



CLACKAMAS FIRE DISTRICT

Here for you

REGULAR BOARD OF DIRECTORS' MEETING MINUTES

September 18, 2023

ATTENDANCE

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

Others present: Nick Browne, Steve Deters, Andrew Gordian, Shelby Hopkins, Jerry Kearney, Ryan Kragero, Dan Mulick, Mark Whitaker, and 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.

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 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

Chief Nick Browne shared one change to be included under Section VI for the introduction of Human Resource Officer Eric Wolke.

Timestamp: 00:57 – 01:17

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON AUGUST 21, 2023

The Minutes were approved as written.

Timestamp: 01:17 – 01:39

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

No comments.

Timestamp: 01:39 – 02:06

VI. HUMAN RESOURCE OFFICER ERIC WOLKE INTRODUCTION

Fire Chief (FC) Nick Browne introduced the new Human Resource Officer (HRO), Eric Wolke. HRO Wolke gave a brief background on his previous work history.

Timestamp: 02:06 – 05:55

VII. PRESIDENT MARILYN WALL'S REMARKS

President Wall spoke of the many events over the last year. She commented on the cultural assessment and related it to family and change.

Timestamp: 05:55 – 11:03

VIII. ELECTION OF BOARD OFFICERS – President Wall

Nominations for President

President Wall opened the nominations for President.

Director Joseph nominated Jim Syring for President. Director Hawes seconded the nomination. There were no other nominations. By consent, President Wall announced Jim Syring as the President.

President Syring thanked Director Wall for her leadership and thanked the Board for their support.

Nominations for Vice President

President Syring opened the nominations for Vice President.

Director Joseph nominated Chris Hawes for Vice President. Director Wall seconded the nomination. There were no other nominations. By consent, President Syring announced Chris Hawes as Vice President.

President Syring handed the gavel over to newly elected Vice President Chris Hawes for the remainder of the meeting.

Nominations for Secretary/Treasurer

Vice President Hawes opened the nominations for Secretary/Treasurer.

Director Joseph nominated Jay Cross for Secretary/Treasurer. Director Wall seconded the nomination. There were no other nominations. By consent, Vice President Hawes announced Jay Cross as Secretary/Treasurer.

Timestamp: 11:03 – 13:49

IX. BUSINESS – Action required

No business items.

Timestamp: 13:49 – 13:58

X. OTHER BUSINESS – No action required

OB-1 Review and First Reading of Board Policy Manual – Assistant Chief Brian Stewart and Chief Financial Officer Mark Whitaker

The first reading of the Board of Directors' Policy Manual was completed.

Timestamp: 13:58 – 38:43

OB-2 Board Committee/Liaison Reports

Interagency Committee – Director Joseph/President Syring

President Syring shared that there was a Joint Oversight Committee meeting with Sandy Fire on August 31, 2023. Assistant Chief (AC) Steve Deters shared that Sandy Fire will receive credits for turnouts and equipment in the transition with CFD.

Timestamp: 38:43 – 42:39

OB-3 Board Informational Updates/Comments

Director Thomas Joseph shared that he and Fire Chief Nick Browne attended the Milwaukie IGA. The ribbon-cutting ceremony will be on October 6, 2023. Director Cross shared that he and Director Hawes went to the Camp Creek Fire briefing at Sandy High School.

Timestamp: 42:39 – 45:00

XI. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne thanked Director Wall for her time, compassion, and dedication in serving the community, firefighters, and staff.

He mentioned the Cultural Awareness Survey and upcoming Board work session on September 26, 2023. Consultants from All American Leadership will be there to discuss the results of the Ethos survey. There were 277 that participated in the survey, and 66 attended the Purpose & Ethos Workshop. He thanked everyone who participated.

The first levy-funded firefighter academy will begin in September. He reported on the August 14th Blue Jay wildfire in Sandy Oregon, and the August 28th Camp Creek wildfire in the Bull Run area of the Forest Service near Sandy Oregon.

He reported that turnout time has decreased, with the fastest time being 1:05 and the slowest turnout time in the last month being 1:44. There was a discussion on the public receiving district information via social media.

Timestamp: 45:00 – 56:49

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

Assistant Chief (AC) Brian Stewart reported the district was eligible to receive a 10 percent discount from WHA Insurance under their Best Practice Program in 2024. The focus this year was on emergency planning and emergency preparedness.

The fencing project around the administration building has begun. Clackamas County has been meeting on the industrial area urban renewal plan. Additional security cameras will be installed around the district from a grant received.

AC Stewart reported on legislation pertaining to House Bill 2522, which is the rural fire protection district. Beginning September 1, 2023, Fastech assumed all IT services for

CFD. Fastech has one employee on site full-time, and another will be added in the future. He commended all the former IT employees for their hard work.

Timestamp: 56:49 – 01:00:54

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

AC Deters reported on CFD’s community outreach regarding the recent wildfires, the beginning of occupational health testing district-wide, and the hiring of HRO Eric Wolfe.

Timestamp: 01:00:54 – 01:02:24

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

CFO Whitaker pointed out an error in the financial report. The financial report will be updated to represent the current fiscal year.

Timestamp: 01:02:24 – 01:03:43

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

DC Mulick reported on the Apprentice Academy graduation, significant August call volume, the contract for services with Sandy Fire, and two major August wildfires. He reported that CFD had formed an apparatus committee and was finalizing specifications on a couple of new engines. The drone program has been utilized on a couple of the larger incidents.

Timestamp: 01:03:43 – 01:12:09

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

Shop Steward Gordian reported that over 300 people attended the Local 1159 annual picnic. Five apprentice employees began working the line on August 12. Local 1159 is working through the initial phases of Paid Leave Oregon.

Timestamp: 01:12:09 – 01:13:13

R-1g Volunteer Association Report – Volunteer Coordinator Ryan Kragero

VC Kragero reported on the volunteer program’s station coverage, monthly training, and activities. He announced that both the Volunteer Association President and the Vice President have been hired by other agencies. New elections will be held in October. Volunteer Jerry Kearney is the interim President.

Timestamp: 01:13:13 – 01:20:07

B. Correspondence

Noted.

Timestamp: 01:20:07 – 01:20:15

C. Informational Items

Noted.

Timestamp: 01:20:15 – 01:20:26

D. Next Meeting

The next Board of Directors’ meeting will be on Monday, October 16, at 5:00 p.m. 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. ADJOURNMENT

Vice President Hawes adjourned the regular Board of Directors’ meeting at 6:20 p.m.

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

James E Syring

President Jim Syring

Jay Cross

Secretary Jay Cross

Signature: James E Syring
James E Syring (Oct 24, 2023 08:19 PDT)

Email: james.syring@clackamasfire.com

Signature: Jay Cross
Jay Cross (Nov 8, 2023 18:58 PST)

Email: jay.cross@clackamasfire.com












2023_09-18 CFD Board Meeting Minutes


Final Audit Report

2023-11-09


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"2023_09-18 CFD Board Meeting Minutes" History

-  Document created by Shelby Hopkins (shelby.hopkins@clackamasfire.com)
2023-10-17 - 3:41:33 PM GMT
-  Document emailed to james.syring@clackamasfire.com for signature
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-  Email viewed by james.syring@clackamasfire.com
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-  Signer james.syring@clackamasfire.com entered name at signing as James E Syring
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-  Signer jay.cross@clackamasfire.com entered name at signing as Jay Cross
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 Agreement completed.

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