

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING MINUTES April 18, 2022

ATTENDANCE

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

Others present: Nick Browne, Michael Carlsen, Steve Deters, Heather Goodrich, Izak Hamilton, Oscar Hicks, Shelby Hopkins, Jerry Kearney, Dan Mulick, Trish Noble, Shawn Olson, Ariel Roberts, Brian Stewart, Scott Vallance, Mark Whitaker, Doug Whiteley, and Stations 6, 14, 16, – Clackamas Fire; Chris James and Andrew Gordian – Local 1159; Jason McKinnon and Phil Schneider – Sandy Fire; Rick Huffman and Jacque Betz – City of Gladstone; Genoa Ingram – Court Street Consulting; and 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

No changes.

III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON MARCH 21, 2022.

Approved as written.

IV. PUBLIC COMMENT

None.

V. PRESENTATION – CITIZEN LIFE SAVING AWARD – Fire Chief Nick Browne
Chief Browne wanted to recognize John Cerda again and give some time to John to speak. John said that it was an honor to receive the award. On behalf of himself, Jeremy's family, and Costco, he thanked Clackamas Fire Station 1 and AMR. He also thanked his coworkers who helped during the incident. Chief Browne shared that John was a CFD volunteer about 20 years ago. He appreciated him and his quick action.

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VI. PRESENTATION – RESOLUTION 22-01 Q&A – Fire Marshal Shawn Olson

Assistant Chief Deters explained that CFD doesn't currently have something in place to charge for these services, while other agencies already have this set up. The goal is to work with the agencies on what they are already charging.

Fire Marshal (FM) Olson wanted to answer the Board's questions from last month. He confirmed that CFD will be able to collect fees in unincorporated areas. Since last meeting, he has also written a Q&A document that was provided to CFD's Public Information Office for the website, as well as posted on social media. They also plan to distribute hard copies at meetings and with applications.

Director Wall thought this resolution was twofold; part was pertaining to those who are not complying with the fire code and the other part enacts new fees (fireworks, events, etc.). She was concerned with the fees for events.

FM Olson explained that the main goal of these fees was to try to offset some of the costs and bring in some revenue for the District. They adjusted the events/festivals fees to look at the number of expected attendees and if they are a nonprofit. They want to make sure they have emergency plans set up.

Director Syring was concerned about charging fees to city events. President Joseph said that as he understands it, if the cities have emergency plans already set up, CFD would waive those fees. FM Olson confirmed. He said this resolution and fees would just be set up for if they need it. For example, if an event will have a large number of attendees and would require a large number of work hours from CFD, the Fire Marshal's Office could then charge a fee. Director Hawes said this resolution will give CFD the flexibility to charge a fee if the situation warrants it.

VII. BUSINESS – Action required

B-1 SECOND 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 Shawn Olson

Director Cross made a motion and Director Hawes seconded to approve Resolution 22-01 amending Ordinance 18-01 adding Fire Marshal's Office Plan Review Fees and establishing flat rate fees for construction and operational permits. Motion passed unanimously.

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B-2 REQUEST BOARD APPOINTMENT OF BUDGET COMMITTEE MEMBER – Chief Financial Officer Mark Whitaker

CFO Whitaker requested that the Board reappoint Charles Gallia to the Budget Committee. This position was advertised, and Charles was the only qualified applicant.

Director Syring made a motion and Director Cross seconded to approve Charles Gallia to a three-year term on the Budget Committee. Motion passed unanimously.

B-3 REQUEST BOARD APPROVAL OF GLADSTONE IGA AND ITS EXHIBIT A, THE EMPLOYEE TRANSFER AGREEMENT– Assistant Chief Brian Stewart

Chief Browne welcomed Gladstone Fire Chief Rick Huffman and Gladstone City Administrator Jacque Betz. He explained that since he became Fire Chief, he has been examining mutual aid. He and Chief Huffman and their leadership teams have worked hard to create a plan for better regional care.

Assistant Chief (AC) Stewart said that this plan was about a year in the making. CFD had previously provided fleet services to Gladstone, and starting last year, also started providing administrative services and fire marshal's office (fire prevention) services. This relationship has been developing over years. AC Stewart gave a brief history on how this IGA was developed, all along being evaluated and supported. Staff on both sides have been working diligently on this agreement. The IGA has been reviewed by legal, as well as the Interagency Committee. It was presented to the City of Gladstone and it was approved.

AC Stewart explained that it's a five-year agreement that's broken down into three sections. The first year is the initial term and then two automatic renewal terms of 24 months. The initial term would begin on July 1, 2022. In the event that Gladstone is unable to maintain staffing before July 1, a daily rate was also built into the agreement which could start on June 1. June 1 is currently the target date to start service.

CFD would be staffing the Gladstone fire station full time (24/7, 365 days a year) with three firefighters, with at least one being a paramedic. A number of other services are being provided such as emergency management, risk reduction, and community engagement. The career firefighters coming over to CFD from Gladstone Fire will be evaluated and assigned appropriately. The paid on-call firefighters in good standing will be offered volunteer positions with CFD. CFD doesn't currently offer on-call or part-time firefighter positions.

A joint oversight review committee will evaluate the performance and meet monthly for the first six months and then quarterly after that. As for budget impacts, this agreement is a cost neutral agreement for both Gladstone and CFD. Any revenue helps absorb the costs of overhead.

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Gladstone is also transferring the ownership of their front-line engine. If the IGA should terminate ahead of time, they would have the opportunity to purchase the engine back.

Potential issues with this IGA are related to if the agreement is terminated. One challenge would be helping Gladstone transition back to Gladstone Fire and CFD transition to a different relationship with Gladstone Fire. They would want the close interoperability to continue. Another possible issue is the employees that would have the opportunity to stay with CFD or go back to Gladstone. Chief Browne confirmed that three employees are coming over to CFD from Gladstone.

Director Hawes asked about the station remodel noted in the agreement. Is this something already happening or is that something CFD is undertaking? AC Stewart explained that the contractor recently backed out and that a new RFP will be posted soon. The City of Gladstone would maintain project oversight.

Director Hawes asked about a possible operating levy that was mentioned. AC Stewart explained that the 31 cents per \$1000 is how they currently fund their fire services. It comes up for renewal in May 2023. It's brought up in the agreement so CFD has options in case that levy should fail or if the amount was changed.

Director Cross asked if Chief Huffman was coming over and, if so, what his role would be. Chief Browne said it has been discussed, but he will not be able to announce until after the vote.

Director Cross said he heard the city hall where the fire station is located would become a library soon. AC Stewart confirmed. The old city hall will be demolished. They've relocated the new city hall. Director Cross asked if this would impact the firefighters. AC Stewart said it has been brought up and they will be impacted. They are going to be next to a construction site and it will be loud and noisy during the day. He has brought this up with legal. Discussion followed. This is a county project, not a city project.

Director Syring commented that he thought the CFD chief group as well as the Gladstone Chief and leadership have developed solid relationships and worked well together. He attended the Gladstone City Council meeting. The council had a lot of really good comments and concerns with the transition of their personnel. Director Syring was confident that CFD will accommodate them as best as they can. He felt it was important to retain Gladstone Fire's history. He felt this was a great strategic partnership and a win-win situation for both districts. Having this station staffed full time with a paramedic improves the effective response force for Gladstone and the surrounding communities and changes the Standard of Cover significantly. He will be supporting this.

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Gladstone City Administrator Jacque Betz said that this was an emotional decision. They care deeply about the Gladstone Fire Department and they care deeply about the level of service they provide their citizens. They trust Chief Browne's leadership during this transition and they appreciate the collaboration.

Chief Huffman echoed those sentiments and thanked Chief Browne and the command staff. He really appreciated that some of the chiefs came out to personally talk with the personnel. The commitment of the on-call and volunteer firefighters is something they can't minimize, but they can't change the situation they are in. The service level has just increased so much and he knows this is what is best for the public.

President Joseph commended AC Stewart on all his work with this endeavor.

Chief Browne shared that he thought Chief Huffman, City Administrator Betz, and the Gladstone City Council did an admirable job reaching out to the community and getting their input. He knows that how the community feels is important to this Board and he felt that what was brought forward is what the city and citizens of Gladstone want.

Director Syring made a motion and Director Hawes seconded to approve the Gladstone IGA and Exhibit A, the Employee Transfer Agreement. Motion passed unanimously.

B-4 REQUEST BOARD RATIFICATION OF STATION 19 PROPERTY ANNEXATION INTO HAPPY VALLEY – Fire Chief Nick Browne

Chief Browne said that this was brought before the Executive Committee two weeks prior. He said that he has submitted an application to the City of Happy Valley for approval for Station 19 to be annexed into the City of Happy Valley. The station is currently in unincorporated Clackamas County and is right up against the border with the City of Happy Valley. Station 19 sits within Happy Valley's Urban Growth Management Area (UGMA). He is requesting that the Board ratify the application.

Director Syring feels this follows what other Boards have done in the past. The City of Happy Valley is a strategic partner. Previous Boards have gone out of their way to annex other stations into the City of Happy Valley. It meets the Happy Valley annexation policy, and it does not cost anything to annex. He supports this annexation.

Director Hawes made a motion and Director Cross seconded to approve the Board to ratify the annexation of the Station 19 property into Happy Valley. Motion passed unanimously.

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VIII. OTHER BUSINESS

OB-1 Legislative Update – Lobbyist Genoa Ingram

Genoa said there is little to report as they are in campaign season. She is getting lots of calls and opportunities to speak to others about what the issues are and what the fire districts care about.

She shared that she is serving on a firefighter capacity taskforce. She is grateful for her experience with CFD as she feels the career and volunteers have a very cooperative spirit. Working with the Volunteer Firefighter Association, she sometimes receives calls from volunteers that feel they are being treated unfairly, but she has never received one of those calls from a CFD volunteer.

She also shared that there is also a wildfire public education taskforce that is being stood up by the Office of the State Fire Marshal (OSFM) of which Jerry Kearney is serving on behalf of the Volunteer Firefighters Association.

OB-2 Board Committee/Liaison Reports

Interagency Committee – Director Syring/Director Wall

Director Wall said at this meeting they discussed the Gladstone IGA at length. She had no additional information to share. She shared that they also discussed a potential proposal for Fleet Services for Aurora Fire. A draft of costs for SCBA maintenance for Sandy was also brought forward.

Chief Browne said that he has received an official request from the Fire Chief of Aurora. There will be more to come soon.

Foundation Liaison – Director Cross

Director Cross said they met on April 15. Rachel Trotman will be their new virtual assistant. They have ten applications pending for wildfire relief. CESF will be approving at least \$1300 for the Oregon City Elks Lodge to purchase AEDs. The Clackamas Long Term Recovery Group (CLTRG) has applied for money for twelve different rebuilds. CESF is considering giving \$1500 to each of these families.

Civil Service Liaison Report – Director Hawes/Commissioner Jeff Davis

Director Hawes said they recently had the quarterly Civil Service meeting. AC Deters was appointed as Chief Examiner. AC Deters shared some of his experience and background at this meeting. The group reviewed and approved three different positions. Director Hawes thought it might be a good idea to review duties and responsibilities with the Civil Service as they have a few new people.

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OB-3 Board Informational Updates/Comments

President Joseph said that the Executive Committee will be meeting with Chief Browne regarding an evaluation process that they will hopefully bring forward at the May Board meeting.

He also shared that a new taskforce has been formed by unofficial historian Director Syring with retired Chief Conrad Christensen and retired Assistant Chief Martin Governor. They will be working with Chief Browne to update the history on the website. If anyone is interested in participating, they should reach out to Director Syring.

President Joseph said that Director Hawes will be leading the Taskforce for Future Funding Streams and working with administrative office personnel, as well as a representative from the Local 1159.

Chief Browne said that the Board has expressed the wish for in person meetings. Per the ORS, they still need to make sure the meeting is able to be attended virtually as well. The District has been researching equipment, so they are prepared for hybrid meetings. They received a couple quotes but they were not feasible considering the current budget situation. They decided to use a camera that the District already owns and purchase some compatible audio equipment. The plan currently is to have the Board attend in person at Station 5, but all the panelists and attendees would attend virtually. He proceeded to go over further details with the hybrid meeting set up and plan. President Joseph encouraged staff to take their time and work through it. Directors Cross, Syring, and Wall agreed and want the set up to be done right while being financially prudent. Even if it takes longer, they would rather wait and spend the money on a solid set up than piecemeal something together. Director Hawes said he has had a good experience with the OWL camera. Chief Browne will connect with him later so he could research that option.

IX. INFORMATIONAL ONLY

A. Division/Department Reports

R-1a Office of the Fire Chief – Fire Chief Nick Browne

Chief Browne shared that Governmental Affairs and Community Services have been preparing the Wildfire Preparedness Month in May. They are also planning some town hall meetings in collaboration with Clackamas County and Disaster Management. He highlighted that Community Services have been getting back out in the community and schools teaching hands-only CPR. Chief Browne was proud to share that during one incident, the fire was extinguished in 14 minutes.

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

No update.

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

AC Stewart gave a shout-out to the Logistics Department as they continued with exemplary customer service in despite of a Munis outage. He also shared that Fleet is working on wildland preparedness. The Crew 30 buggies are now wrapped in CFD red. He thanked Battalion Chief (BC) Brent Olson and Finance Manager Michael Wong for their work on an amendment request through FEMA for some remaining funds with an AFG Grant that will help with wildland training and purchasing BK mobile radios.

R-1b.1 Technology – Chief Technology Officer Oscar Hicks

Chief Technology Officer (CTO) Hicks shared that they distributed all the Panasonic tablets with the ESO platform. They updated some domain controllers. These updates will be especially helpful in situations like the just approved Gladstone IGA. They are also researching and testing Windows 11, as Windows 10 will be phased out in the future.

CTO Hicks also shared an update on some improvements. Last year they deployed Cradle Point branch solutions at Stations 12 and 13 to reduce telecommunications cost. They were paying \$57,000 per year and able to handle 1.5 MG and the thanks to the new Cradle Point routers, its now only \$1500 per year and able to handle 1.2 GB of network speed.

He also highlighted that due to Covid-19, he's been able to prove the success of his mobile workforce. They are looking at mobilizing more of the work force and options that can reduce those upfront costs.

ITS continues to be diligent with cyber security and he encouraged anyone to reach out if they receive something suspicious.

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

AC Deters reported that they received the technical review for the feasibility study between CFD and Sandy Fire. Leadership from both organizations is diligently working on this project.

R-1c.1 Human Capital Division – Human Capital Manager Trish Noble

Manager Noble highlighted that Crew 30 started on April 4. There are nine returning members from last year and 16 new members.

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She also shared that 10 lateral entry offers were extended and she expects there to be an academy in mid-May, thanks to the Gladstone IGA approval.

Entry-level interviews took place that week. This was a new process due to a new platform called Spark Hire. The entry level candidates had to pre-record their responses and the panel members could watch the responses. She hopes this new process will save time and create efficiencies. AC Deters further explained, saying that three panels interviewed 111 candidates in two days. He appreciated the efficiency of the new process; there was little downtime, no redundancy, and the candidates were able to submit their best. There were 278 applicants and 148 passed the entry level qualifications and were sent invitations to record their interview responses. These scores were currently being tallied.

Manager Noble highlighted that they have updated the check-in process for paid staff from four check-ins a year to two. These two check-ins will be focused on goal setting and create a 360-degree feedback process.

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

Chief Financial Officer (CFO) Whitaker gave a budget update. The current budget was passed with a \$1.4 million deficit and about half-way through the year they projected that that deficit could be \$3.6 million if no action was taken. He is currently forecasting a \$2.1 million deficit. This is an improvement from where the budget was trending, but he still predicted that they will need to rely on some contingency and a supplemental budget to get in line. Their goal is still to pass a balanced budget for next fiscal year.

He reported that the County forecasted 3-3.5% in AV growth. They will be using 3.25% for the proposed budget. Traditionally, they forecasted the AV growth at 4-4.25%. This is certainly a revenue hit. However, thanks to the reductions made earlier this year, he does not anticipate any additional cuts or drastic measures will need to be made.

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

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

Division Chief (DC) Mulick reported on behalf of DC Santos. He shared that Community Paramedic Cook was presenting on Project Hope at the National Drug Abuse & Heroin Summit in Atlanta, GA. She presented with the Milwaukie Police Chief Luke Strait and April Heron from Clackamas Public Health.

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

DC Mulick shared that crews ran the wildland rigs with chains on them in the recent 6-8 inches of snow.

At the last board meeting, Director Syring expressed concern over mutual aid. DC Mulick explained that CFD has eight different borders. They work with busy agencies like the City of Portland and Gresham Fire and also rural agencies such as Colton Fire and Canby Fire. CFD dictates their borders and the response delays for mutual aid. Unfortunately, any change to a border changes the equation for all the borders of Clackamas Fire. CFD is a large enough organization that many times, mutual aid is not needed. This, however, does not give neighboring agencies a lot of chances for mutual aid. He went over a couple examples from the report. He understands mutual aid is important and they are working on that balance with neighboring agencies. He is working on creating reports that show this data accurately.

Director Cross said that run numbers don't tell the real story and he would prefer service unit minutes and seconds. He understands that this might not be feasible every month, but maybe an annual report could be compiled. Discussion followed.

R-1f Professional Firefighters of Clackamas County Local 1159 – Treasurer Chris James

Treasurer James shared that they have some members attending IAFF peer support training and others attending leadership classes in June. He shared that the Oregon State Firefighter Council applied for an \$8 million apprenticeship grant. The D Shift Committee continues to make progress.

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

Interim President Kearney shared volunteer station coverage and training for April.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, May 16, 2022, at 5:00 pm by remote video conferencing.

X. ADJOURNMENT

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The regular Board of Directors' meeting adjourned at 6:50 pm.

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

thomasjoseph

[thomasjoseph \(Jun 2, 2022 07:56 PDT\)](#)

President Thomas Joseph

James E Syring

[James E Syring \(Jun 2, 2022 08:19 PDT\)](#)

Secretary James Syring









Regular Board Meeting Minutes 4-18-2022 FINAL

Final Audit Report

2022-06-02

Created:	2022-06-02
By:	Ariel Roberts (ariel.roberts@clackamasfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAC0nUqYltpVB8UG12ndJ66bTkqBwMsza

"Regular Board Meeting Minutes 4-18-2022 FINAL" History

-  Document created by Ariel Roberts (ariel.roberts@clackamasfire.com)
2022-06-02 - 2:48:46 PM GMT
-  Document emailed to thomasjoseph (thomasjosephinc@gmail.com) for signature
2022-06-02 - 2:49:07 PM GMT
-  Email viewed by thomasjoseph (thomasjosephinc@gmail.com)
2022-06-02 - 2:54:27 PM GMT
-  Document e-signed by thomasjoseph (thomasjosephinc@gmail.com)
Signature Date: 2022-06-02 - 2:56:14 PM GMT - Time Source: server
-  Document emailed to James E Syring (james.syring@clackamasfire.com) for signature
2022-06-02 - 2:56:16 PM GMT
-  Email viewed by James E Syring (james.syring@clackamasfire.com)
2022-06-02 - 3:17:48 PM GMT
-  Document e-signed by James E Syring (james.syring@clackamasfire.com)
Signature Date: 2022-06-02 - 3:19:16 PM GMT - Time Source: server
-  Agreement completed.
2022-06-02 - 3:19:16 PM GMT