



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**September 16, 2024**



# CLACKAMAS FIRE DISTRICT

*Here for you*

---

## Board of Directors Meeting SEPTEMBER 16, 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  
AUGUST 19, 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. PRESIDENT JIM SYRING REMARKS
- VII. ELECTION OF BOARD OFFICERS – President Syring
- VIII. BUSINESS – Action required  
  
B-1
- IX. OTHER BUSINESS – No action required  
  
OB-1 Review and First Reading of Board Policy Manual – AC Brian Stewart [Packet Pg. 7](#)  
  
OB-2 Board Committee/Liaison Reports  
Interagency Committee – Director Joseph/Director Syring  
  
OB-3 Board Informational Updates/Comments

**X. INFORMATIONAL ONLY**

**A. Division/Department Reports**

- R-1a Office of the Fire Chief – Assistant Chief Brian Stewart [Packet Pg. 39](#)
- R-1b Office of Strategic Services – Assistant Chief Brian Stewart [Packet Pg. 41](#)
- R-1c Office of Business Services – Assistant Chief Steve Deters
- R-1d Office of Financial Services – Chief Financial Officer Mark Whitaker [Packet Pg. 46](#)
- 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 Johansen

**B. Correspondence** [Packet Pg. 50](#)

**C. Informational Items** [Packet Pg. 57](#)

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, October 21, 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. ADJOURNMENT**



# CLACKAMAS FIRE DISTRICT

*Here for you*

---

## REGULAR BOARD OF DIRECTORS MEETING MINUTES AUGUST 19, 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, Alesha Cain, Steve Deters, Tyler Hoffeditz, Rick Huffman, Shelby Hopkins, Joe Johanesen, Dan Mulick, Brian Stewart, Morgan West, Mark Whitaker

Community members John Kihlstrum and Jerry Kearney. Other community members may have been in attendance. The full video conferencing attendance can be provided upon request.

### 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 5:01 p.m.

### II. PLEDGE OF ALLEGIANCE

### III. CHANGES TO AGENDA

No changes.

Timestamp: 01:37 – 01:49

### IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON JULY 15, 2024

The minutes for the regular board meeting on July 15, 2024, were approved as written.

Timestamp: 01:49 – 02:11

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

No comments.

Timestamp: 02:11 – 02:55

**VI. INTRODUCTION – NEW HIRE POSITIONS**

Chief Browne introduced newly hired employees. Each employee gave a brief overview of their professional background.

I-1 Community Resilience Officer – Morgan West

I-2 Community Paramedic – Alesha Cain

I-3 Training Technician – Tyler Hoffeditz

Timestamp: 02:55 – 10:39

**VII. PRESENTATION – BOARD TRAINING – Jeff Griffin from Wilson-Heirgood Assoc.**

Jeff Griffin gave a presentation on workers' compensation.

Timestamp: 10:39 – 41:16

**VIII. PRESENTATION – DISTRICT BRANDING – AC Deters and PS Grisham**

AC Deters gave a short introduction to District branding and then handed it over to Program Specialist Tracey Grisham. PS Grisham presented to the Board a new logo and branding for CFD, which was decided by a committee made up of fire district personnel.

Timestamp: 41:16 – 52:49

**IX. BUSINESS – Action required**

**B-1 Request Board Approval to Surplus Apparatus – CFO Whitaker**

CFO Whitaker briefly explained the surplus apparatus and answered questions from the Board.

**President Syring asked for a motion for the Board to approve and declare the rolling stock as surplus and allow the Fire Chief to proceed with disposal in accordance with District Policy. Director Cross made a motion, and Director Hawes seconded the motion. The motion passed unanimously.**

Timestamp: 52:49 – 57:30

**B-2 Request Board Approval to Refurbish two (2) 2008 Pierce Type 1 Pumpers and to Purchase two (2) New Ford F150 Pickups – CFO Whitaker**

CFO Whitaker briefly explained the vehicle purchases and answered questions from the Board.

**President Syring asked for a motion for the Board to approve the refurbishment expenses of two Pierce Type I Pumpers and purchase two (2) new Ford F-150 pickups in an amount not to exceed \$1,054,284.00. Director Hawes made a motion, and Director Cross seconded the motion. The motion passed unanimously.**

Timestamp: 57:30 – 01:02:07

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

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

Director Cross gave an update on the Emergency Services Foundation.

Timestamp: 01:02:07 – 01:14:13

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

President Syring attended the interagency meeting with the City of Sandy.

Timestamp: 01:14:13 – 01:16:27

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

No updates. Director Hawes spoke about a recent tragic incident.

Timestamp: 01:16:27 – 01:19:37

**XI. 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.

Timestamp: 01:19:37 – 01:29:01

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

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

Timestamp: 01:29:01 – 01:37:27

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

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

Timestamp: 01:37:27 – 01:40:46

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

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

Timestamp: 01:40:46 – 01:42:16

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

Division Chief of Emergency Services Rick Huffman shared an update from Emergency Medical Services. AC Mulick shared an update from the Office of Emergency Services.

Timestamp: 01:42:16 – 01:50:04

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

No report.

Timestamp: 01:50:04– 01:50:20

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

Volunteer President Joe Johanesen shared an update from the Volunteer Association.

Timestamp: 01:50:20 – 01:55:23

**B. Correspondence**

As noted.

**C. Informational Items**

None.

Timestamp: 01:55:23 – 01:55:48

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, September 16, 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).

**XII. ADJOURNMENT**

The regular Board of Directors’ meeting adjourned at 6:55 p.m.

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

---

**President Jim Syring**

---

**Sec/Treasurer Jay Cross**



# CLACKAMAS FIRE DISTRICT

*Here for you*

---

## Memo

<b>To</b>	Board of Directors
<b>From</b>	Assistant Chief Brian Stewart on behalf of Fire Chief Nick Browne
<b>Date</b>	September 15, 2024
<b>Subject</b>	Review of Board Policy Manual

---

### Actions Requested

Staff requests the Board of Directors to review the draft and request changes to the Board Policy Manual.

### Background

In September, the Board annually reviews the Board Policy Manual and revisions suggested by staff. This is the first step of the two-step process. Staff is requesting that the Board complete the first step of this process by reviewing the existing policies, staff recommended changes, and discuss any impacts or desired changes. Staff will make changes as requested prior to the second step in October – where the board will be requested to adopt the Board Policy Manual.

### Policy Implications

Completing the annual review process will keep the Board compliant with its policies and help ensure that the Board Policy Manual is accurate and contemporary to the Board's interests. Following are staff recommended changes, which include:

- Table of Contents – renaming of Articles 12,13, and 14
- Preamble – addition of branding transition and new logo image
- Article 7.7 – change in format of monthly items; addition of budget officer selection in November
- Article 12 – title change from “Fire District Legal Counsel” to “Legal Counsel”
- Article 13 – title change from “Fire District Policy on Tax Increment Financing (Urban Renewal) Districts” to “Tax Increment Financing (Urban Renewal) Districts”
- Article 14 – title change from “District Policy on Enterprise Zones” to “Enterprise Zones”
- Other minor edits, before or after adoption, such as fixing typos, adjusting formatting, or rearranging text without altering content





**Clackamas Fire District**

# **Board of Directors’ Policy Manual**

**Revised October 2024**

# TABLE OF CONTENTS

Preamble ..... 2

**SECTION 1** ..... 6

**ARTICLE 1: BOARD AS POLICYMAKERS; RESERVATION OF ADMINISTRATIVE AUTHORITY TO THE FIRE CHIEF** ..... 6

**ARTICLE 2: BOARD POLICIES** ..... 6

**ARTICLE 3: POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW** 7

**ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS**..... 8

**ARTICLE 5: MEMBERSHIP OF THE BOARD** ..... 8

**ARTICLE 6: OFFICERS OF THE BOARD** ..... 25

**ARTICLE 7: POWERS AND DUTIES OF THE BOARD**..... 26

**ARTICLE 8: BOARD COMMITTEES/LIAISONS**..... 28

**ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS**..... 29

**ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS 10.1** ..... 33

**ARTICLE 11: DELEGATION OF BOARD AUTHORITY**..... 34

**ARTICLE 12: LEGAL COUNSEL**..... 35

**ARTICLE 13: TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS**..... 35

**ARTICLE 14: ENTERPRISE ZONES** ..... 36

**APPENDIX A – DISTRICT MAP** ..... 39

**APPENDIX B – RESOLUTION 90-06**..... 41

**APPENDIX C – ORDINANCE C90-03**..... 42

**APPENDIX D – RESOLUTION C90-18**..... 43

**APPENDIX E – BOARD COMMITTEES/LIAISONS**..... 44

**SECTION 2 – RESOURCES**

*Accounting Policies and Procedures Manual*

*Cash Management Policy*

*Debt Management Policy*

*Purchasing Policy*

*Special Procurement Policy*

## Board of Directors’ Policy Manual Preamble

Clackamas Fire District recognizes, and is stronger for, the heritage and unique contributions of each agency that joined together to build Clackamas Fire District. Focused on improving service, together these agencies have built Clackamas Fire District into a leader in service to our communities and a national leader in fire and medical services.

1976 – Clackamas Fire District #1 formed through a merger of Multnomah County Fire District #72 and Milwaukie Rural Fire Protection District #56.

1988 – Clackamas County Fire District #54 and Happy Valley Fire District #65 merged into Clackamas Fire District #71.

1990 – Clackamas Fire District #1 merged into Clackamas Fire District #71. Rather than using the receiving district’s name, the District opted to use Clackamas Fire District #1.

From 1991 through 2023 the following agencies joined the District:

- 1994 – Beaver Creek Fire District #55 (merger)
- 1998 – Oak Lodge Fire District #51 (merger)
- 2003 – Clarkes Rural Fire Protection District #68 (annexation)
- 2005 – City of Milwaukie (annexation)
- 2008 – City of Oregon City (annexation)
- 2017 – Boring Fire District #59 (annexation)
- 2021 – Estacada Fire District #69 (contract for service, ended June 2022)
- 2022 – City of Gladstone (contract for service)
- 2023 – Sandy Fire District #72 (contract for service)

Clackamas Fire District proudly provides fire protection, risk reduction, rescue operations, and emergency medical services. Clackamas Fire District serves four cities including the City of Happy Valley, Johnson City, Milwaukie, and Oregon City, as well as the unincorporated areas of Barton, Beaver Creek, Boring, Carus, Carver, Central Point, Clackamas, Clarkes, Damascus, Eagle Creek, Holcomb, Oak Lodge, Redland, South End, Sunnyside and Westwood. Clackamas also provides all fire and life safety services to the City of Gladstone and Sandy Fire District #72.

Clackamas Fire District has 24 community fire stations strategically located throughout the District with a workforce of nearly 400 employees community volunteers. It is one of the largest fire protection districts in Oregon serving 240,000 community members in an area protecting over 300 square miles.

Clackamas Fire District is beginning a transition in branding. The existing and new logos are shown here and both may be seen during the transition. Logo of Clackamas Fire District for electronic medium, decals, letters, etc. These may be also be used in black and white, two-color, and other versions.



(existing)



(new)

**Section 1**  
**Clackamas Fire District**  
**Policy Statements**

Draft

10/21/24

*draft*

**SECTION 1  
CLACKAMAS FIRE DISTRICT  
BOARD OF DIRECTORS' POLICIES**

**ARTICLE 1: BOARD AS POLICYMAKERS; RESERVATION OF ADMINISTRATIVE AUTHORITY TO THE FIRE CHIEF**

The policy of the Board of Directors (the Board) of Clackamas Fire District (the District) recognizes that one of its major functions is to serve as the policy-making body of the District, and to shape the future of the District. At the same time, the Board reserves to the Fire Chief and the Chief's designated staff the sole and exclusive responsibility and authority to manage and supervise the day-to-day administration of the District, including all personnel matters, in a manner consistent with the policies of the Board. The Board shall not interfere with the Chief's authority in such matters.

The Board will support and promote the District's core values of TEAMS:  
Trust, Empowerment, Accountability, Mindset, Service

It is therefore the intent of the Board to set forth a series of policies and Board rules to govern the conduct and deliberations of the business conducted by the Board and to serve as a guide for the professional staff in carrying out the daily functions of the District.

**ARTICLE 2: BOARD POLICIES**

It is the intent of the Board to be governed by a set of policies. The policies and rules shall be adopted by the Board and made available as public documents.

The policies shall be drafted, adopted and amended with full consideration for the Board's desire to provide fire and life safety protection of the best obtainable quality for the residents of the District within the limitations of the District's ability to support it.

The Board of Directors, as the governing body representing the people of the District, determines all questions of policy to be employed in the operation of the District. Generally speaking, this means that the Board is responsible for duties such as setting District-wide goals, long-term planning, and adopting budgetary priorities. The term "policymaking" refers to the Board's decisions and deliberations intended to improve the quality of life for District residents and to ensure the provision of high-quality fire and life safety services—and not to any authority over daily administrative matters. These types of broad-based policy-making decisions and deliberations are usually memorialized in the form of Board resolutions, formal policy documents, directions to staff, budget documents, or ordinances.

In the event that a Board policy is found to be in express conflict with state or federal law or the rules of a higher authority, that portion of such policy may be nullified without affecting the validity of the remainder of the policy. In such a case, staff shall delete or amend the offending policy and will report such actions to the Board.

If disagreement over the application, extent, or interpretation of a policy arises, the resolution of the conflict will be based on the majority opinion of the Board. If such an interpretation is

deemed to have future significance, an amendment to the applicable policy shall clearly specify the intent of the Board in interpreting the policy.

Board policies may also be based on pertinent statutes. In this context, they are designed to explain, detail, or otherwise organize the application of a policy consistent with the statutes.

Proposals regarding Board policy changes, deletions, additions, or repeal may originate from any interested person; however, such policy adoption or amendment remains the sole authority of the Board.

### **ARTICLE 3: POLICY ADOPTION, CHANGES, DELETIONS, ADDITIONS, REPEAL AND REVIEW**

In its deliberations leading to the establishment or amendment of Board policy, the Board's central concern will be for increased efficiency and effectiveness in carrying out its legally mandated tasks and general policies in the interest of the public good.

The Board recognizes that all Board policies shall remain flexible and be subject to review and change. Such review shall take place at least annually at a regularly scheduled Board meeting on a date or dates selected by the Board and shall appear as an agenda item.

To provide consistency, stability, and integrity to Board policies, changes in policies, except in the case of emergency, shall be executed in a precise manner without undue haste.

Adoption, changes, additions to, and deletions from or repeal of the established policies shall be accomplished by a majority vote of the Board. A two-step action, with steps separated by no less than 28 days, is required. Introduction, discussion, and deliberation shall constitute the first step. A ratification vote shall be required at a second meeting. If an emergency is deemed to exist, and said emergency is recorded in the official minutes and agreed to by a majority of the Board members, a policy can be changed, suspended, added to, or deleted from in the course of a single meeting.

An emergency shall be defined as an unforeseen circumstance requiring immediate action so as to prevent diminishment of the welfare of the District.

The assembled policies of the Board, known collectively as the BOARD of DIRECTORS' POLICY MANUAL, shall be the reference instrument for setting the District's long-term policy-making goals and standards, as well as conducting the business of the Board.

## **ARTICLE 4: BOARD OPERATIONS AND SELF-GOVERNANCE STANDARDS**

The District is defined in accordance with the provisions of Oregon Revised Statutes. The District includes territories lying in Clackamas and Multnomah Counties (see Appendix A – District Map). The Board, by policy, shall carry out its responsibilities, in keeping with state and federal constitutions, statutes, rules, interpretations of the courts, and all the powers and responsibilities they provide.

### **4.1**

Policies are adopted by the Board to govern and guide the operations and the affairs of the District. The policies are designed to help the Board carry out, effectively and efficiently, the responsibilities and duties delegated to it by law and the will of the people.

### **4.2**

The Board reserves to itself all authority and responsibility delegated to it, unless otherwise assigned to the Fire Chief or others by the Board or by applicable statutes, ordinances, or regulations.

### **4.3**

Policy designating the Board as the Contract Review Board. It shall be the policy of the Board, upon adoption of the appropriate resolution, to serve as the Fire District Local Contract Review Board pursuant to ORS 279A.060. The Board adopted Resolution 90-06 (see Appendix B) on December 10, 1990 and serves as the Fire District Local Contract Review Board.

### **4.4**

Collective Bargaining Agreement. It is the policy of the Board to delegate to the Chief (or their designee) the authority to engage in discussions for the purpose of reaching agreements with recognized employee groups, as required in the Oregon Collective Bargaining Law, ORS 243.650 through 243.782. The Board reserves to itself or its designee (Fire chief and their designees) the responsibility of negotiating with employee groups.

## **ARTICLE 5: MEMBERSHIP OF THE BOARD**

The Board shall consist of five members (each a Board member or Director) serving four-year, staggered terms. A resident elector or property owner of the District, who is neither an employee or volunteer firefighter, shall be eligible to serve as a Board member in accordance with ORS 478.050 and District Ordinance C90-03 (see Appendix C – Ordinance C90-03).



**5.1**

Each Board member shall be identified by a position number. All members of the Board shall serve at large, representing the District as a whole.

**5.2**

Board position numbers are assigned as follows and will be transferred to the successors of the named Board member at the termination of their service in the position.

<u>Position</u>	<u>Board Member</u>	<u>Term Expires</u>
1	Thomas Joseph	6/30/27
2	Chris Hawes	6/30/25
3	Marilyn Wall	6/30/27
4	Jay Cross	6/30/25
5	Jim Syring	6/30/27

**5.3**

The election of the Board members shall be conducted as provided by ORS Chapter 255.

**5.4**

Board Member Certification. No person elected or appointed to the Board shall be sworn in unless they are determined by the Board to meet the qualifications as set forth in ORS 478.050 and any other Board qualifications. If a question exists as to the eligibility of any candidate, the Board will resolve the issue prior to swearing-in.

**5.5**

New Board members shall take an oath of office at the June meeting prior to assuming the duties of the position. Unless filling a vacancy on the Board, terms of office shall start officially on July 1st (ORS 255.335).

**5.6**

District Board Policy dictates that the Board President (President) and the Fire Chief be responsible for the appropriate orientation of new Board members.

The Fire Chief shall schedule a work session with new Board members to acquaint them with the facilities, equipment, and personnel and to provide copies and an overview of:

- Fire Board Policies
- Board Member Guide (OFDDA)
- Standard Operating Procedures and Statements of Policy
- District territory and boundaries
- District and Civil Service Rules and Regulations
- Labor and other major contracts

**5.7**

Directors' Compensation and Reimbursement. In accordance with the limitations set forth in ORS 198.190 and Resolution C90-18 (see Appendix D – Resolution C90-18), the Board shall reimburse Board members at the rate of \$50.00 per day for all regularly scheduled Board Meetings, Special Meetings, regional, state and national committees as a result of being on the Board; sanctioned Board Committee Meetings and conferences when approved by the Board and when in response to subpoenas or legal actions.

The Board shall reimburse Board members for reasonable expenses actually incurred while on District business, in accordance with ORS 198.190 and the District's own Standard Operating Procedure – Travel Authorization and Expense Reimbursement. These reimbursements shall be for reasonable, allowed expenses incurred while attending Board Meetings, Special Meetings, and sanctioned Board committee meetings and conferences. Such reimbursement shall extend only to the bona fide expenses of Board members and shall not include recompense for a spouse's or companion's costs. Each Board member shall present a statement and applicable receipts, supported by appropriate documentation. Examples of reimbursable expenses include:

- Travel costs to attend sanctioned Board committees
- Travel to meetings and community events (e.g., Chamber luncheons)
- Parking for District-approved events
- Meals or per diem during the course of an approved meeting or conference

Expenses falling outside of the above categories would need to be approved by the Board at the next regularly scheduled Board meeting.

Expenses incurred for lodging shall be covered at the actual cost of lodging for single occupancy only. Reimbursement for dual occupancy is acceptable when Board members share a room.

Travel shall be reimbursed at an amount equal to the rate per mile established by the Internal Revenue Service when private autos are used, or the actual cost where commercial transportation is provided.

Meals shall be reimbursed at the actual cost so long as these are in compliance with the District's Standard Operating Procedure – Travel Authorization and Expense Reimbursement. It shall be the responsibility of each Board member to prepare and present an account of expenses verified by receipts prior to reimbursement. It shall be the policy of the Board to keep all such financial transactions strictly public in an effort to preserve the public trust.

## **5.8**

Vacancies on the Board. It shall be the policy of the Board to declare a position on the Board vacant if: the incumbent dies, resigns, or is removed from office or no longer meets the qualification requirements of ORS 478.050.

In the event any of the above occurs, the Board will, at its next regularly scheduled meeting, deliberate the circumstances, may declare the position to be vacant by a majority vote of the Board, and then notify the Clackamas County Clerk of its decision.

## **5.9**

Filling vacancies in the office of Director shall be in accordance with ORS 198 and ORS 255 as currently drafted or as amended from time to time.

## **5.10**

When a District election is to be held for the purpose of electing members to the Board, the election officer shall cause to be published in accordance with ORS 255.075 the following information:

- Date of the election;
- Board positions to be voted upon;
- Latest date candidates may file for office.

The Clackamas County Clerk, serving as elections officer, has total responsibility for the conduct and administration of District elections.

## **ARTICLE 6: OFFICERS OF THE BOARD**

It shall be a policy of the Board to elect officers of the Board during the month of September.

### **6.1**

Under ORS 478.250, the Board shall seat a President, a Vice President, and a Secretary/Treasurer at its September meeting or at such times as the existing officer may resign from their office or vacate membership on the Board. All officers shall be elected annually, with no officer serving more than two consecutive terms in any one office. Officers elected to fill an unexpired term shall serve until the end of their predecessor's term.

### **6.2**

The President of the Board shall preside at all meetings of the Board and shall have the right to offer motions and amendments and to vote on motions put before the Board for action. The President shall sign on behalf of the Board such documents as may require an official signature.

### **6.3**

The Vice-President shall perform all the duties of the President when acting in that capacity.

### **6.4**

The Secretary/Treasurer of the Board or the Secretary/Treasurer's designee shall be responsible for keeping in the Board minutes an accurate record of all Board business as prescribed in ORS 192.620 and 192.650 regarding the Oregon Public Meeting Law.

### **6.5**

The Secretary/Treasurer shall countersign such official documents requiring two Board members' signatures.

## **ARTICLE 7: POWERS AND DUTIES OF THE BOARD**

It is the policy of the Board to exercise those powers granted to it by ORS 478 and to carry out those duties assigned to it as may best meet the fire and life-safety needs of the District.

### **7.1**

Important activities of the Board are the formulation of policies regarding District programs and services. In carrying out its legislative and policy-making responsibility, the Board shall delegate the administrative and executive functions to the Fire Chief.

### **7.2**

The basic manner in which members fulfill their office must be at a regular, special, committee, or workshop meeting, and may be a matter of public record. The method of participation is discussion, deliberation, debate and voting. All members including the President are expected to participate fully in deliberation and voting. Although it is the duty of every member who has an opinion on a question to express it by a vote, they can abstain, since they cannot be compelled to vote. In addition, recusals or abstentions from Board votes shall be allowed when a Board member missed a meeting and those meeting minutes are being approved, when a potential conflict is where a Board member's vote could affect the financial interests if said member or the member of their family, or with an actual conflict of interest when a Board member's vote would definitely have a financial effect on the financial interest of said member or the member of their family. Board members are encouraged to meet and discuss District business or Board relations with less than a quorum of the Board; but they shall not pre-arrange or promise votes or otherwise violate Oregon's public meetings law.

### **7.3**

Board members, individually and collectively, act as representatives of the citizens of the District in maintaining and promoting fire and life-safety needs of the District.

### **7.4**

Board members' decisions and actions shall best serve the needs of District citizens in light of available resources and information available to the Board at the time such decisions or actions are made.

### **7.5**

The Board encourages members to participate in organizations such as the Oregon Fire District Directors Association, and others with similar benefit to the District. Membership fees shall be borne by the District and reasonable expenses incurred in attending meetings, seminars, and training sessions shall be borne by the District.

### **7.6**

The Board members shall observe the Fire District's Conflict of Interest and Ethical Code Standard Operating Procedure, designed to guide their actions in carrying out their responsibilities. A Board member should strive to respect the authority of the majority and understand their role as a board member.

## 7.7

The Board makes yearly appointments, approvals, and reviews. The following guide shall be used to help maintain an efficient flow of District programs and services.

January	<ul style="list-style-type: none"><li>• Board approval of audit agreement</li><li>• Board approval of Clackamas Emergency Services Foundation budget</li></ul>
February	<ul style="list-style-type: none"><li>• Election information – submit information for re-election to Board of Directors to the Clackamas County Election Division for May election (<i>odd-numbered years</i>).</li></ul>
March	<ul style="list-style-type: none"><li>• Board approval of three-year term renewals to the Clackamas Emergency Services Foundation Board</li></ul>
April	<ul style="list-style-type: none"><li>• Board approval of term renewal for Budget Committee Members</li></ul>
May	<ul style="list-style-type: none"><li>• No regular recurring items</li></ul>
June	<ul style="list-style-type: none"><li>• Swearing-in of elected/re-elected Board members (odd-numbered years)</li><li>• Board approval of the resolution to adopt the budget, make appropriations, and levy taxes for the next fiscal year</li></ul>
July	<ul style="list-style-type: none"><li>• No regular recurring items</li></ul>
August	<ul style="list-style-type: none"><li>• No regular recurring items</li></ul>
September	<ul style="list-style-type: none"><li>• Annual election of Board officers – President, Vice-President, Secretary/Treasurer</li><li>• Board of Directors’ Policy Manual Review – First reading</li></ul>
October	<ul style="list-style-type: none"><li>• Board committee/liaison assignments determined</li><li>• Board of Directors’ Policy Manual Review - Adoption</li><li>• Presentation of the Strategic Plan</li></ul>
November	<ul style="list-style-type: none"><li>• Presentation of Annual Audit</li><li>• Board approval of Budget Officer for the next FY</li></ul>
December	<ul style="list-style-type: none"><li>• Board approval for the District’s Insurance Carrier for next calendar year</li></ul>

## 7.8

Board, or a subcommittee thereof, shall semi-annually review the Strategic Plan.

## 7.9

The Board recognizes that it serves all people of the District and that each citizen of the District has individual political views. District staff, money, or resources may not be used to promote or oppose any political measure, initiative or referenda, PAC, or candidate. However, this section

does not restrict the right of the Board or individual Board members to support or oppose such measures, initiatives or referenda, PACs, or candidates or express their own personal political views as long as they are not using government resources, facilities, staff, or time to do so. This section also does not prevent the Board from supporting or opposing legislative measures or providing neutral information on any measure, initiative, candidate, initiative, and referendum or recall petition.

### **7.10**

The Board shall actively strive to involve the public in the decision-making process through periodic contact with community and civic groups.

### **7.11**

The Board President and Secretary will be designated as signers on all District bank accounts.

## **ARTICLE 8: BOARD COMMITTEES/LIAISONS**

It is the policy of the Board to establish committees/liaisons when it is found to be in the best interest of the District to do so. Generally speaking, such committees gather information, report to the Board, or advise the Fire Chief and their designated staff.

### **8.1**

It is the policy of the Board to maintain the following standing committees/liaisons:

- Capital Projects Committee
- Civil Service Commission Liaison
- Emergency Medical Services (EMS) Committee
- Executive Committee
- Foundation Liaison
- Interagency Committee
- Legislative Committee
- Volunteer Association Liaison

and other special committees/liaisons as deemed necessary. The Board President or designee shall outline the duties and responsibilities at the time of appointment. A Board member(s) shall serve on all standing or special committees of the Board. Special committees shall be considered dissolved upon submission of a final report unless their standing is continued by a vote of the majority of Board members.

### **8.2**

The Budget Committee, as a legally mandated committee, shall be considered a standing committee whose duties continue year to year.

### **8.3**

Committees may provide information and serve in an advisory role to the Fire Chief or their designee concerning District matters assigned to them. The Board is responsible for setting

priorities and making policy.

#### **8.4**

It shall be the responsibility of the Fire Chief to advise the various committees as to the requirements of the Oregon Public Meetings Law (ORS 192.610 through 192.690) and the Oregon Public Records Law (ORS 192.410 through 192.505).

The Fire Chief shall be responsible for compliance with the Public Meetings Laws (ORS 192.640).

### **ARTICLE 9: METHODS OF OPERATION OF BOARD MEETINGS**

It is the policy of the Board that all meetings be conducted in accordance with Oregon and federal statutes and rules, the decisions of the courts, and with proper regard to "due process" procedures. In so doing, the Board will seek information from staff and other sources as appropriate before decisions are made on policy and procedural matters.

#### **9.1**

All meetings of the Board are open to the public, except as provided for in authorized Executive Sessions. Notice of all meetings and a copy of the proposed agenda shall be sent to all persons making request in writing and will be made available to the news media prior to the date of the meeting (ORS 192.610 - 192.690). A fee may be charged for copies of public records in accordance with rules established by the Board.

#### **9.2**

All meetings are to have at least a 24-hour advance notice except in the case of an emergency (ORS 192.640). Board meeting notices are to be distributed to all District members, posted to the District's website, and the news media notified.

#### **9.3**

Regular meetings of the Board shall be held on the third Monday of each month at 5:00 pm and on the subsequent Monday if there is a conflict with a holiday, or at an alternate date and time as may be determined by the Board from time to time. The regular meeting of the Board in January and February of each year will be held on the fourth Monday of the month.

Meetings may be held as permitted by applicable law via teleconference, videoconference and/or, in person, at the Mt. Scott Fire Station located at 9339 SE Causey Avenue, Happy Valley. Meetings must meet Oregon Public Meetings Laws. All meetings will allow members of the general public, to the extent reasonably possible, to attend and participate, as would an in-person attendee, by telephone, video, or other electronic or virtual means.

#### **9.4**

Special or emergency meetings of the Board may be called by the Board President or by petition from a majority of the Board members or by request of the Fire Chief. All such meetings must comply with Oregon Public Meetings law.

## **9.5**

It is the intent of the Board to encourage attendance and participation at Board meetings by all interested persons and residents of the District.

## **9.6**

In order to accomplish the tasks of the Board in an orderly and expeditious manner, the Board will attempt to limit repetitious testimony and discussion whenever possible so as not to inconvenience those persons bringing business before the Board. The Board may limit public comment to three minutes per speaker; although it may make exceptions to this rule from time to time. During public comment, the Board's job will be to listen and take notes. Board members may not be prepared at that time to answer inquiries or provide information; but may ask the President to place a discussion item on a future agenda or the Fire Chief or staff to follow up on certain discussion items.

## **9.7**

The President may regulate the order and length of appearances and limit appearances to presentations of relevant points. The President may also permit audience comments relative to a specific motion prior to the final vote of the Board. The degree of audience comment will depend upon time available and the significance of the matter under discussion.

## **9.8**

The Board shall provide in the agenda of its regular meeting a specific time to hear the public comments, concerns, and suggestions from its citizens or from visitors with interests in the District.

## **9.9**

It shall be the policy of the Board to recognize itself as a policy-making body that deliberates at regularly scheduled meetings and each Board member shall make a diligent effort to be present and participate fully.

## **9.10**

Robert's Rules of Order (revised) shall be adopted as the official procedures for conducting Board and committee meetings except where they are in conflict with any other procedures adopted by the Board.

## **9.11**

The Fire Chief, in cooperation with the President, shall prepare an agenda for each meeting and have it available with supporting information, to each Board member at least 48 hours (except weekends) prior to each regular meeting.

## **9.12**

A majority of the members of the Board shall constitute a quorum. The affirmative vote of at least three members present at any meeting having a quorum shall be considered sufficient for



action, unless the law or these policies expressly requires a different number of affirmative votes for certain matters. If only three members are present, constituting a quorum, a unanimous vote is required to approve a motion.

### **9.13**

Board minutes shall reflect roll call votes at all times unless the vote is unanimous. Any Board member may request that a vote be changed if such request is made prior to consideration of the next order of business.

### **9.14**

Any Board member may append onto the record, at the time of voting, a statement indicating the reason behind the vote, or the reason for abstaining. A Board member shall declare the nature of an asserted conflict of interest on the record where such a conflict exists. (ORS Chapter 244)

### **9.15**

Board Executive Sessions may be attended by representatives of the news media per ORS 192.660 except for those sessions dealing with labor negotiations and litigation against the news medium. The Board may also invite necessary staff or personnel into an Executive Session as needed.

### **9.16**

The Board recognizes the following as news media organizations eligible to attend Executive Sessions because they have an established history of meeting the requirements of this policy.

- The Oregonian
- The Clackamas Review/Oregon City News or affiliated newspapers
- Daily Journal of Commerce, Portland
- Willamette Week
- KGW, KATU, KOIN, KOPB and KPTV

### **9.17**

Representatives of the above-named organizations shall be permitted to attend Executive Sessions upon a showing of their credentials. Other news media may attend an Executive Session if recognized through the procedure set forth in Section 9.19. Representatives of the organization shall provide evidence of their credentials prior to such session.

### **9.18**

Representatives of news organizations not listed in Section 9.16 of this policy may apply for permission to attend Executive Sessions on behalf of a news organization by filing a request for recognition with the Fire Chief following notice of the meeting and prior to an Executive Session the organization wishes its representative to attend. The review of the request shall be based upon a determination of the eligibility of the organization under this policy and evidence of the authority of a representative to appear on behalf of that organization. Once approved, the organization shall not be required to re-apply for recognition at future sessions unless the

recognition is revoked or there is substantial reason to conclude that the organization is no longer eligible.

### **9.19**

Standards for recognition for determining whether a news organization will be permitted to have its representative attend Executive Sessions will include the following criteria:

- If the organization is a print medium, the organization shall provide evidence of general or associate membership in the Oregon Newspaper Publishers Association.
- If the organization is a television or radio broadcaster, the organization shall provide evidence of membership in the Oregon Association of Broadcasters. Evidence of membership in the Associated Press shall also be sufficient.
- Alternatively, the organization may provide satisfactory evidence that it is organized and operated to regularly and continuously publish, broadcast or otherwise disseminate news to the public.
- The organization is determined to be a business entity that is institutionalized, is regularly represented by multiple personnel with defined roles within the organization.
- The organization that is institutionalized is regularly represented by multiple personnel with defined roles within the organization.
- The organization is committed and structured to support the terms of ORS 192.660(4) with respect to nondisclosure of information or discussion designated as confidential.
- The fact that an individual or group of individuals maintains a website or “blog” or corresponds with others on a matter does not in and of itself constitute being a news media organization under this policy. The District may make an independent decision, applying applicable law, regarding whether such individuals constitute “media,” taking into account whether the individual or organization regularly reports on District matters or on the issues being discussed, among other aspects.

### **9.20**

A news media organization or representative denied recognition by the Fire Chief under this policy may appeal that decision by giving notice of appeal to the Fire Chief. The Board shall consider the appeal in open session prior to the scheduled Executive Session and may affirm, reverse or modify the Fire Chief’s determination.

### **9.21**

Cameras or other recording devices may not be used in Executive Sessions, except for the official Executive Session recordings or notes made by District staff.

### **9.22**

A representative of a news media organization that has a direct personal, business, or adverse legal interest in the subject of the Executive Session that would frustrate the purpose of the Executive Session may be barred from attending, subject to applicable law.

### **9.23**

By attending the Executive Session, the news media organization and its representative agree not to print or publicly disclose the discussion at the session (per ORS 192.660(4)) until the Board of Directors has taken official action regarding the subject matter of the discussion.

#### **9.24**

The Board may revoke the recognition of a news media organization or a representative if, after notice to the organization or representative, the Board finds that the facts upon which original recognition was granted are no longer true, or upon a finding that the organization or its representative has willfully disclosed information or discussion at an Executive Session designated as confidential.

### **ARTICLE 10: MEETING MINUTES, PUBLIC RECORDS**

#### **10.1**

The minutes of the meetings of the Board shall be maintained in the Administration Office of the District and shall provide for information as required by law (ORS 192) and Board policies.

#### **10.2**

The Board Secretary or staff designee shall record all proceedings of the Board and prepare draft minutes for board adoption as the record of Board meeting. .

#### **10.3**

The official minutes of Board meetings, including supporting documents, shall be open to inspection by the public at the office of the Fire Chief during regular business hours and made available in contemporary electronic means. Minutes of executive meetings are not subject to this provision in accordance with ORS 192.

#### **10.4**

The District recognizes the right of any member of the public to inspect and/or receive copies of nonexempt public records in accordance with guidelines established by the Attorney General of the State of Oregon and District public records disclosure policies. When access to District records is granted for inspection, examination will be made in the presence of the record custodian regularly responsible for maintenance of the files or by a staff member designated by the Fire Chief. Some records are archived off-site. These may be requested and will be available at the Administration Office as soon as practicable and without reasonable delay. The request must be made in writing. Individuals will be able to submit requests electronically or by hard copy. Pursuant to Oregon's public records law and the District's fee schedule, the District may charge the requestor a reasonable cost-based fee for disclosure of the records.

#### **10.5**

In accordance with the Oregon Public Records Law, certain records, such as executive meeting minutes, certain personnel records, and other confidential or exempt records are not included in the category of records to which the right of access is to be granted by the Fire District.

## **ARTICLE 11: DELEGATION OF BOARD AUTHORITY**

### **11.1**

The Board has primary responsibility for the approval of District plans and procedures and for the appraisal of the ways in which these decisions are implemented and results obtained. The Board recognizes its authority to delegate specific responsibilities to the Fire Chief for the implementation of the programs and services of the District.

### **11.2**

The Board will approve a position description for the Fire Chief. The Board will negotiate and enter into a contract with the Fire Chief which specifies the terms and conditions of employment.

### **11.3**

At such time that a vacancy occurs or is imminent in the Fire Chief's position, the Board President shall appoint a committee to begin the recruitment and selection process.

### **11.4**

The Fire Chief shall serve as Executive Officer of the District and shall have the responsibility for:

- preparing the agenda in accordance with Section 9.11 for each meeting, attending all Board meetings, unless excused, and participating in deliberations of the Board as required;
- bringing to the attention of the Board matters requiring its consideration;
- reporting periodically to the Board on the progress of programs in the District;
- reporting to the Board any appointments, demotions, transfers, and dismissals in accordance with the policies and procedures of the Civil Service Commission as applicable;
- all personnel and administrative actions and decisions; and
- other duties as more specifically provided in the employment contract and/or job description.

### **11.5**

The Board delegates to the Fire Chief the function of specifying the required actions and designing the detailed arrangements under which the District will be operated. Such Standard Operating Procedures will detail the operations of the District.

### **11.6**

The Board permits the Fire Chief to delegate to the Assistant Chiefs and the Chief Financial Officer the Fire Chief's responsibilities and functions under this article (Article 11 – Delegation of Board Authority), other sections of the Board of Directors' Policy Manual, and the Fire Chief's job description and those responsibilities and functions as may be assigned to the Fire Chief by Board action.

## **11.7**

In the case of the Fire Chief's incapacitation, responsibilities and functions delegated to the Fire Chief shall be transferred to the Assistant Chiefs and the Chief Financial Officer until such time as the Board selects a new fire chief (e.g., temporary, interim, acting, permanent).

## **ARTICLE 12: LEGAL COUNSEL**

### **12.1**

It shall be the responsibility of the Board to select legal counsel to represent the legal needs of the District. The Board shall have the responsibility to seek the advice of legal counsel whenever it is unclear regarding legal questions or whenever an action being considered by the Board may result in placing the District in legal jeopardy. When legal counsel is needed, the Fire Chief will make the contact regarding the issue in question unless the matter is in regard to the Fire Chief. If this is the case, the Board President or designee will initiate contact with legal counsel. Notwithstanding the above generally applicable rule, a Board Member may make direct, confidential contact with legal counsel if state or federal law requires that Board member to keep the information conveyed to counsel confidential. If possible, legal counsel will notify the Fire Chief or the Board President of such contact without divulging any confidential information.

## **ARTICLE 13: TAX INCREMENT FINANCING (URBAN RENEWAL) DISTRICTS.**

### **13.1**

The Board establishes the following general policy relating to urban renewal districts and tax increment financing. The proposed creation of each urban renewal district, or proposed amendments to existing urban renewal plans that increase the maximum indebtedness shall be individually reviewed and scrutinized by staff for economic and operational impact. Results of these findings will be reported to the Board.

### **13.2**

ORS Chapter 457 requires that urban renewal agencies "shall consult and confer" with each affected taxing district prior to presenting an urban renewal plan for approval but does not require consultation with such districts during a plan's development. Therefore, the District shall monitor municipalities within its jurisdiction for activity relating to both urban renewal districts and plan amendments and will notify such municipalities of the District's desire for early consultation and involvement.

### **13.3**

ORS Chapter 457 provides the governing body of each taxing district with 45 days following receipt of the urban renewal plan and report to submit written recommendations to the urban renewal agency, which the municipality's governing body may accept, reject, or modify. Accordingly, it shall be the policy of this Board to specify to the governing body of the municipality approving the plan, in writing, any of its recommendations that are not included in the proposed plan.

### **13.4**

Staff shall evaluate each proposed urban renewal plan and plan amendment that increases maximum indebtedness, for its short-term and long-term economic costs and benefits, and for its operational impact on the District. Such evaluation shall compare the costs and benefits with and without the urban renewal plan or amendment, as appropriate. Upon completion of this evaluation, staff will present a report to the Board.

### **13.5**

In supporting our municipal partners' efforts to create jobs and promote economic development, the Board believes that properly constructed urban renewal plans that attract private investment, alleviate blighted areas and increase assessed value can ultimately benefit all public service providers. The staff and Board will continue to dialogue with the sponsoring agency prior to deciding whether to support, oppose, recommend changes, or remain neutral regarding the proposed urban renewal plan.

### **13.6**

Believing that upon reaching a plan's maximum indebtedness urban renewal plans should be retired, the Board will generally oppose plan amendments that seek to increase maximum indebtedness.

### **13.7**

Upon review of staff evaluation and report on a proposed urban renewal plan or plan amendment the Board may:

- Support the proposed urban renewal plan or plan amendment when the use of tax increment finance (TIF) is limited, generally, to the types of projects which have been shown to be effective in encouraging private investment, thereby increasing assessed value.
- Support the proposed urban renewal plan or plan amendment when the urban renewal plan does not rely exclusively on TIF but, rather, includes other funding sources such as general fund revenues, general obligation bonds or grants.
- Oppose approval of the proposed urban renewal plan or plan amendment when TIF is used to fund public amenities that are not shown to be effective in encouraging private investment.
- Oppose approval of the urban renewal plan or plan amendment when the use of TIF is proposed to fund improvements which are either outside of the urban renewal area or, to the extent that such improvements serve identified needs which are outside of the urban renewal area, is disproportionate to the relationship (assessed value or territory) of the urban renewal area to the balance of the jurisdiction.
- Oppose approval of the urban renewal plan or plan amendment when existing or anticipated District resources are insufficient to meet the anticipated demand caused by proposed plan-supported development.
- Recommend or request changes that improve the urban renewal plan or plan amendment; and support, oppose or remain neutral pending the city or county addressing those changes.

## **ARTICLE 14: ENTERPRISE ZONES**

### **TAX ABATEMENT 14.1**

The Clackamas Fire District Board of Directors recognizes that ORS 285C.050 to 285C.250 authorize cities, counties and port authorities to establish Enterprise Zones (EZones). The stated purpose of an EZone is to stimulate and protect economic success by providing tax incentives for employment, business, industry and commerce and by providing adequate levels of complementary assistance to community strategies for such interrelated goals as environmental protection, growth management, and efficient infrastructure. The assumptions are that the program will encourage employers within the EZone to make investments in taxable property that would not otherwise be made, that the new property will result in the creation of new local jobs that would not otherwise be available, and that the investment property will remain as a valuable addition to the tax base after the tax exemption expires.

#### **14.2**

The process for creating an EZone requires that the sponsoring city, county or port authority submit the proposal to the Oregon Economic and Community Development Department for review and approval. ORS 285C.067 further requires that the sponsor consult with all taxing districts within the proposed EZone before submitting the application.

#### **14.3**

The Board adopts this policy on behalf of the District with respect to any property that is subject to the taxing authority of the District or to a contract for the services of the District. This policy shall provide guidance to local governments sponsoring EZones as to the position of the District on those EZones, and to the Fire Chief or their designee in responding to opportunities for meetings or consultation with those sponsoring agencies.

#### **14.4**

The Board appreciates the importance of providing incentives for investments and job creation that an EZone may provide, so long as the deferment of taxes payable to the District does not impose a financial burden on District resources and require that the District provide fire and life safety services to the beneficiary without resources to do so. Ad valorem property taxes are virtually the only source of funds by which the District provides firefighting and emergency medical aid to the Clackamas County community. Providing for new taxable property and exempting it from the tax rolls means that the District must protect the property and the employees without the funds to do so. It is the Board's strong view that, if sponsoring agencies fail to consider carefully the impact of tax exemption on the District's ability to provide fire and life safety services, or if they waive or fail to implement the conditions provided by state law with respect to EZones, the very purpose of the program is defeated.

#### **14.5**

The Board requires as a condition of its assent to tax exemption that an agency sponsoring an EZone provide for an agreement with the applicant for tax-exemption providing for annual payment to the District during the term of tax exemption an amount equal to 30 percent of the District's current tax rate applicable to the exempt property to reimburse the District for that portion the District levy representing the direct cost of fire and emergency services for the exempt property.

## 14.6

The Board welcomes the opportunity for the District to review the terms and provisions of any proposed EZone on a case-by-case basis, but by the adoption of this policy serves as notice of the Board's concerns regarding these issues:

- Existing EZone boundaries or exemption of taxable property should not be amended unless the sponsor, in consultation with the District, concludes that the amendment is in the best interests of the community at large and will not diminish the District's ability to provide services.
- Tax exemption granted to an eligible business should not be extended unless all terms of the original tax exemption grant, including the number of employees to be hired and the wages to be paid, have been met in full for the entire exemption period.
- Original requirements for tax exemption granted by a sponsor should not be amended, altered or waived if such action would reduce, eliminate or materially alter the requirements that were presented to the District as the conditions for the tax exemptions being granted, including without limitation the base wages to be paid and employee addition requirements.
- The Board may consider EZone proposals on a case-by-case basis, but generally will not support EZone applications for tax exemptions that propose primarily additions of machinery or equipment or upgrades, as such improvements generally do not add assessed value at the end of the exemption period due to depreciation, wear and tear or obsolescence, defeating the concept of added taxable value in the long term.
- Sponsoring agencies should require that applicants for tax exemption include proposals to enhance the level or efficiency of local public services within the proposed EZone, including firefighting and police services.
- The Board generally opposes any termination of the existing statutory sunset provisions for EZones. The District further opposes the creation of EZones on land that is or has formerly been designated as an urban renewal area.

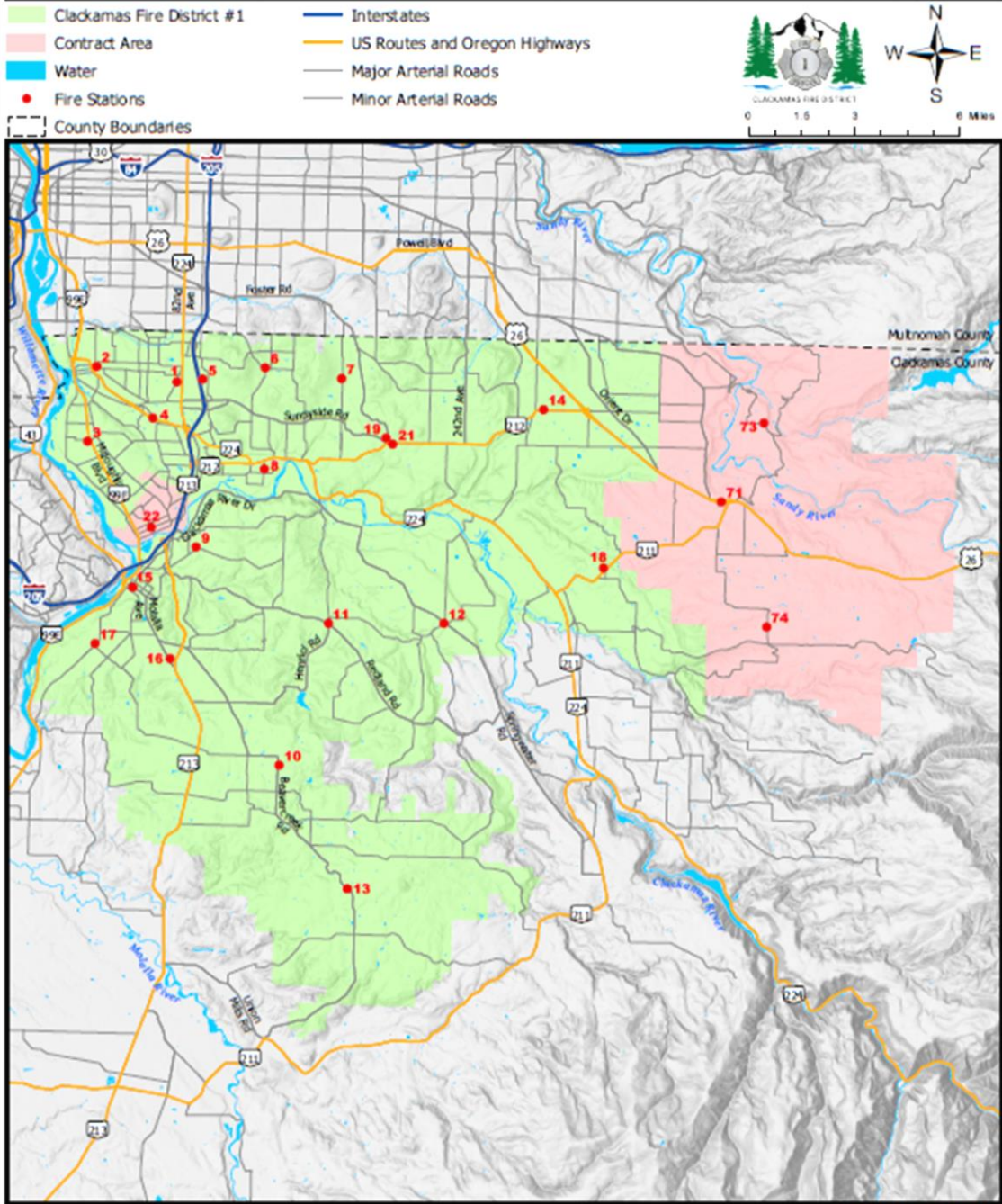


**APPENDIX A – DISTRICT MAP**

*Draft*

# CLACKAMAS FIRE DISTRICT

## FIRE DISTRICT AND CONTRACT AREA OVERVIEW



APPENDIX B – RESOLUTION 90-06

CLACKAMAS COUNTY FIRE DISTRICT  
RESOLUTION 90-06  
LOCAL CONTRACT REVIEW BOARD  
and  
PUBLIC CONTRACTING RULES

Whereas, ORS Chapter 279 authorizes any public agency having a governing body to designate its governing board as the local contract review board;

Whereas, Public contracting agencies are required to adopt and observe public contracting rules; therefore be it

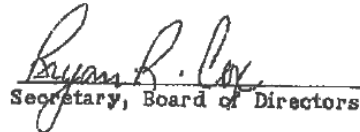
Resolved, That the Board of Directors of Clackamas County Fire District is hereby designated as the Local Contract Review Board;

Resolved, That by copy of this resolution, such intent be filed with the Clackamas County Commission; and be it further

Resolved, That the Board of Directors of Clackamas County Fire District hereby adopt OAR Chapter 137, Divisions 30 and 40, and OAR Chapter 125, Divisions 300 through 360 as rules for the Local Contract Review Board.

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

APPENDIX C - ORDINANCE C90-03

CLACKAMAS COUNTY FIRE DISTRICT  
ORDINANCE C90-03  
Prohibiting Fire Fighters of the District,  
Volunteer or Otherwise, and Other  
District Employees From Serving as  
Directors.

Whereas, The Clackamas County Fire District is a duly organized fire protection district, established in accordance with Oregon Revised Statutes;

Whereas, ORS 478.050 authorizes the Board of Directors to prohibit, by ordinance, fire fighters, volunteer or otherwise, and other district employees from serving as directors of said district;

Whereas, It has been determined to be in the best interest of Clackamas County Fire District to prohibit the above mentioned fire fighters and employees from serving as directors of the Fire District;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CLACKAMAS COUNTY FIRE DISTRICT ORDAIN AS FOLLOWS:

That a district director of Clackamas County Fire District shall be an elector, or an owner, within the said district and shall not be a fire fighter of the district, volunteer or otherwise, nor any other district employee; and further

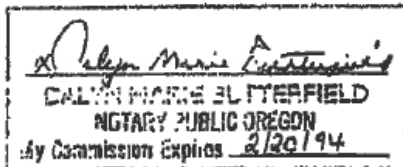
That the requirements of this ordinance do not apply to any regular district election which occurs less than one year after adoption of this ordinance.

READ by title this 10th day of December, 1990.

READ a second time by title and ADOPTED this 21st day of January, 1991.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

  
CALVIN MARIE BUTTERFIELD  
NOTARY PUBLIC OREGON  
My Commission Expires 2/20/94



APPENDIX D – RESOLUTION C90-18

CLACKAMAS COUNTY FIRE DISTRICT  
RESOLUTION C90-18  
ESTABLISHING BOARD MEMBER  
COMPENSATION & PER DIEM

Whereas, ORS 198.190 provides that members of governing bodies may receive up to \$50 per day, or portion thereof, as compensation for services performed as a member of the governing body;

Whereas, Such compensation is not considered lucrative under the law;

Whereas, The law also provides that the governing body may also provide reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred in performing official duties; therefore be it

Resolved, That the Board of Directors of Clackamas County Fire District hereby provides compensation for attendance at Board Meetings and committee meetings, and reimbursement for traveling and other expenses (per diem) in conformance with ORS 198.190; and be it further

Resolved, That the amounts of such compensation, per diem rates, and conditions shall be maintained as a statement of Board Policy.

Adopted this date, December 10, 1990.

  
Chairman, Board of Directors

  
Secretary, Board of Directors

APPENDIX E – BOARD COMMITTEES/LIAISONS	2022/2023	2023/2024	Staff Liaison
CAPITAL PROJECTS COMMITTEE: To provide Board oversight and input into the district’s capital needs. <i>Quarterly (Minimum)</i>	Hawes Wall	Hawes Wall	Chief Browne CFO Whitaker
CIVIL SERVICE COMMISSION LIAISON: To provide Board representation at the Civil Service Meetings.	Hawes	Hawes	None
EMS COMMITTEE: To provide input into the EMS service delivery system issues related to CFD1 from an elected representative’s perspective. To provide Board representation with TVF&R and Lake Oswego Fire Dept. in providing consulting services regarding the EMS Consortium according to ORS 190. <i>Quarterly (Minimum)</i>	Cross Joseph	Cross Joseph	DC Huffman
EXECUTIVE COMMITTEE: To provide a forum to enable the Board to review the annual performance of the Fire Chief and to perform other duties as assigned by the Board President. <i>Semi-annually (Minimum)</i>	Wall Syring	Syring Hawes	Chief Browne
FOUNDATION LIAISON: To provide timely updates and information to the Board on the affairs of the Foundation. The President shall appoint a Board member to act as a liaison between the Board and the Clackamas Emergency Services Foundation (Foundation). The liaison shall attend the <i>bimonthly</i> . Foundation meetings and provide updates at the monthly Board meetings.	Cross	Cross	Chief Browne
INTERAGENCY COMMITTEE: To provide Board representation to other governmental agencies and strategic partners that the district serves or has significant relationships with. Only two Board members will attend any one meeting. <i>Quarterly (Minimum)</i>	Syring Joseph	Syring Joseph	Chief Browne
LEGISLATIVE COMMITTEE: To provide a forum for staff and Board representatives to discuss the political implications of Board action and the impacts of legislative proposals. <i>Quarterly (Minimum)</i>	Joseph Wall	Joseph Wall	Chief Browne
VOLUNTEERS’ ASSOCIATION LIAISON: To provide Board representation at the Volunteer Association meetings. <i>Quarterly (Minimum)</i>	Syring <b>Alt:</b> Hawes	Syring <b>Alt:</b> Hawes	Vol. Program Coordinator/ Trainer

**SECTION 2**  
**Clackamas Fire District**

**Resources**

*Draft*

**10/16/23**

# FIRE CHIEF'S REPORT

AUGUST 2024



Railway Trestle Fire on August 20



Wildland Fire off 99E/South End in Canby

## Highlights

- The Miles Fiberglass building in Oregon City was purchased by the Homeless Solutions Coalition of Clackamas County and is beginning demolition and construction of a new shelter/resource center in late September. CFD is coordinating with the construction company to facilitate training opportunities for our crews.
- CFD has been awarded the Assistance to Firefighters Grant of \$328,000 for technical rescue training.
- CFD auditors finished on-site review. Sandy auditors scheduled for end of September.

### New Hires:

- Morgan West - Community Resilience Officer
- Alesha Cain - Community Paramedic
- Tyler Hoffeditz - Training Tech

### Community Events Attended:

- Shop with a Cop
- Gladstone Community Festival
- National Night Out
- Boring & Dull Day Social in Park/Parade
- Local neighborhood Firewise Planning and Apartment Safety presentations
- Deerfield Park National Night Out neighborhood BBQ
- Springwater Summer School/Camp
- Oregon continued battling wildfires in August with back-to-back taskforces deployed.
- Health & Safety moved from the 130<sup>th</sup> campus to Station 3. Fire Prevention is now located at Station 15, with fire inspectors located throughout the District to better serve our citizens.

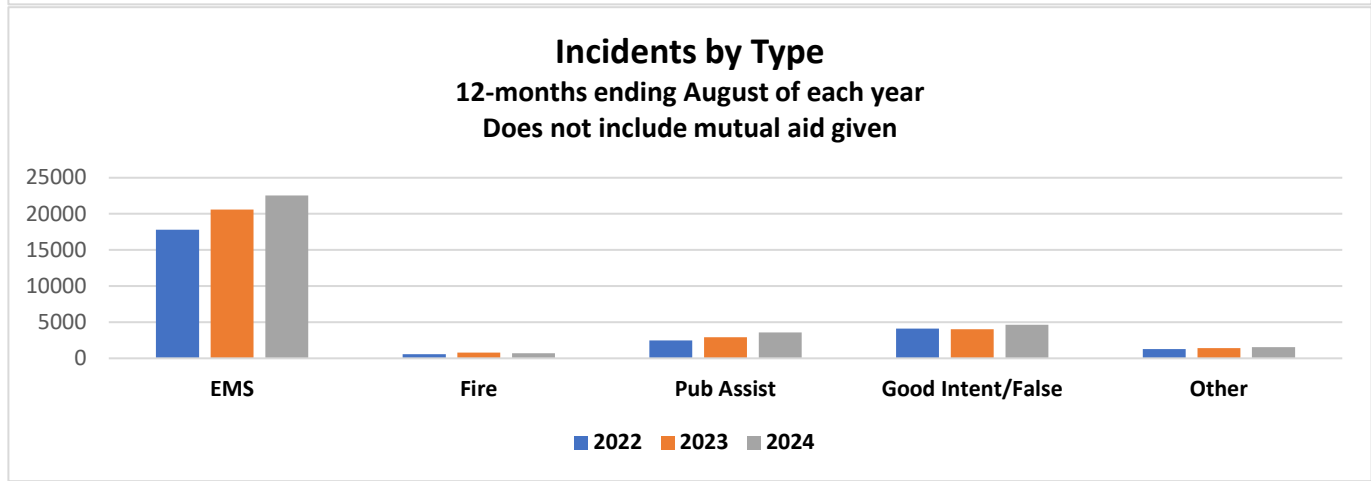
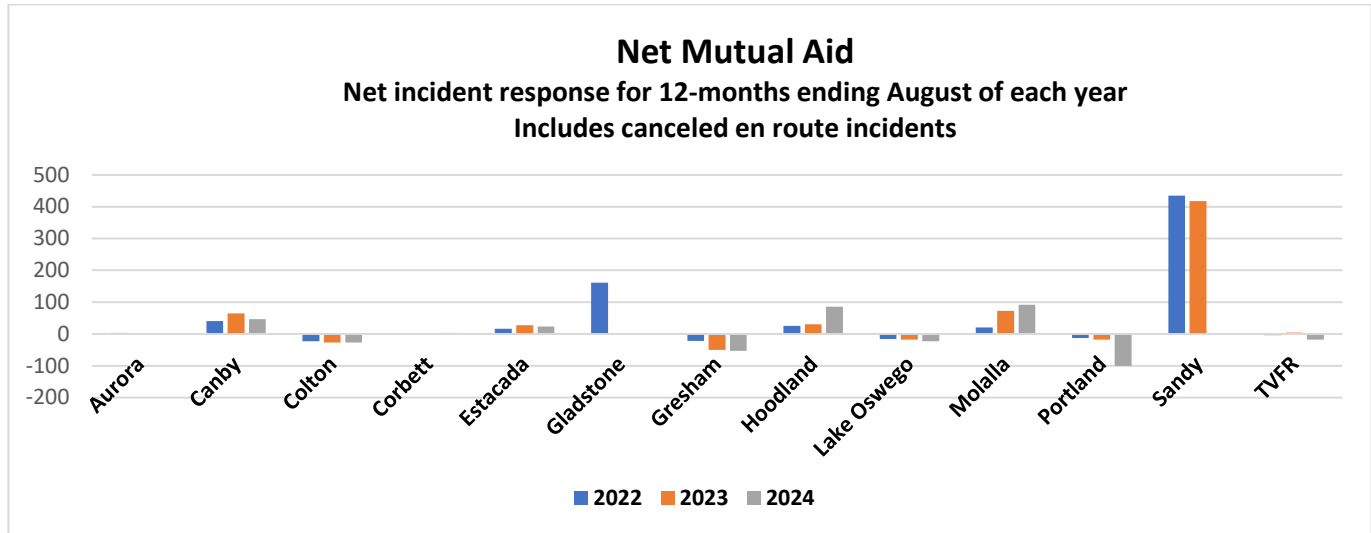
## Notable Events/Calls

- 8/8** Apartment fire – arrived to find fire on 2<sup>nd</sup> floor of vacant apartment on SE 31<sup>st</sup> Place in Milwaukie. Fire knocked down in just over 4 minutes.
- 8/9** Wildland fire off Hwy 99E/South End Road in Canby Fire District. Level 3 evacuation orders went out. Fire was on steep terrain, and a Type I helicopter was called in. No structural damage to nearby homes occurred because of the swift action by fire authorities. Approximately 5 acres were burned.
- 8/20** Railway trestle fire – dispatched at 0250 to a trestle bridge fire on Fair Oaks Drive in Milwaukie. The fire was completely involved - several hundred feet of train trestle and 50' high.



# FIRE CHIEF'S REPORT

AUGUST 2024



### Average Company Time Committed

<b>Time:</b> 210 hours and 26 minutes	<b>Percent of Month:</b> 30.55%
<b>Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training</b>	

### Current Staffing - Summer 2024

	Local 1159	Non Rep.	Total	Total Forecasted	Ratio: Between 3-7 Optimum 5	% of Workforce
Support Services	20	48	68	68	1 support staff to 5.27 employees	19% of total personnel
Line Positions	270	0	270	275	3.97 line positions to 1 support staff	75% of total personnel
Line Positions+ Crew 30	0	0	21	21	5.27 line + Crew 30 to 1 support staff	81%
<b>Total Employees</b>			<b>359</b>			

	Current #	%Workforce
Day Chiefs~Support	11	3%
CFO/HSC/HRO/SSO/Exec. Man	5	1%
Managers	5	1%
Captains	7	2%
<b>Total</b>	<b>28</b>	<b>8%</b>

Volunteer	Training/Drills	Events	Water Tender Arrivals	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
	7	4	4	28/31	6/31	3/31



# CLACKAMAS FIRE DISTRICT

*Here for you*

---

## Memo

<b>To</b>	Board of Directors
<b>From</b>	Assistant Chief Brian Stewart on behalf of Fire Chief Nick Browne
<b>Date</b>	September 16, 2024
<b>Subject</b>	Update on Technology Services

---

### Action Requested

Information only. No action requested.

### Background

After a selection process with four companies, Clackamas Fire District began contracting information technology services with Fastech Solutions (“Fastech”) in August 2024. At the end of the first year, Fastech submitted a service report (attached) to the District of changes and projects. In addition to the service report, here is a snapshot of the how service is provided.

### **On-site support**

- Fastech typically has at least one employee on site Monday – Friday from 9:00 – 4:00, excluding District recognized holidays.
- There is an IT office space at Station 1 with two workstations and shelving/storage.
- The onsite employee manages service requests via computer, phone, and going to stations and facilities.
- Fastech provides in-person support for employees and academies during onboarding sessions.
- On-site support is accessible via help desk tickets, emailing, and phone (IT help desk extension).
- Fastech has frequently provided additional employees on-site for district changes (e.g., FirstNet switchover, Sandy Fire cutover, server migration to virtual private cloud, 400 Building remodel).

### **Off-site support**

- Fastech’s main office is in Vancouver, allowing for additional personnel to come on-site as needed.
  - Their staff of technicians are available 8:00 – 5:00 Monday through Friday, excluding major holidays.
  - If our on-site tech does not answer the phone, it rolls over to Fastech’s Vancouver staff after four rings.
  - Fastech’s help desk is available by direct calling, email, and help desk.
  - After hours support is available for an additional cost. This should be vetted by the battalion chief or
  - The techs and management provide additional support for Sharepoint, networking infrastructure, website, and anything that needs further resources or expertise.
-

**Off-site support (continued)**

- Fastech has provided support to CAD and MDC upgrade processes to the regional CAD consortium.
- They serve as our advocate and intermediary with vendors.

**Management and coordination**

- Their operations manager, Larry Wilcox, provides overall management of our technology services.
- Fastech documents our system and processes.
- They research and provide recommendations on products and services.
- Fastech is focused on our mission – working to ensure response reliability and saving tax-payer dollars.
- The operations manager meets weekly with AC Stewart and they communicate throughout the week.
- Fastech works to coordinate technology service projects with district priorities.



# Fastech Solutions

July 31, 2024

## Clackamas Fire District IT Service Report

Commissioners and Chief,

Fastech Solutions IT department report.

August 7<sup>th</sup> 2023 - Fastech Solutions assumed control of Clackamas Fire District 1's IT Infrastructure

During the transition, we were faced with many challenges. Some of those included:

- Outdated and incorrect documentation
- Projects incomplete or not started.
- Licensing issues
- Unresolved tickets

Fastech Solutions quickly identified the areas that were critical for operations and prioritized them at the top of the list. The team then showed dedication, commitment and support by proactively working on these issues. The project updates are detailed on the list below:

## Ongoing Projects and Services:

- Replacing laptops that have aged out of safe usage
- Reduced tickets up to 50% with proactive maintenance on systems
- Reduced ticket open/close times by almost 60%
- Hands on inventory of all equipment at 24 stations and district facilities
- Increased IT presence at each station
- Swapping out 256GB hard drives in certain laptops to extend the life of the device, resulting in savings for the district
- MaaS360 configuration for device app rollout along with management of devices
- Replacing failing UPS (uninterrupted power supplies) batteries instead of full devices. Resulting in savings for the district
- After hours services at over 40+ hours, resulting in only 3 hours of actual charges.
- Website management and updates – main site & volunteer (now removed) plus buildout of new site.
- Server migration; migration of 57 servers to ESD
- Firewall Replacements
- Wireless upgrades at:
  - Wellness
  - Station 3
  - Station 16
  - Station 19
  - Station 22
  - Station 74

## IT Projects and Services

- 6 months - Scattered and incorrect documentation on over 500 devices, including servers, switches and firewalls. Passwords missing or wrong, network design drawings missing or wrong.
- 3 months – Found Microsoft 365 wasn't licensed correctly. Migrated to new CSP and straightened out licensing issues.
- 3 months – Found switches that had never been updated or restarted for up to 7 years
- 2 months – Were informed that VoIP phones were deployed throughout the district. Found several stations that were not completed in the VoIP phone cutover
- 2 months – Replaced all Avid systems with new equipment
- 2 months – Found servers that had not been updated or restarted for over 400 days
- 1 month – CAD crashing issues solved by Fastech Solutions IT department; we shared solution to CCOM to assist in a fix system wide
- 1 month – Reconfigured Teams and increased storage by 80GB per device
- 1 month – Found backup and licensing issues with Microsoft 365. Migrated backups to a new platform
- 2 weeks – Migrated CCFD1 cellular services to Firstnet. Deployed cellular boosters as needed
- 3 weeks – Standardized Konica MFP address list and created processes within the software to push out updates to all devices simultaneously

## Fire Stations and Admin Support Buildings

- Station 71
  - Joined station into the D1 network
  - Migrated the Sandy server into CCFD1 network
  - Configured and installed VoIP phone system
  - Configured and installed paging system
  - Reconfigured emergency vehicles to use D1 network

## Fire Stations and Admin Support Buildings continued....

- Station 74
  - Configured and installed Star Link Satellite Internet System
  
- Building 400
  - Building network buildout using existing and new wiring
  - Turnup of building online with D1 access
  
- Building 13
  - Turnup of building online with D1 access
  - Configured and installed Star Link Satellite Internet System
  - Wire cleanup

We would like to thank you for allowing us to service your IT needs. A big component of our success comes from the relationships we forge with our customers. The customer partnership helps ensure we understand your business while simultaneously providing a service to ensure continuity of your organization. If you have any questions related to IT or this report, please do not hesitate to reach out to me.

Sincerely,

Thomas Strobehn

President

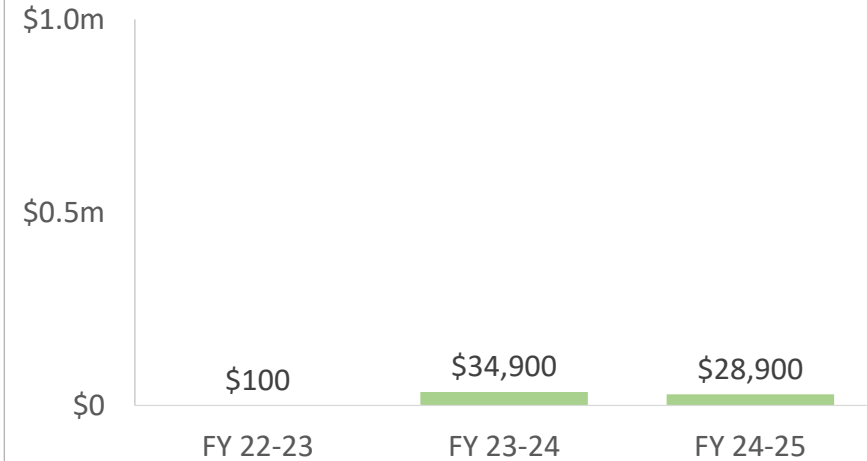
Fastech Solutions

# FINANCIAL REPORT

Period Ending August 31, 2024

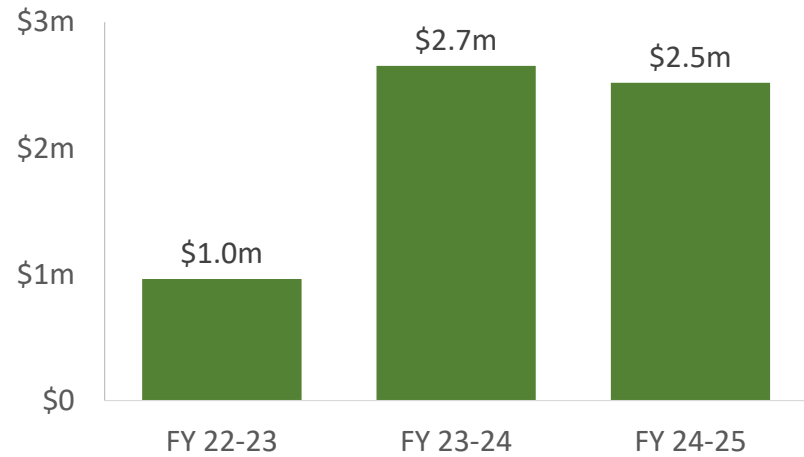
## General Fund Property Tax Revenues

Through August



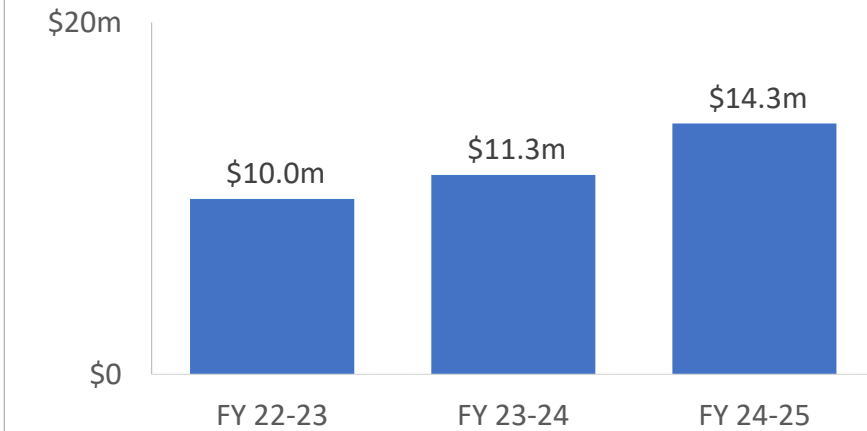
## General Fund Total Revenue

Through August



## General Fund Salary & Benefits

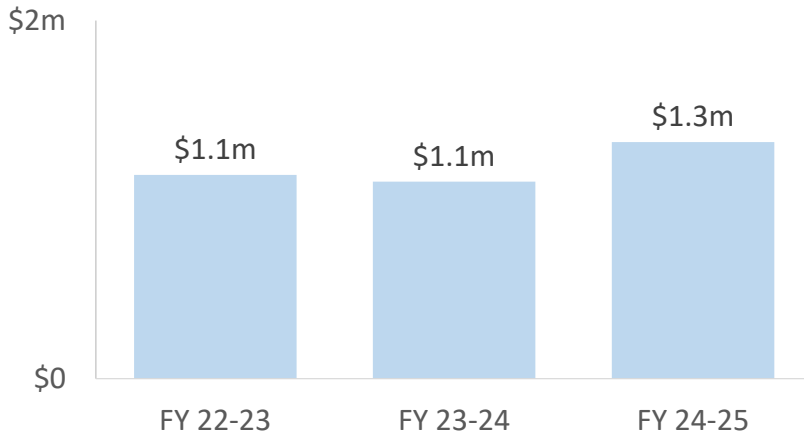
Through August



18.5% of FY budget spent

## General Fund Overtime

Through August

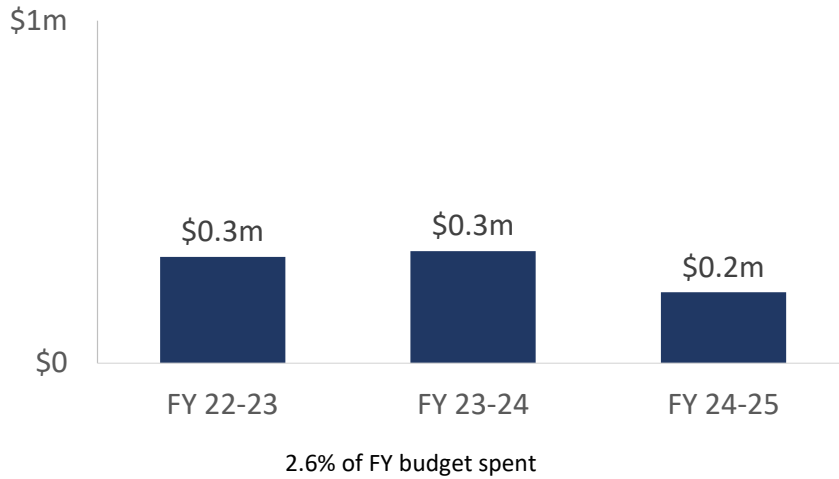


17.1% of FY budget spent

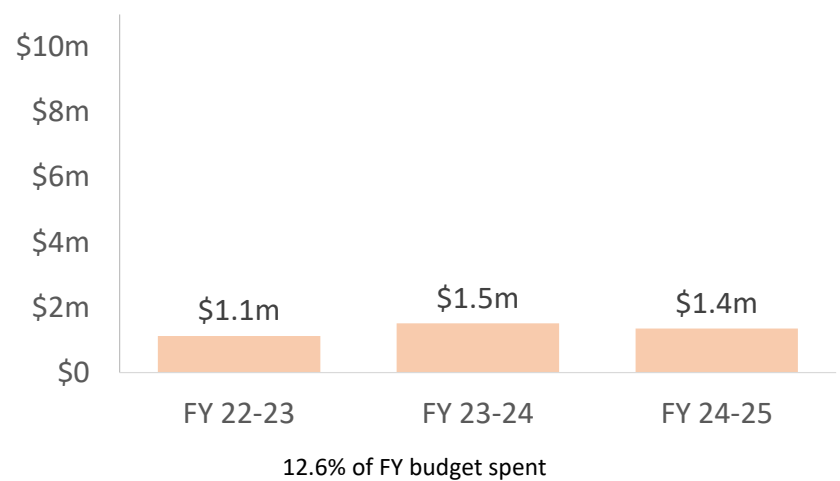
# FINANCIAL REPORT

Period Ending August 31, 2024

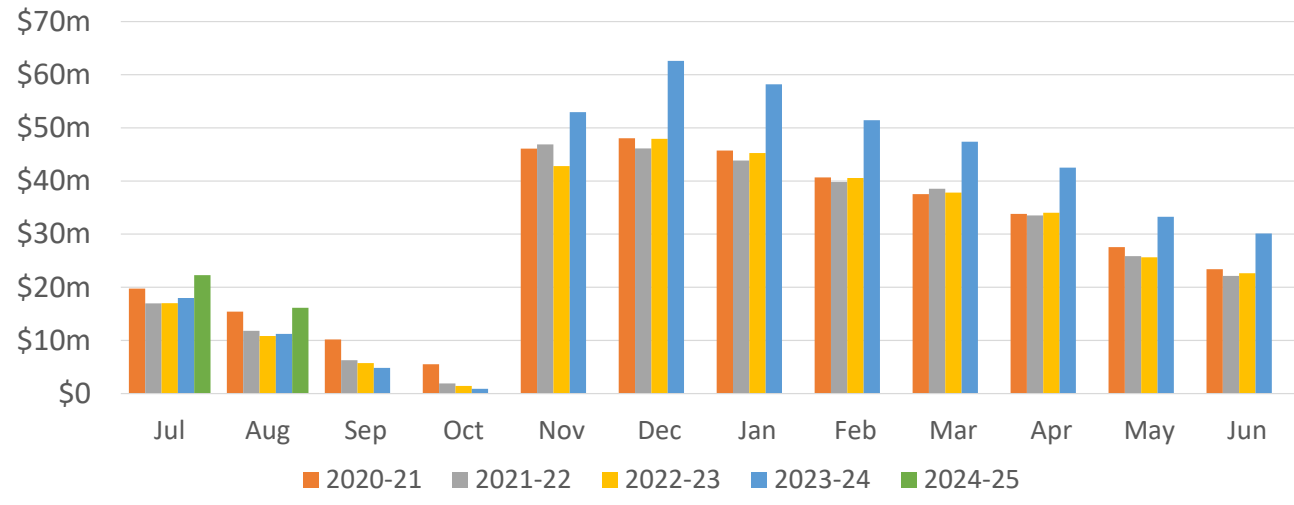
**General Fund Health Claim Expenses**  
Through August



**General Fund Materials and Services**  
Through August



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





10 - GENERAL FUND

Budget to Actual Report for Period Ending  
August 31, 2024

Clackamas Fire District

	<u>Adopted Budget</u>	<u>Actual YTD</u>	<u>% of Budget</u>
Beginning Fund Balance	\$16,570,000	\$18,414,137	111.1%
<i>Revenues</i>			
Tax Revenue	\$80,986,444	\$28,894	0.04%
Interest	\$1,267,400	\$253,097	20.0%
EMS Revenue	\$2,309,000	\$198,416	8.6%
Contract Revenue	\$7,662,400	\$1,854,997	24.2%
Conflagration Revenue	\$0	\$0	-
Grants	\$0	\$0	-
Other Revenue	\$2,085,400	\$183,982	8.8%
Transfers In	\$364,000	\$0	0.0%
Total Revenues	<u>\$94,674,644</u>	<u>\$2,519,386</u>	<u>2.7%</u>
<i>Expenditures</i>			
Fire Chief's Office	\$1,139,860	\$178,178	15.6%
Emergency Services	\$64,185,013	\$11,734,294	18.3%
Business Services	\$22,024,171	\$3,703,051	16.8%
Debt Service	\$3,025,600	\$20,253	0.7%
Transfers Out	\$4,300,000	\$0	0.0%
Contingency	\$3,615,000	\$0	0.0%
Total Expenditures	<u>\$98,289,644</u>	<u>\$15,635,775</u>	<u>15.9%</u>

# Investment Report

*District holdings as of 8/31/2024*

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
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>\$5,556,529</b>	<b>\$362,750</b>	<b>\$5,635,000</b>	<b>\$441,221</b>	

Local Government Investment Pool (LGIP)	
District Balance	\$9,047,490
Interest Rate	5.20%

## CORRESPONDENCE

- C – 1 August Social media comments
- C – 2 August 13, 2024 Deerfield Park neighborhood National Night Out BBQ and Firewise Community Education Event. Attending was **DFM Shanklin, E306 – Lt Gramer, AO Coffey, FF Burke**
- C – 3 Jefferson County Fire & EMS, including Madras communities, expressed gratitude for help on the Elk Lane wildfire that began August 4. The wildfire burned approximately 5,200 acres. Taskforce 49 redeployed 8/5/2024 – 8/8/24 from Telephone Fire to Elk Lane Fire included **IE314 - Lt Gramer, AO Miller, FF Robinson, WT314 - Lt Bennett, AO Campbell**. OSFM IMT Taskforce mobilized 8/7/24 – 8/10/24 to Elk Lane Fire included **BC McCullough, Fire Ops Communications Tech/AO Karlik**
- C – 4 Thank you from North Clackamas Parks & Recreation District for participating in the Rec-Mobile Program at Springfield Park on June 26, 2024 Attended by **DFM Shanklin, E303 – Lt Wick, FF Westenfelt, FF Stalcup**
- C – 5 Thank you from citizen for TIA/CVA call. **E309 – Lt Fisher, AO Eidam, FF Ward**

# CORRESPONDENCE

## C-1 Social Media Comments

Thankful for Clackamas Fire's mutual aid response to a wildfire in Wasco County, Aug. 3:

Mid Columbia Fire Rescue

Our District and community are very grateful for your support!

Thankful for safety info about wildfire smoke in the area, Aug. 8:

Awwww now it all makes sense why I am not feeling like myself. Smoke is very hard on me. Thank you for keeping us all safe!

Thankful for the crews' response to a residential fire in Clackamas, Aug. 13:

I live across the street from this residence. What an incredible response, at least 6 fire units, 2 batt chiefs. CCSO....the flames were so high but your crews made short order and soon white smoke was billowing. We are so thankful to each and every crew who responded, as it is a cul-de-sac with the only hydrant "way down" at the end of the street. Never loved the sound of sirens approaching as much as today. EXCELLENT WORK!!!

Thankful for Clackamas Fire's response to a train trestle fire, Aug. 20:

Thank you **Clackamas Fire** for your rapid response and to all the units that helped get this fire under control so quickly!

Thankful for the crews' responses during the lightning storm, Aug. 22:

You all have a big S on your chests.  
Super heros

Thankful for Clackamas Fire in explaining the apparatus and PulsePoint, Aug. 23:

Great work, **Clackamas Fire**. The community appreciates the continuing efforts to explain our operations and apparatus.

Thankful for E313 for their response to a brush fire in Beavercreek, Aug. 29:

Clackamas Fire is doing a phenomenal job this year. the small fires are being spotted early and the fire team is on site before you know it. Early detection and fast response is definitely the answer and they have prevented any from getting out of control. You should all be very proud of yourselves.

Hello Friends, Neighbors and Partners!

Last Tuesday, the 13th we held our annual Deerfield Park 1&2 National Night Out Neighborhood BBQ and Firewise Community Education Event. It was a smashing success and tons of fun, Clackamas Fire District #1 fire truck included! About 45 were in the street with our friends from the City of Happy Valley, Clackamas Fire District #1 and You! The street was closed, children ran wild and free, games were played, and neighbors visited over a wonderful bbq meal prepared by the burger flipping genius, Steve Root, his able assistant Paul Pope, and served by Pat Pope, Barb and Tom Baker. Many thanks to the Pope's for hosting us again! Special thanks go to Erica and Olivia for bringing the City's "Rec Fun Mobile" with street games; the Clackamas Fire District #1 engine and crew; Kari, Clackamas Fire District #1 Deputy Fire Marshall and the Firewise Community Education table and games; Jason from Happy Valley Community Services for the street barricades; City of Happy Valley for their enduring partnership in hosting events; and our own City Councilor, Brett Sherman for his surprise visit!

Our HOA President, Paul Pope gave an update on the merging of Deerfield Park 1 & 2. Hopefully, by the end of September we'll be ready to ask for a vote! Assuming it passes, we'll then be known simply and legally as "Deerfield Park HOA!"

This is such a great neighborhood! We already look forward to next year!

Sincerely,

Your Deerfield Park 1&2 Board of Directors,



**Jefferson County Fire & EMS**

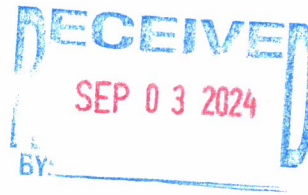
765 S 5<sup>th</sup> Street – PO Box 30

Madras OR 97741

Phone: 541.475.7274

Fax: 541.475.7411

www.jcfd-1.org



August 21, 2024

Clackamas Fire District#1  
11300 SE Fuller Rd.  
Milwaukie, OR 97222

Dear Chief Browne,

On behalf of the Jefferson County and Madras communities, I want to express our heartfelt gratitude to your department for the exceptional work performed during the Elk Lane fire that began on August 4th. The fire, which burned approximately 5,200 acres, posed a significant threat to our community. Without the dedicated efforts of your crews, the IMT teams, and the conflagration resources, we could have faced substantial property losses.

This fire was a historic moment for our fire department as it was our first conflagration to impact the cities of Madras and Metolius. Thanks to the tireless efforts of your crews and their supervisors, over 30 homes and millions of dollars in infrastructure were successfully protected. The aggressive and skilled response to this fire is a testament to the extensive training and dedication of your team.

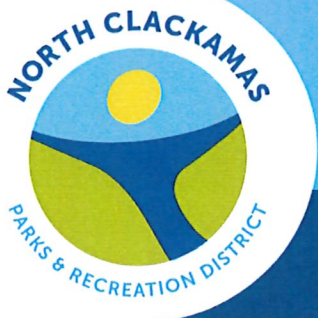
The community was understandably anxious about the potential outcomes. However, by the time your resources left our area, there was a deep sense of respect for the fire service partnerships that have been developed through the OSFM conflagration program. The commitment and professionalism demonstrated by departments working outside their own communities have left a lasting positive impression.

We personally extend our thanks to your department for deploying these task forces to our area and for the exceptional work accomplished by your crews. We are proud to be part of the Oregon fire service and look forward to the opportunity to reciprocate the support should you ever need it.

Sincerely,

Jeffrey Blake  
Fire Chief  
Jefferson County Fire & EMS

Kim Stout  
Board Chair  
Jefferson County Fire & EMS



# Thank You!

Clackamas Fire District– Thank you so much for being part of our Rec-Mobile Program and community! It was a pleasure to see you there, and we hope you had a wonderful time.



Thank you so much!  
~ Sheri ~

Thank You!  
-Talya ♡

Thank You!  
-Ei

Thank you!!  
to Bella & B

Thank!  
you.  
♡ Kiera

It was such a pleasure  
having you with us  
at RecMobile.

Thank you,  
Sarah

Thank you  
for being our  
Special guest!  
Mania

*Expressions*  
FROM  


Hallmark Cares  
Visit [Hallmark.com/ourplanet](http://Hallmark.com/ourplanet)

THIS CARD IS MADE WITH PAPER FROM  
WELL-MANAGED FORESTS.

© HALLMARK LICENSING, LLC  
HALLMARK MARKETING COMPANY, LLC  
KANSAS CITY, MO 64141  
MADE IN U.S.A.

[Hallmark.com](http://Hallmark.com)

LAG 3204



7 20473 97449 2

THANK YOU



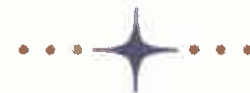
ERIC ☺  
Dear ~~Shirley~~ + the others who  
responded to the 911 call on  
Sun night →

Thank you! You responded  
professionally, quickly,  
calmly + with compassion! I'm  
so grateful for your kindness.

Thankfully my husband did not  
suffer any lasting side effects  
from his TIA. We were able to  
come home from the hospital on  
Tuesday. Our entire family is  
appreciative of the work you  
did on 8/4 as well as the jobs

(ATTN: LT. NICK FISHER, A/O ERIC EDAM +  
F/F DAVID WARD. TIA/CVA CALL 9'S FMZ.)

**You made such a difference,  
and it is so deeply appreciated.**



Much appreciation,  
Elliott + Nancy Tukua  
+ our entire family

you perform whenever you are  
on call. May God continue to  
use you to make a difference in  
people's lives!

## INFORMATIONAL ITEMS

FOX NEWS August 2, 2024 Fire officials urge fire safety even in urban areas by maintaining defensible space <https://www.kptv.com/2024/08/03/fire-officials-urge-fire-safety-even-urban-areas-by-maintaining-defensible-space/>

FOX NEWS August 8, 2024 Milwaukie apartment fire extinguished, none injured <https://www.kptv.com/2024/08/09/milwaukie-apartment-fire-extinguished-none-injured/>

KOIN NEWS August 9, 2024 Resources stretched thin amid ongoing wildfires across Oregon <https://www.koin.com/news/wildfires/firefighters-stretched-thin-amid-ongoing-wildfires-across-oregon/>

KOIN NEWS August 9, 2024 South End Fire reduced to Level 1 “Be Ready” evacuation levels in Clackamas County <https://www.koin.com/news/wildfires/wildfire-evacuations-clackamas-county-oregon-city-canby-08092024/>

KATU NEWS August 9, 2024 Fire near Canby under control after burning through 5 acres, getting close to homes <https://www.katu.com/news/local/fire-near-canby-under-control-after-burning-through-5-acres-getting-close-to-homes>

KATU NEWS August 9, 2024 Evacuation levels lowered for wildfire near Canby, 99E reopens <https://www.katu.com/news/local/leave-immediately-sheriffs-office-issues-go-now-wildfire-evacuation-for-canby>

FOX NEWS August 9, 2024 Fire near Canby evacs lowered <https://www.kptv.com/2024/08/09/evacuation-orders-lowered-crews-get-control-fire-near-canby/>

FOX NEWS August 9, 2024 Brush fire forces “Go Now” evacuations in Clackamas County <https://www.kptv.com/video/2024/08/09/brush-fire-forces-go-now-evacuations-clackamas-county/>

KXL NEWS August 9, 2024 Fire Burning in Clackamas County Contained <https://www.kxl.com/new-fire-prompts-evacuation-orders-in-clackamas-county/>

KOIN NEWS August 20, 2024 Massive blaze engulfs Milwaukie train bridge <https://www.koin.com/news/oregon/massive-blaze-engulfs-milwaukie-train-bridge/>

KOIN NEWS August 20, 2024 Trestle fire halts Lake Oswego train traffic indefinitely <https://www.koin.com/local/clackamas-county/trestle-fire-halts-lake-oswego-train-traffic-indefinitely/>

16KMTR NEWS August 20, 2024 Train trestle goes up in flame in Clackamas County bridge fire, collapse zone evacuated <https://nbc16.com/news/local/train-trestle-goes-up-in-flame-in-clackamas-county-bridge-fire-collapse-zone-evacuated>

PORTLANDTRIBUNE August 20, 2024 Fire breaks out on Milwaukie train trestle bridge early Tuesday morning [https://www.portlandtribune.com/news/fire-breaks-out-on-milwaukie-train-trestle-bridge-early-tuesday-morning/article\\_6a495730-0e38-52d7-8dd1-058218bd79fe.html](https://www.portlandtribune.com/news/fire-breaks-out-on-milwaukie-train-trestle-bridge-early-tuesday-morning/article_6a495730-0e38-52d7-8dd1-058218bd79fe.html)

KVAL NEWS August 20 Train trestle goes up in flame in Clackamas County bridge fire, collapse zone evacuated <https://kval.com/news/local/gallery/train-trestle-goes-up-in-flame-in-clackamas-county-bridge-fire-collapse-zone-evacuated?photo=1>

KGW8 NEWS August 20, 2024 Train trestle damaged by large fire near Milwaukie <https://www.kgw.com/article/news/local/train-trestle-damage-fire-near-milwaukie/283-e76fb06b-c338-4290-ab68-03d3a6c0b57b>

FOX NEWS August 20, 2024 Fire damages train trestle in Milwaukie, closes tracks <https://www.kptv.com/2024/08/20/fire-engulfs-train-trestle-milwaukie/>

KATU NEWS August 20, 2024 Train trestle goes up in flame in Clackamas County bridge fire, collapse zone evacuated <https://www.katu.com/news/local/train-trestle-goes-up-in-flame-in-clackamas-county-bridge-fire-collapse-zone-evacuated>

OREGONIAN August 20, 2024 Milwaukie railroad bridge catches fire; investigation underway <https://www.oregonlive.com/crime/2024/08/milwaukie-railroad-bridge-catches-fire-investigation-underway.html>

KMTR NEWS August 20, 2024 Train trestle goes up in flame in Clackamas County bridge fire, collapse zone evacuated <https://nbc16.com/news/local/train-trestle-goes-up-in-flame-in-clackamas-county-bridge-fire-collapse-zone-evacuated>

KPIC NEWS August 20, 2024 Train trestle goes up in flame in Clackamas County bridge fire, collapse zone evacuated <https://kplic.com/news/local/train-trestle-goes-up-in-flame-in-clackamas-county-bridge-fire-collapse-zone-evacuated>