



Clackamas Fire District #1

Board Meeting Briefing Packet

June 15, 2020



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, June 15, 2020
Meeting Location: Remote Video Conferencing
6:00 pm**

AGENDA

REGULAR SESSION

- I. CALL TO ORDER PER ORS 192.610 TO 192.690
ORS 192.650 – The meeting is being recorded.**
- II. CHANGES TO AGENDA (p. 2)**
- III. APPROVAL OF BUDGET COMMITTEE MEETING MINUTES FOR MAY 7, 2020 (p. 5) AND MAY 21, 2020 (p. 20); AND THE REGULAR BOARD MEETING MINUTES ON MAY 18, 2020 (p. 35)**
- IV. PRESENTATION – ANNUAL WORKERS' COMPENSATION RENEWAL –
Agent of Record Jeff Griffin from Wilson-Heirgood Associates**
- V. PRESENTATION – LENGTH OF SERVICE AWARD PROGRAM (LOSAP)
UPDATE – Battalion Chief Steve Deters**
- VI. BUDGET HEARING (p. 42)**
- VII. BUSINESS – Action required**
 - B-1 Request Board Approval of Resolution 20-01 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2020-2021 – Finance Director Christina Day (p. 44)**
 - B-2 Request Board Approval of Resolution 20-02 – Adopting and Appropriating a Supplemental Budget for Fiscal 2019-2020 – Finance Director Christina Day (p. 48)**
 - B-3 Request Board Approval of Resolution 20-03 – Reviewing the Purpose and Ongoing Need of Established Reserve Funds – Finance Director Christina Day (p. 51)**
 - B-4 Request Board Approval of Workers' Compensation Renewal – Human Resources Director Trish Noble (p, 54)**



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

To safely protect and preserve life and property

CLACKAMAS FIRE DISTRICT #1

- B-5 Request Board Approval of Contract with Wilco Petroleum for Fueling Services – Logistics Director DeAnn Cordes (p. 90)**
- B-6 Request Board Approval of Intergovernmental Agreement (IGA) with Sandy Fire District #72 for Training and Command and Control Services – Chief Charlton (p. 93)**
- B-7 Request Board Approval of Resolution 20-04 - Initiating and Noticing a Proposed Merger Election Affecting Clackamas Fire District #1 and the Estacada Rural Fire District No. 69 – Chief Charlton (p. 100)**

VIII. OTHER BUSINESS – No action required

OB-1 Legislative Update – Lobbyist Genoa Ingram

OB-2 Board Committee/Liaison Reports

Capital Projects Committee – President Trotter / Director Wall

Foundation Liaison – President Trotter

Interagency Committee – Director Joseph / Director Syring/ President Trotter

Joint Oversight Committee – Director Syring / President Trotter

OB-3 Board Informational Updates/Comments

COVID-19 Update – Chief Charlton

Fire Chief Selection Process – President Trotter

IX. 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 (Board packet) (p. 106)

R-1b Business Services Division – Deputy Chief Doug Whiteley (Board packet) (p. 108)

Human Resources - Director Trish Noble (Board packet) (p. 109)

R-1b.1 Financial Services – Director Christina Day (Board packet) (p. 111)

R-1b.2 Support Services – Division Chief Nick Browne (Board packet) (p. 137)

Fleet Services - Director Bill Bischoff (Board packet) (p. 145)

Facility Maintenance - Director Scott Vallance (Board packet) (p. 173)

Logistics Services – Director DeAnn Cordes (Board packet) (p. 147)



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

R-1b.3 Community Services – Division Chief Brian Stewart (Board packet) (p. 148)

Data Services - Director Shelby Hopkins (Board packet) (p. 138)

Emergency Management - Emergency Manager Gregg Ramirez (Board Packet) (p. 149)

Fire Marshal's Office - Battalion Chief Shawn Olson (Board packet) (p. 150)

Information Technology - Director Oscar Hicks (Board packet)

R-1c Emergency Services Division – Chief Charlton - Verbal

R-1c.1 Emergency Medical Services - Division Chief Josh Gehrke (Board packet) (p. 154)

Health and Wellness - Director Heather Goodrich (Board packet) (p. 158)

Medical Services - Battalion Chief Josh Santos (Board packet) (p. 155)

Training Department - Battalion Chief Melanie Kinne (Board packet) (p. 169)

R-1c.2 Operations – Division Chief Mike Corless (Board packet) (p. 164)

R-1c.3 Volunteer Services – Battalion Chief Steve Deters (Board packet) (p. 171)

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

B. Correspondence (p. 174)

C. Informational Items (p. 178)

D. Next Meeting

The next Board of Directors' meeting will be on Monday, July 20, 2020 at 6:00 pm. by remote conferencing.

X. ADJOURNMENT

UPCOMING EVENTS:

July 9 – Joint Board Meeting – 6:00 pm by remote video conferencing

July 20 – Regular Board Meeting – 6:00 pm by remote video conferencing

Clackamas Fire District #1



(These minutes are unofficial until acted upon by the Board of Directors.)

BUDGET COMMITTEE MEETING May 7, 2019

(This meeting was recorded.)

1. MEETING CALLED TO ORDER

Call to Order per ORS 192.610 to 192.710
ORS 192.650 – The meeting is being recorded.

Board President Trotter called the meeting to order at 6:01 pm. He thanked everyone for attending the meeting.

This meeting was held by teleconferencing.

PRESENT: Budget Committee members Board Director Jay Cross, Board Director Jim Syring, Board President Don Trotter, Board Director Marilyn Wall, Erin Anderson, Charles Gallia, William Gifford, Heidi Hicks, and Tim Powell; Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Mike Corless; Division Chief Josh Gehrke; Division Chief Brian Stewart; Finance Director Christina Day; Public Information Officer Brandon Paxton; Emergency Manager Gregg Ramirez; Volunteer Services Battalion Chief Steve Deters; Medical Services Battalion Chief Josh Santos; ITS Director Oscar Hicks; Fleet Director Bill Bischoff; Logistics Director DeAnn Cordes; Data Services Director Shelby Hopkins; Facilities Director Scott Vallance; Health and Wellness Director Heather Goodrich; Human Resources Director Trish Noble; Accounting Manager Anh Le; Program Specialist Halee Holst; Executive Assistant Rachel Trotman and Executive Assistant Karen Strejc.

2. ROLL CALL/INTRODUCTIONS

Board President Trotter took a roll call and introduced the Budget Committee members.

Board Director Thomas Joseph had an excused absence.

3. ELECTION OF BUDGET COMMITTEE OFFICERS

Board President Trotter opened up nominations for the position of Budget Committee Chairperson.

Budget Committee Member Marilyn Wall nominated Budget Committee Member Tim Powell for the position of Budget Committee Chairperson. Budget Committee Member William Gifford seconded the motion. The Budget Committee members in attendance

unanimously voted Budget Committee Member Tim Powell to be the Budget Committee Chairperson. Budget Committee Member Thomas Joseph was absent.

Budget Committee Chairperson Tim Powell took over chairing the meeting.

Budget Committee Chairperson Tim Powell opened nominations for the position of Budget Committee Recording Secretary.

Budget Committee Member Marilyn Wall nominated Budget Committee Member William Gifford for the position of the Budget Committee Recording Secretary. Budget Committee Member Jay Cross seconded the motion. The Budget Committee members in attendance unanimously voted budget Committee Member William Gifford to be the Budget Committee Recording Secretary. Budget Committee Member Thomas Joseph was absent.

4. BUDGET INTRODUCTION AND DISTRICT ORIENTATION

Chief Charlton welcomed and thanked everyone for attending the meeting.

Chief Charlton explained that they would go through the budget book and answer any questions. They would then meet again on May 21, 2020. If approved, the budget would be taken to the June 15, 2020 CFD #1 Board of Directors' meeting for adoption.

Chief Charlton shared a high-level overview of some of the challenges and opportunities of the Fire District from the Budget Message.

- COVID-19 Pandemic
 - They were ten weeks into the pandemic, COVID-19.
 - CFD #1 had been working seven days a week to keep citizens safe. He shared there was a decrease in calls, but they had been taking more time on calls; being cautious to provide care, and taking time to decon. They had been working closely with the Oregon State Fire Marshal's Office and the Oregon Health Authority.
 - The pandemic had taken an emotional and financial toll.
 - CFD #1 had to ramp up PPE in a short time. The Fire District overcame this challenge by generous donations throughout the community, as well as financial donations. CFD #1 was pursuing cost recovery options. They had submitted a request for reimbursement of \$404,000.
 - CFD #1 would be preparing for a second wave or resurgence of COVID-19. They were looking at long-term strategies, in case it were to come back in the fall. They wanted to manage COVID-19, not have COVID-19 manage them.
- On January 1, 2020, CFD #1 entered into an intergovernmental agreement (contract for service) with Estacada Fire District #69 (EFD #69). It was going well.
- CFD #1 continued to maintain three intergovernmental agreements (IGAs) with City of Lake Oswego, City of Canby and Gladstone Fire District for fleet maintenance services.
- Revenue diverted to Urban Renewal Districts continued to be a focus of concern for CFD #1.

- In 2015, the Fire District received \$2.5 million of restricted funds to construct a new Administration building. The Fire District found that it was not feasible to complete the project due to cost. The county commissioners had agreed to make \$890,000 in unrestricted funds available to use for capital projects needed by the Fire District.
- Budget Committee Member Gifford asked if there was a time limit to use those funds. Chief Charlton shared they had a year to use the funds and the funds had to be used on capital construction. These funds would be used for reimbursement of projects already completed in the urban renewal area.
- Budget Committee Chairperson Powell asked how this would affect Admin, especially if CFD #1 expanded with Estacada. Chief Charlton noted this would be discussed later in the meeting.
- Chief Charlton explained that the budget was prepared with an assumed assessed value (AV) growth of 4.3%. On May 1, CFD #1 received an estimated AV growth of 3.5% - 4.0% from Clackamas County.
 - He shared they would show each quarter percent of AV growth that they don't receive, noting how it would affect the CFD #1 budget, projected tax revenue and the Fire District overall. On May 21, they would share a plan of what to do with lower AV growth going into the next Fiscal Year (FY).
 - Budget Committee Member Gifford shared that because of the unexpected high unemployment rate, he thought that AV would not go up as hoped, but that some people would be losing homes and not be able to pay taxes. He thought this would be another hit for CFD #1. He noted that the collection rate could be going down. Chief Charlton explained that staff would be reviewing these concerns.
- Chief Charlton shared that during the FY2019-20, CFD #1 received their first ground emergency medical transport program (GEMT) payment. The Fire District anticipated additional funding in June. This would be another revenue stream for the District.
- CFD #1 hired seven new career firefighters in February 2020. They would begin their Academy on May 18, 2020.
- In September 2019, CFD #1 added 24 Volunteers. They would have another Volunteer Academy in September 2020.
- CFD #1 had been an accredited agency since 2000. The Fire District was planning to go through the accreditation process this month, but due to COVID-19, it had been pushed to the fall. He read a portion from the Budget Message regarding accreditation, "The accreditation model focuses on agencies being community-focused, data-driven, outcome-focused, strategic-minded, well organized, properly equipped and properly staffed and trained."

Budget Chairperson Powell asked for clarification around hiring firefighters to take care of overtime. Chief Charlton explained that CFD #1 had floaters, who were personnel that could help fill time off for sick time, vacation time and kelly days, so that the District did not have to pay overtime. He explained that if CFD #1 did not have floaters, they would have to pay time and a half. Chief Charlton shared that they used a combination of extra personnel, floaters, and overtime.

Chief Charlton welcomed Heidi Hicks as the newest Budget Committee member and congratulated William Gifford for being brought on for another three-year term.

Finance Director Day reviewed the roles of the Budget Committee Members.

- Receive the budget and budget message
- Provide an opportunity for the public to ask questions and provide input
- Act on staff's requests (at May 21 meeting):
 - Request to approve the FY 2020-21 Proposed Budget
 - Request to approve the permanent tax rate of \$2.4012
 - Request to approve the levy for bonded debt of \$2,225,057

Chief Charlton gave an overview of the CFD #1 Organizational Chart. He noted that the citizens of CFD #1 were on the top of the chart, as the organization reported to them.

Budget Committee Member Gifford noted that legal services and lobbying were not listed on the chart. He asked if there had been discussion for legal support to be a CFD #1 staff person, rather than a service that was contracted out. Chief Charlton shared that the District received legal services from three different legal firms. He explained that one of these firms helped with the Civil Service Commission, which was under the HR section of the chart. CFD #1 had a standing contract with a lobbyist service. He noted that all of these contracts came out of the Fire Chief's Office. In the 1990s, CFD #1 did have an in-house legal service; however, they changed to outsourcing these services.

Budget Committee Member Cross explained that the legal matters that came to CFD #1 were not all the same. He shared that depending on the type of consultation needed, they could use different attorneys with different specialties. He explained that CFD #1 paid an entire firm with multiple skill sets. He felt overall, they had done well with the legal services needed.

Budget Committee Member Gallia noted that in the budget book, there was a map of service area. He asked if there was an area in Clackamas County, near Mulino that did not have service. Chief Charlton explained that there were areas closer to Beaver Creek that were covered by Oregon Department of Forestry. He shared that CFD #1 surrounded the City of Gladstone, which had their own fire district. He also shared that the Mulino area would be served by Canby and Molalla Fire.

Chief Charlton explained that the Fire Chief's Office included the following:

- Board of Directors' Budget
- Fire Chief's Office- Chief Fred Charlton, Executive Assistant Karen Strejc and new Executive Assistant Rachel Trotman
- PIO Office- PIO Captain Brandon Paxton and Program Specialist Tracey Grisham

DC Whiteley shared that the CFD #1 had two divisions, Business Services and Emergency Services. He explained that within the Business Services Division, they had one deputy chief, division chiefs, department heads, and staff to support various departments.

DC Whiteley gave an overview of the Business Services Division

- Support Services- DC Josh Gehrke
 - Fleet Services- Director Bill Bischoff
 - Information Technology – Director Oscar Hicks
 - Logistics – Director DeAnn Cordes
 - Data Services – Director Shelby Hopkins
- Community Services - DC Brian Stewart
 - Emergency Management - EM Gregg Ramirez
 - Fire Marshal’s Office - BC/FM Shawn Olson
 - Accreditation. The manager for accreditation was DC Brian Stewart. He explained that accreditation was a big process the Fire District went through every five years. CFD #1 was ready and waiting for the site visit.
 - Grant Management - DC Brian Stewart
- Human Resources - Director Trish Noble
 - HR matters and legal work
 - Liaison for Civil Service, testing and retirees
- Financial Services - Director Christina Day

DC Whiteley gave an overview of the Emergency Services Division. This division was currently reporting directly to the Fire Chief, as there was a vacancy for the deputy chief position in this Division.

- EMS- DC Bill Conway
 - DC Whiteley shared that DC Conway would retire in 12 days.
 - Medical Services – BC Santos
 - Community Paramedic
 - DC Whiteley explained this was an important and successful program led by Community Paramedic, FF Amy Jo Cook. The program received national recognition this year. The Community Paramedic Program helped reduce EMS calls received. It provided a personal touch for citizens who needed extra help to navigate through the system.
 - Wellness Services – Director Heather Goodrich
 - Director Goodrich was well-known for her work. She led the Peer Support Program as well as managed the health and wellness of CFD #1 employees.
- Operations – DC Mike Corless
 - DC Whiteley explained that CFD #1 had three battalions for emergency response, North Battalion, South Battalion and East Battalion.
 - DC Whiteley noted that the Fire District had specialty/technical rescue teams including water rescue, rope rescue, urban search and rescue, and a hazardous material program.
 - Volunteer Services –BC Deters
 - BC Deters lead this group. He was also the lead chief officer at EFD #69 during the contract for service.
 - Facilities – Director Scott Vallance
 - Training – BC Nick Browne

- DC Whiteley shared that BC Browne had been working on training for the 40-hour staff. He helped develop an onboarding program to help staff understand how the fire service worked.
- Safety

Budget Committee Member Gifford shared that historically, the number of calls for fires was dwarfed by emergency services calls, around 25 to 75%. He thought that from a business perspective, if the majority of calls were being done by a certain sector, they should try to put emphasis there and try to reduce those type of calls. He asked about safety and protection education for citizens.

DC Whiteley shared that within the Fire Marshal's office, they focused on emergency services prevention such as general safety, fall prevention, healthy living, etc. DC Whiteley also noted the Fire District's hands only CPR training. He added that CFD #1 looked to expand these opportunities.

Budget Committee Member Gifford brought up property damage due to fires. He asked how active CFD #1 was in coordination with municipalities and building codes. He felt there was a greater danger in density growth and CFD #1 needed to be involved in urban planning and building codes.

DC Whiteley shared that CFD #1 did their best with urban planning within the staff at the Fire Marshal's office. DC Whiteley noted they also helped with road standards. DC Whiteley explained that they were working on the permit process, looking at the number of permits seen to help forecast growth.

Budget Committee Member Cross was adverse to the word percentages. He explained that they needed to look at the CFD #1 calls. He noted that if they looked at the raw numbers, the amount of fires were not going down, but EMS calls were going up faster, so it skewed the percentages of calls. He explained they were working on mobile integrated health.

Chief Charlton noted the successes of CFD #1 during Fiscal Year 2019-20.

- Estacada Fire Contract for Service
- Ground Emergency Medical Transport Program (GEMT)
- Accreditation
- Organization Communication Platform
 - In September 2019, CFD #1 wanted to address top down communication. CFD #1 went to an Organizational Briefing model, where Organizational Briefings were given on Tuesday, Wednesday, and Thursday mornings each week. He shared that this helped train the organization for the COVID-19 pandemic, as Zoom helped improve communication across the organization.
- Community Paramedic Recognition

- In March 2020, the Community Paramedic Program was recognized with the Randy R. Bruegman Innovation Award. It recognized the EMS Department for assisting people in need through Project Hope.
- Community Paramedic, FF Amy Jo Cook was a workforce of one that was doing great work.
- Community Paramedic, FF Amy Jo Cook was assigned to the Clackamas County Emergency Operations Center, to help with the homeless and vulnerable populations during the COVID-19 pandemic.
- Repurpose of Centennial Park Station 21
 - In April 2019, CFD #1 opened the new Station 19 location.

BC Deters gave an update on Estacada Fire. He explained they were just over three months into the contract for service. He shared they transitioned Station 330 into a CFD #1 station. He explained this allowed CFD #1 to focus on service to the community. He shared that EFD #69 had struggled to staff with two firefighters, but now they were able to staff with three firefighters, one hundred percent of the time.

BC Deters shared that all EFD #69 employees and volunteers were transferred over to CFD #1.

BC Deters stated that there would be a legal integration vote in November 2020. PIO Paxton and Chief Charlton were working on getting information to the citizens. He expressed that many platforms could be used electronically, but face-to-face would be best.

BC Deters explained that the FY 2020-21 cost of the contract was \$2,883,441. The \$17,500 difference in the budget would be used for integration costs of EFD #69. He attended the EFD #69 Budget meeting and they approved their budget that CFD #1 presented. Finance Director Day noted that they had a carry forward balance of a little over \$1.3 million. She added that they would be collecting an additional amount of approximately \$2.8 million in property taxes, assuming everything would go well. She said they would have enough from property tax and other revenues to cover the contract if things went according to plan. Chief Charlton noted that their total amount of resources was around \$4.9 million.

Budget Committee Chairperson Powell asked what would happen if the integration vote did not pass. BC Deters shared that they could go back to the public for another vote if it was not successful in November. The contract also stated that CFD #1 would help rebuild EFD #69 if the vote did not pass.

Chief Charlton explained that the contract for service stated that it would be brought for vote, in the form of a merger on November 3, 2020. If it was successful, they would move to legal integration. If it failed in either district, they would look at why that was. If this happened, he would recommend a meeting of both Boards to discuss options. Chief Charlton noted the options would include going out for another vote, returning services to EFD #69, or extending the contract.

Budget Committee Member Gallia asked if all assumption of risks outside of litigation would be examined. Chief Charlton shared that when looking at a legal integration, they would look at a debt service plan and how to manage the debt. Chief Charlton explained they would also look at the Insurance Service Office (ISO) rating. As departments were brought together, this could improve fire protection ratings. He noted they would look at all the liabilities and ratings.

Finance Director Day explained that CFD #1 was awarded the Distinguished Budget Presentation Award. She noted this was received for FY2018-19 as well. She shared that for this award, three financial professional reviewers reviewed the entire budget document. The criteria for review included how the document presented financial and operational information, how it communicated with the citizens and what information it provided, and how it acted as a planning guide.

Chief Charlton noted the challenges of FY2019-20

- COVID-19
 - He shared that this time next year, they would have an interesting conversation with the Budget Committee, to know the true impact of COVID-19.
- Identifying innovative operating models to meet growing demands
 - CFD #1 had four pilot projects that would continue into next fiscal year.
- Increasing operating costs
- Impacts on revenue
 - This would include things such as Urban Renewal and AV growth rate.

DC Whiteley shared information on 2019 calendar year responses. CFD #1 responded to 24,085 requests for emergency service, which was up seven percent from 2018. Of those 24,085 calls, 16,504 were medical responses and 7,581 were fire, hazard, or other.

DC Whiteley reviewed a graph of CFD #1 responses from 2016 through 2019. He shared there was a steady increase from 2018, with a drop in 2019. He shared that calls for service were down this year due to COVID-19 and people were not using the 911 system as much.

Budget Committee Chairperson Powell asked about CFD #1 evaluating the operating and fast attack models for EMS calls in the long term. DC Whiteley noted that CFD #1 had worked on this over the years. He shared that CFD #1 had two medic units. He explained that several years ago, CFD #1 decided to have paramedic only units for EMS calls and transporting. Additionally, CFD #1 had a car program pilot. The car program was a single person response vehicle for lower-risk medical calls. They worked in a larger area and helped reduce the calls that larger apparatus respond on. During COVID-19, the car program definitely showed value.

Finance Director Day reviewed information about the FY2019-20 operating costs. She showed a snapshot of where the Fire District was, as of April 30, 2020.

- Personnel Services - She thought this would be tight.
- Materials and Services - She reported this was low, as they currently had spending frozen.

- Capital Outlay - She anticipated they would be spending 100%.
- Contingency – She hoped they would not need to use these funds.
- Transfers Out – She explained they decided to not transfer out, to preserve some in the general fund balance.
- Debt Service - She anticipated they would spend 100%.
- Tax Revenues – \$54,689,724
- Other Revenues - \$7,808,131

Finance Director Day explained that the projected ending fund balance at June 30, 2020 would be \$19,678,688.

Budget Committee Member Gifford asked how contingency was calculated and whether or not it was a flat rate. Finance Director Day shared that they had \$1 million in contingency for emergency funds above normal. She shared that the other \$1.4 million for contingency, was equal to 2.5 % of operating costs; this was set in Board policy.

Budget Committee Member Syring asked what costs were being cut or not paid from Materials and Services during the spending freeze. Finance Director Day noted this would be explained.

Finance Director Day reviewed the ending fund balance (EFB), explaining that the budgeted EFB, plus the unspent contingency equaled the total EFB at \$17,066,177.

Finance Director Day explained that the spending freeze of \$400,000 were cuts that CFD #1 made. She explained that many expenses such as facility maintenance and furniture replacement would be postponed. She noted they were also not doing the transfer out of \$603,696.

5. DISCUSSION OF PROPOSED FISCAL 2020-2021 BUDGET

Finance Director Day shared that they did not make many changes to the budget format and budget book this year. She stated they did a couple things differently in the budget development process.

Finance Director Day noted that no capital purchases were included in the general fund.

Finance Director Day explained that they switched to the baseline method. When they asked Directors and Chiefs to develop their budgets, they zeroed out a couple of the items including travel, schools and conferences, facility maintenance, and small tools and furniture. They wanted people to really look at those areas and come up with a new number from zero.

Finance Director Day stated that she applied the new appropriation method by Division in the special revenue funds.

Finance Director Day noted assumptions used in developing the FY2020-21 budget.

- Permanent rate = \$2.4012
- Assessed Value = 4.3%

- Growth estimated at 3.5% - 4% by Clackamas County
- Each .25% adjustment would be approximately \$134,000
- Tax collection rate used would be 95.5%
 - Each .25% the rate change = approximately \$146,000
- Urban renewal taxes diverted = approximately \$1.3 million. She said this continued to go up each year.

Budget Committee Member Syring noted how the due date to pay income taxes was postponed by three months due to COVID-19. He asked if they had heard if people would have the ability to postpone paying property taxes in the fall. Finance Director Day shared that there could be, but it had not been officially considered. Chief Charlton shared they had asked the Governor's office if this would be an option, but they had not received an answer yet.

Chief Charlton explained they would need to work with the county on the number of property owners who pay in November to get the 3% discount. He shared there would be much work to do regarding the impact and what CFD #1 will receive.

Budget Committee Member Gallia asked about conflagration reimbursement from the state. Chief Charlton shared that CFD #1 would be reimbursed from the state of Oregon for conflagrations that the crews go on. He noted that if CFD #1 crews were called to participate in fires outside of Oregon, it would still get reimbursed, but there would be a delay in getting the funds. Finance Director Day explained they would do a supplemental budget if reimbursement funds were received.

Budget Committee Member Gifford asked how grants that CFD #1 does not receive would skew the budget. Finance Director Day explained that they do not put grants into the budget until the funds were received. She explained they can add the funds to the budget later, if they were to receive them later.

Finance Director Day explained that CFD #1 spent approximately \$4.5 million a month to operate.

She expected that the general fund cash flow from July 1, 2020 to November 15, 2020 to be \$20 million. She shared that this year, the Fire District carried forward approximately \$18 million that got the District to November. She thought that this year, CFD #1 would have enough funds to carry forward to November.

Finance Director Day shared plans of what they could do if they did not have enough funds to carry through to November.

- Manage spending
- Interfund loans
- Potential for higher beginning fund balance. She noted they were still looking at the current year spending.
- Issue Tax Anticipation Notes if needed for major events (ex: Conflagrations)

Finance Director Day reviewed the FY2020-21 Budget Overview - All Funds table that could be found on page 44 in the budget book. The beginning fund balance for FY2020-21 was anticipated to be \$20,089,198. She noted that the projected ending fund balance previously discussed was \$19.7 million. She said the difference was because they had to have the beginning fund balance estimated back in February.

Finance Director Day shared that the total revenues were exceeded by the total expenditures by about \$400,000. She shared they were looking into this going forward into the year.

Finance Director Day explained that the ending fund balance for the general fund should remain unchanged. She did not think they would spend into their reserve.

Finance Director Day reported that the total budget was \$91.8 million with all the funds.

Finance Director Day showed a chart with proposed revenue resources for FY2020-21. She noted that property taxes were the main source of income for the Fire District at 90%. She explained that the contract income was the largest part of the other 10%.

Finance Director Day shared a chart that showed the Urban Renewal District Tax Revenues Diverted. She explained that the eight-year total of funds not received due to the Urban Renewal Districts was approximately \$6.8 million.

Chief Charlton shared that \$2.5 million was returned to CFD #1 after the Clackamas Town Center Urban Renewal plan area was closed. Since 2012, the City of Happy Valley was the newest Urban Renewal area.

Budget Committee Member Gifford asked what CFD #1 was doing about lobbying at the state level and partial urban renewal district closures. He asked if the Fire District was diligent in keeping this in front of state legislators.

Budget Committee Member Wall shared that CFD #1 had a lobbyist. She and Chief Charlton had tried to get Urban Renewal laws changed. No action was taken during the interim legislative session. Chief Charlton stated they would try to renew discussions regarding the Urban Renewal during long-term sessions.

Chief Charlton shared that steps had been taken for Urban Renewal. They had engaged very collaboratively with partners about various options and provided many suggestions.

Budget Committee Member Gifford asked if there was a plan for what to do with the influx of cash with districts closed.

Budget Committee Member Wall shared that they had not seen an influx of cash. She felt that when Urban Renewal District closed, they developed other projects for the Urban Renewal funds. She shared it was money that they had to do without.

Budget Committee Gifford asked why the \$890,000 was only that amount. Chief Charlton shared that CFD #1 provided the county with a list of projects that they had completed in the Clackamas Town Center Urban Renewal area. The county approved the reimbursement of those projects; totaling the \$890,000. Chief Charlton noted that there was \$1.6 million still restricted. Chief Charlton shared a couple options they would look into for the \$1.6 million. The Fire District had to have a major capital investment in the CFD #1 Training Center and it was in the Clackamas Industrial Urban Renewal Plan Area where they could use the funds. They had asked the county to reimburse CFD #1 for bond-funded apparatus, purchased in 2015, which served the Clackamas Town Center Urban Renewal area. They were also looking to see if they could reinvest in capital projects.

Budget Committee Wall shared that they had all the money, but were restricted on how they could use the funds.

Finance Director Day showed how the operating expenditures were distributed. The method was different this year. The total operating budget was \$65,254,537.

Finance Director Day reported that the total for personnel services was \$53,603,150. This was 86% of the expenditures in the general fund. She explained the redistribution of employees, with transfers from EFD #69. There were a total of 292 full time employees and 74 volunteers.

Finance Director Day shared that the PERS Liability was \$51.3 million as of June 30, 2019.

Finance Director Day reported that the overall category increase for Materials and Services was 14.7%. She noted that part of the increases were from the contract for service with EFD #69. This year also included conducting an election for a possible integration of EFD #69, for \$50,000.

Finance Director Day discussed Capital Outlay purchases planned for FY2020-21. She noted this list could be found in section four of the budget book, page 41. She explained they were in three different funds: fund 20 (equipment and vehicle replacement reserve), fund 30 (capital projects fund) and fund 60 (bond fund).

Finance Director Day reviewed how contingency was calculated. Contingency was equal to 2.5% of the operating budget, which was \$1,539,572 for FY2020-21. They also had a restricted contingency of \$1 million for a total contingency of \$2,539,572. This was all budgeted in the general fund.

Budget Committee Member Gifford asked historically, how often this was used. Finance Director Day shared that it had not been used during her time at CFD #1.

Budget Committee Member Gallia asked if there were any restrictions on how liquid the \$1 million had to be. Finance Director Day shared that all funds were invested in a local government investment pool. She shared it would be available to use if needed.

Chief Charlton shared longer-term challenges.

- Replacement of community fire stations
 - CFD #1 had a capital improvement plan and within the next five to ten years, they had fire stations that would need to be improved or replaced. He suggested to go out for a bond in late 2029-2030 to replace fire stations.
 - He noted they continued to look at ways to maintain the health of the fire stations.
- Major facility improvements
 - Funds were in the budget to purchase two new station generators for Happy Valley and Redland.
 - They were looking at how to repurpose the current Administration building and find efficiency out at EFD #69 buildings.
 - He felt they had been very efficient in telecommuting. This may continue to help with office space. In the future, people may share workspaces with telecommuting.
- Advancement in Technology
 - The IT Department did a fantastic job looking at ways to update technology software and hardware, but it would always be a challenge.
 - CFD #1 needed to be able to communicate and drive decisions through data to support the technology that the firefighters need on calls.
- Dispatch Services
 - DC Corless shared that about two years ago, the leadership changed at CCOM and they had a staffing shortage. They had worked to improve staffing and dispatch services. They entered into a feasibility study.
 - Currently, the users paid dispatch services; police paying approximately 70% and fire paying approximately 30%. CFD #1 paid 75% of the total fire user fees.
 - Dispatchers were county employees. They had the feasibility study to look at the best way to govern and fund CCOM. They were hoping to find which would be best way to efficiently run dispatch by July or August 2020. He shared that they would have more information to come throughout the summer.
- Impacts on AV due to COVID-19
 - Chief Charlton shared that they would be looking at this moving forward and how it would shape up the FY2021-22 budget.
- Professional Development
 - Chief Charlton noted this had to occur over the entire District for firefighters, volunteers and staff.
 - He shared this was both an opportunity and a challenge.

Budget Committee Member Gifford asked if CFD #1 had a plan if COVID-19 were to return vigorously. Chief Charlton shared that CFD #1 would be doing a mid-incident, after action review of what they had done so far, discussing challenges, opportunities and lessons learned. He shared they also were discussing what recovery would look like over the summer. He shared they had directed EMS and Logistics staff to stockpile PPE equipment so the District would have supplies in their possession. He explained they were preparing a change in the way they did business. Chief Charlton explained that they had restricted public access to meeting rooms and stations. He explained that they were looking at long-term preparedness.

Budget Chairperson Powell felt they were unprepared for this pandemic. He felt there was a great opportunity for CFD #1 to get out there and talk to the public about public safety and how they could be prepared. He thought it was an opportunity to get education out there. Chief Charlton noted that they had a lot of support from the community providing facemasks and thought about challenging the communities to see how many could be stockpiled so that the District could have them to distribute in the future.

6. GENERAL DISCUSSION

Budget Chairperson Powell asked about calls taking more time. He asked if response times dropped or if crews were spending more times at each call. Chief Charlton explained that crews were spending more time at each call. He noted that it took more time to prepare to leave a fire station and more time when they arrived at call. Crews were encouraged to find out the symptoms of the patient from a distance or call from the fire apparatus. He also noted that decon took longer after a call. DC Corless shared he did not have data at this time to show if response times were affected. He would gather this information for the next meeting.

Budget Committee Member Gallia asked if there was a change in the type of equipment the CFD #1 crews needed on a call. DC Corless reported that they were using the same equipment on day-to-day calls.

Chief Charlton shared the next steps with the Budget Committee.

- Review budget information
- Send any questions by May 18, 2020.
 - A thank you email would be sent to the Budget Committee and it will contain Finance Director Day's contact information.
- Present plan to address decreased assessed value or collections
- Present overview of residential/commercial building activity
- Present update for FY 2019-20 year end forecast
- Present updates on any budget projection changes

Chief Charlton shared the recommendations for the May 21 meeting.

- Staff would be requesting approval of proposed budget
- Staff would be requesting approval of the permanent tax rate of \$2.4012
- Staff would be requesting approval of the levy for bonded debt of \$2,225,057

7. PUBLIC COMMENT

None.

Budget Committee Member Wall asked what the rate per \$1,000 for the bonded debt was. Finance Director Day shared that it was 8.6 cents per \$1000 for bonded debt.

8. RECOMMENDATIONS

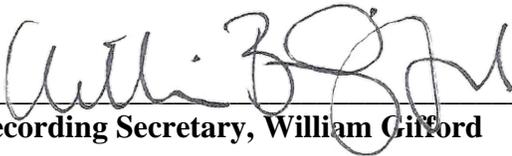
A second Budget Committee Meeting was scheduled for May 21, 2020 at 6:00 pm. The meeting would be held via remote video conferencing.

9. ADJOURN

The meeting was adjourned at 8:40 pm.

Karen Strejc
Executive Assistant

Approved by:



Recording Secretary, William Gifford

Accepted by:

President, Don Trotter

Secretary, Thomas Joseph

Clackamas Fire District #1



(These minutes are unofficial until acted upon by the Board of Directors.)

BUDGET COMMITTEE MEETING May 21, 2019

(This meeting was recorded.)

1. MEETING CALLED TO ORDER

Call to Order per ORS 192.610 to 192.710
ORS 192.650 – The meeting is being recorded.

Budget Committee Chairperson Powell called the meeting to order at 6:00 pm. He thanked everyone for attending the meeting.

The meeting was held by teleconferencing.

PRESENT: Budget Committee members Board Director Jay Cross, Board Director Thomas Joseph, Board Director Jim Syring, Board President Don Trotter, Board Director Marilyn Wall, Erin Anderson, Charles Gallia, William Gifford, Heidi Hicks, and Tim Powell; Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Mike Corless; Division Chief Josh Gehrke; Division Chief Brian Stewart; Finance Director Christina Day; Public Information Officer Brandon Paxton; Fire Marshal Shawn Olson; Emergency Manager Gregg Ramirez; Volunteer Services Battalion Chief Steve Deters; Medical Services Battalion Chief Josh Santos; Battalion Chief Nick Browne; ITS Director Oscar Hicks; Logistics Director DeAnn Cordes; Data Services Director Shelby Hopkins; Facilities Director Scott Vallance; Health and Wellness Director Heather Goodrich; Human Resources Director Trish Noble; Accounting Manager Anh Le; Program Specialist Halee Holst; Volunteer Jerry Kearny; Executive Assistant Rachel Trotman and Executive Assistant Karen Strejc.

2. ROLL CALL

Executive Assistant Strejc called the roll.

3. BUDGET PRESENTATION

Chief Charlton noted what the Budget Committee would discuss at the meeting.

- Review Programs/Projects
 - Length of Service Awards Program (LOSAP)
 - Information Technology workload
 - Grants
 - EMS Pilot Programs
 - Conflagrations/ Response Performance

- 2018/2019 building permits (growth)
- Urban Renewal
- Discuss year end projection for Fiscal Year 2019-2020
- Review long-range financial forecast
- Propose approval for Fiscal Year 2020-2021 budget

Chief Charlton shared Budget Committee updates

- Since May 7, 2020 CFD #1 received the following funds:
 - \$61,000 from SAIF Corporation
 - \$7,548 from Federal CARES Stimulus
 - \$16,000 for COVID-19 relief funds. Sources of these funds included:
 - Clackamas Emergency Services Foundation (CESF)
 - County Financial
 - Rotary Club of Clackamas Foundation
 - Emerick Construction
- Applied for a Federal Grant for PPE- \$149,000
- Applied for a Federal Grant for Staffing- \$3.9 million
- Reduced FY 2020-21 expenditures- \$542,598
- Sent a letter to Clackamas County requesting \$1,284,500 in Urban Renewal Funds on Monday.

Budget Committee Joseph thought that SAIF would give CFD #1 \$407,000. He asked why it was only \$61,000. Chief Charlton explained that the total application was about \$404,000. He noted that SAIF had received many requests and determined what could be reimbursed. Currently, the Fire District did not expect any more funds from SAIF; however, they applied for another grant program through Special Districts.

Budget Committee Chairperson Powell asked if the \$1.2 million that was listed above for Urban Renewal funds was in addition to what was discussed at the last meeting. Chief Charlton shared that there were the same funds that were discussed at the previous meeting; funds that CFD #1 was asking the county to make unrestricted. It was all part of the \$2.5 million.

Budget Committee Member Gallia asked if Special Districts could apply for reimbursements for COVID-19. Chief Charlton noted that staff was looking at options for reimbursement.

Budget Committee Member Gifford asked if CFD #1 had investigated appealing the funds that were received from SAIF. Chief Charlton shared that the funds would be there soon. Once the funds came in, they would be reviewing the expenditures and what could be reimbursed. Budget Committee Member Gifford suggested looking into it. He did not know who was overseeing the funds being distributed. Chief Charlton explained there was a high demand for dollars.

Budget Committee Member Syring asked if everything that the CESF received for COVID-19 was returned to CFD #1. Chief Charlton explained that they ran a report showing that the CESF received \$10,216 and it was received back to CFD #1. Since that report was run, Emerick

Construction donated \$5,000. Chief Charlton explained that once those funds were received, CFD #1 would go to the CESF and ask to get those funds. He added that they would be keeping an eye on additional funds coming into the CESF for COVID-19.

Budget Committee Member Joseph asked if CFD #1 needed more funds for personal protective equipment (PPE). Chief Charlton explained that CFD #1 had received many generous donations and they had been monitoring what had been received. Budget Committee Member Joseph asked who monitored the PPE supply. Chief Charlton noted that the Logistics Department monitored the PPE. He added that the Finance Department, along with DC Stewart, had written grants for PPE requests.

Budget Committee Member Joseph asked which funds were used to reimburse for firefighter lodging. Chief Charlton explained that they had no need for firefighter lodging at that time. He shared they were preparing for this in case of a resurgence of COVID-19.

Length of Service Awards Program (LOSAP)

BC Deters explained that LOSAP was established 20 years ago for the volunteers. He explained that it was similar to a 401K, but noted that the Fire District budgeted funds for this account. The account was point based and was also based on activity and longevity. He noted that funds were deposited into each volunteer's account based on points earned.

BC Deters shared another piece of the volunteer budget included mileage reimbursement, education reimbursement and the training budget. For education reimbursement, the paramedic program was the most popular as well as EMT courses. He shared that the training budget was the second largest part of their budget. It included certification classes and other needs that pertained to training.

Budget Committee Member Joseph asked if the volunteers contributed anything to this account. BC Deters shared that they only contributed through activities. He shared that if a member was a volunteer for five or more years, they were vested and then upon leaving, they could use the funds. Funds could only be rolled over into another LOSAP type account. He explained that for those who leave the program before five years, the funds go back into a redistribution back to the membership.

Budget Committee Member Syring had more questions on this after looking at the budget in more detail. He explained that he had called BC Deters to ask questions and they were answered. He had a concern about how the contributions had dropped over the past years. He noted that this was due to the redistribution. He asked if LOSAP and the redistribution could be added to the agenda for discussion at the next Board meeting. Chief Charlton shared that they could do that at the June Board meeting. Chief Charlton noted for reference, that the volunteer budget could be found on page 109 in the budget book.

IT Workload Impact

IT Director Hicks shared that in the budget, IT made some of the largest impacts. He noted they were looking at how to manage IT with the growth of CFD #1.

IT Director Hicks noted the changes in workload. He shared that prior to COVID-19, they had plans to make changes. One way would be done through managed services engagement. IT Director Hicks shared that it was not so much about the new items for IT; rather it was about being able to support the mission for EMS and FF crews. In order to do this, they needed support mechanisms in place.

IT Director Hicks shared that they were finding alternative ways to provide services for FF. The IT staff had plans in place to address issues.

IT Director Hicks noted that for outsourcing, they had to look at things such as, “Do the vendors know the Fire District environment?” and “Can vendors understand?” He shared that the first responder environment was a lot more dynamic and reactive, while most things in IT were proactive. He explained that outsourcing could be challenging.

Budget Committee Member Joseph asked if it would take extra personnel and time for outsourcing. IT Director Hicks noted that yes, it would take both. IT Director Hicks shared that through using a managed service partner, they could get some things up and running quicker. He noted that in Estacada, they used a third-party provider for some services because that provider knew the area and environment already.

Budget Committee Member Joseph asked if CFD#1 saved costs with outsourcing. IT Director Hicks shared that when one or two incidents happen at the same time, and they do not have personnel to help, outsourcing could help.

EMS Pilot Program

BC Santos explained that they worked with a subgroup of the EMS Council, who were accountable to the Board of County Commissioners. He noted that this group was made up of EMS leadership in the fire agencies, AMR, medical directors, and Clackamas County Public Health. The subcommittee, the ASA Strategic Planning or Ambulance Service Area Taskforce, was tasked to figure out how to modernize and improve the EMS system, planning for the contracts in 2024.

BC Santos shared they were obligated to report quarterly responses to the Clackamas County Commissioners. They received around 17,000 medical calls each year. They looked at how to best use the resources they had.

BC Santos shared that right now, they had four EMS pilot programs:

- ***Ambulance-only to the Kaiser Hospital Complex***
 - This pilot started in December 2019.
 - The Kaiser Sunnyside Campus had four clinics on the property.
 - The pilot program created an ambulance-only response, unless the call was cardiac arrest or non-breathing patient.
 - He shared that from June 2019 – November 2019, they got an average of one incident a day to that campus. This was not, the best use of the Fire District’s heavy resources.

Since they implemented the program, they now have had four calls per month to the Kaiser campus.

- He explained that a survey showed that Kaiser preferred this model. They would like to roll out to other clinics.

- ***Unknown if Injury Motor Vehicle Accidents***

- This program started December 2019.
- In November 2019, they had 116 responses, resulting in 121 ambulances assigned and 18 transports.
- In March 2020, they had 72 responses, resulting in 25 ambulances assigned and 11 transports.
- Even during COVID-19, this had shown to be a better use of ambulance resources. This allowed the fire apparatus resources to be put to better use and be available for major calls.

- ***Car Program***

- This was a CFD #1 only program.
- This program started February 2020.
- This helped better meet the need for low emergency calls.
- The car had a single Lt. FF Paramedic. This individual worked four, ten-hour shifts and went on low acuity calls. BC Santos shared that when paired with two ambulance techs, the single role was enough to help for the low acuity calls.
- The car program had an average of 59 calls per month.

- ***Medic Unit Deployment***

- This program started January 2020.
- CFD #1 had two medic units that did transports, M303 and M316, who participated in a subcontract with AMR.
- CFD #1 was a supplement to their ambulances. BC Santos explained that when AMR could not make a required time to a call, the CFD #1 medic unit would go to help on a call.
- In January 2020, the pilot program started and was due to end in July 2020. With this program, if the M303 or M316 were the closest ambulance to a call, the CFD #1 medic unit would take it.
- In December 2019, they had 447 responses, with 104 transports. In March 2020, they had 359 responses, with 143 transports. During COVID-19, they had seen overall call volume go down but transports go up.

BC Santos shared that they were providing the appropriate level of service to citizens. It saved the wear and tear on the fire trucks, as they could use the lighter resources to answer calls.

Budget Committee Member Joseph applauded BC Santos and DC Conway for their work with the EMS programs. He liked the car program. Budget Committee Member Joseph shared that at regular board meetings he had been a proponent of the car program. He applauded the proactive

steps that CFD #1 took to save money for the citizens and provide services appropriately. He thanked Chief Charlton, DC Conway and BC Santos.

BC Santos shared that when they previously had done the car program, they did not have a paramedic on the car. By having a paramedic on the car, they were able to take more calls. BC Santos explained that 59 calls per month was low because of COVID-19 and they were still figuring out what calls it could respond on. Budget Committee Member Cross was also a proponent of this program.

Budget Committee Member Gallia brought up the distinction of urgent and non-emergent calls; noting it would typically require a clinical decision. BC Santos shared that when a call came in, the dispatcher used priority cards to determine the basis of a call and what help was needed. He explained that they used a triage system and then would dispatch appropriately, based on the reporting information from the call.

Budget Committee Member Cross stated that he had looked at the CFD #1 Strategic Business Plan (SBP) to see if they were putting money towards what they said they were doing as a district. He felt they needed to re-look at the SBP. He suggested that moving forward, CFD #1 needed to look at an EMS program as to where they needed to stop responding on certain calls or reduce calls. He thought they should not be going to unknown if injury motor vehicle accidents.

Budget Committee Member Cross asked about the car program. He asked if they had data to show that it was or was not saving money. He asked if it was benefiting CFD #1. He asked how much it was costing to run the programs and how much they were saving. He asked if it was more effective. He shared that for next year, they needed to look at these things and make sure the dollars were going to the right things.

Budget Committee Member Cross felt that the current budget did meet the needs of the SBP.

BC Santos shared that moving forward CFD #1 was working towards a new ambulance plan and contract in 2024. He noted that right now, they were governed by the ambulance contracts. He shared they were looking to modernize the plan to better utilize the resources. He saw CFD #1 altering the response service to calls for heavy units.

BC Santos explained that CFD #1 was one of the few agencies that funded community paramedic medicine. He explained that they could not get reimbursement for this program. BC Santos shared they were working towards legislation that would take care of reimbursing and providing funding for this program. He noted that it was currently limited for funding.

Budget Committee Member Joseph appreciated having Director Cross and Director Syring, who work or have worked for fire districts on the Board of Directors. He noted that CFD #1 had a wide support and varied talents on the Board of Directors.

Grants

DC Stewart gave an overview of CFD #1 grant activity. He noted that grants were used for three main priorities:

- Replace current and future requirements
- Develop efficiencies in existing activities
- Leverage opportunities to address strategic goals

DC Stewart shared that for him, grants fell into two different categories, competitive and relationship-driven.

DC Stewart shared grant funds received for FY 2019-20

- SAFER grant - \$289,000
- Wildland training, gurney loader, and peer support - \$349,000
- COVID-19 funds
 - SAIF Grant - \$61,000
 - CESF - \$10,000
 - Country Financial- \$1500
 - Community Paramedic Cook's Community Assistance program - \$5,000
- Country Financial donated \$2,400 to replace a thermal imager

DC Stewart shared a brief overview of grants that they requested during FY 2019-20

- \$150,000 – COVID-19 through the Assistance to Firefighter Grant Supplemental Process (AFG-S).
 - He shared that if awarded, they would need to check for any overlap from funds provided by SAIF.
- \$10,000 – Rail Props.
 - The Hazmat team would use these.
- \$18,000 – Gas Monitors
 - He explained that CFD #1 did not receive these funds. He explained that it was submitted to Firehouse subs, and the quarter it was submitted, they chose a priority of cardiac care.
 - DC Stewart noted that these monitors were replaced with funds from the sale of a USAI rig instead.

DC Stewart noted opportunities that CFD #1 would be applying for in FY2019-20

- FEMA public assistance grant
 - This would help recoup some of the COVID-19 costs at a 75% rate.
- He said they were prioritizing wildland urban risk areas, looking at opportunities to leverage funds.
- COVID-19 relief fund
 - It was pushed out by SDAO, but not funded by SDAO. It was federal money through the CARES Act. He shared that this was the first opportunity for a potential of reimbursement for some funds related to teleworking.

DC Stewart shared that each of the programs overlapped a little.

DC Stewart shared information about grants they would receive in FY 2020-21

- \$123,000 – SAFER grant
- Receipt of prior year awards

DC Stewart shared grants that CFD #1 has requested for FY2020-21

- \$3.9 million – SAFER funds for 12 positions for three years in the East battalion. He noted that they were waiving the price match.
- \$226,000 for Type VI Engine.

DC Stewart shared areas with grant opportunities for FY2020-21

- Federal
- State
- County
- Insurance Providers
- Private Industry/Business

Budget Committee Member Syring asked about the \$3.9 million SAFER grant. He shared that it would take six to staff Station 18, and three out in EFD #69. He asked where the other three would be, to get the 12 FTEs. DC Stewart shared the other three would be for floater positions. He noted that the additional three positions would also offset overage costs.

Budget Committee Member Syring asked if it would fund either 12 FTEs or nothing. DC Stewart shared yes it would. DC Stewart shared that there was always a strategy piece when applying for grants. He noted they had looked at how to approach the request and prioritize needs; looking at what made sense to include in a package. Discussion followed.

Wildfire Conflagrations

DC Corless shared what a conflagration was. When there was a wildfire in an area and they ran out of resources, the Governor could call resources from outside of that area to come help. He explained that they send one to three resources. The state reimburses the Fire District for straight time and overtime for people and apparatus.

DC Corless provided an overview of Wildfire Conflagration information for the last three years.

- In 2017, CFD #1 had seven requests for assistance, two out of state. Revenue was \$380,238.
- In 2018, CFD #1 had 13 requests for assistance, two out of state. Revenue was \$286,074.
- In 2019, CFD #1 had one total request for assistance, which was out of state. Revenue was \$60,894.

DC Corless shared that when they go out of state, it could take up to three years for CFD #1 to be reimbursed.

DC Corless shared that CFD #1 had received over \$700,000 in revenue over three years. He explained that they couldn't put this revenue in the budget, as it changed every year. Once they received funds from conflagrations, they would prepare a supplemental budget.

Budget Committee Member Joseph asked what the cost versus revenue was. DC Corless said it was \$700,000. He noted that the straight-time money they made was already budgeted for.

Response Performance during COVID-19

DC Corless explained that at the last Budget Committee Meeting, the group asked about time-on-task.

DC Corless reported that for EMS calls and lift assists, responses were slightly higher than last year. He shared they were clearing units as soon as possible. They were up 18% in call volume.

DC Corless explained they looked at the medic units' time-on-task. He noted that the medic units had a longer time-on-task due to decon time after a call. M303 decreased in call volume in 2018 and 2019. Medic 316 increased in 2018 and decreased in 2019.

DC Corless noted that the time-on-task overall for the heavy apparatus was status quo or slightly lower.

Budget Committee Member Cross shared that it was good to see that time wise, COVID-19 was not having an impact on the resources.

Budget Committee Chairperson Powell asked how getting ready for a call was affected during COVID-19. DC Corless noted they were using the scout system. They would send one person in to see what was going on with the patient. After assessment, that person determined if they needed more personnel or not. That individual could don the appropriate PPE for that call before the call or on the way.

Assessed Value

Chief Charlton noted that the budget was built on a 4.3% AV increase. On May 1, 2020, Clackamas County gave an increase of 3.5% - 4.0% AV.

Chief Charlton explained that for every .25%, CFD #1 would lose \$146,000. He stated that if they were to look at 3.75%, they would need to look at \$325,000 in reductions. Chief Charlton shared that CFD #1 staff looked at items that could stay in projects, but would not start, if the AV growth did not increase. He reported that staff worked hard at coming up with cost-savings of \$542,598, coming from various funds. Chief Charlton noted that they had applied for a grant of \$170,000 for apparatus, which if received, would help as well.

Chief Charlton noted that they anticipated that they might carry forward an additional \$100,000 to cover COVID-19 costs.

Chief Charlton stated that they would continue to receive tax receipts. An audit would be done in the fall.

Chief Charlton noted that any cost savings they had in the next 45 days would help in the next fiscal year.

Budget Committee Member Cross asked if they anticipated any impact to the overtime budget when people could go on vacations again. Chief Charlton said yes, they were concerned about this. They were working closely with the labor group to where they were in the budget for this fiscal year and where they will be next year. Chief Charlton noted that if the work force used time off, they were not only concerned financially, but were concerned of overworking staff that would be filling in for those gone. Chief Charlton explained they were trying to manage the pandemic and not let the pandemic manage them.

Budget Committee Member Joseph asked about the impact to CFD #1, if people would not be able to pay property taxes due to COVID-19. Chief Charlton shared that they were looking at property tax revenue and what the collection amount would be November 2020.

Finance Director Day shared that she had not heard anything about this from the county for the current fiscal year. She shared that some felt that collection would be down 2% of overall estimate for next fiscal year. This had not been included in the budget. She had not seen much that would affect CFD #1 unless people were not able to pay their taxes. She was concerned about the third installment of payments for property taxes. She said they would have to wait and see, and have plans in place to address lower revenues if that happened.

Budget Committee Member Joseph shared that, right now, he had not heard from the community that there were many delayed payments. He wondered about the impact in November. Finance Director Day shared that the county said that they do not anticipate the major reduction in FY2021 because the taxes that would be assessed would be based on January 2020 house values. It would depend on if people could pay. She reported that the county and local government were not seeing an impact until 2022.

Budget Committee Member Gallia noted that the projection of 3.5 % – 4.0% was a combination of reassessment of existing and sold homes. He thought the market was driven by sales transactions and new development. He felt it was an extremely optimistic AV growth rate. Finance Director Day noted they would need to adapt as they went.

Budget Committee Member Gifford brought up growth projections. He stated that a number of organizations have used Portland State for their growth projections. He asked who CFD #1 used for population densities. Chief Charlton shared that they had used Portland State in the past. He explained that they were looking at growth trends for the future.

FM Olson shared information on 2018 and 2019 building permits. He reported that they were seeing a decline in commercial structures and residential was improving, especially in Happy Valley and Estacada. He shared that Milwaukie did not have land for growth. He noted that he was not able to pull out only CFD #1's response area from the county statistics.

FM Olson noted that with the City of Happy Valley, they were seeing half of what was developed last year with commercial properties. He noted the development in the area of 172nd in Happy Valley.

FM Olson noted that Campanella Estates in Estacada was submitting review for Phase 4. He explained they had more significant housing development out in that area.

FM Olson planned to get the numbers for that quarter. He thought that information would be of value so they could forecast what the end of the year would look like.

Budget Committee Member Wall asked what percentage of the commercial buildings were in Urban Renewal areas. FM Olson shared that in Estacada, their industrial park was just outside of city limits, so they were outside of the Urban Renewal District. He shared that in Happy Valley all of the 172nd development was or would be in the Urban Renewal District.

Urban Renewal Districts

Chief Charlton shared that there were several Urban Renewal Districts within the CFD #1 service area including: City of Happy Valley, Milwaukie, North Clackamas Revitalization Area and City of Oregon City.

Chief Charlton explained that from the Clackamas Town Center Urban Renewal District, \$2.5 million was returned to CFD #1 in 2015. These funds were restricted for an Administration Building.

In 2019, Clackamas County unrestricted funds equaled to \$890,293. These were used for the purchase of the SE Fuller Road property, improvements to Station 1 and design fees for a proposed new Administration Building.

CFD #1 recently submitted a letter to the county, requesting that they unrestrict \$1,284,500 of funds, for the reimbursement of fire apparatus that were being used in the Urban Renewal area.

Estimated FY20 Year-end Spending

Finance Directory Day discussed the estimated FY2019-20 year-end spending.

Finance Director Day shared that she appropriated expenses and revenues into holding accounts for GEMT and a higher than expected beginning fund balance.

Finance Director Day explained that the projected ending fund balance on June 30, 2020 would be \$20.2 million.

Finance Director Day explained that capital outlay would be less because they had chosen to freeze spending at this time of the fiscal year. She stated that \$100,000 was not frozen and would carry forward.

Finance Director Day shared that the debt service was higher than the original budget. She noted that property tax revenues were running at the usual trends.

Finance Director Day projected the ending fund balance for 2020 to be \$20.2 million, which would carry into fiscal year 2021.

4. DISCUSSION OF PROPOSED FISCAL 2020-21 BUDGET

Finance Director Day reviewed the long-range financial forecast that they used in preparing the budget.

Finance Director Day shared that this long-range financial forecast would not be accurate more than two to three years, due to not knowing what AV would be doing.

Finance Director Day shared that she did the calculations at 3.75% and took out the reductions that would not be spent this year.

Finance Director Day showed a graph of ending fund balance projections. She shared that everything they could do to keep funds in the ending fund balance through 2027 would help to make sure they had enough funds to carry funds forward.

Finance Director Day shared a question that she received, that she wanted to go over with the Budget Committee.

- ***Why are we appropriating over \$5 million in capital when we are only purchasing \$659,000 in items?***

Finance Director Day shared that this spanned over three funds: the equipment replacement fund, the capital projects fund, and the capital construction/bond fund. She explained that within those funds, CFD #1 had a practice of appropriating the full fund balance in order to have more flexibility throughout the year.

Finance Director Day showed an updated breakdown of capital appropriations that would replace what was originally shown in budget book on page 41. She explained the various amounts.

Budget Committee Chairperson Powell asked about the operational replacement identified on page 72. DC Corless explained that this would be for replacing line personnel when they took vacation or sick time. It would be the cost for the whole year. He explained they had an average on what would be used in a given year.

Budget Committee Chairperson Powell asked about line item 7135. He noticed that this was listed on a couple different pages and had different amounts. He asked what the difference was.

Health and Wellness Director Goodrich shared that line-item 7135 under Wellness was for baseline and annual exams for all staff. She noted that Human Resources used the 7135 line-item for physiological exams. Budget Committee Chairperson Powell asked if this rolled up to a total number. Finance Director Day explained that yes, the amount under Emergency Services Division, was the roll up total of all the Emergency Services departments.

Budget Committee Chairperson Powell asked about the large number for facility maintenance at Station 17 for 2020, noted on page 102. He said he did not see large capital dollars for this. DC Corless shared that was for painting of the station and pavement repairs for the approaches to the apparatus bay. He noted it was not for a capital item.

5. GENERAL DISCUSSION

Budget Committee Member Syring asked if the funding for the 12 positions with the SAFER Grant, would reduce slowly over a period of time, and then the District would be responsible for sustaining those positions after that.

DC Stewart explained that the funding for the current series of SAFER grants would normally reduce the federal contribution over the three years. Year one, they would pay 75%, the second year they would pay 75%, and the third year they would pay 35%. Under COVID-19 economic issues, the Federal Government was going to waive any cost-share and were paying 100% of the cost of a first-year firefighter for the first three years. DC Stewart explained that the District would be reimbursed for the price of the first-year FF; but it would not include the step increases, or cost of living increases. At the end of the three years, CFD #1 would have a commitment to sustain those positions. DC Stewart noted the commitment to funding the fourth position at Station 330, if the EFD #69 merger took place. He explained that it would also address the Station 18 staffing and floater positions.

Budget Committee Member Syring had the understanding that they were going for six FTE to staff Station 18. He hoped that they were not risking getting the grant by going to 12 positions moving forward, instead of six.

Chief Charlton explained that with the change in funding, if it were to be funded, they would have to talk to the Board of Directors to see if they would like to accept it or not. He added that with the Federal Government waiving the cost share, it would be a good deal.

Budget Committee Member Joseph asked if it was a good idea to take the grant and add more responsibility for funding.

Chief Charlton noted that they had used SAFER grants successfully in areas that were growing and merging. He shared that they wanted to have the opportunity to be able to say yes or no if awarded. Budget Committee Member Joseph expressed that they would need to take a good look at it if they received it.

DC Stewart talked about the analysis they did around looking at what would make a successful grant for them. He shared that for Station 18, six positions by themselves, when looking at the

number of positions, a three-person company in Eagle Creek, did not put them in a good position. When they added the fourth person and floaters, it improved the Fire District's compliance under 1710 compliance and provided the best opportunity to get the grant.

Budget Committee Member Heidi Hicks asked about the ending fund balance predictions; asking if there were any extra considerations given to this year's budget with impacts from COVID-19 and other challenges. Finance Director Day said yes, considerations were taken. She explained that staff did take into consideration the lower AV and the long-range forecast in developing the budget.

6. PUBLIC COMMENT

None.

7. RECOMMENDATIONS

There were three recommendations from staff regarding the proposed budget for Fiscal Year 20-21.

- Motion to approve the proposed budget
 - **Budget Committee Member Charles Gallia moved and Budget Committee Member Don Trotter seconded the motion to approve the proposed Fiscal Year 2020-21 Budget. The motion passed unanimously by the Budget Committee members in attendance.**

- Motion to approve the permanent tax rate of \$2.4012
 - **Budget Committee Member Erin Anderson moved and Budget Committee Member Thomas Joseph seconded the motion to approve the permanent tax rate of \$2.4012. The motion passed unanimously by the Budget Committee members in attendance.**

- Motion to approve the levy for bonded debt of \$2,225,057
 - **Budget Committee Member Don Trotter moved and Budget Committee Member Thomas Joseph seconded the motion to approve the levy for bonded debt of \$2,225,057. The motion passed unanimously by the Budget Committee members in attendance.**

Budget Committee Chairperson Powell thanked everyone for attending both Budget Committee meetings.

Budget Committee Member Cross thanked Chief Charlton and staff for a great budget presentation. He noted it was a good document and was understandable.

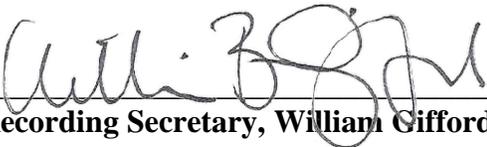
Budget Committee Member Joseph thanked the Budget Committee members.

8. ADJOURN

The meeting adjourned at 8:15 pm.

Karen Strejc
Executive Assistant

Approved by:



Recording Secretary, William Gifford

Accepted by:

President, Don Trotter

Secretary, Thomas Joseph

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING May 18, 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 6:02 pm. He noted the meeting was being teleconferenced.

Present: Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Bill Conway; Division Chief Mike Corless; Division Chief Brian Stewart; Division Chief Josh Gehrke; Battalion Chief Nick Browne; Battalion Chief Steve Deters; Battalion Chief Brent Olson; Battalion Chief Josh Santos; Battalion Chief Kyle Olson; Captain Melanie Kinne; Fire Marshal Shawn Olson; Emergency Manager Gregg Ramirez; 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; Information Technology Director Oscar Hicks; Facilities Director Scott Vallance; Public Information Officer Brandon Paxton; Volunteers Jerry Kearney and Kirk Hambley; Genoa Ingram from Court Street Consulting; Citizen Kayla Hambley; Program Specialist Rachel Trotman; and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA

Chief Charlton shared that there was one change made to Item B-1 in Proclamation 20-02. In the fourth whereas, the word was changed from vision to value.

III. APPROVAL OF MINUTES OF REGULAR BOARD MEETING ON APRIL 20, 2020

Since there were no changes to the minutes, they stand approved as written.

IV. BUSINESS – Action required

B-1 Request Board Approval of Proclamation 20-02 for Safety Stand Down Week June 14-20, 2020 with the Theme, “Building a Superhighway to Safety – Protecting Our Responders on Roadways”

Capt. Kinne shared Proclamation 20-02 regarding Safety Stand Down Week June 14 through 20, 2020 and that it takes place every year. Fire and EMS departments would be encouraged to dedicate the week to the increased awareness of safety on highways. A week has been dedicated to ensure that all personnel can participate in activities. The goal was to reduce the number of preventable injuries and deaths in fire and emergency services. The theme was to help increase the awareness of the dangers of working on active scenes on roadways. Vehicular trauma remains one of the largest risk factors amongst first responders. Target Solutions would have

videos for crews to view. A webinar was being recorded with CFD #1's Traffic Incident Management Specialist Capt. Kilgras to help make the topic more relevant to the week's topic. CFD #1 retired Lt. Al Laurie has been invited to share the time he was hit by a motorist while on a call. The Wellness Department will share healthy eating and recipes and exercises.

Capt. Kinne shared that staff requested that the Board adopt Proclamation 20-02.

Director Wall moved and Director Syring seconded the motion to approve Proclamation 20-02 for Safety Stand Down Week June 14-20, 2020 with the Theme, "Building a Superhighway to Safety – Protecting Our Responders on Roadways." The motion passed unanimously.

V. OTHER BUSINESS – No action required

OB-1 Legislative Update

No report.

OB-2 Board Committee/Liaison Reports

Capital Projects Committee

Director Wall reported that the committee did not technically meet. The Chief kept them apprised regarding the many contacts the Fire District was having with the County about the District's ability to use the balance of urban renewal funds received from the Clackamas Town Center Urban Renewal District. Originally, there had been restrictions as to how to use the funds and that they had to be used within the urban renewal area. When the funds were first received, the plan was to build or improve the Administration Building, but the project became too expensive. The Chief talked with Dan Johnson, Director of the Urban Renewal Program and Dave Quinner, Project Manager regarding alternatives for use of the funds. The Chief received a positive notification from Dan that an amendment would be presented to the Commissioners requesting to use the \$1.3 million of the remaining funds as a reimbursement for apparatus purchases that would count as capital.

Chief Charlton shared that staff was drafting a letter that would be sent by the end of the week. It was felt that the District had a compelling request for use of \$1.3 million of the remaining \$1.6 million as a reimbursement to the District for the purchase of two apparatus that would be used within the Clackamas Town Center urban renewal boundary.

Foundation Liaison

President Trotter reported that since the last board meeting, the Foundation had made two donations. One was to the Clackamas County Meals on Wheels for \$2,000. This donation was approved by the Foundation's Executive Committee to assist the organization with the shortfall of food for the elderly who had to shelter in place due to COVID-19.

The Foundation had been requested to create a COVID-19 account for the Clackamas Fire District's fundraiser for the Personal Protective Equipment (PPE) funds received. The amount received was \$10,216.44. PIO Paxton submitted a grant in this amount. Among the equipment that would be purchased would be two pieces of decontamination equipment to be used for PPE's at a total cost of \$5,210. The Board of Trustees unanimously approved the grant.

Joint Oversight Committee

Director Syring reported that the committee met through the use of teleconferencing with Zoom on May 12. BC Deters provided updates of the projects in Estacada. EFD #69 Director Oliver shared his concern regarding the Length of Service Award Program (LOSAP) and that it may not have been funded correctly. BC Deters was working on this issue and would share about it at the next meeting.

Another item discussed was a concern shared by Director Oliver regarding a concern from Colton Fire District that it was not included in responses. Chief Charlton will be meeting with Colton's Chief Beaudoin regarding this concern. Chief Charlton, DC Corless and BC Deters were researching the concern.

The timeline was discussed for when the resolutions regarding the merger had to be adopted by each fire agency and the City of Estacada.

The next meeting would be in June.

Director Joseph asked what the concern was that Colton had regarding responses. Director Syring explained that Director Oliver was a duty chief office for Colton Fire as well as an EFD #69 Director. Since January 1, there were times when the run cards would get changed and Colton Fire was being called less than they were before. They were wondering if there was a reason they weren't being called out as much in certain geographic areas. Director Syring explained that this would be discussed and a solution determined. Chief Charlton shared that this concern would be reviewed and the right apparatus dispatched to the calls.

Interagency Committee

President Trotter reported that the committee met with Sandy Fire District #72 on May 11. Discussion included the possibility of an intergovernmental agreement (IGA) with them for command control and training services from CFD #1 for 12 months. This was a preliminary discussion. Another meeting was scheduled for May 27 for further discussions. When the IGA was finalized, it would be brought before both Board of Directors for discussion and approval.

OB-3 Board Informational Updates/Comments

COVID-19 Update

Chief Charlton shared that focus continued on PPE. The community had been very generous through donations and funds in support of CFD #1. Staff was looking to procure items throughout the summer to prepare for a resurgence or second wave of the pandemic that could take place in the fall or winter. BC Deters, who is the Liaison office within CFD #1's Incident Command Structure, would be reaching out to neighboring cities, the County and neighboring fire agencies to see what their reopening or recovering strategies would be. Chief Charlton shared that as the new normal for the community would be determined, it was important for the Fire District to be aligned with the partnering agencies.

The Fire District continued to focus on the six objectives that have been focused upon for the past months with the focus on the number one objective being to "Ensure the health and well-being of our personnel and the communities served."

Director Wall shared that it she liked the one-quarter page ad in the Clackamas Review that thanked the public for their generous contributions to CFD #1's PPE fundraiser. Chief Charlton shared that he and PIO Paxton had been talking that while this was important, it was also a thank you for following the Governor's order to stay home and save lives. Keeping people healthy would reduce the impact on the firefighters.

VI. INFORMATIONAL ONLY

A. Division / Department Reports

R-1a Fire Chief's Office

Chief Charlton reported that that morning the Firefighter Recruit Class 20-02 began their academy at 7:00 am. There were seven in the class. They would be graduating later in the summer and filling a number of positions, many due to retirements.

The past week the District applied for an Assistance to Firefighter Grant for PPE. It was in the amount of \$140,000.

Chief Charlton shared that the District had applied for a reimbursement of \$400,000 through the SAIF Corporation, which was the Fire District's workers' comp carrier. Late last Friday, the District was notified that it would receive a reimbursement of \$61,000 of the amount requested.

Staff was working on the presentation for the second Budget Committee Meeting on May 21.

Chief Charlton recognized three outstanding retirees who retired in May.

- Division Chief Bill Conway for 31 years of service.
- Lieutenant Jed Wachlin for 30 years of service.
- Apparatus Operator Troy Gooding for 26 years of service.

The Chief thanked them for their service and wished them the best as they began the next chapter in their life.

President Trotter shared that it was difficult for people to stand up and be recognized for their service due to teleconferencing. He thanked them for their years of service.

Chief Charlton shared that these retirees along with several other retirees would be invited back for a celebration when the community was able to open up.

R-1a.1 Public Information Department Report

Chief Charlton shared that the social media numbers were up for Twitter, Instagram and Facebook. PIO Paxton had been working hard on sharing with the community about COVID-19. He was beginning to work on the legal integration strategy regarding the Estacada Fire District merger.

Director Wall congratulated PIO Paxton for the continuing firefighter stories. They had all been very good and were a great public relations' piece.

R-1b Business Services Division

As submitted.

DC Whiteley shared that staff was working hard on the second budget meeting.

This week the COVID Incident Command System had a new rotation in both the uniform and non-uniform staff positions.

Last week, a mid-cycle review was completed of the COVID Incident Command. Staff was working on the reopening phase for CFD #1 offices.

The Fire Prevention Office was working on strategies to begin inspecting again and to keep communities safe.

Staff was encouraging no burning during this time.

President Trotter shared that he did not see a mutual aid report. He was interested in seeing how the District was doing in this area. DC Whiteley shared that there would be a mutual aid report in the next board packet.

R-1b.1 Financial Services

As submitted.

R-1b.2 Support Services

As submitted

DC Gehrke shared that COVID has provided an opportunity for telecommuting and for staff to be working in new roles and developing new ways to get work done. He thanked everyone for the work they had been doing.

R-1b.3 Community Services

As submitted

DC Stewart reported that between himself, FM Olson and EM Ramirez, it was a very comprehensive month. Work on COVID took up much of it. FM Olson, BC Palmer and EM Ramirez spent the majority of the month working on PPE coverage.

DC Stewart shared that much work had been done on applying for grants for PPE and replacing funding used for COVID.

R-1c Emergency Services Division

R-1c.1 Emergency Medical Services

As submitted

DC Conway reported that most of his time was focused on COVID work.

DC Conway thanked the Board and the Chief for their support over the years. Many good things were accomplished during these years. It was an honor for him to work for the District.

Each of the Directors thanked Bill for his service.

Director Wall congratulated him on his new job with EMS services in the community with the County.

R-1c.3 Volunteer Services

BC Deters reported that all training was done on Zoom. Public appearances were cancelled.

Station coverage was listed for the Volunteer stations.

BC Deters shared that Volunteer FF Kenny Leake and FF Austin Burke were hired by CFD #1 and were part of the new Recruit Academy 20-02.

A new Volunteer Association Board will be voted in at the June meeting.

Director Cross shared that he noticed that between B318 and E318 there were 63 calls last month. More calls were run than Stations 6 and 7. He suggested keeping Station 18 on the radar for calls for service. BC Deters explained that E318 was backing up other crews in Estacada and Colton. Director Cross shared there was a need for staffing this station when possible.

R-1c.4 Volunteer Association Report

BC Deters shared that this information was covered in his report.

B. Correspondence

Noted

Director Syring shared that there was no mutual aid report covered in the Emergency Services report. Data Services Director Hopkins explained that she was working with DC Corless as to what the monthly report would look like. With work on COVID, they had not been able to finalize the new format for the report. A mutual aid report would be included in the next board packet.

C. Informational Items

Noted

D. Next Meeting

The next Board of Directors' meeting will be on Monday, June 15, 2020 at 6:00 pm. by remote conferencing

President Trotter reminded people that the second Budget Committee Meeting would be on May 21 by teleconferencing.

VII. ADJOURNMENT

The meeting adjourned at 6:41 pm.

UPCOMING EVENTS:

May 21 – Second Budget Committee Meeting - 6:00 pm by remote video conferencing

June 15 –Regular Board Meeting – 6:00 pm by remote video conferencing

Karen Strejc
Executive Assistant

President Don Trotter

Secretary Thomas Joseph



CLACKAMAS FIRE DISTRICT #1

Item VI

To safely protect and preserve life and property

BUDGET HEARING
Monday, June 15, 2020
Location: Remote Video Conferencing

1. Call to Order, open meeting: Board President Don Trotter
2. Discussion of approved Fiscal 2020-2021 Budget
3. General Discussion
4. Close Budget Hearing

FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the Estacada Rural Fire District #69, Estacada, Oregon will be held on June 17, 2020 at 7:00 am am pm. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Estacada Rural Fire District #69 Budget Committee. A summary of the budget is presented below. To help prevent the spread of COVID-19, this meeting will be held by remote video conferencing. If you would like to attend online or by phone, contact karen.strejcek@clackamasfire.com for the link to the meeting. Everyone is encouraged to attend the meeting online or by phone. A copy of the budget document is available on the District's website at: www.estacadafire.org. If a hard copy is required, it may be obtained by calling 503-742-2600 to make an appointment. This budget is for an annual biennial budget period. This budget was prepared on a basis of accounting that is the same as different than the preceding year. If different, the major changes and their effect on the budget are: See "Statement of Changes" section below.

Contact: Christina Day, Finance Director Telephone: 503-742-2649 Email: christina.day@clackamasfire.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2018-19	Revised Budget This Year 2019-20	Approved Budget Next Year 2020-21
Beginning Fund Balance/Net Working Capital	2,357,033	1,804,768	1,745,222
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	0	0	0
Federal, State and all Other Grants, Gifts, Allocations and Donations	330,889	504,945	504,945
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	122,000	115,000	20,000
All Other Resources Except Current Year Property Taxes	173,251	369,544	69,675
Current Year Property Taxes Estimated to be Received	2,773,980	2,802,102	3,003,046
Total Resources	5,757,163	5,596,359	5,342,888

FINANCIAL SUMMARY - REQUIREMENTS BY EXPENSE CATEGORY			
Personnel Services	2,239,605	2,544,960	0
Materials & Services	782,300	751,642	2,883,441
Capital Outlay	719,376	822,945	504,945
Debt Service	0	0	0
Interfund Transfers	122,000	265,000	20,000
Contingencies	0	200,000	200,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	336,505	1,011,812	1,734,502
Total Requirements	4,199,786	5,596,359	5,342,888

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program	FTE for that unit or program		
Emergency Services	2,239,605	2,544,960	0
FTE	11.50	11.50	0.00
Not Allocated to Organizational Unit or Program	0	0	0
FTE	0.00	0.00	0.00
Total Requirements	4,199,786	5,596,359	5,342,888
Total FTE	11.50	11.50	0.00

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *
 As of January 1, 2020, Estacada Rural Fire District #69 entered into a contract for administrative and operational services through Clackamas Fire District #1. This budget was prepared by Clackamas Fire District #1 financial staff.

	PROPERTY TAX LEVIES		
	Rate or Amount Imposed 2018-19	Rate or Amount Imposed This Year 2019-20	Rate or Amount Approved Next Year 2020-21
Permanent Rate Levy (rate limit \$2.4012 per \$1,000)	\$2.4029 per \$1,000	\$2.4029 per \$1,000	\$2.4029 per \$1,000
Local Option Levy	\$0	\$0	\$0
Levy For General Obligation Bonds	\$0	\$0	\$0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$0	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.
 150-504-073-2 (Rev. 02-14)
 Publish June 11, 2020 EN167035

Memo

TO: Board of Directors
CC: Fire Chief Fred Charlton
FROM: Finance Director Christina Day
DATE: June 15, 2020
RE: Budget Adoption for Fiscal 2020-21

Action Requested

Staff requests the Board adopt Resolution #20-01 – Adopting the Fiscal Year 2020-21 Budget, Making Appropriations, and Levying Taxes.

Background

On May 21, 2020, the Budget Committee approved the proposed budget appropriations for Fiscal Year 2020-21 as presented.

Since May 21, 2020, staff has become aware of several adjustments to be made to the FY2020-21 Budget prior to adoption, as listed below:

1. Health Trust contributions – in cooperation with the Local 1159, the District has agreed to increase the estimated contributions to \$308,000. This change is an increase of approximately \$20,000 over the Approved Budget amount.
2. An error was identified in the Training Department budget, and \$4,500 has been added back into that budget.
3. The Fire District has received a \$5,000 grant from SDAO for security system upgrades. The revenue will be received in FY2019-21, with the project expense occurring in FY2020-21.
4. Appropriations in the Capital Projects Fund 30 for the Training/Wellness building remodel were inaccurately identified as “Non-Allocated” and should have been identified as “Emergency Services Division”. The amount of this adjustment is \$1.6m and does not change already-approved total expenditures.
5. A recent reorganization moved the Facilities Department to Business Services Division from Emergency Services Division. This results in a decrease to Emergency Services, and increase to Business Services, of \$839,336. This does not change the already-approved total expenditures.
6. Recent conversations with the Health Insurance Committee and our providers has made the need for a separate budget for insurance claims costs clearer than ever. On June 4th, the Fire District learned that the Workers Comp insurance would cost less than anticipated for the upcoming year, and has opted to set the difference aside to be used for insurance claims costs not currently budgeted. This change will move

\$185,000 from Business Services line item 6705 to a newly established separate line item within the same Division. There will be no impact on appropriation levels.

Staff now presents the approved budget, with the above noted changes, to the Board for consideration.

Known Facts

Please see the attached Resolution #20-01 for impacts by line item.

Recommendation

Staff requests the Board adopt Resolution #20-01 – Adopting the Fiscal Year 2020-21 Budget, Making Appropriations, and Levying Taxes.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #20-01

Adopting the Fiscal Year 2020-21 Budget, Making Appropriations and Levying Taxes

Whereas, Oregon Local Budget Law ORS 294 requires governing bodies of municipal corporations to prepare, present and adopt budgets estimating resources and requirements prior to the beginning of a fiscal year; and

Whereas, Oregon Local Budget Law ORS 294 also requires consideration and approval of the proposed budget and tax levy by the Budget Committee prior to adoption; and

Whereas, the Clackamas Fire District #1 Budget Committee approved the FY2020-21 Proposed Budget and tax levy on May 21, 2020 as presented; and

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby adopts the budget and makes appropriations for the fiscal year beginning July 1, 2020 for the purposes shown below, in the total sum of \$74,054,163.

General Fund	Approved	Changes	Revised for Adoption
Fire Chief's Office	\$ 923,490	300	\$ 923,790
Emergency Services	48,658,299	(818,336)	\$ 47,839,963
Business Services	12,001,073	847,536	\$ 12,848,609
Contingency	2,539,572		\$ 2,539,572
Debt Service	1,979,806		\$ 1,979,806
Total General Fund Appropriations	\$ 66,102,240	29,500	\$ 66,131,740
Equipment Replacement Fund			
Fire Chief's Office	-		-
Emergency Services	\$ 121,454		
Business Services	\$ 142,311		
Transfers to Other Funds	-		-
Total Equipment Replacement Fund Appropriations	\$ 263,765		
Capital Projects Fund			
Fire Chief's Office	-		-
Emergency Services	121,429	1,600,000	1,721,429
Business Services	376,016		376,016
Capital Outlay	\$ 3,671,675	(1,600,000)	2,071,675
Transfers to Other Funds	\$ 603,000		603,000
Debt Service	506,588		506,588
Total Capital Projects Fund Appropriations	\$ 5,278,708	-	5,278,708

Capital Construction Fund	Approved
Fire Chief's Office	-
Emergency Services	92,000
Business Services	<u>\$ 150,000</u>
Total Capital Construction Fund Appropriations	\$ 242,000
Enterprise Fund	
Fire Chief's Office	\$ 5,000
Emergency Services	\$ 10,000
Business Services	-
Total Enterprise Fund Appropriations	<u>\$ 15,000</u>
Debt Service Fund	
Debt Service	<u>\$ 2,122,950</u>
Total Debt Service Fund Appropriations	\$ 2,122,950

TOTAL FY 2020-21 APPROPRIATIONS \$ 74,054,163

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby imposes the taxes provided in the adopted budget at the rate of \$2.4012 per \$1,000 of assessed value for permanent tax rate and in the amount of \$2,225,057 for debt service on general obligation bonds; and that these taxes are hereby imposed and categorized for the tax year 2020-21 upon the assessed value of all taxable property within Clackamas Fire District #1.

Resolved, that the following allocation and categorization, subject to the limits of section 11b, Article XI of the Oregon Constitution constitute the above aggregate levy:

	<u>General Government</u>	<u>Excluded from Limitation</u>
Permanent Tax Rate	\$2.4012 / \$1,000	\$0
General Obligation Bond	\$0	\$2,225,057

Resolved, that the Secretary certify to the County Assessor and the County Treasurer of Clackamas and Multnomah Counties, Oregon the tax levy made by this resolution and shall file with them a copy of the budget as finally adopted.

Adopted this date, June 15, 2020.

President, Board of Directors

Secretary, Board of Directors

Clackamas Fire District #1

Memo

TO: Board of Directors
CC: Fire Chief Fred Charlton
FROM: Finance Director Christina Day
DATE: June 15, 2020
RE: Supplemental Budget Request

Action Requested

Staff requests approval of Resolution #20-02 – Adopting and Appropriating a Supplemental Budget for Fiscal 2019-20.

Background

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

Known Facts

Budget Implications:

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

General Fund:

- Recognize grant revenues and increase expenditure appropriations = \$71,216
- Recognize GEMT revenues to be received for FY2019 services and increase appropriations = \$574,024
- Recognize interest earnings higher than budgeted = \$150,000
- Recognize higher retiree health benefit costs and offsetting revenue = \$65,000
- Increase revenues from services provided by Fleet = \$30,000

Enterprise Fund:

- Recognize higher grant revenues and related expenditures = \$350

Please see the attached Resolution 20-02 for impacts by line item.

Recommendation

Staff requests approval of Resolution #20-02 – Adopting and Appropriating a Supplemental Budget for Fiscal 2019-20 to recognize unanticipated revenues and expenditures.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1

RESOLUTION #20-02

Adopting and Appropriating a Supplemental Budget for Fiscal 2019-20

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

Whereas, the District has received additional revenues attributable to the Ground Emergency Medical Transport program, grant funding, interest earnings and other reimbursements; and

Whereas, the District's resources have increased due to additional activity corresponding with the additional revenue, and other unanticipated expenses; and

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

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

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

Adopted this date, June 15, 2020.

President, Board of Directors

Secretary, Board of Directors

ATTACHMENT A:

<u>General Fund</u>	Original Budget	December 2019 Supplemental	June 2020 Supplemental	Adjusted Budget
Beginning Fund Balance	\$ 16,930,137	\$ 1,293,330		\$ 18,223,467
Revenue:				
Property Taxes	54,689,724			\$ 54,689,724
Interest	350,000		150,000	\$ 500,000
Contract Income	232,490	1,526,785		\$ 1,759,275
Retiree Health Reimb	480,000		65,000	\$ 545,000
Grants	258,182	390,838	71,216	\$ 720,236
Ambulance Transport Revenue	750,000			\$ 750,000
ASA Plan Revenue	135,000			\$ 135,000
Medical Supply Reimb	70,000			\$ 70,000
Service Cost Recovery	200,000			\$ 200,000
GEMT Revenues	-	1,286,155	574,024	\$ 1,860,179
Conflagration Reimbursement	-	210,800		\$ 210,800
Other Revenues	658,000	44,636	30,000	\$ 732,636
Transfers In	814,984	261		\$ 815,245
Total Revenues:	58,638,380	3,459,475	890,240	62,988,095
TOTAL RESOURCES	75,568,517	4,752,805	890,240	81,211,562
Expenditures:				
Fire Chief's Office	930,262	2,000	70,000	1,002,262
Emergency Services	45,619,772	2,911,911	277,176	48,808,859
Business Services	10,067,381	1,235,198	543,064	11,845,643
Debt Service	1,884,956			1,884,956
Contingency	2,415,435			2,415,435
Transfers	-	603,696		603,696
TOTAL APPROPRIATED REQUIREMENTS	60,917,806	4,752,805	890,240	66,560,851
Unappropriated End Fund Balance	14,650,711			14,650,711
TOTAL REQUIREMENTS	75,568,517	4,752,805	890,240	81,211,562
<u>Enterprise Fund</u>	Original Budget	December 2019 Supplemental	June 2020 Supplemental	Adjusted Budget
Beginning Fund Balance	\$ 23,500	\$ (18)		\$ 23,482
Revenue:				
Interest	200			\$ 200
Other Income	5,000		350	\$ 5,350
Total Revenues:	5,200	-	350	5,550
TOTAL RESOURCES	28,700	(18)	350	29,032
Expenditures:				
Fire Chief's Office Division	5,000	(18)	350	\$ 5,332
Emergency Services Division	12,000			\$ 12,000
TOTAL APPROPRIATED REQUIREMENTS	17,000	(18)	350	17,332
Unappropriated End Fund Balance	11,700			11,700
TOTAL REQUIREMENTS	28,700	(18)	350	29,032

Clackamas Fire District #1

Memo

TO: Board of Directors
CC: Fire Chief Fred Charlton
FROM: Finance Director Christina Day
DATE: June 15, 2020
RE: Review of Reserve Funds

Action Requested

Staff requests Board approval of Resolution #20-03 – Reviewing the Purpose and Ongoing Need of Established Reserve Funds, and consider eliminating the PERS Reserve Fund 70.

Background

Pursuant to ORS 294.346, local governments may, by resolution or ordinance, establish reserve funds to accumulate and expend funds for specific future purposes. This ORS also states the requirement that each reserve fund shall be reviewed by the governing body, no less frequently than every 10 years, to determine whether the fund will be continued or abolished. If a reserve fund is deemed no longer necessary (by resolution), any remaining funds shall be transferred to the general fund or other fund designated by the governing body.

The Oregon Department of Revenue's Local Budgeting Manual (based on 150-504-420) states, "...good budgeting practice is to maintain only those funds required to meet legal and operating requirements. Unnecessary funds complicate a budget, making it more difficult to understand and work with."

To the knowledge of current staff and leadership, a review has not been conducted in the past 10 years.

Known Facts

The Fire District has two reserve funds, including:

- Equipment Replacement Reserve Fund
 The purpose of this Fund is to accumulate funds for future replacement of equipment, including apparatus, vehicles, EMS equipment and firefighting equipment. This Fund is used annually to reserve funds, and throughout each year for expenditures of such equipment.

- PERS Reserve Fund
The purpose of this Fund was to accumulate funds in preparation for large anticipated PERS rate increases starting in FY2017-18. As those increases were realized, funds were transferred from the PERS Reserve Fund to the General Fund to smooth the impact. The final transfer of remaining funds will be completed in the current fiscal year (FY2019-20), and the Fund will end the year with no fund balance. The Fire District does not anticipate using this reserve fund in the future.

Please see the attached Resolution 20-03 authorizing discontinuation of the PERS Reserve Fund 70.

Recommendation

Staff requests that the Board review the purpose and ongoing need for the reserve funds, and approve Resolution 20-03 to discontinue the PERS Reserve Fund 70.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #20-03 Reviewing the Purpose and Ongoing Need of Established Reserve Funds

Whereas, Oregon Revised Statute 294.346 allows local governing bodies to establish separate funds to accumulate balances for specified future expenditures; and

Whereas, Oregon Revised Statute 294.346 also requires a review of the purpose and ongoing need for each reserve fund at least every 10 years; and

Whereas, the Clackamas Fire District #1 has two established reserve funds; and

Whereas, the governing body has reviewed the purpose and ongoing need of both Funds, and does not anticipate an ongoing need for the PERS Reserve Fund 70; be it therefore

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby discontinues the PERS Reserve Fund 70.

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby affirms the continued need and purpose of the Equipment Reserve Fund 20.

Adopted this date, June 15, 2020.

President, Board of Directors

Secretary, Board of Directors

Clackamas Fire District #1

Memo

To: Board of Directors
Fire Chief Fred Charlton

From: Human Resource Director Trish Noble

CC:

Date: June 15, 2020

Re: Workers' Compensation Policy

Action

Staff requests the Board review of the workers' compensation policy proposal and approval of SAIF Corporation in the amount of \$606,898.57

Background

The District's workers' compensation policy period is from July 1st through June 30th and is up for renewal. Wilson-Heirgood Associates (WHA), as the District's Agent of Record for general liability and workers' compensation insurance, requested proposals from the available carriers in Oregon. Two proposals were received and six companies declined to quote. Of the proposals received, one was from our current carrier SAIF Corporation and the second from 7710 Insurance (Benchmark Insurance Company).

There are several determining factors that are used to calculate workers' compensation premiums. Initially, premiums are calculated on the expected payroll for the ensuing year; as personnel service costs increase so do workers' compensation expenses. Once applicable payroll is determined, the base premium is calculated using a pure rate factor based on the job type. The pure premium rate history on Page 18 of the WHA Renewal Proposal demonstrates the changes in the base rates calculated by the National Council on Compensation Insurance (NCCI). The 2020 pure rate is 2.17% in the Firefighters and Drivers Class Code 7710, which is the bulk of the payroll used for calculating premiums.

Last year, SAIF provided a proposal with an experience modifier that was a .92 based on losses for calendar years 2016-2018. For 2020, the experience rate modifier will decrease to .75. The Loss History Summary may be referenced on Page 15 of the WHA Renewal Proposal. The .75 experience modifier was used in both proposals.

Proposals

SAIF's proposal allows the District to prepay the premium for the year and take a 3.5% discount. This saves the District \$24,427.30 on the policy for an annual estimated premium of \$606,898.57.

7710 Insurance/Benchmark Co. (A Rated AM Best) provides multiple payment options including options to pay in full or monthly installments. There is no discount for paying in full and no payment fees for paying monthly. The 7710 Insurance estimated annual premium is \$507,903. If the monthly option were chosen, the District would have a down payment of \$117,348 and 9 equal payments of \$43,395 for a total premium of \$507,903.

Further consideration should be made regarding the two proposals:

Dividends and Safety Fund

Since 2007, the District has received \$1,745,632 in dividend revenue from SAIF. Full details of the dividends received by SAIF since 2007 may be found on page 21 of the WHA Renewal Proposal.

For 2020, the SAIF Board just declared a \$100 million dividend for their policyholders. The dividend will be distributed in October. The dividend will be distributed pro rata based on premium (previously, a “safety performance” dividend was also distributed based on loss ratio).

7710 Insurance offers lowest price up front, is guaranteed cost and does not offer a dividend program.

SAIF established a Safety Fund of \$25 million for their policyholders that were affected by COVID19. Clackamas Fire received \$61,523 for reimbursement of expenses.

Claims Management

SAIF adopted an *end-to-end* claims management model. This eliminated the unnecessary handoffs created between the compensability and the disabling adjusters. There will be a dedicated adjuster to minimize these handoffs – but, still recognizing when it is still essential when a different level of experience is required. SAIF will continue to use specialists depending upon the complexity of the claim. SAIF feels specialty units help to mitigate cost:

- Medical Only – quickly processes smaller claims
- Critical Claims - specialists in areas such as spinal or head injuries
- 3rd Party Adjusters – reviews claims for potential recovery i.e., MVA
- Nurse Consultants – Each SAIF claims team has a nurse consultant assigned who is available to review claims
- Vocational Rehabilitation Counselors

SAIF recognizes the opportunities associated with evolving customer expectations, aging infrastructure and increasingly complex regulatory environment. In response, the claims division embarked on a multi-year transformation effort to improve SAIF’s ability to respond to customer needs as well as market changes.

7710 Insurance Company engages a Third Party Administrator (TPA) (Sedgwick) to adjust all claims. The claimant typically receives a claim number within 24 hours following receipt of notice of a claim. Additionally, a 7710 Claims Manager will reach out to the District and the injured worker within 24-72 hours of receipt of the claim to discuss all concerns with the parties, as well as to provide a point of direct contact at 7710. In most cases, only one adjuster will be assigned to a claim. 7710 Insurance provides quarterly claim reviews with the department to discuss open claims, loss runs and development of the eMod.

7710 Insurance Partnership with Tactical Athlete provides a seamless claim process between claimant, fire department management, provider network and TPA.
(See Sedgwick brochure, page 24)

Immediate Response Team

SAIF's Immediate Response Team can be reached 24 hours a day. This is a team of claims, legal, medical, and investigative specialists.

7710 Insurance Company's TPA Sedgwick is on call 24/7, 365 days a year. 7710 Insurance Company in house claim manager does an onboarding phone call with each new client prior to coverage beginning to make sure the department understand the claim process. 7710 Insurance will always have the TPA adjuster either email or call back within 24 hours.

Industrial Hygiene

SAIF's Loss Control Department includes an Industrial Hygienist. There is no cost for their services or for their Hygiene Laboratory Testing. Industrial hygiene is the science of anticipating, recognizing, evaluating, and controlling workplace conditions that may cause workers' injury or illness.

7710 Insurance has access to an Industrial Hygienist as needed and will provide this service at no additional cost.

Medical Audit of Bill

SAIF reviews all medical bills they receive for correct billings. In 2019, SAIF saved policyholders \$163.2 million in overcharges. The staff includes audit specialists, medical auditor and nurse utilization reviews who are trained to analyze coding, spot problem billing and audit hospital and surgical bills.

7710 Insurance Company's TPA Sedgwick handles the auditing of each medical bill received. A bill review adjusts the bills to any applicable fee schedule and leveraged discounted rates from the PPO Network providers, nationwide and large network.

Legal

SAIF's attorneys handle all claims. They have assigned an attorney who is currently working on all of the cancer presumption cases. SAIF also has research, trial and appellate attorneys on staff.

7710 Insurance Company uses in house attorneys to determine the compensability of each claim, and to provide guidance to the TPA in terms of any needed investigation. In the event a claim is litigated, 7710 uses local outside counsel to appear before the Workers' Compensation Division of Oregon at no additional cost to the District.

Budget Implications

The budget approved by the Budget Committee for Fiscal 2020-21 includes \$870,608 for the workers' compensation policy, excluding the anticipated dividend return. The total change for renewing the workers' compensation policy with SAIF, since the experience rate modifier decreased from .92 to .75, is a decrease of approximately \$264,608 which does reflect payroll increases from last year as well as the decrease in the pure rate tier, and the Premium Assessment charge increase from 7.8% to 8.4%.

Policy Implications

The purchasing policy requires Board approval for any purchase over \$50,000. The total purchase price of the workers' compensation policy is \$606,898.57.

Recommendation

Staff recommends approval of the purchase of the SAIF Corporation workers' compensation policy for Fiscal Year 2020-21 in the amount of \$606,898.57.

2020 QUOTE COMPARISON

Class	Class Description	Payroll	SAIF		7710/Benchmark	
			Rate	Premium	Rate	Premium
7090	Vessels/Boats Livery – State Act	\$35,000	4.54	\$1,589.00	5.18	\$1,813.00
7710	Firefighters & Drivers	\$29,963,498	3.04	\$910,890.34	2.26	\$677,175.00
8411	Voluntary Firemen (@1000/mo each)	\$1,080,000	0.91	\$9,828.00	1.04	\$11,232.00
8742	Salespersons or Collectors – Outside	\$1,718,538	0.18	\$3,093.37	0.21	\$3,609.00
8810	Office Clerical (Includes Board Members)	\$4,305,178	0.1	\$4,305.18	0.11	\$4,736.00
			Manual Premium:	\$929,705.89	Manual Premium:	\$698,565.00

	SAIF	7710/Benchmark
Experience Rating	-\$232,640.99	-\$174,641.00
Expense Constant	N/A	\$160.00
Prepay Credit	-\$24,427.30	N/A
Premium Discount	-\$119,054.22	-\$64,443.00
Terrorism	\$1,855.11	\$2,968.00
Catastrophe	\$3,710.22	\$5,936.00
DCBS Assessment	\$46,891.80	\$39,358.00

	SAIF	7710/Benchmark
Total Premium & Assessments	\$606,898.57	\$507,903.00

*2019 SAIF Dividend: \$224,636.00

*2020 SAIF Coronavirus Worker Safety Fund Refund: \$61,523.00

Clackamas County Fire Proposal

Workers' Compensation
7/1/2020 – 7/1/2021

“CHARTING a COURSE

FOR A

SECURE FUTURE”



Tammy Jeffries

Department Account Executive

Eugene & Wilsonville offices

Direct: (541) 284-5859 | Mobile: (541) 554-2101

Fax: (541) 484-5434 | Phone: (800) 852-6140

Email: tjeffries@whainsurance.com

WHA



INSURANCE



Our Mission Statement

To **Lead Our Industry** By
Providing Services That
Help Our Clients Manage
And Protect Their Assets

Toll Free (800) 852-6140 | Local (541)342-4441 | FAX (541) 484-5434

2930 Chad Drive, Eugene Oregon, 97408

www.WHAINSURANCE.com

AGENCY PROFILE



BOARD OF DIRECTORS

JEFF GRIFFIN.....CEO
 MARK SMITH.....SECRETARY
 CATRINA STANKS.....GENERAL MANAGER

COMMERCIAL LINES

ACCOUNT EXECUTIVES

Dave Lingenfelder
 Gladys Boutwell
 Lorin Williams
 Jeffrey Griffin

SERVICE TEAM

Christie Montero
 Ramona Galjour
 Jennifer Myers

BENEFITS

ACCOUNT EXECUTIVES

Rich Allm
 Kim Nichol森
 Marvin Revoal

SERVICE TEAM

Katie Klein
 Samantha Buchheit
 Christine Wallace
 Kayla Johnson

TRANSPORTATION

ACCOUNT EXECUTIVES

Mark Smith
 David Lingenfelder
 Catrina Stanks
 Mike Note
 Alison Smith
 Rhonda Delaney
 Tina Sams
 Bijan Hatif

SERVICE TEAM

Raelynn Mason
 Stephen Klabo
 Cody King
 Hannah Long
 Beth Barker

PUBLIC ENTITIES

ACCOUNT EXECUTIVES

Jeff Griffin
 Jake Stone

SERVICE TEAM

Nathan Cortez
 Steve Silva
 Kelly McCorkle
 Jamie McGarry
 Jane Austin
 Tasha Winn

WORKERS' COMPENSATION

ACCOUNT EXECUTIVES

Jennifer King
 Tammy Jeffries
 Marvin Revoal

SERVICE TEAM

Betty Berry
 Stephani Kuncce
 Christie Montero

PERSONAL LINES

DEPARTMENT MANAGER

Dawn Sederlin

SERVICE TEAM

Brian Anacker

PROCESSING CENTER

DEPARTMENT MANAGER

Rebecca Menke

SERVICE TEAM

Joseph Milner
 Rachel Hinckley
 Cameron Crawley

YOUR SERVICE TEAM WORKERS' COMPENSATION

It is our desire to work with you and your personnel to establish direct, efficient communications with our office. We are committed to serving your insurance needs with excellence.



TAMMY JEFFRIES, CPIA
ACCOUNT EXECUTIVE

tjeffries@whainsurance.com

DIRECT (541) 284-5859

CELL (541) 554-2101



BETTY BERRY
CLAIMS CONSULTANT

bberry@whainsurance.com

OFFICE (541) 342-4441



STEPHANI KUNCE
ACCOUNT REPRESENTATIVE

skunce@whainsurance.com

OFFICE (541) 284-5137

CONTACT US!

LOCAL OFFICE (541) 342-4441 **TOLL FREE** (800) 852-6140 **FAX** (541) 484-5434
2930 CHAD DR EUGENE OR 97408

www.WHAINSURANCE.com

TABLE OF CONTENTS

AGENCY PROFILE.....	1
YOUR SERVICE TEAM.....	2
TABLE OF CONTENTS	3
SERVICES WE OFFER.....	4
PROGRAM INFORMATION.....	5
WORKERS' COMPENSATION COVERAGE	7
UNDERSTANDING YOUR RATES.....	9
CLASS CODES.....	10
LOSS HISTORY SUMMARY	14
SAIF LOSS DEVELOPMENT	15
POLICY PERFORMANCE	16
PURE PREMIUM RATE HISTORY	17
SAIF RENEWAL QUOTE	18
RENEWAL YEAR COMPARISON	19
DIVIDEND BY POLICY YEAR.....	20
WEB-SITE FEATURES	21
BENCHMARK INSURANCE RENEWAL QUOTE.....	22
SEDGWICK CLAIMS SOLUTIONS	23
DECLINED TO QUOTE.....	26
RENEWAL NOTES	27

SERVICES WE OFFER

ONSITE SERVICES

- Loss Control Evaluation
- Safety Committees
- Competitive Quotes and Plan Comparisons

REMOTE SERVICES

- Daily Early Claims Identifier Report
- Monthly Loss Ratio Review
- Unit Stat Review
- Experience Modifier Calculation
- Road Observation Reports
- Nondisabling Claims Reimbursement Analysis

ONLINE RESOURCES

ZYWAVE

  Now a **KPA** Company



PROGRAM INFORMATION

The following pages constitute what we refer to as a Proposal of **Insurance**.

The coverage, definitions and limits explained hereafter is a simplified outline of the insurance policies we recommend.

THE POLICY ITSELF SHOULD BE USED AND READ FOR EXACT COVERAGES, DEFINITIONS, CONDITIONS AND EXCLUSIONS PERTAINING TO YOUR SPECIFIC INSURANCE PROGRAM, COVERAGE MAY DIFFER BY STATE



CLACKAMAS FIRE DISTRICT #1

WORKERS' COMPENSATION COVERAGE

EFFECTIVE DATES

07/01/2020 – 07/01/2021

STATES COVERED

Oregon

LIMITS OF INSURANCE

Workers' Compensation Insurance: Part One

Exclusive Remedy means that if any injury is work related, it is covered, regardless of who is at fault. The employee can't sue the employer for workplace accidents and illnesses and the employer can't frivolously deny claims.

Employers Liability: Part Two

Bodily Injury by Accident	\$ 500,000 each accident
Bodily Injury by Disease	\$ 500,000 each employee
Bodily Injury by Disease	\$ 500,000 policy limit

Employers Liability coverage protects your company should an employee claim that his or her injury or illness was caused by your company's negligence or failure to provide a safe workplace.

PREMIUM BASIS (auditable)

Remuneration

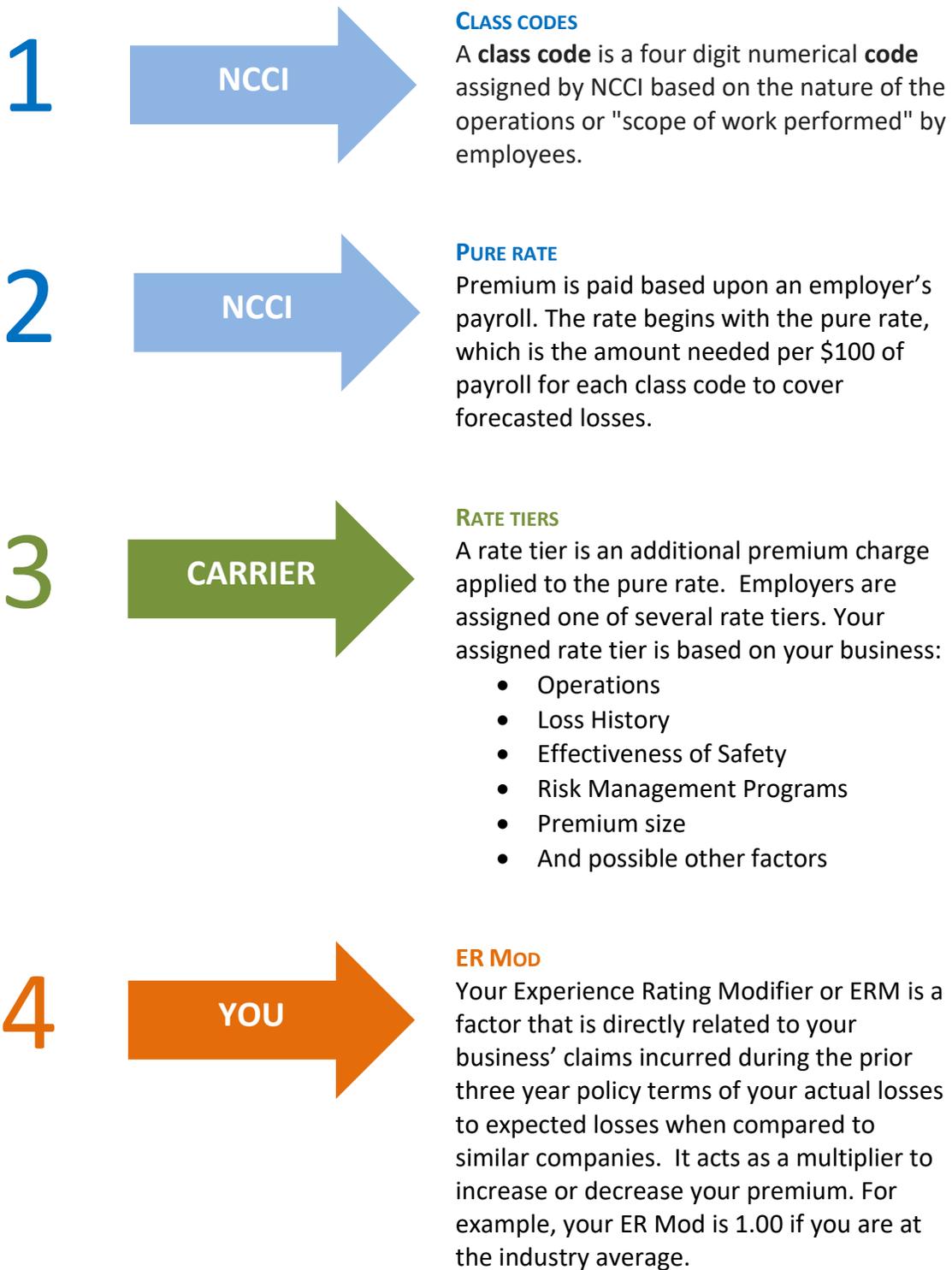
PREFERRED WORKERS

None

LOCATIONS

Primary Address	9339 SE Causey Ave. #5	Happy Valley, OR	97086
Mailing Address	11300 SE Fuller Rd.	Milwaukie, OR	97222
Building Address	49001 South End Rd.	Oregon City, OR	97045
Building Address	19340 Molalla Ave.	Oregon City, OR	97045
Building Address	624 7 th Ave.	Oregon City, OR	97222
Building Address	19750 SE Damascus Ln.	Damascus, OR	97089
Building Address	2930 Oak Ground Blvd.	Milwaukie, OR	97267
Building Address	3200 SE Harrison St.	Milwaukie, OR	97222
Building Address	6600 A SE Lake Rd.	Milwaukie, OR	97222
Building Address	18265 S Redland Rd.	Oregon City, OR	97045
Building Address	15990 SE 130th	Clackamas, OR	97015
Building Address	22024 S Beaver Creek Rd.	Beavercreek, OR	97004
Building Address	16100 SE 130 th Ave.	Clackamas, OR	97015
Building Address	18081 S Harding Rd.	Oregon City, OR	97045
Building Address	300 S Longview Way	Oregon City, OR	97045
Building Address	12900 SE King Rd.	Portland, OR	97236
Building Address	25675 S Beaver Creek Rd.	Beavercreek, OR	97004
Building Address	22295 S Lower Highland Rd.	Beavercreek, OR	97004
Building Address	20100 SE Highway 212	Damascus, OR	97089
Building Address	28655 SE Highway 212	Boring, OR	97009
Building Address	32200 SE Judd Rd.	Eagle Creek, OR	97022
Audit	9339 SE Causey Ave #5	Happy Valley, OR	97086

UNDERSTANDING YOUR RATES



CLASS CODES

VERIFIABLE TIME RECORDS

Oregon Administrative Rules require you to report wages under the highest rated classification applicable to any part of the worker's duties if you choose not to keep verifiable time records.

In most instances, if you have more than one classification on your insurance policy and your workers shift duties between those classifications, you can use verifiable time records to separate the payroll of the workers and report it in more than one classification on the payroll report.

Verifiable time records must be supported by original entries from other records, including, but not limited to, time cards, calendars, planners, or daily logs prepared by the employee or the employee's direct supervisor or manager. Estimated percentages or ratios will not be accepted. For more information on how to keep verifiable time records, visit saif.com and choose *I am: An Employer > Reporting Payroll > Verifiable Time Records*.

2704 (1) - Wildland Fire Fighting & Drivers

2704 - Wildland or Forest Fire Fighting by Contractor - All Operations at Location & Drivers

Applies to contractors engaged in wildland or forest fire suppression services. Includes all operations such as mobilization of equipment and supplies, construction of fire trails and fire breaks, back burns, hose layout, mop up, training, slash piling and burning, and the maintenance or repair of all equipment in the field. This classification does not include timber falling associated with fire suppression. Travel time pay, stand-by pay, or other idle time pay is included in this classification.

Separately classify all timber falling under the logging classification 2702. Maintenance of wildland or forest firefighting equipment at a permanent location is separately classified under 2703. Class 2703 does not apply to repair work performed away from the shop. Class 0124 does not apply to any work associated with wildland or forest fire fighting clean up.

7090 (1) - Vessels-Boat Livery-State Act

Class 7090M applies to the master and crew members of a vessels under 15 tons operating as boat liveries on waters subject to admiralty jurisdiction. Boat livery is generally associated with the transport of people to unspecified locations as opposed to a ferry which operates on a designated schedule and will carry fare-paying passengers between two or more points. Boat livery-type vessels will usually not carry passengers' vehicles or cargo for others. Activities include the laying up or putting into commission, operation, rental, storage, and maintenance of vessels under 15 tons aboard the boat and on the shore. The reference to boats "under 15 tons" refers to the displacement of the vessel without store, bunk, fuel, or cargo. Operations

include the operation of glass bottom boats as tourist attractions, the operation of boats on a navigable lake as part of amusement parks or resorts, white-water rafting trips on navigable rivers, sightseeing boats, harbor tours, drift fishing boats, chartered fishing boats, and pilot boats. Class 7090M also applies to the master or crew members when they repair vessel, regardless of whether or not the repair work is performed on water or land.

5551 (1) - Roofing-All Kinds-Dr

Class 5551 applies to your employees involved in direct labor, supervision, and driving who are engaged in roofing activities of all kinds. It applies to the installation of new roofs and the repair of existing roofs, which includes the installation and/or repair of joists, trusses, rafters, roof decks, sheathing, and all types of roofing materials. Roofs may be flat, sloped, or built-up. Materials may include hot tar, hot or cold composition material including polyurethane foams or resins and concrete aggregates, metal, shingle, slate, tile, or paper. Class 5551 also applies to the installation, service and repair of photo voltaic solar tiles.

7710 (1) - Firefighters And Drivers

7710 - Firefighters & Drivers; Fire Patrol or Protective Corps & Drivers-No Salvage Operations; Applies to organizations serving the public through firefighting and related fire protection services. Includes firefighters who also perform emergency medical services. Separately rate employees who perform only EMS duties and no firefighting to Class 7705. Volunteer firefighters and EMS to be separately rated as Class 8411. Wildland or forest firefighting is to be rated to Class 2704.

Class 7710 applies to your employees involved in direct labor, supervision, and driving who are engaged in the operation of municipal fire departments or districts. Class 7710 applies to firefighting performed in cities and residential areas, not to forest firefighting or to special firefighting crews hired by individuals or commercial operations for the protection of their own premises. Class 7710 includes Chiefs, Captains, firefighters, fire truck drivers. Paramedics and ambulance drivers who also fight fires and are employees of the fire department or district are included in Class 7710.

Class 7710 also applies to fire protective corps or fire patrols. Their purpose is to minimize damage to merchandise or equipment when fires occur. These employees do not assist or participate in actual firefighting activities. Their function is to protect merchandise, machinery, and equipment from water damage consequential to controlling and extinguishing a fire. Operations may involve the removal of the merchandise, machinery, and equipment from the premises and placing tarpaulins or other protective coverings over the property to be protected. They may also set up pumps to expel water from structures. Usually, these fire patrols or fire protective corps work under or above the actual fire so as to afford adjacent floors the maximum protection during the blaze. After the fire is out, their duties are confined to guarding the damaged premises until either the merchandise is removed or appropriate security measures have been accomplished by others.

Class 7710 also applies to the repair or maintenance of your equipment, structures, buildings, and vehicles used for this work.

8742 (11) - Salesperson-Outside-No Delivery

8742 - Salesperson-Outside-No Delivery; Estimator-No Job Hazards; Collectors/Sales-Outside; Field Representative; Employment Agency-Field Employees; Real Estate Agency-Agent/Sales Personnel; Real Estate Appraisal Company-Outside Employees; Data Processing Service-Field Employees; Public Relations/Sales/Promotion; Escrow Service-Field Employees; Stockbroker-Field Representatives; Title Company-Field Employees; Outside Sales/Field Representative

Class 8742 applies to employees who are acting as salespersons; field representatives, outside public relations personnel, collectors away from your premises. Class 8742 also applies to employees who perform bid-estimating duties away from your premises, with no exposure to job hazards. Class 8742 does not apply to job site visits once construction work has begun. Class 8742 includes the demonstration of products being sold, such as calculators, cosmetics or cleaning supplies, when performed by your outside sales personnel. Class 8742 does not apply to employees who demonstrate products such as farm, mill or road construction machinery or to the delivery of merchandise.

Employees who deliver merchandise are properly assigned to the classification applicable to drivers, even if they also collect or sell. If those employees walk or use public transportation, they shall be assigned to the class producing the highest payroll, other than Classes 8810, 8742 or 7380.

Time spent in the office performing clerical duties or phone sales may be separately classed as 8810 - Office Clerical, only if the workers are located in an area that is physically separated from the rest of your operations, there is no physical contact with your customers and adequate payroll records are maintained.

8810 (3) - Office Clerical

8810 - Office Clerical; Boy/Girl Scout Council Non-Camp Employees; Drafting Employees; Secretaries and Bookkeepers; Key Punch Operators; Telecommuter-Clerical Employees

Class 8810 applies to office employees who only perform bookkeeping, drafting and other clerical work in a physically enclosed (by structural partitions) area devoted exclusively to these specific activities. It also applies to artists, designers, electronic typesetters, proofreaders, and editors who work in a physically enclosed office area where bookkeeping and clerical activities are also performed.

Class 8810 also applies to employees engaged in clerical telecommuter activities. The duties of clerical telecommuter employees include creation or maintenance of financial or other employer records, handling correspondence, computer composition, technical drafting and telephone duties, including sales by telephone. Class 8810 applies to depositing of funds at the

bank, purchase of office supplies and pick-up or delivery of mail provided the activities are incidental and directly related to the employees duties performed in their residence office. A residence office is a clerical work area located within the dwelling of the clerical employee and must be separate and distinct from the location of their employer.

LOSS HISTORY SUMMARY

<u>Policy Year</u>	<u># of Claims</u>	<u>Incurred Losses</u>
2019*	28	\$293,767
2018	21	\$65,735
2017	36	\$141,114
2016	38	\$329,225
2015	<u>36</u>	<u>\$1,355,917</u>
Total:	159	\$2,185,758
	Average Number of Claims	31.8
	Average Cost per Claim	\$13,747
	Average Cost per Year	\$437,152

2019 0.92

2020 0.75

**Claims list as of 5/29/2020*

SAIF LOSS DEVELOPMENT

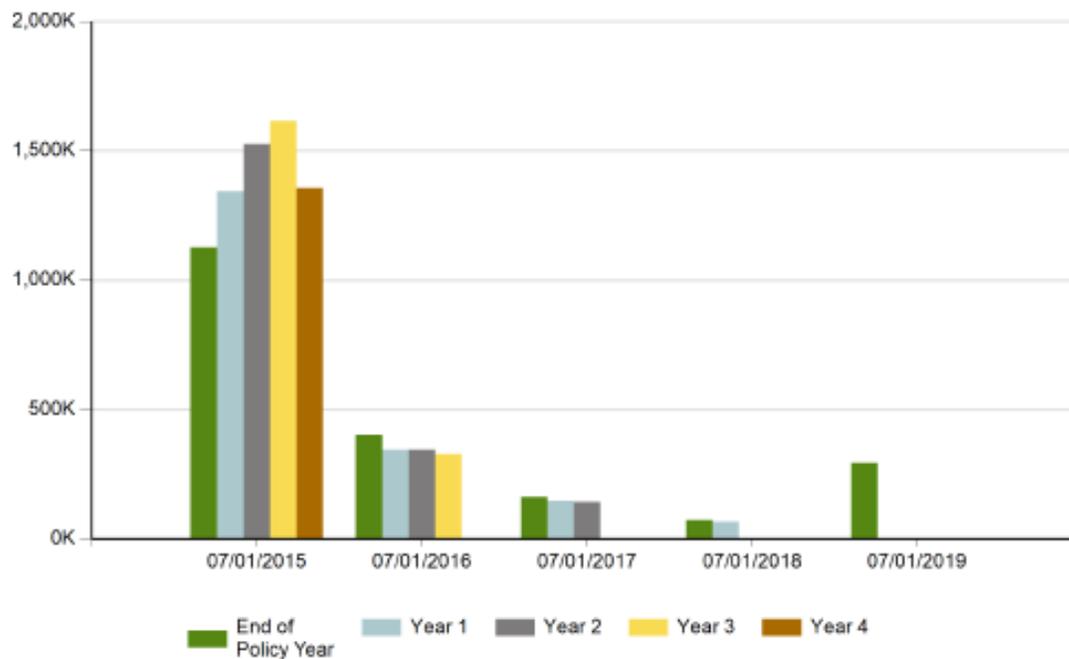
Loss Development

for Policy: 431322 Clackamas County Fire District No. 1



Cumulative Loss Development

Period Effective Date	Last Coverage Thru Date	End of Policy Year	Year 1	Year 2	Year 3	Year 4
07/01/19	06/30/20	293,766	0	0	0	0
07/01/18	06/30/19	72,271	65,734	0	0	0
07/01/17	06/30/18	163,173	145,413	141,113	0	0
07/01/16	06/30/17	401,089	344,932	344,103	329,225	0
07/01/15	06/30/16	1,125,797	1,343,169	1,526,290	1,615,044	1,355,916



Loss Development by Year

Period Effective Date	Last Coverage Thru Date	End of Policy Year	Year 1	Year 2	Year 3	Year 4	Total Incurred Losses	% Change from EOY
07/01/19	06/30/20	293,766	0	0	0	0	293,766	0.00%
07/01/18	06/30/19	72,271	-6,537	0	0	0	65,734	-9.05%
07/01/17	06/30/18	163,173	-17,760	-4,300	0	0	141,113	-13.52%
07/01/16	06/30/17	401,089	-56,157	-829	-14,878	0	329,225	-17.92%
07/01/15	06/30/16	1,125,797	217,372	183,121	88,754	-259,127	1,355,916	20.44%
Totals:		\$2,056,097	\$136,918	\$177,991	\$73,876	-\$259,127	\$2,185,755	6.31%

POLICY PERFORMANCE



Legal Name: Clackamas County Fire District No. 1

Policy Details

Status: Active
 Market Type: Voluntary
 Relation Type:
 Rate Acct:
 Orig Cov Date: 07/01/1984
 Cont Cov Date: 07/01/1984
 Business Type: Fire Protection
 Entity: Political Subdivision: District
 WCD Number: 5710272
 NCCI Number: 360125955
 EIN: 93-1044031
 Principal Class: 7710
 NAICS Code: 922160
 Office: Portland
 Agency: Wha Insurance Agency Inc
 Underwriter: Erin C Matot
 SMC: Ed A Hoeffliger
 Last Audit: 07/01/2016 - 07/01/2017

Current Policy Period Details

Period Status: Open
 Effective Date: 07/01/2019
 Expiration Date: 07/01/2020
 Cancel Date:
 ARD: 07/01/2019
 Sales Plan: Guaranteed Cost
 ELCB Limits: 500,000/500,000/500,000
 ND Reimb: 07/01/2019 - 07/01/2020 Annually
 Group:
 Group Type:
 Rating Plan: ERP - 0.92
 Tier: E - 1.3800
 Rpt Freq / Pmt: Annually / RGN PPAY GC - A

Policy Period History

Policy Year	Mod	Payroll	Claim Freq	Standard Premium	Tier
2019	0.92	36,234,215	0.08	842,188	E
2018	0.96	30,008,242	0.07	810,664	F
2017	0.77	28,475,448	0.13	790,972	F
2016	0.85	26,360,860	0.14	684,310	E
2015	0.79	25,525,218	0.14	647,113	E

Gaps in Coverage

No gaps in coverage for this policy.

Policy Performance History

Policy Year	Prorated Premium	Paid Losses	Incurred Losses	Paid/Std	Inc/Std	Clm Count	Exp Clm Count	Paid TL	Paid Med	ND Reimb	TL Count	Exp TL Count	TL Day
2019	766,391	155,271	293,767	20%	38%	28	50.02	86,927	68,345	0	14	20.37	513
2018	810,664	59,651	65,735	7%	8%	21	46.77	18,071	41,580	-12,660	5	18.75	129
2017	790,972	138,358	141,114	17%	18%	36	47.77	43,996	94,363	-19,909	19	19.66	248
2016	684,310	309,926	329,225	45%	48%	38	48.29	55,158	211,561	-12,202	20	19.77	426
2015	647,113	1,127,538	1,355,917	174%	210%	36	49.17	241,426	450,419	-5,225	19	20.38	1,078

Ten Highest Incurred Loss Claims Received in Last Five Policy Years

Last Name	Claim Number	Date of Injury	Status	Type	Decision	Incurred Loss	Paid Loss	Timely ¹	Inj Class
	8371320	03/08/2016	Closed	Disabling	Accepted	724,431	657,754	YES	7710
	8350505	08/10/2015	Closed	PPD	Accepted	519,099	364,072	YES	7710
	8393176	08/30/2016	Closed	Disabling	Accepted	86,647	80,422	YES	7710
	8525764	08/28/2019	Open	Disabling	Accepted	78,063	37,146	YES	7710
	8393531	09/20/2016	Closed	PPD	Accepted	76,116	72,580	YES	7710
	8397630	10/20/2016	Closed	PPD	Accepted	63,344	53,806	NO	7710
	8538443	12/07/2019	New	Disabling	Deferred	58,576	15,230	YES	7710
	8530729	10/09/2019	Open	Disabling	Accepted	56,461	30,389	YES	7710
	8355926	10/21/2015	Closed	Disabling	Accepted	51,129	44,454	YES	7710
	8468327	05/29/2018	Closed	Disabling	Accepted	43,004	40,249	YES	7710

Number of Claims Received in Last Five Policy Years

Claim Type	Count	Claim Status	Count
Disabling	75	Closed	136
Nondisabling	81	Denied	15
PPD	5	New	2
Total	161	Open	6
		Void	2
		Total	161

¹ A claim is "Timely" if the 801 or 827 is received by SAIF within five days of the employer's date of knowledge of the injury.

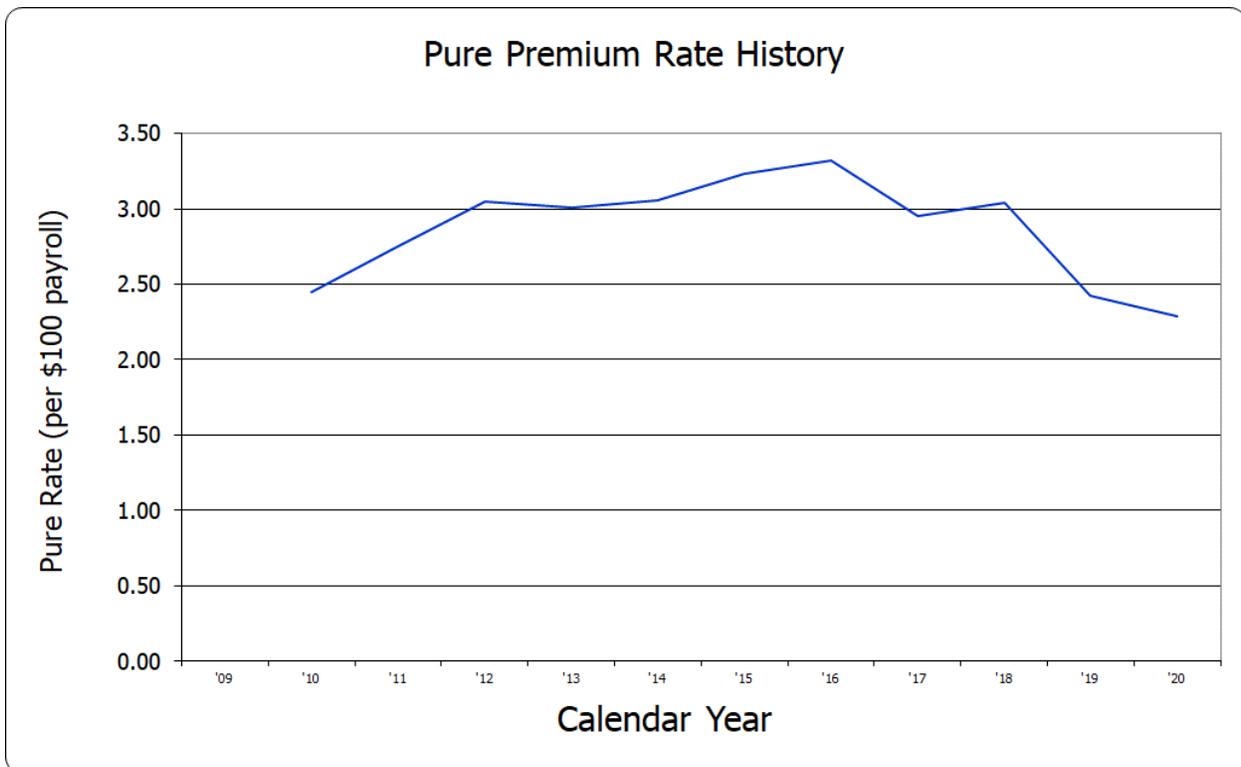
^ Designates a preferred worker.

PURE PREMIUM RATE HISTORY

PURE PREMIUM is the estimated rate per \$100 of payroll that it will take to pay for claims. To determine the rates they charge the policyholder, the insurance carrier multiplies the pure rate by a factor (expense load factor) to allow for risk, profit and overhead. Pure premiums are calculated by the National Council on Compensation Insurance (NCCI). Expense Loading Factors and Pure Rates are approved by the Oregon Department of Consumer and Business Services (DCBS).

CLASS CODE: 7710: FIREFIGHTERS & DRIVERS

'09	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	% Chg
2.45	2.75	3.05	3.01	3.06	3.23	3.32	2.95	3.04	2.42	2.29	2.17	-5.24%



SAIF RENEWAL QUOTE



Clackamas County Fire District No. 1

Premium estimate for Guaranteed Cost

Period: 07/01/2020 - 07/01/2021

Policy: 431322

Plan: Version #1

Rating period: 07/01/2020 to 07/01/2021

Location 16: Clackamas County Fire District No. 1

Classification description	Class	Subject payroll	Rate	Premium
Wildland Fire Fighting & Drivers	2704	\$0.00	6.85	\$0.00
Vessels-Boat Livery-State Act	7090	\$35,000.00	4.54	\$1,589.00
Firefighters And Drivers	7710	\$29,963,498.00	3.04	\$910,890.34
Vol Frmn @ 1000/Mo Ea	8411	\$1,080,000.00	0.91	\$9,828.00
Vol Explorer Scouts @ 800/Mo Ea	8411	\$0.00	0.91	\$0.00
Vol Water Tenders @ 800/Mo Ea	8411	\$0.00	0.91	\$0.00
Vol Chaplains @ 800/Mo Ea	8411	\$0.00	0.91	\$0.00
Vol Rehab Workers @ 800/Mo Ea	8411	\$0.00	0.91	\$0.00
Salesperson-Outside-No Delivery	8742	\$1,718,538.00	0.18	\$3,093.37
Office Clerical	8810	\$4,300,178.00	0.1	\$4,300.18
Vol Office Clerical	8810	\$0.00	0.1	\$0.00
Vol Board Members	8810	\$5,000.00	0.1	\$5.00
Total manual premium		\$37,102,214.00		\$929,705.89

Description	Basis	Factor	Premium
EL Increased Limits premium (Admiralty)	\$1,589.00	1.54	\$858.06
Total subject premium			\$930,563.95

Description	Basis	Factor	Premium
Experience Rating	\$930,563.95	0.75	-\$232,640.99
Total modified premium			\$697,922.96

Description	Basis	Factor	Premium
Pre-pay credit	\$697,922.96	0.965	-\$24,427.30
Total standard premium			\$673,495.66

Description	Basis	Factor	Premium
Oregon Total Premium			\$673,495.66
Premium Discount	\$673,495.66	0.1768	-\$119,054.22
Terrorism Premium	\$37,102,214.00	0.005	\$1,855.11
Catastrophe Premium	\$37,102,214.00	0.01	\$3,710.22
DCBS Assessment	\$558,235.72	1.084	\$46,891.80
Total premium and assessment			\$606,898.57

RENEWAL YEAR COMPARISON

Premiums are based upon estimated payrolls and experience modifier.

Code	Description	2019			2020		
		Payroll	Rate	Premium	Payroll	Rate	Premium
7090M	Vessels-Boat Livery-State Act	35,000	7.73	2706	35,000	4.54	1,589
7710	Firefighters and Drivers	29,355,034	3.16	927,619	29,963,498	3.04	910,890
8411	Vol Frmn @ 1000/mo ea	1,080,000	1.04	11,232	1,080,000	0.91	9,828
8742	Salesperson-Outside-No Delivery	1,571,685	0.18	2,829	1,718,538	0.18	3,093
8810	Office Clerical	4,187,496	0.11	4,606	4,300,178	0.1	4,300
2704	Wildland Fire Fighting & Drivers	0	9.37	0	0	6.85	0
8411	Explorer Scouts	0	1.04	0	0	0.91	0
8411	Vol Water Tenders @ 800/mo ea	0	1.04	0	0	0.91	0
8411	Vol Chaplains @ 800/mo ea	0	1.04	0	0	0.91	0
8411	Vol Rehab Workers @ 800/mo ea	0	1.04	0	0	0.91	0
8810	Vol Office Clerical	0	0.11	0	0	0.1	0
8810	Vol Board Members	5,000	0.11	6	5,000	0.1	5

Manual Premium	948,997	929,706
Experience Modifier	0.92	0.75
Modified Premium	782,381	697,923
Annual Prepay Discount (3.5%)	27,383	24,427
Standard Premium	860,836	673,496
Volume Discount	152,775	119,054
Net Premium	708,061	554,442
Terrorism	1,812	1,855
Catastrophe	3,623	3,710
DCBS 7.8%/8.4%	55,495	46,892
TOTAL PREMIUM	\$768,990	606,899
Difference		\$162,091

Final Premium Determined at Audit

DIVIDEND BY POLICY YEAR



Policy Dividend History

Policy Name: Clackamas County Fire District No. 1
Policy: 431322

Declaration day	Policy period	Standard premium	Loss ratio	Premium dividend factor	Loss dividend factor	Total dividend factor	Premium dividend amount	Loss dividend amount	Computed dividend amount
09/04/2019	07/01/2017	\$790,972.06	18.23%	20.29%	8.11%	28.4%	\$160,488	\$64,148	\$224,636
09/12/2018	07/01/2016	\$684,309.76	46.58%	20.59%	3.27%	23.86%	\$140,899	\$22,377	\$163,276
09/13/2017	07/01/2015	\$647,113.44	36.97%	21.38%	5.04%	26.42%	\$138,353	\$32,615	\$170,968
09/14/2016	07/01/2014	\$732,508.72	20.44%	21.99%	3.58%	25.57%	\$161,079	\$26,224	\$187,303
09/09/2015	07/01/2013	\$585,291.61		22.66%		22.66%	\$132,627		\$132,627
09/10/2014	07/01/2012	\$506,462.95		34.69%		34.69%	\$175,692		\$175,692
09/18/2013	07/01/2011	\$497,770.88		29.64%		29.64%	\$147,539		\$147,539
09/12/2012	07/01/2010	\$471,953.15		37.42%		37.42%	\$176,605		\$176,605
06/15/2011	07/01/2008	\$834,245.9		18.71%		18.71%	\$156,087		\$156,087
11/10/2010	07/01/2008	\$397,400.74		23.75%		23.75%	\$94,383		\$94,383
03/10/2010	07/01/2007	\$381,688.75		20.79%		20.79%	\$79,353		\$79,353
11/09/2007	07/01/2005	\$294,708.48		12.61%		12.61%	\$37,163		\$37,163
Totals							\$1,600,268	\$145,364	\$1,745,632

*It is unlawful in Oregon for an insurer to promise to pay policyholder dividends for any unexpired portion of the policy term or to misrepresent the conditions for dividend payment. Dividends will be due and payable only for a policy period that has expired, and only if declared by and under conditions prescribed by the Board of Directors of the Insurer. Furthermore, it is an unlawful rebate and a violation of the Oregon Insurance Code for an insured or a representative of an insured knowingly to accept a dividend pursuant to a promise to pay policyholder dividends if the promise is made before the policy is issued or if the promise is made for any unexpired portion of a policy period.

WEB-SITE FEATURES



Web-site Features

SAIF Corporation's web site provides current information, which will help you manage your Workers' Compensation program. The information listed below is easy to access and is protected by your security password. Here are some of its features:

Claim Profile

- Review your loss history- claim count, loss ratio, time loss days, paid and incurred costs by policy year.
- Individual claim details- Date of injury, open or closed, paid and incurred losses, claim number, type of claim, adjuster, physician, awards, and attorney.
- Ten highest incurred loss claims for the last four years.

Policyholder Profile

- Policy type, experience modifier history, payroll and premium history.
- Listing of your SAIF Loss Control and ERTW Consultants, underwriter and adjuster.

Certificates of Insurance

- Streamline your certificate process by doing it on-line.
- Create new certificates, create bid certificates, reissue certificates, and renew certificates.

SAIF Employee Directory

Printable Forms

- Attending Physician 827
- Employer at Injury Reimbursement Request
- 801 Claim Form (English and Spanish)
- \$2,200 Medical Reimbursement Election form

Customer Services

- How-To information on filing claims, EAIP reimbursement, fraud prevention, extraterritorial coverage, subcontractor requirements
- Loss control programs
- SAIF Corporation's "Tool Box"
- SAIF Corporation's newsletter, *Compnews*.

To Access SAIF Online

- Go to www.saif.com
- Select "Log In"
- Select "Establish Your User ID" "Policyholder"
- Complete the screen and then submit it to SAIF. SAIF will then verify your information, set up your User ID and password and email you with it.
- Once you receive your User ID and password, you can access the SAIF web-site. If you would like assistance, please contact Tammy Jeffries at (541) 284-5859 or tjeffries@whainsurance.com.

MyClaim: This is your Worker Guide (NEW)

Full of up-to-date information about your claim, MyClaim is password protected and included basic claim data, forms, payments info, correspondence and the main elements of the workers' compensation system.

BENCHMARK INSURANCE RENEWAL QUOTE



Benchmark Insurance Company
3250 Lacey Road Suite 140
Downers Grove, IL 60515
P: (312) 216-2800

Clackamas County fire District #1
07/01/2020-07/01/2021

Carrier: Benchmark Insurance Company

State	Code	Loc.	Description	Payroll	Base Rate	Premium	Net Rate
OR	7090	1	Boat Livery-Boats Under 15 Tons-Program li-State A	\$35,000	5.18	\$1,813	3.41
OR	77104	1	Firefighters	\$29,963,498	2.26	\$677,175	1.49
OR	8411	1	Voluntary Personnel	\$1,080,000	1.04	\$11,232	0.68
OR	8742	1	Salespersons Or Collectors-Outside	\$1,718,538	0.21	\$3,609	0.14
OR	8810	1	Clerical Office Employees Noc	\$4,305,178	0.11	\$4,736	0.07

Total Payroll \$37,102,214
Total Manual Premium: \$698,565

Policy Limits	1.000	0
Experience Modification	0.750	(174,641)
Total Modified Premium		523,924
Merit Rating Adjustment	1.000	0
OGSERP Factor	1.000	0
C.C.P.A.P.	1.000	0
Premium Discount	0.877	(64,443)
Expense Constant	160	160
Terrorism	0.008	2,968
Catastrophe	0.016	5,936
Assessment Rating	0.928	39,358

OR Premium: \$507,903

Policy Minimum Premium: \$750

Due at Binding

Deposit: \$ 117,348

Proposed Billing Schedule:

Description	Amount	Due Date
Deposit Requirement	\$117,348	07/01/2020
Installment Bill	\$43,395	08/01/2020
Installment Bill	\$43,395	09/01/2020
Installment Bill	\$43,395	10/01/2020
Installment Bill	\$43,395	11/01/2020
Installment Bill	\$43,395	12/01/2020
Installment Bill	\$43,395	01/01/2021
Installment Bill	\$43,395	02/01/2021
Installment Bill	\$43,395	03/01/2021
Installment Bill	\$43,395	04/01/2021

SEDGWICK CLAIMS SOLUTIONS



workers' compensation claims solutions



For 50 years, Sedgwick has been helping employers answer virtually every question there is about workers' compensation. Whether the questions are related to federal, state or local jurisdictional changes, we have the expertise to help employers navigate the complex world of claims.

Sedgwick's integrated approach to workers' compensation claims management brings together all of the jurisdictional, clinical, return to work and settlement expertise required for a successful program.

Our tailored managed care solutions smoothly integrate into new and existing claims programs. Skilled registered nurses, specializing in caring for occupational injuries, are on call 24 hours a day, 365 days a year.

Employers today are seeking quality care, centered on restoring an employee to their life and work. Sedgwick offers an integrated, outcomes-focused approach that includes identifying top-performing providers, coordinating the claims process, and using case management and healthcare specialists to help improve the employee's overall health and well-being. Focusing on taking care of the injured employee puts the claim on track to better outcomes, reduced litigation and lower costs.

Meeting the needs of today's market

The workers' compensation marketplace today is complex, ever changing and often uncertain. Among the many challenges the industry faces is helping injured employees find appropriate positions upon recovery. Our clinical team and return-to-work specialists work closely to help injured employees get back to their lives and return to work as quickly and safely as possible. Another primary challenge is the overall rising cost in workers' compensation. While it is true that claims volume has decreased over the last few years, external factors such as medical and prescription drug costs, and the nature of injuries,

continue to push employers' expenses upwards. To address this market reality, Sedgwick is committed to ensuring that all claims are managed as efficiently as possible.

Our workers' compensation services

Sedgwick's integrated approach to workers' compensation claims management helps customers meet these challenges. Our scope of integrated services makes us unique in the market; most third party administrators (TPAs) and insurers can't provide integrated workers' compensation, managed care, absence and disability services. We offer clients the convenience of a single source of service for every kind of absence, which often results in lower costs through greater efficiencies. Our integrated approach allows clients to focus on the bigger picture when it comes to absences, and our technology, expertise and capabilities set us apart. Clients can access one system to obtain all necessary information along the continuum of an employee absence, with integrated reporting on the employee and workforce levels to help measure trends, guide planning and improve productivity.

We provide the broadest range of workers' compensation services including:

- End-to-end claims management solutions
- Managed care
 - 24/7 clinical consultation
 - Telemedicine
 - TelePT
 - Utilization review



workers' compensation claims solutions



- Telephonic case management
- Behavioral health services
- Return-to-work services
- Complex pharmacy management
- Field case management
- Physician advisor/peer review
- Catastrophic care management
- National provider benchmarking
- Medical bill review
- Medical networks including outcomes, quality-based network, PPO, MCO, MPN and HCN
- Specialty networks including pharmacy benefit management, medical equipment and supplies, physical medicine and rehabilitation, high-end radiology and diagnostics, home health, rideshare and translation
- Intake and customer service
- Loss prevention
- Medicare and Medicaid compliance
- OSHA compliance
- Risk modeling
- Special investigation unit
- Subrogation and recovery

Focusing on the outcome

In the quest to control costs and improve outcomes, employers today are exploring a number of options, including unbundling claims and using separate vendors – one for claims processing, one for managed care, etc. We understand the flexibility some customers require and we support those that unbundle. In fact, we work with more external vendors than any other company in the industry. However, we firmly believe that the more integrated the services, the better the outcome.

Whether bundled or unbundled, we know that there is ultimately one single claim to manage and those components can't be viewed as separate or competing elements. They require a singular focus on the ultimate goal – ensuring the best possible outcome for the injured employee at the lowest cost. We bring the level of collaboration necessary to best coordinate all elements of the claim, providing our customers:

- Depth and breadth of our industry knowledge
- Unparalleled access to the industry's top resources
- Flexible program design to include the right level of resources by program
- Exceptional clinical resources, including medical directors and other clinicians, who collaborate with the team through every facet of claims resolution
- Complete team coordination and integration on every claim
- Execution of strategies we learn from our industry and jurisdictional experience
- Advanced technology and operational systems that support an efficient process

Doing the right thing

Our key objectives include making sure injured employees obtain the best medical care and have an optimal experience throughout the claims process. We accomplish this by concentrating on doing the right thing for the employee in everything we do. We always have to stay mindful that something unfortunate has happened to them that can cause real uncertainty. Therefore, we must approach injured employees in a compassionate way to earn their trust and show them that we are here to help. Doing the right thing in each case includes making sure they have access to quality medical providers for their injury, setting expectations, answering their questions, explaining the roles and responsibilities of the team, being responsive and making key decisions as quickly as possible.



workers' compensation claims solutions



There is a temptation in workers' compensation to view employers within the same industry as identical – or at least similar in needs...we know they are not. We carefully analyze our customers' individual data creating account teams based on their unique needs. If they have challenges such as aged pending claims, high medical costs, catastrophic cases or possible fraud, we have specialized teams that can provide the expertise needed.

Beginning with the end in mind

In today's market, business requires more than simple claims management. There is a demand to go beyond the basics, to provide a consultative approach on strategies that will ensure compliance while improving efficiencies, outcomes and overall results. We believe that kind of relationship begins with asking the right questions at the time a loss occurs. This includes looking at psychosocial factors, which may inhibit a prompt return to work, so that the appropriate resources can be applied to the claim when we receive it. Throughout the life of the claim, we look at ways we can provide an effective return to work and ensure jurisdictional compliance. We view every step of the claim process as a critical event where we can work toward achieving the best possible outcome.

The technology to drive solutions

Our viaOne suite of tools provides customers and their employees with 24/7 access to real-time claims information. Through a secure website, clients have the ability to easily generate powerful loss triangles to aid in program actuarial analysis, track and analyze their claims and absence information, create home pages with graphical dashboards and key metrics, configure a custom screen, run standard or customized ad hoc reports based on user-defined parameters, set their own system alerts and more.

Our self-service option, mySedgwick, provides clients and their employees quick, easy access to claims information. Clients can see which employees are off work at any time and it offers limited access to a broader group of users

based on their roles. Intake capabilities are available in mySedgwick for workers' compensation, disability, leave, property, and general and auto liability claims. Employees can view claim and payment status, update return-to-work dates, securely interact with their claims professional, opt in to receive push technology communications, report new claims or intermittent absences, sign up for direct deposit, search for a medical provider specializing in occupational injuries in select states, securely upload claim or medical documents, information or images, view and complete medical authorization and medical history release forms, and much more.

mySedgwick offers responsive design, which adapts to any device and offers full functionality on personal computers, tablets or smartphones.

Focusing on the future

Sedgwick's workers' compensation practice provides the expertise, services and commitment today's employers demand. We are at the forefront of incorporating and utilizing the latest innovations that can help to improve the claims management process. We are also leading the way in meeting the challenges of a workplace that must adjust to changes such as new approaches to pain management and ever-changing legislation. Sedgwick stands ready to help employers navigate the complexities of the workers' compensation claims process.

Contact us today to learn more about our workers' compensation claims solutions.

800-625-6588
sedgwick@sedgwick.com
www.sedgwick.com

DECLINED TO QUOTE

	<p>DECLINED TO QUOTE</p>
	<p>DECLINED TO QUOTE</p>
	<p>DECLINED TO QUOTE</p>
	<p>DECLINED TO QUOTE</p>
	<p>DECLINED TO QUOTE</p>
	<p>DECLINED TO QUOTE</p>



Clackamas Fire District #1

Memo

TO: Board of Directors
Fire Chief Fred Charlton
Division Chief Nick Browne

FROM: Logistics Director DeAnn Cordes

DATE: June 15, 2020

RE: Fuel Vendor Contract for Services

Action Requested

Request board authorization for the Fire Chief to renew the current contract for fueling services for one year with Wilco in the amount of \$213,744.30.

Background

The Fire District has received petroleum products and services from Wilco since September 2015.

If approved, we will enter into a year contract for services with fuel invoiced at a rate of 17 cents over Wilco's daily posted transport price. This is one penny more than last year's proposal. The proposal does allow either party to terminate with 30 days written notice.

Changes reflected in the new proposal include:

- Increase of one penny from last year's proposal
- Contract pricing and services will be effective through June 30, 2021

The Fire District has above ground bulk diesel and unleaded tanks at Stations 1, 3, 10, 14, 16 and Fleet/Logistics. There are diesel only tanks at Stations 6, 11 and 19.

The Fire District's generators, serviced by Wilco, are located at Stations 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 19, 21, Fleet/Logistics, Highland Butte, Training Center, Training Offices, and Information Technology. Station 1's generator is attached to the above ground diesel tank, Station 2 is maintained by the City of Milwaukie and stations 13 and 18 generator operate off of propane.

Policy Implications

The contract is brought before the Board of Directors per Fire District Purchasing Policy because the potential amount of fuel to be purchased exceeds \$50,000 dollars.

Budget Implications

The Fire District budgeted \$213,744.30 in fiscal year 2021 for fuel from Wilco.

Recommendation

Staff recommends that the Board authorize the Fire Chief to enter into a one year contract with Wilco for fueling services in the amount of \$213,744.30.



WILCO FARMERS
200 Industrial Way
Mt. Angel OR 97362

MAIN 503.845.6122
TOLL-FREE 800.382.5339
FAX 503.845.9542

DIRECT 503-845-8140
EMAIL gwalker@wilco.coop
WEB www.wilco.coop

Clackamas County Fire District Proposal for Services

Wilco Agrees to provide the Following services for the Clackamas County Fire District refueling tanks, located at the following stations: Auto fill tank service with a twice a year water check and yearly Biocide treatment and Hi Performance Diesel additive blended in the fuel at time of delivery. Web based tank monitoring equipment with provided passwords for fuel inventory monitoring. Wilco retains ownership of stated equipment and will provide preventative maintenance and programming at no charge. Maintenance required due to vandalism, abuse or acts of Nature will be invoiced to Clackamas County Fire at a labor rate of \$60 per hour, plus parts.

Stations 1, 3, 6, 10, 11, 14 16, 19 and Fleet Logistics Building

Wilco Agrees to provide the Following services for the Clackamas County Fire District Generator tanks located at the following Stations: Twice a year water check and yearly Biocide treatment and Hi Performance Diesel additive blended in the fuel at time of delivery. Clackamas County Fire District assumes responsibility for inventory level management and order placement.

Stations: - 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 19,21, Fleet Logistics Building, Highland Butte, Training center, Training office and IT Resource Center

Wilco agrees to provide the following services on all fuel tanks designated in this proposal: Diesel fuel sampling and analysis at no charge, once yearly per tank. Analysis will be performed by a third-party laboratory; results will be provided to Clackamas Fire District for review and analysis. Additional testing requests will be provided at a flat fee of \$300 per event with a \$60 per hour fee for sample collection and travel time.

Fuel Pricing will be invoiced at the rate of 17 cents over Wilco’s daily posted Transport price.

Upon acceptance of this proposal the stated pricing and services will be effective through 6-30-21

Either party may terminate this proposal upon a 30day written notification sent by registered mail. Upon notification all equipment supplied by Wilco will be removed within 15 days.

Wilco

Clackamas County Fire District

Date

Clackamas Fire District #1

Memo

To: Board of Directors
From: Chief Charlton
CC:
Date: June 15, 2020
Re: Intergovernmental Agreement with Sandy Rural Fire District #72

Action Requested

Request the Board to authorize the Fire Chief to enter into a 12-month Intergovernmental Agreement for services to Sandy Rural Fire District #72 in the amount of \$177,551.00 and up to \$20,683.00 for additional services.

Background

Discussions began in 2014 / 2015 with Sandy Rural Fire District #72 (Sandy Fire) related to emergency response, staffing and areas of opportunity as Clackamas Fire was serving the Boring Fire District #59 through a contract for service. These areas of opportunity were explored and the Fire Districts' Interagency Committee was engaged, but no action was taken.

In January 2020, Sandy Fire asked to begin meeting again to look at command and control and training services from Clackamas Fire. The Fire Districts' Interagency Committee was re-engaged in the conversation and attended meetings with Sandy Fire to better understand their needs and considerations for services. Through those meetings, meetings with staff from both Fire Districts and review from legal counsel, an Intergovernmental Agreement (IGA) was drafted. The agreement is for 12-months beginning July 1, 2020 and ending June 30, 2021. If approved, Clackamas Fire will be providing Training Fire/EMS (Appendix A) and Command and Control (Appendix B) services. This IGA has language related to a Feasibility Study (Section 7) to help determine future services, as needed.

Budget Implications

Sandy Fire will be charged \$177,551.00 for services on a monthly basis and will be charged up to \$20,683.00 prior to July 1, 2020 for additional training and operational coverage services from Clackamas Fire to prepare for the implementation of the IGA. The total cost for these additional services will be based on the total number of hours of training and operational coverage that is provided.

Recommendation

Recommend the Board authorize the Fire Chief to enter into a 12-month Intergovernmental Agreement for services to Sandy Rural Fire District #72 in the amount of \$177,551.00 and up to \$20,683.00 for additional services.

INTERGOVERNMENTAL AGREEMENT FOR FIRE DISTRICT SERVICES

RECITALS

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

- A. Clackamas and Sandy provide fire, rescue and emergency services within their respective jurisdictions.
- B. Clackamas and Sandy desire to provide the most expedient and affordable services to their respective communities. Furthermore, through intergovernmental cooperation, which minimize unnecessary and costly duplication of services, by combining and coordinating their resource through this IGA.
- C. Sandy desires to obtain from Clackamas, battalion chief coverage (command and control) and training services.
- D. This Intergovernmental Agreement (the “Agreement”) is entered into under the authority granted to the parties by ORS 190.010, which authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to perform.

AGREEMENT

1. Effective Date and Term. Clackamas agrees to provide to Sandy and Sandy agrees to purchase from Clackamas the Services listed in the Scope of Services section below at the prices listed in the Appendices.
 - a. Term. If signed by both parties, the term of this Agreement shall be from July 1, 2020 until June 30, 2021.
2. Scope of Services. The Parties agree that the Scope of Services shall be provided by Clackamas as listed in this Scope of Services Section and the attached Appendices, which are incorporated into this Agreement by this reference. Other appendices may be added by written agreement of the parties in the future if additional services are requested and agreed upon.
 - a. Training Services as further described in Appendix “A”
 - b. Command and Control Services as further described in Appendix “B”
3. Performance Measures. Both Parties will keep their respective Board of Directors informed of performance issues related to these collaborative efforts. For disputes arising from this agreement, refer to Section 15: Dispute Resolution Process.
4. Compensation.
 - a. Clackamas agrees to provide monthly invoices to Sandy and Sandy agrees to pay Clackamas the invoiced amounts, which shall reflect the cost of Services as described in the appendices. Invoices will be provided monthly on or before the first of each month, and payment is due within 30 days of the date of invoice. Invoicing may be by electronic means. The invoiced amount will be twelve equal monthly installments based on Appendix “A” and “B”.
 - b. Amounts invoiced shall include all Services as provided in the Scope of Services section. In the event Sandy requests and Clackamas agrees to provide Services beyond the Scope of Services, Clackamas may charge additional amounts to the monthly invoice. The Parties shall agree in writing to the rate for such additional Services in advance.
5. The compensation and Scope of Services is based upon the current number and configuration of services, as identified in Appendices “A” and “B” (Services). In the event of a change in Services requested, both Parties shall meet to discuss these changes and different compensation. Other appendices shall be added if additional services are requested and agreed upon by the parties.
6. Integration of Services. Clackamas agrees to provide the Services as a fully integrated operation of Clackamas Fire Training Services and Command and Control Services. Services will be provided in the same manner and quality as Clackamas provides such services to its own service area. The parties agree to work together in good faith to develop protocols as necessary to effect the integration of the services provided.

7. Feasibility Study. Both Boards agree to discuss conducting a feasibility study to assist with determining the future of service delivery between both agencies by January 2021.
8. Capacity to Perform Within Scope of Services. Clackamas will assign priority for Services taking into consideration both Parties' environment, timelines, and needs, as well as Clackamas' obligations under Section 2, Scope of Services, and Clackamas's own policies and procedures, as they may be changed from time to time.
9. Termination.
 - a. This Agreement may be terminated by either party, with or without cause, by giving ninety (90) days written notice to the other party. In such cases, the Parties will work in good faith to effect a transition of the services to the other service provider chosen by Sandy.
 - b. Clackamas may terminate upon 30 days' notice for failure of Sandy to pay any sums when due.
 - c. Sandy may terminate upon 30 days' notice for failure of Clackamas to perform services. In such event, Sandy shall pay all amounts due and owing for Services already provided.
 - d. Clackamas and Sandy may terminate this Agreement immediately or at a date to be determined if both parties mutually agree to terminate the IGA.
10. Liability; Indemnity.
 - a. Each party shall be responsible for the acts of their respective employees, officers, and agents under this Agreement. No party, nor any elected and appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions, failure to act, or willful misconduct of the other party, their officers, board members, employees, volunteers or agents, in connection with this Agreement or arising out of any work performed under this Agreement.
 - b. To the extent limited by the tort claim limitations in Oregon Law (ORS 30.260 through 30.300) and the Oregon Constitution, Article XI, Section 7, Clackamas and Sandy each agree to defend and indemnify each other against any third party liabilities, causes of action, damages, or costs for injury or damage to life or property related to this Agreement or arising from actions or failures to act under this Agreement. However, neither Party shall be required to defend or indemnify the other Party for the malfeasance or willful misconduct of the other Party or the other Party's employees or agents. The obligations assumed hereunder shall survive the termination or expiration of this Agreement.
11. Insurance.
 - a. Each party shall maintain comprehensive general liability insurance or sufficient self-insurance reserves to cover all risks of damage or loss in the form of personal injury, bodily injury, or property damage for which either party may be liable for its acts or omissions done in the course and scope of its business, in the minimum amounts for which public entities are liable under Oregon Revised Statutes as those statutes now exist or may be amended.
 - b. Notwithstanding anything herein to the contrary, neither party shall be liable to the other for any loss or damage to their facilities, equipment or other property arising from any cause for which it could have insured against under the parties normal policies, such as fire. Each party, on behalf of its insurer, waives any right of subrogation that it might have against the other party.
 - c. Clackamas reserves the right to require additional insurance coverage, limits, and terms. This insurance shall be considered as primary insurance and exclusive of any insurance carried by Clackamas, and the insurance evidenced by the required certificates shall be exhausted first, notwithstanding the fact that Clackamas may have other valid and collectible insurance covering the same risk.
12. Personnel/Workers Compensation. Employees or volunteers of each party shall remain employee/volunteer of that party, and are subject to the personnel policies, rules, and regulations solely of that party. Each party to this Agreement agrees to provide worker's compensation insurance coverage to its employees and volunteers. Each Party shall supervise their individual employees while working under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws

13. Waiver. The failure of either party to insist upon the strict performance of any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of any right or remedy that either party may have, and shall not be deemed a waiver of either party's rights to require the strict performance of all terms, covenants and conditions thereafter, nor a waiver of any remedy for the subsequent breach of any of the terms, covenants or conditions.
14. Force Majeure. No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war, labor shortages, pandemics, or other conditions beyond the Parties' reasonable control.
15. Dispute Resolution Process. In the event there are disputes or claims related to or arising under this Agreement, the following dispute resolution process will be followed. Unresolved disputes within specific service areas "a" and "b", will move to section "c" and proceed as necessary. It is the intent of the parties to solve the disputes and claims at the lowest level possible, and the issues and resolutions will be documented by mutually agreeable memorandum, if applicable.
 - a. Consideration and resolution by and between the Clackamas Operations Division Chief and the Sandy Training Liaison regarding Appendix A.
 - b. Consideration and resolution by and between the Clackamas Operations Division Chief and the Sandy Fire Chief regarding Appendix B.
 - c. Consideration and resolution by and between the Clackamas Fire Chief and the Sandy Fire Chief
 - d. In the event the disputes or claims cannot be resolved under the above process, the dispute or claim shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the Arbitration Service of Portland, and shall be conducted in Clackamas County, Oregon, unless otherwise agreed by the parties.
 - e. In the event of any arbitration arising out of or relating to this Agreement or the enforcement thereof, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, costs, and expenses from the non-prevailing party.
 - f. The laws of the State of Oregon shall be applied in the interpretation, execution, and enforcement of this Agreement.
16. Amendment. This Agreement may only be amended in writing executed by both Parties.
17. Notices. All notices under this Agreement shall be deemed to be given when delivered personally to the person designated below or when three (3) day have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail, or by electronic means, to the party to which the Notice is being given, as follows:

Sandy Rural Fire District #72
 Fire Chief
 17460 Bruns Avenue
 Sandy, OR 97055

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

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

Sandy Rural Fire District #72

Clackamas Fire District #1

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX A

Training Services – Scope of Work

Clackamas will provide a liaison to Sandy and Sandy will provide a liaison to Clackamas for Training concerns.

Training FIRE/EMS

1. Sandy agrees to formally adopt all of Clackamas' Individual Performance Standards (IPS), Company Performance Standards (CPS), and Fire Rescue Protocols (FRP). Additionally, Sandy agrees to changing policies specific to response to meet Clackamas Standards.
2. Target Solutions Assignments (Company and Battalion level training)
 - a. Offered monthly, amount determined by District need.
3. Webinars
 - a. Up to 2 hours in duration (typically 45 minutes) and are sent out as preload information for upcoming company or battalion drills.
4. Battalion Drills
 - a. Drills that are meant to be with the Battalion Chief and held in the battalion. These drills are both single and multi-company drills.
5. Celebration of Learning: These are single company and multi-company drills by battalion to ensure content is being absorbed. These drills are hands on in nature and will be observed by Clackamas Training Staff.
 - a. Up to 2 hours in duration
6. Volunteer training
 - a. Eight drills opportunities per month delivered twice per week via TargetSolutions, Hands-on or in Station assignments
7. Target Solutions
 - a. Records management and online training (beginning July 1, 2020)
 - b. Licenses are budgeted at 54 positions. Any increase or decrease in this number will result in an adjustment in the overall cost at the end of the calendar year.
8. Academies
 - a. Career – Sandy may be allocated up to two position for career recruits per Career Academy.
 - b. Volunteer – No Volunteer academy will be offered during the term of this agreement
 - c. Any increase in this number will result in an adjustment in the overall cost at the end of the calendar year.
9. One move up Company will serve Sandy's jurisdiction while Sandy staff attends training.
 - a. One Advanced Life Support (ALS) engine company to Sandy for district coverage.
 - b. Scheduled by Training as required for Battalion Drills, Multi-Agency Training (MAT), and Celebration of Learning.
10. Exceptions
 - a. Certification and re-certification submission will be done by Sandy. Clackamas will maintain training and certification records. Clackamas will assist Sandy in Department of Public Safety, Standards and Training (DPSST) audit as needed.
 - b. Sandy to fund all schools and conferences for their staff and volunteers through the Sandy budget as well as Personal Protective Equipment (PPE).
11. Compensation
 - a. Sandy will pay Clackamas monthly for the Training Services provided in this Appendix A for the period July 1, 2020 through June 30, 2021. Compensation based on the number of personnel in each category (Career and Volunteer). Personnel numbers will be updated at the beginning of every quarter.
 - b. The total training costs is \$87,894.00
 - c. Sandy will pay Clackamas a onetime fee of \$16,326 to provide operational coverage for Sandy personnel to train on current IPS's, CPS's and FRP's prior to July 1, 2020. If Sandy provides its own operational coverage for the training, this fee will be waived. Clackamas will charge Sandy \$4,357 for the training being provided by the Clackamas Training Department.

APPENDIX B

Enhanced Services – Scope of Work

Clackamas will provide a liaison to Sandy and Sandy will provide a liaison to Clackamas for Operational concerns. Clackamas will provide to Sandy the following services:

1. Operations:

- a. Clackamas agrees to provide 24 hour 7 day a week “Command and Control” for the compensation noted below.
- b. Clackamas agrees to provide at least one (1) Battalion Chief on those calls requiring a Chief Officer responses as outlined in Clackamas SOP - Battalion Chief Notification Response. Sandy will be responsible for all personnel matters as well as all accident or injury investigations. Clackamas will notify a Sandy Chief Officer when any of the above circumstances arise.
- c. Sandy agrees to amend response assignments to conform to Clackamas Standards. Clackamas Operations Division Chief will review response assignments to ensure accuracy.
- d. Sandy agrees to formally adopt all of Clackamas’ Individual Performance Standards (IPS), Company Performance Standards (CPS), and Fire Rescue Protocols (FRP’s). Additionally, Sandy agrees to changing policies specific to response to meet Clackamas Standards.

2. Compensation:

- a. For the Services described in Section 1 of this Appendix B above, Clackamas will charge Sandy \$89,657 between July 1, 2020 and June 30, 2021.

Clackamas Fire District #1

Memo

To: Board of Directors
From: Chief Charlton
CC:
Date: June 15, 2020
Re: Resolution Initiating and Noticing a Proposed Merger Election

Action Requested

Request the Clackamas County Fire District #1 (Clackamas Fire) Board of Directors (Board) to authorize Resolution #20-04 under ORS 198.885 through 198.915, to initiate and notice a proposed merger election affecting Clackamas County Fire District #1 and Estacada Rural Fire District No. 69 (Estacada Fire).

Background

This action is being brought before the Board pursuant to the Intergovernmental Agreement between Estacada Rural Fire District No.69 and Clackamas County Fire District #1 for Fire Protection and Emergency Medical Services, the Transfer of Estacada Employees and Legal Integration. Section 1 – Term and Legal Integration Vote refers through each governing body a legal integration vote to the electors in November 2020 in the form of a merger.

The Fire District has been working with the Joint Oversight Committee and legal counsel to draft the resolutions, Debt Distribution Plan, timelines and associated materials. Three resolutions will be required – one on behalf of Clackamas Fire, one on behalf of Estacada Fire and one on behalf of the City of Estacada. Within the resolution is a Debt Distribution Plan and a map indicating the boundaries of the newly merged surviving fire district. The surviving fire district will be Clackamas Fire District #1.

The following timeline has been established:

- June 15 – Clackamas Fire Board meeting (presentation of resolution)
- June 18 – Estacada Fire Board meeting (presentation of resolution)
- June 22 – City of Estacada meeting (presentation of resolution)
- July 9 – Joint Board meeting (Order calling for an election and ballot titles)
- August 14 – Filing deadline with Clackamas County Elections
- November 3 – Election

Budget Implications

The Fire District is currently providing services under an 18-month Intergovernmental Agreement (contract for service) to Estacada Fire. Funds have been budgeted in both Fire

Districts' Fiscal Year 20/21 budget related to the costs for the election and informational materials. The new tax rate regarding a merger will be \$2.4012 / \$1,000 of assessed value.

Recommendation

Request the Clackamas County Fire District #1 (Clackamas Fire) Board of Directors (Board) to authorize Resolution #20-04 under ORS 198.885 through 198.915, to initiate and notice a proposed merger election affecting Clackamas County Fire District #1 and Estacada Rural Fire District No. 69.

Clackamas Fire District #1



**CLACKAMAS FIRE DISTRICT #1
RESOLUTION #20-04
Resolution Initiating and Noticing a Proposed Merger Election
Affecting Clackamas County Fire District #1 and
Estacada Rural Fire District No. 69**

WHEREAS, ORS 198.885 through 198.915 authorizes fire districts to initiate a merger election and Clackamas County Fire District #1 (CFD1) and the Estacada Rural Fire District No. 69 (EFD69) Boards of Directors desire to merge into one fire district; and

WHEREAS the Boards of Directors of CFD1 and EFD69 intend to initiate a merger election affecting the two districts; and

WHEREAS, both Districts have participated and agreed to a debt distribution plan per ORS 198.900, which is attached hereto and by this reference incorporated herein;

WHEREAS, the proposed merger would have the effect of annexing and completely absorbing EFD69 into CFD1 and establishing CFD1 as the sole surviving District which will have all the powers of the merged districts and will be solely responsible for all funds, property and contracts; rights and responsibilities; uncollected taxes, assessments or charges; liabilities and debts; and records of the merged districts (subject to the debt distribution plan); and

WHEREAS, the City of Estacada is located with the boundaries of the EFD69 and, pursuant to ORS 198.895 (5) must approve this resolution to be annexed into and absorbed into the sole surviving district (CFD1); and

WHEREAS, CFD1 and EFD69 Boards of Directors intend to name the sole surviving district, "Clackamas Fire District #1";

THEREFORE, BE IT RESOLVED THAT:

1. CFD1 and EFD69 are the affected fire Districts and they desire to initiate and refer to the voters of their Districts a merger election. The Principal Act for each district is ORS 478. Clackamas County is the affected County. The territory subject to this merger is inhabited.
2. The nature and effect of the successful proposed merger is: a) EFD69 shall be annexed and absorbed by CFD1; b) CFD1 shall succeed as the sole surviving District to all funds, property, contracts and records of both Districts; c) the City of Estacada shall be annexed into

CFD1 as a new city who will receive services from CFD1; and d) both affected Districts' revenue, liabilities, uncollected taxes, assessments and charges shall become property of CFD1, subject to any applicable debt consolidation plan; d) CFD1 shall become solely liable for both affected Districts' legal and financial obligations.

3. The proposed name for the newly-merged, sole-surviving District shall be the Clackamas Fire District #1. After a successful merger, CFD1's tax rate shall be \$2.4012.

4. The merger requires an affirmative vote by a majority of electors in both affected Districts and an approved resolution by any city within the EFD69 who desires to be annexed into the sole surviving district, CFD1. There are no other preconditions or terms affecting the merger.

5. The boundaries of the newly-merged, surviving District are more specifically described in Exhibit A, which by this reference is hereby incorporated into this Resolution.

6. Each affected District shall forward to the Secretary of CFD1's Board of Directors this signed Merger Initiation Resolution and shall direct the CFD1 Secretary to cause notice of a joint meeting of both affected Districts to be published and mailed by certified mail to each Director of both affected Districts in compliance with ORS 198.903. The purpose of the joint meeting shall for each governing body to provide a forum for all Directors to vote to adopt an Order for a Merger Election in each District in compliance with ORS 198.745.

ADOPTED this 15th day of June, 2020, by the Board of Directors of Clackamas County Fire District #1.

CLACKAMAS COUNTY FIRE DISTRICT #1

President, Board of Directors

ATTEST:

Secretary, Board of Directors

CLACKAMAS FIRE DISTRICT #1

NEWLY MERGED FIRE DISTRICT BOUNDARY

- Clackamas Fire District #1
- Water
- Fire Stations
- Interstates
- US Routes and Oregon Highways
- Minor Arterial Roads
- Major Arterial Roads

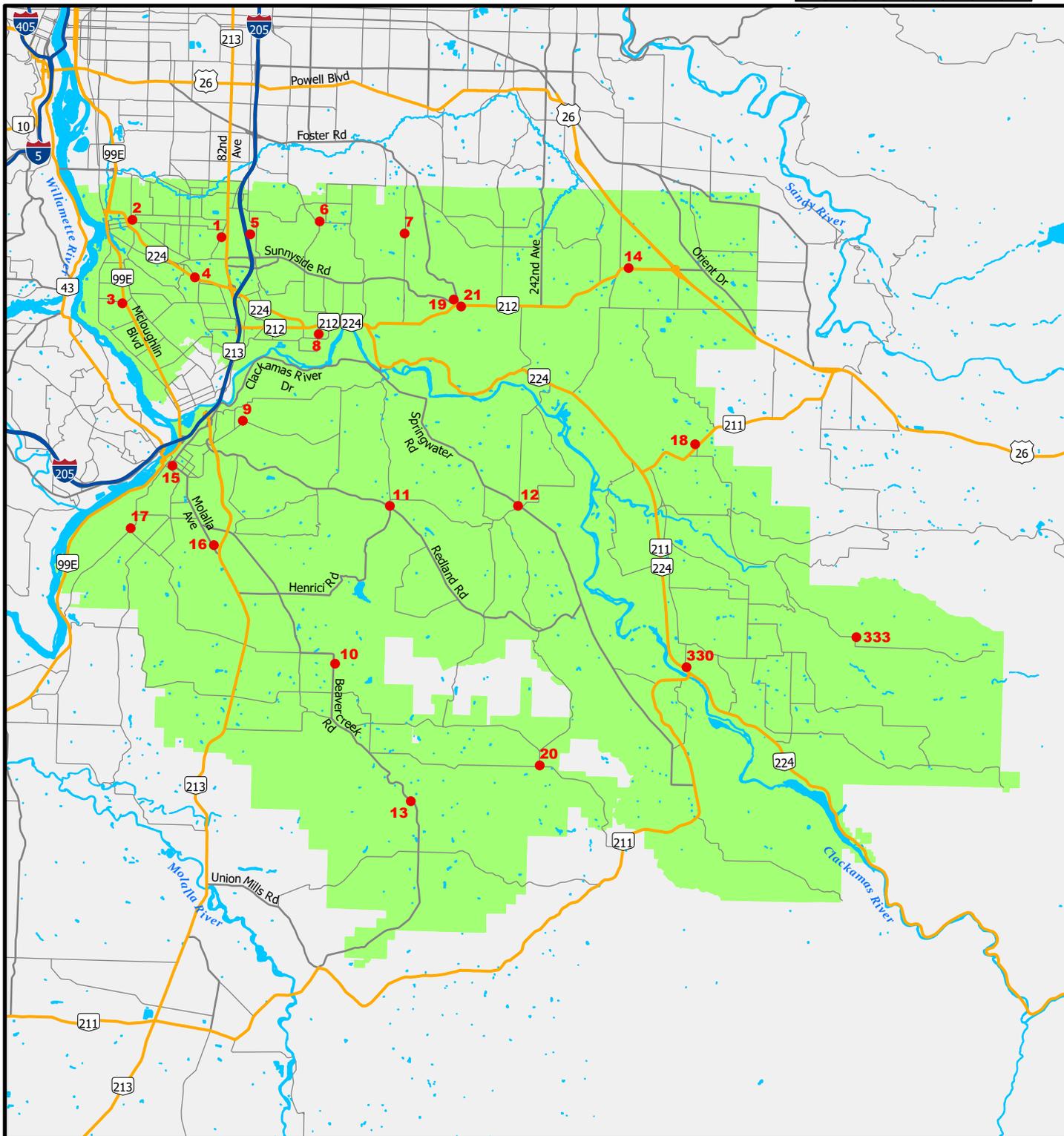


EXHIBIT A

PLAN OF DISSOLUTION AND LIQUIDATION

Estacada Rural Fire District No. 69

1. All assets of the Estacada Rural Fire District #69 (“District”) including real and personal property in any form or kind shall be transferred to Clackamas Fire District #1. Clackamas Fire District #1 is a Fire District that provides the same services and is formed under the same principle act as the District.
2. All existing encumbrances of the District have been paid in full.
3. If the Dissolution is approved by a majority of electors within the Estacada Rural Fire District #69 and the Merger of the Estacada territory by Clackamas Fire District #1 is approved by a majority of the electors within the Clackamas Fire District #1, then each Director who was sitting on the Estacada Rural Fire District No. 69 Board of Directors at the time of the Dissolution shall be authorized to serve as a Trustee for the dissolved Estacada Rural Fire District No.69 and shall pay all debts and dispose of the property of the Estacada Rural Fire District #69 in accordance with this Plan of Dissolution and Liquidation. Each such Director is listed below:

President	Matthew Silva
Vice President	John Bresko
Secretary	John McAdoo
Director	Ken Oliver
Director	Ed Thoreson

ESTACADA RURAL FIRE DISTRICT NO. 69

By: _____
President, Board of Directors

By: _____
Secretary

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 – May 2020

District or Community Events:

- Virtual Memorial Day Service
- Firefighter Story Time and Virtual Station Tours

Earned Media (TV, Radio and Print):

Total Story Count:	17
Total Audience:	136,699
*Total Calculated Ad Value:	\$3,504
*Total Calculated Publicity Value:	\$10,515

*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: 11,546 Followers (11,369 in April)
- Instagram: 4,519 Followers (4,340 in April)
- Facebook: 9,652 Followers (9,521 in April)

Public Messaging and Campaigns:

- National EMS Week, May 17-23
- Home Fire Sprinkler Week, May 17-23
- Firefighter Story Time and virtual station tours
- Wildfire prevention and creating defensible space
- Open water safety and life jackets
- Coronavirus (COVID-19) prevention and safety messages
- "Stay Home, Save Lives" and "Oregon Forward" COVID-19 state messaging
- COVID-19 Checker, <https://c19oregon.com>

Meetings Attended:

- COVID-19 BC Update, Zoom, daily Monday-Friday
- COVID-19 Operational Briefing, Zoom, May 1

- COVID-19 Command and General Staff, Zoom, May 4
- COVID-19 Planning meeting, Zoom, May 4
- COVID-19 Operational Briefing, Zoom, May 5
- Estacada Fire Legal Integration Planning meeting, May 5
- COVID-19 Command and General Staff, Zoom, May 7
- COVID-19 Planning meeting, Zoom, May 7
- COVID-19 Operational Briefing, Zoom, May 8
- Interagency Committee meeting with Sandy Fire, Zoom, May 11
- COVID-19 Command and General Staff, Zoom, May 11
- COVID-19 Planning meeting, Zoom, May 11
- COVID-19 Operational Briefing, Zoom, May 12
- Joint Oversight Committee, Zoom, May 12
- COVID-19 Command and General Staff, Zoom, May 18
- COVID-19 Planning meeting, Zoom, May 18
- COVID-19 Operational Briefing, Zoom, May 19
- COVID-19 Command and General Staff, Zoom, May 21
- COVID-19 Planning meeting, Zoom, May 21
- COVID-19 Operational Briefing, Zoom, May 26
- Oregon City Business Alliance, Zoom, May 26
- Interagency Committee meeting with Sandy Fire, Zoom, May 27
- Interagency Committee meeting with City of Estacada, Zoom, May 27
- Due to COVID-19, all scheduled appearances to give fire district updates at community group meetings were suspended.

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 – May 2020

- Presented during the organizational briefings.
- Met with Civil Service Commission Chair.
- Attended the Estacada Fire Board Meeting.
- Met with Firefighters from Academy 20-02.
- Attended both Clackamas Fire Budget Meetings.
- Met with non-uniform staff regarding working agreements.
- Attended the Estacada Fire Budget Meeting.
- Participated in COVID-19 Incident Action Plan Planning and Operational Meetings.
- Met with Sandy Fire regarding services.
- Attended meetings with Department Heads regarding Fiscal Year 2021 budgeting.
- Met with staff regarding Estacada Merger timelines.
- Met with staff regarding Fire District recovery phasing.
- Attended May Labor Management Committee.
- Met with the Fire Chief of Colton Fire.
- Attended the monthly Joint Interagency Oversight Committee meeting.
- Participated in Oregon City Chamber Board Zoom Meeting.
- Facilitated the May Special Civil Service Meeting.
- Worked with Legal Counsel on several matters.
- Worked with Local 1159 on various matters.

Respectfully submitted,

Deputy Chief Doug Whiteley

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: HR Director Trish Noble

Re: Human Resources Department Monthly Report – May 2020

- Created posting for Suppression Battalion Chief and Division Chief testing processes.
- Attended the May Special Civil Service Meeting.
- Attended Admin Staff – Work From Home meeting.
- Completed application review for Public Affairs Battalion Chief.
- Acted as a Wage and Benefit Packet Update Liaison for the exempt staff group.
- Coordinated various Chief interviews.
- Created a virtual new hire orientation guide and employee handbook quiz.
- Updated employee files with certifications, PAFs, comp time, change of address, new employee information/bios, etc.
- Ongoing work on testing process for Public Affairs Administrative Battalion Chief, Suppression Battalion Chief and Division Chief.
- Created posting for Assistant Training Officer.
- Continued refining census data for the Health Trust insurance premium offset calculations.
- Worked through first requests for emergency FMLA use under newly mandated guidelines.
- Continued COVID 19 hour tracking for potential eligible federal / state submittals that will come later.
- Completed background checks and psych exam review for 7 new entry level firefighters who are all clear now and beginning academy May 18.
- Conducted entry level firefighter orientations via ZOOM which was a first – in the future will revert back to face-to-face orientation process since classroom set up for Zoom meeting orientation has distinct challenges.
- Newest District-wide mandatory training assignment – April's topic Stress Management.

- Began new Munis utilization for HR module changes that came with recent upgrade.
- Processed bereavement, jury duty and OFLA/ FMLA leave for personnel.
- Began research on return to work options and concerns that need to be addressed for a phased version of return to work that addresses OHA concerns.
- Worker's Comp claims and return to work for new claims and light duty assignments.
- Attended budget committee meetings.
- Responded to archive record requests.
- Researched health insurance / dental insurance opt off thresholds.
- Responded to neighboring fire district requests for wage and benefit equivalency information.
- Researched health and dental contingency reserves to determine what renewal rates should look like for next fiscal cycle.

- **Benefits:**
 - Attended our Insurance committee. Talked about our next plan year's tiered rates and some different benefits that we may want to add in the future.
 - Helping to roll out the new benefit that we put into place. Payer Matrix. This will help lower the cost of our specialty drugs.
 - Rolled out the open enrollment forms and information for people to sign up and get back in to us by Mid-June, to be able to make all changes and have in place by our new plan year.

- **LBG:**
 - Working with LBG on rate renewal.
 - Continue to work with Kris on claims with participants.
 - LBG has created our OPEN ENROLLMENT tab on our Benefits Website just in time for our Open Enrollment.

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 – May 2020

To reduce the potential spread of COVID-19, all Finance staff are working from home, and have been doing a fantastic job of continuing operations in these challenging times.

Below are a few highlights of activities in Financial Services for the month of May 2020:

- Budget
 - Budget Committee meetings were successfully held on May 7 and 21, 2020 via Zoom. The FY2020-21 Proposed Budget was approved by the Budget Committee as presented on May 21, 2020.
 - The public hearing to adopt the approved FY2020-21 budget will be held at the Board of Directors' June 15, 2020 meeting.
 - Staff has reviewed the FY2019-20 year-to-date actual expenditures versus budget, and prepared a Supplemental Budget for consideration at the June Board meeting as well.
- COVID – 19
 - Finance staff have been processing and tracking salary and supply expenses related to the COVID-19 pandemic for potential reimbursement.
 - Accounting Manager Le has submitted several reimbursement requests to multiple potential sources, and is awaiting response. We have been notified that one of her submittals was approved for \$61k in COVID relief.
- Accounts Receivable
 - GEMT – The Fire District has been notified that the FY2018-19 GEMT reimbursement may not be received during the current fiscal year FY2019-20. Staff is working to get clarification on this process.
- Accounts Payable
 - Accounts Payable staff processed 459 invoices and issued 308 checks/EFTs.

- Estacada
 - Staff prepared and presented the FY2020-21 Proposed Budget to the Estacada Fire Budget Committee on May 6, and it was approved. The public hearing to adopt the approved FY2020-21 budget will be held at the June 18 Board of Directors meeting.
 - The issue of registration with the federal award system has finally been resolved, and Estacada Fire has been able to apply for grants once again.

Looking ahead

- June 2020
 - June 15th – Clackamas Fire District #1 budget adoption hearing
 - June 18th – Estacada Fire budget adoption hearing
 - June 30th – Fiscal year-end
- July 2020
 - July 15th – Adopted budgets and tax certifications submitted to State and County agencies
 - Audit Preparation begins for both Clackamas Fire District #1 and Estacada Rural Fire District #69
- August 2020
 - August 30th – Fiscal year 2019-20 officially closed for processing

Respectfully submitted,

Finance Director Christina Day

FINANCIAL REPORT – Period ending May 31, 2020 (FY2019-20)

General Fund 10

As of May 31, 2020, Fiscal Year 2019-2020 is 92.0% complete.

Following is a summary of financial activity through May 31, 2020:

Revenues: The General Fund has received \$53,299,593 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 616,270 at 82.2% of the adjusted budget before the costs of collection are netted out. This fund has received \$536,757 in interest revenues to date. Additional revenues from contracts, and other sources total another \$ 3,891,191.

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

Category:	% of Budget Used
Salaries & Benefits	91.4% of Adjusted Budget
Materials & Services	75.7% of Adjusted Budget
Capital Outlay	71.8% of Adjusted Budget
Debt Service	100.0% of Adjusted Budget

Equipment Reserve Fund 20

Total expenditures in this fund equal \$338,446. This fund has received \$3,577 in interest and \$96,222 in surplus sales revenues to date.

Capital Projects Fund 30

Total expenditures in this fund equal \$604,136 through May 2020. This fund has received \$24,747 in interest revenues to date.

Enterprise Fund 40

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

Debt Service Fund 50

This fund has received \$2,105,389 in property tax revenues this year, along with \$7,016 in interest earnings. Total expenditures in this fund equal \$2,054,200 for debt services through May 2020. We made debt service payments for Series 2015 and 2017 in May 2020.

Bond Construction Fund 60

Total expenditures for bond project-related construction costs equal \$5,527 through May 2020. This fund has received \$66,546 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 May 31, 2020.

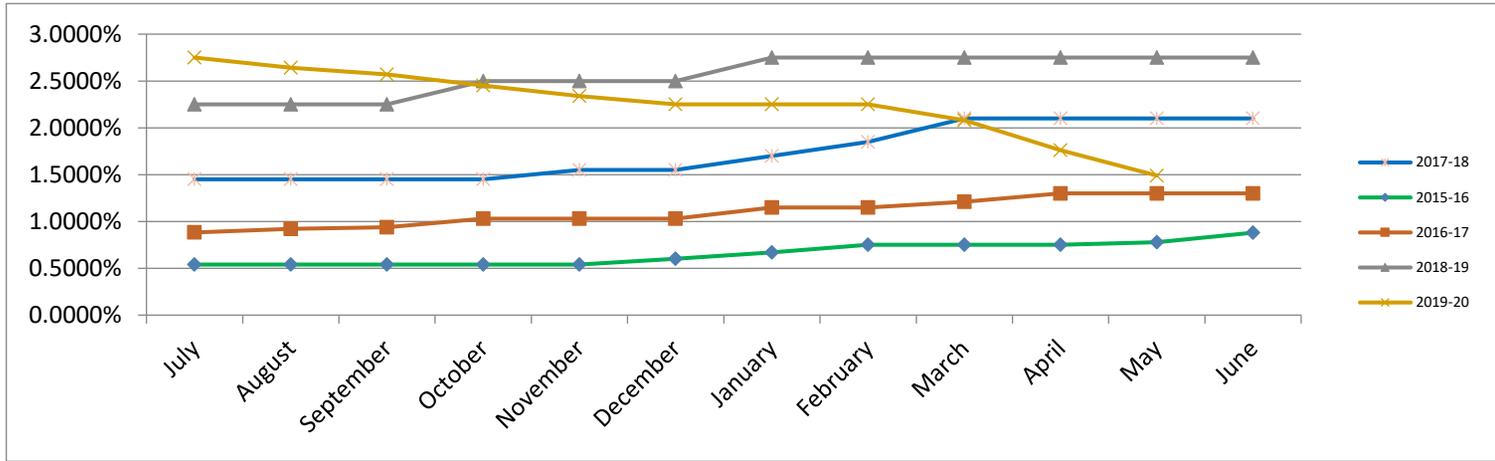
Short-term Investments as of May 31,2020	
Local Government Investment Pool	\$26,756,788.85
Key Bank Checking	\$1,430,243.01
Third Party Trust	\$3,000.00
TOTAL:	\$ 28,190,031.86

The Oregon LGIP interest rate is 1.49% in May 2020.

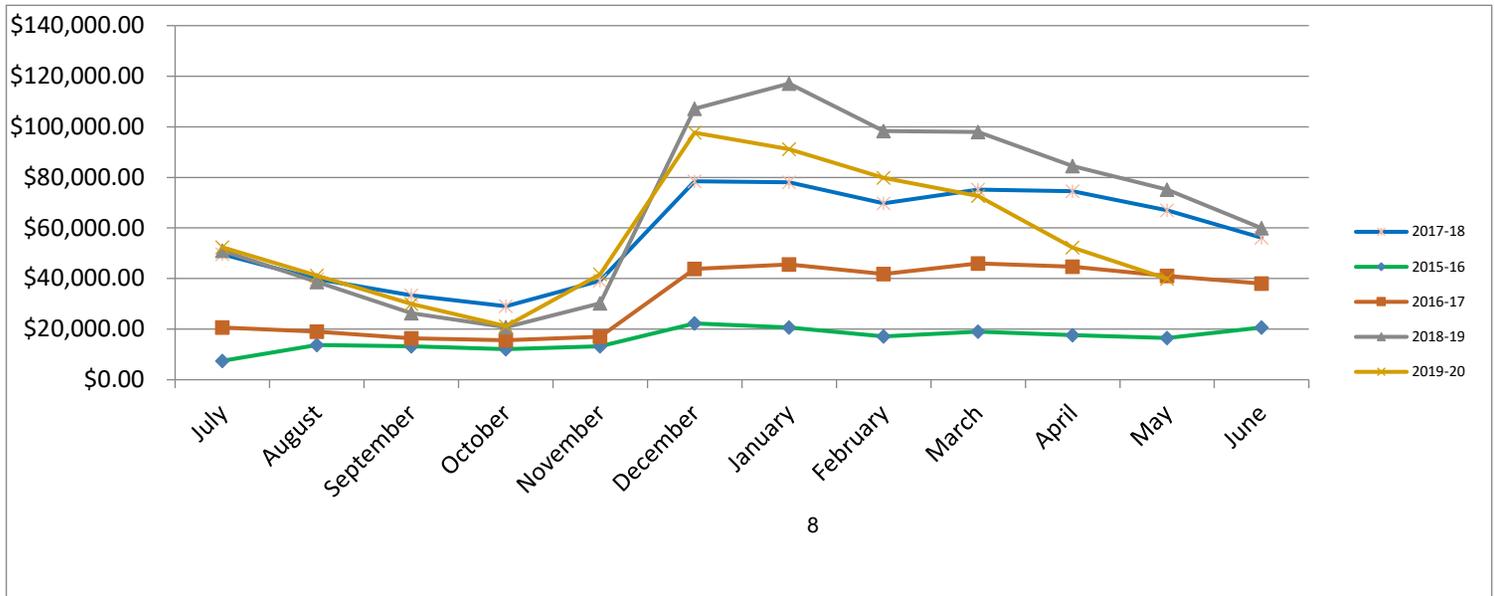
Clackamas Fire District No. 1			
LGIP Monthly Interest Rate Averages			Monthly Earnings LGIP
April	2019	2.750%	\$84,486.84
May	2019	2.750%	\$75,103.92
June	2019	2.750%	\$59,889.29
July	2019	2.750%	\$52,420.04
August	2019	2.640%	\$41,162.65
September	2019	2.570%	\$29,954.96
October	2019	2.450%	\$21,186.01
November	2019	2.340%	\$41,611.87
December	2019	2.250%	\$97,672.04
January	2020	2.250%	\$91,186.32
February	2020	2.250%	\$79,875.63
March	2020	2.080%	\$72,611.31
April	2020	1.760%	\$52,310.78
May	2020	1.490%	\$39,910.30

Clackamas Fire District #1
 LGIP Interest Rates and Revenue

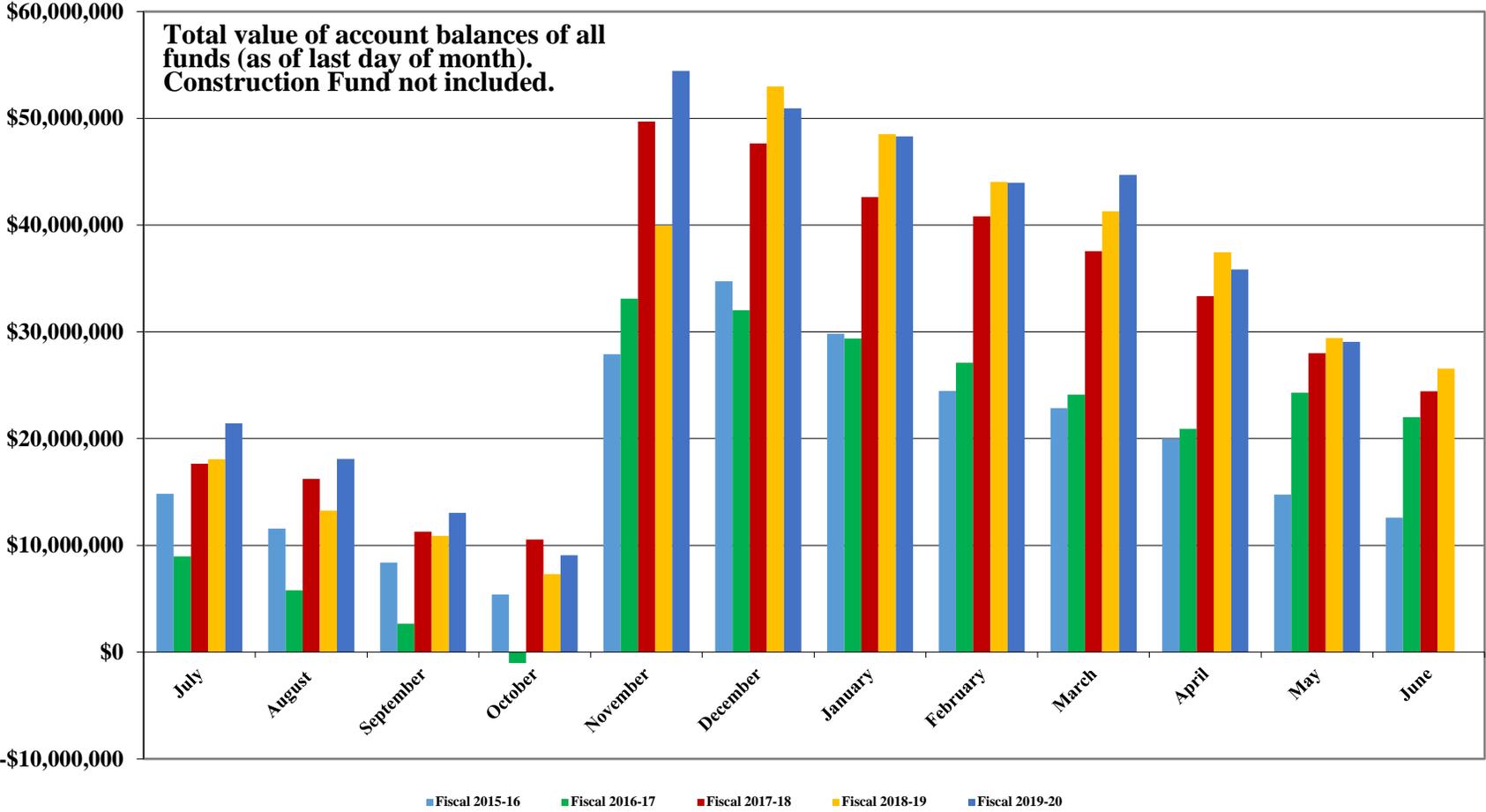
Interest Rates - Fiscal 2015-16 to Present



Interest Revenue - Fiscal 2015-16 to Present



Clackamas County Fire District #1 Account Balances by Month



YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
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%
01 Tax Revenues							
4450 Current Year Prop Taxes	-53,481,724.00	0.00	-53,481,724.00	-52,780,950.44	0.00	-700,773.56	98.7%
4455 Prior Year Prop Taxes	-1,200,000.00	0.00	-1,200,000.00	-518,642.18	0.00	-681,357.82	43.2%
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	-53,299,592.62	0.00	-1,390,131.38	97.5%
03 Interest							
4490 Investment Interest	-350,000.00	0.00	-350,000.00	-536,757.35	0.00	186,757.35	153.4%
TOTAL Interest	-350,000.00	0.00	-350,000.00	-536,757.35	0.00	186,757.35	153.4%
04 Other Revenues							
4500 Contract Revenue	-232,490.00	-1,526,785.00	-1,759,275.00	-1,692,938.25	0.00	-66,336.75	96.2%
4510 ASA Revenue	-135,000.00	0.00	-135,000.00	-142,947.70	0.00	7,947.70	105.9%
4512 Medical Supply Reimb	-70,000.00	0.00	-70,000.00	-96,690.25	0.00	26,690.25	138.1%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11 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	-301,269.64	0.00	56,633.64	123.2%
4538 Service Cost Recovery	-200,000.00	0.00	-200,000.00	-71,652.81	0.00	-128,347.19	35.8%
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	-109,583.91	0.00	109,583.91	100.0%
4545 Other Post-Employ Bene Revenue	-480,000.00	0.00	-480,000.00	-545,332.32	0.00	65,332.32	113.6%
4560 Grant Revenue	-258,182.00	-390,838.00	-649,020.00	-321,567.87	0.00	-327,452.13	49.5%
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	-616,269.61	0.00	-133,730.39	82.2%
4571 Other Revenues	-333,000.00	-125,000.00	-458,000.00	-399,268.57	2,500.00	-61,231.43	86.6%
TOTAL Other Revenues	-2,783,672.00	-3,459,214.00	-6,242,886.00	-5,667,469.78	2,500.00	-577,916.22	90.7%

05 Transfers In

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%

50 Salaries

5501 Fire Chief	193,140.00	1,884.00	195,024.00	178,772.21	0.00	16,251.79	91.7%
5503 Deputy Chief	354,386.00	-111,531.00	242,855.00	229,672.87	0.00	13,182.13	94.6%
5504 Division Chief	483,255.00	104,770.00	588,025.00	534,303.83	0.00	53,721.17	90.9%
5505 Battalion Chief	1,848,805.00	0.00	1,848,805.00	1,636,203.61	0.00	212,601.39	88.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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	142,852.00	1,928,948.00	1,796,834.31	0.00	132,113.69	93.2%
5507 Fire Inspectors	455,238.00	0.00	455,238.00	439,154.47	0.00	16,083.53	96.5%
5508 Deputy Fire Marshal Captain	233,436.00	0.00	233,436.00	213,982.09	0.00	19,453.91	91.7%
5509 Deputy Fire Marshal Lieutenant	214,160.00	0.00	214,160.00	196,313.92	0.00	17,846.08	91.7%
5510 Captain	2,562,977.00	66,000.00	2,628,977.00	2,254,694.10	0.00	374,282.90	85.8%
5512 Lieutenant	3,747,800.00	107,080.00	3,854,880.00	3,611,377.09	0.00	243,502.91	93.7%
5515 Apparatus Operator	5,642,595.00	137,172.00	5,779,767.00	5,240,425.90	0.00	539,341.10	90.7%
5520 Fire Fighter	7,108,064.00	195,985.00	7,304,049.00	6,538,756.74	0.00	765,292.26	89.5%
5525 Paramedic	266,124.00	0.00	266,124.00	253,004.40	0.00	13,119.60	95.1%
5530 Non-exempt Staff Group	1,741,651.00	-52,972.00	1,688,679.00	1,480,745.20	0.00	207,933.80	87.7%
5535 Other Employee	124,906.00	0.00	124,906.00	68,664.05	0.00	56,241.95	55.0%
5540 Temporary Labor	88,385.00	-4,564.37	83,820.63	49,001.03	0.00	34,819.60	58.5%
5545 Premium Pay	387,967.00	0.00	387,967.00	408,241.21	0.00	-20,274.21	105.2%
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	1,474,184.00	6,153,184.00	5,176,240.08	0.00	976,943.92	84.1%
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	3,541.82	0.00	-3,541.82	100.0%
5600 Overtime	362,209.88	52,254.00	414,463.88	372,279.95	0.00	42,183.93	89.8%
TOTAL Salaries	32,585,148.88	2,243,533.63	34,828,682.51	31,213,523.48	0.00	3,615,159.03	89.6%

60 Benefits

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11 JOURNAL DETAIL 2020 1 TO 2020 13

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
6620 SS/Medicare	2,488,204.00	49,276.53	2,537,480.53	2,239,873.16	0.00	297,607.37	88.3%
6640 Tri-Met Taxes	195,156.00	3,788.63	198,944.63	192,453.33	0.00	6,491.30	96.7%
6650 Transit Tax	3,247.00	62.19	3,309.19	0.00	0.00	3,309.19	.0%
6656 PERS Employer	7,557,678.00	129,236.05	7,686,914.05	7,082,325.69	0.00	604,588.36	92.1%
6670 Deferred Compensation	742,714.00	15,185.10	757,899.10	578,324.97	161,780.62	17,793.51	97.7%
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	38,548.99	0.00	7,099.01	84.4%
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	101,161.00	3,905,545.00	3,859,187.87	0.00	46,357.13	98.8%
6691 PEHP	332,500.00	6,213.00	338,713.00	309,839.31	55,692.00	-26,818.31	107.9%
6692 Other Post-Employ Benefits	630,565.00	0.00	630,565.00	756,115.31	48,453.61	-174,003.92	127.6%
6693 Health Trust	267,737.00	4,533.05	272,270.05	367,406.78	0.00	-95,136.73	134.9%
6701 Vehicle Allowance	11,216.00	7,714.00	18,930.00	16,530.36	0.00	2,399.64	87.3%
6702 Tool Allowance	6,000.00	0.00	6,000.00	5,050.00	0.00	950.00	84.2%
6703 Cell/Tech Allowance	7,200.00	0.00	7,200.00	7,375.00	0.00	-175.00	102.4%
6705 Workers Compensation	766,368.00	14,698.00	781,066.00	870,662.57	0.00	-89,596.57	111.5%
TOTAL Benefits	16,862,969.00	384,103.55	17,247,072.55	16,375,832.52	265,926.23	605,313.80	96.5%

70 Materials and Service

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	101.71	16.59	-118.30	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7015 Meeting Expense	27,550.00	-38.95	27,511.05	15,841.85	0.00	11,669.20	57.6%
7030 Civil Service Exam Expense	6,000.00	0.00	6,000.00	5,254.31	0.00	745.69	87.6%
7035 Bank Charges	15,000.00	0.00	15,000.00	14,021.06	1,747.42	-768.48	105.1%
7040 Dues & Publications	41,841.00	-53.50	41,787.50	31,853.96	2,120.15	7,813.39	81.3%
7045 Awards & Recognitions	38,000.00	0.00	38,000.00	23,353.49	0.00	14,646.51	61.5%
7055 Operating Supply	198,420.00	991,470.98	1,189,890.98	370,047.33	11,628.40	808,215.25	32.1%
7065 Fire Fighting Supply	64,900.00	3,625.00	68,525.00	60,529.45	247.05	7,748.50	88.7%
7070 Rescue Supply	8,903.00	0.00	8,903.00	7,544.03	0.00	1,358.97	84.7%
7075 EMS Supply	241,500.00	450.00	241,950.00	321,178.09	19,682.39	-98,910.48	140.9%
7078 Department Consumables	20,000.00	0.00	20,000.00	17,667.94	253.59	2,078.47	89.6%
7080 Fuel	232,300.00	725.00	233,025.00	183,637.29	63,706.26	-14,318.55	106.1%
7085 Uniform & Protective Eqpt	428,305.00	0.00	428,305.00	307,173.18	45,638.84	75,492.98	82.4%
7090 Office Supplies	15,900.00	6,300.00	22,200.00	13,352.70	84.23	8,763.07	60.5%
7095 Software & Supplies	580,867.00	0.00	580,867.00	530,512.31	15,116.33	35,238.36	93.9%
7105 Household Goods	55,793.00	-600.00	55,193.00	52,983.07	1,536.44	673.49	98.8%
7110 Professional Services	585,662.00	348,579.00	934,241.00	559,110.25	430,688.09	-55,557.34	105.9%
7115 Dispatch Services	1,638,160.00	0.00	1,638,160.00	1,488,399.31	121,991.69	27,769.00	98.3%
7116 Utilities - Natural Gas	64,109.00	0.00	64,109.00	67,258.37	3,941.73	-7,091.10	111.1%
7117 Utilities - Electric	171,777.00	0.00	171,777.00	176,669.19	0.00	-4,892.19	102.8%
7118 Utilities - Garbage	51,081.00	0.00	51,081.00	35,510.13	0.00	15,570.87	69.5%
7119 Utilities - Water	118,417.00	0.00	118,417.00	94,261.32	0.00	24,155.68	79.6%
7120 Utilities - Other	135,972.00	0.00	135,972.00	101,804.84	14,340.37	19,826.79	85.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
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	330,542.53	21,297.37	-15,539.90	104.6%
7130 Insurance - Property/Casualty	259,500.00	0.00	259,500.00	281,889.16	10,407.87	-32,797.03	112.6%
7135 Medical Exams	240,654.00	0.00	240,654.00	140,507.23	77,522.09	22,624.68	90.6%
7140 Schools/Conferences Registrati	67,750.00	-1,361.80	66,388.20	36,328.96	1,645.00	28,414.24	57.2%
7141 Tuition Reimbursement	60,000.00	0.00	60,000.00	37,588.32	0.00	22,411.68	62.6%
7142 Travel Expense	21,500.00	1,925.00	23,425.00	19,572.64	0.00	3,852.36	83.6%
7145 Mileage Reimbursement	71,300.00	-7,000.00	64,300.00	41,800.96	0.00	22,499.04	65.0%
7150 Volunteer Fire Fighter Exp	35,000.00	0.00	35,000.00	30,000.00	10,000.00	-5,000.00	114.3%
7155 Vehicle Maintenance	431,981.00	0.00	431,981.00	341,151.43	13,615.66	77,213.91	82.1%
7160 Equipment Maintenance	114,669.00	-2,525.00	112,144.00	75,862.51	1,355.62	34,925.87	68.9%
7165 Radio Maintenance	31,250.00	0.00	31,250.00	14,766.09	171.77	16,312.14	47.8%
7170 Facility Maintenance	208,200.00	-500.00	207,700.00	168,859.22	16,728.86	22,111.92	89.4%
7175 Office Equipment Maintenance	121,640.00	0.00	121,640.00	44,333.31	9,567.08	67,739.61	44.3%
7180 Computer & AV Maintenance	21,650.12	32,500.00	54,150.12	85,148.49	15,229.35	-46,227.72	185.4%
7185 SCBA Maintenance	0.00	0.00	0.00	104.72	0.00	-104.72	100.0%
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	-1,782.91	49,474.09	38,674.05	0.00	10,800.04	78.2%
7195 Public Education	67,000.00	0.00	67,000.00	45,019.30	1,000.00	20,980.70	68.7%
7205 Postage & Freight	30,000.00	0.00	30,000.00	17,489.10	548.71	11,962.19	60.1%
7210 Small Tool, Eqpts & Furnishing	39,544.00	0.00	39,544.00	38,438.50	0.00	1,105.50	97.2%
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	1,371,712.82	8,323,864.94	6,148,824.40	911,828.95	1,263,211.59	84.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
80 Capital Outlay							
8825 Fire Fighting Equipment	15,200.00	0.00	15,200.00	15,486.10	0.00	-286.10	101.9%
8835 EMS & Rescue Equipment	0.00	152,020.00	152,020.00	135,987.35	0.00	16,032.65	89.5%
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	25,000.00	74,700.00	31,419.97	0.00	43,280.03	42.1%
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	72,692.33	0.00	44,552.67	62.0%
TOTAL Capital Outlay	190,145.00	177,020.00	367,165.00	263,583.68	0.00	103,581.32	71.8%
85 Debt Service							
9916 Debt Service Principal	1,135,000.00	0.00	1,135,000.00	1,135,000.00	0.00	0.00	100.0%
9917 Debt Service Interest	749,955.00	0.00	749,955.00	749,014.19	0.00	940.81	99.9%
TOTAL Debt Service	1,884,955.00	0.00	1,884,955.00	1,884,014.19	0.00	940.81	100.0%
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%
99 End Fund Balance							

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13						
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
9910 Contingency	1,415,435.00	0.00	1,415,435.00	0.00	0.00	1,415,435.00	.0%	
9915 Restricted Contingency	1,000,000.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00	.0%	
9999 Unappropriated Ending Fund Bal	14,650,711.00	0.00	14,650,711.00	0.00	0.00	14,650,711.00	.0%	
TOTAL End Fund Balance	17,066,146.00	0.00	17,066,146.00	0.00	0.00	17,066,146.00	.0%	
TOTAL General Fund	-27,001.00	27,000.00	-1.00	-3,618,041.48	1,180,255.18	2,437,785.30	%	
TOTAL REVENUES	-75,568,517.00	-4,753,066.00	-80,321,583.00	-59,503,819.75	2,500.00	-20,820,263.25		
TOTAL EXPENSES	75,541,516.00	4,780,066.00	80,321,582.00	55,885,778.27	1,177,755.18	23,258,048.55		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
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%
03 Interest							
4490 Investment Interest	-3,000.00	0.00	-3,000.00	-3,576.99	0.00	576.99	119.2%
TOTAL Interest	-3,000.00	0.00	-3,000.00	-3,576.99	0.00	576.99	119.2%
04 Other Revenues							
4540 Sale of Surplus	-15,000.00	0.00	-15,000.00	-96,222.33	0.00	81,222.33	641.5%
TOTAL Other Revenues	-15,000.00	0.00	-15,000.00	-96,222.33	0.00	81,222.33	641.5%
05 Transfers In							
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%
80 Capital Outlay							

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
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	338,445.60	69,747.69	55,249.71	88.1%
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	338,445.60	69,747.69	677,388.71	37.6%
90 Transfers Out							
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%
99 End Fund Balance							
9999 Unappropriated Ending Fund Bal	48,744.00	0.00	48,744.00	0.00	0.00	48,744.00	.0%
TOTAL End Fund Balance	48,744.00	0.00	48,744.00	0.00	0.00	48,744.00	.0%
TOTAL Equipment Reserve Fund	0.00	0.00	0.00	238,646.28	69,747.69	-308,393.97	100.0%
TOTAL REVENUES	-816,244.00	-640,582.00	-1,456,826.00	-99,799.32	0.00	-1,357,026.68	
TOTAL EXPENSES	816,244.00	640,582.00	1,456,826.00	338,445.60	69,747.69	1,048,632.71	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13						
ACCOUNTS FOR: 30 Capital Projects Fund		ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal								
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%	
03 Interest								
4490 Investment Interest	-14,000.00	0.00	-14,000.00	-24,747.33	0.00	10,747.33	176.8%	
TOTAL Interest	-14,000.00	0.00	-14,000.00	-24,747.33	0.00	10,747.33	176.8%	
05 Transfers In								
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%	
70 Materials and Servic								
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%	
80 Capital Outlay								

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
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	350,841.72	2,169,848.15	3,504,592.13	41.8%
TOTAL Capital Outlay	6,236,435.00	-211,153.00	6,025,282.00	350,841.72	2,169,848.15	3,504,592.13	41.8%
TOTAL Capital Projects Fund	0.00	0.00	0.00	579,388.50	2,423,142.47	-3,002,530.97	100.0%
	TOTAL REVENUES						
	-6,743,024.00	211,153.00	-6,531,871.00	-24,747.33	0.00	-6,507,123.67	
	TOTAL EXPENSES						
	6,743,024.00	-211,153.00	6,531,871.00	604,135.83	2,423,142.47	3,504,592.70	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		JOURNAL DETAIL 2020 1 TO 2020 13					
ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
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%
03 Interest							
4490 Investment Interest	-200.00	0.00	-200.00	-135.56	0.00	-64.44	67.8%
TOTAL Interest	-200.00	0.00	-200.00	-135.56	0.00	-64.44	67.8%
04 Other Revenues							
4560 Grant Revenue	0.00	-5,000.00	-5,000.00	-5,350.00	0.00	350.00	107.0%
4571 Other Revenues	-5,000.00	5,000.00	0.00	0.00	0.00	0.00	.0%
TOTAL Other Revenues	-5,000.00	0.00	-5,000.00	-5,350.00	0.00	350.00	107.0%
70 Materials and Servic							
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%
99 End Fund Balance							

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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	155.21	0.00	-155.21	100.0%	
TOTAL REVENUES	-28,348.00	18.00	-28,330.00	-5,485.56	0.00	-22,844.44		
TOTAL EXPENSES	28,348.00	-18.00	28,330.00	5,640.77	0.00	22,689.23		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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
00 Beg Fund Bal							
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%
01 Tax Revenues							
4450 Current Year Prop Taxes	-2,482,679.00	0.00	-2,482,679.00	-2,084,902.40	0.00	-397,776.60	84.0%
4455 Prior Year Prop Taxes	-30,000.00	0.00	-30,000.00	-20,486.92	0.00	-9,513.08	68.3%
TOTAL Tax Revenues	-2,512,679.00	0.00	-2,512,679.00	-2,105,389.32	0.00	-407,289.68	83.8%
03 Interest							
4490 Investment Interest	-2,500.00	0.00	-2,500.00	-7,015.80	0.00	4,515.80	280.6%
TOTAL Interest	-2,500.00	0.00	-2,500.00	-7,015.80	0.00	4,515.80	280.6%
70 Materials and Servic							
7020 Debt Interest Expense	1,004,200.00	0.00	1,004,200.00	1,004,200.00	0.00	0.00	100.0%
7025 Debt Principal Expense	1,050,000.00	0.00	1,050,000.00	1,050,000.00	0.00	0.00	100.0%
TOTAL Materials and Servic	2,054,200.00	0.00	2,054,200.00	2,054,200.00	0.00	0.00	100.0%
99 End Fund Balance							

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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	-58,205.12	0.00	58,205.12	100.0%
TOTAL REVENUES	-2,656,209.00	-130,245.00	-2,786,454.00	-2,112,405.12	0.00	-674,048.88	
TOTAL EXPENSES	2,656,209.00	130,245.00	2,786,454.00	2,054,200.00	0.00	732,254.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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	
03 Interest							
4490 Investment Interest							
-2,000.00	0.00	-2,000.00	-46,473.63	0.00	44,473.63	2323.7%	
TOTAL Interest							
-2,000.00	0.00	-2,000.00	-46,473.63	0.00	44,473.63	2323.7%	
04 Other Revenues							
4513 Other Reimbursements							
-500,000.00	15,000.00	-485,000.00	0.00	0.00	-485,000.00	.0%	
4571 Other Revenues							
0.00	-15,000.00	-15,000.00	-20,072.44	0.00	5,072.44	133.8%	
TOTAL Other Revenues							
-500,000.00	0.00	-500,000.00	-20,072.44	0.00	-479,927.56	4.0%	
80 Capital Outlay							
8825 Fire Fighting Equipment							
502,000.00	0.00	502,000.00	0.00	0.00	502,000.00	.0%	
8860 Facility Improvement							
0.00	0.00	0.00	5,527.00	0.00	-5,527.00	100.0%	
TOTAL Capital Outlay							
502,000.00	0.00	502,000.00	5,527.00	0.00	496,473.00	1.1%	
TOTAL Bond Construction Fund							
0.00	0.00	0.00	-61,019.07	0.00	61,019.07	100.0%	
TOTAL REVENUES							
-502,000.00	0.00	-502,000.00	-66,546.07	0.00	-435,453.93		
TOTAL EXPENSES							
502,000.00	0.00	502,000.00	5,527.00	0.00	496,473.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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
00 Beg Fund Bal							
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%
03 Interest							
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%
90 Transfers Out							
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	

YEAR-TO-DATE BUDGET REPORT

FOR 2020 11		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	-2,920,270.93	3,673,145.34	-752,875.41	%	

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: Y
 From Yr/Per: 2020/ 1
 To Yr/Per: 2020/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: Y

Year/Period: 2020/11
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria
 Field Name Field Value

Org
 Object
 Project
 Rollup code
 Account type
 Account status

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Joshua Gehrke

Re: Support Services Monthly Report – May 2020

- Attended Interra training and platform navigation.
- Collaborated on Office 365 feedback and phasing plan with ITS Department.
- Attended weekly regional operations meeting.
- Attended Estacada budget meetings.
- Attended all the Fire District budget committee meetings.
- Attended multiple EMS transition meetings with Division Chief Bill Conway and team.
 - Conducted introductory meetings with several EMS strategic partners and stakeholders.
- The Logistics section co-wrote and submitted the Assistance to Firefighters Grant Program - COVID-19 Supplemental (AFG-S) application.
 - Thank you to Division Chief Brian Stewart, Battalion Chief Michael Carlsen, Director DeAnn Cordes and staff who helped in that short process.
- Welcomed new recruits in the 20-02 academy with other chief officers.
- Attended labor management meeting.
- Attended Clackamas Fire District #1 monthly Board meeting.
- Attended Estacada Fire District #69 monthly Board meeting.
- Attended CCOM Executive Board meeting and follow-up feasibility study meeting, followed by the CCOM member board meeting.
- Participated in and represented Clackamas Fire in the 130th annual Memorial Day service at Mt. View cemetery in Oregon City.
- Conducted transfer of incident management team information meeting with Battalion Chief Nick Browne and had the pleasure of notifying him of his much-deserved promotion to Division Chief.
- Attended S- 131, 133, and 230 wildland training.
- Conducted platform demonstration and gained support of the quarterly check-in from labor leadership.

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 – May 2020

The following is a recap of work completed by Data Services in May:

- Compiled Ambulance Service Performance report per county compliance.
- Processed multiple station and shift assignment changes in TeleStaff.
- Participated in FY2021 budget meetings.
- Coordinated with GIS contractor on miscellaneous mapping/data projects.
- Prepared for Munis upgrade to v.2019 in May.
- Attended District Operational Briefings for COVID-19.
- Initiated ArcGIS Hydrant Inspection deployment with GIS.
- Continued work and development on D1 Check-In program.
- Began Intterra Analytics implementation.
- Prepared for TeleStaff re-implementation.
- Processed all false alarms for April.
- Worked through post Munis v.2019 upgrade glitches with support.
- Processed data for SAFER grant application.
- Presented TeleStaff and Munis programs to new firefighter recruits.
- Developed rules for Heavy Rescue in TeleStaff.
- Updated multiple preplans.
- Continued COVID-19 reporting out of Target Solutions and ESO for payroll and enhanced system for more efficient reporting.
- Participated in multiple meetings for Target Solutions to enhance credentials, clean-up activities, and streamline permissions.
- Participated in Exempt Wage and Benefit package group.
- Worked with ESO to resolve reporting program issues, and made several program improvement requests.
- Provided weekly COVID-19 response reports.
- Cost Recovery Claims Summary Report as of May 31, 2020:

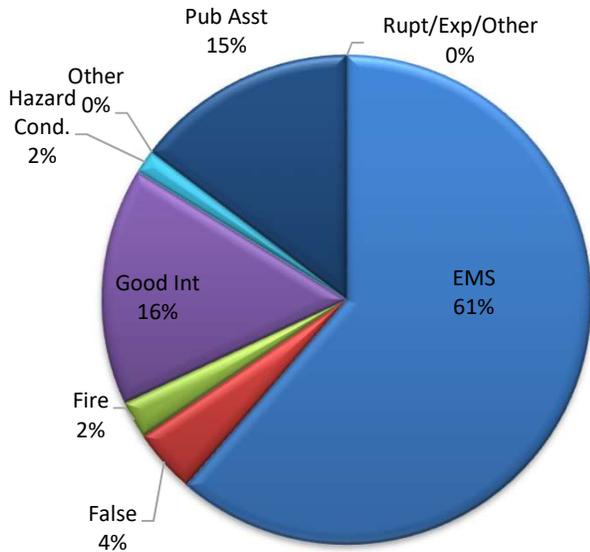
	# of Claims	Claim Amount	Average \$ / Claim
False Alarm			
In Process	19	\$4,372.44	
Closed Not Paid	12	\$2,660.73	
Closed Paid	190	\$53,104.70	\$279.50
	221	\$60,137.87	
Fire			
In Process	3	\$9,104.35	
Closed Not Paid	8	\$1,647.67	
Closed Paid	4	\$4,228.54	\$1,057.14
	15	\$14,980.56	
Hazmat			
In Process	10	\$3,508.11	
Closed Not Paid	8	\$2,812.10	
Closed Paid	13	\$12,546.04	\$965.08
	31	\$18,866.25	
Inspection			
Closed Not Paid	41	\$2,351.60	
Closed Paid	8	\$2,255.73	\$281.97
	49	\$4,607.33	
MVA			
In Process	69	\$28,059.01	
Closed Not Paid	210	\$36,197.44	
Closed Paid	82	\$36,642.07	\$446.85
	361	\$100,898.52	
Total In Process	101	\$45,043.92	
Total Closed Not Paid	279	\$45,669.54	
Total Closed Paid	297	\$108,777.08	\$366.25

Respectfully submitted,

Data Services Director Shelby Hopkins

Clackamas Fire Dist. #1 Emergency Services Report

May 2020



Incident Type	Data
EMS	1144
False	79
Fire	46
Good Int	293
Hazard Cond.	29
Other	0
Pub Asst	274
Rupt/Exp/Weather	0
Grand Total	1865

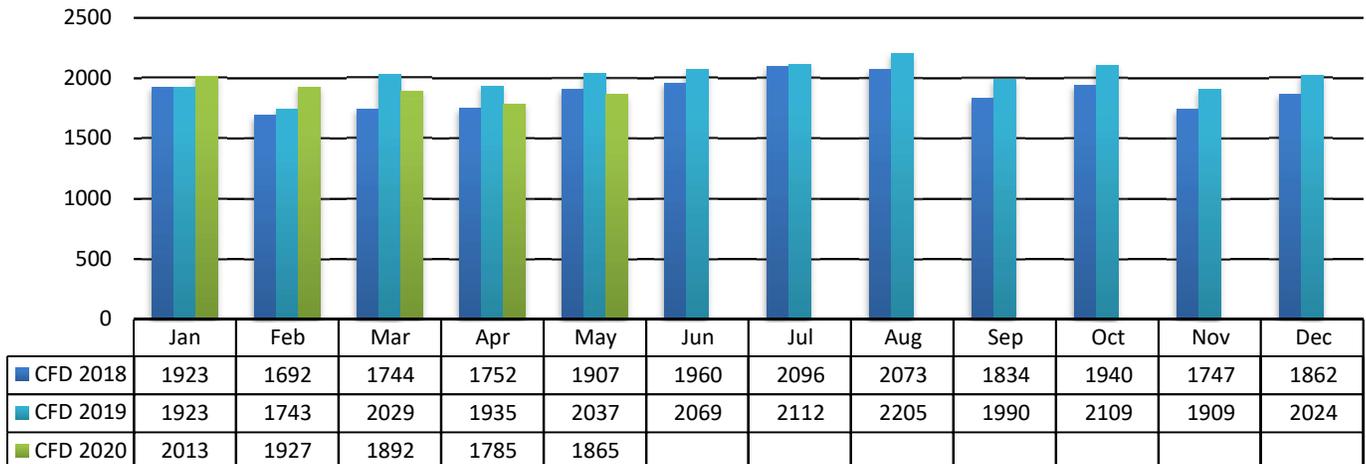
Year to Date

Incident Type	2018	2019	2020
EMS	6339	6743	6162
False	318	370	356
Fire	171	217	189
Good Int	818	868	1362
Hazard Cond.	460	464	136
Other	2	0	8
Pub Asst	909	1003	1268
Rupt/Exp/Weather	0	2	1
Grand Total	9017	9667	9482

*Mutual Aid Given Incident Not Included

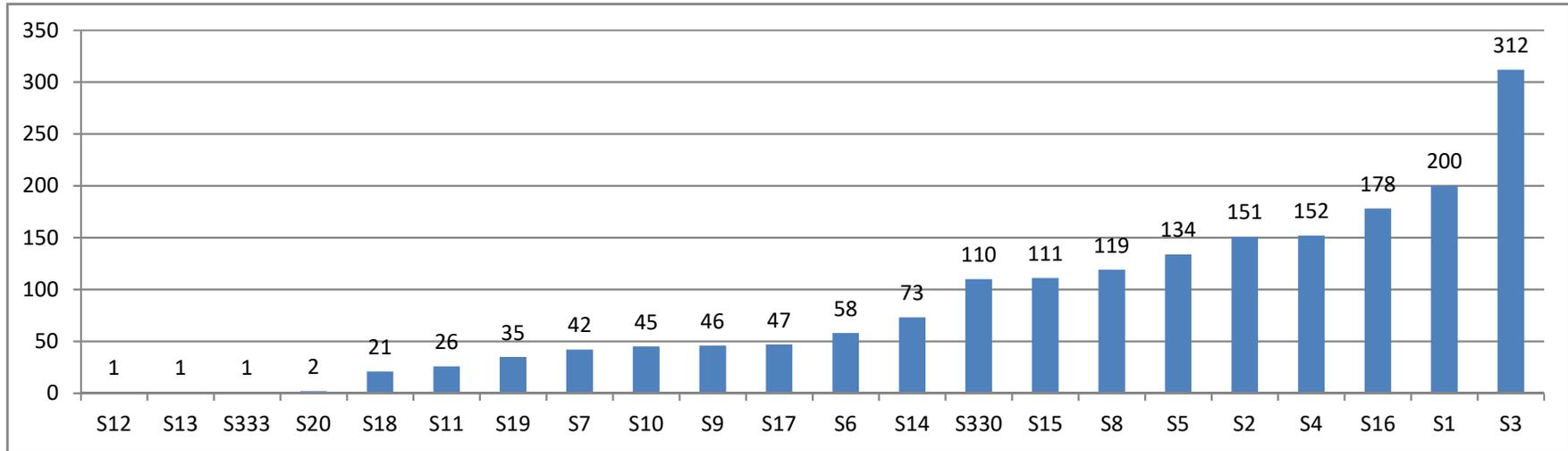
**Changes in Good Int and Hazard Cond. due to compliance with NFIRS requirements.

Total Incidents by Month

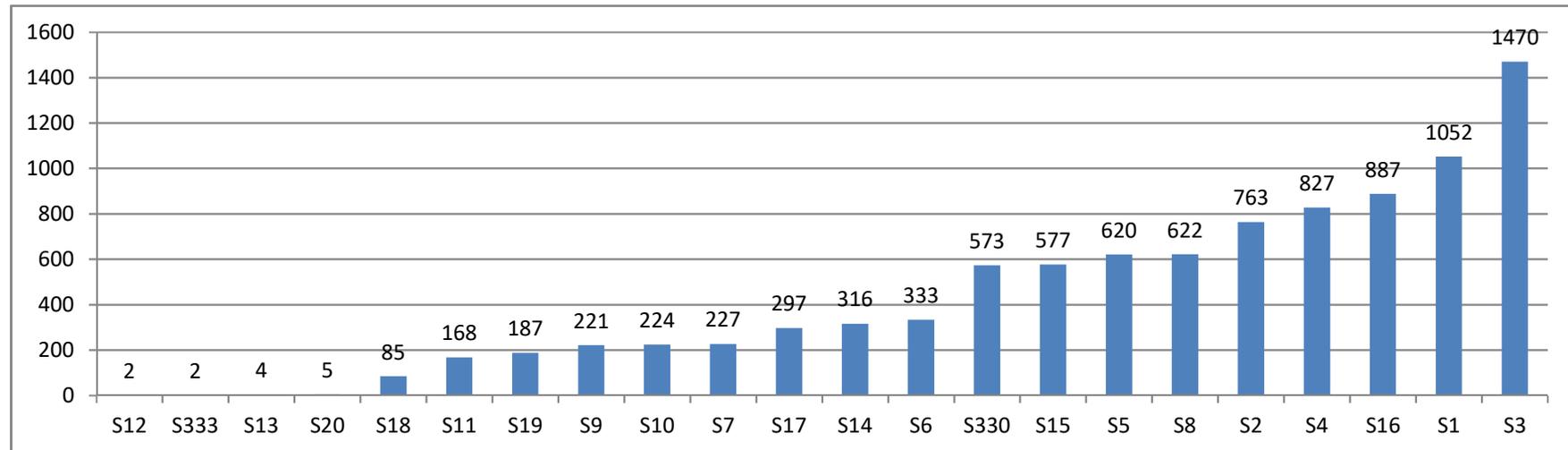


Incident Count by Station

May 2020



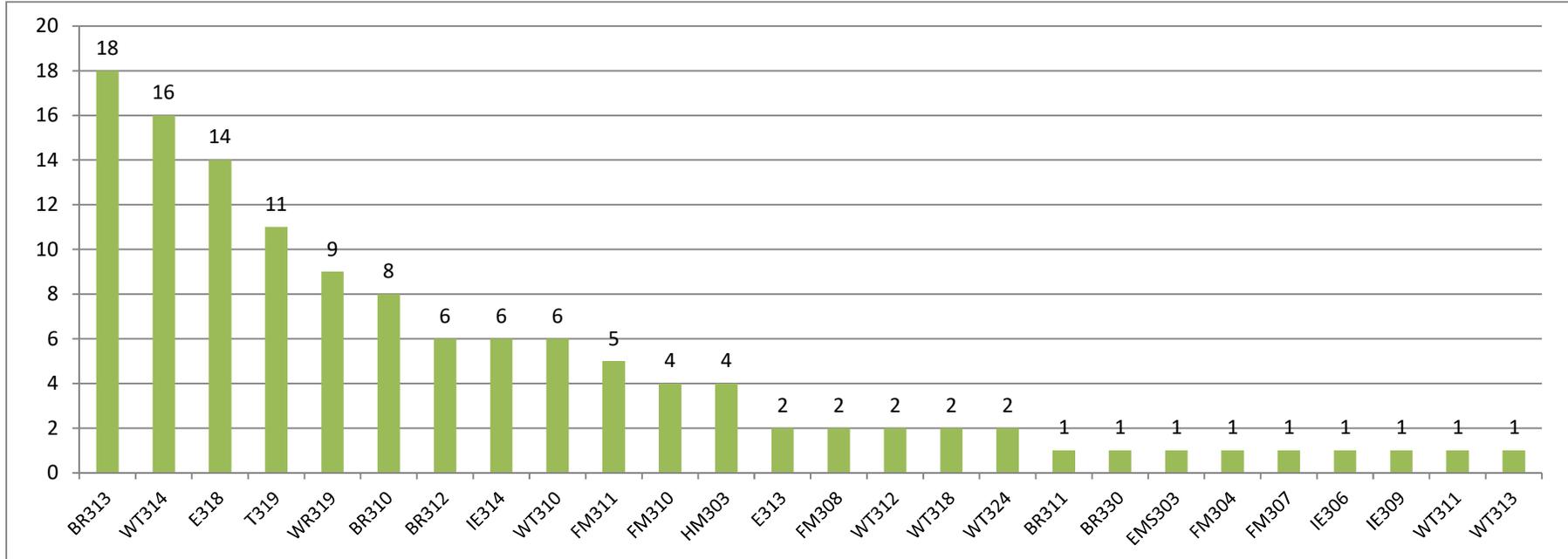
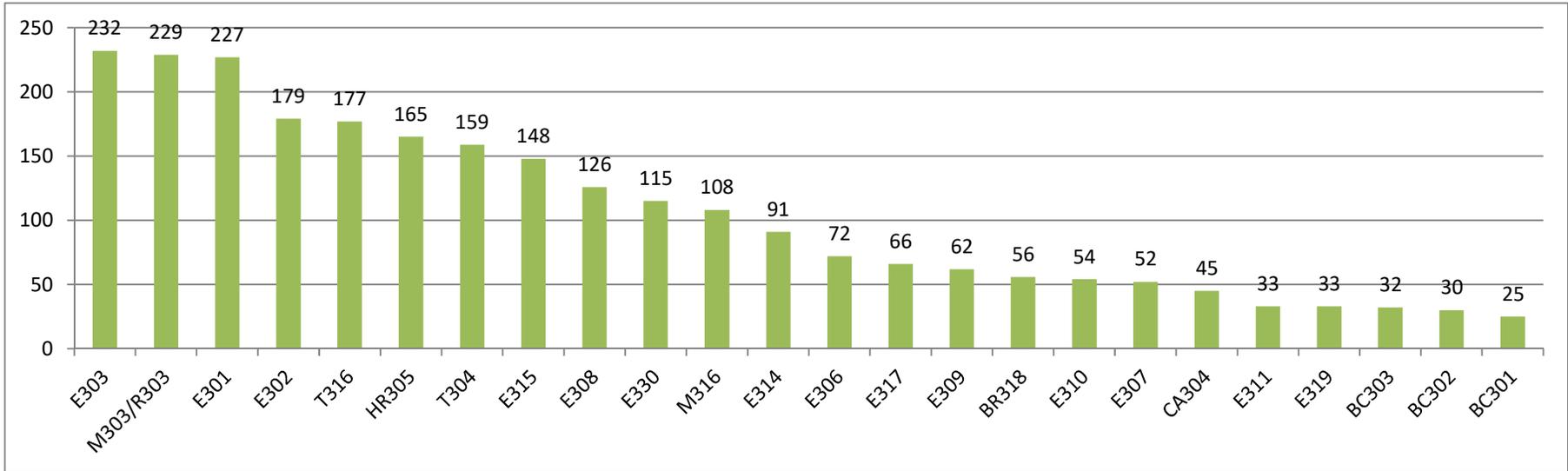
Year to Date



Incident Response by Apparatus

(Including Mutual Aid Given)

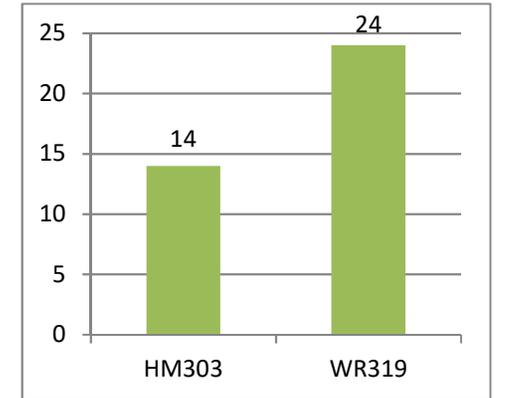
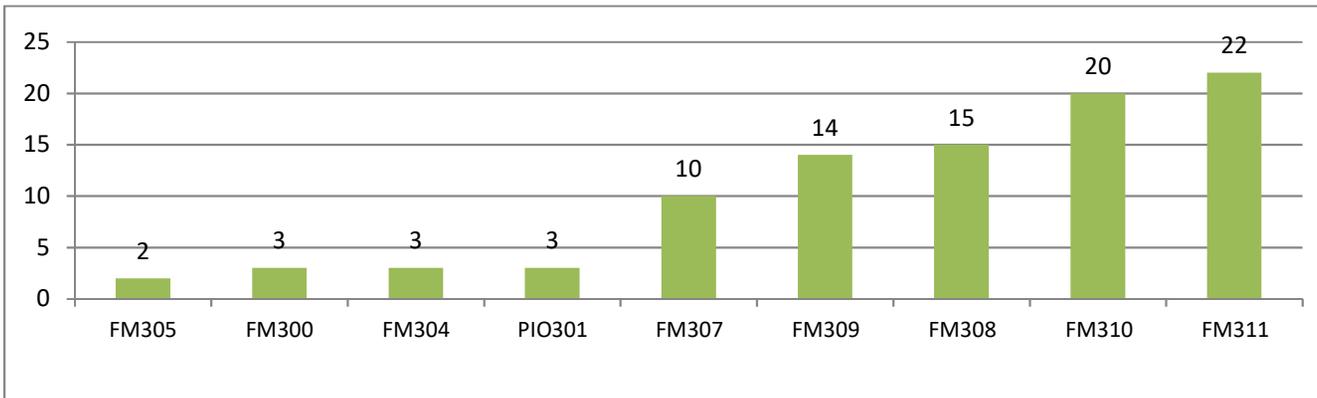
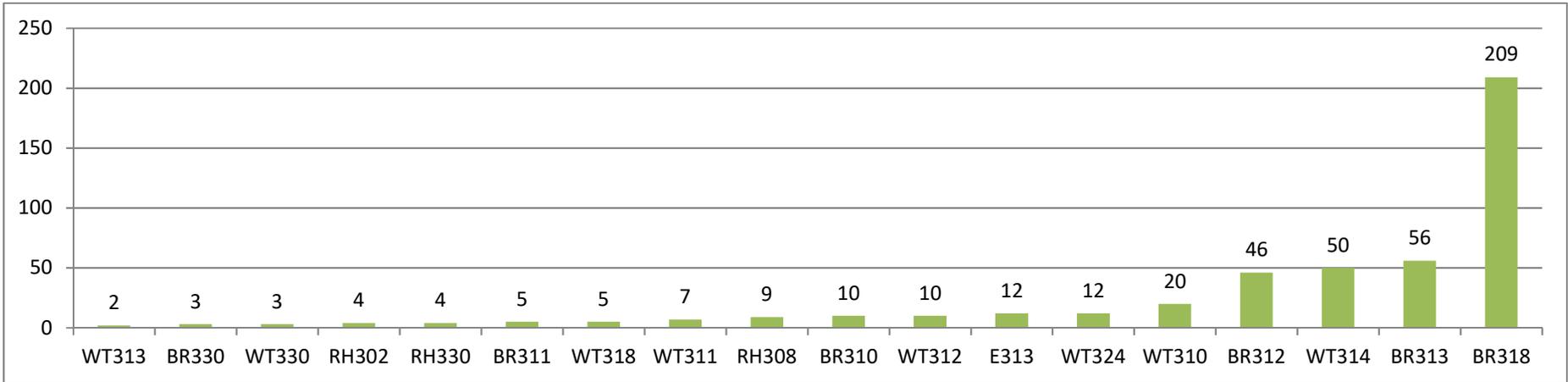
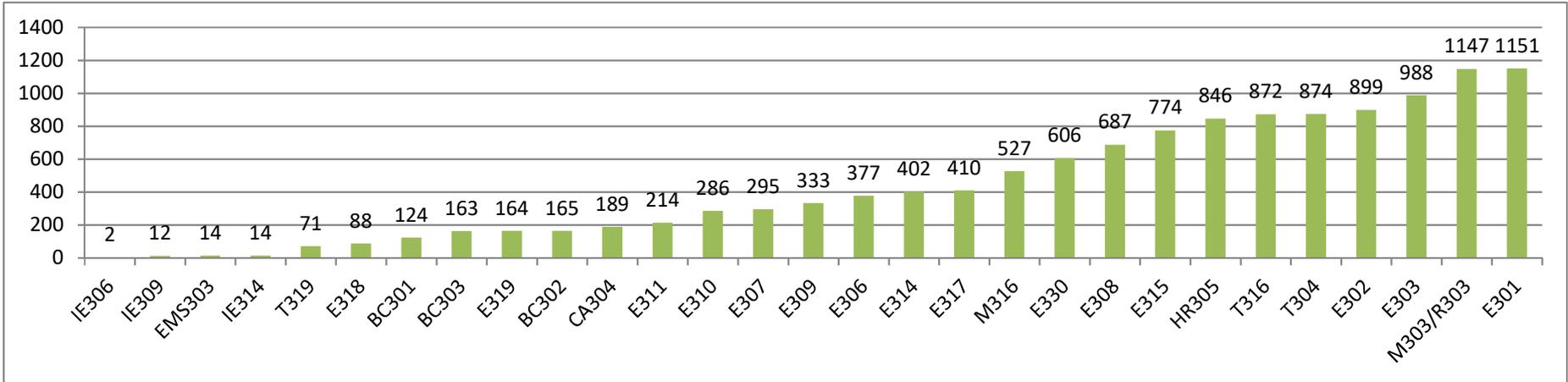
May 2020



Incident Response by Apparatus

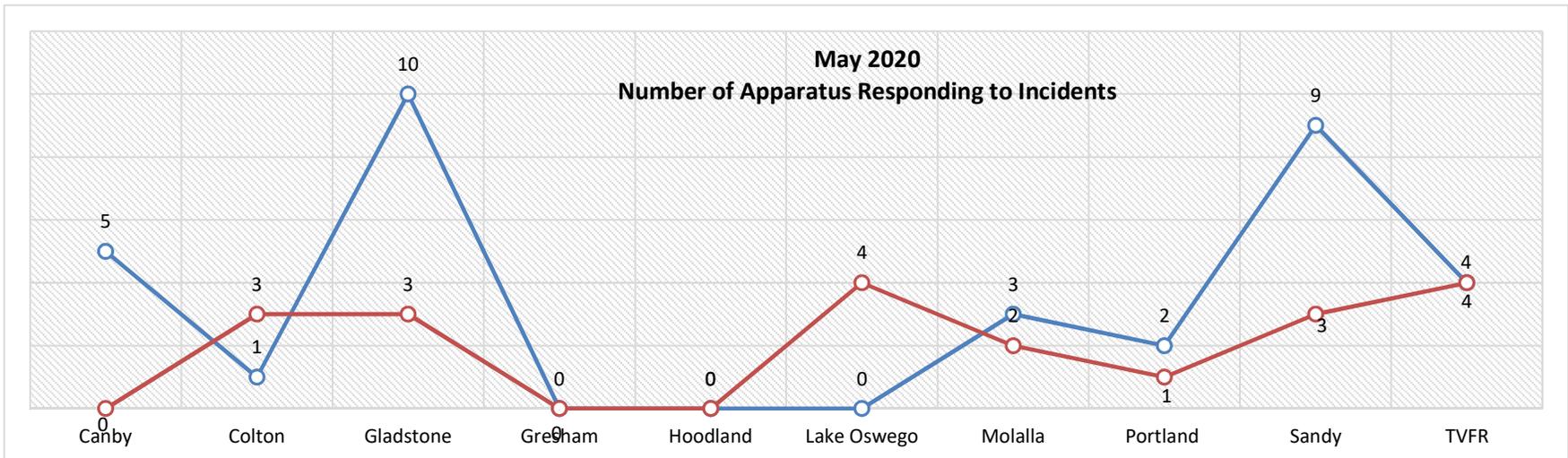
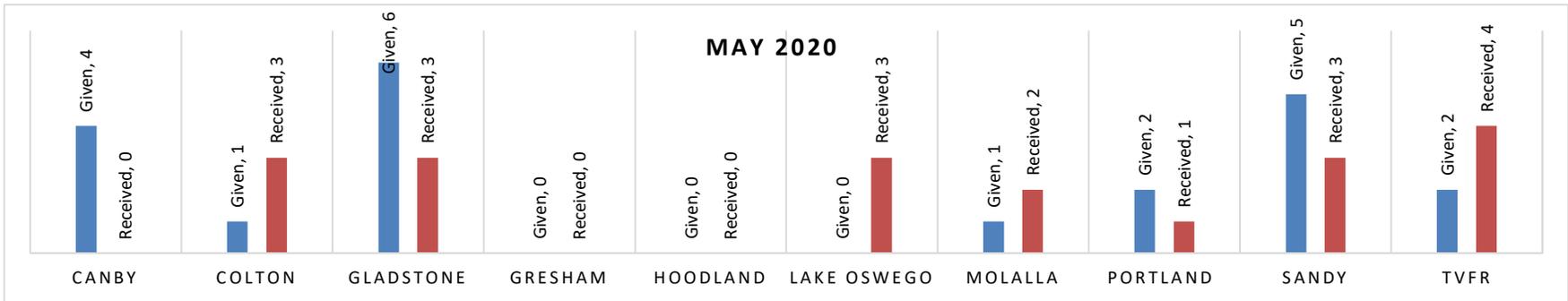
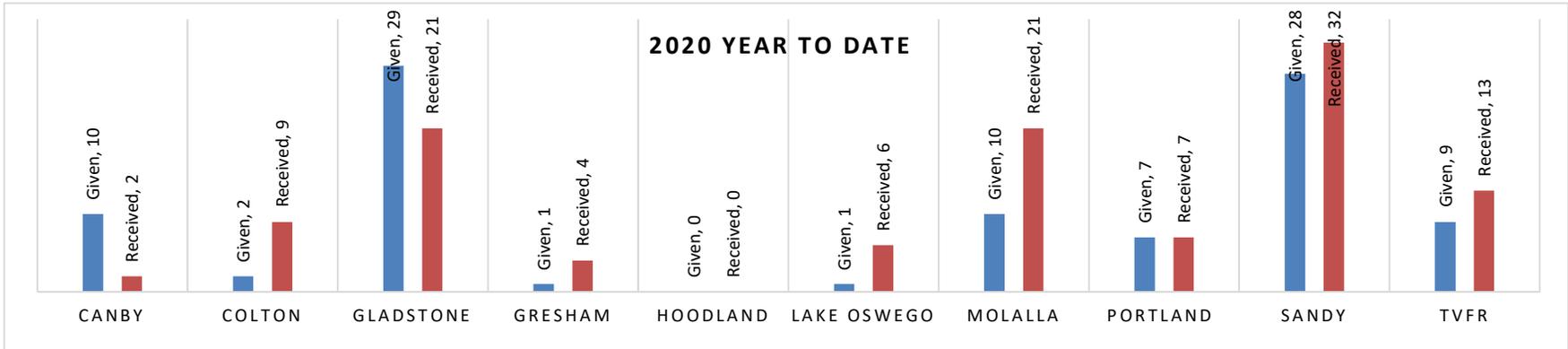
(Including Mutual Aid Given)

Year to Date 2020



Mutual Aid Given to Mutual Aid Received by Agency by Incident

**Does not include: canceled en-route, canceled on-scene or did not respond.*



Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fleet Director Bill Bischoff

Re: Fleet Services Department Monthly Report – May 2020

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

Engines

- 2-127 E303- PM and write ups, warrantable pump transmission issue, and body damage repairs.
- 2-118 E314- PM and write ups, head gasket repairs and annual pump testing.
- 2-123 E317- PM and write ups, found warrantable pump transmission issue and sent to Hughes.

Trucks / Heavy Rescue

- 3-451 RH330- PM and write-ups. Initial inspection.
- 2-365 HR305- Re-configure three different compartments for new Holmatro equipment.
- 2-203 T321- Aerial Hydraulic Cylinder problems

Brush Rigs / Water Tenders/Boats

- 3-321 BR312- PM and write-ups. CradlePoint install and MDC upgrade.
- 3-320 BR310- PM and write-ups.
- 2-422 WR319- PM and write-ups. New tires.
- 2-307 IE314- PM and write ups- Prep for Conflag.

Staff Vehicles / Medic

- 2-445 M303- PM and write-ups.
- 2-446 M316- PM and write-ups.
- 2-443 M323- Check engine light and drivability problems.
- 2-702/3-563- CAR304 Swap- New apparatus set up in Suburban to get TFL pickup back.
- 2-701 OPS Asst- IMT/BC Ops Asst vehicle set up and prep.
- Several staff vehicles in for PM and minor write-ups.

Other Items

- 2-915 Training Gator needed a substantial amount of front-end repairs done and some new steer tires installed after an alignment.
- Fleet assisted with all the hose and ladder testing. Facilitated some transport, ladder repairs and scheduling anomalies.
- Fleet continues to bring in the Estacada Fleet for misc repairs and deferred work. The associated use of the apparatus enables us to generate and follow an accurate maintenance schedule.
- Fleet had several field repairs on the IGA fleets as well as beginning to bring their apparatus into the shop for bi-annual PM work and pump testing.

Respectfully Submitted,

Fleet Director Bill Bischoff

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Logistics Director DeAnn Cordes

Re: Logistics Department Monthly Report – May 2020

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

- Logistics filled and delivered 293 orders entered into Munis. This is up 8.87% from May of last year.
- Logistics filled and delivered 42 controlled medication orders; which is the same we delivered May of last year.
- Made changes to ID/access badges and alternative devices (key FOBs, bracelets and stickers) as needed i.e.: additions, deletions and changes. Communicated with Sonitrol for those changes. There were many retirements this month and access was disabled at the end of the person's last workday.
- Logistics participated via Zoom in the Safety Committee this month.
- Many of the activities this month continued to be focused around ordering and tracking inventory related to COVID-19. The stations report their inventory levels each day and that is combined with logistics inventory levels and reported each business day to the Logistics Section Chief (Gehrke). Logistics has been reporting our personal protection equipment inventory levels to the County weekly and the state of Oregon three times per week. About half way through May, we no longer were asked to report to the state of Oregon. We continue to report our personal protective equipment numbers to the County weekly.
- Staff participated in COVID-19 related Zoom meetings as needed or requested this month.
- Staff participated in two GoToMeeting trainings with Tyler Tech (Munis) folks. This was in preparation for the conversion to Munis version 2019. We went live with version 2019 on Monday, May 11. The transition was a little rocky, at first, but staff has transitioned well to the new version. We are still working through some of the small glitches. Data Services Director Shelby Hopkins has been amazing in supporting us and being our advocate with Munis to get our glitches fixed in a timely manner. Thank you Shelby!

Respectfully submitted,

Logistics Director DeAnn Cordes

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Brian Stewart

Re: Community Services Department Monthly Report – May 2020

- Clackamas Fire District #1 Board of Directors meeting – May 18th
- Estacada Fire District #69 Board of Directors meeting – May 20th
- Oregon Safety and Health Section meeting – May 20th
- Interagency Committee with Sandy Fire District No. 72 – May 27th
- Served as COVID-19 Internal IMT Planning Section Chief
- Worked two battalion chief shifts
- Executive team meetings – weekly
- COVID-19 meetings – throughout the month
- BC update meetings – throughout the month
- Ongoing accreditation and Standard of Cover work
- Ongoing testing process work
- Grant development – attended webinars, worked with grant help desk, coaching other authors
- Submitted SAFER grant and assisted with AFG-S and FP&S grant

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 – May 2020

PPE/Decon Taskforce

- Fog devices currently being used by Medics 303 and 316.
- Took receipt of two UVC lights. Available to decon PPE should a future need arise.

Reintegration Team

- This team is working with supervisors to develop plans to safely reintegrate 40hr non-uniform staff to their assigned workstations.

CERT

- In-person CERT basic courses have been suspended. CERT leaders explored and found an approved on-line program. This will allow interested citizens the opportunity to gain the knowledge and skills necessary to protect their families during the COVID-19 event and to integrate with an active team when the event is over.

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 – May 2020

Engineering Fire Marshal's Office staff reviewed 29 buildings and land use projects in the month of May 2020. In addition, 12 new construction inspections and six tenant improvement inspections were completed.

Enforcement A total of 72 inspections were carried out in the month of May 2020. These included new construction inspections, and special inspections completed by the Fire Marshal's Office staff. Lockbox and target hazard inspections completed by the fire companies are temporarily suspended, as are fire and life safety inspections done by Fire Marshal's Office staff.

Public Education Fire Marshal's Office staff and companies conducted or participated in 11 community activities in May 2020. These include Firefighter Story Time videos, and Career Fair – Career Spotlight videos. In person Fire Safety Presentations, Station Tours and a number of other public events are temporarily suspended.

Additional Notes from the Fire Marshal

- FM assisting with implementation of fogger disinfectant techniques and UVC lighting for medic units.
- Staff submitted Wildland Risk Reduction grant; approximately \$200,000 requested.
- FM working on augmentation responsibilities for PPE (UVC lights, disinfecting procedures for disposable respirators).
- FM working with reintegration group, developing staffing plan for FMO.
- COVID-19 BC update meetings.
- Staff conducting hydrant maintenance.
- Staff conducting FIT for operations and new P-100 respirators.

- May was Wildland Urban Interface month and Residential Fire Sprinkler week was May 17- 23; FMO staff worked with PIO staff to reach over 600 people.

Respectfully Submitted,

Fire Marshal Shawn Olson

Clackamas and Estacada Fire Inspections

2020 Occupancy Inspections

January - May

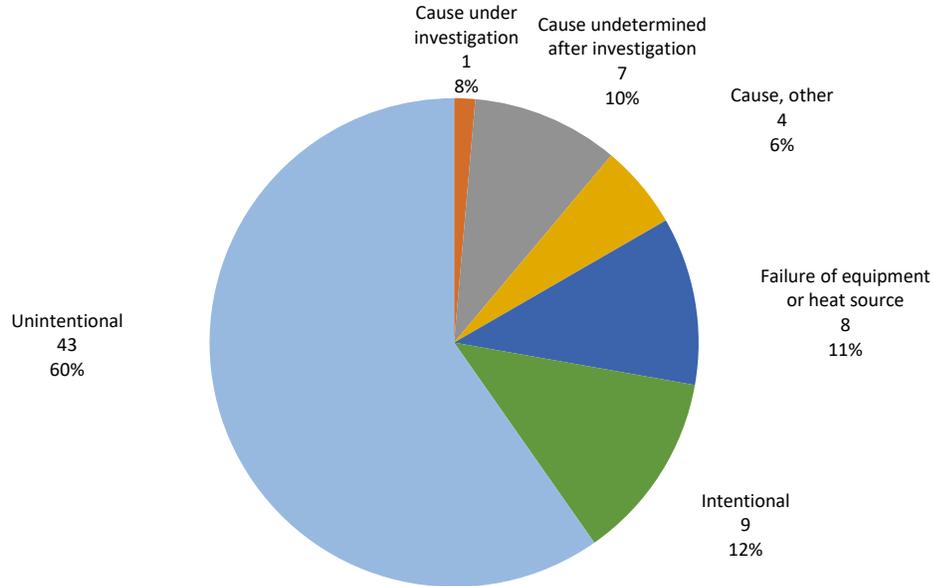
Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - 1 Year	15
	INSPECTION - 1 Year Apartments	19
	INSPECTION - 2 Year	365
	INSPECTION - 2 Year Apartments	103
	INSPECTION - Hazmat	2
	INSPECTION - Marijuana Facility	4
	INSPECTION - Schools	11
Division, Fire Marshal Office	Total	519
	Grand Total	519

2020 Special Inspections

May

Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - Burn Permit	1
	INSPECTION - Fire Access & Water Supply	0
	INSPECTION - Fire Alarm	0
	INSPECTION - Lock Box	0
	INSPECTION - New Construction	12
	INSPECTION - Special	2
	INSPECTION - Target Hazard	0
	INSPECTION - Tenant Improvement	6
	MEETING - General Development/Design	3
	MEETING - Land Use	0
	MEETING - On Site	2
	MEETING - Pre Application	6
	PERMIT - Fireworks	4
	PLAN - Fire Access & Water Supply (Commercial)	15
	PLAN - Fire Access & Water Supply (Residential)	14
	REFERRAL/COMPLAINT - Citizen	0
	REFERRAL/COMPLAINT - State	0
Division, Fire Marshal Office	Total	65
	Grand Total	65

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%
2015 Total		86	100.00%
2016	Act of Nature	2	2.56%
	Cause under investigation	1	1.28%
	Cause undetermined after investigation	11	14.10%
	Cause, other	2	2.56%
	Failure of equipment or heat source	9	11.54%
	Intentional	4	5.13%
	Unintentional	49	62.80%
2016 Total		78	100.00%
2017	Act of Nature	2	2.15%
	Cause undetermined after investigation	17	18.28%
	Cause, other	1	1.08%
	Failure of equipment or heat source	18	19.35%
	Intentional	8	8.60%
	Unintentional	47	50.54%
2017 Total		93	100.00%
2018	Act of Nature	0	0.00%
	Cause under investigation	1	0.88%
	Cause undetermined after investigation	22	19.30%
	Cause, other	5	4.39%
	Failure of equipment or heat source	24	21.05%
	Intentional	7	6.14%
	Unintentional	55	48.25%
2018 Total		114	100.00%
2019	Act of Nature	1	1.39%
	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%
2019 Total		120	100.00%

**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 Joshua Gehrke

Re: Emergency Medical Services Department Monthly Reports – May 2020

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, and Community Paramedic.

- Due to COVID-19, there is no monthly community CPR report from Cascade Training
- For the last half of May, Division Chief Bill Conway devoted time to succession planning and transferring of responsibilities, which included the following, but not limited to:
 - COVID-19 IAP and operations duties related to updating directives and process
 - Both short- and long-term strategic direction for the medical services within Clackamas Fire
 - Document transfer with question and answer follow-up
 - Details on medical direction and recent changes
 - Ground emergency medical transport (GEMT) revenue
 - AMR reimbursement and system enhancement funds
 - Involvement in tri-county protocol development
 - EMS council oversight and the ASA strategic plan
 - Intergovernmental relationships and collaborative efforts with strategic partners
 - Community medicine
 - Ambulance transport revenue
 - Cost recovery

Respectfully submitted,

Division Chief Joshua Gehrke

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 – May 2020

- COVID-19 – Assigned Response Branch Manager for the internal incident management team
- Succession planning with Chief Conway – Transferring information in preparation for retirement
- Division Chief Gehrke Orientation – Sharing systems and documents for his new leadership
- Meeting with Campbell Delong Resources – Introduction meeting establishing relationship for transport survey in absence of DC Conway
- EMS Week – May 17-23 – created video for crews
- Attended Chief Conway's retirement presentation
- Presented at the 2nd budget meeting for the EMS Department
- Attended EMS Council Ops meeting
- Met with agency partner EMS leaders – Sharing COVID-19 policies and procedures
- Meeting with Cascade Training Center via Zoom – Transfer of responsibilities in Conway's retirement

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 – May 2020

- Assisted Clackamas County with the Emergency Operations Center
- Facilitated access to prescription medications for Community Paramedic Program participants
- Facilitated transport for houseless woman in need of substance detox with transportation to detox facility and residential care
- Performed COVID-19 testing at request of Public Health Officer for an adult foster care site with a COVID-19+ case resulting in hospitalization
- Facilitated mobile shower sites for personal hygiene needs of community houseless
- Facilitated transport and site observation for three houseless individuals with possible/positive COVID-19 status to COVID-19+ shelter site
- Assisted Department of Corrections with placement for early release persons in need of quarantine for COVID-19 exposure at prison
- Assisted current identified Community Paramedic Program high 911 users with social supports and telephone support
- Recognized two Project Hope graduates with one year substance free living
- Facilitated resource sharing plan with Washington County for continued COVID-19+ sheltering
- Assisted Columbia County Emergency Operations Shelter with protocol and operating guidelines for COVID-19+ shelter
- Attended monthly Community Medicine/MIHP coalition meeting via phone.
- Assisted Multnomah and Washington County with mobile shower operations/specifics/requirements/builder/costs
- Assisted current Community Paramedic program participant with access to sustenance/mental health resources
- Assisted on duty crews with continued care of fall patient in need of further assistance. Reported client to Adult Protective Services
- Assisted current Community Paramedic participant with referral to higher level of care(assisted living)
- Attended tri county high 911(TC911) user meeting to assess new and past users and provide supports and resources while on stay at home directive

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 – May 2020

- **Note:** As typical, much time and effort this month has been spend on internal COVID-19 response and mitigation. CFD1 Incident Management Team-Situation Unit Leader. Other EMS System activities I have been involved in include:
- PDC COVID-19 Protocol Workgroup
- PDC Alternative Destination and Non-Transport workgroup
- Protocol 36 Workgroup
- Clackamas County EMS Council EMS Ops Group
- Attended Virtual EMS Council QI and Ops Committee meetings
- Coordinated and Presented MAT - Medical Director Round Table Virtual Training
- Released BRAND NEW FTEP Manual and related webinars / training
- Presented Protocol 36 / EIDS for Battalion Chief Meeting
- Attended Virtual EMS Transport survey meeting
- Attended Safety Committee Meeting
- Delivered Virtual "optional" EMS Training via Zoom
- Hosted / Attended May PDC (Virtually)
- Attended EMS Division Meetings (Virtually)
- Attended weekly Training Division Staff meeting (virtually)
- 20-02 Academy Began, EMS Introduction and Expectations delivered
- EKG Monitor Workgroup continues- Plan in place for Phase II
- Medical Equipment standardization workgroup- Equipment ordered by Clackamas EMS

Respectfully submitted,

EMS Training Officer Mike Verkest

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Health and Wellness Director Heather Goodrich

Re: Wellness Department Monthly Report – May 2020

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

- Wellness staff spent 44 hours on COVID-19 related activities including:
 - Safety Officer duties from May 1st to May 18th
 - Processing and follow-up with exposure reports and high risk self-monitoring reports
 - Updating COVID-19 health related resources
 - Hosting an administrative staff Zoom with our contracted Behavioral Health Specialist.
- Coordinated new hire drug screens for administrative staff. (1 person)
- Coordinated annual NFPA 1582 and respirator clearances without a physical for career firefighters. (1 person)
 - Coordinated DOT bi-annual physicals for Fleet/Logistics/Facilities staff (2 people)
 - Participated in phone conferences with the new electronic medical records administrator.
 - Coordinated morning workouts for career firefighter recruits.
 - Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Seven injury reports were submitted with one of the seven turning into a workers' compensation claim.
 - Processed and provided follow-up for the COVID-19 high, medium and low risk exposure reports. Forty reports were turned in with one being a high-risk report.
 - Coordinated Tactical Athlete help for one injured firefighter.
 - Presented five hours of wellness curriculum (Bloodborne pathogens, hearing

conservation, injury prevention, fitness/nutrition tips for academy and an introduction to our wellness program) to career firefighter recruits.

- Organized a Peer Support Zoom Meeting for the Peer Supporters.(18 attendees)
- Provided requested health information and consultations to 17 firefighters and staff.
- Attended a webinar titled “The Cost of Firefighter Injuries.”
- Met with one Captain and two Lieutenants to go over Injury Reporting as part of their promotion credential.
- Provided requested information about our program to South King County and TVF&R via phone and email.
- 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, Health Insurance Committee, Executive Team, Training Department, 130th Director’s, Exempt and Non-Exempt Wage and Benefit and numerous COVID-19 task force meetings.
- A probationary Performance appraisal was conducted on the newly promoted Medical Assistant.

Respectfully submitted,

Health and Wellness Director Heather Goodrich



Clackamas Fire District #1

Wellness Update

May 2020

Issue 237

Health Question of the Month

Q: Is it safe to order and eat takeout food?

A: As far as we know, no one has been infected through food. Most experts say it is safe to order foods that you can heat up. You may want to avoid sandwiches or salads. The biggest piece of advice would be to wash your hands after you pick up your food or after it is delivered. Remove the packaging and discard it and then wash your hands again for 20 seconds with soap before you eat.

Wellness News

- ❑ Annual Career Fitness Testing will be postponed until summer.
- ❑ Matt Alvarez is no longer working with the Wellness Program because he got a full time job with Amazon. We are sad to see him go, but wish him the best. We will seek to fill the half-time position after business gets back to usual.



IS 6 FEET ENOUGH DISTANCE WHEN WALKING OR RUNNING?

A recent study shows air droplets travel differently for fast –moving pedestrians.

With fewer exercise options right now, more people are turning to running or walking outdoors. Is the general social distancing guideline of 6 feet enough when exercising outdoors?

When in the same room as someone else, standing around and talking, if someone coughs or sneezes, research shows us that virus from an infected person could travel up to 6 feet away. That's where the social distancing recommendations come from.

But what about when you're outside exercising – is 6 feet enough space to steer clear of virus sprayed from walkers, runners, and bikers passing by?

Researchers have started looking into that question. Using simulations, they evaluated the slipstream of walkers, runners, and bikers. That's the trail of saliva, potentially filled with virus, they leave behind. When a fellow walker, runner, or biker breathes, sneezes or coughs, particles stay behind, creating a cloud of droplets.

According to these researchers, the level of risk could depend on where you are in relation to the other person. They believe that the risk is greatest when you're directly behind someone – less so if you're running side-by-side or behind and diagonal. Two people running side by side appears to be far safer than when one person runs directly behind another, even at a sizeable distance.

The bottom line, according to these researchers, is that 6 feet may not be enough since you could run, walk, or bike through someone's slipstream of virus before it lands to the ground.

Based on their estimates, if you're walking behind someone, you should be at least 12 to 15 feet away. For running and slow biking, keep at least 30 feet between you and them, and for hard biking at least 60 feet.

The study isn't peer reviewed or published (the scientific community has it's hands full at the moment), but according to a variety of infectious disease specialists, the results look "reasonable."

The implications of the study shouldn't be a cause for immediate alarm. However, keep practicing the "why not, can't hurt" philosophy and put as much space as possible between yourself and others.

When you go out for a run or walk, treat it like an obstacle course. Other people are the obstacles. Don't be satisfied with 6 feet. If you see you are likely to pass another runner or walker, cross the street (safely of course) to keep plenty of space between yourself and others. Give yourself a wide berth, and don't return to the middle of the sidewalk until you're well in front, which will protect others from *your* breath.

In this issue

Is 6 Feet Enough When Walking/Running? [P.1](#)

How to Handle COVID Isolation & Anxiety [P.2](#)

How to Make Your Food Go Further [P.3](#)

Exercise of the Month: Bear Crawls [P.3](#)

Healthy Recipe: Mexican Corn Salad [P.4](#)

Signs Your Lockdown Drinking is Becoming a Problem

If you find you're drinking more alcohol during the pandemic or starting to drink alone, you're—well, not alone. Maybe you used to drink only occasionally, but now it feels like there's permission to make drinking a daily ritual.

But what if you're not entirely comfortable with your recent pattern of alcohol use, and part of you worries it might become a real issue? Even if you've never had a problem with drinking, you might be concerned about being able to step away from this higher level of consumption once this is behind us.

If you suspect your relationship with alcohol is moving in an unhealthy direction, don't be hard on yourself. Turning to familiar ways of coping is a common response to this bewildering situation. As you're assessing your relationship with alcohol, look for the following warning signs that your drinking may be going too far:

It's escalating: You find that you're drinking a bit more each week; drinking more nights during the week, or starting earlier in the day.

It's becoming a preoccupation: You start thinking about your first drink hours before you intend to drink.

It's interfering: You're skipping other activities because of drinking, or maybe your drinking is leading to tension in your relationship.

Others are concerned: The people close to you may notice you're drinking more, and have expressed their concern or asked you to cut down. People are generally reluctant to confront a loved one about their drinking, so if someone tells you they're worried, it's probably a reasonable concern.

You feel defensive: If someone does say they're concerned about your drinking, you bristle or become angry.

You're being secretive: You try to prevent others from knowing how many drinks you're having.

Source: www.webmd.com



How to Handle Coronavirus Isolation & Anxiety

The coronavirus outbreak may have you feeling lonely, isolated, stressed, and anxious. Whether you're social distancing or required to stay home, these tips may help you feel better.

Be social. Socialization is key, especially if you feel isolated. Feeling connected to others wards off loneliness and stress.

First, swap the term "social distancing" for "physical distancing." Remind yourself that we're all still connected, even if we're apart.

Next, consider it "distant socializing." You can still get together with friends and family online or on your phone. There are apps that make face-to-face conversations easy. Send emails and texts. Get in touch on social media. Pick up the phone and say hi. Look online for religious services and cultural events. Many organizations are offering digital gatherings. Share your feelings with others. Conversation helps you feel less alone and more supported.

Spend quality time with family. With kids home from school and college and partners working from home, it's a unique chance for quality family time. Do those activities you don't always have time for. Play board games. Do puzzles. Bake together. Have deep, relaxed conversations while you have the opportunity.

Take a break from news. The 24-hour news cycle can make anxiety spike. Give yourself a limit. Stick with what you need to know and what's happening in your community.

Change your mindset. Avoid thinking too much about the future or worst-case scenarios. Forecasting can trigger anxiety. Instead of saying, "I'll never recover," tell yourself, "I'll make it through this."

Try mindfulness. Watch videos on guided meditation and yoga. There are plenty of downloadable apps you can use. Practice gratitude. Studies suggest finding something to be grateful for every day improves mood. So jot something down. Maybe it's first responders and service workers who keep us safe. Maybe it's family, friends, and the roof over your head.

Get busy. Take advantage of the slower pace and free time. Try a new hobby. Learn a new language. Do something that gives you a sense of purpose or accomplishment. Take on what you've been putting off, like spring cleaning, finances, or paperwork.

Play uplifting music. Tune into TV shows and movies that distract you from current events. Do things that make you feel good.

Go outdoors. Fresh air and exercise help with loneliness and stress. Spending time in nature and exercising releases feel-good chemicals in your brain to boost your mood. Take a walk if you can. Even if your state mandates you to stay home, you can go outside. Just keep a healthy distance from others.

Help others. Helping others benefits everyone. By giving support, you get a sense of control and purpose.

It can be as simple as a phone call or text saying, "How are you doing? Thinking of you. We'll get through this." Knowing someone's thinking of you does wonders. If you're not sheltered in place or quarantined, offer to deliver food to others who can't leave home. Find a local organization that's taking donations.

Take action. Do something about the things you have control over.

Do what you can to stay safe and healthy. Follow the CDC's guidelines on protecting yourself and others.

Take care of yourself. Now's not the time to slack off on sleep, exercise, or diet. Good self-care offsets anxiety and stress. Eat well. Go for walks if you can. Get 6-8 hours of sleep a night. Try deep breathing, stretching, meditation, and yoga.

Have a daily routine. Have a regular wake-up and bedtime. Make time for exercise and relaxation.

Get help. If you're having anxiety, talk to a professional counselor through EAP or peer supporter.

If you had anxiety before the coronavirus outbreak and your feelings of fear and panic are getting worse, it's important that you reach out to your doctor or therapist.

Try a new perspective. This is a unique situation, but it's temporary. Many people are on a slower timetable right now. It's OK to slow your pace, too.

Source: www.webmd.com



CFD1 Wellness Program Contact Information:

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

Health & Wellness Director

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

Wellness Specialist

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

Medical Assistant

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

Recipe of the Month: Mexican Street Corn Salad

INGREDIENTS

- 4 cups corn (about 5 ears), cut from the cob (canned or frozen can also be used)
- 1 Tbsp olive oil
- 1/2 red bell pepper, chopped
- 1/2 small red onion, finely chopped
- 1/2 cup fresh cilantro, finely chopped
- 6 green onions, chopped
- 1 jalapeno, diced
- 1/2 avocado, chopped
- 4 Tbsp lime juice (from about 2 limes)
- 1/2 tsp ground cumin
- 1/2 tsp smoked paprika
- 1/4 tsp black pepper
- 1/4 tsp salt
- 2 Tbsp sour cream (or yogurt)
- 2Tbsp mayonnaise
- 1/2 cup cotija cheese (or feta)



DIRECTIONS

1. Cut the corn off the cob. If using frozen, no need to thaw.
2. Heat olive oil in skillet over high heat. Add corn and stir. Cook for about 3-5 minutes or until corn starts to char. If using frozen corn, you will need a couple extra minutes to get the right charred bits.
3. Transfer corn to a large bowl and let cool.
4. To the same bowl, add remaining ingredients. Stir until well combined. Adjust lime juice, salt and pepper as necessary.
5. To serve, garnish with additional cheese and cilantro if desired.

Source: www.jocooks.com

Nutrition Facts:

Serving Size: 1/2 cup
Amount Per Serving:
 Calories: 172
 Total Fat : 10g (5g sat)
 Cholesterol: 11mg
 Carbohydrate: 19g
 Fiber: 3g
 Protein: 4.5g
 Sodium: 205mg
 Potassium: 289mg

DID YOU KNOW?

COVID-19 is the name of disease, not the virus. COVID-19 is the disease that results from the novel coronavirus.

How to Make Your Food Go Further



With so many of us limiting trips to the store now it makes sense to be smarter about food. If ever there was a time to be strategic about what we buy and savvy about how we use it, it's now. Here are some steps to take:

Take stock of what you have: Make a list of what you already have in your fridge, freezer, and pantry. You'll get an idea of what and how much you have and avoid buying things you don't need.

Plan your meals: Even if you had a let's-see-what-we-can-do approach to meals before, it's wise to have some kind of longer-term plan now. Use the lists you just made to sketch out all the meals you could make with what you have now, plus anything extra you'd need to buy to make it happen. Plan at least a week's worth of dinners, jotting down a few things you can have for breakfasts and lunches too.

Buy long-lasting produce: Especially-hardy vegetables include potatoes, sweet potatoes, cabbage, carrots, beets, broccoli, Brussels sprouts, and squash. Longer-lasting fruits include apples, oranges, clementines, and grapefruit—all of which will keep at least a couple of weeks in the fridge. Buy bananas when still green. Canned and frozen fruits and veggies are a no-brainer now too. Try to choose canned fruit packed in juice when possible and rinse canned veggies to remove some of the added sodium.

Stretch meat and poultry: Combine ground beef with chopped mushrooms for things like burgers or spaghetti sauce and with beans for things like taco filling. Take a cue from other cultures that don't make meat the centerpiece but rather, a side dish to vegetables and grains like rice and pasta.

Store foods correctly: The back of your fridge is the coldest, the doors are the warmest. So avoid putting highly perishable items like milk and eggs in the doors, and keep delicate fresh foods (think berries and celery) away from the back where they might freeze. If your produce drawers let you adjust humidity levels, set the veggie drawer for high humidity and fruit drawer for low humidity. But keep whole onions and potatoes out of the fridge completely, and in a cool, dry place instead.

Freeze safely: If you've stockpiled and bought too much, freeze extras before they spoil. Freeze past-their-prime produce like bananas, berries, and spinach for smoothies.

Extra milk can be frozen (be sure there's 1-2 inches of space at the top of the container for expansion). Ditto for butter. If freezing meat, the FDA advises wrapping the original packaging in foil, plastic wrap or a plastic bag if storing it longer than two months. And remember that freezer burn on any food isn't a sign the food is unsafe—but it may affect the taste and texture.

Use the "first-in-first-out" system: Put items you need to eat sooner at the front of your fridge or cabinet where you'll notice them. Eat leftovers within 3-4 days (or freeze them and eat within 3-4 months for best quality). And remember that even the FDA says many foods can be eaten past their "best-by" dates as long as there aren't signs of spoilage.

Source: www.webmd.com

14 Foods That Boost Your Immune System

- **Elderberry**—this fruit is loaded with antioxidants, and may help fight inflammation. In some lab studies, an extract from the berry appears to block flu viruses.
- **Button Mushrooms**—they give you selenium, riboflavin and niacin. All play a role in a healthy immune system.
- **Acai Berry**—also loaded with antioxidants.
- **Oysters**—they've got zinc in them, which appears to have some virus-fighting powers.
- **Watermelon**—when it is ripe, it also has a specific antioxidant that strengthens the immune system.
- **Wheat Germ**—a great way to get zinc, antioxidants, and B vitamins.
- **Yogurt**—probiotics may ease the severity of colds.
- **Spinach**—this is a "superfood" for a reason, it is loaded with nutrients that support immune health.
- **Tea**—feel free to choose white, green or black.
- **Sweet Potato**—loaded with beta-carotene which turns into vitamin A and mops up free radicals.
- **Broccoli**—loaded with vitamins A, C and antioxidants.
- **Garlic**—raw garlic can help beat skin infections thanks to its ability to fight bacteria, viruses and fungi.
- **Ginger**—a good source of antioxidants.
- **Miso**—the Japanese seasoning made of fermented soybeans has probiotics that can give your immune system a lift.

Source: www.webmd.com

Exercise of the Month

Bear Crawls

This is an ideal functional exercise to work your whole body while focusing on body control.

- Start on hands and knees with arms slightly wider than shoulder width. Lift your knees so they're at a 90 degree angle and lifted about an inch off the ground. Move one hand and the opposite foot forward an equal distance while staying low.
- Alternate arms and legs while moving forward. Repeat 3 sets of 5 yard.

***The key to this exercise is keeping the back and hips level and as low to the ground as possible.



WorkoutLabs.com

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Mike Corless

Re: Operations Department Monthly Report – May 2020

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
 - OPS Section Chief responsibilities for the Fire Districts COVID-19 IAP (Monday planning days for new Operational period, Tuesday mornings presenting new OPS portion of the new IAP).
 - Most regular monthly meetings were either canceled or held via zoom.
 - Met multiple times with members of Labor to discuss COVID-19 questions, policies, directives and advisories.
 - Have been meeting weekly with TVFR OPS group to compare response to the COVID-19 Pandemic
 - 05/01 BC Intterra Training
 - Dealt with personnel issues
 - Developing the test for the position of BC
 - 05/11 Interagency meeting with Sandy Fire
 - 05/12 Joint oversight committee
 - 05/14 Meeting regarding Colton Fire concerns
 - 05/18 Address Academy 20-02 and gave expectations
 - 05/19 Fire Station alerting update meeting
 - 05/27 Interagency meeting with Sandy Fire
 - 05/28 Meet with Colton Fire Chief regarding Dispatch concerns
 - 05/28 CCOM meeting regarding extreme weather dispatching
 - Worked multiple days on budget prep

Respectfully submitted,
 Division Chief Mike Corless
North Battalion- A Shift

Battalion Chief Dan Mulick

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

- Projects/Events/Meetings/Training
 - Fiscal 20/21 Truck Training
 - Module 3 AO evaluation
 - Station 6 AVL updates
 - Met with new fire academy
 - Battalion training

North Battalion-B Shift

Battalion Chief Kyle Olson

- Significant Incidents
 - May 6, 2020- E301, HR305, BC302 responded to a natural gas leak on Sunnyside Rd near 101st Ave. E301, HR305, BC302 arrived together to find major road construction work and a large excavator had hit a large high pressure gas line. Crews immediately evacuated the area businesses, stopped all lanes of traffic on Sunnyside Rd and diverted all traffic from the hospital. NW Natural mitigation team arrived, suited up in full PPE, made entry into the hole with E301, HR305 crews on hose lines protecting workers. The ruptured line was temporarily capped and the gas leak was mitigated. Crews monitored all businesses air quality, traffic was opened up and the scene was turned over to NW Natural Gas.
 - May 27, 2020- E303, HazMat 303, Car304, M303, T304, and BC302 responded to a Hazardous Materials emergency at 13219 SE Mcloughlin for a possible unknown substance spill inside a locked vacant business. Adjacent businesses were evacuated for strong chemical odor, all employees were quickly moved to a safe location. HazMat crews suited up, made entry into the business and found a 55-gallon drum of an unmarked, unknown substance leaking. HazMat 303 crews devised a mitigation plan to transfer the 55-gallon drum to a sealed hazardous materials to contain the leak for transportation to a proper facility. Multiple businesses were ventilated and tested for air quality. All business owners were able to return to work safely.

- Projects/Events/Meetings/Training
 - Video conferencing work from the BC group to efficiently communicate with Battalion stations. Assisted Training with setting up IT systems.
 - COVID-19 project work continuously throughout May. Exposure reporting system developed and continued to improve and provide data for pandemic response planning.
 - Constant training with responding crews to minimize our exposure while not delaying patient care and treatment.
 - Steady Peer Support from the BC ranks for crews having to deal with the stress and anxiety responding during this pandemic.
 - Worked with our Battalion Chief Team to create quality online virtual Zoom training. Using tools available to work with our entire Battalion at once on Zoom

in our Battalion Breakout Sessions. Protocol / Policy review, crew participation in fire scenarios using pre plans and photos of challenging local buildings in our community. Very well received and has the potential to build on skills each week.

North Battalion-C Shift

Battalion Chief David Palmer

- Significant Incidents
 - Operated as Safety for structure fire on Livesay in Oregon City.
 - Operated as Coverage Officer for Commercial Fire in Estacada.

- Projects/Events/Meetings/Training
 - Visited all crews.
 - Worked with PPE/Decon subcommittee for the COVID-19 issue.
 - Many Zoom and in person meetings regarding COVID-19 pandemic.
 - P-BC Willard ride along.
 - Interra Training for BC's.

East Battalion- A Shift

Battalion Chief Mike Carlsen

- Significant Incidents
 - Assisted BC302 with a Technical Rescue of transient, who trespassed on to a Union Pacific Railroad train in Eugene and promptly became entrapped between large wood beams on a rail car. I assumed liaison duties with UPRR and Portland Fire.

- Projects/Events/Meetings/Training
 - Worked with Portland C3 to provide updated information to include Interface Engine, Brush Apparatus and Water Tender assets.
 - Extensive time spent working on Technical Rescue program.
 - Assisted BC302 with personnel issue management.
 - Attended multiple Senior Staff Meetings via Zoom.
 - Attended daily Operations Briefing via Zoom.
 - Multiple station visits.
 - Working with Probationary Company Officers for development.
 - Hosted shadowing with two Probationary Lieutenants.

East Battalion- B Shift

Battalion Chief Brent Olson

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

- Projects/Events/Meetings/Training
 - Continued COVID-19 Incident Support – 5/1-5/31

- Fire Defense Board Meeting – 5/14
- New BC ride along / indoctrination – 5/15
- Continued work on updating USFS Cooperators Agreement w/ Mt. Hood NF – 5/19
- Continued work on administering AFG wildland training grant – 5/18, 5/19-21, 5/26-29
- Preparation for upcoming wildland season – 5/15, 5/19
- Preparation for transition to new role as Operations Assistant

East Battalion- C Shift

Battalion Chief Tony Cordie

- Significant Incidents
 - May 23, 2020 - Technical rescue, Lawnfield and Minuteman Way
- Projects/Events/Meetings/Training
 - Conducted operational briefings with crews via Zoom.
 - Attended senior staff meetings via Zoom.
 - Attended daily Ops meetings via Zoom.
 - Conducted and attended battalion drills via Zoom.
 - Met with all personnel in east battalion on a shift by shift basis on C shift in person and via zoom
 - District familiarization in the east battalion
 - Met with east battalion crews to go over operational priorities and information for the month including preparation for wildland fires
 - COVID-19 Chiefs briefings via zoom
 - COVID-19 updates with east battalion crews via zoom

South Battalion- A Shift

Battalion Chief Burke Slater

- Significant Incidents
 - No significant incidents to report for the month of May.
- Projects/Events/Meetings/Training
 - Transition to the South Battalion replacing BC Brian Burke
 - Meeting with Logistics for Foam replacement project
 - COVID-19 briefings daily
 - Completed the Target Solutions Required EMS training.
 - Completed the SDAO monthly managerial training.
 - Begin Battalion break-out sessions with training topics and IAP updates

South Battalion- B Shift

Battalion Chief Jonathan Scheirman

- Significant Incidents
 - No significant incidents to report for the month of May.
- Projects/Events/Meetings/Training
 - Made a limited number of station visits due to COVID-19.
 - Many Zoom meeting attended covering COVID-19, Operational meetings, and Company Training.
 - Attended a CPR recertification class at Station 17.
 - Presented a class to the recruit class on Personal Finances.
 - Made preparations for the coming fire season with BC Olson and the OSFM IMT members.
 - Hosted Captain Willard on a ride along.
 - Attended an Auto vs. Ped Zoom AAR.
 - Auto vs. Ped Mcloughlin Blvd. Gladstone

•
South Battalion- C Shift

Battalion Chief Jason Ellison

- Significant Incidents
 - No significant incidents for the month of May.
- Projects/Events/Meetings/Training
 - COVID-19 projects as union BC steward
 - Water Rescue Consortium meeting
 - Union bargaining
 - Retirement event for Jed Wachlin
 - New Lt. ride along
 - Battalion tactical practice

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief Melanie Kinne

Re: Training Department Monthly Report – May 2020

Below are a few of the highlights that your training department has been involved in over the past month. We have accomplished a lot the first five months of this year and are grateful for the direction, mentorship and enthusiasm that Chief Browne brought to this team. I could not be prouder of the members of the Training Department. Their selfless mentalities and work ethic are exemplary and I feel fortunate to be part of such an amazing team.

Projects/Events/Meetings/Training – Chief Browne

- Coverage Officer
- Monthly Training Prep “Engine Company Level Ventilation” Webinar
- 20-02 Academy
- Attended Ops Meeting
- Met with Sandy Fire’s Training Chief
- Met with Division Chief from Salem Training and Check It program
- Ongoing Management of Training Center Remodel Project with BC Kinne-Training Center Building Complete
- Attended Senior Staff Meetings
- Budget
- Wildland S133 delivery via Target Solutions
- Prep for S131 Delivery
- S230/S290 Engine Boss Class
- Tiller Operator and Aerial Operator Class
- Safety Committee Meeting
- Peer Support
- Multiple COVID Tactics and Planning Meetings
- COVID 19 Operations Branch Director with Chief Santos
- Daily Battalion Chief Briefings Updates
- Meeting with Chief Gehrke for program Transition
- Transition of Training Responsibilities to BC Kinne (Proud of you Chief Kinne)

Projects/Events/Meetings/Training – BC Kinne

- Daily Zoom staff meeting
- Daily Battalion Chief Briefings Updates
- Recruit Academy 20-02 facilitation

- Leadership Training platforms evaluation
- Two day online course with C. Varone for program evaluation
- Prepared Safety Stand Down 2020 Board presentation and training content
- FTEP and PFF evaluation redesign with Capt. Verkest/Training Team
- Coordinated ST 10 cleanup
- Established a scope of work for the Training Center sidewalks, met with vendors
- Developed plan for training grounds build out/ Truck Town, met with vendors
- Planned and establish ATO testing process
- TargetSolutions meeting with Salem Fire
- Assisted with documentation and records review for FF Hadeed
- Investigated improvement opportunities for volunteer training
- Assigned light duty tasks to FF Job and FF Kociemba

Projects/Events/Meetings/Training – ATO Lt. Sakaguchi

- SRP to FFI academy
- Worked in TargetSolutions on credentials
- Met with Chief Browne about CFD Training for Sandy FD
- Cleaned up South Warehouse and Training grounds
- Discussed with BC Mulick about truck training program direction and path to certification
- Started document for the ATO process

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

- Produced the volunteer drill credential for the month of June due to COVID-19
- Continued preparations on Firefighter Recruit Academy 20-02
- Completed the 1st two weeks of Academy 20-02. Which included Ladders, SCBA, Forcible Entry, and two days of search
- Started preliminary planning for the fall Volunteer Academy
- Made needed changes and arrangements for future Academy 20-02 classes

Projects/Events/Meetings/Training – FF Fullerton, Light Duty Training Assistant

- Academy Assist/Prep
 - Set up 20-01 in TargetSolutions, assignments and quizzes for the first three months
 - Set up 20-02 in TargetSolutions, align all calendars with content and instructors, move ups
 - 20-02 Exam View Test building and assigning
- Other Training Document Development
 - FTEP Development and roll out with webinar
 - Truck Manual
 - Completed Extrication chapter
 - Search Chapter at 50% edit
 - Finishing pics in Forcible Entry and Ventilation
 - Alternate Duty Assignment clarification with HR, researching then moving to draft form

Respectfully submitted,

Battalion Chief Melanie Kinne

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Volunteer Services Chief Steve Deters

Re: Volunteer Services Department Monthly Report – May 2020

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

Fire Training

Drills in the month of May were moved to online learning or In-Station platform:

- Week 1
 - Company Level Search Webinar
 - Company Training Search
 - Search CPS Review
- Week 2
 - Alternative Water Supply FRP
 - Rural Water Supply Operations
 - Water tender Assistance
- Week 4
 - Drill in your area
 - Sister Station Check-In
 - Structural Fire in a Brush Unit

EMS Training

- Week 3
 - Cardiac Arrest Protocol Review
 - EMS Quickie Coronavirus
 - EMS Training – Skills – Cardiac Arrest Management

In May, the Volunteer group participated in the following Events/Meetings

- All meetings were held virtually and all PR events were cancelled.

Explorers

- All drills for the month of May were cancelled.

Public Relations

- All drills for the month of May were cancelled.

Station Coverage

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

- Stn.12 – 24/31
- Stn.13 – 26/31 (1 - 24 hour shift)
- Stn.18 – 30/31 (5 - 24 hour shift)
- Rehab/Water Tender Group – 18/31

Personnel Changes

- None

Volunteer Association

- Virtual Volunteer Association Board Meeting
Election Results:

President	Kirk Hambley
Vice President	Traiz Saenz
Treasure	Conor Stewart
Secretary	Jerry Kearney
Sergeant at Arms	Jack Tanz
- OVFA conference cancelled
- Monthly meeting held via Zoom

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 – May 2020

Some of the major items worked on by the Facility Maintenance Team:

- Custodian Moore continued deep cleaning and catching up on floor maintenance at numerous locations.
- Facility Tech (FT) Thompson assisted with the improvements at the Training Center
- Station 7 – FT Thompson completed the patio cover, and poured and finished an extension to the concrete sidewalk to complete the project. It is beautiful and he did a great job!
- Station 8 – Replaced generator transfer switch that had burned out control board
- Station 330 – Installed smoke and heat detectors horn as required by code. Waiting for original contractor to program as this is a proprietary system
- Station 15 – Conducted air quality testing with Forensic Analytical
- Station 16 and Station 19 – Working on range repair at both locations with a known flaw in the units
- Station 18 – FT Dinsmore is replacing/rebuilding exhaust systems on the generator
- Various locations – FT Dinsmore continues upgrading first out door openers. This project will wrap up in June
- Hydrant Maintenance:
 - Worked with Clackamas River Water (CRW), Director Hopkins and GIS Tech Riley Moore on creating the new hydrant maintenance tracking program, which will replicate closely what we beta tested with CRW last season. It should be ready for implementation soon.
 - Briefed two Volunteers on the hydrant maintenance program, to start this year's project as temporary labor becomes available.
 - Set up FMO personnel to begin hydrant maintenance until temporary labor can start.
- Dealt with numerous failures of appliances, mowers, bay doors and HVAC systems
- Attended meetings including
 - COVID-19 updates
 - E-team
 - Budget
 - Board
 - Safety Committee
 - Peer support

Respectfully submitted,
Facilities Director Scott Vallance

CORRESPONDENCE

- C-1 Thank you Re: Letter from the State of Oregon thanking CFD #1 staff for assisting at the Public Health Agency Operations during the 2020 COVID-19 response.
- C-2 Thank you Re: Facebook post about Lieutenant Jed Wachlin.
- C-3 Thank you Re: Facebook post from a kindergarten teacher regarding the FF Storytime posts.

KATE BROWN
GOVERNOR



May 12, 2020

Chief Fred Charlton
11300 SE Fuller Road
Milwaukie, OR 97222

Dear Chief Charlton,

As the State Resilience Officer, I would like to express my deepest gratitude to you for allowing your staff to assist at the state Public Health Agency Operations, the Emergency Coordination Center and at the Incident Command Post during the 2020 COVID-19 response. Your team members have helped reshape my thinking of how Oregon needs to prepare for any hazard facing us in the future.

Their selfless service did not go unnoticed. By bringing their leadership and professionalism to the Incident Management Teams, they've been able to keep the teams and agency administrators focused on the big picture- saving lives!

Their contribution to the overall success of Oregon's response allows me to better incorporate Incident Management Teams in our preparedness efforts for a Cascadia Subduction Zone earthquake and the potential resulting tsunamis we could face.

Governor Brown's message *Stay Home, Saves Lives*, could not have happened with you.

Thank you,

Mike Harryman
State Resilience Officer



Corey Dryden So about this guy....I lived in oakgrove for 18 year and didn't grow up in a very great family. So as a kid I used to go to the fire station where Jed worked And talk to him. He would show me around the station, let me climb on the engines, etc. I always wanted to become a firefighter since I can remember watching clackamas fire drive down oak grove Blvd past my house almost everyday. One day Jed told me if I want to become a firefighter to work hard and never give up on your dream and goals. Growing up in a poor family and being the only one to graduate high school, I felt like there was no way. I so badly wanted to be like them, I moved to Idaho in 2003 where I started to follow that path. After 8 years of volunteering with 2 fire departments I got my call. I'm now a full time firefighter and every time I teach little kids about fire stuff or see them on the side of the road waving, Jed pops in my head. Jed it was because of you I continued to follow my dream, I looked up to you and how you talked to me and encouraged me to push hard if I wanted it. So thank you for everything 20+ years ago and congratulations on your retirement and what ever comes your way in the future. Stay safe friend.

Love · Reply · Message · 3h · Edited





Lindsey Sargent MacKender Thank you! We share these with our kindergarten classes every Friday! Some parents tell me it is what their child looks forward to every week! Love the community connection.

[Like](#) · [Reply](#) · [Message](#) · 1d



INFORMATIONAL ITEMS

No informational items to report for the month of May.