



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**February 26, 2023**



# CLACKAMAS FIRE DISTRICT

*Here for you*

## Board of Directors Meeting

February 26, 2024

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 JANUARY 22, 2024 (Packet pg. 3)**
- 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**
  - B-1 **Annual Meeting of the Member of The Clackamas Emergency Services Foundation – Request Approval of Budget 2024** – President Jerry Kearney and Treasurer Sherie Rosenbaum (Packet pg. 7)
  - B-2 **Request Board Approval of Fuel Vendor Contract for Services with Jubitz Corporation** – SSO Bill Bischoff (Packet pg. 12)
  - B-3 **Request Board Approval to Surplus Nine (9) Identified Vehicles and Apparatus** – SSO Bill Bischoff (Packet pg. 14)
  - B-4 **Request Board Approval to Purchase Two (2) Type 6 Pumper Apparatus** – SSO Bill Bischoff (Packet pg. 15)
  - B-5 **Request Board Approval of 5-Year Hose & Ladder Testing Agreement with Pacific Northwest Hydro LLC.** – SSO Bill Bischoff (Packet pg. 17)

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

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

Foundation Liaison – Director Cross

Interagency Committee – Director Joseph/Director Syring

**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. 19)

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. 21)

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

R-1f Professional Firefighters of Clackamas County Local 1159 – Vice President Andrew Gordian

R-1g Volunteer Association Report – Volunteer Coordinator Ryan Kragero and Interim Volunteer President Kenton Johnson

**B. Correspondence (Packet pg. 25)**

**C. Informational Items (Packet pg. 30)**

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, March 18, 2024, at 5:00 pm. The meeting will be hybrid, with the public invited to attend either by remote video conference or in person at Station 5 (9339 SE Causey Ave, Happy Valley, OR 97086).

**X. ADJOURNMENT**



# CLACKAMAS FIRE DISTRICT

*Here for you*

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## REGULAR BOARD OF DIRECTORS MEETING MINUTES JANUARY 22, 2024

### ATTENDANCE

Board of Directors: President Jim Syring, Vice President Chris Hawes, Secretary/Treasurer Jay Cross, Director Thomas Joseph, Director Marilyn Wall

Others present: Nick Browne, Steve Deters, Andrew Gordian, Shelby Hopkins, Rick Huffman, Jerry Kearney, Ryan Kragero, Dan Mulick, Brian Stewart, Mark Whitaker, Doug Whiteley, Eric Wolke, Michael Wong

Other community members and citizens were in attendance. A video recording of this meeting is available, and the timestamps are noted for each section below.

### REGULAR SESSION

**I. CALL TO ORDER PER ORS 192.610 TO 192.690  
ORS 192.650 – The meeting is being recorded.**

President Jim Syring called the meeting to order at 5:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES TO AGENDA**

There were no changes to the agenda.

Timestamp: 02:13 - 03:30

**IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON  
DECEMBER 18, 2023**

The minutes for the regular board meeting on December 18, 2023, were approved as written.

Timestamp: 03:30 - 03:53

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

No comments.

Timestamp: 03:53 - 04:36

**VI. BUSINESS – Action required**

**B-1 Request Board Approval of Clackamas Emergency Services Foundation New Trustee – Volunteer President Jerry Kearney**

Volunteer President Kearney gave an overview of the appointment of Clint Ehlers as trustee for the Clackamas Services Foundation.

**President Jim Syring asked for a motion for the Board to approve Clint Ehlers as the new Clackamas Emergency Services Foundation Board Trustee. Director Thomas Joseph made a motion, and Director Marilyn Wall seconded the motion. The motion passed unanimously.**

Timestamp: 04:36 - 09:29

**B-2 Request Board Approval of Contract for Services with Tidewater Environmental Services, Inc – Finance Manager Michael Wong**

Finance Manager Wong gave an overview on the removal of the contaminated concrete at the training center.

**President Jim Syring asked for a motion for the Board to authorize the Fire Chief to enter into a contract with Tidewater Environmental Services, Inc. in the amount of \$125,000. Sec/Treasurer Jay Cross made a motion, and Vice President Chris Hawes seconded the motion. The motion passed unanimously.**

Timestamp: 09:29 – 13:40

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

**OB-1 Board Committee/Liaison Reports  
Civil Service Commission – Director Hawes**

Director Hawes reported on the results of the last recruitment process.

**Interagency Committee – Director Joseph/Director Syring**

No report.

Timestamp: 13:40 – 15:06

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

Sec/Treasurer Jay Cross reported on the Oregon Fire District Directors Association (OFDDA) regarding the wildland relief bill.

Timestamp: 15:06 – 20:30

## **VIII. INFORMATIONAL ONLY**

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

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

Chief Browne shared an update from the Office of the Fire Chief.

Timestamp: 20:30 – 26:10

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

AC Stewart shared an update from the Office of Strategic Services.

Timestamp: 26:10 – 33:45

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

DC Whiteley gave a presentation on Operation Santa 2023.

Timestamp: 33:45 – 41:15

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

CFO Whitaker shared an update from the Office of Financial Services.

Timestamp: 41:15 – 43:40

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

AC Mulick shared an update from the Office of Emergency Services.

Timestamp: 43:40 – 58:40

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

VP Gordian shared an update from Local 1159.

Timestamp: 58:40 – 01:02:03

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

Volunteer Coordinator Kragero and Volunteer President Kearney shared updates from the Volunteer Association.

Timestamp: 01:02:03 – 01:07:31

### **B. Correspondence**

As noted.

Timestamp: 01:07:31 – 01:07:44

**C. Informational Items**

Director Thomas shared the retirement celebration of Chief Phil Schneider on Monday, January 29, 2024 from 4:00 – 6:00 pm at the Sandy Fire Station. Sec/Treasurer Cross commended PIO Izak Hamilton for his social media presentation at the 2023 Oregon Fire District Directors Association conference.

Timestamp: 01:07:44 – 01:12:13

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, February 26, 2024, at 5:00 pm. The meeting will be hybrid, with the public invited to attend either by remote video conference or in person at Station 5 (9339 SE Causey Ave, Happy Valley, OR 97086).

**IX. REGULAR MEETING RECESSED**

The regular Board of Directors’ meeting adjourned at 6:10 p.m.

Timestamp: 01:12:13 – 01:12:56

**X. EXECUTIVE SESSION CALLED UNDER ORS 192.660 (2)(d) TO DISCUSS LABOR CONTRACT NEGOTIATIONS**

The Executive Session will now come to order at 6:20 p.m. per ORS 192.660(2)(d).

The Executive Session is now adjourned at 7:35 p.m.

**XI. REGULAR MEETING RECONVENED**

The regular Board of Directors’ meeting reconvened at 7:37 p.m. In the Executive Session, no decisions or actions were made.

Timestamp: 01:13:50 – 01:14:10

**XII. ADJOURNMENT**

The regular Board of Directors’ meeting adjourned at 7:38 p.m.

Minutes recorded by Executive Manager Shelby Hopkins and prepared by Administrative Technician Kelly Franzen.

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**President Jim Syring**

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**Sec/Treasurer Jay Cross**

**Clackamas Emergency  
Services Foundation**

# Memo

**To:** Clackamas Fire District #1 Board of Directors  
**From:** Jerry Kearney (President) and Sherie Rosenbaum (Secretary/Treasurer)  
**Date:** February 12, 2024  
**Re:** Meeting of the Member – Request for approval of proposed 2024 Budget

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**Action Requested**

Request Clackamas Fire District #1 Board of Directors (Board) approval of the proposed 2024 budget for the Clackamas Emergency Services Foundation.

**Background**

The sole member of the Clackamas Emergency Services Foundation (Foundation) is the Board. The member has “the sole and exclusive right to approve annual operating, cash, and capital budgets,” per the Foundation bylaws.

The proposed budget was presented to the Foundation Board of Trustees at their January 23, 2024 meeting board of trustees meeting.

**Recommendation**

Request the Board approve the proposed 2024 annual operating budget, attached, for the Clackamas Emergency Services Foundation.



**Revenue:**

	<b>2023 Budget</b>	<b>2023 Actual</b>	<b>2024 Budget</b>
<b>Fundraising</b>			
<b>Dinner Auction / Other Fundraiser</b>	90,000.00	51,945.24	65,000.00
<b>Payroll Contributions</b>	12,000.00	12,691.44	13,000.00
<b>Operation Santa</b>	5,000.00	6,664.92	6,000.00
<b>General Donations</b>	15,000.00	3,674.91	6,000.00
<b>Family Trust Grant</b>		209,972.00	0.00
Embold Credit Union - \$1.74			
Merrill Lynch - \$9800.93			
<b>Interest Income Total</b>	3,000.00	9,802.67	15,000.00
<b>Misc. Income</b>		0.00	
<b>Total Revenue</b>	<b>125,000.00</b>	<b>294,751.18</b>	<b>105,000.00</b>

**Expenses:**

**Fundraising Expenses:**

Dinner Auction Expenses	25,000.00	28,733.81	25,000
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**Operating Expenses:**

Credit Card Fees			
Bank Service Charges	35.00	18.6	50
Other Operating Expenses	1,500.00	288.43	1500

**Professional Fees Total**

	15,000.00	11,895.91	\$15,000.00
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Accounting - \$5843.71			
Bookkeeping - \$6052.20			
Web Design			0

<b>Licenses &amp; Permits</b>	0.00	126	150
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<b>Print &amp; Photocopy</b>	0.00	108.56	150
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<b>Advertising/Promotion</b>	150.00	0	150
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**Foundation Mission Expenses:**

Scholarships	6,000.00	4250	6000
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AED Grants	5,000.00	4550	6000
<b>Community Emergency Assistance</b>	30,600.00	10,442.19	30,000.00
Emergency Radio Cab. - \$2583.00			
Emergency Apparatus Funds. - \$5059.19			
Fire Victim(s) - \$2800.00			
<b>Operation Santa Claus</b>	8,000.00	\$4,238.31	\$12,000.00
<b>Community Support</b>	20,000.00	\$7,800.00	20,000.00
Bloomin Boutique - \$3000.00			
OC Police - \$1500.00			
Meals on Wheels - \$2500.00			
NW Elite - \$800.00			
<b>Community Medicine</b>	10,000.00	10,000.00	10,000.00
<b>Total Expenditures</b>	<b>121,285.00</b>	<b>82,451.81</b>	<b>126,000.00</b>
<b>NET</b>	<b>3,715.00</b>	<b>212,299.37</b>	<b>(21,000.00)</b>

# Clackamas Emergency Services Foundation

Date: 01/16/2024  
TO: Jerry Kearney, Chair  
Clackamas Emergency Services Foundation  
From: Christina Day  
SUBJECT: Financial Report as of 12/31/2023

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Below is a report of the Foundation's activities and financial position as of December 31, 2023:

## **Unrestricted Operating Fund**

During the months of November - December 2023, this fund received \$2,721 in payroll contributions, \$859.05 in donations and \$691.65 in interest earnings from investments. In addition, the fund received an operating grant in the amount of \$209,972. The credit union has also provisionally returned the \$5,625 fraudulently withdrawn in previous months, which is shown as a deposit against "Uncategorized Expenses". The fund had expenditures of \$1,050 for accounting services, \$13.10 in bank service charges, and \$108.56 for check printing.

Note: statements were not yet available for Merrill Lynch through 12/31/23 so interest earnings for December are not included.

## **Operation Santa Fund**

This fund received \$3,897.91 in donation revenues and had no expenditures booked during this time period.

## **Community Assistance Fund**

The Community Assistance Fund had no new revenues during this period. Expenditures during this period included \$194.40 for cab services, \$800 in community assistance funds on emergency vehicles, \$914.95 in community support, and \$1,250 in scholarships.

## **Fundraising Fund**

This fund had revenues of \$40,032.60 for ticket sales to the annual fundraising dinner during this time period, and expenditures of \$11,983.81 in fundraising expenses, including coordination, venue rental and prizes.

## **AED Fund**

This fund had no revenues and expenditures of \$950 for AED grants to 2 organizations during this time period.

The combined resources available as of 12/31/2023 total \$472,202.45

4:37 PM

# Clackamas Emergency Services Foundation

01/16/24

## Balance Sheet

Accrual Basis

As of December 31, 2023

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	<u>Dec 31, 23</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Merrill Lynch	412,106.47
CFCU Regular Share	2,059.86
CCCU - Checking	58,036.12
<b>Total Checking/Savings</b>	<u>472,202.45</u>
<b>Total Current Assets</b>	<u>472,202.45</u>
<b>TOTAL ASSETS</b>	<b><u>472,202.45</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	2,991.33
Retained Earnings	258,217.56
Net Income	210,993.56
<b>Total Equity</b>	<u>472,202.45</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>472,202.45</u></b>



## Memo

<b>To</b>	Board of Directors
<b>From</b>	Support Services Officer Bill Bischoff on behalf of Fire Chief Nick Browne
<b>Date</b>	February 26, 2024
<b>Subject</b>	Fuel Vendor Contract for Services- Jubitz Corporation

### **Action Requested**

Request Board of Directors authorization for the Fire Chief to enter into a contract for district fueling services through the calendar year 2025 with Jubitz Corporation in the amount of \$742,400. This amount is based on budget levels for FY24 and forecasted FY25 levels, as well as trending fuel costs which will carry the contract term for fuel provisions into and through the 2025 calendar year.

### **Background**

Clackamas Fire has been utilizing Bretthauer Oil Company, which through a recent purchase became Jubitz Corporation, as a vendor for fuel provisions and delivery since January 2023 and they have been providing consistent and dependable service. The fuel contract has expired and there are a few updates required to the agreement with the new ownership.

If approved, the District will enter into a contract for services with fuel invoiced at a rate of twenty-six cents over Jubitz's daily average inventory cost to include delivery. This reflects no increase in contract pricing from our 2023 agreement. The agreement also includes genset fueling and fuel tank testing and necessary treatments at all bulk fueling locations within the District. The District's cloud based fuel management and reporting system is also provided through this vendor at a discounted rate due to our loyal use of the platform. The proposal does also allow either party to terminate with 30-days written notice.

The Fire District has above ground bulk diesel and unleaded tanks at Stations 1, 3, 6, 10, 11, 14, 16, 19 and Fleet/Logistics. The Fire District's generators, serviced by the fuel vendor, are located at Stations 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 19, 21, 22, 71, Fleet/Logistics, Wellness Offices, and the old IT/EMS building. Station 1's generator is attached to the above ground diesel tank; Station 2 is maintained by the City of Milwaukie and the Station 18, 73, and 74 generators operate on propane.

### **Board Policy Implications**

Staff are presenting this contract to the Board of Directors per Fire District Purchasing Policy because the annual amount of fuel projected exceeds \$100,000. The continuation of this agreement will require a subsequent Board Staff Report in December 2025.

Typically purchases exceeding \$150,000 require a formal solicitation through an Invitation to Bid (ITB) or Request for Proposal (RFP) process. The District's purchasing policy, however, exempts the purchase of gasoline and diesel fuel from these competitive bidding requirements if the District seeks competitive quotes from at least three vendors in the area, accepts quotes from all vendors in the area who offer quotes, and makes its purchase from



the least expensive source. Staff are comfortable using this alternative purchasing approach because 1) as a relatively small purchaser, we historically have not received many responses to District RFP solicitations and 2) there is generally not a large variation in price between fuel vendors given that the bulk of the fuel price is determined by global and regional market factors.

The Fire District solicited quotes from 4 local vendors and received written responses from 3 vendors. The proposals can be difficult to compare because vendor pricing structures are not uniform, with some utilizing average daily pricing and others using rack pricing. In general, the District benefits financially from weighted average pricing compared to only using daily OPIS rack prices. Accounting for these differences, Jubitz Corporation had the lowest price taking into account rack price, taxes, delivery charges, and vendor mark-up.

The Fire District also considered utilizing state cooperative agreements for the fuel purchase but found that it could achieve better price and service by working directly with the local vendors. Another option is to use card lock locations like Pacific Pride. This would cost the District substantially more, however, than having a “keep full” vendor in place for all of our bulk tanks across the district. For example, current pricing at Pacific Pride pumps is nearly \$1.00 per gallon more than having a vendor fill our onsite tanks at scheduled intervals. Certain parts of the fire district still require the use of the commercial card locks, but we try to limit their use if apparatus are able to fuel at our own pumps.

#### **Budget Implications**

The Fire District has budgeted \$459,060 in fiscal year 2024 for all types of fuel. The requested amount reflects the budgeted and forecasted amount that will be purchased and delivered from Jubitz Corporation from January 2024 through December 2025.

#### **Recommendation**

Staff recommends the Board of Directors approve the District fueling services through Jubitz Corporation in the amount, not to exceed, \$742,400.



# CLACKAMAS FIRE DISTRICT

B-3

*Here for you*

## Memo

**To** Board of Directors  
**From** Support Services Officer Bill Bischoff on behalf of Fire Chief Nick Browne  
**Date** February 26, 2024  
**Subject** Surplus Vehicles and Apparatus

### Action Requested

Staff is requesting Board approval to declare the following identified vehicles and apparatus as surplus and to allow the Fire Chief to proceed with disposal.

Model Year	Vehicle ID#	Description	VIN #	Acquisition Cost	Estimated value
2001	3-400	E350 Rescue/FIU	1FDXE45F01HB68983	\$175,000	\$10,000
2004	2-509	Ford Explorer	1FMZU72K74UB65850	\$21,976	\$3,000
2007	2-523	Ford Focus	1FAHP34N38W137017	\$11,711	\$3,000
2000	3-501	Ford F150XL 4x2	2FTRX17L4YCB06190	\$16,098	\$3,500
2001	2-505	Chevrolet Suburban	3GNGK26U11G248793	\$34,723	\$4,500
2005	3-562	Chevrolet Tahoe	1GNEK13T45J185240	\$41,000	\$5,000
2004	2-701	Chevrolet Suburban	3GNGK26UX4G141987	\$48,868	\$4,500
2010	3-503	Chevrolet HHR	3GNBAADB1AS555998	\$18,680	\$5,000
2011	3-504	Chevrolet HHR	3GNBACFU0BS551808	\$18,720	\$5,500

### Background

These vehicles were purchased in compliance with purchasing policies in place at the time of acquisition and the District has titles to all vehicles. Estimated values were determined by staff utilizing Kelly Blue Book or NADA; however, actual prices will vary based on market conditions at the time of sale.

### Board Policy Implications

The Fire District's Standard Operating Procedure (SOP) on disposal of Equipment requires a description of the equipment, method of purchase, an original acquisition cost, and an estimated fair market value.

### Budget Implications

Additional revenue may be experienced upon the disposal of this vehicle. Methods of disposal may include sale or donation to other public agencies where appropriate as determined by the Fire Chief, advertisement to the general public via sealed bids, or public auction process. These apparatus and vehicles will be sold as surplus according to District guidelines.

### Recommendation

Staff recommends Board approval to declare the identified rolling stock as surplus and to allow the Fire Chief to proceed with disposal in accordance with District Policy.



## Memo

**To** Board of Directors  
**From** Support Services Officer Bill Bischoff on behalf of Fire Chief Nick Browne  
**Date** February 26, 2024  
**Subject** Type 6 Pumper Apparatus Purchase- Brush Rigs

### Action Requested

Staff requests Board approval to purchase two (2) Type 6 (Brush Rig) pumper apparatus bodies to be installed on the new Ford F550 chassis, which have already been ordered. These bodies will be built to spec and ordered through Cascade Fire Equipment in an amount not to exceed \$185,000 each.

### Background

The Fire District owns and operates a fleet of Type 6 pumping apparatus, which are used in various capacities to deliver emergency services to the citizens we serve, either during wildland season or otherwise. With the District's rate of growth over the recent years, wear and tear and use on these apparatus has grown, but we have not been able to keep up with the replacement schedule due to funding constraints, so orders have been deferred. The recent successful levy also focuses on our wildland response in the communities we serve. One of these requested units will be an additional unit to augment the fleet and be located strategically within our borders to provide these requested services effectively. It will also allow for additional upstaffing in areas of the fire district that may be affected by any wildland threats as well as use during any winter weather events.

Apparatus Type	Per Unit Cost	Proposed Order Date	Payment Amount- minus discounts	Delivery Year
400 Gal Skid Unit w/ Custom body x 2	\$185,000 x2	February 2024	\$370,000	Late Spring of 2025

The requested amount is based on obtaining three quotes from various wildland body manufacturers. Staff priced out Skeeter, Rebel, and Cascade Fire units and chose Cascade Fire Equipment. The quote is not the lowest but is within a few thousand dollars of the lowest bidder, and the selected vendor is also in state and relatively local. The geographic location of the builder will also streamline the final processes of these builds and reduce transportation costs by facilitating delivery and pick-up of both chassis to and from the manufacturer. The pricing also allows for a little cushion for labor and material increases or anything additional to the current specs, which could be decided on during a final specification meeting prior to build. Staff will need to provide a purchase order and place the order to obtain build spots for both bodies and continue to work with the vendor to finalize the build spec.





**Board Policy Implications**

Per purchasing policy, Board approval is required for purchases exceeding \$100,000, and any purchase will follow all Fire District policies.

**Budget Implications**

Funding for this purchase has been identified in the Capital Replacement Fund, 301150-8805 and 8850. This purchase represents less than the overall allocated amount in the adopted budget due to the vehicle purchase and post-purchase setup costs involved. The purchase does not include the chassis expense, which has already been ordered separately for \$68,567. The purchase and setup of these apparatus will be within approved budgeted parameters.

**Recommendation**

Staff recommends the Board of Directors approve the purchase of the identified Type 6 pumper apparatus bodies in an amount not to exceed \$370,000.



## Memo

<b>To</b>	Board of Directors
<b>From</b>	Support Services Officer Bill Bischoff, on behalf of Fire Chief Nick Browne
<b>Date</b>	February 13, 2024
<b>Subject</b>	Hose & Ladder Testing 5-year Contract – Pacific Northwest Hydro LLC.

### Action Requested

Request Board of Directors authorization for the Fire Chief to enter into a 5-year hose & ladder testing agreement with Pacific Northwest Hydro LLC. in the amount of \$28,116 for the first year. With the addition of Sandy Fire, the annual cost will be \$33,405 for FY25-28, making the total contract amount \$161,739.60. The amount is based on current and forecasted hose & ladder quantities to be tested.

### Background

Historically, the district has had multi-year and annual pricing from participating vendors. Many vendors of this type are out-of-state, which makes it difficult for them to manage our testing timeframe if they are not in our area, so they choose not to participate. This limits staff options to our area's available hose & ladder testing vendors. For the last two years, staff have obtained multiple quotes for this work, but chose to contract with Pacific Northwest Hydro LLC (PNH) for our annually required hose & ladder testing.

Staff chose to have annual pricing with PNH to compare work quality and continuity with another local vendor and to work with them to verify they could meet our expectations. PNH has proven that they care about their work and have a lot of ownership and professionalism in what they do. The district has used vendors in the past that performed the same work but did not produce the same quality of work or service levels. These issues would increase crew downtime, cause delays in other activities around the fire district, and disrupt the testing schedule, which has ripple effects around the rest of the district.

Staff would like to continue doing business with Pacific Northwest Hydro LLC due to their superior knowledge of the fire service and hose & ladder testing, their dependability, and the high customer service levels we have experienced from them. All vendor pricing increased slightly this year, however, to take advantage of PNC's willingness to lock our pricing for five years would be beneficial to the fire district overall.

Last year the district tested 82,350 feet of hose and 2,650 feet of ladders, which equated to \$23,918. This year the bid would total approximately \$28,116 with the price increases. The addition of Sandy hose & ladders would be added for FY25-28, which would add an additional 17,170 feet of hose and 225 feet of ladders to the agreement.

If approved, the district will enter into a 5-year contract with Pacific Northwest Hydro LLC. The contract will lock in today's price of \$0.26 per foot for hose testing and \$3.00 per foot for ladder testing for the 5-year term. In



addition to the set pricing, the district will also receive an additional 5% savings off the overall payment for our annual commitment.

**Board Policy Implications**

Staff is presenting this contract to the Board of Directors per Fire District purchasing policy because the proposed contract exceeds \$100,000.

**Budget Implications**

The Fire District has budgeted \$34,400 in fiscal year 2024 for all hose & ladder testing. The requested amount reflects the budgeted and forecasted amount that will be needed for this annual requirement. This contract will lock in pricing for our annual hose & ladder testing and avoid an increase for the next 5 years, which allows for accurate budgeting.

**Recommendations**

Staff recommends the Board of Directors authorize the Fire Chief to enter into a 5-year hose & ladder testing agreement with Pacific Northwest Hydro LLC. in the amount of \$28,116 for the first year and \$33,405 for FY25-28, making the total contract amount \$161,739.60.

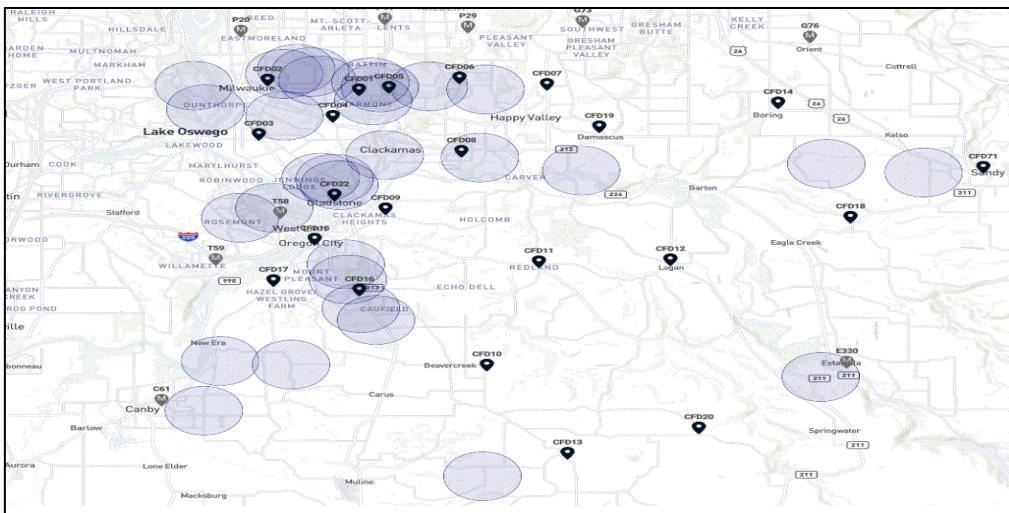
JANUARY 2024



Outfitting QRVs from levy funds

## Highlights

- Beginning to plan and coordinate the 2024 community outreach calendar.
- Reintroduce a community Fire District newsletter that is titled "The Siren." This will be a quarterly publication that will be available on our website and social media.
- The District's 2024/2025 fiscal budget planning began in January.
- Kastros "Calm the Chaos" training was rolled out to company officers.



Darkhorse fire calls for January

## Notable Events/Calls

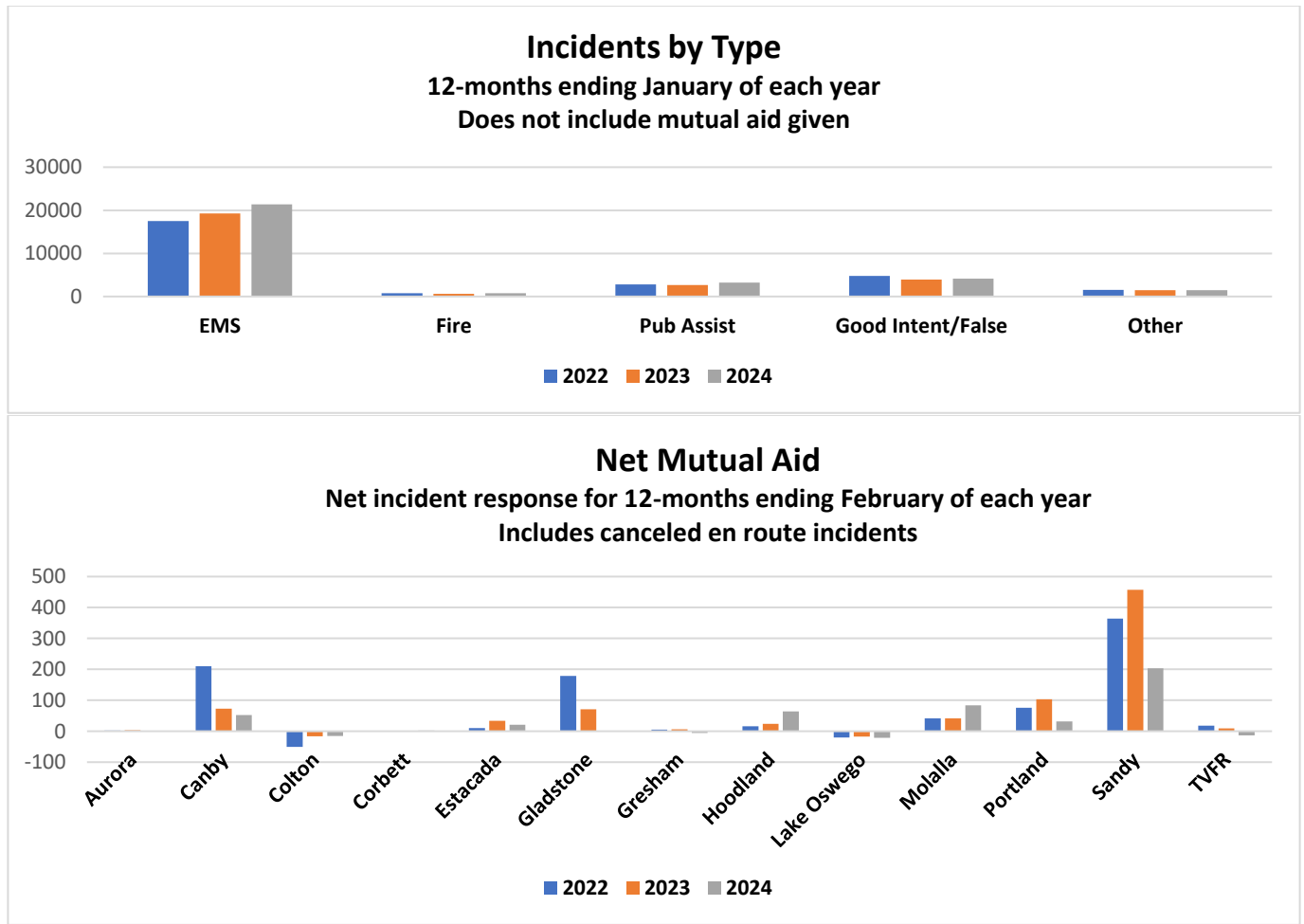
1/13 Commercial Fire at 8640 SE Causey Ave. The north battalion responded to a first-floor apartment fire where crews battled snow, ice, and high winds. Crews immediately located and removed a victim from the apartment and transported them to the burn center. The victim was rescued 2 minutes after arrival with the fire under control within 7 minutes.

1/25 Commercial fire at the Clackamas Inn on 82nd Drive. Crews found heavy smoke on the second floor, and located a small fire held in check by the sprinkler system. The motel was searched within 8 minutes of arrival and the fire was under control within 11 minutes. No civilian injuries were reported.

# FIRE CHIEF'S REPORT

JANUARY 2024

## Organizational Data



Average Company Time Committed	
Time: 237 hours and 23 minutes	Percent of Month: 34.57%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

## Staffing

	Response	Risk Reduction	Crew 30	Staff	FF Vols	Support Vols
Allocated	276	9	2	57		
Filled	267	7	2	58	21	17
Academy	0	0			10	4

## Volunteers

Training		Events	Duty Shifts	Station 12	Station 74	Rehab 321	Rehab 302
# of Drills	6	0	Nights	3/31	26/31	7/31	7/31

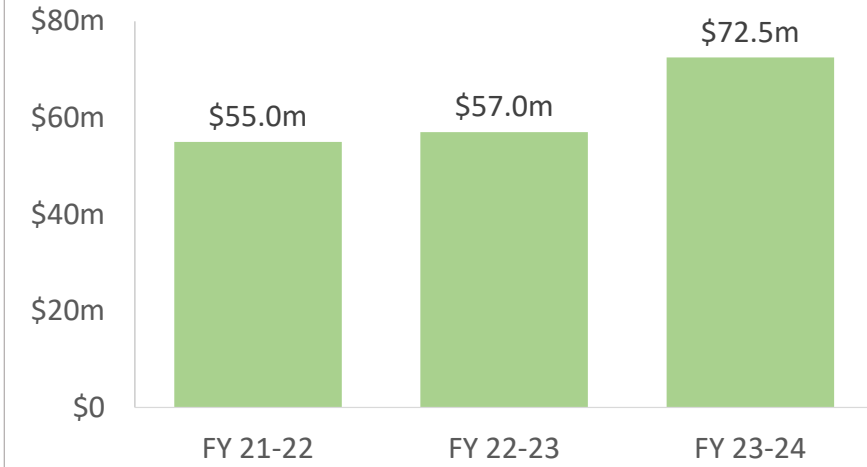


# FINANCIAL REPORT

Period Ending January 31, 2024

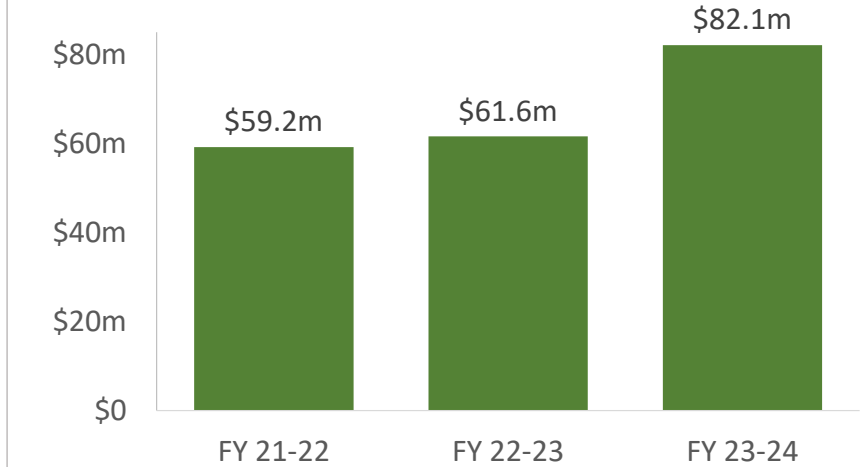
## General Fund Property Tax Revenues

Through January



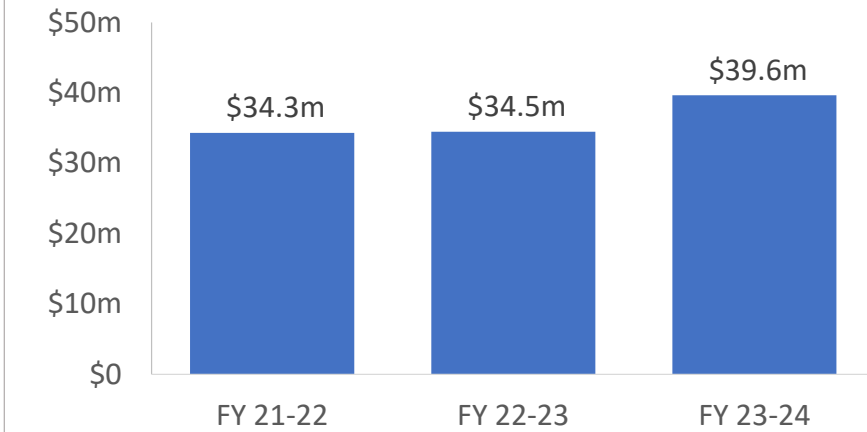
## General Fund Total Revenue

Through January



## General Fund Salary & Benefits

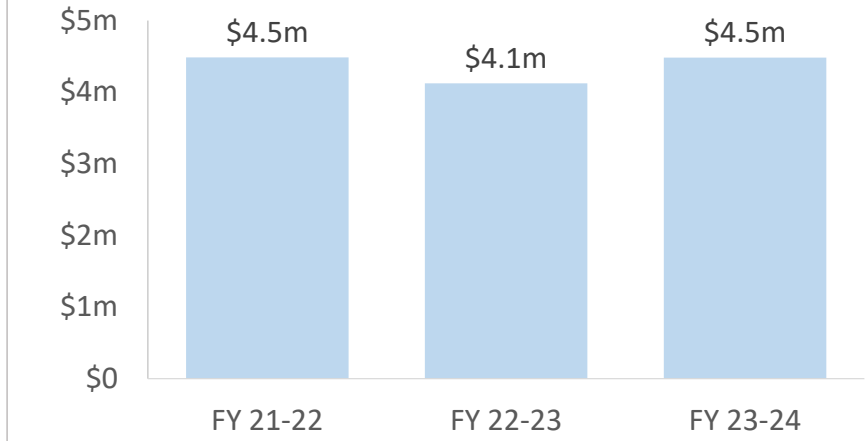
Through January



57.1% of FY budget spent

## General Fund Overtime

Through January



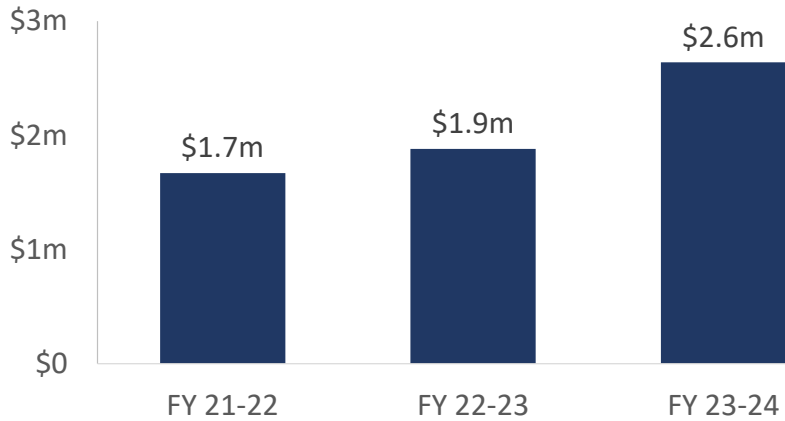
56.4% of FY budget spent



# FINANCIAL REPORT

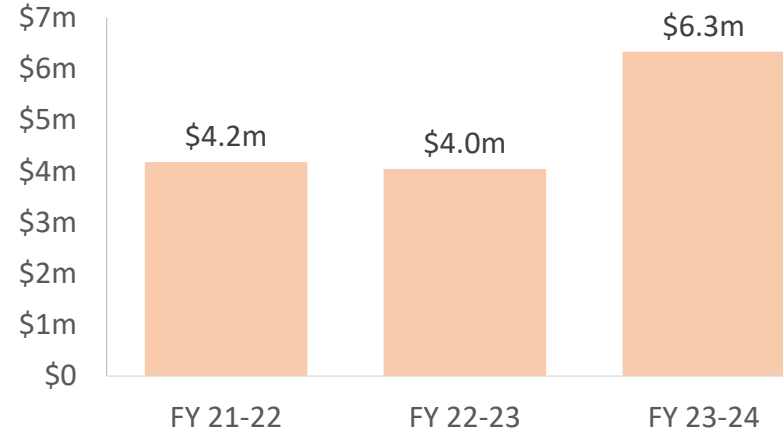
Period Ending January 31, 2024

**General Fund Health Claim Expenses**  
Through January



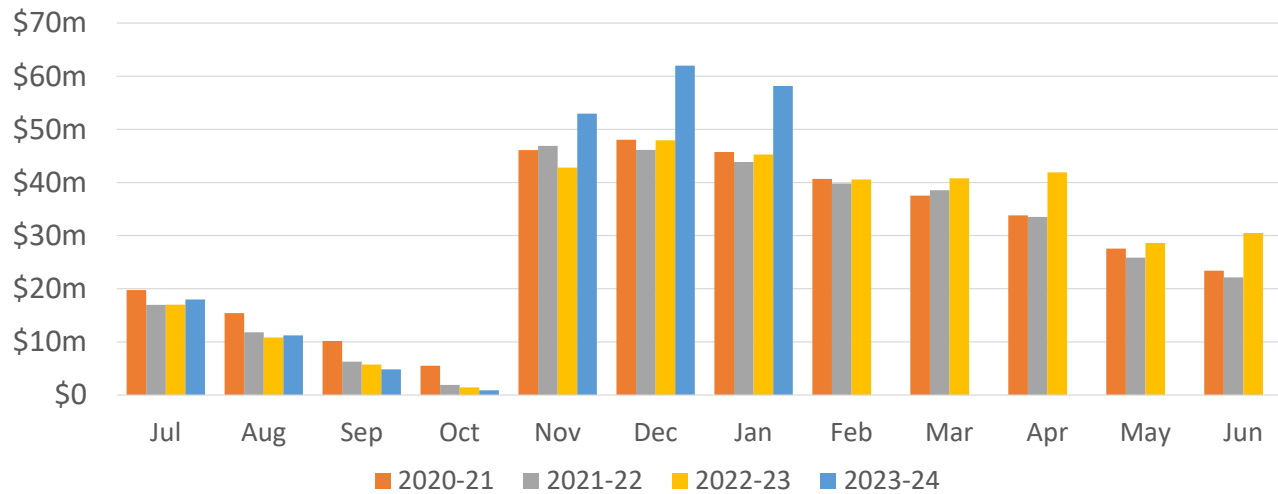
45.7% of FY budget spent

**General Fund Materials and Services**  
Through January



71.3% of FY budget spent

**Month-End Cash Balance, All Funds**





10 - GENERAL FUND

Budget to Actual Report for Period Ending  
January 31, 2024

**Clackamas Fire District #1**

	<u>Adopted Budget</u>	<u>Actual YTD</u>	<u>% of Budget</u>
Beginning Fund Balance	\$15,800,000	\$16,372,897	103.6%
<i>Revenues</i>			
Tax Revenue	\$77,150,182	\$72,530,114	94.0%
Interest	\$830,000	\$320,240	38.6%
EMS Revenue	\$2,445,136	\$1,093,826	44.7%
Contract Revenue	\$7,356,000	\$5,563,173	75.6%
Conflagration Revenue	\$0	\$1,103,633	-
Grants	\$0	\$42,589	-
Other Revenue	\$1,337,000	\$1,368,388	102.3%
Transfers In	\$70,000	\$70,027	100.0%
Total Revenues	<u>\$89,188,318</u>	<u>\$82,091,992</u>	<u>92.0%</u>
<i>Expenditures</i>			
Fire Chief's Office	\$1,027,450	\$651,975	63.5%
Emergency Services	\$58,963,105	\$34,998,268	59.4%
Business Services	\$18,382,143	\$10,340,024	56.3%
Debt Service	\$2,915,620	\$562,869	19.3%
Transfers Out	\$7,900,000	\$7,900,000	100.0%
Contingency	\$3,229,000	\$0	-
Total Expenditures	<u>\$92,417,318</u>	<u>\$54,453,136</u>	<u>58.9%</u>



# Investment Report

*District holdings as of 1/31/2024*

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
Treasury Bill	2/1/2024	\$8,921,663	\$0	\$9,000,000	\$78,337	5.10%
Treasury Bill	4/2/2024	\$9,833,003	\$0	\$10,000,000	\$166,997	5.14%
Treasury Bill	5/2/2024	\$2,936,747	\$0	\$3,000,000	\$63,253	5.07%
Treasury Bill	5/23/2024	\$4,874,658	\$0	\$5,000,000	\$125,343	5.11%
FHLB Bond	6/28/2024	\$4,856,704	\$0	\$5,000,000	\$143,296	5.06%
FHLB Bond	7/26/2024	\$4,838,590	\$0	\$5,000,000	\$161,410	5.05%
Treasury Note	8/31/2024	\$2,944,527	\$56,250	\$3,000,000	\$111,723	5.08%
FHLB Bond	6/13/2025	\$439,510	\$4,700	\$470,000	\$35,190	5.03%
FHLB Bond	6/12/2026	\$381,933	\$53,438	\$375,000	\$46,505	4.70%
FHLB Bond	11/17/2026	\$1,790,559	\$248,363	\$1,790,000	\$247,803	4.64%
		<b>\$41,817,894</b>	<b>\$362,750</b>	<b>\$42,635,000</b>	<b>\$1,179,856</b>	

Local Government Investment Pool (LGIP)

District Balance    \$16,049,215  
 Interest Rate        5.00%

## CORRESPONDENCE

- C – 1 Social Media compilation for January
- C – 2 Thank you Re: Chimney Fire on Johnson Rd in Clackamas on 1/13/2024.  
On the call: **TR304** Lt Michael Shearer, AO Cody Abbott, FF Michael Willcut, FF Clay Davis
- C – 3 Thank you from the Clackamas Services Center for food drive
- C – 4 Thank you from chipper grant recipient

# CORRESPONDENCE

## C-1 Social Media Comments

Thankful for the levy and the increased staffing at Stations 1 and 15, Jan. 4:

Sleepless knights.. clever 😊 Nice to see local dollars serving the community.

Thank you for being there for all of us. God bless you all.

Such an important initiative, congratulations!

Thankful for crews and their work in responding to two working fires, Jan. 11:

Top fan

So tragic. Thank you for doing your part day after day to help protect our communities

Thankful to T316 and DFM Capt. Shanklin for the station tour and fire safety talk, Jan. 12:

Thanks for educating the kids about fire safety.

Thankful to E301 for rescuing a victim from an apartment fire and for the increased staffing from the levy, Jan. 13:

Top fan

Great job. I am so glad I voted for the levy, and it passed! We are so fortunate to have you all!

Great job, another life saved because we have full staffing of our stations.

Keep up your excellent work with controlling the fire and rescuing the occupant!!

Thankful to crews and their hard work in during the winter storm, Jan. 13:

We noticed them in the neighborhood today checking in on our elderly neighbors! Thank you for being out here, and doing what you do!

Top fan

We had a pipe burst and Clackamas Fire came out and shut off our water. They were incredibly professional, compassionate and understanding. Thank you for being there for us!!

Thankful to R371 and E371 for rescuing an injured snowboarder, Jan. 14:

Top fan

Thank you firefighter/rescuers !!

Thankful to HR305 for their search efforts at a residential fire on SE Orchard Ln., Jan. 29:

Top fan

Thank you for continuing to look for victims!

Incident: CF240101591  
Response Date: 1/13/24  
Address: 15720 SE Johnson Rd., Clackamas  
Dispatched: 5:00 p.m.  
Problem: Chimney Fire

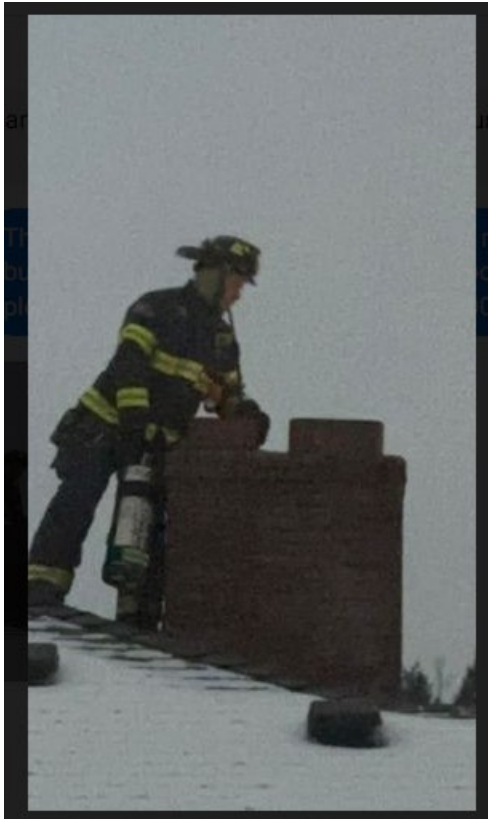


**Emily Clift**

Assign conversation ▼



Thanks for keeping our neighbors safe and good job to T304 for quick work on our neighbor's structure fire!





Thank You

Dear Doug and the rest of the Clackamas Fire team,

We are so grateful for all the hard work, time, and energy you put into Operation Santa and the food drive. CSC was honored to receive such a bounty of donations and to be able to distribute it out to our community. Thank you for your support and this continued partnership. We can't wait for next year!

With gratitude,  
Mira, and the whole CSC team

W Photo

Very True,

I want you to know how appreciative I am to have been a recipient of one of the Fair Clusters grants over the summer - full season of 2023. It is wonderful to know that my "people" no longer have the presence or potential to be overlooked, forgotten, or even worse my chance to grow personally. Fair you give kindness and professionalism as a representative of our fair district.

You strengthen our unity fair by being the kind of person you are.



Wishing you

**HAPPINESS**

this holiday season

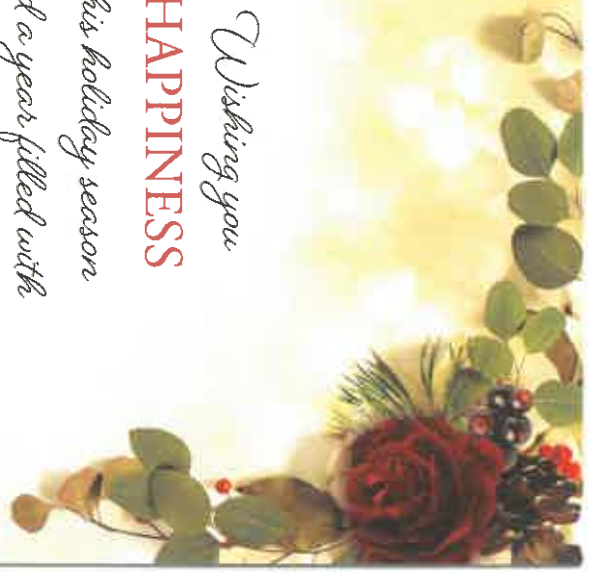
and a year filled with

**HOPE and PROMISE.**

With my warmest

gratitude

Barbara J. Becker



## INFORMATIONAL ITEMS

- I – 1 KGW NEWS, January 1, 2024, “Driver arrested for manslaughter, DUII after 3-vehicle crash on Highway 224 that kills 2 people”  
<https://www.kgw.com/article/news/crime/2-die-3-vehicle-crash-highway-224-milwaukie-driver-arrested-duii-manslaughter/283-b44a1dc2-b50b-4f1e-bbab-0751c42ad3d9>
- I – 2 Flash Alert, January 12, 2024: “Clackamas Fire District Reflects on a Historic Year” (In Board Packet)
- I – 3 Flash Alert, January 13, 2024: “Clackamas Fire District Levy Staffing Proves Crucial as Fire Crews Rescue Resident from Winter Apartment Fire” (In Board Packet)
- I – 4 FOX NEWS, January 17, 2024, “Clackamas Fire Department seeing increase in fall-related calls” <https://www.kptv.com/video/2024/01/18/clackamas-fire-department-seeing-increase-fall-related-calls/>
- I – 5 KOIN NEWS, January 18, 2024, “Fire crews rescue fisherman stranded on rock in Clackamas River” <https://www.koin.com/local/clackamas-county/fire-crews-rescue-fisherman-stranded-on-rock-in-clackamas-river/>



## CLACKAMAS FIRE DISTRICT REFLECTS ON A HISTORIC YEAR. (PHOTO)

News Release from **Clackamas Fire District**

*Posted on FlashAlert: January 12th, 2024 10:10 AM*

Downloadable file: [residential fire pic.](#)

[Clackamas, OR] - As we bid farewell to 2023 and welcome 2024, Clackamas Fire District takes a moment to reflect on a year filled with unwavering dedication, community service, and prompt emergency response. Despite the challenges presented by various incidents, our agency remains committed to ensuring the safety and well-being of our community.

In 2023, Clackamas Fire District responded to 30,132 emergency calls, providing critical assistance to those in need. Our highly trained and dedicated personnel worked tirelessly around the clock, demonstrating exceptional professionalism and compassion in the face of adversity.

Fire Chief Nick Browne expressed pride in the agency's accomplishments over the past year:

“The response from the community has been incredible. They see the commitment of our firefighters, paramedics, and support staff, and the challenges they respond to every day, and that's something the community wants to invest in. I'm proud of our team, who continue to respond to all calls, from large-scale incidents to everyday emergencies. They have consistently risen to the occasion, showcasing their skill and dedication.”

Notable achievements in 2023:

1. **Passage of Emergency Services Levy:** In 2023, Clackamas Fire District asked voters to invest in firefighters, wildfire mitigation, and emergency response. In May 2023, nearly 60% of voters supported the levy. Already staffing has increased from three person to four person in stations 1,8,14,15 & 19 which will have a direct positive impact on the cities of Happy Valley, Milwaukie, Oregon City, as well as the communities of Boring, and Damascus.
2. **Community Engagement Initiatives:** Clackamas Fire District believes in fostering strong ties with the community. Throughout the year, we organized events such as fire safety



presentations, station open houses, and school outreach programs which includes teaching hands-only CPR which is now a requirement for all students before they graduate in the state of Oregon.

3. **Wildfire Response:** Station 8 has received a wildland apparatus to boost wildfire response capability.
4. **Technology Upgrades:** Clackamas Fire District implemented state-of-the-art technology to enhance our emergency response capabilities. This includes upgrades to communication systems, firefighting equipment, and medical response tools, ensuring that our personnel can efficiently and effectively address a wide range of emergencies.
5. **Recognition of Exceptional Service:** Clackamas Fire District acknowledges the outstanding contributions of its personnel. Several individuals were recognized for their bravery, leadership, and commitment to service through various awards and commendations.

Looking ahead to 2024:

As we step into 2024, Clackamas Fire District remains dedicated to evolving and enhancing our capabilities to meet the ever-changing needs of our community. Plans for the upcoming year include:

- Reopening and fully staffing the rural fire station in the community of Clarkes.
- Capital projects and purchases to prepare for future levy staffing. This includes improvements to stations 12 & 13 as well as starting the process for new apparatus.
- Collaboration with local agencies and organizations to strengthen the overall emergency response network.

We at Clackamas Fire District would like to express our gratitude to our community for your unwavering support throughout 2023. We look forward to another year of service, commitment, and partnership in ensuring the safety and well-being of our residents.

###



## **CLACKAMAS FIRE DISTRICT LEVY STAFFING PROVES CRUCIAL AS FIRE CREWS RESCUE RESIDENT FROM WINTER APARTMENT FIRE(PHOTO) (PHOTO)**

News Release from **Clackamas Fire District**

*Posted on FlashAlert: January 13th, 2024 4:28 PM*

Downloadable file: [Apartment Fire](#)

On Saturday, January 13, 2024, Clackamas Fire District crews responded to an apartment fire on Causey Ave. in unincorporated Clackamas County. Two minutes after their arrival, firefighters discovered a resident in the apartment near the front door, and were able to remove him and minutes later had him transported for treatment. Initial search of all adjacent apartments was completed within seven minutes of crews arrival and the fire was declared “under control” within 10 minutes.

Captain Curtis Guttman was the first arriving officer on scene along with his three crew members from station #1.

“This was a perfect example of how voter support for our levy empowers us to save lives! With four firefighters on the engine, we didn't have to wait for a second unit to arrive in order to enter the burning building, find, and remove the victim. Having one more crew member on the engine can literally be the difference between life and death.”

The fire was kept to the apartment of origin and investigators will be working to determine the cause. We at Clackamas Fire District are thankful for the support of our community and are already celebrating the positive effects which are a direct result of that support.