

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING MINUTES March 21, 2022

### ATTENDANCE

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

Others present: Michael Carlsen, Steve Deters, Tracey Grisham, Izak Hamilton, Oscar Hicks, Chuck Karlik, Jerry Kearney, Tyson Lowther, Dan Mulick, Shawn Olson, Brandon Paxton, Ariel Roberts, Josh Santos, Brian Stewart, Mike Verkest, Mark Whitaker – Clackamas Fire; Andrew Gordian – Local 1159; Jason McKinnon and Phil Schneider – Sandy Fire; Genoa Ingram – Court Street Consulting; Citizen Life Saving Award Recipient John Cerda

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

#### **I. CALL TO ORDER PER ORS 192.610 TO 192.690 ORS 192.650 – The meeting is being recorded.**

President Joseph called the meeting to order at 5:00 pm.

#### **II. CHANGES TO THE AGENDA**

Assistant Chief (AC) Deters reported that there were no changes to the agenda.

#### **III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON FEBRUARY 28, 2022.**

Approved as written.

#### **IV. PUBLIC COMMENT**

None.

#### **V. PRESENTATION – CITIZEN LIFE SAVING AWARD – Battalion Chief Brandon Paxton**

Battalion Chief (BC) Paxton read excerpts from the press release that described the situation. Recipient John Cerda attended this meeting. He is a part-time firefighter with the City of Gladstone and recognized the critical nature of the incident and sprung into action. BC Paxton expressed his appreciation to Mr. Cerda and explained that the Citizen Life Saving Award will be sent to him.

#### **VI. PRESENTATION – RESOLUTION 22-01 – Fire Marshal Shawn Olson**

# Clackamas Fire District #1



Fire Marshal (FM) Olson explained that he is proposing a flat rate fee schedule within the Fire Marshal's Office (FMO).

He explained that they have a partnership with building officials and inspectors who are responsible for building finals, fire sprinkler systems, fire alarm systems, tenant improvements, and certificates of occupancy. The FMO is responsible for fire apparatus access and water supply. CFD currently charges no fees for these services. CFD has also not established an operational/construction permit, which is allowable by Oregon fire code.

FM Olson proposed an amendment to Ordinance 18-01, which would allow stricter enforcement practices to ensure the inspectors' time is not wasted trying to gain code compliance. He proposed a tiered step approach so that the businesses fees would increase each time they were not in compliance after a re-inspection. On the construction permit side, he proposed a fee for the commercial and residential plan review. They would also establish a new procedure for combustibles/flamable tanks extraction, processing underground fire line review and inspections, as well as the items they assist the building inspectors with. He would also like to establish a procedure for fees for operational permits for fireworks, festivals/events, haunted houses, and explosives/blasting.

These rates would affect the developer or landowner. They would be upfront, flat-rate fees that would be paid prior to FMO review. The goal of these fees is to generate a little bit of revenue for the materials and services fund. The fees won't cover the full cost of staffing, but it could help greatly with this fund.

They have a plan review submittal process that was enacted in August 2021. That process has been refined and, if approved, they are ready to start charging fees. In the past six months, if they had been charging the proposed fees, it could have brought in about \$45,000.

FM Olson shared that he has been in communication with local building officials regarding the plan. They did not foresee any issues. Tualatin Valley Fire & Rescue (TVF&R) has been collecting fees for services (permits) for some time. They do not currently charge fees for apparatus access and water supply review. FM Olson plans to be in step with the fire marshal at TVF&R who plans to propose these fee changes also.

## **VII. BUSINESS – Action required**

### **VIII. OTHER BUSINESS**

**OB-1 FIRST READING OF RESOLUTION 22-01 – RESOLUTION AMENDING ORDINANCE 18-01 ADDING FIRE MARSHAL'S OFFICE PLAN REVIEW FEES AND ESTABLISHING FLAT RATE FEES FOR CONSTRUCTION AND OPERATIONAL PERMITS – Fire Marshal Olson**

# Clackamas Fire District #1



Director Hawes said the resolution refers to ORS 478.310 regarding unprotected areas. Are these fees for unprotected areas outside of the fire district? Why is ORS 478.310 mentioned? FM Olson thought this section was just granting CFD the ability to establish fees. These fees would apply to the entire fire district.

Director Wall asked what process they have followed to seek public input on imposing these new fees. What kind of outreach has he done? FM Olson said these mostly apply to the local land developer, architect, or engineer for building projects. When he has spoken to them in the past, they usually express surprise that CFD doesn't already charge fees for these services. He hasn't done anything formal to collect information, but he has had conversations with those that would be impacted on several occasions and does not think they will be surprised by the fees. He has not done any outreach asking the general public's opinion.

Director Wall felt that it wouldn't only be developers paying these fees and that it would affect others such as nonprofits. She was concerned that even though it's a small amount, it could be a financial burden. She felt that it was the responsibility of the FMO to get the word out so the Board knows if there will be citizen complaints. She felt the information on the website should be more specific and state what is being proposed. FM Olson agreed that there needs to be more education on this, and he will work on that.

Director Wall asked if the other counties and cities currently collect fees for what CFD does. Will people be paying twice? FM Olson said that cities and counties are the permit authority. People needing this service will need to go to the county or city to get their permits and pay that fee. The one-time permit fee also includes the inspection fees. CFD has been assisting the building departments for many years as a partnership. This proposal is to cover costs associated with the apparatus access and water supply in a one-time fee that covers all the tasks that CFD does.

Director Wall asked if additional staffing is needed to process this. FM Olson said no, it will all be through their current digital form.

Director Wall asked if this means the developer will need to pay a fee and then the homeowner needs to pay an additional fee. FM Olson said if a builder is building a single-family dwelling in a rural community, this is on a single tax lot, and these are the properties that the FMO would review for access and water. If it's a multi-family or subdivision, this is rolled into commercial property development. He then explained the process between the building inspectors and CFD. Director Wall commented that she doesn't want to add to the problem of the high cost of housing.

Director Cross said that from his experience that fees are not always simple, and it could cost even more than the fees in administrative costs. He asked where these fee payments will go and how will it be used in the District. FM Olson said that the goal is that the fees will get put back into the general fund for materials and services.

# Clackamas Fire District #1



Director Cross asked about Appendix A. Why is there a big jump in fees between the third and fourth visits? FM Olson said it's because of time. The intent is to gain code compliance and that life safety is achieved. If a business is not complying, this will incentivize them to comply.

Director Cross asked what happens if they find more issues on the re-inspection. FM Olson said that they can only speak to what they found on the initial inspection.

Director Syring is also concerned about the perception of this proposal. He didn't think the festivals and events fee made sense. CFD participates in events like that. FM Olson said the biggest goal for that fee is that they are seeking compliance with the Oregon Fire Code (OFC). The OFC has a very specific section for events and festivals and it's difficult to enforce when the FMO is there during normal business hours. Other fire districts have these fees as well.

## **OB-2 Legislative Update – Genoa Ingram**

She reported that things haven't changed since her last emailed update. She said that Senate Bill 1582 would have allowed the Board of Directors of rural fire protection districts to annex properties within seven miles of the station. This did not pass but it was refiled and will be back next session.

She said that House Bill 4097 would have offered a limited time \$1000 tax credit for volunteer firefighters. This also didn't pass but will be back next session.

The last two days of the session, Representative Evans set up two taskforces: one on disaster recovery and one on firefighter capacity. Genoa will serve on both.

The legislature adjourned on Friday. There are a number of open seats.

## **OB-3 Board Committee/Liaison Reports Interagency Committee – Director Syring**

Director Syring reported that on March 8, he and Chief Browne virtually attended the Gladstone City Council meeting. One of the items brought forth was whether or not to further discuss a possible full contract for service with CFD. Gladstone's fire chief and city administrator gave a presentation regarding the fire department's current situation. Director Syring and Chief Browne were there to answer questions. The end vote was 5-1-1 (5 yes, 1 no, 1 abstained) to direct Gladstone's fire chief to work with Chief Browne and staff to put together a full contract for service. This contract would then be brought to the interagency committee and after that to the Gladstone City Council at their April meeting. They could possibly vote on it in April and then it would come to CFD's Board to consider.

## **ADDED Clackamas Emergency Services Foundation Liaison – Director Cross**

Director Cross shared that the dinner auction was postponed to November 12. The Foundation is looking to sell some tables and is looking for donations.

# Clackamas Fire District #1



He also reported that Rachel Trotman is now the virtual assistant for the Foundation.

Director Hawes asked if all the times are still the same for the dinner auction. Director Cross confirmed that it was only the date that changed; times are still the same.

## **OB-4 Board Informational Updates/Comments**

Director Cross asked if they had decided on a date for the group and individual photos. President Joseph suggested maybe they could take the photos before the next Board meeting. They will discuss further later.

## **VII. INFORMATIONAL ONLY**

### **A. Division/Department Reports**

#### **R-1a Office of the Fire Chief – Assistant Chief Steve Deters**

AC Deters shared that Crew 30 and Fuels 31 have begun training. There are eight returning members from last year. Work continues on the ambulance service plan with revisions to be completed by July. The apprentice program grant funding has been received by the District. Training and HR have kicked off their work on that program.

#### **R-1b Office of Strategic Services – Assistant Chief Brian Stewart**

AC Stewart shared some personnel updates in Fleet. He reported that they are also working on completing the Fuller Road house renovations so it can accommodate personnel working there. Shelby Hopkins has been conducting an analysis of administrative duties. He reported that they will be bringing an IGA to Gladstone in April. He will be bringing updates to the Interagency Committee in the coming week.

#### **R-1b.1 Support Services – Division Chief Carlsen**

Division Chief (DC) Carlsen shared that in 2021 they created the Communications Department which falls under Support Services. They are responsible for managing and maintaining the District's Public Safety Radio System which includes over 300 base, mobile, and portable 800 and VHR radios. He congratulated Fire Ops Communications Tech Chuck Karlik on being selected as an Oregon State Fire Marshal (OSFM) IMT Comms Tech Unit participant.

Director Hawes asked how the C800 system was operating. Is it going well? DC Carlsen answered that it's going well. There are a few hiccups but WCCCA and C800 technicians are on the spot fixing any issues.

#### **R-1c Office of Business Services – Assistant Chief Steve Deters**

AC Deters said that they are still working with Sandy Fire on the feasibility study. They had not received the technical review back yet. Human Capital has been busy with entry level testing.

# Clackamas Fire District #1



## **R-1c.1 Fire Marshal's Office – Fire Marshal Shawn Olson**

FM Olson highlighted that Inspector Rich Stenhouse testified in an arson case on the Blue Heron Fire. He assisted the District Attorney's Office and the prosecutor. Inspector Ryan Kragero also assisted with this investigation. The FMO has been establishing a new open burning permit and application process. The new backyard burn permit will be voluntary and education focused with no fees.

## **R-1d Office of Financial Services – Chief Financial Officer Mark Whitaker**

Chief Financial Officer (CFO) Whitaker highlighted that the monthly financial report provides an overview of the spending so far that year, broken down in the object categories. He plans to bring a final supplemental budget forward in May or June.

They have tentatively scheduled the first Budget Committee meeting on May 10. He plans to have the proposed budget binders to the Board by May 3. The Budget Committee has one opening. The member whose term expired is interested in participating again but that position is also open to the public to apply. The Board will need to appoint someone to that position at the next Board meeting.

Director Hawes asked if there was a balloon payment coming up on debt service. CFO Whitaker said that all the principal debt service payments are later in the year. Small interest payments are made in the fall.

Director Cross asked if the Budget Committee meeting will be at 5:00pm. Will it be virtual or in-person?

President Joseph brought up that even the next April Board meeting could be in person. He asked for input. Director Hawes said another one of his meetings is going to be in person. President Joseph said that they will plan on the April Board meeting being in person.

## **R-1e Office of Emergency Services – Division Chiefs Josh Santos and Dan Mulick**

### **R-1e.1 Medical Services – Division Chief Josh Santos**

DC Santos said they are writing a permanent job description for Community Paramedic in preparation for Amy Jo Cook's retirement at the end of the year. They hope to bring the job description to Civil Service in April and fill the position by October. It will be partially funded by the Clackamas County Blueprint Grant. They are updating the Single Role Paramedic job description.

# Clackamas Fire District #1



There was a multi-agency training (MAT) where they trained on delayed sequence intubation, medical administration, SALAD (Suction Assisted Laryngoscopy Airway Decontamination) airway technique and had a medical director's round table.

## **R-1e.2 Operations – Division Chief Dan Mulick**

DC Mulick shared that Crew 30 started their training the previous Monday. They are excited to have a high caliber crew boss with experience in wildland.

He shared that CFD is working with WCCCA and C800 regarding the radio issues and is receiving weekly updates. He thanked Comms Tech Karlik for all his work. Every police and fire agency in Clackamas and Washington Counties are submitting all radio issues through a JotForm that CFD created. He's seen tremendous improvements already.

He shared information on a call from March 8 on residential fire in Boring. He was very proud of all the crews that worked on this.

Director Syring asked about the Net Mutual Aid report. He noticed Gladstone and Canby ratios continue to be off. He commented that at the Gladstone City Council meeting, they reported on what CFD could be charging for mutual aid. Can he and Chief Browne look into addressing this and possibly start charging? DC Mulick said that a majority of the calls with Canby are getting cancelled. Their run cards are set up to dispatch CFD. DC Mulick and Chief Browne have been working with TVF&R and Canby Fire on this and there has been improvement. He explained that Canby Fire doesn't come to CFD's aids as often because of the delay set up with all of the mutual aid partners. He recognizes the imbalance and is working on it.

## **R-1f Professional Firefighters of Clackamas County Local 1159 – Shop Steward Andrew Gordian**

Shop Steward Gordian shared that some members went to Washington D.C. to politic for early Medicare buy-in, cancer presumption, and other topics. They also had conversations with representatives regarding carve-outs for future relief funds such as funds for special districts through the CARES Act.

He also shared that the Local is working at the state level on an \$8 million federal grant for current and future apprenticeship programs. The D Shift Committee met and selected the schedule and worked on staffing configurations. They held the annual 1159 Banquet with 160 members and spouses in attendance. The 2022 Fitness Challenge is underway.

# Clackamas Fire District #1



## **R-1g Volunteer Association Report – Interim President Jerry Kearney**

Jerry shared that the drills were ICS, Wildland fires, forceable entry, and EMS acute coronary syndrome distress. He shared the volunteer station coverage.

## **B. Correspondence**

Noted.

## **C. Informational Items**

Noted.

## **D. Next Meeting**

The next Board of Directors' meeting will be on Monday, April 18, 2022, at 5:00 pm.

## **X. REGULAR BOARD MEETING RECESSED**

The regular Board Meeting recessed at 6:17 pm.

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

## **XII. REGULAR BOARD MEETING RECONVENED**

The regular Board Meeting reconvened at 6:57 pm.

The Board discussed in person versus hybrid meetings.

## **XIII. ADJOURNMENT**

The regular Board of Directors' meeting adjourned at 7:03 pm.

Minutes recorded by Executive Assistant Ariel Roberts and prepared by Administrative Technician Jessamyn Ode

*thomasjoseph*

thomasjoseph (Apr 20, 2022 10:15 PDT)

**President Thomas Joseph**

*James E Syring*

James E Syring (Apr 21, 2022 09:49 EDT)

**Secretary James Syring**











# 3-21-2022 Regular Board Meeting Minutes FINAL

Final Audit Report

2022-04-21

Created:	2022-04-19
By:	Ariel Roberts (ariel.roberts@clackamasfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3jocDSfEFrdKKkJymzYM_7tZ0pZ8zfz8

## "3-21-2022 Regular Board Meeting Minutes FINAL" History

-  Document created by Ariel Roberts (ariel.roberts@clackamasfire.com)  
2022-04-19 - 8:09:25 PM GMT
-  Document emailed to thomasjoseph (thomasjosephinc@gmail.com) for signature  
2022-04-19 - 8:09:45 PM GMT
-  Email viewed by thomasjoseph (thomasjosephinc@gmail.com)  
2022-04-20 - 5:14:32 PM GMT
-  Document e-signed by thomasjoseph (thomasjosephinc@gmail.com)  
Signature Date: 2022-04-20 - 5:15:08 PM GMT - Time Source: server
-  Document emailed to James E Syring (james.syring@clackamasfire.com) for signature  
2022-04-20 - 5:15:09 PM GMT
-  Email viewed by James E Syring (james.syring@clackamasfire.com)  
2022-04-20 - 6:15:51 PM GMT
-  Document e-signed by James E Syring (james.syring@clackamasfire.com)  
Signature Date: 2022-04-21 - 1:49:49 PM GMT - Time Source: server
-  Agreement completed.  
2022-04-21 - 1:49:49 PM GMT