



Clackamas Fire District #1

Board Meeting Briefing Packet

March 18, 2024



CLACKAMAS FIRE DISTRICT

Here for you

Board of Directors Meeting

March 18, 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 FEBRUARY 26, 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. **HUMAN RESOURCE PROGRAM SPECIALIST- SARA DAVIS INTRODUCTION**
- VII. **BUSINESS – Action required**
 - B-1 **Request Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board** (Packet Pg. 8)
- VIII. **OTHER BUSINESS – No action required**
 - OB-1 **Board Committee/Liaison Reports**
Executive Committee – President Syring/VP Hawes
Volunteer Association Liaison – Director Syring
 - OB-2 **Board Informational Updates/Comments**

IX. 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. 11)

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 President Joe Johanesen

B. Correspondence (Packet Pg. 16)

C. Informational Items (Packet Pg. 18)

D. Next Meeting

The next Board of Directors' meeting will be on Monday, April 15, 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. X REGULAR MEETING RECESSED

XI. EXECUTIVE SESSION CALLED TO ORDER UNDER ORS 192.660(2)(a)(i) TO REVIEW AND EVALUATE THE EMPLOYMENT OF THE FIRE CHIEF and ORS 192.660 (2)(d) TO DISCUSS LABOR CONTRACT NEGOTIATIONS

XII. REGULAR MEETING RECONVENED

XIII. ADJOURNMENT



CLACKAMAS FIRE DISTRICT

Here for you

REGULAR BOARD OF DIRECTORS MEETING MINUTES FEBRUARY 26, 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, Bill Bishoff, Andrew Brian, Steve Deters, Andrew Gordian, Rick Huffman, Jerry Kearney, John Kihlstrum, Ryan Kragero, Dan Mulick, Brent Olson, Ariel Roberts, Sherrie Rosenbaum, Jonathan Scheirman, Brian Stewart, Mark Whitaker, Doug Whiteley

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.

Vice President Chris Hawes called the meeting to order at 5:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

Chief Browne announced two changes to the agenda.

- 1) The introduction of the newly promoted Division Chiefs will follow under Section V, Public Comment.
- 2) Under Section VIII, Informational Items, R1-b, the Office of Strategic Services report will be presented under the Fire Chief's report due to Chief Stewart's absence.

Timestamp: 01:40 - 02:42

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JANUARY 22, 2024

The minutes for the regular board meeting on January 22, 2024, were approved as written.

Timestamp: 02:42 - 03:06

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

No comments.

Timestamp: 03:06 – 03:34

INTRODUCTION OF THE NEW DIVISION CHIEFS – DC Kyle Olson, DC Jonathan Scheirman, and DC Brent Olson

The newly promoted Division Chiefs gave a quick overview of their new positions.

Timestamp: 03:34 – 06:37

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 Sherrie Rosenbaum

President Kearney and Treasurer Rosenbaum presented the Clackamas Emergency Services Foundation’s budget and answered questions from the Board.

Vice President Hawes asked for a motion for the Board to approve the Clackamas Emergency Services Foundation’s 2024 Budget. Director Thomas Joseph made a motion, and Director Marilyn Wall seconded the motion. The motion passed 4/1.

Timestamp: 06:37 - 45:22

B-2 Request Board Approval of Fuel Vendor Contract for Services with Jubitz Corporation – Support Services Officer Bill Bischoff

SSO Bishoff submitted a Memorandum outlining the 2-year contract for fueling services through calendar year 2025 with Jubitz Corporation, which recently purchased the current fueling vendor Bretthauer Oil Company.

Vice President Hawes asked for a motion for the Board to authorize the Fire Chief to enter into a contract with Jubitz Corporation for district fueling services through calendar year 2025 in the amount of \$742,400. Director Marilyn Wall made a motion, and Director Thomas Joseph seconded the motion. The motion passed unanimously.

Timestamp: 45:22 – 50:08

B-3 Request Board Approval to Surplus Nine (9) Identified Vehicles and Apparatus – Support Services Officer Bill Bischoff

SSO Bishoff submitted a Memorandum with each vehicle’s description and declared the vehicles as surplus stock according to policy to support the disposal.

Vice President Hawes asked for a motion for 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. Director Thomas Joseph made a motion, and Director Marilyn Wall seconded the motion. The motion passed unanimously.

Timestamp: 50:08 – 52:24

B-4 Request Board Approval to Purchase Two (2) Type 6 Pumper Apparatus – Support Services Officer Bill Bischoff

SSO Bischoff submitted a Memorandum outlining the purchase of new pumper apparatus.

Vice President Hawes asked for a motion for the Board to approve the purchase of two (2) Type 6 pumper apparatus bodies in an amount not exceeding \$370,000. Sec/Treasurer Jay Cross made a motion, and Director Marilyn Wall seconded the motion. The motion passed unanimously.

Timestamp: 52:24 – 57:44

B-5 Request Board Approval of a 5-Year Hose & Ladder Testing Agreement with Pacific Northwest Hydro LLC. – Support Services Officer Bill Bischoff

Vice President Hawes asked for a motion for the Board to 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. Director Thomas Joseph made a motion, and Sec/Treasurer Jay Cross seconded the motion. The motion passed unanimously.

Timestamp: 57:44 – 59:40

VII. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports

Foundation Liaison – Director Cross

Nothing to report.

Timestamp: 59:40 – 01:00:01

Interagency Committee – Director Joseph/Director Syring

Director Joseph reported on Gladstone Fire’s interagency meeting on February 8, 2024. President Syring reported on Sandy Fire’s interagency meeting on January 29, 2024.

Timestamp: 01:00:01 – 01:02:33

OB-2 Board Informational Updates/Comments

Nothing to report.

Timestamp: 01:02:33 – 01:02:40

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. In AC Stewart's absence, Chief Browne gave the Office of Strategic Services report.

Timestamp: 01:02:40 – 01:10:03

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

AC Stewart was absent.

Timestamp: 01:10:03 – 01:11:51

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

AC Deters shared an update from the Office of Business Affairs.

Timestamp: 01:11:51 – 01:16:37

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

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

Timestamp: 01:16:37 – 01:19:27

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

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

Timestamp: 01:19:27 – 01:26:22

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

VP Gordian shared an update from Local 1159.

Timestamp: 01:26:22 – 01:28:20

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

Interim Volunteer President Johnson shared updates from the Volunteer Association. VC Kragero was absent.

Timestamp: 01:28:20 – 01:31:15

B. Correspondence

As noted.

Timestamp: 01:31:15 – 01:31:22

C. Informational Items

None.

Timestamp: 01:31:22 – 01:31:27

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).

IX. ADJOURNMENT

The regular Board of Directors’ meeting adjourned at 6:32 p.m.

Minutes recorded by Executive Program Specialist Ariel Roberts and prepared by Administrative Technician Kelly Franzen.

President Jim Syring

Sec/Treasurer Jay Cross

**Clackamas Emergency
Services Foundation**

Memo

To: Clackamas Fire District #1 Board of Directors

From: Jerry Kearney, The Clackamas Emergency Services Foundation President

Date: March 12, 2024

Re: The Clackamas Emergency Services Foundation Trustee Renewals

Per the Clackamas Emergency Services Foundation (Foundation) bylaws, the “member” (Clackamas Fire District #1 Board of Directors) shall appoint trustees to serve three-year terms. The Foundation is requesting approval to renew the three-year terms for the following Foundation trustees:

- Andrew Gordian
- Jerry Kearney
- Craig VanValkenburg

FIRE CHIEF'S REPORT

FEBRUARY 2024



Swearing In Ceremony



Lightning the Pup Saved in a Car Fire



E322 Reading to Kindergartners in Gladstone

Highlights

- Clackamas Fire swore in 17 newly promoted or newly hired employees at the February 12, 2024 ceremony at Camp Withycombe.
- The Concrete Repair and Replace Project has begun at the Training Center and Station 8.
- Wellness staff delivered health education presentations on-site for 39 crews either on Cancer Risk Reduction or Employee Benefits.
- The Fire District has been active in recent months staffing several Career Fair Events throughout the community. These events are great opportunities to share about a career as a firefighter, plus show that there are many other career opportunities in the fire service.
- Identified Target Hazards will be incorporated into Interra-preplanning, targeted for rollout mid-summer 2024.

Notable Events/Calls

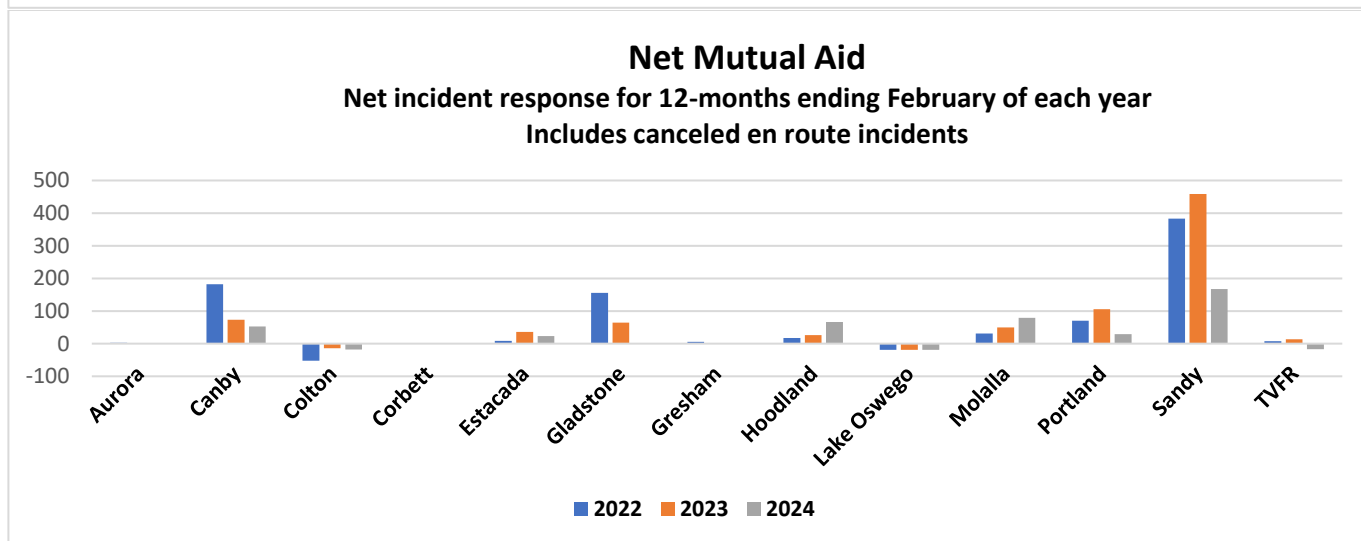
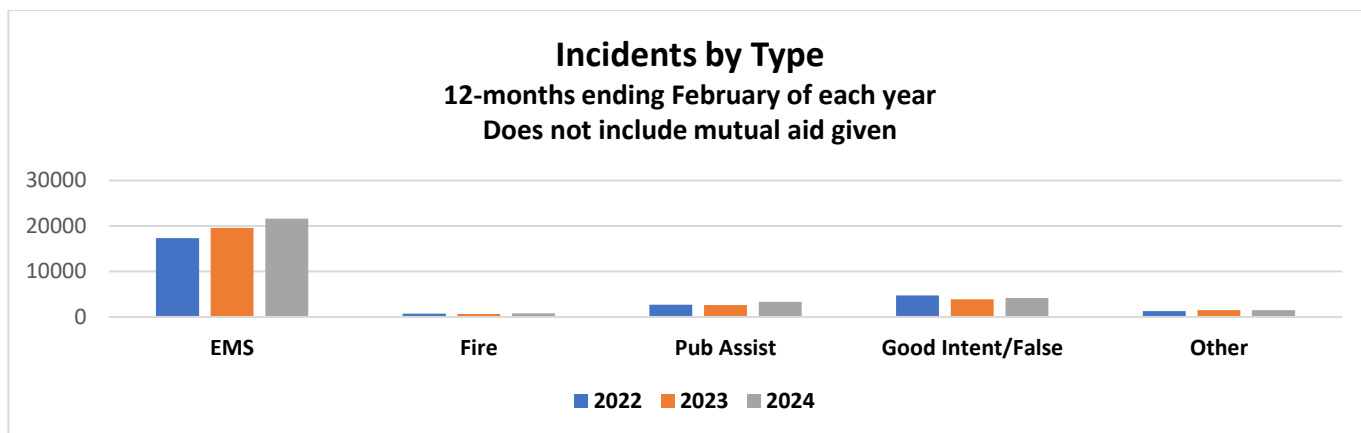
2/29 @ 15:25, North Battalion crews were dispatched to a residential fire on SE Home. Crews arrived at a two-story home with smoke showing and people running in and out of the house. Crews stretched 400' of hose to reach the house and quickly put the fire out. The residents all exited safely.

2/16 @ 15:08, The Clackamas County Water Rescue Consortium dispatched to a marine rescue (MR2) in Gladstone on the Clackamas River for an elderly male who had been witnessed to have jumped in the river downstream of the Gladstone footbridge. Crews located and removed the victim within 25 minutes of dispatch. Unfortunately, he did not survive.

FIRE CHIEF'S REPORT

FEBRUARY 2024

Organizational Data



Average Company Time Committed	
Time: 232 hours and 43 minutes	Percent of Month: 36.22%
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	289	7	3	59	21	21
Academy	10	0			10	4

Volunteers

Training	Events	Duty Shifts	Station 12	Station 74	Station 21 (RH321)	Station 2 (RH302)	
# of Drills	4	0	Nights	21/29	23/29	7/29	8/29

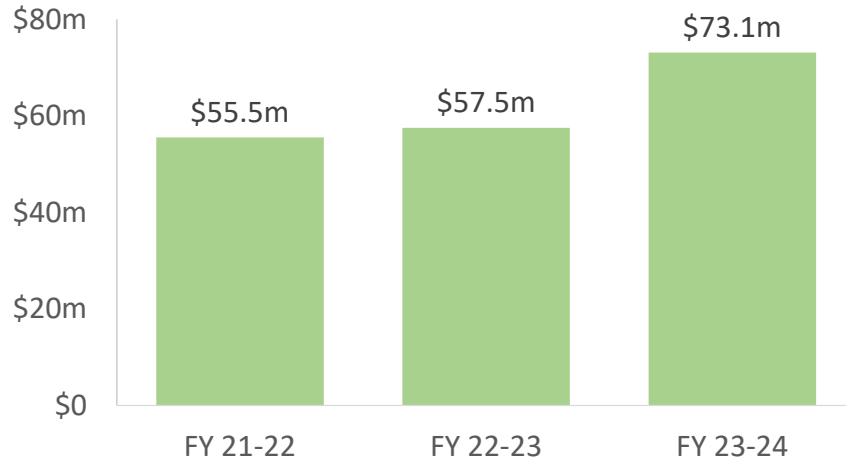


FINANCIAL REPORT

Period Ending February 29, 2024

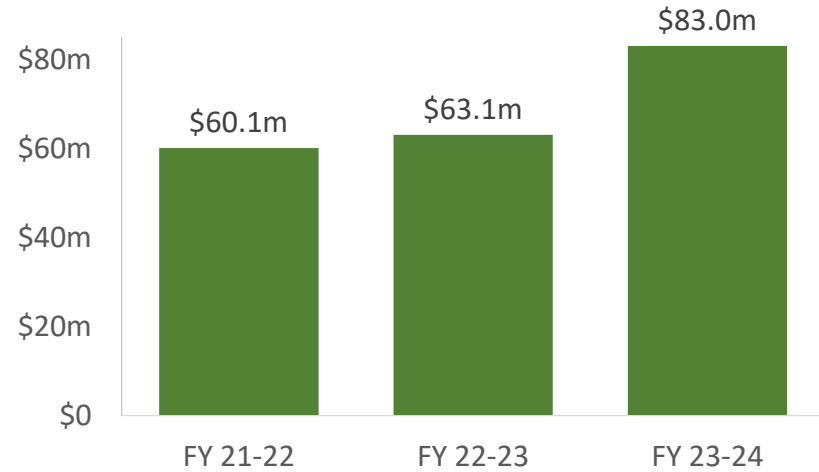
General Fund Property Tax Revenues

Through February



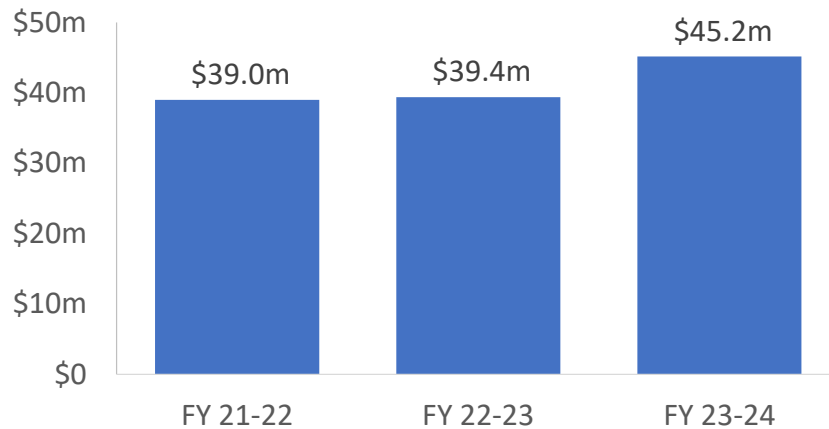
General Fund Total Revenue

Through February



General Fund Salary & Benefits

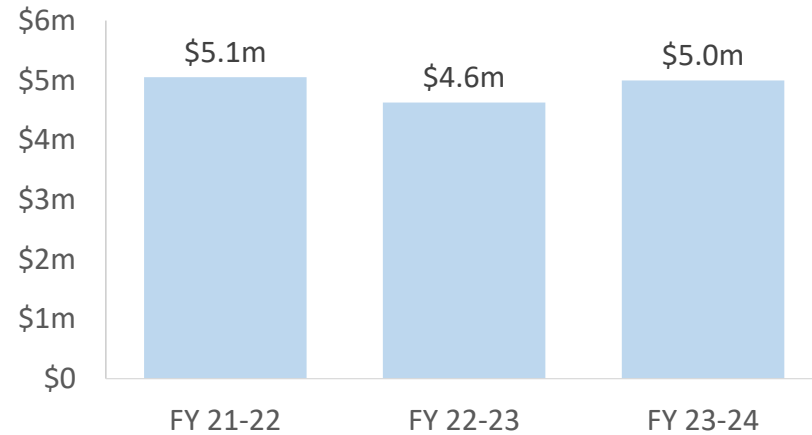
Through February



65.0% of FY budget spent

General Fund Overtime

Through February



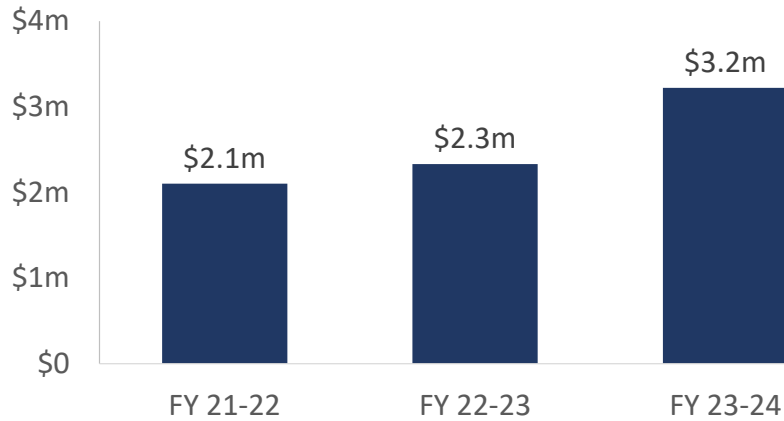
62.9% of FY budget spent



FINANCIAL REPORT

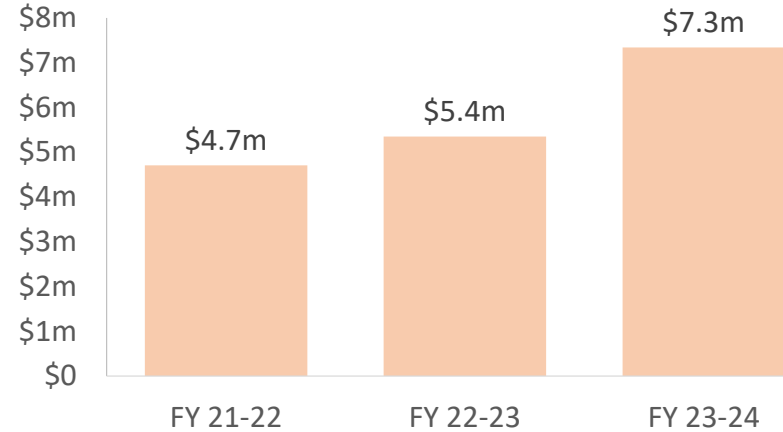
Period Ending February 29, 2024

General Fund Health Claim Expenses
Through February



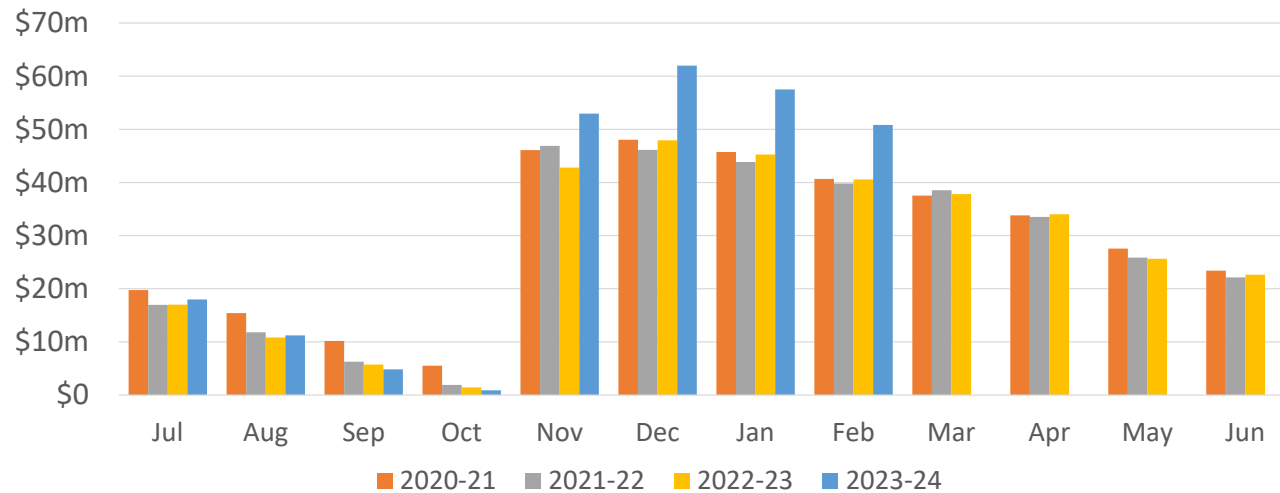
55.7% of FY budget spent

General Fund Materials and Services
Through February



82.5% of FY budget spent

Month-End Fund Balance, All Funds





10 - GENERAL FUND

Budget to Actual Report for Period Ending
February 29, 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	\$73,126,159	94.8%
Interest	\$830,000	\$412,123	49.7%
EMS Revenue	\$2,445,136	\$1,224,186	50.1%
Contract Revenue	\$7,356,000	\$5,608,262	76.2%
Conflagration Revenue	\$0	\$1,103,633	-
Grants	\$0	\$42,589	-
Other Revenue	\$1,337,000	\$1,458,655	109.1%
Transfers In	\$70,000	\$70,027	100.0%
Total Revenues	<u>\$89,188,318</u>	<u>\$83,045,635</u>	<u>93.1%</u>
<i>Expenditures</i>			
Fire Chief's Office	\$1,027,450	\$764,219	74.4%
Emergency Services	\$58,963,105	\$39,434,648	66.9%
Business Services	\$18,382,143	\$12,304,129	66.9%
Debt Service	\$2,915,620	\$572,995	19.7%
Transfers Out	\$7,900,000	\$7,900,000	100.0%
Contingency	\$3,229,000	\$0	-
Total Expenditures	<u>\$92,417,318</u>	<u>\$60,975,991</u>	<u>66.0%</u>

Investment Report

District holdings as of 2/29/2024

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
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 Bill	8/1/2024	\$4,390,618	\$0	\$4,500,000	\$109,382	4.93%
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%
		\$37,286,849	\$362,750	\$38,135,000	\$1,210,901	

Local Government Investment Pool (LGIP)

District Balance	\$13,827,766
Interest Rate	5.20%

FY 2024-25 Budget Calendar

November 2023

- 20 Board meeting - Appoint budget officer

March 2024

- 6 Central Budget Entry opens for departments to begin building budgets
Finance issues budget caps for departments

April 2024

- 4 Final day for departments to complete budgets in Central Budget Entry
Jot forms due for additional budget requests above cap
- 15 Appoint budget committee members (if vacancies exist)
- 22 Finalize Capital Improvement Plan with relevant departments
Finalize Special Fund appropriations

May 2024

- 6 Distribute FY 25 Proposed Budget to Budget Committee and public
- 16 First Budget Committee meeting - Discuss & Approve FY 24 Proposed Budget

June 2024

- 3 Second Budget Committee meeting (if necessary)
- 17 Budget hearing at Board Meeting - Adopt FY 24 Approved Budget

July 2024

- 15 Certify tax levy to County Assessors
- 31 Budget Document to County Clerks

CORRESPONDENCE

C-1 Social Media Comments

Thankful for E322 for reading to kindergartners at an elementary school in Gladstone, Feb. 7:

It was so fun seeing all the kids so excited to see you guys and listen during story time, Thank You!

What a great way to interact with the kiddos! There might be some future firefighters there 🚒

It's so sweet & memorable for Firefighters & especially those kids

Thankful to crews for rescuing a horse stuck in the mud in a ditch, Feb. 9:

I'm so happy that the horse was rescued and will make a full recovery! Thank goodness the fire fighters were able to do this! Congratulations Clackamas Fire! Job well done! 🙌

I am glad the horse is safe and sound but I am extremely glad our firefighters go above and beyond ❤️👍

@clackamasfire you guys are amazing that's so kind of you, always there to save 🙌❤️

Thankful to E301 for their response to a vehicle fire and rescue of trapped dog, Feb. 10:

Top fan
Thankyou for saving the life of one of mankind's oldest friends! Thankyou

· Feb 10

Great job on reporting this fire

Thankful to crews who responded to a residential fire in Beaver creek, Feb. 19:

Thank you for you quick and thorough work!

tekputte you are heroes! 🙌

Thankful to crews for rescuing a patient from a vehicle accident down a 200 ft. embankment, Feb. 26:

Very fortunate. Good job done by all. Thank you for being there for this person. 🙏❤️

Excellent rescue! Thanks to everyone involved 🚒🚒🚒

Great job boys

CORRESPONDENCE

My apartment

I want to say thank you to the fire fighters who responded to the fire in my apartment. I was not home at the time and my neighbors called for help. The fire dept here in Oregon city responded very quickly I was told. These firefighters saved my two elderly dogs who were inside. They are my heart. They are my kids. They are my world. I appreciate you all so much and pray for your safety as you continue to do your best work and rescue.

INFORMATIONAL ITEMS

- I – 1 KATU NEWS, February 28, 2024, “CAUGHT ON CAM: Distracted driver launches over 200 foot cliff in Clackamas County”
<https://katu.com/news/local/distracted-driver-flies-off-highway-224-a-grave-reminder-from-oregon-state-police-distracted-driving-car-vehicle-wreck>