browne.

- BC Hopkin's retirement celebration.
- Board Report.

Projects/Events/Meetings/Training – ATO Lt. Walker

- Volunteer Academy 19-01 has ended! All recruits passed their final written and practical test with great success. They are now working at Operation Santa.
- Finalized paperwork for Volunteer Academy 19-01.
- Full time work has begun on Career Academy 20-01.
- All but one Probationary FF has completed their 8<sup>th</sup> month testing.
- Worked on Firefighter 2 certification process.
- Assigned all newly promoted officers their Target solutions Credential and explained as needed.
- Completed the three month syllabus for upcoming Probationary FF training and sent it out to the officers who have PFFs
- Worked on repairing the Lieutenant credential and reassigning it to the lieutenants on probation.

Respectfully submitted,

Battalion Chief Nick Browne

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors  
 From: Volunteer Services Chief Steve Deters  
 Re: Volunteer Services Division Monthly Report – November 2019

---

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

## Fire Training

Drills in the month of November included:

- 11/06/2019 House Fire Evolution
- 11/07/2019 House Fire Evolution
- 11/13/2019 Open Skills
- 11/14/2019 Open Skills

## EMS Training

- 11/20/2019 Wellness Talk
- 11/21/2019 Wellness Talk

In November, the Volunteer group participated in the following Events/Meetings

- 11/ 04/2019 All Volunteer Association Meeting
- 11/06/2019 Clackamas Fire District #1/Clackamas Town Center Immunization Event
- 11/30/2019 Operation Santa 1<sup>st</sup> Parade – Station 11

## Recruitment VRA 19-01

- 11/06/2019 House Fire Evolution
- 11/07/2019 House Fire Evolution
- 11/09/2019 Hazmat Ops
- 11/10/2019 Hazmat Ops
- 11/13/2019 Water Safety & Fire Extinguishers
- 11/14/2019 Water Safety & Fire Extinguishers
- 11/16/2019 Brush Unit Familiarization
- 11/20/2019 Final Practical Skills Practice
- 11/21/2019 Final Practical Skills Practice
- 11/23/2019 Final Exam: Written & Practical



### Explorers

November Explorers focused on (which the current Explorers helped with this process):

- New Explorer Applicants –Written test & interviews

### Public-Relations

- 11/30/2019 Operation Santa 1<sup>st</sup> Parade – Station 11

### Station Coverage

The following is a breakdown per station that had a Duty Shift for November:

- Stn.12 – 07/30
- Stn.13 – 14/30
- Stn.18 – 25/30
- Rehab/Water Tender Group – 23/30

### Personnel Changes

- FF/EMT - Noah Steinberg – Hired by CFD#1
- FF/EMT-P - Blake Glenvillas – Hired by CFD#1
- FF/EMT - Brady Walton – Hired by CFD#1
- FF/EMT - Joey Danna – Hired by CFD#1

Respectfully submitted,

Volunteer Services Battalion Chief Steve Deters

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Facility Maintenance Manager Scott Vallance

Re: Facility Maintenance Division Monthly Report – November 2019

---

This month the Facilities Group worked on the following:

- Station 16 CCC temp station site – Cleaned up site of construction debris, conduit and hay bales after the temporary quarters were moved to Canby.
- Station 10 – assisted Station 10 with major landscape clean up.
- Stations 16/19 – Continue to work through punch list items at both locations.
  - Visits from Alliant mechanical at both stations
  - 2<sup>nd</sup> bio-swale drain added to swale in SW corner of property
- Sonitrol working through stations getting electrical finals on a few locations left over from original installs.
- Followed up on station safety inspections items/needs.
- Completed office moves to north (fleet/logistics/facilities) building.
- Completed all annual backflow inspections and repairs.
- Attended meetings with :
  - Water and Environmental Services, Clackamas County
  - Peer support
  - Various station Captains

Respectfully submitted,

Facilities Director Scott Vallance

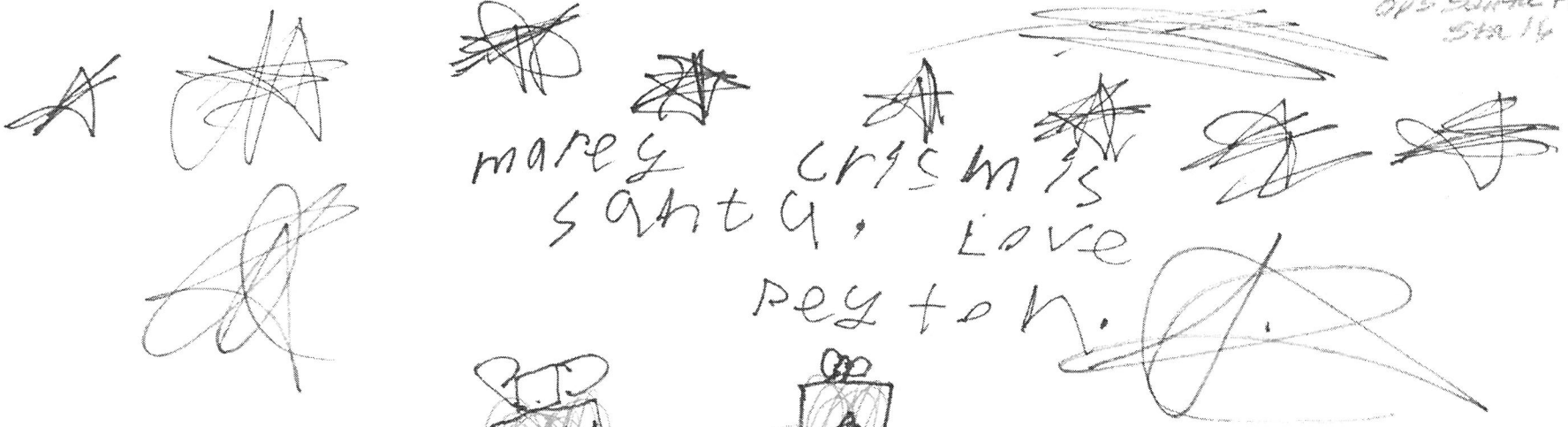
## CORRESPONDENCE

- C-1 Thank you Re: Operation Santa Claus. Thank you received via Instagram.
- C-2 Thank you Re: Operation Santa Claus. Thank you received at the Station 16 OP Santa Parade.
- C-3 Thank you Re: Helping care for a patient after a fall.
- C-4 Thank you Re: Great teamwork by Truck 316 responding to an MVA on 213. (Truck 316 crew on 11.26.19: Lt. Spencer Lambing, AO Alex Carey, FF Phillip Orefice, and FF Joseph Kociemba.) Thank you received via website.
- C-5 Thank you Re: Gratitude from a patient's mother for the work done by Engine 302 and Heavy Rescue 305. (Crews on the call on 06.13.2019: Engine 302: Lt. Brett Glover, AO Alex Carey and FF Clay Davis. Heavy Rescue 305: Lt. Justin McWilliams, AO Ryan McDonald, FF Matt Job, FF Dennis Hofmann and FF Derek Olson.) Thank you received via Facebook.

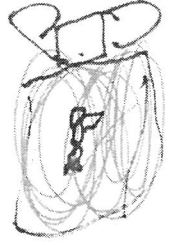


**michellepearl** I wish every fire department did this! Thanks so much for coming through and helping my daughter be "Santa's helper" by giving back ❤️

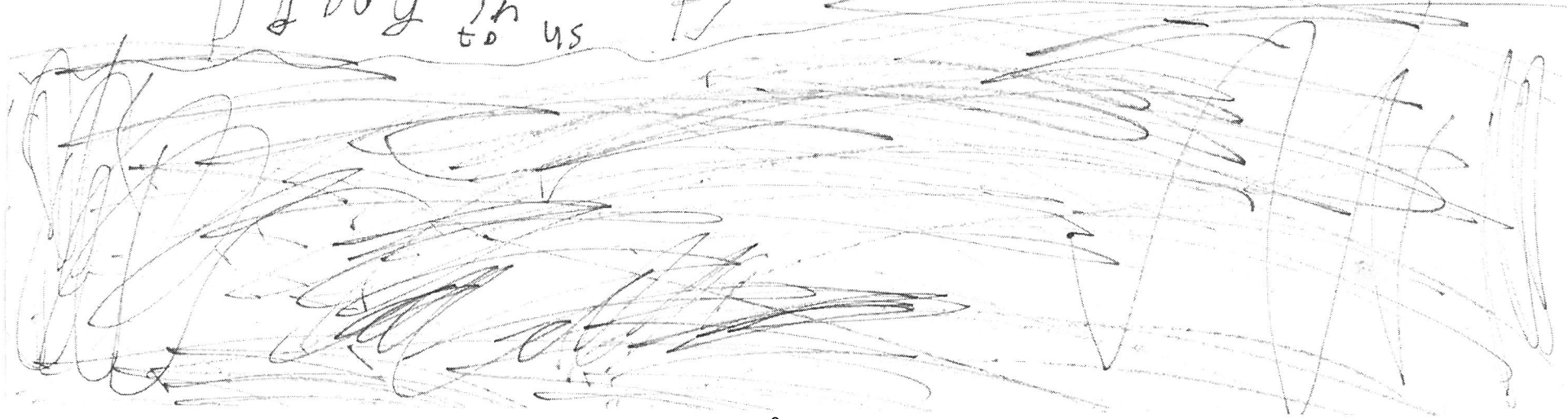
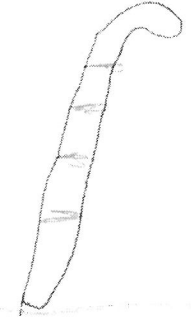
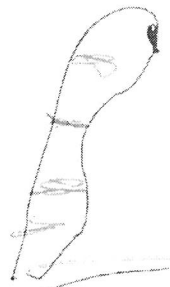
12/3/19  
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Thank you,  
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Thank you [@clackamasfire](#) HV Station for your care this am after my elderly mom fell down the stairs. You all are appreciated.



2



Question or  
Comment

I was at Leland Rd and 213 the morning of 11/26. The ladder truck, probably from station 16 on Molalla Avenue, was responding to a MVA on 213. I was REALLY impressed by the crew of that ladder truck. They made a U turn at the Leland intersection (it was safe, traffic stopped, lights and sirens on) using maybe 2 lanes of traffic's width and then drove at a 45 to move where they needed to go. It was a perfectly executed turn. Great teamwork! So cool to see!

Truck 316 Crew on 11.26.19: Lt. Spencer Lambing, AO Alex Carey, FF Phillip Orefice, and FF Joseph Kociemba.



**Tammi Kruger Wilson**

● 5 hours ago

I have never seen bigger hearts in grown men, than I have seen in these firefighters, in the past 6 months. They are treasures to my family. We are so blessed to have them in our lives. If not for the unfortunate event that brought us together, we may never have crossed paths. What a sad thought. Our lives are so, so, so much richer with them in it. They love Timm so very much. He's their hero. I'm not sure that they fully understand, that the bbq they held today at the Milwaukie fire station, to finally REALLY meet Timm and honor his recovery efforts, courage and strength, was just as much a chance for Kevin and I, to hug and honor each of them for their bravery in rescuing Timm from a burning house, that looked like a scene from Backdraft, the movie, as well as their courage everyday, to commit to putting their lives on the line, no matter what, for you, me, anyone, everyone...it's a life that the vast majority of us could never do, physically, mentally, or emotionally.

As children, we all wanna be firemen/women, teachers, nurses, etc. but as we reach an age in which it's time to choose our lifelong profession, firefighter rarely makes the top of the list, for only a very small handful and an even smaller number have what it takes to get through the rigors of getting there. Why don't you and I choose to be firefighters as we leave high school? Because it's scary af, that's why!!! It's grueling, constant physical training. It's mentally taxing, in that there's A LOT to learn. Fire is a scary beast. You don't just run into it and save people, you don't just spray it with a water hose, go home and eat dinner with the family...there are victims, children, families, animals...no matter how you try to distance yourself from the pain of the victims, there's no escaping the truth, that your entire life is rooted in one disaster after another. Every shift you wait for tragedy to strike yet another individual, family, business owner...you can never unsee the horrors of your job. It goes with you, day in, day out. Whether your at the park with your spouse, or cuddling your littles with a bedtime story. Your head and heart can never fully "let go" of the lives you've saved, lives you've lost, and the shattered lives that go along with every call you're dispatched to.



We were lucky. We didn't lose anyone, or any pets, but our lives were forever changed in many, many ways. A lot of them unpleasant. I'll never enjoy the smell of a campfire, or backyard bbq, again. Those things send a raging urge to panic and flee. It makes me sad.

But there have been many blessings for us, as well. I got rid of all my junk. LOL But the most precious of gifts, has been the people. Friends, family, strangers...and our firefighters. Our superheroes.

The guys that do the job none of us are able, or WILLING to do. That evening, we lost EVERYTHING we had...everything, but we walked away ok with that, because we still had everything we would ever need, each other and I can tell you first hand, that is ONLY because HR 305 and engine 302, decided to be firefighters and do what the rest of us just can't. Or won't. My son would've burned alive that night, right in front of me and in fact, that's exactly what I thought was happening. I thought I was dreaming because I never imagined anything so unthinkable, could be happening to my baby, or to me and my husband, (or our landlord).

There aren't words to describe the horror I experienced while waiting for them to arrive on scene. Just as there aren't words to express the overwhelming gratitude I feel for this group of tough, immensely big hearted, men that I genuinely now consider family. This is all stuff that escapes you during a TV interview, (or 4 LOL). Things I want Justin McWilliams, Brandon Paxton and all the guys from Clackamas County fire house #1, to know, but wasn't able to say today.

I practiced, not crying, at home before our lunch today, but found that in their presence, my memories are so vivid and somewhat debilitating and my gratitude runs so very deep, that I feel like I'm in the presence of rockstars (and I am) and I completely start babbling and crying, like a 13 yr old girl, star struck by my favorite boy band (LOL...you guys are my boy band). The panic, fear, and relief of their saving Timm, flood my heart and head with replays of the fire, on a loop tape. Our family is beginning to heal and rebuild because of this team. But as far as we've come, in the last 6 months, one split second of a flashback, causes me to breakdown. Today was extremely hard on me and as I discovered when we got home, even harder on Timm.

I love you, yes for saving Timm, thus saving all of us, but also because of the light that shines in your eyes when you talk about what you do and the way you look at my boy. That same light shines. You're amazing people and I wasn't going to be able to sleep a wink until I told you so.

Sorry this is so long.

Crews on the call on 06.13.2019: Engine 302: Lt. Brett Glover, AO Alex Carey and FF Clay Davis. Heavy Rescue 305: Lt. Justin McWilliams, AO Ryan McDonald, FF Matt Job, FF Dennis Hofmann and FF Derek Olson.

## **INFORMATIONAL ITEMS**

- I-1 Sleigh Bells ring! – Happy Valley News
- I-2 Deters serves as Santa's helper- Happy Valley News
- I-3 Crews battle 2-alarm fire at waste disposal site in Oregon City- KATU

**HW** Happy Valley NEWS  
A city, community, a lifestyle — a place we proudly call home

# Sleigh bells *ring!*



**S**ince 1974, Clackamas Fire District #1 Operation Santa Claus has been blazing a path of goodwill collecting food and toys for people in need.

In the glow of lights, Santa rides in a sleigh atop an antique 1936 fire truck accompanied by dozens of engine trucks, ladder trucks and first responder vehicles with a cacophony of sirens and sleigh bells, while vol-

STORY BY  
**SHELLEY  
MCFARLAND**

## OPERATION *Santa Claus*



*Celebrates 45 years*

See OPERATON SANTA / Page A2

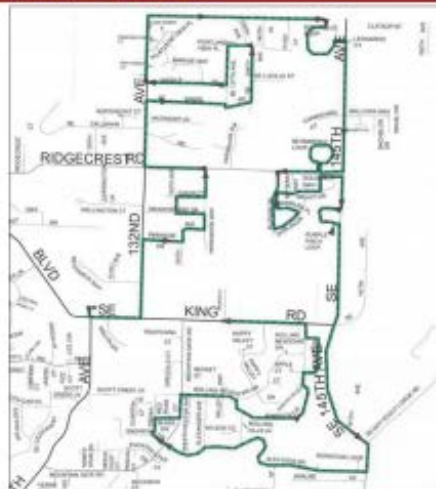


Cling, cling, cling! Operation Santa Claus will be rolling through the streets of Happy Valley on Dec. 13 and 14. Check the parade route for your neighborhood and help out Clackamas Fire and local people in need by donating non-perishable foods and new toys.

Route map for Operation Santa Claus: Friday, Dec. 13.

Route map for Operation Santa Claus: Saturday, Dec. 14.

Both nights will start from Station 6 at 6 p.m. and last until 9 p.m.



## Operation Santa

■ From Page A1

unteers collect food and toys donated by neighbors along the parade route.

Operation Santa Claus began after firefighters recognized a need in the community, especially during the holiday season. The month-long drive is funded solely through community support and serviced with volunteer hours through the Clackamas Emergency Services Foundation, a nonprofit associated with Clackamas Fire District #1 to assist needs in the community.

In 2018, through 15 community parades and partnering with 30 businesses and three schools, Operation Santa Claus collected 33,771 pounds of food and 8,309 toys to help 200 families.

Almost every evening from 6-9 p.m. Nov. 30 through Dec. 13, Operation Santa Claus will drive through neighbor hood streets collecting nonperishable food and new, unscrapped toys. Donations also are accepted at Clackamas Fire District's 31 fire stations. To help with Operation Santa Claus, send checks to Clackamas Emergency Services Foundation at 31300 S.E. Fuller Road, Milwaukie, OR 97222.



### FOR MORE INFORMATION

#### OPERATION SANTA CLAUS PARADE

Call: 503-742-2941

For parade route information and schedule, visit:

[www.clackamas-fire.com/operation-santa-claus/](http://www.clackamas-fire.com/operation-santa-claus/)

Santa Claus rides atop an antique 1936 fire engine as he works to collect food and toys for neighbors in need. Dozens of volunteers, including first responders, run behind the parade collecting the donations while handing out candy canes.

Happy Valley News  
December 2019

# Deters serves as *Santa's* helper

*Behind the scenes,  
battalion chief carries  
on tradition of giving*

By **SHELLEY MCFARLAND**

Many Clackamas Fire District #1 residents are looking forward to Operation Santa Claus when jolly Old St. Nick rides atop a fire truck, lights blazing and sirens blaring as firefighters, first responders and volunteers collect food and toys to help local residents in need.

During his tenure in management at New Seasons Market, Steve Deters was encouraged to volunteer in the community, and when a family friend suggested the fire department, he jumped at the opportunity. At the time, Deters was living in Damascus and volunteered for Boring



**“This event allows us ... to work together to achieve a common goal, which is people helping people.”**

—  
*Steve Deters*

See **DETERS** / Page A2

Fire District #59. He was accepted into the reserve program in 2000, and it didn't take long for Deters to realize that being a firefighter was the path he was meant to take. He ultimately tested for a career position and was hired as a full-time firefighter/EMT, leaving his management position at New Seasons.

“Like many of the men and women in our organization, I changed professions after being exposed to what the fire service is all about, and not just the calls for service. I consider myself fortunate to work in this industry and for an organization like Clackamas Fire that allows me to continue using and applying skills that I learned in the business world,” Deters said.

In 2012, Deters was tasked with merging the volunteer programs of the Boring and Clackamas fire districts. The success of that assignment led to further efficiencies and agreements between the two organizations resulting in a contract for services, and all Boring Fire employees were sworn in as Clackamas Fire employees in 2014. Boring Fire District voters approved permanent annexation in 2016.

Today, Deters is a battalion chief whose duties include overseeing Volunteer Services, Facilities Division and is assigned to special projects when needed.

“Operation Santa Claus is in its 45th year and there have been many people before me involved with the program. I don't consider myself as running the event. I just get to make sure it all happens and all the talented career and volunteer people involved get the resources they need to make it a success,” he said. “I have been involved with Operation Santa Claus since being assigned to oversee the volun-

teer program in 2012. In that time, the program has grown from 12 parades to 15 community parades collecting over 57,000 pounds of food and 8,500 toys and gifts, and helping over 500 families throughout our fire district.”

Although Clackamas Fire helps residents throughout the year, Operation Santa Claus is the single largest outreach event for the organization. In addition to the parades, local businesses, schools and agencies collect for the event, too. Deters acknowledges the numerous firefighters who originally started Operation Santa Claus and worked to make it successful, and he takes pride in carrying on the tradition.

“Helping in the community is what the career and volunteer men and women of Clackamas Fire do daily, and service to others is at the center of everything for us. Operation Santa Claus is just one example of the great work we do in the community all year long,” Deters said. “This event allows us the opportunity to interact with our communities in a nonemergency setting to work together to achieve a common goal, which is people helping people. We take great pride in insuring that everything collected from our communities is returned to those living in our communities who are in the greatest need.”

KATU

## Crews battle 2-alarm fire at waste disposal site in Oregon City

By: KATU Staff

Published: November 11, 2019

OREGON CITY, Ore. – Firefighters worked to put out a two-alarm fire at a waste and recycling center in Oregon City on Monday afternoon, Clackamas Fire officials said.

A spokesperson for the department said a roughly 20-by-20-foot trash pile caught fire at the South Metro Transfer Station, described as a "garbage, recycling, hazardous waste disposal site" on Washington Street in Oregon City.

The 15 employees and 20 customers inside were evacuated from the building. No one was hurt, Clackamas Fire said, adding that none of the structures caught on fire.

Crews will continue to overhaul the fire and make sure it stays out.

No word on what caused the fire.



Source: <https://katu.com/news/local/crews-battle-2-alarm-fire-at-waste-disposal-site-in-oregon-city>