

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING MINUTES October 17, 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, Izak Hamilton, Kenton Johnson, Jerry Kearney, Dan Mulick, Jessamyn Ode, Shawn Olson, Brian Stewart, Mark Whitaker, Doug Whiteley, 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 Wall called the meeting to order at 5:00 pm.

II. CHANGES TO THE AGENDA

Director Hawes added a report from the Civil Service Commission meeting to item OB-1.

III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON SEPTEMBER 19, 2022.

Approved as written.

IV. PUBLIC COMMENT

No comments.

V. BUSINESS – Action required B-1 REQUEST BOARD APPROVAL OF REVISED BOARD POLICY MANUAL – Assistant Chief Brian Stewart

Assistant Chief (AC) Stewart went over the changes to the Board Policy Manual since the last reading.

Director Joseph asked if the map in the policy manual includes the entire district. AC Stewart shared that green area on the map is CFD's legal boundaries. The pink area is the City of Gladstone where CFD has a full contract for services.

Clackamas Fire District #1



REVIEW OF BOARD COMMITTEES AND LIAISONS LIST – President Wall

President Wall said that there was one change in the Executive Committee members and requested that Director Joseph be replaced with Vice President Syring.

President Wall said that the following are not official appointments. Oregon OSHA has requested that someone from the fire district serve on their advisory council and Director Cross has agreed to fulfill this request. The Future Funding Taskforce will remain a task force for now under the Executive Committee.

Director Cross made a motion and Director Hawes seconded to approve the Revised Board Policy Manual with the language updated from Finance Director to Chief Financial Officer or their appointee. Motion passed unanimously.

B-2 REQUEST BOARD APPROVAL OF RESOLUTION 22-05 AUTHORIZING INTERFUND LOANS FOR FISCAL YEAR 2022-23 – Chief Financial Officer Mark Whitaker

Chief Financial Officer (CFO) Whitaker said this will allow the District to loan money from the Capital Projects Fund and Grants Fund to the General Fund and Wildland Mitigation Fund temporarily. These two funds may potentially run out of funds by the end of October or early November. These funds would be paid back once the property tax revenue or grant reimbursements are received. He felt it made more sense to borrow from the District's own internal funds before utilizing Tax Anticipation Notes (TANs) and needing to pay interest.

Director Joseph asked if this is in addition to the TANs.

CFO Whitaker said yes, this is in addition to the \$3 million TANs that may or may not need to be used.

Director Joseph asked how much was available in the interfund.

CFO Whitaker said there is about \$3.5 million in the Capital Replacement Fund and up to \$2 million in the Grants Fund.

Director Hawes made a motion and Director Cross seconded to approve Resolution 22-05 authorizing interfund loans for fiscal year 2022-23. Motion passed unanimously.

Clackamas Fire District #1



B-3 REQUEST BOARD APPROVAL OF GEMT CONTRACT AMENDMENT WITH PUBLIC CONSULTING GROUP – Chief Financial Officer Mark Whitaker

CFO Whitaker explained that he is asking for a contract amendment for about \$50,000. The consultant, PCG, has provided GEMT calculations and services for the last four fiscal years and he is asking to extend it for another year. They take care of correspondence with Oregon Health Authority on reimbursements, as well as the calculations and spreadsheets for the cost report. They charge a standard fee which is comparable to others in the industry. He recommended approving the one-year extension.

Director Thomas asked why this was trending down.

CFO Whitaker said that one of those fees was an estimate and has been updated since the board packet was put together. In general, they expect this amount to decline over time as patients are moved off of the fee-for-service plan and onto the CCO (Coordinated Care Organizations) Medicaid plan.

Director Hawes made a motion and Director Syring seconded to approve a one-year contract amendment with Public Consulting Group LLC to file the Ground Emergency Medical Transportation reimbursement request for FY 2021-22. Motion passed unanimously.

VI. OTHER BUSINESS

OB-1 BOARD COMMITTEE/LIAISON REPORTS

Director Joseph said he attended the Oversight Committee Meeting with the City of Gladstone. They discussed the remodel of Station 22. The city counselor and mayor said the community was appreciative of the paramedic service that CFD provides. AC Stewart said at the meeting they discussed the levy that CFD is considering. They were supportive of the idea and were glad it did not conflict with the levy they are considering for November of 2023.

Director Joseph said that they met with the City of Milwaukie. The City of Milwaukie may be considering a levy for May 2023.

Director Syring reported on the interagency meeting with Sandy Fire. The Sandy Fire Board asked CFD to present a contract for service. At their next board meeting, CFD's leadership will be presenting a contract for service. There will be more information coming at the November CFD Board meeting.

Clackamas Fire District #1



Director Cross reported that the Foundation is holding their annual Dinner Auction at 5:00pm on November 12 at Gray Gables Estate. Public Information Officer Izak Hamilton will be emceeing the event.

Director Hawes reported that at the last Civil Service meeting they reviewed the new hires, promotions, those coming off probation, and retirements. They also approved the testing list results for suppression battalion chiefs and lieutenants. Additionally, they reviewed and approved some edits for the division chief and apparatus operator testing.

OB-2 BOARD INFORMATIONAL UPDATES/COMMENTS

Director Cross shared that he is going to be a representative at the OFDDA Conference. Also, he was contacted by Chief Scott Lewis of Gresham Fire regarding purchasing apparatus. He put him in contact with CFD's Fleet Manager Bill Bischoff.

Director Cross shared that he and President Wall along with a group of personnel from CFD attended a diversity and equity training. It was a great learning opportunity and he's encouraged by the direction that the District is heading.

Director Hawes said that another fire district posted a video where an elected official made comments. On behalf of elected officials everywhere, Director Hawes wanted to apologize to CFD's firefighters and staff. The comments were not true. He hoped that the CFD team knows that the Board knows the work they have done, and these comments will be addressed in the appropriate manner. Director Syring concurred.

OB-3 FUTURE FUNDING TASKFORCE UPDATE – Director Chris Hawes

Director Hawes shared that they met the week prior and reviewed a FAQ handout and a poster. The core group will meet weekly, with a larger group meeting monthly.

VII. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne shared that the previous Friday, there was a Mayday incident where five CFD firefighters were trapped. Immediately, he found out that they were okay. It shows the dangers that firefighters face daily. He was proud of the company officers and crew for following their training.

Director Joseph asked if there was a program to help those firefighters.

Division Chief (DC) Mulick said absolutely. There is a peer support team, leave for traumatic events, and Health & Safety Chief Goodrich also stepped in.

Clackamas Fire District #1



Chief Browne said that the training that Directors Cross and Wall attended was called Outward Inclusion. They are looking at this company for multiple layers of training for CFD. There will be a short presentation to the Board in November to recap this training.

Chief Browne shared that there was an open house with community members where they discussed the enhanced levy. It was a well-attended event. There was an overwhelming gratitude from the citizens.

Director Joseph asked for clarification on the levy amount.

Chief Browne said they are looking at a levy of \$.46 - \$.52 to diversify and increase services to all areas of the District.

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

AC Stewart shared that the Gladstone station renovations are aimed to be completed by November 3. The City of Gladstone will continue to pay for the office building and apartment while the renovations continue.

He shared that DC Huffman is working to wrap up the Urban Renewal District projects. They are researching fencing, gates, and replacing the bay doors at Station 1. There will be a Request for Proposals (RFP) coming out soon for these projects.

AC Stewart reported that Inspector Amos continues to meet with department heads on their strategic goals. ITS is working on launching the VoIP phones to start in November.

He shared that he was appointed the Vice Chair of a legislative committee. Also, the Oregon State Fire Marshal (OSFM) is working with the Governor's Fire Service Policy Council. They set up two taskforces; one focused on Urban Search & Rescue and the other focused on Firefighter Health & Wellness which AC Stewart will be chairing.

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

AC Deters shared that the Health and Safety Division held a "Firefighter for a Day" training for local orthopedic physicians, surgeons, and physical therapists to learn more about firefighter tasks in conjunction with our Ready Rebound concierge injury contract. Health & Safety Chief Goodrich was also interviewed on a national webinar regarding CFD's wellness program and her career in the fire service.

AC Deters said as part of Human Capital's strategic goals they created a video series for policy review and the first was sent out last month.

Clackamas Fire District #1



He shared that the Fire Marshal's Office was working closely with the sheriff's office on the mysterious fires that were being set around Johnson Creek and Springwater area.

For Community Services, DC Whiteley shared that they are working on their social media presence and increasing the posts per month and having a wide variety. This has led to an increase in followers.

He reported that CFD hosted or participated in several events including wildfire town halls with Clackamas County, Day in Damascus, National Night Out, Gladstone Festival, and the Oregon City Health & Safety Fair. The McIver Fire began right before the Oregon City Health & Safety Fair and therefore career personnel and apparatus weren't able to attend. However, Community Services personnel adjusted, recruited some volunteers, and were still able to host a well-attended event. The division is also busy with open houses during Fire Prevention Month.

DC Whiteley shared that the Foundation funded CFD's chipper grants to assist citizens with creating defensible spaces around their properties. Over the last few years, over \$50,000 has been put back into the community through this program.

President Wall said that the chipper grants are really valued and thanked them for all their hard work.

Director Joseph asked if Community Paramedic Cook was retiring. Are they adding any other positions to that program? Chief Browne said that she retires with an official last day in May or June. They are not adding any other positions to that program at this time.

Director Syring thanked DC Whiteley for the summary of social media posts, especially for the McIver Fire event.

Director Cross asked if DC Whiteley was leading Operation Santa. DC Whiteley confirmed that he will definitely be involved. He planned to provide more details at the November meeting.

Director Syring asked if the Operation Santa parades were coming back this year. DC Whiteley responded that there will be parades this year, but they will be a bit different.

Director Hawes asked what caused the McIver Fire. AC Deters replied that it's an ODF investigation and CFD isn't involved.

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

CFO Whitaker shared that the Finance team closed the last fiscal year with \$15.6 million in the general fund. He also reported that Clackamas County certified the assessed valuation (AV) and

Clackamas Fire District #1



the growth rate for CFD was 4%. They had budgeted for 3.25%. It's about \$400,000 more than what was expected.

He shared that PERS published their new contribution rates for the next biennium. CFD rates increased 1.5 - 1.8 percentage points. This turns out to be about \$100,000-\$200,000 higher than his latest forecasts. He will be creating a new forecast to present to the Board in December.

He gave a shoutout to Fleet for all their hard work during wildland season and to Logistics for their efforts with the new academy recruits.

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

DC Mulick gave a brief report on the Milo McIver Fire. Prior to the wind/weather event, CFD assembled an IMT (Incident Management Team) and they created an IAP (Incident Action Plan) for the weekend. They met with county stakeholders, water districts, PGE, AMR, and the Fire Defense Board. They utilized an OSFM grant to upstaff a water tender, a Type 3, and a Type 6 engine. They also had meetings with the mutual aid partners throughout that week, so agencies knew what each was able to provide. Crew 30 was divided up into three squads, one for each battalion.

For the Milo McIver Fire, CFD sent mutual aid and a task force. Multnomah County sent a strike team of engines. Washington County sent two Type 3 engines. DC Mulick thought CFD and the county agencies overall did a phenomenal job. They were far ahead from where CFD was in 2020. There was exceptional management of resources and district-wide coverage. He praised Battalion Chief (BC) Cordie, BC Kinne, Captain Heitschmidt, Crew Boss Matt Hernandez, and their teams, as well as the Logistics department and the entire Operations Division. It was an exceptional unified, county-wide effort. The results and actions that have been taken since the 2020 Wildfires After Action Review played an instrumental part in stopping the Milo McIver Fire.

Director Cross shared that he received texts and phone calls from friends that live in that area. They were grateful to be able to return to their homes.

President Wall congratulated DC Mulick and the Operations staff. This event was a far cry from a few years ago and it shows that they are willing to learn and to apply the lessons learned for the betterment of the community.

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

Clackamas Fire District #1



Shop Stewart Gordian shared that they met with the Academy 22-02. The Local is also preparing for the implementation of D Shift, which will be on January 16. He's been working on the Future Funding Taskforce on the levy.

Director Hawes congratulated Shop Steward Gordian on his recent promotion to Lieutenant.

R-1g Volunteer Association Report – President Jerry Kearney

President Kearney promoted the Foundation's upcoming auction. He shared that the Foundation is still getting requests for assistance from the 2020 wildfires. He reported on the station coverage and training for the month. The volunteers participated in two community events including the Health & Safety Fair in Oregon City.

B. Correspondence

Noted.

Director Syring appreciated the social media compilation regarding the McIver Fire.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, November 21, 2022, at 5:00 pm. The meeting will be hybrid with the public invited to attend by remote video conferencing. There may be an opportunity for the public to again attend in person. President Wall advised anyone wanting to attend to watch the CFD webpage for more information.

VIII. ADJOURNMENT

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

Minutes recorded by Program Specialist Tracey Grisham and prepared by Administrative Technician Jessamyn Ode.

Marilyn M. Wall
Marilyn M. Wall (Dec 6, 2022 13:27 PST)

President Marilyn Wall

CHH
Chris Hawes (Dec 6, 2022 13:32 PST)

Secretary Chris Hawes











Regular Board Meeting Minutes 10-17-2022

Final Audit Report

2022-12-06

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