



CLACKAMAS FIRE DISTRICT

Here for you

REGULAR BOARD OF DIRECTORS MEETING MINUTES

October 16, 2023

ATTENDANCE

Board of Directors: President Jim Syring, Vice President Chris Hawes, Secretary/Treasurer Jay Cross, and Director Thomas Joseph.

Absent: Director Marilyn Wall

Others present: Nick Browne, Denise Burkholder, Steve Deters, Andrew Gordian, Izak Hamilton, Shelby Hopkins, Rick Huffman, Jerry Kearney, Ryan Kragero, Brian Stewart, Mark Whitaker

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 Jim Syring called the meeting to order at 5:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

Chief Nick Browne shared changes to the agenda.

- a) Add a citizen's safety presentation under Section V, Public Comment.
- b) The Division/Department Reports under Section IX, R-1a, R-1b, R-1c, and R-1d will not be presented.
- c) Section R-1e will be presented by Division Chief (DC) Rick Huffman, focusing on emergency medical services.
- d) The Executive Session under Section X will be canceled.

Timestamp: 002:05 – 03:30

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON SEPT. 18, 2023, AND THE BOARD WORK SESSION ON SEPT. 26, 2023

The minutes for the regular board meeting on September 18, 2023, were approved with the amendment noted by Director Chris Hawes.

The minutes for the board work session on September 26, 2023, were approved as written.

Timestamp: 03:30 – 04:39

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

A citizen spoke on behalf of the North Clackamas School District's proposed teacher's levy, Measure 3-599, on the November 2023 ballot.

Timestamp: 04:39 – 09:11

Chief Browne and Public Information Officer (PIO) Izak Hamilton recognized a student for his heroic actions on October 12, 2023, and presented him with the citizen life-saving award.

Timestamp: 09:11– 15:39

VI. PRESENTATION – North Clackamas School District State of the District and Proposed Teachers Levy Measure 3-599 – Assistant Superintendent of Operations NCSO Cindy Detchon

Cindy Detchon was not present. Superintendents from the North Clackamas School District gave a presentation on the state of the school district and proposed teachers levy, Measure 3-599, on the November 2023 ballot.

Timestamp: 15:39 – 40:58

VII. BUSINESS – Action required

B-1 Request Board Approval of Resolution 23-08 for an Interfund Loan for Fiscal Year 2023-24 – Chief Financial Officer Mark Whitaker

Chief Financial Officer (CFO) Mark Whitaker asked the Board to approve Resolution 23-08 after a quick overview.

President Syring asked for a motion for the Board to approve Resolution 23-08 authorizing interfund loans to the district operating funds to provide temporary cash flow to those funds, if necessary. Director Cross made a motion, and Director Joseph seconded the motion. The motion passed unanimously.

Timestamp: 40:58 – 43:33

B-2 Request Board Approval of Revised Board Policy Manual – Assistant Chief Brian Stewart

Assistant Chief (AC) Brian Stewart and CFO Whitaker gave a second summary of the board policy manual.

Timestamp: 43:33 – 46:35

Review of Board Committee and Liaisons List – President Jim Syring

President Syring reported that the board committees and liaison lists will remain the same, except for the executive committee, where the president and vice president will reside.

President Syring asked for a motion for the Board to approve the revised Board Policy Manual. Director Hawes made a motion, and Director Cross seconded the motion. The motion passed unanimously.

Timestamp: 46:35 – 48:14

B-3 Request Board Approval of Resolution 23-09 a Joint Resolution of the Board of Directors and Local Public Contract Review Board – Chief Financial Officer Mark Whitaker

CFO Whitaker asked the Board for approval of Resolution 23-09.

President Syring asked for a motion for the Board to approve Resolution 23-09, a Joint Resolution of the Board of Directors and Local Public Contract Review Board. Director Cross made a motion, and Director Hawes seconded the motion. The motion passed unanimously.

Timestamp: 48:14 – 49:21

B-4 Request Board Approval for the Purchase of Firefighter Class D-Personnel Protective Equipment – Logistics Manager Denise Burkholder

Logistics Manager (LM) Burkholder submitted a staff report for the requested equipment.

President Syring asked for a motion for the Board to approve the purchase of firefighter Class D-Personnel Protective Equipment through Seawestern, Inc., in the amount of \$184,000. Director Hawes made a motion, and Director Cross seconded the motion. The motion passed unanimously.

Timestamp: 49:21 – 51:20

B-5 Request Board Approval for the Purchase of Two (2) Fire Engines – Pierce Type I Pumpers – Support Services Officer Bill Bischoff

Support Services Officer (SSO) Bill Bischoff summarized the staff report as submitted. A discussion followed.

President Syring asked for a motion for the Board to approve the purchase of two (2) Fire Engines, Pierce Type I Pumpers, through Hughes Fire in the amount not to exceed \$2,000,000. Director Hawes made a motion, and Director Cross seconded the motion. The motion passed unanimously.

Timestamp: 51:20 – 55:55

VIII. OTHER BUSINESS – No action required

**OB-1 Board Committee/Liaison Reports
Civil Service Commission – Director Hawes**

Director Hawes reported that the Civil Service Commission approved the promotional Captains’ list and Firefighter EMT/Paramedic civil service lists.

Timestamp: 55:55 – 57:11

Foundation Liaison – Director Cross

Director Cross reported that the Emergency Services Foundation auction will be on November 4, 2023. He will be attending the Oregon Fire District Directors Association (OFDDA) conference in Seaside on November 2-4, 2023.

Timestamp: 57:11 – 59:10

OB-2 Board Informational Updates/Comments

Director Hawes attended the open houses at Stations 6 and 17. He commended staff on doing a great job. PIO Hamilton reported that 75 citizens attended the Station 17 open house.

President Syring mentioned the City of Gladstone’s fire and medical services operating levy, Measure 3-601, will be on the November 2023 ballot. AC Stewart noted the levy will not raise taxes or affect the current contract for service within the District.

Timestamp: 59:10 – 01:01:41

IX. INFORMATIONAL ONLY

A. Division/Department Reports

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

No report.

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

No report.

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

No report.

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

No report.

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

DC Dan Mulick was absent. In his absence, DC Huffman reported on the Community Paramedic Services Grant the District submitted and received from Clackamas County in

2022. This grant funding was over \$1,000,000. It currently funds one Community Paramedic position.

Timestamp: 01:01:41 – 01:06:22

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

Shop Stewart (SS) Andrew Gordian reported on the memorandum of understanding (MOU) that was recently adjusted and signed, reducing the years of service requirement for apparatus operators during the promotional process. There have been structure changes in Local 1159. SS Gordian will remain as the vice president and continue providing interfacing and board updates.

Chief Browne commended SS Gordian on his position of shop steward for Local 1159 over the last couple of years.

Director Joseph thanked SS Gordian for his willingness to step into a role that had never been done before at CFD.

Timestamp: 01:06:22 – 01:09:17

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

Volunteer Coordinator (VC) Ryan Kragero reported on the volunteer program's station coverage, monthly training, and activities. President Kearney announced that volunteer association elections were held in September. Jerry Kearney was elected President, Kenton Johnson as Vice President, Jack Tanz as Sergeant of Arms, and Eric Pettis as Secretary/Treasurer.

Timestamp: 01:09:17 – 01:16:37

B. Correspondence

Director Hawes announced a special recognition was received for the crews on the Whiskey Creek Fire. Deputy Fire Marshal Captain Kari Shanklin and Public Education Specialist Tammy Owen were recognized for their fire and life safety presentations and hands-only CPR in our schools.

Timestamp: 01:16:37 – 01:17:28

C. Informational Items

None.

Timestamp: 01:17:28 – 01:17:40

D. Next Meeting

The next Board of Directors' meeting will be on Monday, November 20, 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).

X. EXECUTIVE SESSION CALLED TO ORDER UNDER ORS192.660(2)(h) TO CONSULT WITH COUNSEL.

The executive session was canceled.

XI. ADJOURNMENT

President Syring adjourned the regular Board of Directors' meeting at 6:18 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/Treasurer Jay Cross

Signature: James E Syring
James E Syring (Nov 21, 2023 13:52 PST)

Email: james.syring@clackamasfire.com

Signature: Jay Cross
Jay Cross (Nov 25, 2023 10:59 PST)

Email: jay.cross@clackamasfire.com











CFD - Minutes - 10-16-23 Regular Board Meeting

Final Audit Report

2023-11-25

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By:	Shelby Hopkins (shelby.hopkins@clackamasfire.com)
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-  Document created by Shelby Hopkins (shelby.hopkins@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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-  Document e-signed by Jay Cross (jay.cross@clackamasfire.com)
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