



Clackamas Fire District #1

**Board Meeting
Briefing Packet**

SEPTEMBER 20, 2021



To safely protect and preserve life and property

CLACKAMAS FIRE DISTRICT #1

**Board of Directors' Meeting
Monday, September 20, 2021
Meeting Location: Remote Video Conferencing
6:00 pm**

AGENDA

REGULAR SESSION

- I. CALL TO ORDER PER ORS 192.610 TO 192.690
ORS 192.650 – The meeting is being recorded.**
- II. CHANGES TO AGENDA (p. 2)**
- III. APPROVAL OF MINTUES OF THE REGULAR BOARD MEETING ON
AUGUST 16, 2021. (p. 5)**
- IV. PUBLIC COMMENT** *(The President will call for statements from citizens regarding
District business, not to exceed three minutes per person.)*
- V. ELECTION OF BOARD OFFICERS – President Cross**
- VI. BUSINESS – Action required**

PRESENTATION – FIRE PREVENTION MONTH – DFM Captain Kari Shanklin

- p. 19 B-1 Request Board Approval of Proclamation 21-04 – To Designate the Month of
October 2021 as Fire Prevention Month – DFM Captain Kari Shanklin**
- p. 20 B-2 Request Board Approval of Changes to Section 9.3 of Board Policy Manual
Regarding Moving the Meeting Start Time to 5:00 pm – Division Chief Joshua
Gehrke**
- p. 22 B-3 Request Board Approval of Resolutions for Supplemental Budget and Tax
Anticipation Note– Chief Financial Officer Mark Whitaker**

- VII. OTHER BUSINESS – No action required**

OB-1 Legislative Update – Lobbyist Genoa Ingram



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p. 29 OB-2 Review and First Reading of Board Policy Manual – Chief Nick Browne

p. 60 OB-3 Wildfire After Action Review Update – Division Chief Dan Mulick

p. 64 OB-4 Board Committee/Liaison Reports

July Clackamas Emergency Services Foundation Board Meeting Minutes (Board packet)

OB-5 Board Informational Updates/Comments

VIII. INFORMATIONAL ONLY

A. Division / Department Reports

p. 70 R-1a Office of the Fire Chief – Chief Nick Browne – Verbal
R-1a.2 Health & Safety – Chief of Health & Safety Heather Goodrich
(Board packet)

p. 78 R-1b Office of Strategic & Business Services - Assistant Chief Stewart (Board packet)
R-1b.1 Community Services – Division Chief Doug Whiteley (Board packet)

p. 108 R-1c Office of Financial Services - Chief Financial Officer Mark Whitaker
(Board packet)

p. 112 R-1d Office of Emergency Services – Division Chief Josh Santos and Division Chief Dan Mulick
R-1d.1 Medical Services - Division Chief Josh Santos (Board packet)
R-1d.2 Operations – Division Chief Dan Mulick (Board packet)

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

p. 125 R-1f Volunteer Services – Battalion Chief Steve Deters (Board packet)

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

p. 127 B. Correspondence

p. 130 C. Informational Items

D. Next Meeting

The next Board of Directors' meeting will be on Monday, October 18, 2021. Time and location to be determined.



To safely protect and preserve life and property

CLACKAMAS FIRE DISTRICT #1

IX. ADJOURNMENT

UPCOMING EVENTS:

October 18, 2021 – Regular Monthly Board Meeting – time and location TBD.

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING August 16, 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. The recording will be placed on the Clackamas Fire District (CFD) website.

Present: Board of Directors Jay Cross, Chris Hawes, Thomas Joseph, Jim Syring, and Marilyn Wall; Fire Chief Nick Browne; Assistant Chief Brian Stewart; Chief Financial Officer Mark Whitaker; Division Chief Doug Whiteley; Division Chief Josh Gehrke; Division Chief Dan Mulick; Division Chief Josh Santos; Battalion Chief Steve Deters; Public Information Officer Brandon Paxton; Battalion Chief Ted Willard; Health & Safety Chief Heather Goodrich; Captain Patrick Dunne; Facilities Manager Scott Vallance; Emergency Manager Gregg Ramirez; Genoa Ingram from Court Street Consulting; Volunteer Association Vice President Conor Stewart; Sandy Fire District: Fire Chief Phil Schneider and Division Chief Jason McKinnon; Civil Service Commissioner Candidate Michael Daly; Program Specialist Tracey Grisham; 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 to the agenda.

III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON JULY 19, 2021.

There were no changes to the minutes.

The minutes were approved unanimously as written.

IV. PUBLIC COMMENTS

None.

V. CIVIL SERVICE COMMISSIONER INTERVIEW

The Board interviewed candidate Michael Daly. The full interview can be accessed via the video recording.

VI. BUSINESS – Action required

PRESENTATION - EMERGENCY PREPAREDNESS MONTH – Emergency Manager Gregg Ramirez

EM Ramirez explained that he will be speaking on “Are you ready to Bug Out?” which focuses on when, how, and why evacuation is needed. In 2020, many people had to evacuate their homes due to the wildfires and some only had a moment’s notice. People had questions regarding the different evacuation levels. What can CFD do to better educate the public in case of another disaster?

He explained that it all starts with a plan. In the case of an evacuation, people need to consider:

- Meeting place
- Evacuation routes – primary routes can be congested; they need to have alternate routes planned.
- Special needs – does someone in family have special needs? Medications, hearing aids, etc. and extras of these essential items are needed.
- What to take – have plans ahead of time. Think about vital items and things such as family heirlooms.
- Communication plan - include an out of state contact.
- Pets/livestock – Finding a shelter/place that will take people and their pets. They also need to consider supplies for them such as food, etc.

He shared that one of the most important things people can do is sign up for “ClackCo Public Alerts” It’s simple, easy, and free. It provides timely and valuable information.

EM Ramirez explained the Ready, Set, Go! levels, which are the levels to evacuation.

Ready – The plan is set, and they are packed and ready to go.

Set – This is where they would pack the car and make sure they have a full tank of gas.

Go – This is the time to leave. This is not a time to be wondering or deciding.

He shared some things that should be in a “Go Bag.” This is a three-night overnight bag. It can be fast, easy, and inexpensive to put together. Don’t forget to pack for pets and children.

President Cross asked if there was a place they can register if their property is available for livestock, animals, etc. during evacuations.

EM Ramirez was not aware of a formalized registry, but they are working on a list. He will reach out to him for his information.

President Cross asked where people can go to sign up for the Clackamas County Alerts.

EM Ramirez said they can Google, “Clackamas County Public Alerts”.

Director Wall shared that she thought she signed up for public alerts. However, during a recent severe weather event, she only received the warning for Multnomah County, not Clackamas.

EM Ramirez had questions about that too. The extreme weather alert he received was from Multnomah County as well, not Clackamas. He said he would look into that.

B-1 Request Board Approval of Proclamation 21-03 - To Designate the Month of September 2021 as Emergency Preparedness Month- with the Theme, “Be Ready to Bug Out.” – Emergency Manager Gregg Ramirez

EM Ramirez asked the Board to take this message and share it. He noted that they can be good role models for their friends and neighbors.

Michael Daly asked if they have a “Go Bag” list?

EM Ramirez shared that yes, he has sent out that information to CFD.

Director Hawes made a motion and Director Wall seconded for the Board to adopt Proclamation 21-03 To Designate the Month of September 2021 as Emergency Preparedness Month - with the Theme, “Be Ready to Bug Out?” Motion passed unanimously.

B-2 Request Board Approval to Authorize the Fire Chief to Enter into a Contract for a Feasibility Study in Cooperation with Sandy Fire District No. 72 – Division Chief Joshua Gehrke and Division Chief Michael Carlsen

DC Gehrke led the discussion. DC Carlsen was not in attendance.

He explained that they put out for an RFP/RFQ for about a month, and that ended July 19. The result was three consultant proposals: AP Triton, Public Consulting Group, and Matrix. The Interagency Committee and staff members scored and reviewed them based on their proposals and their presentations. Their final recommendation was AP Triton.

AP Triton had a great team approach, followed instructions and were concise, and had a reasonable price point. It was not a unanimous decision, but a majority decision. He encouraged the other Board members to share their thoughts and/or experience in this process.

Director Syring shared that Sandy Fire District’s Board already voted 5-0. The price is underbudget. He said that DC Gehrke and DC Carlsen did a great job. He said this process seems different from other studies they have done. There is a great collaborative spirit with Sandy Fire. He further explained that he has started his own consulting business and for that reason, he will be abstaining from the vote. He thought all three companies were good.

Director Joseph said he thought it was a very healthy discussion. Even though this was not a unanimous choice, it was great to discuss the pros and cons of all companies. This is the decision of the majority.

DC Gehrke noted that the bid had a discount; the proposal did not include a review of CFD's facilities and apparatus as this had already been done recently. The two stand out consultants were Public Consulting Group and AP Triton. The price point is what set AP Triton over the top.

President Cross brought up that during the last feasibility study, the information they received was not the information they thought they were going to get. He asked if DC Gehrke felt confident that they will be getting the information that they are requesting.

DC Gehrke thought that they would. The reviewing group had direct questions for the consultants, and this was discussed. AP Triton's team approach will deliver more than just a recommendation for/against consolidation. They want to engage stakeholders (which is an extended list from the previous feasibility study), and they will get an unbiased approach, in terms of a collaboration with Sandy Fire.

Director Hawes asked what JotForm was.

DC Gehrke explained that JotForm is just an electronic form for scoring. It's a software product they use in the fire district. Once the consultants were scored, an Excel sheet could be produced showing that data.

Director Wall said that she totally respected the work that everyone had done. However, she felt this was premature. They are only six weeks into with the contract with Sandy Fire. In previous agreements with other agencies, if they move slower, they have had better results. Unlike the recent one where they didn't have time to get their feet wet and the merger failed.

Director Joseph said he understood where Director Wall was coming from. They had an extensive discussion about Estacada. One of the other consultants included a marketing proposal that would include marketing within the community and get stakeholders involved before the consultant would make a recommendation. Director Joseph and Director Syring have specifically requested to have detailed input and participation of the stakeholders.

Director Hawes wanted to know why they wanted a feasibility study now and not, for example, six months from now.

Discussion followed.

Director Syring gave a brief history of the Intergovernmental Agreements (IGAs) that CFD has had with Sandy Fire and how they have gradually added services over the years. They discussed a feasibility study back in January 2020. It was part of the IGA from a year and a half ago. The Sandy Fire Board already voted for this unanimously. If they are interested at looking and evaluating any future partnerships and agreements, this is the time to do it.

Chief Browne said that yes, this was put into play about 18 months ago when they were discussing any IGAs with Sandy Fire. They brought it up at an interagency meeting and Sandy Fire and CFD were interested. They see that it could be a real win-win for both areas.

Director Joseph noted that the study was something that was recommended by both of the groups, CFD and Sandy Fire.

Director Syring mentioned that they just opened a joint station with Sandy Fire on July 1. That was significant; it's only the third time in the District's history. Sandy Fire is contributing over half a million dollars to help CFD staff this station 24/7. They are a partner that stepped up to level they don't see very often.

Chief Browne shared that Chief Schneider has been engaging with his community. There were multiple Sandy Fire members that approached Chief Browne at the Eagle Creek town hall. They were happy about a feasibility study and what that would look like.

DC Gehrke said he appreciated Director Wall not wanting to repeat what they did in Estacada. This was called out in the scope of work. He added that part of why AP Triton rose was because of their tremendous flexibility with engaging the stakeholders earlier.

Director Wall appreciated the information but still thought it was premature. She felt they need to knit themselves into the community and at a more measured pace to learn the Sandy community. She noted that they did joint staffing at a station with Boring for years before they had a feasibility study.

Director Joseph shared that he previously had the same concerns. He took the time to meet with DC Gehrke and Chief Browne and spent extensive time asking why and the purpose of the study. They have spent a lot of time showing how collaboration with Station 18 saved citizens' lives because of faster response.

Chief Browne said that the collaboration between CFD and Sandy Fire has worked extremely well. The Board members have collaborated well. They have put a lot of hours into this. He understood Director Wall's concerns. He explained that the two Chiefs see the benefit to both districts. Both Fire Chiefs want to take a measured approach. This is the next step before they engage citizens and go to the next level. They don't know what the results of this study will show, but it will give them the background information.

Director Syring noted that he is abstaining from voting as to not vote for a specific contract. However, he would not turn down a feasibility study. He noted that Sandy Fire made some very significant decisions and trusted us. He added that they wanted to partner with CFD to look deeper at options for the future.

President Cross said he agreed with what Director Wall said. He understands that both fire districts have good intentions. However, what the citizens think is what really matters, and they've learned that.

Director Joseph made a motion and Director Hawes seconded for the Board to approve a Feasibility Study with Sandy Fire District #72, and to authorize the Fire Chief to enter into a contract negotiation with AP Triton not to exceed \$51,534. Directors Joseph, Hawes, and Cross voted yes. Director Wall voted no. Director Syring abstained. Motion passed.

B-3 Discussion on Changing the Meeting Start Time to 5:00 pm – Division Chief Joshua Gehrke

DC Gehrke shared that they reached out to the individuals that attend the board meetings. Of those that responded, they supported a change to the meeting time. One person thought it should be later.

DC Gehrke shared that from his perspective, the District has changed in the last two years. It's changed how CFD engages with the public. They have extremely transparent conversations through social media, town halls, etc. There is open public dialogue. Board meetings have become just a small piece of how the public can come forward with questions and/or concerns and have a dialogue.

He felt that the proposed time change is one of a few things that they can control. The size and magnitude of events are not getting smaller. This change could build capacity for them to be ready for the next alarm.

DC Gehrke explained that in order to make a change, they need to change board policy and that's a two-step process. First, they discuss, and at a later meeting they will decide.

Chief Gehrke said at the onset of COVID-19, TVFR moved their meetings to 3:00 pm.

President Cross shared that it doesn't matter to him and he was okay with 5:00 pm or 6:00 pm.

Director Wall asked how they determined who to reach out to.

DC Gehrke said that they reached out to the attendees of the regular board meetings. He explained that they did discuss using social media platforms, but they couldn't guarantee that they were hearing from CFD citizens.

Director Wall asked how many they asked.

DC Gehrke said about seven. They sent out a message asking for feedback.

Director Wall said that she is not opposed to a time change. She has issues with the transparency of this. They have all of these platforms available, and she did not see anything about this time change. The only place she saw something was in Thelma Haggemiller's newsletter to public saying that people can please reach out to Director Joseph. It was important to her that they maintain that accountability structure. The public is number one. They need to make an informed decision. Engaging the public and being transparent to the public are what Board meetings are for. Director Wall noted that she fully supports a hybrid meeting as they can reach more people that way.

Chief Browne thought that there are more creative ways in the future to reach citizens, such as the app Nextdoor that she has mentioned.

Director Hawes shared that he has been involved for quite a while as citizen. One of the biggest complaints he has heard from people is that meeting times are inconvenient. He is concerned if it will be perceived that the meeting time was changed to make it less convenient.

President Cross shared that there are two things that firefighters hate: 1) Change and 2) Things staying the same. He expressed that part of him wants to try 5:00 pm for six months. If people start voicing that 5:00 pm isn't working, then they can go back to 6:00 pm after six months.

Director Joseph shared that he put his email and phone number on Thelma's newsletter if anyone wanted to call. That's transparency. He talked to other officials and they wouldn't put their information out there. When he reached out to the past attendees, they appreciated him reaching out. He thought they should try it for six months.

Director Syring said that the 5:00 pm was okay with him. He doesn't want it to interfere with the other directors. He thought Director Hawes brought up good points about public perception. He suggested that they maybe try it for a quarter versus six months.

President Cross shared that the hybrid model will make it much easier. He would try to make it in person as much as possible but wanted the ability to jump on Zoom if needed.

Director Wall explained that this would require a board policy manual amendment. How are they going to state that the amendment is only good for six months?

Chief Browne brought up that they could try it for a year and have a good analysis. If they start getting negative feedback, it is an easy transition back. He shared that what he has noticed during the town hall meetings and live Facebook events is that not all citizens can attend live, but they do watch when it's convenient for them. The hybrid model is important for citizen participation.

Director Hawes noted that Director Syring's concern about the time interfering with their (directors) work schedule and being able to make the meeting, is exactly his point. They may be able to make 5:00 pm work, but there might be many people who cannot. He likes the hybrid option so whatever they decide, they need to continue with hybrid.

President Cross shared that the whole idea of the board meetings is to conduct the business of the District with the command staff. He felt that CFD was fairly benevolent in comparison to other public entities when it comes to audience participation, because that's the culture. There is not a lot of input received at Board meetings unless there are hot topics. They tend to get more input outside of Board meetings.

The Board members agreed they would need to move forward with the hybrid model. Discussion followed on when and how long they could have the meeting start at 5:00 pm on a trial basis.

Director Wall explained that this would count as the first meeting for policy change. September would count as the second meeting. The new meeting time could not start until October. There was also a time change around that time.

President Cross asked if they have a consensus to change the board policy manual to change the start time to 5:00 pm, and have it be a hybrid model.

Chief Browne explained that right now, they are unable to do a hybrid because of the Governor's mandates.

Director Wall said that the Board wants to change Section 9.3 of the board policy manual, remove 6:00 pm, and change to 5:00 pm. Further into the section where it refers to teleconferencing and meeting public meetings laws to also include "as permitted by applicable law, in person."

The Board requested DC Gehrke to draft the amendment to Section 9.3 for the Board to consider and vote on next month.

President Cross said that when talk about the approval of the board policy manual, they can discuss how long until they review again.

No vote was taken.

B-4 Request Board Approval of One Commissioner to Serve a Four-Year Term on the Civil Service Commission – Division Chief Joshua Gehrke

DC Gehrke said they are requesting that the Board appoint the civil service commissioner applicant.

Director Hawes made a motion and Director Joseph seconded for the Board to approve Dr. Michael Daly as the replacement on the Civil Service Commission Board. Motion passed unanimously.

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

Genoa gave an update on signed House Bill 2397. PIO Paxton contacted her about this as it prohibits local governments from collecting fees against residential care facilities. It was unclear if fire districts could continue to charge for lift services. She did some research on the bill and passed onto legal counsel for review. They determined that the exemption is sufficient to allow for fire districts to continue to charge for lift assists.

The other item she wanted to give an update on was the Governor's vaccination mandate. She contacted the Governor's office to confirm if EMS/EMT personnel were included in the definition of health care professionals. She believed that they were, as they are licensed under OHA. It took them six days to verify that, yes, they were included. It doesn't appear that the mandate is logistically workable as there is not enough testing. The Oregon Fire Chief's Association had an emergency meeting. They wanted to know if fire district directors and volunteers would sign letters to the Governor asking for a compromise as the mandate is

logistically unworkable. The fire district directors met the previous Saturday and agreed to sign the letter suggesting other compromises such as mask mandates and/or waivers for smaller districts. It all requested that all forms of testing be available. The volunteers have not acted on it yet.

**OB-2 Board Committee/Liaison Reports
Clackamas Emergency Services Foundation (CESF) – President Cross**

President Cross shared that he attended the CESF meeting. The benefit auction is planned for April 2, 2022, at Gray Gables Estates.

Interagency Committee – Director Joseph / Director Syring

Director Joseph said they had an interagency committee meeting with the City of Milwaukie. They are one of the few cities that want to continue to engage. They appreciate cooperation with the District. Director Syring shared that both sides shared updates and that it was a good meeting.

Civil Service Liaison Report – Director Syring / Commission Chair Weatherly

Director Syring shared that Commission Chair Weatherly was unable to come to the meeting. The Civil Service Commission met on July 20 and Director Syring attended that meeting. He gave an update on behalf of the Board. The Commission was still seeking someone for the Chief Examiner role.

OB-3 Board Informational Updates/Comments

Director Wall shared that she virtually attended the Oak Grove CPO meeting. The Vice Chair mentioned that she was the beneficiary of a chipper grant and was extremely grateful. A lot of people were interested in it and expressed that they thought it was a good program. The Vice Chair asked what she was supposed to do with all the chips. Director Wall asked what the direction was for those recipients.

DC Whiteley said that they are encouraging community members and grant recipients to distribute or store those fuels away from the house or any structures.

President Cross said that the OFDDA Conference is November 4, 5 and 6 in Ashland. All the directors and Chief Browne will be getting an update shortly. If they want lodging, they should reach out to EA Trotman. The OFDDA will be doing a hybrid model as well. He has a draft of brochure/announcement available. All the classes are locked in. He mentioned that AC Stewart will be presenting at least one day.

President Cross shared that as far as the vaccination/testing mandate, he has been sharing information with Chief Browne and Health & Safety Chief Goodrich. There are many entities working on this and there will be more information coming by September.

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

R-1a Office of the Fire Chief

Chief Browne reported that Oregon OSHA adopted an emergency rule to protect employees from the hazards of high heat. Oregon OSHA also adopted a temporary rule to protect employees from wildland smoke. Each rule gave employers a week to get mandatory training out to employees.

They had a couple agencies reach out to ask about CFD's the Health & Safety program as an example to follow.

PIO Paxton reported that they held several Community Town Halls to engage people regarding wildfire season. The staff went out to Eagle Creek, Beavercreek, and Redland. They reviewed 2020 incidents, focused on the 2021 outlook, and then provided some additional resources. The town halls were well attended (over 100 people at each event). The Beavercreek meeting was recorded by a videographer from Clackamas County and posted online. Staff also attended the Happy Valley and Milwaukie meeting to share the same updates.

The most significant event was the Highway 99E Fire. This caused level three evacuations which prompted another opportunity to use the emergency system with Clackamas County and the Sheriff's Office. This prompted a meeting with the two groups to streamline the evacuation process and form a plan, especially for the first two hours.

PIO Paxton announced that they reached over 12,000 followers on Instagram. He thanked PS Grisham for all her hard work growing the social media platforms.

R-1b Office of Strategic & Business Services – Assistant Chief Brian Stewart

AC Stewart shared that his office will be rotating speakers at each Board meeting. DC Gehrke would be sharing tonight.

AC Stewart reported that it had been a busy month. He was deployed on a couple fires. He met with Chief Huffman to discuss the FMO and Fleet services with the IGA with Gladstone Fire. Chief Huffman felt it was going well and he appreciated the distribution of work and quick turnaround.

AC Stewart said that Chief Technology Officer (CTO) Hicks was working with the Fire Defense Board and other dispatch centers. He secured support from each of the fire agencies to fund a second Net Motion server. This would be in the cloud and help with business continuity and flexibility. He's also been working with CCOM, LOCOM and WCCCA on the CAD replication server issues.

Community Services was looking forward to doing more in person events, but those plans had changed due to the recent COVID-19 spike.

The Fire Marshal's Office (FMO) continued to streamline the inspection and plan review processes. Inspectors were now being dispatched to first alarm fires and it's been well received. Next month there will be requested amendments to the cost recovery ordinance. They are

looking at cost recovery and engineering costs for those self-inspections in that require additional follow up. More information will be provided at the next meeting.

For Support Services, July was a busy month with calls and Fleet support. The Hoodland and Sandy IGAs started, and July is typically a high vacation month. There were also several conflagrations and issues with rigs because of high heat. They hired a new Fleet Technician and he welcomed Paul Eggleston to the team.

DC Gehrke shared that they posted the Chief Examiners position and have received no interest so far. There was an investigation into fraudulent unemployment claims. No CFD employees were involved in that claim.

Director Syring brought up that the Data Services report that shows apparatus responses was not included in the Board packet. AC Stewart will locate the report and make sure its in next month's packet.

President Cross asked if the cost recovery program (FMO) was similar to other agencies. AC Stewart replied that yes, it was similar to other agencies. He added that it varied throughout the state.

R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker

CFO Whitaker reported that they have been busy with year-end processing and activities. The tentative results show that CFD came within budget on both sides. They spent about 99.8% of the budgeted general fund. CFD took in a little more revenue than budgeted. Due of these positives, there will be a minor increase in the beginning fund balance for the new fiscal year.

At the next Board meeting, he plans to share a forecast from now until November so the District can be prepared to borrow funds temporarily to bridge the gap before the tax funds arrive.

He shared that typically in the board packet they would see a report from finance with a monthly update with all expenditures, etc. He had intended to instead provide estimates for how CFD completed the year, but he was unable to get those done in at time.

Director Wall asked to be sent the monthly report once available.

R-1d Office of Emergency Services

R-1d.1 Medical Services – Division Chief Josh Santos

R-1d.2 Operations – Division Chief Dan Mulick

DC Santos shared that Medic 316 and Truck 316 delivered twins in Oregon City. BC Slater also responded. Everyone was doing well!

DC Mulick shared that he received the Data Services report and can share that information. CFD responded into Estacada four times. EFD responded into Clackamas one time. CFD responded 54 times into Sandy Fire and Sandy Fire responded 17 times into CFD.

DC Mulick reported that July was one of the busiest months. FMO was investigating 21 fires, some being very significant incidents. There are also several crews out on conflagrations.

DC Mulick read an email from BC B. Olson about assignments of Crew 30. State and federal partners reported that the crew was doing an exceptional job. They have almost 10,000-man hours on incidents, 20 miles of hand line placed, 10 miles of hose plumbed, and 100 miles hiked on incidents.

President Cross asked how the crew was doing physically. DC Mulick said everyone was doing well besides poison oak.

Director Wall asked about BC B. Olson and how he has been deployed for 23 days. DC Mulick said as a member of the incident management team, they are either on assignment or they're up to being on the next assignment. BC Scheirman is also on that team.

Director Wall asked how the deployments affect CFD's ability to respond within the District.

DC Mulick said they try to balance that and schedule it out two weeks. It's something they adjust every day.

Chief Browne gave the example of the Fire on Hwy 99E. During that fire, Chief Browne received a message from BC B. Olson, to see if he and Crew 30 needed to come back. It fortunately wasn't needed. They are very flexible within the state if people need to come back.

Director Wall noted that in the past meetings they have discussed firefighter mental health. She wants to be sensitive to that and the stresses that happen due to the deployments.

DC Mulick said that there are systems in place internally and with the Fire Defense Board to help protect against that.

R-1e Professional Firefighters of Clackamas County Local 1159 – Assistant Shop Steward Patrick Dunne

Assistant Shop Steward Patrick Dunne introduced himself as the Captain at Station 15. He has been with CFD since 2008. He just started working as an assistant steward in November.

He shared about an incident that was an attic fire over a shop. The shop was housing a bunch of classic cars and motorcycles worth hundreds of thousands of dollars. The owner was related to Portland Fire and was very appreciative.

He shared it was a very busy summer with fires. Crews report that they've had more shifts with multiple structure fires than they have ever experienced in their careers. He appreciated the concerns regarding firefighters' mental health. However, for a vast majority of the crew members, it ends up being a morale builder; being busy also means they are making a difference.

For conflagrations, the union is seeing an increasing number of crews interested in being deployed, especially after last September. A lot of people recognized the value of gaining that experience and skills.

He shared that retired Lt. Karl Nisbet passed away. His son, James, works for CFD at Station 3. He thanked several members for helping the Nisbet family through this time.

The Local 1159 awarded three scholarships to graduating seniors who are children of Local 1159 members. These are supported through the IAFF Local 1159 Foundation.

The Local 1159 Executive Board voted to support Health and Safety Chief Heather Goodrich and Wellness Specialist Alicia McVicker through hotel stays for the IAFF Redmond Symposium. The conference focuses on wellness and peer support.

He reported that the crews were holding up well with physical and mental health. From his personal experience, the nutrition habits, physical fitness habits and general wellness habits have significantly improved since 2008. This is in no small part to the Wellness Division. They have been experiencing heavier call volume for fires and some of the more acute calls can be a morale booster. One of the challenges to mental health is COVID fatigue. There are constant changes, and this instability causes a lot of mental health challenges and stress. It seems like a lot of policies don't fit the firefighter work environment. Another mental health challenge is the contract. The instability of not having the contract in place is a big stressor on the crews. He knows that the bargaining team is working diligently to come to agreement.

R-1f Volunteer Services – Battalion Chief Steve Deters

BC Deters shared that training was radio communications, first due simulations, and bulk load stretches. There were EMS case reviews.

BC Deters reported station coverage.

- Stn.12 31/31 (5 – 24-hour shifts)
- Stn.13 20/31 (1 – 24-hour shift)
- Stn.21 19/31
- Rehab/Water Tender Group – 11/31

He reported a number of personnel changes from the month.

R-1g Volunteer Association Report - President Kirk Hambley

Vice President Conor Stewart presented on behalf of President Hambley. He's been at CFD as a volunteer for three years.

He shared that the association's account with Clackamas County Bank is now closed, and all funds are now with Chase bank.

They are working with the Training department to train senior members to help with the recruit academy this fall.

President Cross asked if it will be a live academy or virtual.
BC Deters said they are currently planning for an in-person academy.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, September 20, 2021 at 6:00 pm via teleconference.

IX. REGULAR BOARD MEETING RECESSES

The regular Board of Directors' meeting recessed at 8:46 pm.

X. EXECUTIVE SESSION CALLED TO ORDER UNDER ORS 192.660 (2)(d) TO DISCUSS LABOR CONTRACT NEGOTIATIONS

XI. REGULAR BOARD MEETING RECONVENED

The regular Board of Directors' meeting reconvened at 9:01 pm.

XII. ADJOURNMENT

The meeting adjourned at 9:02 pm.

UPCOMING EVENTS:

September 20 – Regular Board Meeting – 6:00 pm via teleconference.

Rachel Trotman
Executive Assistant

President Jay Cross

Secretary Marilyn Wall

Clackamas Fire District #1



**CLACKAMAS FIRE DISTRICT #1
PROCLAMATION 21-04
To Designate the Month of October 2021 as
Fire Prevention Month**

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

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

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

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

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

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

WHEREAS, an effective home escape plan starts with a working smoke alarm; and

WHEREAS, working smoke alarms in the home reduce the risk of dying in a reported fire by more than half; and

WHEREAS, people tend to remove smoke alarm batteries or dismantle alarms when the alarm begins to chirp or flash because of low batteries, or the alarm is no longer working properly, or when experiencing nuisance alarms; and

WHEREAS, these behaviors present serious risks to safety that can have tragic consequences in the event of a fire; and

WHEREAS, the 2021 Fire Prevention Month theme, effectively serves to better educate the public about the sounds and signs smoke alarms make, what those sounds and signs mean, and how to respond to them.

THEREFORE, the Board of Directors of Clackamas County Fire District #1, do hereby proclaim the month of October 2021 as:

FIRE PREVENTION MONTH

With the theme "Learn the Sounds and Signs of Fire Safety!" the Board encourages community members to observe Fire Prevention Month 2021 by supporting the applicable programs and activities, and by seeking to understand the reasons smoke alarms may alert and learning how to respond accordingly.

Adopted this date, September 20, 2021.

President, Board of Directors

Secretary/Treasurer, Board of Directors

Memo

To: Board of Directors
From: Division Chief Joshua Gehrke
CC:
Date: September 20, 2021
Re: Board Policy Manual Review

At the July 2021 Board of Directors' meeting, discussion took place regarding the possibility of changing the meeting time of the monthly board meeting from 6:00 pm to 5:00 pm. It was decided to present the change as a revision to the Board Policy Manual. Per Article 3 of the Board Policy Manual, any changes made to the manual must be accomplished through a two-step process, which covers two separate meetings. Introduction and discussion takes place during the first meeting and approval of the change will take place at a second meeting for the change to be finalized.

The first step was to review the change at the August 2021 board meeting. The second step of the process will be for the Board to approve the change at the September 2021 board meeting.

Recommendation

The recommendation is for the Board of Directors to approve the revised Board of Directors' Policy Manual to reflect the changed meeting time from 6:00 pm to 5:00 pm noted in Article 9.3.

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~~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~~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~~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~~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~~5:00 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—as permitted by applicable law via ~~teleconference and/or videoconference~~teleconference, videoconference and/or, as permitted by applicable law, in person, at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley. Meetings must meet—and must meet Oregon ~~Public Meetings~~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.

Clackamas Fire District #1

Memo

To: Board of Directors
From: Chief Financial Officer Mark Whitaker
Date: September 20, 2021
Re: Issuance of Tax Anticipation Notes and Supplemental Budget

Action Requested

Staff requests that the Board review and approve 1) Resolution 21-06 to approve a minor supplemental budget adjustment to recognize the interest expenses of issuing tax anticipation notes and 2) Resolution 21-07 authorizing up to \$4 million in tax anticipation notes to fund operations.

Background

Pursuant to ORS 287A.180, the Fire District may, by resolution, enter into short-term borrowing for operations in anticipation of tax and other revenues. The interest payments on any short-term borrowing must be explicitly budgeted. The principal and the repayment of the principal of short-term debt, however, need not be included as a budgeted resource or expense because the debt proceeds will be received and repaid in the same fiscal year. Due to these rules, staff is requesting two resolutions: one to add the interest expense of tax anticipation notes to the FY 21-22 budget and one to authorize the tax anticipation notes.

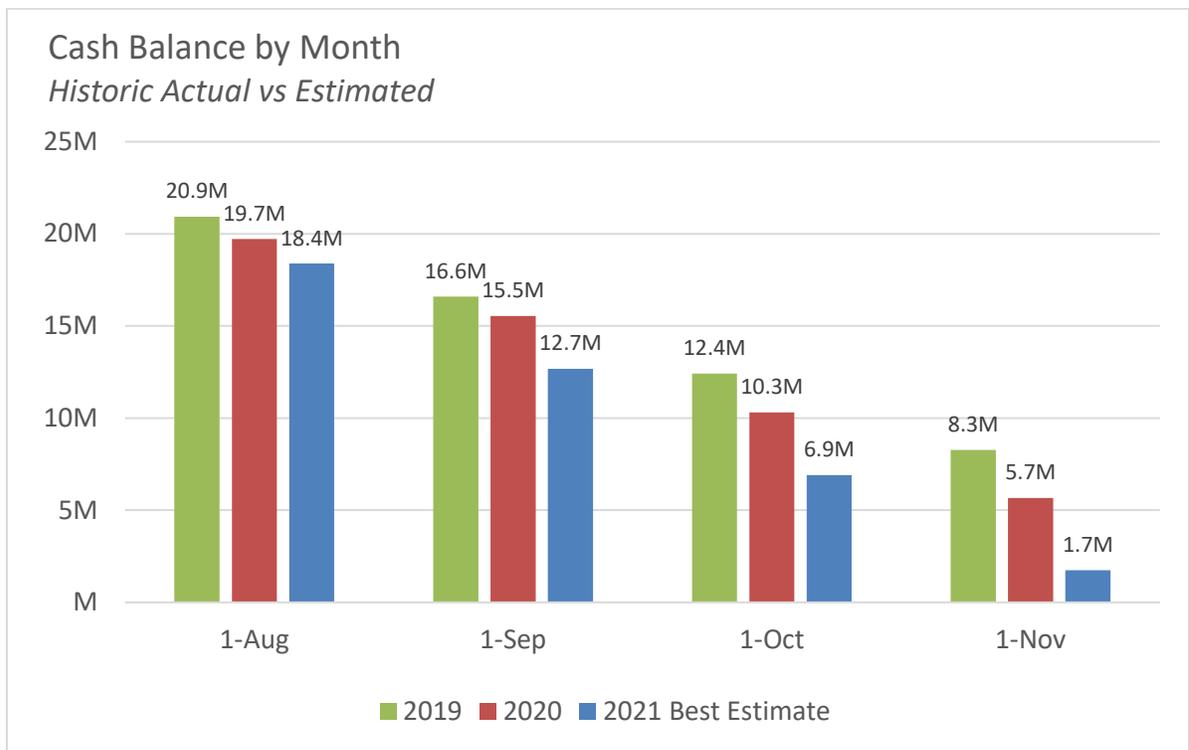
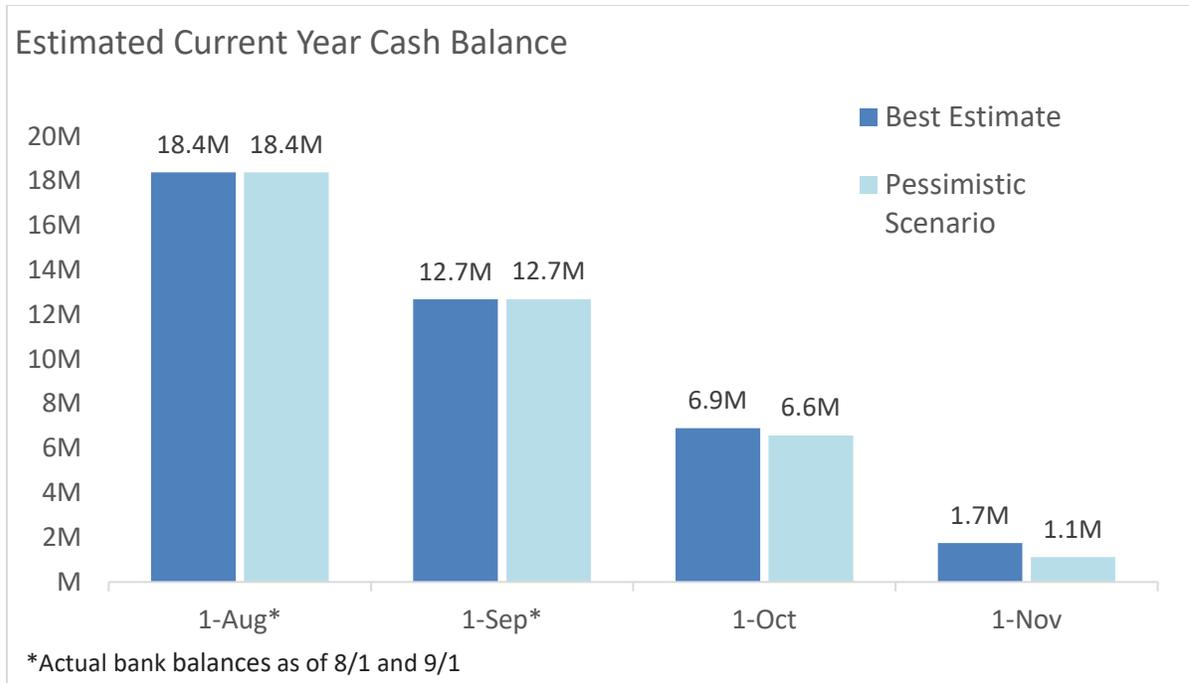
Known Facts

The Fire District's goal is that the fiscal year's beginning fund balance will be sufficient to fund operations from July 1 to mid-November when the district receives the bulk of property tax revenues. The current cash forecast shows that the district's available cash will be close to depleted by the beginning of November. As of September 1st, the available cash balance is lower than it has been in recent years mainly because of the lower beginning fund balance this fiscal year.

Staff believes there will be sufficient cash to finish October, but borrowing may be necessary to meet the November 15th payroll date depending upon the timing and size of property tax revenue disbursements in early November. The cash forecast is done conservatively, so it is also possible that there will be sufficient cash to fund operations and the District will not need

to issue the tax anticipation notes. There is enough uncertainty, however, that the tax anticipation notes will be necessary to provide adequate operating reserves.

With more than \$1 million forecasted to be available at the start of November, staff proposes a maximum borrowing amount of \$4 million to ensure sufficient resources through November 15th. The loan can be drawn in \$1 million increments as needed.



Budget Implications

The cost to issue the tax anticipation notes will be \$7,000 for legal counsel and up to about \$4,000 per month for interest if the full \$4 million is borrowed. (The estimated interest rate is 1.17%. The bank will provide the final interest rate prior to the Board meeting.) The district should be able to repay the principal relatively soon after borrowing because the bulk of tax revenues will be received by the end of November.

Accordingly, the proposed budget adjustment reallocates only \$8,000 in expenses from Business Services into the Debt Service line item to provide for up to two months of interest payments. Staff's intent is to repay the loan as soon as feasible to minimize interest expenses. There is no penalty for early payment. The \$7,000 in legal fees will be paid out of existing budget resources within Business Services so no additional adjustment is needed. If the cash balance is sufficient and the tax anticipation notes are not issued, then the district will still need to pay the legal fees, but not any interest.

Staff intends to introduce additional supplemental budgets later in the year to account for conflagration revenue and other unanticipated revenues and expenses.

Recommendation and Why

Staff recommends approval of the FY 21-22 Supplemental Budget as presented in Resolution 21-06 and the authorization to issue up to \$4 million in tax anticipation notes as presented in Resolution 21-07. Approval will ensure adequate cash funding for operations until the receipt of property tax revenues in November and ensure the district complies with Oregon local budget law.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #21-06

ADOPTING AND APPROPRIATING A SUPPLEMENTAL BUDGET FOR FISCAL 2021-22

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, Oregon Local Budget Law further requires that interest payments must be budgeted when a local government expects short term-borrowing; and

Whereas, the District's cash resources may necessitate short-term borrowing in the form of tax anticipation notes resulting in interest payments; 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, 2021, as indicated in Attachment A.

Adopted this date, September 20, 2021.

President, Board of Directors

Secretary, Board of Directors

Attachment A

Fiscal Year 2021-22 Supplemental Budget

<u>General Fund</u>	<u>Original Budget</u>	<u>October 2020 Supplemental</u>	<u>Adjusted Budget</u>
Beginning Fund Balance	\$18,505,460		\$18,505,460
Revenue:			
Current Year Property Taxes	\$59,639,923		\$59,639,923
Prior Year Property Taxes	720,000		720,000
Other Taxes	8,000		8,000
Interest	200,000		200,000
Charges for Services	2,843,205		2,843,205
Grant Revenue	200,000		200,000
Other Revenue	1,235,000		1,235,000
Transfers In	44,000		44,000
Total Revenues:	\$64,890,128		\$64,890,128
TOTAL RESOURCES	\$83,395,588		\$83,395,588
Expenditures:			
Fire Chief's Office	\$1,518,270		\$1,518,270
Emergency Services	45,895,569		45,895,569
Business Services	16,094,895	-\$8,000	16,086,895
Debt Service	2,075,504	8,000	2,083,504
Contingency	2,587,718		2,587,718
Transfers	628,104		628,104
Total Expenditures	\$68,800,060	\$0	\$68,800,060
Unappropriated End Fund Balance	\$14,595,528		\$14,595,528
TOTAL REQUIREMENTS	\$83,395,588	\$0	\$83,395,588

Description:

Adjust for interest from potential tax anticipation notes.

Clackamas Fire District #1



CLACKAMAS FIRE DISTRICT #1 RESOLUTION #21-07

AUTHORIZING THE ISSUANCE, SALE, EXECUTION AND DELIVERY OF A TAX AND REVENUE ANTICIPATION NOTE, SERIES 2021, IN AN AMOUNT NOT TO EXCEED \$4,000,000, AND RELATED MATTERS.

Whereas, the District has or will adopt a budget for the 2021/22 fiscal year, providing for the collection of ad valorem property tax revenues and other revenues in an amount not less than \$67,000,000. Oregon law permits the issuance of a tax and revenue anticipation note in an amount which does not exceed 80% of the taxes or other revenues, except grant moneys, budgeted to be received during the period the tax and revenue anticipation note is outstanding, so long as the tax and revenue anticipation note matures no later than 13 months after the date of issuance. The District has or will certify a rate to the Assessor of Clackamas County, Oregon, in an amount that will produce not less than \$60,000,000 as ad valorem property taxes of the District for the 2021/22 fiscal year; and

Whereas, the District has or will provide for the issuance of a tax and revenue anticipation note in its duly adopted budget for the 2021/22 fiscal year; and

Whereas, it is in the best interest of the District to borrow money with the foregoing limitations, to meet current expenses by issuing its Tax and Revenue Anticipation Note, Series 2021, as provided in this resolution; and

Whereas, the Note shall be subject to optional prepayment prior to maturity with no additional fees or penalties as determined by the Authorized Officer and as permitted by the purchaser of the Note; and

Whereas, the District covenants to budget and appropriate sufficient funds for the payment of the Note together with interest thereon to the date of maturity and payment of the Note. The District shall establish a separate Special Account to which the District shall deposit, by 30 days prior to the maturity date of the Note, ad valorem taxes or payment of revenues sufficient to pay the Note on their maturity date. Investment earnings, after full funding of principal and interest in the Special Account may be transferred to the District's general fund. For fiscal year 2021/22, the District shall appropriate as an interest expenditure, the interest due on the Note on maturity; and

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

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

Whereas, the Note proceeds received by the District shall be deposited in the general fund of the District; and

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

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

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

Resolved, that the Board of Directors of Clackamas Fire District #1 hereby authorizes the issuance, sale, execution, and delivery of a tax and revenue anticipation note, Series 2021, in an amount not to exceed \$4,000,000, and any related matters.

Adopted this date, September 20, 2021.

President, Board of Directors

Secretary, Board of Directors

Memo

To: Board of Directors
From: Fire Chief Nick Browne
CC:
Date: September 20, 2021
Re: Annual Board Policy Manual Review

Per Article 7.7 of the Board Policy Manual (manual), in September of each year, the Board shall review the manual for any revisions. Per Article 3 of the manual, there is a two-step process to completing the review. The first step will be to review the policies at the September 20, 2021 board meeting. The second step of the process will be for the Board to approve the revised policies at the October 18, 2021 board meeting.

Staff has completed an initial review of the manual and has made some edits in red.



Clackamas Fire District #1

Board of Directors' Policy Manual

Revised ~~July 2021~~ September 2021

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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 purpose:

To save lives and mitigate emergencies while bringing calm to chaos.

To bring value to the communities we serve and to make people's lives better.

~~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, 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 Board and~~ shall appear as an agenda item.

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

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

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

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

ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS

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

4.1

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

Clackamas Fire District #1 Map – station names and numbers

4.2

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

4.3

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

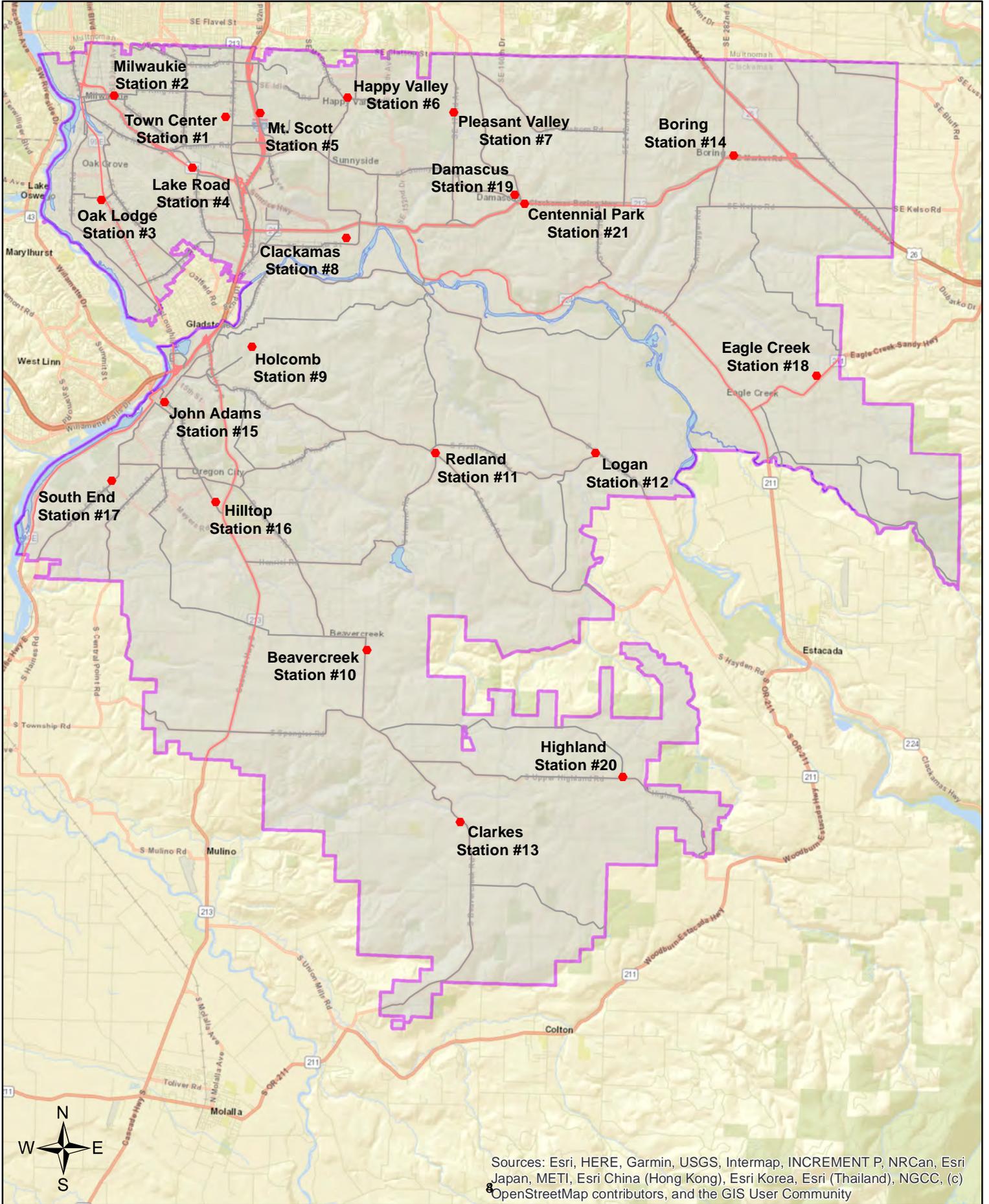
4.4

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

ARTICLE 5: MEMBERSHIP OF THE BOARD

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

Clackamas Fire District #1 Service Area



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

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

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

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

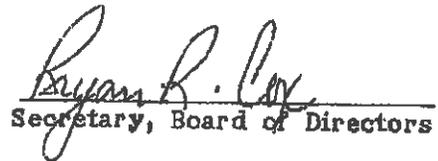
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

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

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

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

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

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

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

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

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

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

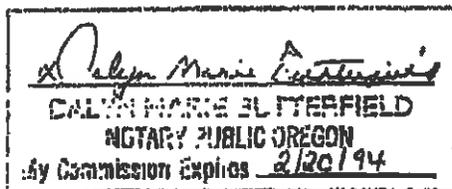
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

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

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


Chairman, Board of Directors


Secretary, Board of Directors


CALVIN MARIE BUTTERFIELD
NOTARY PUBLIC OREGON
My Commission Expires 2/20/94

5.1

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

5.2

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

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/23
2	Don Trotter Chris Hawes	6/30/25 4
3	Marilyn Wall	6/30/23
4	Jay Cross	6/30/25 4
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 members and~~ shall not include recompense for a spouse's or companion's costs. Each Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

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

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

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

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

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

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

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

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

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

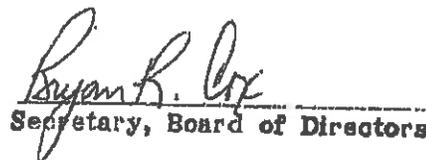
Whereas, The law also provides that the governing body may also provide reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred in performing official duties; therefore be it

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

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

Adopted this date, December 10, 1990.


Chairman, Board of Directors


Secretary, Board of Directors

5.8

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

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

5.9

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

5.10

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

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

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

ARTICLE 6: OFFICERS OF THE BOARD

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

6.1

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

6.2

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

~~6.3~~

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 if said member or the member of his/her family, or with an actual conflict of interest when a Board member's vote would definitely have a financial effect on the financial interest of said member or the member of his/her family. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

7.3

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

7.4

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

7.5

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

7.6

The Board members shall observe the Fire District's Conflict of Interest and Ethical Code Standard Operating Procedure, 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~~ approvals, and reviews. The following guide shall be used to help maintain an efficient flow of District programs and services.

January

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

February

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

March

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

April

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

May

- ~~Adoption of proclamation for Safety and Health Week in June~~

June

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

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

July

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

August

- Adoption of proclamation for National Preparedness Month in September

September

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

October

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

November

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

December

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

7.8

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

7.9

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referendum, 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~~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.

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
- Civil Service Commission Liaison
- ~~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~~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~~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~~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~~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~~5:00 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—as permitted by applicable law via ~~teleconference and/or videoconference~~teleconference, videoconference and/or, as permitted by applicable law, in person, at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley. Meetings must meet—and must meet Oregon ~~Public Meetings~~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.

| ~~8.5~~
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~~ approval ~~but~~ does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts

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

13.3

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

13.4

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

13.5

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

13.6

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

13.7

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

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

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

ARTICLE 14: DISTRICT POLICY ON ENTERPRISE ZONES TAX

ABATEMENT 14.1

The Clackamas Fire District #1 Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is to 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	202/2021	Staff Liaison
CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the District’s capital needs. <i>Quarterly (Minimum)</i>	Trotter Wall	Hawes Wall	Chief Browne/ CFO Whitaker
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	None	Chief Browne
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 Santos
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 Joseph	Cross Joseph	Chief Browne
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	Cross	Chief Browne
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 Browne
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	Syring Joseph	Chief Browne
VOLUNTEERS’ ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring Alt.: Trotter	Syring Alt.: Hawes	Battalion Chief Deters
CIVIL SERVICE COMMISSION LIAISON: To provide Board representation at the Civil Service Meetings.	Syring	None	None

Clackamas Fire District #1

Memo

To: Chief Nick Browne and the Board of Directors

From: Division Chief Dan Mulick

Date: September 20, 2021

Re: Wildfire After Action Report Update

Restoring the landscape and building Fire-Adapted Communities

Defensible Space Education: Clackamas Fire's "Ready, Set, Go!" program was launched in May of 2021. This program focused on educating the community on creating defensible space, knowing evacuation levels, and signing up for public alerts. The program received \$50,000 in donated funds from the Clackamas Emergency Services Foundation to support woodchipper grants for citizens to take steps to create a defensible space. This new project has been very successful and will be ongoing over the next few years.

Clackamas Fire has four "Firewise" Communities across the fire district. This ongoing program is managed by DFM Kari Shanklin. She works with neighborhoods to get them Firewise or answer questions if they are interested.

Community involvement - Rural town hall meetings have been conducted at Station 10,11, and 18. Social media platforms have been adjusted to emphasize fire danger and evacuation orders.

Fire Response, Administrative, and Training

The Standards of Cover is being rewritten by Command and General Staff using data from the Threat and Hazard Identification and Risk Assessment (THIRA) and National Hazards Mitigation Plan (NHMP) to establish future wildfire risk.

The Exercise Team was formed. Clackamas Fire will participate in the Great Shake Out in October, Local Emergency Planning Committees (LEPC), and Cascadia Rising. All drills will include training and testing of our communication systems. The PIPES designations have been re-visited. Priority given to sites that will most impact our ability to respond and the community's ability to recover.

Everbridge and public alert notice (reverse 911): The delay during the September Wildfires was identified and resolved by Clackamas County. Since then, Clackamas Fire has utilized this system twice. The County will triage the information that is given with the request and decide if it is sent digitally (similar to an Amber Alert) or through means of call back and messaging. Both systems are up and operating correctly as of the writing of this update.

Crew 30: This work group has spoken for themselves during Fire Season 2021. They have had a tremendous impact on the state and have laid the foundation for a future Wildland Division at the district. BC Brent Olson is working with the Office of the State Fire Marshal (OSFM) to further develop this program.

Internal communications and Incident Management Team (IMT): EM Ramirez is working on this project. The goal is to have a formal system built and implemented by late Spring of 2022. This includes building an internal IMT and training every department to work within the system. This will cover notifications to all members, staff response to assigned work areas, Job Action Sheets, working in the Incident Command System (ICS) out of a Fire Operations Center (FOC), call back process, record keeping, and billing processes. Each department is being evaluated for efficiencies and implementation into the Incident Command System. A full audit of process is being conducted to ensure we accurately keep records and improve cost recovery dollars. In addition, Clackamas Fire has used Incident Action Plans (IAP) for all potential incidents, including high fire danger, civil disturbances, prolonged incidents, and heat waves.

Fire Operations Centers: The Fire District is building FOC's at Logistics and Station 1. These will be fully outfitted with office supplies, satellite phones, TV monitors, CAD, phone chargers, surge protectors, ICS vests, printers, etc.

Backup systems: C800 and DC Carlsen have spent countless hours updating our 800 system and improving reliability. This includes new towers and re-investing into our VHF system. We have updated programming on all VHF radios and received a shipment of 26 BK handheld radios. We are in the process of rolling out a training program for the VHF radios to ensure the backup system is well practiced.

Donation Collection Center: CERT and EM Ramirez has coordinated with the Milwaukie Elks Lodge to host all future needs for donations. This will remove all logistical needs from the 130th campus and relieve D1 personnel to focus on other tasks.

Resource List: Clackamas Fire has initiated a resource list that has already been utilized this fire season. We have resources that include heavy equipment, helicopters, and logistical support.

Record keeping: Telestaff is set up with "Special Deploy" companies to accurately track hours worked and units deployed. We have set up JotForms for tracking hours by crews that are not on Telestaff. Examples being Crew 30 or "members on assignment".

A Hold Harmless Agreement has been created and is currently in a draft. This form will be on hand electronically and in some cases pre-signed by local equipment operators and rental agencies.

Fire Response: Incident Command

BC Willard has developed ICS training criteria and is working with the Training Department to distribute to the organization.

ICS forms are now on the District SharePoint and available to the organization. These forms will be exercised in the upcoming training late fall and in 2022.

EM Ramirez is updating COOP on an on-going basis. This includes ICS training to key leaders in the organization.

Fire Response: Public Information

An additional back up PIO has been trained and brought onto the public information team. Additionally, the process for public information in the first two hours of a large emergency event has been refined with Clackamas County and the Sheriff's Office to ensure the public is being notified.

Clackamas Fire's website has been updated to include Ready, Set, Go! This includes Wildfire Action Plans, an Evacuation Checklist, and the Woodchipper Program information.

Fire Response: Operations

Improved relationships with Oregon Department of Forestry (ODF), United States Forest Service (USFS), and OSFM. Clackamas Fire is currently participating in weekly meetings with Clackamas County Sheriff's Office (CCSO) and County Disaster Management regarding the Bull Complex. Relationships have improved through the use of Crew 30 as well as the utilization of BC B. Olson and our staff working on fire assignments around the state. CCSO has taken on a leadership role in the evacuation of civilians, as mentioned with the Bull Complex.

Crew tracking has been improved through Data and the Callboard Station and is reflected in Telestaff.

When an IAP is being utilized, a morning briefing takes place. The complexity of the briefing is titrated the activity within the incident.

Fire Response: Finance

Time keeping has been improved with the use of JotForms and is being built upon. The process for accurate allocation of costs has been improved since 2020. Finance is set up to create new project codes for any incident.

Fire Response: Logistics

The creation of a resource list has been initiated and is ongoing. This includes long-term food needs and establishing contracts.

All donation centers will be coordinated and ran by CERT members.

Crews now travel with MRE's (Meal, Ready-to-Eat) and are sustainable for 72 hours. EM Ramirez has given a presentation to all crews on how to build a 72-hour kit.

Finalizing purchase for increased stock of wildland hose and wildland packs. Each reserve apparatus will have two MVP packs and four wildland shelters.

Logistics has set up a central cache for radios, batteries, and chargers. Crews will check out items as they are being deployed.

Two new radio repeater sites have been put in operation.

New MDC purchased at the end of last fiscal year. This has added CAD with GPS to all Water Tenders, Brush Trucks, and put spare MDC's with each BC.

Purchased 43 BK mobile radios.

CAD login is complete for all Chief Officers.

MDC mounts are purchased and being installed in all reserve apparatus.

All response cable units have CAD ID's.

All reserve apparatus have CAD identifiers as well as all front line. Example being E301 and E301R.



CLACKAMAS EMERGENCY SERVICES FOUNDATION

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



MISSION STATEMENT
"To Help Create A Safer Community"

EXECUTIVE COMMITTEE OFFICERS

Kyle Gorman
President
Jerry Kearney
Vice President
James Rhodes
Secretary/Treasurer
Nick Browne
Ex-Officio

TRUSTEES

Jim Band
Liaison, City of Oregon City Police Dept.
Richard Beaudoin
Liaison, Colton Fire District #70.
Michelle Chao
Michelle Chao, LLC
Nick Browne
Clackamas Fire District #1
Ian O'Connor
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
Retired - 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.

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

Meeting Minutes July 27, 2021 Meeting held via remote conferencing

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

Present: Trustees Kyle Gorman, Jerry Kearney, James Rhodes, Ron Gladney, Don Trotter, Craig Van Valkenburg; Alex Roth, Local 1159 Shop Steward Andrew Gordian, Jasmine Schneider of Colton Fire, and Clackamas Fire District #1 staff: Division Chief Doug Whiteley, CFD Board President Jay Cross, and Executive Assistant Rachel Trotman.

1. INTRODUCTIONS

Introductions were made.

2. MINUTES

James moved and Ron seconded the motion to approve the minutes from May 25, 2021, as written.

The minutes were approved as written.

3. CORRESPONDENCE

President Gorman shared that the Foundation sent a thank you letter to Senator Merkley. He explained that for every town hall that Senator Merkley does, he highlights a foundation. Last month, he did a town hall in Clackamas County and selected Clackamas Emergency Services Foundation (CESF) as his foundation to highlight. For that, he gave us an American flag that was flown over the capitol.

President Gorman asked the group for ideas of what to do with the flag. Perhaps it could be an item at the dinner auction?

Don thought it would be nice to have it there on display at the dinner.

The group decided to display the flag at the auction and then auction it off. It was noted that Rachel would get the flag to Don.

Jay Cross added that it would be nice if they put the flag in a nice shadow box with a plaque explaining what it represents and where it was flown.

President Gorman liked Jay's idea and agreed it would make a great display. The Executive Committee will make that purchase and order a plaque for it.

4. OLD BUSINESS

a) Finances

Contract for Financial Services: President Gorman explained that CFD is unable to continue with the level of effort needed for CESF's financial services. They have decided to go outside for this service. Christina Day has agreed to continue CESF's financial reporting as an independent contractor. They have prepared the contract with just a couple of details to work through. Christina is asking for a fee of \$350/month to do all taxes, reporting, bank statements, reconciliation, etc. He thinks that's a reasonable price. It will be about 8-10 hours per month which is within the \$35-\$50 per hour range. This is a reasonable price for bookkeeping services.

In the past, Christina has managed account balances. President Gorman advised that they should keep the recording and reporting duties separate from the money handling duties. Those would be the responsibility of James if he is okay with it. Sherie has done it in the past and transfers don't happen too often. This process would help with checks and balances as well as liability issues. Christina's contract would start on August 1.

Jerry noted that it should be stated that these responsibilities would be for the current secretary/treasurer, not just James. President Gorman agreed.

Craig said that he doesn't know what's in the agreement to provide the requested feedback.

President Gorman explained that it is an independent contractor agreement. He can send that out to the Board if they are interested.

Ron asked if there was an agreement in place before.

President Gorman answered, no. The Fire District was providing the services pro-bono.

Ron asked if it was a flat rate and if it was an annual agreement.

President Gorman said it is a flat rate per month. It's an annual agreement with a 30-day out clause.

Ron asked if they have an independent firm audit the books.

President Gorman answered that yes, they do.

President Gorman got advice from his accountant regarding liability issues. Does a bookkeeper needed to be bonded or insured? The accountant said that as long as the contracted bookkeeper isn't touching money, there aren't many issues that can't be reversed.

Craig asked if Christina will be working from home. President Gorman answered, yes.

Craig asked if she has some way to back up the information to a cloud or other option in case something happens at her home. President Gorman said he would look into that.

Ron clarified that she won't be touching money, she is just doing the recording.

President Gorman said she would be recording deposits, not making the deposits.

Craig asked who does make the deposits.

President Gorman said that he will work with the Executive Committee to discuss the current process. The person currently making deposits is Rachel. Christina would like to continue to use QuickBooks, which he believes already backs up to the cloud. She would prefer to print the checks in QuickBooks and then drop off at office, versus writing the checks manually and then having to enter them into QuickBooks later.

Jerry asked what the turnaround time would be if they print checks in QuickBooks. He would like to have a turnaround time in the contract as he is dealing with urgent needs. For example, once a check is approved, a check needs to be delivered to Admin no later than one business day. He said that Rachel has been tremendous with urgent requests and quick turnarounds.

President Gorman said that routinely printing checks in QuickBooks does not limit having a physical check book at Admin. That will still be an option.

President Gorman talked about adding some language to the contract that states that all the data belongs to CESF, there will be routine backups, and that CESF has passwords to get into accounts if necessary.

b) Auction/Dinner Committee Update – Don Trotter

Don shared that the next Foundation Dinner Auction will be April 2, 2022. The May 14, 2020, auction had to be postponed because of COVID-19.

Don checked with the venue, Gray Gable Estates, on the available Saturdays in 2021 and there were only three available (one in September, one in October, and one in November). Based on the current COVID situation and the event planning coordinator's (Krystle) busy schedule, they decided to reschedule to March 2022. Krystle Allen had limited availability in March of 2022 and Gray Gables was not available. They discussed April dates and finally found consensus with the date of April 2, 2022. The committee will meet in August to plan this event.

Rachel will send out calendar invite for the dinner auction.

Jay asked Doug to make sure that Brandon knows about that date so they can promote on social media. Doug confirmed.

Craig said they should start thinking about the auction items. The items from last year's postponed event are being stored at Willamette View. Many of the items had sunset dates. They need to take inventory and see what can be extended, etc.

5. NEW BUSINESS

President Gorman announced that they just filled request #94 for wildfire relief fund requests. They had currently helped close to 100 families.

Craig asked for an update on the chipper grants.

Doug said that to date, they have approved 42 applications. About \$25,000 has been committed. Once an application is received, staff schedules a site visit. DFM Kari Shanklin wanted to emphasize that the money from the Foundation has really created an energy and drive for people to tackle their sometimes daunting task of clearing their properties. The citizens are grateful for the direction, education, and support in their endeavors.

Craig asked if these efforts were recognized at all in the press.
Doug said he would look into it.

President Gorman asked if they need to authorize more money.
Doug said he would follow up with Kari on this.

President Gorman asked if he had any sense of the ROI for this.
Doug said they haven't done any type of analysis for this yet and there are a lot of variables and factors involved. Kari thinks it has made a big difference with hazardous conditions and defensible space of the properties.

President Gorman felt that this program could be one of the most effective programs. He would like the board to authorize the Executive Committee to proceed with another \$10,000 to this program if it is needed. If the Board wants to wait and see, they could always do an email vote. To him, this is one of those things that is done as a community rather than individual properties.

Jerry agreed. Even ten months after the fires last year, they are still getting applications. He believes that number will increase now that Long Term Recovery Group and CESF are sharing information. If President Gorman's suggestion is something the Board would like to do, they will need to look at the general fund versus the wildfire relief fund.

Doug thought that they may want to check the minutes. Kari noted that they've received a total of \$40,000 awarded already. There is still about \$15,000 left which equates to 30 more grants.

Andrew said he agreed with President Gorman's thoughts about the value of the program. He wondered how much was currently left in the wildfire relief fund. President Gorman didn't have that info yet. Andrew voiced that he would rather use the money from the wildfire relief fund first versus the general fund.

Jerry thought that they may be dipping into general fund for wildfire relief anyway. There is quite a large amount of paperwork and delays with organizations like FEMA that he anticipates more applications.

President Gorman shared that he understands Jerry's concern about running out of wildfire relief funds. However, they can always spend money from the general fund on wildfire relief. Wildfire relief is one of the most restrictive funds they have. If they have wildfire related issues, he would prefer those funds are used first and then they can dip into the general fund. From his memory, President Gorman guessed there was about \$50,000 left in the wildfire fund. Donations are also still coming in for the wildfire fund as it's still an option on the website.

Discussion followed.

Craig suggested they hold off and leave the money in the wildfire relief fund for now. It sounds like they are meeting the chipper needs for now and those funds should last a few more months. If there is more demand coming, like Jerry mentioned, they want to be ready for that. They can always reevaluate at a later date. At some point in the fall, the chipper requests will decline.

Doug said if they get a lot of requests, they will reach out to the group. He will also have Kari join the September meeting to give an update. Andrew agreed with Craig.

President Gorman asked for clarification.

Craig said he was suggesting they hold off for now and leave the wildfire reserve fund for potential demand. The chipper program still has \$15,000 left, so they have time. They can reevaluate at the September meeting.

President Gorman said that this will be marked as a watch item on the next agenda. They would like Kari to come and give an update. The Board is very interested in these prevention activities.

President Gorman asked if the chipper companies know about the chipper grants.

Doug thought that they shied away from this as they didn't want to show preferential treatment.

President Gorman thought the chipper companies could be good advocates of the program. Doug said he would check with Kari on this.

President Gorman asked if other fire agencies could make use of this grant.

Jasmine shared that Colton Fire has a new chief and she will bring it up to him. It definitely sounds like something he would be interested in, but they are also mostly volunteers.

President Gorman asked Doug if there was a way to engage the Clackamas County Fire Defense Board. Doug will look into this and get back to the group.

Ron asked if this was part of the budget. Are they following these guidelines?

President Gorman wasn't sure and will check on it.

Don said now that they will have a consultant, he would like to see a report, so they know how much money they have in each fund.

Ron asked how much money was in the general fund.

Doug shared that from the minutes of the last meeting, it showed they had a total \$336,880 from all funds.

6. MISCELLANEOUS / GOOD OF THE ORDER

Craig asked about how the fire district was doing during the pandemic. Doug said they have been following OSHA and OHA with their rules. The lifting of the mask requirements has been a good step forward. They are watching the Delta variant closely.

Andrew said the last year and a half has been very difficult for crews. There is a bit of relief now, but they are apprehensive. They want to make sure they are taking the right steps to prevent the spread.

President Gorman asked how many vaccinations have been distributed.

Doug said the vaccination rate at CFD was 70%. He would need to look for further data.

A discussion around the current COVID situation followed.

7. NEXT MEETING

The next Foundation meeting was scheduled for noon on Tuesday, September 28, 2021. Location to be determined.

8. ADJOURNMENT

Craig moved and Jerry seconded a motion to adjourn the meeting. The meeting adjourned at 1:10 pm.

Rachel Trotman
Executive Assistant

Office of the Fire Chief

To: Chief Nick Browne and the Board of Directors

From: Governmental Affairs Chief Brandon Paxton

Re: Governmental Affairs Monthly Report – August 2021

District or Community Events:

- Wildfire Season Community Town Hall, Redland Station 11, Aug. 9
- Clackamas Fire Family Town Hall, Zoom, Aug. 25

Earned Media (TV, Radio, and Print):

Total Story Count:	59
Total Audience:	862,020
*Total Calculated Ad Value:	\$26,951
*Total Calculated Publicity Value:	\$80,851

*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: 27,115 Followers (26,942 in July)
- Instagram: 12,120 Followers (12,006 in July)
- Facebook: 30,079 Followers (29,491 in July)

Public Messaging and Campaigns:

- Campfire safety and fire restrictions
- National Night Out
- Wildfire prevention: never drive vehicles onto dry grass or brush
- Wildfire Season Community Town Hall event
- Ready, Set, Go! and wildfire evacuation readiness
- Signing up for Public Alerts
- Water safety tips and life jackets

- Cooling Centers and locations within Clackamas County
- TriMet as a free transit resource to cooling centers
- FEMA and FCC National Wireless Emergency Alert System test notification
- Hot car safety
- Excessive heat, red flag warnings, and air quality advisories
- Heat safety and staying hydrated
- Signs of heat exhaustion and heat stroke
- Driving in smokey conditions
- Pedestrian safety
- Move from Extreme to High fire danger
- Completed fire investigation for High St./railroad fire in Oregon City
- Cancellation of the 2021 Hilltop Health and Safety Fair
- Recruitment: Civil Service Commission Chief Examiner
- July emergency response stats

Meetings Attended:

- Command and General Staff, occurs weekly on Mondays, Station 5
- Public Information meeting with staff, occurs weekly on Mondays, Admin Office
- RDPO PIO Extreme Heat, Zoom, Aug. 10-14
- Monthly station visits with Chief Browne and crews, locations vary
- Panelist for Athletic Trainer interviews, Station 5, Aug. 12
- Clackamas County Wildfire and Ice Storm After Action, Teams, Aug. 16
- COVID-19 Mask Update, Zoom, Aug. 16
- Community Engagement Discussion, Admin, Aug. 17
- Happy Valley Business Alliance, Aug. 18
- Clackamas Emergency Services Foundation Dinner Auction Committee, Zoom, Aug. 23
- Fire service COVID-19 vaccine mandates with Lobbyist Ingram, Zoom, Aug. 23
- COVID-19 vaccine mandates with Chief Browne, Lobbyist Ingram, and District 51 Rep. Bynum, Station 7, Aug. 24
- Governmental Affairs and Community Services meeting, Admin, Aug. 26
- COVID-19 vaccine mandates with District 39 Rep. Drazan, Teams, Aug. 30

Respectfully submitted,

Governmental Affairs Chief Brandon Paxton

Office of the Fire Chief

To: Chief Nick Browne and the Board of Directors

From: Health & Safety Chief Heather Goodrich

Re: Health & Safety Monthly Report – August 2021

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

- Worked with HR on a process to hire a full-time Athletic Trainer. Panel interviews and Chiefs interviews were conducted in August. The new position starts mid-September.
- Created a Health & Safety Directive and provided training for all personnel to be compliant with the August temporary OSHA Wildfire Smoke rule.
- Continued working on COVID-19 updates to include the OSHA mask mandate, vaccine mandate, providing direction for District personnel on returning to work after a positive COVID-19 or high-risk exposure, updating the infection control plan, and updating the COVID-19 testing document.
- Annual pre-physical testing for Fleet, Logistics, and Facilities staff. (1 person)
- Coordinated annual NFPA 1582 physicals for career firefighters, FMO staff and Chief Officers. (1 person)
- Coordinated annual NFPA 1582 physicals for Clackamas Suppression and Support Volunteers (1 person)
- Performed IAFF/IAFC complete annual fitness testing for career firefighters. (49 people)
- Provided fitness consultations to career firefighters. (2 people)
- Processed and provided follow-up for on-the-job injury reports and for Safety Committee. Five injury reports and two exposure reports were submitted with two of the five injury reports turning into a workers' compensation claim.
 - 21 COVID-19 exposure reports were submitted with none being high risk
 - 24 incident exposure reports were submitted
- Coordinated fit for duty physicals for injured career and volunteer firefighters returning to duty. (2 people)

- Annual Mental Health Assessment was administered to career firefighters. (49 people)
- Provided requested health information and consultations to 27 firefighters and staff.
- Provided follow-up for career firefighters whose LDL falls in the borderline high or high category. (11 firefighters)
- Health & Safety Chief attended the 2-day Health & Safety Manager Course program through the National Fire Academy.
- The Medical/Wellness Assistant attended a 2-day NIOSH Spirometry Certification course and obtained her certification.
- Attended multiple OSHA workshops to include Safety and Health Management Principles, Smoke and Heat Advisory rulemaking, and understanding OSHA consultations.
- Met with Chief Stewart and our SDAO representative to go over Safety Program information.
- Provided requested information about our program to TVF&R, Emporia Fire Department in Kansas, Bend Fire, Canby Fire, Keizer Fire, Independence Fire in Missouri, Portland Fire, and The Dalles Fire.
- Met with one newly promoted officer to aid in completing their probationary credential.
- Prepared for upcoming career annual pre-physical testing.
- The staff monthly wellness challenge” was emailed to all support and day staff. August’s topic was “Unplug”.
- Staff attended Command & General Staff, All Chiefs’, Directors’, Training Department, Wellness Staff, Insurance Committee, Recruitment and Promotion and Job Description meetings.
- Created and sent out monthly Wellness Update and Health Insurance Newsletter.
- Distributed EAP Employee Newsletter and EAP Supervisor Newsletter by email.

Respectfully submitted,

Health & Safety Chief Heather Goodrich



Clackamas Fire District #1

Wellness Update

August 2021

Issue 252

Health Question of the Month

Q: When is the best time to use a foam roller?

A: There is no wrong time to use a foam roller. Foam rolling acts as a deep tissue massage, which will help to improve mobility and flexibility. Rolling pre-workout will prepare your body for exercise and increase circulation to the muscles you are preparing to train. Post-workout, foam rolling is a great recovery tool, as it removes lactic acid from your muscles.

Wellness News

- Career annual pre-physicals will begin next month!



In this issue

Smoke, Face Masks, and Rhabdo **P.1**

Smoke, Face Masks, and Rhabdo (cont.) **P.2**

Sunscreen Recall 2021 **P.3**

Exercise of the Month: SL Deadlift Jump **P.3**

Recipe: Lasagna Stuffed Zucchini Boats **P.4**

Smoke, Face Masks, and Rhabdomyolysis

Oregon is in the midst of yet another devastating wildfire season and—thanks to the abundance of smoke during all stages of wildland fires—respiratory diseases remain a significant health issue for anyone fighting wildfires on those front lines. Also, the intense physical exertion involved in wildland firefighting poses a hazard to firefighters, but it's much more serious than sore muscles—it's called rhabdomyolysis.

Do face masks offer any protection against wildfire smoke? And what is rhabdomyolysis? Here is what you should know.

Face masks: Know their limitations

There are a variety of face masks commercially available for wildland firefighting, including face protectors, shield hoods, shrouds, and bandanas. Some even have air-filter inserts. But wildland firefighter face masks are not respirators; they act as barriers that help block out some larger particulates, such as ash. They do not supply fresh air or oxygen and they don't protect against harmful contaminants in wildfire smoke, including:

- Acrolein and formaldehyde are highly irritating to the mucous membranes.
- Carbon monoxide can cause breathing problems, and—in extremely high doses—unconsciousness and death.
- The smaller fraction of airborne particulates such as soot that can irritate the respiratory tract.

Are there NIOSH-approved wildland firefighting face masks?

No. NIOSH approves only respirators. The only NIOSH-approved respirator that protects against smoke inhalation is a SCBA, which is not practical to use under typical wildland fire conditions.

Do bandanas provide protection?

No. Smoke particles, gases, and vapors can easily pass through dry and wet bandanas.

Can firefighters use face masks when fighting wildfires?

Yes. Face masks can be used as long as firefighters take other precautions to keep exposure to the harmful components contained in smoke below Oregon OSHA's permissible exposure limits—and when the fire management team or employer allows them.

For more information, use the QR code to the right to see Oregon OSHA's Hazard Alert:

[Article continues on page 2 with rhabdomyolysis info. . .](#)



Evaluating COVID-19's Long-Term Impacts on First Responders

As the country moves into its second year of the COVID-19 pandemic, many researchers are studying its impacts on first responders, a unique population because of their risk of exposure and re-exposure on the job. First responders were also among the first to receive COVID-19 vaccines.

In addition to the Department of Homeland Security's research study on the impact of COVID-19 on public safety, another research initiative underway comes from the Center for Serological Testing to Improve Outcomes from Pandemic COVID-9 (STOP-COVID). In partnership with the Columbus (Ohio) Division of Fire and the Columbus Police Department, the STOP-COVID Center will enroll EMS workers and their families in a 5-year clinical trial. The STOP-COVID researchers are working on 3 projects:

- Surveillance.
- Studying blood serum and the response of the immune system to pathogens (serological sciences).
- Communication about testing and vaccines.

For the surveillance portion of the study, participating first responders complete short weekly and monthly surveys for the STOP-COVID Center to gather information on their health and their experiences with COVID-19. *(Article continued on Page 3. . .)*

Smoke, Face Masks, and Rhabdomyolysis (cont.)



Rhabdomyolysis: What is it?

Rhabdomyolysis (often called rhabdo) is a rare, but potentially serious, medical condition in which damaged muscle cells rapidly break down and release a protein called myoglobin into the bloodstream. If not recognized and treated early, rhabdomyolysis can result in permanent disability or potentially life-threatening conditions affecting the heart and kidneys.

Wildland firefighters can develop rhabdomyolysis due to their prolonged physical exertion in hot environments. Rhabdomyolysis is often mistaken for heat stress and dehydration, but it is an entirely different disorder, and can occur even in physically fit individuals.

How does rhabdomyolysis occur?

Rhabdomyolysis can occur from physical damage to muscle cells and by nonphysical damage that interferes with muscle cell metabolism. The damaged muscle fibers may release myoglobin into the bloodstream. When myoglobin reaches the kidneys, it can block passageways within the kidneys and lead to kidney damage and, in some cases, kidney failure; the effects typically develop one to two days after the initial muscle damage.

What are the symptoms of rhabdomyolysis?

- Muscle aches or pains that seem excessive for the amount of exercise done
- Muscle weakness and cramping
- Tea-colored or cola-colored urine
- Reduced or no urine output
- Nausea or vomiting
- Rapid heart rate
- Abdominal pain
- Confusion
- Fever



What can increase the risk of rhabdomyolysis?

- An injury that damages muscle cells, such as pressure from a heavy object onto a body part
- Extreme muscle strain
- Over-the-counter medications such as decongestants and antihistamines
- Some antibiotics
- Dietary supplements such as creatine
- Some weight-loss products
- Cholesterol-lowering drugs known as statins
- Excessive caffeine intake
- Alcohol or illegal drug use

What to do if you think you or someone else may have rhabdomyolysis

Seek medical treatment as soon as possible. The goal of treatment is to treat for shock and preserve kidney function. If symptoms are severe, call 911. If diagnosed early, a full recovery from rhabdomyolysis can usually be expected. How to protect yourself:

- Know the symptoms of rhabdomyolysis and heat-related illness
- Drink plenty of fluids and take frequent rest breaks
- Tell your supervisor immediately if you or a co-worker are experiencing symptoms of rhabdomyolysis or a heat-related illness.

Sunscreen Recall 2021: 5 Products You Should Stop Using Now



In mid-July Johnson & Johnson recalled five of its sunscreen products after some samples were found to contain low levels of benzene, a chemical that can cause cancer with repeated exposure.

The affected products are:

- Aveeno Protect + Refresh aerosol sunscreen
- Neutrogena Beach Defense aerosol sunscreen
- Neutrogena CoolDry Sport aerosol sunscreen
- Neutrogena Invisible Daily Defense aerosol sunscreen
- Neutrogena UltraSheer aerosol sunscreen

The recall includes all can sizes and all levels of sun protection factor (SPF). The products were distributed nationwide through retailers.

The healthcare giant said the benzene was found after testing by the company and an independent laboratory. It is investigating how the chemicals got into the products.

J&J said it's working to get all lots of the five products removed from store shelves. It urged consumers to stop using the sunscreens immediately and said customers can get a refund by call J&J Consumer Care Center at 1-800-458-1673. More information is available at the websites for Neutrogena and Aveeno.

J&J said in a statement that "use of these products would not be expected to cause adverse health consequences" and that it voluntarily decided to recall them "out of an abundance of caution."

Benzene is a highly flammable, widely used chemical that's present throughout the environment. It can cause cancer with repeated exposure at high enough levels. It can also damage the immune system and prevent cells from functioning properly, according to the U.S. Centers for Disease Control and Prevention.

The chemical's effects vary by whether a person accidentally inhales or ingests it or gets it on skin and clothing. Symptoms range from dizziness and irregular heartbeat to convulsions and, at very high levels, death.

Source: www.oregonlive.com

Exercise of the Month

SINGLE-LEG DEADLIFT WITH JUMP

This is challenging lower body exercise that focuses on stabilization and explosion of one leg.

1. Stand tall and step the right foot back behind your body. For those with good balance, do not touch the right foot to the ground.
2. Bring the body parallel to the ground, reach the right hand toward the floor (similar to Warrior III in yoga) and bring the right foot level with the hip.
3. Begin to come upright and explode upward. The right knee will drive up while the left arm reaches overhead and the left foot lifts off the ground. Complete a set on the right side before switching to the left side.



COVID-19 (cont.)

This helps researchers investigate how transmission may occur in their households and stations, interactions between exposure risks, immune responses, disease severity, and any barriers encountered to testing or vaccination.

For the clinical part of this study, asymptomatic first responders are regularly tested for the COVID-19 virus and antibodies using serological and molecular tests developed at The Ohio State University. Once this data is collected, the second part of the study will examine factors linked to immune protection.

The \$10 million STOP-COVID research project is funded by the National Cancer Institute. Researchers from Ohio State and the Wexner Medical Center are working on the project.

The STOP-COVID Center will be integrated with the National Cancer Institute's Serological Sciences Network (SeroNet), which consists of 8 national centers and 10 other projects studying different aspects of COVID-19. These centers will develop a framework for sharing data, samples and investigative procedures with each other and, eventually, with outside entities who want to use the work for their own research.

Source: www.firefighternation.com



CFD1 Wellness Program Contact Information:

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Medical Assistant II
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Medical Assistant
Ellen Schachtel
Office: 503-742-2899
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Recipe of the Month: Lasagna Stuffed Zucchini Boats

INGREDIENTS:

- 4 medium zucchini, sliced into halves (length)
- 8oz part-skim ricotta cheese
- 1 large egg
- 1 1/2 Tbsp. chopped fresh parsley, plus more for garnish
- 1 1/4 cups shredded mozzarella cheese
- 1/2 cup shredded parmesan cheese
- 8oz 90% lean ground beef or ground turkey
- 4 tsp olive oil, divided
- Salt and freshly ground black pepper
- 1 3/4 cup roasted garlic marinara sauce (jar)
- 1 Tbsp. chopped fresh basil, plus more for garnish



PREPARATION:

1. Preheat oven to 400°. Using a spoon, scoop centers from zucchini while leaving a 1/4" rim to create boats. Set aside.
2. In a mixing bowl, stir together ricotta cheese, egg and 1 1/2 tablespoons of the parsley. Season lightly with salt and pepper. Stir in 1/2 cup of the mozzarella cheese and the parmesan cheese. Set aside.
3. Heat 2 teaspoons of the olive oil in a large non-stick skillet over medium-high heat. Crumble meat into pan, season with salt and pepper and cook, stirring occasionally.
4. Stir in marinara sauce and 1 tablespoon of the basil, remove from heat.
5. To assemble boats, brush both side of zucchini with remaining 2 tablespoons olive oil and place in two baking pans. Spoon 2 1/2 tablespoons cheese mixture into each boat—spread into even layer. Spoon a few heaping spoonfuls of sauce over each boat.
6. Cover baking dish with foil and place in oven side by side for 30 minutes.
7. Remove from oven, sprinkle with remaining mozzarella, return to oven and bake until cheese is melted, about 5 minutes. Sprinkle with fresh basil and parsley.

Nutrition Facts:

Servings: 8
 Serving size: 1 boat
 Calories: 226
 Total Fat : 13g (6g saturated)
 Protein: 17g
 Carbohydrate: 8g
 Dietary Fiber: 1g
 Cholesterol: 66mg
 Sodium: 563mg

Source: www.cookingclassy.com

DID YOU KNOW?

Vacations have multiple health benefits—they can help lower blood pressure, heart rate, and stress hormones such as cortisol, which contributes to a widening waist and an increased risk of heart disease.

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Assistant Chief Brian Stewart

Re: Office of Strategic & Business Services Monthly Report – August 2021

In August, our team - many who enjoyed well-deserved time away from work – continued the essential work of the district. For example, the pandemic continued its resurgence and cybersecurity is a continual threat. With COVID-19, Clackamas Fire remained adaptable and identified needs and approaches for the increasing mandates. The Community Services Division, in particular, needed to evaluate and adjust for planned and potential public engagements and activities. The Technology Division continued protecting our internal operations and external services through improving remote-working uptime assurance and conducting an exercise with the Cybersecurity & Infrastructure Security Agency.

Notable activities included:

- Deployed with OSFM Red Team
- Participated in Clackamas County Town Hall: Wildfire Preparedness
- Interagency meeting with the City of Milwaukie
- Fire Defense Board meeting
- Safety meeting with HSC Goodrich and Jason Jantzi (SDAO)
- Served as Chief Examiner for Civil Service
- Labor Management relations and bargaining
- Excellence Conference planning committee activities
- Completed task book for Division Supervisor

Respectfully submitted,

Assistant Chief Brian Stewart

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Division Chief Doug Whiteley

Re: Community Services Division Monthly Report – August 2021

- Met with Firefighter Bargaining Team for bargaining.
- Attended weekly Battalion Chief group meetings.
- Attended the weekly Command and General Staff Meeting.
- Worked on updating and developing policies.
- Met with staff regarding consistency on administrative practices.
- Attended the Fire District Community Town Hall at Station 11.
- Attended the Emergency Services Foundation meeting.
- Attended Emergency Services Foundation Auction Committee meeting.
- Attended the Happy Valley National Night Out.
- Reviewed and updated Standards of Cover document.
- Met with Community Services staff regarding duties and assignments.
- Outlined community engagement plans.
- Developed community talking points for the month.
- Attended the Health Insurance Committee meeting.
- Updated organizational goals and objectives.
- Participated in Oregon City Chamber Board meeting.
- Participated in Oregon City Chamber sub-committees.

Public Education

From: Deputy Fire Marshal Captain Kari Shanklin

Public Education staff worked with the Fire Marshal's Office staff and apparatus companies to conduct or participate in 10 community activities in August 2021. These include delivery of staffing of booths at select events and attendance at community meetings. Most in-person fire safety presentations, station tours, and a number of other public events were temporarily suspended.

- Staff attended internal Zoom meetings/webinars for organizational briefings, Ops North Battalion breakout sessions, and Community Affairs Division meetings.
- Staff attended other meetings for Oregon Impact, Community Risk Reduction, Peer Support, and Oregon State Fire Marshal's Office.
- Staff covered daytime and 24-hour PIO shifts.
- Staff attended Happy Valley's National Night Out and staffed a safety booth.
- Staff attended Clackamas County Fair and staffed a safety booth for Senior Day.
- Staff conducted wildfire fuel reduction assessments.
- Annual Hilltop Health and Safety Fair was cancelled.
- Staff worked on planning for reintegration back to partially in-person working.
- Staff worked on door hangers for wildfire assessments at Beaverlake Estates.
- Staff prepared PowerPoint presentations for the Clackamas Emergency Services Foundation and CFD #1 Board Meeting.
- Staff prepared presentation for Boy Scouts.
- Staff worked on logistics and additional funding request for Ready, Set, Go! grant.
- Staff took Behavioral Health Awareness course through IAFF for upcoming three-day training for Peer Support.
- Staff moved brochures, helmets, and swag from Station 3 to Station 15.

Respectfully submitted,

Division Chief Doug Whiteley

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Fire Marshal Shawn Olson

Re: Fire Marshal's Office Monthly Report – August 2021

Engineering Fire Marshal's Office staff reviewed plans for 49 buildings and land use projects in the month of August 2021. In addition, 18 new construction inspections and 9 tenant improvement inspections were completed.

Enforcement A total of 302 inspections were carried out in the month of August 2021. These included 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:

- FM attended Rulemaking Advisory Council-1 meetings. This meeting is made up of statewide organizations to determine what the definition of Wildland Urban Interface (WUI) will be for Oregon. After the meetings, Oregon Department of Forestry is going to adopt the national WUI code definition.
- FM and Insp. Ryan Kragero attended the Rulemaking Advisory Council-2 meetings. This meeting is made up of statewide organizations to assist in determining where the Oregon Department of Forestry WUI boundaries will be on a GIS map.
- FM attended the Oregon Fire Marshal's Association board meeting.
- DFM McGladrey was established as lead fire investigator for working hours. DFM McGladrey will oversee daily fire investigator operations and callouts.
- FMO staff is working on developing a plan to implement a self-inspection program for low hazard Business and Mercantile occupancies.

Respectfully submitted,

Fire Marshal Shawn Olson

Clackamas Fire Inspections

2021 Occupancy Inspections YTD

January - August

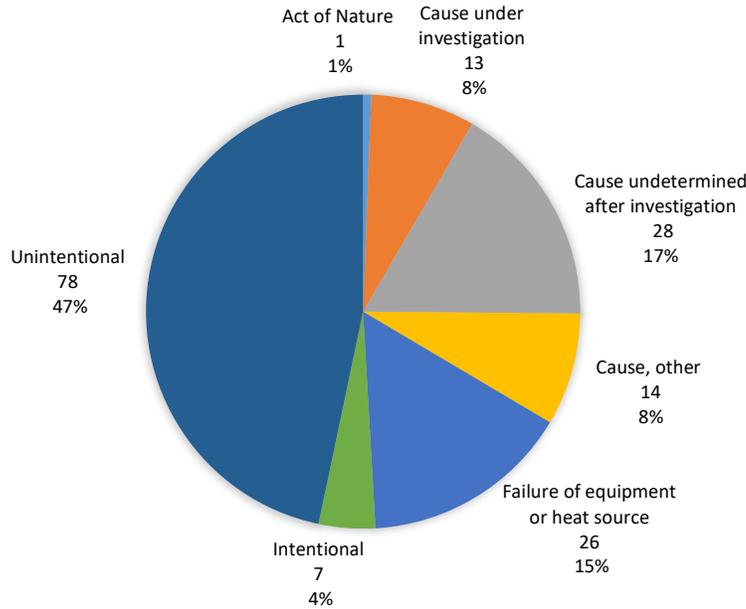
Assigned To	Actions	Completed
Division, Fire Marshal Office	INSPECTION - 1 Year	100
	INSPECTION - 1 Year Apartments	99
	INSPECTION - 2 Year	2317
	INSPECTION - 2 Year Apartments	194
	INSPECTION - Marijuana Facility	37
	INSPECTION - Schools	109
Division, Fire Marshal Office	Total	2856
	Grand Total YTD	2856

2021 Special Inspections - Month

August

Assigned To	Actions	Completed	
Division, Fire Marshal Office	INSPECTION - Burn Permit	0	
	INSPECTION - Fire Access & Water Supply	9	
	INSPECTION - Fire Alarm	1	
	INSPECTION - Lock Box	3	
	INSPECTION - New Construction	18	
	INSPECTION - Special	6	
	INSPECTION - Target Hazard	0	
	INSPECTION - Tenant Improvement	9	
	MEETING - General Development/Design	3	
	MEETING - Land Use	3	
	MEETING - On Site	7	
	MEETING - Pre Application	8	
	PERMIT - Fireworks	0	
	PLAN - Fire Access & Water Supply (Commercial)	9	
	PLAN - Fire Access & Water Supply (Residential)	37	
	REFERRAL/COMPLAINT - Citizen	0	
	REFERRAL/COMPLAINT - State	0	
	Division, Fire Marshal Office	Total	113
		Grand Total	113

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	0.60%
	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**

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Division Chief Joshua Gehrke

Re: Human Capital Division Monthly Report – August 2021

The following body of work represents the collective effort in Human Capital to meet the mission of the fire district. Although many of the tasks were specific to individuals, we as a team work together to accomplish our goals and objectives. The month of August brought many challenges to the Clackamas Fire Family and our thoughts and prayers are with each of those individuals as they mourn and recover.

DEI, Professional Development & Testing:

- Held special Civil Service meeting, and continued work on Civil Service Commissioner and Examiner positions.
- Continued finalizing components of the Suppression Captain promotional process.
- Held monthly recruitment and promotion (Testing) meeting and updated the testing calendar.
- Held stakeholder meeting to discuss potential revisions to the sworn job descriptions.
- Employment offer and pre-employment screenings completed for new Athletic Trainer. Hire / start date set for September 20, 2021.
- Sent out new volunteer forms for Training/Volunteer services.
- Met with probationary officers completing task book training requirements for check off with Human Resource Department personnel.
- Assisted department branches with personnel issues and disciplinary processes.

Documents, Policy & Process:

- Sent out required state and federal postings to all stations.
- Conducted PAF process review with Chief Whiteley.
- District phone coverage training and transition completed for staff who will be out of office to secure their own replacement coverage utilizing Teams and IT Help Desk.
- Updated employee files with certifications, PAFs, comp time, change of address, new employee information/bios, etc.

- Began research for creating individual employee folders on SharePoint that will be accessible by employees and their supervisors for housing supervisor logs, quarterly check ins, performance improvement plans, etc., that will culminate in annual evaluations.
- Processed subpoena, bereavement, jury duty, OFLA/ FMLA leave, tuition reimbursements pre-approvals, workers' comp claims, return to work for new claims, and light duty assignments for personnel.
- Continued posting of updated district policies to new SharePoint location.
- Walked through notification process from Finance division for their acquisition of a temp labor hire for Accounts Payable.
- Responded to neighboring department's requests for wage and benefit information for their bargaining processes.

Benefits:

- SAIF workers' compensation dividend for the fire district received in the amount of \$265,729.00.
- Worked through first Wildfire Hand Crew (Crew 30) workers' compensation claim which presented new facets for consideration for Crew 30 on the job injury scenarios specifically as it relates to modified duty opportunities.
- Began preemptively coordinating Family Medical Leave coverage for four administrative staff who will all be off within a few weeks of each other in the fall.
- Working on the GASP (Government Accounting Standards Board) - OPEB (Other Post-Employment Benefits) data request. Gathering the last of all medical/dental claims, etc. for the last fiscal year.
- Filing out and gathering all pertinent information needed to pay the Benefit Providers online so they are steered away from the weekly check runs, which creates a delayed process.
- Still working through some last-minute administrative changes through the new dental provider as the members receive their cards.
- Met with two future retirees on all paperwork for benefits, PEHP and VOYA to pay for their medical/dental premiums.
- Resolved fraudulent unemployment claims from individuals seeking to use Clackamas Fire retiree information to gain access to State of Oregon unemployment benefits.

LBG:

- Working with Kris and Kristen on three unresolved claims that are out of the area and pulling 6-Degrees into the conversation.
- Working with Kris on a potential medical contract between the District and the Provider, to save costs.
- Attended the Quarterly meeting with LBG and the Insurance Committee. Was given all last quarter data from all benefits.

Health Trust:

- Made edits to the Summary Plan document. Updated the Trustees. Sent out for approval of all Trustees.
- In August, the Trust paid out an offset total of \$6,639.00 for 51 of our retiree members.

Additional projects, programs, or process:

- Attended Sandy Fire District No 72 board meeting.
- Began work with AP Triton on the feasibility study contract and subsequent work for Sandy Fire District No. 72 and Clackamas Fire District #1.
- Continued to work on contract bargaining with Local 1159 and ongoing labor management meetings.

Respectfully submitted,

Division Chief Joshua Gehrke

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Division Chief Michael Carlsen

Re: Support Services Division Monthly Report – August 2021

August was vacation month for both me and many of my staff managers. August saw just under 15 CAD changes. This included writing protocol for the decommissioning of Truck & Engine 319 and the creation of Squad 319.

Feasibility study with Sandy Fire: Work continued on selecting the contractor and notifying those who were not selected. Mid-month, interviews were conducted with both agencies' staff and interagency board members. We are currently finalizing the contract and looking forward to the actual study beginning.

A few additional monthly tasks:

- Transitioned from attending Tuesday/Wednesday/Thursday Ops Briefs to attending the "All Chiefs" Wednesday Brief
- Significant time spent in CBA negotiations with Fire Fighters and Battalion Chief
- Weekly Monday Command and General Staff meetings
- C800 Meetings
 - Multiple meetings with the Director of C800 to discuss transition of VHF Overlay
 - Worked on establishing coverage needs for a new VHF back-up system
- CCOM User Group Meetings
- CCOM Executive Board meeting
- Interview and job offers for Fleet Mechanic and Parts Technician
- Division meetings with managers
- Multiple Dispatch issue resolutions with CCOM
- Board regular session attendance via Zoom
- Continue work on creating *Multi-Agency Fire Liaison Coordination Center* at CCOM
 - Continued working with Gladstone Fire BC Tighe Vroman to establish protocols for Dispatch Liaison
- Presented at the HWY 99E Brush Fire After Action Review
- Served as District Coverage Chief

Respectfully submitted,

Division Chief Michael Carlsen

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Fleet Services Manager Bill Bischoff

Re: Fleet Services Department Monthly Report – August 2021

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

Engines

- 2-128 E301- PM and write-ups
- 2-126 E302- PM and write-ups, rear brakes, tires
- 2-117 E309- Check engine light
- 2-122 E307- PM and write-ups - rear brakes
- 2-124 E308- Misc. write-ups and new windshield. Front end noises

Trucks / Heavy Rescue

- 2-125 SQ319- Set up apparatus and compartments to become District SQ319
- 2-205 T319- Misc. write-ups, Front brake rotors cracked and Truck OOS
- 2-207 T304- Misc. check engine lights and alarms, DEF header and intake temp. problems
- 2-361 HR305R- PTO problems, electrical issues and cracked front rotors - OOS

Brush Rigs / Water Tenders / Boats

- 2-308 IE309- Post Conflag write-ups prep for next trip, radiator leak, Firecom problems
- 2-422 WR319- PM and write-ups, VHF Radio swap
- 2-363 BR313- Check engine light and derate problems

Staff Vehicles / Medics

- Several staff vehicles in for PM and minor repairs
- 2-702- Prepare as IMT vehicle for Captain Corless and switch him out of the old Suburban
- 2-445 M303R- PM and write-ups
- 2-446 M316- PM and write-ups, rear brakes R&R
- 2-447 M303- Warranty repairs and Stryker cot Power load issues

- 2-505 IMT- Radiator Replacement and ATF leak repairs- Found during previous deployment in southern Oregon.
- 2-802 C30 Sup- The District took possession of the new C30 Supervisor rig. Performed a major PM and took care of brakes, decals, and other write-ups to place into service though fire season. Will revisit complete set up in the off-season.

Other Items

- Fleet's new Fleet Technician started work in early August to accommodate the additional work from Sandy Fire and Hoodland Fire. He is working out very well.
- Fleet began some of the VHF radio switches in apparatus. This will be an ongoing process to complete as we have time and work the apparatus through the shop.
- Fleet spent several days getting CradlePoint installed into Gladstone vehicles and apparatus.
- Fleet took care of several outside agency repairs, both in the shop and out in the field. This is becoming almost a full-time position with all of the outside work required on the agencies as we maintain through the IGAs.
- Performed inspection on an antique pumper that the Volunteer Association was interested in purchasing. Ultimately, we chose to not move forward with the purchase and are evaluating Operation Santa's use of the antiques.

Respectfully submitted,

Fleet Services Manager Bill Bischoff

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Facilities Manager Scott Vallance

Re: Facilities Services Department Monthly Report – August 2021

- With the expansion of the Station 18 interior work, a lot of the Facility Tech's time was spent out in Eagle Creek putting the finishing touches on flooring, room moves, offices set-ups etc. The finished product is very nice, and the duty crews seem pleased.
- FT Dinsmore and I had a follow up discussion with Apex after the results of the surface material/storm drain testing was done. While there were traces detected in the samples, amounts in most cases were very low. We will be meeting with DEQ in mid-September to review and get information for disposal options as we move towards beginning our 130 Ave. Complex resurfacing project.
- Cleaned/brushed detention pond at Station 5. Removed trees and growth that were getting into the water path.
- Much time was spent playing catch up on some of the items on our five-page To-Do List at all the facilities in District.
- Extensive research was completed on the ownership/property lines of the Highland Butte Tower in anticipation of its disposal as a District asset.
- Met with Gladstone Fire to offer suggestions on their upcoming station remodel.

Respectfully submitted,

Facilities Manager Scott Vallance

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors

From: Logistics Manager DeAnn Cordes

Re: Logistics Department Monthly Report – August 2021

- Logistics processed 284 requisitions entered into Munis. This is down 31.34% from August of last year. Fleet parts processed 129 requisitions entered into Munis. This is down 6.2% from August of last year. 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 August:

Warehouse	Qty Received	Qty Issued
Fleet Parts	243	877
Logistics	6000	6368

- Logistics filled and delivered 45 orders for controlled medications, which is down 6.67% from August of last year.
- Staff attended, via Zoom, the EMS Committee meeting this month.
- Staff spent time getting the volunteer recruit academy 21-01 gear ready and staged. Most items were given to the new recruits on August 28th. The remaining items will be available in September.
- Our Fleet Parts/Small Engine Technician Paul Eggleston applied for and was chosen as our next Fleet Technician. He started his new role as of August 9th. The Fleet Parts/Small Engine Technician role is vacant but will hopefully be filled soon. The job duties have been split among Logistics and Fleet staff, putting a strain on those individuals who already have heavy workloads.
- Made and activated three ID/access card, one sticker and nine bracelets; deleted 17 devices (ID card, bracelet, etc.). Communicated the changes with Sonitrol.

Respectfully submitted,
Logistics Manager DeAnn Cordes

Office of Strategic & Business Services

To: Chief Nick Browne and the Board of Directors
From: Chief Technology Officer Oscar Hicks
Re: Technology Division Monthly Report – August 2021

The following highlight of work includes those activities completed within the Technology Services Division. Additional reports included are from CISM Watkins and DSM Hopkins.

- Tabletop Exercise with CISA (Cybersecurity & Infrastructure Security Agency).
- Attended MAJCS weekly briefings on Central Square CAD update timeline.
- Updated SQL environment for CAD replication.
- In the process of updating the CFD #1 NetMotion environment to a cloud hosted environment to provide business continuity and administrative flexibility.
- In the process of doing application audits and end user requirements gathering to refine data being requested.
- Meet with TIG for EBR and upcoming projects – Document Management, SharePoint migration.

Information Technology Services Department

From: Computer Informations Systems Manager - CISM Steve Watkins

In Progress/On-going:

- Creation of personnel folder structure via MS PowerShell
- Wi-Fi upgrades district wide
- Voice over IP update
- SharePoint level
- XMedia – eFax integration (Electronic Fax)
- End-User training development Office 365
- Office 365 / SharePoint implementation
- Removal of Windows 7 Desktop environment

Completed:

- SQL Server upgrades to allow common database standards
- MDC and tablet upgrades
- Network Core Switch upgrade district wide

Data Services Department

From: Data Services Manager Shelby Hopkins

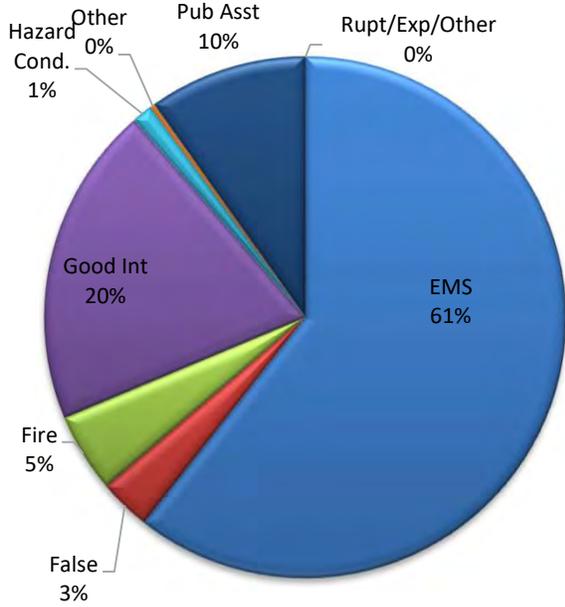
- Processed Monthly LOSAP reporting to Volunteer Services.
- Attended Technology Services Organizational Goals and Priorities meeting.
- Met with probationary Captain to discuss Munis.
- Worked with Operations and Finance to develop a standardized time tracking system for incident deployments outside the fire district.
- Began building foundation for employee evaluation records management with HR.
- Attended weekly Technology Services Manager Meeting.
- Processed personnel moves in Munis and TeleStaff.
- Collaborated with ESO support on reporting needs and unresolved issues.
- Attended meeting with EF Recovery re: Ambulance Transport and Cost Recovery billing.
- Compiled Ambulance Service Performance report per county compliance.
- Coordinated GIS projects with contractor.
- Worked with Kronos (TeleStaff) and Munis support to correct various technical glitches.
- 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,

Chief Technology Officer Oscar Hicks

Clackamas Fire Dist. #1 Emergency Services Report

July 2021



Incident Type	Data
EMS	1489
False	78
Fire	121
Good Int	490
Hazard Cond.	31
Other	7
Pub Asst	241
Rupt/Exp/Weather	0
Grand Total	2457

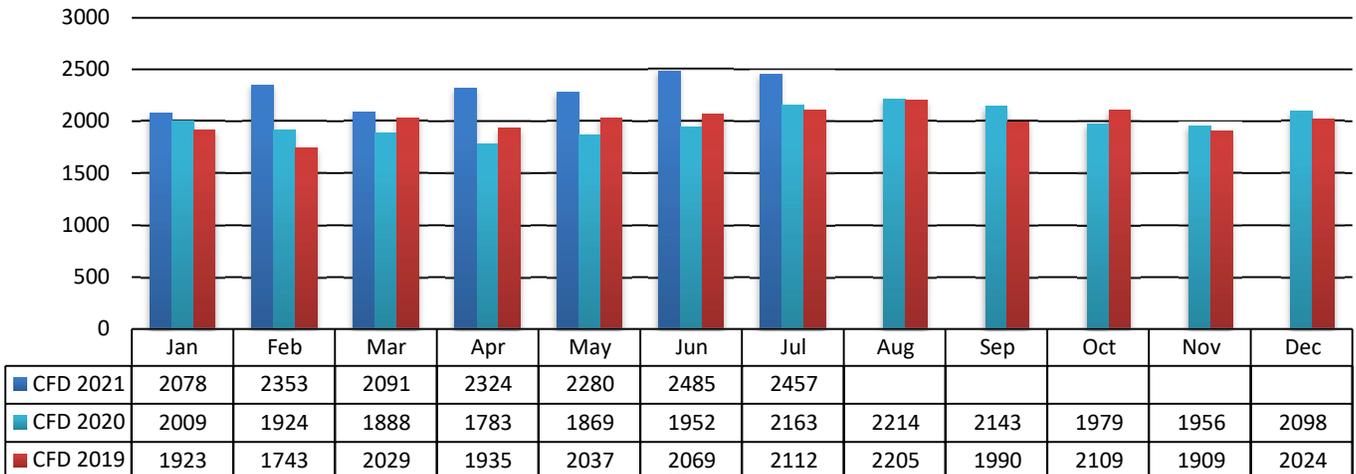
Year to Date

Incident Type	2019	2020	2021
EMS	9501	8767	10102
False	567	517	592
Fire	411	357	503
Good Int	1251	1970	2863
Hazard Cond.	643	174	386
Other	2	10	20
Pub Asst	1461	1789	1590
Rupt/Exp/Weather	12	4	12
Grand Total	13848	13588	16068

*Mutual Aid Given Incident Not Included

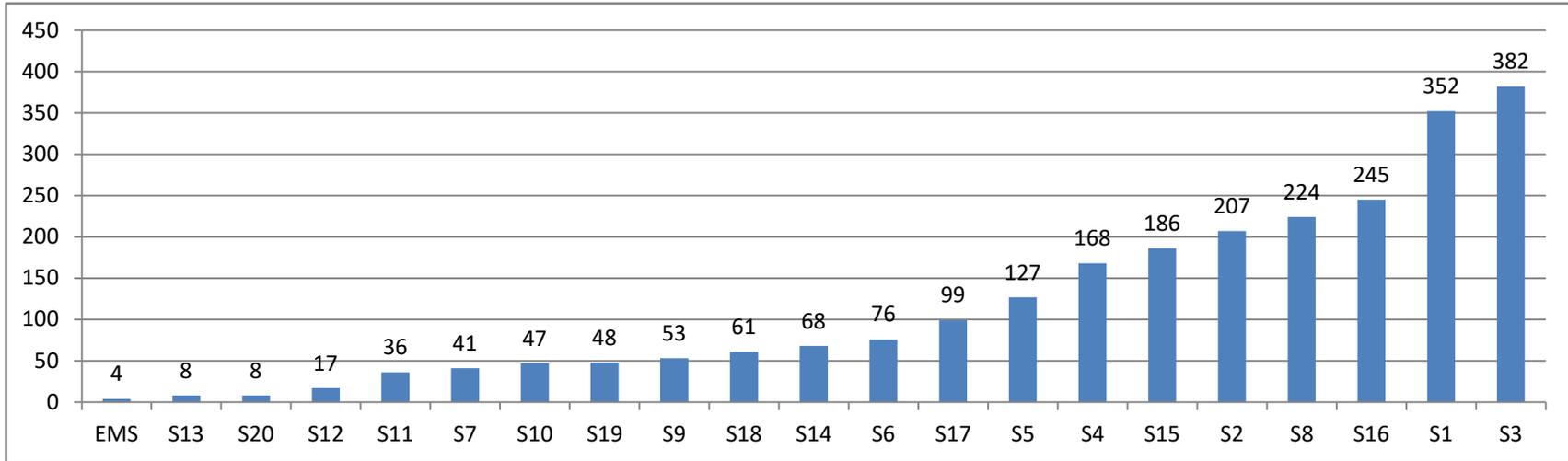
**Changes in Good Int and Hazard Cond. due to compliance with NFIRS requirements.

Total Incidents by Month

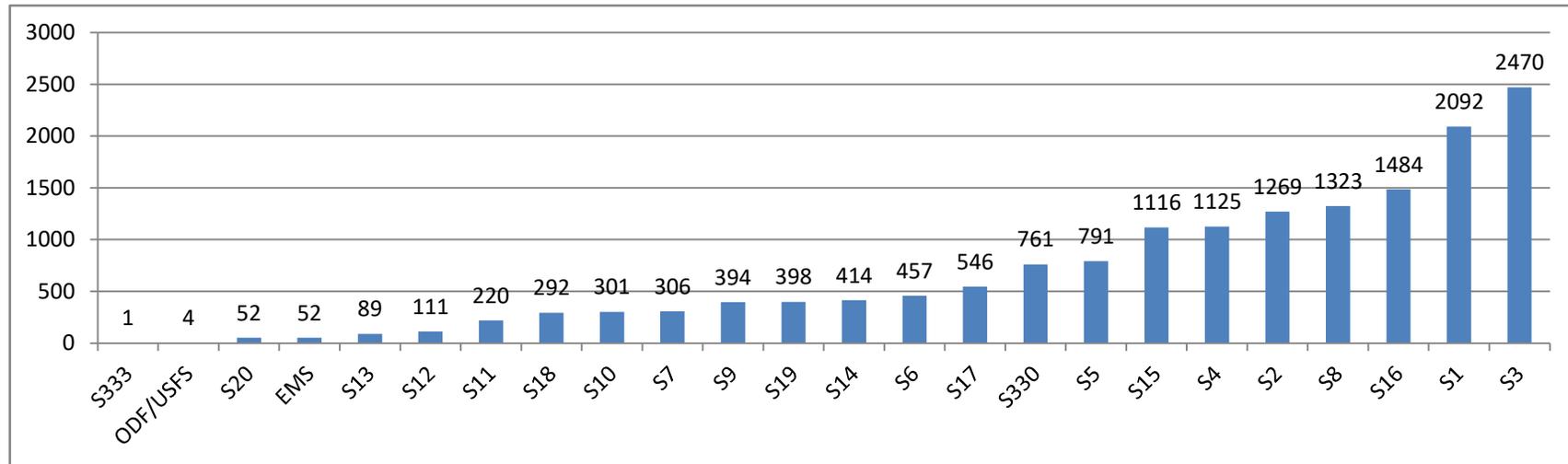


Incident Count by Planning Zone

July 2021



Year to Date

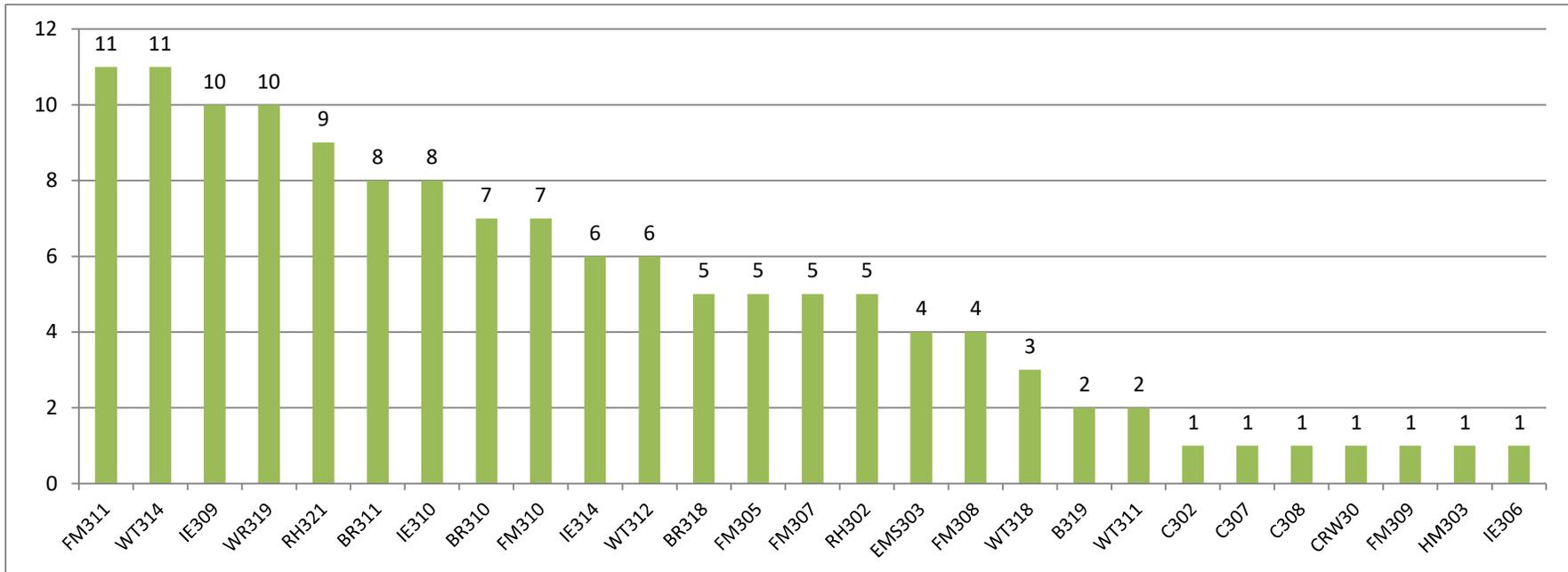
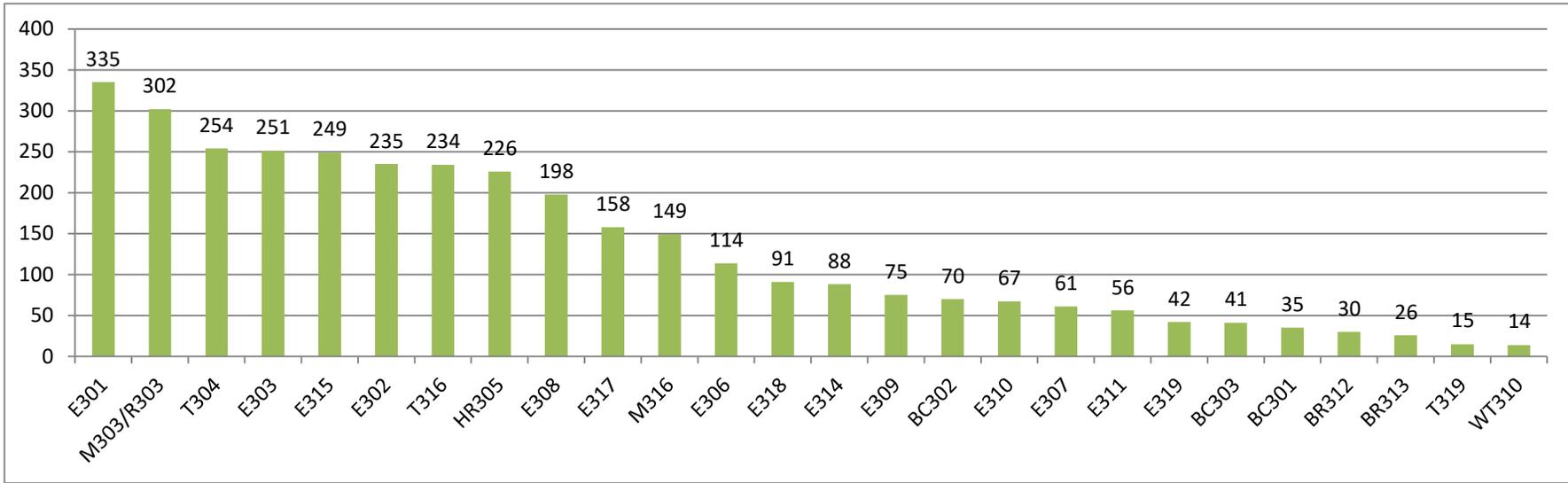


July 2021
Time Apparatus Committed
 (Dispatch to Clear)

Unit	Cleared Responses	Total Time Committed (hours)	% Time Committed
BC301	37	24.28	3.26%
BC302	71	41.40	5.56%
BC303	42	25.48	3.43%
E301	323	88.85	11.94%
E302	239	67.92	9.13%
E303	258	65.97	8.87%
E306	114	32.35	4.35%
E307	61	24.22	3.25%
E308	194	63.67	8.56%
E309	79	26.45	3.56%
E310	72	22.78	3.06%
E311	57	22.33	3.00%
E314	90	27.18	3.65%
E315	257	76.75	10.32%
E317	156	47.42	6.37%
E318	93	35.68	4.80%
E319	48	10.60	1.42%
HR305	233	62.37	8.38%
M303	185	97.55	13.11%
M316	149	100.00	26.88%
R303	114	36.28	4.88%
T304	259	60.93	8.19%
T316	240	65.40	8.79%
T319	16	4.32	0.58%



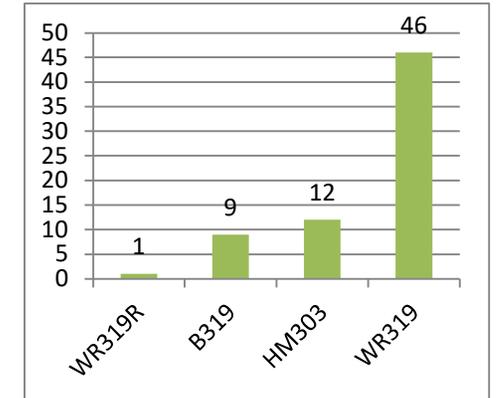
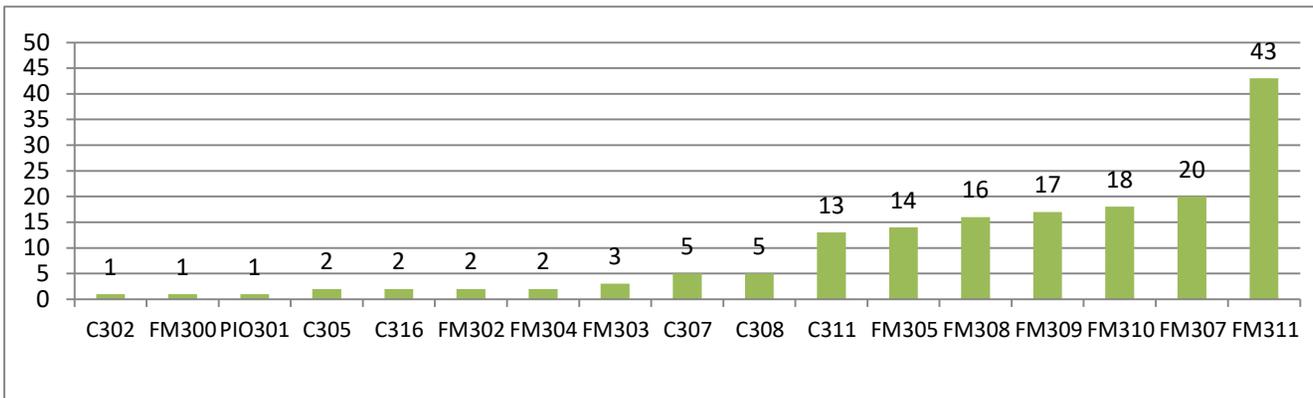
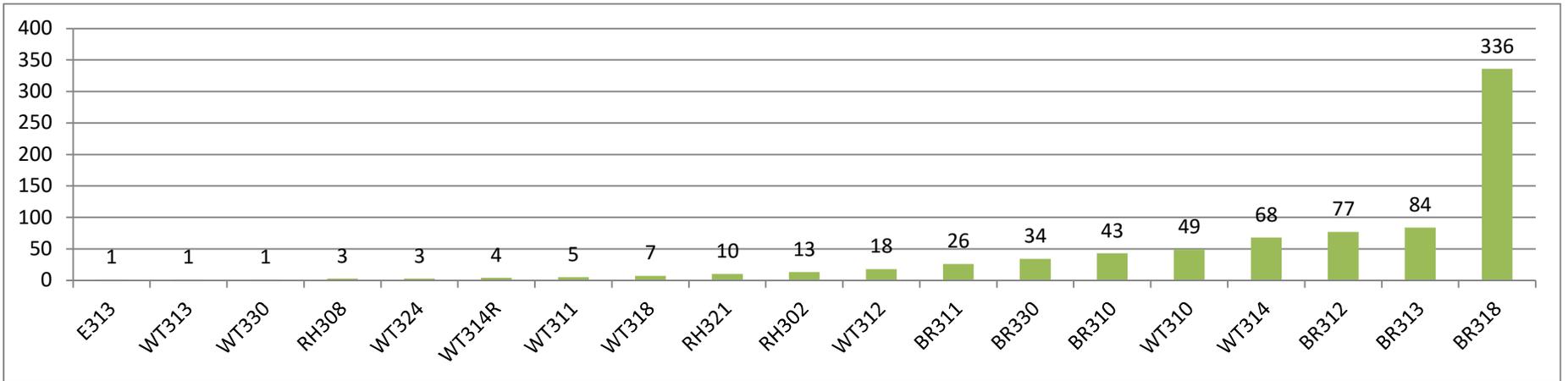
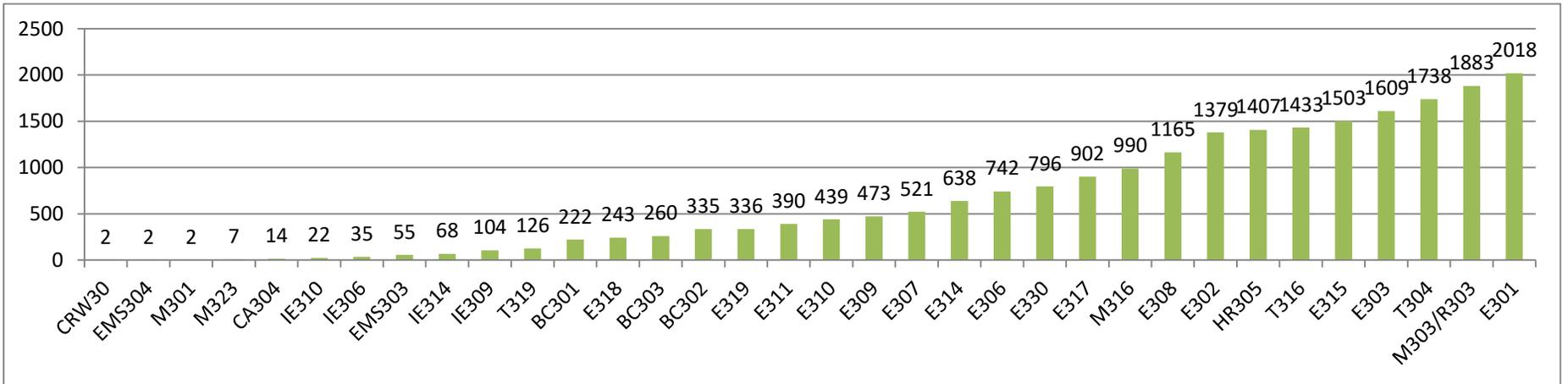
Incident Response by Apparatus
(Including Mutual Aid Given)
July 2021



Incident Response by Apparatus

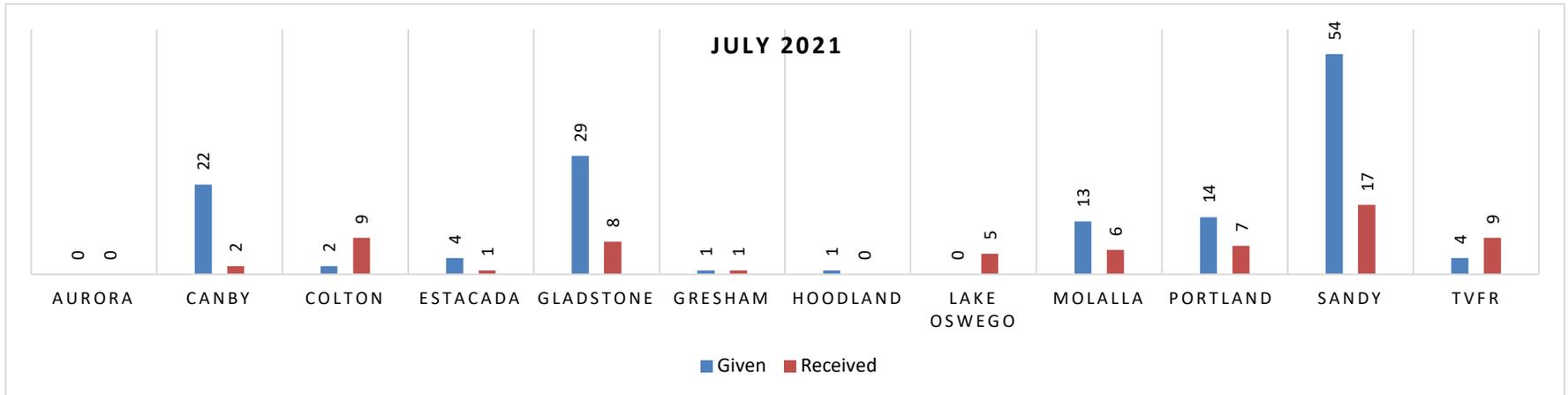
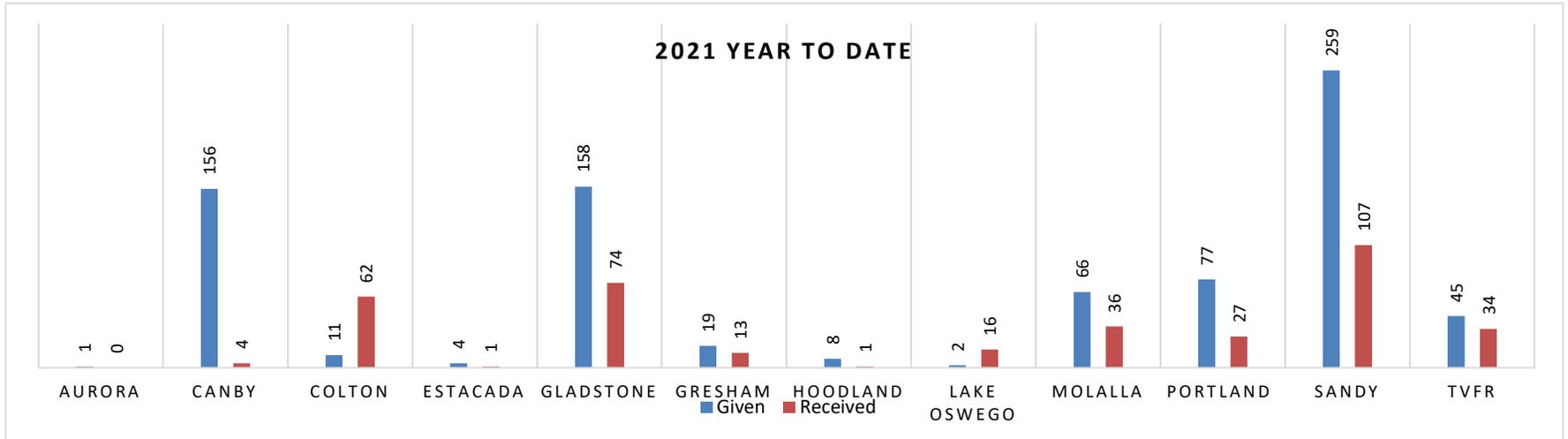
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Year to Date 2021



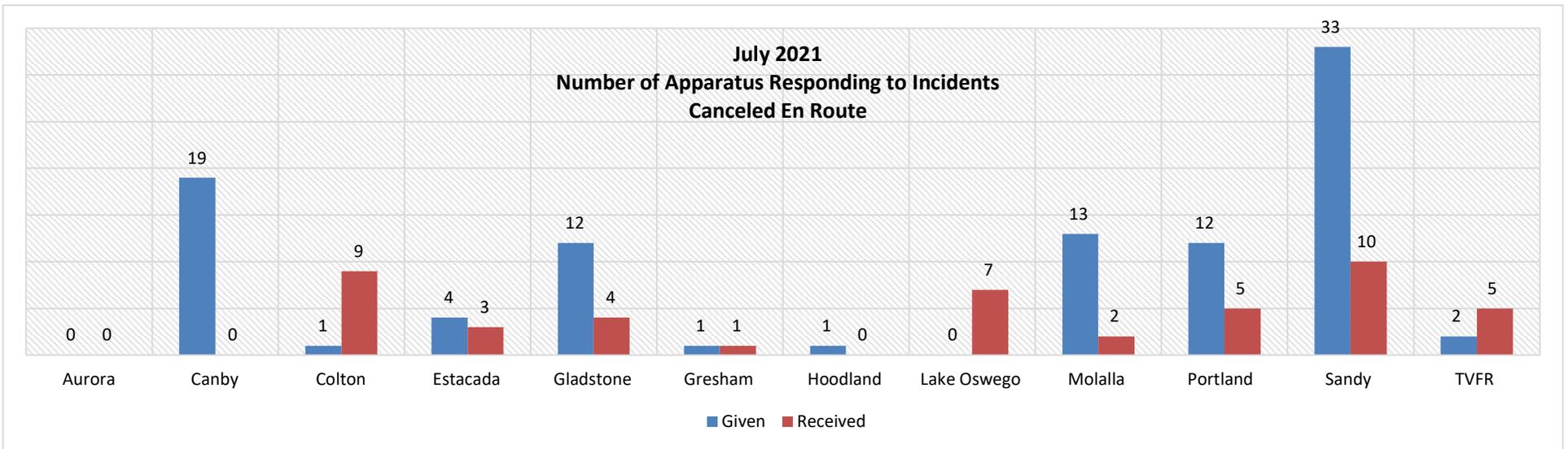
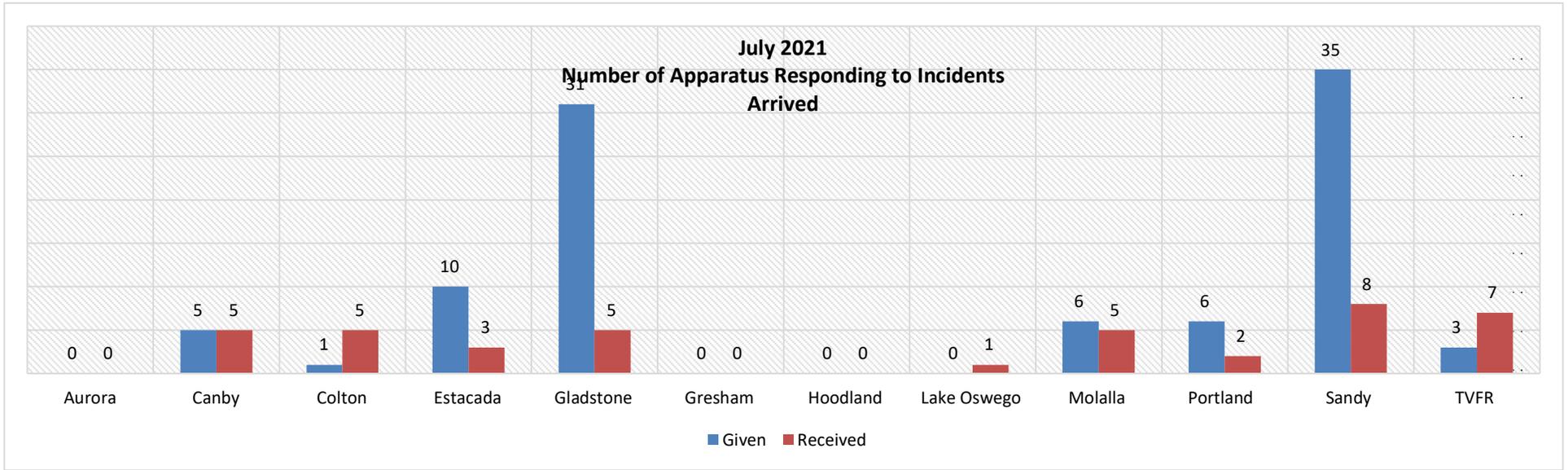
Mutual Aid Given to Mutual Aid Received by Agency by Incident

**Includes Canceled En Route incidents*

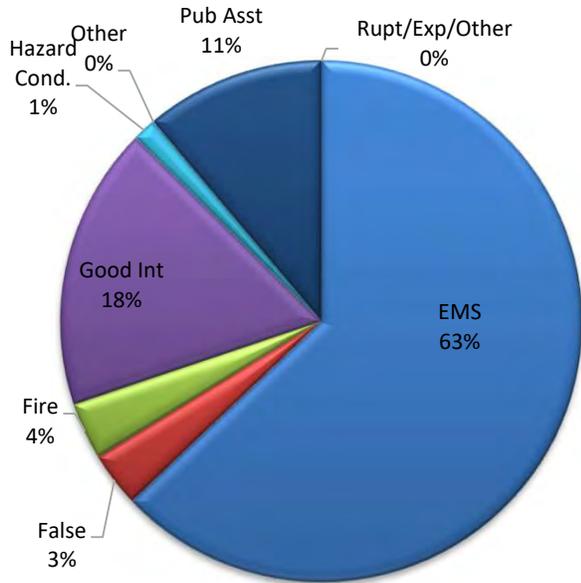


Mutual Aid Given to Mutual Aid Received by Agency by Apparatus

**Does not include apparatus that did not go en route.*



Clackamas Fire Dist. #1 Emergency Services Report August 2021



Incident Type	Data
EMS	1504
False	81
Fire	85
Good Int	420
Hazard Cond.	34
Other	1
Pub Asst	266
Rupt/Exp/Weather	0
Grand Total	2391

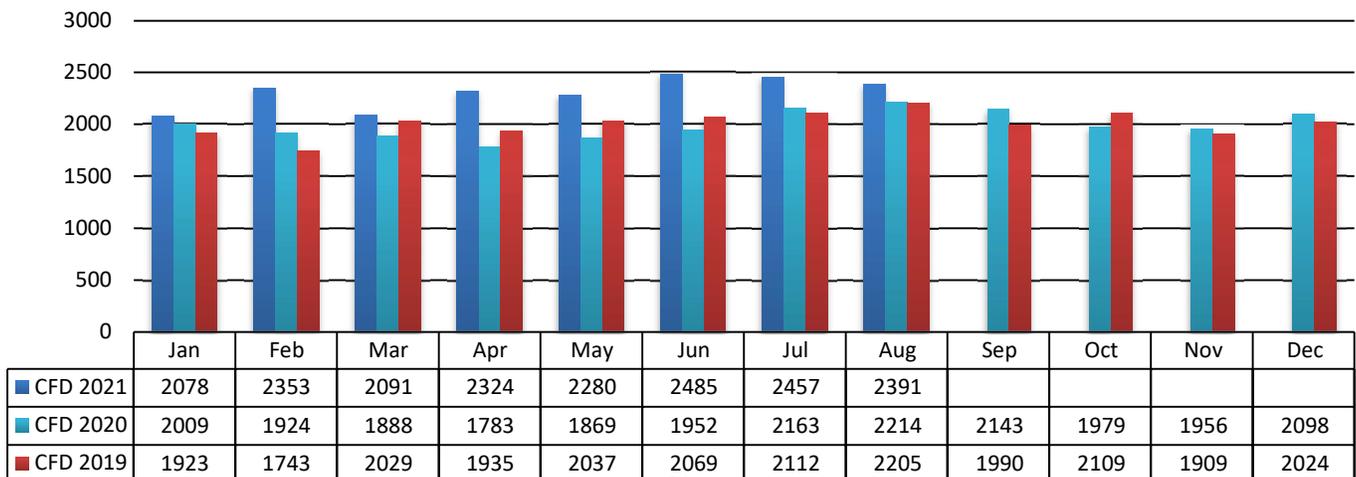
Year to Date

Incident Type	2019	2020	2021
EMS	10969	10133	11602
False	669	617	673
Fire	500	459	588
Good Int	1462	2306	3285
Hazard Cond.	745	203	420
Other	2	15	21
Pub Asst	1694	2064	1858
Rupt/Exp/Weather	12	5	12
Grand Total	16053	15802	18459

*Mutual Aid Given Incident Not Included

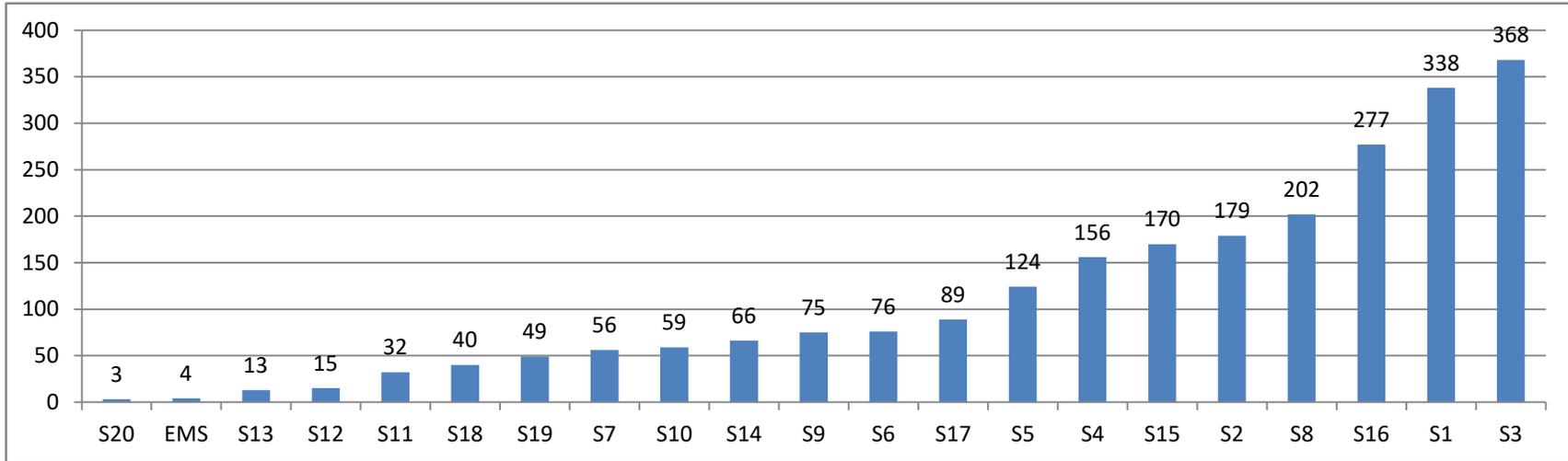
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Total Incidents by Month

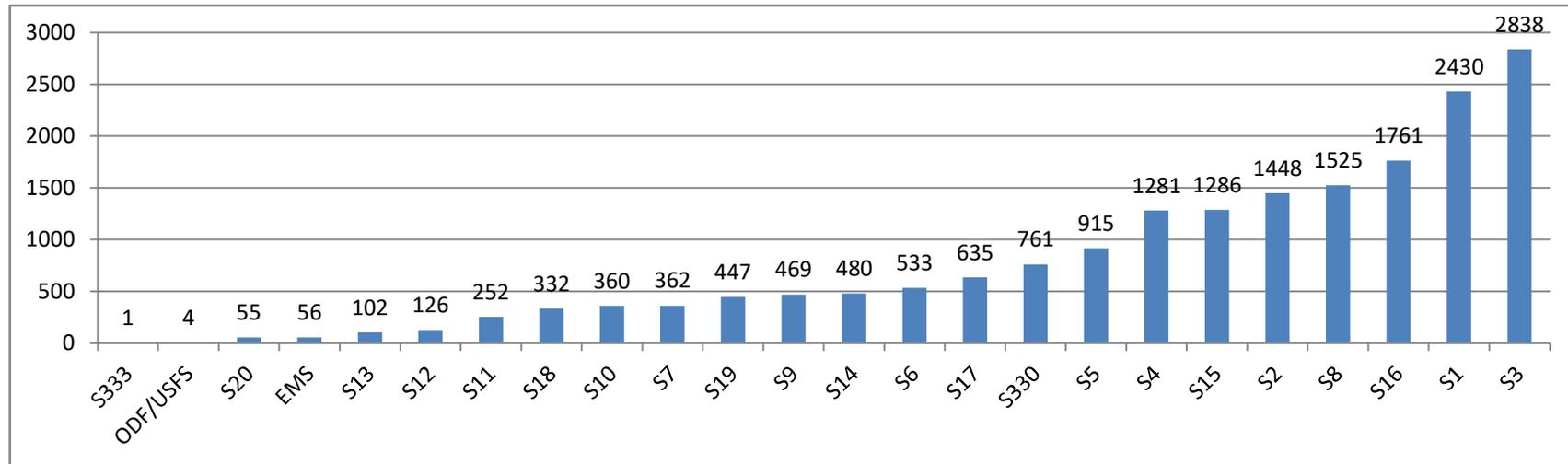


Incident Count by Planning Zone

August 2021



Year to Date

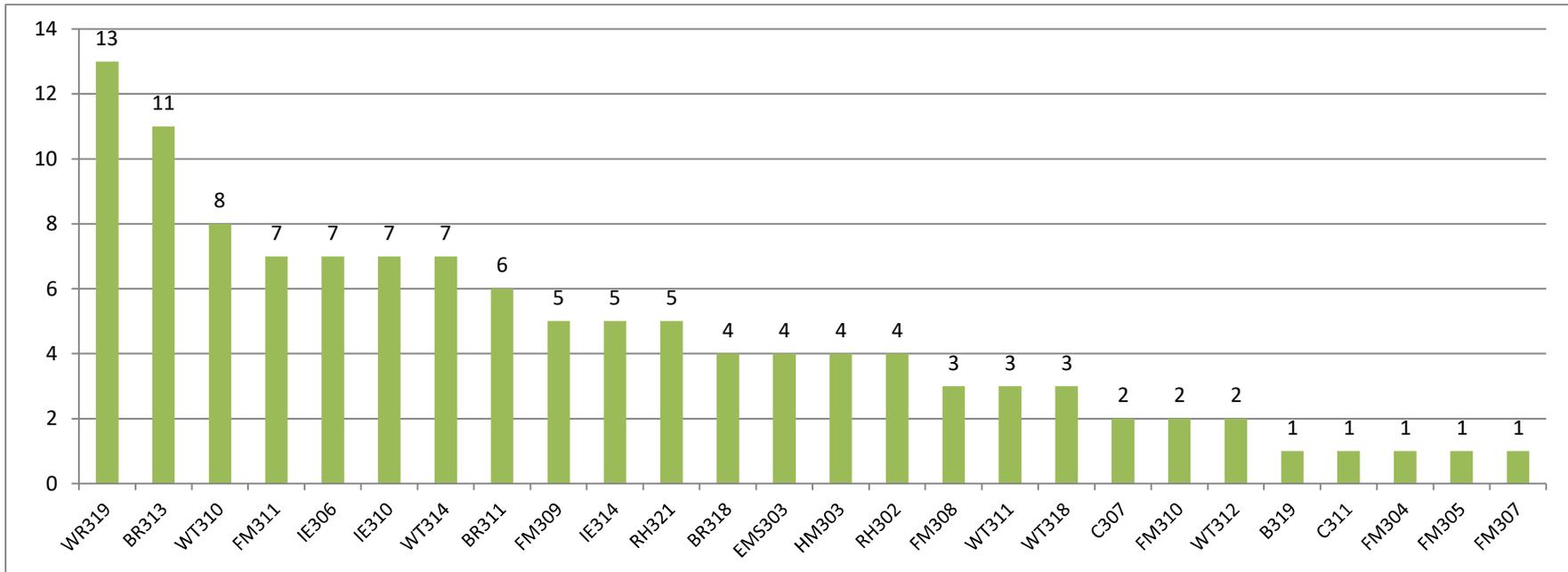
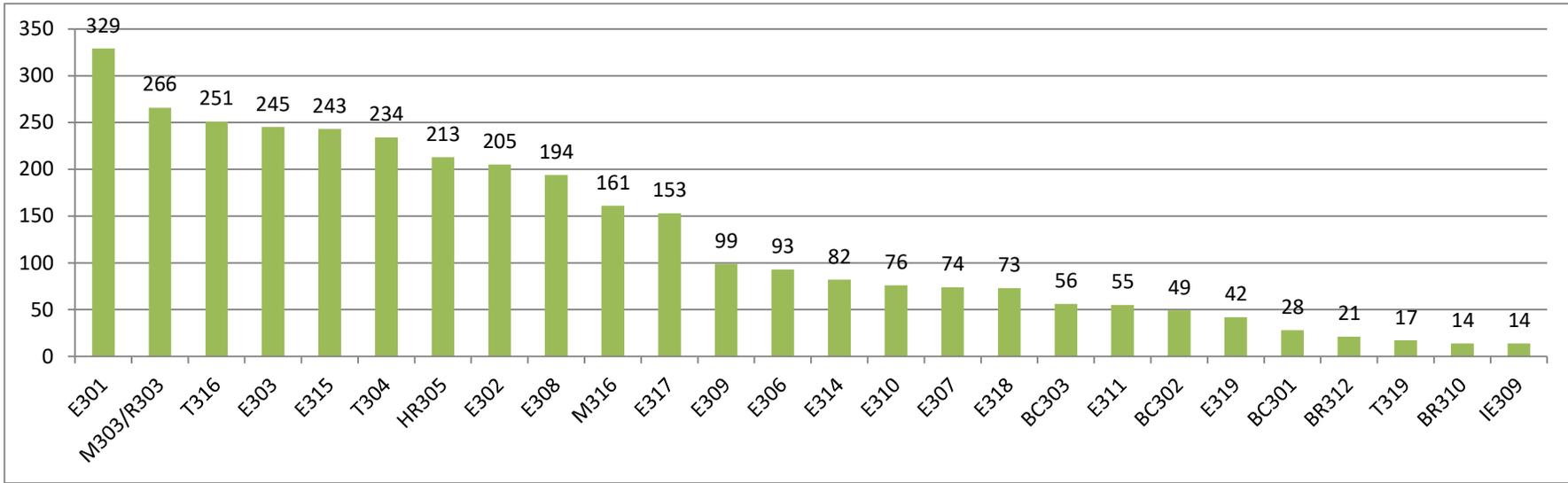


August 2021
Time Apparatus Committed
 (Dispatch to Clear)

Unit	Cleared Responses	Total Time Committed (hours)	% Time Committed
BC301	27	12.68	1.70%
BC302	51	31.48	4.23%
BC303	57	34.20	4.60%
E301	334	87.83	11.81%
E302	213	64.10	8.62%
E303	253	65.13	8.75%
E306	97	31.70	4.26%
E307	79	33.62	4.52%
E308	196	63.92	8.59%
E309	104	28.37	3.81%
E310	80	31.25	4.20%
E311	56	27.32	3.67%
E314	88	24.28	3.26%
E315	251	69.72	9.37%
E317	159	54.15	7.28%
E318	76	27.05	3.64%
E319	49	15.00	2.02%
HR305	227	61.88	8.32%
M303	169	105.30	14.15%
M316	162	110.48	29.70%
R303	100	36.77	4.94%
T304	242	65.88	8.86%
T316	264	77.87	10.47%
T319	21	4.68	0.63%



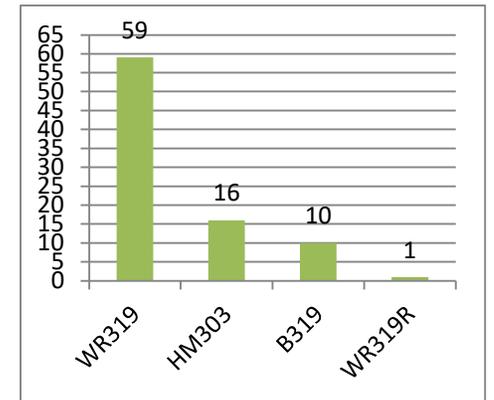
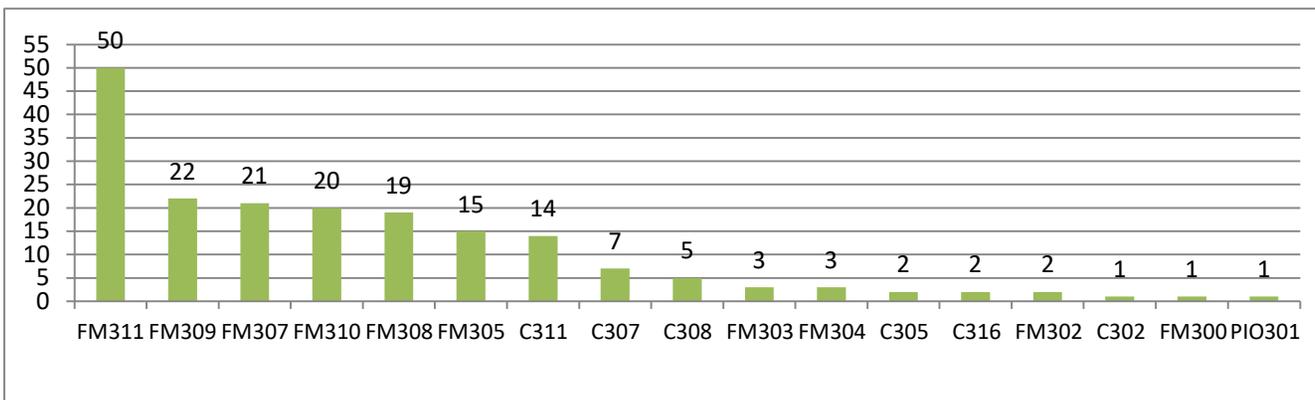
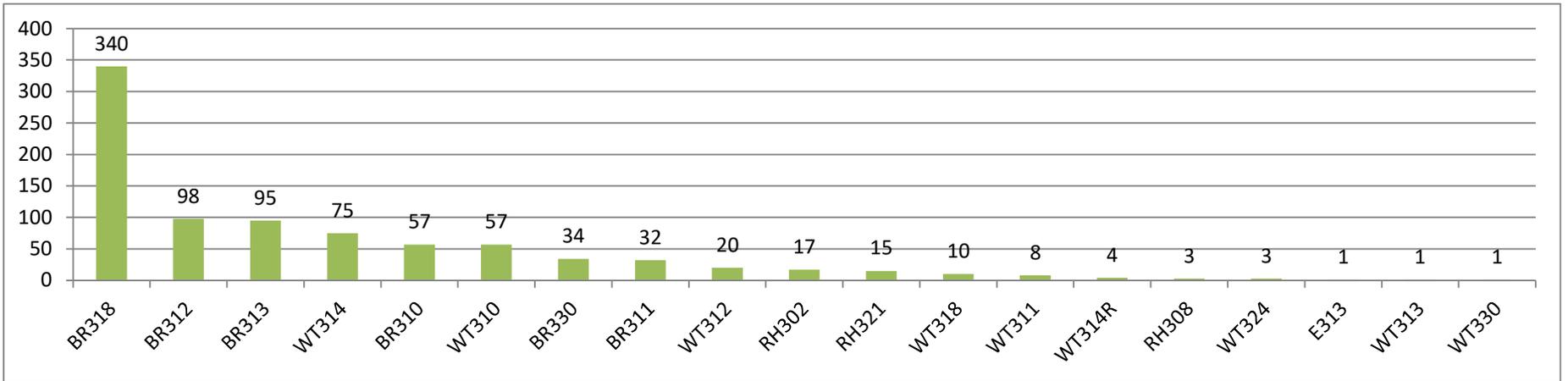
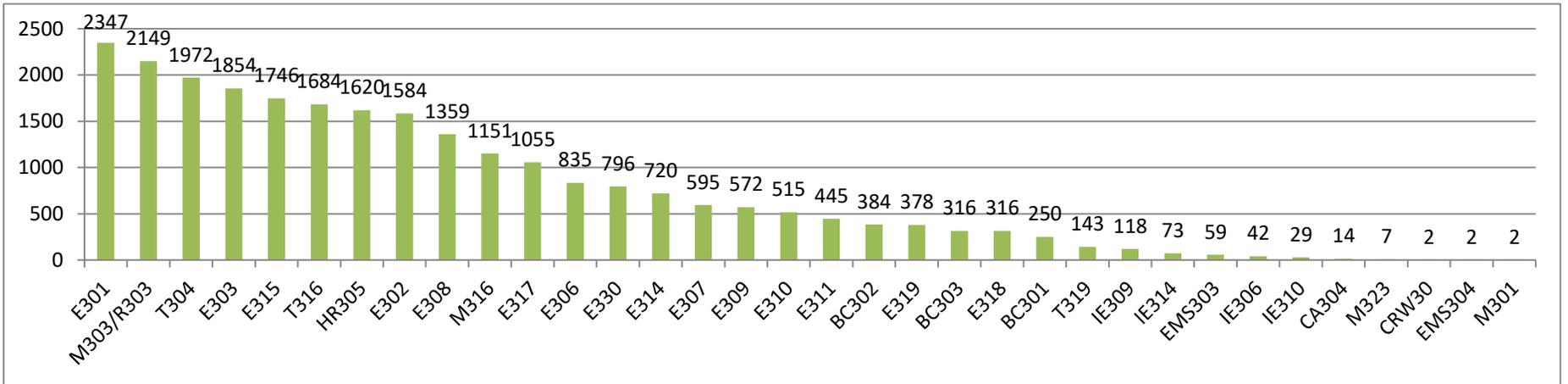
Incident Response by Apparatus
(Including Mutual Aid Given)
August 2021



Incident Response by Apparatus

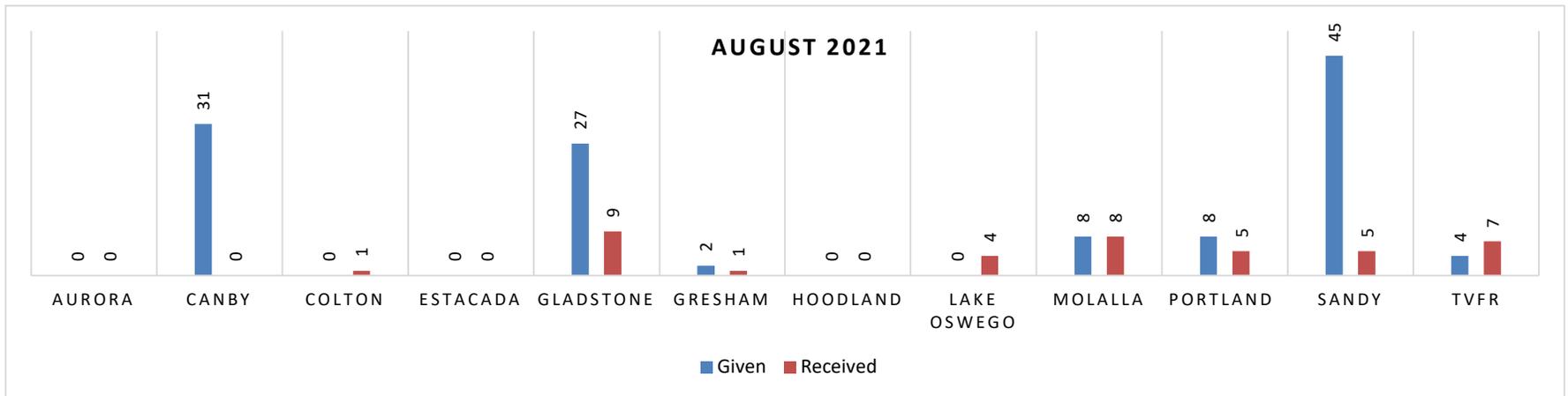
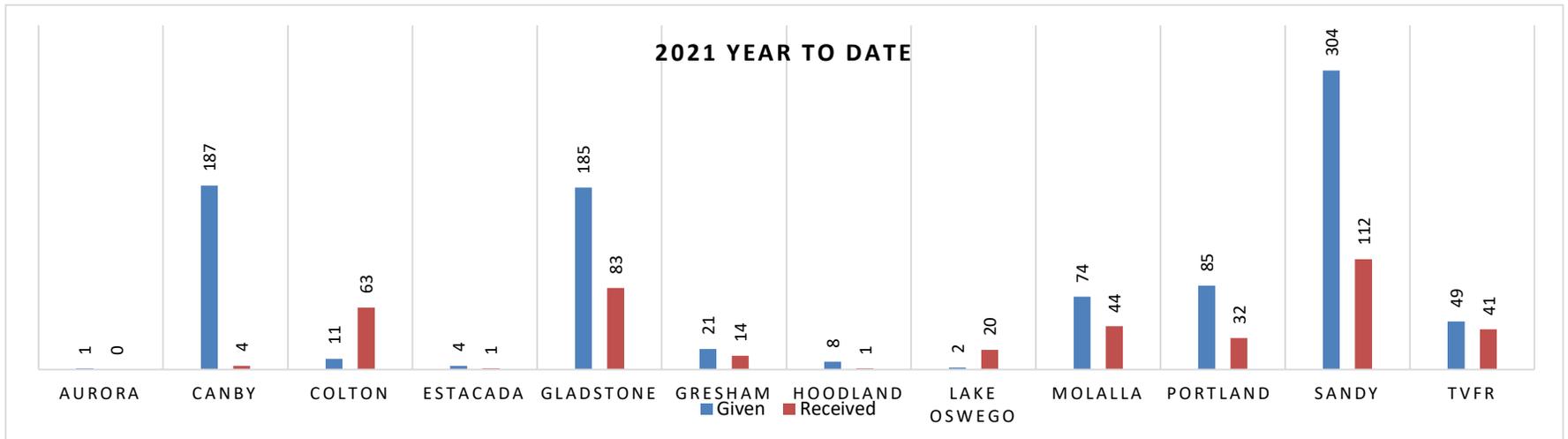
(Including Mutual Aid Given)

Year to Date 2021



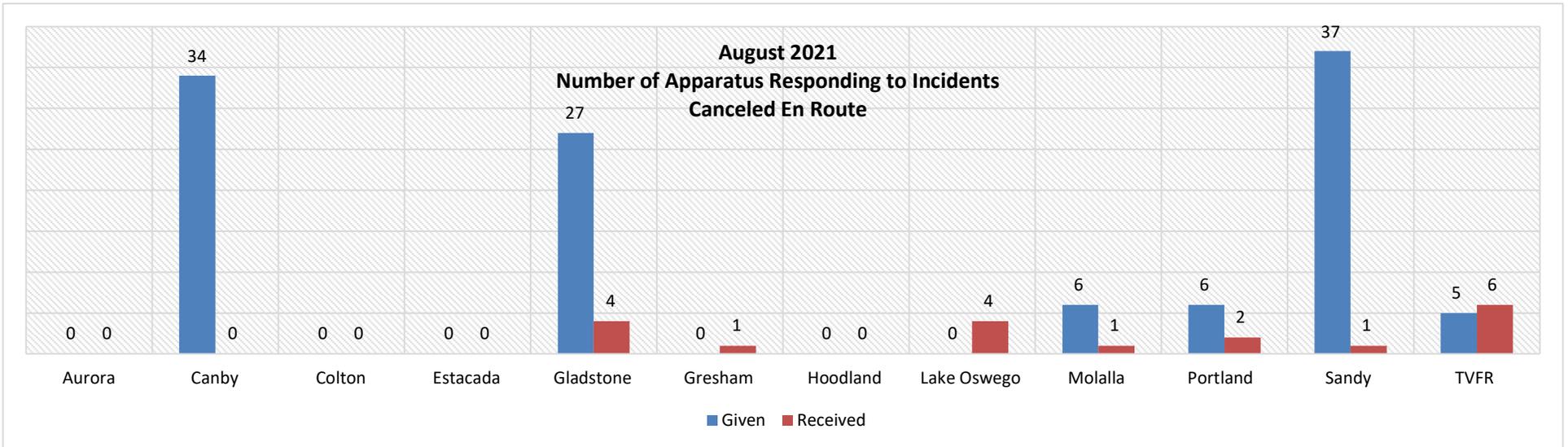
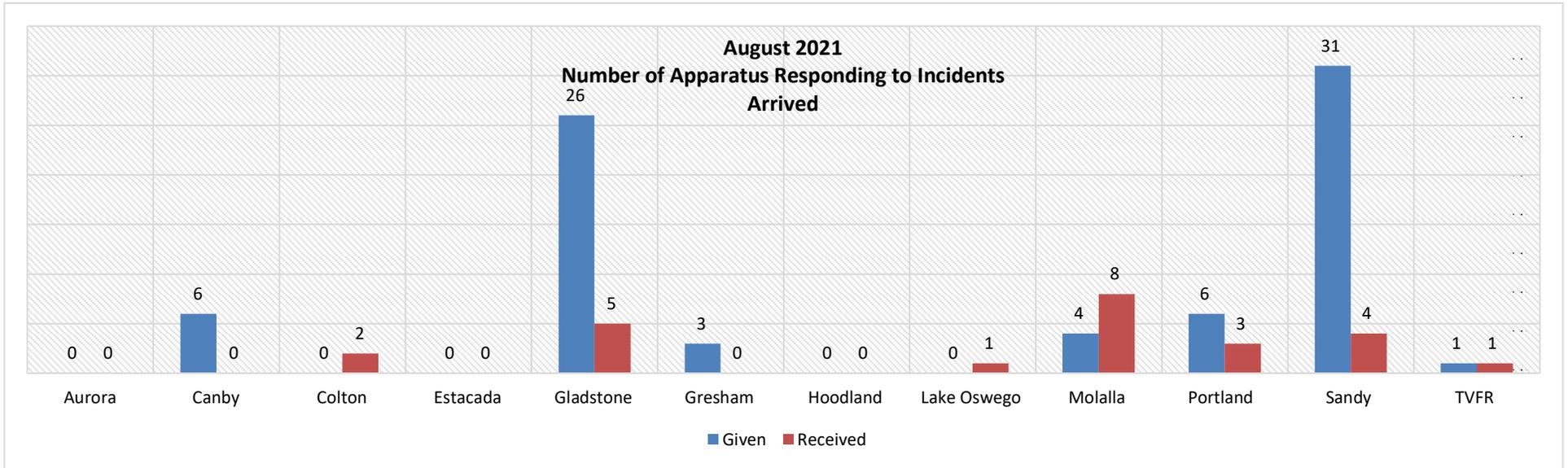
Mutual Aid Given to Mutual Aid Received by Agency by Incident

**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.*



Office of Financial Services

To: Chief Nick Browne and the Board of Directors

From: Chief Financial Officer Mark Whitaker

Re: Office of Financial Services Monthly Report – August 2021

Notable updates from August include:

- The Finance team completed a cash forecast in support of the board resolution to authorize Tax Revenue Anticipation Notes.
- Data Services Manager Shelby Hopkins scheduled a Munis assessment with Tyler Technologies for the beginning of November. During the two-day assessment, Munis consultants will review the District's current processes within the financial module of Munis and provide recommendations on changes and improvements.
- Attended a meeting with the Oregon Health Authority on the expansion of the GEMT program to Coordinated Care Organizations (CCOs).
- Year-end activities continue in preparation for the FY 20-21 audit. Benefits Specialist Carrie Szabo and Payroll Specialist Shanti Burns organized documentation for the actuarial valuation of the Health Trust.
- Finance Program Specialist Halee Holst is working on reimbursement packets from the Office of the State Fire Marshal (OSFM) for seven state conflagration deployments.

Respectfully submitted,

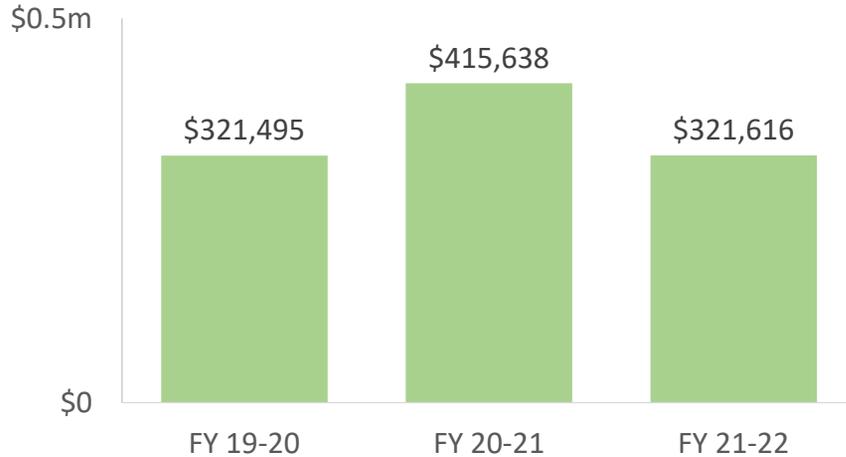
Chief Financial Officer Mark Whitaker



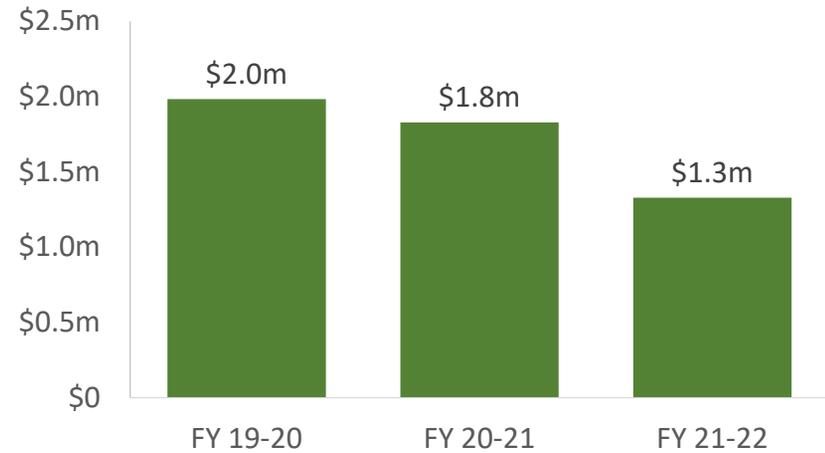
FINANCIAL REPORT

Period Ending August 31, 2021

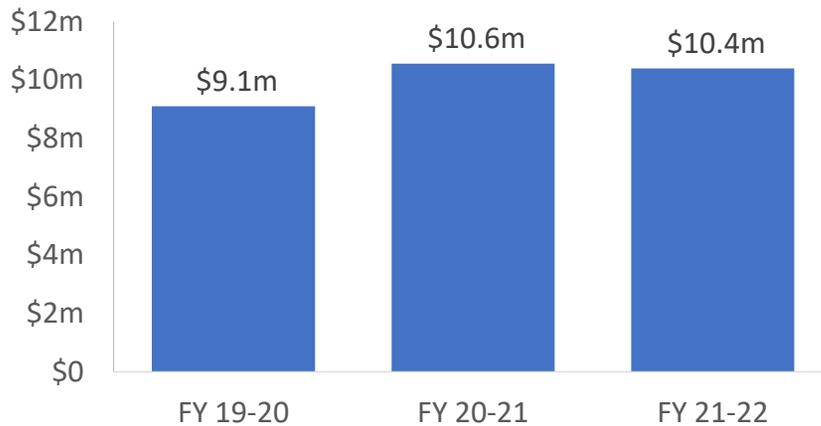
General Fund Property Tax Revenues Through August



General Fund Total Revenue Through August

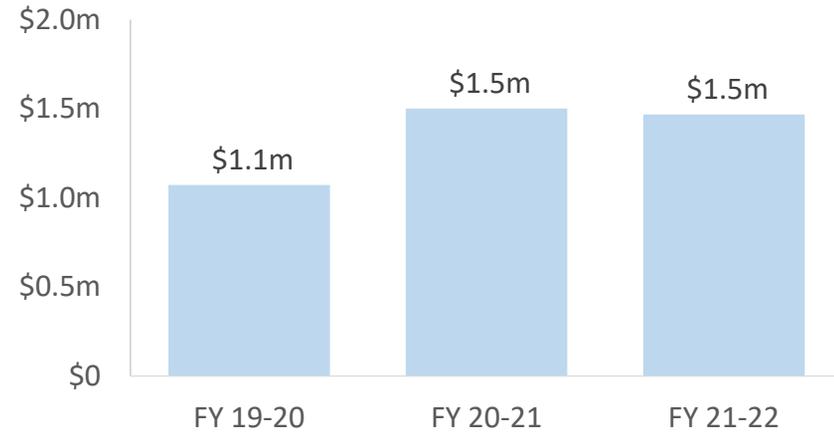


General Fund Salary & Benefits Through August



18.4% of FY budget spent

General Fund Overtime Through August



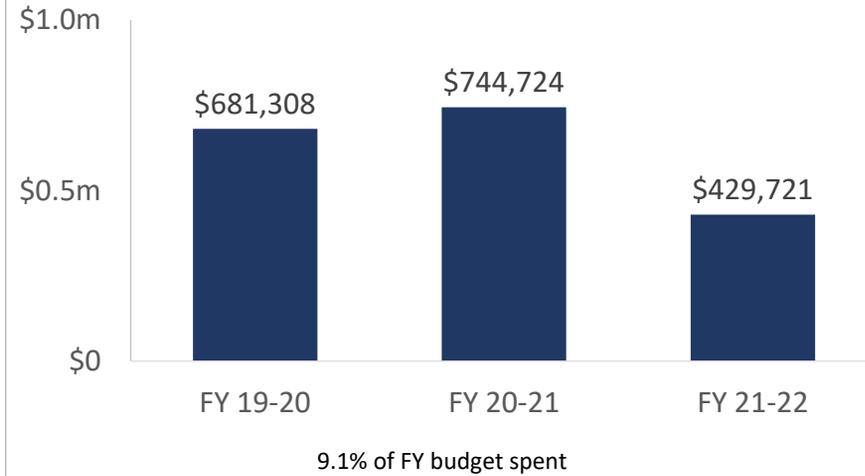
27.2% of FY budget spent



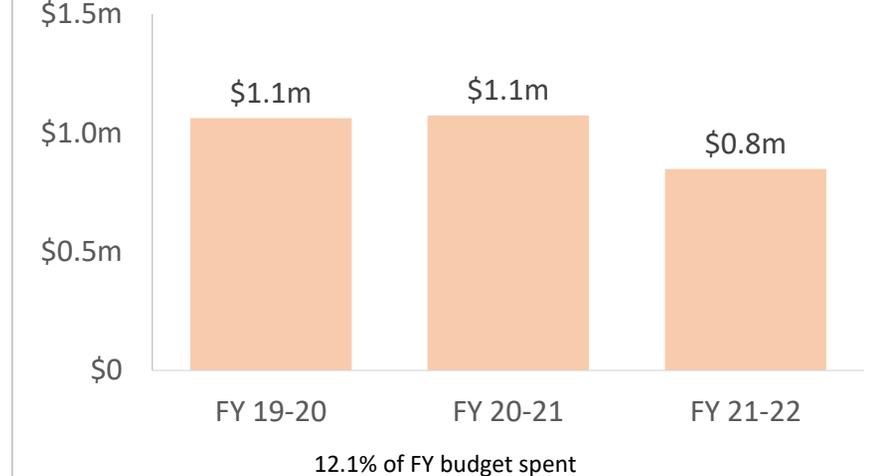
FINANCIAL REPORT

Period Ending August 31, 2021

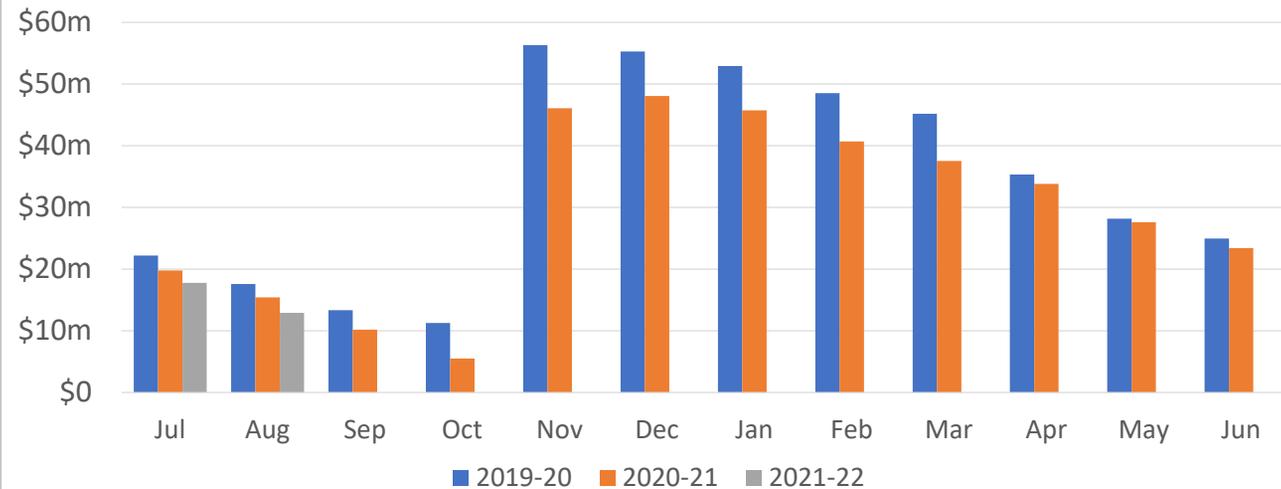
General Fund Health Claim Expenses
Through August



General Fund Materials and Services
Through August



Cash Balance, All Funds



August 2021



10 - GENERAL FUND

Budget to Actual Report for Period
Ending August 31, 2021

Clackamas Fire District #1

	Original Budget	Actual YTD	% of Budget
Beginning Fund Balance	\$18,505,460	\$18,505,460	100.0%
<i>Revenues</i>			
Current Year Property Taxes	\$59,647,923	\$224,751	0.4%
Prior Year Property Taxes	720,000	96,865	13.5%
Interest	200,000	6,636	3.3%
Charges for Services	2,781,205	366,686	13.2%
Grant Revenue	200,000	6,448	3.2%
Other Revenue	1,235,000	626,545	50.7%
Transfers In	44,000	-	0.0%
Total Revenues	<u>\$64,828,128</u>	<u>\$1,327,932</u>	<u>2.0%</u>
Total Available Resources	\$83,333,588	\$19,833,392	23.8%
<i>Expenditures</i>			
Salaries	\$35,508,399	\$6,885,252	19.4%
Benefits	20,972,247	3,506,369	16.7%
Materials & Services	7,028,088	848,109	12.1%
Capital Outlay	-	-	-
Debt Service	2,075,504	-	-
Transfers Out	628,104	-	-
Contingency	2,587,718	-	-
Total Expenditures	<u>\$68,800,060</u>	<u>\$11,239,730</u>	<u>16.3%</u>

Emergency Services Division

To: Chief Nick Browne and the Board of Directors

From: Division Chief Josh Santos

Re: Emergency Medical Services Division Monthly Report – August 2021

- Conducted Medical Services Staff meetings x 3
- Participated in EMS Plan Consultant RFP process – Scored initial applicants. Narrowed down to two firms to bring back for interview September 7th.
- Attended Command and General Staff meeting x 2
- Medical Services Strategic Planning Session – Half day of short and long range planning
- Delivered organizational briefing during the 2nd week
- Facilitated Medical Services Staff meeting x 3
- Met with EF Recovery – On a monthly meeting schedule in an effort to improve ambulance transport billing collections
- Attended monthly board meeting
- Medical Director Meeting – Fire Chief and I met with Dr. Sahni to discuss vision of Office of Medical Direction, and short and long range County Medical Services direction.
- ASA Strategic Plan Taskforce – Met twice to develop a refined work plan presentation for Board of County Commissioners. Work ongoing in prep for late September presentation delivered by Public Health Director and County EMS Coordinator.
- Law Enforcement Stakeholder meeting – CCSO, CCOM, AMR, Public Health, TVFR and Clackamas Fire met to discuss short staffing and political pressures facing law enforcement. Continued discussion to collaboratively strategize on methods in which to overcome the challenges facing CCSO deputies, and the impact on partnering first responder agencies.
- Served as District Coverage Officer for one week.

From: EMS Training Officer Captain Mike Verkest

- Hosted three OHSU STORC Pediatric Training/Scenario Sessions
- Recorded CCOM 101 Lesson with K. Alexander
- Attended Pinnacle EMS Conference (Scholarship)
- Met with Boundtree re: UCAPIT Inventory Management System
- Hosted EMS Case Reviews with Dr. Turner
- Planning for Fall MAT Continues
- Attended virtual OSAA Meeting
- Attended 2x Strategic Plan Taskforce Meeting- Performance Based AS Agreement
- Attended EMS Council Meeting
- Attended System Enhancement Committee Meeting
- Internal MCI Exercise design team meeting
- First meeting held for Peer chart review held
- CFD/Sandy Volunteer Drill - Environmental/Toxicology
- Attended EMS Committee meeting
- Attended Scientific review committee
- Attended EMS Division Meetings
- Attended weekly Training Division Staff meetings

From: Community Paramedic Amy Jo Cook

- Attended grant/contract funding meeting with Oregon Health Authority for additional Community Paramedic.
- Assisted four people with connection to substance abuse resources.
- Performed multiple home visit for frequent users, crew referrals, and Project Hope.
- Facilitated and attended wrap around care meeting for elderly person with substance abuse and living conditions.
- Assisted crew referral with transportation to detox facility and assisted with discharge plan.
- Attended monthly Project Hope check in meeting.
- Facilitated and hosted Naloxone administration training with Clackamas Public Health to Community Partners/Organizations.
- Attended weekly Emergency Medical Services Division meetings.

- Submitted Grant application to Clackamas County Board of County Commissioners Small Grants Program.
- Attended 'Managing Mental Health in EMS' webinar for specific mental health emergency response.
- Attended Community Medicine succession planning meeting.
- Attended weekly tri-county COVID-19 Discharge Planning meeting.

Respectfully submitted,

Division Chief Josh Santos

Office of Emergency Services

To: Chief Nick Browne and the Board of Directors

From: Division Chief Dan Mulick

Re: Operations Division Monthly Report – August 2021

- Standards of Cover review and updating
- Purchasing meeting to establish wildland hose inventory and One Mile Kits
- Meeting with Captain Dunne and BC Willard to layout the Engine Co. Program
- Command and General Staff Meetings
- Weekly Meetings with TVF&R Ops
- Worked with EM Ramirez on setting up FOC needs
- AAR with Canby Fire on the Hwy 99 Brush Fire
- Met with DC Stewart and EM Ramirez to create a Hold Harmless Agreement
- Worked with HR, Training, and Fleet to transfer the SCBA program out of Station 10. Worked on a new job description for the Training Tech.
- Worked with BC Olson and BC Slater on purchasing plan for FY22
- Met with HR to discuss recruitment and promotional testing timelines
- Completed five probationary evaluations for FF Gresham, FF Mustola, FF Dikih, FF Beck, FF Weldon
- Expectations Meeting with newly promoted Captain Dunne
- Met with Gladstone Chief Huffman for a station walk through
- Met with BC Deters to discuss Training Plan and needs
- Met with Chief Browne, BC B. Olson, and State Fire Marshal Mariana Ruiz-Temple to discuss state funding for Crew 30

From: Operations Assistant Battalion Chief Brent Olson

Significant Incidents:

- Crew 30
 - Elbow Creek Fire – Umatilla National Forest, 7/25 - 8/2
 - Skyline Ridge Complex – ODF Roseburg, 8/3 - 8/16
 - Bull Complex Fires – Mt. Hood National Forest, 8/19 - present
- Integrated with Janus Fire IMT prior to Bull Complex declaration, Ripplebrook 8/4
- To date, Crew 30 has been on fire assignment for 53 days starting 7/7
- Facilitated use of USFS Cooperator's agreement to assist USFS with (2) Single resources (TFL & HEQB) and (1) Type VI engine on the Bull Complex, 8/9 - 8/30

Projects/ Events/ Training/ Meetings (REMOTE)

- Continued work on seasonal hand crew with Clackamas Workforce, weekly meetings
- Continued coordination with Clackamas Community College, Wildland training and future strategy meeting 7/19
- Intergration with Data, Payroll, Finance in relation to streamlining Deployment resources information flow back to the District
- Conducted a Work Capacity Test (pack test) for those individuals who volunteered to take at CCC track and Station 14 – 8/16,23,30
- Facilitated crew member change out – Skyline Complex 8/9, Bull Complex 8/28
- Discussed potential collaboration with USFS and other cooperators regarding wildand suppression asset for 2022 season
- Work session with Workforce regarding Crew 30 funding for 2022 season and increased staffing to meet objectives 8/25
- Meeting with Oregon State Fire Marshal regarding possible future funding of suppression resources 8/31
- Continued billing for Crew 30 assignments and Cooperator resources

From: Emergency Manager Gregg Ramirez

Current focus:

- Working with key District leadership regarding their roles as they pertain to:
 - Incident Management Team
 - Incident Command Structure
 - Fire Operations Center operations

- Working with the BCs and Company Officers to narrow the list of locations designated as Post Incident Priority Evaluation Sites (PIPES)
- Establishing Fire Operations Centers (FOC)
 - Logistics (primary)
 - Administration (secondary)

Work on-going

- Local Emergency Preparedness Committee (LEPC) Exercise planning
- Great Shake Out exercise planning

Respectfully submitted,

Division Chief Dan Mulick

North Battalion – A Shift
Battalion Chief Melanie Kinne

Significant Incidents

- 8/28/21: Ferguson brush fire IC

Projects/Events/Meetings/Training

- Sabin - Schellenberg Fire Science program facilitator interview panelist
- New volunteer meet and greet
- Battalion drill (hose handling)
- FireUp Bootcamp instructor (off duty)

North Battalion – B Shift
Battalion Chief Kyle Olson

Significant Incidents

- 8-1-21: Multiple fires started by Union Pacific train between the Clackamas area and Oregon City. Initial tap out came in as a train crash with reports the train was still moving south bound and starting fires along the train tracks. BC302 arrived to the initial location in Clackamas with E301 and found several brush fires along the tracks, but no train in the area. BC302 diverted the units on scene to follow the train tracks south towards Oregon City. CCOM reported a large brush fire in downtown Oregon City climbing the hillside near the elevator. BC303 arrived and assumed IC. BC302 assisted with West Division, BC303 with IC and East Division. The Union Pacific train line was shut down and crews worked to extinguish the fire and keep fire extending into threatened commercial buildings addressed on High Street. All fires were extinguished, and D1 Investigators initiated an investigation. BC302 was able to locate the moving train in Canby and got them to stop. No crash, the train operator had no idea he had started any fires. Union Pacific will investigate the cause with FMO investigation teams.
- 8-2-21: Residential Fire on the 6500 block of Clatsop St. CCOM dispatched a full residential box to the address, and BOEC simultaneously dispatched an entire Portland Fire residential box to the same address. Clackamas Fire units arrived first to a heavily involved fire on the back of a single-story home, flames into the roof. E301 in the offensive mode, pulling hose lines. HR305 assigned to primary search, reporting high heat in the structure. E302 and E306 were also interior working to salvage the homeowners' belongings. T304 was on a car fire and delayed for the response. Portland T25 arrived, assigned to vertical vent. Quick knockdown of the fire, Portland Fire units were recalled. Fire Inspector Kragero initiated the investigation and did an outstanding job. Community Assistance Funds were utilized for the occupants and Red Cross was called as well. Amazing work done by our D1 North Battalion crews on a very hot day.

Projects/Events/Meetings/Training

- New BC Apparatus 301 and 302 were put into service, equipment PLL updated.
- Tactical Worksheet Project evolving to a district wide resource/reference tool for company officers.

North Battalion – C Shift
Battalion Chief Jason Ellison

Significant Incidents

- Brush Fire in Oregon City
- Brush Fire in Beavercreek
- Apartment Fire on Causey
- Small wall fire in Oregon City
- MR2 at Riverside Park

Projects/Events/Meetings/Training

- Captain test prep
- Water rescue meetings
- Rope program management
- Met with Portland Station 25 and discussed tactics

East Battalion – A Shift
Battalion Chief Greg Holland

Significant Incidents

- Mutual aid to Gresham Fire for 5-unit apartment fire
- Water rescue near Barton Park, pulled 10 people off the water
- Residential fire in Sandy. Fire stopped by 1st unit and damage contained to area of origin.

Projects/Events/Meetings/Training

- Working through getting Squad 319 put in service and training done
- Attended rural water supply drill with WT314 & ATO Lynn at Gresham Fire
- Assisted with getting new BC301 rig put in service and organized
- Meeting with Truck program captains to outline areas of responsibility
- Attended hose drill for East Battalion at TC

East Battalion – B Shift
Battalion Chief David Palmer

Significant Incidents

- No significant events.

Projects/Events/Meetings/Training

- Met with all shifts
- Various shift briefings and breakouts
- Battalion Training
- General administrative work
- Hazmat development work

East Battalion – C Shift
Battalion Chief Tony Cordie

Significant Incidents

- August 3, 2021 Structure fire on SE Scenic Ridge Dr.
- August 12, 2021 Brush fire SE Tillstrom Rd.
- August 15, 2021 Water rescue/ technical rescue request from Salem Fire, Santiam River Gates, Oregon

Projects/Events/Meetings/Training

- Conducted operational briefings with crews via Zoom
- East Battalion training with crews' tactics and strategy
- Met with East Battalion crews to go over operational priorities weekly
- District familiarization in Sandy
- Target hazard familiarization East Battalion, several commercial buildings in Boring
- Met with Sandy Fire's chiefs as district liaison
- Met with Sandy Fire's crews on a shift-by-shift basis
- Met with all East Battalion crews on a shift-by-shift basis
- Attended wildfire community forum at Station 18 with Chief Browne

South Battalion – A Shift
Battalion Chief Burke Slater

Significant Incidents

- August 2: Large commercial semi-truck broke through the barrier on Hwy 99E in Oregon city and heavily damaged the barrier and partially over the edge near the river, ODOT assisted in the long clean up.
- August 11: 5-hour fire at the Metro recycling in the pit with extensive debris removal and crews had to use the large equipment to move the fire out of the pit to extinguish.
- August 15: M316/T316 delivered twins at home. BC303 drove the crews, mom and healthy twins to Kaiser.
- August 19: Small fire on the back porch and exterior of the Barclay House at 7th and Center St. in Oregon City. Crews saved the home with little damage to the historic site.

Projects/Events/Meetings/Training

- Completed the RLS, Rapid Lesson Sharing, for the Courtney Ave Fire in Oak Grove.
- Assisted in the interview process for the Athletic Trainer position.

South Battalion – B Shift
Battalion Chief Jonathan Scheirman

Significant Incidents

- OSFM IMT Red Team deployment to the Middle Fork Complex Fires August 10-15

Projects/Events/Meetings/Training

- Created new roster for moves and promotions
- Was deployed or on vacation for a majority of the month

South Battalion – C Shift
Battalion Chief Ted Willard

Significant Incidents

- 8/1 : Brush fire in Oregon City
- 8/6 : MVC in Oregon City

Projects/Events/Meetings/Training

- Multiple Operations meetings
- Worked on Captains Test
- Worked on Engine Company Program

Office of Emergency Services

To: Chief Nick Browne and the Board of Directors

From: Battalion Chief of Training and Volunteer Services Steve Deters

Re: Training Department Monthly Report – August 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
- Continued consulting to EFD
- Volunteer Association meeting
- Updated Volunteer Duty Shift Calendar
- Logged Volunteer trade shifts
- Continued onboarding of Volunteer Academy 21-01
- 21-01 Volunteer Recruit Academy Orientation
- Meeting with Chief McKinnon and TO Sakaguchi regarding SFD Recruit Academy

Projects/Events/Meetings/Training – TO Sakaguchi

- Check-ins with ATOs Fullerton and McMurdie
- Meetings with BC Deters
- Target Solutions review – Officer probations and AO credential
- Task book sign offs and review
- Reviewed Training budget with PS Demeter
- Coordinated with Facilities and Safety regarding the new vent prop
- Meeting with Chief McKinnon

- Final AO Probationary Evaluation
- Station visits to get signatures for rope task books
- Meeting with The Arbinger Institute
- Review of Performance Standards and Protocols
- Job descriptions meeting
- Certification research
- Assisted with PFF Final Evaluation
- Meeting with Chief McKinnon and Chief Deters regarding SFD Recruit Academy

Projects/Events/Meetings/Training – TO Lynn

- Final preparation for the 21-01 Volunteer Academy
- Rural water supply training to Gresham Fire
- Assisted with PFF evaluations
- Prepared for Volunteer Suppression Academy 21-01
- Worked on developing Volunteer Support Academy 21-01
- Training apparatus maintenance
- 21-01 Volunteer Academy Test and Credential review
- Staffed B312
- Staffed IE309

Projects/Events/Meetings/Training – ATO Fullerton

- Volunteer Academy 21-01
 - Jones & Bartlett class website set-up
 - Credential and Quiz building and review
 - Logistics needs
 - Review and build quiz banks in Target Solutions
 - Set up FLAG class with John West
 - Built out curriculum
- 20-03 Probationary Firefighters
 - Final evaluations
- Staffed a Brush Rig
- Train the Trainer and skills practice
- Size up class development for Women in Fire Conference

Projects/Events/Meetings/Training – ATO McMurdie

- Confirmed instructors for Career and Volunteer drills
- Staples
- Battalion drills
- Delivered Volunteer drills
- Target Solutions Training
- Training documentation
- Delivered Battalion drills
- Final planning and developing September Career and Volunteer drills
- Staffed B312
- Staffed IE309
- Assisted with PFF testing

Respectfully submitted,

Battalion Chief of Training and Volunteer Services Steve Deters

Office of Emergency Services

To: Chief Nick Browne and the Board of Directors
From: Battalion Chief of Training and Volunteer Services Steve Deters
Re: Volunteer Services Department Monthly Report – August 2021

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

Fire Training:

- 8/04/2021 Wildland Training Drill
- 8/11/2021 Hose Handling Drill - cancelled due to heat
- 8/14/2021 Volunteer Instructor Training – Hose & Forcible Entry
- 8/14/2021 Hose & Forcible Entry Drill
- 8/25/2021 Hose Fire Evolution

EMS Training

- 8/18/2021 Environmental & Toxicology

Support Drill

- 8/20/2021 Review of equipment checks

In August the Volunteer group participated in the following Events/Meetings:

- 8/03/2021 National Night Out
- 8/09/2021 Boring – Dull Day Community Event

Explorers: No Activities Reported

Public Relations: None

Station Coverage:

The following is a breakdown per station that has a Duty Shift for August:

Stn. 12	31/31	(6 24-hour shifts)
Stn. 13	17/31	
Stn. 21	17/31	
RH/WT	14/31	

Personnel Changes:

VFF/EMT-P - Dan Marting – Hired – Columbia River F&R

Volunteer Association:

8/02/2021 Volunteer Association Monthly Meeting

Volunteer Recruitment:

8/28/2021 Volunteer Recruitment Orientation

Respectfully submitted,

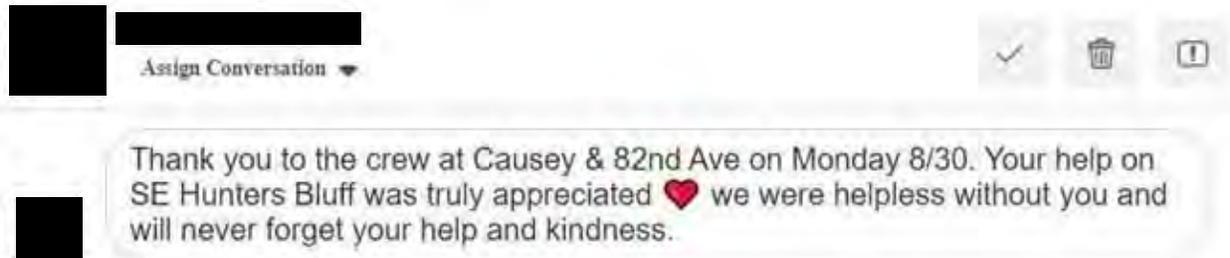
Battalion Chief of Training and Volunteer Services Steve Deters

CORRESPONDENCE

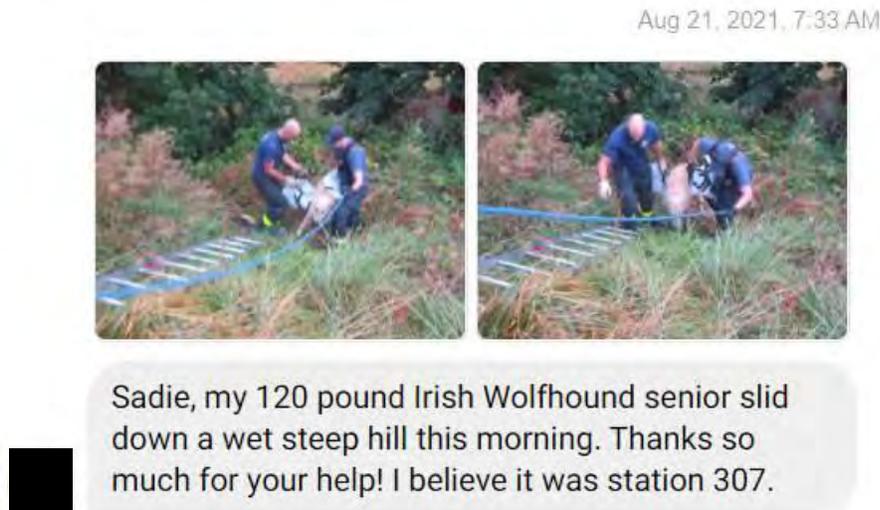
C-1 Compilation of comments from CFD's social media platforms

Social Media Comments

- 1) Thank received for the crew of Engine 301: Lt. Gayman, AO Sam Martin, FF Alvarez, and FF McCord.



- 2) Facebook direct message thank you to E307 in helping to get their dog up a hill, Aug. 21:



- 3) Update on Clackamas County Task Force at the Middle Complex fire, Aug. 13:



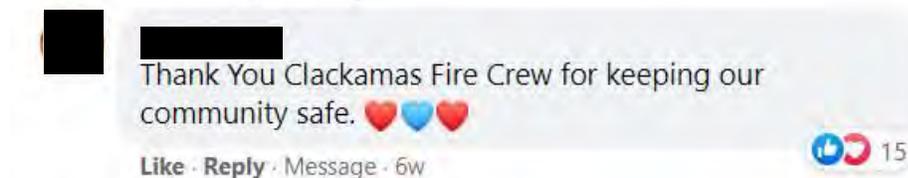
4) Gas leak on Beaver Creek Rd. and Meyers Rd. in Oregon City, Aug. 11:



5) Residential fire off SE 75th Ave. in Milwaukie, Aug. 8:



6) Brush fire near the elevator in Oregon City, Aug. 1:



*Names and photos have been removed for privacy.

INFORMATIONAL ITEMS

I-1 Flash Alert Sept. 2, 2021: “Safety Recommendations as We Approach The One Year Anniversary Of The 2020 Wildfires (Photo)” (In Board Packet)

Clackamas Review Aug. 9, 2021: “National Night Out in Happy Valley honors first responders” <https://pamplinmedia.com/cr/24-news/517983-413822-national-night-out-in-happy-valley-honors-first-responders>

FOX 12 Aug. 16, 2021: “5 rafters rescued after becoming stranded in Santiam River” https://www.kptv.com/news/5-rafters-rescued-after-becoming-stranded-in-santiam-river/article_14043782-feb5-11eb-88e8-db6814bbc211.html?block_id=994431

FOX 12 Sept. 2, 2021: “Crews contain brush fire in Clackamas County, saving buildings and livestock” https://www.kptv.com/news/crews-contain-brush-fire-in-clackamas-county-saving-buildings-and-livestock/article_38115dee-0c7a-11ec-9dad-1f2cebc15ba0.html?block_id=994645

SAFETY RECOMMENDATIONS AS WE APPROACH THE ONE YEAR ANNIVERSARY OF THE 2020 WILDFIRES (PHOTO)

News Release from **Clackamas Fire Dist. #1**

Posted on FlashAlert: September 2nd, 2021 11:33 AM

Downloadable file: [Looking back \(apparatus\)](#)

Downloadable file: [Looking back \(crew\)](#)

The approaching holiday will mark the one year anniversary of the devastating wildfires that impacted our community in 2020. This year we have experienced higher temperatures and lower humidity levels. Our current fire danger level remains “High.”

As we approach the Labor Day weekend, our focus should be on how we can enjoy the holiday safely and reduce the chances of starting a fire. Clackamas Fire District #1 would like to offer a few actions you can take to help make this a safe and enjoyable time.

-Be aware of what is happening around you. Consider signing up for Public Alerts to be notified if a significant event occurs near you that may require action on your part.

-Be familiar with evacuation routes in your area.

-Use extreme caution when enjoying recreational fires.

- Keep recreational fires to 3 ft. in diameter by 2 ft. high.

- Burn only seasoned, cut firewood. No trash or yard debris.

- Keep recreational fires a minimum of 25 ft. from any structure. If you’re using an approved fire pit, refer to the manufacturer’s instructions for how and where to place them.

- Keep a hose or source of water available just in case!

- Follow local laws and bans that may be in place, restricting the use of recreational fires.

For more information on how you can prepare, visit our website: www.clackamasfire.com and click “Ready, Set, Go” from the home page, which provides steps you can take to better prepare your family and your property in case of a wildfire.

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