

Clackamas Fire District #1



**REGULAR BOARD OF DIRECTORS' MEETING
October 18, 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 Joseph called the teleconference meeting to order at 5:01 pm. The recording will be placed on the Clackamas Fire (CFD) website.

Present: Board of Directors Thomas Joseph, Jay Cross, Chris Hawes, Jim Syring, and Marilyn Wall; Fire Chief Nick Browne; Assistant Chief Brian Stewart; Chief Financial Officer Mark Whitaker; Health and Safety Chief Heather Goodrich; Division Chief Michael Carlsen; Division Chief Dan Mulick; Division Chief Josh Santos; Division Chief Doug Whiteley; Battalion Chief Steve Deters; Battalion Chief Melanie Kinne; Battalion Chief Brandon Paxton; Fire Marshal Shawn Olson; Facilities Manager Scott Vallance; Fire Inspector Matt Amos; Program Specialist Tracey Grisham; Program Specialist Amanda Neelands; CFD Stations 1, 3, 5, 14, 17, and 19; Local 1159 Assistant Shop Steward Steve McAdoo; Volunteer Association President Kirk Hambley; Volunteer Jerry Kearney; Genoa Ingram from Court Street Consulting; Sandy Fire District #72 Division Chief Jason McKinnon; and Executive Assistant Rachel Trotman.

II. CHANGES TO AGENDA

**III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON
SEPTEMBER 20, 2021.**

There were no changes to the minutes.

The minutes were approved unanimously as written.

IV. PUBLIC COMMENTS

None.

V. BUSINESS – Action required

B-1 Request Board Approval of Revised Board Policy Manual – Assistant Chief Brian Stewart

Assistant Chief (AC) Stewart presented the second reading of the Board Policy Manual. Changes from the September Board meeting were approved. As noted in the staff report, edits were made to the preamble (page 21) and to the list of board committee liaison assignments (page 49).

Review of Board Committees and Liaisons List

Edits were made on page 49 to include the updated board committee liaison assignments.

Director Cross made a motion and Director Hawes seconded for the Board to approve the Revised Board Policy Manual. Motion passed unanimously.

B-2 Request Board Authorization for the Fire Chief to Sign Documents Related to the City of Happy Valley Acquisition of Station 6 Property – Division Chief Michael Carlsen

Division Chief (DC) Carlsen shared that the City of Happy Valley would like to place a roundabout on the Station 6 property. The city is offering \$68,000 for the sale and since it is not an eminent domain, the sale is not subject to negotiations.

Director Hawes inquired whether the city is expecting us to do the \$31,000 in improvements or will the city pay? Chief Carlsen confirmed the city is taking care of all expenses.

Vice President Wall brought various questions regarding us violating land use laws and making sure it will not impede our abilities to travel. Chief Carlsen shared that per the city, we are not violating any land use laws and the Chief believes it will not impede our emergency operations.

Discussion followed regarding whether this has come up before with Sunrise Water Authority and whether it had been approved.

Director Syring made a motion and Director Cross seconded for the Board to authorize the Fire Chief to Sign Documents Related to the City of Happy Valley Acquisition of Station 6 Property. Motion passed unanimously.

B-3 Request Board Approval to reduce the Length in Service Awards Program (LOSAP) vesting years – Battalion Chief Steve Deters

Battalion Chief (BC) Deters provided a document with the updated LOSAP from the Oregon Fire District Directors Association (OFDDA). The current vesting years is five years. Information became available to the district that the length of vesting years can be changed for LOSAP. The Volunteer Association voted to change the vesting to three years, which was approved by the association board to bring to the Board of Directors to change.

BC Deters noted that nothing else has changed regarding the program, and they would only be changing the vested years of service to three years. The average length of service is 2.7 years for our volunteers. The LOSAP program is currently used as a retention tool, reducing the vested years to three years, may increase the length of service of our volunteers.

Director Syring noted our length of service had diminished nationwide and some of our volunteers may hang on a few more months to become vested.

Vice President Wall commented that reducing the time seems to be counter intuitive to retention.

BC Deters noted with the redistribution of vesting, it is a small group of people who are seeing the maximum benefit. If vesting is reduced, it may allow more people to collect what they generated.

BC Deters explained the calculation of points and how they are earned.

Vice President Wall made a motion and Director Syring seconded for the Board to approve reducing the Length in Service Awards Program (LOSAP) vesting years to three years. Motion passed unanimously.

VI. OTHER BUSINESS – No action required

OB-1 Legislative Update – Lobbyist Genoa Ingram

Lobbyist Ingram shared there were no additional reports. She shared the next legislative days will be November 15-17.

President Joseph will connect with Genoa to schedule presentations at local rotary meetings.

OB-2 Board Committee/Liaison Reports Civil Service Commission – Director Syring and Chair Weatherly

Director Syring provided a general update. The Commission approved a lateral entry firefighter process, a captain's list, and went through a process to choose a new chief examiner.

Director Hawes will be the liaison for the next meeting.

Clackamas Emergency Services Foundation Liaison – Director Cross

Director Cross shared that the recent meeting was short, due to not having a quorum. DFM Capt. Kari Shanklin provided an excellent update on the chipper grant program. There was interest in re-opening the chipper grant in 2022, but without a quorum, it was not voted on.

Reminder that April 2, 2022 is the Foundation Dinner Auction at Gray Gables Estate.

EMS Committee – Director Cross and Director Joseph

Director Cross shared that Chief Santos gave a detailed report on what's been occurring with the ambulance service plan. There has been a large amount of work done with County Commissioners, AMR, EMS taskforce, and the newly selected contractor to analyze the ambulance service plan. Additionally, working within the guidance and vision of the county Medical Director Dr. Sahni.

Interagency Committee – Director Joseph and Director Syring

Director Syring shared the recent meeting was with the City of Gladstone on October 6.

Gladstone Fire is having extreme difficulty staffing their fire department. They are approaching the district and potentially asking for a contract for service immediately. They have been self-sufficient for decades, but that is no longer true.

Chief Browne is working with their Fire Chief and City Administrator to research and see if a contract for service is feasible.

President Joseph shared that he appreciates having Director Syring on the interagency committee, due to his knowledge of local history of fire departments and intergovernmental agreements.

Chief Browne shared that a work session would be scheduled soon, and this process was being fully driven by the City of Gladstone.

AC Stewart shared that we are looking at having a contract in the next few weeks with an implementation date of January 1, 2022. We will be meeting with all departments and division heads to see what the next steps would be. It was noted that we'd be looking at a mid-November timeframe to move this forward.

Vice President Wall inquired to the urgency on their part and financial impacts. AC Stewart shared their recent staff challenges, which included an injury and a resignation.

Chief Financial Officer (CFO) Whitaker is working through the numbers and cost estimates to staff their station full time.

OB-3 Board Informational Updates/Comments EMS Response Update – Division Chief Santos

DC Santos shared that CFD has been committed to accessing patients outside of the 911 system since 2016 with the implementation of the Community Paramedic program. Community Paramedic (CP) Cook has been working on combating low acuity calls. The Medical Services team is focusing on three global initiatives currently:

1. Project Hope – Forming strategic partnerships to help access vulnerable populations. Had recent stakeholder meeting that was initiated by County Public Health to see how we can combat mental health issues. CP Cook presented a pilot program with grant money that would run in health equity zone (our fire planning zones). We would partner with a mental health specialist, take referrals, and provide equal access to care to help sustainability. Will be additional meeting to gauge interest.
2. Ambulance Service Plan update – Our current plan sends an engine and an ambulance to all calls and take to the ER department. Currently, working on changing the ambulance service agreement (ASA) plan to help modernize EMS in Clackamas County. The EMS taskforce has hired a consultant service to help review the ASA plan and formulate an updated plan.

3. Developing Ambulance Service Agreement – The goal is to stop sending an engine to all calls. We are working on this. President Joseph complimented Director Cross for being a champion for the Community Paramedic program to address low acuity calls.

Follow-up from Board Work Session – President Joseph

President Joseph noted that a few Directors expressed a desire to share a follow-up on the work session.

Director Syring shared that he spoke with Chief Browne over the weekend to address some of his questions. Director Syring shared he supports rural staffing, and part of this levy includes staffing stations 12 and 13. For Director Syring it came down to two items:

1. The Fire Chief and staff believe it is the best thing for the district, he trusts their judgement.
2. If any other Directors support this, he supports sending it to the voters.

Director Hawes spoke with the Fire Chief after the meeting as well and reiterated his concerns regarding the optics of the levy and political realities.

Director Cross commented on the retention of staff after five years and letting people go. We need to plan for sustainability after five years that does not include going out for another levy.

Vice President Wall shared her concerns regarding upstaffing Stations 12 and 13. She has concerns about the low acuity calls, as the levy is all fire.

Chief Browne shared clarification regarding heavy equipment and the seasonal partnerships associated with those.

Director Syring asked about where the volunteers would go if Stations 12 and 13 go to full-time. BC Deters stated they would most likely relocate them to Station 21.

VII. INFORMATIONAL ONLY

A. Division/Department Reports

R-1a Office of the Fire Chief

Chief Browne reported the district is in 100% compliance with Governor Brown's vaccine order. He expressed his appreciation for everyone and their efforts.

R-1a.1 Governmental Affairs Report – Battalion Chief Brandon Paxton

BC Paxton shared the focus from the previous month was working with the City of Happy Valley to ban fireworks next year. BC Paxton, also, shared congratulations to Fire Inspector Izak Hamilton for becoming the next Public Information Officer (PIO).

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

AC Stewart shared that Parts and Small Engines Technician Paul Eggleston accepted a promotion to a fleet technician. The recruitment for his former position was posted and the district received 23 applicants.

It was noted that the Sandy Fire and CFD feasibility study with AP Triton Consulting is still on track.

AC Stewart shared that Fire Inspector Matt Amos will now be in a temporary duty (TDY) position to work on risk assessment, strategic planning management, aiding with the Gladstone project, and others.

Vice President Wall inquired whether we were providing administrative services to Gladstone Fire. AC Stewart confirmed we are providing the FMO Administrative Technician up to half time to Gladstone Fire. They are providing funding for that position.

R-1b.3 Human Capital – Division Chief Joshua Gehrke

DC Gehrke was absent, due to volunteering at the West Coast Post-Trauma Retreat. AC Stewart shared in his absence that the lateral entry firefighter exam will be released shortly. AC Stewart, also, shared that Fire Inspector Rich Stenhouse is in a new TDY position in Human Capital to focus on personnel development and diversity, equity, and inclusion.

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

CFO Whitaker shared that the district finalized the Tax Anticipation Note (TAN) with the bank. We have the TAN in place, if needed. We should still end this month in a positive cash flow. CFO Whitaker shared we are trending downward compared to where we were last year.

Vice President Wall asked why overtime charges are so high considering we are still trending down. CFO Whitaker shared that he believes that is because we don't start the budget to account for conflagration costs. Chief Browne also shared that we had some retirements that we didn't know about and therefore did not budget for.

R-1d Office of Emergency Services

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

AC Stewart provided additional updates on the Ambulance Service Agreement. He provided a timeline regarding the current contract regarding the direction given from the Board of County Commissioners, contract development, and the hurdles we encountered with COVID-19, ice storms, extreme heat, etc.

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

DC Mulick shared that the focus currently in operations is to refine response reliability. We need

to balance out where we are and fine tuning our response. DC Mulick shared the following updates:

- New Squad out of Station 19. It is a new apparatus typing in our county
- DC Mulick has worked with DC Carlsen and CCOM to make sure we get the most appropriate resource in the right area. We have seen an increase in water tender response reliability.
- The HazMat team is working with the City of Gresham and the Oregon Office of State Fire Marshal (OSFM) on working on a subcontract to assist State Team 3.
- Provided an update on Crew 30 and their 59 taskforces they responded to in Oregon. We have had BC Ellison, BC Lowther, Capt. McCullough, Capt. Taylor, and Capt. Wiken, who were out leading those resources. BC Scheirman, BC B. Olson, and Capt. Corless were out on the state task force leadership. OSFM is looking at ways to help build a program statewide based off our model.
- Recent incident where BC Scheirman helped Molalla Fire with incident command regarding an active shooter incident.

R-1e Professional Firefighters of Clackamas County Local 1159 – Assistant Shop Steward Steve McAdoo

Assistant Shop Steward McAdoo shared that the members voted to ratify the contract.

Steve stated that Kevin Schurter is one of the new assistant shop stewards on A shift. Other updates included Secretary Nate Hon will be the administrator for the new apprentice program for the state.

Steve shared that the Local 1159 is looking for an office assistant to help handle the workload.

Local 1159 principal officers interviewed two Board of County Commissioner candidates and will interview another one next week.

Congratulations to Derrick Olson on the birth of a new baby.

R-1f Volunteer Services – Battalion Chief Steve Deters

BC Deters shared that recent drills focused on water supply and water use on house fires. EMS drills were environmental emergencies and toxicology.

BC Deters reported their station coverage:

- Stn.12 27/30
- Stn.13 14/30
- Stn. 21 15/30
- Rehab/Water Tender Group 18/30

Personnel updates were provided. BC Deters shared that Volunteer Services Administrative Technician (AT) Gitts-Hauck is retiring and was part of the volunteer program for over 11 years.

R-1g Volunteer Association Report – President Kirk Hambley

President Hambley provided his appreciation for Volunteer Services AT Gitts-Hauck and all that she did. The Volunteer Association presented her with a polished axe at her retirement.

President Hambley also shared congratulations for Volunteer Sterling White and his family on the birth of their third son.

President Hambley also thanked the Board for the approval of the reduce LOSAP vesting and his appreciation for BC Deters work with the volunteer program.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, November 15, 2021, at 5:00 pm by remote video conferencing.

VIII. REGULAR BOARD MEETING RECESSES

The regular Board of Directors' meeting recessed at 6:46 pm.

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

X. REGULAR BOARD MEETING RECONVENED

The regular Board of Directors' meeting reconvened at 7:44 pm.

President Joseph noted the Board met in Executive Session to discuss labor contract negotiations. No decisions were made in Executive Session.

Fire Chief Browne proposed to add an additional business item to the agenda and President Joseph agreed.

B-4 Board Approval of Labor Agreement, Subject to Board Executive Session Discussion

Director Syring made a motion and Director Hawes seconded for the Board to ratify the Professional Firefighters of Clackamas County Local 1159 firefighter contract. Motion carried with aye votes by Directors Hawes, Joseph, Syring, and Wall, and abstained by Director Cross.

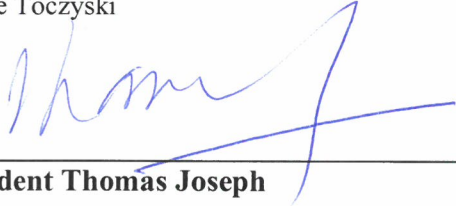
XI. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 7:45 pm.

UPCOMING EVENTS:

November 15 – Regular Board Meeting – 5:00 pm by remote video conferencing.

Minutes recorded by Executive Assistant Rachel Trotman and prepared by Administrative Technician Deidre Toczyski



President Thomas Joseph

James E Syring

Secretary James Syring

Signature: 
James E Syring (Nov 30, 2021 15:59 PST)

Email: james.syring@clackamasfire.com

10-18-2021 Board Meeting Minutes_Signatures

Final Audit Report

2021-11-30

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