

Clackamas Fire District #1

Board Meeting Briefing Packet

December 16, 2024



CLACKAMAS FIRE DISTRICT

Here for you

Board of Directors Meeting December 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 NOVEMBER 18, 2024 (packet pg. 3)
- V. **PUBLIC COMMENT** (*The President will call for statements from citizens regarding District business, not to exceed three minutes per person.*)
- VI. PRESENTATION INSURANCE RENEWAL WITH SDIS Agent of Record Jeff Griffin with Wilson-Heirgood Associates
- VII. BUSINESS Action required
 - **B-1** Request Board Approval of Insurance Renewal with SDIS Chief Financial Officer Mark Whitaker (packet pg. 7)
 - **B-2** Request Board Approval for LOSAP In-Service Emergency Distribution for Vested, Active Volunteer Volunteer Coordinator Ryan Kragero (packet pg. 8)
- VIII. OTHER BUSINESS No action required
 - **OB-1** Board Committee/Liaison Reports
 - **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. 11)
- R-1b Office of Strategic Services Assistant Chief Brian Stewart
- R-1c Office of Business Services Assistant Chief Steve Deters
- R-1d Office of Financial Services Chief Financial Officer Mark Whitaker (packet pg. 13)
- R-1e Office of Emergency Services Assistant Chief Dan Mulick

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

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

B. Correspondence (packet pg. 17)

C. Informational Items (packet pg. 24)

D. Next Meeting

The next Board of Directors' meeting will be on Monday, January 27, 2025, at 5:00 pm. The meeting will be hybrid, with the public invited to attend either by remote video conference or in person at Station 5 (9339 SE Causey Ave, Happy Valley, OR 97086).

X. REGULAR MEETING RECESSED

XI. EXECUTIVE SESSION CALLED TO ORDER UNDER 192.660(2)(a) TO DISCUSS A PERSONNEL MATTER and ORS 192.660 (2)(d) LABOR CONTRACT NEGOTIATIONS

XII. REGULAR MEETING RECONVENED

XIII. ADJOURNMENT



CLACKAMAS FIRE DISTRICT

Here for you

REGULAR BOARD OF DIRECTORS MEETING MINUTES NOVEMBER 18, 2024

ATTENDANCE

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

Mike Bauer, Nick Browne, Steve Deters, Andrew Gordian, Shelby Hopkins, Joe Johanesen, Rick Huffman, Dan Mulick, Brian Stewart, Mark Whitaker

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

II. PLEDGE OF ALLEGIANCE

III. CHANGES TO AGENDA No changes.

Timestamp: 02:01 – 02:06

IV. APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 21, 2024

The minutes for the regular board meeting on October 21, 2024, were approved as written.

Timestamp: 02:06 – 02:27

V. PUBLIC COMMENT (The President will call for statements from citizens regarding District business, not to exceed three minutes per person.) No comments.

Timestamp: 02:27 - 02:57

VI. PRESENTATION - Strategic Business Plan Update – Assistant Chief Brian Stewart AC Stewart gave an update on the strategic business plan. AC Mulick spoke on the operations portion of the plan.

Timestamp: 02:57 - 17:04

VII. PRESENTATION - Annual Audit – Kathy Wilson, Singer Lewak

Presentation from Kathy Wilson of Singer Lewak on the District's financial statements and annual audit.

Timestamp: 17:04 – 27:12

VIII. BUSINESS – Action required

B-1 Board Committee/Liaison Assignments Determined – Board President Hawes

No change to the committee assignments.

Timestamp: 27:12 – 28:26

B-2 Request Board Approval of Revised Board Policy Manual – Assistant Chief Brian Stewart

AC Stewart gave an overview of the revised policy manual and asked the Board for approval.

<u>President Hawes asked for a motion for the Board to approve the Revised Board Policy</u> <u>Manual. Director Wall made a motion, and Director Cross seconded the motion. The motion</u> <u>passed 5/0.</u>

Timestamp: 28:26 – 33:06

B-3 Request Board Approval of Mark Whitaker as Budget Officer for Fiscal Year 2025-26 – Assistant Chief Brian Stewart

AC Stewart recommended to the Board that CFO Whitaker remain the District's Budget Officer.

<u>President Hawes asked for a motion for the Board to approve Mark Whitaker as the District's</u> <u>Budget Officer for Fiscal Year 2025-26. Director Cross made a motion, and Director Syring</u> <u>seconded the motion. The motion passed 5/0.</u>

Timestamp: 33:06 – 34:53

B-4 Request Board Approval of Resolution 24-05 – Adopting and Appropriating Supplemental Budget for Fiscal 2024-25 - CFO Mark Whitaker

CFO Whitaker gave an overview of Resolution 24-05. The Resolution was created to adopt a new budget, adding a Health Benefits Fund to help cover employees' medical and dental insurance.

<u>President Hawes asked for a motion for the Board to approve Resolution 24-05 - Adopting and Appropriating Supplemental Budget for Fiscal 2024-25. Director Joseph made a motion, and Director Cross seconded the motion. The motion passed 5/0.</u>

Timestamp: 34:53 – 44:23

IX. OTHER BUSINESS – No action required

OB-1 Board Committee/Liaison Reports

EMS Committee – Director Cross/Director Joseph

DC Huffman gave an update on the newly introduced Nurse Navigation Program that Clackamas County Public Health Division and American Medical Response implemented on September 17, 2024.

Director Cross presented DC Huffman and CFD with an Innovative Safety Award for their assistance in implementing two new programs to help our community members: the Community Paramedic Program and the Nurse Navigation Program.

Director Cross reported that at the Oregon Fire Districts Association 2024 conference, Chaplain Kenton Johnson was presented with the President's Award for Contributions by an Individual to the Fire Service. PIO Izak Hamilton attended the conference and gave a presentation on social media.

Timestamp: 44:23 - 1:02:59

Interagency Committee – Director Joseph/Director Syring

Director Syring reported on the October 28, 2024, interagency committee meeting.

Timestamp: 1:02:59 - 1:06:02

OB-2 Board Informational Updates/Comments

None

Timestamp: 1:06:02 - 1:06:12

X. 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: 1:06:12 – 1:13:10

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

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

Timestamp: 1:13:10 – 1:16:11

R-1c Office of Business Services – Assistant Chief Steve Deters AC Deters shared an update from the Office of Business Services.

Timestamp: 1:16:11 – 1:18:00

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

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

Timestamp: 1:18:00 – 1:29:12

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

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

Timestamp: 1:29:12 – 1:46:47

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

VP Gordian shared an update from Clackamas County Local 1159.

Timestamp: 1:46:47 – 1:47:40

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

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

Timestamp: 1:47:40-1:50:48

B. Correspondence

As noted.

Timestamp: 1:50:48 - 1:51:06

C. Informational Items

None.

Timestamp: 1:51:06-1: 51:10

D. Next Meeting

The next Board of Directors' meeting will be on Monday, December 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).

XI. ADJOURNMENT

The regular Board of Directors' meeting adjourned at 6:51 p.m.

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

President Chris Hawes

Sec/Treasurer Thomas Joseph



CLACKAMAS FIRE DISTRICT

Here for you

Memo

То	Board of Directors
From	Chief Financial Officer Mark Whitaker on behalf of Fire Chief Nick Browne
Date	December 16, 2024
Subject	Property/Casualty Insurance Renewal for 2025

Action Requested

Staff requests Board of Directors approval of Property/Casualty Insurance with Special Districts Insurance Services (SDIS) for 2025.

Background

The district is currently insured through SDIS for auto, property, and liability coverage. The proposal will continue this coverage for calendar year 2025. Staff have reviewed the coverage for specific apparatus and buildings, and made adjustments in value as appropriate for age and condition.

Jeff Griffin, our insurance agent from WHA, will be present at the Board meeting to provide further details.

Budget Implications

The FY 2024-25 Adopted Budget has an assumption of \$420,000 for the district's property and liability insurance for calendar year 2025. Management will make adjustments if the renewal rates are not within the district's budgeted projections.

Recommendation

Staff recommend approval of the property/casualty insurance with Special Districts Insurance Services.



CLACKAMAS FIRE DISTRICT

Here for you

Memo

То	Board of Directors			
From	Ryan Kragero on behalf of Fire Chief Nick Browne			
Date	December 3, 2024			
Subject	Active Volunteers			
	Active volunteers			

Action Requested

Clackamas Fire District Board's approval of **Clackamas** request for LOSAP In-Service Emergency Cash Distribution for vested, active volunteers in the amount of \$6,000.00

Background

LOSAP distributions usually occur when a vested volunteer has been separated from the organization for at least 180 days. Oregon Fire District Directors Association adopted and revised a policy allowing vested active participants to request an emergency cash distribution provided it meets the general provisions in OFDDA Policy #154 (*revision September 14, 2016*). Please see the attached OFDDA Policy and request from **Exercise 19**.

3.2.1 All requests for Emergency Distributions from a LOSAP account must first be approved in writing by the District or Department for which the Participant volunteers / volunteered.

3.2.2 Any participant who seeks an emergency cash distribution must meet all plan requirements, including the vesting requirement adopted by the participant's District or Department.

years required for vesting. He is also a member in good standing.

4.3.1 Unexpected and significant medical expenses including non-refundable deductibles and the cost of prescription drug medication not reimbursed by insurance.

Based upon the narrative in the request, though not required, the Clackamas Volunteer Association Board voted in support of **Constant Sector** request for LOSAP In-Service Emergency Distribution for Vested, Active Volunteers.

Board Policy Implications

None

Budget Implications None

OFDDA POLICIES

ADOPTED: X DRAFT: _____ REVISION: April 2013 REVISION: September 14, 2016 POLICY NUMBER: 154 NUMBER OF PAGES: 2 EXECUTIVE BOARD:

LOSAP EMERGENCY DISTRIBUTIONS FOR BOTH ACTIVE PARTICIPANTS AND PARTICIPANTS WHO ARE SEPARATED FROM SERVICE

1.0 **PURPOSE**

The purpose of this Policy is to establish a policy and process for all Emergency Distributions from the LOSAP program administered by the Oregon Fire District Directors Association. Generally, a Participant must be Separated from Service for 180 days before any LOSAP Distributions will be disbursed. However, in the event of an Emergency (as defined below), both active Participants and Participants who have Separated from Service for less than 180 days may request and receive Emergency Distributions under the process outlined below.

2.0 **SCOPE**

This Policy applies to all persons who are Vested Participants in the Oregon Fire District Directors LOSAP program.

3.0 GENERAL PROVISIONS

- 3.1 Only the Oregon Fire District Directors Association Board of Directors may approve Requests for an Emergency Distributions.
- 3.2 Procedure for requesting an Emergency Cash Distribution.
 - 3.2.1 All requests for Emergency Distributions from a LOSAP account must first be approved in writing by the District or Department for which the Participant volunteers/volunteered.
 - 3.2.2 Any Participant who seeks an Emergency Cash Distribution must meet all Plan requirements, including the Vesting requirements adopted by the Participant's District or Department.
 - 3.2.3 If the Participant has Separated from Service, the District or Department must also verify in writing the Participant's Separation from Service as defined by the Plan Documents.
 - 3.2.3 If the Participant has not Separated from Service, the Emergency Distribution shall be limited to an amount reasonably necessary to satisfy the Emergency need.
 - 3.2.4 All Participants requesting Emergency Distributions may be asked to provide proof of the nature of the Emergency.

4.0 GUIDELINES FOR GRANTING EMERGENCY DISTRIBUTIONS

- 4.1 The OFDDA Board of Directors, in its sole discretion, may elect to provide an Emergency Distribution to a requesting Participant, subject to this policy.
- 4.2 If the Participant requesting the Emergency Distribution has Separated from Service, the OFDDA Board of Directors shall use these guidelines to determine whether to

waive the 180-day waiting period proscribed in Article 1.01, Subsection (h) of the Plan Document.

- 4.3 As used in this policy "Emergency" means a severe financial hardship to the Participant resulting from an unforeseeable event such as a sudden and unexpected illness or accident of the Participant (as used in this Section 4.0 "Participant" means a Participant or his or her designated beneficiary, dependent, or spouse); a loss or significant damage to Participant's property because of casualty; or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the Participant. The following are examples of hardships that may merit Emergency Distributions.
 - 4.3.1 Unexpected and significant medical expenses including non-refundable deductibles and the cost of prescription drug medication not reimbursed by insurance.
 - 4.3.2 Loss or significant damage to a Participant's property due to catastrophe or casualty, or other similar extraordinary and unforesceable circumstances.
 - 4.3.3 Funeral expenses of a Spouse or Dependent.
 - 4.3.4 Involuntary separation from compensated employment.
- 4.4 Some examples that typically do not constitute an unforeseeable emergency are:
 - 4.4.1 Expenses associated with a legal separation or the dissolution of a marriage.
 - 4.4.2 Reduction of debt or payment of overdue bills not related to an unforeseeable emergency.
 - 4.4.3 Purchase of a home, normal home repairs, or cost of voluntary relocation of housing.
 - 4.4.4 Participant college or other educational expense.
 - 4.4.5 Elective medical procedures or those not medically required.
 - 4.4.6 Establishing or maintaining a personal business.
 - 4.4.7 Recreational expenses.
 - 4.4.8 Travel expenses not associated with an unforeseeable emergency.
 - 4.4.9 Usual and customary tax obligations.

FIRE CHIEF'S REPORT

NOVEMBER 2024



Explorer Team 2024-2025 (Jr Firefighters)



Highlights

- November 9 & 10 CFD hosted debris drop off at two locations to help homeowners create defensible space around their property.
- Community Services staff will be meeting to develop the 2025 community outreach calendar and areas of outreach focus.
- The Explorer Program started on November 7, with 3 returning and 15 new members.
- CFD obtained an extension on grant funds for SimTable to produce tactical scenarios that will be used by incident commanders for tactical training.
- Rehab volunteers joined the Career Recruit Academy at a Burn-to-Learn for live fire training on November 23.
- Captain Ryan Heitschmidt retired with 30 years of service.
- Wildland staff presented at the Wildfire Ready Homeowner Workshop.

Notable Events/Calls

• November 1, 2024

BC302, HR305, T304, T316, E303 and M303 removed two critical patients from a passenger vehicle that was wedged under the rear of a semi-truck on McLoughlin Blvd. Crews had to lift the rear of the tractor trailer and utilize a winch to pull the vehicle out from under the lifted trailer.

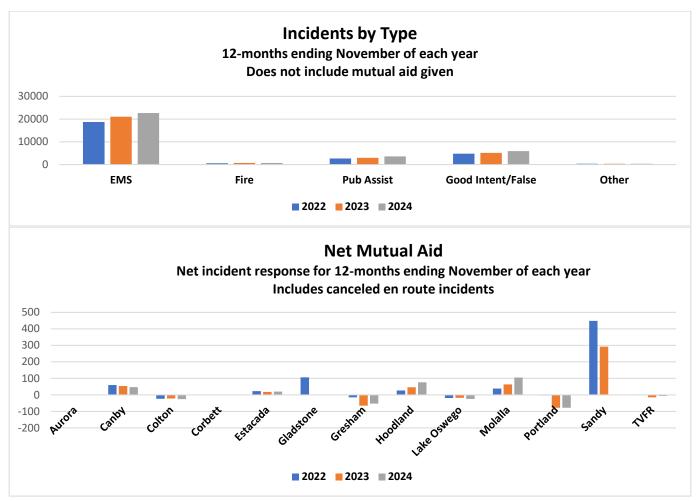
• November 17, 2024

BC301, E371, R371, E318, E314, E307 and SQ319 responded to a residential fire in Sandy. Crews made a quick stop on a room and content fire in the first-floor laundry room of the home and kept it from spreading to the rest of the home.

FIRE CHIEF'S REPORT

NOVEMBER 2024

Organizational Data



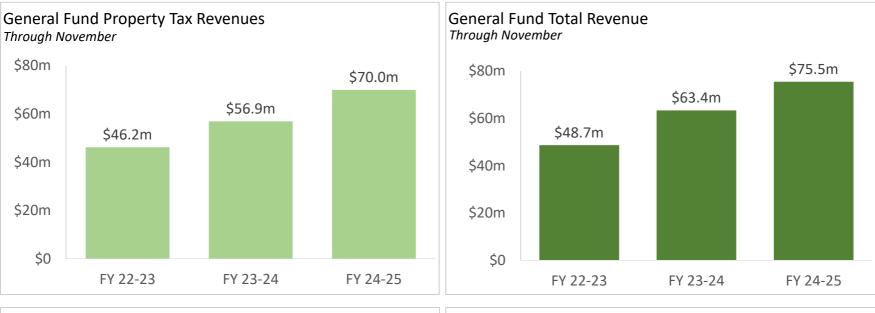
Average Company Time Committed								
Time: 228 hours and 36 minutes					Percent of Month: 34.29%			
Includes Preparation and Response: Incidents, Apparatus/Equipment Checks, Physical Fitness, Training								
Volunteer Training/ Drills			Events		ShiftsDuty Shiftson 12Station 74		Station 21 (RH321)	Station 2 (RH302)
	3		1	13/	28	27/30	5/30	4/31
Current Staffing - 7/1/ 2025								
	Local 1159	Non Rep.	<u>Total</u>	Ratio: Be	Ratio: Between 3-7 Optimum 5		% of Workforce	
Support Services	18	49	67	1 Support Staff to 5.11 Employees		20	20% of total personnel	
Line Positions	270	0	270					
Community Medic+ Crew 30	4	2	6	80% of total pe		% of total personnel		
Total Employees			343					

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

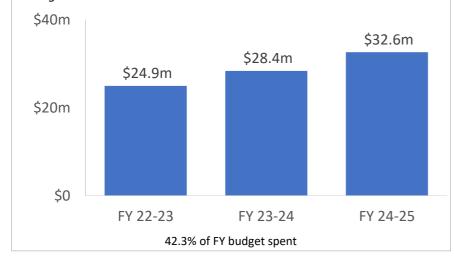
FINANCIAL REPORT

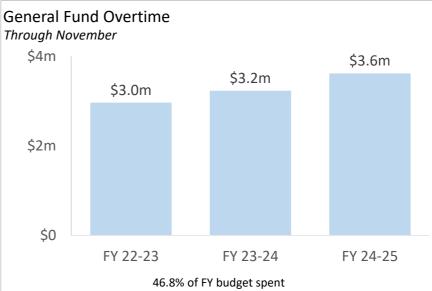


Period Ending November 30, 2024



General Fund Salary & Benefits Through November

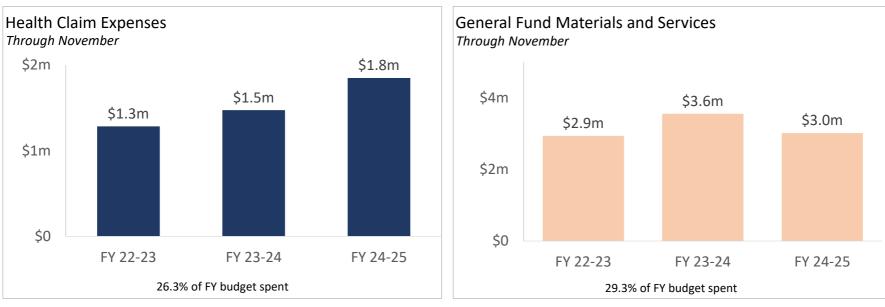


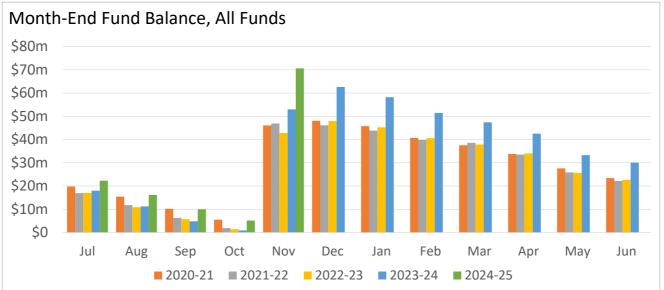




FINANCIAL REPORT

Period Ending November 30, 2024







10 - GENERAL FUND

Budget to Actual Report for Period Ending November 30, 2024

Clackamas Fire

	Adopted Budget	Revised Budget	Actual YTD	% of Budget
Beginning Fund Balance	\$16,570,000	\$18,424,546	\$18,424,546	100.0%
Revenues				
Tax Revenue	\$80,986,444	\$80,986,444	\$69,987,250	86.4%
Interest	\$1,267,400	\$1,267,400	\$381,355	30.1%
EMS Revenue	\$2,309,000	\$2,309,000	\$677,341	29.3%
Contract Revenue	\$7,662,400	\$7,662,400	\$3,843,704	50.2%
Conflagration Revenue	\$0	\$0	\$398,008	-
Grants	\$0	\$0	\$0	-
Other Revenue	\$2,085,400	\$731,500	\$210,540	28.8%
Transfers In	\$364,000	\$364,000	\$0	0.0%
Total Revenues	\$94,674,644	\$93,320,744	\$75,498,198	79.7%
Expenditures				
Fire Chief's Office	\$1,139,860	\$1,139,860	\$418,391	36.7%
Emergency Services	\$64,185,013	\$64,185,013	\$28,825,690	44.9%
Business Services	\$22,034,371	\$20,019,171	\$6,262,021	31.3%
Debt Service	\$3,015,400	\$3,015,400	\$244,286	8.1%
Transfers Out	\$4,300,000	\$6,350,000	\$2,050,000	32.3%
Contingency	\$3,615,000	\$3,615,000	\$0	0.0%
Total Expenditures	\$98,289,644	\$98,324,444	\$37,800,388	38.5%

Investment Report

District holdings as	of 11/30/2024
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	Maturity	Purchase	Coupon	Settlement	Net	Interest
Investment	Date	Price	Payments	Value	Earnings	Rate
FHLB Bond	6/13/2025	\$439,510	\$4,700	\$470,000	\$35,190	5.03%
FHLB Bond	6/12/2026	\$381,933	\$53 <i>,</i> 438	\$375,000	\$46 <i>,</i> 505	4.70%
FHLB Bond	11/17/2026	\$1,790,559	\$248,363	\$1,790,000	\$247,803	4.64%
		\$2,612,002	\$306,500	\$2,635,000	\$329,498	

Local Government Investment Pool (LGIP)

District Balance	\$54,195,341
Interest Rate	4.85%

CORRESPONDENCE

- C 1 Social Media November 2024
- C 2 Christ the King Parish School Station tour
- C 3 Thank you for attending City of Gladstone's Goblin Gathering, E322 crew and Community Services Captain Shanklin
- C 4 HR305 A Shift attended (not E306) Veteran's Day Pinning Ceremony at Miramonte Point
- C 5 Dragonfly Ranch preschool tour at Station 8

CORRESPONDENCE

C-1 Social Media Comments

Thankful to the crews who responded to a vehicle vs. semi-truck in Oak Grove, Nov. 4:

We are so thankful for each and every one of you and your life saving work in our community!

Thank you \downarrow to the firefighters and paramedics who rescued these people from this horrible accident. One is my friend of mine who is in critical condition. Prayers are needed for these people.

6025 minutes 60. That's impressive and the definition of professional right there. I hope there were lessons learned by every single person on scene that will make them a better but and a better responder. Every call we go on offers us something to learn if pay attention. Kudos FD1

Thankful to Clackamas Fire for the Operation Santa program, Nov. 6:

Yay

| Yayyy!! So looking forward to the parades!!! 🍋 🍋

Great tradition with the community!

Thankful to the crews for the vehicle fire drill at the Clackamas Town Center, Nov. 20:

Clinkscales Portable Toilets, LLC · Following Thank you for keeping us safe!

Thankful for Chief Browne and his leadership of Clackamas Fire, Nov. 21:

Chief Nick Browne is a firefighters fire chief. Literally, just before he promoted to fire chief he was instructing vertical ventilation operations with a cadre at the Firemanship Conference. He understands the assignment.

Thankful for Clackamas Fire for recruiting firefighters to keep our community safe, Nov. 21:

It's always a pleasure to see Clackamas Fire leading the way in community! 💪

Thankful to Clackamas Fire for the live fire training in Oregon City, Nov. 23:

Very cool. We drove by and saw.

Excellent training for every Firefighter

Thankful to Clackamas Fire and Pub. Ed. Specialist Owen for the senior safety presentation, Nov. 24:

Thank you for giving us some very important information! Looking forward to have you at an Age Wise PDX event in the future!

C - 2 Christ the King Parish School 7414 SE Michael Drive Milwaukie, OR 97222 the KING HRIST Broyden Thank you for also Franky 2 UE ire Safety. We loved Seeing the Station 0 ++0 Brog Jear Station 1, Thank you for letting us come visit and teaching us all about Fr dhuked 25 60 6 topping by our school! ind cool fire engine hank you for keeping ille at CTK Kindegortery Ren Ben 2 Your friends Jophie is Safe. Packet Pg. 19



City of Gladstone 18505 Portland Artiand OR RPDC 972 Gladstone, OR 97027 NOV 2024 PM 21

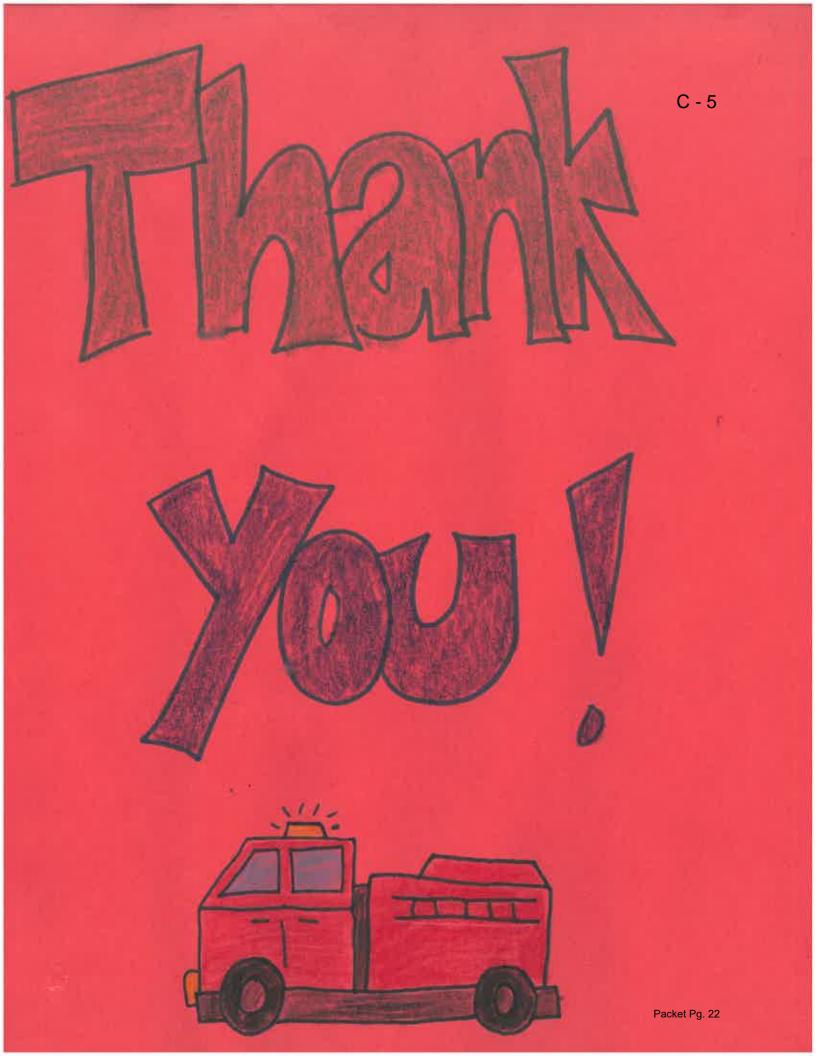


THANK YOU for being a part of the 2024 Gladstone's Goblin Gathering.

We are so GLAD to have you as part of our Community!

Clackamas Fire Dept. 11300 SE Fuller Rd. Milwaukie, OR 97222

C - 4 Anticipating in our veteran's Day Pinning (eremony at Miramonte Point earlier this month. Your Presence wis se appreciated! North you for all you do for our community! I your friends at been ESOLE "A" Shift ~ Aentiva Hospice unn 6





INFORMATIONAL ITEMS

- I 1 KATU NEWS, November 12, 2024 "Highway closed for hours following fatal single-car accident in Oregon" <u>https://www.katu.com/news/local/highway-closed-for-hours-following-fatal-single-car-accident-in-oregon</u>
- I 2 KMTR NEWS, November 12, 2024 "Highway closed for hours following fatal single-car accident in Oregon" <u>https://nbc16.com/news/local/highway-closed-for-hours-following-fatal-single-car-accident-in-oregon</u>
- I 3 KVAL NEWS, November 12, 2024 "Highway closed for hours following fatal single-car accident in Oregon" <u>https://kval.com/news/local/highway-closed-for-hours-following-fatal-single-car-accident-in-oregon</u>