

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING MINUTES August 15, 2022

### ATTENDANCE

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

Others present: Nick Browne, Matt Amos, Michael Carlsen, Steve Deters, Izak Hamilton, Shelby Hopkins, Jerry Kearney, Dan Mulick, Jessamyn Ode, Shawn Olson, Ariel Roberts, Michael Wong, and Station 14 – Clackamas Fire; Andrew Gordian – 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 shared that there is a revised agenda on the website. Assistant Chief (AC) Stewart is unable to attend so Chief Browne will present on his behalf. They also updated some Volunteer data in the Board packet.

### **III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON JULY 18, 2022.**

Minutes were approved as written.

### **IV. PUBLIC COMMENT**

None.

### **V. PRESENTATION – CITIZEN LIFE SAVING AWARD – Fire Chief Nick Browne and Retired Division Chief Bill Conway**

Bill Conway shared that he retired as the CFD Division Chief of EMS in 2020. In that position, he brought PulsePoint to CFD in 2014. He explained that it's a free app that helps public safety agencies engage and communicate with citizens in the community. One feature is that it can alert the user to any cardiac arrests within a quarter mile of their location. This is incredibly important as one of the best things that one can do during a sudden cardiac arrest is start chest compressions as soon as possible. He presented PulsePoint at a board meeting in 2014. After the

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presentation, a citizen in the audience asked for assistance with PulsePoint on his phone. Retired Division Chief Conway assisted and showed him many of the features of the app. That citizen was current Director Chris Hawes.

Chief Browne shared that on August 2, 2022, Director Hawes was in Reno, NV, enjoying a meal when PulsePoint alerted him to an emergency nearby and he sprang into action. He ran into the nearby restaurant where there was a man unsuccessfully attempting to do the Heimlich Maneuver on an unconscious woman. Director Hawes stepped in, performed the Heimlich Maneuver, and was able to dislodge the piece of food that had been lodged in her airway. She began to breathe on her own. Chief Browne said that Director Hawes's actions directly saved her life and without him, the outcome would have been different.

Retired Division Chief Conway and Chief Browne presented the Citizen Life Saving Award to Director Hawes.

## **VI. PRESENTATION – FY23 STRATEGIC PLAN – Fire Chief Nick Browne and Fire Inspector Matt Amos**

Chief Browne explained that this is the annual update of the Strategic Plan. There was a planning retreat led by Fire Inspector Matt Amos.

Fire Inspector Amos explained that he worked with the Fire Chief and the Assistant Chiefs to develop their focus and strategies for the year. At the retreat, they developed divisional goals and timelines to support those strategies. He showed a slide showing those goals.

Director Wall commended Fire Inspector Amos on organizing and leading the retreat.

Chief Browne added that Fire Inspector Amos will be checking in on the goals periodically and updating that progress for the Board.

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

### **B-1 Request Board Approval of Public Relations Firm Selection – Fire Chief Nick Browne**

Chief Browne said that they conducted interviews with four firms that were vying to be the public relations firm for the District, as well as the polling group for the potential levy. The interview panel consisted of Director Hawes, Local 1159 Shop Steward Andrew Gordian, and CFD Administration.

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Chief Browne said the memo presented to the Board requests that they authorize the Fire Chief to negotiate an agreement with Coastline Public Relations.

Director Wall noted that the memo states that the contract won't exceed \$80,000, but there is not \$80,000 for this in the budget. Finance Manager Wong said that there is \$60,000 allocated and if the service agreement exceeded that, they would need to make adjustments.

Chief Browne explained that there is \$20,000 in Professional Services. There is \$50,000 under the Fire Chief's Office.

Director Wall asked why she should approve up to \$80,000 when the bid is for \$53,000. Chief Browne explained that CFD has never pursued a levy before. The request of up to \$80,000 is for if they need to do additional polling or possibly have a campaign to thank the community.

President Joseph asked if this included costs for signs and things of that nature. Chief Browne said no, any expenses like that would be through a PAC. Director Wall explained that CFD could only pay for an educational campaign.

Director Wall expressed concerns over approving such a large amount over the proposal. Chief Browne explained that these funds are allocated in the budget. The PR firms gave a wide range of possibilities, and this request is to give them some room to act based on what happens. Director Hawes said it's difficult to determine a set monetary amount for a campaign.

Discussion followed.

Director Syring appreciated Director Wall's question. He also understands that there is a lot to the levy development process. If the committee feels that an \$80,000 cap is more reasonable, he trusts the committee's thought process and would support it.

Chief Browne said they've been through a lot this last year. His goal is to be fiscally responsible and he's not going to compromise that now.

**Director Hawes made a motion to approve the public relations firm selection and Director Syring seconded.**

Director Wall noted that the firm choice was not noted in the motion.

**Director Hawes rephrased the motion and Director Syring seconded to authorize the Fire Chief to negotiate a contract with Coastline Public Relations. All directors present voted yes. Motion passed.**

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## VIII. OTHER BUSINESS – No action required

### OB-1 Board Committee/Liaison Reports

#### Interagency Committee – President Joseph/Director Syring

Director Syring reported that the Sandy IGA Committee meeting was on July 25. Most of the discussion revolved around the feasibility study. There will be a Joint Work Session with Sandy Fire on August 22 where the feasibility study results will be presented.

Director Syring said that the Gladstone Joint Oversight Committee meeting was on August 11. The contract seems to be going very well. The calls are going well, and the crews are engaged with the community. They discussed the transition of the part-time personnel to the CFD volunteer program. The committee will meet again in October.

President Joseph was glad they were able to alleviate some anxieties regarding the former part-time employees as the councilors were sincerely concerned about them.

Chief Browne said that interagency meetings are great opportunities to dispel fear and he's glad they were able to address that.

Director Syring said that they were presented with data regarding calls with the Gladstone engine. In June and July, they responded to around 400 calls within the City of Gladstone and around 170 calls in CFD. He felt this data really showed the win-win situation of this contract and the importance of having an engine staffed 24/7 with a paramedic.

### OB-2 Board Informational Updates/Comments

## IX. INFORMATIONAL ONLY

### A. Division/Department Reports

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

Chief Browne shared that Community Paramedic Cook, Fire Marshal (FM) Olson, and local partners handed out “fire buckets” that contained items such as hygiene items, first aid items, and fire extinguishers to houseless individuals as part of a fire prevention program. This was paid for through an Oregon State Fire Marshal grant.

Chief Browne shared that he has participated in a number of dunk tank fundraisers.

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Chief Browne is on the advisory committee for Senate Bill 762. The wildfire risk map was a big topic in July. Oregon Department of Forestry (ODF) has since taken down the map for revisions. They plan to deliver an updated map to the public in the next month or two.

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

AC Deters shared that the Health & Safety Division delivered safety talks with the crews, as well as conducted onsite fitness testing. They are also working on getting 14 new career firefighters in for their pre-physicals.

AC Deters said Community Services was very busy with a number of events in the community. In Human Capital, they worked on a positions manual, conducted Training technician interviews, and held the Civil Service meeting in July. The Fire Marshal's Office has been busy at all the summer's public events on top of their normal duties.

## **R-1d Office of Financial Services – Financial Manager Michael Wong**

Financial Manager Wong shared that in the board packets are the FY 2021-2022 end-of-year results. They will give an update on the current fiscal year at the next meeting.

He reported that the opening general fund balance was roughly \$15.8 million. The adopted budget assumed \$15.1 million. The finalized adopted budget can be found on the CFD website.

He reported that Logistics is working on creating an emergency response cache. Fleet is working on getting an apparatus from Aurora Fire up to speed.

President Joseph asked if the audit will be done earlier than last year. Financial Manager Wong replied that that was the original goal, but as they are new clients to this auditor, they likely won't get it done earlier this year. Hopefully, next year they will be able to get it done earlier.

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

Division Chief (DC) Mulick shared that there weren't a lot of significant incidents to report for July. The 22-01 Lateral Academy personnel hit the line on August 1. He highlighted that Battalion Chief (BC) Kyle Olson has been revamping areas of the training grounds. A new academy classroom was built, the Urban Search and Rescue Grounds were cleaned up, and a vehicle extrication area was built.

On the wildland side, CFD sent two task force leaders, as well as a few apparatus, to the McKinney Fire in California. Several CFD personnel and Crew 30 were also at the Miller Road Fire.

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DC Mulick shared that Crew 30 has been utilized at several in-district incidents. Having the crew at these fires is likely saving an additional alarm – an additional four other companies. Crew 30 continues to do excellent work and allows the stations' crews to be available for other calls.

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

Shop Steward Gordian shared that they sent two members to the IAFF Convention in Ottawa. The Oregon State Firefighters Council was awarded a peer support grant for resiliency training. TVFR Local 1660 will be hosting the one-day class on September 7 and 8<sup>th</sup>.

Director Hawes thanked Shop Steward Gordian for his participation in the PR firm selection process.

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

President Kearney reported on the volunteers' drills and station coverage for July.

### **B. Correspondence**

Noted.

### **C. Informational Items**

Noted.

### **D. Next Meeting**

The next Board of Directors' meeting will be on Monday, September 19, 2022, at 5:00 pm. The meeting will be hybrid with the public invited to attend by remote video conferencing.

## **VIII. ADJOURNMENT**

The regular Board of Directors' meeting adjourned at 6:05 pm.

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

*thomasjoseph*  
thomasjoseph (Sep 24, 2022 08:29 PDT)

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**President Thomas Joseph**

*James E Syring*  
James E Syring (Sep 21, 2022 09:03 PDT)

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**Secretary James Syring**











# Regular Board Meeting Minutes 8-15-2022

Final Audit Report

2022-09-21

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