

# Clackamas Fire District #1



## REGULAR BOARD OF DIRECTORS' MEETING MINUTES December 19, 2022

### ATTENDANCE

#### ATTENDANCE:

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

Others present: Nick Browne, Michael Carlsen, Steve Deters, Heather Goodrich, Izak Hamilton, Melanie Kinne, Sam McCullough, Dan Mulick, Shawn Olson, Ariel Roberts, Brian Stewart, Mark Whitaker, Doug Whiteley, and Michael Wong – Clackamas Fire; Mark Corless and Andrew Gordian – Local 1159; Jason McKinnon and Phil Schneider – Sandy Fire; 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 Wall called the meeting to order at 5:01 pm.

#### **II. CHANGES TO THE AGENDA**

Chief Browne noted that they updated item B-2's verbiage. It is currently updated on the agenda posted to the website.

#### **III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON NOVEMBER 21, 2022.**

Approved as written.

#### **IV. PUBLIC COMMENT**

None.

#### **V. PRESENTATION – INSURANCE RENEWAL WITH SDIS – Agent of Record Jeff Griffin with Wilson-Heirgood Associates**

Jeff gave the Board an update on the policy. He explained that SDAO was updating their computer systems so it's later than usual. He also shared that they use drones to get accurate appraisals. He had expected rates to increase 8% this year, however, they will only increase by 5%.

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He went over a few things that they are keeping a close eye on. He shared that violence against firefighters is increasing. There were 40 cases in the last four months where a civilian has accosted a firefighter. It's something they are watching nationally.

Lithium batteries are also causing an increased number of fires and are a major concern.

Post-traumatic stress is another concern, and they are working with a group called Struggle Well. Forty percent of firefighters say they have had, or currently have, post-traumatic stress disorder. There are a lot of steps being taken to help firefighters with their mental health.

## VI. BUSINESS – Action required

### B-1 REQUEST BOARD APPROVAL OF INSURANCE RENEWAL WITH SDIS – Chief Financial Officer Mark Whitaker

**Director Cross made a motion and Director Hawes seconded for the Board to approve property/casualty insurance with Special Districts Insurance Services (SDIS) for 2023 in the amount of \$287,370. Motion passed unanimously.**

### B-2 REQUEST BOARD APPROVAL, ACTING AS THE DISTRICT'S LOCAL CONTRACT REVIEW BOARD UNDER ORS 279A.060, FOR SPECIAL PROCUREMENT FOR SIMULATION TABLE – Finance Manager Michael Wong

Finance Manager Wong said that the primary change to this business item was to add the clarification that the Board of Directors is acting as the District's local contract review board. This addition was something that legal counsel recommended. Going forward, this will be included in similar requests.

At this time, he is requesting the Board's approval for a special procurement of a simulation table in the amount of \$89,260. This is utilizing grant funding. He and Battalion Chief (BC) Brent Olson consulted with the grantor, Oregon Emergency Management, and the State of Oregon Procurement Services for guidance.

Director Cross asked how many times a year they plan on using the simulation table. BC B. Olson said it could be used monthly or even bi-weekly. It is an interactive table with both a virtual and a physical platform. He reiterated that it is being funded through a grant. Director Cross expressed concerns that the actual physical machine wasn't tested out. BC B. Olson said that he has tested the virtual table, but other organizations such as the US Forest Service, Department of California Fire, and Department of Forestry have utilized the physical tables with success.

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Chief Browne reflected back to the 2020 Wildfires and said that BC B. Olson identified this as a tool back then. The after action review was not done just for show; they are still referring back to it and seeking tools to be successful.

BC B. Olson added that there are ten licenses in perpetuity. As the company's software upgrades, the table's software will also update without additional cost. It's an all-inclusive purchase, not an annual cost.

**Director Hawes made a motion and Director Cross seconded for the Board, acting as the District's local contract review board, to approve, pursuant to request number S-2023-001, confirming that this is a qualifying special procurement of a simulation table in the amount of \$89,260 from Simtable LLC. Motion passed unanimously.**

## **B-3 REQUEST BOARD APPROVAL OF BYLAW REVISION FOR THE CLACKAMAS EMERGENCY SERVICES FOUNDATION – President Jerry Kearney**

President Kearney explained that Chief Browne wanted the ability to delegate and trust other chiefs on his team to attend and be Ex Officio for the Foundation. They would like to update the bylaws to read "The Fire Chief of Clackamas Fire District #1, or their delegate, shall be a voting Ex Officio."

**Director Cross made a motion and Director Syring seconded to approve the requested revision, with this Board sitting as the governing body of the Clackamas Emergency Services Foundation, to Article III 3.2e of the bylaws of the Clackamas Emergency Services Foundation. Motion passed unanimously.**

## **B-4 REQUEST BOARD APPROVAL OF STATUS CHANGES FOR TRUSTEES AND HONORARY TRUSTEES FOR THE CLACKAMAS EMERGENCY SERVICES FOUNDATION – President Jerry Kearney**

President Kearney said that Kyle Gorman has been a member of the Foundation's Board of Trustees for many years. He has some personal/family challenges, due to these circumstances he chose to step down as the Foundation's President and as an active trustee. He is requesting to be made an Honorary Trustee. It is President Kearney's wish for the Board to approve that request.

President Kearney explained that they have held four consecutive meetings where they were unable to do business due to lack of a quorum of trustees. A couple trustees voluntarily resigned.

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There are two other trustees that miss every meeting. He is requesting that the Board remove those four trustees so they can replace them with active, supportive trustees.

He further explained that four trustees' terms expired in March 2022 and the request was never made to renew those terms. He is requesting that the Board renew their status as trustees.

Director Cross had some suggestions that the Foundation could make to their bylaws to help with the quorum challenge. Discussion followed.

Director Cross suggested that he work with the trustees on the bylaws to empower the Foundation's board to deal with their challenges. CFD's board doesn't want to make decisions that should be up to the Foundation's board. He suggested the CFD Board renew the terms of the four trustees but not remove anyone yet and allow him to work on the bylaws.

**Director Hawes made a motion and Director Cross seconded to approve the requested term renewals for Ron Gladney, Sherri Magdlin, Sherie Rosenbaum, and Don Trotter, as listed in the request from the Clackamas Emergency Services Foundation. The Board affirms and ratifies all actions taken by the Board of Trustees with those four people in 2022. Motion passed unanimously.**

**Director Cross made a motion and Director Joseph seconded for the Board to approve appointing Kyle Gorman an honorary trustee of the Clackamas Emergency Services Foundation. Motion passed unanimously.**

The Board accepted the resignations of the two trustees that officially resigned.

## **VII. OTHER BUSINESS – No action required**

### **OB-1 Board Committee/Liaison Reports**

#### **Clackamas Emergency Services Foundation Liaison – Director Cross**

Director Cross said that at the last meeting they discussed Operation Santa and the Dinner Auction. He shared that at the Dinner Auction they raised \$49,449, and the expenses were \$11,040, therefore the net gain was \$38,409. This is less than they hoped for, but it's a good start. No further updates.

### **OB-2 Board Informational Updates/Comments**

No updates.

## **VIII. INFORMATIONAL ONLY**

### **A. Division/Department Reports**

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

Chief Browne said the month of November had a lot of community engagement including two community forums to discuss the levy. He commended CFD staff and chiefs on all their hard work to make the forums successful. He shared that the taskforce has received the quantitative results back from the survey which will be shared with the Board in January.

He commended the fortitude of the Board and all of CFD's personnel during this trying and challenging year.

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

Assistant Chief (AC) Stewart shared that Inspector Amos has been revising the Standards of Cover document. He expects it to be completed in January.

He shared a couple things that organizations across the state are doing to focus on improving firefighters' mental and behavioral health. He said that everything that people are doing to help with this is incredibly important.

He reported that at the end of December, Gladstone's station will be switched over to the Sonitrol security system that the rest of the District utilizes. Facilities is seeking quotes to repair the concrete at the 130<sup>th</sup> campus. ITS was busy transitioning the District over to the new phone system that was approved at a previous board meeting.

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

AC Deters shared that all the departments were busy in November, but he wanted to focus on Community Services and all their efforts for Operation Santa. He commended Division Chief (DC) Whiteley and Volunteer Coordinator Kragero for their work with the program. There were four parades and five drop off events.

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

Chief Financial Officer (CFO) Whitaker shared that they have submitted all the reimbursements to the Oregon State Fire Marshal's Office for the summer deployments. There will be around \$1 million in revenue from those. He thanked the finance staff, and especially Program Specialist Holst, for all their efforts.

He reported that in November, property tax collections came through, but they won't show until the December Finance Report. They have collected over \$55 million in current year property taxes. He felt that they were on track to meet the \$60.2 million budget they had planned for. He doesn't expect a shortfall on property taxes like the previous year.

He lastly gave the Board an update on the District's recent investments.

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

DC Mulick shared that there are 15 entry level firefighters that will graduate from the academy and be on the line in February. He tasked BC Kyle Olson with restructuring Training for their growing organization. They hired Inspector Ryan Kragero as the Volunteer Program Coordinator, Lt. Sakaguchi was promoted to Training Captain, and they also hired external candidate Ila Borders as a Training Captain.

He shared that Captain McCullough will be promoted to Battalion Chief on January 16 at the start of D Shift. He shared more promotions that will be effective January 16.

He announced that they were awarded several fire grants to fund various needs such as an Urban Search and Rescue trailer and two crew buggies.

He reiterated that D Shift will begin on January 16, which will move CFD over to a four-platoon system. He felt that this was the biggest roster change in the history of CFD. He commended Process Manager Hopkins, Captain Buford, Lt. Gordian, and BC Scheirman for their work.

Lastly, he gave a post incident update on the mayday call where four firefighters were trapped after a roof collapse. He felt the organization did a tremendous job taking care of the employees' health and well-being. He also noted that the ICS training has been a focus; it was utilized on that call and was on point. They had a communications issue during that incident, but that issue has since been resolved. They are doing an after-action video for the incident so CFD's crews, as well as other organizations, can learn from it.

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

Shop Steward Gordian shared that they are eagerly anticipating the start of D Shift. Assistant Steward Steve McAadoo's term ended and was replaced by Alex Carey. He thanked Steve for his service.

## **R-1g Volunteer Association Report – Volunteer Coordinator Ryan Kragero and President Jerry Kearney**

Volunteer Coordinator (VC) Kragero shared the volunteer station coverage and drills for the month of November. He emphasized that the volunteer numbers are still low. He reported that the volunteers helped out with Operation Santa.

President Kearney explained how the volunteers helped during Operation Santa. He shared that citizens have expressed concerns over why the changes were made to Operation Santa.

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## **B. Correspondence**

Noted.

## **C. Informational Items**

Noted.

## **D. Next Meeting**

The next Board of Directors' meeting will be on Monday, January 23, 2023, at 5:00 pm. The meeting will be hybrid with the public invited to attend either by remote video conferencing or in person at Station 5 (9339 SE Causey Ave., Happy Valley, OR 97086).

## **IX. REGULAR BOARD MEETING RECESSED**

The regular Board of Directors' meeting recessed at 6:25 pm.

## **X. EXECUTIVE SESSION CALLED TO ORDER UNDER ORS 192.660(2)(a) TO DISCUSS A PERSONNEL MATTER**


## **XI. REGULAR BOARD MEETING RECONVENED.**


The regular Board of Directors' meeting reconvened at 7:04 pm.  
No decisions or actions were made during the Executive Session.

## **XII. ADJOURNMENT**

The regular Board of Directors' meeting adjourned at 7:05 pm.

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

  
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**President Marilyn Wall**

  
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**Secretary Chris Hawes**