

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING MINUTES May 16, 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, Tracey Grisham, Jerry Kearney, Melanie Kinne, Dan Mulick, Brandon Paxton, Ariel Roberts, Josh Santos, Brian Stewart, Scott Vallance, Mark Whitaker, Doug Whiteley, Ted Willard, and Station 14 – Clackamas Fire; Phil Schneider – Sandy Fire; Genoa Ingram – Court Street Consulting

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 5:05 pm.

II. CHANGES TO THE AGENDA

Chief Browne reported that there was one change to the agenda. Shop Steward Gordian was under some time constraints so there will be no update from the Local 1159 this month.

III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON APRIL 18, 2022.

Minutes were approved as written.

IV. PUBLIC COMMENT

No comments.

V. BUSINESS – Action required

No items.

VI. OTHER BUSINESS

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OB-1 Legislative Update

Genoa shared that they are heavily involved in the campaign season. Genoa has been involved in the Firefighter Capacity group. Recently they discussed hindrances to fire districts and ways to help fire districts respond. Under the topic of budgets, she added the topic of urban renewal and other programs that impact fire districts.

She also shared the Oregon Volunteer Firefighters Association (OVFA) conference is scheduled for June 9-12 in Hermiston, OR. She invited the legislators to sit in on these courses.

OB-2 Board Committee/Liaison Reports

Executive Committee

Director Wall said the committee met on April 28 and May 12. They discussed the C800 update, the strategic plan, organizational priorities and strategies, and the Fire Chief evaluation process.

Taskforce for Future Funding Streams

Director Hawes reported that they've met three times. At the first meeting they discussed where the District was, where they wanted to be, and possible ways to get there. At subsequent meetings, they invited others to attend and give their expertise and insights such as Chief Financial Officer (CFO) Whitaker and Operations Division Chief (DC) Mulick. They are currently finalizing recommendations, which they will be bringing to the Board at the work session on June 7. Director Hawes thinks the group has made great progress and has come up with solid ideas for a path forward.

OB-3 Board Informational Updates/Comments

Annual Fire Chief Evaluation Process – Director Wall

Director Wall reported that it's been a year since Nick Browne became the fire chief, therefore it's time for his annual review. The Executive Committee met with Chief Browne and asked how the Board's feedback could be best presented and what information would be the most useful. Chief Browne presented a format to the committee that could be used this year. This evaluation would have feedback solely from the Board of Directors. In the future, the Board would consider including 360-degree feedback into the process. Executive Assistant Roberts sent the Board a draft of the online form they would like to utilize. After the form is completed, the Board would then meet in Executive Session before the next Board Meeting to go over the responses with Chief Browne. The findings would then be presented in the public regular Board Meeting. These

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standards and process aren't the same as lined out in the Fire Chief contract, but this is the process that Chief Browne would like to utilize.

Director Wall pointed out the salary for the Fire Chief has not changed. The Fire Chief is not receiving any increase in pay, and he has not requested one. At his request, he has been paid less than his contract states.

Director Syring thought the proposed process and standards were acceptable.

Director Cross asked when the deadline was. Executive Assistant Roberts said that she has only sent out the draft and that the final has not been sent out with a deadline yet.

Director Hawes thought it covered everything and it was well-crafted and focused.

VII. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne highlighted that this is Battalion Chief (BC) Brandon Paxton's last Board Meeting as his last day is May 18. Chief Browne thanked him for all his years of service. He began his career as an Explorer in 1999, then became a volunteer, and was hired full time in 2005. BC Paxton has been the face of CFD, including during the ice storms and the wildfires of 2020. Chief Browne expressed his gratitude to BC Paxton and wished him the best.

The Board Directors expressed their gratitude to BC Paxton for his service.

BC Paxton thanked them for the opportunity to serve. It was an honor to speak on behalf of CFD and work alongside the Board.

R-1a.1 Health & Safety – Health & Safety Chief Heather Goodrich

Health & Safety Chief Goodrich shared that through the peer support team, they were able to offer two classes to firefighters for new parents taught by a mental health professional. They received excellent feedback on the courses.

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

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Assistant Chief (AC) Stewart shared that Gladstone Fire will begin receiving full services on June 1, 2022. CFD has already started covering the station based on staffing needs. They are working on the communication plan with the city administrator.

AC Stewart said that Chief Technology Officer (CTO) Hicks attended the Oregon Digital Government Summit. He had the opportunity to focus on cyber security as well as equity and access. CTO Hicks is working with CFO Whitaker to move more processes to mobile devices.

AC Stewart said Inspector Matt Amos is preparing CFD for an ISO visit. The last visit was in 2017.

R-1b.1 Support Services – Division Chief Michael Carlsen

DC Carlsen shared that his division had been busy preparing to transition Gladstone Fire over to CFD for services. They've worked with CCOM on run cards. They also took an extensive inventory of the Gladstone station. They additionally are doing outreach to the firefighters and officers.

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

AC Deters shared that there will be a special meeting of the Civil Service Commission where they will request certification of the entry-level lists.

He also shared they have completed the technical review of the feasibility study with Sandy Fire and have returned it to AP Triton. They hope to have it wrapped up and ready to present later this summer.

R-1c.1 Community Services – Division Chief Doug Whiteley

DC Whiteley shared that they are getting a lot of requests for participation in community events. May was Wildfire Preparedness Month. CFD participated in a series of wildfire preparedness events hosted by Clackamas County. His department is preparing to participate in larger events this summer such as safety fairs. They are also working with Gladstone Fire Chief Huffman so they are prepared for any events that are coming up in Gladstone.

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

CFO Whitaker thanked everyone for their efforts in making the Budget Committee meeting go smoothly. He shared that at the June Board Meeting, he will be requesting that they adopt the 2022-2023 Budget, approve a supplemental budget for FY 2021-2022, and approve a contract with a new auditor.

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Director Joseph asked if they reached out to a broader area for a new auditor. CFO Whitaker confirmed that they advertised in several places and sent direct emails to the auditors on the State's municipal auditor list.

R-1e Office of Emergency Services

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

DC Mulick shared that Crew 30 is training and working on prescription burns. During the Oregon Fire Chief's Association (OFCA) meeting in Bend, chiefs from around the state could watch Crew 30 work. He gave kudos to BC Brent Olson on this program.

DC Mulick shared that Recruit Academy 22-01 with ten lateral entry firefighters had begun. He was excited for the experience they will bring to CFD. The Training Department is also hosting a Fire Officer 1 class with 27 students. A few weeks prior, they held an Apparatus Officer academy. In the Board packets, he highlighted Training's CCOM exercise with LifeFlight. It was an excellent collaborative exercise.

He reported that a contract with Oregon State Fire Marshal (OSFM) has been signed for joining State Team 3 with HazMat. CFD will be a partner with Gresham Fire for regional HazMat response. He gave kudos to BC Palmer, DC Carlsen, and Captain Kilgras.

DC Mulick announced that Lieutenant Mike Bauer will be promoted to the captain at the Gladstone station. He's worked for many years with the boat program at Station 8 and Station 19 and will be an excellent leader in Gladstone.

He reported that Josh Santos was reclassified to a line battalion chief and a new chief will be transitioning into the role of Division Chief of Medical Services.

R-1f Professional Firefighters of Clackamas County Local 1159

No report.

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

Interim President Kearney shared the drill topics and station coverage for April.

He reported that two volunteers recently competed in mentoring and proctoring the USA High School Firefighter Competition, which CFD hosted on April 15 and 16. One of the competitors from Silverton went on to represent Oregon at the national level.

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He shared that he participated in a conference call with the Governor's Fire Service Policy Council, and he plans to participate in another next month.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, June 27, 2022, at 5:00 pm by remote video conferencing. There will be an Executive session preceding that meeting at 4:15 pm.

There will be a Board of Directors' Work Session on June 7, 2022 at 1:00 pm.

VIII. REGULAR BOARD MEETING RECESSED

The regular Board of Director's meeting recessed at 5:47 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 5:56 pm.

Chief Browne requested that the Board approve and ratify the contract with the Local 1159 Battalion Chief bargaining group.

Director Wall pointed out that this wasn't added to the agenda so she isn't sure if they can vote on it tonight. Does it need to happen expediently?

Discussion followed.

The group decided to schedule a Special Board Meeting before the upcoming Work Session and they will vote on this item at that time.

XI. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:02 pm.

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

Thomas Joseph

[Thomas Joseph \(Jul 7, 2022 12:04 GMT+2\)](#)

President Thomas Joseph

James E Syring

[James E Syring \(Jul 7, 2022 14:47 PDT\)](#)

Secretary James Syring

Regular Board Meeting Minutes 5-16-2022 Final

Final Audit Report

2022-07-07

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