



CLACKAMAS FIRE DISTRICT

Here for you

REGULAR BOARD OF DIRECTORS MEETING MINUTES

November 20, 2023

ATTENDANCE

Board of Directors: President Jim Syring, Vice President Chris Hawes, Secretary/Treasurer Jay Cross, and Director Marilyn Wall

Absent: Director Thomas Joseph

Others present: Nick Browne, Steve Deters, Andrew Gordian, Shelby Hopkins, Jerry Kearney, Ryan Kragero, Dan Mulick, Brian Stewart, Chris Taylor, 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.**

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

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA

No changes to the agenda.

Timestamp: 02:28 – 02:33

**IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON
OCTOBER 16, 2023**

The minutes for the regular board meeting on October 16, 2023, were approved as written.

Timestamp: 02:33 – 02:55

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

No comments.

Timestamp: 02:55 – 03:15

VI. PRESENTATION - OPERATION SANTA - DC Doug Whiteley

Division Chief (DC) Whiteley gave a presentation on Operation Santa 2023. Donations are not being collected during the parade routes. There are five drop-off events this year.

Timestamp: 03:15 – 10:09

VII. BUSINESS – Action required

**B-1 Authorize investments with maturities of greater than 12 months – CFO
Mark Whitaker**

Chief Financial Officer (CFO) Whitaker recommended that CFD invest up to \$3 million in investments with maturities of up to three years. Per the District’s Cash Management Policy, any investments with maturities greater than 12 months require approval of the Board. These investments would allow the District to earn higher returns on reserve funds that are currently set aside for purchasing two engines in approximately three years and loan prepayments in 2025 and 2026.

Director Wall recommended an addendum to the language that would state “subject to applicable restrictions under the law” as to the investments. President Syring heard Director Wall’s request and stated the motion shall be amended with her request as noted.

President Syring asked for a motion for the Board to authorize the Chief Financial Officer to invest up to \$3,000,000 in investment types with maturities of up to three years, subject to applicable restrictions under the law. Director Hawes made a motion, and Sec/Treasurer Cross seconded the motion. The motion passed unanimously.

Timestamp: 10:09 – 16:31

**B-2 Designating the District’s Budget Officer – AC Business Services Brian
Stewart**

Assistant Chief (AC) Stewart recommended that CFD designate the District’s CFO as the budget officer. After some discussion, President Syring asked for a motion.

President Syring asked for a motion for the Board to designate the District’s Chief Financial Officer Mark Whitaker as Budget Officer for the fiscal year 2024/25. Sec/Treasurer Cross made a motion, and Director Wall seconded the motion. The motion passed unanimously.

Timestamp: 16:31 – 26:22

VIII. OTHER BUSINESS – No action required

**OB-1 Board Committee/Liaison Reports
Foundation Liaison – Director Cross**

Director Cross reported on the Oregon Fire District Directors Association conference and the Clackamas Emergency Services Foundation.

Timestamp: 26:22 – 32:18

Interagency Committee – Director Joseph/Director Syring

President Syring reported on the Sandy interagency committee meeting. AC Deters reported on the contract between CFD and Sandy Fire.

Timestamp: 32:18 – 34:46

OB-2 Board Informational Updates/Comments

No reports or comments.

Timestamp: 34:46 – 35:01

IX. INFORMATIONAL ONLY

A. Division/Department Reports

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

Chief Browne reported that CFD was awarded a Homeland Security Program grant for cardiac monitors and enhanced multi-casualty simulation training equipment in the amount of \$60,000.

Timestamp: 35:01 – 39:07

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

AC Stewart shared an update from the Office of Strategic Services.

Timestamp: 39:07 – 41:43

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

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

Timestamp: 41:43 – 43:28

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

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

Timestamp: 43:28 – 46:50

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

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

Timestamp: 46:50 – 1:00:27

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

Shop Steward (SS) Gordian shared updates on the Local 1159 election. The newly elected positions will begin in January. Lobbying at the State has resulted in an additional \$5 million in apprentice funding which will be distributed in January. The Clackamas Fire Shop is in the process of electing new members.

Timestamp: 1:00:27 – 1:01:55

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

Volunteer Coordinator (VC) Kragero and President Kearney shared updates from the Volunteer Association.

Timestamp: 1:01:55 – 1:16:19

B. Correspondence

None.

C. Informational Items

None.

D. Next Meeting

The next Board of Directors’ meeting will be on Monday, December 18th, 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 6:17 p.m.

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

James Syring

James Syring (Jan 18, 2024 14:12 PST)

President Jim Syring

Jay Cross

Jay Cross (Jan 20, 2024 11:12 PST)

Sec/Treasurer Jay Cross









CFD - Minutes - 11-20-2023 Regular Board Meeting

Final Audit Report

2024-01-20

Created:	2024-01-18
By:	Shelby Hopkins (shelby.hopkins@clackamasfire.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAhSEctzZi4-Zac1-atgP2gamxYjLY-7dp

"CFD - Minutes - 11-20-2023 Regular Board Meeting" History

-  Document created by Shelby Hopkins (shelby.hopkins@clackamasfire.com)
2024-01-18 - 10:08:21 PM GMT
-  Document emailed to James Syring (james.syring@clackamasfire.com) for signature
2024-01-18 - 10:08:26 PM GMT
-  Document emailed to Jay Cross (jay.cross@clackamasfire.com) for signature
2024-01-18 - 10:08:26 PM GMT
-  Email viewed by James Syring (james.syring@clackamasfire.com)
2024-01-18 - 10:12:11 PM GMT
-  Document e-signed by James Syring (james.syring@clackamasfire.com)
Signature Date: 2024-01-18 - 10:12:30 PM GMT - Time Source: server
-  Email viewed by Jay Cross (jay.cross@clackamasfire.com)
2024-01-20 - 7:11:58 PM GMT
-  Document e-signed by Jay Cross (jay.cross@clackamasfire.com)
Signature Date: 2024-01-20 - 7:12:16 PM GMT - Time Source: server
-  Agreement completed.
2024-01-20 - 7:12:16 PM GMT