

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING MINUTES November 15, 2021

### ATTENDANCE

Board of Directors: Jay Cross, Chris Hawes, Thomas Joseph, Jim Syring, and Marilyn Wall

Others present: Matt Amos, Thomas Bicket, Michael Carlsen, Steve Deters, Brian Goodrich, Heather Goodrich, Tracey Grisham, Kirk Hambley, Jerry Kearney, Mel Kinne, Tyson Lowther, Dan Mulick, Brent Olson, David Palmer, Paxton, Josh Santos, Jonathan Scheirman, Brian Stewart, Scott Vallance, Mark Whitaker, Doug Whiteley, and Stations 1, 5 – Clackamas Fire; Nate Hon – Local 1159; Ritu Sahni – Medical Director; Jason McKinnon and Phil Schneider – Sandy Fire

### **I. CALL TO ORDER – Pursuant to ORS 192.610 to 192.690, and pursuant to ORS 192.650, the meeting has been recorded.**

President Joseph called the virtual meeting to order at 5:00 pm. The recording will be made available on Clackamas Fire's website: <https://clackamasfire.com/board-meetings/>.

### **II. REGULAR BOARD MEETING RECESSES**

The regular Board meeting recessed at 5:01 pm.

### **III. WORK SESSION REGARDING PURPOSE, MISSION, AND VALUES**

The Work Session came to order at 5:02 pm.

### **PUBLIC COMMENT**

None.

Assistant Chief (AC) Deters noted the process in developing the district's new Purpose, Mission, and Values statement, which involved collaborative efforts from various workgroups, such as line personnel, upper management, administrative staff, Local 1159 shop stewards, etc.

The Fire Chief met with the various workgroups and asked three questions:

1. How can we serve you better?
2. What inhibits you from meeting the mission?
3. How can we help you achieve your goals?

The Fire Chief and command and general staff met in May 2021 for a two-day retreat to share the feedback from the various workgroups.

The next step will be to present this internally through the district's bi-monthly organizational briefings, which will take place on Nov. 30, Dec. 1, and Dec. 2.

The district's slogan, "Here for you" means we're here for anybody, to include our staff, volunteers, citizens, etc., when we're needed.

The Purpose, Mission, and Values document will be effective January 1, 2022 and be made available on the district's website.

Director Wall expressed concern that she hadn't seen this document. Director Cross checked his emails and confirmed Fire Chief Browne emailed the document to all Board members on Sept. 22, 2021.

#### **IV. WORK SESSION ADJOURNMENT**

The Work Session adjourned at 5:16 pm.

#### **V. REGULAR BOARD MEETING RECONVENED**

The regular Board meeting reconvened at 5:16 pm.

#### **VI. CHANGES TO AGENDA**

AC Stewart noted item B-1 was changed to reflect Board approval of Mark Whitaker as the Budget Officer for fiscal years 2021-2022 and 2022-2023.

#### **VII. APPROVAL OF MINUTES OF THE WORK SESSION ON OCTOBER 12, 2021 AND THE REGULAR BOARD MEETING ON OCTOBER 18, 2021.**

President Joseph noted a correction had been made to the October 18, 2021 regular Board meeting minutes. The corrected minutes was emailed to the Board prior to this meeting and is reflected in the board packet (packet pgs. 3-10).

There were no changes to the minutes of the Work Session and no additional changes to the minutes of the regular Board meeting.

**The Work Session and regular Board minutes were approved unanimously as written.**

#### **VIII. PUBLIC COMMENT**

None.

#### **IX. PRESENTATION – ANNUAL MEDICAL DIRECTOR'S REPORT**

The district's Medical Director, Dr. Ritu Sahni provided the following updates:

Clackamas County Update

- Strategic plan
- EMS Consultant
- Performance-based transport contract

County Associate Medical Directors

- Dr. John Turner – Emergency Physician at Legacy
- Dr. Thomas Koefed – Emergency Physician at Kaiser

Clinical Integration

- Equipment standardization
- Quality improvement
- Multi-agency training

- FirstWatch/Firstpass

## **X. PRESENTATION – OPERATION SANTA CLAUS**

DC Whiteley noted the district will be hosting five drop-off events to collect donations to redistribute to the Clackamas Service Center. Due to the pandemic, fire stations have remained closed to the public, in which case we're unable to accept donations at our fire stations or host neighborhood parades.

## **XI. BUSINESS – Action required**

### **B-1 Request Board Approval of Mark Whitaker as Budget Officer for Fiscal Years 2021-2022 and 2022-2023**

AC Stewart noted the district hadn't approved Chief Financial Officer (CFO) Whitaker, who began employment with the district in June 2021, as the Budget Officer for the current fiscal year. This business item is to approve CFO Whitaker as the Budget Officer for the current fiscal year and fiscal year 2022-2023.

**Director Hawes made a motion and Director Cross seconded for the Board to approve Mark Whitaker as Budget Officer for Fiscal Years 2021-2022 and 2022-2023. Motion passed unanimously.**

### **B-2 Request Board Approval of Contract Extension with Public Consulting Group (PCG) for Ground Emergency Medical Transport (GEMT) Consulting Services**

CFO Whitaker noted this was to request a one-year extension of the contract with PCG to prepare our annual cost report that goes to the Oregon Health Authority for GEMT reimbursement.

Director Wall noted to make an amendment on page five of the contract, as the former fire chief is reflected instead of Fire Chief Browne.

**Director Cross made a motion and Director Syring seconded for the Board to approve the Contract Extension with PCG for GEMT Consulting Services. Motion passed unanimously.**

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

### **OB-1 Legislative Update**

No legislative update, due to Lobbyist Genoa Ingram not in attendance.

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

Director Syring noted there no Civil Service Commission meetings held since the last Board meeting. Director Hawes will provide future Civil Service Commission liaison reports.

Director Syring asked whether the district was still internationally accredited. AC Stewart confirmed the district is no longer internationally accredited.

Fire Chief Browne was absent from this meeting and the Board requested an accreditation update at the next Board meeting.

**OB-3 Board Informational Updates/Comments**

Director Cross shared on his attendance at the Oregon Fire District Directors Association (OFDDA) Conference.

**XIII. INFORMATIONAL ONLY**

**A. Division/Department Reports**

**R-1a Office of the Fire Chief**

AC Stewart referenced the highlights from the report (packet pg. 34), such as the return of the district's public educators within area schools to instruct CPR and fire safety and the new water boat that was recently used at a rescue incident.

The district's current staffing levels are reflected in the report to ensure the district is appropriately staffed according to the budget. The district's budget reflects 227 people responding on an apparatus and we're currently at 220, which means we're down a total of seven response positions. On the administrative side, the district is down a couple of positions as well.

**R-1a.1 Health and Safety – Chief of Health and Safety Heather Goodrich**

Chief of Health and Safety Goodrich noted the district brought in the Oregon Occupational Safety and Health Administration (OSHA) to conduct inspections and provide feedback. OSHA provided the following feedback: update safety policies to ensure all workgroups are represented, identified a few areas to work on from an inspection at the Fleet and Logistics Center, and the need for a safety policy for hired vendors and contractors.

The district will be working on the feedback provided by OSHA.

**R-1b Office of Strategic and Business Services**

AC Stewart deferred to Division Chief (DC) Whiteley to provide a report on Community Services.

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

DC Whiteley highlighted the district's public educators, Tammy Owen and Kari Shanklin, for their CPR and fire safety instruction at area schools.

His department will be focusing its efforts on the Operation Santa program, as this year marks 47-years.

**R-1c Office of Financial Services**

CFO Whitaker noted the district made it through the first tax disbursements for November without having to borrow from the tax anticipation notes (TAN). The district received its first property tax disbursements from the county, which resulted in meeting payroll for November, not incur any interest rates, and will not have to borrow from the TANs.

The district's annual audit is underway to review year-end and the auditing process for last fiscal year.

**R-1d Office of Emergency Services**

**R-1d.1 Medical Services**

DC Santos thanked Dr. Sahni for providing the medical director's report.

**R-1d.2 Operations**

DC Mulick noted Battalion Chief (BC) Kyle Olson, who was a shift BC for north battalion, is the new training chief. BC Kinne will remain on the line for north battalion.

**R-1e Professional Firefighters of Clackamas County Local 1159**

Secretary Nate Hon noted the Local 1159 utilized their flower fund, i.e., benevolent fund to congratulate the following office staff: Jess Ode, Rachel Trotman, and Ellen Schachtel on the birth of their babies.

Local 1159 donated to a GoFundMe account for a local police officer, who has a family member with a serious health condition.

**R-1f Volunteer Services**

AC Deters thanked the training staff for taking on additional responsibilities, due in part to a retirement and his transition to the Office of Business Services.

**R-1g Volunteer Association Report**

President Kirk Hambley reported that Fire Chief Browne, AC Deters, and Director Syring provided updates at their quarterly meeting last month. Tomorrow, Nov. 16, is a mandatory meeting to provide information on this year's Operation Santa.

**B. Correspondence**

Noted.

**C. Informational Items**

Noted.

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, December 20, 2021 at 5:00 pm by remote video conferencing.

**XIV. ADJOURNMENT**


The regular Board of Directors' meeting adjourned at 6:39 pm.

Minutes recorded and prepared by Program Specialist Tracey Grisham

  
[ThomasJoseph \(Jan 1, 2022 06:52 PST\)](#)

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**President Thomas Joseph**

  
[James E Syring \(Jan 1, 2022 16:11 PST\)](#)

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**Secretary James Syring**









# E-signatures needed: board mtg. minutes

Final Audit Report

2022-01-02

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By:	Tracey Grisham (tracey.grisham@clackamasfire.com)
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