





CLACKAMAS FIRE DISTRICT #1

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

*To safely protect and preserve life and property*

**Board of Directors' Meeting  
Monday, March 16, 2020  
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 MINUTES OF REGULAR BOARD MEETING ON FEBRUARY 24, 2020 (p. 5)**
- V. PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- VI. PRESENTATION – CENTER FOR PUBLIC SAFETY EXCELLENCE RANDY R. BRUEGMAN AGENCY INNOVATION AWARD – Chief Charlton**
- VII. PRESENTATION – ACCREDITATION UPDATE – Division Chief Brian Stewart**
- VIII. BUSINESS – Action required**
- IX. OTHER BUSINESS – No action required**
  - OB-1 Legislative Update – Lobbyist Genoa Ingram**
  - OB-2 Board Committee/Liaison Reports**
    - Board Executive Committee – President Trotter/Vice-President Cross
    - Foundation Liaison – President Trotter
    - Interagency Committee – President Trotter/Director Joseph
    - Joint Oversight Committee – Director Syring/President Trotter
  - OB-3 Board Informational Updates/Comments**
    - COVID-19 Update



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## **X. INFORMATIONAL ONLY**

### **A. Division / Department Reports**

R-1a Fire Chief's Office – Verbal - Chief Fred Charlton

R-1a.1 Public Information Department Report - PIO Brandon Paxton (p. 16)

R-1b Business Services Division – Deputy Chief Doug Whiteley (p. 18)

Human Resources - Director Trish Noble (p. 27)

R-1b.1 Financial Services – Director Christina Day (p.29)

R-1b.2 Support Services – Division Chief Josh Gehrke (p. 54)

Data Services - Director Shelby Hopkins (p. 56)

Fleet Services - Director Bill Bischoff (p. 60)

Information Technology - Director Oscar Hicks (p. 62)

Logistics Services - Director DeAnn Cordes (p. 63)

R-1b.3 Community Services – Division Chief Brian Stewart (p. 64)

Emergency Management - Emergency Manager Gregg Ramirez (p. 65)

Fire Marshal's Office - Battalion Chief Shawn Olson (p. 66)

R-1c Emergency Services Division – Chief Charlton

R-1c.1 Emergency Medical Services - Division Chief Bill Conway (p. 69)

Medical Services - Battalion Chief Josh Santos (p. 70)

Health and Wellness - Director Heather Goodrich (p. 76)

R-1c.2 Operations – Division Chief Mike Corless (p. 82)

Training Department - Battalion Chief Nick Browne (p. 87)

R-1c.3 Volunteer Services – Battalion Chief Steve Deters (p. 89)

Facility Maintenance - Director Scott Vallance (p. 91)

R-1c.4 Volunteer Association Report – Verbal – Secretary Jerry Kearney

### **B. Correspondence (p. 92)**

### **C. Informational Items (p. 93)**

### **D. Next Meeting**

The next Board of Directors' meeting will be on Monday, April 20, 2020 at 6:00 pm at Mt. Scott Station 5.

There will be a Special Board meeting on Monday, March 30, 2020, at 6:00 pm at Mt. Scott Station 5.



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## **XI. ADJOURNMENT**

### **UPCOMING EVENTS:**

March 30 – Special Board Meeting – 6:00 pm – Station 5

April 13 – Board Work Session – 6:00 pm - Station 5

April 15 – Promotional/Swearing-in Ceremony – Camp Withycombe – 7:00 pm

April 20 – Regular Board Meeting – 6:00 pm – Station 5

# Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS' MEETING  
February 24, 2020**

**(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, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Mike Corless; Division Chief Bill Conway; Division Chief Brian Stewart; Division Chief Josh Gehrke; Fire Marshal Shawn Olson; Medical Services Battalion Chief Josh Santos; Battalion Chief Jonathan Scheirman; Battalion Chief Nick Browne; Battalion Chief Brent Olson; Battalion Chief Steve Deters; Finance Director Christina Day; Data Systems Director Shelby Hopkins; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Fleet Director Bill Bischoff; Health and Wellness Director Heather Goodrich; Emergency Manager Ramirez; Captain Melanie Kinne; Public Information Officer Brandon Paxton; Apparatus Operator Andrew Gordian; Volunteer Association President Jerry Kearney; Genoa Ingram from Court Street Consulting; Citizens Lowell Peterson and John Kihlstrum, and Executive Assistant Karen Strejc. Director Joseph called into the meeting. Director Syring was on vacation and called in for the Executive Session.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES TO THE AGENDA**

**IV. APPROVAL OF THE MINUTES FOR THE BOARD WORK SESSION ON  
JANUARY 17, 2020 AND THE REGULAR BOARD MEETING ON JANUARY 27,  
2020**

**The motion passed unanimously to approve both sets of minutes as written, with those in attendance.**

**V. PUBLIC COMMENT**

None.

**VI. PRESENTATION – LEGISLATIVE OVERVIEW**

Lobbyist Ingram gave a legislative update for the short session.

Lobbyist Ingram shared that currently, the quorum in each chamber was a 2/3 majority. She noted there was a movement to pass a constitutional amendment to lower the quorum

requirements. She noted that voters would then decide on the proposed change in the 2020 election.

Lobbyist Ingram shared Legislation information:

- House Bill (HB) 4041 – Restructure of Emergency Management Services and Agencies
  - Dealt with inefficiencies for governor’s office command and control for disaster response.
  - She showed the current Oregon Emergency Services Delivery Framework as well as a draft of the new proposed framework.
  - She explained that the state had some extra funds to use, so they could restructure.
  - She noted it would be shelved and worked grouped.
- Senate Bill (SB) 1514, SB1516, and HB 4054 – Wildfire Mitigation
- HB 4062 – Workers’ Compensation
- HB 4126 – Riots
- HB 4060 – Reimbursement for Private Ambulance
  - She noted this would not pass this time. She added it would be brought back in 2021.
- Cap and Trade
  - SB 1530 and HB 4159
    - Both bills would modify statewide greenhouse gas emissions reduction goals. She explained it was quite a controversial topic.
    - She explained there was a lengthy discussion about taxes. She added this could lead to an increase in taxes for citizens.
    - She noted it passed the full committee that morning. It was reverted to the senate floor.
    - Currently, the Senate was denied a quorum and was blocked from taking any action as of this morning. However she noted that leadership in both the House and Senate had indicated they would continue to work on the bills.
- SB 1506 – Public Records

Lobbyist Ingram shared there was a large rally that morning with truckers circling the building and honking horns.

Lobbyist Ingram explained that constitutionally, the session would end on Sunday, March 8, 2020.

Lobbyist Ingram asked for questions.

## **VII. PRESENTATION – HUMAN RESOURCE UPDATES**

### ***Mandatory Training***

HR Director Noble explained that the District found a need for updating the training for staff.

HR Director Noble shared that SAIF Personal provided access to training opportunities. She stated the trainings were 15-20 minutes long. She explained that starting July 2019, the trainings were being assigned as mandatory training to all employees through Target Solutions.

HR Director Noble stated that each month, one training topic was sent out; adding that the District had a policy that related to the topics staff would look at. She reviewed the topics that had been addressed.

HR Director Noble provided training topics that would be reviewed in the months ahead: ethics in the workplace, diversity awareness, stress management, safety in the workplace, sensitivity awareness, disaster preparation and facility emergencies.

HR Director Noble explained that the Board could participate in training if they chose to.

HR Director Noble explained that if they exhausted the list of trainings, there were other low cost or no cost opportunities and resources that could be used.

### ***District Policy Update***

HR Director Noble shared that policies were assigned to chiefs for updating. She shared that the District had 184 policies, with 19 outstanding for review.

HR Director Noble explained that for the policies used on a regular basis, it was easier to stay up to date; however, for policies that weren't regularly used, the District needed to make sure the details were reviewed each year.

### ***Program Specialist/Executive Assistant Testing***

HR Director Noble noted that there were 10 participants in the Program Specialist/Executive Assistant testing.

HR Director Noble explained that every candidate submitted a cover letter and resume. She noted they did a resume review and panel interviews.

HR Director Noble noted they were working on decisions for these promotions.

Director Wall asked how the staff completed the training assignments. HR Director Noble explained that staff completed the assignments through Target Solutions. She shared that staff acknowledged that they read the policy and would follow a link to do the training. She added that she was able to see who had and hadn't done the training.

President Trotter asked speakers to state their name and title prior to presenting.

### ***Staff Development***

Capt. Kinne thanked all that were involved with this program. She noted she would be meeting with the Staff Directors again on February 25 to discuss the onboarding process.

Capt. Kinne explained that they have divided the development process into three main categories:

1. New Hire Onboarding
2. Onboarding Training
3. Leadership Development

### ***Onboarding***

This would be the process of initiating new employees into the organization.

Capt. Kinne shared they would be developing an onboarding manual that would be given to all new employees.

Capt. Kinne explained that new employees would be given the manual, and participate in a two day orientation. The orientation would be facilitated by the Training department for consistency.

Capt. Kinne shared that the job specific training would be done by department the employee would be working in.

Capt. Kinne noted that they would be continuing a mentorship program, which would provide a relatable peer of equal rank as a point of contact for the employee.

### ***Mandatory Compliance Training***

Capt. Kinne explained that HR Director Noble spoke on this earlier.

### ***Leadership Development***

Capt. Kinne shared there would be a meeting tomorrow to discuss this development further.

- **Internally Delivered Curriculum:**

- Capt. Kinne noted that the Fire Officer I and II class were now taught annually. She explained this provided line personnel the opportunity to review what they learned several years previous. She also shared that staff would be allowed to do this as well.

- **Externally Delivered Curriculum:**

- Capt. Kinne shared this was in progress.
- Capt. Kinne stated they were trying to define what the District was looking for and what the District was trying to accomplish, as well as finding what company met our core and values.
- Capt. Kinne explained she talked with Clackamas Community College regarding their curriculum.
- Capt. Kinne stated they looked at grant options to help provide training (examples: risk management or legal compliance, and DPSST Grants). She shared these were state driven and had to open up to attendees from the entire region.

### ***Annual Appraisal and Quarterly Check-in Process***

DC Gehrke reviewed the goals of the new check-in and annual appraisal:

- Process would add value and was valued
- Accurate and timely
- Engage employees (only 1/3 since 2000)
- Fostered continual learning and growth
- Focused on future
- Conversational (Open, employee potential, energy and purpose)



DC Gehrke shared key points of the process

- Formalize the informal
- Increase frequency and interactions between supervisor and subordinate
- Simplify the process
- No Likert scale

DC Gehrke shared that the process was built from Washington Co. Sheriff's Office's process.

DC Gehrke shared that peer reviewed articles were reviewed. He also noted that many industries were going to the informal check-ins. He added that firms that were interviewed, who tracked informal check-ins, saw improvements.

DC Gehrke shared the DOR/MOR & Quarterly Check-in chart. He noted it would show:  
How we were doing as team, individually, and organizationally?

DC Gehrke stated there would be a D1 Check-in button located on the D1Net that would link people to the log in.

DC Gehrke explained they were working on getting this appraisal system up and used. He added it was not ready at that time.

Director Wall asked about the transition from formal to informal methods. DC Gehrke explained that they would be setting the floor of a check in quarterly, but there would not be a ceiling of the number of interactions/conversations.

Director Wall asked how the DOR/MOR chart worked. DC Gehrke explained more on how the chart worked.

Director Joseph asked how they would memorialize the informal conversations. DC Gehrke explained this would be done electronically through MDE Inc., which would be the platform used. He explained they would be able to look at a glance to see who had done them and how many they had done. He noted this would be an employee's annual appraisal.

## **VIII. BUSINESS – Action Required**

### **B-1 Request Board Approval of Three-Year Term Renewals of Clackamas Emergency Services Foundation Trustees Andrew Gordian, Jerry Kearny, and James Rhodes.**

Chief Charlton shared that the Clackamas Emergency Services Foundation (CESF) was asking for the Boards' approval on these three-year term renewals. He shared that Trustee AO Andrew Gordian was also a representative from the International Association of Firefighters (IAFF) Local 1159 group. He noted that Andrew went to all the stations and educated them on the CESF.

Chief Charlton shared that Jerry Kearney was the representative from the Volunteer Association, and served as the Vice President for CESF. He noted that Captain James Rhodes was a representative and strategic partner from CCSO.

President Trotter explained that he was the liaison to CESF. He noted that all three trustees mentioned put a lot of time and effort into CESF.

**Director Cross moved and Director Wall seconded the motion for the Board to approve the three-year term renewals of Clackamas Emergency Services Foundation Trustees Andrew Gordian, Jerry Kearny, and James Rhodes. The motion passed with those in attendance. Director Syring was absent.**

## **IX. OTHER BUSINESS**

### **OB-1 Board Committee/Liaison Reports**

#### **Board Executive Committee**

President Trotter shared there was nothing to report. He noted they would be having a meeting prior to the next Board meeting.

#### **Foundation Liaison**

President Trotter stated that the Trustees met on January 28<sup>th</sup>. He shared they approved a donation of \$10,000 for invaluable training for Mt. Hood Search and Rescue Council. He stated that they also worked on updates to the Strategic Plan and policy information on the community support fund.

#### **Joint Oversight Committee**

President Trotter noted they met on February 18<sup>th</sup> with Estacada Fire (EFD #69). He noted that all was moving forward very well.

### **OB-2 Board Informational Updates/Comments**

#### **Recap of SDAO Conference**

Director Wall noted SDAO had an exceptionally good conference this year. She shared she went to one of the presentations about the Life Cycle of a CEO. She noted it was worth her time to go. She reported there were many people there for the fire service.

Director Cross agreed with Director Wall. He shared it was the best SDAO conference he had been to. He reported there would be new laws affecting public employees effective as of Jan. 1st. He shared he sat in on a collective bargaining class taught by attorneys. He stated that attorney, Christy Monson, taught at the conference.

DC Stewart agreed with both Directors Wall and Cross. He noted there was a good set of classes and it was well worth the time to go.

#### **City of Milwaukie's Nonprofit Low Income Housing Tax Discussion Recap**

Director Wall shared that Chief Charlton, DC Whiteley and she met with two representatives from the City of Milwaukie's Planning department on February 12<sup>th</sup>.

Director Wall noted that the City of Milwaukie announced they would be diverting more tax dollars to fund low-income housing.

Director Wall explained they reformatted the Annie Ross Housing near Milwaukie High School. She shared they had proposed to overlay the entire city of Milwaukie with this. She noted that 100% of tax dollars would be diverted from CFD #1.

Director Wall asked President Trotter to have a work session in the coming months to sort out options and discuss what the Board wanted to do to deal with this. She explained that it was a goal of the City of Milwaukie to become the largest contributor of low-income housing.

It was noted this would increase CFD #1's service levels and demands for service and take away money.

Director Joseph felt it would be important to have a work session to discuss this issue. He asked if there would be any recourse for this.

Director Joseph asked what the total amount of revenue lost would be. Director Wall shared that they didn't know, because the City didn't know.

Chief Charlton had reached out to legal counsel to review the ORS to see how to work to change this.

DC Whiteley explained that over the last week, he had two other fire agencies reach out to find out how we were dealing with this. He added that CFD #1 was not the only fire agency dealing with this issue.

## **X. INFORMATIONAL ONLY**

### **A. Divisional Reports**

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

Chief Charlton explained that the reports were structured differently this month. The Division head would give an overview of the report and have staff at the meeting to answer questions.

Chief Charlton noted that last Friday, chiefs, staff and volunteers met at Station 21 to clean up and get ready for a new community meeting room. He noted they were a week or two away from opening up the community meeting room.

Chief Carlton explained that CFD #1 would be receiving the 2020 Center for Public Safety Excellence Randy R. Bruegman Agency Innovation Award at the Excellence Conference in Orlando, FL. He noted it recognized Project Hope and the leadership of the EMS department and Community Paramedic AmyJo Cook with Clackamas County and Oregon Public Health, addressing the opioid epidemic in the community.

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

PIO Paxton reported an uptick in social media.

PIO Paxton explained there were two large events in January, the Swearing-In Ceremony and the Awards Banquet.

Director Wall asked about the numbers given to value and data in the PIO report. PIO Paxton shared it was an industry standard recognized throughout local media. PIO Paxton explained the process.

Director Joseph asked how the publicity value was calculated. PIO Paxton explained how this was calculated.

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

DC Whiteley thanked staff for the work done on the staff development process. He explained this was a large proponent of succession planning.

DC Whiteley explained there was a lot of testing going on. He noted they had a full week of firefighter interviews.

DC Whiteley noted he had an opportunity to sit on the panel during the Program Specialist Process. He was impressed on the qualities of staff and the energy they had.

DC Whiteley stated that it was getting down to crunch time with Accreditation.

DC Whiteley shared that they would be having an early Civil Service Meeting to get the firefighter list approved.

Director Wall asked HR Noble about revised job descriptions. She asked when they would receive the Chief's job description. HR Director Noble shared it would be prior to March 30<sup>th</sup>.

Director Wall asked about HR 101. HR Director Trish shared that HR 101 was Fire Officer Academy I. She noted they would discuss common questions that were asked by officers. She explained it was beneficial to many people as common topics are addressed. She added that in Fire Officer Academy II, they broke out and practice skills and scenarios.

### **Financial Services**

Finance Director Day noted that her report was as submitted.

Finance Director Day explained that her report was fairly straight forward. She noted the full year spending estimates were going well and that they were doing well with the rest of spending.

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

DC Gehrke noted that the Fleet Department had been busy updating IGA and hours required. He explained they also installed auto strikers in ambulances.

DC Gehrke noted that Logistics was working on the PFAS change in foam, new black shirts for chiefs and new helmets.

DC Gehrke reported that the ITS Department had a successful cutover of the fire wall. He shared there were no major glitches after that. He also explained a CAD update was done.

DC Gehrke explained that the Data Department was working on Intterra.

Director Wall asked why there was so much mutual aid with Sandy Fire. DC Corless explained that Sandy Fire was one of our Mutual Aid partners and worked with Station 18. He talked with Chief Schneider, from Sandy Fire, about this. He noted that CFD #1 was Sandy Fire's second due in. DC Corless added that they were working on more staffing.

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

DC Stewart explained they were working through the testing processes. He noted that in January it was a front loading task for line and day staff to put together seven different processes. He thanked HR and Training staff, as well as line personnel for making all of this happen.

DC Stewart shared that the FMO Department hired Ryan Kragero as a Fire Investigator. He noted that the OPS group started using ESO.

DC Stewart noted some re-assigning of staff. Fire Investigator Izak Hamilton was now assigned to Estacada. Fire Investigators Rich Stenhouse and Matt Amos were now assigned to Boring.

DC Stewart reported that the Emergency Manager (EM) Ramirez had orders with the National Guard changed at the last minute last month. He traveled back and forth from Camp Riley. EM Ramirez worked with the North Clackamas School District on a table top exercise.

### ***Accreditation***

DC Stewart reported that a site team had been assigned. He shared the team leader was from Charlotte, NC. He reported they didn't know when they were coming. DC Stewart explained they were wrapping up self-assessment assignments.

### **R-1c**

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

Chief Charlton explained they kicked off the single responder program, Car 304, which would be responding to lower acuity calls. He thought they would see great success with nonemergency calls.

DC Conway shared his report was as submitted.

Director Joseph asked about the pilot program. Chief Charlton noted it was unbudgeted this year. He shared it was important to engage in this program to see if the District should budget for it. Chief Charlton explained it was a six-month pilot program and would run into the next fiscal year. He explained they would need to decide if the District would make long term commitments.

### ***Operations***

DC Corless shared his report was as submitted.

DC Corless met with OSFM and OFCA regarding USAR. He explained that Chief Charlton shared that they hope to see some money coming from the state.

DC Corless explained he met with the Port of Portland regarding replacing foam.

DC Corless noted they were working on a station alerting project through C800, beginning in May.

DC Corless explained that the Career Academy would be graduating in April.

Director Wall asked about the distress call at Hot Springs. She stated that the District sent water units, when there was no one in the water. DC Corless explained that when there was potential of someone in the water, they send all personnel. BC Brent Olson noted that they were out of cell phone service so people couldn't communicate with individuals. It was shared they were doing EF Recovery for individuals.

### ***Volunteer Services***

BC Deters reviewed drills that were given.

BC Deters noted they welcomed 10 new Explorers who would be led by Volunteer Adam Genskay.

BC Deters shared duty shifts for the month.

BC Deters explained that new recruits were out.

### **Volunteer Association Report**

Jerry noted that about five years ago, he was instructed by BC Deters to report on what was done a month back, so he would be reporting on what was done in January.

Jerry shared that the Volunteers were ushers and guides at the Swearing-in Ceremony.

Jerry explained that the former Volunteer Association President Ryan Kragero resigned. He noted that the President position fell to him.

Jerry explained he represented the Volunteer Association at EFD #69 and at the Safety Committee. He helped get Station 21 handicapped ready.

Jerry noted he attended the Awards Banquet. He noted it was a pleasure to see the Volunteers get recognized.

### **B. Correspondence**

Noted.

### **C. Informational Items**

Noted.

Director Joseph stated that he liked the new format of the chief and chief officers' reports presented at the meeting.

**D. Next Meeting**

The next Board of Directors' meeting would be on Monday, March 16, 2020 at 6:00 pm at Station 5.

There would be a Special Board meeting on Monday, March 30, 2020 at 6:00 pm at Station 5.

**XI. REGULAR BOARD MEETING RECESSED**

President Trotter recessed the regular Board of Directors' meeting at 7:36 pm.

He explained that there would be a 15 minute break before beginning the Executive Session. President Trotter explained that they would celebrate Director Wall's birthday and cake would be served in the back of the room.

**XII. EXECUTIVE SESSION CALLED UNDER ORS 192.660 (2)(h) REGARDING LEGAL COUNSEL**

President Trotter called the Executive Session to order at 7:56 pm.

President Trotter adjourned the Executive Session at 8:40 pm.

**XIII. REGULAR BOARD MEETING RECONVENED**

President Trotter reconvened the regular board meeting at 8:40 pm.

**Director Joseph moved and Director Wall seconded a motion to direct the Clackamas Fire District #1 attorney to communicate with the complainant's attorney. The motion passed unanimously with those in attendance.**

Director Syring agreed that it would be good to notify them of the District's stand and thought it would alleviate any vagueness.

The regular board meeting was adjourned at 7:36 pm

Karen Strejc  
Executive Assistant

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**President Don Trotter**

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**Secretary Thomas Joseph**

# Fire Chief's Office

To: Chief Fred Charlton and the Board of Directors  
 From: Public Information Officer Brandon Paxton  
 Re: Public Information Department Monthly Report – February 2020

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## District or Community Events:

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

Total Story Count:	21
Total Audience:	122,572
*Total Calculated Ad Value:	\$3,280
*Total Calculated Publicity Value:	\$9,840

\*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: 11,100 Followers (11,048 in January)
- Instagram: 4,052 Followers (3,906 in January)
- Facebook: 9,009 Followers (8,908 in January)

## Public Messaging and Campaigns:

- Hearth Month, Hands-Only CPR, and PulsePoint app
- Designating a sober driver
- Controlled burn exercise
- Entry-Level Firefighter and Volunteer recruitment
- Awards and Recognition Banquet
- Stairclimb Team Fundraisers for the Leukemia and Lymphoma Society
- CAR 304 pilot program
- Randy R. Bruegman Innovation Award for Community Paramedic and Project Hope
- Clackamas Emergency Services Foundation Dinner and Auction
- Backyard burn season
- Coronavirus updates



**Meetings Attended:**

- FMO/PIO meeting, Feb. 6
- PIO accreditation, Feb. 11
- PFAS, Feb. 11
- USAR Testimony, Feb. 11
- Good Morning Oregon City, Feb. 12
- Good Morning Damascus, Feb. 13
- Medical Assistant interview panelist, Feb. 13
- Oregon City Business Alliance luncheon, Feb. 25
- Board of Directors Executive Committee, Feb. 25
- Happy Valley Business Alliance, Feb. 26
- State of the County, Feb. 26
- Interagency Committee, Feb. 27
- North Clackamas Chamber Work Ready, Feb. 27
- BC302 and HR305 attended the Sunnyside Neighborhood Association meeting, BC301 and E314 attended Boring CPO, BC303 and E315 attended the Canemah Neighborhood Association, and BC302 and E303 attended Oak Grove Community Council and provided a fire district update on the following:
  - Welcomed seven Entry-Level Firefighters who began Recruit Academy 20-01 on Jan. 27, 2020. The academy will be 12 weeks instead of eight weeks.
  - Estacada Fire (EFD): we've completed one month of the 18-month contract for services that began on Jan. 1, 2020. We are working on in-house improvements to the station and repurposing equipment. Security measures are being made to the community room and will be completed soon.
  - February is Heart Month. Support your community by becoming heart safe and learning CPR, and downloading the PulsePoint app.

Respectfully submitted,

Public Information Officer Captain Brandon Paxton

# Business Services Division

To: Chief Fred Charlton and the Board of Directors  
From: Deputy Chief Doug Whiteley  
Re: Business Services Division Monthly Report – February 2020

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- Met with staff regarding antique apparatus.
- Attended the monthly Finance Committee meeting.
- Attended Clackamas/Estacada Joint Oversight Committee meeting.
- Facilitated the monthly Staff Director meeting.
- Met with staff regarding Estacada Fire budget preparation.
- Participated in Program Specialist promotional interviews.
- Assisted with Station 21 completion project.
- Reviewed and updated job descriptions for upcoming testing.
- Attended meetings regarding Fiscal Year 2021 budgeting.
- Reviewed and updated District policies.
- Attended the State of the County luncheon.
- Attended interagency meeting with City of Oregon City.
- Met with Training staff regarding submitted staffing analysis.
- Attended Rotary Club meetings.
- Worked with Legal Counsel on several matters.
- Attended the monthly Labor Management Committee meeting.
- Worked on Accreditation self-assessment manual documents.
- Met with Local 1159 on various matters.

Respectfully submitted,

Deputy Chief Doug Whiteley

\*\*\*Clackamas Emergency Services Foundation Board of Trustees' Meeting Minutes for January 28, 2020 to follow.



# CLACKAMAS EMERGENCY SERVICES FOUNDATION

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



## EXECUTIVE COMMITTEE OFFICERS

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

## TRUSTEES

- Jim Band  
*Liaison, City of Oregon City Police Dept*
- Michelle Chao  
*Michelle Chao, LLC*
- Fred Charlton  
*Clackamas Fire District #1*
- Fred Charlton  
*Liaison, Estacada Fire District #69*
- Angela Fox  
*Clackamas Review/Oregon City News*
- Ron Gladney  
*Hotelier*
- Andrew Gordian  
*IAFF Local 1159*
- Kyle Gorman  
*Retired CFD1*
- 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  
*Liaison, Clackamas Co. Sheriff's Office*
- Sherie Rosenbaum  
*Stone Cliff Inn*
- Alex Roth  
*BPG Wealth Management*
- Luke Strait  
*Liaison, City of Milwaukie Police Dept.*
- 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

MISSION STATEMENT  
"To help create a safer Community."

## Meeting Minutes January 28, 2020

President Gorman called the meeting to order at 12:05 pm.

**Present:** Trustees Fred Charlton, Michelle Chao, Andrew Gordian, Kyle Gorman, John Higgins, Jerry Kearny, Frank Magdlen, Sherri Magdlen, James Rhodes, Sherie Rosenbaum, Luke Strait, Don Trotter, Craig Van Valkenburg; Kelly Dilbeck from the Oregon City Police Dept. and Jasmine Schneider from Colton Fire District #70; and Clackamas Fire District #1 staff PIO Brandon Paxton, BC Steve Deters, and Executive Assistant Karen Strejc.

Trustee Ron Gladney attended the meeting by phone.

### INTRODUCTIONS

Introductions were made around the room.

President Gorman thanked Frank and Sherri Magdlen for providing lunch. They thanked Sherie as lunch came from the Stone Cliff Inn.

### MINUTES

Jerry Kearny noted changes on page five. He shared that the sentence should read, "Jerry added that individuals could participate in the parades as riders as well as runners, if they wished."

**The minutes were approved with the changes noted by Jerry.**

### CORRESPONDENCE

None.

### CHANGE IN AGENDA

President Gorman shared that Jasmine had to leave early. He advised they would move New Business Item #8a to take place after Item #4.

## **PRESENTATION- Operation Santa Claus (Op Santa) Recap**

Steve Deters, Battalion Chief and Op Santa Coordinator with Clackamas Fire District #1 (CFD #1), shared that this year five new businesses requested barrels for food and toy collecting.

Steve explained this was their second year using CFD #1 facilities for the warehouses.

Steve shared the collection numbers. He shared the HERN family collected gift cards at their gathering.

Steve reported that five years ago, they hired a warehouse manager.

He explained that the volunteers do most of the work. He reported that staff and community groups came in to help box food and pack toys.

Steve noted what it took to run the OP Santa event:

- 15 community parades (27 average participants and 135 hours per parade)
- Parade sign placement and pickup (160 hours)
- Barrel delivery and pickup (90 hours)
- Toy and food pickup day (312 hours)
- Warehouse (168 hours)

President Gorman asked about the costs and how much was recovered with donations. Steve replied that Finance Director Christina Day would have the figures. He explained that the total up-front costs for things such as candy canes, boxes, etc., was under \$2,000. He added that they did have some additional costs for rental fees, etc. Steve estimated that the total investment was under \$4,000. He explained that donations received along the parades helped with costs.

Steve shared that they retrieved 95% of the parade signs that were distributed.

President Gorman thanked Steve for his work over the years with this program.

President Gorman asked if data covering the past few years could be put in a spreadsheet. Steve noted he had data for the last eight years.

Ron asked to have parade lists and maps posted on the CESF website.

Sherri thanked Michelle for the gift cards she donated for Op Santa.

Michelle asked how the parade route information got out to the public. Fred shared that social media and signage was used. He shared that this year, someone had suggested that an app could be created that would allow tracking Santa along the route.

Michelle suggested using the Nextdoor app as well.

President Gorman asked about adding parades out in Estacada. Steve reported that they already had a long-standing holiday event out there and he recommended for them to keep doing their event for now, but possibly consider this option in the future.

## **NEW BUSINESS**

### **Request for Colton Fire to Join the Foundation (CESF)**

Fred noted they were working to expand CESF into the first response community. He noted he met with Jasmine and Chief Beaudoin from Colton Fire and they were excited to join. He made a recommendation to the Executive Committee to invite Jasmine to the meeting to share how CESF could help Colton Fire, how Colton Fire could support CESF and ultimately, his request would be to bring Colton Fire into CESF as a liaison.

Jasmine shared that Colton Fire had two stations and 40 volunteers. She noted they serve a population of about 3,400. Jasmine explained that they were trying to grow and become more community minded. She explained that it would be a great way to share in community and share CESF in Colton.

Sherri stated that CESF had supported Colton Food Bank with funds and three refrigerators.

Jerry shared that Jasmine was actively involved with the auction committee.

Chief Charlton noted that there would be three apparatus that would receive Community Assistance Funds in Colton. He shared he offered to come to discuss the accounting side of receiving the funds.

### **Jerry Kearney moved and Frank Magdlen seconded the motion to bring Colton Fire District into CESF as a liaison member. The motion passed unanimously.**

## **PRESENTATION – Update on Funds Donated to Family**

Brandon Paxton, Public Information Officer with CFD #1, shared that they spent \$2,000 that was donated by the CESF to a family who had a house fire and lost everything.

Brandon shared information about the call. A young man was stuck in the bathroom when crews arrived. The young man suffered the second worst lung burns that Emmanuel Burn Center had seen.

Brandon reported that the young man made a full recovery. He shared that the family lost all material possessions. Brandon noted they requested funds through the Executive Committee. He explained that the request came from a conversation he had with the young man's mother. He explained that Nike matched the funds the CESF gave. They provided them with the basic necessities when they moved into a new rental home. He reported that the family was very grateful for the support of the CESF and the crews.

Brandon showed a video of a news article of the crews having lunch with the young man, Tim, and his family after he had healed.

Brandon Paxton thanked the CESF for the funds on behalf of the family.

Brandon Paxton shared he would send the video over for the website.

Brandon explained he just put in another request for funds for another fire that left 11 people homeless.

It was asked if the CESF was mentioned in the video. Brandon shared that the main focus on the video was reuniting the crews with the family, so the CESF was not mentioned. He mentioned creating a video that talked about how the CESF helped them.

Craig suggested preparing slides around the video to explain how it related to the CESF. It was discussed that Brandon would help author information to share on the CESF website.

President Gorman noted the importance to get these stories out.

### **PRESENTATION – Mt. Hood Search and Rescue**

Sherri shared that there were 415 Search and Rescue Volunteers in Clackamas County that were on call 24 hours/day, 7 days a week. She explained that they struggled with unfunded training that was required.

Sherri noted specialized teams. She explained they trained in all kinds of weather. Sherri shared they needed training all the time and equipment needed to be consistently replaced and was expensive.

Sherri explained that one of the trainings they badly needed was avalanche training. Sherri shared there would be a three-day, 24-hour avalanche training taking place in Hood River. She would like to be able to send some people to that training. The cost for this training would be \$350 per person.

Sherri requested \$5,000 to help facilitate training. She explained that with the cost of lodging and food, it would run about \$375 per person. She added that if they got the \$5,000 donation from the CESF, it would help cut costs. Sherri noted that all of the equipment and the rest of the training costs would be paid for by the volunteers themselves.

Sherri noted that in the region, there were over 800 volunteers.

Sherri explained they were called out by the Sheriff's Office as they don't self-deploy.

Michelle asked if there were other needs the CESF should hear about. Sherri shared they always needed funds. She explained they always had mandatory training going on and because of the specialties, they had additional special trainings. She noted they were highly skilled volunteers.

Craig asked if the group knew what the cash balances were for donating. Sherie noted that the Community Assistance fund had a balance of \$35,000.

Craig made a motion to donate \$5,000 to support the training program. Don seconded the motion. Discussion followed.

Jerry asked Sherri if this was enough. Sherri said \$10,000 would be wonderful so volunteers wouldn't have to pay for the training out of their pocket.

Sherie amended the motion to donate \$7,500.

Michelle amended the motion to donate \$10,000.

Sherie asked if \$7,500 could go for training and \$2,500 for equipment. Sherri explained she would like to get training paid first, to relieve the burden of training costs for volunteers.

Don asked, if the motion was amended to \$10,000, how the money would be spent. Sherri shared it would be spent on training for the 25 people. Sherri mentioned there were a lot of new members.

Sherie withdrew her previous amendment.

**Michelle Chao kept the amendment on the floor to change from \$5,000 to \$10,000, to fund all of the training for the volunteers. The amended motion to provide \$10,000 for training for the Mt. Hood Search and Rescue Council was seconded by Jerry Kearney. The motion passed unanimously.**

## **OLD BUSINESS**

### **Finances**

#### **Financial Report**

Karen shared that Christina, who prepared the financial report, would send out her report by the end of the week. The group was advised to call Christina or Sherie with questions.

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

Don reported they were making progress.

Don explained the menu would be out soon, so people would be able to add to the registration what they would like to eat.

Don shared that they needed business sponsorships purchased. He shared there were 10 seats per table. If people were interested, they were to contact Krystle. He noted that her information was on the website.

Don noted they were still looking for auction items. If anyone had any ideas or knew of someone who could donate, they were asked to contact Krystle.

Don explained that a new room arrangement would be used this year.

Don shared that Gray Gables talked about not having their employees park on the property during the event. He also shared there was a possibility of using the U-Haul parking lot close by.

Craig stated that auction donations were hard to get. He found sites on the web that would provide donations; foundations what would donate to other foundations. He explained that many hotels and vacation resorts would donate, but someone would need to take the time to fill out the

forms. Craig shared that it would take getting creative. He also suggested asking rotary groups. He suggested that several businesses could share the cost of a table.

Don noted that the Auction Committee would meet many times before the auction.

Don stated that if anyone would like a personal table for \$750, there were several left.

President Gorman asked Don to put together information that could be placed on CESF's website, as to needs for the auction.

Michelle asked for a video link of the news story shared earlier in the meeting.

### **Community Support Funds Policy Draft**

President Gorman explained that today would be the second reading of the policy. He added that it could be read and approved today.

President Gorman asked for any comments or corrections.

Don shared that it didn't say the CESF could spend money beyond the budget. He read a portion of a sentence, "based on the availability of budgeted funds..." President Gorman noted that the sentence was there for general decisions made and as a guideline for spending. He added that the Board could spend beyond the budget if they chose to.

Discussion followed.

**Sherie Rosenbaum moved and Sherri Magdlen seconded the motion to adopt the policy as submitted. The group voted and the motion passed unanimously.**

### **Strategic Plan Update**

President Gorman shared this update began last year. He was concerned that as the group developed this plan, they would stop sharing about the status. He explained they needed to keep sharing the progress of where they were.

President Gorman noted that Fred had worked on getting other agencies involved and Don had worked on fundraising through the dinner auction.

President Gorman brought up community awareness. He explained he would like to revitalize the marketing team. He noted that the marketing team had done great work under Ron's guidance the past year, putting together a marketing plan, and finding a social media/web master.

President Gorman stated he would like Trustees to participate on the Marketing Committee to help with maintenance and management. Jerry offered to be in charge of the committee. He asked for others to help Jerry. President Gorman noted that currently the Committee included Jerry and Sherie. Ron stated he would participate when available. President Gorman explained he would ask Alex if he would like to participate. It was noted that Jerry would provide an update for the next meeting.



President Gorman explained that the Mission statement had been added to the stationary and website.

Don shared the goal to raise \$200,000 per year as noted in the Strategic Business Plan was not a realistic goal. He explained that would be difficult to meet, even with all of the work the auction fundraiser was doing. Sherri recommended doing two fundraisers per year. Sherri suggested having an auction with food carts. She shared they went to an event recently where they had an auction table and food carts. She explained that all the food carts donated their profits to the organization. She noted it cost \$20 per person to get in. She noted they also had the opportunity to buy tickets to sample beer.

President Gorman explained the goal to raise \$200,000 was what was established by the Trustees.

Discussion followed about the fundraising goal.

Sherri stated that as social media develops, more donations would increase. Jerry stated that for social media, they needed to have a donation button available for people to use.

Michelle suggested using the Happy Valley Food Carts as a location for a fundraiser.

Craig asked if Don, Jerry and himself needed to review what was needed and how they could achieve it over time. He suggested they could brainstorm ideas and come back with thoughts and recommendations to a meeting. He stated there may be other businesses and organizations in the community that could be tapped into. He noted that with a few big donors, they could get to the \$200,000 quickly.

Ron brought up the website. He asked with the design and position on website, how they could get more subscribers. He added that more viewers could lead to more people donating. He shared they could be more aggressive with the website. Jerry stated he would talk to Steve Edwards, who manages the social media, to see what more he can do for the CESF. Jerry would report back to the Executive Committee.

Don stated there needed to be more than fundraising events to achieve the dollar goal.

### **GOOD OF THE ORDER**

President Gorman noted there was a 7.7 earthquake off the coast of Jamaica that occurred during the meeting.

President Gorman shared that the Coronavirus could get much worse. He noted that while the virus incubated, folks were contagious and it spread rapidly. He reported that it was growing fast.

President Gorman brought up Item #8c, changing the meeting date from March 24 to March 17, to avoid spring break. There was a consensus from the group to meet on March 17. Karen would be sending this information out to the CESF Trustees.

Jerry noted he had an opportunity, for the first time, to present to a family in need during Op Santa. He explained that this event was very impactful for the family. He felt that Trustees needed to be more involved with each parade.

Sherie shared she helped with family warehouse night. She stated this year, she observed a parade and saw the community's excitement as the parade came along.

**NEXT MEETING**

The next Foundation meeting was scheduled for Tuesday, March 17, 2020 at 12:00 pm at the Mt. Scott Fire Station.

**ADJOURNMENT**

The meeting adjourned at 1:41 pm.

Karen Strejc  
Executive Assistant

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: HR Director Trish Noble

Re: Human Resources Department Monthly Report – February 2020

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- Program Specialist and Executive Assistant resume review, and panel interviews completed for 10 internal participants participating in the promotional opportunity.
- Processed bereavement, jury duty and OFLA/ FMLA leave for personnel.
- Processed subpoena and jury duty requests.
- Worker's Comp claims and return to work for new claims and light duty assignments.
- Apprentice Task Force multi-agency process check-in meeting.
- Monthly staff director's meeting – Part of discussion included FLSA guidelines on compensation for after-hours training.
- Met with CCC representatives for staff development and leadership training opportunities.
- SDAO Mandatory Training Assignment for all District personnel: this month's topic "Sexual Harassment".
- Updated employee files with certifications, change of address, new employee information/bios, etc.
- Prepared materials and scheduled various Chief interviews
- Ongoing work on testing processes for Paramedic, Entry Level Firefighter, AO and Lt., Administrative Assistant, Medical Assistant, Lt. Car Program, DFM Lt. and TDY Ops Assistant
- Submitted all remaining exhibits for HR accreditation assignments.
- Continued receipt of organization-wide policy updates still needed for completion and posting.
  
- **Benefits:**
  - Met with new retirees to go over their individual insurance options.
  - A week of Munis training for Open Enrollment and setting up ESS for self-enrolling for this next June.
  - 1095-C Medical Tax forms completed.
  - Met with two new hires to go over their benefits.
  
- **LBG:**
  - Working with Kris Kirkpatrick on orthodontia claims due to changing from Standard dental to MetLife dental as well as a handful of medical claims that needed extra attention.

- **Health Trust:**
  - In February, our Trust paid out an offset to 39 retirees in the amount of \$7,949.52.
  - Working on creating a form for enrollment along with our retirement paperwork.

Respectfully submitted,

Human Resources Director Trish Noble

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Finance Director Christina Day

Re: Finance Department Monthly Report – February 2020

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Below are a few highlights of activities in Financial Services for the months of February and March 2020:

- Budget
  - The FY2020-21 budget development process is well underway. All departments have submitted their initial requested budgets, and the review process has begun.
  - Staff has posted Budget Committee openings in order to seek new candidates. The recruitment will remain open through March, with interviews anticipated in early April.
  - Staff held a Budget Work Session on March 10<sup>th</sup>, with another scheduled for March 17<sup>th</sup>. The goal is to engage the leadership team in discussing, prioritizing and balancing the FY21 Proposed Budget.
  - Multiple staff members and Chiefs attended the Oregon Department of Revenue's local budget law workshop.
- Accounts Receivable
  - GEMT – The FY2018-19 GEMT reimbursement request has been submitted for review by the Oregon Health Authority and is under review. Once finalized, revenues will be distributed in May.
- Accounts Payable
  - Accounts Payable staff processed 493 invoices and issued 338 checks/EFTs.
- Estacada Integration
  - Staff is reviewing Estacada's budget and funds to ensure adequate budget appropriation authority for the remainder of FY2019-2020.
  - Staff is working to establish a baseline budget for Estacada Fire as well.
  - Staff has posted openings for Budget Committee members to seek new candidates. The recruitment will remain open through March, with interviews anticipated in early April.
  - Staff received notification that the federal award system application was declined due to an existing registration (with the City of Estacada), and continues to work toward resolving the issue. Estacada Fire will not be able to apply for grants until the issue is resolved.

## Looking ahead

- March 2020
  - Recruitment for Clackamas Fire and Estacada Budget Committee members
  - Proforma FY2020-2021 Budget prepared
- April 2020
  - Proposed Budget for FY2020-21 finalized
- May 2020
  - May 6<sup>th</sup> – Estacada Budget Committee meeting
  - May 7<sup>th</sup> – Clackamas Fire District #1 Budget Committee meeting
  - May 20<sup>th</sup> – 2<sup>nd</sup> Estacada Budget Committee meeting
  - May 21<sup>st</sup> – 2<sup>nd</sup> Clackamas Fire District #1 Budget Committee meeting
  - Tentative timeframe to receive FY2019-20 GEMT reimbursement
- June 2020
  - June 15<sup>th</sup> – Budget adoption hearing

Respectfully submitted,

Finance Director Christina Day

**FINANCIAL REPORT – Period ending February 29, 2020 (FY2019-20)**

**General Fund 10**

As of February 29, 2020, Fiscal Year 2019-2020 is 67.0% complete.

The following is a summary of financial activity through February 29, 2020:

**Revenues:** The General Fund has received \$51,379,730 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. This fund has received \$1,160,008 in GEMT revenue. Ambulance Transport is generating revenues of \$390,591 at 52.1% of the adjusted budget before the costs of collection are netted out. This fund has received \$382,640 in interest revenues to date. Additional revenues from contracts, and other sources total another \$ 2,514,311.

**Expenditures:** The General Fund has actual expenditures (excluding encumbrances and depreciation expense) in the following categories through February 2020:

<b>Category:</b>	<b>% of Budget Used</b>
<b>Salaries &amp; Benefits</b>	66.0% of Adjusted Budget
<b>Materials &amp; Services</b>	57.1% of Adjusted Budget
<b>Capital Outlay</b>	38.1% of Adjusted Budget

**Equipment Reserve Fund 20**

Total expenditures in this fund equal \$29,920. This fund has received \$2,155 in interest and \$90,862 in surplus sales revenues to date.

**Capital Projects Fund 30**

Total expenditures in this fund equal \$482,901 through February 2020. This fund has received \$13,314 in interest revenues to date.

**Enterprise Fund 40**

Total expenditures in this fund equal \$5,641. This fund has received \$4,615 in interest revenue and \$5,350 in grant revenues for the Winter Warming Drive.

**Debt Service Fund 50**

This fund has received \$2,029,553 in property tax revenues this year, along with \$3,500 in interest earnings. Total expenditures in this fund equal \$502,100 for debt services through February 2020.

**Bond Construction Fund 60**

Total expenditures for bond project-related construction costs equal \$5,527 in February 2020. This fund has received \$67,722 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 February 29, 2020.

<b>Short-term Investments as of February 29,2020</b>	
Local Government Investment Pool	\$42,395,567.74
Key Bank Checking	\$577,415.11
Third Party Trust	\$3,000
<b>TOTAL:</b>	<b>\$ 42,975,982.85</b>

The Oregon LGIP interest rate is 2.25% in February 2020. The Fire District has received notice that the interest rate will be dropping to 2.0% as of March 11, 2020.

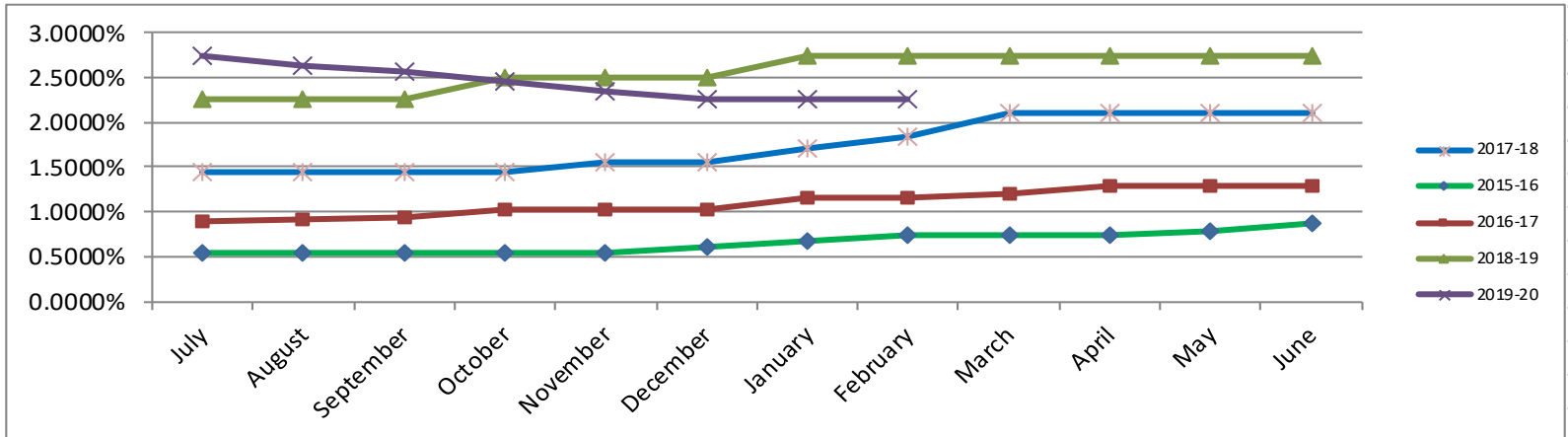
<b>Clackamas Fire District No. 1</b>			
<b>LGIP Monthly Interest Rate Averages</b>			<b>Monthly Earnings LGIP</b>
<b>January</b>	2019	2.750%	\$117,102.43
<b>February</b>	2019	2.750%	\$98,288.24
<b>March</b>	2019	2.750%	\$97,917.45
<b>April</b>	2019	2.750%	\$84,486.84
<b>May</b>	2019	2.750%	\$75,103.92
<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
<b>December</b>	2019	2.250%	\$97,672.04
<b>January</b>	2020	2.250%	\$91,186.32
<b>February</b>	2020	2.250%	\$79,875.63



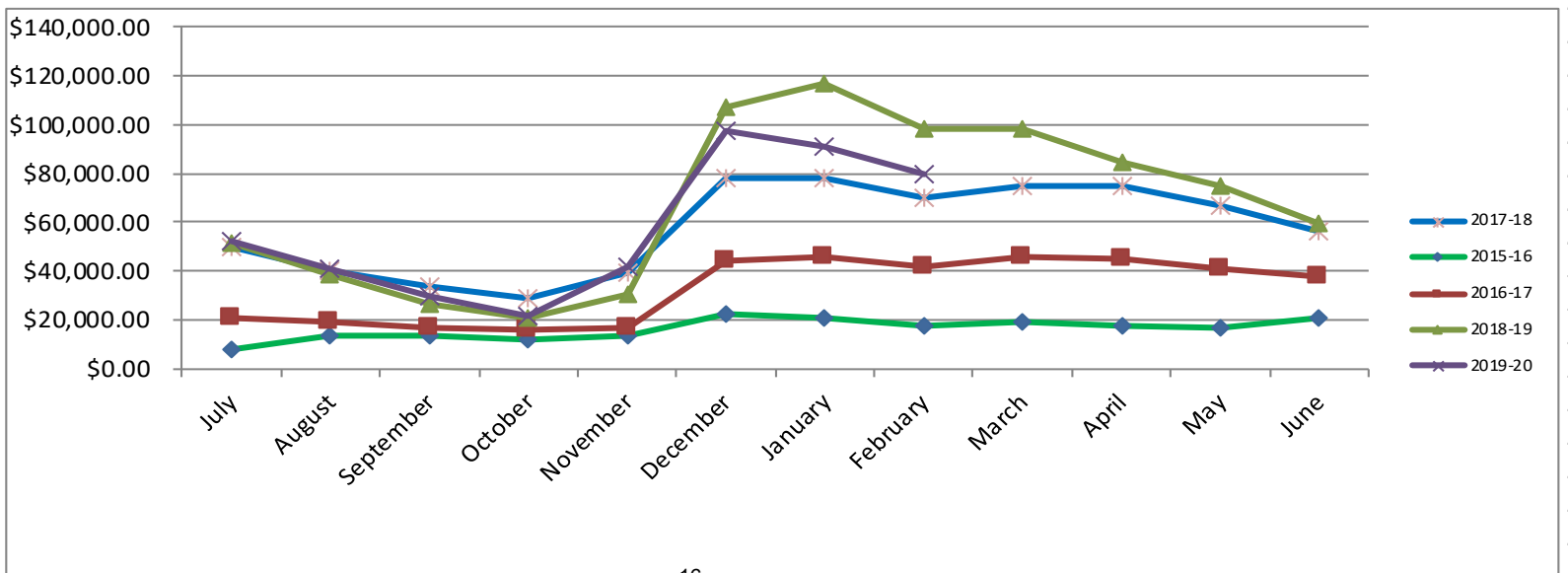
# Clackamas Fire District #1

## LGIP Interest Rates and Revenue

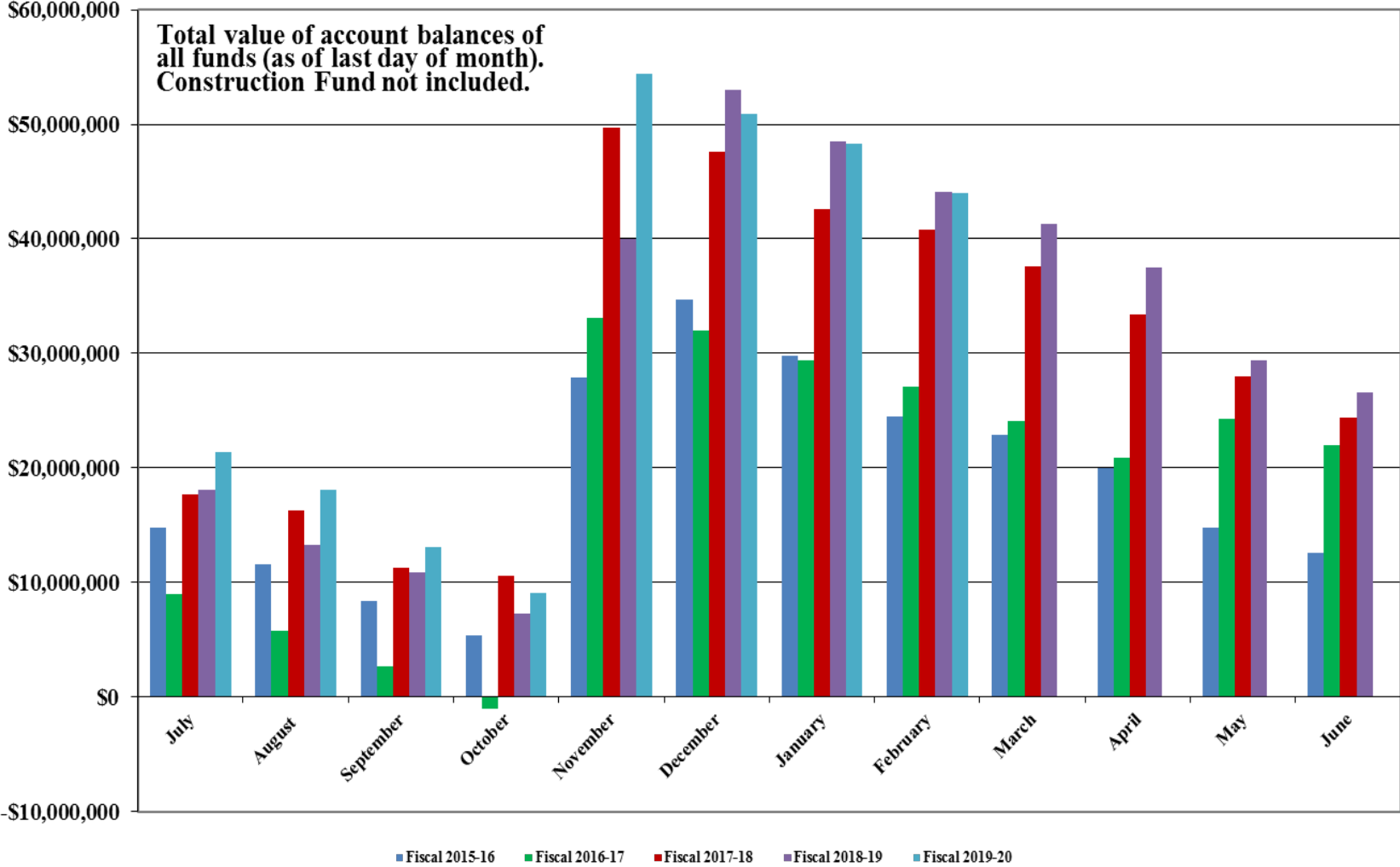
**Interest Rates - Fiscal 2015-16 to Present**



**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

P 1  
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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

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	-1,293,330.00	-18,223,467.00	0.00	0.00	-18,223,467.00	.0%
TOTAL Beg Fund Bal	-16,930,137.00	-1,293,330.00	-18,223,467.00	0.00	0.00	-18,223,467.00	.0%
<u>01 Tax Revenues</u>							
4450 Current Year Prop Taxes	-53,481,724.00	0.00	-53,481,724.00	-50,954,814.97	0.00	-2,526,909.03	95.3%
4455 Prior Year Prop Taxes	-1,200,000.00	0.00	-1,200,000.00	-424,915.14	0.00	-775,084.86	35.4%
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	-51,379,730.11	0.00	-3,309,993.89	93.9%
<u>03 Interest</u>							
4490 Investment Interest	-350,000.00	0.00	-350,000.00	-382,640.27	0.00	32,640.27	109.3%
TOTAL Interest	-350,000.00	0.00	-350,000.00	-382,640.27	0.00	32,640.27	109.3%
<u>04 Other Revenues</u>							
4500 Contract Revenue	-232,490.00	-1,526,785.00	-1,759,275.00	-918,599.57	0.00	-840,675.43	52.2%
4510 ASA Revenue	-135,000.00	0.00	-135,000.00	-98,426.34	0.00	-36,573.66	72.9%
4512 Medical Supply Reimb	-70,000.00	0.00	-70,000.00	-71,428.50	0.00	1,428.50	102.0%



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 2  
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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4513 Other Reimbursements	-200,000.00	-44,636.00	-244,636.00	-280,117.16	0.00	35,481.16	114.5%
4538 Service Cost Recovery	-200,000.00	0.00	-200,000.00	-64,184.79	0.00	-135,815.21	32.1%
4539 Conflagration Reimbursement	-125,000.00	-85,800.00	-210,800.00	-209,940.85	0.00	-859.15	99.6%
4541 Sale of Inventory/Services/Equip	0.00	0.00	0.00	-100,423.81	0.00	100,423.81	100.0%
4545 Other Post-Employ Bene Revenue	-480,000.00	0.00	-480,000.00	-390,391.80	0.00	-89,608.20	81.3%
4560 Grant Revenue	-258,182.00	-390,838.00	-649,020.00	-123,474.89	0.00	-525,545.11	19.0%
4569 GEMT Revenue	0.00	-1,286,155.00	-1,286,155.00	-1,160,008.00	0.00	-126,147.00	90.2%
4570 Transportation Response Revenue	-750,000.00	0.00	-750,000.00	-390,591.33	0.00	-359,408.67	52.1%
4571 Other Revenues	-333,000.00	-125,000.00	-458,000.00	-257,323.18	0.00	-200,676.82	56.2%
TOTAL Other Revenues	-2,783,672.00	-3,459,214.00	-6,242,886.00	-4,064,910.22	0.00	-2,177,975.78	65.1%
<u>05 Transfers In</u>							
4610 Transfers from other Funds	-814,984.00	-522.00	-815,506.00	0.00	0.00	-815,506.00	.0%
TOTAL Transfers In	-814,984.00	-522.00	-815,506.00	0.00	0.00	-815,506.00	.0%
<u>50 Salaries</u>							
5501 Fire Chief	193,140.00	0.00	193,140.00	130,016.16	0.00	63,123.84	67.3%
5503 Deputy Chief	354,386.00	0.00	354,386.00	184,942.56	0.00	169,443.44	52.2%
5504 Division Chief	483,255.00	0.00	483,255.00	371,282.93	0.00	111,972.07	76.8%
5505 Battalion Chief	1,848,805.00	0.00	1,848,805.00	1,174,749.86	0.00	674,055.14	63.5%



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

P 3  
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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

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	36,619.00	1,822,715.00	1,223,904.67	0.00	598,810.33	67.1%
5507 Fire Inspectors	455,238.00	0.00	455,238.00	307,027.33	0.00	148,210.67	67.4%
5508 Deputy Fire Marshal Captain	233,436.00	0.00	233,436.00	155,623.34	0.00	77,812.66	66.7%
5509 Deputy Fire Marshall Lieutenan	214,160.00	0.00	214,160.00	142,773.77	0.00	71,386.23	66.7%
5510 Captain	2,562,977.00	66,000.00	2,628,977.00	1,608,388.50	0.00	1,020,588.50	61.2%
5512 Lieutenant	3,747,800.00	107,080.00	3,854,880.00	2,583,599.06	0.00	1,271,280.94	67.0%
5515 Apparatus Operator	5,642,595.00	137,172.00	5,779,767.00	3,759,023.82	0.00	2,020,743.18	65.0%
5520 Fire Fighter	7,108,064.00	195,985.00	7,304,049.00	4,712,497.82	0.00	2,591,551.18	64.5%
5525 Paramedic	266,124.00	0.00	266,124.00	179,818.38	0.00	86,305.62	67.6%
5530 Non-exempt Staff Group	1,741,651.00	25,138.00	1,766,789.00	1,116,253.35	0.00	650,535.65	63.2%
5535 Other Employee	124,906.00	0.00	124,906.00	49,937.47	0.00	74,968.53	40.0%
5540 Temporary Labor	88,385.00	0.00	88,385.00	41,318.53	0.00	47,066.47	46.7%
5545 Premium Pay	387,967.00	0.00	387,967.00	310,245.94	0.00	77,721.06	80.0%
5550 Conflagration Labor	0.00	130,420.00	130,420.00	130,420.29	0.00	-0.29	100.0%
5555 School Replacement	39,954.00	0.00	39,954.00	6,274.25	0.00	33,679.75	15.7%
5560 Operational Replacement	4,679,000.00	1,496,438.00	6,175,438.00	3,806,915.86	0.00	2,368,522.14	61.6%
5562 Vacation Buyback	65,000.00	0.00	65,000.00	66,405.95	0.00	-1,405.95	102.2%
5563 Retirement/Separation Vacation	200,000.00	0.00	200,000.00	328,214.11	0.00	-128,214.11	164.1%
5564 Other Leave Buyback	0.00	0.00	0.00	2,754.68	0.00	-2,754.68	100.0%
5600 Overtime	362,209.88	30,000.00	392,209.88	240,627.51	0.00	151,582.37	61.4%
TOTAL Salaries	32,585,148.88	2,224,852.00	34,810,000.88	22,633,016.14	0.00	12,176,984.74	65.0%

60 Benefits



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ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
6620 SS/Medicare	2,488,204.00	47,644.00	2,535,848.00	1,589,430.42	0.00	946,417.58	62.7%
6640 Tri-Met Taxes	195,156.00	3,737.00	198,893.00	138,996.36	0.00	59,896.64	69.9%
6650 Transit Tax	3,247.00	63.00	3,310.00	0.00	0.00	3,310.00	.0%
6656 PERS Employer	7,557,678.00	126,092.00	7,683,770.00	5,144,668.96	0.00	2,539,101.04	67.0%
6670 Deferred Compensation	742,714.00	14,071.00	756,785.00	398,945.89	341,159.70	16,679.41	97.8%
6675 Unemployment	5,000.00	0.00	5,000.00	551.12	0.00	4,448.88	11.0%
6680 Life Insurance	45,000.00	648.00	45,648.00	28,574.28	9,766.65	7,307.07	84.0%
6685 Conflagration Benefits	0.00	51,588.00	51,588.00	51,588.06	0.00	-0.06	100.0%
6690 Café Plan Benefits	3,804,384.00	96,526.00	3,900,910.00	2,555,704.43	0.00	1,345,205.57	65.5%
6691 PEHP	332,500.00	6,000.00	338,500.00	222,439.31	109,100.00	6,960.69	97.9%
6692 Other Post-Employ Benefits	630,565.00	0.00	630,565.00	532,542.76	264,316.16	-166,293.92	126.4%
6693 Health Trust	267,737.00	4,319.00	272,056.00	177,794.54	0.00	94,261.46	65.4%
6701 Vehicle Allowance	11,216.00	0.00	11,216.00	9,918.24	0.00	1,297.76	88.4%
6702 Tool Allowance	6,000.00	0.00	6,000.00	3,550.00	0.00	2,450.00	59.2%
6703 Cell/Tech Allowance	7,200.00	0.00	7,200.00	4,050.00	0.00	3,150.00	56.3%
6705 Workers Compensation	766,368.00	14,698.00	781,066.00	865,167.52	0.00	-84,101.52	110.8%
TOTAL Benefits	16,862,969.00	365,386.00	17,228,355.00	11,723,921.89	724,342.51	4,780,090.60	72.3%
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70 Materials and Servic							
7007 Depreciation Expense	0.00	0.00	0.00	-155,630.00	0.00	155,630.00	100.0%
7008 ORE CAT Corporate Activity Tax	0.00	0.00	0.00	10.69	0.00	-10.69	100.0%



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ACCOUNTS FOR: 10 General Fund ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7015 Meeting Expense 27,550.00	0.00	27,550.00	13,108.62	43.50	14,397.88	47.7%
7030 Civil Service Exam Expense 6,000.00	0.00	6,000.00	1,639.99	0.00	4,360.01	27.3%
7035 Bank Charges 15,000.00	0.00	15,000.00	9,755.47	5,137.49	107.04	99.3%
7040 Dues & Publications 41,841.00	0.00	41,841.00	26,350.96	4,240.15	11,249.89	73.1%
7045 Awards & Recognitions 38,000.00	0.00	38,000.00	22,310.32	0.00	15,689.68	58.7%
7055 Operating Supply 198,420.00	1,047,258.00	1,245,678.00	230,360.62	25,394.27	989,923.11	20.5%
7065 Fire Fighting Supply 64,900.00	600.00	65,500.00	50,928.89	2,250.18	12,320.93	81.2%
7070 Rescue Supply 8,903.00	0.00	8,903.00	4,394.58	0.00	4,508.42	49.4%
7075 EMS Supply 241,500.00	450.00	241,950.00	234,648.49	3,379.78	3,921.73	98.4%
7078 Department Consumables 20,000.00	0.00	20,000.00	11,164.69	2,070.77	6,764.54	66.2%
7080 Fuel 232,300.00	725.00	233,025.00	150,972.13	95,357.00	-13,304.13	105.7%
7085 Uniform & Protective Eqpt 428,305.00	0.00	428,305.00	212,595.10	65,677.32	150,032.58	65.0%
7090 Office Supplies 15,900.00	6,300.00	22,200.00	10,724.79	6.00	11,469.21	48.3%
7095 Software & Supplies 580,867.00	0.00	580,867.00	472,468.33	57,152.84	51,245.83	91.2%
7105 Household Goods 55,793.00	-600.00	55,193.00	37,343.97	435.69	17,413.34	68.5%
7110 Professional Services 585,662.00	378,579.00	964,241.00	490,149.51	481,099.11	-7,007.62	100.7%
7115 Dispatch Services 1,638,160.00	0.00	1,638,160.00	1,121,023.36	489,367.64	27,769.00	98.3%
7116 Utilities - Natural Gas 64,109.00	0.00	64,109.00	40,933.18	5,571.69	17,604.13	72.5%
7117 Utilities - Electric 171,777.00	0.00	171,777.00	132,523.43	0.00	39,253.57	77.1%
7118 Utilities - Garbage 51,081.00	0.00	51,081.00	24,245.09	0.00	26,835.91	47.5%
7119 Utilities - Water 118,417.00	0.00	118,417.00	71,854.81	0.00	46,562.19	60.7%
7120 Utilities - Other 135,972.00	0.00	135,972.00	73,833.98	42,311.23	19,826.79	85.4%



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ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7122 Utilities - Telephone	336,300.00	0.00	336,300.00	264,171.31	50,954.15	21,174.54	93.7%
7130 Insurance - Property/Casualty	259,500.00	0.00	259,500.00	247,466.14	13,482.89	-1,449.03	100.6%
7135 Medical Exams	240,654.00	0.00	240,654.00	115,406.43	95,400.13	29,847.44	87.6%
7140 Schools/Conferences Registrati	67,750.00	0.00	67,750.00	35,318.13	1,795.00	30,636.87	54.8%
7141 Tuition Reimbursement	60,000.00	0.00	60,000.00	34,287.64	0.00	25,712.36	57.1%
7142 Travel Expense	21,500.00	800.00	22,300.00	17,100.89	0.00	5,199.11	76.7%
7145 Mileage Reimbursement	71,300.00	0.00	71,300.00	29,945.93	0.00	41,354.07	42.0%
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	242,934.66	7,195.49	181,850.85	57.9%
7160 Equipment Maintenance	114,669.00	0.00	114,669.00	54,710.98	5,416.57	54,541.45	52.4%
7165 Radio Maintenance	31,250.00	0.00	31,250.00	4,910.37	4,488.59	21,851.04	30.1%
7170 Facility Maintenance	208,200.00	0.00	208,200.00	108,344.25	12,469.26	87,386.49	58.0%
7175 Office Equipment Maintenance	121,640.00	0.00	121,640.00	33,142.85	16,668.55	71,828.60	40.9%
7180 Computer & AV Maintenance	21,650.12	0.00	21,650.12	12,843.92	64,860.52	-56,054.32	358.9%
7187 Fire Extinguisher Expense	2,500.00	0.00	2,500.00	3,005.75	0.00	-505.75	120.2%
7190 Training Expense	51,257.00	0.00	51,257.00	25,591.11	1,950.00	23,715.89	53.7%
7195 Public Education	67,000.00	0.00	67,000.00	20,559.13	9,672.98	36,767.89	45.1%
7205 Postage & Freight	30,000.00	0.00	30,000.00	13,416.65	461.03	16,122.32	46.3%
7210 Small Tool, Eqpts & Furnishing	39,544.00	0.00	39,544.00	30,684.36	33.30	8,826.34	77.7%
7215 Other Expense	0.00	0.00	0.00	35,306.95	0.00	-35,306.95	100.0%
TOTAL Materials and Servic	6,952,152.12	1,434,112.00	8,386,264.12	4,636,858.45	1,584,343.12	2,165,062.55	74.2%

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	9,952.07	0.00	5,247.93	65.5%
8835 EMS & Rescue Equipment	0.00	152,020.00	152,020.00	50,949.19	55,117.41	45,953.40	69.8%
8845 Communications Equipment	7,000.00	0.00	7,000.00	6,799.95	0.00	200.05	97.1%
8860 Facility Improvement	49,700.00	0.00	49,700.00	7,522.42	0.00	42,177.58	15.1%
8870 Furniture, Appliances & Tools	1,000.00	0.00	1,000.00	1,197.98	0.00	-197.98	119.8%
8890 Computer & AV Equipment	117,245.00	0.00	117,245.00	54,044.93	18,647.40	44,552.67	62.0%
TOTAL Capital Outlay	190,145.00	152,020.00	342,165.00	130,466.54	73,764.81	137,933.65	59.7%
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85 Debt Service							
9916 Debt Service Principal	1,135,000.00	0.00	1,135,000.00	0.00	1,135,000.00	0.00	100.0%
9917 Debt Service Interest	749,955.00	0.00	749,955.00	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%
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90 Transfers Out							
9920 Transfer to Equip Reserve Fund	0.00	603,696.00	603,696.00	0.00	0.00	603,696.00	.0%
TOTAL Transfers Out	0.00	603,696.00	603,696.00	0.00	0.00	603,696.00	.0%
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99 End Fund Balance							
9910 Contingency	1,415,435.00	0.00	1,415,435.00	0.00	0.00	1,415,435.00	.0%



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ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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	-27,001.00	27,000.00	-1.00	-16,328,949.24	3,893,337.10	12,435,611.14	%
TOTAL REVENUES	-75,568,517.00	-4,753,066.00	-80,321,583.00	-55,827,280.60	0.00	-24,494,302.40	
TOTAL EXPENSES	75,541,516.00	4,780,066.00	80,321,582.00	39,498,331.36	3,893,337.10	36,929,913.54	



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ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>							
9995 Beg Fund Bal	-798,244.00	-36,886.00	-835,130.00	0.00	0.00	-835,130.00	.0%
TOTAL Beg Fund Bal	-798,244.00	-36,886.00	-835,130.00	0.00	0.00	-835,130.00	.0%
<u>03 Interest</u>							
4490 Investment Interest	-3,000.00	0.00	-3,000.00	-2,154.67	0.00	-845.33	71.8%
TOTAL Interest	-3,000.00	0.00	-3,000.00	-2,154.67	0.00	-845.33	71.8%
<u>04 Other Revenues</u>							
4540 Sale of Surplus	-15,000.00	0.00	-15,000.00	-90,861.76	0.00	75,861.76	605.7%
TOTAL Other Revenues	-15,000.00	0.00	-15,000.00	-90,861.76	0.00	75,861.76	605.7%
<u>05 Transfers In</u>							
4610 Transfers from other Funds	0.00	-603,696.00	-603,696.00	0.00	0.00	-603,696.00	.0%
TOTAL Transfers In	0.00	-603,696.00	-603,696.00	0.00	0.00	-603,696.00	.0%
<u>80 Capital Outlay</u>							



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ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8825 Fire Fighting Equipment	445,000.00	18,443.00	463,443.00	23,920.20	381,366.83	58,155.97	87.5%
8835 EMS & Rescue Equipment	0.00	622,139.00	622,139.00	0.00	0.00	622,139.00	.0%
TOTAL Capital Outlay	445,000.00	640,582.00	1,085,582.00	23,920.20	381,366.83	680,294.97	37.3%
<u>90 Transfers Out</u>							
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%
<u>99 End Fund Balance</u>							
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	-69,096.23	381,366.83	-312,270.60	100.0%
TOTAL REVENUES	-816,244.00	-640,582.00	-1,456,826.00	-93,016.43	0.00	-1,363,809.57	
TOTAL EXPENSES	816,244.00	640,582.00	1,456,826.00	23,920.20	381,366.83	1,051,538.97	



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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	211,153.00	-6,317,871.00	0.00	0.00	-6,317,871.00	.0%
TOTAL Beg Fund Bal	-6,529,024.00	211,153.00	-6,317,871.00	0.00	0.00	-6,317,871.00	.0%
<u>03 Interest</u>							
4490 Investment Interest	-14,000.00	0.00	-14,000.00	-13,314.30	0.00	-685.70	95.1%
TOTAL Interest	-14,000.00	0.00	-14,000.00	-13,314.30	0.00	-685.70	95.1%
<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	133,798.00	131,474.00	0.00	100.0%
7025 Debt Principal Expense	241,317.00	0.00	241,317.00	119,496.11	121,820.32	0.57	100.0%
TOTAL Materials and Servic	506,589.00	0.00	506,589.00	253,294.11	253,294.32	0.57	100.0%
<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							
6,236,435.00	-211,153.00	6,025,282.00	229,606.66	2,243,460.63	3,552,214.71	41.0%	
TOTAL Capital Outlay							
6,236,435.00	-211,153.00	6,025,282.00	229,606.66	2,243,460.63	3,552,214.71	41.0%	
TOTAL Capital Projects Fund							
0.00	0.00	0.00	469,586.47	2,496,754.95	-2,966,341.42	100.0%	
	TOTAL REVENUES						
-6,743,024.00	211,153.00	-6,531,871.00	-13,314.30	0.00	-6,518,556.70		
	TOTAL EXPENSES						
6,743,024.00	-211,153.00	6,531,871.00	482,900.77	2,496,754.95	3,552,215.28		



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ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
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00 Beg Fund Bal							
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9995 Beg Fund Bal	-23,500.00	18.00	-23,482.00	0.00	0.00	-23,482.00	.0%
TOTAL Beg Fund Bal	-23,500.00	18.00	-23,482.00	0.00	0.00	-23,482.00	.0%
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03 Interest							
<hr/>							
4490 Investment Interest	-200.00	0.00	-200.00	-4,614.92	0.00	4,414.92	2307.5%
TOTAL Interest	-200.00	0.00	-200.00	-4,614.92	0.00	4,414.92	2307.5%
<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	-18.00	16,982.00	5,640.77	0.00	11,341.23	33.2%
TOTAL Materials and Servic	17,000.00	-18.00	16,982.00	5,640.77	0.00	11,341.23	33.2%
<hr/>							
99 End Fund Balance							



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	.0%
TOTAL End Fund Balance	11,700.00	0.00	11,700.00	0.00	0.00	11,700.00	.0%
TOTAL Enterprise Fund	0.00	0.00	0.00	-4,324.15	0.00	4,324.15	100.0%
TOTAL REVENUES	-28,348.00	18.00	-28,330.00	-9,964.92	0.00	-18,365.08	
TOTAL EXPENSES	28,348.00	-18.00	28,330.00	5,640.77	0.00	22,689.23	





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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

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	-130,245.00	-271,275.00	0.00	0.00	-271,275.00	.0%
TOTAL Beg Fund Bal	-141,030.00	-130,245.00	-271,275.00	0.00	0.00	-271,275.00	.0%
<u>01 Tax Revenues</u>							
4450 Current Year Prop Taxes	-2,482,679.00	0.00	-2,482,679.00	-2,012,768.15	0.00	-469,910.85	81.1%
4455 Prior Year Prop Taxes	-30,000.00	0.00	-30,000.00	-16,784.61	0.00	-13,215.39	55.9%
TOTAL Tax Revenues	-2,512,679.00	0.00	-2,512,679.00	-2,029,552.76	0.00	-483,126.24	80.8%
<u>03 Interest</u>							
4490 Investment Interest	-2,500.00	0.00	-2,500.00	-3,500.18	0.00	1,000.18	140.0%
TOTAL Interest	-2,500.00	0.00	-2,500.00	-3,500.18	0.00	1,000.18	140.0%
<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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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

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	130,245.00	732,254.00	0.00	0.00	732,254.00	.0%
TOTAL End Fund Balance	602,009.00	130,245.00	732,254.00	0.00	0.00	732,254.00	.0%
TOTAL Debt Service Fund	0.00	0.00	0.00	-1,530,952.94	1,552,100.00	-21,147.06	100.0%
TOTAL REVENUES	-2,656,209.00	-130,245.00	-2,786,454.00	-2,033,052.94	0.00	-753,401.06	
TOTAL EXPENSES	2,656,209.00	130,245.00	2,786,454.00	502,100.00	1,552,100.00	732,254.00	



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

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	-47,649.93	0.00	45,649.93	2382.5%
TOTAL Interest	-2,000.00	0.00	-2,000.00	-47,649.93	0.00	45,649.93	2382.5%
<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	-62,195.37	0.00	62,195.37	100.0%
TOTAL REVENUES	-502,000.00	0.00	-502,000.00	-67,722.37	0.00	-434,277.63	
TOTAL EXPENSES	502,000.00	0.00	502,000.00	5,527.00	0.00	496,473.00	



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 08

JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 70 PERS Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<u>00 Beg Fund Bal</u>							
9995 Beg Fund Bal	-688,484.00	-3,066.00	-691,550.00	0.00	0.00	-691,550.00	.0%
TOTAL Beg Fund Bal	-688,484.00	-3,066.00	-691,550.00	0.00	0.00	-691,550.00	.0%
<u>03 Interest</u>							
4490 Investment Interest	-4,000.00	2,805.00	-1,195.00	-1,195.25	0.00	0.25	100.0%
TOTAL Interest	-4,000.00	2,805.00	-1,195.00	-1,195.25	0.00	0.25	100.0%
<u>90 Transfers Out</u>							
9980 Transfer to General Fund	692,484.00	261.00	692,745.00	0.00	0.00	692,745.00	.0%
TOTAL Transfers Out	692,484.00	261.00	692,745.00	0.00	0.00	692,745.00	.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	-261.00	-692,745.00	-1,195.25	0.00	-691,549.75	
TOTAL EXPENSES	692,484.00	261.00	692,745.00	0.00	0.00	692,745.00	



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Clackamas Fire District  
YEAR-TO-DATE BUDGET REPORT

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JOURNAL DETAIL 2020 1 TO 2020 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
	GRAND TOTAL					
-27,001.00	27,000.00	-1.00	-17,527,126.71	8,323,558.88	9,203,566.83	%

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

## Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Joshua Gehrke

Re: Support Services Monthly Report – February 2020

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- Shared expectations (performed check-in) and conducted strategic planning for remaining support services departments hold-over from previous month (Fleet and Logistics).
- Attended SDAO Legislative Summit.
- Conducted weekly organizational briefing for Business Services.
- Attended and gave closing remarks for the NW Peer Conference in Salem.
- Prepared behavioral health materials with Wellness Director Goodrich for the Clackamas Fire Recruit Academy.
- Attended the monthly operations meeting.
- Attended PFAS (firefighting foam) meeting.
- Attended Labor Management Committee meeting.
- Attended the C-COM Executive Board meeting.
- Attended the Intterra project team meeting.
- Attended Fire Defense Board and fire users meeting.
- Attended good morning Damascus for State of the District address.
- Conducted a Fleet IGA meeting for business services.
- Participated in the Budget Work Session to review year-end and SWOT for FY21.
- Attended both CCOM users and C-800 meeting.
- Attended monthly operations and Estacada Board Meeting.
- Participated in the volunteer effort to prepare the Centennial Park Community Fire Station for use as a community room.
- Attended staff development meeting with Clackamas Community College.

- Conducted meetings to discuss go-live and progress of MdE-inc/Check-in platform.
- Attended finance law class at Clackamas Community College.
- Participated in North Clackamas Chamber work force event.
- Attended State of the County Luncheon at the Monarch Hotel where Chief Charlton was the moderator.

Respectfully submitted,

Division Chief Joshua Gehrke

# Business Services Division

To: Chief Fred Charlton and the Board of Directors  
From: Data Services Director Shelby Hopkins  
Re: Data Services Department Monthly Report – February 2020

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- 2020 Incident Data will be processed out of the ESO program and reports are being developed. January and February basic incident overview is attached.
- Processed five years of performance data for SOC broken down by class and category per CFAI requirements.
- Prepared FY2021 Data Services Budget.
- Staff hosted TeleStaff Re-implementation Kickoff meeting.
- Developed process with GIS consultant for establishing urban and rural zones in our data.
- Processed Ambulance Service Performance report per county compliance.
- Staff participated in Program Specialist promotional opportunity process.
- Staff compiled feedback result from personnel on ESO and new Surface tablets.
- Participated on Data Services Program Specialist interview panel.
- Staff participated in multiple ESO project team status sessions.
- Attended Staff Directors' meeting with Chief Charlton and DC Whiteley.
- Staff processed multiple station and shift assignment changes in TeleStaff.
- Delivered Intterra overview to several Clackamas County Chief Officers.
- Began preliminary process of Intterra Analytics implementation.
- AT Roberts attended the 2020 ESO Wave Conference in Austin, Texas.
- Attended REGIS Steering Committee meeting at TVFR.
- Staff continued work with MdE.-Inc. on setup of check-in program for future employee evaluations.



- Cost Recovery Claims Summary Report as of February 28, 2020:

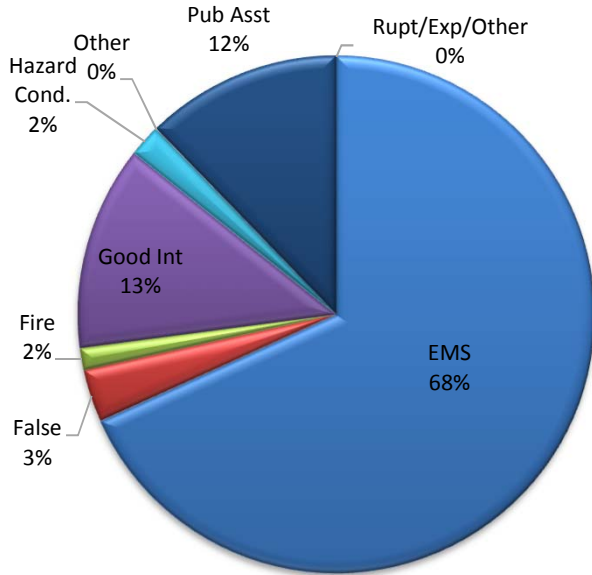
	<b># of Claims</b>	<b>Claim Amount</b>	<b>Average \$ / Claim</b>
<b>False Alarm</b>			
In Process	21	\$4,835.44	
Closed Not Paid	12	\$2,660.73	
Closed Paid	188	\$52,541.70	\$279.48
	<b>221</b>	<b>\$60,037.87</b>	
<b>Fire</b>			
In Process	4	\$9,278.45	
Closed Not Paid	7	\$1,473.57	
Closed Paid	4	\$4,228.54	\$1,057.14
	<b>15</b>	<b>\$14,980.56</b>	
<b>Hazmat</b>			
In Process	12	\$4,176.70	
Closed Not Paid	8	\$2,812.10	
Closed Paid	11	\$11,553.73	\$1,050.34
	<b>31</b>	<b>\$18,542.53</b>	
<b>Inspection</b>			
In Process	1	\$30.00	
Closed Not Paid	40	\$2,321.60	
Closed Paid	8	\$2,255.73	\$281.97
	<b>49</b>	<b>\$4,607.33</b>	
<b>MVA</b>			
In Process	98	\$35,427.59	
Closed Not Paid	192	\$31,717.30	
Closed Paid	71	\$32,325.43	\$455.29
	<b>361</b>	<b>\$99,470.32</b>	
<b>Total In Process</b>	<b>136</b>	<b>\$53,748.18</b>	
<b>Total Closed Not Paid</b>	<b>259</b>	<b>\$40,985.31</b>	
<b>Total Closed Paid</b>	<b>282</b>	<b>\$102,905.13</b>	<b>\$364.91</b>

Respectfully submitted,

Data Services Director Shelby Hopkins

# Clackamas Fire Dist. #1 Emergency Services Report

## January 2020



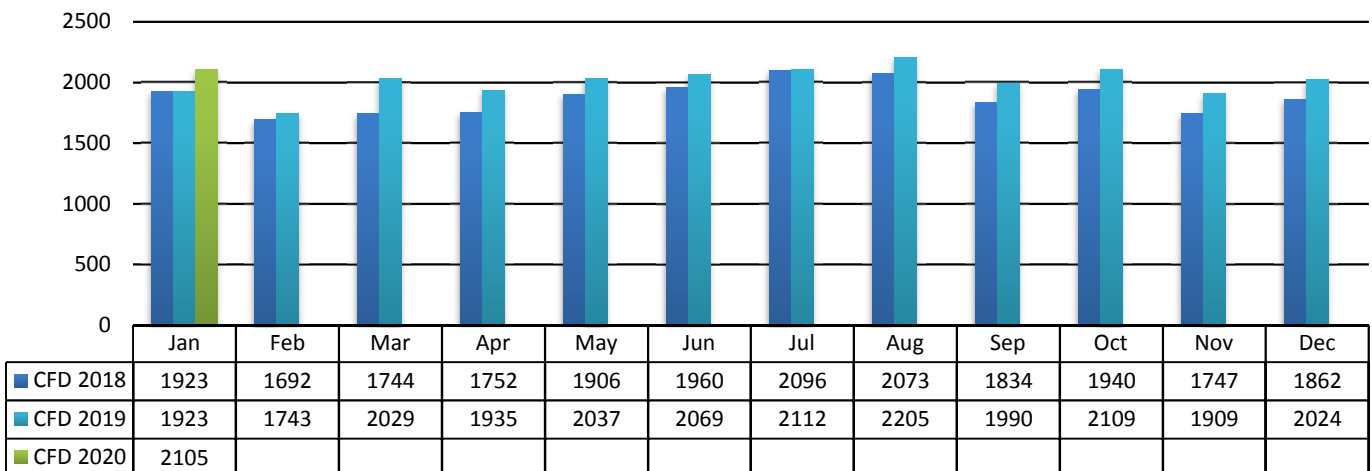
Incident Type	Data
EMS	1437
False	69
Fire	29
Good Int	269
Hazard Cond.	42
Other	1
Pub Asst	258
Rupt/Exp/Weather	0
<b>Grand Total</b>	<b>2105</b>

### Year to Date

Incident Type	2018	2019	2020
EMS	1416	1333	1437
False	56	89	69
Fire	25	28	29
Good Int	120	186	269
Hazard Cond.	113	99	42
Other	1	0	1
Pub Asst	192	188	258
Rupt/Exp/Weather	0	0	0
<b>Grand Total</b>	<b>1923</b>	<b>1923</b>	<b>2105</b>

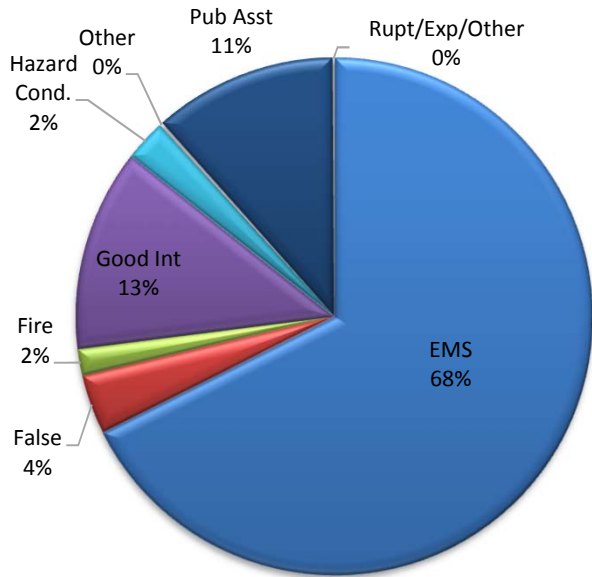
*Mutual Aid Given Incident Not Included*

### Total Incidents by Month



# Clackamas Fire Dist. #1 Emergency Services Report

## February 2020



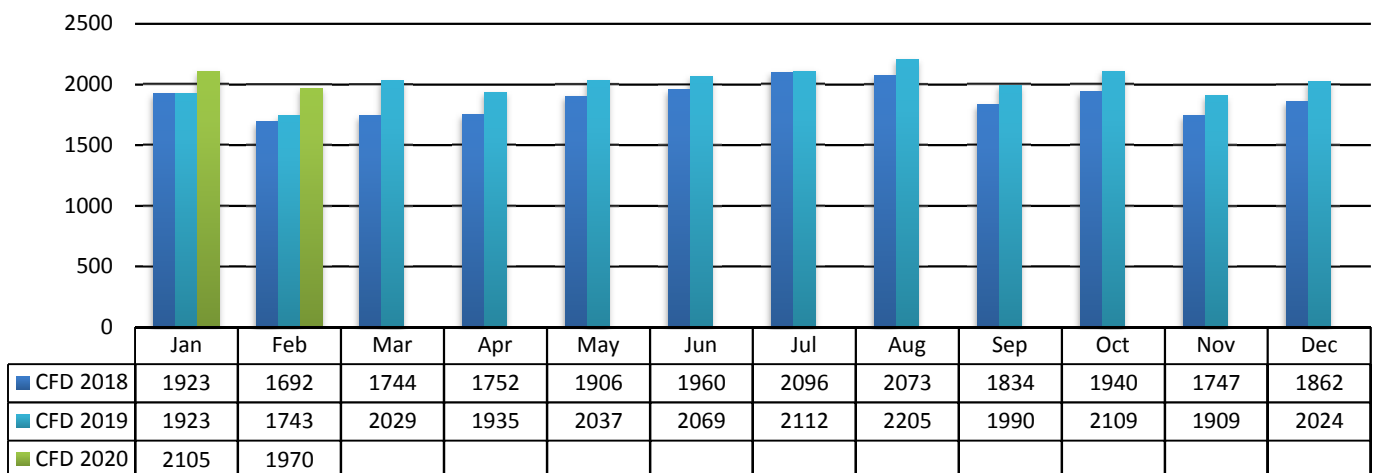
Incident Type	Data
EMS	1332
False	73
Fire	33
Good Int	249
Hazard Cond.	51
Other	4
Pub Asst	226
Rupt/Exp/Weather	2
<b>Grand Total</b>	<b>1970</b>

### Year to Date

Incident Type	2018	2019	2020
EMS	2602	2594	2714
False	122	176	139
Fire	51	57	62
Good Int	268	308	508
Hazard Cond.	222	199	90
Other	1	0	5
Pub Asst	349	332	474
Rupt/Exp/Weather	0	0	2
<b>Grand Total</b>	<b>3615</b>	<b>3666</b>	<b>3994</b>

*Mutual Aid Given Incident Not Included*

### Total Incidents by Month



# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fleet Director Bill Bischoff

Re: Fleet Services Department Monthly Report – February 2020

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

## Engines

- 2-128 E301- PM and write ups. Annual Pump Test.
- 3-145 E330- Initial shop visit. Finish the PM and write ups from previous month.
- 3-146 E331- Initial shop visit. PM and write ups.
- 2-124 E308- PM and write ups, tool mounting.

## Trucks / Heavy Rescue

- 2-207 T319- No aerial master control- Truck OOS.
- 3-450 RH302- PM and write ups. Sent in for right rear corner body damage repair from an incident.

## Brush Rigs / Water Tenders/ Boats

- 3-322 BR330- Initial shop visit- PM and write ups. Substantial deferred maintenance needed.
- 2-333 WT320- Annual PM and Pump Testing. Hard starting.

## Staff Vehicles / Medic

- Several staff vehicles in for scheduled PM and write ups.
- 3-700 BC301- PM and write ups.
- 2-706 BC303- PM and write ups.
- 2-704 BC Reserve- Hard starting and other write ups.
- 2-538 Owens- PM and write ups. Safety cargo/cabin divider install.
- 2-445 M303- PM and write ups.

## Other Items

- Fleet spent a lot of time performing maintenance and testing on Canby and Lake Oswego apparatus. Lake Oswego had an emergency truck tow to the shop with a radiator failure.
- Completed all of the Fleet SOP updates and submitted for approval.
- Worked on the Accreditation Fleet Performance Indicators and Core Competencies writing and exhibit posting.

- Fleet installed the first Narc Box in CAR304 for use and evaluation prior to planning the switch outs of the entire fleet drug box program.
- Worked with the Fleet/Logistics architect and electrical contractor to upgrade some lighting in parts of the office wing of the building as well as areas of the shop. This has been an ongoing issue and will be done under warranty.

Respectfully Submitted,

Fleet Director Bill Bischoff

# Business Services Division

To: Division Chief Josh Gehrke

From: Information Technology Services Director Oscar Hicks

Re: Information Technology Services Department Monthly Report – February 2020

---

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

- MDC refresh
- CradlePoint refresh
- Workstation refresh
- Airwatch / Mobile device update
- Windows 10 desktop refresh
- Network Infrastructure and Wi-Fi audit / update
- Office365 / SharePoint implementation
- FTE backfill ITS Mobile Specialist (on hold)
- Public Safety Plan via Verizon iPhone update (Phase II)

## **Completed:**

- Sophos Antivirus / Malware refresh and Security Update
- ESO integration and configuration
- Mobile communication audit (CradlePoint Mobile Routers)
- Munis – Active Directory integration for Single-Sign On

Respectfully submitted,

Information Technology Services Director Oscar Hicks

# Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Logistics Director DeAnn Cordes

Re: Logistics Department Monthly Report – February 2020

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

- Logistics filled and delivered 322 orders entered into Munis. This is up 6.52% from February of last year.
- Logistics filled and delivered 35 controlled medication orders; which is up 31.43% from February of last year.
- Staff attended and represented Logistics at the EMS and Safety Committee Meetings.
- Made changes to ID/access badges and alternative devices as needed i.e.: additions, deletions and changes. Communicated with Sonitrol for those changes.
- Logistics and finance staff met regarding the new Corporate Activity Tax. *House Bill 3427A, a bill that would create an Oregon corporate activity tax (CAT), passed in the state house and senate. The CAT is applicable to tax years beginning January 1, 2020. The CAT is imposed on the entity doing business in Oregon and is considered part of the business' expenses. The laws establishing the CAT not prohibit any business from recovering a business expense when setting the total price for the sale, lease, or license of an item or the sale of a service. A business may include the CAT with other business expenses when setting the total price charged to customers. Due to this new tax, we have started seeing vendors including the CAT on their invoices. Staff met to discuss how we are going to track the costs and make sure we are recovering the CAT tax when applied to a charge for an outside agency. [Thank you to Accounting Manager Anh Le for the description of corporate activity tax.]*
- Attended a meeting to discuss the next Career Recruit Academy starting in May. With the compressed timelines, staff is ordering items that are not size specific to a firefighter – hoods, gear bags, etc.
- Staff worked with light duty FF Clay Davis to help set up the CAR304 program. FF Davis needed supplies ordered for all the EMS kits as well as a few firefighting supplies. Once the supplies were in, he used Logistics to put the kits together.
- Met with a vendor, Chief Slater and Fleet Director Bischoff to discuss fluorine-free firefighting foam products. The organization has decided to stay with the same manufacturer, but use their Class A foam.

Respectfully submitted,

## Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Brian Stewart

Re: Community Services Department Monthly Report– February 2020

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- Oregon Safety and Health Roundtable – February 4
- Hosted/led organizational briefing – February 5, 6
- Attended SDAO conference – February 7, 8
- Assistance to Firefighter Grant Webinar – February 10
- Ops meeting – February 11
- PFAS meeting – February 11
- Academy meeting – February 11
- Medical Assistant Interviews – February 13
- Paramedic testing – Week of February 17
- Budget Work Session – February 18
- Estacada Fire Board meeting – February 20
- Annual medical/physical – February 20
- Program Specialist interviews – February 20
- Entry Level Firefighter testing – Week of February 24
- Clackamas Fire Board Meeting – February 24
- EMS/SOC data meeting – February 27
- Met with EM Ramirez and FMO Olson regarding their program areas.
- Program work emphasized this month: accreditation, data, testing, and grant management.

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 – February 2020

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- Attended COVID-19 discussion with HAZMAT 303; conducted by HAZMAT 3.
- Attended D1 COVID-19 response discussion with HAZMAT 303, Lt. Verkest and Chief Santos
- Met with Oregon City officials regarding CERT.
- Attended the Clackamas County Disaster Management's Cities Workshop.
- Conducted exercise planning meeting with North Clackamas School District.

Work ongoing:

- Populating the Continuity of Operations Plan (COOP) with mission critical information.
- Orienting key leaders to the COOP and their roles in a COOP scenario.

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 – February 2020

---

**Engineering** Fire Marshal's Office staff reviewed 81 buildings and land use projects in the month of February 2020. In addition, four new construction inspections and ten tenant improvement inspections were completed.

**Enforcement** A total of 271 inspections were carried out in the month of February 2020. 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 20 community activities during February 2020. These include Hands-Only CPR Presentations, Fire Safety Presentations, Station Tours and a number of other public events.

## **Additional Notes from the Fire Marshal**

- Staff attended Oregon Fire Code update class
- Staff attended Fire Prevention Workshop in Sunriver
- Staff navigating through ESO mobile for inspections and investigations
- FM participated on panel discussion regarding open burning
- FM working with state on joint bulletin relating to open burning
- Customer service satisfaction surveys to be added to all fire inspection reports sent through ESO
- Investigators attended fire investigation forum with Gresham Fire
- Continuing to work on accreditation documents

Respectfully Submitted,

Fire Marshal Shawn Olson

## Clackamas and Estacada Fire Inspections

### 2020 Occupancy Inspections

January - February

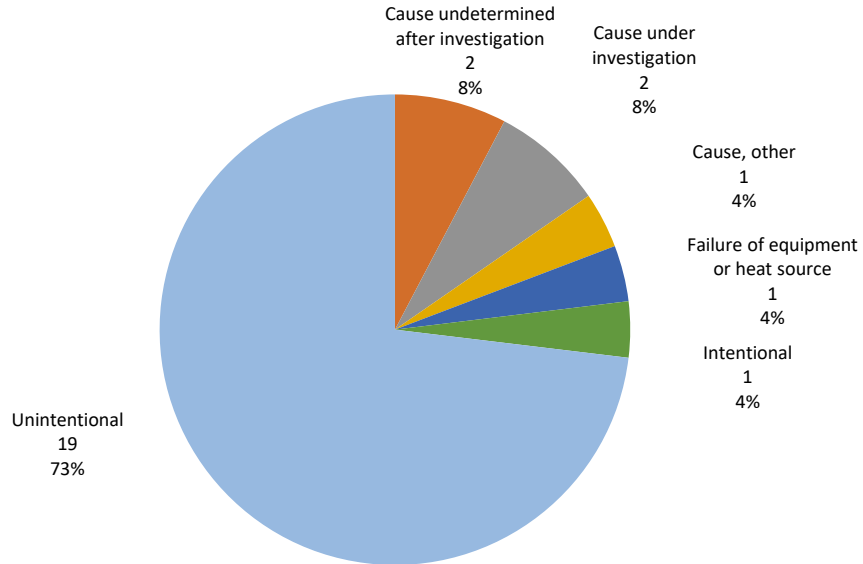
Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - 1 Year	8
	INSPECTION - 1 Year Apartments	8
	INSPECTION - 2 Year	207
	INSPECTION - 2 Year Apartments	78
	INSPECTION - Marijuana Facility	2
	INSPECTION - Schools	5
Division, Fire Marshal Office	Total	308
	Grand Total	308

### 2020 Special Inspections

February

Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - Burn Permit	12
	INSPECTION - Fire Access & Water Supply	0
	INSPECTION - Fire Alarm	2
	INSPECTION - Lock Box	0
	INSPECTION - New Construction	4
	INSPECTION - Special	16
	INSPECTION - Target Hazard	1
	INSPECTION - Tenant Improvement	10
	MEETING - General Development/Design	7
	MEETING - Land Use	2
	MEETING - On Site	5
	MEETING - Pre Application	8
	PLAN - Fire Access & Water Supply (Commercial)	23
	PLAN - Fire Access & Water Supply (Residential)	22
	REFERRAL/COMPLAINT - Citizen	0
	REFERRAL/COMPLAINT - State	0
Division, Fire Marshal Office	Total	112
	Grand Total	112

## Clackamas Fire District #1 2020 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>
2019	Act of Nature	1	3.85%
	Cause under investigation	2	1.67%
	Cause undetermined after investigation	16	13.33%
	Cause, other	6	5.00%
	Failure of equipment or heat source	22	18.33%
	Intentional	8	6.67%
Unintentional	65	54.17%	
<b>2019 Total</b>		<b>120</b>	<b>100.00%</b>

**Data on 111-Building Fire's only within Clackamas Fire Dist. FPZs**

**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 Department Monthly Reports – February 2020

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The following summary of work includes those activities completed within the EMS Department. 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 Department staff meetings
- Attended EMS Dept. budget planning meetings
- Attended several meetings regarding medical direction
- Met with Director Goodrich regarding Health and Wellness budget
- Attended training academy planning meeting
- Attended staff Budget Work Session
- Assisted with two-day entry level Paramedic testing process
- Attended monthly Board meeting
- Participated in Station 21 cleanup day
- Attended District Labor/Management Committee meeting
- Attended Medic Unit Pilot update meeting
- Participated in Safe Surrender of Newborn EMS Training Quickie
- Chaired ASA Strategic Plan Task Force meeting
- Chaired EMS – Single Resource workgroup meeting
- Attended several data meetings regarding Accreditation and Standards of Cover
- Participated in preschool PR event in Happy Valley

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 Department Monthly Report – February 2020

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- Attended ASA Strategic Planning Taskforce meeting – Ambulance Service Plan Review
- Attended Taskforce Single Resource Response Workgroup meeting
- Assisted with Single Role Paramedic resume review process
- Worked with DC Conway in annual budget preparation
- Attended EMS Committee meeting
- Attended EPIC Committee meeting
- Worked with Data Management on EMS data for the SOC
- Attended Medical Director meeting – Long range Medical Director contract plan
- Attended Ops meeting
- Completed bi-annual DEA controlled medication audit
- Attended ESO Project Team Check-In and Feedback meeting
- Attended Board meeting
- Attended North Clackamas Chamber Work Ready meeting
- Attended Labor/Management Committee meeting

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 Department Monthly Report – February 2020

- 
- Assisted with Volunteer training Burn to Learn
  - Assisted client with connection and transportation to newly established Primary Care
  - Assisted Adult Protective Services with one home evaluation
  - Attended Resource Fair at Clackamas Service Center to administer fee flu and Hepatitis vaccinations to the underserved
  - Attended Care team meeting for multiple clients with Providence Hospital Emergency Department outreach team
  - Assisted resident with transition to assisted living from independent living
  - Assisted frequent user crew referral with Peer mentor and other supportive services
  - Attempted two Project Hope initial visits
  - Attended monthly Tri County 911/behavioral Health meeting for high users of the 911 system
  - Assisted two Project Hope clients with housing and work resources
  - Assisted Client with transportation to primary care appointment
  - Presented Project Hope to Clackamas County Opioid Task Force
  - Attended monthly Naloxone meeting
  - Attended required District Physical
  - Attended monthly outreach meeting with Providence BoB team(two teams for assisting high user of Providence Milwaukie and Willamette Falls emergency departments)
  - Facilitated and attended care team meeting for high user of 911 system
  - Hosted County Commissioner Ken Humberston on a ride along with Community Medicine
  - Assisted three high users of the 911 system with other resources/programs
  - Assisted an emergent need for sustenance for an individual with medical complications

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 Department Monthly Report – February 2020

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- District Wide Internal Controlled Substance audit completed with Chief Santos
- Deployed NarcBox to Car 304 and training to Lt. Taylor
- Recorded Safe Surrender of a newborn training video with Chief Conway
- LUCAS Devices Deployed to medic units. District wide training being planned
- Kaiser Surgery Center meeting with Dr. Sahni and Anesthesia Group
- ESO Implementation Project Team Meetings continue
- Dr. John Turner Presented CFD1 Airway Data Rollup
- Working with Chief Gehrke on MdE and Monthly Check in ADORE
- Completed SME Review and Paramedic Testing process
- Attended Scientific Review meeting
- Attended Clackamas County EMS Ops Group meeting (Chair)
- Attended Clackamas County EMS QA/QI
- Attended EMS Department Weekly meeting
- Attended East Clackamas County EMS Association meeting
- Attended weekly Training Division Staff meeting
- Academy 20-01 Continues
- ASA Workgroup planning continues
- EKG Monitor Workgroup continues
- Medical Equipment standardization workgroup- work continues

Respectfully submitted,

EMS Training Officer Mike Verkest



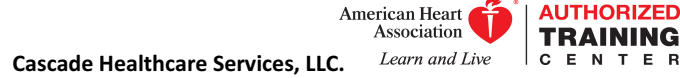


Student Enrollment and Course Evaluation Summary

Number of Classes Offered at Each Location								
Class Type	Feb-20							
	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	2				
PALS Renewal				1				

Clackamas Fire Station Enrollment by Location								
Class Type	Feb-20							
	Station 2	Station 3	Station 4	Station 5	Station 7	Station 10	Station 14	Station 15
BLS HCP			54	29				
HS FA, CPR & AED			13				6	
HS CPR & AED			2				2	
HS FA			1				0	
ACLS Renewal			8	15				
PALS Renewal				7				

Clackamas Fire Student Evaluation Summary -- February 2020					
	1 (Strongly Disagree)	2 (Disagree)	3 (Neutral)	4 (Agree)	5 (Strongly Agree)
Overall this course met my expectations:	1	2	3	4	5
			2	6	129
The program was relative to my work and extended my knowledge:	1		1	5	130
Adequate supply of equipment that was clean and in good working order:				2	135
Method of presentation enhanced my learning experience:				2	135
Classroom environment was conducive to learning:				1	136
Instructor(s) provided adequate and helpful feedback:					137
Student's rating of the instructor's overall effectiveness:					
	Poor	Fair	Satisfactory	Good	Excellent
				3	134
Student would refer a friend/colleague to take the same course:					
				Yes	No
				137	



**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 --February 2020**

- 100% better than the last class I took.
- Thank you for making this experience enjoyable!
- Thank you!
- Great instructor!
- Good.
- Instructor was excellent!
- Best instructor in my career (12 years!)
- Please remind all students to never enter MRI rooms.
- Kudos to Denise who taught in a very dynamic, engaging, interesting, humble way.
- Thank you Denise! Made it an enjoyable experience even for those us with a lot less practical knowledge or less exposure to cardiac life support scenarios.
- Very informative.
- I like the way she presented the course. She explained more instead of too much video. Helps to have your book for the course.
- Keep up the awesome work!
- Thanks for such good instruction. I would definitely recommend to a friend.
- Thank you!!
- Victoria was great.
- Very knowledgable. Was able to have all my questions and concerns answered.
- Love having courses at Clackamas Fire Locations. Living out East it's nice to not have to drive downtown into traffic.
- Great job Denise.
- The instructor was amazing. She went a lot more into depth, especially if it was a real life situation.
- Victoria was a fantastic instructor! To date the best class I have taken!
- Instructor did a fantastic job. I enjoyed the hands on & great conversation.
- Great mix of experience, knowledge, people-skills, enthusiasm and wit.
- Class flowed smoothly, all questions were answered in a easy to understand way.
- Enjoyed the day - relaxed atmosphere.
- Have a stool for CPR - tables are high.

Chris immediately addressed my greatest concern - test anxiety. Had he not done that - I would have been unable to learn. Anxiety impairs learning.

You were great! Thanks!

The instructor was very knowledgeable and very clearly taught class. Thank you.

Great instructor - kept it fun.

Chris Thurley is a great teacher. He gets right to the content and makes sure all your questions are answered!

Great instructor.

Thank you!

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors  
From: Health and Wellness Director Heather Goodrich  
Re: Wellness Department Monthly Report – February 2020

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

- Annual pre-physical testing for suppression and support volunteer firefighters. (29 people)
- Annual career firefighter fasting blood draws onsite at stations. (5 people)
- Annual suppression and support volunteer firefighter fasting blood draws. (29 people)
- Annual OSHA required hearing conservation training for volunteer firefighters. (29 people)
- Immunizations were provided to career firefighters, volunteer firefighters and staff. (14 people)
- Make-up testing spirometry and hearing testing for career firefighters. (7 people)
- Medical testing performed (labs, TB, etc.) outside the baseline and annual testing. (10 people)
- Wellness staff participated in training for the new electronic medical records system. The system is still in pre-production final stages and the next step is to implement the vision screener, audiometer and spirometer programs into the system.
- Presented bloodborne pathogen and hearing conservation training to the new Fire Inspector.
- Coordinated annual NFPA 1582 physicals for career firefighters, FMO staff and Chief Officers. (65 people)
- Coordinated annual NFPA 1582 and respirator clearances without a physical for career firefighters. (15 people)
- Performed submaximal treadmill testing for career firefighters. (2 people)
- Seven site skinfold testing was performed on career firefighters. (17 people)
- Coordinated morning workouts for career firefighter recruits.
- Bi-annual fitness equipment maintenance was performed at all District facilities.
- On-site injury consultations and on-site treatment by the Athletic Trainer. (Saw 32 people for 32 injuries- 49 total visits)

- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Nine injury reports were submitted with two of the nine turning into a workers' compensation claim. All on-the-job musculoskeletal injury reports were followed up with by the District Athletic Trainer.
- Coordinated fit for duty physicals for injured career firefighters returning to duty. (2 people)
- "Health Insurance 101" presentation onsite for the new Fire Inspector and his spouse.
- The Wellness Specialist presented "Sleep and Firefighters" at the Oregon Fire Chief's Association roundtable in Salem, OR.
- Organized the Peer Support "train the trainer" class to peer supporters who will teach all career firefighter crews. The topic is "Balancing Marriage and Career". (7 attendees)
- Wellness staff met with Tactical Athlete executives about the status of the program and attended a phone interview about an upcoming IAFC grant on firefighter health.
- Provided requested health information and consultations to 13 firefighters and staff.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Staff attended Safety Committee, Senior Staff, Staff Directors Monthly meeting, a meeting about the upcoming academy and a Budget work session.
- The Medical Assistant process moved forward with application/cover letter/resume reviews and the panel interviews. Chief interviews will be in March with a tentative April 1<sup>st</sup> start date.

Respectfully submitted,

Health and Wellness Director Heather Goodrich



# Clackamas Fire District #1

## Wellness Update

February

2020

Issue 234

### Health Question of the Month

**Q:** Should I wash my poultry before preparing it?

**A:** Raw poultry can be contaminated with *Campylobacter*, *Salmonella* and other potentially harmful bacteria, so it must be handled carefully. While many people believe that rinsing chicken before preparing it to be cooked will wash off disease-causing organisms, this common practice could actually increase risk of illness. The CDC and USDA clearly state that people should NOT wash raw poultry because of the risk of spreading germs around the kitchen via small water droplets.

### Wellness News

- ❑ Volunteer Occupational Health will take place in February and March. For those that sign up for night time pre-physicals, there will be morning lipid testing available. Physicals will be in March.
- ❑ Aches or pains? Athletic Trainer Matt Alvarez can be reached at:
  - ⇒ Desk: 503-742-2687
  - ⇒ Matt Cell: 971-266-7538



**February is Heart Health Month:**

### In this issue

Burnout Linked to AFib **P.1**

How to Clean After Illness **P.2**

New Food Labels **P.3**

Exercise of the Month: BOSU Mt Climber **P.3**

Recipe: Almond Cherry Bites **P.4**

## Burnout Linked to Atrial Fibrillation

If you're feeling bone-deep mental and physical exhaustion, or what is otherwise known as burnout, new research suggests you could be at a higher risk for a potentially fatal heart flutter.

Atrial fibrillation is the most common heart rhythm disorder and the leading cause of stroke in Europe and the United States; it affects more than 33 million people worldwide. Many people living with AFib suffer chest pain, palpitations, shortness of breath and fatigue. But for others, AFib is symptomless, a potentially silent killer.

Now a new study published January 13th in the *European Journal of Preventative Cardiology* suggests chronic stress and exhaustion could be a key factor in developing the disease.

"We've known that stress can cause other types of heart disease, but this is the first study to really link exhaustion to potentially increasing your risk for a cardiac arrhythmia," said study author Dr. Parveen Garg, an associate professor of clinical medicine at the University of Southern California's Keck School of Medicine.

"We know a few prime risk factors that are very important, such as obesity, high blood pressure and smoking, but it doesn't explain everything about why we get this condition," Garg said. "We're drawing a link between exhaustion and atrial fibrillation which really hasn't been described before."

According to the American Institute of Stress, 80% of American workers say they feel stress on the job; half say they need help with managing stress. But it's more than work, experts say. It's the 24-hour news cycle, the constant connection to social media, and a race to be the best at what you do both at home and at work.

"Burnout can be any sort of stressor -- it doesn't necessarily have to be work," Garg said. "It can be personal stress, home or family tension. It's anyone who is chronically stressed and who suffers from chronic exhaustion."

Prior research has shown a strong link between anger, anxiety, depression, exhaustion and many chronic diseases, including coronary heart disease and heart failure. But when it comes to AFib, study results have been mixed. Some studies have shown a link between atrial fibrillation and anger or post traumatic stress syndrome. Others suggest depression and other psychosocial impacts are a result of having the condition, rather than a cause of AFib.

"There is increased recognition that symptoms like fatigue and exhaustion are important from a medical perspective. We don't always know the cause, but people with fatigue and exhaustion have altered physiology," said Dr. John Rumsfeld, chief innovation and science officer for the American College of Cardiology, who was not involved in the study.

"For example, they may have higher heart rates and an elevated 'stress response.' Symptoms like this are clearly not healthy. But the challenge is figuring out the cause, and then intervening to improve them," Rumsfeld said.

"We need more research on this," he continued. "Symptoms like fatigue and exhaustion are extremely common. Certainly in people who have medical conditions, but also in those that do not ... and the question is whether these symptoms can pre-dispose to medical conditions like atrial fibrillation."

Garg agrees. "By no means are we saying that if you are able to reduce your levels of exhaustion, you will reduce your risk of developing atrial fibrillation," he said. "That's an interventional study that we haven't done."

"But I think the main take-home message is that high levels of stress, high levels of exhaustion can have an impact on your heart as well as your mind."

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

## Pros and Cons of Low-Carb/ Ketogenic Diets

The National Lipid Association has released a comprehensive scientific review of the effects of low-carb and very-low-carb diets on blood cholesterol and triglyceride levels, body weight, and other cardio-metabolic risk factors such as blood sugar control and blood pressure. These diets often called “ketogenic diets” dramatically restrict intake of carbohydrates, with or without restrictions on protein and fat intake. 16% of Americans between 18 and 80 years old, reported following some type of low-carb eating pattern in the past year.

In reviewing all current evidence, the researchers found that low-carb or very-low-carb diets appear to increase energy expenditure, and that people following these diets reported lower appetite and hunger. They concluded that following a low or very-low carb diet for six months or less may result in greater weight loss than a high-carb, low-fat diet. Longer term, the effects of these two diets appear more similar (in part because low-carb diets are difficult to maintain).

Low-carb diets may improve triglyceride levels and help with glycemic control in people with prediabetes and type 2 diabetes, but can also increase LDL (bad) cholesterol in some individuals and may severely restrict nutrient-dense foods associated with cardiovascular benefits. No clear advantages were seen for other cardiometabolic risk markers.

The authors recommend talking to one's doctor about risks and benefits of various weight loss options and choosing health-promoting dietary changes that fit with personal preferences and lifestyle, and that can be maintained long-term. *Source: Tufts Health & Nutrition Letter, Dec. 2019*

## How to Clean After Illness



**Hit Germs Where They Live**—When a bug strikes, it's likely to hide out in sneaky places -- and stay there a while. Flu viruses live on some surfaces for about 24 hours. Norovirus, a common cause of stomach bugs, can linger for days or even weeks. And both are super contagious. Knowing how to destroy these left-behind germs can keep sickness from spreading in your home.

**Clean, Then Disinfect**—Wiping down the counter with soapy water can get rid of some germs and make things look tidy -- and that's fine when your family is healthy. But if someone has the flu or diarrhea or is throwing up, you want to destroy the germs, or disinfect. Look for a cleaner that specifically says “disinfectant.” Or mix a quarter-cup of chlorine bleach with a gallon of hot water.

**Bleach Is Best**—The CDC recommends bleach to kill the stomach bug-causing norovirus on surfaces. But if that will damage your counter or you'd rather not use it, look for “phenolic solution” on the label of a concentrated disinfectant. To kill the germs, the EPA suggests you use 2 to 4 times the recommended amount. Flu viruses can also be killed with hydrogen peroxide-based cleaners.

**Microwave Your Sponge -- or Throw It Out**—Germs love to hide in moist places. That makes the kitchen or bathroom sponge the perfect tool for spreading sickness. So if someone's sick, toss the sponge and try a microfiber cloth instead. It soaks up bacteria and other germs better than a regular cotton rag, too. If you really want to clean with a sponge, wet it and put it in the microwave for 2 minutes first.

**Wear Gloves, and Wash Your Hands**—Disposable rubber, vinyl, or latex gloves can keep germs from hitching a ride on your hands while you clean -- and protect your skin from harsh products, too. Toss them when you're done so you don't spread disease, and always wash your hands thoroughly afterward.

**Stop the Spread**—Be careful not to bring germs from the bathroom to the kitchen, for example, with your cloth or sponge. You can use a different color for each room to keep them straight.

**Start Here: The Bathroom**—This room usually tops the ranks of household areas with the most germs. When your family is sick, it's even more of a germy hot spot. After a bug hits, disinfect here with a mix of bleach and hot water. Don't forget the toilet lever, shower faucets, cabinet handles, doorknobs, and light switches.

**The Kitchen**—The stomach bug virus is tiny and easily gets into food and meal prep areas. It just takes 18 norovirus particles to make you sick. If you're the one who's ill, don't cook until you haven't had any symptoms for 48 hours. Disinfect all the things you touch, like the refrigerator handle and inside drawers, coffeepot, microwave, faucets, and stove knobs. Wash dishes and utensils in 1 tablespoon of bleach per gallon of hot water.

**The Bedrooms**—Change the pillowcase each day, but leave the other bed linens alone unless the sheets get soiled. If you're dealing with diarrhea or vomiting, wash dirty clothes, soiled linens, or stuffed toys right away. Don't shake them -- that spreads germs. Wash with non-chlorine bleach in the hottest water possible, and dry on the hottest setting. Disinfect nearby night stands, bedposts, and changing tables, and look for things that could be germy. Wash pacifiers and toys with hard surfaces in the dishwasher.

**The Family Room**—Think about where the sick person rested: Flu germs can spread up to 3 feet away when someone coughs or sneezes. If a little one was sick, also ask: Where did he put his mouth? Then clean those areas. Don't forget sneaky hot spots like remote controls, phones, computer keypads, doorknobs, light switches -- even your car keys. For sensitive electronics, spray a fine mist of disinfectant on a cloth first, then wipe gently.

**The Carpet and the Couch**—If poop or vomit gets on the floor or furniture, use paper towels to soak up the mess right away. Then put them in a plastic bag, tie or seal it, and throw it away. (This is another time those disposable gloves can come in handy.) Clean and disinfect the area -- soiled rugs and upholstery should be steam-cleaned at 170 F for 5 minutes or 212 F for 1 minute to kill the stomach bug norovirus.

**Follow Instructions**—It might be tempting to mix cleaning products to make sure your home is germ-free -- but don't. Mixing some cleaners and disinfectants (like chlorine bleach and ammonia) can be harmful, even deadly. Others can irritate your eyes, nose, or throat and cause breathing problems.

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

# New Food Labels Help for Counting Calories, Sugar

Grocery shoppers may notice something new on snacks and other packaged foods: It's an updated nutrition label that's meant to give consumers enough information to make healthier choices about what and how much they're eating.

Foods with multiple servings in a single package -- like a big bag of potato chips -- will now have a two-column label that will list the nutrition information in a single serving alongside the calories, fat, cholesterol, protein, sugar, and sodium in the entire package.

Foods that have between one and two servings, like a 20-ounce bottle of soda or a 15-ounce can of soup, will carry a single label that treats the package as a single serving.

What else is new? Serving sizes on the new labels have been updated to reflect how people really eat. A serving of ice cream, for example, is now two-thirds of a cup instead of a half-cup.

Serving sizes and calories will now appear in larger, bolder type. Most products will also now tell you how much sugar has been added during processing.

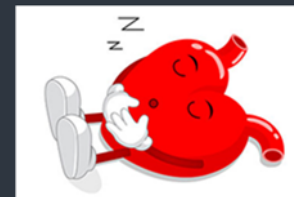
The FDA mandated these changes to the nutrition label back in 2016. The changes went into effect for larger food manufacturers on January 1. Smaller manufacturers have another year to update their labels. The FDA also exempted producers of certain sweetened products like honey and cranberries for another year.

<b>Nutrition Facts</b>			
2 servings per container		<b>Serving size</b> 1 cup (255g)	
	<b>Per serving</b>	<b>Per container</b>	
<b>Calories</b>	<b>220</b>	<b>440</b>	
	<b>% DV*</b>	<b>% DV*</b>	
<b>Total Fat</b>	5g <b>6%</b>	10g <b>13%</b>	
Saturated Fat	2g <b>10%</b>	4g <b>20%</b>	
Trans Fat	0g	0g	
<b>Cholesterol</b>	15mg <b>5%</b>	30mg <b>10%</b>	
<b>Sodium</b>	240mg <b>10%</b>	480mg <b>21%</b>	
<b>Total Carb.</b>	35g <b>13%</b>	70g <b>25%</b>	
Dietary Fiber	6g <b>21%</b>	12g <b>43%</b>	
Total Sugars	7g	14g	
Incl. Added Sugars	4g <b>8%</b>	8g <b>16%</b>	
<b>Protein</b>	9g	18g	
Vitamin D	5mcg 25%	10mcg 50%	
Calcium	200mg 15%	400mg 30%	
Iron	1mg 6%	2mg 10%	
Potassium	470mg 10%	940mg 20%	

\* The % Daily Value (DV) tells you how much a nutrient in a serving of food contributes to a daily diet. 2,000 calories a day is used for general nutrition advice.

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

## Sleep Six to Nine Hours for Heart Health



A new study in the *Journal of the American College of Cardiology* found that sleeping between six and nine hours a night, compared to less, is associated with 20 percent lower risk of heart attack. The analysis was performed using self-reported sleep data from over 460,000 participants ages 40 to 69 years in the United Kingdom. Sleeping more than nine hours a night was associated with a 34 percent higher risk, although this could be confounded by sleep disorders like sleep apnea.

Although observational studies such as this one cannot prove cause and effect, the large sample size and the researchers attempt to control 30 potential confounding factors (including physical activity, mental health, income, education, smoking, and body composition) make this association between appropriate sleep habits and heart health one that should not be ignored.

Source: *Tufts Health & Nutrition Letter*, Nov 2019

## Exercise of the Month

### BOSU BALL MOUNTAIN CLIMBERS

This is a good full body workout. It forces you to stabilize the shoulders, activate your core, and work on proprioceptive awareness by maintaining good form.

- Place your hands on the sides of the BOSU ball with a firm grip. Hold a plank position.
- Lift your right leg a few inches off the ground. Bend your knee to your chest, and then switch legs. Switch legs for 30 seconds as quickly as possible while maintaining a good plank position. Make sure you keep your stomach tight.







## CFD1 Wellness Program Contact Information:

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Athletic Trainer  
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## Recipe of the Month: Almond Cherry Bites

*Dried cherries, ground almonds and a drizzle of chocolate make these cookies a healthier option for a Valentine's Day treat.*

### INGREDIENTS:

- 1/3 cup whole almonds
- 1/3 cup sugar
- 2/3 cup coarsely chopped dried cherries
- 2/3 cup all-purpose flour
- 2 TB canola oil
- 1 large egg white
- 1/4 tsp vanilla extract
- 1/4 tsp almond extract
- 2 TB chocolate chips or finely chopped dark and/or white chocolate for decoration (optional)



Ken Burns

### PREPARATION

1. Preheat oven to 350 degrees.
2. Grind almonds and sugar in a food processor to desired texture: a coarser texture will give you small almond pieces in the cookie; a fine grind will give great almond flavor without any crunch from the almonds. (Be careful not to overgrind; you will get almond paste!)
3. Transfer the mixture to a large bowl. Add cherries and flour; mix to combine.
4. Add oil, egg white, vanilla and almond extracts; mix with a wooden spoon until well incorporated.
5. Shape the dough into walnut-size balls with your hands, place 1 1/2 inches apart on ungreased baking sheet.
6. Bake until the bottoms are golden (the top will stay white), 10-12 minutes. Transfer to a wire rack to cool completely.
7. Melt chocolate and drizzle onto each cooled cookie, if desired. Let stand until chocolate sets.

### Nutrition Facts

Makes: 15 cookies  
Serving Size: 1 cookie  
Calories: 101  
Total Fat : 4g (1g saturated)  
Carbohydrate: 15g  
Fiber: 1g  
Protein: 2g  
Sodium: 4mg  
Potassium: 15mg

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

## DID YOU KNOW?

A decade from now, Harvard researchers project that roughly half of U.S. adults will be obese—with nearly one-quarter severely so, a new study projects. By 2030, the prevalence of adult obesity will be at least 35% in every U.S. state, and in 29 states, the figure will top 50%

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Mike Corless

Re: Operations Department Monthly Report – February 2020

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The following summary of work includes those activities completed within the Operations Department.

- Meetings Attended:
  - Staff Meetings
  - Monthly OPS
  - Board Meeting
  - CCOM Fire Users
  - C800
  - Budget monitoring
  - Labor Management
  - Personnel issue
  - REGIS Steering Committee
- 02/04 SOC meeting
- 02/05 Wildland Grant training planning
- 02/05 Capital Improvement plan discussion
- 02/06 Paramedic to FF process meeting
- 02/06 BOLI consultation regarding training
- 02/06 REGIS meeting (Intterra)
- 02/06 SOC meeting
- 02/10 Wildland surplus program discussion
- 02/10 SOC Meeting
- 02/11 PFAS Meeting
- 02/11 Academy meeting
- 02/12 CCOM E-Board meeting (Budget)
- 02/18 Ride along with BC B. Olson
- 02/19 Intterra Demo for Clackamas County Fire Chiefs
- 02/20 Budget overview with Director Vallance
- 02/20 Ride along BC Carlsen
- 02/24 Training Staffing Analysis Discussion
- 02/24 Tele-Staff upgrade kick off.
- 02/25 Meeting regarding an employee issue
- 02/26 Meet with Lt Lynn discuss Water Tender Operations
- 02/26 Intterra demo for Clackamas County Chiefs
- 02/27 SOC Meeting

Respectfully submitted,

Division Chief Mike Corless

**North Battalion- A Shift**  
**Battalion Chief Michael Carlsen**

- Significant Incidents
  - 2<sup>nd</sup> Alarm Garage/Shop/Barn fire SE Bartell Rd. in Boring. Due to the initial information and a view of large column of black smoke, first due unit called for Second Alarm. Additional water tenders were dispatched. This was a detached large shop/garage that was heavily involved. The shop/garage was a total loss. The neighbor's tractors were used to pull debris apart in order to fully extinguish.
  - Mutual Aid residential fire in Gladstone. BC302 arrived and assumed Safety.
  - Multiple Coverage Officer duties for South and East Battalion fires, MVA's, Water Rescue and a mutual aid MCI in Canby.
  - On February 14<sup>th</sup>, a young mother brought to Station 1 her 22 day-old baby boy as a "safe surrender" as allowed by Oregon law. Administrative staff and Engine 301 conducted the intake and notified DHS. Although sad, the baby boy has been placed with Clackamas Lt. Kevin Gilfillan and his wife Connie and they are beginning the adoption process.
  - Mutual aid residential fire with Portland Fire. The fire was reported from a home on the north side of SE Clatsop which is the City of Portland. The fire building was on the south side of the street, which is in CFD1 jurisdiction. Command transferred to D1 BC302. One occupant sustained a minor injury resulting in transport of the patient to KSSMC.
  
- Projects/Events/Meetings/Training
  - Extensive time spent working on Accreditation.
  - Administrative time spent notifying Captains of the selection of HR305 Captain/USAR Program Manager.
  - Personnel issue management.
  - Host ride along for Probationary Battalion Chief Kyle Olson.
  - Conducted Apparatus Operator Evaluations.
  - Helped conduct multiple Organizational Briefings.
  - Attended multiple Senior Staff meetings.
  - Attended one Operations Briefing.
  - Multi-Company High Rise Drill Clackamas Town Center (E301, 302, 308, HR30, T304, BC301 and BC302).
  - Multiple station visits.
  - Policy review and updates
    - Zoom meeting with ITS Director Hicks, Data Management Director Hopkins and Data Management Specialist Craft regarding legal requirements for photo and video retention.

- One Probationary FF injury rotator cuff. Placed off duty.
- Attended Oak Grove Community Association meeting with Engine 303.

### **North Battalion-B Shift**

#### **Battalion Chief Kyle Olson**

- Significant Incidents
  - Responded to structure fire in a residence at 280 W Hereford St in Gladstone while on a ride along with BC Carlsen as BC302. Gladstone Fire Chief assumed IC, BC302 assigned Incident Safety Officer. Gladstone crews arrived first, attacked fire from the garage. E315, E303, E309, T316, BC303 arrived to assist. Fire started in the garage and then extended to attic. Crews stopped fire quickly with hose lines and well placed vertical ventilation. Family safe outside on crew's arrival, one dog and two cats were found deceased inside.
  - Ride along with BC302 Santos, responded and arrived first to cardiac arrest incident on 37<sup>th</sup> Ave. E303, E302 arrived shortly with Milwaukie Police. BC302 closest unit by AVL.
- Projects/Events/Meetings/Training
  - BC Pre-Probation ride alongs, 2 shifts with BC302 and BC303.
  - Training from BC group to help with transition to new BC position.
  - Lieutenant Testing oversight and management with team for upcoming test.
  - Conducted several multi-company drills with battalion for apparatus placement and spotting. Drills included apartment fire scenarios in Station 1 FMZ, and Station 3 FMZ.
  - Meetings with crews on Battalion 302 B shift for expectations and team building.

### **North Battalion-C Shift**

#### **Battalion Chief David Palmer**

- Significant Incidents
  - Responded to house fire on Hunter Ave in Oregon City. Performed safety.
- Projects/Events/Meetings/Training
  - Visited all crews.
  - Performed February Battalion drills.
  - Performed two practical evaluations for Probationary Apparatus Operators.
  - Accreditation work.
  - Conducted several multi-company drills with battalion.
  - Met with Hazmat team, EMS, and Emergency Manager regarding Corona virus response.
  - Studied with several Lieutenant test candidates.

### **East Battalion- A Shift**

#### **Battalion Chief Burke Slater**

- Significant Incidents
  - No significant incidents to report for the month of February.

- Projects/Events/Meetings/Training
  - SCBA Budget Completion with Capt. Wiken.
  - Budget Completion for Station 7 with Capt. Holland.
  - Evaluated E308 and E314 Probationary A/O's at the TC.
  - High Rise Training evolutions with E308, E301, and T304.
  - Completed the SDAO monthly managerial training.
  - Completed the Accreditation document draft for 6E tools and equipment.

### **East Battalion- B Shift**

#### **Battalion Chief Brent Olson**

- Significant Incidents
  - Marine Rescue 2, Austin Hot Springs – 2/2/2020
  - Residential Fire Task Force, Bradley Rd. – 2/9/2020
  - Chimney Fire, Revenue Rd. – 2/18/2020
  - Natural Gas Leak, 152<sup>nd</sup> Ave – 2/24/2020
- Projects/Events/Meetings/Training
  - Follow up at Station 12 expectations – 2/2/2020
  - Meeting with ODF Forest Protection Supervisor – 2/6/2020
  - Probationary Lt. Tactical, P-Lt. Lynn – 2/9/2020
  - Battalion Training x2 – 2/12/2020
  - ERFPD#69 Board Report for FEPP program – 2/12/2020
  - East Co. Fire Chief Intterra training, Station 16 – 2/13/2020
  - Interface Engine A/O training, Station 9 – 2/13/2020
  - Station 11 Intterra introduction training – 2/16/2020
  - Intterra training for Station 18 – 2/18/2020
  - Interface Engine A/O training, Station 14 – 2/21/2020
  - Probationary Capt. Tactical, P-Capt. McCullough – 2/21/2020
  - USFS meeting Fire Mgmt. Officer – 2/24/2020
  - Checked in with Volunteers at Station 18 – 2/24/2020
  - Station 6 Intterra introduction training - 2/27/2020
  - Coordination and Implementation of AFG wildland training, contracted with CCC

### **East Battalion- C Shift**

#### **Battalion Chief Tony Cordie**

- Significant Incidents
  - Residential fire in Sandy Fire District- 03/01/2020
- Projects/Events/Meetings/Training
  - Conducted operational briefings.
  - Attended senior staff meetings.
  - Attended Ops meeting.
  - Conducted and attended battalion drills.
  - Met with all personnel in east battalion on a shift by shift basis on C shift.
  - District familiarization in the east battalion.
  - Met with east battalion crews to go over operational priorities and information for the month.
  - Met with fire marshal office personnel as a liaison for operations.
  - Attended finance committee for upcoming fire district budget.

- Monthly Emergency Operations meeting

### **South Battalion- B Shift**

#### **Battalion Chief Jonathan Scheirman**

- Significant Incidents
  - Residential fire on Jefferson St. in Oregon City.
  - Residential fire on SE Aldercrest Rd. in Milwaukie.
- Projects/Events/Meetings/Training
  - Attended the CFD #1 Board meeting.
  - Attended the “Apparatus Spotting” drill.
  - Assisted several individuals with preparation for the Lt. test, including tacticals and resume reviews.
  - Probationary AO and Firefighter evaluations.
  - Made battalion station visits.

### **South Battalion- C Shift**

#### **Battalion Chief Jason Ellison**

- Significant Incidents
  - Large shop fire in Station 8 FMZ. I was assigned Safety and then given D-division. This fire had a ton of fuel and a hazmat issue. All companies performed well. – 02/15/2020.
  - Barn fire in the Highland area. The fire was a motorhome on fire in the barn. E310 and 382 had it extinguished quickly.- 02/16/2020
  - MCI on Hwy 211 just after the barn fire. This scene had seven patients, a car fire, one car on its top and Extrication needs. We used two life flight helicopters and four medic units. We had TVFR, CFD1, Canby, Molalla and Colton all on scene. T316, M316 and BC303 were all on scene doing multiple tasks. – 02/16/2020.
- Projects/Events/Meetings/Training
  - Trained multiple companies for aerial spotting drill.
  - Conducted a large pre-school presentation for 50 children.
  - Submitted budgets for Water Rescue, Rope Rescue and Station 11.
  - Hosted the West Coast Offensive Aerial class at Station 16. We practiced multiple technical aerial spotting techniques.
  - Water Rescue Program management.

# Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief Nick Browne

Re: Training Department Monthly Report – February 2020

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Below are a few of the highlights that the Training Department has been involved in over the past month. We have accomplished a lot the first two months of this year. As the Training Chief, I couldn't be prouder of the members of the Training Department. Their selfless mentalities and work ethic are exemplary. I feel fortunate to be part of such an amazing team.

## **Projects/Events/Meetings/Training – BC Browne**

- Coverage Officer.
- Attended testing meeting.
- Filmed Search Webinar with Captain Justin McWilliams.
- Prepped for March Battalion Search Drill.
- February Apparatus Placement Battalion Drill.
- Attended Ops meeting.
- Target Solutions Webinar. Streamlining Target Solutions to make it more efficient for end user.
- Met with Sandy Fire's Training Chief.
- Met with Captain Kinne, and Gladstone's Training Captain and Fire Chief regarding training.
- Ongoing management of Training Center remodel project.
- Met with department Directors to discuss Annual Training Plan/Leadership Training Accreditation.
- Single Roll to Firefighter 1 Academy meeting and training modality development.
- Attended Senior Staff meetings.
- Taught Fire Service Resilience at North West Peer Conference.
- Provided NFPA Aerial Operator Course. Thanks to Captain Mulick and Cadre for delivering the training.
- Worked on the budget.
- Regional Fire Training Officer meeting.
- Wildland S133 creation via Target Solutions.
- Entry Level Firefighter 1 equivalence.
- Entry Level Firefighter Testing at Training Center.
- PFAS Meeting.
- Academy 20-02 meeting with Captain Kinne, Directors Cordes and Goodrich along with DC Corless and DC Stewart.

- Safety Committee meeting.
- Training Staffing Analysis development and presentation with Captain Kinne.
- Local Budget Law Course at Clackamas Community College.
- Excited to be part of this Training Team. They are a great group of people to serve with.

**Projects/Events/Meetings/Training – ATO Capt. Kinne**

- Joint Apprenticeship Taskforce conference call.
- SR Paramedic training meeting.
- Recruit Academy schedule/ move up management.
- Senior Staff meeting/ leadership presentation.
- Staffing analysis edit.
- Accreditation meeting with Emergency Manager Ramirez.
- NWRFSDC academy subcommittee meeting at DPSST.
- DPSST diversity academy lesson plan development.
- Attended Board of Directors meeting/ Leadership presentation.
- Met multiple contractors for Training Center and Wellness office remodel.
- Reviewed price quotes for wiring, paint, windows and flooring in both buildings.
- Facilitated rewiring of Training Center.
- Remodel Training Center.

**Projects/Events/Meetings/Training – ATO Lt. Brown**

- Probationary Apparatus Operator's Practical tests.
- Apparatus Operator test.
- Prepared pass down information for Lt. Sakaguchi.

**Projects/Events/Meetings/Training – ATO Lt. Walker**

- Volunteer Training Task Book Sign off and Evolutions, Back to Basics Training Evolutions.
- Career Academy 20-01.
- Completed probationary FF paperwork. All have completed necessary documentation to pass probation.
- Met with most of the newly appointed Lieutenants, to explain their probation.
- Training Center/Grounds Remodel.

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 Department Monthly Report – February 2020

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

## **Fire Training:**

Drills in the month of February included:

- 2/05/2020 Ballout Training
- 2/06/2020 Ballout Training
- 2/12/2020 MDC/Radio Training
- 2/13/2020 MDC/Radio Training
- 2/17/2020 MVA-PT Treatment
- 2/18/2020 Rehab Driving Drill
- 2/22/2020 Rehab Driving Drill
- 2/25/2020 Open Skills Drill
- 2/26/2020 Open Skills Drill
- 2/27/2020 Open Skills Drill

## **EMS Training:**

- 2/19/2020 General EMS Updates and Skills
- 2/20/2020 General EMS Updates and Skills

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

- 2/03/2020 Volunteer Association Round Table Meeting
- 2/01/2020 Burn To Learn – Beaver creek property
- 2/07/2020 EMT Standby – Night to Shine Prom – Estacada First Baptist Church
- 2/19/2020 Pre-Physicals - Wellness Division
- 2/20/2020 Pre-Physicals - Wellness Division
- 2/21/2020 Pre-Physicals - Wellness Division
- 2/21/2020 Station 21 Cleanup Day
- 2/24/2020 Pre-Physicals – Wellness Division
- 2/25/2020 Pre-Physicals – Wellness Division
- 2/27/2020 Pre-Physicals – Wellness Division

**Explorers:**

- 2/03/2020 Issued new Explores Gear
- 2/10/2020 Introduced Forcible Entry
- 2/15/2020 SCBA Mask Fitting – Station 10
- 2/24/2020 Search and Rescue Drill

**Public-Relations:**

- None

**Station Coverage:**

The following is a breakdown per station that had a Duty Shift for February:

- Stn.12 – 19/29
- Stn.13 – 27/29
- Stn.18 – 29/29 (7 were 24 hour)
- Rehab/Water Tender Group – 21/29

**Personnel Changes:**

- None

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 Department Monthly Report – February 2020

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Major projects worked on in the month of February:

- Assisted with the Emergency Managers office move.
- Station 6 and Station 15 - Pricing for floor covering replacement. Public RR at Station 6; Kitchen/day room at Station 15.
- Station 1 – Cleared homeless trash from in front of Fuller Rd. house; moved security fencing out closer to public sidewalk.
  - Facilities Maintenance Tech (FT) Thompson worked with Station Captain Brown to develop floor plan for female locker room remodel.
  - FT Thompson drew up desired floor plan, created the RFQ for the project and sent out to 4 contractors, 3 of whom responded.
- Station 2 – FT Dinsmore prepped electrical for the installation of the incoming SCBA compressor.
- Station 4 – Put out RFQ for the replacement of 2 HVAC units.
- Station 14 – Had the roof on the training tower replaced.
  - Removed asbestos discovered under the flooring in the PT room.
- Station 16 – Re-piped gas lines to kitchen appliances.
- Station 21 – Completed ADA signage and lot striping for ADA parking at rear of building.
- Clackamas Training Center – got updated quotes for window replacement.
  - FT Dinsmore worked with Energy Trust of Oregon to upgrade all lighting inside the training center, as well as parking and training ground lighting to energy efficient LED fixtures. CFD's portion of this project will be just 22% of the original cost.
- Facilities Director Vallance also worked on budget, accreditation and Program Specialist interviews for Logistics.

Respectfully submitted,

Facilities Director Scott Vallance

## **CORRESPONDENCE**

There were no correspondence items to share for the month of February.

## **INFORMATIONAL ITEMS**

There were no informational items to share for the month of February.