



CLACKAMAS FIRE DISTRICT #1

Here for you

REGULAR BOARD OF DIRECTORS' MEETING MINUTES

June 26, 2023

**Meeting Location: Hybrid: Station 5/Remote Video Conferencing
5:00 pm**

ATTENDANCE

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

Others present: Nick Browne, Steve Deters, Heather Goodrich, Tracey Grisham, Nate Hon, Shelby Hopkins, Rick Huffman, Jerry Kearney, Ryan Kragero, Dan Mulick, Ariel Roberts, Brian Stewart, Mark Whitaker, Michael Wong, – Clackamas Fire. Phil Schneider – Sandy Fire.

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 brought the meeting to order at 5:00pm.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

Chief Nick Browne made the following changes to the agenda:

B-10 of the Agenda will be Request Board Approval to Certify the Election Results for Three Directors to Clackamas Fire District #1

B-11 of Agenda will be Request Approval of Resolution 23-07 Certifying results from the Emergency Services Levy for the May 16th 2023 Election

Timestamp 00:01:30 - 00:01:51

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON MAY 15, 2023

Minutes were approved as written.

Timestamp 00:01:51 – 00:02:55

V. PUBLIC COMMENT

No comments.

VI. NEW EMPLOYEE INTRODUCTIONS – Fire Chief Nick Browne

Chief Browne welcomed 14 new recruits from the Apprentice Program into the Clackamas Fire family. Captain Nate Hon shared an update on the Apprentice Program. Each apprentice shared where they came from and a fact about themselves. In Attendance: Matthew Dutt, Darien Washington, Chace Stalcup, Jacob Hoffman, Jake Kopra, Mohammed Mohammed, Madison Pemberton, Pablo Torrez, Matthew Solano, Aaliyah Earl, Aaron Smothers, Arielle Bakoss, Caleb Parksion, Misty Pyburn.

Lieutenant Micah Shelton shared an update on the Apprentice Program.

Timestamp 00:02:55 – 21:20

VII. SWEARING-IN OF BOARD OF DIRECTORS

Director Thomas Joseph, Director Jim Syring and President Marilyn Wall were sworn in by Chief Browne.

Timestamp 22:25 – 23:55

VIII. SUPPLEMENTAL BUDGET HEARING

B-1 Request Board Approval of Resolution 23-04 – Adopting and Appropriating Supplemental Budget for Fiscal 2022-23

Chief Financial Officer (CFO) Mark Whitaker shared the 2022-23 Supplemental Budget.

Director Cross made a motion and Director Syring seconded for the Board to approve Resolution 23-04 Adopting and Appropriating a Supplemental Budget for Fiscal 2022-23. The motion passed unanimously.

Timestamp 00:24:25 – 00:27:06

IX. BUDGET HEARING

B-2 Request Board Approval of Resolution 23-05 – Adopting the Budget, Making Appropriations, and Levying Taxes for Fiscal 2023-24

CFO Whitaker shared the 2023-24 budget.

Director Hawes made a motion and Director Joseph seconded for the Board to approve Resolution 23-05 Adopting the FY 2023-24 Budget, Making Appropriations, and Levying Taxes. The motion passed unanimously.

President Wall asked if there were any questions or comments on Budget 2023-24.
None.

Timestamp 00:27:06 – 00:29:26

X. PRESENTATION – ANNUAL WORKERS’ COMPENSATION RENEWAL

Agent of Record Jeff Griffin from Wilson-Heirgood Associates gave a presentation on Workers’ Compensation.

Timestamp 00:29:26 – 00:53:14

XI. BUSINESS – Action required

B-3 Request Board Approval of Workers’ Compensation Renewal

Director Syring made a motion and Director Cross seconded for the Board to approve purchase of the workers’ compensation policy issued by SAIF in the amount of \$1,047,536. The motion passed unanimously.

Timestamp 00:53:14 – 00:53:52

B-4 Request Board Approval of Station 1 Fencing Project

Division Chief (DC) Rick Huffman gave a summary on the Town & Country Fence Co. contract proposal for security purposes around Town Center Fire Station #1. There have been recent vandals, break-ins, fires, trespassing, and damage to the station property.

Director Hawes made a motion and Director Cross seconded for the Board to authorize the Fire Chief to enter into a contract with Town & Country Fence Co. of Oregon for fencing installation at Town Center Fire Station #1 in the amount of \$147,700. The motion passed unanimously.

Timestamp 00:53:52 – 01:01:03

B-5 Request Board Approval of Cardiac Monitor replacement through FEMA grant

DC Huffman gave a summary of the request to purchase 24 LifePak-15 Cardiac monitors and one Lucas Chest Compression System for a total of \$1,011,628.89. CFD was awarded a FEMA grant of \$1,000,000 with matching funds to obtain the monitors. A discussion followed.

Director Cross made a motion and Director Hawes seconded for the Board to approve the purchase of twenty-four (24) LifePk-15 Cardiac monitors and one (1) Lucas Chest Compression System for a total of \$1,011,628.89. The motion passed unanimously.

Timestamp 01:01:03 – 01:07:46

B-6 Request Board Approval of Resolution 23-06 – Resolution concurring with amendment to the Clackamas industrial area urban renewal plan

CFO Whitaker gave a summary of Resolution 23-06 which would transfer Town Center Urban Renewal funds in the amount of \$1.2 million to the Clackamas Industrial Area Urban Renewal plan to make improvements to the District training facility. The County has approved the transfer, but they need concurrence from other tax paying agencies in the area. A discussion followed.

Director Joseph made a motion and Director Cross seconded for the Board to approve Resolution #23-06 to concur on an amendment to the Clackamas Industrial Area Urban Renewal Plan transferring \$1.2 million to assist with renovations and on-site improvements at the Clackamas Fire District’s training facility. The motion passed unanimously.

Timestamp 01:07:46 – 01:12:49

B-7 Request Board Delegation for IT Services Contract

Assistant Chief (AC) Brian Stewart explained that the District has been using a partial IT service for the last 18 years. Due to the loss of personnel in IT, the District has decided to expand these services. Four vendors were considered. The estimated cost of expanded services would be \$350,000-450,000 per year. A discussion followed.

Director Syring made a motion and Director Hawes seconded for the Board to delegate authority to the Fire Chief to negotiate and execute a contract for IT Services. The motion passed unanimously.

Timestamp 01:12:49 – 01:26:48

B-8 Request Local Contract Review Board Approval of Special Procurement for Darkhorse Emergency Corporation

AC Stewart gave a summary of what the predictive modeling tool does and how it enhances the data/GIS capabilities for performance reporting, analytics, and distribution studies for the District. He requested the Board for special procurement since there is no other company that provides similar services. A discussion followed.

Director Hawes made a motion and Director Syring seconded for the Board, sitting as the local contract review board, to approve a special procurement process S-2023-002 for Darkhorse Emergency Data Analytics and Predictive Modeling Tool The motion passed unanimously.

Timestamp 01:26:48 – 01:38:46

B-9 Request Board Approval of Contract for Services with Darkhorse Emergency Corporation

AC Stewart stated the cost for a five-year contract with Darkhorse would be \$315,319.

Director Cross made a motion and Director Joseph seconded for the Board to approve the contract for Darkhorse Emergency data analytics and predictive modeling tool for the sum \$315,319. Directors Syring, Cross, Hawes and Joseph voted yes and Director Wall voted no. The motion passed.

Timestamp 01:38:46 – 01:42:49

B-10 Request Board Approval to Certify the Election Results for Three Directors to Clackamas Fire District #1

Chief Browne explained that his report contained the election results. President Wall explained that this was a statutory requirement.

Director Hawes made a motion and Director Cross seconded for the Board to certify the election results for the election of Thomas Joseph, Jim Syring, and Marilyn Wall to Clackamas Fire District Board and certify that they are qualified to hold those positions. The motion passed unanimously.

Timestamp 01:42:49 – 01:45:04

B-11 Request Board Approval of Resolution 23-07 Certifying results from the Emergency Services Levy for the May 16th 2023 Election

Chief Browne requested that the Board accept/affirm the election results from the Clackamas County Clerk per ORS 255.295(1) by adopting Resolution 23-07 certifying the results.

Director Hawes made a motion and Director Syring seconded for the Board to adopt Resolution 23-07 Certifying results from the Emergency Services Levy for the May 16th 2023 Election. The motion passed unanimously.

Timestamp 01:45:04 – 01:46:45

XII. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports

Executive Committee – President Wall/Director Syring

Director Syring met with Chief Browne and Chief Stewart on June 13, 2023, and discussed the status of the strategic plan, IT services, and the human resource position that has been posted.

Timestamp 01:46:45 – 01:48:20

Interagency Committee – Director Joseph/Director Syring

The open house at Gladstone Station 22 had a great turnout. Director Joseph appreciated the social media outreach.

Timestamp 01:48:20 – 01:49:55

OFDDA – Director Cross

Director Cross shared that the OFDDA 2023 Conference is in Seaside, Oregon on November 2-4. He volunteered to be the representative of OSHA for the OFDDA. He also went to a rulemaking meeting at DPSST last month.

Timestamp 01:49:55 – 01:57:12

Volunteer Association Liaison – Director Syring

The Volunteer Association recently had elections for new officers. The Volunteer Academy 23-01 graduation is Thursday, June 29.

Timestamp 01:57:12 – 01:58:03

OB-2 Board Informational Updates/Comments

Director Syring and Director Hawes will be judges at the Sandy Mountain Festival Parade. An open house will follow parade at the Sandy Fire Station #71. Director Joseph was impressed with the Apprentice Program.

Timestamp 01:58:03 – 01:59:50

XIII. INFORMATIONAL ONLY

A. Division/Department Reports

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

With the official passing of the levy, CFD staff have been out thanking the community. Plans are moving forward for year one implementation. CFD will be hiring 24 firefighters in year one. There will be two academies: one in September 2023 and one in February 2024. Discussion followed.

Timestamp 01:59:50 – 02:05:11

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

AC Stewart reported that recently concrete work was completed at the Training Center. The District is looking at the old Logistics building for office space.

There was discussion on firefighter mental health. The legislature passed three bills pertaining to the fire service.

He gave kudos to off-duty staff and Captain Craig Bowen and his staff for the open house at Gladstone Station #22. It was well-attended.

Timestamp 02:05:37 – 02:08:29

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

AC Steve Deters reported on the Sandy onboarding and upcoming open house.

Timestamp 02:08:38– 02:12:51

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

CFO Whitaker reported on a letter received by the Oregon City Urban Renewal Commission which amounts to \$500,000 additional funds in fiscal year 2023-24 and roughly \$375,000 in fiscal year 2024-25. He commended Finance Manager Michael Wong on all his work on the procurement and grant items he has worked on.

Timestamp 02:14:31– 02:16:17

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

DC Mulick reported on the Sandy transition. CFD will outfit R371 with an apparatus operator and officer. The Sandy station will be manned with 5 people during the day for critical calls. There will be four working apparatus located at the Sandy station.

DC Mulick reported on the May fire calls. Clackamas Fire now has a drone that is used during incidents.

DC Huffman reported on the ambulance service contract and arbor funding of the community paramedics program.

Timestamp 02:16:28 – 02:23:23

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

No report.

Timestamp 02:24:18 – 02:24:26

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

Volunteer Coordinator (VC) Kragero reported on the volunteer program. Graduation of the 23-01 Volunteer Academy is Thursday, June 29, 2023. DC Mulick gave credit to VC Kragero for his work on preparing the new recruit volunteers to roll out the door on July 1, in time for the contract with Sandy Fire.

Volunteer President Kearney reported on the elections of officers. Michael Morden has been elected President of the Volunteer Association. The Volunteers will be contributing \$4000 to a livestock auction in July 2023. Clackamas Emergency funds will be awarded to Sandy in July.

Timestamp 02:24:53 – 02:30:50

B. CORRESPONDENCE

C. INFORMATIONAL ITEMS

D. NEXT MEETING

The next Board of Directors' meeting will be on Monday, July 17, 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

President Wall adjourned the meeting at 7:30pm.

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

Marilyn M. Wall

President Marilyn Wall

Chris Hawes

Secretary Chris Hawes

Signature: 
Marilyn M. Wall (Jul 18, 2023 13:53 PDT)

Email: marilyn.wall@clackamasfire.com

Signature: 
Chris Hawes (Jul 20, 2023 17:18 PDT)

Email: chris.hawes@clackamasfire.com











2023-06-26 Board Meeting Minutes

Final Audit Report

2023-07-21

Created:	2023-07-18
By:	Shelby Hopkins (shelby.hopkins@clackamasfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEgS6Qw4cdkcLA6_z7b4Fa2ksis_1JsuJ

"2023-06-26 Board Meeting Minutes" History

-  Document created by Shelby Hopkins (shelby.hopkins@clackamasfire.com)
2023-07-18 - 5:34:16 PM GMT
-  Document emailed to marilyn.wall@clackamasfire.com for signature
2023-07-18 - 5:35:04 PM GMT
-  Email viewed by marilyn.wall@clackamasfire.com
2023-07-18 - 8:52:13 PM GMT
-  Signer marilyn.wall@clackamasfire.com entered name at signing as Marilyn M. Wall
2023-07-18 - 8:53:24 PM GMT
-  Document e-signed by Marilyn M. Wall (marilyn.wall@clackamasfire.com)
Signature Date: 2023-07-18 - 8:53:26 PM GMT - Time Source: server
-  Document emailed to chris.hawes@clackamasfire.com for signature
2023-07-18 - 8:53:27 PM GMT
-  Email viewed by chris.hawes@clackamasfire.com
2023-07-21 - 0:17:02 AM GMT
-  Signer chris.hawes@clackamasfire.com entered name at signing as Chris Hawes
2023-07-21 - 0:18:31 AM GMT
-  Document e-signed by Chris Hawes (chris.hawes@clackamasfire.com)
Signature Date: 2023-07-21 - 0:18:33 AM GMT - Time Source: server
-  Agreement completed.
2023-07-21 - 0:18:33 AM GMT