



**Clackamas Fire District #1**

# **Board Meeting Briefing Packet**

**October 21, 2024**



# CLACKAMAS FIRE DISTRICT

*Here for you*

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## Board of Directors Meeting

**OCTOBER 21, 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  
SEPTEMBER 16, 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. **INTRODUCTION – NEW HIRE POSITIONS**
  - I-1 **Finance Administrative Technician** – Lisa Buerkle
  - I-2 **Fire Chief's Office Administrative Technician** – Star du Chalard
- VII. **BUSINESS – Action required**
  - B-1 **Request Board Approval of Resolution 24-04 for an Interfund Loan for  
Fiscal Year 2024-25** – Chief Financial Officer Mark Whitaker (Packet Pg. 7)
- VIII. **OTHER BUSINESS – No action required**
  - OB-1 **Board Committee/Liaison Reports**  
Civil Service Commission – Director Hawes
  - OB-2 **Board Informational Updates/Comments**

**IX. INFORMATIONAL ONLY**

**A. Division/Department Reports**

- R-1a Office of the Fire Chief – Fire Chief Nick Browne (Packet Pg. 9)
- R-1b Office of Business Services – Assistant Chief Steve Deters
- R-1c Office of Financial Services – Chief Financial Officer Mark Whitaker (Packet Pg. 11)
- R-1d Office of Emergency Services – Assistant Chief Dan Mulick
- R-1e Professional Firefighters of Clackamas County Local 1159 – Vice President Andrew Gordian
- R-1f Volunteer Association Report – Volunteer President Joe Johanesen

**B. Correspondence (Packet Pg. 15)**

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

**D. Next Meeting**

The next Board of Directors’ meeting will be on Monday, November 18, 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

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## REGULAR BOARD OF DIRECTORS MEETING MINUTES SEPTEMBER 16, 2024

### ATTENDANCE

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

Others present: Steve Deters, Andrew Gordian, Shelby Hopkins, Joe Johanesen, Dan Mulick, Brian Stewart, Mark Whitaker

Community member John Kihlstrum. 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 5:00 p.m.

### II. PLEDGE OF ALLEGIANCE

### III. CHANGES TO AGENDA

No changes.

Timestamp: 02:48 – 02:59

### IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON AUGUST 19, 2024

The minutes for the regular board meeting on August 19, 2024, were approved as written.

Timestamp: 02:59 – 03:29

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

No comments.

Timestamp: 03:29 – 04:11

### VI. PRESIDENT JIM SYRING REMARKS

President Syring gave a short speech on the past year serving as the Board President. He was honored to see the grand opening of the Clarkes Fire Station on July 1, 2024, and looks forward to the opening of the Logan Fire Station next year.

Timestamp: 04:11 – 05:40

**VII. ELECTION OF BOARD OFFICERS – President Syring  
Nominations for President**

President Syring asked for a nomination for President. Director Cross nominated Chris Hawes. Director Josphe seconded the nomination. There were no other nominations nor oppositions. By consent, Director Hawes was elected to the position of President.

*(Gavel given to President Hawes, who now takes over conducting the meeting.)*

**Nominations for Vice President**

President Hawes asked for a nomination for Vice President. Director Josphe nominated Jay Cross. Director Wall seconded the nomination. There were no other nominations nor oppositions. By consent, Director Cross was elected to the position of Vice President.

**Nominations for Secretary/Treasurer**

President Hawes asked for a nomination for Secretary/Treasurer. Director Wall nominated Thomas Joseph. Director Syring seconded the nomination. There were no other nominations or oppositions. By consent, Director Joseph was elected to the position of Secretary/Treasurer.

Timestamp: 05:40 – 07:51

**VIII. BUSINESS – Action required**

**B-1-** No current business.

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

**OB-1 Review and First Reading of Board Policy Manual – AC Brian Stewart**

Assistant Chief Stewart read the first of two readings of the Board Policy Manual. He noted that there were only minimal changes to the policy. The Board requested the policy be sent to them in two versions, one with the updates showing in red, and one with the updates.

Timestamp: 07:51 –15:26

**OB-2 Board Committee/Liaison Reports**

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

Director Syring mentioned that the interagency meeting was held on August 29, 2024. He stated that the city administrators and councilors are pleased with CFD’s services.

**OB-3 Board Informational Updates/Comments**

None.

Timestamp: 15:26 –19:10

**X. INFORMATIONAL ONLY**

**A. Division/Department Reports**

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

Chief Browne was absent.

Timestamp: 19:10 – 20:03

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

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

Timestamp: 20:03 – 38:24

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

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

Timestamp: 38:24 – 41:07

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

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

Timestamp: 41:07 – 44:58

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

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

Timestamp: 44:58 – 57:19

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

VP Gordian shared an update from Clackamas County Local 1159.

Timestamp: 57:19 – 1:00:40

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

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

Timestamp: 1:00:40 – 01:04:20

**B. Correspondence**

As noted.

**C. Informational Items**

None.

Timestamp: 01:04:20 – 01:04:41

**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).

**XI. ADJOURNMENT**

The regular Board of Directors' meeting adjourned at 6:04 p.m.

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

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**President Chris Hawes**

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**Sec/Treasurer Thomas Joseph**



# CLACKAMAS FIRE DISTRICT

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## Memo

<b>To</b>	Board of Directors
<b>From</b>	Chief Financial Officer Mark Whitaker on behalf of Fire Chief Nick Browne
<b>Date</b>	October 21, 2024
<b>Subject</b>	Authorization of Interfund Loans for FY 2024-25

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### Action Requested

Staff requests that the Board review and approve Resolution 24-04 authorizing interfund loans to the district's operating funds (the General Fund, Grants Fund, and Wildland Mitigation Fund) to provide temporary cash flow to those funds if necessary.

### Background

Pursuant to ORS 294.468, the Fire District may, by resolution, loan money from one fund to another. The resolution adopting the interfund loan must state the fund from which the loan is to be made, the fund to which the loan is to be made, the purpose for which the loan is to be made, and the principal amount of the loan.

The fire district's goal is that the fiscal year's beginning fund balance is sufficient to fund operations from July 1 to mid-November when the district receives the bulk of property tax revenues. The current cash forecast shows that the district's available cash in the General Fund will be depleted by the end of October. The district's Wildland Mitigation Fund may also operate at a small cash deficit as it awaits reimbursement from wildland deployments. The Grants Fund is also operating at a deficit until the district receives reimbursement from FEMA for the AFG purchase of cardiac monitors. The fire district has the opportunity to borrow funds temporarily from the Capital Replacement Fund (approximate balance of \$9.1 million). By borrowing from other district funds, the district can avoid the legal and interest expenses of issuing Tax Anticipation Notes in FY 2024-25.

### Budget Implications

The proposed interfund loans do not have budget implications because they will be repaid in the same fiscal year, and no action is necessary to adjust the current year budget.

### Recommendation and Why

Staff recommends approval of the interfund loans as presented in Resolution 24-04. Approval will help ensure adequate operating fund resources in FY 2024-25.





# CLACKAMAS FIRE DISTRICT

*Here for you*

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## RESOLUTION 24-04 Authorizing Interfund Loans for Fiscal Year 2024-25

**Whereas**, Oregon Revised Statute 294.468 allows local governments to loan the resources of one budgetary fund to another fund;

**Whereas**, interfund loans require a resolution which clearly states the terms and conditions of such loans;

**Whereas**, it is possible that the cash resources of the General Fund, the Grants Fund, and the Wildland Mitigation Fund of Clackamas Fire District will be insufficient to permit normal operations through Fiscal Year 2024-25 unless other sources of cash are provided;

**Whereas**, the General Fund, the Grants Fund, and the Wildland Mitigation Fund have the capacity to repay the loans within the current fiscal year, now therefore be it

**Resolved**, that in the event interfund loans are necessary to meet short-term cash needs of the current fiscal year, interfund loans are hereby authorized from the Capital Replacement Fund up to \$6.5 million to the General Fund, the Grants Fund, and the Wildland Mitigation Fund of Clackamas Fire District; and be it further

**Resolved**, that any interfund loans will be repaid to the parent funds during the current fiscal year without interest.

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President, Board of Directors

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Secretary, Board of Directors

# FIRE CHIEF'S REPORT

SEPTEMBER 2024



Oregon City Hilltop Mall Safety Fair 2024



Clackamas Fire received a new type 6 pumper from the Oregon State Fire Marshal through a state funded wildfire omnibus bill signed into law 2021.



Two new quick response vehicles will be placed in service with levy funds received in the May 16, 2023 election.

## Events/News

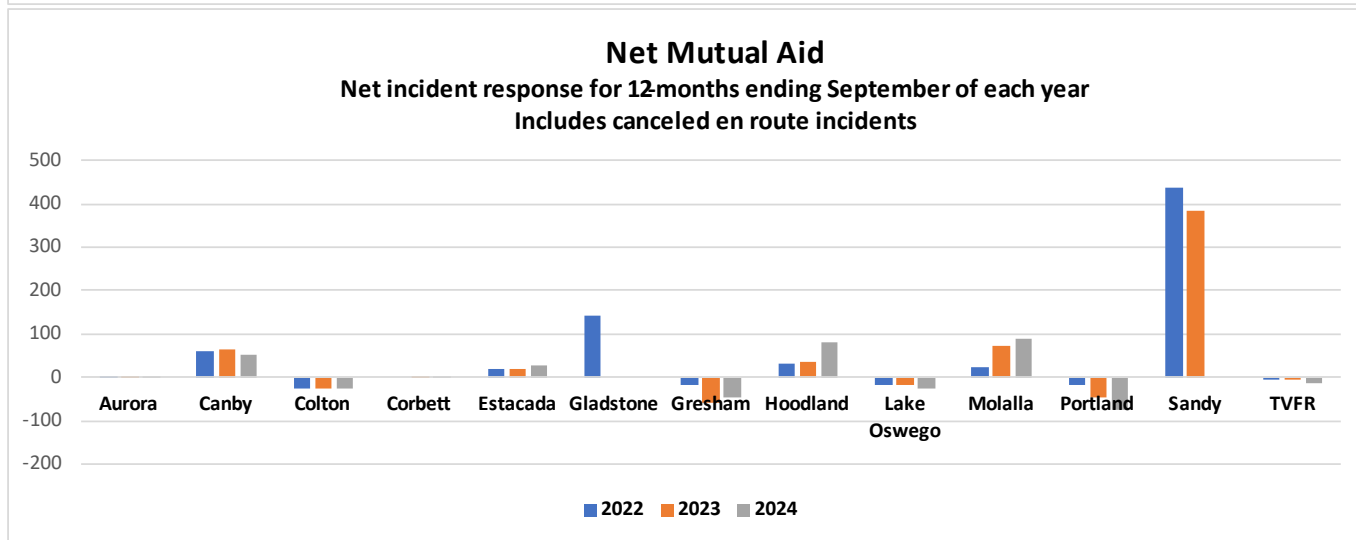
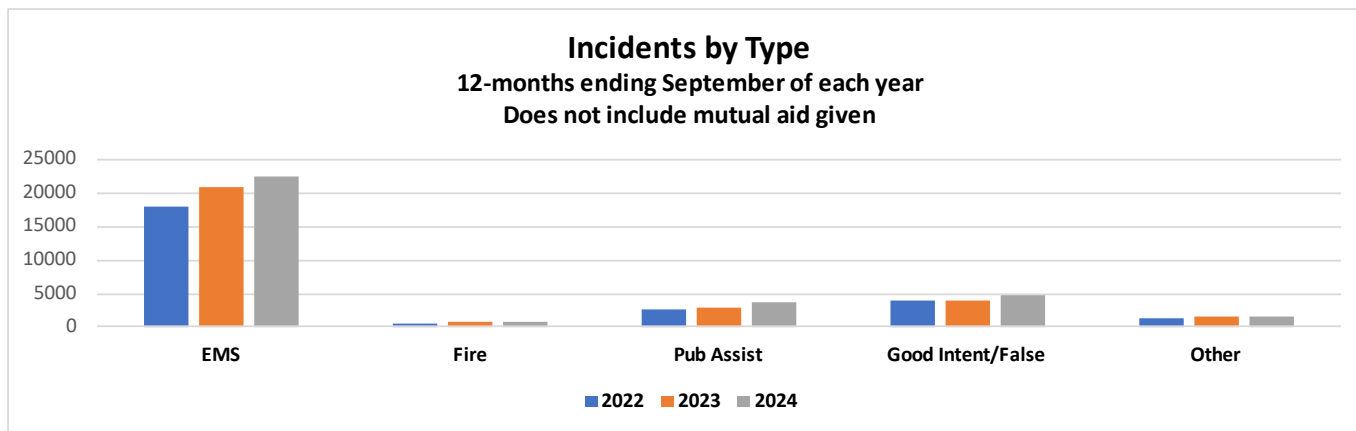
- Clackamas Fire participated in several 9/11 events in the month of September. Assistant Chief Brian Stewart provided the keynote address at the county Patriot Day Ceremony.
- Gladstone Fire Station hosted an Open House on September 28 in conjunction with the Gladstone Library Grand Opening.

## September Highlights

- Oregon City's Annual Hilltop Mall Safety Fair, held in September, is always a huge success and 2024 was no exception! Thank you to all employees who dedicated their time and talents to this community event: DC Whiteley, FM Olson, DFM Shanklin, PES Owen, AT Grassl, BC Taylor, BC Holland, VC Kragero, T304 (Carey, Korst, Poppert, Walton) T316 (Rouse, Covey, Neelands, McMurdie), HM307 (Gordian, Martin, Dukart, Anderson), E315 (Knott, Huyck, Golden, Tice), E317 (Cook, Clasen, Pyburn), M316 (Lynn, Humphries), Volunteers: BR374 (Lawson, Pat McCue) RH321 (Boyle, Tran) Old Red (Kihlstrom, Chaplain Johnson), and our Safety Partners for making this traditional event possible.
- Clackamas Fire welcomed Academy 24-02 with 17 new recruit firefighters on September 4.
- Clackamas Fire's Health, Wellness & Safety Division, in their new location at the Oak Lodge Fire Station, are conducting annual pre-physicals for off duty line personnel for the first time. With CFD's growth, it has been determined it's logistically and financially responsible to coordinate pre-physicals off duty instead of taking them out-of-service while on duty.
- Apparatus Operator Steve McAdoo celebrated his last day with an Open House at the Holcomb Station on September 30. He retired with 20 years of service.
- On September 17 Clackamas County and American Medical Response launched the Nurse Navigation Program. It is designed to provide residents with a variety of options for quickly reaching the appropriate level of medical care when calling 911.
- Clackamas Fire crews have been conducting battalion training in our communities focusing on high rise operations and hose deployments.
- The Fire Marshal's Office is focusing on school inspections this fall. School inspections begin once school is in session, providing inspectors the chance to see what changes have been made in the classrooms and provide education to staff about fire safety.
- September concluded most of the state mobilizations. Clackamas Fire crews were deployed across the state to a record number of incidents this fire season. Along with helping fellow Oregonians in crisis, crews were able to gain invaluable knowledge and skills working in large scale command structures which can be utilized in our district.

# FIRE CHIEF'S REPORT

SEPTEMBER 2024



Average Company Time Committed	
Time: 214 hours and 21 minutes	Percent of Month: 32.15%
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training	

Current Staffing - 7/1/ 2025					
	Local 1159	Non Rep.	Total	Ratio: Between 3-7 Optimum 5	% of Workforce
Support Services	20	49	69	1 support staff to 5.21 employees	20% of total personnel
Line Positions	270	0	270	3.91 line positions to 1 support staff	78% of total personnel
Line Positions+ Crew 30	0	0	7	4.01 line + Crew 30 to 1 support staff	80%
<b>Total Employees</b>			<b>346</b>		

	Current #	%Workforce
Day Chiefs~Support	11	3%
CFO/HSC/SSO/Exec. Man	4	1%
Managers/CRO	5	1%
Captains	7	2%
<b>Total</b>	<b>27</b>	<b>8%</b>

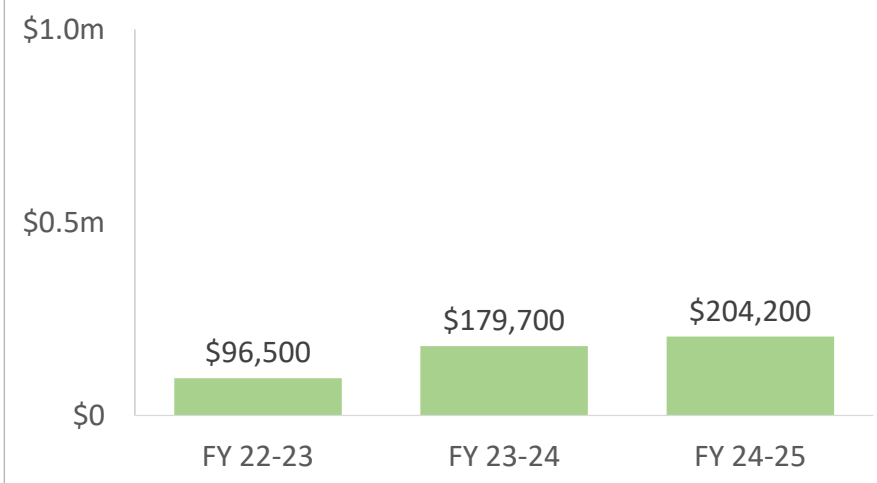
Volunteers	Training/ Drills	Events Attended	Duty Shifts Station 74	Station 21 (RH321)	Station 2 (RH302)
40	7	2	29/30	5/30	4/30



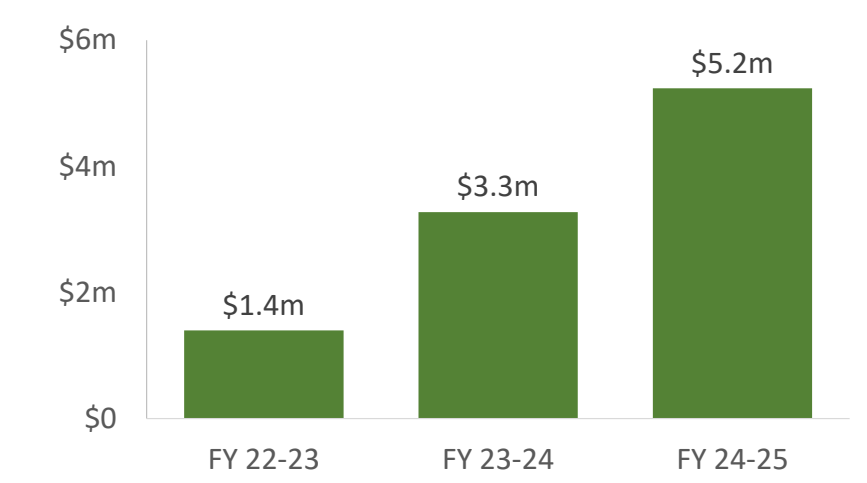
# FINANCIAL REPORT

Period Ending September 30, 2024

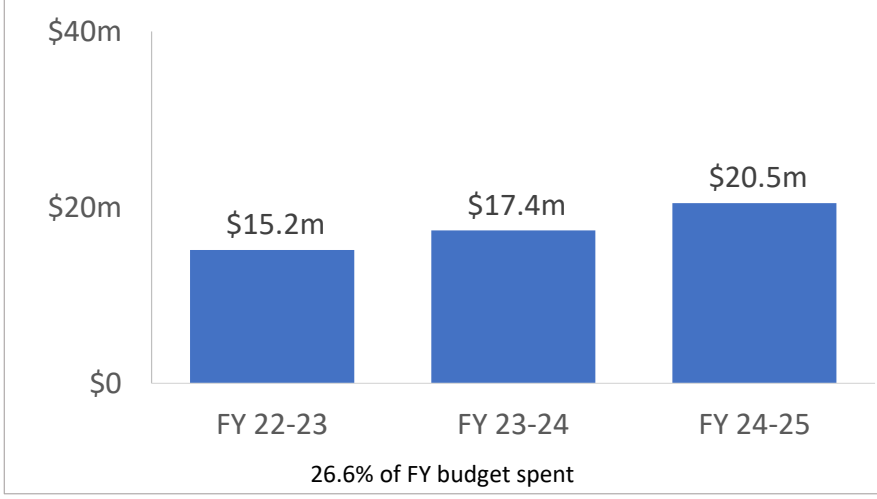
### General Fund Property Tax Revenues Through September



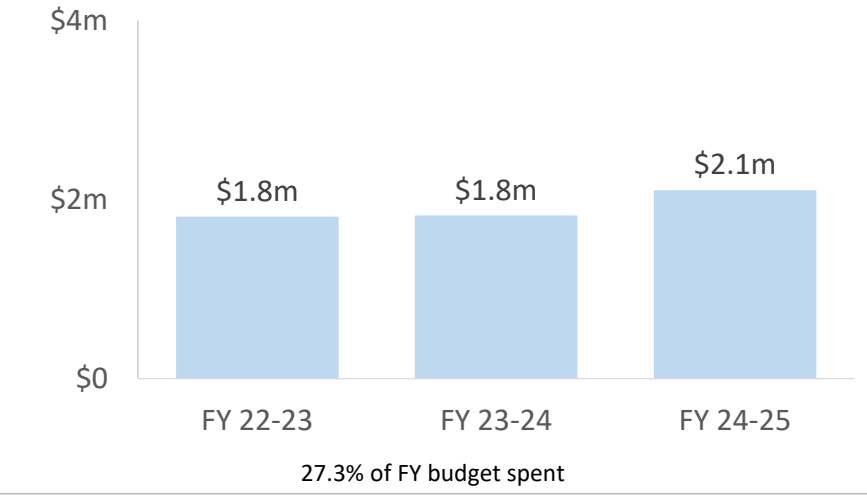
### General Fund Total Revenue Through September



### General Fund Salary & Benefits Through September



### General Fund Overtime Through September

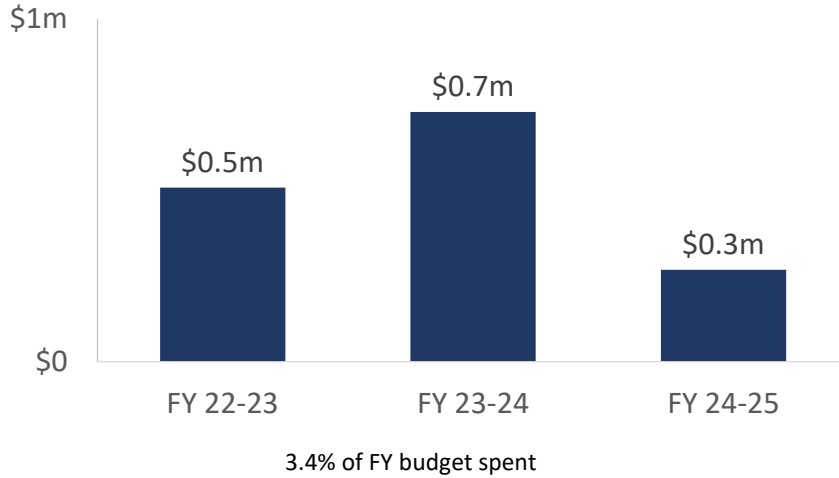




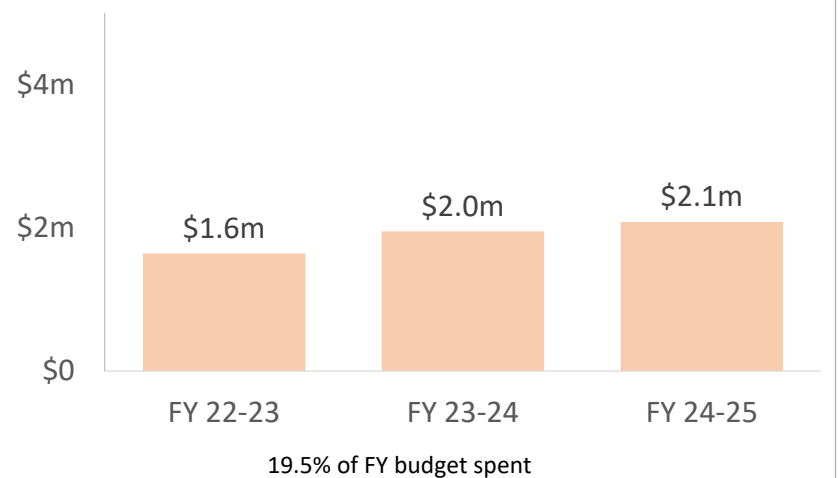
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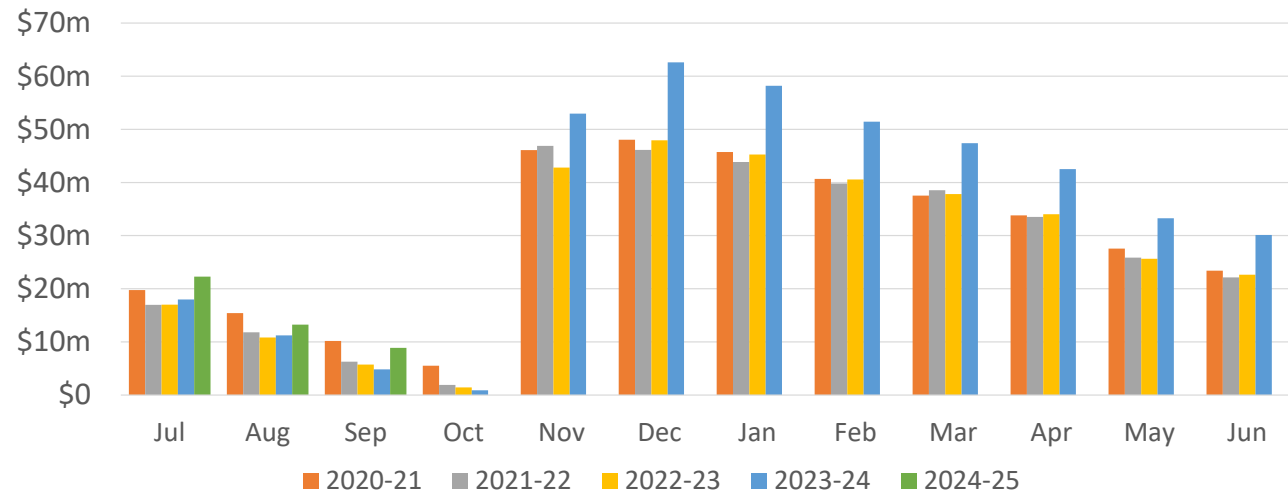
**General Fund Health Claim Expenses**  
Through September



**General Fund Materials and Services**  
Through September



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





## Clackamas Fire

## 10 - GENERAL FUND

Budget to Actual Report for Period Ending  
September 30, 2024

	<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	\$204,200	0.3%
Interest	\$1,267,400	\$351,097	27.7%
EMS Revenue	\$2,309,000	\$408,582	17.7%
Contract Revenue	\$7,662,400	\$3,714,125	48.5%
Conflagration Revenue	\$0	\$74,445	-
Grants	\$0	\$0	-
Other Revenue	\$2,085,400	\$485,812	23.3%
Transfers In	\$364,000	\$0	0.0%
Total Revenues	\$94,674,644	\$5,238,261	5.5%
<i>Expenditures</i>			
Fire Chief's Office	\$1,139,860	\$251,214	22.0%
Emergency Services	\$64,185,013	\$17,711,788	27.6%
Business Services	\$22,024,171	\$4,610,822	20.9%
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	\$98,289,644	\$22,594,076	23.0%

# Investment Report

*District holdings as of 9/30/2024*

Investment	Maturity Date	Purchase Price	Coupon Payments	Settlement Value	Net Earnings	Interest Rate
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>\$2,612,002</b>	<b>\$306,500</b>	<b>\$2,635,000</b>	<b>\$329,498</b>	

Local Government Investment Pool (LGIP)

District Balance    \$5,727,461  
 Interest Rate        5.15%

## **CORRESPONDENCE**

C – 1 Social Media Comments

C – 2 Thank you from State Representative Drazan

C – 3 Thank you from citizen for support from the Emergency Services Foundation



# CORRESPONDENCE

## C-1 Social Media Comments

Thankful for the crew taking the time at an incident to mentor a young boy, Sept. 7:

[Redacted] I absolutely love that you let him help ~ these are the core memories kids need ❤️

Thankful for Clackamas Fire for the Health and Safety Fair, Sept. 14:

[Redacted] Your team went above and beyond to interact with the kiddos. From showing off the different rigs to talking about equipment, the firefighters were so kind and patient. My little had an amazing time!

[Redacted] It was a fabulous event! Thank you all so much!

My kids loved it you all made their day especially getting to take. Ride on the fire truck they can't stop talking about it

Thankful to the crew from S319 for the giving a station tour to a cub scout pack, Sept. 19:

[Redacted] What a great thing to do with these great kids. Very nice for everyone

Thankful for Training Capt. Borders and Lt. Fullerton who served as instructors at the Women in Fire Conference, Sept. 20:

[Redacted] Thank you for your dedication and service!

[Redacted] Incredible women! It was so great catching up with them at the conference.

Thankful for the crew from E306 for their simple gesture that improved someone's day, Sept. 22:

Wanna say a big big Thank you to engine 306 for making for day waved at the truck and they waved but then did the bell why I am thanking you is because this morning I lost my doggie best friend/companion when they rung the bell just made me feel good to know he made it home

Thankful for the crews' response to a residential fire, Sept. 25:

Thank you so much for your professionalism and quick response! This chimney fire was right behind my apartment complex. Couldn't get a pic of the fire because I was on the phone with 911. The residents didn't know about the fire i don't think.

Christine

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# DRAZAN

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 STATE REPRESENTATIVE

Chief Browne,

Thank you for the tour of the Clackamas Fire District Training Center. It was a pleasure to hear from you and your team and to see the facility for myself. I look forward to opportunities to partner to support your essential work in our region. Thanks for all you all do.

Sincerely,  
Christine Drazan



WITH APPRECIATION  
FOR YOUR EXPRESSION  
OF SYMPATHY.

Dear Jerry,

Thank you for your gift of support for our family. Please extend our thanks and appreciation to the Fire fighters Foundation and the Clackamas Fire District. Your kindness is greatly appreciated.

Masako Brenner  
Melissa Bilyew  
James Brenner

## INFORMATIONAL ITEMS

- I – 1 KEX NEWS, September 3, 2024 “Deadly Plane Crash Investigation”  
<https://1190kex.iheart.com/content/2024-09-03-deadly-plane-crash-investigation/>
- I – 2 OREGONIAN, September 18, 2024 “Anarchists claim responsibility for fire set at railroad trestle in Oak Grove”  
<https://www.oregonlive.com/news/2024/09/anarchists-claim-responsibility-for-fire-set-at-railroad-trestle-in-milwaukie.html>
- I – 3 KOIN NEWS, September 4, 2024 “Lake Oswego train traffic resumes, no word yet on cause of trestle fire” <https://www.koin.com/local/clackamas-county/lake-oswego-train-traffic-resumes-no-word-yet-on-cause-of-trestle-fire/>
- I – 4 FOX NEWS, September 25, 2024 “Cooking fire tears through home”  
<https://www.kptv.com/2024/09/26/cooking-fire-tears-through-clackamas-home-2-cats-dead/>
- I – 5 FOX NEWS, September 26, 2024 “Cooking fire tears through Clackamas home, 2 cats dead” <https://www.kptv.com/video/2024/09/26/cooking-fire-tears-through-clackamas-home-2-cats-dead/>