

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING June 15, 2020

(This meeting was recorded.)

I. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting is being recorded.

President Trotter called the meeting to order at 6:00 pm. He noted the meeting was being held via teleconference.

Present: Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Fire Chief Fred Charlton; Deputy Chief Doug Whiteley; Division Chief Mike Corless; Division Chief Josh Gehrke; Division Chief Nick Browne; Battalion Chief Steve Deters; Battalion Chief Josh Santos; Battalion Chief Burke Slater; Fire Marshal Shawn Olson; 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; Facilities Director Scott Vallance; Public Information Officer Brandon Paxton; Volunteer Jerry Kearny; Captain Greg Holland; Agent of Record Jeff Griffin from Wilson-Heirgood Associates; Genoa Ingram from Court Street Consulting; Emily Lindstrand with Estacada News; Sandy Fire District #72 Chief Phil Schneider; Sandy Fire District #72 Division Chief Jason McKinnon; Sandy Fire District #72 Board Director Justin Stuchlik; Executive Assistant Rachel Trotman; and Executive Assistant Karen Strejc.

II. CHANGES TO AGENDA None

Chief Charlton shared that they had guests from Sandy Fire District #72 (SFD #72) in attendance.

Chief Charlton recognized the upcoming retirement of EA Karen Strejc.

President Trotter noted that he would add public comments after the approval of minutes.

III. APPROVAL OF BUDGET COMMITTEE MEETING MINUTES FOR MAY 7, 2020 AND MAY 21, 2020; AND THE REGULAR BOARD MEETING MINUTES ON MAY 18, 2020

There were no changes to any of the minutes. All three sets of minutes were approved as written.

IV. PUBLIC COMMENTS None

**V. PRESENTATION – ANNUAL WORKERS’ COMPENSATION RENEWAL –
Agent of Record Jeff Griffin from Wilson-Heirgood Associates**

Jeff Griffin shared that he had learned more about 7710 Insurance this past year. He noted they were a serious competitor to watch. Their Executive Director was very focused on the fire service. He stated that they also had a proposal from SAIF Insurance.

Jeff reviewed information on page 14 in the packet. Jeff stated that CFD #1 had a low experience mod. He said in 2019, the District had an experience mod of 0.92, it had dropped to 0.75.

Jeff explained that in Oregon, they have an expanded rate. He added that if they looked at claims being paid today, it should be 1.1 or 1.2. He shared that the projected claims for a District the size of CFD #1 would be 50 and the District was at 28.

Jeff said that almost all of the claims were closed at that time. He shared that this was good for the future and the District was in a good position. He noted how CFD #1 was focused on loss prevention.

The SAIF renewal quote, base premium came in at \$929,705.89, but when they factored all the information (discounts, experience mod, pre-pay and premium discount), their annual rate came down to \$606,898.57. CFD #1 received approximately \$224,000 in dividends in the past year. Benchmark or 7710’s quote had a bottom line rate of \$507,903.00.

Jeff explained that the dividends were not guaranteed or assured, but they had received them regularly. He also noted that SAIF had recently declared dividends.

CFD #1 staff had analyzed the SAIF and 7710 (Benchmark) proposals. There was information for both carriers in the packet. Jeff felt that the District had a great choice and would not lose either way. He explained that on a revenue to revenue basis, with dividends declared, SAIF came in a little under Benchmark. Jeff added that it was nice that SAIF was in state, and they District knew SAIF, as they had worked with them for many years.

Jeff asked for questions.

Director Joseph noted that the rebate was not guaranteed or assured. He asked how it rated compared to Benchmark (7710). Jeff shared that if they compared pure premium, 7710 was cheaper. He confirmed that dividends were not guaranteed, but noted that SAIF had declared dividends for this year.

Director Wall noted a \$100,000 difference on base premium. She wanted to know reasons for going with SAIF. Jeff explained that SAIF had declared that there will be a dividend. Based on premium size, CFD #1 would receive approx. \$150,000. He explained that when this was factored in, it would make it cheaper.

Director Wall asked if there were any changes to policy coverage this year. Jeff stated no, they stacked up very similarly.

Director Wall asked HR Director Noble if CFD #1 was pleased with SAIF. HR Director Noble said yes. She noted they had excellent service.

Director Syring noted that with the \$100,000 difference, they had to justify why they would choose SAIF. He shared that he looked at three things: they paid \$224,000 for dividend in 2019, they paid \$61,000 for Workers' Safety Fund Relief, and they had declared \$100 million dividend, so we should get a considerable amount for a dividend. He was glad to hear the feedback from HR Director Noble.

Jeff shared he was very impressed with SAIF at all meetings. He explained that there were states that couldn't get workers' comp insurance and were migrating to 7710.

VI. PRESENTATION – LENGTH OF SERVICE AWARD PROGRAM (LOSAP) UPDATE – Battalion Chief Steve Deters

BC Deters shared LOSAP was a group benefit for both support and suppression volunteers. He explained that with this program, they had to have a methodology for how they distributed the contributions. He shared that CFD #1's methodology was point based, which was common.

BC Deters stated that they did a distribution every quarter, based on the total amount budgeted. Volunteers had to be with the program for five years to be vested in the program.

BC Deters noted that redistributions came into play, when someone left the program that was not vested. These were calculated and done once a year.

BC Deters explained that Director Syring had previously asked him, during budget season, why there had been less money budgeted for this program. BC Deters explained that it came down to redistribution. He noted that there was an earning cap, on how much each person could get through redistribution. If the District budgeted too much, they weren't able to give it back due to the caps. Over the last eight years, the District had redistributed back to those in the program approximately \$250,000.

Director Syring shared that he had noticed that the money budgeted for LOSAP had continued to drop over the past few years. He noted that he found out that the length of service of volunteers in the state was currently about three years and the national was a little over three years. BC Deters confirmed that for Oregon, it was 2.8 years. He explained that the CFD #1 volunteers were with the District for about three years, even though five years was what was needed to be vested to get it. He supported going forward and working with Genoa and OFDDA to have a choice of three years for volunteers to get their funds. Director Syring explained that the District would then be able to pay out and give the volunteers their just award, instead of rolling it into the remaining volunteers. He thanked BC Deters for the research and work that he did.

Genoa shared that Districts could go down to two years for a vesting period.

President Trotter recessed the Regular Board of Directors' meeting at 6:28 pm.

BUDGET HEARING

President Trotter called the Budget Hearing to order at 6:28 pm.

Finance Director Day shared that before them, they had Resolution 20-01, Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal Year 2020-21.

Finance Director Day stated that this was approved by the Budget Committee at the May 21st Budget Committee meeting.

Finance Director Day explained that since that date, they had identified a few changes as more information had come in. These changes were listed in a column on the schedule of appropriations.

- Health Trust contributions increased by approx. \$20,000
- Error in Training Dept. budget, added \$4,500
- Received \$5,000 grant from SDAO, for security system upgrades
- Capital Project Fund for Training/Wellness
- Moved Facilities Dept. out of Emergency Services and into Business Services
- Decrease to Emergency Services and increase to Business Services in amount of \$839,336
- Set aside funds for insurance claims costs. They needed a reserve of funds.

President Trotter adjourned the Budget Hearing at 6:33 pm.

President Trotter reconvened the Regular Board of Directors' meeting at 6:33 pm.

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

Finance Director Day discussed this Resolution during the Budget Hearing.

Director Cross moved and Director Syring seconded the motion to approve Resolution 20-01- Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2020-21. The motion passed unanimously.

B-2 Request Board Approval of Resolution 20-02 – Adopting and Appropriating a Supplemental Budget for Fiscal 2019-2020 – Finance Director Christina Day

Finance Directory Day explained that Resolution 20-02, was the supplemental budget request for the current fiscal year 2019-2020. She said this would make sure they had sufficient appropriations.

Director Joseph moved and Director Wall seconded the motion to approve Resolution 20-02 – Adopting and Appropriating a supplemental Budget for Fiscal 2019-2020. The motion passed unanimously.

B-3 Request Board Approval of Resolution 20-03 – Reviewing the Purpose and Ongoing Need of Established Reserve Funds – Finance Director Christina Day

Finance Director Day explained that this needed to happen about every ten years. She shared that local government was required to review the needs and purpose of reserve funds.

Finance Director Day explained that they had two reserve funds, one for equipment and one for PERS. She recommended clearing the PERS fund, since they would use all funds by the end of the year. She shared that the equipment reserve fund would still be needed and used regularly.

Director Wall asked if they needed to terminate it, even though they were depleting the PERS fund. Finance Director Day shared that it was best practice to keep as few funds open as possible.

Director Wall asked how difficult it would be to recreate a new PERS fund. Finance Director Day shared that it would need a Board vote to activate the fund again.

Director Cross noted that by leaving it in there and in the budget, it would alert future Boards to decide if they needed to put funds in there or not, while if it wasn't there, they may not think of it.

President Trotter felt that if it was needed, the Finance Dept. would indicate that to the Board and suggest they bring it back.

Director Wall noted that the initial reason for having PERS fund was to have a source for putting in funds and helping to smooth funds. She thought they should keep it.

President Trotter stated that they only had two Board members who thought it should be left.

Director Joseph asked that if it would cause an issue to move funds from the general fund in two to three years down the road, if it was closed. Finance Director Day explained that there would not be a legal issue, the only issue would be funding.

Director Syring moved and Director Joseph seconded the motion to approve Resolution 20-02- Reviewing the Purpose and Ongoing Need of Established Reserve Funds. President Trotter voted yes. Director Cross and Director Wall both voted no. The motion passed.

B-4 Request Board Approval of Workers' Compensation Renewal – Human Resources Director Trish Noble

HR Director Noble shared that after hearing the presentation from Jeff, she would request the approval of the Workers' Comp renewal with SAIF, realizing that the gap will be met by dividend received this year. She shared that 7710 was creating good competition that they would be looking at in the future.

Director Cross moved and Director Joseph seconded the motion to approve the purchase of the SAIF Corporation Workers' Compensation Policy for Fiscal Year 2020-21 in the amount of \$606,898.57. The motion passed unanimously.

**B-5 Request Board Approval of Contract with Wilco Petroleum for Fueling Services
Logistics Director DeAnn Cordes**

Logistics Director Cordes asked the Board to approve a one year contract with Wilco Petroleum.

Director Joseph asked if they had a lower amount, with the reduction in fuel prices. Logistics Director Cordes explained that fuel prices went down, so they were capitalizing on the fuel cost savings.

Director Joseph moved and Director Cross seconded the motion to authorize the Fire Chief to enter into a one-year contract with Wilco for fueling services in the amount of \$213,744.30. The motion passed unanimously.

B-6 Request Board Approval of Intergovernmental Agreement (IGA) with Sandy Fire District #72 for Training and Command and Control Services – Chief Charlton

Chief Charlton explained that this was a proposed IGA between CFD #1 and SFD #72, for two specific services, command and control and training.

He explained that they began conversations with SFD #72 in 2014-2015, but at that time, CFD #1 was entering a contract for service with Boring Fire District #59. After that, they didn't have any further interest.

Chief Charlton shared that when they met with EFD #69 to enter into the contract for service, SFD #72 asked to meet. Over the past few months, both staff and the Interagency Committees from both Fire Districts had been meeting to discuss two services to be delivered through a 12 month IGA. He explained that the SFD #72 Fire Chief, staff and some Board Members were present on the meeting if anyone had questions.

Director Joseph asked if a feasibility study had been done. Chief Charlton explained that no, they had not done a feasibility study. He added that he meant to say that often a feasibility study was done and they had feasibility study language in the IGA.

Director Syring noted that Sandy would pay \$177,000, which was an adequate amount. He stated that they would be paying their way. He explained that SFD #72 was holding the pay of adding

a Chief Officer in order to pay for this IGA. He felt this showed a good use of funds. He explained that both sides could discuss having a feasibility study. He felt that SFD #72 was a good partner. He recommended an affirmative vote.

Director Wall had questions about the numbers used in the report. She noted that the funding did not cover half of a BC salary. She asked how this worked out. Chief Charlton stated that the analysis included work delivered by the east Battalion Chief. They looked at the number of calls where a BC would be requested into Sandy, and they did not have to add another position, but would be adding to the work load of a current position.

Director Wall was concerned that there would be overtime costs associated with this. DC Corless explained that it would not cost any more to cover SFD #72. He noted that they would be adding another fire station to cover in the east battalion.

Director Syring stated that they added the east battalion when Boring merged. He said that there would not be additional overtime as they were already there. He explained that they may move the east battalion to another location, where they could better cover the east battalion area. There would be no additional costs. He stated that SFD #72 will be paying considerably more than EFD #69 paid for this response capability.

President Trotter asked for comments or questions from SFD #72.

SFD #72 Director Stuchlik looked forward to an IGA and partnership. He thanked CFD #1.

Director Syring moved and Director Cross seconded the motion to authorize the Fire Chief to enter into a 12-month Intergovernmental Agreement for Services to Sandy Fire District #72 in the amount of \$177,551.00 and up to \$20,683.00 for additional services. The motion passed unanimously.

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

Chief Charlton explained that this was the first of three authorizing resolutions required if they intended to move forward with the legal merger election with EFD #69 on Nov. 3, 2020.

Chief Charlton shared that the first resolution was being brought before the CFD #1 Board at this meeting, the second would be brought before the EFD #69 Board at their meeting on June 18, and the third resolution would be brought before the City of Estacada City Council on June 22. If all resolutions were approved, they would move to have a Joint Board meeting on July 9. He shared they had Joint Oversight Committee members present from CFD #1 at the meeting.

Director Joseph asked Director Syring his summary of recommendation. Director Syring explained it had been a long road with EFD #69. He shared that it had resulted in a positive relationship with them. He explained that it had resulted in not having duplications in services, areas were better served with this agreement and merger. He noted that four person staffing

would result and provide better service for EFD #69 and CFD #1. Director Syring shared that he always agreed to give voters a chance to weigh in regarding a merger.

Director Joseph asked if he felt it would best benefit citizens of both agencies. Director Syring shared it would better for citizens of CFD #1. He had no hesitation in recommending an affirmative vote.

President Trotter agreed with Director Syring. He also shared they met with the City Estacada Council and they were very affirmative with allowing this to go to the voters.

Director Wall stated that this was an endorsement to send to the voters. She noted that the ESCI report said it would not be trending well for CFD #1 and that it would not be a good idea. She said she would be voting no for the resolution.

Director Joseph moved and Director Syring seconded the motion to approve Resolution 20-04 – Initiating and Noticing a Proposed Merger Election Affecting Clackamas Fire District #1 and the Estacada Rural Fire District No. 69. Director Cross and President Trotter voted yes. Director Wall voted no. The motion passed.

VIII. OTHER BUSINESS – No action required **OB-1 Legislative Update – Lobbyist Genoa Ingram**

Genoa shared that a question she had been receiving lately was, “When were they going to have a special session?” She shared that every eight weeks, legislature held legislative days. The Oregon constitution allowed the meeting to be held virtually. She noted that one of the committees met on June 4, to look at conducting a special session, using virtual technology.

She explained that there was a catastrophic disaster provision, which allowed them to meet virtually. Some of the members of legislature were strongly considering adding a health crisis in addition to the catastrophic disaster. This did not move forward, as there were those who said they didn’t need it.

Genoa noted that the Governor preferred to call for a special session in September, with hopes that larger groups could meet at that time. They still needed to figure out when to meet to take care of the budget.

OB-2 Board Committee/Liaison Reports

Capital Projects Committee – President Trotter / Director Wall

Director Wall said they did not meet. She noted that the Chief had kept the Committee up to date on projects. Station 6 had a major roof repair, SDAO provided a \$5,000 grant for upgrades to the security system at the Training Center and Clackamas County was examining if the District could use some of the Urban Renewal funds, in a different way than originally intended.

Foundation Liaison – President Trotter

President Trotter shared they did not meet. He shared that they received \$1,500 from Country Financial. They also presented an \$8,000 check to Clack County Meals on Wheels.

Director Joseph explained that a son of a friend of his presented a check to the Foundation.

Interagency Committee – Director Joseph / Director Syring/ President Trotter

Director Joseph explained that they met with the City Council, Mayor and Staff of the City of Estacada. He shared they were very supportive of having CFD #1 in the community. They embraced the idea of receiving CFD #1's help. CFD #1 was helping improve their own area with services in EFD #69.

Joint Oversight Committee – Director Syring / President Trotter

Director Syring shared that they met on June 8. BC Deters presented some research on EFD #69's LOSAP, at their request. EFD #69 had some problems with distribution. BC Deters would be recommending to the EFD #69 Board to fix these issues.

Director Syring noted that they completed a survey of George Road Station. It had an issue of a fence being 30 feet over where should have been. This will be resolved to both parties' satisfaction.

Director Syring stated that they addressed issues with Colton Fire, regarding responses. The Chief met with Chief Beaudoin from Colton Fire and worked out issues and questions. It was noted that Colton should be called to any area where they would be closer to respond.

Director Syring stated that they passed the resolution today for a merger with EFD #69. EFD #69 Board would vote on a resolution on June 18, and the City of Estacada would vote on a merger on June 22. If all groups passed the resolution, the tax rate would be \$2.40 after the merger and it was \$2.40 now. The residents of EFD #69 would save \$.68 on a home valued at \$400,000.

President Trotter shared that the Interagency Committee also met for the second time with SFD #72. He shared it was a good discussion.

OB-3 Board Informational Updates/Comments

COVID-19 Update – Chief Charlton

Chief Charlton noted that they were about four months into the pandemic. They were working to make sure they had good health for employees and volunteers.

Chief Charlton explained that the Governor had put a pause on moving into phases. The District continued to be positioned in the same place they were several months ago, with appropriate PPE.

Chief Charlton explained that they had an internal team looking at the re-opening of CFD #1. They were reviewing telecommuting, opening community rooms, etc.

Chief Charlton explained that they were looking at community engagement. They would have to rely on sharing work that CFD #1 was doing through social media.

Fire Chief Selection Process – President Trotter

President Trotter explained that they had a Special Board Meeting on June 12.

At this meeting, they had a discussion about the Fire Chief Selection process and job announcement. He explained that the Board Executive Committee would meet in a week or so to bring back options to the rest of Board.

IX. INFORMATIONAL ONLY

A. Division / Department Report

R-1a Fire Chief's Office

Chief Charlton congratulated DC Whiteley and FM Olson, as they both received the Fire Marshal Designation from the Center of Public Safety Excellence.

Chief Charlton explained that CFD #1 had a number of open grants that they were waiting to hear back from

- Assistance to FF Grant - \$150,000
- Federal Cares Act - \$91,000 – potential revenue lost through GEMT
- SDAO- \$61,000 - reimbursement for responding to pandemic

Chief Charlton noted that Fire Season was around the corner. He shared that there was the question on how to protect the Wildland Firefighters in light of the pandemic. They had been working with State officials to prepare with best practices.

Chief Charlton explained that as they would go through the board reports tonight, as of June 1, they had promotions and moved some folks around. When calling on someone, they may be answering for someone who had position last month.

R-1b Business Services Division

As submitted.

DC Whiteley explained that there were two different reports from DC Gehrke, EMS and Support Services.

DC Whiteley shared that the Accreditation Team had begun reviewing the document. DC Stewart was giving reports to staff for revisions.

He reported that burn season ended today. He added that early on in COVID-19, citizens were encouraged to not burn due to smoke.

DC Whiteley shared some information about COVID-19 recovery. Many Chief Officers were in the offices now. They continued to look at telecommuting to keep staff healthy.

DC Whiteley stated that due to COVID-19, they had some delayed testing processes. They would be having these processes within the next month, as they prepared for the Civil Service meeting, later in July.

DC Whiteley shared that they had a new AA – Jessamyn Ode. They had movement in the organization in preparation for Karen's retirement.

Human Resources

As submitted.

R-1b.1 Financial Services

As submitted.

R-1b.2 Support Services

As submitted.

R-1b.3 Community Services

As submitted.

Data Services

Director Syring shared that his report did not have any mutual aid report with Sandy. This information would be sent to him.

R-1c Emergency Services Division

Chief Charlton explained that they had moved some people. DC Gehrke moved to EMS.

R-1c.1 Emergency Medical Services

DC Gehrke shared that he was getting up to speed on the new position. He noted that they had energetic staff in this area.

He attended the Milwaukie City Hall meeting, where Community Paramedic Cook shared about Project Hope. He was very proud of what they were doing.

R-1c.2 Operations

As submitted.

R-1c.3 Volunteer Services

As submitted.

BC Deters explained that training had been done online or in station. He shared that all the events for the month were cancelled.

BC Deters shared the station coverage information.

Director Syring asked if the George Road Station was staffed with even a few volunteers. BC Deters reported that yes it was. He explained this would be in next month's report.

R-1c.4 Volunteer Association Report

BC Deters reported that they held their nominations for a new Board to take effect in July. A new list of officials would be coming out.

BC Deters shared that the OVFA Conference was cancelled. They held their monthly meeting by Zoom.

B. Correspondence

Noted

C. Informational Items

Noted

D. Next Meeting

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

It was also noted that there would be a Joint Board meeting with EFD #69 on July 9, 2020.

X. ADJOURNMENT


The meeting adjourned at 7:41 pm.

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

Karen Strejc
Executive Assistant



President Don Trotter



Secretary Thomas Joseph