

Clackamas Fire District #1



REGULAR BOARD OF DIRECTORS' MEETING MINUTES November 21, 2022

ATTENDANCE

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

Others present: Nick Browne, Steve Deters, Heather Goodrich, Oscar Hicks, Rick Huffman, Genoa Ingram, Jerry Kearney, Ryan Kragero, Sam McCullough, Shawn Olson, Ariel Roberts, Steve Sakaguchi, Josh Santos, Brian Stewart, Mark Whitaker, Doug Whiteley, Matt Wiken, and Stations 4, 6 – Clackamas Fire; Andrew Gordian – Local 1159; 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

No changes.

III. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON OCTOBER 17, 2022.

Approved as written.

IV. PUBLIC COMMENT

None.

V. OUTWARD INCLUSION PRESENTATION – Training Officer Steve Sakaguchi

Training Officer (TO) Sakaguchi explained that Outward Inclusion was part of a larger professional development project. After extensive research, Arbinger Institute was chosen. In October, they conducted a training session with 35 District personnel. He explained the goals of the training and shared the positive feedback they received. TO Sakaguchi said they would like to move forward to extend the training to the entire workforce as well as incoming personnel.

Director Cross commented that he thought the training was excellent and that everyone did a great job. He thanked Chief Browne for moving forward with this initiative that was very important to the Board.

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Director Joseph asked if the agreement with the Arbinger Institute was for one-time training, or if they will continue to come out and give the training. Does the “Train the Trainer” program mean internal personnel would be conducting the training? TO Sakaguchi responded that there were several options including having the master coordinator come and do the training on-site again, CFD personnel can travel to attend a public training, or the training can be online. They are still working through those options. If someone is a “Train the Trainer,” they are involved in updates and ongoing training. Any recurring training has a cost to access that license.

President Wall said that the training was very worthwhile; she appreciated the positive and open approach.

VI. BUSINESS – Action required

B-1 Request Board Approval of Mark Whitaker as Budget Officer for Fiscal Year 2023-24 – Assistant Chief Brian Stewart

Assistant Chief (AC) Stewart clarified that the request was amended for the Board to approve CFD’s Chief Financial Officer (CFO) as the Budget Officer. They would like to designate the person by position rather than by name. Also, he would like it to be on an ongoing basis, rather than have it approved each fiscal year. The Board would have an opportunity to review this annually as part of the Board Policy Manual.

Director Cross asked if this followed Oregon law, as he thought they had to name a person. AC Stewart shared that the ORS is laid out in their staff memo. His interpretation is that there is no definition that it needs to be one person. As a special district, they are required to have one person (versus a department).

President Wall interpreted the ORS differently and isn’t sure if they are following it correctly with this request. She suggested that they approve CFO Whitaker for this year and further examine this law, consult with legal, and bring up this request at a later time. She also thought having it be ongoing would make it more difficult for the CFO to assign this duty to one of their employees if they decided to do so.

Directors Syring and Hawes agreed with President Wall.

Chief Browne said they will look further into it. They will amend the request to just CFO Whitaker for this fiscal year.

Director Hawes made a motion and Director Cross seconded for the Board to approve Mark Whitaker as the Budget Officer for Fiscal Year 2023-2024. Motion passed unanimously.

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B-2 Request Board Approval of MDC Purchase – Chief Technology Officer Hicks

Chief Technology Officer (CTO) Hicks said the request was as presented in their Board Packet. There were some supply chain issues that changed their original request.

Director Cross made a motion and Director Hawes seconded for the Board to approve the purchase of Panasonic Toughbooks in the amount of \$145,130.90 from Technology Integration Group. Motion passed unanimously.

VII. OTHER BUSINESS

OB-1 Board Committee/Liaison Reports

Interagency Committee – Director Joseph/Director Syring

Director Syring reported that there had not been any other interagency meetings since the last Board meeting. However, he wanted to share that Sandy Fire has had three meetings. There are a lot of ongoing discussions regarding the contract for service.

Clackamas Emergency Services Foundation (CESF) – Director Cross

Director Cross reported that the Foundation had recently held its annual auction. He will give the Board more updates at the next meeting after he receives more information about the results of the auction. He shared that Kyle Gorman resigned as the President of CESF. Vice President Jerry Kearny is now the President.

President Kearney shared that he plans to nominate Kyle as an Honorary Trustee at the next CESF meeting. He said that auction attendance was 50% less than in previous years but higher in bidding. They are looking at possibly having another auction or other event during the next year.

Future Funding Taskforce – Director Hawes

Director Hawes shared that they have begun the public outreach on the possible levy. On November 9 and 16 they held community forums. Both went well and received some good questions. They've also had good online participation. Overall, they've had positive feedback regarding a possible levy.

OB-2 Board Informational Updates/Comments

OFDDA Conference – Director Cross

Director Cross said they had the OFDDA Conference the previous month. He had the privilege of serving on a panel with AC Stewart. AC Stewart said he was impressed with the attendance and participation and thought it was a great conference.

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Director Cross shared that OFDDA and SDAO have partnered together to develop a Fire District Directors Academy. He explained the training and classes. There will also be some classes available on the District's Vector Solutions (formerly known as Target Solutions) software for the Board to take. Director Cross shared how his fellow directors can start taking classes.

OB-3 Cooperative Services with Sandy Fire District – Assistant Chief Steve Deters

AC Deters shared a slide showing points of the cost-neutral contract for service with Sandy Fire. He said that he and Chief Browne presented this at the Sandy Fire Work Session on November 3. At the November 10 Sandy Fire Board Meeting, the Sandy Board officially asked CFD to present a contract for service. AC Deters is asking for the Board to approve CFD staff drafting a contract for service for Sandy Fire.

Director Syring said that Sandy Fire continues to be a great partner. He listed a number of positive points that would be mutually beneficial to both districts and their citizens, including staffing of Station 18. Both districts paid for the feasibility study that recommended a full contract for service. He would support CFD staff moving forward with putting together this contract.

Director Cross commented that at one point, there were some financial discrepancies between the numbers that the feasibility consultant had and what Sandy Fire reported. Chief Browne said that Sandy Fire sent updated information to the consultant. The confusion was with the way Sandy Fire budgeted, but the funds are there. CFO Whitaker also analyzed Sandy Fire's budget and he confirmed that Sandy Fire would have enough funds to cover the proposed contract for service.

Director Joseph asked if the D-shift schedule starting in January would affect the contracts for service. Chief Browne confirmed that those with contracts for service would also be in the D-shift schedule.

Director Syring asked if the feasibility study was completed and released to the public. AC Deters said the feasibility study was on both the CFD and SFD websites for the public to view.

President Wall expressed concerns about if this contract would truly be cost-neutral. Sandy Fire cannot currently afford to staff all its stations, yet with this contract, they will get full staffing plus enhanced services. There should be no subsidies for Sandy. CFO Whitaker agreed. He is not interested in subsidizing Sandy and that's why he did the financial analysis. They will only be staffing one station with career staff. There will be a 24/7 three-person engine, and a two-person lighter resource that's only staffed 12 hours per day. He has also considered the lost revenue from staffing Station 18 once their contract for service starts. Chief Browne noted that the other

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two stations would be staffed with volunteers. President Wall suggested that, in the interest of transparency, CFO Whitaker's financial analysis should go out with the draft contract.

Director Hawes said he would support going forward with a draft contract. He sees the efficiencies that could be possible.

Chief Browne, as he was hearing a consensus, proposed having a work session to go over the draft contract.

VIII. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne thanked staff for all their hard work at the two community forums. There were also many community events held in October and it's great to get back into the community.

He shared that on October 31, there was a two-alarm commercial fire. The fire was well-involved, and crews had the fire under control in 45 minutes. The officers called the second alarm early and this prevented further property loss.

Director Cross brought up that at the OFDDA conference, the OSFM did a presentation on wildfire and the acres they've burned over the decades. Chief Browne said that from 1992 – 2001, there were about 107,000 acres burned across the state annually. From 2002-2011, there was an average of 360,000 acres burned across the state annually. From 2012 – 2021, there were 760,000 acres burned annually. Projections for the next 10 years estimate that it will be 1.4-1.5 million acres burned annually. These projections and weather patterns show that wildfires will not be a fluke; they will be happening. Chief Browne said that preparation is imperative for CFD moving forward.

Director Joseph wanted to make sure Christ the King Elementary School, St. John the Baptist School, and La Salle High School are included in the CPR classes.

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

AC Stewart shared that the SDAO conference is February 9-12, 2023.

He pointed out that the strategic planning goals are now included in the Fire Chief's report as a pie chart. This is to increase transparency and accountability.

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He shared that Operations identified a connectivity issue with the apparatus at Station 19. There was a dead spot of Verizon coverage, so they worked with Cradlepoint to get a unit installed to work on that issue.

The Gladstone Station 22 remodel was complete.

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

AC Deters shared that Health & Safety Chief Heather Goodrich will give a Health & Safety Division update.

Health & Safety Chief Goodrich shared that in 2022, they are still 100% compliant with their physicals. Due to Covid, many departments had to pause their services, so this is a big accomplishment. Wellness also resumed their on-site group activities of group fitness testing and wellness talks.

She explained how the Wellness Department added several individual assessments for the line staff in 2022, such as adding a 10-year risk score to the pre-physical test which will identify members that are at a higher risk for heart disease. She also explained that personnel got individual feedback regarding their assessments and direction on how to improve.

In 2023, the Wellness Department is researching adding deeper cardiac testing, deeper lipid testing, and ultrasound testing for cardiac, liver, thyroid, and groin. They will also be hiring a new athletic trainer. A group of peer supporters will also be receiving additional training in 2023.

President Wall asked if she foresees a resurgence of Covid or a variant of Covid affecting staff and what she is doing to prepare. H&S Chief Goodrich said that she has not seen it in the District. She follows Oregon Health Authority closely and is prepared to pivot if needed.

Director Cross added that Clackamas County, as well as other areas, is dealing with an epidemic of RSV. They also predict that this will be one of the worst seasons for influenza on record.

For Community Services, Division Chief (DC) Whiteley gave an update on Operation Santa. He shared that there will be four community parades where no donations will be picked up. They will direct citizens to take donations to the five scheduled drop-off events. The District will be working with other community partners who will distribute the donations.

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

CFO Whitaker said that the District was the victim of a fraud attempt. Fortunately, the funds were retrieved, and he thanked Administrative Technician Golloher and Finance Manager Wong

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for their quick work. The Finance team will be implementing new financial procedures and working with an IT security firm through insurance to prevent this in the future.

He shared that they continue to work with the new auditing firm, which was on site recently. It's likely they will ask for an extension past the December 31 deadline.

CFO Whitaker highlighted that in his financial report, he noted that CFD did not need to use the Tax Anticipation Notes (TANs) this year. He also said that the new PERS rates will take effect July 1.

Director Hawes noted that overtime is at 42.4% when they are only 33% into the year. Do they know why? CFO Whitaker explained that overtime usage is higher than he anticipated in the adopted budget. The number of floaters available is less than expected. He said that he needs to rethink how he budgets overtime. He underestimated it this year. Chief Browne added that due to conflagrations, they will be getting reimbursed for some of that overtime. He also said that this is a job where personnel can get injured and currently there are a lot of personnel out with injuries, which is difficult to forecast.

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

DC Huffman reported that it's been significantly busy over the last few months and crews continue to do a great job. He announced that they hired a new Training Captain and an EMS Captain.

DC Huffman also noted that the Gladstone Fire station renovation was completed, and the crew is operating out of it now. The previous station was not designed for 24/7 response and he is excited for this station to be operational.

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

Shop Steward Gordian was working on shift and got a call so was, therefore, unable to give an update.

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

Volunteer Coordinator (VC) Kragero shared the volunteer shift coverage and training for the month of October. He explained that the coverage was low because CFD's excellent volunteers get hired for career jobs both internally and externally. They are struggling with having the number of people needed for coverage. They have a new volunteer academy starting in January.

Director Syring congratulated VC Kragero on his new position.

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President Kearney shared that they had a Halloween party at Station 18. He also shared that volunteer Jack Tanz works a lot with the Milwaukie CERT program. He wanted to thank him for all his work this past month as Jack helped with eight events and gave a presentation.

B. Correspondence

Noted.

C. Informational Items

Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, December 19, 2022, 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).

VIII. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:53 pm.

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

Marilyn M. Wall

Marilyn M. Wall (Dec 21, 2022 08:03 PST)

President Marilyn Wall

Chris Hawes

Chris Hawes (Dec 26, 2022 11:06 PST)

Secretary Chris Hawes











Regular Board Meeting Minutes 11-21-2022

Final Audit Report

2022-12-26

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