



# CLACKAMAS FIRE DISTRICT #1

*Here for you*

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## REGULAR BOARD OF DIRECTORS' MEETING MINUTES

July 17, 2023

### ATTENDANCE

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

Others present: Nick Browne, Heather Goodrich, Andrew Gordian, Shelby Hopkins, Jerry Kearney, Ryan Kragero, Michael Morden, Dan Mulick, Shawn Olson, Station 1, Phil Schneider, Mark Whitaker, Doug Whiteley,

Other community members and citizens were in attendance. The full video conferencing attendance can be provided upon request.

### REGULAR SESSION

#### **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 AGENDA**

Chief Nick Browne shared that he will give the report for Section VIII, Section R-1b for Assistant Chief (AC) Brian Stewart in his absence. It will be included in the Office of the Fire Chief's report. Chief Browne added Division Chief (DC) Phil Schneider will give the report update under Section VIII, R-1c Business Services for Assistant Chief (AC) Steve Deters in his absence.

Timestamp: 17:01:25– 17:01:56

#### **IV. APPROVAL OF MINUTES**

The minutes were revised and approved.

Timestamp: 17:01:58 – 17:02:18

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

A written comment was received from a gentleman from Nigeria commending the District.

Timestamp: 17:02:18 – 17:03:20

**VI. BUSINESS – Action required**

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

Volunteer President Jerry Kearney asked the Board to approve the replacement of Chief Browne as trustee and appoint Division Chief (DC) Doug Whiteley as Trustee under the amended bylaws of the Clackamas Emergency Services Foundation.

**Director Chris Hawes made a motion and Director Jay Cross seconded for Board Approval of Clackamas Emergency Services Foundation Trustee Replacement. The motion passed unanimously.**

Timestamp: 17:03:45– 17:08:04

**B-2 Request Board Approval of an update to the Clackamas Emergency Services  
Foundation account holders and signers as set forth in the memorandum  
dated July 5, 2023. – President Jerry Kearney**

President Kearney asked the Board to approve the replacement of Nick Browne, Fred Charlton, Kyle Gorman and James Rhoads as account holders and authorized signers on the Clackamas Federal Credit Union account and adding Don Trotter, Jerry Kearney, and Rachel Trotman on the account.

President Kearney asked the Board to approve the replacement of Fred Charlton, Kyle Gorman and Karen Strejc as account holders and authorized signers on the Merrill Lynch account for the Clackamas Emergency Services Foundation and adding Jerry Kearney, Rachel Trotman, and Doug Whiteley on the account. Sherrie Rosenbaum and Don Trotter are already signers on the account.

**Director Joseph made a motion and Director Cross seconded for Board approval of an update to the Clackamas Emergency Services Foundation account holders and signers as set forth in the memorandum dated July 5, 2023. The motion passed unanimously.**

Timestamp: 17:08:04– 17:13:16

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

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

**Civil Service Commission – Director Hawes**

No report.

**Executive Committee – President Wall/Director Syring**

No report.

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

No report.

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

No updates or comments.

Timestamp: 17:13:27– 17:15:29

**VIII. INFORMATIONAL ONLY**

**A. Division/Department Reports**

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

Chief Browne reported on the Human Resource Officer (HRO) process. CFD received a total of 43 applicants, which has been narrowed down to 10 applicants for the interview process. The panel interviews will be July 25, 2023. HR Manager Trish Noble has transferred over to Benefits Coordinator position and is managing both HR and Benefits until the HRO position is filled.

Chief Browne commended Public Education Specialist Tammy Owen in Community Services for teaching hands-only CPR to 3,905 students.

CFD interviewed and offered 24 firefighter and four alternate positions for the Fall 2023 and Spring 2024 academies fulfilling levy promises to the public for year one. A swearing-in ceremony was held on June 28, 2023, which included Sandy Fire personnel, promotional employees, and new members to CFD.

Timestamp: 17:15:29– 17:20:34

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

See above report from Chief Browne.

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

DC Schneider reported in AC Deters absence. DC Schneider reported on the Sandy contract.

Timestamp: 17:20:42– 17:22:46

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

Chief Financial Officer (CFO) Mark Whitaker shared the preliminary report for FY 2022-23. Hard copies were handed out. The general fund will end in a surplus of over 1 million dollars. Tax revenue was the biggest part of that. May and June totaled \$1 million in tax receipts and the yearly collection was \$2.3 million.

CFD had a lot of large health claims at year end that was offset with stop loss payments. Ops replacement came in at \$6.6 million, less than budgeted for. The District spent \$500,000 in capital replacement in FY 2022-23. \$755,000 was transferred from the general fund to the capital replacement fund.

President Wall asked about the capital replacement fund interest being more than the general fund interest. CFO Whitaker answered that the general fund operates on higher interest rates, so the general fund's budget was adjusted numerous

times, with a two percent at the beginning of the fiscal year rising to between three and a half percent to four percent at the end of the fiscal year.

President Wall asked about the Fund 80 IGA revenue being less than expected, and CFO Whitaker explained that in the end, most of the funding came through an extension of the community college and a grant with OSFM to fund wildland mitigation.

Timestamp: 17:22:46– 17:31:08

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

Division Chief (DC) Dan Mulick reported on the rescue apparatus at the Sandy station that was placed there for quick response. Upstaffing in Sandy was utilized twice using the \$35,000 grant awarded through the OSFM wildfire grant. He reported on the June fire calls. DC Mulick discussed wildland fires across the state and how mobilizations work. He reported that there was a wildfire in Estacada currently.

Timestamp: 17:31:08– 17:41:19

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

Shop Steward Gordian reported the State of Oregon passed an additional \$5 million in funding for apprentices. Local 1159 will be lobbying for some of that money. The 1159 Foundation awarded three scholarships to members' children at \$500 each for college or trade schools. Local 1159 had their annual family picnic at Oaks Park. They welcomed 12 members to the D1 shop from Sandy Fire and added one to the BC Unit. Local 1159 continues to be engaged with the EMS Council as they work through the end of the service agreement with the County. He reported that Local 1159 is involved with the ASA labor subcommittee.

Timestamp: 17:41:19 – 17:43:46

**R-1g Volunteer Association Report – Volunteer Coordinator Ryan Kragero and President Michael Morden**

Volunteer Coordinator (VC) Ryan Kragero reported on the onboarding of Sandy volunteers. He reported on station coverage and training. Volunteer Academy Class 23-01 graduated on June 29, 2023, with one water tender and 15 suppression volunteers. Michael Morden was elected as the new President of the Volunteer Association. Director Hawes commended VC Kragero for all his hard work.

President Michael Morden reported on the onboarding of Sandy.

Timestamp: 17:43:46 – 17:48:12

**B. Correspondence**

Noted.

**C. Informational Items**

Chief Browne mentioned that Fastech was the company chosen for IT services.

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, August 21, 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).

**IX. ADJOURNMENT**

The regular Board of Directors’ meeting adjourned at 5:49 pm.

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

Marilyn M. Wall

Chris Hawes

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**President Marilyn Wall**

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**Secretary Chris Hawes**

**Signature:** *Marilyn M. Wall*  
Marilyn M. Wall (Aug 29, 2023 15:50 PDT)

**Signature:** *Chris Hawes*  
Chris Hawes (Aug 29, 2023 16:32 PDT)

**Email:** marilyn.wall@clackamasfire.com

**Email:** chris.hawes@clackamasfire.com











# 07\_July\_Minutes Meeting Minutes

Final Audit Report

2023-08-29

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