



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.



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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.

Marilyn M. Wall

Marilyn M. Wall (May 16, 2023 14:22 PDT)

President Marilyn Wall

Chris Hawes

Chris Hawes (May 17, 2023 09:36 PDT)

Secretary Chris Hawes











Regular Board Meeting Minutes 4-17-2023

Final Audit Report

2023-05-17

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