



Here for you

**REGULAR BOARD OF DIRECTORS' MEETING MINUTES
February 27, 2023**

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, Izak Hamilton, Shelby Hopkins, Rick Huffman, Jerry Kearney, Dan Mulick, Ariel Roberts, Sherie Rosenbaum, Brian Stewart, John Turner, Mark Whitaker, Doug Whiteley, Matt Wiken, and Stations 4, 6, 18, 19 – Clackamas Fire; Mark Corless and 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.

A video recording of this meeting is available, and the timestamps are noted for each section below.

**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 AGENDA

Timestamp: 01:42 – 03:04

Chief Browne added item B-5 Request Board Approval to Replace Apparatus Bay Doors at Station 1. He also moved item OB-2 Request Board Approval of Explanatory Statement for the Levy Measure to item B-6.

**III. APPROVAL OF MINUTES OF THE JANUARY 9, 2023 WORK SESSION AND
JANUARY 23, 2023 REGULAR BOARD MEETING**

Timestamp: 03:04 – 03:30

Approved as written.

IV. PUBLIC COMMENT *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*

Timestamp: 03:30 – 07:33



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John Kihlstrum gave public comment.

V. PRESENTATION – POLICY UPDATE – Process Manager Shelby Hopkins

Timestamp: 07:33 – 18:27

Process Manager Shelby Hopkins gave a presentation to the Board to give an update on the District’s policy and procedure management which included the implementation of new policy management software.

**VI. PRESENTATION - ANNUAL MEDICAL DIRECTOR’S REPORT –
Dr. John Turner**

Timestamp: 18:27 – 39:16

Dr. John Turner presented the Annual Medical Director’s Report to the Board.

**VII. ANNUAL MEETING OF THE MEMBER OF THE CLACKAMAS EMERGENCY SERVICES FOUNDATION – Request Approval of Budget 2023 –
President Jerry Kearney and Treasurer Sherie Rosenbaum**

Timestamp: 39:16 – 54:24

President Wall recessed the regular Board of Directors’ meeting at 5:40 pm

President Wall brought the Annual Meeting of the Member of the Clackamas Emergency Services Foundation to order at 5:40 pm.

Treasurer Sherie Rosenbaum and President Kearney presented the budget to the Board.

Director Cross made a motion and Director Thomas seconded to approve the proposed 2023 operating budget for the Clackamas Emergency Services Foundation. Motion passed unanimously.

President Wall adjourned the Annual Meeting of the Member of the Clackamas Emergency Services Foundation at 5:55 pm.

President Wall reconvened the regular Board of Directors’ meeting at 5:55 pm.

VIII. CIVIL SERVICE COMMISSIONER INTERVIEWS

Timestamp: 54:24 – 1:14:44



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The Board interviewed the following candidates for Civil Service Commissioner: John Kihlstrum and Jeff Davis.

Discussion followed.

IX. BUSINESS – Action required

B-1 Request Board Approval of One Commissioner to Serve a Four-Year Term on the Civil Service Commission – Assistant Chief Steve Deters

Timestamp: 1:14:44 – 1:15:49

Director Cross made a motion and Director Hawes seconded for the Board to approve Jeff Davis as a commissioner to serve a four-year term on the Civil Service Commission. Motion passed unanimously.

B-2 Request Board Approval of Sandy Fire IGA – Assistant Chief Steve Deters

Timestamp: 1:15:49 – 1:24:20

Assistant Chief Deters gave a brief history and requested Board approval of the agreement. Each board director shared their thoughts and comments on this business item.

Director Hawes made a motion and Director Syring seconded for the Board to approve authorizing the Fire Chief to sign the full operational contract for services with Sandy Fire District #72. Directors Cross, Syring, Joseph, and Hawes voted yes. President Wall voted no. Motion passed.

**B-3 Request Board Approval of Fuel Vendor Contract –
Fleet Services Manager Bill Bischoff**

Timestamp: 1:24:20 – 1:29:50

Fleet Services Manager Bischoff gave a brief history and explanation of the contract to the Board.

Director Cross made a motion and Director Joseph seconded for the Board to approve the Fire Chief to enter into a contract for District fueling services through the calendar year 2023 with Bretthauer Oil Company in the amount of \$376,651. Directors Cross, Syring, Joseph, and Hawes voted yes. President Wall abstained due to a potential conflict of interest. Motion passed.



Here for you

**B-4 Request Board Approval to Surplus Apparatus –
Fleet Services Manager Bill Bischoff**

Timestamp: 1:29:50 – 1:31:00

Director Hawes made a motion and Director Cross seconded for the Board to approve the Fire Chief to proceed with the disposal of the 1999 Almar Raiv Jet Boat App #2-931, Asset #18. Motion passed unanimously.

**B-5 Request Board Approval to Replace Apparatus Bay Doors at Station 1 – Division
Chief Rick Huffman**

Timestamp: 1:31:00 – 1:35:11

DC Huffman explained that the current condition of the apparatus bay doors are affecting the performance and the security of Station 1. The apparatus door replacement project has been approved by Clackamas County Development Agency Program Supervisor David Queener to use urban renewal funds.

President Wall asked if there was a motion for the Board to approve the replacement of the apparatus bay doors at Station 1 at a cost not to exceed \$200,000.

DC Huffman noted that this amount has been updated to \$125,900. The motion was revised.

Director Joseph made a motion and Director Hawes seconded for the Board to approve the replacement of the apparatus bay doors at Station 1 at a cost not to exceed \$125,900. Motion passed unanimously.

**B-6 Request Board Approval of Explanatory Statement for the Levy Measure – Fire
Chief Nick Browne**

Timestamp: 1:35:11 – 1:36:59

Chief Browne shared the explanatory statement with the Board.

Director Joseph made a motion and Director Cross seconded for the Board to approve the explanatory statement for the levy measure. Motion passed unanimously.

X. OTHER BUSINESS – No action required

OB-1 Annual Fire Chief Evaluation – President Wall



Here for you

Timestamp: 1:36:59 – 1:40:10

The Executive Committee requested that the Board increase the Fire Chief's compensation by 6% starting in July. President Wall noted that this did not need a motion. They commended him for doing an excellent job and thanked him for his dedication.

OB-2 Board Committee/Liaison Reports

Timestamp: 1:40:10 – 1:40:32

Clackamas Emergency Services Foundation Liaison – Director Cross

No report.

OB-3 Board Informational Updates/Comments

Timestamp: 1:40:32 – 1:45:53

Director Joseph reported they had an IGA meeting with Happy Valley.

Director Cross shared that Gresham Fire, his former employer, suffered a line-of-duty death. He thanked CFD for their outstanding response and support.

XI. INFORMATIONAL ONLY

A. Division/Department Reports

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

Timestamp: 1:45:53 – 1:46:25

Shop Steward Gordian said that the Local is interfacing with Coastline PR firm on their political action committee campaign for the levy.

R-1b Volunteer Association Report – Volunteer Coordinator Ryan Kragero & President Jerry Kearney

Timestamp: 1:46:25 – 1:51:56

VC Kragero and President Kearney shared their reports. VC Kragero shared that they started the Volunteer Recruit Academy 23-01 with 17 volunteers. They will graduate in June.

B. Correspondence - Noted



Here for you

C. Informational Items - Noted

D. Next Meeting

The next Board of Directors' meeting will be on Monday, March 20, 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).

XII. REGULAR MEETING RECESSED

The regular Board of Directors' meeting recessed at 6:56 pm.

XIII. EXECUTIVE SESSION CALLED TO ORDER UNDER ORS 192.660(2)(b), ORS 192.660(2)(f), and ORS 192.660(2)(i) TO DISCUSS COMPLAINTS AGAINST AN EMPLOYEE, REVIEW AND EVALUATE EMPLOYEE PERFORMANCE, AND INFORMATION THAT IS EXEMPT FROM DISCLOSURE BY LAW.

XIV. REGULAR MEETING RECONVENED

The regular Board of Directors' meeting reconvened at 9:39 pm.

XV. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 9:40 pm.

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

Marilyn M. Wall

Marilyn M. Wall (Mar 21, 2023 15:48 PDT)

President Marilyn Wall

Chris Hawes

Chris Hawes (Apr 1, 2023 11:48 PDT)

Secretary Chris Hawes












2-27-2023 Board Meeting Minutes

Final Audit Report

2023-04-01

Created:	2023-03-21
By:	Ariel Roberts (ariel.roberts@clackamasfire.com)
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