



Clackamas Fire District #1

Board Meeting Briefing Packet

January 25, 2021



To safely protect and preserve life and property

CLACKAMAS FIRE DISTRICT #1

**Board of Directors' Meeting
Monday, January 25, 2021
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
DECEMBER 21, 2020. (p. 5)**
- IV. PUBLIC COMMENT** *(The President will call for statements from citizens regarding
District business, not to exceed three minutes per person.)*
- V. PRESENTATION – Wildfire After Action Review – Chief Charlton**
- VI. PRESENTATION – Seasonal Wildland Fire Mitigation Crew – Battalion Chief
Brent Olson**
- VII. ANNUAL MEETING OF THE MEMBER OF THE CLACKAMAS EMERGENCY
SERVICES FOUNDATION – Request Approval of Budget 2021 – Chief Charlton /
President Cross (p. 20)**
- VIII. BUSINESS – Action required**
 - PRESENTATION – ANNUAL AUDIT – Jarrard, Seibert, Pollard & Co. – CPA
Russell Ries**
 - B-1 Request Board Acceptance of the Fiscal Year 2020-2021 Annual Audit –
Finance Director Day (p. 23)**
 - B-2 Request Board Approval of Three Commissioners to Serve Four-Year Terms
on the Civil Service Commission – Deputy Chief Whiteley (p. 87)**
 - B-3 Request Board Approval to Purchase Aruba Network Switches and Wireless
Access Points – IT Director Hicks (p. 88)**



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IX. OTHER BUSINESS – No action required

OB-1 Legislative Update – Lobbyist Genoa Ingram (p. 90)

OB-2 Review of Strategic Business Plan Update – Deputy Chief Whiteley (p. 122)

OB-3 Civil Service Rules Update – Deputy Chief Whiteley (p. 171)

OB-4 Board Committee/Liaison Reports

Executive Committee – President Cross/Director Joseph

Foundation Liaison – Director Trotter

Joint Oversight Committee – Director Trotter / Director Syring

OB-5 Board Informational Updates/Comments

COVID-19 Update – Chief Charlton

X. INFORMATIONAL ONLY

A. Division / Department Reports

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

R-1a.1 Public Affairs- Battalion Chief Brandon Paxton (Board packet)

Emergency Management - Emergency Manager Gregg Ramirez
(Board packet) (p. 196)

Public Education – Captain Kari Shanklin (Board packet) (p. 198)

R-1b Business Services Division – Deputy Chief Doug Whiteley (Board packet) (p. 199)

Human Resources - Director Trish Noble (Board packet) (p. 207)

R-1b.1 Financial Services – Director Christina Day (Board packet) (p. 209)

R-1b.2 Support Services – Division Chief Michael Carlsen (Board packet) (p. 227)

Fleet Services - Director Bill Bischoff (Board packet) (p. 229)

Facility Maintenance - Director Scott Vallance (Board packet) (p. 231)

Logistics Services – Director DeAnn Cordes (Board packet) (p. 232)

R-1b.3 Community Services – Division Chief Brian Stewart (Board packet) (p. 233)

Data Services - Director Shelby Hopkins (Board packet) (p. 234)

Fire Marshal's Office - Battalion Chief Shawn Olson (Board packet) (p. 241)

Information Technology - Director Oscar Hicks (Board packet) (p. 244)



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- R-1c Emergency Services Division – Chief Charlton - Verbal
 - R-1c.1 Medical Services/Training - Division Chief Josh Gehrke (Board packet) (p. 245)
 - Medical Services - Battalion Chief Josh Santos (Board packet) (p. 246)
 - Health and Wellness - Director Heather Goodrich (Board packet) (p. 249)
 - Training Department - Battalion Chief Melanie Kinne (Board packet) (p. 255)
 - R-1c.2 Operations – Division Chief Nick Browne (Board packet) (p. 258)
 - R-1c.3 Volunteer Services – Battalion Chief Steve Deters (Board packet) (p. 263)
 - R-1c.4 Volunteer Association Report – President Kirk Hambley - Verbal

B. Correspondence (p. 265)

C. Informational Items (p. 271)

D. Next Meeting

The next Board of Directors’ meeting will be on Monday, February 22, 2020 at 6:00 pm by remote conferencing.

XI. REGULAR BOARD MEETING RECESSED

XII. EXECUTIVE SESSION CALLED UNDER ORS 192.660(2)(a) TO DISCUSS THE HIRING OF A NEW FIRE CHIEF

XIII. REGULAR BOARD MEETING RECONVENED

XIV. ADJOURNMENT

UPCOMING EVENTS:

February 22 – Regular Board Meeting – 6:00 pm by remote video conferencing

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING December 21, 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 Cross called the meeting to order at 6:00pm. 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 Josh Gehrke; Division Chief Nick Browne; Division Chief Brian Stewart; Division Chief Michael Carlsen; Battalion Chief PIO Brandon Paxton; Battalion Chief Steve Deters; Battalion Chief Melanie Kinne; Battalion Chief Joshua Santos; Battalion Chief Jason Ellison; Battalion Chief Greg Holland; Fire Marshal Shawn Olson; Battalion Chief Brent Olson; Finance Director Christina Day; Data Services Director Shelby Hopkins; Health & Wellness Director Heather Goodrich; Human Resources Director Trish Noble; Facilities Director Scott Vallance; Fleet Director Bill Bischoff; Lieutenant Mark Gayman; Lieutenant Bryan Mackender; Lieutenant Patrick Dunne; Firefighter Keegan Cross; Apparatus Operator/Local 1159 Steward Andrew Gordian; Volunteers Tom Benschoter and Jerry Kearney; Clackamas Fire District #1 (CFD) Stations: 1, 2, 4, 8; Volunteer Association President Kirk Hambley; Sandy Fire District Nannette Howland; Jeff Griffin of Wilson-Hiergood Association; and Executive Assistant Rachel Trotman.

Others: Mike Corless, Thelma Haggemiller, Thomas Bicket

II. CHANGES TO AGENDA

None.

III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON NOVEMBER 16, 2020 AND THE SPECIAL BOARD MEETING MINUTES ON TUESDAY, DECEMBER 1, 2020.

There were no changes to any of the minutes.

The minutes were approved unanimously as written.

IV. PUBLIC COMMENTS

None.

V. PRESENTATION – OREGON OSHA ELECTED OFFICIAL TRAINING – Health and Wellness Director Heather Goodrich

Health and Wellness Director Goodrich shared that she's going to give them information and training on COVID-19. This is required by OSHA under their temporary standard which took effect on Nov. 16, 2020.

She explained that as elected officials, the Board was required to take this training. She would cover 10 topics; six topics will specifically relate to how CFD is dealing with COVID-19 and the last four topics cover basic education on COVID-19.

She went over requirements regarding physical distancing, face coverings, sanitation, and hygiene. She also explained the sign/symptom reporting procedures, infection notification process, the notification process for a COVID-19 exposure, and the process for a positive COVID-19 employee.

Health and Wellness Director Goodrich explained how COVID-19 is transmitted and the symptoms. She also went over the different measures that Clackamas Fire has put into place to keep everyone safe in the workplace.

President Cross asked if she had seen the document that the Oregon Health Authority released on Dec. 4 and the new changes they've made.

Health and Wellness Director Goodrich confirmed she had seen it. They examined their infection control plan to make sure it met those guidelines.

President Cross asked if she has seen the new interim investigation guidelines that came out on Dec. 9.

Health and Wellness Director Goodrich confirmed that she has seen it. That document is regarding the permanent standard that will be coming out. DC Stewart, BC B. Olson, and herself keep up to date on these updates. They receive updates from SDAO, nearly every day.

President Cross noted that cloth face masks were not mentioned in the Dec. 4 document.

Health and Wellness Director Goodrich will examine that document.

Director Wall commended Health and Wellness Director Goodrich on her work. She had to read the temporary OSHA order and noted it was a lot to work through. Some things change every day and she appreciated her keeping up with it.

Health and Wellness Director Goodrich said that there have been at least five updates since it was released on Nov. 16. She also keeps up to date with the CDC and Oregon Health Authority information.

Director Joseph asked how they classify elected officials as employees.

Health and Wellness Director Goodrich said that's a great question and it would a great question for OSHA.

Discussion followed.

Director Syring echoed that Health and Wellness Director Goodrich has done a great job. He asked if the volunteers participated in the training.

Health and Wellness Director Goodrich said that they have included the volunteers in all the training.

Jeff Griffin explained how he thought volunteers and board members are included in these regulations.

Discussion followed.

VII. BUSINESS – Action required

PRESENTATION – INSURANCE RENEWAL WITH SDIS TO INCLUDE THE LONGEVITY CREDIT AND RATE LOCK GUARANTEE PROGRAM – Agent of Record
Jeff Griffin with Wilson-Heirgood Associates

Jeff said that in February, they wrote their annual budget letter. They usually expect a 4-5% change which is based on changing values. SDAOs rates are pretty stable.

This year, they recommended that they plan on about a 12% change. Fortunately, the rates were significantly lower than that. He explained the reasons behind this recommendation.

He said that FEMA reports that they are seeing a trend as three of their worst years have been in the last five years, which is why rates have been increasing.

SDAO has rate lock of 5% and CFD came in significantly under that.

Jeff explained that in the proposal he sent, there is a comparison report. Most of CFD's rate change is in change of values. Jeff reviewed the comparison report.

Jeff said that he worked a lot with Finance Director Day and Fleet Director Bischoff this year to drill down on each building and apparatus to determine values.

He reviewed the vehicle schedule in the proposal and the details regarding vehicle coverage.

Jeff noted that for property, the construction process in the Pacific Northwest is through the roof. CFD has a true blanket on their property. The contract requires that they try to insure to its true value.

Jeff said they examined how to cut costs. They worked with staff on the point of diminishing return graph for deductibles. He gave some examples and explained how they determined the current rate structure.

He had examined if it was time for CFD to self-insure. He concluded not yet, but they are watching that.

He went over some of the competitors currently in the industry. None of them compare coverage or rate rise.

Director Wall brought up that for the sub limits on the property coverage, there is a \$100,000 limit on a leasehold interest. The Oregon City station is a leasehold interest and its valued at \$182,000. How does that dovetail if there was a loss of that station?

Jeff said he would examine the contract with Finance Director Day. CFD does have the blanket. Discussion followed.

Director Wall brought up a term in the contract that she was unfamiliar with called social engineering fraud. Jeff said he will send the Board the current definition. It deals with cyber liability and is always evolving.

Director Wall asked about the sub limit on the equipment breakdown supplemental coverage that refers to expediting expenses to \$10 million.

Jeff explained that that equipment is scheduled in the marine/mobile equipment (anything that would come off apparatus). Some are back ordered and cost more to expedite, which is why there is a sub limit.

Jeff talked about short- and long-term strategies. They don't know when the market will turn around and the insurance market tends to go through waves.

He shared that due to the wildfires, insurance companies are starting to look at Oregon like they look at California. They will need to document that there are no bushes near the buildings and that they are made with fire resistant materials, etc. CFD will be getting a check list on things they will want to validate.

Jeff explained that cyber security is their biggest concern. There is an insurance company that will give quotes, but they will want to test your systems. He recommended that they take advantage of that as its free.

He encouraged them to keep the strategic plan current.

He also said CFD will want to stay on point with the employee liability (staff and employees). CFD did receive the max benefit last year.

Jeff explained that looking long-term, they will continue to examine when it's time to become more aggressive about being self-insured.

President Cross read the comment that Finance Director Day added that listed a social engineering definition.

Finance Director Day said that the new insurance cost is within what was budgeted for FY21.

B-1 Request Board Approval of Insurance Renewal with SDIS to Include the Longevity Credit and Rate Lock Guarantee Program – Finance Director Christina Day

Director Joseph made a motion and Director Trotter seconded for the Board to Approve the Property/Casualty Insurance renewal with Special Districts Insurance Services in the amount up to \$226,864. Motion passed unanimously.

B-2 Request Board Approval to Amend Current IGA for Medical Direction with Clackamas County – Division Chief Joshua Gehrke

DC Gehrke presented a brief staff report requesting for authorization to enter into an extension or amendment of the current IGA with Clackamas County. This would be for a year. The report included the request, the current IGA, and a letter from Philip Mason Joyner from Clackamas County with details of the offer.

Director Syring made a motion and Director Trotter seconded for the Board to authorize the Fire Chief to sign the amended IGA for EMS medical direction services between the Fire District and Clackamas County beginning January 1, 2021 through December 31, 2021. Motion passed unanimously.

DC Gehrke said that at the end of end of last year, the County really helped CFD out and covered the District's medical direction for a time and at a discounted rate. This is still less than what CFD paid in 2019.

B-3 Request Board Approval to Amend Current IGA with EFD #69 – Chief Charlton

Chief Charlton said that the request is to amend the current 18-month IGA with Estacada Fire District No. 69 (EFD). This idea was brought before the Joint Oversight Committee on December 16 and presented to the EFD Board on December 17. EFD approved the request unanimously.

He presented a list of six assets, real property or apparatus that CFD desires to transfer back to EFD as they begin to rebuild their district and be on their own July 1, 2021.

He explained that there is a follow up meeting on Dec. 22 and EFD has a Work Session on Dec 28. With the Board's approval, CFD will work to transfer the assets back to EFD so they can begin to rebuild their workforce and start to access their equipment.

Director Syring asked about item 2, "the District shall return the possession on or before March 31, 2021." He thought that January was mentioned.

Chief Charlton said they wanted to give them time to do a thorough check of the apparatus and to make sure everything went back appropriately into inventory.

Director Wall wanted to confirm that CFD does not need, and will not need, for the duration of their obligations to Estacada, anything in those buildings or apparatus. She noted that they need to be completely self-contained.

Chief Charlton confirmed. He said that he connected with the Training Chief and they do not need access to the Estacada Training tower. The Administration building was sparsely used. It was used to convene board meetings and the one employee working there is being moved out by the end of the month. The Auxiliary building (house) behind the Administration building holds equipment and uniforms that are not being used to service the contract. The 1998 pumper tender and Ford F350 are assets that the Volunteer force does not use currently. They currently use Brush 330. CFD is not utilizing the Communications trailer and its primarily used by the CERT program. Chief Charlton is confident that CFD does not need those assets.

Director Trotter made a motion and Director Syring seconded for the Board to approve an amendment to the current IGA between Estacada Fire District #69 and Clackamas Fire District #1 for Fire Protection and Emergency Medical Services as drafted by legal counsel. Motion passed unanimously.

X. OTHER BUSINESS – No action required
OB-1 Legislative Update – Lobbyist Genoa Ingram
Genoa Ingram was not in attendance.

Chief Charlton reported that, last week Genoa sent an email to update the Board. He thought there would be another update after today's discussion at the capital.

He also noted that they are watching legislative updates for the short session.

OB-2 Board Committee/Liaison Reports
Executive Committee – Director Cross / Director Joseph

President Cross said that he and Director Joseph have been busy working with Chief Charlton and PIO Paxton with the chief selection process. He asked Chief Charlton to give a brief update on what will happen in the coming weeks.

Chief Charlton said that there are six internal candidates who have applied for and are moving through the steps for Fire Chief. They completed Phase 3 on Dec. 14, which was a presentation to stakeholders.

The Executive Committee met on Dec. 21. They are working to notify the candidates moving on to Phase 4, which is an interview with the Board. These interviews are tentatively scheduled for January 11-25. This process is right on track.

Director Joseph said that he was really impressed with how the programs are defined. He gave kudos to Chief Charlton and his team. It will be a very good process and will help the Board to select the right Chief.

President Cross concurred with Director Joseph and was pleased with the progression. The Board will receive more details from Chief Charlton in the coming days regarding the process.

Director Syring complimented the committee. He thought the packets and notebooks were really good and thorough. The email that went over the stakeholder feedback was really organized.

Director Joseph wanted to reaffirm that that all the Board members will and should be informed of what is taking place as they will all be involved.

President Cross said that after the next Board meeting, there will be an Executive Session to talk through this process.

Chief Charlton confirmed. They will discuss next steps at that Executive Session.

Foundation Liaison – Director Trotter

Director Trotter said that the Foundation met on November 24. Operation Santa is going on now. The Foundation approved a budget of \$14,000, but because of changes due to COVID-19, they authorized an additional \$11,000 if needed.

He gave a brief history of Bloomin Boutique and their mission. The Foundation granted them \$3,500 to move forward with their mission.

The Foundation has distributed \$100,612 of the Wildfire Relief Fund. This includes funds that were given to the fire agencies impacted by the wildfires. A donation from Benchmade Knives was given with the specific intent of helping fire agencies.

Joint Oversight Committee – Director Trotter / Director Syring

Director Syring reported that the committee and Chief's group have met several times to create the list of items to bring to the EFD Directors to help them become autonomous by June 30, 2021.

The Chiefs gathered some items for the committee including an analysis of EFD's projected ending fund balance for June 30. Chief Deters worked on putting together a sample budget for EFD showing what a three-person crew and four-person crew would look like. Finance Director Day put together some levy information examples based on the budget examples. They've worked with legal counsel to find out what ORS law means in terms of employee and volunteer transfers.

There was a committee meeting on December 16. Their goal is to work as hard as they can to help them return to full autonomy by June 30, 2021. They have a Continuity Plan and they have

encouraged EFD to follow it. The plan explains that EFD will have to spend over \$500,000 between now and June 30 to get there.

The EFD Joint Committee members asked if CFD would consider an extension. The CFD Board Directors said that their goal is still June 30, 2021. They didn't anticipate an extension will be needed yet. If they grant an extension, it would depend on the reasons why.

Director Syring said as he has read feedback from many different areas including some citizens and all agree that it's in everyone's best interest to aim for June 30, 2021. CFD will work as hard as they can along with EFD to help them reach this goal.

Director Trotter said that they will continue to meet with EFD in the Joint Oversight Committee meetings. They'll continue to discuss issues as they arise and will bring back recommendations to the Board as needed.

Director Joseph asked about the budgeting process.

Discussion followed.

Chief Charlton said that two very important steps were taken at EFD's last board meeting. The first step was that they approved a supplemental budget which included funds for personal services and materials and services. They can now look at hiring staff. The second step was to have a Board Planning Retreat; this will be on Monday, December 28. They will be able to lay out what they need for staffing. They will have about six months to hire and train them. They need to have someone to transfer the work back to. CFD wants EFD to be thriving by July 1.

OB-3 Board Informational Updates/Comments

Director Wall wanted to acknowledge the successes of Division Chief Michael Carlsen, Battalion Chief Greg Holland, Firefighter Karley Lampman, and Program Specialist Tracey Grisham as they were featured in the article "2020 Men and Women Making Difference in our Communities."

COVID-19 Update – Chief Fred Charlton

Chief Charlton said that Wellness Director Goodrich did a fantastic job presenting the training and updating everyone. He had nothing further on this topic.

XI. INFORMATIONAL ONLY

A. Division / Department Reports

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

Chief Charlton reported that some incredible work took place the past couple weeks. In November and December, CFD staff worked hard on the following projects: the proposed performance-based ambulance contract, Phase 1 of the wildfire AAR, Operation Santa, Accreditation site visit, Fire Chief selection process, and recruit training and graduation – all

during the pandemic. He's proud of everyone that helped provide the best service to the communities.

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

Report as submitted.

PIO Paxton reported that they now have the newly formed Public Affairs Department. They are trying to have everyone work from home. They will be establishing the department's direction and vision over the next couple months. They will be focused on documents, lesson plans, and succession planning to help with upcoming changes.

EM Ramirez was focused on the AAR and working with CERT.

Public Education was focused on the wildland program which will take place April 1.

Director Joseph brought up that PIO Paxton now has a new title and gave his congratulations. PIO Paxton confirmed that in September, he was promoted to Battalion Chief of Public Affairs.

R-1b Business Services Division – DC Whiteley

Report as submitted.

Chief Whiteley thanked the staff for all their work during the accreditation process. He noted that DC Stewart was the glue that held it all together. He did an exceptional job. CFD did receive a recommendation for re-accreditation.

He reminded everyone that they have three vacancies on the Civil Service Commission. He will be requesting that the Board attend a Work Session in January as part of this interview process. It will be via Zoom. They plan to have this session before the next board meeting so that action could be taken.

CFD will be working to review the strategic business plan and policies.

Human Resources – Human Resources Director Noble

As submitted.

Human Resources Director Noble had the following updates for the Board:

1. The District reached out to all employees who were formerly employed by EFD. They requested a written commitment to see if they planned to stay with CFD or return to EFD at the conclusion of the IGA. As of Dec. 20, all nine employees want to remain with CFD.
2. Their team went through the files/archives at EFD to make sure they were cleaned up and ready to go if requests came from EFD. Any new chief or administrative staff they hire would be able to have a starting point for documents such as desk manuals, etc.

3. Community Paramedic Cook secured grants for a part time temporary employee. An offer has been accepted for this position in paramedicine. They are doing the background check now. That will be in place by the first week in January.

Director Joseph asked if all nine staff from EFD stay with CFD, does that mean EFD will have to hire brand new firefighters. Is CFD helping with training them?

Human Resources Director Noble said that those nine employees includes firefighters and administrative staff. EFD will be starting from scratch. They hope to start with a fire chief.

Director Joseph asked if this will cost CFD more money to find and train new EFD employees?

Human Resources Director Noble said, no, at this time CFD hasn't committed to that. If CFD does engage, there will be significant costs.

Director Joseph asked if EFD will pay for those expense incurred to CFD in that case?

Chief Charlton confirmed that yes, EFD will. This planning will be part of the upcoming planning retreat. They will discuss what responsibilities EFD will take on, what CFD will take on, and the costs associated with those services. Discussion followed.

Director Syring asked if they had reached out to the volunteers as well. BC Deters reported that they had reached out to the volunteers. He noted that one chaplain and one support member wish to return to EFD and the rest have chosen to stay with CFD. Discussion followed.

BC Deters said that CFD plans to support that transition and process. They aren't sure when the two volunteers will transition to EFD.

R-1b.1 Financial Services – Finance Director Day

As submitted.

Finance Director Day reported that it's been a very busy couple months. They are nearing completion on the audit. Originally, they had planned for the auditor to give a presentation to the Board at this meeting, but they are not to that point yet. It will be finalized and submitted to the state on time. The auditor will present at next month's board meeting.

Director Wall asked how the audit was being submitted to State before the Board approves.

Finance Director Day confirmed. She shared that the Board technically doesn't approve the audit but accepts the audit.

Director Wall asked why the audit wasn't done.

Finance Director Day reported that Accounting Manager Le went on maternity leave in August and returned in November. They brought in a temporary person to help. The field work was also scheduled late because they knew she would be on leave.

Director Wall had a specific question on financials. She noted that the cafeteria plan claims costs were \$3 million over budget.

Finance Director Day said that the claims cost object code 6689 was a new object code this fiscal year. They are trying to separate out claims from premiums because they are getting some larger claims. She went on to explain the finer details of that budget item. Discussion followed.

R-1b.2 Support Services – DC Carlsen

As submitted.

R-1b.3 Community Services – DC Stewart

As submitted.

Chief Stewart shared that they had a site visit for accreditation in December. It started as a virtual visit. Chiefs Charlton, Whiteley and Stewart worked with CPSE to make an exception due to COVID-19. The team leader was able to come out by himself. He had a tour with DC Carlsen which was followed by three days of interviews. There were 27 interviews conducted between all the assessors. There was an out-briefing on Thursday evening where they announced that CFD would be recommended for re-accreditation.

DC Stewart explained the details of the upcoming next steps in the process. He expects that by February, CFD will be in front of the commission.

President Cross said that ideally, all of the members of the Board would like to attend one of the meetings to show their support.

DC Stewart said it would be excellent to have their support at one of the meetings.

Director Syring asked DC Stewart if, in his opinion, doing reaccreditation during COVID, was able to do the process justice.

DC Stewart said he felt the site visit worked adequately. The biggest challenge was not being able to be physically present. He does feel that CFD was validated and vetted. Discussion followed.

Director Joseph asked if this was a meaningful evaluation process.

DC Stewart said that they were able to verify and validate what CFD does and found CFD credible. They were able to accomplish that, but it was a bit more challenging. He explained further details regarding this process.

Director Joseph felt that they could validate this accreditation process even during the pandemic situation.

DC Stewart shared that the FMO started using a new virtual inspection process. The inspectors now have the ability to do a virtual visits following protocol and meeting the intent of the code. FM Olson reported a lot of efficiencies gained when there isn't travel between facilities.

ITS will be doing a major Office 365 implementation. ITS Director Hicks has the whole project laid out to minimize interruptions. Tomorrow, all the email and calendars will be converted over to Office 365.

President Cross reminded them not to forget about the Board Directors during these IT updates.

R-1c Emergency Services Division

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

DC Gehrke gave a brief update on the County ambulance contract. BC Santos and the EMS team have worked very hard on this project. He thanked President Cross for the information that he contributed.

In late October, they received word that the County Commissioners wanted to implement a performance based, evergreen contract with AMR. On December 17, the commissioners passed a resolution to do that. As of right now, this resolution includes a year for the EMS council and ASA taskforce to complete the work so the contract can be implemented.

He wanted to point out how all the stakeholders (Fire Chief, labor, EMS, ALS Consortium, Fire Defense Board) gathered together, engaged and made recommendations. Ultimately, they advocated for and received the much-needed time with this one-year plan. They will move to an evergreen contract, but now there is time to work on creating the incentives and areas of focus. He is thankful to have an extra year to make better recommendations.

DC Gehrke said that EMS was accomplishing so much and doing great work.

Community Paramedic Cook received several grants. Due to a Lines of Life grant for \$19,500, they were able to hire a part-time, temporary employee to do work with Project Hope. Originally, the grant wanted the funds expended by April. However, they heard today that it will now allow them to use the funds over the entire year. It allows this employee to do the work once a week, for a year. Community Paramedic Cook had advised them that this would be a better model as it allows them to build long-term relationships with the clients in need.

They also received the following grants:

- Up to \$39,000 from the University of Baltimore
- \$5,000 from the Milwaukie Police Department for the Community Paramedic Program
- \$5,000 from Oregon Impact for COVID-19 quarantine of first responders and vulnerable citizens

DC Gehrke reported that Wellness Director Goodrich had to pause the Occupational Health last month. They plan to finish up in January. She also worked on the infection control plan and the

high-risk exposure packet. She also took the extra initiative to build a relationship with Legacy Health to make sure there was available testing for CFD employees.

He shared that CFD had 72 COVID-19 exposure reports and only six were high risk. He thought this was noteworthy and was a testament to all the hard work everyone is doing around this event.

DC Gehrke said that in Training, BC Kinne had to navigate the freeze and adjust how they deliver training. They plan to return to hands-on training next month with the appropriate precautions in place. Last month, Training was focused on academy that concluded earlier in December.

He noted that BC Kinne has done an excellent job being able to pivot when they weren't able to train like they normally do. She had the staff focus on service improvement projects which included helping everyone from line staff and volunteers to explorers and office staff. He commended them for focusing on helping everyone.

R-1c.2 Operations

As submitted.

DC Browne had the following highlights:

1. There were about 2,000 calls for service last month.
2. Station 3 had about 3,400 calls in 2020 so far.
3. Station 1 had nearly 3,000 calls in 2020 so far.
4. There were a couple of significant fires in November. One was a fire on the Causey Loop and the other was in Oak Grove. Both were apartment complexes. These fires were kept to the area of origin. It really shows the training and the smart but aggressive nature that they extinguish fires and focus on life safety.
5. They recently completed Phase 1 of the AAR, which he will speak to more at next month's board meeting. He wanted to give a shout out to AA Ode and EM Ramirez and the hours they spent to make that successful. He commended the team for having a mindset of improvement.
6. DC Browne explained that this was Chief Charlton's last Board meeting before he officially retires. He thanked him for his years of service, dedication, and compassion.

R-1c.3 Volunteer Services – BC Deters

As submitted.

BC Deters shared that November was a little different with the county freeze. Almost all the training was completed virtually. They completed drills for the Lay-in Blitz Attack. They did an FRP Review and Rehab drill virtually. All EMS Training was also virtual.

He noted that President Hambley will talk about Operation Santa.

The Explorers are still not back yet.

No public relations noted.

BC Deters reported their station coverage was as follows:

- Stn.12 8/30 (1 – 24 hour shifts)
- Stn.13 13/30
- Stn.18 30/30 (5 - 24 hour shifts)
- Stn.333 5/30
- Rehab/Water Tender Group – 16/30

He shared several personnel changes that were noted in his report.

He noted that Training is doing a phenomenal job working around the restrictions and still making sure training is completed and/or rescheduled.

He thanked Fleet, Logistics, Training, and Station 14 for their help with Operation Santa. He thanked the Clackamas Emergency Services Foundation for their help in providing gift cards during a year when Operation Santa needed that support.

He shared a few facts regarding Operation Santa:

- Collected around 6,900 lbs. of food (70,000 lbs last year)
- Collected 2,731 toys (9,600 last year)
- Served 250 families

He thanked everyone for all their help.

President Cross noted that even though donations were way down with Op Santa, he noticed other agencies stepped up. The donations may have been spread out through more agencies this year. The citizens really stepped up to give this year.

Director Syring commended BC Deters on Operation Santa. It's a big project and he thought they did well adapting to COVID-19.

Director Syring asked when they will stop staffing Station 333. BC Deters responded that they will work that out with the Transition Committee so they can be prepared.

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

President Hambley thanked BC Deters for all the work and planning he did for Operation Santa, particularly working around the COVID-19 restrictions.

This year, they had to set up drive through, static displays. Citizens needed to keep the donations in cars. Volunteers were careful to socially distance and wear face coverings. They kept a detailed personnel list in case they had any positive tests.

There were eight events with Chaplain Kenton as Santa on Old Red. Rehab was there and was staffed by new recruits. One of the groups responded to the Blue Heron Fire and got that experience. Overall, it was a very successful event.

B. Correspondence

Noted.

President Cross commented that the letter from Sheriff Craig Roberts was very nice.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, January 25, 2021 at 6:00 pm by remote conferencing.

President Cross announced they will also have an Executive Session. He asked the Board to be diligent in checking emails for meeting dates and polls as there will be a lot coming up in January.

XII. ADJOURNMENT

The meeting adjourned at 8:13 pm.

UPCOMING EVENTS:

January 25, 2021 – Regular Board Meeting – 6:00 pm by remote video conferencing.

Rachel Trotman
Executive Assistant

President Don Trotter

Secretary Thomas Joseph

Memo

To: Board of Directors

From: Fire Chief Fred Charlton

CC:

Date: January 25, 2021

Re: Clackamas Emergency Services Foundation – Meeting of the Member

Action Requested

Request Board of Directors (Board) approval of the proposed 2021 annual operating budget for the Clackamas Emergency Services Foundation.

Background

The sole member of the Clackamas Emergency Services Foundation (Foundation) is the Board of Directors for Clackamas Fire District #1. Per the Bylaws of the Foundation, the member has the sole and exclusive right to (a) approve annual operating, cash and capital budgets; (b) appoint trustees, provide insurance and provide staff, legal and financial support; (c) appoint the Fire Chief and other employees of the District as Ex-Officio voting trustees.

A finance sub-committee was formed to review the revenues and expenditures of the Foundation and create a proposed budget. The budget was presented to the Foundation Board of Trustees at their November 24, 2020 meeting and was adopted.

Recommendation

Request the Board approve the proposed 2021 annual operating budget for the Clackamas Emergency Services Foundation.



To safely protect and preserve life and property

CLACKAMAS FIRE DISTRICT #1

Agenda
ANNUAL MEETING OF THE MEMBER OF THE CLACKAMAS
EMERGENCY SERVICES FOUNDATION

Monday, January 25, 2021

Location: Remote Video Conferencing

6:00 PM

- 1. Recess Board Meeting**
- 2. Call to Order, open meeting: Board President Jay Cross**
- 3. Discussion and Approval of Foundation 2021 Budget**
- 4. Close Annual Meeting of the Foundation**
- 5. Reconvene Board Meeting**

Clackamas Emergency Services Foundation
Financial Performance Actual - Calendar Year 2021

		2020	2021			
		Actual (as of 8/31)	Budget	YTD Actual	Difference	% Used
Revenue:						
Fundraising						
Dinner Auction	2020	12,479.52	109,990.00		109,990.00	0.00%
Payroll Contributions		6,987.00	8,000.00		8,000.00	0.00%
Operation Santa		2,731.41	5,000.00		5,000.00	0.00%
General Donations		23,295.14	2,000.00		2,000.00	0.00%
Interest Income		646.52	3,000.00		3,000.00	0.00%
Misc Income		-	-		-	
Total Revenue		\$ 46,139.59	\$ 127,990.00	\$ -		
Expenses:						
Fundraising Expenses:						
Dinner Auction Expenses - 2021		3,584.86	30,500.00		30,500.00	0.00%
Operating Expenses:						
Meeting Meals		-	150.00		150.00	0.00%
Credit Card Fees		-	150.00		150.00	0.00%
Bank Service Charges		-	-		-	0.00%
Professional Fees		657.20	3,200.00		3,200.00	0.00%
Advertising/Promotion		5,110.15	3,720.00		3,720.00	0.00%
Other Op Expenses		660.93	-		-	0.00%
Foundation Mission Related Expenses:						
Scholarships		2,250.00	5,000.00		5,000.00	0.00%
AED Grants		1,800.00	5,000.00		5,000.00	0.00%
Community Emergency Assistance		20,766.61	7,500.00		7,500.00	0.00%
Operation Santa Claus	Dec 2020	-	14,000.00		14,000.00	0.00%
	Dec 2019	8,369.76			-	
Community Support		28,398.52	23,000.00		23,000.00	0.00%
Total Expenditures		\$ 71,598.03	\$ 92,220.00	\$ -		0.00%
NET		\$ (25,458.44)	\$ 35,770.00	\$ -		

Memo

TO: Board of Directors
Chief Charlton

FROM: Finance Director Christina Day

CC:

DATE: January 25, 2021

RE: Annual Audited Financial Report – Fiscal 2019-20

Action Requested

Staff recommends approval of the audited financial statements for the Fiscal Year 2019-20.

Background

Attached is the audit report for FY 2019-20 completed by Jarrard, Seibert, Pollard and Company LLC. Included with the audit report are additional statements required by the Auditing Standards Board, a committee of the American Institute of Certified Public Accountants (AICPA). Russell Ries from Jarrard, Seibert, Pollard and Company LLC will be at the January Board meeting to review the report and answer any questions.

Recommendation and Why

Staff recommends approval of the audited financial statements for the Fiscal Year 2019-20.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
AUDIT REPORT
FOR THE YEAR ENDED JUNE 30, 2020**

CLACKAMAS COUNTY FIRE DISTRICT #1

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**CLACKAMAS COUNTY
FIRE DISTRICT #1**

JUNE 30, 2020

BOARD OF DIRECTORS

TERM EXPIRES

Jay Cross	President	June 30, 2021
Thomas Joseph	Vice President	June 30, 2023
Marilyn Wall	Secretary/Treasurer	June 30, 2023
Jim Syring	Director	June 30, 2023
Don Trotter	Director	June 30, 2021

All directors receive their mail at the address listed below

OFFICERS

Fred Charlton, District Fire Chief

ADMINISTRATION

Fred Charlton, Registered Agent
11300 SE Fuller Road
Milwaukie, Oregon 97222

INDEPENDENT AUDITORS' REPORT

Board of Directors
Clackamas County Fire District #1
Clackamas, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, major fund, and the aggregate remaining fund information of Clackamas County Fire District #1 as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund, and the aggregate remaining fund information of Clackamas County Fire District #1, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and the required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although a part of the basic

financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The General Fund Budgetary Comparison Schedule presented as Required Supplementary Information, as listed in the table of contents, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and other schedules, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section and other schedules have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

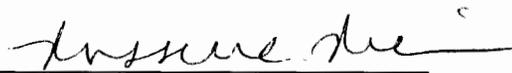
The listing of board members containing their term expiration dates, located before the table of contents, and the other information, as listed in the table of contents have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

Report on Other Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 23, 2020, on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

JARRARD, SEIBERT, POLLARD & COMPANY, LLC
Certified Public Accountants

West Linn, Oregon
December 23, 2020

By 
Russell T. Ries, Partner

**CLACKAMAS COUNTY FIRE DISTRICT #1
MANAGEMENT'S DISCUSSION AND ANALYSIS
JUNE 30, 2020**

As management of the Fire District, we offer readers of the Fire District's financial statements a narrative overview and analysis of the financial statements of the Fire District for fiscal year ended June 30, 2020.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the Fire District's basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves. The Fire District is a municipal corporation engaged in fire protection and emergency medical services, disaster preparedness, and other related emergency services.

FINANCIAL HIGHLIGHTS

- The liabilities and deferred inflows of the Fire District exceeded its assets and deferred outflows at the close of the most recent fiscal year by \$31,316,175.
- The Fire District's total net position decreased by \$12,299,241. The majority of the decrease is attributable to changes in pension and OPEB liabilities.
- Capital assets decreased \$3,102,611 to \$46,156,533 during the year.
- Long-term debt decreased by \$2,724,779 to \$47,239,636. The decrease is attributable to payment of bonded debt, payments on the promissory note for the Training Center property, payments to the 2015 general obligation bond issue, payments on the 2017 general obligation bond issue, payments on the 2005 PERS bond issue, and Series A note payments.

FINANCIAL ANALYSIS

The Fire District's total net position was \$(31,316,175) at June 30, 2020. Of this amount, \$(50,189,739) was unrestricted, \$395,812 was restricted for special purposes and \$18,477,752 was invested in fixed assets net of related debt.

	<u>June 30, 2020</u>	<u>June 30, 2019</u>	<u>% +/-</u>
Assets			
Cash and investments	\$ 24,953,741	\$ 26,143,202	(4.6)
Other assets	4,056,276	4,041,320	0.4
Capital assets	<u>46,156,533</u>	<u>49,259,144</u>	<u>(6.3)</u>
Total assets	75,166,550	79,443,666	(5.4)
Deferred Outflows			
Pension items	25,256,022	21,373,907	18.2
OPEB items	4,554,455	4,554,455	-
Liabilities			
Other liabilities	85,847,999	70,827,171	21.2
Long-term liabilities	<u>47,239,636</u>	<u>49,964,415</u>	<u>(5.5)</u>
Total liabilities	133,087,635	120,791,586	10.2
Deferred Inflows			
Pension items	2,628,651	3,020,460	(13.0)
OPEB items	576,916	576,916	-
Net Assets			
Investment in capital assets (net of related debt)	18,477,752	20,958,344	(11.8)
Restricted for special purposes	395,812	271,275	46.0
Unrestricted	<u>(50,189,739)</u>	<u>(40,246,553)</u>	<u>(24.7)</u>
Total Net Assets	<u>\$ (31,316,175)</u>	<u>\$ (19,016,934)</u>	<u>\$ (64.7)</u>

STATEMENT OF NET POSITION

During the current fiscal year, the Fire District's net position decreased by \$12,299,241. The key elements of the change in the Fire District's net position for the year ended June 30, 2020 are as follows:

Assets:

- Cash and Investments decreased by \$1,189,461 primarily due to investments in capital assets.
- Property tax receivable increased by \$194,382 to \$1,904,108. This represents taxes levied but not received.
- Capital assets net of depreciation decreased by \$3,102,611, predominately due to depreciation expense not exceeding the investment the Fire District made in capital assets during the fiscal year.
- Deferred Outflows: Pension items are related to the GASB 68 reporting standard for pension liabilities and are reported at \$25,256,022 at June 30, 2020. OPEB items are related to the GASB 75 reporting standard for OPEB liabilities and are reported at \$4,554,455 at June 30, 2020.

Liabilities:

- 2015 GO Bond principal payments of \$925,000 and bond premium amortization of \$121,490 resulted in a year-end balance of \$14,141,136.
- Payment on the 2005 PERS Bond has reduced the Fire District's obligations by a net \$1,135,000.
- Payment to a private party for property adjacent to the Training Center reduced the Fire District's liabilities by \$87,227.
- The Government Accounting Standards Board pronouncement #75 (GASB 75) requires the liability of employers to employees for defined benefit OPEB to be measured as the portion of the present value of projected benefit payments to be provided to current active and inactive employees that is attributed to those employees' past periods of service, less the amount of the OPEB plan's fiduciary net position. This year the OPEB liability is \$14,491,042.
- Vacation liability increases or decreases year to year based on use and contract commitments. The liability decreased by \$642,896 to \$2,023,025.
- Deferred Inflows: Pension items are related to the GASB 68 reporting standard for pension liabilities and are reported at \$2,628,651 at June 30, 2020. OPEB items are related to the GASB 75 reporting standard for OPEB liabilities and are reported at \$576,916 at June 30, 2020.

	<u>June 30,</u> <u>2020</u>	<u>June 30,</u> <u>2019</u>	<u>% +/-</u>
Revenues			
Charges for service	\$ 4,410,328	\$ 3,488,614	26.4
Operating grants and contributions	796,111	764,363	4.2
General Revenues:			
Taxes and assessments	57,074,869	54,092,297	5.5
Miscellaneous	821,111	1,890,167	(56.6)
Total revenues	<u>63,102,419</u>	<u>60,235,441</u>	4.8
Expenses			
Fire services	73,571,496	65,771,075	11.9
Interest on long-term debt	1,830,164	1,839,047	(0.5)
Total expenses	<u>75,401,660</u>	<u>67,610,122</u>	11.5
Change in net assets	(12,299,341)	(7,374,681)	(100.0)
Beginning net position	(19,016,934)	(11,642,253)	(63.4)
Ending net position	\$ (31,316,175)	\$ (19,016,934)	(64.7)

NOTES TO THE BASIC FINANCIAL STATEMENTS

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 17 to 39 of this report.

REQUIRED SUPPLEMENTAL INFORMATION

Changes in total OPEB liability and related ratios for the Fire District's other post employment and pension obligations and budgetary comparison statement for the General Fund has been provided. The budget is adopted on the modified accrual basis.

The Fire District's funds are broken into the following categories: General Fund, Equipment Replacement Fund, Capital Projects Fund, Enterprise Fund, Debt Service Fund, Capital Construction Fund, and PERS Reserve Fund. GASB 54 requires certain funds to be consolidated with the General Fund if the predominant funding source is from transfers from the General Fund. For the GASB 54 requirement the Fire District has consolidated the Equipment Replacement Fund, Capital Projects Fund, Capital Construction Fund, and the PERS Reserve Fund for reporting purposes. The activity of the individual funds is as follows:

General Fund

The resources allocated in the General fund are for the day to day operations of the Fire District. The fund balance in the General Fund increased by \$777,881 due to current resources collected not exceeding planned expenditures.

Other Funds

Other Funds include the Equipment Replacement Fund, Capital Projects Fund, Enterprise Fund, PERS Reserve Fund, Capital Construction Fund, and Debt Service Fund. The fund balances in these funds changed as follows:

Equipment Replacement Fund – The balance in this fund decreased by \$641,230 as a result of surplus asset sales less current year capital outlay and fund transfers.

Capital Projects Fund (land and buildings) – The balance in the Capital Projects Fund decreased by \$674,731. The Fire District utilized funding in the Capital Projects Fund to make payments on the loan for the property adjacent to the Training Center and the Series A debt payments.

Enterprise Fund – This fund decreased by \$145 during 2020.

Debt Service Fund – The fund balance increased by \$124,537 in the Debt Service Fund. The ending balance is \$395,812.

PERS Reserve Fund – This fund was eliminated during 2020.

INVESTMENTS

The bulk of the Fire District's cash assets are placed in the State of Oregon's Local Government Investment Pool (LGIP), also known as the Oregon Short Term Fund (OSTF). At June 30, 2020 the Fire District had \$23,163,809 invested with the LGIP. The current audit of the OSTF Fund indicates 100 percent funded status for overall assets placed with the fund as of June 30, 2020.

CAPITAL ASSETS

At June 30, 2020, the Fire District had \$46,156,533 invested in capital assets, including land, buildings, and equipment. This amount represents a net decrease (including additions, deductions and depreciation) of \$3,102,611. Fiscal Year 2019-20 additions are mainly the result of the purchase of fleet vehicles, fleet maintenance equipment, and small equipment purchases. The decrease in net assets is attributable to depreciation of existing capital assets exceeding the Fire District's investment in capital assets.

LONG TERM DEBT

At June 30, 2020, the Fire District had long-term debt outstanding of \$47,239,636 (PERS Bonds of \$13,885,000), a promissory note for the purchase of the Training Center property for \$523,788, the 2015 GO Bonds of \$12,825,000, the 2017 GO Bonds of \$10,975,000, the 2018 Series A Note of \$6,637,758 and unamortized premiums totaling \$2,393,090.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Fire District is primarily dependent upon property taxes for the funding of operations; therefore, the Fire District is affected by the local economic conditions. The budget for Fiscal 2020-21 has been approved by the board, and includes a conservative revenue increase related to property value increases/additions and increased expenses due to contract commitments.

OUTLOOK FOR THE FUTURE, BASED ON CURRENTLY KNOWN FACTS

On January 30, 2020, the World Health Organization ("WHO") announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the "COVID-19 outbreak") and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the District's financial condition, liquidity, and future results of operation. Management is actively monitoring the global situation on its financial condition, liquidity, and operations. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the District is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity.

CONTACTING THE FIRE DISTRICT'S FINANCIAL MANAGEMENT

Our financial report is designed to provide our citizens and creditors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or wish to request additional financial information, contact the Finance Director for Clackamas County Fire District #1, Christina Day at 503-742-2600 or email at christina.day@clackamasfire.com.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
STATEMENT OF NET POSITION
JUNE 30, 2020**

	<u>Governmental Activities</u>
ASSETS:	
Cash and investments	\$ 24,953,741
Property taxes receivable	1,904,108
Accounts receivable	1,194,240
Grants receivable	419,023
Prepaid items	232,995
Inventories	305,910
Capital Assets:	
Land, construction in progress	2,233,568
Trucks and equipment (net of depreciation)	<u>43,922,965</u>
Total assets	<u>75,166,550</u>
 DEFERRED OUTFLOWS	
Pension items	25,256,022
OPEB items	<u>4,554,455</u>
	<u>29,810,477</u>
 LIABILITIES	
Accounts payable	1,749,612
Accrued interest payable	180,576
Payroll liabilities	1,570,315
Compensated absences	2,023,025
Net pension liability	65,833,429
Accrued OPEB liability	14,491,042
Due within one year:	
Bonds payable	2,917,031
Capital lease	93,070
Due in more than one year:	
Bonds payable	43,798,817
Capital lease	<u>430,718</u>
Total liabilities	<u>133,087,635</u>
 DEFERRED INFLOWS	
Pension items	2,628,651
OPEB items	<u>576,916</u>
	<u>3,205,567</u>
 NET POSITION	
Net investment in capital assets	18,477,752
Restricted for special purposes	395,812
Unrestricted	<u>(50,189,739)</u>
Total net position	<u>\$ (31,316,175)</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2020**

<u>Functions</u>	<u>Expenses</u>	<u>Function Revenues</u>		<u>Net (Expenses) Revenues and Changes in Net Assets</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	
Fire Services	\$ 73,571,496	\$ 4,410,328	\$ 796,111	\$ (68,365,057)
Interest on long-term debt	<u>1,830,164</u>	<u>-</u>	<u>-</u>	<u>(1,830,164)</u>
Total governmental activities	<u>\$ 75,401,660</u>	<u>\$ 4,410,328</u>	<u>\$ 796,111</u>	<u>\$ (70,195,221)</u>
General Revenues:				
Taxes				57,074,869
Miscellaneous				821,111
Total general revenues				<u>57,895,980</u>
CHANGE IN NET POSITION				(12,299,241)
NET POSITION, beginning				<u>(19,016,934)</u>
NET POSITION, ending				<u>\$ (31,316,175)</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
BALANCE SHEET - GOVERNMENTAL FUNDS
JUNE 30, 2020**

	<u>Governmental Funds</u>		
	<u>General Fund</u>	<u>Other Governmental Funds</u>	<u>Total</u>
ASSETS			
Cash and investments	\$ 24,563,592	\$ 390,149	\$ 24,953,741
Taxes receivable	1,837,923	66,185	1,904,108
Accounts receivable	1,182,450	11,790	1,194,240
Grants receivable	419,023	-	419,023
Prepaid items	232,995	-	232,995
Inventories	<u>305,910</u>	<u>-</u>	<u>305,910</u>
 Total assets	 <u>\$ 28,541,893</u>	 <u>\$ 468,124</u>	 <u>\$ 29,010,017</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 1,749,612	\$ -	\$ 1,749,612
Payroll liabilities	1,570,315	-	1,570,315
Total liabilities	<u>3,319,927</u>	<u>-</u>	<u>3,319,927</u>
Deferred Inflows of Resources			
Unavailable revenue – property taxes	<u>1,159,928</u>	<u>48,975</u>	<u>1,208,903</u>
Total liabilities and deferred inflows	<u>4,479,855</u>	<u>48,975</u>	<u>4,528,830</u>
Fund Balances			
Non-spendable for –			
Inventory	305,910	-	305,910
Prepaid items	232,995	-	232,995
Restricted for –			
Debt payments	-	395,812	395,812
Committed – Training classes	-	23,337	23,337
Assigned for –			
Projected budgetary deficit	2,568,638	-	2,568,638
Future equipment purchases	193,900	-	193,900
Future capital projects	5,643,140	-	5,643,140
Unassigned	<u>15,117,455</u>	<u>-</u>	<u>15,117,455</u>
Total fund balances	<u>24,062,038</u>	<u>419,149</u>	<u>24,481,187</u>
 Total liabilities, deferred inflows and fund balances	 <u>\$ 28,541,893</u>	 <u>\$ 468,124</u>	 <u>\$ 29,010,017</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
RECONCILIATION OF BALANCE SHEET TO STATEMENT OF NET POSITION –
GOVERNMENTAL FUNDS
JUNE 30, 2020**

Total Fund Balances – Governmental Funds	\$ 24,481,187
--	---------------

The cost of capital assets (land, buildings, furniture and equipment) purchased or constructed is reported as an expenditure in governmental funds. The Statement of Net Position includes those capital assets among the assets of the District as a whole.

Net Capital Assets	46,156,533
--------------------	------------

Pension related assets, deferred outflows, liabilities and deferred inflows are recognized on the Statement of Net Position but not in the governmental funds.

Deferred outflows for pension items	25,256,022
Pension liability	(65,833,429)
Deferred inflows for pension items	<u>(2,628,651)</u>
	(43,206,058)

OPEB related assets, deferred outflows, liabilities and deferred inflows are recognized on the Statement of Net Position but not in the governmental funds.

Deferred outflows for OPEB items	4,554,455
OPEB liability	(14,491,042)
Deferred inflows for OPEB items	<u>(576,916)</u>
	(10,513,503)

Long-term liabilities applicable to the District's governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long term, are reported in the Statement of Net Position.

	(49,443,237)
--	--------------

Deferred revenue related to property taxes	<u>1,208,903</u>
--	------------------

NET POSITION

	<u>\$ (31,316,175)</u>
--	------------------------

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Governmental Funds</u>		
	<u>General</u>	<u>Other Governmental Funds</u>	
REVENUES			
Taxes	\$ 54,922,835	\$ 2,171,548	\$ 57,094,383
GMET income	1,711,411	-	1,711,411
Contract income	1,728,793	-	1,728,793
Grant income	642,033	-	642,033
Earnings on investments	593,494	7,335	600,829
Sale of surplus property	96,680	-	96,680
Miscellaneous	<u>2,957,641</u>	<u>5,350</u>	<u>2,962,991</u>
Total revenues	<u>62,652,887</u>	<u>2,184,233</u>	<u>64,837,120</u>
EXPENDITURES:			
Fire Protection Services:			
Fire chief	913,263	-	913,263
Emergency services	48,039,029	5,641	48,044,670
Business services	11,725,022	-	11,725,022
Capital outlay	925,836	-	925,836
Debt service	<u>2,279,367</u>	<u>2,054,200</u>	<u>4,333,567</u>
Total expenditures	<u>63,882,517</u>	<u>2,059,841</u>	<u>65,942,358</u>
Excess of Revenue Over (Under) Expenditures	(1,229,630)	124,392	(1,105,238)
Other Financing Sources (Uses):			
Transfers in	1,015,245	-	1,015,245
Transfers out	<u>(1,015,245)</u>	<u>-</u>	<u>(1,015,245)</u>
Net Change in Fund Balance	(1,229,630)	124,392	(1,105,238)
Beginning Fund Balance	<u>25,291,668</u>	<u>294,757</u>	<u>25,586,425</u>
Ending Fund Balance	<u>\$ 24,062,038</u>	<u>\$ 419,149</u>	<u>\$ 24,481,187</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES TO STATEMENT OF ACTIVITIES –
GOVERNMENTAL FUNDS
JUNE 30, 2020**

Net Changes in Fund Balances – Governmental Funds	\$ (1,105,238)
Receivables not meeting availability criteria	(1,171,860)
<p>Repayment of bond and note principal and capital leases is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.</p>	
Bond and note payments	2,426,316
Capital lease payments	87,227
Amortization of bond premiums	211,236
	2,724,779
<p>Fixed asset additions are reported in governmental funds as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation exceeds fixed asset additions.</p>	
	(2,559,084)
<p>Construction in progress deletions result in a gain or loss on the statement of activities due to the difference between the cost basis and accumulated depreciation for disposed items.</p>	
	(543,327)
<p>Property tax revenue in the Statement of Activities differs from the amount reported in the governmental funds. In the governmental funds, which are on the modified accrual basis, the District recognizes a deferred revenue for all property taxes levied but not received, however in the Statement of Activities, there is no deferred revenue and the full property tax receivable is accrued.</p>	
	(19,514)
<p>Interest payable used in the governmental activities are not payable from current resources and therefore are not reported in the governmental funds.</p>	
	12,315
Change in accrued compensated absences	642,896
Net change in OPEB related assets, deferred outflows, liabilities and deferred inflows	-
Net change in pension related assets, deferred outflows, liabilities and deferred inflows	(10,280,208)
Change in Net Position of Governmental Activities	\$ (12,299,241)

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
STATEMENT OF CHANGES IN FIDUCIARY POSITION
JUNE 30, 2020**

	<u>Clackamas Fire Health Trust</u>
ASSETS:	
Cash and investments	\$ 937,667
Liabilities	<u> -</u>
NET POSITION	
Held in trust	<u>\$ 937,667</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
STATEMENT OF FIDUCIARY NET POSITION
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Clackamas Fire Health Trust</u>
ADDITIONS:	
Contributions	\$ 367,407
Investment earnings	<u>31,949</u>
TOTAL ADDITIONS	<u>399,356</u>
DEDUCTIONS	
Benefits	<u>99,715</u>
CHANGE IN NET POSITION	<u>299,641</u>
NET POSITION – beginning	<u>638,026</u>
NET POSITION - ending	<u>\$ 937,667</u>

(See accompanying notes to basic financial statements)

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The basic financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

Reporting Entity

The District was organized under provisions of Oregon Statutes Chapter 478 for the purpose of providing fire protection and other emergency services. The Clackamas County Fire District #1 is a municipal corporation governed by an elected five member board. As required by accounting principles generally accepted in the United States of America, these financial statements present Clackamas County Fire District #1 (the primary government) and any component units. Component units, as established by GASB Statement 39 as amended by GASB 61, are separate organizations that are included in the District's reporting entity because of the significance of their operational or financial relationships with the District. The District has no component units.

**Measurement Focus, Basis of Accounting and Basis of Presentation
Government-Wide Financial Statements (GWFS)**

The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 "Accounting and Financial Reporting for Non-exchange Transactions."

The government-wide statements report information on the District irrespective of fund activity, and the fund financial statements report information using the District's funds. The District has only "governmental activities" and one "program" as defined in the Statement.

In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities.

Fund Financial Statements

The accounts of the District are organized and operated on the basis of fund accounting. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum numbers of funds are maintained consistent with legal and managerial requirements.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Governmental Fund Types

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Description of Funds

The District reports the following major fund:

General Fund

This fund accounts for all financial resources and expenditures of the District, except those required to be accounted for in another fund. The primary source of revenue is property taxes and the primary expenditures are for fire protection and administration.

In addition, the District reports the following fund type:

Clackamas Fire Health Trust – This trust fund accounts for health and welfare benefits accumulated for eligible retirees and their dependents. The trust is an independent, irrevocable trust governed by a separate board of trustees and administered on behalf of a third party administrator.

Budget

A budget is prepared and legally adopted for each fund on the modified accrual basis of accounting in the main program categories required by the Oregon Local Budget Law. The budgets for all funds are adopted on a basis consistent with generally accepted accounting principles. The District begins its budget process early in each fiscal year with the establishment of the budget committee. Recommendations are developed through late winter with the budget committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The board may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is adopted and appropriations are made no later than June 30th.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Expenditures budgets are appropriated at the following levels for each fund: Personal Services, Materials and Services, Capital Outlay, Interfund Transactions, Debt Service, and Operating Contingency.

Expenditures cannot legally exceed the above appropriations levels. Appropriations lapse at the fiscal year end. Supplemental appropriations may occur if the Board approves them due to a need which exists which was not determined at the time the budget was adopted.

Property Taxes Receivable

In the Government-Wide Financial Statements uncollected property taxes are recorded on the Statement of Net Position. In the Fund Financial Statements property taxes that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue. The remaining balance is recorded as deferred inflows because it is not deemed available to finance operation of the current period. An allowance for doubtful accounts is not deemed necessary, as uncollectible taxes become a lien on the property. Property taxes are levied on all taxable property as of July 1, the beginning of the fiscal year, and become a lien on that date. Property taxes are payable on November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

Capital Assets

Capital assets are recorded at the original or estimated cost. Donated capital assets are recorded at their estimated fair market value on the date donated. The District defines capital assets as assets with an initial cost of more than \$5,000 and an estimated life in excess of two years. Interest incurred during construction, maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Capital assets are depreciated using the straight-line method over the following useful lives: 5 to 40 years.

Retirement Plans

Substantially all of the District's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Use Of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Compensated Absences

It is the District's policy to permit employees to accumulate earned unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the District does not have a policy to pay any amounts when employees separate from service with the District. All unused vacation pay is accrued when earned in the government-wide financial statements. A liability for these amounts is reported in the governmental funds if they have matured, for example, as a result of employee resignation and retirements.

Net Position

Net position comprise the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories:

Net Investment in Capital Assets – consists of all capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – consists of external constraints placed on asset use by creditors, grantors, contributors, laws or regulations of other governments or constraints through constitutional provisions or enabling legislation.

Unrestricted – consists of all other assets not included in the other categories previously mentioned.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the governmental activities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the life of the related debt. As permitted by GASB Statement No. 34 the cost of bond issuance will be amortized prospectively from the date of adoption of GASB Statement No. 34.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Balance

In March 2009, the GASB issued Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions*. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications of reserved, designated, and unreserved/undesignated were replaced with five new classifications – nonspendable, restricted, committed, assigned, and unassigned.

- Nonspendable fund balance represents amounts that are not in a spendable form. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned fund balance represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Authority to classify portions of ending fund balance as Assigned has been given to the Fire Chief and Finance Director
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The governing body has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed, assigned, and unassigned.

To preserve a sound financial system and to provide a stable financial base, the governing body has adopted a minimum fund balance policy in the General Fund. The policy states the District wants to maintain a minimum General Fund ending fund balance totaling 5 months of Personnel Services expenditures and 25 percent of the Materials & Services and Capital Outlay annual appropriations for expenditures.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Deferred Outflows/Inflow of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net positions that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The government has two items that qualifies for reporting in the category (pension and OPEB items).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The District has three types of items, which qualifies for reporting in this category. The first unavailable revenue is in the governmental funds balance sheet for property taxes. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available. The District's statement of net position shows pension and opeb items as a Net Deferred Inflow.

NOTE B – CASH AND INVESTMENTS:

Oregon Revised Statutes (294.035) and District policy authorize the authority to invest in obligations of the U.S. Treasury and agencies, time certificates of deposit, bankers' acceptances, repurchase agreements, and the State of Oregon Local Government Investment Pool. Such investments are stated at cost, increased by accretion of discounts and reduced by amortization of premiums, both computed by the straight-line method, which approximates fair value.

Cash and Investments at June 30 (recorded at cost) consisted of:

	Carrying Value	Percent of Portfolio	Weighted Average Maturity Years
Demand Deposits	\$ 1,782,032	6.88%	-
Petty Cash	4,900	0.02%	-
Cash with Fiscal Agent	3,000	0.01%	-
Mutual Funds – OPEB Trust	937,667	3.62%	-
Local Government Investment Pool	<u>23,163,809</u>	89.47%	-
Total	<u>\$25,891,408</u>		

Cash and investments by restriction are reflected in the basic financial statements as follows:

	Governmental Activities	Fiduciary Activities	Total Government
Unrestricted	\$ 24,557,929	\$ 937,667	\$ 25,495,596
Restricted	395,812	-	395,812
Total	<u>\$ 24,953,741</u>	<u>\$ 937,667</u>	<u>\$ 25,891,408</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE B – CASH AND INVESTMENTS (CONTINUED):

Investments

The State Treasurer's Local Government Investment Pool is not registered with the U.S. Securities and Exchange Commission as an investment company. The Oregon Revised Statutes and the Oregon Investment Council govern the State's investment policies. The State Treasurer is the investment officer for the Council and is responsible for all funds in the State Treasury. These funds must be invested, and the investments managed, as a prudent investor would, exercising reasonable care, skill and caution. Investments in the Fund are further governed by portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund was in compliance with all portfolio guidelines at June 30, 2020. Amounts in the State Treasurer's Local Government Investment Pool are not required to be collateralized. As of June 30, 2020 the fair value of the position in the LGIP is 100% of the value of the pool shares as reported in the Oregon Short Term Fund audited financial statements. There were no known violations of legal or contractual provisions for deposits and investments during the fiscal year.

Fair Value Hierarchy

Various inputs are used in determining the fair value of investments. These inputs to valuation techniques are categorized into a fair value hierarchy consisting of three broad levels for financial statement purposes as follows:

Level 1 - unadjusted price quotations in active markets/exchanges for identical assets or liabilities, that each Fund has the ability to access.

Level 2 - other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs).

Level 3 - unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments).

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgment exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE B – CASH AND INVESTMENTS (CONTINUED):

The categorization of a value determined for investments is based on the pricing transparency of the investments and is not necessarily an indication of the risks associated with investing in those securities.

The District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The District has recorded its investments at fair value, and primarily uses the Market Approach to valuing each security. Assets are categorized by asset type, which is a key component of determining hierarchy levels. Asset types allowable per the District's investment policy generally fall within hierarchy level 1 and 2.

The District has the following recurring fair value measurements as of June 30, 2020:

	Totals as of June 30, 2020	Fair Value Measurements Using		
		Quoted Prices Active Markets in Identical Assets Level 1	Significant Other Observable Inputs Level 2	Significant Unobservable Inputs Level 3
		Level 1	Level 2	Level 3
Investments Measured at Fair Value:				
Mutual Funds	\$ 937,667	\$ 937,667	\$ -	\$ -

Deposits

Deposits with financial institutions include bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury.

Interest Rate Risk

Oregon Revised Statutes require investments to not exceed a maturity of 18 months, except when the local government has adopted a written investment policy that was submitted to and reviewed by the OSTFB. The District does not have any investments that have a maturity date.

Credit Risk

Oregon Revised Statutes does not limit investments as to credit rating for securities purchased from US Government Agencies or USGSE. The State Investment Pool is not rated.

Custodial Credit Risk

At year-end, the District's net carrying amount of deposits was \$1,782,032 and the bank balance was \$1,793,415. Of these deposits, \$250,000 was covered by federal depository insurance. Oregon Revised Statutes and District policy require depository institutions to maintain on deposit, with the collateral pool manager, securities having a value not less than 10% of their quarter-end public fund deposits if they are well capitalized, 25% of their quarter-end public fund deposits if they are adequately capitalized, or 110% of their quarter-end public fund deposits if they are undercapitalized or assigned to pledge 110% by the Office of the State Treasurer.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE C – CAPITAL ASSETS:

The changes in capital assets for the fiscal year ended June 30, 2020 are as follows:

	June 30, 2019	Additions	Deletions	June 30, 2020
Non-Depreciable				
Land	\$ 2,233,568	\$ -	\$ -	\$ 2,233,568
Construction in Progress	\$ 493,790	\$ 49,537	\$ (543,327)	\$ -
Total Non-Depreciable	<u>2,727,357</u>	<u>49,537</u>	<u>(543,327)</u>	<u>2,233,568</u>
Depreciable				
Buildings	47,384,864	38,121	-	47,422,985
Trucks and Equipment	28,100,803	414,937	(806,173)	27,709,567
Total Depreciable	<u>75,485,667</u>	<u>453,058</u>	<u>(806,173)</u>	<u>75,132,552</u>
Less: Accumulated Depreciation				
Buildings	12,161,822	1,184,983	-	13,346,805
Trucks and Equipment	16,792,259	1,876,696	(806,173)	17,862,782
Total Accumulated Depreciation	<u>28,954,081</u>	<u>3,061,679</u>	<u>(806,173)</u>	<u>31,209,587</u>
Net Depreciable Capital Assets	<u>46,531,586</u>	<u>(2,608,621)</u>	<u>-</u>	<u>43,922,965</u>
Capital Assets, Net	<u>\$ 49,258,944</u>	<u>\$ (2,559,084)</u>	<u>\$ (543,327)</u>	<u>\$ 46,156,533</u>

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM:

Plan description

The Oregon Public Employees Retirement System (PERS) consisting of a single cost-sharing multiple-employee defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx. If the link is expired please contact Oregon PERS for this information.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):

Benefits provided

1. **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.

Pension Benefits

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

Benefit Changes After Retirement

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA will vary based on the amount of the annual benefit.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):

2. **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

Pension Benefits

This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

Benefit Changes After Retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED)

3. OPSRP Individual Account Program (OPSRP IAP)

Pension Benefits

Participation in OPERS defined benefit pension plans also participate in their defined contribution plan. An Individual Account Program (IAP) member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completed 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20 year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump-sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions

Six percent of covered payroll is withheld from general service and fire employees.

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. The State of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2020 were \$7,605,944, excluding amounts to fund employer specific liabilities. The rates based on a percentage of payroll, first became effective July 1, 2019. The rates in effect for the fiscal year ended June 30, 2020 were 28.53% for Tier One/Tier Two Payroll, 16.37% for OPSRP Payroll General Service, and 21.00% for OPSRP Police and Fire Payroll.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED)

Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020, the District reported a net pension liability of \$65,833,429 for its proportionate share of the plan net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to June 30, 2019. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2020, the District's proportion was 0.38059274%, which increased from its proportion measured as of June 30, 2019 which was 0.33850664%.

For the year ended June 30, 2020, the District's recognized pension expense of \$17,955,817. At June 30, 2020, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 3,630,519	\$ -
Changes in assumptions	8,931,056	-
Net difference between projected and actual earnings on pension plan investments	-	1,866,311
Changes in proportion and differences between employer contributions and proportionate share of contributions	5,088,503	762,340
District contributions subsequent to the measurement date	7,605,944	-
	\$ 25,256,022	\$ 2,628,651

The \$7,605,944 reported as deferred outflows of resources related to pensions resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:	
2021	\$ 7,464,882
2022	1,760,355
2023	2,997,981
2024	2,503,383
2025	294,826
	\$ 15,021,427

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):

Changes Subsequent to the Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer’s reporting date that are expected to have a significant effect on the employer’s share of the collective Net Pension Liability, along with an estimate of the resulting changes, if available.

A legislative change that occurred after the December 31, 2017 valuation date affected the plan provisions reflected for financial reporting purposes. Senate Bill 1049, signed into law in June 2019, introduced a limit on the amount of annual salary included for the calculation of benefits. Beginning in 2020, annual salary in excess of \$195,000 (as indexed in future years) will be excluded when determining member benefits. As a result, future Tier1/Tier2 and OPSRP benefits for certain active members are now projected to be lower than prior to the legislation.

For GASB 67 and GASB 68, the benefits valued in the Total Pension Liability are required to be in accordance with the benefit terms legally in effect as of the relevant fiscal year-end for the plan. As a result, Senate Bill 1049 was reflected in the June 30, 2019 Total Pension Liability. The decrease in the Total Pension Liability resulting from Senate Bill 1049, measured as of June 30, 2019, is shown in the Exhibit A as the “*Effect of plan changes*” during the measurement period. While Senate Bill 1049 also made changes to certain aspects of the System’s funding and administration, the salary limit is the only change that affects the measured Total Pension Liability. As a result, the salary limit provision is the only difference in the valuation basis used to determine the Total Pension Liability between June 30, 2018 and June 30, 2019.

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.50 percent
Salary increases	3.50 percent overall payroll growth; salaries for individuals are assumed to grow at 3.50 percent plus assumed rates of merit/longevity increases based on service
Investment rate of return	7.20 percent, net of pension plan investment expense, including inflation
Cost of living adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25%/0.15%) in accordance with <i>Moro</i> decision; blend based on service

Healthy retirees and beneficiaries: RP-2014 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active members: RP-2014 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex distinct, generational with Unisex, Social Security Data Scale.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):

The actuarial assumptions used in the June 30, 2019 valuation were based on the results of a 2016 actuarial experience study published July 26, 2017.

Assumed Asset Allocation:

Asset Class/Strategy	OIC Target
Cash	0.0%
Debt Securities	20.0%
Public Equity	37.5%
Private Equity	17.5%
Real Estate	12.5%
Alternative Equity	12.5%
Opportunity Portfolio	0.0%
Total	100.00%

Long-term expected rate of return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2017 the PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan’s portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS’ audited financial statements at: http://www.oregon.gov/pers/docs/financial_reports/2019_cafr.pdf.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Compounded Annual Return (Geometric)</u>
Core Fixed Income	8.00%	4.00%
Short-Term Bonds	8.00%	3.38%
Bank/Leveraged Loans	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large/Mid Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.31%	6.69%
Micro Cap US Equities	1.31%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Market Equities	4.12%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equity	17.50%	7.82%
Real Estate (Property)	10.00%	5.50%
Real Estate (REITS)	2.50%	6.39%
Hedge Fund of Funds – Div.	2.50%	4.09%
Hedge Fund – Event-driven	0.63%	5.86%
Timber	1.88%	5.62%

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):

Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	<u>1.88%</u>	<u>3.84%</u>
 Total	 <u>100.00%</u>	
 Assumed Inflation – Mean		 2.50%

Depletion Date Projection

GASB 68 generally requires that a blended discount rate be used to measure the total pension liability (the actuarial accrued liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan’s fiduciary net position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods whether the fiduciary net position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method of making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for the Plan:

- PERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan’s funded position.

Based on these circumstances, it is PERS’ independent actuary’s opinion that the detailed depletion date projections outlined in GASB 68 would clearly indicate that the fiduciary net position is always projected to be sufficient to cover benefit payments and administrative expenses.

Discount rate

The discount rate used to measure the total pension liability was 7.20 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE D – STATEWIDE LOCAL GOVERNMENT RETIREMENT SYSTEM (CONTINUED):

expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District’s proportionate share of the net pension liability to changes in the discount rate

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.20 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	<u>1% Decrease (6.20%)</u>	<u>Discount Rate (7.20%)</u>	<u>1% Increase (8.20%)</u>
District's proportionate share of the net pension liability (asset)	\$ 105,426,396	\$ 65,833,429	\$ 32,699,571

Pension plan fiduciary net position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued Oregon PERS System – GASB 68 reporting summary dated March 4, 2020.

Payable to PERS

At June 30, 2020, the District reported a payable of \$319,000 for the outstanding amount of contributions due to PERS for the year.

NOTE E – LONG-TERM DEBT:

The changes in long-term debt for the year ended June 30, 2020 is comprised of the following:

Governmental General Activities:

	<u>Outstanding July 1, 2019</u>	<u>Additions</u>	<u>Deductions</u>	<u>Outstanding June 30, 2020</u>	<u>Due Within One Year</u>
2018 Full Faith and Credit Note					
Series A	\$ 6,879,074	\$ -	\$ 241,316	\$ 6,637,758	\$ 250,795
2017 GO					
Bonds	11,100,000	-	125,000	10,975,000	170,000
2015 GO					
Bonds	13,750,000	-	925,000	12,825,000	1,000,000
2005 PERS					
Bonds	15,020,000	-	1,135,000	13,885,000	1,285,000
Promissory Note	611,015	-	87,227	523,788	93,070
Accrued					
Compensated Absences	2,665,921	2,023,025	2,665,921	2,023,025	2,023,025
Unamortized					
Premiums	<u>2,604,326</u>	<u>-</u>	<u>211,236</u>	<u>2,393,090</u>	<u>211,236</u>
Totals	<u>\$ 52,630,336</u>	<u>\$ 2,023,025</u>	<u>\$ 5,390,700</u>	<u>\$49,262,661</u>	<u>\$ 5,033,126</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE E – LONG-TERM DEBT (Continued):

Future debt service requirements for bonds payable and loans payable are as follows:

Year	2015 GO Bonds		2005 PERS Bonds		2018 Series A Note	
	Principal	Interest	Principal	Interest	Principal	Interest
2020 – 2021	\$ 1,000,000	\$ 526,350	\$ 1,285,000	\$ 694,805	\$ 250,795	\$ 255,793
2021 – 2022	1,050,000	476,350	1,445,000	630,504	260,646	245,942
2022 – 2023	1,175,000	423,850	1,615,000	558,196	270,883	235,705
2023 – 2024	1,245,000	365,100	1,800,000	477,382	281,523	225,065
2024 – 2025	1,285,000	302,850	2,000,000	387,310	292,581	214,007
2026 – 2030	7,070,000	676,750	5,740,000	517,914	1,644,584	888,356
2031 – 2033	-	-	-	-	<u>3,636,746</u>	<u>418,113</u>
Totals	<u>\$12,825,000</u>	<u>\$2,771,250</u>	<u>\$13,885,000</u>	<u>\$ 3,266,111</u>	<u>\$6,637,758</u>	<u>\$2,482,981</u>

Year	Promissory Note - Training Facility		2017 GO Bonds		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest
2020 – 2021	\$ 93,070	\$ 28,442	\$ 170,000	\$ 426,600	\$ 2,798,865	\$ 1,931,990
2021 – 2022	98,319	23,196	240,000	419,800	3,093,965	1,795,792
2022 – 2023	104,905	16,610	250,000	410,200	3,415,781	1,644,561
2023 – 2024	111,375	10,140	320,000	400,200	3,757,898	1,477,887
2024 – 2025	116,119	5,401	430,000	387,400	4,123,700	1,296,968
2026 – 2030	-	-	3,955,000	1,516,950	18,409,584	3,599,970
2031 – 2033	-	-	<u>5,610,000</u>	<u>282,500</u>	<u>9,246,746</u>	<u>700,613</u>
Totals	<u>\$ 523,788</u>	<u>\$ 83,789</u>	<u>\$10,975,000</u>	<u>\$3,843,650</u>	<u>\$44,846,546</u>	<u>\$12,447,781</u>

The Accrued Compensated Absences are considered to be current liabilities.

The District's outstanding Series A note from direct borrowing related to governmental activities of \$6,637,758 contain a provision that in an event of default, the lender may increase the interest rate by 300 basis points (3.00%) while the event of default is continuing and exercise any remedy available at law or in equity, however the note is not subject to acceleration. No remedy shall be exclusive. The lender may waive any event of default, but no such waiver shall extend to a subsequent event of default. The District pledges its full faith and credit and taxing power to pay the principal and interest due to the lender under this agreement. The obligation of the District to make payments shall be a full faith and credit obligation of the District and is not subject to appropriation. The lender does not have a lien or security interest on any property, real or personal.

NOTE F – RISK MANAGEMENT:

The Fire District is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees and natural disasters. The Fire District purchases commercial insurance to minimize its exposure to these risks. Settled claims have not exceeded this commercial coverage for any of the past three years.

NOTE G – OTHER POST EMPLOYMENT BENEFITS:

**EARLY RETIREMENT POST-EMPLOYMENT BENEFITS PLAN AND
TRUST INSURANCE PREMIUM OFF-SET PLAN**

General Information about the OPEB Plan

Plan description and benefits provided. Early Retirement Post-Employment Benefits Plan provides OPEB employees enrolled in a District health plan immediately prior to retirement and

**CLACKAMAS COUNTY
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NOTES TO BASIC FINANCIAL STATEMENTS
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NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):

eligible for retirement under PERS, or the surviving spouse of an employee who would have been eligible. The younger spouse of a retiree who is Medicare eligible is also eligible for implicit medical benefits through the District until the spouse is Medicare eligible (implicit) and a maximum monthly benefit paid by the District on behalf of the retiree to offset District health insurance premiums. The benefit is payable until the retiree reaches Medicare eligibility (explicit). Early Retirement Post-Employment Benefits Plan is a single-employer defined benefit OPEB plan administered by the District. Oregon Revised Statutes 243.303 grants the authority to establish and amend the benefit terms and financing requirements to the District Board.

TRUST INSURANCE PREMIUM OFF-SET PLAN

The Trust Insurance Premium Off-Set Plan is a single employer defined benefit plan that is used to provide OPEB for plan eligible retiring participants. The District established the Trust in fiscal year 2017 to fund the future payments required to provide post-employment benefits other than pension as described in the Plan Description above. The Trust is an independent, irrevocable trust administered by a Board of Trustees, appointed by the District and Union. Funding and payment of the annual, ongoing retiree medical and dental benefits from the District do apply toward the funding of the Trust to meet ERISA/DOL requirements. These can be obtained by writing: Joseph Reinhart, P.C., 7355 SW Hermoso Way, Portland, OR 97223. The District funds premium costs by contributing 1.00% for all District’s covered employees, whether they are union or non-union.

Employees covered by benefit terms. At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	62
Active employees	<u>273</u>
	<u>335</u>

Net OPEB Liability

The District’s net OPEB liability of \$14,491,042 was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

Actuarial assumptions and other inputs. The total OPEB liability in the June 30, 2019 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5 percent
Salary increases	3.00 percent, average, including inflation
Discount rate	3.50 percent
Healthcare cost trend rates	5.0 percent increase in all future years
Dental cost trend rates	3.0 percent increase in all future years

The District, based upon recommendations made the Plan’s actuary, sets the actuarial assumptions. Mortality and withdrawal rates are generally intended to match those selected by the Oregon PERS Actuary used to value benefits under Oregon PERS.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which estimates of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the current asset allocation percentage and by adding expected inflation. The current asset allocation and estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Fund Type</u>	<u>% of Total Portfolio</u>	<u>Expected Long-Term Real Rate of Return</u>
Cash and Equivalents	0.45%	-0.65%
Mutual Funds – Equity Funds	19.82%	4.71%
Mutual Funds – Bond Funds	79.73%	<u>1.03%</u>
		<u>1.75%</u>

The discount rate used to measure the Total OPEB Liability was 3.50%. Based on the expected 4.28% long-term rate of return on the OPEB plan's assets, the Fiduciary Net Position was only projected to be available to make projected OPEB payments for plan participants through the 2021-2022 year. Therefore, the expected long-term rate of return on the plan's assets has been blended with the June 30, 2019 rate of 3.50% in the 20-year General Obligation Municipal Bond Index published by Bond Buyer. This resulted in a blended rate of 3.5025% which has been rounded to 3.50%.

Changes in the net OPEB Liability

	<u>Total OPEB Liability</u>	<u>Fiduciary Net Position</u>	<u>Net OPEB Liability</u>
Balance at July 1, 2018	\$10,530,041	\$ (428,522)	\$10,101,519
Contributions		(241,280)	(241,280)
Expected investment income		(22,015)	(22,015)
Difference between actual and expected income		(18,816)	(18,816)
Benefit payments – implicit medical	(251,392)		(251,392)
Benefit payments – explicit medical	(69,607)	69,607	-
Administrative and trust expenses		3,000	3,000
Service cost	957,893		957,893
Interest on total OPEB liability	362,934		362,934
Change of benefit terms	-		-
Change in assumptions	3,258,760		3,258,760
Experience (gain) loss	340,439		340,439
Balance at June 30, 2019	\$15,129,068	\$ (638,026)	\$14,491,042

Sensitivity of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.50%) or 1-percentage-point higher (4.50%) than the current discount rate:

	<u>1% Decrease (2.50%)</u>	<u>Discount Rate (3.50%)</u>	<u>1% Increase (4.50%)</u>
Total OPEB liability	\$ 16,201,602	\$ 14,491,042	\$ 12,970,855

**CLACKAMAS COUNTY
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NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates. The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.0%) or 1-percentage-point higher (6.0%) than the current healthcare cost trend rates:

	1% Decrease (4.0%)	Healthcare Cost Trend Rates (5.0%)	1% Increase (8.0%) (6.0%)
Total OPEB liability	\$ 12,623,678	\$ 14,491,042	\$ 16,726,196

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual earnings	\$ -	\$ 15,052
Differences between expected and actual experience	311,588	561,864
Changes of assumptions or other inputs	4,226,867	-
Total	\$ 4,554,455	\$ 576,916

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:	
2020	\$ 388,013
2021	388,013
2022	388,013
2023	388,017
2024	391,777
Thereafter	2,033,706

RETIREMENT HEALTH INSURANCE ACCOUNT (RHIA)

Plan Description

The District contributes to the PERS Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by PERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. ORS 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants after January 1, 2004. PERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, OR 97281-3700.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE G – OTHER POST EMPLOYMENT BENEFITS (Continued):

Funding Policy

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the RHIA established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan. A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating employers are contractually required to contribute to RHIA at a rate assessed each year by PERS, currently 0.06% of Tier 1 and Tier 2 payroll and 0.00% of OPSRP annual covered payroll. The Oregon PERS Board of Trustees sets the employer contribution rate. It is based on the annual required contribution of the combined participant employers. This is an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a closed period not to exceed 30 years. The District's contributions to RHIA for the year ended June 30, 2020 were \$6,018 which equaled the required contribution for the year.

NOTE H – RISK MANAGEMENT:

The District established the Health Self-Insurance Plan during the 2011-2012 fiscal year. The Health Self-Insurance is used to pay employee medical bills, vision, and administrative fees. The District purchases commercial insurance for claims in excess of coverage provided by the Health Self-Insurance Plan and for all other risks of loss. The claim liability reported in the funds at June 30, 2020 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amounts of the loss can be reasonably estimated.

NOTE I – SHORT-TERM DEBT:

The District uses a taxable line of credit to help meet current cash flow needs. The various rate line of credit is with Key Bank and may not exceed \$1 million.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE J – COMMITMENTS AND CONTINGENCIES:

Grant Programs

Certain grantors may conduct audits of the expenditures of funds under contracts to determine eligibility under applicable regulations and contract provisions. In the event unallowable expenditures have been made, a liability for repayment of those funds could exist. However, it is the opinion of management that all applicable regulations and contract provisions, that have a material effect on the accompanying financial statements, have been complied with.

NOTE K – TAX ABATEMENTS:

The District is subject to tax abatements granted by the State of Oregon’s Business Development Department (BDD). This program has the stated purpose to stimulate and protect economic success in such areas of the state 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.

Under the BDD program, companies commit to expand or maintain facilities and employment in the state, establish a new business in the state, or relocate an existing business to the state. In the case of the District, state-granted abatements have resulted in reductions of property taxes, which the Clackamas County administers as a temporary reduction in the assessed value of the property involved. The abatement agreements stipulate a percentage reduction of property taxes, which can be up to 100 percent.

Information relevant to these abatements for the year ended June 30, 2020 is as follows:

Tax Abatement Program:	Amount Abated During the Year
Enterprise Zone (ORS 285c.175)	\$ 77,500

NOTE L – PRIOR PERIOD ADJUSTMENT:

Obligations under the District’s self-insured medical plan were understated by \$776,350 in the General Fund as of June 30, 2019. General Fund personal service expenditures would have exceeded appropriations by \$330,672 based on the final budget adopted in 2018-19.

REQUIRED SUPPLEMENTARY INFORMATION

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF CHANGES IN THE DISTRICT'S
NET OPEB LIABILITY AND RELATED RATIOS**

	<u>2018</u>	<u>2019</u>
Total OPEB Liability		
Service cost	\$ 417,309	\$ 1,915,786
Interest	204,559	725,868
Changes of benefit terms	2,681,546	0
Differences between expected and actual experience	(771,255)	340,439
Changes of assumptions or other inputs	1,729,942	2,780,243
Benefit payments	<u>(213,050)</u>	<u>(502,784)</u>
Net change in total OPEB liability	<u>4,049,051</u>	<u>5,259,552</u>
Total OPEB liability - beginning	<u>5,820,465</u>	<u>9,869,516</u>
Total OPEB liability - ending	<u>\$ 9,869,516</u>	<u>\$ 15,129,068</u>
 Plan Fiduciary Net Position		
Contributions-employer	\$	\$ 745,693
Net investment income		26,199
Benefit payments		<u>(133,866)</u>
Net change in plan fiduciary net position		<u>638,026</u>
Plan fiduciary net position-beginning		<u>0</u>
Plan fiduciary net position-ending	<u>\$ 0</u>	<u>\$ 638,026</u>
 Net OPEB liability	 <u>\$ 9,869,516</u>	 <u>\$ 14,491,042</u>
 Plan fiduciary net position as a percentage of the total OPEB liability	 0.00%	 4.22%
 Covered-employee payroll	 \$ 20,979,092	 \$ 26,197,322
 Net OPEB liability as a percentage of covered-employee payroll	 47.04%	 55.31%

Notes to Schedule:

Changes of assumptions. (2018) Retirement rates for Fire employees have been increased due to the District's expectation that firefighters will retire at rates higher than those used in the Oregon PERS valuation. The increased retirement rates resulted in a significant increase in the liabilities from the prior valuation. The assumed rate at which eligible employees enter the plan upon retirement increased from 65% to 100% from the prior valuation based on the District's expected experience. This change resulted in a significant increase in liabilities from the prior valuation.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2020**

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30,	(a) Employer's proportion of the net pension liability(asset)(NPL)	(b) Employer's proportionate share of the net pension liability(asset)(NPL)	(c) District's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2020	0.38059274%	\$ 65,833,429	\$33,114,000	198.81%	80.20%
2019	0.33850664%	\$ 51,279,297	\$30,834,520	166.31%	82.10%
2018	0.34186219%	\$ 46,083,152	\$28,244,965	163.16%	83.10%
2017	0.34630769%	\$ 51,998,825	\$26,799,963	194.03%	80.50%
2016	0.32638333%	\$ 18,739,171	\$24,803,359	75.55%	91.87%
2015	0.31940553%	\$ (7,240,012)	\$21,263,236	(34.05)%	103.59%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

SCHEDULE OF CONTRIBUTIONS

Year Ended June 30,	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percent of covered payroll
2020	\$7,605,944	\$ 7,605,944	\$ -	\$33,457,641	22.73%
2019	\$6,122,696	\$ 6,122,696	\$ -	\$33,114,000	18.49%
2018	\$5,795,014	\$ 5,795,014	\$ -	\$30,834,520	18.80%
2017	\$3,993,675	\$ 3,993,675	\$ -	\$28,244,965	14.14%
2016	\$3,979,579	\$ 3,979,579	\$ -	\$26,799,963	14.84%
2015	\$3,829,135	\$ 3,829,135	\$ -	\$24,803,359	15.4%

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	Original Budget	Final Budget	Actual	Variance Favorable (Unfavorable)
REVENUES:				
Taxes	\$ 54,689,724	\$ 54,689,724	\$ 54,922,835	\$ 233,111
GEMT income	-	1,860,179	1,711,411	(148,768)
Contract income	232,490	1,759,275	62,172,850	(30,482)
Earnings on investments	350,000	500,000	561,251	61,251
Grants	258,182	720,236	642,033	(78,203)
Miscellaneous	2,293,000	2,643,436	2,957,641	314,205
Total revenues	<u>57,823,396</u>	<u>62,172,850</u>	<u>62,523,964</u>	<u>351,114</u>
EXPENDITURES:				
Fire chief	930,262	1,002,262	913,263	88,999
Emergency services	45,619,772	48,808,859	48,039,029	769,830
Business services	10,067,381	11,845,643	11,725,022	120,621
Debt service	1,884,956	1,884,956	1,884,014	942
Contingency	2,415,435	2,415,435	-	2,415,435
Total expenditures	<u>60,917,806</u>	<u>65,957,155</u>	<u>62,561,328</u>	<u>3,395,827</u>
Excess of Revenues Over (Under) Expenditures	(3,094,410)	(3,784,305)	(37,364)	3,746,941
Other Financing Sources (Uses):				
Transfers In	814,984	815,245	815,245	-
Transfers Out	-	(603,696)	-	603,696
Total Other Financing Sources (Uses)	<u>814,984</u>	<u>211,549</u>	<u>815,245</u>	<u>603,696</u>
Net Change in Fund Balance	(2,279,426)	(3,572,756)	777,881	4,350,637
FUND BALANCE, Beginning	<u>16,930,137</u>	<u>18,223,467</u>	<u>17,447,117</u>	<u>(776,350)</u>
FUND BALANCE, Ending	<u>\$ 14,650,711</u>	<u>\$ 14,650,711</u>	<u>\$ 18,224,998</u>	<u>\$ 3,574,287</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A – STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY:

Budgetary Information

The District prepares its annual operating budget under the provisions of the Oregon Municipal Budget Law. In accordance with those provisions, the following process is used to adopt the annual budget:

Local Budget law process requires that certain, specific actions must happen as a local government prepares its annual budget. The process can be broken down into four phases.

Phase 1 begins the process. The budget officer puts together a proposed budget. The budget officer must prepare the proposed budget in a format designed by the Department of Revenue. The format meets the requirements set out in the statutes.

Phase 2 is when the budget committee approves the budget. The budget committee reviews the proposed budget, listens to comments from citizens, and then approves the budget. Special public notices are required before the budget committee's first meeting.

Phase 3 includes adopting the budget and, when appropriate, certifying property taxes to the county tax assessor. This phase includes a special hearing of the government body and specific public notices, including a summary of the approved budget. Special forms must also be used to notify the county assessor of the local government's property tax levy.

Phase 4 occurs during the fiscal year when the local government is operating under the adopted budget. This phase includes changes to the adopted budget. Changes to the adopted budget must be made before additional money is spent or money is spent for a different purpose than described in the adopted budget.

The level of control at which expenditures may not legally exceed appropriations is the object category level by department within a fund. The Budget Act recognizes the following object categories as the minimum legal level of control by department within a fund:

- Personal Services
- Material and Supplies
- Other Services and Charges
- Capital Outlay
- Debt Service
- Interfund Transfers

All transfers of appropriations between departments and supplemental appropriations require Board approval. The Director may transfer appropriations between object categories within a department without Board approval. Supplemental appropriations must also be filed with the Office of State Auditor and inspector.

Basis of Accounting

The budget is prepared on the modified accrual basis of accounting.

SUPPLEMENTARY INFORMATION

**CLACKAMAS COUNTY
FIRE DISTRICT #1
COMBINING BALANCE SHEET - GENERAL FUND
JUNE 30 2020**

	GENERAL FUND	EQUIPMENT REPLACEMENT FUND	CAPITAL PROJECT FUND	CAPITAL CONSTRUCTION FUND	PERS RESERVE FUND	TOTAL
ASSETS						
Cash and Investments	\$ 18,627,802	\$ 259,935	\$ 5,675,855	\$ -	\$ -	\$ 24,563,592
Accounts Receivable	1,182,430	20	-	-	-	1,182,450
Taxes Receivable	1,837,923	-	-	-	-	1,837,923
Grants Receivable	419,023					419,023
Inventories	305,910					305,910
Prepaid Items	232,995					232,995
Total Assets	\$ 22,606,083	\$ 259,955	\$ 5,675,855	\$ -	\$ -	\$ 28,541,893
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES						
Liabilities:						
Accounts Payable	\$ 1,650,842	\$ 66,055	\$ 32,715	\$ -	\$ -	\$ 1,749,612
Accrued Wages and Payroll Taxes	1,570,315	-	-	-	-	1,570,315
Total Liabilities	3,221,157	66,055	32,715	-	-	3,319,927
Deferred Inflows of Resources:						
Unavailable Revenue - Property Taxes	1,159,928	-	-	-	-	1,159,928
Total Liabilities and Deferred Inflows	4,381,085	66,055	32,715	-	-	4,479,855
Fund Balances						
Non-Spendable	538,905					538,905
Assigned:						-
Projected Budgetary Deficit	2,568,638	-	-	-	-	2,568,638
Future Equipment	-	193,900	-	-	-	193,900
Capital Projects	-	-	5,643,140	-	-	5,643,140
Multi-Year Projects				-	-	-
Employee retirement				-	-	-
Unassigned	15,117,455	-	-	-	-	15,117,455
Total Fund Balances	18,224,998	193,900	5,643,140	-	-	24,062,038
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 22,606,083	\$ 259,955	\$ 5,675,855	\$ -	\$ -	\$ 28,541,893

**CLACKAMAS COUNTY
FIRE DISTRICT #1
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	GENERAL	EQUIPMENT REPLACEMENT FUND	CAPITAL PROJECT FUND	CAPITAL CONSTRUCTION FUND	PERS RESERVE FUND	TOTAL
REVENUES:						
Taxes	\$ 54,922,835	\$ -	\$ -	\$ -	\$ -	\$ 54,922,835
GMET income	1,711,411					1,711,411
Contract Income	1,728,793					1,728,793
Sale of surplus property		96,680				96,680
Earnings on Investments	561,251	3,838	27,210		1,195	593,494
Intergovernmental						-
Miscellaneous	2,957,641					2,957,641
Grants	642,033	-	-	-	-	642,033
Total Revenues	62,523,964	100,518	27,210	-	1,195	62,652,887
EXPENDITURES:						
Fire Protection Services:						
Fire chief	913,263					913,263
Emergency services	48,039,029					48,039,029
Business services	11,725,022					11,725,022
Debt service	1,884,014		395,353			2,279,367
Capital Outlay		419,248	506,588			925,836
Total Expenditures	62,561,328	419,248	901,941	-	-	63,882,517
Excess of Revenues Over (Under) Expenditures	(37,364)	(318,730)	(874,731)	-	1,195	(1,229,630)
Other Financing Sources (Uses):						
Proceeds from Series A Note						-
Debt issuance costs including underwriter's discount						-
Transfers In	815,245		200,000	-	-	1,015,245
Transfers Out		(322,500)	-	-	(692,745)	(1,015,245)
Special Items:						
Proceeds from sale of real estate	-	-	-	-	-	-
Net Change in Fund Balance	777,881	(641,230)	(674,731)	-	(691,550)	(1,229,630)
Beginning Fund Balance	17,447,117	835,130	6,317,871		691,550	25,291,668
Ending Fund Balance	\$ 18,224,998	\$ 193,900	\$ 5,643,140	\$ -	\$ -	\$ 24,062,038

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
EQUIPMENT REPLACEMENT FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
REVENUES:				
Sale of surplus property	\$ 15,000	\$ 15,000	\$ 96,680	\$ 81,680
Earnings of investments	<u>3,000</u>	<u>3,000</u>	<u>3,838</u>	<u>838</u>
Total revenues	<u>18,000</u>	<u>18,000</u>	<u>100,518</u>	<u>82,518</u>
EXPENDITURES:				
Capital outlay	<u>445,000</u>	<u>481,886</u>	<u>419,248</u>	<u>62,638</u>
Total expenditures	<u>445,000</u>	<u>481,886</u>	<u>419,248</u>	<u>62,638</u>
Excess of Revenues Over (Under) Expenditures	(427,000)	(463,886)	(318,730)	145,156
Other Financing Sources (Uses):				
Transfers Out	<u>(322,500)</u>	<u>-</u>	<u>(322,500)</u>	<u>-</u>
Total Other Financing Uses	<u>(322,500)</u>	<u>-</u>	<u>(322,500)</u>	<u>-</u>
Net Change in Fund Balance	(749,500)	(786,386)	(641,230)	145,156
FUND BALANCE, Beginning	<u>798,244</u>	<u>835,130</u>	<u>835,130</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ 48,744</u>	<u>\$ 48,744</u>	<u>\$ 193,900</u>	<u>\$ 145,156</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
CAPITAL PROJECTS FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
REVENUES:				
Earnings on investments	\$ 14,000	\$ 14,000	\$ 27,210	\$ 13,210
EXPENDITURES:				
Capital outlay	6,114,919	5,903,766	395,353	5,508,413
Debt service	<u>628,105</u>	<u>628,105</u>	<u>506,588</u>	<u>121,517</u>
Total expenditures	<u>6,743,024</u>	<u>6,531,871</u>	<u>901,941</u>	<u>5,629,930</u>
Excess of Revenues Over (Under) Expenditures	(6,729,024)	(6,517,871)	(874,731)	5,643,140
Other Financing Sources (Uses):				
Transfers in	200,000	200,000	200,000	-
Proceeds from note	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total other financing sources (uses)	<u>200,000</u>	<u>200,000</u>	<u>200,000</u>	<u>-</u>
Net Change in Fund Balance	(6,529,024)	(6,317,871)	(674,731)	5,643,140
FUND BALANCE, Beginning	<u>6,529,024</u>	<u>6,317,871</u>	<u>6,317,871</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,643,140</u>	<u>\$ 5,643,140</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
CAPITAL CONSTRUCTION FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
REVENUES:				
Earnings on investments	\$ 2,000	\$ 2,000	\$ -	\$ (2,000)
Intergovernmental	<u>500,000</u>	<u>500,000</u>	<u>-</u>	<u>(500,000)</u>
Total revenue	<u>502,000</u>	<u>502,000</u>	<u>-</u>	<u>(502,000)</u>
EXPENDITURES:				
Capital outlay	<u>502,000</u>	<u>502,000</u>	<u>-</u>	<u>502,000</u>
Excess of Revenues Over (Under) Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, Beginning	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
PERS RESERVE FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
REVENUES:				
Earnings on investments	\$ 4,000	\$ 1,195	\$ 1,195	\$ -
EXPENDITURES:				
Contingency	-	-	-	-
Excess of Revenues Over (Under) Expenditures	<u>4,000</u>	<u>1,195</u>	<u>1,195</u>	<u>-</u>
Other Financing Sources (Uses):				
Transfers Out	<u>(692,484)</u>	<u>(692,745)</u>	<u>(692,745)</u>	<u>-</u>
Net Change in Fund Balance	(688,484)	(691,550)	(691,550)	-
FUND BALANCE, Beginning	<u>688,484</u>	<u>691,550</u>	<u>691,550</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
COMBINING BALANCE SHEET – OTHER GOVERNMENTAL FUNDS
JUNE 30, 2020**

	<u>Governmental Funds</u>		
	<u>Debt Service Fund</u>	<u>Enterprise Fund</u>	<u>Total</u>
ASSETS			
Cash and investments	\$ 366,812	\$ 23,337	\$ 390,149
Accounts receivable	11,790	-	11,790
Taxes receivable	<u>66,185</u>	<u>-</u>	<u>66,185</u>
 Total assets	 <u>\$ 444,787</u>	 <u>\$ 23,337</u>	 <u>\$ 468,124</u>
LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES			
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue – property taxes	<u>48,975</u>	<u>-</u>	<u>48,975</u>
Total liabilities and deferred inflows	<u>48,975</u>	<u>-</u>	<u>48,975</u>
FUND BALANCES			
Reported in:			
Special Revenue Fund	-	23,337	23,337
Debt Service Fund	<u>395,812</u>	<u>-</u>	<u>395,812</u>
Total fund balances	<u>395,812</u>	<u>23,337</u>	<u>419,149</u>
 Total liabilities, deferred inflows and fund balances	 <u>\$ 444,787</u>	 <u>\$ 23,337</u>	 <u>\$ 468,124</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND
BALANCES –
OTHER GOVERNMENTAL FUNDS
FOR THE YEAR ENDED JUNE 30, 2020**

	Debt Service Fund	Enterprise Fund	Total Governmental Funds
REVENUES			
Taxes	\$ 2,171,548	\$ -	\$ 2,171,548
Earnings on investments	7,189	146	7,335
Enterprise income	<u>-</u>	<u>5,350</u>	<u>5,350</u>
Total revenues	<u>2,178,737</u>	<u>5,496</u>	<u>2,184,233</u>
EXPENDITURES			
Fire Protection Services:			
Emergency services	-	5,641	5,641
Capital outlay	-	-	-
Debt service	<u>2,054,200</u>	<u>-</u>	<u>2,054,200</u>
Total expenditures	<u>2,054,200</u>	<u>5,641</u>	<u>2,059,841</u>
Excess of Revenue Over (Under) Expenditures	124,537	(145)	124,392
Other Financing Sources (Uses):			
Proceeds from Bond Issue	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	124,537	(145)	124,392
FUND BALANCE – Beginning	<u>271,275</u>	<u>23,482</u>	<u>294,757</u>
FUND BALANCE - Ending	<u>\$ 395,812</u>	<u>\$ 23,337</u>	<u>\$ 419,149</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
DEBT SERVICE FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
REVENUES:				
Taxes	\$ 2,512,679	\$ 2,512,679	\$ 2,171,548	\$ (341,131)
Earnings on investments	<u>2,500</u>	<u>2,500</u>	<u>7,189</u>	<u>4,689</u>
Total revenue	<u>2,515,179</u>	<u>2,515,179</u>	<u>2,178,737</u>	<u>(336,442)</u>
EXPENDITURES				
Debt Service:				
Principal	1,004,200	1,004,200	1,004,200	-
Interest	<u>1,050,000</u>	<u>1,050,000</u>	<u>1,050,000</u>	<u>-</u>
Total expenditures	<u>2,054,200</u>	<u>2,054,200</u>	<u>2,054,200</u>	<u>-</u>
Excess of Revenues Over (Under) Expenditures	460,979	460,979	124,537	(336,442)
Other Financing Sources (Uses):				
Proceeds from Bond Issue	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balance	460,979	460,979	124,537	(336,442)
FUND BALANCE, Beginning	<u>141,030</u>	<u>271,275</u>	<u>271,275</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ 602,009</u>	<u>\$ 732,254</u>	<u>\$ 395,812</u>	<u>\$ (336,442)</u>

**CLACKAMAS COUNTY
FIRE DISTRICT #1
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL -
ENTERPRISE FUND
FOR THE YEAR ENDED JUNE 30, 2020**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable)</u>
REVENUES:				
Earning on investments	\$ 200	\$ 200	\$ 146	\$ (54)
Enterprise income	<u>5,000</u>	<u>5,350</u>	<u>5,350</u>	<u>-</u>
Total revenue	<u>5,200</u>	<u>5,550</u>	<u>5,496</u>	<u>(54)</u>
EXPENDITURES				
Emergency services	12,000	12,000	5,641	6,359
Fire chief's office	<u>5,000</u>	<u>5,332</u>	<u>-</u>	<u>5,332</u>
Total expenditures	<u>17,000</u>	<u>17,332</u>	<u>5,641</u>	<u>11,691</u>
Net Change in Fund Balance	(11,800)	(11,782)	(145)	11,637
FUND BALANCE, Beginning	<u>23,500</u>	<u>23,482</u>	<u>23,482</u>	<u>-</u>
FUND BALANCE, Ending	<u>\$ 11,700</u>	<u>\$ 11,700</u>	<u>\$ 23,337</u>	<u>\$ 11,637</u>

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS**

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS**

We have audited the basic financial statements of Clackamas County Fire District #1, as of and for the year ended June 30, 2020, and have issued our report thereon dated December 23, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether Clackamas County Fire District #1's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).**
- Indebtedness limitations, restrictions and repayment.**
- Budgets legally required (ORS Chapter 294).**
- Insurance and fidelity bonds in force or required by law.**
- Authorized investment of surplus funds (ORS Chapter 294).**
- Public contracts and purchasing (ORS Chapter 279A, 279B, 279C).**

In connection with our testing nothing came to our attention that caused us to believe the Clackamas County Fire District #1 was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

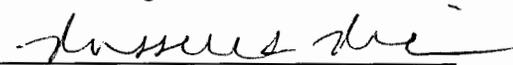
In planning and performing our audit, we considered Clackamas County Fire District #1's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Clackamas County Fire District #1's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Clackamas County Fire District #1's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Board of Directors and management of Clackamas County Fire District #1 and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

JARRARD, SEIBERT, POLLARD & COMPANY, LLC
Certified Public Accountants
West Linn, Oregon

By 
Russell T. Ries, Partner

December 23, 2020

**CLACKAMAS FIRE DISTRICT #1
SCHEDULE OF TAXABLE PROPERTY VALUES**

Clackamas County

Fiscal Tax Year	Real Market Value	M5 Real Market Value	AV Used to Calculated Rates	Tax Levy
2020	\$ 43,303,220,159	\$ 37,289,219,115	\$ 23,328,641,766	\$ 58,478,397
2019	40,221,407,725	34,747,971,049	22,376,686,996	55,785,798
2018	36,741,793,185	31,801,633,047	21,438,952,440	53,776,010
2017	29,744,565,472	28,649,637,621	20,474,694,752	50,853,580
2016	23,678,117,503	22,956,917,479	17,779,561,238	42,671,798

Source: Clackamas County Department of Assessment and Taxation

Multnomah County

Fiscal Tax Year	Real Market Value	M5 Real Market Value	AV Used to Calculated Rates	Tax Levy
2020	\$ 40,527,450	40,527,450	\$ 33,751,190	\$ 71,200
2019	40,308,760	40,308,760	33,422,430	67,433
2018	53,714,698	53,710,578	46,129,820	99,159
2017	45,434,213	45,430,093	39,060,190	85,531
2016	53,011,836	53,007,236	40,740,820	88,466

Source: Multnomah County Department of Assessment and Taxation

Total

Fiscal Tax Year	Real Market Value	M5 Real Market Value	AV Used to Calculated Rates	Tax Levy
2020	\$ 43,343,747,609	\$ 37,329,746,565	\$ 23,362,392,956	\$ 58,549,597
2019	40,261,716,485	34,788,279,809	22,410,109,426	55,853,231
2018	36,795,507,883	31,855,343,625	21,485,082,260	53,875,169
2017	29,789,999,685	28,695,067,714	20,513,754,942	50,939,111
2016	23,731,129,339	23,009,924,715	17,820,302,058	42,760,264

Source: Clackamas County Department of Assessment and Taxation and Multnomah County Department of Assessment and Taxation

CLACKAMAS FIRE DISTRICT #1
FISCAL YEAR 2019 REPRESENTATIVE LEVY RATE (Clackamas County Tax Code 012-051)

(Rates Per \$1,000 of Assessed Value)

	Billing Rate	Local Option Rate	"GAP" Bonds or UR Special Levy Rate	Bond Levy Rate	Consolidated Rate
General Government					
Clackamas County	2.9460	0.2480	0.1847	0.0949	3.4736
Clackamas County Extension & 4-H	0.0498	0.0000	0.0000	0.0000	0.0498
Clackamas County Law Enhanced	0.7024	0.0000	0.0000	0.0000	0.7024
Clackamas County Library	0.3954	0.0000	0.0000	0.0000	0.3954
Clackamas County Soil Conservation	0.0498	0.0000	0.0000	0.0000	0.0498
Clackamas County Fire District No. 1	2.3737	0.0000	0.0000	0.1047	2.4784
North Clackamas Park & Recreation	0.5286	0.0000	0.0000	0.0000	0.5286
Port of Portland	0.0698	0.0000	0.0000	0.0000	0.0698
Metropolitan Service District	0.0960	0.0960	0.0000	0.4702	0.6622
Vector Control	<u>0.0065</u>	<u>0.0250</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0315</u>
Total General Government	<u>7.218</u>	<u>0.3690</u>	<u>0.1847</u>	<u>0.6698</u>	<u>8.4415</u>
Education					
Clackamas Community College	0.5544	0.0000	0.0000	0.1744	0.7288
Clackamas Education Service District	0.3668	0.0000	0.0000	0.0000	0.3668
North Clackamas School District	<u>4.7818</u>	<u>1.6300</u>	<u>0.0000</u>	<u>2.3786</u>	<u>8.7904</u>
Total Education	<u>5.703</u>	<u>1.6300</u>	<u>0.0000</u>	<u>2.5530</u>	<u>9.8860</u>
Total Tax Rate	<u>12.921</u>	<u>1.999</u>	<u>0.1847</u>	<u>3.2228</u>	<u>18.3275</u>

NOTE: County assessors report levy rates by tax code. Levy rates apply to the assessed property value. Measure 5 Limits are based on the Taxable Real Market Value and are only reported in total dollar amount of compression, if any, for each taxing jurisdiction (see "Property Taxes - Tax Rate Limitation - Measure 5" herein.)

Ⓞ Local Option Levies are voter-approved serial levies. They are limited by ORS 280.060 to five years for operations or ten years for capital cost.

Local Option Levy rates compress to zero before there is any compression of district billing rates (see "Property Taxes - Tax Rate Limitation - Measure 5" herein.)

Source: Clackamas County Department of Assessment and Taxation. Note that there are 125 tax codes in Clackamas County that overlap the District and Tax Code 012-051 has the highest taxable of these tax codes of \$3,911,511,816

Clackamas County
Tax Collection Record Ⓞ

Fiscal Year	Tax Levy Collection
2019	98.54%
2018	95.63%
2017	98.01%
2016	98.09%
2015	97.81%

Ⓞ Prepayment discounts are considered to be collected when outstanding taxes are calculated. The tax rates are before offsets. The percent of taxes collected represents taxes collected in a single levy year, beginning July 1 and ending June 30.

Source: Clackamas County Department of Assessment and Taxation.

**CLACKAMAS FIRE DISTRICT #1
SCHEDULE OF MAJOR TAXPAYERS**

**Clackamas County - Tax Year 2019
Major Taxpayers**

Taxpayer	Business / Service	Tax	Assessed Value
Portland General Electric	Electrical Utility	\$ 12,661,394	\$ 887,218,000
General Growth Properties Inc.	Town Center Mall	4,827,098	275,386,368
Fred Meyer Stores	Retail	4,584,283	256,928,807
Shorenstein Properties LLC	Real Estate	4,010,966	220,451,021
Northwest Natural Gas	Natural Gas Utility	3,325,436	209,321,000
PCC Structurals Inc.	Manufacturing/ Aerospace	3,041,516	176,412,487
Comcast Corporation	Telecommunications	1,746,032	101,245,000
Meadows Road LLC	Real Estate	1,697,938	92,677,063
ROIC Oregon LLC	Real Estate	1,608,012	86,163,524
Centurylink	Telecommunications	1,380,017	84,034,000
Top Ten County Taxpayers		\$ 38,882,692	\$ 2,389,837,270
Remaining County Taxpayers		882,137,395	50,751,524,511
Total County Taxpayers		\$ 921,020,087	\$ 53,141,361,781

**Clackamas County fire District No. 1 - Tax Year 2019
Major Taxpayers**

Taxpayer	Business / Service	Tax	Assessed Value
General Growth Properties Inc.	Town Center Mall	\$ 4,831,691	\$ 275,386,368
Portland General Electric	Electrical Utility	3,978,417	257,993,460
Fred Meyer Stores, Inc.	Grocery Stores	3,382,291	190,775,992
PCC Structurals Inc.	Manufacturing/ Aerospace	2,862,708	166,607,492
Northwest Natural Gas	Natural Gas Utility	1,598,824	99,548,000
Kaiser Foundation Hospital	Healthcare	1,132,349	68,403,744
ROIC Oregon LLC	Real Estate	1,237,026	66,350,383
Blount, Inc.	Manufacturing	1,183,601	62,111,285
Comcast Corporation	Telecommunications	1,039,874	60,069,000
CH Realty III/Clackamas LLC		1,033,388	56,797,962
Top Ten County Taxpayers		\$ 22,280,169	\$ 1,304,043,686
Remaining County Taxpayers		36,198,228	22,504,773,324
Total County Taxpayers		\$ 58,478,397	\$ 23,808,817,010

NOTE: 0.23% of the District's assessed value is within Multnomah County. The taxpayers in the above table are all within the portion of the District that overlaps Clackamas County.

NOTE: Comcast Corporation is subject to central assessment and the effects of SB 611. See "Revenue Sources - Property Taxes - Senate Bill 611."

- ① Tax amount is the total tax paid by the taxpayer within the boundaries of the County or District, respectively. This amount is distributed to individual local governments by the County. A breakdown of amounts paid to each individual local government is not available.
- ② Assessed value does not exclude offsets such as urban renewal and farm tax credits.

Source: Clackamas County Department of Assessment and Taxation.

Memo

TO: Board of Directors
Chief Charlton
FROM: Deputy Chief Doug Whiteley
CC:
DATE: January 14, 2021
RE: Civil Service Appointments

Action Requested

Staff request the Board of Directors appoint three Civil Service Commissioners applicants to fill Civil Service Commission vacancies.

Background

The Clackamas Fire Civil Service Commission is made up of five members. All positions are four-year terms with offsetting expiration dates. In February 2021, three of the five Civil Service Commissioner terms expire. The remaining two expire in February 2023.

Beginning in 2019, the Fire District implemented the process of interested candidates applying and interviewing for the Civil Service Commission vacancies. This brought an added level of transparency to filling the commission and to address instances when there were more applicants than vacancies. At the recommendation of legal counsel, the Fire District will continue this process regardless of the number of applicants to ensure the Board is able to interview those applying and confidently make appointments as outlined in Oregon Revised Statute.

At the January 20, 2021 Clackamas Fire Board of Directors' Work Session, three applicants will be interviewed by the Board as part of the application process.

The applicants have been notified of their interview time and location.

Recommendation and Why

Staff recommends the Board of Directors appoint three Civil Service Commissioners applicants to fill Civil Service Commission vacancies.

Memo

TO: Board of Directors
Chief Charlton

FROM: IT Director Hicks

CC:

DATE: January 25, 2021

RE: Approval and Purchase of Aruba Core and Station Upgrade

Action Requested

Staff is requesting approval and purchasing of Aruba network switches and wireless access points.

Background

The Fire District's managed service provider, Technology Integration Group (TIG), conducted a thorough analysis of the District's network environment. In this review, TIG confirmed that 16 switches and 1 core were end of life and end of support. In addition, the aged Wi-Fi environment was no longer meeting the needs of Wi-Fi requirements of the various applications and tools used daily by staff. TIG further confirmed that several of the units had an inadequate number of ports and/or traffic capacity to support current and future operations. This is evidenced by negative user experience and complaints via email correspondence and the 300+ helpdesk tickets surrounding slow Wi-Fi and network speeds, intermittent network connectivity, unstable streaming and or video conferencing.

The Information Technology Services department has extended the use of equipment beyond industry best practices due to limited capital replacement funding. Changes in the Fire District due to COVID-19, e.g., remote working, training, and video conferencing, has amplified the need for immediate replacement.

Known Facts

Policy Implications

None

Network Infrastructure Implications

Current Cisco network switches at stations 2, 3 (including Fire Prevention), 4, 5, 6, 7, 9, 10, 11, 14 (switches 2 and 3), 15, 16, and 21 are all past their last day of support.

These stations are currently not able to leverage the full capabilities of the dedicated fiber, improved technologies and efficiencies.

Budget Implications

The replacement of this infrastructure is \$196,987. This amount is not supported within the FY21 budget. Therefore, staff is proposing that the purchase be through an 18-month lease and utilizing the buyout option of \$1 with the final lease payment. The total cost is \$206,563 (\$196,687 principal, \$9,876 interest).

The Fire District has the appropriated funds necessary to support this purchase in FY21 through the financing option in the general, equipment replacement, and capital projects funds. Funding will need to be allocated in FY22 and FY23 with a total requirement of \$137,709. The Fire District's capital improvement plan reflects \$129,137 for FY22 and FY23. Additional dollars planned for CIP expenditure in FY24 would provide the balance.

This proposal includes the following payment schedule:

February 2021 - \$68,854.00

November 2021 - \$68,854.00

July 2022 - \$68,855.00

Potential Issues

Failure to update this environment will cause incompatibility with current hardware and future software platforms both internally and externally. The Fire District will continue to experience slow Wi-Fi and network speeds, intermittent network connectivity, and unstable streaming. The workaround cost (time and equipment) will significantly outweigh the cost of updating the environment under this proposal.

Recommendation and Why

Staff recommends purchasing the Aruba network switches and wireless access points through the financing option.

During this time, it has become more evident that the ability to telecommute and or video conference is a must have dependency for organizations utilizing remote productivity software and secure connectivity. Staff require these updated technologies and efficiencies to continue our daily mission. Upgrade current network infrastructure to a more efficiently manageable platform Reduce network and voice complexity while improving manageability and interoperability. This will allow the Fire District to easily change station IDs, reduce troubleshooting complexity, and add future functionality to all Fire District locations with minimal effort. This project also establishes true network infrastructure redundancy in alignment with the Fire District's continuity of operations plan.

January 14, 2021

Good Afternoon.

On Monday, December 11, the legislature released approximately 2,000 pieces of legislation and announced that committees would begin meeting on January 19 via video conferencing. Those meetings have since been postponed until after January 20 due to threats of violence. During its organizational meetings, Sen. Peter Courtney was again elected President. The House Republican Caucus nominated Rep. Janelle Bynum (D-Clackamas) for House Speaker; however, the representative politely declined the nomination and Speaker Kotek was again elected to the post. The Capitol remains in lockdown with only essential personal allowed in the building. Floor sessions will continue to be held in both Chambers, with social distancing and mask requirements in place. Lori Brocker will continue as Secretary of the Senate and Tim Sekerak remains Chief Clerk of the House.

Attached is your Bill Tracking Report for this week, sorted by subject area. As you can see, there are a number of bills relating to Emergency Management. I also wanted to flag [HB 2486](#) which requires media access to locations of emergencies. This has been problematic for the fire service in the past. Please let me know if you have questions.

Genoa Ingram

Court Street Consulting, LLC

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

9-1-1

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2425 INTRO	Directs Office of Emergency Management to develop and administer grant program in support of projects to consolidate and modernize or upgrade public safety answering points.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 425 INTRO	Provides that Legislative Assembly finds and declares that telecommunicators are first responders.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 426 INTRO	Allows telecommunicators to purchase certain retirement credits and increased benefits under Public Employees Retirement System.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 427 INTRO	Directs Public Employees Retirement Board to study options for allowing telecommunicators to obtain prorated service year units and to report to appropriate committee or interim committee of Legislative Assembly no later than September 15, 2022.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Annexation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2287 INTRO	Requires that, in election proposing annexation, votes from city and territory to be annexed be counted separately to determine separate majorities if territory to be annexed includes 100 acres or more.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Annexation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2288 INTRO	Authorizes district or city to require consent to eventual annexation of property before providing extraterritorial service to property.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 605 INTRO	Provides that, if rural fire protection district contains improved lands, or new improvements, that are within seven miles of fire station within district and are not subject to assessments for fire protection by district, county board must initiate by resolution annexation of territory containing lands.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Budgets

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 5028 INTRO	Appropriates moneys from General Fund to Department of State Police for certain biennial expenses.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 5031 INTRO	Appropriates moneys from General Fund to Department of Public Safety Standards and Training for debt service.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 5518 INTRO	Appropriates moneys from General Fund to State Forestry Department for certain biennial expenses.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Budgets

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 5519 INTRO	Limits biennial expenditures from fees, moneys or other revenues, including Miscellaneous Receipts and reimbursements from federal service agreements, but excluding lottery funds and other federal funds, collected or received by Oregon Government Ethics Commission.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 5536 INTRO	Limits certain biennial expenditures from fees, moneys or other revenues, including Miscellaneous Receipts, but excluding lottery funds and federal funds, collected or received by Public Employees Retirement System.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Building Codes

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2656 INTRO	Permits municipality or Department of Consumer and Business Services to contract with person to administer and enforce building inspection program and act as building official.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Courts/Legal Issues

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2459 INTRO	Includes in definition of "conversation" communication occurring through video conferencing program for purposes of statutes regulating recording of communications.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2638 INTRO	Limits liability for certain claims for damages arising out of acts or omissions taken during COVID-19 emergency period in reasonable compliance with government guidance related to COVID-19.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2639 INTRO	Makes private citizen immune from civil or criminal liability arising from good faith acts made in connection with fighting wildfire.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2934 INTRO	Provides that public safety officer who represents that person is acting as employee or agent of public body is acting in scope of employment for purposes of Oregon Tort Claims Act.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 216 INTRO	Exempts from criminal liability person who records conversation during or regarding commission of crime, attempted crime or solicitation to commit crime, against person, household member or certain relatives of person.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

DPSST

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 115 INTRO	Clarifies procurement authority of Department of Public Safety Standards and Training.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 198 INTRO	Directs Department of Public Safety Standards and Training to study public safety and to submit findings and recommendations for legislation to interim committee of Legislative Assembly related to judiciary.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 212 INTRO	Directs Department of Public Safety Standards and Training to study Oregon State Police and report to appropriate committee or interim committee of the Legislative Assembly no later than September 15, 2022.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Economic Development

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2497 INTRO	Prohibits expansion of Aurora State Airport unless under intergovernmental agreement of Oregon Department of Aviation, Clackamas County, Marion County, City of Aurora and City of Wilsonville.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Emergency Management

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2119 INTRO	Transfers responsibility for 2-1-1 system from Office of Emergency Management to Department of Human Services.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2235 INTRO	Directs Office of Emergency Management to study and make recommendations regarding workforce levels necessary to respond to emergencies.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2236 INTRO	Establishes Task Force on Rural Fire Protection District Community Development to study and develop recommendations for developing, enhancing or expanding ability of rural fire protection districts to facilitate community development efforts following natural disaster.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2237 INTRO	Directs Office of Emergency Management to create and maintain roster of individuals available for temporary emergency-related work.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2304 INTRO	Establishes Oregon Disaster Recovery Authority.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2426 INTRO	Directs Oregon Homeland Security Council to develop updated list of equipment for purposes of emergency preparedness equipment grant program.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2461 INTRO	Directs Oregon Business Development Department to establish program to create Oregon Critical Disaster Preparedness Stockpile to ensure robust stock of emergency supplies and equipment.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Emergency Management

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2605 INTRO	Imposes tsunami design standards for certain buildings and other structures.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2713 INTRO	Limits Governor's ability to exercise authority conferred on Governor during declared state of emergency to no more than 60 days' duration, unless Legislative Assembly authorizes continued state of emergency.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2850 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2851 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2852 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2861 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2862 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2864 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2880 INTRO	Establishes Task Force on Disaster Response and Recovery.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Emergency Management

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2882 INTRO	Directs Oregon Homeland Security Council to develop updated list of equipment for purposes of emergency preparedness equipment grant program.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2883 INTRO	Establishes Oregon Public Places Are Safe Places Investment Fund.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2890 INTRO	Directs Office of Emergency Management to create and maintain registry of persons able and willing to provide services related to emergency response.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2893 INTRO	Establishes Oregon Disaster Response Assistance Matching Fund.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2894 INTRO	Directs Office of Emergency Management to create and maintain database for flagging of known or suspected hazardous locations during emergency.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2895 INTRO	Directs Oregon Business Development Department to establish program to create Oregon Critical Emergency Preparedness Stockpile to ensure robust stock of emergency supplies and equipment.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2896 INTRO	Directs Office of Emergency Management to conduct annual multidisciplinary, all-hazards emergency response exercise.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2897 INTRO	Requires certain government officials and management employees to complete education on emergency response.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Emergency Management

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2898 INTRO	Imposes surtax on income tax liability.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2927 INTRO	Renames Office of Emergency Management as Oregon Department of Emergency Management.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 104 INTRO	Authorizes Office of Emergency Management to establish programs, or authorize certain private entities to establish programs, to credential individuals as critical service providers.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 105 INTRO	Transfers responsibility for Oregon Emergency Response System from Department of State Police to Office of Emergency Management.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 288 INTRO	Directs Department of State Police to expand existing interagency coordination efforts for responding to emergencies to include community-based and faith-based organizations that provide emergency response services to specified communities.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 323 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 324 INTRO	Directs Office of Emergency Management to study and make recommendations regarding improvements to operations of office.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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Emergency Management

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 363 INTRO	Appropriates moneys from General Fund to Oregon Military Department for distribution to counties for purpose of acquiring analog encoders for transmission of information to broadcasters in case of emergency.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

EMS/EMTs

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2118 INTRO	Transfers responsibility for provision of workers' compensation coverage to qualified emergency service volunteer from Office of Emergency Management to public body under whose direction volunteer is acting.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2650 INTRO	Authorizes emergency medical services providers to transport or treat police dogs injured in line of duty, provided that such transportation or treatment does not interfere with emergency transportation or treatment of humans.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2910 INTRO	Requires Oregon Health Authority, upon receipt of federal approval, to assess fee on emergency medical services providers and use fee to reimburse costs of emergency medical services transports.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 3 INTRO	Requires health benefit plans to cover emergency medical services transports.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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EMS/EMTs

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 331 INTRO	Allows Oregon Health Authority, upon receipt of federal approval, to assess fee on emergency medical services providers and to increase reimbursement paid for costs of emergency medical services transports by amount of federal matching funds received from Centers for Medicare and Medicaid Services for such costs.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Energy/Utilities

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 450 INTRO	Prohibits public body from using cell-site simulator device to obtain or use personal electronic data or personal electronic metadata unless public body obtains consent or pursuant to search warrant or established warrant exception.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Enterprise Zones

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2343 INTRO	Authorizes governing body of enterprise zone sponsor to adopt resolution suspending enterprise zone employment requirements otherwise imposed on authorized business firms.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Ethics

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2222 INTRO	Modifies definition of "meeting" for purposes of public meetings law to state that meeting may occur without regard to location or stated purpose for which members of governing body convene.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2659 INTRO	Expands duties of Oregon Government Ethics Commission to conduct investigations, make findings and impose penalties for violations of public meetings law.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2865 INTRO	Requires statement of economic interest to be filed by all members of board of directors or governing body of nonprofit that has either received or submitted testimony to Legislative Assembly requesting \$1 million or more in state capital construction funding over previous five calendar years.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2922 INTRO	Requires statement of economic interest to include certain information about sources of income for business in which public official or candidate, or member of household of public official or candidate, is officer, holds directorship or does business under if source of income has legislative or administrative interest and 10 percent or more of total gross annual income of business comes from that source of income.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Ethics

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 60 INTRO	Extends period for Oregon Government Ethics Commission to complete Preliminary Review Phase of alleged violation of ethics laws from 30 calendar days to 60 calendar days.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 61 INTRO	Authorizes Oregon Government Ethics Commission to provide written commission advisory opinions, staff advisory opinions and oral or written staff advice on application of executive session provisions of Oregon public meetings law.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 62 INTRO	Prohibits current or former public official from soliciting, receiving or using public moneys from public body to pay or make payments on civil penalty imposed by Oregon Government Ethics Commission.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 63 INTRO	Extends maximum amount of time person may serve as member of Oregon Government Ethics Commission from one full four-year term to two full four-year terms.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 463 INTRO	Establishes exception to gift limitation for food or beverage consumed by members of Legislative Assembly or candidates for office as members of Legislative Assembly.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 666 INTRO	Modifies public meeting notice requirements for meetings held in executive session.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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Clackamas Fire District 1

Fire Supression

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2234 INTRO	Requires Director of Department of Consumer and Business Services to prescribe in appropriate specialty codes standards, safeguards and guidelines for incorporating fire prevention and fireproofing or fire resistance measures into construction, repair, renovation, rehabilitation, retrofitting or maintenance of buildings and other structures that are located in areas of this state that are subject to or susceptible to wildfires.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Forestry

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2571 INTRO	Directs Department of Consumer and Business Services, in consultation with State Forestry Department, Oregon State University and Oregon Prescribed Fire Council, to study liability for prescribed fires.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2572 INTRO	Provides that spread of fire in forestland across ownership boundary does not constitute prima facie evidence of fire burning uncontrolled if owners or operators of forestland on both sides of ownership boundary agree in advance to conduct prescribed fire.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Forestry

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2732 INTRO	Requires State Forestry Department to study and make recommendations to interim committee of Legislative Assembly regarding improvement of fire protection.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2770 INTRO	Requires that court award damages for cost of replanting to plaintiff prevailing against federal government or contractor in action for injury to private land arising from fire originating on federal forestland.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HCR 10 INTRO	Exhorts State Forester to work with federal land management agencies to promote cooperative fuel load measurement and management on federal and state lands.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 344 INTRO	Requires State Forestry Department to study and make recommendations to interim committee of Legislative Assembly regarding efficacy of prescribed burns.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Labor

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2270 INTRO	Amends definition of "employment relations" to include class size and caseload limits as mandatory collective bargaining subjects for school districts.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2373 INTRO	Amends apprenticeship statutes to permit establishment of firefighter apprentice program.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Labor

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2419 INTRO	Provides that prevailing rate of wage for trade or occupation in locality is rate of wage set forth in collective bargaining agreement for trade or occupation in locality or, if more than one collective bargaining agreement covers trade or occupation in locality, highest rate of wage among collective bargaining agreements for trade or occupation in locality.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2420 INTRO	Extends timeline for filing complaint with Commissioner of Bureau of Labor and Industries alleging retaliation or discrimination for reporting unlawful practices or exercising certain rights relating to safety and health in workplace.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2474 INTRO	Expands applicability of certain provisions relating to family leave to employers who employ one or more employees.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2943 INTRO	Provides that employer may not use evidence that public safety officer has been placed on impeachment list for purpose of other investigations or disciplinary action.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 184 INTRO	Modifies laws relating to preference given to veterans in public employment.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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Labor

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 378 INTRO	Provides that, when interview is element of process of selecting candidate for civil service position from eligibility list, public employer must interview each veteran applicant who meets qualifications for position and shows transferable skills if duties of position are performed by only one person within public employer's organization.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 412 INTRO	Requires issue subject to collective bargaining during term of collective bargaining agreement that is not resolved through negotiation or mediation to be resolved through binding arbitration.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 481 INTRO	Narrows exception to overtime requirements when employee is engaged in making necessary repairs or in case of emergency.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 483 INTRO	Creates rebuttable presumption that person violated prohibition against retaliation or discrimination against employee or prospective employee if person takes certain action against employee or prospective employee within 60 days after employee or prospective employee has engaged in certain protected activities.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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Labor

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 493 INTRO	Provides that prevailing rate of wage for trade or occupation in locality is rate of wage set forth in collective bargaining agreement for trade or occupation in locality or, if more than one collective bargaining agreement covers trade or occupation in locality, average of rate of wage set forth in collective bargaining agreements for trade or occupation in locality.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 528 INTRO	Prohibits Director of Department of Consumer and Business Services or designated representative of director from assessing civil penalty against employer for serious violation causing injury or harm to employee that is result of certain employee conduct.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 588 INTRO	Provides that employer signatories to multiemployer collective bargaining agreements are considered to have met minimum requirements of sick time provisions if terms of collective bargaining agreement provide, as benefit to employees subject to agreement, sick leave policy or other paid time off program that is substantially equivalent to or more generous than minimum requirements of sick time provisions.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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Labor

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 639 INTRO	Changes minimum contract price at which prevailing rate of wage applies to public works projects from \$50,000 to amount that Oregon Department of Administrative Services determines by rule.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 665 INTRO	Requires labor organization that is exclusive representative of public employees to prepare annual financial disclosure report describing labor organization's expenditures of moneys collected by and paid to labor organization.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Land Use

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 465 INTRO	Requires counties to allow commencement of restoration or replacement of nonconforming uses damaged or destroyed by certain wildfires until September 30, 2025.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Legislature

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 539 INTRO	Modifies statutory requirements for members of Legislative Assembly to ensure that members comply with Senate or House rules governing conflicts of interest.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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PERS

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2223 INTRO	Directs participating public employers in Public Employees Retirement System to make employer contributions to individual account program, or cash payments, of one percent of member's salary during certain periods, depending on funded status of system.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2242 INTRO	Provides that telecommunicator qualifies as police officer under Public Employees Retirement System.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2375 INTRO	Provides for restoration of retirement credit for member of Oregon Public Service Retirement Plan who forfeited retirement credit due to lack of service at end of 2020.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2512 INTRO	Makes permanent provisions allowing retired member of Public Employees Retirement System to be reemployed by participating public employer for unlimited number of hours without reduction in pension benefits.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2516 INTRO	Lowers normal retirement age for firefighters under Oregon Public Service Retirement Plan.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2709 INTRO	Provides that public employee may not become member of pension program of Oregon Public Service Retirement Plan on or after January 1, 2022.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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PERS

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2748 INTRO	Provides that persons employed by participating public employers may not become members of pension program or individual account program of Oregon Public Service Retirement Plan on or after January 1, 2022.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2866 INTRO	Modifies provisions relating to retirement benefits for public employee who is designated representative of exclusive representative and takes release time.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2867 INTRO	Directs Public Employees Retirement Board to initiate, resume or suspend payment of certain increased benefits under Public Employees Retirement System on first day of calendar quarter following receipt of notice by board that benefit payments are or are not subject to Oregon personal income tax.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2875 INTRO	Directs Public Employees Retirement Board to study public employee retirement and report to appropriate committee or interim committee of Legislative Assembly no later than September 15, 2022.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2906 INTRO	Directs Public Employees Retirement Board to study methods for allowing members of Public Employees Retirement System to certify that member will earn less than \$30,000 in calendar year so that board does not credit employee contributions to employee pension stability account.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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PERS

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 111 INTRO	Modifies provisions relating to public employee retirement.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 112 INTRO	Provides that common law employees are employees for purposes of Public Employees Retirement System.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 113 INTRO	Provides that Public Employees Retirement Board may charge participating public employer accrued earnings for late payment of employee and employer contributions to individual account program.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 413 INTRO	Provides that, for purposes of determining salary of certain member of Public Employees Retirement System, housing allowance paid to prison chaplain shall be treated as includable in member's taxable income under Oregon law.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 426 INTRO	Allows telecommunicators to purchase certain retirement credits and increased benefits under Public Employees Retirement System.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 427 INTRO	Directs Public Employees Retirement Board to study options for allowing telecommunicators to obtain prorated service year units and to report to appropriate committee or interim committee of Legislative Assembly no later than September 15, 2022.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

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PERS

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 446 INTRO	Changes calculation of final average salary for purposes of Public Employees Retirement System to use five years of salary instead of three years, for salary paid on and after January 1, 2022.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 510 INTRO	Cancels pension of member of pension program of Oregon Public Service Retirement Plan who is convicted of rape or murder.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Public Contracting

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2374 INTRO	Directs Oregon Department of Administrative Services to study issues related to preferences in public contracting and report to appropriate committee or interim committee of Legislative Assembly on or before September 15, 2022.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2410 INTRO	Prohibits public bodies from contracting with broadband Internet access service providers that do not offer low income rate program that meets minimum standards established by Public Utility Commission by rule.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

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Public Contracting

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2757 INTRO	Requires bidder for public improvement contract to demonstrate to contracting agency as part of responsibility determination that bidder provides health benefit plan or health insurance and retirement benefit plan to bidder's employees, if public improvement contract or subcontract related to public improvement contract has contract price that exceeds \$200,000.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Public Records

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2224 INTRO	Limits amount public body may charge for public employee time for responding to public records request.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2478 INTRO	Maintains indefinitely exemption from required disclosure of public records that are subject to lawyer-client privilege and public records exemption for privileged information.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2485 INTRO	Requires state agencies to reduce public records request fees by 50 percent if request is made in public interest, and requires state agencies to entirely waive fees if public records request is in public interest and narrowly tailored.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2487 INTRO	Modifies provisions relating to public records about public safety officers.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Public Records

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 294 INTRO	Requires Public Records Advisory Council to conduct surveys every even-numbered year on public records practices and procedures and to publish results of surveys by September 1 of each odd-numbered year.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 315 INTRO	Exempts from required disclosure business, commercial, financial, operational and research data and information that is furnished, developed or generated in connection with ownership or operation of unmanned aerial system test range, if disclosure of information would cause competitive disadvantage to test range or users.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 500 INTRO	Establishes Public Records Advocate as independent office.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 550 INTRO	Requires public body employer to establish and implement process by which employees may request employer to use unique identifier in lieu of employee's name in records contained by employer for purposes of public records requests.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Public Safety

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2155 INTRO	Modifies definition of "public or private official" for purposes of mandatory child abuse reporting.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Public Safety

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2204 INTRO	Provides that public safety officer who represents that person is acting as employee or agent of public body is acting in scope of employment for purposes of Oregon Tort Claims Act.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2486 INTRO	Requires, on or after October 1, 2021, officials of public bodies to grant news media representatives access to scenes of emergencies or emergency police activity that are otherwise closed to public.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 238 INTRO	Prohibits district school board or superintendent from approving contract or other agreement that provides for members of law enforcement agency to be assigned to schools of school district.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 490 INTRO	Directs Department of State Police to maintain staffing level of at least 15 patrol troopers per 100,000 residents of this state, beginning January 1, 2030.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Revenue/Finance/Taxation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2028 INTRO	Eases process for city to elect to receive state-shared revenues.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Revenue/Finance/Taxation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2247 INTRO	Authorizes county to adopt ordinance or resolution authorizing county assessor to waive penalties and interest charged for failure to file property tax return or pay taxes when due.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2781 INTRO	Authorizes county court to order tax collector to cancel property taxes assessed on certain public real and personal property upon request of tax collector and district attorney who determine such taxes to be wholly uncollectible.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2799 INTRO	Authorizes county tax collector to withhold from property tax distributions to taxing districts within county amount equal to three percent of such distributions.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2881 INTRO	Requires Director of Department of Consumer and Business Services to impose \$15 surcharge on limited plan review for fire and life safety and to deposit proceeds of surcharge to State Treasury to credit of State Fire Marshal Fund.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 347 INTRO	Directs Department of Revenue to study possible methods of taxation for funding prevention and suppression of wildfires in Oregon and to report its findings to interim committees of Legislative Assembly related to revenue on or before September 15, 2022.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Revenue/Finance/Taxation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 459 INTRO	Provides that new property or new improvements to property constructed on same lot to replace homestead destroyed or damaged by wildfire in September 2020 may not be taken into account or added to assessment roll for any property tax year beginning before July 1, 2025.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 464 INTRO	Requires tax collector to prorate and cancel property taxes imposed on taxable property destroyed or damaged by wildfire during September 2020 in county covered by state of emergency declared in response to wildfire as if property were destroyed property under current law.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Transportation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 166 INTRO	Requires use of motor vehicle headlights at all times when vehicle is being driven on highway.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 561 INTRO	Adds flashing yellow beacons to list of traffic control devices.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Volunteers

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SB 376 INTRO	Requires employer that employs 20 or more employees to grant unpaid leave of absence to employee who is called into service to perform duties related to service as volunteer firefighter, reserve peace officer or civil air patrol member.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Wildfires

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2295 INTRO	Provides that fire chief, or representative of fire chief, of county may extinguish uncontrolled fire found to be burning in unprotected area.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2573 INTRO	Requires governing body of county that contains at-risk land, as defined, to develop wildfire response plan or solicit proposals for development of wildfire response plan, consider proposals and propose wildfire response plan to State Forestry Department.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2620 INTRO	Directs Department of Corrections to study issues relating to adults in custody who fight wildland fires and to provide results of study to Legislative Assembly no later than December 31, 2021.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2667 INTRO	Appropriates moneys to State Forestry Department for distribution to Rogue Siskiyou Regional Wildfire and Emergency Training Center.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Wildfires

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2714 INTRO	Requires local governments to approve certain reconstruction after 2020 wildfires.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2722 INTRO	Creates Land Use and Wildfire Policy Advisory Committee.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2767 INTRO	Directs State Department of Agriculture to establish grant program for purpose of facilitating eradication of gorse for wildfire mitigation in southwest Oregon.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2772 INTRO	Allows State Forester to order use of wildfire suppression personnel, equipment and services on federal lands within state borders.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
HB 2794 INTRO	Creates Land Use and Wildfire Policy Advisory Committee.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority
SB 248 INTRO	Requires State Forestry Department to study and make recommendations to interim committee of Legislative Assembly regarding prevention of wildfires.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 347 INTRO	Directs Department of Revenue to study possible methods of taxation for funding prevention and suppression of wildfires in Oregon and to report its findings to interim committees of Legislative Assembly related to revenue on or before September 15, 2022.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SB 635 INTRO	Authorizes State Fire Marshal to dispatch firefighting resources in response to fire or wildfire burning on unprotected property.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Bill Summary by Subdivision

Report Date: January 14, 2021

Clackamas Fire District 1

Wildfires

Bill #	Summary	Position	Last Three Actions	Manager	Priority
SCR 6 INTRO	Commends Mill City Rural Fire Protection District and other first responders for their heroic actions in fighting Santiam Fire.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority
SJM 3 INTRO	Urges establishment and funding of federal system to reimburse state and local government property owners and private property owners for damage to real property that results from spreading of wildfires originating on federal lands.	Not Reviewed	1/11/2021 - Introduction and first reading. Referred to President's desk.	Genoa Ingram;	No Priority

Workers Compensation

Bill #	Summary	Position	Last Three Actions	Manager	Priority
HB 2915 INTRO	Requires city that provides disability or retirement system for firefighters and police officers by ordinance or charter that is not subject to workers' compensation law to apply provisions requiring presumption that condition or impairment of health is occupational disease that results from employment if firefighter took physical examination upon gaining or during employment that failed to reveal evidence of occupational disease that existed before employment.	Not Reviewed	1/11/2021 - First reading. Referred to Speaker's desk.	Genoa Ingram;	No Priority

Memo

TO: Board of Directors
Chief Charlton

FROM: Deputy Chief Doug Whiteley

CC:

DATE: January 25, 2021

RE: Strategic Business Plan Updates

Attached is the updated January 2021 Clackamas Fire District #1 Strategic Business Plan. This document is referenced and reviewed throughout the year as it is a “living” document. It is brought before the Board of Directors in January and July for review. This document was reviewed and updated by staff this month to provide tracked edits and changes.

Updates found within the proposed January 2021 Strategic Business Plan include the addition of a 10th goal, updates to the critical tasks and objectives, new critical tasks, and edits to several of the areas of responsibilities.

This document helps ensure the Fire District remains focused on our Mission, Vision, Values, and Goals that guide our actions in providing the highest quality services to those throughout our community.



Clackamas Fire District #1 STRATEGIC BUSINESS PLAN

2020/2021

*To Safely Protect and Preserve
Life and Property*



Clackamas Fire District #1

STRATEGIC BUSINESS

PLAN ~~2020~~2021

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To Safely Protect and Preserve Life and Property

July 2020¹

As Fire Chief of Clackamas Fire District #1, I want to recognize the commitment of care, compassion, dedication, and professionalism that all of our staff, career, volunteer personnel, and elected officials demonstrate every day. This commitment allows us to deliver the highest quality fire and life safety services to the community, citizens, and businesses we serve. All of our professionals make sure the community is safe, but they go above and beyond this commitment by advocating for and supporting efforts to also make sure the community is healthy, livable, and enriching to all. They unselfishly provide basic necessities in the form of food, clothing, and toys during the holidays to those in need. They do not do it because it is a requirement of the job, but because they have chosen a profession that focuses on making a difference in the communities we serve both on and off the job. As Fire Chief, I will continue to support, encourage, and enhance those programs and activities that make our organization truly exceptional.



Clackamas Fire District #1 is unique in many ways. We are unique because of the formation of the organization - a combination of small, community-based fire departments closely connected to their respective communities who, when annexed or merged into a larger organization, have managed to maintain that community connection. This community-based approach has not only established a culture of very close ties between the Fire District and the community, but it has instilled in our personnel the importance of understanding the services required by all individuals.

Fred Charlton

Fire Chief

Clackamas Fire District #1

INTRODUCTION

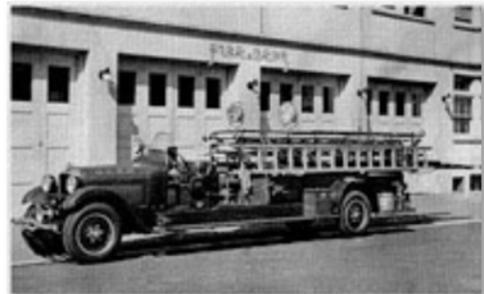
Beginning in 1998 and every ~~few~~ years thereafter, the Fire District has reviewed and updated its strategic business plan. This year the Fire District has not only carefully evaluated and updated its strategic planning document, but it has also reviewed and updated the process used to make that planning document useful to Fire District personnel and to the community we serve. Those changes involved significant Fire District input, and also provided structure to the document to take advantage of clearly-focused objectives. As such, this living, dynamic document allows frequent updates as objectives are met and goals are accomplished.

This year, in addition to long-term goals, the Fire District has identified the most important short-term objectives, critical tasks needed to meet those objectives, timelines, and has committed to completing those during the upcoming year.

If you are a member of the Fire District—career or volunteer firefighter, staff or Board Director—this document will provide guidance for the major and even minor initiatives that the Fire District is pursuing during the next year. Your understanding and support of these initiatives is critical to the Fire District. If you are a citizen or member of the community, this document memorializes our goals for the future and our efforts to make improvements to our programs and the services we provide.



Clackamas Fire District #1 was established as the result of a series of mergers, consolidations, and annexations that took place during the last four decades. Prior to 1933, cities were not authorized to provide fire protection outside of their geopolitical boundaries. Therefore, outside of city limits, there was little or no fire protection. In the 1930s, the Oregon Legislature authorized the formation of Rural Fire Protection Districts to provide services in unincorporated areas.



To Safely Protect and Preserve Life and Property

Unprotected gaps were called Fire Management Zones and were served by counties. A number of these zones existed in Clackamas County until 1974 when the county exited the fire protection business. The commissioners formed Clackamas Fire District #54 in the area surrounding Oregon City to take some of those responsibilities.

In the northern part of the county, around the City of Milwaukie, a similar process was ongoing. Milwaukie Fire Protection District #56 served the area surrounding the City of Milwaukie and north into Multnomah County. Together with Multnomah County Fire District #12, the agencies served an area that extended up to 82nd Avenue and Division in



unincorporated Multnomah County. However, aggressive annexations by cities during the early 1970s forced both agencies to evaluate their options. In 1976, what remained of the two districts merged and formed Clackamas County Fire District #1, most commonly referred to as Clackamas Fire District #1.

Yet, city annexations continued—forcing other fire districts to merge to preserve service levels. In 1988, Happy Valley Fire District #65, Clackamas Fire District #71 and Clackamas Fire District #54 merged and within two years consolidated their services further by joining with Clackamas Fire District #1. The new fire agency was now large enough to provide expanded service levels and to provide the expanded scope of services with the economies of scale typical of modern fire agencies.

In the early 1990s, Clackamas Fire District #1 merged with Beavercreek Fire District #55.



During the next decade, it merged with Oak Lodge Fire District #51 and Clarkes Fire District #68 and began providing services by contract to the City of Milwaukie and the City of Oregon City.

In 2000, Clackamas Fire District #1 proudly became an Internationally Accredited

Organization. Accreditation is a comprehensive self-assessment and evaluation model that enables organizations to examine past, current, and future service levels and internal performance and compare them to industry best practices. This process leads to improved service delivery. The Center for Public Safety Excellence's (CPSE) Accreditation Program, administered by the Commission on Fire Accreditation International (CFAI) allows fire and emergency service agencies to compare their performance to industry best practices in order to:

- Determine community risk and safety needs and develop community specific Standards of Cover.

To Safely Protect and Preserve Life and Property

- Evaluate the performance of the department.
- Establish a method for achieving continuous organizational improvement.

The CFAI accreditation process provides a well-defined, internationally-recognized benchmark system to measure the quality of fire and emergency services. Clackamas Fire District #1 completes a comprehensive re-accreditation process every five years to maintain our accredited agency status. The Fire District was most recently accredited in August 2015.

In 2005, the Fire District held an election to annex the territories within the City of Milwaukie, followed by a 2007 election to annex the City of Oregon City into Clackamas Fire District #1. Both of those annexation elections passed by significant margins.

In 2014, the Board of Directors for Clackamas Fire District #1 and Boring Fire District #59 unanimously approved a contract for services in which Clackamas Fire provided fire protection, fire prevention, and emergency services to the citizens of Boring Fire District through a five-year contract for service. In November 2016, voters within both Fire Districts approved a legal integration in the form of an annexation of Boring Fire District #59 into Clackamas Fire District #1. That annexation was finalized in February 2017.

The Fire District protects more than \$23 billion in assessed value comprised of a mix of industrial, commercial, and residential properties. In 2019, per the Clackamas County Tax Assessors' Office, there were 57,229 residential properties and 2,010 commercial properties within the Fire District boundary. Approximately 280 career firefighters and administrative personnel oversee the efforts of the Fire District. In addition, a cadre of more than 80 community volunteer firefighters assist with firefighting efforts and provide assistance with many of the Fire District's auxiliary services. In total, the Fire District protects over 225 square miles— with 21 community fire stations serving nearly 235,000 permanent residents. Our service area encompasses four cities including 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.

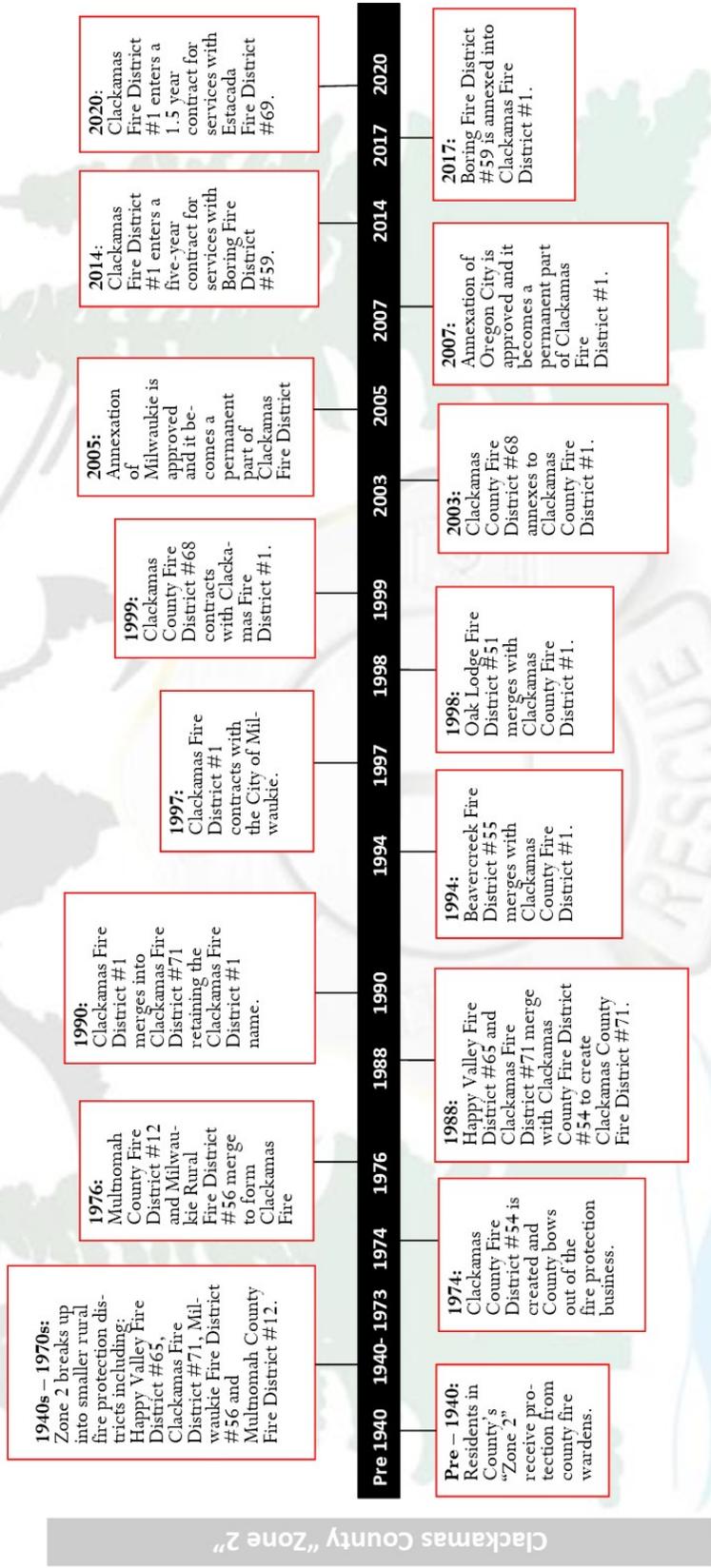
In January 2020, the Fire District entered into an 18-month Intergovernmental Agreement in the form of a Contract for Service to Estacada Fire District #69. Estacada Fire protects 78 square miles and 15,000 residents from two community fire stations.

To Safely Protect and Preserve Life and Property

In the last decade, the Fire District has experienced rapid population and construction growth rates. Those rates are expected to increase as buildable residential property and suitable industrial land are being developed. The Fire



District must plan for additional increases as the more suburban and rural areas are urbanized and the population centers become more densely populated through infill and increased regional planning efforts.



CLACKAMAS FIRE DISTRICT #1

DEVELOPING GOALS AND OBJECTIVES

The Fire District began a year-long process in late 2008 to develop its goals and objectives. In doing so, those goals and objectives were created in the context of environmental factors that are placing continuing pressure on the Fire District. Public expectations are increasing while financial and other resources are flattening or even declining. Impacts of these changes are being felt across the nation as the effectiveness of our public safety systems strain against the pressure. The nation's first responders are constantly being challenged to be more efficient while maintaining their effectiveness. Clackamas Fire District #1 is no different.

With these issues in mind, the Fire District developed a process to gain the values and perspectives of three distinct groups: the local community, the Fire District's elected officials, and the staff (including volunteers and paid personnel) of the Fire District. As part of the process, the Fire District contracted with an outside firm to facilitate the planning efforts. The three-pronged, Customer Centered Strategic Planning (CCSP) process, is a product of that consultation.

Each of the three planning groups provided input into the process based on their understanding of the Fire District's direction and upon that group's values. From this input, the Fire District originally developed and continually evaluates its 14 Organizational Goals, and from those goals each of the organization's divisions and workgroups have developed objectives. In 2014 at the Fire District's annual Strategic Planning Retreat, career personnel, volunteers and staff evaluated the Fire District's mission, vision, values and goals. The original 14 goals were condensed to the nine that were used through 2018. In early 2019, the Board of Directors were presented the ~~current~~previous nine goals that included a number of changes and updates as a result of a number of strategic planning meetings. In early 2021, staff requested the Board of Directors approve the current Strategic Business Plan to include a 10th goal.

While public expectations and limited resources may make it difficult to accomplish specific goals and objectives, in order to be more efficient with available resources the Fire District set the organization's goals and objectives based on constructive efforts while eliminating programs that do not serve the customer.

The Fire District's Board of Directors is a critical component of the strategic business plan. The Board's commitment to fund the plan elements and to monitor progress toward the plan's accomplishments is instrumental. The Board participated in several facilitated organizational value processes and public work sessions. A number of the Board members participated in the community processes and they did and continue to act as the community's representatives in the long-term direction of the Fire District.

To Safely Protect and Preserve Life and Property

Implementing and Updating the Goals and Objectives

The Executive Team establishes the priorities and objectives for each Organizational Goal and establishes methods to ensure that the objectives can be accomplished. Those methods include structuring assignments that would not create difficult burdens on a single individual or division, yet also ensure that the assignments are allocated to the person or position having both the capability and the capacity to ensure that the priorities can be accomplished. In addition, the Executive Team makes assignments and provides guidance to develop additional competencies in Fire District personnel.

Twice each year, Fire District staff reviews and updates the Strategic Plan. Each review will encompass an overview of the action plans from the previous review and accomplishments toward achieving the goals and objectives described in these plans. Next, staff will consider the current list of objectives and remove those that are no longer valid; add others that may be more important given the then current political, economic, and legal environments; or change the action plans to reflect the current conditions.

Every five years, the Fire District will review its mission, vision, values, guiding principles and goals. Those factors will be updated as appropriate and will be accompanied by a new list of appropriate goals and objectives for the future.

MISSION, VALUES, VISION

The Fire District has adopted strategic planning elements based on the input of the community, the Board of Directors, and the Fire District's internal strategic planning group. From that process, the Fire District developed the mission, values and vision that established organizational direction. Every three to five years, the Fire District reviews its' Mission, Values, and Vision statements to ensure they clearly reflect the direction the Fire District is headed.

Our Mission

The mission statement of the Fire District is designed to clearly define, in simple terms, what services that are provided to the community, and it focuses Fire District members on what is truly important. The mission statement is posted prominently throughout the Fire District's facilities. The current Mission statement is:

To Safely Protect and Preserve Life and Property

Our Values

The values are the guiding principles of Clackamas Fire District #1 shared throughout the organization. These values describe the Fire District’s culture and core beliefs and provide a cultural foundation for all personnel as well as describe actions that are the living enactment of the fundamentals held by individuals within the Fire District. The current Values are:

- Guide our actions with integrity, courage, respect, and accountability**
- Anticipate and respond to the needs of our community**
- Communicate effectively and share knowledge**
- Inspire leadership and develop leaders**
- Model excellence in safety, health, and wellness**
- Promote public education and public engagement**
- Be fiscally responsible**

Our Vision

The vision statements describe the Fire District’s inspiration and model for the future state of affairs. This is the description of where the Fire District expects to be in the future providing members with a view of the future that can be shared, a clear sense of direction, a mobilization of energy, and gives a sense of being engaged in something important. The vision statements developed by the Fire District incorporate the will of citizens; the purposeful thought of our employees and volunteers; and the intent of the governing body. The following vision statements have been adopted by Clackamas Fire District #1:

- To maintain accredited agency status**
- To utilize technology to enhance service delivery**
- To dedicate ourselves to continuous improvement**
- To continue to pursue alternate funding strategies**
- To minimize our environmental impact**
- To encourage involvement, innovation, and creativity**

ORGANIZATIONAL GOALS

The Fire District has established ~~nine-ten~~ goals, each of which is based on the input provided by the Board of Directors, the community, and the staff. The Board reviewed and adopted these goals in 2021~~19~~ and the management team and staff created objectives for each goal. These goals articulate the Fire District’s direction for the next three to five years and beyond and are not in order of importance, but rather reflect all of the work the Fire District will be

To Safely Protect and Preserve Life and Property

focusing on to support the Mission, Values and Vision statements.

The ~~nine-ten~~ goals are:

1. **Maintain accredited agency status**
2. **Reduce the number and consequence of fire**
3. **Improve outcomes in emergency incidents**
4. **Assemble, retain and develop a highly-trained, healthy, and dedicated workforce reflective of the community we serve**
5. **Prepare ourselves and the community for disasters**
6. **Communicate effectively**
7. **Continue to strengthen our relationships with our strategic partners**
8. **Provide exceptional customer service**
- 9. **Implement management practices to ensure financial and operational sustainability****
- 9-10. **Leverage data for effective decision making****

Following the development of the goals, division managers developed specific objectives to accomplish one or more of these goals. These objectives were accompanied by specific, measurable outcomes by which the organization could evaluate the progress toward delivery of a final product.

S U M M A R Y

While creating a long-term business plan is critical in many ways, the plan must also provide the organization with focus a clearly designed narrow set of objectives that can be accomplished in the short term. As part of its planning process, the Fire District developed a method to concentrate its efforts on just a few important objectives. These focused plans provide direction to the Fire District and its staff about how to proceed.

The Strategic Business Plan for Clackamas Fire District #1 is a "living" document not intended to be placed on a shelf, rather it is designed to be referenced for guidance on a regular basis. This document articulates the goals and objectives of the organization and provides a pathway to complete tasks in a timely manner.

Each year, the Fire District engages staff in addressing emerging issues facing the communities we serve and the services we provide. The input and ideas gathered from planning sessions are used to develop the next set of goals, objectives, and tasks we must focus on to ensure Clackamas Fire District #1 continues “*To Safely Protect and Preserve Life and Property.*”

Goal #1 – Improve the Fire District through Accreditation

Objective 1-1:

Become re-accredited by the Commission on Fire Accreditation International

Timeline: March 2021

Responsibility: Business Services Division

Critical Tasks:

- ~~1. Review and update organizational documents~~
1. Facilitate site visit Review and make error of fact corrections to draft report
2. Evaluate and take action as appropriate on-site team recommendations
3. Prepare for and attend accreditation hearing
- 3.4. Develop plan to address and implement accreditation recommendations

Objective 1-2:

Further integrate accreditation as part of the Fire District’s continuous quality improvement efforts

Timeline: 6-36 months

Responsibility: Business Services Division

Critical Task:

1. Develop and implement a work plan for performance indicator plans and peer review team recommendations as appropriate
2. Develop after-action report for accreditation process
3. Develop current and future accreditation team members

Goal #2 – Reduce the Number and Consequence of Fire

Objective 2-1: Reduce consequence of fire

Timeline: Ongoing

Responsibility: Emergency Services Division

Critical Tasks:

1. Ensure optimal Fire District coverage to reduce response times
2. Continue to enhance firefighting skills through targeted training as outlined within the ~~2020~~ 2021 Annual Training Plan
3. Update and adopt the ~~2020-2021~~ Standards of Cover (SOC) document
4. ~~Continually evaluate response performance data and research/~~
5. ~~implement~~ Implement means to ensure an adequate effective response force appropriate for the specific call type
- 5.6. Improve the reliability of suppression resources by the addition of EMS and Low Priority



To Safely Protect and Preserve Life and Property

Response Units in targeted areas

- ~~67. Establish plan and timeline to address wildfire after-action review (AAR) recommendations~~
~~Continue to adjust and refine Automatic Vehicle Location (AVL) dispatching of emergency response units to ensure the most efficient unit responses~~

Objective 2-2: Maintain a Multi-family occupancy inspections and education program

Timeline: Ongoing ~~36 months~~

Responsibility: Fire Marshal's Office

Critical Tasks:

- ~~1. Follow-up with all code violations within 30 days of initial inspection. Track program success and make improvements as needed~~
- ~~2. Conduct fire inspections in multi-family dwellings with less than 50 occupants every two years.~~
- ~~1-3. Conduct fire inspections in multi-family dwellings with 50 or more occupants annually.~~
- ~~2-4. Enhance upon the inspection and education program for the Manufactured Homes Program~~

Objective 2-3: Expand fire and life safety outreach to residential occupancies

Timeline: Ongoing

Responsibility: Fire Marshal's Office, Public Affairs Department

Critical Tasks:

- ~~1. Collaborate and strengthen partnership with the Public Affairs Department and other Fire District Departments in assisting with target specific outreach efforts with Fire Marshal's Office and Public Affairs Department to expand outreach for specific audience.~~
2. Utilize the Community Paramedic Program to provide in home fire safety education
 - a. Support the development of a Home Inspection Program for at-risk occupants
3. Continue to expand Fire and Emergency Medical Services (EMS) Prevention initiatives and programs
4. Conduct at least four side-by-side residential fire sprinkler demonstrations per year
5. Provide fire sprinkler education to local stakeholders and groups such as homeowners' associations, building officials, planning departments, realtor groups, cities and county, etc. as requested

Goal #3 – Improve Outcomes of Emergency Incidents

Objective 3-1: Improve cardiac arrest outcomes

Timeline: Ongoing 12-24 months

Responsibility: Emergency Services Division

Critical Tasks:

1. Provide High Performance CPR refresher training quarterly to crews
2. Continue to build upon law enforcement response to cardiac arrest incidents
3. Provide most current nationally recognized CPR training annually to all Fire District staff
4. Continue to support county-wide PulsePoint Campaign
5. Increase Hands-Only CPR education to the public annually by 20%
6. ~~Adjust and refine AVL dispatching through the use of data dashboards for emergency response units to ensure the most efficient EMS response~~



Objective 3-2: ~~Improve outcomes of emergency incidents through delivery of~~ Deliver targeted training focused on improved outcomes.

Timeline: Ongoing 12-36 Months

Responsibility: Emergency Services Division

Critical Tasks:

1. Continue to deliver targeted training ~~based on known weaknesses identified through company evaluations process and outcome data.~~
2. Invest in digital mediums, networks and training locations, which allow efficient delivery of targeted training while allowing crews to optimize Fire District coverage
3. Evaluate staffing needs to adequately provide training

Objective 3-3: Improve response performance

Timeline: Ongoing 12-24 Months

Responsibility: Emergency Services Division

Critical Tasks:

1. Ensure delivery of emergency services is focused on sending the appropriate resource
2. Focus on eliminating redundancy and improve ~~efficacy~~ efficiency in emergency medical response performances by working with partner agencies
3. Implement/Utilize Enhance data analysis programs to provide improved understanding of capabilities, activities and operational performance. Intterra and First Watch platforms.
4. Continue to adjust and refine ~~new~~ Computer Aided Dispatch (CAD) system with Automatic



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Vehicle Location (AVL)

5. Develop the methodology for which the Fire District will evaluate and communicate response performance
6. Monitor turnout and response times to all incidents; identify and eliminate barriers, quarterly
- ~~67. Utilize analytics programs to optimize Fire District coverage during emergency incidents~~
- ~~78. Expand Community Paramedic Program~~
89. Expand Single-Role Paramedic deployment model in targeted areas
910. Implement and evaluate Low Priority Response Unit programs
- ~~1011. Implement and evaluate alternative response plans for specific call types~~

Goal #4 – Assemble, Retain and Develop a Highly Trained, Healthy, and Dedicated Workforce Reflective of the Community We Serve

Objective 4-1: Conduct diversity analysis of all employees

Timeline: Ongoing every other ~~year~~ year on July 1

Responsibility: Business Services Division, Human Resources Department

Critical Tasks:

1. Collect self-identification data for all current and new hire employees
2. Determine and report on differences between self-identification data of Fire District to Clackamas County demographics (current and projected)
3. Work with Training, Volunteers and Explorers to increase diversity in recruitment activities
4. ~~Continue to support the Portland Metro Fire Camp~~
5. Participate in NW Fire Diversity Council to identify ongoing strategies to improve workplace diversity
6. Continue to evaluate and improve the recruiting and hiring process.
7. Identify and develop strategies to remove barriers, which inhibit individuals from participating in entry- level and promotional processes.
8. Review and update equal employment opportunity policies and practices.
9. Identify and implement strategies to address diversity, equity, and inclusion across all areas of the Fire District

Objective 4-2: Maintain an ongoing presence in education institutions and community organizations. Provide District on-site opportunities to students and the community

Timeline: Ongoing

Responsibility: Training Department, Public Affairs, and Human Resources Department

Critical Tasks:

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1. Continue to support local Fire Science programs to coordinate with school curriculum
2. ~~Continue participation in NW Fire Diversity Council~~
3. Continue support and staffing in local fire camps that target women and other diverse backgrounds for fire service recruitment
4. Expand attendance at career fairs, college campuses, trade schools and high schools



Objective 4-3: Maintain a healthy environment as it relates to work load and enhance development opportunities

Timeline: 12 months

Responsibility: Business Services Division

Critical Tasks:

1. Implement remote work pilot program and evaluate its impact on workload and development opportunities
2. Regularly update and publish organizational charts
3. Annually review and update all departmental staffing analysis documents.
4. Establish clear expectations, provide timelines, and sufficient resources for projects
5. Solicit input and provide feedback
6. Implement training plans ~~to include, goals and objectives from~~ regarding quarterly check-in process, Target Solutions, ~~s~~Staff Academy development, and cross training at all levels ~~to address leadership, and business practices, and operational skills, knowledge, and abilities.~~
7. Expand availability of development opportunities to include continuing and higher education.

Objective 4-4: Enhance the injury prevention and rehabilitation portion of the Fire District Wellness Program.

Timeline: Ongoing

Responsibility: Health and Wellness Department

Critical Tasks:

1. Ensure firefighters have access to culturally competent post injury care ~~utilizing the District Athletic Trainers and vetted healthcare providers.~~
2. Create a post-conditional offer/pre academy forum to conduct movement assessments, provide education on fire ground fitness and give individual feedback during the entry-level process.
3. Regularly evaluate injury reporting, workers' compensation and health insurance injury data to identify areas for District training and education.

Objective 4-5: Support organizational development committee, establish new/update competencies for all job descriptions and develop a strategic workforce plan that links

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competencies to organizational strategy

Timeline: 12 months

Responsibility: ~~Business Services Division~~ All

Divisions/Departments

Critical Tasks:

1. Support the **Professional** Organizational Development Committee
2. Revise employee evaluation process and associated goals for employee development and engagement
3. Identify additional platforms for Documentation of employee performance
4. Solicit organizational input / support of all workgroups
5. Establish charter to include roles and responsibilities
6. Provide and promote leadership training for department Directors / managers / staff through joint internal and external leadership academies
7. Continue to update competencies for all job descriptions through the Organizational Development Committee
8. Align opportunities with needed competencies
9. Regularly review existing job descriptions to ensure they are accurate and up-to-date



Objective 4-6: Develop a training program to better prepare all staff, career and volunteer personnel for supervisory positions

Timeline: 6 months

Responsibility: Business Services Division, Training Department

Critical Tasks:

1. Establish an annual training plan that includes training from BOLI with Human Resource involvement regarding discipline, documentation, leave, harassment, civil rights and protected classes, employment law, labor relations,
2. Establish training program via Organizational Development Committee for roll out of new Performance evaluations
3. Provide supervisor training for all supervisors through internal leadership academy along with leadership principle training in conjunction with outside partners
4. Expand supervisory and command officer training for all ~~career / volunteer~~ personnel
5. Provide Incident Command System (ICS) training for all personnel

Goal #5 – Prepare Ourselves and the Community for Disasters

Objective 5-1: Ensure the Fire District is able to provide critical services following a disaster

Timeline: 18-24 months

Responsibility: ~~Business Services Division~~Public Affairs Department, Emergency Manager



Critical Tasks:

1. Conduct an evaluation of the response and support activities associated with the COVID-19 event, in order to identify best practices and needed changes to policies, staffing plans and response tactics or Pandemic.
2. Refine the Continuity of Operations Plan (COOP) in order to improve its ability to support disaster management
3. Conduct internal preparedness campaigns to create a culture of individual and family resilience to disasters

Objective 5-2: Prepare the Fire District for a regional response to a large disaster

Timeline: 36 months / Ongoing

Responsibility: ~~Business Services Division~~Public Affairs Department, Emergency Manager

Critical Tasks:

1. Develop a five-year all-hazards exercise plan based on the threat analysis contained in the Clackamas County Natural Hazard Mitigation Plan.
2. Participate in the UASI region Cascadia Rising multi-year exercises
3. Participate in regional disaster preparedness committees and work groups
4. Update and/or create emergency and disaster response protocols

Objective 5-3: Improve the disaster resilience of our residents

Timeline: Ongoing

Responsibility: ~~Public Affairs Department~~Business Services Division, Emergency Manager

Critical Tasks:

1. Conduct community presentations aimed at ensuring our residents are two weeks ready
2. Improve disaster preparedness messaging using social media and the Fire District website
3. Participate in disaster planning meetings of local response stakeholders and community groups

Objective 5-4: Strengthen the Community Emergency Response Team (CERT) program and its mission to create disaster resilient families and communities

Timeline: Ongoing

Responsibility: ~~Public Affairs Department~~Business Services Division, Emergency Manager

Critical Tasks:

1. Provide guidance and support for CERT leadership
2. Support the development of a CERT team to serve the Boring/ Damascus community.
3. Integrate CERT response capabilities into Fire Rescue Protocols (FRP's)
4. Conduct training and exercises focused on strengthening CERT's ability to support the Fire District

Goal #6 – Communicate Effectively

Objective 6-1: Refine internal communications

Timeline: Ongoing

Responsibility: Fire Chief's Office, Public Information Officer

Critical Tasks:

1. Identify and reduce redundancies and conflicts through brief and more frequent communication
2. Continue use of live video conferencing to communicate effectively with the workforce. Establish lines of effective communications through live digital medium
3. Set organizational direction through clear, direct communication that is specific and appropriate throughout the workforce
4. Communicate the right ~~issue to the right person~~ information to the right people to keep them informed and make decisions.
5. Solicit input from employees / volunteers in process to improve internal communication
6. Continue annual organizational planning retreats – Board of Directors, District-wide and Volunteer Association
7. Utilize technology to engage in collaboration across organizational departments

Objective 6-2: Ensure communication with our citizens by continuing to develop an online social media presence and maintaining regular contact with community and civic groups

Timeline: Ongoing

Responsibility: Fire Chief's Office, Public Information Officer

Critical Tasks:

1. Ensure all of our neighborhood associations, community and civic groups are visited on at least a quarterly basis
2. Enhance social media presence by continuing to provide relevant fire and life safety content to gain followers
3. Continue public engagement through station tours, fire and life safety events and community gatherings.
- 3-4. Continue public engagement through the use of social media and interactive video content



Objective 6-3: Use traditional and social media platforms to communicate fire and life safety information to our community on an ongoing basis

Timeline: Ongoing

Responsibility: Fire Chief's Office, Public Information Officer, Fire Marshal's Office

Critical Tasks:

1. Create and distribute timely and relevant fire and life safety information based off local fire

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and life safety trends as presented by the Fire Marshal's Office.

2. Enhance social media presence by increasing followers by 10% by July 1, 2021 across all three (Twitter, Facebook and Instagram) social platforms
3. Continue to refine our target audience and design messaging to reach those groups
4. Adapt public education messaging to fire investigation origin and cause results

Goal #7 – Continue to Strengthen Our Relationships with Our Strategic Partners

Objective 7-1: Use Interagency Committee to communicate with strategic partners and community members

Timeline: Ongoing

Responsibility: Fire Chief's Office, Board of Directors

Critical Tasks:

1. Schedule and attend ongoing meetings
2. Review, amend and develop new contracts and Intergovernmental Agreements (IGAs) as needed
3. Continue to seek opportunities for collaboration and partnerships

Objective 7-2: Continue organizational engagement in regional planning

Timeline: Ongoing

Responsibility: Fire Chief's Office

Critical Tasks:

1. Provide input and seek feedback from legislative lobbyist and others as needed
2. Engage local cities, counties and special interest groups



Clackamas District Fire Defense Board



Goal #8 – Provide Exceptional Customer Service

Objective 8-1: Continually improve internal and external customer service; seek public input on all services provided

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Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Establish effective internal and external customer service through more frequent, brief communication and utilizing digital media
2. Establish a culture of customer service throughout all workgroups
3. ~~Create clear expectations regarding~~ Review, update, and distribute the customer service policy annually
4. ~~Develop examples of what good internal and external customer service looks like~~
- 5.4. Provide communication and customer service education and training for all employees and volunteers
- 6.5. Develop feedback opportunities for fire inspections and public education sections of the Fire District
- 7.6. Review and respond to compliments and complaints.
- 8.7. Check in on home/business owners one to two months after a fire

Objective 8-2: Utilize technology to enhance service delivery and improve customer service

Timeline: Ongoing

Responsibility: Business Services Division, Information Technology Department

Critical Tasks:

1. Review, update, and refine the Fire District website
2. Implement and maintain information security measures and educate workforce
3. Implement and support new and existing enterprising solutions
4. Update and procure hardware and software to standardize the platforms supported by the Information Technology Services Department
5. Maintain network infrastructure to support new platforms through quarterly business reviews
6. Continue communication and collaboration with end users for improved system and software use

Goal # 9 Implement Management Practices to Ensure Financial and Operational Sustainability

Objective 9-1: Financial sustainability

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Develop systems to analyze ROI on all new projects/programs
2. Utilize Quarterly Business Reviews (QBR's) to track and adjust for trends
3. Promote consideration of full life-cycle costs in making investment decisions

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4. Regularly update long-range financial plans and forecasts
5. Maintain adequate fund balance reserves
6. Improve reporting and transparency of financial information

Objective 9-2: Organizational Sustainability

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Analyze and prioritize all projects/programs through the Budget process to advance Fire District goals
2. Establish performance goals and measures for each project/program/department
3. Utilize data to drive organizational decision-making
4. Develop position binders, job aides, and other tools to aid others in assuming new duties
5. Apply best practices to protect and defend the Fire District's information technology systems
6. Establish resource pool for support and maintenance of technology tools and systems
7. Develop redundancy (back-ups) for each position
8. Maintain and exercise the continuity of operations plan.
9. Develop a model for succession planning and implement it across the organization

Goal # 10 Leverage Data for Effective Decision-Making

Objective 10-1: Utilize quality data for evidence-based decision making to assess and produce the best outcomes.

Timeline: Ongoing

Responsibility: Data Services

Critical Tasks:

1. Educate and develop accountability for all personnel to capture appropriate data to provide information that can be analyzed to achieve the organization's desired outcomes.
2. Champion more relevant and technologically robust systems capable of integrating with new innovative data systems to provide advanced analytics, and support evidence-based decision making.
3. Leverage technology(s) to assure real-time data capture and analytics that provide insights for use.
4. Assure a process is in place to track physical and traumatic event exposure(s) for all response personnel.

Objective 10-2: Implement advanced data analytics to make informed decisions

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Cultivate a data-driven culture that utilizes data insights to modify strategies, deployment models,

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- and programs.
2. Employ advanced analytics to assist in making predictive and prescriptive decisions that are focused on the outcomes the agency is trying to achieve.
 3. Ensure personnel are aware of public disclosure laws, rules, and best practices in providing data to other organizations, the media, and the general public.
 4. Establish best practices for data cleansing and for tracking data access to safeguard its integrity.

Objective 10-3: Focus on developing outcome-based data for all measurable operations and functions within the organization.

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Develop an outcome-based performance measurement system.
2. Use aggregate data to inform and improve system performance
3. Champion for sharing of data between agencies and organizations and encourage interagency cooperation to promote evaluation of outcomes.



Clackamas Fire District #1 STRATEGIC BUSINESS PLAN

2021

*To Safely Protect and Preserve
Life and Property*



Clackamas Fire District #1

STRATEGIC BUSINESS PLAN 2021

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To Safely Protect and Preserve Life and Property

July 2021

As Fire Chief of Clackamas Fire District #1, I want to recognize the commitment of care, compassion, dedication, and professionalism that all of our staff, career, volunteer personnel, and elected officials demonstrate every day. This commitment allows us to deliver the highest quality fire and life safety services to the community, citizens, and businesses we serve. All of our professionals make sure the community is safe, but they go above and beyond this commitment by advocating for and supporting efforts to also make sure the community is healthy, livable, and enriching to all. They unselfishly provide basic necessities in the form of food, clothing, and toys during the holidays to those in need. They do not do it because it is a requirement of the job, but because they have chosen a profession that focuses on making a difference in the communities we serve both on and off the job. As Fire Chief, I will continue to support, encourage, and enhance those programs and activities that make our organization truly exceptional.



Clackamas Fire District #1 is unique in many ways. We are unique because of the formation of the organization - a combination of small, community-based fire departments closely connected to their respective communities who, when annexed or merged into a larger organization, have managed to maintain that community connection. This community-based approach has not only established a culture of very close ties between the Fire District and the community, but it has instilled in our personnel the importance of understanding the services required by all individuals.

Fred Charlton

Fire Chief

Clackamas Fire District #1

INTRODUCTION

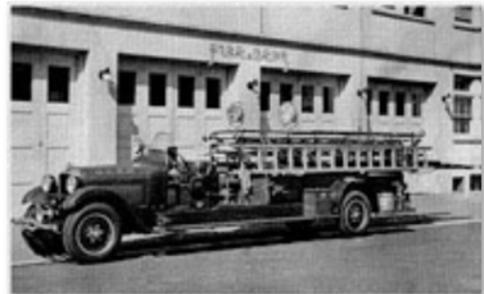
Beginning in 1998 and every year thereafter, the Fire District has reviewed and updated its strategic business plan. This year the Fire District has not only carefully evaluated and updated its strategic planning document, but it has also reviewed and updated the process used to make that planning document useful to Fire District personnel and to the community we serve. Those changes involved significant Fire District input, and also provided structure to the document to take advantage of clearly-focused objectives. As such, this living, dynamic document allows frequent updates as objectives are met and goals are accomplished.

This year, in addition to long-term goals, the Fire District has identified the most important short-term objectives, critical tasks needed to meet those objectives, timelines, and has committed to completing those during the upcoming year.

If you are a member of the Fire District—career or volunteer firefighter, staff or Board Director—this document will provide guidance for the major and even minor initiatives that the Fire District is pursuing during the next year. Your understanding and support of these initiatives is critical to the Fire District. If you are a citizen or member of the community, this document memorializes our goals for the future and our efforts to make improvements to our programs and the services we provide.



Clackamas Fire District #1 was established as the result of a series of mergers, consolidations, and annexations that took place during the last four decades. Prior to 1933, cities were not authorized to provide fire protection outside of their geopolitical boundaries. Therefore, outside of city limits, there was little or no fire protection. In the 1930s, the Oregon Legislature authorized the formation of Rural Fire Protection Districts to provide services in unincorporated areas.



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Unprotected gaps were called Fire Management Zones and were served by counties. A number of these zones existed in Clackamas County until 1974 when the county exited the fire protection business. The commissioners formed Clackamas Fire District #54 in the area surrounding Oregon City to take some of those responsibilities.

In the northern part of the county, around the City of Milwaukie, a similar process was ongoing. Milwaukie Fire Protection District #56 served the area surrounding the City of Milwaukie and north into Multnomah County. Together with Multnomah County Fire District #12, the agencies served an area that extended up to 82nd Avenue and Division in



unincorporated Multnomah County. However, aggressive annexations by cities during the early 1970s forced both agencies to evaluate their options. In 1976, what remained of the two districts merged and formed Clackamas County Fire District #1, most commonly referred to as Clackamas Fire District #1.

Yet, city annexations continued—forcing other fire districts to merge to preserve service levels. In 1988, Happy Valley Fire District #65, Clackamas Fire District #71 and Clackamas Fire District #54 merged and within two years consolidated their services further by joining with Clackamas Fire District #1. The new fire agency was now large enough to provide expanded service levels and to provide the expanded scope of services with the economies of scale typical of modern fire agencies.

In the early 1990s, Clackamas Fire District #1 merged with Beavercreek Fire District #55.



During the next decade, it merged with Oak Lodge Fire District #51 and Clarkes Fire District #68 and began providing services by contract to the City of Milwaukie and the City of Oregon City.

In 2000, Clackamas Fire District #1 proudly became an Internationally Accredited

Organization. Accreditation is a comprehensive self-assessment and evaluation model that enables organizations to examine past, current, and future service levels and internal performance and compare them to industry best practices. This process leads to improved service delivery. The Center for Public Safety Excellence's (CPSE) Accreditation Program, administered by the Commission on Fire Accreditation International (CFAI) allows fire and emergency service agencies to compare their performance to industry best practices in order to:

- Determine community risk and safety needs and develop community specific Standards of Cover.

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- Evaluate the performance of the department.
- Establish a method for achieving continuous organizational improvement.

The CFAI accreditation process provides a well-defined, internationally-recognized benchmark system to measure the quality of fire and emergency services. Clackamas Fire District #1 completes a comprehensive re-accreditation process every five years to maintain our accredited agency status. The Fire District was most recently accredited in August 2015.

In 2005, the Fire District held an election to annex the territories within the City of Milwaukie, followed by a 2007 election to annex the City of Oregon City into Clackamas Fire District #1. Both of those annexation elections passed by significant margins.

In 2014, the Board of Directors for Clackamas Fire District #1 and Boring Fire District #59 unanimously approved a contract for services in which Clackamas Fire provided fire protection, fire prevention, and emergency services to the citizens of Boring Fire District through a five-year contract for service. In November 2016, voters within both Fire Districts approved a legal integration in the form of an annexation of Boring Fire District #59 into Clackamas Fire District #1. That annexation was finalized in February 2017.

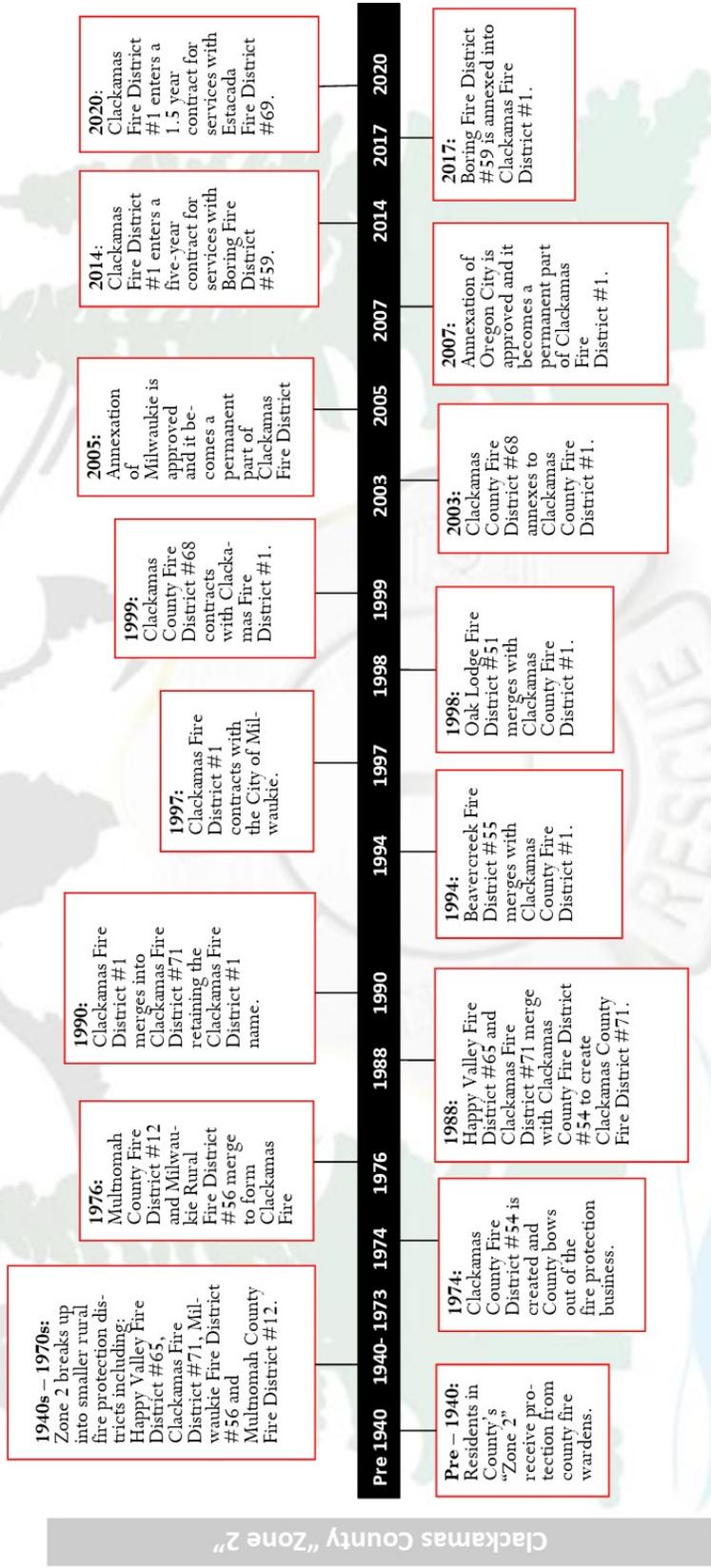
The Fire District protects more than \$23 billion in assessed value comprised of a mix of industrial, commercial, and residential properties. In 2019, per the Clackamas County Tax Assessors' Office, there were 57,229 residential properties and 2,010 commercial properties within the Fire District boundary. Approximately 280 career firefighters and administrative personnel oversee the efforts of the Fire District. In addition, a cadre of more than 80 community volunteer firefighters assist with firefighting efforts and provide assistance with many of the Fire District's auxiliary services. In total, the Fire District protects over 225 square miles— with 21 community fire stations serving nearly 235,000 permanent residents. Our service area encompasses four cities including 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.

In January 2020, the Fire District entered into an 18-month Intergovernmental Agreement in the form of a Contract for Service to Estacada Fire District #69. Estacada Fire protects 78 square miles and 15,000 residents from two community fire stations.

To Safely Protect and Preserve Life and Property

In the last decade, the Fire District has experienced rapid population and construction growth rates. Those rates are expected to increase as buildable residential property and suitable industrial land are being developed. The Fire District must plan for additional increases as the more suburban and rural areas are urbanized and the population centers become more densely populated through infill and increased regional planning efforts.





CLACKAMAS FIRE DISTRICT #1

DEVELOPING GOALS AND OBJECTIVES

The Fire District began a year-long process in late 2008 to develop its goals and objectives. In doing so, those goals and objectives were created in the context of environmental factors that are placing continuing pressure on the Fire District. Public expectations are increasing while financial and other resources are flattening or even declining. Impacts of these changes are being felt across the nation as the effectiveness of our public safety systems strain against the pressure. The nation's first responders are constantly being challenged to be more efficient while maintaining their effectiveness. Clackamas Fire District #1 is no different.

With these issues in mind, the Fire District developed a process to gain the values and perspectives of three distinct groups: the local community, the Fire District's elected officials, and the staff (including volunteers and paid personnel) of the Fire District. As part of the process, the Fire District contracted with an outside firm to facilitate the planning efforts. The three-pronged, Customer Centered Strategic Planning (CCSP) process, is a product of that consultation.

Each of the three planning groups provided input into the process based on their understanding of the Fire District's direction and upon that group's values. From this input, the Fire District originally developed and continually evaluates its 14 Organizational Goals, and from those goals each of the organization's divisions and workgroups have developed objectives. In 2014 at the Fire District's annual Strategic Planning Retreat, career personnel, volunteers and staff evaluated the Fire District's mission, vision, values and goals. The original 14 goals were condensed to the nine that were used through 2018. In early 2019, the Board of Directors were presented the previous nine goals that included a number of changes and updates as a result of a number of strategic planning meetings. In early 2021, staff requested the Board of Directors approve the current Strategic Business Plan to include a 10th goal.

While public expectations and limited resources may make it difficult to accomplish specific goals and objectives, in order to be more efficient with available resources the Fire District set the organization's goals and objectives based on constructive efforts while eliminating programs that do not serve the customer.

The Fire District's Board of Directors is a critical component of the strategic business plan. The Board's commitment to fund the plan elements and to monitor progress toward the plan's accomplishments is instrumental. The Board participated in several facilitated organizational value processes and public work sessions. A number of the Board members participated in the community processes and they did and continue to act as the community's representatives in the long-term direction of the Fire District.

Implementing and Updating the Goals and Objectives

The Executive Team establishes the priorities and objectives for each Organizational Goal and establishes methods to ensure that the objectives can be accomplished. Those methods include structuring assignments that would not create difficult burdens on a single individual or division, yet also ensure that the assignments are allocated to the person or position having both the capability and the capacity to ensure that the priorities can be accomplished. In addition, the Executive Team makes assignments and provides guidance to develop additional competencies in Fire District personnel.

Twice each year, Fire District staff reviews and updates the Strategic Plan. Each review will encompass an overview of the action plans from the previous review and accomplishments toward achieving the goals and objectives described in these plans. Next, staff will consider the current list of objectives and remove those that are no longer valid; add others that may be more important given the then current political, economic, and legal environments; or change the action plans to reflect the current conditions.

Every five years, the Fire District will review its mission, vision, values, guiding principles and goals. Those factors will be updated as appropriate and will be accompanied by a new list of appropriate goals and objectives for the future.

MISSION, VALUES, VISION

The Fire District has adopted strategic planning elements based on the input of the community, the Board of Directors, and the Fire District's internal strategic planning group. From that process, the Fire District developed the mission, values and vision that established organizational direction. Every three to five years, the Fire District reviews its' Mission, Values, and Vision statements to ensure they clearly reflect the direction the Fire District is headed.

Our Mission

The mission statement of the Fire District is designed to clearly define, in simple terms, what services that are provided to the community, and it focuses Fire District members on what is truly important. The mission statement is posted prominently throughout the Fire District's facilities. The current Mission statement is:

To Safely Protect and Preserve Life and Property

Our Values

The values are the guiding principles of Clackamas Fire District #1 shared throughout the organization. These values describe the Fire District’s culture and core beliefs and provide a cultural foundation for all personnel as well as describe actions that are the living enactment of the fundamentals held by individuals within the Fire District. The current Values are:

- Guide our actions with integrity, courage, respect, and accountability**
- Anticipate and respond to the needs of our community**
- Communicate effectively and share knowledge**
- Inspire leadership and develop leaders**
- Model excellence in safety, health, and wellness**
- Promote public education and public engagement**
- Be fiscally responsible**

Our Vision

The vision statements describe the Fire District’s inspiration and model for the future state of affairs. This is the description of where the Fire District expects to be in the future providing members with a view of the future that can be shared, a clear sense of direction, a mobilization of energy, and gives a sense of being engaged in something important. The vision statements developed by the Fire District incorporate the will of citizens; the purposeful thought of our employees and volunteers; and the intent of the governing body. The following vision statements have been adopted by Clackamas Fire District #1:

- To maintain accredited agency status**
- To utilize technology to enhance service delivery**
- To dedicate ourselves to continuous improvement**
- To continue to pursue alternate funding strategies**
- To minimize our environmental impact**
- To encourage involvement, innovation, and creativity**

ORGANIZATIONAL GOALS

The Fire District has established ten goals, each of which is based on the input provided by the Board of Directors, the community, and the staff. The Board reviewed and adopted these goals in 2021 and the management team and staff created objectives for each goal. These goals articulate the Fire District’s direction for the next three to five years and beyond and are not in order of importance, but rather reflect all of the work the Fire District will be

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focusing on to support the Mission, Values and Vision statements.

The ten goals are:

1. **Maintain accredited agency status**
2. **Reduce the number and consequence of fire**
3. **Improve outcomes in emergency incidents**
4. **Assemble, retain and develop a highly-trained, healthy, and dedicated workforce reflective of the community we serve**
5. **Prepare ourselves and the community for disasters**
6. **Communicate effectively**
7. **Continue to strengthen our relationships with our strategic partners**
8. **Provide exceptional customer service**
9. **Implement management practices to ensure financial and operational sustainability**
10. **Leverage data for effective decision making**

Following the development of the goals, division managers developed specific objectives to accomplish one or more of these goals. These objectives were accompanied by specific, measurable outcomes by which the organization could evaluate the progress toward delivery of a final product.

S U M M A R Y

While creating a long-term business plan is critical in many ways, the plan must also provide the organization with focus a clearly designed narrow set of objectives that can be accomplished in the short term. As part of its planning process, the Fire District developed a method to concentrate its efforts on just a few important objectives. These focused plans provide direction to the Fire District and its staff about how to proceed.

The Strategic Business Plan for Clackamas Fire District #1 is a "living" document not intended to be placed on a shelf, rather it is designed to be referenced for guidance on a regular basis. This document articulates the goals and objectives of the organization and provides a pathway to complete tasks in a timely manner.

Each year, the Fire District engages staff in addressing emerging issues facing the communities we serve and the services we provide. The input and ideas gathered from planning sessions are used to develop the next set of goals, objectives, and tasks we must focus on to ensure Clackamas Fire District #1 continues “*To Safely Protect and Preserve Life and Property.*”

Goal #1 – Improve the Fire District through Accreditation

Objective 1-1:

Become re-accredited by the Commission on Fire Accreditation International

Timeline: March 2021

Responsibility: Business Services Division

Critical Tasks:

1. Review and make error of fact corrections to draft report
2. Evaluate and take action as appropriate on-site team recommendations
3. Prepare for and attend accreditation hearing
4. Develop plan to address and implement accreditation recommendations

Objective 1-2:

Further integrate accreditation as part of the Fire District’s continuous quality improvement efforts

Timeline: 6-36 months

Responsibility: Business Services Division

Critical Task:

1. Develop and implement a work plan for performance indicator plans and peer review team recommendations as appropriate
2. Develop after-action report for accreditation process
3. Develop current and future accreditation team members

Goal #2 – Reduce the Number and Consequence of Fire

Objective 2-1: Reduce consequence of fire

Timeline: Ongoing

Responsibility: Emergency Services Division

Critical Tasks:

1. Ensure optimal Fire District coverage to reduce response times
2. Continue to enhance firefighting skills through targeted training as outlined within the 2021 Annual Training Plan
3. Update and adopt the 2021 Standards of Cover (SOC) document
- 4.
5. Implement means to ensure an adequate effective response force appropriate for the specific call type
6. Improve the reliability of suppression resources by the addition of EMS and Low Priority Response Units in targeted areas



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7. Establish plan and timeline to address wildfire after-action review (AAR) recommendations

Objective 2-2: Multi-family occupancy inspections

Timeline: Ongoing

Responsibility: Fire Marshal's Office

Critical Tasks:

1. Follow-up with all code violations within 30 days of initial inspection.
2. Conduct fire inspections in multi-family dwellings with less than 50 occupants every two years.
3. Conduct fire inspections in multi-family dwellings with 50 or more occupants annually.
- 4.

Objective 2-3: Expand fire and life safety outreach to residential occupancies

Timeline: Ongoing

Responsibility: Fire Marshal's Office, Public Affairs Department

Critical Tasks:

1. Collaborate with Fire Marshal's Office and Public Affairs Department to expand outreach for specific audience.
2. Utilize the Community Paramedic Program to provide in home fire safety education
 - a. Support the development of a Home Inspection Program for at-risk occupants
3. Continue to expand Fire and Emergency Medical Services (EMS) Prevention initiatives and programs
4. Conduct at least four side-by-side residential fire sprinkler demonstrations per year
5. Provide fire sprinkler education to local stakeholders and groups such as homeowners' associations, building officials, planning departments, realtor groups, cities and county, etc. as requested

Goal #3 – Improve Outcomes of Emergency Incidents

Objective 3-1: Improve cardiac arrest outcomes

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Timeline: 12-24 months

Responsibility: Emergency Services Division

Critical Tasks:

1. Provide High Performance CPR refresher training quarterly to crews
2. Continue to build upon law enforcement response to cardiac arrest incidents
3. Provide most current nationally recognized CPR training annually to all Fire District staff
4. Continue to support county-wide PulsePoint Campaign
5. Increase Hands-Only CPR education to the public annually by 20%
- 6.



Objective 3-2: Improve outcomes of emergency incidents through delivery of targeted training focused on improved outcomes.

Timeline: ~~Ongoing~~ 12-36 Months

Responsibility: Emergency Services Division

Critical Tasks:

1. Continue to deliver targeted training
2. Invest in digital mediums, networks and training locations, which allow efficient delivery of targeted training while allowing crews to optimize Fire District coverage
3. Evaluate staffing needs to adequately provide training

Objective 3-3: Improve response performance

Timeline: 12-24 Months

Responsibility: Emergency Services Division

Critical Tasks:

1. Ensure delivery of emergency services is focused on sending the appropriate resource
2. Focus on eliminating redundancy and improve efficacy in emergency medical response performances by working with partner agencies
3. Implement/Utilize Intterra and First Watch platforms.
4. Continue to adjust and refine Computer Aided Dispatch (CAD) system with Automatic Vehicle Location (AVL)
5. Develop the methodology for which the Fire District will evaluate and communicate response performance



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6. Monitor turnout and response times to all incidents; identify and eliminate barriers, quarterly
- 7.
8. ~~Expand Community Paramedic Program~~
9. Expand Single-Role Paramedic deployment model in targeted areas
10. Implement and evaluate Low Priority Response Unit programs
11. Implement and evaluate alternative response plans for specific call types

Goal #4 – Assemble, Retain and Develop a Highly Trained, Healthy, and Dedicated Workforce Reflective of the Community We Serve

Objective 4-1: Conduct diversity analysis of all employees

Timeline: Ongoing every odd year on July 1

Responsibility: Business Services Division, Human Resources Department

Critical Tasks:

1. Collect self-identification data for all current and new hire employees
2. Determine and report on differences between self-identification data of Fire District to Clackamas County demographics (current and projected)
3. Work with Training, Volunteers and Explorers to increase diversity in recruitment activities
- 4.
5. Participate in NW Fire Diversity Council to identify ongoing strategies to improve workplace diversity
6. Continue to evaluate and improve the recruiting and hiring process.
7. Identify and develop strategies to remove barriers, which inhibit individuals from participating in entry- level and promotional processes.
8. Review and update equal employment opportunity policies and practices.
9. Identify and implement strategies to address diversity, equity, and inclusion across all areas of the Fire District

Objective 4-2: Maintain an ongoing presence in education institutions and community organizations. Provide District on-site opportunities to students and the community

Timeline: Ongoing

Responsibility: Training Department, Public Affairs, and Human Resources Department

Critical Tasks:

1. Continue to support local Fire Science programs to coordinate with school curriculum
- .
3. Continue support and staffing in local fire camps that target women and other diverse backgrounds for fire service recruitment



4. Expand attendance at career fairs, college campuses, trade schools and high schools

Objective 4-3: Maintain a healthy environment as it relates to work load and enhance development opportunities

Timeline: 12 months

Responsibility: Business Services Division

Critical Tasks:

1. Implement remote work pilot program and evaluate its impact on workload and development opportunities
2. Regularly update and publish organizational charts
3. Annually review and update all departmental staffing analysis documents.
4. Establish clear expectations, provide timelines, and sufficient resources for projects
5. Solicit input and provide feedback
6. Implement training plans regarding quarterly check-in process, Target Solutions, staff development, and cross training at all levels to address leadership and business practices
7. Expand availability of development opportunities to include continuing and higher education.

Objective 4-4: Enhance the injury prevention and rehabilitation portion of the Fire District Wellness Program.

Timeline: Ongoing

Responsibility: Health and Wellness Department

Critical Tasks:

1. Ensure firefighters have access to culturally competent post injury care
2. Create a post-conditional offer/pre academy forum to conduct movement assessments, provide education on fire ground fitness and give individual feedback during the entry-level process.
3. Regularly evaluate injury reporting, workers' compensation and health insurance injury data to identify areas for District training and education.

Objective 4-5: Support organizational development committee, establish new/update competencies for all job descriptions and develop a strategic workforce plan that links competencies to organizational strategy

Timeline: 12 months

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Responsibility: All Divisions/Departments

Critical Tasks:

1. Support the Organizational Development Committee
2. Revise employee evaluation process and associated goals for employee development and engagement
3. Identify additional platforms for Documentation of employee performance
4. Solicit organizational input / support of all workgroups
5. Establish charter to include roles and responsibilities
6. Provide and promote leadership training for department Directors / managers / staff through joint internal and external leadership academies
7. Continue to update competencies for all job descriptions through the Organizational Development Committee
8. Align opportunities with needed competencies
9. Regularly review existing job descriptions to ensure they are accurate and up-to-date



Objective 4-6: Develop a training program to better prepare all staff, career and volunteer personnel for supervisory positions

Timeline: 6 months

Responsibility: Business Services Division, Training Department

Critical Tasks:

1. Establish an annual training plan that includes training from BOLI with Human Resource involvement regarding discipline, documentation, leave, harassment, civil rights and protected classes, employment law, labor relations,
2. Establish training program via Organizational Development Committee for roll out of new Performance evaluations
3. Provide supervisor training for all supervisors through internal leadership academy along with leadership principle training in conjunction with outside partners
4. Expand supervisory and command officer training for all personnel
5. Provide Incident Command System (ICS) training for all personnel

Goal #5 – Prepare Ourselves and the Community for Disasters

Objective 5-1: Ensure the Fire District is able to provide critical services following a disaster

Timeline: 18-24 months

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Responsibility: Public Affairs Department,
Emergency Manager

Critical Tasks:

1. Conduct an evaluation of the response and support activities associated with the COVID-19 event, in order to identify best practices and needed changes to policies, staffing plans and response tactics or Pandemic.
2. Refine the Continuity of Operations Plan (COOP) in order to improve its ability to support disaster management
3. Conduct internal preparedness campaigns to create a culture of individual and family resilience to disasters



Objective 5-2: Prepare the Fire District for a regional response to a large disaster

Timeline: 36 months / Ongoing

Responsibility: Public Affairs Department, Emergency Manager

Critical Tasks:

1. Develop a five-year all-hazards exercise plan based on the threat analysis contained in the Clackamas County Natural Hazard Mitigation Plan.
2. Participate in the UASI region Cascadia Rising multi-year exercises
3. Participate in regional disaster preparedness committees and work groups
4. Update and/or create emergency and disaster response protocols

Objective 5-3: Improve the disaster resilience of our residents

Timeline: Ongoing

Responsibility: Public Affairs Department, Emergency Manager

Critical Tasks:

1. Conduct community presentations aimed at ensuring our residents are two weeks ready
2. Improve disaster preparedness messaging using social media and the Fire District website
3. Participate in disaster planning meetings of local response stakeholders and community groups

Objective 5-4: Strengthen the Community Emergency Response Team (CERT) program and its mission to create disaster resilient families and communities

Timeline: Ongoing

Responsibility: Public Affairs Department, Emergency Manager

Critical Tasks:

1. Provide guidance and support for CERT leadership
2. Support the development of a CERT team to serve the Boring/ Damascus community.
3. Integrate CERT response capabilities into Fire Rescue Protocols (FRP's)
4. Conduct training and exercises focused on strengthening CERT's ability to support the Fire District

Goal #6 – Communicate Effectively

Objective 6-1: Refine internal communications

Timeline: Ongoing

Responsibility: Fire Chief's Office, Public Information Officer

Critical Tasks:

1. Identify and reduce redundancies and conflicts through brief and more frequent communication
2. Continue use of live video conferencing to communicate effectively with the workforce .
3. Set organizational direction through clear, direct communication that is specific and appropriate throughout the workforce
4. Communicate the right information to the right people to keep them informed and make decisions
5. Solicit input from employees / volunteers in process to improve internal communication
6. Continue annual organizational planning retreats – Board of Directors, District-wide and Volunteer Association
7. Utilize technology to engage in collaboration across organizational departments

Objective 6-2: Ensure communication with our citizens by continuing to develop an online social media presence and maintaining regular contact with community and civic groups

Timeline: Ongoing

Responsibility: Fire Chief's Office, Public Information Officer

Critical Tasks:

1. Ensure all of our neighborhood associations, community and civic groups are visited on at least a quarterly basis
2. Enhance social media presence by continuing to provide relevant fire and life safety content to gain followers
3. Continue public engagement through station tours, fire and life safety events and community gatherings.
4. Continue public engagement through the use of social media and interactive video content



Objective 6-3: Use traditional and social media platforms to communicate fire and life safety information to our community on an ongoing basis

Timeline: Ongoing

Responsibility: Fire Chief's Office, Public Information Officer, Fire Marshal's Office

Critical Tasks:

1. Create and distribute timely and relevant fire and life safety information based off local fire and life safety trends as presented by the Fire Marshal's Office.

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2. Enhance social media presence by increasing followers by 10% by July 1, 2021 across all three (Twitter, Facebook and Instagram) social platforms
3. Continue to refine our target audience and design messaging to reach those groups
4. Adapt public education messaging to fire investigation origin and cause results

Goal #7 – Continue to Strengthen Our Relationships with Our Strategic Partners

Objective 7-1: Use Interagency Committee to communicate with strategic partners and community members

Timeline: Ongoing

Responsibility: Fire Chief's Office, Board of Directors

Critical Tasks:

1. Schedule and attend ongoing meetings
2. Review, amend and develop new contracts and Intergovernmental Agreements (IGAs) as needed
3. Continue to seek opportunities for collaboration and partnerships

Objective 7-2: Continue organizational engagement in regional planning

Timeline: Ongoing

Responsibility: Fire Chief's Office

Critical Tasks:

1. Provide input and seek feedback from legislative lobbyist and others as needed
2. Engage local cities, counties and special interest groups



Clackamas District Fire Defense Board



Goal #8 – Provide Exceptional Customer Service

Objective 8-1: Continually improve internal and external customer service; seek public input on all services provided

Timeline: Ongoing

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Responsibility: All Divisions / Departments

Critical Tasks:

1. Establish effective internal and external customer service through more frequent, brief communication and utilizing digital media
2. Establish a culture of customer service throughout all workgroups
3. Review, update, and distribute the customer service policy annually
4. Provide communication and customer service education and training for all employees and volunteers
5. Develop feedback opportunities for fire inspections and public education sections of the Fire District
6. Review and respond to compliments and complaints.
7. Check in on home/business owners one to two months after a fire

Objective 8-2: Utilize technology to enhance service delivery and improve customer service

Timeline: Ongoing

Responsibility: Business Services Division, Information Technology Department

Critical Tasks:

1. Review, update, and refine the Fire District website
2. Implement and maintain information security measures and educate workforce
3. Implement and support new and existing enterprising solutions
4. Update and procure hardware and software to standardize the platforms supported by the Information Technology Services Department
5. Maintain network infrastructure to support new platforms through quarterly business reviews
6. Continue communication and collaboration with end users for improved system and software use

Goal # 9 Implement Management Practices to Ensure Financial and Operational Sustainability

Objective 9-1: Financial sustainability

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Develop systems to analyze ROI on all new projects/programs
2. Utilize Quarterly Business Reviews (QBR's) to track and adjust for trends
3. Promote consideration of full life-cycle costs in making investment decisions
4. Regularly update long-range financial plans and forecasts
5. Maintain adequate fund balance reserves
6. Improve reporting and transparency of financial information

Objective 9-2: Organizational Sustainability

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Analyze and prioritize all projects/programs through the Budget process to advance Fire District goals
2. Establish performance goals and measures for each project/program/department
3. Utilize data to drive organizational decision-making
4. Develop position binders, job aides, and other tools to aid others in assuming new duties
5. Apply best practices to protect and defend the Fire District's information technology systems
6. Establish resource pool for support and maintenance of technology tools and systems
7. Develop redundancy (back-ups) for each position
8. Maintain and exercise the continuity of operations plan.
9. Develop a model for succession planning and implement it across the organization

Goal # 10 Leverage Data for Effective Decision-Making

Objective 10-1: Utilize quality data for evidence-based decision making to assess and produce the best outcomes.

Timeline: Ongoing

Responsibility: Data Services

Critical Tasks:

1. Educate and develop accountability for all personnel to capture appropriate data to provide information that can be analyzed to achieve the organization's desired outcomes.
2. Champion more relevant and technologically robust systems capable of integrating with new innovative data systems to provide advanced analytics, and support evidence-based decision making.
3. Leverage technology(s) to assure real-time data capture and analytics that provide insights for use.
4. Assure a process is in place to track physical and traumatic event exposure(s) for all response personnel.

Objective 10-2: Implement advanced data analytics to make informed decisions

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Cultivate a data-driven culture that utilizes data insights to modify strategies, deployment models, and programs.
2. Employ advanced analytics to assist in making predictive and prescriptive decisions that are focused on the outcomes the agency is trying to achieve.

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3. Ensure personnel are aware of public disclosure laws, rules, and best practices in providing data to other organizations, the media, and the general public.
4. Establish best practices for data cleansing and for tracking data access to safeguard its integrity.

Objective 10-3: Focus on developing outcome-based data for all measurable operations and functions within the organization.

Timeline: Ongoing

Responsibility: All Divisions / Departments

Critical Tasks:

1. Develop an outcome-based performance measurement system.
2. Use aggregate data to inform and improve system performance
3. Champion for sharing of data between agencies and organizations and encourage interagency cooperation to promote evaluation of outcomes.

Memo

TO: Board of Directors
Chief Charlton

FROM: Deputy Chief Doug Whiteley

CC:

DATE: January, 14, 2021

RE: Clackamas Fire Civil Service Rules Update

Attached you will find the January 2021 updated Clackamas Fire Civil Service Rules. Civil Service Rules are reviewed and updated with the Civil Service Commission as needed. In accordance with the Civil Service Rules, on January 13, the Commission voted and approved the tracked changes to the rules. Prior to that meeting, the rules were reviewing and updating over several months to ensure the Commission and staff could provide suggested edits and allow time to review.

Clackamas Fire Civil Service Commission



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

Civil Service Rules

Adopted February 28, 2013
Revised April 2018
Revised November 2018
Revised January 2021

CIVIL SERVICE RULES

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RULE I GENERAL STATEMENT OF POLICY

Sec. 1 Purpose of Rules. The purpose of these rules is to implement and to give effect to the provisions of ORS 242.702 through 242.824 and 408.210 through 408.280, achieving for the employees of Clackamas Fire District #1 the following objectives:

1. To establish a system of personnel administration based on merit principles, governing the appointment, tenure, promotion, transfer, lay-off, removal and discipline of its officers and employees, and other incidents of employment.
2. To establish and maintain a uniform plan of classification based upon the relative duties and responsibilities of positions.
3. To provide an equal opportunity to qualified persons to gain employment on a basis of demonstrated merit and fitness to be ascertained by open recruitment competitive examinations.
4. To develop a program of recruitment, advancement and tenure that will make a career in the district service attractive to persons who possess both ability and integrity.
5. To provide an exemption from ORS 242.702 through 242.824 as provided in ORS 242.704 (1).

Sec. 2 Collective Bargaining Agreements. The District may enter into collective bargaining agreements with recognized labor organizations which further regulate the wages, hours and working conditions of employees exclusively represented by such labor organizations. The terms of the District's collective bargaining agreements shall prevail over inconsistent terms contained in these rules for its employees. The foregoing shall not apply to Civil Service Rules and/or employee rights that must be observed and maintained for the continued exemption of the District under ORS (Oregon Revised Statute) 242.704 (1).

RULE II DEFINITIONS

Sec. 1 Definition of Terms. As used in these rules, unless the context clearly requires otherwise:

1. "Absence" means a circumstance in which a regular status employee is not present due to vacation, sick leave, or other type of leave, or due to temporary or provisional appointment or transfer to another position and when the absent employee is expected to return to the employee's regular position after a period of time.
2. "Administrative Staff" means an employee who has been permanently assigned to a position that consists of office and clerical support not involving the responsibilities of combating or preventing fires or the loss of property.
3. "Allocation" means the assignment of an individual's position to an appropriate classification on the basis of the kind, difficulty and responsibility of the work performed in the position.
4. "Applicant" means a person who makes a formal application in an entry-level or promotional process.
5. "Appointing Power" means the person(s) vested by the Governing Body with authority to appoint to or remove from any Civil Service position.
6. "Appointment" includes all means of selection or employing any person to hold any position subject to these rules.
7. "At Will Employment" means that an exempt service employee can be terminated at any time without any reason. It also means that an employee can quit without reason.

8. "Civil Service" means the Civil Service system established under Clackamas Fire District #1 as provided in ORS 242.702 through 242.824 and 408.210 through 408.280.
9. "Chief Examiner" means the person appointed by the Commission to administer the examinations and any other aspect of the Civil Service program assigned by the Commission.
10. "Class" or "Classification" means a group of positions in the Classified Service sufficiently alike in duties, authority, and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay can be equitably applied to all positions in the group.
11. "Class Specification" means the written description of a class containing a title, statement of duties, authority and responsibilities and the desired minimum qualifications for the class.
12. "Classified Service" means all positions, the appointment to which is subject to these rules.
13. "Commission" means the Civil Service Commission created by Clackamas Fire District #1 as provided in ORS 242.702 through 242.824 and 408.210 through 408.280.
14. "Commissioner" means a Civil Service Commission member.
15. "Conditional offer of employment" means an offer of employment which is conditioned only upon satisfactory results of a pre-employment screening process.
16. "Days" means calendar days unless specifically noted otherwise.
17. "Demotion" means a transfer of an employee from a position in one class to a position in another class having a lower maximum salary rate.
18. "Disciplinary Action" means any action taken for cause by the District which reduces, temporarily or permanently, an employee's pay, status, benefits, or other incidents of employment.
19. "District" means Clackamas Fire District #1.
20. "Eligible" means an applicant whose name is on a register.
21. "Employee" means a person who holds a position in the Classified Service.
22. "Employee - Acting" means an employee appointed to a position for which the regular incumbent is absent.
23. "Employee - Regular part-time" means a person employed in a position whose hours of work are less than the hours established for similar full-time positions.
24. "Employee - Provisional" means an appointment to a position in the classified service in the absence of names of qualified candidates on the register for the class of a person meeting the minimum qualifications specified for the class.
25. "Employee - Regular Status" means the status of an employee who holds a position in the Classified Service and who has successfully completed the probationary period.
26. "Employee Status" means an employee who has been given probationary, regular, or exempt status.
27. "Entrance Examination" means an examination for positions in a particular class, admission to which is not limited to persons employed by the District.
28. "Entrance Register" means a register of eligibles that have been found qualified by an entrance examination for appointment to a position in a particular class. Also, informally known as an entrance list.

29. "Exempt Service" means the status of an employee who shall be exempt from the Civil Service system per Rule IV, Section 2.
30. "Governing Body" means the Board of Directors for the District.
31. "Layoff" means elimination of a position due to a reduction in force or for other reasons which do not relate to the job performance of the employee.
32. "Personnel Rules" means the regulations adopted by order of the Governing Body or Governing Bodies.
33. "Physical Ability" means an examination conducted by the District to assess an applicant's agility, strength, or other physical characteristics which are necessary to the job.
34. "Position" includes any office, place or employment.
35. "Pre-Employment Screening" means a pre-employment examination given by a physician selected by the District(s) which is required of the individual who is given a conditional offer of employment. This screening process also consists of a background check and wellness testing and may additionally consist of a psychological examination and other examinations as initiated by the District.
36. "Probationary Period" means a working test period of twelve months during which an employee is required to demonstrate fitness for the position by actual performance of the duties.
37. "Probationary Status" means the status of an employee during a probationary period.
38. "Proctor" means a person(s) appointed by the Chief Examiner to conduct or supervise an examination.
39. "Promotion" means a transfer of an employee from a position in one classification to a position in another classification normally having a higher maximum salary rate.
40. "Promotion Register" means a register of eligibles presently in the employ of the District, who have been found qualified by promotional examination for appointment to a position in a particular class. Also informally known as a promotional list.
41. "Promotional Examination" means an examination which is limited to employees in the Classified Service who meet the minimum qualifications as stated in the examination packet.
42. "Reclassification" means a change in allocation of an individual position on the basis of significant changes in the kind, difficulty or responsibility of the work performed in such position.
43. "Reduction in Force" (RIF) means elimination, transfer, or reclassification of a position or positions as a result of downsizing, reorganization, consolidation or other modification of a District's workforce to address an organizational or budgetary change or requirement.
44. "Register" means a register which ranks eligibles on the basis of their examination scores. Also informally known as a list.
45. "Rules" means the Civil Service rules adopted by the Civil Service Commission.
46. "Seniority" means the ranking of an employee's length of continuous employment with the District as defined in the District's collective bargaining agreement for covered employees.
47. "Temporary Assignment" means an appointment for a temporary period not to exceed six months.
48. "Transfer" means any change of an employee from one position to another position in the same

classification. A normal rotational move is not to be considered a transfer.

49. "Vacancy" means a position newly created and not filled or a position that is no longer occupied by its incumbent due to separation from the service, promotion, demotion, or transfer, and where the incumbent due to separation from the service, promotion, demotion, or transfer, and where the incumbent is not expected to return.

50. "Voluntary Demotion" means a demotion requested by an employee.

51. "Volunteer", means any non-paid member of the District, including but not limited to fire fighter, chaplain, support, etc.

Note: References to Oregon Revised Statutes means referring to the most current, revised statute. The language may be different than what is listed in this document.

RULE III ADOPTION AND AMENDMENTS OF THE RULES

- Sec. 1 Adoption of Civil Service Rules. Rules relating to the administration of the Civil Service Ordinance shall be adopted by the Commission only after a public hearing open to any citizen, officer or employee of the District. Notice of the hearing shall be published in a newspaper of general circulation in the District not less than five (5) days prior to the hearing. All initial rules shall become effective immediately upon adoption by the Civil Service Commission and shall be posted on the District webpage.
- Sec. 2 Effect of Adoption upon Incumbent Employees. Within one day after the adoption of the Civil Service, all persons employed in a position subject to Civil Service who have been employed by the District in any position and who have otherwise passed all probationary requirements of the District shall be immediately placed in their existing positions as classified by Civil Service as if they had been permanently appointed. The Appointing Power shall file a list of names of such persons with the Civil Service commission, including their names, addresses, occupations, length of continuous service and compensation.
- Sec. 3 Amendment of Rules. A request for change in the Civil Service Rules may be submitted at any time by any interested party in a written communication to the Commission indicating the proposed change and the reasons, therefore. The procedure for adoption of rules in Section 1 shall also apply to amendments to the rules. Notwithstanding the forgoing, when Oregon Revised Statutes pertaining to Civil Service are amended or otherwise changed, the Commission shall have the authority to make corresponding changes in the Rules in order to maintain conformance with applicable statutes without holding a public hearing on changes.
- Sec. 4 Application of Rules. Any personnel action taken prior to the official adoption of new or amended rules shall be governed by the rules in effect at the time of the action and shall not be affected by the proposed new or amended rules unless such rule provided for retroactive effect.
- Sec. 5 Personnel Rules of the Board of Directors. Personnel rules relating to salaries, wages, leave, attendance, hours of work, holidays, retirement or any other factor of employment having direct budgetary implications in the classified service shall be established and administered by the governing body in conformance with laws pertaining to such matters in the District.
- Sec. 6 District Rules of Conduct and Regulations. Rules governing the general conduct of employees, standards of job performance, work regulations and assignment schedules are adopted and administered by the District adopting these Civil Service Rules. These Rules shall be readily available for review by employees.
- Sec. 7 Severability. If any of these Civil Service rules or portions thereof are hereafter declared by a court of competent jurisdiction or judicial proceedings or rulings of a proper court to be illegal or unconstitutional, the part declared unconstitutional and/or illegal shall be deemed severable and such shall not affect the remaining rules or remaining portions of the rules.

RULE IV DISTRICT SERVICE

- Sec. 1 Classified Service. The classified service shall include all positions now classified in the existing Civil Service system of the District or hereafter created and not specifically exempted by these rules as provided by ORS 242.702 through ORS 242.824.
- Sec. 2 Exempt Service. Positions which shall be exempt from the Civil Service system shall include the following positions.
1. Positions whose principal duties do not consist of preventing or combating fire or prevention of the loss of life or property from fire.
 2. Positions on the District's Boards of Directors and Civil Service Commission.
 3. Members of the Boards, Commissions, or Committees appointed by the District's Governing Body to serve without compensation and who are not otherwise classified employees of the appointing District(s).
 4. Temporary, acting, part-time, and provisional employees and volunteers as defined by the rules and regulations of the Civil Service Commission.
 5. The Chief of the District.
 6. Persons employed as professional consultants on a fee basis to provide special or technical assistance.
 7. Temporary employees/Volunteer trainees.
 8. Clerical employees.
 9. Other "at will" employees.

RULE V CIVIL SERVICE COMMISSION

- Sec. 1 Civil Service. Civil Service is composed of a commission of four members and a chair, a Chief Examiner, a secretary and such assistants as may be necessary. All actions of the Chief Examiner shall be subject to the review and approval or disapproval of the Commission.
- Sec. 2 Quorum. Three members of the Civil Service Commission present shall constitute a quorum. The votes of any three commissioners concurring shall be sufficient for decision in all matters and transactions. The Commission chairperson shall be entitled to make motions and to vote on all matters and transactions coming before the Commission.
- Sec. 3 Commission Chair. Immediately after the appointment of all of its members, the Commission shall elect the chair. Subsequent elections for chair shall be held the first meeting of the Commission each calendar year.
- Sec. 4 Meetings. Commission meetings and hearings shall be conducted in a manner consistent with provision of Oregon Public Meeting Law, ORS 192.610 to 192.690. Public notice shall be provided as required by the Public Meetings Law. The Commission shall hold a regular meeting at least once every one hundred and twenty days (120) and may call such additional meetings as requested by any Commission member or as may be necessary to conduct Commission Business. Any interested party may request a Special Meeting of the Commission and such request shall be granted when good cause is shown.
- Sec. 5 Appointment of Civil Service Commissioners. The Governing Body of the District will interview and appoint Commissioners to the Commission. Commissioners must meet the minimum qualifications outlined in ORS and the position description to be considered.
- Sec. 6 Appointment of Chief Examiner and Secretary. The Commission shall appoint a Chief Examiner, who shall act at the direction of the Commission, and oversee the investigation of complaints, and

preparation of reports for Commission meetings. The Chief Examiner position is a four-year term, but the incumbent may run and be appointed for a successive term. The Commission shall also appoint a secretary who shall keep records of the Commission's proceedings and preserve all reports made to the Commission.

- Sec. 7 District Support of Civil Service Commission. Exempt and Classified Service employees of the District shall aid in all proper ways in carrying out the provisions of Clackamas Fire District #1 and such Civil Service Rules as may, from time to time, be prescribed by the Civil Service Commission and shall afford the Commission, its members and employees, all reasonable facilities and assistance in inspecting books, papers, documents and accounts relating to positions subject to Civil Service. The District shall produce books, papers, documents and accounts, and testify whenever required to do so by the Commission.
- Sec. 8 Enforcement of Commission Rules. The Commission may conduct any civil suit or action which may be necessary for the proper enforcement of the provisions of its duly adopted Civil Service Rules. The Commission shall be represented in such proceedings by legal counsel appointed and retained by it.
- Sec. 9 Removal of Commissioners. The Governing Bodies of the District may remove any Commissioner for incompetency, dereliction of duty or other good cause, by giving notice in writing of the charges against the commissioner and an opportunity to be heard publicly on such charges before the Governing Bodies. A copy of the charges and a transcript of the record of the hearing shall be filed with the Governing Body of the District.
- Sec. 10 Term of Office. Per Ordinance No. 13-01, the term of office for a member of the Civil Service Commission shall be four years, except the initial terms of office shall be determined by lot at the Board's meeting as follows: Two members shall hold office for an initial term of two (2) years and three members shall hold office for four years. After the initial terms, each position on the Commission shall have a term of office of four (4) years commencing from their previous appointment date. Secretary of the Commission will keep a directory of commission members with term expirations.
- Sec. 11 Commission Budget. Staff shall prepare and submit a budget to the Board of Directors prior to each fiscal year for which an appropriation is needed to carry out the provisions of this Ordinance.

RULE VI CLASSIFICATION PLAN

- Sec. 1 Maintenance of Plan. The Commission shall adopt and maintain a classification plan for the District, which shall group all positions in the Classified Service into classes based upon their duties, authorities, and responsibilities. The Commission may assign the review of the classification plan to the Chief Examiner who will be responsible for keeping the classification plan current by conducting periodic studies of positions and making appropriate recommendations to the Commission.
- Sec. 2 Amendment of Plan.
- A. **Request for Change.** Any officer or employee in the service of the District may initiate a request to the Commission to amend the classification plan. When directed by the Commission, the Chief Examiner shall investigate any such request or shall make classification studies or surveys. If the Chief Examiner finds that a substantial change in organization, creation or change of positions or other pertinent conditions makes necessary the modification of an existing class or the establishment of a new class, then the Chief Examiner shall recommend such an amendment to the Commission.
 - B. **Hearing on Changes.** The Commission shall hold hearings on changes in the Classification Plan and after hearing suggestions and recommendations the Commission shall review this information and act on classification revisions with such modifications as it believes proper.
 - C. **Changes in ORS.** When Oregon Revised Statutes pertaining to Civil Service are amended or

otherwise changed, the Commission shall have the authority to make corresponding changes in the Classification Plan in order to maintain conformance with applicable statutes without holding a public hearing on changes.

Allocation of Positions.

- A. **Determining Classification.** In determining the class to which any position shall be allocated, the specification describing each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualifications and requirements and their relationship to other classes, as a composite description of the kind of employment which the class represents.
- B. **New Positions.** When the Appointing Power desires to establish the classification of a new position, a notice of such proposed action together with a description of the duties of the new position shall be submitted to the Chief Examiner in such a manner and on such form as the Commission may provide. The Commission shall promptly allocate such position to the appropriate class therein on the basis of its duties, authority and responsibilities, and shall notify the Appointing Power of the official allocation.
- C. **Reclassification of Positions.**
 - 1. Whenever the Appointing Power desires to make any permanent and substantial change in the duties, authority or responsibilities of a position, written notification of the proposed change shall be submitted to the Commission for the determination of the effect, if any, on the classification of the position. At the direction of the Commission, the Chief Examiner will initiate classification studies to determine if the current classification is proper. The Chief Examiner shall report to the Commission the nature of such changes. The Commission may revise the classification of such position as it deems proper.
 - 2. Although classes and grades may from time to time be amended, added to, consolidated, or abolished by the Commission, no person shall be affected by such change so as to deprive him or her of any of the benefits attached to the class or grade applicable to the position then held by him or her. No person shall be promoted or advanced to a higher class by such change without being eligible for appointment to such higher class by reason of his or her position on the promotion register.

Sec. 3 Class Specifications.

- A. **Content of Specifications.** The Commission shall adopt for each class of employment a descriptive class specification. Each class specification shall include the class title, the primary duties of the position and a statement of the minimum qualifications a person should possess to perform the work. The minimum qualifications listed in a class specification shall relate to the reasonable standards of experience and training required at the time of original appointment of a new employee and shall not be construed as representing or measuring qualifications which employees already working in such a class may actually possess.
- B. **Use in Allocation.** In determining the class to which any position should be allocated, the specification describing each class shall be considered as a whole. Consideration shall be given to the general duties, specific tasks, responsibilities, qualification requirements, and relationship to other classes as a composite description of the kind of employment which the class is intended to embrace.
- C. **Additional Qualifications Statement.** Personal qualifications commonly required of an employee in any class, such as good citizenship, honesty, loyalty, sobriety, industry, amenability

to supervision and suggestions of superiors for improvement of service, and willingness to cooperate with associates, shall be implied as qualifications required for every class, even though such traits may not be specifically mentioned in the specifications.

Sec. 4 Use of Class Titles. The class title shall be the official title of every position allocated to the class for the purpose of personnel actions and shall be used on all payrolls and official records and reports relating to the position. The Appointing Power, with the approval of the Chief Examiner, may change the official title of any class provided no other changes to the class specifications are included. Any other working title desired and authorized to be used by the Appointing Power may be used as a designation of any position for purposes of internal administration or in contacts with the public.

RULE VII APPLICATIONS AND EXAMINATIONS

Sec. 1 Examination Announcements.

- A. **Distribution of Announcements.** Public announcements of entrance examinations shall be given at least two weeks in advance of the last date for filing applications. Such announcements shall be posted on the official website of the District. In the case of promotional examinations, announcements shall be posted on the District website for no less than thirty (30) days. The Secretary of the Commission may provide for such other publicity as deemed advisable to attract sufficient numbers of qualified candidates. The District shall take necessary steps to make such announcements available to all eligible employees.
- B. **Content of Announcements.** Official notices of examinations shall state: the duties and pay of positions in the classes for which the examinations are to be held; the qualifications required; the time, place and manner of making application for admission to such examinations; the relative weights to be given to various parts of the examination; closing date for filing applications; and any other information which may be considered pertinent.
- C. **Contracting for Examinations.** Notwithstanding anything in these rules to the contrary, as provided in ORS 242.716, the Civil Service Commission may contract with any other Civil Service Commission or District approved testing service to conduct the entrance and/or promotional examinations described in these rules.

Sec. 2 Eligibility to Compete in Examinations.

- A. **Competition in Entrance Examinations.** Examinations designed to establish entrance registers shall be open to all persons who appear to meet minimum qualifications and other requirements for the class as stated in the class specification and as set forth in the announcement.
- B. **The District** shall establish and may revise requirements requiring experience, training, physical condition, and other factors that relate to the ability of candidates to effectively perform the essential functions of a position, and any marginal functions of the position.
- C. **Minimum qualifications for participation in an Entry Level Examination Process** shall be as stated in the examination packet.
- D. **Competition in Promotional Examinations-Clackamas Fire District #1 personnel.** Promotional examinations shall be open to employees who have acquired regular or probationary status and meet the minimum qualifications as stated in the class specification and as set forth in the announcement in accordance with the current Collective Bargaining Agreement.

Sec. 3 Filing of Applications. All applications shall be submitted online, as directed in the announcement, on or before the closing date specified in the examination announcement. By submitting the application, candidates are acknowledging that the application is true to the best of their knowledge. The District may conduct pre-employment screening to verify the past employment record and to obtain other pertinent information relating to the qualifications of the applicant.

- Sec. 4 Correspondence during Examination Processes. Appropriate media will be used for correspondence including and not limited to testing schedules, results letters and test updates. The media may include postal mail, email, telephone conversation, etc.
- Sec. 5 Admission to Examinations. Each candidate whose application has been accepted for an entrance and/or promotional examination shall be notified of the time and place of the examination and such notice shall be authorization of admission using media as described in Sec. 4. No person shall be permitted to take any examination without such authorization or other satisfactory evidence of the acceptance of his application.
- Sec. 6 Disqualification of Applicants. Applicants may be refused an opportunity to take an examination with the approval of the Chief Examiner for any reason relating to compliance with the application requirements or the fitness of the applicant for work, including, without limitation:
1. Failure to meet the standard published requirements for the class for which application is made;
 2. Failure to furnish true statements of material facts;
 3. Is found to be unfit because of job-related disqualifying information as determined by the District;
 4. Practice or attempted practice of fraud or deception in connection with filing of application;
 5. Failure of an applicant, after notification, to be promptly present at the time and place designated for any portion of an examination;
 6. The applicant has used, or attempted to use, political pressure or bribery to secure an advantage in examination or appointment;
 7. Practice or attempted practice of cheating or aiding others with cheating on any component of the testing process;
 8. Failure to follow instructions from testing staff during examination processes; or
 - 6-9. Use of electronic devices including cell phones, cameras, etc. (unless permitted as part of the testing process)
 - 7-10. Has otherwise violated the provisions of these rules.
- Sec. 7 Rejected Applications. If copies of all requested information per the announcement, including but not limited to Oregon Paramedic status and/or EMT status, education (diplomas), NFPA certifications and all other certifications are not included with the application, the candidate will NOT receive credit for the missing items on the resume review and may not be considered qualified to continue in the process. All certifications must be active. Whenever an application is rejected, a timely notice of such rejection shall be forwarded to the applicant which shall set forth the reason for such rejection and disposition of rejected applicant and/or application. Any person whose application has been rejected by the Chief Examiner may appeal such action within five (5) business days of rejection to the Civil Service Commission. Appeals shall be submitted through the Civil Service Secretary as identified on the job posting. Candidates requesting appeal shall be permitted to test awaiting the result of the appeal.
- Sec. 8 Examination Administration.
- A. **Scheduling of Examinations.** The Fire District will schedule examinations at times consistent with the staffing requirements of the District. Examinations may be postponed as necessary based on the business needs of the District. The Commission will be notified of any changes to the schedules.
 - B. **Preparing and Conducting Examinations.** The Civil Service Commission shall prepare or cause to be prepared all examinations and the examination process shall be approved by the Civil Service Commission prior to the holding of said examination. All examinations shall be to all persons who satisfy the pre-examination requirements and who, if successful in the examination, may be lawfully

appointed under these rules to a position in the class for which the examination is held.

Sec. 9 Postponement or Cancellation of Examinations. In the event a sufficient number of qualified candidates meeting the minimum qualifications have not made application for any examination, the Chief Examiner may postpone the last filing date or cancel the examination. In such case, the Commission will be notified of any changes and written notice shall be given to the applicants and the Appointing Power.

Sec. 10 Character of Examinations.

Nature of Examinations. Examinations shall be job related, competitive, and must be designed to determine the qualifications, fitness and ability of candidates to perform the duties of the class for which a register is to be established. Examinations may include written tests, writing assignments, panel interviews, presentations, and other demonstrations of skills and experience, or a combination of such types. They may take into consideration education, experience, aptitude, knowledge, character, physical fitness, length and quality of service, and other qualifications to determine the relative fitness of the candidates and shall not be related to political or religious preference. After a conditional job offer has been made, but before the appointment becomes final, the applicant selected for appointment shall be required to pass a pre-employment screening process in accordance with Rule II "Definitions", Section 1 "Definition of Terms, #35.

Sec. 11 Rating of Examinations.

A. **Method of Rating.** A minimum rating required to achieve eligibility shall be established for each examination. Minimum ratings may also apply to the rating on any parts of the examination and candidates may be required to obtain minimum ratings on separate parts in order to receive passing grades, or to be rated on the remaining parts of the examinations. The final earned rating of each competitor shall be determined by adding the earned rating on each part of the examination in accordance with weights established prior to the date of the examination. The minimum rating shall be included in the published notification of the examination. Ratings shall be based on a scale of 100 points and/or pass-fail as outlined in the testing packet.

B. **Ratings of Experience and Training.** When a rating of experience and training forms a part of an examination, the Civil Service Commission shall develop procedures for the evaluation of those factors that will serve to assist in the selection of the best qualified candidates with input from the District. Procedures that are adopted shall give due regard to quality and amount of experience and to the pertinence and amount of training. In establishing the value that a rating of experience and training shall bear to the total examination, and in determining the length of time for which experience credit shall be awarded, consideration shall be given to the amount of learning time required to perform efficiently the duties of the position.

Sec. 12 Notification of Examination Results. The rating of each examination shall be completed, and the resulting register established as soon as practical after the date on which the examination was held. Each person competing in an examination shall be given written notice of his/her final rating. Each person competing in an examination may, during the immediate ten business days ~~period~~ following notification of examination results, review the examination papers and have the rating reviewed and corrected if an error is found. No correction shall invalidate any appointment previously made from the register. The right to review an examination is limited to the applicant, Commissioners, their staff, and members of the governing body. Examinations may be reviewed only during regular business hours.

Sec. 13 Preference for Veterans. Veterans, as defined by Oregon Law, shall be given five (5) preference points and disabled veterans will receive ten (10) preference points on the pre-screening process and to final grades in accordance with ORS 408.230 (Veterans' preference in public employment). A copy of DD Form 214 must be provided so that it can be determined if the veteran service qualifies under ORS 408.230 and must be provided with the application for employment for preference in the pre-screening

process and at the end of the examination process.

Sec. 14 Preference for Service (Service Points). In all competitive entrance examinations preference status shall be given to all District volunteer members and District employees in accordance with District policy. Volunteer preference points shall be given to final grades and shall not increase the overall passing score of a candidate by more than the total points available for the process.

Sec. 16 Americans with Disabilities Act. The District will make reasonable accommodation for disabilities as required by the Federal Americans with Disabilities Act and state law to enable the applicant to perform the essential functions of the position and to compete fairly in the examination and selection process. Applicants who require reasonable accommodation(s) in the examination and selection process should notify the Civil Service Secretary so that arrangements can be made.

RULE VIII REGISTERS

Sec. 1 Establishment of Registers. The Commission shall establish and maintain registers of eligibles or personnel who may become eligible during the life of the register necessary to provide an adequate supply of qualified candidates for positions in the Classified Service. Registers shall be established by class of employment and shall be District-wide in application.

Sec. 2 Kinds of Registers.

- A. **Entrance Registers.** An entrance register shall be established, regularly updated and maintained for each class of positions to be filled on an entrance basis and shall consist of the names of all persons who have passed the entrance examination for that class.
- B. **Promotion Registers.** A promotion register shall be established and maintained for each class of positions to be filled on a promotional basis and shall consist of the names of all employees who have passed an examination for the classified position. Where there are less than four positions in a promotive classification, a promotion register for such classification need not be established and maintained until such time as it is necessary to fill a vacancy therein by appointment in accordance with these rules.

Sec. 3 Order of Names on Registers.

A. **Entrance Registers.**

1. **Laid-off Employees.** Each entrance register shall be headed by the names of persons who have been regular employees and who were laid-off from a position in that class because of shortage of funds, lack of work, abolishment of position, or for other reasons beyond the control of the employee.
2. **Eligible.** Names of eligible persons shall be placed on registers in the order of their final earned ratings plus veteran and volunteer preference points to which they may be entitled. Where ties exist, names shall be arranged in the following order: disabled veterans, veterans, and the candidate whose application was received first.

B. **Promotion Registers.**

1. **Demoted Employees.** Each promotion register shall be headed by the names of persons who have been regular employees and who were laid off, demoted or reclassified to a lower class from a position in that class through no fault of their own.

2. **Eligible Employees.** Names of eligibles shall be placed on registers in the order of their final earned rankings including veteran preference points to which they may be entitled. Where ties exist, names shall be arranged in the following order: disabled veterans, veterans, and the candidate whose application was received first. Personnel being demoted or receiving a downward reclassification will be placed on the District's promotional register. The duration of eligibility on a promotional register resulting from demotion or downward reclassification is limited to not more than the expiration date of the register.
- C. **Order of Names on Registers for Laid-off or Demoted Employees.** The order of names of persons laid-off or demoted in A and B of this section shall be in inverse order of the date of their lay-off or demotion.

Sec. 4 Duration of Registers

- A. **Entrance Registers.** The duration of an entrance register is limited to 30 months from the date the register was certified. An entrance register may be extended not to exceed an additional twelve months if, in the opinion of the Commission, the best interests of the District would be served thereby. An entrance register may be deemed exhausted when, in the opinion of the Appointing Power or Commission, it does not contain a sufficient number of eligibles.
- B. **Promotion Registers.** The duration of a promotional register is limited to 30 months from the date the register was established. A promotion register may be extended not to exceed an additional twelve months if, in the opinion of the Commission, the best interests of the District would be served thereby. A promotion register may be deemed exhausted when, in the opinion of the Appointing Power or Commission, it does not contain a sufficient number of eligibles.

Sec. 5 Removal of Names from Registers.

- A. A name may be removed from a register permanently or temporarily, with the approval of the Chief Examiner, if an eligible:
 1. Receives certification and appointment to fill a permanent classified position with the same or higher salary range from any list;
 2. Fails to respond within five (5) days to a written inquiry of the Secretary, Chief Examiner or an Appointing Power relative to availability for appointment;
 3. Refuses an offer of an appointment without a written request to remain on the register;
 4. Fails to report for duty within the time specified by the Appointing Power;
 5. Is on a register that the term of eligibility has expired;
 6. Fails to maintain a record of his/her current address with the Commission as evidenced by the return of a properly addressed, unclaimed letter, or other evidence;
 7. Willfully violates ~~of~~ any of these rules;
 8. In case of promotion registers, separates from District service;
 9. Is not qualified to perform the duties of the class upon a finding by the Chief Examiner or Commission;
 10. Is not qualified to perform the duties of the class upon a finding of the Appointing Power and approval by the Commission;
 11. Requests to have his/her name removed.

Any person whose name is removed from a register shall be promptly notified by the Secretary of the Commission

of the reason for such removal.

- B. Background and reference checks will not normally be completed on entry level applicants prior to the examination process outlined in Rule VII. However, they are considered part of the selection process. Entry level applicants may be rejected from further consideration by the District after successfully completing other components of the selection process for the following reasons:
 - 1. Failure to meet the published requirements for the class for which application is made.
 - 2. Failure to furnish true statements of material facts.
 - 3. Practice or attempted practice of fraud or deception in connection with filing application.
 - 4. The applicant has used, or attempted to use, political pressure or bribery to secure an advantage in examinations or appointment.
 - 5. If information gained in the background or reference check indicates that the applicant may have a history of problems including tardiness, excessive use of sick leave, unexcused absences etc., unacceptable personal hygiene, honesty or integrity deficiencies, difficulty having a good relationship with co-workers, and/or is currently on a "do not rehire" register with a previous employer.

RULE IX CERTIFICATIONS AND APPOINTMENTS

Sec. 1 Filling Vacant Positions. All vacancies in classified positions shall be filled as provided in these rules. Whenever the Appointing Power wishes to fill a vacancy in the Classified Service, a request for names of qualified eligibles shall be submitted to the Secretary of the Commission. No appointment to a promotional position shall be made until successful completion of the initial appointment probationary period. The Appointing Power shall notify the Commission of personnel requirements as far in advance as possible in order that sufficient time will be available to establish eligible registers.

Sec. 2 Certification of Eligibles.

- A. **Eligibles Registers.** Upon completion of the examination process, the Commission shall certify the register with the names of all eligibles who have successfully completed and passed the examination process.
- B. **Order and Number of Names Certified.** Names shall be certified in order of standing on the register. Where ties exist, names shall be arranged in the following order: disabled veterans, veterans, and the candidate whose application was received first.
- C. **Notification of Eligibles.** The Secretary of the Commission will provide notification of the date and time the register is scheduled to be certified by the Civil Service Commission to the candidates.
- D. **Rejection of Eligibles.** Job related reasons are considered valid reasons for rejection of a candidate. Procedures outlined in ORS. 242.766 subparagraphs (1) through (3) shall be followed when rejecting a candidate.
- E. **Action Required of Appointing Power(s).** Reports of actions taken on certified eligibles by the Appointing Power(s) shall be submitted in writing to the human resources department of the District. Fair consideration must be given to all names certified.
 - 1. **Request for Names.** All vacancies in classified positions will be filled as provided in the Oregon Revised Statute and these rules. The Fire Chief will submit a request for names of qualified eligibles to the Civil Service Examiner when there is a need to fill a vacancy

in classified service.

2. Order of Use of Eligible Registers Upon receipt of a request for certification of eligibles, the Chief Examiner will certify and provide the proper number of available eligibles from the appropriate list. If no appropriate list exists, the Chief Examiner will determine if it is appropriate to authorize a provisional appointment as provided by Sec. 3.B of this rule. Certification will be made from lists in the following order:

a. The promotional register, if applicable

b. The entrance registers(s)

2.3. Interviews. The number of eligibles from the entrance register to be interviewed shall be ten plus one for each additional entry level vacancy. From the promotional register, the number of eligibles to be interviewed shall be two plus one for each additional promotional vacancy. The appointing power may choose to interview more candidates as a matter of operational efficiency. However, only eligibles as described above shall be considered. In the event that there are not enough eligibles or personnel who may become eligible during the life of the register necessary to provide the usually desired number of qualified candidates (ten plus one for entrance exams and two plus one for promotional exams) a register may still be established and certified should there be an adequate supply of qualified candidates as determined by the Appointing Power or the register may be deemed exhausted as provided for in Rule VIII Section 4. In the event such a register is established and certified, the Appointing Power shall interview all eligibles on the register. Where ties exist, names shall be arranged in the following order: disabled veterans, veterans, and the candidate whose application was received first. The following actions are required by the Appointing Power:

a. Personally, interview each candidate utilizing job related criteria.

b. Request additional names to replace names of eligibles who:

- Decline or otherwise waive consideration
- Failed to appear for consideration within the specified period.

2. Selection. Select candidate(s) from register of eligibles to conditionally offer an available position. The conditional offer of employment is conditioned on successful completion of the pre- employment screening process as defined in Rule II "Definitions", Section 1 "Definition of Terms, #15.

a. Such a conditional offer must be made to a qualified veteran or disabled veteran if the results of the veteran's or disabled veteran's application examination, when combined with the veteran's or disabled veteran's preference, are equal to or higher than the results of an application examination for an applicant who is not a veteran or disabled veteran.

b. Should the Appointing Power not appoint a veteran or disabled veteran to a vacant civil service position, the Appointing Power may base their decision not to appoint the veteran their decision not to appoint the veteran solely on the veteran's merits or qualifications with respect to the position.

3.4. Notify Eligibles Not Appointed. Those persons certified to the District but not appointed shall be notified. This rule will not apply in the case of persons who waive, decline or fail

to appear for interview.

- B. **Restoration of Names to Register.** The names of those persons certified but not appointed shall be restored to the registers unless subject to Rule VII, Sections 5 and 6.

Sec. 3 Kinds of Appointments.

- A. **Probationary Appointment.** Entry level or promotional appointments shall be probationary as described in Rule II “Definitions”, Section 1 “Definition of Terms, #36 & #37. Employees who have successfully completed their probationary period shall be accorded regular status provided that this discretion is not exercised in an arbitrary manner.
- B. **Provisional Appointment.** If there are no names of qualified candidates on the entrance register for a class in which the vacancy exists, the Chief Examiner may authorize the provisional appointment of a person meeting the minimum prerequisites for the class to which the position is allocated. No position shall be filled by provisional appointment for more than three (3) months in any fiscal year, nor shall any person be appointed as a provisional employee more than once in any fiscal year. A provisional appointment is terminated after three (3) months or when an appropriate register is established which certifies available eligibles and an appointment is made for the position. Notice of all such appointments made shall be reported to the Commission at its next regular meeting.
- C. **Part Time Appointments.** Appointments to a part-time position as defined in Rule II are not subject to these rules. Such appointments shall not be used to circumvent the intent of these rules.
- D. **Temporary Appointments.** The Appointing Power is authorized to make temporary appointments to assure continuation of required work. A temporary appointment is limited to six (6) months. Temporary appointment shall require official personnel action and the Chief Examiner shall be so notified. The Appointing Power will use existing registers when making temporary appointments.
- E. **Acting Appointment.** The Appointing Power is authorized to make acting appointments if there are no names of qualified candidates on the register for a class in which a vacancy exists for the purposes of developing personnel to become qualified for promotional exams. No position shall be filled by acting appointment for more than twelve (12) consecutive months, nor shall any person be appointed as an acting employee for more than six (6) consecutive months in any position.
- F. **Appointment to Previous Classification (Voluntary Demotions).** An employee may make a request in writing to the Appointing Power for demotion from a position in one class to a position in a class of lower pay grades if the employee has previously held a position in such classification. The Civil Service Commission may approve such request provided it would not result in the lay-off of another employee.

RULE X PROBATIONARY PERIOD

- Sec. 1 Purpose. The probationary period is an integral part of the selection process and provides the Appointing Power with the opportunity to observe the probationary employee or employee’s work and to train and aid the probationary employee in adjustment to the position in accordance with ORS 242.766, Sections 4-6.
- Sec. 2 Duration of Probationary Period. Every person certified and appointed or promoted to a position in the Classified Service shall serve a probationary period of twelve (12) months unless demoted or terminated in accordance with ORS 242.766, Sections 4-6.
- Sec. 3 Transfer during Probationary Period. An employee who is transferred to another position in the same

class prior to the completion of the probationary period shall complete the probationary period in the latter position.

- Sec. 4 Evaluation of Performance during Probationary Period. During the probationary period, the Appointing Power, or his designee, shall evaluate the employee's performance. Such evaluation shall include judgments as to the employee's willingness and ability to perform assigned duties satisfactorily.
- Sec. 5 Suspension of Probationary Period due to Leave of Absence. If a probationary employee takes 10 or more consecutive shifts off during probation, the probation will be suspended until they return to duty. The time off can be for any type of approved leave, including but not limited to the following: vacation, illness, off the job injury, on the job injury, military leave, administrative leave, or leave covered under FMLA or OFLA.
- Sec. 6 Dismissal during Probationary Period. The Appointing Power may terminate the employment of any newly hired probationary employee who has not attained regular status at any time during the probationary period provided the notice of termination is given before the end of the probationary period. There is no right of appeal by the employee from such termination. Such action shall be reported in writing to the Commission and to the employee and shall include the reasons, therefore.
- Sec. 7 Demotion during Probationary Period (Probationary Demotion). A probationary employee serving as a result of appointment from a promotion register, who fails to qualify in the new position, shall be reinstated to the employee's former position on the current register, unless the Appointing Power determines that the cause for the demotion is so significant demotion to a lower classification is justified. If the register is no longer current, the employee will be placed at the top of the current register, unless the Appointing Power determines that the cause for the demotion is so significant demotion to a lower classification is justified. The employee may appeal the Appointing Power's decision in writing to the Chief Examiner per Rule XII "Hearings of the Commission", Sections 3-8. If the Commission finds that the reasons for such demotions are insufficient, the demoted employee shall be restored to the promoted position or, if the employee was demoted to a lower classification than the employee's previous position, to the employee's previous position or the promoted position, under such terms as the Commission may impose.

RULE XI SEPARATION IN GOOD STANDING

- Sec. 1 Reduction in Force.
- A. **Reason for Layoff.** The Governing Body of the District may order the layoff of an employee because of abolition of a position, shortage of funds or work, and a material change in duties, changes in an organizational unit, or for other reasons which do not relate to the job performance of the employee. Duties performed by laid off employees may be reassigned to other employees already working, who hold positions in appropriate classes. No temporary or permanent separation of an employee from the service as a penalty or disciplinary action shall be considered a layoff.
 - B. **Demotion in Lieu of Layoff.** Any regular employee who is about to be laid off may file a written request with the Appointing Power for demotion in lieu of layoff. The Appointing Power normally shall grant this request for any employee who has established a right to Civil Service status, where the employee seeks demotion, and where it appears that he/she may expect to perform satisfactorily. If, in the opinion of the Appointing Power the good of the service does not indicate the desirability of such action, the employee shall be immediately notified in writing giving the reasons for denying the request. The employee may request a review by the Commission of the reasons for denial. In all cases where employees are demoted in lieu of layoff, their names shall be placed on layoff lists for the classes from which they were demoted.

RULE XII HEARINGS OF THE COMMISSION

Sec. 1

- A. **Non-supervisory Employees.** Discipline or dismissal of regular non-supervisory employees shall only be for cause as stated in ORS 242.796 or District policy or such other cause as a labor arbitrator finds that constitutes cause in a particular case under the provisions of any applicable collective bargaining agreement.
- B. **Supervisory Employees.** Discipline or dismissal of regular supervisory employees shall only be for cause. For purposes of this Section "Cause" includes without limitation:
 - 1. Failure or refusal to provide effective leadership to carry out the goals of the District or to function as an effective member of the District's leadership team.
 - 2. Failure or refusal to act as a role model for other District employees.
 - 3. Unsatisfactory performance of job duties.
 - 4. Any cause specified in ORS 242.796 or District policy. Sec. 2

Sec. 2 Procedures before Discipline or Dismissal.

- A. Prior to the discipline or dismissal of any regular non-supervisory employee and/or Supervisory Employee, the District shall follow all applicable procedures set forth in any District policy and any collective bargaining agreement covering the employee.

With respect to discipline and dismissal appeals, if a firefighter files an appeal with the Commission and a grievance under the grievance and arbitration procedure of the collective bargaining agreement, the Commission will hold its procedures under ORS 242.800 and 242.802 in abeyance until the grievance and arbitration procedure is concluded. It will adopt the decision of the arbitrator or other resolution of the grievance unless the Commission determines that the decision is contrary to ORS chapter 242 or other state law. If the Commission does not adopt the decision of the arbitrator or other resolution of the grievance, the Commission will conduct an independent investigation of the charges and will hold a hearing and issue a decision pursuant to ORS 242.800 and 242.802.

- Sec. 3 Commission Hearings. In accordance with ORS 242.800, an appeal may be filed within 10 days after disciplinary action or probationary demotion and the commission shall conduct an investigation and hold a public hearing; whereas such hearing shall be within 30 days from the time appeal is filed per ORS 242.800. The Commission shall conduct a hearing on any appeal from a disciplinary action or probationary demotion against any regular employee filed within 10 days of a disciplinary action or probationary demotion. The hearing is a public meeting under the terms of the Oregon Public Meetings Act. The Commission may conduct the hearing in executive session under ORS 192.660(2)(b), unless the employee requests an open hearing. The hearing may be conducted in an informal manner and, except as provided herein, shall not be subject to the rules of evidence. Appellants or petitioners may be represented by counsel or other representatives at the hearing. The Commission or the parties may issue subpoenas for witnesses to require witnesses to attend and/or present relevant documentation at the hearing.

Sec. 4 Administering oaths; compelling attendance of witnesses and production of documents; depositions of witnesses per ORS 242.728.

- 1. During an investigation, the commission may administer oaths, subpoena witnesses and compel the production of books, papers, documents and accounts pertinent to the investigation. Attendance of witnesses, either with or without books, papers, documents or accounts, may not be compelled unless such witnesses are personally served with subpoena.
- 2. The commission may cause the deposition of witnesses residing within or without the

state to be taken in the manner prescribed by law for like depositions in civil suits and actions.

3. If a person refuses to attend to give testimony or produce books, papers, documents or accounts, pursuant to a subpoena issued under this section, the circuit court of the county in which the political subdivision is located, upon petition of the commission, shall compel obedience to the subpoena and shall punish refusal to obey or to testify in the same manner as a refusal to obey a subpoena or to testify pursuant to a subpoena issued from the circuit court.

Sec. 5 Evidence.

A. **Burden of Proof.**

1. In a hearing on an appeal from a disciplinary action demotion during probationary period, including suspension, salary reduction, demotion or dismissal, or other disciplinary action, the District shall have the burden of proof and the burden of going forward with the evidence.
2. All allegations shall be proved by a preponderance of the evidence.

B. **Rules of Evidence.** The rules of evidence at commission hearings shall be:

1. Evidence of a type commonly relied upon by a reasonable prudent person in the conduct of their serious affairs shall be admissible. Relevant hearsay is admissible provided that (a) The commission determines that the hearsay statement is more probative than other evidence that the proponent could obtain through reasonable efforts and (b) notice of the intent to offer such hearsay evidence, including full detail of the statement and the declarant's name and address, is given by the proponent to the other party in advance of the hearing to provide a fair opportunity for preparation to meet such evidence. If either party has failed to comply with Rule XII "Hearings of the Commission", Section 5 "Evidence" subsection A (2) "Burden of Proof", the commission can order a postponement of the hearing in order to allow the other party sufficient time to prepare and respond, refuse to accept the evidence, or take other such actions the commission deems appropriate.
2. Irrelevant, immaterial or unduly repetitious evidence shall be excluded.
3. All offered evidence, not objected to, may be received by the Commission subject to the Commission's discretion to exclude irrelevant, immaterial or unduly repetitious matter.
4. Evidence objected to may be received by the Commission, and in the discretion of the Commission, rulings on its admissibility or exclusion may be reserved until the time the order of the Commission is issued.
5. In considering the admissibility of evidence, the Commission may refer to, but is not bound, by the Oregon Rules of Evidence and Witnesses set forth in ORS Chapters 40-45.
6. The Commission shall take judicial notice of the District rules, all past and current labor contracts and other matters for which judicial notice is appropriate pursuant to ORS 40.060-40.090.

Sec. 6 Conduct of Hearings.

- A. **Time and Place of Hearings.** The time and place of hearings will be set by the Commission and notice thereof shall be served personally, registered mail, or certified mail upon all parties at least fourteen (14) days in advance of the hearing date.

- B. **Postponements.** Any party who desires a postponement shall promptly, upon receipt of notice of the hearing, make a request of the Chairman of the Commission for such a postponement stating the reason, therefore. For good cause shown, the Commission may grant such postponement and may, at any time, order a postponement.
- C. **Conduct of Hearing.** A hearing before the Commission is intended solely for the purpose of receiving evidence either to substantiate or refute specific charges relative to the action which the Commission has been requested to examine. It shall not be an occasion for uttering irresponsible accusations, attacks upon the character or conduct of the employer or employee, or other derogatory matters having no bearing on the actions under investigation. All parties, their representatives, counsel and spectators shall conduct themselves in a respectful manner. Demonstrations of any kind will not be permitted. Failure to comply with this rule shall be grounds for the Commission to remove the person from the hearing or suspend the hearing.
- D. **Hearing Procedure.**
1. On appeals from disciplinary action or probationary demotion, the District shall present the grounds for the action taken and evidence in support thereof, and the appellant shall then present evidence to refute the charges. The District shall have the right of rebuttal and the appellant shall be allowed surrebuttal.
 2. The Commission may question any witnesses as to the facts presented or involved, and the Commission may call witnesses on its own motion to assist it in arriving at a determination.
 3. Attorneys, representatives or the parties may be allowed time to present oral arguments on the issues to the Commission and/or the Commission may require written position papers to be submitted within a reasonable time after the hearing by the parties.
 4. The Commission may impose time limits on questioning in the interest of (a) orderly conduct of the hearing; and (b) fairness to the appellant, petitioner or District.
- E. **Counsel or Representative.** In appealing a disciplinary action to the Commission, an employee is not required to have counsel or a representative. The appellant may examine and cross-examine witnesses, make statements, summarize testimony and otherwise conduct his/her presentation to the Commission. However, an appellant may be represented by counsel or other representative of his/her own choosing. Such Counsel or other representative will not be appointed at public expense.
- F. **Pre-Hearing Matters.**
1. **Stipulations.** The parties may stipulate in writing to facts upon which they are in agreement. Such stipulation shall be binding upon the parties and shall be evidence as to the facts set forth therein.
 2. **Witnesses and Witness Fees.** Every person served with a subpoena requiring attendance before the Commission shall be entitled to the same fees and mileage as are allowed by laws to witnesses in civil suits and actions, except that no person shall be entitled to any fees or mileage who is employed in the public service of a political subdivision in which he/she is called as a witness. The fees and mileage allowed by this section need not be prepaid, but the governing body of the political subdivision shall provide for payment thereof when certified by the Commission in accordance with ORS 242.730.
- G. **Testimony.**

1. All testimony to be considered at a hearing except matters judicially noted or entered by stipulation by the parties shall be under oath or affirmation.
2. Refusal of a witness to answer any relevant question may, in the discretion of the Commission, be grounds for disregarding all of the testimony given by the witness on related matters. The Commission shall take into consideration any question concerning the competency of any witness as such competency standards are set forth in Oregon Revised Statutes.
3. Depositions to perpetuate testimony: The Chairman of the Commission, upon motion, may order the taking of a deposition(s) to perpetuate testimony of any witness, provided however, that the statutory grounds for granting request for depositions to perpetuate testimony in civil court proceedings shall apply.

Sec. 7 Disposition and Appeal. After investigation and public hearing, the Commission may affirm or modify the disciplinary action or probationary demotion or may find the action was not made in good faith for cause and order reinstatement and retroactive compensation. Unless unusual circumstances prevent it, the Commission will issue its decision within 14 days of the close of the hearing. The Commission's decision may be appealed to the Clackamas County Circuit Court by the employee or the employing District by a written notice of appeal filed with the Commission within thirty (30) days of entry of its decision in accordance with ORS 242.804. The certified transcript and case file shall be transmitted to the Court.

Sec. 8 Governing Body Responsibility. The Governing Body of the District shall provide the Commission with space, supplies, equipment, staff assistance, legal assistance as required, and funds adequate to conduct the business of the Commission. The Board shall cooperate in any investigation or inquiry conducted by the Commission and shall aid in all proper ways in carrying out the provisions of these rules as may from time to time be prescribed by the Commission.

RULE XIII RECORDS AND REPORTS

- Sec. 1 Roster. The Commission shall establish and maintain a roster of all employees in the Classified Service showing for each employee the class title, assignment, salary rate, date of employment, and such other employment data as is deemed pertinent.
- Sec. 2 Reports to Commission. Every appointment, transfer, promotion, demotion, dismissal, change of salary rate, leave of absence without pay and other temporary or permanent changes in the status of classified employees shall be reported to the Commission in writing on such forms as the Commission may require.
- Sec. 3 Destruction of Records. Records of the Commission will be retained and destroyed in accordance with good management practices and the administrative rules of the Oregon State Archivist and applicable State and Federal statutes.
- Sec. 4 Public Records Exempt from Disclosure.
- A. **Specific Records.** The following public records are exempt from disclosure under ORS 192.501(4) unless the public interest requires disclosure in the particular instance: examination questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination before the examination is given and if the examination is to be used again.
 - B. **General Records.** The Commission may refuse to disclose other records that are made confidential or exempt from disclosure under the Public Records Law (ORS 192.410 to 192.505).
 - C. **Inspection of Public Records.** Public records of the Commission shall be open to inspection by the public during regular office hours in accordance with the Public Records Law.

RULE XIV MISCELLANEOUS PROVISIONS

- Sec. 1 Employee Representation. Employees of the District shall have the right to form, join, and participate in the activities of labor organizations of their own choosing for the purpose of representation and collective bargaining on matters relating to wages, hours, and working conditions in accordance with the Oregon Revised Statutes and Rules and Regulations of the State Employment Relations Board.
- Sec. 2 Political Activity. No person holding any position subject to Civil Service is under any obligation to contribute to any political or religious fund or to render any political service to any person or party. No person shall be removed, reduced in grade or salary, or otherwise prejudiced for refusing to do so. No person shall discharge, promote, demote or in any manner change the official rank, employment, or compensation of any person subject to Civil Service or promise or threaten to do so for giving, withholding or neglecting to make any contribution of money or services or any other valuable thing for any political, racial or religious purpose.
- Sec. 3 Prohibited Conduct. No person shall:
- A. Individually or in cooperation with one or more persons defeat, deceive or obstruct any person in respect to their right under regulations or rules adopted by the Commission.
 - B. Solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express personal political views.
 - C. Falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered, or certified, or aid in so doing, or make any false representation concerning the same or concerning the person examined.
 - D. Furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, or certified to be examined, registered or certified.
 - E. Impersonate any other person or permit or aid in any manner any other person to impersonate the individual in connection with any examination or registration or application or request to be examined or registered.
- Sec. 4 Corrupt Practices Prohibited. No public officer and no person who is nominated or seeks nomination or appointment for public office shall use, or promise to use, directly or indirectly, any official authority or influence, whether then possessed or merely anticipated in the way of conferring upon any person, or in order to secure or aid any person to secure any office.
- Sec. 5 Punishment for Violations.
- A. The prohibitions and penalties as set forth in ORS 242.822 through 242.990 are hereby adopted as the prohibition and penalty section of these rules.
 - B. False swearing or perjury in any hearing or investigation before the Commission shall be punishable as provided by law.

RULE XV PAYROLL CERTIFICATION

- Sec. 1 Certification of Payroll Accuracy. Provisions of ORS 242.736 (1), (2), and (3) will be followed in preparing payroll for annual certification. Annual payroll certification will be done at the meeting which reflects the beginning of the fiscal year. The commission shall certify in writing to the payroll administrator of the political subdivision:
- A. The name of each person appointed or employed in the Civil Service, stating in each case the title or character of the position held by such person, the salary or compensation assigned, and

the date of the beginning of the person's service.

B. Every change occurring in any position held by any person in the Civil Service.

The certifications shall be made by the Civil Service commission annually. The commission shall notify any officer or employee of the District authorizing, drawing, signing, countersigning, issuing or honoring any warrant or order for the payment of salary or compensation to an employee subject to Civil Service of the names of any persons employed in violation of ORS 242.702 to 242.824 or the regulations established under ORS 242.702 to 242.824.



Fire Chief's Office

To: Chief Fred Charlton and the Board of Directors

From: Public Affairs Chief Brandon Paxton

Re: Public Affairs Department Monthly Report – December 2020

District or Community Events:

- Operation Santa Claus contactless donation drive-through events
- Virtual Academy 20-03 graduation

Earned Media (TV, Radio, and Print):

Total Story Count:	47
Total Audience:	529,262
*Total Calculated Ad Value:	\$11,601
*Total Calculated Publicity Value:	\$34,799

*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: 25,985 Followers (26,500 in November)
- Instagram: 11,249 Followers (11,270 in November)
- Facebook: 26,761 Followers (26,731 in November)

Public Messaging and Campaigns:

- Operation Santa
- Free flu vaccination clinics
- Christmas tree and lights safety
- Board meeting
- Recruitment: Financial Planning Manager, ITS Technician I, and Volunteers
- Academy 20-03 graduation

- Space heater safety
- Burn scars and flood risk
- Sandbags and link to county-wide locations
- Sober driving
- KXL-FM Wildfires interview with Chief Browne
- “Men and Women Making a Difference in our Communities” bios of four featured staff

Meetings Attended:

- Public Affairs meeting, occurs weekly on Tuesdays, Zoom
- All Chief briefing, occurs weekly on Wednesdays, Teams
- Operations meeting, Zoom, Dec. 2
- COVID-19 Command and General Staff, Teams, Dec. 2
- Wildfires After Action Review (AAR) discussion, Zoom, Dec. 2
- COVID-19 Planning meeting, Teams, Dec. 2
- Fire Chief Stakeholder presentation, Zoom, Dec. 2
- COVID-19 Operational Briefing, Teams, Dec. 3
- Quarterly PIO meeting with PF&R and TVF&R, Dec. 7
- Fire Chief Stakeholder presentation, Zoom, Dec. 8
- CFD Interagency Committee meeting, Zoom, Dec. 8
- Public Education Accreditation Preparation, Teams, Dec. 9
- Office 365 Steering Committee, Teams, Dec. 9
- COVID-19 Command and General Staff, Teams, Dec. 10
- COVID-19 Planning meeting, Teams, Dec. 10
- CFD AAR, Zoom, Dec. 11
- Community Stakeholder presentation, Zoom, Dec. 14
- COVID-19 Operational Briefing, Teams, Dec. 15
- Emergency Management Accreditation Preparation, Dec. 16
- Joint Oversight Committee, Zoom, Dec. 16
- Public Education Accreditation Preparation, Teams, Dec. 17
- Board Executive Committee meeting, Zoom, Dec. 21
- Phase 4 of Fire Chief Selection Process discussion, Zoom, Dec. 22
- COVID-19 Open Forum/Informational Session with Dr. Sahni, Zoom, Dec. 22
- COVID-19 Command and General Staff, Teams, Dec. 28
- CERT documents discussion with EM Ramirez, Dec. 30

Emergency Management

From: Emergency Manager Gregg Ramirez

- Participated in the 2020 Wildfire AAR
- Attended the Local Emergency Planning Committee meeting
- Presented the Disaster Management accreditation responses to the CFAI reviewer
- Attended CERT Coordinators monthly meeting
- Work on-going
 - CERT on-boarding and deployment policies and procedures

CERT:

Number of CERT activities / events (public outreach, training, planning, deployments)	Number of members participating	Activity / event hours	Prep Time (research, travel, create training)	Total Volunteer Hours
11	58 members	241.75 hours	19 hours	260.75

Public Education

From: Deputy Fire Marshal Captain Kari Shanklin

Public Education staff worked with the Fire Marshal's Office staff and companies to conduct or participate in ten community activities in December 2020. These included press releases, delivery of contest prizes, and attendance at community meetings. In-person fire safety presentations, station tours, and a number of other public events are temporarily suspended.

Additional notes from the Public Education staff:

- Staff continued to work on Clackamas Fire *Prepares: Ready, Set, Go!* Program for wildland fire prevention and preparation within district communities
- Staff worked with families of two youths misusing fire
- Staff worked on documents and presentations necessary for accreditation

Respectfully submitted,

Public Affairs Chief Brandon Paxton

Business Services

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Deputy Chief Doug Whiteley

Re: Business Services Division Monthly Report – December 2020

- Attended Clackamas/Estacada Joint Oversight Committee meeting.
- Participated in COVID-19 Incident Action Plan Planning and Operational Meetings.
- Attended Estacada Fire Work Session and Special Board Meeting.
- Attended the Firefighter graduation/swearing in ceremony.
- Participated in the COVID-19 Safety Stand Down.
- Attended weekly Rotary Club meetings.
- Prepared for the January 2021 Civil Service Meeting.
- Worked with staff on job descriptions and postings.
- Reviewed and updated Civil Service Rules.
- Prepared for Civil Service Commissioner vacancies.
- Attended the Estacada Fire Board Meeting.
- Met with staff regarding performance appraisals.
- Participated in the After Action Review for the wildfires.
- Met with staff regarding conflagration reimbursement submittals.
- Reviewed conflagration reimbursement documents.
- Participated in Accreditation site visit activities.
- Conducted numerous interviews for Accreditation with peer assessors.
- Participated in Oregon City Chamber Board Work Sessions and Board subcommittees.
- 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 November 24, 2020, to follow.



CLACKAMAS EMERGENCY SERVICES FOUNDATION

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



MISSION STATEMENT
"To help create a safer Community."

EXECUTIVE COMMITTEE OFFICERS

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

TRUSTEES

- Jim Band
Liaison, City of Oregon City Police Dept
- Michelle Chao
Michelle Chao, LLC
- Fred Charlton
Clackamas Fire District #1
- Fred Charlton
Liaison, Estacada Fire District #69
- Angela Fox
Clackamas Review/Oregon City News
- Ron Gladney
Hotelier
- Andrew Gordian
IAFF Local 1159
- Kyle Gorman
Retired 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

Meeting Minutes November 24, 2020 Meeting held via remote conferencing

President Gorman called the meeting to order at 12:10 pm.

Present: Trustees Kyle Gorman, Fred Charlton, Michelle Chao, Jerry Kearney, James Rhodes, Sherrie Rosenbaum, Don Trotter, Craig Van Valkenburg; Jasmine Schneider of Colton Fire, Kelly Dilbeck, Andrew Gordian, and Clackamas Fire District #1 staff: Finance Director Christina Day, and Executive Assistant Rachel Trotman.

INTRODUCTIONS

Introductions were made.

President Gorman wanted to share how the Executive Team was performing over the last two months. He expressed his profound thanks to Jerry as he has personally gone out and verified the need for the Wildfire Relief Fund requests (over 75 of them).

President Gorman also thanked Rachel Trotman, Chief Charlton, Christina and James for the quick turnaround with requests.

Jerry Kearney thanked Don Trotter for coming in to sign checks. President Gorman explained that it's been difficult to get into the credit union to get the check forms signed. He thanked Don for helping.

MINUTES

Jerry Kearney moved and Craig Van Valkenburg seconded the motion to approve the minutes from September, 22, 2020, as written.

The minutes were approved as written.

CORRESPONDENCE

President Gorman noted that they received many thank you letters.

FINANCIAL REPORT – Christina Day

Christina reported that it's been a busy couple months. A bulk of the activity was in the Community Assistance fund which involved receiving donations from the public and redistributing funds back out to wildfire victims.

In September and October, they received \$142,000 in donations towards those efforts and they have redistributed about \$52,000 of that, directly for wildfires. Funds in the amount of \$2,000 was also given to Bloomin' Boutiques for wildfire related needs.

She shared that the budget is going to look strange because of all the donations and redistributions. She reviewed the profit and loss detail for January – October. It shows where the Foundation has supported the community and individuals in need so far this calendar year. \$52,055.80 went toward wildfire victim relief with the total of all assistance so far being \$112,828. The last couple pages were check details. She removed the names for privacy reasons and replaced with "wildfire victim." The list of names can be provided upon request.

Jerry asked what the remaining amount from the donations (that were not specific to firefighters) was.

Christina said she could find that information.

Jerry asked if a good estimate would be \$40-50,000?

Christina said yes. She thought the total was \$142,000 and they had spent \$52,000. About \$5,000-8,000 of that amount is specific to firefighters and everything else was for wildfire victims.

President Gorman wanted to confirm that they received additional donations after Oct. 31.

Jerry Kearney confirmed that they are still receiving funds.

Christina said they still have about \$85,000 to distribute.

Auction/Dinner Committee Update – Don Trotter

Don explained that they have a contract with Greater Giving which deals with software. They had a one-year contract, that is part of a 5-year overall contract, and they pay once a year. Typically, they pay \$795 each year. Don talked to them and they realized that CESF wasn't able to complete the auction last year because of COVID-19 so they offered CESF an updated bill for only \$295 for the coming year. He accepted and the check is in the mail.

President Gorman asked to confirm that the current plan is to wait until it is safe to conduct another dinner auction in person and they have not planned any other virtual events.

Don said no, they had not planned a virtual event yet. There were a lot of pluses and minuses with virtual auctions.

Extend Authorization of Wildfire Relief Funds – Kyle Gorman

President Gorman said that at the last Board meeting in September, they were receiving donations rapidly through the PayPal account. The Board authorized an expedited method to approve requests, aggregate dollars coming in, and get checks out as soon as possible. The conditions were specific and have been followed.

One condition he wants to revisit was the definitive end date of authorization which was November 30, 2020. The Executive Committee would like to extend that authorization until Jan. 31, 2021. The reason being that it will take at least two readings of proposed policy to have a long-term policy in place to handle this. In the short term, they would like to continue this authorization that the Board approved in September.

Jerry added that they have not come close to assisting all those in need. He felt that there were a lot of people that needed help that didn't know CESF existed.

President Gorman said he knows that there is still a lot of need in the community and they need to address this. He is asking for an extension of the authorization.

Jerry made a motion and Sherie Rosenbaum and Craig Van Valkenburg seconded, for the authorization for wildfire relief spending that was approved at the September meeting be extended until January 31, 2021. The motion passed unanimously.

Policy Considerations for Major Emergencies

The draft document was shared by screen share. President Gorman said that this was a policy draft of a major emergency funding policy and how they will handle major emergencies. They are trying to make improvements to policies so they can react more quickly next time.

He explained this does not increase the authority of the Executive Committee; it limits it a bit. It allows them to immediately start aggregating the funds donated and distribute funds in same way they distributed the wildfire relief funds, through an application process. He noted that this process has worked, as long as they have Jerry. He added that it was important to have a person to verify.

President Gorman shared that any amounts over \$1500 would need to be approved by the full Board. Amounts that are from other sources besides disaster relief, would be handled by regular financial policies. This limits the grants available to social service agencies, fire and police agencies who suffer the effects of regional disasters.

He said this policy has to be reviewed twice before it is approved. This is the first reading. Next month's meeting will bring it to a vote. In the meantime, they need to find the right policy number to attach to it. It will parallel what they have been doing since September.

Jerry said that he doesn't remember if it mentions that the person doing the investigations is reporting back to the Executive Committee and then the Executive Committee will vote to approve/not approve the donation.

President Gorman said that the Executive Committee will ensure an appropriate process is in place.

Rachel will send out the draft to the Trustees.

NEW BUSINESS

2020 Budget for Approval – James Rhodes

The proposed budget for 2021 was shown with screen sharing. James said it was a carbon copy of 2020's budget. They have made no changes. He emailed the pdf out to group.

President Gorman thanked James for his work on this. He asked about Operation Santa Claus, noting that it may be different based on the circumstances.

James shared that later in this meeting, they will entertain a proposal to adjust the budget this year. He understood that proposal would be because of changes due to COVID-19, so the alterations made today may not (and hopefully will not) be the same case for 2021.

Craig made a motion and Don seconded to approve the budget for calendar year 2021. Motion passed unanimously.

Craig thought it was smart to roll over the 2020 budget to 2021 given the uncertainties. Sherie agreed.

Request for Funds – Bloomin' Boutique

President Gorman said that they have supported Bloomin' Boutique a number of times in the past. Patti has a foundation much like CESF and its all through volunteers. He has a high level of confidence that if she sees a need, it is a verifiable need. When they have given her money in past, she even provided receipts which demonstrated how it was spent.

Sherie shared that there was an update from what was in Patti's request letter from November. In the last month alone, they had already processed another 39 kids. A lot were impacted by the fires. When the COVID-19 freeze started on Nov. 18, the requests started coming in from parents who lost their jobs. The requests were coming through referrals from DHS, counselors, and teachers from various school districts. They need toiletry items and daily essentials. She noted that this is the first time they are seeing a lot of infant need requests. Patti has gone to hospitals and pediatricians for samples they receive for diapers, formula, etc.

President Gorman said that her request for contributions was within a range. He asked if Sherie had a recommendation.

Sherie said, as of Nov. 9, the exact amount that Patti shared in receipts for toiletry items was \$2,682.13. This included cinch bags that were partially donated. She is giving full size toiletry items. Sherie thought the requests would slow down soon and they don't do repeat requests. Her last request was \$2500, and the Executive Committee granted her \$2000. She would hope that if they gave her \$3500, it would carry them through the first of year, but it's an unusual year.

President Gorman asked if other board members had recommendations.

Jerry said that he would like to grant her funds closer to \$3500 because she already spent \$2600, which is more than they granted last time. They expect Op Santa to be heavier on requests and lighter on donations because of COVID-19. Some who were donors last year, may be receivers this year. He would think the same would apply with Bloomin' Boutique.

President Gorman asked Sherie if the requests were as result of the wildfires or COVID-19.

Sherie said that Patti had a huge increase of requests from the Estacada/Colton area. Those requests have been completely filled. She is guessing that any current requests would be COVID-19 related.

Jerry made motion and Sherie seconded to grant Bloomin' Boutique \$3500 for the work they do. The motion passed unanimously.

Sherie will notify Patti. Rachel will work on getting the check ready.

Request for Funds – Operation Santa

Chief Charlton said that they added this item to today's agenda. Due to COVID-19, there has been a lot of challenges. This year, they only have 11 businesses that are able to take in donations; they typically have over 30 businesses. They also usually have three schools who collect donations, but they aren't collecting this year. The community fire stations are not collecting items. They are also not going to be doing the 15 parades. This was changed to hold eight community drop off events. They don't think they will be receiving the amount of donations that the typical parades would yield.

They have identified 265 families who are in need. The need is greater than that, but they are concerned that they won't receive enough donations to support a higher number of families.

He shared that the 2020 budget for Op Santa through the Foundation is \$14,000. They are asking for an approval of an additional \$11,000, if needed. If the donations don't come in as needed, this will be used to support the families through gift cards.

President Gorman asked, if he understands, people will drive past drop off locations, rather than having parades.

Chief Charlton said they will have static displays with a limited number of volunteers, to be COVID-9 compliant and for contact tracing. If people want to drop off donations, the locations will be posted on the CFD website. The toys and food will be immediately separated and isolated into two different locations. They've received input on best practices for how long donations should sit before coming into contact again. A few weeks after the last drop off event, they will be distributed to the families.

President Gorman asked if similar information could be posted on the Foundation's social media accounts.

Chief Charlton explained that they had a Plan B and Plan C, and then Oregon entered into a county pause, then a statewide freeze. They also had internal challenges managing COVID-19 with the workforce.

They worked with city of Happy Valley the week prior. They may be bringing forward a plan to help the business community with a significant amount of funding that could be gift cards that could go to families to be redeemed at businesses. The strategy aims to help those in need and struggling businesses.

President Gorman asked if the proposal was to amend the 2020 budget for Op Santa.

Chief Charlton said, yes, the proposal would amend the budget from \$14,000 to \$25,000. This would support warehouse needs, buying consumables, etc.

President Gorman asked that this would only be as needed, and they may or may not spend it.

Chief Charlton confirmed. They hope they don't have to access it, but if they do, it would be because of significant need. They would ideally want to help more than 265 families because they know the need is more significant this year.

Craig made a motion and Sherie and James seconded to approve the proposed amended budget for Operation Santa. The motion passed unanimously.

President Gorman said that Chief Steve Deters has been awesome in ensuring that he doesn't spend any more than he has to. He has a high level of confidence that he will make the most of it. Chief Charlton agreed.

GOOD OF THE ORDER

Craig said that it feels really good to give donations to those in greater need.

Sherie said she received a reply back from Patti. "Be sure and thank everyone for supporting us. I'm so moved by the generosity. This is exactly what we need. Happy Thanksgiving."

President Gorman said that the Foundation has spent the last 20 years building up the amount of money they have in their account. They always anticipated they may need that for a rainy day. Right now, they have thunderstorms. He appreciated how willing the Board was to take actions to improve the community.

ADJOURNMENT

Jerry Kearney moved and Sherie Rosenbaum seconded a motion to adjourn the meeting. The meeting adjourned at 12:58pm.

NEXT MEETING

The next Foundation meeting is scheduled for noon on January 26, 2021 and will be held via remote conferencing.

Rachel Trotman
Executive Assistant

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: HR Director Trish Noble

Re: Human Resources Department Monthly Report – December 2020

- Updated job descriptions and posted for IT Tech I and Financial Planning Manager.
- Assisted with the Fire Chief hiring process by assisting with the Stakeholder presentation, data compilation, and emailing candidates.
- Completed the Single Role to Firefighter testing process and review period.
- Updated the Civil Service rules and created the January meeting packet.
- Organized Chief interviews for Lieutenant and Apparatus Operator.
- Attended UKG HR eSymposium.
- Updated employee files with certifications, PAFs, comp time, change of address, new employee information/bios, etc.
- Met with Accreditation Team members to cover follow up to Human Resource Criterion assignments.
- Researched Public Safety Officers' Benefits Program questions that had arisen regarding potential denial of death benefits if personnel deny a COVID vaccine.
- Completed background checks for new Estacada Volunteer recruits.
- Submitted officer task book training requirements for check off with Human Resource Department personnel.
- Continued mock trials on the MdE platform that DC Gehrke had set up for quarterly and annual check ins to test for issues and ease of use.
- Coordinated with Training the hand off of notification of policy updates and new policies as assignments to relevant personnel in Target Solutions.
- Finished clean up of D1Net and share drive folders that relate to HR products in anticipation of the new JotForms and updated links being created in all departments.
- Assisted department branches with personnel issues and disciplinary processes.
- Processed subpoena, bereavement, jury duty and OFLA/ FMLA leave for personnel
- Processed tuition reimbursements requests.

- Worker's Comp claims and return to work for new claims and light duty assignments.

Benefits:

- Continue to work with individuals on claim resolution.
- Auditing all members and information for each benefit Provider.

LBG:

- Have one LTD claim that is under review and are working to see if it has been paid in whole or if it needs to continue for another year.
- Have a couple issues that Kris and Benefits Specialist Szabo continue to work on, until the claim is paid.

Health Trust:

- Completed all necessary forms that were needed for our tax-exempt status and sent them over to the attorney. They are working on one final document and will send over for a final signature before sending into the IRS for our tax-exempt reinstatement.
- Worked with Kristen at LBG to get the last couple of documents loaded on to our benefits website under the new tab "Health Trust".
- In December, the Trust paid out an offset to 47 members and a total of \$6,231.72.

Respectfully submitted,

Human Resources Director Trish Noble

Business Services

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Finance Director Christina Day

Re: Finance Department Monthly Report – December 2020

To reduce the potential spread of COVID-19, Finance staffers continue to work remotely.

Below are a few highlights of activities in Financial Services for the months of December 2020 – January 2021:

- Budget
 - The Budget Calendar for the FY2021-22 process has been prepared and is attached.
 - Staff has reviewed the Capital Improvement Plan and made changes as needed in preparation for the budget process.
 - The FY2021-22 budget development process is underway, with department Directors, Captains and Chiefs entering budget requests in Munis. The deadline for entry is February 5th, with the first executive review to begin February 12th.
 - Staff is reviewing the Clackamas County AV growth and collection estimates to determine a reasonable projection for the Fire District.
 - A 2nd supplemental budget request to address the conflagration revenues/expenses and other changes will be presented at the February Board meeting for approval.
- Year-End / Audit
 - Auditor Russell Reis will be presenting the annual report at the January 25, 2021 meeting.
 - Accounting Manager Le successfully closed FY20 in late December and is finalizing entry of the auditors recommended adjusting entries.
- Conflagrations / Wildfires
 - North Cascades/Riverside – Program Specialist Holst worked with staff from throughout the Fire District to prepare data for reimbursement requests to multiple organizations. She submitted the final request to OSFM for the North Cascades/Clackamas Complex and Riverside fires on 12/31/20, in the total amount of \$1,398,488.50.
 - State Contract for North Cascades/Riverside – Program Specialist Holst prepared and submitted the request for reimbursement for non-suppression work the Fire

District performed (fueling, fire camp, logistics, etc.) on 12/31/20 as well, in the amount of approximately \$248,000.

- FEMA – Program Specialist Fielman has submitted one FEMA reimbursement request under the Public Assistance plan for station cleaning and disinfecting after the wildfires for approximately \$14,000. Program Specialists Fielman and Holst are working to prepare the reimbursement request for expenses incurred before and after the conflagration time period as well, which will be submitted by mid-March.
- Director Day is working with our insurance agent to file a claim for approximately \$18,000 in radios lost during the fires.

- Estacada
 - Director Day has provided updated financial information to the Estacada Transition Team as requested. She is assisting with transfer of insurance policies, establishment of an accounting system (Quickbooks) and other tasks as well.

- Other
 - Director Day has been working with Chief Whiteley and HR to formulate a succession plan after her retirement in June 2021. A recruitment is underway for a Financial Planning Manager to focus on budget, cash flow and financial planning. The goal is to have someone on board to shadow Director Day through this year's budget development process.

Looking Ahead:

January 2021

- January 1 – annual audit report available
- January 31 – 1099's and W-2's issued
- January 31 – recruitment process for Financial Planning Manager continues

February 2021

- February 5th – deadline for submitting department/Org Requested budgets
- February 12th – Budget requests finalized by all department heads/chiefs

March 2021

- March 9th – Budget work session for staff
- March 15th – Deadline to submit FEMA wildfire reimbursement requests

Respectfully submitted,

Finance Director Christina Day

Clackamas County Fire District No. 1

FY2021-22 Budget Calendar

November 2020

- 12 Prepare revenue estimates (based on tax certifications)
- 16 Board Meeting - Appoint budget officer

December 2020

- 18 Distribute Capital Improvement Plan for review & updating
- 28 Distribute FY22 budget policy and guidelines, budget forms, and calendar
- 31 Prepare draft of FY22 capital projects budgets

January 2021

- 8 Mail Budget Committee for mid-year update
- 22 Prepare draft of FY22 special fund budgets
- 25 Board Meeting
- 26 Budget Discussion (Senior Staff) - CIP, budget revenue assumptions

February 2021

- 5 Station/Program budgets due to Division heads
- 12 Requested operating and capital improvement budgets from Divisions are finalized
- 22 Board Meeting - consider FY21 supplemental budget
- 23 Budget Discussion (Senior Staff): Department year-end, SWOT for FY22

March 2021

- 9 Budget Worksession (Senior staff) - Changes completed and needed
- 15 Board Meeting
- 23 Budget Worksession (Senior staff) - Departments finalized, Proforma budget

April 2021

May 2021

- 13 First Budget Committee meeting - Distribute FY22 Proposed budget
- 27 Second budget committee meeting - Approve FY22 Proposed budget

June 2021

- 21 Budget hearing at Board meeting - Adopt FY22 Approved budget

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

General Fund 10

As of December 31, 2020, Fiscal Year 2020-2021 is 50% complete.

Revenues: The General Fund has received \$51,728,943 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 \$474,336 at 82.5% of the budget before the costs of collection are netted out. GEMT revenue for FY19-20 is \$382,531. This fund has received \$64,654 in interest revenues to date. Additional revenues from contracts, and other sources total another \$4,798,157.

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

Category:	% of Budget Used
Salaries & Benefits	55.2%
Materials & Services	36.9%
Capital Outlay	0%

Equipment Reserve Fund 20

Total expenditures in this fund equal \$63,065. This fund has received \$2,008 in interest and \$4,739 in surplus sales revenues to date.

Capital Projects Fund 30

Total expenditures in this fund equal \$1,244,706 through December 2020. This fund has received \$17,455 in interest revenues to date.

Enterprise Fund 40

There are no expenditures in this fund. This fund has received \$83 in interest revenue.

Debt Service Fund 50

Total expenditures in this fund equal \$476,475. This fund has received \$2,043,347 in property tax revenues this year, along with \$7,859 in interest earnings.

Bond Construction Fund 60

Total expenditures for bond project-related construction costs equal \$38,995 through December 2020. This fund has transfer from Fund 30 of \$240,000.

Investment Activity

Short-term Investment Portfolio

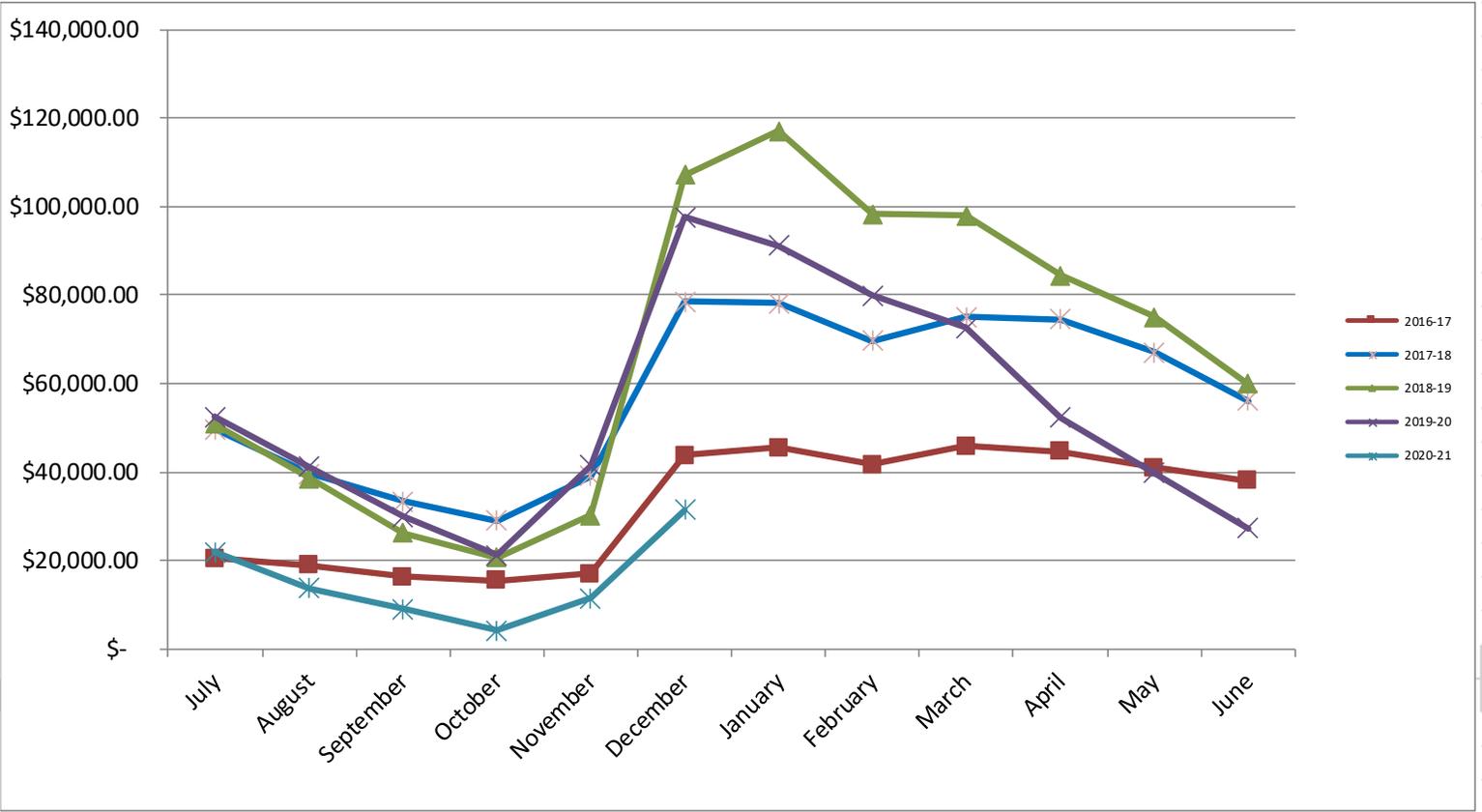
The table below indicates the balances of cash accounts as of December 31, 2020.

Short-term Investments as of December 31,2020	
Local Government Investment Pool	\$47,116,205.04
Key Bank Checking	\$ 718,868.94
TOTAL:	\$ 47,835,073.98

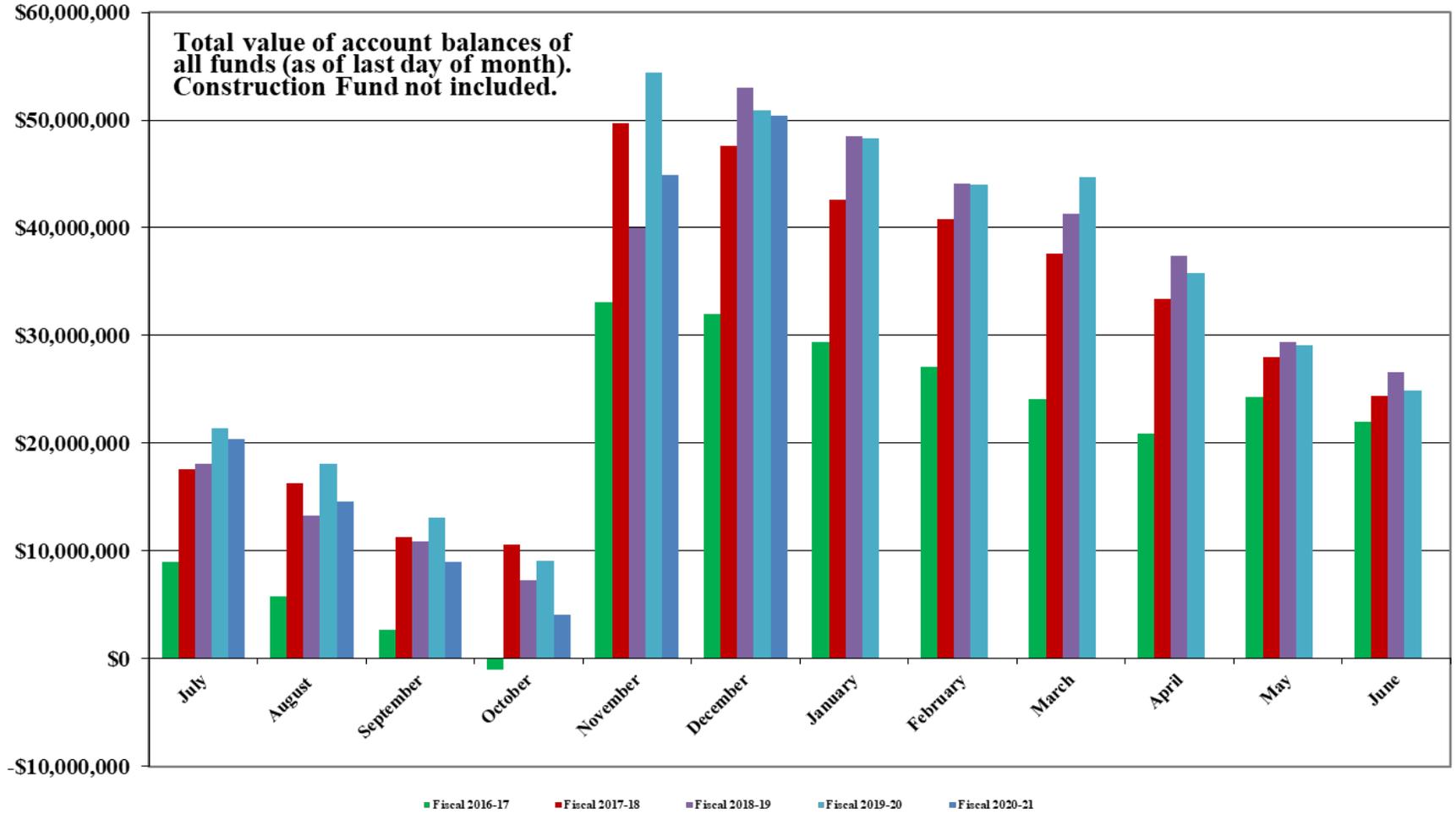
The Oregon LGIP interest rate is 0.75% in December 2020.

Clackamas Fire District No. 1			
LGIP Monthly Interest Rate Averages			Monthly Earnings LGIP
December	2019	2.250%	\$97,672.04
January	2020	2.250%	\$91,186.32
February	2020	2.250%	\$79,875.63
March	2020	2.080%	\$72,611.31
April	2020	1.760%	\$52,310.78
May	2020	1.490%	\$39,910.30
June	2020	1.300%	\$27,402.03
July	2020	1.210%	\$21,966.74
August	2020	1.000%	\$13,806.68
September	2020	1.000%	\$ 9,160.94
October	2020	0.910%	\$ 4,291.31
November	2020	0.750%	\$11,499.63
December	2020	0.750%	\$31,531.81

Interest Revenue - Fiscal 2016-17 to Present



Clackamas County Fire District #1 Account Balances by Month



YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
10 General Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
00 Beg Fund Bal								
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%	
01 Tax Revenues								
4450 Current Year Prop Taxes	-55,796,309	0	-55,796,309	-51,322,179.76	.00	-4,474,129.24	92.0%	
4455 Prior Year Prop Taxes	-1,220,310	0	-1,220,310	-406,763.42	.00	-813,546.58	33.3%	
4460 Other Taxes	-8,000	0	-8,000	.00	.00	-8,000.00	.0%	
TOTAL Tax Revenues	-57,024,619	0	-57,024,619	-51,728,943.18	.00	-5,295,675.82	90.7%	
02 Bond Proceeds								
4595 Short-term Note Proceeds	0	-5,000,000	-5,000,000	.00	.00	-5,000,000.00	.0%	
TOTAL Bond Proceeds	0	-5,000,000	-5,000,000	.00	.00	-5,000,000.00	.0%	
03 Interest								
4490 Investment Interest	-375,000	0	-375,000	-64,653.56	.00	-310,346.44	17.2%	
TOTAL Interest	-375,000	0	-375,000	-64,653.56	.00	-310,346.44	17.2%	
04 Other Revenues								
4500 Contract Revenue	-3,052,033	-158,108	-3,210,141	-1,611,932.04	.00	-1,598,208.96	50.2%	
4510 ASA Revenue	-135,000	0	-135,000	-66,782.04	.00	-68,217.96	49.5%	
4512 Medical Supply Reimb	-90,000	0	-90,000	-53,816.50	.00	-36,183.50	59.8%	
4513 Other Reimbursements	-200,000	-24,308	-224,308	-308,368.88	.00	84,060.88	137.5%	
4538 Service Cost Recovery	-75,000	0	-75,000	-14,477.13	.00	-60,522.87	19.3%	
4539 Conflagration Reimbursement	0	-161,253	-161,253	-1,917,109.16	.00	1,755,856.16	1188.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
4541 Sale of Inventory/Services/Equip	0	0	0	-22,220.13	.00	22,220.13	100.0%
4542 Sale of Goods/Services/Equip	0	0	0	.02	.00	-.02	100.0%
4545 Other Post-Employ Bene Revenue	-600,000	0	-600,000	-315,882.02	.00	-284,117.98	52.6%
4560 Grant Revenue	-140,450	-348,792	-489,242	-163,673.02	.00	-325,568.98	33.5%
4569 GEMT Revenue	-500,000	0	-500,000	-382,531.00	.00	-117,469.00	76.5%
4570 Transportation Response Revenue	-575,000	0	-575,000	-474,336.44	.00	-100,663.56	82.5%
4571 Other Revenues	-433,000	-40,810	-473,810	-323,895.86	.00	-149,914.09	68.4%
TOTAL Other Revenues	-5,800,483	-733,271	-6,533,754	-5,655,024.20	.00	-878,729.75	86.6%
05 Transfers In							
4610 Transfers from other Funds	-363,000	0	-363,000	-363,000.00	.00	.00	100.0%
TOTAL Transfers In	-363,000	0	-363,000	-363,000.00	.00	.00	100.0%
50 Salaries							
5501 Fire Chief	200,875	0	200,875	100,437.49	.00	100,437.51	50.0%
5503 Deputy Chief	184,289	0	184,289	92,144.51	.00	92,144.49	50.0%
5504 Division Chief	670,143	0	670,143	329,268.90	.00	340,874.10	49.1%
5505 Battalion Chief	1,910,043	62,573	1,972,616	1,038,153.56	.00	934,462.44	52.6%
5506 Exempt Staff Group	2,417,318	0	2,417,318	1,215,157.69	.00	1,202,160.31	50.3%
5507 Fire Inspectors	549,160	0	549,160	269,914.30	.00	279,245.70	49.2%
5508 Deputy Fire Marshal Captain	240,460	0	240,460	120,218.99	.00	120,241.01	50.0%
5509 Deputy Fire Marshall Lieutenant	220,606	0	220,606	110,292.62	.00	110,313.38	50.0%
5510 Captain	2,765,290	0	2,765,290	1,229,199.05	.00	1,536,090.95	44.5%
5512 Lieutenant	4,191,514	45,910	4,237,424	2,216,330.39	.00	2,021,093.61	52.3%
5515 Apparatus Operator	5,901,785	0	5,901,785	3,104,605.32	.00	2,797,179.68	52.6%
5520 Fire Fighter	7,744,329	0	7,744,329	3,740,157.48	.00	4,004,171.52	48.3%
5525 Paramedic	288,552	0	288,552	150,712.80	.00	137,839.20	52.2%
5530 Non-exempt Staff Group	1,524,503	0	1,524,503	728,776.22	.00	795,726.78	47.8%
5535 Other Employee	77,154	0	77,154	38,576.78	.00	38,577.22	50.0%
5540 Temporary Labor	74,256	4,765	79,021	34,090.14	.00	44,930.86	43.1%
5545 Premium Pay	387,107	0	387,107	234,834.88	15,000.00	137,272.12	64.5%
5550 Conflagration Labor	0	0	0	146,358.32	.00	-146,358.32	100.0%
5555 School Replacement	64,927	0	64,927	1,325.55	.00	63,601.49	2.0%
5560 Operational Replacement	5,400,000	75,919	5,475,919	3,822,247.59	.00	1,653,671.41	69.8%
5562 Vacation Buyback	40,000	0	40,000	.00	.00	40,000.00	.0%
5563 Retirement/Separation Vacation	161,451	0	161,451	236,543.42	.00	-75,092.42	146.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
5564 Other Leave Buyback	0	0	0	12,383.06	.00	-12,383.06	100.0%
5600 Overtime	442,006	73,298	515,304	563,795.85	.00	-48,491.47	109.4%
TOTAL Salaries	35,455,768	262,465	35,718,233	19,535,524.91	15,000.00	16,167,708.51	54.7%
60 Benefits							
6620 SS/Medicare	2,714,988	8,298	2,723,286	1,317,366.52	.00	1,405,919.56	48.4%
6640 Tri-Met Taxes	212,940	650	213,590	119,574.93	.00	94,015.37	56.0%
6650 Transit Tax	3,540	11	3,551	.00	.00	3,551.26	.0%
6656 PERS Employer	8,250,242	30,944	8,281,186	4,329,426.58	.00	3,951,758.94	52.3%
6670 Deferred Compensation	785,140	3,254	788,394	382,339.03	398,940.22	7,114.25	99.1%
6675 Unemployment	5,000	0	5,000	53.14	11.46	4,935.40	1.3%
6680 Life Insurance	45,000	94	45,094	20,478.83	21,521.17	3,093.88	93.1%
6685 Conflagration Benefits	0	0	0	56,667.20	.00	-56,667.20	100.0%
6689 Cafe Plan Claims Costs	185,000	2,991,449	3,176,449	2,216,192.66	1,558,807.34	-598,551.00	118.8%
6690 Cafe Plan Benefits	3,951,450	-2,991,449	960,001	411,900.48	.00	548,100.52	42.9%
6691 PEHP	348,800	0	348,800	176,207.35	172,300.00	292.65	99.9%
6692 Other Post-Employ Benefits	630,565	0	630,565	303,300.48	545,699.52	-218,435.00	134.6%
6693 Health Trust	308,860	626	309,486	144,951.70	20,000.00	144,533.80	53.3%
6701 Vehicle Allowance	26,448	0	26,448	13,224.24	.00	13,223.84	50.0%
6702 Tool Allowance	6,000	0	6,000	2,925.00	.00	3,075.00	48.8%
6703 Cell/Tech Allowance	7,800	0	7,800	6,675.00	.00	1,125.00	85.6%
6705 workers Compensation	685,608	2,560	688,168	636,626.21	.00	51,541.79	92.5%
TOTAL Benefits	18,167,381	46,436	18,213,817	10,137,909.35	2,717,279.71	5,358,628.06	70.6%
70 Materials and Servic							
7008 ORE CAT Corporate Activity Tax	0	2	2	92.88	2.47	-93.85	6356.7%
7010 Election Costs	50,000	0	50,000	5,075.66	13,376.01	31,548.33	36.9%
7015 Meeting Expense	28,930	0	28,930	2,330.82	1,155.00	25,444.18	12.0%
7030 Civil Service Exam Expense	3,500	0	3,500	1,412.54	500.00	1,587.46	54.6%
7035 Bank Charges	15,000	0	15,000	6,782.43	8,579.61	-362.04	102.4%
7040 Dues & Publications	39,613	0	39,613	17,205.06	1,140.00	21,267.94	46.3%
7045 Awards & Recognitions	39,450	0	39,450	4,179.64	.00	35,270.36	10.6%
7055 Operating Supply	181,323	188,045	369,368	143,351.92	10,694.02	215,321.63	41.7%
7060 Conflagration Supply/Services	0	0	0	58,256.00	.00	-58,256.00	100.0%
7065 Fire Fighting Supply	105,505	16,583	122,088	57,797.61	16,347.68	47,942.59	60.7%
7070 Rescue Supply	13,233	0	13,233	12,904.22	1,514.62	-1,185.84	109.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
7075 EMS Supply	282,037	157,459	439,496	191,596.95	4,583.27	243,315.38	44.6%
7078 Department Consumables	19,000	21	19,021	12,220.91	1,126.41	5,673.68	70.2%
7080 Fuel	273,914	62	273,976	110,102.69	158,403.88	5,469.73	98.0%
7085 Uniform & Protective Eqpt	498,515	17,430	515,945	140,185.71	42,814.49	332,945.00	35.5%
7090 Office Supplies	30,023	6	30,029	6,410.50	193.53	23,424.97	22.0%
7095 Software & Supplies	608,294	11,625	619,919	292,092.77	104,237.54	223,588.52	63.9%
7105 Household Goods	71,136	0	71,136	30,641.64	390.00	40,104.23	43.6%
7110 Professional Services	737,549	-45,909	691,640	236,435.97	172,113.02	283,090.73	59.1%
7115 Dispatch Services	1,851,223	0	1,851,223	770,746.66	945,141.34	135,335.00	92.7%
7116 Utilities - Natural Gas	63,149	0	63,149	13,232.28	9,804.79	40,111.93	36.5%
7117 Utilities - Electric	172,593	0	172,593	99,315.33	.00	73,277.67	57.5%
7118 Utilities - Garbage	51,081	0	51,081	19,031.94	1,244.88	30,804.18	39.7%
7119 Utilities - water	119,982	0	119,982	52,875.93	7,530.94	59,575.13	50.3%
7120 Utilities - Other	139,272	4,233	143,505	54,162.26	66,782.42	22,560.36	84.3%
7122 Utilities - Telephone	359,900	6,665	366,565	143,831.35	32,411.79	190,321.84	48.1%
7130 Insurance - Property/Casualty	317,500	8,476	325,976	28,723.48	41,361.52	255,891.00	21.5%
7135 Medical Exams	171,534	7,350	178,884	57,504.62	78,754.72	42,624.66	76.2%
7140 Schools/Conferences Registrati	89,454	0	89,454	1,434.46	199.00	87,820.54	1.8%
7141 Tuition Reimbursement	57,000	0	57,000	13,882.50	.00	43,117.50	24.4%
7142 Travel Expense	47,273	0	47,273	2,157.37	.00	45,115.63	4.6%
7145 Mileage Reimbursement	65,800	0	65,800	19,683.31	.00	46,116.69	29.9%
7150 Volunteer Fire Fighter Exp	40,000	40,810	80,810	10,000.00	30,000.00	40,810.00	49.5%
7155 Vehicle Maintenance	530,896	3,908	534,804	172,806.47	6,232.07	355,765.49	33.5%
7160 Equipment Maintenance	140,753	13	140,766	57,060.16	8,492.84	75,213.00	46.6%
7165 Radio Maintenance	29,250	0	29,250	10,474.34	21,360.30	-2,584.64	108.8%
7170 Facility Maintenance	342,474	2,528	345,001	141,638.61	89,255.34	114,107.54	66.9%
7175 Office Equipment Maintenance	93,190	7,279	100,469	21,216.82	30,825.42	48,427.22	51.8%
7180 Computer & AV Maintenance	46,710	44,081	90,791	61,907.17	768.63	28,115.20	69.0%
7187 Fire Extinguisher Expense	4,000	0	4,000	1,723.35	976.70	1,299.95	67.5%
7190 Training Expense	73,772	1,069	74,841	21,038.82	6,500.00	47,301.93	36.8%
7195 Public Education	65,000	0	65,000	431.83	1,300.00	63,268.17	2.7%
7205 Postage & Freight	28,500	331	28,831	10,513.16	3,629.75	14,687.99	49.1%
7210 Small Tool, Eqpts & Furnishing	59,399	0	59,399	4,694.27	14,250.97	40,453.76	31.9%
7215 Other Expense	32,485	0	32,485	42.54	.00	32,442.46	.1%
TOTAL Materials and Servic	7,989,212	472,066	8,461,277	3,119,204.95	1,933,994.97	3,408,077.20	59.7%
85 Debt Service							
9916 Debt Service Principal	1,285,000	5,000,000	6,285,000	.00	1,285,000.00	5,000,000.00	20.4%
9917 Debt Service Interest	694,806	50,000	744,806	347,402.70	347,402.70	50,000.60	93.3%
TOTAL Debt Service	1,979,806	5,050,000	7,029,806	347,402.70	1,632,402.70	5,050,000.60	28.2%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
10 General Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
99 End Fund Balance							
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	17,520,560	0	17,520,560	.00	.00	17,520,560.00	.0%
TOTAL End Fund Balance	20,060,132	0	20,060,132	.00	.00	20,060,132.00	.0%
TOTAL General Fund	-1	97,696	97,695	-24,671,579.03	6,298,677.38	18,470,596.36	*****%
TOTAL REVENUES	-83,652,300	-5,733,271	-89,385,571	-57,811,620.94	.00	-31,573,950.01	
TOTAL EXPENSES	83,652,299	5,830,967	89,483,266	33,140,041.91	6,298,677.38	50,044,546.37	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
20 Equipment Reserve Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
00 Beg Fund Bal								
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%	
03 Interest								
4490 Investment Interest	-3,000	0	-3,000	-2,008.22	.00	-991.78	66.9%	
TOTAL Interest	-3,000	0	-3,000	-2,008.22	.00	-991.78	66.9%	
04 Other Revenues								
4540 Sale of Surplus	-15,000	0	-15,000	-4,739.08	.00	-10,260.92	31.6%	
TOTAL Other Revenues	-15,000	0	-15,000	-4,739.08	.00	-10,260.92	31.6%	
80 Capital Outlay								
8825 Fire Fighting Equipment	107,654	0	107,654	29,511.40	7,000.00	71,142.60	33.9%	
8835 EMS & Rescue Equipment	7,500	0	7,500	.00	.00	7,500.00	.0%	
8850 Staff Vehicles	85,496	0	85,496	33,553.46	47,545.63	4,396.91	94.9%	
8870 Furniture, Appliances & Tools	55,615	0	55,615	.00	44,153.74	11,461.26	79.4%	
8890 Computer & AV Equipment	7,500	0	7,500	.00	.00	7,500.00	.0%	
TOTAL Capital Outlay	263,765	0	263,765	63,064.86	98,699.37	102,000.77	61.3%	
99 End Fund Balance								
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	56,317.56	98,699.37	-155,016.93	100.0%	
TOTAL REVENUES	-416,436	0	-416,436	-6,747.30	.00	-409,688.70		
TOTAL EXPENSES	416,436	0	416,436	63,064.86	98,699.37	254,671.77		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
30 Capital Projects Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
00 Beg Fund Bal								
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%	
03 Interest								
4490 Investment Interest	-8,000	0	-8,000	-17,455.40	.00	9,455.40	218.2%	
TOTAL Interest	-8,000	0	-8,000	-17,455.40	.00	9,455.40	218.2%	
70 Materials and Servic								
7020 Debt Interest Expense	265,272	0	265,272	253,294.11	.00	11,977.89	95.5%	
7025 Debt Principal Expense	241,317	0	241,317	.00	241,317.00	.00	100.0%	
TOTAL Materials and Servic	506,589	0	506,589	253,294.11	241,317.00	11,977.89	97.6%	
80 Capital Outlay								
8805 Fire Apparatus	239,500	0	239,500	121,453.29	80,594.44	37,452.27	84.4%	
8845 Communications Equipment	15,000	0	15,000	.00	.00	15,000.00	.0%	
8860 Facility Improvement	3,914,619	0	3,914,619	266,959.00	146,769.84	3,500,890.16	10.6%	
TOTAL Capital Outlay	4,169,119	0	4,169,119	388,412.29	227,364.28	3,553,342.43	14.8%	
90 Transfers Out								
9980 Transfer to General Fund	363,000	0	363,000	363,000.00	.00	.00	100.0%	
9990 Transfer to Bond Constr Fund	240,000	0	240,000	240,000.00	.00	.00	100.0%	
TOTAL Transfers Out	603,000	0	603,000	603,000.00	.00	.00	100.0%	
TOTAL Capital Projects Fund	0	0	0	1,227,251.00	468,681.28	-1,695,932.28	100.0%	
TOTAL REVENUES	-5,278,708	0	-5,278,708	-17,455.40	.00	-5,261,252.60		
TOTAL EXPENSES	5,278,708	0	5,278,708	1,244,706.40	468,681.28	3,565,320.32		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
40 Enterprise Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
00 Beg Fund Bal								
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%	
03 Interest								
4490 Investment Interest	-200	0	-200	-82.59	.00	-117.41	41.3%	
TOTAL Interest	-200	0	-200	-82.59	.00	-117.41	41.3%	
04 Other Revenues								
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%	
70 Materials and Service								
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%	
99 End Fund Balance								
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	-82.59	.00	82.59	100.0%	
TOTAL REVENUES	-16,900	0	-16,900	-82.59	.00	-16,817.41		
TOTAL EXPENSES	16,900	0	16,900	.00	.00	16,900.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
50 Debt Service Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
00 Beg Fund Bal								
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%	
01 Tax Revenues								
4450 Current Year Prop Taxes	-1,776,982	0	-1,776,982	-2,027,279.44	.00	250,297.44	114.1%	
4455 Prior Year Prop Taxes	-30,000	0	-30,000	-16,067.58	.00	-13,932.42	53.6%	
TOTAL Tax Revenues	-1,806,982	0	-1,806,982	-2,043,347.02	.00	236,365.02	113.1%	
03 Interest								
4490 Investment Interest	-2,500	0	-2,500	-7,859.18	.00	5,359.18	314.4%	
TOTAL Interest	-2,500	0	-2,500	-7,859.18	.00	5,359.18	314.4%	
70 Materials and Service								
7020 Debt Interest Expense	902,950	0	902,950	476,475.00	476,475.00	-50,000.00	105.5%	
7025 Debt Principal Expense	1,220,000	0	1,220,000	.00	1,170,000.00	50,000.00	95.9%	
TOTAL Materials and Service	2,122,950	0	2,122,950	476,475.00	1,646,475.00	.00	100.0%	
99 End Fund Balance								
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	-1,574,731.20	1,646,475.00	-71,743.80	100.0%	
TOTAL REVENUES	-2,251,937	0	-2,251,937	-2,051,206.20	.00	-200,730.80		
TOTAL EXPENSES	2,251,937	0	2,251,937	476,475.00	1,646,475.00	128,987.00		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
60 Bond Construction Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
03 Interest								
4490 Investment Interest	-2,000	0	-2,000	-198.16	.00	-1,801.84	9.9%	
TOTAL Interest	-2,000	0	-2,000	-198.16	.00	-1,801.84	9.9%	
05 Transfers In								
4610 Transfers from other Funds	-240,000	0	-240,000	-240,000.00	.00	.00	100.0%	
TOTAL Transfers In	-240,000	0	-240,000	-240,000.00	.00	.00	100.0%	
80 Capital Outlay								
8805 Fire Apparatus	150,000	0	150,000	1,870.41	171,667.92	-23,538.33	115.7%	
8860 Facility Improvement	37,390	0	37,390	10,330.00	23,873.00	3,187.00	91.5%	
8870 Furniture, Appliances & Tools	54,610	0	54,610	26,794.09	1,891.21	25,924.70	52.5%	
TOTAL Capital Outlay	242,000	0	242,000	38,994.50	197,432.13	5,573.37	97.7%	
TOTAL Bond Construction Fund	0	0	0	-201,203.66	197,432.13	3,771.53	100.0%	
TOTAL REVENUES	-242,000	0	-242,000	-240,198.16	.00	-1,801.84		
TOTAL EXPENSES	242,000	0	242,000	38,994.50	197,432.13	5,573.37		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-1	97,696	97,695	-25,164,027.92	8,709,965.16	16,551,757.47	*****%

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

Business Services

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: DC Michael Carlsen

Re: Support Services Department Monthly Report – December 2020

- I assumed the position of Logistics Branch for the COVID-19 IMT and took part in all briefings
- Tuesday/Wednesday/Thursday Ops Briefs
- One Labor and Management Committee Meeting
- Weekly Monday “Chief’s Planning Meeting”
- Weekly Senior Staff Meeting
- C800 Meetings
- CCOM User Group Meetings
- Division meetings with the Directors
- Prepare Fleet Services IGA’s for outside agency fleet maintenance
- Multiple Dispatch issue resolution with CCOM
- Board regular, special and work session attendance via Zoom/Teams
- Joint CFD/TVF&R Chief’s meeting
- Planning meetings for a “Truck Town” training prop which has become a significant construction project
- Served as District Coverage Officer
- Responded from home to 3rd Alarm Commercial Fire at Blue Heron Paper Mill
- Budget preparations with my Division’s Directors
- Developed a new process for Station Maintenance in coordination with Facilities Director Vallance

- Significant time spent in Estacada Transition Planning. Met with my Division Directors for over three hours mapping the course forward.

Respectfully submitted,

Division Chief Michael Carlsen

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fleet Director Bill Bischoff

Re: Fleet Services Department Monthly Report – December 2020

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

Engines

- 2-122 E307- PM and write ups, Warranty Pump transmission
- 2-111 E324- PM and Pump Test
- 2-123 E317- PM and Pump Test, replaced tires
- 3-143 E328- PM and Pump Test, write ups

Trucks / Heavy Rescue

- 2-205 T319- Warranty body door crack repair and repaint
- 2-207 T304- PM and write ups, warranty body door crack repair and repaint
- 2-208 T316- PM and write ups, tires
- 3-370 HM303- PM and write ups

Brush Rigs / Water Tenders / Boats

- 2-309 New IE- Complete set up and decal work on Type III
- 2-931 BT329

Staff Vehicles / Medic

- 2-445 M303- PM and write ups
- Several staff vehicles in for PM and minor repairs
- 2-702 & 3-563- Remove CAR304 form service-prep 4x4 vehicles for winter response

Other Items

- Fleet continued to provide normal inside and outside field repairs on all of the agencies that we support. Staff provided a draft addendum to Lake Oswego for potential additional apparatus of theirs for inclusion into the IGA.
- Staff provided an initial estimate to provide fleet maintenance for Sandy Fire District. Further discussion on this matter are forthcoming.
- Fleet emptied out the east bays of the building and cleaned up everything for Operation Santa's usage for the scheduled pick up days.

Respectfully submitted,

Fleet Director Bill Bischoff

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Facility Director Scott Vallance

Re: Facility Maintenance Department Monthly Report – December 2020

- Station 1 – Work began in earnest on the female locker room remodel. Estimated time of completion is the 3rd week in February.
- 130th Ave. Complex – The PFAS investigation continued with the production of the draft of the test results from the test holes on site. Follow up discussion with Apex and DEQ to follow with recommendations and next steps.
- Station 6 – Facility Techs Dinsmore and Thompson placed the new generator at Station 6, and had the electrical connection made to the station.
- Residing begins on the East, North and West sides of Station 8.
- Load bank testing performed at 13 locations District wide.

Respectfully submitted,

Facility 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 – December 2020

- Logistics processed 327 requisitions entered into Munis. This is up 19% from December of last year. Fleet parts processed 93 requisitions entered into Munis. These include stock items and items needing to be purchased directly from the vendor.
- The numbers below represent the total number of items Logistics received and issued during the month of December.

Warehouse	Qty Received	Qty Issued
Fleet Parts	292	779
Logistics	3255	5268

- Logistics filled and delivered 35 orders for controlled medications; which is down 3% from December of last year. Most crews had Versed expiring at the end of December. Staff spend the majority of a day going to the affected stations and exchanging out their expiring Versed. Our usage on Versed is significantly down compared to what it has been in the past. Logistics staff approached the EMS Committee about reducing the amount carried on the front line apparatus, not including medic units. Each front line apparatus (not including medic units) carries 60 mg (6 vials) of Versed – three in the drug box and three in the rapid sequence intubation kit, also known as the RSI kit. The EMS Committee has decided to reduce the amount carried to 40 mg (4 vials) starting February 1, 2021. They will evaluate the change in June and possibly reduce it more if needed.
- Staff attended the EMS Committee meeting via Zoom.
- Staff attended and/or participated in multiple COVID related meetings, including the COVID briefings.
- Made and activated three ID card/access badges, activated and issued eight bracelets (mostly for recruit class 20-03), deleted six devices (ID card, bracelet, etc.). Communicated the changes with Sonitrol.

Respectfully submitted,

Logistics Director DeAnn Cordes

Business Services

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Brian Stewart

Re: Community Services Department Monthly Report – December 2020

- Participated in Community Services Department meetings and training
- Pre-site visit accreditation activities
- Participated in and managed hybrid accreditation site visit
- Presented on diversity, equity, and inclusion to community stakeholders as part of the Fire Chief selection process
- Attended Estacada Fire District #69 Board of Directors' work session and regular board meeting
- Attended Clackamas Fire District #1 Board of Directors' meeting
- Served as Planning Section Chief for internal COVID-19 IMT
- Attended wildfire after action review
- Engaged in finance position job description development
- Attended the Oregon Safety and Health Section board meeting
- Attended TVF&R/Clackamas Operations meeting
- Engaged in review and commentary of Oregon OSHA permanent rule making
- Participated in BC/Operations meetings
- Recruitment and selection process discussions and activities
- COVID-19 and wildfire grants and reimbursements support

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 – December 2020

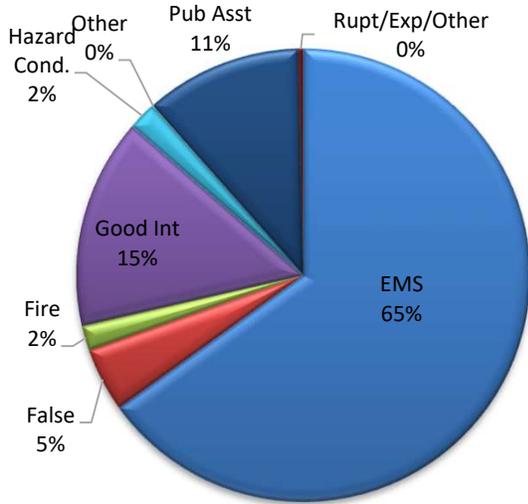
The following is a recap of work completed by Data Services in December:

- Compiled Ambulance Service Performance report per county compliance.
- Processed station and shift assignment changes in TeleStaff.
- Attended HR & Payroll eSymposium.
- Begin process for Kelly Day restructure in TeleStaff.
- Attended Levrum CPSE Demo.
- Processed and presented Car304 data to EMS and Operations.
- Presented at Wildfire After Action Review.
- Participated in Accreditation site visit.
- Processed preplan updates.
- Facilitated Response Recovery discussion with EF Recovery.
- Provided EF Recovery cost recovery program training to operations.
- Processed LOSAP reporting for Volunteer Services.
- Attended conflagration review presentation by Finance.
- Continued Intterra Analytics implementation and tested new dashboards.
- Continued converting district forms over to JotForm and built new JotForms to replace Check-In and Adore evaluations.
- Created JotForm conditional logic on new forms to allow for form workflow.
- Provided weekly COVID-19 response reports.
- Responded to incident and archive public records requests.
- Daily QA/QI of ESO reporting for improved data quality.

Respectfully submitted,

Data Services Director Shelby Hopkins

Clackamas Fire Dist. #1 Emergency Services Report December 2020



Incident Type	Data
EMS	1365
False	96
Fire	37
Good Int	315
Hazard Cond.	42
Other	1
Pub Asst	235
Rupt/Exp/Weather	7
Grand Total	2098

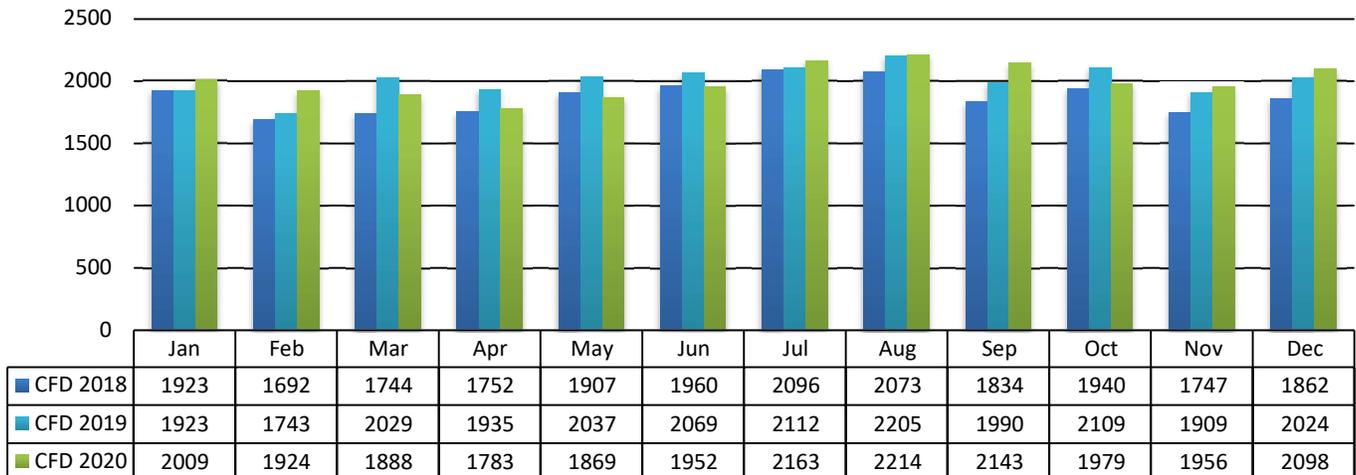
Year to Date

Incident Type	2018	2019	2020
EMS	15641	16504	15037
False	858	991	996
Fire	581	645	705
Good Int	2057	2162	3759
Hazard Cond.	1047	1187	370
Other	7	2	25
Pub Asst	2336	2581	3065
Rupt/Exp/Weather	3	13	21
Grand Total	22530	24085	23978

*Mutual Aid Given Incident Not Included

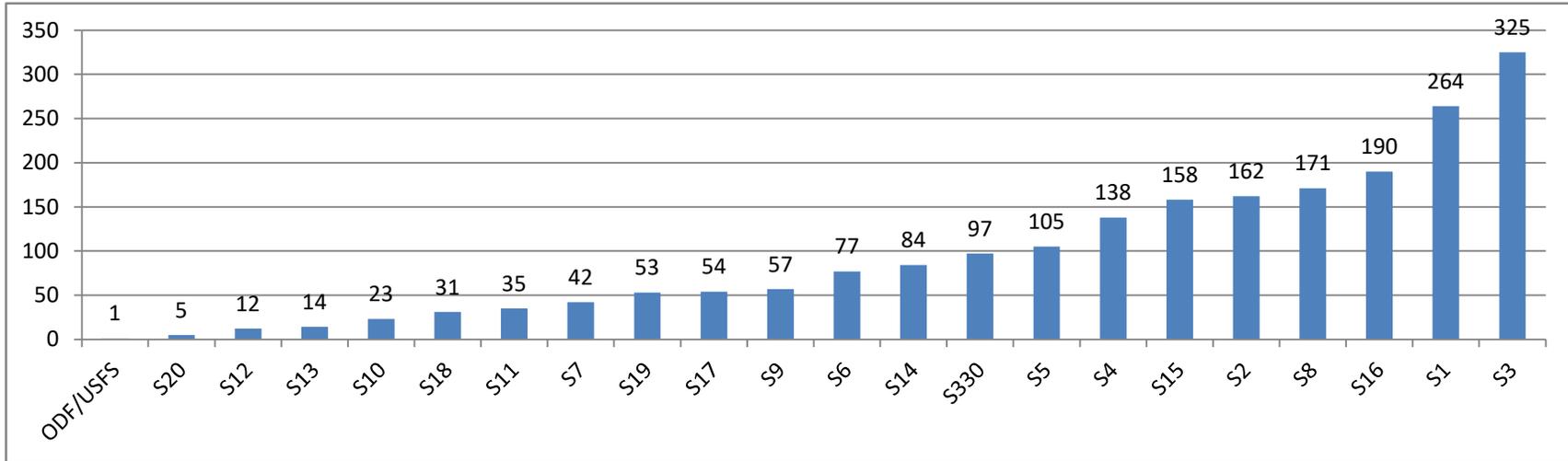
**Changes in Good Int and Hazard Cond. due to compliance with NFIRS requirements.

Total Incidents by Month

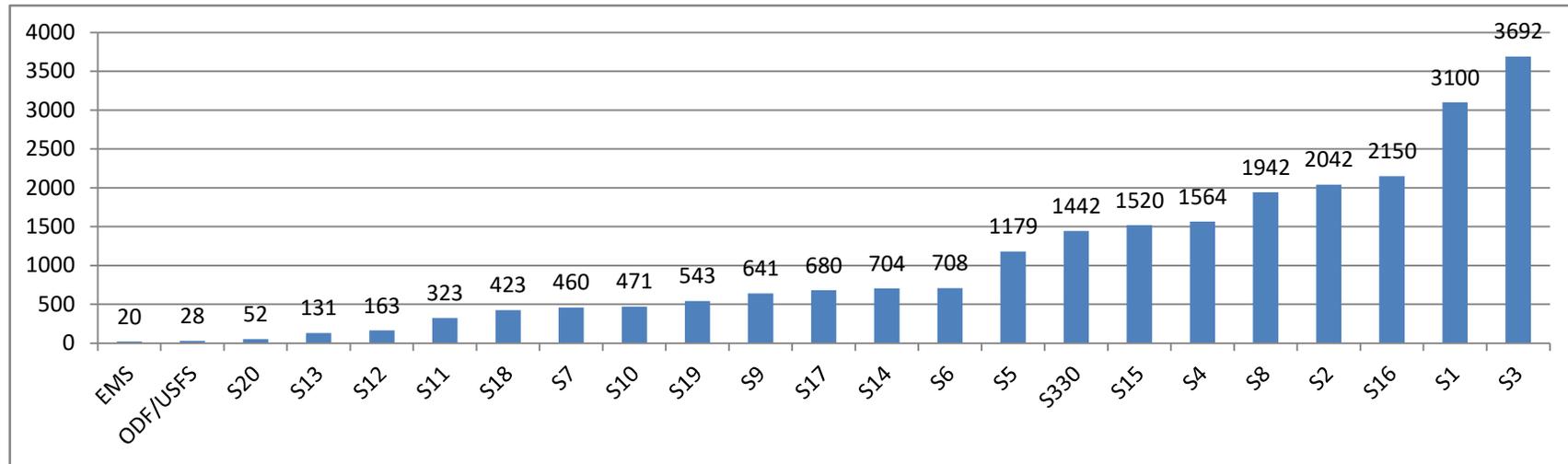


Incident Count by Planning Zone

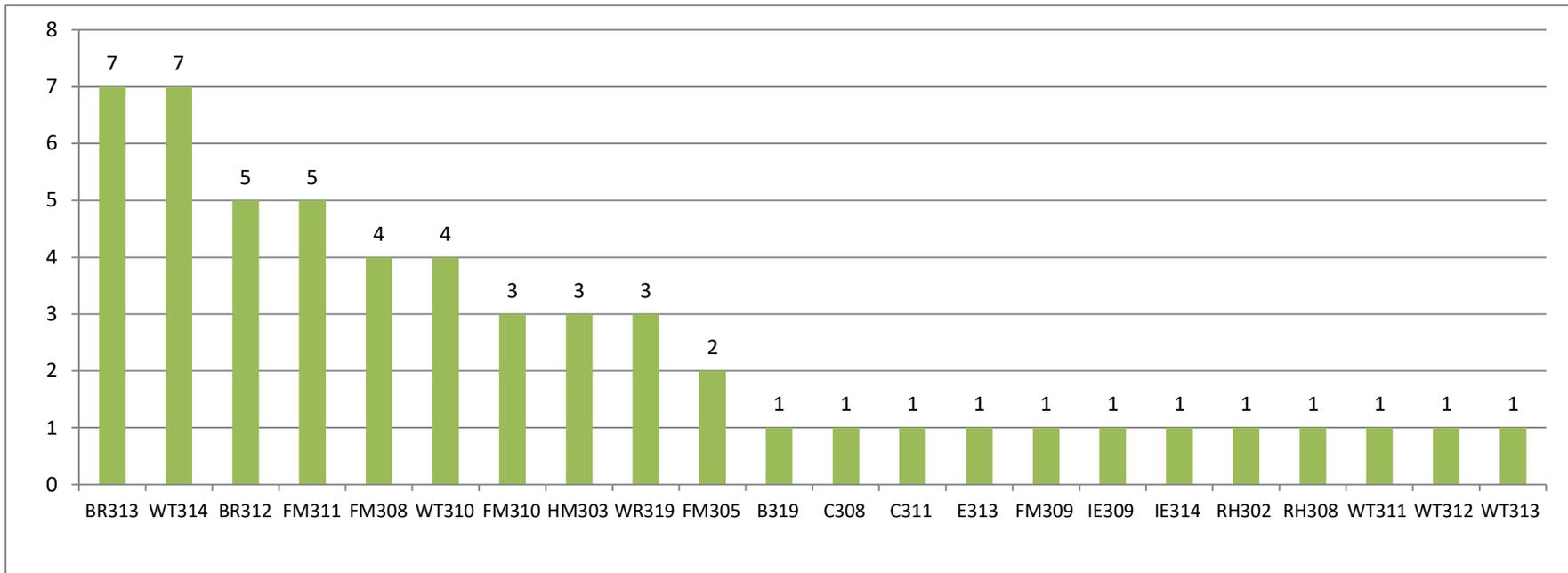
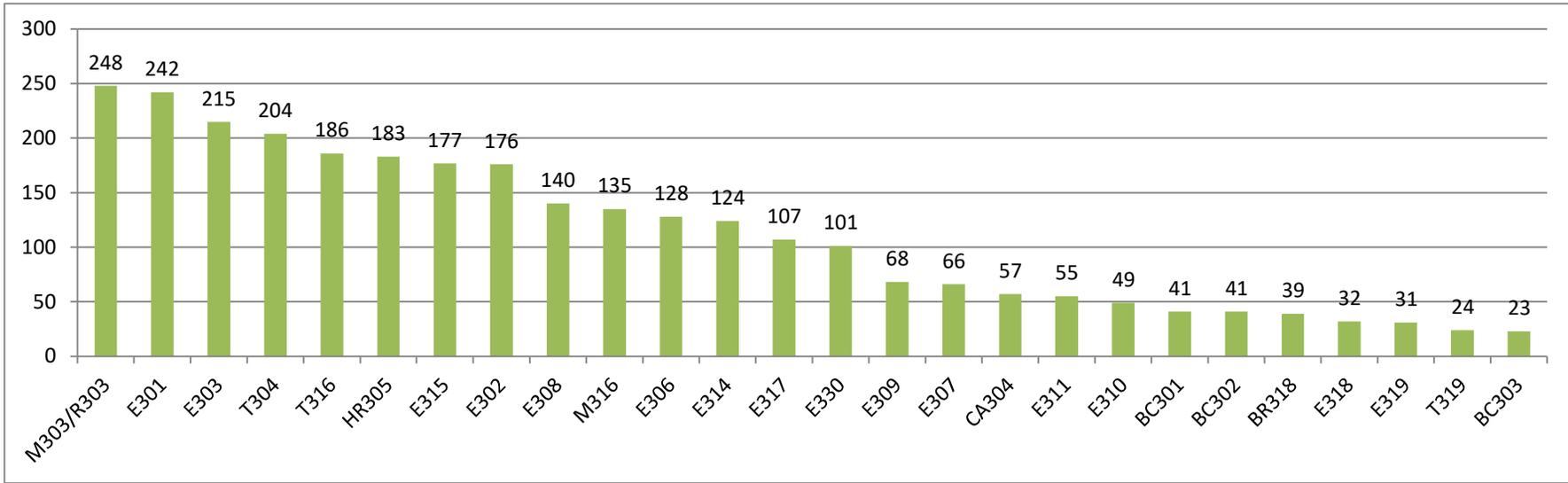
December 2020



Year to Date



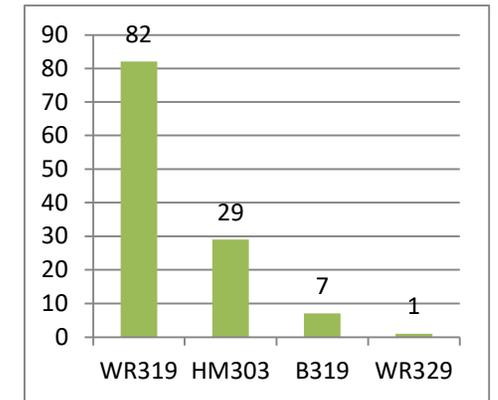
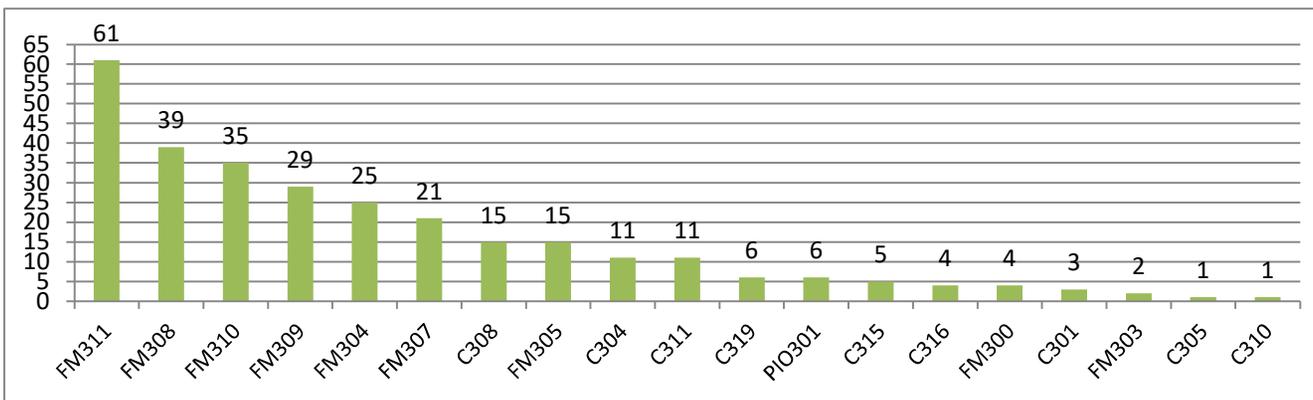
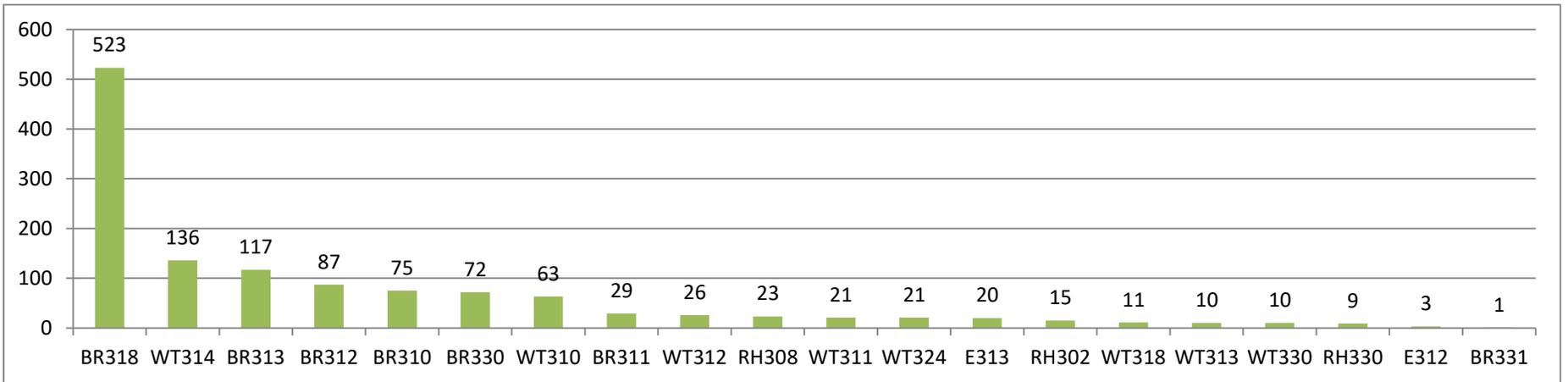
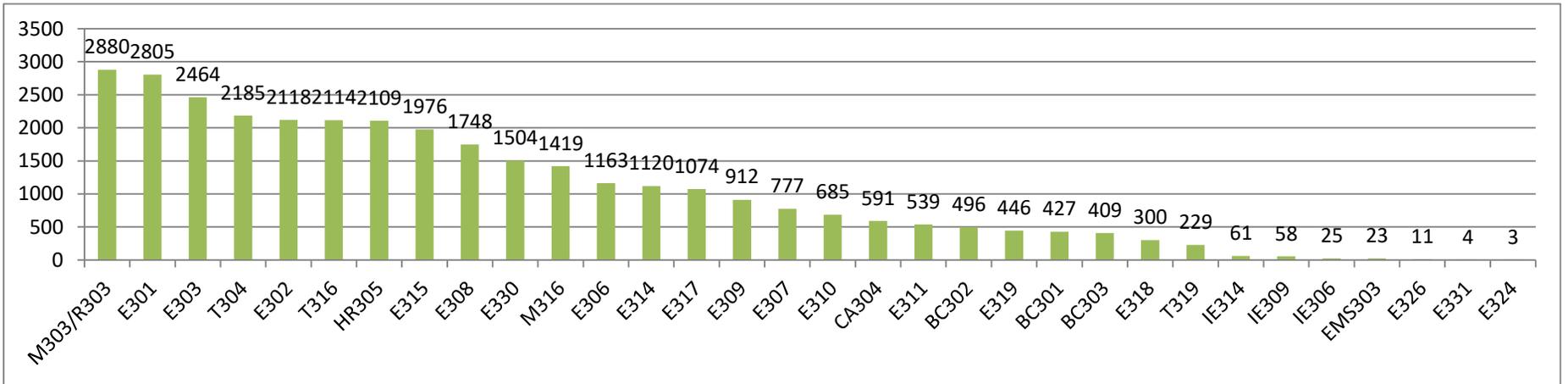
Incident Response by Apparatus
(Including Mutual Aid Given)
December 2020



Incident Response by Apparatus

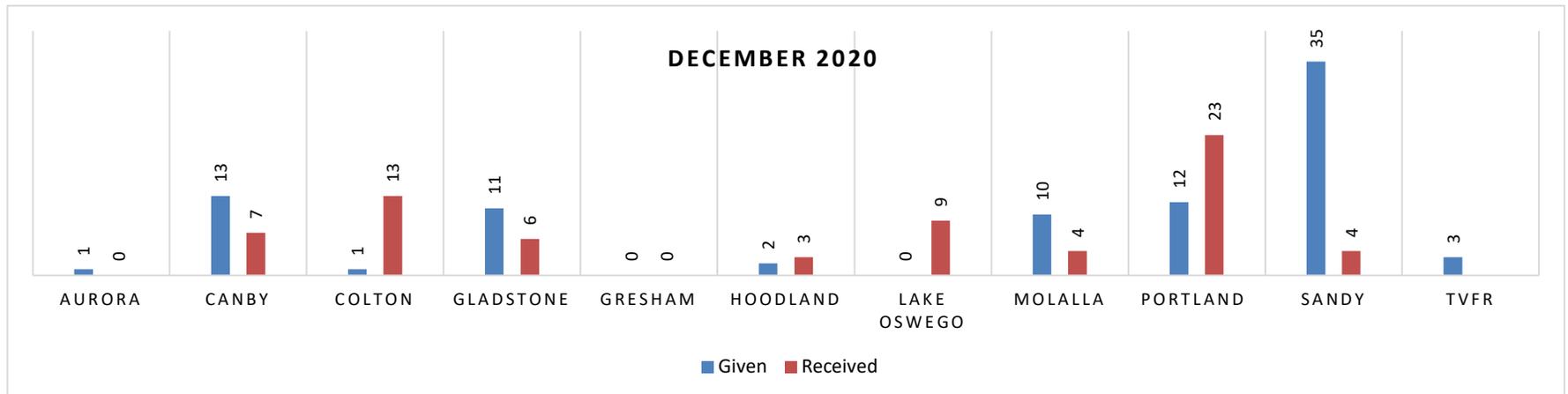
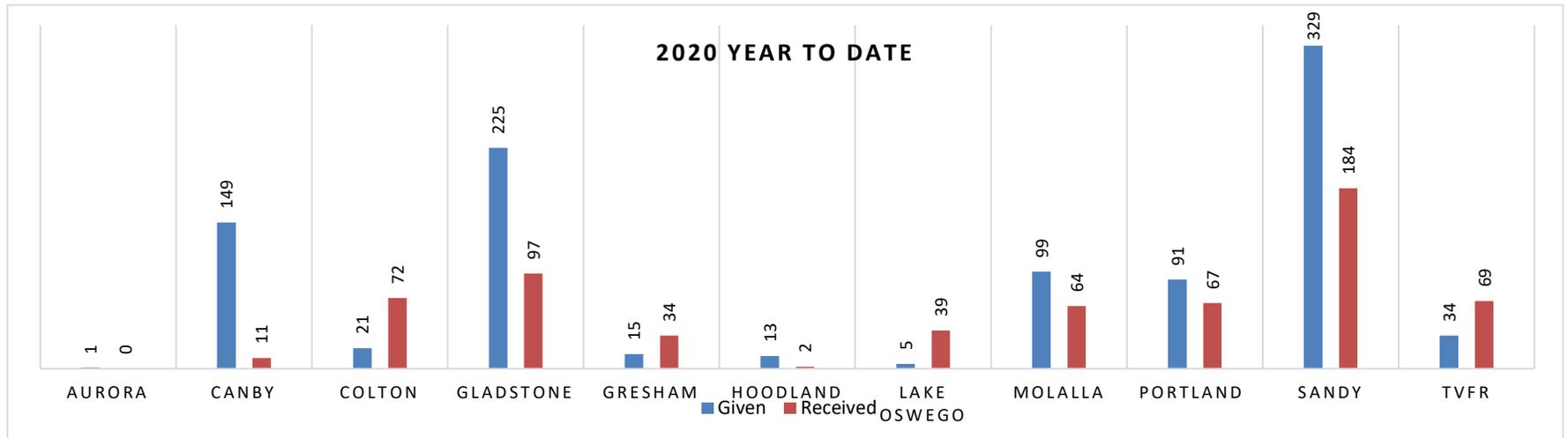
(Including Mutual Aid Given)

Year to Date 2020



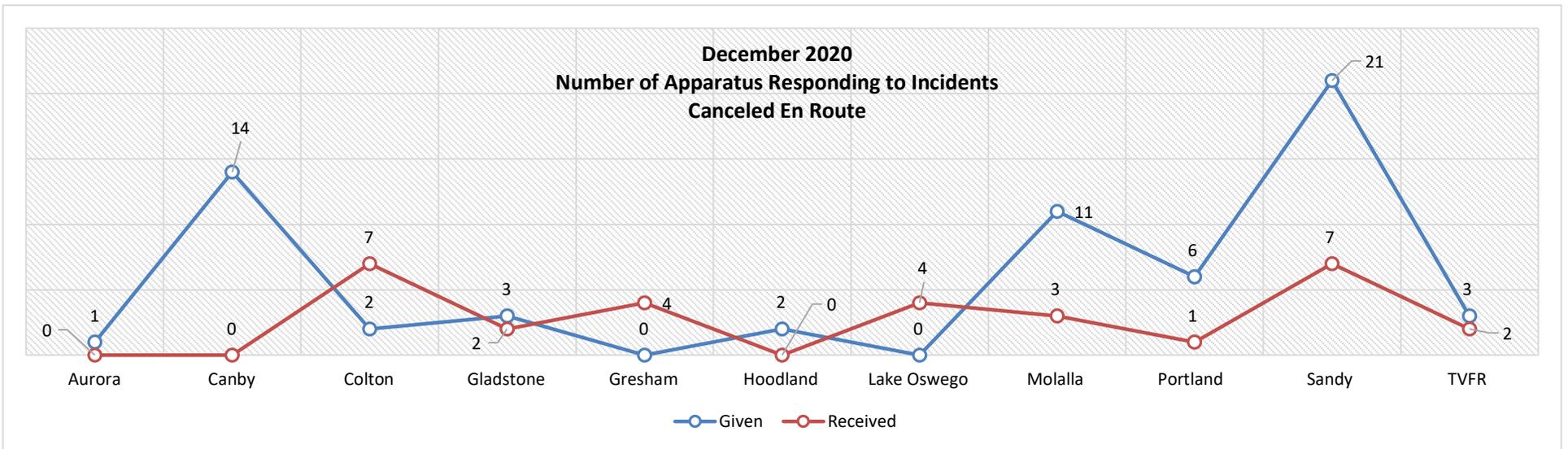
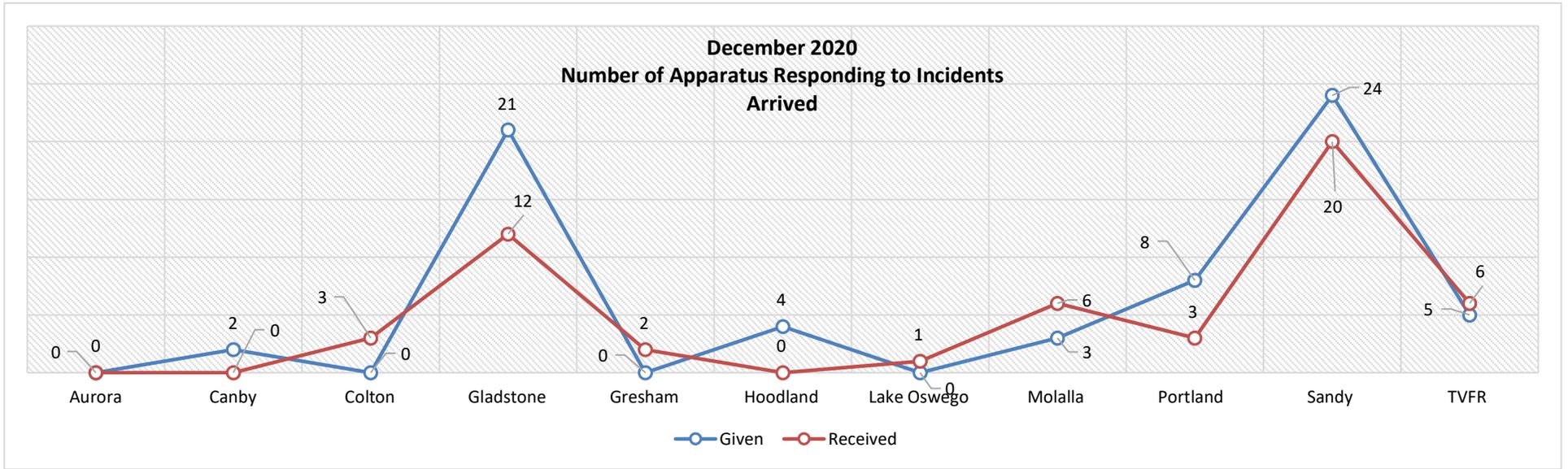
Mutual Aid Given to Mutual Aid Received by Agency by Incident

**Includes Canceled En Route incidents*



Mutual Aid Given to Mutual Aid Received by Agency by Apparatus

**Does not include apparatus that did not go en route.*



Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Fire Marshal Shawn Olson

Re: Fire Marshal's Office Monthly Report – December 2020

Engineering: Fire Marshal's Office staff reviewed plans for 49 buildings and land use projects in the month of December 2020. In addition, 28 new construction inspections and 13 tenant improvement inspections were completed.

Enforcement: A total of 364 inspections were carried out in the month of December 2020. These include fire and life safety inspections, special inspections, lockbox inspections and target hazard inspections completed by the fire companies and the Fire Marshal's Office staff.

Additional Notes from the Fire Marshal:

- Fire Inspectors are out conducting inspections for 2021.
- Medic 303 had UVC light installed. UVC light will be used for disinfecting and killing bacteria and viruses.
- Lt. DFM Valere Liljefelt is covering the East Battalion.
- Lt. DFM Alex McGladrey is covering the North Battalion.
- Cpt. DFM Boumann is covering the South Battalion.
- Engineering items are busy and steady. Pre-application meetings are coming in weekly.
- FM attended OFMA board meeting.

Respectfully submitted,

Fire Marshal Shawn Olson

Clackamas and Estacada Fire Inspections

2020 Occupancy Inspections

January - December

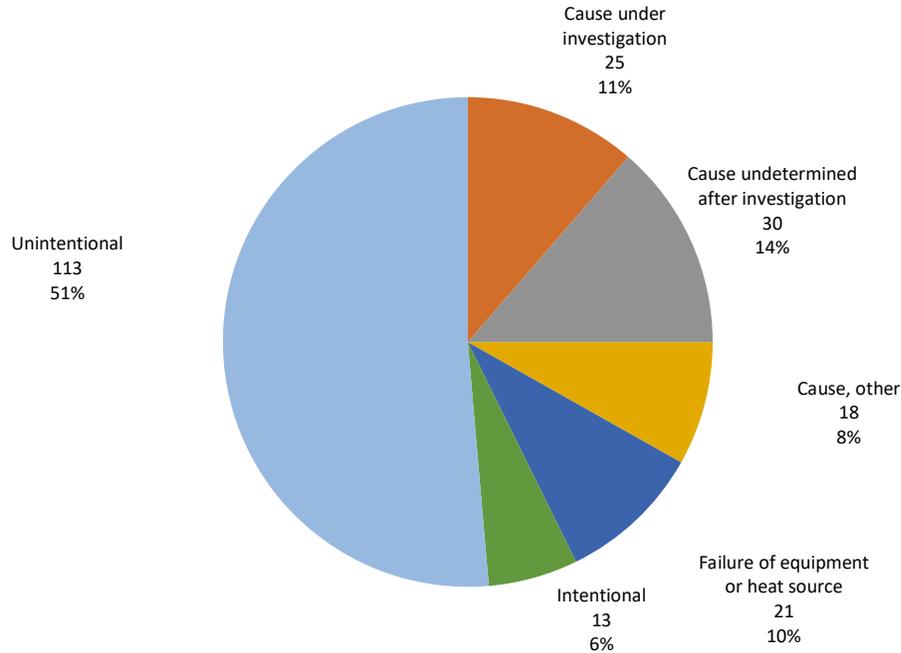
Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - 1 Year	37
	INSPECTION - 1 Year Apartments	154
	INSPECTION - 2 Year	1545
	INSPECTION - 2 Year Apartments	219
	INSPECTION - Hazmat	9
	INSPECTION - Processing and Extraction	10
	INSPECTION - Schools	123
Division, Fire Marshal Office	Total	2097
	Grand Total	2097

2020 Special Inspections

December

Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - Burn Permit	2
	INSPECTION - Fire Access & Water Supply	0
	INSPECTION - Fire Alarm	5
	INSPECTION - Fireworks	0
	INSPECTION - Lock Box	72
	INSPECTION - New Construction	28
	INSPECTION - Special	9
	INSPECTION - Target Hazard	87
	INSPECTION - Tenant Improvement	13
	MEETING - General Development/Design	0
	MEETING - Land Use	0
	MEETING - On Site	0
	MEETING - Pre Application	6
	PERMIT - Fireworks	0
	PLAN - Fire Access & Water Supply (Commercial)	15
	PLAN - Fire Access & Water Supply (Residential)	34
	REFERRAL/COMPLAINT - Citizen	0
	REFERRAL/COMPLAINT - State	0
Division, Fire Marshal Office	Total	271
	Grand Total	271

Clackamas Fire District #1 2020 Structure Fire Cause of Ignition



Year	Fire Cause of Ignition	Incidents	%
2015	Cause under investigation	0	0.00%
	Cause undetermined after investigation	11	12.79%
	Cause, other	1	1.16%
	Failure of equipment or heat source	15	17.44%
	Intentional	5	5.81%
	Unintentional	54	62.80%
2015 Total		86	100.00%
2016	Act of Nature	2	2.56%
	Cause under investigation	1	1.28%
	Cause undetermined after investigation	11	14.10%
	Cause, other	2	2.56%
	Failure of equipment or heat source	9	11.54%
	Intentional	4	5.13%
	Unintentional	49	62.80%
2016 Total		78	100.00%
2017	Act of Nature	2	2.15%
	Cause undetermined after investigation	17	18.28%
	Cause, other	1	1.08%
	Failure of equipment or heat source	18	19.35%
	Intentional	8	8.60%
	Unintentional	47	50.54%
2017 Total		93	100.00%
2018	Act of Nature	0	0.00%
	Cause under investigation	1	0.88%
	Cause undetermined after investigation	22	19.30%
	Cause, other	5	4.39%
	Failure of equipment or heat source	24	21.05%
	Intentional	7	6.14%
	Unintentional	55	48.25%
2018 Total		114	100.00%
2019	Act of Nature	1	0.45%
	Cause under investigation	2	1.67%
	Cause undetermined after investigation	16	13.33%
	Cause, other	6	5.00%
	Failure of equipment or heat source	22	18.33%
	Intentional	8	6.67%
	Unintentional	65	54.17%
2019 Total		120	100.00%

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

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: IT Director Oscar Hicks

Re: Information Technology Services Department Monthly Report – December 2020

In Progress/On-going:

- Hosted VOIP research/POC
- Network Core Switch / Wi-Fi upgrade district wide
- Cradle Point SD-WAN (Stations 12 and 13)
- End-User training development Office365
- Office365 Phase II - Teams buildout
- Office365 / SharePoint implementation
- Removal of Win7 Desktop environment
- FTE backfill ITS Mobile Specialist

Completed:

- Email and calendar migration
- Sophos Central Security
- Virtual Desktop update
- Core Server platform updated
- Windows 10 desktop refresh

Respectfully submitted,

IT Director Oscar Hicks

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Medical Services Division Chief Joshua Gehrke

Re: Emergency Medical Services Department Monthly Report – December 2020

The following summary of work includes those activities completed within Medical Services. Additional reports included are from the Medical Services Chief, EMS Training Officer, Community Paramedic, Wellness and Training.

As a highlight for the month of December, EMS was focused on the Clackamas County proposed change to the ambulance service contract and the potential impact to the fire district. Areas of impact include first and foremost, service delivery to the citizens of Clackamas fire, ambulance transport sub-contract, ALS Consortium agreement and our ability to strive for a long-term trajectory of improvements to our EMS system.

- Attended Clackamas County Board of County Commissioners work sessions.
- Attended EMS Board Committee and Joint Oversight meeting.
- Attended annual training planning retreat.
- Participated in the CCOM Executive Board meeting and further discussed the feasibility study.
- Attended regularly scheduled Battalion Chief's morning briefings.
- Attended regular Medical Services team meeting.
- Attended kick-off of the vaccination task force meeting.
- Participated in the category III and VII accreditation interviews.
- Attended Fire Defense Board and CCOM fire services meeting.
- Attended Clackamas Ambulance Service Contract meetings throughout the month to discuss the pending evergreen contract between Clackamas County and AMR.
- Attended the strategic plan taskforce meeting.
- Attended the Estacada Board Work Session.
- Attended on-going follow-up meetings with EF recovery led by Director Hopkins.
- Finalized changes to the supervisor's log and delivered brief guidance on its use.

- Analyzed data around CAR 304 response and planned for future evaluation of appropriate staffing and permanency.

Respectfully submitted,

Medical Services Division Chief Joshua Gehrke

From: Medical Services Battalion Chief Josh Santos

- Attended meeting with AMR – Medic Unit Program Subcontract extension negotiations.
- Board of County Commissioners Presentation – On behalf of the EMS Council and ASA Strategic Plan Taskforce, represented the group in requesting inclusion and time in assisting the County with supporting their Performance Based Ambulance Agreement initiative. A commitment to include EMS Council, and one-year timeline to complete scope of work was passed within the resolution.
- Meeting with EF Recovery – Ambulance transport billing policies and procedures evaluation.
- Community Paramedic grants meeting – finalizing details for Lines for Life and Baltimore University grants, supporting one temporary labor Community Paramedic for 2021.
- Participated in County COVID-19 long term care facility pamphlet and video – Designed to help facilities protect in place, utilize 911 appropriately, and know what to expect upon EMS arrival.
- COVID-19 vaccination planning meeting – Establishing plan to vaccinate internal first responders and outside first responder agencies.
- Medical Director meeting – Negotiating one-year agreement for Medical Direction. Single office of Medical Direction, with two Associate Medical Directors.
- Attended Board of County Commissioners board policy session – Performance Based Ambulance Service Agreement discussion and resolution.
- Participated in wildfire after action review process.
- Attended Public Based EMS Meeting – State public providers meeting, discussing legislative, political, and operational topics
- Attended EMS Council special session – Performance Based Ambulance Service Agreement
- Attended Mobile Integrated Health meeting – Regional group focused on supporting and expanding Community Medicine programs and initiatives.
- Accreditation – Assisted Chief Gehrke in accreditation site visit, representing EMS.

- Completed COVID-19 Vaccination delivery training which certified me to deliver vaccinations.
- GEMT QAF – Committee met with Oregon Health Authority to discuss potential legislative support of Quality Assurance Fund, facilitating private provider access to GEMT funds.
- Attended Estacada Fire Board meeting.

Respectfully submitted,

Medical Services Battalion Chief Josh Santos

From: EMS Training Officer Captain Mike Verkest

- Worked on EMS Strategic Plan Taskforce to prepare performance metrics for ASA Contract
- Attended EMS Council meeting
- Began work on COVID-19 Vaccine Distribution planning
- Completed Multiple COVID-19 Vaccine trainings
- Recorded LIVE “Office Hours” regarding COVID-19 vaccine with Dr. Sahni
- EMS Skills check off for 2021 Relicensing process
- Worked on ADORE and transition to JotForm
- Attended Annual training department retreat
- Attended Scientific review committee
- Multiple EMS Training Days Academy 20-03
- Attended EMS Division Meetings (Virtually)
- Attended weekly Training Division Staff meeting (virtually)
- Working as Situation Unit Leader on internal IMT
- Working with Data Services on Target Solutions clean-up
- Was on vacation after December 17th through the end of the month

Respectfully submitted,

EMS Training Officer Captain Mike Verkest

From: Community Paramedic Amy Jo Cook

- Assisted Clackamas County Emergency Operations Center with Department of Corrections releases to COVID-19 shelter
- Assisted frequent user with additional supports
- Applied for COVID-19 vaccine abilities
- Assisted current identified Community Paramedic Program high 911 users with social supports and telephone support
- Attended Project Hope grant meetings
- Assisted current Community Paramedic program participant with access to sustenance/mental health resources
- Assisted with hiring a limited term contract Community Paramedic
- Attended COVID-19 vaccine administration trainings/webinar
- Assisted with plans for COVID-19 vaccine administration to Clackamas employees and partner agencies

Respectfully submitted,

Community Paramedic Amy Jo Cook

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Health & Wellness Director Heather Goodrich

Re: Wellness Department Monthly Report – December 2020

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

Please note, all testing remained halted through December 2020 due to the Oregon Statewide Freeze due to COVID-19.

- Wellness Director continued work as the Health Officer in the COVID-19 IMT command structure. Wellness staff worked on the potential for upcoming COVID-19 vaccine rollout, including research on the vaccine, training required for administrators, and consent/declination documentation.
- Presented live via Zoom to the CFD and ERFD Board of Directors the required training for the new COVID-19 temporary rule that went into effect on 11/16/20. Training was required to be completed by 12/21/20 and this deadline was met.
- Flu shots offered to staff, volunteers and retirees. (3 people)
- Coordinated post-injury Return to Work exams with our contracted medical provider. (1 career firefighter)
- Coordinated and instructed morning workouts for career firefighter recruits.
- Coordinated weekend morning workouts for volunteer firefighter recruits.
- Performed IAFF/IAFC complete post-academy fitness testing for career recruit firefighters. (5 people)
- Ordered treadmills for Stations 14 and 18.
- Processed and provided follow-up for on-the-job injury reports for Safety Committee. Five injury reports and one exposure were submitted with one turning into a workers' compensation claim. In addition:
 - 67 COVID exposure reports were submitted with six being high risk reports.
- Conducted office ergonomic assessments. (2 employees)

- Provided requested health information to 12 staff, career and volunteer firefighters.
- Provided requested information to Sandy Fire, TVF&R and Timi Dietz by email and Zoom.
- Attended a webinar on “Occupational Injuries and Firefighters”.
- The first of a series of “Monthly Wellness Challenges” was emailed to all support and day staff. December’s topic was self-care.
- Met with one newly promoted officer to aid in completing their probationary credential.
- Created and sent out the monthly Wellness Update and Health Insurance Newsletter.
- Distributed the monthly EAP Employee and EAP Supervisor newsletters by email.
- Participated in Accreditation by meeting via Zoom to discuss the Wellness portion.
- Staff attended the Executive Team, All Chiefs’, Training Department, Wellness Staff, Safety Committee, Insurance Committee, Medical Services meetings as well as numerous COVID-19 taskforce meetings.
- Performance appraisals were conducted on the new and promoted Wellness Staff.

Respectfully submitted,

Health & Wellness Director Heather Goodrich



Clackamas Fire District #1

Wellness Update

December 2020
Issue 244

Health Question of the Month

Q. Do face masks lower oxygen levels?

A. No, face masks do not deprive people of needed oxygen, a new study confirms. Researchers gave subjects portable pulse oximeters to measure their blood oxygen levels while wearing a face mask, as well as before and after. Overall, there were no concerning declines in blood oxygen saturation. The findings were published in the Oct.30th issue of the *Journal of the American Medical Association*.

Wellness News

- Given the very fluid state of the COVID-19 pandemic and the District's adaptations to it; crews will be notified when annual career pre-physicals and blood draws will resume. Koryn will send paperwork and information about the appointment the week prior to your testing.
- Wellness wishes everyone a happy, safe, and healthy holiday season!



In this issue

- FFs at Increased Risk of AFib **P.1**
- Exercise to Strengthen FF Immunity **P.2**
- Stay Connected During the Holidays **P.3**
- Exercise of the Month: Fire Hydrant **P.3**
- Recipe: Healthy Peppermint Truffles **P.4**

STUDY: FIREFIGHTERS AT INCREASED RISK OF ATRIAL FIBRILLATION

Fighting fires comes with many risks. But new research shows there's a new one to consider: increased exposure to fires appears to raise the likelihood of developing atrial fibrillation, or AFib, an irregular heartbeat that can lead to blood clots, stroke, heart failure and other problems.

Researchers found the more fires a firefighter fought, the higher the likelihood he or she would report having been diagnosed with AFib. The work was presented at the American Heart Association's Scientific Sessions, which was held in November. The research is considered preliminary until published in a peer-reviewed journal.

Lead researcher Dr. Catherine Vanchiere, an internal medicine resident at Temple University Hospital in Philadelphia, said she wasn't surprised to find a link because there was so much anecdotal evidence of "otherwise young, healthy patients who were firefighters coming in to see cardiologists."

"AFib is a diagnosis that doesn't always carry symptoms, but it can cause fatigue, shortness of breath or having heart palpitations," she said. "When you have an otherwise healthy adult coming in with these symptoms, it's sometimes hard to pin down what's going on. If that person happens to be a firefighter, now we know we should be looking at AFib as a possible cause."

There are more than 1.1 million firefighters in the United States. Previous research shows the job's strenuous physical activity, emotional stress and exposure to pollutants can stress a firefighter's cardiovascular system. In fact, heart disease is the top cause of on-duty death for firefighters, responsible for 45% of deaths that occur on the job.

In the new study, Vanchiere and her team surveyed nearly 12,000 firefighters nationwide. About 94% were men, and nearly all participants were 65 or younger. The researchers found nearly 5% of those who fought 11 or more fires per year reported being diagnosed with AFib, compared to less than 3% of those who fought no more than 10 fires a year. The group included a mix of paid and volunteer firefighters who mostly fought structural fires (houses and other buildings), though some were fighting wildfires. The data was not analyzed based on the type of fire.

"Firefighters are generally more fit than the general population," said Dr. John Balmes, professor of environmental health sciences at the University of California, Berkeley School of Public Health. "They also wear air packs that allow them to breathe clean air when fighting structural fires. But this smoke can be pretty nasty. Manmade materials are particularly toxic when they burn. The problem occurs after the fire is out and still smoldering and they take off their air packs. Smoldering fire generates more smoke that contains toxic materials."

Balmes, who was not involved in the study, is also a professor of medicine at the University of California, San Francisco, where he researches the impact of air pollutants on respiratory and cardiovascular health. Though wildfires are less toxic than the burning of manmade materials, he said, the fires ravaging the western part of the United States are increasingly exposing firefighters to more toxins, as homes and sometimes entire towns are destroyed. **(Article continued on Page 2 . . .)**

Atrial Fibrillation (cont.)

Unlike structural firefighters, "wildland firefighters can't wear respiratory protective gear because of the high level of exertion involved in hiking into the areas where these fires are occurring," he said. "There's essentially no effective way of protecting them at this point."

Balmes said the impact of wildfire smoke exposure on the cardiovascular health of both firefighters and the general public hasn't been studied much, "because these exposures weren't so intense until recently. Climate change has really upped the ante in terms of wildfire smoke exposure, both to firefighters and to the community."

For example, he said, the San Francisco Bay Area recently had 40 days in a row of bad air. "We never had that long a period before. Is 40 days different than just a few days? Probably. We need to study cumulative exposures and also recurrent exposures. This is going to happen every year."

Meanwhile, firefighters who want to reduce their risk of AFib and other heart-related problems should focus on not smoking and eating a healthy diet, Vanchiere said.

"The big picture is that just being a firefighter isn't the only thing that puts a person at risk," she said. "There are things under their control other than their choice of occupation. And they need to seek care if they develop symptoms and not be too stoic to go in to see a physician."

Source: American Heart Association News, Nov. 9, 2020



Exercise to Strengthen Firefighter Immunity

As COVID-19 wears on and flu season approaches, it's more important than ever to stay healthy.

As the COVID-19 numbers continue to rise and the flu season approaches, it is imperative for you as a first responder to keep your immune system strong. One of the best ways to strengthen your immunity is to consistently exercise. It is not necessarily an "immune booster" but an immune system catalyst that stimulates and kick-starts the normal immune processes of the body. Below are some key reasons why regular exercise is so important for your immunity:

- One of the most apparent benefits of exercise is its ability to promote the flow of lymph through the body. Lymph vessels do not have the power of a pump (i.e., the heart) behind them. Instead, they depend on normal body motion, muscle contraction and manual manipulation such as massage to move the lymph along. Exercise improves blood flow through the cardiovascular system, thereby helping to flush toxins and germs from the body through the excretory system via urine and sweat. Increased blood flow also keeps the antibodies and white blood cells needed to fight infection circulating rapidly as a possible early defense against foreign invaders.
- Physical activity may help flush bacteria out of the lungs and airways through respiration, which may reduce your chance of getting a cold, flu or other illness. Heavier breathing brought about by exercise can help the lungs rid themselves of airborne viruses and bacteria that are associated with respiratory tract infections.
- The brief rise in body temperature during and right after exercise may prevent bacteria from growing. This temperature rise may help the body fight infection better. Although the body temperature increase from exercise is not nearly as dramatic as running a fever (one of the body's natural reactions against many types of infection), it may still help to kill and/or inhibit the growth of an unwanted aggressor.

One of the greatest benefits of regular exercise is its ability to help relieve mental and emotional stress, which slows down the release of stress hormones and can decrease inflammation in the body. Exercise helps provide an outlet for nervous energy, takes our mind off our greatest concerns (at least momentarily) and improves our body image.

Exercise is good for you, but you should not overdo it. Heavy, long-term exercise (such as marathon running and intense gym training) could cause harm and decrease your immune function. Studies have shown that people who follow a moderately energetic lifestyle (exercising three to five times a week) benefit the most.

The key is consistency. Now is the perfect time to get devoted to your fitness.

Stay safe, stay positive and stay healthy!

Source: www.firerescue1.com



For some fun holiday exercise, see the "Elf" movie workout on Page 3!



Stay Connected During the Holidays

You may not be physically together with your family and loved ones this holiday season, but you can still honor holiday traditions and stay connected during these challenging times.

- Acknowledge that things are different this year. Plan ahead so you can stay connected in a safe way.
- Look at the year's challenges as an opportunity to start new traditions and rituals. You may find new ways to add meaning to your holiday.
- Try and be flexible in your thinking. Adjust to find what works best for you and your family.
- Mail out handwritten holiday cards with a personal note. The heartfelt sentiments in hand will be appreciated.
- Use decorations that remind you of a loved one.
- Share a meal or happy hour via Zoom.
- Call or FaceTime your family or friends and share a favorite holiday memory or photo.
- Trade your favorite holiday recipes online, or make them and deliver to your loved ones' porch.
- Play games or try doing fun activities together online. . . Trivia night, karaoke, etc.

Source: Reliant Behavioral Health

Need a COVID-Safe Family Fun Idea? Go on a holiday light walk!

Exercise and holiday cheer wrapped into one! Bundle up, grab your reflective gear and a warm beverage and explore well-decorated neighborhoods near you. Have your family vote for their favorite display!



Exercise of the Month

Two-Legged Fire Hydrant

Although this exercise is typically considered a glute exercise, lifting one hand off the floor fires the entire core to stabilize the spine.

- Begin on hands and knees, with knees directly below hips and hands directly below shoulders.
- While keeping knee bent, lift knee laterally (hip abduction). Complete about five repetitions and then slowly lift your left hand 1-inch off the floor. Maintain a squared-off position in the shoulders and keep your hips level as you continue to move the right leg.
- For a bigger challenge, close your eyes.
- Complete 10-15 repetitions before switching sides.



Get a Workout While You Watch "Elf"!



While watching the movie "Elf", do the following:

***Please warm-up prior to starting the movie, and cool down when you are done.*

Whenever you hear "Buddy" or "Elf":

30 Second Plank

Each time Buddy eats something he shouldn't:

20 Jump Squats

Each time the "Naughty or Nice List" is mentioned:

15 Burpees

Each time Buddy screams for Santa:

20 Push-Ups

When Buddy sings:

Alternate 30 seconds of high knees and 30 seconds of jumping jacks for duration of song

When Buddy breaks something:

30 Sumo Squats

When you hear the words, "Christmas Spirit":

25 Bicycle Crunches



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Recipe of the Month: Healthy Peppermint Truffles

These chocolate peppermint truffles have a doughy center that is coated with a crunchy chocolate shell. They're a no-bake truffle and contain under 100 calories!

INGREDIENTS:

- 12 chocolate graham crackers
- 6 ounces low-fat cream cheese
- 2 tsp pure peppermint extract
- 1 tsp coconut oil
- 1 cup semi-sweet dark chocolate chips

PREPARATION:

1. Line a baking sheet with parchment, wax paper or foil and set aside.
2. In a food processor, process chocolate graham crackers until fine crumbs remain. In a separate bowl, soften cream cheese in microwave for 15-20 seconds. Add peppermint extract to cream cheese and mix to combine.
3. Add cream cheese and peppermint mixture to food processor with processed graham crackers. Process until doughy mixture forms.
4. Using a cookie scoop, form dough into balls and place on lined sheet pan. Place in the refrigerator for 5 minutes.
5. While the truffles are in the refrigerator, microwave chocolate chip and coconut oil in a small microwavable bowl. Microwave chocolate on high for 30 seconds, mix, then again for 30 seconds until it becomes a chocolate sauce.
6. Remove truffles from refrigerator and dip in chocolate sauce. Place back on lined



Nutrition Facts:

Servings: 21
 Serving size: 1 truffle
 Calories: 71
 Total Fat : 4.4g
 Protein: 1.4g
 Carbohydrate: 7.5g
 Sodium: 29mg

Source: www.mealswithmaggie.com

DID YOU KNOW?

Slow, deep breaths can help conquer stress and lower blood pressure. With your eyes closed, practice inhaling deeply into the belly and exhaling slowly. Sloooooowly. Try this several times a day. Just breathe!

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief Melanie Kinne

Re: Training Department Monthly Report – December 2020

Recruit Academy 20-03 graduated on December 10th and has joined the suppression crews at Stations 7, 8 and 14. Training Officer Lt. Walker retired on December 31st and will remain with the Training Department throughout his work back until June 30th, 2021. We conducted our annual planning retreat and developed a training plan for 2021. Our staff made progress on the pre-promotional development program, Field Training and Evaluation program and Field Training Officer education proposal and researched Leadership training platforms. They continued to deliver training to the Sandy Fire career and all volunteer members. Overall, the team has adjusted well to the work-from-home mandate and remains impressively productive. I am grateful to be surrounded by individuals who serve the District with this level of passion and professionalism.

Projects/Events/Meetings/Training – BC Kinne

- Daily Battalion Chief Briefings
- Daily Training Team Briefing
- Weekly Training Division Planning meeting
- Weekly Division Leader meeting
- Weekly Executive Team meeting
- Monthly Board of Directors Meeting
- Academy 20-03 final testing and graduation
- Field Training and Evaluation Program video review and implementation
- Probationary Firefighter probationary report reviews
- Leadership and documentation training meeting with Chief Robens
- Organizational and Leadership Development meeting
- Clackamas Community College Wildland certification management contract review
- Training site improvement meetings TC/Station 14

- Training grounds tree removal coordination
- Staff BC CBA negotiation representative

Projects/Events/Meetings/Training – TO Sakaguchi

- Explorer Charter renewal
- Teams implementation meeting
- FF promotional process meetings
- Reviewed SRP to FF test
- Training retreat meeting
- Reviewed overdue assignments in TargetSolutions
- Signed task books
- Met with Chief McKinnon about volunteer training
- Worked on assembling academy program for Hillsboro Fire
- Worked on leadership development
- Worked with AT Franzen on Fire Officer III certification process and wildland hours

Projects/Events/Meetings/Training – TO Walker

- Academy 20-03 graduated on Dec 10th
- Looked into Jones and Bartlett for PFF and test making
- Volunteer Academy 20-01 was put on hold due to COVID-19 restrictions. They are set to resume in January if restrictions ease.
- Set up Zoom classes for the Volunteer Academy. This allowed us to continue to move forward with the academy.
- Completed Volunteer Academy 20-01 written final testing
- Prepared the Target Solutions probationary credential for Career class 20-03

Projects/Events/Meetings/Training – ATO Meyer

- Set up Zoom drills for Sandy Volunteers
- Sandy apartment fire training
- Training retreat meeting
- Sandy career training
- AO practicals
- Worked on Sandy truck training
- Worked on AO mentor handbook

- SRF testing setup and pumping
- Created January company training in Target Solutions
- IPS review
- Worked on AO job description and responsibilities

Projects/Events/Meetings/Training – ATO Fullerton

- Assisted and instructed at Academy 20-03
- Assisted in organizing Academy 20-03 graduation
- Six-month testing for 20-02
- Developed one-week hands on training for PFF Gresham (delayed due to pending medical clearance)
- Assisted with volunteer drill webinar – ventilation
- Research and development for proposed programs for 2021: FTO training, Academy documentation, Pre-promotional credentials, Cadre development
- 2021 Training planning retreat
- Continued education: Paramedic recert/FF mandatory compliance training
- Office 365 orientation and calibration with Teams
- FTEP rollout, education for new FTOs, handbook updating
- Jones and Bartlett FTO program participation
- Sent out and reviewed date for line training priorities for planning retreat

Respectfully submitted,

Battalion Chief Melanie Kinne

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Nick Browne

Re: Operations Department Monthly Report – December 2020

- Meetings Attended:
 - Executive Team Meetings
 - Monthly OPS
 - COVID-19 Tactics and Planning Meetings
 - COVID-19 Operations Section Chief
 - Daily Battalion Chief Briefing Updates
 - CFD Board Meeting
 - Estacada Board Meeting
 - Joint Oversight Committee Meeting
 - Clackamas Fire Defense Board
 - CCOM Fire Users
 - C800
 - Budget monitoring
 - Labor Management
 - REGIS Steering Committee
 - Met with Sandy Fire's Operations Chief
 - Meeting with TVF&R Operations
 - Chief Planning Meetings
 - Microsoft Office 365 Steering Committee
 - Policy Review
 - FRP Review
 - Captain's and Operations Meeting
 - Operations Meeting

- Presented and completed Phase 1 of the After-Action Review for the September wildfires
- Coverage Officer
- Responded to 3rd Alarm Fire at Blue Heron Paper Mill in OC

Respectfully submitted,

Division Chief Nick Browne

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Battalion Chief Brent Olson

Re: Operations Department Monthly Report – December 2020

- Continued support of District's COVID-19 operations acting in the capacity as the incident safety officer
- On going evaluation and implementation of OSHA COVID-19 items

Significant Incidents:

- RFIRE IC, Taryn Ct. Happy Valley - 12/7
- CFIRE IC, 82nd Ave. Happy Valley – 12/11

Projects/ Events/ Training/ Meetings

- Captain's meeting with Operations 12/3
- Safety Committee Meeting 12/4
- Fire Defense Board Meeting 12/7
- Accrediation Site visit – Safety 12/9
- Clackamas Community College Meeting 12/14
- Accrediation Site visit – Wildland 12/10
- Clackamas Community College IQS training meeting 12/16
- Accrediation Site vist – Safety Equipment 12/16
- Clackamas County WorkSource - National Dislocated Workers Grant meeting, 12/21

Respectfully submitted,

Battalion Chief Brent Olson

North Battalion – A Shift
Battalion Chief Dan Mulick

Significant Incidents

- None

Projects/Events/Meetings/Training

- Truck Program Budget
- Develop IPS/CPS for Truck Companies
- Transitioning new Captain
- Probationary Employee visits and progress checks
- Probationary Lt.'s task books

North Battalion – B Shift
Battalion Chief Kyle Olson

No report. On leave during December.

North Battalion – C Shift
Battalion Chief Jason Ellison

Significant Incidents

- Caldwell St., Gladstone. Working basement fire. BC302 was command.
- Molalla Ave., Oregon City. Fully involved vacant house fire. BC302 was safety.
- Revenue, Boring. Well involved shop fire. BC302 was safety.
- HWY 99E, Oregon City. MR2 We had a car launch into the river. BC302 was operations and assisted dive operations.
- Edgewater & 82nd. Train incident. One person vs. a train.

Projects/Events/Meetings/Training

- Labor management
- Rope Rescue management
- Probationary Firefighter testing
- Water Rescue program management
- SimsUshare management
- Tactical practice with north companies
- Policy review

East Battalion – A Shift
Battalion Chief Greg Holland

Significant Incidents

- Incident # F3220-0042247 - Contractor working for PGE was hit by falling rock while 150-200' off ground. Pt was brought to ground by coworkers to meet FD. Pt transported by Life Flight for trauma injuries.

Projects/Events/Meetings/Training

- Completed Target Solutions mandatory training for 2020
- Completed Mandatory OSHA Training
- Completed review of assigned policies
- Truck training with Sandy Fire
- Placed new equipment on BC301

East Battalion – B Shift
Battalion Chief David Palmer

Significant Incidents

- Worked Blue Heron Fire as Bravo Division
- Structure Fire at Oak Acres Mobile Home Park

Projects/Events/Meetings/Training

- Numerous BC briefings, org briefings, battalion break outs
- Two separate probationary evaluations
- Remotely attended Board Meetings
- Station visits

East Battalion – C Shift
Battalion Chief Tony Cordie

Significant Incidents

- Nov 27, 2020 - Structure fire (house) SE Knox Road, Boring
- Dec 9, 2020 - Mutual aid structure fire (house) Kirkwood Dr., Hoodland
- Dec 13, 2020 - Commercial fire (large shop) SE Revenue Rd., Boring
- Jan 2, 2021 - Mutual aid commercial fire (auto shop) HWY 26 and Stone Rd., Gresham
- Jan 2, 2021 - Structure fire (house) SE Leewood Ln., Eagle Creek

Projects/Events/Meetings/Training

- Conducted Operational Briefings with crews via Zoom
- Met with all personnel in East Battalion on a shift by shift basis on C shift in person and via Zoom
- Met with East Battalion crews to go over operational priorities and information for the month focusing on rural water supply
- District familiarization Sandy, Estacada
- Target hazard familiarization East Battalion Sandy High School
- Drilled with crews on rural water supply operations
- Probationary AO evaluations
- Met with Sandy Fire Operations Chief on operations and service delivery

South Battalion – A Shift
Battalion Chief Burke Slater

Significant Incidents

- None

Projects/Events/Meetings/Training

- Worked on the inventory and delivery of new thermal imaging cameras
- Worked to complete station and apparatus audits
- Began the budgeting and planning for SCBA and respiratory program
- Small tools plan for budgeting and implementation

South Battalion – B Shift
Battalion Chief Jonathan Scheirman

Significant Incidents

- 3rd Commercial Alarm Fire on Main Street - Blue Heron
- Paper Mill Oregon City
- Residential Fire on Molalla Ave., Oregon City
- MR2 on Hwy 99 Oregon City
- Wind event in East County on December 21st

Projects/Events/Meetings/Training

- SOP Development - Staffing
- Roster moves for probation, promotion and injuries
- Ops Meeting
- Mandatory OR-OSHA training
- Mandatory EMS training
- Mandatory Protocol Update Training
- Multiple post fire reviews with crews from Blue Heron Fire

South Battalion – C Shift
Battalion Chief Ted Willard

Significant Incidents

- Dec. 9: House fire in Oregon City
- Dec. 11: Commercial fire on 82nd Ave.
- Dec. 12: Public assist, disabled motorist
- Dec. 27: Marine rescue in Oregon City
- Dec. 30: House fire off of Hwy 212

Projects/Events/Meetings/Training

- Policy Review

Emergency Services Division

To: Chief Fred Charlton and the Board of Directors

From: Volunteer Service Chief Steve Deters

Re: Volunteer Services Department Monthly Report – December 2020

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

Fire Training:

Volunteer Drills in the month of December were not scheduled due to Operation Santa events.

EMS Training

Volunteer EMT Drills in the month of December were not scheduled due to Operation Santa events.

In December the Volunteer group participated in the following Events/Meetings:

12/4/2020	Operation Santa	Drive Up & Drop Off Event
12/5/2020	Operation Santa	Drive Up & Drop Off Event
12/6/2020	Operation Santa	Drive Up & Drop Off Event
12/7/2020	Operation Santa	Business Barrel Pick Up
12/11/2020	Operation Santa	Drive Up & Drop Off Event
12/12/2020	Operation Santa	Drive Up & Drop Off Event
12/13/2020	Operation Santa	Drive Up & Drop Off Event
12/14/2020	Operation Santa	Station Barrel Pick Up
12/16/2020	Operation Santa	Toy Packing Night
12/17/2020	Operation Santa	Toy Bags Check
12/18/2020	Operation Santa	Toy Bags Moved & Food Box Delivery
12/19/2020	Operation Santa	Family Pick Up Toys & Food Day
12/20/2020	Operation Santa	Clean Up Day
12/21/2020	Operation Santa	Finalization Day

Total Collections:

Food 6,900 lbs.

Toys 2,731

250- families served

Explorers: No drills scheduled

Public- Relations: None scheduled

Station Coverage:

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

Stn. 12 8/31

Stn. 13 9/301 (3 24 hour shifts)

Stn. 18 30/31 (3 24 hour shifts)

Stn. 333 5/31

RH/WT 17/31

Personnel Changes:

Support Volunteer Christen Goodknight Resigned

Support Volunteer Connie Redmond Resigned

Support Volunteer Gayle Watts Resigned

VFF/EMT - Tyson Settle Resigned – Hired Portland Fire -Port

VFF/EMT - Alex Sparks Resigned – Hired Portland Fire

Volunteer Association:

12/07/2020 Volunteer Association Board Meeting via Zoom

Volunteer Recruitment:

VRA 20-01 Suppression Academy: Continues with a combination of virtual and in person classes. One Recruit released.

VRA 20-01 Suppression Support Academy: Completed

Respectfully submitted,

Battalion Chief Steve Deters

CORRESPONDENCE

- C-1 Thank you from an Operation Santa recipient
- C-2 Thank you from a recipient of firefighter's goodwill gift
- C-3 Holiday card from the Milwaukie City Council and staff
- C-4 Thank you Re: Response provided on a call to Comanche Ct.
Personnel on the call:
E308: Kevin Schurter, Nathan Weldon, Cody Abbott
T304: Nathan Hon, Alex Carey, Derek Olson, Tyler Smith
HR305: Justin McWilliams, Michael Loverro, Matthew Harlan, Joe Kociemba
E306: Matthew Rouse, Jessica Johns, Harrison Zieverink
BC302: Jason Ellison
- C-5 Thank you card from child with colored picture

C-1
RECEIVED
DEC 28 2020

12/19/2020

To Clackamas Firemen:

As a recipient, this is to thank you for your generosity and caring during the Christmas Season. The gifts you gave were very much appreciated. I know they were given with sincerity and a lot of preparation!

While an employee of the City of Milwaukie (years ago), I became aware that Firemen are special for caring about the community and keeping citizens safe. Many thanks!

To each and every one, I wish a wonderful Christmas, New Year and all the recognition and rewards deserved! Please thank the men who checked people in and loaded cars at the site.

Sincerly, Shirley [REDACTED] Milwaukie, OR.

RECEIVED

JAN 04 2021

12/30/2020

Dearest Clattamas Fire Dist^{#1}

Thank You, so kindly for
the \$50⁰⁰ that you all so kindly-
gave to me for the Xmas Holiday.
Some of the gifts (financial)
is probably from money of your
own pockets.
May You All Be Blessed (Eternally)
for your kindness + generosity.

Blessings to you & all
that you do ♡





HAPPY HOLIDAYS



CITY OF MILWAUKIE

May your holidays be filled with

Peace & Love

Warm Regards,
City Council and Staff



Monday, January 11, 2021

Compliments or Concerns

Name	Marianne [REDACTED]
Phone Number	[REDACTED]
Email	[REDACTED]
Address	[REDACTED] CLACKAMAS, OR, 97015
Date of Occurrence	Friday, January 8, 2021
Location of Occurrence	Chimney fire [REDACTED] Comanche Ct. Clackamas
Feedback is About	Fire Services
Do wish you to share a compliment or concern?	<input type="button" value="Compliment"/>

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

Thank you so much for your prompt and professional service on 1/8/2021. I expected water damage but was relieved that chemicals were used in the fireplace which saved the hardwood floor, thank you for rolling up the rug. There was no lasting smoke damage to the room and the fans you used blew out the dense smoke which meant we could resume our evening at home. I was so scared my roof would be on fire but your presence calmed my fears.

THANK
YOU



INFORMATIONAL ITEMS

- I - 1 CFD Flash Alert 12-16-2020: Clackamas Fire to Receive Grant Funds for Community Paramedic Program (In Board Packet)
- I – 2 CFD Flash Alert 12-23-2020: Clackamas Fire Responds to Early Morning Car Crash (In Board Packet)
- I – 3 CFD Flash Alert 1-9-2021: Early Morning House Fire Displaces Two (In Board Packet)
- I – 4 CFD Flash Alert 1-12-2021: Clackamas Fire Receives COVID-19 Vaccines (In Board Packet)
- I – 5 CFD Flash Alert 1-20-2021: Smoke Alarm Alerts Residents to Attic Fire

Clackamas Review and Oregon City News 12-17-2020: “Men and Women Making a Difference in Our Communities 2020”. This article featured the following CFD staff: Division Chief Michael Carlsen, Battalion Chief Greg Holland, Firefighter Karly Lampman, and Program Specialist Tracey Grisham.

CLACKAMAS FIRE TO RECEIVE GRANT FUNDS FOR COMMUNITY PARAMEDIC PROGRAM

News Release from **Clackamas Fire Dist. #1**

Posted on FlashAlert: December 16th, 2020 2:10 PM

Downloadable file: [Project Hope Graduate](#)

Clackamas Fire District # 1 will be receiving \$63,500 in grant funds from Lines for Life, University of Baltimore, and Oregon Community Foundation to be used for our Community Paramedic Program.

Clackamas Fire was a sub recipient of \$19,500 in grant funds awarded from Lines for Life for use in assisting with the opioid crisis in Oregon. The University of Baltimore awarded \$39,000 in grant funds to Clackamas County in collaboration with Clackamas Fire for Project Hope.

The monies will be used to help people suffering from substance use disorder (main focus on opioids) who want support with recovery options, such as Project Hope. Project Hope is a nationally recognized program that has worked with Lines for Life to reduce opioid addiction and assist those looking for recovery resources. Opioid addiction in Oregon, and specifically Clackamas County, is at critically high levels. Access to recovery comes with many challenges and obstacles. Project Hope helps participants navigate the path to successful recovery and offers additional supports as needed. This program helps people out of the cycle of drug addiction and into one of safe recovery.

The Oregon Community Foundation grant in the amount of \$5,000 will be used for first responders and our most vulnerable and houseless populations who test positive for COVID-19 and need a safe place to isolate and quarantine. This money will be used to assist with the cost of a hotel, food, and personal protective equipment for those needing quarantine.

The intent of this grant is to fill gaps in services and to assist on the need for safe isolation for a person with COVID-19. The shelter provided keeps both the participant safe and also helps to limit the spread of the virus to other community members. Limiting exposure from persons infected with COVID-19 will serve to keep the community safer. Isolating those with a positive COVID-19 test result will decrease the rapid rate of transmission to others in the community.

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Contact Info:

Battalion Chief Brandon Paxton

brandon.paxton@clackamasfire.com

503.294.3555

CLACKAMAS FIRE RESPONDS TO EARLY MORNINING CAR CRASH

News Release from **Clackamas Fire Dist. #1**

Posted on FlashAlert: December 23rd, 2020 10:43 AM

Downloadable file: [I205 - 2.jpg](#)

Downloadable file: [I205 - 1.jpg](#)

Just after 6:00am, Clackamas Fire crews were dispatched to SE HWY 224/SE 82nd Dr. – I205 ramp for a report of a traffic accident with entrapment. Upon arrival, crews found two vehicles with heavy front-end damage. Firefighters quickly went to work to extricate one person from one of the badly damaged vehicles, who was then transported to a local hospital with serious injuries.

Clackamas Fire would like to remind everyone to please use extra caution on icy roads.

Contact Info:

Tammy Owen, Backup Public Information Officer

Pager: (503)294-3555

Email: tammy.owen@clackamasfire.com

EARLY MORNING HOUSE FIRE DISPLACES TWO

News Release from **Clackamas Fire Dist. #1**

Posted on FlashAlert: January 9th, 2021 7:48 AM

Shortly after 2:00 a.m. crews were dispatched to a report of a house on fire at 14875 SE Linden Lane in Oak Grove. First arriving firefighters found a one story house with fire coming from two rooms and spreading to a covered porch. Firefighters quickly went to work pulling hoselines to extinguish the fire and search the building to make sure everyone was able to get out. Two people, along with their dog and rabbit were able to escape prior to crews arriving.

The fire was brought under control in 20 minutes and no injuries have been reported. The two residents and their pets have been displaced and are being assisted by the Red Cross. Fire Investigators will be on scene to work to determine what caused this fire to occur and the extent of damage.

Please remember to have a working smoke alarm on every level of your home and outside of each sleeping area.

Contact Info:

Public Information Officer Brandon Paxton, Pager: (503)294-3555, Email:

brandon.paxton@clackamasfire.com

CLACKAMAS FIRE RECEIVES COVID-19 VACCINES

News Release from **Clackamas Fire Dist. #1**

Posted on FlashAlert: January 12th, 2021 3:08 PM

Downloadable file: [Community Paramedic Amy Jo Cook administering vaccines](#)

Downloadable file: [Fire Chief Fred Charlton receiving first dose of vaccine](#)

Downloadable file: [Firefighter Andrew Mustola receiving first dose](#)

On January 11, 2021, Clackamas Fire District #1 (Clackamas Fire) began vaccinating frontline firefighters and paramedics, with plans to continue throughout the week. Four hundred doses of the Moderna vaccine has been made available through Clackamas County Public Health and will be used to vaccinate Clackamas Fire personnel and first responders from neighboring public safety agencies over the next few weeks. Those agencies include:

Gladstone Fire Department

Hoodland Fire District #74

Sandy Fire District #72

Life Flight Network

Gladstone Police Department

Milwaukie Police Department

Oregon City Police Department

Sandy Police Department

City of Happy Valley Code Enforcement

The vaccination process will include the use of Points of Distribution (POD) that are setup up to safely and efficiently move personnel through the vaccine process. The PODs will be setup and staffed internally by Clackamas Fire personnel representing our emergency medical and health and wellness departments.

Clackamas Fire is currently involved in community distribution for at-risk groups for the flu vaccine and has plans to assist Clackamas County Public Health in vaccinating members of the public for COVID-19, as doses become available and a timeline is established.

As firefighters and paramedics begin to be vaccinated, Clackamas Fire will remain diligent in taking the steps necessary, including the continued use of face coverings to keep our community safe. Fire Chief Fred Charlton says, "Partnering with Clackamas County Public Health allows Clackamas Fire to access the needed vaccinations to help keep our first responders safe and healthy, as we continue to respond to the needs of the communities we serve."

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Contact Info:

Public Information Officer Brandon Paxton, Pager: (503)294-3555, Email:

brandon.paxton@clackamasfire.com

SMOKE ALARM ALERTS RESIDENTS TO ATTIC FIRE

News Release from **Clackamas Fire Dist. #1**

Posted on FlashAlert: January 20th, 2021 8:28 AM

Just before 3:00 a.m. crews were dispatched to a possible residential fire in the 28000 block of Hult Road in Beavercreek, with reports of the roof on fire. First arriving firefighters found smoke coming from the roof and quickly entered the residence to find active fire in the attic. Hoselines were rapidly deployed, bringing the fire under control, stopping the fire damage within minutes of arrival.

The fire was called in by the homeowner who reported being awakened by the smoke alarm going off and finding smoke in his home. The homeowner identified the fire in the attic and attempted to extinguish the fire using a fire extinguisher. Thankfully, no injuries were reported and the residents were not displaced. Fire Investigators will be on scene today to determine what caused the fire and the extent of damage caused.

Working smoke alarms do save lives. Please install a working smoke alarm on every floor of your home and in each sleeping area.

Contact Info:

Public Information Officer Brandon Paxton, Pager: (503)294-3555

Email: brandon.paxton@clackamasfire.com