

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING MINUTES June 27, 2022

ATTENDANCE

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

Absent: Jim Syring

Others present: Nick Browne, Matt Amos, Bill Bischoff, Steve Deters, Heather Goodrich, Izak Hamilton, Shelby Hopkins, Rick Huffman, Jerry Kearney, Dan Mulick, Trish Noble, Shawn Olson, Ariel Roberts, Brian Stewart, Mark Whitaker, Doug Whiteley, Matt Wiken, Michael Wong, and Stations 16, 22 – Clackamas Fire; Andrew Gordian – Local 1159; Genoa Ingram – Court Street Consulting; and Jeff Griffin – Wilson-Heirgood Associates.

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 said he would like to add item B-7 to the agenda. A CFD personnel is looking for the Board to grant them a one-year leave of absence.

III. APPROVAL OF MINUTES OF THE BUDGET COMMITTEE MEETING ON MAY 10, 2022, AND THE REGULAR BOARD MEETING ON MAY 16, 2022.

Director Wall had a change to the Regular Board Meeting Minutes from May 16, 2022. When discussing the Fire Chief's evaluation, it said that the Board would do a 360-degree review in the future. She would like it to read that the Board would "consider" a 360-degree evaluation in the future.

Director Wall made a motion and Director Cross seconded to approve the minutes as corrected. All directors present voted yes. Motion passed.

IV. PUBLIC COMMENT

None.

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V. SUPPLEMENTAL BUDGET HEARING

B-1 Request Board Approval of Resolution 22-02 – Adopting and Appropriating Supplemental Budget for Fiscal 2021-22 – Chief Financial Officer Mark Whitaker

Chief Financial Officer (CFO) Whitaker explained that they are requesting supplemental changes to the FY 2021-2022 budget. It will recognize the decrease in property tax revenue for the General Fund. On the expenditures side, they are requesting to transfer some funds from contingency to cover potential overages. This is just precautionary. This would also create the Grants Fund. The funding already received for the apprenticeship program would get moved into that fund.

Director Cross asked if it was required that these types of requests are brought before the Board. CFO Whitaker replied that yes, Board approval was required as the expenditure level was increased since the original budget. Board approval is also needed to establish a new fund.

Director Wall asked for clarification regarding the memo and what was noted about operational replacement. CFO Whitaker clarified that in the adopted phase of the budget, operational replacement was at \$4.8 million. In the first revised budget, it was adjusted to about \$6.3 million. He expects to finish the year with \$6.9 million.

Director Wall asked why Business Services and Emergency Services are still overspending. CFO Whitaker said that the transfer from contingency gives them some cushion for potential unknown expenditures. He does not anticipate needing it. These divisions were also underbudgeted to begin with.

Director Wall moved and Director Hawes seconded to approve Resolution 22-02 – Adopting and Appropriating Supplemental Budget for Fiscal 2021-22. All directors present voted yes. Motion passed.

VI. BUDGET HEARING

B-2 Request Board Approval of Resolution 22-03 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2022-23 – Chief Financial Officer Mark Whitaker

CFO Whitaker explained that he was requesting that the Board adopt the budget. The budget was not changed from what was approved by the Budget Committee. This sets the permanent tax rate and the bond rate.

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Director Hawes moved and Director Wall seconded to approve Resolution 22-03 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2022-23. All directors present voted yes. Motion passed.

VII. PRESENTATION – ANNUAL WORKERS’ COMPENSATION RENEWAL - Agent of Record Jeff Griffin from Wilson-Heirgood Associates

Jeff explained that he’ll be going over the different options for worker’s compensation. He then went on to explain how the rates are determined, and how the District’s Experience Rating Modifier (ERM) affects rates. The District’s modifier is under 1, which is considered excellent. Most fire districts are at 1 or above. He did caution that since the District’s rate is so low, even small losses will affect that rate going forward.

He proceeded to present on the two options for Worker’s Compensation insurance – SAIF and Benchmark. He showed the history of dividends with SAIF. Dividends are not guaranteed, but still a major consideration.

Jeff said that he’s been meeting with SAIF on CFD’s behalf and on behalf of the fire service. SAIF’s concern was presumption of cancer. However, with the annual physicals, cancers are being caught earlier resulting in better success of treatments. Three years ago, the presumption of post-traumatic stress was added. This is a presumption that has all the insurance companies very concerned. This is something he and his associates are watching closely.

Jeff recommended that the District stay with SAIF.

Director Wall noted that in his report there was a significant difference between incurred loss and loss paid. Does that mean the District is not paying their losses? Jeff explained that the District is paying the losses. Some of the incurred is in reserves or incurred but not reported yet.

Director Wall also noted that there are \$1.5 million of outside sales people in payroll. Why are there so many? She thought they would have been categorized as inside clerical as they are a lower rate. Jeff explained that inside clerical is someone that primarily works at a desk. Outside sales is a splinter class that covers people who do management work outside in the field. This would apply to fire marshals, public education personnel, and management that are rarely at a fire scene.

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Director Wall also noted that under vessels it shows zero. She knows that CFD has a boat. Jeff explained that that is a placeholder and that this relates to the Jones Act which involves navigable water. Jeff said he'd investigate it further.

VIII. BUSINESS – Action required

B-3 Request Board Approval of Workers' Compensation Renewal – Human Capital Manager Trish Noble

Human Capital Manager Noble said that per the recommendation from Wilson-Heirgood Associates, she also recommended staying with SAIF. She continues to be pleased with SAIF and, although the dividends are not guaranteed, historically it has been generous and impacted the budget significantly. The bid from Benchmark is getting closer, however, their dividend is dependent upon a loss ratio and SAIF's dividend is not.

Director Hawes made a motion and Director Cross seconded to approve the workers' compensation renewal. All directors present voted yes. Motion passed.

B-4 Request Board Approval of Intergovernmental Agreement (IGA) with Aurora Fire District for Fleet Services – Fleet Manager Bill Bischoff

Fleet Manager Bischoff explained that this is another fleet maintenance intergovernmental agreement. It will add another \$45,000 to CFD's revenues.

Director Wall noted that in the agreement it states that Aurora Fire will pay for any training needed to work on their equipment. Fleet Manager Bischoff explained that regardless of the brand, fire trucks are all pretty much the same. That part of the agreement was included because CFD doesn't have any ARFF (Aircraft Rescue and Fire Fighting apparatus) units. It's likely that that rig will get replaced, but on the off chance any training is needed, they included that section in the agreement.

Director Wall read part of the agreement which notes that, CFD "is authorized to complete any service under \$5,000 unless specific limits are established for the work ..." She thought that the agreement was for 296 hours, no matter what. Fleet Manager Bischoff explained that if Aurora Fire has an engine blow up, he's not going start repairing it without their permission. They are in constant contact with every IGA, but this is there for that specific repair.

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Director Hawes wondered about the \$44,604 annual cost and what that included. Fleet Manager Bischoff explained that the \$44,604 is for labor and overhead, which includes his time, the administrative technician's time, the logistics parts person's time, and half of the fleet supervisor's time. All parts that need to be purchased and outside labor is billed out each month, in addition to the monthly invoice.

Director Hawes made a motion and Director Cross seconded to approve the IGA with Aurora Fire District for fleet services. All directors present voted yes. Motion passed.

B-5 Request Board Approval of Ambulance Transport Billing Contract – Finance Manager Michael Wong

Finance Manager Wong explained that they are requesting approval to enter into a contract with a new ambulance billing vendor, Systems Design West (SDW). CFD has been contracted with EF Recovery for the past five years. CFD recently conducted a formal Request for Proposal (RFP) process which concluded on June 2. They received four proposals with two not meeting the minimum requirement of three years of Oregon experience. Cost changes will be minimal. SDW charges \$23 per billable transport, and the rate will be locked in for five years.

Director Wall asked what the transfer costs will be for open accounts. Finance Manager Wong said that it's a \$15 surcharge for each account that needs to be transferred over. He didn't have an exact number of how many accounts there were.

Director Wall asked if it was in the range of 100 accounts or 1000 accounts because there is a significant cost difference. Finance Manager Wong will research that question and get back to the Board.

Director Cross asked what the anticipated revenue for transport is. CFO Whitaker anticipated it would be \$1.2 million. He explained that they were looking for a new vendor to increase the collection rate so that amount could be higher.

Director Wall asked what the current collection rate was. CFO Whitaker and Finance Manager Wong weren't sure, but they would research it and get back to the Board.

Director Hawes made a motion and Director Wall seconded for the Board to approve the ambulance transport billing contract. All directors present voted yes. Motion passed.

B-6 Request Board Approval of Financial Audit Contract – Chief Financial Officer Mark Whitaker

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CFO Whitaker explained that he is requesting Board approval to enter into a contract for auditing services from SingerLewak. CFD has been with the current auditor for six years, and best practice recommends changing auditors at least every five years. CFD held a formal RFP and received zero responses despite significant outreach. He said that many auditors are at capacity and there is a labor shortage in the market. Finance Manager Wong called local firms and received two proposals. CFO Whitaker anticipates that SingerLewak will provide a substantial increase in the level of service, communication, and thoroughness. It is a significant increase over what CFD has paid in recent years, but it gets CFD back to the market rate and an increased service level.

Director Wall asked if the reason CFD received no proposals is because all the auditors already have enough business. CFO Whitaker explained that the RFP went out late and many auditors had already locked in their clients for the upcoming year and were at capacity. SingerLewak was able to fit CFD in, but they will be last in line. CFO Whitaker expected that his goal of getting the audit done early in the year may not happen for next year.

Director Wall asked if they were local since it shows they are out of California. CFO Whitaker said they have been operating out of Salem, Oregon, for a number of years and were acquired by a national firm.

Director Hawes noted that one of the local firms has gone into consulting and there were several businesses that had to scramble and find other auditing services this year.

Director Cross made a motion and Director Wall seconded for the Board to approve the financial audit contract with SingerLewak. All directors present voted yes. Motion passed.

B-7 Request Board Approval of a One-Year Leave of Absence for a CFD Employee

Chief Browne explained that a member of CFD personnel is requesting a one-year leave of absence starting August 1, 2022.

Director Wall said that this matter was discussed in Executive Session.

Director Wall moved and Director Hawes seconded to deny the request. All directors present voted yes. Motion passed to deny the request.

IX. OTHER BUSINESS

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OB-1 Annual Fire Chief Evaluation – Director Marilyn Wall

Director Wall explained that the Board completed an online questionnaire and Executive Assistant Roberts organized that data. The Board went over the responses in an Executive Session with Chief Browne earlier that day.

She shared that the Board uniformly is very pleased with his performance and his leadership. He has faced significant challenges during his first year. He faced those problems, came up with solutions, and although not all are fixed, he has moved the District forward in a direction that the Board approves of. He has displayed significant focus and integrity.

Director Hawes said that Chief Browne has assembled a team of strong leaders that support him and each other. They work toward CFD's best interest at all times, and it's been impressive to watch.

Director Cross agreed. Chief Browne and his team are doing a phenomenal job. The Board knows that Chief Browne is speaking for the whole team, and everyone has stepped up and made incredible movement forward. He thanked everyone for all their hard work.

President Joseph noted that Chief Browne not only consults and works with his team, but also with the Board. He believes it's a strong leader that can disassociate himself from seeing them as just "the bosses" and as people he can ask questions. He feels that Chief Browne is a true leader who is not afraid to make decisions; he does what is best for the organization and the team.

Chief Browne thanked the Board for their comments. He knows that normally the review is done only in Executive Session. He wanted the process to be transparent and open and he appreciated the Board's willingness to do that. He thanked his team for all their hard work and dedication; the team would not have been able to weather the storm without them.

President Joseph said that in all his years on the Board, the Fire Chief's review has always been in Executive Session. Chief Browne wanted this to be public so they created a new process so it could be transparent and open with the community. This also demonstrates Chief Browne's fearlessness.

OB-2 Legislative Update – Lobbyist Genoa Ingram

Genoa said that Legislative Days will be September 21-23. On August 31, the long-awaited revenue forecast will be discussed.

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In June, the House Interim Committee on Veterans and Emergency Management received a wildfire update for 2022. They learned that the drought conditions were more pronounced in May of 2022 compared to 2021. While it's been a damp year, the accumulation of rain has been minimal. The areas of concern started in June with Central and Southern Oregon. In July and August, it will expand to Southeast and Southwest Oregon. Senate Bill 762 has allowed the Department of Forestry and the Oregon State Fire Marshal's Office to upstaff and preposition resources. It has also provided advanced detection, such as the funding of smoke detection cameras. There is some concern that since it's perceived to be a wet year, that people will become complacent.

She attended the recognition of long-term CFD volunteer firefighter Dale Miller. He was awarded Volunteer Firefighter of the Year Award in 2020 and, due to COVID, was not presented with the award until this year. In conversations with the CFD volunteers, Genoa commented that they have complete trust and confidence in the Board and Chief Browne.

OB-3 Board Committee/Liaison Reports

Executive Committee – President Joseph/Director Wall

Director Wall reported that they met on June 16 and discussed the leave of absence request. Chief Browne also laid out his priorities for the 2022-2023 fiscal year which included the levy and creating policy and document efficiencies.

Foundation Liaison – Director Cross

Director Cross reported that the Foundation discussed that the donations from the wildfire fund established in 2020 have been exhausted.

The Foundation discussed at length whether to start having meetings again in person or a hybrid model. For right now, they will be continuing to do only virtual meetings.

Interagency Committee – President Joseph/Director Syring

President Joseph said they had an interagency meeting with Gladstone Fire and asked Assistant Chief (AC) Stewart to share a summary. AC Stewart explained it was the first joint oversight meeting for this IGA. They discussed the station transition and the plan for CFD's community involvement.

President Joseph shared that he thought it was a productive meeting that set out clear ground rules.

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OB-4 Board Informational Updates/Comments

Director Wall shared that she attended the Oak Lodge Community Planning Organization meeting where Deputy Fire Marshal (DFM) Kari Shanklin presented. Director Wall thought she did an outstanding job covering backyard burning, the Gladstone IGA, woodchipper grants, call volume, fireworks, and more. She represented the District very well.

Director Hawes shared the background of United States Marine Private First-Class Forest Prescott. Recently his remains were identified, and he has no living relatives. He shared the burial information and encouraged people to attend.

X. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne said he was very impressed with all the hard work that went into the Gladstone Fire transition. He also commended Division Chief (DC) Whiteley, DFM Shanklin, and the Community Services team on getting back into the community for events. At the Touch-a-Truck event in Oregon City, DFM Shanklin handed out over 600 kids fire helmets and shared safety information.

Chief Browne said some of CFD's leadership attended the Oregon Fire Chief's Association (OFCA) conference, which was the first one held in person since the pandemic.

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

AC Stewart shared the firefighter mental health was a big focus of the OFCA conference. Several key groups were discussing how this can be addressed statewide.

He gave kudos to everyone in the District that was part of the Gladstone Fire transition. At 7:49am on June 1, they had their first call, and it went smoothly. Captain Bauer, DC Carlsen, and Chief Rick Huffman put in considerable time and did a fantastic job.

AC Stewart reported that Chief Technology Officer (CTO) Hicks attended the State Cyber Security and Digital Technologies Conference. Through some past connections, CTO Hicks is working to strengthen CFD's cybersecurity defenses. They continue to work on the mobility option for the platforms.

AC Stewart announced that the Gladstone Fire Chief Rick Huffman is now CFD's Division Chief of Emergency Services, as well as overseeing the Facilities Department.

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Chief Browne commended AC Stewart on being elected as a director for the OFCA.

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

AC Deters shared that at the Fire Marshal's Office, fireworks stand inspections have begun and there were two large displays planned for the 4th of July. On July 1, the plan reviews fees will begin.

The Health & Safety Division conducted fitness testing on 125 people in six days.

Community Services participated in several events for Wildfire Preparedness Month. They also did some fire sprinkler awareness which was funded by a grant. Community Services members participated in a Career Fair at Clackamas Community College sharing information about career opportunities and the apprenticeship program.

Human Capital has been doing a lot of work in the apprenticeship program. They held a special Civil Service meeting. Open Enrollment for benefits was wrapping up for this year.

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

CFO Whitaker shared that he hoped to have preliminary fiscal year end numbers for the Board at the next meeting. The Finance Services team is busy processing invoices and closing purchase orders in anticipation of fiscal year end. He shared that it's now been one year since he joined the District and he appreciated everyone's support.

President Joseph thanked him for all his hard work and contributions.

R-1e Office of Emergency Services – Division Chief Dan Mulick

DC Mulick commended everyone who was involved with the Gladstone Fire transition. The extensive pre-planning resulted in exceptional execution. It's a busy company with multiple days with 17 calls a day. Captain Bauer is immersed in the community. There was a luncheon with the City of Gladstone, and he was humbled by the support from the community.

He shared that Oregon State Fire Marshal (OSFM) awarded CFD a \$35,000 grant to help out with wildfire staffing for this year. It's already been utilized and it's a great benefit to the District.

DC Mulick reported that two weeks prior, there was flooding in the District. He gave kudos to Station 19 on their lifesaving work. He shared details from an incident near Bonnie Lure State Recreation Area where two lives were saved.

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Ten lateral entry firefighters are graduating from academy on July 7 and will soon join the line. He encouraged everyone to attend the graduation.

He shared that the Technical Rescue Team is putting on a confined space rescue certification drill at the Training Center. This in-depth class is held about every two years and helps with Urban Search and Rescue certifications. Advanced extrication training was given to five companies by Chris Mills, a retired TV&R firefighter.

DC Mulick announced that Captain Matt Wiken will be promoted to a line Battalion Chief in July. He also shared that Lieutenant Brian Baker retired after 31 years of service and will be greatly missed.

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

Shop Steward Gordian congratulated Brian Baker on his retirement.

The Local 1159 sent four members to Las Vegas for peer support training. They are working towards a Local 1159 peer support team which could deploy locally, statewide, or nationally. They are working with Health and Safety Chief Heather Goodrich to integrate members from the CFD peer support program for those IAFF deployments.

Chief Browne commended the Local 1159 on their strong work with the peer support program.

R-1g Volunteer Association Report – President Jerry Kearney

President Kearney shared that he was no longer the Interim President but has officially been elected as the President. The other elections were as follows: Kenton Johnson as Vice President, Steve Emerson as Secretary, Jason Elliot as Treasurer, and Jack Tanz as Sergeant at Arms.

He shared some background on Dale Miller, who they previously recognized at this meeting as receiving the Volunteer Firefighter of the Year Award for 2020.

He reported on station coverage and drills for May.

One of the members asked President Kearney to thank the Board and FMO for the Sparky mascot headgear with the fans inside. It was really appreciated.

B. Correspondence

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Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, July 18, 2022, at 5:00 pm. The meeting will be hybrid with the public invited to attend by remote video conferencing.

XI. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:34 pm.

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

thomasjoseph

[thomasjoseph \(Jul 20, 2022 08:07 PDT\)](#)

President Thomas Joseph

James E Syring

[James E Syring \(Jul 20, 2022 08:11 PDT\)](#)

Secretary James Syring

Regular Board Meeting Minutes 6-27-2022

Final Audit Report

2022-07-20

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