



# CLACKAMAS FIRE DISTRICT

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## REGULAR BOARD OF DIRECTORS MEETING MINUTES DECEMBER 18, 2023

### ATTENDANCE

Board of Directors: Vice President Chris Hawes, Secretary/Treasurer Jay Cross, Director Thomas Joseph, and Director Marilyn Wall (*Absent: President Jim Syring*)

Others present: Steve Deters, Rick Huffman, Jerry Kearney, Ryan Kragero, Ariel Roberts, Phil Schneider, 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.**

Vice President Chris Hawes called the meeting to order at 5:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. CHANGES TO AGENDA**

AC Brian Stewart shared one change to the agenda.

- a) The Division/Department Reports under Section R-1f, Professional Firefighters of Clackamas County Local 1159, will not be presented.

Timestamp: 01:26 – 01:53

**IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON  
NOVEMBER 20, 2023**

The minutes for the regular board meeting on November 20, 2023, were approved as written.

Timestamp: 01:53 – 02:33

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

Sec/Treasurer Cross read submitted comments.

Timestamp: 02:33 – 04:14

**VI. PRESENTATION – ANNUAL AUDIT – Kathy Wilson, Singer Lewak**  
Kathy Wilson of Singer Lewak gave a presentation on the annual audit.

Timestamp: 04:14 – 11:54

**VII. PRESENTATION – INSURANCE RENEWAL WITH SDIS – Agent of Record Jeff Griffin with Wilson-Heirgood Associates**  
Jeff Griffin with Wilson-Heirgood Associates gave a presentation.

Timestamp: 11:54 – 41:11

**VIII. BUSINESS – Action required**

**B-1 Request Board Approval of Annual Audit FY 2022-2023 – Chief Financial Officer Mark Whitaker**

CFO Whitaker made a statement that a vote was not necessary by law for the Board members to approve the audit by voting. After a short discussion, it was decided not to bring forward a motion to vote, and the audit was approved.

Timestamp: 41:11– 43:34

**B-2 Request Board Approval of Insurance Renewal with SDIS - Chief Financial Officer Mark Whitaker**

CFO Mark Whitaker reported that the current policy renewal requires a vote from the board. The new contract premium is \$349,737. There were no questions or comments from the board.

**Vice President Hawes asked for a motion for the Board to approve property/casualty insurance with Special Districts Insurance Services (SDIS) for 2024 in the amount of \$349,737. Director Marilyn Wall made a motion, and Sec/Treasurer Cross seconded the motion. The motion passed with four votes.**

Timestamp: 43:34 – 45:57

**B-3 Request Board approval of the concrete replacement public works project at Station 8 and Training – Finance Manager Michael Wong**

Finance Manager Wong reported that CFD had 16 bids for the contract.

**Vice President Hawes asked for a motion for the Board to authorize the Fire Chief to enter into a contract with Colton Homes Inc. for concrete repair in the amount of \$160,000. Sec/Treasurer Cross made a motion, and Director Wall seconded the motion. The motion passed with four votes.**

Timestamp: 45:57 – 56:01

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

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

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

Director Hawes reported that the executive committee attended a retreat last month.

Timestamp: 56:01 – 57:01

**Foundation Liaison – Director Cross**

No report.

Timestamp: 57:01 – 57:20

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

No report.

Timestamp: 57:20 – 58:26

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

No report.

Timestamp: 58:26 – 59:40

**X. INFORMATIONAL ONLY**

**A. Division/Department Reports**

**R-1a Office of the Fire Chief – Assistant Chief Brian Stewart**

AC Stewart shared an update from the Office of the Fire Chief.

Timestamp: : 00:59:40 – 01:01:56

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

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

Timestamp: 01:01:56 – 01:06:47

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

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

Timestamp: 01:06:47 – 01:13:06

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

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

Timestamp: 01:13:06 – 01:17:58

**R-1e Office of Emergency Services – Division Chief Rick Huffman**

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

Timestamp: 01:17:58 – 01:22:48

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

No report.

Timestamp: 01:22:48 – 01:22:51

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

Volunteer Coordinator Ryan Kragero and Volunteer President Kearney shared updates from the Volunteer Association.

Timestamp: 01:22:51 – 01:31:44

**B. Correspondence**

Miscellaneous items were brought up for discussion.

Timestamp: 01:31:44 – 01:33:55

**C. Informational Items**

None.

Timestamp: 01:33:55 – 01:34:46

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, January 22, 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).

**XI. ADJOURNMENT**

The regular Board of Directors’ meeting adjourned at 6:34 p.m.

Minutes recorded by Executive Program Specialist Ariel Roberts and prepared by Administrative Technician Kelly Franzen.

James Syring  
James Syring (Jan 25, 2024 08:54 PST)

**President Jim Syring**

Jay Cross  
Jay Cross (Jan 25, 2024 12:24 PST)

**Sec/Treasurer Jay Cross**









# CFD - Minutes - 12-18-2023 Regular Board Meeting

Final Audit Report

2024-01-25

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