



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**September 28, 2020**



CLACKAMAS FIRE DISTRICT #1

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

*To safely protect and preserve life and property*

**Board of Directors' Meeting  
Monday, September 28, 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 August 17, 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. BUSINESS – Action required**
  - B-1 Election of Board Officers – President Trotter**
  - B-2 Presentation and Request Board Approval of Proclamation 20-04 – To Designate the Month of October 2020 as Fire Prevention Month – Fire Marshal Shawn Olson (p. 23)**
  - B-3 Request Board Approval of Resolution 20-06 – Authorizing the Issuance, Sale, Execution, and Delivery of a Tax and Revenue Anticipation Note, Series 2020, in an Amount not to Exceed \$5,000,000, and Related Matters – Finance Director Christina Day (p. 24)**
  - B-4 Request Board Approval to Authorize and Proceed with the Surplus of 2009 Ford F450/Braun NW Medic – Fleet Director Bill Bischoff (p. 31)**
  - B-5 Request Board Approval to Refurbish an Existing 2009 North Star Medic Module from Braun NW– Fleet Director Bill Bischoff (p. 33)**
- VI. OTHER BUSINESS – No action required**
  - OB-1 Legislative Update – Lobbyist Genoa Ingram**
  - OB-2 Review and First Reading of Board Policy Manual – Chief Charlton (p. 35)**



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

Executive Committee- Director Cross / President Trotter

Foundation Liaison – President Trotter

Joint Oversight Committee – President Trotter / Director Syring

**OB-4 Board Informational Updates/Comments**

COVID-19 Update – Chief Charlton

Wildfire Update – Chief Charlton

**VII. INFORMATIONAL ONLY**

**A. Division / Department Reports**

R-1a Fire Chief's Office - Chief Fred Charlton (Board packet) (p. 96)

R-1a.1 Public Information Department Report - PIO Brandon Paxton (Board packet) (p. 98)

R-1b Business Services Division – Deputy Chief Doug Whiteley (Board packet) (p. 100)  
Human Resources - Director Trish Noble (Board packet) (p. 107)

R-1b.1 Financial Services – Director Christina Day (Board packet) (p. 109)

R-1b.2 Support Services – Division Chief Nick Browne (Board packet) (p. 126)  
Fleet Services - Director Bill Bischoff (Board packet) (p. 127)  
Facility Maintenance - Director Scott Vallance (Board packet) (p. 128)  
Logistics Services – Director DeAnn Cordes (Board packet) (p. 129)

R-1b.3 Community Services – Division Chief Brian Stewart (Board packet) (p. 131)  
Data Services - Director Shelby Hopkins (Board packet) (p. 132)  
Emergency Management - Emergency Manager Gregg Ramirez  
(Board Packet) (p. 138)  
Fire Marshal's Office - Battalion Chief Shawn Olson (Board  
packet) (p. 139)  
Information Technology - Director Oscar Hicks (Board packet) (p. 143)

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

R-1c.1 Emergency Medical Services - Division Chief Josh Gehrke (Board  
packet) (p. 144)

Medical Services - Battalion Chief Josh Santos (Board packet) (p. 145)

Health and Wellness - Director Heather Goodrich (Board packet) (p. 147)

Training Department - Battalion Chief Melanie Kinne (Board  
packet) (p. 153)

R-1c.2 Operations – Division Chief Mike Corless (Board packet) (p. 155)



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R-1c.3 Volunteer Services – Battalion Chief Steve Deters (Board packet)([p.162](#))

R-1c.4 Volunteer Association Report – President Kirk Hambley - Verbal

**B. Correspondence** ([p. 164](#))

**C. Informational Items** ([p. 172](#))

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, October 19, 2020 at 6:00 pm by remote conferencing.

## **VIII. ADJOURNMENT**

### **UPCOMING EVENTS:**

October 19 – Regular Board Meeting – 6:00 pm by remote video conferencing



# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING August 17, 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 Melanie Kinne; Battalion Chief Michael Carlsen; Battalion Chief Tony Cordie; Battalion Chief Jason Ellison; Battalion Chief Dan Mulick; Fire Marshal Shawn Olson; Staff Captain Mike Verkest; Captain/Local 1159 Shop Steward Greg Holland; Captain/Local 1159 Secretary Nate Hon; Finance Director Christina Day; Data Systems Director Shelby Hopkins; Human Resources Director Trish Noble; Logistics Director DeAnn Cordes; Fleet Director Bill Bischoff; Public Information Officer Brandon Paxton; Emergency Manager Gregg Ramirez; Apparatus Operator/Local 1159 Steward Andrew Gordian; Payroll Specialist Shanti Burns; Program Specialist Amanda Neelands; Volunteers Tom Benschoter and Jerry Kearney; Genoa Ingram from Court Street Consulting; Volunteer Association President Kirk Hambley; Sandy Fire District Division Chief Jason McKinnon; Fire District Medical Director Dr. Ritu Sahni; Jeff Griffin of Wilson-Hiergood Association; and Executive Assistant Rachel Trotman.

### II. CHANGES TO AGENDA

Chief Charlton reported no changes to the agenda. He introduced two guests: Jeff Griffin from Wilson-Heirgood Association and the Fire District's Medical Director, Dr. Ritu Sahni.

### III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON JULY 20, 2020.

There were no changes to the minutes.

**The minutes were approved unanimously as written.**

### IV. PUBLIC COMMENTS

None.

### V. PRESENTATION – BOARD TRAINING – Jeff Griffin from Wilson- Heirgood Assoc.

Jeff explained that SDAO and OFDDA came together in the 1990s to focus on reducing lawsuits and injuries to firefighters.

Jeff Griffin shared that there were five areas where they could get discounts on insurance, and this training would qualify them for two points. He would work with staff to make sure they qualify for all the opportunities for the maximum credits.

Jeff explained that this presentation was the first half of Board Duties and Responsibilities (the other half will be next year). They would discuss laws from a risk management perspective and how it could affect them. He noted that last time he talked about the six duties and fiduciary responsibilities that the Board has: care, loyalty, obedience, giving direction to district, oversight, and providing resources.

Jeff explained that every public entity in the state of Oregon is formed under a chapter of law. He shared that Fire Service is formed under ORS 478.

Jeff shared that the major statutes that impacted them:

- Formation Law
- Tort 30.260-30.300
- Federal and State Protected Classes
- ORS 192
- ORS 243
- ORS 244
- ORS 279
- ORS 294
- ORS 297
- ORS 656
- OR-OSHA DE!
- Ultra Virus
- Personal

Jeff explained that there is a tort statute (Tort 30.260-30.300) that limits how much they can be sued for and how long they can be sued. It also gives discretionary immunity. Jeff gave a couple examples. This tort is important because it protects the District.

Jeff explained federal and state civil rights. He noted there are seven federal civil rights and 18 Oregon civil rights. He shared the importance of treating everyone with the same respect. They should assume that everyone is protected under at least one of the civil rights.

Jeff shared that each statute gets revised every year or two. He noted the importance to have staff at board meetings because what was learned last year is likely different than this year. The laws are always changing.

Jeff presented on ORS 192, which was rewritten in 2019. ORS 192 covers public records and open meetings. They should assume everything is a public record and always chose words carefully. He shared that if they ever receive a request at home, they should get into the District as soon as possible, so they can get a proper request back. He noted that most records in Oregon are public. He said that the Boards are asked to have what is referred to as “Clean Hands.” Board members need to make sure that everything they do as public entity is available to citizens. He explained that there are some records that are not public such as HIPAA records, as they are protected health records.

Jeff shared that there are five types of meetings that the Board will have. Jeff said that the rules were very specific, and the management team does an outstanding job to make sure they comply with the meeting requirements. Jeff explained that the Executive Session is the only one the Board can do behind closed doors and it is limited as to what they can do in an Executive Session.

Jeff explained that ORS 243 requires accidental death coverage for fire fighters. He said that it allows paid fire fighters to take their benefits with them until they are 65. They must pay for those benefits, but it does require that they have an option to take them.

Jeff presented on ORS 244 which is the law pertaining to ethics. He noted that ORS 192 and ORS 244 are integrated. Jeff said that the important thing for the Board to remember is that there should be no personal gains of any kind. He explained that if this is not done, it could be grounds for a complaint to the ethics board.

Jeff shared that ORS 279 was the purchasing statute. Oregon law requires that they have a purchasing process in place. He noted that CFD #1 meets and exceeds this statute.

Jeff then presented on ORS 294 which is the Budget Law. He advised them not to casually move money around, adding that there can be a personal liability with that. He explained that if they can't stay within budget, they need to notify their accountant and attorney and they can file with state appropriately, so the Board is protected.

Jeff presented on ORS 297 which is a statute that requires the District have a crime policy protecting the District from theft of their revenue.

Jeff presented on ORS 656 which is the Workers' Compensation law. During COVID-19 they were seeing more unusual claims.

Jeff presented on OR-OSHA DEQ. He said they needed to comply with those sections. Jeff said that when OSHA visits, there will be citations, but there always are. OSHA is currently rewriting some of the rules regarding infectious disease.

Jeff explained that Ultra Virus is acting outside of one's legal scope of authority.

Jeff explained personal liability. He shared that when they were together as a Board and quorum, they give the District life and direction, but when they are away from the board table, they are individuals. He said that citizens may confront them at a restaurant or store and challenge them about something the District is or isn't doing. Jeff advised them not to say they will fix something, because they are not in a board meeting and don't technically have the authority to do so. Board members need to coach the citizens to:

1. Go see or talk to the Fire Chief.
2. Attend the next meeting.
3. Tell them to write the District or Board of Directors a letter.

Jeff presented on the importance of on-boarding. He shared that this was a public entity's process to give elected officials the necessary knowledge, skills, history and behaviors to be successful. He shared ways for this to be done.

Jeff told the group that he always ends with the "do rights". He said it's the best policy they can ever have. He advised to do the right thing, at the right time, in the right way, with the right attitude, for the right reasons.

## **VI. PRESENTATION – SEMI-ANNUAL MEDICAL DIRECTOR'S REPORT- Dr. Ritu Sahni**

Dr. Sahni shared that since it's his first time appearing before the board, he would give a short introduction and share a little bit about himself.

He said that he is an Emergency physician. He's been practicing for about 23-24 years. He's originally from Michigan. He's married with two kids, who are now adults.

He shared that he completed his undergrad in Michigan, attended medical school at Tulane University in New Orleans, and did his Emergency Medicine Residency at the University of Pittsburgh. He gained field experience as a flight physician and as a ground EMS physician.

Dr. Sahni stated that after his Emergency Medicine residency in Pittsburg, he pursued an EMS fellowship so he could be more focused on EMS. After his two-year fellowship, he received a Master's of Public Health. After completing his fellowship, he was the Air Medical Director at East Carolina University.

He shared that he moved here in 2002 and became involved in EMS in the region. He was the LifeFlight Director for a couple years. He has been the Lake Oswego Fire District's Medical Director since 2004. Through these relationships, he was also currently the Clackamas County Medical Director.

Dr. Sahni said that he was pretty involved with national EMS issues. He was the President of the National Association of EMS Physicians. He was very involved in creating the EMS sub-specialty, which was now Board certified. He explained that he was currently not board certified yet, because he was on the committee that wrote the test; he must be off the committee before he can take test.

Dr. Sahni explained that he is the chair of the Associations' Advocacy Committee and he is very interested in advocacy.

He acknowledged that the transition from Dr. Warden could have potentially been a difficult time.

Dr. Sahni shared that his vision is consistent with the county's goals, which is to have a single point of medical direction. He clarified that this does not mean one singular medical director, as that is too much for one person to do.

Dr. Sahni explained his thought process and how he works: Patients are the most important piece, second is the field providers and their care, third is the whole system, and the fourth is the individual agencies.

Dr. Sahni stated that he worked closely with Bill Conway on the Strategic Plan for the county and felt the EMS plan is still going full force, even with COVID-19.

Dr. Sahni said that he is very familiar with the mobile integrated health work with Community Paramedic Amy Jo Cook. He is looking forward to building and improving the health of the entire community through programs like this.

Dr. Sahni explained that what Public Health and Fire Service have in common is prevention. He wanted to start thinking about not just Fire Marshals but Health Marshals and look at how to improve the health of the whole community.

Director Joseph asked what the county was doing to support, increase, and enhance the Community Paramedic program.

Dr. Sahni responded that Dr. Turner was tasked with working with BC Santos directly on this topic. He believed that having a Medical Director assigned to this project will provide stronger medical support. He noted that the current issue was funding. The COVID-19 situation created opportunities around the community for health aids and improving the healthiness of the community in that way.

Director Joseph asked if Dr. Sahni could solicit the state to get some CARES Act funding.

Dr. Sahni said that, as the advocacy chair of the National Association of EMS Physicians (NEMSP), he knew that funding for community paramedicine programs was one of the topics they were interested in.

Director Joseph thanked Dr. Sahni for giving him hope regarding this program.

Dr. Sahni said the program fits well with fire service model to improve the healthiness of the community, regardless of revenue generation.

Director Cross commented that he and Dr. Sahni have worked closely together for about 20 years. Director Cross welcomed Dr. Sahni to the District. Dr. Sahni shared that he looked forward to continuing to work with him.

## **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**

Emergency Manager Ramirez asked the Board to adopt the proclamation recognizing September as National Preparedness Month. This year, the District's theme is "Remember the Water".

He shared that the campaign this year was a partnership between CFD #1, Clackamas River Water, and the Regional Water Providers Consortium. He noted they were partnering to develop a series of short films to address some issues around water preparation for disaster. There will be four videos; one for each week in September.

He explained that water is a fragile resource that people take for granted. This fragile resource is subject to disruption by different disasters.

Emergency Manager Ramirez explained that the challenge is that people use a lot of water. For emergency kits, the minimum requirement is one gallon per person per day for 14 days. This means a family of four would need 56 gallons of water. This amount of water can be a challenge to store, prepare, rotate, etc. He said they are making efforts this year to help people become aware and making this preparation easier to accomplish.

He shared that the videos will focus on starting emergency planning with water because it's a big hurdle to achieve. They are going to promote starting with the basics:

- How to safely store their emergency water supply
- Where to find water in an emergency
- How to treat contaminated water. He wants to show that it's doable if done properly.

He explained that more information can be found at <http://www.regionalh2o.org>.

**Director Cross made a motion and Director Joseph seconded for the Board to adopt Proclamation 20-03- To Designate the Month of September 2020 as Emergency Preparedness Month - with the Theme, "Remember the Water?" Motion passed unanimously.**

## **B-2 Request Board Approval of the Clackamas Fire District #1 Fire Chief Job Description – Chief Charlton**

Chief Charlton reviewed the information on the job description. He noted that after the last meeting, the Executive Committee met and made some edits. One of the most notable changes was on page two under the desired leadership competencies. They discussed whether to keep or remove the definitions as provided by *FYI: For Your Improvement. A Guide for Development and Coaching*. They considered whether they should create their own definition or remove them. At the direction of the Board's Executive Committee, they left the definitions there.

Chief Charlton noted that the 12 competencies come from *FYI: For Your Improvement. A Guide for Development and Coaching*, so they can point back to the book as a reference. He shared that the last job description had 14 competencies. The change to return to 12 competencies occurred because of the feedback that the Fire District received from both internal and external stakeholders.

Chief Charlton said that on page three, under specific job skills, they wanted to make sure they could point back to those additional desired competencies or skills. The first point, which was effective communications: written, verbal, and presentation form, was important to the Board. Effective presentation skills, both internal and outside the organization was listed as the third point. Financial management, budget development, and long range financial planning was listed as point number seven. He noted that they had quite a bit of discussion around that being an essential function and also a specific skill for the Fire Chief. Point number nine, which he thought was critically important, was the developing, motivating, and mentoring employees and volunteers. Chief Charlton explained that they tried to capture all of the feedback that they received from the last special meeting and updated the job description for the Board's consideration tonight.

Director Wall asked why the format was different than the other job descriptions. The others had an expiration date, primary duties, minimum qualifications, preferred qualifications, etc.

Human Resources Director Noble responded that the rest of the job descriptions were made consistent with the pay equity piece. She added that in order to keep them consistent, the Fire Chief's job description followed that same template as the rest of district job descriptions.

Director Wall said she downloaded the Battalion Chief description from 2019, and it was not the same format.

Director Syring said he liked the changes. He thought narrowing down the desired leadership competencies to 12 was good. After all the changes, he supported it. He thanked everyone for their work.

Director Cross shared that he thought they could make changes, but they were not going to make a better document. He felt it covered all the things they talked about. He thought it was a good document and it showed the strong work by the leadership of the District.

Director Joseph had no comment.

President Trotter thanked everyone for their participation, especially to the staff and Chief Charlton for their work.

Voting took place.

Director Wall said that she will abstain from the vote. She believed that designating minimum qualifications was essential. She noted that there were minimum qualifications for all of their job descriptions and there should be for the Fire Chief's position as well.

Director Cross called a point of order. He didn't think abstention would be appropriate, as there was no conflict of interest. He thought there should be a yes or no vote.

Discussion followed.

Director Wall withdrew her abstention and voted no.

**Director Syring made a motion and Director Cross seconded for the Board to approve the Clackamas Fire District #1 Fire Chief Job Description. The motion was approved by President Trotter, Director Syring, Director Cross, and Director Joseph. Director Wall opposed the motion. Motion passed 4- 1.**

**B-3 Request Board Approval of the Clackamas Fire District #1 Announcement and Selection Packet for the Position of Fire Chief – Chief Charlton**

Chief Charlton shared that the Board had discussed the announcement a few times in public meetings and then delegated it back to the Board Executive Committee and staff. The announcement was similar to what was presented in the past. This would be the framework for the selection timeline and process for the Board to select the next Fire Chief.

He shared that they have completed work for Phase 1, which was the announcement and application period. This will be conducted electronically. Applicants will be able to upload their cover letter, resume, proof of any certification or documentation required and a supplemental questionnaire. Chief Charlton shared that the Fire District uses NeoGov. The electronic application will be open for the month of September to upload materials.

Chief Charlton said that they are proposing six phases which gives the applicant/candidate a lot of opportunities to engage. It also gives the Board a lot of latitude to evaluate the applicants. If at any point they are not satisfied, they could look at external candidates.

Chief Charlton reported that the compensation range was five percent above the current Deputy Chief and five percent above the current Fire Chief, as identified in the budget.

He shared that they went back to the original 12 Leadership Competencies, like he previously explained for the job description.

Director Wall asked how they are determining who the stakeholders would be.

Chief Charlton responded that he and PIO Paxton met with SDAO and framed out what a stakeholder presentation could look like. Internal stakeholders would include Local 1159 firefighters or firefighters from the Volunteer Association, as well as staff. External stakeholders would comprise of community leaders, civil groups, business leaders, etc. The group would be around 15 people. He felt that this was important to have this engagement with their stakeholders as they would be meeting over Zoom rather than in person. They had previously discussed a meet and greet but decided to go forward with a more formal presentation.

Director Wall asked how they were going to solicit responses from stakeholders. Chief Charlton responded that they had discussed a comment card and now that it will be through Zoom, they will do something similar.



Director Syring said he was glad that if approved, this would give internal candidates a chance. He liked the various phases and thought the minimum and preferred qualifications were appropriate. He thought the most important part was the competencies. He thanked the Executive Committee for the work. He fully supported this as stated. He encouraged the internal Chief Officers to apply.

Director Wall said she thought the minimum qualifications were too basic. She felt that the District had a high-quality work force and the skills, education and experience that people have, should come into play for those minimum qualifications. She shared that people advance through the ranks based on skill sets and experience; these qualifications don't account for any of this.

Director Wall discussed the difference between minimum qualifications and preferred qualifications.

Director Cross explained that Chief Charlton examined the experience and education of the current Chief Officers, as well as gauged their interest in the position. If the minimum qualifications were higher, very few people internally would qualify and not all are interested in applying. The qualifications were changed to give an opportunity for as many Chief Officers to apply as possible and is focused on inclusivity.

Director Joseph didn't think standards should be lowered just to include everybody.

Director Cross shared that sometimes experience can be more important than education. He noted that a Fire Chief isn't chosen by a job description; they are chosen through a process. He added that this is more about allowing people to be a part of that process.

Director Joseph said that right now, the minimum was three years experience. He agreed that experience can have more validity than education.

Group discussion followed on job description and the Fire Chief position, including a discussion regarding experience, qualifications, and the current process.

Director Syring commented that perhaps the qualifications for the other chief positions needed to be examined at a later time.

**Director Syring made a motion and Director Cross seconded for the Board to approve the Clackamas Fire District #1 Announcement and Selection Packet for the Position of Fire Chief. The motion was approved by President Trotter, Director Syring, Director Cross, and Director Joseph. Director Wall opposed the motion. Motion passed 4- 1.**

**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**

Chief Corless shared that in the staff report submitted to the Board, it showed a surplus of six items. He reported that last year, the Board approved the purchase of some updated equipment which included SCBAs and two new compressors. Chief Corless said that they do not need these compressors anymore. He would like to follow policy, which states that the acquisition cost of \$20,000 or more needs Board approval.

Chief Corless reported that they do not know the acquisition cost of these compressors. They were purchased around 1991-1993 and no records could be found on costs. He shared that new compressors costs around \$80,000, which would fit under that policy. The rough value of the Jordair system is between \$100-\$2,000 and the Bauer system is between \$1,600 - \$5,000.

**Director Wall made a motion and Director Cross seconded for the Board to approve the surplus of all applicable SCBA Compressors, Storage Cylinders and Fill Station Equipment, in compliance with Fire District policy. Motion passed unanimously.**

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

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

Lobbyist Ingram wanted to share three things with the Board. First, an overview of the second session. She reported that there was quite a bit of protests from both parties over the lack of public participation and input. Legislators were not allowed to introduce their own bills. They were not allowed to introduce amendments. The speaker told her that there would be no amendments entertained. There was very little, if any, public participation at all during this session.

The second thing she discussed was House Bill 4304. This bill was introduced for budget implementations. There was an account with the Oregon Housing Department that had to do with a wildfire damage housing relief account. The legislature swept that account, along with many others. Those accounts were swept in order to balance the budget. With that particular account it said that any remaining monies in that account would be transferred to a general fund for general government purposes. She shared that this was an exceptionally long bill. Section 69 allowed for the Department of Administrative Services to enter into a contract for an independent economist to assess the actual costs of wildfire protection and suppression. The study would also find the source for those monies and identify ways to improve tracking of the money for protection and suppression. The study would also compare Oregon's costs to those of comparable states and this would be reported back to the legislature. She did not know what prompted this study.

Lobbyist Ingram lastly wanted to report that she anticipates a third special session in September. Legislative days are already scheduled for the week of Sept. 21. This has not been announced yet. This will be a virtual special session. Most of the Senate can get down to the Senate floor but the House will have to go in shifts to vote.

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

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

Director Cross reported that they discussed the transition of Chief Gehrke into his new role as EMS Division Chief. Director Cross thought Chief Gehrke was getting up to speed and additionally taking on new responsibilities.

He shared that they discussed the car project. They were making modifications to help make it more efficient. They also spoke how the single role paramedic program was working and that some changes were being made. He reported that the contract finally got taken care of with Kaiser, so they don't have to respond with heavy assets, unless the patient was actually in cardiac arrest.

Director Cross shared that they discussed the Mobile Integrated Health program and how to potentially move forward. Right now, with the budget and COVID-19, it was difficult, but they are going to keep it on the radar.

He said that they discussed COVID-19 and what the response would look like if the District got another positive case of the virus. They spoke about the challenges the District currently faced because of the virus, specifically how to keep first responders safe. Only one person has tested positive so far at the time of this meeting.

He felt things were going quite well albeit slower because of COVID-19.

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

President Trotter reported that at the last meeting they elected officers. Kyle Gorman was re-elected as President; Jerry Kearney was re-elected as Vice President and Captain James Rhodes of the Clackamas County Sheriff's Office was elected to Secretary/Treasurer.

He noted that the Foundation Executive Committee authorized the writing of a check for \$1260 to help a family in need who lost their home to a house fire.

He shared that the Foundation was collecting donations for the Fire District for COVID-19. They recently wrote a check for \$4,603.86 which completed a total of \$14,820 that was donated to the Fire District for COVID-19.

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

Director Syring reported that they met on Wednesday, August 12. The Chief gave them election updates. The SEL forms had been filed and the measure numbers received were 350 and 351. He commented that Chief Charlton, BC Deters, and others, all did a great job and it was a smooth process. They worked with Secretary of State's office to create the materials such as the trifold, FAQs, mailer, etc. All this information was on the website.

He had an update for those that can be involved in the campaign. He shared that two Estacada Fire District Board Directors and two Estacada citizens formed a PAC (Political Action Committee), advocating for the Estacada side. The firefighters had agreed to support both sides. Director Syring shared that there was no PAC on the Clackamas side. He will draft a voter's pamphlet statement for Directors that would like to participate. This is something they did last time and it included several directors, a budget committee member, several from the Chamber of Commerce, and other citizen leaders participated in the process.

Director Syring shared that BC Deters gave an update on the situation in Estacada. Director Syring thought it was going well. He noted that those stations are getting lots of calls. He added that they were getting some very good outcomes and publicity.

President Trotter commented that he thought it was a good meeting and it was great to see both sides of the table working together to address issues that come with an annexation.

### **OB-3 Board Informational Updates/Comments COVID-19 Update – Chief Fred Charlton**

Chief Charlton shared that Governor Brown released more restrictions on employees, both in public and private settings, regarding face coverings. They will continue to adhere to these orders and support their employees, staff, and volunteers.

He reported that the District has been approved for \$308,000 in CARES Act reimbursement. They had received about \$155,000 and have \$153,000 to go. This will far exceed their eligible expenses as they continue to plan and respond to COVID-19.

He shared that the District's community meeting rooms continue to be closed through Sept. 30. This closure may extend until the end of the calendar year.

Chief Charlton shared that when COVID-19 first appeared, the fire service had to react to using the proper types of PPE and making sure it was in stock. The team did an incredible job looking at different types of PPE and changing as needed. Their goal is to stockpile 6-12 months of PPE. They believe it's important to make the investment now so they will be ready if COVID-19 or another infectious disease spreads. All of this will be ready at Logistics.

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

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

Chief Charlton reported that last Thursday, Clackamas County mobilized a taskforce to the Mosier Creek Fire. The taskforce demobilized today (Aug. 17), and were back in the District. The leadership team reported that fire fighters did an outstanding job. There were fire fighters from Sandy Fire, Clackamas Fire, Molalla Fire, Canby Fire, and Lake Oswego Fire. The fire was about 65% contained with about 1000 acres burned and 35 structures were lost. There were no significant injuries or loss of life. He was proud of firefighters for mobilizing and making a difference.

He reported that they were currently in High fire danger. They were watching the dry, hot weather. He anticipated they will be in High fire danger until they receive some significant rain in the fall.

He shared that the District supports Emergency Preparedness Month and Fire Prevention Month every September and October. Normally this includes fire station open houses, which unfortunately won't be happening this year because of COVID-19. This September, they will be

kicking off several community webinars to invite the community to meet them through Zoom. They will discuss Emergency Preparedness Month, Fire Prevention Month, the District's response to COVID-19, and the proposed merger. He noted that they want to change their communication strategy so they can continue to inform and educate the public even with the lack of in person opportunities.

Director Cross commented that the videos with the firefighters at the stations on social media were well received. He thought they were wonderful.

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

Report as submitted.

PIO Paxton reported that in October, they will feature four or five remote open houses. Since they are still closed to the public, this will show the behind the scenes at these stations. They will highlight some of the more outlying stations. He will share more information at future meetings.

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

Report as submitted.

Chief Whiteley shared that the Fire Danger level was High. He added that it was likely they will get to the Extreme level in the next couple weeks.

Chief Whiteley appreciated everyone's grace last month as he was not able to attend the meeting. He had planned on attending remotely but was having connectivity issues while he was out of town. He thanked DC Stewart for stepping in.

Chief Whiteley reported that most staff were continuing to telecommute, with skeleton crews in the offices. The staff was doing an outstanding job making it work and supporting each other.

He shared that in September an entry level academy will start. There were five firefighters/paramedics starting Sept. 21. All of them are still in the pre-employment phase.

He shared that the planning retreats are coming up in September. The current situation with remote working is unique and they wanted to make the retreat effective, even via Zoom. They were working on topics to keep people engaged. As usual, there will be a retreat for staff, the Board, and the Volunteer Association.

He reported that staff continues to work hard weekly on the Incident Action Plan (IAP) so that everyone continues to be safe and have the right PPE. Chief Whiteley noted that this takes a lot of work weekly and everyone is committed and does a great job.

He reported that the Fire District should be receiving GEMT funding in the next week or two for the 2019 year. This was supposed to be received four to five months ago but was delayed due to COVID-19. If received soon, these funds can be applied to the last Fiscal Year. Once received, the Fire Chief will update the Board.

Director Cross asked about the mutual aid responses to Sandy. He felt it seemed fairly disproportionate. He was referring to Page 42.

Chief Whiteley said that he will let Chief Corless answer that question, but he did want to note that there was a large discrepancy in July, but if you look at YTD, those numbers are closer.

Chief Corless said some of the usage from July is the new contract. As they work through these run cards, they will make sure they have adequate resources to go on alarms now that they are covering for command and control. They will continue to watch and adjust as needed.

Director Cross expressed his concern that if the units are going to Sandy, it increases response times for the second units coming in.

Chief Corless reaffirmed that they are watching it every month and will continue to adjustment as needed.

Director Syring said that the IGA that they signed with Sandy included command and control. This also included sending an effective response force on every call.

Discussion followed regarding the IGA contracts with Sandy and Estacada.

## **Human Resources**

As submitted.

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

As submitted.

Director Wall asked about the 8632% over budget on the general fund that was on page seven of Director Day's report.

Director Day noted that the numbers came up this way last year also. She explained it is the way that Munis totals it. It shows the appropriation only at \$70,000 and the YTD is \$4.7 million, so that's why it shows it shows far over. This should be looking at budget of \$83 million. The actual would be \$5.5 million of that. She will investigate more but assured them that the District is not 8632% over budget.

Director Syring noted that he did not recall a Board Session to educate the Board on the new Munis spreadsheets and reports. He shared that he finds them harder to read. He asked about training on these reports.

Director Cross asked if this could be part of the Board Retreat. President Trotter will look at agenda and try to incorporate it, otherwise it will be scheduled for a later date. Director Day said she would be happy to give that training.

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

As submitted.

DC Browne reported that they had a busy month with Facilities, Fleet, and Logistics. Facilities Director Vallance was coordinating with the DEQ for PFAS testing. They hoped this proactive approach will lead to fewer issues with DEQ later.

He shared that Facilities completed the paint work at Station 17 and it looks great.

He reported that Fleet Director Bischoff flew to Utah and inspected the Type III Engine. They have now received the Type III.

He shared that Fleet assisted with a lot of PMs and the annual aerial testing. They were working on converting all the apparatus to a non-PFAS Foam.

He shared that Logistics had a busy month with 307 filled orders, which was an increase of 5% from last year, likely due to COVID-19. The Logistics team took a proactive approach for this fall. They plan to have six months' worth of PPE in stock. They are purchasing Tyvx suits, eye wear, gloves, etc. to prepare. He commended Logistics Director Cordes on her proactive approach.

Data Services Director Hopkins and Logistics Director Cordes found a program in Munis that allowed them to create an Amazon-like Marketplace. The Marketplace will help make ordering supplies more efficient and user friendly.

Director Wall asked Director Bischoff about the Type III Engine. He indicated that it would take two to three months to bring it up to speed. She thought it was already pre-inspected and in better shape. Fleet Director Bischoff said that it still needs a lot of set up work. The rig is in really good shape. He shared that they are working on it as much as they can and PLL equipment needs to get ordered, taking six to eight weeks to arrive. He thought the timeline would be about two months. He noted that it takes them about that same amount of time to set up a brand-new rig.

Director Wall asked about a cost estimate to make operational and up to their standard. Fleet Director Bischoff responded that he does not know what cost of equipment will be. He estimated around \$10,000 for set up and minor repairs. The total will be closer to \$50,000 after all the equipment and radios were purchased.

Director Wall asked about the Logistics report. She asked how they order turnouts without fitting someone. Logistics Director Cordes responded that they were doing phone sizing for other items. For the turnouts, they got sized when they started the academy.

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

As submitted.

Chief Stewart shared that Emergency Management and the Fire Prevention Office were busy keeping the community engaged through social media and getting the messaging out. Emergency Manager Ramirez, FM Shawn Olson, and BC Dave Palmer had been doing a great job leading

the PPE and Decon aspects for COVID-19. They do a lot of good research, with effective communication to support the team by protecting its members and the public. He shared that both departments have been preparing for Emergency Preparedness Month in September and Fire Prevention Month in October.

DC Stewart reported that the FMO resumed business inspections in July. No significant issues reported.

DC Stewart shared that Data Services was working with Logistics on the new Marketplace. He commended the departments (Logistics, Finance, Data, IT) on their excellent ideas and great teamwork. They found a product called Check In, which was an add in for Target Solutions. This feature would utilize a software they are already paying for, which saves the District and the taxpayer money. He was impressed by everyone's collaboration and problem-solving solutions.

DC Stewart shared that all the departments do a great job juggling their current workload as well as using current systems to drive the District forward. Data Services was working on the Telestaff re-implementation. ITS was leading some new project management processes using Office 365. This will be revamping our business processes using Teams, SharePoint, and other tools.

#### **Data Services - Director Shelby Hopkins**

As submitted.

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

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

Chief Charlton announced that DC Gehrke will give this report and has a short video to share.

DC Gehrke wanted to elaborate on what Dr. Sahni had to say and answer Director Joseph's question regarding Mobile Integrated Health and the Community Paramedic program. He shared that the county recently applied for a grant with the intent of adding another community paramedic.

He shared that the video was focused on educating care facilities. There has been a long-term goal to create education for care facilities. The video was made in collaboration with AMR, Lake Oswego Fire, Clackamas Fire, and with the consultation of the Oregon Health Care Association. This was a project that started long before he was in this position and was the culmination of the work of many people.

Video was shown – *What Happens When I Call 911?*

DC Gehrke shared that this is still a draft video and some edits will be made to include COVID-19 considerations. There will be a pamphlet included with the video. This may be part of a care package and is part of their proactive approach to curb the unnecessary use of 911 and partner with care facilities to best utilize resources.



He shared that care facilities are overwhelmed and have high turnover. He hopes this video will be part of their annual training and part of their onboarding program. This video was a concerted effort of the ASA consortium and a system-wide approach.

DC Gehrke shared that each agency will be able to create the care package according to their needs. After all the hard work, education, and partnering with the facility, if needed they will engage with cost recovery.

Director Wall asked what is being done to protect the Community Paramedic during COVID-19. DC Gehrke said there was a lot of discussion around whether she should do in person visits or referrals. The goal was to try and do most of them without being in person. She was making every effort to be safe by social distancing, wearing face coverings and other appropriate PPE, and making as many contacts as possible by phone.

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

As submitted.

DC Gehrke reported that they just finished up academy and will be starting another one soon.

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

As submitted.

Chief Corless reported that the East Battalion Chiefs have met with the Sandy Fire crews to get them integrated into our system for the contract for service.

He reported that there were a couple significant fires last month. One started out as two car fires at a commercial building. Captain McWilliams and Captain A. Brown made good tactical decisions to prevent any further damage. Another significant fire was by Strowbridge. They lost a barn and one firefighter was injured but he was treated and released. Chief Corless also reported on a water rescue that took place that night in Estacada. (Aug 17). There was an unconscious person in the river. The patient was currently being transported. They were also currently working on a barn fire in the South Battalion.

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

BC Deters shared that Fire and EMS training for July continued to be online or in station. In August, they reintroduced some hands-on training. The Explorers were not back yet. There have been no public interactions due to COVID-19.

BC Deters reported their station coverage.

- 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

BC Deters shared that Volunteer Firefighter Paramedic Noah Smith was hired by Mid-Columbia County and has left the program. They wished him the best of luck.

He reported that the recruits for the next Volunteer Academy in September have completed their physicals, background checks, etc. Logistics was in the process of ordering all their needed items. They have orientation day scheduled for Aug. 29th. They were still working on the details for that event.

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

President Hambley shared that they received a lead from Director Syring regarding a need for a donation to the Moose Lodge of Estacada, who works with foster children and the elderly. He hand delivered a check for \$1,000 to their car wash.

**B. Correspondence**

Noted.

**C. Informational Items**

Noted.

**D. Next Meeting**

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

**XII. ADJOURNMENT**

The meeting adjourned at 8:26 pm.

**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.

Rachel Trotman  
Executive Assistant

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**President Don Trotter**

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**Secretary Thomas Joseph**

# Clackamas Fire District #1



**CLACKAMAS FIRE DISTRICT #1  
PROCLAMATION 20-04  
To Designate the Month of October 2020 as  
Fire Prevention Month**

**WHEREAS**, Fire Prevention Month is a nationwide coordinated effort sponsored by the National Fire Protection Association (NFPA) each October to encourage the public to take steps to reduce the risk of fire in their homes; and

**WHEREAS**, Clackamas Fire District #1 (CFD#1) is committed to ensuring the safety of all those living in and visiting the Fire District; and

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are the location where people are at the greatest risk from fire; and

**WHEREAS**, cooking is the leading cause of home fires in the United States; and

**WHEREAS**, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

**WHEREAS**, children under five face a higher risk of non-fire burns associated with cooking; and

**WHEREAS**, CFD#1 residents should stay in the kitchen when cooking, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, CFD#1 first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

**WHEREAS**, CFD#1's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2020 Fire Prevention Month theme™, "Serve up Fire Safety in the Kitchen!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

**THEREFORE**, the Board of Directors of Clackamas County Fire District #1, do hereby proclaim the month of October 2020 as:

**FIRE PREVENTION MONTH**

With the theme "Serve up Fire Safety in the Kitchen" the Board encourages community members to observe this month by checking their kitchens for fire hazards and using safe cooking practices during Fire Prevention Month 2020 and supporting the applicable programs and activities.

Adopted this date, September 28, 2020.

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President, Board of Directors

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Secretary/Treasurer, Board of Directors

**Clackamas Fire District #1**

# Memo

TO: Board of Directors  
Fire Chief Fred Charlton

FROM: Finance Director Christina Day

DATE: September 28, 2020

RE: Issuance of Tax Anticipation Notes (TANs)

**Action Requested**

Staff requests that the Board review and consider approval of the proposal to issue Tax Anticipation Notes in the maximum amount of \$5 million to fund operations, as presented in the attached Resolution 20-06.

**Background**

The Fire District begins to receive property tax revenues for the current fiscal year on November 15<sup>th</sup> each year and carries forward a fund balance from the prior year that is sufficient to fund operations until that time. The Fire District prepared a Cash Flow Forecast prior to the recent wildfire events which indicates that the cash-on-hand at November 15<sup>th</sup> would be sufficient, but likely less than one months' operating expenses. Please see the chart below:

<b>Total Funds</b> (at 9/14/20)	<b>September</b> 9/15 - 9/30	<b>October</b> 10/1 - 10/31	<b>November</b> 11/1 - 11/15
\$ 12,757,583			
<b>Total Revenues:</b>	622,308	900,000	425,000
<b>Expenditures:</b>			
Personnel Svcs	(2,651,000)	(5,052,000)	(2,401,000)
Materials & Svcs	(200,000)	(402,500)	(248,000)
Special Funds	(26,067)	(370,126)	(10,126)
<b>Total Expenditures:</b>	<b>(2,877,067)</b>	<b>(5,824,626)</b>	<b>(2,659,126)</b>
Estim Cash Bal:	10,502,824	5,578,198	3,344,072

The anticipated expenditures from the subsequent wildfire events will reduce the cash-on-hand at a faster rate than normal and will not be reimbursed prior to November 15<sup>th</sup>.

Pursuant to ORS 287A.180, the Fire District may, by resolution, enter a short-term borrowing for operations in anticipation of tax and other revenues. The borrowing must mature within 13 months, and may not be issued in a principal amount that exceeds 80 percent of the taxes or other revenues, except grant moneys, that have been budgeted or the District otherwise reasonably expects to have available to repay the borrowing. To be considered tax-exempt, the amount that the District may borrow is limited to its maximum cumulative cash flow deficit plus 5% of prior year's working capital expenditures. If no deficit is anticipated, taxable notes may be issued to ensure adequate operating cash.

### **Known Facts**

Per the Cash Flow Forecast summary, staff does not anticipate a deficit, but believes it prudent and necessary to issue tax anticipation notes to ensure funds are available for operations until property tax revenues are received November 15<sup>th</sup>. The full cost of the wildfire events is yet unknown and will likely have a significant impact on cash-on-hand. Staff proposes a maximum loan amount of \$5 million, which is equivalent to one month's operating expense, which could be drawn in \$1 million increments if needed.

Upon consulting with legal counsel and bank representatives, the cost to issue taxable TANs would be approximately \$7,000 for legal counsel and \$5,250 per month for interest until repaid. These costs would be paid from Note Proceeds.

Please see the attached Resolution 20-06.

### **Recommendation**

Staff recommends that the Board approve Resolution 20-06 to issue Tax Anticipation Notes in the maximum amount of \$5 million to fund operations.

**Clackamas County Fire District # 1, Oregon  
Tax Anticipation Note, Series 2020  
Direct Purchase Option  
September 21, 2020**



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Key Government Finance, Inc., ("Lender") is pleased to provide indicative terms for a direct purchase financing for the Clackamas County Fire District #1, Clackamas County, Oregon. The proposed obligation shall be subject to satisfaction of all of the conditions contained herein and all documentation that is customarily undertaken in a credit transaction of this nature and is subject to the final credit authorization of the Lender.

**OBLIGOR:** Clackamas County Fire District #1, Oregon (the "District").

**LENDER:** Key Government Finance, Inc. ("Lender").

**FACILITY:** Up to \$5,000,000.00 Tax Anticipation Note (the "Note").

**PURPOSE:** The proceeds of the Note will be used to fund general operating needs during the current tax year, and to pay costs of issuance of the Note (the "Project").

**STRUCTURE:** Draw down structure where Note proceeds may be advanced, but not reborrowed. Note draws will be available beginning on the closing date through December 12, 2020, in minimum denominations of \$1 million per draw.

**MATURITY & AMORTIZATION:** 1 year from the closing date of the initial draw on the Note.

**INTEREST RATE:** Interest Rate – 1.26% (as of the date of this term sheet)

The interest rate quoted above is locked for draws completed on or before December 12, 2020, the rate lock will require e-mail approval from District on or before 09/28/20.

**TAX-STATUS:** Taxable

**BANK QUALIFIED:** The attached pricing is valid for either Bank Qualified or Non-Bank Qualified financing options.

**SECURITY:** The Note will be a general obligation of the District as outlined under ORS 287A.180.

**DAY COUNT BASIS:** Interest payments will be calculated on a 30 / 360 day basis.

**REPAYMENT TERMS:** Principal and interest due at maturity.

**PREPAYMENT:** The Note may be prepaid in whole at any time without penalty.

**COVENANTS AND REPORTING:** *Default Interest Rate* - Default Interest Rate: At the election of the Lender, the interest rate will increase, while the Event of Default is continuing, by 300 basis points (3.00%). "Event of Default" means the declaration by the Lender of an event of default as a result of a determination by the Lender that there

has been: (i) a failure to pay principal or interest on the Note when due, as provided in the Note; or (ii) a failure by the District to comply with any of its obligations, or to perform any of its duties, under the Note, which failure continues, and is not cured, for a period of more than 60 days after the Lender has made written demand on the District to cure such failure; (iii) a material misrepresentation to the Lender by the District in the purchase of the Note, as reasonably concluded by the Lender after investigation and discussion with the District. Such Event of Default definition will include other customary defaults for a facility of this nature.

*Waiver of Jury Trials* - District and Lender will agree to irrevocably waive all right to trial by jury in any action, proceeding or counterclaim (whether based on contract, tort or otherwise) arising out of or relating to the financing agreement or the actions of Borrower or District in the negotiation, administration, performance or enforcement.

*Financial Reporting* - (a) Receipt of full-year audited financial statement within 270 days of the fiscal year end. (b) Receipt of the District's budget for each fiscal year promptly after it is adopted by District. (c) Receipt of other information as Lender may from time to time reasonably request.

*DOCUMENTATION:*

All documents relating to the Note shall be prepared by the District's Note counsel and in form and substance acceptable to the Lender and its legal counsel, including authorizing resolution, loan agreement, Note counsel opinion to include a validity opinion and additional documents customary for transactions of this nature.

*EXPENSES:*

The District shall pay all costs and expenses related to the Note, not limited to, but anticipated to be Note counsel and Lender counsel (\$2,500-Davis Wright Tremaine) in connection with this financing.

*OTHER:*

The Lender will make a loan by purchasing the Note under the following additional conditions: (i) the Note are not being registered under the Securities Act of 1933 and are not being registered or otherwise qualified for sale under the "Blue Sky" laws and regulations of any state; (ii) the Lender will hold the Note as one single debt instrument; (iii) no CUSIP numbers will be obtained for the Note; (iv) no final official Statement has been prepared in connection with the private placement of the Note; (v) the Note will not close through the DTC or any similar repository and will not be in book entry form; and (vi) the Note are not listed on any stock or other securities exchange.

This financing term sheet is provided for discussion purposes only and does not represent a commitment from Lender. It is to be used for internal use only and not to be disclosed to outside third parties without Lender's consent. This term sheet is intended as an outline of certain of the material terms of the Financing Agreement and does not purport to summarize all of the conditions, covenants, representations, warranties and other provisions which would be contained in definitive documentation for the Financing Agreement contemplated hereby.

This term sheet is issued in reliance upon the accuracy of all information presented by you to us and is contingent upon the absence of any material adverse change in your condition, financial or

otherwise, from the condition as it was represented to us at the time of this term sheet. This term sheet is subject to our formal approval and the execution of documentation acceptable to each of us. It is not a commitment by us to engage in this transaction. (a) Key Government Finance (“Lender”) is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Exchange Act to you with respect to the information and material contained in this communication; (b) Lender is acting for its own interests; and (c) you should discuss any information and material contained in this communication with any and all internal or external advisors and experts that you deem appropriate before acting on this information or material.

If the outlined foregoing proposal is satisfactory, reflects an arrangement that suits the need of the District and you would like Key to commence its due diligence process, please sign and return this term sheet.

Thank you for allowing us the opportunity to present this term sheet. If you have any questions, please call me at 503-701-8476.

Sincerely,

Kendall Hansen, VP  
Key Government Finance, Inc.  
16983 Canal Circle  
Lake Oswego, OR 97035  
(503) 701-8476 Fax (216) 357-6106  
Kendall.Hansen@Key.com

APPROVED THIS \_\_\_ DAY OF \_\_\_\_\_, 2020

**Clackamas County Fire District # 1, Oregon**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



# Clackamas Fire District #1



## CLACKAMAS FIRE DISTRICT #1 RESOLUTION #20-06

### **AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF A TAX AND REVENUE ANTICIPATION NOTE, SERIES 2020, IN AN AMOUNT NOT TO EXCEED \$5,000,000, AND RELATED MATTERS.**

**Whereas**, the District has adopted a budget for the 2020/21 fiscal year, providing for the collection of ad valorem property tax revenues and other revenues in an amount not less than \$65,000,000. Oregon law permits the issuance of a tax and revenue anticipation note in an amount which does not exceed 80% of the taxes or other revenues, except grant moneys, budgeted to be received during the period the tax and revenue anticipation note is outstanding, so long as the tax and revenue anticipation note matures no later than 13 months after the date of issuance. The District has certified a rate to the Assessor of Clackamas County, Oregon, in an amount that will produce not less than \$58,000,000 as ad valorem property taxes of the District for the 2020/21 fiscal year; and

**Whereas**, the District has provided for the issuance of a tax and revenue anticipation note in its duly adopted budget for the 2020/21 fiscal year; and

**Whereas**, it is in the best interest of the District to borrow money with the foregoing limitations, to meet current expenses by issuing its Tax and Revenue Anticipation Note, Series 2020, as provided in this resolution; and

**Whereas**, for the above purposes, the District shall issue an aggregate principal amount of not to exceed \$5,000,000 Tax and Revenue Anticipation Note, Series 2020 (the "Note") pursuant to ORS 287A.180. The Note shall be dated with the date specified by the Authorized Officer, shall mature not later than 13 months after the date of issuance, and shall bear interest payable at maturity at a rate to be established by the Authorized Officer. The Note may be issued as a single note, multiple notes or as a line of credit, shall be in denominations as specified in consultation with the purchaser of the Note and shall be issued as an obligation, the interest of which is not exempt from federal income tax.

**Whereas**, the Note shall be subject to optional prepayment prior to maturity as determined by the Authorized Officer and as permitted by the purchaser of the Note.

**Whereas**, the District covenants to budget and appropriate sufficient funds for the payment of the Note together with interest thereon to the date of maturity and payment of the Note. The District shall establish a separate Special Account to which the District shall deposit, by 30 days prior to the maturity date of the Note, ad valorem taxes or payment of revenues sufficient to pay the Note on their maturity date. Investment earnings, after full funding of principal and interest in the Special Account may be transferred to the District's general fund. For fiscal year 2020/21, the District shall appropriate as an interest expenditure, the interest due on the Note on maturity.

**Whereas**, the District’s ad valorem property taxes subject to the limits of Article XI, Sections 11 and 11b of the Oregon Constitution and the full faith and credit of the District (including all legally available revenues in the District’s General Fund) are hereby irrevocably pledged to the punctual payment of principal of and interest on the Note.

**Whereas**, the Fire Chief, the Deputy Fire Chief (the “Authorized Officer”) or such other officer or official of the District designated by the Authorized Officer, is hereby authorized to negotiate and execute, on behalf of the District, a purchase agreement with the purchaser of the Note providing for the private negotiated sale of the Note. The Authorized Officer shall make all determinations regarding the Note and agreement consistent with the terms hereof. The terms of any such purchase agreement shall be binding upon the District when executed by the Authorized Officer.

**Whereas**, the Note proceeds received by the District shall be deposited in the general fund of the District.

**Whereas**, the District may issue the Note as one or more typewritten notes or in the form of a line of credit and shall be in substantially the form approved by the Authorized Officer.

**Whereas**, the Note shall be executed on behalf of the District with the manual signature of the Authorized Officer.

**Whereas**, the Authorized Officer is hereby authorized to engage any professionals, enter into any agreements and to execute any documents or certificates which may be required to issue, sell and deliver the Note in accordance with this Resolution; be it therefore

**Resolved**, that the Board of Directors of Clackamas Fire District #1 hereby authorizes the issuance, sale, execution and delivery of a tax and revenue anticipation note, Series 2020, in an amount not to exceed \$5,000,000, and any related matters.

Adopted this date, September 28, 2020.

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary, Board of Directors

# Memo

TO: Board of Directors  
Fire Chief Fred Charlton

FROM: Fleet Director Bill Bischoff

CC: Division Chief Nick Browne

DATE: September 28, 2020

RE: Surplus Braun Northwest Medic Chassis- 2009 Ford F450, App# 2-443

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**Action Requested:**

Staff requests Board approval to have the Fire Chief proceed with disposal of the vehicle listed on the attached sheet and below with VIN number.

**Background:**

The following vehicle was purchased as a slightly used demo unit from Braun NW in 2011. The total purchase price at the time was \$175,000; and today's fair market value for chassis alone is \$5,000. This chassis has substantial necessary engine repairs to include potential engine replacement, which exceed the value of the vehicle.

**Policy Implications:**

The Fire District's Standard Operating Procedure (SOP) on disposal of equipment requires a description of the equipment, method of purchase, an original acquisition cost, and an estimated fair market value.

**Budget implications:**

Additional revenue may be experienced upon the disposal of this vehicle. Method of disposal may include sale or donation to other public agencies where appropriate as determined by the Fire Chief, advertisement to general public via sealed bids, or public auction process. This apparatus will be sold as surplus according to District guidelines.

**Recommendation:**

# Clackamas Fire District #1



Staff recommends Board approval for the Fire Chief to proceed with the disposal of vehicle

Year	Description	VIN#
2009	Ford F450/Braun NW Medic (2-443)	1FDAF46R09EA24424

listed below in compliance with Fire District policy.

Apparatus #	Fiscal Year	Labor Hours	Inventory Parts
2-443 / M323			
2009 Ford F450/ Braun NW Medic VIN#1FDAF46R09EA24424 PLATE# E253910 <b>TODAYS MARKET</b> <b>VALUE as is- \$5,000</b>	FY17/18	24.50	\$882.68
	FY18/19	16.50	\$378.50
	FY19/20	30.50	\$854.06
	<b>TOTALS</b>	<b>71.50</b>	<b>\$2186.74</b>
<b>AVERAGE PER YEAR</b>		23.83	\$728.91

FY21- If engine swap was completed, the expense to the District would be around \$30,000 to make this reserve Medic operational. Other wear and tear repair costs would not be accounted for in this total.

# Memo

TO: Board of Directors  
Fire Chief Fred Charlton

FROM: Fleet Director Bill Bischoff

CC: Division Chief Nick Browne

DATE: September 28, 2020

RE: Medic Unit Module Refurbish

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## **Action Requested**

Request Board approval to refurbish an existing 2009 North Star Medic Module from Braun Northwest in an amount not to exceed \$125,000.

## **Background**

The Fire District currently owns four (4) State of Oregon licensed medic units. Two are 2009 models and two are 2016 models. The newest units are currently deployed as the Fire District's frontline medics as M303 and M316. One of the 2009 units is deployed as the current reserve, Medic 323. The other 2009 unit has been removed from service because of the substantial amount of engine work or engine replacement that needs to be completed, which nearly exceeds the value of the apparatus. This has forced staff to explore options. As the District continues to grow and provide emergency medical services, a medic unit is one of the most efficient and effective ways to provide that service and also allows for the Fire District to transport patients in certain situations. The District's use of the Medics has proven this efficiency. The District has been operating a second medic unit in the South Battalion and will continue to evaluate the effectiveness of apparatus deployments and additional medic unit consideration in the future. This unit will replace M303 as a front line unit, and will allow the Fire District to rotate the current frontline medic into reserve status and provide more dependability among the medic fleet.

## **Budget Implications**

This body refurb will be paid for following adopted Fire District purchasing policies. Funding for this purchase has been identified in the Bond Fund 60, line item 8805 Fire Apparatus, in the amount of \$150,000. This purchase does not include the chassis, which has already been ordered separately for \$49,897. It also does not include the Stryker Cot Powerload system or

additional set up costs for communications equipment and MDC. The identified fund for the purchase of these items will be from remaining funds in 301150-8805. In total, the purchase for the complete medic body refurb unit will be within budgeted parameters.

**Recommendation**

Staff recommends the Board of Directors approve the expense of the refurbishment of the 2009 North Star Medic Unit from Braun Northwest in an amount not to exceed \$125,000.

# Memo

To: Board of Directors  
From: Chief Charlton  
CC:  
Date: September 28, 2020  
Re: Annual Board Policy Manual Review

---

Per Article 7.7 of the Board Policy Manual (manual), in September of each year, the Board shall review the manual for any revisions. Per Article 3 of the manual, there is a two-step process to completing the review. The first step will be to review the policies at the September 28, 2020 board meeting. The second step of the process will be for the Board to approve the revised policies at the October 19, 2020 board meeting.

Staff has completed and initial review of the manual and has made a few minor edits. One area to note is recognizing the Boards' ability to hold Board meetings via teleconference due to the Coronavirus pandemic and closure of community meeting rooms. Staff's edits are in red.



**Clackamas Fire District #1**

# **Board of Directors' Policy Manual**

**Revised December 16, 2019**



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## Board of Directors' Policy Manual Preamble

Our current District, Clackamas County Fire District #1, commonly referred to as Clackamas Fire District #1, is composed of areas that were formally known by the following:

Multnomah County Fire District #12 – 1976 merger  
Milwaukie Rural Fire Protection District #56 – 1976 merger  
Clackamas County Fire District #1 – 1976 formed  
Redland Fire District #54 – 1988 merger  
Happy Valley Fire District #65 – 1988 merger  
Clackamas Fire District #71 – 1990 merger  
Beavercreek Fire District #55 – 1994 merger  
Oak Lodge Fire District #51 – 1998 merger  
Clarkes Rural Fire Protection District #68 – 2003 annexation  
City of Milwaukie – 2005 annexation  
City of Oregon City – 2008 annexation  
Boring Fire District #59 – 2017 annexation

These areas were incorporated through annexation, consolidation, merger, or contract for services to comprise the Fire District as we know it today.

Clackamas Fire District #1 is proud to be an internationally accredited organization, which provides fire protection, fire prevention, rescue operations, and emergency medical services. Clackamas Fire District #1 provides services to four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clackamas, Clarkes, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood.

Clackamas Fire District #1 has 21 community fire stations strategically located throughout the District with a workforce of more than 288 employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area covering over 235 square miles.

Uniform Patch of Clackamas Fire District #1



Patch 4.6X3.6

Logo of Clackamas Fire District #1 for electronic medium, decals, letters, etc.



**Section 1**

**Clackamas Fire District #1**

**Policy Statements**

**SECTION 1  
CLACKAMAS FIRE DISTRICT #1  
BOARD OF DIRECTORS' POLICIES**

**ARTICLE 1: BOARD AS POLICYMAKERS; RESERVATION OF ADMINISTRATIVE AUTHORITY TO THE FIRE CHIEF**

The policy of the Board of Directors (the Board) of Clackamas Fire District #1 (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to shape the future of the District. At the same time, the Board reserves to the Fire Chief and the Chief's designated staff the sole and exclusive responsibility and authority to manage and supervise the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's mission statement, which is "To safely protect and preserve life and property."

It is therefore the intent of the Board to set forth a series of policies and Board rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the District.

**ARTICLE 2: BOARD POLICIES**

It is the intent of the Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available as public documents.

The policies shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District. Generally-speaking, this means that the Board is responsible for duties such as setting District-wide goals, long-term planning, and adopting budgetary priorities. The term "policymaking" refers to the Board's decisions and deliberations intended to improve the quality of life for District residents and to ensure the provision of high-quality fire and life safety services—and not to any authority over daily administrative matters. These types of broad-based policy-making decisions and deliberations are usually memorialized in the form of Board resolutions, formal policy documents, directions to staff, budget documents, or ordinances.

In the event that a Board policy is found to be in express conflict with state or federal law or the rules of a higher authority, that portion of such policy may be nullified without affecting the validity of the remainder of the policy. In such a case, staff shall delete or amend the offending policy and will report such actions to the Board. .

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, shall clearly specify the intent of the Board in interpreting the policy.

Board policies may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes.

Proposals regarding Board policy changes, deletions, additions, or repeal may originate from any interested person, however, such policy adoption or amendment remains the sole authority of the Board.

### **ARTICLE 3: POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW**

In its deliberations leading to the establishment or amendment of Board policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

The Board recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place at least annually at a regularly scheduled Board meeting on a date or dates selected by the Board, and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority of the Board members, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Board, known collectively as the BOARD of DIRECTORS' POLICY MANUAL, shall be the reference instrument for setting the District's long-term policy-making goals and standards, as well as conducting the business of the Board.

**ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS**

The District is defined in accordance with the provisions of Oregon Revised Statutes. The District includes territories lying in Clackamas and Multnomah Counties (see attached map). The Board, by policy, shall carry out its responsibilities, in keeping with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities they provide.

**4.1**

Policies are adopted by the Board to govern and guide the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

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

**4.2**

The Board reserves to itself all authority and responsibility delegated to it, unless otherwise assigned to the Fire Chief or others by the Board or by applicable statutes, ordinances, or regulations...

**4.3**

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060 (see Resolution 90-06 dated 12/10/90).

**4.4**

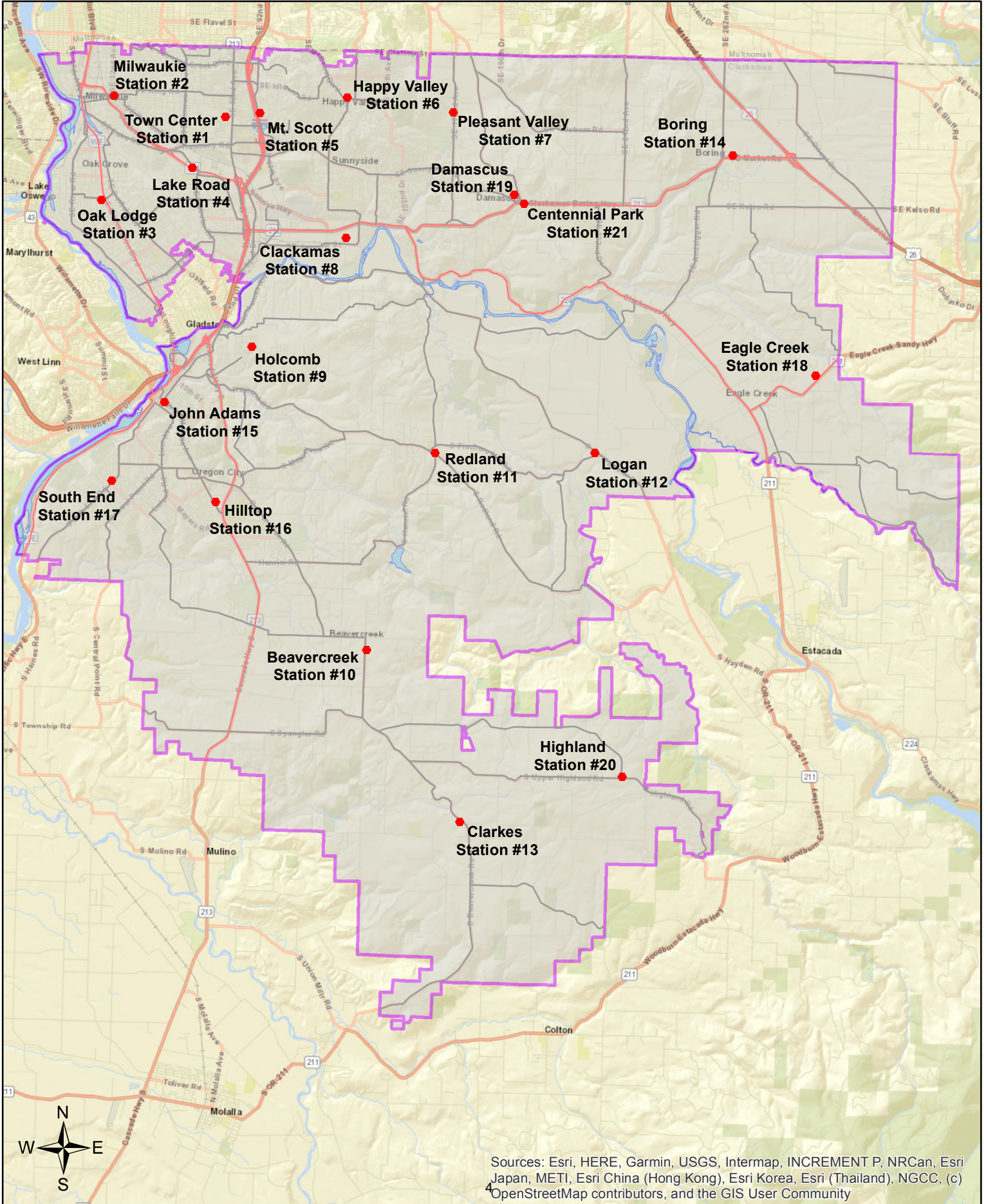
Collective Bargaining Agreement. It is the policy of the Board to delegate to the Chief (or his or her designee) the authority to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The Board reserves to itself or its designee (Fire chief and his/her designees) the responsibility of negotiating with employee groups.

**ARTICLE 5: MEMBERSHIP OF THE BOARD**

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



# Clackamas Fire District #1 Service Area



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

**CLACKAMAS COUNTY FIRE DISTRICT  
RESOLUTION 90-06  
LOCAL CONTRACT REVIEW BOARD  
and  
PUBLIC CONTRACTING RULES**

Whereas, ORS Chapter 279 authorizes any public agency having a governing body to designate its governing board as the local contract review board;

Whereas, Public contracting agencies are required to adopt and observe public contracting rules; therefore be it

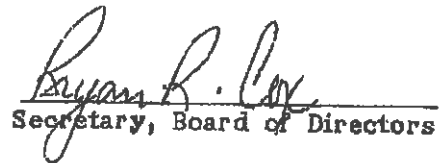
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

Resolved, That by copy of this resolution, such intent be filed with the Clackamas County Commission; and be it further

Resolved, That the Board of Directors of Clackamas County Fire District hereby adopt OAR Chapter 137, Divisions 30 and 40, and OAR Chapter 125, Divisions 300 through 360 as rules for the Local Contract Review Board.

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors



**CLACKAMAS COUNTY FIRE DISTRICT  
ORDINANCE C90-03  
Prohibiting Fire Fighters of the District,  
Volunteer or Otherwise, and Other  
District Employees From Serving as  
Directors.**

Whereas, The Clackamas County Fire District is a duly organized fire protection district, established in accordance with Oregon Revised Statutes;

Whereas, ORS 478.050 authorizes the Board of Directors to prohibit, by ordinance, fire fighters, volunteer or otherwise, and other district employees from serving as directors of said district;

Whereas, It has been determined to be in the best interest of Clackamas County Fire District to prohibit the above mentioned fire fighters and employees from serving as directors of the Fire District;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CLACKAMAS COUNTY FIRE DISTRICT ORDAIN AS FOLLOWS:

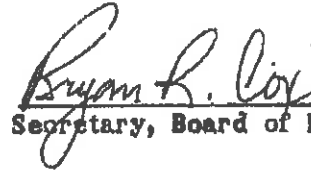
That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

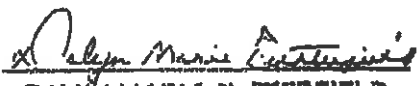
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

READ by title this 10th day of December, 1990.

READ a second time by title and ADOPTED this 21st day of January, 1991.

  
\_\_\_\_\_  
Chairman, Board of Directors

  
\_\_\_\_\_  
Secretary, Board of Directors

  
\_\_\_\_\_  
CALVIN MARIE BUTTERFIELD  
NOTARY PUBLIC OREGON  
My Commission Expires 2/26/94

**5.1**

Each Board member shall be identified by a position number. All members of the Board shall serve at large, representing the District as a whole.

**5.2**

Board position numbers are assigned as follows and will be transferred to the successors of the named Board member at the termination of their service in the position.

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/23
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/23
4	Jay Cross	6/30/21
5	Jim Syring	6/30/23

**5.3**

The election of the Board members shall be conducted as provided by ORS Chapter 255.

**5.4**

Board Member Certification. No person elected or appointed to the Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050 and any other Board qualifications. If a question exists as to the eligibility of any candidate, the Board will resolve the issue prior to swearing in.

**5.5**

New Board members shall take an oath of office at the June meeting prior to assuming the duties of the position. Unless filling a vacancy on the Board, terms of office shall start officially on July 1st. (ORS 255.335)

**5.6**

District Board Policy dictates that the Board President (President) and the Fire Chief be responsible for the appropriate orientation of new Board members.

The Fire Chief shall schedule a work session with new Board members to acquaint them with the facilities, equipment, and personnel and to provide copies and an overview of:

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy
- District territory and boundaries

- District and Civil Service Rules and Regulations
- Labor and other major contracts

## 5.7

Directors' Compensation and Reimbursement. The Board shall reimburse Board members (in accordance with the limitations set forth in ORS 198.190 and Resolution C90-18) at the rate of \$50.00 per day for all regularly scheduled Board Meetings, Special Meetings, regional, state and national committees as a result of being on the Board; sanctioned Board Committee Meetings and conferences when approved by the Board and when in response to subpoenas or legal actions.

The Board shall reimburse Board members for reasonable expenses actually incurred while on District business, in accordance with ORS 198.190 and the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. These reimbursements shall be for reasonable, allowed expenses incurred while attending Board Meetings, Special Meetings, and sanctioned Board committee meetings and conferences. Such reimbursement shall extend only to the bona fide expenses of Board members, and shall not include recompense for a spouse's or companion's costs. Each Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

- Travel costs to attend sanctioned Board committees
- Travel to meetings and community events (e.g., Chamber luncheons)
- Parking for District-approved events
- Meals or per diem during the course of an approved meeting or conference

Expenses falling outside of the above categories would need to be approved by the Board at the next regularly scheduled Board meeting.

Expenses incurred for lodging shall be covered at the actual cost of lodging for single occupancy only. Reimbursement for dual occupancy is acceptable when Board members share a room.

Travel shall be reimbursed at an amount equal to the rate per mile established by the Internal Revenue Service when private autos are used, or the actual cost where commercial transportation is provided.

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and shall be attached to the monthly register of bills to be paid.

It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust. The Board's quarterly per diem report will be included in the District's financial report each quarter.

CLACKAMAS COUNTY FIRE DISTRICT  
RESOLUTION C90-18  
ESTABLISHING BOARD MEMBER  
COMPENSATION & PER DIEM

Whereas, ORS 198.100 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

Whereas, Such compensation is not considered lucrative under the law;

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

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.100; and be it further

Resolved, That the amounts of such compensation, per diem rates, and conditions shall be maintained as a statement of Board Policy.

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

## **5.8**

Vacancies on the Board. It shall be the policy of the Board to declare a position on the Board vacant if: the incumbent dies, resigns, or is removed from office or no longer meets the qualification requirements of ORS 478.050.

In the event any of the above occurs, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, may declare the position to be vacant by a majority vote of the Board, and then notify the Clackamas County Clerk of its decision.

## **5.9**

Filling vacancies in the office of Director shall be in accordance with ORS 198 and ORS 255 as currently drafted or as amended from time to time.

## **5.10**

When a District election is to be held for the purpose of electing members to the Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- Date of the election;
- Board positions to be voted upon;
- Latest date candidates may file for office.

The Clackamas County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

## **ARTICLE 6: OFFICERS OF THE BOARD**

It shall be a policy of the Board to elect officers of the Board during the month of September.

### **6.1**

Under ORS 478.250, the Board shall seat a President, a Vice President, and a Secretary/Treasurer at its September meeting or at such times as the existing officer may resign from their office or vacate membership on the Board. All officers shall be elected annually, with no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

### **6.2**

The President of the Board shall preside at all meetings of the Board and shall have the right to offer motions and amendments and to vote on motions put before the Board for action. The President shall sign on behalf of the Board such documents as may require an official signature.

### 6.3

The Vice-President shall perform all the duties of the President when acting in that capacity.

### 6.4

The Secretary/Treasurer of the Board or the Secretary/Treasurer's designee shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620 and 192.650 regarding the Oregon Public Meeting Law.

### 6.5

The Secretary/Treasurer shall countersign such official documents requiring two Board members' signatures.

## **ARTICLE 7: POWERS AND DUTIES OF THE BOARD**

It is the policy of the Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

### 7.1

Important activities of the Board are the formulation of policies regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.

### 7.2

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. Although it is the duty of every member who has an opinion on a question to express it by a vote, he/she can abstain, since he/she cannot be compelled to vote. In addition, recusals or abstentions from Board votes shall ~~only~~ be allowed when a Board member missed a meeting and those meeting minutes are being approved, when a potential conflict is where a Board member's vote could affect the financial interests of said member or the member of his/her family, or with an actual conflict of interest when a Board member's vote would definitely have a financial effect on the financial interest of said member or the member of his/her family. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

### 7.3

Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.

#### 7.4

Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

#### 7.5

The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the District and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

#### 7.6

The Board members shall observe the Fire District's Code of Conduct, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand his/her role as a board member.

#### 7.7

The Board makes yearly appointments, approvals and reviews. The following guide shall be used to help maintain an efficient flow of District programs and services.

##### **January**

- Board approval of audit agreement
- Board approval of Clackamas Emergency Services Foundation budget
- Progress report regarding the strategic goals as listed in the Strategic Business Plan.

##### **February**

- Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (odd numbered years).

##### **March**

- Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board

##### **April**

- Board approval of term renewal for Budget Committee Members
- Adoption of proclamation for EMS Week in May

##### **May**

- Adoption of proclamation for Safety and Health Week in June

##### **June**

- Swearing-in of elected/re-elected Board members (odd numbered years)

- Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year

### **July**

- Progress report regarding the strategic goals as listed in the Strategic Business Plan

### **August**

- Adoption of proclamation for National Preparedness Month in September

### **September**

- Annual election of Board officers – President, Vice-President, Secretary/Treasurer
- Board of Directors’ Policy Manual Review – First reading
- Adoption of proclamation for Fire Prevention Month in October

### **October**

- Board committee/liaison assignments determined
- Board of Directors’ Policy Manual Review - Adoption

### **November**

- Presentation of Annual Audit
- Board approval of Budget Officer for the next fiscal year

### **December**

- Board approval for District’s Insurance Carrier for next calendar year

### **7.8**

Board shall bi-annually review and participate in the updating of the Strategic Business Plan.

### **7.9**

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. However, this section does not restrict the right of the Board or individual Board members to support or oppose such measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing legislative measures or providing neutral information on any measure, initiative, candidate, initiative, and referendum or recall petition.

### **7.10**

The Board shall actively strive to involve the public in the decision making process through periodic contact with community and civic groups.



## **ARTICLE 8: BOARD COMMITTEES/LIAISONS**

It is the policy of the Board to establish committees/liaisons when it is found to be in the best interest of the District to do so. Generally speaking, such committees gather information, report to the Board, or advise the Fire Chief and his or her designated staff.

### **8.1**

It is the policy of the Board to maintain the following standing committees/liaisons (see list in Appendix A):

- Capital Projects Committee
- Clackamas County Coordinating Committee (C4) Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Legislative Committee
- Interagency Committee
- Volunteer Association Liaison

and other special committees/liaisons as deemed necessary. The Board President or designee shall outline the duties and responsibilities at the time of appointment. A Board member(s) shall serve on all standing or special committees. Special committees shall be considered dissolved upon submission of a final report unless their standing is continued by a vote of the majority of Board members.

### **8.2**

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

### **8.3**

Committees may provide information and serve in an advisory role to the Fire Chief or his or her designee concerning District matters assigned to them. The Board is responsible for setting priorities and making policy.

### **8.4**

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.710) and the Oregon Public Records Law (ORS 192.410 through 192.505).

## **8.5**

The Fire Chief shall be responsible for compliance with the Public Meetings Laws. (ORS 192.640)

## **ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS**

It is the policy of the Board that all meetings be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

### **9.1**

All meetings of the Board are open to the public, except as provided for in authorized Executive Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing, and will be made available to the news media prior to the date of the meeting (ORS 192.610 - 192.690). A fee may be charged for copies of public records in accordance with rules established by the Board. The District will cause the regular meeting date and time to be published monthly in the District newspaper of record.

### **9.2**

All meetings are to have at least a 24 hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District stations and facilities and the news media notified.

### **9.3**

Regular meetings of the Board shall be held at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley, on the third Monday of each month at 6:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

### **9.4**

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board members or by request of the Fire Chief. All such meetings must comply with Oregon Public Meetings law.

### **9.5**

It is the intent of the Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

## **9.6**

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board. The Board may limit public comment to three minutes per speaker; although it may make exceptions to this rule from time to time. During public comment, the Board's job will be to listen and take notes. Board members may not be prepared at that time to answer inquiries or provide information; but may ask the President to place a discussion item on a future agenda or the Fire Chief or staff to follow up on certain discussion items.

## **9.7**

The President may regulate the order and length of appearances and limit appearances to presentations of relevant points. The President may also permit audience comments relative to a specific motion prior to the final vote of the Board. The degree of audience comment will depend upon time available and the significance of the matter under discussion.

## **9.8**

The Board shall provide in the agenda of its regular meeting a specific time to hear the public comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

## **9.9**

It shall be the policy of the Board to recognize itself as a policy-making body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

## **9.10**

Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board.

## **9.11**

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board member at least 48 hours (except weekends) prior to each regular meeting.

## **9.12**

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for action, unless the law or these policies expressly requires a different number of affirmative votes

for certain matters. . If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

### **9.13**

Board minutes shall reflect roll call votes at all times unless the vote is unanimous. Any Board member may request that a vote be changed if such request is made prior to consideration of the next order of business.

### **9.14**

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining. A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

### **9.15**

Board Executive Sessions may be attended by representatives of the news media per ORS 192.660 except for those sessions dealing with labor negotiations and litigation against the news medium. The Board may also invite necessary staff or personnel into an Executive Session as needed.

### **9.16**

The Board recognizes the following as news media organizations eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy.

- The Oregonian
- The Clackamas Review/Oregon City News or affiliated newspapers
- Daily Journal of Commerce, Portland
- Willamette Week
- KGW, KATU, KOIN, KOPB and KPTV

### **9.17**

Representatives of the above named organizations shall be permitted to attend Executive Sessions upon a showing of their credentials. Other news media may attend an Executive Session if recognized through the procedure set forth in Section 9.19. Representatives of the organization shall provide evidence of their credentials prior to such session.

### **9.18**

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend Executive Sessions on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an Executive Session the organization wishes its representative to attend. The review of the request shall be based

upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

### **9.19**

Standards for recognition for determining whether a news organization will be permitted to have its representative attend Executive Sessions will include the following criteria:

- If the organization is a print medium, the organization shall provide evidence of general or associate membership in the Oregon Newspaper Publishers Association.
- If the organization is a television or radio broadcaster, the organization shall provide evidence of membership in the Oregon Association of Broadcasters. Evidence of membership in the Associated Press shall also be sufficient.
- Alternatively, the organization may provide satisfactory evidence that it is organized and operated to regularly and continuously publish, broadcast or otherwise disseminate news to the public.
- The organization is determined to be a business entity that is institutionalized, is regularly represented by multiple personnel with defined roles within the organization.
- The organization that is institutionalized is regularly represented by multiple personnel with defined roles within the organization.
- The organization is committed and structured to support the terms of ORS 192.660(4) with respect to nondisclosure of information or discussion designated as confidential.
- The fact that an individual or group of individuals maintains a computer website or “blog” or corresponds with others on a matter does not in and of itself constitute being a news media organization under this policy. The District may make an independent decision, applying applicable law, regarding whether such individuals constitute “media,” taking into account whether the individual or organization regularly reports on District matters or on the issues being discussed, among other aspects.

### **9.20**

A news media organization or representative denied recognition by the Fire Chief under this policy may appeal that decision by giving notice of appeal to the Fire Chief. The Board shall consider the appeal in open session prior to the scheduled Executive Session and may affirm, reverse or modify the Fire Chief’s determination.

### **9.21**

Cameras or other recording devices may not be used in Executive Sessions, except for the official Executive Session recordings or notes made by District staff.

## **9.22**

A representative of a news media organization that has a direct personal, business, or adverse legal interest in the subject of the Executive Session that would frustrate the purpose of the Executive Session may be barred from attending, subject to applicable law.

## **9.23**

By attending the Executive Session, the news media organization and its representative agree not to print or publicly disclose the discussion at the session (per ORS 192.660(4)) until the Board of Directors has taken official action regarding the subject matter of the discussion.

## **9.24**

The Board may revoke the recognition of a news media organization or a representative if, after notice to the organization or representative, the Board finds that the facts upon which original recognition was granted are no longer true, or upon a finding that the organization or its representative has willfully disclosed information or discussion at an Executive Session designated as confidential.

# **ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS**

## **10.1**

The minutes of the meetings of the Board shall be maintained in the Administration Office of the District and shall provide for information as required by law (ORS 192) and Board policies.

## **10.2**

The Board Secretary or staff designee shall record all proceedings of the Board meetings and file these in chronological order in a book provided for that purpose.

## **10.3**

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.

## **10.4**

The District recognizes the right of any member of the public to inspect nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as

soon as practicable and without reasonable delay. The request must be made in writing and submitted in person, by mail, by fax or by e-mail. (ORS 192.420) Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

## **10.5**

In accordance with the Oregon Public Records Law, certain records, such as executive meeting minutes, certain personnel records, and other confidential or exempt records are not included in the category of records to which the right of access is to be granted by the Fire District.

## **ARTICLE 11: DELEGATION OF BOARD AUTHORITY**

### **11.1**

The Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

### **11.2**

The Board will approve a position description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

### **11.3**

At such time that a vacancy occurs or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

### **11.4**

The Fire Chief shall serve as Executive Officer of the District and shall have the responsibility for:

- preparing the agenda in accordance with Section 9.11 for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required;
- bringing to the attention of the Board matters requiring its consideration;
- reporting periodically to the Board on the progress of programs in the District;
- reporting to the Board any appointments, demotions, transfers, and dismissals in accordance with the policies and procedures of the Civil Service Commission as applicable;

- all personnel and administrative actions and decisions;
- other duties as more specifically provided in the employment contract and/or job description.

## **11.5**

The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such Standard Operating Procedures will detail the operations of the District.

## **ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL**

### **12.1**

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall have the responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy. When legal counsel is needed, the Fire Chief will make the contact regarding the issue in question unless the matter is in regards to the Fire Chief. If this is the case, the Board President or designee will initiate contact with legal counsel. Notwithstanding the above generally- applicable rule, a Board Member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board President of such contact without divulging any confidential information.

## **ARTICLE 13: FIRE DISTRICT POLICY ON TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.**

### **13.1**

The Board establishes the following general policy relating to urban renewal districts and tax increment financing. The proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness shall be individually reviewed and scrutinized by staff for economic and operational impact. Results of these findings will be reported to the Board.

### **13.2**

ORS Chapter 457 requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts



and plan amendments and will notify such municipalities of the District's desire for early consultation and involvement.

### **13.3**

ORS Chapter 457 provides the governing body of each taxing district with 45 days following receipt of the urban renewal plan and report to submit written recommendations to the urban renewal agency, which the municipality's governing body may accept, reject, or modify. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.

### **13.4**

Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on the District. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate. Upon completion of this evaluation, staff will present a report to the Board.

### **13.5**

In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly-constructed urban renewal plans that attract private investment, alleviate blighted areas and increase assessed value can ultimately benefit all public service providers. The staff and Board will continue to dialogue with the sponsoring agency prior to deciding whether to support, oppose, recommend changes, or remain neutral regarding the proposed urban renewal plan.

### **13.6**

Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board will generally oppose plan amendments that seek to increase maximum indebtedness.

### **13.7**

Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

- Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which have been shown to be effective in encouraging private investment, thereby increasing assessed value.

- Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
- Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities that are not shown to be effective in encouraging private investment.
- Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) of the urban renewal area to the balance of the jurisdiction.
- Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.
- Recommend or request changes that improve the urban renewal plan or plan amendment; and support, oppose or remain neutral pending the city or county addressing those changes.

**ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES  
TAX ABATEMENT**

**14.1**

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

**14.2**

The process for creating an EZone requires that the sponsoring city, county or port authority submit the proposal to the Oregon Economic and Community Development Department for review and approval. ORS 285C.067 further requires that the sponsor consult with all taxing districts within the proposed EZone before submitting the application.

**14.3**

The Board adopts this policy on behalf of the District with respect to any property that is subject to the taxing authority of the District or to a contract for the services of the District. This policy

shall provide guidance to local governments sponsoring EZones as to the position of the District on those EZones, and to the Fire Chief or his designee in responding to opportunities for meetings or consultation with those sponsoring agencies.

#### **14.4**

The Board appreciates the importance of providing incentives for investments and job creation that an EZone may provide, so long as the deferment of taxes payable to the District does not impose a financial burden on District resources and require that the District provide fire and life safety services to the beneficiary without resources to do so. Ad valorem property taxes are virtually the only source of funds by which the District provides firefighting and emergency medical aid to the Clackamas County community. Providing for new taxable property and exempting it from the tax rolls means that the District must protect the property and the employees without the funds to do so. It is the Board's strong view that, if sponsoring agencies fail to consider carefully the impact of tax exemption on the District's ability to provide fire and life safety services, or if they waive or fail to implement the conditions provided by state law with respect to EZones, the very purpose of the program is defeated.

#### **14.5**

The Board requires as a condition of its assent to tax exemption that an agency sponsoring an EZone provide for an agreement with the applicant for tax-exemption providing for annual payment to the District during the term of tax exemption an amount equal to 30 percent of the District's current tax rate applicable to the exempt property to reimburse the District for that portion the District levy representing the direct cost of fire and emergency services for the exempt property.

#### **14.6**

The Board welcomes the opportunity for the District to review the terms and provisions of any proposed EZone on a case by case basis, but by the adoption of this policy serves as notice of the Board's concerns regarding these issues:

- Existing EZone boundaries or exemption of taxable property should not be amended unless the sponsor, in consultation with the District, concludes that the amendment is in the best interests of the community at large and will not diminish the District's ability to provide services.
- Tax exemption granted to an eligible business should not be extended unless all terms of the original tax exemption grant, including the number of employees to be hired and the wages to be paid, have been met in full for the entire exemption period.
- Original requirements for tax exemption granted by a sponsor should not be amended, altered or waived if such action would reduce, eliminate or materially alter the requirements that were presented to the District as the conditions for the tax exemptions being granted, including without limitation the base wages to be paid and employee addition requirements.

- The Board may consider EZone proposals on a case by case basis, but generally will not support EZone applications for tax exemptions that propose primarily additions of machinery or equipment or upgrades, as such improvements generally do not add assessed value at the end of the exemption period due to depreciation, wear and tear or obsolescence, defeating the concept of added taxable value in the long term.
- Sponsoring agencies should require that applicants for tax exemption include proposals to enhance the level or efficiency of local public services within the proposed EZone, including firefighting and police services.
- The Board generally opposes any termination of the existing statutory sunset provisions for EZones. The District further opposes the creation of EZones on land that is or has formerly been designated as an urban renewal area.



## CFD#1 BOARD COMMITTEES/LIAISONS

	2018/2019	2019/2020	Staff Liaison
CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's capital needs. <i>Quarterly (Minimum)</i>	Trotter Wall	Trotter Wall	Chief Charlton/ Finance Director Christina Day
CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. <i>Monthly.</i>	<b>Alt.:</b> Trotter	<b>Alt.:</b> Trotter	Chief Charlton
EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. <i>Quarterly (Minimum)</i>	Cross Joseph	Cross Joseph	Division Chief Bill Conway
EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the Fire Chief and to perform other duties as assigned by the Board President. <i>Semi-annually (Minimum)</i>	Syring Wall <b>Alt.:</b> Joseph	Cross Trotter	Chief Charlton
FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the <i>bimonthly</i> Foundation meetings and provide updates at the monthly Board meetings.	Trotter	Trotter	Chief Charlton
LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals.. <i>Quarterly (Minimum)</i>	Joseph Wall	Joseph Wall	Chief Charlton
INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. <i>Quarterly (Minimum)</i>	Joseph Syring <b>Alt.:</b> Trotter	Trotter Syring <b>Alt.:</b> Joseph	Chief Charlton
VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring <b>Alt.:</b> Trotter	Syring <b>Alt.:</b> Trotter	Battalion Chief Steve Deters



**Clackamas Fire District #1**

# **Board of Directors' Policy Manual**

Revised September 28,  
2020~~December 16, 2019~~

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## Board of Directors' Policy Manual Preamble

Our current District, Clackamas County Fire District #1, commonly referred to as Clackamas Fire District #1, is composed of areas that were formally known by the following:

- Multnomah County Fire District #12 – 1976 merger
- Milwaukie Rural Fire Protection District #56 – 1976 merger
- Clackamas County Fire District #1 – 1976 formed
- Redland Fire District #54 – 1988 merger
- Happy Valley Fire District #65 – 1988 merger
- Clackamas Fire District #71 – 1990 merger
- Beavercreek Fire District #55 – 1994 merger
- Oak Lodge Fire District #51 – 1998 merger
- Clarkes Rural Fire Protection District #68 – 2003 annexation
- City of Milwaukie – 2005 annexation
- City of Oregon City – 2008 annexation
- Boring Fire District #59 – 2017 annexation

These areas were incorporated through annexation, consolidation, merger, or contract for services to comprise the Fire District as we know it today.

Clackamas Fire District #1 is proud to be an internationally accredited organization, which provides fire protection, fire prevention, rescue operations, and emergency medical services. Clackamas Fire District #1 provides services to four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beavercreek, Boring, Carus, Carver, Central Point, Clackamas, Clarkes, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood.

Clackamas Fire District #1 has 21 community fire stations strategically located throughout the District with a workforce of more than ~~29088~~ employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area ~~protecting~~covering over 235 square miles.

Uniform Patch of Clackamas Fire District #1



Patch 45X3.6

Logo of Clackamas Fire District #1 for electronic medium, decals, letters, etc.



CLACKAMAS FIRE DISTRICT #1



Section 1  
**Clackamas Fire District #1**  
**Policy Statements**

**SECTION 1  
CLACKAMAS FIRE DISTRICT #1  
BOARD OF DIRECTORS' POLICIES**

**ARTICLE 1: BOARD AS POLICYMAKERS; ~~RESERVATION;~~ RESERVATION OF ADMINISTRATIVE AUTHORITY TO THE FIRE CHIEF**

The policy of the Board of Directors (the Board) of Clackamas Fire District #1 (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to shape the future of the District. At the same time, the Board reserves to the Fire Chief and the Chief's designated staff the sole and exclusive responsibility and authority to manage and supervise the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's mission statement, which is "To safely protect and preserve life and property."

It is therefore the intent of the Board to set forth a series of policies and Board rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the District.

**ARTICLE 2: BOARD POLICIES**

It is the intent of the Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available as public documents.

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The policies shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

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The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District. Generally-speaking, this means that the Board is responsible for duties such as setting District-wide goals, long-term planning, and adopting budgetary priorities. The term "policymaking" refers to the Board's decisions and deliberations intended to improve the quality of life for District residents and to ensure the provision of high-quality fire and life safety services—and not to any authority over daily administrative matters. These types of broad-based policy-making decisions and deliberations are usually memorialized in the form of Board resolutions, formal policy documents, directions to staff, budget documents, or ordinances.

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In the event that a Board policy is found to be in express conflict with state or federal law or the rules of a higher authority, that portion of such policy may be nullified without affecting the validity of the remainder of the policy. In such a case, staff shall delete or amend the offending policy and will report such actions to the Board. -

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If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is deemed to have future significance, an amendment to the applicable policy, shall clearly specify the intent of the Board in interpreting the policy.

Board policies may also be based on pertinent statutes. In this context they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes.

Proposals regarding Board policy changes, deletions, additions, or repeal may originate from any interested person, however, such policy adoption or amendment remains the sole authority of the Board.

**ARTICLE 3: POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW**

In its deliberations leading to the establishment or amendment of Board policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

The Board recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place at least annually at a regularly scheduled Board meeting on a date or dates selected by the Board, and shall appear as an agenda item.

In order to provide consistency, stability and integrity to Board policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions to and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. In the event that an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority of the Board members, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Board, known collectively as the BOARD of DIRECTORS' POLICY MANUAL, shall be the reference instrument for setting the District's long-term policy-making goals and standards, as well as conducting the business of the Board.

**ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS**

The District is defined in accordance with the provisions of Oregon Revised Statutes. The District includes territories lying in Clackamas and Multnomah Counties (see attached map). The Board, by policy, shall carry out its responsibilities, in keeping with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities they provide.

**4.1**

Policies are adopted by the Board to govern and guide the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

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

**4.2**

The Board reserves to itself all authority and responsibility delegated to it, unless otherwise assigned to the Fire Chief or others by the Board or by applicable statutes, ordinances, or regulations.

**4.3**

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060 (see Resolution 90-06 dated 12/10/90).

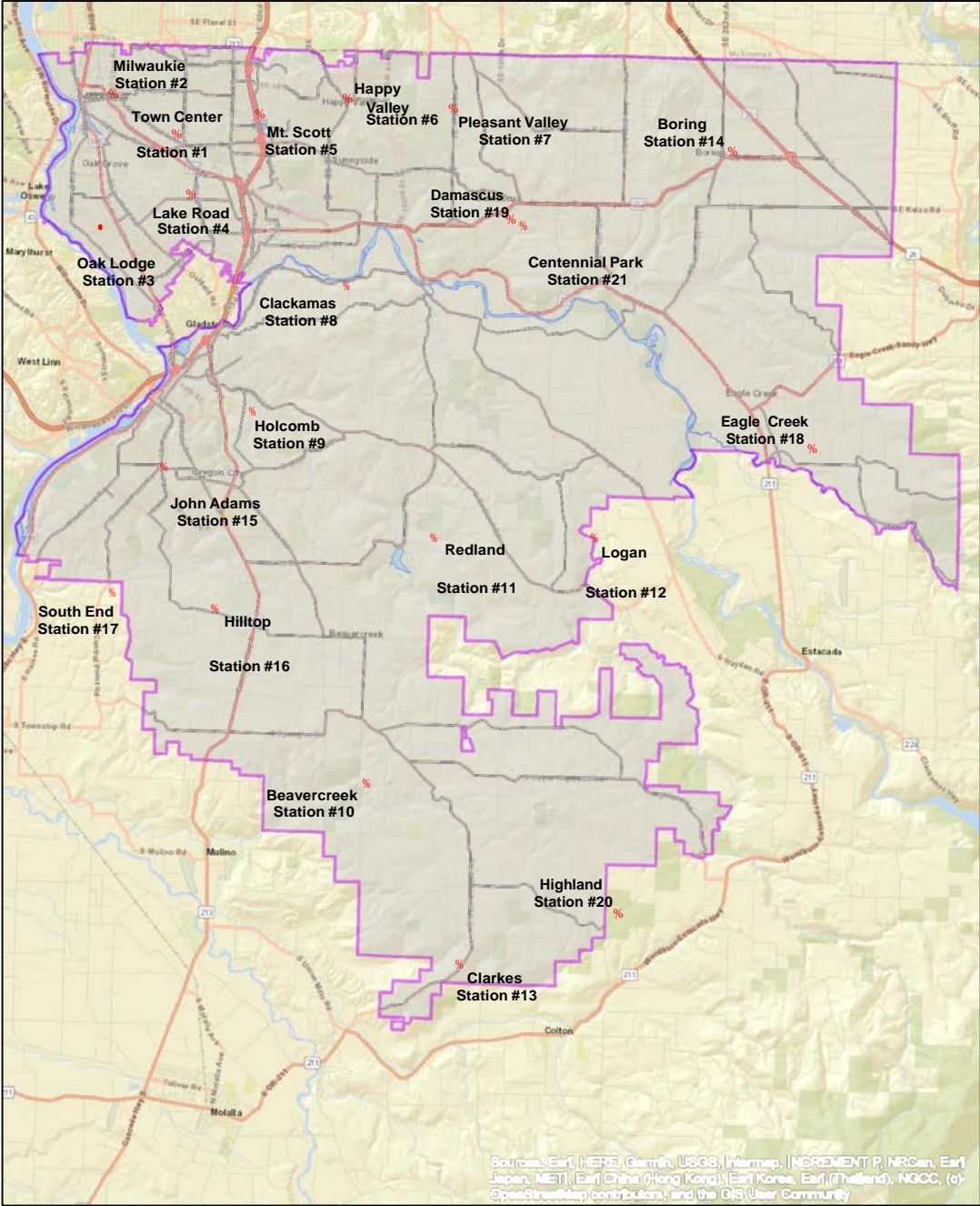
**4.4**

Collective Bargaining Agreement. It is the policy of the Board to delegate to the Chief (or his or her designee) the authority to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The Board reserves to itself or its designee (Fire chief and his/her designees) the responsibility of negotiating with employee groups.

**ARTICLE 5: MEMBERSHIP OF THE BOARD**

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

# Clackamas Fire District #1 Service Area



CLACKAMAS COUNTY FIRE DISTRICT  
RESOLUTION 90-06  
LOCAL CONTRACT REVIEW BOARD  
and  
PUBLIC CONTRACTING RULES

Whereas, ORS Chapter 279 authorizes any public agency having a governing body to designate its governing board as the local contract review board;

Whereas, Public contracting agencies are required to adopt and observe public contracting rules; therefore be it

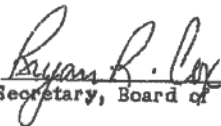
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

Resolved, That by copy of this resolution, such intent be filed with the Clackamas County Commission; and be it further

Resolved, That the Board of Directors of Clackamas County Fire District hereby adopt OAR Chapter 137, Divisions 30 and 40, and OAR Chapter 125, Divisions 300 through 360 as rules for the Local Contract Review Board.

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

CLACKAMAS COUNTY FIRE DISTRICT  
ORDINANCE C90-03  
Prohibiting Fire Fighters of the District,  
Volunteer or Otherwise, and Other  
District Employees From Serving as  
Directors.

Whereas, The Clackamas County Fire District is a duly organized fire protection district, established in accordance with Oregon Revised Statutes;

Whereas, ORS 478.050 authorizes the Board of Directors to prohibit, by ordinance, fire fighters, volunteer or otherwise, and other district employees from serving as directors of said district;

Whereas, It has been determined to be in the best interest of Clackamas County Fire District to prohibit the above mentioned fire fighters and employees from serving as directors of the Fire District;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CLACKAMAS COUNTY FIRE DISTRICT ORDAIN AS FOLLOWS:

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

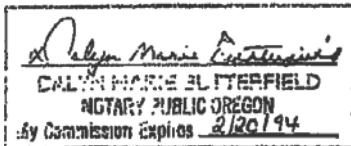
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

READ by title this 10th day of December, 1990.

READ a second time by title and ADOPTED this 21st day of January, 1991.

  
\_\_\_\_\_  
Chairman, Board of Directors

  
\_\_\_\_\_  
Secretary, Board of Directors



**5.1**

Each Board member shall be identified by a position number. All members of the Board shall serve at large, representing the District as a whole.

**5.2**

Board position numbers are assigned as follows and will be transferred to the successors of the named Board member at the termination of their service in the position.

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/23
2	Don Trotter	6/30/21
3	Marilyn Wall	6/30/23
4	Jay Cross	6/30/21
5	Jim Syring	6/30/23

**5.3**

The election of the Board members shall be conducted as provided by ORS Chapter 255.

**5.4**

Board Member Certification. No person elected or appointed to the Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050 and any other Board qualifications. If a question exists as to the eligibility of any candidate, the Board will resolve the issue prior to swearing in.

**5.5**

New Board members shall take an oath of office at the June meeting prior to assuming the duties of the position. Unless filling a vacancy on the Board, terms of office shall start officially on July 1st. (ORS 255.335)

**5.6**

District Board Policy dictates that the Board President (President) and the Fire Chief be responsible for the appropriate orientation of new Board members.

The Fire Chief shall schedule a work session with new Board members to acquaint them with the facilities, equipment, and personnel and to provide copies and an overview of:

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy
- District territory and boundaries



- District and Civil Service Rules and Regulations
- Labor and other major contracts

## **5.7**

Directors' Compensation and Reimbursement. The Board shall reimburse Board members (in accordance with the limitations set forth in ORS 198.190 and Resolution C90-18) at the rate of \$50.00 per day for all regularly scheduled Board Meetings, Special Meetings, regional, state and national committees as a result of being on the Board; sanctioned Board Committee Meetings and conferences when approved by the Board and when in response to subpoenas or legal actions.

The Board shall reimburse Board members for reasonable expenses actually incurred while on District business, in accordance with ORS 198.190 and the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. These reimbursements shall be for reasonable, allowed expenses incurred while attending Board Meetings, Special Meetings, and sanctioned Board committee meetings and conferences. Such reimbursement shall extend only to the bona fide expenses of Board members, and shall not include recompense for a spouse's or companion's costs. Each Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

- Travel costs to attend -sanctioned Board committees
- Travel to meetings and community events (e.g., Chamber luncheons)
- Parking for District-approved events
- Meals or per diem during the course of an approved meeting or conference

Expenses falling outside of the above categories would need to be approved by the Board at the next regularly scheduled Board meeting.

Expenses incurred for lodging shall be covered at the actual cost of lodging for single occupancy only. Reimbursement for dual occupancy is acceptable when Board members share a room.

Travel shall be reimbursed at an amount equal to the rate per mile established by the Internal Revenue Service when private autos are used, or the actual cost where commercial transportation is provided.

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. Such reimbursement requests are to be considered public and shall be attached to the monthly register of bills to be paid.

It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust. The Board's quarterly per diem report will be included in the District's financial report each quarter.

CLACKAMAS COUNTY FIRE DISTRICT  
RESOLUTION C90-18  
ESTABLISHING BOARD MEMBER  
COMPENSATION & PER DIEM

Whereas, ORS 198.100 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

Whereas, Such compensation is not considered lucrative under the law;

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

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.190; and be it further

Resolved, That the amounts of such compensation, per diem rates, and conditions shall be maintained as a statement of Board Policy.

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

**5.8**

Vacancies on the Board. It shall be the policy of the Board to declare a position on the Board vacant if: the incumbent dies, resigns, or is removed from office or no longer meets the qualification requirements of ORS 478.050.

In the event any of the above occurs, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, may declare the position to be vacant by a majority vote of the Board, and then notify the Clackamas County Clerk of its decision.

**5.9**

Filling vacancies in the office of Director shall be in accordance with ORS 198 and ORS 255 as currently drafted or as amended from time to time.

**5.10**

When a District election is to be held for the purpose of electing members to the Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- Date of the election;
- Board positions to be voted upon;
- Latest date candidates may file for office.

The Clackamas County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

**ARTICLE 6: OFFICERS OF THE BOARD**

It shall be a policy of the Board to elect officers of the Board during the month of September.

**6.1**

Under ORS 478.250, the Board shall seat a President, a Vice President, and a Secretary/Treasurer at its September meeting or at such times as the existing officer may resign from their office or vacate membership on the Board. All officers shall be elected annually, with no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

**6.2**

The President of the Board shall preside at all meetings of the Board and shall have the right to offer motions and amendments and to vote on motions put before the Board for action. The President shall sign on behalf of the Board such documents as may require an official signature.

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**6.3**

The Vice-President shall perform all the duties of the President when acting in that capacity.

**6.4**

The Secretary/Treasurer of the Board or the Secretary/Treasurer’s designee shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620 and 192.650 regarding the Oregon Public Meeting Law.

**6.5**

The ~~Secretary/Treasurer~~ shall countersign such official documents requiring two Board members’ signatures.

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**ARTICLE 7: POWERS AND DUTIES OF THE BOARD**

It is the policy of the Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

**7.1**

Important activities of the Board are the formulation of policies regarding District programs and services. In carrying out its legislative and policy-making responsibility, the ~~Board shall~~Board shall delegate the administrative and executive functions to the Fire Chief.

**7.2**

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. Although it is the duty of every member who has an opinion on a question to express it by a vote, he/she can abstain, since he/she cannot be compelled to vote. In addition, recusals or abstentions from Board votes shall ~~only~~ be allowed when a Board member missed a meeting and those meeting minutes are being approved, when a potential conflict is where a Board member’s vote could affect the financial interests if said member or the member of his/her family, or with an actual conflict of interest when a Board member’s vote would definitely have a financial effect on the financial interest of said member or the member of his/her family. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon’s public meetings law.

**7.3**

Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.

**7.4**

Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

**7.5**

The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the District and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

**7.6**

The Board members shall observe the Fire District's Conflict of Interest and Ethical Code Standard Operating Procedure of Conduct, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand his/her role as a board member.

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**7.7**

The Board makes yearly appointments, approvals and reviews. The following guide shall be used to help maintain an efficient flow of District programs and services.

**January**

- Board approval of audit agreement
- Board approval of Clackamas Emergency Services Foundation budget
- Progress report regarding the strategic goals as listed in the Strategic Business Plan.

**February**

- Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (odd numbered years).

**March**

- Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board

**April**

- Board approval of term renewal for Budget Committee Members
- Adoption of proclamation for EMS Week in May

**May**

- Adoption of proclamation for Safety and Health Week in June

**June**

- Swearing-in of elected/re-elected Board members (odd numbered years)

- Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year

**July**

- Progress report regarding the strategic goals as listed in the Strategic Business Plan

**August**

- Adoption of proclamation for National Preparedness Month in September

**September**

- Annual election of Board officers – President, Vice-President, Secretary/Treasurer
- Board of Directors’ Policy Manual Review – First reading
- Adoption of proclamation for Fire Prevention Month in October

**October**

- Board committee/liaison assignments determined
- Board of Directors’ Policy Manual Review - Adoption

**November**

- Presentation of Annual Audit
- Board approval of Budget Officer for the next fiscal year

**December**

- Board approval for District’s Insurance Carrier for next calendar year

**7.8**

Board shall bi-annually review and participate in the updating of the Strategic Business Plan.

**7.9**

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. However, this section does not restrict the right of the Board or individual Board members to support or oppose such measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing legislative measures or providing neutral information on any measure, initiative, candidate, initiative, and referendum or recall petition.

**7.10**

The Board shall actively strive to involve the public in the decision making process through periodic contact with community and civic groups.

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**ARTICLE 8: BOARD COMMITTEES/LIAISONS**

It is the policy of the Board to establish committees/liaisons when it is found to be in the best interest of the District to do so. Generally speaking, such committees gather information, report to the Board, or advise the Fire Chief and his or her designated staff.

**8.1**

It is the policy of the Board to maintain the following standing committees/liaisons (see list in Appendix A):

- Capital Projects Committee
- Clackamas County Coordinating Committee (C4) Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Legislative Committee
- Interagency Committee
- Volunteer Association Liaison

and other special committees/liaisons as deemed necessary. The Board President or designee shall outline the duties and responsibilities at the time of appointment. A Board member(s) shall serve on all standing or special committees. Special committees shall be considered dissolved upon submission of a final report unless their standing is continued by a vote of the majority of Board members.

**8.2**

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

**8.3**

Committees may provide information and serve in an advisory role to the Fire Chief or his or her designee concerning District matters assigned to them. The Board is responsible for setting priorities and making policy.

**8.4**

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.~~710~~690) and the Oregon Public Records Law (ORS 192.410 through 192.505).

**8.5**

The Fire Chief shall be responsible for compliance with the Public Meetings Laws. (ORS 192.640)

**ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS**

It is the policy of the Board that all meetings be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate, before decisions are made on policy and procedural matters.

**9.1**

All meetings of the Board are open to the public, except as provided for in authorized Executive Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing, and will be made available to the news media prior to the date of the meeting (ORS 192.610 - 192.690). A fee may be charged for copies of public records in accordance with rules established by the Board. The District will cause the regular meeting date and time to be published monthly in the District newspaper of record.

**9.2**

All meetings are to have at least a 24 hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District stations and facilities and the news media notified.

**9.3**

Regular meetings of the Board shall be held at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley, on the third Monday of each month at 6:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

[Meetings may be held via teleconference as approved by the Board and must meet Oregon Public Meetings Laws.](#)

**9.4**

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board members or by request of the Fire Chief. All such meetings must comply with Oregon Public Meetings law.

**9.5**

It is the intent of the Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.



## **9.6**

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board. The Board may limit public comment to three minutes per speaker; although it may make exceptions to this rule from time to time. During public comment, the Board's job will be to listen and take notes. Board members may not be prepared at that time to answer inquiries or provide information; but may ask the President to place a discussion item on a future agenda or the Fire Chief or staff to follow up on certain discussion items.

## **9.7**

The President may regulate the order and length of appearances and limit appearances to presentations of relevant points. The President may also permit audience comments relative to a specific motion prior to the final vote of the Board. The degree of audience comment will depend upon time available and the significance of the matter under discussion.

## **9.8**

The Board shall provide in the agenda of its regular meeting a specific time to hear the public comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

## **9.9**

It shall be the policy of the Board to recognize itself as a policy-making body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

## **9.10**

Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board.

## **9.11**

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board member at least 48 hours (except weekends) prior to each regular meeting.

## **9.12**

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for action, unless the law or these policies expressly requires a different number of affirmative votes

for certain matters. — If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

### **9.13**

Board minutes shall reflect roll call votes at all times unless the vote is unanimous. Any Board member may request that a vote be changed if such request is made prior to consideration of the next order of business.

### **9.14**

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining. A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

### **9.15**

Board Executive Sessions may be attended by representatives of the news media per ORS 192.660 except for those sessions dealing with labor negotiations and litigation against the news medium. The Board may also invite necessary staff or personnel into an Executive Session as needed.

### **9.16**

The Board recognizes the following as news media organizations eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy.

- The Oregonian
- The Clackamas Review/Oregon City News or affiliated newspapers
- Daily Journal of Commerce, Portland
- Willamette Week
- KGW, KATU, KOIN, KOPB and KPTV

### **9.17**

Representatives of the above named organizations shall be permitted to attend Executive Sessions upon a showing of their credentials. Other news media may attend an Executive Session if recognized through the procedure set forth in Section 9.19. Representatives of the organization shall provide evidence of their credentials prior to such session.

### **9.18**

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend Executive Sessions on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an Executive Session the organization wishes its representative to attend. The review of the request shall be based

upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

### **9.19**

Standards for recognition for determining whether a news organization will be permitted to have its representative attend Executive Sessions will include the following criteria:

- If the organization is a print medium, the organization shall provide evidence of general or associate membership in the Oregon Newspaper Publishers Association.
- If the organization is a television or radio broadcaster, the organization shall provide evidence of membership in the Oregon Association of Broadcasters. Evidence of membership in the Associated Press shall also be sufficient.
- Alternatively, the organization may provide satisfactory evidence that it is organized and operated to regularly and continuously publish, broadcast or otherwise disseminate news to the public.
- The organization is determined to be a business entity that is institutionalized, is regularly represented by multiple personnel with defined roles within the organization.
- The organization that is institutionalized is regularly represented by multiple personnel with defined roles within the organization.
- The organization is committed and structured to support the terms of ORS 192.660(4) with respect to nondisclosure of information or discussion designated as confidential.
- The fact that an individual or group of individuals maintains a ~~computer~~ website or “blog” or corresponds with others on a matter does not in and of itself constitute being a news media organization under this policy. The District may make an independent decision, applying applicable law, regarding whether such individuals constitute “media,” taking into account whether the individual or organization regularly reports on District matters or on the issues being discussed, among other aspects.

### **9.20**

A news media organization or representative denied recognition by the Fire Chief under this policy may appeal that decision by giving notice of appeal to the Fire Chief. The Board shall consider the appeal in open session prior to the scheduled Executive Session and may affirm, reverse or modify the Fire Chief’s determination.

### **9.21**

Cameras or other recording devices may not be used in Executive Sessions, except for the official Executive Session recordings or notes made by District staff.

**9.22**

A representative of a news media organization that has a direct personal, business, or adverse legal interest in the subject of the Executive Session that would frustrate the purpose of the Executive Session may be barred from attending, subject to applicable law.

**9.23**

By attending the Executive Session, the news media organization and its representative agree not to print or publicly disclose the discussion at the session (per ORS 192.660(4)) until the Board of Directors has taken official action regarding the subject matter of the discussion.

**9.24**

The Board may revoke the recognition of a news media organization or a representative if, after notice to the organization or representative, the Board finds that the facts upon which original recognition was granted are no longer true, or upon a finding that the organization or its representative has willfully disclosed information or discussion at an Executive Session designated as confidential.

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**ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS**

**10.1**

The minutes of the meetings of the Board shall be maintained in the Administration Office of the District and shall provide for information as required by law (ORS 192) and Board policies.

**10.2**

The Board Secretary or staff designee shall record all proceedings of the Board meetings and file these in chronological order in a book provided for that purpose.

**10.3**

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.

**10.4**

The District recognizes the right of any member of the public to inspect nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as

soon as practicable and without reasonable delay. The request must be made in writing and submitted in person, by mail, by fax or by e-mail. (ORS 192.420) Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

**10.5**

In accordance with the Oregon Public Records Law, certain records, such as executive meeting minutes, certain personnel records, and other confidential or exempt records are not included in the category of records to which the right of access is to be granted by the Fire District.

**ARTICLE 11: DELEGATION OF BOARD AUTHORITY**

**11.1**

The Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

**11.2**

The Board will approve a position description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

**11.3**

At such time that a vacancy occurs or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

**11.4**

The Fire Chief shall serve as Executive Officer of the District and shall have the responsibility for:

- preparing the agenda in accordance with Section 9.11 for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required;
- bringing to the attention of the Board matters requiring its consideration;
- reporting periodically to the Board on the progress of programs in the District;
- reporting to the Board any appointments, demotions, transfers, and dismissals in accordance with the policies and procedures of the Civil Service Commission as applicable;

- all personnel and administrative actions and decisions;
- other duties as more specifically provided in the employment contract and/or job description.

### **11.5**

The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such Standard Operating Procedures will detail the operations of the District.

## **ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL**

### **12.1**

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall have the responsibility to seek the advice of ~~legal counsel~~legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy. When legal counsel is needed, the Fire Chief will make the contact regarding the issue in question unless the matter is in regards to the Fire Chief. If this is the case, the Board President or designee will initiate contact with legal counsel. Notwithstanding the above generally- applicable rule, a Board Member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board President of such contact without divulging any confidential information.

## **ARTICLE 13: FIRE DISTRICT POLICY ON TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.**

### **13.1**

The Board establishes the following general policy relating to urban renewal districts and tax increment financing. The proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness shall be individually reviewed and scrutinized by staff for economic and operational impact. Results of these findings will be reported to the Board.

### **13.2**

ORS Chapter 457 requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval, but does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts

and plan amendments and will notify such municipalities of the District's desire for early consultation and involvement.

**13.3**

ORS Chapter 457 provides the governing body of each taxing district with 45 days following receipt of the urban renewal plan and report to submit written recommendations to the urban renewal agency, which the municipality's governing body may accept, reject, or modify. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.

**13.4**

Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on the District. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate. Upon completion of this evaluation, staff will present a report to the Board.

**13.5**

In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly-constructed urban renewal plans that attract private investment, alleviate blighted areas and increase assessed value can ultimately benefit all public service providers. The staff and Board will continue to dialogue with the sponsoring agency prior to deciding whether to support, oppose, recommend changes, or remain neutral regarding the proposed urban renewal plan.

**13.6**

Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board will generally oppose plan amendments that seek to increase maximum indebtedness.

**13.7**

Upon review of staff's evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

- Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which have been shown to be effective in encouraging private investment, thereby increasing assessed value.

- Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
- Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities that are not shown to be effective in encouraging private investment.
- Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) of the urban renewal area to the balance of the jurisdiction.
- Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.
- Recommend or request changes that improve the urban renewal plan or plan amendment; and support, oppose or remain neutral pending the city or county addressing those changes.

**ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES  
TAX ABATEMENT**

**14.1**

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

**14.2**

The process for creating an EZone requires that the sponsoring city, county or port authority submit the proposal to the Oregon Economic and Community Development Department for review and approval. ORS 285C.067 further requires that the sponsor consult with all taxing districts within the proposed EZone before submitting the application.

**14.3**

The Board adopts this policy on behalf of the District with respect to any property that is subject to the taxing authority of the District or to a contract for the services of the District. This policy

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shall provide guidance to local governments sponsoring EZones as to the position of the District on those EZones, and to the Fire Chief or his designee in responding to opportunities for meetings or consultation with those sponsoring agencies.

#### **14.4**

The Board appreciates the importance of providing incentives for investments and job creation that an EZone may provide, so long as the deferment of taxes payable to the District does not impose a financial burden on District resources and require that the District provide fire and life safety services to the beneficiary without resources to do so. Ad valorem property taxes are virtually the only source of funds by which the District provides firefighting and emergency medical aid to the Clackamas County community. Providing for new taxable property and exempting it from the tax rolls means that the District must protect the property and the employees without the funds to do so. It is the Board's strong view that, if sponsoring agencies fail to consider carefully the impact of tax exemption on the District's ability to provide fire and life safety services, or if they waive or fail to implement the conditions provided by state law with respect to EZones, the very purpose of the program is defeated.

#### **14.5**

The Board requires as a condition of its assent to tax exemption that an agency sponsoring an EZone provide for an agreement with the applicant for tax-exemption providing for annual payment to the District during the term of tax exemption an amount equal to 30 percent of the District's current tax rate applicable to the exempt property to reimburse the District for that portion the District levy representing the direct cost of fire and emergency services for the exempt property.

#### **14.6**

The Board welcomes the opportunity for the District to review the terms and provisions of any proposed EZone on a case by case basis, but by the adoption of this policy serves as notice of the Board's concerns regarding these issues:

- Existing EZone boundaries or exemption of taxable property should not be amended unless the sponsor, in consultation with the District, concludes that the amendment is in the best interests of the community at large and will not diminish the District's ability to provide services.
- Tax exemption granted to an eligible business should not be extended unless all terms of the original tax exemption grant, including the number of employees to be hired and the wages to be paid, have been met in full for the entire exemption period.
- Original requirements for tax exemption granted by a sponsor should not be amended, altered or waived if such action would reduce, eliminate or materially alter the requirements that were presented to the District as the conditions for the tax exemptions being granted, including without limitation the base wages to be paid and employee addition requirements.

- The Board may consider EZone proposals on a case by case basis, but generally will not support EZone applications for tax exemptions that propose primarily additions of machinery or equipment or upgrades, as such improvements generally do not add assessed value at the end of the exemption period due to depreciation, wear and tear or obsolescence, defeating the concept of added taxable value in the long term.
- Sponsoring agencies should require that applicants for tax exemption include proposals to enhance the level or efficiency of local public services within the proposed EZone, including firefighting and police services.
- The Board generally opposes any termination of the existing statutory sunset provisions for EZones. The District further opposes the creation of EZones on land that is or has formerly been designated as an urban renewal area.



## CFD#1 BOARD COMMITTEES/LIAISONS

2018/2019

2019/2020

Staff Liaison

CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's capital needs. *Quarterly (Minimum)*

Trotter  
Wall

Trotter  
Wall

Chief Charlton/  
Finance Director  
Christina Day

CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. *Monthly.*

**Alt.:** Trotter

**Alt.:** Trotter

Chief Charlton

EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. *Quarterly (Minimum)*

Cross  
Joseph

Cross  
Joseph

Division Chief  
~~Bill Conway~~

EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the Fire Chief and to perform other duties as assigned by the Board President. *Semi-annually (Minimum)*

Syring  
Wall  
**Alt.:** Joseph

Cross  
Trotter

Chief Charlton

FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the *bimonthly* Foundation meetings and provide updates at the monthly Board meetings.

Trotter

Trotter

Chief Charlton

LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals. *Quarterly (Minimum)*

Joseph  
Wall

Joseph  
Wall

Chief Charlton

INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. *Quarterly (Minimum)*

Joseph  
Syring  
**Alt.:** Trotter

Trotter  
Syring  
**Alt.:** Joseph

Chief Charlton

VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. *Quarterly (Minimum)*

Syring  
**Alt.:** Trotter

Syring  
**Alt.:** Trotter

Battalion Chief  
Steve Deters

# Fire Chief's Office

To: The Board of Directors  
From: Fire Chief Fred Charlton  
Re: Fire Chief's Report

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## **COVID-19**

The Fire District continues to focus on ensuring the health and well-being of our employees, volunteers and communities we serve. We still have personnel working remotely, have limited our community interactions, and continue to adhere to personal hygiene, face covering and physical distancing requirements. We will be extending the closure of our community meeting rooms and access to facilities through November 30, 2020. We continue our weekly briefings and support our personnel through information dissemination and personal protective equipment.

## **Emergency Preparedness Month**

As September comes to a close, our focus has been on a number of major incidents, but we can't forget National Preparedness Month with the theme, "Remember the Water." We encourage all residents to have an adequate supply of water on hand for emergency situations.

## **Fire Chief Selection Process**

I met with the Board Executive Committee and it was discussed to adjust the individual timelines within phases one through five of the process. This action was requested due to the recent wildfires and the overwhelming amount of work our personnel are focusing on right now. The new timelines will be:

- Phase 1 – Job Announcement / Application period – September 7, 2020 to September 28, 2020
  - New - November 2, 2020 to November 22, 2020
- Phase 2 – Review of Applications – October 1, 2020 to October 15, 2020
  - New - November 23, 2020
- Phase 3 – Stakeholder Presentation – October 19, 2020 to November 13, 2020
  - New - December 14, 2020 to December 18, 2020
- Phase 4 – Board Interview – November 23, 2020 to December 18, 2020
  - New - January 11, 2021 to January 28, 2021
- Phase 5 – Conditional Job offer – January 1, 2021 to February 28, 2021
  - New - February 1, 2021 to February 26, 2021

- Phase 6 – Transition period – March 1, 2021 to June 30, 2021

**Clackamas County Wildfires**

The Fire District is now beginning the recovery phase related to the devastating wildfires to include the Riverside, Dowty, Unger, and Wilhoit Fires. We are following up on a number of community concerns related to our response, reviewing parameters for state and federal reimbursement and working to support our communities. The Clackamas Emergency Services Foundation has been receiving financial contributions and has a plan developed to distribute funds to those impacted by these wildfires.

Respectfully submitted,

Fire Chief Fred Charlton

# 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 – August 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
- Promotional swearing-in of line personnel at individual stations
- Recruit Class 20-02 Graduation

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

Total Story Count:	26
Total Audience:	149,565
*Total Calculated Ad Value:	\$3,491
*Total Calculated Publicity Value:	\$10,472

\*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: 12,165 Followers (11,979 in July)
- Instagram: 4,944 Followers (4,779 in July)
- Facebook: 10,328 Followers (9,980 in July)

## Public Messaging and Campaigns:

- Water safety and life jackets
- Summer safety, stay hydrated, and stay protected with sunscreen
- Firefighter Steve: What to expect when calling 911
- Smoke alarms
- Practice home fire escape plan

**Meetings Attended:**

- COVID-19 BC Update, Zoom, daily Monday-Friday
- COVID-19 Command and General Staff, Zoom, August 17
- COVID-19 Planning meeting, Zoom, August 17
- COVID-19 Operational Briefing, Zoom, August 18
- Fall Community Presentations, Zoom, August 24
- COVID-19 Command and General Staff, Zoom, August 24
- COVID-19 Planning meeting, Zoom, August 24
- COVID-19 Operational Briefing, Zoom, August 25
- Proposed Merger Presentation Schedule and Website Content, Zoom, August 25
- Virtual Fall Events Planning, Zoom, August 25
- Virtual Good Morning Oregon City, Zoom, August 26
- COVID-19 Command and General Staff, Zoom, August 31
- COVID-19 Planning meeting, Zoom, August 31
- 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 – August 2020

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- Attended Clackamas/Estacada Joint Oversight Committee Meeting.
- Attended the Estacada Fire Board Meeting.
- Participated in COVID-19 Incident Action Plan Planning and Operational Meetings.
- Attended the Joint Board Meeting with Clackamas Fire and Estacada Fire.
- Facilitated the August Labor Management Committee.
- Attended August Fire Defense Board Meeting.
- Presented to non-uniform staff on District updates and COVID-19.
- Met with staff regarding Fire District recovery phasing.
- Assisted with preparation for testing processes.
- Participated in Oregon City Chamber Board Planning Retreat.
- Participated in Chief Interviews.
- Attend the Finance Committee Meeting.
- Met with probationary staff.
- Worked with Finance staff on FY21 analysis.
- Worked with Legal Counsel on several matters.
- Worked with Local 1159 on various matters.

Respectfully submitted,

Deputy Chief Doug Whiteley

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





# CLACKAMAS EMERGENCY SERVICES FOUNDATION

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



## EXECUTIVE COMMITTEE OFFICERS

- Kyle Gorman  
*President*
- Jerry Kearney  
*Vice President*
- James Rhodes  
*Secretary/Treasurer*
- Fred Charlton  
*Ex-Officio*

## TRUSTEES

- Jim Band  
*Liaison, City of Oregon City Police Dept*
- Michelle Chao  
*Michelle Chao, LLC*
- Fred Charlton  
*Clackamas Fire District #1*
- Fred Charlton  
*Liaison, Estacada Fire District #69*
- Angela Fox  
*Clackamas Review/Oregon City News*
- Ron Gladney  
*Hotelier*
- Andrew Gordian  
*IAFF Local 1159*
- Kyle Gorman  
*Retired CFDI*
- John Higgins  
*Higgins Signs*
- Jerry Kearney  
*Volunteer Association*
- Frank Magdlen  
*Retired - US Bank*
- Sherri Magdlen  
*Director of Dev. for Search & Rescue*
- Ed Mura  
*Retired - Clackamas Co. Sheriff's Office*
- James Rhodes  
*Liaison, Clackamas Co. Sheriff's Office*
- Sherie Rosenbaum  
*Stone Cliff Inn*
- Alex Roth  
*BPG Wealth Management*
- Luke Strait  
*Liaison, City of Milwaukie Police Dept.*
- Don Trotter  
*Retired Architect*
- Craig Van Valkenburg  
*Willamette View, Inc.*

## HONORARY TRUSTEES

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

MISSION STATEMENT  
"To help create a safer Community."

## Meeting Minutes July 28, 2020 Meeting held via remote conferencing

President Gorman called the meeting to order at 12:00 pm.

**Present:** Trustees Fred Charlton, Michelle Chao, President Kyle Gorman, Jerry Kearny, Frank Magdlen, Sherri Magdlen, James Rhodes, Alex Roth, Sherie Rosenbaum, Don Trotter, Andrew Gordian, Ron Gladney; Kelly Dilbeck from the Oregon City Police Dept.; Jasmine Synder from the Colton Fire Department; Ryan Burdick, Luke Strait from the Milwaukie Police Department; and Clackamas Fire District #1 staff: Finance Director Christina Day, and Executive Assistant Rachel Trotman.

### INTRODUCTIONS

Introductions were made around the room.

### MINUTES

Jerry Kearny moved and Sherri Magdlen seconded the motion to approve the minutes as written.

**The minutes were approved as written.**

### CORRESPONDENCE

None.

## **OLD BUSINESS**

### **Financial Report – Finance Director Christina Day**

Christina shared that she sent the group the financial report by email. She apologized that it was late. She shared her screen and reviewed the information with the group. She noted that the only activity in June was Karen cleaning up and writing some checks before she retired.

Christina shared that for the Community Assistance fund, there was quite a bit of activity. She reported \$15,000 in PPE donations. They had already reimbursed the CFD #1s for \$10,216. She said she would review the numbers to confirm that the total is correct. There was a Meals on Wheels donation and there was a purchase of bike helmets. The total resources available, as of June 30, was \$232,000.

### **Budget report**

Christina shared that Operation Santa showed two different expenditures. The \$6824 was actually for the prior year but it did not get paid until the next year. The \$8,369 was for last year. Therefore this report showed the expenditures for two separate years.

She shared that the dinner auction items needs to be on hold for a bit.

She shared that for Community Support, they were just over the \$23,000 that was budgeted. These funds were for things like Meals on Wheels, the middle school food program, etc. She didn't know if they wanted to change that budgeted amount.

Christina then went over the Profit and Loss Statement. She explained that she will review the \$14,820 to make sure that it's all legit for COVID-19 PPE. For Operation Santa, the report showed the \$15,000 expenditure that she mentioned previously. She reiterated that this was for two years' worth of expenses.

She explained that the advertising/promotion expense was for website development. This work was mostly complete and there will just be a monthly service cost now. Jerry explained that this monthly cost should cover anything they want posted or changed on the website. He had been working with Steve on this and shared it was pretty much set. She explained that the Professional Fee expense for \$615 was for tax preparation. All of the paperwork has been filed and taken care of. Christina noted she would send out an electronic copy of the 2019 tax returns to the group for their review.

Christina went over the Balance Sheet. Checking was at \$18,000. The Merrill Lynch account was at \$210,000. Total balance was \$232,000 for both accounts.

Christina then reviewed the Profit and Loss Detail statement. This showed a summary of what the Foundation has funded in this calendar year. The Community Assistance Fund was just over \$18,000. This spiked this year because of the COVID-19 PPE donations for \$10,000. She explained that this had been a very active fund. The Community Support group was right at the \$23,794. Scholarships were at \$2,250. Cab services were just over \$1,000. The Foundation contributed \$45,000 to assisting and supporting the surrounding community. If anyone had any questions, they were told they could ask Christina.

Ron asked if this was higher than past years. Christina confirmed that yes, because of COVID-19. He asked how this related to the budget. Christina scrolled through the budget to show the

differences. Christina said the \$43,000 was the 2019 actual and the actual for this year was \$23,000. President Gorman explained that the \$43,000 was a total of the community support, emergency assistance, etc.

Christina said about \$49,500 was what was budgeted and that included community support, emergency assistance, scholarships, and Operation Santa. The only thing not included would be AED grants. President Gorman mentioned that this does include two years' worth of expenditures for Operation Santa too. Therefore, there are just slightly over budget.

Ron asked where she thought they would be for PPE Support at the end of the year. Christina said that if all the revenue was legit and coded correctly to COVID-19, it should be \$14,820.

### **C) Auction Dinner Update – Don Trotter**

Don shared that until the counties get to phase two or three, they will be unable to hold the event like in the past.

He recently attended the Cascade Dinner Auction. They had a caterer deliver food to the homes of everyone who would have had a table. They showed the auction items on Zoom. He didn't think it went well. He received an email thanking him and shared that the event raised \$425,000. So, he reconsidered and thought he would bring this idea to the committee.

President Gorman asked Don if there were any outstanding debts for the dinner auction. Don said that they had paid the consultant for the portion of the contract that was required. She still had some money due once event has resumed. They don't owe anything to Gray Gables. Don did not believe they owed anything at that time.

Jerry asked Don if Gray Gables was holding a deposit. Don said that, if he remembered correctly, they waived the deposit requirement.

## **NEW BUSINESS**

### **Check signing policy – Kyle Gorman**

President Gorman explained that right now, the authorized check signers are Kyle, Sherie, Fred and the two people identified by the Chief, which were Don Trotter and Karen Strejc. Karen retired and there will be a new election of officers. He proposed that they follow the policy and that the Board officially recommends the five people identified in the policy that are check signers. This decision needed to be made in the form of a motion. The bank won't authorize unless they receive a confirmed motion in the minutes from a previous meeting. They will keep the current authorized signers for now. Don had agreed to sign if needed for the meantime. Once the minutes are approved in September, the new authorized signers will begin.

President Gorman said that they need a motion that the people who will be named Board Chair and Treasurer will be authorized check signers. The following will be check signers: Board Chair, Treasurer, Fire Chief, and the two people whom the Fire Chief identifies. He would like to authorize those check signers for when the minutes come out, they can get that submitted to the bank.

**Ron Gladney made motion and Jerry Kearney seconded the motion to go forward with what was stated in regards to check signing.**

**The motion passed unanimously.**

Ron introduced himself, since he did not introduce himself at the beginning during intros.

### **Election of Officers**

President Gorman asked Rachel to explain the voting process since they were not in person. Rachel explained process for voting, since meeting be held via Zoom. Don shared that if there is only one nomination, no vote would be needed. The chair can declare that the person nominated is selected. President Gorman asked Don if it was better to nominate Secretary/Treasurer or Chair first. Don said typically the Chair is first and then continue on to the other offices.

### **President**

President Gorman opened nominations for the position of President.

Jerry nominated Kyle.

No other nominations. Following Parliamentary Procedure, the group did not have to vote.

### **Vice President**

President Gorman opened nominations for Vice President.

Don nominated Jerry. Jerry accepted.

No other nominations for vice president. Nominations closed. There was no need for a vote.

### **Secretary/Treasurer**

President Gorman announced that Sherie informed him that she would like to retire from the position of Secretary/Treasurer. She confirmed that was still true.

President Gorman opened up nominations for secretary/treasurer.

Discussion followed.

President Gorman asked Sherie to describe the level of effort for this position. Sherie said that Christina keeps all the Foundation financial records and gets the information ready for the meetings. This position reviews the checking account as needed and attempts to find additional interest accounts. Being on the Executive Committee, this position would include involvement with the annual fundraisers. She was on her third term. Jerry said this position occasionally attends check presentations. Sherie said it's a meeting every other month. This position will work on the budget with Christina. The only reason she was stepping down was to get someone new in the position. She wanted someone to bring in some good ideas and a new perspective.

President Gorman said it was important to have law enforcement on the Board as well. He thought the input would be useful. Jerry nominated James, and Sherri seconded. James accepted the nomination.

No other nominations.

President Gorman thanked James for stepping up. President Gorman requested that Rachel send out a notice announcing the new officers. No need for an election.

Per chat function in Zoom, James asked how long the term was for Secretary/Treasurer. President Gorman said two years.

### **Volunteers of America (VOA)-President Gorman**

President Gorman explained that VOA accepts vehicles and sells them at auction. They then split the money 50/50 with the charitable organization that receives the vehicle. They require a contract. The Foundation can give them a car that was donated, the VOA works out the logistics, and splits the money. The Foundation did this nine to ten years ago. There was a local person that would like to donate, but they don't have a contract in place with the VOA. He asked if the Foundation was willing to enter into this agreement. President Gorman thought this should be a Board decision, not an Executive Committee decision.

Jerry asked if they sell the cars at auction, for scrap, or both. President Gorman thought both, depending on the condition of the vehicle. He explained that early on, there was a person who wanted to donate a vehicle but they couldn't figure out how to do it. This can be another way to get contributions for the Foundation (car, truck, van, boat, etc.).

Jerry asked Fred what happens to the vehicles that are used for extrication and that type of training, after they are destroyed. Fred said that those vehicles were donated and then sold for scrap. He doesn't think they receive any funding for that but he would look into it.

President Gorman asked if there was a motion.

**Frank Magdlen moved and Ron Gladney seconded the motion to authorize the Executive Committee to enter into a contract with VOA.**

**The motion passed unanimously.**

President Gorman said if the Executive Committee identifies any oddities in the contract, they will bring those back to the Board to discuss.

### **GOOD OF THE ORDER**

President Gorman said that a lot of good work was done by fire and law and EMS. This is one small part that the Foundation plays to make the Emergency Services better.

He reminded everyone to be safe by washing their hands, wearing a mask, and protecting themselves.

President Gorman thanked Sherie for her work as the secretary/treasurer.

### **ADJOURNMENT**

Jerry Kearny moved and Sherie Rosenbaum seconded the motion to adjourn the meeting. The meeting adjourned at 12:50pm.

**NEXT MEETING**

The next Foundation meeting was scheduled for September 22, 2020. This will likely be held via Zoom.

Rachel Trotman  
Executive Assistant

# **Business Services Division**

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

**From:** Human Resources Director Trish Noble

**Re:** Human Resources Department Monthly Report – August 2020

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- Created binders and coordinated Chief interviews for BC, DC, and PAABC.
- Continued work on the AO and PM to FF processes.
- Continued Entry Level Firefighter Process Planning.
- Met with Pearson to discuss their testing platform for entry and promotional testing.
- Created potential new fire danger graphic for the District website.
- Sent out new volunteer information on behalf of the Volunteer division.
- Met with Chief Whiteley and Chief Stewart regarding Testing – Chief Stewart will be assisting with Entry Level testing.
- Attended the Board meeting regarding approval of the Fire Chief packet and application.
- Updated employee files with certifications, PAFs, comp time, change of address, new employee information/bios, etc.
- SAIF approved time loss for all District personnel impacted by quarantine exposure.
- Conditional offers of employment made for entry level firefighter fall recruit academy.
- Psych exam review, background check and DMV review for entry level firefighter recruits (suppression and support).
- After Action Review of COVID-19 in district potential exposure / quarantine process.
- Completed next round of probationary reviews for Program Specialist A. Neelands.
- Processed bereavement, jury duty and OFLA/ FMLA leave for personnel.
- Fire Chief selection process work continued for the presentation to Board.

- Continued random ODOT drug screening for District CDL license holders.
- Office 365 switchover including replacement of Windows 7 hardware with IT.
- Processed tuition reimbursements requests.
- Worker's Comp claims and return to work for new claims and light duty assignments.
- Benefits:
  - Continued to make some calls to members who are utilizing Specialty Drugs and getting them squared away with the new process.
  - Attended the Quarterly Performance meeting with HYAS and Voya. It was decided that someone from the Deferred Comp committee will contact those who are not participating in Deferred Comp, to explain that they are losing out on the matching funds that the district offers.
  - Finishing up on the census for Reliance Standard with the updated annual wages.
- LBG:
  - Continue to work with Kris on denied and problem claims.
  - Working on an email with Kristen, to remind and show members all the different programs that we have in place to keep our benefit costs down.
- Health Trust:
  - Working with the retirees on their paperwork to compensate for the decrease in our Trust offset amount. They have been notified and are working on changing their amounts with PEHP and utilizing the VOYA \$3,000 that they can use annually for health care costs.
  - In July, our Trust paid out an offset to 47 retirees in the amount of \$9,146.12.

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 – August 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 August 2020:

- 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
  - Staff has prepared a Cash Flow Projection for the period of 7/1/20 to 11/15/20 to evaluate the need for Tax Anticipation Notes and has found that it will likely be necessary to issue the notes this year. Director Day is researching options.
  - Director Day prepared a presentation on the District's financial status for the Planning Retreats.
- 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 received the GEMT revenues in time to post to FY2020 as budgeted.
- Accounts Payable
  - AP staff processed 510 invoices and 298 checks during the month of August 2020.
  - Program Specialist Fielman has been working with Data Services and Logistics to implement the new process in Munis for supply orders.

Looking Ahead:

September 2020

- September 10th-11th - Estacada annual audit (POSTPONED)

November 2020

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

Respectfully submitted,

Finance Director Christina Day

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

**General Fund 10**

As of August 31, 2020, Fiscal Year 2020-2021 is 16.7% complete.

Revenues: The General Fund has received \$415,638 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 \$171,505 at 29.8% of the adjusted budget before the costs of collection are netted out. This fund has received \$24,012 in interest revenues to date. Additional revenues from contracts, and other sources total another \$1,054,065.

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

<b>Category:</b>	<b>% of Budget Used</b>
<b>Salaries &amp; Benefits</b>	19.7% of Adjusted Budget
<b>Materials &amp; Services</b>	10.0% of Adjusted Budget
<b>Capital Outlay</b>	1.7% of Adjusted Budget

**Equipment Reserve Fund 20**

Total expenditures in this fund equal \$64,314. This fund has received \$1,165 in interest and \$1,062 in surplus sales revenues to date.

**Capital Projects Fund 30**

Total expenditures in this fund equal \$125,933 through August 2020. This fund has received \$6,521 in interest revenues to date.

**Enterprise Fund 40**

There are no expenditures in this fund. This fund has received \$31 in interest revenue.

**Debt Service Fund 50**

This fund has received \$16,418 in property tax revenues this year, along with \$4,045 in interest earnings. There are no expenditures in this fund.

**Bond Construction Fund 60**

Total expenditures for bond project-related construction costs equal \$10,330 through August 2020. This fund has received no revenue.

**Investment Activity**

**Short-term Investment Portfolio**

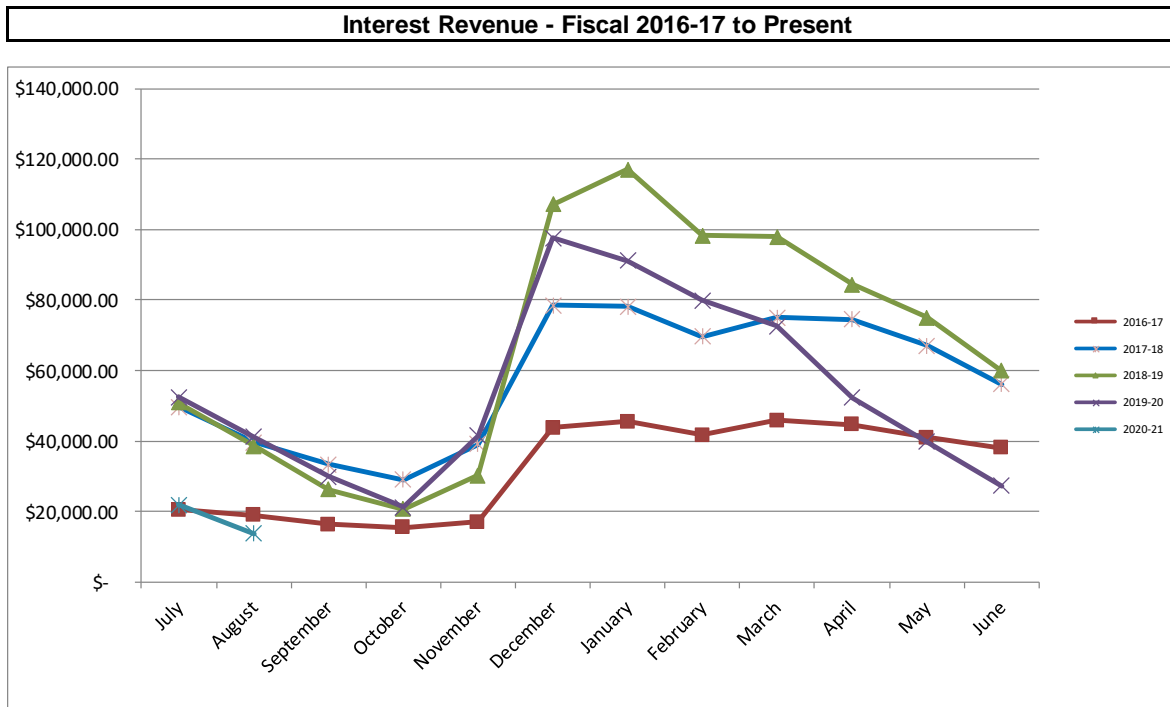
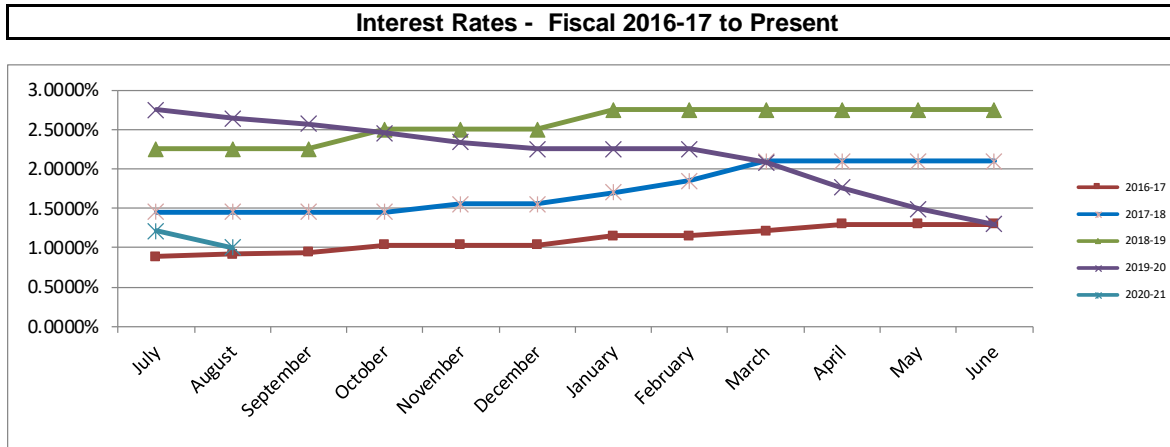
The table below indicates the balances of cash accounts as of August 31, 2020.

<b>Short-term Investments as of August 31,2020</b>	
Local Government Investment Pool	\$13,430,091.05
Key Bank Checking	\$2,112,537.73
Third Party Trust	\$3,000.00
<b>TOTAL:</b>	<b>\$ 15,545,628.78</b>

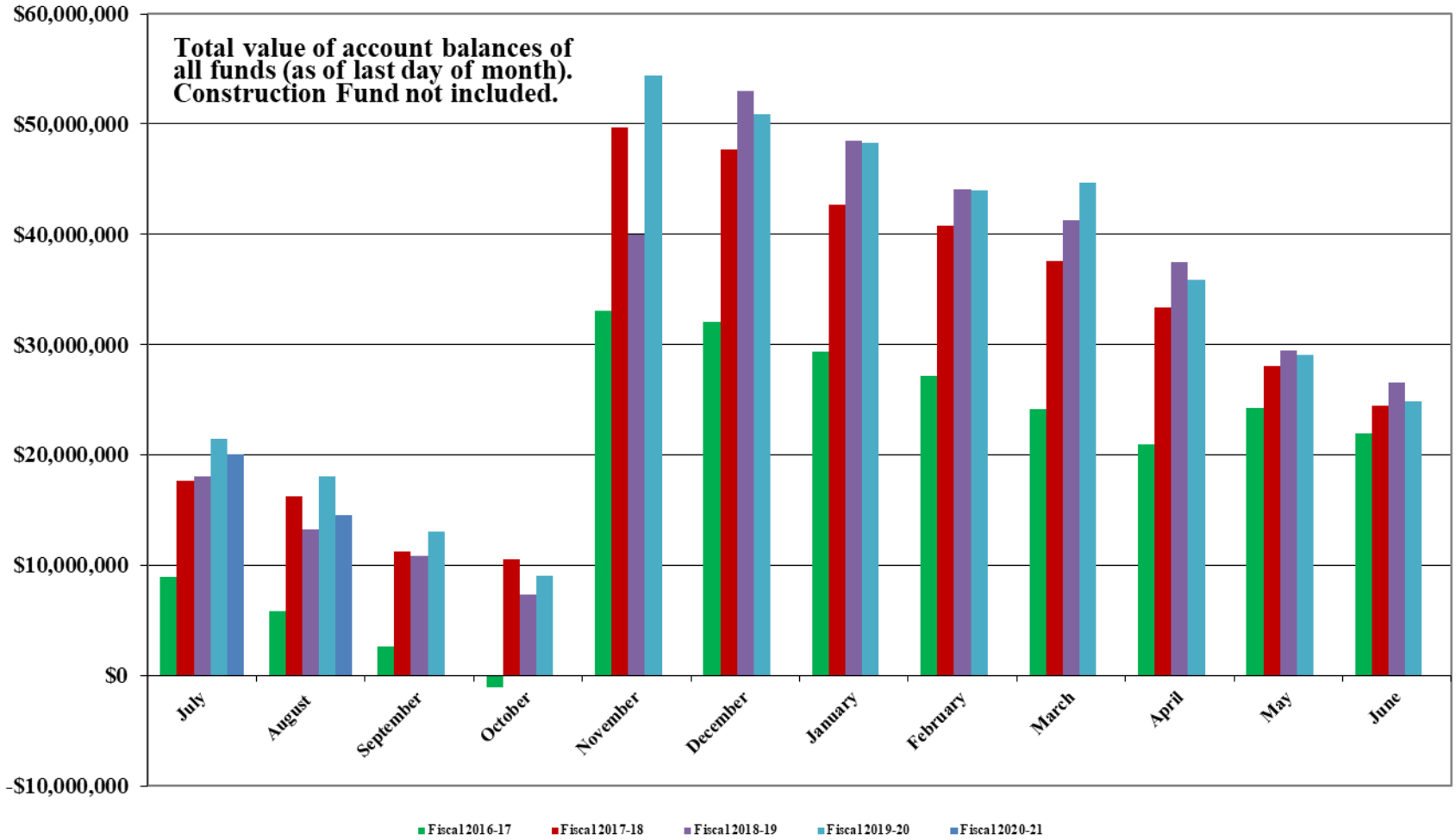
The Oregon LGIP interest rate is 1.00% in August 2020.

<b>Clackamas Fire District No. 1</b>			
<b>LGIP Monthly Interest Rate Averages</b>			<b>Monthly Earnings LGIP</b>
<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
<b>August</b>	2020	1.000%	\$13,806.68

Clackamas Fire District #1  
 LGIP Interest Rates and Revenue



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



YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
10 General Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>00 Beg Fund Bal</b>								
9995 Beg Fund Bal	-20,089,198	0	-20,089,198	.00	.00	-20,089,198.00	.0%	
TOTAL Beg Fund Bal	-20,089,198	0	-20,089,198	.00	.00	-20,089,198.00	.0%	
<b>01 Tax Revenues</b>								
4450 Current Year Prop Taxes	-55,796,309	0	-55,796,309	-295,792.78	.00	-55,500,516.22	.5%	
4455 Prior Year Prop Taxes	-1,220,310	0	-1,220,310	-119,845.41	.00	-1,100,464.59	9.8%	
4460 Other Taxes	-8,000	0	-8,000	.00	.00	-8,000.00	.0%	
TOTAL Tax Revenues	-57,024,619	0	-57,024,619	-415,638.19	.00	-56,608,980.81	.7%	
<b>03 Interest</b>								
4490 Investment Interest	-375,000	0	-375,000	-24,011.90	.00	-350,988.10	6.4%	
TOTAL Interest	-375,000	0	-375,000	-24,011.90	.00	-350,988.10	6.4%	
<b>04 Other Revenues</b>								
4500 Contract Revenue	-3,052,033	0	-3,052,033	-537,310.68	.00	-2,514,722.32	17.6%	
4510 ASA Revenue	-135,000	0	-135,000	-22,260.68	.00	-112,739.32	16.5%	
4512 Medical Supply Reimb	-90,000	0	-90,000	-29,933.00	.00	-60,067.00	33.3%	
4513 Other Reimbursements	-200,000	0	-200,000	-17,272.51	.00	-182,727.49	8.6%	
4538 Service Cost Recovery	-75,000	0	-75,000	-656.24	.00	-74,343.76	.9%	
4541 Sale of Inventory/Services/Eqp	0	0	0	-13,244.20	.00	13,244.20	100.0%	
4542 Sale of Goods/Services/Eqpt	0	0	0	.02	.00	-.02	100.0%	
4545 Other Post-Employ Bene Revenue	-600,000	0	-600,000	-105,766.01	.00	-494,233.99	17.6%	
4560 Grant Revenue	-140,450	0	-140,450	-153,673.02	.00	13,223.02	109.4%	
4569 GEMT Revenue	-500,000	0	-500,000	.00	.00	-500,000.00	.0%	
4570 Transportation Response Revenue	-575,000	0	-575,000	-171,504.96	.00	-403,495.04	29.8%	
4571 Other Revenues	-433,000	0	-433,000	-173,949.00	.00	-259,050.95	40.2%	
TOTAL Other Revenues	-5,800,483	0	-5,800,483	-1,225,570.28	.00	-4,574,912.67	21.1%	
<b>05 Transfers In</b>								

## YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
10 General Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES		BUDGET	USE/COL
4610 Transfers from other Funds	-363,000	0	-363,000	.00	.00		-363,000.00	.0%
TOTAL Transfers In	-363,000	0	-363,000	.00	.00		-363,000.00	.0%
<b>50 Salaries</b>								
5501 Fire Chief	200,875	0	200,875	33,479.16	.00		167,395.84	16.7%
5503 Deputy Chief	184,289	0	184,289	30,714.83	.00		153,574.17	16.7%
5504 Division Chief	670,143	0	670,143	109,801.69	.00		560,341.31	16.4%
5505 Battalion Chief	1,910,043	0	1,910,043	334,685.34	.00		1,575,357.66	17.5%
5506 Exempt Staff Group	2,417,318	0	2,417,318	405,006.17	.00		2,012,311.83	16.8%
5507 Fire Inspectors	549,160	0	549,160	88,459.82	.00		460,700.18	16.1%
5508 Deputy Fire Marshal Captain	240,460	0	240,460	40,072.99	.00		200,387.01	16.7%
5509 Deputy Fire Marshall Lieutenant	220,606	0	220,606	36,764.20	.00		183,841.80	16.7%
5510 Captain	2,765,290	0	2,765,290	430,215.16	.00		2,335,074.84	15.6%
5512 Lieutenant	4,191,514	0	4,191,514	737,717.47	.00		3,453,796.53	17.6%
5515 Apparatus Operator	5,901,785	0	5,901,785	1,029,736.71	.00		4,872,048.29	17.4%
5520 Fire Fighter	7,744,329	0	7,744,329	1,224,854.19	.00		6,519,474.81	15.8%
5525 Paramedic	288,552	0	288,552	50,204.32	.00		238,347.68	17.4%
5530 Non-exempt Staff Group	1,524,503	0	1,524,503	245,629.59	.00		1,278,873.41	16.1%
5535 Other Employee	77,154	0	77,154	12,858.94	.00		64,295.06	16.7%
5540 Temporary Labor	74,256	0	74,256	4,738.32	.00		69,517.68	6.4%
5545 Premium Pay	387,107	0	387,107	75,644.36	15,000.00		296,462.64	23.4%
5555 School Replacement	64,927	0	64,927	.00	.00		64,927.04	.0%
5560 Operational Replacement	5,400,000	0	5,400,000	1,413,495.52	.00		3,986,504.48	26.2%
5562 Vacation Buyback	40,000	0	40,000	.00	.00		40,000.00	.0%
5563 Retirement/Separation Vacation	161,451	0	161,451	53,383.72	.00		108,067.28	33.1%
5564 Other Leave Buyback	0	0	0	12,383.06	.00		-12,383.06	100.0%
5600 Overtime	442,006	0	442,006	79,039.28	.00		362,967.10	17.9%
TOTAL Salaries	35,455,768	0	35,455,768	6,448,884.84	15,000.00		28,991,883.58	18.2%
<b>60 Benefits</b>								
6620 SS/Medicare	2,714,988	0	2,714,988	489,117.19	.00		2,225,870.81	18.0%
6640 Tri-Met Taxes	212,940	0	212,940	39,522.50	.00		173,417.50	18.6%
6650 Transit Tax	3,540	0	3,540	.00	.00		3,540.00	.0%
6656 PERS Employer	8,250,242	0	8,250,242	1,446,049.13	.00		6,804,192.87	17.5%
6670 Deferred compensation	785,140	0	785,140	127,951.48	657,188.52		.00	100.0%



YEAR-TO-DATE BUDGET REPORT

FOR 2021 02

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
6675 Unemployment	5,000	0	5,000	22.92	.00	4,977.08	.5%
6680 Life Insurance	45,000	0	45,000	6,810.36	35,189.64	3,000.00	93.3%
6689 Cafe Plan Claims Costs	185,000	0	185,000	744,724.33	3,030,275.67	-3,590,000.00	2040.5%
6690 Cafe Plan Benefits	3,951,450	0	3,951,450	401,071.65	.00	3,550,378.35	10.1%
6691 PEHP	348,800	0	348,800	58,300.00	290,500.00	.00	100.0%
6692 Other Post-Employ Benefits	630,565	0	630,565	144,718.94	704,281.06	-218,435.00	134.6%
6693 Health Trust	308,860	0	308,860	48,057.47	20,000.00	240,802.53	22.0%
6701 Vehicle Allowance	26,448	0	26,448	4,408.08	.00	22,040.00	16.7%
6702 Tool Allowance	6,000	0	6,000	1,000.00	.00	5,000.00	16.7%
6703 Cell/Tech Allowance	7,800	0	7,800	2,200.00	.00	5,600.00	28.2%
6705 workers Compensation	685,608	0	685,608	610,546.78	.00	75,061.22	89.1%
<b>TOTAL Benefits</b>	<b>18,167,381</b>	<b>0</b>	<b>18,167,381</b>	<b>4,124,500.83</b>	<b>4,737,434.89</b>	<b>9,305,445.36</b>	<b>48.8%</b>

70 Materials and Servic

7008 ORE CAT Corporate Activity Tax	0	0	0	54.41	2.53	-56.94	100.0%
7010 Election costs	50,000	0	50,000	56.35	.00	49,943.65	.1%
7015 Meeting Expense	28,930	0	28,930	26.18	.00	28,903.82	.1%
7030 Civil Service Exam Expense	3,500	0	3,500	543.65	.00	2,956.35	15.5%
7035 Bank charges	15,000	0	15,000	2,453.60	12,305.00	241.40	98.4%
7040 Dues & Publications	39,613	0	39,613	6,366.25	.00	33,246.75	16.1%
7045 Awards & Recognitions	39,450	0	39,450	253.32	.00	39,196.68	.6%
7055 Operating Supply	181,323	0	181,323	14,863.45	3,783.25	162,676.28	10.3%
7065 Fire Fighting Supply	105,505	0	105,505	31,775.89	-23,933.08	97,661.86	7.4%
7070 Rescue Supply	13,483	0	13,483	349.82	12,964.66	168.52	98.8%
7075 EMS Supply	282,037	0	282,037	64,761.18	30,514.97	186,760.85	33.8%
7078 Department Consumables	19,000	0	19,000	2,976.06	1,700.21	14,323.73	24.6%
7080 Fuel	273,914	0	273,914	27,921.68	204,912.11	41,080.51	85.0%
7085 Uniform & Protective Eqpt	498,515	0	498,515	46,545.56	2,323.13	449,646.13	9.8%
7090 Office Supplies	30,023	0	30,023	1,650.48	109.95	28,262.57	5.9%
7095 Software & Supplies	608,294	0	608,294	82,878.83	104,889.91	420,525.26	30.9%
7105 Household Goods	71,136	0	71,136	9,602.21	650.00	60,883.66	14.4%
7110 Professional Services	688,670	0	688,670	4,022.28	99,760.71	584,887.01	15.1%
7115 Dispatch Services	1,851,223	0	1,851,223	256,829.20	1,285,338.80	309,055.00	83.3%
7116 Utilities - Natural Gas	63,149	0	63,149	1,061.25	11,359.00	50,728.75	19.7%
7117 Utilities - Electric	172,593	0	172,593	32,771.96	.00	139,821.04	19.0%
7118 Utilities - Garbage	51,081	0	51,081	3,905.09	.00	47,175.91	7.6%
7119 Utilities - water	119,982	0	119,982	10,285.98	.00	109,696.02	8.6%
7120 Utilities - Other	139,272	0	139,272	.00	90,247.84	49,024.16	64.8%
7122 Utilities - Telephone	359,900	0	359,900	27,369.63	18,772.94	313,757.43	12.8%
7130 Insurance - Property/Casualty	317,500	0	317,500	1,603.23	7,396.77	308,500.00	2.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
7135 Medical Exams	220,413	0	220,413	31,365.14	97,611.07	91,436.79	58.5%
7140 Schools/Conferences Registrati	89,454	0	89,454	-2,439.04	.00	91,893.04	-2.7%
7141 Tuition Reimbursement	57,000	0	57,000	1,035.00	.00	55,965.00	1.8%
7142 Travel Expense	47,273	0	47,273	672.00	.00	46,601.00	1.4%
7145 Mileage Reimbursement	65,800	0	65,800	1,371.38	.00	64,428.62	2.1%
7150 Volunteer Fire Fighter Exp	40,000	0	40,000	.00	.00	40,000.00	.0%
7155 Vehicle Maintenance	530,896	0	530,896	57,755.06	16,798.10	456,342.84	14.0%
7160 Equipment Maintenance	140,753	0	140,753	37,317.53	9,871.23	93,564.24	33.5%
7165 Radio Maintenance	29,250	0	29,250	6,200.42	559.38	22,490.20	23.1%
7170 Facility Maintenance	342,474	0	342,474	11,955.60	110,743.95	219,774.34	35.8%
7175 Office Equipment Maintenance	93,190	0	93,190	2,562.76	44,287.24	46,340.00	50.3%
7180 Computer & AV Maintenance	46,710	0	46,710	7,586.58	45,115.27	-5,991.85	112.8%
7187 Fire Extinguisher Expense	4,000	0	4,000	.00	.00	4,000.00	.0%
7190 Training Expense	73,772	0	73,772	8,708.02	5,431.25	59,632.73	19.2%
7195 Public Education	65,000	0	65,000	.00	.00	65,000.00	.0%
7205 Postage & Freight	28,500	0	28,500	3,954.67	722.54	23,822.79	16.4%
7210 Small Tool, Eqpts & Furnishing	59,399	0	59,399	838.06	988.60	57,572.34	3.1%
7215 Other Expense	32,485	0	32,485	.00	.00	32,485.00	.0%
TOTAL Materials and Servic	7,989,462	0	7,989,462	799,810.72	2,195,227.33	4,994,423.48	37.5%
<b>80 Capital Outlay</b>							
8835 EMS & Rescue Equipment	0	0	0	689.97	.00	-689.97	100.0%
8860 Facility Improvement	40,000	0	40,000	.00	.00	40,000.00	.0%
8870 Furniture, Appliances & Tools	1,000	0	1,000	.00	.00	1,000.00	.0%
8890 Computer & AV Equipment	0	0	0	24.99	.00	-24.99	100.0%
TOTAL Capital Outlay	41,000	0	41,000	714.96	.00	40,285.04	1.7%
<b>85 Debt Service</b>							
9916 Debt Service Principal	1,285,000	0	1,285,000	.00	.00	1,285,000.00	.0%
9917 Debt Service Interest	694,806	0	694,806	.00	.00	694,806.00	.0%
TOTAL Debt Service	1,979,806	0	1,979,806	.00	.00	1,979,806.00	.0%
<b>99 End Fund Balance</b>							

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
9910 Contingency	1,539,572	0	1,539,572	.00	.00	1,539,572.00	.0%	
9915 Restricted Contingency	1,000,000	0	1,000,000	.00	.00	1,000,000.00	.0%	
9999 Unappropriated Ending Fund Bal	17,550,060	0	17,550,060	.00	.00	17,550,060.00	.0%	
TOTAL End Fund Balance	20,089,632	0	20,089,632	.00	.00	20,089,632.00	.0%	
TOTAL General Fund	70,749	0	70,749	9,708,690.98	6,947,662.22	-16,585,604.12	*****%	
TOTAL REVENUES	-83,652,300	0	-83,652,300	-1,665,220.37	.00	-81,987,079.58		
TOTAL EXPENSES	83,723,049	0	83,723,049	11,373,911.35	6,947,662.22	65,401,475.46		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
20 Equipment Reserve Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>00 Beg Fund Bal</b>								
9995 Beg Fund Bal	-398,436	0	-398,436	.00	.00	-398,436.00	.0%	
TOTAL Beg Fund Bal	-398,436	0	-398,436	.00	.00	-398,436.00	.0%	
<b>03 Interest</b>								
4490 Investment Interest	-3,000	0	-3,000	-1,164.53	.00	-1,835.47	38.8%	
TOTAL Interest	-3,000	0	-3,000	-1,164.53	.00	-1,835.47	38.8%	
<b>04 Other Revenues</b>								
4540 Sale of Surplus	-15,000	0	-15,000	-1,062.05	.00	-13,937.95	7.1%	
TOTAL Other Revenues	-15,000	0	-15,000	-1,062.05	.00	-13,937.95	7.1%	
<b>80 Capital Outlay</b>								
8825 Fire Fighting Equipment	107,654	0	107,654	64,314.23	-56,654.98	99,994.75	7.1%	
8835 EMS & Rescue Equipment	7,500	0	7,500	.00	.00	7,500.00	.0%	
8850 Staff Vehicles	85,496	0	85,496	.00	33,041.16	52,454.84	38.6%	
8870 Furniture, Appliances & Tools	55,615	0	55,615	.00	.00	55,615.00	.0%	
8890 Computer & AV Equipment	7,500	0	7,500	.00	.00	7,500.00	.0%	
TOTAL Capital Outlay	263,765	0	263,765	64,314.23	-23,613.82	223,064.59	15.4%	
<b>99 End Fund Balance</b>								
9999 Unappropriated Ending Fund Bal	152,671	0	152,671	.00	.00	152,671.00	.0%	
TOTAL End Fund Balance	152,671	0	152,671	.00	.00	152,671.00	.0%	
TOTAL Equipment Reserve Fund	0	0	0	62,087.65	-23,613.82	-38,473.83	100.0%	
TOTAL REVENUES	-416,436	0	-416,436	-2,226.58	.00	-414,209.42		
TOTAL EXPENSES	416,436	0	416,436	64,314.23	-23,613.82	375,735.59		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
30 Capital Projects Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>00 Beg Fund Bal</b>								
9995 Beg Fund Bal	-5,270,708	0	-5,270,708	.00	.00	-5,270,708.00	.0%	
TOTAL Beg Fund Bal	-5,270,708	0	-5,270,708	.00	.00	-5,270,708.00	.0%	
<b>03 Interest</b>								
4490 Investment Interest	-8,000	0	-8,000	-6,521.29	.00	-1,478.71	81.5%	
TOTAL Interest	-8,000	0	-8,000	-6,521.29	.00	-1,478.71	81.5%	
<b>70 Materials and Servic</b>								
7020 Debt Interest Expense	265,272	0	265,272	.00	.00	265,272.00	.0%	
7025 Debt Principal Expense	241,317	0	241,317	.00	.00	241,317.00	.0%	
TOTAL Materials and Servic	506,589	0	506,589	.00	.00	506,589.00	.0%	
<b>80 Capital Outlay</b>								
8805 Fire Apparatus	239,500	0	239,500	90,545.34	57,898.03	91,056.63	62.0%	
8845 Communications Equipment	15,000	0	15,000	.00	.00	15,000.00	.0%	
8860 Facility Improvement	3,914,619	0	3,914,619	35,387.94	165,793.50	3,713,437.56	5.1%	
TOTAL Capital Outlay	4,169,119	0	4,169,119	125,933.28	223,691.53	3,819,494.19	8.4%	
<b>90 Transfers Out</b>								
9980 Transfer to General Fund	363,000	0	363,000	.00	.00	363,000.00	.0%	
9990 Transfer to Bond Constr Fund	240,000	0	240,000	.00	.00	240,000.00	.0%	
TOTAL Transfers Out	603,000	0	603,000	.00	.00	603,000.00	.0%	
TOTAL Capital Projects Fund	0	0	0	119,411.99	223,691.53	-343,103.52	100.0%	
TOTAL REVENUES	-5,278,708	0	-5,278,708	-6,521.29	.00	-5,272,186.71		
TOTAL EXPENSES	5,278,708	0	5,278,708	125,933.28	223,691.53	4,929,083.19		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
40 Enterprise Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>00 Beg Fund Bal</b>								
9995 Beg Fund Bal	-11,700	0	-11,700	.00	.00	-11,700.00	.0%	
TOTAL Beg Fund Bal	-11,700	0	-11,700	.00	.00	-11,700.00	.0%	
<b>03 Interest</b>								
4490 Investment Interest	-200	0	-200	-31.16	.00	-168.84	15.6%	
TOTAL Interest	-200	0	-200	-31.16	.00	-168.84	15.6%	
<b>04 Other Revenues</b>								
4571 Other Revenues	-5,000	0	-5,000	.00	.00	-5,000.00	.0%	
TOTAL Other Revenues	-5,000	0	-5,000	.00	.00	-5,000.00	.0%	
<b>70 Materials and Service</b>								
7055 Operating Supply	15,000	0	15,000	.00	.00	15,000.00	.0%	
TOTAL Materials and Service	15,000	0	15,000	.00	.00	15,000.00	.0%	
<b>99 End Fund Balance</b>								
9999 Unappropriated Ending Fund Bal	1,900	0	1,900	.00	.00	1,900.00	.0%	
TOTAL End Fund Balance	1,900	0	1,900	.00	.00	1,900.00	.0%	
TOTAL Enterprise Fund	0	0	0	-31.16	.00	31.16	100.0%	
TOTAL REVENUES	-16,900	0	-16,900	-31.16	.00	-16,868.84		
TOTAL EXPENSES	16,900	0	16,900	.00	.00	16,900.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
50 Debt Service Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
<b>00 Beg Fund Bal</b>								
9995 Beg Fund Bal	-442,455	0	-442,455	.00	.00	-442,455.00	.0%	
TOTAL Beg Fund Bal	-442,455	0	-442,455	.00	.00	-442,455.00	.0%	
<b>01 Tax Revenues</b>								
4450 Current Year Prop Taxes	-1,776,982	0	-1,776,982	-11,684.12	.00	-1,765,297.88	.7%	
4455 Prior Year Prop Taxes	-30,000	0	-30,000	-4,734.02	.00	-25,265.98	15.8%	
TOTAL Tax Revenues	-1,806,982	0	-1,806,982	-16,418.14	.00	-1,790,563.86	.9%	
<b>03 Interest</b>								
4490 Investment Interest	-2,500	0	-2,500	-4,044.54	.00	1,544.54	161.8%	
TOTAL Interest	-2,500	0	-2,500	-4,044.54	.00	1,544.54	161.8%	
<b>70 Materials and Service</b>								
7020 Debt Interest Expense	902,950	0	902,950	.00	.00	902,950.00	.0%	
7025 Debt Principal Expense	1,220,000	0	1,220,000	.00	.00	1,220,000.00	.0%	
TOTAL Materials and Service	2,122,950	0	2,122,950	.00	.00	2,122,950.00	.0%	
<b>99 End Fund Balance</b>								
9999 Unappropriated Ending Fund Bal	128,987	0	128,987	.00	.00	128,987.00	.0%	
TOTAL End Fund Balance	128,987	0	128,987	.00	.00	128,987.00	.0%	
TOTAL Debt Service Fund	0	0	0	-20,462.68	.00	20,462.68	100.0%	
TOTAL REVENUES	-2,251,937	0	-2,251,937	-20,462.68	.00	-2,231,474.32		
TOTAL EXPENSES	2,251,937	0	2,251,937	.00	.00	2,251,937.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 02							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
60 Bond Construction Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
<b>03 Interest</b>							
4490 Investment Interest	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
TOTAL Interest	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
<b>05 Transfers In</b>							
4610 Transfers from other Funds	-240,000	0	-240,000	.00	.00	-240,000.00	.0%
TOTAL Transfers In	-240,000	0	-240,000	.00	.00	-240,000.00	.0%
<b>80 Capital Outlay</b>							
8805 Fire Apparatus	150,000	0	150,000	.00	50,270.79	99,729.21	33.5%
8860 Facility Improvement	37,390	0	37,390	10,330.00	20,660.00	6,400.00	82.9%
8870 Furniture, Appliances & Tools	54,610	0	54,610	.00	28,530.00	26,080.00	52.2%
TOTAL Capital Outlay	242,000	0	242,000	10,330.00	99,460.79	132,209.21	45.4%
TOTAL Bond Construction Fund	0	0	0	10,330.00	99,460.79	-109,790.79	100.0%
TOTAL REVENUES	-242,000	0	-242,000	.00	.00	-242,000.00	
TOTAL EXPENSES	242,000	0	242,000	10,330.00	99,460.79	132,209.21	



YEAR-TO-DATE BUDGET REPORT

FOR 2021 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	70,749	0	70,749	9,880,026.78	7,247,200.72	-17,056,478.42	*****%

\*\* END OF REPORT - Generated by Christina Day \*\*

# Business Services Division

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

**From:** Division Chief Nick Browne

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

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## 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 Operations Section Chief
- Daily Battalion Chief Briefings Updates
- Capital Project Meetings
- Board Presentation
- Meetings with Directors and Staff of Facilities, Fleet and Logistics
- Chief Planning Meetings
- Fire Defense Board
- Meeting with Local 1159
- Microsoft Office 365 Steering Committee
- Market Place/Munis Creation Meeting
- Attended Estacada Board Meeting
- Attended Volunteer Drill Ladders, Forcible Entry and Hose Evolutions
- Meetings with TVFR Operation Chief, Training Chief and EMS Chief
- Multiple Bids and awarding of bids for capital projects
- C800 Meeting
- Operations Chief Transition

Respectfully submitted,

Division Chief Nick Browne

# **Business Services Division**

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

**From:** Fleet Services Director Bill Bischoff

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

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

## Engines

- 2-113 E321- PM and write-ups, AC inop.
- 2-124 E308- PM and write-ups, Annual Pump Test
- 2-126 E302- PM and write-ups, Turbo replacement from intake damage
- 3-142 E312- PM and write ups
- 2-125 E306- PM and write ups, body damage repairs from incident

## Trucks / Heavy Rescue

- 2-365 HR305- CEL and no throttle response- VGT Turbo actuator problem
- 2-207 T304- PM and write-ups, warranty EGR cooler replacement

## Brush Rigs / Water Tenders / Boats

- 2-309 New IE- Set up work and repairs to prep for service
- 2-931 BT328- Almar engine is overheating and has poor performance
- 3-340 WT313- Low voltage alarm
- 2-308 and 3-320 IE309 & BR310- Post Conflag PM and write ups

## Staff Vehicles / Medic

- Several staff vehicles in for PM and minor write-ups

## Other Items

- Fleet performed several field and drive up repairs for our Fleet IGA agencies as well as scheduled maintenance and post conflag repairs and maintenance.
- Fleet staff are working on getting new BC spec changes in place as well as the medic refurb spec to begin the build process for both apparatus when the chassis arrive.

Respectfully Submitted,

Fleet Services Director Bill Bischoff

# **Business Services Division**

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

**From:** Facilities Director Scott Vallance

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

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- Stations 1 and 11 – New HVAC installs
- Stations 3,4,7 and 17 – Completed exterior paint projects, balance to be completed in September/October
- Stations 4,10, 17 and IT – Sealed asphalt drive and parking areas
- Continued work on PFAS testing on 130<sup>th</sup> campus
- Facilities Maintenance Technician Thompson painted interior of IT Director Hicks office and installed cork board wall
- Stations 9 and 15 – Awarded concrete replacement contract to NWIS, to be completed in October
- Removed three trees from the Wellness building area that were leaning and ready to fall, or growing into building and power lines
- Station 16 and 19 – Site visit with architects from Hennebery Eddy
- Station 16 and 19 – Site visit with Alliant, mechanical contractors for these two facilities

Respectfully submitted,

Facilities Director Scott Vallance

# Business Services Division

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

**From:** Logistics Director DeAnn Cordes

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

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- Logistics processed 373 requisitions entered into Munis. This is up 13% from August of last year. Fleet parts processed 139 requisitions entered into Munis. These included stock items and items needing to be purchased directly from the vendor.
- In an effort to provide different metrics regarding order processing, the numbers below represent the total number of items logistics received and issued during the month of August.

Warehouse	Qty Received	Qty Issued
Fleet Parts	243	621
Logistics	5343	5018

- Logistics filled and delivered 48 orders for controlled medications; which is up 8% from August of last year.
- Logistics continues to support the PPE needs with regards to COVID-19. As PPE has become available, we have been able to order and receive a six month supply of certain items. We used our daily issue rate and increased it 40% to come up with the six month supply amount. We have a six month supply of disposable coveralls and procedure masks and over a six month supply of disposable gloves and face shields. We are looking at all our COVID-19 related PPE items to make sure we have at least a six month supply or more on hand. We continue to have challenges sourcing household cleaning supplies such as disinfecting spray and wipes. We have other commercially available products for staff to use to clean. Availability of products and PPE changes daily, so staff checks frequently and works with multiple vendors to try to source PPE and cleaning products.

- Staff received training on Tyler Content Manager (TCM) this month. TCM is the document storage for Munis. It is a powerful tool that we have used since we implemented Munis back in 2017. At that time staff received beginner level training for TCM. This training was more intermediate level training and much appreciated.

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 – August 2020

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- 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 Estacada Fire District #69 Board of Directors' meeting
- Attended Executive Team meetings
- Attended Academy 20-02 graduation
- Attended promotions
- Attended Finance Committee meeting
- Worked on IGA with Gladstone Fire for short-term fire investigator coverage
- Served as COVID-19 Incident Management Team Planning Section Chief
- Attended SDAO meeting re: Oregon OSHA temporary rulemaking
- Participated in Labor Management meeting and discussions
- Regularly participated in BC/Ops meetings
- Worked with staff and stakeholders on Office 365 implementation
- Testing processes and civil service activities
- Participated in Civil Service Commission meeting
- Grants management
- 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 – August 2020

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

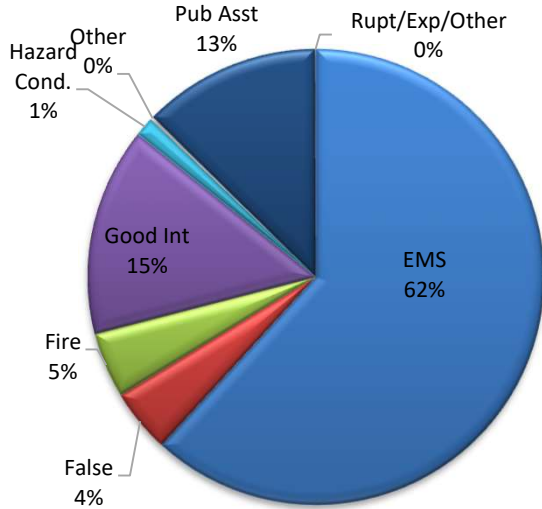
- Compiled Ambulance Service Performance report per county compliance.
- Processed multiple station and shift assignment changes in TeleStaff.
- Attended Oregon Munis users group virtual sessions.
- Coordinated with GIS contractor on miscellaneous mapping/data projects.
- Attended District Operational Briefings for COVID-19.
- Processed ambulance transport pre-billing to EF Recovery.
- Facilitated Response Recovery discussion with EF Recovery.
- Continued Intterra Analytics implementation.
- Prepared for TeleStaff re-implementation.
- Facilitated discussion on JotForm transition.
- Participated in County FirstWatch Kickoff call.
- Provided weekly COVID-19 response reports.
- Coordinated Munis TCM training with Finance, Logistics and Fleet departments.
- Coordinated Munis Marketplace and eProcurement training for Finance and Logistics departments.
- 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.
- Daily QA/QI of ESO reporting for improved data quality.

Respectfully submitted,

Data Services Director Shelby Hopkins



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



Incident Type	Data
EMS	1369
False	100
Fire	103
Good Int	328
Hazard Cond.	30
Other	5
Pub Asst	279
Rupt/Exp/Weather	1
<b>Grand Total</b>	<b>2215</b>

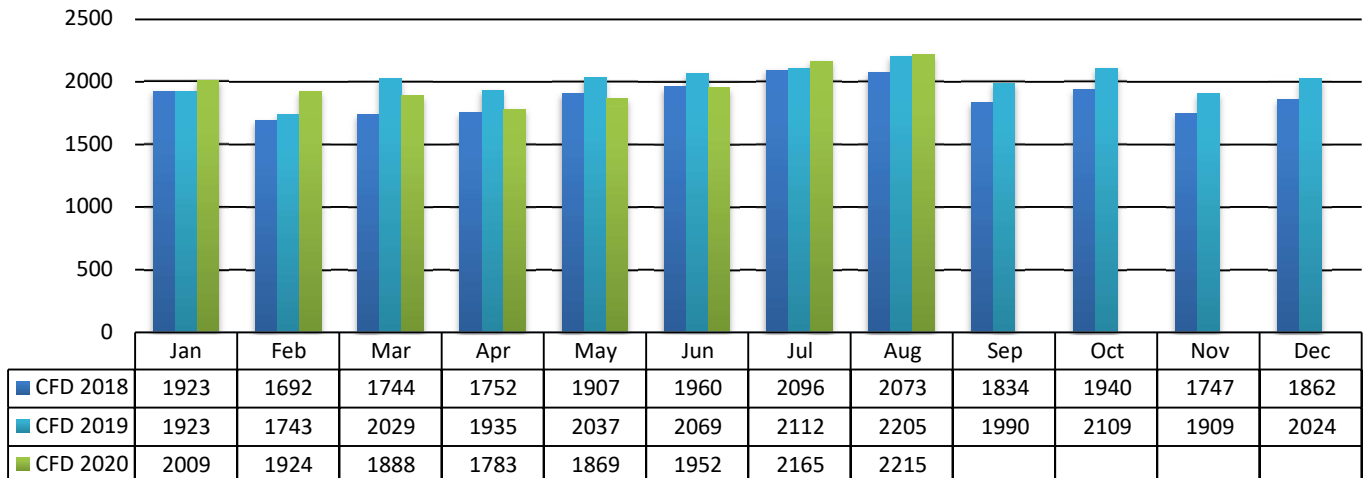
### Year to Date

Incident Type	2018	2019	2020
EMS	10503	10969	10128
False	581	669	617
Fire	438	500	461
Good Int	1378	1462	2294
Hazard Cond.	696	745	206
Other	5	2	15
Pub Asst	1544	1694	2079
Rupt/Exp/Weather	1	12	5
<b>Grand Total</b>	<b>15146</b>	<b>16053</b>	<b>15805</b>

\*Mutual Aid Given Incident Not Included

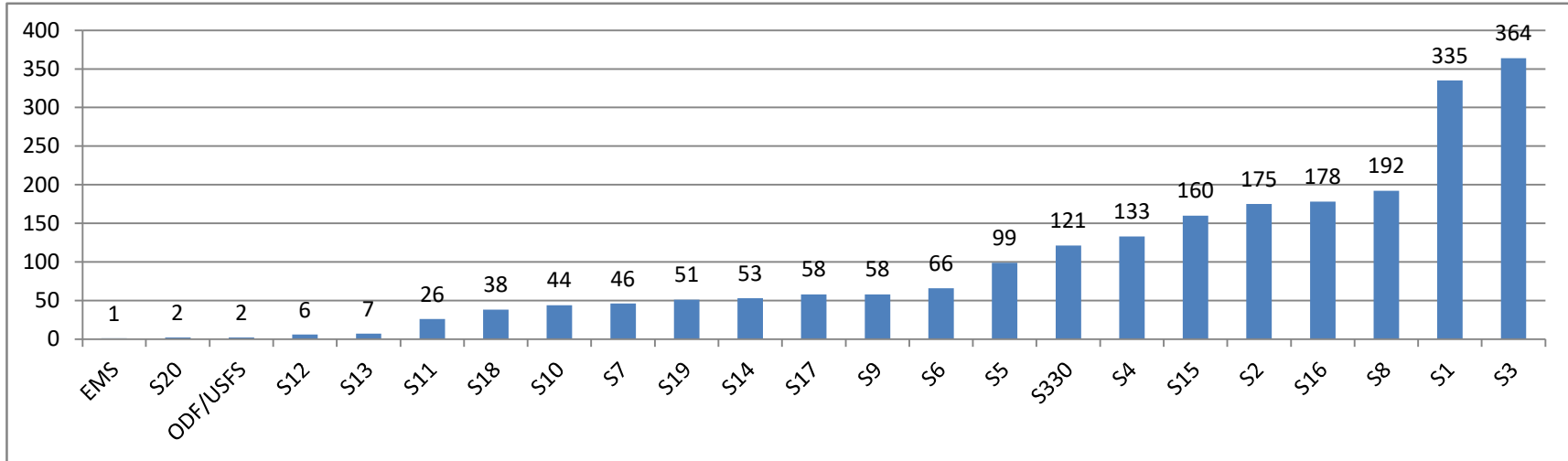
\*\*Changes in Good Int and Hazard Cond. due to compliance with NFIRS requirements.

### Total Incidents by Month

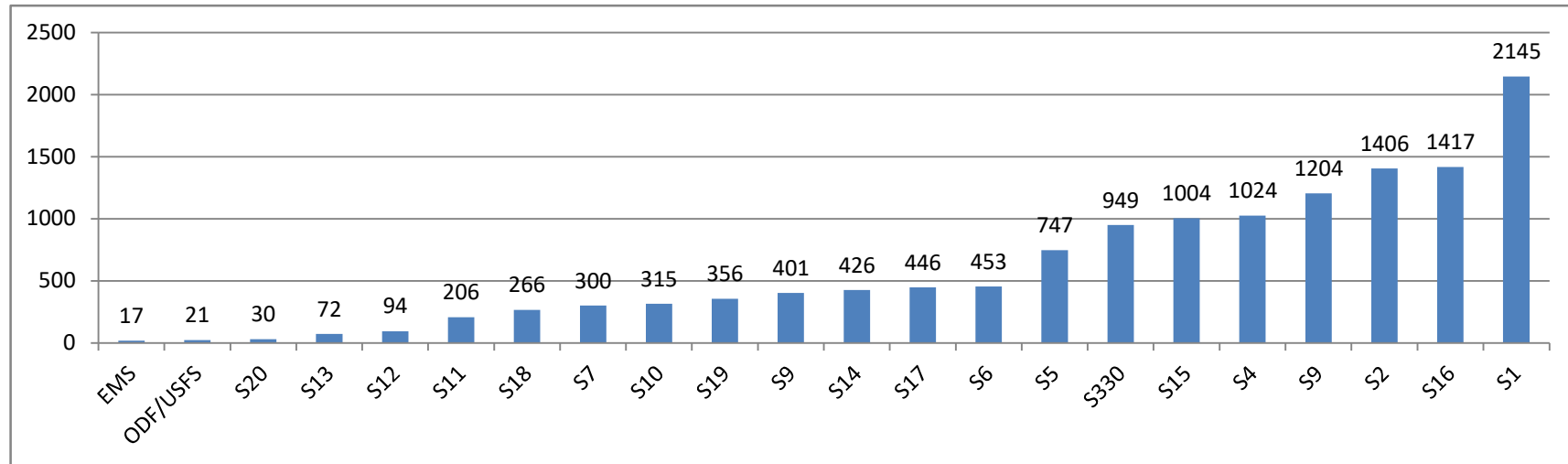


### Incident Count by Station

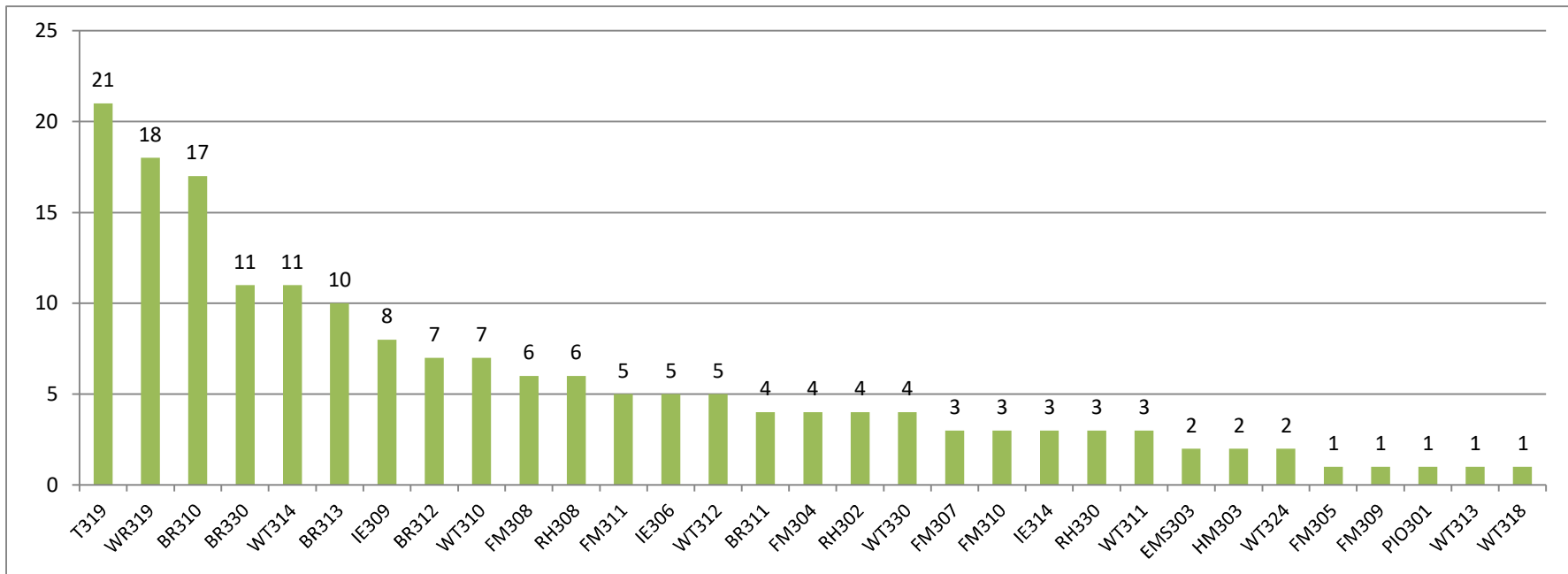
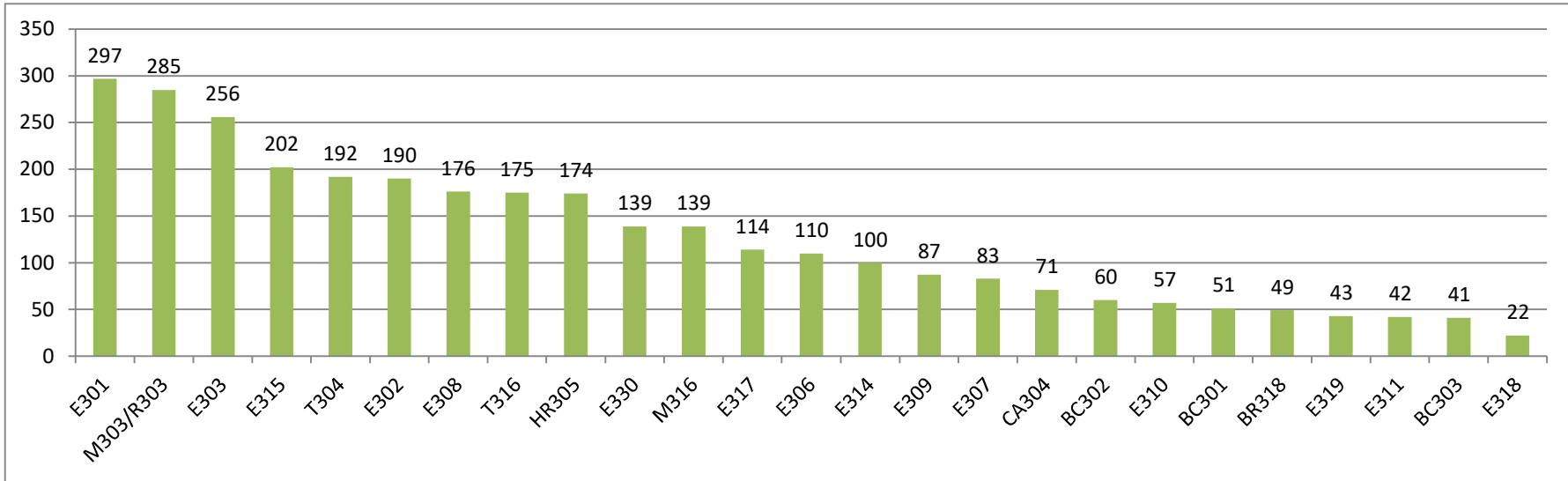
August 2020



### Year to Date



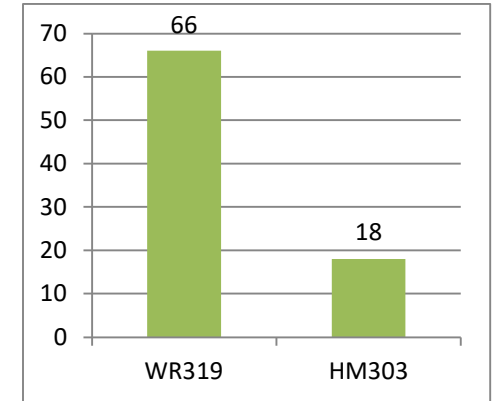
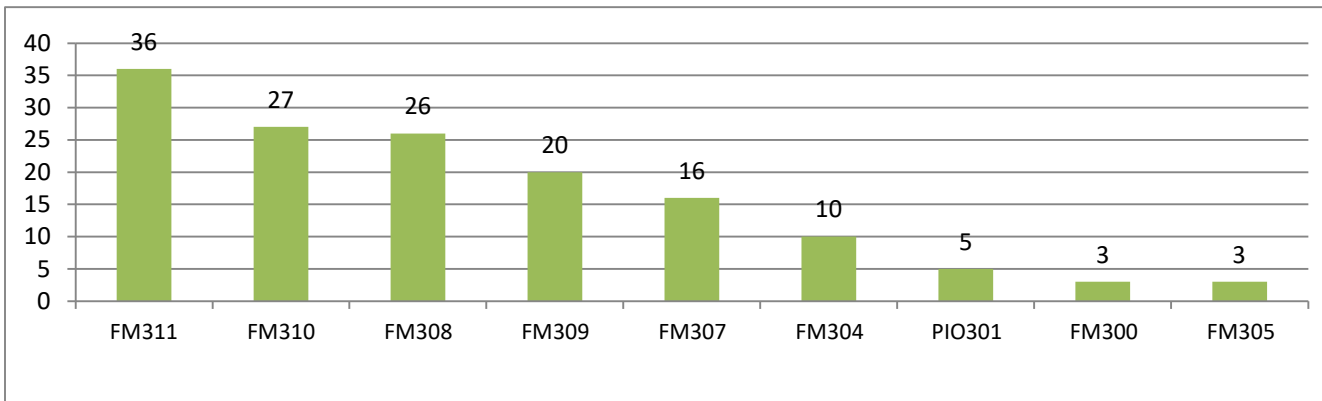
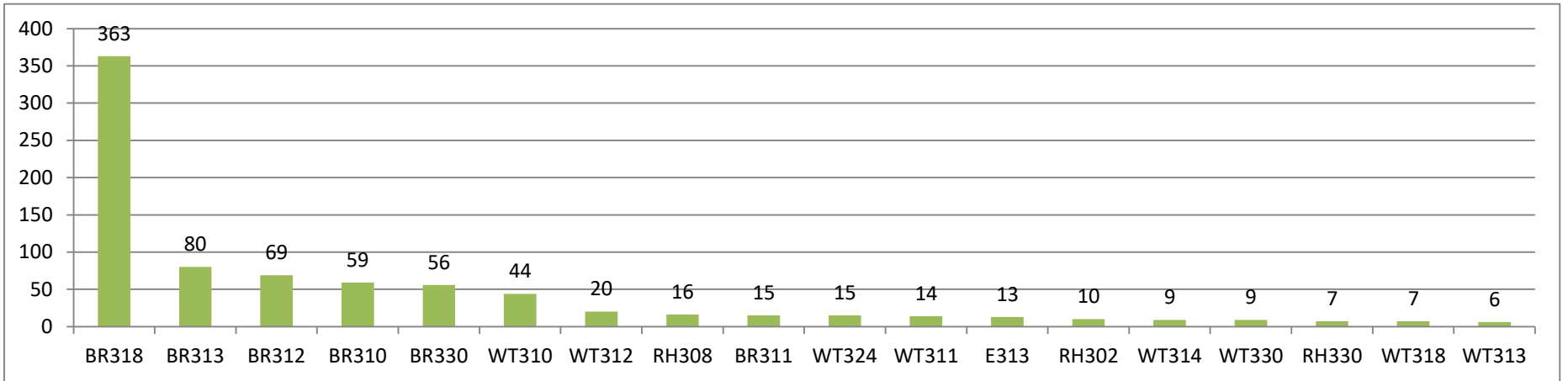
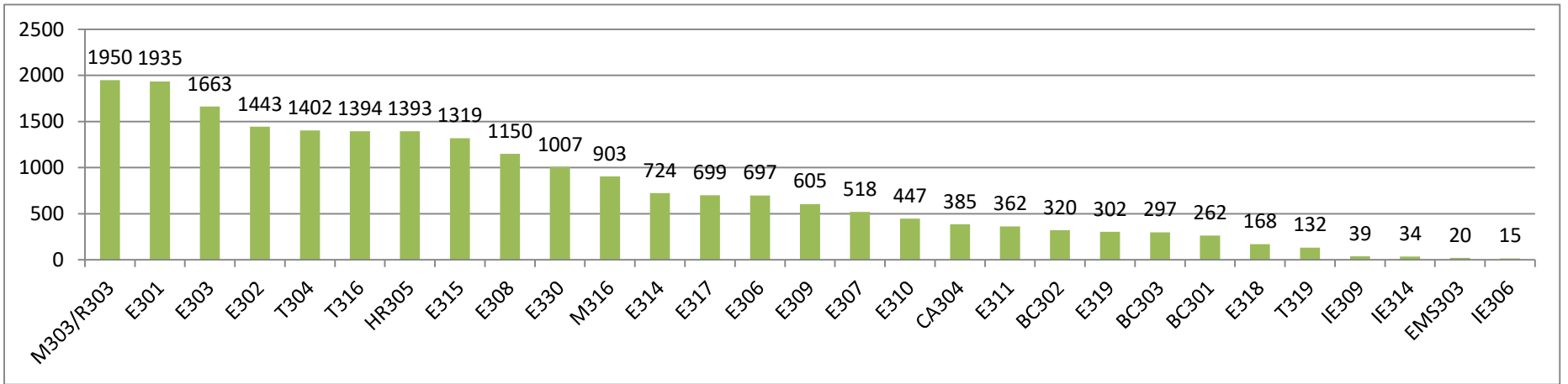
**Incident Response by Apparatus**  
*(Including Mutual Aid Given)*  
**August 2020**



# Incident Response by Apparatus

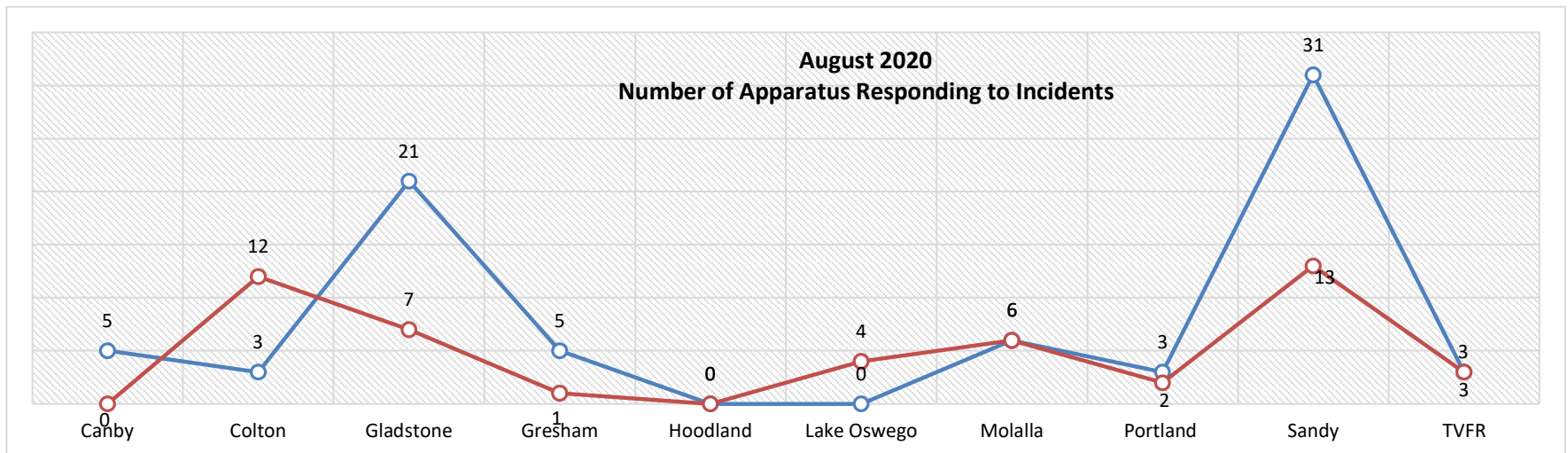
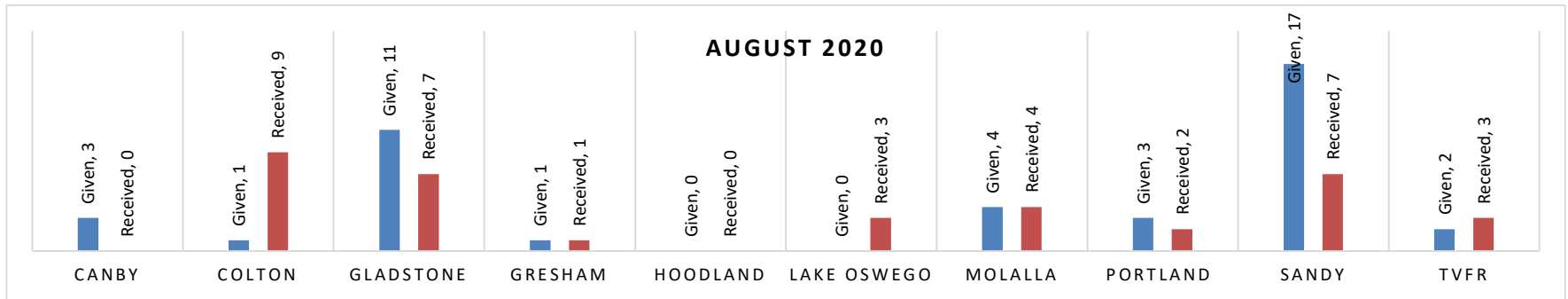
(Including Mutual Aid Given)

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 – August 2020

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- Produced website/ social media content to support National Preparedness Month
- Work on-going:
  - Accreditation preparation
  - Updating Continuity Of Operations Plan
  - Developing five year exercise plan

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 – August 2020

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**Engineering** Fire Marshal's Office staff reviewed 44 buildings and land use projects in the month of August 2020. In addition, 30 new construction inspections and ten tenant improvement inspections were completed.

**Enforcement** A total of 513 inspections were carried out in the month of August 2020. These included 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** Fire Marshal's Office staff and companies conducted or participated in three community activities in August 2020. These included bike and safety cooking segments, and delivery of File of Life. In person Fire Safety Presentations, Station Tours and a number of other public events are temporarily suspended.

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

- **Engineering:** New construction and acceptance testing continues to be busy. Knox Box Program has been placed back into the FMO for improved customer service and overall efficiency. Businesses will be responsible for their boxes and when requested, will receive a Knox Box. Tracking of Knox Boxes will be done through Knox website.
- **Enforcement:** District is moving towards extreme fire danger.
- **Public Education:** Due to COVID-19, the annual Hilltop Health and Safety Fair is canceled. In lieu of it, public education staff are working on developing the following videos: Bike Safety, Cooking Safety, Residential Fire Sprinkler Demo, and Fire Safety House. Five virtual fire station tours will be conducted for the month of October.

- Investigations: Recent structure fires have been the result of poorly discarded cigarettes or unattended piloted ignition source. High heat, low humidity, and carelessness pose key factors.
- Other: HOCl trial period continues to determine whether or not utilizing our own means to make environmentally safe disinfectant is feasible and realistic.

Respectfully submitted,

Fire Marshal Shawn Olson



## Clackamas and Estacada Fire Inspections

### 2020 Occupancy Inspections

January - August

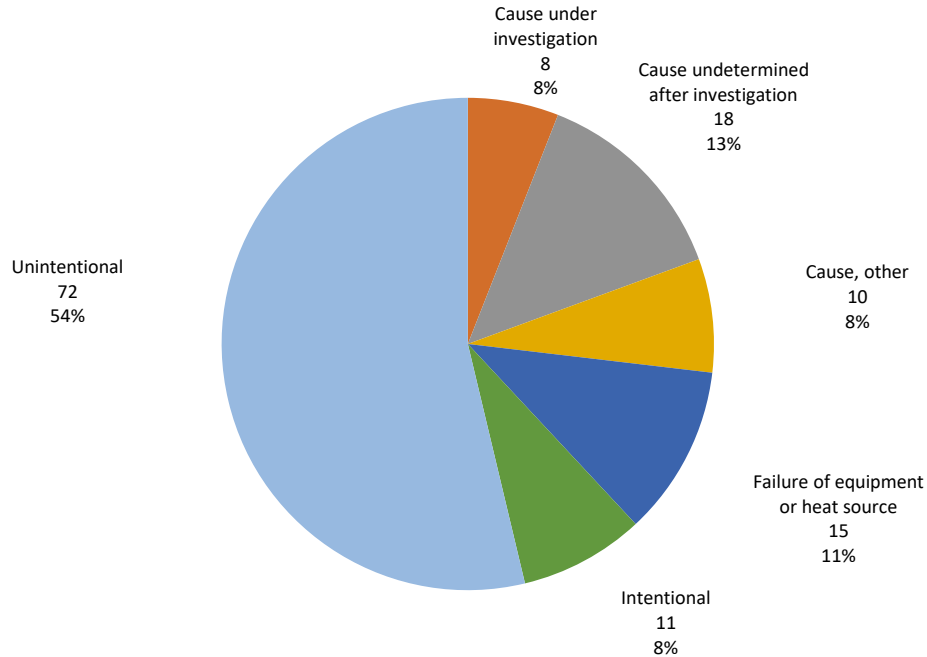
Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - 1 Year	21
	INSPECTION - 1 Year Apartments	42
	INSPECTION - 2 Year	911
	INSPECTION - 2 Year Apartments	156
	INSPECTION - Hazmat	4
	INSPECTION - Marijuana Facility	5
	INSPECTION - Schools	72
Division, Fire Marshal Office	Total	1211
	Grand Total	1211

### 2020 Special Inspections

August

Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - Burn Permit	0
	INSPECTION - Fire Access & Water Supply	0
	INSPECTION - Fire Alarm	1
	INSPECTION - Fireworks	0
	INSPECTION - Lock Box	1
	INSPECTION - New Construction	30
	INSPECTION - Special	26
	INSPECTION - Target Hazard	0
	INSPECTION - Tenant Improvement	10
	MEETING - General Development/Design	2
	MEETING - Land Use	0
	MEETING - On Site	4
	MEETING - Pre Application	10
	PERMIT - Fireworks	0
	PLAN - Fire Access & Water Supply (Commercial)	11
	PLAN - Fire Access & Water Supply (Residential)	34
	REFERRAL/COMPLAINT - Citizen	0
	REFERRAL/COMPLAINT - State	0
	Division, Fire Marshal Office	Total
	Grand Total	129

## 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	0.75%
	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 Director Oscar Hicks

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

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- End-User training development M365
- Removal of Win7 Desktop environment

**In Progress/On-going:**

- Office 365 Phase II
- Telecommuting platform
- Virtual Desktop update
- AirWatch / Mobile device update
- Office 365 / SharePoint implementation
- FTE backfill ITS Mobile Specialist (on hold)

**Completed:**

- Munis – Active Directory integration for Single-Sign On
- Office moves
- Windows 10 desktop refresh
- MDC refresh
- Workstation refresh

Respectfully submitted,

Information Technology 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 – August 2020

---

The following summary of work includes those activities completed within the EMS Division. Additional reports included are 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
- On vacation the first week of August 08/03 - 08/07
- IMT meetings weekly, and assigned to response with adjustment to the command structure
- Weekly operations meeting with strategic partners
- Participated in the Public Affairs Battalion Chief interview process
- Met with executives from EF Recovery regarding the response recovery app, organized by Data Services Director Hopkins
- Participated in the COVID-19 exposure and employee quarantine process after action review
- Attended the 20-02 academy graduation ceremony
- Attended the C-Com feasibility study update for the C-Com E-board
- Attended C-800 meeting
- Conducted medical services meetings and updates weekly
- Assisted with the Hoodland Fire District lieutenant testing process tactical exercise
- Participated in the public affairs battalion chief, chief's interview
- Conducted follow-up education for one of our care facilities in an additional effort to partner with them to reduce calls for service and better resource utilization
- Attended the community paramedic/mobile integrated health coalition meeting
- Participated in the labor management meeting

Respectfully submitted,

Division Chief Joshua Gehrke

**From:** Medical Services Battalion Chief Josh Santos

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- EMS SOC Meeting – Community Medicine
- Attended Oregon State Ambulance Association GEMT QAF Committee meeting
- Participated in COVID-19 exposure and quarantine process meeting
- Attended Recruit Academy 20-02 graduation ceremony
- Off on vacation August 10<sup>th</sup> – August 27<sup>th</sup>

Respectfully submitted,

Medical Services Battalion Chief Josh Santos

**From:** EMS Training Officer Captain Mike Verkest

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- **Note:** 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)
  - CFD1 PPE Subgroup strategic planning workgroup meeting
- Attended Clackamas County FirstWatch Trigger development meeting
- Presented three days of Organizational Briefings
- Attended Stryker Next-Generation EKG monitor presentation
- Working group with Fleet/Logistics and Captains on NarcBox project
- Attended Virtual EMS Council Meeting
- LUCAS Devices reconfigured with Stryker staff
- Multiple EMS Training Days and Graduation for Academy 20-02

- Attended EMS Division Meetings (Virtually)
- Attended weekly Training Division Staff meeting (virtually)
- Make up LUCAS training and High Performance CPR Certifications done

Respectfully submitted,

EMS Training Officer Captain Mike Verkest

**From:** Community Paramedic Amy Jo Cook

---

- 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 four Department of Corrections early releases into quarantine
- Assisted current identified Community Paramedic Program high 911 users with social supports and telephone support
- Facilitated wrap around care for recent evicted person, supported safe sheltering and now person has permanent sustainable housing and entered into a Traumatic Brain Injury (TBI) support facility
- Assisted with cleaning contract for COVID-19+ Shelter
- Submitted Clackamas County Small Grants Program application
- Assisted current Community Paramedic program participant with access to sustenance/mental health resources
- Assisted Clackamas Mental Health Center with community outreach and access to care
- Submitted presentation proposal for National Rx drug and heroin conference
- Phone consult with crew referral high user
- Attended weekly EMS staff meeting
- Attended via Zoom Community Paramedic/MIHP Coalition meeting
- Facilitated first meeting for CAHOOTS (Crisis Assistance Helping Out On The Streets) services in Clackamas
- Presented at daily District briefings about Community Paramedic program and referral process

Respectfully submitted,

Community Paramedic Amy Jo 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 – August 2020

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- Wellness staff spent 38 hours on COVID-19 related activities including exposure reporting, numerous task force meetings, after action review with follow-up and as the health officer for the pandemic.
- The majority of the month was spent training the new Medical Assistant and preparing for annual career occupational health.
- All Wellness staff participated in the final training for the Wellness EMR (electronic medical record software system). The next step is to transfer records into the system before we go live.
- Annual pre-physical testing for annual career firefighter/FMO/Chief pre-physical testing. (2 people)
- Annual OSHA required hearing testing and hearing conservation training for Fleet/Facilities/Logistics staff. (10 people)
- Annual OSHA required hearing conservation training for career firefighters. (2 people)
- Immunizations were provided to career firefighters, volunteer firefighters and staff. (2 people)
- Coordinated baseline NFPA 1582 physicals, chest x-rays, treadmills and drug screens for baseline candidate firefighters. (5 people)
- Coordinated annual NFPA 1582 and respirator clearances without a physical for career firefighters. (4 people)
- Coordinated annual NFPA 1582 physicals for Clackamas Suppression and Support Volunteers. (4 people)
- Performed IAFF/IAFC complete annual fitness testing for recruit career firefighters. (7 people)
- Coordinated morning workouts for career firefighter recruits.

- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Three injury reports were submitted with one of the three turning into a workers' compensation claim.
- Processed and provided follow-up for the COVID-19 high, medium and low risk exposure reports. 27 reports were turned in with none being high risk reports.
- Coordinated expedited injury care through Rebound (formally Tactical Athlete) for three firefighters.
- Coordinated fit for duty physicals for injured career firefighters returning to duty. (1 person)
- Coordinated volunteer injuries and return to work program. (4 people)
- Wellness Staff attended fitness and peer support webinars provided by the American Council on Exercise and the IAFF.
- Provided requested health information, referrals and help with health insurance. (21 people)
- Provided requested health information to TVF&R, Sandy Fire, Dallas Fire and Portland Fire via phone and email.
- 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 Safety Committee, Executive Team, Training Department, Finance Committee, Medical Services, OSHA task force and deferred compensation meetings.
- Performance appraisals were conducted on new and promoted Wellness Staff.

Respectfully submitted,

Health and Wellness Director Heather Goodrich





# Clackamas Fire District #1

## Wellness Update

**August 2020**

Issue 240

### Health Question of the Month

**Q:** Can you remind me at what point I need to throw out food that has been sitting out at a BBQ or picnic?

**A:** At temperatures above 40°F, any bacteria that may be present will double in as little as 20 minutes. . .and continue to do so. The USDA recommends throwing out any perishable foods, such as meat, poultry, fish, eggs, and prepared foods, that have been at room temperature for more than two hours, and after one hour if the temperature is 90°F or above.

### Wellness News

- Career firefighters who did not complete their annual physicals prior to March this past year will have their pre-physical results reviewed as an “Interim” fit for duty this year. If Dr. Hall decides an in-person physical is necessary, you will be contacted to schedule.



## “HEROES HEALTH” MENTAL WELLNESS APP LAUNCHED

The UNC School of Medicine and UNC Health have launched the Heroes Health Initiative to help support the mental health of first responders and healthcare workers during the COVID-19 global pandemic. The app is available through the App Store/Google Play Store in the United States, free of charge to first responders, healthcare workers and their organizations.

### How it Works

The Heroes Health app delivers short mental health self-assessments each week, and displays symptom summary reports to help them better understand the state of their own mental health—and changes over time. The app also provides links to immediate support and mental health resources, emphasizing free and low-cost services.

Individual first responders and healthcare workers who choose to participate in the initiative download the free Heroes Health app to their iOS (Apple) or Android-compatible smartphone. Each week, the app notifies workers that a brief mental health symptom assessment is available, and evaluates symptoms in key domains such as sleep, stress, anxiety/worry, and sadness/depression.

Immediately after completing the survey, workers can view a summary report of their symptoms, and trends in their symptoms over time. The app also provides links to get immediate crisis support and other mental health resources, e.g. to improve sleep and stress. This resource list focuses on apps and services that are either free or offered at reduced costs to healthcare workers.

### How it Started

The Heroes Health Initiative was founded by UNC School of Medicine physician Dr. Samuel McLean, Research Vice-Chair in the Department of Anesthesiology and an attending physician in the Department of Emergency Medicine. As a practicing emergency physician and COVID-19 unit worker, and COVID-19 survivor who contracted COVID-19 and infected two of his family members, Dr. McLean understands firsthand the great challenges COVID workers face.

“First responders and healthcare workers are facing a lot of challenges right now,” Dr. McLean said. “There is the personal risk of severe illness or death. Much worse, there is the anxiety and fear of infecting loved ones. This an even greater challenge for first responders or health workers who live with someone particularly vulnerable to COVID-19. It’s important to give first responders and healthcare workers a simple, quick way to regularly check in on their mental health and immediately find resources. It is also important to provide organizations with tools that help empower them to care for each other.”

### Academic collaborators

From his work as an NIH-funded researcher, Dr. McLean had experience performing smartphone-based mental health assessments from thousands of trauma survivors. He contacted a close collaborator, Ron Kessler, PhD, McNeil Family Professor at Harvard Medical School, and the two of them designed a brief smartphone-based assessment, using well-validated questionnaires, to assess key domains affecting COVID-19 workers, including sleep, stress, anxiety/worry, and sadness and depressive symptoms. McLean also enlisted a team of other collaborators who worked to develop the project.

### In this issue

“Heroes Health” Mental Wellness App **P.1**

Mistakes With Antibacterial Wipes **P.2**

How Safe is a Public Bathroom? **P.3**

Exercise of the Month: Thoracic Rotation **P.3**

Recipe: Zucchini Bread w/ Choc. Chips **P.4**

## How to Make Produce Last Longer

### Tomato + Cucumber = Faster Spoilage

The reason is ethylene, a gas from some fruits and vegetables that speeds ripening. It's a big reason for food waste. So store ethylene-emitting foods away from those that are sensitive to it.

Ethylene producers:

- Apple
- Cantaloupe
- Avocado
- Pear
- Tomato
- Pepper
- Banana

Ethylene sensitive:

- Mango
- Asparagus
- Peach
- Onion
- Eggplant
- Grape
- Cucumber

**Wash Your Greens.** Leafy green vegetables will stay fresh longer if you rinse them in cool water before refrigerating. Toss out any wilted or discolored leaves. Dry in a salad spinner or shake off excess water and wrap loosely in paper towels. Seal them in a plastic bag or container.

**Leave the Wax On.** Many fruits and vegetables have a natural waxy outer layer. Some crops get a coating of artificial wax. Wash it off only just before you're ready to eat. That helps prevent bruising and premature rotting. Coated produce includes apples, lemons, nectarines, oranges, cucumbers, bell peppers, potatoes

*(Article continued on side column of Page 3. . .)*

## Mistakes You Might Be Making with Antibacterial Wipes



**Not Reading Directions.** Some wipes, like the kind made with benzalkonium chloride, are only approved to kill bacteria. They might not work as well on viruses. Wipes with “disinfectant” on the label should kill bacteria, viruses, and mold. The Environmental Protection Agency (EPA) keeps a list of approved disinfectants on its website. Check the product’s label for the EPA registration number.

**Drying Surfaces Too Fast.** They should stay visibly wet for a little while. The amount of time depends on the product’s ingredients and what germs you’re trying to kill. It could be anywhere from 15 seconds to 10 minutes. Read the label for directions. The EPA website will also tell you. You can search by the product’s registration number to find out more.

**Wiping Your Hands.** Some antibacterial wipes are okay for your hands. But don’t use disinfectant wipes. You could have an allergic reaction. It might make your skin red, itchy, and swollen. Harsh chemicals could cause even more problems on children’s hands.

**Not Cleaning First.** Most wipes can do both. But lots of dirt and grime can make it hard for disinfectants to do their job. That’s why you should always clean a really dirty surface first. You can do that with soapy water or another household cleaner.

**Using Them On Soft Surfaces.** Wipes aren’t made for stuff like carpet or couch fabric. One reason is they suck up moisture from the wipe. That means they don’t stay wet long enough for the chemicals to work. Wipes work better on hard, nonporous things like stainless steel and plastic. That’s where germs, like coronavirus, tend to stick around the longest.

**Cleaning Toys.** Kids put a lot of things in their mouth. That’s why you shouldn’t clean their toys with disinfectant or antibacterial wipes. Use mild soapy water instead. It might be okay to put some toys in the dishwasher.

**Not Using Enough.** The wipe loses moisture the more you use it. You could spread germs from one surface to another if it gets too dry. Experts aren’t sure how much you can disinfect with one wipe. Studies show they may work best on 1-2 square feet if the surface stays wet long enough. So it’s probably okay to disinfect a couple of doorknobs or light switches with the same wipe.

**Cleaning Fruits and Veggies.** A quick wipe over your apple may seem harmless. But you should never use cleaning products on your food. That includes wipes, soap, or a bleach mixture. Instead, wash your fruits and vegetables under running water. You can use a clean produce brush for an extra scrub. Dry with a clean cloth or paper towel when you’re done.

**Flushing Them Down the Toilet.** Wipes should go in the trash. The same goes for paper towels. They can clog your pipes or cause a sewage backup down the line. That’s because wipes—even “flushable” ones—don’t break up in the water the way toilet tissue does.

**Using Them to Clean Your Phone.** It might seem okay to use disinfectant wipes on your smartphone. You can check with the company that makes the phone to be sure. But you shouldn’t do it too often. That could damage the fingerprint-resistant coating. You may want to get a wipeable cover to protect the screen. If you do use wipes on your phone, try to not get moisture near any opening.

**Leaving Them in Hot Places.** Wipes should be stored at room temperature. That’s about 70° F. It’s probably okay to keep a pack in your car if it is cool outside. But they might dry out if you let them bake in the summer heat.

**Using Them on Pets or Their Dishes.** Animals can lick the chemicals on their bowls or fur. Only use shampoos or wipes made for grooming. Call your vet right away if your pet chews on a wipe and then throws up or has diarrhea. If you can’t reach your vet, you can call the ASPCA Animal Poison Control Center at 888-426-4435.

**Sanitizing Too Much.** It’s important to disinfect surfaces that are touched a lot if someone is sick. But you don’t need to run wipes over everything in your house. Experts think the overuse of antimicrobial chemicals might kill good bacteria or lead to “superbugs.”

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

# How Safe Is it to Use a Public Bathroom?



With dirty door handles, heavily trafficked toilet bowls, and proximity to strangers, public restrooms can be a germophobe's worst nightmare. But the COVID-19 pandemic adds a new layer of risk, and infectious disease doctors are urging people to be cautious.

A recent study outlines the potential dangers of toilet plumes—clouds of droplets that can rise 3 feet from a flushing toilet and be inhaled by an unsuspecting user. Aside from the obvious ick factor, simulations found that coronavirus remnants in a person's stool can make their way onto other surfaces or linger in the air nearby.

But there are things people can do to avoid the dangers of restrooms.

"What's the most hazardous part of using a public restroom? It's the people in it," says William Schaffner, MD, a professor of medicine in the Division of Infectious Diseases at the Vanderbilt University School of Medicine.

Wear a mask, of course. Scope out the bathroom to see how congested it is, Schaffner says, and wait to use it until it has cleared out a bit. If it is urgent, try to keep your distance from people—for men, stay a couple urinals away from the nearest person. Aim to use larger restrooms to avoid close contact with people and toilet sprays.

Though it may be tempting to use seat covers, it is not recommended—they could be covered with germs, and it is smart to keep contact with objects to a minimum.

"If you want, you can carry wipes into the bathroom with you and wipe off the toilet seat before sitting down," Schaffner says.

Toilets with lids can be closed before flushing to avoid the plume. If they don't have lids, back away and exit the stall as quickly as possible. And when approaching the sink for hand-washing, pay attention to the number of people already using the space. If you can, wait until the area is clear.

According to Aaron E. Glatt, MD, the risk of contact with bodily fluids pales in comparison to the dangers of close gatherings. After all, there is always a chance of plume contamination with viruses and bacteria like E.coli. "Bodily fluids are always a concern, regardless of COVID," he says.

His main advice? Be smart and use common sense. If you are going on a trip, try to avoid using a public restroom altogether and go before you leave the house.

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

## Produce (cont.)

**Keep Bananas Cool.** Humid, warm air will speed up browning. Keep them away from other produce. Once they've ripened, refrigerate to extend their shelf life. The skin may turn mottled, but the inside should stay tasty.

**Let Onions Breathe.** Good air circulation is key to keeping decay at bay. Store onions without plastic wrap in a cool, dry spot. Try hanging them in a mesh bag from a hook in your pantry.

**Chill Berries.** Strawberries, raspberries, blueberries, and blackberries should be refrigerated below 40° F. That lengthens their shelf life. Moisture will turn them mushy or moldy quicker, so only wash before eating.

**Wrap Celery in Foil.** Help keep your celery from going limp by tightly covering it in foil and storing it in the crisper drawer. Or you can wrap it in a dry paper towel and put it into a plastic sleeve. The celery should last several weeks.

**Bag Your Lemons.** Lemons look pretty on the counter, but its also an ideal place to dry them out. But you can keep them juicy for up to a month by sealing the lemons tightly in a plastic storage bag with all the air our and keeping them in the fridge.

**Keep Herbs Vertical.** Treat cilantro, parsley, and mint like cut flowers. Place them in jars with water and then refrigerate. Other soft-stemmed herbs like basil may prefer the water temperature on your counter.

**Vent Your Mushrooms.** Mushrooms like to be kept cool and well-ventilated. A porous paper bag is a good choice. Free them from their plastic-wrapped grocery container which can trap moisture.

## Exercise of the Month

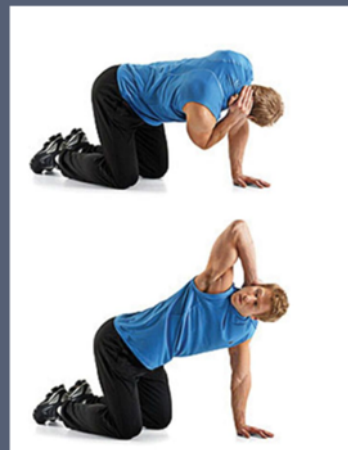
### THORACIC ROTATION

This is a great exercise to help improve upper body posture. It helps "mobilize" the upper back by rotating at the thoracic spine.

1. Start on your hands and knees and place one hand behind your head.
2. Rotate your upper body to the side with the elevated arm, twisting your chest to face that direction before returning back to the starting position. Repeat 10 times on each side.

#### Tips:

- Do not allow your shoulders to roll forward during the exercise. Pull your shoulders back and keep your chest up the entire time.
- Do not allow your lower back to over-arch during the movement. Keep your core tight.







## CFD1 Wellness Program Contact Information:

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

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

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

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

Medical Assistant  
Ellen McAdoo  
Office: 503-742-2899  
ellen.mcadoo@clackamasfire.com

## Recipe of the Month: Zucchini Bread with Chocolate Chips

### INGREDIENTS:

- 3/4 cup low-fat milk
- 2 large eggs
- 3/4 cup sugar
- 1/3 cup canola oil
- 1 tsp vanilla extract
- 2 cups shredded zucchini
- 2 cups white whole-wheat flour
- 2 tsp baking powder
- 1 tsp cinnamon
- 1/2 tsp salt
- 1/2 cup chocolate chips



### PREPARATION:

1. Preheat oven to 350°. Coat a 9" x 5" loaf pan with cooking spray.
2. Whisk milk, eggs, sugar, oil and vanilla in a medium bowl. Stir in zucchini. Combine flour, baking powder, cinnamon and salt in a large bowl. Add the wet ingredients and chocolate chips to the dry ingredients; stir until just combined. Transfer the batter to the prepared pan.
3. Bake until golden brown and a wooden toothpick inserted in the center comes out clean, 50 minutes to 1 hour. Cool in the pan for 10 minutes, then turn out onto a wire rack. Let cool for at least 1 hour before slicing.

**Note:** *White whole-wheat flour, made from a special variety of white wheat, is light in color and flavor but has the same nutritional properties as regular whole-wheat flour. It is available at large supermarkets, natural food stores and online. Store it in the freezer.*

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

### Nutrition Facts:

Servings: 12  
Serving size: 1 slice  
Calories: 229  
Total Fat : 9g (2g saturated)  
Protein: 5g  
Carbohydrate: 34g  
Dietary Fiber: 3g  
Sugar: 18g  
Cholesterol: 32mg  
Sodium: 209mg

## DID YOU KNOW?

Blowing out the candles on a birthday cake is fun, but keep it to a solo activity. Everyone who blows on the cake sends out germs. One study shows it ramped up the number of bacteria on the cake's surface by 1,400%!

# Emergency Services Division

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

**From:** Battalion Chief Melanie Kinne

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

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Below you will find highlights of the projects your Training Department has been involved with in the month of August. 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

- Daily Battalion Chief briefings
- Academy 20-02 finals and graduation
- Field Training and Evaluation Program review and document update
- Training Center concrete work oversight – concrete is done and looks amazing!
- Sandy Fire Department contract implementation
- Suppression volunteer hands-on training planning and implementation (8/12, 8/19, 8/26)
- Coordination of material donation from North Clackamas School District
- Facilitation of Sunrise Water District acquired structure donation
- Facilitation of Rope Technician certification class
- Reviews of training requirements for technician level certifications in multiple disciplines
- Meeting with Jeff Ennenga (Clackamas Community College) to investigate collaboration opportunities in fire service training and diversification

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

- Worked with Chief McKinnon on continued set up of Sandy Fire
- Worked on SRP to FF promotional process with BC Mulick
- Assisted in final evaluations for Academy 20-02

- ATO job description with BC Kinne
- Forecasting charts
- Water supply drill
- Meeting with BC Kinne and Jeff Ennenga at CCC for potential collaboration

Projects/Events/Meetings/Training – TO Walker

- Academy 20-02 graduated and is now on the line. I've been working with their new officers regarding probation training tasks.
- Assigned the 20-02 Probationary FF's their target solutions credential.
- Continued work on the upcoming volunteer academy. Putting final details together.
- Taught at volunteer drills. The three drills had great attendance from Clackamas and Sandy Fire.
- Cleaned up multiple target solutions credentials. Worked with the students in multiple credentials to find out how we could assist them in finishing the class and certification.
- Put together the schedule and invited the instructors for upcoming career academy 20-03

Projects/Events/Meetings/Training – ATO Meyers

- AO Academy
- Water supply drill
- Completing AO promotional test
- Review AO test materials

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

- Assisted with Academy 20-02 graduation
- Rope class planning
- MDC updates on apparatus

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

- Assisted with Academy 20-02 graduation
- FTEP and policy development and review
- MDC updates on apparatus
- Worked on final remodel projects

Respectfully submitted,

Battalion Chief of Training Melanie Kinne

# Emergency Services Division

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

**From:** Division Chief Mike Corless

**Re:** Operations Department Monthly Report – August 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 held via zoom.
- Have been meeting weekly with TVFR OPS group to compare response to the COVID-19 Pandemic
- Started working on transitioning OPS knowledge to DC Browne.
  
- 8/3 Meeting with Fire Chief and DC Browne to discuss transition of OPS Chief responsibilities
- 8/5 After Action Review for COVID-19 District Exposure
- 8/6 Attended Academy 20-02 graduation
- 8/10 Tele-Staff upgrade meeting

- 8/10 CCOM Feasibility Study summary
- 8/12 Meeting with DC Whiteley
- 8/12 Meeting regarding face coverings and what should be used
- 8/13 Fire Defense Board Meeting
- 8/13 Meeting with CCOM to discuss response concerns
- 8/18 Meeting with Chief Stafford (Molalla), DC Dale (Canby) and Bill Conway regarding COVID-19 welfare checks
- 8/19 Tele-staff upgrade meeting
- 8/19 Munis follow up meeting
- 8/19 Meeting with Asst. Chief Frentress (TVFR) regarding Washington County FDB meeting
- 8/20 Station 16/19 Post Occupancy Walk Through with HBE
- 8/20 Washington County Fire Defense Board meeting
- 8/20 Meeting to discuss process in Firefighter promotional test
- 8/24 Fire Station alerting meeting
- 8/26 Promotional testing meeting with DC Whiteley
- 8/31 Meeting with Fire Chief and DC Whiteley regarding work back

Respectfully submitted,

Division Chief Mike Corless



# **Emergency Services Division**

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

**From:** Battalion Chief Brent Olson

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

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## Significant Incidents

- Mosier Creek Fire conflagration, Mosier, OR – 8/13-17
- Brush Fire, Estacada – 8/23
- House Fire, Big Valley Woods Eagle Creek – 8/24

## Projects/ Events/ Training/ Meetings

- Water Rescue, McIver Park – 8/10
- Intterra REGIS meeting – 8/19
- Continued work on Type III integration – ongoing
- Operations Meetings with TVF&R on 8/11, 8/25
- Wildland Burn training walkthrough/planning – 8/25

Respectfully submitted,

Battalion Chief Brent Olson

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

**Significant Incidents**

- Hillside Manor Fire - contained to room of origin. Sprinklers put the fire out. Five adults displaced, which were handled by the Red Cross.
- Rally at Clackamas Town Center - Initiated an Incident Action Plan. Six related calls for service during that rally.
- Head-on MVA on Springwater Road. Utilized Life Flight and landed them at Carver Boat Ramp.

**Projects/Events/Meetings/Training**

- Working on the Paramedic Promotional Exam.
- Rural Water Supply Training with the North Battalion. Finished month one of three.

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

**Significant Incidents**

- August 13, 2020: CAR304, HR305, and BC302 were dispatched by CCOM to assist CCSO for assistance for a possibly deceased patient that was found about 100 feet down a ravine next to Sunnybrook Blvd near 97th Ave. All three units met at the corporate building at Sunnybrook and 97th to try to locate the patient to determine the best way to recover/evacuate the victim out. CAR304 Lt Chris Taylor was able to launch and fly the drone over the incident to obtain valuable footage of the terrain and the victim's location. Crews were familiar with this location as it has been a known homeless camp area with difficult access. A CCSO deputy was the first to arrive after hiking on foot in an almost impossible path of travel for rescuers. The deputy was first to the victim and was able to direct us to the exact location. Per the deputy, the patient was deceased, unknown circumstances. Based on the location of where the victim was found, BC302 dispatched the D1 Rope Rescue team. DC Nick Browne and DC Josh Gehrke were on scene to assist in managing the technical rescue. BC302 assumed Incident Command, and HR305, T316, T319 were assigned to manage the highly technical vertical high angle rope rescue utilizing the aerial ladder truck's elevated ladder. This is a system that our crews have recently researched, trained extensively, and were able to implement to safely recover the deceased victim. All actions on scene were carefully strategized with the CCSO Homicide unit and the Medical Examiners on scene. Crews were able to perform a flawless rescue in a safe and efficient way.
- August 31, 2020: CCOM dispatched a task force to 11800 SE 40th Ave in Milwaukie for a possible storage unit fire. Multiple callers reporting several units and truck on fire within the Public Storage Units complex located next to Hwy 224 and International Way. BC302 arrived and sized it up from Hwy 224 and E302 arrived shortly after. Milwaukie PD reported explosions and stated the unit is full of paint supplies and paint chemicals/finishes. E302, E301, E303, R303, T304, HR305, PE20, T316, BC303 arrived and assigned to fire attack, forcible entry, ventilation, salvage and overhaul. Excellent stop on a large fire that damaged three units directly, but smoke damage and extension into a total of seven units. FM310 Stenhouse managing the investigation. No injuries reported.

### Projects/Events/Meetings/Training

- Working towards electronic cloud based BC reference/resource information utilizing the new Microsoft software programs.
- Researching new BC rig design and tactical reference tools for Incident Command.
- Formatting and testing new tactical accountability tools for the BC group.
- Assisting with the upcoming AO testing with HR.
- Training at Draft Site, Fill Site training. Crews worked on alternative water supply operations and water supply group supervisor training for efficient water delivery on rural fire operations.

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

#### Significant Incidents

- Shop Fire in Oregon City. BC302 was safety.
- Possible commercial fire at Hillside Manor. This ended up being construction dust. We ran it like a high-rise fire until all floors were checked.
- Commercial fire/water problem at Hamelin Manor. Small fire in the bedroom put out by the sprinkler system.
- Barn fire in Oregon City. BC302 was assigned safety.
- Commercial fire at public storage. BC303 was safety then moved to Division C.

### Projects/Events/Meetings/Training

- Water Rescue Program management
- Probationary firefighter testing
- Probationary AO testing
- Rope Rescue program management

### **East Battalion – A Shift** **Battalion Chief Mike Carlsen**

#### Significant Incidents

- Multiple MR1 Water Rescue incidents of which comprised primarily of citizens on watercraft who became tired or extended river time to the point it became dark. The consequence of this is that citizens could not see in the dark resulting in accessing 911 for “rescue.”
- BC301 responded with E314 to a report of a head on motor vehicle accident involving a semi-truck and small car. BC301 upgraded to a motor vehicle accident with injury and entrapment. Upon arrival, it was determined that Gresham Fire was already on scene and assumed command. All Clackamas Fire units moved to OPS 3 and integrated into Gresham’s ICS. BC301 assigned to Safety. Engine 314 was Landing Zone and remaining Clackamas units were recalled.
- BC301 assisted with multiple move-ups for North and South incidents.
- There were additional large incidents, however, I have been on vacation.

### Projects/Events/Meetings/Training

- Extensive time spent working on Technical Rescue program

- Transitioned to Microsoft Office 365
- Attended multiple Senior Staff Meetings via Zoom
- Attended daily Operations Briefing via Zoom
- Multiple station visits
- Working with Probationary Company Officers for development
- Observed multiple Tech Rescue drills
- Staff Report review for Hose Committee
- Preparing for Truck 304 succession planning

### **East Battalion – B Shift**

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

#### **Significant Incidents**

- Various Water Rescues throughout the month
- Structure fire off of Cook Ct in Eagle Creek
- MVA Auto/Ped Hwy 26
- Mutual Aide medical for E330 to Colton – Colton Chief called providing compliments to E330 crew
- Barn fire at WildCat Mt Rd – small, able to handle with two crews
- Various small brush fires, including a three acre brush fire with exposures past Estacada with mutual aid from Sandy, Gresham, and ODF

#### **Projects/Events/Meetings/Training**

- Water supply drills for month
- Fit testing
- Assisted with Conflagration deployment
- Visited all crews
- Worked with PPE/Decon subcommittee for the COVID-19 issue
- Many Zoom and in person meetings regarding COVID-19 pandemic
- Met with Battalion and Sandy FD crews several times

### **East Battalion – C Shift**

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

#### **Significant Incidents**

- August 8, 2020            Structure fire - Happiness Hill Ln, Estacada
- August 17, 2020        Motor Vehicle Accident - Hwy 211, Estacada
- August 17, 2020        Water rescue - Lakeshore Drive, Estacada
- August 23, 2020        Wildland fire - George Rd., Estacada
- August 31, 2020        Motor Vehicle Accident - Hwy 26, Sandy

#### **Projects/Events/Meetings/Training**

- Conducted operational briefings with crews via Zoom
- Attended senior staff meetings via Zoom
- Attended weekly Ops meetings via Zoom
- Conducted and attended battalion drills on rural water supply
- 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 crews
- Attended Sandy Fire volunteer drills

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

No report submitted for August.

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

**Significant Incidents**

- Put together two Wildland Task Forces - Mosier Creek Fire and White River Fire
- High Angle Rope Rescue on SE Sunnybrook Blvd
- MR2 at 6255 S Arndt Rd. Canby
- Residential Fire on SE Leewood Ln.
- 2nd Alarm Brush Fire on Clairmont Dr. and Beaver creek Rd

**Projects/Events/Meetings/Training**

- Made limited station visits due to COVID-19
- FIT testing
- Evaluated a Probationary FF practical exam
- Tactical training for Probationary Lt.
- Participated in Rural Water Supply Drill

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

**Significant Incidents**

- 2nd Alarm brush fire - August 9th
- Barn fire - August 17th
- Mutual aid house fire in West Linn - August 17th
- Apartment fire - August 29th

**Projects/Events/Meetings/Training**

- Met with Data Services Specialist TroyLynn Craft - August 26th
- Met with Lt. DFM Alex McGladrey - August 26th
- Taught Volunteer Drill: Strategies and Tactics - August 26th

# Emergency Services Division

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

**From:** Volunteer Service Chief Steve Deters

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

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

## Fire Training:

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

Week 1	Ladder Throws & Carriers
	One Person 24 Extensions Ladder
Week 2	Hose Deployment & Tactics Webinar
	Stretch Pre-Connect
Week 4	Drill in Your Area
	Sister Station Check-in

## EMS Training

Week 3	EMS Aquatic Emergencies
	EMS Back Injury Prevention

## In August, the Volunteer group participated in the following Events/Meetings:

All meetings were held virtual and all PR events were canceled.

## Explorers:

All drills for the month of August were canceled.

**Public- Relations:**

All PR events for the month of August were canceled.

**Station Coverage:**

The following is a breakdown per station that has a Duty Shift for August:

Stn. 12 -	10/31
Stn. 13 -	15/31
Stn. 18 -	31/31 (7 – 24 hour shifts)
Stn. 333 -	9/31
RH/WT -	21/31

**Personnel Changes:**

FF-EMT Tyson Settle – Hired - Port of Portland Fire

**Volunteer Association:**

Volunteer Association Meeting was held August 3, 2020 via Zoom Meetings.

**Volunteer Recruitment:**

All candidates are through the entry level process and orientations have been scheduled.

## **CORRESPONDENCE**

- C-1 Thank you on Facebook Re: CFD response to the Leewood Lane Fire in Boring on August 24, 2020.
- C-2 Thank you on Facebook Re: CFD response to a fire near the Barton Antique Mall on August 18, 2020.
- C-3 Thank you card from children Re: Firefighters work on the wildfires.
- C-4 Thank you card from child Re: Firefighters service during the wildfires.





**Elena** [REDACTED] I live in this park. I had no idea what was happening earlier, but could hear sirens and chainsaws. I can't explain how grateful I am to these firefighters who responded so quickly - this day could've been devastating for so many of us who call this home and love this park. Thank you for saving our beautiful home!!! Not all heroes wear capes 🚒



**Barton Antique Mall**

19h · 🌐

Thank you Clackamas Fire for answering a call about smoke near our store! Glad our store is ok! You guys rock!



Thank You

Fire Fighters

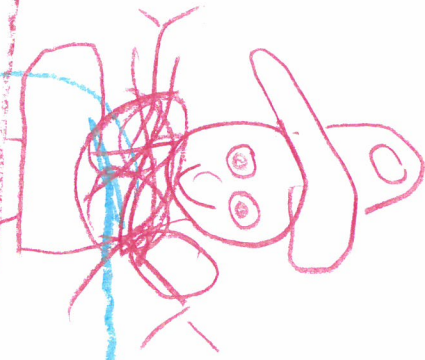


We appreciate all  
the work you do  
to keep us safe!

Alice (6)

Julia (4)

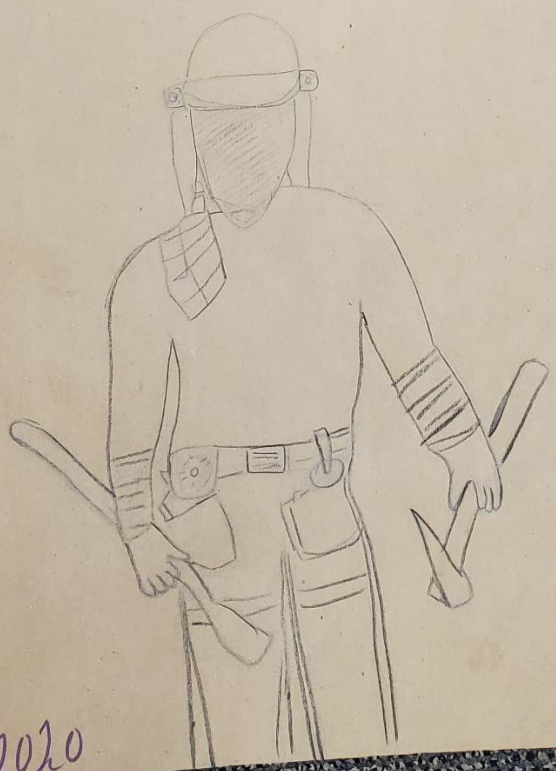
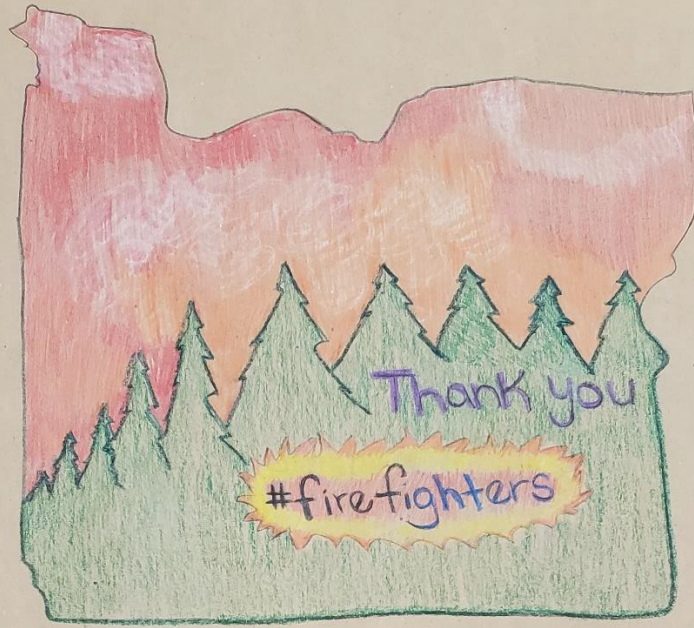
Teacher Vanna



THANK YOU  
FIGHT  
HEROES



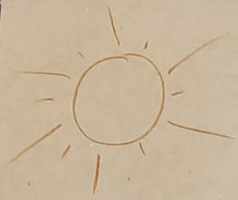






#2020



#Clarkston Fire District #1  
Giovani [redacted] 9/17/20







Hello, To Everyone of you my name is  
Giovani I'm 77 years old I want to take  
a minute. To tell each one of you,  
Thank you so much for being there  
for us from the bottom of my heart   
And I know that you guys haven't  
been sleeping or eating well I also  
know that **God** is with you guys  
to keep being Strong. You guys  
are my **angels** to me. Thank you  
for everything. This card may not be  
much all I know is that I made  
it with love  for all of you,  
Thank you and keep safe (angels).

P.s I'm always Praying for each  
one of you'll and your family.

—  Giovani 

-  #firefighters
- #angels 
- #we love you
- #Oregon fires #2020

September 17, 2020

## INFORMATIONAL ITEMS

- I-1 Sept. 8, 2020, CFD press release, "Wildfires Cause State of Emergency in Clackamas County."
- I-2 Sept. 12, 2020, CFD press release, "Correction: Update on the Clackamas County Wildfires."



# WILDFIRES CAUSE STATE OF EMERGENCY IN CLACKAMAS COUNTY (PHOTO)

News Release from **Clackamas Fire Dist. #1**

*Posted on FlashAlert: September 8th, 2020 3:21 PM*

Downloadable file: [Current Fire Call Map](#)

Clackamas county Firefighters along with several neighboring agencies are actively working to extinguish vegetation fires throughout the county. At the time of this press release 15 fire related incidents are underway. Some of the incidents are small and require only one apparatus and others have more than 20 apparatus on scene and hard at work.

Please see the attached declaration of emergency from the Clackamas County Commissioners. We are told that 1100 homes have been evacuated from the following areas:

Oregon City - Redland and Potter Rd,

Colton Area-Unger rd,

Molalla area- Wilhoit and Bird Rd,

Beachie Creek Fire which resulted in the evacuation of the Job Corps at Ripplebrook in the Mt Hood National Forest area.

Everyone in Clackamas County today 9-8-2020 should understand that they are at Evacuation Level 1: Be Ready...Some who are closer to these active incidents are at Level 2: Be Set. And those that have evacuated fall into category 3: GO!

Please see attached link to evacuation levels and areas affected

[Evacuation Levels](#)

[Current Evacuations](#)

[Clackamas County State of Emergency](#)

[Declaration Doc](#)

At this time we do not have specific details in regards to where evacuees are being directed to go, nor do we know the exact cause of these fires. We will not know for some time the extent of damage to land and personal property. Please be patient as we work through these incidents. At this time Clackamas Fire insists that residents stay safely away from these incidents and do not engage in any activity that can cause a fire. This would include mowing lawns, outdoor burning of any kind, and other sorts of spark or flame producing tasks.

Know that we are working very hard with all of the Clackamas County Fire Departments and will continue to diligently protect Life and property.

Update Correction: The 1100 evacuees are from all Oregon Wildfires not just Clackamas County. We will update that number for our community once we have an accurate number.

**Contact Info:**

Brandon Paxton, Public Information Officer  
pager:503-294-3555,brandon.paxton@clackamasfire.com

## **CORRECTION: UPDATE ON THE CLACKAMAS COUNTY WILDFIRES**

News Release from **Clackamas Fire Dist. #1**

*Posted on FlashAlert: September 12th, 2020 5:58 PM*

There are currently four fires burning in Clackamas County. The Riverside Fire is currently being managed by the Southwest Federal Incident Management Team #1, please follow them at the Mt. Hood National Forest's Twitter (@mthoodnf) for updates. The three additional fires, managed by the Oregon State Fire Marshal's Office and the Oregon Department of Forestry, are identified as the Dowty Road, Unger Road, and Wilhoit Fires. These three fires have collectively burned an estimated 5,000 acres.

Fire crews are actively protecting structures and patrolling the area, putting out hotspots.

Evacuation orders have not changed from yesterday. Please continue to check your evacuation level at: <https://www.clackamas.us/wildfires>.

Our challenges remain reduced visibility, limiting our aerial reconnaissance, and rapidly changing fire conditions. We hope for a break in the weather and better visibility later today.

Please use the resources we've provided to monitor the evacuation orders around your home.

Be prepared; know your evacuation level! Level 1: Be ready. Level 2: Be Set. Level 3: GO!

Sign up for public alerts at: <https://www.clackamas.us/dm/publicalerts>. 2-1-1 also provides the latest evacuation information.

Here is a video from Public Information Officer Captain Brandon Paxton, who provides an update on the status of the wildfires occurring throughout Clackamas County: <https://www.youtube.com/watch?v=EQJ97Ep35U> and a video of firefighters departing from fire camp this morning: <https://youtu.be/L7CO6mV2wUw>.

Use or search for these social media hashtags: #ClackamasWildfires #Alerts

### **Contact Info:**

Brandon Paxton, Public Information Officer  
pager:503-294-3555,brandon.paxton@clackamasfire.com