

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING MINUTES July 18, 2022

ATTENDANCE

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

Others present: Nick Browne, Michael Carlsen, Heather Goodrich, Izak Hamilton, Oscar Hicks, Rick Huffman, Jerry Kearney, Shawn Olson, Ariel Roberts, Brian Stewart, Mark Whitaker, Doug Whiteley, Michael Wong, and Stations 1, 3, 11 – Clackamas Fire; Bruce Neelands – Local 1159; Jason McKinnon and Phil Schneider – Sandy Fire;

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 5:01 pm.

II. CHANGES TO THE AGENDA

Chief Browne said they did have one change to the agenda and a revised agenda was sent out. They added an Executive Session to negotiate real property transactions.

III. APPROVAL OF THE MINUTES OF THE WORK SESSION ON JUNE 7, 2022, AND THE REGULAR BOARD MEETING ON JUNE 27, 2022.

The minutes were approved as written.

IV. PUBLIC COMMENT

None.

V. BUSINESS – Action required

B-1 Request Board Approval of Mobile Workstation Lease Agreement and Authorize Execution of Lease Agreement Documents with Hewlett Packard Financial Services Company – Chief Technology Officer Oscar Hicks

Chief Technology Officer (CTO) Hicks shared that they are updating their mobile workforce environment under a lease plan. This will allow them to focus on the service and less on the computer repair. This also helps standardize the platform both in the vehicles and for administrative staff.

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Director Cross asked if this agreement falls within the budget. CTO Hicks confirmed it was. Assistant Chief (AC) Stewart added that for this project they budgeted \$50,000. Annual rates have gone up slightly with the annual payment now totaling about \$51,660.

President Joseph asked how many laptops they are leasing. Is it by year? Do they change them all out at the same time? CTO Hicks responded that this plan is a four-year lease. At the end up four years, they will refresh and have the option for a dollar buy out. They can also extend the service agreement. The MDCs (mobile data computer) last longer than the standard laptop and laptops last at least four years.

Director Wall said she had a lot of questions regarding this, and she appreciated CTO Hicks and AC Stewart taking the time to walk her through it prior to the meeting.

AC Stewart added that they received multiple quotes and each of those quotes was vetted through a cooperative purchasing organization. CTO Hicks was looking for the right compliment of tools for the District. He worked with the managed service provider to make that negotiation happen.

Director Hawes made a motion and Director Cross seconded for the Board to approve the Mobile Workstation Lease Agreement and authorize the execution of the lease agreement documents with Hewlett Packard Financial Services Company. Motion passed unanimously.

VI. OTHER BUSINESS

OB-1 Board Committee/Liaison Reports

No reports.

OB-2 Board Informational Updates/Comments

No updates.

VII. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne said that CFD attended the Touch-a-Truck event in Oregon City and handed out about 600 kids fire helmets. It was an awesome event, and it was great to be out in the community. CFD also participated in the Dunk-a-Chief event at Valley Public House to support ALS.

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He shared that Crew 30 assisted with a search and rescue, which they typically aren't involved with, but they were at the right place at the right time. They also responded to a 20-acre grassfire near Sandy. Sandy Fire Chief Schneider commented that it was the direct actions of Crew 30 that kept the fire from jumping the road.

Chief Browne highlighted that as part of Senate Bill 762, the ODF Wildfire Urban Interface Assessment Map was released on June 30. Chief Browne is involved in the Senate Bill 762 Advisory Committee. CFD does not have any areas that are categorized as High or Extreme.

President Joseph asked if there was an update on the CFD history meetings. Director Syring said they are still working on coordinating a meeting and getting information to Chief Christensen.

Director Cross asked for an update on the recent academy graduation. Chief Browne said they graduated ten lateral academy recruits. Director Hawes was in attendance. Director Hawes commented that it was an impressive group of individuals and a nice ceremony. This was the first time someone has received both the top written score and top hose score. Chief Browne said the graduates are on the line and getting ride-time on different apparatus. They will be officially on the line starting August 1.

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

AC Stewart reported that the the division was busy with the transition for Gladstone Fire. The main station is undergoing a remodel, so they were relocated to the office across the street to prepare for this. CFD also completed the inventory, as was required in the IGA. There were some radios that CFD didn't need, so they were returned to the City of Gladstone to repurpose.

He commended the Facilities team on finishing up the Fuller Road house remodel and IT services is in the process of moving in.

The Strategic Planning Retreat was held the previous Monday. Director Hawes and Director Wall attended. More information regarding this retreat will be provided to the Board at next month's meeting.

He shared that he, Director Hawes, Chief Browne, and Chief Financial Officer (CFO) Whitaker attended the ceremony for PSC Prescott, which was brought up at last month's meeting.

The Joint Oversight Committee meeting for Gladstone was cancelled for this month. Normal meetings will resume August 11.

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On July 16, the suicide and crisis hotline 9-8-8 was implemented.

R-1c Office of Business Services – Division Chief Doug Whiteley

Division Chief (DC) Whiteley spoke on behalf of AC Deters. Human Capital has been focused on testing and working with Civil Service.

Health & Safety has been busy with baseline physicals and fitness testing. They also created policies for the OSHA rules regarding heat illness prevention and wildfire smoke respiratory protection.

Community Services is back to being involved in events in the community and they are receiving a lot of requests. They are preparing for a number of events coming up this fall.

The Fire Marshal's Office put in a lot of work to prepare for the 4th of July, including inspections, to ensure safe holiday celebrations.

President Joseph commended AC Deters and DC Whiteley on being involved in community events.

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

CFO Whitaker reported that June was a busy month with all the year-end activities such as preparing for the audit and kicking off the new fiscal year's budget.

The Finance and Logistics teams worked together to complete a year-end inventory of the warehouse. They were also involved with the inventory for Gladstone and he recognized Logistics and Fleet for their efforts.

He referred to pages 40 and 42 of the packet. His current estimates show that CFD ended the year within the revised budget. They are projecting a \$2.5 million deficit. The estimates were as expected.

R-1e Office of Emergency Services – Division Chief Rick Huffman

President Joseph welcomed DC Rick Huffman to his first Board Meeting since he joined CFD.

DC Huffman expressed his appreciation to the CFD staff. The onboarding process was smooth, and the team is phenomenal. He feels very fortunate to be there.

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DC Huffman is excited that the Gladstone remodel at Station 22 is underway. The goal is to get the crews back in the station by the end of October. The Facilities team also completed a tour of all District facilities with the Special Districts Insurance Services (SDIS). This was also his opportunity to see all the properties. He said the pride and ownership of the crews was evident in how they cared for their stations and properties.

He reported that for Emergency Medical Services, Civil Service approved the Medical Services Captain position that was recently vacated. He is excited to get someone in to help with emergency medical training. He said that Captain Chris Taylor has been very helpful and has been bringing him up to speed. They are looking at the EMS equipment and planning for the future. He is meeting with EMS physicians and regional partners on the ambulance contract.

Director Cross said that they haven't had an EMS meeting since December and those meetings should be resumed. Chief Browne agreed and they will aim to meet in September.

R-1f Professional Firefighters of Clackamas County Local 1159 – Assistant Shop Steward Bruce Neelands

Assistant Shop Steward Neelands reported that the Union had their annual picnic at Oaks Park. The week prior, they held a Fill-the-Boot event and raised \$4500 for muscular dystrophy. He congratulated the latest academy on graduating and starting on the line.

He also shared that he's been stationed at Gladstone since June 1 and said that everything is going well. It's a great community and they get to meet a lot of people.

Director Cross thanked him for presenting. The Board appreciates hearing from different members of the Local 1159.

R-1g Volunteer Association Report – President Jerry Kearney

President Kearney reported the station coverage for June. One of the support volunteers, Jack Tanz, did EMS stand-by for a sheriff's ride-a-long in Beavercreek.

B. Correspondence

Noted.

Director Hawes noted that a citizen had approached him recently and said his home was near the brush fire in Sandy. He shared that as he and his wife were preparing to evacuate, when a large group of guys in yellow shirts came and were avidly digging line. He appreciated all the hard work of Crew 30.

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C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, August 15, 2022, at 5:00 pm. The meeting will be hybrid with the public invited to attend by remote video conferencing.

VIII. REGULAR BOARD MEETING RECESSED

The regular Board of Directors' meeting recessed at 5:40 pm.

IX. EXECUTIVE SESSION CALLED TO ORDER UNDER 192.660(2)(e) TO CONDUCT DELIBERATIONS TO NEGOTIATE REAL PROPERTY TRANSACTIONS

X. REGULAR BOARD MEETING RECONVENED

The regular Board of Directors' meeting reconvened at 6:19 pm.

President Joseph said that the Board met in Executive Session to conduct deliberations to negotiate real property transactions. No decisions were made.

AC Stewart requested that an additional business item be added to the agenda and the Board agreed.

B-2 Board Authorization of Fire Chief to Engage in Negotiations, Determine Final Contract Terms, and Execute the Purchase of the Property Located at 11410 SE Fuller Rd, Milwaukie, OR 97222 for the Furtherance of the District's Public Purpose

Director Hawes made the motion as stated above and Director Syring seconded. The motion passed unanimously.

XI. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:21 pm.

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

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thomasjoseph

[thomasjoseph \(Aug 17, 2022 06:30 PDT\)](#)

President Thomas Joseph

James E Syring

[James E Syring \(Aug 18, 2022 07:46 PDT\)](#)

Secretary James Syring











7-18-2022 Regular Board Meeting Minutes Final

Final Audit Report

2022-08-18

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