



Clackamas Fire District #1

Board Meeting Briefing Packet

May 15, 2023



Here for you

Board of Directors' Meeting

May 15, 2023

Meeting Location: Hybrid: Station 5/Remote Video Conferencing

5:00 pm

AGENDA

REGULAR SESSION

- I. CALL TO ORDER PER ORS 192.610 TO 192.690**
ORS 192.650 – The meeting is being recorded.
- II. PLEDGE OF ALLEGIANCE**
- III. CHANGES TO AGENDA**
- IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON APRIL 17, 2023 (Packet Pg. 4)**
- V. PUBLIC COMMENT** *(The President will call for statements from citizens regarding District business, not to exceed three minutes per person.)*
- VI. BUSINESS – Action required**
- VII. OTHER BUSINESS – No action required**
 - OB-1 Board Committee/Liaison Reports**
 - OB-2 Board Informational Updates/Comments**
- VIII. INFORMATIONAL ONLY**
 - A. Division/Department Reports**
 - R-1a Office of the Fire Chief – Fire Chief Nick Browne (Packet Pg. 9)**
 - R-1b Office of Strategic Services – Assistant Chief Brian Stewart**
 - R-1c Office of Business Services – Assistant Chief Steve Deters**
 - R-1d Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet Pg. 12)**
 - R-1e Office of Emergency Services – Division Chief Dan Mulick**



Here for you

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

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

B. Correspondence (Packet Pg. 16)

C. Informational Items (Packet Pg. 19)

D. Next Meeting

The next Board of Directors' meeting will be on Monday, June 26, 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 MEETING RECESSED

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

XI. REGULAR MEETING RECONVENED

XII. ADJOURNMENT



Here for you

**REGULAR BOARD OF DIRECTORS' MEETING MINUTES
April 17, 2023**

ATTENDANCE

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

Absent: Jay Cross

Others present: Steve Deters, Heather Goodrich, Tracey Grisham, Izak Hamilton, Oscar Hicks, Jerry Kearney, Ryan Kragero, Dan Mulick, Shawn Olson, Ariel Roberts, Brian Stewart, Mark Whitaker, Doug Whiteley, Tracey Grisham, Michael Wong – Clackamas Fire; Kevin Schurter – Local 1159; Jason McKinnon and Phil Schneider – Sandy Fire; Daniel DeHaven, William Gifford, Julie Kennedy, James Kerr – Budget Committee Candidates; and Kathy Wilson – Singer Lewak.

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. PLEDGE OF ALLEGIANCE

III. CHANGES TO THE AGENDA

Assistant Chief (AC) Stewart noted one change to the agenda and that was that the Local 1159 report will now be given by Kevin Schurter.

Timestamp 01:25 – 01:41

**IV. APPROVAL OF THE REGULAR BOARD MEETING MINUTES ON MARCH
20, 2023.**

The minutes were approved as written.

Timestamp 01:41 – 02:01

V. PUBLIC COMMENT

None.



Here for you

VI. ANNUAL AUDIT PRESENTATION – Kathy Wilson, Singer Lewak

Kathy Wilson with Singer Lewak (auditor) went over the financial report, financial statements, and the letters in their report.

Timestamp 02:26 – 20:28

VII. BUSINESS – Action required

B-1 Request Board Approval of Annual Audit FY 2021-2022 – Chief Financial Officer Mark Whitaker

Director Hawes made a motion and Director Joseph seconded to accept the annual audit FY 2021-2022. The motion passed unanimously by the directors present.

Timestamp: 20:29 – 21:39

B-2 Request Board Approval of Resolution 23-03 Adopting a Plan of Action for Internal Control Deficiency – Chief Financial Officer Mark Whitaker

Chief Financial Officer (CFO) Whitaker explained that this resolution is a plan of action to correct the deficiencies found in the audit report.

Director Joseph made a motion and Director Syring seconded to approve Resolution 23-03 Adopting a Plan of Action for Internal Control Deficiency. The motion passed unanimously by the directors present.

Timestamp: 21:40 – 24:32

BUDGET COMMITTEE INTERVIEWS

The Board interviewed the following candidates for the Budget Committee: Julie Kennedy, William Gifford, Daniel DeHaven, and James Kerr. Discussion followed.

Timestamp: 24:32 – 58:10

B-3 Request Board Approval of Two Budget Committee Appointments – Chief Financial Officer Mark Whitaker

Director Hawes made a motion and Director Syring seconded to appoint William Gifford and Julie Kennedy to the Clackamas Fire Budget Committee for a term of three years. The motion passed unanimously by the directors present.

Timestamp: 58:10 – 1:00:05



Here for you

B-4 Request Board Approval of Contract Renewal with Konica Minolta Business Solutions – Chief Technology Officer Oscar Hicks

Chief Technology Officer (CTO) Hicks said the request language needs to be changed to approval of cooperative purchase order lease agreement.

Director Hawes made a motion and Director Joseph seconded for the Board to approve a 36-month extension on a lease to renew managed print services through Konica Minolta Business Solutions with a locked monthly rate of \$2,861.72. The motion passed unanimously by the directors present.

Timestamp: 1:00:05 – 1:06:30

VIII. OTHER BUSINESS

OB-1 Board Committee/Liaison Reports

Civil Service Commission Liaison – Director Hawes

Director Hawes reported that the Civil Service Commission approved the list for EMT, Paramedic, and Captain. They also approved the testing packet.

Timestamp: 1:06:30 – 1:11:05

EMS Committee – Director Joseph

They met and discussed the ambulance service contract and recommendations to the county.

Timestamp: 1:11:05 – 1:12:14

Executive Committee – Director Syring/Director Wall

President Wall said that committee discussed C800, CCOM, business hours for personnel, budget committee, and other personnel matters. She gave updates on C800 and CCOM.

Timestamp: 1:12:14 – 1:16:22

Interagency Committee – Director Joseph/Director Syring

Director Joseph is pleased with the relationships that they have with the cities and IGAs.

Timestamp: 1:16:22 – 1:18:12

OB-2 Board Informational Updates/Comments

Director Hawes gave a report on the recent open house.



Here for you

Timestamp: 1:18:12 – 1:19:26

VII. INFORMATIONAL ONLY

A. Division/Department Reports

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

AC Stewart reported that Station 1 is having some cement work done so the main driveway will be closed for about one month. He also shared that ITS has hired temporary labor for a few months to help with projects. He concluded with a report on some legislative updates.

Timestamp: 1:19:26 – 1:22:17

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

AC Deters reported that there have been a lot of presentations regarding the levy, as well as open houses. They have also been working on the Sandy Fire contract.

Timestamp: 1:22:17 – 1:23:54

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

CFO Whitaker said they are ready to kick off the budget process now that they have a budget committee set. The first meeting will be held after the levy vote.

Timestamp: 1:23:54 – 1:25:17

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

Division Chief (DC) Mulick reported that the lateral academy is under way and those recruits are expected to start on the line in July. Crew 30 has completed onboarding. The apprentice program applicants have chief interviews near the end of April with the final applicants being notified in June. He commended the captains of CFD for their community involvement.

Timestamp: 1:25:17 – 1:28:25

R-1e Professional Firefighters of Clackamas County Local 1159 – Assistant Shop Steward Kevin Schurter

Assistant Shop Steward Schurter reported on the apprentice program. The Local thanked those who helped with those interviews. The Local has been working with the IAFF political strategist on the levy campaign.

Timestamp: 1:28:25 – 1:31:27



Here for you

R-1f Volunteer Association Report – Volunteer Coordinator Ryan Kragero and Vice President Kenton Johnson

Volunteer Coordinator Kragero reported on station coverage and training. He also met with Sandy volunteers to discuss the transition. They closed the applications for the CFD volunteer positions.

Vice President Johnson shared that the volunteers have been helping with community events. They are also working on 5- and 10-year belt buckles.

Timestamp: 1:31:27 – 1:36:32

B. Correspondence – Noted.

C. Informational Items – Noted.

D. Next Meeting

The next Board of Directors' meeting will be on Monday, May 15, 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).

X. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:37 pm.

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

President Marilyn Wall

Secretary Chris Hawes

FIRE CHIEF'S REPORT

April 2023



Truck 304 at an Easter Egg Hunt



Sportman's Breakfast 2023 with Clackamas Fire and Sandy Fire volunteers



Virtual Reality Multi-Agency EMS Training

Highlights

- Staff were very busy in April with planning, coordinating, and staffing numerous events focused on community engagement and sharing levy information. In addition to many small group presentations, there were four open houses this month.
- The first security camera system was installed at Station 1 and Technology Services to protect district property, personnel, and the public. This utilized an award of \$5,000 in matching funds from SDIS' Safety and Security Grant. Additional sites will have security cameras installed on a priority basis as funds allow.
- Human Capital completed the Apprentice Firefighter hiring process.
- Inspector Koenig will be attending a Wildland Fire Investigation course in Scappoose in May. Three FMO staff will then be trained to conduct wildland fire investigations as they occur. Specific criteria will be developed for dispatching.
- Multi-Factor Authentication implemented in Finance and Technology Services. Additional role-based implementation in process.
- New remote speaker mics were distributed to all seated positions to improve on-scene communications.

Notable Events/Calls

- 4/7 - Duplex fire on South Clackamas River Dr. Crews arrived to heavy fire from the roof. The fire was quickly extinguished and an all clear determined within 15 minutes.
- 4/29 - Crews responded to an apartment fire on Concord with a working fire that quickly ran the attic space and spread to multiple units. Crews quickly extinguished the fire and searched all spaces for occupants. Everyone escaped safely.
- 4/29 - Crews responded to a fire that engulfed a shop and was spreading to other exposures. Crews quickly knocked down the fire and prevented the fire from spreading.

FIRE CHIEF'S REPORT

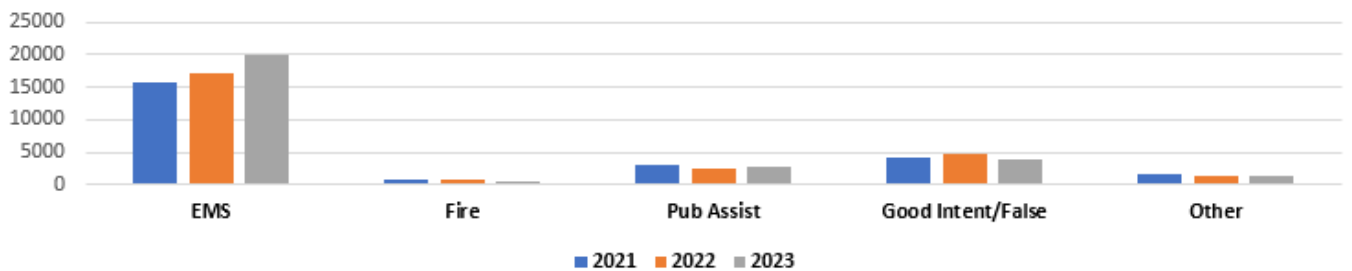
April 2023

Organizational Data

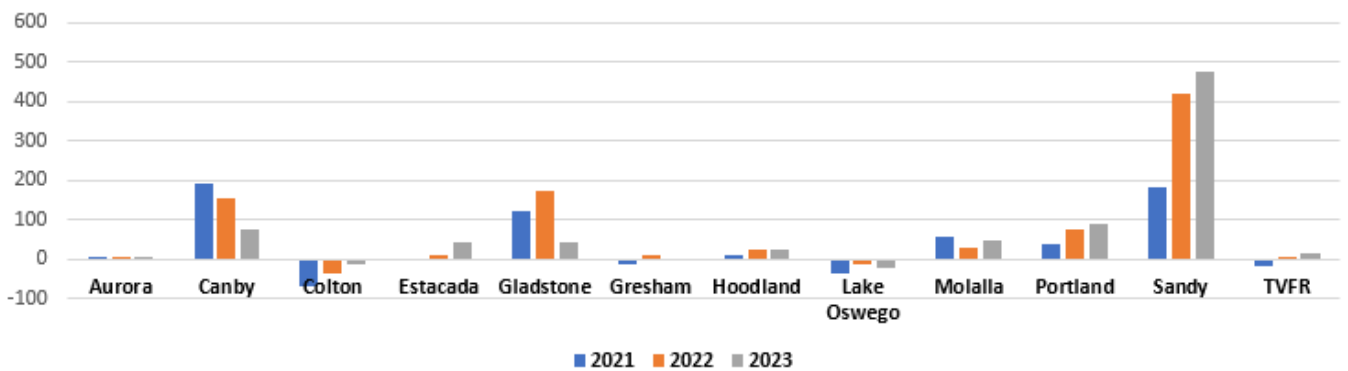
Volunteers

Training		Events	Duty Shifts	Station 12	Station 13	Station 21	Support
# of Drills	5	3	Nights	17/31	0/31	8/31	9/31

Incidents by Type
12-months ending April of each year
Does not include mutual aid given



Net Mutual Aid
Net incident response for 12-months ending April of each year
Includes canceled en route incidents



Average Company Time Committed

Time: 210 hours and 50 minutes	Percent of Month: 31.83%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

FIRE CHIEF'S REPORT

April 2023

Staffing

	Response	Risk Reduction	Crew 30	Staff	FF Vols	Support Vols
Allocated	263	12	20	55		
Filled	247	8	20	51	13	14
Academy	6	0			8	1

New Hires – Crew 30

- Hernandez
- Glenn
- Burdak
- DaMotta
- Estep
- Hubbard
- Medina
- Reuther
- Richter
- Yarbrough
- Santos
- Brinster
- Gomez-Navarro
- Hernandez Mariscal
- Ledezma
- Maupin
- Russell
- Sandoval-Torres
- Vanderlinde
- Gaytan

Promotions

- AO Beck
- AO Mustola
- AO Steinberg
- AO Franchuk
- AO Mendoza
- AO Dukart
- AO Lopes
- AO English
- Captain Cooper
- Captain LeDoux



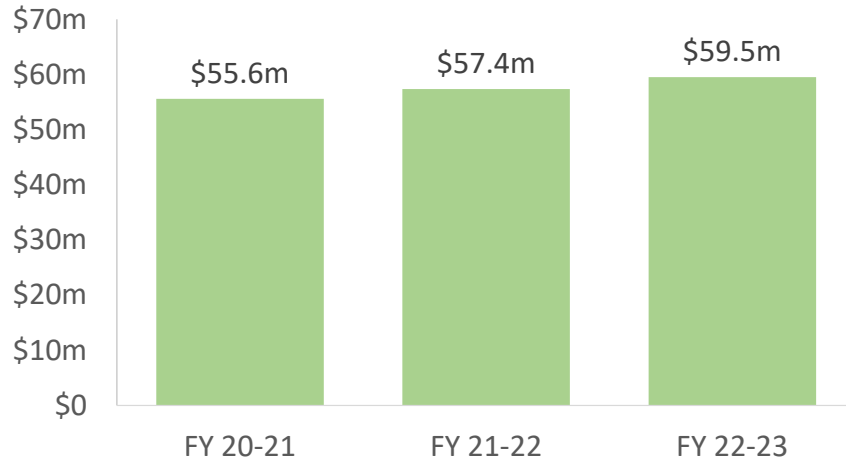
FINANCIAL REPORT

Period Ending April 30, 2023

R-1d

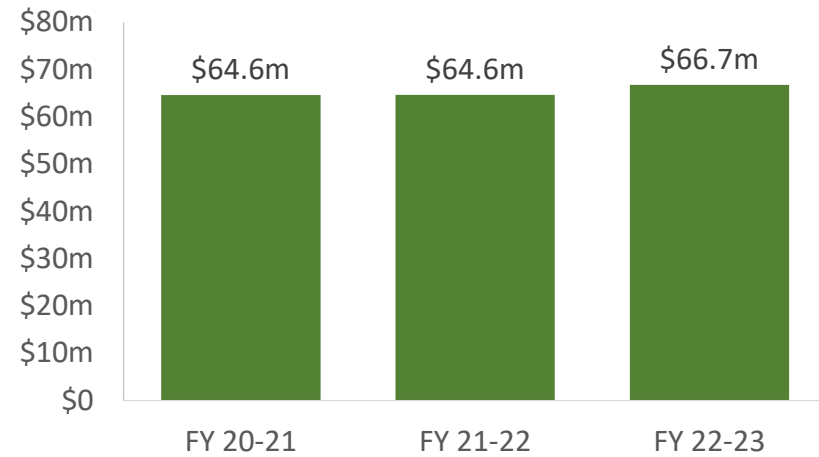
General Fund Property Tax Revenues

Through April



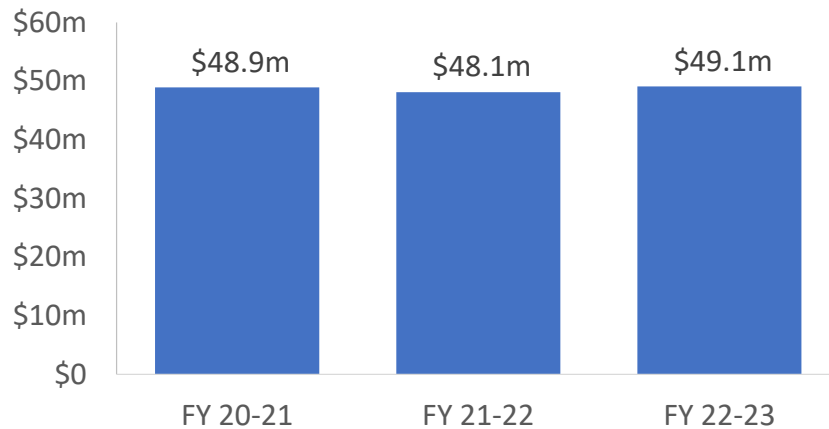
General Fund Total Revenue

Through April



General Fund Salary & Benefits

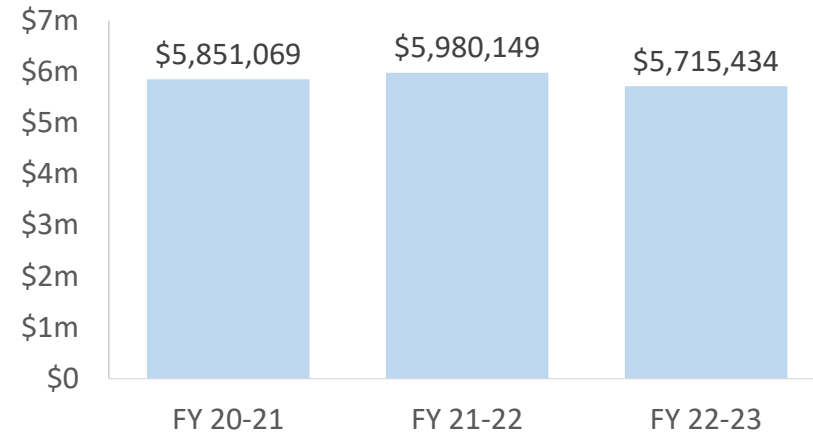
Through April



82.2% of FY budget spent

General Fund Overtime

Through April



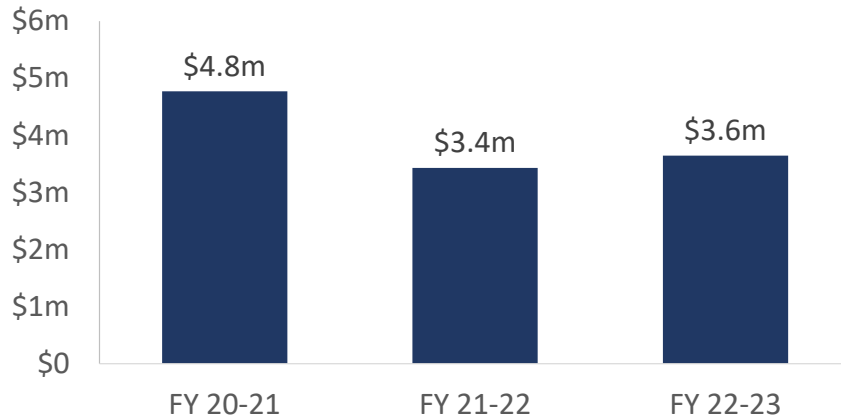
82.7% of FY budget spent



FINANCIAL REPORT

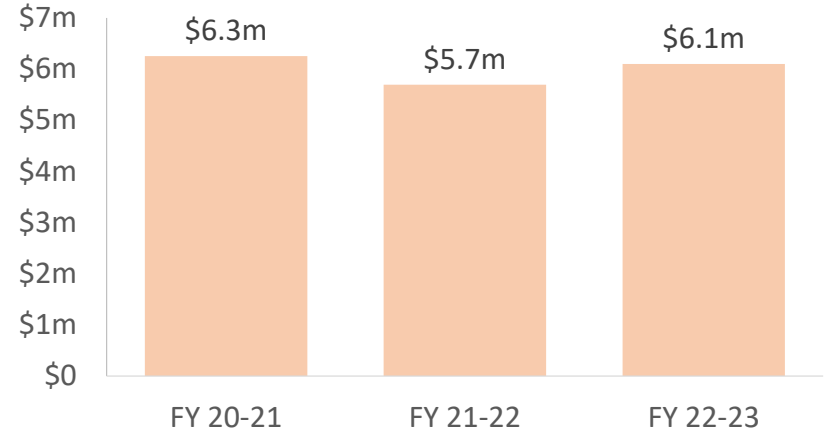
Period Ending April 30, 2023

General Fund Health Claim Expenses
Through April



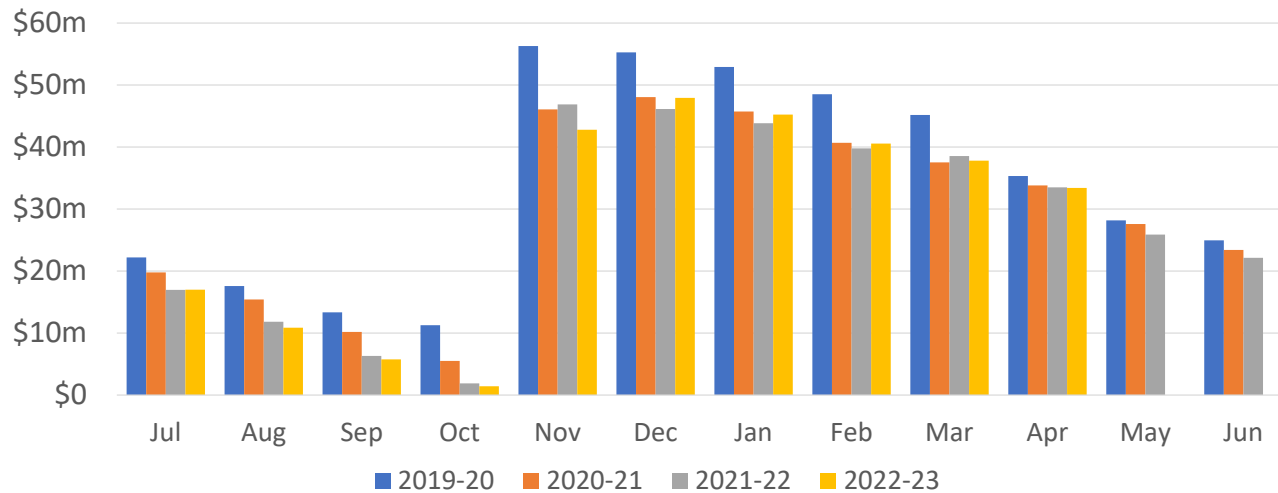
72.9% of FY budget spent

General Fund Materials and Services
Through April



81.9% of FY budget spent

Month-End Cash Balance, All Funds





10 - GENERAL FUND

Budget to Actual Report for Period Ending
April 30, 2023

Clackamas Fire District #1

	Adopted Budget	Revised Budget	Actual YTD	% of Budget
Beginning Fund Balance	\$15,135,000	\$15,135,000	\$15,599,606	103.1%
<i>Revenues</i>				
Tax Revenue	\$61,216,000	\$61,371,000	\$59,532,200	97.0%
Interest	\$310,000	\$730,000	\$519,225	71.1%
EMS Revenue	\$1,990,000	\$2,275,000	\$1,726,609	75.9%
Contract Revenue	\$3,231,475	\$3,256,475	\$3,029,027	93.0%
Conflagration Revenue	\$0	\$975,000	\$972,158	99.7%
Grants	\$75,000	\$95,000	\$0	0.0%
Other Revenue	\$1,402,380	\$1,464,880	\$1,374,163	93.8%
Transfers In	\$70,600	\$70,600	\$0	0.0%
Total Revenues	<u>\$68,295,455</u>	<u>\$70,237,955</u>	<u>\$67,153,382</u>	<u>95.6%</u>
<i>Expenditures</i>				
Fire Chief's Office	\$487,527	\$487,527	\$410,929	84.3%
Emergency Services	\$47,553,333	\$49,851,223	\$41,499,833	83.2%
Business Services	\$17,251,295	\$16,820,905	\$13,295,017	79.0%
Debt Service	\$2,811,300	\$2,811,300	\$633,655	22.5%
Transfers Out	\$192,000	\$679,600	\$0	-
Contingency	\$2,702,580	\$2,289,980	\$0	-
Total Expenditures	<u>\$70,998,035</u>	<u>\$72,940,535</u>	<u>\$55,839,434</u>	<u>76.6%</u>

Investment Report

District holdings as of 04/30/23

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
Treasury Bill	5/25/2023	\$2,968,538	-	\$3,000,000	\$31,462	4.44%
Treasury Note	5/31/2023	\$3,919,326	\$5,000	\$4,000,000	\$85,674	4.35%
Treasury Note	6/30/2023	\$3,903,905	\$5,000	\$4,000,000	\$101,095	4.42%
		\$10,791,769	\$10,000	\$11,000,000	\$218,231	

Local Government Investment Pool (LGIP)

District Balance	\$22,610,920
Interest Rate	3.75%

Matured Investments

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
Treasury Bill	2/28/2023	\$2,970,364	-	\$3,000,000	\$29,636	4.05%
Treasury Bill	3/30/2023	\$2,960,322	-	\$3,000,000	\$39,678	4.05%
Treasury Bill	4/27/2023	\$7,862,953	-	\$8,000,000	\$137,047	4.27%



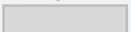
CORRESPONDENCE

C – 1 Social Media Compilation for April 2023



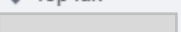
C – 2 Congratulatory note from State Representative Hoa Nguyen

Social Media Comments - April



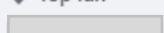
Thankful to the crews for all their training and hard work, April 4:

  Top fan

I know your job is super hard with all that you have to know! Thank you for all your hard work!


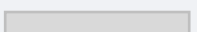
Thankful to crews who responded to a residential fire on Clackamas River Dr., April 8:

  Top fan

So grateful for all that you do! Thank you!


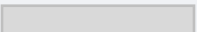
Thankful to E317 for their response to a vehicle fire, April 11:

  Top fan

That's solid work backed by dedication to training and excellence.


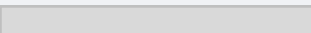
Thankful to the members of Crew 30, April 14:

 
Thank you for all you do, stay safe

Thankful to crews who responded to a motor vehicle accident on Bradley Rd. in Oregon City, April 23:

 
Wow that's horrible. Thankful the driver is alive and **Clackamas Fire** was there to help

Thankful to the District for sharing water safety tips, April 27:

 
Thank you for posting this. I just saw a mom with a young son down at Carver and he was freezing without a life jacket. I wanted to share a warning like this and you guys are on top of it!

Thankful to the crews who responded to an apartment fire and rescuing a dog from the fire in Milwaukie, April 29:

 
We appreciate you!  ...

[Like](#) [Reply](#) [Hide](#) 1w

 
Awesome Rescue    

[Like](#) [Reply](#) [Hide](#) 1w

 
Great job! Thank you! 

[Like](#) [Reply](#) [Hide](#) 1w

HOA NGUYEN
STATE REPRESENTATIVE
900 COURT ST. NE, H-473
SALEM, OR 97301



US POSTAGE HARVEY BOWEN

ZIP 97301 \$ 000.60⁰
02 4W
0000361800 APR 10 2023

Clackamas County Fire District 1
12901 SE King Rd
Happy Valley, OR 97086



HOA NGUYEN
STATE REPRESENTATIVE
HOUSE DISTRICT 48

Dear Clackamas County Fire District 1,
Congratulations on receiving the Type 6
reward for the OSFM Engine Program! The list
of eligibility requirements seems extensive,
and I'm so impressed at how you excelled.
Thank you for your consistent commitment
and service to Oregonians.

In community,

Rep.HoaNguyen@oregonlegislature.gov - www.oregonlegislature.gov/Nguyen
Capitol Address: 900 Court St. NE, H-473, Salem, OR 97301 - Office Phone: (503) 986-1448



INFORMATIONAL ITEMS

- I – 1 KATU News, April 1, 2023: “20 chickens killed during small fire in Damascus, electrical issue to blame, officials say” <https://katu.com/news/local/20-chickens-killed-during-small-fire-in-damascus-electrical-issue-to-blame-officials-say#>
- I – 2 Clackamas Review, April 15, 2023: “Clackamas Fire hires former professional baseball player as training captain” <https://www.clackamasreview.com/news/clackamas-fire-hires-former-professional-baseball-player-as-training-captain/article>
- I – 3 KATU News, April 16, 2023: “Driver taken to hospital by helicopter following rollover crash near Oregon City” <https://katu.com/news/local/driver-taken-to-hospital-by-helicopter-following-rollover-crash-near-oregon-city>
- I – 4 KATU News, April 25, 2023: “Driver critically injured, Tesla totaled after high-speed crash in Oregon” <https://kpic.com/news/nation-world/driver-critically-injured-tesla-totaled-after-high-speed-crash-in-oregon-clackamas-fire-crews-oregon-city-critical-injuries-head-chest-abdomen-femur-ejected-from-vehicle>
- I – 5 KATU News, April 25, 2023: “Deadly rollover crash closes Springwater Road in Clackamas County, fire officials say” <https://katu.com/news/local/deadly-rollover-crash-closes-springwater-road-in-clackamas-county-fire-officials-say>
- I – 6 KOIN News, April 27, 2023: “MultCo, ClackCo officials warn of heat risks as temperatures climb” <https://www.koin.com/local/multnomah-county/multco-clackco-officials-warn-of-heat-risks-as-temperatures-climb/>
- I – 7 KOIN News, April 27, 2023: “ClackCo water rescuer warns about ‘frigid’ river temps ahead of warm weather” <https://www.koin.com/news/health/clackco-water-rescuer-warns-about-frigid-river-temps-ahead-of-warm-weather/>
- I – 8 KATU News, April 29, 2023: “Clackamas Fire battles apartment fire Saturday, rescues Peewee the chihuahua” <https://katu.com/news/local/clackamas-fire-battles-apartment-fire-saturday-rescues-peewee-the-chihuahua-clackamas-county-milwaukie-oregon-portland-dogs>