



Clackamas Fire District #1

Board Meeting Briefing Packet

JUNE 21, 2021



To safely protect and preserve life and property

CLACKAMAS FIRE DISTRICT #1

**Board of Directors' Meeting
Monday, June 21, 2021
Meeting Location: Remote Video Conferencing
5:00 pm**

AGENDA

REGULAR SESSION

- I. CALL TO ORDER PER ORS 192.610 TO 192.690
ORS 192.650 – The meeting is being recorded.**
- II. REGULAR BOARD MEETING RECESSED**
- III. EXECUTIVE SESSION CALLD UNDER ORS 192.660 (2)(d) TO DISCUSS
LABOR CONTRACT NEGOTIATIONS**
- IV. REGULAR BOARD MEETING RECONVENED**
- V. CHANGES TO AGENDA (p.2)**
- VI. APPROVAL OF MINTUES OF THE BUDGET COMMITTEE MEETING ON
MAY 13, 2021 (p.6), THE REGULAR BOARD MEETING ON MAY 17, 2021
(p.20), AND THE BUDGET COMMITTEE MEETING ON MAY 19, 2021 (p.31).**
- VII. PUBLIC COMMENT** *(The President will call for statements from citizens regarding
District business, not to exceed three minutes per person.)*
- VIII. SWEARING-IN OF BOARD OF DIRECTORS – Chief Nick Browne**
- IX. SUPPLEMENTAL BUDGET HEARING (p.39).**

**(p.41) B-1 Request Board Approval of Resolution 21-04 – Adopting and Appropriating
a Supplemental Budget for Fiscal 2020-21 – CFO Mark Whitaker**
- X. BUDGET HEARING (p.46).**

**(p.48) B-2 Request Board Approval of Resolution 21-05 – Adopting the Budget, Making
Appropriations, and Levying Taxes for Fiscal 2021-2022 – CFO Mark
Whitaker**



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

XII. BUSINESS – Action required

- (p.51) **B-3 Request Board Approval of Workers’ Compensation Renewal –** Division Chief Joshua Gehrke
- (p. 100) **B-4 Request Board Approval of Intergovernmental Agreement (IGA) with Hoodland Fire for Fleet Services –** Division Chief Michael Carlsen and Fleet Manager Bill Bischoff
- (p.111) **B-5 Request Board Approval to Update the Board Policy Manual Regarding Account Signers –** President Cross
- (p. 141) **B-6 Request Board Approval to Certify the Election Results for Two Directors to Clackamas Fire District #1 –** Chief Nick Browne
- (p.150) **B-7 Request Board Approval of Intergovernmental Agreement (IGA) with Estacada Fire for Fleet Services -** Division Chief Michael Carlsen and Fleet Manager Bill Bischoff
- (p. 161) **B-8 Request Board to Assign a Civil Service Liaison –** Director Syring

XIII. OTHER BUSINESS – No action required

OB-1 Legislative Update – Lobbyist Genoa Ingram

- (p.162) **OB-2 Board Committee/Liaison Reports**
Foundation Committee – Director Trotter
Joint Oversight Committee – Director Syring/Director Trotter

OB-3 Board Informational Updates/Comments

XIV. INFORMATIONAL ONLY

A. Division / Department Reports

- (p.170) **R-1a Fire Chief’s Office –** Chief Nick Browne – Verbal
 - R-1a.1 Public Affairs- Battalion Chief Brandon Paxton (Board packet)
 - R-1a.2 Health & Safety – Chief of Health & Safety Heather Goodrich



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- (p.179) R-1b Assistant Chief Stewart (Board packet)
- R-1b.1 Community Services – Deputy Chief Doug Whiteley (Board packet)
Public Education – Captain Kari Shanklin (Board packet)
 - R-1b.2 Fire Marshal’s Office – Battalion Chief Shawn Olson (Board packet)
 - R-1b.3 Human Capital – Division Chief Joshua Gehrke
Human Resources - Manager Trish Noble (Board packet)
 - R-1b.4 Support Services – Division Chief Michael Carlsen (Board packet)
Fleet Services - Manager Bill Bischoff (Board packet)
Facility Maintenance - Manager Scott Vallance (Board packet)
Logistics Services – Manager DeAnn Cordes (Board packet)
 - R-1b.5 Technology – Chief Technology Officer Oscar Hicks (Board packet)
Data Services – Manager Shelby Hopkins (Board packet)

- (p.204) R-1c Financial Services - Chief Financial Officer Mark Whitaker (Board packet)
- R-1c.1 Financial Services –Manager Anh Le (Board packet)

- (p. 232) R-1d Emergency Services Division – Division Chief Josh Santos and Division Chief Dan Mulick (Board packet)
- R-1d.1 Medical Services - Division Chief Josh Santos (Board packet)
 - R-1d.2 Operations – Division Chief Dan Mulick (Board packet)
Training Department - Battalion Chief Steve Deters (Board packet)
Emergency Management – Emergency Manager Gregg Ramirez (Board Packet)

R-1e Professional Firefighters of Clackamas County Local 1159 – Shop Steward Andrew Gordian - Verbal

- (p.245) R-1f Volunteer Services – Battalion Chief Steve Deters (Board packet)

R-1g Volunteer Association Report – President Kirk Hambley - Verbal

(p.247) **B. Correspondence**

(p.248) **C. Informational Items**

D. Next Meeting

The next Board of Directors’ meeting will be on Monday, July 19, 2021 at 6:00 pm by remote conferencing.



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XV. REGULAR BOARD MEETING RECESSES

**XVI. EXECUTIVE SESSION CALLD UNDER ORS 192.660 (2)(d) TO DISCUSS
LABOR CONTRACT NEGOTIATIONS**

XVII. REGULAR BOARD MEETING RECONVENED

XVIII. ADJOURNMENT

UPCOMING EVENTS:

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

Clackamas Fire District #1



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

BUDGET COMMITTEE MEETING MINUTES May 13, 2021

(This meeting was recorded.)

1. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting has been recorded.

Budget Committee Member Cross called the meeting to order at 6:00 pm. He noted the meeting was being held via teleconference and will be available to view on the CFD website.

2. INTRODUCTIONS AND ROLL CALL

Budget Committee Member Cross introduced the budget committee. He thanked everyone for being there.

Present:

Budget Committee Members: Board President Jay Cross, Board Director Jim Syring, Board Director Don Trotter, Board Director Marilyn Wall, Charles Gallia, Erin Anderson, Heidi Hicks, Tim Powell, William Gifford.

Clackamas Fire District (CFD): Fire Chief Nick Browne; Deputy Chief Doug Whiteley; Division Chief Brian Stewart; Division Chief Dan Mulick; Division Chief Josh Santos; Division Chief Joshua Gehrke; Division Chief Michael Carlsen; Fire Marshal Shawn Olson; Battalion Chief Brent Olson; Battalion Chief Jonathan Scheirman; Battalion Chief Steve Deters; Finance Director Christina Day; Logistics Director DeAnn Cordes; Health and Wellness Director Heather Goodrich; Facilities Director Scott Vallance; Data Services Director Shelby Hopkins; Volunteer Jerry Kearney; and Executive Assistant Rachel Trotman.

Other community members and citizens were in attendance. The full video conferencing roster can be provided upon request.

3. ELECTION OF BUDGET COMMITTEE OFFICERS

Budget Committee Member Cross opened up nominations for Budget Committee Chairperson.

Budget Committee Member William Gifford nominated Budget Committee Member Charles Gallia. Budget Committee Member Wall seconded that nomination.

No other nominations. Nominations closed.

Budget Committee Member Cross stated that since there were no further nominations, Budget Committee Member Gallia would be the Chair.

Budget Committee Chair Gallia took over the meeting. He opened up nominations for Recording Secretary.

Budget Committee Member Gifford asked to share what that entailed.

Budget Committee Member Wall nominated Budget Committee Member Erin Anderson. Budget Committee Member Joseph seconded.

No other nominations submitted. Nominations closed.

Budget Committee Chair Gallia named Budget Committee Member Erin Anderson the Recording Secretary.

4. BUDGET INTRODUCTION / DISTRICT ORIENTATION – CHIEF BROWNE

Chief Browne said he appreciated the opportunity and thanked the CFD Board and the members of the Budget Committee.

He turned over the presentation to Finance Director Day.

Finance Director Day went over the position description for Budget Committee Members.

She explained that they will be asking the committee to approve the budget either at the May 19 or May 27 meetings. They will need to approve the proposed budget, the permanent tax rate of \$2.4012 per thousand, and the levy for bonded debt of \$2,059,409.

Chief Browne went over the current organizational chart and what was included in each division.

DC Mulick then went over the 2020 Calendar Year Responses and shared the following data:

In 2020, CFD responded to 23,978 requests for emergency service – down 0.4% from 2019

- 15,035 medical responses (63%) – down from 16,504 last year
- 8,943 fire / hazard / other responses (37%) – up from 7,581 last year

DC Mulick showed a graph that displayed the trend with call volume over four years. A majority of calls were EMS and very few of the calls were fire responses. He explained that it's a challenge with the organization for how to meet the needs of the increasing population.

DC Whiteley added that over the years, as CFD's service area has grown, they will see a continued uptrend of service calls.

Budget Committee Member Gifford said he would like to see this information in comparison to the population. It would be a better metric for comparison.

DC Mulick agreed and said this has affected the strategy on how the District responds. For example, they've introduced the community paramedic. It's a new and different way to service

the public and not necessarily send out a fire engine. There were also two medic units to help reserve front line apparatus for fires.

DC Mulick shared that he understood that it was currently unbalanced. He explained that CFD responds on every ambulance call in the county. However, even though there is a larger number of EMS calls, the calls for service for fire can last hours and extend into multiple work periods. He noted that having two calls for fire each day was still significant.

He doesn't have the data currently, but he agreed that data showing calls and population would be very helpful and he will be seeking that out.

DC Santos explained that the County is partnering with fire agencies and ambulance transport agencies to set up a data dashboard. It would track all the calls in real time. The goal is to tie the metrics back to the population. This technology is really going to help all the agencies collaborate even more.

Budget Committee Chair Gallia asked if there was a change in how these calls are coded or categorized.

DC Mulick explained how their calls are coded for Fire, EMS, or Other. The Other category calls don't necessarily tie to a patient, for example, a downed powerline or a wind event. He doesn't believe that the data difference is due to any changes in how calls were coded.

DC Santos explained that they have a new charting platform that started in the past year. Through this, they comply with the National Fire Incident Record and Medical system record forms.

Chief Browne continued the budget presentation. He said each budget year brings its own set of unique challenges as CFD strives to provide the best services. There needs to be a balance between service needs and community expectations with the available amount of revenue.

He gave a brief overview of 2021 and some of the successes and challenges.

Successes:

- IGAs – Sandy Fire, Gladstone Fire, Canby Fire, Estacada Fire
- Accreditation
- Grant awards of \$340,000
- Wildfire Mobilization with reimbursement funding assistance of over \$2 million
- COVID-19 Response with grants and reimbursements of \$434,000
- Recruitments/Promotions

Challenges:

- COVID-19 Pandemic
- Wildfires
- Identifying innovative operating models to meet growing demands
- Increasing operating costs

- Impacts to revenue streams
- Exit of Estacada with termination of contract

He noted that the COVID-19 pandemic has now lasted over a year, which has been a challenge for everyone. For CFD, getting the proper and right amount of PPE was a big challenge. PPE also increased in cost. They now have an adequate stockpile in case of other incidents.

Chief Browne expressed that the 2020 Wildfires really stretched CFD and the District learned a lot. The property loss and fiscal impact remain a concern. They are looking at projections and long-range forecasts, to see what this season could bring. He said it's rare to see this area at a moderate risk; its typically low. They predict it could be another busy season. State and local resources will be stretched.

Chief Browne explained that it was important to CFD to learn from the wildfires. They've been able develop new relationships and find new strategies in case of another event. They also want to be able to fix some of the systems that were suffering during the wildfires, such as communications. CFD had been focusing on improving communications. They've also been working on having the proper wildfire PPE in stock, lining up contracts for large machinery and helicopters, and forming other strategic partnerships. However, being prepared for the next event comes with a fiscal cost.

Chief Browne said that another challenge for CFD is identifying innovative operating models to meeting the growing demands. Many times, if a citizen doesn't know what to do, they call 911 and the fire department comes. The department gets a wide range of diverse calls. As there is an increased need for service, that increases operating costs which are getting more expensive.

He reported that CFD has had big impacts to revenue streams, such as the Urban Renewal program. Funding that would normally be coming to the fire district is being diverted to Urban Renewal.

Chief Browne explained that another challenge CFD has faced is the termination of contract for service with the Estacada Fire District. The contract was a revenue source. CFD also incurred \$1.4 million in personnel cost because CFD will keep the EFD employees that chose to stay.

Budget Committee Member Gifford asked if there was another opportunity for another vote with EFD.

Chief Browne said he would love that opportunity. However, the citizens of Estacada have been vocal of what they would like to do and that is to get their fire department back. The Estacada Board is in the process of restarting the fire district as of July 1. If someday the citizens wanted an opportunity with CFD, he would welcome that opportunity to earn the trust back.

Budget Committee Member Gifford asked if EFD was willing to take back their firefighters.

Chief Browne explained that as part of the IGA, the firefighters chose to stay with CFD and not go back.

Chief Browne said that CFD did their due diligence to follow the contract as it was laid out.

Budget Committee Member Syring said that as a Board Director for CFD, he was also on the Interagency committee with EFD. He was heavily involved in the election and committee work. A lot of people worked really hard on the election from both sides. The career and volunteer personnel on those wildfires did outstanding work.

He explained that CFD did a feasibility study and spent \$50,000. There were a number of factors and decisions that were made that were contradictory to what was done in the past. He felt that the reset needed to happen. It's very unfortunate, but not every consolidation effort goes smoothly. There was an Interagency Committee meeting that week with EFD Directors and they may be asking for help in a couple areas. CFD still has a good relationship with them and are open to whatever possibilities may come up.

Budget Committee Member Joseph said that besides the Estacada issues, CFD is impacted by \$1.2 million each year with Urban Renewal. This has increased demand but reduced revenues.

Chief Browne said that there is another challenge that CFD will be dealing with for this fiscal and the next fiscal year and that is medical insurance bills and costs. Last fiscal year, they budgeted \$1.6 million under from what was trending now. It has created a big problem for CFD as an organization. As they forecast, they could budget for the 80% (which is what it commonly has been) or they could budget where they currently sit. They decided to take a conservative approach and budget what the numbers are at that year. There is a lot of information which predict it could be a spike year coming up. This upcoming fiscal year, it will be a \$5.7 million medical premium, which is what CFD is trending currently.

Budget Committee Member Syring asked who decided that amount.

Chief Browne answered that the recommendation from the committee was in the \$5.7 million range. A decision like that comes back to himself, the Fire Chief.

Finance Director Day then presented a slide showing a review of the FY 2020-21 operating costs. This is important as it will show how this fiscal year will end and how the next fiscal year will begin. She noted that these numbers are different than what they have been provided previously. She got updated information the day before about expenditure trends. These numbers won't be in the budget books they were provided. The projected ending fund balance is the beginning balance in their FY22 budget books, and that number is now different based on numbers she received yesterday.

She explained that Personnel Services are a high portion of the budget. A lot of this overage is because of the health insurance claims that Chief Browne referred to. For Materials & Services, they have set a \$7 million cap. They will work with staff and find ways to keep these costs under this cap.

Finance Director Day said that the beginning fund balance for the current fiscal year was \$18.2 million. Property tax revenues were coming in slightly lower than anticipated. This is due to the prior year's taxes collecting at about half the level that they have been in past years. Current year taxes were coming in on target. Right now, they were looking at an actual ending fund balance of \$17.7 million. The proposed budget said the balance would be \$18.5 million so they will be addressing that difference. If all the information/trends hold true, they will be spending into the fund balance by \$519,000.

Chief Browne said that currently there is about \$8 million in Materials & Services for this current fiscal year. They are trying to cut spending and trim that down to about \$7 million.

He also pointed out that with the wildfires, COVID-19, and the ice storm, etc., personnel services were up 5% from than what was budgeted. The three national disasters and the medical benefits costs are most of why CFD is in this situation.

Budget Committee Member Gifford asked about the property tax revenues that Finance Director Day spoke about. Even if people aren't able to pay this year, the district will eventually see those revenues, correct?

Finance Director Day said yes, it was just a matter of timing and CFD will get paid eventually. Last year, the County did a push on paying previous taxes. This year, she feels like they are going back down.

She presented a slide going over why there was a change in the ending fund balance. They had budgeted for \$17,054,833 in the current fiscal year. There was also unspent contingency of \$2,539,572. They had budgeted to end the fiscal year at \$19,594,405. The projected fund balance is actually \$17,705,448. This is due to the overages and items discussed earlier.

Chief Browne said he is meeting with LBG next week on the health insurance claims costs. That is just CFD's projections. They are in the stop loss aggregate portion of the medical claims.

DC Gehrke said that its \$75,000 for individual claims. Above that, is the stop loss dollar amount. In aggregate for the collective is \$5 million. Next week's goal will be to lock down what that \$5 million represents because CFD is over that amount. Furthermore, some of those claims may be in different calendar years.

Chief Browne said they started some workforce reduction and are trying to mitigate this impact that they are facing.

Budget Committee Member Anderson had a question regarding the \$2.3 million in health insurance claims. How did they get to that point? Is this related to COVID-19 and the quarantine periods and overtime to cover that?

Chief Browne said that multiple family members in CFD have had some significant health problems that they couldn't account for.

Budget Committee Chair Gallia said he would like to understand the status of self-insurance and the stop loss kick-in. It's likely a lengthy but complicated discussion, so maybe another meeting? Chief Browne agreed.

DC Gehrke said he misspoke on the individual stop loss, it's actually \$125,000 for individual, rather than \$75,000 he said earlier.

5. DISCUSSION OF PROPOSED FISCAL 2021-2022 BUDGET – FINANCE DIRECTOR DAY

Finance Director Day went over a slide showing the Budget Assumptions for the FY2021-22 Budget which showed the following data:

- Permanent Rate = \$2.4012
- Assessed Value = 4.0%
 - Growth Estimated at 3.5-4.0% by Clackamas County
 - Each .25% = approx. \$146,000
- Tax Collection Rate = 95.5%
 - Each .25% = approx. \$156,000
- Urban Renewal Taxes Diverted = approximately \$1.4 million

She explained that they are using the assessed value growth of 4% this year. It's a little lower than previous years but with some of the uncertainties with COVID-19 and taxes, they wanted to go with the top end of Clackamas County's estimate.

Budget Committee Member Gifford asked if the AV growth is estimated by the tax assessor. Finance Director Day replied yes, they send a letter each year with estimates.

Chief Browne added that it was discussed as a team and felt they could not budget at the 4.6% like in the past. The 4% felt right. He hoped it comes in much higher but wanted to be conservative.

Finance Director Day explained that the carry forward estimate, which is the ending fund balance from FY 21, is \$17.7 million. Estimated cash needs for 7/1/2021 to 11/15/21 is about \$20.25 million. The average monthly expenditures are about \$4.5-5 million per month. They've done a good job on pushing out those purchases until the check for taxes is received after 11/15. They came close to utilizing Tax Anticipation Notes (TANs) this last year due to the uncertainty with the wildfires. With a budgeted carry forward balance of \$17.7 million, Finance Director Day said they should plan on using the TANs for the upcoming year.

Finance Director Day went over some definitions on the next slide:

Balanced Budget = Resources must equal Requirements under Oregon Administrative Rules (OAR).

Deficit Spending = Expenditures higher than Revenues for operating budget (General Fund, Personnel Services, Materials & Services and Capital Outlay only)

If Deficit spending, then Fund Balance Reserves are decreased to balance.

She explained that when they look at a budget, if expenses are more than revenues, then they are deficit spending. In order to balance that budget, they have to decrease the fund balance reserves. There is \$66 million in expenses and \$64 million in revenue. The deficit spending is \$1.4 million. That doesn't mean it doesn't balance; it means that that they are carrying forward less in FY2023.

Budget Committee Member Gifford asked if this was what the reserve funds were for.

Finance Director Day said the problem with this is that they need to carry over enough to fund the District from July 1 through November 15. The reserve has a purpose and they do use it every year to fund operations until taxes come in. It's not a savings account that doesn't get touched.

Chief Browne said that as a fiscally conservative approach, always depending on the TANs to make it to November 15 isn't ideal. It's a credit card to pay off debt essentially. However, rates are low, and the impact is less than year's past. It's just not a direction that CFD wants to or will go.

He explained that as Finance Director Day is leaving (retiring), CFD hired a CFO. They are currently working through background checks, etc. They will form a strategy for the next 18 months to get the District back where it needs to be. They want to be prepared for the future with up staffing apparatus, dual function apparatus, and the ability to get creative and innovative with solutions. They want to set the District up for success not just next year but the next 10, 15, 30 years.

Budget Committee Chair Gallia brought up that they don't have an end time on the meeting. He didn't know what the consensus would be to make that 8:00 or 9:00 pm. Brief discussion followed. He announced the meeting will end at 8:00 pm.

Budget Committee Chair Gallia asked if, given the current bond market rates, are they looking to re-finance?

Chief Browne said he will be looking at this with the new CFO.

Budget Committee Member Cross said that this is Chief Browne's first budget round and he is up against some significant challenges He wants Chief Browne to at least deliver his introduction to the budget, even if it goes past 8:00 pm. That way everyone has time to digest before next meeting.

Director Syring said he appreciated the presentation. As a Board Director, they meet every month, and he said this is the first he was hearing of this and that the medical was so underfunded. He is taken aback by this information. He appreciated Chief Browne making them aware and being transparent.

Finance Director Day explained that last month they thought it would be \$1 million over budget. With the information she received yesterday, it added another \$1.5 million. It hasn't been known to them for long either. It's been a shock and not something they could have seen coming.

Finance Director Day showed an overview slide for the proposed budget. She noted that the information on this slide will be different from what is in budget book, as it was updated with the information she received yesterday.

Beginning Fund Balance: \$17,705,448
Total Revenues: \$64,784,128
Total Expenditures: \$68,800,060
Deficit: \$1.4 million
Ending Fund Balance (if contingency isn't spent): \$16.3 million
Total budget: \$90,616,596

She noted that these numbers are all just projections. There are lots of moving numbers and things will be changing in the next couple months.

Finance Director Day then went over several slides of graphs that were in the committee's packets.

One graph showed a breakdown of proposed revenues. One of the revenue streams listed was EMS/Cost Recovery. She noted that they are doing really well with the ambulance transports. This is going to be very helpful in future years. Taxes are almost 91% of total revenue.

She presented a slide on Urban Renewal and the revenues diverted. There is over \$1.4 million projected to be diverted in 2022. Total revenue diverted in seven years is \$8.6 million. That \$1.4 million would equal approximately two new engines, a 3-person company operating for 1 year, or 1.5 weeks operating expenses district wide.

She then presented a slide for expenditures for FY2021-2022.

Total operating budget \$64,496,060
Emergency Services Division: \$45,895,569
Business Services Division: \$16,094,895
Fire Chief's Office: \$1,518,270
Wildland Mitigation: \$865,810
Unallocated Capital Outlay: \$121,516

Finance Director Day then presented a slide showing the breakdown of some of the expenses. Personnel Services: \$56,480,646 – 293 FTE.

She noted that there has already been some work force reduction. There were also some positions added that are self-funded through IGAs or cost savings. They have done some transfers between departments due to re-organization, but the total didn't increase.

She presented a slide going over PERS. The rate for the next biennium didn't go up much at all and actually decreased in some tiers. Looking at the past history, biennium over biennium, this is a relatively small increase. This is likely due to Senate Bill 1049.

She went over the percentage of CFD employees that are in each PERS tier. CFD has had several PERS Tier 1/Tier 2 retirements; next year they will see more of a dip.

She presented a slide going over Materials & Services which showed the following points:
Materials and Services - Overall category decrease of 12%

Increases:

- Professional Services = \$70,000
- Training Expense = \$44,000

Decreases:

- Estacada Fire operating costs removed
- Reductions in almost every account = \$515,000
- Facility Maintenance = \$128,000
- EMS Supply = \$145,000
- Dispatch Services = \$214,000
- Uniform/PPE = \$267,000

Total reductions of \$1,270,110

She explained that this was a category that they took a really hard look at and had a lot of hard conversations. They've reduced the category by almost \$1.3 million which is about a 12% decrease.

She then presented on Capital Outlay. There was a list of items that CFD plans to purchase this upcoming year, most of it being equipment. Other items were on replacement schedules as they have reached the end of its useful life.

Chief Browne added that they've had to get creative with some items. For example, CFD needs a new brush truck and Facilities needed to replace a flat bed. So, they replaced the flat bed with one that is capable of a slip-in water tank and can be used during emergencies.

Finance Director Day explained that the contingency is set for 2.5% of the Operating budget each year.

FY2021-22 Proposed	= \$1,587,718
Restricted Contingency	= <u>\$1,000,000</u>
TOTAL	= \$2,587,718

She explained that the restricted contingency is intended for things such as COVID-19, wildfires, etc.

She then presented the long-range forecast which is a 5-year outlook. The data she projected can be used to head off possible future issues.

Finance Director Day explained the beginning and ending fund balances are different here from the previous slides. This slide includes funds 10, 20 and 30. In the past, they have only shown fund 10 (general fund). Since the capital outlay was moved into funds 20 and 30, she thought it would show a better picture to view all three of these funds on the long-range forecast.

Chief Browne added that \$1.4 million is the loan that was taken out and \$1.6 million is the closedown of the Urban Renewal at the Town Center. They don't have freedom to spend the \$1.6 million; it has to be allocated to the Town Center area (Station 1/Station 5). They have reached out to the County to see if can shift it to another Urban Renewal area in the District so that they can utilize those funds. He and DC Whiteley have a meeting to hopefully solidify this.

Budget Committee Member Gifford asked what loan was taken out.

Finance Director Day explained that in 2018, when they were finishing up the capital bond projects, the costs came in higher than anticipated. They secured a direct loan for \$7 million from Key Bank. Most of it went towards the planned bond projects and the rest of it was used for different capital projects.

Chief Browne said one of the projects was the Training Center. They weren't able to build a robust Training Center like they planned, but they have been repaving, upkeeping the buildings, building better props, etc. They plan to replace the front wall at Station 14 this year.

Budget Committee Member Gifford asked when they project to pay it off.

Finance Director Day replied 2035. That loan is the last one to be paid off. Everything else will be paid off in 2032. This loan was amortized over 15 years.

Budget Committee Member Gifford asked if they have looked at re-financing with today's rates.

Finance Director Day replied that they could look at that. She wasn't sure what the rate was when they got that loan, but it was low.

Chief Browne said they will wait until the new CFO comes in June.

Budget Committee Chair Gallia noted that there were step increases in the long-range forecast, but not cost of living. Are the step increases a continuation of existing contract language?

Chief Browne said that they are in the middle of negotiations. The contract expires July 1. The Local 1159 understands where CFD is at and wants to work together on a long-term strategy. The step increases are contractual, but not based on the working agreement for these three years. As a new firefighter, after a year, there is a step increase and then another increase after three years, etc., up to five steps. A lot of CFD personnel are maxed out with step increases.

DC Whiteley added that the 3% is usually a running average. Those are the employees that will receive contractual step increases. In the out years, it drops to 2% based on the assumption that attrition will slow down, and a majority staff will reach that step maximum.

Chief Browne discussed CFD's longer term challenges:

- Replacement of Community Fire Stations
- Major Facility Improvements
- Advancement in Technology
- Dispatch Services
- Impacts on revenue due to COVID-19
- Professional Development

He explained that they have aging infrastructure in the community fire stations. Station 15 in Oregon City is nostalgic. However, the building is getting very old and the cost of keeping it up is outweighing its worth. A lot of stations are reaching ages where the District needs to look at building new fire stations.

He noted that there were also a lot of major facility improvements needs. The front wall at Station 14 is falling off. There is dry rot at Station 6. A lot of capital is needed for the wear and tear. Facilities Director Vallance has been trying to get a lot of these projects going, but it keeps getting deferred. The District needs to start addressing these problems.

Chief Browne said that another long-term challenge is the advancement in technology. The fire service is becoming more innovative and relying on technology. The District needs to pick which technology will be the most efficient for the firefighters and still be fiscally conservative.

He then discussed the challenge of dispatch services. As personnel costs increase, so do the dispatch services. CCOM does a phenomenal job. CCSO and CFD are the biggest users of that service.

Chief Browne share that there is also the long-term challenge of the impacts from COVID-19. The full extent of this is still to be determined. There could be foreclosures. They don't know how the microeconomy will be affected. They are concerned and trying to take a conservative approach.

Chief Browne explained the long-term challenge of professional development which includes diversity, equity, and equality. Not all challenges are bad, and this is a great opportunity for the District.

One opportunity CFD received is the WorkSource grant with Crew 30. After the wildfires, they wondered how CFD could be more prepared for next time. BC Brent Olson came up with the concept of a fuel mitigation crew. He worked hard and partnered up with Clackamas Community College and received the grant. This could also potentially be one of the avenues for the District to grow a more diverse workforce. The crew will be able to earn money as well as give them the opportunity to get out and help the community, which could lead to a career in the fire service. This program could be a source of additional revenue and a gateway for the volunteer program as well.

Finance Director Day explained the next steps for the committee:

- Review budget information
- Send any questions by May 18
- May 19: Present updates on any budget projection changes
- May 19: Present update for FY2020-21 year-end estimates

She explained that they have two other meetings scheduled. They will be asking the committee at either the May 19 or the May 27 meeting for approval of the proposed budget, the permanent tax rate of \$2.4012, and the levy for bonded debt of \$2,059,409.

Budget Committee Member Wall asked if she will be email them the updated figures.

Finance Director Day said yes, she is happy to email out the presentation with those numbers.

Budget Committee Member Cross said he is not big fan of approving a budget with deficit spending. He understands why and that they may have to do that. He doesn't like the idea of doing it the next fiscal year either.

He asked what it would look like if they streamlined the budget and did not have a deficit budget. He knows this means service delivery cuts, but he thinks they owe it to the budget committee and the citizens to show what the fire district would look like with a balanced budget. If they make it through the FY21-22 year, what does FY22-23 look like? Will they have to have deficit spending again instead of cutting service? He knows it's hard to project more than two to three years head, but he wants to see it.

Chief Browne said that there is a four-phase plan, which is a longer conversation. He doesn't plan on getting past phase 1. He is surrounded by a phenomenal team and they are going to tighten their belts and get to work. He said they will have a small presentation on what that will look like at the next budget meeting.

Budget Committee Chair Gallia said he understood that there were unexpected expenditures, like the unprecedented health care costs. He expected that these wouldn't be repeated in future budgets. He asked if there were resources or methods that could help with those one-time costs?

Chief Browne replied that unfortunately, in 2010, they had a plan to save for a spike year. He is hoping they won't have a spike year next year and they can start to save for the next spike year. Being self-funded has saved the District millions. However, they need to be prepared for these situations.

Budget Committee Gifford asked how they determine a spike year.

Chief Browne said a spike year is anticipated based on averages every six to seven years. The standard is usually 80% of what is budgeted based on what the consultant sees for medical expenses. They typically budget at 100%, knowing that costs normally come in at 80%. When they reach 100% is how they determine the spike year.

6. GENERAL DISCUSSION

7. PUBLIC COMMENT

None.

8. NEXT MEETING

The next Budget Committee Meeting was scheduled for May 19, 2021, at 6:00pm via remote video conferencing.

A third Budget Committee Meeting was scheduled for May 27, 2021, at 6:00pm via remote video conferencing. *Note: This meeting was scheduled but will only be held if necessary.

9. ADJOURNMENT

Budget Committee Member Anderson made a motion and Budget Committee Member Gifford seconded for the meeting to adjourn. The meeting adjourned at 7:59 pm.

Rachel Trotman
Executive Assistant

Erin K. Anderson - 061721

Approved by:

Recording Secretary, Erin Anderson

Accepted by:

President, Jay Cross

Secretary, Marilyn Wall

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING May 17, 2021

(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 6:00 pm. He noted the meeting was being held via teleconference and the recording will be placed on the website.

Present: Board of Directors Jay Cross, Thomas Joseph, Jim Syring, Don Trotter, and Marilyn Wall; Fire Chief Nick Browne; Deputy Chief Doug Whiteley; Division Chief Josh Gehrke; Division Chief Brian Stewart; Division Chief Michael Carlsen; Division Chief Josh Santos; Division Chief Dan Mulick; Battalion Chief Steve Deters; Battalion Chief Brent Olson; Battalion Chief Tony Cordie; Battalion Chief Ted Willard; Battalion Chief Kyle Olson; Fire Marshal Shawn Olson; Public Information Officer Brandon Paxton; Emergency Manager Gregg Ramirez; Staff Captain Mike Verkest; Deputy Fire Marshal Captain Kari Shanklin; Lieutenant Deputy Fire Marshal Valere Liljefelt; Finance Director Christina Day; Accounting Manager Anh Le; Data Systems Director Shelby Hopkins; Health and Wellness Director Heather Goodrich; Human Resources Director Trish Noble; Facilities Director Scott Vallance; Logistics Director DeAnn Cordes; Fleet Services Director Bill Bischoff; CFD Station 1, Station 4; Volunteer Jerry Kearney; Volunteer Association President Kirk Hambley; Local 1159 President Mark Corless; Sandy Fire District: Fire Chief Phil Schneider and Division Chief Jason McKinnon; and Executive Assistant Rachel Trotman.

Other community members and citizens were in attendance. The full video conferencing roster can be provided upon request.

II. CHANGES TO AGENDA

No changes.

III. APPROVAL OF THE MINUTES FROM THE WORK SESSION ON APRIL 14, 2021, THE REGULAR BOARD MEETING ON APRIL 19, 2021, AND THE SPECIAL BOARD MEETING ON APRIL 26, 2021.

There were no changes to the minutes.

The minutes were approved unanimously as written.

IV. PUBLIC COMMENTS

None.

Director Joseph welcome Fire Chief Nick Browne and congratulated him on his first official Board meeting as Fire Chief.

V. PRESENTATION – Ready, Set, Go Program – Deputy Fire Marshal Captain Kari Shanklin

DFM Captain Shanklin explained that May is Wildfire Awareness Month and it's a great time to prepare and plan ahead for wildfire. They are utilizing the national program of Ready, Set, Go! and partnering with the Clackamas Emergency Services Foundation. The program utilizes the three main principles of wildland fire risk reduction before and during a wildfire including:

- Be Ready: Create and maintain defensible space and harden your home against flying embers
- Get Set: Prepare your family and home ahead of time for the possibility of having to evacuate
- Go!: When wildfire strikes, go early for your safety and take the necessary evacuation steps.

She explained that they are also utilizing the Firewise program. It's co-sponsored through the NFPA and it's an advocate of defensible Space. CFD currently has three Firewise communities: Hunter Heights, Beaver Lake Estates, and Deerlake Park I & II. Happy Valley Heights is in the process of becoming a Firewise community. The Ready, Set Go! (RSG) program works well with Firewise. She wants to continue to support and maintain the current Firewise communities as well as implement the RSG program.

They are working hard to create awareness. They've launched PSAs, had three ads in Pamplin media outlets, and created a video going over the concepts. They've also created printed materials which were handed out to homeowners. Many people have requested an assessment of their property looking for tips and guidelines. PIO Paxton, DFM Captain Shanklin, and Public Education Specialist Owen have also gotten the opportunity to speak to the media.

DFM Captain Shanklin went on to explain that another part of their program this year is Firewise Days. During Firewise Days, the communities will work together to clean up and reduce fuels in their shared spaces. They have also offered \$500 fuels reduction and chipper grants to each Firewise community to contribute to their Firewise Days.

If homeowners aren't part of a Firewise community, there are another ten \$500 chipper grants available. There is an application form on the CFD website. They have already received 6-7 grant requests. People are excited for the program. Communities have a lot of work to do because of the ice storm.

She went over the total expenses for the RSG program, all of which were covered by the Clackamas Emergency Services Foundation. She was very grateful to them so that she could do this program.

Director Joseph asked if this was the first time they've done as well.

Captain Shanklin said yes. This is the first time they've been this active with the RSG program. They have been active with the Firewise communities and will still support them with whatever they need, but this year's program is more broad and for the general public too.

Director Joseph said that if they seek funding or support from the communities and groups across the District, it generates funding as well as awareness of Firewise or RSG. He commended her on her tremendous work. In future, she should consider reaching out to more local organizations which will help with funding and awareness. He commented that he didn't know that a chipper would help reduce the fuel.

Director Wall said that she has a relative that lives in one of the Firewise communities. He was worried if it was legitimate, but once he learned it was, he was very positive. Director Wall thought it was a great success in that community.

President Cross suggested that she could also connect with some of the local CPO's (Boring and Eagle Creek) which could help with awareness.

VII. BUSINESS – Action required

B-1 Request Board Approval of Proclamation 21-02 – Designating the Week of June 20 – 26, 2021, as Safety Stand Down Week, with the Theme, “Rebuild Rehab” – Battalion Chief Brent Olson

BC B. Olson explained that they do this every year in conjunction with other agencies across the nation to bring awareness to safety items relating to career staff and volunteers.

Director Trotter made a motion and Director Syring seconded for the Board to approve Proclamation 21-02, designating the week of June 20-26, 2021, as Safety Stand Down Week, with the Theme, “Rebuild Rehab”. Motion passed unanimously.

President Cross said that he and Chief Browne discussed proclamations continuing to be brought before the Board. President Cross felt it was important that they continue to do that. He thought it was nice to know what's going on and it's nice for the public who attend and/or read minutes.

B-2 Request Board Approval of Resolution 21-02 – A Resolution Designating the Registered Agent of the Fire District – President Cross

President Cross explained that they need to affirm Chief Browne as Fire Chief. They also need to update the signature cards as Director Trotter and Finance Director Day are transitioning out.

Director Syring made a motion and Director Wall seconded for the Board to approve Resolution 21-02, a resolution designating Fire Chief Nick Browne as the registered agent of the Fire District. Motion passed unanimously.

B-3 Request Board Approval of Resolution 21-03 – A Resolution Designating the Appointing Power of the Fire District – President Cross

Director Joseph made a motion and Director Wall seconded for the Board to approve Resolution 21-03, a resolution designating the appointing power of the Fire District to be Fire Chief Nick Browne. Motion passed unanimously.

B-4 Request Board Approval to Update Signers on the District Bank Account – Finance Director Christina Day

President Cross explained that they need to update the signers as well as remove retired Fire Chief Fred Charlton. He recommended that Director Wall, Director Syring or Director Joseph should be two of those signers, as the Fire District Director elections are not finalized yet.

Director Syring suggested that the current Board President and Secretary/Treasurer should be signers. Director Joseph will be the incoming president and Director Wall is the current Secretary/Treasurer.

Finance Director Day noted that they have a lot of changes to make to change to the bank account. She agreed with Director Syring and thought it should be part of policy that the current Board President and Secretary/Treasurer should be two designated officers and account signers. The Fire Chief would also be an account signer and officer. The CFO would be an officer only. By designating these positions, they wouldn't have to take action every year. If individuals are assigned, action would still need to be taken every year.

President Cross asked if she was asking to make a Board policy change instead of a resolution.

Finance Director Day said yes. She and the bank don't need it to be a resolution. She thought that it made sense and that whoever is elected to those positions would automatically be the signer. The CFO would still need to send in minutes after board elections, to show the bank who the President and Secretary/Treasurer is.

Director Syring thought that process made sense.

Director Wall asked if whether the absence of direct election, would be acceptable to the bank. She asked if she is confident that the naming of position and not sending the card with signed names is acceptable.

Finance Director Day said that was her understanding from the bank. The bank asked for the minutes asking showing the name and title. They will still have to submit their signatures and other requirements; they just wouldn't have to do another Board action.

President Cross said that in his involvement with other non-profits, when they had elections, this is what they did.

He said they will need to update the Board policy document. The language will need to be added to policy manual and then they can approve at the next Board meeting.

No motion was made. Fire Chief Browne and EA Trotman will look into it for the next Board meeting. Discussion to continue at the next meeting.

X. OTHER BUSINESS – No action required

OB-1 Legislative Update – Lobbyist Genoa Ingram

She was not in attendance. She sent an updated summary to the Board earlier that week.

OB-2 Board Committee/Liaison Reports

Joint Oversight Committee – Director Trotter / Director Syring

Director Syring said the committee met on May 12. EFD Interim Chief Steve Abel and CFD BC Steve Deters reported that the transition with EFD was going very well. EFD may be re-evaluating and may request an IGA for Fleet and/or other services. They were told by our previous chief that CFD wasn't up for any IGAs, which Director Syring shared was not true. If they are interested in that, they could absolutely bring that forward to the Board. He shared with them to keep communication open. They told the committee that they appreciate BC Deters and the crews that are helping and assisting.

Director Trotter said that they are reviewing the contract and the money that has been spent so far. They will review and determine the final payment. That will be coming up next month.

Director Trotter had a comment as the liaison for the Foundation. At the last meeting, he had talked about the wildfire relief fund was asked how much money was received and delivered.

They have received: \$199,348.27

They have distributed: \$122,812.80

Which leaves \$76,535.47 left

If the CFD program, Ready, Set, Go! needs more money, they can request more and could possibly get more from the Foundation.

Director Joseph asked if that remaining amount was in a restricted fund.

Director Trotter confirmed.

OB-3 Board Informational Updates/Comments

Chief Financial Officer Recruitment Process – Division Chief Brian Stewart

DC Stewart reported that they have selected someone, and they have made it through the background check. They have received the work agreement. They still have to let their employer know and he hopes they will join CFD on June 7. They initially had 31 candidates and they narrowed it down to five for the Chief's interviews.

Chief Browne noted that the candidate is waiting until Wednesday to release their name.

First Budget Committee Meeting Update- President Cross

He reported that they started the budget committee meetings last week. There is another meeting scheduled for Wednesday, May 19. There is a third meeting scheduled, if necessary, on May 27. There will be a link on the website if anyone wants to join those via video conference.

President Cross reported that he had a meeting that day with the players from Multnomah County. They discussed that the CDC is relaxing some of the mask mandates in public settings and some in the workplace. Oregon OSHA has not approved these. The CDC is working with OSHA that week. They expect that on Friday, OSHA will come out with the new updates for mask wearing in the workplace. If he receives anything, he will forward to DC Gehrke.

XI. INFORMATIONAL ONLY

A. Division / Department Reports

R-1a Fire Chief's Office – Chief Nick Browne

As submitted.

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

As submitted.

R-1b Business Services Division – Deputy Chief Doug Whiteley

As submitted.

Human Resources

As submitted.

R-1b.1 Financial Services – Accounting Manager Anh Le

As submitted.

Director Wall said on the first page of the report, the summary said that as of April 30, 2021, the fiscal year is 83.3% completed. But under salaries and benefits, it said they had used 89.3% of that budget. What steps are being taken to adjust for that 6%?

Accounting Manager Le said that the first percentage, the 83%, just shows how far they are in the fiscal year.

Director Wall said that in terms of expenditures, it shows that 89% of the budget is spent and they are 83% through the fiscal year. Is there something being done to manage that?

Chief Browne explained that the 6% increase was mostly due to the wildfires, which they are still waiting to be reimbursed for from the state. That increase is also from the ice storm and COVID-19 leave. The steps that are being taken is that they have applied to the state for reimbursement. The ice storm had zero opportunities for reimbursement as well as COVID leave. The county is too small to qualify for funding/reimbursement with the CARES act. They are spending more than what was budgeted for. They are trying to curb amount of moves and limit cross shift moves.

Director Syring asked if there could be a work session to explain the Munis reports.

Director Wall said they did have that work session scheduled but it was in September, during the wildfires, so unfortunately that didn't happen.

President Cross agreed. He and Chief Browne have discussed several topics for an upcoming work session.

Chief Browne agreed and that the Board should expect a meeting date poll to be sent out soon so they can pick a date.

R-1b.2 Support Services – DC Michael Carlsen

As submitted.

Director Wall asked Facilities Director Vallance about the roundabout at Station 6 mentioned in his report. How does he anticipate it will affect the effectiveness of this station?

Facilities Director Vallance anticipated that this would affect the effectiveness of the station a lot. Chief Browne spoke with the city last week. The crew laid out sections of hose to see how it affect them. He has a number of concerns that he is compiling to give to DC Carlsen to give to the city. CFD has spoken out against it. He talked to the city 2-3 years ago when they were proposing it. It brings it within 12 feet of the station. He has many concerns including safety, noise, and access for during and after the construction.

Chief Browne reported that he and PIO Paxton met with the city last week. The city requested that CFD bring a list of concerns forward. This roundabout will happen, but they are looking at ways to make it better for fire response. He will keep the Board up to date.

R-1b.3 Community Services – DC Brian Stewart

As submitted.

DC Stewart shared that they hired Bob Everidge for the IT Tech position.

Data Services - Director Shelby Hopkins

As submitted.

Director Wall asked if Data Services Director Hopkins could explain the new time apparatus section in her report.

Data Services Director Hopkins explained the details of the report and gave some examples.

Director Wall asked how the total time committed was measured.

Data Services Director Hopkins said the total time committed is from dispatch to cleared, on each incident, equated to minutes and hours. Then divided by the total of possible hours staffed in a month.

President Cross thanked Data Services Director Hopkins for that graph. In his opinion, this data does a better job showing the time commitment that CFD's resources are responding to calls and the time they are available for calls. The run number does not account for time; it's just a number of volume. He is looking forward to seeing the trends with this new data.

Director Wall asked about mutual aid schedule. For example, in Canby for April, there were 20 given and 1 received. It also said the number of apparatus canceled in route were 21 to 0. Those that arrive were 5 to 2. How many went?

DC Mulick said this goes into President Cross's comments regarding showing the actual time commitment for mutual aid. He understands that there is a lot of ways to look at the information and the 81 to 1 certainly stands out.

Director Wall asked about the difference between units arrived versus amount canceled in route.

DC Mulick explained if an agency requests mutual aid and the closest is from a further distance, in that drive time, a closer response may become available. Then they recall the other apparatus.

Chief Browne added that for grass fires, they may get five or six CFD rigs requested there, but they get recalled as other closer rigs become available.

Data Services Director Hopkins noted that in April, 46% of their calls for mutual aid were recalled.

Director Syring concurred with Director Wall. In the coming months, he wants to discuss this. For Sandy Fire, they have an IGA, but the rest of mutual aid seems to be getting more and more out of proportion.

R-1c Emergency Services Division

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

DC Gehrke highlighted that they have helped with vaccinating 14,000 people. There are 12,000 more scheduled.

DC Gehrke said that DC Santos has been working at the county level on the EMS system and continues to work hard on the ambulance service billing and cost recovery projects.

He said that Community Paramedic Cook has been doing home visits and has been getting a lot of referrals from the crews.

He said that Wellness Director Goodrich has done an amazing job. Her report really shows how much they do to keep CFD crew and staff healthy.

In Training, they have concluded the ATO recruitment and have selected FF McMurdie. The probationary testing for recruit class 20-02 has concluded with all participants passing their skills.

DC Santos shared that, that week was EMS week. This is the 46th annual EMS Week. In 1974, President Gerald Ford authorized EMS week. This year, its especially unique because of the pandemic and the constant changes that their teams have endured this year. They have been exposed to COVID positive patients at rate we can't imagine. He is grateful for them every day. That week, they will recognize them at the organizational briefings.

DC Santos said that they've been very involved with delivering the COVID-19 vaccinations with the County. They are delivering all three approved vaccinations. Due to the guideline changes, they are now able to vaccinate family members at a quicker pace. He announced several upcoming vaccination clinics that are welcoming family members and that this will be emailed to them. He noted that the Pfizer vaccine can be now given to those as young as 12 years old but must have a family member present.

EM Ramirez wanted to highlight CERT's involvement. In the last month, over 50 CERT volunteers have put in over 250 hours.

DC Santos said that the CERT team and volunteers have stepped up tremendously. They couldn't have done it without them, and he commended them for their efforts.

Training Department - Battalion Chief Melanie Kinne

As submitted.

R-1c.2 Operations – Chief Browne & DC Mulick

As submitted.

DC Mulick highlighted that May 18 would be the off-probation benchmark for Class 20-02. There are seven people who range in experience from no experience to 17 years of experience. Congratulations!

He added that in April, they've been running calls for brush fires. The National Weather Service has said that this April could be the driest April on record. He felt CFD has come so far since September. DC Carlsen has been doing outstanding work with Logistics to improve communications. The crews just finished up the wildland refresher. They've added a Type III Brush Rig to Station 10. They are getting a conflagration roster going starting on June 1. The crews have really been taking initiative and doing outstanding work.

President Cross noted that he and Chief Browne were discussing how dry May has been. They are never in high fire danger in May. It's supposed to be one of the driest Mays on record.

DC Mulick said that EM Ramirez has been involved in lot of meetings county and statewide. He sent out an article from the National Weather Service from May 13 and it echoes exactly what President Cross is saying. He said that this has heightened the level of awareness. The first fires have crews aware and preparing for it.

R-1c.3 Professional Firefighters of Clackamas County Local 1159 – President Mark Corless

Report was as submitted.

Director Joseph said it was really nice to have them joining Board meetings. He appreciated that initiative.

President Corless said he was happy to have been extended the offer.

R-1c.4 Volunteer Services – BC Steve Deters

BC Deters shared that training focused on search, rescue, rope, and ladder skills. EMS training was ventricular assist devices. The support volunteers attended the suppression drills.

BC Deters reported their station coverage.

- Stn.12 22/30
- Stn.13 18/30
- Stn.18 30/30 (5 - 24-hour shifts)
- Stn.21 15/30
- Rehab/Water Tender Group – 18/30

He went over personnel changes.

Director Syring noted that the station coverage numbers are all really good. Station 18 had 30/30. He was wondering where those volunteers will go when its staffed full time in a month and a half.

BC Deters said that they are still planning. There will need to be some equipment swapping. He needs to work with DC Mulick and Chief Browne on which stations are the priority stations.

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

President Hambley shared that for the April meeting, BC Deters and BC Kinne joined. BC Deters gave the monthly organizational update. BC Kinne reviewed the expectations for the monthly volunteer drills.

They are gearing up for the annual elections.

He reiterated that he really appreciated the round table with the Chiefs and looked forward to more.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, June 21, 2021 at 6:00 pm by remote conferencing.

XII. ADJOURNMENT

The meeting adjourned at 7:18 pm.

UPCOMING EVENTS:

May 19 – Second Budget Committee Meeting – 6:00 pm by remote video conferencing

*May 27 – Third Budget Committee Meeting – 6:00 pm by remote video conferencing

June 21 – Regular Monthly Board Meeting – 6:00 pm by remote video conferencing

**Note: This meeting is scheduled and will be held if necessary.*

Rachel Trotman
Executive Assistant

President Jay Cross

Secretary Marilyn Wall

Clackamas Fire District #1



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

BUDGET COMMITTEE MEETING MINUTES May 19, 2021

(This meeting was recorded.)

1. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting has been recorded.

Budget Committee Member Cross called the meeting to order at 6:01 pm. He noted the meeting was being held via teleconference and would be available to view on the CFD website.

2. ROLL CALL

Present: Budget Committee Members: Board President Jay Cross, Board Director Jim Syring, Board Director Don Trotter, Board Director Marilyn Wall, Charles Gallia, Erin Anderson, Heidi Hicks, Tim Powell, William Gifford.

Clackamas Fire District (CFD): Fire Chief Nick Browne; Deputy Chief Doug Whiteley; Division Chief Brian Stewart; Division Chief Dan Mulick; Division Chief Josh Santos; Division Chief Joshua Gehrke; Division Chief Michael Carlsen; Fire Marshal Shawn Olson; PIO Brandon Paxton; Battalion Chief Brent Olson; Battalion Chief Steve Deters; Emergency Manager Gregg Ramirez; Firefighter Bruce Neelands; Finance Director Christina Day; Accounting Manager Anh Le; Logistics Director DeAnn Cordes; Health and Wellness Director Heather Goodrich; Facilities Director Scott Vallance; Data Services Director Shelby Hopkins; ITS Director Oscar Hicks; Volunteer Jerry Kearney; Administrative Technician Deidre Toczyski; and Executive Assistant Rachel Trotman.

Other community members and citizens were in attendance. The full video conferencing roster can be provided upon request.

3. BUDGET PRESENTATION, DISCUSSION OF PROPOSED FISCAL 2021-2022 BUDGET, AND GENERAL DISCUSSION – CHIEF NICK BROWNE AND FINANCE DIRECTOR CHRISTINA DAY

Chief Nick Browne explained what they were going to cover in this meeting including updates since the meeting on May 13 and the questions from that meeting.

Finance Director Day shared that since the May 13 meeting, CFD was awarded the Wildland Urban Interface grant for \$114,680 which will need to be added to FY2021-22 Proposed Budget. This will be needed to be added into the motion if there is a motion.

Another update she shared is that CFD was awarded the GFOA Distinguished Budget Presentation Award for FY2020-21 Adopted Budget.

Data Services Director Hopkins presented several graphs relating to the question from the May 13 meeting regarding service response and population. One graph showed population versus emergency incidents. The graph showed a 7.22% increase in population from 2015-2020 (average of 1.4% increase each year). The data showed an 3.05% increase in emergency response when comparing 2015 to 2020. This data did exclude Estacada Fire responses. There were a large variety of factors that contribute to call volume such as a hotter summer or a bad flu season. This variety of factors makes it hard to control or predict calls.

Data Services Director Hopkins presented a table that showed population to emergency response incident ratios. The ratio estimate was per 10,000 people. In 2015, the population was 198,455, crews responded to 21,842 incidents, which equated to 1,101 incidents per 10,000 people. In 2020, the population went up to 212,780, the crews responded to 22,508 incidents which equated to 1,058 incidents per 10,000 people.

She noted that it was requested that the data be broken down by incident categories. She said that this data is available if anyone wanted to see that.

Budget Committee Member Gifford thanked her for the information. He said it would be nice to see it for longer than five years as that is a small window. Is there a trend?

Data Services Director Hopkins said that they will be able to get more data from the census for population trends. As far as incident trends, the number of incidents stagger up and down every year and vary up to 6% per year.

Budget Committee Member Cross brought up that even if CFD didn't have a contract with Estacada, there still would have been mutual aid. Since the Estacada data was excluded here, that would affect the data.

DC Mulick said that Data Service Director brought up that in 2020, there would be data fluctuation with automatic aid and mutual. In addition, with the September wildfires, some of those calls were categorized into just two calls.

Data Services Director Hopkins added that this data is only CFD responses and that mutual aid to any other district was not included.

Finance Director Day then presented a slide going over health insurance claims costs. The graph showed FY21 budget had \$4.1 million in claims and premiums/admin fees. She showed the actual spend and actual spend versus budget on the chart. She showed how this changed from December 2020 to April 2021. She anticipated the trend to continue for May. She didn't know if they would have all the stop loss claims in. If it had stayed at 11-14% over budget, she wouldn't have been concerned as they have been able to make this up in the past. However, April ended at 49% over budget. This year was the perfect storm with the catastrophes, health care costs and everything else happening at once.

She explained that they had a meeting that past week with LBG and discussed what it meant to be self-insured. LBG sent a summary that she could share if anyone were interested. It goes over how self-insured plans work, what stop losses are, etc. Unfortunately, the meeting didn't result in an explanation as to why it has happened this year. Statistically, every five to seven years there is a spike year. They couldn't tell CFD if it would be one year or run into two years of higher-than-normal claims. One of the big things that will result from this meeting was improving communications between LBG, HR and Finance. There has been a big disconnect in the past. LBG talked about the many reports that they have available that they can send to Finance on regular basis. They will also be assigning a voting position on the insurance committee to the new CFO so he can be involved and part of the decision-making. There are also annual trainings and conferences available at LBG.

Budget Committee Member Cross said that he and Chief Browne discussed that if the District knows there will be a spike year every five to seven years, they should be saving for it and have a fund set up.

Chief Browne noted that the committee has been asking them to do this for a few years. Everyone seems to be on the same page that CFD needs to start preparing for this.

Budget Committee Member Gifford asked if this was part of the contingency fund. How much does the District keep saving if there is no spike year?

Chief Browne said the LBG consultants recommended getting to that aggregate level in savings to mitigate any potential spike years. They would then continue to budget per their projections. Discussion followed.

Budget Committee Member Gifford asked if there was any discussion about workers' compensation. Is CFD self-insured?

Finance Director Day responded that no, CFD is not self-insured with workers' compensation; that is through SAIF. She just found out that SAIF notified the insurance agents that they want to increase rates by 12% (\$50,000) because of the presumptive cancer and PTSD claims that are increasing. The insurance agents are working hard to change this.

Budget Committee Member Gifford what CFD's experience ratio was. Finance Director Day wasn't sure but thought it was below 1.

Finance Director Day explained that there are a lot of challenges with setting up reserves. They will be setting aside savings to not spend, while other things are being cut from the budget. She agreed that it was incredibly important, but they don't want to over levy taxes just to set money aside. She recommended further investigation on this.

She noted that they don't have funds set up for equipment replacement yet either, such as the Zoll monitors. There are a number of things that need reserves set.

Chief Browne went over what a balanced budget without a deficit would look like. In order to accomplish this, they would need to reduce the workforce by 18 people which would dramatically affect the level of service that CFD currently provides. As the Fire Chief, he recommended approving the budget as presented without any further workforce reduction. There is a new CFO starting on June 7 and they will continue mitigate the current state and improve their long-range forecast.

Budget Committee Member Gifford asked how many total employees there were. Chief Browne said the CFD currently has 293 paid employees. There are volunteers too. He noted that the reality is that making these cuts would also be cutting service and the programs that affect the public. He didn't want to go there.

Budget Committee Member Gifford asked if there was any possibility that those cuts could be filled with volunteers.

Chief Browne said it could be a possibility. He wasn't sure how many volunteers could come work the hours/shifts needed (8-5).

Budget Committee Member Powell mentioned that CFD recently brought some firefighters over from Estacada. Those were going to be used to cut overtime and to fill in. He asked if CFD was contractually set to do that. He wasn't suggesting that they should be dropped, but asked if they are not set in current positions, is laying off or changing work structure a possibility?

Chief Browne said they have a Floater pool. They need a set amount, which is 21 people, to adequately cover days off. They are strategically working with the bargaining unit to have each one of these positions cover for certain days off. If these positions were to be cut, it would increase the operational replacement significantly. It negatively affects the District to cut those positions because they drive down overtime replacement costs.

Budget Committee Chair Gallia asked about stop loss coverage. Is there coverage they have not received yet?

DC Gehrke explained that there are two different stop losses, an individual and an aggregate. The individual stop loss can change from year to year. It was \$125 and it's now \$150. Any claims above \$150, the stop loss kicks in. CFD could be above of the aggregate amount, but because the run in and run out (bills not paid or need to be paid for a different calendar year) will affect that aggregate \$5 million. Any amount above \$150 that CFD pays out but gets paid back, doesn't count toward the aggregate. They get really good forecasting and recommendations on how they should budget for a spike year.

DC Whiteley added that they received some stop loss rebate and not in form of aggregate, but in individual. They did anticipate that they would be getting some more stop loss rebate, but not offsetting all the amounts.

Finance Director Day shared they did receive \$629,000 as a stop loss. She didn't know which claims it was for or what others were still outstanding. She will be including that revenue in the supplemental budget that will be brought to the Board in June.

She added that LGB has an actuary that they can determine the rates for them. She would like to take advantage of this expertise.

Budget Committee Member Gifford asked if this was an extra cost?
Finance Director Day said it would be around \$500.

Budget Committee Member Wall has a question on terminology. She believed that the budget is balanced. They cannot pass a budget that is not balanced. Is he saying that these numbers are to erase the deficit spending?

Chief Browne said yes, she is absolutely correct.

Budget Committee Member Gifford brought up that the process that CFD goes through for budgeting is different than other budget committees he has sat on. In the interest of transparency, most organizations provide the budget document at least a week in advance. All budget committee members have chance to look at it, and can make an appointment to talk to the CFO, etc. He felt unprepared when he received this budget.

Finance Director Day said that this year's process was the same as last year. Last year, they provided the budget book at the first meeting. The presentation that CFD gives is the delivery of the budget message and the budget itself. Normally they schedule another meeting two weeks later to allow members to review and ask questions. This year they added a third meeting to make sure everyone had enough time. It is different from other agencies and they can certainly change if they wish.

Chief Browne owned that they were working on this literally two hours before the budget meeting making sure it was all correct. Finance Director Day had to walk him through a lot of this.

Budget Committee Member Cross owned part of that too. He said he was insistent that they schedule three meetings. He knew there would be a lot of discussion and wanted people to have time.

Budget Committee Member Gifford noted that in Section 10 it said that the Accounting Policies and Procedures Manual hadn't been updated since September 2009. That seems like too long of a stretch between polices being reviewed. There were a few things in this Section 10 that need to be revised. He offered to help revise and improve that document.

Chief Browne would like his help and offered to schedule a meeting with himself, the CFO and Budget Committee Member Gifford.

Budget Committee Member Syring said that he understands the issues that lead to this situation and thought they were covered well in the last meeting. He is being asked to pass, for the first time in history, a balanced but deficit spending budget. However, CFD has a new Fire Chief and a new Board member coming in and he's excited about those things. He noted that there are certain areas that are too conservative. Hopefully, the AV or collection rate may come in higher and hopefully claim costs may be lower. This conservative approach is good and is needed. He appreciated the slide showing what a balanced budget looked like without deficit spending. He expressed that eighteen positions are a lot of people and he was not ready to close two fire stations in two different communities. In the end, it's a difficult decision but he supported an affirmative vote for the proposed budget.

Budget Committee Member Joseph said that the budget has been well discussed. His thoughts were in line with what Budget Committee Member Syring reflected and he had nothing additional to comment.

Budget Committee Member Wall said that deficit spending is nothing she is anxious to do. However, she has listened carefully to Chief Browne's pitch to give him a year. A lot of difficulties were because of unusual circumstances. Fundamentally, a budget is a guess. She said this budget was a zero-budget proposal for wages which she finds unsettling. She added that it was a real challenge for her, but as Budget Committee Member Syring said, she is ready to give Chief Browne the opportunity to fulfill the promise that he can make this work.

Budget Committee Member Trotter said that there will be a new board member soon. He agrees with Budget Committee Member and Budget Committee Member Wall. With all the changes in the past month, he thought that Chief Browne and Finance Director Day have done a great job handling them and moving forward.

Budget Committee Member Anderson said that he agrees that they are in a bad spot but feels they are going down the right path. He asked Chief Browne that for the totality of budget, is it even keel compared to last year. Is it cut? Is it a bit roomy for projecting future needs?

Chief Browne said that the budget was cut significantly in Materials & Services, there was a reduction in force, and they had made other alterations compared to last year. As far as projections, they are budgeting at 4% for AV. The County came in a 3.5%-4% and 95.5 collection rate. He's hopeful that the AV comes in higher than budget. With the information in front of them, and the effects of COVID-19 and the unknown economic climate, he didn't want to go higher than 4%. Last fiscal year and this fiscal year, it came in at 4.6%

Budget Committee Member Powell shared that his experience was in both city budgeting and non-safety related budgeting. When they found they were in a deficit situation, they had to look at laying people off, reducing hours, staff paying part of benefits, etc. (private sector). The public sector is a little difficult, especially in a safety environment. He doesn't like idea of having a deficit or laying people off. He is there to support the Chief in any way he can.

Budget Committee Member Cross said he agreed with Budget Committee Member Syring and Budget Committee Member Wall. He is not a big fan of deficit spending, but he trusts Chief

Browne and giving him a year is the right thing to do. He trusts and believes he has a good outlook for the next three years.

Budget Committee Member Hicks said in her experience, she believed it would be extremely difficult to get out of a deficit spending budget without cutting. There might be an opportunity to reduce crew sizes. She noted there would have to be some serious continuous improvement efforts. She reiterated that approving this isn't something that she's done in the past, but there is new leadership coming in and she's hoping to see those changes.

Budget Committee Member Gifford said that he was anticipatory of the four new players: two new commissioners, new Fire Chief, and new CFO. He looked forward to this being a game changing year.

Chief Browne shared that the new CFO unfortunately couldn't attend tonight. It will be Mark Whitaker who currently works at Portland Fire.

Budget Committee Member Hicks shared that she is an employee with TVF&R. She noted that a lot of budgets get cut in support services. It is extremely hard if operations is not getting cut and support services are cut. She cautioned that they should be very careful.

4. PUBLIC COMMENT

None.

5. RECOMMENDATIONS

There were three recommendations from staff regarding the proposed budget for Fiscal Year 2021-2022.

Budget Committee Member Gifford made a motion and Board Budget Committee Member Cross seconded to approve the proposed budget with the addition of \$114,680 of grant revenues and expenditures in Fund 80. Motion passed unanimously.

Budget Committee Member Anderson made a motion and Budget Committee Member Gifford seconded to approve the permanent tax rate of \$2.4012. Motion passed unanimously.

Budget Committee Member Gifford made a motion and Budget Committee Member Anderson seconded to approve the levy for bonded debt of \$2,059,409. Motion passed unanimously.

6. ADJOURNMENT

Budget Committee Member Trotter asked if the meeting that was scheduled on May 27 was now cancelled. Budget Committee Chair Gallia responded, yes.

Budget Committee Member Cross thanked everyone for their participation in the process. He thanked Chief Browne and Finance Director Day for all of their work in such a hard year.

The meeting adjourned at 7:06 pm.

Rachel Trotman
Executive Assistant

Erin K. Anderson - 061721

Approved by:

Recording Secretary, Erin Anderson

Accepted by:

President, Jay Cross

Secretary, Marilyn Wall



CLACKAMAS FIRE DISTRICT #1

To safely protect and preserve life and property

SUPPLEMENTAL BUDGET HEARING
Monday, June 21, 2021
Location: Remote Video Conferencing

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

NOTICE OF SUPPLEMENTAL BUDGET HEARING

For supplemental budgets proposing a change in any fund's expenditures by more than 10 percent.

A public meeting of the Budget Committee of Clackamas Fire District #1, Clackamas, Oregon, will be held on Monday, June 21, 2021 at 6:00 pm to discuss a supplemental budget for the fiscal year July 1, 2020 to June 30, 2021. This is a public meeting where deliberation will take place. Any person may attend the meeting and discuss the proposed budget changes with the governing body.

To help prevent the spread of COVID-19, this meeting will be held by remote video conferencing. If you would like to attend online or by phone, visit our website at www.clackamasfire.com for the link to the meeting.

A copy of the budget document is available on or after June 17, 2021 on the District's website at: www.clackamasfire.com. If a hard copy is required, it may be obtained by calling 503-742-2600 to make an appointment.

SUMMARY OF PROPOSED BUDGET CHANGES

AMOUNTS SHOWN ARE REVISED TOTALS IN THOSE FUNDS BEING MODIFIED

Fund: <u>General Fund</u>			
Resource	Amount	Expenditure	Amount
<u>Grant Revenue</u>	\$ 242,182	<u>Fire Chief's Division</u>	\$ 20,000
<u>Insurance Reimbursements</u>	\$ 11,143	<u>Emergency Services Division</u>	\$ 833,325
<u>Other Revenues</u>	\$ 10,000	<u>Business Svcs Division</u>	\$ 2,818,572
<u>Other Reimbursements</u>	\$ 869,000	<u>Contingency</u>	\$ (2,539,572)
Revised Total Fund Resources	\$ 85,793,607	Revised Total Fund Requirements	\$ 85,793,607

Explanation of change(s):

Adjust revenues and appropriations for grants awarded, health insurance reimbursements, additional health insurance costs, and additional salary costs due to disasters.

Fund: <u>Equipment Replacement Fund</u>			
Resource	Amount	Expenditure	Amount
<u>Surplus Sales Revenue</u>	\$ 15,000	<u>Business Services Division</u>	\$ 9,805
		<u>Emergency Svcs Division</u>	\$ 5,195
Revised Total Fund Resources	\$ 458,604	Revised Total Fund Requirements	\$ 458,604

Explanation of change(s):

Additional surplus sales revenues and transfers between Divisions

Fund: <u>Capital Projects Fund</u>			
Resource	Amount	Expenditure	Amount
<u>Interest Revenue</u>	\$ 20,000	<u>Emergency Services Division</u>	\$ 348,246
		<u>Unallocated Capital Outlay</u>	\$ (348,246)
Revised Total Fund Resources	\$ 5,663,140	Revised Total Fund Requirements	\$ 5,663,140

Explanation of change(s):

Adjustment for interest earnings and transfers between Division/categories

Memo

TO: Board of Directors
Fire Chief Nick Browne

FROM: Finance Manager Christina Day

DATE: June 21, 2021

RE: Supplemental Budget Request

Action Requested

Staff requests approval of the third FY2020-2021 Supplemental Budget as presented in Resolution 21-04.

Background

In October 2020, the Board of Directors approved the first supplemental budget for FY2020-21 to allow for TANs, and recognize grants, contract, and conflagration revenue. The Fire District continued to experience multiple impacts to the FY2020-2021 Adopted Budget and presented a second supplemental budget in February 2021. A third request is necessary to recognize unanticipated revenues, reimbursements, and expenditures, and to adjust for budgetary compliance pursuant to provisions in ORS 294.

Known Facts

Budget Implications

Below is a summary of the major impacts included in the request:

General Fund:

- Recognize reimbursement revenues for equipment lost in the wildfires = \$11,143
- Recognize additional grant revenues and increase expenditure appropriations = \$242,182
- Recognize reimbursement revenues from stop-loss insurance on health claims = \$869,000
- Adjust expenditures to utilize contingency funds to offset significant increases in health insurance claims costs = \$1,939,572
- Adjust expenditures to utilize contingency funds to offset significant increases in salary costs related to the 2020 wildfires = \$600,000

Please see the attached Resolution 21-04 for impacts by line item.

Potential Issues

As you know, 2020-21 has been a year of significant challenges. Now that the fiscal year is drawing to a close, we have a better idea of funding and appropriations levels in order to make a more accurate adjustment. However, there are multiple potential costs still outstanding, and even these adjustments may not be adequate to ensure compliance with local budget law once those are known after June 30. Total health insurance claims costs (and any subsequent stop-loss reimbursements) won't be known until August-September.

Options

- A. **Approve the supplemental budget request as proposed** – Authorizes the District to use unanticipated revenues and reimbursements during the current fiscal year, improving the likelihood of maintaining compliance.
- B. **Approve the supplemental budget request with changes** – depending on changes made, the District may be able to remain in compliance with Oregon local budget law.
- C. **Defer approval of the proposed supplemental budget** – The District will not remain in budgetary compliance with Oregon local budget law for FY2020-21.
- D. **Reject the proposed supplemental budget** – The District will not remain in budgetary compliance with Oregon local budget law for FY2020-21.

Recommendation and Why

Staff recommends approval of the third FY2020-21 Supplemental Budget as presented in Resolution 21-04 to recognize unanticipated revenues, reimbursements, and expenditures. Approval will update and adjust the budget to incorporate changes and improve the likelihood that the District complies with Oregon local budget law.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #21-04

ADOPTING AND APPROPRIATING A SUPPLEMENTAL BUDGET FOR FISCAL 2020-21

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

Whereas, the District will receive additional revenues attributable to grant funding, insurance reimbursements, and other sources; and

Whereas, the District's expenses have increased due to multiple disaster responses in 2020, and unanticipated high usage of the health insurance plan; and

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

Whereas, the Board of Directors have authorized 2 previous supplemental budget adjustments during FY 2020-21, and the need for further adjustments has been identified; and

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

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby authorizes the adjustment of appropriations for the fiscal year beginning July 1, 2020, as indicated in Attachment A.

Adopted this date, June 21, 2021.

President, Board of Directors

Secretary, Board of Directors

ATTACHMENT A: Fiscal Year 2020-2021 Supplemental Budget

<u>General Fund</u>	Original <u>Budget</u>	October 2020 <u>Supplemental</u>	February 2021 <u>Supplemental</u>	June 2021 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 20,089,198		\$ (1,864,200)		\$ 18,224,998
Revenue:					
Property Taxes	57,024,619			(554,808)	\$ 56,469,811
Interest	375,000			(205,000)	\$ 170,000
Contract Income	3,052,033	158,108	20,683		\$ 3,230,824
Retiree Health Reimb	600,000				\$ 600,000
Grants	140,450	368,100	425,356	242,182	\$ 1,176,088
Ambulance Transport Revenue	575,000			425,000	\$ 1,000,000
ASA Plan Revenue	135,000				\$ 135,000
Medical Supply Reimb	90,000				\$ 90,000
Service Cost Recovery	75,000				\$ 75,000
GEMT Revenues	500,000		(117,468)	127,511	\$ 510,043
Conflagration Reimbursement	-	161,253	1,754,051	190,000	\$ 2,105,304
Loan Proceeds	-	5,000,000	(5,000,000)		\$ -
Other Revenues	633,000	45,810	57,289	907,440	\$ 1,643,539
Transfers In	363,000				\$ 363,000
Total Revenues:	63,563,102	5,733,271	(2,860,089)	1,132,325	67,568,609
TOTAL RESOURCES	83,652,300	5,733,271	(4,724,289)	1,132,325	85,793,607
Expenditures:					
Fire Chief's Office	923,790	257,929	137,823	20,000	1,339,542
Emergency Services	47,839,963	600,169	(2,129,929)	833,325	47,143,529
Business Services	12,848,609	(174,827)	2,258,712	2,818,572	17,751,066
Debt Service	1,979,806	5,050,000	(5,050,000)		1,979,806
Contingency	2,539,572	-		(2,539,572)	-
Transfers	-	-	59,104		59,104
TOTAL APPROPRIATED REQUIREMENTS	66,131,740	5,733,271	(4,724,289)	1,132,325	68,273,047
Unappropriated End Fund Balance	17,520,560				17,520,560
TOTAL REQUIREMENTS	83,652,300	5,733,271	(4,724,289)	1,132,325	85,793,607

Description:

Adjust for unanticipated revenues, insurance reimbursements, and expenditures, including health insurance claims costs.

Equipment Reserve Fund

	Original <u>Budget</u>	October 2020 <u>Supplemental</u>	February 2021 <u>Supplemental</u>	June 2021 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 398,436	\$ -	\$ (204,536)		193,900
Revenue:					
Interest	3,000	-	-		3,000
Surplus Sales	15,000	-	-	15,000	30,000
Transfers from Other Funds	-	-	231,704		231,704
Total Revenues:	18,000	-	231,704	15,000	264,704
TOTAL RESOURCES	416,436	-	27,168	15,000	458,604
Expenditures:					
Fire Chief's Office	-	-	-		-
Emergency Services	121,454	-	-	5,195	126,649
Business Services	142,311	-	27,168	9,805	179,284
Transfers to Other Funds	-	-	-		-
TOTAL APPROPRIATED REQUIREMENTS	263,765	-	27,168	15,000	305,933
Unappropriated End Fund Balance	152,671	-	-		152,671
			27,168	15,000	
TOTAL REQUIREMENTS	416,436	-	27,168	15,000	458,604
Description:					
Recognize additional surplus sales revenues					

Capital Projects Fund

	Original <u>Budget</u>	October 2020 <u>Supplemental</u>	February 2021 <u>Supplemental</u>	June 2021 <u>Supplemental</u>	Adjusted <u>Budget</u>
Beginning Fund Balance	\$ 5,270,708	\$ -	\$ 364,432		\$ 5,635,140
Revenue:					
Interest	8,000	-		20,000	28,000
Loan Proceeds	-	-			-
Transfers In	-	-			-
Total Revenues:	8,000	-	-	20,000	28,000
TOTAL RESOURCES	5,278,708	-	364,432	20,000	5,663,140
Expenditures:					
Fire Chief's Office	-	-	-		-
Emergency Services Division	1,721,429	-	119,432	348,246	2,189,107
Business Services Division	376,016	-	45,000		421,016
Debt Service	506,588	-	-		506,588
Unallocated Capital Outlay	2,071,675	-	-	(328,246)	1,743,429
Transfers Out	603,000	-	200,000		803,000
Contingency	-	-	-		-
TOTAL APPROPRIATED REQUIREMENTS	5,278,708	-	364,432	20,000	5,663,140
Unappropriated End Fund Balance	-	-			-
TOTAL REQUIREMENTS	5,278,708	-	364,432	20,000	5,663,140
Description:					
Recognize higher interest revenue receipts					



CLACKAMAS FIRE DISTRICT #1

To safely protect and preserve life and property

BUDGET HEARING
Monday, June 21, 2021
Location: Remote Video Conferencing

1. Call to Order, open meeting: Board President Jay Cross
2. Discussion of approved Fiscal 2021-2022 Budget
3. General Discussion
4. Close Budget Hearing

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Clackamas Fire District #1, Clackamas County, Oregon will be held on June 21, 2021, at 6:00 pm. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021, as approved by the Clackamas Fire District #1 Budget Committee. A summary of the budget is presented below. To help prevent the spread of COVID-19, this meeting will be held by remote video conferencing. If you would like to attend online or by phone, please visit our website at www.clackamasfire.com for information about the meeting. Everyone is encouraged to attend the meeting online or by phone. A copy of the budget document is available on the District website at www.clackamasfire.com. If a hard copy is required, it may be obtained by calling 503-742-2600 to make an appointment. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. If different, the major changes and their effect on the budget are:
See "Statement of Changes" section below.

Contact: Mark Whitaker, Chief Financial Officer Telephone: 503-742-2600 Email: mark.whitaker@clackamasfire.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Revised Budget	Approved Budget
	2019-20	This Year 2020-21	Next Year 2021-22
Beginning Fund Balance/Net Working Capital	25,586,425	24,473,187	22,236,270
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	1,728,793	3,230,824	1,088,850
Federal, State and all Other Grants, Gifts, Allocations and Donations	647,383	1,439,199	731,723
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	1,015,245	862,104	672,104
All Other Resources Except Current Year Property Taxes	5,366,561	6,592,506	3,878,392
Current Year Property Taxes Estimated to be Received	57,094,383	58,276,793	62,009,257
Total Resources	91,438,790	94,874,613	90,616,596

FINANCIAL SUMMARY - REQUIREMENTS BY FUNCTIONAL AREA

Fire Chief's Office	913,263	1,344,542	1,523,770
Emergency Services Division	48,044,670	49,469,285	46,132,518
Business Services Division	11,725,022	18,351,366	16,757,613
Wildland Mitigation	0	456,031	909,810
Capital Outlay	925,836	2,012,829	121,516
Debt Service	4,333,567	4,609,344	4,768,243
Interfund Transfers	1,015,245	862,104	672,104
Contingencies	0	0	2,587,718
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	24,481,187	17,769,112	17,187,304
Total Requirements	91,438,790	94,874,613	90,660,596

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program	FTE for that unit or program		
Fire Chief's Office	913,263	1,344,542	1,523,770
FTE	4.00	4.00	9.00
Emergency Services	48,044,670	49,469,285	46,132,518
FTE	242.00	241.00	236.00
Business Services	11,725,022	18,351,366	16,757,613
FTE	33.00	47.00	48.00
Wildland Mitigation	0	456,031	865,810
FTE	0	22.00	22.00
Not Allocated to Organizational Unit or Program	5,259,403	6,622,173	4,889,759
FTE	0.00	0.00	0.00
Total Requirements	65,942,358	76,243,397	70,169,470
Total FTE	279.00	314.00	315.00

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

Fees, Licenses, Services, etc revenue impacted by termination of contract for services with Estacada Fire District effective 6/30/21. New "Wildland Mitigation" program added and funded with grants and service revenues.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
	2019-20	This Year 2020-21	Next Year 2021-22
Permanent Rate Levy (rate limit \$2.4012 per \$1,000)	\$2.4012 per \$1,000	\$2.4012 per \$1,000	\$2.4012 per \$1,000
Local Option Levy			
Levy For General Obligation Bonds	\$2,496,882	\$2,225,057	\$2,059,409

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$22,630,000	\$0
Other Bonds	\$12,600,000	\$0
Other Borrowings	\$6,817,144	\$0
Total	\$42,047,144	\$0

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

Clackamas Fire District #1

MEMO

TO: Board of Directors
 Nick Browne, Fire Chief

FROM: Finance Manager Christina Day

DATE: June 21, 2021

RE: Budget Adoption for Fiscal 2021-22

Action Requested

Staff requests the Board adopt Resolution #21-05 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2021-22.

Background

On May 19, 2021, the Budget Committee approved the proposed budget appropriations for Fiscal Year 2021-22 as presented in the attached resolution. The approval included a change to the proposed budget in the Wildland Mitigation Fund 80 to recognize a late grant award.

Staff now presents the approved budget to the Board for consideration.

Known Facts

Please see the attached Resolution #21-05 for impacts by line item.

Recommendation

Staff requests the Board adopt Resolution #21-05 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2021-22.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #21-05

Adopting the Fiscal Year 2021-22 Budget, Making Appropriations and Levying Taxes

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

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

Whereas, the Clackamas Fire District #1 Budget Committee approved the FY2021-22 Proposed Budget and tax levy on May 19, 2021; it is

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby adopts the budget and makes appropriations for the fiscal year beginning July 1, 2021 for the purposes shown below, in the total sum of \$73,543,972.

General Fund	Approved
Fire Chief's Office	\$ 1,518,270
Emergency Services	45,895,569
Business Services	16,094,895
Contingency	2,587,718
Debt Service	2,075,504
Transfers Out	628,104
Total General Fund Appropriations	\$ 68,800,060
Equipment Replacement Fund	
Fire Chief's Office	-
Emergency Services	\$ 138,345
Business Services	\$ 142,000
Transfers to Other Funds	-
Total Equipment Replacement Fund Appropriations	\$ 280,345
Capital Projects Fund	
Fire Chief's Office	-
Emergency Services	30,000
Business Services	248,998
Capital Outlay	\$ 121,516
Transfers to Other Funds	\$ -
Debt Service	506,589
Total Capital Projects Fund Appropriations	\$ 907,103

Capital Construction Fund	Approved	
Fire Chief's Office		-
Emergency Services		33,180
Business Services	\$	<u>271,720</u>
Total Capital Construction Fund Appropriations	\$	304,900
Enterprise Fund		
Fire Chief's Office	\$	5,500
Emergency Services	\$	35,424
Business Services		-
Total Enterprise Fund Appropriations	\$	<u>40,924</u>
Debt Service Fund		
Debt Service	\$	<u>2,186,150</u>
Total Debt Service Fund Appropriations	\$	2,186,150
Wildland Mitigation Fund		
Wildland Mitigation Operations	\$	865,810
Transfers Out		<u>44,000</u>
Total Wildland Mitigation Fund Appropriations	909,810	\$ 114,680 * \$ 980,490
		<u>44,000</u>
		1,024,490
TOTAL FY 2021-22 APPROPRIATIONS		<u>\$ 73,543,972</u>

* Approved by Budget Committee at 5/19/21 meeting

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby imposes the taxes provided in the adopted budget at the rate of \$2.4012 per \$1,000 of assessed value for permanent tax rate and in the amount of \$2,059,409 for debt service on general obligation bonds; and that these taxes are hereby imposed and categorized for the tax year 2021-22 upon the assessed value of all taxable property within Clackamas Fire District #1.

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

	<u>General Government</u>	<u>Excluded from Limitation</u>
Permanent Tax Rate	\$2.4012 / \$1,000	\$0
General Obligation Bond	\$0	\$2,059,409

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

Adopted this date, June 21, 2021.

President, Board of Directors

Secretary, Board of Directors

Memo

To: Board of Directors and Fire Chief Nick Browne
From: Division Chief Joshua Gehrke
Date: June 21, 2021
Re: Workers' Compensation Policy

Action

Staff requests review of Workers' Compensation proposal and approval of:

Option 1: SAIF Policy in the amount of \$630,561

OR

Option 2: 7710/Benchmark Policy in the amount of \$556,240

Background

The District's Workers' Compensation policy period is from July 1st through June 30th and is up for renewal. Wilson-Heirgood Associates (WHA), as the District's Agent of Record for General Liability and Workers' Compensation Insurance, requested proposals from the available carriers in Oregon. WHA conducted a market survey and found three companies that would offer Firefighter coverage that would be competitive, and five companies declining to quote. Of the proposals received, one was from our current carrier SAIF Corporation. The other two are from Special Districts Insurance Services (SDAO) and 7710 Insurance/ Benchmark Insurance.

There are several determining factors that are used to calculate Workers' Compensation premiums. Initially, premiums are calculated on the expected payroll for the ensuing year; as personnel service costs increase so do Workers' Compensation expenses. Once applicable payroll is determined, the base premium is calculated using a pure rate factor based on the job type. The pure premium rate history on Page 17 of the WHA Renewal Proposal demonstrates the changes in the base rates calculated by the National Council on Compensation Insurance (NCCI). The 2021 pure rate is \$2.17 per hundred dollars in the Firefighters and Drivers Class Code 7710, which is the bulk of the payroll used for calculating premiums.

Last year, SAIF provided a proposal with an experience modifier that was a .75 based on losses for calendar years 2016-2018. For 2021, the experience rate modifier will decrease to .71. The Loss History Summary may be referenced on Page 14 of the WHA Renewal Proposal. The .71 experience modifier was used in all three proposals.

Proposals

SAIF's proposal allows the District to prepay the premium for the year and take a 3.5% discount. This saves the District \$25,445.85 for an annual estimated premium of \$630,561.33.

SDAO's proposal allows the District to prepay the premium for the year which would save the District \$27,126.78 for an annual estimated premium of \$747,924.16.

7710 Insurance/Benchmark Insurance (A Rated AM Best) provides multiple options including options to pay in full or monthly installments. There is no discount for paying in full and no payment fees for paying monthly. The 7710 Insurance estimated annual premium is \$556,240. If the monthly option were chosen, the District would have a down payment of \$132,088 and 9 equal monthly payments of \$47,128 for a total premium of \$556,240.

Further consideration should be made regarding the three proposals:

Dividends:

Since 2007, the District has received \$1,887,985 in dividend revenue from SAIF. Full details of the dividends received by SAIF since 2007 may be found on Page 20 of the WHA Renewal Proposal.

For 2021, SAIF's Board of Directors declared a \$210 million dividend which will be paid out in July 2021. The amount will be available to WHA on June 18, 2021.

Please note that last year SAIF's Board declared a \$110 million. Clackamas received a \$142,353 dividend as well as \$58,170.86 in COVID 19 Relief Funds.

SAIF's formula for calculating dividends continues to evolve to include a percentage of standard premium and a percentage based upon loss ratios. There is no guarantee that further dividends will be declared by SAIF.

SDAO does not offer a dividend plan for Workers' Compensation.

7710 Insurance/Benchmark Insurance now offers an individual policyholder Dividend Plan for risks where most of the payroll is in class code 7710 and premiums are greater than \$75,000. Page 24 outlines the specifics and the payout schedule based upon a risk's loss ratio. If a dividend is declared by the Board of Directors, the payment will not be more than 19 months after the policy expiration.

Claims Management:

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

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

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

SDAO has a very experienced core of adjusters who manage all SDIS claims that are filed. The same adjuster will manage the claim from inception to closure. As an insured, there will be one point of contact.

7710 Insurance/Benchmark uses Benchmark Administrators, LLC (BMA) to adjust all claims. BMA is the inhouse claims operation for 7710/Benchmark. The claimant typically receives a claim number within 24 hours following receipt of notice of a claim. Additionally, a 7710 Claims team member will reach out to the District and the injured worker within 24-72 hours of receipt of the claim to discuss all concerns with the parties, as well as to provide a point of direct contact at 7710. In most cases, only one adjuster will be assigned to a claim. 7710 Insurance provides quarterly claim reviews with the department to discuss open claims, loss runs and development of the ER Mod.

7710 Insurance/Benchmark Insurance partnership with Rebound provides a seamless claim process between claimant, fire department management, provider network and BMA.

Immediate Response Team:

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

SDIS also has staff who responds 24/7. The team includes the Director of Claims Services and Director of Risk Management Services .

Benchmark Administrators, LLC has a hotline number which is responded to 24/7, 365 days a year. 7710 Insurance/Benchmark Insurance provides each new client with an onboarding phone call with our Claim Manager, prior to coverage beginning, to make sure the department understands the claim's process. Benchmark Administrators follows best claims practices to either call or email the employer and claimant within 24-hour of receipt of the claim.

Industrial Hygiene:

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

7710 Insurance has access to an Industrial Hygienist, fitness professionals and speakers on topics such as PTSD; also available are both on-site, and remote risk surveys, safety committee involvement, accident investigation, and other loss reduction services focused on fire and EMS. These resources are available as needed at no additional cost. 7710 Insurance Risk Control Director is always available and is an extension of the department staff.

Medical Audit of Bills:

- SAIF reviews all medical bills they receive for correct billings. In 2020, SAIF saved policyholders \$149.9 million in overcharges. The staff includes audit specialists, medical auditor and nurse utilization reviews who are trained to analyze coding, spot problem billing and audit hospital and surgical bills.
- SDAO contracts with Corvel to do their bill review. Corvel is a national provider of industry leading Workers' Compensation solutions.

- Benchmark Administrator, LLC uses advanced bill review software as well as experienced bill review staff to make sure that the provider's procedure coding is consistent with the medical reporting and that all services that are billed are appropriately supported. The goal of their bill review is to ensure that the injured worker has access to the most professional and appropriate medical care available in their community in a cost-efficient manner. Bill review adjusts the bills to any appropriate fee schedule and leveraged discounted rates from any applicable Preferred Provider Organization (PPO) network in their area.

Legal:

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

SDIS does not have in-house legal counsel for Workers' Compensation. They use Practice Areas <<Cummins,Goodman,Denley & Vickers, P.C. (cumminsgoodman.com).

In the event a claim is litigated, 7710 Insurance/Benchmark uses local outside counsel to appear before the Workers' Compensation Division of Oregon at no additional cost to the District. 7710 Insurance/Benchmark Insurance is familiar with all presumptive laws in the State of Oregon.

Budget Implications:

The budget approved by the Budget Committee for Fiscal 2021-22 includes \$607,196 for the Workers' Compensation policy. The budget presented for adoption has been increased to reflect the proposal presented. The total change for renewing the Workers' Compensation policy with SAIF is an increase of approximately \$23,662.43 from last year's Workers' Compensation premium of \$606,898.57. The total change for renewing the Workers' Compensation policy with 7710/Benchmark is a decrease of approximately \$50,658.57 from last year's Workers' Compensation premium of \$606,898.57. The 2021 premium reflects payroll increases and the Premium Assessment charge increase from 8.4% to 9.0%.

Policy Implications:

The purchasing policy requires Board approval for any purchase over \$50,000. The total purchase price of the Workers' Compensation policy would be:

Option 1: SAIF: \$630,561

Option 2: 7710/Benchmark: \$556,240

Recommendation:

Staff recommends approval of the purchase of option 1 or option 2 Workers' Compensation policy proposed for Fiscal Year 2021-22.

Option 1: SAIF Policy in the amount of \$630,561

OR

Option 2: 7710/Benchmark Policy in the amount of \$556,240

Clackamas County FD #1

Workers' Compensation
7/1/2021 – 7/1/2022



Tammy Jeffries
Department Account Executive

Eugene & Wilsonville offices
Direct: (541) 284-5859 | Mobile: (541) 554-2101
Fax: (541) 484-5434 | Phone: (800) 852-6140
Email: tjeffries@whainsurance.com

WHA



INSURANCE



Our Mission Statement

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

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

2930 Chad Drive, Eugene Oregon, 97408

www.WHAINSURANCE.com



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

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Lorin Williams
Marvin Revoal
Jeffrey Griffin
Toby White

SERVICE TEAM

Christie Montero
Jennifer Myers
Deana Wright
Jill Harper

BENEFITS

ACCOUNT EXECUTIVES

Rich Allm
Kim Nichol森
Marvin Revoal

SERVICE TEAM

Katie Klein
Samantha Buchheit
Christine Wallace
Rachel Hinckley

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ACCOUNT EXECUTIVES

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David Lingenfelder
Catrina Stanks
Mike Note
Alison Smith
Rhonda Delaney
Tina Sams
Jake Stone
Bijan Hatef

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Stephen Klabo
Cody King
Hannah Long
Beth Barker
Shelby Williams
Marissa Lee

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ACCOUNT EXECUTIVES

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William White

SERVICE TEAM

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Steve Silva
Winslow Cervantes
Kelly McCorkle
Jamie McGarry
Jane Austin
Tasha Winn

WORKERS' COMPENSATION

ACCOUNT EXECUTIVES

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Tammy Jeffries
Marvin Revoal

SERVICE TEAM

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Stephani Kuncce
Christie Montero
Sarah Kunz

PERSONAL LINES

SERVICE TEAM

Brian Anacker
Dawn Sederlin

PROCESSING CENTER

DEPARTMENT MANAGER

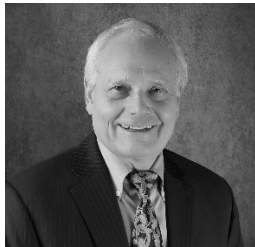
Nicole Stone

SERVICE TEAM

Cameron Crawley
Daniel Hovet
Katelyn Dickens

YOUR SERVICE TEAM WORKERS' COMPENSATION

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



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SERVICES WE OFFER

ONSITE SERVICES

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

REMOTE SERVICES

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

ONLINE RESOURCES

ZYWAVE

  Now a **KPA** Company



PROGRAM INFORMATION

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

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

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



CLACKAMAS FIRE DISTRICT #1

WORKERS' COMPENSATION COVERAGE

EFFECTIVE DATES

07/01/2021 – 07/01/2022

STATES COVERED

Oregon

LIMITS OF INSURANCE

Workers' Compensation Insurance: Part One

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

Employers Liability: Part Two

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

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

PREMIUM BASIS (auditable)

Remuneration

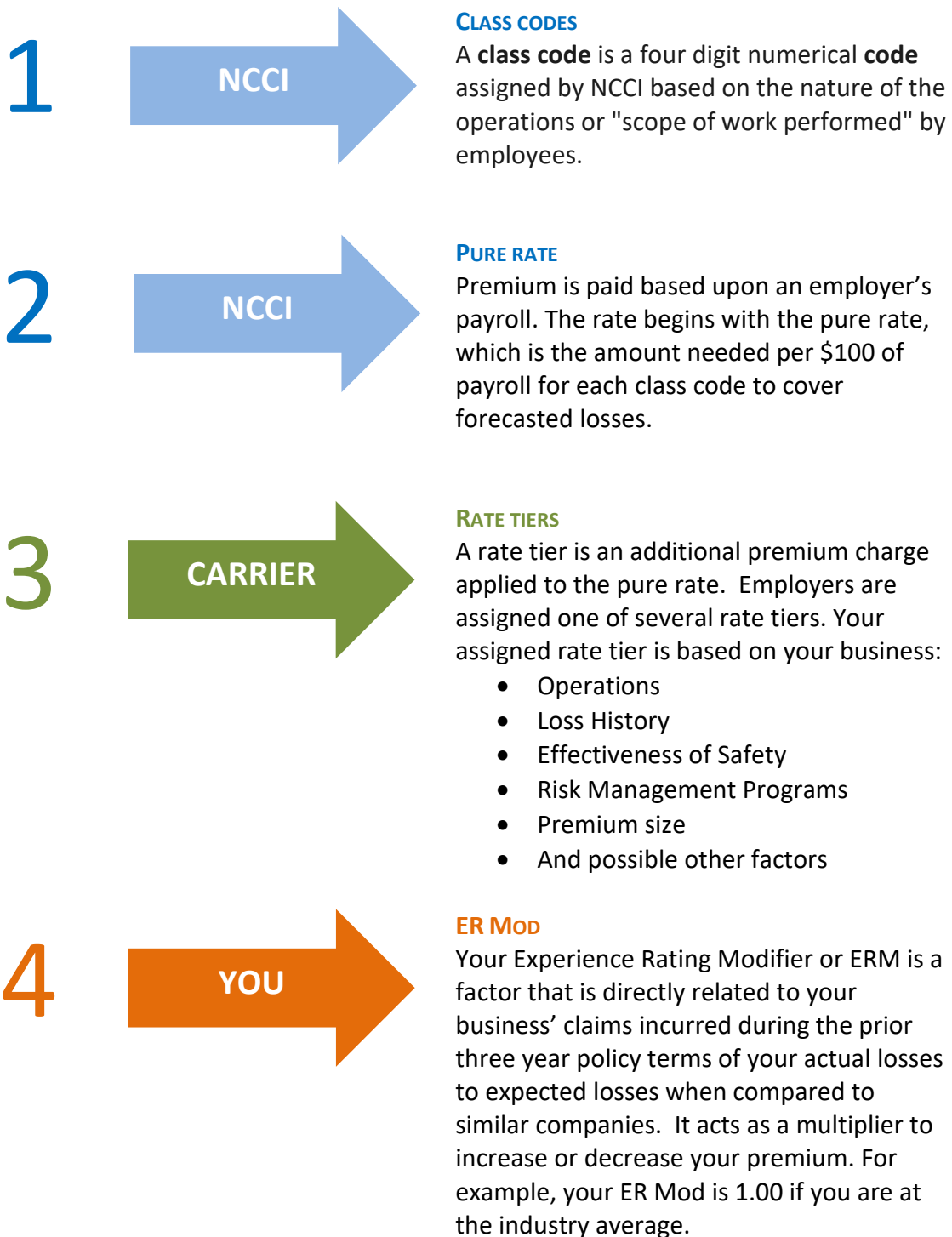
PREFERRED WORKERS

None

LOCATIONS

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

UNDERSTANDING YOUR RATES



CLASS CODES

VERIFIABLE TIME RECORDS

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

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

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

2704 (1) - Wildland Fire Fighting & Drivers

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

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

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

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

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

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

8742 (11) - Salesperson-Outside-No Delivery

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

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

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

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

8810 (3) - Office Clerical

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

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

Class 8810 also applies to employees engaged in clerical telecommuter activities. The duties of clerical telecommuter employees include creation or maintenance of financial or other employer records, handling correspondence, computer composition, technical drafting and telephone duties, including sales by telephone. Class 8810 applies to depositing of funds at the bank, purchase of office supplies and pick-up or delivery of mail provided the activities are incidental and directly related to the employees duties performed in their residence office. A residence office is a clerical work area located within the dwelling of the clerical employee and must be separate and distinct from the location of their employer.

0124 - Reforestation and Drivers

Reforestation and Drivers; Reforestation-Brush Cutting & Drivers; Slash Piling and Burning & Drivers; Reforestation-Tree Planting & Drivers. This classification includes reforestation work performed after a logging show and non-logging related reforestation work.

Class 0124 applies to employees involved in direct labor, supervision, and driving who are engaged in reforestation. Reforestation includes brush cutting performed in a reforested, plantation, or natural growth area. This includes the incidental cutting of seedling/sapling trees less than 8 inches diameter at breast height (DBH) when part of a brush cutting contract. Cutting trees 8 inches and larger DBH as part of a brush cutting contract is separately classed as 2702. Tree thinning, regardless of tree size, is separately rated under the appropriate logging classification, either 2702 or class 2725.

Slash piling and burning when performed after logging operations have been completed is also classed 0124. Slash piling is where all logging debris is pulled together by tractors or hand. Chain saws may be used to reduce the large pieces to manageable sizes. The debris is then burned. This class includes employees who stand as fire watchmen and post-burn cleaners. Slash piling and burning associated with wildland and forest fire fighting is classed 2704.

Other reforestation activities included in class 0124 are bud capping, scarification, planting site preparation, tree planting, and girding. It also includes limbing and/or lop and scatter operations for the purpose of timber quality or reduction of ladder fuel when performed from the ground. Limbing performed off the ground is separately classed 2702.

Class 0124 also includes tree farms where the trees grown are for future timber use. Growing short rotation trees for pulp or tree stock is classified to class 0005. Harvesting of these trees to be separately classified to class 2702 or class 2725 based on the operations performed.

In addition, class 0124 includes stream clearing such as removing debris, limbs, cuttings, etc., from streams and stream beds to minimize erosion. It also applies to the incidental building of small dams or ponds to improve fish habitation. Such work may be accomplished manually or with mechanical equipment. It also includes construction of fire and hiking trails by use of hand tools and chain saws to create pathways or hiking trails (not roads). By analogy, the construction of fire breaks for the use of firefighting equipment is included in this class as long

as no sub-base is required and the construction is not performed during the fighting of a forest fire.

Class 0124 includes the maintenance or repair of equipment, structures, buildings, and vehicles used for this work. Separately rate cone picking or harvesting from ground or trees to 0035; grass planting either by hand or hydro mulch method to 0042; spraying herbicides, insecticides, etc. by hand or truck-mounted sprayer to 0050; forest road/fire trail construction/unimproved roadways built to accommodate firefighting equipment to 5511; trapping rodents to prevent damage to seedlings in newly planted areas to 7720; and wildland or forest fire fighting to 2704.

LOSS HISTORY SUMMARY

<u>Policy Year</u>	<u># of Claims</u>	<u>Incurred Losses</u>
2020*	28	\$93,911
2019	38	\$289,280
2018	22	\$141,264
2017	36	\$141,114
2016	<u>38</u>	<u>\$328,883</u>
Total:	162	\$994,452
	Average Number of Claims	32.4
	Average Cost per Claim	\$6,139
	Average Cost per Year	\$198,890

} 2020 0.75
} 2021 0.71

*Claims list as of 06/04/2021

SAIF LOSS DEVELOPMENT

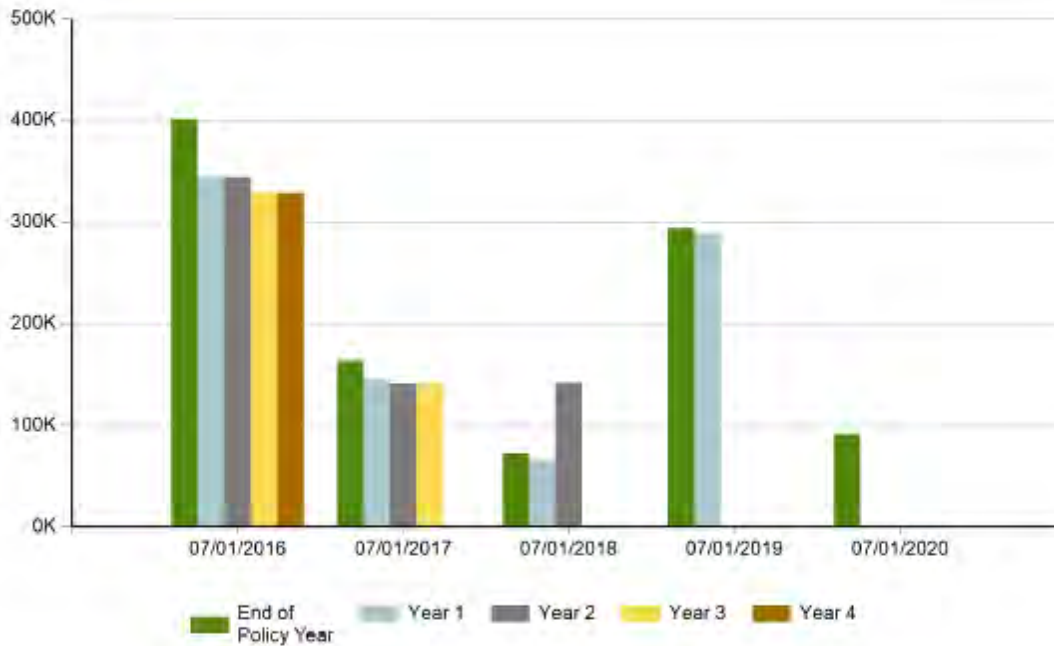
Loss Development

for Policy: 431322 Clackamas County Fire District No. 1



Cumulative Loss Development

Period Effective Date	Last Coverage Thru Date	End of Policy Year	Year 1	Year 2	Year 3	Year 4
07/01/20	06/30/21	91,207	0	0	0	0
07/01/19	06/30/20	294,018	289,280	0	0	0
07/01/18	06/30/19	72,271	85,734	141,263	0	0
07/01/17	06/30/18	163,173	145,413	141,113	141,113	0
07/01/16	06/30/17	401,089	344,932	344,103	329,225	328,882



Loss Development by Year

Period Effective Date	Last Coverage Thru Date	End of Policy Year	Year 1	Year 2	Year 3	Year 4	Total Incurred Losses	% Change from EOY
07/01/20	06/30/21	91,207	0	0	0	0	91,207	0.00%
07/01/19	06/30/20	294,018	-4,739	0	0	0	289,280	-1.61%
07/01/18	06/30/19	72,271	-6,537	75,529	0	0	141,263	95.46%
07/01/17	06/30/18	163,173	-17,760	-4,300	0	0	141,113	-13.52%
07/01/16	06/30/17	401,089	-56,157	-829	-14,878	-343	328,882	-18.00%
Totals:		\$1,021,759	-\$85,192	\$70,399	-\$14,878	-\$343	\$991,745	-2.94%

POLICY PERFORMANCE



Policy: 431322 - Clackamas County Fire District No. 1

Legal Name: Clackamas County Fire District No. 1

Policy Details

Status: Active
 Market Type: Voluntary
 Relation Type:
 Rate Acct:
 Orig Cov Date: 07/01/1984
 Cont Cov Date: 07/01/1984
 Business Type: Fire Protection
 Entity: Political Subdivision: District
 WCD Number: 5710272
 NCCI Number: 360125955
 EIN: 93-1044031
 Principal Class: 7710
 NAICS Code: 922160
 Office: Portland
 Agency: Wha Insurance Agency Inc
 Underwriter: Erin C Matot
 SMC: Ed A Hoeffliger
 Last Audit: 07/01/2019 - 07/01/2020

Current Policy Period Details

Period Status: Open
 Effective Date: 07/01/2020
 Expiration Date: 07/01/2021
 Cancel Date:
 ARD: 07/01/2020
 Sales Plan: Guaranteed Cost
 ELCB Limits: 500,000/500,000/500,000
 ND Reimb: 07/01/2020 - 07/01/2021 Annually
 Group:
 Group Type:
 Rating Plan: ERP - 0.75
 Tier: E - 1,4000
 Rpt Freq / Pmt: Annually / RGN PPAY GC - A

Policy Period History

Policy Year	Mod	Payroll	Claim Freq	Standard Premium	Tier
2020	0.75	37,102,214	0.08	673,496	E
2019	0.92	30,328,237	0.13	696,721	E
2018	0.96	30,008,242	0.07	810,664	F
2017	0.77	28,475,448	0.13	790,972	F
2016	0.85	26,360,860	0.14	684,310	E

Gaps in Coverage

No gaps in coverage for this policy.

Policy Performance History

Policy Year	Prorated Premium	Paid Losses	Incurred Losses	Paid/Std	Inc/Std	Clm Count	Exp Clm Count	Paid TL	Paid Med	ND Reimb	TL Count	Exp TL Count	TL Day
2020	621,636	71,236	93,911	11%	15%	28	50.25	18,373	52,864	0	13	20.43	91
2019	696,721	199,193	289,280	29%	42%	38	45.22	107,557	74,926	-12,444	22	18.40	617
2018	810,664	82,445	141,264	10%	17%	22	46.77	18,071	64,374	-16,529	5	18.75	129
2017	790,972	138,358	141,114	17%	18%	36	47.77	43,996	94,363	-19,909	19	19.66	248
2016	684,310	312,311	328,883	46%	48%	38	48.29	54,815	214,287	-12,202	20	19.77	424

Ten Highest Incurred Loss Claims Received in Last Five Policy Years

Claim Number	Date of Injury	Status	Type	Decision	Incurred Loss	Paid Loss	Timely ¹	Inj Class
8393176	08/30/2016	Closed	Disabling	Accepted	86,647	80,422	YES	7710
8579543	05/07/2019	Open	Disabling	Accepted	85,418	26,599	YES	7710
8393531	09/20/2016	Closed	PPD	Accepted	76,116	75,179	YES	7710
8538443	12/07/2019	Denied	Disabling	Denied	64,576	14,322	YES	7710
8397630	10/20/2016	Closed	PPD	Accepted	63,344	53,934	NO	7710
8525764	08/28/2019	Closed	PPD	Accepted	59,230	51,073	YES	7710
8530729	10/09/2019	Closed	PPD	Accepted	46,456	34,287	YES	7710
8468327	05/29/2018	Closed	Disabling	Accepted	43,004	40,249	YES	7710
8521297	07/28/2019	Closed	Disabling	Accepted	27,491	22,436	YES	7710
8529863	09/16/2019	Closed	Disabling	Accepted	19,928	5,481	YES	7710

Number of Claims Received in Last Five Policy Years

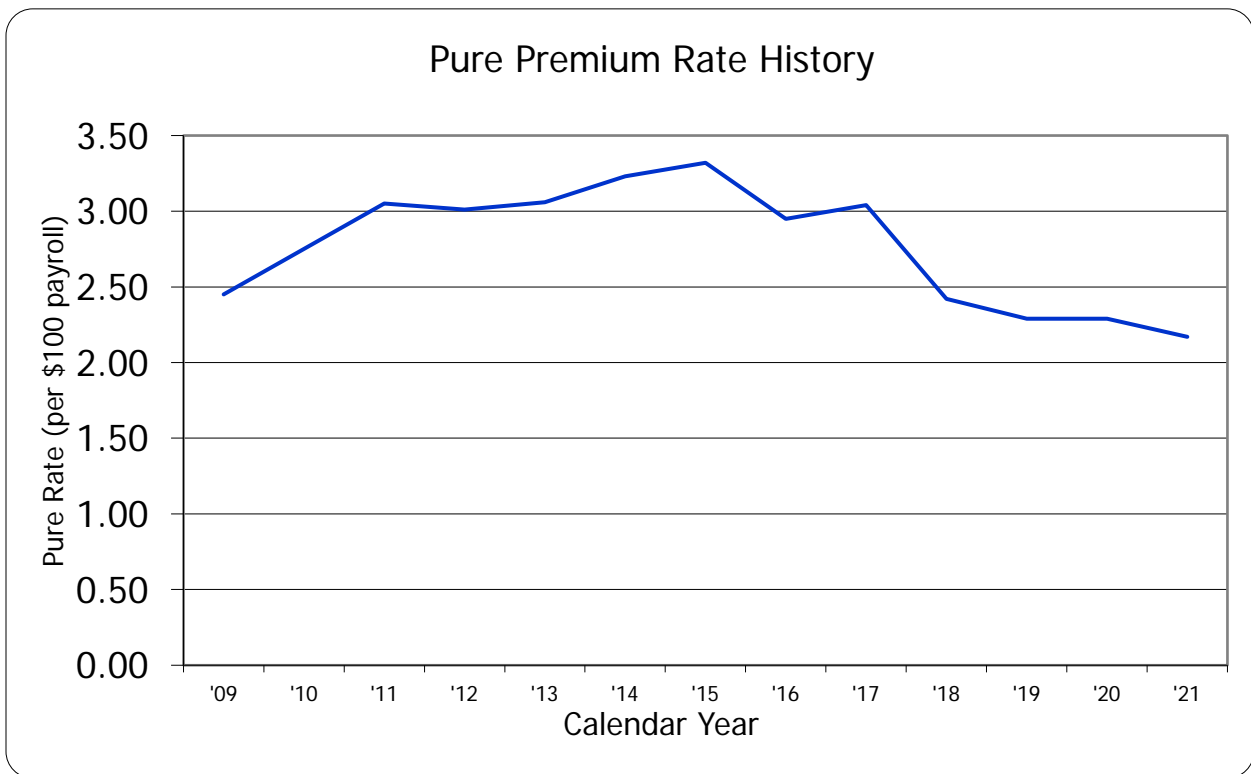
Claim Type	Count	Claim Status	Count
Disabling	74	Closed	142
Nondisabling	83	Denied	13
PPD	6	New	2
Total	163	Open	5
		Void	1
		Total	163

PURE PREMIUM RATE HISTORY

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

CLASS CODE: 7710 FIREFIGHTERS

'09	'10	'11	'12	'13	'14	'15	'16	'17	'18	'19	'20	'21	% Chg
2.45	2.75	3.05	3.01	3.06	3.23	3.32	2.95	3.04	2.42	2.29	2.29	2.17	-5.24%



SAIF RENEWAL QUOTE



Clackamas County Fire District No. 1

Premium estimate for Guaranteed Cost

Period: 07/01/2021 - 07/01/2022

Policy: 431322

Plan: Version #1 (1)

Rating period: 07/01/2021 to 07/01/2022

Location 16: Clackamas County Fire District No. 1

Classification description	Class	Subject payroll	Rate	Premium
Reforestation And Drivers	0124	\$654,027.00	5.38	\$35,186.65
Wildland Fire Fighting & Drivers	2704	\$0.00	6.68	\$0.00
Vessels-Boat Livery-State Act	7090	\$0.00	4.36	\$0.00
Firefighters And Drivers	7710	\$27,956,986.00	3.43	\$958,924.62
Vol Frmn @ 1000/Mo Ea	8411	\$1,080,000.00	1.05	\$11,340.00
Vol Explorer Scouts @ 800/Mo Ea	8411	\$0.00	1.05	\$0.00
Vol Water Tenders @ 800/Mo Ea	8411	\$0.00	1.05	\$0.00
Vol Chaplains @ 800/Mo Ea	8411	\$0.00	1.05	\$0.00
Vol Rehab Workers @ 800/Mo Ea	8411	\$0.00	1.05	\$0.00
Salesperson-Outside-No Delivery	8742	\$2,332,369.00	0.2	\$4,664.74
Office Clerical	8810	\$5,152,745.00	0.11	\$5,668.02
Vol Office Clerical	8810	\$0.00	0.11	\$0.00
Vol Board Members	8810	\$5,000.00	0.11	\$5.50
Total manual premium		\$37,181,127.00		\$1,015,789.53

Total subject premium \$1,015,789.53

Description	Basis	Factor	Premium
Experience Rating	\$1,015,889.53	0.71	-\$294,607.96
Total modified premium			\$721,181.57

Description	Basis	Factor	Premium
Balance to Min EL increased Limits (Admiralty)	\$0.00	1.0	\$100.00
Pre-pay credit	\$721,281.57	0.965	-\$25,244.85
Total standard premium			\$696,036.72

Description	Basis	Factor	Premium
Oregon Total Premium			\$696,036.72
Premium Discount	\$696,036.72	0.1769	-\$123,111.61
Terrorism Premium	\$37,181,127.00	0.005	\$1,859.06
Catastrophe Premium	\$37,181,127.00	0.01	\$3,718.11
DCBS Assessment	\$578,433.94	1.09	\$52,059.05
Total premium and assessment			\$630,561.33

Premium discount schedule		
First	\$5,000	0.00%
Next	\$10,000	10.50%
Next	\$35,000	16.50%
Over	\$50,000	18.00%

RENEWAL YEAR COMPARISON

Premiums are based upon estimated payrolls and experience modifier.


Code	Description	2020			2021		
		Payroll	Rate	Premium	Payroll	Rate	Premium
0124	Reforestation & Drivers	N/A	N/A	0	654,027	5.38	35,187
7090	Vessels-Boat Livery-State Act	35,000	7.73	2,706	0	4.36	0
7710	Firefighters and Drivers	29,963,498	3.04	910,890	27,956,986	3.43	958,925
8411	Vol Frmn @ 1000/mo ea	1,080,000	0.91	9,828	1,080,000	1.05	11,340
8742	Salesperson-Outside-No Delivery	1,718,538	0.18	3,093	2,332,369	0.20	4,665
8810	Office Clerical	4,300,178	0.10	4,300	5,152,745	0.11	5,668
2704	Wildland Fire Fighting & Drivers	0	6.85	0	0	6.68	0
8411	Explorer Scouts	0	0.91	0	0	1.05	0
8411	Vol Water Tenders @ 800/mo ea	0	0.91	0	0	1.05	0
8411	Vol Chaplains @ 800/mo ea	0	0.91	0	0	1.05	0
8411	Vol Rehab Workers @ 800/mo ea	0	0.91	0	0	1.05	0
8810	Vol Office Clerical	0	0.10	0	0	0.11	0
8810	Vol Board Members	5,000	0.10	6	5,000	0.11	6

Manual Premium	929,706	1,015,790
Experience Modifier	0.75	0.71
Modified Premium	697,923	721,182
Annual Prepay Discount (3.5%)	24,427	25,245
Standard Premium	673,496	696,037
Volume Discount	119,054	123,112
Net Premium	554,442	554,442
Terrorism	1,855	1,859
Catastrophe	3,710	3,718
DCBS 8.4%/9%	46,892	52,059
TOTAL PREMIUM	606,899	630,561
Difference		\$23,662

Final Premium Determined at Audit

****SAIF Dividend to be announced on 06/18/2021****

DIVIDEND BY POLICY YEAR



saif
Work.
Life.
Oregon.

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

Declaration day	Policy period	Standard premium	Loss ratio	Premium dividend factor	Loss dividend factor	Total dividend factor	Premium dividend amount	Loss dividend amount	Computed dividend amount
09/02/2020	07/01/2018	\$810,663.64	8.66%	17.56%	0.0%	17.56%	\$142,353	\$0	\$142,353
09/04/2019	07/01/2017	\$790,972.06	18.23%	20.29%	8.11%	28.4%	\$160,488	\$64,148	\$224,636
09/12/2018	07/01/2016	\$684,309.76	46.58%	20.59%	3.27%	23.86%	\$140,899	\$22,377	\$163,276
09/13/2017	07/01/2015	\$647,113.44	36.97%	21.38%	5.04%	26.42%	\$138,353	\$32,615	\$170,968
09/14/2016	07/01/2014	\$732,508.72	20.44%	21.99%	3.58%	25.57%	\$161,079	\$26,224	\$187,303
09/09/2015	07/01/2013	\$585,291.61		22.66%		22.66%	\$132,627		\$132,627
09/10/2014	07/01/2012	\$506,462.95		34.69%		34.69%	\$175,692		\$175,692
09/18/2013	07/01/2011	\$497,770.88		29.64%		29.64%	\$147,539		\$147,539
09/12/2012	07/01/2010	\$471,953.15		37.42%		37.42%	\$176,605		\$176,605
06/15/2011	07/01/2008	\$834,245.9		18.71%		18.71%	\$156,087		\$156,087
11/10/2010	07/01/2008	\$397,400.74		23.75%		23.75%	\$94,383		\$94,383
03/10/2010	07/01/2007	\$381,688.75		20.79%		20.79%	\$79,353		\$79,353
11/09/2007	07/01/2005	\$294,708.48		12.61%		12.61%	\$37,163		\$37,163
Totals							\$1,742,621	\$145,364	\$1,887,985

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

WEB-SITE FEATURES



Web-site Features

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

Claim Profile

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

Policyholder Profile

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

Certificates of Insurance

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

SAIF Employee Directory

Printable Forms

- Attending Physician 827
- Employer at Injury Reimbursement Request
- 801 Claim Form (English and Spanish)
- \$2,300 Medical Reimbursement Election form

Customer Services

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

To Access SAIF Online

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

MyClaim: This is your Worker Guide

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

SDAO QUOTE



Workers' Compensation Guaranteed Cost Proposal Policy Year 2021-2022

Proposal Number: Q-36W52015-1 Proposal Date: 06/08/2021

Effective Date: 7/1/2021

Expiration Date: 6/30/2022

Named Participant

Clackamas County Fire District #1
11300 SE Fuller Rd
Milwaukie, OR 97222-1124

Agent of Record

WHA Insurance
2930 Chad Dr
Eugene, OR 97408

Class	Description	2021 - 2022 Rate	2021 - 2022 Estimated Payroll	2021 - 2022 Contribution
0124	Reforestation & Drivers	6.11	\$654,027.00	\$39,942.74
7090	Boat Livery - Boats Under 15 Tons	4.95	\$0.00	\$0.00
7710	Firefighters	3.89	\$27,956,988.00	\$1,087,414.93
8411	Municipal Volunteers- Firefighters and Police	1.20	\$1,080,000.00	\$12,925.44
8411JF	Junior Firefighters	1.20	\$0.00	\$0.00
8742	Director/Sales/Collectors	0.23	\$2,332,369.00	\$5,336.46
8742V	Director/Sales/Collectors - Volunteers	0.23	\$5,000.00	\$11.44
8810	Clerical Office Employee	0.12	\$5,152,745.00	\$6,348.18
8810V	Clerical Office Employee - Volunteer	0.12	\$0.00	\$0.00

Manual Contribution:	\$1,151,979.19
Experience Modification: x	0.71
Modified Contribution: =	\$817,905.22
Contribution Volume Credit: -	\$145,047.94
Underwriting Adjustment: x	1.00
Terrorism Exposure Contribution: +	\$3,718.11
Standard or Minimum Contribution: =	\$876,575.39
State Assessment 9.1%: +	\$81,569.36
Estimated Workers' Compensation: =	\$738,143.75
\$1,000,000.00 Employers Liability Coverage: +	\$0.00
Net of Commission Discount: -	\$0.00
Pro Rate Factor: x	1.00000
Pro Rated Contribution: =	\$775,050.94

Quarterly Discounted Payment Plan	\$767,300.43
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\$191,825.11 Due by August 1, 2021
 \$191,825.11 Due by October 1, 2021
 \$191,825.11 Due by January 1, 2022
 \$191,825.11 Due by April 1, 2022

Annual Discounted Payment Plan - payment made prior to August 1, 2021	\$747,924.16
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If payment is made after August 1, 2021 then no discounts apply.	\$775,050.94
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BENCHMARK INSURANCE QUOTE



Clackamas County fire District #1
07/01/2021-07/01/2022
Carrier: Benchmark Insurance Company

State	Code	Loc.	Description	Payroll	Base Rate	Premium	Net Rate
OR	0124	1	Reforestation & Drivers	\$654,027	5.55	\$36,298	3.45
OR	77103	1	Firefighters	\$27,956,986	2.66	\$743,656	1.65
OR	8411	1	Voluntary Personnel	\$1,080,000	1.09	\$11,772	0.68
OR	8742	1	Salespersons Or Collectors-Outside	\$2,332,369	0.21	\$4,898	0.13
OR	8810	1	Clerical Office Employees Noc	\$5,157,745	0.11	\$5,674	0.07
OR	7090	1	Boat Livery-Boats Under 15 Tons-Program li-State A	\$0	4.50	\$0	2.80

Total Payroll \$37,181,127
Total Manual Premium: \$802,298

Policy Limits	1.000	0
Experience Modification	0.710	(232,666)
Total Modified Premium		569,632
Merit Rating Adjustment	1.000	0
OGSERP Factor	1.000	0
C.C.P.A.P.	1.000	0
Premium Discount	0.876	(70,634)
Expense Constant	160	160
Terrorism	0.010	3,718
Catastrophe	0.020	7,436
Assessment Rating	0.924	45,928

OR Premium: \$556,240

Policy Minimum Premium: \$750

Deposit Requirement (see Deposit Invoice)

Deposit: \$ 132,088

Proposed Billing Schedule:

Description	Amount	Due Date
Deposit Requirement	\$132,088	07/01/2021
Installment Bill	\$47,128	08/01/2021
Installment Bill	\$47,128	09/01/2021
Installment Bill	\$47,128	10/01/2021
Installment Bill	\$47,128	11/01/2021
Installment Bill	\$47,128	12/01/2021
Installment Bill	\$47,128	01/01/2022
Installment Bill	\$47,128	02/01/2022
Installment Bill	\$47,128	03/01/2022
Installment Bill	\$47,128	04/01/2022

BENCHMARK DIVIDEND PLAN



Rules: Oregon Dividend Plan- 7710 Fire Department program

1) Participation in the plan is contingent upon producing audited discounted premium of at least \$75,000 and underwritten in the 7710 Fire Department program. The 7710 Fire Department program will be for risks where the majority of the payroll is in class code 7710.

2) To remain eligible for any declared dividend, in addition to the requirements of the workers' compensation policy, the policy must be in-force for a 12-month period and all premiums must be paid at the time of valuation.

3) Timely payment of premiums is required for dividend eligibility. Payment of the dividend will be affected if an insured is issued a Notice of Cancellation as a result of nonpayment of premium in accordance with the following schedule: 2 or more notices-Ineligible for dividend.

4) Loss ratio will be calculated to the nearest .01% and will include losses which are the total of all claim payments and open reserves for medical, indemnity and allocated loss adjustment expenses.

5) An insured would receive a dividend as follows:






Loss Ratio	Indicated Dividend
0.1% to 5.0%	25%
5.01% to 10.0%	20%
10.01% to 15.0%	15%
15.01% to 20%	10%
20.01% to 25%	5%
25.01% and above	0%

6) The dividend calculation will be 12 months after the normal expiration of the policy. Should a dividend be declared, the payment will not be more than 19 months after the policy expiration.

7) There is no recapture provision.

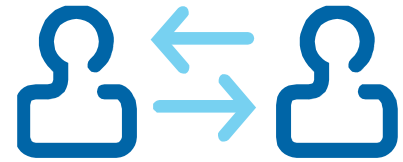
8) Benchmark cannot guarantee the future payment of a dividend. Dividends are declared only at the option of the Board of Directors following policy expiration.

DECLINED TO QUOTE

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



AUTHORIZATION FORM



PROTECT YOUR POLICY FROM UNAUTHORIZED CHANGES

We can only make changes to your policy if directed by you, as the First Named Insured, or authorized persons!

Instructions:

- Review the contact list below and add any names you would like included as a contact on the policy.
- Check either 'Authorized' or 'Not Authorized' to indicate whether or not you would like the contact to be able to make important changes to your policy.
- Print your name, sign, date and return the form to our office via email, fax or mail.

Contact Name	Authorized	Not Authorized	Remove as Contact
Bill Bischoff			
Carrie Szabo			
Christina Day			
Mark Whitaker			
Nick Browne			
Patricia Gonzales (Rooney)			
Rachel Trotman			
Shanti Burns			
Steve Deters			
Tricia Noble			

Your Name (please print): _____

Signature
Clackamas County FD #1

Date

Information Page

Policy no: 431322
Employer identification no: 93-1044031
NCCI Risk ID no: 360125955

Item 1. **The Insured:**
 CLACKAMAS COUNTY FIRE DISTRICT NO. 1

Entity Type:
 Political Subdivision: District

Mailing address:
 CLACKAMAS COUNTY FIRE DISTRICT NO. 1
 11300 SE FULLER RD
 MILWAUKIE, OR 97222-1124

Agent:
 TAMMY JEFFRIES
 WHA INSURANCE AGENCY INC
 2930 CHAD DR
 EUGENE, OR 97408

Other workplaces not shown above:

Clackamas County Fire District No. 1
 15990 SE 130th
 Clackamas, OR 97015-8902

Clackamas County Fire District No. 1
 25675 S Beaver creek Rd
 Beaver creek, OR 97004-9633

Clackamas County Fire District No. 1
 22295 S Lower Highland Rd
 Beaver creek, OR 97004-9727

Clackamas County Fire District No. 1
 49001 South End Road
 Oregon City, OR 97045

Clackamas County Fire District No. 1
 19340 Molalla Ave
 Oregon City, OR 97045-4545

Clackamas County Fire District No. 1
 624 7th Ave
 Oregon City, OR 97222

Clackamas County Fire District No. 1
 20100 SE Hwy 212
 Damascus, OR 97089

Clackamas County Fire District No. 1
 28655 SE Highway 212
 Boring, OR 97009-9122

Clackamas County Fire District No. 1
 32200 SE Judd Rd
 Eagle Creek, OR 97022-9762

Clackamas County Fire District No. 1
 22024 S Beaver creek Rd
 Beaver creek, OR 97004-7685

Clackamas County Fire District No. 1
 19750 SE Damascus Ln
 Damascus, OR 97089-9237

Clackamas County Fire District No. 1
 16100 SE 130th Ave

Clackamas, OR 97015-8953

Clackamas County Fire District No. 1
18081 S Harding Rd
Oregon City, OR 97045-9698

Clackamas County Fire District No. 1
300 S Longview Way
Oregon City, OR 97045-1314

Clackamas County Fire District No. 1
12900 SE King Rd
Portland, OR 97236-6205

Clackamas County Fire District No. 1
2930 Oak Grove Blvd
Milwaukie, OR 97267-1334

Clackamas County Fire District No. 1
3200 SE Harrison St
Milwaukie, OR 97222-6537

Clackamas County Fire District No. 1
6600 A SE Lake Rd
Milwaukie, OR 97222-2140

Clackamas County Fire District No. 1
18265 S Redland Rd
Oregon City, OR 97045-8823

Item 2. **The policy period** is from 07/01/2020, 12:01 A.M. to 07/01/2021, 12:01 A.M. at the insured's mailing address.

Item 3. **A. Workers Compensation Insurance: Part One** of the policy applies to the Workers Compensation Law of the states listed here: OREGON.

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

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

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
NONE

D. This policy includes these endorsements and schedules:

WC000310	Sole Proprietors, Partners, Officers and Others Coverage Endorsement
WC000424	Audit Noncompliance Charge Endorsement
WC360304	Oregon Amendatory Endorsement
WC990616	Confidentiality Endorsement
WC000414A	90-Day Reporting Requirement-Notification of Change in Ownership Endorsement
WC990401C	Premium Payment Rating Plan Endorsement
WC000115	Notification Endorsement of Pending Law Change to Terrorism Risk Insurance Program Reauthorization Act of 2015
WC360601E	Oregon Cancellation Endorsement
WC000421D	Catastrophe (other than Certified Acts of Terrorism) Premium Endorsement
WC000422B	Terrorism Risk Insurance Program Reauthorization Act Disclosure endorsement.

WC000406A	Premium Discount Endorsement
WC360406	Premium Due Date Endorsement
WC000201B	Maritime Coverage Endorsement
WC990203	Voluntary Compensation Maritime Coverage Endorsement

- Item 4. **The premium** for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. The experience rating modification factor and other rating plan factors, if any, may change on your rating effective date of 7/1/2021. All information required below is subject to verification and change by audit.

Rating period: 07/01/2020 to 07/01/2021
Location 16: Clackamas County Fire District No. 1

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

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

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

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

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

Policy Minimum Premium: \$500

Maritime Coverage Minimum Premium: \$100

Your policy premium is based on your current estimated premium and may be prorated for policies in effect for less than a full year or adjusted based on actual payroll by classification.

Terrorism Premium is in addition to Policy Minimum Premium.

Catastrophe Premium is in addition to Policy Minimum Premium.

Payroll Reporting Frequency: Annual



Clackamas County Fire District No. 1

Notice of Election for Guaranteed Cost Plan

Period: 07/01/2021 - 07/01/2022

Policy: 431322

Plan: Version #1 (1)

Agency: WHA Insurance Agency Inc
Producer: Tammy Jeffries

Total estimated premium and assessments: \$630,561.33

Payroll reporting frequency: Annual

Please visit **saif.com** and choose *Safety and health* for information about safety or choose *Employer Guide* for information about reporting payroll, paying online, filing and managing a claim, and coverage.

Initial installment due by 06/25/2021: \$630,561.33

I, the undersigned, as a legal representative of the Company listed above, do hereby authorize SAIF Corporation to issue the policy and determine workers' compensation premiums according to the plan selection on this form. I have read, understand, and agree to the terms and conditions of this plan as set forth in the proposal.


Authorized signature of insured

Date signed

Please return this page with remittance. You may choose to pay online at saif.com, or write the quote or policy number indicated in this document on your check. Make check or money order payable to:

**SAIF CORPORATION
400 High St SE
Salem, OR 97312-1000**

SAIF use only	D: \$0	I: \$630,561
Date received _____	Amount received _____	Check no. _____
Bond Company _____	Bond no. _____	

A close-up photograph of firefighter gear. In the foreground, a black breathing apparatus is prominent, featuring a circular air filter with a red center and a red circular light on its side. Behind it, a firefighter's helmet with a clear visor is visible. To the right, a pair of tan work gloves with blue and yellow reflective stripes is shown. The background is dark, making the gear stand out.

7710 INSURANCE
Built by first responders, for first responders.
a Trean Company

SPECIALIZED WORKERS' COMPENSATION

FOR U.S. FIRST RESPONDERS

WHO IS 7710 INSURANCE COMPANY

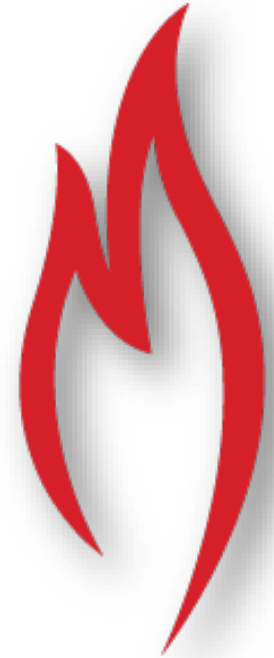
7710 Insurance Company is a subsidiary of Trean Insurance Group, Inc. (“TIG”). TIG is a holding company which owns and operates a group of specialty companies, offering a full suite of property and casualty insurance products and issuing carrier services in 49 states and D.C., third party claims administration, insurance management services, and reinsurance placement and consulting. TIG’s insurance carriers have an A.M. Best financial strength rating of “A” (Excellent), stable outlook, Financial Size Category VIII.

7710 Insurance - Mission

The mission of 7710 Insurance is to provide the most informed and specialized workers' compensation insurance and loss control training services, resulting in increased safety and decreased claims.

7710 Insurance - Vision

The vision of 7710 Insurance is to be the go-to workers' compensation insurance partner for select members of the U.S. Fire and EMS industries, expertly reducing costs and claims through diligent implementation of proprietary safety preparedness programs based on real-world data.



7710 INSURANCE

- 6 yrs. insuring fire and ambulance across 43 states
- National program built by fire fighters/EMT's, and we employ fire fighters and EMT's
- Workers Comp for ambulance and fire is our only focus giving us data and experience
- 140+ ambulance and 180+ fire accounts and more than \$500m payroll insured
- On staff loss control expertise available at no cost
- Access to programs focused on medical treatment times, fitness and PTSD

7710 INSURANCE

- Benchmark Administrators internal adjusters
- Experienced claims management team
- Tailored Client Service Plan for policyholders
- Individual Policyholder Dividend Plan
- Easy to do business with
- Access to all levels of company leadership
- Guaranteed Cost/No Assessments
- A rated by AM Best

OUR VALUE PROPOSITION

PREVENTION



Safety



Fitness

**COST
CONTAINMENT**



**Treatment
Time**



**Claims
Management**

Note: Trean Corporation administers the Workers' Compensation program on behalf of both 7710 Insurance Company and its affiliate Benchmark Insurance Company



Commitment to our policyholders:

Risk Control is a strategic part of 7710 integrated service approach to helping organizations manage risk. We have a comprehensive model of services designed to reduce exposures and claims. Our team is an extension of your team, working in a collaborative way with your staff integrating a holistic approach from risk assessments, evaluations, accident investigation, training and continuous support.

- **Like minded and industry specific team members** bring best practice, outsider views and experiences to organizational safety, culture and leadership solutions to support you and your agency.
- The root cause of any incident or accident is key – Our SHIELD staff will work to provide supervisor accident/incident investigation and **root cause analysis** and **collaborate in the reduction of future exposures**.
- Our Ergonomics Problem Solving (EPS) enables you to **develop solutions to your ergonomic challenges** and prioritize improvements within your operations.
- **Behavioral health and wellness** is essential to our clients and their employees, through our programs we can provide on-site and remote services along with telephonic consults.
- Fitness programs designed with what we do and how we perform as responders along with **safe patient handling techniques** designed by 7710 industry experts

Each account is assigned a Risk Control Consultant who is your direct point-of-contact in the event you need support, solutions or someone who understands your world –

CLIENT SERVICE PLAN



“OUR COMMITMENT”

Claims
Onboarding

Risk Control
Service Plan

Claims
Reviews

P&L Reports

THANK YOU

www.7710insurance.com

Trean Corporation administers the Workers' Compensation program on behalf of both 7710 Insurance Company and its affiliate Benchmark Insurance Company



Date: May 26, 2021

Account Name: Clackamas County Fire District #1

Authorized consensual Individual Name and Title: _____

CHECK ONE:

- We currently have a Return to Work-Light Duty policy in force. The policy is (written/informal) and the parameters are available for review.
- We are willing to institute a Return to Work-Light Duty policy as instructed by 7710 SHIELD Risk Management, and implement the program effective **45** days post binding of the policy.
- Renewal Policies – We still currently have a Return to Work – Light Duty policy in force.

Signature: _____

Date: _____

2021 QUOTE COMPARISON

Class	Class Description	Payroll	SAIF		SDAO		7710/Benchmark	
			Rate	Premium	Rate	Premium	Rate	Premium
0124	Reforestation	\$654,027	5.38	\$35,187	6.11	\$39,943	5.55	\$36,298
7710	Firefighters	\$27,956,986	3.43	\$958,925	3.89	\$1,087,415	2.66	\$743,656
8411	Vol Personnel	\$1,080,000	1.05	\$11,340	1.20	\$12,925	1.09	\$11,772
8742	Salesperson	\$2,332,369	0.20	\$4,665	0.23	\$5,336	0.21	\$4,898
8742	*Board	*\$5,000	N/A	N/A	0.23	\$11	N/A	N/A
8810	Office Clerical	\$5,152,745	0.11	\$5,668	0.12	\$6,348	0.11	\$5,668
8810	*Board	*\$5,000	0.11	\$6	N/A	N/A	0.11	\$6
			Manual Premium: \$1,015,790		Manual Premium: \$1,151,979		Manual Premium: \$802,298	

*Please note that SAIF and 7710/Benchmark classify Board Members as 8810 Office Clerical, while SDAO classifies them as 8742 Directors/Sales.

	SAIF	SDAO	7710/Benchmark
Experience Rating	-\$294,608	-\$334,074	-\$232,666
Expense Constant	N/A	N/A	\$160
Prepay Credit	-\$25,245	-\$27,127	N/A
Premium Discount	-\$123,112	-\$145,048	-\$70,634
Terrorism	\$1,859	\$3,718	\$3,718
Catastrophe	\$3,718	N/A	\$7,436
DCBS Assessment	\$52,059	\$61,568	\$45,928

	SAIF	SDAO	7710/Benchmark
Total Premium & Assessments	\$630,561	\$747,924	\$556,240

Clackamas Fire District #1

Memo

To: Board of Directors & Fire Chief Nick Browne
From: Division Chief Michael Carlsen & Fleet Manager Bill Bischoff
Date: June 15, 2021
Re: Fleet Maintenance Intergovernmental Agreement-Hoodland Fire

Action Requested

Request Board authorization for the Fire Chief to enter into a Fleet Services Contract/Intergovernmental Agreement with Hoodland Fire District.

Background

Attached is a Fleet Maintenance Intergovernmental Agreement (IGA) between Hoodland Fire District and Clackamas Fire District.

Hoodland Fire District contacted Clackamas Fire District recently through the Interagency Committee requesting a Fleet Analysis. A subsequent request for a Fleet Services IGA was made. Hoodland Fire District Board of Directors have authorized the IGA as written.

Clackamas Fire has an established history of providing Fleet Services to several regional agencies. While each agency pays the same established labor rate, they all have a separate fleet analysis that determines the total amount invoiced each month. Staff continually manages and changes each individual fleet analysis as needed to help determine an accurate cost. This is done to ensure that the District is not subsidizing another agency's fleet maintenance.

Budget Implications

Executing this IGA requires a half-time employee. However, this contract is in conjunction with the Sandy IGA, which funds one FTE. These two contracts are cost neutral to the District.

Recommendation

Staff recommends the Board authorize the Fire Chief to enter into a Fleet Services IGA with Hoodland Fire District.

**INTERGOVERNMENTAL AGREEMENT
FOR THE PROVISION OF FLEET MAINTENANCE SERVICES
BETWEEN CLACKAMAS FIRE DISTRICT #1 AND HOODLAND FIRE DISTRICT #74**

THIS INTERGOVERNMENTAL AGREEMENT FOR FLEET MAINTENANCE SERVICES (“Agreement”) is entered into pursuant to ORS Chapter 190 (“Intergovernmental Cooperation”) by and between Hoodland Fire District #74 (“Hoodland”) and Clackamas Fire District #1 (“Clackamas”) (collectively, the “Parties”) to provide for fleet maintenance services. Clackamas and Hoodland are both rural fire protection districts formed under ORS Chapter 478. Both are units of local government under Oregon law.

RECITALS

- A. Hoodland and Clackamas provide fire, rescue, and emergency services within their respective adjacent jurisdictions, utilizing both career and volunteer personnel.
- B. Clackamas operates a fleet maintenance facility and services; and Hoodland desires to obtain such services from Clackamas.
- C. Hoodland and Clackamas desire to provide efficient and affordable service to their respective communities by taking advantage of economies of scale and the relative strengths of each Party, and by minimizing unnecessary and costly duplication of services through intergovernmental cooperation.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the Parties hereby agree as follows:

AGREEMENT

1. Effective Date, Term, Renewal Term. This Agreement shall be effective on the date it is signed by both parties. The initial term shall be from the date it is signed by both parties until June 30, 2027, unless sooner terminated as provided herein. The Parties hereby agree to provide the following service on the following dates:
 - a. Clackamas agrees to provide Full Fleet Maintenance Services as further described in Section 2a, unless otherwise terminated as provided elsewhere in this Agreement.
 - b. Renewal Term. The term of this Agreement shall renew for five (5) additional one (1) year terms unless either Party has provided at least nine (9) months written notice of its intent not to renew. Upon notice of an intent not to renew, both Parties will work in good faith to assist with an effective transition of services.

2. Services.

The Parties agree that the Services shall be as provided in the following documents: 1) this Agreement; and 2) the attached Scope of Work, which is incorporated into this Agreement by this reference. Notwithstanding the immediately preceding, the Services shall be limited as described below.

- a. Full Fleet Services will be provided as follows: Service, repair, and maintenance for identified Hoodland apparatus and vehicles as described in the attached Scope of Work.

3. Compensation.

- a. Clackamas agrees to provide monthly invoices to Hoodland and Hoodland agrees to pay Clackamas the invoiced amounts, which shall reflect the cost of Services, including the labor, management software, technical support, warehousing, maintenance, parts and supplies, capital equipment, and other goods and services required under Section 2, Services. Invoices will be provided monthly on or before the first of each month, and payment is due within 30 days of the date of invoice. Invoices may be by electronic means.
- b. From July 1, 2021 until June 30, 2022, Clackamas will invoice Hoodland at a monthly rate of \$4,345. The total annual cost will be \$52,140. Clackamas in consultation with Hoodland, shall establish and publish by October 1, 2021 any new rate increase to be effective between July 1, 2022 and June 30, 2023.
- c. After July 1, 2022, Clackamas will invoice Hoodland at a rate which Clackamas, in consultation with Hoodland, shall establish and have published by October 1 of each year for implementation on July 1 of the following year.
- d. Amounts invoiced shall include all Services provided in Section 2, Services. In the event Hoodland requests and Clackamas provides services beyond the Scope of Work, Clackamas may charge additional amounts to the monthly invoice. The Parties shall agree to the rate for such services in advance.
- e. The compensation and Scope of Work is based upon the current number and configuration of the Hoodland Fleet, as identified in Exhibit "A". In the event of a change in the number or configuration of the Hoodland Fleet, the Parties shall agree to a revised compensation schedule, which will be accomplished using written addendums to the IGA.
- f. Parts and supplies are not included in the hourly or monthly rates of providing the Services in Section 3 b and c. Hoodland will be billed monthly for all parts and supplies used to maintain the Hoodland Fleet.

4. Integration of Services.

Clackamas agrees to provide the Services as a fully integrated operation of Clackamas Fleet Services. Services will be provided in the same manner and quality that Clackamas provides such services to its own fleet. The parties agree to work together in good faith to develop protocols as necessary to affect the integration of the services provided.

5. Capacity to Perform Within Scope of Work.

Clackamas will assign priority for Services taking into consideration both Parties' fleet, timelines, and needs, as well as Clackamas's obligations under Section 2, Services and Clackamas's own policies and procedures, as they may be changed from time to time. The Parties will discuss timelines prior to initiating Services under this Agreement.

6. Assignment.

This Agreement may not be assigned by either party without the written consent of the other party. However, pursuant to Clackamas policies and procedures, and as provided in the Scope of Work, when work exceeds Clackamas capability, training or certification, Clackamas may assign the work to third party vendors, after consultation and/or written approval from Hoodland Fleet Services Liaison. When the work has been so assigned, Clackamas may, at its discretion, manage the third-party vendor and Hoodland agrees to be responsible for payment and final approval of the work. The indemnity provisions of this agreement do not apply when work is assigned to third party vendors.

7. Technician Training and Qualifications and Purchases.

All Clackamas employees shall be licensed or certified for the work performed under this Agreement, if such is required under Oregon law or industry standards. Hoodland shall bear the cost of any required specialized training on Hoodland apparatus or components if such training is different in type or brand from standards used by Clackamas. Both Parties agree that all supplies, equipment, and services purchased will comply with Oregon's public purchasing guidelines as adopted by Clackamas.

8. Operational Coordination.

- a. Clackamas and Hoodland will each provide a liaison to coordinate and ensure the efficient provision of day-to-day services. The Liaison for Clackamas will be the Fleet Director and/or Fleet Manager, and the liaison for Hoodland will be the assigned Fleet Service Liaison, as designated by its Fire Chief.
- b. Each of the Parties shall have the right to inspect, at any reasonable time, such records in the possession, custody, or control of the other Party necessary for review of the other Party's obligations and its rights under this Agreement. The cost of such inspection shall be borne by the inspecting Party. This right does not extend to records privileged or otherwise exempt from disclosure under applicable law. Any Party required under this Agreement to create or develop records must maintain those records for inspection.

9. Safety.

- a. When Clackamas is performing services at a Hoodland station or other Hoodland facility, at any non-Clackamas location, or roadside, at least one Hoodland employee or a

volunteer shall remain on-scene until Clackamas releases or transports the apparatus or vehicle. This provision shall not apply to the services provided by Clackamas at the Fleet Services Facility.

- b. Clackamas shall notify Hoodland of any faulty equipment or apparatus that it believes jeopardizes the safe operation of any Hoodland vehicle or apparatus.
- c. Clackamas shall under no circumstances be required to place a subject of service that Clackamas deems unsafe into service, or perform services or repairs if such cannot, in Clackamas's sole discretion, be performed safely or the repair when done be deemed effective. All decisions to authorize or release a vehicle to use are solely the responsibility of Hoodland. If the parties disagree regarding Clackamas's or the manufacturer's vehicle safety recommendations, either party may initiate the dispute resolution procedure of Section 17. Such procedures shall not delay return of the vehicle to Hoodland.

10. Standard of Care.

Clackamas shall provide all services with reasonable care. Should parts or repair procedures fail due to defective workmanship by Clackamas during the first 30 days or within 2,000 miles, whichever comes first, Clackamas shall remedy the repair at no cost to Hoodland.

11. Termination.

- a. This Agreement may be terminated by either party, without cause, by giving nine (9) months' written notice to the other party. In such case, the parties will work in good faith to affect a transition of the services to the other service provider chosen by Hoodland.
- b. Clackamas may terminate upon 30 days' notice for failure of Hoodland to pay any sums when due.

12. Liability; Indemnity.

- a. Each party shall be responsible for the acts of their respective employees, officers, and agents under this Agreement. No party, nor any elected and appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions, failures to act, or willful misconduct of the other party, their officers, board members, employees, volunteers or agents, in connection with this Agreement or arising out of any work performed under this Agreement.
- b. Notwithstanding anything to the contrary in Section 12 (a) above and subject to the tort limits in Oregon Law (ORS 30.260 through 30.300) and the Oregon Constitution, (Article XI, Section7), Clackamas and Hoodland each agree to defend and indemnify each other against any and all third party liabilities, causes of action, damages, or costs for injury or damage to life or property related to or arising from actions or failures to act under this Agreement. The obligations assumed hereunder shall survive the termination or expiration of this Agreement.

13. Insurance.

- a. Each party shall maintain comprehensive general liability insurance or sufficient self-insurance reserves to cover all risks of damage or loss in the form of personal injury, bodily injury, or property damage for which either party may be liable for its acts or omissions done in the course and scope of its business, in the minimum amounts for which public entities are liable under Oregon Revised Statutes as those statutes now exist or may be amended, but in no event shall the amount of coverage for such risks be less than \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Personal Injury in any one occurrence, and \$3,000,000 in the aggregate.
- b. Neither party shall be liable to the other for any loss or damage to their facilities, vehicles, apparatus, equipment or other property arising from any cause for which it could have insured against under the parties normal policies, such as fire. Each party, on behalf of its insurer, waives any right of subrogation that it might have against the other party.
- c. Clackamas reserves the right to require additional insurance coverage, limits, and terms. This insurance shall be considered as primary insurance and exclusive of any insurance carried by Clackamas, and the insurance evidenced by the required certificates shall be exhausted first, notwithstanding the fact that Clackamas may have other valid and collectible insurance covering the same risk.

14. Personnel.

- a. Each party to this Agreement agrees to provide worker's compensation insurance coverage to its employees and volunteers, and each Party shall supervise their individual employees and volunteers while working under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws/
- b. Each of the Parties hereto is an independent agency for purposes of this Agreement. No representative, agent, employee, or contractor of one Party shall be deemed to be an employee, agent, or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, employee, partnership, joint venture, or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- c. Clackamas and its employees are not employees of Hoodland and are not eligible for any benefits through Hoodland including without limitation federal social security, health benefits, and workers' compensation, unemployment compensation, and retirement benefits. Hoodland and its employees are not employees of Clackamas and are not eligible for any benefits through Clackamas, including without limitation federal social security, health benefits, and workers' compensation, unemployment compensation, and retirement benefits.

15. Waiver.

The failure of either party to insist upon the strict performance of any of the terms, covenants or conditions of this agreement shall not be deemed a waiver of any right or remedy that either party may have, and shall not be deemed a waiver of either party's rights to require the strict performance of all terms, covenants and conditions thereafter, nor a waiver of any remedy for the subsequent breach of any of the terms, covenants or conditions.

16. Force Majeure.

No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war, labor shortages, or other conditions beyond the Parties' reasonable control.

17. Dispute Resolution Process.

In the event there are disputes or claims related to or arising under this Agreement, the following dispute resolution process will be followed. It is the intent of the parties to solve the disputes and claims at the lowest level possible, and the issues and resolutions will be documented by mutually agreeable memorandum, if applicable.

- a. Consideration and resolution by and between the Clackamas Fleet Director and the Hoodland Fleet Service Liaison.
- b. Consideration and resolution by and between the Clackamas Business Services Division Chief and the Hoodland Operations Chief.
- c. Consideration and resolution by and between the Clackamas, Fire Chief and the Hoodland, Fire Chief.
- d. Consideration and resolution by and between the Clackamas District Board of Directors and the Hoodland District Board of Directors.
- e. In the event the disputes or claims cannot be resolved under the above process, the dispute or claim shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the Arbitration Service of Portland, and shall be conducted in Clackamas County, Oregon, unless otherwise agreed by the parties.
- f. In the event of any arbitration arising out of or relating to this Agreement or the enforcement thereof, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, costs, and expenses from the non-prevailing party.
- g. The laws of the State of Oregon shall be applied in the interpretation, execution, and enforcement of this Agreement.

18. Notices.

All notices under this Agreement shall be deemed to be given when delivered personally to the person designated below or when three (3) day have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail, or by electronic means, to the party to which the Notice is being given, as follows:

Hoodland Fire District #74
69634 E Hwy 26
Welches, OR 97067
Fire Chief Jim Price

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

19. Written Agreement.

This Agreement represents the entire understanding by and between the parties with respect to the matters contained herein. Any prior or contemporaneous oral or written agreements by and between the parties or their agents and representatives relative to the matters contained herein are revoked and extinguished by this Agreement.

20. Modification.

This Agreement may be amended only by written instrument, signed by both Clackamas Fire and Hoodland Fire.

CLACKAMAS FIRE DISTRICT #1

HOODLAND FIRE DISTRICT #74

By: _____
Nick Browne
Fire Chief

By: _____
Jim Price
Fire Chief

Date: _____

Date: _____

SCOPE OF WORK

1. Clackamas will provide fleet maintenance and repair services (“Services”) for the below-listed apparatus. If Hoodland needs Services for additional or different apparatus or additional Services, the Parties must agree in writing to a revised list and compensation rate. Services will be provided consistent with Clackamas Fleet Operations department’s standard of care, best practices, and standard operating guidelines. Such Clackamas standards, practices, and guidelines are determined by the manufacturer’s service recommendations, Oregon Department of Transportation requirements, and the National Fire Protection Association guidelines as determined applicable by Clackamas, and industry-recognized principles and practices.
2. Changes to this Scope of Work, must be agreed to by both Parties in writing. Without invalidating the Agreement, either Party may request changes in the Scope of Work consisting of additions, deletions, or modifications regarding the compensation rates, Scope of Work, or schedule of work. All such changes in the Work shall be in writing and signed and authorized by the Parties.
3. Hoodland is responsible for requesting Services. The Fleet Director will propose service levels and timelines for services. Clackamas will confirm if such levels and timelines are acceptable.
4. Clackamas will not provide Services beyond its capacity or capability. If Hoodland approves the use of outside vendors for Services, Clackamas may assign work to outside vendors and may, at its sole discretion, manage such assigned Services. All assigned work is subject to this Agreement.
5. Services provided under this Agreement include 24-hour emergency maintenance and repair services. Notwithstanding any contrary provisions in this Scope of Work or this Agreement, if Hoodland requests 24-hour emergency services, Hoodland acknowledges and agrees that such emergency services may be assigned to outside vendors and potentially be subject to Clackamas overtime rates. Such assigned emergency services may include but are not limited to: mobile fueling at emergency operations or towing. Hoodland agrees to promptly pay for such services as provided in this Agreement. Clackamas response regarding requests for 24-hour emergency maintenance or requests after-business hours will be provided pursuant to Clackamas’s policy, as it may be amended by Clackamas from time to time. The Hoodland Duty Chief on duty, or designee, will request any after-hours response. Clackamas may, at its sole discretion, determine the appropriate course of action. Clackamas will notify the Hoodland Fleet Service Liaison of the after-hours event on the following business day.
6. **NO SERVICE WARRANTIES.** Clackamas Services are not warranted unless expressly otherwise provided in this Agreement. If a product or part is warranted by the manufacturer, such warranties will apply.
7. Services that affect the safe operation and readiness of vehicles, apparatus or equipment will not be deferred by either party unless the unit is removed from service until repairs are made.

Only Services that have no operational impact, such as decal, paint, and upholstery, may be deferred. The Clackamas Fleet management team and the Hoodland Fleet Service Liaison will consult with each other, but either party may decide that any issue or combination of issues impacts operational safety or readiness and will not be deferred.

8. Upon a Hoodland request for Service, Clackamas is authorized to complete any Service under \$5,000, unless specific limits are established for the work by the Hoodland Fleet Service Liaison, or other thresholds of financial or service authority are agreed to between Clackamas Fleet Management and the Hoodland Fleet Service Liaison.

9. All Services will be performed and managed by Clackamas Fleet Operations. Any requested Services outside of the Scope of Work or beyond Clackamas’s capabilities may either be managed by Hoodland at its sole discretion or may be assigned to a third party by Clackamas or Hoodland, upon Hoodland’s approval. If Clackamas assigns work, Clackamas may, at its sole discretion, manage the third party’s work. Services performed directly by Clackamas personnel are limited to the capability of Clackamas’s Fleet Operations department. Capability is limited by capacity, experience, qualified training, and the required certifications necessary to complete the task. The Parties will discuss any requests for Services which Clackamas determines to be beyond its capability. Clackamas will determine a recommended course of action including, but not limited to assignment, removal from service, deferral of maintenance, or surplus of the subject of service. Such examples include, but are not limited to towing, transmission repair, and major engine overhauls.

10. Hoodland shall be responsible for removing apparatus from service with other agencies and emergency response providers, and for coordinating its own work force and services based on the apparatus maintenance and repair schedule and availability.

11. Clackamas will work with Hoodland Fleet Service Liaison to establish preferred protocols and processes for repair order requests, work orders, and other documentation.

-End of Document-

EXHIBIT “A”

ID	Apparatus/VIN	Class
E351	2013 Pierce Saber/4P1CS01A9DA013416	Pumper
E352	2002 Pierce Dash/4P1CT02E92A002511	Pumper
E353	1996 International 4900/1HTSDADR8TH410503	Pumper

E354	2008 Rosenbauer/ 44KFT44877WZ21240	Pumper
WT351	2003 Kenworth/1NKDLUOXX4R056444	Water Tender
WT352	1995 International Luverne/1HTGGAET6TH263332	Water Tender
WT353	1983 GMC Brigadier/1GDT9C4J2DV518817	Water Tender
R351	2015 Freightliner M2/1FVDCYCY8FHGP1720	Rescue
BR351	2017 Ford F550/1FD0X5HTXHEC46877	Brush Rig
BR352	2017 Ford F550/1FD0X5HTXHEC46878	Brush Rig
BR353	1997 Ford F350/1FDKF38FOVEA46337	Brush Rig



Clackamas Fire District #1

Board of Directors' Policy Manual

Revised October 19, 2020

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Board of Directors' Policy Manual Preamble

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

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

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

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

Clackamas Fire District #1 has 21 community fire stations strategically located throughout the District with a workforce of more than 290 employees and 80 community volunteers. It is one of the largest fire protection districts in Oregon serving over 220,000 citizens in an area protecting over 235 square miles.

Uniform Patch of Clackamas Fire District #1



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



Section 1
Clackamas Fire District #1

Policy Statements

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

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

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

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

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

ARTICLE 2: BOARD POLICIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS

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

4.1

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

Clackamas Fire District #1 Map – station names and numbers

4.2

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

4.3

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

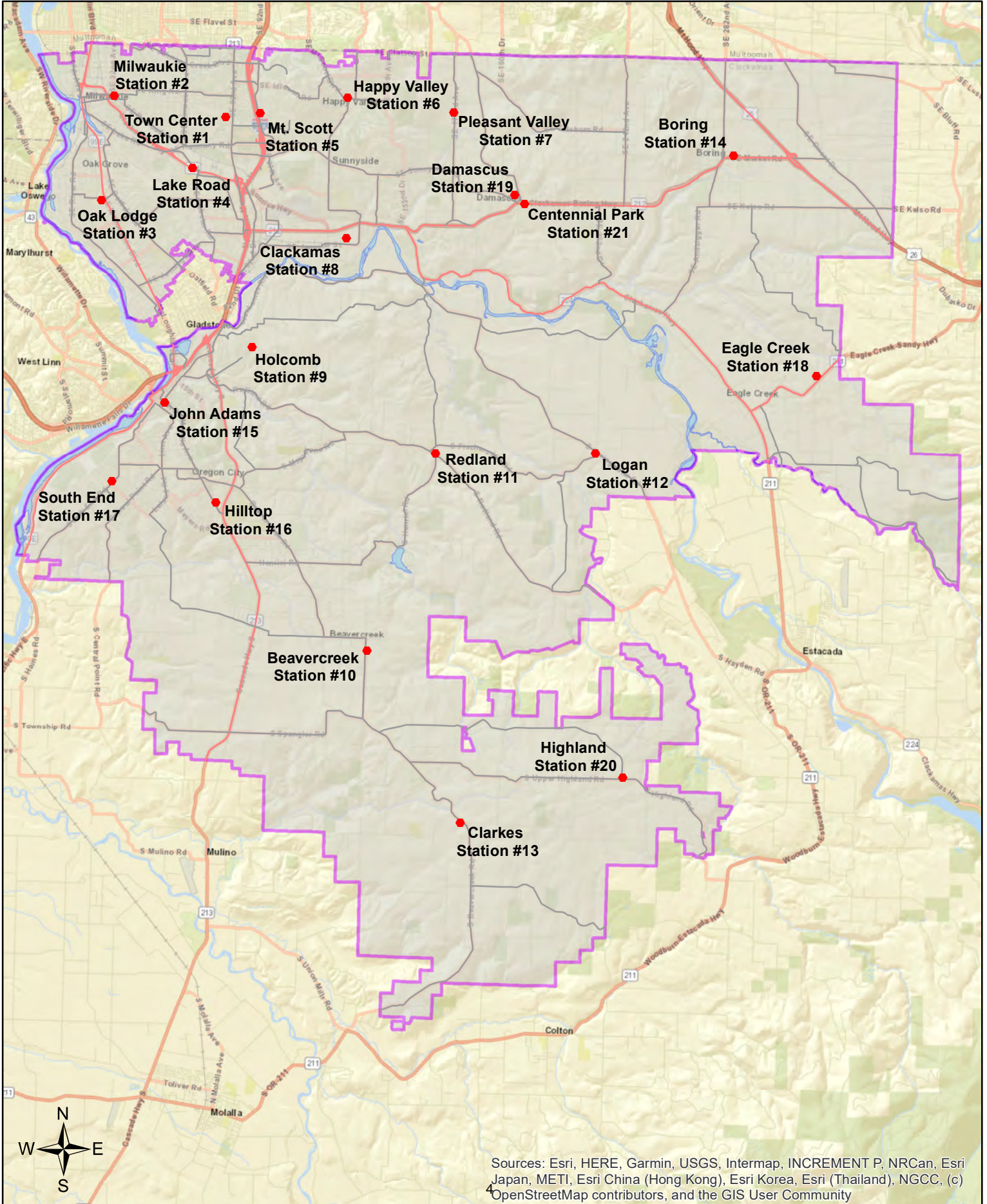
4.4

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

ARTICLE 5: MEMBERSHIP OF THE BOARD

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

Clackamas Fire District #1 Service Area



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

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

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

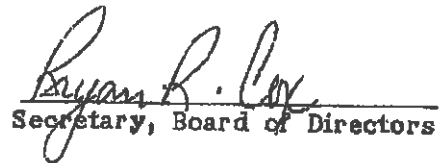
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

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

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

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

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

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

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

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

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

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

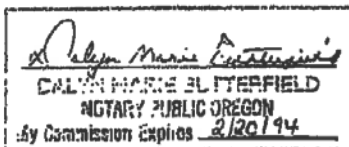
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

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

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


Chairman, Board of Directors


Secretary, Board of Directors



5.1

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

5.2

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

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

5.3

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

5.4

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

5.5

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

5.6

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

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

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

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

5.7

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

5.8

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

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

5.9

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

5.10

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

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

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

ARTICLE 6: OFFICERS OF THE BOARD

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

6.1

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

6.2

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

6.3

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

6.4

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

6.5

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

ARTICLE 7: POWERS AND DUTIES OF THE BOARD

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

7.1

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

7.2

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

7.3

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

7.4

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

7.5

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

7.6

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

7.7

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

January

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

February

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

March

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

April

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

May

- Adoption of proclamation for Safety and Health Week in June

June

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

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

July

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

August

- Adoption of proclamation for National Preparedness Month in September

September

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

October

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

November

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

December

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

7.8

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

7.9

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

7.10

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

7.11

The Board President and Secretary will be designated as signers on all District bank accounts.

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ARTICLE 8: BOARD COMMITTEES/LIAISONS

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

8.1

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

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

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

8.2

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

8.3

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

8.4

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.690) and the Oregon Public Records Law (ORS 192.410 through 192.505).

8.5

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

ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS

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

9.1

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

9.2

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

9.3

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

Meetings may be held via teleconference and/or videoconference and must meet Oregon Public Meetings Laws.

9.4

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

9.5

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

9.6

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

9.7

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

9.8

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

9.9

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

9.10

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

9.11

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

9.12

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

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

9.13

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

9.14

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

9.15

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

9.16

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

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

9.17

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

9.18

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

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

9.19

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

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

9.20

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

9.21

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

9.22

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

9.23

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

9.24

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

ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS

10.1

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

10.2

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

10.3

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

10.4

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

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

10.5

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

ARTICLE 11: DELEGATION OF BOARD AUTHORITY

11.1

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

11.2

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

11.3

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

11.4

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

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

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

11.5

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

ARTICLE 12: FIRE DISTRICT LEGAL COUNSEL

12.1

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

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

13.1

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

13.2

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

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

13.3

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

13.4

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

13.5

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

13.6

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

13.7

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

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

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

ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONE TAX ABATEMENT

14.1

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

14.2

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

14.3

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

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

14.4

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

14.5

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

14.6

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

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

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



APPENDIX A

CFD#1 BOARD COMMITTEES/LIAISONS

	2019/2020	2020/2021	Staff Liaison
CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District's capital needs. <i>Quarterly (Minimum)</i>	Trotter Wall	Trotter Wall	Chief Charlton/ Finance Director Christina Day
CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) LIAISON: To provide Board representation to neighboring areas with which the District has significant relationships. <i>Monthly.</i>	Alt.: Trotter	Alt.: Trotter	Chief Charlton
EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative's perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. <i>Quarterly (Minimum)</i>	Cross Joseph	Cross Joseph	Division Chief Josh Gehrke
EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the Fire Chief and to perform other duties as assigned by the Board President. <i>Semi-annually (Minimum)</i>	Cross Trotter	Cross Joseph	Chief Charlton
FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the <i>bimonthly</i> Foundation meetings and provide updates at the monthly Board meetings.	Trotter	Trotter	Chief Charlton
LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and impacts of legislative proposals. <i>Quarterly (Minimum)</i>	Joseph Wall	Joseph Wall	Chief Charlton
INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the District serves or has significant relationships with. Only two Board members will attend any one meeting. <i>Quarterly (Minimum)</i>	Trotter Syring Alt.: Joseph	Trotter Syring Joseph	Chief Charlton
VOLUNTEERS' ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring Alt.: Trotter	Syring Alt.: Trotter	Battalion Chief Steve Deters

Revised 10/19/2020

Clackamas Fire District #1

Memo

To: Board of Directors
From: Chief Browne
CC:
Date: June 21, 2021
Re: Accepting/Affirming Election Results

Attached are the official results from the May 18, 2021, Special Election for Multnomah, and Clackamas Counties. Per ORS 255.295, once election results have become official the Fire District's Board of Directors is to accept/affirm the election results in writing to the Clackamas County Clerk. It also needs to advise the clerk that all of the elected candidates are qualified to hold office.

Recommendation:

Staff requests that the Board accept/affirm the election results to the Clackamas County Clerk per ORS 255.295(2) and to confirm that all elected candidates to the Fire District offices are qualified to hold the office.

Canvass Results Report

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May 18, 2021 Special District Election

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BY: *Sherry Hall*

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SHERRY HALL, COUNTY CLERK

Official Results

Registered Voters
85275 of 305158 = 27.94%

Precincts Reporting
117 of 117 = 100.00%

Clackamas County Fire District #1, Director, Position 2 - Vote for One

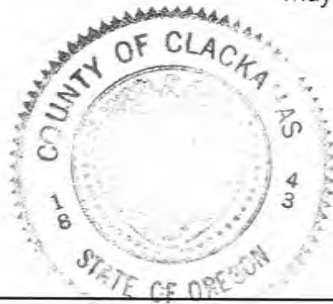
Precinct	James Brown	Chris Hawes	Greg Stoll	Write-in	Cast Votes	Undervotes	Overvotes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
002	307	420	313	4	1,044	349	0	1,393	1,393	6,511	21.39%
003	451	594	471	6	1,522	508	0	2,030	2,030	8,311	24.43%
004	17	33	27	0	77	21	0	98	98	309	31.72%
005	178	216	157	2	553	179	1	733	733	3,176	23.08%
006	429	607	371	3	1,410	477	1	1,888	1,888	5,719	33.01%
007	95	113	92	3	303	103	1	407	407	2,006	20.29%
010	1	1	1	0	3	6	0	9	9	26	34.62%
040	12	25	20	0	57	22	0	79	79	366	21.58%
051	2	1	3	0	6	0	0	6	6	125	4.80%
052	51	61	49	1	162	48	0	210	210	832	25.24%
053	518	670	463	10	1,661	472	1	2,134	2,134	8,054	26.50%
055	423	630	424	8	1,485	469	0	1,954	1,954	6,892	28.35%
099	0	0	0	0	0	0	0	0	0	1	0.00%
100	39	43	23	0	105	58	0	163	163	480	33.96%
101	480	753	424	2	1,659	583	0	2,242	2,242	9,091	24.66%

Canvass Results Report

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May 18, 2021 Special District Election



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BY:

Sherry Hall

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Official Results

Registered Voters
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Precincts Reporting
117 of 117 = 100.00%

Clackamas County Fire District #1, Director, Position 2 - Vote for One

102	53	56	49	0	158	43	0	201	201	888	22.64%
103	244	475	258	3	980	376	1	1,357	1,357	4,324	31.38%
105	90	161	94	0	345	77	0	422	422	1,340	31.49%
333	13	9	1	0	23	6	0	29	29	93	31.18%
350	23	24	29	0	76	51	0	127	127	420	30.24%
360	106	132	108	2	348	115	4	467	467	2,108	22.15%
362	4	0	2	0	6	4	0	10	10	29	34.48%
364	10	12	13	1	36	20	0	56	56	238	23.53%
371	0	0	2	0	2	2	0	4	4	24	16.67%
372	2	0	0	0	2	0	0	2	2	11	18.18%
400	99	154	94	2	349	127	0	476	476	1,652	28.81%
401	106	199	78	1	384	143	0	527	527	1,703	30.95%
402	111	190	115	0	416	140	0	556	556	1,817	30.60%
403	67	145	63	0	275	117	0	392	392	1,376	28.49%
404	110	148	96	2	356	183	0	539	539	1,998	26.98%
405	97	151	111	0	359	173	0	532	532	2,139	24.87%
406	18	13	11	0	42	24	0	66	66	490	13.47%
410	124	148	105	2	379	120	0	499	499	2,083	23.96%
411	210	300	173	1	684	262	0	946	946	3,769	25.10%
412	153	206	146	4	509	168	0	677	677	2,614	25.90%
413	101	158	94	4	357	82	0	439	439	2,965	14.81%
414	29	32	38	4	103	35	0	138	138	418	33.01%
415	4	10	3	0	17	14	0	31	31	154	20.13%
416	276	411	232	3	922	336	0	1,258	1,258	5,106	24.64%

Canvass Results Report

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May 18, 2021 Special District Election



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Official Results

Registered Voters
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Precincts Reporting
117 of 117 = 100.00%

Clackamas County Fire District #1, Director, Position 2 - Vote for One

417	0	2	0	0	2	0	0	2	2	40	5.00%
418	134	224	144	0	502	184	0	686	686	2,868	23.92%
419	21	37	27	0	85	32	0	117	117	369	31.71%
420	92	106	86	0	284	84	0	368	368	1,478	24.90%
421	217	309	193	2	721	279	0	1,000	1,000	3,429	29.16%
422	335	405	272	6	1,018	291	2	1,311	1,311	8,663	15.13%
500	24	24	15	1	64	33	0	97	97	373	26.01%
501	315	517	325	6	1,163	376	2	1,541	1,541	4,750	32.44%
502	479	688	499	3	1,669	520	0	2,189	2,189	7,811	28.02%
503	193	333	241	4	771	308	1	1,080	1,080	3,157	34.21%
504	332	463	371	8	1,174	374	0	1,548	1,548	6,375	24.28%
505	8	12	11	0	31	11	0	42	42	178	23.60%
506	158	205	123	1	487	167	2	656	656	2,940	22.31%
510	81	103	63	2	249	100	0	349	349	1,201	29.06%
511	99	164	104	0	367	145	0	512	512	1,739	29.44%
512	79	150	109	2	340	99	0	439	439	1,908	23.01%
513	147	258	158	3	566	182	1	749	749	2,494	30.03%
514	448	622	419	9	1,498	615	0	2,113	2,113	7,337	28.80%
515	61	92	66	1	220	72	0	292	292	1,217	23.99%
516	36	36	15	0	87	31	1	119	119	457	26.04%
517	126	153	94	2	375	150	0	525	525	2,054	25.56%
518	30	81	37	0	148	63	2	213	213	850	25.06%
519	77	66	61	2	206	70	0	276	276	976	28.28%
Totals	8,545	12,351	8,186	120	29,202	10,099	20	39,321	39,321	152,322	25.81%

Canvass Results Report

Clackamas County

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May 18, 2021 Special District Election

Precincts Reporting
117 of 117 = 100.00%

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Clackamas County Fire District #1, Director, Position 4 - Vote for One

Precinct	Glenn W Wachter	Jay Cross	Write-in	Cast Votes	Undervotes	Overvotes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
002	398	654	4	1,056	337	0	1,393	1,393	6,511	21.39%
003	487	1,062	9	1,558	472	0	2,030	2,030	8,311	24.43%
004	22	52	0	74	24	0	98	98	309	31.72%
005	172	395	4	571	162	0	733	733	3,176	23.08%
006	373	1,042	3	1,418	470	0	1,888	1,888	5,719	33.01%
007	97	214	4	315	92	0	407	407	2,006	20.29%
010	1	3	0	4	5	0	9	9	26	34.62%
040	15	44	0	59	20	0	79	79	366	21.58%
051	5	0	0	5	1	0	6	6	125	4.80%
052	73	90	1	164	46	0	210	210	832	25.24%
053	700	1,039	6	1,745	389	0	2,134	2,134	8,054	26.50%
055	485	1,033	7	1,525	429	0	1,954	1,954	6,892	28.35%
099	0	0	0	0	0	0	0	0	1	0.00%
100	28	82	0	110	53	0	163	163	480	33.96%
101	601	1,076	5	1,682	560	0	2,240	834	9,091	24.64%

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Clackamas County

May 18, 2021 Special District Election

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Clackamas County Fire District #1, Director, Position 4 - Vote for One

102	54	108	0	162	39	0	201	201	888	22.64%
103	391	602	1	994	363	0	1,357	1,357	4,324	31.38%
105	119	223	0	342	80	0	422	422	1,340	31.49%
333	1	22	0	23	6	0	29	29	93	31.18%
350	27	50	0	77	50	0	127	127	420	30.24%
360	91	262	3	356	111	0	467	467	2,108	22.15%
362	4	2	0	6	4	0	10	10	29	34.48%
364	5	29	1	35	21	0	56	56	238	23.53%
371	0	2	0	2	2	0	4	4	24	16.67%
372	0	2	0	2	0	0	2	2	11	18.18%
400	90	243	2	335	140	1	476	476	1,652	28.81%
401	63	296	1	360	167	0	527	527	1,703	30.95%
402	97	308	0	405	151	0	556	556	1,817	30.60%
403	81	189	2	272	120	0	392	392	1,376	28.49%
404	76	281	1	358	181	0	539	539	1,998	26.98%
405	87	264	4	355	177	0	532	532	2,139	24.87%
406	13	28	0	41	25	0	66	66	490	13.47%
410	150	242	2	394	105	0	499	499	2,083	23.96%
411	273	419	1	693	253	0	946	946	3,769	25.10%
412	145	354	3	502	175	0	677	677	2,614	25.90%
413	100	255	6	361	78	0	439	439	2,965	14.81%
414	31	63	4	98	40	0	138	138	418	33.01%
415	4	14	0	18	13	0	31	31	154	20.13%
416	375	563	5	943	315	0	1,258	1,258	5,106	24.64%

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Run Date 06/03/2021

Clackamas County

May 18, 2021 Special District Election

5/18/2021

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Official Results

Registered Voters
85275 of 305158 = 27.94%

Precincts Reporting
117 of 117 = 100.00%

Clackamas County Fire District #1, Director, Position 4 - Vote for One

417	2	0	0	2	0	0	2	2	40	5.00%
418	168	326	0	494	192	0	686	686	2,868	23.92%
419	32	50	0	82	35	0	117	117	369	31.71%
420	120	167	0	287	81	0	368	368	1,478	24.90%
421	225	513	2	740	260	0	1,000	1,000	3,429	29.16%
422	345	677	7	1,029	282	0	1,311	1,311	8,663	15.13%
500	19	45	2	66	31	0	97	97	373	26.01%
501	637	618	6	1,261	280	0	1,541	1,541	4,750	32.44%
502	655	1,064	6	1,725	464	0	2,189	2,189	7,811	28.02%
503	260	530	4	794	285	1	1,080	1,080	3,157	34.21%
504	463	742	6	1,211	337	0	1,548	1,548	6,375	24.28%
505	15	16	0	31	11	0	42	42	178	23.60%
506	165	318	1	484	171	1	656	656	2,940	22.31%
510	73	177	2	252	97	0	349	349	1,201	29.06%
511	84	266	13	363	149	0	512	512	1,739	29.44%
512	100	252	1	353	86	0	439	439	1,908	23.01%
513	177	397	9	583	166	0	749	749	2,494	30.03%
514	431	1,090	10	1,531	582	0	2,113	2,113	7,337	28.80%
515	77	147	1	225	67	0	292	292	1,217	23.99%
516	20	67	0	87	32	0	119	119	457	26.04%
517	100	263	5	368	157	0	525	525	2,054	25.56%
518	33	114	0	147	66	0	213	213	850	25.06%
519	43	162	2	207	69	0	276	276	976	28.28%
Totals	9,978	19,608	156	29,742	9,576	3	39,319	37,913	152,322	25.81%

BY: 

CERTIFIED COPY OF THE OFFICIAL ELECTION RESULTS
SHERRY HALL, COUNTY CLERK



Clackamas County Fire District #1, Director, Position 2 (Vote for 1)

Precinct	Total Votes	James Brown	Chris Hawes	Greg Stoll	Write-in	Over Votes	Under Votes
Precinct 4802	4	2 50.00%	0 0.00%	2 50.00%	0 0.00%	0	3
Total	4	2 50.00%	0 0.00%	2 50.00%	0 0.00%	0	3

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



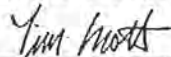
Tim Scott, Director of Elections
Multnomah County, Oregon

Clackamas County Fire District #1, Director, Position 4 (Vote for 1)

Precinct	Total Votes	Glenn W Wachter		Jay Cross		Write-in		Over Votes	Under Votes
Precinct 4802	4	1	25.00%	3	75.00%	0	0.00%	0	3
Total	4	1	25.00%	3	75.00%	0	0.00%	0	3

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



 Tim Scott, Director of Elections
 Multnomah County, Oregon

Clackamas Fire District #1

Memo

To: Board of Directors & Fire Chief Nick Browne
From: Division Chief Michael Carlsen & Fleet Manager Bill Bischoff
Date: June 21, 2021
Re: Fleet Maintenance Intergovernmental Agreement-Estacada Fire

Action Requested

Request Board authorization for the Fire Chief to enter into an intergovernmental agreement for fleet maintenance services with Estacada Fire District (enclosed).

Background

Estacada Fire District contacted Clackamas Fire District recently through the Interagency Committee requesting a Fleet Analysis. A subsequent request for a Fleet Services IGA was made. Estacada Fire District Board of Directors have authorized the IGA is pending Board Approval.

Clackamas Fire has an established history of providing Fleet Services to several regional agencies. Staff manages and changes each individual fleet analysis to help determine an accurate cost. This is done to ensure that the District is not subsidizing another agency's fleet maintenance.

Servicing the Estacada fleet services IGA will require the addition of one fleet mechanic. The IGA will partially fund the FTE. The remainder of the FTE will be funded through fleet services absorbing other work currently requiring overtime (e.g., SCBA compressor maintenance) and reallocation of other dollars. The additional capacity, outside of the Estacada IGA and other maintenance, fleet services will gain from this FTE will assist fleet services in flexibility and effectiveness in its services and operations.

Budget Implications

The FY22 budget will need to be amended during a supplemental budget process to recognize the additional revenue and expenditures.

Recommendation

Staff recommends the Board authorize the Fire Chief to enter into the Fleet Services IGA with Estacada Fire District.

**INTERGOVERNMENTAL AGREEMENT
FOR THE PROVISION OF FLEET MAINTENANCE SERVICES
BETWEEN CLACKAMAS FIRE DISTRICT #1 AND ESTACADA FIRE DISTRICT**

THIS INTERGOVERNMENTAL AGREEMENT FOR FLEET MAINTENANCE SERVICES (“Agreement”) is entered into pursuant to ORS Chapter 190 (“Intergovernmental Cooperation”) by and between Estacada Fire District (“Estacada”) and Clackamas Fire District #1 (“Clackamas”) (collectively, the “Parties”) to provide for fleet maintenance services. Clackamas and Estacada are both rural fire protection districts formed under ORS Chapter 478. Both are units of local government under Oregon law.

RECITALS

- A. Estacada and Clackamas provide fire, rescue, and emergency services within their respective adjacent jurisdictions, utilizing both career and volunteer personnel.
- B. Clackamas operates a fleet maintenance facility and services; and Estacada desires to obtain such services from Clackamas.
- C. Estacada and Clackamas desire to provide efficient and affordable service to their respective communities by taking advantage of economies of scale and the relative strengths of each Party, and by minimizing unnecessary and costly duplication of services through intergovernmental cooperation.

NOW, THEREFORE, in consideration of the mutual covenants herein set forth, the Parties hereby agree as follows:

AGREEMENT

- 1. Effective Date, Term, Renewal Term. This Agreement shall be effective on the date it is signed by both parties. The term shall be from the date it is signed by both parties until June 30, 2027, unless sooner terminated as provided herein.

- 2. Services.

The Parties agree that the Services shall be begin July 1, 2021, and as provided in this Agreement and the attached Scope of Work, which is incorporated into this Agreement by this reference. Notwithstanding the immediately preceding, the Services shall be limited as follows: Service, repair, and maintenance for identified Estacada apparatus and vehicles as described in the attached Scope of Work.

- 3. Compensation.

- a. Clackamas agrees to provide monthly invoices to Estacada and Estacada agrees to pay Clackamas the invoiced amounts, which shall reflect the cost of Services, including the labor, management software, technical support, warehousing, maintenance, parts and supplies, capital equipment, and other goods and services required under Section 2, Services. Invoices will be provided monthly on or before the first of each month, and payment is due within 30 days of the date of invoice. Invoices may be by electronic means.
- b. From July 1, 2021, until June 30, 2022, Clackamas will invoice Estacada at a monthly rate of \$6,000 for Clackamas provided labor. The annual cost for Clackamas provided labor will be \$72,000. The annual cost may increase annually and shall be established as described in the following section (3.c).
- c. Beginning July 1, 2022, Clackamas will invoice Estacada at a rate which the Clackamas Fire Chief or designee, in consultation with the Estacada fire chief or designee, shall establish and have published by October 1 of each year for implementation on July 1 of the following year.
- d. Amounts invoiced shall include all Services provided in Section 2, Services. In the event Estacada requests and Clackamas provides services beyond the Scope of Work, Clackamas may charge additional amounts to the monthly invoice. The Parties shall agree to the rate for such services in advance.
- e. The compensation and Scope of Work is based upon the current number and configuration of the Estacada Fleet, as identified in Exhibit "A". In the event of a change in the number or configuration of the Estacada Fleet, the Parties shall agree to a revised compensation schedule, which will be accomplished using written addendums to the IGA.
- f. Parts and supplies are not included in the hourly or monthly rates of providing the Services in Section 3 b and c. Estacada will be billed monthly for all parts, supplies, and external services used to maintain the Estacada Fleet plus a 5% handling fee. The parts, supplies, and external services are estimated to be \$30,000 for fiscal year 2022 which may adjust due to changes in maintenance/repair needs and cost of parts and outside labor.

4. Integration of Services.

Clackamas agrees to provide the Services as a fully integrated operation of Clackamas Fleet Services. Services will be provided in the same manner and quality that Clackamas provides such services to its own fleet. The parties agree to work together in good faith to develop protocols as necessary to affect the integration of the services provided.

5. Capacity to Perform Within Scope of Work.

Clackamas will assign priority for Services taking into consideration both Parties' fleet, timelines, and needs, as well as Clackamas' obligations under Section 2, Services and Clackamas' own policies and procedures, as they may be changed from time to time. The Parties will discuss timelines prior to initiating Services under this Agreement.

6. Assignment.

This Agreement may not be assigned by either party without the written consent of the other party. However, pursuant to Clackamas policies and procedures, and as provided in the Scope of Work, when work exceeds Clackamas capability, training or certification, Clackamas may assign the work to third party vendors, after consultation and/or written approval from Estacada Fleet Services Liaison. When the work has been so assigned, Clackamas may, at its discretion, manage the third-party vendor and Estacada agrees to be responsible for payment and final approval of the work. The indemnity provisions of this agreement do not apply when work is assigned to third party vendors.

7. Technician Training and Qualifications and Purchases.

All Clackamas employees shall be licensed or certified for the work performed under this Agreement, if such is required under Oregon law or industry standards. Estacada shall bear the cost of any required specialized training on Estacada apparatus or components if such training is different in type or brand from standards used by Clackamas. Both Parties agree that all supplies, equipment, and services purchased will comply with Oregon's public purchasing guidelines as adopted by Clackamas.

8. Operational Coordination.

- a. Clackamas and Estacada will each provide a liaison to coordinate and ensure the efficient provision of day-to-day services. The Liaison for Clackamas will be the Fleet Manager and/or Fleet Supervisor, and the liaison for Estacada will be the assigned Fleet Service Liaison, as designated by its Fire Chief.
- b. Each of the Parties shall have the right to inspect, at any reasonable time, such records in the possession, custody, or control of the other Party necessary for review of the other Party's obligations and its rights under this Agreement. The cost of such inspection shall be borne by the inspecting Party. This right does not extend to records privileged or otherwise exempt from disclosure under applicable law. Any Party required under this Agreement to create or develop records must maintain those records for inspection.

9. Safety.

- a. When Clackamas is performing services at an Estacada station or other Estacada facility, at any non-Clackamas location, or roadside, at least one Estacada employee or a volunteer shall remain on-scene until Clackamas releases or transports the apparatus or vehicle. This provision shall not apply to the services provided by Clackamas at the Fleet Services Facility.

- b. Clackamas shall notify Estacada of any faulty equipment or apparatus that it believes jeopardizes the safe operation of any Estacada vehicle or apparatus.
- c. Clackamas shall under no circumstances be required to place a subject of service that Clackamas deems unsafe into service, or perform services or repairs if such cannot, in Clackamas' sole discretion, be performed safely or the repair when done be deemed effective. All decisions to authorize or release a vehicle to use are solely the responsibility of Estacada. If the parties disagree regarding Clackamas' or the manufacturer's vehicle safety recommendations, either party may initiate the dispute resolution procedure of Section 17. Such procedures shall not delay return of the vehicle to Estacada.

10. Standard of Care.

Clackamas shall provide all services with reasonable care. Should parts or repair procedures fail due to defective workmanship by Clackamas during the first 30 days or within 2,000 miles, whichever comes first, Clackamas shall remedy the repair at no cost to Estacada.

11. Termination.

- a. This Agreement may be terminated by either party, without cause, by giving nine (9) months written notice to the other party. In such case, the parties will work in good faith to affect a transition of the services to the other service provider chosen by Estacada.
- b. Clackamas may terminate upon 30 days' notice for failure of Estacada to pay any sums when due.

12. Liability; Indemnity.

- a. Each party shall be responsible for the acts of their respective employees, officers, and agents under this Agreement. No party, nor any elected and appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions, failures to act, or willful misconduct of the other party, their officers, board members, employees, volunteers or agents, in connection with this Agreement or arising out of any work performed under this Agreement.
- b. Notwithstanding anything to the contrary in Section 12 (a) above and subject to the tort limits in Oregon Law (ORS 30.260 through 30.300) and the Oregon Constitution, (Article XI, Section7), Clackamas and Estacada each agree to defend and indemnify each other against all third-party liabilities, causes of action, damages, or costs for injury or damage to life or property related to or arising from actions or failures to act under this Agreement. The obligations assumed hereunder shall survive the termination or expiration of this Agreement.

13. Insurance.

- a. Each party shall maintain comprehensive general liability insurance or sufficient self-insurance reserves to cover all risks of damage or loss in the form of personal injury, bodily injury, or property damage for which either party may be liable for its acts or omissions done in the course and scope of its business, in the minimum amounts for which public entities are liable under Oregon Revised Statutes as those statutes now exist or may be amended, but in no event shall the amount of coverage for such risks be less than \$1,000,000 Combined Single Limit Bodily Injury, Property Damage, and Personal Injury in any one occurrence, and \$3,000,000 in the aggregate.
- b. Neither party shall be liable to the other for any loss or damage to their facilities, vehicles, apparatus, equipment, or other property arising from any cause for which it could have insured against under the parties' normal policies, such as fire. Each party, on behalf of its insurer, waives any right of subrogation that it might have against the other party.
- c. Clackamas reserves the right to require additional insurance coverage, limits, and terms. This insurance shall be considered as primary insurance and exclusive of any insurance carried by Clackamas, and the insurance evidenced by the required certificates shall be exhausted first, notwithstanding the fact that Clackamas may have other valid and collectible insurance covering the same risk.

14. Personnel.

- a. Each party to this Agreement agrees to provide worker's compensation insurance coverage to its employees and volunteers and each Party shall supervise their individual employees and volunteers while working under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws.
- b. Each of the Parties hereto is an independent agency for purposes of this Agreement. No representative, agent, employee, or contractor of one Party shall be deemed to be an employee, agent, or contractor of the other Party for any purpose, except to the extent specifically provided herein. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, employee, partnership, joint venture, or any similar relationship, and each Party hereby specifically disclaims any such relationship.
- c. Clackamas and its employees are not employees of Estacada and are not eligible for any benefits through Estacada including without limitation federal social security, health benefits, and workers' compensation, unemployment compensation, and retirement benefits. Estacada and its employees are not employees of Clackamas and are not eligible for any benefits through Clackamas, including without limitation federal social security, health benefits, and workers' compensation, unemployment compensation, and retirement benefits.

15. Waiver.

The failure of either party to insist upon the strict performance of any of the terms, covenants or conditions of this agreement shall not be deemed a waiver of any right or remedy that either party may have and shall not be deemed a waiver of either party's rights to require the strict performance of all terms, covenants, and conditions thereafter, nor a waiver of any remedy for the subsequent breach of any of the terms, covenants or conditions.

16. Force Majeure.

No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war, labor shortages, or other conditions beyond the Parties' reasonable control.

17. Dispute Resolution Process.

In the event there are disputes or claims related to or arising under this Agreement, the following dispute resolution process will be followed. It is the intent of the parties to solve the disputes and claims at the lowest level possible, and the issues and resolutions will be documented by mutually agreeable memorandum, if applicable.

- a. Consideration and resolution by and between the Clackamas Fleet Manager and the Estacada Fleet Service Liaison.
- b. Consideration and resolution by and between the Clackamas Division Chief responsible for fleet services and the Estacada Operations Chief.
- c. Consideration and resolution by and between the Clackamas Fire Chief and the Estacada Fire Chief.
- d. Consideration and resolution by and between the Clackamas District Board of Directors and the Estacada District Board of Directors.
- e. In the event the disputes or claims cannot be resolved under the above process, the dispute or claim shall be subject to binding arbitration. Arbitration shall be conducted pursuant to the rules of the Arbitration Service of Portland, and shall be conducted in Clackamas County, Oregon, unless otherwise agreed by the parties.
- f. In the event of any arbitration arising out of or relating to this Agreement or the enforcement thereof, the prevailing party in such action shall be entitled to recover its reasonable attorney fees, costs, and expenses from the non-prevailing party.
- g. The laws of the State of Oregon shall be applied in the interpretation, execution, and enforcement of this Agreement.

18. Notices.

All notices under this Agreement shall be deemed to be given when delivered personally to the person designated below or when three (3) day have elapsed after it is deposited in the United States mail in a sealed envelope, with registered or certified mail postage prepaid, or on the next addressed business day if sent by express mail, or by electronic means, to the party to which the Notice is being given, as follows:

Estacada Fire District #69
261 SE Jeremy Loveless Avenue
Estacada, OR 97067
Fire Chief Ian O'Connor

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

19. Written Agreement.

This Agreement represents the entire understanding by and between the parties with respect to the matters contained herein. Any prior or contemporaneous oral or written agreements by and between the parties or their agents and representatives relative to the matters contained herein are revoked and extinguished by this Agreement.

20. Modification.

This Agreement may be amended only by written instrument, signed by both Clackamas Fire and Estacada Fire.

CLACKAMAS FIRE DISTRICT #1

ESTACADA FIRE DISTRICT #69

By: _____
Nick Browne
Fire Chief

By: _____
Ian O'Connor
Fire Chief

Date: _____

Date: _____

SCOPE OF WORK

1. Clackamas will provide fleet maintenance and repair services (“Services”) for the below-listed apparatus. If Estacada needs Services for additional or different apparatus or additional Services, the Parties must agree in writing to a revised list and compensation rate. Services will be provided consistent with Clackamas Fleet Operations department’s standard of care, best practices, and standard operating guidelines. Such Clackamas standards, practices, and guidelines are determined by the manufacturer’s service recommendations, Oregon Department of Transportation requirements, and the National Fire Protection Association guidelines as determined applicable by Clackamas, and industry-recognized principles and practices.
2. Changes to this Scope of Work, must be agreed to by both Parties in writing. Without invalidating the Agreement, either Party may request changes in the Scope of Work consisting of additions, deletions, or modifications regarding the compensation rates, Scope of Work, or schedule of work. All such changes in the Work shall be in writing and signed and authorized by the Parties.
3. Estacada is responsible for requesting Services. The Fleet Manager will propose service levels and timelines for services. Clackamas will confirm if such levels and timelines are acceptable.
4. Clackamas will not provide Services beyond its capacity or capability. If Estacada approves the use of outside vendors for Services, Clackamas may assign work to outside vendors and may, at its sole discretion, manage such assigned Services. All assigned work is subject to this Agreement.
5. Services provided under this Agreement include 24-hour emergency maintenance and repair services. Notwithstanding any contrary provisions in this Scope of Work or this Agreement, if Estacada requests 24-hour emergency services, Estacada acknowledges and agrees that such emergency services may be assigned to outside vendors and potentially be subject to Clackamas overtime rates. Such assigned emergency services may include but are not limited to: mobile fueling at emergency operations or towing. Estacada agrees to promptly pay for such services as provided in this Agreement. Clackamas response regarding requests for 24-hour emergency maintenance or requests after-business hours will be provided pursuant to Clackamas’ policy, as it may be amended by Clackamas from time to time. The Estacada Duty Chief on duty, or designee, will request any after-hours response. Clackamas may, at its sole discretion, determine the appropriate course of action. Clackamas will notify the Estacada Fleet Service Liaison of the after-hours event on the following business day.
6. **NO SERVICE WARRANTIES.** Clackamas Services are not warrantied unless expressly otherwise provided in this Agreement. If a product or part is warrantied by the manufacturer, such warranties will apply.
7. Services that affect the safe operation and readiness of vehicles, apparatus or equipment will not be deferred by either party unless the unit is removed from service until repairs are made. Only Services that have no operational impact, such as decal, paint, and upholstery, may be

deferred. The Clackamas Fleet management team and the Estacada Fleet Service Liaison will consult with each other, but either party may decide that any issue or combination of issues impacts operational safety or readiness and will not be deferred.

8. Upon an Estacada request for Service, Clackamas is authorized to complete any Service under \$5,000, unless specific limits are established for the work by the Estacada Fleet Service Liaison, or other thresholds of financial or service authority are agreed to between Clackamas Fleet Management and the Estacada Fleet Service Liaison.

9. All Services will be performed and managed by Clackamas Fleet Operations. Any requested Services outside of the Scope of Work or beyond Clackamas' capabilities may either be managed by Estacada at its sole discretion or may be assigned to a third party by Clackamas or Estacada, upon Estacada's approval. If Clackamas assigns work, Clackamas may, at its sole discretion, manage the third party's work. Services performed directly by Clackamas personnel are limited to the capability of Clackamas' Fleet Operations department. Capability is limited by capacity, experience, qualified training, and the required certifications necessary to complete the task. The Parties will discuss any requests for Services which Clackamas determines to be beyond its capability. Clackamas will determine a recommended course of action including, but not limited to assignment, removal from service, deferral of maintenance, or surplus of the subject of service. Such examples include, but are not limited to towing, transmission repair, and major engine overhauls.

10. Estacada shall be responsible for removing apparatus from service with other agencies and emergency response providers, and for coordinating its own work force and services based on the apparatus maintenance and repair schedule and availability.

11. Clackamas will work with Estacada Fleet Service Liaison to establish preferred protocols and processes for repair order requests, work orders, and other documentation.

-End of Document-

EXHIBIT "A"

ID	Apparatus/VIN	Class
E330	2011 Pierce Impel Pumper 4P1CJ01A7AA011436	Pumper
E331	2015 Pierce Pumper Tender 4P1BAAGF3FA015043	Pumper
E333	1998 International Pump Tender/1HTSDADR2XH646134	Pumper
WT330	2003 Freightliner E-One/ 1FNVHBGCU93HM02428	Water Tender
RH330	2008 Ford F550 4x4/ 1FDAW57Y28EE54871	Rehab Unit
BR330	2005 Ford F550 4x4/ 1FDAW57Y85ED37100	Brush Unit
U330	2014 Ford Explorer/ 1FM5K8D8OEGA91859	Command Explorer
U331	2009 Ford F350 4x4/ 1FTWW3BY4AEA21855	Command F350
BR331	2008 Ford F350 4x4/ 1FTWW31Y58EE54869	Brush Rig

Date: June 15, 2021 at 9:43:45 AM PDT
To: "Syring, James" <James.Syring@clackamasfire.com>
Subject: Civil Service Representative.

President Cross and Directors,

At the last Civil Service meeting, we discussed a mutual liaison position from the Board of Directors as well as the Civil Service Commission. After discussion, it was agreed to and the liaison positions are supported by the Commission with a referral to be sent to the Board of Directors for your approval.

It is the Commissions thoughts that this will open up an avenue of communication which we have not had in the past, and allow the Board better access to their Commission. We propose this Board liason position to be assigned by the board President along with your regular annual committee assignments, and for the civil service commission, to be held by the current Chair of the Civil Service Commission. It is our thought that the two liaisons would report back to each other with updates at our meetings on a quarterly basis.

Thank you for your partnership and for your consideration in this matter,

William Weatherly
Chair, Clackamas Fire Civil Service Commission



CLACKAMAS EMERGENCY SERVICES FOUNDATION

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

OB-2



EXECUTIVE COMMITTEE OFFICERS

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

TRUSTEES

Jim Band
Liaison, City of Oregon City Police Dept
Richard Beaudoin
Liaison, Colton Fire District #70
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 CFD1
Jerry Kearney
Volunteer Association
Frank Magdlen
Retired - US Bank
Sherri Magdlen
Director of Dev. for Search & Rescue
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
Scott Vallance

MISSION STATEMENT
"To help create a safer Community."

Meeting Minutes March 30, 2021 Meeting held via remote conferencing

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

Present: Trustees Fred Charlton, Michelle Chao, Kyle Gorman, Frank Magdlen, Sherri Magdlen, James Rhodes, Ron Gladney, Don Trotter, Craig Van Valkenburg, Andrew Gordian, Alex Roth; Jasmine Schneider of Colton Fire, Kelly Dilbeck of the Oregon City Police; Robbie Graves of the Milwaukie Police Dept., Pat Olsen of the Clackamas County Long Term Recovery Group; Mark O'Shea of the Canby Post 122 American Legion; Clackamas Fire District #1 staff: Finance Director Christina Day, PIO Brandon Paxton, and Executive Assistant Rachel Trotman.

1. INTRODUCTIONS

Introductions were made.

2. MINUTES

The minutes were not discussed at this meeting.

3. CORRESPONDENCE

Thank you letter from St. Vincent de Paul.
Thank you letter from the Children's Center.

4. PRESENTATION: Clackamas County Long Term Recovery Group (CCLTRG)

Pat Olsen presented a slideshow presentation.

He gave a brief personal history and how he got involved with the organization. He also addressed some of Clackamas Emergency Services Foundation's (CESF) concerns such as capacity restraints and the need to protect CESF's charitable status.

He described the group's mission and purpose.

CCLTRG were interested in uniting with CESF. They want to "link arms" to be able to help more people and make sure they aren't duplicating services.

He said that they are starting a relationship with United Way. They would help mentor both groups if CESF chooses to fiscally sponsor CCLTRG. Pat went on to explain their financial processes.

President Gorman explained that CESF provides short term relief. CCLTRG provides more long term, disaster relief. There is a gap between the two. He is asking CESF to serve as fiscal sponsor so they can raise money and use that money to support the survivors of the wildfires from September 2020.

CCLTRG anticipated collecting a lot of money to support the wildfire victims. This money would be collected by CESF. CESF would then cut CCLTRG a check for them to do their good work in the community. The fiscal sponsorship would be for the next couple years until they have their own charitable organization, but they expect the relationship itself would last much longer.

Pat agreed with President Gorman's statements. He anticipated that it will be a two-year process for them to become a 501c3.

President Gorman clarified that when they fundraise, it would expand the CESF brand in the community as well.

Craig said that he had a variety of questions. What is the magnitude of their disaster recovery? 400 people, 4000 people? 100 buildings, 1,000 buildings? How do they envision that money to be put to use? Will the checks to citizens be used to fill a gap? Go toward an insurance deductible? Buying livestock? Building fences?

Pat said that due to the fires, 66 homes and about 223 structures were lost. Clackamas County estimates roughly \$66 million in property loss. There are 1600 legitimate cases still open with FEMA. The needs from FEMA varies from loss of structures to vehicles. They are working with an organization that is going to help do a specific needs assessment so they can understand more clearly what each individual family's need is and the insurance gap. A majority of people were insured but under insured. They are taking that data and comparing it to the permits. They have three committees to determine and validate needs. Then the construction committee bids out the costs. They use those costs to build their user's story and raise funds.

Things they would cover would be trees, shrubs, fences, and buildings. Their main priority is homes. Second priority is structures (out-buildings, wells, pump houses, septic, etc.) and then buildings that are for the well-being of family (chicken coops). Beyond that, any unmet needs are discussed on a case-by-case basis.

Craig asked what their target of philanthropy was. How much funds do they want to raise?

Pat said that they hope to have the un-met needs assessment completed in the next six weeks so they can put together a budget and build their fundraising campaign. He thought it could be around \$3-3.5 million but he could be off.

Pat said that they did have a grant from DHS for \$25 million for wildfire recovery to be shared with the other LTRGs. He further explained the process they have in place for that. Those funds are distributed on a case-by-case basis and those checks would need to go through CESF. They would be cutting individual checks for subcontractors via 1099.

Craig explained that he runs a nonprofit business, a 5013c. From what he understands, they are in the process of filing for their tax-exempt status. In the meantime, they need a non-profit conduit as a financing pipeline. They need a nonprofit sponsor to accept the grants and funds and then distribute those funds back out. Pat confirmed. Craig said he read through the sponsorship agreement. He asked what the timeline was for considering this request. If they put this in place, what would process be?

President Gorman said that the Executive Committee has discussed this, and they authorized President Gorman to keep researching. He was also authorized to engage with an attorney to review the sponsorship agreement. He spoke with an attorney who is an expert in foundations, Jeff Thede of Thede Culpepper. Jeff is still reviewing, but he said that these agreements are not uncommon. It's important to ensure the primacy for these accounts reside with CESF. He went into more details of that conversation.

When this meeting comes to New Business, President Gorman would be asking for direction. If they agree that this is something they could pursue, they can authorize them to pursue presuming successful negotiations and attorney review.

President Gorman shared he would like to give Pat some type of answer today.

Jasmine said she looked through the agreement. She asked at what capacity would CESF be involved in day-to-day operations.

President Gorman said very little. CESF's responsibility will be to collect the money and write the checks.

Jasmine asked if this would be a long-standing agreement or just until they get 501c3 status.

President Gorman anticipated that it would be around two years for this agreement. He anticipates that the relationship with the CCLTRG should be long-term. It makes sense to work with the group that deals with long term needs while CESF handles short term needs.

Don asked how many people were in the committees and the group.

Pat shared appendix slide that showed the breakdown of their nine advisory committees that report to an Executive Committee. He went on to explain their processes and what each committee does.

Don asked if this is part of Clackamas County.

Pat said that CCLTRG is separate from Clackamas County, but they work with the local government. All funds will stay in Clackamas County.

President Gorman explained that CCLTRG was brought to CESF by FEMA and Clackamas County Disaster Management. The local FEMA representative was quite supportive of the group.

5. PRESENTATION: Canby Post 122 of the American Legion

Mark O'Shea explained that they are asking for some assistance in getting new AC for their hall. They have two upstairs, two downstairs and one in the kitchen. One of the upstairs units went out and needs to be replaced. In 2018, one of the other AC units went out and the Siletz Tribe gave them grant to repair it. Unfortunately, this unit cannot be repaired. He went on to explain the details regarding replacement of the AC unit. They estimate it will cost \$7,500.

President Gorman asked what other revenue sources they had to support this.

Mark said that most revenue goes to support Legion programs, which is why they are needing a grant. The lounge is open three days a week and that revenue goes to support the building (utilities, insurance, etc.). Their fundraising activities support Legion programs such as scholarships, veteran's assistance, etc.

Craig asked if they've asked any other organizations to support this project. Are they looking for the entire \$7,500 from CESF or a portion of it to be shared amongst other organizations?

Mark said that they are hoping for full \$7,500, but they will look for other sources if needed. They were looking into a GoFundMe page or they could go back to Siletz Tribe.

Craig asked about the age and condition of the other AC units.

Mark said that the two upstairs units are the oldest and they guess that they are 15-20 years old. The one in the kitchen and the two downstairs are somewhat newer, but they aren't sure how old they are.

6. OLD BUSINESS FINANCIAL REPORT

Christina Day provided the financial report through February 28. CESF is still receiving sporadic donations for wildfire relief.

She went over the profit and loss statement and the balance sheet. She provided a report showing the financial assistance provided from January, February, and through March 22.

President Gorman noted that there was \$113,000 in the checking account. He asked if some of it could go into the Merrill Lynch account.

Christina said yes, they can. She noted that she didn't want them to overdraw when they were writing wildfire checks.

She asked if they were done with wildfire reimbursements. President Gorman thought things were slowing down.

Craig asked about the \$15,000 in accounts receivable. Christina said that it's an expected donation from Avangrid for wildfire relief, it just hasn't been received yet. They had requested an invoice which is why it showed up in accounts receivable.

President Gorman noted that employee donations were doing well. Andrew said that they had a couple new probationary firefighters.

Auction Dinner Committee Update

Don said that they are still waiting so that they can have more than 25 people.

President Gorman asked how many people they usually have. Don said they usually have around 200 people.

Wildfire Relief Funds

President Gorman said that CESF received \$225,000 for wildfire relief in just a few months. They've given out almost 2/3 of that. Jerry is working hard to get out there in the community. He really appreciated what he was doing to get the funds to the people who can use them the most.

7. NEW BUSINESS

President Gorman created two new business items. They would discuss the requests from that meeting.

A. CCLTRG – Financial Sponsorship

Discussion followed regarding the potential Financial Sponsorship of CCLTRG.

Craig asked if a role like this part was part of a longer-term strategy for CESF. He asked if CESF had the ability to support a new organization getting off the ground and support the financial accounting responsibilities. He noted it would involve donor management, maintaining records, and other administrative responsibilities as well. He asked if this would enhance CESF's brand or confuse the message and also asked if there was governance overlap.

President Gorman was not sure if CESF had the capacity for it. He stated that they don't know how many checks they'll be writing per month. They had reached out to other organizations. One was too small and had too small a scope and another organization was too large. CESF was the "Goldilocks solution". There was a concern about cannibalizing donors. There was a chance that they could gain exposure to new donors as well. He doesn't have concerns about their

organization and structure. He does have concerns about difficulties they may encounter where the organizations overlap. CESF has short exposure to clients. CFD has generously donated the time of Christina and Rachel to the Foundation. There is 2-4% fee to the banker (in this case, CESF). If they take on additional work, this fee could be used to pay for the additional manpower needed and this could be added to the contract.

Don said that right now, CFD does all the financial work. This sponsorship will be a lot of additional work. CESF needs to get a response from legal, and possibly expand the committee beyond executive committee to work on this.

President Gorman said they are still waiting to hear from Jeff on the contract. No matter what the group decides about CCLTRG, he thought that they should keep Jeff as CESF's lawyer.

Michelle asked if there were checks and balances. She asked what would happen if they don't use the funds as expected. She noted this could tarnish CESF's reputation.

President Gorman agreed that they wouldn't want to do anything that could jeopardize CESF's 501c3 status. They would need to provide documentation that the amount is legitimate before a check would be written.

Don noted that their dollar amounts were very different than the amount the Foundation deals with. CESF deals with thousands and CCLTRG is raising millions of dollars.

Craig noted that this could be confusing for donors.

President Gorman said that he was not finding a lot of interest from the Trustees.

President Gorman shared he could let Pat know it was outside of CESF's sphere for now.

Craig asked where the Executive Committee come in on this request. President Gorman said that Executive Committee was on the fence. He noted that Chief Charlton didn't know if they had capacity for this.

James Rhodes expressed via chat that he needed to leave for his next meeting, but he shared the same concerns as Chief Charlton. They were concerned that this collaboration would be very burdensome, involve some risk, and may confuse their two groups which would comingle donors and convolute their missions.

Finance Director Day expressed via chat that since the Foundation does not have its own administrative and financial structure, she thinks that they should pass. Adding another organization to the CFD Finance Department, especially with the change to a CFO, would be too much of a workload for Finance.

Ron expressed via chat that the Board needs to better understand the benefits of doing this.

President Gorman noted it was a failing motion.

B) Canby Post 122 of the American Legion

Sherri Magdlen made a motion to award the Legion with the full \$7,500 amount. Frank Magdlen seconded.

Discussion followed regarding the request.

President Gorman asked what the Legion did that was emergency services related. He asked if they were doing anything related to the CESF mission.

Sherri said that they helped a lot with fires. They opened up their facility to different agencies. They are limited with amount of money they can work with. They do help a lot of people struggling for different reasons. They have done a lot of fundraisers to help search and rescue. The Legion has worked on a lot of trainings and have been critical helpers. She also noted that they attend the CESF fundraiser.

President Gorman was not sure about giving the full \$7,500.

Sherri asked about \$5,000. She amended her motion \$5,000.

Ron said he struggled to understand how it falls in line with mission.

Craig said that they should vote on the \$5,000 to see where the group felt on this.

Christina brought up via chat that since a few members have left, she did not think there was a quorum. Rachel confirmed, there was no longer a quorum.

President Gorman said they will have an advisory vote on the \$5,000.

Don asked what an Advisory vote was.

President Gorman explained that if the motion got support, then he would send out an email vote. If this group was not going to support, they wouldn't send out an email. If the amount falls below \$2,000, the Executive Committee can take it on.

Sherri and Frank said they were okay with \$5,000.

Ron said he would okay with \$2,000.

President Gorman asked if there was support for \$2,000.

Craig, President Gorman, Don, and Andrew were okay with \$2,000. Sherri and Frank agreed.

President Gorman said he would talk with Executive Committee. Although there was no quorum, there was general support for \$2,000. Rachel would send out email to Executive Committee.

8. GOOD OF THE ORDER

President Gorman asked about everyone's opportunity to get the COVID-19 vaccine. Discussion followed.

Ron asked if CESF was able to share where people can get vaccinated in the community. There is still a lot of confusion. Discussion followed.

Christina told everyone via chat that she has enjoyed working with this organization and wishes them the very best!

President Gorman thanked Christina for everything.

9. NEXT MEETING

The next Foundation meeting was scheduled for noon on May 25, 2021 and will be held via remote conferencing.

10. ADJOURNMENT

Craig moved and Ron seconded a motion to adjourn the meeting. The meeting adjourned at 1:43pm.

Rachel Trotman
Executive Assistant

Fire Chief's Office

To: Chief Nick Browne and the Board of Directors

From: Public Affairs Battalion Chief Brandon Paxton

Re: Public Affairs Department Monthly Report – May 2021

District or Community Events:

- Introduction of Clackamas Fire's new Fire Chief, Nick Browne, May 1

Earned Media (TV, Radio, and Print):

Total Story Count:	42
Total Audience:	381,514
*Total Calculated Ad Value:	\$10,438
*Total Calculated Publicity Value:	\$31,314

*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: 26,324 Followers (26,385 in April)
- Instagram: 11,573 Followers (11,528 in April)
- Facebook: 28,156 Followers (28,059 in April)

Public Messaging and Campaigns:

- Clackamas Fire Prepares: Ready, Set, Go campaign
- Wildfire prevention and defensible space
- Wildfire evacuation levels and what they mean
- Clackamas Emergency Services Foundation scholarships
- National Nurses Day
- Bike safety

- Wildfire ready by signing up for Public Alerts
- Recruitment: Fleet Technician and an eligibility list for Fire Inspector
- Backyard burning education and alternatives to burning yard debris
- Evacuation preparedness
- Hardening home by cleaning out gutters
- Cardiac arrest survivor reunited with crews
- Home Fire Sprinkler Week
- Training: trench rescue, search and rescue, roof ventilation, and burn-to-learn
- Introduction of Crew 30
- Community Paramedics administered COVID-19 vaccinations to members of the vulnerable and houseless across Clackamas County
- Woodchipper grants
- Lifejackets and water safety
- Campfire safety
- Grilling safety
- April emergency response stats

Meetings Attended:

- Chiefs meeting, occurs weekly on Mondays, Station 5
- Public Information meeting, occurs weekly on Mondays
- Public Affairs meeting, occurs weekly on Tuesdays, Zoom
- BC/DC meeting, occurs weekly on Tuesdays and Thursdays, Zoom
- Estacada Fire Website and Facebook Transition meeting, occurs weekly on Thursdays
- CERT document review with EM Ramirez, May 6
- Wildfire discussion with EM Ramirez, Teams, May 6
- Canemah Bluff walk-through, May 10
- Chief Station Visit with Station 1 crew, May 10
- Chief meeting with the City of Happy Valley, May 11
- Oregon Law Enforcement and Fire PIO meeting, Zoom, May 11
- Meeting with Lobbyist Genoa Ingram, May 12
- Strategic Business Retreat, May 18-19
- Search drill visit, Training Center Grounds, May 20
- Park Place site visit with FM Olson, May 24
- Clackamas Emergency Services Foundation meeting, Zoom, May 25

- Chief Station Visit with Station 2 crew, May 25

Respectfully submitted,

Public Affairs Battalion Chief Brandon Paxton

Fire Chief's Office

To: Chief Nick Browne and the Board of Directors

From: Chief of Health and Safety Heather Goodrich

Re: Wellness Department Monthly Report – May 2021

- Coordinated a new hire drug screen for administrative staff. (1 person)
- Annual pre-physical testing for suppression and support volunteer firefighters. (2 people)
- Bi-Annual pre-physical DOT testing for Fleet, Logistics and Facilities staff. (6 people)
- Annual OSHA required hearing testing and hearing conservation training for Fleet/Facilities/Logistics staff. (8 people)
- Coordinated annual NFPA 1582 physicals for career firefighters, FMO staff and Chief Officers. (73 people)
- Coordinated annual NFPA 1582 and respirator clearances without a physical for career firefighters. (23 people)
- Coordinated annual NFPA 1582 physicals for Clackamas Suppression and Support Volunteers. (24 people)
- Coordinated DOT bi-annual physicals for Fleet/Logistics/Facilities staff. (4 people)
- Performed IAFF/IAFC complete annual fitness testing for career firefighters. (26 people)
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Six injury reports were submitted with one of the six turning into a workers' compensation claim.
- Submitted two Wage Subsidy Requests to SAIF. Employers may be reimbursed up to 50% of a worker's gross wages for light duty work.
- Created new injury reporting forms using JotForms. This information was presented to the entire District during the 3rd week of Organizational Briefings.
- Annual Mental Health Assessment was administered to career firefighters. (12 people)

- Provided requested health information, guidance, and consultations to 31 career and volunteer firefighters and staff.
- Provided requested information about our program to South Kitsap Fire & Rescue, Hoodland Fire, Chemeketa Community College, Hillsboro Fire, and TVF&R.
- Met with one newly promoted officer and two Battalion Chiefs to aid in completing their probationary credential.
- Wellness ordered and received a new hearing booth. The last one was purchased in 2001.
- The “Monthly Wellness Challenge” was emailed to all support and day staff. May’s topic was mindfulness.
- Follow-up with borderline-high and high LDL cholesterol began this month during. As career firefighters are going through fitness testing, the Wellness Specialist provides information on how to change their lifestyle to change their numbers. Periodic follow-up will be provided. (7 people)
- Participated on the interview panel for the Training Department’s open Training Officer position.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.
- Staff attended and participated in Executive Team, All Chiefs meeting, Training Department Staff meeting, Directors meeting, weekly Adventist check-in, Board of Director’s meeting, Safety Committee, Budget meeting, Insurance Committee, and numerous COVID-19 Task Force/Vaccination meetings.
- The 10-month performance appraisal was conducted on the new Medical Assistant.

Respectfully submitted,

Chief of Health and Safety Heather Goodrich



Clackamas Fire District #1

Wellness Update

May 2021

Issue 249

Health Question of the Month

Q: If there is a crack in the shell of an egg, is it still okay to use?

A: Bacteria associated with food-borne illness can enter eggs through cracks in the shells. Eggs with large cracks in the shells were more likely to contain Salmonella compared to eggs without cracks or only hairline cracks.

If eggs crack while transporting them home, the USDA advises breaking any cracked eggs into a clean container. Tightly cover and refrigerate, using within two days. If eggs crack during hard boiling, they are still safe to consume.

Wellness News

- ❑ Volunteer physicals will take place this month.
- ❑ DOT pre-physicals will take place this month. Koryn will contact you to schedule an appointment time.



CALIFORNIA FIREFIGHTER WRITES BOOK ON PTSI RECOVERY

Kern County, CA Local 1301 member Derek Robinson wants fire fighters and other first responders to know help is available for those suffering with post-traumatic stress injury (PTSI).

Robinson is living proof that treatment works and a happier life is possible and it's okay to ask for help. Robinson tells his story of recovery in his newly published book ***Continue: Surviving the Darkness, Choosing to Live***.

"Like many others, I was fearful that if I asked for help, it would hold me back in my career and my life. Nothing could have been further from the truth," says Robinson. "I am telling my story to let others know it's okay to ask for help. If my story can help just one person choose life over suicide, it will be worth it."

In 2015, the IAFF launched a "Stamp Out the Stigma Campaign" to embolden fire fighters experiencing post-traumatic stress or other behavioral health issues to ask for help processing the trauma they've witnessed.

Robinson, who was president of Local 1301 at the time, was one of the campaigns biggest advocates. He never wanted to get a call or read a story about another brother or sister who believed suicide was their best option for dealing with post-traumatic stress.

It took some time before Robinson admitted to experiencing the signs of post-traumatic stress in himself. Like other fire fighters, Robinson sees trauma every day on the job. Over the years, the cumulative effect began to weigh heavily on his shoulders. But one incident in particular had a more profound effect and led him to reach out for help.

"After going through treatment, I found myself asking why I had waited," says Robinson. "I wish I had done it sooner because now I can go back to the things I love – like my job, swimming and spending time with family and friends without feeling anxious or depressed."

He first shared his story on Facebook. The response was overwhelmingly positive and supportive. Because his words helped them, many IAFF members encouraged him to write more, maybe even write a book.

The more stories he wrote down, the more Robinson realized he did have enough material for a book. He compiled the stories and told them in a way that is relatable to all first responders and their families.

His book is available on Amazon.

In this issue

FF Writes Book on PTSI Recovery [P.1](#)

What Can a 5% Weight Loss Can Do? [P.2](#)

5 Moves for Your Jump Rope Routine [P.3](#)

Exercise of the Month: Walking Plank [P.3](#)

Healthy Recipe: Sheet Pan Fajitas [P.4](#)

Fiber: The Disease Slayer

If people are hoping to shield themselves from some of today's biggest killer diseases, it's a good idea if they look for ways to up their fiber game. A team of researchers from France who looked into the dietary habits of 107,377 individuals discovered that a higher total intake of dietary fiber was associated with less risk of developing type 2 diabetes or breast cancer over ten years.

Consuming more soluble fiber, like that found in oats and fruits, was linked to a lower risk of cardiovascular disease, whereas eating more insoluble fiber, obtained from vegetables and legumes, was tied to a lower risk of dying from cancer or heart disease. So, fiber could be the superpower nutrient that only about 5% of Americans eat enough of.

Slip any of these fiber powerhouses into a meal for a healthy boost:

- Lentils (1/2 cup) = 8g fiber
- Raspberries (1 cup) = 8g fiber
- Black beans (1/2 cup) = 7.5g fiber
- Quinoa (1 cup) = 5g fiber
- Flaxseed, ground (2 Tb) = 4g fiber
- Green peas (1/2 cup) = 4g fiber



Source: IDEA Health & Fitness Journal, Dec 2020



What Can a 5% Weight Loss Do For You?

You don't have to slim down to your high school size to get real health benefits. Losing just a few pounds makes a big difference. 5% of your body weight—10 pounds for a 200 pound person—can improve all kinds of health problems, and make you feel better, too. Here's how:

Ease Up on Joints: Just 10 extra pounds add 40 pounds of pressure on your knees and other lower body joints. That can wear them out quicker. Extra fat can also cause inflammation -- when chemicals in your body damage your own tissues over time, including your joints. Losing even a little weight can ease these effects. If you keep it off, you're much less likely to get arthritis later in life.

Cut Your Chances of Cancer: One study showed that older women who lost at least 5% of their body weight lowered their chances of breast cancer by 12%. There's no such clear proof that losing weight protects you from other types, but some changes that happen when you shed pounds hint that it might. For example, overweight people who slim down have lower levels of some hormones linked to cancer, like estrogens, insulin, and androgens.

Prevent Type 2 Diabetes: If you're more likely to get the condition, weight loss is one of two ways to prevent or delay it. The other is moderate exercise -- 30 minutes on 5 days a week. If you weigh 160 pounds, you could lose just 8-12 lbs. to get the benefit. If you already have diabetes, losing that weight can help you take less medication, keep control of your blood sugar, and lower the odds that the condition will cause other health problems.

A "Good" Cholesterol Bump: You can lower your LDL or "bad" cholesterol with healthier food and medications. But it's harder to raise levels of the "good" kind of cholesterol, HDL. That's the type that clears bad LDL from your blood, so the more you have, the better. Exercise and losing body fat can get you into the ideal HDL range: above 60 mg/dl, which lowers your odds of having heart disease.

Bring Down Triglycerides: They're particles in your body that transport fat for storage and energy. High levels (more than 200 mg/dl) mean you're more likely to have a heart attack or stroke. You can get closer to healthy levels (around 150 mg/dl) if you slim down a little.

Ease High Blood Pressure: Extra body weight makes your blood push harder against your artery walls. That makes your heart work harder, too. You can lower the pressure by about 5 points if you trim 5% from that number on the scale. Cut your sodium and eat plenty of vegetables, fruits, and low-fat dairy, and you may lower it even more.

Stop Sleep Apnea: People who are overweight gain extra tissue in the back of their throat. When your body relaxes when you sleep, that tissue can drop down and block your airway. It makes you stop breathing over and over all night, which causes all kinds of health problems, especially for your heart. Slimming down a little can often help with sleep apnea -- sometimes enough that you can stop using the bulky breathing devices that treat it.

Reverse Insulin Resistance: Body fat, especially in your belly area, gives off chemicals that make your body stop reacting to the effects of insulin, a hormone that keeps the level of sugar in your blood normal. Even though your pancreas works harder to make more insulin, your blood sugar can get too high. A little bit of weight loss can help reverse this effect.

Sleep Longer and Better: Some studies have shown that not getting enough ZZZs can make you more likely to be obese. Others show that losing at least 5% of excess weight can lead to better sleep. But don't overdo it. Sleeping too much isn't good for your weight or your health.

A Better Mood: Weight loss may help chase your blues away. Scientists are still trying to work out why, but better body image and improved sleep may be part of the reason. In one study, depressed people who were very overweight felt better after they lost an average of 8% of their body weight. Other research shows you'll continue to feel better, even after 2 years -- as long as you keep the weight off.

Bring Down Inflammation: Fat cells, especially those around the belly, can release chemicals that irritate and inflame tissues all over the body. This is linked to health problems like arthritis, heart disease, heart attack, and stroke. Work toward a 10% weight loss goal, and you can lower the amount of these substances and cut your chances of having a serious illness.

Source: www.webmd.com



Five Moves to Work Into Your Jump Rope Routine

A jump rope workout can be a fun and challenging way to get in your cardio when you are at home or traveling.

Jumping rope can help maximize your workout, even if you only have a few minutes. It seriously challenges the

cardiovascular system while also helping to improve coordination and muscle strength. You are strengthening the muscles surrounding your ankle joints, your quadriceps, your core, and more—decreasing chances of an injury.

What's more, jumping rope on a regular basis also helps improve your coordination, agility, and balance. This is one of the main reasons you see boxers incorporate this in their workout routines.

Jumping rope also helps build bone density, which guards against osteoporosis, fractures and bone loss. Because it is a weight-bearing exercise, jumping rope helps build bone density by providing the needed loading of bones to help them strengthen.

Below are five moves that will change up your routine and give you a new appreciation for this intense form of cardio:

Twist: Each time your feet come off the ground, twist your body to face the opposite side of the room. To make it a little bit easier, jump twice facing each direction before switching.

Skier: While facing forward, jump slightly to the left and then slightly to the right each time your feet leave the ground.

Switch Feet: Again, face forward, but each time your feet go into the air, alternate which foot is crossed in front of the other.

Open-Close: While skipping rope, do jumping jacks (but without putting your hands over your head).

Cross-Cross: As you jump, cross and uncross both your arms and legs.

If you are shopping for a rope, just remember length is important. In general, lengths range from 7 to 10 feet. Before buying, check the maker's size chart to find the best length for your height—usually around three feet longer than you. If you stand in the middle of your rope and pull the handles up, they should reach your armpits or shoulders.

Source: www.health.com

Association Found Between Waist Circumference and Dementia

Keeping one's waist size in check may protect the brain.

A large Korean study published in the journal *Obesity* found that abdominal obesity, as measured by waist circumference, was associated with significantly higher risk of dementia. The study included over 872,000 participants aged 65 years and older.

Participants with waist circumferences of 35 inches or above for men, and 33.5 inches or above for women, showed a significantly higher risk of dementia even after adjustment for other variables. (The particular waist measurements associated with dementia could be different in people of non-Korean ethnicity.)

Results of previous studies on this topic using body mass index (BMI) have varied. The authors of this study point out that the waist circumference measure utilized in their study is a more accurate indicator of harmful abdominal visceral fat (the kind of fat that builds up around organs). Keeping body weight down to reduce waist circumference may be a powerful tool in protecting brain health.



Source: *Tufts Health & Nutrition Letter*, Feb 2021

Exercise of the Month

Walking Plank

Walking sideways with your plank will strengthen your core as well as your upper and lower body muscle groups.

- Start in a full plank position with your hands directly underneath your shoulders. Activate your glutes and abs.
- Begin to shift laterally by simultaneously moving your right hand and foot to the right. Lift your left hand and foot to meet in the center and return to the plank position.
- Complete 5 steps to the right and 5 to the left for one set. Aim for 3 to 5 sets, or do 1 to 2 minute rounds, working up to 5 rounds.





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Recipe of the Month: Sheet-Pan Chicken Fajitas

INGREDIENTS

- 1 lb. boneless, skinless chicken breasts
- 2 Tbsp. olive oil
- 1 Tbsp. chili powder
- 1/2 tsp ground cumin
- 1 tsp garlic powder
- 3/4 tsp salt
- 1 large red bell pepper, sliced
- 1 large yellow bell pepper, sliced
- 1 large onion (red or yellow), sliced
- 1 Tbsp. lime juice
- 8 corn tortillas, warmed
- Lime wedges, cilantro, sour cream, avocado and/or pico de gallo for serving



DIRECTIONS

1. Preheat oven to 400°. Coat a large rimmed baking sheet with cooking spray.
2. Cut chicken breasts in half horizontally, then slice crosswise into strips. Combine the oil, chili powder, cumin, garlic powder and salt in a large bowl. Add the chicken and stir to coat with the spice mixture. Add bell peppers and onion and stir to combine. Transfer the chicken and vegetables to the prepared baking sheet and spread in an even layer.
3. Roast on the middle rack for 15 minutes. Leave the pan there and turn the broiler to high. Broil until the chicken is cooked through and the vegetables are browning in spots, about 5 minutes more. Remove from the oven. Stir in lime juice.
4. Serve the chicken and vegetables in warmed tortillas accompanied by lime wedges and topped with cilantro, sour cream, avocado and/or pico de gallo, if desired.

Nutrition Facts:

Serving Size: 2 fajitas
Amount Per Serving:
 Calories: 357
 Total Fat : 12g (2g sat)
 Cholesterol: 83mg
 Carbohydrate: 32g
 Fiber: 6g
 Protein: 30g
 Sodium: 573mg
 Potassium: 761mg

Source: www.eatingwell.com

DID YOU KNOW?

Americans love to eat avocados. Each year, more than 80 million pounds of them are mashed to make guacamole on Cinco de Mayo. To make the simplest guacamole, combine fresh avocados, lime juice, finely diced white onion, minced jalapeno and salt. If you like, add salsa, chopped tomato or chopped cilantro according to your taste.

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Assistant Chief Brian Stewart

Re: Community Services Department Monthly Report – May 2021

- Participated in planning sessions with Fire Chief
- Participated in Community Services Department meetings
- Participated in Strategic Planning Retreat
- Assisted in planning the 2022 CPSE Excellence Conference theme and schedule
- Served as Planning Section Chief for internal COVID-19 IMT
- Participated in CFO chief interviews
- Participated in Metro Advanced Wildland School planning meeting
- Attended OSFM Incident Management Team (Red) meeting in Salem
- Met with Fire Chief Huffman (Gladstone) and BC Deters re: GFD recruitment
- Instructed 8-hour strategic planning course for Fire Officer III/IV academy
- Attended healthcare cost meeting with LBG Advisors
- Participated in strategic planning retreat
- AFG grant management work
- Attended TVFR/Clackamas Ops meetings
- Attended wildland programming presentation
- Established contract with MH Consulting for MDC updating/mapping upgrades
- Attended Clackamas Fire District #1 Board of Directors meeting
- Attended Budget Committee Meetings
- Collective bargaining agreement negotiation activities

Respectfully submitted,

Assistant Chief Brian Stewart

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Deputy Chief Doug Whiteley

Re: Business Services Division Monthly Report – May 2021

- Participated in COVID-19 Planning Meetings.
- Attended the monthly Fire Defense Board meeting.
- Met with Firefighter Bargaining Team for bargaining.
- Attended the 2-day Fire District Planning Retreat.
- Attended the Clackamas Fire / Sandy Fire Interagency meetings.
- Attended weekly Battalion Chief group meetings.
- Met with the Civil Service Chairperson.
- Attended the monthly Oregon City Chamber Board Meeting and subcommittees.
- Attended the Emergency Services Foundation meeting.
- Met with staff regarding Intergovernmental Agreements.
- Reviewed and updated Year-to-Date and Long-Range Financial Plans.
- Attended both Budget Committee Meetings.
- Attended the monthly Labor Management Committee meeting.
- Attended the Health Insurance Committee meeting.
- Participated in Oregon City Chamber Board meeting.
- Worked with legal counsel on several matters.
- Worked with Local 1159 on various matters.

Public Education

From: Deputy Fire Marshal Captain Kari Shanklin

Public Education staff worked with staff from the Fire Marshal's Office and apparatus companies to conduct or participate in 20 community activities in May 2021. These include site visits for wildfire assessment, File of Life requests, 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 Public Education Staff:

- May was Wildfire Awareness Month; Public Information wrote content, created graphics, and posted 2-3 social media posts each week during the month of May.
- Received and processed applications for the Woodchipper/Fuels Reduction Grant for wildland fire prevention, courtesy of the Clackamas Fire Prepares: Ready, Set, Go! program and funded by the Clackamas Emergency Services Foundation.
- Staff conducted interviews with KOIN 6 News and FM News 101 KXL regarding wildland fire prevention.

Respectfully submitted,

Deputy Chief Doug Whiteley

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Fire Marshal Shawn Olson

Re: Fire Marshal's Office Monthly Report – May 2021

Engineering Fire Marshal's Office staff reviewed plans for 63 buildings and land use projects in the month of May 2021. In addition, 13 new construction inspections and 6 tenant improvement inspections were completed.

Enforcement A total of 371 inspections were carried out in the month of May 2021. 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:

- Retail sales of fireworks begin June 23rd through July 6th. Forty businesses or outdoor vendors will be selling fireworks this year. There will be two public displays: Estacada High School on June 12th and Waverly Country Club on July 4th. FMO staff will be conducting retail sales inspections soon.
- FMO conducting fire inspections within Gladstone weekly.
- FM Olson elected as OFMA chair beginning July 1 until June 30, 2022.
- Inspector Kragero elected as 2-Year Director for OFMA beginning July 1, 2021.
- Online plan review process set to begin July 1st.
- Backyard burn season ends June 15th. Awaiting ODF declaration of regulated fire season.

Respectfully submitted,

Fire Marshal Shawn Olson

Clackamas and Estacada Fire Inspections

2021 Occupancy Inspections YTD

January - May

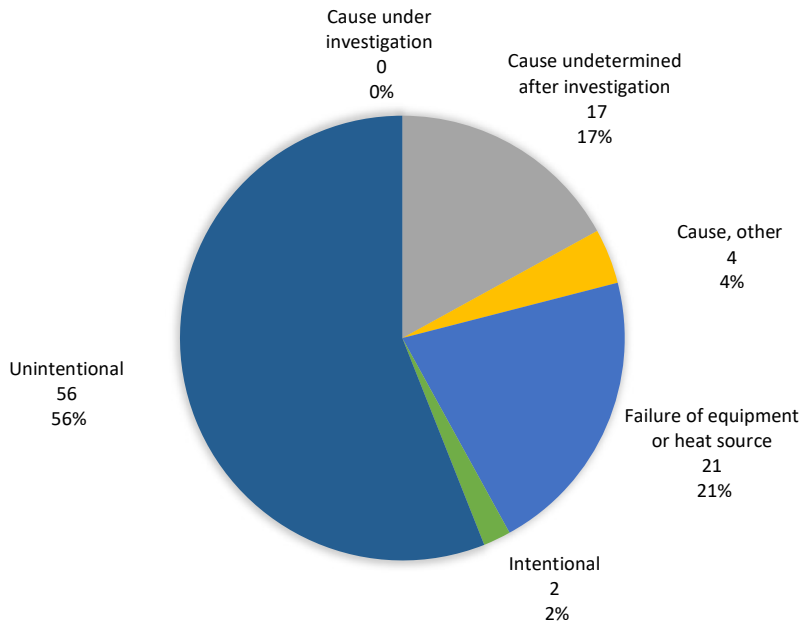
Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - 1 Year	65
	INSPECTION - 1 Year Apartments	53
	INSPECTION - 2 Year	1872
	INSPECTION - 2 Year Apartments	123
	INSPECTION - Marijuana Facility	21
	INSPECTION - Schools	93
Division, Fire Marshal Office	Total	2227
	Grand Total YTD	2227

2021 Special Inspections - Current

May

Assigned To	Actions	Completed	
Division, Fire Marshal Office	INSPECTION - Burn Permit	0	
	INSPECTION - Fire Access & Water Supply	0	
	INSPECTION - Fire Alarm	2	
	INSPECTION - Lock Box	0	
	INSPECTION - New Construction	13	
	INSPECTION - Special	15	
	INSPECTION - Target Hazard	0	
	INSPECTION - Tenant Improvement	6	
	MEETING - General Development/Design	5	
	MEETING - Land Use	1	
	MEETING - On Site	5	
	MEETING - Pre Application	11	
	PERMIT - Fireworks	0	
	PLAN - Fire Access & Water Supply (Commercial)	11	
	PLAN - Fire Access & Water Supply (Residential)	51	
	REFERRAL/COMPLAINT - Citizen	0	
	REFERRAL/COMPLAINT - State	0	
	Division, Fire Marshal Office	Total	120
		Grand Total	120

Clackamas Fire District #1 2021 Structure Fire Cause of Ignition



Year	Fire Cause of Ignition	Incidents	%
2016	Act of Nature	2	2.56%
	Cause under investigation	1	1.28%
	Cause undetermined after investigation	11	14.10%
	Cause, other	2	2.56%
	Failure of equipment or heat source	9	11.54%
	Intentional	4	5.13%
	Unintentional	49	62.80%
2016 Total		78	100.00%
2017	Act of Nature	2	2.15%
	Cause undetermined after investigation	17	18.28%
	Cause, other	1	1.08%
	Failure of equipment or heat source	18	19.35%
	Intentional	8	8.60%
	Unintentional	47	50.54%
2017 Total		93	100.00%
2018	Act of Nature	0	0.00%
	Cause under investigation	1	0.88%
	Cause undetermined after investigation	22	19.30%
	Cause, other	5	4.39%
	Failure of equipment or heat source	24	21.05%
	Intentional	7	6.14%
	Unintentional	55	48.25%
2018 Total		114	100.00%
2019	Act of Nature	1	1.00%
	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%
2020	Act of Nature	0	0.00%
	Cause under investigation	22	10.00%
	Cause undetermined after investigation	30	13.64%
	Cause, other	18	8.18%
	Failure of equipment or heat source	21	9.55%
	Intentional	14	6.36%
	Unintentional	115	52.27%
2020 Total		220	100.00%

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

Business Services Division

To: Chief Fred Charlton and the Board of Directors

From: Division Chief Joshua Gehrke

Re: Human Capital Monthly Report – May 2021

In the month of May, Human Resources gained a team member, returning to the days of a dedicated chief officer assigned in Human Resources. During the month, the Human Resources team performed SWOT analyses to paint a picture of our current standing and set a clear path forward. I am excited about this next chapter for the fire district and looking forward to all the objectives we have focused on our people both current and future. Thanks for all your efforts team!

- Attended CCOM Executive Board Meeting
- Attended regularly scheduled battalion chief's morning briefings
- Attended regular Medical Services Team Meeting and EMS team meetings
- Attended further meetings with Sandy Fire District #72 and Clackamas Fire District #1 staff to discuss IGA
- Conducted meetings with Lt. Sakaguchi and BC Kinne to discuss professional development, diversity, equity, and inclusion concepts and plans
- Continued collaboration with Chief McKinnon and DC Carlsen to draft the scope of work for the upcoming feasibility study with Sandy Fire District #72
- Continued to adjust and address the fire district's approach to COVID-19 and conduct IMT meetings
- Participated in the Assistant Chief promotional process. Congratulations to Brian Stewart and Steven Arnold Deters; you are both more than deserving of the positions.
- Attended several collective bargaining meetings with negotiation team and labor team
- Attended labor management meeting
- Attended both days of the Strategic Planning Retreat
- Met with SDAO human resources to cultivate relationships and maximize our use of SDAO in the future
- Met with TVF&R Human Resources to garner additional information and cultivate relationships

- Met with Gresham Fire to share our experience with feasibility studies and discuss leadership
- Met with Karl Koenig to discuss the apprenticeship program and the Fire District's participation in the future
- Attended insurance meeting with LBG to better understand our stop loss limits and use

Respectfully submitted,

Division Chief Joshua Gehrke

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Human Resources Manager Tricia Noble

Re: Human Resources Department Monthly Report – May 2021

- Finished the Training Office TDY process
- Wrapped up the CFO process
- Wrapped up Assistant Chief process
- Continued support of Operations with NEOGOV posting, background checks and new hire forms for Forestry Tech I, Forestry Tech II, and Forestry Supervisor
- Ongoing work for the Fire Inspector, Captain, and Fleet Tech processes
- Attended webinars through SDAO and OSU regarding DEI
- Finished the Recruitment policy updates
- Updated employee files with certifications, PAFs, comp time, change of address, new employee information/bios, etc.
- Participated in the Leader's Learn book club and continued reading Dare to Lead by Brene Brown
- Met with Chief Gehrke regarding DEI and also completed a SWOT analysis for AC Stewart
- Last Wildfire Crew 30 job offers, background checks and preemployment screenings completed
- Researched potential for switching preemployment screenings that currently involve psychiatric exams to greater detail background and reference checks. Touched based with neighboring fire districts / departments to determine what screening tools they currently use and also researched private sector options.
- Completed last background checks for new CERT recruits
- Coordinated subpoenas and District Attorney contact for Blue Heron event
- SDAO webinars on Diversity and Inclusion and Employee Leave
- Finalized CFO working agreement
- Finalized Chief Tech Officer and Chief Wellness Officer working agreements
- Processed temp labor hires who are assisting in Clackamas County vaccination clinics

- Responded to neighboring agencies who are in the middle of wage and benefit negotiations with District 1 comps and job descriptions
- Cued up volunteer applications with NW Occupational Health for psych exam screenings
- Met with probationary officers completing task book training requirements for check off with Human Resource Department personnel
- Coordinated revisions and updates for new district-wide policies to ensure updates and current policies are showing accurate document list following the transition of D1Net files to SharePoint
- 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 Compensation claims and return to work for new claims and light duty assignments
- **Benefits:**
 - Held an Insurance Committee meeting. Went over the estimated rate increase. Still waiting for numbers to finalize. LBG put out group to bid for dental and we voted to change carriers to Equitable. MetLife was going to give us a 5% increase and Equitable came back with a 5% decrease of our current rate. The coverage will be the same as with MetLife.
 - The Open Enrollment information was loaded to the website and sent out to all employees and retirees.
 - Attended a HYAS group reference call, to cover international search.
 - Held an LBG Health Plan Review for Chief Browne, DC Whiteley, AC Stewart, DC Gerhke, and Finance Manager Day for an overview on a partially self-funded plan and how it works. A good Q&A for all.
 - Met with Finance Manager Christina Day and Lt. Scott Walker to go over all Retiree documentation.
 - Completed an audit and Census for Reliance Standard for new premium rates.
- **LBG:**
 - Worked with LBG and Equitable on the dental contract so its effective on July 1. All active dental members will be enrolled through a census.
 - Working with Kris on ongoing and new claim issues.
- **Health Trust:**
 - In May, the Trust paid out an offset to 49 members and a total of \$6,362.22.
 - Completed the meeting minutes.
 - Organized the Teams and the Website with the specific folders and files we wanted on the Health Trust for all to be able to access.

Respectfully submitted,

Human Resources Manager Tricia Noble

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Division Chief Michael Carlsen

Re: Support Services Department Monthly Report – May 2021

- Continued to serve as the Logistics Chief on the COVID-19 IMT and took part in all briefings which have reduced in number. Now that our organizational structure has transitioned to Command and General Staff, the IMT will transition to C&G.
- Continued to attend Tuesday/Wednesday/Thursday Ops Briefs. Usually worked through several dispatch related issues with the BCs.
- Significant time spent in CBA negotiations for both Fire Fighters and Battalion Chief.
- Attended C&G Retreat for two days.
- Weekly Monday “Chief’s Planning Meeting.” This will transition to Command and General Staff.
- C800 Meetings
 - Multiple meetings with the Director of C800 to discuss transition of VHF Overlay.
 - Secured \$53,000 in radio upgrades to Mobile Command Unit. No financial impact on the District.
- CCOM User Group Meetings
- Filled in for CCOM E-Board meeting
 - Charter changed to represent CCSO and CCFD to be permanent members.
- Division meetings with Managers.
- Significant time spent preparing for Sandy and Hoodland IGAs.
- Attended Sandy/Clackamas Interagency meetings.
- Multiple Dispatch issue resolution with CCOM.
- Board regular session attendance via Zoom.
- Continued to develop Sandy-Clackamas Feasibility Study with DC Gehrke, Sandy DC McKinnon and legal.
- Work to create *Multi-Agency Fire Liaison Coordination Center* at CCOM.

- Continued working with Gladstone Fire BC Tighe Vroman to establish protocols for Dispatch Liasion.
- Served as District Coverage Chief.

Respectfully submitted,

Division Chief Michael Carlsen

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Fleet Manger Bill Bischoff

Re: Fleet Services Department Monthly Report – May 2021

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

Engines

- 3-146 E331- PM and write-ups. Prepare to return apparatus to Estacada Fire.

Trucks / Heavy Rescue

- 2-203 T304R- Major engine failure problems- Tow to Fleet.
- 2-200 T316R- Air compressor problems and oil leak.
- 2-208 T316- PM and several write-ups.

Brush Rigs / Water Tenders / Boats

- 2-363 BR313- Major Engine failure- Glow plug fell into cylinder five- Replaced engine.
- 2-302 BR311- Brake problems.
- 2-800 C30A- Engine misfire and decal installation.
- 2-801 C30B- Misc write-ups and decal installation. VHF Radio repair.
- 2-338 WT314- Tank dump opening without notice - flooded station multiple times.
- 2-333 WT320- Annual PM and pump testing.
- 3-342 WT330- Annual PM and pump testing. Repair write-ups.

Staff Vehicles / Medic

- Several staff vehicles in for PM and minor repairs.
- 2-573 Browne- PM and write ups, Prep for new FC.
- 2-445 M303- Transmission failure- Replacement at dealer.
- 2-447 New M303- Final prep and licensing. Decals being installed for in-service.

Other Items

- Fleet Staff assisted with Annual Hose and Ladder Testing that took place out on the Training grounds. Worked with BC to get all necessary apparatus on site and all hose and ladders that would have otherwise been untested.

- Fleet began bringing all of the Gladstone and Lake Oswego apparatus through the shop for their scheduled PM work and annual pump testing.
- Fleet Personnel were able to participate in Tiller Training to make sure everyone is qualified to take the tillers out on test drives or deliveries inside or outside of our District.

Respectfully submitted,

Fleet Manger Bill Bischoff

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Facilities Manger Scott Vallance

Re: Facility Maintenance Department Monthly Report – May 2021

May was an extremely busy month for the Facilities department. The following are some of the larger projects:

- Station 19 – Walk through with Energy Trust of Oregon to evaluate the equipment and systems that were installed in the two newest stations. They looked at power usage, HVAC efficiency, solar system, etc. We should be getting a report from them in the next couple of months.
- Station 11 – Removed old, and installed new station generator. The old outdated generator set will be sold on Gov Deals.
- Repaired doorways in two private residences as a result of forced entry by duty crews. One was for a 104 year old gentleman with few resources. The second was due to an incorrect address given to the responding crews, and with the approval of CCSO.
- Station 18 – Job scope evaluation in anticipation of this location going 24/7. Brought in electrician to evaluate needs, began demolition and ordered additional appliances and cabinets.
- Obtained single quotes for upgrades to the Fuller Rd. house to include reroofing, interior and exterior paint, sand and refinish floors, and minor landscaping.
- PFAS follow-up with Apex and DEQ to review Beneficial Use Survey and discussed the next steps. Moving to testing surface and sub-surface material in anticipation of moving forward with concrete and asphalt replacement at the 130th Ave. complex.
- Continued field mowing as a fire mitigation tool as we head into summer months.
- Conducted probationary officer meetings with two new lieutenants.

Respectfully submitted,

Facilities Manger Scott Vallance

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Logistics Manager DeAnn Cordes

Re: Logistics Department Monthly Report – May 2021

- Logistics processed 297 requisitions entered into Munis. This is up 1.35% from May of last year. Fleet parts processed 112 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 May.

Warehouse	Qty Received	Qty Issued
Fleet Parts	403	991
Logistics	2672	5057

- Logistics filled and delivered 44 orders for controlled medications; which is up 4.55% from May of last year.
- Staff attended, via Zoom, the EMS and Safety Committee meetings this month. Attended both Budget Committee meetings in May.
- Assisted Facility Maintenance with multiple office moves and furniture moving throughout the fire district. Many stations are sending items back to Logistics or Facility Maintenance in preparation for their station audits. Many items are saved to be repurposed for later use elsewhere.
- Staff is preparing for fiscal year end and annual inventory. In order for expenses to be included in fiscal year 2021, goods and services have to be received by June 30th. Preparation for annual inventory includes pre-counts, labeling, facing, etc.
- Made and activated five ID/access card, one sticker and 23 bracelets, deleted nine devices (ID card, bracelet, etc.). Communicated the changes with Sonitrol.

Respectfully submitted,

Logistics Manager DeAnn Cordes

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Chief Technology Officer Oscar Hicks

Re: Information Technology Services Department Monthly Report – May 2021

In Progress/On-going:

- Network Core Switch / Wi-Fi upgrade district wide
- New MAP Layers installed on AVIDS district wide
- End-User training development Office 365
- Office 365 / SharePoint implementation
- Removal of Windows 7 Desktop environment

Completed:

- Dynamics - network visibility solution that optimizes performance issues and detects threats on mission critical networks (POC)
- FTE backfill ITS Mobile Specialist
- ESO / Telestaff migration
- On premise exchange migration to Office 365 cloud
- Firmware update on Sophos XG Firewall cluster

Respectfully submitted,

Chief Technology Officer Oscar Hicks

Business Services Division

To: Chief Nick Browne and the Board of Directors

From: Data Services Manager Shelby Hopkins

Re: Data Services Department Monthly Report – May 2021

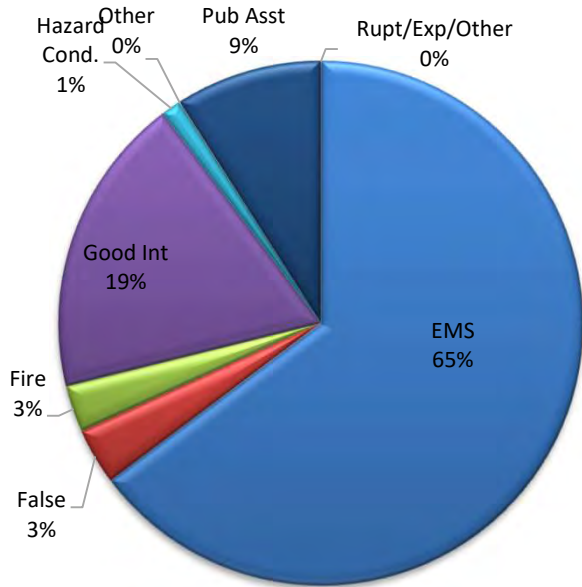
- Processed personnel moves in Munis, TeleStaff and TargetSolutions.
- Compiled Ambulance Service Performance report per county compliance.
- Attended budget committee meeting and presented Fire District population data to group.
- Coordinated GIS projects with contractor.
- Participated in TeleStaff discussion on new kelly day rotation setup and developed matrix.
- Transitions workload from PS Stevens as needed.
- Assisted Fleet/Logs with Intterra and CAD programs.
- Worked with ESO to determine necessary updates for NFIRS requirements in the Incidents Module-Fire tab. Updates should be available to users within 6-12 weeks per ESO.
- Developed and produced reports for Gladstone and Canby mutual aid.
- Worked with Kronos (TeleStaff) support to correct various technical glitches.
- Worked with Munis support to correct various technical glitches.
- Discussed developing a servicing department in Munis for the decal program.
- Attended Tablet MDC discussion.
- Continued archiving project at Station 14.
- Continued transitioning forms to JotForms for each department, as well as any new or urgent requests.
- Processed preplan updates.
- Responded to incident and archive public records requests.
- Daily QA/QI of ESO reporting for improved data quality.

Respectfully submitted,

Data Services Manager Shelby Hopkins

Clackamas Fire Dist. #1 Emergency Services Report

May 2021



Incident Type	Data
EMS	1477
False	79
Fire	66
Good Int	424
Hazard Cond.	27
Other	1
Pub Asst	206
Rupt/Exp/Weather	0
Grand Total	2280

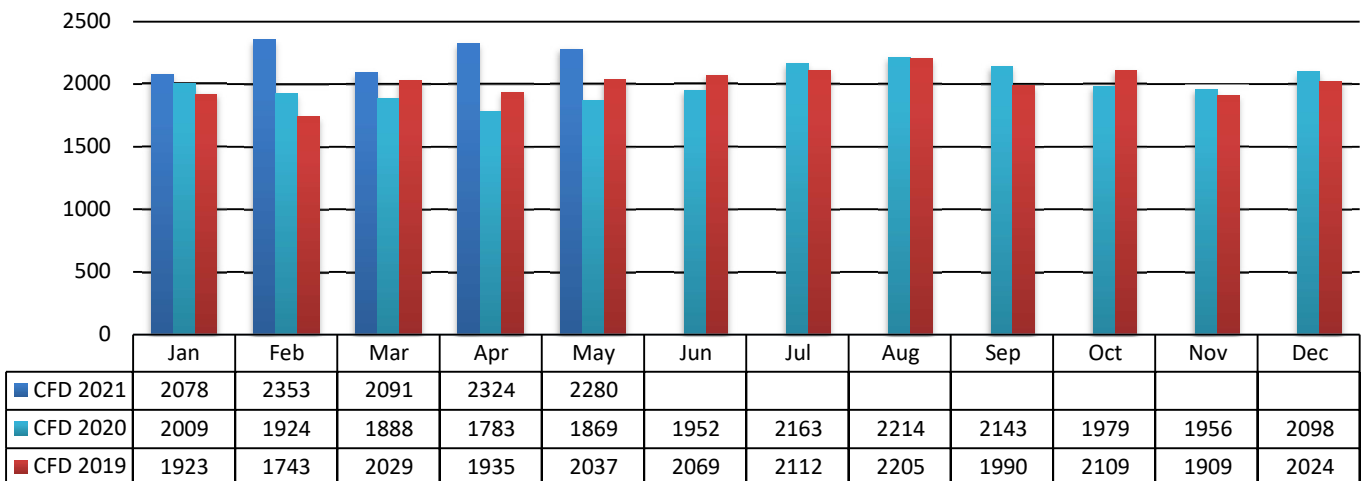
Year to Date

Incident Type	2019	2020	2021
EMS	6743	6167	7105
False	370	358	415
Fire	217	189	287
Good Int	868	1365	1891
Hazard Cond.	464	132	326
Other	0	8	10
Pub Asst	1003	1253	1081
Rupt/Exp/Weather	2	1	11
Grand Total	9667	9473	11126

*Mutual Aid Given Incident Not Included

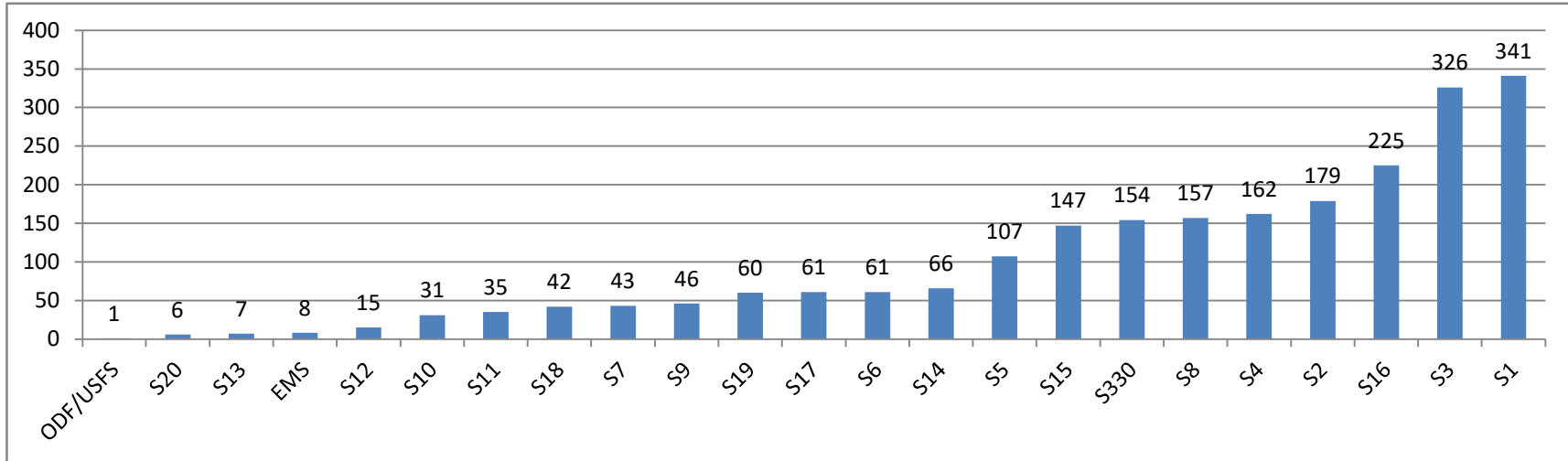
**Changes in Good Int and Hazard Cond. due to compliance with NFIRS requirements.

Total Incidents by Month

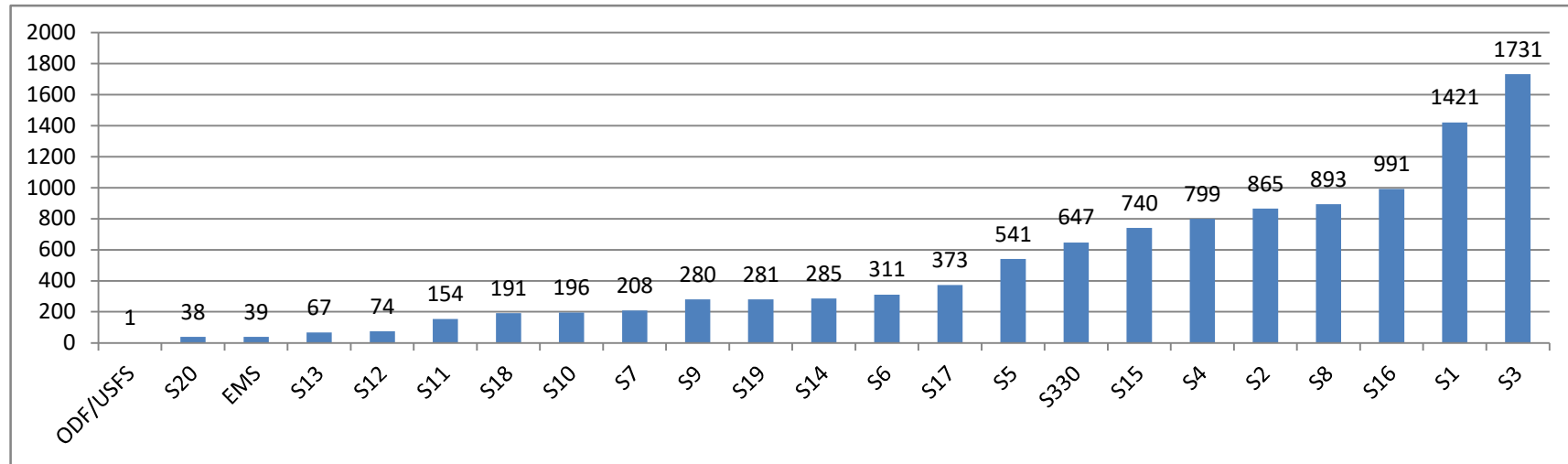


Incident Count by Planning Zone

May 2021



Year to Date

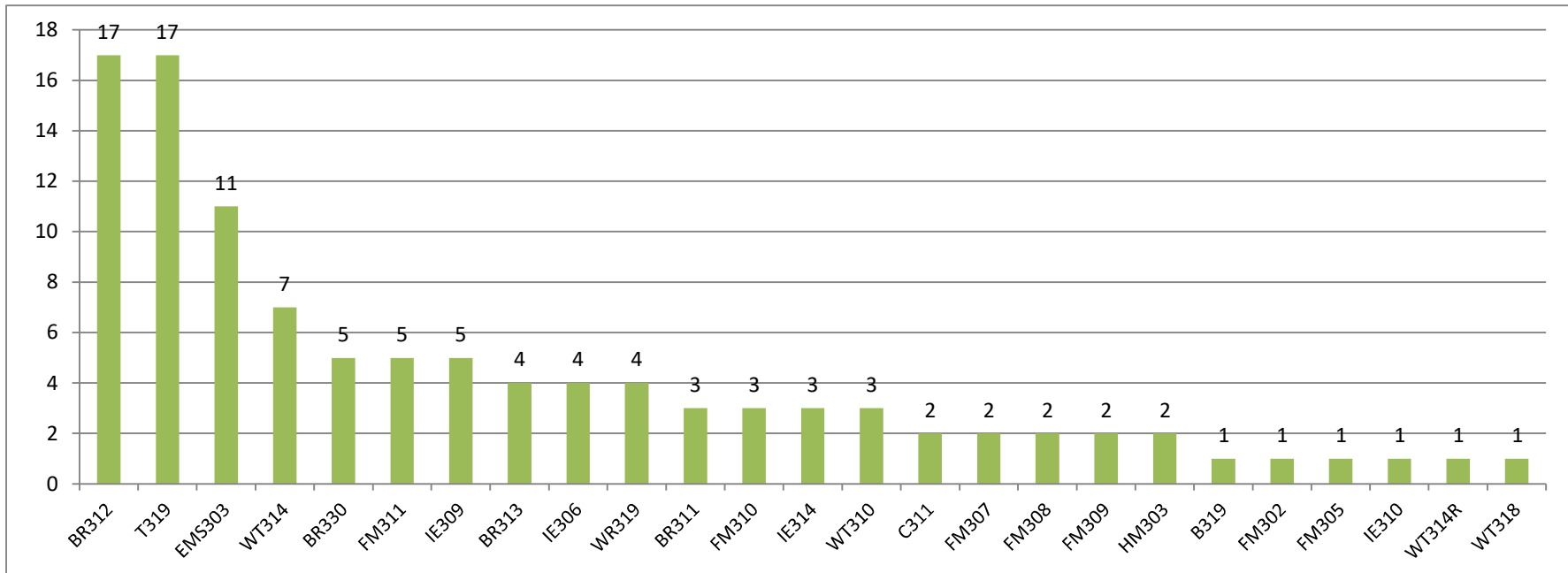
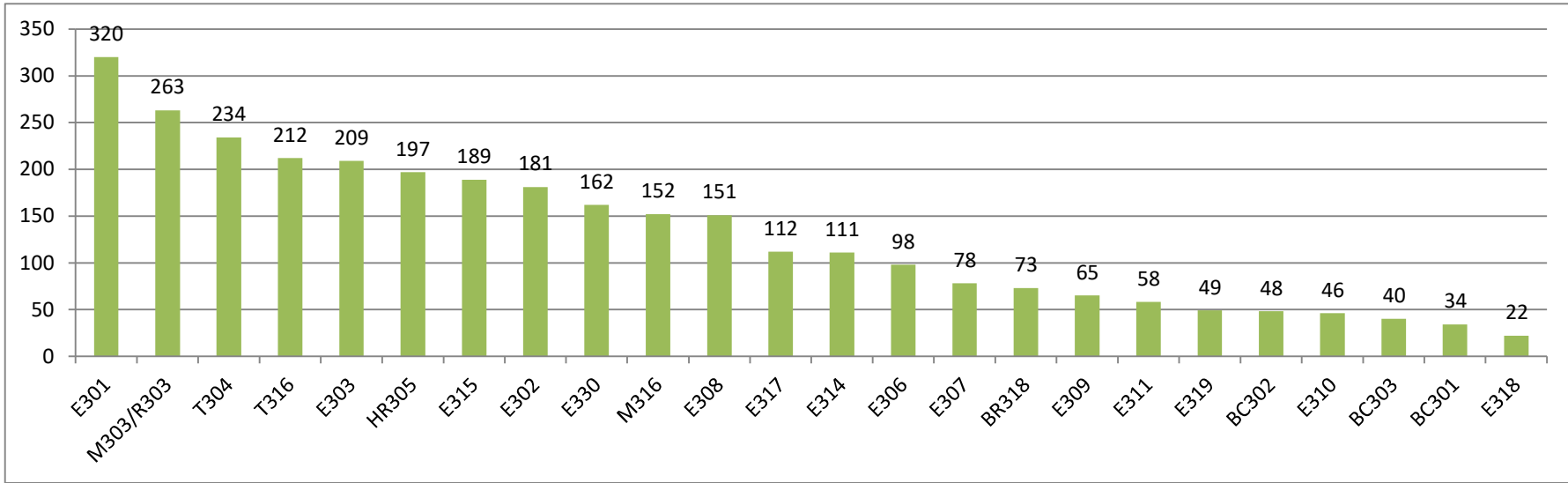


May 2021
Time Apparatus Committed
 (Dispatch to Clear)

Unit	Cleared Responses	Total Time Committed (hours)	% Time Committed
BC301	34	15.18	2.04%
BC302	48	19.30	2.59%
BC303	41	10.13	1.36%
E301	326	69.83	9.39%
E302	187	55.83	7.50%
E303	220	50.92	6.84%
E306	98	29.38	3.95%
E307	81	24.40	3.28%
E308	152	46.60	6.26%
E309	66	25.05	3.37%
E310	47	19.72	2.65%
E311	60	20.55	2.76%
E314	113	34.30	4.61%
E315	194	50.53	6.79%
E317	113	36.20	4.87%
E318	24	8.88	5.23%
E319	58	12.85	1.73%
E330	162	67.95	9.13%
HR305	205	43.12	5.80%
M303	161	87.85	11.81%
M316	152	88.83	23.88%
R303	103	29.43	3.96%
T304	240	63.98	8.60%
T316	222	54.27	7.29%
T319	19	10.40	1.40%



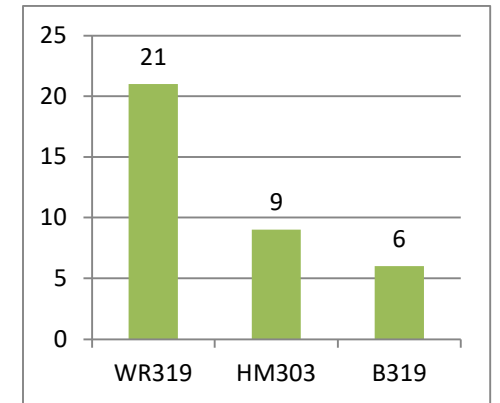
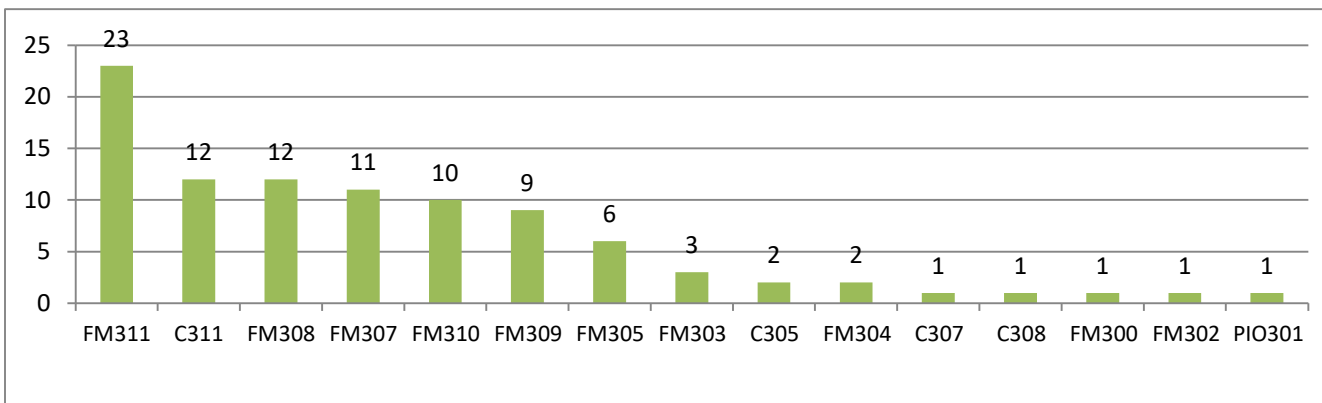
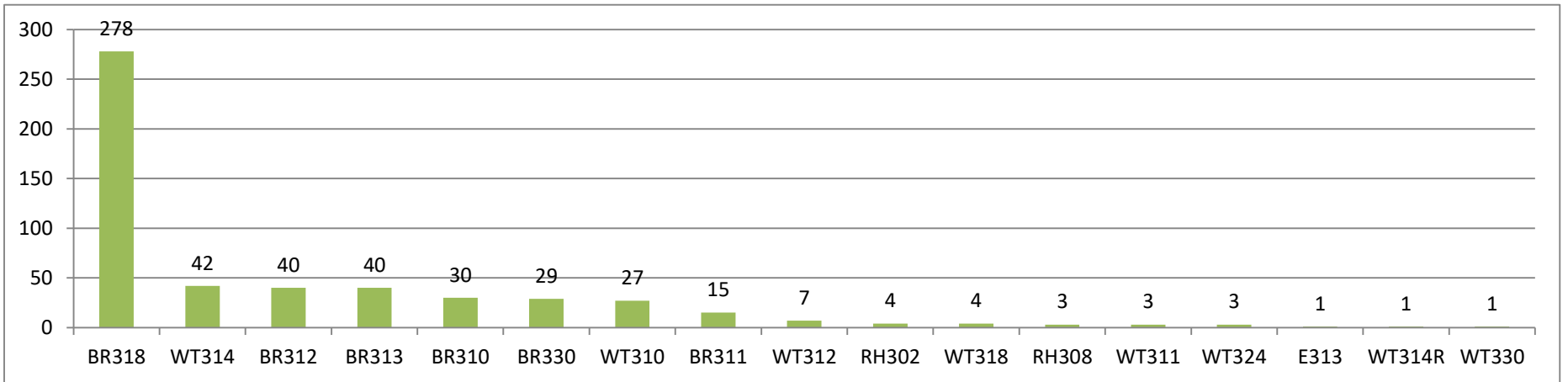
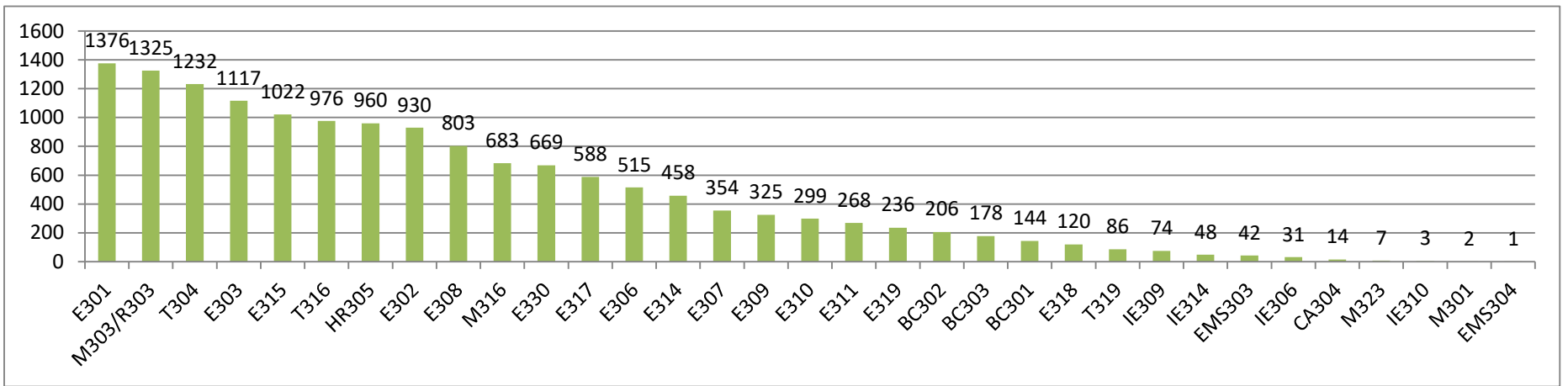
Incident Response by Apparatus
(Including Mutual Aid Given)
May 2021



Incident Response by Apparatus

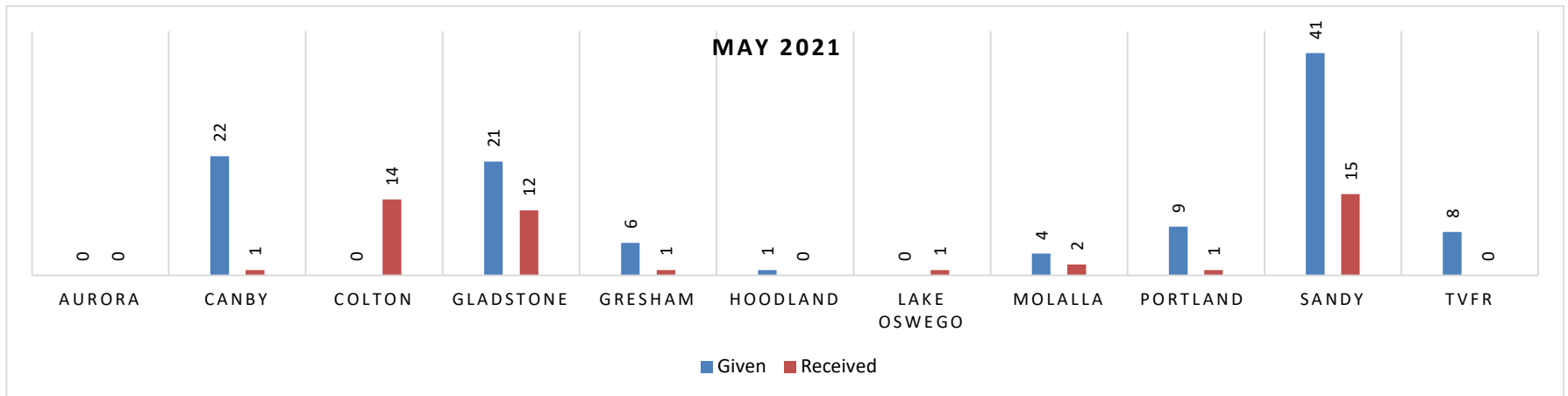
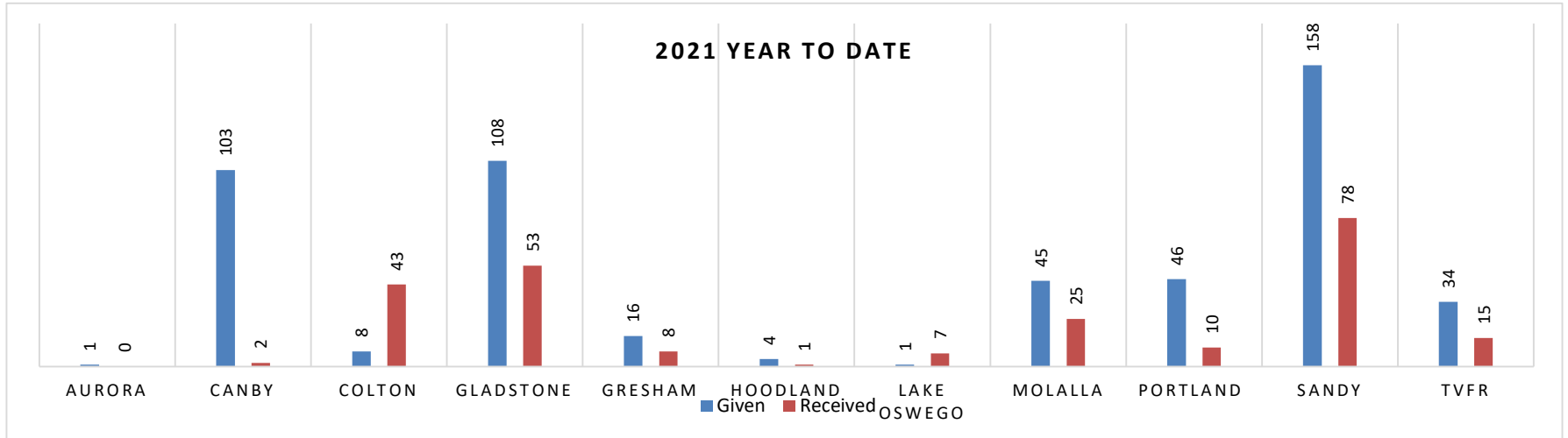
(Including Mutual Aid Given)

Year to Date 2021



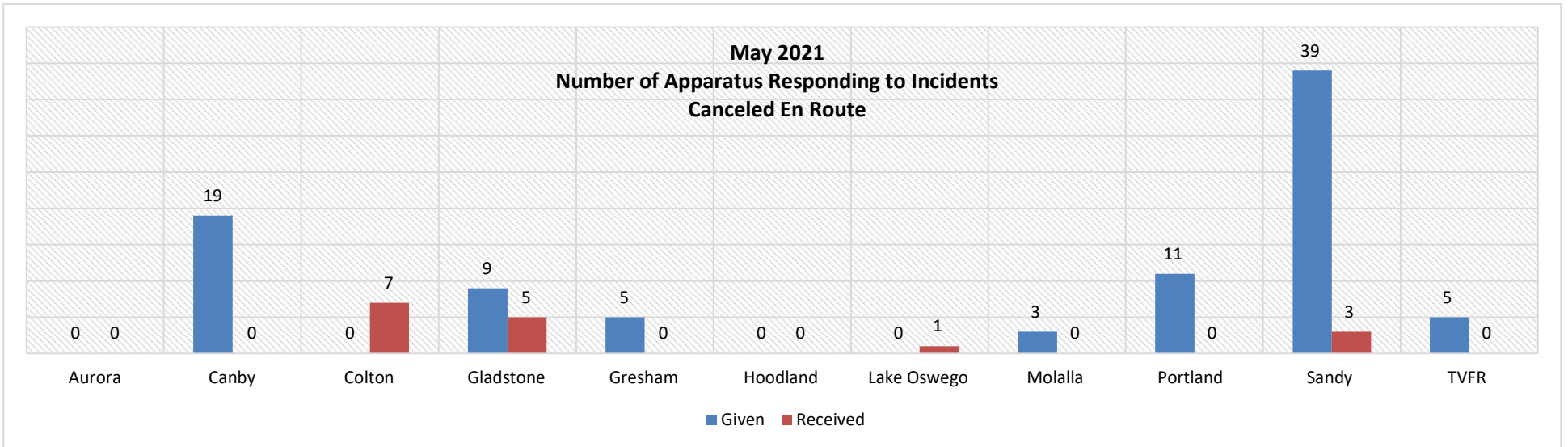
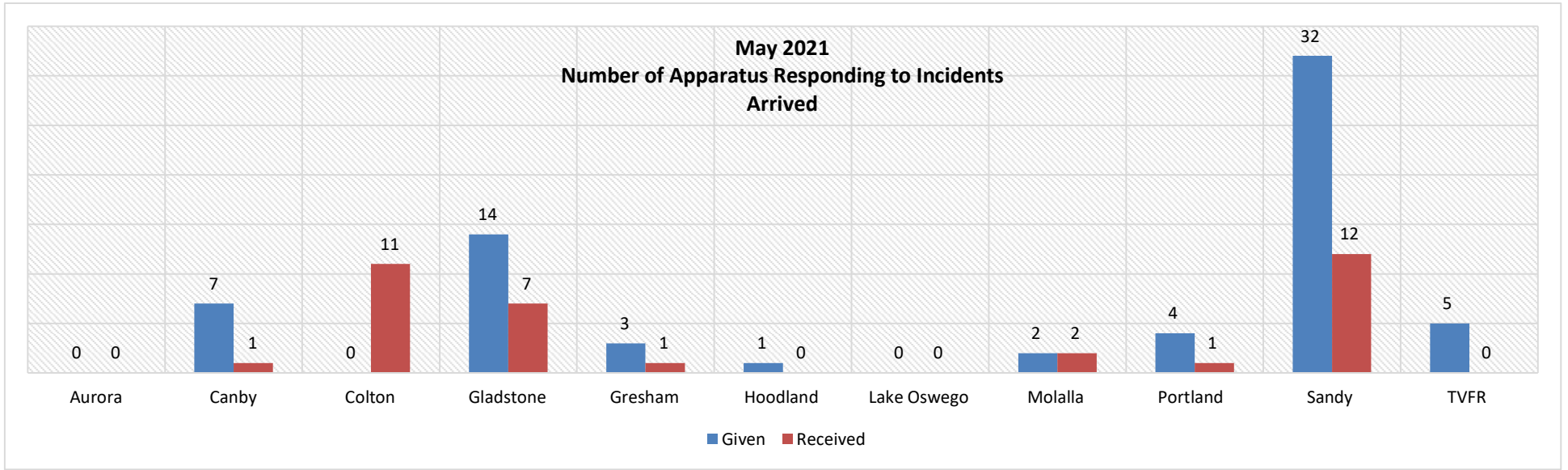
Mutual Aid Given to Mutual Aid Received by Agency by Incident

**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.*



Financial Services Division

To: Chief Nick Browne and the Board of Directors

From: Finance Manager Christina Day

Re: Finance Department Monthly Report – May 2021

To reduce the potential spread of COVID-19, Finance staffers have implemented a schedule of 2 workdays in the office and 2 workdays remotely effective June 7, 2021.

Below are a few highlights of activities in Financial Services for the months of May and June 2021:

- Staff Changes
 - The Fire District welcomed Mark Whitaker as the new Chief Financial Officer on June 7th and said goodbye to Christina Day as she retired on June 18th. Additionally, Administrative Assistant Spencer Burkholder was terminated as part of a reduction-in-force, so current Finance staffing is 5.0 FTE including the CFO.
- Budget
 - The Fire District conducted two Budget Committee meetings, and the budget presented at the May 19, 2021, meeting was approved. There was an addition to the Fund 80 Wildland Mitigation due to late notice of a grant award.
 - The Budget Adoption Hearing is scheduled to be conducted at the June 21, 2021, Board meeting.
 - Staff continue to monitor current fiscal year-end projections for FY2020-21, including unanticipated activity due to COVID-19, wildfires, and ice storms.
 - A supplemental budget has been prepared for discussion at the June 21, 2021, Board meeting, and will adjust the appropriations to maintain compliance with local budget law.
- GEMT program
 - With the expiration of the current 3-year contract for GEMT consultant services, staff have been researching service providers.
 - Staff are beginning the work of becoming established as a GEMT Fee-for-Service provider in order to receive revenue from the State for eligible ambulance transports.
- Other
 - Finance staff have worked with BC B. Olson to establish billing processes for the Wildland Mitigation program.
 - Finance staff have been busy relocating offices and workstations at the Administration office. This involved a huge amount of file review, disposal, and archiving to reduce the

- amount of space needed. A special thank you to Program Specialist Melissa Fielman for her extra effort in working on this time-consuming task!
- Tax returns for the Clackamas Emergency Services Foundation were prepared and filed.

Looking Ahead:

July 2021

- 15th – Budget and tax certification filed with Counties and State

August 2021

- 30th – Deadline for processing payments from FY2021
- Year-end process begins

September 2021

- Year-end process continues

October 2021

- FY2021 Audit tentatively conducted

Respectfully submitted,

Finance Manager Christina Day

FINANCIAL REPORT – Period ending May 31, 2021 (FY2020-21)

General Fund 10

As of May 31, 2021, Fiscal Year 2020-2021 is 91.7% complete.

Revenues: The General Fund has received \$55,806,242 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 \$919,813 at 92.0% of the budget before the costs of collection are netted out. GEMT revenue is \$510,042. Conflagration Reimbursement is \$1,977,695 to date. This fund has received \$149,940 in interest revenues to date. Additional revenues from contracts, and other sources total another \$6,385,992.

Expenditures: The General Fund has actual expenditures (excluding encumbrances and depreciation expense) in the following categories through May 2021:

Category:	% of Budget Used
Salaries & Benefits	98.0%
Materials & Services	82.5%
Capital Outlay	0%

Equipment Reserve Fund 20

Total expenditures in this fund equal \$139,645. This fund has received \$2,014 in interest and \$29,621 in surplus sales revenues to date.

Capital Projects Fund 30

Total expenditures in this fund equal \$1,683,542 through May 2021. This fund has received \$29,800 in interest revenues to date.

Enterprise Fund 40

There are no expenditures in this fund. This fund has received \$152 in interest revenue.

Debt Service Fund 50

Total expenditures in this fund equal \$1,739,650. This fund has received \$2,203,250 in property tax revenues this year, along with \$14,233 in interest earnings.

Bond Construction Fund 60

Total expenditures for bond project-related construction costs equal \$236,866 through May 2021. This fund has a transfer from Fund 30 of \$240,199.

Investment Activity

Short-term Investment Portfolio

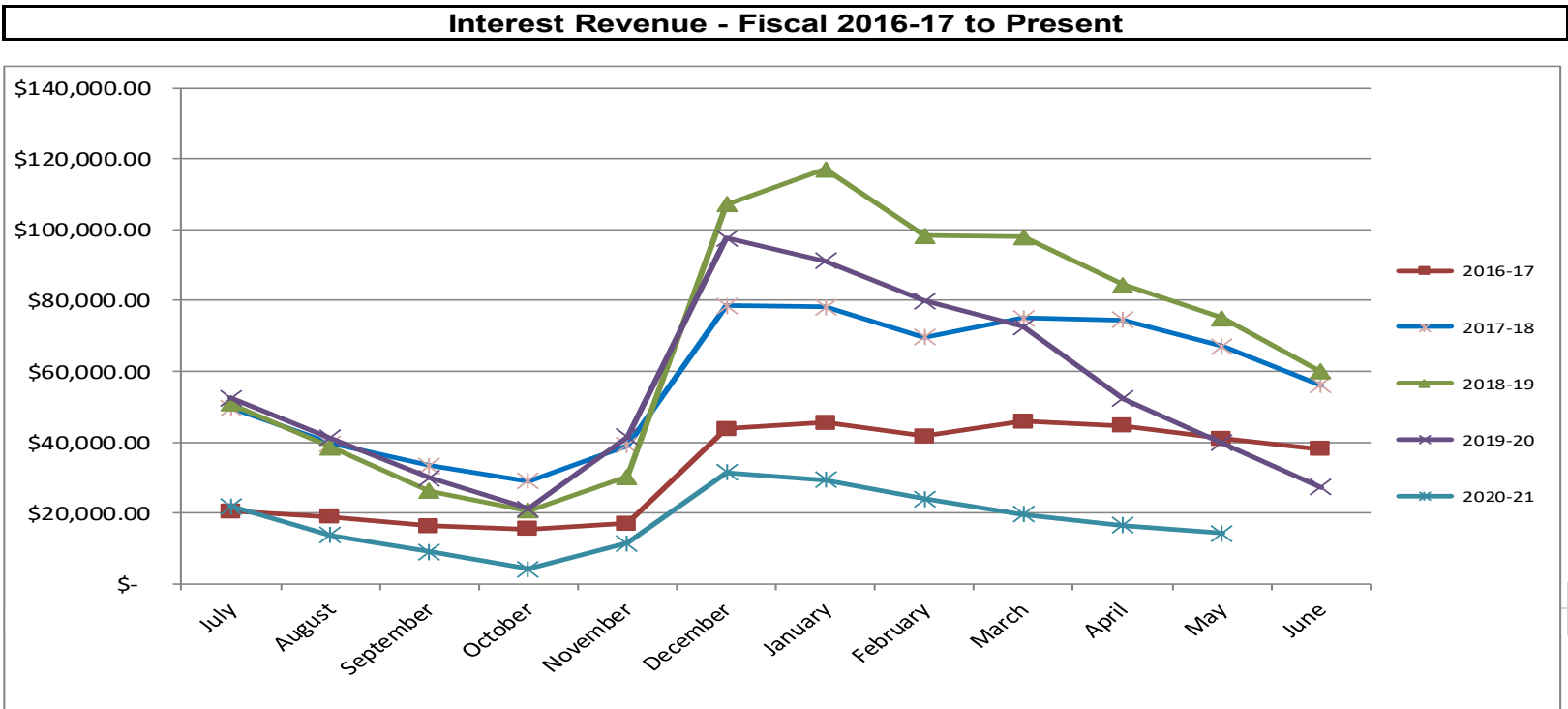
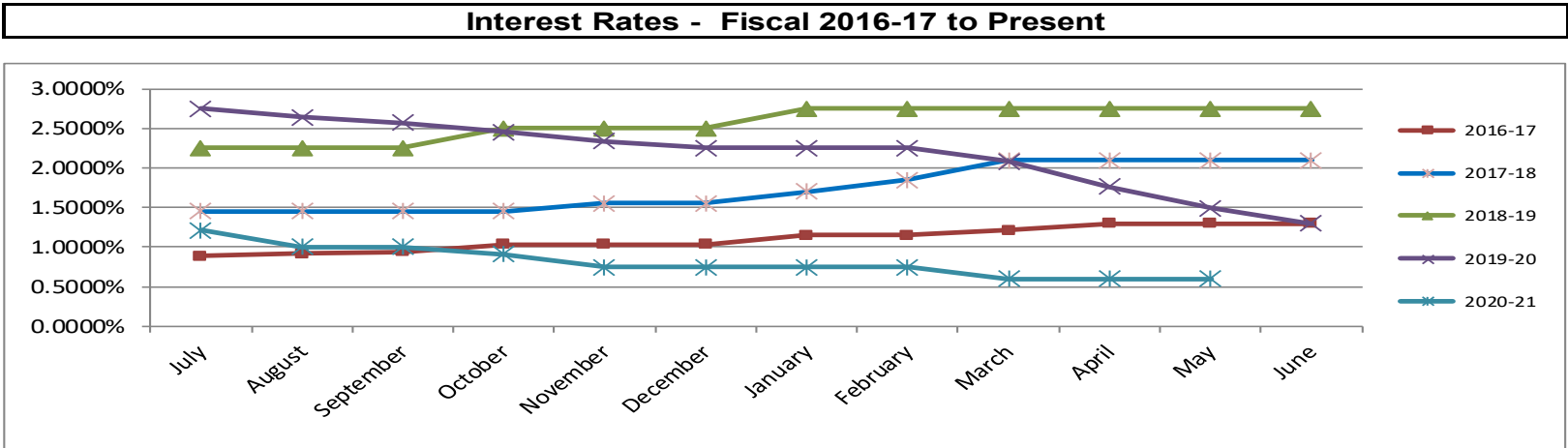
The table below indicates the balances of cash accounts as of May 31, 2021.

Short-term Investments as of May 31,2021	
Local Government Investment Pool	\$24,248,133.35
Key Bank Checking	\$ 3,226,744.41
TOTAL:	\$ 27,474,877.76

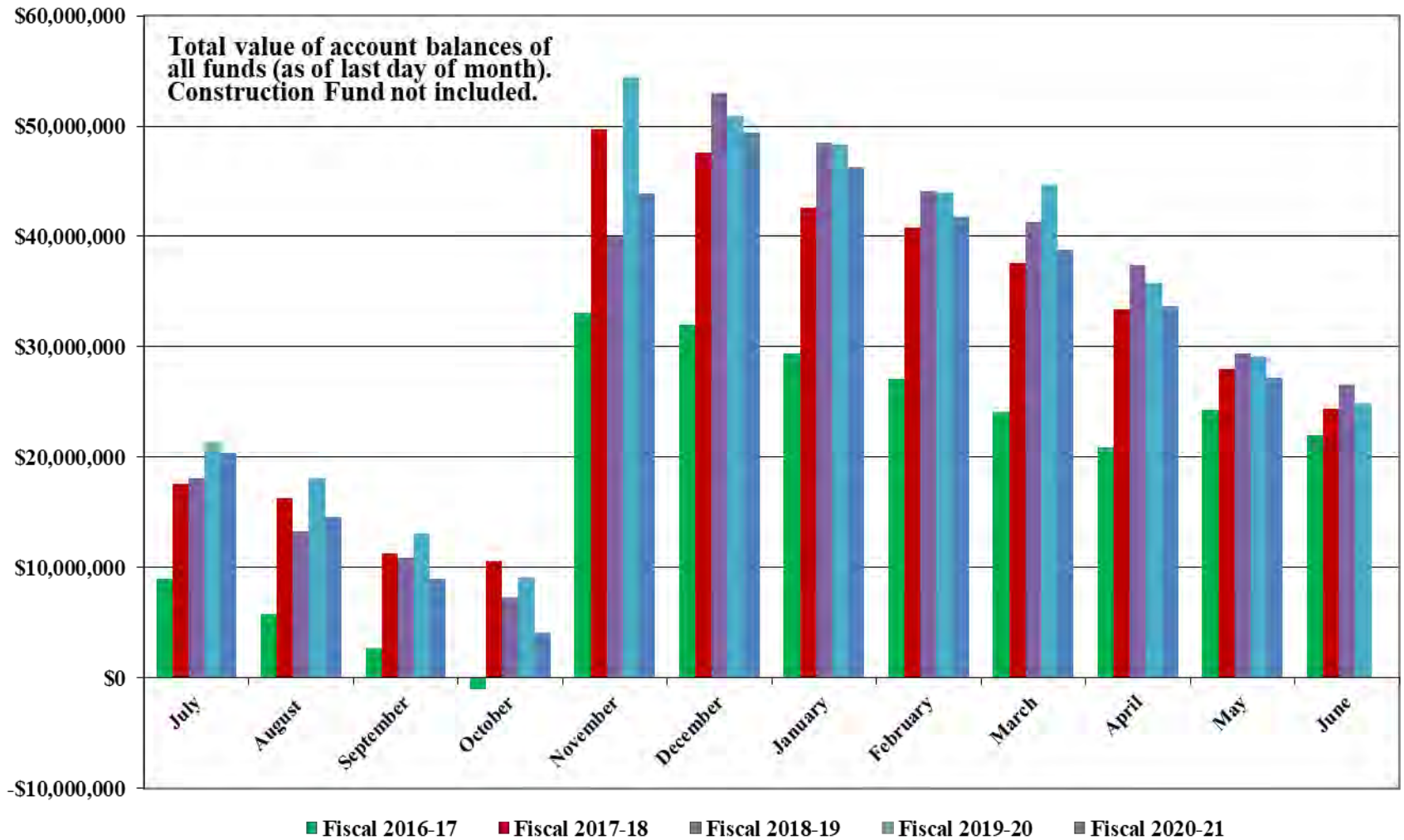
The Oregon LGIP interest rate is 0.60% in May 2021.

Clackamas Fire District No. 1			
LGIP Monthly Interest Rate Averages			Monthly Earnings LGIP
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
January	2021	0.750%	\$29,358.51
February	2021	0.750%	\$24,003.23
March	2021	0.600%	\$19,771.38
April	2021	0.600%	\$16,666.67
May	2021	0.600%	\$14,280.78

Clackamas Fire District #1
 LGIP Interest Rates and Revenue



Clackamas County Fire District #1 Account Balances by Month



YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
9995 Beg Fund Bal	-20,089,198.00	1,864,200.00	-18,224,998.00	0.00	0.00	-18,224,998.00	.0%
TOTAL Beg Fund Bal	-20,089,198.00	1,864,200.00	-18,224,998.00	0.00	0.00	-18,224,998.00	.0%
01 Tax Revenues							
4450 Current Year Prop Taxes	-55,796,309.00	0.00	-55,796,309.00	-55,122,309.33	0.00	-673,999.67	98.8%
4455 Prior Year Prop Taxes	-1,220,310.00	584,808.00	-635,502.00	-654,692.75	0.00	19,190.75	103.0%
4460 Other Taxes	-8,000.00	-30,000.00	-38,000.00	-29,239.46	0.00	-8,760.54	76.9%
TOTAL Tax Revenues	-57,024,619.00	554,808.00	-56,469,811.00	-55,806,241.54	0.00	-663,569.46	98.8%
03 Interest							
4490 Investment Interest	-375,000.00	205,000.00	-170,000.00	-149,940.14	0.00	-20,059.86	88.2%
TOTAL Interest	-375,000.00	205,000.00	-170,000.00	-149,940.14	0.00	-20,059.86	88.2%
04 Other Revenues							
4500 Contract Revenue	-3,052,033.00	-178,791.00	-3,230,824.00	-2,958,786.74	0.00	-272,037.26	91.6%
4510 ASA Revenue	-135,000.00	0.00	-135,000.00	-123,546.79	0.00	-11,453.21	91.5%
4512 Medical Supply Reimb	-90,000.00	0.00	-90,000.00	-94,183.50	0.00	4,183.50	104.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4513 Other Reimbursements	-200,000.00	-54,197.00	-254,197.00	-340,995.95	0.00	86,798.95	134.1%
4538 Service Cost Recovery	-75,000.00	0.00	-75,000.00	-57,311.78	0.00	-17,688.22	76.4%
4539 Conflagration Reimbursement	0.00	-2,105,304.00	-2,105,304.00	-1,977,695.90	0.00	-127,608.10	93.9%
4541 Sale of Inventory/Services/Eqpt	0.00	0.00	0.00	-59,811.25	0.00	59,811.25	100.0%
4542 Sale of Goods/Services/Eqpt	0.00	0.00	0.00	0.02	0.00	-0.02	100.0%
4545 Other Post-Employ Bene Revenue	-600,000.00	0.00	-600,000.00	-573,141.72	0.00	-26,858.28	95.5%
4560 Grant Revenue	-140,450.00	-774,148.00	-914,598.00	-765,144.91	0.00	-149,453.09	83.7%
4569 GEMT Revenue	-500,000.00	-10,043.00	-510,043.00	-510,041.86	0.00	-1.14	100.0%
4570 Transportation Response Revenue	-575,000.00	-425,000.00	-1,000,000.00	-919,812.54	0.00	-80,187.46	92.0%
4571 Other Revenues	-432,999.95	-85,507.00	-518,506.95	-1,413,070.03	20.00	894,543.08	272.5%
TOTAL Other Revenues	-5,800,482.95	-3,632,990.00	-9,433,472.95	-9,793,542.95	20.00	360,050.00	103.8%

05 Transfers In

4610 Transfers from other Funds	-363,000.00	0.00	-363,000.00	-363,000.00	0.00	0.00	100.0%
TOTAL Transfers In	-363,000.00	0.00	-363,000.00	-363,000.00	0.00	0.00	100.0%

50 Salaries

5501 Fire Chief	200,875.00	0.00	200,875.00	178,536.22	0.00	22,338.78	88.9%
5503 Deputy Chief	184,289.00	0.00	184,289.00	168,931.61	0.00	15,357.39	91.7%
5504 Division Chief	670,143.00	0.00	670,143.00	625,192.20	0.00	44,950.80	93.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5505 Battalion Chief	1,910,043.00	62,573.00	1,972,616.00	1,897,189.73	0.00	75,426.27	96.2%
5506 Exempt Staff Group	2,417,318.00	0.00	2,417,318.00	2,228,475.66	0.00	188,842.34	92.2%
5507 Fire Inspectors	549,160.00	0.00	549,160.00	494,464.45	0.00	54,695.55	90.0%
5508 Deputy Fire Marshal Captain	240,460.00	-60,115.00	180,345.00	169,814.00	0.00	10,531.00	94.2%
5509 Deputy Fire Marshall Lieutenant	220,606.00	0.00	220,606.00	201,292.68	0.00	19,313.32	91.2%
5510 Captain	2,765,290.00	60,115.00	2,825,405.00	2,351,042.88	0.00	474,362.12	83.2%
5512 Lieutenant	4,191,514.00	66,593.00	4,258,107.00	3,953,400.92	0.00	304,706.08	92.8%
5515 Apparatus Operator	5,901,785.00	0.00	5,901,785.00	5,720,949.93	0.00	180,835.07	96.9%
5520 Fire Fighter	7,744,329.00	0.00	7,744,329.00	6,831,719.90	0.00	912,609.10	88.2%
5525 Paramedic	288,552.00	0.00	288,552.00	281,645.02	0.00	6,906.98	97.6%
5530 Non-exempt Staff Group	1,524,503.00	0.00	1,524,503.00	1,354,461.17	0.00	170,041.83	88.8%
5535 other Employee	77,154.00	0.00	77,154.00	70,402.68	0.00	6,751.32	91.2%
5540 Temporary Labor	74,256.00	-18,235.00	56,021.00	57,565.21	0.00	-1,544.21	102.8%
5545 Premium Pay	387,107.00	0.00	387,107.00	416,910.78	15,000.00	-44,803.78	111.6%
5550 Conflagration Labor	0.00	664,331.00	664,331.00	782,655.14	0.00	-118,324.14	117.8%
5555 School Replacement	64,927.04	-43,000.00	21,927.04	12,844.63	0.00	9,082.41	58.6%
5560 Operational Replacement	5,400,000.00	75,919.00	5,475,919.00	6,023,428.79	0.00	-547,509.79	110.0%
5562 vacation Buyback	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	.0%
5563 Retirement/Separation Vacation	161,451.00	0.00	161,451.00	236,543.42	0.00	-75,092.42	146.5%
5564 other Leave Buyback	0.00	0.00	0.00	12,383.06	0.00	-12,383.06	100.0%
5600 overtime	442,006.38	63,596.64	505,603.02	369,634.39	0.00	135,968.63	73.1%
TOTAL salaries	35,455,768.42	871,777.64	36,327,546.06	34,439,484.47	15,000.00	1,873,061.59	94.8%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
60 Benefits							
6620 SS/Medicare	2,714,988.00	4,184.08	2,719,172.08	2,398,818.28	0.00	320,353.80	88.2%
6640 Tri-Met Taxes	212,940.00	323.30	213,263.30	210,683.91	0.00	2,579.39	98.8%
6650 Transit Tax	3,540.00	11.26	3,551.26	0.00	0.00	3,551.26	.0%
6656 PERS Employer	8,250,242.00	17,858.52	8,268,100.52	7,528,930.78	0.00	739,169.74	91.1%
6670 Deferred Compensation	785,140.00	2,308.50	787,448.50	960,531.48	113,006.92	-286,089.90	136.3%
6675 Unemployment	5,000.00	0.00	5,000.00	90.97	0.00	4,909.03	1.8%
6680 Life Insurance	45,000.00	93.88	45,093.88	37,343.61	4,656.39	3,093.88	93.1%
6685 Conflagration Benefits	0.00	270,719.00	270,719.00	304,885.74	0.00	-34,166.74	112.6%
6689 Cafe Plan Claims Costs	185,000.00	2,991,449.00	3,176,449.00	5,294,793.32	380,206.68	-2,498,551.00	178.7%
6690 Café Plan Benefits	3,951,450.00	-2,991,449.00	960,001.00	769,763.02	0.00	190,237.98	80.2%
6691 PEHP	348,800.00	0.00	348,800.00	323,507.35	31,300.00	-6,007.35	101.7%
6692 Other Post-Employ Benefits	630,565.00	0.00	630,565.00	487,839.23	361,160.77	-218,435.00	134.6%
6693 Health Trust	308,860.00	385.50	309,245.50	273,837.57	20,000.00	15,407.93	95.0%
6701 Vehicle Allowance	26,448.08	0.00	26,448.08	24,244.44	0.00	2,203.64	91.7%
6702 Tool Allowance	6,000.00	0.00	6,000.00	5,425.00	0.00	575.00	90.4%
6703 Cell/Tech Allowance	7,800.00	0.00	7,800.00	12,200.00	0.00	-4,400.00	156.4%
6705 Workers Compensation	685,608.00	2,560.00	688,168.00	631,664.30	0.00	56,503.70	91.8%
TOTAL Benefits	18,167,381.08	298,444.04	18,465,825.12	19,264,559.00	910,330.76	-1,709,064.64	109.3%

70 Materials and Service

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
7008 ORE CAT Corporate Activity Tax	0.00	0.00	0.00	124.20	268.73	-392.93	100.0%	
7010 Election Costs	50,000.00	0.00	50,000.00	18,451.67	0.00	31,548.33	36.9%	
7015 Meeting Expense	28,930.00	-750.00	28,180.00	9,658.78	0.00	18,521.22	34.3%	
7030 Civil Service Exam Expense	3,500.00	0.00	3,500.00	4,755.58	0.00	-1,255.58	135.9%	
7035 Bank Charges	15,000.00	0.00	15,000.00	12,799.99	3,398.38	-1,198.37	108.0%	
7040 Dues & Publications	39,613.00	-1,850.00	37,763.00	30,052.87	570.00	7,140.13	81.1%	
7045 Awards & Recognitions	39,450.00	-700.00	38,750.00	16,968.69	0.00	21,781.31	43.8%	
7055 Operating Supply	181,322.98	-298,237.00	-116,914.02	204,894.87	18,631.58	-340,440.47	-191.2%	
7060 Conflagration Supply/Services	0.00	61,733.00	61,733.00	132,664.50	0.00	-70,931.50	214.9%	
7065 Fire Fighting Supply	105,504.67	600.00	106,104.67	105,263.50	-16,185.14	17,026.31	84.0%	
7070 Rescue Supply	13,233.00	0.00	13,233.00	15,649.06	771.84	-3,187.90	124.1%	
7075 EMS Supply	282,037.00	149,604.00	431,641.00	348,219.87	-3,454.42	86,875.55	79.9%	
7078 Department Consumables	19,000.00	0.00	19,000.00	20,290.34	1,106.70	-2,397.04	112.6%	
7080 Fuel	273,914.30	0.00	273,914.30	191,150.20	61,146.17	21,617.93	92.1%	
7085 Uniform & Protective Eqpt	498,514.82	9,955.00	508,469.82	251,199.53	25,673.68	231,596.61	54.5%	
7090 Office Supplies	30,023.00	-1,072.00	28,951.00	12,400.28	238.44	16,312.28	43.7%	
7095 Software & Supplies	608,294.00	9,264.96	617,558.96	530,272.38	13,554.22	73,732.36	88.1%	
7105 Household Goods	71,135.87	-1,500.00	69,635.87	57,813.07	224.95	11,597.85	83.3%	
7110 Professional Services	737,549.00	-15,940.00	721,609.00	554,471.42	-36,283.46	203,421.04	71.8%	
7115 Dispatch Services	1,851,223.00	0.00	1,851,223.00	1,566,539.07	173,387.03	111,296.90	94.0%	
7116 Utilities - Natural Gas	63,149.00	0.00	63,149.00	74,243.54	3,483.37	-14,577.91	123.1%	
7117 Utilities - Electric	172,593.00	0.00	172,593.00	180,615.51	0.00	-8,022.51	104.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7118 Utilities - Garbage	51,081.00	-2,500.00	48,581.00	36,419.05	355.68	11,806.27	75.7%
7119 Utilities - Water	119,982.00	0.00	119,982.00	92,740.28	4,619.47	22,622.25	81.1%
7120 Utilities - Other	139,272.00	0.00	139,272.00	104,654.53	13,398.87	21,218.60	84.8%
7122 Utilities - Telephone	359,900.00	0.00	359,900.00	327,876.30	23,885.78	8,137.92	97.7%
7130 Insurance - Property/Casualty	317,500.00	0.00	317,500.00	308,108.18	761.32	8,630.50	97.3%
7135 Medical Exams	171,534.00	-10,000.00	161,534.00	96,206.93	49,267.20	16,059.87	90.1%
7140 Schools/Conferences Registrati	89,454.00	-17,075.00	72,379.00	17,051.94	7,781.46	47,545.60	34.3%
7141 Tuition Reimbursement	57,000.00	0.00	57,000.00	25,011.47	0.00	31,988.53	43.9%
7142 Travel Expense	47,273.00	-15,683.00	31,590.00	3,884.16	0.00	27,705.84	12.3%
7145 Mileage Reimbursement	65,800.00	-500.00	65,300.00	37,313.68	0.00	27,986.32	57.1%
7150 Volunteer Fire Fighter Exp	40,000.00	1,300.00	41,300.00	31,300.00	10,000.00	0.00	100.0%
7155 Vehicle Maintenance	530,896.00	-95,000.00	435,896.00	343,774.36	46,028.10	46,093.54	89.4%
7160 Equipment Maintenance	140,753.00	8,223.36	148,976.36	100,701.25	20,717.12	27,557.99	81.5%
7165 Radio Maintenance	29,250.00	0.00	29,250.00	27,309.18	517.25	1,423.57	95.1%
7170 Facility Maintenance	342,473.89	-500.00	341,973.89	261,488.55	39,220.20	41,265.14	87.9%
7175 Office Equipment Maintenance	93,190.00	0.00	93,190.00	29,427.22	43,145.46	20,617.32	77.9%
7180 Computer & AV Maintenance	46,710.00	44,081.00	90,791.00	85,296.30	52,976.20	-47,481.50	152.3%
7185 SCBA Maintenance	0.00	0.00	0.00	98.00	0.00	-98.00	100.0%
7187 Fire Extinguisher Expense	4,000.00	0.00	4,000.00	5,848.85	90.50	-1,939.35	148.5%
7190 Training Expense	73,772.00	-27,140.00	46,632.00	29,813.65	6,908.78	9,909.57	78.7%
7195 Public Education	65,000.00	-6,000.00	59,000.00	31,820.98	195.00	26,984.02	54.3%
7205 Postage & Freight	28,500.00	0.00	28,500.00	26,505.61	84.30	1,910.09	93.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7210 Small Tool, Eqpts & Furnishing	59,399.00	-10,658.00	48,741.00	28,068.56	189.00	20,483.44	58.0%
7215 Other Expense	32,485.00	0.00	32,485.00	16,909.28	0.00	15,575.72	52.1%
TOTAL Materials and Servic	7,989,211.53	-220,343.68	7,768,867.85	6,406,127.23	566,673.76	796,066.86	89.8%
85 Debt Service							
9916 Debt Service Principal	1,285,000.00	0.00	1,285,000.00	1,285,000.00	0.00	0.00	100.0%
9917 Debt Service Interest	694,806.00	0.00	694,806.00	694,805.40	0.00	0.60	100.0%
TOTAL Debt Service	1,979,806.00	0.00	1,979,806.00	1,979,805.40	0.00	0.60	100.0%
90 Transfers Out							
9920 Transfer to Equip Reserve Fund	0.00	31,704.00	31,704.00	0.00	0.00	31,704.00	.0%
9990 Transfer to Bond Constr Fund	0.00	27,400.00	27,400.00	0.00	0.00	27,400.00	.0%
TOTAL Transfers Out	0.00	59,104.00	59,104.00	0.00	0.00	59,104.00	.0%
99 End Fund Balance							
9910 Contingency	1,539,572.00	0.00	1,539,572.00	0.00	0.00	1,539,572.00	.0%
9915 Restricted Contingency	1,000,000.00	0.00	1,000,000.00	0.00	0.00	1,000,000.00	.0%
9999 Unappropriated Ending Fund Bal	17,520,560.00	0.00	17,520,560.00	0.00	0.00	17,520,560.00	.0%
TOTAL End Fund Balance	20,060,132.00	0.00	20,060,132.00	0.00	0.00	20,060,132.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL General Fund	-0.92	0.00	-0.92	-4,022,748.53	1,492,024.52	2,530,723.09	%
TOTAL REVENUES	-83,652,299.95	-1,008,982.00	-84,661,281.95	-66,112,724.63	20.00	-18,548,577.32	
TOTAL EXPENSES	83,652,299.03	1,008,982.00	84,661,281.03	62,089,976.10	1,492,004.52	21,079,300.41	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
9995 Beg Fund Bal	-398,436.00	204,536.00	-193,900.00	0.00	0.00	-193,900.00	.0%
TOTAL Beg Fund Bal	-398,436.00	204,536.00	-193,900.00	0.00	0.00	-193,900.00	.0%
03 Interest							
4490 Investment Interest	-3,000.00	0.00	-3,000.00	-2,014.18	0.00	-985.82	67.1%
TOTAL Interest	-3,000.00	0.00	-3,000.00	-2,014.18	0.00	-985.82	67.1%
04 Other Revenues							
4540 Sale of Surplus	-15,000.00	0.00	-15,000.00	-29,620.89	0.00	14,620.89	197.5%
TOTAL Other Revenues	-15,000.00	0.00	-15,000.00	-29,620.89	0.00	14,620.89	197.5%
05 Transfers In							
4610 Transfers from other Funds	0.00	-231,704.00	-231,704.00	0.00	0.00	-231,704.00	.0%
TOTAL Transfers In	0.00	-231,704.00	-231,704.00	0.00	0.00	-231,704.00	.0%
80 Capital Outlay							

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 20 Equipment Reserve Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
8825 Fire Fighting Equipment	107,654.00	0.00	107,654.00	50,289.62	28,627.00	28,737.38	73.3%
8835 EMS & Rescue Equipment	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	.0%
8850 Staff Vehicles	85,496.00	27,168.00	112,664.00	84,160.74	20,240.00	8,263.26	92.7%
8870 Furniture, Appliances & Tools	55,615.00	0.00	55,615.00	5,195.00	44,153.74	6,266.26	88.7%
8890 Computer & AV Equipment	7,500.00	0.00	7,500.00	0.00	7,500.00	0.00	100.0%
TOTAL Capital Outlay	263,765.00	27,168.00	290,933.00	139,645.36	100,520.74	50,766.90	82.6%
99 End Fund Balance							
9999 Unappropriated Ending Fund Bal	152,671.00	0.00	152,671.00	0.00	0.00	152,671.00	.0%
TOTAL End Fund Balance	152,671.00	0.00	152,671.00	0.00	0.00	152,671.00	.0%
TOTAL Equipment Reserve Fund	0.00	0.00	0.00	108,010.29	100,520.74	-208,531.03	100.0%
TOTAL REVENUES	-416,436.00	-27,168.00	-443,604.00	-31,635.07	0.00	-411,968.93	
TOTAL EXPENSES	416,436.00	27,168.00	443,604.00	139,645.36	100,520.74	203,437.90	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 30 Capital Projects Fund							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
9995 Beg Fund Bal	-5,270,708.00	-364,432.00	-5,635,140.00	0.00	0.00	-5,635,140.00	.0%
TOTAL Beg Fund Bal	-5,270,708.00	-364,432.00	-5,635,140.00	0.00	0.00	-5,635,140.00	.0%
03 Interest							
4490 Investment Interest	-8,000.00	0.00	-8,000.00	-29,799.52	0.00	21,799.52	372.5%
TOTAL Interest	-8,000.00	0.00	-8,000.00	-29,799.52	0.00	21,799.52	372.5%
70 Materials and Servic							
7020 Debt Interest Expense	265,272.00	0.00	265,272.00	253,294.11	0.00	11,977.89	95.5%
7025 Debt Principal Expense	241,317.00	0.00	241,317.00	0.00	241,317.00	0.00	100.0%
TOTAL Materials and Servic	506,589.00	0.00	506,589.00	253,294.11	241,317.00	11,977.89	97.6%
80 Capital Outlay							
8805 Fire Apparatus	239,500.00	0.00	239,500.00	205,324.00	20,227.77	13,948.23	94.2%
8845 Communications Equipment	15,000.00	0.00	15,000.00	0.00	15,000.00	0.00	100.0%
8860 Facility Improvement	3,914,619.00	164,432.00	4,079,051.00	621,923.62	30,010.26	3,427,117.12	16.0%
TOTAL Capital Outlay	4,169,119.00	164,432.00	4,333,551.00	827,247.62	65,238.03	3,441,065.35	20.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: 30 Capital Projects Fund
 ORIGINAL APPROP TRANS/ADJSMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET % USED

90 Transfers Out

9920 Transfer to Equip Reserve Fund	0.00	200,000.00	200,000.00	0.00	0.00	200,000.00	.0%
9980 Transfer to General Fund	363,000.00	0.00	363,000.00	363,000.00	0.00	0.00	100.0%
9990 Transfer to Bond Constr Fund	240,000.00	0.00	240,000.00	240,000.00	0.00	0.00	100.0%
TOTAL Transfers Out	603,000.00	200,000.00	803,000.00	603,000.00	0.00	200,000.00	75.1%
TOTAL Capital Projects Fund	0.00	0.00	0.00	1,653,742.21	306,555.03	-1,960,297.24	100.0%
TOTAL REVENUES	-5,278,708.00	-364,432.00	-5,643,140.00	-29,799.52	0.00	-5,613,340.48	
TOTAL EXPENSES	5,278,708.00	364,432.00	5,643,140.00	1,683,541.73	306,555.03	3,653,043.24	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
9995 Beg Fund Bal	-11,700.00	-11,637.00	-23,337.00	0.00	0.00	-23,337.00	.0%
TOTAL Beg Fund Bal	-11,700.00	-11,637.00	-23,337.00	0.00	0.00	-23,337.00	.0%
03 Interest							
4490 Investment Interest	-200.00	0.00	-200.00	-151.82	0.00	-48.18	75.9%
TOTAL Interest	-200.00	0.00	-200.00	-151.82	0.00	-48.18	75.9%
04 Other Revenues							
4571 Other Revenues	-5,000.00	0.00	-5,000.00	0.00	0.00	-5,000.00	.0%
TOTAL Other Revenues	-5,000.00	0.00	-5,000.00	0.00	0.00	-5,000.00	.0%
70 Materials and Service							
7055 operating supply	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	.0%
TOTAL Materials and Service	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	.0%
99 End Fund Balance							

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 40 Enterprise Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	1,900.00	11,637.00	13,537.00	0.00	0.00	13,537.00	.0%
TOTAL End Fund Balance	1,900.00	11,637.00	13,537.00	0.00	0.00	13,537.00	.0%
TOTAL Enterprise Fund	0.00	0.00	0.00	-151.82	0.00	151.82	100.0%
TOTAL REVENUES	-16,900.00	-11,637.00	-28,537.00	-151.82	0.00	-28,385.18	
TOTAL EXPENSES	16,900.00	11,637.00	28,537.00	0.00	0.00	28,537.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 50 Debt Service Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
00 Beg Fund Bal							
9995 Beg Fund Bal	-442,455.00	46,643.00	-395,812.00	0.00	0.00	-395,812.00	.0%
TOTAL Beg Fund Bal	-442,455.00	46,643.00	-395,812.00	0.00	0.00	-395,812.00	.0%
01 Tax Revenues							
4450 Current Year Prop Taxes	-1,776,982.00	0.00	-1,776,982.00	-2,177,388.52	0.00	400,406.52	122.5%
4455 Prior Year Prop Taxes	-30,000.00	0.00	-30,000.00	-25,861.04	0.00	-4,138.96	86.2%
TOTAL Tax Revenues	-1,806,982.00	0.00	-1,806,982.00	-2,203,249.56	0.00	396,267.56	121.9%
03 Interest							
4490 Investment Interest	-2,500.00	0.00	-2,500.00	-14,233.28	0.00	11,733.28	569.3%
TOTAL Interest	-2,500.00	0.00	-2,500.00	-14,233.28	0.00	11,733.28	569.3%
70 Materials and Servic							
7020 Debt Interest Expense	902,950.00	0.00	902,950.00	739,650.00	213,300.00	-50,000.00	105.5%
7025 Debt Principal Expense	1,220,000.00	0.00	1,220,000.00	1,000,000.00	170,000.00	50,000.00	95.9%
TOTAL Materials and Servic	2,122,950.00	0.00	2,122,950.00	1,739,650.00	383,300.00	0.00	100.0%
99 End Fund Balance							

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 50 Debt Service Fund	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
9999 Unappropriated Ending Fund Bal	128,987.00	-46,643.00	82,344.00	0.00	0.00	82,344.00	.0%
TOTAL End Fund Balance	128,987.00	-46,643.00	82,344.00	0.00	0.00	82,344.00	.0%
TOTAL Debt Service Fund	0.00	0.00	0.00	-477,832.84	383,300.00	94,532.84	100.0%
TOTAL REVENUES	-2,251,937.00	46,643.00	-2,205,294.00	-2,217,482.84	0.00	12,188.84	
TOTAL EXPENSES	2,251,937.00	-46,643.00	2,205,294.00	1,739,650.00	383,300.00	82,344.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 60 Bond Construction Fund							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
03 Interest							
4490 Investment Interest							
-2,000.00	0.00	-2,000.00	-198.74	0.00	-1,801.26	9.9%	
TOTAL Interest							
-2,000.00	0.00	-2,000.00	-198.74	0.00	-1,801.26	9.9%	
05 Transfers In							
4610 Transfers from other Funds							
-240,000.00	-27,400.00	-267,400.00	-240,000.00	0.00	-27,400.00	89.8%	
TOTAL Transfers In							
-240,000.00	-27,400.00	-267,400.00	-240,000.00	0.00	-27,400.00	89.8%	
80 Capital Outlay							
8805 Fire Apparatus							
150,000.00	27,400.00	177,400.00	174,133.33	0.00	3,266.67	98.2%	
8860 Facility Improvement							
37,390.00	0.00	37,390.00	34,203.00	0.00	3,187.00	91.5%	
8870 Furniture, Appliances & Tools							
54,610.00	0.00	54,610.00	28,529.80	0.00	26,080.20	52.2%	
TOTAL Capital outlay							
242,000.00	27,400.00	269,400.00	236,866.13	0.00	32,533.87	87.9%	
TOTAL Bond Construction Fund							
0.00	0.00	0.00	-3,332.61	0.00	3,332.61	100.0%	
TOTAL REVENUES							
-242,000.00	-27,400.00	-269,400.00	-240,198.74	0.00	-29,201.26		
TOTAL EXPENSES							
242,000.00	27,400.00	269,400.00	236,866.13	0.00	32,533.87		

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 80 Wildland Mitigation							
	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5541 Contract Labor	0.00	113,368.00	113,368.00	0.00	0.00	113,368.00	.0%
TOTAL UNDEFINED CHAR	0.00	113,368.00	113,368.00	0.00	0.00	113,368.00	.0%
04 Other Revenues							
4500 Contract Revenue	0.00	-180,920.00	-180,920.00	0.00	0.00	-180,920.00	.0%
4560 Grant Revenue	0.00	-263,111.00	-263,111.00	-123,755.23	0.00	-139,355.77	47.0%
4571 Other Revenues	0.00	-12,000.00	-12,000.00	0.00	0.00	-12,000.00	.0%
TOTAL Other Revenues	0.00	-456,031.00	-456,031.00	-123,755.23	0.00	-332,275.77	27.1%
50 Salaries							
5521 Forestry Tech I	0.00	0.00	0.00	53,488.00	0.00	-53,488.00	100.0%
5522 Forestry Tech II	0.00	196,100.00	196,100.00	7,751.50	0.00	188,348.50	4.0%
5523 Forestry Supervisor	0.00	30,000.00	30,000.00	7,063.00	0.00	22,937.00	23.5%
5600 overtime	0.00	0.00	0.00	9,682.50	0.00	-9,682.50	100.0%
TOTAL Salaries	0.00	226,100.00	226,100.00	77,985.00	0.00	148,115.00	34.5%
60 Benefits							
6620 SS/Medicare	0.00	32,259.00	32,259.00	5,965.77	0.00	26,293.23	18.5%
6640 Tri-Met Taxes	0.00	3,300.00	3,300.00	611.15	0.00	2,688.85	18.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11								
ACCOUNTS FOR: 80 Wildland Mitigation	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
6675 Unemployment	0.00	5,889.00	5,889.00	0.00	0.00	5,889.00	.0%	
6705 Workers Compensation	0.00	16,655.00	16,655.00	48.29	0.00	16,606.71	.3%	
TOTAL Benefits	0.00	58,103.00	58,103.00	6,625.21	0.00	51,477.79	11.4%	
70 Materials and Service								
7055 Operating Supply	0.00	0.00	0.00	23,500.99	723.60	-24,224.59	100.0%	
7065 Fire Fighting Supply	0.00	1,000.00	1,000.00	64.00	0.00	936.00	6.4%	
7080 Fuel	0.00	8,000.00	8,000.00	0.00	0.00	8,000.00	.0%	
7090 office supplies	0.00	550.00	550.00	174.29	0.00	375.71	31.7%	
7095 Software & Supplies	0.00	2,715.00	2,715.00	0.00	516.04	2,198.96	19.0%	
7105 Household Goods	0.00	500.00	500.00	466.76	0.00	33.24	93.4%	
7110 Professional Services	0.00	1,750.00	1,750.00	210.80	0.00	1,539.20	12.0%	
7117 Utilities - Electric	0.00	900.00	900.00	0.00	0.00	900.00	.0%	
7118 Utilities - Garbage	0.00	450.00	450.00	0.00	0.00	450.00	.0%	
7119 Utilities - Water	0.00	300.00	300.00	0.00	0.00	300.00	.0%	
7120 Utilities - Other	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	.0%	
7130 Insurance - Property/Casualty	0.00	2,800.00	2,800.00	0.00	0.00	2,800.00	.0%	
7135 Medical Exams	0.00	4,475.00	4,475.00	1,740.00	0.00	2,735.00	38.9%	
7142 Travel Expense	0.00	22,000.00	22,000.00	0.00	0.00	22,000.00	.0%	
7155 Vehicle Maintenance	0.00	6,000.00	6,000.00	1,552.89	35.41	4,411.70	26.5%	
7170 Facility Maintenance	0.00	500.00	500.00	0.00	0.00	500.00	.0%	
7180 Computer & AV Maintenance	0.00	5,520.00	5,520.00	399.99	0.00	5,120.01	7.2%	
TOTAL Materials and Service	0.00	58,460.00	58,460.00	28,109.72	1,275.05	29,075.23	50.3%	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ACCOUNTS FOR: 80 wildland Mitigation							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
TOTAL wildland Mitigation	0.00	0.00	0.00	-11,035.30	1,275.05	9,760.25	100.0%
TOTAL REVENUES	0.00	-456,031.00	-456,031.00	-123,755.23	0.00	-332,275.77	
TOTAL EXPENSES	0.00	456,031.00	456,031.00	112,719.93	1,275.05	342,036.02	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 11							
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
	GRAND TOTAL						
-0.92	0.00	-0.92	-2,753,348.60	2,283,675.34	469,672.34	%	

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

YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

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

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2021/ 1
 To Yr/Per: 2021/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: Y

Year/Period: 2021/11
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 2

Find Criteria
 Field Name Field Value

Org
 Object
 Project
 Rollup code
 Account type
 Account status

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Division Chief Josh Santos

Re: Emergency Medical Services Division Monthly Report – May 2021

- Conducted Medical Services Staff meetings x 4. Covered new division structure forces redistribution of roles and responsibilities. We will be conducting longer monthly work sessions to create the most effective and efficient system within Medical Services.
- Attended labor/management bargaining sessions – Due to being new to the executive team, I am sitting in a shadow capacity only, and have no role in the negotiations.
- Lunch meeting with AMR Operations manager to discuss medic unit subcontract and other crew related operational items.
- Attended COVID-19 tactics and planning meetings.
- Met cardiac arrest survivor. Although COVID-19 has not allowed Chain of Survival Ceremonies, we did get an opportunity to have the crews meet with a survivor. This was due to the survivor reaching out, and having a relationship with a Clackamas Fire employee.
- Executed temp labor agreements for COVID-19 Vaccinations – 3 volunteers.
- Completed annual physical.
- Attended monthly Board of Directors meeting.
- Assisted with COVID-19 vaccination clinic at Clackamas Town Center.
- Organized billing for COVID-19 vaccinations IGA.
- Cost recovery meeting. Adjusting policies and procedures, and shopping for potential new ambulance transport and cost recovery billing agency.
- Met with the County regarding COVID-19 vaccination distribution plan, both short and long term.
- Attended GEMT webinar in preparation for the upcoming fiscal year.

- Attended Fire Chief's Strategic Business Retreat. A 2-day session addressing the new team, organizational/accountability chart, and initial forecasting.
- Met with Public Health to discuss the ASA Plan Consultant FRP. Forecasting announcement and advertising to take place in July.
- Met with CCSO to discuss law short staffing and political pressures in response affecting other first responders.

Respectfully submitted,

Division Chief Josh Santos

From: EMS Training Officer Captain Mike Verkest

- Continued work on ALS EMS Kit rollout/roadshow
- Initial planning on FSE for Q4. HazMat/MCI/Multi day
- Attended Statewide GEMT Supplemental Payment Program
- Completed EMS Organizational Meetings
- OHA EMT Relicensing process well under way
- OHA Ambulance agency renewal completed
- OHA Ambulance vehicle renewal completed
- OHA Initial ambulance licensing process began for 2-447
- Received and distributed standardized EMS kits- EMS Council Ops Group
- Volunteer EMS Drill – POLST and end of life Review
- Planning for June and July EMS Drill, Volunteer/Career
- Attended EMS Council Operations Subcommittee meeting- 2 more years as chair
- Attended Clackamas County QI Meeting
- Attended EMS Committee meeting
- Attended Scientific review committee
- Attended EMS Division Meetings
- Attended weekly Training Division Staff meeting
- Continued work as Situation Unit Leader on internal IMT

Respectfully submitted,

EMS Training Officer Captain Mike Verkest

From: Community Paramedic Amy Jo Cook

- Assisted Safeway, Oregon Health Authority, and Clackamas County with Mass vaccination event at Clackamas Town Center (4 days, 4,000 doses administered. 1st and 2nd Pfizer)
- Assisted six people with connection to substance abuse resources.

- Assisted four frequent 911 users with additional resources for primary care and home health options and high level of care.
- Performed 12 home visits for frequent users, crew referrals, and Project Hope.
- Attended regional Suicide Fatality Review Committee training.
- Facilitated four mass vaccination events for Clackamas County Public Health with approximately 3,000 first and second doses of both Pfizer and Moderna vaccines.
- Assisted Clackamas County Public Housing with additional vaccination opportunities with approximately 200 doses administered.
- Attended multiple Clackamas Town Center vaccination event planning meetings.
- Attended yearly physical fitness /wellness/Occupational health testing and doctor physical.
- Hosted three ride-a-longs for County Commissioners Fischer, Shull, and Schrader.
- Attended weekly Emergency Medical Services Division meetings.
- Provided in-home vaccinations for community members with transportation challenges.
- Provided access to vaccinations for our vulnerable populations at The Father's Heart Ministry, Laundry events, Fort Kennedy (Veterans supported housing), and houseless camps (approximately 30 doses administered).
- 5/26 Left for a long overdue vacation

Respectfully submitted,

Community Paramedic Amy Jo Cook

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Division Chief Dan Mulick

Re: Operations Department Monthly Report – May 2021

- Battalion Chief Meetings
- Multiple Budget Committee meetings
- Multiple meetings with Sandy Fire over operations and IGA's
- Met with Training staff over Sandy Fire Academy and 1 year plan
- Meeting with ODF Scott West over strategic partnerships
- Four Meetings with TVF&R Operations
- Union Negotiations
- Updating Run Cards
- Organizational Briefings
- Pass down of After Action Review from Wildfires
- Emergency Manager Meetings
- Strategic Business retreat
- Meeting with Jeff Ligget over Urban Interface Challenges
- Engine Company Program Development
- Captain Exam Prep
- Fire Defense Board Conflag Call Down Drill x 2

Respectfully submitted,

Division Chief Dan Mulick

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Battalion Chief Brent Olson

Re: Operations Department Monthly Report – May 2021

Significant Incidents:

- Brush Fire, Hwy 212 – 5/3
- Prescription Fire 20 acres– Spangler Road 5/5
- Brush Fire, Hummingbird Ln – 5/13

Projects/ Events/ Training/ Meetings

- Continued work on Crew 30 with Clackamas Workforce, weekly meetings
- Continued coordination with Clackamas Community College, Wildland training
- Budget Committee meetings
- Began weekly rotation on OSFM Incident Management Team Green
- Monthly Safety Committee meeting
- Metro Area Wildland School planning meeting
- Fire Defense Board Meeting
- Yearly Occupational Health
- Two-day Strategic Business Meeting
- Oregon Department of Forestry Suppression Meeting, North Cascade Unit
- Landowner walk-through concerning Riverside Fire, Estacada
- Pool re-fill resulting from use on Unger Fire, Palmer Rd.
- In person OSFM IMT meeting – Salem
- Oregon Department of Forestry Crew 30 project work meeting – Molalla River
- US Forest Service Crew 30 project work meeting – Timothy Lake, Olallie Lake
- PGE & Clackamas Co. Wildfire coordination meeting

- Portland Water Bureau Wildfire 2021 Readiness Meeting – Bull Run Watershed
- Labor/Management meeting

Respectfully submitted,

Battalion Chief Brent Olson

North Battalion – A Shift
Battalion Chief Melanie Kinne

Significant Incidents

- Mulch fire at McFarlane's Bark processing facility

Projects/Events/Meetings/Training

- Training Officer testing process
- Strike team Leader Class
- Canby promotional testing evaluator

North Battalion – B Shift
Battalion Chief Kyle Olson

Significant Incidents

- 5-25-21 Residential Fire on SE Cushman Ct, Oak Grove Station 3 area. Structure fire, Clackamas Fire Units : E317, E315, T304, E301, E302 BC302, BC303 arrived to find single story residence with working fire inside the home. Crews worked to extinguish the well involved fire that possibly started on the back of the home and extended up into the attic. First arriving unit was E317 with AIC Lt. Jared Wick who assumed command, made assignments, and initiated fire attack. Excellent job to Firefighter Wick for great on the job experience. Firefighter Wick will be promoted to Lieutenant July 1 at E301.

Projects/Events/Meetings/Training

- Tactical Worksheets Project for Incident Command Management. Quick reference guides developed for technical rescue incidents. Cab resources for Battalion Chief's Team as well as cab resources being developed for responding fire units.
- Search Drill with Training Department: Excellent communications training for crews talking on the radio while wearing full PPE and doing work. Great drill!

North Battalion – C Shift
Battalion Chief Jason Ellison

Significant Incidents

- House fire on Johnson Creek Blvd.
- House fire in Oak Grove
- House Fire in Station 25's area in PDX
- Hazmat in Milwaukie

Projects/Events/Meetings/Training

- Probationary Firefighter Testing
- Probationary AO Testing
- Probationary Lt. Tactical practice
- Water Rescue program management
- Rope Rescue program management
- Attended Fire Officer III/IV course
- Negotiations
- Search Drill training
- Battalion Training

East Battalion – A Shift
Battalion Chief Greg Holland

Significant Incidents

- No significant incidents

Projects/Events/Meetings/Training

- May station audits

East Battalion – B Shift
Battalion Chief David Palmer

Significant Incidents

- Rope rescue call in Sandy, subject extricated and transported
- Landed LifeFlight for MVA with amputation injury

Projects/Events/Meetings/Training

- Station visits
- Various Zoom/Teams meetings for district briefings
- Hazmat program administrative work
- Coordinated shift hose testing
- Completed Occupational Health physical
- Quarterly search drills

East Battalion – C Shift
Battalion Chief Tony Cordie

Significant Incidents

- June 1, 2021, Structure fire on SE Foster Rd.

Projects/Events/Meetings/Training

- Conducted operational briefings with crews via Zoom
- East Battalion training with crews Search X2
- Met with East Battalion crews to go over operational priorities weekly
- District familiarization with Damascus
- Target hazard familiarization East Battalion, several commercial buildings Damascus
- Met with Sandy Fire chiefs as district liaison
- Met with Sandy Fire crews on a shift-by-shift basis
- Met with all East Battalion crews on a shift-by-shift basis
- Completed water supply deployment policies and FRP's second draft and presented to Operations Chief to present to operations group
- Met with Operations Division Chief Mulick about district responsibilities

South Battalion – A Shift
Battalion Chief Burke Slater

Significant Incidents

- No significant incidents

Projects/Events/Meetings/Training

- We have continued our work on rural water supply and drafting practice
- T316 continued their work on a high point Ladder based rescue device
- M316 still has a SRP on leave with a new baby at home

South Battalion – B Shift
Battalion Chief Jonathan Scheirman

Significant Incidents

- 5/4/21 GSW Hwy 212 Damascus
- 5/4/21 Commercial Fire SE 97th
- 5/25/21 Residential Fire SE Cushman Ct.
- 5/31/21 Commercial Fire Marjorie Ln.
- 5/31/21 Triple fatal MVA S Springwater Rd.

Projects/Events/Meetings/Training

- Participated in Search Drill, multiple drill periods
- AC Chief's Interview
- Staffing Chief project work
- Prep work for June 1st Arson trial - Blue Heron Mill Fire
- Expectations meeting with Chief Mulick
- State Mobilization Drill
- Hosted Captain Wiken on a ride-a-long
- Station Audits for Stations 9, 17

South Battalion – C Shift
Battalion Chief Ted Willard

Significant Incidents

- No significant incidents

Projects/Events/Meetings/Training

- Several Operations meetings

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Battalion Chief of Training Steve Deters

Re: Training Department Monthly Report – May 2021

Projects/Events/Meetings/Training – BC Deters

- Daily Battalion Chief Briefings
- Daily Training Team Briefing
- Weekly Training Division Planning meeting
- Weekly Division Leader meeting
- Weekly Executive Team meeting
- Estacada Board of Directors meeting
- EFD meeting regarding Clackamas Fire's departure from Estacada
- Volunteer Association meeting
- Updated Volunteer Duty Shift Calendar
- Logged Volunteer trade shifts
- ATO Presentations and Interviews

Projects/Events/Meetings/Training – TO Sakaguchi

- Met with new ATO McMurdie to discuss FF Mentorship Program
- Discussed Mask Up IPS with Firefighter Harlan
- Finish TO process materials and collaborations
- Team meeting refamiliarize the team on the COVID-19 Directives
- Fire Officer III & IV class
- Assisted with morning drill session
- Task book sign offs and review
- SCBA Fit testing
- Check ins with TO Walker, ATO Fullerton, and ATO McMurdie

- Discussions on Teams regarding Wildland training
- Collaborated on MAWS class
- Discussed planning Volunteer AO Academy with Lt. Meyer
- Canby/Woodburn Promotional process

Projects/Events/Meetings/Training – TO Walker

- Assisted teaching a portion of Search Drill on multiple days
- Worked on many task book certifications for Volunteer and Career firefighters
- Held Instructor I & II classes on May 3 & 4. We had very good participation. Thank you to John West from DPSST for teaching both classes.
- Taught Search Drill one night at Volunteer Drill
- Prepared Training Officer pass on information
- Attended intro meeting with Chief Mulick and Chief Deters
- Check in with ATO Fullerton on upcoming Search drill
- Checked on progress for academies 20-02 and 20-03

Projects/Events/Meetings/Training – ATO Fullerton

- Developed and delivered May drill for Clackamas and Sandy Volunteers
- Developed and delivered May Battalion drill for career staff
- Logistics for May Battalion drill for career staff
- Worked with Capt. Wiken on radio communication issues
- Academy management pass down from Lt. Walker
- Sandy Fire career academy draft

Projects/Events/Meetings/Training – ATO McMurdie

- Assisted with Search Drill
- Telehandler/Forklift training
- Research for Q3 drill
- Trench class
- Participated in SimsUshare training
- Assisted with AO Probation training

Respectfully submitted,

Battalion Chief of Training Steve Deters

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Emergency Manager Gregg Ramirez

Re: Emergency Management Department Monthly Report – May 2021

Current projects:

- Clackamas Fire has been assigned a Public Assistance Support Guide to facilitate FEMA reimbursement for eligible costs incurred during the 2021 winter weather event.
 - Submitted approximately \$40,000 in costs associated with the event.
- Collaborating with EMS Staff Captain Verkest to develop plans for a series of exercises to be conducted during the fourth quarter of this year.
- Supporting Kaiser Sunnyside Hospital in working to improve their patient decontamination process. Site visit scheduled for June 23.
- Developing a Clackamas Fire exercise planning team to support planning for the Cascadia Rising exercise, scheduled for June 2022.

CERT Activity:

- CERT members continue to support the on-going Clackamas County Public Health Division's COVID-19 vaccination efforts.

Respectfully submitted,

Emergency Manager Gregg Ramirez

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Volunteer Services Battalion Chief Steve Deters

Re: Volunteer Services Department Monthly Report – May 2021

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

Fire Training:

5/5 Search Basics & VES
5/12 Search /Radio Drill
5/26 AppliedSearch Scenarios
5/29 Burn To Learn Event

EMS Training

5/19 POLST

Support Drill

5/26 Station 21 & RH 308 review/inspection

In May the Volunteer group participated in the following Events/Meeting:

None

Explorers:

No Activities Reported

Public Relations:

None

Station Coverage:

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

Stn. 12 15/31 (2 - 24 hour shifts)
Stn. 13 11/31 (1 - 24 hour shifts)
Stn. 18 31/31 (5 - 24 hour shifts)
Stn. 21 14/31
RH/WT 15/31

Personnel Changes:

None

Volunteer Association:

5/3/2021 Volunteer Association Meeting via Zoom Meeting

Volunteer Recruitment:

5/03 VRA 21-01 Volunteer Applicant's Background checks began

Respectfully submitted,

Volunteer Services Battalion Chief Steve Deters

CORRESPONDENCE

C-1 Thank you for citizen on CFD's Facebook story

C-1

Compliment from citizen in response to CFD's Facebook story:

David replied to your story



So happy i live in best county with the best fire dept clackamas county fire u are the best THANK YOU FOR ALL U DO FOR US BE SAFE

INFORMATIONAL ITEMS

KATU News May 20, 2021: “Now is the time to get ready for wildfire season, firefighters say.” <https://katu.com/news/local/now-is-the-time-to-get-ready-for-wildfire-season-firefighters-say>

KATU News June 8, 2021: “Clackamas County fire departments add staff, make changes ahead of season.” <https://katu.com/news/local/clackamas-county-fire-departments-add-staff-make-changes-ahead-of-season>

KPTV Fox News June 10, 2021: “Estacada votes no on merger with Clackamas Fire, will relaunch local fire district.” https://www.kptv.com/news/estacada-votes-no-on-merger-with-clackamas-fire-will-relaunch-local-fire-district/article_0e6d5f9a-ca6e-11eb-aa8f-bf3c84e93b6c.html

KPTV Fox News June 11, 2021: “3 people displaced after Milwaukie house fire.” https://www.kptv.com/news/3-people-displaced-after-milwaukie-house-fire/article_9a52530e-cab3-11eb-8509-6feac27b841e.html