



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**April 15, 2024**



# CLACKAMAS FIRE DISTRICT

*Here for you*

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## Board of Directors Meeting

April 15, 2024

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

### AGENDA

#### REGULAR SESSION

- I. **CALL TO ORDER PER ORS 192.610 TO 192.690**  
ORS 192.650 – The meeting is being recorded.
- II. **PLEDGE OF ALLEGIANCE**
- III. **CHANGES TO AGENDA**
- IV. **APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON MARCH 18, 2024** (Packet pg. 3)
- V. **PUBLIC COMMENT** (*The President will call for statements from citizens regarding District business, not to exceed three minutes per person.*)
- VI. **PROJECT & FACILITIES MANAGER INTRODUCTION** – Denise Toyooka
- VII. **BUSINESS – Action required**
  - B-1 **Request Board Appointment of Budget Committee Members** – CFO Whitaker (Packet pg. 7)
- VIII. **OTHER BUSINESS – No action required**
  - OB-1 **Board Committee/Liaison Reports**  
Civil Service Commission – Director Hawes  
Foundation Liaison – Director Cross
  - OB-2 **Board Informational Updates/Comments**
- IX. **INFORMATIONAL ONLY**
  - A. **Division/Department Reports**
    - R-1a **Office of the Fire Chief** – Fire Chief Nick Browne (Packet pg. 8)
    - R-1b **Office of Strategic Services** – Assistant Chief Brian Stewart

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

R-1d Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet pg. 10)

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

R-1f Professional Firefighters of Clackamas County Local 1159 – Vice President Andrew Gordian

R-1g Volunteer Association Report – Volunteer President Joe Johanesen

**B. Correspondence** (Packet pg. 14)

**C. Informational Items** (Packet pg. 19)

**D. Next Meeting**

The next Board of Directors' meeting will be on Monday, May 20, at 5:00 pm. The meeting will be hybrid, with the public invited to attend either by remote video conference or in person at Station 5 (9339 SE Causey Ave, Happy Valley, OR 97086).

**X. REGULAR MEETING RECESSED**

**XI. EXECUTIVE SESSION CALLED TO ORDER UNDER 192.660(2)(a)(b)(d)(e)(h) TO DISCUSS; EMPLOYMENT OF THE FIRE CHIEF, PERSONNEL MATTER, LABOR CONTRACT NEGOTIATIONS, REAL PROPERTY TRANSACTION, and CONSULT WITH COUNSEL.**

**XII. REGULAR MEETING RECONVENED**

**XIII. POST EXECUTIVE SESSION BUSINESS – Action required**

**B-2 Request Board Approval of Fire Chief Contract – President Syring**

**XIV. ADJOURNMENT**



# CLACKAMAS FIRE DISTRICT

*Here for you*

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## REGULAR BOARD OF DIRECTORS MEETING MINUTES MARCH 18, 2024

### ATTENDANCE

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

Others present: Nick Browne, Steve Deters, Shelby Hopkins, Joe Johanesen, 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 Browne announced one change to the agenda.

- 1) Under Section IX, Informational Items, R1-e, the Office of Emergency Services report will be presented under the Fire Chief's report in AC Mulick's absence.

Timestamp: 01:30 - 02:02

### IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON FEBRUARY 26, 2024

The minutes for the regular board meeting on February 26, 2024, were approved as written.

Timestamp: 02:02 - 02:38

Timestamp: 02:38 – 03:06 (For the Pledge of Allegiance)

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

No comments.

Timestamp: 03:06 – 03:27

### VI. HUMAN RESOURCE PROGRAM SPECIALIST- SARA DAVIS INTRODUCTION

Newly hired HR Program Specialist Sara Davis gave a quick introduction to the Board.

Timestamp: 03:34 – 04:50

**VII. BUSINESS – Action required**

**B-1 Request Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board**

Chief Browne stated his approval of the three trustees and gave a quick overview of the bylaws of the Clackamas Emergency Services Foundation’s Board of Trustees’ term limits.

**President Syring asked for a motion for Board approval of three-year trustee renewals for Andrew Gordian, Jerry Kearney, and Craig VanValkenburg to the Clackamas Emergency Services Foundation Board. Sec/Treasurer Cross made a motion, and Vice President Hawes seconded the motion. The motion passed unanimously.**

Timestamp: 04:50 – 06:23

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

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

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

President Syring reported on the Executive Committee meeting on March 5, 2024.

**Volunteer Association Liaison – Director Syring**

President Syring briefly reported on the March 4, 2024, Volunteer Association meeting.

Timestamp: 06:23 – 09:10

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

No updates or comments.

Timestamp: 09:10 – 09:23

**IX. INFORMATIONAL ONLY**

**A. Division/Department Reports**

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

Chief Browne shared an update from the Office of the Fire Chief. He also shared an update from the Office of Emergency Services in the absence of AC Mulick.

Timestamp: 09:23 – 13:40

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

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

Timestamp: 13:40– 20:44

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

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

Vice President Hawes asked how the remodeling projects at stations 12 and 13 were progressing. AC Stewart gave an update on the remodeling projects.

Timestamp: 20:44 – 26:30

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

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

Timestamp: 26:30 – 31:52

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

AC Mulick was absent.

Timestamp: 31:52 – 32:00

**R-1f Professional Firefighters of Clackamas County Local 1159 – Vice President Andrew Gordian**

VP Gordian was absent. Chief Browne mentioned House Bill 4045, the PERS expansion proposal. The bill lowers the retirement age for represented fire personnel from age 60 to 55.

Timestamp: 32:00 – 32:23

**R-1g Volunteer Association Report – Volunteer President Joe Johanesen**

Volunteer President Johanesen shared updates from the Volunteer Association and the Explorer Program.

Timestamp: 32:23 – 37:15

**B. Correspondence**

As noted.

**C. Informational Items**

None.

Timestamp: 37:15 – 37:27

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, April 15, 2024, at 5:00 pm. The meeting will be hybrid, with the public invited to attend either by remote video conference or in person at Station 5 (9339 SE Causey Ave, Happy Valley, OR 97086).

**X. REGULAR MEETING RECESSED**

The regular Board of Directors' meeting recessed at 5:38 p.m.

Timestamp: 37:27 – 38:47

**XI. EXECUTIVE SESSION CALLED TO ORDER UNDER ORS 192.660(2)(a)(i) TO REVIEW AND EVALUATE THE EMPLOYMENT OF THE FIRE CHIEF and ORS 192.660 (2)(d) TO DISCUSS LABOR CONTRACT NEGOTIATIONS**

The Executive Session was called to order at 5:39 p.m.

The Executive Session adjourned at 8:14 p.m. per ORS 192.660(2)(a)(i) and 192.660(2)(d).

**XII. REGULAR MEETING RECONVENED**

The regular Board of Directors' meeting reconvened at 8:14 p.m.  
In the Executive Session, no decisions or actions were made.

Timestamp: 39:00 – 39:18

**XIII. ADJOURNMENT**

The regular Board of Directors' meeting adjourned at 8:14 p.m.

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

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**President Jim Syring**

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**Sec/Treasurer Jay Cross**



# CLACKAMAS FIRE DISTRICT

*Here for you*

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## Memo

<b>To</b>	Board of Directors
<b>From</b>	Chief Financial Officer Mark Whitaker on behalf of Fire Chief Nick Browne
<b>Date</b>	April 15, 2024
<b>Subject</b>	Appoint 2 members to the Clackamas Fire Budget Committee

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### Action Requested

Staff requests the Board of Directors reappoint Tim Powell and Erin Anderson to the district's budget committee.

### Background

The budget committee meets each May to approve the proposed budget for the fire district. Per Oregon local budget law, appointed members serve three-year terms and must be a registered voter in district elections. The positions currently held by Tim Powell and Erin Anderson expire this month, and both have requested to serve again.

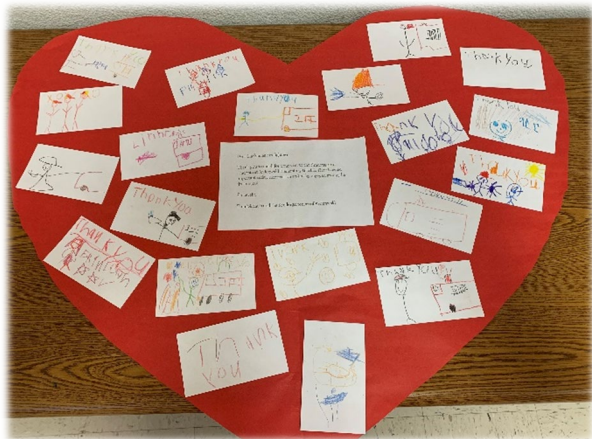
### Staff Recommendation

Staff recommends that the Board of Directors appoint Tim Powell and Erin Anderson to the Clackamas Fire budget committee for a term of 3 years.



# FIRE CHIEF'S REPORT

MARCH 2024



*Public Safety Career Fair at  
Camp Withycombe March 15*



*Destructive training on Silver Springs Road*

## Highlights

### Upcoming Events

Volunteer Academy class 23-02 graduation will be on April 16 at 6:30 pm at the training warehouse.

Hilltop station 16 will be hosting Good Morning Oregon City on April 17 at 7:15 am.

Sandy Kiwanis Club and Clackamas Fire will be hosting the annual Sportsman's Breakfast at the main Sandy station on Saturday, April 20 from 7-1 pm.

Beavercreek station 10 will be hosting an Open House on May 4 in conjunction with the Debris Collection Day.

### Special Training

Willamette View Manor has offered two adjoining residential properties to CFD1 to utilize for destructive training. (See Pic)

Fleet employees attended EVT training courses the week of March 4.

Multi-agency training at AMR for 2-weeks with several adjoining fire agencies.

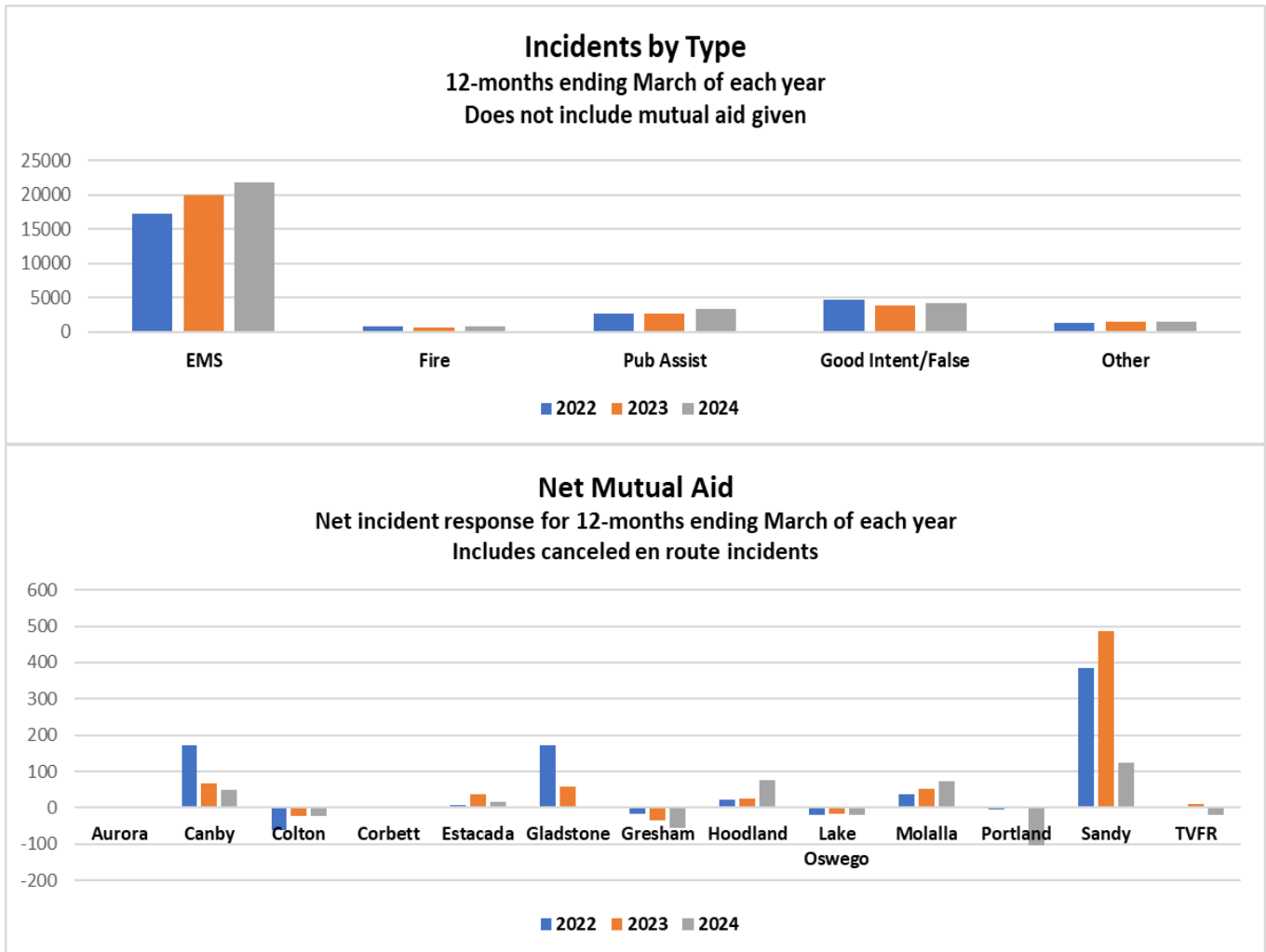
## Notable Events/Calls

**March 12** The Clackamas County Water Rescue consortium was dispatched to a Marine Rescue 2 (immediate life risk) at Clackamette Park for a female that drove her SUV down the boat ramp and into the Clackamas river. Initial Fire response, Water Rescue Teams, and the Dive Team assisted on the incident. It ended up being a recovery operation coordinated through the Water Rescue Consortium.

**March 29** SQ319 was dispatched to a MVC at 21977 SE HWY 224. Information quickly came in from multiple callers of a head-on with rollover and ejection. While responding, CCOM updated information of two ejections and one entrapment. E308 requested two additional ambulances and Life Flight activation. Upon arrival, crews had a significant impact with life threatening injuries. All patients were quickly triaged and transported to local trauma centers.

# FIRE CHIEF'S REPORT

MARCH 2024



Average Company Time Committed						
Time: 316 hours and 57 minutes			Percent of Month: 46.15%			
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training						
Staffing	Response	Risk Reduction	Crew 30	Staff	FF Vols	Support Vols
Allocated	276	9	18	57		
Filled	288	7	18	60	21	21
Academy	10	0			10	1
Volunteer	Training/ Drills	Community Events	Duty Shifts Station 12	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
	4	0	23/31	27/31	4/31	9/31

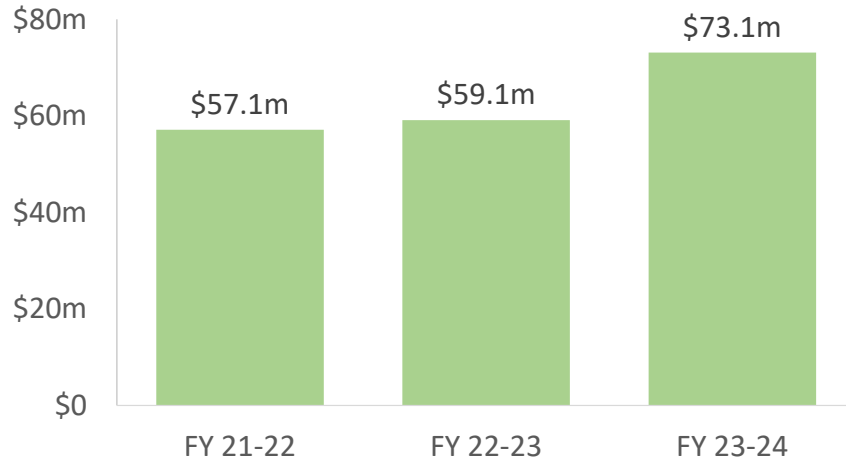


# FINANCIAL REPORT

Period Ending March 31, 2024

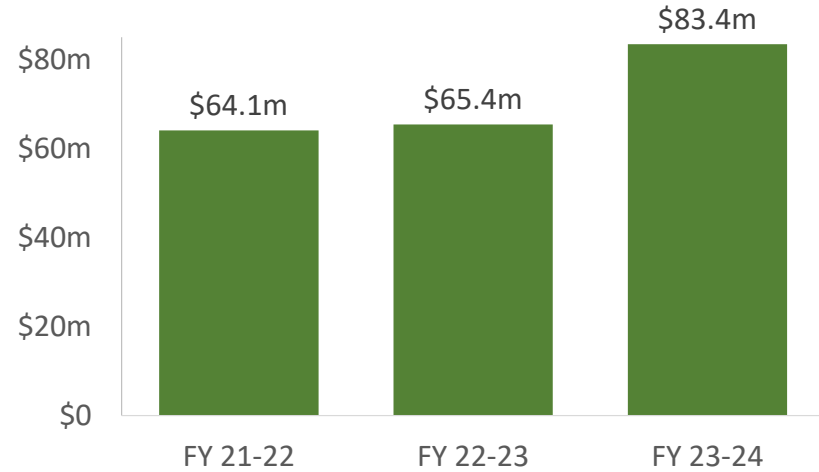
## General Fund Property Tax Revenues

Through March



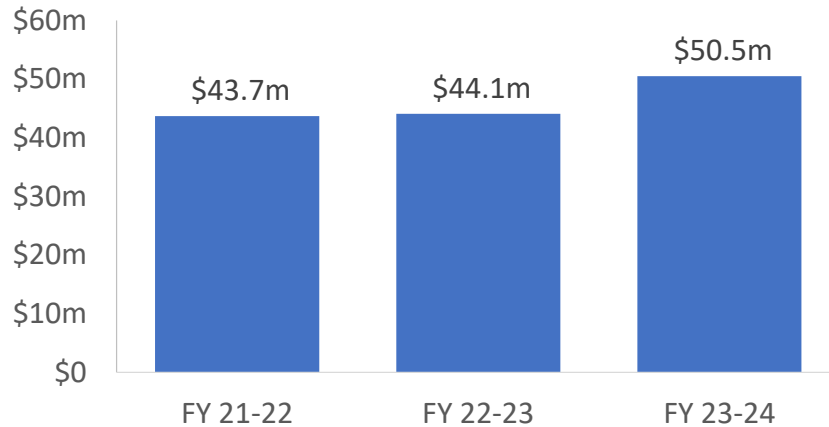
## General Fund Total Revenue

Through March



## General Fund Salary & Benefits

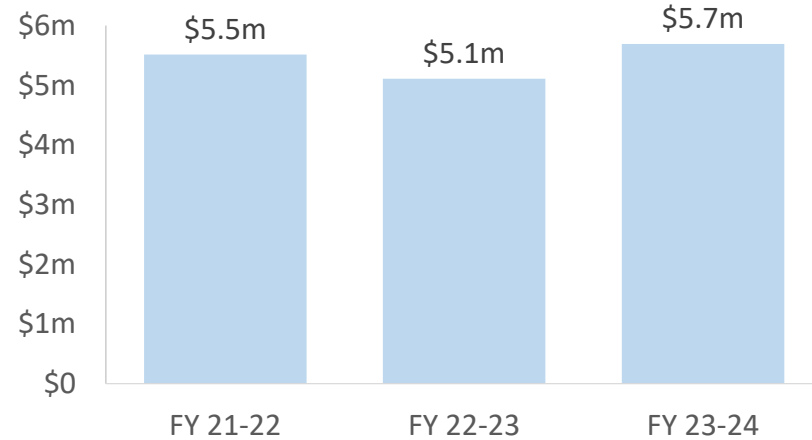
Through March



72.7% of FY budget spent

## General Fund Overtime

Through March



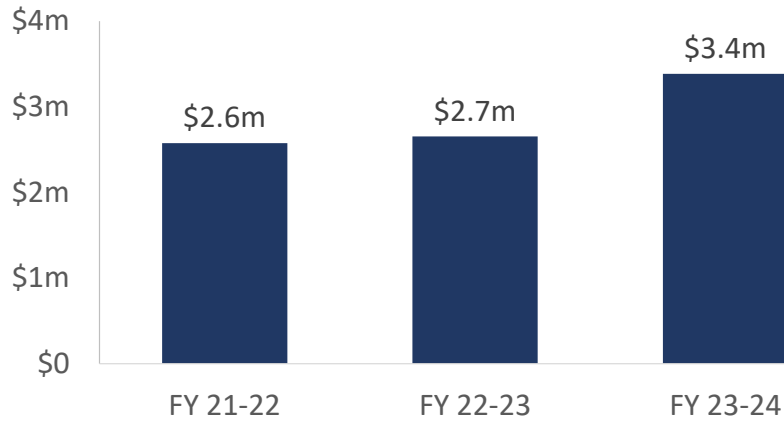
71.6% of FY budget spent



# FINANCIAL REPORT

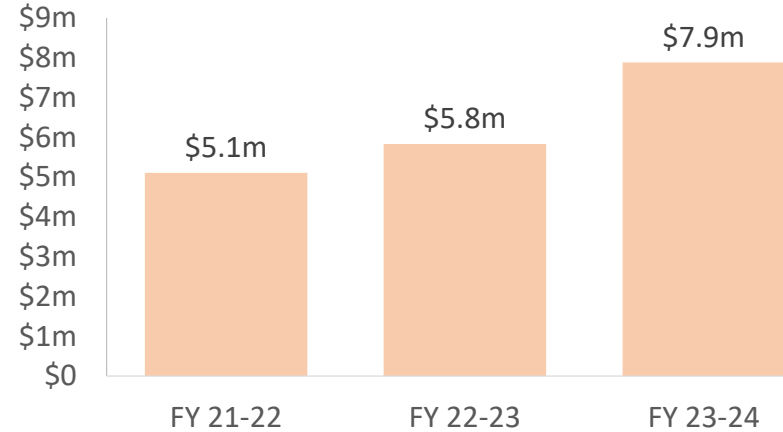
Period Ending March 31, 2024

**General Fund Health Claim Expenses**  
Through March



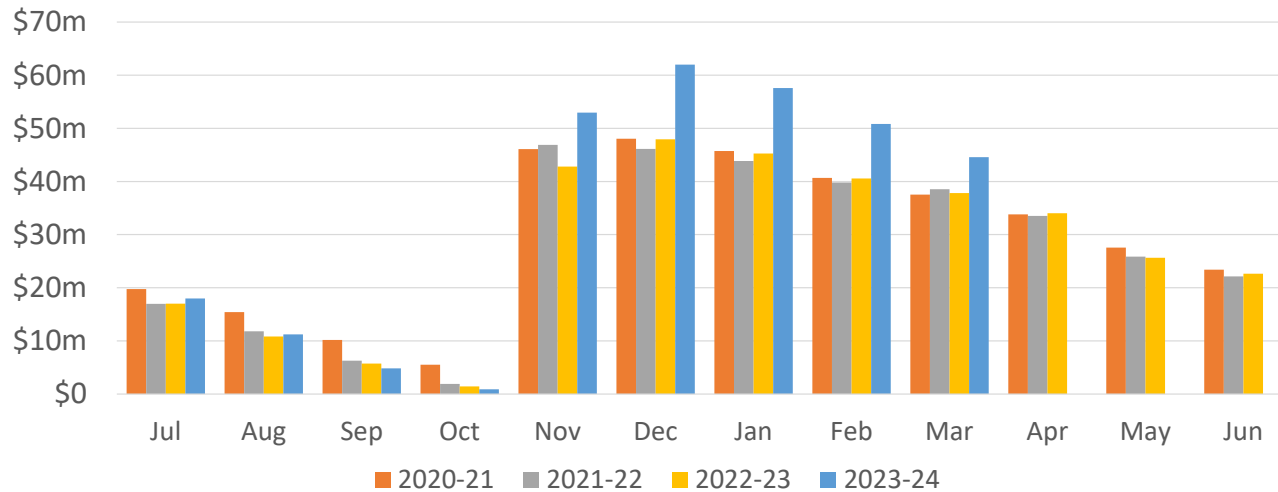
58.6% of FY budget spent

**General Fund Materials and Services**  
Through March



88.6% of FY budget spent

**Month-End Fund Balance, All Funds**





10 - GENERAL FUND

Budget to Actual Report for Period Ending  
March 31, 2024

Clackamas Fire District #1

	<u>Adopted Budget</u>	<u>Actual YTD</u>	<u>% of Budget</u>
Beginning Fund Balance	\$15,800,000	\$16,372,897	103.6%
<i>Revenues</i>			
Tax Revenue	\$77,150,182	\$73,126,159	94.8%
Interest	\$830,000	\$468,411	56.4%
EMS Revenue	\$2,445,136	\$1,362,398	55.7%
Contract Revenue	\$7,356,000	\$5,640,292	76.7%
Conflagration Revenue	\$0	\$1,103,633	-
Grants	\$0	\$42,589	-
Other Revenue	\$1,337,000	\$1,597,143	119.5%
Transfers In	\$70,000	\$70,027	100.0%
Total Revenues	<u>\$89,188,318</u>	<u>\$83,410,654</u>	<u>93.5%</u>
<i>Expenditures</i>			
Fire Chief's Office	\$1,027,450	\$831,596	80.9%
Emergency Services	\$58,963,105	\$44,211,929	75.0%
Business Services	\$18,382,143	\$13,327,413	72.5%
Debt Service	\$2,915,620	\$583,121	20.0%
Transfers Out	\$7,900,000	\$7,900,000	100.0%
Contingency	\$3,229,000	\$0	-
Total Expenditures	<u>\$92,417,318</u>	<u>\$66,854,060</u>	<u>72.3%</u>

# Investment Report

*District holdings as of 3/31/2024*

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
Treasury Bill	4/2/2024	\$9,833,003	\$0	\$10,000,000	\$166,997	5.14%
Treasury Bill	5/2/2024	\$2,936,747	\$0	\$3,000,000	\$63,253	5.07%
Treasury Bill	5/23/2024	\$4,874,658	\$0	\$5,000,000	\$125,343	5.11%
FHLB Bond	6/28/2024	\$4,856,704	\$0	\$5,000,000	\$143,296	5.06%
FHLB Bond	7/26/2024	\$4,838,590	\$0	\$5,000,000	\$161,410	5.05%
Treasury Bill	8/1/2024	\$4,390,618	\$0	\$4,500,000	\$109,382	4.93%
Treasury Note	8/31/2024	\$2,944,527	\$56,250	\$3,000,000	\$111,723	5.08%
FHLB Bond	6/13/2025	\$439,510	\$4,700	\$470,000	\$35,190	5.03%
FHLB Bond	6/12/2026	\$381,933	\$53,438	\$375,000	\$46,505	4.70%
FHLB Bond	11/17/2026	\$1,790,559	\$248,363	\$1,790,000	\$247,803	4.64%
		<b>\$37,286,849</b>	<b>\$362,750</b>	<b>\$38,135,000</b>	<b>\$1,210,901</b>	

Local Government Investment Pool (LGIP)

District Balance    \$9,924,289  
 Interest Rate        5.20%


## **CORRESPONDENCE**

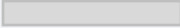
- C – 1 Correspondence on social media
- C – 2 Thank you to Public Education Specialist Tammy Owen for teaching students CPR at Alder Creek Middle School.
- C – 3 Thank you from the staff and residents at Cascadia Village in Sandy for donating a vending machine.
- C – 4 Volunteer Phil Scheider presented community resident Angela Davis a Kindness 911 Citation for assistance at a vehicle accident in Sandy.

## CORRESPONDENCE

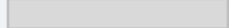
### C-1 Social Media Comments

Thankful to crews for their response to a building fire in Sandy, Mar. 5:

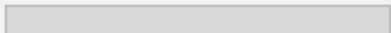
 Top fan

  
Glad everyone is okay. Great work CFD #1 crews. Be safe. Please...

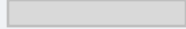
Thankful to all the volunteer firefighters in response to a volunteer recruitment post, Mar. 6:

  
So proud of our Volunteer Program and the Volunteers that are in this great life changing program!

Thankful to the levy-funded firefighter academy that will increase staffing, Mar. 7:

 · [Follow](#)

Congratulations. You joined an excellent department

  
Congratulations and wishing you all the best, we appreciate all of you. 🇺🇸 🙌





Alder Creek

2/08/23

Dear Tammy,

Thank you so much for  
coming in to teach my students  
CPR! I know they aren't always  
the easiest to teach, but I  
could tell they LOVED learning  
from you. You have given them  
the knowledge & power to  
save a life one day, & I  
can't think of anything  
more valuable. It was  
great to meet you, &  
I hope you come  
back soon!  
- Grace

  
 Bless  
 & your &  
 heart  
 for being  
 so nice!  


3/21/24  
Phil & Clackamas  
Fire,

Thank you so much  
for the vending  
machine! Our staff  
& residents will  
greatly enjoy it!

Sincerely,  
Jessica  
Clemence &  
Cascadia Village  
Staff & Residents



On March 27, 2024, I recognized Angela Davis at a Sandy Chamber event for stopping at a two-vehicle accident in February on 362nd Ave. in Sandy. Angela chose not to keep driving, but pulled over to see if she could render aid, where she sat with one of the injured patients that was still in the vehicle till first responders arrived and took over care.

CCFD#1 would like to congratulate you with a Kindness 911 Citation for being an amazing member of this community. Angela went above and beyond in her assistance at this accident.

Phil Schneider  
Support Volunteer

## INFORMATIONAL ITEMS

- I – 1 KOIN NEWS March 5, 2024 “Fire caused by candle burns building near Highway 26, hospitalizes 1” <https://www.koin.com/local/clackamas-county/fire-caused-by-candle-burns-building-near-highway-26-hospitalizes-1/>
- I – 2 KGW8 NEWS March 12, 2024 “Police: Woman dies after SUV drives into Clackamas River near Oregon City park” <https://www.kgw.com/article/news/local/car-river-clackamette-rv-park/283-fc072680-372d-4fdd-899e-4080ca100983>
- I – 3 KTVZ NEWS March 13, 2024 “Driver dead after car plunges into river in Oregon City” <https://ktvz.com/cnn-regional/2024/03/13/driver-dead-after-car-plunges-into-river-in-oregon-city/>
- I – 4 KATU NEWS March 22, 2024 “Death suspicious in Clackamas County fire” <https://katu.com/news/local/death-suspicious-in-clackamas-county-fire>
- I – 5 KATU NEWS March 22, 2024 “‘Suspicious death,’ arson investigations underway after body found at scene of Clackamas County fire” <https://www.oregonlive.com/crime/2024/03/suspicious-death-arson-investigations-underway-after-body-found-at-scene-of-clackamas-county-fire.html>
- I – 6 KOIN NEWS March 22, 2024 “Dead body discovery at Clackamas County fire scene prompts investigation” <https://www.koin.com/local/clackamas-county/suspicious-death-clackamas-county-fire-investigation-03222024/>
- I – 7 FLASH ALERT March 26, 2024 “Clackamas Fire Partners with Willamette View for Advanced Firefighter Training (in Board Report)
- I – 8 KATU NEWS March 29, 2024 “2 ejected, 1 trapped in two-vehicle crash on Highway 224 in Damascus” <https://katu.com/news/local/2-ejected-1-trapped-in-two-vehicle-crash-on-highway-224-in-damascus>





## **CLACKAMAS FIRE PARTNERS WITH WILLAMETTE VIEW FOR ADVANCED FIREFIGHTER TRAINING (PHOTO)**

News Release from **Clackamas Fire District**

*Posted on FlashAlert: March 26th, 2024 8:18 AM*

Downloadable file: [Willamette View training](#)

Downloadable file: [Willamette View training](#)

Downloadable file: [Willamette View training](#)

Downloadable file: [Willamette View training](#)

Clackamas Fire is proud to announce a partnership with Willamette View, a nationally accredited, not-for-profit Continuing Care Retirement Community founded in 1955. Located on a 27-acre campus south of Portland, Oregon, Willamette View offers a full continuum of housing and health care services to seniors age 55 and over and employs approximately 400 individuals.

As part of Willamette View's campus expansion, several houses slated for demolition have been made available for firefighter training purposes. Clackamas Fire will conduct scenario-based training exercises, including simulated fire attacks and search evolutions, with the assistance of theatrical smoke machines to create realistic conditions. Beginning in April, more advanced training activities such as roof ventilation, window access for searches, and fire victim rescue utilizing theatrical smoke and rescue manikins will commence as the houses near their demolition date.

The partnership with Willamette View presents an invaluable opportunity for Clackamas firefighters to enhance their skills in real-world scenarios. Training in unfamiliar structures is crucial for readiness, and Clackamas Fire is grateful to Willamette View for providing us with this training opportunity. This is enhancing the skills of responding firefighters and is ultimately making our community safer by helping firefighters be ready for the next emergency response!

While the training takes place, there will be an increased presence of fire apparatus and crews in the area. Clackamas Fire advises the public to exercise caution when passing by and to be aware of crews working on the roadway. Additionally, members of the public are welcome to observe the training exercises but are urged to maintain a safe distance and to make contact with on-site crews to ensure they are utilizing a safe viewing area.

The media and the public are welcomed to come and observe the training which will be taking place at 1801 and 1803 Silver Springs Rd. in Milwaukie today, March, 26 beginning at 9:00 am, as well as April 8th beginning at 9:00am.

##