



**Clackamas Fire District #1**

**Board Meeting  
Briefing Packet**

**August 17, 2020**



CLACKAMAS FIRE DISTRICT #1

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*To safely protect and preserve life and property*

**Board of Directors' Meeting  
Monday, August 17, 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 THE REGULAR BOARD MEETING MINUTES ON JULY 20, 2020. (p. 5)**
- IV. PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- V. PRESENTATION – BOARD TRAINING – Jeff Griffin from Wilson- Heirgood Assoc.**
- VI. PRESENTATION – SEMI-ANNUAL MEDICAL DIRECTOR'S REPORT- Dr. Ritu Sahni**
- VII. BUSINESS – Action required**
  - B-1 Request Board Approval of Proclamation 20-03 – To Designate the Month of September 2020 as Emergency Preparedness Month- with the Theme, “Remember The Water.” – Emergency Manager Gregg Ramirez (p. 21)**
  - B-2 Request Board Approval of the Clackamas Fire District #1 Fire Chief Job Description – Chief Charlton (p. 22)**
  - B-3 Request Board Approval of the Clackamas Fire District #1 Announcement and Selection Packet for the Position of Fire Chief – Chief Charlton (p. 27)**
  - B-4 Request Board Approval to Authorize and Proceed with the Surplus of SCBA Compressors, Storage Cylinders and Fill Station Equipment – Division Chief Mike Corless (p. 29)**



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## **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

EMS Committee – Director Cross/ Director Joseph

Foundation Liaison – President Trotter

Joint Oversight Committee – President Trotter / Director Syring

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

COVID-19 Update – Chief Fred Charlton

## **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. 31)

R-1b Business Services Division – Deputy Chief Doug Whiteley (Board packet) (p. 33)  
Human Resources - Director Trish Noble (Board packet) (p. 34)

R-1b.1 Financial Services – Director Christina Day (Board packet) (p. 36)

R-1b.2 Support Services – Division Chief Nick Browne (Board packet) (p.60)  
Fleet Services - Director Bill Bischoff (Board packet) (p. 62)  
Facility Maintenance - Director Scott Vallance (Board packet) (p. 64)  
Logistics Services – Director DeAnn Cordes (Board packet) (p. 65)

R-1b.3 Community Services – Division Chief Brian Stewart (Board packet) (p. 67)  
Data Services - Director Shelby Hopkins (Board packet) (p. 68)  
Emergency Management - Emergency Manager Gregg Ramirez (Board Packet) (p. 75)  
Fire Marshal's Office - Battalion Chief Shawn Olson (Board packet) (p. 76)  
Information Technology - Director Oscar Hicks (Board packet) (p. 80)

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

R-1c.1 Emergency Medical Services - Division Chief Josh Gehrke (Board packet) (p. 81)

Medical Services - Battalion Chief Josh Santos (Board packet) (p. 83)

Health and Wellness - Director Heather Goodrich (Board packet) (p. 86)

Training Department - Battalion Chief Melanie Kinne (Board packet) (p. 92)



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- R-1c.2 Operations – Division Chief Mike Corless (Board packet) [\(p. 95\)](#)
- R-1c.3 Volunteer Services – Battalion Chief Steve Deters (Board packet) [\(p. 102\)](#)
- R-1c.4 Volunteer Association Report – President Kirk Hambley - Verbal

**B. Correspondence [\(p. 104\)](#)**

**C. Informational Items [\(p. 113\)](#)**

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, September 21, 2020 at 6:00 pm. by remote conferencing.

**X. ADJOURNMENT**

**UPCOMING EVENTS:**

September 9 – CFD #1 Board Planning Retreat – 1:30 pm by remote video conferencing.  
September 21 – Regular Board Meeting – 6:00 pm by remote video conferencing.

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING July 20, 2020

(This meeting was recorded.)

### I. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting has been 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; Division Chief Brian Stewart; Battalion Chief Steve Deters; Battalion Chief David Palmer; Battalion Chief Brent Olson; Battalion Chief Melanie Kinne; Battalion Chief Kyle Olson; Battalion Chief Jonathan Scheirman; Fire Marshal Shawn Olson; 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; Apparatus Operator Andrew Gordian; Volunteers Tom Benschoter, Jason Elliott and Jerry Kearny; Genoa Ingram from Court Street Consulting; Volunteer Association President Kirk Hambley; and Executive Assistant Rachel Trotman.

### II. CHANGES TO AGENDA

Chief Charlton reported that a revised agenda was sent which now included an additional presentation regarding a capital purchase proposal by BC Brent Olson (BC B. Olson).

### III. APPROVAL OF THE SPECIAL BOARD MEETING MINUTES ON JUNE 12, 2020, THE REGULAR BOARD MEETING MINUTES ON JUNE 15, 2020, THE JOINT BOARD MEETING MINUTES ON JULY 9, 2020, AND THE SPECIAL BOARD MEETING ON JULY 9, 2020.

There were no changes to any of the minutes.

**All four sets of minutes were approved unanimously as written.**

### IV. PUBLIC COMMENTS

None

Director Thomas asked how the public was invited, when the meetings were held via teleconference. Chief Charlton answered that public citizens could reach out to the Fire District Executive Assistant to get the Zoom invite information.

## **V. PRESENTATION – OREGON FIRE CHIEF’S ASSOCIATION AWARDS – Chief Charlton**

Chief Charlton welcomed Volunteer Association President Kirk Hambley. He would deliver the R-1c.4 report.

Chief Charlton announced the awards from the Oregon Fire Chief’s Association (OFCA). OFCA solicits nominations for four different award categories. The OFCA award and recognition program was scheduled for the Spring Conference in April, but the event was cancelled because of COVID-19.

Chief Charlton announced that members within CFD #1 were honored with two awards. He said he will go to the stations to present the awards to recipients.

Chief Charlton presented information about the incident, from which CFD #1 members were given the awards. On June 13, 2019, a residential fire with trapped occupants was reported on 38th Ave. in Milwaukie. Engine 302 and Heavy Rescue 305 were the first companies to arrive and went into Rescue Mode to begin a search. Using a high risk technique known as Vent Enter Search, the crew quickly searched the building and located 19 year-old Timm Wilson locked in the hallway bathroom.

Chief Charlton had since met with Timm Wilson a number of times. There was a wonderful news story that showed Timm and his family reuniting with the first responders. It was celebrated as a heroic event at the 2020 CFD Award Banquet.

Medal of Honor awards were given to FF Clay Davis, Lt. Brett Glover, FF Dennis Hofmann and Capt. Justin McWilliams. Medal of Valor awards were given to AO Alex Carey, FF Matthew Job, and AO Ryan McDonald.

At the time of the meeting, Chief Charlton had been to visit FF Davis. He said it was an honor to go out and see him and present the award.

President Trotter congratulated all the award winners.

## **VI. PRESENTATION – STANDARD OF COVER DOCUMENT –Division Chief Brian Stewart**

DC Stewart described that he would provide an overview of the document. He said more information will be given at the planning retreat in September. The District will seek adoption of the document at the Board Meeting on Sept. 21.

DC Stewart reported that this document covered three main areas which was visually shown on a slide.

1. Community Risk Assessment – Identifies our communities’ characteristics and risks
2. Standards of Cover – Right-sizing response to balance current call with residual risk and ensuring what we send positively affects the incident outcome
3. Community Risk Reduction Plan – Focused risk reduction efforts

DC Stewart noted the changes in the Fire District since the 2015 Standard of Cover (SOC) document:

- Providing services to Estacada Fire District #69
- Changes in staffing and relocation of units
- Bond proceeds – apparatus (e.g., interface engines)
- Subcontract with AMR for transport services
- AVL/closest unit dispatching
- Changes in population projections
- Updates to CFAI requirements

DC Stewart presented information via charts that showed customer priorities in 2015 and customer priorities now. He said he wanted to understand what may have changed and the current community perspectives.

DC Stewart presented information regarding risk assessment. He explained that the commission looked at how to mitigate three things: consequence, probability and impact. Consequence was described as bad outcomes that could possibly happen. This varied based on population. Probability was described as how often incidents occur. Impact was described as what the residual risk could be.

DC Stewart also described the building by building concept of risk. FM Olson was working with ISO data to cover that information with the GIS contractor. This will be covered more in-depth in September.

Director Wall asked about the vertical axis 0-2-4-6-8 on the chart. DC Stewart responded that there was a rating for each of those components on the chart. The scale was set at two to eight, because of the formulas that were the accreditation standards. The higher the consequence, the higher the number, and the more frequently something occurred, the probability would also go up.

DC Stewart presented a slide on Planning Zones. He reported that:

- Changes were made to the District's Fire Management Zones (FMZ).
- The left map showed zones based on response time while the map on the right was based on planning/pro-active zone.
- With GPS or closest vehicle dispatching, the response time aspect was not as critical in shape of zone.

DC Corless presented information on the Critical Task Analysis.

- He shared that in 2015, the analysis was based on the number of people that the District needed to complete an incident. Now, the District reported on how many units were on scene to do a particular task.
- The chart shown was broken down by the company level, but also by class (EMS, Fire, Hazmat, etc.) and then category or the severity of the call (low, med, high, and max).
- He noted that this analysis helped with the District's effective response force. It was based on the District's effective response force, on units working greater than five

minutes; time stopped when the last arriving unit showed up. If someone showed up and was only there for four and a half minutes, they would not count as part of the effective response force. They then looked at the critical tasks in low, med, high and max within each class. They developed a list for critical tasks needed for each area.

- He said that the baseline was where they were today and the benchmark was where they wanted to go. He noted that these two will look similar in the beginning. The reporting will be by risk class and category, but also by planning zones.
- Chief Corless shared that they will go more in-depth into this in September.

FM Shawn Olson presented slides on the Community Risk Reduction Plan.

- The Community Risk Reduction Plan reviews community risk reduction efforts
  1. Engineering
  2. Enforcement
  3. Education
  4. Investigation
- He shared that the goal of the Fire Marshal's Office (FMO) is to really focus on the four disciplines and make sure it is tied to the Strategic Business Plan.
- He noted that the Community Risk Reduction Plan provides a plan for improvement for priorities.
  - Programs assessed by outputs and outcomes
  - Gaps in performance (baseline vs. benchmark) identified
  - Improvement recommendations provided
- He said that the Firewise Community was a great way for them to partner with stakeholder groups and community members, to at least reduce the potential for high risk or high consequence situations.
- He reported that the FMO was working on establishing baseline criteria, so they can measure that information and make sure they are on the right path.

DC Stewart presented information on compliance and improvement, as well as opportunities.

DC Stewart shared that they were looking forward to engaging with the Board in September to see how the District can best inform them and have that data be meaningful.

Director Cross complimented them on a great presentation. He explained he had mentioned wanting to have something in place for EMS prevention. He reviewed the entire Strategic Business Plan. Director Cross shared information from the EMS section of the plan. He noted that the presentation covered traditional fire service, which was excellent. However, he wanted them to think ahead as they moved into September, about what they can do to slow increases on running medical calls. He emphasized that that needed to be higher on the priority list. He felt that EMS prevention needed to be part of the conversation as much as Fire Prevention. He added that they needed to make units more available to respond to higher acuity calls.

President Trotter announced that this will be discussed in greater detail in September at the retreat.



## **VII. PRESENTATION – CAPITAL IMPROVEMENT PROJECTS – Division Chief Nick Browne and Facilities Director Scott Vallance**

DC Browne reported that the following Capital Improvement Projects were what they thought would have the greatest organizational impact and meet the goals and objectives of the Strategic Business Plan. He was impressed with the Facilities Maintenance Department as they went through the process to figure out which capital projects to focus on.

DC Browne shared that on July 12, BC Ted Willard reached out to Facilities Director Vallance after a tree from Station 12, fell on top of the neighbor's shop. Facilities Director Vallance responded within 45 minutes of receiving the message. A crew was on site and quickly got the tree off the shop and mitigated the problem.

Facilities Director Vallance presented a PowerPoint presentation on the Capital Improvement Projects.

- Station 3, 4, 7, 8, 17 and Wellness were all in need of new paint to protect the wood and siding of the structures. The old colors were dull, drab and fading. Facilities Director Vallance showed photos of other stations before and after they were painted.
- Facilities Director Scott Vallance shared information on PFAS Testing and the Training Grounds
  - PFAS (per/polyfluoroalkyl substances) is a contaminate that was discovered in some of the firefighting foam used in the past by CFD#1 and many other departments and agencies.
  - He explained that PFAS works its way into the ground water supply and can contaminate soil as well.
  - While there were some states that have standards for unacceptable levels, Oregon did not, as of this writing.
  - Deciding to be proactive, CFD #1 was working with three environmental testing companies, to get quotes to coordinate the drilling and testing of water and soil samples from various parts of the training grounds, and the 130th Ave. Complex, as a whole.
  - Based on the number and depth of holes, costs will vary. Current estimates for drilling and testing were in the \$18-20,000 range. Mitigation cost, if required, was unknown until testing completed.
  - He shared that it had also been suggested that CFD #1 enlist the help of an environmental attorney, and they were in the process of doing that now.

Facilities Director Vallance shared that he had a phone conference with the DEQ. They brought up their Brown Field grant, which could help with funding.

Director Wall asked what the proper way to mitigate this was. Facilities Director Vallance replied that it depends on where PFAS was found. If it was found in the soil, the District can remove and pay for disposal of it. If it was found in the water, its origins and where it traveled to, needed to be determined. It could be on District property or on another's property. There were no current standards in Oregon on how to mitigate. He shared that some states, like Michigan, do have standards and the District is following those for now.

Director Wall asked if PFAS naturally degrades over time. Facilities Director Vallance replied that, no, it does not degrade. He explained that PFAS is found in a lot of things that are in our daily lives, like Teflon pans. He added that the District was responsible for the PFAS from the foam. An unacceptable level was compared to a grain of sand in swimming pool.

Director Syring noted that the slide said, “Deciding to be proactive.” He asked if the District was asked to do this. Facilities Director Vallance answered that in January, he and DC Corless met with someone at Port of Portland and the Port of Portland’s legal counsel. They advised that the DEQ would be coming to the District, as they have already reached out to other fire agencies, so it would be best to be proactive and start now, before the DEQ reached out. The DEQ was happy that we were proactive. Facilities Director Vallance explained that there was no money put into this for now, just time. Facilities Director Vallance received quotes and spoke with an environmental attorney about the possibility of them representing the Fire District.

Facilities Director Vallance presented information on planned improvement projects at the Training Center, which would be brought to the Board for approval at a later date. He shared that concrete and asphalt replacement will be the major portion of these improvements, however the timing of this will be contingent on the results of the aforementioned PFAS testing. He noted that other improvement projects included:

- Curbing around the Training Center building
- Ventilation props
- Security fencing additions and realignment
- Sonitrol control systems

Facilities Director Vallance shared information on the Station 1 Female Locker Room Remodel. This required Board action at the meeting.

- Currently, there were seven female line personnel in the District, not counting Medic 316 assignments, with two Officers, and five firefighters.
- It was possible to have a female officer and firefighter on the same shift, and up to four females at once, during shift change.
- Currently, the locker room had one sink, shower and toilet.
- The new configuration would bring the totals to three toilets, two showers and two sinks. This would more than double the amount of the locker space from three to eight.

Facilities Director Vallance shared the Station 1 Female Locker Room Project progress to date.

- Facility Tech (FT) Jerome Thompson worked with Station Captain Ami Brown to develop a floor plan for the project.
- FT Thompson drew up the revised floor plan, created the Invitation to Bid and sent it out to contractors. Returned bids ranged in price, from approx. \$105,900 to \$151,000.
- Bid comparables were thoroughly analyzed by FT Thompson and Facilities Director Vallance for fairness and consistency. Brothers Construction was awarded the project, subject to Board approval.
- This project would be funded with loan and urban renewal funds. They had an estimated timeline of six weeks, after completing the Clackamas County permit process.

Facilities Director Vallance shared challenges and effects on staff, related to this project.

- The size of the officer dorm will be reduced, but still allow for individual bunks.
- Work areas, both upstairs and down, would need to be isolated during construction to separate contract workers from employees on duty. Access would still be maintained to the fire pole and men's locker room.

### **VIII. PRESENTATION – CAPITAL PURCHASE – Battalion Chief Brent Olson**

BC B. Olson presented the following information regarding a proposed Type III Engine purchase

- Engine Description
  - A Type III engine is primarily utilized for suppression of natural cover fires and difficult to access locations.
  - He showed a chart, which compared a Clackamas Fire Type III Standard Engine and a Proposed Type III Engine.
- Pros of Engine
  - Built by a leading manufacturer with a strong CFD relationship
  - DT530e diesel motor, Allison automatic transmission
  - Four door crew cab, 4x4
  - Drives and performs exceedingly well in all aspects tested; both on and off road
  - Closely matches current box specification (relatively)
  - All items in working condition
- Cons of Engine
  - Older piece of equipment with signs of proportional use (~132,000 miles)
  - Will require some shop time, primary items being:
    - Refurbish mechanical pump seal
    - Proactively refurbish (6) ball valves
    - Replace (4) ¼" drain valves
    - New batteries
    - Replace tank level indicators
- Benefits and usability of a Type III apparatus for Clackamas Fire
  - Use during inclement weather events (e.g. snow, ice, windstorms, etc.)
  - Use for surge capabilities during unexpected events (e.g. civil unrest, severity staffing, etc.)
  - Provides a rated pump that factors into ISO calculations
  - State and Interstate community fire suppression support during wildland fire impacts
  - Price point – perhaps the most cost-effective apparatus relative to capability

Director Cross asked how long this was going to last and be able to be in service, as a frontline apparatus. BC B. Olson replied that they believe it to be a 12 year apparatus purchase on front lines.

Director Cross asked if this apparatus will this be used for conflagrations, as some rigs are too old to be able to be in use. BC B. Olson replied that, yes, it can be utilized for conflagrations for the foreseeable future.

Director Wall asked why the initial budgeted item was for a Type VI, but this is now a Type III. B.C. B Olson confirmed and explained that the Type VI funding was in this year's budget, primarily due to the fact that is what the budget would allow for and so the District would be on track for a Type VI replacement. BC B. Olson shared that they did their due diligence and priced out the cost of a Type III from two different manufacturers. He noted that the District is always looking to find good fiscal deals and be open for possibilities. He explained that this purchase does not negate the need for a Type VI, which the budget allows for. He noted that they saw a good opportunity for something with more capability in this Type III. The Type VI would be funded either through the grant or in the next fiscal year.

Director Wall asked about personnel requirements. BC B. Olson replied that the Type III required three personnel and the Type VI required two personnel. He shared that the District had sufficient personnel to staff, as all career stations were three or four person crews.

Director Syring noted that 132,000 miles sounded like a lot. He asked if this was normal. BC B. Olson responded by giving the following example: If they drove at Station 1 and have a response area of three square miles, that was a lot of trips to make on that kind of mileage. This piece of equipment would cover a larger area, and given the hours, they could correlate the mileage/hours to give an average of how many miles/hour. This rig would have more miles, with less hours. He explained that they heavy diesel apparatus are built on commercial chassis that are designed to have higher mileage as opposed to the chassis on traditional Type I fire engines.

Director Syring asked, how much a new apparatus would cost. BC B. Olson responded that the Boise Mobile priced it at \$309,000 for a CA Dept. for Forestry Spec truck. Pierce priced it at \$385,000, for a demo, this included pre-payment. Once they added the 3% escalator next year, it would be close to \$400,000. Director Syring thought that \$83,000 sounded like a good deal.

Director Syring asked, what the deployment plan was for this apparatus. He asked what station it would go to. He asked for confirmation it would be only taken on certain calls. BC B. Olson responded that there was no plan identified yet, because they did not have the apparatus there yet. He compared the apparatus types to knives in a kitchen; noting that there are all types of knives and they all perform a little different. One knife could probably do it all, like a Swiss Army knife, but it won't do any one task really well. He shared that this Type III would add capacity for wildland and especially inclement weather. He stated it was the right tool, for the right job.

Director Syring asked is it for more rural areas. He asked if Beavercreek or Estacada had an apparatus like this. BC B. Olson answered that, no, not every station had one right now; they were strategically located at Stations 6, 9, and 14, along the eastern edge. He noted that they get quite a bit of use. He explained that the District will find a very good home for this Type III.

President Trotter thanked him for the presentation. President Trotter moved into item B-3 directly after the presentation.

**IX. BUSINESS – Action required**

**B-1 Request Board Approval of Station 1 Capital Improvement Project – Facilities Director Scott Vallance**

Director Wall asked, what was going to happen to the female firefighters during the time when the locker room was closed. DC Browne responded that the female firefighters will move during that time frame to a neighboring station, so that service is not disrupted with facilities. DC Corless told DC Browne that there are a couple stations that will work. He added that it was likely that they will just swap company office assignments for that six week period.

Director Syring asked about the item on the report where it stated the funding came from fund #30. He asked if this was from the Urban Renewal. He asked if they can use the county money that was returned to CFD #1, because it's within the district. Facilities Director Vallance answered, yes. Chief Charlton added that the County did authorize them to use funds from the Urban Renewal district, and one project was the improvements at Station 1.

**Director Joseph made a motion and Director Cross seconded, for the Board of Directors to approve the expenditure of approximately \$105,900 for the remodel of the female locker room at Station 1. Motion passed unanimously.**

**B-2 Request Board Approval of Resolution 20-05 – Authorizing Interfund Loan for Fiscal 2020-2021 – Chief Charlton on behalf of Finance Director Day**

Finance Director Day was unable to attend. Chief Charlton presented on her behalf.

Chief Charlton noted that Resolution 20-05 would authorize the District to borrow from themselves, if needed, from three funds: the equipment replacement fund, capital projects fund, and the enterprise fund. This would only be done if the District does not have enough cash flow to meet the needs until Nov.15, 2020.

Chief Charlton shared that this is an item that has been brought to the Board almost every year and it was only to ensure that they have adequate cash flow. Chief Charlton reported that there were some challenges that were discussed during the budget process. They discussed what the AV changes would potentially look like and the impact of the collection rates. An internal finance committee will be meeting soon to discuss these items. He noted that there were challenges with the ongoing COVID-19 pandemic. They were uncertain about the amount of federal funding that CFD #1 may receive and other funding sources. He shared that if they had to quarantine additional personnel, it may increase the costs to the District.

Director Joseph noted that this is a line of credit from their own funds that they set aside as back up. He asked if there was a limit to how much they can borrow. Chief Charlton answered that they would look at the beginning fund balance. He noted that this amount would be trued up when they went through the audit process. He believed they were able to access all of their reserve funds, but said he would check with Finance Director Day.

Director Joseph asked for confirmation that in the past, these funds were rarely used, but when they were, they never exceeded funds available. Chief Charlton confirmed that the District would not exceed available funds.

Director Wall explained that if the District didn't have enough funds to borrow from itself, they would get a tax anticipation note from the bank and borrow against future tax revenues. She added that this was not an authorization for that. The tax anticipation note would be an option, if needed.

**Director Syring made a motion and Director Cross seconded, for the Board of Directors to approve Resolution 20-05-Authorizing Interfund Loan for Fiscal 2020-2021 to ensure the cash flow requirements of the Fire District are met through the end of November 2020. Motion passed unanimously.**

**B-3 Request Board Approval of Capital Purchase – Purchasing a Used Fire Apparatus - Battalion Chief Brent Olson**

**Director Cross made a motion and Director Joseph seconded for the Board of Directors to approve the purchase of (1) Pierce Type III Pumper through Outback Fire Inc., in an amount not to exceed \$83,000. Motion passed unanimously.**

**X. OTHER BUSINESS – No action required**

**OB-1 Legislative Update – Lobbyist Genoa Ingram**

Lobbyist Ingram noted there was not much happening since her last report. She wanted to follow up on Director Joseph's question. She sent an update on the action taken on HB 4212, the COVID-19 omnibus bill. She noted that part of that update said that it was now in statute that public bodies, such as local government and special government, can now hold public meetings via video conferencing or phone, as long as there is a path for public to join.

**OB-2 Review of 2020 Strategic Business Plan – Chief Charlton**

Chief Charlton noted that in the packet there was the updated Strategic Business Plan, with tracked changes and a clean copy. They had asked the staff to go through and review the goals, objectives, timelines and critical tasks. He explained that these updates will help drive the discussion at the Strategic Planning Retreats in September.

Chief Charlton noted that, to Director Cross's earlier point, the District will continue to use data to drive decisions. He added that one area they will focus on in September, is driving outcomes through data driven decisions.

Chief Charlton shared that there was a lot of staff engagement to update these nine goals. They will send out a clean copy for the Boards' review later that week.

President Trotter commented that the goal two on pg. 13, used to say, "Ensure optimal Fire District coverage to reduce response time by the addition of firefighting and Incident Command

resources.” He noted that “By the addition of” had been deleted. He thought this was a good update, as it provided a larger perspective to look at.

### **OB-3 Board Committee/Liaison Reports**

#### **Executive Committee – President Trotter/ Director Cross**

Director Cross reported that they met a couple times since the last board meeting. They spoke quite a bit about the job description and the job announcement for the Fire Chief position. There was a robust conversation between the four of them and they made quite a bit of headway. The draft job description and announcement should be coming out before the next meeting.

President Trotter shared that this was a major topic and he looked forward to a full discussion at the next meeting.

Chief Charlton shared that they will have a full packet for the Board to review prior to the next Board Meeting. This will include the application and the process for those applicants. They also spent time on the 12 leadership competencies.

#### **Foundation Liaison – President Trotter**

President Trotter shared that the Foundation annually gives out scholarships and the scholarship committee has reviewed this year’s applications. They reviewed eleven applications and three were selected. Each scholar will get \$1500 for 2020/21 school year. They were pursuing careers as an ER pediatric nurse, a cardiovascular surgeon and a doctor. He noted that this was just one way that the Foundation hoped to serve the community.

President Trotter noted that in item R-1b in the packet, there were the Board minutes from the May 26<sup>th</sup> Foundation meeting.

#### **Joint Oversight Committee – President Trotter / Director Syring**

Director Syring reported that there was a lot of activity since the last Board Meeting on June 15. There was the Estacada Fire District Board Meeting on June 18 and the City of Estacada met on June 22; the City of Estacada and EFD #69 both approved Resolutions. The Joint Board Meeting took place on July 9<sup>th</sup> and they approved the Joint Order.

Director Syring shared that Chief Charlton just sent out an update stating that they received the SEL 805 & 803 forms, Explanatory Statements and the Debt Distribution Plan edits back from legal counsel. He added that he also sent the Committee the FAQ sheet, which was already sent through the Secretary of State’s office. Director Syring shared that August 14 is the date for the ballot title and the voter’s pamphlet statements, were due in early September.

Director Syring shared that Chief Charlton requested he meet with Director Silva with EFD #69 to discuss the Political Action Committees (PAC). They have an upcoming meeting scheduled for that. They will be reaching out to the Board of Directors, to see who is interested in getting involved or advocating on behalf of the PAC.

Director Syring stated that the elections would be on November 3.

Director Syring noted that there was no date set for the next committee meeting yet.

Chief Charlton shared that they are working on a tri-fold information flyer, a direct mailer, and a video. The video will tell the story of what a merger is and what it means.

**OB-4 Board Informational Updates/Comments  
COVID-19 Update – Chief Fred Charlton**

Chief Charlton reported that due to the increased number of cases and the surge of COVID-19, they elected to continue to not engage in community events and to be closed to the public until September 30. District employees have been following the governor's orders regarding face coverings.

Chief Charlton reported that they continued to seek federal reimbursement. They applied for the Assistance to Firefighter Grant, which was about \$140,900. These were awarded each Friday and they had not heard yet, if any funds were received. CFD #1 had also applied for the second round of the Federal Cares Act, requesting \$96,000. They received \$58,000 from the first round. He noted that the Fire District continued to look for every grant opportunity or funding source to help support the District in their response to the pandemic.

**XI. INFORMATIONAL ONLY  
A. Division / Department Reports**

**R-1a Fire Chief's Office**

Chief Charlton reported that they were in Fire Season. ODF declared Fire Season on July 6. The current Fire danger was moderate. He noted that as the temperatures increase, it was likely they will move to a High Fire Danger level.

Chief Charlton shared that they scheduled the Strategic Planning Retreats; there will be two in September and one session in the beginning of October for the following groups: internal, Board of Directors and Volunteer Association.

Chief Charlton reported that in the last four to five months, they had been promoting a lot of incredible individuals to new positions of responsibilities. However, due to COVID-19, they had problems conducting the formal swearing in ceremonies. He had been traveling to the stations for the swearing in, to administer the oath, pin the uniforms, and give the challenge coins.

**R-1a.1 Public Information Department Report - PIO Brandon Paxton**

PIO Paxton shared his report was as submitted. No questions.

**R-1b Business Services Division**

Chief Charlton shared that Chief Whiteley was on vacation. It was noted that DC Stewart would cover and answer questions on his behalf. The report was as submitted.

DC Stewart shared some highlights of the report. The District was working on revising remote working policies. This pandemic was ongoing and the timeframe was extended for all to return to



work. They wanted to make sure that the appropriate systems were in place for employees to be efficient and effective while working remotely.

DC Stewart reported that the FMO did allow inspectors to start conducting some business inspections. With the new changes in stores (i.e. six foot spacing, one way traffic), they needed to be safe with the structure and for the pandemic.

DC Stewart shared that the Finance Department was submitting reimbursements for COVID-19 expenses. He wanted to share his appreciation for the line and administrative staff for tracking their time and paying attention to purchases related to COVID-19.

DC Stewart reported that the reaccreditation process was postponed. He said they did not know when it will occur, but he did not expect a site visit until November. He added that they may only see one or two people on sites or through Zoom or Teams.

### **Human Resources**

Human Resources Director Noble reported that the District had its first quarantine in place for a series of firefighters. A stay at home order was issued when CFD #1 had a COVID-19 positive staff member. She said that they submitted the cost for the time off for those employees to SAIF. She shared that they wanted to take advantage of funds available to the District for the pandemic.

Director Joseph asked where the funds came from. Human Resources Director Noble responded that there were numerous funding sources available. She noted that they have to be careful not to double-dip. They will start with SAIF, and once they hear back, they will see what finance will submit on the federal side. Director Joseph clarified, that the District can apply for federal funds for whatever is not covered by SAIF. Human Resources Director Noble confirmed.

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

As submitted.

Chief Charlton shared that he was available to answer questions on behalf of Finance Director Day. He noted that Director Wall had previously emailed questions and Finance Director Day already responded with answers.

### **R-1b.2 Support Services 2.21.39**

As submitted.

DC Browne had one small addition to the report. He pointed out that during COVID-19, Logistics, Facilities and Fleet, were all on-site providing support. He noted that a lot of departments were able to telecommute, but Logistics, Facilities, and Fleet were needed on-site and they had been doing phenomenal work during the pandemic.

DC Browne witnessed the Fleet, Logistics, Facilities, and Finance teams working together on inventory day and he thought it was a great example of teamwork.

### **R-1b.3 Community Services**

As submitted.

DC Stewart asked if the President Trotter would allow Data Systems Director Hopkins to touch on First Watch.

Data Systems Director Hopkins reported that they are early in the implementation stage of First Watch. There was a committee formed with the County, moving through preliminary stages and steps. She shared that they hope to have their first meeting scheduled soon.

DC Stewart added that this will be exciting as it will increase the speed that they will be getting the system performance data. The AMR data will be sourced directly from the CAD rather than from a service provider. It will be the same level of accountability and transparency across the county.

Data Systems Director Hopkins shared that they also were implementing Intterra analytics. They already had some sample visualization tools in place.

### **R-1c Emergency Services Division**

#### **R-1c.1 Emergency Medical Services – DC Gehrke**

Report was as submitted.

DC Gehrke wanted to thank Data Services and Finance. He noted that both departments have been a big help to EMS, with the absence of AT Toczyski and some work they are doing around ROI (the cost of running the ambulance program).

Director Wall asked about the Cascade Training CPR classes being suspended. She asked if any people's licenses would get suspended if the District can't provide them with the CPR certifications. DC Gehrke said he will look into that and report back. He didn't believe so. He also noted that CFD #1 was filling in the gap for their own CPR certifications.

Director Wall asked about the status of the medic unit pilot program with AMR. DC Gehrke reported that it was going well. He shared that the Sunnyside Kaiser pilot has been moved to a permanent program and he hoped other facilities will become permanent as well. He shared that the other pilots were extended to December 31.

#### **Training Department - Battalion Chief Melanie Kinne**

As submitted.

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

As submitted.

BC Corless reported that the CCOM dispatching unit was changed to an automated dispatcher called "Samantha". It was dispatched on July 15. He added that there is still a live dispatcher once they go out on the call.

Director Syring asked about the mutual aid report. He noted that the mutual aid with Sandy was almost identical, 48 given and 46 received. He noted that in a perfect world, that's how it was supposed to work. He noted that with Canby, it was almost non-existent and they used to be one

of the highest ones. He asked if something happened. DC Corless responded that AVL is part of that. He noted that they send the closest forces. Chief Corless also noted that he had been asked by the Board of Directors to speak with Chief Davis in Canby, to make the situation more neutral. Chief Davis looked into it and had been using Aurora Fire (recent addition to CCOM) more as well as TVFR.

Director Syring noted that the mutual aid to Gladstone was two to one. He noted that CFD #1 was giving almost double of what they were receiving. He noted that it was an interesting analysis.

### **R-1c.3 Volunteer Services – BC Deters**

BC Deters reported that training in June was a Wildland Safety refresher. The EMS training focused on medication errors and trauma. BC Deters explained that the Explorers were still not back, so there was nothing new to report for that program.

BC Deters reported their station coverage. He noted it was their first month at Station 333.

- Stn.12 – 12/30
- Stn.13 – 20/30
- Stn.18 – 30/30 (4 - 24 hour shift)
- Stn.333 – 16/30
- Rehab/Water Tender Group – 16/30

BC Deters reported no personnel changes. They were still in recruitment process, with the Recruitment Academy still slated for September. He shared they had 32 individuals currently going through the process. They were getting physicals and psychological evaluations.

Director Wall asked, what a “sister station check in” was. BC Deters answered that all volunteer stations meet with the closest career station, which they called their “sister station.” These were the stations they went on calls with and where the volunteers check in with the Captains and the Lieutenants, so they are familiar with each other.

Director Syring had some comments about station coverage. He thought the increased coverage was great. He asked what the volunteers were using at the new Station 333. BC Deters responded that Station 333 did not have the right equipment, so the volunteers start their shift at Station 330 to get the rigs they need for their shift and then return it to Station 330 after their shift.

### **R-1c.4 Volunteer Association Report - President Kirk Hambley**

Volunteer Association President Hambley reported from Station 12.

He reported that they had their first Board meeting this month. It included special guest presentations by BC Deters, Director Syring, and Chief Charlton.

He shared that he looked forward to working with them more.

## **B. Correspondence**

Noted.

## **C. Informational Items**

Noted.

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, August 17, 2020 at 6:00 pm. by remote conferencing

**XII. ADJOURNMENT**

The meeting adjourned at 7:58 pm.

**UPCOMING EVENTS:**

August 17 – Regular Board Meeting – 6:00 pm by remote video conferencing

September 9 – CFD #1 Board Planning Retreat

Rachel Trotman  
Executive Assistant

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**President Don Trotter**

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**Secretary Thomas Joseph**

# Clackamas Fire District #1



B-1

## **CLACKAMAS FIRE DISTRICT #1 PROCLAMATION 20-03 To Designate the Month of September 2020 as Emergency Preparedness Month**

**WHEREAS**, Emergency Preparedness Month is a nationwide coordinated effort sponsored by the U.S. Department of Homeland Security each September to encourage Americans to prepare for emergencies in their homes, businesses, and schools; and,

**WHEREAS**, Emergency Preparedness Month creates an important opportunity for every resident in Clackamas Fire District #1 to prepare their homes, businesses, and communities for all types of emergencies, including natural disasters, terrorist threats, and epidemics.

**WHEREAS**, this event aims to increase public awareness concerning the importance of preparing for emergencies and persuading individuals to take action; and,

**WHEREAS**, during the month of September, Clackamas Fire District #1 will urge residents to take measures to make themselves and their families better prepared for emergencies; and,

**WHEREAS**, emergency preparedness is the responsibility of every citizen within Clackamas Fire District #1 and all citizens are urged to make preparedness a priority and work together to ensure that individuals, families, and communities are prepared for disasters and emergencies of any type, and

**WHEREAS**, investing in personal and community preparedness can reduce injuries, fatalities, and economic devastation in our community and in our nation; and

**WHEREAS**, all employees, volunteers, Board of Directors, local residents, community groups, and businesses are encouraged to participate in citizen preparedness activities and asked to take steps to make their families, agencies, and communities better prepared before disaster strikes.

**NOW, THEREFORE**, the Board of Directors of Clackamas Fire District #1, do hereby proclaim the month of September 2020 as

### **EMERGENCY PREPAREDNESS MONTH**

With the theme, "Remember the Water." The Board encourages all employees and community members to recognize the importance of preparedness and observe this month by working together to enhance our security, resilience, and readiness.

Adopted this date, August 17, 2020.

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President, Board of Directors

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Secretary/Treasurer, Board of Directors

# Memo

TO: Board of Directors

FROM: Chief Charlton

CC:

DATE: August 17, 2020

RE: Fire Chief Job Description

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Attached is the draft job description for the position of Fire Chief of Clackamas Fire District #1. This job description will replace the current one dated June 2011. The edits made have been reviewed by the Human Resource Department, the Board Executive Committee and the Fire District's legal counsel. Three areas had the majority of changes to include Essential Functions / Major Responsibilities, Desired Leadership Competencies and Physical Requirements. The Essential Functions / Major Responsibilities edits reflect the current roles and responsibilities of the Fire Chief, as well as areas that the Board of Directors feel are important to focus on. The Desired Leadership Competencies were developed through an internal and external stakeholder feedback process and definitions have been provided. The Physical Requirements were added to describe the fit-for-duty standards for the position as per our Health and Wellness Department.

# Clackamas Fire District #1

## Job Description

**Title:** Fire Chief  
**Civil Service Status:** No  
**Bargaining Unit:** No

**Division:** Fire Chief's Office  
**Reports to:** Board of Directors  
**Revised:** 8-17-2020

### General Position Summary:

Plans, directs, reviews and administers the activities and operations of the Fire District. Exercises direct and indirect supervision over personnel; directs and manages all fire and emergency medical services including fire suppression and rescue, fire prevention, public education, and other related services. Receives direction from the Board of Directors.

### Essential Functions / Major Responsibilities:

The statements contained herein reflect general details to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The Fire Chief may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance organizational workload.

- Provides leadership and directs the selection, supervision and evaluation of personnel. Initiates and implements disciplinary actions as necessary; ensures the health, well-being and safety of personnel; resolves grievances, complaints, and other sensitive matters as deemed appropriate.
- Develops plans and techniques to provide adequate fire protection and emergency medical services for all communities within the Fire District.
- Assists with planning for fire protection, emergency medical care and delivery of essential services in the event of natural or human-caused disaster; coordinates with local and state officials, fire departments and other emergency service agencies for the planning for and response to such events.
- Manages and develops the implementation of the Fire District's mission, vision and values statements, as well as the Strategic Business Plan goals and objectives; directs, plans and monitors long-range planning and work plans; assigns work through delegation to the empowerment of others; establishes service delivery levels and objectives for the community; establishes staffing levels; and, allocates resources appropriately.
- Utilizes data analytics to support and improve decision-making.
- Reviews and implements policies, procedures, directives and guidelines as needed to ensure the Fire District is meeting its mission.
- Ensures that the Budget Officer / Finance Director prepares the Fire District's annual budget for submission to the Budget Committee and Board of Directors. Identifies funding options and new revenue sources to meet growing demands of the Fire District; directs the forecasting of funds needed for staffing, materials and services, capital replacement plans and reserve funds; authorizes expenditures and monitors expenses to ensure budget compliance and implements adjustments as required.
- Attends conferences, schools, classes and various meetings to keep abreast of new techniques, developments, and laws to include regulations to properly, effectively and efficiently direct the delivery of Fire District services.
- Addresses agencies, associations, cities, civic and community groups, county, organizations, state officials and strategic partners to promote public understanding of the Fire District and establish positive public relations.

# Clackamas Fire District #1

## Supervisory Responsibility:

Serves as the appointing power for the Fire District as specified in the Civil Service rules. The Fire Chief exercises independent judgment in the interest of the Fire District to hire, suspend, recall, assign, transfer, promote, reward, discipline, or discharge all Fire District personnel. Responsible to direct subordinate employees in all aspects of Fire District operations.

## Interpersonal Contacts:

Contacts are made both inside and outside the organization. Contacts are made with other public and private agencies. Internal contact is made with both sworn and non-sworn staff, made up of exempt and non-exempt personnel. Approximately 60% is face-to-face, with the other 40% being over the telephone, teleconference or via email.

## Desired Leadership Competencies:

*(FYI For Your Improvement – A Guide for Development and Coaching, Lombardo & Eichinger, 5<sup>th</sup> Edition 2009)*

- **Approachability:** Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- **Building Effective Teams:** Blends people into teams when needed; creates strong morale and spirit in his/her team; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; defines success in terms of the whole team; creates a feeling of belonging in the team.
- **Command skills:** Relishes leading; takes unpopular stands if necessary; encourages direct and tough debate but isn't afraid to end it and move on; is looked to for direction in a crisis; faces adversity head on; energized by tough challenges.
- **Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during rough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.
- **Conflict Management:** Steps up; to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can hammer out tough agreements and settle disputes equitably; can find common ground and get cooperation with minimum noise.
- **Decision quality:** Makes good decision (without considering how much time it takes) based upon a mixture of analysis, wisdom, experience, and judgment; most of his / her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.
- **Ethics and values:** Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he / she preaches.
- **Integrity and trust:** Is widely trusted; is seen as a direct truthful individual, can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him / herself for personal gain.
- **Listening:** Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he / she disagrees.
- **Managing Vision and Purpose:** Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.
- **Political Savvy:** Can maneuver through complex political situations effectively and quietly; is sensitive to how people and organizations function; anticipates where the land mines are and plans his/her approach



## Clackamas Fire District #1

accordingly; views corporate politics as a necessary part of organization; life and works to adjust to that reality; is a maze-bright person.

- Timely Decision Making: Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure; able to make a quick decision.

### Specific Job Skills:

- Effective communications in written, verbal and presentation form
- Effective public engagement, public relations and public speaking
- Effective presentation skills both inside and outside the organization
- Stress management
- Time management
- Data driven decision-making
- Financial management, budget development and long-range financial planning
- Dealing effectively with people in difficult situations
- Developing, motivating and mentoring employees and volunteers
- Creating an environment in which everyone can realize their potential while being included and valued
- Empowering employees to perform their job responsibilities
- Ensuring a high level of morale for all employees
- Leading by example
- Teaching through actions
- Tactfully responding to requests and inquiries from the general public
- Establishing and maintaining effective working relationships with strategic partners

### Preferred Education and/or Experience for Job:

- Experience as a Chief Officer with Clackamas Fire District #1
- Bachelor's Degree
- Master's Degree
- Center for Public Safety Excellence Chief Fire Officer Designation

### Job Conditions:

Working conditions include working alone or in teams with frequent interruptions. Most work is done on a computer in an office setting or meeting setting.

### Physical Requirements:

Medical and Physical Fitness Evaluations

Annual pre-physical

Annual NFPA 1582 Physical

- Face to face: over 40, every year; over 30, every other year; under 29, every three years
- Interim Review of pre-physical testing to get medical and respirator clearance if not due for a face to face physical
- Treadmill Stress Test: Baseline; Age 40, 45, 50, 55, etc. or doctor's discretion
- Chest X-ray: Baseline; every 10 years; upon exposure
- Annual Fitness Testing (in order to test, must have NFPA medical clearance within past 12 months)

# Clackamas Fire District #1

**Potential Hazards:**

The following identifies the physical demands and potential hazards typically encountered in this position. The information is a necessary part to ensure compliance with the Americans with Disability Act (ADA).

Descriptions:

- Not applicable:** Not required of the position.
- Non-Essential:** Requirement is present but is not essential to the position.
- Occasional:** Occasional (up to 33% of working time) yet essential to the position.
- Frequent:** Between 34% and 66% of working time.
- Continuous:** Between 67% and 100% of working time.

**FIRE  
CHIEF**

| ACTIVITY                                  | NOT APPLICABLE | NOT ESSENTIAL | OCCASIONAL | FREQUENT | CONTINUOUS |
|---|----------------|---------------|------------|----------|------------|
| Sitting                                   |                |               |            | X        |            |
| Walking                                   |                |               |            | X        |            |
| Standing                                  |                |               | X          |          |            |
| Running                                   |                | X             |            |          |            |
| Bending or Twisting                       |                |               | X          |          |            |
| Squatting or Kneeling                     |                |               | X          |          |            |
| Reaching Above Shoulder Level             |                | X             |            |          |            |
| Climbing (i.e., ladders)                  |                | X             |            |          |            |
| Driving cars, light duty trucks           |                |               |            | X        |            |
| Driving heavy duty vehicles               |                | X             |            |          |            |
| Using foot controls                       |                | X             |            |          |            |
| Repetitive motion of hands and/or fingers |                |               | X          |          |            |
| Grasping with hand(s), gripping           |                |               | X          |          |            |
| Lifting/carrying 10-15 pounds             |                |               | X          |          |            |
| Lifting/carrying 26-50 pounds             |                |               | X          |          |            |
| Carrying more than 50 pounds              |                | X             |            |          |            |
| Pushing/pulling                           |                | X             |            |          |            |
| Work in or exposure to inclement weather  |                |               | X          |          |            |
| Work in or exposure to cold weather       |                |               | X          |          |            |
| Exposure to dust, chemicals and/or fumes  |                | X             |            |          |            |
| Use of hazardous equipment                |                | X             |            |          |            |
| Work at heights (reservoirs, etc.)        |                | X             |            |          |            |
| Exposure to electrical current            |                | X             |            |          |            |
| Seeing objects at a distance              |                |               | X          |          |            |
| Seeing objects peripherally               |                |               |            | X        |            |
| Seeing close work (i.e., typed material)  |                |               |            | X        |            |
| Distinguishing colors                     |                |               |            | X        |            |
| Hearing conversations and/or sounds       |                |               |            |          | X          |
| Hearing via radio or telephone            |                |               |            | X        |            |
| Communicating through speech              |                |               |            |          | X          |
| Communicating by writing and reading      |                |               |            |          | X          |
| Distinguishing odors by smell             |                | X             |            |          |            |
| Exposure to aggressive/angry people       |                |               |            | X        |            |
| Respiratory protection needs              |                | X             |            |          |            |
| Exposure to work in confined spaces       |                | X             |            |          |            |
| Other (specify)                           |                |               |            |          |            |

# Memo

TO: Board of Directors

FROM: Chief Charlton

CC:

DATE: August 17, 2020

RE: Fire Chief Selection Process

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The attached Fire Chief Selection Process has been developed to help guide the Board of Directors' actions when selecting a new Fire Chief, based on an internal candidate search. This document has been developed with input from staff, Board members, the Board Executive Committee, legal counsel and the Special District's Association of Oregon. In reviewing the Fire Chief Selection Process from 2011, the following changes have been made:

The selection and transition for the position of Fire Chief will include up to six phases.

Phase 1 – Announcement / Application period (*electronic application will consist of cover letter, resume, certification / documentation and supplemental questionnaire*)

Phase 2 – Review of Applications (*Board and staff*)

Phase 3 – Stakeholder Presentation

Phase 4 – Board Interview

Phase 5 – Conditional Job Offer

Phase 6 – Transition Period

The compensation range for the position of Fire Chief is \$193,503 to \$210,918, depending on experience.

Minimum qualifications state that current Clackamas Fire District #1 employees in the positions of Battalion Chief, Division Chief and Deputy Chief are eligible for consideration.

Under Preferred Qualifications, there are 12 desired leadership competencies listed, as noted in the 2020 Fire Chief Job Description.

# Clackamas Fire District #1



## Board of Directors Of Clackamas Fire District #1

In accordance with the Board Policy Manual Article 11 and ORS 478.260, the Board of Directors (Board) of Clackamas Fire District #1 announces an upcoming vacancy for the position of Fire Chief as of June 30, 2021. The Board intends to fill the position with internal candidates provided the Board is satisfied with the applicants. The Board reserves the right to reject any or all applicants. The application process to include submittal of a resume, cover letter and supplemental questionnaire will be through NeoGov.

The selection and transition process will include up to six phases:

- Phase 1 – Job Announcement / Application period – September 7, 2020 to September 28, 2020
- Phase 2 – Review of Applications – October 1, 2020 to October 15, 2020
- Phase 3 – Stakeholder Presentation – October 19, 2020 to November 13, 2020
- Phase 4 – Board Interview – November 23, 2020 to December 18, 2020
- Phase 5 – Conditional Job offer – January 1, 2021 to February 28, 2021
- Phase 6 – Transition period – March 1, 2021 to June 30, 2021

Compensation for this position will range from \$193,503 to \$210,918, depending on experience.

### **MINIMUM QUALIFICATIONS:**

Current Clackamas Fire District #1 employees in the positions of Battalion Chief, Division Chief and Deputy Chief are eligible for consideration.

### **PREFERRED QUALIFICATIONS:**

Experience as a Chief Officer with Clackamas Fire District #1

Bachelor's Degree

Master's Degree

Center for Public Safety Excellence Chief Fire Officer Designation

Demonstrated proficiency in each of the desired leadership competencies described below:

*(FYI For Your Improvement – A Guide for Development and Coaching, Lombardo & Eichinger, 5<sup>th</sup> Edition 2009)*

*Approachability*

*Building Effective Teams*

*Command Skills*

*Composure*

*Conflict Management*

*Decision Quality*

*Ethics and Values*

*Integrity and Trust*

*Listening*

*Managing Vision and Purpose*

*Political Savvy*

*Timely Decision Making*

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Board of Directors President

# Memo

TO: Board of Directors  
Fire Chief Fred Charlton

FROM: Division Chief Mike Corless

CC: Division Chief Nick Browne

DATE: 08/12/2020

RE: Surplus of SCBA Compressors, Storage Cylinders and Fill Stations

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## Action Requested

Requesting Fire District Board approval to have Chief Charlton authorize and proceed with the surplus of the SCBA Compressors, Storage Cylinders and Fill Station equipment listed.

- Jordair K12US-3E SCBA Compressor
  - S/N: 91-1387-07
  - Block# 91/1387/07
  
- Bauer CFS-3S Fill Station
  - S/N: 32754
  
- 4 - DOT Storage Cylinders
  - S/N:92118Y
  - S/N:92115Y
  - S/N:92113Y
  - S/N:92117Y

- Bauer VT17-E3 Compressor
  - CFD1 Asset# 010319
  - S/N: 24673
  - Block #:92/3242/06
- Bauer CFS-3S Fill Station
  - CFD1 Asset #013129
  - S/N:13999
- 8 - ASME Storage Cylinders

### Background

At the August 19, 2019 Board of Directors' Meeting, the Board authorized the purchase of two new SCBA compressor systems and the upgrade of two of the existing systems. The new equipment has been ordered, shipped and, at the time of this memo, we are awaiting delivery and installation.

Estimated fair market value of current Jordair SCBA Compressor System sold as a unit:

- Jordair K12US-3E SCBA Compressor, 4 – DOT 5000 PSI cylinders , Bauer CFS-3S
  - \$100 - \$2000

Estimated fair market value of current Bauer SCBA Compressor System sold as a unit:

- Bauer VT17-E3 Compressor, 8 ASME 5000 psi storage cylinders, Bauer CFS-3S fill station
  - \$1600 - \$5000

### Policy Implications

Per policy, any item over \$20,000 of original purchase price needs Board approval to surplus equipment. We have been unable to find the original purchase records for this equipment.

### Budget implication

Some revenue from the sale of surplus SCBA equipment may be obtained and placed into fund deemed appropriate by Fire Chief. Other methods of surplus may include donation to Public agencies including colleges with fire education programs or smaller fire organizations on a limited budget.

### Recommendation

Recommend Board approval for the Fire Chief to proceed with the surplus of all applicable SCBA Compressor equipment in compliance with Fire District policy.

# 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 – July 2020

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## District or Community Events:

- Oregon Fire Chiefs Association Medals of Honor and Valor awards individually presented to the crews from Engine 302 and Heavy Rescue 305

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

|                                    |         |
|------------------------------------|---------|
| Total Story Count:                 | 9       |
| Total Audience:                    | 30,606  |
| *Total Calculated Ad Value:        | \$1,758 |
| *Total Calculated Publicity Value: | \$5,277 |

\*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: 11,979 Followers (11,845 in June)
- Instagram: 4,779 Followers (4,667 in June)
- Facebook: 9,980 Followers (9,746 in June)

## Public Messaging and Campaigns:

- Fireworks safety
- Grilling safety with Firefighter Steve
- Summer safety and staying hydrated
- Water safety and life jackets

**Meetings Attended:**

- COVID-19 BC Update, Zoom, daily Monday-Friday
- COVID-19 Command and General Staff, Zoom, July 6
- COVID-19 Planning meeting, Zoom, July 6
- COVID-19 Operational Briefing, Zoom, July 7
- Office 365 Steering Committee, Microsoft Teams, July 7
- Public Affairs development, Zoom, July 9
- COVID-19 Command and General Staff, Zoom, July 13
- Board Executive Team, Zoom, July 13
- COVID-19 Planning meeting, Zoom, July 13
- COVID-19 Operational Briefing, Zoom, July 14
- Proposed Merger PSA filming, Station 330, July 15
- Office 365 Steering Committee, Microsoft Teams, July 16
- Proposed Merger documents discussion, Zoom, July 20
- COVID-19 Command and General Staff, Zoom, July 20
- Proposed Merger editing documents, Zoom, July 20
- COVID-19 Planning meeting, Zoom, July 20
- COVID-19 Operational Briefing, Zoom, July 21
- COVID-19 Command and General Staff, Zoom, July 27
- COVID-19 Planning meeting, Zoom, July 27
- COVID-19 Operational Briefing, Zoom, July 28
- Clackamas Emergency Services Foundation, Zoom, July 28
- 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 – July 2020

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- Attended Clackamas/Estacada Joint Oversight Committee Meeting.
- Attended the Estacada Fire Board Meeting.
- Met with non-uniform staff regarding working agreements.
- Participated in COVID-19 Incident Action Plan Planning and Operational Meetings.
- Attended the Joint Board Meeting with Clackamas Fire and Estacada Fire.
- Facilitated the July Labor Management Committee.
- Attended July Fire Defense Board Meeting.
- Met with staff regarding Estacada Merger documents.
- Presented to non-uniform staff on District updates and COVID-19.
- Met with staff regarding Fire District recovery phasing.
- Attended the July Civil Service Meeting.
- Assisted with preparation for testing processes.
- Participated in Oregon City Chamber Board Zoom Meeting.
- Re-elected to the Oregon City Chamber Board.
- Participated in entry level Firefighter Chief Interviews.
- 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 – July 2020

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- Successfully completed testing process for BC, DC, PAABC, and DFM Lt.
- Created the Paramedic to Firefighter and AO Testing packets.
- Began Entry Level Firefighter Process Planning.
- Attended meeting with Hoodland Fire regarding use of Zoom for interview processes.
- Updated District website with current lists and Civil Service information.
- Created binders and coordinated Chief interviews for FF and AO.
- Participated on the Office 365 Steering Committee.
- Met with Chief Whiteley and Stewart regarding Testing – no changes.
- Compiled materials and attended the Regular Civil Service Committee Meeting.
- Updated employee files with certifications, PAFs, comp time, change of address, new employee information/bios, etc.
- Submitted COVID-19 801 Forms to SAIF for all impacted District personnel.
- Psych exam review background check review for volunteer academy recruits (suppression and support).
- New Discrimination Sensitivity training assigned to personnel through SDAO portal.
- Completed next round of probationary review of Program Specialist A. Neelands.
- New hire orientation for Wellness Assistant.
- Processed bereavement, jury duty and OFLA/ FMLA leave for personnel.
- Processed tuition reimbursements requests.
- Worker's Comp claims and return to work for new claims and light duty assignments.
- Responded to neighboring fire district requests for wage and benefit equivalency information.

- **Benefits:**

- I reached out to all the members of our Insurance group that are currently on specialty drugs. We went over the whole process and answered questions. If I could not get in touch with them, I left messages and sent them the FAQ that the Insurance Committee and Payer Matrix put together for our members. Once I had spoken to all of the members, I contacted Payer Matrix and gave them the green light to start placing calls again.
- Had a Zoom meeting with Finance to go over the process of Health Insurance regarding the paid claims for check runs and FSA runs. We worked on updating the line items. It was a great meeting and I think it helped to get all of us on the same page.
- Attended the Health Insurance Quarterly committee meeting with LBG. Went over our 19/20 annual review.

- **LBG:**

- Several Claims that LBG and myself are working on to get re-processed. Working on a couple of COVID-19 tests that were originally denied, having to re-run those at 100%. There seemed to be a little issue with those, but it seems to be running smoothly now.

- **Health Trust:**

- Had a Zoom Health Trust quarterly meeting. After looking at the financials of the Trust for the past four years and with much discussion, it was a realization that some of our assumptions were not sufficiently conservative. The \$250 per month was not a sustainable benefit level if we target a 3% annual COLA range. By the vote of 6-2, the Trust Board decided the best course of action was to reduce the TIPO to \$150. Patrick Dunne, Co-Chair of the Health Trust, drafted a letter to all employees and retirees. Letters and emails went out to let them know this would be changing as of 09/01/20, giving them a chance to change their PEHP forms.
- In July, our Trust paid out an offset to 46 retirees in the amount of \$9,029.94.

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 – July 2020

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To reduce the potential spread of COVID-19, all Finance staff are now working remotely.

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

- Finance staff are currently working with Human Resources to implement improvements to the process for paying and posting health insurance-related expenses. Automating this process will eliminate manual journal entries to post, save staff time, and improve the accuracy of expenses posted.
- Staff cross-training and task documentation have been prioritized to strengthen staff's ability to continue operations and provide redundancy, to prepare for an upcoming leave of absence and retirement.
- Budget
  - The Finance Committee will be meeting on August 10 to develop a plan to prioritize spending in the event that property tax revenue is diminished due to COVID-19, and to discuss potential cost-saving strategies.
  - Staff are finalizing entries to set aside budgeted funds, as discussed in the Budget Hearing, in anticipation of reduced property tax revenue
- 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 continues to identify and submit reimbursement requests to multiple potential sources. To date, she has applied for \$714,145 in funding and been awarded \$86,739 with multiple pending decisions still remaining.
- GEMT
  - The Fire District has been notified that the FY2018-19 GEMT reimbursement may not be received during FY2019-20. If received after August 30, the revenues will be posted to FY2020-21 through a future supplemental budget.
- Accounts Payable

- AP staff processed 469 invoices and 288 checks during the month of July 2020.

Looking Ahead:

August 2020

- August 30<sup>th</sup> – Fiscal year 2019-20 officially closed for processing

September 2020

- September 10<sup>th</sup> -11<sup>th</sup> – Estacada annual audit

November 2020

- November 16<sup>th</sup>-20<sup>th</sup> – Clackamas Fire audit

Respectfully submitted,

Finance Director Christina Day

**FINANCIAL REPORT – Period ending July 31, 2020 (FY2020-21)**

**General Fund 10**

As of July 31, 2020, Fiscal Year 2020-2021 is 8.3% complete.

Revenues: The General Fund has received \$266,974 in property tax revenues from both current and prior year’s taxes. These funds were transferred to the Local Government Investment Pool by the Treasurer’s Office. Ambulance Transport is generating revenues of \$80,786 at 14.0% of the adjusted budget before the costs of collection are netted out. This fund has received \$16,088 in interest revenues to date. Additional revenues from contracts, and other sources total another \$477,245.

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

| <b>Category:</b>                | <b>% of Budget Used</b>  |
|---------------------------------|--------------------------|
| <b>Salaries &amp; Benefits</b>  | 10.0% of Adjusted Budget |
| <b>Materials &amp; Services</b> | 2.42% of Adjusted Budget |
| <b>Capital Outlay</b>           | 0% of Adjusted Budget    |

**Equipment Reserve Fund 20**

Total expenditures in this fund equal \$3,418. This fund has received \$580 in interest and \$755 in surplus sales revenues to date.

**Capital Projects Fund 30**

Total expenditures in this fund equal \$87,875 through July 2020. This fund has received \$3,260 in interest revenues to date.

**Enterprise Fund 40**

There are no expenditures in this fund. This fund has received \$16 in interest revenue.

**Debt Service Fund 50**

This fund has received \$10,546 in property tax revenues this year, along with \$2,022 in interest earnings. There are no expenditures in this fund.

**Bond Construction Fund 60**

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

**PERS Reserve Fund 70**

There are no revenues and expenditures in this fund.

**Investment Activity**

**Short-term Investment Portfolio**

The table below indicates the balances of cash accounts as of July 31, 2020.

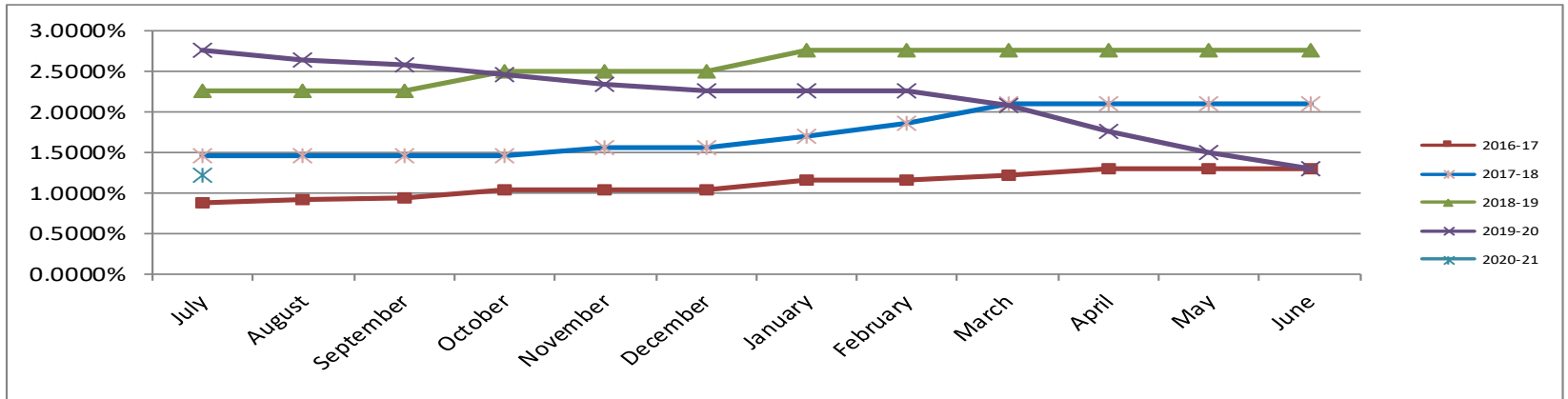
| <b>Short-term Investments as of July 31,2020</b> |                         |
|--|-------------------------|
| Local Government Investment Pool                 | \$18,201,593.90         |
| Key Bank Checking                                | \$1,517,506.06          |
| Third Party Trust                                | \$3,000.00              |
|  |                         |
| <b>TOTAL:</b>                                    | <b>\$ 19,722,099.96</b> |

The Oregon LGIP interest rate is 1.21% in July 2020.

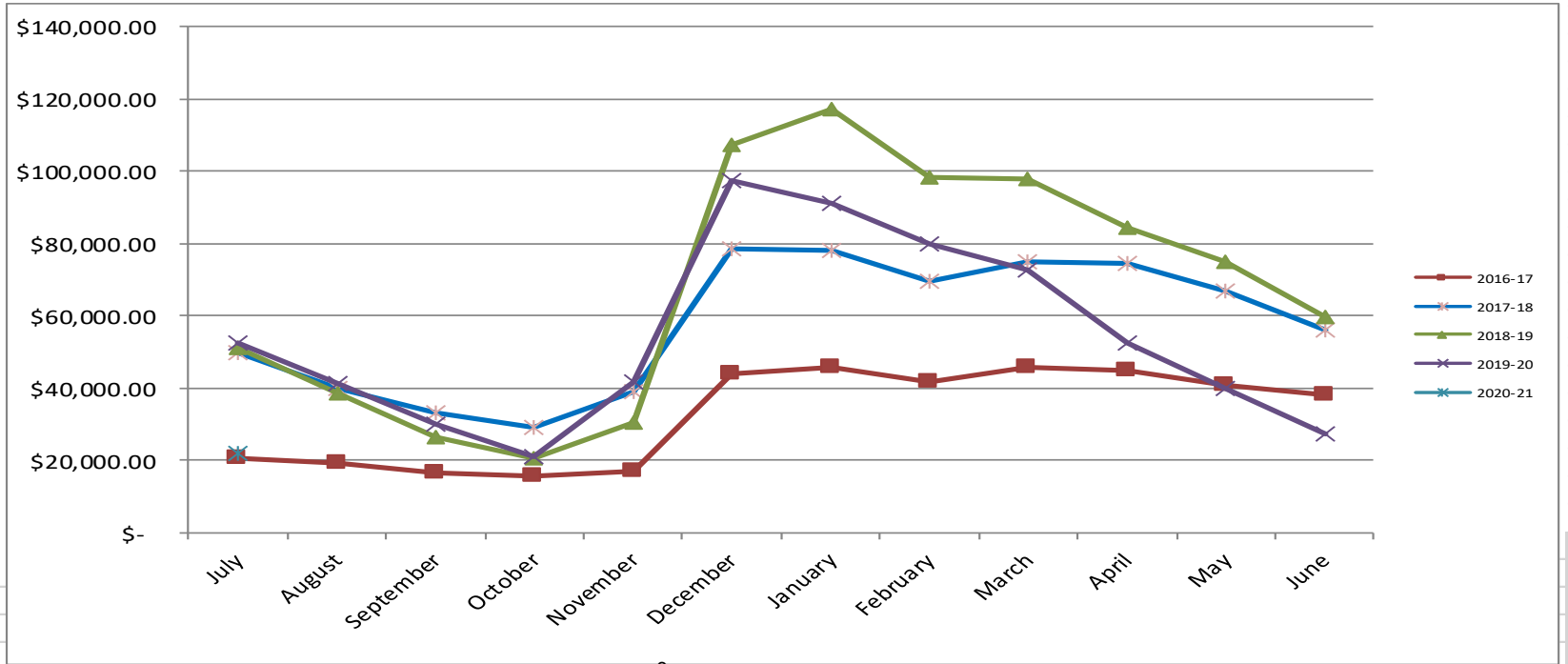
| <b>Clackamas Fire District No. 1</b>       |      |        |                              |
|--|------|--------|------------------------------|
| <b>LGIP Monthly Interest Rate Averages</b> |      |        | <b>Monthly Earnings LGIP</b> |
| <b>June</b>                                | 2019 | 2.750% | \$59,889.29                  |
| <b>July</b>                                | 2019 | 2.750% | \$52,420.04                  |
| <b>August</b>                              | 2019 | 2.640% | \$41,162.65                  |
| <b>September</b>                           | 2019 | 2.570% | \$29,954.96                  |
| <b>October</b>                             | 2019 | 2.450% | \$21,186.01                  |
| <b>November</b>                            | 2019 | 2.340% | \$41,611.87                  |
| <b>December</b>                            | 2019 | 2.250% | \$97,672.04                  |
| <b>January</b>                             | 2020 | 2.250% | \$91,186.32                  |
| <b>February</b>                            | 2020 | 2.250% | \$79,875.63                  |
| <b>March</b>                               | 2020 | 2.080% | \$72,611.31                  |
| <b>April</b>                               | 2020 | 1.760% | \$52,310.78                  |
| <b>May</b>                                 | 2020 | 1.490% | \$39,910.30                  |
| <b>June</b>                                | 2020 | 1.300% | \$27,402.03                  |
| <b>July</b>                                | 2020 | 1.210% | \$21,966.74                  |

Clackamas Fire District #1  
 LGIP Interest Rates and Revenue

**Interest Rates - Fiscal 2016-17 to Present**

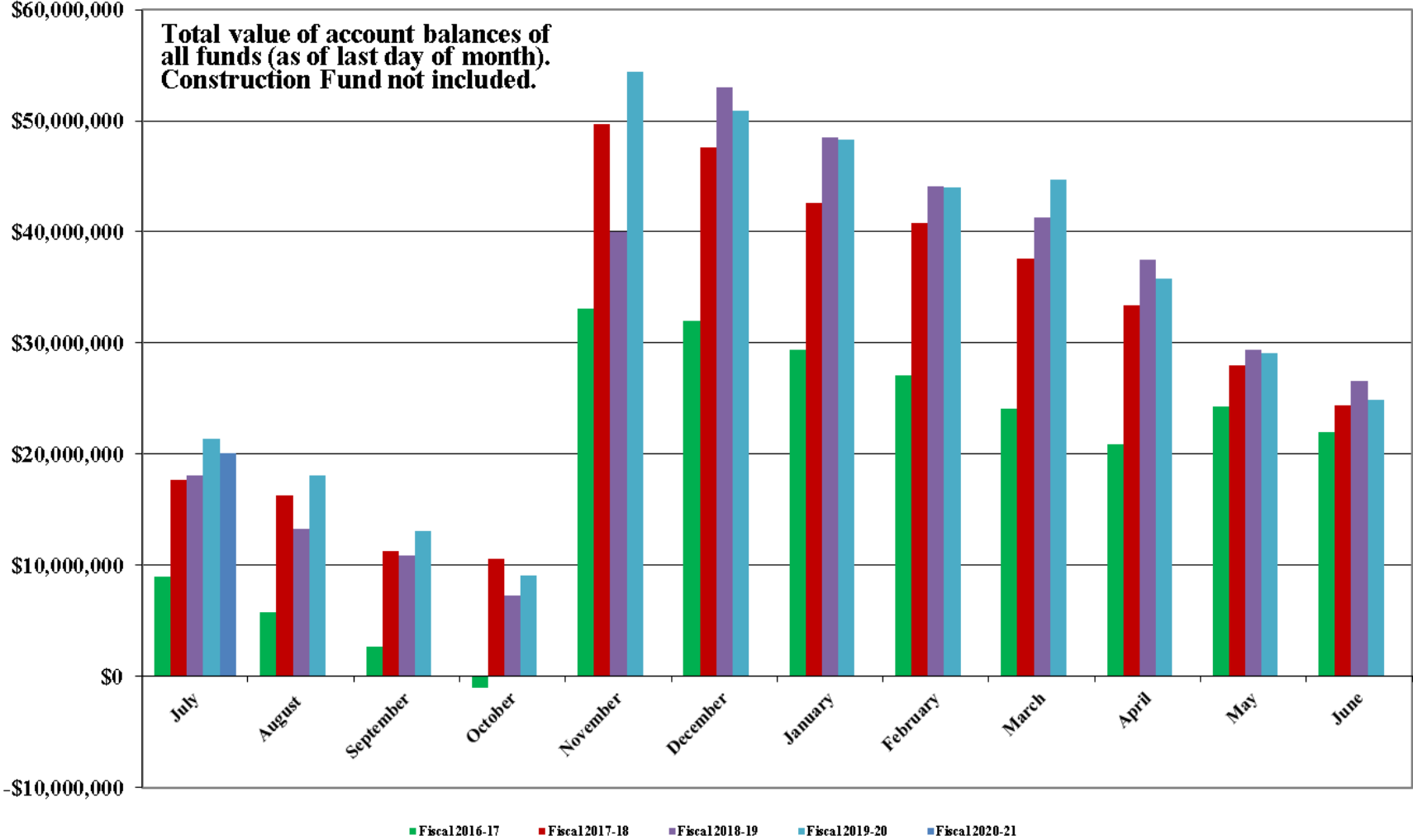


**Interest Revenue - Fiscal 2016-17 to Present**





## Clackamas County Fire District #1 Account Balances by Month



## YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                   |                 |               |                |             |              |                  |        |
|-------------------------------|-----------------|---------------|----------------|-------------|--------------|------------------|--------|
| ACCOUNTS FOR: 10 General Fund | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL  | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| <b>00 Beg Fund Bal</b>        |                 |               |                |             |              |                  |        |
| 9995 Beg Fund Bal             | -20,089,198.00  | 0.00          | -20,089,198.00 | 0.00        | 0.00         | -20,089,198.00   | .0%    |
| TOTAL Beg Fund Bal            | -20,089,198.00  | 0.00          | -20,089,198.00 | 0.00        | 0.00         | -20,089,198.00   | .0%    |
| <b>01 Tax Revenues</b>        |                 |               |                |             |              |                  |        |
| 4450 Current Year Prop Taxes  | -55,796,309.00  | 0.00          | -55,796,309.00 | -209,463.12 | 0.00         | -55,586,845.88   | .4%    |
| 4455 Prior Year Prop Taxes    | -1,220,310.00   | 0.00          | -1,220,310.00  | -57,510.81  | 0.00         | -1,162,799.19    | 4.7%   |
| 4460 Other Taxes              | -8,000.00       | 0.00          | -8,000.00      | 0.00        | 0.00         | -8,000.00        | .0%    |
| TOTAL Tax Revenues            | -57,024,619.00  | 0.00          | -57,024,619.00 | -266,973.93 | 0.00         | -56,757,645.07   | .5%    |
| <b>03 Interest</b>            |                 |               |                |             |              |                  |        |
| 4490 Investment Interest      | -375,000.00     | 0.00          | -375,000.00    | -16,088.44  | 0.00         | -358,911.56      | 4.3%   |
| TOTAL Interest                | -375,000.00     | 0.00          | -375,000.00    | -16,088.44  | 0.00         | -358,911.56      | 4.3%   |
| <b>04 Other Revenues</b>      |                 |               |                |             |              |                  |        |
| 4500 Contract Revenue         | -3,052,033.00   | 0.00          | -3,052,033.00  | -268,655.34 | 0.00         | -2,783,377.66    | 8.8%   |
| 4510 ASA Revenue              | -135,000.00     | 0.00          | -135,000.00    | -11,130.34  | 0.00         | -123,869.66      | 8.2%   |
| 4512 Medical Supply Reimb     | -90,000.00      | 0.00          | -90,000.00     | -22,348.00  | 0.00         | -67,652.00       | 24.8%  |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                           |                 |               |                |             |              |                  |        |
|---------------------------------------|-----------------|---------------|----------------|-------------|--------------|------------------|--------|
| ACCOUNTS FOR: 10 General Fund         | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL  | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 4513 Other Reimbursements             | -200,000.00     | 0.00          | -200,000.00    | -735.50     | 0.00         | -199,264.50      | .4%    |
| 4538 Service Cost Recovery            | -75,000.00      | 0.00          | -75,000.00     | -656.24     | 0.00         | -74,343.76       | .9%    |
| 4541 Sale of Inventory/Services/Equip | 0.00            | 0.00          | 0.00           | -2,217.03   | 0.00         | 2,217.03         | 100.0% |
| 4545 Other Post-Employ Bene Revenue   | -600,000.00     | 0.00          | -600,000.00    | -53,941.44  | 0.00         | -546,058.56      | 9.0%   |
| 4560 Grant Revenue                    | -140,450.00     | 0.00          | -140,450.00    | -70.35      | 0.00         | -140,379.65      | .1%    |
| 4569 GEMT Revenue                     | -500,000.00     | 0.00          | -500,000.00    | 0.00        | 0.00         | -500,000.00      | .0%    |
| 4570 Transportation Response Revenue  | -575,000.00     | 0.00          | -575,000.00    | -80,785.99  | 0.00         | -494,214.01      | 14.0%  |
| 4571 Other Revenues                   | -432,999.95     | 0.00          | -432,999.95    | -117,490.86 | 0.00         | -315,509.09      | 27.1%  |
| TOTAL Other Revenues                  | -5,800,482.95   | 0.00          | -5,800,482.95  | -558,031.09 | 0.00         | -5,242,451.86    | 9.6%   |
| <b>05 Transfers In</b>                |                 |               |                |             |              |                  |        |
| 4610 Transfers from other Funds       | -363,000.00     | 0.00          | -363,000.00    | 0.00        | 0.00         | -363,000.00      | .0%    |
| TOTAL Transfers In                    | -363,000.00     | 0.00          | -363,000.00    | 0.00        | 0.00         | -363,000.00      | .0%    |
| <b>50 Salaries</b>                    |                 |               |                |             |              |                  |        |
| 5501 Fire Chief                       | 200,875.00      | 0.00          | 200,875.00     | 16,739.58   | 0.00         | 184,135.42       | 8.3%   |
| 5503 Deputy Chief                     | 184,289.00      | 0.00          | 184,289.00     | 15,357.41   | 0.00         | 168,931.59       | 8.3%   |
| 5504 Division Chief                   | 670,143.00      | 0.00          | 670,143.00     | 54,900.84   | 0.00         | 615,242.16       | 8.2%   |
| 5505 Battalion Chief                  | 1,910,043.00    | 0.00          | 1,910,043.00   | 166,780.14  | 0.00         | 1,743,262.86     | 8.7%   |
| 5506 Exempt Staff Group               | 2,417,318.00    | 0.00          | 2,417,318.00   | 202,503.11  | 0.00         | 2,214,814.89     | 8.4%   |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                          |                 |               |                |              |              |                  |        |
|--------------------------------------|-----------------|---------------|----------------|--------------|--------------|------------------|--------|
| ACCOUNTS FOR: 10 General Fund        | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 5507 Fire Inspectors                 | 549,160.00      | 0.00          | 549,160.00     | 43,096.22    | 0.00         | 506,063.78       | 7.8%   |
| 5508 Deputy Fire Marshal Captain     | 240,460.00      | 0.00          | 240,460.00     | 20,036.49    | 0.00         | 220,423.51       | 8.3%   |
| 5509 Deputy Fire Marshall Lieutenant | 220,606.00      | 0.00          | 220,606.00     | 18,382.10    | 0.00         | 202,223.90       | 8.3%   |
| 5510 Captain                         | 2,765,290.00    | 0.00          | 2,765,290.00   | 220,073.85   | 0.00         | 2,545,216.15     | 8.0%   |
| 5512 Lieutenant                      | 4,191,514.00    | 0.00          | 4,191,514.00   | 368,308.18   | 0.00         | 3,823,205.82     | 8.8%   |
| 5515 Apparatus Operator              | 5,901,785.00    | 0.00          | 5,901,785.00   | 511,267.43   | 0.00         | 5,390,517.57     | 8.7%   |
| 5520 Fire Fighter                    | 7,744,329.00    | 0.00          | 7,744,329.00   | 616,917.11   | 0.00         | 7,127,411.89     | 8.0%   |
| 5525 Paramedic                       | 288,552.00      | 0.00          | 288,552.00     | 25,077.20    | 0.00         | 263,474.80       | 8.7%   |
| 5530 Non-exempt Staff Group          | 1,524,503.00    | 0.00          | 1,524,503.00   | 122,778.28   | 0.00         | 1,401,724.72     | 8.1%   |
| 5535 Other Employee                  | 77,154.00       | 0.00          | 77,154.00      | 6,429.46     | 0.00         | 70,724.54        | 8.3%   |
| 5540 Temporary Labor                 | 74,256.00       | 0.00          | 74,256.00      | 2,056.38     | 0.00         | 72,199.62        | 2.8%   |
| 5545 Premium Pay                     | 387,107.00      | 0.00          | 387,107.00     | 36,057.00    | 15,000.00    | 336,050.00       | 13.2%  |
| 5555 School Replacement              | 64,927.04       | 0.00          | 64,927.04      | 0.00         | 0.00         | 64,927.04        | .0%    |
| 5560 Operational Replacement         | 5,400,000.00    | 0.00          | 5,400,000.00   | 678,684.19   | 0.00         | 4,721,315.81     | 12.6%  |
| 5562 vacation Buyback                | 40,000.00       | 0.00          | 40,000.00      | 0.00         | 0.00         | 40,000.00        | .0%    |
| 5563 Retirement/Separation Vacation  | 161,451.00      | 0.00          | 161,451.00     | 28,385.63    | 0.00         | 133,065.37       | 17.6%  |
| 5564 Other Leave Buyback             | 0.00            | 0.00          | 0.00           | 12,383.06    | 0.00         | -12,383.06       | 100.0% |
| 5600 overtime                        | 442,006.38      | 0.00          | 442,006.38     | 49,545.79    | 0.00         | 392,460.59       | 11.2%  |
| TOTAL salaries                       | 35,455,768.42   | 0.00          | 35,455,768.42  | 3,215,759.45 | 15,000.00    | 32,225,008.97    | 9.1%   |

60 Benefits

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                         |                 |               |                |              |              |                  |        |
|-------------------------------------|-----------------|---------------|----------------|--------------|--------------|------------------|--------|
| ACCOUNTS FOR: 10 General Fund       | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 6620 SS/Medicare                    | 2,714,988.00    | 0.00          | 2,714,988.00   | 243,653.22   | 0.00         | 2,471,334.78     | 9.0%   |
| 6640 Tri-Met Taxes                  | 212,940.00      | 0.00          | 212,940.00     | 19,614.82    | 0.00         | 193,325.18       | 9.2%   |
| 6650 Transit Tax                    | 3,540.00        | 0.00          | 3,540.00       | 0.00         | 0.00         | 3,540.00         | .0%    |
| 6656 PERS Employer                  | 8,250,242.00    | 0.00          | 8,250,242.00   | 714,110.67   | 0.00         | 7,536,131.33     | 8.7%   |
| 6670 Deferred Compensation          | 785,140.00      | 0.00          | 785,140.00     | 63,640.46    | 721,499.54   | 0.00             | 100.0% |
| 6675 Unemployment                   | 5,000.00        | 0.00          | 5,000.00       | 0.00         | 0.00         | 5,000.00         | .0%    |
| 6680 Life Insurance                 | 45,000.00       | 0.00          | 45,000.00      | 0.00         | 42,000.00    | 3,000.00         | 93.3%  |
| 6689 Cafe Plan Claims Costs         | 185,000.00      | 0.00          | 185,000.00     | 350,331.69   | -350,331.69  | 185,000.00       | .0%    |
| 6690 Café Plan Benefits             | 3,951,450.00    | 0.00          | 3,951,450.00   | 53,639.65    | 0.00         | 3,897,810.35     | 1.4%   |
| 6691 PEHP                           | 348,800.00      | 0.00          | 348,800.00     | 29,200.00    | 319,600.00   | 0.00             | 100.0% |
| 6692 Other Post-Employ Benefits     | 630,565.00      | 0.00          | 630,565.00     | 48,120.09    | 17,879.91    | 564,565.00       | 10.5%  |
| 6693 Health Trust                   | 308,860.00      | 0.00          | 308,860.00     | 24,075.84    | 0.00         | 284,784.16       | 7.8%   |
| 6701 Vehicle Allowance              | 26,448.08       | 0.00          | 26,448.08      | 2,204.04     | 0.00         | 24,244.04        | 8.3%   |
| 6702 Tool Allowance                 | 6,000.00        | 0.00          | 6,000.00       | 500.00       | 0.00         | 5,500.00         | 8.3%   |
| 6703 Cell/Tech Allowance            | 7,800.00        | 0.00          | 7,800.00       | 1,100.00     | 0.00         | 6,700.00         | 14.1%  |
| 6705 Workers Compensation           | 685,608.00      | 0.00          | 685,608.00     | 609,860.39   | 0.00         | 75,747.61        | 89.0%  |
| TOTAL Benefits                      | 18,167,381.08   | 0.00          | 18,167,381.08  | 2,160,050.87 | 750,647.76   | 15,256,682.45    | 16.0%  |
| <b>70 Materials and Service</b>     |                 |               |                |              |              |                  |        |
| 7008 ORE CAT Corporate Activity Tax | 0.00            | 0.00          | 0.00           | 23.91        | -3.35        | -20.56           | 100.0% |
| 7010 Election Costs                 | 50,000.00       | 0.00          | 50,000.00      | 0.00         | 0.00         | 50,000.00        | .0%    |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                     |                 |               |                |            |              |                  |        |
|---------------------------------|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 10 General Fund   | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 7015 Meeting Expense            | 28,930.00       | 0.00          | 28,930.00      | 0.00       | 0.00         | 28,930.00        | .0%    |
| 7030 Civil Service Exam Expense | 3,500.00        | 0.00          | 3,500.00       | 543.65     | 0.00         | 2,956.35         | 15.5%  |
| 7035 Bank Charges               | 15,000.00       | 0.00          | 15,000.00      | 1,138.45   | 13,522.93    | 338.62           | 97.7%  |
| 7040 Dues & Publications        | 39,613.00       | 0.00          | 39,613.00      | 5,688.30   | 2,776.51     | 31,148.19        | 21.4%  |
| 7045 Awards & Recognitions      | 39,450.00       | 0.00          | 39,450.00      | 75.43      | 0.00         | 39,374.57        | .2%    |
| 7055 Operating Supply           | 181,322.98      | 0.00          | 181,322.98     | 6,272.57   | 2,702.09     | 172,348.32       | 4.9%   |
| 7065 Fire Fighting Supply       | 105,504.67      | 0.00          | 105,504.67     | 14,253.62  | -12,341.46   | 103,592.51       | 1.8%   |
| 7070 Rescue Supply              | 13,483.00       | 0.00          | 13,483.00      | 12.58      | 0.00         | 13,470.42        | .1%    |
| 7075 EMS Supply                 | 282,037.00      | 0.00          | 282,037.00     | 28,234.92  | 9,059.40     | 244,742.68       | 13.2%  |
| 7078 Department Consumables     | 19,000.00       | 0.00          | 19,000.00      | 2,142.71   | 257.06       | 16,600.23        | 12.6%  |
| 7080 Fuel                       | 273,914.30      | 0.00          | 273,914.30     | 9,724.56   | 190,444.44   | 73,745.30        | 73.1%  |
| 7085 Uniform & Protective Eqpt  | 498,514.82      | 0.00          | 498,514.82     | 18,705.39  | -11,006.80   | 490,816.23       | 1.5%   |
| 7090 Office Supplies            | 30,023.00       | 0.00          | 30,023.00      | 894.77     | 37.57        | 29,090.66        | 3.1%   |
| 7095 Software & Supplies        | 608,294.00      | 0.00          | 608,294.00     | 26,445.37  | 130,125.87   | 451,722.76       | 25.7%  |
| 7105 Household Goods            | 71,135.87       | 0.00          | 71,135.87      | 4,948.95   | 16.15        | 66,170.77        | 7.0%   |
| 7110 Professional Services      | 688,670.00      | 0.00          | 688,670.00     | 540.78     | 72,105.00    | 616,024.22       | 10.5%  |
| 7115 Dispatch Services          | 1,851,223.00    | 0.00          | 1,851,223.00   | 0.00       | 0.00         | 1,851,223.00     | .0%    |
| 7116 Utilities - Natural Gas    | 63,149.00       | 0.00          | 63,149.00      | 227.75     | 0.00         | 62,921.25        | .4%    |
| 7117 Utilities - Electric       | 172,593.00      | 0.00          | 172,593.00     | 16,073.75  | 0.00         | 156,519.25       | 9.3%   |
| 7118 Utilities - Garbage        | 51,081.00       | 0.00          | 51,081.00      | 235.69     | 0.00         | 50,845.31        | .5%    |
| 7119 Utilities - Water          | 119,982.00      | 0.00          | 119,982.00     | 2,729.32   | 0.00         | 117,252.68       | 2.3%   |
| 7120 Utilities - Other          | 139,272.00      | 0.00          | 139,272.00     | 0.00       | 0.00         | 139,272.00       | .0%    |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                         |                 |               |                |            |              |                  |        |
|-------------------------------------|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 10 General Fund       | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 7122 Utilities - Telephone          | 359,900.00      | 0.00          | 359,900.00     | 11,954.15  | 4,413.40     | 343,532.45       | 4.5%   |
| 7130 Insurance - Property/Casualty  | 317,500.00      | 0.00          | 317,500.00     | 1,603.23   | 7,396.77     | 308,500.00       | 2.8%   |
| 7135 Medical Exams                  | 220,413.00      | 0.00          | 220,413.00     | 4,541.35   | 123,545.53   | 92,326.12        | 58.1%  |
| 7140 Schools/Conferences Registrati | 89,454.00       | 0.00          | 89,454.00      | -3,564.04  | 0.00         | 93,018.04        | -4.0%  |
| 7141 Tuition Reimbursement          | 57,000.00       | 0.00          | 57,000.00      | 0.00       | 0.00         | 57,000.00        | .0%    |
| 7142 Travel Expense                 | 47,273.00       | 0.00          | 47,273.00      | 672.00     | 0.00         | 46,601.00        | 1.4%   |
| 7145 Mileage Reimbursement          | 65,800.00       | 0.00          | 65,800.00      | 0.00       | 0.00         | 65,800.00        | .0%    |
| 7150 Volunteer Fire Fighter Exp     | 40,000.00       | 0.00          | 40,000.00      | 0.00       | 0.00         | 40,000.00        | .0%    |
| 7155 Vehicle Maintenance            | 530,896.00      | 0.00          | 530,896.00     | 24,835.10  | 18,614.10    | 487,446.80       | 8.2%   |
| 7160 Equipment Maintenance          | 140,753.00      | 0.00          | 140,753.00     | 2,803.10   | 4,564.84     | 133,385.06       | 5.2%   |
| 7165 Radio Maintenance              | 29,250.00       | 0.00          | 29,250.00      | 6,143.90   | 0.00         | 23,106.10        | 21.0%  |
| 7170 Facility Maintenance           | 342,473.89      | 0.00          | 342,473.89     | 2,705.98   | 1,013.97     | 338,753.94       | 1.1%   |
| 7175 Office Equipment Maintenance   | 93,190.00       | 0.00          | 93,190.00      | 0.00       | 0.00         | 93,190.00        | .0%    |
| 7180 Computer & AV Maintenance      | 46,710.00       | 0.00          | 46,710.00      | 321.10     | 49,017.35    | -2,628.45        | 105.6% |
| 7187 Fire Extinguisher Expense      | 4,000.00        | 0.00          | 4,000.00       | 0.00       | 0.00         | 4,000.00         | .0%    |
| 7190 Training Expense               | 73,772.00       | 0.00          | 73,772.00      | 879.42     | 7,091.00     | 65,801.58        | 10.8%  |
| 7195 Public Education               | 65,000.00       | 0.00          | 65,000.00      | 0.00       | 0.00         | 65,000.00        | .0%    |
| 7205 Postage & Freight              | 28,500.00       | 0.00          | 28,500.00      | 514.31     | 423.66       | 27,562.03        | 3.3%   |
| 7210 Small Tool, Eqpts & Furnishing | 59,399.00       | 0.00          | 59,399.00      | 702.30     | 0.00         | 58,696.70        | 1.2%   |
| 7215 Other Expense                  | 32,485.00       | 0.00          | 32,485.00      | 0.00       | 0.00         | 32,485.00        | .0%    |
| TOTAL Materials and Servic          | 7,989,461.53    | 0.00          | 7,989,461.53   | 193,024.37 | 613,776.03   | 7,182,661.13     | 10.1%  |

80 Capital Outlay

## YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                         |                 |               |                |              |              |                  |         |
|-------------------------------------|-----------------|---------------|----------------|--------------|--------------|------------------|---------|
| ACCOUNTS FOR: 10 General Fund       | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE BUDGET | % USED  |
| 8860 Facility Improvement           | 40,000.00       | 0.00          | 40,000.00      | 0.00         | 0.00         | 40,000.00        | .0%     |
| 8870 Furniture, Appliances & Tools  | 1,000.00        | 0.00          | 1,000.00       | 0.00         | 0.00         | 1,000.00         | .0%     |
| TOTAL Capital Outlay                | 41,000.00       | 0.00          | 41,000.00      | 0.00         | 0.00         | 41,000.00        | .0%     |
| <b>85 Debt Service</b>              |                 |               |                |              |              |                  |         |
| 9916 Debt Service Principal         | 1,285,000.00    | 0.00          | 1,285,000.00   | 0.00         | 0.00         | 1,285,000.00     | .0%     |
| 9917 Debt Service Interest          | 694,806.00      | 0.00          | 694,806.00     | 0.00         | 0.00         | 694,806.00       | .0%     |
| TOTAL Debt Service                  | 1,979,806.00    | 0.00          | 1,979,806.00   | 0.00         | 0.00         | 1,979,806.00     | .0%     |
| <b>99 End Fund Balance</b>          |                 |               |                |              |              |                  |         |
| 9910 Contingency                    | 1,539,572.00    | 0.00          | 1,539,572.00   | 0.00         | 0.00         | 1,539,572.00     | .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 | 17,550,060.00   | 0.00          | 17,550,060.00  | 0.00         | 0.00         | 17,550,060.00    | .0%     |
| TOTAL End Fund Balance              | 20,089,632.00   | 0.00          | 20,089,632.00  | 0.00         | 0.00         | 20,089,632.00    | .0%     |
| TOTAL General Fund                  | 70,749.08       | 0.00          | 70,749.08      | 4,727,741.23 | 1,379,423.79 | -6,036,415.94    | 8632.1% |
| TOTAL REVENUES                      | -83,652,299.95  | 0.00          | -83,652,299.95 | -841,093.46  | 0.00         | -82,811,206.49   |         |
| TOTAL EXPENSES                      | 83,723,049.03   | 0.00          | 83,723,049.03  | 5,568,834.69 | 1,379,423.79 | 76,774,790.55    |         |



## YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                             |                 |               |                |            |              |                  |        |
|---|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 20 Equipment Reserve Fund | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| <b>00 Beg Fund Bal</b>                  |                 |               |                |            |              |                  |        |
| 9995 Beg Fund Bal                       | -398,436.00     | 0.00          | -398,436.00    | 0.00       | 0.00         | -398,436.00      | .0%    |
| TOTAL Beg Fund Bal                      | -398,436.00     | 0.00          | -398,436.00    | 0.00       | 0.00         | -398,436.00      | .0%    |
| <b>03 Interest</b>                      |                 |               |                |            |              |                  |        |
| 4490 Investment Interest                | -3,000.00       | 0.00          | -3,000.00      | -580.32    | 0.00         | -2,419.68        | 19.3%  |
| TOTAL Interest                          | -3,000.00       | 0.00          | -3,000.00      | -580.32    | 0.00         | -2,419.68        | 19.3%  |
| <b>04 Other Revenues</b>                |                 |               |                |            |              |                  |        |
| 4540 Sale of Surplus                    | -15,000.00      | 0.00          | -15,000.00     | -755.25    | 0.00         | -14,244.75       | 5.0%   |
| TOTAL Other Revenues                    | -15,000.00      | 0.00          | -15,000.00     | -755.25    | 0.00         | -14,244.75       | 5.0%   |
| <b>80 Capital Outlay</b>                |                 |               |                |            |              |                  |        |
| 8825 Fire Fighting Equipment            | 107,654.00      | 0.00          | 107,654.00     | 3,417.50   | 4,241.75     | 99,994.75        | 7.1%   |
| 8835 EMS & Rescue Equipment             | 7,500.00        | 0.00          | 7,500.00       | 0.00       | 0.00         | 7,500.00         | .0%    |
| 8850 Staff Vehicles                     | 85,496.00       | 0.00          | 85,496.00      | 0.00       | 33,041.16    | 52,454.84        | 38.6%  |
| 8870 Furniture, Appliances & Tools      | 55,615.00       | 0.00          | 55,615.00      | 0.00       | 0.00         | 55,615.00        | .0%    |
| 8890 Computer & AV Equipment            | 7,500.00        | 0.00          | 7,500.00       | 0.00       | 0.00         | 7,500.00         | .0%    |
| TOTAL Capital Outlay                    | 263,765.00      | 0.00          | 263,765.00     | 3,417.50   | 37,282.91    | 223,064.59       | 15.4%  |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                             |                 |               |                |            |              |                  |        |
|---|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 20 Equipment Reserve Fund | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| <b>99 End Fund Balance</b>              |                 |               |                |            |              |                  |        |
| 9999 Unappropriated Ending Fund Bal     | 152,671.00      | 0.00          | 152,671.00     | 0.00       | 0.00         | 152,671.00       | .0%    |
| TOTAL End Fund Balance                  | 152,671.00      | 0.00          | 152,671.00     | 0.00       | 0.00         | 152,671.00       | .0%    |
| TOTAL Equipment Reserve Fund            | 0.00            | 0.00          | 0.00           | 2,081.93   | 37,282.91    | -39,364.84       | 100.0% |
| TOTAL REVENUES                          | -416,436.00     | 0.00          | -416,436.00    | -1,335.57  | 0.00         | -415,100.43      |        |
| TOTAL EXPENSES                          | 416,436.00      | 0.00          | 416,436.00     | 3,417.50   | 37,282.91    | 375,735.59       |        |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                            |                 |               |                |            |              |                  |        |
|--|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 30 Capital Projects Fund |                 |               |                |            |              |                  |        |
|  | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| <b>00 Beg Fund Bal</b>                 |                 |               |                |            |              |                  |        |
| 9995 Beg Fund Bal                      | -5,270,708.00   | 0.00          | -5,270,708.00  | 0.00       | 0.00         | -5,270,708.00    | .0%    |
| TOTAL Beg Fund Bal                     | -5,270,708.00   | 0.00          | -5,270,708.00  | 0.00       | 0.00         | -5,270,708.00    | .0%    |
| <b>03 Interest</b>                     |                 |               |                |            |              |                  |        |
| 4490 Investment Interest               | -8,000.00       | 0.00          | -8,000.00      | -3,260.13  | 0.00         | -4,739.87        | 40.8%  |
| TOTAL Interest                         | -8,000.00       | 0.00          | -8,000.00      | -3,260.13  | 0.00         | -4,739.87        | 40.8%  |
| <b>70 Materials and Servic</b>         |                 |               |                |            |              |                  |        |
| 7020 Debt Interest Expense             | 265,272.00      | 0.00          | 265,272.00     | 0.00       | 0.00         | 265,272.00       | .0%    |
| 7025 Debt Principal Expense            | 241,317.00      | 0.00          | 241,317.00     | 0.00       | 0.00         | 241,317.00       | .0%    |
| TOTAL Materials and Servic             | 506,589.00      | 0.00          | 506,589.00     | 0.00       | 0.00         | 506,589.00       | .0%    |
| <b>80 Capital Outlay</b>               |                 |               |                |            |              |                  |        |
| 8805 Fire Apparatus                    | 239,500.00      | 0.00          | 239,500.00     | 77,748.29  | 41,624.28    | 120,127.43       | 49.8%  |
| 8845 Communications Equipment          | 15,000.00       | 0.00          | 15,000.00      | 0.00       | 0.00         | 15,000.00        | .0%    |
| 8860 Facility Improvement              | 3,914,619.00    | 0.00          | 3,914,619.00   | 10,126.28  | 137,322.08   | 3,767,170.64     | 3.8%   |
| TOTAL Capital Outlay                   | 4,169,119.00    | 0.00          | 4,169,119.00   | 87,874.57  | 178,946.36   | 3,902,298.07     | 6.4%   |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                            |               |                |            |              |                  |        |  |
|--|---------------|----------------|------------|--------------|------------------|--------|--|
| ACCOUNTS FOR: 30 Capital Projects Fund |               |                |            |              |                  |        |  |
| ORIGINAL APPROP                        | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |  |
| <b>90 Transfers Out</b>                |               |                |            |              |                  |        |  |
| 9980 Transfer to General Fund          |               |                |            |              |                  |        |  |
| 363,000.00                             | 0.00          | 363,000.00     | 0.00       | 0.00         | 363,000.00       | .0%    |  |
| 9990 Transfer to Bond Constr Fund      |               |                |            |              |                  |        |  |
| 240,000.00                             | 0.00          | 240,000.00     | 0.00       | 0.00         | 240,000.00       | .0%    |  |
| TOTAL Transfers Out                    |               |                |            |              |                  |        |  |
| 603,000.00                             | 0.00          | 603,000.00     | 0.00       | 0.00         | 603,000.00       | .0%    |  |
| TOTAL Capital Projects Fund            |               |                |            |              |                  |        |  |
| 0.00                                   | 0.00          | 0.00           | 84,614.44  | 178,946.36   | -263,560.80      | 100.0% |  |
| TOTAL REVENUES                         |               |                |            |              |                  |        |  |
| -5,278,708.00                          | 0.00          | -5,278,708.00  | -3,260.13  | 0.00         | -5,275,447.87    |        |  |
| TOTAL EXPENSES                         |               |                |            |              |                  |        |  |
| 5,278,708.00                           | 0.00          | 5,278,708.00   | 87,874.57  | 178,946.36   | 5,011,887.07     |        |  |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                      |                 |               |                |            |              |                  |        |
|----------------------------------|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 40 Enterprise Fund | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| <b>00 Beg Fund Bal</b>           |                 |               |                |            |              |                  |        |
| 9995 Beg Fund Bal                | -11,700.00      | 0.00          | -11,700.00     | 0.00       | 0.00         | -11,700.00       | .0%    |
| TOTAL Beg Fund Bal               | -11,700.00      | 0.00          | -11,700.00     | 0.00       | 0.00         | -11,700.00       | .0%    |
| <b>03 Interest</b>               |                 |               |                |            |              |                  |        |
| 4490 Investment Interest         | -200.00         | 0.00          | -200.00        | -15.58     | 0.00         | -184.42          | 7.8%   |
| TOTAL Interest                   | -200.00         | 0.00          | -200.00        | -15.58     | 0.00         | -184.42          | 7.8%   |
| <b>04 Other Revenues</b>         |                 |               |                |            |              |                  |        |
| 4571 Other Revenues              | -5,000.00       | 0.00          | -5,000.00      | 0.00       | 0.00         | -5,000.00        | .0%    |
| TOTAL Other Revenues             | -5,000.00       | 0.00          | -5,000.00      | 0.00       | 0.00         | -5,000.00        | .0%    |
| <b>70 Materials and Service</b>  |                 |               |                |            |              |                  |        |
| 7055 operating supply            | 15,000.00       | 0.00          | 15,000.00      | 0.00       | 0.00         | 15,000.00        | .0%    |
| TOTAL Materials and Service      | 15,000.00       | 0.00          | 15,000.00      | 0.00       | 0.00         | 15,000.00        | .0%    |
| <b>99 End Fund Balance</b>       |                 |               |                |            |              |                  |        |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                         |                 |               |                |            |              |                  |        |
|-------------------------------------|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 40 Enterprise Fund    | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 9999 Unappropriated Ending Fund Bal | 1,900.00        | 0.00          | 1,900.00       | 0.00       | 0.00         | 1,900.00         | .0%    |
| TOTAL End Fund Balance              | 1,900.00        | 0.00          | 1,900.00       | 0.00       | 0.00         | 1,900.00         | .0%    |
| TOTAL Enterprise Fund               | 0.00            | 0.00          | 0.00           | -15.58     | 0.00         | 15.58            | 100.0% |
| TOTAL REVENUES                      | -16,900.00      | 0.00          | -16,900.00     | -15.58     | 0.00         | -16,884.42       |        |
| TOTAL EXPENSES                      | 16,900.00       | 0.00          | 16,900.00      | 0.00       | 0.00         | 16,900.00        |        |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                        |                 |               |                |            |              |                  |        |
|------------------------------------|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 50 Debt Service Fund | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| <b>00 Beg Fund Bal</b>             |                 |               |                |            |              |                  |        |
| 9995 Beg Fund Bal                  | -442,455.00     | 0.00          | -442,455.00    | 0.00       | 0.00         | -442,455.00      | .0%    |
| TOTAL Beg Fund Bal                 | -442,455.00     | 0.00          | -442,455.00    | 0.00       | 0.00         | -442,455.00      | .0%    |
| <b>01 Tax Revenues</b>             |                 |               |                |            |              |                  |        |
| 4450 Current Year Prop Taxes       | -1,776,982.00   | 0.00          | -1,776,982.00  | -8,274.01  | 0.00         | -1,768,707.99    | .5%    |
| 4455 Prior Year Prop Taxes         | -30,000.00      | 0.00          | -30,000.00     | -2,271.74  | 0.00         | -27,728.26       | 7.6%   |
| TOTAL Tax Revenues                 | -1,806,982.00   | 0.00          | -1,806,982.00  | -10,545.75 | 0.00         | -1,796,436.25    | .6%    |
| <b>03 Interest</b>                 |                 |               |                |            |              |                  |        |
| 4490 Investment Interest           | -2,500.00       | 0.00          | -2,500.00      | -2,022.27  | 0.00         | -477.73          | 80.9%  |
| TOTAL Interest                     | -2,500.00       | 0.00          | -2,500.00      | -2,022.27  | 0.00         | -477.73          | 80.9%  |
| <b>70 Materials and Servic</b>     |                 |               |                |            |              |                  |        |
| 7020 Debt Interest Expense         | 902,950.00      | 0.00          | 902,950.00     | 0.00       | 0.00         | 902,950.00       | .0%    |
| 7025 Debt Principal Expense        | 1,220,000.00    | 0.00          | 1,220,000.00   | 0.00       | 0.00         | 1,220,000.00     | .0%    |
| TOTAL Materials and Servic         | 2,122,950.00    | 0.00          | 2,122,950.00   | 0.00       | 0.00         | 2,122,950.00     | .0%    |
| <b>99 End Fund Balance</b>         |                 |               |                |            |              |                  |        |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                         |                 |               |                |            |              |                  |        |
|-------------------------------------|-----------------|---------------|----------------|------------|--------------|------------------|--------|
| ACCOUNTS FOR: 50 Debt Service Fund  | ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |
| 9999 Unappropriated Ending Fund Bal | 128,987.00      | 0.00          | 128,987.00     | 0.00       | 0.00         | 128,987.00       | .0%    |
| TOTAL End Fund Balance              | 128,987.00      | 0.00          | 128,987.00     | 0.00       | 0.00         | 128,987.00       | .0%    |
| TOTAL Debt Service Fund             | 0.00            | 0.00          | 0.00           | -12,568.02 | 0.00         | 12,568.02        | 100.0% |
| TOTAL REVENUES                      | -2,251,937.00   | 0.00          | -2,251,937.00  | -12,568.02 | 0.00         | -2,239,368.98    |        |
| TOTAL EXPENSES                      | 2,251,937.00    | 0.00          | 2,251,937.00   | 0.00       | 0.00         | 2,251,937.00     |        |



## YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01                             |               |                |            |              |                  |        |  |
|---|---------------|----------------|------------|--------------|------------------|--------|--|
| ACCOUNTS FOR: 60 Bond Construction Fund |               |                |            |              |                  |        |  |
| ORIGINAL APPROP                         | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUMBRANCES | AVAILABLE BUDGET | % USED |  |
| <b>03 Interest</b>                      |               |                |            |              |                  |        |  |
| 4490 Investment Interest                |               |                |            |              |                  |        |  |
| -2,000.00                               | 0.00          | -2,000.00      | 0.00       | 0.00         | -2,000.00        | .0%    |  |
| TOTAL Interest                          |               |                |            |              |                  |        |  |
| -2,000.00                               | 0.00          | -2,000.00      | 0.00       | 0.00         | -2,000.00        | .0%    |  |
| <b>05 Transfers In</b>                  |               |                |            |              |                  |        |  |
| 4610 Transfers from other Funds         |               |                |            |              |                  |        |  |
| -240,000.00                             | 0.00          | -240,000.00    | 0.00       | 0.00         | -240,000.00      | .0%    |  |
| TOTAL Transfers In                      |               |                |            |              |                  |        |  |
| -240,000.00                             | 0.00          | -240,000.00    | 0.00       | 0.00         | -240,000.00      | .0%    |  |
| <b>80 Capital Outlay</b>                |               |                |            |              |                  |        |  |
| 8805 Fire Apparatus                     |               |                |            |              |                  |        |  |
| 150,000.00                              | 0.00          | 150,000.00     | 0.00       | 48,867.67    | 101,132.33       | 32.6%  |  |
| 8860 Facility Improvement               |               |                |            |              |                  |        |  |
| 37,390.00                               | 0.00          | 37,390.00      | 0.00       | 30,990.00    | 6,400.00         | 82.9%  |  |
| 8870 Furniture, Appliances & Tools      |               |                |            |              |                  |        |  |
| 54,610.00                               | 0.00          | 54,610.00      | 0.00       | 0.00         | 54,610.00        | .0%    |  |
| TOTAL Capital Outlay                    |               |                |            |              |                  |        |  |
| 242,000.00                              | 0.00          | 242,000.00     | 0.00       | 79,857.67    | 162,142.33       | 33.0%  |  |
| TOTAL Bond Construction Fund            |               |                |            |              |                  |        |  |
| 0.00                                    | 0.00          | 0.00           | 0.00       | 79,857.67    | -79,857.67       | 100.0% |  |
| TOTAL REVENUES                          |               |                |            |              |                  |        |  |
| -242,000.00                             | 0.00          | -242,000.00    | 0.00       | 0.00         | -242,000.00      |        |  |
| TOTAL EXPENSES                          |               |                |            |              |                  |        |  |
| 242,000.00                              | 0.00          | 242,000.00     | 0.00       | 79,857.67    | 162,142.33       |        |  |

YEAR-TO-DATE BUDGET REPORT

| FOR 2021 01     |               |                |              |              |                  |         |  |
|-----------------|---------------|----------------|--------------|--------------|------------------|---------|--|
| ORIGINAL APPROP | TRANS/ADJSMTS | REVISED BUDGET | YTD ACTUAL   | ENCUMBRANCES | AVAILABLE BUDGET | % USED  |  |
|                 | GRAND TOTAL   |                |              |              |                  |         |  |
| 70,749.08       | 0.00          | 70,749.08      | 4,801,854.00 | 1,675,510.73 | -6,406,615.65    | 9155.4% |  |

\*\* 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: N  
 From Yr/Per: 2021/ 1  
 To Yr/Per: 2021/13  
 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: 2021/ 1  
 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 Nick Browne

**Re:** Support Services Department Monthly Report – July 2020

---

Below are a few of the highlights that your Support Services Department has been involved in over the past month. We have accomplished a lot this past month as you will see by the individual Director's Board Reports. As the Division Chief of Support Services I couldn't be more proud of the members of Facilities, Fleet and Logistics. Their selfless mentalities and work ethic are exemplary. I feel fortunate to serve with such an amazing team.

## Projects/Events/Meetings

- Coverage Officer
- Met with Sandy Fire's Training Chief and Fire Chief
- Attended Executive Team Meetings
- Multiple COVID-19 Tactics and Planning Meetings
- COVID-19 Logistics Section Chief
- Daily Battalion Chief Briefings Updates
- Capital Project Meetings
- Attended Joint Meeting with Clackamas Fire and Estacada Fire Board of Directors
- Board Presentation
- Meetings with Directors and Staff of Facilities, Fleet and Logistics
- Meeting on Operations Transition with Fire Chief, Deputy Chief and Division Chiefs
- Chief Planning Meetings
- Fire Defense Board
- Meeting with Local 1159
- Microsoft Office 365 Steering Committee
- Market Place/Munis Creation Meeting
- Attended Estacada Board Meeting
- Spent some time at the Academy. Participated in Firefighter Safety and Survival Day

- Met with Portland Fire Division Chiefs of Logistics and Administration
- Meeting with Gladstone Fire on Virtual Reality and the Fire Service
- Meeting with TVFR Operation Chief, Training Chief and EMS Chief
- Multiple Bids and awarding of bids for capital projects
- PPE Meeting with Lion Representatives
- Met with BC Kinne and DC Gehrke to finalize Training Center Project needs

Respectfully submitted,

Division Chief Nick Browne

# **Business Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Fleet Director Bill Bischoff

**Re:** Fleet Services Department Monthly Report – July 2020

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

## Engines

- 2-114 E310- PM and write-ups, head gasket re-seal and EGR update.
- 2-116 E318- PM and write ups, Rear springs, and steering gears.

## Trucks / Heavy Rescue

- 2-365 HR305- PM and write-ups.

## Brush Rigs / Water Tenders/Boats

- 2-307 IE314- Major coolant leak- water pump fail.
- 2-931 BT328- Overheating and running rough, low performance.
- 2-422 WR319- No A/C and no air horns.

## Staff Vehicles / Medic

- 2-443 M323- Multiple engine codes and derate problems. Ongoing issues, which is driving the replacement/refurb of this medic.
- Several staff vehicles in for PM and minor write-ups.
- 2-445 M303- PM and write-ups, warranty engine oil leak.
- 2-706 BC303- PM and write-ups.

## Other Items

- All third party Annual Aerial Testing was performed this month and Fleet assisted in getting this task completed. All of the District aerals passed testing.
- Fleet assisted in getting all foam capable District apparatus converted to a non-PFAS foam and contained all the old A/B foam in two large totes for disposal. The current foam in use is

A-foam only, but will most likely be changed out to a dual A/B again when Fireade has UL approval. There will be no conversion needed for this change.

- Drafted all necessary changes to Fleet IGAs in form of addendums for both Canby and Gladstone and updated monthly invoicing for each.
- The District purchased a used Type III apparatus to augment the wildland fleet. Minor repairs and set up work to begin and it should be in service in two to three months.
- Performed multiple pumper and aerial PMs as well as other minor/major repairs to our outside agencies with Fleet IGAs.

Respectfully submitted,

Fleet Director Bill Bischoff

# **Business Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Facility Maintenance Director Scott Vallance

**Re:** Facility Maintenance Department Monthly Report – July 2020

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The Facility Maintenance Department has been busy getting many capital improvement projects under way. While applications for County permits, and reductions in some contractors available staff has slowed the pace of some projects, we keep working diligently to prod them along. Some of the projects for this month include:

- PFAS - Site visits with environmental testing firms for familiarization and education on the process and goals. Establish criteria for project.
- Discussions with DEQ to assist with a plan for our reconnaissance sampling and testing for PFAS.
- Awarded exterior paint bid to Verhaalen Painting out of Oregon City.
- Awarded female locker room remodel to Brothers Building LLC.
- Sent out invitations to bid, collected quotes or awarded contracts for:
  - Concrete replacement at 9/15
  - HVAC replacement at Station 11; added to Admin offices
  - Window replacement at Station 15 (Lifetime Windows)
  - Station 18 fire alarm panel
  - Asphalt seal at Stations 4, 10 and 17
- The hydrant program is clicking along and the reports from the team are that the newly developed tracking program is working very well.
- Performed emergency tree removal off of neighbors shop next to Station 12. A portion of the tree broke away and fell to the adjoining property. There was no damage to the building. A big thank you to Fisher's Mill and Dean and Brady Fisher for coming to our aid with the equipment and expertise to remove the tree. The remainder of the tree has also since been removed.

Respectfully submitted,

Facility Maintenance Manager Scott Vallance



# **Business Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Logistics Director DeAnn Cordes

**Re:** Logistics Department Monthly Report – July 2020

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

- Logistics filled and delivered 307 orders entered into Munis. This is up 5.21% from July of last year. Fleet parts processed 110 requisitions entered into Munis. These include stock items and items needing to be purchased directly from the vendor.
- In an effort to provide different metrics regarding order processing we will be reporting on the number of items logistics receives and issues from both our fleet parts and logistics warehouses each month. The information below is the sum of the total number of items issued and received.

| Warehouse   | Qty Received | Qty Issued |
|-------------|--------------|------------|
| Fleet Parts | 352          | 533        |
| Logistics   | 5,602        | 4,859      |

- Logistics filled and delivered 26 controlled medication orders; which is up 7.69% from July 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.
- Logistics participated via Zoom in the Safety Committee this month.
- Logistics continues to report our PPE numbers to the County each week and shortages with PPE is still an issue. Time was spent to figure out the quantities needed for a six month supply of PPE with a 40% increase in our current usage rates. We also ordered enough stock for the day-to-day usage between now and the end of the year. Some items were available right away while others will be available in a few weeks.
- Logistics started preparing for the next volunteer academy by scheduling time to talk with each candidate regarding uniform sizing. Each candidate called in and was asked a series

of questions about their uniform (pant/shirt) sizes. Based on this information we are able to prepare for their September 12<sup>th</sup> academy start.

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 – July 2020

---

- Participated in Community Services Department meetings with Emergency Management, Data Services, Fire Prevention, and Information Technology Services.
- Attended Clackamas Fire District #1 Board of Directors meeting.
- Attended Executive Team meetings.
- Attended Fire Defense Board meeting.
- Served as COVID-19 Incident Management Team Planning Section Chief.
- Attended Oregon Safety and Health Section meeting.
- Participated in Oregon OSHA airborne infectious disease temporary/permanent rule-making forum.
- Collaborated with other special districts in SDAO's rule-making workgroup activities.
- Participated in Labor Management meeting and discussions.
- Regularly participated in BC/Ops meetings.
- Worked with staff and stakeholders on Office 365 implementation.
- Participated in efficiency and user experience improvement meeting concerning platforms and processes for equipment and supplies ordering and apparatus check tracking and maintenance/repair requests.
- Served as panelist for Public Affairs Battalion Chief interview process.
- Participated as a panelist for the Apparatus Operator chief's interview.
- Assisted with preparation for various testing processes.
- Participated in Civil Service Commission meeting.
- Participated in Finance Committee work preparing for next committee meeting.
- Worked on amendments and reporting on existing AFG and SAFER grants.
- Continued work on accreditation process.

Respectfully submitted,

Division Chief Brian Stewart

# **Business Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Data Services Director Shelby Hopkins

**Re:** Data Services Department Monthly Report – July 2020

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

- Compiled Ambulance Service Performance report per county compliance.
- Processed multiple station and shift assignment changes in TeleStaff.
- Coordinated with GIS contractor on miscellaneous mapping/data projects.
- Attended District Operational Briefings for COVID-19.
- Processed ambulance transport pre-billing to EF Recovery.
- Continued Intterra Analytics implementation.
- Prepared for TeleStaff re-implementation.
- Continued COVID-19 reporting out of Target Solutions and ESO for payroll.
- Provided weekly COVID-19 response reports.
- Target Solutions troubleshooting and resolving errors with event scheduling.
- Processed LOSAP reports for Volunteer Services department.
- Participated in Office 365 Steering Committee meeting.
- Responded to incident and archive public records requests.
- Continued support to EMS for data, EHR, and billing related tasks.
- Attended County ESO Subcommittee meeting to establish committee's role in assisting other county agencies in ESO implementation.
- Worked with ESO and the Fire Marshal's Office on several program issues and enhancements.
- Continued working with EF Recovery to resolve cost recovery issues and improve end-user processes.
- Daily QA/QI of ESO reporting for improved data quality.

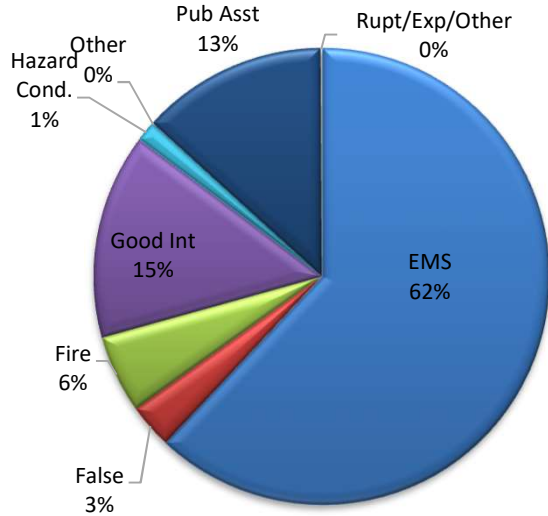
- Cost Recovery Claims Summary Report as of July 31, 2020 (this report doesn't include new claims since March 2020):

|                              | # of Claims | Claim Amount        | Average \$ / Claim |
|------------------------------|-------------|---------------------|--------------------|
| <b>False Alarm</b>           |             |                     |                    |
| In Process                   | 16          | \$3,690.97          |                    |
| Closed Not Paid              | 13          | \$2,879.20          |                    |
| Closed Paid                  | 192         | \$53,667.70         | \$279.52           |
|                              | <b>221</b>  | <b>\$60,237.87</b>  |                    |
| <b>Fire</b>                  |             |                     |                    |
| In Process                   | 3           | \$9,104.35          |                    |
| Closed Not Paid              | 8           | \$1,647.67          |                    |
| Closed Paid                  | 4           | \$4,228.54          | \$1,057.14         |
|                              | <b>15</b>   | <b>\$14,980.56</b>  |                    |
| <b>Hazmat</b>                |             |                     |                    |
| In Process                   | 10          | \$3,508.11          |                    |
| Closed Not Paid              | 8           | \$2,812.10          |                    |
| Closed Paid                  | 13          | \$12,546.04         | \$965.08           |
|                              | <b>31</b>   | <b>\$18,866.25</b>  |                    |
| <b>Inspection</b>            |             |                     |                    |
| Closed Not Paid              | 41          | \$2,351.60          |                    |
| Closed Paid                  | 8           | \$2,255.73          | \$281.97           |
|                              | <b>49</b>   | <b>\$4,607.33</b>   |                    |
| <b>MVA</b>                   |             |                     |                    |
| In Process                   | 68          | \$27,818.04         |                    |
| Closed Not Paid              | 210         | \$36,197.44         |                    |
| Closed Paid                  | 83          | \$37,028.04         | \$446.12           |
|                              | <b>361</b>  | <b>\$101,043.52</b> |                    |
| <b>Total In Process</b>      | <b>97</b>   | <b>\$44,121.48</b>  |                    |
| <b>Total Closed Not Paid</b> | <b>280</b>  | <b>\$45,888.01</b>  |                    |
| <b>Total Closed Paid</b>     | <b>300</b>  | <b>\$109,726.05</b> | <b>\$365.75</b>    |

Respectfully submitted,

Data Services Director Shelby Hopkins

## Clackamas Fire Dist. #1 Emergency Services Report July 2020



| Incident Type      | Data        |
|--------------------|-------------|
| EMS                | 1344        |
| False              | 68          |
| Fire               | 120         |
| Good Int           | 315         |
| Hazard Cond.       | 31          |
| Other              | 1           |
| Pub Asst           | 286         |
| Rupt/Exp/Weather   | 2           |
| <b>Grand Total</b> | <b>2167</b> |

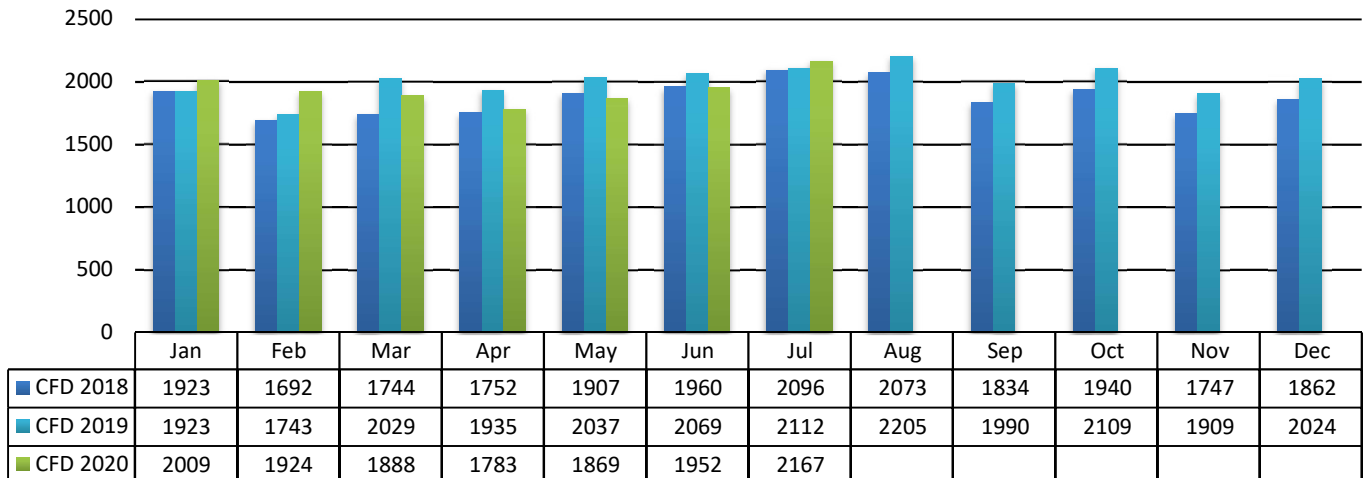
### Year to Date

| Incident Type      | 2018         | 2019         | 2020         |
|--------------------|--------------|--------------|--------------|
| EMS                | 9106         | 9501         | 8750         |
| False              | 490          | 567          | 516          |
| Fire               | 351          | 411          | 360          |
| Good Int           | 1172         | 1251         | 1967         |
| Hazard Cond.       | 625          | 643          | 185          |
| Other              | 5            | 2            | 10           |
| Pub Asst           | 1324         | 1461         | 1800         |
| Rupt/Exp/Weather   | 0            | 12           | 4            |
| <b>Grand Total</b> | <b>13073</b> | <b>13848</b> | <b>13592</b> |

*\*Mutual Aid Given Incident Not Included*

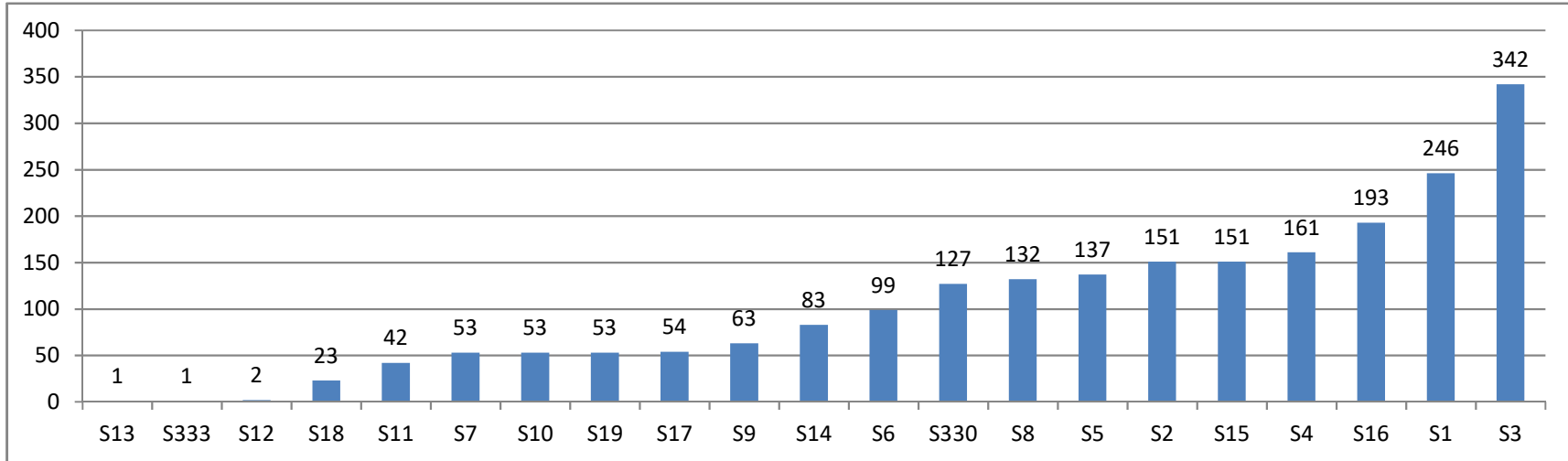
*\*\*Changes in Good Int and Hazard Cond. due to compliance with NFIRS requirements.*

### Total Incidents by Month

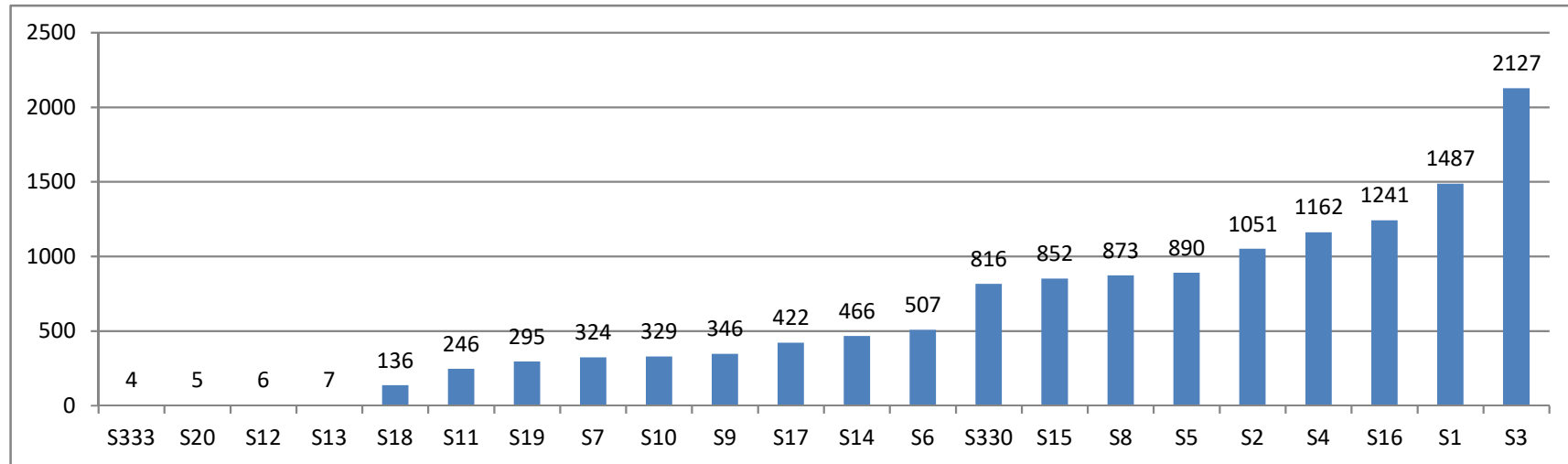


### Incident Count by Station

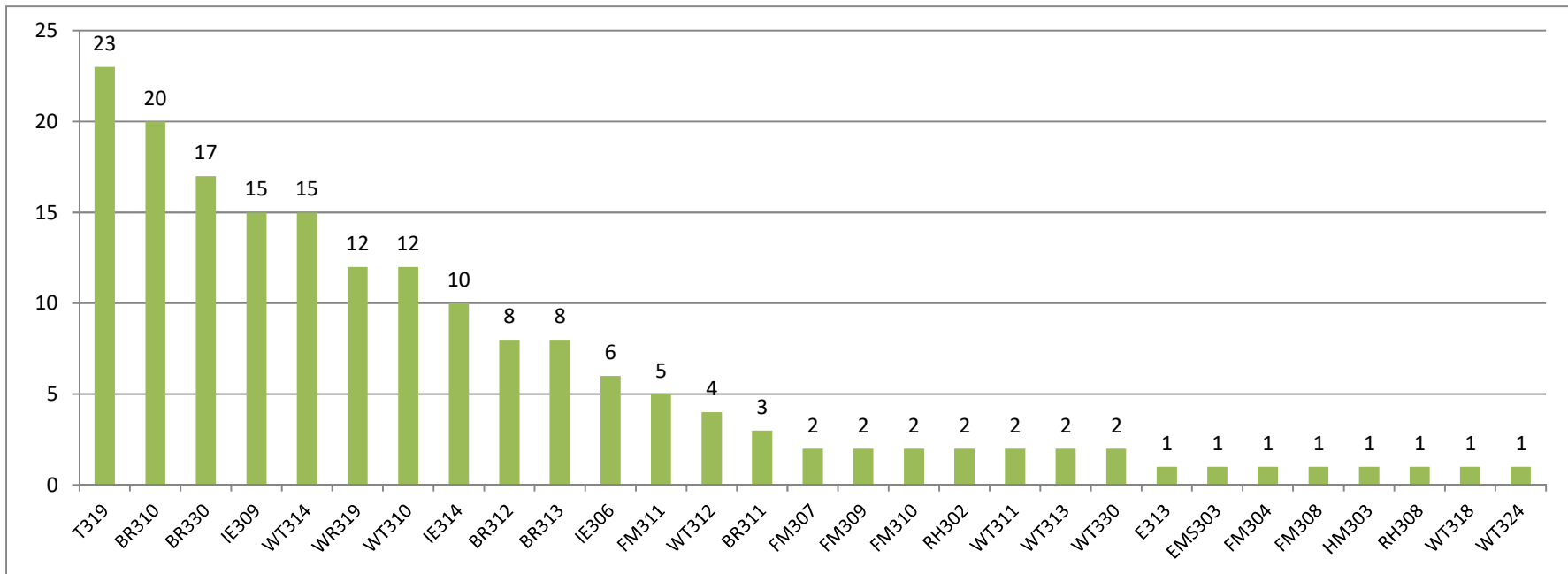
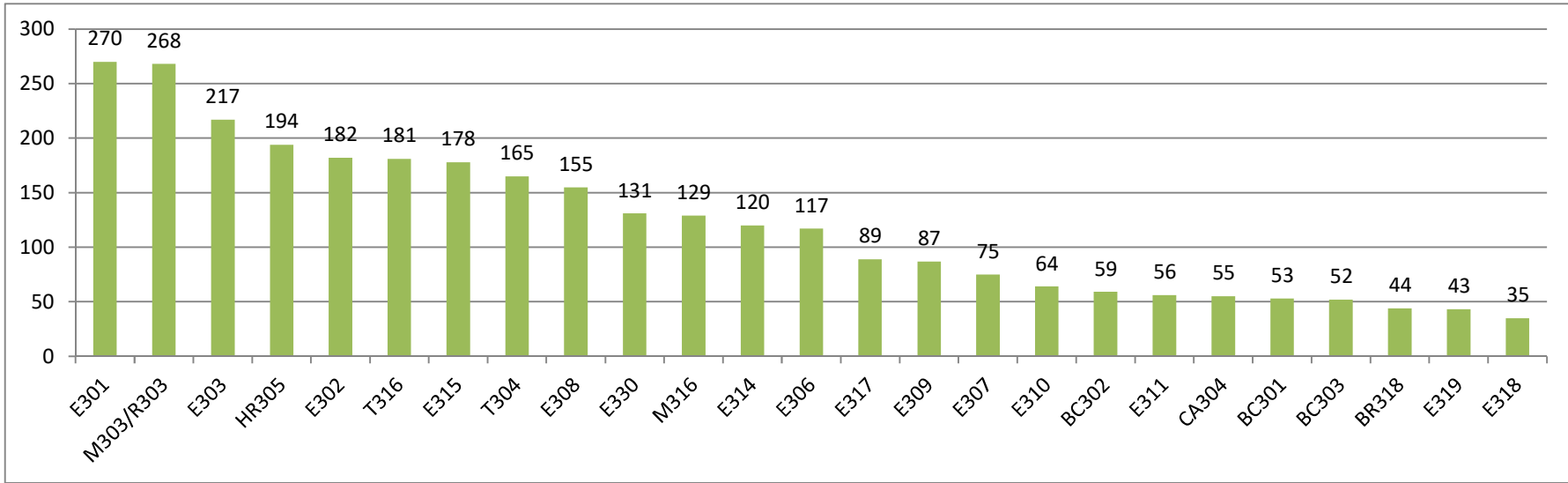
July 2020



### Year to Date



**Incident Response by Apparatus**  
*(Including Mutual Aid Given)*  
**July 2020**

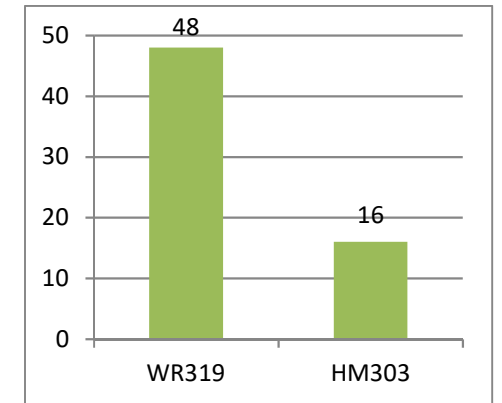
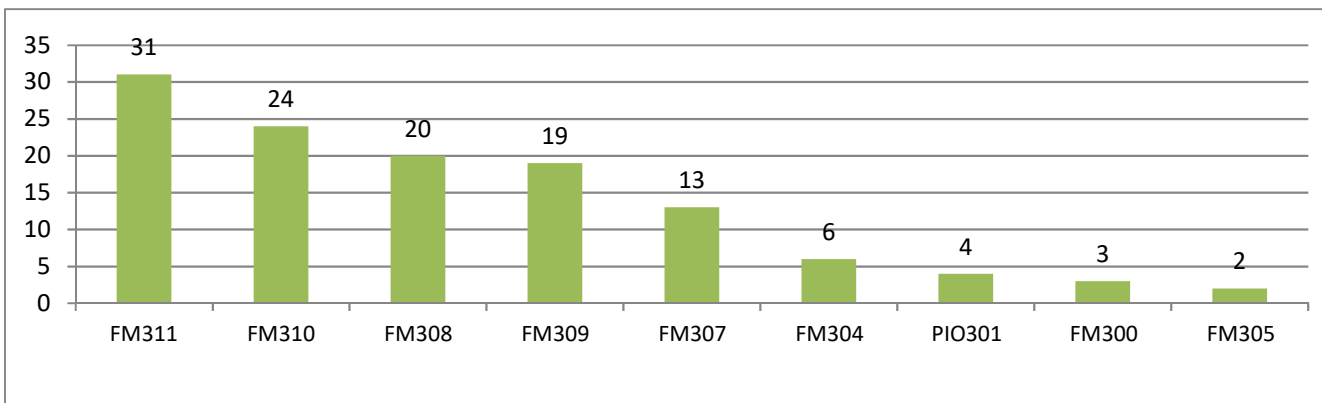
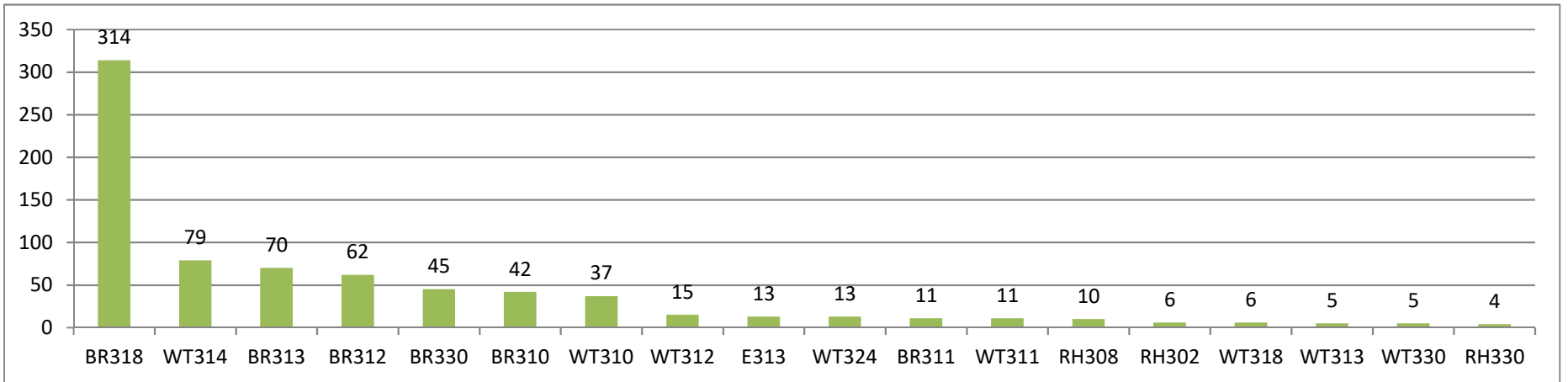
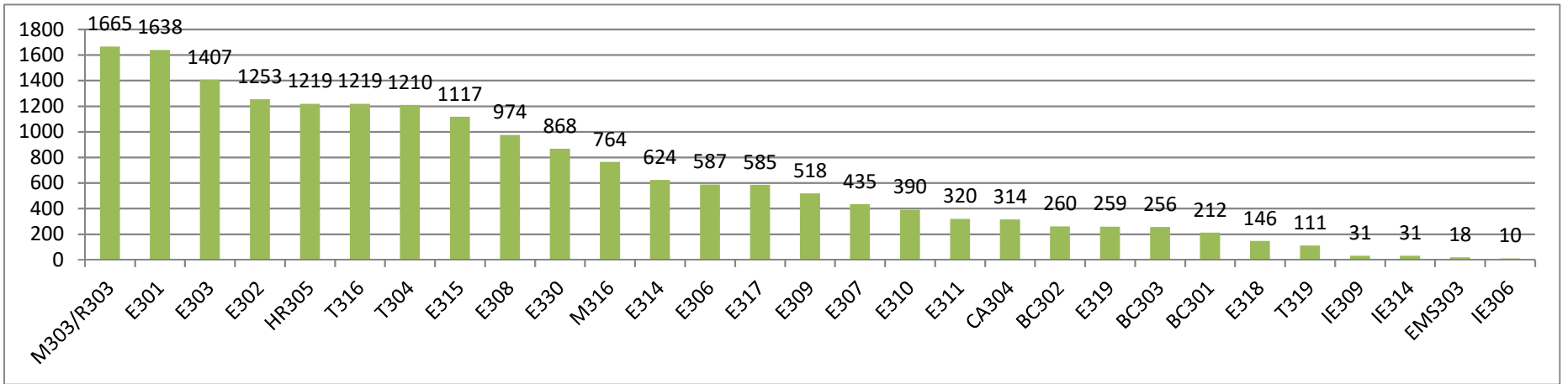




# Incident Response by Apparatus

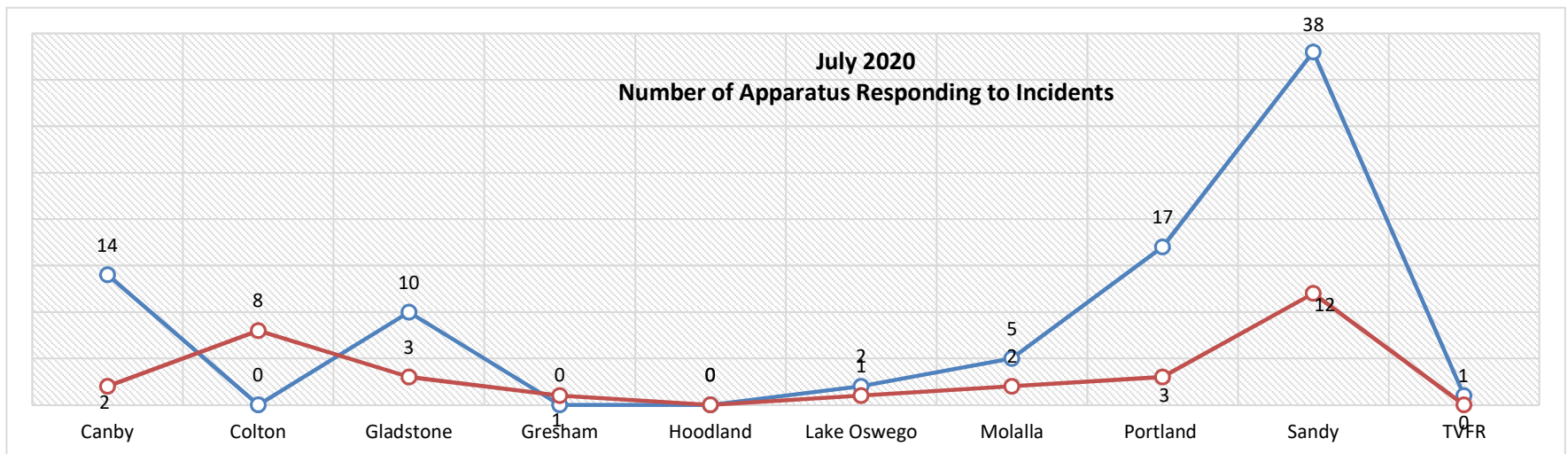
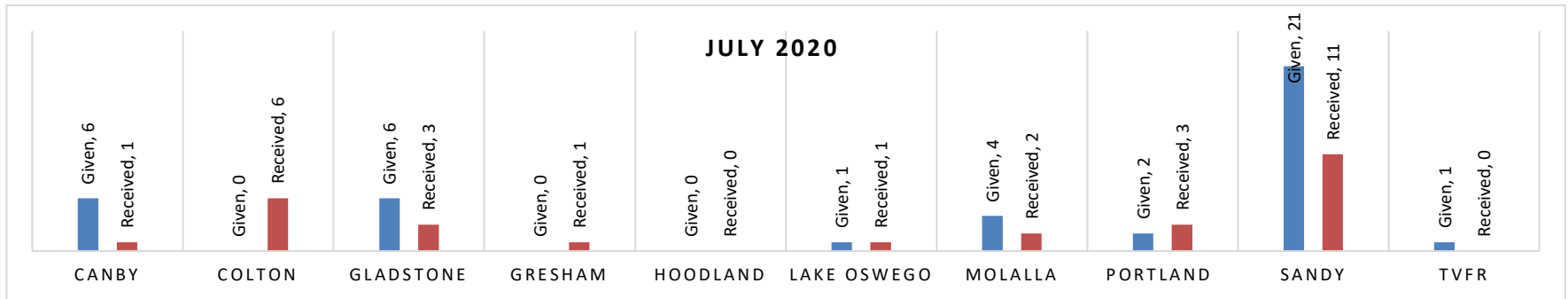
(Including Mutual Aid Given)

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:** Emergency Manager Gregg Ramirez

**Re:** Emergency Management Department Monthly Report – July 2020

---

## PPE/Decon Taskforce:

- The PPE taskforce worked with Director Cordes and Division Chief Browne to develop a PPE inventory plan for the fall and winter months. The plan calls for increasing PPE inventory by 20% in anticipation of an increase in COVID-19 cases through the fall and winter months.

## Work on-going:

- Accreditation preparation
- National Preparedness Month (September) preparation

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 – July 2020

---

## Engineering

The Fire Marshal's Office staff reviewed 26 buildings and land use projects in the month of July 2020. In addition, five new construction inspections and three tenant improvement inspections were completed.

## Enforcement

A total of 356 inspections were carried out in the month of July 2020. These include new construction inspections, fire and life safety 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.

## Public Education

The Fire Marshal's Office staff and companies conducted or participated in four community activities in July 2020. These included FF Storytime and safety segments, and new recruit farewell videos. In person Fire Safety Presentations, Station Tours and a number of other public events are temporarily suspended.

## Additional Notes from the Fire Marshal

- Staff attended Oregon City Parks and Recreation Youth summer event. Careers in the fire service and safety advocacy.
- Staff are conducting fire and life safety inspections again.
- Regulated fire season in full swing. FMO no longer issuing special burn permits outside DEQ regulated back yard burn season.
- FM working with OFMA and OSFM for joint bulletin regarding open burning consistencies and responsibilities.
- Staff working on acceptance testing for the new Rock Creek High School (old middle school) in Happy Valley.

- The Springs Retirement Center will begin construction soon in Happy Valley. Project is located to the SE of Fred Meyer store.
- Disinfecting foggers have been distributed to all fire stations. Medic units are disinfected after potential exposure to COVID-19 or high risk patients.

Respectfully submitted,

Fire Marshal Shawn Olson

## Clackamas and Estacada Fire Inspections

### 2020 Occupancy Inspections

January - July

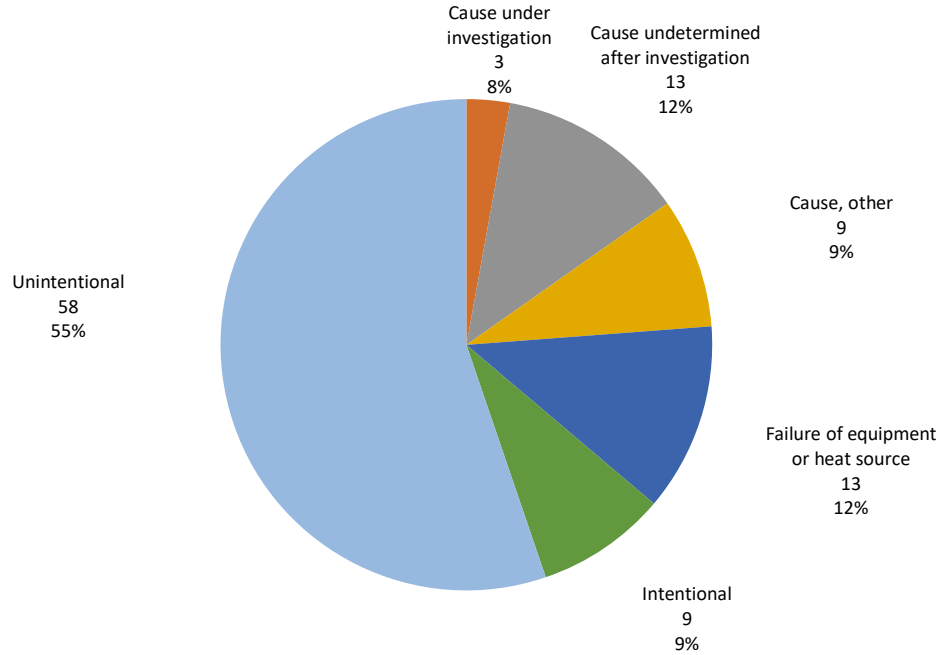
| Assigned To                   | Actions                         | Completed |
|-------------------------------|---------------------------------|-----------|
| Division, Fire Marshal Office | INSPECTION - 1 Year             | 18        |
|                               | INSPECTION - 1 Year Apartments  | 23        |
|                               | INSPECTION - 2 Year             | 615       |
|                               | INSPECTION - 2 Year Apartments  | 105       |
|                               | INSPECTION - Hazmat             | 4         |
|                               | INSPECTION - Marijuana Facility | 5         |
|                               | INSPECTION - Schools            | 51        |
|                               | Division, Fire Marshal Office   | Total     |
|                               | Grand Total                     | 821       |

### 2020 Special Inspections

July

| Assigned To                   | Actions   | Completed   |    |
|-------------------------------|---|-------------|----|
| Division, Fire Marshal Office | INSPECTION - Burn Permit                        | 0           |    |
|                               | INSPECTION - Fire Access & Water Supply         | 0           |    |
|                               | INSPECTION - Fire Alarm                         | 0           |    |
|                               | INSPECTION - Fireworks                          | 20          |    |
|                               | INSPECTION - Lock Box                           | 0           |    |
|                               | INSPECTION - New Construction                   | 5           |    |
|                               | INSPECTION - Special                            | 7           |    |
|                               | INSPECTION - Target Hazard                      | 0           |    |
|                               | INSPECTION - Tenant Improvement                 | 3           |    |
|                               | MEETING - General Development/Design            | 2           |    |
|                               | MEETING - Land Use                              | 1           |    |
|                               | MEETING - On Site                               | 2           |    |
|                               | MEETING - Pre Application                       | 4           |    |
|                               | PERMIT - Fireworks                              | 0           |    |
|                               | PLAN - Fire Access & Water Supply (Commercial)  | 12          |    |
|                               | PLAN - Fire Access & Water Supply (Residential) | 14          |    |
|                               | REFERRAL/COMPLAINT - Citizen                    | 0           |    |
|                               | REFERRAL/COMPLAINT - State                      | 0           |    |
|                               | Division, Fire Marshal Office                   | Total       | 70 |
|                               |   | Grand Total | 70 |

## Clackamas Fire District #1 2020 Structure Fire Cause of Ignition



| Year              | Fire Cause of Ignition                 | Incidents  | %              |
|-------------------|--|------------|----------------|
| 2015              | Cause under investigation              | 0          | 0.00%          |
|                   | Cause undetermined after investigation | 11         | 12.79%         |
|                   | Cause, other                           | 1          | 1.16%          |
|                   | Failure of equipment or heat source    | 15         | 17.44%         |
|                   | Intentional                            | 5          | 5.81%          |
|                   | Unintentional                          | 54         | 62.80%         |
| <b>2015 Total</b> |  | <b>86</b>  | <b>100.00%</b> |
| 2016              | Act of Nature                          | 2          | 2.56%          |
|                   | Cause under investigation              | 1          | 1.28%          |
|                   | Cause undetermined after investigation | 11         | 14.10%         |
|                   | Cause, other                           | 2          | 2.56%          |
|                   | Failure of equipment or heat source    | 9          | 11.54%         |
|                   | Intentional                            | 4          | 5.13%          |
|                   | Unintentional                          | 49         | 62.80%         |
| <b>2016 Total</b> |  | <b>78</b>  | <b>100.00%</b> |
| 2017              | Act of Nature                          | 2          | 2.15%          |
|                   | Cause undetermined after investigation | 17         | 18.28%         |
|                   | Cause, other                           | 1          | 1.08%          |
|                   | Failure of equipment or heat source    | 18         | 19.35%         |
|                   | Intentional                            | 8          | 8.60%          |
|                   | Unintentional                          | 47         | 50.54%         |
| <b>2017 Total</b> |  | <b>93</b>  | <b>100.00%</b> |
| 2018              | Act of Nature                          | 0          | 0.00%          |
|                   | Cause under investigation              | 1          | 0.88%          |
|                   | Cause undetermined after investigation | 22         | 19.30%         |
|                   | Cause, other                           | 5          | 4.39%          |
|                   | Failure of equipment or heat source    | 24         | 21.05%         |
|                   | Intentional                            | 7          | 6.14%          |
|                   | Unintentional                          | 55         | 48.25%         |
| <b>2018 Total</b> |  | <b>114</b> | <b>100.00%</b> |
| 2019              | Act of Nature                          | 1          | 0.95%          |
|                   | Cause under investigation              | 2          | 1.67%          |
|                   | Cause undetermined after investigation | 16         | 13.33%         |
|                   | Cause, other                           | 6          | 5.00%          |
|                   | Failure of equipment or heat source    | 22         | 18.33%         |
|                   | Intentional                            | 8          | 6.67%          |
|                   | Unintentional                          | 65         | 54.17%         |
| <b>2019 Total</b> |  | <b>120</b> | <b>100.00%</b> |

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

# **Business Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Information Technology Services Director Oscar Hicks

**Re:** Information Technology Services Department Monthly Report – July 2020

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Initiated:

- Office365 Phase I – Project Charter
- Office365 Phase II – Vendor selection

In Progress/On-going:

- Telecommuting platform
- Windows 10 desktop refresh
- Office365 / SharePoint implementation
- MDC refresh
- Virtual Desktop update
- Airwatch / Mobile device update
- FTE backfill ITS Mobile Specialist (on hold)

Completed:

- Office moves
- Munis – Active Directory integration for Single-Sign On
- Public Safety Plan via Verizon iPhone update (Phase II)
- CradlePoint refresh
- Network Infrastructure and Wi-Fi audit / update

Respectfully submitted,

Information Technology Services Director Oscar Hicks



# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Division Chief Joshua Gehrke

**Re:** Emergency Medical Services Division Monthly Report – July 2020

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

- Due to COVID-19 there is no monthly community CPR report from Cascade Training.
- Participated in the Battalion Chief interview process.
- Participated in several meetings with EF Recovery (EFR) and the Fire District Data team, to improve data collection in the field and improve end user interface with the EFR mobile application.
- Participated in several work sessions with the Finance Department to establish a system to demonstrate return on investment for our medic unit program.
- Participated in CPR and Lucas device training with on duty crews.
- Attended Fire Defense Board and CCOM fire services meetings.
- Attended the CCOM member board meeting.
- Finalized federal ground emergency medical transport (GEMT) reimbursement.
- Participated in the FY20 GEMT Kickoff meeting with public consulting group to establish a timeline for the year.
- Reviewed strategic business plan and made suggested edits from the medical services team.
- Assisted operations with COVID-19 IMT meetings and edits to ICS forms.
- Attended the Fire District Board of Directors' meeting, Joint Board Meeting with Sandy Fire District #72, and the regular Estacada Fire District #69 Board of Directors' meeting.
- Provided the medical services weekly organizational briefing with Battalion Chief Melanie Kinne and information provided by Director Goodrich.
- Attended labor management meeting.

- Participated in several Office 365 steering committee meetings.
- Conducted entry level fire fighter interviews with Chief Charlton and Chief Whiteley.

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 – July 2020

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- COVID-19 – Assigned Response Branch Manager for the internal incident management team.
- Invited to join Oregon State Ambulance Association GEMT QAF Legislation Committee.
- Working with Finance Team – Medic unit program profit/loss analysis.
- Meeting with PCG – GEMT FY20 Kickoff.
- Met with Oregon Health Care Association – Assisted Living Facility COVID-19 response.
- Developing assisted living facility “What Happens When You Call 911” messaging package.
- Meeting with AMR – Medic Unit Pilot.
- Fire District Coverage Officer – July 27<sup>th</sup> - August 2<sup>nd</sup>.
- Attended regional Mobile Integrated Health Coalition meeting.
- Hosted County ASA Strategic Planning meeting – ASA Plan Consultant RFP Commencement.
- Hosted County ASA Strategic Planning – Single Resource Workgroup meeting.
- Meeting with EF Recovery – Cost recovery and transport billing.
- Attended EMS Council Meeting.
- Community Medicine Meeting – Dr. Turner – Legislation and proactive community engagement.

Respectfully submitted,

Medical Services Chief Josh Santos

# **Emergency Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Emergency Medical Services Training Officer Captain Mike Verkest

**Re:** Emergency Medical Services Department Monthly Report – July 2020

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- As typical, much time and effort this month has been spent 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
- EIDS / CCOM - Slowed this month
- Reintegration Workgroup (now on hold)
- CFD PPE Subgroup strategic planning workgroup meeting
- New Wellness MA CPR Training Completed
- Attended Clackamas County Wide Roll out Kick off meeting
- Station 1 P/FF Scenarios and Training
- Attended Virtual EMS Council Meeting
- Multiple EMS Days for Academy 20-02
- Attended Safety Committee Meeting
- Hosted / Attended May PDC (Virtually)
- Attended EMS Division Meetings (Virtually)
- Attended weekly Training Division Staff meeting (virtually)
- Attended Oregon State Ambulance Assoc. Meeting (Virtually)
- District wide LUCAS training and High Performance CPR Certifications done

Respectfully submitted,

Emergency Medical Services Training Officer Captain Mike Verkest

# **Emergency Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Community Paramedic AmyJo Cook

**Re:** Emergency Medical Services Department Monthly Report – July 2020

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- Assisted Clackamas County with the Emergency Operations Center.
- Facilitated transport for client to shelter site.
- Performed home visit for frequent caller to assist with additional treatments/supports.
- Facilitated two Department of Corrections early releases into quarantine.
- Assisted Emergency Operations Center with additional COVID-19 Shelters.
- Assisted current identified Community Paramedic Program high 911 users with social supports and telephone support.
- Assisted one Project Hope client with connections to substance free living.
- Assisted with staffing contract for COVID-19 Shelter.
- Attended regional Community Paramedic survey with University of Washington survey staff.
- Assisted current Community Paramedic program participant with access to sustenance/mental health resources.
- Assisted Adult Protective Services with current Community Paramedic participant with emergent need for in homecare until higher level of care (assisted living) is obtained.
- Facilitated a wraparound group for high user referred by fire crews.
- Site visit for high user with Clackamas Mental Health.
- Attended weekly EMS staff meeting.
- Submitted grant application for \$50,000 to assist with COVID-19 shelter for vulnerable populations, including first responders.
- Attended required Fire/EMS training.

Respectfully submitted,

Community Paramedic AmyJo Cook

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Health and Wellness Director Heather Goodrich

**Re:** Wellness Department Monthly Report – July 2020

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

- Our new full-time Medical Assistant/Wellness Assistant, Ellen McAdoo, started on July 1<sup>st</sup>. All Wellness Staff spent the majority of this month training her. She is a fantastic addition to the Wellness team.
- Wellness staff spent 50.25 hours on COVID-19 related activities including exposure reporting, numerous task force meetings and briefings and as the acting health officer for the COVID-19 incident.
- Annual OSHA required hearing testing and hearing conservation training for Fleet/Facilities/Logistics staff. (1 person)
- Immunizations were provided to career firefighters. (6 people)
- Medical testing performed (labs, TB, etc.) outside the baseline and annual testing. (2 people)
- Provided post blood borne pathogen blood draws. (1 person)
- Met with the contracted infectious disease provider to perform the OSHA required annual update of the CFD Exposure Control Plan.
- Completed the OSHA required Bloodborne Pathogens Manual for FY20.
- Coordinated baseline NFPA 1582 physicals, chest x-rays, treadmills and drug screens for baseline suppression volunteer candidates. (24 people)
- Coordinated baseline support volunteer physicals, chest x-rays and drug screens for baseline support volunteer candidates. (7 people)
- Coordinated annual NFPA 1582 and respirator clearances without a physical for career firefighters. (4 people)
- Coordinated annual NFPA 1582 or support volunteer medical clearances and respirator clearances without a physical for suppression and support volunteer firefighters. (7 people)
- Coordinated staff respirator clearances. (1 person)
- Coordinated morning workouts for career firefighter recruits.

- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Eight injury reports were submitted with three of the injury reports turning into a workers' compensation claim.
- Processed and provided follow-up for the COVID-19 high, medium and low risk exposure reports. 20 reports were turned in with none being high risk reports.
- Coordinated injury rehabilitation through Rebound (formally Tactical Athlete) for two firefighters. Year-to-date, Rebound has helped 24 firefighters, six family members and two staff members coordinate expedited injury care for off-duty injuries.
- Coordinated fit for duty physicals for injured career firefighters returning to duty. (2 people)
- Presented five hours of wellness curriculum to the new career firefighter recruits. Included was health insurance 101, injury reporting, incident rehab, heart health, nutrition, metabolic syndrome, cancer and sleep.
- Presented three hours of bloodborne pathogen training and health insurance 101 to the new Wellness employee.
- Wellness Director took part in OSHA Infectious Disease Committee meeting.
- The Wellness Director was recertified as an Occupational Hearing Conservationist (the certification required to perform audiometric testing). The new Medical Assistant was certified as a new Occupational Hearing Conservationist. Certification is valid for five years.
- Provided requested health information and consultations to 22 firefighters and staff.
- Provided requested information about our program to Silverton Fire and TVF&R via email.
- The Wellness Manager, Athletic Trainers and HR Manager met with President and VP of Operations for Rebound multiple times regarding our contract, adding on-the-job injuries to our contract and adding cardiovascular, mental health and other providers to their services.
- Met with the Occupational Health and Wellness Manager of TVF&R to share program information.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Staff attended Executive Team, Training Department, Safety Committee, Health Insurance Committee, Organizational Development, July Board of Director's, Medical Services and the COVID 19 Staff District Update meetings.
- A monthly performance appraisal was conducted on the newly promoted Medical Assistant/Wellness Technician.

Respectfully submitted,

Health and Wellness Director Heather Goodrich



# Clackamas Fire District #1

## Wellness Update

July 2020

Issue 239

### Health Question of the Month

**Q:** Does drinking water kill coronavirus?

**A:** While drinking water is one of the healthiest things you can do, drinking water frequently is not an effective way to help prevent COVID-19. The suggestion is that drinking water every 15 minutes would wash any virus down the esophagus so it can't get into our lungs. When we're exposed, there are at least thousands of viruses that we come into contact with at any given time. It's highly unlikely you would wash all the virus down your throat and ultimately into your stomach. The primary way the virus is transmitted is through droplets in the air, directly into the respiratory system. Chances are that some of that virus would have already made its way into your nose before you start drinking water.

### Wellness News

- Please help us welcome new Medical Assistant, Ellen McAdoo to Clackamas Fire!



### In this issue

Exercise Safely This Summer [P.1](#)

Applying Sunscreen Correctly [P.2](#)

Strength Training Reduces Heart Fat [P.3](#)

Exercise: Sleeping Pigeon Pose [P.3](#)

Recipe: BBQ Chicken w/ Peach Slaw [P.4](#)

## Exercise Safely This Summer

Summer is a wonderful time to take advantage of the great outdoors and exercise outside more often. However, it is a time to be aware that you can become ill from the heat if your body can't compensate for it and properly cool you off. Anyone is at risk, even a highly trained athlete.

A factor that compounds an individual's heat tolerance is high environmental humidity where sweat won't evaporate as quickly, if at all. This keeps your body from releasing heat as fast as it may need to and results in overheating.

Personal factors also are major influences in heat tolerance. Age, obesity, fever, dehydration, heart disease, mental illness, poor circulation, sunburn, prescription drugs, and alcohol use can play a role in whether a person can cool off enough in very hot weather.

Make sure you play it safe with these warm weather exercise tips:

**Stay Away from Midday:** Unless you are training for an event that takes place in the midday heat, avoid exercising from 10am to 3pm. Generally, the early morning or sundown is the best time to work out. If you can, choose shaded trails or pathways that keep you out of the sun.

**Light and Loose:** Wear loose lightweight and light-colored clothing. Light-colored clothing reflects the sun to keep you cooler, whereas dark colors absorb the heat and make you feel warmer. Stick to fabrics that wick moisture away from your body.

**Good Nutritional Intake is Critical:** Proper food intake, especially real food, promotes fluid intake and retention. Normal fluid intake with meals supports prehydration before activities and helps prevent/delay dehydration.

**Remember to Drink:** Exercise in hot/humid weather will require more fluid intake than usual. Because people of different sizes, sex and physical condition sweat at different rates, checking your weight pre and post training will help to zero in on your personal fluid requirements. At a minimum, make sure you start each training session hydrated and drink during the activity as well.

**Pace Yourself:** Start out slowly and gradually pick up your intensity while monitoring your response. Remember that your body is working to acclimate to the hotter environment in addition to the workout, so don't expect your body to perform as well as it does in a cooler, less humid condition.

**Apply and Reapply:** Wear sunscreen and reapply as directed.

**Weather or Not:** Check the weather forecast before you start your workout. If there's a heat or other advisory such as air stagnation, consider taking your workout indoors. In addition to the heat challenges environmental pollutants can trigger asthma, allergic responses, and even lung damage over time.

**Body Knows Best, so Listen to it:** The great benefit to having a routine is that your body knows what to expect. You will be able to recognize when your body isn't performing as it normally does and be able to adjust accordingly. If you feel dizzy, disoriented, or light-headed, discontinue exercise, let somebody know, move to a shady location, and hydrate until you feel better.



## Middle-Aged Muscle Mass Associated with Future CVD Risk in Men

A recent study found an association between muscle mass in healthy men and 10-year risk of fatal or non-fatal heart attack or stroke. Men with the highest levels of lean muscle at the start of the study period had an 81% lower risk of having a heart attack or stroke in the next 10 years than those with the lowest levels. A similar relationship was not seen in women.

This prospective cohort study included 1,019 participants aged 45 years and older living in Greece who did not have cardiovascular disease at baseline. Results remained significant even after adjusting for other factors such as education, socioeconomic level, smoking, physical activity, adherence to a Mediterranean diet, blood pressure, diabetes, cholesterol levels, and obesity.

Muscle mass begins to decline over age 30 and this decline is associated with a number of negative health outcomes, including disability and higher mortality rates. Participating in weight-bearing exercises, such as weightlifting or body-weight exercises (like push-ups, etc.) are an important part of maintaining muscle mass, mobility and health.

Source: *Tufts Health & Nutrition Letter*, Feb 2020



## Every Little Thing You Need to Know to Apply Sunscreen Correctly

### First, what's the right level of SPF to use?

Ideally, 30 or higher if you'll be spending extended time outdoors. Be sure the sunscreen is 'broad spectrum,' which means it protects against UVA and UVB rays. Look for products that have earned The Skin Cancer Foundation's Seal of Recommendation to be sure a product is safe and effective.

### Okay, now how much sunscreen should I use?

Almost no one uses as much as they should. To achieve the SPF reflected on a bottle of sunscreen, you should use approximately two mg of sunscreen per square cm of skin. So how does that translate into an amount you can eyeball? This is about the equivalent of a shot glass full. For the face alone, a nickel-sized dollop should be applied. And if you're using a spray, apply until an even sheen appears on the skin.

### Do I need to apply sunscreen before I go outside?

The best practice is to apply 30 minutes before venturing outside to allow the sunscreen to bind to your skin.

### How often do I need to reapply?

Sunscreen needs to be reapplied every two hours, or more often after swimming, heavy perspiration, or towel-drying off.

### What are the spots on the body that people often miss?

Skin cancers can show up on any part of the body, even those not exposed to UV rays. But people tend to forget to apply sunscreen on the tips and back of the ears, exposed scalp, back of the neck, around the eyes, and the tops of the hands and feet. The best way to make sure you get full coverage? Apply sunscreen before you get dressed, and then reapply to all exposed skin.

### What about my scalp and lips?

Hair does help shield the scalp from the sun's rays to some extent, however, you need more protection than that — especially if your hair is thin. About 10% of melanomas occur on the scalp, so it's important to take extra precautions by wearing hats and applying sunscreen.

Lips, the lower lip especially, are highly susceptible to skin cancer because they're also exposed to the sun every day and are one of the most common sites for basal cell and squamous cell carcinomas. Choose a lip balm — or a sunscreen stick designed specifically for the lips — with an SPF of 15 or higher.

### When should I use water-resistant sunscreen?

"Water-resistant" and "very water-resistant" formulas are good for hot days or while playing sports, because they are less likely to drip into your eyes when you sweat. However, these may not be as good for everyday wear because they tend to be a bit stickier.

### Are moisturizers or makeup with SPF safe?

Many moisturizers have ingredients that make the products SPF 15 or greater, which is often sufficient when you're doing everyday activities with a few minutes here and there in the sun. However, if you work outside or spend a lot of time outdoors, you need stronger — SPF 30 or higher. Using a foundation or primer with sunscreen ingredients is a great way to bump up your sun protection, but you shouldn't rely on these products for adequate sun protection. Also: Using two products that are each SPF 15 does *not* equal an SPF 30 product!

### What goes on first: Sunscreen or moisturizer?

As a rule of thumb, you should always apply sunscreen as the final step in your skincare routine.

### Will sunscreen dry out my skin?

Maybe. Some sunscreens may also contain alcohol which tends to dry out skin. Look for formulas without alcohol to avoid dryness or irritation. Check out the ingredients label for culprits: drying ethanol can sometime be written as "SD alcohol" (specially denatured alcohol) or "alcohol denat." But here's a loophole: if you see cetyl, stearyl or cetearyl alcohol, don't panic. These are actually fatty alcohols that can act like emollients, softening the skin. Facial sunscreen has emollients and other oils that can be effective to deliver moisture and hydration. However, in the winter, many dermatologists recommend using both sunscreen and a facial moisturizer.

## Strength Training Reduces Heart Fat



Location matters with body fat. The accumulation of excess fat around the heart can increase the risk of cardiovascular disease. A new study assigned participants to resistance training, high-intensity interval endurance training (HIIT) or no exercise. Results showed that only people who lifted weights decreased the fat lying closest to the heart—specifically, inside the sac that encases the heart (the pericardium).

The scientists compared how the protocols affected two types of fat surrounding the heart. Participants were 50 previously inactive adults with abdominal obesity, and the interventions lasted for 12 weeks.

Adults in the weightlifting group trained for 45 minutes three times per week, doing 3-5 sets of 10 exercises. The cardio training group did 45-minute HIIT workouts three times per week on an indoor cycle. Fat deposits were measured by MRI scan.

By the end of the study, pericardial fat had decreased significantly (by 31%) in resistance-trained participants but not in the HIIT group. Fat outside the heart sac (epicardial) fat improved significantly for both groups—dropping by 32% in the cardio group and 24% in the resistance group.

Limitations of the study included its small size. Study authors suggested that future research could examine the combined effects of resistance and endurance training.

Source: *JAMA Cardiology* (2019; 4 [8])

## A Drug Called Exercise

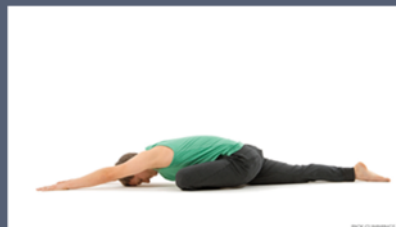


- **Generic Name:** physical activity
- **Other Brand Names:** walking, jogging, hiking, swimming, aerobics, biking, tennis, basketball, soccer, dancing, gardening, etc.
- **Dosage:** optimum 150 minutes per week in adults; 60 min per day in children has proven efficacy. Even low doses have been shown to have benefit. Advise to start with low dose and advance as tolerated.
- **Pregnancy and Lactation:** Safe. Good for mother and baby.

## Exercise of the Month

### SLEEPING PIGEON POSE

The pigeon pose is a “hip opener.” it helps to increase flexibility and mobility in the hips. When the piriformis muscle is inflamed or swollen, it can affect the sciatic nerve, which passes directly behind the piriformis muscle. Stretching helps release spasm in the muscle and therefore pressure on the sciatic nerve.



- Begin on all fours and bring your right knee toward your right wrist. Your ankle should be positioned in front of your left hip. Slide your left leg back, pointing your toes with your heel pointing up to the ceiling.
- Adjust your legs so that your hips are aligned and lean forward onto your fingertips. Walk your hands forward, bringing your body to the floor. Hold the pose for 30 seconds. Repeat on other side.

## Most Hydrating Foods

Water is essential for human health, but water alone does not hydrate the body. In fact, people can increase their hydration level and water intake with many foods and other drinks.

These foods contain at least 85% water, making them a great choice in addition to water for a person’s hydration needs.

- **Cucumber**  
Water content: 96.73%
- **Iceberg lettuce**  
Water content: 95.64%
- **Celery**  
Water content: 95.43%
- **Tomatoes**  
Water content: 94.52%
- **Romaine lettuce**  
Water content: 93.47%
- **Zucchini**  
Water content: 92.73%
- **Watermelon**  
Water content: 91.45%
- **Spinach**  
Water content: 91.4%
- **Strawberries**  
Water content: 90.95%
- **Cantaloupe**  
Water content: 90.15%
- **Honeydew melon**  
Water content: 89.82%
- **Kale**  
Water content: 89.63%
- **Broccoli**  
Water content: 89.3%
- **Peaches**  
Water content: 88.87%
- **Carrots**  
Water content: 88.29%
- **Oranges**  
Water content: 86.75%
- **Pineapple**  
Water content: 86.00%
- **Apples**  
Water content: 85.56%

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



## CFD1 Wellness Program Contact Information:

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### Medical Assistant

Ellen McAdoo  
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## Recipe of the Month: BBQ Chicken with Peach Broccoli Slaw

### INGREDIENTS

- 5 Tb olive oil, divided
- 2 Tb sherry vinegar
- 1/2 tsp ground black pepper, divided
- 1/2 tsp salt, divided
- 1 1/2 cups sliced fresh peaches (about 2 medium)
- 1 (12oz) package broccoli slaw
- 3 (6oz) skinless, boneless chicken breasts, cut crosswise into 1-inch strips
- 1/4 cup barbeque sauce
- 1 Tb chopped fresh chives
- 1/4 cup feta cheese, crumbled
- 2 bacon slices, cooked and crumbled



### PREPARATION

1. Combine 4 tablespoons oil, vinegar, 1/4 teaspoon pepper, and 1/4 tsp salt in a large bowl, stirring with a whisk. Add peaches and slaw to vinegar mixture; toss gently to coat.
2. Sprinkle chicken evenly with remaining 1/4 teaspoon pepper and 1/4 teaspoon salt. Heat remaining 1 tablespoon oil in a large nonstick skillet over medium-high heat. Add chicken to pan; cook 6 minutes or until done. Place chicken in a large bowl. Add barbeque sauce to bowl; toss.
3. Divide slaw mixture evenly among four plates; top with chicken strips. Sprinkle with chives, feta, and bacon

### Nutrition Facts:

Servings: 4  
 Serving Size: 1 1/2 cups slaw, 4 oz. chicken  
**Per serving:**  
 Calories: 407  
 Fat: 22g (4g saturated fat)  
 Protein: 33g  
 Carbohydrate: 16g  
 Fiber: 3g  
 Sodium: 631mg

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

## DID YOU KNOW?

Laundry is dirty business! Think a quick spin in the washer and dryer will get things clean? Maybe not. Some nasty viruses can make their way through the spin cycle and the dryer. Just a reminder to wash what you can in hot water, use bleach when you can, and don't skimp on the drying time.

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Battalion Chief Melanie Kinne

**Re:** Training Department Monthly Report – July 2020

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Below you will find highlights of the projects your Training Department has been involved with in the month of July. We made great progress on some longstanding issues and initiated promising new collaborations and projects. I am immensely proud of this great team of hardworking individuals who relentlessly push themselves to deliver an outstanding product and I am profoundly grateful for the support we enjoy from our light duty assistants FF Matt Job and FF Joe Kociemba and our new Assistant Training Officer Blake Meyer.

### Projects/Events/Meetings/Training – BC Kinne

- Daily Battalion Chief Briefings
- Recruit Academy 20-02 facilitation
- Facilitation of LUCAS Training in collaboration with EMS
- Researching of local employee performance documentation standards
- Continued Training Grounds clean up
- Class 20-02 month six evaluations
- Identified contractor for Training Center sidewalks, established timeline
- Suppression volunteer hands-on training planning (August 8/9)
- Preplanning for potential Fire Officer 1 & 2 academies
- Paratech equipment and TDA training facilitation for tech companies
- Continued collaboration with Sandy Fire to mitigate IT issues
- Scheduling of AO academy and recruit academy 20-03
- Meeting with BC Butler (Gresham Fire Training) to investigate collaboration opportunities
- Revisit Collaboration with Gladstone Fire regarding Training

#### Projects/Events/Meetings/Training – TO Lt. Sakaguchi

- Worked with Chief McKinnon setting up TargetSolutions for Sandy Fire
- Continued working on clean-up of TargetSolutions
- Discussed AO program priorities with ATO Meyers
- Participated in O365 steering committee meeting
- Researched ISO requirements for credentials
- Working on volunteer training program for Sandy Fire with BC Kinne, Lt. Walker and Chief McKinnon

#### Projects/Events/Meetings/Training – TO Lt. Walker

- Worked on upcoming volunteer academy
- Academy 20-02 has been working on full evolutions this last month and preparing for their final test
- Worked with Chief Kinne to plan a weekend volunteer drill for Clackamas and Sandy volunteers
- Conducted the six month written and practical test for the 20-01 probationary FF group

#### Projects/Events/Meetings/Training – ATO Meyers

- Worked on possible new curriculum for AO academies
- AO mentor planning
- AO evaluations
- Cleaned up AO modules in TargetSolutions credential
- Certified on Telehandler and forklift
- Worked on AO testing and academy
- Worked on eligibility lists for FF and AO
- Worked on August drill plan

#### Projects/Events/Meetings/Training – FF Job, Light Duty Training Assistant

- Assisting TO Walker with academy prep and instruction
- Creating a flow chart for recruit injury/illness during academy
- Creating a handbook to prepare new recruits for academy
- House duties and Tickler file duties for the TC
- Researching purchase of a forcible entry prop
- Expanding Exam View question banks for testing

#### Projects/Events/Meetings/Training – FF Kociemba, Light Duty Training Assistant

- Editing the FTEP manual and creating the FTEP policy
- Expanding Exam View question banks for testing
- Assisting TO Walker with Academy 20-02
- Misc. errands for training staff
- House duties and Tickler file duties for the TC

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

- Probationary Firefighter Class 20-01
  - Built question banks and tests for months 4-6 and 7-9
- Academy Assist/Prep:
  - Reviews remaining quizzes

Respectfully submitted,

Battalion Chief Melanie Kinne

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Division Chief Mike Corless

**Re:** Operations Department Monthly Report – July 2020

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

- Meetings Attended:
  - Staff Meetings
  - Monthly OPS
  - Board Meeting
  - CCOM Fire Users
  - C800
  - Budget monitoring
  - Labor Management
  - Personnel issue
  - 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
- 7/1 finished BC promotional process
- 7/2 Reviewed ESO functions
- 7/7 Meeting with Attorney Porter regarding SB 1049

- 7/7 Office 365 steering committee
- 7/9 Review SOC presentation for the Board
- 7/9 Joint Board meeting with Estacada Fire
- 7/13 Meeting regarding budget
- 7/14 Meeting regarding testing, promotions and hiring
- 7/14 Attended Non-Uniform employees meeting
- 7/15 Meeting with the Fire Chief and DC Whitely regarding extension of work back
- 7/16 Meeting with CCOM over Operational concerns.
- 7/16 Office 365 steering committee
- 7/21 Meeting with Union to discuss various Non-COVID issues
- 7/21 Meeting to discuss the direction of Munis and Office 365
- 7/21 Meeting with Gladstone Fire to discuss using VR as a training tool
- 7/21 Met with PPE vendor Lion to discuss new offerings
- 7/22 Meeting with BC Palmer discuss direction of HazMat program
- 7/22 LT expectations meeting
- 7/27 Meeting with CCOM to discuss response changes
- 7/29 Apparatus Operator promotional interview
- 7/29 Assist with Academy 20-02 Mayday training
- 7/29 Captain expectations meeting
- 7/30 Captain expectations meeting
- 7/30 Office 365 steering committee

Respectfully submitted,

Division Chief Mike Corless



# **Emergency Services Division**

**To:** Chief Fred Charlton and the Board of Directors

**From:** Operations Assistant Battalion Chief Brent Olson

**Re:** Operations Department Monthly Report – July 2020

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## Significant Incidents

- Estacada Rally, Task Force Leader – 7/17
- Dog Rescue, McIver St. Park – 7/22
- MVA, Hwy 224/197th – 7/ 28

## Projects/ Events/ Training/ Meetings

- Travel to Spanish Fork, UT to inspect Type III apparatus – 7/10
- Continued COVID-19 Incident Support – 7/1 – 7/31
- Continuing education and integration with Office 365 platform
- IAP creation for Estacada Rally – 7/15
- Cooperators meeting with USFS/ODF/CFD crews – 7/24
- Board presentation on Type III apparatus – 7/20
- Type III engine integration plan w/ Fleet, Logistics, etc.
- RIT training with recruits – 7/29
- Received Type III apparatus in District – 7/29

Respectfully submitted,

Operations Assistant Battalion Chief Brent Olson

**North Battalion – A Shift**  
**Battalion Chief Dan Mulick**

Significant Incidents

- Vacant house at 7939 SE Luther. Started upstairs and burned throughout the entire structure.

Projects/Events/Meetings/Training

- Probationary employee evaluations
- Assigned the Paramedic Promotional exam
- Facilitated Truck Training

**North Battalion – B Shift**  
**Battalion Chief Kyle Olson**

Significant Incidents

- **July 18, 2020:** At 2313 hrs on July 18th, CCOM dispatched simultaneous fire alarms at two buildings that were side by side in the industrial area on Mather Rd and 98<sup>th</sup> Ct. HR305 dispatched to the initial fire alarm and E301 also dispatched to a fire alarm with water flow on the same property with HR305. CCOM also stated they received another call with a passerby reporting something burning in the same area from a distance. HR305 arrived first, found an "orange glow" in a commercial building down a long driveway behind a fence and notified CCOM of a working fire. BC302 upgraded the alarm from a Task Force to a full box. Crews pulled multiple hose lines to extinguish the vehicle fires and HR305 was able to make access, pull a hose line into the office, and got the fire under control quickly. Crews reported the fire was confined to the small office area and extinguished with no extension into the main warehouse of the cabinet shop. This was an impressive stop by HR305 and E301 with many challenges. Recognition is deserved for Capt. Justin McWilliams and Capt. Ami Brown for taking initial command and for an extremely quick hose deployment and knockdown. This was a large 40x80 cabinet shop full of lumber, sawdust, and machinery. This incident certainly would have been a major multiple alarm commercial fire without the initial arriving crews' aggressive firefighting efforts.

Projects/Events/Meetings/Training

- Working towards electronic cloud-based BC reference/resource information.
- Researching new BC rig design and tactical reference tools for Incident Command.
- Formatting and testing new tactical accountability tools for BC group.
- Assisting with the upcoming AO testing with HR.
- New Paratech equipment training planning for the first week in August.
- North Battalion Breakout Session training centered on Mather Rd commercial fire. Excellent participation from crews during training.

**North Battalion – C Shift**  
**Battalion Chief Jason Ellison**

Significant Incidents

- No significant incidents

#### Projects/Events/Meetings/Training

- Station visits and went over operations notes
- Technical rescue program management
- Labor Management meeting
- COVID-19 meetings and management
- BC tactical drills for all North Battalion companies
- Callboard committee management
- Assisted at the academy

#### **East Battalion – A Shift**

##### **Battalion Chief Mike Carlsen**

#### Significant Incidents

- Multiple MR2 and MR1 of which none were of anything considerable. These incidents still provided the opportunity to practice the strategy and Incident Command.
- On July 28<sup>th</sup>, BC301 responded with other units to a four car head-on motor vehicle accident with heavy entrapment. One patient extricated and transferred to Life Flight with life threatening injuries and massive head trauma.
- Assisted BC302 with a working residential fire (abandoned but housing squatters). One patient with burns and transported to Emmanuel Hospital.

#### Projects/Events/Meetings/Training

- Significant work coordinating transition of command/control and coordination for Sandy Fire
- Extensive time spent working on Technical Rescue program
- Transitioned to Microsoft Office 365
- Attended multiple Senior Staff Meetings via Zoom
- Attended daily Operations Briefings via Zoom
- Multiple Battalion Breakout Sessions
- Writing new RFP process for Hose/Ladder Testing
- Multiple station visits
- Working with Probationary Company Officers for development
- Proctored one Probationary AO test

#### **East Battalion – B Shift**

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

#### Significant Incidents

- Water Rescue at McIver Park with patient actively seizing on the river bank. BC301, WR319, E315, Sandy FD, WR Consortium, AMR, and Life flight responded. Crews located victim, treated, transported to OHSU via Life flight.
- Stood by for rally in Estacada
- Various small brush fires

#### Projects/Events/Meetings/Training

- Moved BC quarters from Station 19 to Station 14
- Visited all crews
- Worked with PPE/Decon subcommittee for the COVID-19 issue

- Attended many Zoom and in person meetings regarding COVID-19 pandemic
- Met with Sandy Fire crews and Chief Officers several times

**East Battalion – C Shift**  
**Battalion Chief Tony Cordie**

Significant Incidents

- July 3, 2020 Trauma Lifeflight SE Suttle Rd.
- July 3, 2020 Residential fire SE 172nd
- July 21, 2020 Residential fire SE Rollins Rd. Estacada

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 vertical ventilation
- 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
- Met with Sandy Fire Deputy Chief
- Met with Sandy Fire crews
- RIT training MAYDAY with new recruits
- Finance committee meetings

**South Battalion – A Shift**  
**Battalion Chief Burke Slater**

Significant Incidents

- Rural Water Supply Fire Off of S. Strowbridge Rd.

Projects/Events/Meetings/Training

- Meetings with South Battalion regarding Demonstrations and IAP's
- Completed the Foam replacement project, all district apparatus have the new class of foam
- COVID-19 briefings and OPS Briefings change to weekly
- Completed the Target Solutions Required EMS training
- Completed the SDAO monthly managerial training
- Begin SCBA and P100 FIT Testing

**South Battalion – B Shift**  
**Battalion Chief Jonathan Scheirman**

Significant Incidents

- Residential Fire at S Greentree Dr. in Oregon City
- Child vs golf cart with patient flown via Life Flight
- Car vs Motorcycle multiple patient scene with Life Flight
- MVA with extrication, multiple patient scene with Life Flight

#### 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 Firefighter Safety Day and RIT drill with the Academy firefighters
- Attended EMS drill via Zoom
- Attended COVID-19 Town Hall presentation via Zoom
- Made a station visit to Station 71 in Sandy

#### **South Battalion – C Shift** **Battalion Chief Ted Willard**

#### Significant Incidents

- Shop Fire (July 9<sup>th</sup>)
- Barn Fire (July 9<sup>th</sup>)
- Public assist for a tree that fell on a garage (July 12<sup>th</sup>)
- Marine Rescue for a boat that hit a rock and was sinking (July 18<sup>th</sup>)
- Commercial Fire: several vehicles burning that extended to the office of a cabinet shop (July 18<sup>th</sup>)

#### Projects/Events/Meetings/Training

- Met with Chief Charlton (July 27<sup>th</sup>)

## Emergency Services

# Emergency Services Division

**To:** Chief Fred Charlton and the Board of Directors

**From:** Volunteer Services Battalion Chief Steve Deters

**Re:** Volunteer Services Department Monthly Report – July 2020

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

### Fire Training:

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

|        |  |
|--------|--|
| Week 1 | Bail Out Videos<br>Small Commercial Fire Videos              |
| Week 2 | Draft Site Locations<br>Water Shuttle & Relay Pumping Videos |
| Week 4 | Drill in your area<br>Sister Station Check-in                |

### EMS Training:

|        |   |
|--------|---|
| Week 3 | Injury Basics<br>Crime Scene Awareness<br>Sports Medicine for EMS |
|--------|---|

In July, 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 July were cancelled

### Public-Relations:

- All PR events for the month July were cancelled

### Station Coverage:

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

|                                  |       |                      |
|----------------------------------|-------|----------------------|
| Stn.12                           | 12/31 | (1 – 24 hour shifts) |
| Stn.13                           | 17/31 |                      |
| Stn.18                           | 31/31 | (5 - 24 hour shifts) |
| Stn.333                          | 15/31 |                      |
| Rehab/Water Tender Group – 19/31 |       |                      |

Personnel Changes:

- FF-P Noah Smith – Hired – Mid Columbia County

Volunteer Association:

- Volunteer Association Meeting July 6, 2020 conducted via Zoom Meetings

Volunteer Recruitment:

- Proceeding with Wellness Physicals & Psychological Testing
- Proceeding with Logistics Gear Sizing Appointment

Respectfully submitted,

Volunteer Services Battalion Chief Steve Deters

## CORRESPONDENCE

- C-1 Thank you Re: Clackamas Fire District #1 Firefighter Storytime Videos
- C-2 Thank you Re: AO David Elle saving citizens on the Clackamas River
- C-3 Thank you Re: Station 10 Crews who assisted an elderly woman who was lost
- C-4 Thank you Re: Station 14's service to the community during COVID-19
- C-5 Thank you Re: Volunteer's TIP vest dedication
- C-6 Thank you Re: Response provided on a call to a fire on Mather Rd.  
Personnel on the call: **HR305:** Capt. Justin McWilliams, AO Darren Knott, FF Matt Towner, and FF Bryce Weigel; **E301:** Capt. Ami Brown, AO Sam Martin, FF Noah Steinberg, and FF Bruce Neelands; **Medic 303:** FF Damian Peters and FF Seth Stephenson; **E308:** Lt. Curtis Guttman, FF James Faiman, and AO Kelii Lopes; **E306:** FF Amy Jo Cook, Lt. Tony Funk, and AO Neil Clasen; **BC302** Kyle Olson; **BC301** Anton Cordie; **BC303** Ted Willard; and **FM304** Alex McGladrey



**Date of Occurrence** Tuesday, June 30, 2020

**Feedback is About** Fire Services

**Do wish you to share a compliment or concern?**

**We're happy to receive your compliment! Tell us about it**

My sister, Diana [REDACTED] who works in the education department of the Cedar Rapids, Iowa Fire Department, shared a couple of the videos where firefighters read books to children. My 3 year old grandson was very engaged. The firefighters were very entertaining with how they read the books. And, the education about the trucks and equipment was very useful. He was completely focused when the firefighters put on the masks and helped him understand to not be afraid. Thank you!



Dave + Jen Elle,

Can't express how thankful I am that you and your family were there and stopped your day to help us that day on the Clackamas! You went above + beyond and were so kind when everything felt so scary. Jen you made me laugh when I was crying so hard and your hug meant the world to me. Thank you so much to you + your family for being great people. [REDACTED]

Dear Jen and Dave Elle,

This is long overdue and I don't even know how to express my gratitude. Thank you for saving us from the treacherous Clackamas River back in May. A few bad decisions can end so horribly and meeting your family that day gave me a new found hope for humanity. Thank you from the bottom of my heart. Because of you, I got to go home that day, call my mom and hug my dog. ♡ Gina [REDACTED]

P.S. I bought a pack of four life jackets to bring to every river trip from now on. 😊

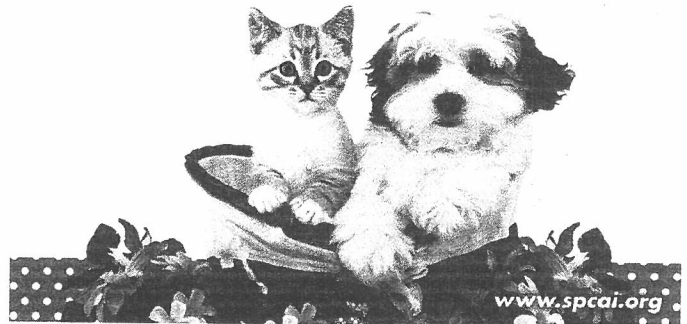
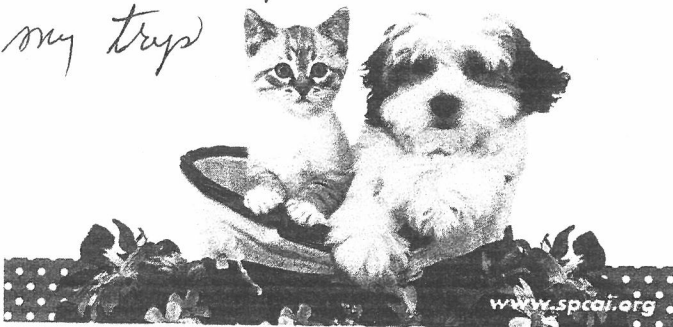
Clackamas Fire District #1  
Station 10

on June 4, 2020, I became lost on my way to my daughter's house when I spotted your fire station. I want to thank the 3 young firefighters for helping me get to my goal. They were very friendly and helpful which I very much appreciate. They printed out a map and I completed my trip

successfully. Thank you guys for getting an old lady safely home. Please excuse my tardiness in getting this message to you.

Marilyn [REDACTED]

cc: Clackamas County  
Fire Dept #1  
Milwaukie, OR 97222  
Attn: Jess



Jess -

Found my map so wrote directly to them. Thank you for your help. The guys look the time to chat a bit - so courteous. It's wonderful when young people spend time with "the old folks"!



June 11, 2020

To the Men & Women of Station 14,

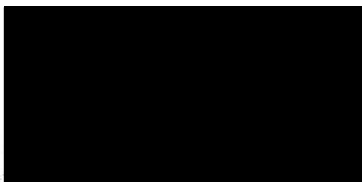
As a member of the Portland Sign Language Congregation of Jehovah's Witnesses, I just wanted to reach out & send a big THANK YOU your way. Because of the Covid pandemic we are not doing our public ministry, but we are thinking about those essential workers like you that have helped our community during these tough times. If anyone deserves to be appreciated, it's you!

You serve the community doing hard, hazardous work while professionally weighing dangers wisely. By being available to put out fires & respond to medical situations, you show you value human life. You are truly to be commended! It reminds me of the principle at Proverbs 19:17 - "The one showing favor to

the lowly is lending to Jehovah, and He will repay him for what he does". May that be true for you! I sincerely want to thank you so much for giving your time and energy so generously.

Take care & stay safe! Keep up the good work!

Sincerely,





To Clackamas County  
Fire District #1

I wish to thank you  
for sponsoring my  
TIP vest I received  
upon my graduation.

I'm so excited to begin  
my official TIP

Journey and work in  
partnership with so  
many dedicated first  
responders.

I wear my vest  
proudly and take to  
heart the inscription  
warmly, Jie [REDACTED]



██████████ As a former volunteer with Clackamas Fire District 1 I cannot express my sincere gratitude for your professionalism with this particular fire. This cabinet shop is owened and operated by my father who has poured his blood, sweat, and tears into this company. By the firefighters containing the fire to the office and not letting it spread to where there are many fuels, saved my families livelihood! So from the bottom of my heart, thank you to my brothers and sister at CCFD#1 - ██████████



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## INFORMATIONAL ITEMS

- I-1 Firefighters deliver newest member of the Estacada community – Estacada News

Estacada News

# Firefighters deliver newest member of the Estacada community

**Crews from Clackamas and Estacada fire respond to call requesting assistance at a home birth on Sunday, Aug. 2**

By: Emily Lindstrand  
Published: August 5, 2020

It's not every day that firefighters help deliver a baby, but crews from Estacada and Clackamas Fire recently did just that.

Around 7 p.m. Sunday, Aug. 2, Clackamas Fire paramedics at the Estacada Fire Main Station and volunteers from the George Road Community Fire Station responded to a call requesting assistance in the delivery of a baby girl. The parents had planned on having the birth in their Estacada home, but their midwife was delayed.

Though paramedics are trained for a variety of situations, Micah Shelton of Clackamas Fire noted that this call was an unusual one.

"It's rare that we show up for an actual delivery. I've been a paramedic for 20 years and this is the first one I've been at from start to finish," Shelton said. "Usually, we help get them to the hospital while they're in labor, or they've already delivered the baby with the midwife and there's a complication, and we help facilitate getting them to the hospital."

Members of the team began preparing for the call as soon as they could.

"As medics, we practice for deliveries every year, and we take pediatric courses every year. But babies and pediatrics always make us nervous. We don't deal with those as often, so as we were en route to the call, we were going over delivery protocols," Shelton said.

During the delivery, crews used video chatting to collaborate with the midwife and ensure that everything went smoothly.

"This family was well prepared for a home birth," Shelton said, adding that the new baby and both parents are doing well.

He added that the call was "a prime example of having the right people on site."



"Staffing was right, and the response was right," he said.

The experience was a special one for all who were involved.

"There were several dads in our group that helped deliver their own kids," Shelton said. "Any time you can see someone bring a life into the world, it's amazing. It's something we all hold very dear to us as dads. It was a pretty awesome feeling to be part of that with (the parents)."